

SCHOOL DISTRICT OF OKALOOSA COUNTY TECHNICAL ASSISTANCE MEMORANDUM FINANCE

FINANCE TAM: 2012-016

CONTACT: Julie Perry, Specialist

Budgeting & Financial Services

TELEPHONE: 833-5850

TO: School Principals

FROM: Rita R. Scallan, Chief Financial Officer

DATE: September 21, 2011

SUBJECT: Plan of Care (POC) Allocation - Project 6113

The Plan of Care (POC) allocation method consists of three components: an allocation based on FCAT levels, Algebra I EOC scores, and proficiency levels; a base allocation; and a secondary core subject area tutoring allocation. Funds are to be used strictly for before and after school tutoring. Requests should not be made for teacher salaries, classroom assistant salaries, or other assistance offered during the school day. All funds must be expended or encumbered by April 30, 2012; therefore, the last day of tutoring will be April 11, 2012. Any remaining funds will be pulled back to the District.

Schools will determine which students would best be served through tutoring. This may include retained students, good-cause students, or students needing subject area support. Payroll forms and instructions to facilitate submitting compensation for teachers and tutors participating in the POC program are attached. Teacher compensation forms must be accompanied by attendance rosters with names of students who attended the tutoring sessions. Also included are copies of Memorandums of Agreement between the School District and OCEA outlining the rules and processes to be used relating to personnel.

Transportation will be provided depending on ridership. The District will pay transportation costs for buses with at least 15 students. Bus drivers are expected to maintain a daily log. **If transportation drops below 15 on a bus, the school has the option of paying 50% of the cost or eliminating the transportation.** If a school chooses to pay 50% of the transportation cost, this expenditure must be funded from a source other than Plan of Care – Project 6113.

The attached spreadsheet shows the allocation method and allocation per school. Each type of allocation and the corresponding sections of the spreadsheet are explained below:

Allocation Based On FCAT Levels, Algebra I EOC Scores, and Proficiency Levels

FCAT & Algebra I EOC

Information Systems provided the number of current students who scored a Level 1 or Level 2 in FCAT Math or Reading (Columns B-E) and the number of current students who obtained a T score of less than 40 (Column F). The total number of students is shown in Column G.

Non-Proficient

The percentage of current students who are considered proficient was provided by Information Systems. This percentage was subtracted from 100% to obtain the non-proficient percentage for Math and Reading. The percentage was applied to the adjusted projected UFTE for fiscal year 2011-2012 to obtain an estimated number of students considered non-proficient. (Columns H – L)

Weighted Non-Proficient Based on Corrective Action Category

Finance used the corrective action category data obtained from Curriculum, Instruction, and Assessment to weight the number of students considered non-proficient. (Columns M – O)

Allocation Calculation

The total FCAT and Algebra 1 EOC students were added to the total weighted non-proficient students. This number was then multiplied by \$7.63 to obtain the allocation based on need. (Columns P-O)

Base Allocation

Allocation Calculation

Each school received a base allocation of \$2,500, with very small schools receiving a half or quarter of the base. These schools are noted at the bottom of the spreadsheet. (Column R)

Secondary Core Subject Area Tutoring Allocation

Allocation Calculation

Each high school and middle school received funding to support six (6) hours of secondary core subject area tutoring per week for 31 weeks. (6 hours X 31 weeks X \$36/hour = \$6,696) Baker School and Laurel Hill School received two allocations since each school has both middle and high school students. (Column S)

Total Allocation

The total allocation per school is shown in Column T.

Should you have any questions or need additional information regarding POC, please contact the following individuals based on subject area:

- 1. Budget Issues Julie Perry at 833-5850
- 2. Payroll Issues Debby Fetner at 833-5849
- 3. Appropriate Use of Plan of Care funds Guyla Hendricks, Quality Assurance, at 833-5860
- 4. Student Data J.C. Connor or Wendy Meserve, Information Systems, at 689-7149
- 5. Transportation Jay McInnis at 833-3551

Attachments:

- Spreadsheet
- Payroll forms and instructions
- Copies of Memorandums of Agreement

cc: Executive Staff
Payroll Supervisor
Chief Officer – Quality Assurance
Chief Information Officer
Transportation Program Director
OCEA
School Budget Bookkeepers

SCHOOL DISTRICT OF OKALOOSA COUNTY PLAN OF CARE ALLOCATION - PROJECT 6113

FCAT LEVELS 1 AND 2, ALGEBRA I EOC T SCORE < 40, PLUS ESTIMATED NON-PROFICIENT WITH WEIGHTING BASED ON CORRECTIVE ACTION CATEGORY; BASE ALLOCATION; AND SECONDARY CORE SUBJECT AREA TUTORING FISCAL YEAR 2011-2012 SEPTEMBER 19, 2011

		А	В	С	D	E	F	G	н	1	J	К	L	М	N	0	Р	Q	R	s	т
		FY 2011-2012		F	CAT		ALGEBRA I	TOTAL		N	ON-PROFIC	IENT		CORRECTIVE	WEIGHT	WEIGHTED	TOTAL FCAT/EOC	POC ALLOC.	\$2,500	SECONDARY CORE	TOTAL
		ADJ. PROJ.	LEV	VEL 1	LEV	EL 2	EOC	FCAT & EOC	PERCE	NTAGE	ESTIMAT	TED NO. OF	STUDENTS	ACTION	FOR	ESTIMATED	& WEIGHTED	PER UNIT	BASE POC	SUBJECT AREA	POC FUNDING
CENTER	SCHOOL NAME	UFTE	MATH	READING	MATH	READING	T SCORE < 40	STUDENTS	MATH	READING	MATH	READING	TOTAL	CATEGORY	CATEGORY	NON-PROF.	NON-PROF.	\$ 7.63	PER SCHOOL	TUTORING	PER SCHOOL
		•		•	•			SUM(B:F)			(H X A)	(I X A)	(J + K)	•		(L X N)	(G + O)	(P X ALLOC.)			(Q + R + S)
0031	EDWINS ELEMENTARY SCHOOL	475.00	3.00	18.00	21.00	17.00	-	59.00	19.20%	28.23%	91.20	134.07	225.27	PREVENT II	1.75	394.22	453.22	\$ 3,456	\$ 2,500	\$ -	\$ 5,956
0041	BAKER SCHOOL	1,298.00	49.00	65.00	131.00	165.00	5.00	415.00	31.58%	30.79%	409.89	399.65	809.54	PREVENT I	1.50	1,214.31	1,629.31	12,425	2,500	13,392	28,317
0051	BOB SIKES ELEMENTARY SCHOOL	708.00	12.00	16.00	17.00	20.00	-	65.00	13.74%	17.06%	97.31	120.80	218.11	PREVENT I	1.50	327.17	392.17	2,991	2,500	-	5,491
0082	MEIGS MIDDLE SCHOOL	530.00	31.00	24.00	86.00	59.00	-	200.00	24.38%	17.33%	129.19	91.84	221.03	NONE	1.00	221.03	421.03	3,211	2,500	6,696	12,407
0092	SHOAL RIVER MIDDLE SCHOOL	872.00	88.00	52.00	160.00	91.00	-	391.00	33.07%	19.07%	288.34	166.26	454.60	CORRECT II	2.50	1,136.50	1,527.50	11,649	2,500	6,696	20,845
0121	RUCKEL MIDDLE SCHOOL	842.00	27.00	14.00	95.00	57.00	_	193.00	15.46%	9.02%	130.20	75.96	206.16	NONE	1.00	206.16	399.16	3,044	2,500	6,696	12,240
0131	DESTIN ELEMENTARY SCHOOL	868.00	4.00	6.00	24.00	16.00	_	50.00	12.67%	9.95%	109.97	86.41	196.38	NONE	1.00	196.38	246.38	1,879	2,500		4,379
0151	EDGE ELEMENTARY SCHOOL	518.60	3.00	9.00	14.00	8.00	_	34.00	11.49%	11.49%	59.57	59.57	119.14	NONE	1.00	119.14	153.14	1,168	2,500	-	3,668
0161	EGLIN ELEMENTARY SCHOOL	386.00	2.00	4.00	4.00	2.00	_	12.00	9.52%	9.52%	36.76	36.76	73.52	NONE	1.00	73.52	85.52	652	2,500	-	3,152
0201	LAUREL HILL SCHOOL	422.00	16.00	39.00	33.00	56.00	2.00	146.00	26.49%	37.55%	111.77	158.46	270.23	CORRECT I	2.00	540.46	686.46	5,235	2,500	13,392	21,127
0211	NICEVILLE HIGH SCHOOL	1,828.40	2.00	69.00	16.00	252.00	10.00	349.00	4.10%	25.30%	74.97	462.50	537.47	CORRECTI	2.00	1.074.94	1,423.94	10,859	2,500	6,696	20,055
0222	NORTHWOOD ELEMENTARY SCHOOL	683.00	16.00	24.00	35.00	23.00	-	98.00	25.25%	23.15%	172.44	158.13	330.57	PREVENT I	1.50	495.86	593.86	4,529	2,500	-	7.029
0241	SILVER SANDS SCHOOL	140.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	-	N/A
0251	RIVERSIDE ELEMENTARY SCHOOL	721.00	7.00	23.00	20.00	25.00		75.00	12.68%	22.43%	91.39	161.72	253.11	PREVENT I	1.50	379.67	454.67	3.467	2,500	-	5,967
0271	PRYOR MIDDLE SCHOOL	569.00	46.00	44.00	123.00	80.00	-	293.00	32.44%	23.80%	184.57	135.42	319.99	CORRECT I	2.00	639.98	932.98	7,115	2,500	6,696	16,311
0281	WRIGHT ELEMENTARY SCHOOL	572.00	24.00	26.00	57.00	33.00	-	140.00	43.78%	31.89%	250.44	182.42	432.86	CORRECT II	2.50	1,082.15	1,222.15	9,320	2,500		11,820
0431	SHALIMAR ELEMENTARY SCHOOL	567.00	12.00	9.00	24.00	24.00	-	69.00	22.36%	20.50%	126.78	116.22	243.00	PREVENT II	1.75	425.25	494.25	3,769	2,500	-	6,269
0541	ELLIOTT PT. ELEMENTARY SCHOOL	606.00	11.00	25.00	30.00	22.00	-	88.00	23.56%	26.86%	142.79	162.75	305.54	PREVENT I	1.50	458.31	546.31	4,166	2,500	-	6,666
0561	MARY ESTHER ELEMENTARY SCHOOL	548.00	11.00	16.00	25.00	26.00	-	78.00	23.23%	27.10%	127.28	148.49	275.77	CORRECT I	2.00	551.54	629.54	4,801	2,500	-	7,301
0571	PLEW ELEMENTARY SCHOOL	638.00	3.00	8.00	15.00	11.00	-	37.00	8.14%	8.60%	51.96	54.85	106.81	NONE	1.00	106.81	143.81	1,097	2,500	-	3,597
0581	CHOCTAW HIGH SCHOOL	1,577.00	11.00	117.00	33.00	306.00	31.00	498.00	10.16%	35.37%	160.25	557.75	718.00	CORRECTI	2.00	1,436.00	1,934.00	14,749	2,500	6,696	23,945
0601	CRESTVIEW HIGH SCHOOL	1,820.00	4.00	137.00	64.00	364.00	47.00	616.00	16.00%	40.18%	291.20	731.21	1,022.41	CORRECTI	2.00	2,044.82	2,660.82	20,292	2,500	6,696	29,488
0621	KENWOOD ELEMENTARY SCHOOL	580.00	2.00	15.00	22.00	18.00	-	57.00	13.41%	18.44%	77.77	106.93	184.70	NONE	1.00	184.70	241.70	1,843	2,500	-	4,343
0631	FLOROSA ELEMENTARY SCHOOL	509.00	5.00	5.00	17.00	13.00	-	40.00	18.49%	15.13%	94.10	76.99	171.09	PREVENT I	1.50	256.64	296.64	2,262	2,500	-	4,762
0641	FT. WALTON BEACH HIGH SCHOOL	1,707.00	8.00	109.00	49.00	309.00	7.00	482.00	14.92%	35.19%	254.71	600.61	855.32	CORRECTI	2.00	1,710.64	2,192.64	16,721	2,500	6,696	25,917
0651	BRUNER MIDDLE SCHOOL	743.00	87.00	67.00	155.00	124.00	-	433.00	34.28%	27.02%	254.68	200.73	455.41	CORRECT I	2.00	910.82	1,343.82	10,248	2,500	6,696	19,444
0671	LEWIS K-8 SCHOOL	639.00	21.00	20.00	56.00	44.00	-	141.00	19.85%	16.54%	126.81	105.67	232.48	NONE	1.00	232.48	373.48	2,848	2,500	6,696	12,044
0681	LONGWOOD ELEMENTARY SCHOOL	520.00	11.00	21.00	25.00	16.00	-	73.00	23.38%	24.03%	121.56	124.94	246.50	PREVENT I	1.50	369.75	442.75	3,376	2,500	-	5,876
0701	CHOICE HIGH & VOCATIONAL CENTER	362.86	18.00	74.00	26.00	71.00	8.00	197.00	65.67%	76.32%	238.30	276.92	515.22	CORRECT I	2.00	1,030.44	1,227.44	9,361	2,500	6,696	18,557
0731	WALKER ELEMENTARY SCHOOL	718.00	11.00	16.00	35.00	19.00	-	81.00	18.93%	14.40%	135.92	103.42	239.34	PREVENT I	1.50	359.01	440.01	3,356	2,500	-	5,856
0741	BLUEWATER ELEMENTARY SCHOOL	802.00	2.00	2.00	11.00	6.00	-	21.00	5.88%	3.62%	47.18	29.03	76.21	NONE	1.00	76.21	97.21	741	2,500	-	3,241
0751	ANTIOCH ELEMENTARY SCHOOL	832.00	1.00	1.00	10.00	14.00	=.	26.00	5.07%	6.94%	42.18	57.78	99.96	NONE	1.00	99.96	125.96	961	2,500	=	3,461
0761	DAVIDSON MIDDLE SCHOOL	906.12	61.00	53.00	136.00	110.00	1.00	361.00	26.48%	21.82%	239.93	197.72	437.65	PREVENT I	1.50	656.48	1,017.48	7,759	2,500	6,696	16,955
0771	DESTIN MIDDLE SCHOOL	614.00	15.00	16.00	63.00	39.00	-	133.00	14.36%	10.13%	88.20	62.19	150.39	NONE	1.00	150.39	283.39	2,161	2,500	6,696	11,357
0801	RICHBOURG SCHOOL	49.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	-	N/A
	TOTAL DISTRICT SCHOOLS	26,170.98	624.00	1,144.00	1,632.00	2,440.00	111.00	5,951.00			4,859.61	6,144.17	11,003.78			19,161.74	25,112.74	191,511	82,500	113,832	387,843
0609	NORTH HIGH SCHOOL	50.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
0709	THE NEW HIGH SCHOOL - SOUTH	125.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
0781	BEST CHANCE - SOUTH	40.86	N/A	N/A	N/A	N/A	N/A	N/A	N/A		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
0791	ECCI - NORTH & BEST CHANCE - NORTH	-	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
0811	SOUTHSIDE PRE-K D	50.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		N/A
9818	NWFL BALLET ACADEMIE	140.00	-	-	9.00	3.00	-	12.00	9.47%	3.16%	13.26	4.42	17.68	NONE	1.00	17.68	29.68	226	1,250		1,476
9819	TEACHING ADJ. YOUTH FAC.	21.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	-	N/A
9820	OKALOOSA BLENDED	20.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		N/A
3020	TOTAL DISTRICT PROGRAMS	446.86	-	-	9.00	3.00	-	12.00	.,,,,	.,,,,	13.26	4.42	17.68	.,,,,	14//	17.68	29.68	226	1,250	-	1,476
														l					3,211		3,
9810	GULF COAST YOUTH ACD	80.13	4.00	4.00	-	3.00	1.00	12.00	80.00%	77.78%	64.10	62.32	126.42	NONE	1.00	126.42	138.42	1,056	1,250	=	2,306
9811	OKALOOSA YOUTH DEVELOP. CNTR.	43.11	3.00	7.00	-	-	-	10.00	100.00%	100.00%	43.11	43.11	86.22	NONE	1.00	86.22	96.22	734	625	-	1,359
9812	OKALOOSA YOUTH ACD	108.28	16.00	28.00	13.00	12.00	2.00	71.00	78.38%	71.43%	84.87	77.34	162.21	NONE	1.00	162.21	233.21	1,778	1,250	-	3,028
9813	OKALOOSA REG. DETENTION	44.42	1.00	3.00	1.00	-	-	5.00	66.67%	50.00%	29.61	22.21	51.82	NONE	1.00	51.82	56.82	433	625		1,058
9814	ADOL. SUBST. ABUSE PGM	44.19	-	5.00	2.00	3.00	2.00	12.00	66.67%	57.14%	29.46	25.25	54.71	NONE	1.00	54.71	66.71	509	625	-	1,134
9817	MILTON GIRLS JUV. RES. FAC.	69.65	9.00	15.00	2.00	5.00	1.00	32.00	100.00%	74.07%	69.65	51.59	121.24	NONE	1.00	121.24	153.24	1,169	625	-	1,794
	TOTAL DJJ PROGRAMS	389.78	33.00	62.00	18.00	23.00	6.00	142.00			320.80	281.82	602.62			602.62	744.62	5,679	5,000	-	10,679
	TOTAL	27.007.67	CET 05	4 200 0-	1.050.00	2 465 25		C 107.0-			F 402.55		44.634.5	1		10 702 0	25.005.5	ć 107 m	ć co ===	A 440.055	£ 200.05=
	TOTAL	27,007.62	057.00	1,206.00	1,659.00	2,466.00	117.00	6,105.00			5,193.67	6,430.41	11,624.08			19,782.04	25,887.04	\$ 197,416	\$ 88,750	\$ 113,832	\$ 399,998

NOTES:

- 1. THE ADJUSTED PROJECTED UFTE FOR NORTH HIGH SCHOOL (0609) HAS BEEN ADDED TO CRESTVIEW HIGH SCHOOL FOR THE PLAN OF CARE ALLOCATION.
- 2. THE ADJUSTED PROJECTED UPTE FOR THE NEW HIGH SCHOOL SOUTH (3709) HAS BEEN ADDED TO CHOICE HIGH SCHOOL FOR VOCATIONAL CENTER FOR THE PLAN OF CARE ALLOCATION.
- 3. BEST CHANCE SOUTH HAS BEEN DISCONTINUED, AND THE STUDENTS ARE NOW A PART OF CHOICE HIGH SCHOOL & VOCATIONAL CENTER (0701). AS SUCH, THE ORIGINAL ADJUSTED UFTE HAS BEEN ADDED TO CHOICE (0701) FOR THE PLAN OF CARE ALLOCATION.
- 4. INFORMATION SYSTEMS PROVIDED THE FCAT LEVEL INFORMATION, ALGEBRA I EOC SCORE INFORMATION, AND THE NON-PROFICIENT INFORMATION ON SEPTEMBER 19, 2011. CENTER 9819 DID NOT HAVE ANY STUDENTS WHO HAD TAKEN THE FCAT IN FY 2010-2011.
- 5. THE CORRECTIVE ACTION CATEGORY INFORMATION WAS PROVIDED BY CURRICULUM, INSTRUCTION, & ASSESSMENT ON SEPTEMBER 13, 2011
- 6. THE FOLLOWING SCHOOLS WILL RECEIVE ONE-HALF BASE ALLOCATION: NWFL BALLET ACADEMIE, GULF COAST YOUTH ACADEMY, AND OKALOOSA YOUTH ACADEMY.
- 7. THE FOLOWING SCHOOLS WILL RECEIVE ONE-QUARTER BASE ALLOCATION: OKALOOSA YOUTH DEVELOPMENT CENTER, OKALOOSA REGIONAL DETENTION CENTER, ADDLESCENT SUBSTANCE ABUSE PROGRAM, AND MILTON GIRLS JUVENILE RESIDENTIAL FACILITY.
- 8. SECONDARY CORE SUBJECT AREA TUTORING ALLOCATED TO MIDDLE AND HIGH SCHOOLS. BAKER AND LAUREL HILL RECEIVED ALLOCATIONS FOR BOTH MIDDLE AND HIGH.
- 9. SECONDARY CORE SUBECT AREA TUTORING ALLOCATION CALCULATION: 6 HOURS PER WEEK X 31 WEEKS X \$36 PER HOUR = \$6,696 PER SCHOOL.

School District of Okaloosa County Plan of Care – Project 6113 Instructions for Submitting Payroll Fiscal Year 2011-2012

Pursuant to the Memorandums of Agreement, entered into between the School District and OCEA on July 24, 2002, regarding the compensation of tutors for before and/or after school tutoring for Plan of Care students, the instructions listed below should be followed:

I) Before and/or After School Tutoring (refer to memorandum of agreement for selection criteria)

A) Current District employees who tutor before and/or after school (including substitutes/temporary personnel):

- 1) Submit an Other Compensation Form MIS 3180 (see attachment) to the Payroll Department with your regular monthly payroll.
- 2) In the Description field, indicate Plan of Care tutoring, date(s) of tutoring session, teachers' names, social security numbers (last 4 digits only), and job IDs.
- 3) Refer to the Memorandum of Agreement (see attachment) or call the Payroll Department for assistance in the appropriate hours and compensation to list in the Time and Total Columns.
- 4) Indicate the account strip to be charged (1010.5100.0102.Center.6113).

B) New Hire:

- 1) The individual must complete the necessary paperwork through OASIS to become a District substitute. The Principal does not enter the job on OASIS.
- 2) Once the individual is a District substitute, follow the instructions in Item A.

Should you have any questions or need additional information, please call Debby Fetner at 833-5849.

SCHOOL DISTRICT OF OKALOOSA COUNTY FINANCE DEPARTMENT OTHER COMPENSATION REPORT

Activity Date:		Description:									
Funding:											
Fund	Function	Object	Cent	er	Project						
 INSTRUCTIONS: ◆ List only one entry per employee per activity. ◆ Attach a signed Other Compensation Report Time Sheet (MIS 3475) for each employee listed. ◆ Do not report substitutes on this form – all subs must be reported by school on a Substitute Time Report. 											
EMPLOYE	E NAME	SOCIAL SECURITY #	JOB ID	TIME (HRS)	TOTAL \$						
a contract of the second	· · · · · · · · · · · · · · · · · · ·										
				· · · · · ·							
											
			<u> </u>								
Approved: Signature of Prince	cipal/Department	Head	RUN BAT DAT	PR PAYROLL US I # CH # E ENTERED TALS	iDio/NiPy						

The question has arisen as to whether counselors should sit in on meetings between parents and retained students.

The Okaloosa County Education Association and the Okaloosa County School District agree that if a teacher and the principal agree it is educationally necessary for the counselor to be present, counselors may be asked to attend for part of the meeting. Counselors should only be present when the discussion is about testing or issues the counselor is directly involved in. Counselors will be compensated \$25.00 per meeting. The decision about whether or not a counselor will attend the meeting must be decided on an individual basis. The principal and teacher should sign a document which indicates they have agreed that having the counselor for part of the meeting was educationally necessary.

For OCEA:

For the School Board:

Signature

For the School Board:

Malault topoppy 8/07/02

Signature

Signature

Pate

Sworm to and subscribed before me this 716 day of October 2002.

Notary Signature

Seal:



The Okaloosa County Education Association and the Okaloosa County School District agree to the following arrangements for teachers to meet with parents of retained students:

Teachers will be required to arrange meetings at mutually agreeable times with parents for each retained student they have. NOTE: This may require the presence of two teachers in the case of ESE students who are served by resource teachers.

- 2. If the meeting occurs out of the 7.5 hour day, teachers will be compensated \$25.00 per hour for each meeting. They will be guaranteed a minimum of two (2) hours per student. No compensation will be given for hours beyond two (2) hours.
- 3 Teachers may request, on an individual meeting basis, the presence of an administrator if they feel it is warranted. Administrators shall honor such requests.

For OCEA.	For the School Board:									
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simature J	Date	Signature		7	Serie Of The Control					

Sworm to and subscribed before me this 24th day of 14th 2002

Notary Signandre

Seal:

The Okaloosa County Education Association and the Okaloosa County School District agree to the following which may relate to retention plans that involve before and after school tutoring:

Selection of tutors:

- A Certification in the area to be taught shall be the first criteria. No position shall be offered to a person who is not certified in the area to be taught if there is a volunteer in the bargaining unit who is certified in that area.
- B Priority will be given to district employees who are members of the instructional bargaining unit.
- C If more than one bargaining unit member applies, the position should be offered based on criteria found in *Article IX*, *Section B*, #5 of the Master Contract. (See attached)

Pay:

Compensation should be based on "Memorandum of Agreement" dated 1/14/99 and 3/1/99. (See attached)

Security:

If a teacher feels security problems exist during the teaching period of the remediation program at his/her school, they should reference Article V, Section E of the Master Contract. If this does not resolve the problem, they should forward their concerns to the Superintendent. (See attached)

Eligibility Recommendations:

Tutoring classes should, under best practices, be limited to from 3 to 5 students at one time. Efforts should be made not to exceed 5 students in a tutoring situation.

Discipline:

Teachers should send written documentation of poor behavior to the principal should a student be moved to another tutor or denied the right to continue in the program.

Resignation:

If a teacher wishes to resign from their tutoring assignment, they may do so with two (2) weeks notice to the principal. The teacher shall suffer no penalty or recrimination as long as adequate notice is given. The principal shall make efforts to fill the position before the full two (2) weeks is up.

For OCEA:

Signature

For the School Board:

Thick Color of Michael Survey 1/24/02

Signature

For the School Board:

Signature

Date

Sworn to and subscribed before me this 24th day of

Notary Signature S

The Okaloosa County Education Association and the Okaloosa County School District agree to the following rates of compensation for district or school run programs:

Detention: The regular rate of pay for supervising detention outside the regular work day shall be \$10 per hour. Any employee who supervises a Saturday detention shall be paid for a minimum of 5 hours.

2) School or district tutoring programs: All certified personnel who tutor in a district or school program shall be compensated at the hourly rate found in Appendix G of the Master Contract. Noncertified personnel shall be compensated at the rate of \$15 per hour.

imployees shall participate in the above programs on a voluntary basis.

or OCEA

For the School Board

1-14-99

Date

Date

Belty Jo Holloway

My Commission CC636763

Expres April 06, 2001

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