



**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE**

FINANCE TAM: 2012-026

CONTACT: Julie Perry, Director
Budgeting & Financial Services

TELEPHONE: 833-5850

TO: Middle School Principals

FROM: Rita R. Scallan, Chief Financial Officer

A handwritten signature in blue ink that reads "Rita R. Scallan".

DATE: February 16, 2012

SUBJECT: Additional Plan of Care (POC)/Tutoring Allocation – Project 6113

In order to provide middle school students with additional tutoring services leading up to the FCAT Test scheduled for April 16, 2012, the District is increasing the POC/Tutoring Allocation (Project 6113) at all middle schools. The additional allocation of \$1,440 per school will support the tutoring services of two teachers per school, one hour per day, for twenty days (2 teachers X 1 hour X 20 days X \$36/hour = \$1,440).

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. **The last day of tutoring will be April 15, 2012.** Please be sure to have all payroll forms submitted in time for the May payroll period. 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 indicates the original POC allocation, additional middle school tutoring allocation, and revised POC allocation per school.

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
 ADDITIONAL MIDDLE SCHOOL TUTORING
 FISCAL YEAR 2011-2012
 FEBRUARY 16, 2012**

CENTER	SCHOOL NAME	A ORIGINAL POC FUNDING PER SCHOOL	B C D E ADDITIONAL MIDDLE SCHOOL TUTORING				F TOTAL ADD'L MIDDLE SCHOOL TUTORING (B x C x D x E)	G REVISED POC FUNDING PER SCHOOL (A + F)
			NO. OF TEACHERS	HOURS PER DAY	NO. OF DAYS	COST PER HOUR		
0031	EDWINS ELEMENTARY SCHOOL	\$ 5,956	-	-	-	\$ -	\$ -	\$ 5,956
0041	BAKER SCHOOL	28,317	2.00	1.00	20.00	\$ 36	1,440	29,757
0051	BOB SIKES ELEMENTARY SCHOOL	5,491	-	-	-	-	-	5,491
0082	MEIGS MIDDLE SCHOOL	12,407	2.00	1.00	20.00	\$ 36	1,440	13,847
0092	SHOAL RIVER MIDDLE SCHOOL	20,845	2.00	1.00	20.00	\$ 36	1,440	22,285
0121	RUCKEL MIDDLE SCHOOL	12,240	2.00	1.00	20.00	\$ 36	1,440	13,680
0131	DESTIN ELEMENTARY SCHOOL	4,379	-	-	-	-	-	4,379
0151	EDGE ELEMENTARY SCHOOL	3,668	-	-	-	-	-	3,668
0161	EGLIN ELEMENTARY SCHOOL	3,152	-	-	-	-	-	3,152
0201	LAUREL HILL SCHOOL	21,127	2.00	1.00	20.00	\$ 36	1,440	22,567
0211	NICEVILLE HIGH SCHOOL	20,055	-	-	-	-	-	20,055
0222	NORTHWOOD ELEMENTARY SCHOOL	7,029	-	-	-	-	-	7,029
0241	SILVER SANDS SCHOOL	N/A	-	-	-	-	-	N/A
0251	RIVERSIDE ELEMENTARY SCHOOL	5,967	-	-	-	-	-	5,967
0271	PRYOR MIDDLE SCHOOL	16,311	2.00	1.00	20.00	\$ 36	1,440	17,751
0281	WRIGHT ELEMENTARY SCHOOL	11,820	-	-	-	-	-	11,820
0431	SHALIMAR ELEMENTARY SCHOOL	6,269	-	-	-	-	-	6,269
0541	ELLIOTT PT. ELEMENTARY SCHOOL	6,666	-	-	-	-	-	6,666
0561	MARY ESTHER ELEMENTARY SCHOOL	7,301	-	-	-	-	-	7,301
0571	PLEW ELEMENTARY SCHOOL	3,597	-	-	-	-	-	3,597
0581	CHOCTAW HIGH SCHOOL	23,945	-	-	-	-	-	23,945
0601	CRESTVIEW HIGH SCHOOL	29,488	-	-	-	-	-	29,488
0621	KENWOOD ELEMENTARY SCHOOL	4,343	-	-	-	-	-	4,343
0631	FLOROSA ELEMENTARY SCHOOL	4,762	-	-	-	-	-	4,762
0641	FT. WALTON BEACH HIGH SCHOOL	25,917	-	-	-	-	-	25,917
0651	BRUNER MIDDLE SCHOOL	19,444	2.00	1.00	20.00	\$ 36	1,440	20,884
0671	LEWIS K-8 SCHOOL	12,044	2.00	1.00	20.00	\$ 36	1,440	13,484
0681	LONGWOOD ELEMENTARY SCHOOL	5,876	-	-	-	-	-	5,876
0701	CHOICE HIGH & VOCATIONAL CENTER	18,557	-	-	-	-	-	18,557
0731	WALKER ELEMENTARY SCHOOL	5,856	-	-	-	-	-	5,856
0741	BLUEWATER ELEMENTARY SCHOOL	3,241	-	-	-	-	-	3,241
0751	ANTIOCH ELEMENTARY SCHOOL	3,461	-	-	-	-	-	3,461
0761	DAVIDSON MIDDLE SCHOOL	16,955	2.00	1.00	20.00	\$ 36	1,440	18,395
0771	DESTIN MIDDLE SCHOOL	11,357	2.00	1.00	20.00	\$ 36	1,440	12,797
0801	RICHBOURG SCHOOL	N/A	-	-	-	-	-	N/A
TOTAL DISTRICT SCHOOLS		387,843	20.00				14,400	402,243
0609	NORTH HIGH SCHOOL	N/A	-	-	-	-	N/A	N/A
0709	THE NEW HIGH SCHOOL - SOUTH	N/A	-	-	-	-	N/A	N/A
0781	BEST CHANCE - SOUTH	N/A	-	-	-	-	N/A	N/A
0791	ECCI - NORTH & BEST CHANCE - NORTH	N/A	-	-	-	-	N/A	N/A
0811	SOUTHSIDE PRE-K D	N/A	-	-	-	-	N/A	N/A
9818	NWFL BALLET ACADEMIE	1,476	-	-	-	-	-	1,476
9819	TEACHING ADJ. YOUTH FAC.	N/A	-	-	-	-	N/A	N/A
9820	OKALOOSA BLENDED	N/A	-	-	-	-	N/A	N/A
TOTAL DISTRICT PROGRAMS		1,476						1,476
9810	GULF COAST YOUTH ACD	2,306	-	-	-	-	-	2,306
9811	OKALOOSA YOUTH DEVELOP. CNTR.	1,359	-	-	-	-	-	1,359
9812	OKALOOSA YOUTH ACD	3,028	-	-	-	-	-	3,028
9813	OKALOOSA REG. DETENTION	1,058	-	-	-	-	-	1,058
9814	ADOL. SUBST. ABUSE PGM	1,134	-	-	-	-	-	1,134
9817	MILTON GIRLS JUV. RES. FAC.	1,794	-	-	-	-	-	1,794
TOTAL DJJ PROGRAMS		10,679						10,679
TOTAL		\$ 399,998	20.00				\$ 14,400	\$ 414,398

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.

Memorandum of Agreement
between
Okaloosa County School Board
and
Okaloosa County Education Association

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:

Sheila J. Olsen
Signature

Date
8/08/02

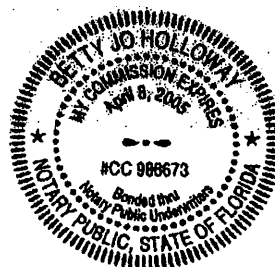
Marlene T. [Signature]
Signature

Date
8/07/02

Sworn to and subscribed before me this 7th day of August, 2002.

Betty Jo Holloway
Notary Signature

Seal:



Memorandum of Agreement
between
Okaloosa County School Board
and
Okaloosa County Education Association

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:

Shirley J. Olson
Signature

7-24-2002
Date

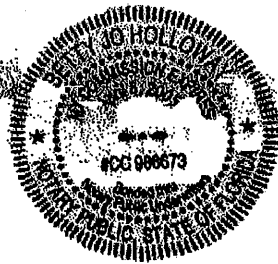
For the School Board:

Michael E. Ferry 7/24/02
Signature

Sworn to and subscribed before me this 24th day of July, 2002

Betty J. Holloman
Notary Signature

Seal:



Memorandum of Agreement
between
Okaloosa County School Board
and
Okaloosa County Education Association

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:

Keith J. Wilson 7-24-2002
Signature Date

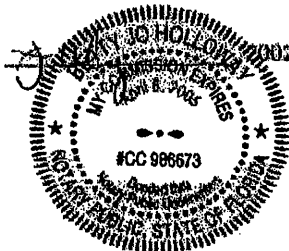
For the School Board:

Michael E. Forsyth 7/24/02
Signature Date

Sworn to and subscribed before me this 24th day of

Betty J. Holloway
Notary Signature

Seal:



Memorandum of Agreement
between
Okaloosa County School Board
and
Okaloosa County Education Association

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.

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

For OCEA

Michael E. Foxworthy

1-14-99
Date

For the School Board

Rebecca Spencer

1.14.99
Date



Betty Jo Holloway
My Commission CC636783
Expires April 08, 2001

Betty Jo Holloway
1/14/99