



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

FINANCE TAM: 2016-009
CONTACT: Julie Perry, Director
Budgeting & Financial Services
TELEPHONE: 833-5850

TO: School Principals
FROM: Rita R. Scallan, Chief Financial Officer
DATE: August 3, 2015
SUBJECT: Plan of Care (POC) Allocation – Project 6113

In light of the new Florida Standards Assessment and the increased rigor of the new standards, the District will continue Plan of Care (POC) tutoring for fiscal year 2015-2016.

The attached spreadsheet shows the allocation per school. Each school received an allocation of \$6,000 plus benefits. **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. 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. Any remaining funds will be pulled back to the District.

Tutoring Timeline

Tutoring may begin the week of August 31, 2015. All funds must be expended or encumbered by May 31, 2016; therefore, **tutoring must be concluded no later than May 6, 2016.**

Payroll Procedures

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. **Other Compensation forms should be turned in each month according to the payroll schedule.** 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

Transportation will be provided, and the District will pay all transportation costs. **We ask that schools try to ensure that each bus has at least 15 students.** Bus drivers are expected to maintain a daily log, and schools should be aware of how many students are being transported per bus.

****Please contact the Transportation Department to arrange POC dismissal times. This will allow Transportation to ensure that bus drivers have time to finish their regular routes before the buses are required to return to schools for POC dismissal.****

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 – Marcus Chambers at 833-3191
4. Transportation – Jay McInnis at 833-3551
5. Personnel Issues – Stacie Smith at 833-5801

Attachments:

- Spreadsheet
- Rules & Processes Related to Personnel
- Payroll forms and instructions

cc:

Executive Staff
Payroll Supervisor
Transportation Program Director
OCEA
School Budget Bookkeepers

**SCHOOL DISTRICT OF OKALOOSA COUNTY
PLAN OF CARE ALLOCATION - PROJECT 6113
FISCAL YEAR 2015-2016
AUGUST 3, 2015**

CENTER	SCHOOL NAME	OTHER COMPENSATION PER SCHOOL \$ 6,000	RETIREMENT 7.50%	FICA 7.65%	TOTAL PLAN OF CARE ALLOCATION PER SCHOOL
0031	EDWINS ELEMENTARY SCHOOL	\$ 6,000	\$ 450	\$ 459	\$ 6,909
0041	BAKER SCHOOL	6,000	450	459	6,909
0051	BOB SIKES ELEMENTARY SCHOOL	6,000	450	459	6,909
0082	MEIGS MIDDLE SCHOOL	6,000	450	459	6,909
0092	SHOAL RIVER MIDDLE SCHOOL	6,000	450	459	6,909
0121	RUCKEL MIDDLE SCHOOL	6,000	450	459	6,909
0131	DESTIN ELEMENTARY SCHOOL	6,000	450	459	6,909
0151	EDGE ELEMENTARY SCHOOL	6,000	450	459	6,909
0161	EGLIN ELEMENTARY SCHOOL	6,000	450	459	6,909
0201	LAUREL HILL SCHOOL	6,000	450	459	6,909
0211	NICEVILLE HIGH SCHOOL	6,000	450	459	6,909
0222	NORTHWOOD ELEMENTARY SCHOOL	6,000	450	459	6,909
0241	SILVER SANDS SCHOOL	N/A	N/A	N/A	N/A
0251	RIVERSIDE ELEMENTARY SCHOOL	6,000	450	459	6,909
0271	PRYOR MIDDLE SCHOOL	6,000	450	459	6,909
0281	WRIGHT ELEMENTARY SCHOOL	6,000	450	459	6,909
0431	SHALIMAR ELEMENTARY SCHOOL	6,000	450	459	6,909
0541	ELLIOTT PT. ELEMENTARY SCHOOL	6,000	450	459	6,909
0561	MARY ESTHER ELEMENTARY SCHOOL	6,000	450	459	6,909
0571	PLEW ELEMENTARY SCHOOL	6,000	450	459	6,909
0581	CHOCTAW HIGH SCHOOL	6,000	450	459	6,909
0601	CRESTVIEW HIGH SCHOOL	6,000	450	459	6,909
0621	KENWOOD ELEMENTARY SCHOOL	6,000	450	459	6,909
0631	FLOROSA ELEMENTARY SCHOOL	6,000	450	459	6,909
0641	FT. WALTON BEACH HIGH SCHOOL	6,000	450	459	6,909
0651	BRUNER MIDDLE SCHOOL	6,000	450	459	6,909
0671	LEWIS K-8 SCHOOL	6,000	450	459	6,909
0681	LONGWOOD ELEMENTARY SCHOOL	6,000	450	459	6,909
0701	CHOICE HIGH & VOCATIONAL CENTER	6,000	450	459	6,909
0721	OKALOOSA STEM ACADEMY	N/A	N/A	N/A	N/A
0731	WALKER ELEMENTARY SCHOOL	6,000	450	459	6,909
0741	BLUEWATER ELEMENTARY SCHOOL	6,000	450	459	6,909
0751	ANTIOCH ELEMENTARY SCHOOL	6,000	450	459	6,909
0761	DAVIDSON MIDDLE SCHOOL	6,000	450	459	6,909
0771	DESTIN MIDDLE SCHOOL	6,000	450	459	6,909
0801	RICHBOURG SCHOOL	N/A	N/A	N/A	N/A
0811	SOUTHSIDE PRE-K D	N/A	N/A	N/A	N/A
TOTAL CENTRALLY BUDGETED SCHOOLS		198,000	14,850	15,147	227,997
0791	ECCI - NORTH	N/A	N/A	N/A	N/A
9818	NWFL BALLET ACADEMIE	6,000	450	459	6,909
TOTAL OTHER SCHOOLS		6,000	450	459	6,909
TOTAL ALL SCHOOLS		\$ 204,000	\$ 15,300	\$ 15,606	\$ 234,906

**School District of Okaloosa County
Plan of Care – Project 6113
Rules & Processes Related to Personnel
Fiscal Year 2015-2016**

Excerpt from Master Contract – Article XIX – Professional Compensation:

- W. If a teacher and the principal agree it is educationally necessary for the counselor to be present at a meeting between parents and retained students, 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.
- X. The regular rate of pay for supervising detention outside the regular work day shall be \$10.00 per hour. Any employee who supervises a Saturday detention shall be paid for a minimum of five (5) hours.
- Y. Retention plans that involve before and after school tutoring will use the following criteria:
1. 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.
 2. Priority will be given to district employees who are members of the instructional bargaining unit.
 3. If more than one bargaining unit member applies, the position should be offered based on criteria found in *Article X, Section B, #5* of the Master Contract.
 4. All certified personnel who tutor in a district or school program shall be compensated at the hourly rate found in Appendix F of the Master Contract. Non-certified personnel shall be compensated at the rate of \$15.00 per hour.
 5. If a teacher feels security problems exist during the teaching period of the remediation program at his/her school, he/she should report it to the principal. If this does not resolve the problem, they should forward their concerns to the Superintendent.
 6. 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.
 7. Teachers should send written documentation of poor behavior to the principal. A student should be moved to another tutor or denied the right to continue in the program.
 8. 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.

Clarification of Hourly Rates Referenced in Article XIX(Y)(4):

The Master Contract refers to Appendix F for hourly rates; however, the Salary Schedules are actually Appendix G. Furthermore, the Salary Schedules in the Master Contract are not the most up-to-date. The current Supplemental Hourly Rates are:

Bachelor's Degree	\$31.31
Master's Degree	\$35.66
Specialist's Degree	\$38.75
Doctorate's Degree	\$41.79

Should you have any questions or need additional information, please call Stacie Smith at 833-5801.

**School District of Okaloosa County
Plan of Care – Project 6113
Instructions for Submitting Payroll
Fiscal Year 2015-2016**

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, employee ID, 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.

Other Compensation forms should be turned in each month following the payroll schedule shown below:

<u>Tutoring Dates</u>	<u>Payroll Deadline</u>
August 31 – September 8	September 15
September 9 – October 2	October 15
October 5 – October 30	November 6
November 2 – December 1	December 3
December 3 – January 13	January 14
January 13 – February 9	February 11
February 10 – March 4	March 10
March 7 – April 11	April 14
April 12 – May 6	May 13

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

MIS 3180
 Rev. 06/13

Activity Date: _____ Description: _____

Funding: _____

Fund
Function
Object
Center
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.

EMPLOYEE NAME	EMPLOYEE ID	JOB ID	TIME (HRS)	TOTAL \$

Approved: _____

Signature of Principal/Department Head

Date

FOR PAYROLL USE ONLY

RUN # _____

BATCH # _____

DATE ENTERED _____

INITIALS _____

**SCHOOL DISTRICT OF OKALOOSA COUNTY
OTHER COMPENSATION REPORT
TIME SHEET**

NAME: _____ SSN (Last 4 Only): XXX – XX – JOB ID: _____

SCHOOL/DEPARTMENT: _____ COST CENTER #: _____

Note: A separate Other Compensation Report Time Sheet must be submitted for each activity an employee works. All information must be completed on this form which will in turn be attached to the Other Compensation Report (MIS 3180) submitted to Payroll.

DETAILED DESCRIPTION OF ACTIVITY:

DATE	START TIME	END TIME	HOURS WORKED

By signing below, I am acknowledging that I have performed the above listed activity and worked the hours I have indicated.

Signature of Employee

Date