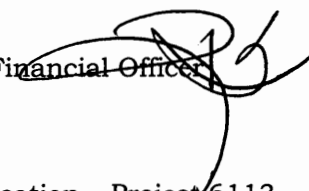




SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE

FINANCE TAM: 2017-005
CONTACT: Julie Perry, Director
Budgeting & Financial Services
TELEPHONE: 833-5850

TO: School Principals
FROM: Rita R. Scallan, Chief Financial Officer 
DATE: August 3, 2016
SUBJECT: Plan of Care (POC) Allocation – Project 6113

The District will continue the Plan of Care (POC) program for fiscal year 2016-2017. The attached spreadsheet indicates an allocation of \$6,000 plus benefits for each school participating in the Plan of Care (POC) program. **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. Any remaining funds will be pulled back to the District.

Targeted Students

Schools will determine which students would best be served through tutoring; however, the following students should be targeted:

- Level 1 and Level 2 ELA and/or Math Students
- Students lacking credits
- Any student in need of subject area support

Tutoring Timeline

Tutoring may begin the week of August 22, 2016. All funds must be expended or encumbered by May 31, 2017; therefore, **tutoring must be concluded no later than May 8, 2017.**

Payroll Procedures

Attached are Payroll forms and instructions to facilitate submitting compensation for teachers and tutors participating in the POC program. 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. Transportation will be budgeted as it is expended. **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 2016-2017
AUGUST 2, 2016**

CENTER	SCHOOL NAME	OTHER COMPENSATION PER SCHOOL \$ 6,000	RETIREMENT 7.80%	FICA 7.65%	TOTAL PLAN OF CARE ALLOCATION PER SCHOOL
0031	EDWINS ELEMENTARY SCHOOL	\$ 6,000	\$ 468	\$ 459	\$ 6,927
0041	BAKER SCHOOL	6,000	468	459	6,927
0051	BOB SIKES ELEMENTARY SCHOOL	6,000	468	459	6,927
0082	MEIGS MIDDLE SCHOOL	6,000	468	459	6,927
0092	SHOAL RIVER MIDDLE SCHOOL	6,000	468	459	6,927
0121	RUCKEL MIDDLE SCHOOL	6,000	468	459	6,927
0131	DESTIN ELEMENTARY SCHOOL	6,000	468	459	6,927
0151	EDGE ELEMENTARY SCHOOL	6,000	468	459	6,927
0161	EGLIN ELEMENTARY SCHOOL	6,000	468	459	6,927
0201	LAUREL HILL SCHOOL	6,000	468	459	6,927
0211	NICEVILLE HIGH SCHOOL	6,000	468	459	6,927
0222	NORTHWOOD ELEMENTARY SCHOOL	6,000	468	459	6,927
0241	SILVER SANDS SCHOOL	N/A	N/A	N/A	N/A
0251	RIVERSIDE ELEMENTARY SCHOOL	6,000	468	459	6,927
0271	PRYOR MIDDLE SCHOOL	6,000	468	459	6,927
0281	WRIGHT ELEMENTARY SCHOOL	6,000	468	459	6,927
0431	SHALIMAR ELEMENTARY SCHOOL	6,000	468	459	6,927
0541	ELLIOTT PT. ELEMENTARY SCHOOL	6,000	468	459	6,927
0561	MARY ESTHER ELEMENTARY SCHOOL	6,000	468	459	6,927
0571	PLEW ELEMENTARY SCHOOL	6,000	468	459	6,927
0581	CHOCTAW HIGH SCHOOL	6,000	468	459	6,927
0601	CRESTVIEW HIGH SCHOOL	6,000	468	459	6,927
0621	KENWOOD ELEMENTARY SCHOOL	6,000	468	459	6,927
0631	FLOROSA ELEMENTARY SCHOOL	6,000	468	459	6,927
0641	FT. WALTON BEACH HIGH SCHOOL	6,000	468	459	6,927
0651	BRUNER MIDDLE SCHOOL	6,000	468	459	6,927
0671	LEWIS K-8 SCHOOL	6,000	468	459	6,927
0681	LONGWOOD ELEMENTARY SCHOOL	6,000	468	459	6,927
0701	CHOICE HIGH & VOCATIONAL CENTER	6,000	468	459	6,927
0721	OKALOOSA STEMM ACADEMY	N/A	N/A	N/A	N/A
0731	WALKER ELEMENTARY SCHOOL	6,000	468	459	6,927
0741	BLUEWATER ELEMENTARY SCHOOL	6,000	468	459	6,927
0751	ANTIOCH ELEMENTARY SCHOOL	6,000	468	459	6,927
0761	DAVIDSON MIDDLE SCHOOL	6,000	468	459	6,927
0771	DESTIN MIDDLE SCHOOL	6,000	468	459	6,927
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	15,444	15,147	228,591
0791	ECCI - NORTH	N/A	N/A	N/A	N/A
9818	NWFL BALLET ACADEMIE	6,000	468	459	6,927
TOTAL OTHER SCHOOLS		6,000	468	459	6,927
TOTAL ALL SCHOOLS		\$ 204,000	\$ 15,912	\$ 15,606	\$ 235,518

NOTE:
A DISTRICT AVERAGE RETIREMENT RATE OF 7.80% WAS USED FOR BUDGETING PURPOSES. THIS IS A BLEND OF REGULAR RETIREMENT AND DROP RETIREMENT BASED ON OUR CURRENT EMPLOYEES.

**School District of Okaloosa County
Plan of Care – Project 6113
Rules & Processes Related to Personnel
Fiscal Year 2016-2017**

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): (Rates Updated August 25, 2016)

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	\$32.26
Master's Degree	\$36.73
Specialist's Degree	\$39.93
Doctorate's Degree	\$43.06

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 2016-2017**

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 22 – September 7	September 15
September 8 – October 4	October 14
October 5 – October 31	November 8
November 1 – December 1	December 2
December 2 – January 12	January 13
January 13 – February 8	February 10
February 9 – March 7	March 9
March 8 – April 11	April 13
April 12 – May 8	May 15

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

**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