



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

FINANCE TAM: 2019-043
CONTACT: Debby Fetner, Payroll Supervisor
TELEPHONE: 833-5849

TO: Selected Principals
FROM: Rita R. Scallan, Chief Financial Officer 
DATE: May 29, 2019
SUBJECT: Career and Professional Education (CAPE) Bonuses

Pursuant to Florida Statutes (Section 1011.62), the District is statutorily required to pay bonuses to Career and Professional Education (CAPE) instructors (see attached Statute). The amount which an instructor will be paid is based on the following criteria:

- A bonus in the amount of \$25 for each student taught by a teacher who provided instruction in a course that led to the attainment of a CAPE industry certification on the CAPE Industry Certification Funding List with a weight of 0.10.
- A bonus in the amount of \$50 for each student taught by a teacher who provided instruction in a course that led to the attainment of a CAPE industry certification on the CAPE Industry Certification Funding List with a weight of 0.20
- A bonus in the amount of \$75 for each student taught by a teacher who provided instruction in a course that led to the attainment of a CAPE industry certification on the CAPE Industry Certification Funding List with a weight of 0.30.
- A bonus in the amount of \$100 for each student taught by a teacher who provided instruction in a course that led to the attainment of a CAPE industry certification on the CAPE Industry Certification Funding List with a weight of 0.50 or 1.00.
- Bonuses awarded shall be provided to teachers who are employed by the District in the year in which the additional FTE membership calculation is allocated (fiscal year 2018-2019).
- Bonuses shall be calculated based upon the associated weight of a CAPE industry certification on the CAPE Industry Certification Funding List for the year in which the certification is earned by the student (fiscal year 2017-2018).
- Bonuses awarded to a teacher shall be in addition to any regular wage or other bonus the teacher received or is scheduled to receive.
- A bonus may not be awarded to a teacher who fails to maintain the security of any CAPE industry certification examination or who otherwise violates the security or administration protocol of any assessment instrument that may result in a bonus being awarded to the teacher under this paragraph.

Schools do not have the necessary information to properly complete the bonus forms; therefore, the Career & Technical Education Department will be completing the bonus forms on behalf of the schools. The bonus forms will be sent to each school, and the school will be responsible for adding the Employee ID. Once the principal signs the forms, they will need to be submitted to Payroll for processing.

The signed forms must be received in Payroll prior to Wednesday, June 5, 2019, in order for the instructors to receive bonuses in their June paychecks. You may either place the signed forms in the courier OR e-mail a PDF of the signed forms to your Payroll contact.

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

Attachments: Florida Statutes & bonus Forms

cc: Executive Staff
Career & Technical Education Specialist
Payroll Supervisor
School Bookkeepers

School Name:

Center No.

Bonuses awarded to a teacher shall be in addition to any regular wage or other bonus the teacher received or is scheduled to receive.

School Name:

Center No.

A	B	C	D	E	F	G	H	I	J	K
		No. of Students Taught Who Earned Certification in FY 2017-2018				Bonus Amount Per Student Certification				
Teacher Name	Employee ID	Weight of 0.50 or 1.00	Weight of 0.30	Weight of 0.20	Weight of 0.10	Weight of 0.50 or 1.00	Weight of 0.30	Weight of 0.20	Weight of 0.10	Calculated Bonus Paid
(C x E) + (D x F)										

[illegible]

I verify the above information to be correct as stated.

Principal's Signature or Designee

Date

All payments must be made in accordance with 2018 Florida Statutes 1011.62(o) Career and Professional Academy Programs. A copy of this statute has been provided with the Technical Assistance Memorandum accompanying this worksheet.

Bonuses awarded to a teacher shall be in addition to any regular wage or other bonus the teacher received or is scheduled to receive.

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Excerpt from The 2018 Florida Statutes

1011.62(1) Funds for operation of schools.

Career and Professional Academy Programs

(o) *Calculation of additional full-time equivalent membership based on successful completion of a career-themed course pursuant to ss. [1003.491](#), [1003.492](#), and [1003.493](#), or courses with embedded CAPE industry certifications or CAPE Digital Tool certificates, and issuance of industry certification identified on the CAPE Industry Certification Funding List pursuant to rules adopted by the State Board of Education or CAPE Digital Tool certificates pursuant to s. [1003.4203](#).—*

1.

- a. A value of 0.025 full-time equivalent student membership shall be calculated for CAPE Digital Tool certificates earned by students in elementary and middle school grades.
 - b. A value of 0.1 or 0.2 full-time equivalent student membership shall be calculated for each student who completes a course as defined in s. [1003.493\(1\)\(b\)](#) or courses with embedded CAPE industry certifications and who is issued an industry certification identified annually on the CAPE Industry Certification Funding List approved under rules adopted by the State Board of Education. A value of 0.2 full-time equivalent membership shall be calculated for each student who is issued a CAPE industry certification that has a statewide articulation agreement for college credit approved by the State Board of Education. For CAPE industry certifications that do not articulate for college credit, the Department of Education shall assign a full-time equivalent value of 0.1 for each certification. Middle grades students who earn additional FTE membership for a CAPE Digital Tool certificate pursuant to sub-subparagraph a. may not use the previously funded examination to satisfy the requirements for earning an industry certification under this sub-subparagraph. Additional FTE membership for an elementary or middle grades student may not exceed 0.1 for certificates or certifications earned within the same fiscal year. The State Board of Education shall include the assigned values on the CAPE Industry Certification Funding List under rules adopted by the state board. Such value shall be added to the total full-time equivalent student membership for grades 6 through 12 in the subsequent year. CAPE industry certifications earned through dual enrollment must be reported and funded pursuant to s. [1011.80](#). However, if a student earns a certification through a dual enrollment course and the certification is not a fundable certification on the postsecondary certification funding list, or the dual enrollment certification is earned as a result of an agreement between a school district and a nonpublic postsecondary institution, the bonus value shall be funded in the same manner as other nondual enrollment course industry certifications. In such cases, the school district may provide for an agreement between the high school and the technical center, or the school district and the postsecondary institution may enter into an agreement for equitable distribution of the bonus funds.
 - c. A value of 0.3 full-time equivalent student membership shall be calculated for student completion of the courses and the embedded certifications identified on the CAPE Industry Certification Funding List and approved by the commissioner pursuant to ss. [1003.4203\(5\)\(a\)](#) and [1008.44](#).
 - d. A value of 0.5 full-time equivalent student membership shall be calculated for CAPE Acceleration Industry Certifications that articulate for 15 to 29 college credit hours, and 1.0 full-time equivalent student membership shall be calculated for CAPE Acceleration Industry Certifications that articulate for 30 or more college credit hours pursuant to CAPE Acceleration Industry Certifications approved by the commissioner pursuant to ss. [1003.4203\(5\)\(b\)](#) and [1008.44](#).
2. Each district must allocate at least 80 percent of the funds provided for CAPE industry certification, in accordance with this paragraph, to the program that generated the funds. This allocation may not be used to supplant funds provided for basic operation of the program.

Excerpt from The 2018 Florida Statutes

1011.62(1) Funds for operation of schools.

Career and Professional Academy Programs (Continued)

3. For CAPE industry certifications earned in the 2013-2014 school year and in subsequent years, the school district shall distribute to each classroom teacher who provided direct instruction toward the attainment of a CAPE industry certification that qualified for additional full-time equivalent membership under subparagraph 1.:
 - a. A bonus of \$25 for each student taught by a teacher who provided instruction in a course that led to the attainment of a CAPE industry certification on the CAPE Industry Certification Funding List with a weight of 0.1.
 - b. A bonus of \$50 for each student taught by a teacher who provided instruction in a course that led to the attainment of a CAPE industry certification on the CAPE Industry Certification Funding List with a weight of 0.2.
 - c. A bonus of \$75 for each student taught by a teacher who provided instruction in a course that led to the attainment of a CAPE industry certification on the CAPE Industry Certification Funding List with a weight of 0.3.
 - d. A bonus of \$100 for each student taught by a teacher who provided instruction in a course that led to the attainment of a CAPE industry certification on the CAPE Industry Certification Funding List with a weight of 0.5 or 1.0.

Bonuses awarded pursuant to this paragraph shall be provided to teachers who are employed by the district in the year in which the additional FTE membership calculation is included in the calculation. Bonuses shall be calculated based upon the associated weight of a CAPE industry certification on the CAPE Industry Certification Funding List for the year in which the certification is earned by the student. Any bonus awarded to a teacher under this paragraph is in addition to any regular wage or other bonus the teacher received or is scheduled to receive. A bonus may not be awarded to a teacher who fails to maintain the security of any CAPE industry certification examination or who otherwise violates the security or administration protocol of any assessment instrument that may result in a bonus being awarded to the teacher under this paragraph.