




SCHOOL DISTRICT OF OKALOOSA COUNTY

TECHNICAL ASSISTANCE MEMORANDUM

FINANCE

FINANCE TAM: 2020-013
CONTACT: Beth Marky, Accountant
Budgeting and Financial Services
TELEPHONE: 833-5827

TO: Selected School Principals
FROM: Rita R. Scallan, Chief Financial Officer 
DATE: October 8, 2019
SUBJECT: School Recognition Awards Allocation – Project 0160

Good News! Finance has received the School Recognition Award allocation from the Department of Education. The allocation is based on school grades earned in fiscal year 2018-2019 and the fiscal year 2018-2019 Full Time Equivalent (FTE) students as reported in the fourth calculation. The 2019 Legislative Session allocated \$100.00 per unweighted FTE. Please see the attached spreadsheet for your allocation amount. **Please remember that your plan must be approved by the school staff and the School Advisory Council no later than February 1.** If plans are not approved by February 1, the award must be equally distributed to all classroom teachers currently teaching at the school.

On August 9, 2019, Finance TAM 2020-002 provided preliminary allocation amounts and complete details concerning the School Recognition Plan process. Schools had the choice of beginning the school recognition plan process at that time, or they could have chosen to wait until the actual allocation was received. **If you have not completed your School Recognition Plan, please refer to the instructions contained in TAM 2020-002 on the Finance website.**

Per Florida Statutes, the Florida School Recognition Program is created to provide financial rewards to:

- Public schools that
 - Receive a school grade of “A,”
 - Improve at least one letter grade, or
 - Improve more than one letter grade and sustain the improvement the following year; and
- Alternative schools that
 - Receive a “commendable” rating or
 - Improve at least one level.

Allowable Expenditures

Per Florida Statute 1008.36 Florida School Recognition Program, school recognition awards must be used for the following:

- Non-recurring bonuses to the faculty and staff,
- Non-recurring expenditures for **educational** equipment or materials to assist in maintaining and improving student performance, or
- Temporary personnel for the school to assist in maintaining and improving student performance.

Based on Florida Statutes, faculty and staff for the purposes of paying bonuses are either employed directly by the District or are contract employees. Retired employees may also receive bonuses.

Plan Submission

If your school has already completed the school recognition process and submitted an approved School Recognition Plan, School Recognition Plan Addendum, and Disburse School Recognition Funds form to Beth Marky in Budgeting, it is time to submit the following budget paperwork:

- Budget Detail Form (MIS 3149)
- Other Compensation Forms

If your school has not submitted an approved plan to the Budgeting Department, please submit the following to Beth Marky in Budgeting once your plan has been approved by the faculty and SAC. Your plan will be reviewed and forwarded to the Superintendent for approval.

- School Recognition Plan
- School Recognition Plan Addendum
- Disburse School Recognition Funds Sign-Off Sheet
- Budget Detail Form (MIS 3149)
- Other Compensation Forms

Once the Superintendent's approval is received, Budgeting will process your school's Budget Detail Form to set up the budget in School Recognition Awards – Project 0160, and forward your Other Compensation Forms to Payroll for processing. See "Bonus Questions" for further information.

Budget Detail Form

Attached is a School Recognition Funds spreadsheet that shows your school's award amount. This amount is the total for your school's budget and is also the amount that is to be used on the Budget Detail Form (MIS 3149). An electronic version of the Budget Detail Form may be accessed through the Finance web site. The Total on the bottom of the Budget Detail Form must equal the Total Allocation at the top of the form and must also match your approved plan amount, adjusted if necessary based on the final allocation from DOE.

School Recognition Excel Workbook

Budgeting & Financial Services is also providing an optional School Recognition Excel workbook. This workbook provides automatic calculations and automatically completes the Budget Detail Form and Other Compensation Forms based on information entered by the bookkeeper. This optional workbook is being provided for your convenience. Beth Marky can assist you with any questions related to this tool.

The award for fiscal year 2019-2020 has been appropriated to Lottery – School Recognition – Project 0160. Schools are encouraged to expend their total award amount during the 2019-2020 school year.

If your school has remaining Florida School Recognition funds in fiscal year 2017-2018 Project 8160 or fiscal year 2018-2019 Project 9160, these funds must be fully expended no later than June 30, 2020. The remaining funds must be expended based on the original School Recognition plan. If the original School Recognition Plan did not specify how to expend the remaining funds, the School Advisory Council must vote on an appropriate use of the funds that complies with the Florida Statute for School Recognition funding. Please provide a copy of the minutes to Beth Marky in the Budgeting Department.

Bonus Questions

- What information does Payroll need?
Current District Employees – Other Compensation Form listing all recipients' names, employee ID, job identification numbers, and the amounts of the bonus awards.
Individuals Not Currently Employed by the District – A list of recipients' names, complete social security numbers, mailing addresses, and amounts of the bonus awards.
- Who will process bonus payments for recipients selected to receive a bonus who are not a current employee of the School District?
For recipients not currently employed by the District, Payroll will send the information to Accounts Payable for processing with the next regular accounts payable check run. Accounts Payable will mail checks directly to the recipients who are not currently employed by the District.

- When will Payroll issue the bonus checks?
If the Superintendent has approved your school's plan and budget prior to the payroll cutoff date, Payroll will process the bonuses with that month's regular payroll. If not, Payroll will wait for notification that the Superintendent has received your school's plan and budget and process the bonus payments with the following month's payroll.

If you have any questions relating to budgeting for the School Recognition funds, please contact Beth Marky in Budgeting at 833-5827. If you have question relating to Payroll, please contact either Debbie Fetner 833-5849, Debbie Armor 833-5847, or Lisa Richardson 833-5848.

Attachments

cc: Executive Staff
OCEA
Payroll Department
Budgeting Bookkeepers

SCHOOL DISTRICT OF OKALOOSA COUNTY
SCHOOL RECOGNITION FUNDS ALLOCATION
FISCAL YEAR 2019-2020
OCTOBER 7, 2019

CENTER	SCHOOL NAME	FY 2016-2017 SCHOOL GRADE/ IMPROVEMENT RATING	FY 2017-2018 SCHOOL GRADE/ IMPROVEMENT RATING	FY 2018-2019 SCHOOL GRADE/ IMPROVEMENT RATING	FY 2018-2019 4TH FEFP UFTE	FY 2019-2020 ALLOCATION PER UFTE	FY 2019-2020 SCHOOL RECOGNITION ALLOCATION
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DISTRICT SCHOOLS

0031	EDWINS ELEMENTARY SCHOOL	A	B	B	457.23	\$ 100	\$ -
0041	BAKER SCHOOL	B	B	B	1,426.62	\$ 100	-
0051	BOB SIKES ELEMENTARY SCHOOL	A	C	B	836.03	\$ 100	83,603
0082	MEIGS MIDDLE SCHOOL	A	A	A	558.20	\$ 100	55,820
0092	SHOAL RIVER MIDDLE SCHOOL	B	B	B	840.84	\$ 100	-
0121	RUCKEL MIDDLE SCHOOL	A	A	A	1,181.93	\$ 100	118,193
0131	DESTIN ELEMENTARY SCHOOL	A	A	A	936.71	\$ 100	93,671
0151	EDGE ELEMENTARY SCHOOL	A	A	A	557.30	\$ 100	55,730
0161	EGLIN ELEMENTARY SCHOOL	A	A	A	509.32	\$ 100	50,932
0201	LAUREL HILL SCHOOL	C	A	A	375.56	\$ 100	37,556
0211	NICEVILLE HIGH SCHOOL	A	A	A	1,935.52	\$ 100	193,552
0222	NORTHWOOD ELEMENTARY SCHOOL	B	B	A	844.86	\$ 100	84,486
0241	SILVER SANDS SCHOOL	N/A	UNSATISFACTORY	MAINTAINING	140.48	\$ 100	14,048
0251	RIVERSIDE ELEMENTARY SCHOOL	A	B	A	837.51	\$ 100	83,751
0271	PRYOR MIDDLE SCHOOL	B	B	B	694.52	\$ 100	-
0281	WRIGHT ELEMENTARY SCHOOL	B	A	A	628.49	\$ 100	62,849
0431	SHALIMAR ELEMENTARY SCHOOL	B	C	B	640.11	\$ 100	64,011
0541	ELLIOTT PT. ELEMENTARY SCHOOL	B	C	B	580.58	\$ 100	58,058
0561	MARY ESTHER ELEMENTARY SCHOOL	A	B	A	579.93	\$ 100	57,993
0571	PLEW ELEMENTARY SCHOOL	A	A	A	797.97	\$ 100	79,797
0581	CHOCTAW HIGH SCHOOL	A	A	B	1,521.33	\$ 100	-
0601	CRESTVIEW HIGH SCHOOL	A	A	A	2,008.05	\$ 100	200,805
0621	KENWOOD ELEMENTARY SCHOOL	A	A	A	609.41	\$ 100	60,941
0631	FLOROSA ELEMENTARY SCHOOL	A	A	A	551.17	\$ 100	55,117
0641	FT. WALTON BEACH HIGH SCHOOL	A	A	A	1,604.39	\$ 100	160,439
0651	BRUNER MIDDLE SCHOOL	B	B	B	788.42	\$ 100	-
0671	LEWIS K-8 SCHOOL	A	A	A	750.18	\$ 100	75,018
0681	LONGWOOD ELEMENTARY SCHOOL	C	B	C	601.98	\$ 100	-
0701	OK. TECH. COLLEGE & CHOICE HIGH SCHOOL	MAINTAINING	UNSATISFACTORY	MAINTAINING	120.18	\$ 100	12,018
0721	OKALOOSA STEMM ACADEMY	A	A	A	265.24	\$ 100	26,524
0731	WALKER ELEMENTARY SCHOOL	A	B	B	868.95	\$ 100	-
0741	BLUEWATER ELEMENTARY SCHOOL	A	A	A	953.10	\$ 100	95,310
0751	ANTIOCH ELEMENTARY SCHOOL	A	A	A	944.39	\$ 100	94,439
0761	DAVIDSON MIDDLE SCHOOL	B	B	A	1,081.89	\$ 100	108,189
0771	DESTIN MIDDLE SCHOOL	A	A	A	761.61	\$ 100	76,161
0801	RICHBOURG SCHOOL	N/A	MAINTAINING	UNSATISFACTORY	81.88	\$ 100	-
0811	SOUTHSIDE PRIMARY SCHOOL	N/A	N/A	N/A	258.16	N/A	-
TOTAL - DISTRICT SCHOOLS					29,130.04		2,159,011

DISTRICT OPERATED REGULAR PROGRAMS

0791	BEST CHANCE - NORTH	COMMENDABLE	COMMENDABLE	MAINTAINING	61.31	\$ 100	-
9818	NWFL BALLET	A	A	A	142.02	\$ 100	14,202
TOTAL - DISTRICT OPERATED REGULAR PROGRAMS					203.33		14,202
TOTAL - DISTRICT SCHOOLS AND REGULAR PROGRAMS					29,333.37		\$ 2,173,213

CONTRACTED DJJ CENTERS

9811	OKALOOSA YOUTH DEVELOPMENT CENTER	N/A	N/A	N/A	46.83	N/A	-
9812	OKALOOSA YOUTH ACADEMY	N/A	N/A	N/A	76.75	N/A	-
9813	OKALOOSA REGIONAL DETENTION CENTER	N/A	N/A	N/A	27.09	N/A	-
9819	TEACHING ADJUDICATED YOUTH	N/A	I	N/A	10.50	N/A	-
TOTAL - CONTRACTED DJJ CENTERS					161.17		-

DISTRICT CHARTER SCHOOLS & CONTRACTS

9800	OKALOOSA ACADEMY	MAINTAINING	MAINTAINING	MAINTAINING	232.32	\$ 100	-
9805	NWFSC COLLEGIATE HIGH SCHOOL	A	A	A	278.81	\$ 100	27,881
9807	LIZA JACKSON PREPARATORY SCHOOL	A	A	A	848.30	\$ 100	84,830
9815	AMIKIDS - EMERALD COAST	N/A	N/A	N/A	32.63	N/A	-
TOTAL - DISTRICT CHARTER SCHOOLS & PROGRAMS					1,392.06		112,711
TOTAL - SCHOOLS, REGULAR PROGRAMS, DJJ PROGRAMS, & CHARTERS					30,886.60		\$ 2,285,924

REGULAR SCHOOLS - RECEIVED A SCHOOL GRADE OF "A"; ALTERNATIVE SCHOOLS - RECEIVED A COMMENDABLE/IMPROVING RATING

REGULAR SCHOOLS - IMPROVED AT LEAST ONE LETTER GRADE; ALTERNATIVE SCHOOLS - IMPROVED AT LEAST ONE LEVEL

REGULAR SCHOOLS - IMPROVED BY MORE THAN ONE LETTER GRADE AND SUSTAINED THE IMPROVEMENT THE FOLLOWING SCHOOL YEAR

Excerpt from The 2019 Florida Statutes

1008.36 Florida School Recognition Program.

- (1) The Legislature finds that there is a need for a performance incentive program for outstanding faculty and staff in highly productive schools. The Legislature further finds that performance-based incentives are commonplace in the private sector and should be infused into the public sector as a reward for productivity.
- (2) The Florida School Recognition Program is created to provide financial awards to public schools that:
 - (a) Sustain high performance by receiving a school grade of “A,” making excellent progress; or
 - (b) Demonstrate exemplary improvement due to innovation and effort by improving at least one letter grade or by improving more than one letter grade and sustaining the improvement the following school year.
- (3) All public schools, including charter schools, that receive a school grade pursuant to s. [1008.34](#) are eligible to participate in the program.
- (4) All selected schools shall receive financial awards depending on the availability of funds appropriated and the number and size of schools selected to receive an award. Funds must be distributed to the school’s fiscal agent and placed in the school’s account and must be used for purposes listed in subsection (5) as determined jointly by the school’s staff and school advisory council. If school staff and the school advisory council cannot reach agreement by February 1, the awards must be equally distributed to all classroom teachers currently teaching in the school. If a school selected to receive a school recognition award is no longer in existence at the time the award is paid, the district school superintendent shall distribute the funds to teachers who taught at the school in the previous year in the form of a bonus.
- (5) School recognition awards must be used for the following:
 - (a) Nonrecurring bonuses to the faculty and staff;
 - (b) Nonrecurring expenditures for educational equipment or materials to assist in maintaining and improving student performance; or
 - (c) Temporary personnel for the school to assist in maintaining and improving student performance.

Notwithstanding statutory provisions to the contrary, incentive awards are not subject to collective bargaining.

1008.34 School Grading System; School Report Cards; District Grade.

- (3) DESIGNATION OF SCHOOL GRADES.—
 - (a) Each school must assess at least 95 percent of its eligible students, except as provided under s. 1008.341 for alternative schools. Each school shall receive a school grade based on the school’s performance on the components listed in subparagraphs (b)1. and 2. If a school does not have at least 10 students with complete data for one or more of the components listed in subparagraphs (b)1. and 2., those components may not be used in calculating the school’s grade.
 1. An alternative school may choose to receive a school grade under this section or a school improvement rating under s. 1008.341. For charter schools that meet the definition of an alternative school pursuant to State Board of Education rule, the decision to receive a school grade is the decision of the charter school governing board.

Excerpt from The 2019 Florida Statutes

1008.341 School Improvement Rating for Alternative Schools.

(2) SCHOOL IMPROVEMENT RATING.—An alternative school is a school that provides dropout prevention and academic intervention services pursuant to s. 1003.53. An alternative school shall receive a school improvement rating pursuant to this section unless the school earns a school grade pursuant to s. 1008.34. ... The school improvement rating shall identify an alternative school as having one of the following ratings defined according to rules of the State Board of Education:

- (a) “Commendable” means a significant percentage of the students attending the school are making Learning Gains.
- (b) “Maintaining” means a sufficient percentage of the students attending the school are making Learning Gains.
- (c) “Unsatisfactory” means an insufficient percentage of the students attending the school are making Learning Gains.

Schools that improve at least one level or maintain a “commendable” rating pursuant to this section are eligible for school recognition awards pursuant to s. [1008.36](#).