



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

FINANCE TAM: 2021-004

CONTACT: Julie Perry, Director
Budgeting & Financial Services

TELEPHONE: 833-5850

TO: School Principals

FROM: Rita R. Scallan, Chief Financial Officer

DATE: October 2, 2020

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

The District will continue the Plan of Care (POC) program for fiscal year 2020-2021. 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 or 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:

- ELA 2019 Winter MAP score of:
 - Grades 1 - 4: Below 12th percentile
 - Grade 5: 20th percentile or below
 - Grade 6: 30th percentile or below
 - Grade 7: 23rd percentile or below
 - Grade 8: 28th percentile or below
- i-Ready Diagnostic 1 score in the Red Zone ELA and/or Math
- Retained students
- Students lacking credits
- Any student in need of subject area support

Tutoring Timeline

This project will fund Plan of Care tutoring beginning September 14, 2020. All funds must be expended or encumbered by May 31, 2021; therefore, **the last day of tutoring will be Friday, May 7, 2021.** The deadline to report payroll is May 13, 2021.

Payroll Procedures

Attached are Payroll forms and instructions to facilitate submitting other compensation for teachers and tutors participating in the POC program. Teacher Other Compensation Report forms (MIS 3180) must be accompanied by either attendance rosters with names of students who attended the tutoring sessions or the Other Compensation Report Time Sheet (MIS 3475). **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 – Jeff Palmer at 833-4208
4. Transportation – Jay McInnis at 833-3551
5. Personnel Issues – Dr. Lee Hale 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 2020-2021
SEPTEMBER 24, 2020**

CENTER	SCHOOL NAME	OTHER COMPENSATION PER SCHOOL \$ 6,000	RETIREMENT 10.00%	FICA 7.65%	TOTAL PLAN OF CARE ALLOCATION PER SCHOOL
0031	EDWINS ELEMENTARY SCHOOL	\$ 6,000	\$ 601	\$ 459	\$ 7,060
0041	BAKER SCHOOL	6,000	601	459	7,060
0051	BOB SIKES ELEMENTARY SCHOOL	6,000	601	459	7,060
0082	MEIGS MIDDLE SCHOOL	6,000	601	459	7,060
0092	SHOAL RIVER MIDDLE SCHOOL	6,000	601	459	7,060
0121	RUCKEL MIDDLE SCHOOL	6,000	601	459	7,060
0131	DESTIN ELEMENTARY SCHOOL	6,000	601	459	7,060
0151	EDGE ELEMENTARY SCHOOL	6,000	601	459	7,060
0161	EGLIN ELEMENTARY SCHOOL	6,000	601	459	7,060
0201	LAUREL HILL SCHOOL	6,000	601	459	7,060
0211	NICEVILLE HIGH SCHOOL	6,000	601	459	7,060
0222	NORTHWOOD ELEMENTARY SCHOOL	6,000	601	459	7,060
0241	SILVER SANDS SCHOOL	N/A	N/A	N/A	N/A
0251	RIVERSIDE ELEMENTARY SCHOOL	6,000	601	459	7,060
0271	PRYOR MIDDLE SCHOOL	6,000	601	459	7,060
0281	WRIGHT ELEMENTARY SCHOOL	6,000	601	459	7,060
0431	SHALIMAR ELEMENTARY SCHOOL	6,000	601	459	7,060
0541	ELLIOTT PT. ELEMENTARY SCHOOL	6,000	601	459	7,060
0561	MARY ESTHER ELEMENTARY SCHOOL	6,000	601	459	7,060
0571	PLEW ELEMENTARY SCHOOL	6,000	601	459	7,060
0581	CHOCTAW HIGH SCHOOL	6,000	601	459	7,060
0601	CRESTVIEW HIGH SCHOOL	6,000	601	459	7,060
0621	KENWOOD ELEMENTARY SCHOOL	6,000	601	459	7,060
0631	FLOROSA ELEMENTARY SCHOOL	6,000	601	459	7,060
0641	FT. WALTON BEACH HIGH SCHOOL	6,000	601	459	7,060
0651	BRUNER MIDDLE SCHOOL	6,000	601	459	7,060
0671	LEWIS K-8 SCHOOL	6,000	601	459	7,060
0681	LONGWOOD ELEMENTARY SCHOOL	6,000	601	459	7,060
0701	CHOICE HIGH & VOCATIONAL CENTER	N/A	N/A	N/A	N/A
0721	OKALOOSA STEM ACADEMY	N/A	N/A	N/A	N/A
0731	WALKER ELEMENTARY SCHOOL	6,000	601	459	7,060
0741	BLUEWATER ELEMENTARY SCHOOL	6,000	601	459	7,060
0751	ANTIOCH ELEMENTARY SCHOOL	6,000	601	459	7,060
0761	DAVIDSON MIDDLE SCHOOL	6,000	601	459	7,060
0771	DESTIN MIDDLE SCHOOL	6,000	601	459	7,060
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		192,000	19,232	14,688	225,920
0791	ECCI - NORTH	N/A	N/A	N/A	N/A
9818	NWFL BALLET ACADEMIE	6,000	601	459	7,060
TOTAL OTHER SCHOOLS		6,000	601	459	7,060
TOTAL ALL SCHOOLS		\$ 198,000	\$ 19,833	\$ 15,147	\$ 232,980

**School District of Okaloosa County
Plan of Care – Project 6113
Rules & Processes Related to Personnel
Fiscal Year 2020-2021**

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 September 24, 2020)

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	\$32.74
Master’s Degree	\$37.28
Specialist’s Degree	\$40.53
Doctorate’s Degree	\$43.72

Should you have any questions or need additional information, please call Dr. Lee Hale at 833-5801.

**School District of Okaloosa County
Plan of Care – Project 6113
Instructions for Submitting Payroll
Fiscal Year 2020-2021**

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 Report form (MIS 3180 – see attachment) and one of the following:
 - a. Attendance rosters with names of students who attended the tutoring sessions, or
 - b. Other Compensation Report Time Sheet (MIS 3475 – see attached).
- 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>
September 14 – October 9	October 15
October 12 – October 30	November 9
November 2 – November 27	December 3
November 30 – January 8	January 13
January 11 – February 5	February 10
February 8 – March 5	March 16
March 8 – April 2	April 9
April 5 – May 7	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
TIME SHEET**

NAME: _____ Employee ID: _____ 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

