



SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE

FINANCE TAM: 2022-034
CONTACT: Jason Lulue
Budget Analyst
TELEPHONE: 833-5828

TO: School Principals
FROM: Julie Perry, Interim Chief Financial Officer/Budgeting Director
DATE: June 28, 2022 **Revised July 19, 2022** *Julie A. Perry*
SUBJECT: Plan of Care (POC) Allocation – ESSER III – Fiscal Year 2022-2023

The District will continue the Plan of Care (POC) program for fiscal year 2022-2023. The program will be funded through Project 2462 – ESSER III – Learning Loss, and funds will be allocated once the files open in late July.

Targeted Students

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

- i-Ready Diagnostic 1 score in the Red Zone ELA and/or Math
- Retained students
- Students lacking credits
- Any student of concern

Allocation

Each school will receive an initial allocation of \$10,000 plus benefits. The allocation may be used for the following:

Tutoring During the School Day

- Secondary instructional personnel tutoring during their planning periods will be paid ~~a 6th period~~ as an hourly teacher for the days they tutor. Principals will need to purchase the ~~6th period~~ hourly teacher position through OASIS, noting that the funding is ESSER Tutoring. ~~Once tutoring ends, the position will need to be cashed in.~~ It is not necessary to cash in the position since teachers are only paid for the days they tutor.
- Substitute/temporary personnel tutoring during the school day will be paid as stand-alone substitutes based on the current substitute rate of pay. These substitutes must be paid in 15 minute increments and charged to 4450.5100.0750.Center.2462.

Tutoring Before or After School

- Instructional personnel tutoring before or after school will be paid other compensation based on degree. The other compensation must be paid in 15 minute increments and charged to 4450.5100.0102.Center.2462. For planning purposes, the average hourly cost

including benefits (retirement and FICA/Medicare) is \$42.00. The rates paid may be found on the Finance Payroll website.

- Education Staff Professionals tutoring before or after school will be paid other compensation based on degree, if applicable, or \$15.00 per hour if non-degreed. The other compensation must be paid in 15 minute increments and charged to 4450.5100.0102.Center.2462.
- Substitute/temporary personnel tutoring before or after school will be paid other compensation based on degree, if applicable, or \$15.00 per hour if non-degreed. The other compensation must be charged to 4450.5100.0102.Center.2462.

Tutoring Timeline

Tutoring may begin the week after school starts. The last day of tutoring will be May 31, 2023. Please be sure to report all tutoring to payroll by the June 5, 2023, due date.

Personnel & Payroll Procedures

Attached are the “Rules & Processes Related to Personnel” and “Instructions for Submitting Payroll.” **Other Compensation forms should be turned in each month according to the payroll schedule. Please read instructions carefully as there are some changes.**

Transportation

Transportation will be provided, and the District will pay all transportation costs. **The District will increase a school’s Plan of Care budget for transportation as expenditures are incurred. 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 – Jason Lulue at 833-5828
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: Senior Staff
Payroll Supervisor
Transportation Program Director
OCEA
School Budget Bookkeepers

**School District of Okaloosa County
Plan of Care – Project 6113
Rules & Processes Related to Personnel
Fiscal Year 2022-2023**

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.
 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 may change once the new contract is ratified)

The Instructional 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 shown below but may change once the contract is ratified. Please check the Finance/Payroll website for up to date information.

Bachelor's Degree	\$32.74
Master's Degree	\$37.28
Specialist's Degree	\$40.53
Doctorate's Degree	\$43.72

The Education Staff Professionals Contract, Appendix D, lists the tutoring rate for non-certified personnel as \$15.00 per hour. Temporary/substitute employees will be paid the substitute rate of \$15.00 per hour.

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 2022-2023**

In regard to the compensation of tutors for before and/or after school tutoring and during the school day tutoring, please follow the instructions listed below:

A) Current District employees who tutor before and/or after school (including substitutes/temporary personnel) AND substitute/temporary personnel who tutor during the day:

- 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).
- 2) **NEW** – There must be a separate Other Compensation Form for each of the following categories:
 - a. K-3 Reading
 - b. K-3 Math
 - c. 4-5 Reading
 - d. 4-5 Math
 - e. Secondary Reading
 - f. Secondary Math
- 3) In the Description field, indicate Plan of Care tutoring, Category from the above list, date(s) of tutoring session, teachers' names, employee IDs, and job IDs.
- 4) Refer to the “Rules & Processes Related to Personnel” or call the Payroll Department for assistance in the appropriate hours and compensation to list in the Time and Total Columns.
- 5) Indicate the account strip to be charged (4450.5100.0102.Center.2462).

B) Secondary teachers who tutor during the day:

- 1) Submit an OASIS request to purchase ~~a 6th period~~ an hourly teacher position. Indicate the account strip to be charged (4450.5100.0132.Center.2462) and the subject to be tutored.
- 2) Teachers ~~hired as an hourly teacher do not need to tutor every day. They will only be paid for the days they tutor. receiving a 6th period must be paid each day; therefore, they must tutor each day.~~
- 3) Teachers must complete attendance rosters with names of students who attended the tutoring sessions. These attendance rosters must be turned in to the payroll person at the school. That person must scan and e-mail the roster to Jason Lulue.
- 4) Submit hours in monthly payroll.

~~5) Cash in 6th period once tutoring ends.~~

C) New Temporary/Substitute Tutor:

- 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.

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

**SCHOOL DISTRICT OF OKALOOSA COUNTY
PLAN OF CARE TUTORING ALLOCATION
PROJECT 2462 - ESSER III - LEARNING LOSS
FISCAL YEAR 2022-2023
JUNE 17, 2022**

CENTER	SCHOOL NAME	OTHER COMPENSATION PER SCHOOL \$ 10,000	RETIREMENT 11.91%	FICA 7.65%	TOTAL PLAN OF CARE ALLOCATION PER SCHOOL
0031	EDWINS ELEMENTARY SCHOOL	\$ 10,000	\$ 1,192	\$ 765	\$ 11,957
0041	BAKER SCHOOL	10,000	1,192	765	11,957
0051	BOB SIKES ELEMENTARY SCHOOL	10,000	1,192	765	11,957
0082	MEIGS MIDDLE SCHOOL	10,000	1,192	765	11,957
0092	SHOAL RIVER MIDDLE SCHOOL	10,000	1,192	765	11,957
0121	RUCKEL MIDDLE SCHOOL	10,000	1,192	765	11,957
0131	DESTIN ELEMENTARY SCHOOL	10,000	1,192	765	11,957
0151	EDGE ELEMENTARY SCHOOL	10,000	1,192	765	11,957
0161	EGLIN ELEMENTARY SCHOOL	10,000	1,192	765	11,957
0201	LAUREL HILL SCHOOL	10,000	1,192	765	11,957
0211	NICEVILLE HIGH SCHOOL	10,000	1,192	765	11,957
0222	NORTHWOOD ELEMENTARY SCHOOL	10,000	1,192	765	11,957
0241	SILVER SANDS SCHOOL	N/A	N/A	N/A	N/A
0251	RIVERSIDE ELEMENTARY SCHOOL	10,000	1,192	765	11,957
0271	PRYOR MIDDLE SCHOOL	10,000	1,192	765	11,957
0281	WRIGHT ELEMENTARY SCHOOL	10,000	1,192	765	11,957
0431	SHALIMAR ELEMENTARY SCHOOL	10,000	1,192	765	11,957
0541	ELLIOTT PT. ELEMENTARY SCHOOL	10,000	1,192	765	11,957
0561	MARY ESTHER ELEMENTARY SCHOOL	10,000	1,192	765	11,957
0571	PLEW ELEMENTARY SCHOOL	10,000	1,192	765	11,957
0581	CHOCTAW HIGH SCHOOL	10,000	1,192	765	11,957
0601	CRESTVIEW HIGH SCHOOL	10,000	1,192	765	11,957
0621	KENWOOD ELEMENTARY SCHOOL	10,000	1,192	765	11,957
0631	FLOROSA ELEMENTARY SCHOOL	10,000	1,192	765	11,957
0641	FT. WALTON BEACH HIGH SCHOOL	10,000	1,192	765	11,957
0651	BRUNER MIDDLE SCHOOL	10,000	1,192	765	11,957
0671	LEWIS SCHOOL	10,000	1,192	765	11,957
0681	LONGWOOD ELEMENTARY SCHOOL	10,000	1,192	765	11,957
0701	CHOICE TECHNICAL COLLEGE	N/A	N/A	N/A	N/A
0721	OKALOOSA STEM ACADEMY	N/A	N/A	N/A	N/A
0731	WALKER ELEMENTARY SCHOOL	10,000	1,192	765	11,957
0741	BLUEWATER ELEMENTARY SCHOOL	10,000	1,192	765	11,957
0751	ANTIOCH ELEMENTARY SCHOOL	10,000	1,192	765	11,957
0761	DAVIDSON MIDDLE SCHOOL	10,000	1,192	765	11,957
0771	DESTIN MIDDLE SCHOOL	10,000	1,192	765	11,957
0801	RICHBOURG SCHOOL	N/A	N/A	N/A	N/A
0811	SOUTHSIDE PRIMARY SCHOOL	10,000	1,192	765	11,957
TOTAL CENTRALLY BUDGETED SCHOOLS		330,000	39,336	25,245	394,581
0791	ECCI - NORTH	N/A	N/A	N/A	N/A
9818	NWFL BALLET ACADEMIE	10,000	1,192	765	11,957
TOTAL OTHER SCHOOLS		10,000	1,192	765	11,957
TOTAL ALL SCHOOLS		\$ 340,000	\$ 40,528	\$ 26,010	\$ 406,538