October 22, 2019
Bulletin #P 20-139 CFO

Contact:
Mary Ussery, 561-434-8834
mary.ussery@palmbeachschools.org

TO: Principals
FROM: Michael J. Burke, Chief Financial Officer

SUBJECT: FY20 SCHOOL RECOGNITION AWARDS AND SCHOOL IMPROVEMENT FUNDS UPDATE

The official list of School Recognition awards, recently released by the Florida Department of Education, is attached. Congratulations to those schools receiving an award. The amount awarded this year is $100 per student FTE based on the FY19 FEFP. Each school's award has been placed in the respective school budget in fund 1101, function 5150, account 551100, program 0000.

The statutory deadline for schools to develop and approve a school recognition spending plan is Saturday, February 1, 2020. Schools able to approve their plan and submit their completed payment worksheets earlier will be paid in accordance with the schedule included in the attached Payroll Processing Guidelines. In order to receive bonus payments prior to the Winter Break as part of the December 13 payroll, completed packets must be submitted no later than November 15, 2019. School eligibility is based on the following statutory criteria:

- Schools that sustain high performance by receiving a school grade of A; or
- Schools that demonstrate exemplary improvement due to innovation and effort by improving at least one letter grade; or
- Schools that improve more than one letter grade and sustaining the improvement the following school year; or
- Schools designated as Alternative Schools that improve at least one level or maintain a school improvement rating of “commendable”, or improve at least one level.
Florida statute 1008.36 Florida School Recognition Program prescribes how School Recognition awards must be used:
- Nonrecurring bonuses to the faculty and staff
- Nonrecurring expenditures for educational equipment or materials to assist in maintaining and improving student performance; and/or
- Temporary personnel for the school to assist in maintaining and improving student performance

**Charter Schools**

The statute requires the use of funds be determined jointly by the school's staff and School Advisory Council (SAC). If school staff and the SAC cannot reach agreement prior to Saturday, February 1, 2020, the award must be equally distributed to all classroom teachers currently teaching in the school. The legislation gives the awarded school's staff and SAC the authority to make this decision. If a charter school does not have a SAC, the governing body of the school should participate in the council's stead, along with the staff of the school, in determining the use of funds. For more information refer to http://www.fldoe.org/accountability/accountability-reporting/fl-school-recognition-program/

School Recognition Awards will be distributed to charter schools with the November 2019 payment. Charter Schools may not payout awards prior to an agreement between school staff and SAC on how funds will be used.

The statute also requires the use of funds be determined jointly by the school's staff and SAC. If school staff and the SAC cannot reach agreement prior to Saturday, February 1, 2020, the award must be equally distributed to all classroom teachers currently teaching in the school.

1. **Are there restrictions on carryover funds?**
   Yes, carryover funds from a previous year must be used as determined by the plan approved for that year.

2. **Who is considered eligible Staff?**
   Faculty and staff employed at the school when the school earned the award and/or faculty and staff new to the school in the current year are eligible to receive a bonus if included in the plan approved by school staff and SAC. **School nurses are now eligible for A+ bonus payments. Please see the A+ Bonus Payroll Processing Guidelines for instructions on processing A+ bonus payments to nurses.**

3. **Who qualifies as a classroom teacher?**
   A classroom teacher is defined as a person who is the teacher of record for at least one course for either the October or February FTE survey submitted to FDOE during the current year. Please refer to the contact listed above for assistance with compiling the list of eligible persons.
4. How do I calculate the cost of the bonus?
   A bonus calculation worksheet is posted on the Budget department website. The path is
   School District website > Departments > Budget > Welcome to Budget > Budget Resources and Tools >
   A+ School Recognition > A+ Bonus Calculation Worksheet. The worksheet calculates the cost of bonuses
   as well as the net pay received by employees. Instructions for using the worksheet are shown at the top
   of the worksheet. This worksheet can be used to determine how much a school can pay for bonuses.
   Please remember to include benefit costs in addition to the bonus payment to each employee, as reflected
   in the pink column of the worksheet. Be sure there is sufficient budget to cover the total cost of the
   bonuses. The purple cell at the bottom of the pink column represents the total cost of bonuses and may
   not exceed the total approved budget for bonuses.

   ➤ Bonus Example
   A school decides to pay teachers a $1,000 bonus. The cost per teacher to the school recognition budget
   will be $1,076.50 ($1,000 plus 7.65% for Social Security and Medicare benefit costs). The teacher’s
   paycheck will reflect gross pay of $1,000 and net pay will be calculated after applicable tax deductions.

5. Do schools need to transfer budget if School Recognition is used for bonuses?
   Yes, School Treasurers must transfer budget from the supply account to the appropriate budget lines to
   cover the cost of bonuses, before payroll is posted. The bottom section of the A+ bonus worksheet
   provides the fund strips and amounts needed to complete the budget transfer.

6. How are School Recognition bonuses paid?
   The school is required to submit a spreadsheet for payment processing. The Budget Department website
   has a link to “A+ Bonus Payroll Processing Guidelines” next to the calculator worksheet. The Guide has
   instructions on how to create the spreadsheet each school needs to prepare and submit for payment
   processing. Employee bonus pay in the green column on the bonus calculator worksheet must match
   what is listed on the payroll sheet. School nurses are now eligible for A+ bonus payments. Please see
   the A+ Bonus Payroll Processing Guidelines for Instructions on processing A+ bonus payments to nurses.

7. Can School Recognition funds be used to purchase educational materials and equipment?
   Yes, schools may purchase educational supplies and equipment to assist in maintaining and improving
   student performance. Any capitalized items purchased from these funds belong to the District and must
   be tagged. Student incentives are not educational equipment or materials, and therefore, are not an
   allowable use of school recognition funds.

8. Are there any restrictions on temporary personnel?
   Temporary personnel assisting the school in maintaining or improving student performance are eligible. These positions must be true temporary positions, less than 20 hours per week, and the purpose must
   be to assist in maintaining and improving student performance per Statute.

   Schools paying temporary personnel must have positions set up by the Budget Department. Please
   provide Mary Ussery, in Budget, with a copy of the minutes from the SAC meeting authorizing the use of
   school recognition funds for this position. The number of hours, job code, and effective date must be
School Improvement

Pursuant to Florida Statute 24.121(5) Allocation of Revenues and Expenditure of Funds for Public Education, school improvement funds are dependent upon the amount of discretionary lottery funding remaining after school recognition awards are allocated State-wide. Schools can receive any amount from $0 (if no funds are available after school recognition awards are allocated) up to $5 per unweighted student to be used at the discretion of the SAC. If any funds are distributed and remain at the end of FY20, they will be carried forward to FY21.

Charter Schools

School Improvement funding is included in your FEFP payment.
## FY20 School Recognition Awards

<table>
<thead>
<tr>
<th>Number</th>
<th>Charter School Name</th>
<th>FTE</th>
<th>Funding</th>
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<tr>
<td>1461</td>
<td>INLET GROVE COMMUNITY HIGH SCHOOL</td>
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