

# Florida School Recognition Program

School Year 2024-2025

Mellisa Jones

Budgeting Department

# Introduction

- Florida School Recognition Program
  - Provides financial awards to public schools that:
    - Sustain high performance by receiving a school grade of “A,” making excellent progress; or
    - Demonstrate exemplary improvement due to innovation and effort by improving at least one letter grade or by improving more than one letter grade compared to the 2023-24 school year.
- Escambia’s 2024-25 Estimated Awards
  - FY 2024-25: 18 Elementary Schools, 3 Middle Schools, 1 High School, and 7 programs, charter schools and virtual schools.

# Agenda

- Understanding the School Recognition Process
- Creating Eligible School Recognition Proposals
- Voting on School Recognition Proposals
- Implementing the Winning Proposal

# Understanding the School Recognition Process

## **For what can School Recognition awards be used?**

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.

# Creating Eligible School Recognition Proposals

## Who may submit School Recognition proposals?

- Departments (English, Math, Science, etc.)
- Grade-level teams
- Teaching teams
- Functional areas
- School Advisory Committee (SAC)
- Individual staff and SAC members

# Creating Eligible School Recognition Proposals

## What must be addressed on an eligible proposal?

- Bonuses for faculty and staff members
  - Who will receive bonuses?
    - Eligible individuals may include all or a combination of the following individuals:
      - Current and/or former staff
      - Itinerant teachers
      - Contracted staff
      - Bus drivers
  - It is not necessary to include a list of staff that will be paid in the proposal. Units are preferred.

# Creating Eligible School Recognition Proposals

## What must be addressed on an eligible proposal?

- Bonuses for faculty and staff members (cont.)
  - Will there be a proration of bonus pay?
    - Proration can be calculated based on number of days, weeks, and/or months a staff member is employed at the school.
    - Proration can be calculated on percentage (%) of time spent at the school.
    - Note: If proration of bonus pay is intended, it must be included on the proposal prior to voting.

# Creating Eligible School Recognition Proposals

## What must be addressed on an eligible proposal?

- Educational equipment and materials (if applicable)
  - These items must assist in maintaining and improving student performance.
  - Examples of prohibited items:
    - “Fun” day activities
    - Parties
    - Rewards
    - Field trips
    - Clothing



# Creating Eligible School Recognition Proposals

## What must be addressed on an eligible proposal?

- Reserves to allow for unforeseen expenditures
  - Omitted employees.
  - If the reserve amount is not used, it can be expended for educational equipment or supplies.

# Voting on School Recognition Proposals

## What happens once all eligible proposals have been submitted?

- Proposals should be presented to school staff and SAC for vote.
- Each staff member and SAC member should be afforded an opportunity to cast one individual vote by secret ballot.
- A list of eligible voters should be maintained and checked off as his/her vote is placed in the ballot box.
- Votes must be counted by two staff and/or SAC members, and a tally sheet prepared recording the number of votes received by each plan.
- **The tally sheet must be signed and dated by the two individuals counting the votes.**

# Implementing the Winning Proposal

## What paperwork must be submitted to the Budgeting department?

- After a plan has been selected by vote, the appropriate budget forms must be completed and signed by both the principal and SAC chair.
- The following forms should be sent by email to Mellisa Jones at [mjones6@ecsdfl.us](mailto:mjones6@ecsdfl.us):
  - School Recognition Submission Checklist
  - Copy of **all** proposals
  - Copy of the ballot(s)
  - Copy of the tally sheet with signatures of **two** people which counted the votes
  - Checklist of all eligible staff and SAC members who voted

# Implementing the Winning Proposal

## What paperwork must be submitted to the Budgeting department?

- The following forms should be sent by email to Mellisa Jones at [mjones6@ecsdfi.us](mailto:mjones6@ecsdfi.us) (cont.)
  - School Recognition Payroll Form(s) completed and signed by the principal. **Note: Only list like function/object combinations on each page.**
  - School Recognition Bonus Summary Form completed and signed by both Principal and SAC Chairperson. **Note: This form should equal your school's complete allocation.**
  - School Recognition Contracted Personnel Memo completed and signed by Principal and contract personnel (if applicable).
  - Vendor Information Form completed by contracted personnel (if applicable).
  - W-9 Form completed and signed by contracted personnel (if applicable).

# Implementing the Winning Proposal

- School Recognition Bonus Payroll Request Form(s)
  - Completed and signed by principal
  - Bonuses are awarded to personnel net of the District's FICA expense. The best way to back out the FICA expense is to divide the bonus amount by 1.0765.
    - Example: A school receives \$21,000. The school's approved plan budgets \$1,000 in reserves and the rest to be divided evenly among the school's 40 staff members. The amount for bonuses would be calculated as follows:  
$$\$21,000 - \$1,000 = \$20,000$$
$$\$20,000 \div 40 = \$500$$
$$\$500 \div 1.0765 = \textbf{\$464.47}$$

# Implementing the Winning Proposal

- [School Recognition Bonus Payroll Request Form\(s\)](#) (cont.)
  - Each tab in the Excel spreadsheet should contain staff with like function/object combinations.
    - Examples: (7300/0119), (7300/0169), (5100/0129), (5200/0129), (6200/0139), (6120/0139), (6120/0169).
  - Please ensure correct function, object, and facility coding is entered on each tab according to the appropriate staff grouping(s).
  - Contracted personnel should not be listed on these forms.
  - The Grand Total of the last page (tab) is a check figure that will be compared against the sub-total on the bonus summary form.

# Implementing the Winning Proposal

- School Recognition Bonus Summary Form
  - Completed and signed by both Principal and SAC Chairperson.
  - Enter the payroll request form page totals in the appropriate corresponding function/object cells.
  - The Sub-total/Total cell should have the same value as the Grand Total for payroll request forms.
    - If these values do not match, please correct the error before moving on.

# Implementing the Winning Proposal

- [School Recognition Bonus Summary Form](#) (cont.)
  - The corresponding FICA cells will automatically calculate on this form.
  - If the approved plan includes budget for educational supplies and equipment, contracted personnel, and reserves, enter those values.  
**Note: Please enter the budget for reserves in function/object 5100/0510.**
  - The bonus summary grand total (shaded in green) must equal your school's award allocation.



# Implementing the Winning Proposal

- [School Recognition Contracted Personnel Memo](#)
  - Completed and signed by Principal and contract personnel (if applicable).
  - Do not back out District FICA expense.
  - If the individual has never received a check from the District, the following forms will be needed, so they can be setup in Skyward for District payments.
    - Vendor Information Form (included in training materials packet)
    - W-9 Form (included in training materials packet)
  - If the individual's address has changed since they were originally contracted, a [Change of Address](#) form is needed.

# Questions?

## Contact Information:

Mellisa Jones

850-469-6376

[mjones6@ecsdfl.us](mailto:mjones6@ecsdfl.us)