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Action By:
February 01, 2024

TO: Principals
FROM: Heather Frederick, CPA / Chief Financial Officer
SUBJECT: **FY24 FLORIDA SCHOOL RECOGNITION PROGRAM UPDATES**

The preliminary list of FY24 School Recognition Awards, recently released by the Florida Department of Education, is attached. Congratulations to those schools receiving an award. At this time, the school award amount cannot be calculated because additional schools may be added. Schools can use the range between \$155 and \$175 per FTE for planning purposes. Because the funds will not be distributed prior to **February 1, 2024**, eligible schools should be proactive in establishing an agreement on how the funds will be used. Once we have the final amounts, the funds will be 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 **Thursday, February 1, 2024**. 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.

Statute [1008.36](#), Florida School Recognition Program, prescribes how school recognition awards must be used:

- Nonrecurring bonuses to the faculty and staff; or
- Nonrecurring 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.

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 **Thursday, February 1, 2024**, 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 subsequent FEFP payment, once the official list of FY24 School Recognition Award is released. Charter Schools may not payout awards prior to an agreement between school staff and SAC on how funds will be used.

Frequently Asked Questions

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 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: District HUB>Departments>Budget>BudgetResourcesandTools>A+Bonus>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 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?

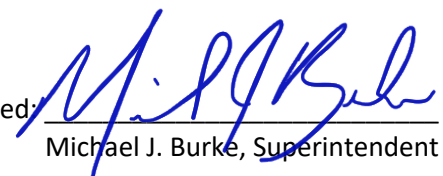
Yes, schools may purchase educational supplies and equipment to assist in maintaining and improving student performance. Any capitalized items purchased from these funds belong to the District and must be tagged. Student incentives are not educational equipment or materials, and therefore, are not an 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 Michelle Martin, in Budget, with a copy of the minutes from the SAC meeting authorizing the use of school recognition funds for the position. The number of hours, job code, and effective date must be included in your request. Once the position is created, Budget will provide your school with the position number which can then be filled.

Attachments

Approved: 
Michael J. Burke, Superintendent

FY24 School Recognition Awards

Number	District School Name	FTE	Funding
0011	HIDDEN OAKS K-8		
0031	WATERS EDGE ELEMENTARY SCHOOL		
0061	EVERGLADES ELEMENTARY		
0081	JUPITER HIGH SCHOOL		
0111	PALM BEACH GARDENS ELEMENTARY SCHOOL		
0131	THE CONSERVATORY SCHOOL AT NORTH PALM BEACH		
0151	SUNCOAST COMMUNITY HIGH SCHOOL		
0281	SUNSET PALMS ELEMENTARY SCHOOL		
0395	ALEXANDER W DREYFOOS JUNIOR SCHOOL OF THE ARTS		
0421	PALM BEACH PUBLIC SCHOOL		
0591	MEADOW PARK ELEMENTARY SCHOOL		
0661	MARSH POINTE ELEMENTARY		
0681	NORTH GRADE K-8		
0961	BOCA RATON COMMUNITY HIGH SCHOOL		
1101	PAHOKEE ELEMENTARY SCHOOL		
1391	WYNNEBROOK ELEMENTARY SCHOOL		
1451	ADDISON MIZNER SCHOOL		
1661	VERDE K-8		
1671	WELLINGTON ELEMENTARY SCHOOL		
1681	SPANISH RIVER COMMUNITY HIGH SCHOOL		
1701	WELLINGTON LANDINGS MIDDLE		
1741	DEL PRADO ELEMENTARY SCHOOL		
1751	LOGGERS' RUN COMMUNITY MIDDLE SCHOOL		
1761	H. L. JOHNSON ELEMENTARY SCHOOL		
1781	WHISPERING PINES ELEMENTARY SCHOOL		
1811	CORAL SUNSET ELEMENTARY SCHOOL		
1911	CALUSA ELEMENTARY SCHOOL		
1921	WOODLANDS MIDDLE SCHOOL		
1931	LIGHTHOUSE ELEMENTARY SCHOOL		
1941	CYPRESS TRAILS ELEMENTARY SCHOOL		
1951	MORIKAMI PARK ELEMENTARY SCHOOL		
1961	SANDPIPER SHORES ELEMENTARY SCHOOL		
1991	OMNI MIDDLE SCHOOL		
2001	PARK VISTA COMMUNITY HIGH SCHOOL		
2011	TIMBER TRACE ELEMENTARY SCHOOL		
2031	LIMESTONE CREEK ELEMENTARY SCHOOL		
2081	HAMMOCK POINT ELEMENTARY SCHOOL		
2091	JUPITER FARMS ELEMENTARY SCHOOL		
2121	CRYSTAL LAKES ELEMENTARY SCHOOL		
2131	LAKE WORTH COMMUNITY MIDDLE		
2141	ACREAGE PINES ELEMENTARY SCHOOL		
2161	PANTHER RUN ELEMENTARY SCHOOL		
2171	BLUE LAKE ELEMENTARY		
2191	WELLINGTON HIGH SCHOOL		
2241	MANATEE ELEMENTARY SCHOOL		
2421	GOLDEN GROVE ELEMENTARY SCHOOL		
2451	WESTERN PINES COMMUNITY MIDDLE		
2461	EAGLES LANDING MIDDLE SCHOOL		
2511	BAK MIDDLE SCHOOL OF THE ARTS		
2541	BEACON COVE INTERMEDIATE SCHOOL		
2551	FRONTIER ELEMENTARY SCHOOL		
2561	BINKS FOREST ELEMENTARY SCHOOL		
2581	CORAL REEF ELEMENTARY SCHOOL		

FY24 School Recognition Awards

Number	District School Name	FTE	Funding
2611	POLO PARK MIDDLE SCHOOL		
2621	INDEPENDENCE MIDDLE SCHOOL		
2691	SUNRISE PARK ELEMENTARY SCHOOL		
2711	DON ESTRIDGE HIGH TECH MIDDLE SCHOOL		
2741	ROYAL PALM BEACH ELEMENTARY SCHOOL		
2821	OSCEOLA CREEK MIDDLE SCHOOL		
2861	PIERCE HAMMOCK ELEMENTARY SCHOOL		
3251	WEST BOCA RATON HIGH SCHOOL		
3341	EQUESTRIAN TRAILS ELEMENTARY		
3361	ELBRIDGE GALE ELEMENTARY SCHOOL		
3371	EMERALD COVE MIDDLE SCHOOL		
7004	PALM BEACH VIRTUAL FRANCHISE		

FY24 School Recognition Awards

Number	Charter School Name	FTE	Funding
1461	INLET GROVE COMMUNITY HIGH SCHOOL		
1571	SOUTH TECH ACADEMY		
2911	WESTERN ACADEMY CHARTER SCHOOL		
3395	SOMERSET ACADEMY AT JFK CHARTER SCHOOL		
3413	SOMERSET ACADEMY BOCA EAST		
3431	RENAISSANCE CHARTER SCHOOL AT WEST PALM BEACH		
3941	BEN GAMLA-PALM BEACH		
4001	RENAISSANCE CHARTER SCHOOL AT WELLINGTON		
4013	SOMERSET ACADEMY CANYONS HIGH SCHOOL		
4020	FRANKLIN ACADEMY - BOYNTON BEACH		
4031	SOMERSET ACADEMY WELLINGTON K-8		
4041	SOMERSET ACADEMY BOCA MIDDLE SCHOOL		
4061	FRANKLIN ACADEMY - PALM BEACH GARDENS		
4103	SLAM BOCA		

A+ School Recognition Guide

School District website navigation to:

Bonus Calculation Worksheet – Departments > Budget > Welcome to Budget > Resources and Tools > A+ Bonus > A+ Bonus Calculation Worksheet

Payroll Processing Guidelines – Departments > Budget > Welcome to Budget > Resources and Tools > A+ Bonus > A+ Bonus Payroll Processing Guidelines

Completing the Bonus Calculation Worksheet:

Please type in your School number in the **yellow** space below the title on the bonus calculation worksheet. This will automatically fill in your school name and your award amount. This item allows the form to give you an error message if you go over budget.

WORKSHEET FOR SCHOOL RECOGNITION BONUSES	
School #	#N/A
Award Amount	#N/A

The worksheet calculates bonuses for account 518410 and automatically calculates the fringe benefits for account 518410 that will be charged to your budget. Make sure that you have taken the fringe benefits charge into account when figuring how much to pay in bonuses to staff. Your budget will be charged an additional 7.65% in fringe benefits, so you will need to back this out from the bonus amount. For example: If you have \$40,000 allocated for bonuses and you have 50 people that will be getting those bonuses you would divide \$40,000 by 50 to get \$800. Before filling out the worksheet you will need to divide \$800 by 1.0765 to back out the fringe benefits charge. Therefore, you would use \$743.14 for the bonus amount in the column named **Bonus Amount Per Person (Gross Pay)**. The worksheet will automatically calculate the 7.65% for the fringe benefits charge of \$2,842.51, and the total charge to your budget is \$39,999.51 (the amount in the purple cell at the bottom of the pink column).

Be sure the amount highlighted in purple does not exceed your total available budget for bonuses.									
NUMBER OF PARTICIPANTS AND BONUS AWARDS				CHARGES TO SCHOOL RECOGNITION FUNDS			INDIVIDUAL EMPLOYEE PAYCHECKS		
Employee Description	Function#	Bonus Amount Per Person (Gross Pay)	# of Staff Members	TOTAL Payroll Expense (Account 518410)	Fringe Benefits Expense to be Charged to A+ Budget @ 7.65% (Account 521500)	TOTAL CHARGE TO A+ BUDGET	Employee Bonus Pay	Employee Payroll Deductions @ 32.85%	Employee Net Pay
Teachers (Group 1)	5150	\$ 743.14	50	\$ 37,157.00	\$ 2,842.51	\$ 39,999.51	\$ 743.14	\$ 220.34	\$ 522.80
Teachers (Group 2)	5150			-	-	-	-	-	-
Teachers (Group 3)	5150			-	-	-	-	-	-
Paraprofessionals	5150			-	-	-	-	-	-
Administration	7310			-	-	-	-	-	-
Office Staff	7310			-	-	-	-	-	-
Food Service Staff	7310			-	-	-	-	-	-
Other Support Staff	7310			-	-	-	-	-	-
School Nurse	7310			-	-	-	-	-	-
Custodial Staff	7902			-	-	-	-	-	-
Security Staff	7922			-	-	-	-	-	-
TOTAL			50	\$ 37,157.00	\$ 2,842.51	\$ 39,999.51			

The number of employees and bonus amounts must match on both the bonus calculation worksheet and payroll spreadsheet. The bonus amounts in the column named **Employee Bonus Pay** (the green column) on the bonus calculation worksheet and the bonus amounts on the payroll spreadsheet should match. Also, make sure the **number of bonuses per function** match on the bonus calculation worksheet and payroll spreadsheet. Please count each staff member as one even if they are only getting a portion of the bonus. If you have one staff member getting one-half of the bonus amount, you would list the actual bonus amount and one staff member on a separate line. If you run out of lines, call the School Recognition Funds contact to obtain a form with more lines.

The bottom of the bonus calculation worksheet shows you what to do to complete your budget transfer. You can post your own transfer since the school is the budget manager for School Recognition Funds. This should be done before the request is submitted. Just follow the instructions on the bottom of the worksheet. **If you make an adjustment to your payment worksheets after you have completed your transfer, you will also need to adjust your transfer accordingly.**

Budget Amendment Required to Fund A+ Bonuses:							
	Fund	Function	Account	Department	Budget Manager	Local Code	Amount
DECREASE	1101	5150	551100	0000	0000	0	\$ (39,999.51)
INCREASE	1101	5150	518410	0000	0000	0	37,157.00
INCREASE	1101	5150	521500	0000	0000	0	2,842.51
INCREASE	1101	7310	518410	0000	0000	0	-
INCREASE	1101	7310	521500	0000	0000	0	-
INCREASE	1101	7902	518410	0000	0000	0	-
INCREASE	1101	7902	521500	0000	0000	0	-
INCREASE	1101	7922	518410	0000	0000	0	-
INCREASE	1101	7922	521500	0000	0000	0	-

Valid Function#
5150
7310
7902
7922

Both the bonus calculation worksheet and payroll spreadsheet must be submitted. It is most helpful if these documents are submitted simultaneously.

Please refer to your payroll processing guidelines to find out when your checks will be distributed. The payroll processing guidelines include a schedule of when checks will be distributed based on the date completed payment worksheets are submitted.

Payroll Processing Guidelines for School Recognition Funds

To simplify submission of bonus payments, a query has been created which provides a list of employees for each school in a spreadsheet. Please follow the directions as outlined below to create a spreadsheet for payroll submission:

- Access PeopleSoft Human Resources/Payroll (HCM HRPRD)
- Run a query using the following navigation:
 - Reporting Tools>Query>Query Viewer
 - In the 'begins with' field enter: PB_PR_UPLD_A_PLUS and click 'search'
 - Click on the Excel link
 - In 'Dept ID' field: enter school number & click 'View Results'
- The query will display employee ID, employee pay group, employee name, and employee record number for those employees who were active at your location for FY23. Save the document in Excel.
- If a bonus is being paid to an employee who has transferred to another location and their information does not display on your query, please add their pay group, name, employee ID, amount and combo code to the bottom of your list. If a bonus is being paid to an employee no longer with the District, please add them to the bottom of the list using the same fields described above. (You do not need to include 'Dept Date', it is informational only.) Should you need assistance with this information, please contact Payroll.
- You only need to enter the payroll combo code and dollar amount for employees to receive the bonus*; enter payroll combo code according to functions shown on the bonus calculation worksheet:
 - **Dept**-BON1101-5150-0000 function 5150 = Instructional
 - **Dept**-BON1101-7310-0000 function 7310 = Administrative
 - **Dept**-BON1101-7310-0000 function 7310 = Nurse
 - **Dept**-BON1101-7902-0000 function 7902 = Custodial
 - **Dept**-BON1101-7922-0000 function 7922 = Security

(Replace Dept with your school location number)

* **Please do not remove, hide or otherwise rearrange the columns.**

All teachers and paras, regardless of their function at the school, should be paid from function 5150 for these bonuses. Any other functions not listed on the bonus calculator worksheet should roll into function 7310.

- **Please do not submit your spreadsheets directly to Payroll for processing.** Email your completed spreadsheet as an **Excel** email attachment to Michelle Martin in Budget at michelle.martin@palmbeachschools.org

Once FDOE releases the final list and the final amount to be allocated, a payment schedule will be provided.

Special processing for School Nurses:

Since school nurses are not District employees they cannot be paid through Payroll. The budget department will compile a list of nurses based on the A+ Bonus Calculation Worksheet and will forward to the Health Care District. If you would like to pay your school nurse a bonus, please include them on the worksheet. A separate check will be sent to the Health Care District, then the Health Care District will pay your school nurse.

For questions related to the A+ Bonus Calculator worksheet, please contact Michelle Martin at 561-434-8834.

For questions related to the Payroll Query please contact Terri Schade at 561-434-8451 or Teri Jensen at 561-434-8944.