



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL

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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 - REVISED - ORIGINAL POST DATE WAS 1/9/24

The official list of FY24 School Recognition Awards, recently released by the Florida Department of Education, is attached. Congratulations to those schools receiving an award. The award amounts are based on the school grades earned in 2022-2023 and the number of FTE students in the fourth calculation. For more information, refer to the FLDOE [website](#). Each school's award amount 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 was **Thursday, February 1, 2024**. If a school's staff and School Advisory Council (SAC) were unable to reach an agreement on the use of the funds by February 1, 2024, the award must be equally distributed among all classroom teachers currently teaching in the school. 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 the FLDOE [website](#). School recognition awards will be distributed to charter schools with the March 2024 payment.

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](#).~~ School nurses are no longer eligible to receive A+ bonus payments at the request of the HealthCare District. If your school included your nurse as part of the A+ bonus payout, those funds designated for the nurse will be left in your Fund 1101 budget and will be rolled to a new funding line for you to include with your bonus payment for next year. The new funding line is: DEPT-1101-5150-518410-0000-BD09-000 for the salary portion and DEPT-1101-5150-521500-0000-BD09-000 for the benefits portion. (Replace DEPT with your school location number.) The HealthCare District will notify the nurses regarding their decision to not accept the funds.

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 FLDOE 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 HUB under the Budget Department > Budget Resources and Tools>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?

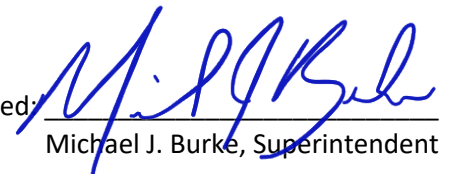
Yes, schools may purchase educational supplies and equipment to assist in maintaining and improving student performance. Any capitalized items purchased from these funds belong to the District and must be tagged. Student incentives are not educational equipment or materials, and therefore, are not an 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

2023-24 Florida School Recognition Program Awards by School

Number	District School Name	FTE	Funding
0011	HIDDEN OAKS K-8	783.51	137,064
0031	WATERS EDGE ELEMENTARY SCHOOL	703.77	123,114
0061	EVERGLADES ELEMENTARY	892.27	156,090
0081	JUPITER HIGH SCHOOL	2,874.50	502,852
0111	PALM BEACH GARDENS ELEMENTARY SCHOOL	619.34	108,345
0131	THE CONSERVATORY SCHOOL AT NORTH PALM BEACH	880.38	154,010
0151	SUNCOAST COMMUNITY HIGH SCHOOL	1,504.86	263,254
0281	SUNSET PALMS ELEMENTARY SCHOOL	919.38	160,832
0395	ALEXANDER W DREYFOOS JUNIOR SCHOOL OF THE ARTS	1,293.49	226,277
0421	PALM BEACH PUBLIC SCHOOL	375.53	65,694
0591	MEADOW PARK ELEMENTARY SCHOOL	788.34	137,909
0661	MARSH POINTE ELEMENTARY	837.28	146,470
0681	NORTH GRADE K-8	741.91	129,786
0961	BOCA RATON COMMUNITY HIGH SCHOOL	2,815.34	492,503
1101	PAHOKEE ELEMENTARY SCHOOL	323.43	56,579
1391	WYNNEBROOK ELEMENTARY SCHOOL	715.86	125,229
1451	ADDISON MIZNER SCHOOL	1,088.28	190,379
1661	VERDE K-8	1,298.87	227,219
1671	WELLINGTON ELEMENTARY SCHOOL	901.98	157,788
1681	SPANISH RIVER COMMUNITY HIGH SCHOOL	2,469.21	431,953
1701	WELLINGTON LANDINGS MIDDLE	1,234.10	215,888
1741	DEL PRADO ELEMENTARY SCHOOL	718.25	125,648
1751	LOGGERS' RUN COMMUNITY MIDDLE SCHOOL	1,101.19	192,637
1761	H. L. JOHNSON ELEMENTARY SCHOOL	776.04	135,757
1781	W HISPERING PINES ELEMENTARY SCHOOL	1,028.01	179,836
1811	CORAL SUNSET ELEMENTARY SCHOOL	737.99	129,101
1911	CALUSA ELEMENTARY SCHOOL	873.08	152,733
1921	WOODLANDS MIDDLE SCHOOL	1,541.69	269,697
1931	LIGHTHOUSE ELEMENTARY SCHOOL	564.20	98,699
1941	CYPRESS TRAILS ELEMENTARY SCHOOL	501.90	87,800
1951	MORIKAMI PARK ELEMENTARY SCHOOL	798.56	139,697
1961	SANDPIPER SHORES ELEMENTARY SCHOOL	831.80	145,511
1991	OMNI MIDDLE SCHOOL	1,125.60	196,908
2001	PARK VISTA COMMUNITY HIGH SCHOOL	2,920.89	510,968
2011	TIMBER TRACE ELEMENTARY SCHOOL	825.25	144,366
2031	LIMESTONE CREEK ELEMENTARY SCHOOL	947.09	165,680
2081	HAMMOCK POINTE ELEMENTARY SCHOOL	947.84	165,811
2091	JUPITER FARMS ELEMENTARY SCHOOL	623.36	109,048
2121	CRYSTAL LAKES ELEMENTARY SCHOOL	755.95	132,243
2131	LAKE WORTH COMMUNITY MIDDLE	1,237.39	216,464
2141	ACREAGE PINES ELEMENTARY SCHOOL	514.25	89,961
2161	PANTHER RUN ELEMENTARY SCHOOL	753.62	131,835
2171	BLUE LAKE ELEMENTARY	740.83	129,598

2191	WELLINGTON HIGH SCHOOL	2,581.65	451,623
2241	MANATEE ELEMENTARY SCHOOL	1,160.49	203,011
2421	GOLDEN GROVE ELEMENTARY SCHOOL	773.89	135,381
2451	WESTERN PINES COMMUNITY MIDDLE	989.99	173,185
2461	EAGLES LANDING MIDDLE SCHOOL	1,509.96	264,146
2511	BAK MIDDLE SCHOOL OF THE ARTS	1,244.11	217,639
2541	BEACON COVE INTERMEDIATE SCHOOL	641.25	112,177
2551	FRONTIER ELEMENTARY SCHOOL	690.60	120,811
2561	BINKS FOREST ELEMENTARY SCHOOL	1,160.67	203,043
2581	CORAL REEF ELEMENTARY SCHOOL	977.34	170,972
2611	POLO PARK MIDDLE SCHOOL	1,149.53	201,094
2621	INDEPENDENCE MIDDLE SCHOOL	1,161.55	203,196
2691	SUNRISE PARK ELEMENTARY SCHOOL	1,022.87	178,936
2711	DON ESTRIDGE HIGH TECH MIDDLE SCHOOL	1,253.78	219,331
2741	ROYAL PALM BEACH ELEMENTARY SCHOOL	670.18	117,238
2821	OSCEOLA CREEK MIDDLE SCHOOL	829.14	145,046
2861	PIERCE HAMMOCK ELEMENTARY SCHOOL	473.23	82,785
3251	WEST BOCA RATON HIGH SCHOOL	2,128.90	372,420
3341	EQUESTRIAN TRAILS ELEMENTARY	808.31	141,402
3361	ELBRIDGE GALE ELEMENTARY SCHOOL	865.52	151,410
3371	EMERALD COVE MIDDLE SCHOOL	1,234.40	215,941
7004	PALM BEACH VIRTUAL FRANCHISE	144.05	25,199
Total	PALM BEACH	78,917.46	13,805,477

2023-24 Florida School Recognition Awards

Number	Charter School Name	FTE	Funding
1461	INLET GROVE COMMUNITY HIGH SCHOOL	747.67	130,794
1571	SOUTH TECH ACADEMY	1,127.79	197,291
2911	WESTERN ACADEMY CHARTER SCHOOL	575.40	100,658
3395	SOMERSET ACADEMY JFK CHARTER SCHOOL	510.24	89,259
3413	SOMERSET ACADEMY BOCA EAST	349.48	61,136
3431	RENAISSANCE CHARTER SCHOOL AT WEST PALM BEACH	997.72	174,537
3941	BEN GAMLA-PALM BEACH	243.97	42,679
4001	RENAISSANCE CHARTER SCHOOL AT WELLINGTON	712.87	124,706
4013	SOMERSET ACADEMY CANYONS HIGH SCHOOL	1,060.14	185,456
4020	FRANKLIN ACADEMY - BOYNTON BEACH	1,297.96	227,059
4041	SOMERSET ACADEMY BOCA MIDDLE SCHOOL	81.91	14,329
4061	FRANKLIN ACADEMY- PALM BEACH GARDENS	1,026.26	179,529
4103	SLAM BOCA	1,007.24	176,202
4111	SLAM ACADEMY HIGH SCHOOL PALM BEACH	313.02	54,758

2023-24 Florida School Recognition Awards - Pending Appeal

504031	SOMERSET ACADEMY WELLINGTON K-8	467.97	81,865
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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 #	<div></div> #N/A
Award Amount	<div></div> #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 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

Fully completed payment worksheets submitted will be paid as follows:

Submitted by	Pay Check Date
March 8, 2024	March 29, 2024
March 15, 2024	April 12, 2024
March 29, 2024	April 26, 2024
April 12, 2024	May 10, 2024

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 HealthCare District, then the Healthcare District will pay your school nurse.~~
Per the HealthCare District, school nurses are no longer eligible to receive a bonus.

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.