



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL

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October 18, 2024
Bulletin #P 25-186 CFO

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Action By:
February 01, 2025

TO: Principals
FROM: Heather Frederick, CPA / Chief Financial Officer
SUBJECT: **FY25 FLORIDA SCHOOL RECOGNITION PROGRAM AWARDS**

As an update to [Bulletin P25-126 CFO](#), the official list of FY25 School Recognition Awards recently released by the Florida Department of Education, is attached. Congratulations to those schools receiving an award. The award amounts are calculated based on the school's FTE student enrollment in comparison to other eligible schools. The distribution of funds is based on the school grades earned in 2023-2024 and the number of FTE students in the fourth calculation. For more information, refer to the FLDOE [website](#).

The statute requires the use of funds be determined jointly by the school's staff and the School Advisory Committee (SAC). The statutory deadline for schools and SAC to develop and approve a school recognition spending plan is **Saturday, February 1, 2025**. If a school's staff and SAC are unable to reach agreement on the use of the funds by **February 1, 2025**, 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.

[Florida State 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; 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, 2025**, 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 October 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 NO longer eligible for A+ bonus payments.**

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 Budget department website. The path is School District website> Departments> Budget> Budget Resources and Tools> A+ Bonus> 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.

o 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 process a budget transfer if School Recognition is used for bonuses?

- No, once we receive your approved A+ bonus worksheet, budget will process the transfer before payroll is posted.

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. Please submit the A+ worksheet, teacher payroll query, copy of the ballot and a copy of the SAC minutes to Michelle Martin in the budget department for processing.**


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

2024-25 Florida School Recognition Program Awards by School

District/School Number	School Name	FTE	Award
500011	HIDDEN OAKS K-8	871.24	120,595
500012	HOPE-CENTENNIAL ELEMENTARY SCHOOL	712.03	98,557
500031	WATERS EDGE ELEMENTARY SCHOOL	718.57	99,462
500061	EVERGLADES ELEMENTARY	848.63	117,465
500081	JUPITER HIGH SCHOOL	2,843.31	393,563
500101	ALLAMANDA ELEMENTARY SCHOOL	643.68	89,096
500111	PALM BEACH GARDENS ELEMENTARY SCHOOL	696.28	96,377
500121	HOWELL L. WATKINS MIDDLE SCHOOL	727.47	100,694
500131	THE CONSERVATORY SCHOOL AT NORTH PALM BEACH	870.00	120,423
500151	SUNCOAST COMMUNITY HIGH SCHOOL	1,483.40	205,328
500191	WASHINGTON ELEMENTARY MAGNET SCHOOL	228.04	31,565
500211	LINCOLN ELEMENTARY SCHOOL	377.60	52,266
500271	NORTHMORE ELEMENTARY SCHOOL	607.84	84,136
500281	SUNSET PALMS ELEMENTARY SCHOOL	945.71	130,903
500341	ROOSEVELT ELEMENTARY SCHOOL	328.71	45,499
500351	WESTWARD ELEMENTARY SCHOOL	486.81	67,383
500361	U. B. KINSEY/PALMVIEW ELEMENTARY	454.32	62,886
500395	ALEXANDER W DREYFOOS JUNIOR SCHOOL OF THE ARTS	1,287.71	178,241
500421	PALM BEACH PUBLIC SCHOOL	366.03	50,665
500481	WEST GATE ELEMENTARY SCHOOL	705.41	97,641
500531	BELVEDERE ELEMENTARY SCHOOL	465.64	64,453
500561	PALMETTO ELEMENTARY SCHOOL	521.02	72,118
500581	FOREST HILL COMMUNITY HIGH SCHOOL	2,021.57	279,820
500591	MEADOW PARK ELEMENTARY SCHOOL	772.99	106,995
500601	BERKSHIRE ELEMENTARY SCHOOL	1,019.46	141,111
500621	FOREST HILL ELEMENTARY SCHOOL	914.89	126,637
500631	GREENACRES ELEMENTARY SCHOOL	702.22	97,199
500661	MARSH POINTE ELEMENTARY	804.08	111,299
500671	HIGHLAND ELEMENTARY SCHOOL	873.00	120,838
500681	NORTH GRADE K-8	781.85	108,221
500741	BARTON ELEMENTARY SCHOOL	1,101.12	152,414
500781	ROLLING GREEN ELEMENTARY SCHOOL	654.73	90,626
500862	ATLANTIC HIGH SCHOOL	1,803.29	249,606
500871	PLUMOSA SCHOOL OF THE ARTS	824.55	114,132
500881	S. D. SPADY ELEMENTARY SCHOOL	359.83	49,807
500911	PINE GROVE ELEMENTARY SCHOOL	327.38	45,315
500961	BOCA RATON COMMUNITY HIGH SCHOOL	2,778.40	384,578
501101	PAHOKEE ELEMENTARY SCHOOL	297.28	41,149
501232	LAKE SHORE MIDDLE SCHOOL	687.86	95,212
501241	GOVE ELEMENTARY SCHOOL	623.52	86,306
501251	GLADE VIEW ELEMENTARY SCHOOL	272.91	37,775
501361	JOHN I. LEONARD HIGH SCHOOL	3,090.66	427,801

501411	GROVE PARK ELEMENTARY SCHOOL	517.85	71,679
501421	HAGEN ROAD ELEMENTARY SCHOOL	760.56	105,275
501451	ADDISON MIZNER SCHOOL	1,179.30	163,235
501491	BOCA RATON COMMUNITY MIDDLE SCHOOL	1,185.34	164,071
501611	SANTALUCES COMMUNITY HIGH	2,457.98	340,227
501661	VERDE K-8	1,350.37	186,914
501671	WELLINGTON ELEMENTARY SCHOOL	882.45	122,146
501681	SPANISH RIVER COMMUNITY HIGH SCHOOL	2,628.50	363,830
501701	WELLINGTON LANDINGS MIDDLE	1,220.55	168,945
501711	SEMINOLE TRAILS ELEMENTARY SCHOOL	658.26	91,115
501721	WEST BOYNTON MIDDLE SCHOOL	654.47	90,590
501741	DEL PRADO ELEMENTARY SCHOOL	703.14	97,327
501751	LOGGERS' RUN COMMUNITY MIDDLE SCHOOL	1,100.07	152,269
501781	WHISPERING PINES ELEMENTARY SCHOOL	999.51	138,349
501811	CORAL SUNSET ELEMENTARY SCHOOL	734.64	101,687
501821	CHRISTA MCAULIFFE MIDDLE SCHOOL	1,188.28	164,478
501831	K. E. CUNNINGHAM/CANAL POINT ELEMENTARY	251.62	34,829
501911	CALUSA ELEMENTARY SCHOOL	847.52	117,311
501931	LIGHTHOUSE ELEMENTARY SCHOOL	562.77	77,897
501941	CYPRESS TRAILS ELEMENTARY SCHOOL	499.92	69,198
501951	MORIKAMI PARK ELEMENTARY SCHOOL	802.63	111,098
501961	SANDPIPER SHORES ELEMENTARY SCHOOL	892.32	123,512
501971	WATSON B. DUNCAN MIDDLE SCHOOL	1,116.07	154,483
501981	BEAR LAKES MIDDLE SCHOOL	857.47	118,689
501991	OMNI MIDDLE SCHOOL	1,036.88	143,522
502001	PARK VISTA COMMUNITY HIGH SCHOOL	2,676.59	370,486
502011	TIMBER TRACE ELEMENTARY SCHOOL	836.94	115,847
502031	LIMESTONE CREEK ELEMENTARY SCHOOL	945.34	130,851
502071	CITRUS COVE ELEMENTARY SCHOOL	1,029.82	142,545
502081	HAMMOCK POINTE ELEMENTARY SCHOOL	954.19	132,076
502091	JUPITER FARMS ELEMENTARY SCHOOL	627.49	86,855
502121	CRYSTAL LAKES ELEMENTARY SCHOOL	740.84	102,545
502151	OKEEHEELEE MIDDLE SCHOOL	1,445.14	200,032
502161	PANTHER RUN ELEMENTARY SCHOOL	703.44	97,368
502171	BLUE LAKE ELEMENTARY	888.73	123,016
502181	OLYMPIC HEIGHTS COMMUNITY HIGH	2,193.39	303,603
502191	WELLINGTON HIGH SCHOOL	2,645.55	366,190
502201	WILLIAM T. DWYER HIGH SCHOOL	2,211.99	306,177
502241	MANATEE ELEMENTARY SCHOOL	1,220.10	168,883
502351	ORCHARD VIEW ELEMENTARY SCHOOL	627.14	86,807
502371	PIONEER PARK ELEMENTARY SCHOOL	354.35	49,048
502401	BELLE GLADE ELEMENTARY SCHOOL	550.13	76,147
502411	INDIAN RIDGE SCHOOL	81.62	11,298
502421	GOLDEN GROVE ELEMENTARY SCHOOL	826.66	114,424
502431	SOUTH GRADE ELEMENTARY SCHOOL	599.35	82,960

502451	WESTERN PINES COMMUNITY MIDDLE	1,036.49	143,468
502461	EAGLES LANDING MIDDLE SCHOOL	1,457.40	201,729
502491	DR. MARY MCLEOD BETHUNE ELEMENTARY	498.82	69,045
502511	BAK MIDDLE SCHOOL OF THE ARTS	1,195.67	165,501
502541	BEACON COVE INTERMEDIATE SCHOOL	638.38	88,363
502551	FRONTIER ELEMENTARY SCHOOL	694.03	96,066
502561	BINKS FOREST ELEMENTARY SCHOOL	1,221.31	169,050
502571	HERITAGE ELEMENTARY SCHOOL	799.88	110,717
502581	CORAL REEF ELEMENTARY SCHOOL	946.70	131,040
502591	PLEASANT CITY ELEMENTARY SCHOOL	300.78	41,633
502611	POLO PARK MIDDLE SCHOOL	1,156.34	160,057
502621	INDEPENDENCE MIDDLE SCHOOL	1,163.28	161,018
502671	FREEDOM SHORES ELEMENTARY SCHOOL	676.38	93,623
502691	SUNRISE PARK ELEMENTARY SCHOOL	1,043.05	144,376
502701	JEAGA MIDDLE SCHOOL	874.24	121,010
502711	DON ESTRIDGE HIGH TECH MIDDLE SCHOOL	1,252.15	173,319
502721	DISCOVERY KEY ELEMENTARY SCHOOL	1,064.61	147,360
502741	ROYAL PALM BEACH ELEMENTARY SCHOOL	667.61	92,409
502751	BENOIST FARMS ELEMENTARY SCHOOL	456.08	63,129
502821	OSCEOLA CREEK MIDDLE SCHOOL	842.62	116,633
502861	PIERCE HAMMOCK ELEMENTARY SCHOOL	545.65	75,527
503046	SOUTH AREA SECONDARY INTENSIVE TRANSITION PROGRAM	83.51	11,559
503251	WEST BOCA RATON HIGH SCHOOL	2,159.58	298,923
503261	DIAMOND VIEW ELEMENTARY SCHOOL	744.84	103,099
503341	EQUESTRIAN TRAILS ELEMENTARY	822.46	113,843
503355	RIVIERA BEACH PREPARATORY & ACHIEVEMENT ACADEMY	176.99	24,498
503361	ELBRIDGE GALE ELEMENTARY SCHOOL	874.46	121,040
503371	EMERALD COVE MIDDLE SCHOOL	1,225.15	169,582
507004	PALM BEACH VIRTUAL FRANCHISE	149.94	20,754
Total	PALM BEACH	120,204.84	15,214,362

2024-25 Florida School Recognition Program Awards by School

District/Sc	School Name	FTE	Award
501461	INLET GROVE COMMUNITY HIGH SCHOOL	783.99	108,518
501571	SOUTH TECH ACADEMY	1,055.00	146,030
502941	PALM BEACH SCHOOL FOR AUTISM	369.41	51,133
502911	WESTERN ACADEMY CHARTER SCHOOL	644.20	89,168
503083	THE LEARNING ACADEMY AT THE ELS CTR OF EXCELLENCE	139.32	19,284
503398	EVERGLADES PREPARATORY ACADEMY	122.79	16,996
503401	QUANTUM HIGH SCHOOL	383.37	53,065
503413	SOMERSET ACADEMY BOCA EAST	373.99	51,767
503421	WORTHINGTON HIGH SCHOOL	406.12	56,214
503431	RENAISSANCE CHARTER SCHOOL AT WEST PALM BCH	983.97	136,198
503441	SOUTH TECH PREPARATORY ACADEMY	524.37	72,582
503971	PALM BEACH PREPARATORY CHARTER ACADEMY	665.91	92,173
504012	SOMERSET ACADEMY CANYONS MIDDLE SCHOOL	654.49	90,593
504013	SOMERSET ACADEMY CANYONS HIGH SCHOOL	999.25	138,313
504030	OLYMPUS INTERNATIONAL ACADEMY	320.06	44,302
504041	SOMERSET ACADEMY BOCA MIDDLE SCHOOL	90.38	12,510
504061	FRANKLIN ACADEMY- PALM BEACH GARDENS	955.62	132,274
504080	UNIVERSITY PREPARATORY ACADEMY PALM BEACH	278.12	38,497
504081	FLORIDA FUTURES ACADEMY	120.50	16,679
504091	SOMERSET ACADEMY LAKES	417.27	57,757
		10288.13	1,424,053

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 your transfer will look like. The budget department will process your transfer once the worksheet is approved and everything matches.

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. Along with the two excel documents, please send a copy of the ballot and the SAC minutes.

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 the checks will be distributed based on the date the completed documents above are submitted.

WORKSHEET FOR SCHOOL RECOGNITION BONUSES - FY25

School #		#N/A	
Award Amount	#N/A		

Instructions: First, enter the school number into the **YELLOW** area of the worksheet heading. Then, enter the Award amount per person and number of employees in the YELLOW section of the spreadsheet. The total funding required to make the bonus payments is highlighted in **PURPLE**. The payment amounts that should be listed on the spreadsheet submitted to Payroll for processing are highlighted in **GREEN**. The budget transfer is listed at the bottom of the spreadsheet.

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 @ 34.65%	Employee Net Pay
Teachers (Group 1)	5150			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Teachers (Group 2)	5150			-	-	-	-	-	-
Teachers (Group 3)	5150			-	-	-	-	-	-
Teachers (Group 4)	5150			-	-	-	-	-	-
Teachers (Group 5)	5150			-	-	-	-	-	-
Paraprofessionals	5150			-	-	-	-	-	-
Paraprofessionals	5150			-	-	-	-	-	-
Paraprofessionals	5150			-	-	-	-	-	-
Administration	7310			-	-	-	-	-	-
Administration	7310			-	-	-	-	-	-
Office Staff	7310			-	-	-	-	-	-
Office Staff	7310			-	-	-	-	-	-
Office Staff	7310			-	-	-	-	-	-
Food Service Staff	7310			-	-	-	-	-	-
Food Service Staff	7310			-	-	-	-	-	-
Food Service Staff	7310			-	-	-	-	-	-
Other Support Staff	7310			-	-	-	-	-	-
Other Support Staff	7310			-	-	-	-	-	-
Other Support Staff	7310			-	-	-	-	-	-
Custodial Staff	7902			-	-	-	-	-	-
Custodial Staff	7902			-	-	-	-	-	-
Custodial Staff	7902			-	-	-	-	-	-
Security Staff	7922			-	-	-	-	-	-
TOTAL			-	\$ -	\$ -	#N/A			

Budget Amendment Required to Fund A+ Bonuses:							
	Fund	Function	Account	Department	Budget Manager	Local Code	Amount
DECREASE	1101	5150	551100			0	
INCREASE	1101	5150	518410			0	
INCREASE	1101	5150	521500			0	
INCREASE	1101	7310	518410			0	
INCREASE	1101	7310	521500			0	
INCREASE	1101	7902	518410			0	
INCREASE	1101	7902	521500			0	
INCREASE	1101	7922	518410			0	
INCREASE	1101	7922	521500			0	

Valid Function#
5150
7310
7902
7922

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:
 - o Reporting Tools>Query>Query Viewer
 - o In the 'begins with' field enter: PB_PR_UPLD_A_PLUS and click 'search'
 - o Click on the Excel link
 - o 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 FY24. 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:

o Dept -BON1101-5150-0000	function 5150 = Instructional
o Dept -BON1101-7310-0000	function 7310 = Administrative
o Dept -BON1101-7902-0000	function 7902 = Custodial
o 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 A+ spreadsheet and your teacher query as an **Excel** email attachment, along with a copy of the ballot and SAC minutes 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
November 8, 2024	December 6, 2024
November 22, 2024	December 20, 2024
December 6, 2024	January 3, 2025
December 20, 2024	January 17, 2025

Special processing for School Nurses:

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.