

District Instructions for the School Recognition Program FY2020-2021

General Information

The program is authorized in Miss. Code §37-19-10. For FY 2020 - 21, the amount of **\$28,020,972.00** was appropriated for the program.

The Mississippi Department of Education (MDE) will provide a report to all districts who are included in the program. The report will detail each eligible school within the district and the gross amount of the award for that school.

School Eligibility

- Schools will receive an award of \$100 per ADA at that school if the 2018 - 2019 Accountability Ratings were an “A”; or,
- Schools will receive an award of \$75 per ADA at that school if the 2018 - 2019 Accountability Ratings were a “B”; or,
- Schools will receive an award of \$100 per ADA at that school if the 2018 - 2019 Accountability Rating improved from an “F” to a “D”, from a “D” to a “C”, or from a “C” to a “B”.
- Schools shall not be eligible to receive more than one award.

Eligible Teachers and Staff

- Eligible staff shall include all certified employees who are required to hold a license issued by the MDE, such as teachers, counselors, librarians, instructional coaches, etc. (teacher assistants are not part of eligible staff.)
- Eligible staff include those that worked during the rating period of the eligible school and are no longer employed at that school location, but still employed within the district.
- **The award shall not be paid to staff that was not employed at an eligible school during FY2018-2019.**
- The award will be evenly distributed to all eligible staff.
- Part-time staff shall receive half of the award allocation given to full-time staff or a prorated amount based on the percentage of time served, not to exceed regular (full-time) allocation amount.
- Staff working at multiple locations shall receive a prorated amount based on the percentage of time at each location.
- Staff from Alternative Schools, Career and Technical Education Centers, and Early College locations shall be included for eligibility. (The ADA for those locations have been added to the eligible schools for calculation.) Staff from the above locations if working in multiple areas, shall receive a prorated amount based on a percentage from each location where their students ADA is calculated.
- Eligible staff can only receive one award.
- **Awards should not be paid to Administrators or Principals unless they worked at an eligible school in an eligible position during FY2018-2019.**

District Responsibility

- Code the revenue to Fund 2020 – School Recognition Program Fund; Function 3290.
- The School Business Administrator should calculate the employer share of the FICA (7.65%) cost to arrive at the net award amount for each eligible school. (Example: Gross award amount of \$25,000/1.0765 results in a net award amount of \$23,223.41)
- Retirement withholdings should not be withheld according to MS Code Section 25-11-103(1) (k) Earned Compensation and PERS regulation Chapter 65-104(d).
- Worker’s Compensation amounts should be covered by the district and not School Recognition Program funds.
- The District should provide the MDE the attached “Response Form” (Form A) for each location containing:
 - The School Name
 - The Net Amount of the award
 - The Number of Certified Staff at that location who are eligible to receive the award
- The Superintendent should sign the form and submit to MDE **on or before** October 16. The form should be uploaded to SharePoint and placed in the FY21/Annual Forms folder. Please notify the Office of School Financial Services once the form has been uploaded.
- Supplemental contracts should be prepared for each eligible employee receiving an award.
- The district should obtain Board approval of the supplemental contracts.
- Award payments should be processed in a single payroll, utilizing the standard electronic deposit method. Payments are not required to be made in conjunction with a monthly payroll.
- Payments must be made to employees prior to **December 1, 2020**.

MDE Responsibility

- MDE shall submit the calculation of the School Recognition Program to the Legislature, based on the Accountability results for each school.
- Upon appropriation of the program, MDE will notify districts of the eligible schools and the gross award amount.
- MDE will provide guidance on the implementation of the program.
- MDE will schedule payments to the districts in October or November via electronic deposit.

Questions concerning the program may be directed to the Office of School Financial Services at 601-359-3294.