

District Instructions for the School Recognition Program FY2019-2020

General Information

The program is authorized in Miss. Code §37-19-10. For FY2019-20, the amount of **\$24,992,201** 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 2017-2018 Accountability Ratings were an “A”; or,
- Schools will receive an award of \$75 per ADA at that school if the 2017-2018 Accountability Ratings were a “B”; or,
- Schools will receive an award of \$100 per ADA at that school if the 2017-2018 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

- The award shall be paid to the current staff of the eligible school. There is no requirement to pay any portion of the award to staff who have left that school or employment in the district.
- 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.
- The award will be evenly distributed to all eligible staff.
- Staff from Alternative Schools, Career and Technical Education Centers, and Early College locations should be included for eligibility. (The ADA for those locations have also been added to those schools for the calculation.)
- Awards may not be paid to Administrators or Principals.

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 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 1. The form should be uploaded to SharePoint and placed in the FY20/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, 2019**.

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 Letitia Johnson at 601-359-3294.