

Classroom Teacher and Other Instructional Personnel Salary Increase Allocation

Frequently Asked Questions

DISTRICT'S/CHARTER'S SHARE OF RECURRING MAINTENANCE ALLOCATION

Q1. Can districts/charters use their allocation amount from the previous year as their maintenance allocation for 2023-24?

A. No. Each district/charter is allocated 4.52% of its Base Funding from the 2023-24 Florida Education Finance Program (FEFP) Conference Calculation for its 2023-24 maintenance allocation.

Q2. What if the district's/charter's share of the maintenance allocation exceeds the cost to maintain the salary increases provided in previous years?

A. Any remaining funds from the maintenance allocation will be combined with the district's or charter's share of the current year's growth allocation.

Q3. What if the district's/charter's share of the maintenance allocation is not sufficient to cover the cost to maintain the salary increases provided in previous years?

A. Other funding sources must be used to cover the shortfall. The growth allocation in 2023-24 may not be used to maintain salary increases that were provided in previous fiscal years.

Q4. Will maintenance allocation funds be distributed to districts before plans are reviewed by the Florida Department of Education (department)?

A. Yes. Districts will begin receiving their maintenance allocation funds with the first FEFP distribution of the year and will continue to receive them with each subsequent payment. The department will withhold growth allocation funds until the submission of a board-approved and union-ratified plan that has been determined by the department to be compliant with the law. Districts should ensure that their charter schools are receiving their appropriate share of this funding at the start of each year.

DISTRICT'S/CHARTER'S SHARE OF THE 2023-24 GROWTH ALLOCATION

Q5. How should the growth allocation be used?

A. The growth allocation, or 1.41 percent of a school district's or charter school's 2023-24 FEFP Conference Calculation Base Funding, shall be used to either (a) increase the minimum base salary for all full-time classroom teachers reported on the school district's or the charter school's performance salary schedule, as defined in [s. 1012.22\(1\)\(c\), F.S.](#) to at least \$47,500 or the maximum amount achievable based on the amount the 1.41 percent generates, and/or (b) to provide salary increases to other full-time instructional personnel as defined by [s. 1012.01\(2\)\(a\)-\(d\), F.S.](#), as best meets the needs of the district.

Q6. Can growth allocation funds be used to provide salary increases to paraprofessionals or substitute teachers?

A. No. These funds may only be used to provide salary increases to full-time classroom teachers and to other instructional personnel as defined in s. 1012.01(2)(a)-(d), F.S.

Q7. Can pre-kindergarten teachers be included in salary increases provided from the growth allocation?

A. Yes, provided the teacher is categorized as a full-time classroom teacher as defined in s. 1012.01(2)(a), F.S., and provides instruction in a program funded by the FEFP. A full-time classroom teacher in a Voluntary Prekindergarten Program authorized by [ss. 1002.61](#) or [1002.63, F.S.](#), is eligible only if the teacher is providing exceptional education services to students with disabilities.

UNEXPENDED FUNDS

Q9. Can funds be held and used for salary increases in the following fiscal year?

A. No. Salary Increase Allocation funds are intended to be used for salary increases for eligible staff in the current fiscal year only and can only be used for expenditures incurred during that fiscal year. If there are any remaining funds at the end of the fiscal year and the district is unable to use them in accordance with their distribution plan, they should be returned to the department.

Q10. How should a charter school return any unexpended Salary Increase Allocation funds?

A. Charter schools should return any unexpended Salary Increase Allocation funds to their sponsoring school district so that the funds may either be included in the district's plan or returned by the district to the department.

ADMINISTRATION

Q11. What information needs to be included in a distribution plan for it to be compliant with the Salary Increase Allocation law?

A. The department has provided the required templates to be used for school district or charter school distribution plans. Using these templates will ensure that all necessary information is included for the department to determine the plan's compliance with the law.

Q12. Can a district or charter school use its own template for its distribution plan?

A. No. If the provided templates are not used, the plan will need to be resubmitted.

Q13. What reporting requirements are in place for the Salary Increase Allocation?

A. The reporting requirements in 2023-24 remain the same as for previous years, except that a preliminary expenditure report is no longer required. Districts and charter schools are required to meet the following deadlines:

- October 1, 2023 – Submit a compliant Salary Increase Allocation distribution plan to the department.
- August 1, 2024 – Submit a final expenditure report and salary schedule to the department.

Q14. What if a district/charter school's plan is not finalized by the October 1 due date?

A. If a plan has not been both approved by the district school board (or charter governing board) and ratified by the teacher's union, a statement must be submitted to the department detailing what steps have been taken in this process and when the entity anticipates the submission of a board-approved and ratified plan.

Q15. Can charter schools combine allocations for the purpose of submitting a single distribution plan?

A. Yes, provided the charter schools are in the same school district and operated by the same charter management company.

Q16. If a charter management company has grouped several of its charter schools' plans in the same district together, should a plan for each school be submitted?

A. No, only one version of the plan is necessary. The provided plan template will allow the management company to include the school numbers grouped together in that plan.

Q17. Can a district or school use additional funds to further increase the minimum base salary achieved through the Salary Increase Allocation?

A. Yes. Districts and charter schools are encouraged to use other funds to supplement the salary increases provided through the Salary Increase Allocation.

Q18. Should a staff member who was terminated or voluntarily separated from the district or school be entitled to back pay of salary increases?

A. Yes. A staff member would be entitled to the portion of the salary increase he or she would have received if the raise had gone into effect at the beginning of the year. For example, a staff member who was earning \$40,000 before the Salary Increase Allocation increase and who was entitled to \$45,000 after the Salary Increase Allocation increase, but was either terminated or resigned after the first three months of the year, would be entitled to a payment of \$1,250 (assuming that this staff member was being paid over a 12-month period).

Q19. How should the salary increases be distributed to teachers and instructional staff if the funds were withheld until later in the year?

A. Once Salary Increase Allocation funds are released to a district or charter school, it is recommended that the district or charter school catch up the salaries to the point where they would have been if the funds had been available at the beginning of the year.

Q20. Can school districts or charters recalculate their allocation throughout the year?

A. Salary Increase Allocation amounts are established in the 2023-24 FEFP Conference Calculation. The department recommends that school districts not change allocations for charter schools after this point.

Q21. How should school districts determine when to send growth allocation funds to their charter schools?

A. Previous language regarding the timing for Salary Increase Allocation fund distribution to charter schools was stricken by the legislature in 2023-24. Therefore, it is at the district's discretion whether to send growth allocation funds to a charter school before or after its plan has been submitted and determined to be in compliance with the law. However, maintenance allocation funds should be distributed from the first payment of the year throughout the remainder of the fiscal year, as those funds are not contingent upon the submission of a distribution plan.

Q22. What if the district is ready to submit its approved plan, but only some or none of the approved charter school plans have been submitted to the district?

A. The district should submit its district school board-approved Salary Increase Allocation plan to the department. As the district receives the governing board-approved Salary Increase Allocation plans from its charter schools, it should submit them immediately to the department as they become available.

Q23. What if the charter school submitted an approved plan to the school district, but the district is not ready to submit its Salary Increase Allocation plan?

A. The district should submit approved charter school plans to the department as soon as they are received, regardless of the status of the district's Salary Increase Allocation plan.

Q24. After receipt of the growth funds from the district, are charter schools required to pay teachers?

A. Charter schools are encouraged to pay the growth funds only after notification from the department that the charter school's plan is compliant with law. In the event that a school begins implementing a plan that is not compliant, it is the charter school's responsibility to recover any funds from its teachers/staff after it amends its plan to comply with the law.

COMMONLY USED TERMINOLGY

Total Allocation – The total amount of a district or charter school's Salary Increase Allocation, equivalent to 5.93 percent of Base Funding.

Maintenance Allocation – Portion of the district or charter school's Salary Increase Allocation for the purposes of maintaining prior year increases, equivalent to 4.52 percent of Base Funding.

Growth Allocation – Portion of the district or charter school's Salary Increase Allocation for the purposes of providing salary increases to eligible staff in the current year, equivalent to 1.41 percent of Base Funding.

Maintenance Cost – The amount necessary for a district or charter school to maintain the salary increases provided in previous years. This cost may exceed or be less than the entity's maintenance allocation.