



2022-23

**Turnaround School
Supplemental Services
Allocation (TSSSA)
Companion Guide**

Bureau of School Improvement

Purpose

The purpose of the companion guide is to assist Local Educational Agency (LEA) and school leaders with the creation of required Turnaround School Supplemental Services Allocation (TSSSA) Plans. District and school leaders are strongly encouraged to collaborate in the development and implementation of these plans.

Eligibility

For TSSSA eligibility, a school must meet one of the following two criteria:

- A school that is implementing a 2022-23 state board of education approved turnaround plan, or
- A 2021-22 Turnaround school that exited with their 2022 school grade of “C” or higher.

Timeline

The 2022-23 TSSSA Plan shall be developed and submitted to the district school board for approval no later than August 1, 2022. The district school board approved plans must be submitted to the Bureau of School Improvement (BSI) by September 1, 2022.

2022	
August 1	TSSSA plan must be submitted to the district school board.
September 1	District school board approved TSSSA plan must be submitted to BSI in ShareFile.
September 10	TSSSA disbursements begin for districts with a plan approved by BSI.
October	Recalculation of allocation based on Survey 2 data.
2023	
February	The recalculation of funds are finalized.

Funding

These funding allocations are preliminary. Each LEA’s allocation shall be based on the unweighted Full Time Equivalent (FTE) student enrollment at the eligible schools and a per-FTE funding amount of up to \$500 or as provided by the General Appropriations Act. The October FTE survey will be incorporated in the 2022-23 calculation in late December, and each district’s TSSSA allocation will be adjusted for disbursements beginning in February 2023. BSI will post the revised allocation list and contact districts if an amendment is required to be submitted based on the revised allocation.

The funds will be distributed in 24 payments as follows:

2022-23 TSSSA Allocation List												
Date funds distributed	Sept. 10					Sept.	October		November		December	
Payment #	1	2	3	4	5	6	7	8	9	10	11	12
Recalculated based on the October FTE												
Date funds distributed	January		February		March		April		May		June	
Payment #	13	14	15	16	17	18	19	20	21	22	23	24

Disbursement of funding will begin on September 10 for LEAs with an approved plan and continue with disbursements on the 10th and 26th of each month. If those dates fall on a weekend or holiday, funds are disbursed on the last business day prior to the scheduled disbursement date. For example, February 26, 2023, falls on a Sunday, so the disbursement will be processed on Friday, February 24.

An LEA that does not have a plan approved prior to September 1 will not receive an initial disbursement on September 10. As plans are approved after the initial deadline, LEAs will receive the previous undisbursed funds and will continue to receive payments in accordance with the above timeline.

TSSSA Plan Toolkit Overview

Title Page

Fiscal Contact Information

The LEA fiscal contact listed in this section will receive fiscal-related information for programs within the plan and serve as the primary TSSSA contact. The LEA is required to complete the following sections: Fiscal Contact Name, Title, Phone Number (with extension, if applicable), and Contact Email.

LEA Contact Information	
Fiscal Contact Name	
Title	
Phone Number	
Contact Email	

Each eligible school must designate a school level TSSSA contact and provide their contact information. The school representative must provide: Fiscal Contact Name, Title, Phone Number (with extension, if applicable), and Contact Email.

LEA Plan and Assurances

Assurances

This tab includes the TSSSA 2022-23 Assurances. No action is needed for this section. When the LEA submits the plan, the LEA agrees to the following assurances:

Assurance 1: Before distribution of the allocation, the Local Educational Agency (LEA) shall develop and submit a plan for implementation to its school board for approval no later than August 1 of each fiscal year.

Assurance 2: Each LEA shall submit its school board approved plans to BSI by September 1 of each fiscal year for approval.

Assurance 3: The LEA will explain the sustainability plan for continuing to provide services after the school(s) are no longer in turnaround by virtue of achieving a grade of “C” or higher.

Assurance 4: The eligible schools will implement strategies to establish comprehensive support services that develop family and community partnerships.

Assurance 5: The eligible schools will implement strategies to establish clearly defined and measurable high academic and character standards.

Assurance 6: The eligible schools will implement strategies to increase parental involvement and engagement in the child’s education.

Assurance 7: The eligible schools will implement strategies to identify, recruit, retain, and reward instructional personnel.

Assurance 8: The eligible schools will implement strategies to provide professional development that focuses on academic rigor, direct instruction, and creating high academic and character standards.

Assurance 9: The eligible schools will implement strategies to provide focused instruction to improve student academic proficiency, which may include additional instruction time beyond the normal school day or school year.

LEA Sustainability Plan

This section requires the LEA to explain the strategies and activities the LEA will implement to continue providing services after the eligible schools are no longer in turnaround status, by virtue of achieving a grade of “C” or higher, and/or no longer receiving TSSSA funding.

School Plan(s)

School Plan Tabs

BSI will pre-populate the TSSSA Plan with the eligible school(s). The School Plan tab will display the name of the eligible school. If your LEA has multiple schools, you may need to use the arrows on the bottom left side of the screen to scroll through the School Plan tabs.

◀ ▶	Title Page	Preliminary Allocation	LEA Plan and Assurances	APPLE ELEMENTARY	+
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Identifying Information

BSI will pre-populate each School Plan tab with the LEA name, school name, preliminary allocation, and if the school is eligible for a 2022-23 UniSIG allocation.

Turnaround School Supplemental Services Allocation			
APPLE COUNTY			
APPLE ELEMENTARY SCHOOL			
To provide supplemental support to schools in Turnaround status and schools who have exited Turnaround status with a grade of "C" or higher within the last two years.			
UniSIG Eligible	No	Preliminary Allocation	\$100,000.00

Requested Allocation

The Requested Allocation Amount is a total of the current budget line items entered into the school plan. This amount will update with each budget line item entry. This cell is locked to protect the calculation formulas.

Plan Items

Plan Items 1 – 6 correspond to the six categories that must be addressed in each School Plan.

- **Family and Community Partnerships:** The school will implement strategies to establish comprehensive support services that develop family and community partnerships.
- **Academic and Character Standards:** The school will implement strategies to establish clearly defined and measurable high academic and character standards.
- **Parental Involvement:** The school will implement strategies to increase parental involvement and engagement in the child's education.
- **Incentives for Instructional Personnel:** The school will implement strategies to identify, recruit, retain and reward instructional personnel.
- **Professional Development:** The school will implement strategies to provide professional development that focuses on academic rigor, direct instruction, and creating high academic and character standards.
- **Focused Instruction:** The school will implement strategies to provide focused instruction to improve student academic proficiency, which may include additional instruction time beyond the normal school day or school year.

When requesting funds through TSSSA, schools must adhere to allowable supplemental services. These include but are not limited to:

- Tutorial and after-school programs
- Extended day and school year
- Programs that develop a culture that encourages students to complete high school and to attend college or career training
- Programs that develop character and high academic expectations
- College and career readiness programs
- Student, parental, and nutrition counseling
- Food and clothing banks
- Health services
- Drug prevention programs

Section A asks the school to explain the activities and strategies the school will implement to address each Plan Item. Section A of each Plan Item must be completed, regardless of TSSSA funds will be utilized to implement the selected initiatives. This section should include an overview of how the activities were selected, data points used to determine needs, and a general description of the strategies and activities that will be implemented to address the Plan Item. This section should address the goals and implementation plans for the proposed activities and strategies.

The details of specific activities should be reserved for Section B such as the cost, number of participants, materials and supplies, contract details (if applicable), etc.

Plan Item 1: Family and Community Partnerships
A. Explain how the school will establish comprehensive support services that develop family and community partnerships.

If no TSSSA funds will be utilized to address the Plan Item, check the provided box, pictured below. If the box is checked to indicate no TSSSA funds will be utilized to implement the selected activities and strategies, the school does not need to complete Section B for the Plan Item.

<input type="checkbox"/> No TSSSA funds will be used to address this Plan Item. If this box is checked, then the LEA does not need to complete the next question or the budget section for this Plan Item.
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Section B asks the school to describe the funded activities that will be implemented to address the Plan Item. Each Activity may be tied to multiple budget line items. The Activity description should include (if applicable) the name of the activity or requested position, salary breakdown, number of participating teachers/administrators/students/parents, vendor name, contract details, who will facilitate the activity, any necessary materials and supplies, etc.

B. Describe the funded activities that will be implemented to address Plan Item 1.	
Activity 1	
Activity 2	
Activity 3	
Activity 4	
Activity 5	
Activity 6	
Activity 7	
Activity 8	
Activity 9	
Activity 10	

Budget

This section asks the school to enter budget line items associated with the Activities entered in Section B. Each line item includes a column for Function, Object, Plan Item, Activity Number, Activity Description, FTE (if applicable), and Amount.

- **Function:** Function codes are not required for TSSSA budget line items; this column is for LEA convenience and internal use.
- **Object:** Object codes are not required for TSSSA budget line items; this column is for LEA convenience and internal use.
- **Plan Item:** This column is prepopulated with the Plan Item number. This column is locked to editing because the Plan Item number is used in the calculation formula for the Plan Item Total and Grant Total.
- **Activity Number:** Enter the corresponding Activity from Section B that this budget line item will

support. If this budget line item will support multiple activities, you may type in multiple activity numbers separated by a comma.(ex: The line item is for general supplies such as pens and paper which will be used to support Activities 1, 5, and 9). In the Activity Number column you would enter 1, 5, 9).

- **Activity Description:** Use a brief short activity description to explain the line item. The full activity description was already provided in Section B. (ex: The Activity provides after school tutoring to 50 students identified as the lowest 25% in ELA Achievement. One budget line item is for supplies to support this activity. The Activity Description reads “After School Workbooks” The number and type of books is already captured in Section B and does not need to be repeated in the budget line item.)
- **FTE (If Applicable):** Enter the Full-Time Equivalent (FTE) if applicable for the Activity. Salaried and hourly positions should include FTE. Stipends or incentives do not require FTE.
- **Amount:** Enter the cost of the line item.

Function	Object	Plan Item	Activity Number	Activity Description	FTE If Applicable	Amount
		Item 1				
		Item 1				
		Item 1				
		Item 1				
		Item 1				
		Item 1				
		Item 1				
		Item 1				
				Plan Item 1 Total	\$0.00	

Allocation Guidelines

- Up to 5% may be spent on office supplies.
- Technology requests must be directly tied to a TSSSA plan item.
- Administration and indirect costs are not allowable.
- K-12 Common Program Guidance (see appendix)

Budget Summary

Ensure the Grand Total is equal to the Preliminary Allocation prior to submitting the 2022-23 TSSSA Toolkit.

This section will pre-populate with the totals entered for each Plan Item. The Plan Item Total shows the amount for each Plan Item. The Percent of Allocation shows the percentage of the total school TSSSA funds allocated to that Plan Item. The Percent of Allocation is not required to be equal and will not be used to evaluate the School Plan. This section is for information and planning purposes only.

Plan Item	Plan Item Total	Percent of Allocation
Plan Item 1 Family and Community Partnerships	\$0.00	#DIV/0!
Plan Item 2 Academic and Character Standards	\$0.00	#DIV/0!
Plan Item 3 Parental Involvement	\$0.00	#DIV/0!
Plan Item 4 Incentives for Instructional Personnel	\$0.00	#DIV/0!
Plan Item 5 Professional Development	\$0.00	#DIV/0!
Plan Item 6 Focused Instruction	\$0.00	#DIV/0!
Grand Total	\$0.00	#DIV/0!

Submission Process

The completed 2022-23 TSSSA Plan toolkit shall be submitted to the District School Board for approval no later than August 1, 2022. The School Board Approved 2022-23 TSSSA Plan toolkit must be submitted in your designated LEA folder in ShareFile. One toolkit per LEA will be submitted for review and approval.

Amendment Process

Throughout the school year, it may become necessary for a school to amend previously approved budget items. Use the amendment form and guide found in CIMS to request a change to the approved plan. Following completion of the form, submit via ShareFile.

K12 ESEA Common Federal Program Guidance
(Updated March 1, 2022)



This guidance applies to all requests from LEAs in regards to traditional, charter, and private schools.

1. Contracted Services

For contracted services that do not exceed \$3,000 per full day of service, a contract shall be submitted for review at the time of the request. If a contract is not available to submit for review at the time of the request, a detailed scope of work or proposed contract of services must be provided. The submission must include a purpose, rationale, and projected number of individuals to be served and a cost breakdown of the services to be performed to determine if the request is allowable, reasonable and necessary. Materials to support the services may be requested as an additional expense. Any contracted service requested in excess of \$3,000 per full day of service, including travel, will be presumed unreasonable.

*If an extenuating circumstance requires a contracted service in excess of \$3,000 per full day, an **ESEA Contracted Services Extenuating Circumstance Request** form located on www.FloridaCIMS.org must be submitted to Assistant Vice-Chancellor Amanda Meeks at Amanda.Meeks@fldoe.org and the Assistant Deputy Commissioner Janice Brown at Janice.Brown@fldoe.org for review.*

2. Field Trips

Educational field trips may be allowable if the field trips are planned instructional activities that engage students in learning experiences that are difficult to duplicate in a classroom situation. Field trips must be reasonable in cost and necessary to accomplish the objectives of the grant program. The request must include the destination, entrance fee if applicable, number of attendees per grade level and transportation costs. Academic lesson plans are required and shall include activities that prepare students for the trip and follow-up activities that allow students to summarize, apply, and evaluate what they learned. For monitoring purposes, the local educational agency (LEA) must maintain documentation that provides evidence of student learning connected to the objectives of the grant program.

3. Recruitment, Retention and Reward Incentives

Recruitment, retention and reward incentives must be based on a three-year aggregate state value-added model (VAM) score. If state VAM is not available, another student growth model may be proposed. The student growth model must be fair and reliable. The LEA must submit the model demonstrating the classification and distribution of non-state VAM teacher scores for approval. A state-approved teacher evaluation system does not necessarily meet this requirement. Incentives can be part of a structured pay system or a Memorandum of Understanding (MOU); however, the above criteria shall apply. Incentives for attendance and non-instructional personnel are not allowable. Recruitment incentives for teachers with less than one year of experience or for hard to staff positions will be considered on a case by case basis.

4. Out-of-State Travel

Out-of-state travel may be allowable if the services requested are reasonable, necessary and meet the intent and purpose of the grant program. No later than 30 days prior to the travel, a justification must be provided to the program office for preapproval. The justification must include the purpose for the travel, why it cannot be provided within the state of Florida, the projected number of attendees and a cost breakdown (registration fees, hotel, per diem, car rental/airline ticket, etc.) of the travel. The number of attendees requested shall also be reasonable.