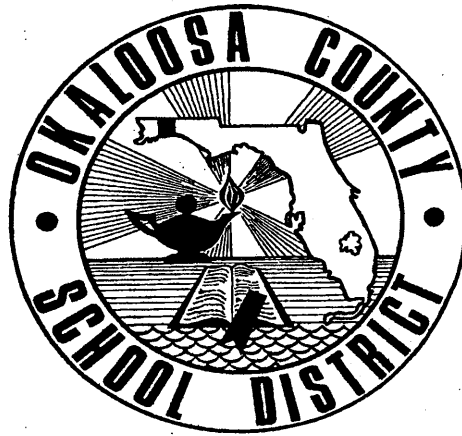


# **OKALOOSA COUNTY SCHOOL DISTRICT**



## **DISTRICT DEPARTMENTS AND PROJECTS DRAFT BUDGET FISCAL YEAR 2003-2004**



**OKALOOSA COUNTY SCHOOL DISTRICT**  
**District Departments and Projects – Draft Budget**  
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**FISCAL YEAR 2003-2004**

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# Okaloosa County School District Proposed Operating Budgets



## General Fund – District Departments & Selected Projects And Debt Service Funds

### Fiscal Year 2003-2004

The District Departments and Projects Draft Budget book is comprised of the following:

#### GENERAL FUND

- Comparison of Estimated Revenue
- Summary of Proposed Appropriations
- Detail Budgets for District Departments, including Fixed Charges (Cost Center 9015)
- Projects funded from General Fund unrestricted fund sources

#### DEBT SERVICE FUND

- Summary of Estimated Revenue and Proposed Appropriations
- Detail Estimated Revenue and Proposed Appropriations by Fund

Please note that this book does not include projects that are primarily at schools or projects which are currently funded through grants and other sources that are budgeted as received. A list of projects which will be in the *Draft* School Performance Budget Book and a list of projects which will be budgeted as grants and/or funds are received are provided on the following pages. The *Draft* School Performance Budgets will be submitted to the School Board on May 27, 2003.

#### Revenue Assumptions

The major source of funding for the Okaloosa County School District is from the Florida Education Finance Program (FEFP). The revenue to be provided to Okaloosa County through the State school-funding program (FEFP) for fiscal year 2003-2004 has not been finalized because the District began the budget process in January 2003, and the Legislature has not approved an appropriation bill. Therefore, the District has used the Governor's Proposed Budget as of January 2003, as the basis for projected FEFP revenues. Other federal, state and local revenues are based on current information regarding the fund source and historical revenue data.

### **Budget Process**

Budget packets were distributed to district departments in January 2003. Departments prepared proposed operating budgets, including staffing, based on services to be provided in FY 2003-2004 and submitted their proposed operating budget to the Budgeting Department for review. Budgeting met with each department and area superintendent to review their proposed operating budget. During the review, adjustments (increases and decreases) were made to more accurately reflect department needs. The Superintendent also reviewed the proposed budgets and made additional changes in the proposed department operating budgets prior to finalization and submission to the School Board. Further changes in department operating budgets may be required prior to the final adoption of the FY 2003-2004 budget due to the following:

- A. Final adoption of the FY 2003-2004 appropriations by the state legislature;
- B. Changes in statutory requirements;
- C. Unanticipated changes in major costs such as insurance rates for FY 2003-2004, including property and casualty, workers' compensation, health, dental, life, and other insurance.

### **Summary of Proposed Appropriations**

In general, the proposed total appropriations for district departments, including Fixed Charges (cost center 9015), for FY 2003-2004 have been maintained at the same or lower funding levels as the original adopted budget for FY 2002-2003. The combined Transportation Department (cost centers 9113, 9213 and 9313) budget is at the same funding level as FY 2002-2003.

Administrative cost cuts and district downsizing have continued to occur since January 2001. The cumulative amount of savings generated from implemented and proposed administrative downsizing for fiscal years 2001-2002 through fiscal year 2003-2004 is \$3,557,456.70 (See page 11). These overhead reductions have been the principal reason for the District's ability to maintain academic programs and services to students and schools during a time of substantial state-mandated cuts and increases in fixed costs such as insurance. The savings generated by these cost reductions in administrative/district overhead are recurring each year and allow a substantially larger share of the education dollar to be appropriated to schools.

If budgets could be compared based on constant (non-inflationary) dollars from year to year, there would be an even more dramatic display of the decrease in the amount and proportion of funds used at the district level. However, the following factors should be kept in mind in analyzing district costs from year to year:

1. From FY 2002-2003 to FY 2003-2004, the annual step raise approved by the School Board increased departmental costs by \$525,000. This includes administrative, managerial, instructional and educational support employees working for district departments, not schools. Even in the face of this inflationary increase, overall departmental costs have gone down year to year.



2. Following the downsizing of administrative and overhead costs at the district level accomplished since January 2001, the total number of employees working in district departments is 497. Of these, educational support employees account for 435 positions (primarily in transportation and maintenance). This leaves only 58 district-level administrative and managerial employees in all district departments, the smallest number in recent history based on available records.
3. In FY 2002-2003, a \$300,000 contract with Bridgeway Center was budgeted from the General Fund. During FY 2002-2003, four (4) Social Worker positions were added at an estimated cost of \$140,000. With the addition of the four (4) Social Workers the District began providing mental health services within the District and as a result, was able to eliminate the Bridgeway Contract for a net estimated savings of \$160,000.
4. Comparing FY 2002-2003 to FY 2003-2004, the District is expected to earn an estimated \$400,000 less in interest income. This is due to a reduction in interest rates nationwide.
5. The attached departmental budgets include a Performance Pay Reserve in the amount of \$35,000, which equates to 1% of the base compensation of administrators and instructional personnel working in these departments.
6. Florida Retirement rates for fiscal year 2003-2004 are estimated to increase to a maximum of 10.15%. The Florida Retirement rate for fiscal year 2002-2003 is 5.76%. The estimated net increase would be 4.39%.

#### **Fiscal Year 2003-2004 Proposed Changes**

1. The Superintendent proposes consolidating the Maintenance, Transportation and Food Services Department into one division entitled Educational Support Services. The Educational Support Services Division will be under the leadership of a single Chief Officer. A realignment of existing staff will be required to facilitate this Consolidation Plan. The realignment of staff will consist of the elimination of two (2) existing positions and establishment of three (3) new positions (See page 1C). The cost of the consolidation plan will be more than offset by the savings generated from the District Administrative Cost Reductions in the District Transfers Project (See page 187). This consolidation would provide for effective and efficient coordination of the District's Operational services.

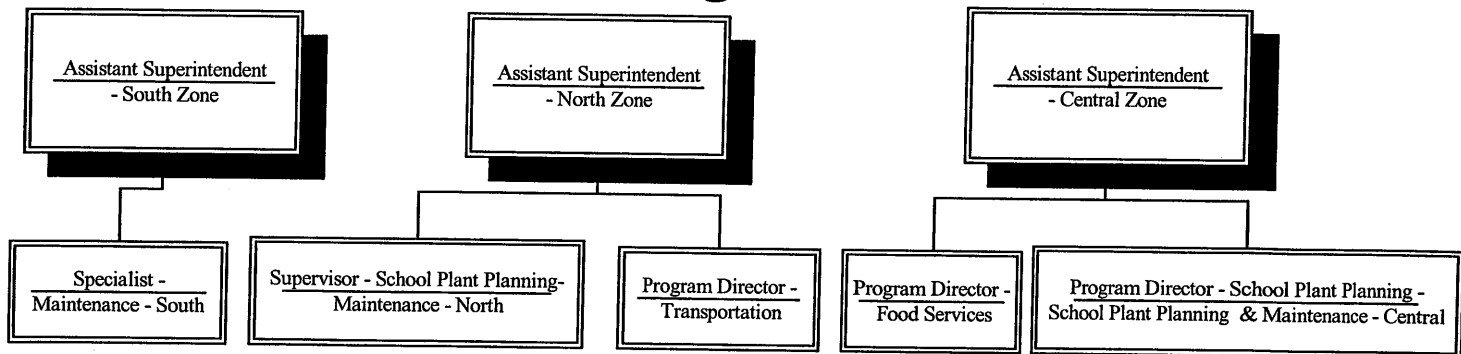
Other less notable changes are reflected on the summary page of each cost center.



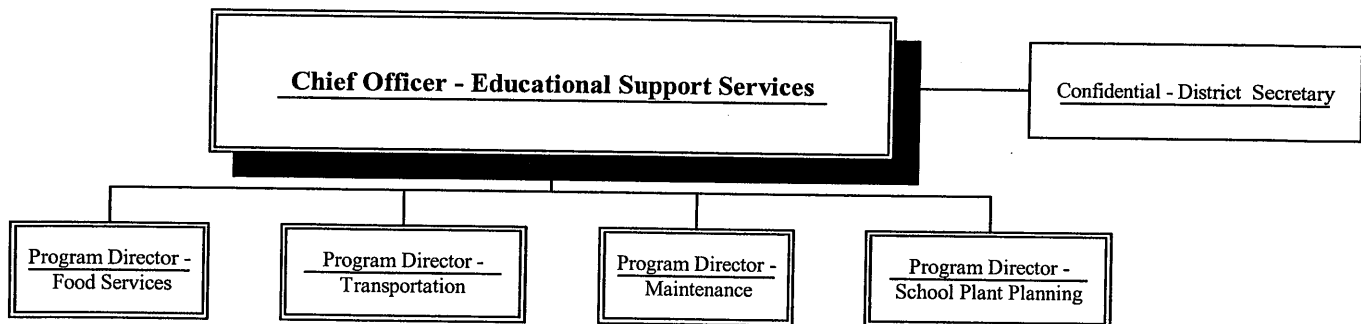
# Consolidation of Support Services Maintenance – Transportation – Food Service

The Superintendent proposes that the departments of Maintenance, Transportation, and Food Service be consolidated within a Division of Educational Support Services headed by a single Chief Officer. The Superintendent intends that this consolidation take effect beginning July 1, 2003 and be fully implemented by September 1, 2003.

## Current Organization



## Proposed Consolidation



The position of Chief Officer-Educational Support Services, supported by a Confidential District Secretary, would be added. Each department (Maintenance, Transportation, and Food Service) would be headed by a Program Director supported by current secretarial staff. There is currently a Program Director for Food Service and Transportation. A single Program Director for Maintenance would be established. The position of Program Director – School Plant Planning would be continued. The current North Zone School Plant Planning Supervisor position would be deleted upon the incumbent’s retirement on June 30, 2003.

The Superintendent proposes a \$ 319,677 reduction in district administrative costs resulting from the natural lapsing of certain administrative contracts and prior obligations. See District Transfers Project for explanation of reductions (page 187). The savings from the district administrative cost reductions more than offsets the costs of the Educational Support Services consolidation.

<u>Position Title</u>	<u>Addition/Deletion</u>	<u>Total Estimated Cost/(Savings)</u>
Supervisor – School Plant Planning	Deletion	\$ (64,200)
District Level Secretary	Deletion	(42,183)
Chief Officer – Educational Support Services	Addition	92,672
Confidential District Secretary	Addition	36,508
Program Director - Maintenance	Addition	76,377
<b>Subtotal - Cost of Personnel</b>		<hr/> 99,174
 Chief Officer – Educational Support Services -Operational Budget		 <hr/> 8,000
 <b>Total Cost of Proposed Consolidation of Support Services</b>		 107,174
 <b>(Savings) from District Administrative Cost Reductions – District Transfers</b>		 <hr/> (319,677)
 <b>Net (Savings) from District Administrative Cost Reductions – District Transfers after Consolidation of Support Services</b>		 <hr/> \$ (212,503) <hr/>

**SAVINGS IMPACT OF  
OKALOOSA COUNTY SCHOOL DISTRICT  
ADMINISTRATIVE REORGANIZATION,  
DOWNSIZING AND DECENTRALIZATION  
January 2001 - February 2002  
Prepared April 3, 2003**



**January 2001 Action**

<b>Positions Deleted in January 2001 Action</b>	<b>Current Salary Plus Benefits</b>	<b>Dollar Value of Change</b>	<b>Annualized Savings Impact</b>
<b>Position</b>			
Director - Secondary Education	\$ 84,129.72	\$ 84,129.72	\$ 84,129.72
Director - Elementary Education	80,951.59	80,951.59	80,951.59
Safety Specialist	65,495.45	65,495.45	65,495.45
Technology Specialist	65,280.54	65,280.54	65,280.54
Asst. Super. - Admin & Central Support	100,660.42	100,660.42	100,660.42
Asst. Super. - Curriculum & Instruction	100,660.42	100,660.42	100,660.42
Director - HR (Staff Development)	90,735.93	90,735.93	90,735.93
Secondary Ed Specialist (3 positions)	187,948.57	187,948.57	187,948.57
Program Director - Safe Schools/Discipline	82,812.22	82,812.22	82,812.22
Secretary - Elementary Ed	34,461.69	34,461.69	34,461.69
Secretary - Superintendent's Office	40,124.15	40,124.15	40,124.15
TOSA - TAPP & Student Health	69,936.18	69,936.18	69,936.18
Accountant - Financial Services	38,274.04	38,274.04	38,274.04
Specialist - Financial Services	60,533.78	60,533.78	60,533.78
Program Director - Elementary Education	82,812.22	82,812.22	82,812.22
Director - MIS	84,129.72	84,129.72	84,129.72
<b>Subtotal (Positions Deleted)</b>	<b>\$ 1,268,946.64</b>	<b>\$ 1,268,946.64</b>	<b>\$ 1,268,946.64</b>

**Positions Which Will Remain Unfilled  
from January 2001 Forward**

<b>Position</b>	<b>Current Salary Plus Benefits</b>	<b>Dollar Value of Change</b>	<b>Annualized Savings Impact</b>
Director - Exceptional Student Education	\$ 82,345.02	\$ -	\$ -
Change: None - District Continues to Pay Salary	-	-	-
Program Director - ESE (3 positions)	223,646.15	-	-
Change: Saves 2 Teaching Positions	-	95,896.00	95,896.00
Change: Saves 2 Summer School Positions	-	8,000.00	8,000.00
Change: Saves 1 Program Director	77,382.18	77,382.18	77,382.18
Specialist - Elementary Ed (2 positions)	127,953.08	-	-
Change: Saves 2 Teaching Positions	-	95,896.00	95,896.00
Change: Saves 2 Summer School Positions	-	8,000.00	8,000.00
Program Director - Title I	82,345.02	-	-
Change: Saves 1 Summer School Position	-	4,000.00	4,000.00
Director - Student Services	81,452.66	-	-
Change: Saves 1 Elementary Principal Position	-	85,567.00	85,567.00
Specialist - Student Services	72,527.98	-	-
Change: Saves 1 12-month Guidance Counselor	-	57,538.00	57,538.00
<b>Subtotal (Unfilled Positions &amp; Reassignments)</b>	<b>\$ 747,652.09</b>	<b>\$ 432,279.18</b>	<b>\$ 432,279.18</b>

	<b>Current Salary Plus Benefits</b>	<b>Dollar Value of Change</b>	<b>Costs Impact of Reorganization on Budget</b>
<b>Positions Added in Reorganization - January 2001 Action</b>			
<b>Position</b>			
Assistant Superintendent - School Op. (3 positions)	\$ 285,106.31	\$ 285,106.31	\$ 285,106.31
Chief Officer - Quality Assurance	93,648.92	93,648.92	93,648.92
Admin on Special Assignment (3 positions)	202,229.70	202,229.70	202,229.70
Office Manager - Superintendent's Office	47,084.26	47,084.26	47,084.26
Specialist - Grants & Non-operating Income	68,958.57	68,958.57	68,958.57
Program Director - Evaluation & Academic Support	77,882.09	77,882.09	77,882.09
Specialist - Evaluation & Academic Support (2 positions)	132,022.39	132,022.39	132,022.39
Program Director - Student Health & Safe Schools	77,882.09	77,882.09	77,882.09
Manager - Student Health & Safe Schools (TOSA)	69,936.18	69,936.18	69,936.18
Program Director - ESE (Quality Assurance)	77,882.09	77,882.09	77,882.09
Contract Coordinator - ESE	69,936.18	69,936.18	69,936.18
School Support Coordinator - ESE	69,936.18	69,936.18	69,936.18
Program Director - Budgeting	71,243.18	71,243.18	71,243.18
Program Director - Accounting	71,243.18	71,243.18	71,243.18
Chief Officer - Information Services	93,648.92	93,648.92	93,648.92
Subtotal (Positions Added)	\$ 1,508,640.25	\$ 1,508,640.25	\$ 1,508,640.25

<b>Savings from Deleted Positions, Unfilled Positions &amp; Deleted Summer School Assignments</b>	\$ 1,701,225.82
<b>Costs of New Positions</b>	(1,508,640.25)
<b>Net Annualized Savings from January 2001 Action</b>	<u>\$ 192,585.58</u>

<b>August 2001 Action</b>	<b>Current Salary Plus Benefits</b>	<b>Dollar Value of Change</b>	<b>Annualized Savings Impact</b>
<b>District Positions Deleted as of August 2001 Action</b>			
<b>Position</b>			
Secretary 10-month - Superintendent	\$ 32,288.00	\$ 32,288.00	\$ 32,288.00
Leaderman - Maintenance	41,700.00	41,700.00	41,700.00
Secretary 12-month - Quality Assurance	28,763.00	28,763.00	28,763.00
Audio-Visual Clerk	38,027.00	38,027.00	38,027.00
Audio-Visual Clerk	38,268.00	38,268.00	38,268.00
Teacher - Gifted	49,992.00	49,992.00	49,992.00
Specialist - Curriculum Support	71,618.00	71,618.00	71,618.00
Specialist - Curriculum Support	68,810.00	68,810.00	68,810.00
Heavy Equipment - Operator	39,625.00	39,625.00	39,625.00
Electrician I - North Zone (2 positions)	69,636.00	69,636.00	69,636.00
Specialist - Maintenance	74,427.00	74,427.00	74,427.00
Electrician I - Central Zone	34,478.00	34,478.00	34,478.00
Foreman - Heavy Equipment/Grounds	48,529.00	48,529.00	48,529.00
Administrative Intern - North Zone	60,084.00	60,084.00	60,084.00
Administrative Intern - Central Zone	63,524.00	63,524.00	63,524.00
Administrative Intern - South Zone	61,779.00	61,779.00	61,779.00
Subtotal (Positions Deleted)	\$ 821,548.00	\$ 821,548.00	\$ 821,548.00

	<b>Current Salary Plus Benefits</b>	<b>Dollar Value of Change</b>	<b>Costs Impact of Reorganization on Budget</b>
<b>Positions Added as of August 2001 Action</b>			
<b>Position</b>			
Asst. Principal on Special Assignment	\$ 69,740.00	\$ 69,740.00	\$ 69,740.00
Asst. Principal on Special Assignment	70,924.00	70,924.00	70,924.00
Specialist - Safety, Health & Student Services	60,248.00	60,248.00	60,248.00
Subtotal (Positions Added)	\$ 200,912.00	\$ 200,912.00	\$ 200,912.00

<b>Savings from Positions Deleted in August 2001 Action</b>		\$ 821,548.00
<b>Costs of New Positions Added in August 2001 Action</b>		(200,912.00)

<b>Net Annualized Savings From August 2001 Action</b>		\$ 620,636.00
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**February 2002 Actions**

	<b>Current Salary Plus Benefits</b>	<b>Dollar Value of Change</b>	<b>Annualized Savings Impact</b>
<b>District Positions Deleted as of February 2002 Action</b>			
<b>Positions</b>			
TSA/Student Health & Safe Schools	\$ 73,185.00	\$ 73,185.00	\$ 73,185.00
District Media Specialist	76,602.00	76,602.00	76,602.00
Program Director/Health & Safe Schools	86,180.00	86,180.00	86,180.00
Principal - Evening Alternative Education	94,475.00	94,475.00	94,475.00
District Level Secretary I - Transportation North	39,510.00	39,510.00	39,510.00
Program Director - Federal Title I	89,899.00	89,899.00	89,899.00
District Level Secretary - Finance	39,724.00	39,724.00	39,724.00
District Level Secretary - Finance	40,327.00	40,327.00	40,327.00
Office Manager - Finance	54,705.00	54,705.00	54,705.00
Leaderman - Central Maintenance	41,535.00	41,535.00	41,535.00
Foreman - North Maintenance	53,189.00	53,189.00	53,189.00
Payroll Clerk - Finance	37,513.00	37,513.00	37,513.00
Subtotal (Positions Deleted)	\$ 726,844.00	\$ 726,844.00	\$ 726,844.00

	<b>Current Salary Plus Benefits</b>	<b>Dollar Value of Change</b>	<b>Costs Impact of Reorganization on Budget</b>
<b>District Positions Added as of February 2002 Action</b>			
<b>Positions</b>			
Specialist, Health & Safe Schools	\$ 67,011.00	\$ 67,011.00	\$ 67,011.00
Instructional Technologist	72,967.00	72,967.00	72,967.00
Web Technician	48,703.00	48,703.00	48,703.00
TSA/Prevention & Safe Schools	55,087.00	55,087.00	55,087.00
District Level Secretary - Transportation North	26,017.00	26,017.00	26,017.00
Accountant - Finance	42,225.00	42,225.00	42,225.00
Specialist - Finance	61,163.00	61,163.00	61,163.00
Specialist - Finance	61,163.00	61,163.00	61,163.00
Payroll Supervisor - Finance	42,533.00	42,533.00	42,533.00
Subtotal (Positions Added)	\$ 476,869.00	\$ 476,869.00	\$ 476,869.00

<b>Savings from Positions Deleted as of February 2002 Action</b>		\$ 726,844.00
<b>Costs of New Positions Added as of February 2002 Action</b>		(476,869.00)

<b>Net Annualized Savings as of February 2002 Action</b>		\$ 249,975.00
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**March 2002 through June 2002 Action**

**District Positions Deleted March 2002 through June 2002 Action**

**Positions**

Confidential District Secretary - Curriculum & Instruction	\$ 27,403.00	\$ 27,403.00	\$ 27,403.00
TSA - 10 Month (20%) - Curriculum & Instruction	14,511.00	14,511.00	14,511.00
District Level Clerk - 12 Month - Human Resources	24,074.00	24,074.00	24,074.00
TSA - 12 Month - Community Education (50%)	36,675.00	36,675.00	36,675.00
Program Director - School Safety, Health & Student Services	85,741.00	85,741.00	85,741.00
Subtotal (Positions Deleted)	\$ 188,404.00	\$ 188,404.00	\$ 188,404.00

<b>Current Salary Plus Benefits</b>	<b>Dollar Value of Change</b>	<b>Annualized Savings Impact</b>
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**District Positions Added March 2002 through June 2002 Action**

**Positions**

District Level Secretary (5%) - Curriculum & Instruction	\$ 387.00	\$ 387.00	\$ 387.00
Para Professional Bilingual - Curriculum & Instruction	34,845.00	34,845.00	34,845.00
District Level Secretary - 10 Month - Human Resources	21,971.00	21,971.00	21,971.00
TSA - Prevention & Safety - 12 Month	58,391.00	58,391.00	58,391.00
Specialist - School Safety, Health & Student Services	56,170.00	56,170.00	56,170.00
Subtotal (Positions Added)	\$ 171,764.00	\$ 171,764.00	\$ 171,764.00

<b>Current Salary Plus Benefits</b>	<b>Dollar Value of Change</b>	<b>Costs Impact of Reorganization on Budget</b>
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**Savings from Positions Deleted March 2002 through June 2002 Action**

Costs of New Positions Added March 2002 through June 2002 Action

**Net Annualized Savings March 2002 through June 2002 Action**

\$ 188,404.00  
171,764.00  
\$ 16,640.00

**July 2002 through March 2003 Action**

**District Positions Deleted July 2002 through March 2003 Action**

**Positions**

Assistant Principal - Special Assignment - Curriculum & Instruction	\$ 75,148.00	\$ 75,148.00	\$ 75,148.00
Senior Program Analyst - Data Processing - 12 Month	69,354.00	69,354.00	69,354.00
Help Desk Coordinator - Data Processing - 12 Month	27,912.00	27,912.00	27,912.00
District Level Secretary - Human Resources - 12 Month	160,824.00	160,824.00	160,824.00
Specialist - School Safety, Health & Student Services	63,880.00	63,880.00	63,880.00
Subtotal (Positions Deleted)	\$ 397,118.00	\$ 397,118.00	\$ 397,118.00

<b>Current Salary Plus Benefits</b>	<b>Dollar Value of Change</b>	<b>Annualized Savings Impact</b>
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**District Positions Added July 2002 through March 2003 Action**

**Positions**

Specialist - Curriculum & Instruction	\$ 69,749.00	\$ 69,749.00	\$ 69,749.00
Program Analyst - Data Processing - 12 Month	35,354.00	35,354.00	35,354.00
Program Analyst - Data Processing - 12 Month	31,756.00	31,756.00	31,756.00
Specialist - Data Processing - 12 Month	66,560.00	66,560.00	66,560.00
System Support Analyst II	35,993.00	35,993.00	35,993.00
Support Employee Analyst	44,372.00	44,372.00	44,372.00
Certification Analyst	41,319.00	41,319.00	41,319.00
Retirement Analyst	44,372.00	44,372.00	44,372.00
Specialist - Quality Assurance	66,560.00	66,560.00	66,560.00
Program Director - School Safety, Health & Student Services	80,248.00	80,248.00	80,248.00
Subtotal (Positions Added)	\$ 516,283.00	\$ 516,283.00	\$ 516,283.00

<b>Current Salary Plus Benefits</b>	<b>Dollar Value of Change</b>	<b>Costs Impact of Reorganization on Budget</b>
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**Savings from Positions Deleted July 2002 through March 2003 Action**

**Costs of New Positions Added July 2002 through March 2003 Action**

**Net Annualized Savings July 2002 through March 2003 Action**

\$ 397,118.00  
516,283.00  
\$ (119,165.00)

**Proposed Fiscal Year 2003-2004 Action**

**Proposed District Positions to be Deleted as of July 2003 Action**

**Positions**

	<b>Current Salary Plus Benefits</b>	<b>Dollar Value of Change</b>	<b>Annualized Savings Impact</b>
Program Director - Budgeting & Financial Services - 12 Month	\$ 82,548.00	\$ 82,548.00	\$ 82,548.00
Supervisor - School Plant Planning - 12 Month	64,200.00	64,200.00	64,200.00
District Level Secretary - Maintenance -12 Month	42,183.00	42,183.00	42,183.00
Specialist - Employee Benefits - 12 Month	66,750.00	66,750.00	66,750.00
TSA - Community Education - 12 Month - (50%)	39,473.00	39,473.00	39,473.00
Program Director - Staff Development -12 Month	89,835.00	89,835.00	89,835.00
School Level Clerk - District Transfers Project - (100%)	11,016.57	11,016.57	11,016.57
Fifth Grade Teacher - District Transfers Project - (100%)	6,415.66	6,415.66	6,415.66
Director-Instructional - District Transfers Project - (100%)	90,828.59	90,828.59	90,828.59
Specialist-Non-Instructional - District Transfers Project - (100%)	62,804.86	62,804.86	62,804.86
Prog. Director-Exc Stu Educ - District Transfers Project - (71%)	44,928.90	44,928.90	44,928.90
ESE Classroom Assistant - District Transfers Project - (41.50%)	13,799.76	13,799.76	13,799.76
Asst Principal I-Jr/Mid - District Transfers Project - (50%)	45,712.11	45,712.11	45,712.11
Specialist-Non-Instructional - District Transfers Project - (34.49%)	27,851.49	27,851.49	27,851.49
Specialist - Curriculum & Instruction - District Transfers Project - (35%)	26,815.45	26,815.45	26,815.45
Teacher, English - District Transfers Project - (100% of Sub)	5,000.00	5,000.00	5,000.00
<b>Subtotal (Positions Deleted)</b>	<b>\$ 720,162.38</b>	<b>\$ 720,162.38</b>	<b>\$ 720,162.38</b>

**Proposed District Positions to be Added as of July 2003 Action**

**Positions**

	<b>Current Salary Plus Benefits</b>	<b>Dollar Value of Change</b>	<b>Costs Impact of Reorganization on Budget</b>
Director - Finance - 12 Month	\$ 97,018.00	\$ 97,018.00	\$ 97,018.00
Chief Officer - Educational Support Services - 12 Month	92,672.00	92,672.00	92,672.00
Confidential District Secretary - Educational Support Services - 12 Month	36,508.00	36,508.00	36,508.00
Program Director - Maintenance - 12 Month	76,377.00	76,377.00	76,377.00
District Clerk - Risk Management - 12 Month	30,061.00	30,061.00	30,061.00
Insurance Ombudsman - Confidential - Risk Management - 12 Month	23,835.00	23,835.00	23,835.00
<b>Subtotal (Positions Added)</b>	<b>\$ 356,471.00</b>	<b>\$ 356,471.00</b>	<b>\$ 356,471.00</b>

**Savings from Positions Deleted as of July 2003 Action**

**Costs of New Positions Added as of July 2003 Action**

\$ 720,162.38  
356,471.00

**Net Annualized Savings For Fiscal Year 2003-2004 Action**

**\$ 363,691.38**

**Cumulative Savings Analysis - Administrative Downsizing**

<b>Fiscal Year Action</b>	<b>FY 2000-2001</b>	<b>FY 2001-2002</b>	<b>FY 2002-2003</b>	<b>FY 2003-2004</b>	<b>Total</b>
2000-2001 Actions	\$ 192,585.58	\$ 192,585.58	\$ 192,585.58	\$ 192,585.58	\$ 770,342.32
2001-2002 Actions		887,251.00	887,251.00	887,251.00	2,661,753.00
2002-2003 Actions			(119,165.00)	(119,165.00)	(238,330.00)
2003-2004 Proposed Actions				363,691.38	363,691.38
<b>Total Cumulative Savings - Implemented &amp; Proposed</b>	<b>\$ 192,585.58</b>	<b>\$ 1,079,836.58</b>	<b>\$ 960,671.58</b>	<b>\$ 1,324,362.96</b>	<b>\$ 3,557,456.70</b>

**In Addition to Downsizing, Certain Other Personnel and Financial Resources Were Decentralized to Schools in January 2001**

	<b>Current Salary Plus Benefits</b>	<b>Dollar Value of Change</b>	<b>Annualized Savings Impact of Decentralization</b>
<b>District Office Positions Decentralized To Schools as of January 2001</b> <i>(funding and personnel sent to schools)</i>			
Staffing Specialists (12)	\$ 684,883.98	\$ 684,883.98	\$ 684,883.98
Psychologists (10)	572,352.55	572,352.55	572,352.55
Student Service Worker/Student Intervention Worker (6)	259,421.99	259,421.99	259,421.99
<b>Annualized Resources Decentralized to Schools</b>	<b>\$ 1,516,658.52</b>	<b>\$ 1,516,658.52</b>	<b>\$ 1,516,658.52</b>



**School District of Okaloosa County**  
**List of Project Budgets Which Will Be Included in School Budget Book - Alpha Order**  
**As of February 28, 2003**  
**FY 2003-2004**

Project Number	Project Name	Fund Source	Primary Cost Centers
<b>GENERAL FUND</b>			
2154	Advanced Placement - IB	FEFP, Including Required Local Effort & ESE Guarantee	Schools
3162	Attendance Officers	Supplemental Academic Instruction	9021
3114	Beginning Teacher Training	Teacher Training	9020
2179	Child Care - Antioch Elementary	Child Care Fees	751
2175	Child Care - Bluewater Elementary	Child Care Fees	741
2181	Child Care - Bob Sikes Elementary	Child Care Fees	51
2176	Child Care - Edge Elementary	Child Care Fees	151
2173	Child Care - Mary Esther Elementary	Child Care Fees	561
2170	Child Care - Northwood Elementary	Child Care Fees	222
2174	Child Care - Plew Elementary	Child Care Fees	571
2168	Child Care - Southside Elementary	Child Care Fees	251
2171	Child Care - Walker Elementary	Child Care Fees	731
2178	Child Care - Wright Elementary	Child Care Fees	281
2048	College Readiness	Supplemental Academic Instruction	9103
3108	Curriculum Development - SACS	Supplemental Academic Instruction	9010
3102	Curriculum Development - School Improvement	Supplemental Academic Instruction	9010
3150	Educational Technology	Educational Technology	Charter Schools and 9026 Reserves
3151	ESE Extended School Year June 2003	Supplemental Academic Instruction	9026 Reserve
3001	ESE Guarantee - Gifted	FEFP, Including Required Local Effort & ESE Guarantee	Schools
3122	Florida First Start	State Grant	9017
3180	Florida Teachers Lead	Florida Teachers Lead	Schools
3057	Innovative Programs - Academic Team	FEFP, Including Required Local Effort & ESE Guarantee	9010
3060	Innovative Programs - National Board Certification Support	FEFP, Including Required Local Effort & ESE Guarantee	9010
3059	Innovative Programs - Odyssey of the Mind	FEFP, Including Required Local Effort & ESE Guarantee	9010
3058	Innovative Programs - Science Fair	FEFP, Including Required Local Effort & ESE Guarantee	9010
3106	Instructional Materials - Media	Instructional Materials	Schools, Charters and 9026 Reserves
3109	Instructional Materials - Science Labs	Instructional Materials	Schools, Charters and 9026 Reserves
3105	Instructional Materials - Textbooks	Instructional Materials	Schools, Charters and 9026 Reserves
2017	Itinerant Teachers - Adaptive P. E.	FEFP, Including Required Local Effort & ESE Guarantee	9016
2008	Itinerant Teachers - Hearing Impaired	FEFP, Including Required Local Effort & ESE Guarantee	9016
2023	Itinerant Teachers - Hospital/Homebound	FEFP, Including Required Local Effort & ESE Guarantee	9016
2019	Itinerant Teachers - Occupational Therapist / Physical Therapist	FEFP, Including Required Local Effort & ESE Guarantee	9016
2009	Itinerant Teachers - Orthopedically Impaired	FEFP, Including Required Local Effort & ESE Guarantee	9016
2004	Itinerant Teachers - Visually Impaired	FEFP, Including Required Local Effort & ESE Guarantee	9016
3101	Lottery - Discretionary	Discretionary Lottery	Schools, Charters and 9026 Reserves
3002	Lottery - School Advisory Councils	Discretionary Lottery	Schools and 9026 Reserves
3160	Lottery - School Recognition	Lottery - School Recognition Funds	9026 Reserves until budget received from school
3111	Media Services	Discretionary Lottery	9012
3100	Pre-K Early Intervention	Pre-K Early Intervention	9017
2045	ROTC	Federal Reimbursement	Schools
3115	S.E.P.E.C.	Teacher Training	9020
3107	Safe Schools	Safe Schools	9001, 9103, Charters, Transportation, and 9026 Reserves
2086	SAI - Teenage Parent Program	Supplemental Academic Instruction	Reserve 9026
3112	School Enhancement Training	Teacher Training	Schools, Charters and 9026 Reserves
2909	School Maintenance	Maintenance Transfer from Capital Outlay	9010
2027	School Psychologists	FEFP, Including Required Local Effort & ESE Guarantee	9021
2099	Stadium Facilities	FEFP, Including Required Local Effort	Schools
3102	Student Assessment	Supplemental Academic Instruction	9010
3161	Supplemental Academic Instruction	Supplemental Academic Instruction	Schools, Charters and 9026 Reserves
3116	Teacher Training	Teacher Training	9012 & 9017
2056	Teaching Adjudicated Youth	FEFP, Including Required Local Effort	9816
2039	Vocational Equipment	FEFP, Including Required Local Effort	Schools
2007	Wireless One	Lease Fees	9012
<b>SPECIAL REVENUE FUNDS - OTHER SPECIAL REVENUE</b>			
4475	IDEA Part B	Federal	9016 & Schools
4476	IDEA Part B Pre-School	Federal	9016
4478	IDEA Part B Discretionary Supplement	Federal	9016
4401	Title I	Federal	9017 & Schools
4409	Title I - N & D	Federal	9017 for Various Centers
<b>SPECIAL REVENUE FUNDS - FOOD SERVICE</b>			
	School Food Service	Federal, State and Local	9008 and Schools

**School District of Okaloosa County**  
**Projects Which Will Be Budgeted When Grant / Contract / \$'s Received**  
**As of February 28, 2003**  
**FY 2003-2004**

Project Number	Project Name	Fund Source	Cost Centers
<b>GENERAL FUND</b>			
2074	Adult Basic Ed - General	Fees	9021
2166	Adult Enrichment	Fee Collection	9021 & Schools
2015	Adult Student Fees	Fee Collection	9021
2052	Charter School Capital Outlay	Transfer from Capital Outlay Funds - State	Charter Schools
3121	Even Start	State Grant	9017
2073	Florida Excellent Teaching Program	State - Excellent Teaching Program	9026 Reserves until paid
2030	Florida High School Project	Contract	9733
2125	Governor's Mentoring Initiative	State Grant	9103
2123	PASSD - ESE	State Grant	9016
2192	Paving County Wide	State Fuel Tax	9009, 9109 & 9209
2098	Pre-K Fee Program	Fees	9016 & School
2026	Safety to Health	Transfer From Capital Outlay PECO	9026 Reserve
2702	Vo Tech Lab	OATC	701
<b>OTHER SPECIAL REVENUE</b>			
4420	Basic Adult Education	Federal	9021
4422	Carl Perkins - Adult	Federal	701
4480	Drug Free Schools	Federal	9021
4411	FDLRS	Contract with Escambia County School District	9016
4485	Goals 2000 Local Reform	Federal	9017
4405	Title II	Federal	9010

**Okaloosa County School District**  
**General Operating Fund**  
**Revenue Summary**  
*Estimated Revenue As of February 28, 2003 - New Revenue Only*  
**FY 2003-2004**



**Revenue Comparison**

Object Group		FY 2000-2001	FY 2001-2002	FY 2002-2003	FY 2003-2004	\$ Increase
Number	Object Group Name	Actual Revenue	Actual Revenue	Original Budget	Estimated New Revenue (See Note)	(Decrease)
<b>Federal - Direct Sources</b>						
3121	PL 81-874, Federal Impact, Current Operations	\$4,850,387.64	\$5,954,811.91	\$3,643,131.00	\$2,532,951.00	(\$1,110,180.00)
3122	PL 81-874 Federal Impact, Handicap	374,865.50	369,210.00	425,000.00	400,000.00	(25,000.00)
3141	Troops to Teachers Incentive	37,555.60	51,374.41	0.00	0.00	0.00
3191	ROTC	242,492.34	276,371.60	242,000.00	247,500.00	5,500.00
3192	Department of Defense - PL 102-484	915,076.56	826,069.65	800,000.00	800,000.00	0.00
	Federal - Direct Sources	6,420,377.64	7,477,837.57	5,110,131.00	3,980,451.00	(1,129,680.00)
<b>Federal Through State Sources</b>						
3203	Medicaid Reimbursement	0.00	463,465.20	150,000.00	150,000.00	0.00
3255	National Forest Funds	267.13	356.38		0.00	0.00
3299	Miscellaneous Federal through State	0.00	63,138.55	0.00	0.00	0.00
	Federal Through State Sources	267.13	526,960.13	150,000.00	150,000.00	0.00
<b>State</b>						
3302	Tobacco Prevention and Intervention	0.00	29,648.50	0.00	0.00	0.00
3304	Project Child	0.00	83,000.00	0.00	0.00	0.00
3305	Alt. School/Pub Private Partnership	108,450.00	0.00	0.00	0.00	0.00
3307	Reading Enhancement Grant	57,532.51	74,808.00	0.00	0.00	0.00
3308	Project Connect	6,500.00	3,000.00	0.00	0.00	0.00
3310	Florida Education Finance Program	60,475,647.00	56,604,848.00	59,642,893.00	63,575,774.00	3,932,881.00
3311	Safe Schools	644,804.00	591,197.00	620,179.00	623,445.00	3,266.00
3312	Supplemental Academic Instruction	9,257,717.00	9,054,856.00	9,054,856.00	9,089,544.00	34,688.00
3313	ESE Guarantee	11,370,863.00	11,282,052.00	11,168,601.00	11,254,445.00	85,844.00
3315	Workforce Development	2,734,503.00	2,424,895.00	2,431,165.00	2,403,122.00	(28,043.00)
3316	Extended Access to Media	12,795.00	0.00	0.00	0.00	0.00
3323	CO & DS Withheld for Adm Exp	16,314.09	16,263.69	17,000.00	17,000.00	0.00
3327	Even Start	65,000.00	47,300.62	45,777.96	0.00	(45,777.96)
3328	Florida First Start	81,378.00	80,239.00	84,378.00	0.00	(84,378.00)
3329	Teacher Training	450,667.00	444,997.00	431,442.00	435,965.00	4,523.00
3330	Teacher Recruitment & Retention	699,230.00	1,888,635.00	0.00	0.00	0.00
3331	Outstanding Teachers - D & F Schools	13,520.00	0.00	0.00	0.00	0.00
3333	Library Automation - Sunlink	19,150.00	0.00	0.00	0.00	0.00
3335	Teacher Lead	189,769.00	191,181.00	189,701.00	196,437.00	6,736.00
3336	Instructional Materials	2,269,932.50	2,512,631.00	2,530,169.00	2,752,048.00	221,879.00
3337	Educational Technology	781,144.00	770,101.00	748,014.00	755,861.00	7,847.00
3339	Failure Free Reading/Bridges	51,000.00	0.00	0.00	0.00	0.00
3342	State Forest Funds	9,606.61	10,879.82	0.00	0.00	0.00
3343	State License Tax	121,176.66	64,051.14	65,000.00	65,000.00	0.00
3344	Discretionary Lottery	2,275,389.00	2,723,448.00	2,077,437.00	2,109,014.00	31,577.00
3348	Passo/Alternative Assessment	10,000.00	13,000.00	0.00	0.00	0.00

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**Okaloosa County School District**  
**General Operating Fund**  
**Revenue Summary**  
*Estimated Revenue As of February 28, 2003 - New Revenue Only*  
**FY 2003-2004**



**Revenue Comparison**

Object Group Number	Object Group Name	FY 2000-2001 Actual Revenue	FY 2001-2002 Actual Revenue	FY 2002-2003 Original Budget	FY 2003-2004 Estimated New Revenue (See Note)	\$ Increase (Decrease)
<b>State Sources- Continued</b>						
3349	Intangible Property Tax	4,781.01	5,626.60	5,000.00	5,000.00	0.00
3352	Governor's Ment. Initiative	20,000.00	9,900.00	0.00	0.00	0.00
3354	Transportation	5,107,242.00	5,141,099.00	5,235,040.00	5,348,637.00	113,597.00
3362	School Recognition	1,032,588.00	1,425,932.00	1,948,939.00	1,406,009.00	(542,930.00)
3363	Excellent Teaching Program	0.00	55,844.52	0.00	0.00	0.00
3364	Boys & Girls Club	38,157.88	44,355.00	0.00	0.00	0.00
3365	Full Service Schools	100,000.00	85,857.00	0.00	0.00	0.00
3372	Preschool Projects	841,403.00	808,431.00	1,001,473.00	0.00	(1,001,473.00)
3378	Okaloosa County Compact Program	40,000.00	0.00	0.00	0.00	0.00
3379	Fuel Tax Refund	49,480.70	62,115.45	40,000.00	40,000.00	0.00
	<b>State Sources</b>	<u>98,955,740.96</u>	<u>96,550,192.34</u>	<u>97,337,064.96</u>	<u>100,077,301.00</u>	<u>2,740,236.04</u>
<b>Local Sources</b>						
3401	Print Shop Postage	32,647.74	30,181.24	30,000.00	30,000.00	0.00
3402	Print Shop Printing	338,084.03	285,963.98	309,000.00	329,900.00	20,900.00
3403	Okaloosa Academy Transportation	14,999.89	0.00	0.00	0.00	0.00
3407	Wireless One Contract	10,374.00	10,584.00	10,500.00	0.00	(10,500.00)
3411	District School Taxes	51,321,894.83	52,759,225.91	56,937,989.00	57,709,349.00	771,360.00
3417	Crestview Aerospace	22,778.00	0.00	0.00	0.00	0.00
3421	Tax Redemptions	77,963.91	19,364.11	75,000.00	75,000.00	0.00
3424	Tuition - Foreign Students	4,706.57	0.00	0.00	0.00	0.00
3425	Rent/Use of Facility	0.00	65,511.81	15,925.18	0.00	(15,925.18)
3426	Course Fees - Bay Area Vo Tech	467,008.52	481,479.99	430,000.00	430,000.00	0.00
3428	Supply Fee - Bay Area Vo Tech	18,892.53	18,266.14	0.00	0.00	0.00
3431	Interest on Investments	1,683,101.56	650,099.43	700,000.00	300,000.00	(400,000.00)
3434	Community Enrichment	63,561.00	63,026.94	0.00	0.00	0.00
3435	Pre-K Program Fees	43,130.17	46,008.66	2,513.75	0.00	(2,513.75)
3437	Good Neighbor Grant	2,000.00	0.00	0.00	0.00	0.00
3438	Florida High School Project	50,746.61	94,550.52	0.00	0.00	0.00
3440	Gifts, Grants & Bequests (primarily E-Rate General Fund only)	73,411.87	1,519.15	0.00	0.00	0.00
3441	Tests & Books - Adult Education	4,525.50	7,403.00	0.00	0.00	0.00
3442	Vo Tech Cafeteria - Payroll	19,291.90	51,436.47	1,692.35	0.00	(1,692.35)
3443	Vo Tech Cafeteria - Food Purchase	32,622.65	0.00	0.00	0.00	0.00
3445	Test & Books - Bay Area Vo Tech	925.00	875.00	0.00	0.00	0.00
3447	Printing & Copying Fees	1,085.87	724.64	1,000.00	1,000.00	0.00
3448	Donations	2,974.00	11,534.63	30,506.62	0.00	(30,506.62)
3460	Mary Esther Pre-K Tuition	0.00	26,999.12	0.00	0.00	0.00
3461	Supply Fee - Crestview Vo Tech	0.00	0.00	0.00	0.00	0.00
3463	Bob Sikes Child Care	0.00	64,930.25	50,000.00	60,000.00	10,000.00
3464	Walker Child Care	79,903.08	78,941.20	65,000.00	80,000.00	15,000.00
3465	Purchased Positions - Other	0.00	132,282.55	42,147.08	0.00	(42,147.08)
3466	Purchased Services - Internal	0.00	25,376.25	0.00	0.00	0.00
3468	Southside Child Care	27,788.80	66,203.70	45,000.00	63,000.00	18,000.00
3469	Antioch Child Care	115,444.60	125,327.00	105,000.00	105,000.00	0.00
3470	Northwood Child Care	71,307.05	76,506.60	68,000.00	80,000.00	12,000.00
3471	Vocational Equipment - OATC	25,933.45	25,087.42	0.00	0.00	0.00
3473	Mary Esther Child Care	73,673.10	87,395.05	70,000.00	65,000.00	(5,000.00)

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**Okaloosa County School District**  
**General Operating Fund**  
**Revenue Summary**  
**Estimated Revenue As of February 28, 2003 - New Revenue Only**  
**FY 2003-2004**



**Revenue Comparison**

Object Group		FY 2000-2001	FY 2001-2002	FY 2002-2003	FY 2003-2004	\$ Increase
Number	Object Group Name	Actual Revenue	Actual Revenue	Original Budget	Estimated New Revenue (See Note)	(Decrease)
<b>Local Source - Continued</b>						
3474	Baker Child Care	35,193.50	38,661.80	30,000.00	0.00	(30,000.00)
3475	Bluewater Child Care	182,399.00	166,189.80	140,000.00	140,000.00	0.00
3476	Edge Child Care	87,842.60	109,279.03	80,000.00	80,000.00	0.00
3477	Plew Child Care	120,304.39	183,594.61	120,000.00	162,000.00	42,000.00
3478	Wright Child Care	128,906.60	156,094.76	120,000.00	130,000.00	10,000.00
3485	Restitution Payments - Other	1,381.17	2,916.76	171.26	0.00	(171.26)
3486	Restitution Payments - David Selby	7,200.00	7,200.00	7,200.00	7,200.00	0.00
3488	Fingerprint Program	28,944.00	27,940.00	17,000.00	3,000.00	(14,000.00)
3489	Certificate Fees	25,938.00	24,005.00	16,000.00	13,000.00	(3,000.00)
3490	Miscellaneous Revenue	8,949.03	65,409.92	60,404.57	50,000.00	(10,404.57)
3492	Transportation - School Activities	0.00	307,890.51	77,546.68	50,000.00	(27,546.68)
3493	Sale of Junk	18,112.16	15,611.00	15,000.00	15,000.00	0.00
3494	Federal Indirect Cost Reimbursement	448,510.88	580,654.20	400,000.00	500,000.00	100,000.00
3497	Refund - Prior Year Expenditures	46,568.70	186,047.59	15,413.75	0.00	(15,413.75)
3498	Lost, Damage & Sold Textbooks	0.00	1,350.55	1,868.14	0.00	(1,868.14)
	<b>Local Sources</b>	<b>55,821,026.26</b>	<b>57,179,650.29</b>	<b>60,089,878.38</b>	<b>60,478,449.00</b>	<b>388,570.62</b>
<b>Other Financing Sources</b>						
3630	Transfer Fr Capital Imp Funds	2,024,713.92	2,955,593.48	2,700,000.00	3,336,866.00	636,866.00
3640	Transfers Fr Special Revenue Funds	344,864.17	0.00	0.00	0.00	0.00
3724	Capital Lease Agreement	30,325.00	0.00	0.00	0.00	0.00
3740	Prior Year Insurance Loss Recovery	0.00	91,905.46	97,944.45	0.00	(97,944.45)
3741	Insurance Loss Recovery	0.00	39,709.19	0.00	0.00	0.00
3742	Other Loss Recovery	19,106.99	689,865.51	0.00	0.00	0.00
	<b>Other Financing Sources</b>	<b>2,419,010.08</b>	<b>3,777,073.64</b>	<b>2,797,944.45</b>	<b>3,336,866.00</b>	<b>538,921.55</b>
	<b>Total - General Operating Fund - Estimated New Revenue</b>	<b>\$163,616,422.07</b>	<b>\$165,511,713.97</b>	<b>\$165,485,018.79</b>	<b>\$168,023,067.00</b>	<b>\$2,538,048.21</b>

NOTE: Estimated Revenues for FY 2003-2004 will change based on the final state appropriations as determined by the State Legislature and additional information received prior to the final adoption of the budget for FY 2003-2004.

Okaloosa County School Board  
 Department Budgets - General Fund  
 Comparison - Personnel and Operations  
 Fiscal Year 2003-2004 vs Fiscal Year 2002-2003  
 As of February 28, 2003



<u>Cost Center #</u>	<u>Cost Center Name</u>	<u>General Fund Department Budget FY 02-03</u>	<u>General Fund Department Budget FY 03-04</u>	<u>Increase/ (Decrease)</u>
<b><u>Department Appropriations for Services Primarily to Schools from General Fund</u></b>				
9015	Fixed Charges	\$ 6,581,394	\$ 6,183,588	\$ (397,806)
9107	Furniture Shop/Surplus Property	231,497	232,462	965
9209	Maintenance - Central Zone	776,126	811,703	35,577
9109	Maintenance - North Zone	997,206	1,050,575	53,369
9009	Maintenance - South Zone	1,106,269	1,189,392	83,123
9213	Transportation - Central	1,346,962	1,509,531	162,569
9113	Transportation - North	2,609,346	2,735,708	126,362
9313	Transportation - South	2,435,192	2,611,458	176,266
<b>Subtotal - Services Primarily to Schools</b>		<b>16,083,992</b>	<b>16,324,417</b>	<b>240,425</b>
<b><u>Department Appropriations for All Other District Departments Funded From General Fund</u></b>				
9723	Assistant Superintendent - Central	162,470	180,596	18,126
9713	Assistant Superintendent - North	275,049	286,181	11,132
9733	Assistant Superintendent - South	161,815	175,852	14,037
9055	Bay Area Office	241,187	251,381	10,194
9205	Budgeting and Financial Services	875,712	997,965	122,253
9050	Carver Hill Administration Complex	371,080	306,237	(64,843)
9005	Chief Financial Officer	170,471	174,049	3,578
9006	Chief Officer - Educational Support Services	-	137,180	137,180
9103	Community Affairs	192,518	201,160	8,642
9017	Curriculum & Instructional Support	466,325	382,156	(84,169)
9019	Data Processing	1,107,832	1,273,392	165,560
9016	ESE	531,471	422,274	(109,197)
9004	Human Resources	620,279	655,155	34,876
9012	Instructional Technology	307,221	302,477	(4,744)
9022	Management Information Services	411,312	417,387	6,075
9121	Print Shop	340,000	360,900	20,900
9014	Purchasing	280,594	296,916	16,322
9010	Quality Assurance	252,911	317,404	64,493
9027	Risk Management	295,863	300,936	5,073
9001	School Board of Okaloosa	331,883	359,464	27,581
9007	School Plant Planning	191,144	165,177	(25,967)

**Okaloosa County School Board**  
**Department Budgets - General Fund**  
**Comparison - Personnel and Operations**  
**Fiscal Year 2003-2004 vs Fiscal Year 2002-2003**  
**As of February 28, 2003**



<u>Cost Center #</u>	<u>Cost Center Name</u>	General Fund Department Budget <u>FY 02-03</u>	General Fund Department Budget <u>FY 03-04</u>	Increase/ <u>(Decrease)</u>
9021	School Safety, Health & Student Services	398,058	384,207	(13,851)
9020	Staff Development	91,234	-	(91,234)
9002	Superintendent	266,289	301,559	35,270
<b>Subtotal - Other District Departments</b>		<u>8,342,718</u>	<u>8,650,005</u>	<u>307,287</u>
<b>Total - All Departments - General Fund</b>		<u>\$ 24,426,710</u>	<u>\$ 24,974,422</u>	<u>\$ 547,712</u>

**Okaloosa County School District**  
**Department Budgets - General Fund**  
**Personnel and Operations**  
**Fiscal Year 2003-2004**  
**As of February 28, 2003**



<u>Cost Center #</u>	<u>Cost Center Name</u>	<u>Salaries &amp; Benefits</u>	<u>Operational Budgets</u>	<u>Total General Fund Budget</u>
<b><u>Department Appropriations for Services Primarily to Schools from General Fund</u></b>				
9015	Fixed Charges	\$ 2,084,088	\$ 4,099,500	\$ 6,183,588
9107	Furniture Shop/Surplus Property	191,057	41,405	232,462
9209	Maintenance - Central Zone	748,793	62,910	811,703
9109	Maintenance - North Zone	927,315	123,260	1,050,575
9009	Maintenance - South Zone	1,082,470	106,922	1,189,392
9213	Transportation - Central	1,351,059	158,472	1,509,531
9113	Transportation - North	2,479,486	256,222	2,735,708
9313	Transportation - South	2,350,091	261,367	2,611,458
<b>Subtotal - Services Primarily to Schools</b>		<b>11,214,359</b>	<b>5,110,058</b>	<b>16,324,417</b>
<b><u>Department Appropriations for All Other District Departments Funded From General Fund</u></b>				
9723	Assistant Superintendent - Central	160,478	20,118	180,596
9713	Assistant Superintendent - North	240,289	45,892	286,181
9733	Assistant Superintendent - South	158,326	17,526	175,852
9055	Bay Area Office	85,381	166,000	251,381
9205	Budgeting and Financial Services	943,065	54,900	997,965
9050	Carver Hill Administration Complex	71,641	234,596	306,237
9005	Chief Financial Officer	152,542	21,507	174,049
9006	Chief Officer - Educational Support Services	129,180	8,000	137,180
9103	Community Affairs	150,847	50,313	201,160
9017	Curriculum & Instructional Support	327,211	54,945	382,156
9019	Data Processing	974,382	299,010	1,273,392
9016	ESE	359,760	62,514	422,274
9004	Human Resources	595,214	59,941	655,155
9012	Instructional Technology	285,771	16,706	302,477
9022	Management Information Services	403,180	14,207	417,387
9121	Print Shop	145,735	215,165	360,900
9014	Purchasing	271,048	25,868	296,916
9010	Quality Assurance	291,737	25,667	317,404
9027	Risk Management	290,614	10,322	300,936
9001	School Board of Okaloosa	280,608	78,856	359,464
9007	School Plant Planning	138,557	26,620	165,177



**Okaloosa County School District  
 Department Budgets - General Fund  
 Personnel and Operations  
 Fiscal Year 2003-2004  
 As of February 28, 2003**



<u>Cost Center #</u>	<u>Cost Center Name</u>	<u>Salaries &amp; Benefits</u>	<u>Operational Budgets</u>	<u>Total General Fund Budget</u>
9021	School Safety, Health & Student Services	311,674	72,533	384,207
9020	Staff Development	-	-	-
9002	Superintendent	245,688	55,871	301,559
<b>Subtotal - Other District Departments</b>		<b>7,012,928</b>	<b>1,637,077</b>	<b>8,650,005</b>

**District Project Appropriations**

<u>Project Number</u>	<u>Project Name</u>	<u>Salaries &amp; Benefits</u>	<u>Operational Budgets</u>	<u>Total General Fund Budget</u>
2916	Baker Sewer Plant	-	25,000	25,000
2031	District Transfers	75,844	-	75,844
2025	Drug Testing	-	10,000	10,000
2020	Hepatitis B	-	6,800	6,800
2014	HRMD	4,550	23,414	27,964
<b>Subtotal - District Projects</b>		<b>80,394</b>	<b>65,214</b>	<b>145,608</b>
<b>Total - Services to Schools &amp; All Other District Departments Funded from Unrestricted Fund Sources</b>		<b>\$ 18,307,681</b>	<b>\$ 6,812,349</b>	<b>\$ 25,120,030</b>
2088	Certification/Fingerprinting	-	16,000	16,000
<b>Subtotal - Fee Collections &amp; Reimbursements</b>		<b>-</b>	<b>16,000</b>	<b>16,000</b>
<b>Total - Services to Schools &amp; All Other District Departments funded from Unrestricted Fund Sources, Fee Collections and/or Reimbursement</b>		<b>\$ 18,307,681</b>	<b>\$ 6,828,349</b>	<b>\$ 25,136,030</b>



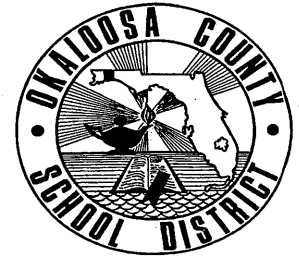
**OKALOOSA COUNTY SCHOOL DISTRICT**  
**District Department List**  
**Alphabetical Order**  
**FISCAL YEAR 2003-2004**

**PAGE**

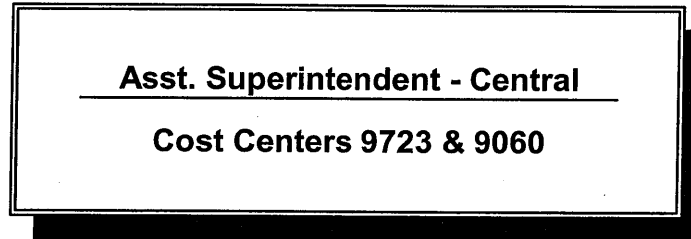
**DEPARTMENTS**

Assistant Superintendent-Central – Cost Center 9723 .....	11-15
Assistant Superintendent-North – Cost Center 9713 .....	16-21
Assistant Superintendent-South – Cost Center 9733 .....	22-25
Bay Area Office – Cost Center 9055 .....	26-30
Budgeting & Financial Services – Cost Center 9205 .....	31-35
Carver Hill Administration Complex – Cost Center 9050 .....	36-40
Chief Financial Officer – Cost Center 9005 .....	41-45
Community Affairs – Cost Center 9103 .....	46-49
Curriculum & Instructional Support – Cost Center 9017 .....	50-56
Data Processing – Cost Center 9019 .....	57-62
Exceptional Student Education – Cost Center 9016 .....	63-67
Fixed Charges – Cost Center 9015 .....	68-71
Furniture Shop/Surplus Property – Cost Center 9107 .....	72-76
Human Resources – Cost Center 9004 .....	77-82
Instructional Technology Services – Cost Center 9012 .....	83-87
Maintenance – Central – Cost Center 9209 .....	88-93
Maintenance – North – Cost Center 9109 .....	94-99
Maintenance – South – Cost Center 9009 .....	100-106
Management Information Services – Cost Center 9022 .....	107-111
Print Shop – Cost Center 9121 .....	112-115
Purchasing – Cost Center 9014 .....	116-120
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School Board of Okaloosa County – Cost Center 9001 .....	131-135
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Staff Development – Cost Center 9020 .....	146-149
Superintendent – Cost Center 9002 .....	150-154
Transportation – Central – Cost Center 9213 .....	155-162
Transportation – North – Cost Center 9113 .....	163-170
Transportation – South – Cost Center 9313 .....	171-178
Educational Support Services – Cost Center 9006 .....	179-182

**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Organizational/Staffing Chart(s)**  
**Assistant Superintendent - Central Zone**  
**Cost Center: 9723**  
**Fiscal Year 2003-2004**

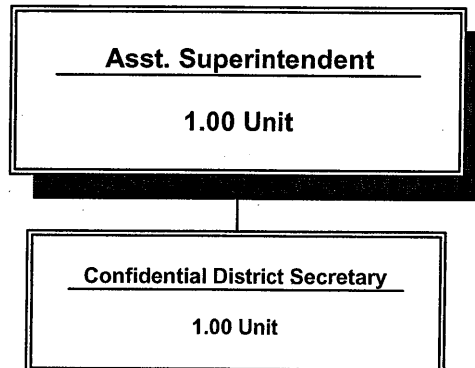


## Organizational Chart



SCHOOLS - CENTRAL ZONE		
<u>School Name</u>	<u>Type</u>	<u>Center Number</u>
Bluewater Elementary	K - 5	0741
Cherokee Elementary	K - 5	0161
Destin Elementary	K - 5	0131
Destin Middle	6 - 8	0771
Edge Elementary	K - 5	0151
Lewis Middle	6 - 8	0671
Niceville High	9 - 12	0211
Oak Hill Elementary	K - 5	0441
Plew Elementary	K - 5	0571
Ruckel Middle	6 - 8	0121
Valparaiso Elementary	K - 5	0261

## Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** Assistant Superintendent - Central

**COST CENTER:** 9723

**COST CENTER DESCRIPTION:**

Accountable for student performance, resource management, and customer relations within the Central Zone.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

<b>APPROPRIATIONS</b>				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	<b>Salaries &amp; Benefits</b>			
	Administrative/Managerial	\$ 107,619	\$ 115,400	\$ 7,781
	Instructional	-	-	-
	Non-Instructional	31,150	45,078	13,928
	<b>Subtotal - Salaries &amp; Benefits</b>	138,769	160,478	21,709
300	<b>Purchased Service</b>	15,500	13,100	(2,400)
400	<b>Energy Services</b>	-	-	-
500	<b>Materials &amp; Supplies</b>	2,500	2,500	-
600	<b>Capital Outlay</b>	-	2,900	2,900
700	<b>Other Expenses</b>	500	500	-
900	<b>Transfers/Reserves</b>	5,201	1,118	(4,083)
	<b>Total Combined Appropriation</b>	\$ 162,470	\$ 180,596	\$ 18,126

<b>STAFFING</b>			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.00	1.00	-
Instructional	-	-	-
Non-Instructional	1.00	1.00	-
<b>Total Staff</b>	2.00	2.00	-

**OTHER INFORMATION:**

The Assistant Superintendent - Central Zone is the approving authority for this cost center.

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: ASSISTANT SUPERINTENDENT - CENTRAL ZONE

CENTER NUMBER: 9723

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0310	PROFESSIONAL & TECHNICAL SERVICE	6300	INSTR & CURR DEVEL SVC (SUPER)	1,000	-	1,000
0330	IN COUNTY TRAVEL Reimburse for use of personal vehicle	6300	INSTR & CURR DEVEL SVC (SUPER)	4,000	-	4,000
0331	OUT OF COUNTY TRAVEL Meetings and seminars	6300	INSTR & CURR DEVEL SVC (SUPER)	500	-	500
0350	REPAIR AND MAINTENANCE Miscellaneous equipment repair	6300	INSTR & CURR DEVEL SVC (SUPER)	-	-	-
0355	COMPUTER REPAIRS Miscellaneous computer repair	6300	INSTR & CURR DEVEL SVC (SUPER)	500	-	500
0370	POSTAGE AND TELEGRAM Postage for office operations	6300	INSTR & CURR DEVEL SVC (SUPER)	1,500	-	1,500
0371	TELEPHONE Two (2) phone lines and one (1) fax line	7900	OPERATION OF PLANT	2,000	-	2,000
0373	TELEPHONE LONG DISTANCE Long distance calls for Central Zone	7900	OPERATION OF PLANT	100	-	100
0375	CELLULAR TELEPHONE One (1) cell phone	7900	OPERATION OF PLANT	1,500	-	1,500
0390	OTHER PURCHASED SVC-PRINT/COPY Printing	6300	INSTR & CURR DEVEL SVC (SUPER)	2,000	-	2,000
0510	SUPPLIES General office supplies	6300	INSTR & CURR DEVEL SVC (SUPER)	2,500	-	2,500

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: ASSISTANT SUPERINTENDENT - CENTRAL ZONE

CENTER NUMBER: 9723

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0643	COMPUTER HARDWARE- (OVER \$750) Upgrade or replace computer equipment	6300	INSTR & CURR DEVEL SVC (SUPER)	1,700	-	1,700
0644	COMPUTER HARDWARE - (UNDER \$750) Upgrade existing equipment	6300	INSTR & CURR DEVEL SVC (SUPER)	600	-	600
0692	SOFTWARE (UNDER \$750) Upgrade existing software or new software as needed	6300	INSTR & CURR DEVEL SVC (SUPER)	600	-	600
0730	DUES AND FEES Chamber of Commerce membership; notary, training seminars	6300	INSTR & CURR DEVEL SVC (SUPER)	500	-	500
<del>0984</del> 4	RESERVE-PERFORMANCE PAY	6300	INSTR & CURR DEVEL SVC (SUPER)	-	1,118	1,118
	GRAND TOTAL			<u>19,000</u>	<u>1,118</u>	<u>20,118</u>

**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Summary**  
**Fiscal Year 2003-2004**

MIS 3390

Department Name: Assistant Superintendent - Central  
 Cost Center No.: 9723  
 Project Name: Regular Operations - Departments  
 Fund Number : 1010  
 Project Number: N/A  
 Type Funding: Non-Restricted/Non-Categorical

**Section A**

Current Positions:				
Job Title		# of Positions	Average Cost	Total Cost
Assistant Superintendent - Central - 12 Month		1.00		115,400
District Level Secretary I - 12 Month		1.00		45,078
<b>(A) Total Current Staffing</b>		2.00		160,478

**Section B**

Approved Additions, Deletions and/or Changes Since Last Fiscal Year				
Job Title	Type*	# of Positions	Average Cost	Total Cost
District Level Secretary I	C	(1.00)		(45,078)
District Level Confidential Secretary	C	1.00		45,078
<b>(B) Total Additions, Deletions and/or Changes</b>		-		

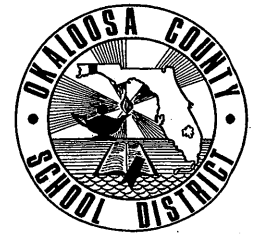
**Section C**

<b>Department Total (Section A &amp; B)</b>	2.00		160,478
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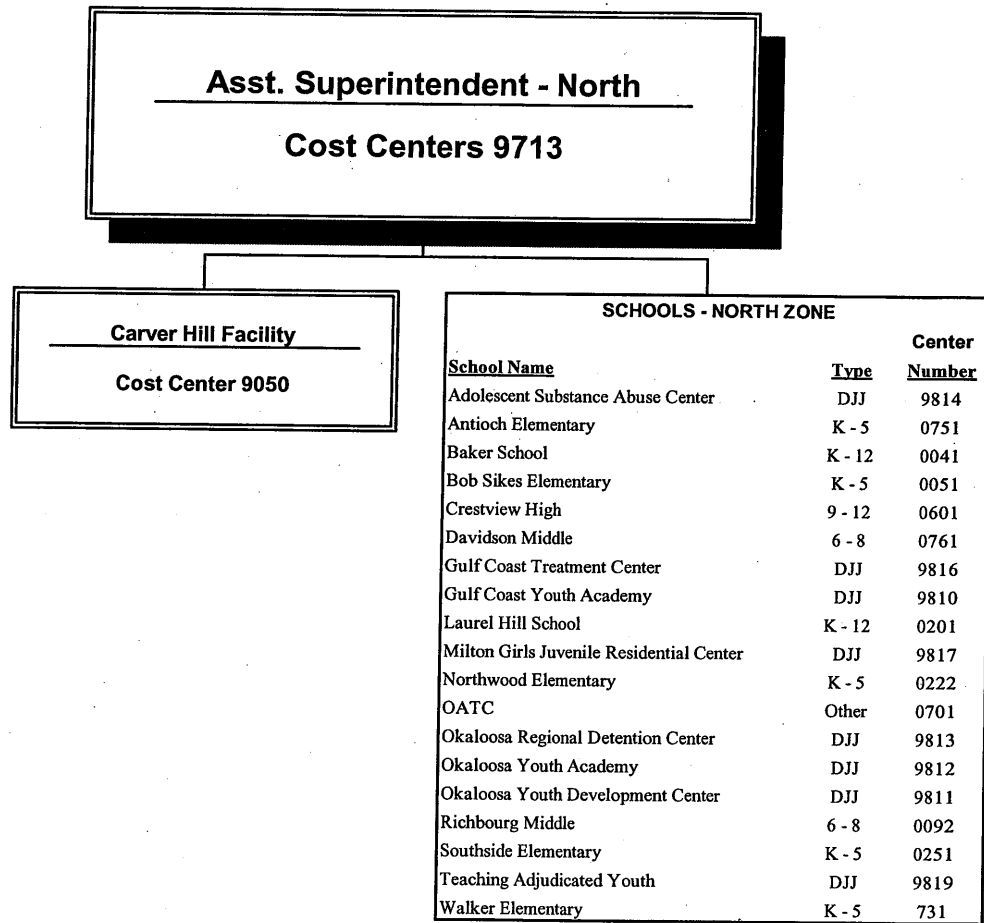
(a) Per Board action January 27, 2003, convert one (1) District Level Secretary I to District Level Confidential Secretary.

\*Note:  
 A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction

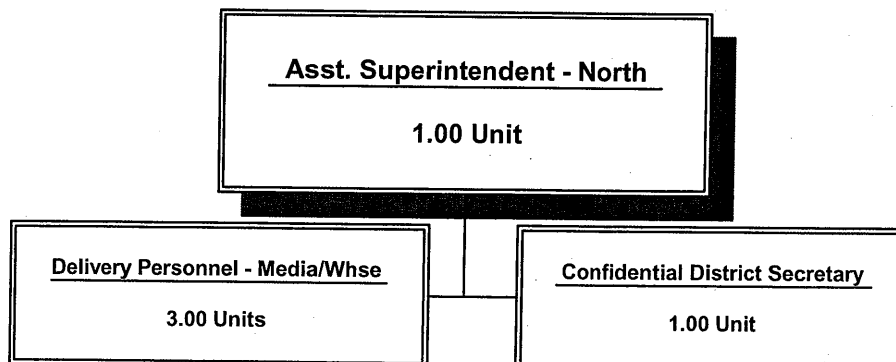
**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Organizational/Staffing Chart(s)**  
**Assistant Superintendent - North Zone**  
**Cost Center: 9713**  
**Fiscal Year 2003-2004**



## Organizational Chart



## Staffing Chart





**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** Assistant Superintendent - North

**COST CENTER:** 9713

**COST CENTER DESCRIPTION:**

Accountable for student performance, resource management, district-wide courier service, Carver Hill Administrative Complex, and customer relations within the North Zone.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

<b>APPROPRIATIONS</b>				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 104,630	\$ 112,760	\$ 8,130
	Instructional	-	-	-
	Non-Instructional	118,617	127,529	8,912
	<b>Subtotal - Salaries &amp; Benefits</b>	<u>223,247</u>	<u>240,289</u>	<u>17,042</u>
300	Purchased Service	14,500	18,600	4,100
400	Energy Services	8,000	7,500	(500)
500	Materials & Supplies	19,250	12,450	(6,800)
600	Capital Outlay	500	1,250	750
700	Other Expenses	4,500	5,000	500
900	Transfers/Reserves	5,052	1,092	(3,960)
	<b>Total Combined Appropriation</b>	<u>\$ 275,049</u>	<u>\$ 286,181</u>	<u>\$ 11,132</u>

<b>STAFFING</b>			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.00	1.00	-
Instructional	-	-	-
Non-Instructional	4.00	4.00	-
<b>Total Staff</b>	<u>5.00</u>	<u>5.00</u>	<u>-</u>

**OTHER INFORMATION:**

The Assistant Superintendent - North Zone is the approving authority for this cost center.

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: ASSISTANT SUPERINTENDENT - NORTH ZONE

CENTER NUMBER: 9713

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0102	SALARY - OTHER COMPENSATION Substitute pay for couriers	6300	INSTR & CURR DEVEL SVC (SUPER)	4,000	(4,000)	-
0220	FICA (SOCIAL SECURITY) FICA for couriers	6300	INSTR & CURR DEVEL SVC (SUPER)	-	65	65
0130	SALARY - OVERTIME PAY Overtime for couriers	6300	INSTR & CURR DEVEL SVC (SUPER)	4,388	(1,188)	3,200
0310	PROFESSIONAL & TECHNICAL SERVICE Develop an implementation of a plan for Elementary, Middle and High for student academic mobility Develop an evaluation method and tool for gifted students instruction in Elementary, Middle and High Develop and begin implementation of joint ventures between various schools in the county Develop satellite campuses and vocational programs for Middle and High schools Drama - Talented	6300	INSTR & CURR DEVEL SVC (SUPER)	32,500	(26,000) *	6,500
0330	IN COUNTY TRAVEL Reimburse for use of personal vehicle	6300	INSTR & CURR DEVEL SVC (SUPER)	3,500	(1,300)	2,200
0331	OUT OF COUNTY TRAVEL Meeting and seminars	6300	INSTR & CURR DEVEL SVC (SUPER)	1,000	-	1,000
0350	REPAIR AND MAINTENANCE	6300	INSTR & CURR DEVEL SVC (SUPER)	1,000	-	1,000
0355	COMPUTER REPAIRS Miscellaneous computer repair	6300	INSTR & CURR DEVEL SVC (SUPER)	500	-	500
0360	LEASE AND RENTAL AGREEMENTS Lease of copier	6300	INSTR & CURR DEVEL SVC (SUPER)	600	-	600

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: ASSISTANT SUPERINTENDENT - NORTH ZONE

CENTER NUMBER: 9713

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0370	POSTAGE AND TELEGRAM Mailing of waivers, letters, etc.	6300	INSTR & CURR DEVEL SVC (SUPER)	750	-	750
0371	TELEPHONE Four (4) radio phones Couriers and local phones service	7900	OPERATION OF PLANT	5,000	(2,500)	2,500
0372	TELEPHONE MAINTENANCE Service calls	7900	OPERATION OF PLANT	550	-	550
0375	CELLULAR TELEPHONE Two (2) cellular phones	7900	OPERATION OF PLANT	1,500	-	1,500
0380	OTHER PURCHASED SVC-PRINT/COPY Printing	6300	INSTR & CURR DEVEL SVC (SUPER)	2,500	(1,000)	1,500
0450	GASOLINE Gas for three (3) courier vans and one (1) custodian vehicle	7900	OPERATION OF PLANT	10,000	(2,500)	7,500
0510	SUPPLIES General office supplies (Book shelves, easel, portable speakers, etc) Newspaper and professional magazines Cleaning and paper products, etc.	6300	INSTR & CURR DEVEL SVC (SUPER)	5,000	(1,400)	3,600
		7900	OPERATION OF PLANT	6,000	(2,300)	3,700
0530	PERIODICALS	6300	INSTR & CURR DEVEL SVC (SUPER)	100	(100)	-
0540	OIL Oil for three (3) courier vans and one (1) custodian vehicle	7900	OPERATION OF PLANT	550	-	550
0550	REPAIR PARTS Parts for upkeep of three (3) courier vans and one (1) custodian vehicle	7900	OPERATION OF PLANT	6,500	(3,500)	3,000
0560	TIRES AND TUBES Tires for three (3) courier vans and one (1) custodian vehicle	7900	OPERATION OF PLANT	1,600	-	1,600

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: ASSISTANT SUPERINTENDENT - NORTH ZONE

CENTER NUMBER: 9713

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0642	EQUIPMENT (UNDER \$750) Chairs, bookcases, filing cabinets, lateral files, etc.	6300	INSTR & CURR DEVEL SVC (SUPER)	<u>2,500</u>	<u>(1,750)</u>	<u>750</u>
0643	COMPUTER HARDWARE- (OVER \$750) Computer Bowling and Courthouse	6300	INSTR & CURR DEVEL SVC (SUPER)	<u>2,500</u>	<u>(2,500)</u>	<u>-</u>
0652	OTHER MOTOR VEHICLES New courier van	6300	INSTR & CURR DEVEL SVC (SUPER)	<u>20,000</u>	<u>(20,000)</u>	<u>-</u>
0692	SOFTWARE (UNDER \$750)	6300	INSTR & CURR DEVEL SVC (SUPER)	<u>1,000</u>	<u>(500)</u>	<u>500</u>
0730	DUES AND FEES Reg fees, Training, Chamber membership, Two (2) Notary fees FASA membership	6300	INSTR & CURR DEVEL SVC (SUPER)	<u>500</u>	<u>-</u>	<u>500</u>
0750	OTHER PERSONNEL SERVICES (TEMP) Temporary employment	6300	INSTR & CURR DEVEL SVC (SUPER)	<u>4,000</u>	<u>500</u>	<u>4,500</u>
0984	RESERVE-PERFORMANCE PAY	6300	INSTR & CURR DEVEL SVC (SUPER)	<u>-</u>	<u>1,092</u>	<u>1,092</u>
	GRAND TOTAL			<u>118,038</u>	<u>(68,881)</u>	<u>49,157</u>
	* \$20,000 is proposed to be funded from SAI for Academic Improvement.					

**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Summary**  
**Fiscal Year 2003-2004**

MIS 3390

Department Name: Assistant Superintendent - North  
 Cost Center No.: 9713  
 Project Name: Regular Operations - Departments  
 Fund Number: 1010  
 Project Number: N/A  
 Type Funding: Non-Restricted/Non-Categorical

**Section A**

Current Positions:					
Job Title		# of Positions		Average Cost	Total Cost
Assistant Superintendent - North - 12 Month		1.00			112,760
District Level Secretary - 12 Month		1.00			34,090
Delivery Personnel - Media/Whse		3.00			90,174
<b>(A) Total Current Staffing</b>		5.00			237,024

**Section B**

Approved Additions, Deletions and/or Changes Since Last Fiscal Year					
Job Title	Type*	# of Positions		Average Cost	Total Cost
District Level Secretary	C	(1.00)	a		(34,090)
District Level Confidential Secretary	C	1.00	a		34,090
<b>(B) Total Additions, Deletions and/or Changes</b>		-			-

**Section C**

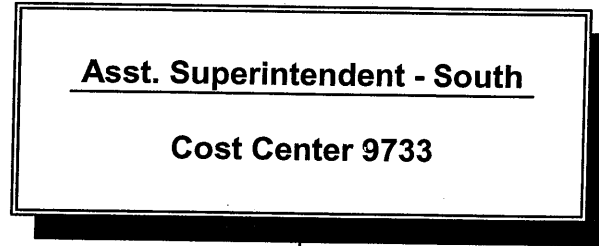
<b>Department Total (Section A &amp; B)</b>	5.00		237,024
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(a) Per Board action January 27, 2003, convert one (1) District Level Secretary I to District Level Confidential Secretary.

A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction



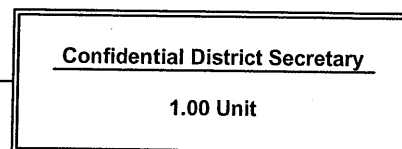
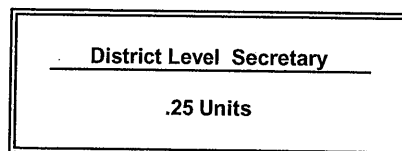
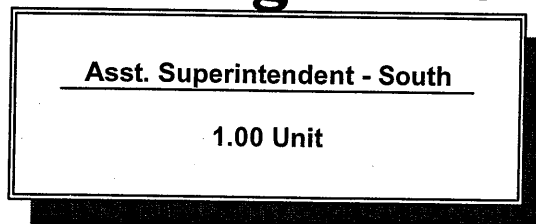
## Organizational Chart



**SCHOOLS - SOUTH ZONE**

<u>School Name</u>	<u>Type</u>	<u>Center Number</u>
Blended School	Co	9820
Bruner Middle	6 - 8	0651
Choctawhatchee Acad	9 - 12	0582
Choctawhatchee High	9 - 12	0581
Edwins Elementary	K - 5	0031
Elliott Point Elementary	K - 5	0541
Florosa Elementary	K - 5	0631
Fort Walton Beach High	9 - 12	0641
FWBHS Success Acad	9 - 12	0642
Kenwood Elementary	K - 5	0621
Longwood Elementary	K - 5	0681
Mary Esther Elementary	K - 5	0561
Meigs Middle	6 - 8	0082
NWFL Ballet Acad	3	9818
Ocean City Elementary	K - 5	0551
Pryor Middle	6 - 8	0271
Shalimar Elementary	K - 5	0431
W. E. Combs School	PK	0111
Wright Elementary	K - 5	0281

## Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** Assistant Superintendent - South Zone

**COST CENTER:** 9733

**COST CENTER DESCRIPTION:**

Accountable for student performance, resource management, and customer relations within the South Zone.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	<b>Salaries &amp; Benefits</b>			
	Administrative/Managerial	\$ 88,732	\$ 97,195	\$ 8,463
	Instructional	-	8,589	8,589
	Non-Instructional	54,536	52,542	(1,994)
	Subtotal - Salaries & Benefits	143,268	158,326	15,058
300	<b>Purchased Service</b>	12,590	14,590	2,000
400	<b>Energy Services</b>	-	-	-
500	<b>Materials &amp; Supplies</b>	1,700	2,000	300
600	<b>Capital Outlay</b>	-	-	-
700	<b>Other Expenses</b>	-	-	-
900	<b>Transfers/Reserves</b>	4,257	936	(3,321)
	<b>Total Combined Appropriation</b>	\$ 161,815	\$ 175,852	\$ 14,037

STAFFING			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.00	1.00	-
Instructional	-	-	-
Non-Instructional	1.25	1.25	-
<b>Total Staff</b>	2.25	2.25	-

**OTHER INFORMATION:**

The Assistant Superintendent - South Zone is the approving authority for this cost center.

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: ASSISTANT SUPERINTENDENT - SOUTH ZONE

CENTER NUMBER: 9733

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0102	SALARY - OTHER COMPENSATION Episodic projects involving research for the School District, newspaper, State of Florida or other government agency and retentions	6300	INSTR & CURR DEVEL SVC (SUPER)	10,700	(3,400)	7,300
0210	FLORIDA RETIREMENT SYSTEM	6300	INSTR & CURR DEVEL SVC (SUPER)	-	730	730
0220	FICA (SOCIAL SECURITY)	6300	INSTR & CURR DEVEL SVC (SUPER)	-	559	559
0330	IN COUNTY TRAVEL Travel to fourteen (14) school sites in the South zone	6300	INSTR & CURR DEVEL SVC (SUPER)	2,000	-	2,000
0331	OUT OF COUNTY TRAVEL Day trips-Walton County, Santa Rosa County, Escambia County and Leon County	6300	INSTR & CURR DEVEL SVC (SUPER)	200	-	200
<del>0350</del>	REPAIR AND MAINTENANCE	6300	INSTR & CURR DEVEL SVC (SUPER)	400	-	400
0370	POSTAGE AND TELEGRAM Mail outs to retainers, home schools, various programs offered, etc.	6300	INSTR & CURR DEVEL SVC (SUPER)	2,400	-	2,400
0371	TELEPHONE	7900	OPERATION OF PLANT	3,700	-	3,700
0372	TELEPHONE MAINTENANCE Service calls	7900	OPERATION OF PLANT	150	-	150
0390	OTHER PURCHASED SVC-PRINT/COPY Pamphlet for all South schools	6300	INSTR & CURR DEVEL SVC (SUPER)	5,740	-	5,740
0510	SUPPLIES General office supplies (Book shelves, easel, portable speakers, etc)	6300	INSTR & CURR DEVEL SVC (SUPER)	2,000	-	2,000
0984	RESERVE-PERFORMANCE PAY	6300	INSTR & CURR DEVEL SVC (SUPER)	-	936	936
	GRAND TOTAL			<u>27,290</u>	<u>(1,175)</u>	<u>26,115</u>



**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Summary**  
**Fiscal Year 2003-2004**

MIS 3390

Department Name:	<u>Assistant Superintendent - South</u>
Cost Center No.:	<u>9733</u>
Project Name:	<u>Regular Operations - Departments</u>
Fund Number :	<u>1010</u>
Project Number:	<u>N/A</u>
Type Funding:	<u>Non-Restricted/Non-Categorical</u>

**Section A**

Current Positions:					
Job Title		# of Positions		Average Cost	Total Cost
Assistant Superintendent - South - 12 Month		1.00			97,195
District Level Secretary I - 12 Month		1.00			45,078
District Level Secretary - 12 Month		0.25			7,464
<b>(A) Total Current Staffing</b>		2.25			149,737

**Section B**

Approved Additions, Deletions and/or Changes Since Last Fiscal Year					
Job Title	Type*	# of Positions		Average Cost	Total Cost
District Level Secretary I	C	(1.00)	a		(45,078)
District Level Confidential Secretary	C	1.00	a		45,078
<b>(B) Total Additions, Deletions and/or Changes</b>		-			

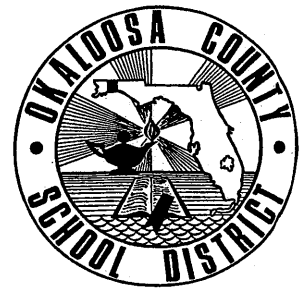
**Section C**

<b>Department Total (Section A &amp; B)</b>	2.25		149,737
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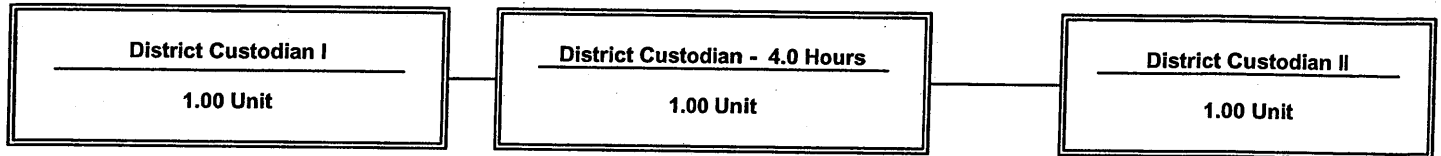
(a) Per Board action January 27, 2003, convert one (1) District Level Secretary I to District Level Confidential Secretary.

\*Note:  
A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction

**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Chart**  
*Bay Area Office*  
**Cost Center: 9055**  
**Fiscal Year 2003-2004**



## Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** Bay Area Office

**COST CENTER:** 9055

**COST CENTER DESCRIPTION:**

Utilities and custodial services for the Bay Area Office.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

<b>APPROPRIATIONS</b>				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	<b>Salaries &amp; Benefits</b>			
	Administrative/Managerial	\$ -	\$ -	\$ -
	Instructional	-	-	-
	Non-Instructional	79,337	85,381	6,044
	<b>Subtotal - Salaries &amp; Benefits</b>	<u>79,337</u>	<u>85,381</u>	<u>6,044</u>
300	<b>Purchased Service</b>	73,500	69,600	(3,900)
400	<b>Energy Services</b>	85,850	88,500	2,650
500	<b>Materials &amp; Supplies</b>	2,500	5,300	2,800
600	<b>Capital Outlay</b>	-	1,200	1,200
700	<b>Other Expenses</b>	-	1,400	1,400
900	<b>Transfers/Reserves</b>	-	-	-
	<b>Total Combined Appropriation</b>	<u>\$ 241,187</u>	<u>\$ 251,381</u>	<u>\$ 10,194</u>

<b>STAFFING</b>			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	-	-	-
Instructional	-	-	-
Non-Instructional	3.00	3.00	-
<b>Total Staff</b>	<u>3.00</u>	<u>3.00</u>	<u>-</u>

**OTHER INFORMATION:**

The Assistant Superintendent - South is the approving authority for this cost center.

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: BAY AREA OFFICE

CENTER NUMBER: 9055

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

28

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0100	SALARIES	7900	OPERATION OF PLANT	62,000	(62,000)	-
0102	SALARY - OTHER COMPENSATION Additional pay for custodians	7900	OPERATION OF PLANT	1,400	(1,400)	-
0130	SALARY - OVERTIME PAY Overtime for locking up after board meetings, coming in early to unlock building	7900	OPERATION OF PLANT	3,500	(2,300)	1,200
0210	FLORIDA RETIREMENT SYSTEM	7900	OPERATION OF PLANT	3,800	(3,800)	-
0220	FICA (SOCIAL SECURITY) FICA for additional pay	7900	OPERATION OF PLANT	4,800	(4,780)	20
0231	GROUP INSURANCE - HEALTH & HOSPITAL	7900	OPERATION OF PLANT	6,800	(6,800)	-
0232	GROUP INSURANCE - LIFE	7900	OPERATION OF PLANT	100	(100)	-
0233	GROUP INSURANCE - DENTAL	7900	OPERATION OF PLANT	800	(800)	-
0310	PROFESSIONAL & TECHNICAL SERVICE Aerial photo done for South zone Building web page for South zone	7900	OPERATION OF PLANT	1,500	-	1,500
0350	REPAIR AND MAINTENANCE Repair of lawn equipment, vacuum cleaners, etc.	7900	OPERATION OF PLANT	10,000	(9,000)	1,000
0372	TELEPHONE MAINTENANCE Telephone for Bay Area Complex	7900	OPERATION OF PLANT	52,000	(7,000)	45,000
0373	TELEPHONE LONG DISTANCE	7900	OPERATION OF PLANT	6,000	-	6,000
0381	WATER AND SEWAGE	7900	OPERATION OF PLANT	7,000	(2,000)	5,000

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: BAY AREA OFFICE  
PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9055  
PROJECT NUMBER: BLANK

29

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0382	GARBAGE	7900	OPERATION OF PLANT	9,000	(1,500)	7,500
0391	LAUNDRY / LINEN - SCH FD SVC Uniforms	7900	OPERATION OF PLANT	600	-	600
0393	CONTRACTS-NONPROFESSIONAL SVC Pest control, carpet cleaning, etc.	7900	OPERATION OF PLANT	3,500	(500)	3,000
0410	NATURAL GAS	7900	OPERATION OF PLANT	250	(250)	-
0430	ELECTRICITY	7900	OPERATION OF PLANT	90,000	(2,000)	88,000
0450	GASOLINE Fuel for vehicle and lawn equipment	7900	OPERATION OF PLANT	600	(100)	500
0460	DIESEL FUEL Fuel for service equipment	7900	OPERATION OF PLANT	200	(200)	-
0510	SUPPLIES Custodial supplies; office supplies and equipment supplies, etc.	7900	OPERATION OF PLANT	5,500	(500)	5,000
0560	TIRES AND TUBES Tires and tube for van and riding mover	7900	OPERATION OF PLANT	400	(100)	300
0641	EQUIPMENT/FIXED ASSETS (OVER \$750) Van and \$10,000 riding mover	7900	OPERATION OF PLANT	20,000	(20,000)	-
0642	EQUIPMENT (UNDER \$750) Replacement tables 20 @ \$80.00; chairs for Board Room	7900	OPERATION OF PLANT	2,500	(1,300)	1,200
0750	OTHER PERSONNEL SERVICES (TEMP) Additional pay for custodians	7900	OPERATION OF PLANT	-	1,400	1,400
	GRAND TOTAL			<u>292,250</u>	<u>(125,030)</u>	<u>167,220</u>

**OKALOOSA COUNTY SCHOOL DISTRICT  
Department Staffing Summary  
Fiscal Year 2003-2004**

MIS 3390

Department Name:	<u>Bay Area Office</u>
Cost Center No.:	<u>9055</u>
Project Name:	<u>Regular Operations - Departments</u>
Fund Number :	<u>1010</u>
Project Number:	<u>N/A</u>
Type Funding:	<u>Non-Restricted/Non-Categorical</u>

**Section A**

Current Positions:					
Job Title		# of Positions		Average Cost	Total Cost
District Custodian Full Time I - 12 Month		1.00			35,343
District Custodian Full Time II - 12 Month		1.00			33,816
District Custodian - 12 Month - 4.0 Hours		1.00			15,002
<b>(A) Total Current Staffing</b>		<b>3.00</b>			<b>84,161</b>

**Section B**

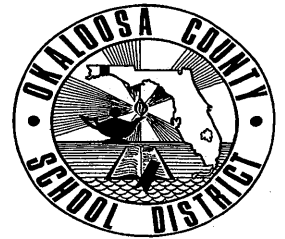
Approved Additions, Deletions and/or Changes Since Last Fiscal Year					
Job Title	Type*	# of Positions		Average Cost	Total Cost
<b>(B) Total Additions, Deletions and/or Changes</b>		<b>-</b>			

**Section C**

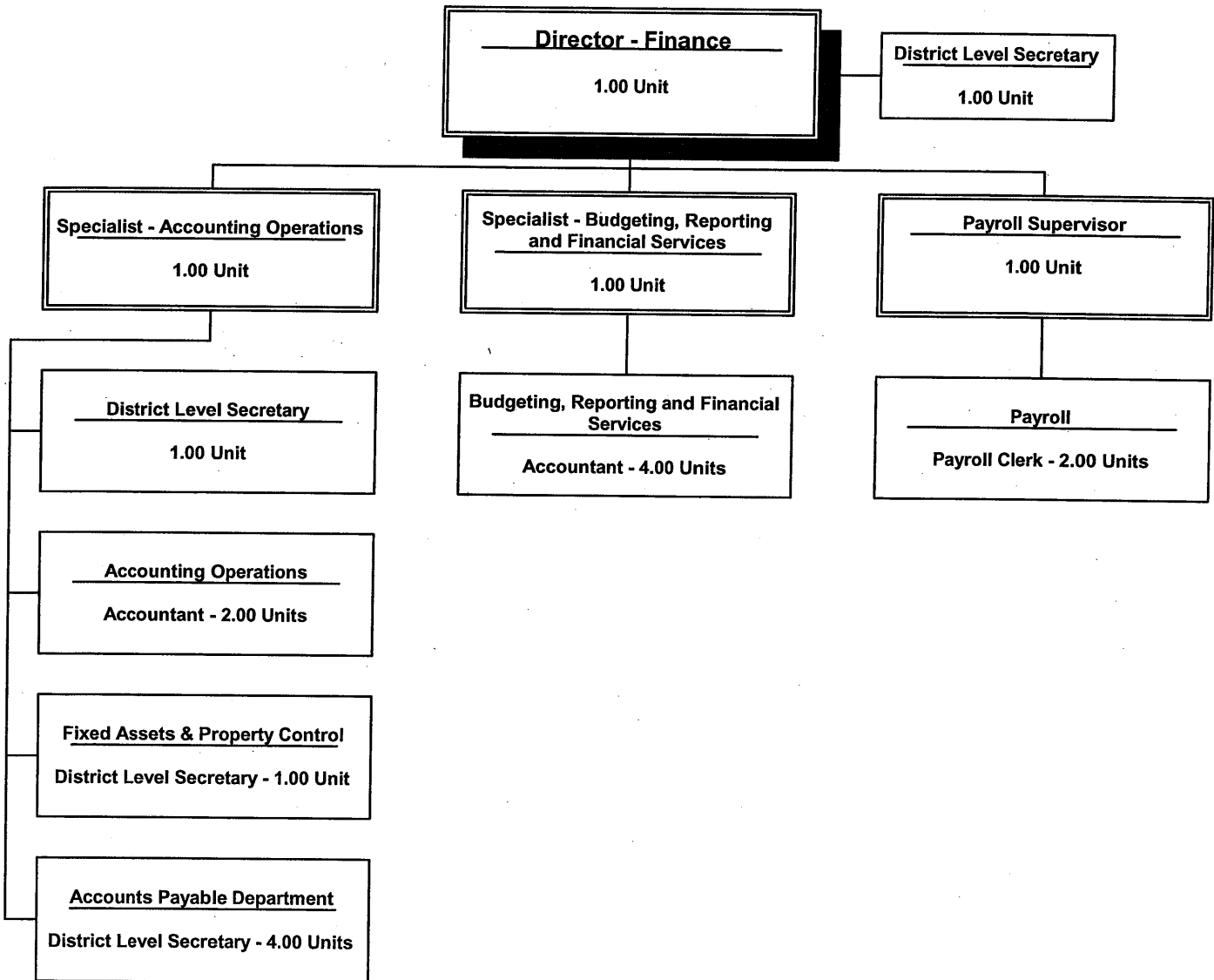
<b>Department Total (Section A &amp; B)</b>		<b>3.00</b>			<b>84,161</b>
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\*Note:  
A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction

**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Chart**  
**Finance**  
**Cost Center Number: 9205**  
**Fiscal Year 2003-2004**



# Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** Finance

**COST CENTER:** 9205

**COST CENTER DESCRIPTION:**

Develops district and departmental budgets (operating and capital outlay) in cooperation with department heads, assists principals and others in school budgeting, prepares budget impact analyses, works jointly with Chief Officer-Quality Assurance to oversee performance budgeting. Oversight of District accounting operations in accounts payable, accounts receivable, payroll, school internal funds support, federal/state grants and entitlements accounting and reporting.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 240,330	\$ 293,863	\$ 53,533
	Instructional	-	-	-
	Non-Instructional	584,363	649,202	64,839
	<b>Subtotal - Salaries &amp; Benefits</b>	<b>824,693</b>	<b>943,065</b>	<b>118,372</b>
300	Purchased Service	29,750	32,750	3,000
400	Energy Services	500	750	250
500	Materials & Supplies	10,000	16,000	6,000
600	Capital Outlay	1,000	1,750	750
700	Other Expenses	510	1,000	490
900	Transfers/Reserves	9,259	2,650	(6,609)
	<b>Total Combined Appropriation</b>	<b>\$ 875,712</b>	<b>\$ 997,965</b>	<b>\$ 122,253</b>

STAFFING			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	4.00	4.00	-
Instructional	-	-	-
Non-Instructional	14.00	15.00	1.00
<b>Total Staff</b>	<b>18.00</b>	<b>19.00</b>	<b>1.00</b>

**OTHER INFORMATION:**

The Director - Budgeting and Financial Services is the approving authority for this cost center.

**Note:**

Increase in staffing is the result of one (1) Accountant transferred from Cost Center 9005.



OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: FINANCE

CENTER NUMBER: \_\_\_\_\_

9205

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: \_\_\_\_\_

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OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0130	SALARY - OVERTIME PAY Overtime for personnel during seasonal & peak work periods (SAFR, Cost Report, Budget, etc.)	7500	FISCAL SERVICES (FINANCE DEPT)	7,500	-	7,500
0310	PROFESSIONAL & TECHNICAL SERVICE AICPA on site self study workshops and Manatee Software Maintenance	7500	FISCAL SERVICES (FINANCE DEPT)	5,100	-	5,100
0330	IN COUNTY TRAVEL Reimburse for use of personal vehicle	7500	FISCAL SERVICES (FINANCE DEPT)	1,000	-	1,000
(u) (w) 0331	OUT OF COUNTY TRAVEL One (1) to attend Association School Business Officials Two (2) to attend Florida Government Finance Officers Various to attend DOE meetings Two (2) to attend TERMS Users Group Two (2) to attend Florida School Finance Officers Conference	7500	FISCAL SERVICES (FINANCE DEPT)	5,400	-	5,400
0350	REPAIR AND MAINTENANCE Maintenance and repair on equipment	7500	FISCAL SERVICES (FINANCE DEPT)	850	-	850
0354	MAINTENANCE VEHICLE REPAIR Property Control van	7500	FISCAL SERVICES (FINANCE DEPT)	250	-	250
0355	COMPUTER REPAIRS Repair of Computers	7500	FISCAL SERVICES (FINANCE DEPT)	750	-	750
0360	LEASE AND RENTAL AGREEMENTS Lease of copiers for Payroll and Finance	7500	FISCAL SERVICES (FINANCE DEPT)	8,400	-	8,400

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: FINANCE

CENTER NUMBER: \_\_\_\_\_

9205

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: \_\_\_\_\_

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OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0370	POSTAGE AND TELEGRAM Postage for various forms of correspondence and Finance related issues	7500	FISCAL SERVICES (FINANCE DEPT)	5,000	-	5,000
0372	TELEPHONE MAINTENANCE	7900	OPERATION OF PLANT	1,000	-	1,000
0390	OTHER PURCHASED SVC-PRINT/COPY SAFR, DOE Reports, Cost Report, District Summary Budget	7500	FISCAL SERVICES (FINANCE DEPT)	7,000	(2,000)	5,000
0450 ω 4	GASOLINE Property Control Van	7500	FISCAL SERVICES (FINANCE DEPT)	750	-	750
0510	SUPPLIES Office supplies for staff of nineteen (19), Payroll checks, A/P checks	7500	FISCAL SERVICES (FINANCE DEPT)	16,000	-	16,000
0641	EQUIPMENT/FIXED ASSETS (OVER \$750) Conference table, chairs, Secretary chair, printer	7500	FISCAL SERVICES (FINANCE DEPT)	2,000	(2,000)	-
0642	EQUIPMENT (UNDER \$750) Miscellaneous equipment and five (5) new phones for office	7500	FISCAL SERVICES (FINANCE DEPT)	2,000	(1,250)	750
0692	SOFTWARE (UNDER \$750) Software upgrade	7500	FISCAL SERVICES (FINANCE DEPT)	1,000	-	1,000
0730	DUES AND FEES ASBO, FGFOA, Finance Officers, GFOA	7500	FISCAL SERVICES (FINANCE DEPT)	1,000	-	1,000
0984	RESERVE-PERFORMANCE PAY	7500	FISCAL SERVICES (FINANCE DEPT)	-	2,650	2,650
	GRAND TOTAL			65,000	(2,600)	62,400

**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Summary**  
**Fiscal Year 2003-2004**

MIS 3390

Department Name:	<u>Finance</u>
Cost Center No.:	<u>9205</u>
Project Name:	<u>Regular Operations - Departments</u>
Fund Number :	<u>1010</u>
Project Number:	<u>N/A</u>
Type Funding:	<u>Non-Restricted/Non-Categorical</u>

**Section A**

Current Positions:					
Job Title		# of Positions		Average Cost	Total Cost
Program Director, Budgeting - 12 Month		1.00			82,548
Accountant - 12 Month		5.00			248,068
District Level Secretary - 12 Month		6.00			224,801
Property Clerk - 12 Month		1.00			37,229
Payroll Clerk - 12 Month		2.00			89,464
Payroll Supervisor - 12 Month		1.00			50,550
Specialist - 12 Month		2.00			146,295
<b>(A) Total Current Staffing</b>		18.00			878,955

**Section B**

Approved Additions, Deletions and/or Changes Since Last Fiscal Year					
Job Title	Type*	# of Positions		Average Cost	Total Cost
District Level Secretary - 12 Month	A	1.00	a		37,229
Property Clerk - 12 Month	D	(1.00)	a		(37,229)
Accountant - 12 Month	T	1.00	b		42,140
Program Director, Budgeting - 12 Month	D	(1.00)	c		(82,548)
Director, Finance - 12 Month	A	1.00	c		97,018
<b>(B) Total Additions, Deletions, Changes and/or Transfers</b>		1.00			56,610

**Section C**

<b>Department Total (Section A &amp; B)</b>		19.00			935,565
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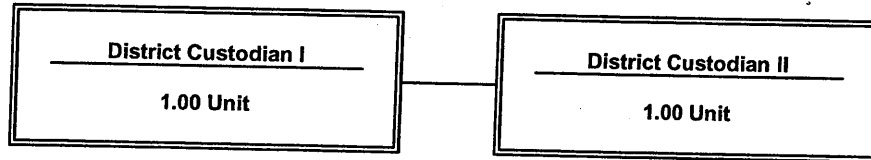
- (a) One (1) Property Clerk converted to District Level Secretary.
- (b) One (1) Accountant position transferred from cost center 9005 to cost center 9205 effective January 1, 2003.
- (c) Delete One (1) Program Director - Budgeting position and add one (1) Director - Finance position effective July 1, 2003.

**\*Note:**  
A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction

**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Chart**  
*Carver Hill Administration Complex*  
**Cost Center: 9050**  
**Fiscal Year 2003-2004**



## Staffing Chart



**Note:**

Custodian II's report to Supervisor School Plant Planning

**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** Carver Hill Administrative Complex

**COST CENTER:** 9050

**COST CENTER DESCRIPTION:**

Utilities and custodial services for the Carver Hill Administrative Complex.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ -	\$ -	\$ -
	Instructional	-	-	-
	Non-Instructional	62,550	71,641	9,091
	Subtotal - Salaries & Benefits	62,550	71,641	9,091
300	Purchased Service	233,690	172,250	(61,440)
400	Energy Services	68,000	57,500	(10,500)
500	Materials & Supplies	4,500	2,125	(2,375)
600	Capital Outlay	-	750	750
700	Other Expenses	2,340	1,971	(369)
900	Transfers/Reserves	-	-	-
	<b>Total Combined Appropriation</b>	<b>\$ 371,080</b>	<b>\$ 306,237</b>	<b>\$ (64,843)</b>

STAFFING			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	-	-	-
Instructional	-	-	-
Non-Instructional	2.00	2.00	-
<b>Total Staff</b>	<b>2.00</b>	<b>2.00</b>	<b>-</b>

**OTHER INFORMATION:**

The Assistant Superintendent - North is the approving authority for this cost center.

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: CARVER HILL ADMINISTRATIVE COMPLEX

CENTER NUMBER: 9050

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0102	SALARY - OTHER COMPENSATION Additional pay for custodians	7900	OPERATION OF PLANT	2,340	(693)	1,647
0107	SALARY - EXTENDED SUBSTITUTES Extended summer work	7900	OPERATION OF PLANT	4,500	(4,500)	-
0130	SALARY - OVERTIME PAY Overtime pay for custodians	7900	OPERATION OF PLANT	2,000	(1,000)	1,000
0210	FLORIDA RETIREMENT SYSTEM Retirement for additional pay for custodians and extended summer work	7900	OPERATION OF PLANT	-	200	200
0220	FICA (SOCIAL SECURITY) FICA for additional pay for custodians and extended summer work	7900	OPERATION OF PLANT	-	182	182
0350	REPAIR AND MAINTENANCE	7900	OPERATION OF PLANT	2,800	(300)	2,500
0356	INSPECTION/REPAIR FIRE EXTING. Inspect and repair fire extinguishers	7900	OPERATION OF PLANT	750	-	750
0371	TELEPHONE District telephones and T1 lines	7900	OPERATION OF PLANT	250,000	(100,000)	150,000
0372	TELEPHONE MAINTENANCE Constant variable	7900	OPERATION OF PLANT	6,500	(3,000)	3,500
0373	TELEPHONE LONG DISTANCE	7900	OPERATION OF PLANT	3,500	(1,500)	2,000
0381	WATER AND SEWAGE Projected 6% increase per Crestview City Clerk	7900	OPERATION OF PLANT	13,500	(7,500)	6,000
0382	GARBAGE Projected 8% increase per Crestview City Clerk	7900	OPERATION OF PLANT	8,640	(3,140)	5,500
0393	CONTRACTS-NONPROFESSIONAL SVC Pest control/ project 2909	8120	BUILDING AND GROUND MAINTENANCE	2,000	-	2,000

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OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: CARVER HILL ADMINISTRATIVE COMPLEX

CENTER NUMBER: 9050

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0410	NATURAL GAS	7900	OPERATION OF PLANT	10,000	(2,500)	7,500
0430	ELECTRICITY Includes Food Service freezer & cooler (Gulf Power estimated \$10,000 a year-FS)	7900	OPERATION OF PLANT	60,000	(10,000)	50,000
0510	SUPPLIES Custodial; grounds, etc.	8120	BUILDING AND GROUND MAINTENANCE	2,125	-	2,125
0641	EQUIPMENT/FIXED ASSETS (OVER \$750) Back pack vacuum system	8120	BUILDING AND GROUND MAINTENANCE	4,000	(4,000)	-
0642	EQUIPMENT (UNDER \$750) Roll around vacuum system	8120	BUILDING AND GROUND MAINTENANCE	1,000	(250)	750
0750	OTHER PERSONNEL SERVICES (TEMP) Substitute pay	8120	BUILDING AND GROUND MAINTENANCE	-	1,971	1,971
	GRAND TOTAL			<u>373,655</u>	<u>(136,030)</u>	<u>237,625</u>

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**OKALOOSA COUNTY SCHOOL DISTRICT  
Department Staffing Summary  
Fiscal Year 2003-2004**

Department Name: Carver Hill Administration Complex  
 Cost Center No.: 9050  
 Project Name: Regular Operations - Departments  
 Fund Number: 1010  
 Project Number: N/A  
 Type Funding: Non-Restricted/Non-Categorical

**Section A**

Current Positions:					
Job Title		# of Positions		Average Cost	Total Cost
District Custodian Full Time I - 12 Month		1.00			42,183
District Custodian Full Time II - 12 Month		1.00			26,429
<b>(A) Total Current Staffing</b>		2.00			68,612

**Section B**

Approved Additions, Deletions and/or Changes Since Last Fiscal Year					
Job Title	Type*	# of Positions		Average Cost	Total Cost
<b>(B) Total Additions, Deletions and/or Changes</b>		-			-

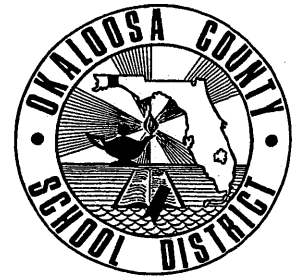
**Section C**

<b>Department Total (Section A &amp; B)</b>	2.00		68,612
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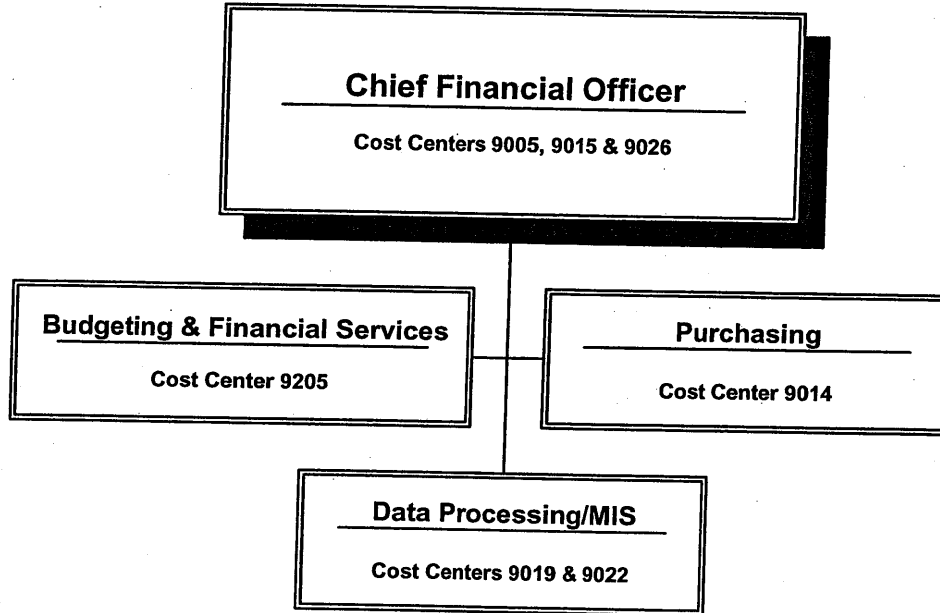
\*Note:  
 A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction



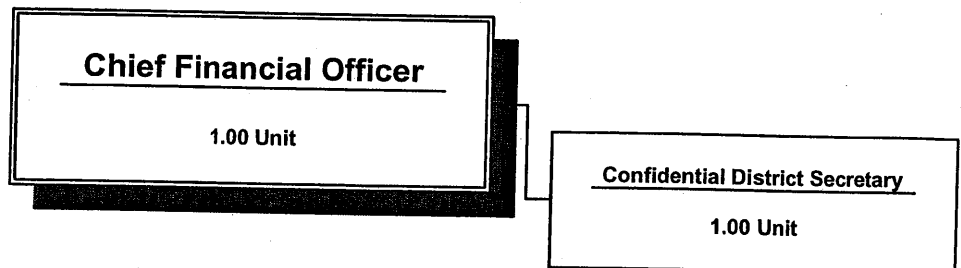
**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Organizational/Staffing Chart(s)**  
**Chief Financial Officer**  
**Cost Center: 9005**  
**Fiscal Year 2003-2004**



## Organizational Chart



## Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** Chief Financial Officer

**COST CENTER:** 9005

**COST CENTER DESCRIPTION:**

Direct responsibility for all financial transactions, accounting, budgeting, planning, analysis, and purchasing; administrative oversight for information systems.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

<b>APPROPRIATIONS</b>				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	<b>Salaries &amp; Benefits</b>			
	Administrative/Managerial	\$ 100,638	\$ 112,760	\$ 12,122
	Instructional	-	-	-
	Non-Instructional	44,786	39,782	(5,004)
	Subtotal - Salaries & Benefits	<u>145,424</u>	<u>152,542</u>	<u>7,118</u>
300	<b>Purchased Service</b>	15,570	11,950	(3,620)
400	<b>Energy Services</b>	-	-	-
500	<b>Materials &amp; Supplies</b>	3,100	4,000	900
600	<b>Capital Outlay</b>	500	3,500	3,000
700	<b>Other Expenses</b>	1,025	965	(60)
900	<b>Transfers/Reserves</b>	4,852	1,092	(3,760)
	<b>Total Combined Appropriation</b>	<u>\$ 170,471</u>	<u>\$ 174,049</u>	<u>\$ 3,578</u>

<b>STAFFING</b>			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.00	1.00	-
Instructional	-	-	-
Non-Instructional	1.00	1.00	-
<b>Total Staff</b>	<u>2.00</u>	<u>2.00</u>	<u>-</u>

**OTHER INFORMATION:**

The Chief Financial Officer is the approving authority for this cost center.

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: CHIEF FINANCIAL OFFICER  
PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9005  
PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0130	SALARY - OVERTIME PAY Overtime for personnel during seasonal & peak time such as Budget, Cost Report and Annual Financial Report	7500	FISCAL SERVICES (FINANCE DEPT)	3,000	-	3,000
0330	IN COUNTY TRAVEL Reimburse for travel to meetings and schools	7500	FISCAL SERVICES (FINANCE DEPT)	300	-	300
0331	OUT OF COUNTY TRAVEL Assoc. School Business Officials	7500	FISCAL SERVICES (FINANCE DEPT)	3,900	(1,000)	2,900
	Fla. School Finance Officers			900		
	Fla. Education Legislative Liaison (x 3)			800		
	Various DOE meetings			800		
0350	REPAIR AND MAINTENANCE Repair and maintenance of copier in Finance Office	7500	FISCAL SERVICES (FINANCE DEPT)	850	(500)	350
0355	COMPUTER REPAIRS Repair and maintenance of computers in Finance Office	7500	FISCAL SERVICES (FINANCE DEPT)	600	-	600
0360	LEASE AND RENTAL AGREEMENTS Lease of Xerox copier	7500	FISCAL SERVICES (FINANCE DEF	5,000	-	5,000
0370	POSTAGE AND TELEGRAM Postage for correspondence, public relations and finance related issues	7500	FISCAL SERVICES (FINANCE DEPT)	1,000	(800)	200
0372	TELEPHONE MAINTENANCE Mailing and shipping materials	7500	FISCAL SERVICES (FINANCE DEPT)	600	-	600
0390	OTHER PURCHASED SVC-PRINT/COPY Annual Financial Report; DOE Reports; provide financial information to community and schools	7500	FISCAL SERVICES (FINANCE DEPT)	4,000	(2,000)	2,000

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: CHIEF FINANCIAL OFFICER

CENTER NUMBER: 9005

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0510	SUPPLIES Supplies for Chief Officer and staff	7500	FISCAL SERVICES (FINANCE DEPT)	<u>6,000</u>	<u>(2,000)</u>	<u>4,000</u>
0644	COMPUTER HARDWARE - (UNDER \$750) Scanner; printer; keyboard	7500	FISCAL SERVICES (FINANCE DEPT)	<u>500</u>	<u>-</u>	<u>500</u>
0692	SOFTWARE (UNDER \$750) Software upgrade; Omniform; Crystal Reports	7500	FISCAL SERVICES (FINANCE DEPT)	<u>3,000</u>	<u>-</u>	<u>3,000</u>
<del>0730</del> 4	DUES AND FEES Gov't Finance Officers Assoc Assoc. of School Business Officials Fla. Assoc of School Admin Fla. Education Legislative Liaison Fla. School Finance Officers	\$645 135 125 30 <u>30</u>	7500      FISCAL SERVICES (FINANCE DEPT)	<u>965</u>	<u>-</u>	<u>965</u>
0984	RESERVE-PERFORMANCE PAY	7500	FISCAL SERVICES (FINANCE DEPT)	<u>-</u>	<u>1,092</u>	<u>1,092</u>
	GRAND TOTAL			<u><u>29,715</u></u>	<u><u>(5,208)</u></u>	<u><u>24,507</u></u>

**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Summary**  
**Fiscal Year 2003-2004**

MIS 3390

Department Name: Chief Financial Officer  
 Cost Center No.: 9005  
 Project Name: Regular Operations - Departments  
 Fund Number : 1010  
 Project Number: N/A  
 Type Funding: Non-Restricted/Non-Categorical

**Section A**

Current Positions:					
Job Title		# of Positions		Average Cost	Total Cost
Chief Financial Officer		1.00			112,760
Accountant - 12 Month		1.00			42,140
<b>(A) Total Current Staffing</b>		2.00			154,900

**Section B**

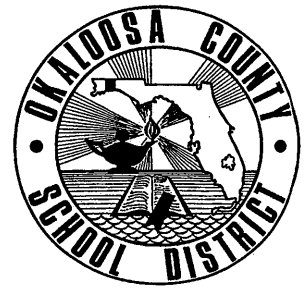
Approved Additions, Deletions and/or Changes Since Last Fiscal Year					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Accountant - 12 Month	T	(1.00)	a		(42,140)
District Level Secretary I	A	1.00	b		36,782
District Level Secretary I	C	(1.00)	c		(36,782)
District Level Confidential Secretary	C	1.00	c		36,782
<b>(B) Total Additions, Deletions, Changes and/or Transfers</b>		-			(5,358)

**Section C**

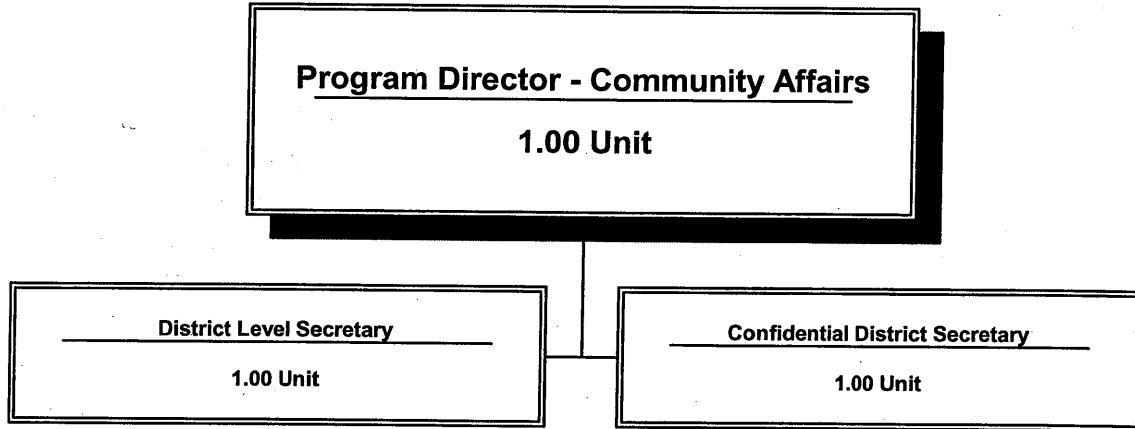
<b>Department Total (Section A &amp; B)</b>	2.00			149,542
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- (a) Transfer one (1) Accountant position from cost center 9005 to cost center 9205 on January 1, 2003.
- (b) One (1) District Level Secretary I position approved by Board in December 2002.
- (c) Per Board action January 27, 2003, convert one (1) District Level Secretary I to District Level Confidential Secretary.

**\*Note:**  
 A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction



## Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** Community Affairs

**COST CENTER:** 9103

**COST CENTER DESCRIPTION:**

Intergovernmental relations, mentoring programs, volunteers, fund-raising and grants, Okaloosa Public School Foundation, liaison with PTO's and parent support groups.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

<b>APPROPRIATIONS</b>				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	<b>Salaries &amp; Benefits</b>			
	Administrative/Managerial	\$ 77,911	\$ 84,920	\$ 7,009
	Instructional	-	-	-
	Non-Instructional	60,935	65,927	4,992
	<b>Subtotal - Salaries &amp; Benefits</b>	138,846	150,847	12,001
300	<b>Purchased Service</b>	43,456	41,500	(1,956)
400	<b>Energy Services</b>	-	-	-
500	<b>Materials &amp; Supplies</b>	6,000	8,000	2,000
600	<b>Capital Outlay</b>	500	-	(500)
700	<b>Other Expenses</b>	-	-	-
900	<b>Transfers/Reserves</b>	3,716	813	(2,903)
	<b>Total Combined Appropriation</b>	\$ 192,518	\$ 201,160	\$ 8,642

<b>STAFFING</b>			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.00	1.00	-
Instructional	-	-	-
Non-Instructional	2.00	2.00	-
<b>Total Staff</b>	3.00	3.00	-

**OTHER INFORMATION:**

The Program Director - Community Affairs is the approving authority for this cost center.

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: COMMUNITY AFFAIRS

CENTER NUMBER: 9103

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

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OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0310	PROFESSIONAL & TECHNICAL SERVICE Grant Writer Contract	7720	INFORMATION SERVICES	20,000	-	20,000
0330	IN COUNTY TRAVEL Reimburse for use of personal vehicle	7720	INFORMATION SERVICES	3,000	-	3,000
0331	OUT OF COUNTY TRAVEL Reimburse for travel incurred	7720	INFORMATION SERVICES	5,000	(2,500)	2,500
0355	COMPUTER REPAIRS Repair of computer and printers as necessary	7720	INFORMATION SERVICES	500	-	500
0360	LEASE AND RENTAL AGREEMENTS Lease of copier	7720	INFORMATION SERVICES	5,500	-	5,500
0370	POSTAGE AND TELEGRAM Bulk of mail to Foundation Board members; Parent Leadership members; Mentoring programs, etc.	7900	OPERATION OF PLANT	2,000	-	2,000
0371	TELEPHONE Office phones	7900	OPERATION OF PLANT	500	-	500
0390	OTHER PURCHASED SVC-PRINT/COPY Printing, copying of Parent Leadership meeting; Foundation; Mentoring, etc.	7720	INFORMATION SERVICES	2,500	-	2,500
0393	CONTRACTS-NONPROFESSIONAL SVC Cost of back ground checks and screening of mentors and AmeriCorp employees	7720	INFORMATION SERVICES	7,000	(2,000)	5,000
0510	SUPPLIES Necessary office supplies and Art Show supplies	7720	INFORMATION SERVICES	8,000	-	8,000
0510	SUPPLIES	7720	INFORMATION SERVICES	-	813	813
	GRAND TOTAL			<u>54,000</u>	<u>(3,687)</u>	<u>50,313</u>



**SCHOOL DISTRICT OF OKALOOSA COUNTY**  
**Department Staffing Summary**  
**Fiscal Year 2003-2004**

MIS 3390

Department Name: Community Affairs  
 Cost Center No.: 9103  
 Project Name: Regular Operations - Departments  
 Fund Number: 1010  
 Project Number: N/A  
 Type Funding: Non-Restricted/Non-Categorical

**Section A**

Current Positions:				
Job Title		# of Positions	Average Cost	Total Cost
Program Director of Community Affairs - 12 Month		1.00		84,920
Confidential District Secretary - 12 Month		1.00		34,372
District Level Secretary - 12 Month		1.00		31,555
<b>(A) Total Current Staffing</b>		3.00		150,847

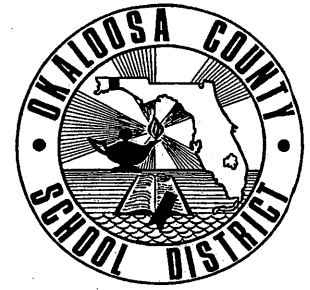
**Section B**

Approved Additions, Deletions and/or Changes Since Last Fiscal Year				
Job Title	Type*	# of Positions	Average Cost	Total Cost
<b>(B) Total Additions, Deletions and/or Changes</b>		-		

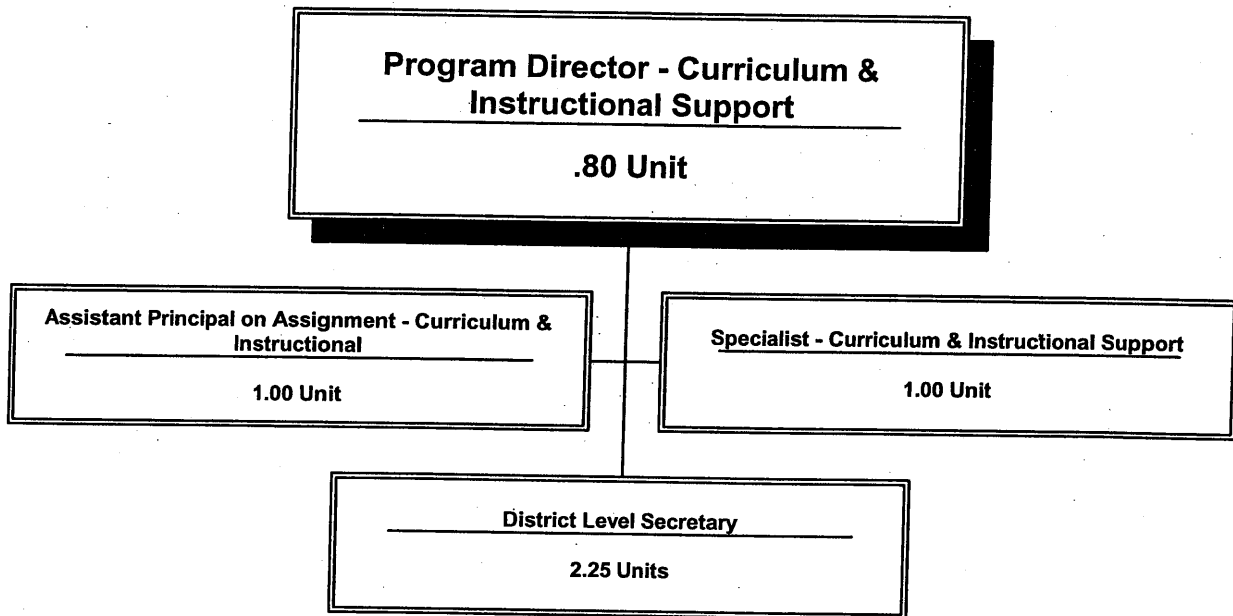
**Section C**

Department Total (Section A & B)		3.00		150,847
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\*Note:  
 A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction



## Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** Curriculum & Instructional Support

**COST CENTER:** 9017

**COST CENTER DESCRIPTION:**

Responsible for implementation of Sunshine State Standards and those standards' correlation with curriculum, instructional strategies, pupil progression, teacher training, and Teacher Academic Help Desk; works with schools to plan, implement, and evaluate academic programs; directs federal/state/local programs such as Title I, ESOL, etc.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 220,523	\$ 228,592	\$ 8,069
	Instructional	21,444	22,831	1,387
	Non-Instructional	121,952	75,788	(46,164)
	Subtotal - Salaries & Benefits	363,919	327,211	(36,708)
300	Purchased Service	39,002	30,860	(8,142)
400	Energy Services	-	-	-
500	Materials & Supplies	33,740	8,000	(25,740)
600	Capital Outlay	3,000	3,000	-
700	Other Expenses	16,140	10,900	(5,240)
900	Transfers/Reserves	10,524	2,185	(8,339)
	<b>Total Combined Appropriation</b>	\$ 466,325	\$ 382,156	\$ (84,169)

STAFFING			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	2.80	2.80	-
Instructional	-	-	-
Non-Instructional	3.25	2.25	(1.00)
<b>Total Staff</b>	6.05	5.05	(1.00)

**OTHER INFORMATION:**

The Program Director - Curriculum & Instructional Support is the approving authority for this cost center.

Note:

Para Professional Bilingual transferred to cost center 9021.

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: CURRICULUM & INSTRUCTIONAL SUPPORT

CENTER NUMBER: 9017

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0102	SALARY - OTHER COMPENSATION					
	<u>Instructional Materials Adoption</u>					
	K-5 Mathematics	\$2,210				
	6-8 Mathematics	1,820				
	9-12 Mathematics	1,820				
	<u>PPP/AIP Review</u>					
	Elementary School	2,730				
	Middle School	2,730				
	High School	<u>1,690</u>				
0117	WORKSHOPS					
	Math/Science/Language Art workshops	6400	INSTR STAFF TRAINING SERVICES	<u>10,000</u>	<u>(3,000)</u>	<u>7,000</u>
0210	FLORIDA RETIREMENT SYSTEM					
	Overtime for Instructional Mat'l Adoption & PPP/AIP Review	6300	INSTR & CURR DEVEL SVC (SUPER)	<u>1,500</u>	<u>(200)</u>	<u>1,300</u>
0220	FICA (SOCIAL SECURITY)					
	Overtime for Instructional Mat'l Adoption & PPP/AIP Review	6300	INSTR & CURR DEVEL SVC (SUPER)	<u>1,970</u>	<u>(975)</u>	<u>995</u>
	Workshop for Math/Science/Language Art	6400	INSTR STAFF TRAINING SERVICES	<u>765</u>	<u>(229)</u>	<u>536</u>
0330	IN COUNTY TRAVEL					
	Reimburse mileage for Elementary	\$1,330				
	Reimburse mileage for Secondary	<u>2,170</u>				
0331	OUT OF COUNTY TRAVEL					
	Florida Association of Science Teachers (FAST)					
	October 16-18, 2003 in Jacksonville, Fl					
	Mileage	219	6300	<u>4,500</u>		<u>4,500</u>
	Hotel	333				
	Conference Registration	200				
	Meals	<u>84</u>				

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: CURRICULUM & INSTRUCTIONAL SUPPORT  
PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9017  
PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0331	OUT OF COUNTY TRAVEL (con't)					
	National Council of Teachers of Mathematic Conference November 4-6, 2003 in New Orleans, La					
	Mileage	175				
	Hotel	330				
	Conference Registration	210				
	Meals	<u>84</u>				
	International Reading Association (one person) December 1-3, 2003 in Biloxi, Ms					
	Mileage	120				
	Hotel	345				
	Conference Registration	200				
	Meals	<u>629</u>				
	Cost of second person					
	7th Annual Curriculum, Instructional & Assessment Leadership Conference January 22-23, 2004 in Orlando, Fl					
	Mileage	275				
	Hotel	220				
Conference Registration	200					
Meals	<u>42</u>					
National Science Teachers Association (NSTA) April 1-4, 2004 in Atlanta, Ga						
Mileage	225					
Hotel	330					
Conference Registration	195					
Meals	<u>84</u>					
0350	REPAIR AND MAINTENANCE	6300	INSTR & CURR DEVEL SVC (SUPER)	<u>5,002</u>	<u>-</u>	<u>5,002</u>
	Elementary	\$747				
	Secondary	350				
	Maintenance agreement for copier/fax	<u>3,905</u>				

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: CURRICULUM & INSTRUCTIONAL SUPPORT

CENTER NUMBER: 9017

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0370	POSTAGE AND TELEGRAM Postage Elementary Postage Secondary	6300	INSTR & CURR DEVEL SVC (SUPER)	200	-	200
				<u>100</u>		
0372	TELEPHONE MAINTENANCE Phone repair	7900	OPERATION OF PLANT	500	-	500
0375	CELLULAR TELEPHONE One (1) cellular phone for Elementary Two (2) cellular phones for Secondary	7900	OPERATION OF PLANT	1,608	-	1,608
				<u>\$474</u>		
				<u>1,134</u>		
0390	OTHER PURCHASED SVC-PRINT/COPY <u>Elementary</u> FCAT training/communication support Planning instructional programs (math, science, writing, etc.) PPP/AIP Review Okaloosa Writes Miscellaneous <u>Secondary</u> FCAT training/communication support Okaloosa Writes Instructional Material Plan Miscellaneous	6300	INSTR & CURR DEVEL SVC (SUPER)	20,550	(5,000)	15,550
				<u>\$1,000</u>		
				1,000		
				1,000		
				2,000		
				1,000		
				1,000		
				7,000		
				550		
				<u>1,000</u>		
0510	SUPPLIES Elementary Planning Instructional Support/Resource Material Instructional Materials (resource mat'l, ERIC document, etc.) Office Supplies K-12 Assessment Test SAT 9 Math (Grades 2-8) Gates-McGinitie Reading (Grades 2-8) Secondary Instructional Materials (resources) Office Supplies	6300	INSTR & CURR DEVEL SVC (SUPER)	62,088	(54,088) *	8,000
				<u>\$2,000</u>		
				1,000		
				1,500		
				16,000		
				38,088		
				2,000		
				<u>1,500</u>		

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: CURRICULUM & INSTRUCTIONAL SUPPORT

CENTER NUMBER: 9017

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0622	AUDIO VISUAL (UNDER \$750) Training videos (avg. of \$300 each)	6300	INSTR & CURR DEVEL SVC (SUPER)	2,000	(500)	1,500
0641	EQUIPMENT/FIXED ASSETS (OVER \$750)	6300	INSTR & CURR DEVEL SVC (SUPER)	1,500	(1,500)	-
0642	EQUIPMENT (UNDER \$750)	6300	INSTR & CURR DEVEL SVC (SUPER)	1,000	(500)	500
0643	COMPUTER HARDWARE- (OVER \$750) Computers	6300	INSTR & CURR DEVEL SVC (SUPER)	3,000	(3,000)	-
0644	COMPUTER HARDWARE - (UNDER \$750) Printers	6300	INSTR & CURR DEVEL SVC (SUPER)	1,000	(500)	500
0692	SOFTWARE (UNDER \$750) Elementary/Secondary	6300	INSTR & CURR DEVEL SVC (SUPER)	1,000	(500)	500
0730	DUES AND FEES Elementary Secondary	6300	INSTR & CURR DEVEL SVC (SUPER)	900	-	900
		\$300				
		600				
0750	OTHER PERSONNEL SERVICES (TEMP) Elementary - Parent conferences (K-once/year-1st grade-once/year)	6300	INSTR & CURR DEVEL SVC (SUPER)	10,000	-	10,000
0984	RESERVE-PERFORMANCE PAY	6300	INSTR & CURR DEVEL SVC (SUPER)	-	2,185	2,185
	GRAND TOTAL			<u>148,563</u>	<u>(70,787)</u>	<u>77,776</u>
	\$54,088 to be funded from SAI for K-12 Assessment tests.					

**SCHOOL DISTRICT OF OKALOOSA COUNTY**  
**Department Staffing Summary**  
**Fiscal Year 2003-2004**

MIS 3390

Department Name:	<u>Curriculum &amp; Instructional Support</u>
Cost Center No.:	<u>9017</u>
Project Name:	<u>Regular Operations - Departments</u>
Fund Number :	<u>1010</u>
Project Number:	<u>N/A</u>
Type Funding:	<u>Non-Restricted/Non-Categorical</u>

**Section A**

Current Positions:					
Job Title		# of Positions		Average Cost	Total Cost
Assistant Principal - Special Assignment		2.00			159,580
District Level Secretary - 12 Month		1.25			33,605
District Level Secretary I - 12 Month		1.00			42,183
Program Director - Curriculum & Instruction - 12 Month		0.80			74,411
Para Professional Bilingual		1.00			37,574
<b>(A) Total Current Staffing</b>		6.05			347,353

**Section B**

Approved Additions, Deletions and/or Changes Since Last Fiscal Year					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Assistant Principal - Special Assignment	D	(1.00)	a		(75,148)
Specialist - Curriculum & Support	A	1.00	a		69,749
Para Professional Bilingual	T	(1.00)	b		(37,574)
District Level Secretary - 12 Month	C	1.00	c		42,183
District Level Secretary I - 12 Month	C	(1.00)	c		(42,183)
<b>(B) Total Additions, Deletions and/or Changes</b>		(1.00)			(42,973)

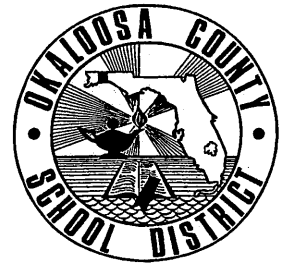
**Section C**

<b>Department Total (Section A &amp; B)</b>		5.05			304,380
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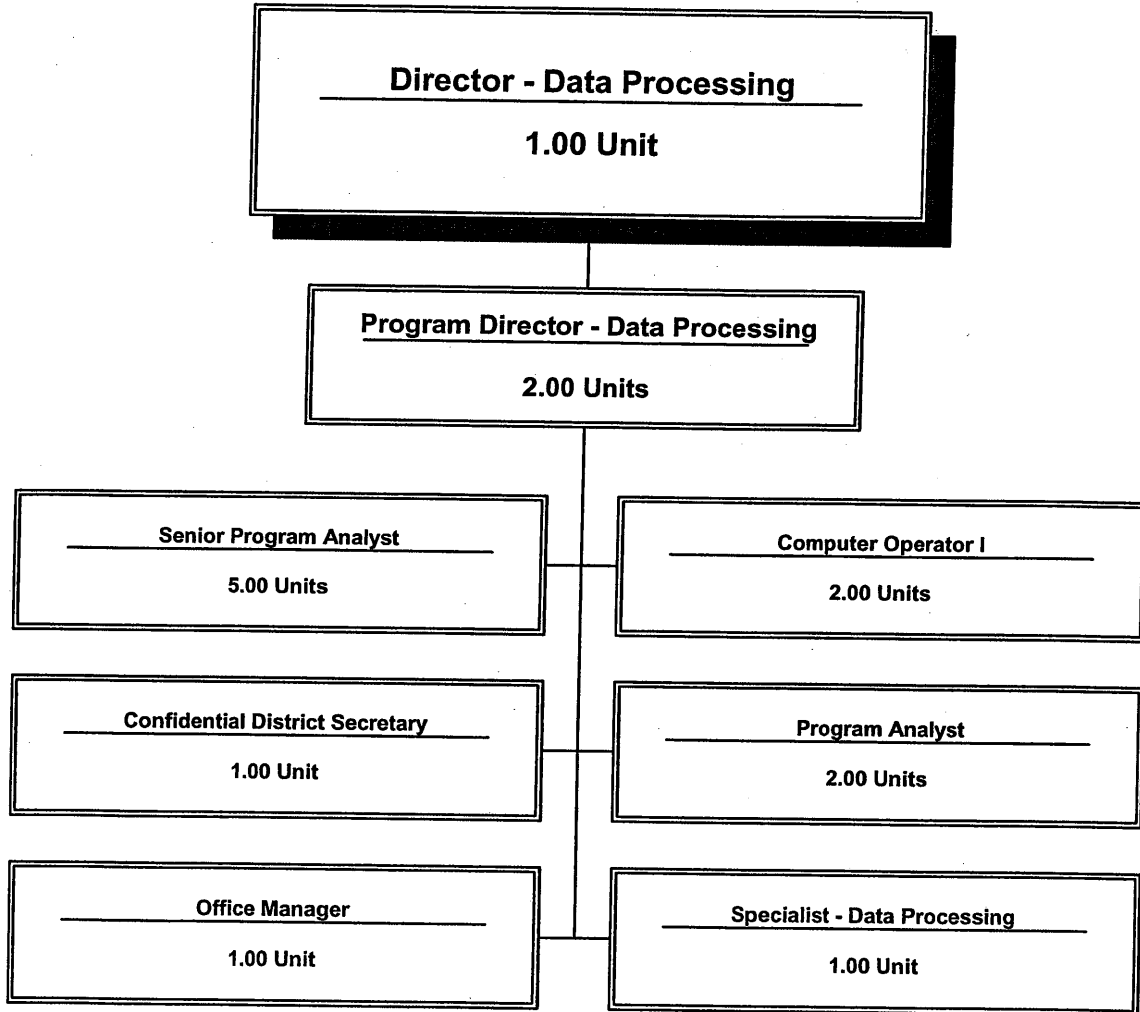
(a) One (1) Assistant Principal - Special Assignment position converted to Specialist - Administrative position.  
(b) One (1) Para Professional Bilingual transferred to School Safety, Health & Student Activities (Cost Center 9021).  
(c) One (1) District Level Secretary I position converted to District Level Secretary position.

\*Note:  
A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction





## Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** Data Processing

**COST CENTER:** 9019

**COST CENTER DESCRIPTION:**

Oversee the District's administrative computer system, AS400 and provides the following services:

- 1) Maintain existing systems and incorporate changes and enhancements recommended from both the school and district level.
- 2) Provide systems that will minimize duplication of data entry work and maximize management information.
- 3) Provide systems that will comply with the Department of Education Data Base requirements.
- 4) Continue to evaluate new technology and select proven solutions. Select hardware and software that form the foundation for a robust network with rich connectivity and electronic transfer of information.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 262,528	\$ 405,497	\$ 142,969
	Instructional	-	-	-
	Non-Instructional	622,453	568,885	(53,568)
	Subtotal - Salaries & Benefits	884,981	974,382	89,401
300	Purchased Service	102,125	83,600	(18,525)
400	Energy Services	-	-	-
500	Materials & Supplies	47,060	47,000	(60)
600	Capital Outlay	60,678	165,065	104,387
700	Other Expenses	400	-	(400)
900	Transfers/Reserves	12,588	3,345	(9,243)
	<b>Total Combined Appropriation</b>	\$ 1,107,832	\$ 1,273,392	\$ 165,560

STAFFING			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	3.00	4.00	1.00
Instructional	-	-	-
Non-Instructional	11.00	11.00	-
<b>Total Staff</b>	14.00	15.00	1.00

**OTHER INFORMATION:**

The Director - Data Processing is the approving authority for this cost center.

Note:

Increase in one (1) Administrative/Managerial Position is a result of the addition of one (1) Specialist position to prepare for the replacement of the Program Director who will retire in the near future.

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: DATA PROCESSING  
PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9019  
PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0130	SALARY - OVERTIME PAY Conversion	7750	DATA PROCESSING SERVICES	-	10,000	10,000
0310	PROFESSIONAL & TECHNICAL SERVICE Site training for Omni-Form Premium/Filler package	7750	DATA PROCESSING SERVICES	2,500	-	2,500
0330	IN COUNTY TRAVEL Reimbursement for use of personal vehicle	7750	DATA PROCESSING SERVICES	800	-	800
0331	OUT OF COUNTY TRAVEL Terms/Crosspointe User's Group (three (3) people, two (2) times a year)	7750	DATA PROCESSING SERVICES	1,500	-	1,500
0350	REPAIR AND MAINTENANCE Fax/copier Dell 6400 computer Model 4100 Speedisealer Model 3400 Datcher/Signer N2H2 NCS Opscan 8 Professional Records Imaging System Source (support lines/alert options) Westco Security	7750	DATA PROCESSING SERVICES	34,208	-	34,208
0355	COMPUTER REPAIRS Miscellaneous Repairs (BTG, etc) Neartek, Inc RJS Software System Source (Hardware Maintenance; 6400 printer-2)	7750	DATA PROCESSING SERVICES	43,047	-	43,047

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: DATA PROCESSING

CENTER NUMBER: 9019

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0370	POSTAGE AND TELEGRAM	7900	OPERATION OF PLANT	50	-	50
0371	TELEPHONE Beeper for Randy Shipman	7900	OPERATION OF PLANT	120	-	120
0375	CELLULAR TELEPHONE One (1) cellular phone for John Bruner	7900	OPERATION OF PLANT	570	-	570
0390	OTHER PURCHASED SVC-PRINT/COPY Printing	7750	DATA PROCESSING SERVICES	75	-	75
0393	CONTRACTS-NONPROFESSIONAL SVC Westco Security	7750	DATA PROCESSING SERVICES	730	-	730
0510	SUPPLIES Paper, various types toner, envelopes Forms (FIC, Check Laser, W2, 1098 & 1099) Various types cartridges (Opscan 8, N4525(kit, toner, maint) OMR Scan sheets, Driver Ed Certificates and laser labels Periodicals Miscellaneous Supplies (8mm tape, air condition supplies, etc)	7750	DATA PROCESSING SERVICES	53,422	(6,422)	47,000
0641	EQUIPMENT/FIXED ASSETS (OVER \$750)	7750	DATA PROCESSING SERVICES	1,200	(1,200)	-
0643	COMPUTER HARDWARE- (OVER \$750)	7750	DATA PROCESSING SERVICES	2,328	(2,328)	-
0644	COMPUTER HARDWARE - (UNDER \$750)	7750	DATA PROCESSING SERVICES	600	-	600

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: DATA PROCESSING

CENTER NUMBER: 9019

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0691	CAPITALIZED SOFTWARE HITS software license	7750	DATA PROCESSING SERVICES	<u>3,297</u>	-	<u>3,297</u>
0692	SOFTWARE (UNDER \$750) Miscellaneous software	7750	DATA PROCESSING SERVICES	<u>350</u>	-	<u>350</u>
0693	SOFTWARE SUBSCRIPTIONS ACOM (EZ pronto check forms/site maintenance) Advanced processing & imaging Business Computer Design (pro- gen/generator/report writer) Crystal Decisions CrossPoint, Inc. Generic Software, Inc (SOQ/source code maintenance) NCS (Scan tools for windows) Pro-Data Computer Service (DBU) ScanSoft, Inc (Omni-form premium/filler) System Source (Software agreement) T.L. Ashford (barcode labels & maintenance)	7750	DATA PROCESSING SERVICES	<u>160,818</u>	-	<u>160,818</u>
0984	RESERVE-PERFORMANCE PAY	7750	DATA PROCESSING SERVICES	-	<u>3,345</u>	<u>3,345</u>
	GRAND TOTAL			<u>305,615</u>	<u>3,395</u>	<u>309,010</u>

**SCHOOL DISTRICT OF OKALOOSA COUNTY**  
**Department Staffing Summary**  
**Fiscal Year 2003-2004**

MIS 3390

<b>Department Name:</b>	<u>Data Processing</u>
<b>Cost Center No.:</b>	<u>9019</u>
<b>Project Name:</b>	<u>Regular Operations - Departments</u>
<b>Fund Number :</b>	<u>1010</u>
<b>Project Number:</b>	<u>N/A</u>
<b>Type Funding:</b>	<u>Non-Restricted/Non-Categorical</u>

**Section A**

Current Positions:					
Job Title		# of Positions		Average Cost	Total Cost
Director - Non Instructional - 12 Month		1.00			98,937
Program Director - Non Instructional -12 Month		2.00			183,388
District Level Secretary - 12 Month		1.00			42,889
Senior Program Analyst - 12 Month (1 @ 22.5 hrs)		1.00			46,281
Senior Program Analyst - 12 Month		5.00			363,298
Computer Operator I - 12 Month		2.00			78,505
Help Desk Coordinator - 12 Month		1.00			27,912
Manager, Office - 12 Month		1.00			56,612
<b>(A) Total Current Staffing</b>		14.00			897,822

**Section B**

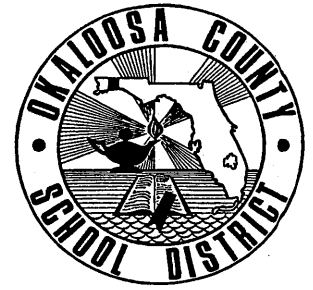
Approved Additions, Deletions and/or Changes Since Last Fiscal Year					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Help Desk Coordinator - 12 Month	D	(1.00)	a		(27,912)
Program Analyst - 12 Month	A	1.00	a		27,912
Senior Program Analyst - 12 Month	D	(1.00)	b		(49,354)
Program Analyst-12 Month	A	1.00	c		49,354
District Level Secretary	C	(1.00)	d		(42,889)
District Level Confidential Secretary	C	1.00	d		42,889
Program Specialist	A	1.00	e		66,560
<b>(B) Total Additions, Deletions and/or Changes</b>		1.00			66,560

**Section C**

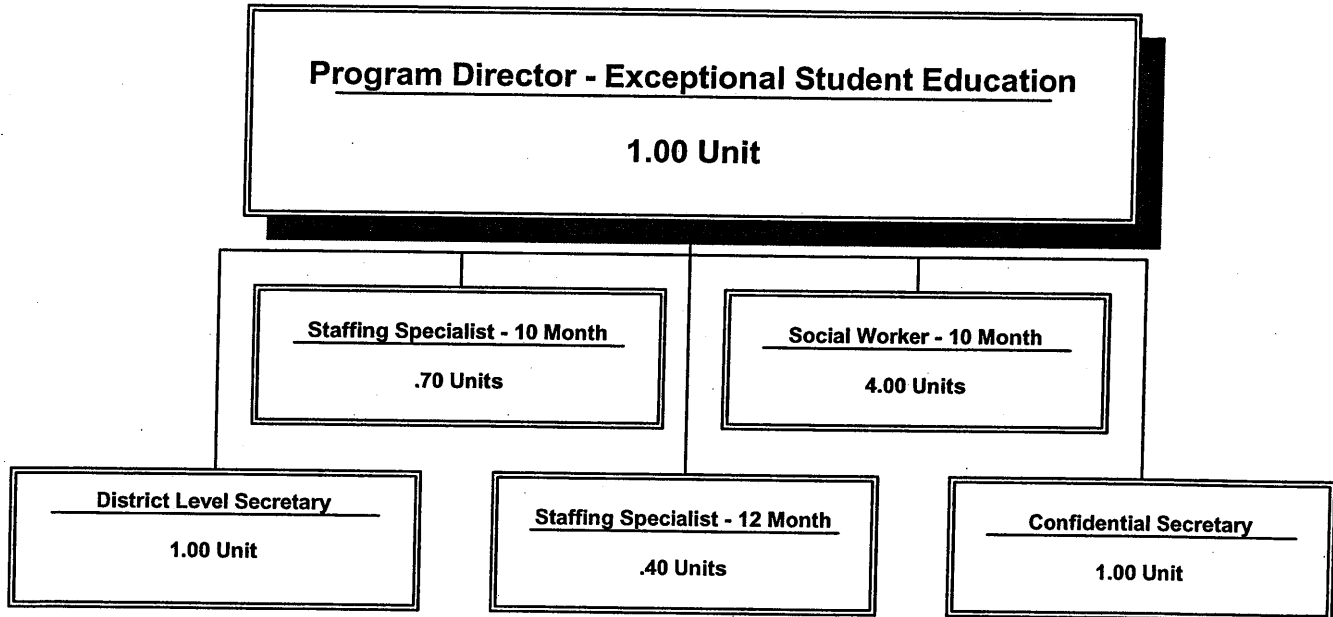
<b>Department Total (Section A &amp; B)</b>	15.00			964,382
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- (a) One (1) Help Desk Coordinator converted to Program Analyst - 12 Month.
- (b) Delete one (1) Senior Program Analyst - 12 Month.
- (c) Add one (1) Program Analyst - 12 Month.
- (d) Per Board action January 27, 2003, convert one (1) District Level Secretary to District Level Confidential Secretary.
- (e) Per Board action March 10, 2003 add one Specialist - Data Processing position.

**\*Note:**  
**A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction**



## Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** Exceptional Student Education

**COST CENTER:** 9016

**COST CENTER DESCRIPTION:**

Development and oversight of education services to students with learning and physical disabilities as well as services to gifted students, and management of LEA functions.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 82,861	\$ 80,248	\$ (2,613)
	Instructional	60,795	214,433	153,638
	Non-Instructional	45,991	65,079	19,088
	Subtotal - Salaries & Benefits	189,647	359,760	170,113
300	Purchased Service	321,000	47,250	(273,750)
400	Energy Services	-	-	-
500	Materials & Supplies	9,000	8,000	(1,000)
600	Capital Outlay	-	-	-
700	Other Expenses	5,000	4,490	(510)
900	Transfers/Reserves	6,824	2,774	(4,050)
	Total Combined Appropriation	\$ 531,471	\$ 422,274	\$ (109,197)

STAFFING			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.00	1.00	-
Instructional	1.00	5.10	4.10
Non-Instructional	2.00	2.00	-
Total Staff	4.00	8.10	4.10

**OTHER INFORMATION:**

The Program Director - ESE is the approving authority for this cost center.

**Note:**

Increase in Instructional staff is a result of four (4) Social Workers added to replace the Bridgeway Center contract for Mental Health Service.



OKALOOSA COUNTY SCHOOL DISTRICT  
 BUDGET ADJUSTMENT SHEET  
 2003-2004

COST CENTER NAME: EXCEPTIONAL STUDENT EDUCATION

CENTER NUMBER: 9016

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REG.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0102	SALARY - OTHER COMPENSATION	6300	INSTR & CURR DEVEL SVC (SUPER)	6,300	(6,300)	-
0130	SALARY - OVERTIME PAY Collection, evaluation and documentation of FCAT data & class size information	6300	INSTR & CURR DEVEL SVC (SUPER)	6,300	-	6,300
0310	PROFESSIONAL & TECHNICAL SERVICE Independent evaluations requested by parents, Orientation & Mobility Resolution in Special Education, Inc. for legal consultation	6300	INSTR & CURR DEVEL SVC (SUPER)	25,000	-	25,000
0330	IN COUNTY TRAVEL Reimbursement mileage for use of personal vehicle used for meetings and purchase of supplies	6300	INSTR & CURR DEVEL SVC (SUPER)	1,000	-	1,000
0331	OUT OF COUNTY TRAVEL Meeting in Tallahassee for Director, Contract Coordinator & School Support Coor.	6300	INSTR & CURR DEVEL SVC (SUPER)	1,500	-	1,500
0360	LEASE AND RENTAL AGREEMENTS Rental of four (4) copiers	6300	INSTR & CURR DEVEL SVC (SUPER)	6,500	-	6,500
0370	POSTAGE AND TELEGRAM Mail to parents; attorney and Federal Express Account	6300	INSTR & CURR DEVEL SVC (SUPER)	1,000	-	1,000
0371	TELEPHONE Monthly cost for telephones	7900	OPERATION OF PLANT	500	-	500
0372	TELEPHONE MAINTENANCE Repair and relocate telephone services	7900	OPERATION OF PLANT	2,000	-	2,000

OKALOOSA COUNTY SCHOOL DISTRICT  
 BUDGET ADJUSTMENT SHEET  
 2003-2004

COST CENTER NAME: EXCEPTIONAL STUDENT EDUCATION

CENTER NUMBER: 9016

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0375	CELLULAR TELEPHONE Cellular service for Program Director, Contract Coordinator & School Support Coordinator	7900	OPERATION OF PLANT	<u>2,250</u>	-	<u>2,250</u>
0390	OTHER PURCHASED SVC-PRINT/COPY Printing material for parent information Monthly cost per page copied	6300	INSTR & CURR DEVEL SVC (SUPER)	<u>7,500</u>	-	<u>7,500</u>
0510	SUPPLIES Supplies for Staffing Specialist and District staff	6300	INSTR & CURR DEVEL SVC (SUPER)	<u>8,000</u>	-	<u>8,000</u>
09740	JUDGEMENT VS SCHOOL SYSTEM Yearly tuition for student	6300	INSTR & CURR DEVEL SVC (SUPER)	<u>4,490</u>	-	<u>4,490</u>
0984	RESERVE-PERFORMANCE PAY	6300	INSTR & CURR DEVEL SVC (SUPER)	-	<u>2,774</u>	<u>2,774</u>
	GRAND TOTAL			<u>72,340</u>	<u>(3,526)</u>	<u>68,814</u>

**SCHOOL DISTRICT OF OKALOOSA COUNTY**  
**Department Staffing Summary**  
**Fiscal Year 2003-2004**

MIS 3390

Department Name:	<u>Exceptional Student Education</u>
Cost Center No.:	<u>9016</u>
Project Name:	<u>Regular Operations - Departments</u>
Fund Number :	<u>1010</u>
Project Number:	<u>N/A</u>
Type Funding:	<u>Non-Restricted/Non-Categorical</u>

**Section A**

Current Positions:				
Job Title		# of Positions	Average Cost	Total Cost
Staffing Specialist - 10 Month		0.60		34,029
Staffing Specialist - 12 Month		0.40		29,997
Program Director/Exec. Stud. Education		1.00		80,248
District Level Secretary - 12 Month		2.00		65,079
<b>(A) Total Current Staffing</b>		<b>4.00</b>		<b>209,353</b>

**Section B**

Approved Additions, Deletions and/or Changes Since Last Fiscal Year				
Job Title		# of Positions	Average Cost	Total Cost
Social Workers - 10 Month - ESE	A	4.00	a	139,816
District Level Secretary - 12 Month	C	(1.00)	b	(36,072)
Confidential Secretary	A	1.00	b	36,072
Staffing Specialist - 10 Month	A	0.10	c	4,291
<b>(B) Total Additions, Deletions and/or Changes</b>		<b>4.10</b>		<b>144,107.00</b>

**Section C**

<b>Department Total (Section A &amp; B)</b>		8.10		353,460
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- (a) Four (4) Social Workers added to replace the Bridgeway Center contract for Mental Health Services.
- (b) Converted one (1) District Level Secretary - 12 Month for one (1) Confidential Secretary.
- (c) One (1) additional Staffing Specialist - 10 Month.

**\*Note:**  
A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction

**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** Fixed Charges

**COST CENTER:** 9015

**COST CENTER DESCRIPTION:**

This cost center is used to budget and account for district-wide expenditures for the following: (1) Termination Benefits; (2) Property Claims Expenditures Below Deductible; (3) Workers' Compensation Claims Expenditures; (4) Property and Casualty Insurance; (5) Jacobs-Titan Technology Support; (6) Attorney Fees; (7) Independent CPA Fees - School Internal Funds Audit and Financial Audit; (8) Dues and Fees; and (9) Unemployment Compensation.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits	\$ 2,816,000	\$ 2,084,088	\$ (731,912)
	Administrative/Managerial	-	-	-
	Instructional	-	-	-
	Non-Instructional	-	-	-
	Subtotal - Salaries & Benefits	2,816,000	2,084,088	(731,912)
300	Purchased Service	3,050,394	3,534,500	484,106
400	Energy Services	-	-	-
500	Materials & Supplies	-	-	-
600	Capital Outlay	-	-	-
700	Other Expenses	715,000	565,000	(150,000)
900	Transfers/Reserves	-	-	-
	<b>Total Combined Appropriation</b>	\$ 6,581,394	\$ 6,183,588	\$ (397,806)

STAFFING			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	-	-	-
Instructional	-	-	-
Non-Instructional	-	-	-
<b>Total Staff</b>	-	-	-

**OTHER INFORMATION:**

Responsibility for Cost Center: Chief Financial Officer.

OKALOOSA COUNTY SCHOOL DISTRICT  
 BUDGET ADJUSTMENT SHEET  
 2003-2004

COST CENTER NAME: FIXED CHARGES

CENTER NUMBER: 9015

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0121	RETIREMENT BONUS Estimated amount of retirement bonus which will be paid to eligible employees who retire during the fiscal year	5100 5200 5300 6300 7300 7801 7900 8100 8120	BASIC EDUCATION (K-12) EXCEPTIONAL CHILD VOCATIONAL AND TECHNICAL INSTR & CURR DEVEL SVC (SUPER) SCHOOL ADMIN-PRINCIPAL OFFICE TRANSPORTATION - NORTH OPERATION OF PLANT MAINTENANCE ADMINISTRATION BUILDING AND GROUND MAINTENANCE	100,000 7,500 8,500 6,000 6,000 7,000 7,500 2,500 5,000	- - - - - - - - -	100,000 7,500 8,500 6,000 6,000 7,000 7,500 2,500 5,000
0122	SICK LEAVE PAYOFF Estimated amount of sick leave which will be paid to eligible employees as termination benefits during the fiscal year	5100 5200 5300 6100 6300 7300 7801 7900 8120	BASIC EDUCATION (K-12) EXCEPTIONAL CHILD VOCATIONAL AND TECHNICAL PUPIL PERSONNEL SERVICES INSTR & CURR DEVEL SVC (SUPER) SCHOOL ADMIN-PRINCIPAL OFFICE TRANSPORTATION - NORTH OPERATION OF PLANT BUILDING AND GROUND MAINTENANCE	392,588 112,500 50,000 10,000 15,000 100,000 5,000 10,000 10,000	- - - - - - - - -	392,588 112,500 50,000 10,000 15,000 100,000 5,000 10,000 10,000
0123	ANNUAL LEAVE PAYOFF Estimated amount of annual leave which will be paid to eligible employees as termination benefits during the fiscal year	5100 6100 6300 7300 7801 7900 8100 8120	BASIC EDUCATION (K-12) PUPIL PERSONNEL SERVICES INSTR & CURR DEVEL SVC (SUPER) SCHOOL ADMIN-PRINCIPAL OFFICE TRANSPORTATION - NORTH OPERATION OF PLANT MAINTENANCE ADMINISTRATION BUILDING AND GROUND MAINTENANCE	17,500 15,000 15,000 80,000 7,500 15,000 5,000 10,000	- - - - - - - -	17,500 15,000 15,000 80,000 7,500 15,000 5,000 10,000

OKALOOSA COUNTY SCHOOL DISTRICT  
 BUDGET ADJUSTMENT SHEET  
 2003-2004

COST CENTER NAME: FIXED CHARGES

CENTER NUMBER: 9015

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0210	FLORIDA RETIREMENT SYSTEM Estimated amount of Florida Retirement payable on termination benefits	5100 6100 6300 7300 7801 7900 8100 8120	BASIC EDUCATION (K-12) PUPIL PERSONNEL SERVICES INSTR & CURR DEVEL SVC (SUPER) SCHOOL ADMIN-PRINCIPAL OFFICE TRANSPORTATION - NORTH OPERATION OF PLANT MAINTENANCE ADMINISTRATION BUILDING AND GROUND MAINTENANCE	2,000 2,000 2,000 9,500 1,500 2,000 1,000 2,000	- - - - - - - -	2,000 2,000 2,000 9,500 1,500 2,000 1,000 2,000
0220	FICA (SOCIAL SECURITY) Estimated amount of employer contribution for social security and Medicare payable on termination benefits	5100 5200 5300 6100 6300 7300 7801 7900 8100 8120	BASIC EDUCATION (K-12) EXCEPTIONAL CHILD VOCATIONAL AND TECHNICAL PUPIL PERSONNEL SERVICES INSTR & CURR DEVEL SVC (SUPER) SCHOOL ADMIN-PRINCIPAL OFFICE TRANSPORTATION - NORTH OPERATION OF PLANT MAINTENANCE ADMINISTRATION BUILDING AND GROUND MAINTENANCE	24,000 10,000 6,000 2,500 2,500 5,000 3,000 4,000 1,000 4,000	- - - - - - - - - -	24,000 10,000 6,000 2,500 2,500 5,000 3,000 4,000 1,000 4,000
0231	GROUP INSURANCE - HEALTH & HOSPITAL Net expenditure caused by timing difference of insurance contributions by retirees and COBRA eligible persons.	7730	STAFF SERVICES	-	-	-
0240	WORKERS COMPENSATION Estimated expenditure for workers' compensation based on actuarial reports	7730	STAFF SERVICES	900,000	-	900,000
0250	UNEMPLOYMENT COMPENSATION Estimated expenditure for unemployment compensation	7100	SCHOOL BOARD	80,000	-	80,000
0310	PROFESSIONAL & TECHNICAL SERVICE Tech Bowl Attorney fees Capital Outlay & Debt Service-Amount withheld for debt administration Internal Funds audit fees & financial audit fees and services Administrative fees	5100 7100 7200 7500	BASIC EDUCATION (K-12) SCHOOL BOARD GENERAL ADMINISTRATION (SUPT) FISCAL SERVICES (FINANCE DEPT)	5,000 200,000 17,000 25,000	- - - -	5,000 200,000 17,000 25,000

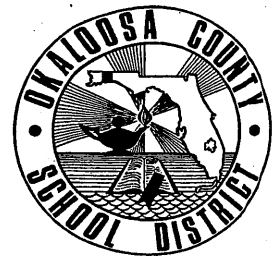
OKALOOSA COUNTY SCHOOL DISTRICT  
 BUDGET ADJUSTMENT SHEET  
 2003-2004

COST CENTER NAME: FIXED CHARGES CENTER NUMBER: 9015

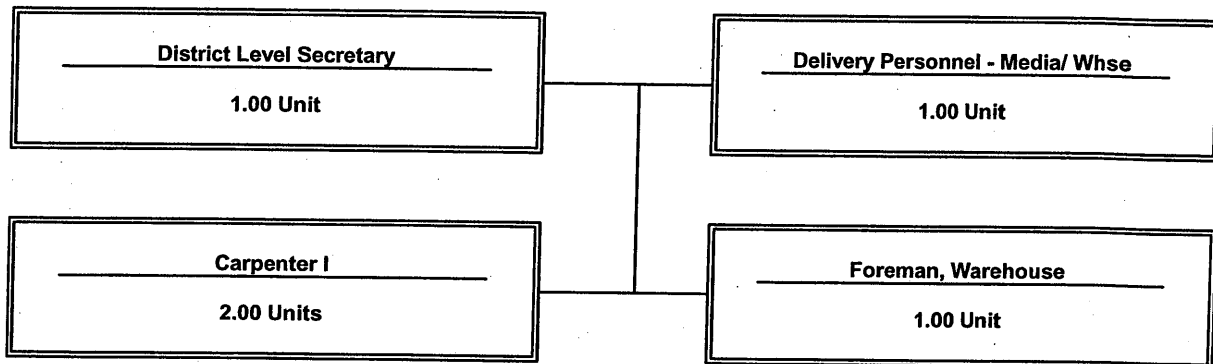
PROJECT NAME: DISCRETIONARY PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0310	PROFESSIONAL & TECHNICAL SERVICE (cont) TSA review for IRS compliance & section 125 (Employee Benefits-Cafeteria Plan) Jacobs-Titan Support-District wide	7730 7750	STAFF SERVICES DATA PROCESSING SERVICES	37,500 1,000,000	- -	37,500 1,000,000
0313	ATTORNEY FEES	7100	SCHOOL BOARD	250,000	-	250,000
0320	INSURANCE AND BOND PREMIUMS Excess Automobile Liability Excess Workers' Compensation Boiler & Machinery Employee dishonesty School leaders errors & omissions Enhanced employment liability endorsement Property Catastrophic interscholastic sports-student insurance Commercial general Liability for special events	7100	SCHOOL BOARD	2,000,000	-	2,000,000
0730	DUES AND FEES National Association of Federally Impacted Schools (NAFIS) Legally required Newspaper ads	7100	SCHOOL BOARD	15,000	-	15,000
0741	INSURANCE CLAIMS - PRIOR YEARS Estimated expenditures for claims below the deductible which will not be paid until new fiscal year.	7900	OPERATION OF PLANT	50,000	-	50,000
0742	INSURANCE CLAIMS CURRENT YEAR Estimated expenditures for claims below the deductible which will be paid during the fiscal year.	7900	OPERATION OF PLANT	500,000	-	500,000
	GRAND TOTAL			6,183,588	-	6,183,588

**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Chart**  
**Furniture Shop/Surplus Property**  
**Cost Center: 9107**  
**Fiscal Year 2003-2004**



## Staffing Chart



Note:  
Personnel report to Program Director - School Plant Planning



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** Furniture Shop/Surplus Property

**COST CENTER:** 9107

**COST CENTER DESCRIPTION:**

The Surplus Property Office collects, processes and disposes of all district surplus property and operates a district-wide refinishing shop. Textbook orders are also processed within this department.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ -	\$ 56,612	\$ 56,612
	Instructional	-	-	-
	Non-Instructional	186,335	134,445	(51,890)
	Subtotal - Salaries & Benefits	186,335	191,057	4,722
300	Purchased Service	16,312	18,925	2,613
400	Energy Services	5,300	4,500	(800)
500	Materials & Supplies	21,950	15,700	(6,250)
600	Capital Outlay	1,500	1,750	250
700	Other Expenses	100	-	(100)
900	Transfers/Reserves	-	530	530
	<b>Total Combined Appropriation</b>	\$ 231,497	\$ 232,462	\$ 965

STAFFING			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	-	1.00	1.00
Instructional	-	-	-
Non-Instructional	5.00	4.00	(1.00)
<b>Total Staff</b>	5.00	5.00	-

**OTHER INFORMATION:**

The Program Director - School Plant Planning is the approving authority for this cost center.

Note:

In fiscal year 2002-2003 the Warehouse Foreman was reported as non-instructional; however, the Warehouse Foreman should have been reported as a managerial position.

OKALOOSA COUNTY SCHOOL DISTRICT  
 BUDGET ADJUSTMENT SHEET  
 2003-2004

COST CENTER NAME: FURNITURE SHOP/SURPLUS PROPERTY

CENTER NUMBER: 9107

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0330	IN COUNTY TRAVEL Reimburse for use of personal vehicle	7760	INTERNAL SVC (PURCH/WAREHOUSE)	100	-	100
0350	REPAIR AND MAINTENANCE Repair of equipment	7760	INTERNAL SVC (PURCH/WAREHOUSE)	1,400	-	1,400
0354	MAINTENANCE VEHICLE REPAIR Upkeep of vehicles	7760	INTERNAL SVC (PURCH/WAREHOUSE)	1,765	-	1,765
0356	INSPECTION/REPAIR FIRE EXTING. Inspect fire extinguishers and recharge	7760	INTERNAL SVC (PURCH/WAREHOUSE)	60	-	60
0370	POSTAGE AND TELEGRAM Postage for surplus property and auctions	7760	INTERNAL SVC (PURCH/WAREHOUSE)	700	-	700
0375	CELLULAR TELEPHONE One (1) cellular phone	7900	OPERATION OF PLANT	1,500	(500)	1,000
0390	OTHER PURCHASED SVC-PRINT/COPY Advertise for auctions and surplus property	7760	INTERNAL SVC (PURCH/WAREHOUSE)	1,400	-	1,400
0391	LAUNDRY / LINEN - SCH FD SVC Uniforms	7760	INTERNAL SVC (PURCH/WAREHOUSE)	500	-	500
0393	CONTRACTS-NONPROFESSIONAL SVC Roll off dumpsters and dumping fees for surplus property disposal	7760	INTERNAL SVC (PURCH/WAREHOUSE)	15,000	(3,000)	12,000
0450	GASOLINE Gas for trucks and equipment	7760	INTERNAL SVC (PURCH/WAREHOUSE)	3,000	(500)	2,500

OKALOOSA COUNTY SCHOOL DISTRICT  
 BUDGET ADJUSTMENT SHEET  
 2003-2004

COST CENTER NAME: FURNITURE SHOP/SURPLUS PROPERTY

CENTER NUMBER: 9107

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0460	DIESEL FUEL	7760	INTERNAL SVC (PURCH/WAREHOUSE)	2,000	-	2,000
0510	SUPPLIES Supplies (paint, glue, formica, wood, sandpaper, etc.)	7760	INTERNAL SVC (PURCH/WAREHOUSE)	15,000	(5,000)	10,000
0540	OIL Oil for vehicles and equipment	7760	INTERNAL SVC (PURCH/WAREHOUSE)	500	-	500
0550	REPAIR PARTS Upkeep of vehicles	7760	INTERNAL SVC (PURCH/WAREHOUSE)	4,500	-	4,500
0560	TIRES AND TUBES Tires and tubes for surplus property trucks	7760	INTERNAL SVC (PURCH/WAREHOUSE)	700	-	700
0633	CONSTRUCTION DIRECT MATERIAL Construction related material	7760	INTERNAL SVC (PURCH/WAREHOUSE)	1,000	-	1,000
0641	EQUIPMENT/FIXED ASSETS (OVER \$750) Dust collection equipment for the furniture :	7760	INTERNAL SVC (PURCH/WAREHOUSE)	1,500	(1,500)	-
0642	EQUIPMENT (UNDER \$750) Replacement of equipment as needed	7760	INTERNAL SVC (PURCH/WAREHOUSE)	250	-	250
0644	COMPUTER HARDWARE - (UNDER \$750) Upgrade FISH computer equipment connected to DOE	7760	INTERNAL SVC (PURCH/WAREHOUSE)	1,500	(1,500)	-
0692	SOFTWARE (UNDER \$750) Miscellaneous upgrades	7760	INTERNAL SVC (PURCH/WAREHOUSE)	500	-	500
0984	RESERVE-PERFORMANCE PAY	7760	INTERNAL SVC (PURCH/WAREHOUSE)	-	530	530
	GRAND TOTAL			52,875	(11,470)	41,405

**SCHOOL DISTRICT OF OKALOOSA COUNTY**  
**Department Staffing Summary**  
**Fiscal Year 2003-2004**

MIS 3390

Department Name: Furniture Shop / Surplus Property  
 Cost Center No.: 9107  
 Project Name: Regular Operations - Departments  
 Fund Number : 1010  
 Project Number: N/A  
 Type Funding: Non-Restricted/Non-Categorical

**Section A**

Current Positions:				
Job Title		# of Positions	Average Cost	Total Cost
District Level Secretary - 12 Month		1.00		42,183
Delivery Personnel-Media/Whse. - 12 Month		1.00		25,133
Carpenter I - 12 Month		2.00		67,129
Foreman, Warehouse - 12 Month		1.00		56,612
<b>(A) Total Current Staffing</b>		5.00		191,057

**Section B**

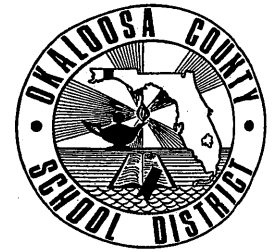
Approved Additions, Deletions and/or Changes Since Last Fiscal Year				
Job Title	Type*	# of Positions	Average Cost	Total Cost
<b>(B) Total Additions, Deletions and/or Changes</b>		-		

**Section C**

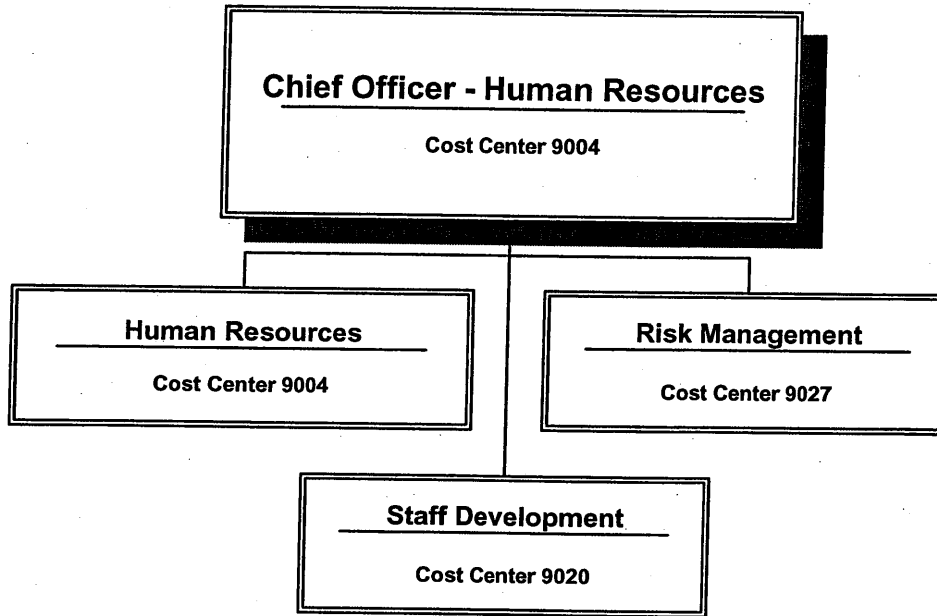
Department Total (Section A & B)	5.00		191,057
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\*Note:  
 A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction

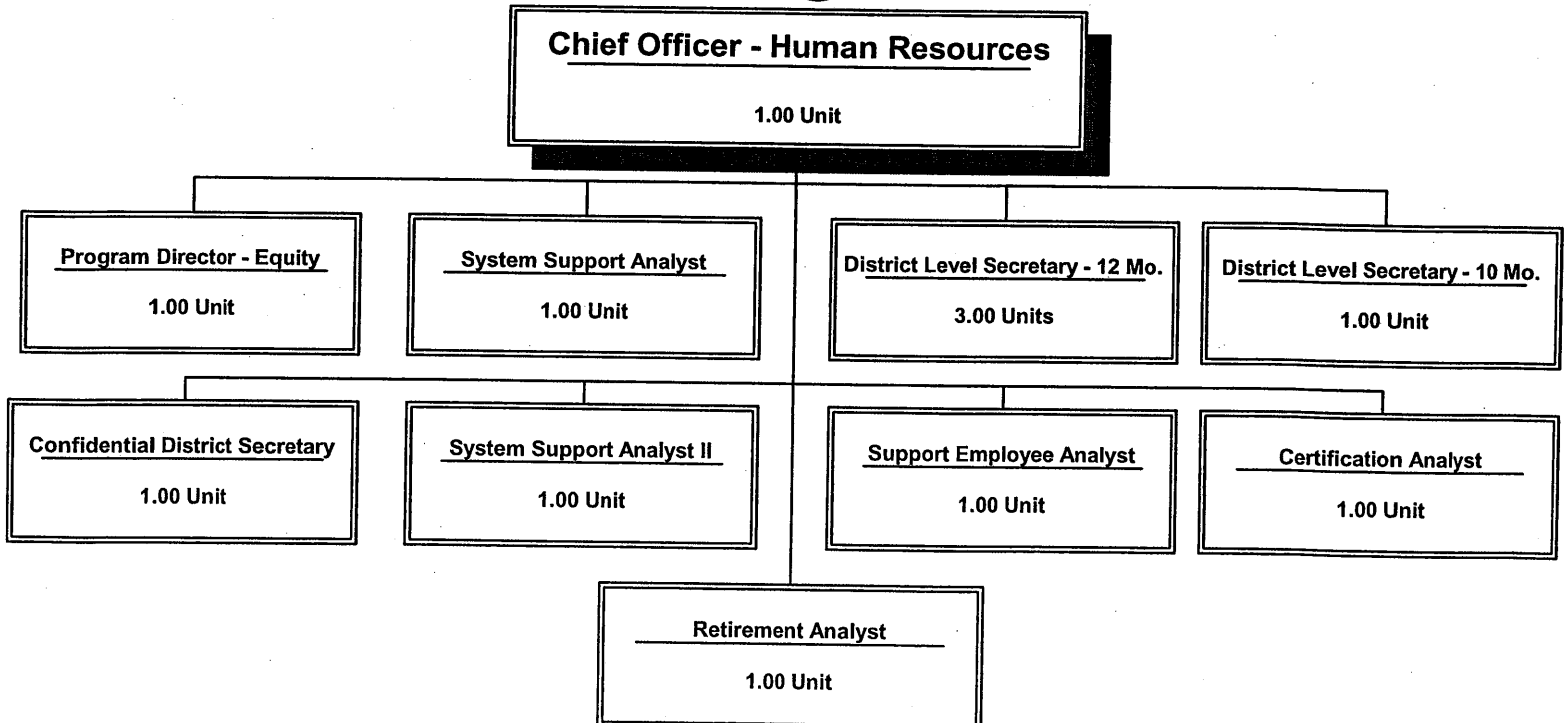
**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Organizational/Staffing Chart(s)**  
**Human Resources**  
**Cost Center: 9004**  
**Fiscal Year 2003-2004**



## Organizational Chart



## Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** Human Resources

**COST CENTER:** 9004

**COST CENTER DESCRIPTION:**

Responsible for the recruitment and screening of job applicants, employee records, retirement, leave, first year teacher program, teacher certification, labor relations, personnel contracts, employee assistance program, equity and personnel complaint investigations, union negotiations, insurance and risk management.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

<b>APPROPRIATIONS</b>				
<u>Object Group Number</u>	<u>Object Group Name</u>	<u>Original 2002-2003 Appropriation</u>	<u>2003-2004 Appropriation</u>	<u>\$ Increase (Decrease)</u>
100 / 200	<b>Salaries &amp; Benefits</b>			
	Administrative/Managerial	\$ 182,812	\$ 201,312	\$ 18,500
	Instructional	-	-	-
	Non-Instructional	336,285	393,902	57,617
	<b>Subtotal - Salaries &amp; Benefits</b>	<u>519,097</u>	<u>595,214</u>	<u>76,117</u>
300	<b>Purchased Service</b>	74,650	47,300	(27,350)
400	<b>Energy Services</b>	-	-	-
500	<b>Materials &amp; Supplies</b>	14,800	6,750	(8,050)
600	<b>Capital Outlay</b>	-	1,000	1,000
700	<b>Other Expenses</b>	2,950	2,950	-
900	<b>Transfers/Reserves</b>	8,782	1,941	(6,841)
	<b>Total Combined Appropriation</b>	<u>\$ 620,279</u>	<u>\$ 655,155</u>	<u>\$ 34,876</u>

<b>STAFFING</b>			
	<u>2002-2003 Recommendation</u>	<u>2003-2004 Recommendation</u>	<u># Increase (Decrease)</u>
Administrative/Managerial	2.00	2.00	-
Instructional	-	-	-
Non-Instructional	10.00	10.00	-
<b>Total Staff</b>	<u>12.00</u>	<u>12.00</u>	<u>-</u>

**OTHER INFORMATION:**

The Chief Officer - Human Resources is the approving authority for this cost center.

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: HUMAN RESOURCES

CENTER NUMBER: 9004

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0130	SALARY - OVERTIME PAY	7730	STAFF SERVICES		11,000	11,000
0310	PROFESSIONAL & TECHNICAL SERVICE Employee Assistance Counseling	7730	STAFF SERVICES	28,000	(14,000)	14,000
0330	IN COUNTY TRAVEL Reimburse Chief Officer & Confidential Secretary for travel to negotiations	7100	SCHOOL BOARD	100	-	100
0331	Reimburse Chief Officer & Program Director for use of person vehicle	7730	STAFF SERVICES	1,000	(100)	900
0331	OUT OF COUNTY TRAVEL Attend annual FEN Conference in South Florida for Chief Officer and Negotiating Secretary	7100	SCHOOL BOARD	1,000	-	1,000
0331	OUT OF COUNTY TRAVEL FASPA Spring Conference; FSAA Conference; Certification Conference in Tampa, Daytona and Tallahassee	7730	STAFF SERVICES	2,000	-	2,000
0350	REPAIR AND MAINTENANCE Repair nine (9) typewriters and fax machine	7730	STAFF SERVICES	500	-	500
0355	COMPUTER REPAIRS Maintenance of SEMS (sub) equipment and repair computers	7730	STAFF SERVICES	5,600	-	5,600
0360	LEASE AND RENTAL AGREEMENTS Lease on Canon Copier	7730	STAFF SERVICES	5,500	(800)	4,700
0370	POSTAGE AND TELEGRAM Mailing and shipping materials	7730	STAFF SERVICES	3,700	(700)	3,000

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: HUMAN RESOURCES  
PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9004  
PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0372	TELEPHONE MAINTENANCE Repair of telephones	7900	OPERATION OF PLANT	<u>200</u>	<u>-</u>	<u>200</u>
0375	CELLULAR TELEPHONE Chief Officer and Program Director	7900	OPERATION OF PLANT	<u>1,200</u>	<u>-</u>	<u>1,200</u>
0390	OTHER PURCHASED SVC-PRINT/COPY Printing of Master Contract	7100	SCHOOL BOARD	<u>2,100</u>	<u>-</u>	<u>2,100</u>
0390	OTHER PURCHASED SVC-PRINT/COPY Printing of ALL employee applications, teacher evaluation booklets, orientation booklets, etc.	7730	STAFF SERVICES	<u>12,000</u>	<u>-</u>	<u>12,000</u>
0510	SUPPLIES Supplies for Negotiations	7100	SCHOOL BOARD	<u>250</u>	<u>-</u>	<u>250</u>
0510	SUPPLIES Supplies for Office Officer, Program Director and ten (10) staff members, employee banquet(s)	7730	STAFF SERVICES	<u>10,000</u>	<u>(3,500)</u>	<u>6,500</u>
0641	EQUIPMENT/FIXED ASSETS (OVER \$750) Two (2) professional typewriters	7730	STAFF SERVICES	<u>1,800</u>	<u>(1,800)</u>	<u>-</u>
0642	EQUIPMENT (UNDER \$750) File cabinets; office chair; desk; calculators	7730	STAFF SERVICES	<u>2,000</u>	<u>(1,500)</u>	<u>500</u>
0643	COMPUTER HARDWARE- (OVER \$750) Replace two (2) computer w/Dell 1500 GX 400	7730	STAFF SERVICES	<u>5,000</u>	<u>(5,000)</u>	<u>-</u>
0644	COMPUTER HARDWARE - (UNDER \$750) Replace three (3) printers w/ laser printers 600x00DPT	7730	STAFF SERVICES	<u>1,400</u>	<u>(900)</u>	<u>500</u>



OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: HUMAN RESOURCES

PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9004

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0730	DUES AND FEES	7100	SCHOOL BOARD	2,600	-	2,600
	Annual dues for District Chief Officer					
	\$2,500					
	Two (2) team members					
	70					
	FASPA dues for Chief Officer and one (1) Analyst					
	30					
		7730	STAFF SERVICES	350	-	350
0984	RESERVE-PERFORMANCE PAY	7730		-	1,941	1,941
	GRAND TOTAL			86,300	(15,359)	70,941

**SCHOOL DISTRICT OF OKALOOSA COUNTY**  
**Department Staffing Summary**  
**Fiscal Year 2003-2004**

MIS 3390

Department Name:	<u>Human Resources</u>
Cost Center No.:	<u>9004</u>
Project Name:	<u>Regular Operations - Departments</u>
Fund Number :	<u>1010</u>
Project Number:	<u>N/A</u>
Type Funding:	<u>Non-Restricted/Non-Categorical</u>

**Section A**

Current Positions:				
Job Title		# of Positions		Total Cost
Chief Officer, Human Resources		1.00		111,440
Program Director - Non Instructional - 12 Month		1.00		89,872
District Level Secretary - 12 Month		7.00		250,393
District Level Secretary - 10 Month		1.00		24,063
System Support Analyst - 12 Month		1.00		60,385
Confidential District Secretary - 12 Month		1.00		42,889
(A) Total Current Staffing		12.00		579,042

**Section B**

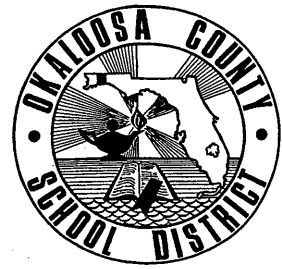
Approved Additions, Deletions and/or Changes Since Last Fiscal Year				
Job Title	Type*	# of Positions		Total Cost
District Level Secretary - 12 Month	C	(4.00)	a	(160,824)
System Support Analyst II	A	1.00	a	35,933
Support Employee Analyst	A	1.00	a	44,372
Certification Analyst	A	1.00	a	41,319
Retirement Analyst	A	1.00	a	44,372
(B) Total Additions, Deletions and/or Changes		-		5,172

**Section C**

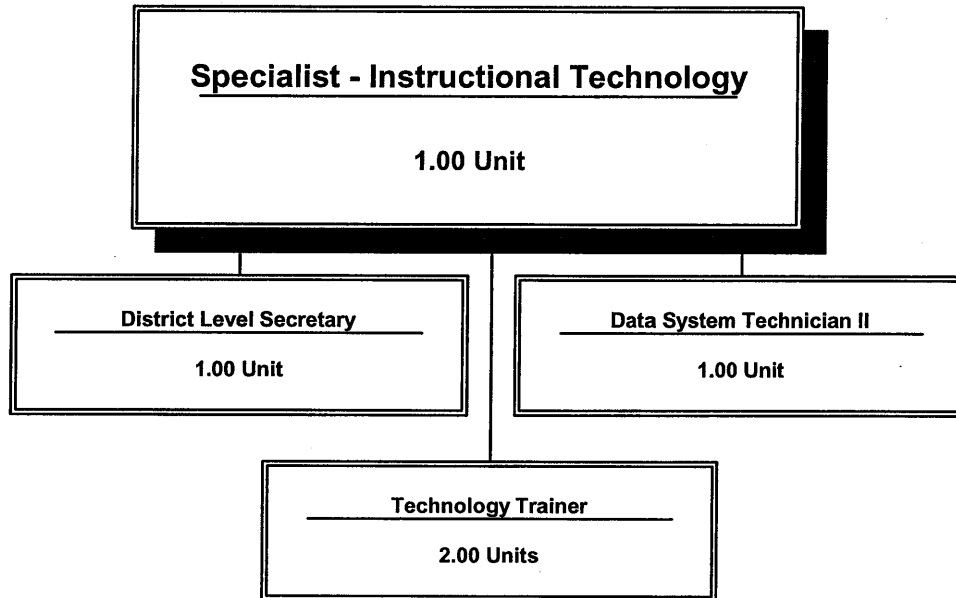
Department Total (Section A & B)	12.00			584,214
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(a) Four (4) District Level Secretary-12 month have been converted to the following positions System Support Analyst II, Support Employee Analyst, Certification Analyst and Retirement Analyst.

\*Note:  
A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction



## Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** Instructional Technology

**COST CENTER:** 9012

**COST CENTER DESCRIPTION:**

Responsible for coordinating technology training, providing book processing, promoting enhanced customer services in school media centers, and providing training and professional development for media specialists.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

<b>APPROPRIATIONS</b>				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	<b>Salaries &amp; Benefits</b>			
	Administrative/Managerial	\$ -	\$ 82,978	\$ 82,978
	Instructional	190,590	139,451	(51,139)
	Non-Instructional	57,790	63,342	5,552
	<b>Subtotal - Salaries &amp; Benefits</b>	<u>248,380</u>	<u>285,771</u>	<u>37,391</u>
300	Purchased Service	47,550	9,250	(38,300)
400	Energy Services	-	-	-
500	Materials & Supplies	1,000	2,000	1,000
600	Capital Outlay	1,000	1,000	-
700	Other Expenses	300	1,800	1,500
900	Transfers/Reserves	8,991	2,656	(6,335)
	<b>Total Combined Appropriation</b>	<u>\$ 307,221</u>	<u>\$ 302,477</u>	<u>\$ (4,744)</u>

<b>STAFFING</b>			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	-	1.00	1.00
Instructional	3.00	2.00	(1.00)
Non-Instructional	2.00	2.00	-
<b>Total Staff</b>	<u>5.00</u>	<u>5.00</u>	<u>-</u>

**OTHER INFORMATION:**

The Instructional Technologist is the approving authority for this cost center.

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: INSTRUCTIONAL TECHNOLOGY

CENTER NUMBER: 9012

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0310	PROFESSIONAL & TECHNICAL SERVICE Consultant Services	6300	INSTR & CURR DEVEL SVC (SUPER)	5,000	(5,000)	-
0330	IN COUNTY TRAVEL Reimbursement for technology meeting for four (4) positions	6300	INSTR & CURR DEVEL SVC (SUPER)	1,000	-	1,000
0331	OUT OF COUNTY TRAVEL Reimbursement for technology meeting FETC in Chipley	6300	INSTR & CURR DEVEL SVC (SUPER)	1,500	-	1,500
0350	REPAIR AND MAINTENANCE Copy machine and general maintenance	6300	INSTR & CURR DEVEL SVC (SUPER)	2,000	(1,250)	750
0355	COMPUTER REPAIRS Computer repair	6300	INSTR & CURR DEVEL SVC (SUPER)	500	-	500
0360	LEASE AND RENTAL AGREEMENTS Rent facility for Tech Bowl	6300	INSTR & CURR DEVEL SVC (SUPI	5,000	(5,000) *	-
0370	POSTAGE AND TELEGRAM Postage	6300	INSTR & CURR DEVEL SVC (SUPER)	300	-	300
0371	TELEPHONE Sprint	7900	OPERATION OF PLANT	1,200	-	1,200
0375	CELLULAR TELEPHONE Cellular phones for department	7900	OPERATION OF PLANT	2,000	-	2,000
0390	OTHER PURCHASED SVC-PRINT/COPY Printing of technology materials	6300	INSTR & CURR DEVEL SVC (SUPER)	2,000	-	2,000

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: INSTRUCTIONAL TECHNOLOGY

CENTER NUMBER: 9012

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0510	SUPPLIES Office supplies	6300	INSTR & CURR DEVEL SVC (SUPER)	<u>3,000</u>	<u>(1,000)</u>	<u>2,000</u>
0644	COMPUTER HARDWARE - (UNDER \$750) Palm computer, scanner, printer, fax machine	6300	INSTR & CURR DEVEL SVC (SUPER)	<u>1,500</u>	<u>(1,000)</u>	<u>500</u>
0692	SOFTWARE (UNDER \$750) Productivity software and software upgrades	6300	INSTR & CURR DEVEL SVC (SUPER)	<u>1,000</u>	<u>(500)</u>	<u>500</u>
0730	DUES AND FEES Conference and training fees	6300	INSTR & CURR DEVEL SVC (SUPER)	<u>300</u>	<u>-</u>	<u>300</u>
0750	OTHER PERSONNEL SERVICES (TEMP) Substitutes	6300	INSTR & CURR DEVEL SVC (SUPER)	<u>1,500</u>	<u>-</u>	<u>1,500</u>
0984	RESERVE-PERFORMANCE PAY	6300	INSTR & CURR DEVEL SVC (SUPER)	<u>-</u>	<u>2,656</u>	<u>2,656</u>
GRAND TOTAL				<u><u>27,800</u></u>	<u><u>(11,094)</u></u>	<u><u>16,706</u></u>
*Budgeted in Cost Center 9015.						

**SCHOOL DISTRICT OF OKALOOSA COUNTY**  
**Department Staffing Summary**  
**Fiscal Year 2003-2004**

MIS 3390

Department Name:	<u>Instructional Technology</u>
Cost Center No.:	<u>9012</u>
Project Name:	<u>Regular Operations - Departments</u>
Fund Number :	<u>1010</u>
Project Number:	<u>N/A</u>
Type Funding:	<u>Non-Restricted/Non-Categorical</u>

**Section A**

Current Positions:					
Job Title		# of Positions		Average Cost	Total Cost
Teacher, Technology Trainer -12 Month		2.00			139,451
District Level Secretary - 12 Month		1.00			25,623
Data Systems Technician II		1.00			37,719
Instructional Technologist - 12 Month		1.00			82,978
<b>(A) Total Current Staffing</b>		5.00			285,771

**Section B**

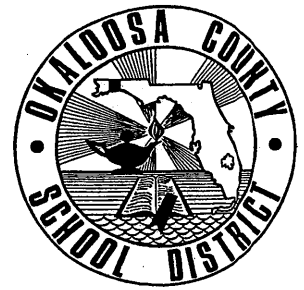
Approved Additions, Deletions and/or Changes Since Last Fiscal Year					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Instructional Technologist - 12 Month	C	(1.00)	a		(82,978)
Specialist - Instructional Technology	C	1.00	a		82,978
<b>(B) Total Additions, Deletions and/or Changes</b>		-			-

**Section C**

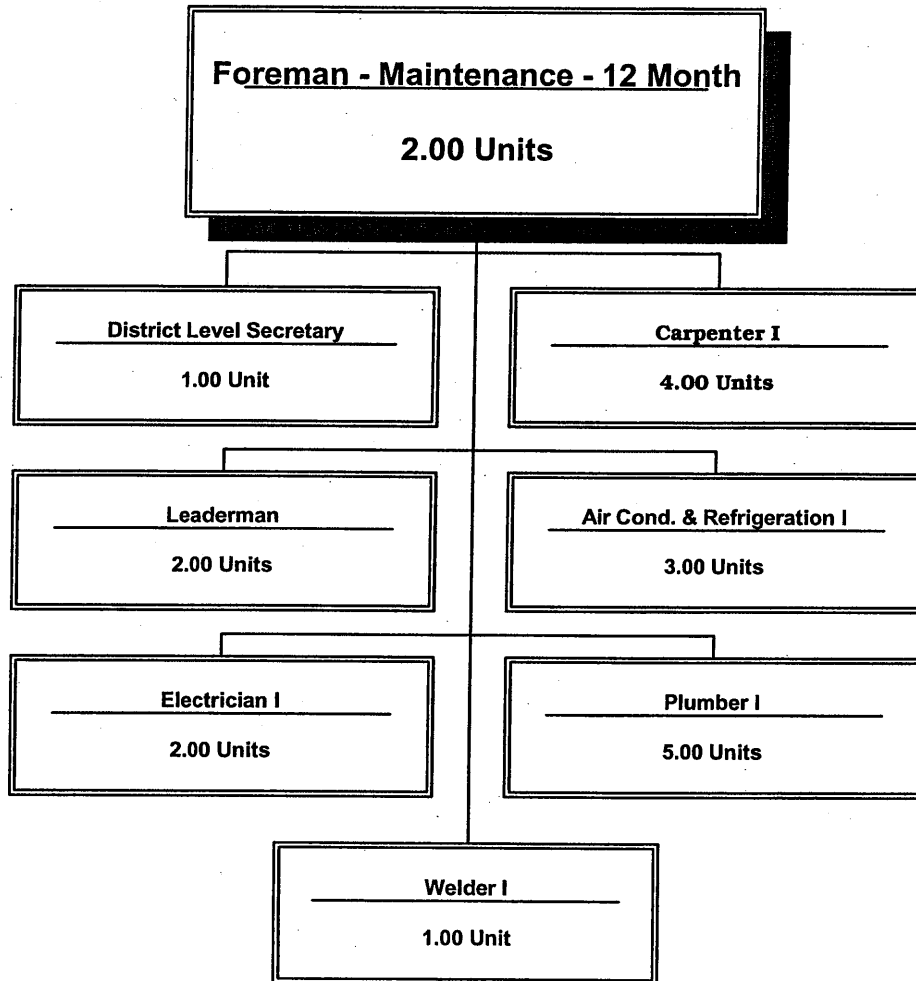
<b>Department Total (Section A &amp; B)</b>		5.00			285,771
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(a) One (1) Instructional Technologist converted to Specialist - Instructional Technology position.

\*Note:  
A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction



# Staffing Chart





**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** Maintenance - Central

**COST CENTER:** 9209

**COST CENTER DESCRIPTION:**

Maintenance is managed within each regional zone of the School District. Maintenance department's functions are preventive maintenance, safety inspections, routine repairs, and emergency responses.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

<b>APPROPRIATIONS</b>				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	<b>Salaries &amp; Benefits</b>			
	Administrative/Managerial	\$ 93,542	\$ 98,176	\$ 4,634
	Instructional	-	-	-
	Non-Instructional	607,390	650,617	43,227
	<b>Subtotal - Salaries &amp; Benefits</b>	<u>700,932</u>	<u>748,793</u>	<u>47,861</u>
300	<b>Purchased Service</b>	23,104	19,600	(3,504)
400	<b>Energy Services</b>	21,500	12,000	(9,500)
500	<b>Materials &amp; Supplies</b>	29,540	27,000	(2,540)
600	<b>Capital Outlay</b>	650	1,000	350
700	<b>Other Expenses</b>	400	2,400	2,000
900	<b>Transfers/Reserves</b>	-	910	910
	<b>Total Combined Appropriation</b>	<u>\$ 776,126</u>	<u>\$ 811,703</u>	<u>\$ 35,577</u>

<b>STAFFING</b>			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	2.00	2.00	-
Instructional	-	-	-
Non-Instructional	18.00	18.00	-
<b>Total Staff</b>	<u>20.00</u>	<u>20.00</u>	<u>-</u>

**OTHER INFORMATION:**

The Program Director - School Plant Planning is the approving authority for this cost center.

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: MAINTENANCE-CENTRAL ZONE

CENTER NUMBER: 9209

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME / DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0130	SALARY - OVERTIME PAY	8100	MAINTENANCE ADMINISTRATION	-	5,000	5,000
0310	PROFESSIONAL & TECHNICAL SERVICE BTG (system programming and services)	8100	MAINTENANCE ADMINISTRATION	1,000	(1,000)	-
0330	IN COUNTY TRAVEL Reimburse for use of personal vehicle	8100	MAINTENANCE ADMINISTRATION	1,000	(600)	400
0331	OUT OF COUNTY TRAVEL Two (2) employees to attend Fire Safety Training	8100	MAINTENANCE ADMINISTRATION	2,000	-	2,000
0350	REPAIR AND MAINTENANCE Maintenance agreement and upgrade for Maximo System General maintenance on other equipment	8100	MAINTENANCE ADMINISTRATION	12,000	(4,000)	8,000
0355	COMPUTER REPAIRS Repair of computers	8100	MAINTENANCE ADMINISTRATION	500	-	500
0356	INSPECTION/REPAIR FIRE EXTING. B&C Fire Safety annual inspection and repair	8100	MAINTENANCE ADMINISTRATION	100	-	100
0360	LEASE AND RENTAL AGREEMENTS Lease of equipment (discontinued use of Cintas)	8100	MAINTENANCE ADMINISTRATION	500	-	500
0370	POSTAGE AND TELEGRAM Postage and shipping	8100	MAINTENANCE ADMINISTRATION	200	-	200
0371	TELEPHONE In office telephone service	7900	OPERATION OF PLANT	8,400	(3,400)	5,000
0372	TELEPHONE MAINTENANCE	7900	OPERATION OF PLANT	350	-	350
0373	TELEPHONE LONG DISTANCE Long distant phone service	7900	OPERATION OF PLANT	500	-	500
0375	CELLULAR TELEPHONE Two (2) cellular phones for Zone Foremen	7900	OPERATION OF PLANT	2,000	-	2,000

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: MAINTENANCE-CENTRAL ZONE

CENTER NUMBER: 9209

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0390	OTHER PURCHASED SVC-PRINT/COPY Copy and printing service	8100	MAINTENANCE ADMINISTRATION	50	-	50
0393	CONTRACTS-NONPROFESSIONAL SVC Non-professional contract services	8100	MAINTENANCE ADMINISTRATION	1,500	(1,500)	-
0430	ELECTRICITY	7900	OPERATION OF PLANT	10,000	(10,000)	-
0450	GASOLINE Fuel for service trucks	8100	MAINTENANCE ADMINISTRATION	12,000	(1,000)	11,000
0460	DIESEL FUEL Fuel for service trucks and equipment	8100	MAINTENANCE ADMINISTRATION	1,000	-	1,000
0510	SUPPLIES Purchase of shirts for employees (discontinued use of Cintas) General office supplies	8100	MAINTENANCE ADMINISTRATION	8,000	(1,500)	6,500
0517	TOOLS - MAINTENANCE Tools for tradesmen; repair and replacement of old tools	8100	MAINTENANCE ADMINISTRATION	7,000	-	7,000
0540	OIL Oil for service trucks and equipment	8100	MAINTENANCE ADMINISTRATION	2,500	(1,500)	1,000
0550	REPAIR PARTS Parts for service trucks and equipment	8100	MAINTENANCE ADMINISTRATION	10,000	(500)	9,500
0560	TIRES AND TUBES Tires for service trucks and equipment	8100	MAINTENANCE ADMINISTRATION	5,000	(2,000)	3,000

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: MAINTENANCE-CENTRAL ZONE  
PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9209  
PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME / DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0641	EQUIPMENT/FIXED ASSETS (OVER \$750) Equipment for tradesmen	8100	MAINTENANCE ADMINISTRATION	<u>1,500</u>	<u>(1,500)</u>	<u>-</u>
0642	EQUIPMENT (UNDER \$750) Miscellaneous equipment and five (5) new phones for office	8100	MAINTENANCE ADMINISTRATION	<u>3,500</u>	<u>(3,000)</u>	<u>500</u>
0643	COMPUTER HARDWARE- (OVER \$750) Computer hardware	8100	MAINTENANCE ADMINISTRATION	<u>1,000</u>	<u>(1,000)</u>	<u>-</u>
0692	SOFTWARE (UNDER \$750) Crystal reports 8 upgrade software for Maximo system and other upgrades	8100	MAINTENANCE ADMINISTRATION	<u>750</u>	<u>(250)</u>	<u>500</u>
0730 N	DUES AND FEES Two (2) employees and two (2) trips to attend Fire Safety Training	8100	MAINTENANCE ADMINISTRATION	<u>2,000</u>	<u>-</u>	<u>2,000</u>
0732	MOTOR VEHICLE TAGS AND FEES Tags for new vehicles	8100	MAINTENANCE ADMINISTRATION	<u>400</u>	<u>-</u>	<u>400</u>
0984	RESERVE-PERFORMANCE PAY	8100	MAINTENANCE ADMINISTRATION	<u>-</u>	<u>910</u>	<u>910</u>
	GRAND TOTAL			<u>94,750</u>	<u>(26,840)</u>	<u>67,910</u>

**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Summary**  
**Fiscal Year 2003-2004**

MIS 3390

Department Name:	<u>Maintenance - Central Zone</u>
Cost Center No.:	<u>9209</u>
Project Name:	<u>Regular Operations - Departments</u>
Fund Number :	<u>1010</u>
Project Number:	<u>N/A</u>
Type Funding:	<u>Non-Restricted/Non-Categorical</u>

**Section A**

Current Positions:					
Job Title		# of Positions		Average Cost	Total Cost
District Level Secretary - 12 Month		1.00			29,855
Foreman, Maintenance Zone - 12 Month		2.00			98,176
Air Cond. & Refrigeration I - 12 Month		4.00			137,340
Carpenter I - 12 Month		4.00			146,124
Electrician I - 12 Month		2.00			69,750
Leaderman - Maintenance - 12 Month		1.00			42,183
Plumber I - 12 Month		5.00			178,182
Welder I - 12 Month		1.00			42,183
<b>(A) Total Current Staffing</b>		20.00			743,793

**Section B**

Approved Additions, Deletions and/or Changes Since Last Fiscal Year					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Carpenter I	C	(1.00)			(32,391)
Leaderman Maintenance-12 Month	C	1.00			32,391
<b>(B) Total Additions, Deletions and/or Changes</b>		-			-

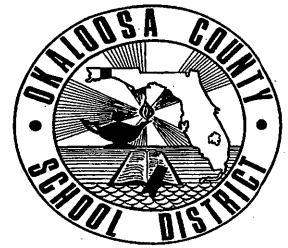
**Section C**

<b>Department Total (Section A &amp; B)</b>		20.00			743,793
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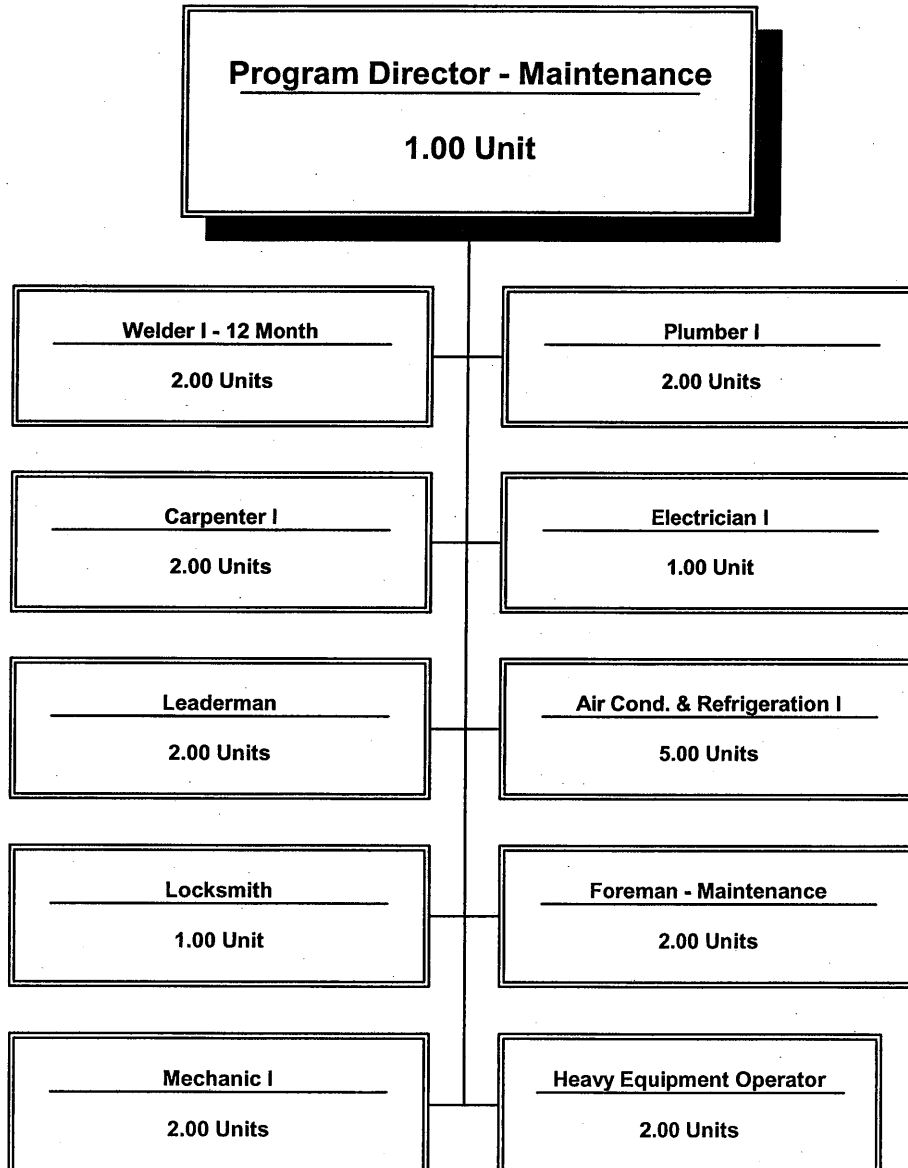
(a) Converted one (1) Carpenter position to one (1) Leaderman position.

\*Note:  
A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction

**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Chart**  
**Maintenance North Zone**  
**Cost Center: 9109**  
**Fiscal Year 2003-2004**



## Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** Maintenance - North

**COST CENTER:** 9109

**COST CENTER DESCRIPTION:**

Maintenance is managed within each regional zone of the school district. The maintenance department's functions are preventive maintenance, safety inspections, routine repairs, and emergency responses.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 58,089	\$ 76,377	\$ 18,288
	Instructional	-	-	-
	Non-Instructional	836,230	880,938	44,708
	Subtotal - Salaries & Benefits	894,319	957,315	62,996
300	Purchased Service	51,337	45,560	(5,777)
400	Energy Services	30,500	25,000	(5,500)
500	Materials & Supplies	19,500	19,500	-
600	Capital Outlay	-	750	750
700	Other Expenses	1,550	2,450	900
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	\$ 997,206	\$ 1,050,575	\$ 53,369

STAFFING			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.00	1.00	-
Instructional	-	-	-
Non-Instructional	22.00	21.00	(1.00)
Total Staff	23.00	22.00	(1.00)

**OTHER INFORMATION:**

The Program Director - Maintenance, with oversight from the Chief Officer - Educational Support Services, is the approving authority for this cost center.

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: MAINTENANCE-NORTH ZONE

CENTER NUMBER: 9109

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0102	SALARY - OTHER COMPENSATION Temporary skilled labor	8100	MAINTENANCE ADMINISTRATION	85,000	(85,000)	-
0130	SALARY - OVERTIME PAY Overtime pay for employees	8100	MAINTENANCE ADMINISTRATION	15,500	(5,500)	10,000
0330	IN COUNTY TRAVEL Reimburse for use of personal vehicle	8100	MAINTENANCE ADMINISTRATION	150	-	150
0331	OUT OF COUNTY TRAVEL Three (3) employees to attend fire college in Ocala and DOE safety & liability classes	8100	MAINTENANCE ADMINISTRATION	3,500	(500)	3,000
0350	REPAIR AND MAINTENANCE Heavy equipment, trailers, vehicle fleet & maintenance contract on copier	8100	MAINTENANCE ADMINISTRATION	25,000	(7,500)	17,500
	Repair buildings and grounds caused during School site work	8120	BUILDING AND GROUND MAINTENANCE	5,000	(1,000)	4,000
0355	COMPUTER REPAIRS Repair of computers	8100	MAINTENANCE ADMINISTRATION	2,500	(1,000)	1,500
0356	INSPECTION/REPAIR FIRE EXTING. B&C Fire Safety annual inspection and repair	8100	MAINTENANCE ADMINISTRATION	750	-	750
0360	LEASE AND RENTAL AGREEMENTS Rental of employee uniforms Construction dumpsters & various equipment	8100	MAINTENANCE ADMINISTRATION	8,500	(3,500)	5,000
0370	POSTAGE AND TELEGRAM Postage and shipping	8100	MAINTENANCE ADMINISTRATION	75	-	75
0371	TELEPHONE In office telephone service	7900	OPERATION OF PLANT	3,500	-	3,500



OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: MAINTENANCE-NORTH ZONE

CENTER NUMBER: 9109

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0372	TELEPHONE MAINTENANCE Repair of telephone lines	7900	OPERATION OF PLANT	600	-	600
0373	TELEPHONE LONG DISTANCE Long distant phone service	7900	OPERATION OF PLANT	425	-	425
0375	CELLULAR TELEPHONE Four (4) cell phones and five (5) radios	7900	OPERATION OF PLANT	5,000	(500)	4,500
0393	CONTRACTS-NONPROFESSIONAL SVC Pest control One (1) electrician (due to not enough staff)	8100	MAINTENANCE ADMINISTRATION	89,560	(85,000)	4,560
		4,560				
		<u>85,000</u>				
0450	GASOLINE Fuel for vehicle fleet	8100	MAINTENANCE ADMINISTRATION	20,000	(5,000)	15,000
0460	DIESEL FUEL Fuel for heavy equipment	8100	MAINTENANCE ADMINISTRATION	18,500	(8,500)	10,000
0510	SUPPLIES General office supplies	8100	MAINTENANCE ADMINISTRATION	6,500	(1,500)	5,000
0517	TOOLS - MAINTENANCE Tools for department	8100	MAINTENANCE ADMINISTRATION	9,500	(4,500)	5,000
0540	OIL Oil for heavy equipment and vehicle fleet	8100	MAINTENANCE ADMINISTRATION	1,600	(600)	1,000
0550	REPAIR PARTS Parts for vehicle fleet and heavy equipment	8100	MAINTENANCE ADMINISTRATION	8,000	(2,000)	6,000
0560	TIRES AND TUBES Tires and tubes for vehicle fleet and heavy equipment	8100	MAINTENANCE ADMINISTRATION	3,800	(1,300)	2,500

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: MAINTENANCE-NORTH ZONE

CENTER NUMBER: 9109

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0641	EQUIPMENT/FIXED ASSETS (OVER \$750) Purchase reclaimer, disk and tiller for tractor	8100	MAINTENANCE ADMINISTRATION	<u>8,000</u>	<u>(8,000)</u>	<u>          </u>
0642	EQUIPMENT (UNDER \$750) Purchase office desk and chairs for foreman	8100	MAINTENANCE ADMINISTRATION	<u>2,500</u>	<u>(1,750)</u>	<u>750</u>
0652	OTHER MOTOR VEHICLES Purchase new truck and heavy equipment	8100	MAINTENANCE ADMINISTRATION	<u>20,000</u>	<u>(20,000)</u>	<u>          </u>
0730	DUES AND FEES Fees for three (3) employees to attend fire college DOE safety & liability classes Refrigerant certification class	8100	MAINTENANCE ADMINISTRATION	<u>4,000</u>	<u>(2,000)</u>	<u>2,000</u>
0732	MOTOR VEHICLE TAGS AND FEES Motor vehicle tags	8100	MAINTENANCE ADMINISTRATION	<u>450</u>	<u>          </u>	<u>450</u>
	GRAND TOTAL			<u><u>347,910</u></u>	<u><u>(244,650)</u></u>	<u><u>103,260</u></u>

**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Summary**  
**Fiscal Year 2003-2004**

MIS 3390

Department Name: Maintenance-North  
 Cost Center No.: 9109  
 Project Name: Regular Operations - Departments  
 Fund Number : 1010  
 Project Number: N/A  
 Type Funding: Non-Restricted/Non-Categorical

**Section A**

Current Positions:					
Job Title		# of Positions		Average Cost	Total Cost
Air Conditioning & Refrigeration - 12 Month		5.00			177,333
Carpenter I - 12 Month		2.00			84,366
District Level Secretary - 12 Month		1.00			42,183
Electrician I - 12 Month		1.00			42,183
Foreman, Maintenance Zone - 12 Month		1.00			56,612
Leaderman - 12 Month		2.00			89,435
Locksmith - 12 Month		1.00			42,183
Plumber I - 12 Month		3.00			123,539
Supervisor, School Plant Planning		1.00			64,200
Welder I - 12 Month		2.00			84,366
Heavy Equipment Operator - 12 Month		3.00			126,549
Mechanic I - 12 Month		1.00			42,183
<b>(A) Total Current Staffing</b>		<b>23.00</b>			<b>975,132</b>

**Section B**

Approved Additions, Deletions and/or Changes Since Last Fiscal Year					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Heavy Equipment Operator - 12 Month	C	(1.00)	a		(42,183)
Mechanic I - 12 Month	A	1.00	a		42,183
Leaderman	C	(1.00)	b		(45,063)
Foreman, Maintenance Zone - 12 Month	C	1.00	b		45,063
Leaderman	C	1.00	c		44,372
Plumber I - 12 Month	C	(1.00)	c		(42,183)
Supervisor, School Plant Planning	D	(1.00)	d		(64,200)
District Level Secretary - 12 Month	D	(1.00)	d		(42,183)
Program Director - Maintenance	A	1.00	e		76,377
<b>(B) Total Additions, Deletions and/or Changes</b>		<b>(1.00)</b>			<b>(27,817)</b>

**Section C**

<b>Department Total (Section A &amp; B)</b>		<b>22.00</b>			<b>947,315</b>
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- (a) One (1) Heavy Equipment Operator - 12 Month converted to Mechanic I -12 Month.  
 (b) One (1) Leaderman was converted to Foreman per Human Resources.  
 (c) One (1) Plumber I was converted to Leaderman per Human Resources.  
 (d) Delete one (1) Supervisor, School Plant Planning position and one (1) District Level Secretary position.  
 (e) Add one (1) Program Director - Maintenance position.

**\*Note:**

A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction

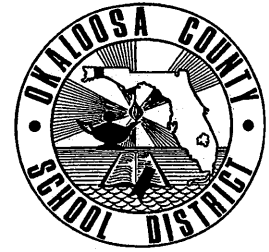
**OKALOOSA COUNTY SCHOOL DISTRICT**

**Department Staffing Chart**

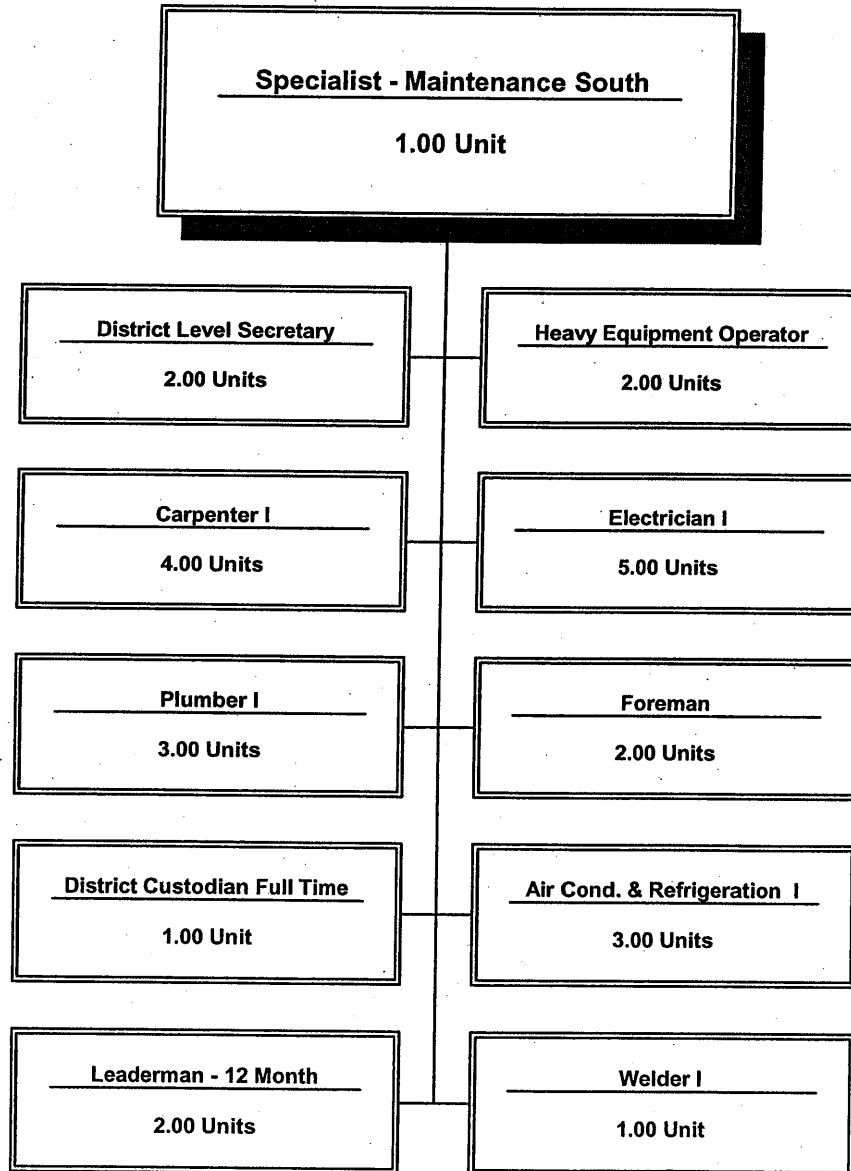
**Maintenance South Zone**

**Cost Center: 9009**

**Fiscal Year 2003-2004**



# Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** Maintenance - South Zone

**COST CENTER:** 9009

**COST CENTER DESCRIPTION:**

Maintenance is managed within each regional zone of the School District. Maintenance department's functions are preventive maintenance, safety inspections, routine repair, and emergency responses.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	<b>Salaries &amp; Benefits</b>			
	Administrative/Managerial	\$ 72,383	\$ 80,282	\$ 7,899
	Instructional			
	Non-Instructional	926,146	1,002,188	76,042
	Subtotal - Salaries & Benefits	998,529	1,082,470	83,941
300	<b>Purchased Service</b>	45,200	57,550	12,350
400	<b>Energy Services</b>	30,500	29,600	(900)
500	<b>Materials &amp; Supplies</b>	26,800	16,200	(10,600)
600	<b>Capital Outlay</b>	500	1,000	500
700	<b>Other Expenses</b>	1,300	800	(500)
900	<b>Transfers/Reserves</b>	3,440	1,772	(1,668)
	<b>Total Combined Appropriation</b>	\$ 1,106,269	\$ 1,189,392	\$ 83,123

STAFFING			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.00	1.00	-
Instructional	-	-	-
Non-Instructional	25.00	25.00	-
<b>Total Staff</b>	26.00	26.00	-

**OTHER INFORMATION:**

The Specialist Maintenance - South Zone, with oversight from the Assistant Superintendent - South Zone, is the approving authority for this cost center.

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: MAINTENANCE - SOUTH ZONE

CENTER NUMBER: 9009

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0100	SALARIES	8100	MAINTENANCE ADMINISTRATION	676,945	(676,945)	-
0102	SALARY - OTHER COMPENSATION	8100	MAINTENANCE ADMINISTRATION	2,500	(2,500)	-
0103	SALARY - SUPPLEMENTS	8100	MAINTENANCE ADMINISTRATION	2,600	(2,600)	-
0111	SALARY - ADMINISTRATIVE/MGR	8100	MAINTENANCE ADMINISTRATION	147,680	(147,680)	-
0130	SALARY - OVERTIME PAY	8100	MAINTENANCE ADMINISTRATION	-	2,000	2,000
0210	FLORIDA RETIREMENT SYSTEM	8100	MAINTENANCE ADMINISTRATION	24,400	(24,400)	-
0220	FICA (SOCIAL SECURITY)	8100	MAINTENANCE ADMINISTRATION	31,570	(31,570)	-
0231	GROUP INSURANCE - HEALTH & HOSPITAL	8100	MAINTENANCE ADMINISTRATION	79,960	(79,960)	-
0232	GROUP INSURANCE - LIFE	8100	MAINTENANCE ADMINISTRATION	650	(650)	-
0233	GROUP INSURANCE - DENTAL	8100	MAINTENANCE ADMINISTRATION	6,250	(6,250)	-
0234	GROUP INSURANCE - OTHER	8100	MAINTENANCE ADMINISTRATION	300	(300)	-
0310	PROFESSIONAL & TECHNICAL SERVICE Land Survey ( Level 1, 2 and 3), Environmental Assessment, Maximo and Engineering Services	8100	MAINTENANCE ADMINISTRATION	2,500	(500)	2,000
0330	IN COUNTY TRAVEL Reimburse for use of personal vehicle and training	8100	MAINTENANCE ADMINISTRATION	1,000	(500)	500
0331	OUT OF COUNTY TRAVEL State Fire College in Ocala Uniform Building Code Inspection in Tallahassee	8100	MAINTENANCE ADMINISTRATION	2,500	(500)	2,000
0350	REPAIR AND MAINTENANCE Contract repairs	8100	MAINTENANCE ADMINISTRATION	6,000	-	6,000

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: MAINTENANCE - SOUTH ZONE

CENTER NUMBER: 9009

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0354	MAINTENANCE VEHICLE REPAIR Contract repairs on truck	8100	MAINTENANCE ADMINISTRATION	<u>7,000</u>	-	<u>7,000</u>
0355	COMPUTER REPAIRS	8100	MAINTENANCE ADMINISTRATION	<u>500</u>	-	<u>500</u>
0356	INSPECTION/REPAIR FIRE EXTING. Inspect fire extinguishers Inspect fire extinguishers on vehicles	7900	OPERATION OF PLANT	750	(250)	500
		8100	MAINTENANCE ADMINISTRATION	<u>500</u>	<u>(100)</u>	<u>400</u>
0360	LEASE AND RENTAL AGREEMENTS Maintenance equipment rentals	8100	MAINTENANCE ADMINISTRATION	<u>1,000</u>	<u>(500)</u>	<u>500</u>
0370	POSTAGE AND TELEGRAM UPS return of parts and mail out of contracts	8100	MAINTENANCE ADMINISTRATION	<u>400</u>	<u>(100)</u>	<u>300</u>
0371	TELEPHONE Telephone Telephone	7900	OPERATION OF PLANT	13,500	(3,500)	10,000
		8100	MAINTENANCE ADMINISTRATION	<u>500</u>	<u>(50)</u>	<u>450</u>
0372	TELEPHONE MAINTENANCE	7900	OPERATION OF PLANT	<u>500</u>	<u>(200)</u>	<u>300</u>
0373	TELEPHONE LONG DISTANCE	7900	OPERATION OF PLANT	<u>500</u>	<u>(100)</u>	<u>400</u>
0375	CELLULAR TELEPHONE Five (5) cell phones	7900	OPERATION OF PLANT	<u>6,000</u>	<u>(1,000)</u>	<u>5,000</u>
0381	WATER AND SEWAGE	7900	OPERATION OF PLANT	<u>3,200</u>	<u>(400)</u>	<u>2,800</u>
0382	GARBAGE Garbage	7900	OPERATION OF PLANT	<u>8,500</u>	<u>(2,000)</u>	<u>6,500</u>
		8100	MAINTENANCE ADMINISTRATION	<u>8,000</u>	<u>(2,000)</u>	<u>6,000</u>

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: MAINTENANCE - SOUTH ZONE

CENTER NUMBER: 9009

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0390	OTHER PURCHASED SVC-PRINT/COPY Miscellaneous printing	8100	MAINTENANCE ADMINISTRATION	200	(100)	100
0391	LAUNDRY / LINEN - SCH FD SVC Uniforms	8100	MAINTENANCE ADMINISTRATION	3,000	(200)	2,800
0393	CONTRACTS-NONPROFESSIONAL SVC Pest control, painting, etc.	8100	MAINTENANCE ADMINISTRATION	3,500	-	3,500
0410	NATURAL GAS	7900	OPERATION OF PLANT	1,000	(200)	800
0420	BOTTLED GAS Welding	8100	MAINTENANCE ADMINISTRATION	500	(200)	300
0430	ELECTRICITY Electricity	7900	OPERATION OF PLANT	4,000	-	4,000
	Electricity	8100	MAINTENANCE ADMINISTRATION	15,000	-	15,000
0450	GASOLINE Fuel for service vehicles	8100	MAINTENANCE ADMINISTRATION	9,000	(500)	8,500
0460	DIESEL FUEL Fuel for service equipment	8100	MAINTENANCE ADMINISTRATION	3,000	(2,000)	1,000
0510	SUPPLIES Supplies for department	7900	OPERATION OF PLANT	1,000	(800)	200
	Supplies for department/plant	8100	MAINTENANCE ADMINISTRATION	6,500	(500)	6,000
0517	TOOLS - MAINTENANCE Tools for maintenance	8100	MAINTENANCE ADMINISTRATION	4,500	-	4,500



OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: MAINTENANCE - SOUTH ZONE

CENTER NUMBER: 9009

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0540	OIL Oil for service vehicles	8100	MAINTENANCE ADMINISTRATION	<u>1,500</u>	<u>(1,000)</u>	<u>500</u>
0550	REPAIR PARTS Repair parts for service vehicles	8100	MAINTENANCE ADMINISTRATION	<u>6,500</u>	<u>(3,000)</u>	<u>3,500</u>
0560	TIRES AND TUBES Tire and tubes for service vehicles	8100	MAINTENANCE ADMINISTRATION	<u>2,500</u>	<u>(1,000)</u>	<u>1,500</u>
0641	EQUIPMENT/FIXED ASSETS (OVER \$750) Miscellaneous	8100	MAINTENANCE ADMINISTRATION	<u>2,500</u>	<u>(2,500)</u>	<u>-</u>
0642	EQUIPMENT (UNDER \$750) Miscellaneous	8100	MAINTENANCE ADMINISTRATION	<u>2,500</u>	<u>(2,000)</u>	<u>500</u>
0643	COMPUTER HARDWARE- (OVER \$750) New computer for secretary	8100	MAINTENANCE ADMINISTRATION	<u>3,000</u>	<u>(3,000)</u>	<u>-</u>
0644	COMPUTER HARDWARE - (UNDER \$750)	8100	MAINTENANCE ADMINISTRATION	<u>750</u>	<u>(250)</u>	<u>500</u>
0652	OTHER MOTOR VEHICLES Two (2) used vehicles	8100	MAINTENANCE ADMINISTRATION	<u>25,000</u>	<u>(25,000)</u>	<u>-</u>
0684	REPLACEMENT ROOFING & SYSTEMS	8100	MAINTENANCE ADMINISTRATION	<u>5,000</u>	<u>(5,000)</u>	<u>-</u>
0730	DUES AND FEES Registration fees	8100	MAINTENANCE ADMINISTRATION	<u>1,500</u>	<u>(1,000)</u>	<u>500</u>
0732	MOTOR VEHICLE TAGS AND FEES Tags and registration	8100	MAINTENANCE ADMINISTRATION	<u>500</u>	<u>(200)</u>	<u>300</u>
0984	RESERVE-PERFORMANCE PAY	8100	MAINTENANCE ADMINISTRATION	<u>-</u>	<u>1,772</u>	<u>1,772</u>
	GRAND TOTAL			<u>1,138,155</u>	<u>(1,029,233)</u>	<u>108,922</u>

**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Summary**  
**Fiscal Year 2003-2004**

MIS 3390

Department Name:	<u>Maintenance - South</u>
Cost Center No.:	<u>9009</u>
Project Name:	<u>Regular Operations - Departments</u>
Fund Number :	<u>1010</u>
Project Number:	<u>N/A</u>
Type Funding:	<u>Non-Restricted/Non-Categorical</u>

**Section A**

Current Positions:					
Job Title		# of Positions		Average Cost	Total Cost
Specialist - Non Instructional - 12 Month		1.00			80,282
Air Conditioning & Refrigeration - 12 Month		3.00			109,029
Carpenter I - 12 Month		4.00			158,479
District Custodian Full Time I - 12 Month		1.00			26,299
District Level Secretary - 12 Month		2.00			69,879
Electrician I - 12 Month		5.00			193,750
Foreman, Maintenance Zone - 12 Month		2.00			109,003
Leaderman - 12 Month		2.00			88,744
Plumber I - 12 Month		3.00			118,456
Heavy Equipment Operator - 12 Month		2.00			84,366
Welder I - 12 Month		1.00			42,183
<b>(A) Total Current Staffing</b>		26.00			1,080,470

**Section B**

Approved Additions, Deletions and/or Changes Since Last Fiscal Year					
Job Title	Type*	# of Positions		Average Cost	Total Cost
<b>(B) Total Additions, Deletions and/or Changes</b>		-			-

**Section C**

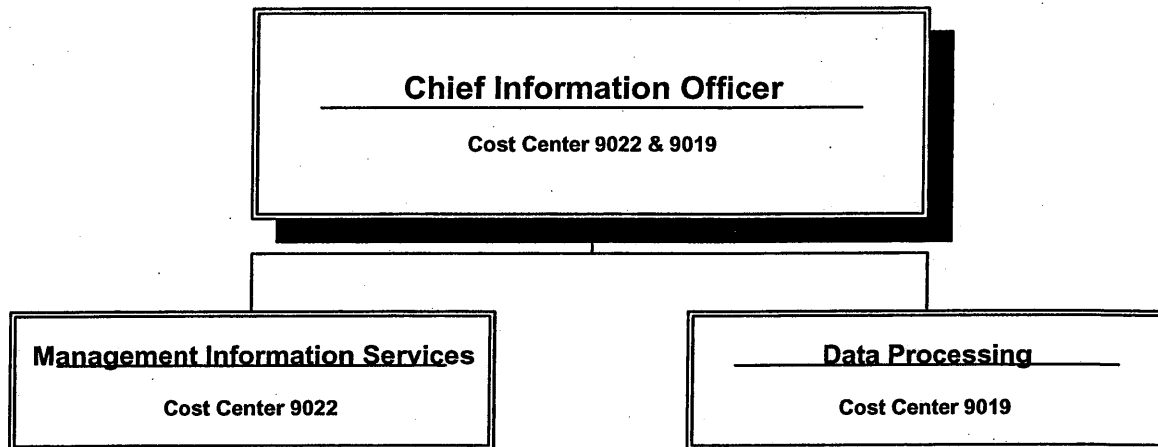
<b>Department Total (Section A &amp; B)</b>	26.00			1,080,470
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\*Note:  
A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction

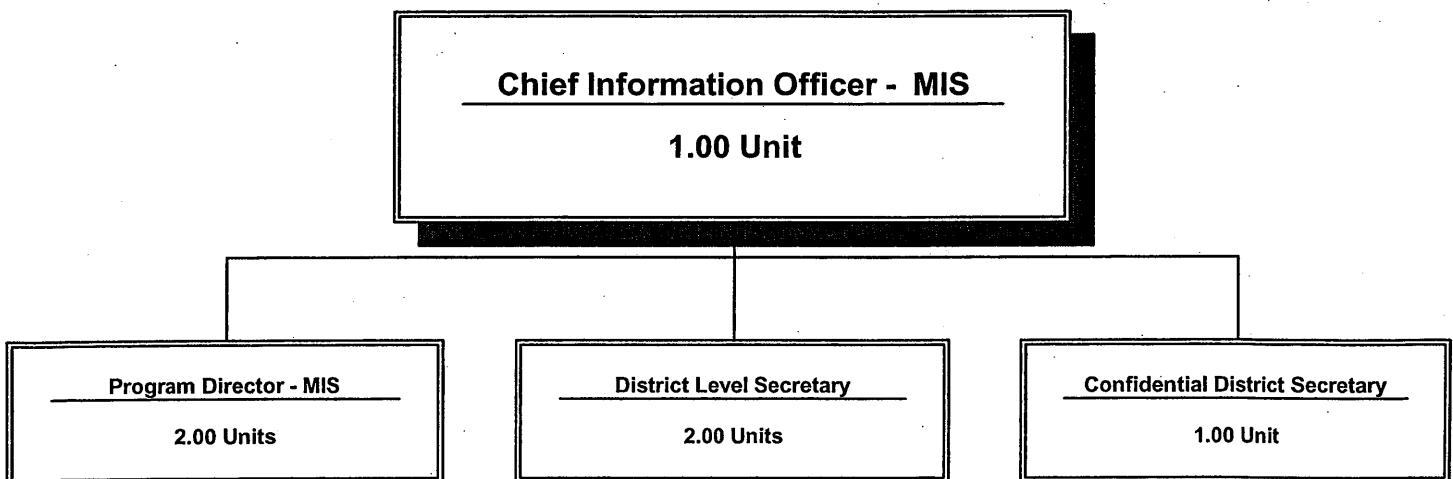
**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Chart**  
*Management Information Services*  
**Cost Center: 9022**  
**Fiscal Year 2003-2004**



## Organizational Chart



## Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** Management Information Services

**COST CENTER:** 9022

**COST CENTER DESCRIPTION:**

Collects, manages, and reports information to regulatory agencies; provides information to district departments and schools to promote fact-based decisions about programs, performance, and resource management.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 272,809	\$ 301,428	\$ 28,619
	Instructional			
	Non-Instructional	97,451	101,752	4,301
	Subtotal - Salaries & Benefits	<u>370,260</u>	<u>403,180</u>	<u>32,920</u>
300	Purchased Service	21,150	3,600	(17,550)
400	Energy Services	-	-	-
500	Materials & Supplies	6,400	6,000	(400)
600	Capital Outlay	400	1,700	1,300
700	Other Expenses	-	-	-
900	Transfers/Reserves	13,102	2,907	(10,195)
	Total Combined Appropriation	<u>\$ 411,312</u>	<u>\$ 417,387</u>	<u>\$ 6,075</u>

STAFFING			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	3.00	3.00	-
Instructional	-	-	-
Non-Instructional	3.00	3.00	-
Total Staff	<u>6.00</u>	<u>6.00</u>	<u>-</u>

**OTHER INFORMATION:**

The Chief Information Officer is the approving authority for this cost center.

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: MANAGEMENT INFORMATION SERVICES

CENTER NUMBER: 9022

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0330	IN COUNTY TRAVEL Reimburse for use of personal vehicle	7720	INFORMATION SERVICES	<u>250</u>	-	<u>250</u>
0331	OUT OF COUNTY TRAVEL Required D.O.E. meeting Two (2 ) people to attend State Database Meeting One (1) person to attend Terms User Group Meeting One (1) person to attend FASTER Meeting	7720	INFORMATION SERVICES	<u>1,100</u>	-	<u>1,100</u>
0370	POSTAGE AND TELEGRAM Postage for office use	7720	INFORMATION SERVICES	<u>250</u>	-	<u>250</u>
0390	OTHER PURCHASED SVC-PRINT/COPY Required manuals for schools attendance, FTE, scholarships, retention/destruction, etc.; General operating printing	7720	INFORMATION SERVICES	<u>2,000</u>	-	<u>2,000</u>
0510	SUPPLIES General operating supplies; and distribution of regular scheduled reports/requests	7720	INFORMATION SERVICES	<u>6,000</u>	-	<u>6,000</u>
0642	EQUIPMENT (UNDER \$750) Equipment for new employee station	7720	INFORMATION SERVICES	<u>300</u>	-	<u>300</u>
0643	COMPUTER HARDWARE- (OVER \$750) Replace two (2) personal computers (Five (5) year plan)	7720	INFORMATION SERVICES	<u>5,000</u>	<u>(5,000)</u>	-
0644	COMPUTER HARDWARE - (UNDER \$750) Replace printers (Five (5) year plan)	7720	INFORMATION SERVICES	<u>600</u>	<u>400</u>	<u>1,000</u>

OKALOOSA COUNTY SCHOOL DISTRICT  
 BUDGET ADJUSTMENT SHEET  
 2003-2004

COST CENTER NAME: MANAGEMENT INFORMATION SERVICES

CENTER NUMBER: 9022

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0692	SOFTWARE (UNDER \$750) Upgrade standard office software: Windows ME, MS Publishers, MS Works, MS Streets & Trips, Press Works	7720	INFORMATION SERVICES	<u>400</u>	-	<u>400</u>
0984	RESERVE-PERFORMANCE PAY	7720	INFORMATION SERVICES	-	<u>2,907</u>	<u>2,907</u>
	GRAND TOTAL			<u><u>15,900</u></u>	<u><u>(1,693)</u></u>	<u><u>14,207</u></u>

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**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Summary**  
**Fiscal Year 2003-2004**

MIS 3390

Department Name:	Management Information Service
Cost Center No.:	9022
Project Name:	Regular Operations - Departments
Fund Number :	1010
Project Number:	N/A
Type Funding:	Non-Restricted/Non-Categorical

**Section A**

Current Positions:					
Job Title		# of Positions		Average Cost	Total Cost
Chief Information Officer - 12 Month		1.00			112,760
Program Director - Non Instructional - 12 Mo.		2.00			188,668
District Level Secretary - 12 Month		3.00			101,752
<b>(A) Total Current Staffing</b>		6.00			403,180

**Section B**

Approved Additions, Deletions and/or Changes Since Last Fiscal Year					
Job Title	Type*	# of Positions		Average Cost	Total Cost
District Level Secretary	C	(1.00)	a		(33,917)
District Level Confidential Secretary	C	1.00	a		33,917
<b>(B) Total Additions, Deletions and/or Changes</b>		-			-

**Section C**

<b>Department Total (Section A &amp; B)</b>	6.00		403,180
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(a) Per Board action January 27, 2003, convert one (1) District Level Secretary to District Level Confidential Secretary.

\*Note:  
A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction

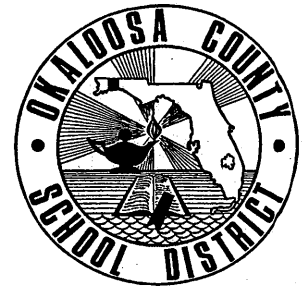
**OKALOOSA COUNTY SCHOOL DISTRICT**

**Department Staffing Chart**

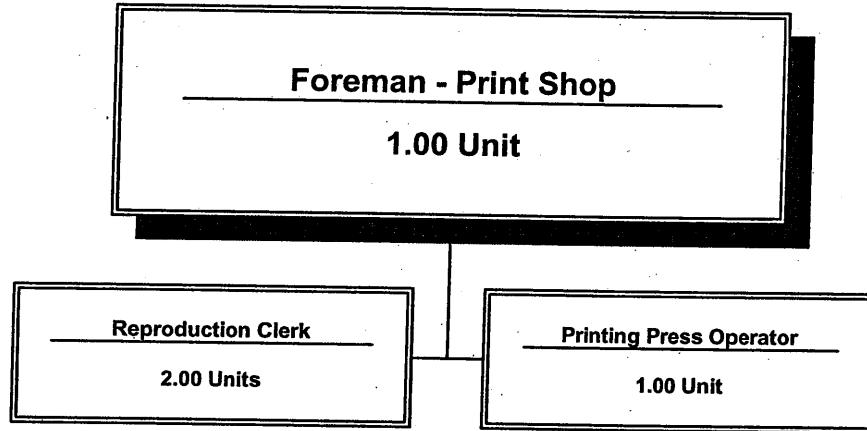
**Print Shop**

**Cost Center: 9121**

**Fiscal Year 2003-2004**



**Staffing Chart**





**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** Print Shop

**COST CENTER:** 9121

**COST CENTER DESCRIPTION:**

Provides printing services to schools and departments.

**FUND SOURCE:** Reimbursement - Schools and Departments

**APPROPRIATIONS AND STAFFING:**

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	<b>Salaries &amp; Benefits</b>			
	Administrative/Managerial	\$ 38,047	\$ 42,687	\$ 4,640
	Instructional	-	-	-
	Non-Instructional	95,245	103,048	7,803
	<b>Subtotal - Salaries &amp; Benefits</b>	<u>133,292</u>	<u>145,735</u>	<u>12,443</u>
300	Purchased Service	62,847	64,847	2,000
400	Energy Services	-	-	-
500	Materials & Supplies	106,498	135,000	28,502
600	Capital Outlay	-	-	-
700	Other Expenses	27,363	4,927	(22,436)
900	Transfers/Reserves	10,000	10,391	391
	<b>Total Combined Appropriation</b>	<u>\$ 340,000</u>	<u>\$ 360,900</u>	<u>\$ 20,900</u>

STAFFING			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.00	1.00	-
Instructional	-	-	-
Non-Instructional	3.00	3.00	-
<b>Total Staff</b>	<u>4.00</u>	<u>4.00</u>	<u>-</u>

**OTHER INFORMATION:**

The Foreman - Print Shop, with oversight from the Superintendent, is the approving authority for this cost center.

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: PRINTING SERVICES

CENTER NUMBER: 9121

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0220	FICA (SOCIAL SECURITY) Fica for temporary employees during the summer	7760	INTERNAL SVC (PURCH/WAREHOUSE)	-	73	73
0350	REPAIR AND MAINTENANCE Maintenance agreement with Xerox and Ron's Litho for copies and presses	7760	INTERNAL SVC (PURCH/WAREHOUSE)	26,760	-	26,760
0370	POSTAGE AND TELEGRAM Meter postage for Administrative Complex and Bulk mail for Schools	7760	INTERNAL SVC (PURCH/WAREHOUSE)	26,000	-	26,000
0390	OTHER PURCHASED SVC-PRINT/COPY Printing outside sources	7760	INTERNAL SVC (PURCH/WAREHOUSE)	10,000	-	10,000
0391	LAUNDRY / LINEN - SCH FD SVC Taylor Linen for safety mats and wash cloths, Ciintas for Uniforms	7760	INTERNAL SVC (PURCH/WAREHOUSE)	2,087	-	2,087
0510	SUPPLIES Paper for printing and office supplies for foreman and three (3) staff members	7760	INTERNAL SVC (PURCH/WAREHOUSE)	135,000	-	135,000
0750	OTHER PERSONNEL SERVICES (TEMP) Temporary employees for the summer	7760	INTERNAL SVC (PURCH/WAREHOUSE)	5,000	(73)	4,927
0984	RESERVE-PERFORMANCE PAY	7760	INTERNAL SVC (PURCH/WAREHOUSE)	-	391	391
0987	RESERVE-SCHOOLS/DEPARTMENTS Reserve only to be used in case of emergency repairs or replacement	7760	INTERNAL SVC (PURCH/WAREHOUSE)	10,000	-	10,000
	GRAND TOTAL			<u>214,847</u>	<u>391</u>	<u>215,238</u>

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**OKALOOSA COUNTY SCHOOL DISTRICT  
Department Staffing Summary  
Fiscal Year 2003-2004**

MIS 3390

Department Name: Print Shop  
 Cost Center No.: 9121  
 Project Name: Regular Operations - Departments  
 Fund Number : 1010  
 Project Number: N/A  
 Type Funding: Non-Restricted/Non-Categorical

**Section A**

Current Positions:				
Job Title		# of Positions	Average Cost	Total Cost
Foreman, Print Shop - 12 Month		1.00		42,687
Printing Press Operator - 12 Month		1.00		35,343
Reproduction Clerk - 12 Month		2.00		67,632
<b>(A) Total Current Staffing</b>		4.00		145,662

**Section B**

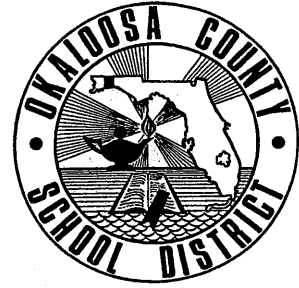
Approved Additions, Deletions and/or Changes Since Last Fiscal Year				
Job Title	Type*	# of Positions	Average Cost	Total Cost
<b>(B) Total Additions, Deletions and/or Changes</b>		-		

**Section C**

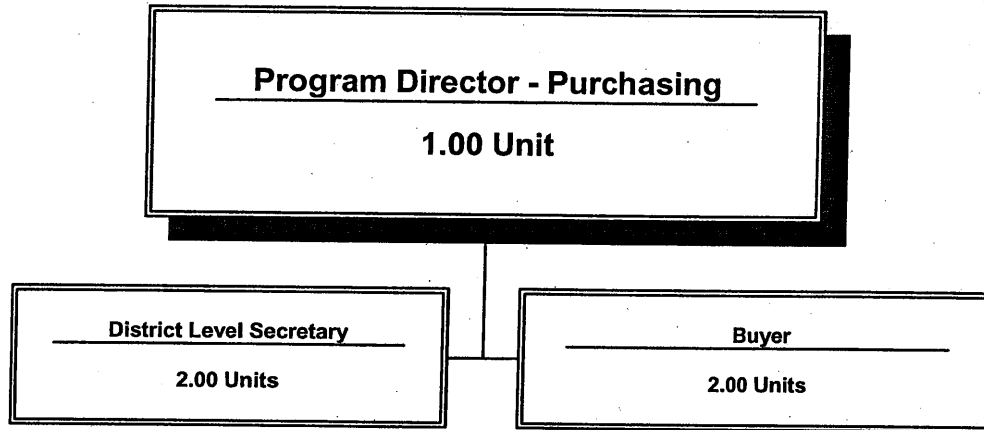
<b>Department Total (Section A &amp; B)</b>	4.00		145,662
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**\*Note:**  
 A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction

**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Chart**  
**Purchasing**  
**Cost Center: 9014**  
**Fiscal Year 2003-2004**



## Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** Purchasing

**COST CENTER:** 9014

**COST CENTER DESCRIPTION:**

Assistance to schools with large purchases, operation of buyer system to ascertain best price/best value and administers the purchasing system for district departments.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

<b>APPROPRIATIONS</b>				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	<b>Salaries &amp; Benefits</b>			
	Administrative/Managerial	\$ 86,663	\$ 93,014	\$ 6,351
	Instructional	-	-	-
	Non-Instructional	164,770	178,034	13,264
	<b>Subtotal - Salaries &amp; Benefits</b>	<u>251,433</u>	<u>271,048</u>	<u>19,615</u>
300	Purchased Service	20,237	19,137	(1,100)
400	Energy Services	-	-	-
500	Materials & Supplies	4,350	5,000	650
600	Capital Outlay	-	-	-
700	Other Expenses	420	837	417
900	Transfers/Reserves	4,154	894	(3,260)
	<b>Total Combined Appropriation</b>	<u>\$ 280,594</u>	<u>\$ 296,916</u>	<u>\$ 16,322</u>

<b>STAFFING</b>			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.00	1.00	-
Instructional	-	-	-
Non-Instructional	4.00	4.00	-
<b>Total Staff</b>	<u>5.00</u>	<u>5.00</u>	<u>-</u>

**OTHER INFORMATION:**

The Program Director - Purchasing is the approving authority for this cost center.

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: PURCHASING  
PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9014  
PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0330	IN COUNTY TRAVEL Reimburse Program Director and two (2) buyers for use of personal vehicle to schools and departments for credit card training, on-line entry training and quotes	7760	INTERNAL SVC (PURCH/WAREHOUSE)	1,500	-	1,500
0331	OUT OF COUNTY TRAVEL Program Director and two (2) buyers to attend the FAOPPO Annual Trade Show and Conference State Contract Workshop Finance Meeting	1900 500 <u>500</u>	7760  INTERNAL SVC (PURCH/WAREHOUSE)	2,900	(400)	2,500
0350	REPAIR AND MAINTENANCE Office equipment repair (fax, typewriters, laser printer, etc)	7760	INTERNAL SVC (PURCH/WAREHOUSE)	250	-	250
0355	COMPUTER REPAIRS Repair computers	7760	INTERNAL SVC (PURCH/WAREHOUSE)	250	-	250
0360	LEASE AND RENTAL AGREEMENTS Shared rental of Xerox 5818 copy machine (\$94.71 per month)	7760	INTERNAL SVC (PURCH/WAREHOUSE)	1,137	-	1,137
0370	POSTAGE AND TELEGRAM For 12,000 purchase orders; 25 plus bids and 125 plus quotes	7760	INTERNAL SVC (PURCH/WAREHOUSE)	6,000	(500)	5,500
0390	OTHER PURCHASED SVC-PRINT/COPY Legal Ads for RFBs, RFQs and RFPs	7760	INTERNAL SVC (PURCH/WAREHOUSE)	5,000	(500)	4,500
0399	PRINTING AND WAREHOUSE FORMS For departments and schools 15,000 Pre printed 6 part requisition forms 3 Part partial receiving reports	7760	INTERNAL SVC (PURCH/WAREHOUSE)	3,500	-	3,500

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: PURCHASING

CENTER NUMBER: 9014

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0510	SUPPLIES Office supplies for Program Director, two (2) buyers and two (2) staff members	7760	INTERNAL SVC (PURCH/WAREHOUSE)	<u>5,000</u>	-	<u>5,000</u>
0730	DUES AND FEES National Institute of Gov't Purchasing, Inc. Sam's Club FASA FFAPPO (3 @ 40) GFOA	200 130 192 120 <u>195</u>	7760 INTERNAL SVC (PURCH/WAREHOUSE)	<u>837</u>	-	<u>837</u>
0984	RESERVE-PERFORMANCE PAY	7760	INTERNAL SVC (PURCH/WAREHOUSE)	-	<u>894</u>	<u>894</u>
	GRAND TOTAL			<u><u>26,374</u></u>	<u><u>(506)</u></u>	<u><u>25,868</u></u>

**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Summary**  
**Fiscal Year 2003-2004**

MIS 3390

Department Name: Purchasing  
 Cost Center No.: 9014  
 Project Name: Regular Operations - Departments  
 Fund Number : 1010  
 Project Number: N/A  
 Type Funding: Non-Restricted/Non-Categorical

**Section A**

Current Positions:					
Job Title		# of Positions		Average Cost	Total Cost
Program Director - Non Instructional - 12 Month		1.00			93,014
District Level Secretary I - 12 Month		1.00			40,867
District Level Secretary - 12 Month		1.00			42,183
Buyer - 12 Month		2.00			93,668
<b>(A) Total Current Staffing</b>		<b>5.00</b>			<b>269,732</b>

**Section B**

Approved Additions, Deletions and/or Changes Since Last Fiscal Year					
Job Title	Type*	# of Positions		Average Cost	Total Cost
District Level Secretary I - 12 Month	C	(1.00)	a		(40,867)
District Level Secretary - 12 Month	C	1.00	a		42,183
<b>(B) Total Additions, Deletions and/or Changes</b>		<b>-</b>			<b>1,316.00</b>

**Section C**

<b>Department Total (Section A &amp; B)</b>	<b>5.00</b>			<b>271,048</b>
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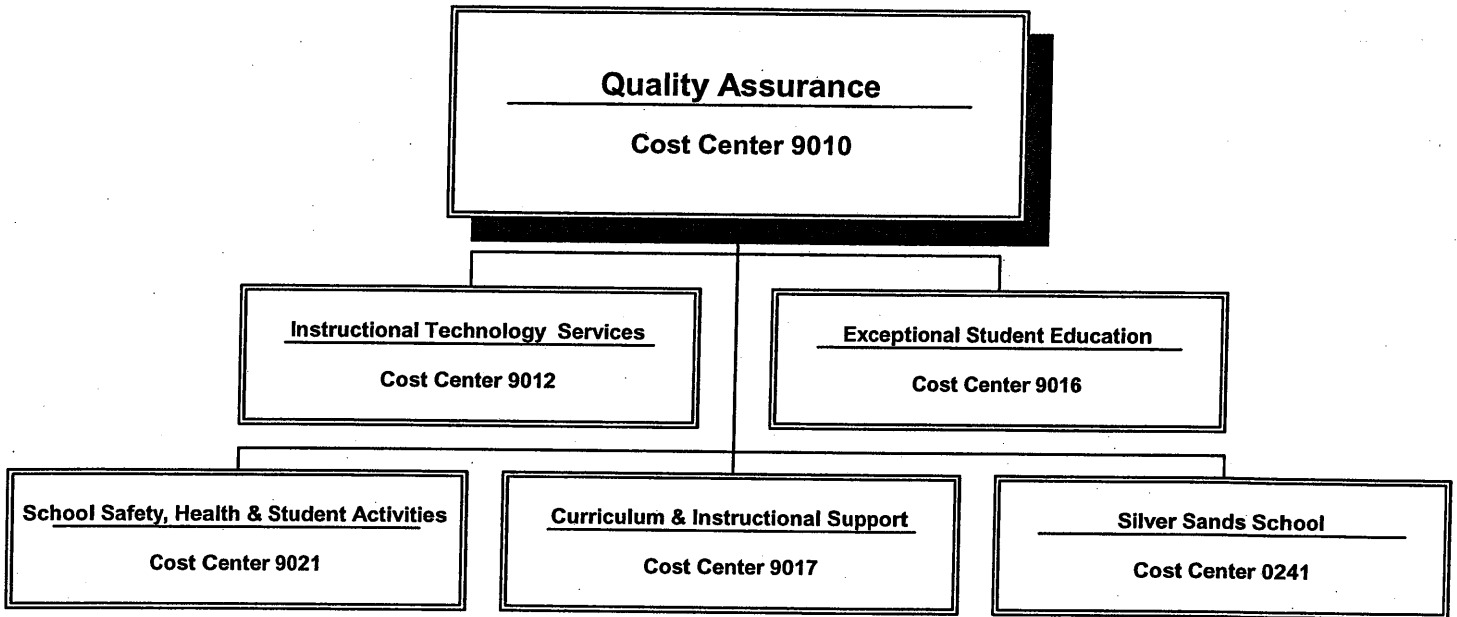
(a) Converted one (1) District Level Secretary I to a District Level Secretary.

\*Note:  
 A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction

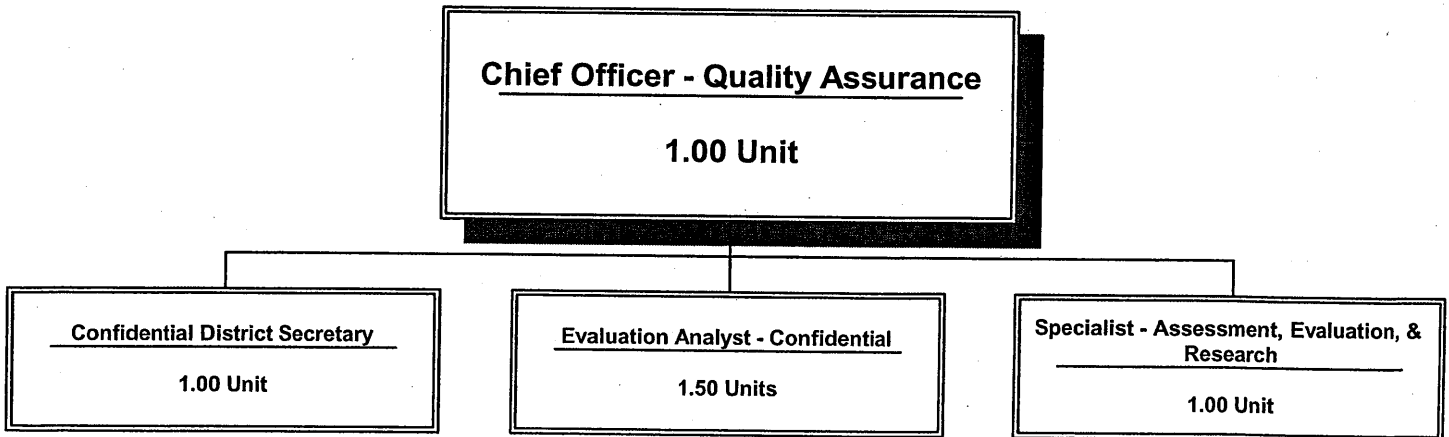




## Organizational Chart



## Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** Quality Assurance & Curriculum

**COST CENTER:** 9010

**COST CENTER DESCRIPTION:**

Administrative responsibility for Curriculum and Instructional Support/Exceptional Student Education, School, Safety and Health and Student Assessment and Silver Sands School. Responsible for implementation and monitoring of federal, state and School Board requirements and policies; student testing and data analysis; development of performance baselines for each school; monitoring/evaluating school plans for academic programs that enhance student performance and developing personnel in leadership and instructional practices which are effective and research-based.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 102,940	\$ 179,320	\$ 76,380
	Instructional	80,472	67,339	(13,133)
	Non-Instructional	41,096	45,078	3,982
	Subtotal - Salaries & Benefits	<u>224,508</u>	<u>291,737</u>	<u>67,229</u>
300	Purchased Service	13,960	20,050	6,090
400	Energy Services	-	-	-
500	Materials & Supplies	4,225	3,225	(1,000)
600	Capital Outlay	500	500	-
700	Other Expenses	1,000	800	(200)
900	Transfers/Reserves	8,718	1,092	(7,626)
	<b>Total Combined Appropriation</b>	<u>\$ 252,911</u>	<u>\$ 317,404</u>	<u>\$ 64,493</u>

STAFFING			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.00	2.00	1.00
Instructional	1.50	1.50	-
Non-Instructional	1.00	1.00	-
<b>Total Staff</b>	<u>3.50</u>	<u>4.50</u>	<u>1.00</u>

**OTHER INFORMATION:**

The Chief Officer - Quality Assurance is the approving authority for this cost center.

Note:

Increase in staff one (1) Specialist-Assessment, Evaluation & Research approved by the Board on August 26, 2002.

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: QUALITY ASSURANCE & CURRICULUM

CENTER NUMBER: 9010

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0220	FICA (SOCIAL SECURITY) Substitutes	6300	INSTR & CURR DEVEL SVC (SUPER)	75	-	75
0310	PROFESSIONAL & TECHNICAL SERVICE Consultants, principal training (data analysis, reading, writing, math)	6300	INSTR & CURR DEVEL SVC (SUPER)	7,500	-	7,500
0330	IN COUNTY TRAVEL Reimburse mileage for travel to schools, departments and meetings	6300	INSTR & CURR DEVEL SVC (SUPER)	500	-	500
0331	OUT OF COUNTY TRAVEL State DOE meetings	6300	INSTR & CURR DEVEL SVC (SUPER)	1,000	-	1,000
0350	REPAIR AND MAINTENANCE Repair of office equipment	6300	INSTR & CURR DEVEL SVC (SUPER)	1,000	-	1,000
0360	LEASE AND RENTAL AGREEMENTS Copy rental and overages	6300	INSTR & CURR DEVEL SVC (SUPER)	3,500	-	3,500
0370	POSTAGE AND TELEGRAM Postage and Federal Express	6300	INSTR & CURR DEVEL SVC (SUPER)	300	-	300
0375	CELLULAR TELEPHONE Cellular phone contact for one (1) year	7900	OPERATION OF PLANT	750	-	750
0390	OTHER PURCHASED SVC-PRINT/COPY	6300	INSTR & CURR DEVEL SVC (SUPER)	5,500	-	5,500

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: QUALITY ASSURANCE & CURRICULUM

CENTER NUMBER: 9010

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0510	SUPPLIES Department Education Week Support material for Pupil Progression Plan	1500 225 <u>1,500</u>	6300 INSTR & CURR DEVEL SVC (SUPER)	<u>3,225</u>	<u>-</u>	<u>3,225</u>
0692	SOFTWARE (UNDER \$750) Computer software		6300 INSTR & CURR DEVEL SVC (SUPER)	<u>500</u>	<u>-</u>	<u>500</u>
0730	DUES AND FEES ASCD and PDK		6300 INSTR & CURR DEVEL SVC (SUPER)	<u>300</u>	<u>-</u>	<u>300</u>
0750	OTHER PERSONNEL SERVICES (TEMP) Substitutes		6300 INSTR & CURR DEVEL SVC (SUPER)	<u>500</u>	<u>-</u>	<u>500</u>
0984	RESERVE-PERFORMANCE PAY		6300 INSTR & CURR DEVEL SVC (SUPER)	<u>-</u>	<u>1,092</u>	<u>1,092</u>
	GRAND TOTAL			<u>24,650</u>	<u>1,092</u>	<u>25,742</u>

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**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Summary**  
**Fiscal Year 2003-2004**

MIS 3390

Department Name: Quality Assurance  
 Cost Center No.: 9010  
 Project Name: Regular Operations - Departments  
 Fund Number : 1010  
 Project Number: N/A  
 Type Funding: Non-Restricted/Non-Categorical

**Section A**

Current Positions:					
Job Title		# of Positions		Average Cost	Total Cost
Chief Officer - Quality Assurance - 12 Month		1.00			112,760
District Level Secretary I - 12 Month		1.00			45,078
Evaluation Analyst - 12 Month		1.50			67,264
<b>(A) Total Current Staffing</b>		3.50			225,102

**Section B**

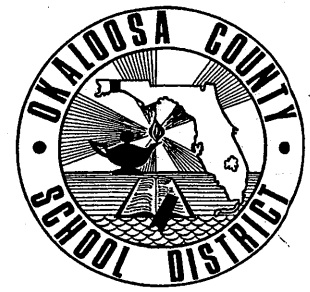
Approved Additions, Deletions and/or Changes Since Last Fiscal Year					
Job Title	Type*	# of Positions		Average Cost	Total Cost
District Level Secretary I	C	(1.00)	a		(45,078)
District Level Confidential Secretary	C	1.00	a		45,078
Evaluation Analyst - 12 Month	C	(1.50)	b		(67,264)
Evaluation Analyst Confidential - 12 Month	C	1.50	b		67,264
Quality Assurance Specialist	A	1.00	c		66,560
<b>(B) Total Additions, Deletions and/or Changes</b>		1.00			66,560.00

**Section C**

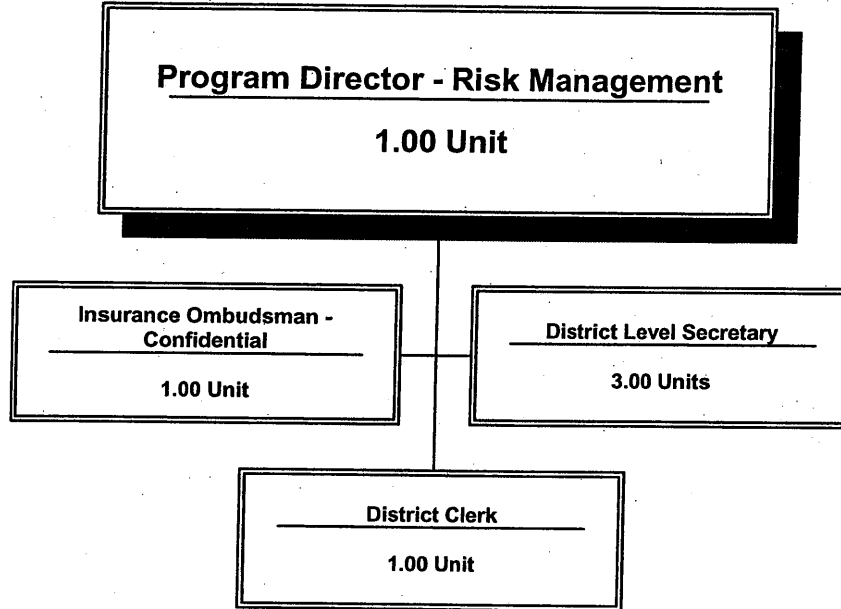
<b>Department Total (Section A &amp; B)</b>	4.50			291,662
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- (a) Per Board action January 27, 2003, convert one (1) District Level Secretary I to District Level Confidential Secretary.
- (b) Per Board action January 27, 2003, convert one and a half (1.5) Evaluation Analyst to Evaluation Analyst Confidential.
- (c) Per Board action August 26, 2002, add one (1) Specialist-Assessment, Evaluation & Research.

**\*Note:**  
 A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction



## Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** Risk Management

**COST CENTER:** 9027

**COST CENTER DESCRIPTION:**

Procurement and administration of all insurance coverage for the district, schools, employees, retirees and dependents.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

<b>APPROPRIATIONS</b>				
<u>Object Group Number</u>	<u>Object Group Name</u>	<u>Original 2002-2003 Appropriation</u>	<u>2003-2004 Appropriation</u>	<u>\$ Increase (Decrease)</u>
100 / 200	<b>Salaries &amp; Benefits</b>			
	Administrative/Managerial	\$ 147,068	\$ 93,014	\$ (54,054)
	Instructional	-	-	-
	Non-Instructional	118,231	184,746	66,515
	<b>Subtotal - Salaries &amp; Benefits</b>	<u>265,299</u>	<u>277,760</u>	<u>12,461</u>
300	<b>Purchased Service</b>	21,470	19,300	(2,170)
400	<b>Energy Services</b>	-	-	-
500	<b>Materials &amp; Supplies</b>	1,200	1,550	350
600	<b>Capital Outlay</b>	400	700	300
700	<b>Other Expenses</b>	500	100	(400)
900	<b>Transfers/Reserves</b>	6,994	1,526	(5,468)
	<b>Total Combined Appropriation</b>	<u>\$ 295,863</u>	<u>\$ 300,936</u>	<u>\$ 5,073</u>

<b>STAFFING</b>			
	<u>2002-2003 Recommendation</u>	<u>2003-2004 Recommendation</u>	<u># Increase (Decrease)</u>
Administrative/Managerial	2.00	1.00	(1.00)
Instructional	-	-	-
Non-Instructional	3.00	5.00	2.00
<b>Total Staff</b>	<u>5.00</u>	<u>6.00</u>	<u>1.00</u>

**OTHER INFORMATION:**

The Program Director - Risk Management is the approving authority for this cost center.

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: RISK MANAGEMENT

CENTER NUMBER: 9027

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0130	SALARY - OVERTIME PAY Overtime/pay for extra person to accomplish open enrollment and processing necessary paperwork for beginning of year	7730	STAFF SERVICES	<u>8,000</u>	<u>(2,000)</u>	<u>6,000</u>
0310	PROFESSIONAL & TECHNICAL SERVICE Clean carpet and other required services Update new employees video	100 500	7730 STAFF SERVICES	<u>250</u>	<u>350</u>	<u>600</u>
0330	IN COUNTY TRAVEL Reimburse for use of personal vehicle	7730	STAFF SERVICES	<u>1,500</u>	<u>(1,000)</u>	<u>500</u>
0331	OUT OF COUNTY TRAVEL Program Director to attend worker's comp in Orlando to maintain his credentials	7730	STAFF SERVICES	<u>1,000</u>	<u>(300)</u>	<u>700</u>
0355	COMPUTER REPAIRS	7730	STAFF SERVICES	<u>500</u>	<u>-</u>	<u>500</u>
0360	LEASE AND RENTAL AGREEMENTS Lease on copier	7730	STAFF SERVICES	<u>5,000</u>	<u>-</u>	<u>5,000</u>
0370	POSTAGE AND TELEGRAM Mail out for bids and claims	7730	STAFF SERVICES	<u>6,000</u>	<u>(1,000)</u>	<u>5,000</u>
0371	TELEPHONE	7900	OPERATION OF PLANT	<u>1,000</u>	<u>-</u>	<u>1,000</u>
0375	CELLULAR TELEPHONE One (1) cell phone	7900	OPERATION OF PLANT	<u>1,000</u>	<u>-</u>	<u>1,000</u>
0390	OTHER PURCHASED SVC-PRINT/COPY Printing of bids and insurance forms, etc.	7730	STAFF SERVICES	<u>6,000</u>	<u>(1,000)</u>	<u>5,000</u>
0510	SUPPLIES	7730	STAFF SERVICES	<u>1,550</u>	<u>-</u>	<u>1,550</u>



OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: RISK MANAGEMENT

CENTER NUMBER: 9027

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0642	EQUIPMENT (UNDER \$750) Office furniture/file cabinet to comply with HIPAA privacy laws	7730	STAFF SERVICES	1,000	(500)	500
0643	COMPUTER HARDWARE- (OVER \$750) Replace or purchase new computer as needed	7730	STAFF SERVICES	2,000	(2,000)	-
0692	SOFTWARE (UNDER \$750) Upgrade software as needed	7730	STAFF SERVICES	200	-	200
0730	DUES AND FEES Adjuster's license	7730	STAFF SERVICES	500	(400)	100
0984	RESERVE-PERFORMANCE PAY	7730	STAFF SERVICES	-	1,526	1,526
	GRAND TOTAL			<u>35,500</u>	<u>(6,324)</u>	<u>29,176</u>

**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Summary**  
**Fiscal Year 2003-2004**

MIS 3390

Department Name:	<u>Risk Management</u>
Cost Center No.:	<u>9027</u>
Project Name:	<u>Regular Operations - Departments</u>
Fund Number :	<u>1010</u>
Project Number:	<u>N/A</u>
Type Funding:	<u>Non-Restricted/Non-Categorical</u>

**Section A**

Current Positions:					
Job Title		# of Positions		Average Cost	Total Cost
Program Director - Non Instructional - 12 Mo.		1.00			93,014
District Level Secretary - 12 Month		3.00			124,850
Specialist-Employee Benefits		1.00			66,750
<b>(A) Total Current Staffing</b>		<b>5.00</b>			<b>284,614</b>

**Section B**

Approved Additions, Deletions and/or Changes Since Last Fiscal Year					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Specialist-Employee Benefits	D	(1.00)	a		(66,750)
District Clerk	A	1.00	a		30,061
Insurance Ombudsman - Confidential	A	1.00	a		23,835
<b>(B) Total Additions, Deletions and/or Changes</b>		<b>1.00</b>			<b>(12,854)</b>

**Section C**

<b>Department Total (Section A &amp; B)</b>	<b>6.00</b>			<b>271,760</b>
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(a) Delete one (1) Specialist - Employee Benefits position and add two (2) non-instructional positions. One (1) Insurance Ombudsman position and one (1) District Clerk position. Net cost savings to the District is \$12,854.

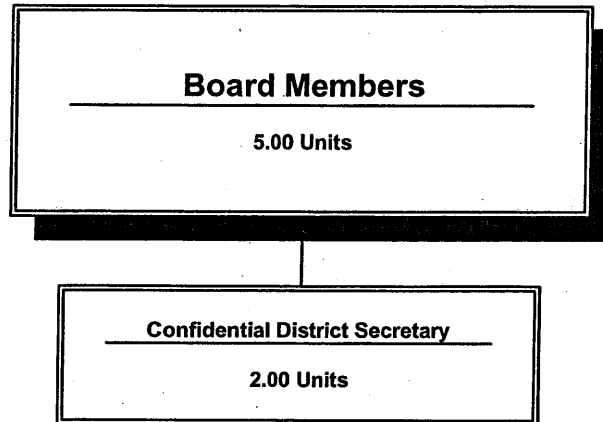
**\*Note:**  
A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction

**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Chart**  
**School Board of Okaloosa**  
**Cost Center: 9001**  
**Fiscal Year 2003-2004**

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## Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** School Board of Okaloosa County

**COST CENTER:** 9001

**COST CENTER DESCRIPTION:**

The School Board of Okaloosa County has direct responsibility for the operation, control, and supervision of District schools. The governing body of the School District is the Okaloosa County District School Board which is composed of five elected members.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

<b>APPROPRIATIONS</b>				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	<b>Salaries &amp; Benefits</b>			
	Administrative/Managerial	\$ 181,035	\$ 192,435	\$ 11,400
	Instructional	-	-	-
	Non-Instructional	82,882	88,173	5,291
	<b>Subtotal - Salaries &amp; Benefits</b>	<u>263,917</u>	<u>280,608</u>	<u>16,691</u>
300	Purchased Service	40,470	50,250	9,780
400	Energy Services	-	-	-
500	Materials & Supplies	5,500	5,500	-
600	Capital Outlay	300	1,250	950
700	Other Expenses	21,696	21,856	160
900	Transfers/Reserves	-	-	-
	<b>Total Combined Appropriation</b>	<u>\$ 331,883</u>	<u>\$ 359,464</u>	<u>\$ 27,581</u>

<b>STAFFING</b>			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	5.00	5.00	-
Instructional	-	-	-
Non-Instructional	2.00	2.00	-
<b>Total Staff</b>	<u>7.00</u>	<u>7.00</u>	<u>-</u>

**OTHER INFORMATION:**

The Chairman of the School Board is the approving authority for this cost center.

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: SCHOOL BOARD OF OKALOOSA COUNTY

CENTER NUMBER: 9001

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0310	PROFESSIONAL & TECHNICAL SERVICE Annual District Honors Program; Awards; OWCC Art Center fees; Printing of invitations and programs; Non-Instructional Personnel of the Year; Annual Retirement luncheon	7100	SCHOOL BOARD	<u>25,000</u>	-	<u>25,000</u>
0330	IN COUNTY TRAVEL Reimburse personnel for use of private vehicles	7100	SCHOOL BOARD	<u>1,500</u>	-	<u>1,500</u>
0331	OUT OF COUNTY TRAVEL Florida School Board Association Conference Professional seminars	7100	SCHOOL BOARD	<u>4,000</u>	-	<u>4,000</u>
0350	REPAIR AND MAINTENANCE Repair of typewriters, fax machine, scanner, copiers & printers	7100	SCHOOL BOARD	<u>750</u>	-	<u>750</u>
0355	COMPUTER REPAIRS Repair three (3) computers for services not provided by District personnel	7100	SCHOOL BOARD	<u>500</u>	-	<u>500</u>
0370	POSTAGE AND TELEGRAM Postage for School Board members correspondence and Honors program	7100	SCHOOL BOARD	<u>4,000</u>	-	<u>4,000</u>
0372	TELEPHONE MAINTENANCE Maintenance for four (4) telephones	7900	OPERATION OF PLANT	<u>1,000</u>	-	<u>1,000</u>
0375	CELLULAR TELEPHONE Board Members cellular phone service	7900	OPERATION OF PLANT	<u>3,500</u>	-	<u>3,500</u>

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: SCHOOL BOARD OF OKALOOSA COUNTY  
PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9001  
PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0390	OTHER PURCHASED SVC-PRINT/COPY Bulk items, brochures, agenda packages, Board meeting packages, public & disciplines meeting, etc.	7100	SCHOOL BOARD	<u>10,000</u>	-	<u>10,000</u>
0510	SUPPLIES Office supplies, District awards, Board recording, Board Attorney Florida Statutes; Florida Laws	7100	SCHOOL BOARD	<u>5,500</u>	-	<u>5,500</u>
<del>0642</del> 0642	EQUIPMENT (UNDER \$750) Fax machine with more memory	7100	SCHOOL BOARD	<u>750</u>	-	<u>750</u>
0692	SOFTWARE (UNDER \$750)	7100	SCHOOL BOARD	<u>500</u>	-	<u>500</u>
0730	DUES AND FEES Florida School Board Association Economic Development Corporation	7100	SCHOOL BOARD	<u>21,856</u>	-	<u>21,856</u>
	GRAND TOTAL			<u><u>78,856</u></u>	-	<u><u>78,856</u></u>

**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Summary**  
**Fiscal Year 2003-2004**

MIS 3390

Department Name:	<u>School Board of Okaloosa</u>
Cost Center No.:	<u>9001</u>
Project Name:	<u>Regular Operations - Departments</u>
Fund Number :	<u>1010</u>
Project Number:	<u>N/A</u>
Type Funding:	<u>Non-Restricted/Non-Categorical</u>

**Section A**

Current Positions:					
Job Title		# of Positions		Average Cost	Total Cost
District Level Secretary I - 12 Month		2.00			88,173
School Board Member		5.00			192,435
<b>(A) Total Current Staffing</b>		7.00			280,608

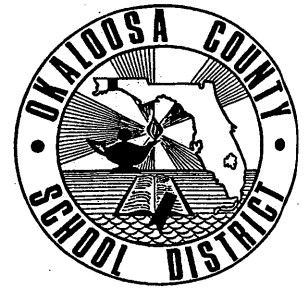
**Section B**

Approved Additions, Deletions and/or Changes Since Last Fiscal Year					
Job Title	Type*	# of Positions		Average Cost	Total Cost
District Level Secretary I - 12 Month	C	(2.00)	a		(88,173)
District Level Confidential Secretary	C	2.00	a		88,173
<b>(B) Total Additions, Deletions and/or Changes</b>		-			

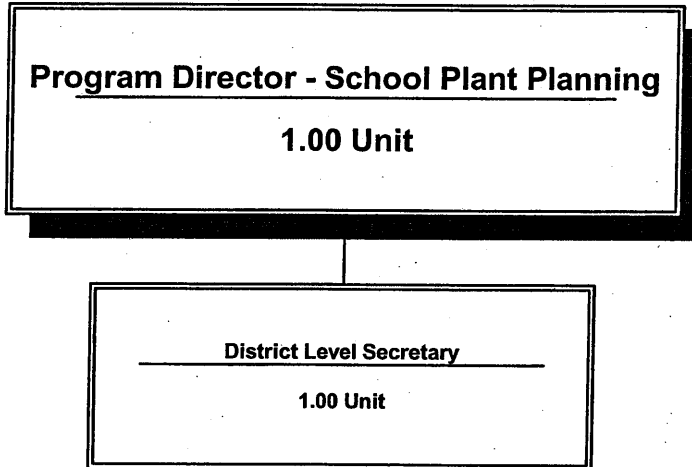
**Section C**

<b>Department Total (Section A &amp; B)</b>		7.00			280,608
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\*Note:  
A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction



## **Staffing Chart**





**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** School Plant Planning

**COST CENTER:** 9007

**COST CENTER DESCRIPTION:**

The Facilities Planning Office maintains records and plans for all District owned properties, oversees all IAQ, self-help projects and Jacobs-Titan Construction Programs, etc. This includes facilities planning and reports compiled for the Board.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

<b>APPROPRIATIONS</b>				
<b>Object Group Number</b>	<b>Object Group Name</b>	<b>Original 2002-2003 Appropriation</b>	<b>2003-2004 Appropriation</b>	<b>\$ Increase (Decrease)</b>
100 / 200	<b>Salaries &amp; Benefits</b>			
	Administrative/Managerial	\$ 85,967	\$ 95,654	\$ 9,687
	Instructional	-	-	-
	Non-Instructional	38,958	42,903	3,945
	<b>Subtotal - Salaries &amp; Benefits</b>	<u>124,925</u>	<u>138,557</u>	<u>13,632</u>
300	<b>Purchased Service</b>	53,400	21,300	(32,100)
400	<b>Energy Services</b>	-	-	-
500	<b>Materials &amp; Supplies</b>	2,500	2,500	-
600	<b>Capital Outlay</b>	6,000	1,700	(4,300)
700	<b>Other Expenses</b>	200	200	-
900	<b>Transfers/Reserves</b>	4,119	920	(3,199)
	<b>Total Combined Appropriation</b>	<u>\$ 191,144</u>	<u>\$ 165,177</u>	<u>\$ (25,967)</u>

<b>STAFFING</b>			
	<b>2002-2003 Recommendation</b>	<b>2003-2004 Recommendation</b>	<b># Increase (Decrease)</b>
Administrative/Managerial	1.00	1.00	-
Instructional	-	-	-
Non-Instructional	1.00	1.00	-
<b>Total Staff</b>	<u>2.00</u>	<u>2.00</u>	<u>-</u>

**OTHER INFORMATION:**

The Program Director School Plant Planning is the approving authority for this cost center.

BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER: SCHOOL PLANT PLANNING

CENTER NUMBER: 9007

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0310	PROFESSIONAL & TECHNICAL SERVICE Land Survey ( Level 1, 2 and 3), Environmental Assessment and Engineering Services	7400	FACILITIES ACQUISITION & CONSTR	20,000	(5,000)	15,000
0330	IN COUNTY TRAVEL Reimburse for use of personal vehicle, training and CEU for license renewal	7400	FACILITIES ACQUISITION & CONSTR	500	-	500
0331	OUT OF COUNTY TRAVEL Florida Educational Facilities Planning (FEPPA) Professional Seminars in Jacksonville and Naples	7400	FACILITIES ACQUISITION & CONSTR	500	-	500
0350	REPAIR AND MAINTENANCE Repair and maintenance of equipment	7400	FACILITIES ACQUISITION & CONSTR	500	-	500
0370	POSTAGE AND TELEGRAM Postage for office operation and advertisement of bids for services & equipment	7400	FACILITIES ACQUISITION & CONSTR	500	-	500
0372	TELEPHONE MAINTENANCE Repair and maintenance of department phones	7400	FACILITIES ACQUISITION & CONSTR	500	-	500
0375	CELLULAR TELEPHONE Cellular for Program Director Related issues	7400	FACILITIES ACQUISITION & CONSTR	2,500	(1,000)	1,500
0390	OTHER PURCHASED SVC-PRINT/COPY Miscellaneous printing	7400	FACILITIES ACQUISITION & CONSTR	500	-	500
0393	CONTRACTS-NONPROFESSIONAL SVC Large page copy services for fire and police departments by schools	7400	FACILITIES ACQUISITION & CONSTR	2,100	(300)	1,800

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BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER: SCHOOL PLANT PLANNING  
PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9007  
PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0510	SUPPLIES Supplies for department	7400	FACILITIES ACQUISITION & CONSTR	2,500	-	2,500
0641	EQUIPMENT/FIXED ASSETS (OVER \$750) CD and Zip Drive	7400	FACILITIES ACQUISITION & CONSTR	1,000	(1,000)	-
0642	EQUIPMENT (UNDER \$750) Replace and upgrade office equipment	7400	FACILITIES ACQUISITION & CONSTR	600	-	600
0643	COMPUTER HARDWARE- (OVER \$750) Upgrade/replacement of computer	7400	FACILITIES ACQUISITION & CONSTR	2,500	(2,500)	-
0644	COMPUTER HARDWARE - (UNDER \$750) Upgrade of existing equipment	7400	FACILITIES ACQUISITION & CONSTR	600	-	600
0692	SOFTWARE (UNDER \$750) Upgrade software	7400	FACILITIES ACQUISITION & CONSTR	1,200	(700)	500
0730	DUES AND FEES ASHRAE and FEPPA dues	7400	FACILITIES ACQUISITION & CONSTR	200	-	200
0984	RESERVE-PERFORMANCE PAY	7400	FACILITIES ACQUISITION & CONSTR	-	920	920
	GRAND TOTAL			36,200	(9,580)	26,620

**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Summary**  
**Fiscal Year 2003-2004**

MIS 3390

<b>Department Name:</b>	<b>School Plant Planning</b>
<b>Cost Center No.:</b>	<b>9007</b>
<b>Project Name:</b>	<b>Regular Operations - Departments</b>
<b>Fund Number :</b>	<b>1010</b>
<b>Project Number:</b>	<b>N/A</b>
<b>Type Funding:</b>	<b>Non-Restricted/Non-Categorical</b>

**Section A**

Current Positions:					
Job Title		# of Positions		Average Cost	Total Cost
Program Director - Non Instructional - 12 Month		1.00			95,654
District Level Secretary - 12 Month		1.00			42,903
<b>(A) Total Current Staffing</b>		<b>2.00</b>			<b>138,557</b>

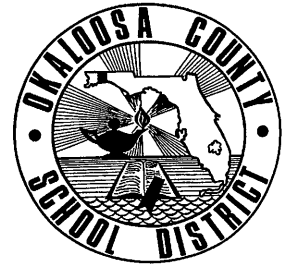
**Section B**

Approved Additions, Deletions and/or Changes Since Last Fiscal Year					
Job Title	Type*	# of Positions		Average Cost	Total Cost
<b>(B) Total Additions, Deletions and/or Changes</b>		<b>-</b>			

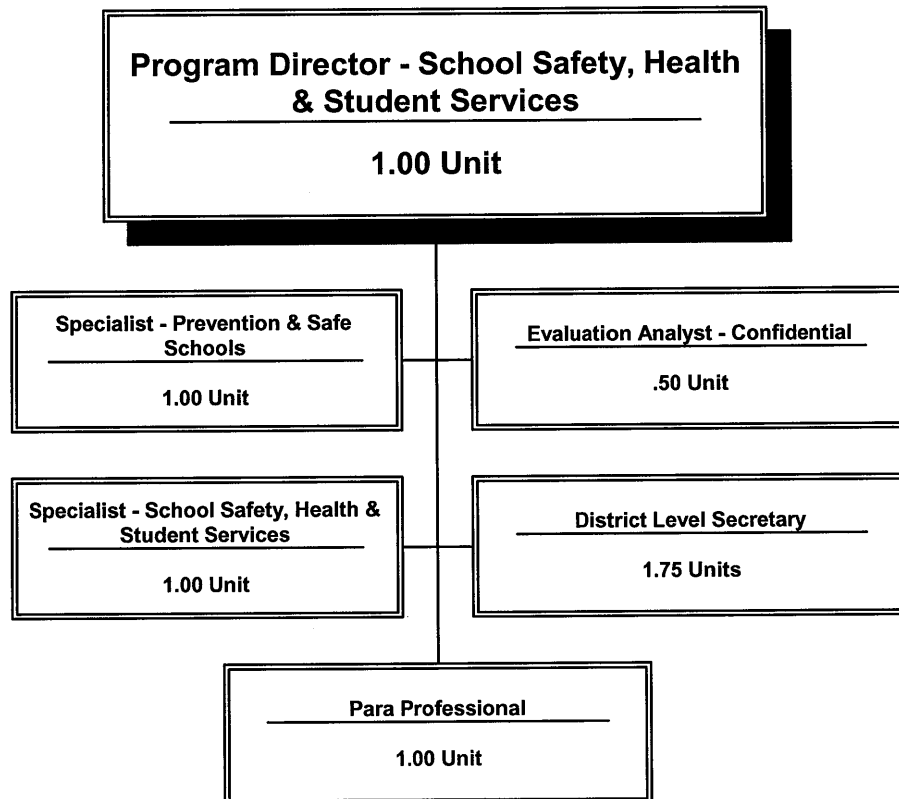
**Section C**

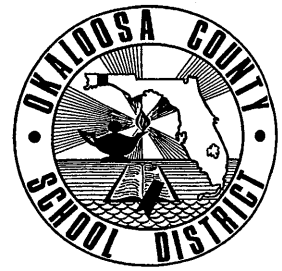
<b>Department Total (Section A &amp; B)</b>		2.00			138,557
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**\*Note:**  
A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction

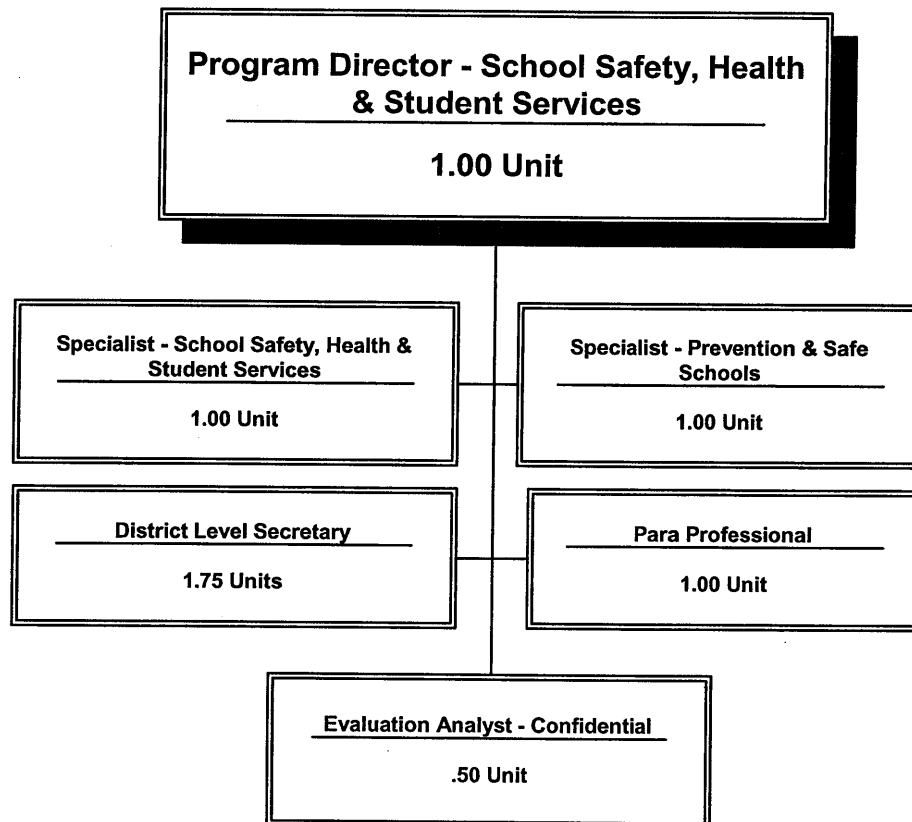


## Staffing Chart





## Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** School Safety, Health & Student Activities

**COST CENTER:** 9021

**COST CENTER DESCRIPTION:**

Administrative oversight of the District's, Resource Officers, health services, and activities and athletics. Resource officers are located in all secondary schools to promote school safety. Oversees school nursing, health programs, and sex education and coordinates these programs with elementary and secondary counselors. Oversight of all co-curricular and extra-curricular activities including music, forensics, academic teams, athletic scheduling, waivers, coaching issues, Florida High School Activities Association liaison, Title IX compliance and eligibility. Schedules and coordinates school psychologists services.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

<b>APPROPRIATIONS</b>				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	<b>Salaries &amp; Benefits</b>			
	Administrative/Managerial	\$ 63,170	\$ 219,559	\$ 156,389
	Instructional	190,259	5,000	(185,259)
	Non-Instructional	58,693	124,689	65,996
	Subtotal - Salaries & Benefits	312,122	349,248	37,126
300	<b>Purchased Service</b>	69,790	27,262	(42,528)
400	<b>Energy Services</b>	-	-	-
500	<b>Materials &amp; Supplies</b>	4,500	5,000	500
600	<b>Capital Outlay</b>	-	500	500
700	<b>Other Expenses</b>	600	109	(491)
900	<b>Transfers/Reserves</b>	11,046	2,088	(8,958)
	<b>Total Combined Appropriation</b>	\$ 398,058	\$ 384,207	\$ (13,851)

<b>STAFFING</b>			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.00	3.00	2.00
Instructional	3.00	0.50	(2.50)
Non-Instructional	1.75	2.75	1.00
<b>Total Staff</b>	5.75	6.25	0.50

**OTHER INFORMATION:**

The Program Director - Safety, Health & Student Services is the approving authority for this cost center.

Note:

Decrease in staff due to OATC funding TSA/Community Ed. position.

OKALOOSA COUNTY SCHOOL DISTRICT

BUDGET ADJUSTMENT SHEET

2003-2004

COST CENTER NAME: SCHOOL SAFETY, HEALTH & STUDENT ACTIVITIES

CENTER NUMBER: 9021

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0102	SALARY - OTHER COMPENSATION Saturday detention	6130	HEALTH SVC SPCH PATH & AUD SVC	<u>5,000</u>	<u>(686)</u>	<u>4,314</u>
0210	FLORIDA RETIREMENT SYSTEM Saturday detention	6130	HEALTH SVC SPCH PATH & AUD SVC	<u>-</u>	<u>356</u>	<u>356</u>
0220	FICA (SOCIAL SECURITY) Saturday detention	6130	HEALTH SVC SPCH PATH & AUD SVC	<u>-</u>	<u>330</u>	<u>330</u>
0310	PROFESSIONAL & TECHNICAL SERVICE Consultation; 504 legal updates	6100	PUPIL PERSONNEL SERVICES	<u>3,000</u>	<u>(500)</u>	<u>2,500</u>
	CPR Training	6130	HEALTH SVC SPCH PATH & AUD SVC	<u>11,500</u>	<u>-</u>	<u>11,500</u>
	Good touch, Bad touch training			<u>8,500</u>		
0330	IN COUNTY TRAVEL ESOL testing and placement (400miles/mo. :mo. x 10 months) Reimburse for use of personal vehicle	6100	PUPIL PERSONNEL SERVICES	<u>1,660</u>	<u>(1,160)</u>	<u>500</u>
				<u>500</u>		
0331	OUT OF COUNTY TRAVEL FASA Conference for Program Director	6100	PUPIL PERSONNEL SERVICES	<u>1,000</u>	<u>-</u>	<u>1,000</u>
0350	REPAIR AND MAINTENANCE Copier repair	6100	PUPIL PERSONNEL SERVICES	<u>612</u>	<u>-</u>	<u>612</u>
0355	COMPUTER REPAIRS Repair computers	6100	PUPIL PERSONNEL SERVICES	<u>500</u>	<u>-</u>	<u>500</u>
0370	POSTAGE AND TELEGRAM Expulsion letter-certified RRR Student Service correspondent	6100	PUPIL PERSONNEL SERVICES	<u>250</u>	<u>-</u>	<u>250</u>
0375	CELLULAR TELEPHONE Three (3) Nextel phones (crisis/cell) 60/mo x 12)	7900	OPERATION OF PLANT	<u>2,160</u>	<u>-</u>	<u>2,160</u>



OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: SCHOOL SAFETY, HEALTH & STUDENT ACTIVITIES

CENTER NUMBER: 9021

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0390	OTHER PURCHASED SVC-PRINT/COPY SAC manuals, Charter School packets & 504 manuals Crisis flip charts	7900 6130	OPERATION OF PLANT HEALTH SVC SPCH PATH & AUD SVC	3,000 4,100	900 -	3,900 4,100
0393	CONTRACTS-NONPROFESSIONAL SVC District Alarm	6100	PUPIL PERSONNEL SERVICES	240	-	240
0510	SUPPLIES General operating supplies	6100	PUPIL PERSONNEL SERVICES	5,000	-	5,000
0643	COMPUTER HARDWARE- (OVER \$750) Dell computer	6100	PUPIL PERSONNEL SERVICES	1,500	(1,500)	-
0644	COMPUTER HARDWARE - (UNDER \$750) CD copier and printer	6100	PUPIL PERSONNEL SERVICES	1,000	(500)	500
0730	DUES AND FEES ASCD comprehensive membership Secondary	6100	PUPIL PERSONNEL SERVICES	109	-	109
0984	RESERVE-PERFORMANCE PAY	6100	PUPIL PERSONNEL SERVICES	-	2,088	2,088
	GRAND TOTAL			40,631	(672)	39,959

**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Summary**  
**Fiscal Year 2003-2004**

MIS 3390

<b>Department Name:</b>	<u>School Safety, Health &amp; Student Services</u>
<b>Cost Center No.:</b>	<u>9021</u>
<b>Project Name:</b>	<u>Regular Operations - Departments</u>
<b>Fund Number :</b>	<u>1010</u>
<b>Project Number:</b>	<u>N/A</u>
<b>Type Funding:</b>	<u>Non-Restricted/Non-Categorical</u>

**Section A**

<b>Current Positions:</b>					
<b>Job Title</b>		<b># of Positions</b>		<b>Average Cost</b>	<b>Total Cost</b>
Teacher Spec.Assgn.-Community Ed. - 12 Mo.		0.50			39,743
TSA/Student Health & Safe Schools - 12 Mo.		1.00			75,003
District Level Secretary - 12 Month		1.75			64,575
Evaluation Analyst - 12 Month		0.50			22,540
Teacher Spec.Assgn.-Prevention & Safe - 12 Mo.		1.00			64,308
Specialist		1.00			63,880
<b>(A) Total Current Staffing</b>		<b>5.75</b>			<b>330,049</b>

**Section B**

<b>Request for Additions, Deletions and/or Changes</b>					
<b>(attach narrative justification)</b>					
<b>Job Title</b>	<b>Type*</b>	<b># of Positions</b>		<b>Average Cost</b>	<b>Total Cost</b>
Specialist	C	(1.00)	a		(63,880)
Program Director	C	1.00	a		80,248
TSA/Student Health & Safe Schools - 12 Mo.	C	(1.00)	b		(75,003)
Mgr. Student Health/Safe School	C	1.00	b		75,003
Teacher Spec.Assgn.-Community Ed. - 12 Mo.	T	(0.50)	c		(39,743)
Para Professional	T	1.00	d		37,574
Teacher Spec.Assgn.-Prevention & Safe - 12 Mo.	C	(1.00)	e		(64,308)
Mgr. Student Health/Safe School	C	(1.00)	f		(75,003)
Specialist - Prevention & Safe - 12 Mo.	C	1.00	e		64,308
Specialist - School Safety, Health & Student Svs	C	1.00	f		75,003
<b>(B) Total Additions, Deletions and/or Changes</b>		<b>0.50</b>			<b>14,199</b>

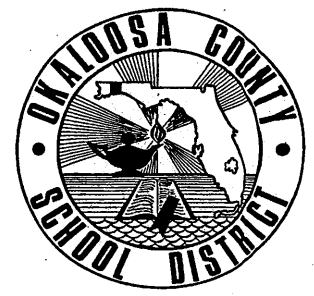
**Section C**

<b>Department Total (Section A &amp; B)</b>	<b>6.25</b>			<b>344,248</b>
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- (a) Converted one (1) Specialist-School Safety, Health & Student Services to Program Director School Safety, Health & Student Services.
- (b) Converted one (1) TSA/Student Health & Safe Schools to Mgr. Student Health & Safe Schools.
- (c) Transfer .50 TSA/Community Ed. to OATC (OATC to fund entire position).
- (d) Transfer one (1) Para Professional position from Curriculum and Instructional Support Department.
- (e) One (1) Manager - Student Health & Safe School to one (1) Specialist - School Safety, Health & Student Services.
- (f) One (1) TSA - Prevention and Safe Schools to one (1) Specialist - Prevention and Safe Schools.

**\*Note:**

**A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction**



## **Staffing Chart**

**Program Director - Staff Development \***

**1.00 Unit**

**\* Program Director - Staff Development Position will be funded from Teacher Training Categorical Funds for Fiscal Year 2003-2004 and future years. The Human Resource Department and the Quality Assurance Department are currently working on a Staff Training Plan. This plan will be presented to the School Board as part of the Proposed Project Manual during the latter part of May 2003.**

**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** Staff Development

**COST CENTER:** 9020

**COST CENTER DESCRIPTION:**

Responsible for operation of First Year Teacher Program, teacher re-certification, and operation of district in-service schedule.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

<b>APPROPRIATIONS</b>				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	<b>Salaries &amp; Benefits</b>			
	Administrative/Managerial	\$ 86,203	\$ -	\$ (86,203)
	Instructional	-	-	-
	Non-Instructional	-	-	-
	<b>Subtotal - Salaries &amp; Benefits</b>	86,203	-	(86,203)
300	<b>Purchased Service</b>	900	-	(900)
400	<b>Energy Services</b>	-	-	-
500	<b>Materials &amp; Supplies</b>	-	-	-
600	<b>Capital Outlay</b>	-	-	-
700	<b>Other Expenses</b>	-	-	-
900	<b>Transfers/Reserves</b>	4,131	-	(4,131)
	<b>Total Combined Appropriation</b>	\$ 91,234	\$ -	\$ (91,234)

<b>STAFFING</b>			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.00	-	(1.00)
Instructional	-	-	-
Non-Instructional	-	-	-
<b>Total Staff</b>	1.00	-	(1.00)

**OTHER INFORMATION:**

The Program Director - Staff Development is the approving authority for this cost center.

Program Director - Staff Development position and operating budget will be funded from Teacher Training Categorical Funds for Fiscal Year 2003-2004 and future years. The Human Resource Department and the Quality Assurance Department are currently working on a Staff Training Plan. This plan will be presented to the School Board as part of the Proposed Project Manual during the latter part of May, 2003.

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: STAFF DEVELOPMENT

CENTER NUMBER 9020

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0330	IN COUNTY TRAVEL Reimburse Program Director for use of personal vehicle	6400	INSTR STAFF TRAINING SERVICES	300	(300)	-
0350	REPAIR AND MAINTENANCE Office equipment repair not provided by district	6400	INSTR STAFF TRAINING SERVICES	300	(300)	-
0372	TELEPHONE MAINTENANCE Phone service not provided by district	7900	OPERATION OF PLANT	100	(100)	-
0510	SUPPLIES Office supplies	6400	INSTR STAFF TRAINING SERVICES	-	-	-
0642	EQUIPMENT (UNDER \$750) Replace 24 inch TV/VCR used in training Purchase color printer for School Board reports Replace three (3) chair mats	6400	INSTR STAFF TRAINING SERVICES	1,400	(1,400)	-
0643	COMPUTER HARDWARE- (OVER \$750) Replace computer, monitor and software	6400	INSTR STAFF TRAINING SERVICES	1,600	(1,600)	-
0644	COMPUTER HARDWARE - (UNDER \$750) Flat screen monitor	6400	INSTR STAFF TRAINING SERVICES	600	(600)	-
0984	RESERVE-PERFORMANCE PAY	6400	INSTR STAFF TRAINING SERVICES	-	-	-
	GRAND TOTAL			<u>4,300</u>	<u>(4,300)</u>	<u>-</u>

Program Director - Staff Development position and operating budget will be funded from Teacher Training Categorical Funds for Fiscal Year 2003-2004 and future years. The Human Resource Department and the Quality Assurance Department are currently working on a Staff Training Plan. This plan will be presented to the School Board as part of the Proposed Project Manual during the latter part of May, 2003.

**OKALOOSA COUNTY SCHOOL DISTRICT  
Department Staffing Summary  
Fiscal Year 2003-2004**

MIS 3390

Department Name: Staff Development  
 Cost Center No.: 9020  
 Project Name: Regular Operations - Departments  
 Fund Number : 1010  
 Project Number: N/A  
 Type Funding: Non-Restricted/Non-Categorical

**Section A**

Current Positions:					
Job Title		# of Positions		Average Cost	Total Cost
Program Director - Non Instructional -12 Month		1.00			89,835
<b>(A) Total Current Staffing</b>		1.00			89,835

**Section B**

Approved Additions, Deletions and/or Changes Since Last Fiscal Year					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Program Director - Non Instructional -12 Month		(1.00)	a		(89,835)
<b>(B) Total Additions, Deletions and/or Changes</b>		(1.00)			(89,835)

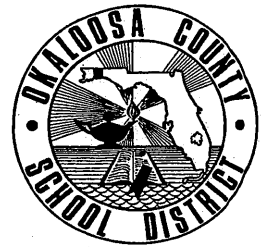
**Section C**

<b>Department Total (Section A &amp; B)</b>	-				-
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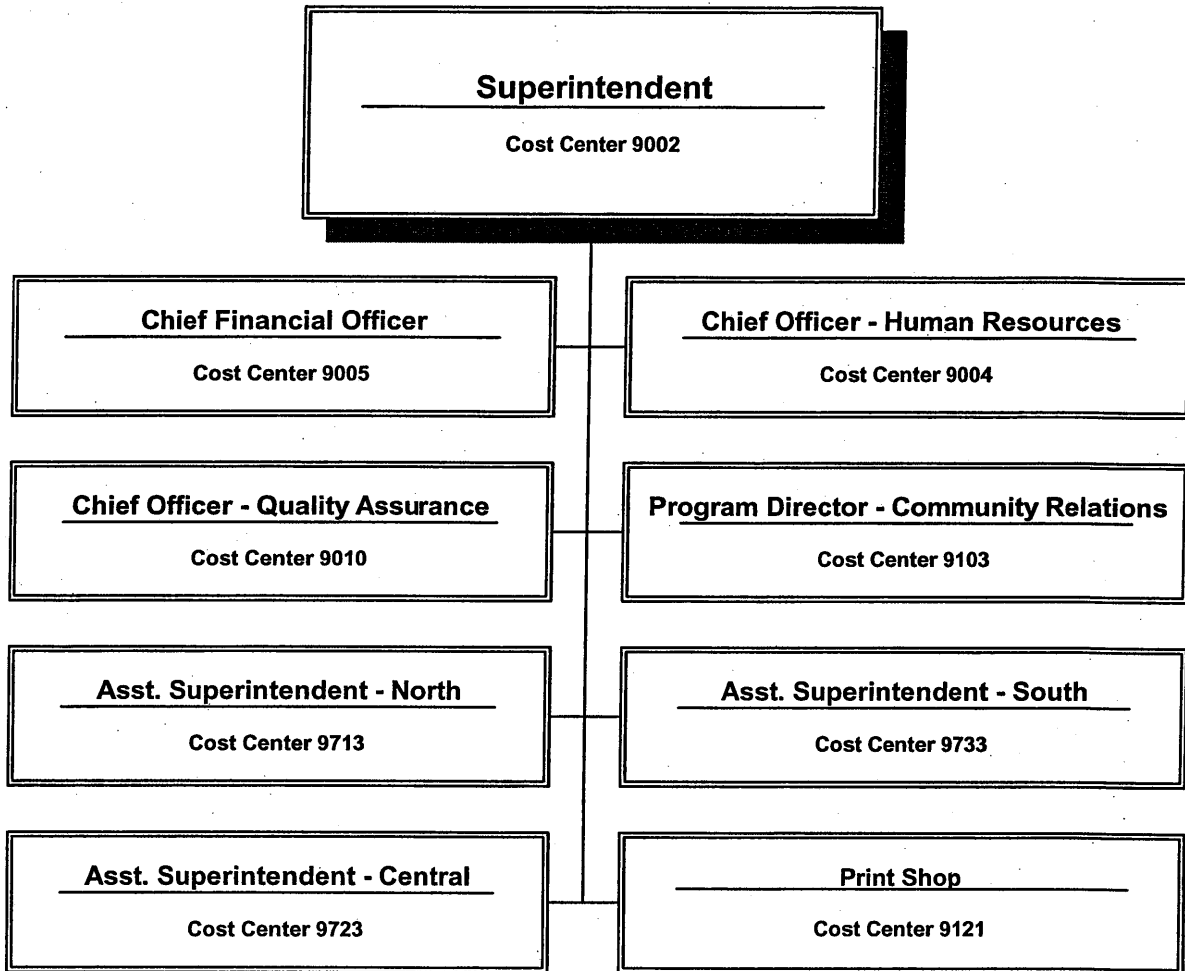
(a) Program Director - Staff Development position and operating budget will be funded from Teacher Training Categorical Funds for Fiscal Year 2003-2004 and future years. The Human Resource Department and the Quality Assurance Department are currently working on a Staff Training Plan. This plan will be presented to the School Board as part of the Proposed Project Manual during the latter part of May, 2003.

\*Note:  
 A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction

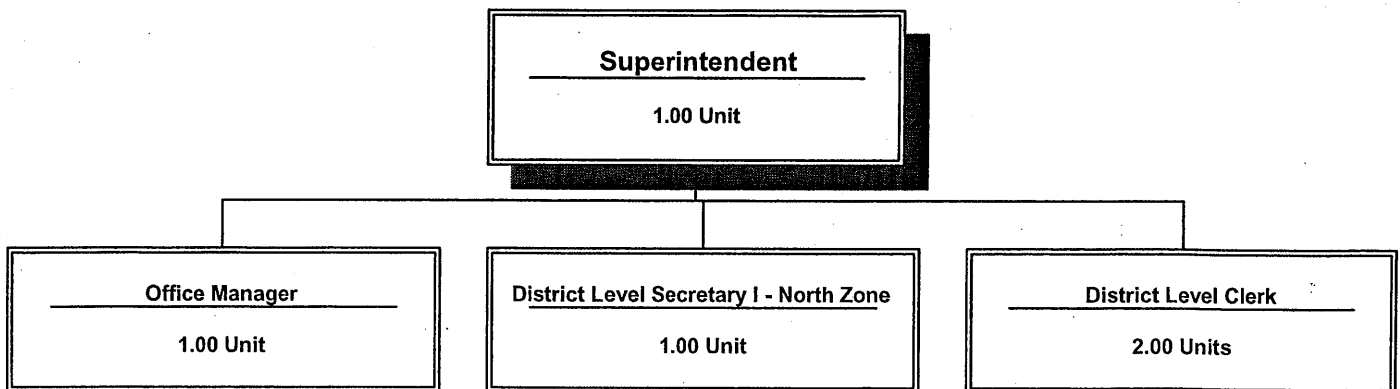
**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Organizational/Staffing Chart(s)**  
**Superintendent**  
**Cost Center: 9002**  
**Fiscal Year 2003-2004**



## Organizational Chart



## Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** Superintendent

**COST CENTER:** 9002

**COST CENTER DESCRIPTION:**

The Superintendent has overall management responsibility for student performance, resource management, and customer relations; evaluation of division chiefs, assistant superintendents and principals; development of policy and program initiatives; responsible for carrying out Board policies and administering state and federal laws; pertaining to K-12 public education; oversight of school facilities; employment of all personnel with the approval of the School Board.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

<b>APPROPRIATIONS</b>				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	<b>Salaries &amp; Benefits</b>			
	Administrative/Managerial	\$ 163,556	\$ 179,696	\$ 16,140
	Instructional	-	-	-
	Non-Instructional	60,939	65,992	5,053
	Subtotal - Salaries & Benefits	224,495	245,688	21,193
300	Purchased Service	21,500	22,800	1,300
400	Energy Services	-	-	-
500	Materials & Supplies	5,500	15,800	10,300
600	Capital Outlay	-	1,500	1,500
700	Other Expenses	14,794	15,344	550
900	Transfers/Reserves	-	427	427
	<b>Total Combined Appropriation</b>	\$ 266,289	\$ 301,559	\$ 35,270

<b>STAFFING</b>			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	2.00	2.00	-
Instructional	-	-	-
Non-Instructional	3.00	3.00	-
<b>Total Staff</b>	5.00	5.00	-

**OTHER INFORMATION:**

The Superintendent is the approving authority for this cost center.



OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: SUPERINTENDENT  
PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9002  
PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0330	IN COUNTY TRAVEL Travel for Superintendent, Office Manager & Clerical Staff	7200	GENERAL ADMINISTRATION (SUPT)	<u>4,000</u>	-	<u>4,000</u>
0350	REPAIR AND MAINTENANCE Office Equipment	7200	GENERAL ADMINISTRATION (SUPT)	<u>300</u>	-	<u>300</u>
0360	LEASE AND RENTAL AGREEMENTS Copy machine for Superintendent's office in Ft Walton Xerox DC 432 AS	7200	GENERAL ADMINISTRATION (SUPT)	<u>2,400</u>	-	<u>2,400</u>
0370	POSTAGE AND TELEGRAM	7200	GENERAL ADMINISTRATION (SUPT)	<u>4,000</u>	-	<u>4,000</u>
0371	TELEPHONE Superintendent's Office (FWB & Crestview) and Switchboard	7900	OPERATION OF PLANT	<u>1,000</u>	-	<u>1,000</u>
0372	TELEPHONE MAINTENANCE Superintendent's Office (FWB & Crestview) and Switchboard	7900	OPERATION OF PLANT	<u>300</u>	-	<u>300</u>
0375	CELLULAR TELEPHONE Superintendent's cell phone	7900	OPERATION OF PLANT	<u>2,000</u>	-	<u>2,000</u>
0390	OTHER PURCHASED SVC-PRINT/COPY Printing & coping service for correspondence & communication	7200	GENERAL ADMINISTRATION (SUPT)	<u>8,800</u>	-	<u>8,800</u>
0510	SUPPLIES Office supplies and newspaper subscriptions, Merit awards	7200	GENERAL ADMINISTRATION (SUPT)	<u>5,800</u>	<u>10,000</u>	<u>15,800</u>

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: SUPERINTENDENT  
PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9002  
PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0642	EQUIPMENT (UNDER \$750) File cabinet, Storage units, Shelves	7200	GENERAL ADMINISTRATION (SUPT)	<u>1,000</u>	-	<u>1,000</u>
0643	COMPUTER HARDWARE- (OVER \$750) Replace or Upgrade PC's & Monitors as needed	7200	GENERAL ADMINISTRATION (SUPT)	<u>1,500</u>	<u>(1,500)</u>	-
0644	COMPUTER HARDWARE - (UNDER \$750) Replace printer, scanner	7200	GENERAL ADMINISTRATION (SUPT)	<u>500</u>	-	<u>500</u>
0730 U W	DUES AND FEES Florida Association of District Superintendent Chamber Dues, etc.	7200	GENERAL ADMINISTRATION (SUPT)	<u>14,344</u>	-	<u>14,344</u>
0750	OTHER PERSONNEL SERVICES (TEMP) Substitute personnel for switchboard	7200	GENERAL ADMINISTRATION (SUPT)	<u>1,000</u>	-	<u>1,000</u>
0984	RESERVE-PERFORMANCE PAY	7,200	GENERAL ADMINISTRATION (SUPT)	-	<u>427</u>	<u>427</u>
GRAND TOTAL				<u>46,944</u>	<u>8,927</u>	<u>55,871</u>

**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Summary**  
**Fiscal Year 2003-2004**

MIS 3390

Department Name: Superintendent  
 Cost Center No.: 9002  
 Project Name: Regular Operations - Departments  
 Fund Number : 1010  
 Project Number: N/A  
 Type Funding: Non-Restricted/Non-Categorical

**Section A**

Current Positions:					
Job Title		# of Positions		Average Cost	Total Cost
Superintendent		1.00			133,395
Manager, Office - 12 Month		1.00			46,301
District Level Secretary I - 12 Month		1.00			45,078
District Level Clerk -12 Month - 3.75 Hours		2.00			20,914
<b>(A) Total Current Staffing</b>		5.00			245,688

**Section B**

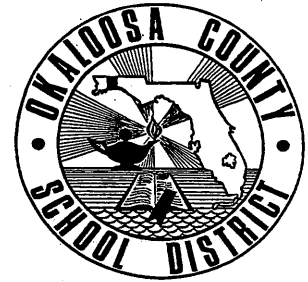
Approved Additions, Deletions and/or Changes Since Last Fiscal Year					
Job Title	Type*	# of Positions		Average Cost	Total Cost
<b>(B) Total Additions, Deletions, Changes and/or Transfers</b>		-			-

**Section C**

<b>Department Total (Section A &amp; B)</b>		5.00			245,688
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\*Note:  
 A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction

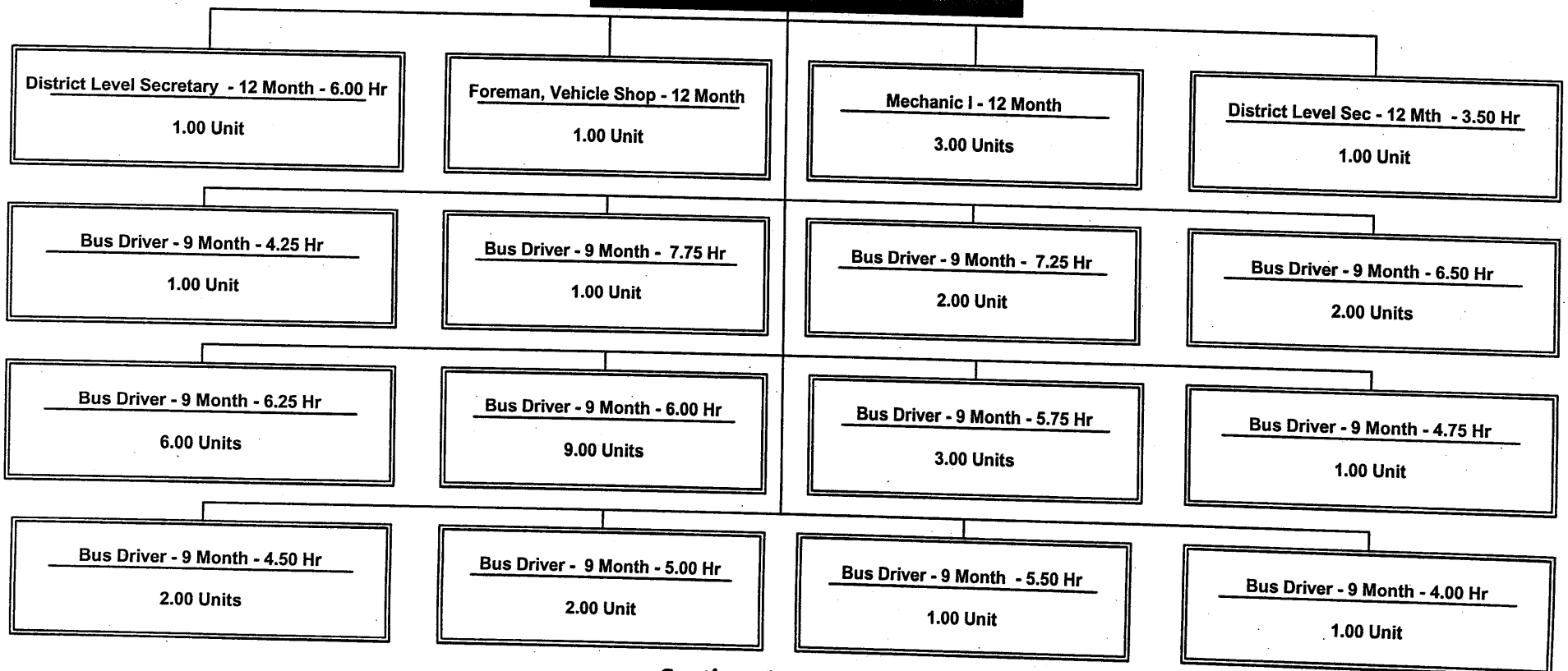
**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Organizational/Staffing Chart(s)**  
**Transportation - Central**  
**Cost Center: 9213**  
**Fiscal Year 2003-2004**



# Staffing Chart

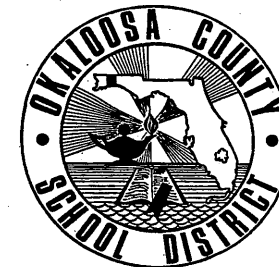
Route Coordinator, Transportation - 12 Month  
 1.00 Unit

155



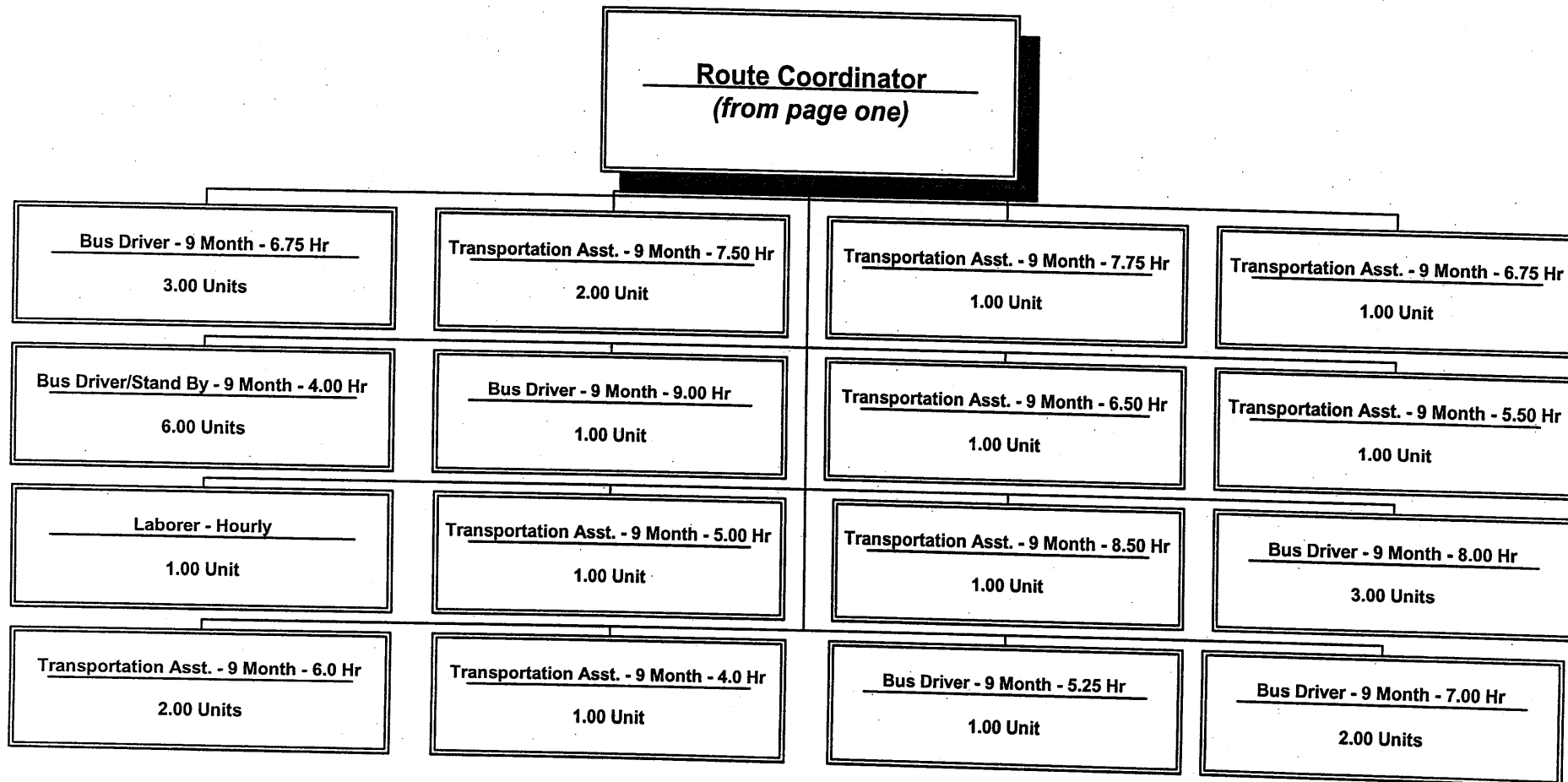
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**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Organizational/Staffing Chart(s)**  
**Transportation - Central**  
**Cost Center: 9213**  
**Fiscal Year 2003-2004**



**Staffing Chart (cont'd)**

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Note:  
 Two Transportation Aides (two 6.0 hour) will be funded from Safe Schools (Project 3107) categorical funds.  
 The two aides are reflected above in the current organizational chart.

**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** Transportation - Central

**COST CENTER:** 9213

**COST CENTER DESCRIPTION:**

Develops and delivers student transportation services in the Central Zone.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 100,558	\$ 110,392	\$ 9,834
	Instructional	-	-	-
	Non-Instructional	1,136,714	1,240,667	103,953
	Subtotal - Salaries & Benefits	<u>1,237,272</u>	<u>1,351,059</u>	<u>113,787</u>
300	Purchased Service	13,770	13,255	(515)
400	Energy Services	55,700	83,300	27,600
500	Materials & Supplies	32,800	42,800	10,000
600	Capital Outlay	-	-	-
700	Other Expenses	7,420	18,092	10,672
900	Transfers/Reserves	-	1,025	1,025
	<b>Total Combined Appropriation</b>	<u>\$ 1,346,962</u>	<u>\$ 1,509,531</u>	<u>\$ 162,569</u>

STAFFING			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	2.00	2.00	-
Instructional	-	-	-
Non-Instructional	59.00	62.00	3.00
<b>Total Staff</b>	<u>61.00</u>	<u>64.00</u>	<u>3.00</u>

**OTHER INFORMATION:**

The Program Director - Transportation, is the approving authority for this cost center, with oversight from the Assistant Superintendent-North Zone.

**Note:**

Increase in staffing is the result of changes in bus routes.

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: TRANSPORTATION - CENTRAL

CENTER NUMBER: 9213

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0102	SALARY - OTHER COMPENSATION Bus drivers for overnight field trips	7802	TRANSPORTATION - CENTRAL	11,000	(10,500)	500
0103	SALARY - SUPPLEMENTS	7802	TRANSPORTATION - CENTRAL	-	7,200	7,200
0105	SALARY - BONUS Bonus pay for reduced absenteeism	7802	TRANSPORTATION - CENTRAL	-	8,850	8,850
0117	WORKSHOPS Reimburse bus drivers for CDL and in-service training	7802	TRANSPORTATION - CENTRAL	3,000	(875)	2,125
0210 01 00	FLORIDA RETIREMENT SYSTEM Retirement for bus drivers	7802	TRANSPORTATION - CENTRAL	-	1,148	1,148
0220	FICA (SOCIAL SECURITY) FICA for bus drivers	7802	TRANSPORTATION - CENTRAL	145	981	1,126
0310	PROFESSIONAL & TECHNICAL SERVICE Physical Fees	7802	TRANSPORTATION - CENTRAL	928	-	928
0330	IN COUNTY TRAVEL Reimburse for use of personal vehicle Reimburse for required meeting and training	7802	TRANSPORTATION - CENTRAL	500	-	500
0331	OUT OF COUNTY TRAVEL Mechanics to attend technical training	7802	TRANSPORTATION - CENTRAL	200	-	200
0350	REPAIR AND MAINTENANCE Repair bus radios, air conditioners, transmissions, etc.	7802	TRANSPORTATION - CENTRAL	4,000	-	4,000
0355	COMPUTER REPAIRS Miscellaneous computer repair	7802	TRANSPORTATION - CENTRAL	300	-	300
0356	INSPECTION/REPAIR FIRE EXTING. Fire extinguishers annual inspection and repair	7802	TRANSPORTATION - CENTRAL	300	-	300

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: TRANSPORTATION - CENTRAL

CENTER NUMBER: 9213

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0360	LEASE AND RENTAL AGREEMENTS Lease of acetylene and oxygen tanks	7802	TRANSPORTATION - CENTRAL	132	-	132
0371	TELEPHONE Local service for shop, office and bus driver lounge	7900	OPERATION OF PLANT	1,500	-	1,500
0373	TELEPHONE LONG DISTANCE Long distant service for shop and office	7900	OPERATION OF PLANT	145	-	145
0381	WATER AND SEWAGE Water and sewage for shop, office and driver lounge	7900	OPERATION OF PLANT	1,850	-	1,850
0382	GARBAGE Garbage pick-up for department	7900	OPERATION OF PLANT	2,500	-	2,500
0390	OTHER PURCHASED SVC-PRINT/COPY Printing field trip requisitions, incident reports and other needed forms	7802	TRANSPORTATION - CENTRAL	300	-	300
0393	CONTRACTS-NONPROFESSIONAL SVC Wrecker service for bus break-downs	7802	TRANSPORTATION - CENTRAL	600	-	600
0410	NATURAL GAS Natural gas for shop, office and drivers lounge	7900	OPERATION OF PLANT	3,800	-	3,800
0430	ELECTRICITY Electricity for shop, office and drivers lounge	7900	OPERATION OF PLANT	2,000	-	2,000



OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: TRANSPORTATION - CENTRAL

CENTER NUMBER: 9213

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0450	GASOLINE Fuel for service vehicles	7802	TRANSPORTATION - CENTRAL	500	-	500
0460	DIESEL FUEL Fuel for school buses	7802	TRANSPORTATION - CENTRAL	77,000	-	77,000
0510	SUPPLIES Shop supplies for Shop foreman and five (5) mechanics Office supplies for Program Director and five (5) staff members	7802	TRANSPORTATION - CENTRAL	3,000	-	3,000
0516	TRANSPORTATION TOOLS Replace tools as needed for five (5) mechanics	7802	TRANSPORTATION - CENTRAL	300	-	300
0540	OIL Oil and grease to maintain bus fleet	7802	TRANSPORTATION - CENTRAL	2,500	-	2,500
0550	REPAIR PARTS Vehicle parts to maintain bus fleet	7802	TRANSPORTATION - CENTRAL	30,000	(5,000)	25,000
0560	TIRES AND TUBES Tires and tubes to maintain bus fleet	7802	TRANSPORTATION - CENTRAL	12,000	-	12,000
0730	DUES AND FEES Fingerprinting fees Frequency coordination and FCC license for repeater	7802	TRANSPORTATION - CENTRAL	1,192	-	1,192
0750	OTHER PERSONNEL SERVICES (TEMP) Compensation paid to substitute bus drivers	7802	TRANSPORTATION - CENTRAL	17,000	(100)	16,900
0984	RESERVE-PERFORMANCE PAY	7802	TRANSPORTATION - CENTRAL	-	1,025	1,025
	GRAND TOTAL			176,692	2,729	179,421

OKALOOSA COUNTY SCHOOL DISTRICT  
 Department Staffing Summary  
 Fiscal Year 2003-2004

MIS 3390

Department Name: Transportation-Central  
 Cost Center No.: 9213  
 Project Name: Regular Operations - Departments  
 Fund Number: 1010  
 Project Number: N/A  
 Type Funding: Non-Restricted/Non-Categorical

**Section A**

Current Positions:				
Job Title		# of Positions	Average Cost	Total Cost
District Level Secretary - 12 Month - 3.5 Hour		1.00		20,128
District Level Secretary - 12 Month - 6.0 Hour		1.00		34,665
Mechanic I - 12 Month		3.00		122,015
Bus Driver - 9 Month - 4.0 Hour		4.00		42,459
Bus Driver - 9 Month - 4.5 Hour		2.00		33,769
Bus Driver - 9 Month - 4.80 Hour		1.00		4,584
Bus Driver - 9 Month - 5.0 Hour		1.00		14,793
Bus Driver - 9 Month - 5.50 Hour		1.00		17,342
Bus Driver - 9 Month - 5.75 Hour		2.00		31,959
Bus Driver - 9 Month - 6.0 Hour		5.00		86,540
Bus Driver - 9 Month - 6.25 Hour		12.00		180,787
Bus Driver - 9 Month - 6.50 Hour		5.00		95,796
Bus Driver - 9 Month - 6.75 Hour		3.00		55,914
Bus Driver - 9 Month - 7.25 Hour		1.00		26,630
Bus Driver - 9 Month - 7.75 Hour		1.00		27,641
Bus Driver - 9 Month - 8.0 Hour		1.00		31,543
Bus Driver - 9 Month - 8.50 Hour		2.00		56,689
Bus Driver/Standy By - 9 Month - 4.0 Hour		5.00		54,440
Transportation Asst. - 9 Month - 5.75 Hour		1.00		16,850
Transportation Asst. - 6.0 Hour		1.00		15,270
Transportation Asst. - 9 Month - 6.25 Hour		2.00		34,325
Transportation Asst. - 9 Month - 7.0 Hour		1.00		18,088.00
Transportation Asst. - 9 Month - 7.25 Hour		1.00		13,761
Transportation Asst. - 9 Month - 7.50 Hour		1.00		20,861
Transportation Asst. - 9 Month - 8.0 Hour		1.00		22,050
Foreman, Vehicle Shop - 12 Month		1.00		53,435
Route Coordinator, Transportation - 12 Month		1.00		56,957
<b>(A) Total Current Staffing</b>		61.00		1,189,291

**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Summary**  
**Fiscal Year 2003-2004**

**MIS 3390**

Department Name:	<u>Transportation-Central</u>
Cost Center No.:	<u>9213</u>
Project Name:	<u>Regular Operations - Departments</u>
Fund Number :	<u>1010</u>
Project Number:	<u>N/A</u>
Type Funding:	<u>Non-Restricted/Non-Categorical</u>

**Section B**

Request for Additions, Deletions and/or Changes (attach narrative justification)					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Bus Driver - 9 Month - 4.0 Hour	D	(3.00)	a		(26,455)
Bus Driver - 9 Month - 4.25 Hour	A	1.00	a		13,852
Bus Driver - 9 Month - 4.75 Hour	A	1.00	a		15,059
Bus Driver - 9 Month - 4.80 Hour	D	(1.00)	a		(4,584)
Bus Driver - 9 Month - 5.0 Hour	A	1.00	a		15,222
Bus Driver - 9 Month - 5.25 Hour	A	2.00	a		32,246
Bus Driver - 9 Month -6.0 Hour	A	4.00	a		74,340
Bus Driver - 9 Month -6.25 Hour	D	(6.00)	a		(69,000)
Bus Driver - 9 Month -6.50 Hour	D	(3.00)	a		(55,730)
Bus Driver - 9 Month -7.0 Hour	A	2.00	a		48,208
Bus Driver - 9 Month -7.25 Hour	A	1.00	a		25,467
Bus Driver - 9 Month -8.0 Hour	A	2.00	a		63,086
Bus Driver - 9 Month -8.50 Hour	D	(2.00)	a		(56,689)
Bus Driver - 9 Month -9.0 Hour	A	1.00	a		32,293
Bus Driver/Standby By - 9 Month - 4.0 Hour	A	1.00	a		10,483
Transportation Asst. - 9 Month - 4.0 Hour	A	1.00	a		10,788
Transportation Asst. - 9 Month - 5.0 Hour	A	1.00	a		15,104
Transportation Asst. - 9 Month - 5.50 Hour	A	1.00	a		11,906
Transportation Asst. - 9 Month - 5.75 Hour	D	(1.00)	a		(16,850)
Transportation Asst. -9 Month- 6.0 Hour	D	(1.00)	a		(15,273)
Transportation Asst. - 9 Month - 6.25 Hour	D	(2.00)	a		(34,325)
Transportation Asst. - 9 Month - 6.50 Hour	A	1.00	a		19,960
Transportation Asst. - 9 Month - 6.75 Hour	A	1.00	a		15,737
Transportation Asst. - 9 Month -7.0 Hour	D	(1.00)	a		(18,088)
Transportation Asst. - 9 Month - 7.25 Hour	D	(1.00)	a		(13,761)
Transportation Asst. - 9 Month -7.50 Hour	A	1.00	a		18,165
Transportation Asst. - 9 Month -7.75 Hour	A	1.00	a		15,865
Transportation Asst. - 9 Month - 8.0 Hour	D	(1.00)	a		(22,050)
Transportation Asst. - 9 Month -8.50 Hour	A	1.00	a		23,774
Laborer-Hourly 9 Month - 3.75 Hours	A	1.00	a		12,069
<b>(B) Total Additions, Deletions and/or Changes</b>		<b>3.00</b>			<b>140,819</b>

**Section C**

<b>Department Total (Section A &amp; B)</b>	<b>64.00</b>			<b>1,330,110</b>
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(a) Increases and decreases are the results of changes in bus routes.

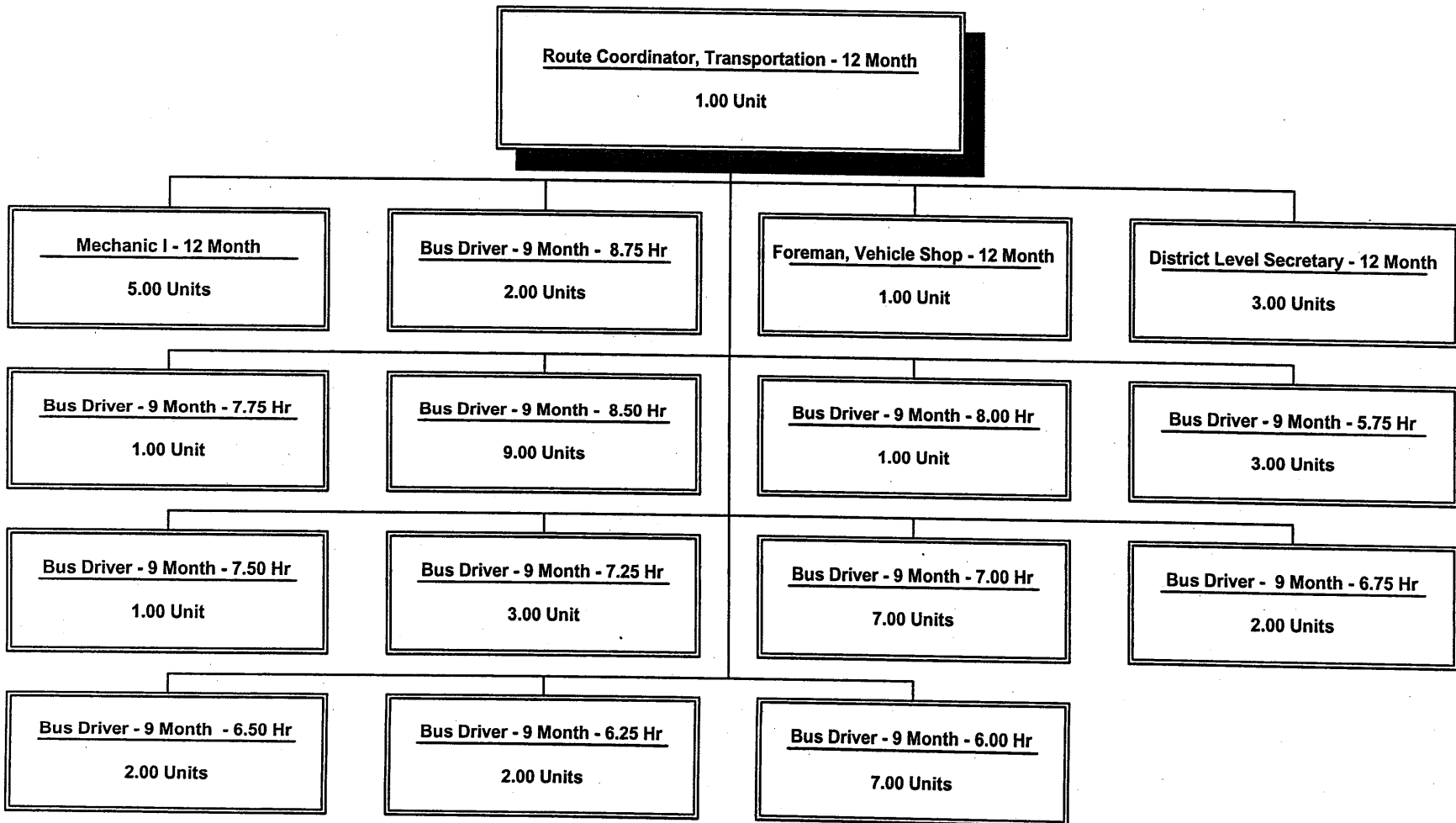
**\*Note:**

A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction

**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Chart**  
*Transportation - North*  
**Cost Center: 9113**  
**Fiscal Year 2003-2004**



**Staffing Chart**



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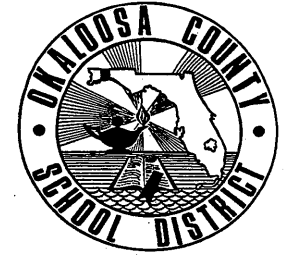
# OKALOOSA COUNTY SCHOOL DISTRICT

## Department Staffing Chart

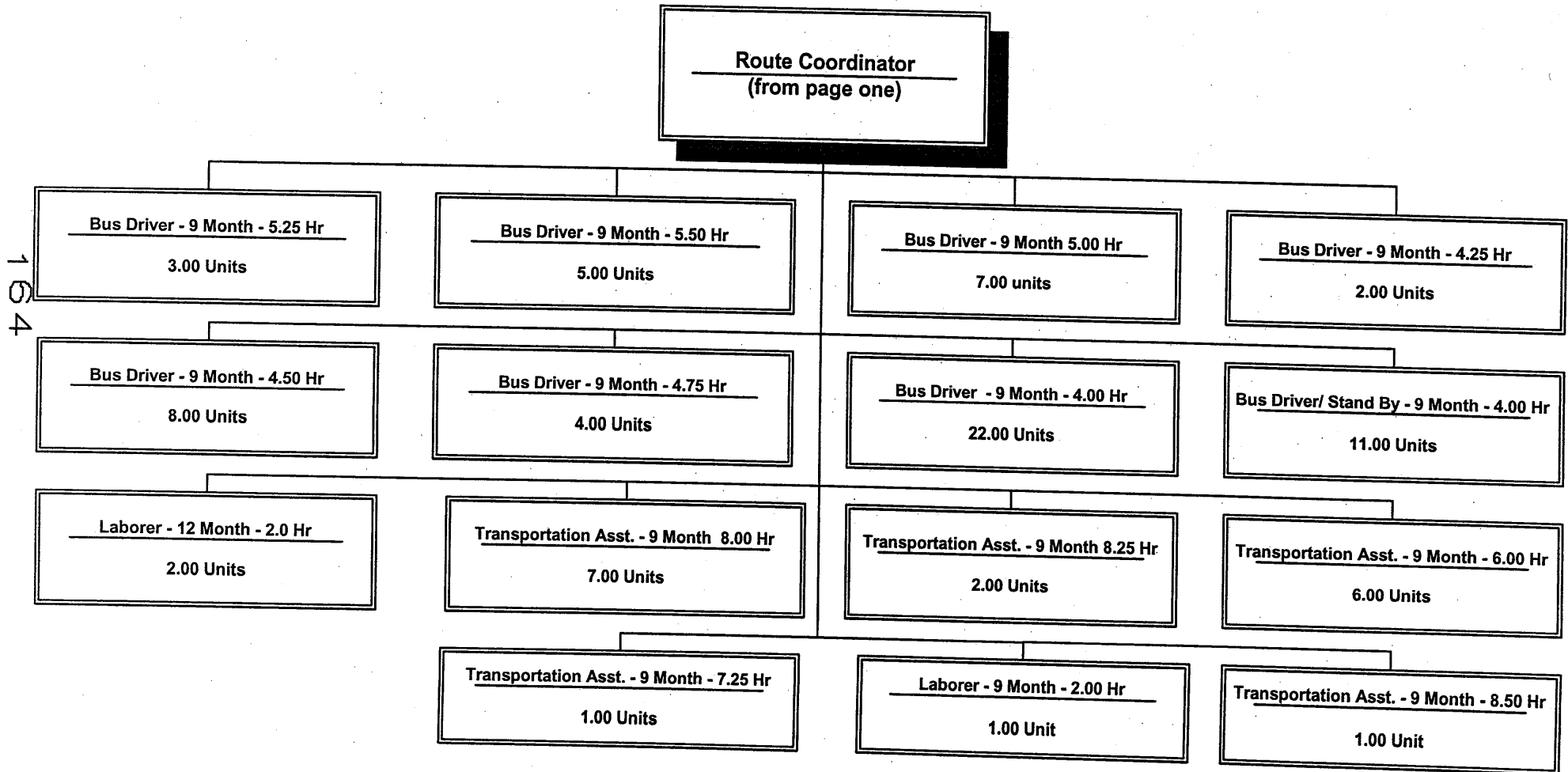
Transportation - North

Cost Center: 9113

Fiscal Year 2003-2004



### Staffing Chart (cont'd)



Note:

Five Transportation Aides (five 6.0 hour) will be funded from Safe Schools (Project 3107) categorical funds. The five aides are reflected above in the current organizational chart.

**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:**           **Transportation - North**

**COST CENTER:**           **9113**

**COST CENTER DESCRIPTION:**

Develops and delivers student transportation services in the North Zone.

**FUND SOURCE:**        Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

<b>APPROPRIATIONS</b>				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	<b>Salaries &amp; Benefits</b>			
	Administrative/Managerial	\$ 104,056	\$ 113,224	\$ 9,168
	Instructional	-	-	-
	Non-Instructional	2,318,024	2,366,262	48,238
	Subtotal - Salaries & Benefits	<u>2,422,080</u>	<u>2,479,486</u>	<u>57,406</u>
300	Purchased Service	26,740	29,262	2,522
400	Energy Services	100,226	127,620	27,394
500	Materials & Supplies	46,300	71,300	25,000
600	Capital Outlay	-	500	500
700	Other Expenses	14,000	26,480	12,480
900	Transfers/Reserves	-	1,060	1,060
	<b>Total Combined Appropriation</b>	<u>\$ 2,609,346</u>	<u>\$ 2,735,708</u>	<u>\$ 126,362</u>

<b>STAFFING</b>			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	2.00	2.00	-
Instructional	-	-	-
Non-Instructional	129.00	125.00	(4.00)
<b>Total Staff</b>	<u>131.00</u>	<u>127.00</u>	<u>(4.00)</u>

**OTHER INFORMATION:**

The Program Director - Transportation, with oversight from the Assistant Superintendent - North Zone, is the approving authority for this cost center.

Note:

Decrease in staffing is the result of changes in bus routes.

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: TRANSPORTATION-NORTH

CENTER NUMBER: 9113

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0102	SALARY - OTHER COMPENSATION Bus drivers for overnight field trips	7801	TRANSPORTATION - NORTH	20,000	(19,000)	1,000
0103	SALARY - SUPPLEMENTS	7801	TRANSPORTATION - NORTH	-	8,160	8,160
0105	SALARY - BONUS Bonus pay for reduced absenteeism	7801	TRANSPORTATION - NORTH	-	16,000	16,000
0210	FLORIDA RETIREMENT SYSTEM Retirement for bus drivers	7801	TRANSPORTATION - NORTH	-	3,025	3,025
0220	FICA (SOCIAL SECURITY) FICA for bus drivers	7801	TRANSPORTATION - NORTH	145	2,526	2,671
0117	WORKSHOPS Reimburse bus drivers for CDL and in-service training	7801	TRANSPORTATION - NORTH	6,000	(900)	5,100
0310	PROFESSIONAL & TECHNICAL SERVICE Physical Fees FTE consulting	7801	TRANSPORTATION - NORTH	7,620	-	7,620
				\$4,620		
				3,000		
0330	IN COUNTY TRAVEL Reimburse for use of personal vehicle Reimburse Baker & Laurel Hill bus drivers going to Crestview for drug/alcohol testing	7801	TRANSPORTATION - NORTH	300	-	300
0331	OUT OF COUNTY TRAVEL Mechanics to attend technical training	7801	TRANSPORTATION - NORTH	300	-	300
0350	REPAIR AND MAINTENANCE Repair bus radios, air conditioners, transmissions, etc.	7801	TRANSPORTATION - NORTH	10,000	-	10,000
0355	COMPUTER REPAIRS Miscellaneous computer repair	7801	TRANSPORTATION - NORTH	500	-	500
0356	INSPECTION/REPAIR FIRE EXTING. Fire extinguishers annual inspection and repair	7801	TRANSPORTATION - NORTH	500	-	500

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: TRANSPORTATION-NORTH

CENTER NUMBER: 9113

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0360	LEASE AND RENTAL AGREEMENTS Lease of oxygen tanks	7801	TRANSPORTATION - NORTH	132	-	132
0370	POSTAGE AND TELEGRAM Mail report to D.O.E. and correspondence as needed	7801	TRANSPORTATION - NORTH	50	-	50
0371	TELEPHONE Local service for shop, office and bus driver lounge	7900	OPERATION OF PLANT	4,300	-	4,300
0372	TELEPHONE MAINTENANCE Service calls for maintenance, shop, office and bus driver lounge	7900	OPERATION OF PLANT	200	-	200
0373	TELEPHONE LONG DISTANCE Long distant service for shop and office	7900	OPERATION OF PLANT	400	-	400
0375	CELLULAR TELEPHONE One (1) cell phone for Program Director	7900	OPERATION OF PLANT	660	-	660
0381	WATER AND SEWAGE Water and sewage for shop, office and driver lounge	7900	OPERATION OF PLANT	600	-	600
0382	GARBAGE Garbage pick-up for department	7900	OPERATION OF PLANT	1,000	-	1,000
0390	OTHER PURCHASED SVC-PRINT/COPY Printing field trip requisitions, incident reports and other needed forms	7801	TRANSPORTATION - NORTH	1,500	-	1,500
0393	CONTRACTS-NONPROFESSIONAL SVC Wrecker service for bus break-downs	7801	TRANSPORTATION - NORTH	1,200	-	1,200
0410	NATURAL GAS Natural gas for shop, office and drivers lounge	7900	OPERATION OF PLANT	3,600	-	3,600
0430	ELECTRICITY Electricity for shop, office and drivers lounge	7900	OPERATION OF PLANT	8,500	-	8,500

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OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: TRANSPORTATION-NORTH  
PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9113  
PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REG.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0450	GASOLINE Fuel for service vehicles	7801	TRANSPORTATION - NORTH	2,000	-	2,000
0460	DIESEL FUEL Fuel for school buses	7801	TRANSPORTATION - NORTH	113,520	-	113,520
0510	SUPPLIES Shop supplies for Shop foreman and five (5) mechanics	7801	TRANSPORTATION - NORTH	5,000	-	5,000
0516	TRANSPORTATION TOOLS Replace tools as needed by mechanics	7801	TRANSPORTATION - NORTH	300	-	300
0540	OIL Oil and grease to maintain bus fleet	7801	TRANSPORTATION - NORTH	6,000	-	6,000
0550	REPAIR PARTS Vehicle parts to maintain bus fleet	7801	TRANSPORTATION - NORTH	50,000	(5,000)	45,000
0560	TIRES AND TUBES Tires and tubes to maintain bus fleet	7801	TRANSPORTATION - NORTH	15,000	-	15,000
0642	EQUIPMENT (UNDER \$750) Two-way radios for school buses	7801	TRANSPORTATION - NORTH	9,000	(8,500)	500
0730	DUES AND FEES Fingerprinting fees	7801	TRANSPORTATION - NORTH	980	-	980
0732	MOTOR VEHICLE TAGS AND FEES Tags and titles for new buses	7801	TRANSPORTATION - NORTH	1,000	-	1,000
0750	OTHER PERSONNEL SERVICES (TEMP) Compensation paid to substitute bus drivers	7801	TRANSPORTATION - NORTH	24,500	-	24,500
0984	RESERVE-PERFORMANCE PAY	7801	TRANSPORTATION - NORTH	-	1,060	1,060
	GRAND TOTAL			294,807	(2,629)	292,178

**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Summary**  
**Fiscal Year 2003-2004**

MIS 3390

<b>Department Name:</b>	<b>Transportation-North</b>
<b>Cost Center No.:</b>	<b>9113</b>
<b>Project Name:</b>	<b>Regular Operations - Departments</b>
<b>Fund Number :</b>	<b>1010</b>
<b>Project Number:</b>	<b>N/A</b>
<b>Type Funding:</b>	<b>Non-Restricted/Non-Categorical</b>

**Section A**

Current Positions:				
Job Title		# of Positions	Average Cost	Total Cost
District Level Secretary - 12 Month		3.00		104,430
Mechanic I - 12 Month		5.00		222,929
Bus Driver - 9 Month - 4.0 Hour		26.00		304,165
Bus Driver - 9 Month - 4.25 Hour		2.00		27,142
Bus Driver - 9 Month - 4.5 Hour		9.00		131,841
Bus Driver - 9 Month - 4.75 Hour		5.00		70,903
Bus Driver - 9 Month - 5.0 Hour		4.00		61,688
Bus Driver - 9 Month - 5.25 Hour		4.00		57,218
Bus Driver - 9 Month - 5.50 Hour		4.00		67,370
Bus Driver - 9 Month - 5.75 Hour		2.00		36,729
Bus Driver - 9 Month - 6.0 Hour		7.00		121,656
Bus Driver - 9 Month - 6.25 Hour		3.00		50,924
Bus Driver - 9 Month - 6.50 Hour		1.00		17,301
Bus Driver - 9 Month - 6.75 Hour		4.00		78,509
Bus Driver - 9 Month - 7.0 Hour		5.00		105,398
Bus Drive - 9 Month - 7.25 Hour		4.00		68,569
Bus Drive - 9 Month - 7.50 Hour		3.00		63,518
Bus Driver - 9 Month - 7.75 Hour		2.00		51,945
Bus Driver - 9 Month - 8.0 Hour		1.00		22,081
Bus Driver - 9 Month - 8.25 Hour		5.00		112,491
Bus Driver - 9 Month - 8.50 Hour		6.00		191,990
Bus Driver - 9 Month - 8.75 Hour		1.00		33,966
Bus Driver/Standy By - 9 Month - 4.0 Hour		5.00		55,587
Transportation Asst. - 9 Month - 6.0 Hour		2.00		30,112
Transportation Asst. - 9 Month - 7.0 Hour		1.00		18,018
Transportation Asst. - 9 Month - 7.25 Hour		2.00		30,466
Transportation Asst. - 9 Month - 7.50 Hour		3.00		51,661
Transportation Asst. - 9 Month - 7.75 Hour		1.00		19,564
Transportation Asst. - 9 Month - 8.0 Hour		3.00		56,536
Transportation Asst. - 9 Month - 8.25 Hour		2.00		41,984
Laborer - 9 Month - 2.0 Hour		2.00		15,760
Laborer - 12 Month - 2.75 Hour		1.00		11,579
Laborer - 12 Month - 4.0 Hour		1.00		13,400
Foreman, Vehicle Shop - 12 Month-2.75 Hour		1.00		56,612
Route Coordinator		1.00		56,612
<b>(A) Total Current Staffing</b>		<b>131.00</b>		<b>2,460,654</b>

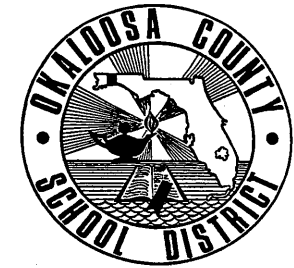
# OKALOOSA COUNTY SCHOOL DISTRICT

## Department Staffing Chart

Transportation - South

Cost Center: 9313

Fiscal Year 2003-2004



### Staffing Chart

Program Director - Transportation - 12 Month  
1.00 Unit

Foreman, Vehicle Shop - 12 Month  
1.00 Unit

Mechanic I - 12 Month  
5.00 Units

Route Coordinator - 12 Month  
1.00 Unit

CDL Trainer/ Safety Mon. - 12 Month - 4.50 Hr  
1.00 Unit

District Level Secretary I - 12 Month  
1.00 Unit

District Level Secretary - 12 Month  
2.00 Units

Bus Driver - 9 Month - 8.00 Hr  
11.00 Units

Bus Driver - 9 Month - 7.75 Hr  
3.00 Units

Bus Driver - 9 Month - 7.00 Hr  
13.00 Units

Bus Driver - 9 Month - 6.75 Hr  
3.00 Units

Bus Driver - 9 Month - 7.50 Hr  
7.00 Units

Bus Driver - 9 Month - 6.50 Hr  
6.00 Units

Bus Driver - 9 Month - 6.00 Hr  
10.00 Units

Bus Driver - 9 Month - 5.50 Hr  
3.00 Units

Bus Driver - 9 Month - 6.25 Hr  
2.00 Units

Bus Driver - 9 Month - 4.50 Hr  
3.00 Units

1  
7  
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**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Summary**  
**Fiscal Year 2003-2004**

MIS 3390

Department Name: Transportation-North  
 Cost Center No.: 9113  
 Project Name: Regular Operations - Departments  
 Fund Number : 1010

**Section B**

Request for Additions, Deletions and/or Changes (attach narrative justification)					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Bus Driver - 9 Month - 4.0 Hour	D	(4.00)	a		(41,756)
Bus Driver - 9 Month - 4.5 Hour	D	(1.00)	a		(10,439)
Bus Driver - 9 Month - 4.75 Hour	D	(1.00)	a		(13,021)
Bus Driver - 9 Month - 5.0 Hour	A	3.00	a		46,259
Bus Driver - 9 Month - 5.25 Hour	D	(1.00)	a		(13,237)
Bus Driver - 9 Month - 5.50 Hour	A	1.00	a		13,476
Bus Driver - 9 Month - 5.75 Hour	A	1.00	a		16,390
Bus Driver - 9 Month - 6.25 Hour	D	(1.00)	a		(15,904)
Bus Driver - 9 Month - 6.50 Hour	A	1.00	a		19,737
Bus Driver - 9 Month - 6.75 Hour	D	(2.00)	a		(37,232)
Bus Driver - 9 Month - 7.0 Hour	A	2.00	a		46,294
Bus Driver - 9 Month - 7.25 Hour	D	(1.00)	a		(13,188)
Bus Driver - 9 Month - 7.50 Hour	D	(2.00)	a		(41,936)
Bus Driver - 9 Month - 7.75 Hour	D	(1.00)	a		(21,450)
Bus Driver - 9 Month - 8.25 Hour	D	(5.00)	a		(112,491)
Bus Driver - 9 Month - 8.50 Hour	A	3.00	a		90,501
Bus Driver - 9 Month - 8.75 Hour	A	1.00	a		33,966
Bus Driver/Standby By - 9 Month - 4.0 Hour	A	6.00	a		70,389
Transportation Asst. - 9 Month - 6.0 Hour	D	(1.00)	a		(14,857)
Transportation Asst. - 9 Month - 7.0 Hour	D	(1.00)	a		(18,018)
Transportation Asst. - 9 Month - 7.25 Hour	D	(1.00)	a		(14,950)
Transportation Asst. - 9 Month - 7.50 Hour	D	(3.00)	a		(51,661)
Transportation Asst. - 9 Month - 7.75 Hour	D	(1.00)	a		(19,564)
Transportation Asst. - 9 Month - 8.0 Hour	A	4.00	a		81,875
Transportation Asst. - 9 Month - 8.50 Hour	A	1.00	a		18,787
Laborer - 9 Month - 2.0 Hour	D	(1.00)	a		(7,880)
Laborer - 12 Month - 2.0 Hour	A	2.00	a		17,765
Laborer - 12 Month - 2.75 Hour	D	(1.00)	a		(11,579)
Laborer - 12 Month - 4.0 Hour	D	(1.00)	a		(13,400)
<b>(B) Total Additions, Deletions and/or Changes</b>		<b>(4.00)</b>			<b>(17,124)</b>

**Section C**

<b>Department Total (Section A &amp; B)</b>	127.00		2,443,530
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(a) Increases and decreases are the results of changes in bus routes.

**\*Note:**

A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction

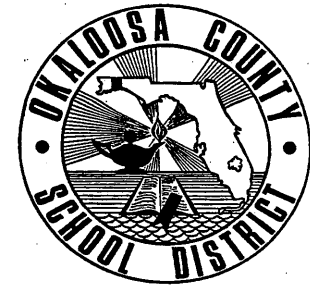
# OKALOOSA COUNTY SCHOOL DISTRICT

## Department Staffing Chart

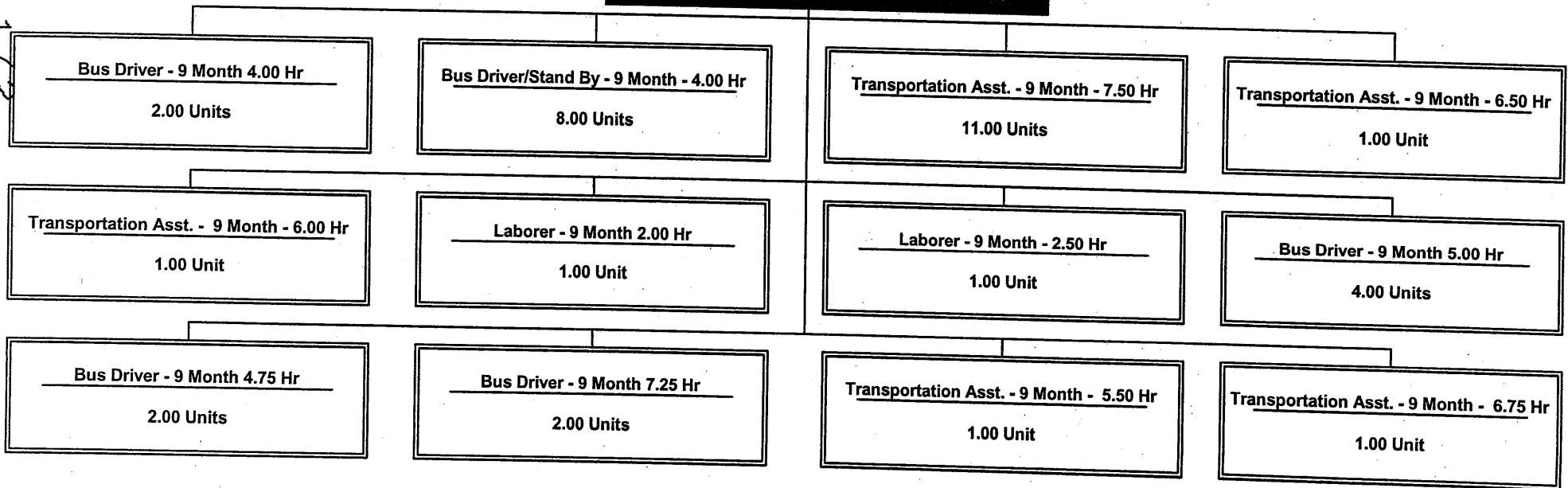
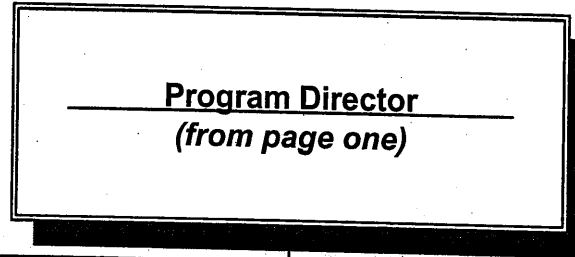
Transportation - South

Cost Center: 9313

Fiscal Year 2001-2002



### Staffing Chart (cont'd)



Note:

Four Transportation Aides (four 6.0 hour) will be funded from Safe Schools (Project 3107) categorical funds. The four aides are reflected above in the current organizational chart.

**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:**            **Transportation - South**

**COST CENTER:**         **9313**

**COST CENTER DESCRIPTION:**

Develops and delivers student transportation services in the South Zone.

**FUND SOURCE:**        **Unrestricted - General Operating Fund**

**APPROPRIATIONS AND STAFFING:**

<b>APPROPRIATIONS</b>				
<b>Object Group Number</b>	<b>Object Group Name</b>	<b>Original 2002-2003 Appropriation</b>	<b>2003-2004 Appropriation</b>	<b>\$ Increase (Decrease)</b>
100 / 200	<b>Salaries &amp; Benefits</b>			
	Administrative/Managerial	\$ 163,693	\$ 187,736	\$ 24,043
	Instructional	-	-	-
	Non-Instructional	2,088,965	2,162,355	73,390
	Subtotal - Salaries & Benefits	2,252,658	2,350,091	97,433
300	<b>Purchased Service</b>	43,190	40,724	(2,466)
400	<b>Energy Services</b>	68,653	140,000	71,347
500	<b>Materials &amp; Supplies</b>	52,900	58,500	5,600
600	<b>Capital Outlay</b>	-	-	-
700	<b>Other Expenses</b>	14,000	21,223	7,223
900	<b>Transfers/Reserves</b>	3,791	920	(2,871)
	<b>Total Combined Appropriation</b>	\$ 2,435,192	\$ 2,611,458	\$ 176,266

<b>STAFFING</b>			
	<b>2002-2003 Recommendation</b>	<b>2003-2004 Recommendation</b>	<b># Increase (Decrease)</b>
Administrative/Managerial	3.00	3.00	-
Instructional	-	-	-
Non-Instructional	105.00	101.00	(4.00)
<b>Total Staff</b>	108.00	104.00	(4.00)

**OTHER INFORMATION:**

The Program Director - Transportation, with the oversight from the Assistant Superintendent-North Zone, is the approving authority for this cost center.

**Note:**

Decrease in staffing is the result of changes in bus routes.

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: TRANSPORTATION - SOUTH

CENTER NUMBER: 9313

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0102	SALARY - OTHER COMPENSATION Bus drivers for overnight field trips	7803	TRANSPORTATION - SOUTH	21,000	(20,000)	1,000
0103	SALARY - SUPPLEMENTS Supplement for bus drivers	7803	TRANSPORTATION - SOUTH	-	10,200	10,200
0105	SALARY - BONUS Bonus pay for reduced absenteeism	7803	TRANSPORTATION - SOUTH	-	16,850	16,850
0117	WORKSHOPS Reimburse bus drivers for CDL and in-service training	7803	TRANSPORTATION - SOUTH	5,000	(750)	4,250
0210	FLORIDA RETIREMENT SYSTEM Retirement for bus drivers	7803	TRANSPORTATION - SOUTH	-	3,230	3,230
0220	FICA (SOCIAL SECURITY) FICA for bus drivers	7803	TRANSPORTATION - SOUTH	145	2,610	2,755
0310	PROFESSIONAL & TECHNICAL SERVICE Physical Fees	7803	TRANSPORTATION - SOUTH	2,092	-	2,092
0330	IN COUNTY TRAVEL Reimburse for use of personal vehicle Reimburse for required meeting and training	7803	TRANSPORTATION - SOUTH	1,000	-	1,000
0331	OUT OF COUNTY TRAVEL Mechanics to attend technical training	7803	TRANSPORTATION - SOUTH	300	-	300
0350	REPAIR AND MAINTENANCE Repair bus radios, air conditioners, transmissions, etc.	7803	TRANSPORTATION - SOUTH	8,500	-	8,500
0355	COMPUTER REPAIRS Miscellaneous computer repair	7803	TRANSPORTATION - SOUTH	500	-	500

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: TRANSPORTATION - SOUTH

CENTER NUMBER: 9313

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0356	INSPECTION/REPAIR FIRE EXTING. Fire extinguishers annual inspection and repair	7803	TRANSPORTATION - SOUTH	500	-	500
0360	LEASE AND RENTAL AGREEMENTS Lease of acetylene and oxygen tanks	7803	TRANSPORTATION - SOUTH	132	-	132
0371	TELEPHONE Local service for shop, office and bus driver lounge	7900	OPERATION OF PLANT	3,600	(1,600)	2,000
0372	TELEPHONE MAINTENANCE Phone maintenance for shop, office and bus driver lounge	7900	OPERATION OF PLANT	200	-	200
0373	TELEPHONE LONG DISTANCE Long distance service for shop and office	7900	OPERATION OF PLANT	100	-	100
0381	WATER AND SEWAGE Water and sewage for shop, office and driver lounge	7900	OPERATION OF PLANT	15,000	-	15,000
0382	GARBAGE Garbage pick-up for department	7900	OPERATION OF PLANT	3,000	-	3,000
0390	OTHER PURCHASED SVC-PRINT/COPY Printing field trip requisitions, incident reports and other needed forms	7803	TRANSPORTATION - SOUTH	6,000	-	6,000
0393	CONTRACTS-NONPROFESSIONAL SVC Wrecker service for bus break-downs	7803	TRANSPORTATION - SOUTH	1,400	-	1,400
0410	NATURAL GAS Natural gas for shop, office and drivers lounge	7900	OPERATION OF PLANT	4,800	(2,800)	2,000
0430	ELECTRICITY Electricity for shop, office and drivers lounge	7900	OPERATION OF PLANT	9,500	(500)	9,000



OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: TRANSPORTATION - SOUTH

CENTER NUMBER: 9313

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0450	GASOLINE Fuel for service vehicles	7803	TRANSPORTATION - SOUTH	2,500	-	2,500
0460	DIESEL FUEL Fuel for school buses	7803	TRANSPORTATION - SOUTH	126,500	-	126,500
0510	SUPPLIES Shop supplies for Shop foreman and five (5) mechanics Office supplies for Program Director and five (5) staff	7803	TRANSPORTATION - SOUTH	7,400	(1,400)	6,000
0516	TRANSPORTATION TOOLS Replace tools as needed for five (5) mechanics	7803	TRANSPORTATION - SOUTH	500	-	500
0540	OIL Oil and grease to maintain bus fleet	7803	TRANSPORTATION - SOUTH	5,000	-	5,000
0550	REPAIR PARTS Vehicle parts to maintain bus fleet	7803	TRANSPORTATION - SOUTH	50,000	(15,000)	35,000
0560	TIRES AND TUBES Tires and tubes to maintain bus fleet	7803	TRANSPORTATION - SOUTH	15,000	(3,000)	12,000
0730	DUES AND FEES Fingerprinting fees	7803	TRANSPORTATION - SOUTH	1,508	-	1,508
0750	OTHER PERSONNEL SERVICES (TEMP) Compensation paid to substitute bus drivers	7803	TRANSPORTATION - SOUTH	24,000	(4,285)	19,715
0984	RESERVE-PERFORMANCE PAY	7803	TRANSPORTATION - SOUTH	-	920	920
	GRAND TOTAL			<u>315,177</u>	<u>(15,525)</u>	<u>299,652</u>

**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Summary**  
**Fiscal Year 2003-2004**

MIS 3390

Department Name:	<u>Transportation-South</u>
Cost Center No.:	<u>9313</u>
Project Name:	<u>Regular Operations - Departments</u>
Fund Number :	<u>1010</u>
Project Number:	<u>N/A</u>
Type Funding:	<u>Non-Restricted/Non-Categorical</u>

**Section A**

Current Positions					
Job Title		# of Positions		Average Cost	Total Cost
Program Director - Non Instructional - 12 Month		1.00			88,552
District Level Secretary I - 12 Month		1.00			44,372
District Level Secretary - 12 Month		2.00			85,086
Mechanic I - 12 Month		5.00			173,566
CDL Trainer/Safety Monitor - 12 Month - 4.50 Hr.		1.00			25,340
Bus Driver - 9 Month - 4.0 Hour		3.00			43,390
Bus Driver - 9 Month - 4.5 Hour		4.00			65,354
Bus Driver - 9 Month - 4.75 Hour		1.00			14,569
Bus Driver - 9 Month - 5.0 Hour		3.00			45,026
Bus Driver - 9 Month - 5.50 Hour		2.00			33,025
Bus Driver - 9 Month - 5.75 Hour		3.00			44,341
Bus Driver - 9 Month - 6.0 Hour		6.00			131,988
Bus Driver - 9 Month - 6.25 Hour		5.00			83,603
Bus Driver - 9 Month - 6.50 Hour		4.00			69,379
Bus Driver - 9 Month - 6.75 Hour		3.00			55,212
Bus Driver - 9 Month - 7.0 Hour		11.00			241,641
Bus Driver - 9 Month - 7.25 Hour		1.00			27,652
Bus Driver - 9 Month - 7.5 Hour		5.00			113,344
Bus Driver - 9 Month - 7.75 Hour		3.00			69,849
Bus Driver - 9 Month - 8.0 Hour		12.00			349,587
Bus Driver/Standy By - 9 Month - 4.0 Hour		11.00			120,797
Transportation Asst. - 9 Month - 6.0 Hour		4.00			59,826
Transportation Asst. - 9 Month - 6.50 Hour		1.00			14,283
Transportation Asst. - 9 Month - 7.50 Hour		12.00			207,407
Laborer - 9 Month - 3.5 Hour		1.00			9,187
Laborer - 12 Month - 2.0 Hour		1.00			9,643
Foreman, Vehicle Shop - 12 Month		1.00			48,908
Route Coordinator, Transportation - 12 Month		1.00			50,276
<b>(A) Total Current Staffing</b>		<b>108.00</b>			<b>2,325,203</b>

**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Summary**  
**Fiscal Year 2003-2004**

MIS 3390

Department Name: Transportation-South  
 Cost Center No.: 9313  
 Project Name: Regular Operations - Departments  
 Fund Number : 1010  
 Project Number: N/A  
 Type Funding: Non-Restricted/Non-Categorical

**Section B**

Request for Additions, Deletions and/or Changes					
(B) Total Additions, Deletions and/or Changes					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Bus Driver - 9 Month - 4.0 Hour	D	(1.00)	a		(13,015)
Bus Driver - 9 Month - 4.5 Hour	D	(1.00)	a		(12,151)
Bus Driver - 9 Month - 4.75 Hour	A	1.00	a		13,759
Bus Driver - 9 Month - 5.0 Hour	A	1.00	a		13,015
Bus Driver - 9 Month - 5.50 Hour	A	1.00	a		14,427
Bus Driver - 9 Month - 5.75 Hour	D	(3.00)	a		(44,341)
Bus Driver - 9 Month - 6.25 Hour	D	(3.00)	a		(52,342)
Bus Driver - 9 Month - 6.50 Hour	A	2.00	a		43,500
Bus Driver - 9 Month - 7.0 Hour	A	2.00	a		34,497
Bus Driver - 9 Month - 7.25 Hour	A	1.00	a		28,759
Bus Driver - 9 Month - 7.5 Hour	A	2.00	a		44,982
Bus Driver - 9 Month - 8.0 Hour	D	(1.00)	a		(24,420)
Bus Driver/Standby By - 9 Month - 4.0 Hour	D	(3.00)	a		(31,317)
Transportation Asst. - 9 Month - 5.50 Hour	A	1.00	a		15,780
Transportation Asst. - 9 Month - 6.0 Hour	D	(3.00)	a		(44,570)
Transportation Asst. - 9 Month - 6.75 Hour	A	1.00	a		15,658
Transportation Asst. - 9 Month - 7.50 Hour	D	(1.00)	a		(13,955)
Laborer - 9 Month - 2.0 Hour	A	1.00	a		7,524
Laborer - 9 Month - 3.50 Hour	D	(1.00)	a		(9,187)
<b>(B) Total Additions, Deletions and/or Changes</b>		<b>(4.00)</b>			<b>(13,397)</b>

**Section C**

<b>Department Total (Section A &amp; B)</b>	<b>104.00</b>			<b>2,311,806</b>
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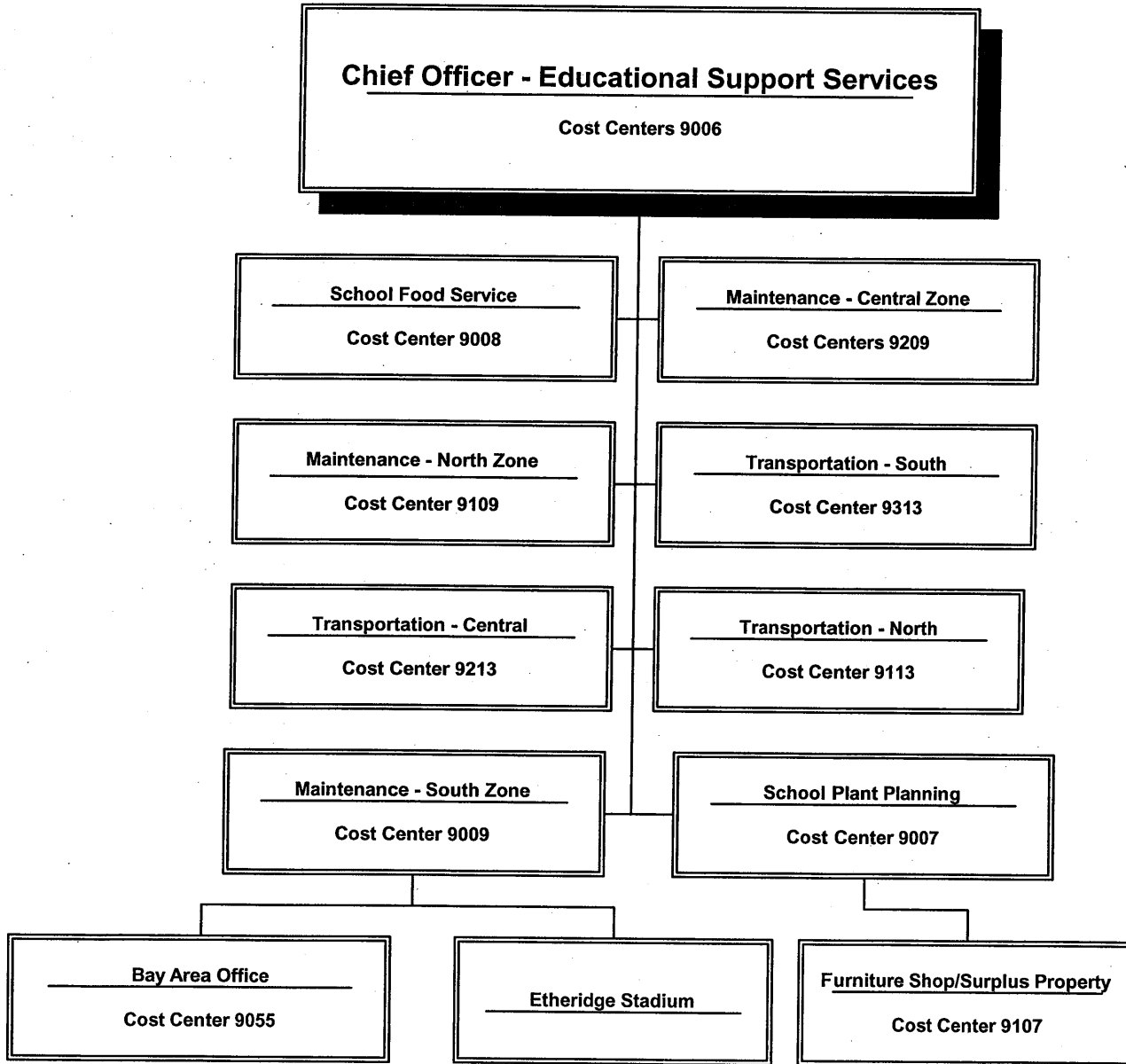
(a) Increases and decreases are the results of changes in bus routes.

**\*Note:**

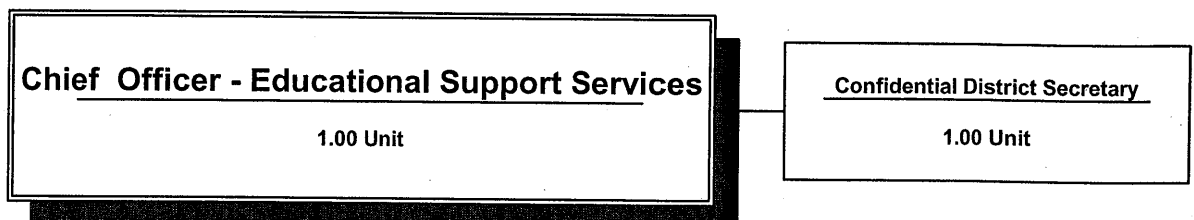
A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction

**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Organizational/Staffing Chart(s)**  
**Educational Support Services**  
**Cost Center: 9006**  
**Fiscal Year 2003-2004**

## Organizational Chart



## Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2003-2004**

**DEPARTMENT:** Educational Support Services

**COST CENTER:** 9006

**COST CENTER DESCRIPTION:**

Accountable for district-wide Food Service Operations, district-wide Transportation Services, district-wide Maintenance Services and Bay Area Office Complex.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ -	\$ 92,672	\$ 92,672
	Instructional	-	-	-
	Non-Instructional	-	36,508	36,508
	Subtotal - Salaries & Benefits	-	129,180	129,180
300	Purchased Service	-	4,100	4,100
400	Energy Services	-	-	-
500	Materials & Supplies	-	2,500	2,500
600	Capital Outlay	-	-	-
700	Other Expenses	-	509	509
900	Transfers/Reserves	-	891	891
	Total Combined Appropriation	\$ -	\$ 137,180	\$ 137,180

STAFFING			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	-	1.00	1.00
Instructional	-	-	-
Non-Instructional	-	1.00	1.00
Total Staff	-	2.00	2.00

**OTHER INFORMATION:**

The Chief Officer - Educational Support Services is the approving authority for this cost center.

OKALOOSA COUNTY SCHOOL DISTRICT  
BUDGET ADJUSTMENT SHEET  
2003-2004

COST CENTER NAME: EDUCATIONAL SUPPORT SERVICES

CENTER NUMBER: 9006

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: BLANK

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0330	IN COUNTY TRAVEL Reimburse for travel to meetings and schools	8100	MAINTENANCE ADMINISTRATION	-	500	500
0331	OUT OF COUNTY TRAVEL State Conferences Meetings in Tallahassee, Florida	8100	MAINTENANCE ADMINISTRATION	-	1,500	1,500
				\$1,200		
				300		
0350	REPAIR AND MAINTENANCE Repair and maintenance of copier in Office	8100	MAINTENANCE ADMINISTRATION	-	500	500
0355	COMPUTER REPAIRS Repair and maintenance of computers in Office	8100	MAINTENANCE ADMINISTRATION	-	500	500
0370	POSTAGE AND TELEGRAM Postage for correspondence, public relations and operational related issues	8100	MAINTENANCE ADMINISTRATION	-	300	300
0372	TELEPHONE MAINTENANCE	8100	MAINTENANCE ADMINISTRATION	-	300	300
0390	OTHER PURCHASED SVC-PRINT/COPY Printing and copying services	8100	MAINTENANCE ADMINISTRATION	-	500	500
0510	SUPPLIES Supplies for Chief Officer and staff	8100	MAINTENANCE ADMINISTRATION	-	2,500	2,500
0730	DUES AND FEES	8100	MAINTENANCE ADMINISTRATION	-	509	509
0984	RESERVE-PERFORMANCE PAY	8100	MAINTENANCE ADMINISTRATION	-	891	891
	GRAND TOTAL			-	8,000	8,000

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**OKALOOSA COUNTY SCHOOL DISTRICT**  
**Department Staffing Summary**  
**Fiscal Year 2003-2004**

**MIS 3390**

<b>Department Name:</b>	<u>Educational Support Services</u>
<b>Cost Center No.:</b>	<u>9006</u>
<b>Project Name:</b>	<u>Regular Operations - Departments</u>
<b>Fund Number :</b>	<u>1010</u>
<b>Project Number:</b>	<u>N/A</u>
<b>Type Funding:</b>	<u>Non-Restricted/Non-Categorical</u>

**Section A**

Current Positions:					
Job Title		# of Positions		Average Cost	Total Cost
<b>(A) Total Current Staffing</b>		-			-

**Section B**

Approved Additions, Deletions and/or Changes Since Last Fiscal Year					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Chief Officer - Educational Support Services	A	1.00	a		92,672
Confidential District Secretary	A	1.00	b		36,508
<b>(B) Total Additions, Deletions, Changes and/or Transfers</b>		2.00			129,180

**Section C**

<b>Department Total (Section A &amp; B)</b>	2.00			129,180
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(a) Add one (1) Chief Officer - Educational Support Services position effective July 1, 2003.  
(b) Add one (1) Confidential District Secretary position approved effective July 1, 2003.

**\*Note:**  
**A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction**



**OKALOOSA COUNTY SCHOOL DISTRICT**  
**General Fund Department Projects**  
**Revenue Source – Unrestricted or Fee Collection**  
**Table of Contents**  
**FISCAL YEAR 2003-2004**

<b>PROJECT NAME</b>	<b>PROJECT NUMBER</b>	<b><u>PAGE</u></b>
Baker Sewer Plant .....	Project 2916.....	183-184
Certification/Fingerprinting .....	Project 2088.....	185-186
District Transfers.....	Project 2031.....	187-190
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Hepatitis B .....	Project 2020.....	193-194
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**SCHOOL DISTRICT OF OKALOOSA COUNTY  
DISTRICT LEVEL - PROJECT BUDGETS  
FISCAL YEAR 2003-2004**

**PROJECT NAME:** BAKER SEWER PLANT

**PROJECT NUMBER:** 2916

**PROJECT DESCRIPTION:**

Provide sewage and waste water treatment to Baker School.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

<b>APPROPRIATIONS</b>				
<u>Object Group Number</u>	<u>Object Group Name</u>	<u>Original 2002-2003 Appropriation</u>	<u>2003-2004 Appropriation</u>	<u>\$ Increase (Decrease)</u>
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ -	\$ -	\$ -
	Instructional	-	-	-
	Non-Instructional	-	-	-
	Subtotal - Salaries & Benefits	-	-	-
300	Purchased Service	15,500	25,000	9,500
400	Energy Services	-	-	-
500	Materials & Supplies	-	-	-
600	Capital Outlay	-	-	-
700	Other Expenses	-	-	-
900	Transfers/Reserves	-	-	-
	<b>Total Combined Appropriation</b>	<u>\$ 15,500</u>	<u>\$ 25,000</u>	<u>\$ 9,500</u>

<b>STAFFING</b>			
	<u>2002-2003 Recommendation</u>	<u>2003-2004 Recommendation</u>	<u># Increase (Decrease)</u>
Administrative/Managerial	-	-	-
Instructional	-	-	-
Non-Instructional	-	-	-
<b>Total Staff</b>	<u>-</u>	<u>-</u>	<u>-</u>

**OTHER INFORMATION:**

Maintenance - North has oversight responsibility for the project.

SCHOOL DISTRICT OF OKALOOSA COUNTY  
 BUDGET SUMMARY SHEET  
 2003-2004

COST CENTER NAME: MAINTENANCE-NORTH

CENTER NUMBER: 9109

PROJECT NAME: BAKER SEWER PLANT

PROJECT NUMBER: 2916

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQUESTED	AMOUNT ADJUSTED	PROPOSED APPROPRIATION AMOUNT
0310	PROFESSIONAL & TECHNICAL SERVICE Sewage and waste water treatment fees.	7730	STAFF SERVICES	<u>25,000</u>	<u>-</u>	<u>25,000</u>
GRAND TOTAL				<u><u>25,000</u></u>	<u><u>-</u></u>	<u><u>25,000</u></u>

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**SCHOOL DISTRICT OF OKALOOSA COUNTY  
DISTRICT LEVEL - PROJECT BUDGETS  
FISCAL YEAR 2003-2004**

**PROJECT NAME:** CERTIFICATION/FINGERPRINTING

**PROJECT NUMBER:** 2088

**PROJECT DESCRIPTION:**

Provides for background check for all new employees and ensures State Certification requirements are met for new and existing instructional employees.

**FUND SOURCE:** Fee Collection - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

<b>APPROPRIATIONS</b>				
Object Group Number	Object Group Name	Original 2001-2002 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ -	\$ -	\$ -
	Instructional	-	-	-
	Non-Instructional	-	-	-
	Subtotal - Salaries & Benefits	-	-	-
300	Purchased Service	20,000	3,000	(17,000)
400	Energy Services	-	-	-
500	Materials & Supplies	-	-	-
600	Capital Outlay	-	-	-
700	Other Expenses	13,000	13,000	-
900	Transfers/Reserves	-	-	-
	<b>Total Combined Appropriation</b>	<b>\$ 33,000</b>	<b>\$ 16,000</b>	<b>\$ (17,000)</b>

<b>STAFFING</b>			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	-	-	-
Instructional	-	-	-
Non-Instructional	-	-	-
<b>Total Staff</b>	<b>-</b>	<b>-</b>	<b>-</b>

**OTHER INFORMATION:**

Chief Officer - Human Resources has oversight responsibility for the project.

Project will be partially funded from project carryover and new revenue (\$16,000).

SCHOOL DISTRICT OF OKALOOSA COUNTY  
 BUDGET SUMMARY SHEET  
 2003-2004

COST CENTER NAME: HUMAN RESOURCES

CENTER NUMBER: 9004

PROJECT NAME: CERTIFICATION AND FINGERPRINTING

PROJECT NUMBER: 2088

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQUESTED	AMOUNT ADJUSTED	PROPOSED APPROPRIATION AMOUNT
0310	PROFESSIONAL & TECHNICAL SERVICE Fingerprinting all new applicants by FDLE	7730	STAFF SERVICES	<u>3,000</u>	<u>-</u>	<u>3,000</u>
0730	DUES AND FEES Certification for all instructional employees	7730	STAFF SERVICES	<u>13,000</u>	<u>-</u>	<u>13,000</u>
GRAND TOTAL				<u><u>16,000</u></u>	<u><u>-</u></u>	<u><u>16,000</u></u>

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**Okaloosa County School District**  
**District Transfers Project #2031**  
**FY 2002-2003 Actual vs FY 2003-2004 Budget**



The District Transfers Project is comprised of compensation paid to:

- (1) a small number of individuals who are carried on the district payroll because they have three-year administrative contracts expiring June 30, 2003, even though their district positions were eliminated in the 2001 or 2002 administrative downsizing and reorganization; and
- (2) individuals placed in schools due to a union agreement or a transfer by the Superintendent for the good of the District.

The positions are coded with these categories in the chart below.

In some cases, the District Transfers Project has been charged with the full cost of the compensation. In other cases, the Project has been charged with the difference between the cost of the individual's contract and the cost of the position the person is filling at a school.

The Superintendent is allowing all contracts held by administrative employees in the District Transfers Project to lapse naturally on June 30, 2003; such individuals are free to apply for any open School Board approved position for which they are qualified and, if selected, thereby return to the regular payroll of a school or department for a net savings to the school system.

**A. FY 2002-2003 Actual Compensation Paid from Project #2031**

<u>Position Title</u>	<u>Placement</u>	<u>% Paid by District</u>	<u>Total District Overhead Cost (Incl. Benefits)</u>
School Level Clerk	(2) Baker Elem	100.00%	\$ 17,523
Specialist-Non-Instructional	(1) Baker Elem	100.00%	62,805
ESE Classroom Assistant	(2) Bruner Middle	41.50%	13,800
Asst Principal I-Jr/Mid	(2) Davidson Middle	50.00%	45,712
Curr. Specialist	(1) Elliott Point Elem	35.00%	26,815
Specialist-Non-Instructional	(1) Ft Walton High	34.49%	27,851
Teacher, English	(2) Meigs Middle	100.00%	5,000
Fifth Grade Teacher	(2) New Combs School	100.00%	6,416
Prog. Director-Exc Stu Educ	(1) Niceville High	71.00%	44,929
School Level Clerk	(2) Richbourg Middle	100.00%	11,017
Guidance Counselor	(2) Richbourg Middle	49.00%	27,932
Director-Instructional	(1) Silver Sands Elem	100.00%	90,829
Total			\$ 380,629

**B. FY 2003-2004 Proposed Compensation Paid from Project #2031**

<u>Position Title</u>	<u>Placement</u>	<u>% Paid by District</u>	<u>Total Cost (Incl. Benefits)</u>
School Level Clerk	Baker School (2)	100.00%	\$ 22,732
Guidance Counselor	Richbourg (2)	49.00%	38,220
Total			\$ 60,952

**C. Reduction in District Administrative Costs (A - B = C)** \$ 319,677

**SCHOOL DISTRICT OF OKALOOSA COUNTY  
DISTRICT LEVEL - PROJECT BUDGETS  
FISCAL YEAR 2003-2004**

**PROJECT NAME:** DISTRICT TRANSFERS

**PROJECT NUMBER:** 2031

**PROJECT DESCRIPTION:**

Project used to account for district assigned personnel.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

<b>APPROPRIATIONS</b>				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	<b>Salaries &amp; Benefits</b>			
	Administrative/Managerial	\$ 97,576	\$ -	\$ (97,576)
	Instructional	19,081	38,220	19,139
	Non-Instructional	32,310	37,265	4,955
	Subtotal - Salaries & Benefits	<u>148,967</u>	<u>75,485</u>	<u>(73,482)</u>
300	Purchased Service	-	-	-
400	Energy Services	-	-	-
500	Materials & Supplies	-	-	-
600	Capital Outlay	-	-	-
700	Other Expenses	-	-	-
900	Transfers/Reserves	-	359	359
	<b>Total Combined Appropriation</b>	<u>\$ 148,967</u>	<u>\$ 75,844</u>	<u>\$ (73,123)</u>

<b>STAFFING</b>			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.15	-	(1.15)
Instructional	0.26	0.49	0.23
Non-Instructional	1.42	1.41	(0.01)
<b>Total Staff</b>	<u>2.83</u>	<u>1.90</u>	<u>(0.93)</u>

**OTHER INFORMATION:**

Director - Finance has oversight responsibility for the project under the supervision of the Superintendent and approval of the School Board.

OKALOOSA COUNTY SCHOOL DISTRICT  
 BUDGET ADJUSTMENT SHEET  
 2003-2004

COST CENTER NAME: VARIOUS

CENTER NUMBER: VARIOUS

PROJECT NAME: DISTRICT TRANSFERS

PROJECT NUMBER: 2031

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OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0984	RESERVE-PERFORMANCE PAY	6120	GUIDANCE SERVICES	-	359	359
GRAND TOTAL				-	359	359





**SCHOOL DISTRICT OF OKALOOSA COUNTY  
DISTRICT LEVEL - PROJECT BUDGETS  
FISCAL YEAR 2003-2004**

**PROJECT NAME:** DRUG TESTING

**PROJECT NUMBER:** 2025

**PROJECT DESCRIPTION:**

Provides for drug testing in the work place.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ -	\$ -	\$ -
	Instructional	-	-	-
	Non-Instructional	-	-	-
	Subtotal - Salaries & Benefits	-	-	-
300	Purchased Service	10,000	10,000	-
400	Energy Services	-	-	-
500	Materials & Supplies	-	-	-
600	Capital Outlay	-	-	-
700	Other Expenses	-	-	-
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ -</u>

STAFFING			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	-	-	-
Instructional	-	-	-
Non-Instructional	-	-	-
Total Staff	<u>-</u>	<u>-</u>	<u>-</u>

**OTHER INFORMATION:**

Chief Officer - Human Resources has oversight responsibility for the project.

SCHOOL DISTRICT OF OKALOOSA COUNTY  
 BUDGET SUMMARY SHEET  
 2003-2004

COST CENTER NAME: HUMAN RESOURCES

CENTER NUMBER: 9004

PROJECT NAME: DRUG TESTING

PROJECT NUMBER: 2025

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQUESTED	AMOUNT ADJUSTED	PROPOSED APPROPRIATION AMOUNT
0310	PROFESSIONAL & TECHNICAL SERVICE Drug and alcohol testing of employees	7730	STAFF SERVICES	<u>10,000</u>	<u>-</u>	<u>10,000</u>
GRAND TOTAL				<u>10,000</u>	<u>-</u>	<u>10,000</u>

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**SCHOOL DISTRICT OF OKALOOSA COUNTY  
DISTRICT LEVEL - PROJECT BUDGETS  
FISCAL YEAR 2003-2004**

**PROJECT NAME:** HEPATITIS B

**PROJECT NUMBER:** 2020

**PROJECT DESCRIPTION:**

Provides for Hepatitis B injections to district employees.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

<b>APPROPRIATIONS</b>				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	<b>Salaries &amp; Benefits</b>			
	Administrative/Managerial	\$ -	\$ -	\$ -
	Instructional	-	-	-
	Non-Instructional	-	-	-
	Subtotal - Salaries & Benefits	-	-	-
300	<b>Purchased Service</b>	6,200	6,200	-
400	<b>Energy Services</b>	-	-	-
500	<b>Materials &amp; Supplies</b>	600	600	-
600	<b>Capital Outlay</b>	-	-	-
700	<b>Other Expenses</b>	-	-	-
900	<b>Transfers/Reserves</b>	-	-	-
	<b>Total Combined Appropriation</b>	<u>\$ 6,800</u>	<u>\$ 6,800</u>	<u>\$ -</u>

<b>STAFFING</b>			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	-	-	-
Instructional	-	-	-
Non-Instructional	-	-	-
<b>Total Staff</b>	<u>-</u>	<u>-</u>	<u>-</u>

**OTHER INFORMATION:**

Chief Officer - Human Resources has oversight responsibility for the project.

SCHOOL DISTRICT OF OKALOOSA COUNTY  
 BUDGET SUMMARY SHEET  
 2003-2004

COST CENTER NAME: HUMAN RESOURCES

CENTER NUMBER: 9004

PROJECT NAME: HEPATITIS B

PROJECT NUMBER: 2020

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQUESTED	AMOUNT ADJUSTED	PROPOSED APPROPRIATION AMOUNT
0310	PROFESSIONAL & TECHNICAL SERVICE Hepatitis B injections	7730	STAFF SERVICES	<u>6,000</u>	<u>-</u>	<u>6,000</u>
0390	OTHER PURCHASED SVC-PRINT/COPY Handouts for schools	7730	STAFF SERVICES	<u>200</u>	<u>-</u>	<u>200</u>
0510	SUPPLIES Bloodborne pathogen materials	7730	STAFF SERVICES	<u>600</u>	<u>-</u>	<u>600</u>
GRAND TOTAL				<u><u>6,800</u></u>	<u><u>-</u></u>	<u><u>6,800</u></u>

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**SCHOOL DISTRICT OF OKALOOSA COUNTY  
DISTRICT LEVEL - PROJECT BUDGETS  
FISCAL YEAR 2003-2004**

**PROJECT NAME: HRMD**

**PROJECT NUMBER: 2014**

**PROJECT DESCRIPTION:**

Provides administrative training for District employees.

**FUND SOURCE:** Unrestricted - General Operating Fund

**APPROPRIATIONS AND STAFFING:**

<b>APPROPRIATIONS</b>				
Object Group Number	Object Group Name	Original 2002-2003 Appropriation	2003-2004 Appropriation	\$ Increase (Decrease)
100 / 200	<b>Salaries &amp; Benefits</b>			
	Administrative/Managerial	\$ -	\$ -	\$ -
	Instructional	4,550	4,550	-
	Non-Instructional	-	-	-
	<b>Subtotal - Salaries &amp; Benefits</b>	4,550	4,550	-
300	<b>Purchased Service</b>	21,947	21,947	-
400	<b>Energy Services</b>	-	-	-
500	<b>Materials &amp; Supplies</b>	300	300	-
600	<b>Capital Outlay</b>	770	770	-
700	<b>Other Expenses</b>	397	397	-
900	<b>Transfers/Reserves</b>	-	-	-
	<b>Total Combined Appropriation</b>	\$ 27,964	\$ 27,964	\$ -

<b>STAFFING</b>			
	2002-2003 Recommendation	2003-2004 Recommendation	# Increase (Decrease)
Administrative/Managerial	-	-	-
Instructional	-	-	-
Non-Instructional	-	-	-
<b>Total Staff</b>	-	-	-

**OTHER INFORMATION:**

Chief Officer - Human Resources has oversight responsibility for the project.

OKALOOSA COUNTY SCHOOL DISTRICT  
 BUDGET ADJUSTMENT SHEET  
 2003-2004

COST CENTER NAME: VARIOUS

CENTER NUMBER: VARIOUS

PROJECT NAME: DISTRICT TRANSFERS

PROJECT NUMBER: 2031

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OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQ.	AMOUNT ADJ.	PROPOSED FINAL BUDGET AMOUNT
0984	RESERVE-PERFORMANCE PAY	6120	GUIDANCE SERVICES	-	359	359
GRAND TOTAL				-	359	359

SCHOOL DISTRICT OF OKALOOSA COUNTY  
 BUDGET SUMMARY SHEET  
 2003-2004

COST CENTER NAME: HUMAN RESOURCES

CENTER NUMBER: 9004

PROJECT NAME: DRUG TESTING

PROJECT NUMBER: 2025

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQUESTED	AMOUNT ADJUSTED	PROPOSED APPROPRIATION AMOUNT
0310	PROFESSIONAL & TECHNICAL SERVICE Drug and alcohol testing of employees	7730	STAFF SERVICES	<u>10,000</u>	<u>-</u>	<u>10,000</u>
GRAND TOTAL				<u>10,000</u>	<u>-</u>	<u>10,000</u>

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SCHOOL DISTRICT OF OKALOOSA COUNTY  
BUDGET SUMMARY SHEET  
2003-2004

COST CENTER NAME: HUMAN RESOURCES

CENTER NUMBER: 9004

PROJECT NAME: HEPATITIS B

PROJECT NUMBER: 2020

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQUESTED	AMOUNT ADJUSTED	PROPOSED APPROPRIATION AMOUNT
0310	PROFESSIONAL & TECHNICAL SERVICE Hepatitis B injections	7730	STAFF SERVICES	<u>6,000</u>	<u>-</u>	<u>6,000</u>
0390	OTHER PURCHASED SVC-PRINT/COPY Handouts for schools	7730	STAFF SERVICES	<u>200</u>	<u>-</u>	<u>200</u>
0510	SUPPLIES Bloodborne pathogen materials	7730	STAFF SERVICES	<u>600</u>	<u>-</u>	<u>600</u>
GRAND TOTAL				<u><u>6,800</u></u>	<u><u>-</u></u>	<u><u>6,800</u></u>

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SCHOOL DISTRICT OF OKALOOSA COUNTY  
BUDGET SUMMARY SHEET  
2003-2004

COST CENTER NAME: HUMAN RESOURCES

CENTER NUMBER: 9004

PROJECT NAME: HRMD

PROJECT NUMBER: 2014

106

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQUESTED	AMOUNT ADJUSTED	PROPOSED APPROPRIATION AMOUNT
0117	WORKSHOPS Hepatitis B injections	6400	INSTR STAFF TRAINING SERVICES	4,550	-	4,550
0310	PROFESSIONAL & TECHNICAL SERVICE Handouts for schools	6400	INSTR STAFF TRAINING SERVICES	20,000	-	20,000
0330	IN COUNTY TRAVEL Bloodborne pathogen materials	6400	INSTR STAFF TRAINING SERVICES	317	-	317
0331	OUT OF COUNTY TRAVEL	6400	INSTR STAFF TRAINING SERVICES	930	-	930
0370	POSTAGE AND TELEGRAM	6400	INSTR STAFF TRAINING SERVICES	200	-	200
0390	OTHER PURCHASED SVC-PRINT/COPY	6400	INSTR STAFF TRAINING SERVICES	500	-	500
0510	SUPPLIES	6400	INSTR STAFF TRAINING SERVICES	300	-	300
0621	CAPITALIZED A-V MATERIALS	6400	INSTR STAFF TRAINING SERVICES	750	-	750
0622	AUDIO VISUAL (UNDER \$750)	6400	INSTR STAFF TRAINING SERVICES	20	-	20
0730	DUES AND FEES	6400	INSTR STAFF TRAINING SERVICES	97	-	97
0750	OTHER PERSONNEL SERVICES (TEMP)	6400	INSTR STAFF TRAINING SERVICES	300	-	300
	GRAND TOTAL			<u>27,964</u>	<u>-</u>	<u>27,964</u>

SCHOOL DISTRICT OF OKALOOSA COUNTY  
BUDGET SUMMARY SHEET  
2003-2004

COST CENTER NAME: HUMAN RESOURCES

CENTER NUMBER: 9004

PROJECT NAME: HRMD

PROJECT NUMBER: 2014

106

OBJ NO.	OBJECT NAME/ DESCRIPTION	FUNC NO.	FUNCTION NAME	AMOUNT REQUESTED	AMOUNT ADJUSTED	PROPOSED APPROPRIATION AMOUNT
0117	WORKSHOPS Hepatitis B injections	6400	INSTR STAFF TRAINING SERVICES	4,550	-	4,550
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0330	IN COUNTY TRAVEL Bloodborne pathogen materials	6400	INSTR STAFF TRAINING SERVICES	317	-	317
0331	OUT OF COUNTY TRAVEL	6400	INSTR STAFF TRAINING SERVICES	930	-	930
0370	POSTAGE AND TELEGRAM	6400	INSTR STAFF TRAINING SERVICES	200	-	200
0390	OTHER PURCHASED SVC-PRINT/COPY	6400	INSTR STAFF TRAINING SERVICES	500	-	500
0510	SUPPLIES	6400	INSTR STAFF TRAINING SERVICES	300	-	300
0621	CAPITALIZED A-V MATERIALS	6400	INSTR STAFF TRAINING SERVICES	750	-	750
0622	AUDIO VISUAL (UNDER \$750)	6400	INSTR STAFF TRAINING SERVICES	20	-	20
0730	DUES AND FEES	6400	INSTR STAFF TRAINING SERVICES	97	-	97
0750	OTHER PERSONNEL SERVICES (TEMP)	6400	INSTR STAFF TRAINING SERVICES	300	-	300
	GRAND TOTAL			<u>27,964</u>	<u>-</u>	<u>27,964</u>

School District of Okaloosa County  
Debt Service  
Estimated New Revenue & Appropriations Summary as of February 28, 2003  
FY 2003-2004



**Revenue Comparison**

Object Group Number Object Group Name	FY 2000-2001 Actual Revenue	FY 2001-2002 Actual Revenue	FY 2002-2003 Original Budget	FY 2003-2004 Estimated New Revenue	\$ Increase (Decrease)
<b>State Sources</b>					
3322 Cap Outlay & Debt Svc withheld for SBE/COBI	\$947,941.37	\$946,846.82	\$971,075.00	\$969,325.00	(\$1,750.00)
3326 SBE/COBI Bond Interest	10,422.18	5,227.13	0.00	0.00	0.00
3341 Racing Commision Funds	190,750.00	190,750.00	190,750.00	190,750.00	0.00
<b>State Sources</b>	<u>1,149,113.55</u>	<u>1,142,823.95</u>	<u>1,161,825.00</u>	<u>1,160,075.00</u>	<u>(1,750.00)</u>
<b>Local Sources</b>					
3431 Interest on Investments	328,770.25	203,667.09	153,260.00	145,760.00	(7,500.00)
<b>Other Financing Sources</b>					
3630 Transfer Fr Capital Imp Funds	2,784,715.69	2,782,765.88	2,713,350.77	1,686,428.00	(1,026,922.77)
<b>Estimated Fund Balance July 1</b>	<u>2,619,915.30</u>	<u>3,153,257.87</u>	<u>3,499,174.81</u>	<u>3,575,150.00</u>	<u>75,975.19</u>
<b>Total Debt Service Fund</b>	<u>\$6,882,514.79</u>	<u>\$7,282,514.79</u>	<u>\$7,527,610.58</u>	<u>\$6,567,413.00</u>	<u>(\$960,197.58)</u>

**Appropriations**

Object Group Number Object Group Name	Total Appropriation	% of Total
100 / 200 Salaries & Benefits	\$0.00	0%
300 Purchased Services	0.00	0%
400 Energy Services	0.00	0%
500 Materials & Supplies	0.00	0%
600 Capital Outlay	0.00	0%
700 Other Expenses	2,945,107.00	45%
900 Transfers / Reserves	0.00	0%
<b>Total Appropriations</b>	<u>2,945,107.00</u>	<u>54%</u>
<b>Estimated Fund Balance June 30</b>	<u>3,622,306.00</u>	<u>46%</u>
<b>Total Appropriations</b>	<u>\$6,567,413.00</u>	<u>100%</u>

**Debt Service Funds  
Estimated Revenue and Appropriations  
Fiscal Year 2003-2004**

Estimated Revenue and Appropriations	Object Code	Fund 2110 SBE Bond Issues	Fund 2210 Special Act Bonds - Revenue	Fund 2910 COP Rent Svc. Fund	Total Debt Service Fund
<b>Estimated Revenues</b>					
New Revenue:					
Capital Outlay & Debt Service Withheld for SBE/COBI	3322	\$969,325.00	\$0.00	\$0.00	\$969,325.00
SBE/COBI Bond Interest	3326	0.00	0.00	0.00	0.00
Racing Commission Funds	3341	0.00	190,750.00	0.00	190,750.00
Interest on Investments	3431	0.00	7,500.00	138,260.00	145,760.00
Transfer from Capital Improvement Funds	3630	0.00	0.00	1,686,428.00	1,686,428.00
Ending Fund Balance 06-30-2003:	3925 & 3926	249,356.00	790,905.00	2,534,889.00	3,575,150.00
<b>Total Estimated Revenues</b>		<b>\$1,218,681.00</b>	<b>\$989,155.00</b>	<b>\$4,359,577.00</b>	<b>\$6,567,413.00</b>
<b>Appropriations</b>					
Redemption of Principal	0710	\$505,000.00	\$75,000.00	\$1,630,000.00	\$2,210,000.00
Interest	0720	464,325.00	74,094.00	189,688.00	728,107.00
Dues and Fees	0730	0.00	2,000.00	5,000.00	7,000.00
Fund Balance - Unappropriated	0990	249,356.00	287,283.00	405,422.00	942,061.00
Reserves-Sinking Fund	0999	0.00	550,778.00	2,129,467.00	2,680,245.00
<b>Total Appropriations</b>		<b>\$1,218,681.00</b>	<b>\$989,155.00</b>	<b>\$4,359,577.00</b>	<b>\$6,567,413.00</b>

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SCHOOL DISTRICT OF OKALOOSA COUNTY  
 AMORTIZATION SCHEDULE ON INDEBTNESS  
 SUMMARY OF PAYMENTS ON 1994 REFUNDING REVENUE BONDS ISSUE BY FISCAL YEAR

Refund Revenue Bonds Series 1994 Issued June, 1994 \$1,800,000.00	Debt Service Fund Obligated to Retire Debt	
	Fund Number	Fund Name
	2210	Refund Revenue Bonds 1994

Due Date	Payment Date	Principal Portion	Interest Portion	Coupon Rate	Period Total	Fiscal Total	Remaining Balances at June 30 of Fiscal Year		
							Principal	Interest	Total
12/27/94	01/01/95		\$ 58,385.11		\$ 58,385.11				
06/26/95	07/01/95	\$ 55,000.00	50,044.38	3.700%	105,044.38	\$ 163,429.49	\$ 1,745,000.00	\$ 1,251,895.14	\$ 2,996,895.14
12/27/95	01/01/96		49,026.88		49,026.88				
06/26/96	07/01/96	50,000.00	49,026.88	4.300%	99,026.88	148,053.76	1,695,000.00	1,153,841.38	2,848,841.38
12/27/96	01/01/97		47,951.88		47,951.88				
06/26/97	07/01/97	50,000.00	47,951.88	4.600%	97,951.88	145,903.76	1,645,000.00	1,057,937.62	2,702,937.62
12/27/97	01/01/98		46,801.88		46,801.88				
06/26/98	07/01/98	55,000.00	46,801.88	4.800%	101,801.88	148,603.76	1,590,000.00	964,333.86	2,554,333.86
12/27/98	01/01/99		45,481.88		45,481.88				
06/26/99	07/01/99	60,000.00	45,481.88	4.900%	105,481.88	150,963.76	1,530,000.00	873,370.10	2,403,370.10
12/27/99	01/01/00		44,011.88		44,011.88				
06/26/00	07/01/00	60,000.00	44,011.88	5.000%	104,011.88	148,023.76	1,470,000.00	785,346.34	2,255,346.34
12/27/00	01/01/01		42,511.88		42,511.88				
06/26/01	07/01/01	65,000.00	42,511.88	5.100%	107,511.88	150,023.76	1,405,000.00	700,322.58	2,105,322.58
12/27/01	01/01/02		40,854.38		40,854.38				
06/26/02	07/01/02	70,000.00	40,854.38	5.200%	110,854.38	151,708.76	1,335,000.00	618,613.82	1,953,613.82
12/27/02	01/01/03		39,034.38		39,034.38				
06/26/03	07/01/03	75,000.00	39,034.38	5.300%	114,034.38	153,068.76	1,260,000.00	540,545.06	1,800,545.06
12/27/03	01/01/04		37,046.88		37,046.88				
06/26/04	07/01/04	75,000.00	37,046.88	5.400%	112,046.88	149,093.76	1,185,000.00	466,451.30	1,651,451.30
12/27/04	01/01/05		35,021.88		35,021.88				
06/26/05	07/01/05	80,000.00	35,021.88	5.500%	115,021.88	150,043.76	1,105,000.00	396,407.54	1,501,407.54
12/27/05	01/01/06		32,821.88		32,821.88				
06/26/06	07/01/06	85,000.00	32,821.88	5.600%	117,821.88	150,643.76	1,020,000.00	330,763.78	1,350,763.78
12/27/06	01/01/07		30,441.88		30,441.88				
06/26/07	07/01/07	90,000.00	30,441.88	5.700%	120,441.88	150,883.76	930,000.00	269,880.02	1,199,880.02
12/27/07	01/01/08		27,876.88		27,876.88				
06/26/08	07/01/08	95,000.00	27,876.88	5.800%	122,876.88	150,753.76	835,000.00	214,126.26	1,049,126.26
12/27/08	01/01/09		25,121.88		25,121.88				
06/26/09	07/01/09	100,000.00	25,121.88	5.875%	125,121.88	150,243.76	735,000.00	163,882.50	898,882.50
12/27/09	01/01/10		22,184.38		22,184.38				
06/26/10	07/01/10	105,000.00	22,184.38	5.875%	127,184.38	149,368.76	630,000.00	119,513.74	749,513.74
12/27/10	01/01/11		19,100.00		19,100.00				
06/26/11	07/01/11	110,000.00	19,100.00	6.000%	129,100.00	148,200.00	520,000.00	81,313.74	601,313.74
12/27/11	01/01/12		15,800.00		15,800.00				
06/26/12	07/01/12	120,000.00	15,800.00	6.000%	135,800.00	151,600.00	400,000.00	49,713.74	449,713.74
12/27/12	01/01/13		12,200.00		12,200.00				
06/26/13	07/01/13	125,000.00	12,200.00	6.100%	137,200.00	149,400.00	275,000.00	25,313.74	300,313.74
12/27/13	01/01/14		8,387.50		8,387.50				
06/26/14	07/01/14	135,000.00	8,387.50	6.100%	143,387.50	151,775.00	140,000.00	8,538.74	148,538.74
06/26/14	07/01/15	140,000.00	8,538.74	6.100%	148,538.74	148,538.74			
		\$ 1,800,000.00	\$ 1,360,324.63		\$ 3,160,324.63	\$ 3,160,324.63			

**Note:**

Annual pari-mutuel revenue and interest earnings are pledged for repayment debt. Annual revenue from pari-mutuel is approximately \$190,000. The debt service is approximately \$150,000. The additional \$40,000 received each year plus the interest earnings are accumulated in the debt service fund. As of May 7, 2001 debt service fund for 1994 refund of revenue bonds had \$669,040.63 in investments. These funds are a result of cumulative excess revenue and interest earnings. At a future point, when a sufficient amount of funds have accumulated equal to the present value of the future bond indebtedness, any remaining racetrack funds will be available for the School Board to appropriate as desired.

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SCHOOL DISTRICT OF OKALOOSA COUNTY  
 AMORTIZATION SCHEDULE ON INDEBTNESS  
 SUMMARY OF LEASE PAYMENTS ON 1992 COPS ISSUE BY FISCAL YEAR

Certificate of Participation Series 1992 Issued April 1, 1992 \$22,565,000.00	Debt Service Fund Obligated to Retire Debt	
	Fund Number	Fund Name
	2910	Certificates of Participation Refunding Issue 1992

Due Date	Payment Date	Principal Portion	Interest Portion	Coupon Rate	Period Total	Fiscal Total	Remaining Balances at June 30 of Fiscal Year		
							Principal	Interest	Total
09/25/92	10/01/92	\$ 1,260,000.00	\$ 611,024.38	3.100%	\$ 1,871,024.38				
03/25/93	04/01/93	200,000.00	591,494.38	3.700%	791,494.38	\$ 2,662,518.76	\$ 21,105,000.00	\$ 7,996,898.18	\$ 29,101,898.18
09/25/93	10/01/93	1,415,000.00	587,794.38	3.700%	2,002,794.38				
03/25/94	04/01/94		561,616.88		561,616.88	2,564,411.26	19,690,000.00	6,847,486.92	26,537,486.92
09/25/94	10/01/94	1,465,000.00	561,616.88	4.600%	2,026,616.88				
03/25/95	04/01/95		527,921.88		527,921.88	2,554,538.76	18,225,000.00	5,757,948.16	23,982,948.16
09/25/95	10/01/95	1,525,000.00	527,921.88	5.000%	2,052,921.88				
03/25/96	04/01/96		489,796.88		489,796.88	2,542,718.76	16,700,000.00	4,740,229.40	21,440,229.40
09/25/96	10/01/96	1,590,000.00	489,796.88	5.250%	2,079,796.88				
03/25/97	04/01/97		448,059.38		448,059.38	2,527,856.26	15,110,000.00	3,802,373.14	18,912,373.14
09/25/97	10/01/97	1,660,000.00	448,059.38	5.400%	2,108,059.38				
03/25/98	04/01/98		403,239.38		403,239.38	2,511,298.76	13,450,000.00	2,951,074.38	16,401,074.38
09/25/98	10/01/98	1,735,000.00	403,239.38	5.625%	2,138,239.38				
03/25/99	04/01/99		354,442.50		354,442.50	2,492,681.88	11,715,000.00	2,193,392.50	13,908,392.50
09/25/99	10/01/99	1,820,000.00	354,442.50	5.800%	2,174,442.50				
03/25/00	04/01/00		301,662.50		301,662.50	2,476,105.00	9,895,000.00	1,537,287.50	11,432,287.50
09/25/00	10/01/00	1,910,000.00	301,662.50	6.000%	2,211,662.50				
03/25/01	04/01/01		244,362.50		244,362.50	2,456,025.00	7,985,000.00	991,262.50	8,976,262.50
09/25/01	10/01/01	2,020,000.00	244,362.50	6.000%	2,264,362.50				
03/25/02	04/01/02		183,762.50		183,762.50	2,448,125.00	5,965,000.00	563,137.50	6,528,137.50
09/25/02	10/01/02	2,115,000.00	183,762.50	6.000%	2,298,762.50				
03/25/03	04/01/03		120,312.50		120,312.50	2,419,075.00	3,850,000.00	259,062.50	4,109,062.50
09/25/03	10/01/03	1,630,000.00	120,312.50	6.250%	1,750,312.50				
03/25/04	04/01/04		69,375.00		69,375.00	1,819,687.50	2,220,000.00	69,375.00	2,289,375.00
09/25/04	10/01/04	2,220,000.00	69,375.00	6.250%	2,289,375.00	2,289,375.00			
		<u>\$ 22,565,000.00</u>	<u>\$ 9,199,416.94</u>		<u>\$ 31,764,416.94</u>	<u>\$ 31,764,416.94</u>			

**Note:**  
 Amount provided for currently in sinking fund will fund final payment on October 1, 2004.