



OKALOOSA COUNTY SCHOOL DISTRICT  
Title I  
SCHOOL YEAR 2005-2006

*Information provided by Curriculum, Assessment & Instruction Department*

**Project Number: 6401**

*Allocation Method:* Please See Attached

*Allocation Amount:* Please See Attached

Recommendation of Staff Currently Paid by Project:

“Recommend” if person is purchased on Salary Menu.

OR

“Recommend – No Position” if person is NOT purchased on Salary Menu.

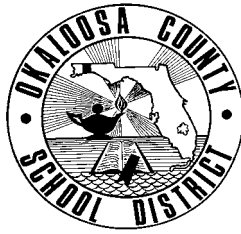
OR

“Do Not Recommend” if unacceptable performance evaluation.

# SCHOOL DISTRICT OF OKALOOSA COUNTY

SUPERINTENDENT OF SCHOOLS  
DON GAETZ

ATTORNEY TO THE BOARD  
C. JEFFREY McINNIS



BOARD MEMBERS  
CINDY FRAKES  
HOWARD HILL  
LLOYD TAYLOR  
CATHY THIGPEN  
RODNEY L. WALKER

TO: Title I Principals

FROM: Guyla Hendricks and Annette Maldonado, Title I

DATE: February 28, 2005

RE: Title I Project Application Components

In this packet, you will find the Personnel Schedule, the Professional and Technical Services Schedule, and the Capital Outlay Schedule. Please complete the forms included in this packet as you plan and finalize the allocation of your 2005-06 Title I budget. Directions for each page are included.

It is vital that we provide an accurate Personnel Schedule to the state. Please list all Title I personnel and indicate whether the funding is full or partial (e.g., 90% paid for by Title I funds). List each person separately on the form and identify the funded FTE.

As specified in the directions, include consultant fees, travel, and per diem on the Professional and Technical Services Schedule if required for the professional development needs at your school. If you have no items to list on the Professional and Technical Services Schedule, just write "NONE" across the page.

Carefully look over the Capital Outlay Schedule items listed on the enclosed capital outlay form. If you are even *considering* a purchase, be sure the correct function and object code are added to the schedule. In addition, a blank Capital Outlay Schedule is provided for you to activate a specific 600 object code for related purchases. If a function and/or object code are not listed on the schedules submitted to the state, a budget amendment will be required. Approval of an amendment can be a lengthy process. If you have no items to list on the Capital Outlay Schedule, just write "NONE" across the page.

Please return the original forms from this packet to the Title I office for approval by April 13, 2005. The Title I office will then forward a copy to finance. This information will be included in our Project Application to the state.

Please contact our office if we can be of service in this budgeting process.

**Title I Allocation Calculation  
FY 2005 - 2006**

<b>School</b>	<b>Free/Reduced Enrollment</b>	<b>Factor</b>	<b>Weighted Enrollment</b>	<b>Allocation</b>
Baker (K-5)	338	1.898	641.42	\$245,520.72
Bob Sikes Elementary	260	1.453	377.68	144,565.04
Cherokee Elementary	197	1.584	312.07	119,451.81
Edge Elementary	183	1.346	246.28	94,270.44
Edwins Elementary	234	1.869	437.25	167,369.42
Elliott Point Elementary	352	2.016	709.53	271,589.18
Laurel Hill (K-5)	109	2.156	235.00	89,953.73
Longwood Elementary	202	1.573	317.73	121,617.59
Mary Esther Elementary	253	1.522	385.14	147,422.80
Northwood Elementary	329	1.976	650.14	248,856.34
Ocean City Elementary	328	2.438	799.70	306,104.18
Southside Elementary	291	1.733	504.22	193,001.31
Walker Elementary	325	1.732	562.74	215,402.01
Wright Elementary	318	1.887	600.07	229,690.44
		<b>Total</b>	6778.95	\$2,594,815.00
		<b>Total Funds</b>	\$2,594,815.00	
		<b>Per W.E.</b>	\$382.78	

# Title I

## List of Information Needed

March 1, 2005

**Title I school budgets and project budget pages (personnel, professional and technical services and capital outlay) are to be returned to Guyla Hendricks, Director, Curriculum, Assessment and Instruction, for approval by April 13<sup>th</sup>. The Title I office will then forward approved budgets to Finance. Thank you for your efforts on behalf of the students of Okaloosa County Schools.**

1.	<b>Allocation to Schools and Other Cost Centers:</b> Allocations have been made to fourteen (14) elementary schools based on free and reduced lunch data. A district budget for Title I is under Cost Center 9017.
2.	<b>Allocation for Department Budget:</b> Allocations in the district budget are under Project Number 6401 and include PreK (Function 5500), Resource Assistants (Functions 6100 & 6110), Parent Involvement (Function 6150), Administration (Function 6300), Staff Development (Function 6400), Indirect Cost (Function 7200) and Bus Drivers (Function 7800).
3.	<b>Methodology Used to Allocate Funds:</b> The Title I district office determines eligibility and allocation of funds to Title I schools based on the density of poverty within schools as demonstrated by free-reduced lunch participants using the following procedure: <ul style="list-style-type: none"><li>• date-certain is used to determine enrollment and free-reduced lunch participants;</li><li>• free-reduced participation percentages are then calculated for schools and the district;</li><li>• Title I schools are selected based on free-reduced data;</li><li>• level of free-reduced participation ratio is calculated;</li><li>• allocations of funds are then based on the free-reduced enrollment times the free-reduced ratio</li></ul>
4.	<b>If and When Allocation to Schools, Cost Centers and Department Will Change:</b> Each year's Title I district application process requires a new calculation of the February date-certain free lunch data in order to determine eligibility and school allocations.
5.	<b>Contacts for Answering Questions:</b> Guyla Hendricks, Director, Curriculum, Assessment & Instruction; Annette Maldonado, Title I Specialist; Donna Hubbs, Bookkeeper. (833-3179)
6.	<b>Last Day to Encumber, Last Day to Make Payment:</b> The last day to encumber funds is June 1, 2006; all purchases must be received and payments made by July 12, 2006.

7.	<b>Who Recommends Personnel Paid from Project:</b> Principals recommend personnel within their schools. The Title I Director recommends personnel at the district level.
8.	<p><b>Guidelines for Appropriate, Qualified Expenditures:</b> (Please see <b>Title I Administrator/Teacher Handbook for Okaloosa District Schools.</b>) In all cases, Title I funds must be used to supplement services to eligible students, rather than supplanting other state or district services. Title I funds will be used only for identified students in “Targeted Assistance” schools. In “School-wide Projects,” funds may be used more flexibly along with other sources to look comprehensively at the <u>whole school</u> in order to upgrade the overall academic program through the development and implementation of:</p> <ul style="list-style-type: none"> <li>• best practice school reform strategies;</li> <li>• research-based instructional programs;</li> <li>• high quality staff development;</li> <li>• increased parent involvement; and,</li> <li>• intensive assistance to students who experience difficulty mastering the Sunshine State Standards.</li> </ul>
9.	<b>Parent Involvement:</b> Each school’s budget must reflect a minimum of 1.6% (or .016) for parent involvement. (No budget may be approved without this reserve.)
10.	<b>Reserves for steps/raises:</b> The calculation for the required 5% set-aside for steps and raises will be automatically calculated and listed as a line item on your salary menu. (No budget may be approved without this reserve.)
11.	<b>Required Set-aside for Schools in School Improvement:</b> You are required to set aside 10% of your school’s allocation for professional development if AYP was not achieved the previous year. Please place this amount in Function 6400, Object 0510. If your school is placed in <i>school improvement</i> , you will already have the required amount set aside. If your school achieves AYP the second year and is not placed in <i>school improvement</i> , the “set aside” designation will be removed from this budgeted amount. (No budget may be approved without this reserve if there is a possibility AYP will not be achieved for two consecutive years.)
12.	<p><b>Capital Expenditures, Personnel Listings and Professional/Technical Services:</b></p> <ol style="list-style-type: none"> <li>1. <u>Examine the District Capital Outlay page under function 5100 (K-5).</u> Look at the objects opened and the items listed beside each object. On the blank capital outlay page, list any object code and purchase item/s that are not currently listed on the capital outlay form. If a future purchase requires an object code designation that is not activated, a budget amendment may be required.</li> <li>2. Specify the exact FTE for the personnel you are buying on the project Personnel Listings page, e.g., 3.7 teachers.</li> <li>3. Professional and Technical Services are services rendered by personnel who are not on the payroll of the district school or agency. When thinking about your school staff development/training, indicate any personnel who may be providing services to your school, e.g., consultants. If you have computers in your school purchased with Title I dollars and you plan to pay for the support of those computers through Titan, you must open up an object code 310 (contractual services). The cost will be approximately \$20.00 per month for each Title I computer which has internet access.</li> </ol>

13.	<p><b>Supplement, Not Supplant:</b> Title I funds must be used to <b>supplement</b> the comprehensive school program, rather than to supplant funds for materials and services that the district provides. This requirement should encourage schools to discover effective ways to assure that <u>all</u> children achieve the Sunshine State Standards. Strategies such as extended day and/or extended year, substantial and meaningful opportunities for parents to participate in the education of their children, and interventions and programs that reflect scientifically-based research must be carefully planned and implemented. Highest-risk students must have access to basic instruction at their instructional level, as well as supplemental support through in-class models rather than pull-out. The students for whom the funding was brought to the school – the poor and the lowest performing – must be the ones who benefit from the Title I plan you are now developing.</p>
14.	<p><b>Paraprofessionals:</b> Paraprofessionals may be used to <u>assist</u> individual students or flexible groupings under the <u>direct supervision</u> of a <b>highly qualified teacher</b>. Pull-out programs where students are “taught” by paraprofessionals are unacceptable. In addition, instructional aides or paraprofessionals hired after January 8, 2002, must have two years of higher education, an AA degree, or pass the ETS ParaPro Assessment with a score of 464 or higher. Paraprofessionals may tutor students <u>after</u> school under the direct supervision of a qualified teacher. It is the intent of the legislation that all students be <u>instructed by highly qualified teachers</u>, rather than paraprofessionals.</p>
15.	<p><b>Scientifically-based Research:</b> Scientifically-based research should be pursued that supports the programs, practices and/or strategies selected. Some examples include extended instructional time, parental literacy activities, and phonemic awareness. A non-example is “dittos.” Additionally, staff development should be included in your plan to assure that all teachers know and use research-based strategies that result in their students’ success.</p>
16.	<p><b>Meaningful Parental Involvement:</b> Meaningful parental involvement is required. Communication must be clear to them and in the <u>language and vocabulary</u> that the parent understands. You may contact Pam Meadows at Carver Hill (689-7160) for assistance and ideas.</p>
17.	<p><b>School-wide Projects:</b> School-wide projects for 2005-2006 will be those schools with 40% or higher free/reduced lunch students. Please refer to your Title I (Teacher) Handbook for direction on developing your School-wide Title I budget and plan.</p>
18.	<p><b>Assessment Data:</b> Disaggregate assessment data so teachers and school personnel can examine the progress of subgroups and establish measurable objectives to monitor student progress. These subgroups must include 1) White, 2) Black, 3) Hispanic, 4) Asian, 5) American Indian, 6) Economically Disadvantaged, 7) Limited English Proficient (LEP), and 8) Students with Disabilities (SWD).</p>
19.	<p><b>Process for Changes in Budgets from Schools:</b> <b>All</b> budget amendments must be submitted to the district Title I office; they will then be forwarded to finance. Purchase orders and substitute pay must also be submitted to the district Title I office for approval.</p>

**TITLE I: IMPROVING THE ACADEMIC ACHIEVEMENT OF THE DISADVANTAGED- PART A  
2005-2006 PROJECT APPLICATION**

**INSTRUCTIONS FOR PERSONNEL SCHEDULE**

Record all position types including Other Personal Services for personnel employed on a regular or temporary basis to be funded from the project application. School districts must use the function and object codes described in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual (Red Book). Other agencies must use object codes describing these types of positions in the agency's accounting system.

Other Personal Services is defined as compensation paid to persons, including substitute teachers not under written contract, who are employed to provide temporary service to the school district or agency.

**Column (1) School district applicants only.**

For each type of position described in Column (3), record the appropriate four digit function code as described in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual (Red Book). School districts must use functions 5100 - 9100.

**Column (2)**

For each type of position described in Column (3), use the appropriate object code for salary positions or Other Personal Services. School districts must use object codes 110-170 and 750 respectively as described in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual (Red Book). All other agency applicants must use the object codes as described in the agency's expenditure chart of accounts.

**Column (3)**

Enter a specific description of the type of position to be funded for this project application. Each type of position must be listed as described in the Red Book or according to the district's expenditure chart of accounts, if the district does not use the Red Book salary object codes. All other agency applicants must use the description of the type of position as described in the agency's expenditure chart of accounts. **Additional information may be requested to justify the relationship of a position to student achievement.**

Enter the full-time equivalent (FTE) number of positions to be funded in this project application. FTE is determined by dividing the standard number of weekly work hours for the position into the actual work hours to be funded by the project.





**TITLE I: IMPROVING THE ACADEMIC ACHIEVEMENT OF THE DISADVANTAGED- PART A  
2005-2006 PROJECT APPLICATION**

**INSTRUCTIONS**

**PROFESSIONAL AND TECHNICAL SERVICES SCHEDULE**

On this schedule, report only the purchase of professional and technical services. School district applicants must use the required function and object codes described in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual (Red Book). Other agency applicants must use the object codes which describe this type of disbursement in the agency's accounting system.

Professional and Technical Services are services rendered by personnel, who are not on the payroll of the district school board or agency, and other services which the Board or agency may purchase. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

**Column (1) School district applicants only.**

For the services described in Column (3), record the appropriate four digit function code for each professional and technical service to be funded from this project. School districts must use functions 5100 – 9100.

**Column (2)**

Record the object code most appropriate to the services described in Column (3). Note: When the contract with a consultant is for a single amount which covers both services and expenses (including travel), the total contract amount should be recorded in the object for professional and technical services. When the contract calls for a daily or fixed rate plus travel and per diem or expenses, or includes equipment purchases, these amounts should be reported separately under the objects for professional and technical services, travel, and equipment respectively. School districts must use object codes 310 – 390. All other agency applicants must use the object codes as described in the agency's expenditure chart of accounts.

**Column (3)**

Enter a specific description of each professional and technical service to be funded from this project.



**TITLE I: IMPROVING THE ACADEMIC ACHIEVEMENT OF THE DISADVANTAGED- PART A  
2005-2006 PROJECT APPLICATION**

**CAPITAL OUTLAY SCHEDULE**

Program Name:                     Title I, Part A                    

Name of Eligible Applicant:                     Okaloosa                    

(1) FUNCTION	(2) OBJECT	(3) ITEM DESCRIPTION
5100	610	Library Books
5100	622	Video/Cassette Tapes, Instructional Filmstrips, Audio CD's
5100	641	Furniture, Fixtures, Equipment>\$1000 Computer Tables, Reading Desks, Poster Machine
5100	642	TV/VCR's, Filing Cabinets, CD Players, Tape Recorders, Shelves, Storage Units
5100	643	Capitalized Computer Hardware>\$1000:Laptops, LC Panels, Printers, Multimedia Stations
5100	644	Computer Hardware < \$1000: Printers, Play Stations, Scanners, Palm Pilot
5100	680	Fire/Sprinkler/Electrical/Water Systems, Structural Alterations (door frames, flooring, safety locks)
5100	691	Reading/Math Software, Network Licenses>\$1000
5100	692	Accelerated Reader Software, LightSpan CD's, Software Licenses; software subscription renewal
5500	622	Video/Cassette Tapes, Instructional Filmstrips, Audio CD's/Tapes
5500	641	Furniture, Fixtures, Equipment>\$1000, Bookshelves, Storage Units
5500	642	Storage Cabinets, Shelving, CD Players, Play Equipment , stacking chairs, bean bag chairs, riding toys
5500	643	Computers, Monitors, Laptops, LCD Data Projectors, Printers, Multimedia Stations >\$1000
5500	644	Printers, Palm Pilots, Scanners, digital camera, computers and peripherals <\$1000
5500	670	Improvements other than buildings – PreK safety items (fences, doors), Playground Equipment, fill dirt
5500	692	Software (Readiness, Literature)<\$ 1000

**TITLE I: IMPROVING THE ACADEMIC ACHIEVEMENT OF THE DISADVANTAGED- PART A  
2005-2006 PROJECT APPLICATION**

**CAPITAL OUTLAY SCHEDULE**

**Program Name:**                     Title I, Part A                    

**Name of Eligible Applicant:**                     Okaloosa                    

(1) FUNCTION	(2) OBJECT	(3) ITEM DESCRIPTION
6100	641	Computer Tables, Reading Desks, Poster Machine
6100	642	Desks, Chairs, Tables, Filing/Storage Cabinets, Bookcases, CD Player, TV, VCR, Chairs <\$1000
6100	692	Software (Reading, Math, Assessment)<\$ 1000
6150	622	AV Materials < \$1000 – CD’s, Video/Audio Cassettes, filmstrips
6150	643	Computers/Peripherals >\$1000
6300	622	AV Materials; training videos
6300	641	Equipment > \$1000 Desk, workstation
6300	642	Equipment < \$1000 CD Player, chairs, cabinet, bookcase
6300	643	Computers/Peripherals >\$1000 Laptop, computers, monitors
6300	644	Computers/Peripherals <\$1000 digital cameras; memory upgrade, scanners
6300	680	Fire Protection, Sprinkler, Electrical, Water Systems
6300	691	Software > \$1000 instructional
6300	692	Software < \$1000 graphic, instructional - Clip Art; PrintShop; PhotoShop
6400	610	Professional Resource Books
6400	622	AV Materials < \$1000 Video/Cassette Tapes, Instructional Filmstrips, CD’s for Balanced Literacy, Writing, Math, Reading

**TITLE I: IMPROVING THE ACADEMIC ACHIEVEMENT OF THE DISADVANTAGED- PART A  
2005-2006 PROJECT APPLICATION**

**INSTRUCTIONS FOR CAPITAL OUTLAY SCHEDULE**

On this schedule, report only proposed disbursements for capital outlay items. School district applicants must use the required function and object codes described in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual (Red Book). Other agency applicants must use the object codes, which describe this type of disbursement in the agency's accounting system.

**Column (1) School district applicants only.**

For the services described in Column (3), record the appropriate four-digit function code for each capital outlay item requested. School districts use functions 5100 – 9100.

**Column (2)**

Record the appropriate object number for the capital outlay item requested in Column (3). School districts must use object codes 610 - 692. All other agency applicants must use the object codes as described in the agency's expenditure chart of accounts.

**Column (3)**

List each capital outlay item requested to be funded from this project. Capital outlay items are to be listed by the appropriate function and object codes.

