

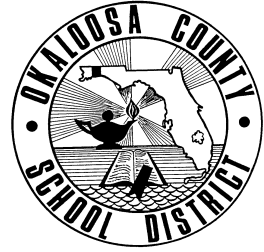
# SCHOOL DISTRICT OF OKALOOSA COUNTY

## Department Organizational Chart

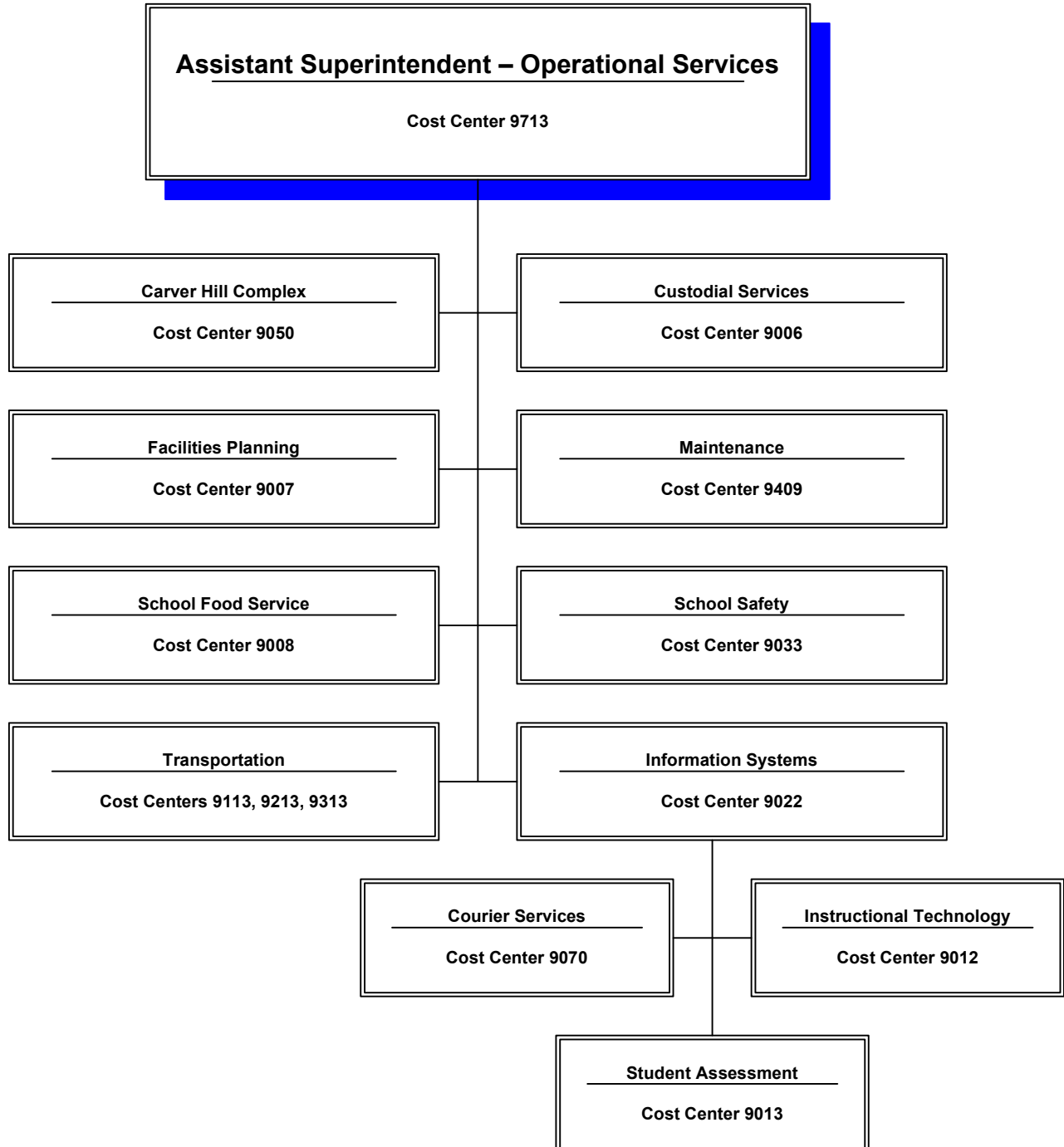
*Assistant Superintendent – Operational Services*

**Cost Center: 9713**

**Fiscal Year 2019-2020**



## Organizational Chart



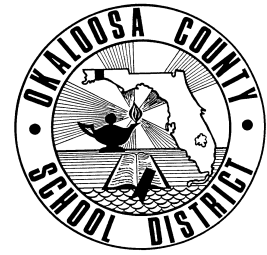
**SCHOOL DISTRICT OF OKALOOSA COUNTY**

**Department Staffing Chart**

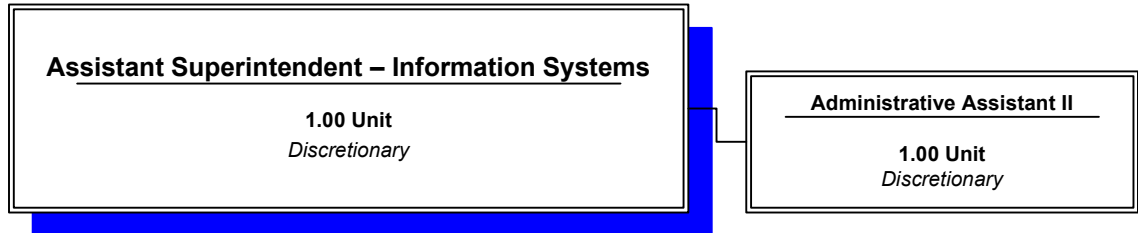
*Assistant Superintendent – Operational Services*

**Cost Center: 9713**

**Fiscal Year 2019-2020**



## Staffing Chart



**OKALOOSA COUNTY SCHOOL DISTRICT  
DISTRICT LEVEL - COST CENTER BUDGETS  
FISCAL YEAR 2019-2020**

**DEPARTMENT:** Assistant Superintendent - Operational Services

**COST CENTER:** 9713

**COST CENTER DESCRIPTION:**

The Assistant Superintendent – Information Systems assists the Superintendent in the task of providing comprehensive leadership for institutional services and schools with emphasis on the efficient, safe, and healthful utilization of facilities, food services, employee services, and transportation. The following departments report to the Assistant Superintendent – Information Systems: Carver Hill Administrative Complex, Custodial Services, Facilities Planning, Information Systems (oversees Courier Services, Instructional Technology, and Student Assessment), Maintenance, School Food Service, School Safety, and Transportation. Support is also provided to all schools in the district.

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

**APPROPRIATIONS AND STAFFING:**

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2018-2019 Appropriation	2019-2020 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 146,501	\$ 151,606	\$ 5,105
	Educational Support	-	-	-
	Instructional	-	-	-
	Professional/Technical	84,151	87,824	3,673
	Subtotal - Salaries & Benefits	230,652	239,430	8,778
300	Purchased Service	4,650	2,700	(1,950)
400	Energy Services	900	900	-
500	Materials & Supplies	2,500	4,000	1,500
600	Capital Outlay	500	1,000	500
700	Other Expenses	-	-	-
900	Transfers/Reserves	-	-	-
	<b>Total Combined Appropriation</b>	\$ 239,202	\$ 248,030	\$ 8,828

STAFFING			
	2018-2019 Recommendation	2019-2020 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.00	1.00	-
Educational Support	-	-	-
Instructional	-	-	-
Professional/Technical	1.00	1.00	-
<b>Total Staff</b>	2.00	2.00	-

**OTHER INFORMATION:**

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

SCHOOL DISTRICT OF OKALOOSA COUNTY  
 BUDGET ADJUSTMENT SHEET  
 FISCAL YEAR 2019-2020

MIS 3176

COST CENTER NAME: Asst. Superintendent - Operational Services

CENTER NUMBER: 9713

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0220	FICA (SOCIAL SECURITY) FICA for cellular telephone stipend	6300	INSTR & CURR DEVEL SVC	34		\$ 34
0354	VEHICLE REPAIR/MAINTENANCE Minor repairs as needed to county vehicle	6300	INSTR & CURR DEVEL SVC	500		500
0360	LEASE AND RENTAL AGREEMENTS Lease agreement for copier	6300	INSTR & CURR DEVEL SVC	1,500		1,500
0375	CELLULAR TELEPHONE Cellular telephone stipend for Assistant Superintendent - School Operations	6300	INSTR & CURR DEVEL SVC	450		450
0390	OTHER PURCHASED SVC-PRINT/COPY Print services as needed	6300	INSTR & CURR DEVEL SVC	250		250
0450	GASOLINE Fuel for county vehicle use to travel to district facilities, board meetings, etc.	6300	INSTR & CURR DEVEL SVC	900		900
0510	SUPPLIES Toner cartridges for color printer, toner cartridges for black and white printer, copy paper, staples, pens, folders, labels, etc.	6300	INSTR & CURR DEVEL SVC	3,000		3,000
0519	TECHNOLOGY SUPPLIES Ink and toner	6300	INSTR & CURR DEVEL SVC	1,000		1,000
Sub-Total (Page 1 Only)				\$ 7,634	\$ -	\$ 7,634
GRAND TOTAL				\$ 8,634	\$ -	\$ 8,634

SCHOOL DISTRICT OF OKALOOSA COUNTY  
 BUDGET ADJUSTMENT SHEET  
 FISCAL YEAR 2019-2020

COST CENTER NAME: Asst. Superintendent - Operational Services

CENTER NUMBER: 9713

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0642	EQUIPMENT (UNDER \$1,000) Replace or acquire furniture/equipment as needed	6300	INSTR & CURR DEVEL SVC	\$ 1,000		\$ 1,000
	Sub-Total (Page 2 Only)			\$ 1,000	\$ -	\$ 1,000
	GRAND TOTAL			\$ 8,634	\$ -	\$ 8,634

SCHOOL DISTRICT OF OKALOOSA COUNTY  
 Department Staffing Summary  
 Fiscal Year 2019-2020

MIS 3390

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

**Section A**

Positions Approved for Fiscal Year 2018-2019			
Job Title	# of Positions	Average Cost	Total Cost
Administrative Assistant II - 12 Month	1.00		\$ 87,790
Assistant Superintendent - School Operations - 12 Month	1.00		145,773
<b>(A) Total Positions Approved For FY 2018-2019</b>	<b>2.00</b>		<b>\$ 233,563</b>

**Section B-1**

Approved Additions, Deletions and/or Changes - Fiscal Year 2018-2019					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Assistant Superintendent - School Operations - 12 Month	D	(1.00)	a		\$ (145,773)
<b>(B-1) Total Approved Additions, Deletions, Changes</b>		<b>(1.00)</b>			<b>\$ (145,773)</b>

**Section B-2**

Requested Additions, Deletions and/or Changes - Fiscal Year 2019-2020					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Assistant Superintendent - Information Systems - 12 Month	T	1.00	b		151,606
<b>(B) Total Requested Additions, Deletions, Changes</b>		<b>1.00</b>			<b>\$ 151,606</b>

**Section C**

Positions Submitted for Approval for Fiscal Year 2019-2020			
Job Title	# of Positions	Average Cost	Total Cost
Administrative Assistant II - 12 Month	1.00		\$ 87,790
Assistant Superintendent - Information Systems - 12 Month	1.00		151,606
<b>(C) Total Positions Submitted for Approval FY 2019-2020</b>	<b>2.00</b>		<b>\$ 239,396</b>

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

(a) Deleted 1.00 Assistant Superintendent - School Operations - 12 Month effective July 1, 2019, approved by the School Board on May 28, 2019.  
 (b) Transfer 1.00 Assistant Superintendent - Information Systems - 12 Month from Center 9022 - Information Systems effective July 1, 2019.