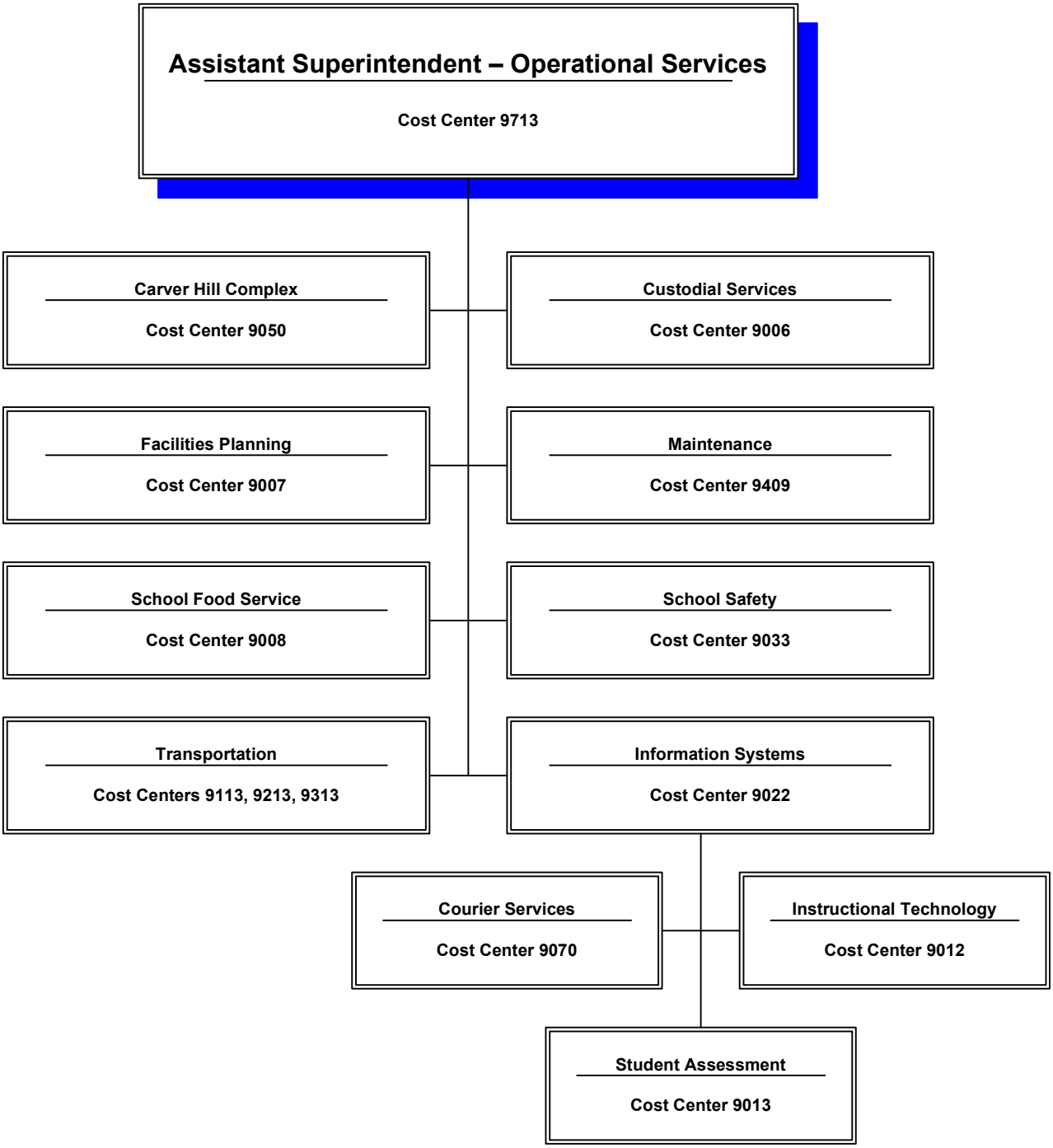
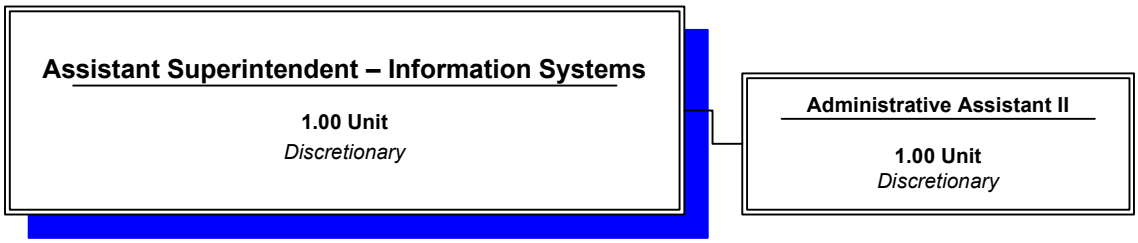
SCHOOL DISTRICT OF OKALOOSA COUNTY
Department Organizational Chart
Assistant Superintendent – Operational Services
Cost Center: 9713
Fiscal Year 2020-2021

Organizational Chart



SCHOOL DISTRICT OF OKALOOSA COUNTY
Department Staffing Chart
Assistant Superintendent – Operational Services
Cost Center: 9713
Fiscal Year 2020-2021

Staffing Chart



OKALOOSA COUNTY SCHOOL DISTRICT
DISTRICT LEVEL - COST CENTER BUDGETS
FISCAL YEAR 2020-2021

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 2019-2020 Appropriation	2020-2021 Appropriation	$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	$ 151,606	$ 158,381	$ 6,775
	Educational Support	-	-	-
	Instructional	-	-	-
	Professional/Technical	87,824	91,023	3,199
	Subtotal - Salaries & Benefits	239,430	249,404	9,974
300	Purchased Service	2,700	1,850	(850)
400	Energy Services	900	-	(900)
500	Materials & Supplies	4,000	4,000	-
600	Capital Outlay	1,000	1,000	-
700	Other Expenses	-	-	-
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	$ 248,030	$ 256,254	$ 8,224

STAFFING

	2019-2020 Recommendation	2020-2021 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.00	1.00	-
Educational Support	-	-	-
Instructional	-	-	-
Professional/Technical	1.00	1.00	-
Total Staff	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 2020-2021

COST CENTER NAME: Asst. Superintendent - Operational Services
PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9713
PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0360	LEASE AND RENTAL AGREEMENTS Lease agreement for copier	6300	INSTR & CURR DEVEL SVC	$ 1,500		$ 1,500
0370	POSTAGE/SHIPPING/TELEGRAM Postage	6300	INSTR & CURR DEVEL SVC	100		100
0390	OTHER PURCHASED SVC-PRINT/COPY Print services as needed	6300	INSTR & CURR DEVEL SVC	250		250
0510	SUPPLIES Office Supplies	6300	INSTR & CURR DEVEL SVC	2,000		2,000
0519	TECHNOLOGY SUPPLIES Ink and Toner	6300	INSTR & CURR DEVEL SVC	2,000		2,000
0642	EQUIPMENT (UNDER $1,000) Replace or acquire furniture/equipment as needed	6300	INSTR & CURR DEVEL SVC	1,000		1,000
	Sub-Total (Page 1 Only)			$ 6,850	$ -	$ 6,850
	GRAND TOTAL			$ 6,850	$ -	$ 6,850

SCHOOL DISTRICT OF OKALOOSA COUNTY **MIS 3390**
Department Staffing Summary
Fiscal Year 2020-2021

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 2019-2020			
Job Title	**# of Positions**	**Average Cost**	**Total Cost**
Administrative Assistant II - 12 Month	1.00		$ 91,023
Assistant Superintendent - Information Systems - 12 Month	1.00		158,381
(A) Total Positions Approved For FY 2019-2020	2.00		$ 249,404

Section B-1

Approved Additions, Deletions and/or Changes - Fiscal Year 2019-2020					
Job Title	**Type***	**# of Positions**		**Average Cost**	**Total Cost**
(B-1) Total Approved Additions, Deletions, Changes		-			$ -

Section B-2

Requested Additions, Deletions and/or Changes - Fiscal Year 2020-2021					
Job Title	**Type***	**# of Positions**		**Average Cost**	**Total Cost**
(B) Total Requested Additions, Deletions, Changes		-			$ -

Section C

Positions Submitted for Approval for Fiscal Year 2020-2021			
Job Title	**# of Positions**	**Average Cost**	**Total Cost**
Administrative Assistant II - 12 Month	1.00		$ 91,023
Assistant Superintendent - Information Systems - 12 Month	1.00		158,381
(C) Total Positions Submitted for Approval FY 2020-2021	2.00		$ 249,404

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