

SCHOOL DISTRICT OF OKALOOSA COUNTY

Department Staffing Chart

Digital Media & Communications

Cost Center Number: 9130

Fiscal Year 2022-2023



Staffing Chart

<p>Specialist</p> <hr/> <p>1.00 Unit <i>Discretionary</i></p>

**OKALOOSA COUNTY SCHOOL DISTRICT
DISTRICT LEVEL - COST CENTER BUDGETS
FISCAL YEAR 2022-2023**

DEPARTMENT: Digital Media & Communications

COST CENTER: 9130

COST CENTER DESCRIPTION:

The Digital Media & Communications Department is responsible for promoting effective communications between the school system, the community, media, and other stakeholders to increase awareness, knowledge, and support of the work of schools and the District to implement and coordinate District and community initiatives benefiting students and schools. Serves, as appropriate, on District, state or community councils, committees, or foundations. Maintains the District's visibility through the website and social media outlets. Advises and assists the Superintendent, principals, and other District staff on external and internal communications, media relations, and other issues.

FUND SOURCE: Unrestricted - General Operating Fund

APPROPRIATIONS AND STAFFING:

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2021-2022 Appropriation	2022-2023 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 105,102	\$ 104,483	\$ (619)
	Educational Support	3,106	-	(3,106)
	Instructional	-	-	-
	Professional/Technical	-	-	-
	Subtotal - Salaries & Benefits	108,208	104,483	(3,725)
300	Purchased Service	3,450	5,465	2,015
400	Energy Services	-	-	-
500	Materials & Supplies	750	3,696	2,946
600	Capital Outlay	-	-	-
700	Other Expenses	-	-	-
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	\$ 112,408	\$ 113,644	\$ 1,236

STAFFING			
	2021-2022 Recommendation	2022-2023 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.00	1.00	-
Educational Support	-	-	-
Instructional	-	-	-
Professional/Technical	-	-	-
Total Staff	1.00	1.00	-

OTHER INFORMATION:

The Specialist - Digital Media & Communications is the approving authority for this cost center.

SCHOOL DISTRICT OF OKALOOSA COUNTY
BUDGET ADJUSTMENT SHEET
FISCAL YEAR 2022-2023

MIS 3176

COST CENTER NAME: Digital Media & Communications
PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9130
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	7720	INFORMATION SERVICES	\$ 69		\$ 69
0330	IN-COUNTY TRAVEL Travel to schools and other events	7720	INFORMATION SERVICES	1,000		1,000
0365	SOFTWARE SUBSCRIPTIONS Grammarly Subscription Renewal (January 2023) \$145 Mailchimp \$225*12= \$2,700 Story blocks subscription - Stock Audio/video; project templates, etc.- year subscription \$350 PromptSmart- iPad App- 1 time purchase \$20	7720	INFORMATION SERVICES	3,215		3,215
0370	POSTAGE/SHIPPING/TELEGRAM Postage and shipping	7720	INFORMATION SERVICES	100		100
0375	CELLULAR TELEPHONE Cellular telephone stipend	7720	INFORMATION SERVICES	900		900
0390	OTHER PURCHASED SVC - PRINT/COPY Miscellaneous printing	7720	INFORMATION SERVICES	250		250
0510	SUPPLIES Miscellaneous office supplies Sauder Large Storage Cabinet, Soft White Finish, \$371 Keyed Hasp Lock for Cabinet \$13	7720	INFORMATION SERVICES	384		384
0519	TECHNOLOGY SUPPLIES Ink, toner, thumb drives, etc. SanDisk 128 GB Extreme PRO UHS-I SDXC Memory Card \$30 each x4 = \$120 Canon XA40 Camcorder Master Starter Kit- \$1,699 Canon XA40 Camcorder Accessories - \$1,493	7720	INFORMATION SERVICES	3,312		3,312
Sub-Total (Page 1 Only)				\$ 9,230	\$ -	\$ 9,230
GRAND TOTAL				\$ 9,230	\$ -	\$ 9,230

SCHOOL DISTRICT OF OKALOOSA COUNTY
Department Staffing Summary
Fiscal Year 2022-2023

MIS 3390

Department Name: Digital Media & Communications
 Cost Center No.: 9130
 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 2021-2022			
Job Title	# of Positions	Average Cost	Total Cost
Specialist - 12 Month	1.00		\$ 104,414
(A) Total Positions Approved For FY 2021-2022	1.00		\$ 104,414

Section B-1

Approved Additions, Deletions and/or Changes - Fiscal Year 2021-2022					
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 2022-2023					
Job Title	Type*	# of Positions		Average Cost	Total Cost
(B) Total Requested Additions, Deletions, Changes		-			\$ -

Section C

Positions Submitted for Approval for Fiscal Year 2022-2023			
Job Title	# of Positions	Average Cost	Total Cost
Specialist - 12 Month	1.00		\$ 104,414
(C) Total Positions Submitted for Approval FY 2022-2023	1.00		\$ 104,414

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