



Staffing Chart

<p>Specialist</p> <hr/> <p>2.00 Units <i>Discretionary</i></p>
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**OKALOOSA COUNTY SCHOOL DISTRICT
DISTRICT LEVEL - COST CENTER BUDGETS
FISCAL YEAR 2023-2024**

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 2022-2023 Appropriation	2023-2024 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 104,483	\$ 228,633	\$ 124,150
	Educational Support	-	-	-
	Instructional	-	-	-
	Professional/Technical	-	-	-
	Subtotal - Salaries & Benefits	104,483	228,633	124,150
300	Purchased Service	5,465	14,610	9,145
400	Energy Services	-	-	-
500	Materials & Supplies	3,696	1,000	(2,696)
600	Capital Outlay	-	500	500
700	Other Expenses	-	800	800
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	\$ 113,644	\$ 245,543	\$ 131,899

STAFFING			
	2022-2023 Recommendation	2023-2024 Recommendation	# Increase (Decrease)
Administrative/Managerial	1.00	2.00	1.00
Educational Support	-	-	-
Instructional	-	-	-
Professional/Technical	-	-	-
Total Staff	1.00	2.00	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 2023-2024

MIS 3176

COST CENTER NAME: Digital Media & Communications

CENTER NUMBER: 9130

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	7720	INFORMATION SERVICES	\$ 69	\$ 46	\$ 115
0330	IN-COUNTY TRAVEL Travel to schools and other events	7720	INFORMATION SERVICES	3,000		3,000
0365	SOFTWARE SUBSCRIPTIONS Grammarly Subscription Renewal x 2 (January 2023) \$290 Mailchimp \$260 * 12 = \$3,120 Story blocks subscription - Stock Audio/video; project templates, etc.- year subscription \$350	7720	INFORMATION SERVICES	3,760		3,760
0370	POSTAGE/SHIPPING/TELEGRAM Postage and shipping	7720	INFORMATION SERVICES	100		100
0375	CELLULAR TELEPHONE Cellular telephone stipend	7720	INFORMATION SERVICES	1,500		1,500
0390	OTHER PURCHASED SVC - PRINT/COPY Miscellaneous printing	7720	INFORMATION SERVICES	250		250
0393	CONTRACTS - NONPROFESSIONAL SVC Niche.com - \$4,500 TierOne - \$1,500	7720	INFORMATION SERVICES	6,000		6,000
0510	SUPPLIES Miscellaneous office supplies	7720	INFORMATION SERVICES	500		500
Sub-Total (Page 1 Only)				\$ 15,179	\$ 46	\$ 15,225
GRAND TOTAL				\$ 16,979	\$ 46	\$ 17,025

SCHOOL DISTRICT OF OKALOOSA COUNTY
 BUDGET ADJUSTMENT SHEET
 FISCAL YEAR 2023-2024

MIS 3176

COST CENTER NAME: Digital Media & Communications

CENTER NUMBER: 9130

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0519	TECHNOLOGY SUPPLIES Ink, toner, thumb drives, etc.; SanDisk 128 GB Extreme PRO UHS-I SDXC Memory Card \$30 each x 4 = \$120	7720	INFORMATION SERVICES	\$ 500		\$ 500
0642	EQUIPMENT (UNDER \$5000) Camera equipment as necessary	7720	INFORMATION SERVICES	500		500
0730	DUES AND FEES Chamber memberships - Niceville/Valparaiso, Destin, Crestview, Fort Walton Beach	7720	INFORMATION SERVICES	800		800
				-		-
				-		-
				-		-
				-		-
				-		-
				-		-
Sub-Total (Page 2 Only)				\$ 1,800	\$ -	\$ 1,800
GRAND TOTAL				\$ 16,979	\$ 46	\$ 17,025

SCHOOL DISTRICT OF OKALOOSA COUNTY
Department Staffing Summary
Fiscal Year 2023-2024

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 2022-2023			
Job Title	# of Positions	Average Cost	Total Cost
Specialist - 12 Month	1.00		\$ 108,079
(A) Total Positions Approved For FY 2022-2023	1.00		\$ 108,079

Section B-1

Approved Additions, Deletions and/or Changes - Fiscal Year 2022-2023					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Specialist - 12 Month	A	1.00	(a)		\$ 120,439
(B-1) Total Approved Additions, Deletions, Changes		1.00			\$ 120,439

Section B-2

Requested Additions, Deletions and/or Changes - Fiscal Year 2023-2024					
Job Title	Type*	# of Positions		Average Cost	Total Cost
(B) Total Requested Additions, Deletions, Changes		-			\$ -

Section C

Positions Submitted for Approval for Fiscal Year 2023-2024			
Job Title	# of Positions	Average Cost	Total Cost
Specialist - 12 Month	2.00		\$ 228,518
(C) Total Positions Submitted for Approval FY 2023-2024	2.00		\$ 228,518

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

(a) Added 1.00 Specialist - 12 Month effective November 15, 2022.