

**SCHOOL DISTRICT OF OKALOOSA COUNTY**  
**Department Staffing Chart**  
*Community Affairs*  
**Cost Center: 9103**  
**Fiscal Year 2024-2025**

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## Staffing Chart

<b>Office Manager – 12 Mo.</b>
<b>1.00 Unit</b>
<i>0.88 – Discretionary</i>
<i>0.12 – Purchased Positions External (#7020)</i>

**Note:**

This cost center reports to the Assistant Superintendent – MIS.

# OKALOOSA COUNTY SCHOOL DISTRICT

## DISTRICT LEVEL - COST CENTER BUDGETS

### FISCAL YEAR 2024-2025

**DEPARTMENT:** Community Affairs

**COST CENTER:** 9103

**COST CENTER DESCRIPTION:**

Community Affairs responsibilities include intergovernmental relations, oversight of mentoring programs, approval of volunteers, approval of fund-raising and grants, managing Okaloosa Public Schools Foundation and the Take Stock in Children Scholarship Program, media relations coordination, and serving as the military liaison with local military bases.

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

**APPROPRIATIONS AND STAFFING:**

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2023-2024 Appropriation	2024-2025 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 85,574	\$ 87,579	\$ 2,005
	Educational Support	-	-	-
	Instructional	-	-	-
	Professional/Technical	-	-	-
	Subtotal - Salaries & Benefits	85,574	87,579	2,005
300	Purchased Service	6,174	4,661	(1,513)
400	Energy Services	-	-	-
500	Materials & Supplies	1,898	1,900	2
600	Capital Outlay	800	800	-
700	Other Expenses	30,000	30,480	480
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	\$ 124,446	\$ 125,420	\$ 974

STAFFING			
	2023-2024 Recommendation	2024-2025 Recommendation	# Increase (Decrease)
Administrative/Managerial	0.88	0.88	-
Educational Support	-	-	-
Instructional	-	-	-
Professional/Technical	-	-	-
Total Staff	0.88	0.88	-

**OTHER INFORMATION:**

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

SCHOOL DISTRICT OF OKALOOSA COUNTY  
BUDGET ADJUSTMENT SHEET  
FISCAL YEAR 2024-2025

MIS 3176

COST CENTER NAME: Community Affairs

CENTER NUMBER: 9103

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	7720	INFORMATION SERVICES	\$ -	\$ 51	\$ 51
0330	IN-COUNTY TRAVEL Travel to meet with community members, chamber meetings, Institute of Senior Professionals meetings, Tourist Development Council meetings, military meetings, TECMEN Meetings, school visits, and trainings	7720	INFORMATION SERVICES	1,600		1,600
0331	OUT-OF-COUNTY TRAVEL Travel to conferences, meetings with Program Directors in other school districts, Legislative meetings, State Foundation meetings, Statewide trainings, and Family and Community Trainings	7720	INFORMATION SERVICES	1,800		1,800
0370	POSTAGE/SHIPPING/TELEGRAM Postage for correspondence	7720	INFORMATION SERVICES	100		100
0375	CELLULAR TELEPHONE Verizon cell phone	7720	INFORMATION SERVICES	661		661
0390	OTHER PURCHASED SVC - PRINT/COPY Printing and updating of Mentor handbooks, Volunteer handbooks, etc.	7720	INFORMATION SERVICES	500		500
0510	SUPPLIES Office supplies, printed district support materials, etc.	7720	INFORMATION SERVICES	1,900		1,900
0642	EQUIPMENT (UNDER \$5000) Office equipment as needed	7720	INFORMATION SERVICES	300		300
Sub-Total (Page 1 Only)				\$ 6,861	\$ 51	\$ 6,912
GRAND TOTAL				<u>\$ 37,841</u>	<u>\$ 51</u>	<u>\$ 37,892</u>

SCHOOL DISTRICT OF OKALOOSA COUNTY  
BUDGET ADJUSTMENT SHEET  
FISCAL YEAR 2024-2025

MIS 3176

COST CENTER NAME: Community Affairs

CENTER NUMBER: 9103

PROJECT NAME: DISCRETIONARY

PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0644	COMPUTER HARDWARE(UNDER \$5000) Computer printer and other hardware as needed	7720	INFORMATION SERVICES	\$ 500		\$ 500
0730	DUES AND FEES FDLE and national background screenings for mentors, fingerprinting for overnight chaperones and volunteer coaches, and Dues for Florida School Board Association	7720	INFORMATION SERVICES	30,480		30,480
				-		-
				-		-
				-		-
				-		-
				-		-
				-		-
Sub-Total (Page 2 Only)				\$ 30,980	\$ -	\$ 30,980
GRAND TOTAL				<u>\$ 37,841</u>	<u>\$ 51</u>	<u>\$ 37,892</u>

SCHOOL DISTRICT OF OKALOOSA COUNTY  
Department Staffing Summary  
Fiscal Year 2024-2025

MIS 3390

Department Name: Community Affairs  
Cost Center No.: 9103  
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 2023-2024			
Job Title	# of Positions	Average Cost	Total Cost
Office Manager - 12 Month	0.88		\$ 87,528.00
(A) Total Positions Approved For FY 2023-2024	0.88		\$ 87,528.00

**Section B-1**

Approved Additions, Deletions and/or Changes - Fiscal Year 2023-2024				
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 2024-2025				
Job Title	Type*	# of Positions	Average Cost	Total Cost
(B) Total Requested Additions, Deletions, Changes		-		\$ -

**Section C**

Positions Submitted for Approval for Fiscal Year 2024-2025			
Job Title	# of Positions	Average Cost	Total Cost
Office Manager - 12 Month	0.88		\$ 87,528.00
(C) Total Positions Submitted for Approval FY 2024-2025	0.88		\$ 87,528.00

**\*Note:**

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

\*0.12 Office Manager - 12 Month will be funded using Project 7020 - Reimbursement from External Sources.