



# Staffing Chart

<div>Specialist</div> <div>2.00 Units</div> <div>Discretionary</div>
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# OKALOOSA COUNTY SCHOOL DISTRICT

## DISTRICT LEVEL - COST CENTER BUDGETS

### FISCAL YEAR 2024-2025

**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 2023-2024 Appropriation	2024-2025 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ 228,633	\$ 232,100	\$ 3,467
	Educational Support	-	-	-
	Instructional	-	-	-
	Professional/Technical	-	-	-
	Subtotal - Salaries & Benefits	228,633	232,100	3,467
300	Purchased Service	14,610	15,410	800
400	Energy Services	-	-	-
500	Materials & Supplies	1,000	1,000	-
600	Capital Outlay	500	3,500	3,000
700	Other Expenses	800	800	-
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	\$ 245,543	\$ 252,810	\$ 7,267

STAFFING			
	2023-2024 Recommendation	2024-2025 Recommendation	# Increase (Decrease)
Administrative/Managerial	2.00	2.00	-
Educational Support	-	-	-
Instructional	-	-	-
Professional/Technical	-	-	-
Total Staff	2.00	2.00	-

**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 2024-2025

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	\$ 12	\$ 81
0330	IN-COUNTY TRAVEL Travel to schools, chamber meetings and other events	7720	INFORMATION SERVICES	3,500		3,500
0331	OUT-OF-COUNTY TRAVEL Conferences, Legislative meetings and FETC Conference	7720	INFORMATION SERVICES	1,500		1,500
0365	SOFTWARE SUBSCRIPTIONS Grammarly Subscription Renewal x 2 - \$300.00 Mailchimp Subscription x 12 - \$3,600.00 Story blocks Subscription - \$350.00	7720	INFORMATION SERVICES	4,250		4,250
0370	POSTAGE/SHIPPING/TELEGRAM Postage and shipping	7720	INFORMATION SERVICES	100		100
0375	CELLULAR TELEPHONE Cellular telephone stipend - \$450.00 One (1) Verizon cell phone/plan - \$610.00	7720	INFORMATION SERVICES	1,060		1,060
0390	OTHER PURCHASED SVC - PRINT/COPY Miscellaneous printing	7720	INFORMATION SERVICES	500		500
0393	CONTRACTS - NONPROFESSIONAL SVC Niche.com	7720	INFORMATION SERVICES	4,500		4,500
Sub-Total (Page 1 Only)				\$ 15,479	\$ 12	\$ 15,491
GRAND TOTAL				<u>\$ 20,779</u>	<u>\$ 12</u>	<u>\$ 20,791</u>

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

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
0510	SUPPLIES Miscellaneous office supplies	7720	INFORMATION SERVICES	\$ 500		\$ 500
0519	TECHNOLOGY SUPPLIES Ink, toner, thumb drives, etc.	7720	INFORMATION SERVICES	500		500
0642	EQUIPMENT (UNDER \$5000) Camera equipment as necessary, Teleprompters	7720	INFORMATION SERVICES	3,500		3,500
0730	DUES AND FEES Chamber memberships - Niceville/Valparaiso, Destin, Crestview, Fort Walton Beach	7720	INFORMATION SERVICES	800		800
				-		-
				-		-
				-		-
				-		-
Sub-Total (Page 2 Only)				\$ 5,300	\$ -	\$ 5,300
GRAND TOTAL				<u>\$ 20,779</u>	<u>\$ 12</u>	<u>\$ 20,791</u>

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

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 2023-2024			
Job Title	# of Positions	Average Cost	Total Cost
Specialist - 12 Month	2.00		\$ 232,019.00
(A) Total Positions Approved For FY 2023-2024	2.00		\$ 232,019.00

**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
Specialist - 12 Month	2.00		\$ 232,019.00
(C) Total Positions Submitted for Approval FY 2024-2025	2.00		\$ 232,019.00

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