



**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE**

FINANCE TAM: 2003-003
CONTACT: Debbie Bruce, Specialist
Budgeting & Financial Services
TELEPHONE: 833-7634

TO: Selected Principals/Bookkeepers
FROM: Rita Scallan, Program Director
Budgeting & Financial Services
DATE: August 27, 2002
SUBJECT: Second Chance Project #3113

The verification of retained students for Fiscal Year 2002-2003 has been finalized. As a result, the Second Chance funds have been allocated based upon the allocation methodology of \$2,000 per retained student. These funds have been placed in the Second Chance Project (#3113). The funds are ready to be released as soon as each school submits a budget for the Second Chance program approved by their respective Assistant Superintendent. Currently, the project is blocked until the Finance Department receives an approved budget plan from each school. Once the approved plan is received the funds will be released to each school.

Attached you will find a spreadsheet entitled "Second Chance Funds Allocation" which lists each school that had retentions in grades K - 8, the number of retentions by category and the total allocation per school. Also enclosed in the Second Chance Project packets are forms and instructions to facilitate each school in accessing their budget, submitting compensation for teachers and tutors participating in the program and providing students with much needed additional educational services. Enclosed are the following:

- Budget forms and instructions.
- Payroll forms and instructions.
- Copies of Memorandums of Agreement between the School District and OCEA outlining the rules and process to be used relating to personnel.
- Copy of Second Chance Project Memorandum dated August 2, 2002 outlining purpose of the project and most frequently asked questions.
- Printout reflecting the names and numbers of retained student at your individual school by grade level.

Should you have any questions or need additional information regarding budget issues, please contact Debbie Bruce at 833-7653. If you have questions regarding payroll issues, please contact Debby Fetner at 833-3650. If you have questions regarding the appropriate use of Second Chance funds, please contact the Quality Assurance Department at 833-3165.

Remember, each school must submit an approved budget before funds will be released.

C: Superintendent
Assistant Superintendents
Chief Officer - Human Resources
Chief Officer - Quality Assurance
Chief Financial Officer
OCEA
