



SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE

FINANCE TAM: 2008-043
CONTACT: Julie Perry, Budget Analyst
Budgeting & Financial Services
TELEPHONE: 833-5850

TO: School Principals
FROM: Debbie Bruce, Director – Budgeting & Financial Services
DATE: May 14, 2008
SUBJECT: Summer Intensive Studies (SIS) – Project 6127
Initial Allocation – Term 1

A handwritten signature in cursive script, appearing to read "Debbie Bruce", written over the "FROM" line of the memorandum.

The Budgeting & Financial Services Department has allocated funds for each school's Summer Intensive Studies (SIS) program for Fiscal Year 2007-2008. All schools will receive funding for Term 1, June 10 through June 30, 2008. High Schools will receive a separate allocation for Term 2, July 7 through July 25, 2008. Each term will consist of 15 days and will be operated Monday through Friday. The attached spreadsheet reflects each school's allocation.

Pertinent information regarding your school's budget is noted below:

1. Your school's allocation has been budgeted in salaries for hourly teachers (1010-5100-0132-Center-6127) and supplies (1010-5100-0510-Center-6127). Your school can begin making budget amendments to allocate supply dollars to the specific expenditure objects required to implement your summer program.
2. Your school's initial allocation was based on school projections provided by Quality Assurance.
3. The Teacher to Student Ratio will be: Elementary – 1:15, Middle – 1:18, and High – 1:21.
4. Sections will be closed when the average daily attendance for a teacher drops below 12.0 (Elementary), 15.0 (Middle), or 18.0 (High).
5. Projected Teaching Units of 0.80 (Elementary), 0.83 (Middle), and 0.86 (High) will be funded as 1.00 teaching unit based on item #4 above.
6. Teachers working the entire 15 days will be paid 90 hours (5 hours of instruction + 1.00 hour for pre/post planning and program evaluation per day X 15 days = 90 hours).
7. Schools will not be "held harmless" as enrollment will be verified on each Term's FTE "date certain," and funds will be adjusted accordingly.
8. Schools will not be responsible for SIS transportation costs. As transportation costs are accumulated and charged to the schools' SIS budgets, the SIS budgets will be increased accordingly.

Should you have any questions or need additional information regarding SIS, please contact the following individuals based on subject area:

1. Budget Issues - Julie Perry at 833-5850
2. SIS Program/Student Data - Guyla Hendricks at 833-5860.

Attachment

**SCHOOL DISTRICT OF OKALOOSA COUNTY
SUMMER INTENSIVE STUDIES - PROJECT 6127
INITIAL ALLOCATION - TERM 1
SUMMER 2008
MAY 14, 2008**

School Number	School Name	A	B	C	D	E	F	G	H	I	J
		Projected Number of Students	Projected Teaching Units	Funded Teaching Units	Average Instructional Hourly Rate	Instructional Hours Per Teacher for Pay Purposes	Plus 5% Leave Earned	Total Instructional Hours to Fund	Estimated Cost of Instructional Staff	Materials Allocation	Total SIS Allocation
									(C X D X G)		(G + H)
Elementary Schools:											
0031	Edwins Elementary	102.00	6.80	7.00	\$ 38	90.00	4.50	94.50	\$ 25,137	\$ 1,000	\$ 26,137
0041	Baker School (Elementary)	80.00	5.33	5.00	\$ 38	90.00	4.50	94.50	17,955	333	18,288
0051	Bob Sikes Elementary	90.00	6.00	6.00	\$ 38	90.00	4.50	94.50	21,546	1,000	22,546
0131	Destin Elementary	49.00	3.27	3.00	\$ 38	90.00	4.50	94.50	10,773	1,000	11,773
0151	Edge Elementary	58.00	3.87	4.00	\$ 38	90.00	4.50	94.50	14,364	1,000	15,364
0161	Eglin Elementary	80.00	5.33	5.00	\$ 38	90.00	4.50	94.50	17,955	1,000	18,955
0201	Laurel Hill School (Elementary)	34.00	2.27	2.00	\$ 38	90.00	4.50	94.50	7,182	333	7,515
0222	Northwood Elementary	45.00	3.00	3.00	\$ 38	90.00	4.50	94.50	10,773	1,000	11,773
0251	Southside Elementary	50.00	3.33	3.00	\$ 38	90.00	4.50	94.50	10,773	1,000	11,773
0261	Valparaiso Elementary	38.00	2.53	2.00	\$ 38	90.00	4.50	94.50	7,182	1,000	8,182
0281	Wright Elementary	112.00	7.47	7.00	\$ 38	90.00	4.50	94.50	25,137	1,000	26,137
0431	Shalimar Elementary	90.00	6.00	6.00	\$ 38	90.00	4.50	94.50	21,546	1,000	22,546
0541	Elliott Point Elementary	76.00	5.07	5.00	\$ 38	90.00	4.50	94.50	17,955	1,000	18,955
0561	Mary Esther Elementary	105.00	7.00	7.00	\$ 38	90.00	4.50	94.50	25,137	1,000	26,137
0571	Plew Elementary	25.00	1.67	1.00	\$ 38	90.00	4.50	94.50	3,591	1,000	4,591
0621	Kenwood Elementary	61.00	4.07	4.00	\$ 38	90.00	4.50	94.50	14,364	1,000	15,364
0631	Florosa Elementary	60.00	4.00	4.00	\$ 38	90.00	4.50	94.50	14,364	1,000	15,364
0671	Lewis Middle (Elementary)	28.00	1.87	2.00	\$ 38	90.00	4.50	94.50	7,182	500	7,682
0681	Longwood Elementary	96.00	6.40	6.00	\$ 38	90.00	4.50	94.50	21,546	1,000	22,546
0731	Walker Elementary	91.00	6.07	6.00	\$ 38	90.00	4.50	94.50	21,546	1,000	22,546
0741	Bluewater Elementary	30.00	2.00	2.00	\$ 38	90.00	4.50	94.50	7,182	1,000	8,182
0751	Antioch Elementary	45.00	3.00	3.00	\$ 38	90.00	4.50	94.50	10,773	1,000	11,773
Middle Schools:											
0041	Baker School (Middle)	60.00	3.33	3.00	\$ 38	90.00	4.50	94.50	10,773	333	11,106
0082	Meigs Middle	60.00	3.33	3.00	\$ 38	90.00	4.50	94.50	10,773	1,000	11,773
0092	Richbourg Middle	126.00	7.00	7.00	\$ 38	90.00	4.50	94.50	25,137	1,000	26,137
0121	Ruckel Middle	40.00	2.22	2.00	\$ 38	90.00	4.50	94.50	7,182	1,000	8,182
0201	Laurel Hill School (Middle)	20.00	1.11	1.00	\$ 38	90.00	4.50	94.50	3,591	333	3,924
0271	Pryor Middle	80.00	4.44	4.00	\$ 38	90.00	4.50	94.50	14,364	1,000	15,364
0651	Bruner Middle	75.00	4.17	4.00	\$ 38	90.00	4.50	94.50	14,364	1,000	15,364
0671	Lewis Middle (Middle)	105.00	5.83	6.00	\$ 38	90.00	4.50	94.50	21,546	500	22,046
0761	Davidson Middle	120.00	6.67	6.00	\$ 38	90.00	4.50	94.50	21,546	1,000	22,546
0771	Destin Middle	30.00	1.67	1.00	\$ 38	90.00	4.50	94.50	3,591	1,000	4,591
High Schools:											
0041	Baker School (High)	40.00	1.90	2.00	\$ 38	90.00	4.50	94.50	7,182	334	7,516
0201	Laurel Hill School (High)	25.00	1.19	1.00	\$ 38	90.00	4.50	94.50	3,591	334	3,925
0211	Niceville High	96.00	4.57	4.00	\$ 38	90.00	4.50	94.50	14,364	1,000	15,364
0581	Choctawhatchee High	210.00	10.00	10.00	\$ 38	90.00	4.50	94.50	35,910	1,000	36,910
0601	Crestview High	160.00	7.62	7.00	\$ 38	90.00	4.50	94.50	25,137	1,000	26,137
0641	Ft. Walton Beach High	152.00	7.24	7.00	\$ 38	90.00	4.50	94.50	25,137	1,000	26,137
Not Participating in Summer School:											
0701	OATC	-	-	-	\$ 38	90.00	4.50	94.50	-	-	-
0781	ECCI - South	-	-	-	\$ 38	90.00	4.50	94.50	-	-	-
0791	ECCI - North	-	-	-	\$ 38	90.00	4.50	94.50	-	-	-
9818	Northwest Florida Ballet	-	-	-	\$ 38	90.00	4.50	94.50	-	-	-
Total		2,844.00	168.64	161.00					\$ 578,151	\$ 33,000	\$ 611,151

Notes:

- Initial Allocation based on school projections provided by Quality Assurance.
- Teacher to Student Ratio: Elementary - 1:15, Middle - 1:18, High - 1:21
- Sections will be closed when the average daily attendance for a teacher drops below 12.0 (Elementary), 15.0 (Middle), or 18.0 (High).
- Projected Teaching Units of 0.80 (Elementary), 0.83 (Middle), and 0.86 (High) will be funded as 1.00 teaching unit based on note #3.
- Teachers working the entire 15 days will be paid 90 hours (5 hours instruction plus 0.50 hour lunch plus 0.50 hour planning per day times 15 days).
- Schools will not be "held harmless." Enrollment will be verified on each Term's FTE "date certain" and funds will be adjusted.