




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

FINANCE TAM: 2009-022

CONTACT: Julie Perry, Budget Analyst
Budgeting & Financial Services

TELEPHONE: 833-5850

TO: Middle School Principals

FROM: Debbie Bruce, Director – Budgeting & Financial Services 

DATE: December 15, 2008

SUBJECT: Middle School Math Tutoring
SAI – Secondary Math Remediation – Project 9161

In order to increase enrollment in advanced math classes and support students in mastering necessary math skills, middle schools will be provided the necessary funds for offering tutoring to math students in need of assistance and to those students who fall below FCAT proficiency. The attached spreadsheet reflects each school's allocation.

Pertinent information regarding your school's math tutoring budget is as follows:

- Your school's allocation has been budgeted in salaries for Other Compensation (1010-5100-0102-Center-9161). Available funds will be pulled back at the end of this fiscal year.
- A total of eight hours per week (two hours of tutoring per day) will be funded for 12 weeks (4 weeks in Quarter 2 and 8 weeks in Quarter 3). Quarter 4 will be funded based on tutoring needs determined by Quality Assurance.
- All tutoring must occur before or after school, outside of the teacher's regular-duty day on Monday through Thursday.
- Math tutoring will be offered at each middle school for the following purposes:
 - Remediation of core content in all math classes
 - Remediation for FCAT: students scoring below proficiency
 - Completion of homework and/or missed assignments
 - Review for tests
 - Remediation due to test/quiz failure
 - Review of math concepts
- A roster must be kept with student names, dates of tutoring, length of session and teacher's name. Students should sign in daily and stay for the entire session.
- If no students show up on a given day, the teacher will not be compensated for the time.
- It is the school's responsibility to advertise the program to parents.
- It is the classroom-math teacher's responsibility to contact parents and schedule students into tutoring.
- The expected ratio is 15 to 1; if attendance consistently falls below that ratio, adjustments may need to be made in the number of teachers providing tutoring services.

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

1. Budget Issues - Julie Perry, Budget Analyst, at 833-5850,
2. Curriculum Issues – Debbie Davis, Specialist, at 833-5871.

cc: Executive Staff
OCEA
Budget Bookkeepers

SCHOOL DISTRICT OF OKALOOSA COUNTY
SAI - SECONDARY MATH REMEDIATION - PROJECT 9161
MIDDLE SCHOOL MATH TUTORING ALLOCATION
FISCAL YEAR 2008-2009
DECEMBER 15, 2008

CENTER	SCHOOL	A	B	C	D	E
		NO. OF HOURS PER WEEK	NO. OF WEEKS	TOTAL HOURS ALLOCATED	AVERAGE HOURLY RATE	TEACHER FUNDING ALLOCATION
		(A X B)			(C X D)	
0041	BAKER SCHOOL	8	12	252	\$ 38	\$ 9,576
0082	MEIGS MIDDLE SCHOOL	8	12	252	\$ 38	9,576
0092	RICHBOURG MIDDLE SCHOOL	8	12	252	\$ 38	9,576
0121	RUCKEL MIDDLE SCHOOL	8	12	252	\$ 38	9,576
0201	LAUREL HILL SCHOOL	8	12	252	\$ 38	9,576
0271	PRYOR MIDDLE SCHOOL	8	12	252	\$ 38	9,576
0651	BRUNER MIDDLE SCHOOL	8	12	252	\$ 38	9,576
0671	LEWIS MIDDLE SCHOOL	8	12	252	\$ 38	9,576
0761	DAVIDSON MIDDLE SCHOOL	8	12	252	\$ 38	9,576
0771	DESTIN MIDDLE SCHOOL	8	12	252	\$ 38	9,576
TOTAL		80	120	2,520		\$ 95,760