



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

FINANCE TAM: 2009-036

CONTACT: Julie Perry, Specialist
Budgeting & Financial Services

TELEPHONE: 833-5850

TO: School Principals

FROM: Debbie Bruce, Director – Budgeting & Financial Services

DATE: June 23, 2009

SUBJECT: Summer Intensive Studies (SIS) – Project 9127
Initial Allocation – Terms 1 and 2

A handwritten signature in black ink, appearing to read "Debbie Bruce", is written over the "FROM" line.

Summer Intensive Studies (SIS) will be held at the high schools for Term 1 and all schools for Term 2. The Budgeting & Financial Services Department has allocated funds for the SIS program – Term 1 and Term 2. The attached spreadsheet reflects each participating school's allocation.

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

I. High Schools

A. There will be two terms of SIS:

1. SIS – Term 1 will be held June 9 through June 26, 2009, with a make-up day on Monday, June 29, 2009. The term will consist of 14 days plus one makeup day and will be operated Monday through Friday.
2. SIS – Term 2 will be held July 6 through July 28, 2009, with a make-up day on Wednesday, July 29, 2009. The term will consist of 14 days plus one makeup day and will be operated Monday through Thursday.

B. Per Quality Assurance, SIS will be for the purpose of Credit Recovery. Please see the attached spreadsheet for the summer school locations.

C. Each school's initial allocation was based on school projections provided by Quality Assurance. Schools will not be "held harmless" as enrollment will be verified on each Term's FTE "date certain," and funds will be adjusted accordingly.

D. The Teacher to Student Ratio will be 1:21, and sections will be closed when the average daily attendance for a teacher drops below 18.0.

E. Teachers working the entire 15 days of a term will be paid 82.50 hours (5.00 hours of instruction + 0.50 hour for pre/post planning and program evaluation per day X 15 days = 82.50 hours). (Note: Teachers will earn an additional 5% leave; therefore, the budget allocation includes funds for 86.63 hours.)

F. The allocations have been budgeted in salaries for hourly teachers (1010-5100-0132-Center-9127) and supplies (1010-5100-0510-Center-9127). Each school may begin making budget amendments to allocate supply dollars to the specific expenditure objects required to implement its summer program.

G. Transportation and food service will not be provided.

II. Middle Schools

- A. Middle schools will hold SIS during Term 2, July 6 through July 30, 2009. The term will consist of 16 days and will be operated Monday through Thursday.
- B. Per Quality Assurance, SIS will be for the purpose of Course Recovery, Remediation in Language Arts (Reading) and Math. Please see the attached spreadsheet for the summer school locations.
- C. Each school's initial allocation will be based on school projections provided by Quality Assurance. Schools will not be "held harmless" as enrollment will be verified on the Term's FTE "date certain," and funds will be adjusted accordingly.
- D. The Teacher to Student Ratio will be 1:18, and sections will be closed when the average daily attendance for a teacher drops below 15.0.
- E. Teachers working the entire 16 days will be paid 80.00 hours (4.50 hours of instruction + 0.50 hour for pre/post planning and program evaluation per day X 16 days = 80.00 hours). (Note: Teachers will earn an additional 5% leave; therefore, the budget allocation includes funds for 84.00 hours.)
- F. Transportation will be provided for Middle Schools with limited stops. These 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. Food service will not be provided.

III. Elementary Schools

- A. Elementary schools will hold SIS during Term 2, July 6 through July 30, 2009. The term will consist of 16 days and will be operated Monday through Thursday.
- B. Per Quality Assurance, SIS will be for the purpose of Remediation in Language Arts (Reading) and Math. Please see the attached spreadsheet for the summer school locations.
- C. Each school's initial allocation will be based on school projections provided by Quality Assurance. Schools will not be "held harmless" as enrollment will be verified on the Term's FTE "date certain," and funds will be adjusted accordingly.
- D. The Teacher to Student Ratio will be 1:15, and sections will be closed when the average daily attendance for a teacher drops below 12.0.
- E. Teachers working the entire 16 days will be paid 80.00 hours (4.50 hours of instruction + 0.50 hour for pre/post planning and program evaluation per day X 16 days = 80.00 hours). (Note: Teachers will earn an additional 5% leave; therefore, the budget allocation includes funds for 84.00 hours.)
- F. Transportation will be provided for Elementary Schools with limited stops. These 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. Food service will not be provided.

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.

SCHOOL DISTRICT OF OKALOOSA COUNTY
SUMMER INTENSIVE STUDIES - PROJECT 9127
INITIAL ALLOCATION - TERMS 1 AND 2 - SUMMER 2009
FISCAL YEAR 2008-2009
JUNE 23, 2009

School Number	School Name	Location (Center)	TERM 1		TERM 2		E	F	G	H	I	J	K	L
			A	B	C	D								
			Projected Number of Students	Projected Teaching Units	Projected Number of Students	Projected Teaching Units	Total Projected 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
										(G X 5%)	(G + H)	(E X F X I)	\$ 50	(I + K)
Elementary Schools:														
0031	Edwins Elementary	0541	-	-	-	-	-	\$ 38	80.00	4.00	84.00	\$ -	\$ -	\$ -
0041	Baker School (Elementary)	0041	-	-	15.00	1.00	1.00	\$ 38	80.00	4.00	84.00	3,192	50	3,242
0051	Bob Sikes Elementary	0731	-	-	-	-	-	\$ 38	80.00	4.00	84.00	-	-	-
0131	Destin Elementary	0131	-	-	22.00	2.00	2.00	\$ 38	80.00	4.00	84.00	6,384	100	6,484
0151	Edge Elementary	0571	-	-	-	-	-	\$ 38	80.00	4.00	84.00	-	-	-
0161	Eglin Elementary	0431	-	-	-	-	-	\$ 38	80.00	4.00	84.00	-	-	-
0201	Laurel Hill School (Elementary)	0201	-	-	9.00	1.00	1.00	\$ 38	80.00	4.00	84.00	3,192	50	3,242
0222	Northwood Elementary	0751	-	-	-	-	-	\$ 38	80.00	4.00	84.00	-	-	-
0251	Southside Elementary	0751	-	-	-	-	-	\$ 38	80.00	4.00	84.00	-	-	-
0261	Valparaiso Elementary	0571	-	-	-	-	-	\$ 38	80.00	4.00	84.00	-	-	-
0281	Wright Elementary	0281	-	-	62.00	4.00	4.00	\$ 38	80.00	4.00	84.00	12,768	200	12,968
0431	Shalimar Elementary	0431	-	-	69.00	5.00	5.00	\$ 38	80.00	4.00	84.00	15,960	250	16,210
0541	Elliott Point Elementary	0541	-	-	64.00	4.00	4.00	\$ 38	80.00	4.00	84.00	12,768	200	12,968
0561	Mary Esther Elementary	0561	-	-	51.00	4.00	4.00	\$ 38	80.00	4.00	84.00	12,768	200	12,968
0571	Plew Elementary	0571	-	-	46.00	3.00	3.00	\$ 38	80.00	4.00	84.00	9,576	150	9,726
0621	Kenwood Elementary	0281	-	-	-	-	-	\$ 38	80.00	4.00	84.00	-	-	-
0631	Florosa Elementary	0561	-	-	-	-	-	\$ 38	80.00	4.00	84.00	-	-	-
0671	Lewis Middle (Elementary)	0671	-	-	-	-	-	\$ 38	80.00	4.00	84.00	-	-	-
0681	Longwood Elementary	0431	-	-	-	-	-	\$ 38	80.00	4.00	84.00	-	-	-
0731	Walker Elementary	0731	-	-	58.00	4.00	4.00	\$ 38	80.00	4.00	84.00	12,768	200	12,968
0741	Bluewater Elementary	0571	-	-	-	-	-	\$ 38	80.00	4.00	84.00	-	-	-
0751	Antioch Elementary	0751	-	-	75.00	5.00	5.00	\$ 38	80.00	4.00	84.00	15,960	250	16,210
Middle Schools:														
0041	Baker School (Middle)	0041	-	-	15.00	1.00	1.00	\$ 38	80.00	4.00	84.00	3,192	50	3,242
0082	Meigs Middle	0271	-	-	-	-	-	\$ 38	80.00	4.00	84.00	-	-	-
0121	Ruckel Middle	0121	-	-	9.00	1.00	1.00	\$ 38	80.00	4.00	84.00	3,192	50	3,242
0201	Laurel Hill School (Middle)	0201	-	-	10.00	1.00	1.00	\$ 38	80.00	4.00	84.00	3,192	50	3,242
0271	Pryor Middle	0271	-	-	69.00	4.00	4.00	\$ 38	80.00	4.00	84.00	12,768	200	12,968
0651	Bruner Middle	0271	-	-	-	-	-	\$ 38	80.00	4.00	84.00	-	-	-
0671	Lewis Middle (Middle)	0121	-	-	-	-	-	\$ 38	80.00	4.00	84.00	-	-	-
0761	Davidson Middle	0761	-	-	49.00	3.00	3.00	\$ 38	80.00	4.00	84.00	9,576	150	9,726
0771	Destin Middle	0771	-	-	3.00	1.00	1.00	\$ 38	80.00	4.00	84.00	3,192	50	3,242
0802	Shoal River Middle (Richbourg)	0761	-	-	-	-	-	\$ 38	80.00	4.00	84.00	-	-	-
High Schools:														
0041	Baker School (High)	0041	34.00	3.00	34.00	3.00	6.00	\$ 38	82.50	4.13	86.63	19,752	150	19,902
0201	Laurel Hill School (High)	0201	-	-	-	-	-	\$ 38	82.50	4.13	86.63	-	-	-
0211	Niceville High	0211	67.00	3.00	67.00	3.00	6.00	\$ 38	82.50	4.13	86.63	19,752	150	19,902
0581	Choctawhatchee High	0701	-	-	-	-	-	\$ 38	82.50	4.13	86.63	-	-	-
0601	Crestview High	0601	60.00	3.00	60.00	3.00	6.00	\$ 38	82.50	4.13	86.63	19,752	150	19,902
0641	Ft. Walton Beach High	0701	-	-	-	-	-	\$ 38	82.50	4.13	86.63	-	-	-
0701	OATC	0701	110.00	5.00	110.00	5.00	10.00	\$ 38	82.50	4.13	86.63	32,919	250	33,169
Not Participating in Summer School:														
0701	OATC	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
0781	ECCI - South	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
0791	ECCI - North	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
9818	Northwest Florida Ballet	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total			271.00	14.00	897.00	58.00	72.00					\$ 232,623	\$ 2,900	\$ 235,523

Notes:

1. Initial Allocation based on school projections provided by Quality Assurance.
2. Teacher to Student Ratio: Elementary - 1:15, Middle - 1:18, High - 1:21
3. Sections will be closed when the average daily attendance for a teacher drops below 12.0 (Elementary), 15.0 (Middle), or 18.0 (High).
4. High School teachers working the entire 15 days will be paid 82.50 hours (5.00 hours instruction plus 0.50 hour for pre/post planning and program evaluation per day times 15 days).
5. Middle and Elementary School teachers working the entire 16 days will be paid 80.00 hours (4.50 hours instruction plus 0.50 hour for pre/post planning and program evaluation per day times 16 days).
6. Supply allocation is \$50 per teacher for High Schools (Term 1 only) and Middle/Elementary Schools (Term 2 only).
7. Schools will not be "held harmless." Enrollment will be verified on each Term's FTE "date certain" and funds will be adjusted.