




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

FINANCE TAM: 2010-023

CONTACT: Julie Perry, Specialist
Budgeting & Financial Services

TELEPHONE: 833-5850

TO: Elementary & K-12 School Principals
FROM: Rita R. Scallan, Chief Financial Officer 
DATE: January 28, 2010
SUBJECT: CSR – FAIR Assessment – Project 0113 – Second Allocation

On August 27, 2009, the District provided financial assistance to help elementary and K-12 schools provide a half-day substitute for each Kindergarten, 1st, and 2nd grade teacher administering the FAIR assessment to individual students.

The District is now providing an allocation to fund a whole-day substitute for the Kindergarten, 1st, and 2nd grade teachers administering the second round of FAIR assessments. Each school was asked to provide the number of teachers in these grade levels, and funds have been allocated to CSR – FAIR Assessment (Project 0113). Any additional time required will be the responsibility of the school.

The attached spreadsheet reflects the number of Kindergarten, 1st, and 2nd grade teachers at each school and their corresponding allocations. As you know, the instructional substitute rate of pay is \$64.86 or \$89.18 per day, depending on degree; therefore, Budgeting has allocated \$89 per teacher plus corresponding benefits. When entering substitute information into the payroll system, please enter the following budget strip: 1010.5100.0750.Center.0113. If the substitutes have already been paid from other budgeted funds, please submit a Transfer of Expenditure to charge Project 0113, noting that the substitutes were for FAIR testing.

Should you have any questions or require further information, please do not hesitate to contact Julie Perry at 833-5850.

cc: Executive Staff
School Bookkeepers

SCHOOL DISTRICT OF OKALOOSA COUNTY

CSR - FAIR TESTING - PROJECT 0113

SECOND ALLOCATION

FISCAL YEAR 2009-2010

JANUARY 28, 2010

CENTER	SCHOOL NAME	A	B	C = (A X B)	D = (C X 1.45%)	E = (C + D)
		NO. OF K-2 TEACHERS	SUBSTITUTE COST PER DAY	SUBSTITUTE ALLOCATION	MEDICARE ALLOCATION	TOTAL ALLOCATION
0031	EDWINS ELEMENTARY SCHOOL	15.00	\$ 89	\$ 1,335	\$ 19	\$ 1,354
0041	BAKER SCHOOL	13.00	89	1,157	17	1,174
0051	BOB SIKES ELEMENTARY SCHOOL	19.00	89	1,691	25	1,716
0131	DESTIN ELEMENTARY	23.00	89	2,047	30	2,077
0151	EDGE ELEMENTARY	15.00	89	1,335	19	1,354
0161	EGLIN ELEMENTARY	15.00	89	1,335	19	1,354
0201	LAUREL HILL SCHOOL	3.00	89	267	4	271
0222	NORTHWOOD ELEMENTARY	18.00	89	1,602	23	1,625
0251	RIVERSIDE ELEMENTARY	18.00	89	1,602	23	1,625
0261	VALPARAISO ELEMENTARY SCHOOL	11.00	89	979	14	993
0281	WRIGHT ELEMENTARY	16.00	89	1,424	21	1,445
0431	SHALIMAR ELEMENTARY	17.00	89	1,513	22	1,535
0541	ELLIOTT POINT ELEMENTARY	15.00	89	1,335	19	1,354
0561	MARY ESTHER ELEMENTARY SCHOOL	15.00	89	1,335	19	1,354
0571	PLEW ELEMENTARY	17.00	89	1,513	22	1,535
0621	KENWOOD ELEMENTARY	15.00	89	1,335	19	1,354
0631	FLOROSA ELEMENTARY SCHOOL	16.00	89	1,424	21	1,445
0681	LONGWOOD ELEMENTARY SCHOOL	15.00	89	1,335	19	1,354
0731	WALKER ELEMENTARY	20.00	89	1,780	26	1,806
0741	BLUEWATER ELEMENTARY SCHOOL	19.00	89	1,691	25	1,716
0751	ANTIOCH ELEMENTARY	23.00	89	2,047	30	2,077
9820	OKALOOSA BLENDED	2.00	89	178	3	181
TOTAL		340.00		\$ 30,260	\$ 439	\$ 30,699

NOTE:
NUMBER OF TEACHERS PROVIDED BY SCHOOLS ON JANUARY 25, 2010.