



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

FINANCE TAM: 2010-029

CONTACT: Julie Perry, Specialist
Budgeting & Financial Services

TELEPHONE: 833-5850

TO: High School & K-12 School Principals

FROM: Rita R. Scallan, Chief Financial Officer

A handwritten signature in blue ink, reading "Rita R. Scallan".

DATE: February 19, 2010

SUBJECT: High School Conferencing – CSR – Testing/Conferencing (Project 0113)

In order to help defray the cost of hiring substitutes for high school conferences, the District has made an allocation to CSR – Testing/Conferencing (Project 0113). Each high school has chosen two grade levels and provided the number of teachers holding conferences. Funds have been allocated to pay for one day of conferencing per teacher. Any additional time required will be the responsibility of the school.

The attached spreadsheet reflects the number of teachers in these grade levels 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 high school conferencing.

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 - TESTING/CONFERENCING - PROJECT 0113
HIGH SCHOOL CONFERENCING
FISCAL YEAR 2009-2010
FEBRUARY 19, 2009

		A	B	C	D = (B X C)	E = (D X 1.45%)	F = (D + E)
CENTER	SCHOOL NAME	GRADE LEVELS	NO. OF TEACHERS	SUBSTITUTE COST PER DAY	SUBSTITUTE ALLOCATION	MEDICARE ALLOCATION	TOTAL ALLOCATION
0041	BAKER SCHOOL	9th & 10th	12.00	\$ 89	\$ 1,068	\$ 15	\$ 1,083
0201	LAUREL HILL SCHOOL	N/A	N/A	89	N/A	N/A	N/A
0211	NICEVILLE HIGH SCHOOL	9th & 11th	52.00	89	4,628	67	4,695
0581	CHOCTAW HIGH SCHOOL	9th & 10th	42.00	89	3,738	54	3,792
0601	CRESTVIEW HIGH SCHOOL	9th & 11th	43.00	89	3,827	55	3,882
0641	FORT WALTON BEACH HIGH SCHOOL	9th & 11th	44.00	89	3,916	57	3,973
TOTAL			193.00		\$ 17,177	\$ 248	\$ 17,425

NOTES:

1. GRADE LEVELS AND NUMBER OF TEACHERS PROVIDED BY SCHOOLS.
2. LAUREL HILL SCHOOL'S GUIDANCE COUNSELOR HANDLES THEIR CONFERENCES.