




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

FINANCE TAM: 2010-036

CONTACT: Julie Perry, Specialist
Budgeting & Financial Services

TELEPHONE: 833-5850

TO: Elementary & K-12 School Principals
FROM: Rita R. Scallan, Chief Financial Officer 
DATE: April 20, 2010
SUBJECT: CSR – Testing/Conferencing – Project 0113 – Third FAIR 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. In addition, on January 28, 2010, the District provided financial assistance for a whole-day substitute to enable teachers to administer the second round of FAIR assessments.

The District is now providing a third allocation to fund a whole-day substitute for the Kindergarten, 1st, and 2nd grade teachers administering the third 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 – Testing/Conferencing (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 - TESTING/CONFERENCING - PROJECT 0113
 THIRD ALLOCATION
 FISCAL YEAR 2009-2010
 APRIL 20, 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 | 6.00 | 89 | 534 | 8 | 542 |
| 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 | - | 89 | - | - | - |
| TOTAL | | 341.00 | | \$ 30,349 | \$ 440 | \$ 30,789 |

NOTE:
 NUMBER OF TEACHERS PROVIDED BY SCHOOLS ON APRIL 16, 2010.