



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

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FINANCE TAM: 2011-034  
CONTACT: Julie Perry, Specialist  
Budgeting & Financial Services  
TELEPHONE: 833-5850

TO: School Principals  
FROM: Rita R. Scallan, Chief Financial Officer  
DATE: April 14, 2011  
SUBJECT: Summer Intensive Studies (SIS) – Project 1127  
Initial Allocation – Terms 1 and 2 – All Schools

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

Summer Intensive Studies (SIS) will be held at all schools for Term 1 and at the high schools for Term 2. The Budgeting & Financial Services Department has made the initial allocation for the SIS program based on actual 2010 SIS attendance; however, the allocation will be adjusted based on actual attendance. 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. The purpose of High School SIS will be credit recovery for students lacking one or more credits for promotion and/or graduation.
- B. There will be two terms of SIS:
  1. SIS – Term 1 will be held May 31 through June 30, 2011; June 30 is used only for students needing a make-up day. The term will consist of 15 days (plus one make-up day) and will be operated Tuesday through Thursday (weeks 1, 2, 3, and 5) and Tuesday through Friday (week 4).
  2. SIS – Term 2 will be held July 5 through July 29, 2011; July 29 is used only for students needing a make-up day. The term will consist of 15 days (plus one make-up day) and will be operated Tuesday through Thursday (week 1), Monday through Thursday (weeks 2 and 3), and Monday through Friday (week 4).
- C. Pre-planning for Term 1 will be three (3) hours on May 27. Pre-planning for Term 2 will be three (3) hours on July 1.
- D. SIS will be held at the following locations:
  1. CHOICE High School & Vocational Center (for Choctaw High School, Fort Walton Beach High School, and Niceville High School),
  2. Crestview High School,
  3. Laurel Hill School, and
  4. Baker School.
- E. Students will attend SIS from 7:30 a.m. to 12:00 p.m. (4.50 hours), and the teacher duty day will be from 7:15 a.m. to 12:15 p.m. (5.00 hours).

- F. No student may attend less than the full day, full session identified in the SIS schedule unless he/she has met drop-out prevention criteria and the appropriate form (MIS 4198) has been completed with required signatures.
- G. With the exception of performance-based programs, all SIS teachers must be certified in the subject taught.
- H. The student/teacher ratio will be 21 to 1, and classes will be closed when the average daily attendance for a teacher drops below 16. Student attendance will be monitored during each SIS session.
- I. Transportation will not be provided.
- J. There is no lunch period included in the schedule.
- K. The initial allocation is based on a the actual 2010 SIS attendance. Information Systems will be capturing attendance data on June 17 and July 15, 2011. After the July 15 capture, Budgeting will adjust each school's allocation based on actual attendance.**
- L. Teachers working the entire 16 days of a term will be paid 83.00 hours (4.50 of instruction + 0.50 hour for pre/post planning and program evaluation per day X 16 days = 80.00 hours plus 3.00 hours pre-planning). (Note: Teachers will earn an additional 5% leave (4.25 hours); therefore, the budget allocation includes funds for 87.25 hours.)
- M. Schools have been allocated \$50 per teacher for supplies to be used for SIS.
- N. The allocations have been budgeted in salaries for hourly teachers (1010-5100-0132-Center-1127) and supplies (1010-5100-0510-Center-1127). Each school may begin making budget amendments to allocate supply dollars to the specific expenditure objects required to implement its summer program.

## **II. Middle Schools**

- A. The purpose of Middle School SIS will be:
  - 1. Course recovery for purpose of promotion (i.e., grade of "F" in one or two core courses), and/or
  - 2. Remediation in Reading and/or Math for students retained due to the assessment series (less than minimum levels in all four assessments in the series).
- B. Middle schools will hold SIS during Term 1, May 31 through June 30, 2011; June 30 is used only for students needing a make-up day. The term will consist of 15 days (plus one make-up day) and will be operated Tuesday through Thursday (weeks 1, 2, 3, and 5) and Tuesday through Friday (week 4).
- C. Pre-planning for Term 1 will be three (3) hours on May 27.
- D. SIS will be held at the following locations:
  - 1. Meigs Middle School (for Bruner, Pryor, and Meigs Middle Schools),
  - 2. Lewis K-8 School (for Ruckel Middle and Lewis K-8 Schools – Grades 6 through 8)
  - 3. Davidson Middle School (for Shoal River and Davidson Middle Schools),
  - 4. Laurel Hill School,
  - 5. Baker School, and
  - 6. Destin Middle School.
- E. Students will attend SIS from 7:30 a.m. to 12:00 p.m. (4.50 hours), and the teacher duty day will be from 7:15 a.m. to 12:15 p.m. (5.00 hours).

- F. No student may attend less than the full day, full session identified in the SIS schedule unless he/she has met drop-out prevention criteria and the appropriate form (MIS 4198) has been completed with required signatures.
- G. With the exception of performance-based programs, all SIS teachers must be certified in the subject taught.
- H. The student/teacher ratio will be 18 to 1, and classes will be closed when the average daily attendance for a teacher drops below 15. Student attendance will be monitored during each SIS session.
- I. Transportation will be provided for all schools except Destin Middle School. There will be limited stops. 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.
- J. There is no lunch period included in the schedule.
- K. The initial allocation is based on a the actual 2010 SIS attendance. Information Systems will be capturing attendance data on June 17, 2011. Budgeting will adjust each school's allocation based on actual attendance.**
- L. Teachers working the entire 16 days of a term will be paid 83.00 hours (4.50 of instruction + 0.50 hour for pre/post planning and program evaluation per day X 16 days = 80.00 hours plus 3.00 hours pre-planning). (Note: Teachers will earn an additional 5% leave (4.25 hours); therefore, the budget allocation includes funds for 87.25 hours.)
- M. Schools have been allocated \$50 per teacher for supplies to be used for SIS.
- N. The allocations have been budgeted in salaries for hourly teachers (1010-5100-0132-Center-1127) and supplies (1010-5100-0510-Center-1127). Each school may begin making budget amendments to allocate supply dollars to the specific expenditure objects required to implement its summer program.

### **III. Elementary Schools**

- A. The purpose of Elementary School SIS will be for remediation in Reading and/or Math for:
  - 1. Retained students or Good Cause/Administratively Promoted students,
  - 2. Students in 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> Grade scoring an FCAT Level 1 in Reading and/or Math,
  - 3. Students in 1<sup>st</sup> or 2<sup>nd</sup> Grade scoring an "F" in Reading and/or Math,
  - 4. Students in Kindergarten scoring a "U" in Reading.
- B. Elementary schools will hold SIS during Term 1, May 31 through June 29, 2011. The term will consist of 15 days and will be operated Tuesday through Thursday (weeks 1, 2, and 3), Tuesday through Friday (week 4), and Tuesday through Wednesday (week 5).
- C. Pre-planning for Term 1 will be three (3) hours on May 27.
- D. SIS will be held at the following locations:
  - 1. Lewis K-8 School (for Edge, Plew, and Bluewater Elementary Schools and Lewis K-8 School Grades K through 5),
  - 2. Walker Elementary School (for Bob Sikes and Walker Elementary Schools),
  - 3. Northwood Elementary School (for Riverside, Northwood, and Antioch Elementary Schools),
  - 4. Mar Esther Elementary School (for Florosa and Mary Esther Elementary Schools),

5. Wright Elementary School (for Kenwood and Wright Elementary Schools),
  6. Elliott Point Elementary School (for Edwins and Elliott Point Elementary Schools and NWFL Ballet Academie),
  7. Longwood Elementary School (for Shalimar, Eglin, and Longwood Elementary Schools),
  8. Destin Elementary School,
  9. Laurel Hill School, and
  10. Baker School.
- E. Students will attend SIS from 7:45 a.m. to 12:15 p.m. (4.50 hours), and the teacher duty day will be from 7:30 a.m. to 12:30 p.m. (5.00 hours).
- F. The student/teacher ratio will be 15 to 1, and classes will be closed when the average daily attendance for a teacher drops below 12. Student attendance will be monitored during each SIS session.
- G. Transportation will be provided for all schools with limited stops. 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.
- H. There is no lunch period included in the schedule.
- I. The SESAT/SAT 10 will be administered at the conclusion of the SIS session for retained students only.
- J. **The initial allocation is based on a the actual 2010 SIS attendance. Information Systems will be capturing attendance data on June 17, 2011. Budgeting will adjust each school's allocation based on actual attendance.**
- K. Teachers working the entire 15 days of a term will be paid 78.00 hours (4.50 of instruction + 0.50 hour for pre/post planning and program evaluation per day X 15 days = 75.00 hours plus 3.00 hours pre-planning). (Note: Teachers will earn an additional 5% leave (4.00 hours); therefore, the budget allocation includes funds for 82.00 hours.)
- L. Schools have been allocated \$50 per teacher for supplies to be used for SIS.
- M. The allocations have been budgeted in salaries for hourly teachers (1010-5100-0132-Center-1127) and supplies (1010-5100-0510-Center-1127). Each school may begin making budget amendments to allocate supply dollars to the specific expenditure objects required to implement its summer program.

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 – Guyla Hendricks at 833-5860
3. Student Data – Wendy Meserve at 689-7149.

Attachment

**SCHOOL DISTRICT OF OKALOOSA COUNTY**  
**SUMMER INTENSIVE STUDIES - PROJECT 1127**  
**INITIAL ALLOCATION - TERMS 1 & 2 - SUMMER 2011**  
**ELEMENTARY, MIDDLE, AND HIGH SCHOOLS**  
**FISCAL YEARS 2010-2011 & 2011-2012**  
**APRIL 4, 2011**

School Number	School Name	Location (Center)	A	B	C	D	E	F	G	H	I	J	K	L	M
			Projected Number of Students By Location Term 1 (Note 1)	Projected Teaching Units Term 1 (Note 2)	Projected Number of Students By Location Term 2 (Note 1)	Projected Teaching Units Term 2 (Note 2)	Total Projected Number of Students By Location (A + C)	Total Projected Teaching Units By Location (B + D)	Average Instructional Hourly Rate	Instructional Hours Per Teacher for Pay Purposes (Notes 4 & 5)	Plus 5% Leave Earned (H x 5%)	Total Instructional Hours to Fund (H + I)	Estimated Cost of Instructional Staff (F x G x J)	Materials Allocation \$ 50	Total SIS Allocation (K + L)
<b>Elementary Schools:</b>															
0031	Edwins Elementary	0541													
0541	Elliott Point Elementary	0541													
9820	NWFL Ballet Academie	0541													
	Sub-Total	0541	75.00	5.00	-	-	75.00	5.00	\$ 38	78.00	4.00	82.00	\$ 15,580	\$ 250	\$ 15,830
0041	Baker School (Elementary)	0041													
	Sub-Total	0041	43.00	3.00	-	-	43.00	3.00	38	78.00	4.00	82.00	9,348	150	9,498
0051	Bob Sikes Elementary	0731													
0731	Walker Elementary	0731													
	Sub-Total	0731	76.00	5.00	-	-	76.00	5.00	38	78.00	4.00	82.00	15,580	250	15,830
0131	Destin Elementary	0131													
	Sub-Total	0131	30.00	2.00	-	-	30.00	2.00	38	78.00	4.00	82.00	6,232	100	6,332
0151	Edge Elementary	0671													
0571	Plew Elementary	0671													
0671	Lewis K-8 (Elementary)	0671													
0741	Bluewater Elementary	0671													
	Sub-Total	0671	56.00	4.00	-	-	56.00	4.00	38	78.00	4.00	82.00	12,464	200	12,664
0201	Laurel Hill School (Elementary)	0201													
	Sub-Total	0201	27.00	2.00	-	-	27.00	2.00	38	78.00	4.00	82.00	6,232	100	6,332
0222	Northwood Elementary	0222													
0251	Riverside Elementary	0222													
0751	Antioch Elementary	0222													
	Sub-Total	0222	99.00	7.00	-	-	99.00	7.00	38	78.00	4.00	82.00	21,812	350	22,162
0161	Eglin Elementary	0681													
0431	Shalimar Elementary	0681													
0681	Longwood Elementary	0681													
	Sub-Total	0681	52.00	3.00	-	-	52.00	3.00	38	78.00	4.00	82.00	9,348	150	9,498
0281	Wright Elementary	0281													
0621	Kenwood Elementary	0281													
	Sub-Total	0281	50.00	3.00	-	-	50.00	3.00	38	78.00	4.00	82.00	9,348	150	9,498
0561	Mary Esther Elementary	0561													
0631	Florosa Elementary	0561													
	Sub-Total	0561	51.00	3.00	-	-	51.00	3.00	38	78.00	4.00	82.00	9,348	150	9,498

**Middle Schools:**

0041	Baker School (Middle)	0041													
	Sub-Total	0041	26.00	1.00	-	-	26.00	1.00	38	83.00	4.25	87.25	3,316	50	3,366
0761	Davidson Middle	0761													
0092	Shoal River Middle	0761													
	Sub-Total	0761	89.00	5.00	-	-	89.00	5.00	38	83.00	4.25	87.25	16,578	250	16,828

**SCHOOL DISTRICT OF OKALOOSA COUNTY  
SUMMER INTENSIVE STUDIES - PROJECT 1127  
INITIAL ALLOCATION - TERMS 1 & 2 - SUMMER 2011  
ELEMENTARY, MIDDLE, AND HIGH SCHOOLS  
FISCAL YEARS 2010-2011 & 2011-2012  
APRIL 4, 2011**

School Number	School Name	Location (Center)	A	B	C	D	E	F	G	H	I	J	K	L	M
			Projected Number of Students By Location Term 1 (Note 1)	Projected Teaching Units Term 1 (Note 2)	Projected Number of Students By Location Term 2 (Note 1)	Projected Teaching Units Term 2 (Note 2)	Total Projected Number of Students By Location (A + C)	Total Projected Teaching Units By Location (B + D)	Average Instructional Hourly Rate	Instructional Hours Per Teacher for Pay Purposes (Notes 4 & 5)	Plus 5% Leave Earned (H x 5%)	Total Instructional Hours to Fund (H + I)	Estimated Cost of Instructional Staff (F x G x J)	Materials Allocation \$ 50	Total SIS Allocation (K + L)
0121	Ruckel Middle	0671													
0671	Lewis K-8 (Middle)	0671													
	Sub-Total	0671	21.00	1.00	-	-	21.00	1.00	38	83.00	4.25	87.25	3,316	50	3,366
0201	Laurel Hill School (Middle)	0201													
	Sub-Total	0201	5.00	1.00	-	-	5.00	1.00	38	83.00	4.25	87.25	3,316	50	3,366
0082	Meigs Middle	0082													
0271	Pryor Middle	0082													
0651	Bruner Middle	0082													
	Sub-Total	0082	54.00	3.00	-	-	54.00	3.00	38	83.00	4.25	87.25	9,947	150	10,097
0771	Destin Middle	0771													
	Sub-Total	0771	26.00	1.00	-	-	26.00	1.00	38	83.00	4.25	87.25	3,316	50	3,366

**High Schools:**

0041	Baker School (High)	0041													
	Sub-Total	0041	49.00	2.00	37.00	2.00	86.00	4.00	38	83.00	4.25	87.25	13,262	200	13,462
0201	Laurel Hill School (High)	0201													
	Sub-Total	0201	17.00	1.00	5.00	1.00	22.00	2.00	38	83.00	4.25	87.25	6,631	100	6,731
0601	Crestview High	0601													
	Sub-Total	0601	85.00	4.00	91.00	4.00	176.00	8.00	38	83.00	4.25	87.25	26,524	400	26,924
0211	Niceville High	0701													
0581	Choctawhatchee High	0701													
0641	Ft. Walton Beach High	0701													
	Sub-Total	0701	237.00	11.00	243.00	12.00	480.00	23.00	38	83.00	4.25	87.25	76,257	1,150	77,407

<b>Total</b>			1,168.00	67.00	376.00	19.00	1,544.00	86.00					\$ 277,755	\$ 4,300	\$ 282,055
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**Notes:**

- The initial allocation is based on the final allocations for Summer 2010 SIS.
- Teacher to Student Ratio: Elementary - 1:15, Middle - 1:18, High - 1:21
- Sections will be closed when the average daily attendance for a teacher drops below 12.0 (Elementary), 15.0 (Middle), or 16.0 (High).
- Elementary school teachers working the entire 15 days will be paid 78.00 hours (4.50 hours instruction plus 0.50 hour for pre/post planning and program evaluation per day times 15 days plus 3.00 hours pre-planning).
- Middle and high school teachers working the entire 16 days of a session will be paid 83.00 hours (4.50 hours instruction plus 0.50 hour for pre/post planning and program evaluation per day times 16 days plus 3.00 hours pre-planning). The number of students reflected at the high school level are for Sessions I and II combined.
- The supply allocation is \$50 per teacher.
- Schools will not be "held harmless." Attendance will be verified by Information Systems on June 17, 2011, (Term 1) and July 15, 2011 (Term 2). The allocation will be adjusted based on actual attendance.

## Okaloosa County School District

### Summer Intensive Studies 2011

#### High School:

- Purpose: Credit recovery for students lacking one or more credits for promotion and/or graduation
- Session 1: May 31 – June 30 (15/16 days), June 30 is used only for students needing a make-up day.
- Session 1:
  - ✓ May 31 - June 2 (T-Th)
  - ✓ June 7-9 (T-Th)
  - ✓ June 14-16 (T-Th)
  - ✓ June 21-24 (T-F)
  - ✓ June 28-30 (T-Th)
- Session 1: Preplanning for teachers, 3 hours, May 27
- Session 2: July 5 - 29 (15/16 days), July 29 is used only for students needing a make-up day
- Session 2:
  - ✓ July 5 - 7 (T-Th)
  - ✓ July 11 - 14 (M-Th)
  - ✓ July 18 - 21 (M-Th)
  - ✓ July 25 - 29 (M-F)
- Session 2: Pre-planning for teachers, 3 hours, July 1
- Locations: OATC (for CHS, FWBHS and NHS), Crestview HS, Laurel Hill and Baker
- Time: 7:30 – 12:00 (4 ½ hrs.); teacher duty day: 7:15 – 12:15 (5 hrs.)
- No student may attend less than the full day, full session identified in the SIS schedule unless s/he has met drop-out prevention criteria and the appropriate form has been completed, MIS 4198, with required signatures
- With the exception of performance-based programs, all SIS teachers must be certified in the subject taught
- Ratio: 21 to 1 (collapse a class under 16); student attendance will be monitored during each SIS session
- No transportation provided
- No lunch period included in the SIS schedule

## Okaloosa County School District

### Summer Intensive Studies 2011

#### Middle School:

- Purpose: Course recovery for purpose of promotion (i.e., grade of F in 1 or 2 core courses), and/or remediation in Reading and/or Math for students retained due to the assessment series (less than minimum levels in all four assessments in the series)
- ✓ Locations - One school site per geographical area
  - ✓ **Meigs**, Bruner, Pryor
  - ✓ **Lewis**, Ruckel
  - ✓ **Davidson**, Shoal River
  - ✓ Laurel Hill
  - ✓ Baker
  - ✓ Destin Middle (no transportation provided)
- Time: 7:30 - 12:00 (4 ½ hrs.); Teacher duty day: 7:15 – 12:15 (5 hrs.)
- Pre-planning: May 27, 3 hrs.
- Dates: May 31 – June 30 (15/16 days), June 30 is used only for students needing a make-up day.
- SIS Schedule:
  - ✓ May 31 - June 2 (T-Th)
  - ✓ June 7-9 (T-Th)
  - ✓ June 14-16 (T-Th)
  - ✓ June 21-24 (T-F)
  - ✓ June 28-30 (T-Th)
- Ratio: 18 to 1 (collapse a class under 15); student attendance will be monitored
- Transportation provided – limited stops, area pick-ups (TBA)
- No lunch period provided in the SIS schedule



## Okaloosa County School District

### Summer Intensive Studies 2011

#### Elementary:

- Purpose: Remediation in Reading and Math for lowest performing students
  - ✓ Gr. 3-5 FCAT Level 1 in Reading and/or Math
  - ✓ Gr. 1-2: Grade of F in Reading and/or Math
  - ✓ Gr. K: Grade of U in Reading
  - ✓ Students retained or promoted on a Good Cause exemption/Administrative Promotion
- Locations: Identified sets of schools at a single location (first school = SIS site)
  - ✓ Lewis, Edge, Plew, Bluewater
  - ✓ Walker, Bob Sikes
  - ✓ Northwood, Antioch, Riverside
  - ✓ Mary Esther, Florosa
  - ✓ Wright, Kenwood
  - ✓ Elliott Point, Edwins, Ballet Academie
  - ✓ Longwood, Shalimar, Eglin
  - ✓ Destin E.
  - ✓ Laurel Hill
  - ✓ Baker
- Time: 7:45 – 12:15 (4 ½ hrs.); teacher duty day: 7:30 – 12:30 (5 hrs.)
- Pre-planning: May 27, 3 hrs.
- Dates: May 31 – June 29 (15 days)
  - ✓ May 31 – June 2 (T-Th)
  - ✓ June 7-9 (T-Th)
  - ✓ June 14-16 (T-Th)
  - ✓ June 21-24 (T-F)
  - ✓ June 28-29 (T-W)
- Ratio: 15 to 1 (collapse a class under 12); student attendance will be monitored
- Transportation provided – limited stops, area pick-ups (TBA)
- No lunch period provided in the SIS schedule
- SESAT/SAT 10 administered at the conclusion of the SIS session for retained students only