



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

FINANCE TAM: 2012-007

CONTACT: Julie Perry, Specialist

TELEPHONE: 833-5850

TO: School Principals

FROM: Rita R. Scallan, Chief Financial Officer 

DATE: August 23, 2011

SUBJECT: Custodial Services

On May 23, 2011, the School Board approved the Educational Support Professional Association Master Contract. As part of the contract settlement, the District agreed to implement a new custodial services plan that would serve all schools with oversight at the District level.

When the School Budget Manual was published for fiscal year 2011-2012 school custodial positions, based on the number of positions purchased in 2010-2011, were locked into the salary menu and likewise the contractual obligation for schools participating in the 2010-2011 pilot program were locked in each school's budget detail forms. It was agreed that the District would use the combination of these funds to cover the cost of custodial services for all schools for fiscal year 2011-2012.

The Budgeting Department has moved the custodial funds (positions and/or contracts) from each school's discretionary budget to the Custodial Services - Project 2011. The attached spreadsheet indicates the full-time equivalent (FTE) number of positions and corresponding budgets that were locked in at each school.

Should you have any questions or need further assistance, please do not hesitate to contact:

Budgeting Questions - Julie Perry at 833-5850

Custodial Services Questions - Ed Coleman at 833-3193

cc: Executive Staff
School Bookkeepers

SCHOOL DISTRICT OF OKALOOSA COUNTY
 LOCKED CUSTODIAL POSITIONS & CONTRACTS
 BUDGETED FUNDS MOVED TO PROJECT 2011 - CUSTODIAL SERVICES
 FISCAL YEAR 2011-2012
 AUGUST 23, 2011

| | | | FTE NUMBER OF POSITIONS | | | | | | | | | |
|--------|-------------------------------|---------|-------------------------|-----------------------|-----------------------|----------------------|----------------------------|----------------------------|---------------------------|-----------------|--------|--|
| CENTER | SCHOOL NAME | ZONE | CUSTODIAN 12 MONTH | CUSTODIAN 12 MONTH | CUSTODIAN 10 MONTH | CUSTODIAN 9 MONTH | CUSTODIAN 12 MO < 4 HRS | CUSTODIAN 10 MO < 4 HRS | CUSTODIAN 9 MO < 4 HRS | GCA CONTRACT | TOTAL | |
| 0031 | EDWINS ELEMENTARY SCHOOL | FWB-S | 1.00 | - | - | 1.34 | - | - | - | - | 2.34 | |
| 0041 | BAKER SCHOOL | NORTH | 1.00 | 2.00 | - | 1.06 | - | - | - | - | 4.06 | |
| 0051 | BOB SIKES ELEMENTARY SCHOOL | NORTH | 1.00 | 1.00 | - | 1.00 | - | - | - | 1.07 | 4.07 | |
| 0082 | MEIGS MIDDLE SCHOOL | FWB-N | 1.00 | 2.00 | 1.00 | - | - | - | - | - | 4.00 | |
| 0092 | SHOAL RIVER MIDDLE SCHOOL | NORTH | 1.00 | 1.00 | 1.00 | - | - | - | - | - | 3.00 | |
| 0121 | RUCKEL MIDDLE SCHOOL | CENTRAL | 1.00 | 2.00 | 1.00 | - | - | - | - | - | 4.00 | |
| 0131 | DESTIN ELEMENTARY SCHOOL | FWB-S | 1.00 | 2.00 | - | 1.00 | - | - | - | 0.67 | 4.67 | |
| 0151 | EDGE ELEMENTARY SCHOOL | CENTRAL | 1.00 | - | 0.93 | - | - | - | - | - | 1.93 | |
| 0161 | EGLIN ELEMENTARY SCHOOL | CENTRAL | 1.00 | 2.00 | - | - | - | - | - | - | 3.00 | |
| 0201 | LAUREL HILL SCHOOL | NORTH | 1.00 | 1.67 | - | 0.99 | - | - | - | - | 3.66 | |
| 0211 | NICEVILLE HIGH SCHOOL | CENTRAL | 1.00 | 6.26 | 1.00 | - | - | - | - | - | 8.26 | |
| 0222 | NORTHWOOD ELEMENTARY SCHOOL | NORTH | 1.00 | 1.00 | - | 0.87 | - | - | - | 2.73 | 5.60 | |
| 0241 | SILVER SANDS SCHOOL | FWB-S | 1.00 | 1.67 | - | - | - | - | - | - | 2.67 | |
| 0251 | RIVERSIDE ELEMENTARY SCHOOL | NORTH | 1.00 | - | - | 0.20 | - | - | - | 3.33 | 4.53 | |
| 0271 | PRYOR MIDDLE SCHOOL | FWB-N | 1.00 | 1.00 | - | - | - | - | - | - | 2.00 | |
| 0281 | WRIGHT ELEMENTARY SCHOOL | FWB-N | - | 1.00 | 1.00 | - | - | - | - | 1.93 | 3.93 | |
| 0431 | SHALIMAR ELEMENTARY SCHOOL | FWB-N | 1.00 | 1.00 | 0.50 | - | - | - | - | - | 2.50 | |
| 0541 | ELLIOTT PT ELEMENTARY SCHOOL | FWB-S | 1.00 | - | - | - | - | - | - | 1.86 | 2.86 | |
| 0561 | MARY ESTHER ELEMENTARY SCHOOL | FWB-S | 1.00 | 0.60 | - | - | - | - | - | 1.33 | 2.93 | |
| 0571 | PLEW ELEMENTARY SCHOOL | CENTRAL | 1.00 | 1.80 | 0.40 | - | - | - | - | - | 3.20 | |
| 0581 | CHOCTAW HIGH SCHOOL | FWB-N | 1.00 | 3.00 | 1.00 | - | - | - | - | - | 5.00 | |
| 0601 | CRESTVIEW HIGH SCHOOL | NORTH | 1.00 | 4.00 | - | - | - | - | 0.50 | - | 5.50 | |
| 0621 | KENWOOD ELEMENTARY SCHOOL | FWB-N | 1.00 | 1.00 | - | 0.67 | - | - | - | - | 2.67 | |
| 0631 | FLOROSA ELEMENTARY SCHOOL | FWB-S | - | - | - | - | - | - | - | 3.73 | 3.73 | |
| 0641 | FORT WALTON BEACH HIGH SCHOOL | FWB-S | 1.00 | 3.00 | - | - | - | - | - | 4.53 | 8.53 | |
| 0651 | BRUNER MIDDLE SCHOOL | FWB-S | - | 3.00 | - | - | - | 0.50 | - | - | 3.50 | |
| 0671 | LEWIS K-8 SCHOOL | CENTRAL | 1.00 | 2.00 | - | - | - | - | - | - | 3.00 | |
| 0681 | LONGWOOD ELEMENTARY SCHOOL | FWB-N | 1.00 | 0.53 | 0.67 | - | - | - | - | - | 2.20 | |
| 0701 | CHOICE HIGH & TECH CNTR | FWB-N | 0.40 | - | 1.20 | - | - | - | - | - | 1.60 | |
| 0731 | WALKER ELEMENTARY SCHOOL | NORTH | 1.00 | 2.00 | - | - | - | - | - | 1.47 | 4.47 | |
| 0741 | BLUEWATER ELEMENTARY SCHOOL | CENTRAL | 1.00 | 3.80 | - | - | - | - | - | - | 4.80 | |
| 0751 | ANTIOCH ELEMENTARY SCHOOL | NORTH | 1.00 | 2.00 | 1.00 | - | - | - | - | 0.27 | 4.27 | |
| 0761 | DAVIDSON MIDDLE SCHOOL | NORTH | - | 3.53 | 1.00 | - | - | - | 0.47 | - | 5.00 | |
| 0771 | DESTIN MIDDLE SCHOOL | CENTRAL | 1.00 | 1.00 | - | - | - | - | - | - | 2.00 | |
| 0801 | RICHBOURG SCHOOL | NORTH | - | 0.50 | - | - | - | - | - | - | 0.50 | |
| 0811 | SOUTHSIDE CENTER | NORTH | - | 0.36 | - | - | - | - | - | - | 0.36 | |
| 9820 | OKALOOSA BLENDED | NORTH | - | 0.07 | - | - | - | - | - | - | 0.07 | |
| TOTAL | | | 29.40 | 57.79 | 11.70 | 7.13 | - | 0.50 | 0.97 | 22.92 | 130.41 | |

SCHOOL DISTRICT OF OKALOOSA COUNTY
 LOCKED CUSTODIAL POSITIONS & CONTRACTS
 BUDGETED FUNDS MOVED TO PROJECT 2011 - CUSTODIAL SERVICES
 FISCAL YEAR 2011-2012
 AUGUST 23, 2011

| CENTER | SCHOOL NAME | ZONE | COST TO SCHOOLS | | | | | | | | GCA CONTRACT | TOTAL |
|--------------|-------------------------------|---------|-----------------------|-----------------------|-----------------------|----------------------|----------------------------|----------------------------|---------------------------|-------------------|---------------------|---------|
| | | | \$ 49,400 | \$ 38,900 | \$ 33,500 | \$ 30,700 | \$ 33,000 | \$ 27,000 | \$ 24,750 | AS SHOWN | | |
| | | | CUSTODIAN 12 MONTH | CUSTODIAN 12 MONTH | CUSTODIAN 10 MONTH | CUSTODIAN 9 MONTH | CUSTODIAN 12 MO < 4 HRS | CUSTODIAN 10 MO < 4 HRS | CUSTODIAN 9 MO < 4 HRS | | | |
| 0031 | EDWINS ELEMENTARY SCHOOL | FWB-S | \$ 49,400 | \$ - | \$ - | \$ 41,138 | \$ - | \$ - | \$ - | \$ - | \$ - | 90,538 |
| 0041 | BAKER SCHOOL | NORTH | 49,400 | 77,800 | - | 32,542 | - | - | - | - | - | 159,742 |
| 0051 | BOB SIKES ELEMENTARY SCHOOL | NORTH | 49,400 | 38,900 | - | 30,700 | - | - | - | 47,279 | - | 166,279 |
| 0082 | MEIGS MIDDLE SCHOOL | FWB-N | 49,400 | 77,800 | 33,500 | - | - | - | - | - | - | 160,700 |
| 0092 | SHOAL RIVER MIDDLE SCHOOL | NORTH | 49,400 | 38,900 | 33,500 | - | - | - | - | - | - | 121,800 |
| 0121 | RUCKEL MIDDLE SCHOOL | CENTRAL | 49,400 | 77,800 | 33,500 | - | - | - | - | - | - | 160,700 |
| 0131 | DESTIN ELEMENTARY SCHOOL | FWB-S | 49,400 | 77,800 | - | 30,700 | - | - | - | 44,321 | - | 202,221 |
| 0151 | EDGE ELEMENTARY SCHOOL | CENTRAL | 49,400 | - | 31,155 | - | - | - | - | - | - | 80,555 |
| 0161 | EGLIN ELEMENTARY SCHOOL | CENTRAL | 49,400 | 77,800 | - | - | - | - | - | - | - | 127,200 |
| 0201 | LAUREL HILL SCHOOL | NORTH | 49,400 | 64,963 | - | 30,393 | - | - | - | - | - | 144,756 |
| 0211 | NICEVILLE HIGH SCHOOL | CENTRAL | 49,400 | 243,514 | 33,500 | - | - | - | - | - | - | 326,414 |
| 0222 | NORTHWOOD ELEMENTARY SCHOOL | NORTH | 49,400 | 38,900 | - | 26,709 | - | - | - | 45,801 | - | 160,810 |
| 0241 | SILVER SANDS SCHOOL | FWB-S | 49,400 | 64,963 | - | - | - | - | - | 17,849 | - | 132,212 |
| 0251 | RIVERSIDE ELEMENTARY SCHOOL | NORTH | 49,400 | - | - | 6,140 | - | - | - | 81,825 | - | 137,365 |
| 0271 | PRYOR MIDDLE SCHOOL | FWB-N | 49,400 | 38,900 | - | - | - | - | - | - | - | 88,300 |
| 0281 | WRIGHT ELEMENTARY SCHOOL | FWB-N | - | 38,900 | 33,500 | - | - | - | - | 63,782 | - | 136,182 |
| 0431 | SHALIMAR ELEMENTARY SCHOOL | FWB-N | 49,400 | 38,900 | 16,750 | - | - | - | - | - | - | 105,050 |
| 0541 | ELLIOTT PT ELEMENTARY SCHOOL | FWB-S | 49,400 | - | - | - | - | - | - | 52,448 | - | 101,848 |
| 0561 | MARY ESTHER ELEMENTARY SCHOOL | FWB-S | 49,400 | 23,340 | - | - | - | - | - | 40,944 | - | 113,684 |
| 0571 | PLEW ELEMENTARY SCHOOL | CENTRAL | 49,400 | 70,020 | 13,400 | - | - | - | - | - | - | 132,820 |
| 0581 | CHOCTAW HIGH SCHOOL | FWB-N | 49,400 | 116,700 | 33,500 | - | - | - | - | - | - | 199,600 |
| 0601 | CRESTVIEW HIGH SCHOOL | NORTH | 49,400 | 155,600 | - | - | - | - | 12,375 | - | - | 217,375 |
| 0621 | KENWOOD ELEMENTARY SCHOOL | FWB-N | 49,400 | 38,900 | - | 20,569 | - | - | - | - | - | 108,869 |
| 0631 | FLOROSA ELEMENTARY SCHOOL | FWB-S | - | - | - | - | - | - | - | 89,242 | - | 89,242 |
| 0641 | FORT WALTON BEACH HIGH SCHOOL | FWB-S | 49,400 | 116,700 | - | - | - | - | - | 143,094 | - | 309,194 |
| 0651 | BRUNER MIDDLE SCHOOL | FWB-S | - | 116,700 | - | - | - | 13,500 | - | - | - | 130,200 |
| 0671 | LEWIS K-8 SCHOOL | CENTRAL | 49,400 | 77,800 | - | - | - | - | - | - | - | 127,200 |
| 0681 | LONGWOOD ELEMENTARY SCHOOL | FWB-N | 49,400 | 20,617 | 22,445 | - | - | - | - | - | - | 92,462 |
| 0701 | CHOICE HIGH & TECH CNTR | FWB-N | 19,760 | - | 40,200 | - | - | - | - | - | - | 59,960 |
| 0731 | WALKER ELEMENTARY SCHOOL | NORTH | 49,400 | 77,800 | - | - | - | - | - | 58,106 | - | 185,306 |
| 0741 | BLUEWATER ELEMENTARY SCHOOL | CENTRAL | 49,400 | 147,820 | - | - | - | - | - | - | - | 197,220 |
| 0751 | ANTIOCH ELEMENTARY SCHOOL | NORTH | 49,400 | 77,800 | 33,500 | - | - | - | - | 36,648 | - | 197,348 |
| 0761 | DAVIDSON MIDDLE SCHOOL | NORTH | - | 137,317 | 33,500 | - | - | - | 11,550 | - | - | 182,367 |
| 0771 | DESTIN MIDDLE SCHOOL | CENTRAL | 49,400 | 38,900 | - | - | - | - | - | - | - | 88,300 |
| 0801 | RICHBOURG SCHOOL | NORTH | - | 19,450 | - | - | - | - | - | 15,000 | - | 34,450 |
| 0811 | SOUTHSIDE CENTER | NORTH | - | 14,004 | - | - | - | - | - | - | - | 14,004 |
| 9820 | OKALOOSA BLENDED | NORTH | - | 2,723 | - | - | - | - | - | - | - | 2,723 |
| TOTAL | | | \$ 1,452,360 | \$ 2,248,031 | \$ 391,950 | \$ 218,891 | \$ - | \$ 13,500 | \$ 23,925 | \$ 736,339 | \$ 5,084,996 | |

NOTES:

1. FY 2010-2011 POSITIONS LOCKED INTO FY 2011-2012 SALARY MENU.
2. FY 2010-2011 GCA CONTRACT LOCKED INTO FY 2011-2012 DISCRETIONARY BUDGET DETAIL FORM.