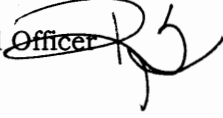




**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE**

FINANCE TAM: 2012-037
CONTACT: Julie Perry, Director
Budgeting & Financial Services
TELEPHONE: 833-5850

TO: School Principals
FROM: Rita R. Scallan, Chief Financial Officer 
DATE: May 15, 2012
SUBJECT: Summer Intensive Studies (SIS) – Project 2127
Initial Allocation – Sessions 1 and 2 – All Schools

Summer Intensive Studies (SIS) will be held at all schools for Session 1 and at the high schools for Session 2. In addition, Session 2 may be utilized by middle schools for program completion upon approval of the Deputy Superintendent. If needed, the number of allowable, additional days will be determined by the Deputy Superintendent and will follow Session 2 as scheduled for high school SIS.

The Budgeting & Financial Services Department has made the initial allocation for the SIS program based on actual 2011 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 credit, or up to two credits if performance based eligible, for promotion and/or graduation.
- B. There will be two sessions of SIS:
 - 1. SIS – Session 1 will be held June 11, 2012, through June 29, 2012; June 29 is used only for students needing a make-up day. The term will consist of 14 days (plus one make-up day) and will be operated Monday through Friday.
 - 2. SIS – Session 2 will be held July 9, 2012, through August 1, 2012; August 1 is used only for students needing a make-up day. The term will consist of 14 days (plus one make-up day) and will be operated Monday through Thursday (weeks 1, 2, and 3) and Monday through Wednesday (week 4).
- C. Pre-planning for Session 1 will be three (3) hours on June 6, 2012. Pre-planning for Session 2 will be three (3) hours on July 6.

D. SIS will be held at the following locations:

1. CHOICE High School & Technical 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 1:00 p.m. (5.50 hours), and the teacher duty day will be from 7:15 a.m. to 1:15 p.m. (6.00 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. A lunch period is included in the schedule.

K. **The initial allocation is based on the actual 2011 SIS attendance. Information Systems will be capturing attendance data on June 15, 2012 (Session 1) and July 13, 2012 (Session 2). After the July 13 capture, Budgeting will adjust each school's allocation based on actual attendance.**

L. Teachers working the entire 15 days of a session will be paid 93.00 hours (5.00 of instruction + 0.50 hour lunch duty + 0.50 hour for pre/post planning and program evaluation per day X 15 days = 90.00 hours plus 3.00 hours pre-planning). *(Note: Teachers will earn an additional 5% leave (4.75 hours); therefore, the budget allocation includes funds for 97.75 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-2127) and supplies (1010-5100-0510-Center-2127). 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 Grade 8 students for purpose of promotion (i.e., grade of "F" in one or two core courses).
2. Course recovery for Grade 6 and 7 students with a grade of "F" in two core courses.
3. Remediation in Reading and/or Math for Grade 6 through 8 students retained due to the assessment series (level 1 in all four assessments – FCAT/DEA Reading and Math).

- B. Middle schools will hold SIS during Session 1, June 11, 2012, through June 29, 2012; June 29 is used only for students needing a make-up day. The term will consist of 14 days (plus one make-up day) and will be operated Monday through Friday. Session 2 may be utilized for program completion upon approval of the Deputy Superintendent. If needed, the number of allowable, additional days will be determined by the Deputy Superintendent and will follow Session 2 as scheduled for high school SIS.
- C. Pre-planning for Session 1 will be three (3) hours on June 6, 2012.
- D. SIS will be held at the following locations:
1. Pryor Middle School (for Bruner, Meigs, and Pryor Middle Schools),
 2. Ruckel Middle School (for Ruckel Middle and Lewis K-8 Schools – Grades 6 through 8)
 3. Shoal River Middle School (for Davidson and Shoal River 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 1:00 p.m. (5.50 hours), and the teacher duty day will be from 7:15 a.m. to 1:15 p.m. (6.00 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. A lunch period is included in the schedule.
- K. **The initial allocation is based on the actual 2011 SIS attendance. Information Systems will be capturing attendance data on June 15, 2012. Budgeting will adjust each school's allocation based on actual attendance.**
- L. Teachers working the entire 15 days of a session will be paid 93.00 hours (5.00 of instruction + 0.50 hour lunch duty + 0.50 hour for pre/post planning and program evaluation per day X 15 days = 90.00 hours plus 3.00 hours pre-planning). (Note: Teachers will earn an additional 5% leave (4.75 hours); therefore, the budget allocation includes funds for 97.75 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-2127) and supplies (1010-5100-0510-Center-2127). 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 3rd, 4th, or 5th Grade scoring an FCAT Level 1 in Reading and/or Math,
3. Students in 1st or 2nd 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 Session 1 as follows:

1. All schools, with the exception of Baker and Laurel Hill, will hold SIS from June 7, 2012, through June 29, 2012. The term will consist of 17 days and will be operated Thursday and Friday (week 1) and Monday through Friday (weeks 2, 3, and 4).
2. Baker and Laurel Hill will follow a modified SIS schedule of June 11, 2012, through July 3, 2012. Their term will consist of 17 days and will be operated Monday through Friday (weeks 1, 2, and 3) and Monday and Thursday (week 4).

C. Pre-planning for Session 1 will be three (3) hours on June 6, 2012.

D. SIS will be held at the following locations:

1. Bluewater Elementary School (for Bluewater, Edge, and Plew Elementary Schools and Lewis K-8 School Grades K through 5),
2. Bob Sikes Elementary School (for Bob Sikes and Walker Elementary Schools),
3. Antioch Elementary School (for Antioch, Northwood, and Riverside Elementary Schools),
4. Florosa Elementary School (for Florosa and Mary Esther Elementary Schools),
5. Kenwood Elementary School (for Kenwood and Wright Elementary Schools),
6. Edwins Elementary School (for Edwins and Elliott Point Elementary Schools and NWFL Ballet Academie),
7. Shalimar Elementary School (for Eglin, Longwood, and Shalimar Elementary Schools),
8. Destin Elementary School,
9. Laurel Hill School, and
10. Baker School.

E. SIS times will be as shown below:

1. Students, with the exception of Baker and Laurel Hill, will attend SIS from 7:45 a.m. to 1:15 p.m. (5.00 hours + 0.50 hour for lunch), and the teacher duty day will be from 7:30 a.m. to 1:30 p.m. (6.00 hours).
2. Students at Baker will attend SIS from 7:30 a.m. to 1:00 p.m. (5.00 hours + 0.50 hour for lunch), and the teacher duty day will be 7:15 a.m. to 1:15 p.m. (6.00 hours).
3. Students at Laurel Hill will attend SIS from 8:00 a.m. to 1:30 p.m. (5.00 hours + 0.50 hour for lunch), and the teacher duty day will be from 7:45 a.m. to 1:45 p.m. (6.00 hours).

- F. The student/teacher ratio will be 12 to 1, and classes will be closed when the average daily attendance for a teacher drops below 9. 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. A lunch period is 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 the actual 2011 SIS attendance. Information Systems will be capturing attendance data on June 15, 2012. Budgeting will adjust each school's allocation based on actual attendance.**
- K. Teachers working the entire 17 days of a session will be paid 105.00 hours (5.00 of instruction + 0.50 hour lunch duty + 0.50 hour for pre/post planning and program evaluation per day X 17 days = 102.00 hours plus 3.00 hours pre-planning). (Note: Teachers will earn an additional 5% leave (5.25 hours); therefore, the budget allocation includes funds for 110.25 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-2127) and supplies (1010-5100-0510-Center-2127). 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 - SESSIONS 1 & 2 - SUMMER 2012
ELEMENTARY, MIDDLE, AND HIGH SCHOOLS
FISCAL YEARS 2011-2012 & 2012-2013
MAY 15, 2012

			A	B	C	D	E	F	G	H	I	J	K	L	M
School Number	School Name	Location (Center)	Projected Number of Students By Location Session 1 (Note 1)	Projected Teaching Units Session 1 (Note 2)	Projected Number of Students By Location Session 2 (Note 1)	Projected Teaching Units Session 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)
Elementary Schools:															
0031	Edwins Elementary	0031													
0541	Elliott Point Elementary	0031													
9820	NWFL Ballet Academie	0031													
	Sub-Total	0031	75.00	6.00	-	-	75.00	6.00	\$ 36	105.00	5.25	110.25	\$ 23,814	\$ 300	\$ 24,114
0161	Eglin Elementary	0431													
0431	Shalimar Elementary	0431													
0681	Longwood Elementary	0431													
	Sub-Total	0431	62.00	5.00	-	-	62.00	5.00	\$ 36	105.00	5.25	110.25	\$ 19,845	\$ 250	\$ 20,095
0281	Wright Elementary	0621													
0621	Kenwood Elementary	0621													
	Sub-Total	0621	83.00	7.00	-	-	83.00	7.00	\$ 36	105.00	5.25	110.25	\$ 27,783	\$ 350	\$ 28,133
0561	Mary Esther Elementary	0631													
0631	Florosa Elementary	0631													
	Sub-Total	0631	39.00	3.00	-	-	39.00	3.00	\$ 36	105.00	5.25	110.25	\$ 11,907	\$ 150	\$ 12,057
0151	Edge Elementary	0741													
0571	Plew Elementary	0741													
0671	Lewis K-8 (Elementary)	0741													
0741	Bluewater Elementary	0741													
	Sub-Total	0741	38.00	3.00	-	-	38.00	3.00	\$ 36	105.00	5.25	110.25	\$ 11,907	\$ 150	\$ 12,057
0222	Northwood Elementary	0751													
0251	Riverside Elementary	0751													
0751	Antioch Elementary	0751													
	Sub-Total	0751	65.00	5.00	-	-	65.00	5.00	\$ 36	105.00	5.25	110.25	\$ 19,845	\$ 250	\$ 20,095
0051	Bob Sikes Elementary	0051													
0731	Walker Elementary	0051													
	Sub-Total	0051	61.00	5.00	-	-	61.00	5.00	\$ 36	105.00	5.25	110.25	\$ 19,845	\$ 250	\$ 20,095
0041	Baker School (Elementary)	0041													
	Sub-Total	0041	32.00	3.00	-	-	32.00	3.00	\$ 36	105.00	5.25	110.25	\$ 11,907	\$ 150	\$ 12,057
0131	Destin Elementary	0131													
	Sub-Total	0131	23.00	2.00	-	-	23.00	2.00	\$ 36	105.00	5.25	110.25	\$ 7,938	\$ 100	\$ 8,038
0201	Laurel Hill School (Elementary)	0201													
	Sub-Total	0201	12.00	1.00	-	-	12.00	1.00	\$ 36	105.00	5.25	110.25	\$ 3,969	\$ 50	\$ 4,019

**SCHOOL DISTRICT OF OKALOOSA COUNTY
SUMMER INTENSIVE STUDIES - PROJECT 1127
INITIAL ALLOCATION - SESSIONS 1 & 2 - SUMMER 2012
ELEMENTARY, MIDDLE, AND HIGH SCHOOLS
FISCAL YEARS 2011-2012 & 2012-2013
MAY 15, 2012**

			A	B	C	D	E	F	G	H	I	J	K	L	M
School Number	School Name	Location (Center)	Projected Number of Students By Location Session 1 (Note 1)	Projected Teaching Units Session 1 (Note 2)	Projected Number of Students By Location Session 2 (Note 1)	Projected Teaching Units Session 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)
Middle Schools:															
0082	Meigs Middle	0271													
0271	Pryor Middle	0271													
0651	Bruner Middle	0271													
	Sub-Total	0271	66.00	4.00	-	-	66.00	4.00	\$ 36	93.00	4.75	97.75	\$ 14,076	\$ 200	\$ 14,276
0121	Ruckel Middle	0121													
0671	Lewis K-8 (Middle)	0121													
	Sub-Total	0121	20.00	1.00	-	-	20.00	1.00	\$ 36	93.00	4.75	97.75	\$ 3,519	\$ 50	\$ 3,569
0092	Shoal River Middle	0092													
0761	Davidson Middle	0092													
	Sub-Total	0092	69.00	4.00	-	-	69.00	4.00	\$ 36	93.00	4.75	97.75	\$ 14,076	\$ 200	\$ 14,276
0041	Baker School (Middle)	0041													
	Sub-Total	0041	20.00	1.00	-	-	20.00	1.00	\$ 36	93.00	4.75	97.75	\$ 3,519	\$ 50	\$ 3,569
0771	Destin Middle	0771													
	Sub-Total	0771	16.00	1.00	-	-	16.00	1.00	\$ 36	93.00	4.75	97.75	\$ 3,519	\$ 50	\$ 3,569
0201	Laurel Hill School (Middle)	0201													
	Sub-Total	0201	2.00	1.00	-	-	2.00	1.00	\$ 36	93.00	4.75	97.75	\$ 3,519	\$ 50	\$ 3,569
High Schools:															
0041	Baker School (High)	0041													
	Sub-Total	0041	24.00	1.00	6.00	1.00	30.00	2.00	\$ 36	93.00	4.75	97.75	\$ 7,038	\$ 100	\$ 7,138
0201	Laurel Hill School (High)	0201													
	Sub-Total	0201	9.00	1.00	-	1.00	9.00	2.00	\$ 36	93.00	4.75	97.75	\$ 7,038	\$ 100	\$ 7,138
0601	Crestview High	0601													
	Sub-Total	0601	81.00	4.00	73.00	3.00	154.00	7.00	\$ 36	93.00	4.75	97.75	\$ 24,633	\$ 350	\$ 24,983
0211	Niceville High	0701													
0581	Choctawhatchee High	0701													
0641	Ft. Walton Beach High	0701													
0701	CHOICE High & Technical Cntr.	0701													
	Sub-Total	0701	177.00	8.00	162.00	8.00	339.00	16.00	\$ 36	93.00	4.75	97.75	\$ 56,304	\$ 800	\$ 57,104
Total			974.00	66.00	241.00	13.00	1,215.00	79.00					\$ 296,001	\$ 3,950	\$ 299,951

Notes:

- The initial allocation is based on the final allocations for Summer 2011 SIS.
- Teacher to Student Ratio: Elementary - 1:12, Middle - 1:18, High - 1:21
- Sections will be closed when the average daily attendance for a teacher drops below 9.0 (Elementary), 15.0 (Middle), or 16.0 (High).
- Elementary school teachers working the entire 17 days will be paid 105.00 hours (5.00 hours instruction plus 0.50 hour lunch duty plus 0.50 hour for pre/post planning and program evaluation per day times 17 days plus 3.00 hours pre-planning).
- Middle and high school teachers working the entire 15 days of a session will be paid 93.00 hours (5.00 hours instruction plus 0.50 lunch duty plus 0.50 hour for pre/post planning and program evaluation per day times 15 days plus 3.00 hours pre-planning).
- The supply allocation is \$50 per teacher.
- Schools will not be "held harmless." Attendance will be verified by Information Systems on June 15, 2012 (Session 1) and July 13, 2012 (Session 2). The allocation will be adjusted based on actual attendance.