



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

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FINANCE TAM: 2016-032  
CONTACT: Julie Perry, Director  
Budgeting & Financial Services  
TELEPHONE: 833-5850

TO: School Principals  
FROM: Rita R. Scallan, Chief Financial Officer  
DATE: March 15, 2016  
SUBJECT: Summer Intensive Studies (SIS) – Project 6127  
Initial Allocation – Sessions 1 and 2 – All Schools

A handwritten signature in blue ink, reading "Rita R. Scallan", is written over the printed name of the Chief Financial Officer.

The Budgeting & Financial Services Department has made the initial allocation for the SIS program based on actual Summer 2015 SIS attendance; however, the allocation will be adjusted based on actual Summer 2016 attendance. The attached spreadsheet reflects each participating school's initial allocation. Please be sure to staff your school based on your attendance, and your budget will be adjusted accordingly. Pertinent information regarding SIS and your school's budget is noted below.

**I. High Schools**

- A. The purpose of High School SIS will be:
1. Credit recovery via Edgenuity for students lacking credits and who are in danger of not being promoted or graduating.
  2. Credit recovery may be accomplished through face to face instruction when deemed appropriate by the school and the office of Curriculum, Instruction, & Assessment.
- B. The dates of SIS are as follows:
1. Preplanning will be June 7, 2016 for three (3.00) hours.
  2. Summer School will be held June 8, 2016, through July 15, 2016. The term will consist of 25 days and will be operated Wednesday through Friday (week 1), Monday through Friday (weeks 2 and 3), Monday through Thursday (week 4), Wednesday through Friday (week 5), and Monday through Friday (week 6).
- C. SIS will be held at the following locations. Students attending the CHOICE High School & Technical Center will attend SIS at their zoned high schools.
1. Baker School,
  2. Choctaw High School,
  3. Crestview High School,

4. Fort Walton Beach High School,
  5. Laurel Hill School, and
  6. Niceville High School.
- D. 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).
- E. Students will be allowed to take an Edgenuity pre-test and will only have to complete the sections for which they do not receive a 70%.
- F. Priority should be given to upper classmen needing courses for promotion and/or graduation.
- G. High school students must meet the drop-out prevention criteria. The appropriate form (MIS 4198) must be completed with required signatures.
- H. Student/Teacher Ratios:
1. Course Recovery: 1 teacher to the number of seats available in the computer lab (minimum 15 students). Please note that a lab must be completely filled prior to opening an additional lab. Student attendance will be monitored during each SIS session.
  2. Face to Face Instruction: 1 teacher to 25 student ratio (minimum 15 students). Student attendance will be monitored during each SIS session.
- I. With the exception of performance-based programs, all SIS teachers (face to face instruction) must be certified in the subject taught.
- J. Transportation will not be provided.
- K. A lunch period is included in the schedule. Each school will determine its own lunch schedule.
- L. **The initial allocation is based on the actual 2015 SIS attendance. Information Systems will be capturing attendance. Please staff your schools according to your student needs. Budgeting will adjust each school's allocation up or down based on actual attendance.**
- M. Teachers working the entire 25 days will be paid 153.00 hours (5.00 of instruction + 0.50 hour lunch duty + 0.50 hour for pre/post planning and program evaluation per day X 25 days = 150.00 hours). Teachers working on June 7, 2016, will be paid an additional 3.00 hours for pre-planning. *(Note: Teachers will earn an additional 5% leave (7.50 hours for the 25 day session, and 0.25 for pre-planning); therefore, the budget allocation includes funds for 160.75 hours.)*
- N. Schools have been allocated \$50 per teacher for supplies to be used for SIS.
- O. The allocations have been budgeted in salaries for hourly teachers (1010-5100-0132-Center-6127) and supplies (1010-5100-0510-Center-6127). 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. Credit recovery via Edgenuity for students lacking credits and who are in danger of not being promoted or graduating.

- B. The dates of SIS are as follows:
1. Preplanning will be June 7, 2016 for three (3.00) hours.
  2. Summer School will be held June 8, 2016, through July 15, 2016. The term will consist of 25 days and will be operated Wednesday through Friday (week 1), Monday through Friday (weeks 2 and 3), Monday through Thursday (week 4), Wednesday through Friday (week 5), and Monday through Friday (week 6).
- C. SIS will be held at the following locations. Students attending Okaloosa STEMM Academy and NWFL Ballet Academie will attend SIS at their zoned schools.
1. Baker School,
  2. Meigs Middle School,
  3. Shoal River Middle School,
  4. Laurel Hill School,
  5. Pryor Middle School,
  6. Bruner Middle School,
  7. Ruckel Middle School (for Lewis 6-8 & Ruckel Middle),
  8. Davidson Middle School, and
  9. Destin Middle School.
- D. 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).
- E. Students will be allowed to take an Edgenuity pre-test and will only have to complete the sections for which they do not receive a 70%.
- F. Priority should be given to upper classmen needing courses for promotion and also the number of courses needed to recover.
- G. Student/Teacher Ratio:
1. Course Recovery: 1 teacher to the number of seats available in the computer lab (minimum 15 students). Please note that a lab must be completely filled prior to opening an additional lab. Student attendance will be monitored during each SIS session.
- H. Transportation will be provided with limited stops. Area pick-ups are to be determined. There must be a minimum of 15 students on a bus for transportation. 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.
- I. A lunch period is included in the schedule. Each school will determine its own lunch schedule.
- J. **The initial allocation is based on the actual 2015 SIS attendance. Information Systems will be capturing attendance data. Please staff your schools according to your student needs. Budgeting will adjust each school's allocation up or down based on actual attendance.**
- K. Teachers working the entire 25 days will be paid 153.00 hours (5.00 of instruction + 0.50 hour lunch duty + 0.50 hour for pre/post planning and program evaluation per day X 25 days = 150.00 hours). Teachers working on June 7, 2016, will be paid an additional 3.00 hours for pre-

planning. *(Note: Teachers will earn an additional 5% leave (7.50 hours for the 25 day session, and 0.25 for pre-planning); therefore, the budget allocation includes funds for 160.75 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-6127) and supplies (1010-5100-0510-Center-6127). 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 the lowest performing students as defined below:
  - 1. Students in Kindergarten scoring a “U” in ELA for the year AND Level 1 in DEA Reading.
  - 2. Students in 1<sup>st</sup> Grade scoring an “F” in ELA for the year AND Level 1 in DEA Reading.
  - 3. Students in 2<sup>nd</sup> Grade scoring an “F” in ELA for the year AND Level 1 in DEA Reading OR an “F” in Math for the year AND Level 1 in DEA Math.
  - 4. Students in 3<sup>rd</sup> Grade scoring a Level 1 on FSA ELA OR scoring an “F” in Math for the year AND Level 1 in FSA Math.
  - 5. Students in 4<sup>th</sup> and 5<sup>th</sup> Grades scoring an “F” in ELA for the year AND Level 1 on FSA ELA OR scoring an “F” in Math for the year AND Level 1 in FSA Math.
  - 6. Students retained or promoted on a Good Cause exemption/Administrative Promotion.
- B. The dates of SIS are as follows:
  - 1. Preplanning will be June 7, 2016 for three (3.00) hours.
  - 2. Summer School will be held from June 8, 2016, through June 30, 2016. The term will consist of 17 days and will be operated Wednesday through Friday (week 1), Monday through Friday (weeks 2 and 3), and Monday through Thursday (week 4).
- C. SIS will be held at the following locations:
  - 1. Bluewater Elementary School (for Plew, Bluewater, and Edge Elementary Schools; and Lewis School Grades K through 5),
  - 2. Bob Sikes Elementary School (for Walker and Bob Sikes Elementary Schools and Southside Primary),
  - 3. Riverside Elementary School (for Riverside, Antioch, and Northwood Elementary Schools),
  - 4. Florosa Elementary School (for Mary Esther and Florosa Elementary Schools),
  - 5. Kenwood Elementary School (for Wright and Kenwood Elementary Schools),
  - 6. Edwins Elementary School (for Elliott Point and Edwins Elementary Schools and NWFL Ballet Academie),
  - 7. Shalimar Elementary School (for Longwood, Shalimar, and Eglin Elementary Schools),
  - 8. Destin Elementary School,

9. Laurel Hill School, and
  10. Baker School.
- D. SIS times will be as shown below:
1. Students 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. Baker School and Laurel Hill School may choose to hold SIS during the same hours as middle and high school SIS.
- E. 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 the SIS session.
- F. Transportation will be provided for all schools with limited stops. Area pick-ups are to be announced. There must be a minimum of 15 students on a bus. 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.
- G. A lunch period is included in the schedule. Each school will determine its own lunch schedule.
- H. Students must be remediated in the area(s) of need based upon the PPP retention criteria. For example, a student who is attending summer school due to scoring an "F" in Math for the year and Level 1 in FSA Math must be remediated in the area of Mathematics.
- 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 Summer 2015 SIS attendance. Information Systems will be capturing attendance. Please staff your schools according to your student needs. Budgeting will adjust each school's allocation up or down based on actual attendance.**
- K. Hours to Be Paid:
1. Teachers working the entire 17 days 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-6127) and supplies (1010-5100-0510-Center-6127). 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 – Marcus Chambers at 833-3191
3. Student Data – Wendy Meserve at 689-7149

SCHOOL DISTRICT OF OKALOOSA COUNTY  
SUMMER INTENSIVE STUDIES - PROJECT 6127  
PROPOSED ALLOCATION BASED ON SUMMER 2015 SIS ATTENDANCE  
ELEMENTARY, MIDDLE, AND HIGH SCHOOLS  
FISCAL YEAR 2015-2016  
MARCH 15, 2016

			A	B	C	D	E	F	G	H	I
School Number	School Name	Location (Center)	Projected Number of Students By Location (Note 1)	Projected Teaching Units (Note 2)	Average Instructional Hourly Rate (Note 3)	Instructional Hours Per Teacher for Pay Purposes (Notes 4 & 5)	Plus 5% Leave Earned (D x 5%)	Total Initial Instructional Hours to Fund (D + E)	Initial Estimated Cost of Instructional Staff (B x C x F)	Initial Materials Allocation \$ 50	Total Initial SIS Allocation (G + H)

**Elementary Schools:**

0031	Edwins Elementary	0031									
0541	Elliott Point Elementary	0031									
9818	NWFL Ballet Academie	0031									
	Sub-Total	0031	55.00	5.00	\$ 40	105.00	5.25	110.25	\$ 22,050	\$ 250	\$ 22,300
0161	Eglin Elementary	0431									
0431	Shalimar Elementary	0431									
0681	Longwood Elementary	0431									
	Sub-Total	0431	33.00	3.00	\$ 40	105.00	5.25	110.25	\$ 13,230	\$ 150	\$ 13,380
0281	Wright Elementary	0621									
0621	Kenwood Elementary	0621									
	Sub-Total	0621	49.00	4.00	\$ 40	105.00	5.25	110.25	\$ 17,640	\$ 200	\$ 17,840
0561	Mary Esther Elementary	0631									
0631	Florosa Elementary	0631									
	Sub-Total	0631	19.00	2.00	\$ 40	105.00	5.25	110.25	\$ 8,820	\$ 100	\$ 8,920
0151	Edge Elementary	0741									
0571	Plew Elementary	0741									
0671	Lewis School (Elementary)	0741									
0741	Bluewater Elementary	0741									
	Sub-Total	0741	28.00	2.00	\$ 40	105.00	5.25	110.25	\$ 8,820	\$ 100	\$ 8,920
0222	Northwood Elementary	0251									
0251	Riverside Elementary	0251									
0751	Antioch Elementary	0251									
	Sub-Total	0251	77.00	6.00	\$ 40	105.00	5.25	110.25	\$ 26,460	\$ 300	\$ 26,760
0051	Bob Sikes Elementary	0051									
0811	Southside Primary	0051									
0731	Walker Elementary	0051									
	Sub-Total	0051	7.00	1.00	\$ 40	105.00	5.25	110.25	\$ 4,410	\$ 50	\$ 4,460
0041	Baker School (Elementary)	0041									
	Sub-Total	0041	32.00	3.00	\$ 40	105.00	5.25	110.25	\$ 13,230	\$ 150	\$ 13,380
0131	Destin Elementary	0131									
	Sub-Total	0131	31.00	3.00	\$ 40	105.00	5.25	110.25	\$ 13,230	\$ 150	\$ 13,380
0201	Laurel Hill School (Elementary)	0201									
	Sub-Total	0201	17.00	1.00	\$ 40	105.00	5.25	110.25	\$ 4,410	\$ 50	\$ 4,460

**Middle Schools:**

0041	Baker School (Middle)	0041									
	Sub-Total	0041	35.00	2.00	\$ 40	153.00	7.75	160.75	\$ 12,860	\$ 100	\$ 12,960
0082	Meigs Middle	0082									
	Sub-Total	0082	27.00	1.00	\$ 40	153.00	7.75	160.75	\$ 6,430	\$ 50	\$ 6,480
0092	Shoal River Middle	0092									
	Sub-Total	0092	41.00	2.00	\$ 40	153.00	7.75	160.75	\$ 12,860	\$ 100	\$ 12,960
0201	Laurel Hill School (Middle)	0201									
	Sub-Total	0201	3.00	1.00	\$ 40	153.00	7.75	160.75	\$ 6,430	\$ 50	\$ 6,480
0271	Pryor Middle	0271									
	Sub-Total	0271	38.00	2.00	\$ 40	153.00	7.75	160.75	\$ 12,860	\$ 100	\$ 12,960
0651	Bruner Middle	0651									
	Sub-Total	0651	51.00	2.00	\$ 40	153.00	7.75	160.75	\$ 12,860	\$ 100	\$ 12,960
0671	Lewis School (Middle)	0121									
0121	Ruckel Middle	0121									
	Sub-Total	0121	34.00	2.00	\$ 40	153.00	7.75	160.75	\$ 12,860	\$ 100	\$ 12,960
0761	Davidson Middle	0761									
	Sub-Total	0761	64.00	3.00	\$ 40	153.00	7.75	160.75	\$ 19,290	\$ 150	\$ 19,440
0771	Destin Middle	0771									
	Sub-Total	0771	12.00	1.00	\$ 40	153.00	7.75	160.75	\$ 6,430	\$ 50	\$ 6,480

**SCHOOL DISTRICT OF OKALOOSA COUNTY  
SUMMER INTENSIVE STUDIES - PROJECT 6127  
PROPOSED ALLOCATION BASED ON SUMMER 2015 SIS ATTENDANCE  
ELEMENTARY, MIDDLE, AND HIGH SCHOOLS  
FISCAL YEAR 2015-2016  
MARCH 15, 2016**

			A	B	C	D	E	F	G	H	I
School Number	School Name	Location (Center)	Projected Number of Students By Location (Note 1)	Projected Teaching Units (Note 2)	Average Instructional Hourly Rate (Note 3)	Instructional Hours Per Teacher for Pay Purposes (Notes 4 & 5)	Plus 5% Leave Earned (D x 5%)	Total Initial Instructional Hours to Fund (D + E)	Initial Estimated Cost of Instructional Staff (B x C x F)	Initial Materials Allocation \$ 50	Total Initial SIS Allocation (G + H)
<b>High Schools:</b>											
0041	Baker School (High)	0041									
	Sub-Total	0041	33.00	1.00	\$ 40	153.00	7.75	160.75	\$ 6,430	\$ 50	\$ 6,480
0201	Laurel Hill School (High)	0201									
	Sub-Total	0201	4.00	1.00	\$ 40	153.00	7.75	160.75	\$ 6,430	\$ 50	\$ 6,480
0211	Niceville High	0211									
	Sub-Total	0211	90.00	4.00	\$ 40	153.00	7.75	160.75	\$ 25,720	\$ 200	\$ 25,920
0581	Choctawhatchee High	0581									
	Sub-Total	0581	104.00	4.00	\$ 40	153.00	7.75	160.75	\$ 25,720	\$ 200	\$ 25,920
0601	Crestview High	0601									
	Sub-Total	0601	111.00	4.00	\$ 40	153.00	7.75	160.75	\$ 25,720	\$ 200	\$ 25,920
0641	Ft. Walton Beach High	0641									
	Sub-Total	0641	98.00	4.00	\$ 40	153.00	7.75	160.75	\$ 25,720	\$ 200	\$ 25,920
<b>Total</b>			<b>1,093.00</b>	<b>64.00</b>					<b>\$ 350,920</b>	<b>\$ 3,200</b>	<b>\$ 354,120</b>

**Notes:**

1. The "Projected Number of Students" for the initial allocation is based on the actual attendance per session for Summer 2015 SIS.
2. Middle School - Okaloosa STEM Academy students and NWFL Ballet Academie students will attend SIS at their zoned middle schools.
3. High School - CHOICE High School students will attend SIS at their zoned high school.
4. Teacher to Student Ratio: Elementary - 1:12, Middle - 1:22, High - 1:25. Sections will be closed when the average daily attendance for a teacher drops below 9.0 (Elementary), 15.0 (Middle), or 15.0 (High). Note: Credit recovery via Edgenuity ratio is 1 teacher to number of seats available in computer lab, minimum 15 students.
5. The average hourly instructional cost for fiscal year 2016-2017 is being used because other compensation will not be paid until July 2016.
6. 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).
7. Middle and high school teachers working the entire 25 days will be paid 153.00 hours (5.00 hours instruction plus 0.50 lunch duty plus 0.50 hour for pre/post planning and program evaluation per day times 25 days plus 3.00 hours pre-planning).
8. The supply allocation is \$50 per teacher per session.
9. Schools will not be "held harmless." Attendance will be verified by Information Systems. The allocation will be increased or decreased based on actual attendance.