




**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
BUDGETING AND FINANCIAL SERVICES**

FINANCE TAM: 2017-039

CONTACT: Julie Perry, Director
Budgeting & Financial
Services

TELEPHONE: 833-5850

TO: School Principals

FROM: Rita R. Scallan, Chief Financial Officer 

DATE: May 24, 2017

SUBJECT: Administrative & Guidance Summer Hours – Project 5027

For fiscal year 2017-2018, the District is making an allocation to enable schools to hire 10-Month Assistant Principals and/or 10-Month Guidance Counselors to work during the 2017 summer period (June 2017 through August 2017). The attached spreadsheet indicates the number of hours that are authorized per school.

Guidance Counselors (10-Month) will be paid other compensation based on the following hourly rates:

| | |
|---------------------|---------|
| Bachelor's Degree | \$32.26 |
| Master's Degree | \$36.73 |
| Specialist's Degree | \$39.93 |
| Doctorate's Degree | \$43.06 |

Hours have been allocated to high schools based on 1.00 12-Month Guidance Counselor and 3.00 10-Month Guidance Counselors; however, high schools have the option to hire 4.00 10-Month Guidance Counselors. If this option is chosen, the allocation will be increased from 60 hours to 180 hours.

Assistant Principals (10-Month) will be paid other compensation based on their actual hourly wage. This allocation is strictly for elementary schools.

Funds will be allocated to Administrative & Guidance Summer Hours – Project 5027 after the new budget is in place. Hours worked in June 2017 will be paid in July 2017.

Should you have any questions or require additional information, please do not hesitate to contact Julie Perry at 833-5850.

cc: Executive Staff
Payroll Supervisor
Bookkeepers

**SCHOOL DISTRICT OF OKALOOSA COUNTY
ADMINISTRATIVE & GUIDANCE SUMMER HOURS - PROJECT 5027
FISCAL YEAR 2017-2018
MAY 24, 2017**

| CENTER | SCHOOL | ASSISTANT PRINCIPAL HOURS | ASSISTANT PRINCIPAL ALLOCATION | GUIDANCE COUNSELOR HOURS | GUIDANCE COUNSELORS ALLOCATION | TOTAL ALLOCATION |
|----------------------------|--|---------------------------------|--------------------------------------|--------------------------------|--------------------------------------|---------------------|
| | | \$ 49 | | \$ 43 | | |
| 0031 | EDWINS ELEMENTARY SCHOOL | 60 | \$ 2,940 | 60 | \$ 2,580 | \$ 5,520 |
| 0041 | BAKER SCHOOL | - | - | 40 | 1,720 | 1,720 |
| 0051 | BOB SIKES ELEMENTARY SCHOOL | 60 | 2,940 | 60 | 2,580 | 5,520 |
| 0082 | MEIGS MIDDLE SCHOOL | - | - | - | - | - |
| 0092 | SHOAL RIVER MIDDLE SCHOOL | - | - | 20 | 860 | 860 |
| 0121 | RUCKEL MIDDLE SCHOOL | - | - | 20 | 860 | 860 |
| 0131 | DESTIN ELEMENTARY SCHOOL | 60 | 2,940 | 60 | 2,580 | 5,520 |
| 0151 | EDGE ELEMENTARY SCHOOL | 60 | 2,940 | 60 | 2,580 | 5,520 |
| 0161 | EGLIN ELEMENTARY SCHOOL | 60 | 2,940 | 60 | 2,580 | 5,520 |
| 0201 | LAUREL HILL SCHOOL | - | - | 60 | 2,580 | 2,580 |
| 0211 | NICEVILLE HIGH SCHOOL | - | - | 60 | 2,580 | 2,580 |
| 0222 | NORTHWOOD ELEMENTARY SCHOOL | 60 | 2,940 | 60 | 2,580 | 5,520 |
| 0241 | SILVER SANDS SCHOOL | - | - | - | - | - |
| 0251 | RIVERSIDE ELEMENTARY SCHOOL | 60 | 2,940 | 60 | 2,580 | 5,520 |
| 0271 | PRYOR MIDDLE SCHOOL | - | - | - | - | - |
| 0281 | WRIGHT ELEMENTARY SCHOOL | 60 | 2,940 | 60 | 2,580 | 5,520 |
| 0431 | SHALIMAR ELEMENTARY SCHOOL | 60 | 2,940 | 60 | 2,580 | 5,520 |
| 0541 | ELLIOTT PT. ELEMENTARY SCHOOL | 60 | 2,940 | 60 | 2,580 | 5,520 |
| 0561 | MARY ESTHER ELEMENTARY SCHOOL | 60 | 2,940 | 60 | 2,580 | 5,520 |
| 0571 | PLEW ELEMENTARY SCHOOL | 60 | 2,940 | 60 | 2,580 | 5,520 |
| 0581 | CHOCTAW HIGH SCHOOL | - | - | 60 | 2,580 | 2,580 |
| 0601 | CRESTVIEW HIGH SCHOOL | - | - | 60 | 2,580 | 2,580 |
| 0621 | KENWOOD ELEMENTARY SCHOOL | 60 | 2,940 | 60 | 2,580 | 5,520 |
| 0631 | FLOROSA ELEMENTARY SCHOOL | 60 | 2,940 | 60 | 2,580 | 5,520 |
| 0641 | FT. WALTON BEACH HIGH SCHOOL | - | - | 60 | 2,580 | 2,580 |
| 0651 | BRUNER MIDDLE SCHOOL | - | - | 20 | 860 | 860 |
| 0671 | LEWIS SCHOOL | - | - | 60 | 2,580 | 2,580 |
| 0681 | LONGWOOD ELEMENTARY SCHOOL | 60 | 2,940 | 60 | 2,580 | 5,520 |
| 0701 | OK. TECH. COLLEGE & CHOICE HIGH SCHOOL | - | - | 60 | 2,580 | 2,580 |
| 0721 | OKALOOSA STEM ACADEMY | - | - | 30 | 1,290 | 1,290 |
| 0731 | WALKER ELEMENTARY SCHOOL | 60 | 2,940 | 60 | 2,580 | 5,520 |
| 0741 | BLUEWATER ELEMENTARY SCHOOL | 60 | 2,940 | 60 | 2,580 | 5,520 |
| 0751 | ANTIOCH ELEMENTARY SCHOOL | 60 | 2,940 | 60 | 2,580 | 5,520 |
| 0761 | DAVIDSON MIDDLE SCHOOL | - | - | 20 | 860 | 860 |
| 0771 | DESTIN MIDDLE SCHOOL | - | - | 20 | 860 | 860 |
| 0801 | RICHBOURG SCHOOL | - | - | - | - | - |
| 0811 | SOUTHSIDE PRIMARY SCHOOL | - | - | 30 | 1,290 | 1,290 |
| TOTAL - ALL SCHOOLS | | 1,080 | \$ 52,920 | 1,700 | \$ 73,100 | \$ 126,020 |

NOTE:

HIGH SCHOOL HOURS ARE ALLOCATED BASED ON 1.00 12-MONTH GUIDANCE COUNSELOR AND 3.00 10-MONTH GUIDANCE COUNSELORS.
HIGH SCHOOLS HAVE THE OPTION TO HIRE 4.00 10-MONTH GUIDANCE COUNSELORS. IF THIS OPTION IS CHOSEN, THE ABOVE ALLOCATION WILL BE INCREASED FROM 60 HOURS TO 180 HOURS.