




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

FINANCE TAM: 2019-032
 CONTACT: Julie Perry, Director
 Budgeting & Financial Services
 TELEPHONE: 833-5850

TO: School Principals
 FROM: Rita R. Scallan, Chief Financial Officer 
 DATE: April 9, 2019
 SUBJECT: Summer Intensive Studies (SIS) – Project 9127
 Initial Allocation – All Schools

The Budgeting & Financial Services Department has made the initial allocation for the SIS program based on actual Summer 2018 SIS attendance. The attached spreadsheet reflects each participating school's initial allocation. **Please be sure to staff your school based on your attendance. Once Budgeting receives the actual FTE from Information Systems in July, your budget will be increased or decreased accordingly.** Pertinent information regarding SIS and your school's budget is noted below.

I. 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:

Grade	ELA	Math
K	Grade of F in ELA for the year AND Level 1 in MAP Reading	
1st	Grade of F in ELA for the year AND Level 1 in MAP Reading	
2nd	Grade of F in ELA for the year AND Level 1 in MAP Reading	Grade of F in Math for the year AND Level 1 in MAP Math
3rd	Level 1 on FSA ELA	Grade of F in Math for the year AND Level 1 in FSA Math
4th	Grade of F in ELA for the year AND Level 1 on FSA ELA	Grade of F in Math for the year AND Level 1 on FSA Math
5th	Grade of F in ELA for the year AND Level 1 on FSA ELA	Grade of F in Math for the year AND Level 1 on FSA Math
Students promoted on a Good Cause Exemption/Administrative Promotion		

B. The dates and times of SIS are as follows:

1. Preplanning will be June 7, 2019, for three (3.00) hours.
2. Summer School will be held from June 10, 2019, through July 8, 2019. The term will consist of 19 days and will be operated Monday through Friday (weeks 1, 2, and 3), Monday through Wednesday (week 4), and Monday (week 5).

- C. SIS will be held at the following locations. Students attending NWFL Ballet Academie will attend SIS in the block for their zoned schools.
1. Lewis School (for Plew, Bluewater, and Edge Elementary Schools; and Lewis School Grades K through 5),
 2. Walker Elementary School (for Walker and Bob Sikes Elementary Schools and Southside Primary),
 3. Riverside Elementary School (for Riverside, Antioch, and Northwood Elementary Schools),
 4. Mary Esther Elementary School (for Mary Esther and Florosa Elementary Schools),
 5. Wright Elementary School (for Wright and Kenwood Elementary Schools),
 6. Elliott Point Elementary School (for Elliott Point and Edwins Elementary Schools)
 7. Longwood 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 2018 SIS attendance. Information Systems will be capturing attendance. Please staff your schools according to your student needs. In July, Budgeting will increase or decrease each school's allocation based on actual attendance.**
- K. Hours to Be Paid:
1. Teachers working the entire 19 days will be paid 117.00 hours (5.00 of instruction + 0.50 hour lunch duty + 0.50 hour for pre/post planning and program evaluation per day X 19 days =

114.00 hours plus 3.00 hours pre-planning). *(Note: Teachers will earn an additional 5% leave (5.85 hours); therefore, the budget allocation includes funds for 122.85 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-9127) and supplies (1010-5100-0510-Center-9127). 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, 2019, for three (3.00) hours.
 - 2. Summer School will be held June 10, 2019, through July 8, 2019. The term will consist of 19 days and will be operated Monday through Friday (weeks 1, 2, and 3), Monday through Wednesday (week 4), and Monday (week 5).
- 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. Lewis 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 2018 SIS attendance. Information Systems will be capturing attendance data. Please staff your schools according to your student needs. In July, Budgeting will increase or decrease each school's allocation based on actual attendance.**

K. Teachers working the entire 19 days will be paid 117.00 hours (5.00 of instruction + 0.50 hour lunch duty + 0.50 hour for pre/post planning and program evaluation per day X 19 days = 114.00 hours plus 3.00 hours pre-planning). *(Note: Teachers will earn an additional 5% leave (5.85 hours); therefore, the budget allocation includes funds for 122.85 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-9127) and supplies (1010-5100-0510-Center-9127). Each school may begin making budget amendments to allocate supply dollars to the specific expenditure objects required to implement its summer program.

III. **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:

3. Preplanning will be June 7, 2019, for three (3.00) hours.
4. Summer School will be held June 10, 2019, through July 8, 2019. The term will consist of 19 days and will be operated Monday through Friday (weeks 1, 2, and 3), Monday through Wednesday (week 4), and Monday (week 5).

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 2018 SIS attendance. Information Systems will be capturing attendance. Please staff your schools according to your student needs. In July, Budgeting will increase or decrease each school's allocation based on actual attendance.**
- M. Teachers working the entire 19 days will be paid 117.00 hours (5.00 of instruction + 0.50 hour lunch duty + 0.50 hour for pre/post planning and program evaluation per day X 19 days = 114.00 hours plus 3.00 hours pre-planning). *(Note: Teachers will earn an additional 5% leave (5.85 hours); therefore, the budget allocation includes funds for 122.85 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-9127) and supplies (1010-5100-0510-Center-9127). 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 – Sheila Lightbourne at 833-5888
3. Student Data – Wendy Meserve at 689-7149

SCHOOL DISTRICT OF OKALOOSA COUNTY
 SUMMER INTENSIVE STUDIES - PROJECT 9127
 INITIAL ALLOCATION BASED ON ACTUAL SUMMER 2018 SIS ATTENDANCE
 ELEMENTARY, MIDDLE, AND HIGH SCHOOLS
 FISCAL YEAR 2018-2019
 REVISED APRIL 16, 2019

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

0031	Edwins Elementary										
0541	Elliott Point Elementary										
	Sub-Total	0541	56.00	5.00	\$ 40	117.00	5.85	122.85	\$ 24,570	\$ 250	\$ 24,820
0161	Eglin Elementary										
0431	Shalimar Elementary										
0681	Longwood Elementary										
	Sub-Total	0681	68.00	6.00	\$ 40	117.00	5.85	122.85	\$ 29,484	\$ 300	\$ 29,784
0281	Wright Elementary										
0621	Kenwood Elementary										
	Sub-Total	0281	57.00	5.00	\$ 40	117.00	5.85	122.85	\$ 24,570	\$ 250	\$ 24,820
0561	Mary Esther Elementary										
0631	Florosa Elementary										
	Sub-Total	0561	37.00	3.00	\$ 40	117.00	5.85	122.85	\$ 14,742	\$ 150	\$ 14,892
0151	Edge Elementary										
0571	Plew Elementary										
0671	Lewis School (Elementary)										
0741	Bluewater Elementary										
	Sub-Total	0671	45.00	4.00	\$ 40	117.00	5.85	122.85	\$ 19,656	\$ 200	\$ 19,856
0222	Northwood Elementary										
0251	Riverside Elementary										
0751	Antioch Elementary										
	Sub-Total	0251	65.00	5.00	\$ 40	117.00	5.85	122.85	\$ 24,570	\$ 250	\$ 24,820
0051	Bob Sikes Elementary										
0811	Southside Primary										
0731	Walker Elementary										
	Sub-Total	0731	82.00	7.00	\$ 40	117.00	5.85	122.85	\$ 34,398	\$ 350	\$ 34,748
0041	Baker School (Elementary)	0041									
	Sub-Total	0041	21.00	2.00	\$ 40	117.00	5.85	122.85	\$ 9,828	\$ 100	\$ 9,928
0131	Destin Elementary	0131									
	Sub-Total	0131	19.00	2.00	\$ 40	117.00	5.85	122.85	\$ 9,828	\$ 100	\$ 9,928
0201	Laurel Hill School (Elementary)	0201									
	Sub-Total	0201	12.00	1.00	\$ 40	117.00	5.85	122.85	\$ 4,914	\$ 50	\$ 4,964

Middle Schools:

0041	Baker School (Middle)										
	Sub-Total	0041	20.00	1.00	\$ 40	117.00	5.85	122.85	\$ 4,914	\$ 50	\$ 4,964
0082	Meigs Middle										
	Sub-Total	0082	31.00	1.00	\$ 40	117.00	5.85	122.85	\$ 4,914	\$ 50	\$ 4,964
0092	Shoal River Middle										
	Sub-Total	0092	26.00	1.00	\$ 40	117.00	5.85	122.85	\$ 4,914	\$ 50	\$ 4,964
0201	Laurel Hill School (Middle)										
	Sub-Total	0201	10.00	1.00	\$ 40	117.00	5.85	122.85	\$ 4,914	\$ 50	\$ 4,964
0271	Pryor Middle										
	Sub-Total	0271	64.00	3.00	\$ 40	117.00	5.85	122.85	\$ 14,742	\$ 150	\$ 14,892
0651	Bruner Middle										
	Sub-Total	0651	54.00	2.00	\$ 40	117.00	5.85	122.85	\$ 9,828	\$ 100	\$ 9,928

**SCHOOL DISTRICT OF OKALOOSA COUNTY
SUMMER INTENSIVE STUDIES - PROJECT 9127
INITIAL ALLOCATION BASED ON ACTUAL SUMMER 2018 SIS ATTENDANCE
ELEMENTARY, MIDDLE, AND HIGH SCHOOLS
FISCAL YEAR 2018-2019
REVISED APRIL 16, 2019**

		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)
0671	Lewis School (Middle)										
0121	Ruckel Middle										
	Sub-Total	0671	40.00	2.00	\$ 40	117.00	5.85	122.85	\$ 9,828	\$ 100	\$ 9,928
0761	Davidson Middle										
	Sub-Total	0761	47.00	2.00	\$ 40	117.00	5.85	122.85	\$ 9,828	\$ 100	\$ 9,928
0771	Destin Middle										
	Sub-Total	0771	7.00	1.00	\$ 40	117.00	5.85	122.85	\$ 4,914	\$ 50	\$ 4,964

High Schools:

0041	Baker School (High)										
	Sub-Total	0041	20.00	1.00	\$ 40	117.00	5.85	122.85	\$ 4,914	\$ 50	\$ 4,964
0201	Laurel Hill School (High)										
	Sub-Total	0201	10.00	1.00	\$ 40	117.00	5.85	122.85	\$ 4,914	\$ 50	\$ 4,964
0211	Niceville High										
	Sub-Total	0211	115.00	5.00	\$ 40	117.00	5.85	122.85	\$ 24,570	\$ 250	\$ 24,820
0581	Choctawhatchee High										
	Sub-Total	0581	71.00	3.00	\$ 40	117.00	5.85	122.85	\$ 14,742	\$ 150	\$ 14,892
0601	Crestview High										
	Sub-Total	0601	62.00	2.00	\$ 40	117.00	5.85	122.85	\$ 9,828	\$ 100	\$ 9,928
0641	Ft. Walton Beach High										
	Sub-Total	0641	49.00	2.00	\$ 40	117.00	5.85	122.85	\$ 9,828	\$ 100	\$ 9,928

Total	1,088.00	68.00
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\$ 334,152	\$ 3,400	\$ 337,552
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Notes:

1. The "Projected Number of Students" for the initial allocation is based on the actual attendance per session for Summer 2018 SIS.
2. Elementary School - NWFL Ballet Academie students will attend SIS in the block for their zoned elementary schools.
3. Middle School - Okaloosa STEM Academy students and NWFL Ballet Academie students will attend SIS at their zoned middle schools.
4. High School - CHOICE High School students will attend SIS at their zoned high school.
5. 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.
6. Elementary school teachers working the entire 19 days will be paid 117.00 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 19 days plus 3.00 hours pre-planning).
7. Middle and high school teachers working the entire 19 days will be paid 117.00 hours (5.00 hours instruction plus 0.50 lunch duty plus 0.50 hour for pre/post planning and program evaluation per day times 19 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.