




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

FINANCE TAM: 2019-033

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: Administrative & Guidance Summer Hours – Project 5027

For fiscal year 2018-2019, 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 2019 summer period (June 2019 through August 2019). 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	\$32.42
Master's Degree	\$36.91
Specialist's Degree	\$40.13
Doctorate's Degree	\$43.28

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 2019 will be paid in July 2019.

If a school chooses to pay additional hours, the other compensation must be coded to Project 5028 – Summer Jobs – Discretionary. The Budgeting Department will move funds from School Discretionary reserves to Project 5028 to cover the deficits.

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
SUMMER 2019
FISCAL YEAR 2018-2019
APRIL 8, 2019

CENTER	SCHOOL	ASSISTANT PRINCIPAL HOURS	ASSISTANT PRINCIPAL ALLOCATION	GUIDANCE COUNSELOR HOURS	GUIDANCE COUNSELORS ALLOCATION	TOTAL ALLOCATION
			\$ 50		\$ 43	
0031	EDWINS ELEMENTARY SCHOOL	60	\$ 3,000	60	\$ 2,580	\$ 5,580
0041	BAKER SCHOOL	-	-	40	1,720	1,720
0051	BOB SIKES ELEMENTARY SCHOOL	60	3,000	60	2,580	5,580
0082	MEIGS MIDDLE SCHOOL	-	-	-	-	-
0092	SHOAL RIVER MIDDLE SCHOOL	-	-	20	860	860
0121	RUCKEL MIDDLE SCHOOL	-	-	20	860	860
0131	DESTIN ELEMENTARY SCHOOL	60	3,000	60	2,580	5,580
0151	EDGE ELEMENTARY SCHOOL	60	3,000	60	2,580	5,580
0161	EGLIN ELEMENTARY SCHOOL	60	3,000	60	2,580	5,580
0201	LAUREL HILL SCHOOL	-	-	60	2,580	2,580
0211	NICEVILLE HIGH SCHOOL	-	-	60	2,580	2,580
0222	NORTHWOOD ELEMENTARY SCHOOL	60	3,000	60	2,580	5,580
0241	SILVER SANDS SCHOOL	60	3,000	-	-	3,000
0251	RIVERSIDE ELEMENTARY SCHOOL	60	3,000	60	2,580	5,580
0271	PRYOR MIDDLE SCHOOL	-	-	-	-	-
0281	WRIGHT ELEMENTARY SCHOOL	60	3,000	60	2,580	5,580
0431	SHALIMAR ELEMENTARY SCHOOL	60	3,000	60	2,580	5,580
0541	ELLIOTT PT. ELEMENTARY SCHOOL	60	3,000	60	2,580	5,580
0561	MARY ESTHER ELEMENTARY SCHOOL	60	3,000	60	2,580	5,580
0571	PLEW ELEMENTARY SCHOOL	60	3,000	60	2,580	5,580
0581	CHOCTAW HIGH SCHOOL	-	-	60	2,580	2,580
0601	CRESTVIEW HIGH SCHOOL	-	-	60	2,580	2,580
0621	KENWOOD ELEMENTARY SCHOOL	60	3,000	60	2,580	5,580
0631	FLOROSA ELEMENTARY SCHOOL	60	3,000	60	2,580	5,580
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	3,000	60	2,580	5,580
0701	OK. TECH. COLLEGE & CHOICE HIGH SCHOOL	-	-	-	-	-
0721	OKALOOSA STEM ACADEMY	-	-	30	1,290	1,290
0731	WALKER ELEMENTARY SCHOOL	60	3,000	60	2,580	5,580
0741	BLUEWATER ELEMENTARY SCHOOL	60	3,000	60	2,580	5,580
0751	ANTIOCH ELEMENTARY SCHOOL	60	3,000	60	2,580	5,580
0761	DAVIDSON MIDDLE SCHOOL	-	-	20	860	860
0771	DESTIN MIDDLE SCHOOL	-	-	20	860	860
0801	RICHBOURG SCHOOL	60	3,000	-	-	3,000
0811	SOUTHSIDE PRIMARY SCHOOL	-	-	60	2,580	2,580
TOTAL		1,200	\$ 60,000	1,670	\$ 71,810	\$ 131,810