



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

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FINANCE TAM: 2020-034

CONTACT: Julie Perry, Director  
Budgeting & Financial  
Services

TELEPHONE: 833-5850

TO: School Principals  
FROM: Rita R. Scallan, Chief Financial Officer  
DATE: May 22, 2020  
SUBJECT: Administrative & Guidance Summer Hours – Project 5027

For fiscal year 2019-2020, 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 2020 summer period (June 2020 through August 2020). The attached spreadsheet indicates the number of hours that are authorized per school. Funds have been allocated to Administrative & Guidance Summer Hours – Project 5027.

**Guidance Counselors (10-Month)**

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

|                     |         |
|---------------------|---------|
| Bachelor's Degree   | \$32.58 |
| Master's Degree     | \$37.09 |
| Specialist's Degree | \$40.33 |
| Doctorate's Degree  | \$43.50 |

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)**

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

**Additional Hours**

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**  
**FISCAL YEAR 2019-2020**  
**MAY 22, 2020**

| CENTER       | SCHOOL                                 | ASSISTANT<br>PRINCIPAL<br>HOURS | ASSISTANT<br>PRINCIPAL<br>ALLOCATION | GUIDANCE<br>COUNSELOR<br>HOURS | GUIDANCE<br>COUNSELORS<br>ALLOCATION | TOTAL<br>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                                | 60                             | 2,580                                | 5,580               |
| 0251         | RIVERSIDE ELEMENTARY SCHOOL            | 60                              | 3,000                                | 60                             | 2,580                                | 5,580               |
| 0271         | PRYOR MIDDLE SCHOOL                    | -                               | -                                    | 20                             | 860                                  | 860                 |
| 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 STEMM ACADEMY                 | -                               | -                                    | 60                             | 2,580                                | 2,580               |
| 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                                | 60                             | 2,580                                | 5,580               |
| 0811         | SOUTHSIDE PRIMARY SCHOOL               | -                               | -                                    | 60                             | 2,580                                | 2,580               |
| <b>TOTAL</b> |  | <b>1,200</b>                    | <b>\$ 60,000</b>                     | <b>1,840</b>                   | <b>\$ 79,120</b>                     | <b>\$ 139,120</b>   |

**NOTE:**

HIGH SCHOOL PRINCIPALS MAY CHOOSE TO UTILIZE GUIDANCE HOURS FOR EITHER A 10-MONTH GUIDANCE COUNSELOR OR A 10-MONTH DEAN.