




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

FINANCE TAM: 2020-035
 CONTACT: Julie Perry, Director
 Budgeting & Financial Services
 TELEPHONE: 833-5850

TO: School Principals
 FROM: Rita R. Scallan, Chief Financial Officer 
 DATE: June 1, 2020
 SUBJECT: Summer Intensive Studies (SIS) – Project 0127
 Initial Allocation – All Schools

The Curriculum, Instruction, and Assessment Department has provided the following information concerning Summer Intensive Studies.

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 on Winter MAP in Reading	
1st	Grade of F in ELA for the year AND Level 1 on Winter MAP in Reading	
2nd	Grade of F in ELA for the year AND Level 1 on Winter MAP in Reading	Grade of F in ELA for the year AND Level 1 on Winter MAP in Math
3rd	Grade of F in ELA for the year AND Level 1 on Winter MAP in Reading	Grade of F in ELA for the year AND Level 1 on Winter MAP in Math
4th	Grade of F in ELA for the year AND Level 1 on Winter MAP in Reading	Grade of F in ELA for the year AND Level 1 on Winter MAP in Math
5th	Grade of F in ELA for the year AND Level 1 on Winter MAP in Reading	Grade of F in ELA for the year AND Level 1 on Winter MAP in Math

B. Participating students will receive instruction as follows:

1. Administrators will contact parents/guardians of eligible students to determine attendance.
2. Eligible participating students will receive ten (10) 30-minute virtual instructional sessions with a certified teacher.
3. Each session will be one-on-one and tailored to the individual needs of each student.
4. Every effort should be made to place a student with a teacher in the grade level the student will be entering in School Year 2020-2021.
5. Important Note: Any teacher providing intensive reading interventions to 3rd grade students identified with a substantial reading deficiency must be Reading Endorsed or Certified.

- C. The dates and times of SIS are as follows:
 - 1. Preplanning will be June 5, 2020, for three (3.00) hours.
 - 2. Summer School will be held from June 8, 2020, through July 10, 2020. The term will consist of 24 days and will be operated Monday through Friday except when schools are closed for the 4th of July.
- D. SIS times will be as shown below:
 - 1. Students will attend SIS during a scheduled half hour between 8:00 a.m. and 8:00 p.m. Each teacher's duty day will vary depending on how many students he/she is instructing.
- E. Teachers will be paid an hourly rate based on their degree (Bachelor's - \$32.58, Master's - \$37.09, Specialist's - \$40.33, or Doctorate's - \$43.50). The number of hours paid will be determined by the number of completed sessions taught plus 3.00 hours planning. (Note: Teachers will automatically earn an additional 5% leave.)
- F. **The Budgeting & Financial Services Department will allocate funding to Project 0127 – SAI – Summer Intensive Studies once information is provided by the Curriculum, Instruction, and Assessment Department.**

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. Participating students will receive instruction as follows:
 - 1. Administrators will contact parents/guardians of eligible students to determine attendance.
 - 2. Students who agree to participate in Summer Credit Recovery may keep their district issued device through the completion of the credit recovery course(s). Devices must be returned to school no later than July 15.
 - 3. If fewer than 30 students are identified, Principals must contact Jeff Palmer BEFORE hiring a teacher.
 - 4. Middle Schools will receive one teacher allocation.
 - 5. Any school that has an enrollment of less than 50 may be combined with another school for one teacher allocation.
 - 6. Schools should contact Jeff Palmer if enrolment exceeds 100 students for a possible additional allocation.
- C. The dates of SIS are as follows:
 - 1. Preplanning will be June 5, 2020, for three (3.00) hours.
 - 2. Summer School will be held June 5, 2020, through July 10, 2020. The term will consist of 24 days and will be operated Monday through Friday except when schools are closed for the 4th of July.
- D. Students will work on credit recovery at their own pace; however, they must complete at least 20% of the course work per week to stay on track for course recovery. Teachers must complete the entire summer term and may designate their own office hours (6 hours daily). Hours must be between 8:00 a.m. and 8:00 p.m.

- 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. Teachers working the entire 24 days will be paid 147.00 hours (5.00 of instruction + 0.50 hour lunch duty + 0.50 hour for pre/post planning and program evaluation per day X 24 days = 143.00 hours plus 3.00 hours pre-planning). (Note: Teachers will earn an additional 5% leave (7.15 hours).
- H. **The Budgeting & Financial Services Department will allocate funding to Project 0127 – SAI – Summer Intensive Studies once information is provided by the Curriculum, Instruction, and Assessment Department.**

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.
- B. Participating students will receive instruction as follows:
 - 1. Administrators will contact parents/guardians of eligible students to determine attendance.
 - 2. Students who agree to participate in Summer Credit Recovery may keep their district issued device through the completion of the credit recovery course(s). Devices must be returned to school no later than July 15.
 - 3. If fewer than 30 students are identified, Principals must contact Jeff Palmer BEFORE hiring a teacher.
 - 4. High Schools will receive two teacher allocations, including Baker School. Laurel Hill School will receive one teacher allocation for its high school.
 - 5. Any school that has an enrollment of less than 50 may be combined with another school for one teacher allocation.
 - 6. Schools should contact Jeff Palmer if enrolment exceeds 100 students for a possible additional allocation.
- C. The dates of SIS are as follows:
 - 1. Preplanning will be June 5, 2020, for three (3.00) hours.
 - 2. Summer School will be held June 5, 2020, through July 10, 2020. The term will consist of 24 days and will be operated Monday through Friday except when schools are closed for the 4th of July.
- D. Students will work on credit recovery at their own pace; however, they must complete at least 20% of the course work per week to stay on track for course recovery. Teachers must complete the entire summer term and may designate their own office hours (6 hours daily). Hours must be between 8:00 a.m. and 8:00 p.m.
- 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. Teachers working the entire 24 days will be paid 147.00 hours (5.00 of instruction + 0.50 hour lunch duty + 0.50 hour for pre/post planning and program evaluation per day X 24 days = 143.00 hours plus 3.00 hours pre-planning). (Note: Teachers will earn an additional 5% leave (7.15 hours).
- I. **The Budgeting & Financial Services Department will allocate funding to Project 0127 – SAI – Summer Intensive Studies once information is provided by the Curriculum, Instruction, and Assessment Department.**

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 – Jeff Palmer at 833-4208
3. Student Data – Wendy Meserve at 689-7149