




SCHOOL DISTRICT OF OKALOOSA COUNTY

TECHNICAL ASSISTANCE MEMORANDUM

FINANCE

FINANCE TAM: 2021-027
CONTACT: Julie Perry, Director
Budgeting & Financial Services
TELEPHONE: 833-5850

TO: Selected Principals
FROM: Rita R. Scallan, Chief Financial Officer 
DATE: May 18, 2021
SUBJECT: Career and Professional Education (CAPE) Allocation – Fiscal Year 2020-2021

The Career and Professional Education (CAPE) allocation is a direct allocation to secondary schools based on students earning CAPE industry certifications. CAPE allocations are to be expended in the institutes earning the certifications.

Information Systems and the Career & Technical Education Department have provided the number of fiscal year 2019-2020 CAPE Certifications funded by the Department of Education. Finance has calculated each school's allocation based on this information and has credited your school's allocation to 1010-9890-0997-Center-Project. The attached spreadsheets are explained below.

CAPE Revenue Allocation - Summary

1. Weighted FTE Based on Certifications Earned in FY 2019-2020
The total weighted FTE earned by each school certification for CAPE Institutes, CAPE Innovations, and CAPE Digital Tools is listed in this section. The weighted FTE by project is shown on the detail pages.
2. Total CAPE Revenue Allocation for FY 2020-2021
The total allocations for CAPE Institutes, CAPE Innovations, and CAPE Digital Tools are listed by school. The amounts per project are shown on the detail pages.

CAPE Revenue Allocation – CAPE Institutes

1. Weighted FTE Based on Certifications Earned in FY 2019-2020
The weighted FTE earned by each high school certification varied from 0.10 to 0.30. Middle school certifications were capped at 0.10 per student. The total weighted FTE earned by each school per institute for fiscal year 2018-2019 certifications is listed in this section.
2. Total CAPE Revenue Allocation for FY 2020-2021
The Weighted FTE in Section 1 was multiplied by the Base Student Allocation (\$4,279.49), District Cost Differential (0.9927), and 80% to determine each school's CAPE allocation. This amount was budgeted in 1010.9890.0997.Center.Project.

CAPE Institute projects consist of the following:

- CAPE – Aerospace/Aviation – Project 5061
- CAPE – Automotive – Project 5072
- CAPE – Child Development – Project 5062
- CAPE – Construction – Project 5063
- CAPE – Culinary – Project 5064
- CAPE – Drafting/Engineering – Project 5065
- CAPE – Electrical – Project 5066
- CAPE – Health Science – Project 5067
- CAPE – Information Tech. – Project 5068
- CAPE – Manufacturing – Project 7063
- CAPE – Robotics – Project 5069
- CAPE – Veterinarian Tech. – Project 5070
- CAPE – Welding – Project 5071

CAPE Revenue Allocation – CAPE Innovations & CAPE Digital Tools

1. Weighted FTE Based on Certifications Earned in FY 2019-2020

The weighted FTE earned by each high school certification for CAPE Innovations varied from 0.10 to 0.30. CAPE Digital Tool certificates earned by students have a value of 0.025. The total weighted FTE earned by each school per institute for fiscal year 2017-2018 certifications is listed in this section.

2. Total CAPE Revenue Allocation for FY 2020-2021

The Weighted FTE in Section 1 was multiplied by the Base Student Allocation (\$4,279.49), District Cost Differential (0.9927), and 80% to determine each school's CAPE allocation. This amount was budgeted in 1010.9890.0997.Center.Project.

CAPE Innovations currently consists of one project: CAPE Innovations – Microeconomics – Project 6061.

Digital Tools projects include:

- CAPE Digital Tools – IT – Project 6060
- CAPE Digital Tools – STEMM – Project 7061
- CAPE Digital Tools – Manufacturing – Project 7062

Should you have any questions regarding the CAPE allocation, please contact:

1. Student Information – Wendy Meserve at 689-7149
2. Budget Information – Julie Perry at 833-5850
3. CAPE Certifications/CHOICE Programs – April Branscome at 833-5858

Attachment

cc: Executive Staff
Career & Technical Education Program Director
School Bookkeepers

**SCHOOL DISTRICT OF OKALOOSA COUNTY
CAPE REVENUE ALLOCATION
SUMMARY
FISCAL YEAR 2020-2021
MAY 18, 2021**

WEIGHTED FTE BASED ON CERTIFICATIONS EARNED IN FY 2019-2020

Cost Center	School Name	CAPE Institutes	CAPE Innovations	CAPE Digital Tools	Total WFTE
0041	Baker School	0.600	-	-	0.600
0082	Meigs Middle	-	-	-	-
0092	Shoal River Middle	-	-	0.725	0.725
0121	Ruckel Middle	11.875	-	-	11.875
0201	Laurel Hill School	1.000	-	-	1.000
0211	Niceville High	76.700	-	-	76.700
0271	Pryor Middle	5.700	-	1.075	6.775
0581	Choctaw High	6.100	-	-	6.100
0601	Crestview High	29.100	-	-	29.100
0641	Fort Walton High	19.600	-	-	19.600
0651	Bruner Middle	3.475	-	-	3.475
0671	Lewis School	2.800	-	-	2.800
0701	OTC & CHOICE High	0.400	-	-	0.400
0721	Ok. STEMM Acad.	-	-	1.675	1.675
0761	Davidson Middle	0.400	-	2.525	2.925
0771	Destin Middle	0.100	-	1.925	2.025
TOTAL WFTE EARNED		157.850	-	7.925	165.775

TOTAL CAPE REVENUE ALLOCATION FOR FY 2020-2021 (WFTE x BSA x DCD x 80%)

Cost Center	School Name	CAPE Institutes	CAPE Innovations	CAPE Digital Tools	Total Allocation
0041	Baker School	\$ 2,059	\$ -	\$ -	\$ 2,059
0082	Meigs Middle	-	-	-	-
0092	Shoal River Middle	-	-	2,489	2,489
0121	Ruckel Middle	40,760	-	-	40,760
0201	Laurel Hill School	3,432	-	-	3,432
0211	Niceville High	263,268	-	-	263,268
0271	Pryor Middle	19,565	-	3,690	23,255
0581	Choctaw High	20,937	-	-	20,937
0601	Crestview High	99,884	-	-	99,884
0641	Fort Walton High	67,276	-	-	67,276
0651	Bruner Middle	11,928	-	-	11,928
0671	Lewis School	9,611	-	-	9,611
0701	OTC & CHOICE High	1,373	-	-	1,373
0721	Ok. STEMM Acad.	-	-	5,749	5,749
0761	Davidson Middle	1,373	-	8,667	10,040
0771	Destin Middle	343	-	6,607	6,950
TOTAL SCHOOL ALLOCATION - 80%		\$ 541,809	\$ -	\$ 27,202	\$ 569,011

PLUS 10% ALLOCATION TO PROJECT 9007 - CTE DEPARTMENT **\$ 71,128**

TOTAL CAPE ALLOCATION - SCHOOLS & CTE DEPARTMENT **\$ 640,139**

SCHOOL DISTRICT OF OKALOOSA COUNTY
CAPE REVENUE ALLOCATION
CAPE INSTITUTES
FISCAL YEAR 2020-2021
MAY 18, 2021

WEIGHTED FTE BASED ON CERTIFICATIONS EARNED IN FY 2019-2020

Cost Center	School Name	Project 5061 Aerospace/ Aviation	Project 5072 Automotive	Project 5062 Child Develop.	Project 5063 Construction	Project 5064 Culinary	Project 5065 Drafting/ Engineering	Project 5066 Electrical	Project 5067 Health Science	Project 5068 Information Technology	Project 7063 Manufactur.	Project 5069 Robotics	Project 5070 Veterinarian Technology	Project 5071 Welding	Total WFTE
0041	Baker School	-	-	-	-	-	-	-	-	0.600	-	-	-	-	0.600
0082	Meigs Middle	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0092	Shoal River Middle	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0121	Ruckel Middle	-	-	-	-	-	-	-	-	11.875	-	-	-	-	11.875
0201	Laurel Hill School	-	-	-	-	-	-	-	-	1.000	-	-	-	-	1.000
0211	Niceville High	-	-	-	-	22.000	-	-	-	54.700	-	-	-	-	76.700
0271	Pryor Middle	-	-	-	-	-	-	-	-	5.700	-	-	-	-	5.700
0581	Choctaw High	-	-	-	-	-	0.600	-	-	5.500	-	-	-	-	6.100
0601	Crestview High	-	6.800	-	2.200	11.200	-	-	2.500	6.400	-	-	-	-	29.100
0641	Fort Walton High	-	-	-	-	-	4.200	-	3.600	11.800	-	-	-	-	19.600
0651	Bruner Middle	-	-	-	-	-	-	-	-	3.475	-	-	-	-	3.475
0671	Lewis School	-	-	-	-	-	-	-	-	2.800	-	-	-	-	2.800
0701	OTC & CHOICE High	-	-	-	-	0.400	-	-	-	-	-	-	-	-	0.400
0721	Ok. STEMM Acad.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0761	Davidson Middle	-	-	-	-	-	-	-	-	0.400	-	-	-	-	0.400
0771	Destin Middle	-	-	-	-	-	-	-	-	0.100	-	-	-	-	0.100
TOTAL		-	6.800	-	2.200	33.600	4.800	-	6.100	104.350	-	-	-	-	157.850

TOTAL CAPE REVENUE ALLOCATION FOR FY 2020-2021 (WFTE x BSA x DCD x 80%)

Cost Center	School Name	Project 5061 Aerospace/ Aviation	Project 5072 Automotive	Project 5062 Child Develop.	Project 5063 Construction	Project 5064 Culinary	Project 5065 Drafting/ Engineering	Project 5066 Electrical	Project 5067 Health Science	Project 5068 Information Technology	Project 7063 Manufactur.	Project 5069 Robotics	Project 5070 Veterinarian Technology	Project 5071 Welding	Total Allocation
0041	Baker School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,059	\$ -	\$ -	\$ -	\$ -	\$ 2,059
0082	Meigs Middle	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0092	Shoal River Middle	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0121	Ruckel Middle	-	-	-	-	-	-	-	-	40,760	-	-	-	-	40,760
0201	Laurel Hill School	-	-	-	-	-	-	-	-	3,432	-	-	-	-	3,432
0211	Niceville High	-	-	-	-	75,514	-	-	-	187,754	-	-	-	-	263,268
0271	Pryor Middle	-	-	-	-	-	-	-	-	19,565	-	-	-	-	19,565
0581	Choctaw High	-	-	-	-	-	2,059	-	-	18,878	-	-	-	-	20,937
0601	Crestview High	-	23,341	-	7,551	38,443	-	-	8,581	21,968	-	-	-	-	99,884
0641	Fort Walton High	-	-	-	-	-	14,416	-	12,357	40,503	-	-	-	-	67,276
0651	Bruner Middle	-	-	-	-	-	-	-	-	11,928	-	-	-	-	11,928
0671	Lewis School	-	-	-	-	-	-	-	-	9,611	-	-	-	-	9,611
0701	OTC & CHOICE High	-	-	-	-	1,373	-	-	-	-	-	-	-	-	1,373
0721	Ok. STEMM Acad.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0761	Davidson Middle	-	-	-	-	-	-	-	-	1,373	-	-	-	-	1,373
0771	Destin Middle	-	-	-	-	-	-	-	-	343	-	-	-	-	343
TOTAL		\$ -	\$ 23,341	\$ -	\$ 7,551	\$ 115,330	\$ 16,475	\$ -	\$ 20,938	\$ 358,174	\$ -	\$ -	\$ -	\$ -	\$ 541,809

1. BASE STUDENT ALLOCATION (BSA) = \$ 4,319.49
2. DISTRICT COST DIFFERENTIAL (DCD) = 0.9933

SCHOOL DISTRICT OF OKALOOSA COUNTY
CAPE REVENUE ALLOCATION
CAPE INNOVATIONS & CAPE DIGITAL TOOLS
FISCAL YEAR 2020-2021
MAY 18, 2021

WEIGHTED FTE BASED ON CERTIFICATIONS EARNED IN FY 2019-2020

Cost Center	School Name	Project 6061			Total WFTE	Project 6060	Project 7061	Project 7062	Total WFTE
		CAPE Innovations Micro-economics				CAPE Digital Tools - IT	CAPE Digital Tools - STEMM	CAPE Digital Tools - Manufact.	
0041	Baker School	-	-	-	-	-	-	-	-
0082	Meigs Middle	-	-	-	-	-	-	-	-
0092	Shoal River Middle	-	-	-	-	-	0.725	-	0.725
0121	Ruckel Middle	-	-	-	-	-	-	-	-
0201	Laurel Hill School	-	-	-	-	-	-	-	-
0211	Niceville High	-	-	-	-	-	-	-	-
0271	Pryor Middle	-	-	-	-	-	1.075	-	1.075
0581	Choctaw High	-	-	-	-	-	-	-	-
0601	Crestview High	-	-	-	-	-	-	-	-
0641	Fort Walton High	-	-	-	-	-	-	-	-
0651	Bruner Middle	-	-	-	-	-	-	-	-
0671	Lewis School	-	-	-	-	-	-	-	-
0701	OTC & CHOICE High	-	-	-	-	-	-	-	-
0721	Ok. STEMM Acad.	-	-	-	-	-	1.675	-	1.675
0761	Davidson Middle	-	-	-	-	-	2.525	-	2.525
0771	Destin Middle	-	-	-	-	-	1.925	-	1.925
TOTAL		-	-	-	-	-	7.925	-	7.925

TOTAL CAPE REVENUE ALLOCATION FOR FY 2020-2021 (WFTE x BSA x DCD x 80%)

Cost Center	School Name	Project 6061			Total Allocation	Project 6060	Project 7061	Project 7062	Total Allocation
		CAPE Innovations Micro-economics				CAPE Digital Tools - IT	CAPE Digital Tools - STEMM	CAPE Digital Tools - Manufact.	
0041	Baker School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
0082	Meigs Middle	-	-	-	-	-	-	-	-
0092	Shoal River Middle	-	-	-	-	-	2,489	-	2,489
0121	Ruckel Middle	-	-	-	-	-	-	-	-
0201	Laurel Hill School	-	-	-	-	-	-	-	-
0211	Niceville High	-	-	-	-	-	-	-	-
0271	Pryor Middle	-	-	-	-	-	3,690	-	3,690
0581	Choctaw High	-	-	-	-	-	-	-	-
0601	Crestview High	-	-	-	-	-	-	-	-
0641	Fort Walton High	-	-	-	-	-	-	-	-
0651	Bruner Middle	-	-	-	-	-	-	-	-
0671	Lewis School	-	-	-	-	-	-	-	-
0701	OTC & CHOICE High	-	-	-	-	-	-	-	-
0721	Ok. STEMM Acad.	-	-	-	-	-	5,749	-	5,749
0761	Davidson Middle	-	-	-	-	-	8,667	-	8,667
0771	Destin Middle	-	-	-	-	-	6,607	-	6,607
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,202	\$ -	\$ 27,202

1. BASE STUDENT ALLOCATION (BSA) = \$ 4,319.49
2. DISTRICT COST DIFFERENTIAL (DCD) = 0.9933

Excerpt from The 2020 Florida Statutes

1011.62(1) Funds for operation of schools.

Career and Professional Academy Programs

(o) *Calculation of additional full-time equivalent membership based on successful completion of a career-themed course pursuant to ss. [1003.491](#), [1003.492](#), and [1003.493](#), or courses with embedded CAPE industry certifications or CAPE Digital Tool certificates, and issuance of industry certification identified on the CAPE Industry Certification Funding List pursuant to rules adopted by the State Board of Education or CAPE Digital Tool certificates pursuant to s. [1003.4203](#).—*

1.

- a. A value of 0.025 full-time equivalent student membership shall be calculated for CAPE Digital Tool certificates earned by students in elementary and middle school grades.
 - b. A value of 0.1 or 0.2 full-time equivalent student membership shall be calculated for each student who completes a course as defined in s. [1003.493\(1\)\(b\)](#) or courses with embedded CAPE industry certifications and who is issued an industry certification identified annually on the CAPE Industry Certification Funding List approved under rules adopted by the State Board of Education. A value of 0.2 full-time equivalent membership shall be calculated for each student who is issued a CAPE industry certification that has a statewide articulation agreement for college credit approved by the State Board of Education. For CAPE industry certifications that do not articulate for college credit, the Department of Education shall assign a full-time equivalent value of 0.1 for each certification. Middle grades students who earn additional FTE membership for a CAPE Digital Tool certificate pursuant to sub-subparagraph a. may not use the previously funded examination to satisfy the requirements for earning an industry certification under this sub-subparagraph. Additional FTE membership for an elementary or middle grades student may not exceed 0.1 for certificates or certifications earned within the same fiscal year. The State Board of Education shall include the assigned values on the CAPE Industry Certification Funding List under rules adopted by the state board. Such value shall be added to the total full-time equivalent student membership for grades 6 through 12 in the subsequent year. CAPE industry certifications earned through dual enrollment must be reported and funded pursuant to s. [1011.80](#). However, if a student earns a certification through a dual enrollment course and the certification is not a fundable certification on the postsecondary certification funding list, or the dual enrollment certification is earned as a result of an agreement between a school district and a nonpublic postsecondary institution, the bonus value shall be funded in the same manner as other nondual enrollment course industry certifications. In such cases, the school district may provide for an agreement between the high school and the technical center, or the school district and the postsecondary institution may enter into an agreement for equitable distribution of the bonus funds.
 - c. A value of 0.3 full-time equivalent student membership shall be calculated for student completion of the courses and the embedded certifications identified on the CAPE Industry Certification Funding List and approved by the commissioner pursuant to ss. [1003.4203\(5\)\(a\)](#) and [1008.44](#).
 - d. A value of 0.5 full-time equivalent student membership shall be calculated for CAPE Acceleration Industry Certifications that articulate for 15 to 29 college credit hours, and 1.0 full-time equivalent student membership shall be calculated for CAPE Acceleration Industry Certifications that articulate for 30 or more college credit hours pursuant to CAPE Acceleration Industry Certifications approved by the commissioner pursuant to ss. [1003.4203\(5\)\(b\)](#) and [1008.44](#).
2. Each district must allocate at least 80 percent of the funds provided for CAPE industry certification, in accordance with this paragraph, to the program that generated the funds. This allocation may not be used to supplant funds provided for basic operation of the program.

Excerpt from The 2020 Florida Statutes

1011.62(1) Funds for operation of schools.

Career and Professional Academy Programs (Continued)

3. For CAPE industry certifications earned in the 2013-2014 school year and in subsequent years, the school district shall distribute to each classroom teacher who provided direct instruction toward the attainment of a CAPE industry certification that qualified for additional full-time equivalent membership under subparagraph 1.:
 - a. A bonus of \$25 for each student taught by a teacher who provided instruction in a course that led to the attainment of a CAPE industry certification on the CAPE Industry Certification Funding List with a weight of 0.1.
 - b. A bonus of \$50 for each student taught by a teacher who provided instruction in a course that led to the attainment of a CAPE industry certification on the CAPE Industry Certification Funding List with a weight of 0.2.
 - c. A bonus of \$75 for each student taught by a teacher who provided instruction in a course that led to the attainment of a CAPE industry certification on the CAPE Industry Certification Funding List with a weight of 0.3.
 - d. A bonus of \$100 for each student taught by a teacher who provided instruction in a course that led to the attainment of a CAPE industry certification on the CAPE Industry Certification Funding List with a weight of 0.5 or 1.0.

Bonuses awarded pursuant to this paragraph shall be provided to teachers who are employed by the district in the year in which the additional FTE membership calculation is included in the calculation. Bonuses shall be calculated based upon the associated weight of a CAPE industry certification on the CAPE Industry Certification Funding List for the year in which the certification is earned by the student. Any bonus awarded to a teacher under this paragraph is in addition to any regular wage or other bonus the teacher received or is scheduled to receive. A bonus may not be awarded to a teacher who fails to maintain the security of any CAPE industry certification examination or who otherwise violates the security or administration protocol of any assessment instrument that may result in a bonus being awarded to the teacher under this paragraph.