



SCHOOL DISTRICT OF OKALOOSA COUNTY

TECHNICAL ASSISTANCE MEMORANDUM

FINANCE

FINANCE TAM: 2022-019
CONTACT: Julie Perry, Interim CFO
TELEPHONE: 833-5850

TO: Selected Principals
FROM: Julie Perry, Interim Chief Financial Officer/Budgeting Director
DATE: April 8, 2022
SUBJECT: Career and Professional Education (CAPE) Allocation – Fiscal Year 2021-2022

Julie A. Perry

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 2020-2021 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 2020-2021
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 2021-2022
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 2020-2021
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 is listed in this section.
2. Total CAPE Revenue Allocation for FY 2021-2022
The Weighted FTE in Section 1 was multiplied by the Base Student Allocation (\$4,372.91), District Cost Differential (0.9913), 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 2020-2021

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 is listed in this section.

2. Total CAPE Revenue Allocation for FY 2021-2022

The Weighted FTE in Section 1 was multiplied by the Base Student Allocation (\$4,372.91), District Cost Differential (0.9913), 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: Spreadsheets

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

SCHOOL DISTRICT OF OKALOOSA COUNTY
CAPE REVENUE ALLOCATION
SUMMARY
FISCAL YEAR 2021-2022
APRIL 8, 2022

WEIGHTED FTE BASED ON CERTIFICATIONS EARNED IN FY 2020-2021

Cost Center	School Name	CAPE Institutes	CAPE Innovations	CAPE Digital Tools	Total WFTE
0041	Baker School	0.400	-	-	0.400
0082	Meigs Middle	2.100	-	3.200	5.300
0092	Shoal River Middle	-	-	0.650	0.650
0121	Ruckel Middle	9.500	-	-	9.500
0201	Laurel Hill School	2.300	-	-	2.300
0211	Niceville High	83.800	-	-	83.800
0271	Pryor Middle	6.500	-	3.450	9.950
0581	Choctaw High	13.800	-	-	13.800
0601	Crestview High	66.400	-	-	66.400
0641	Fort Walton High	21.700	-	-	21.700
0651	Bruner Middle	3.200	-	2.875	6.075
0671	Lewis School	0.800	-	-	0.800
0701	OTC & CHOICE High	1.600	-	-	1.600
0721	Ok. STEMM Acad.	2.100	-	2.825	4.925
0761	Davidson Middle	4.900	-	0.925	5.825
0771	Destin Middle	2.200	-	2.250	4.450
TOTAL WFTE EARNED		221.300	-	16.175	237.475

TOTAL CAPE REVENUE ALLOCATION FOR FY 2021-2022 (WFTE x BSA x DCD x 80%)

Cost Center	School Name	CAPE Institutes	CAPE Innovations	CAPE Digital Tools	Total Allocation
0041	Baker School	\$ 1,387	\$ -	\$ -	\$ 1,387
0082	Meigs Middle	7,283	-	11,097	18,380
0092	Shoal River Middle	-	-	2,254	2,254
0121	Ruckel Middle	32,945	-	-	32,945
0201	Laurel Hill School	7,976	-	-	7,976
0211	Niceville High	290,609	-	-	290,609
0271	Pryor Middle	22,541	-	11,965	34,506
0581	Choctaw High	47,857	-	-	47,857
0601	Crestview High	230,268	-	-	230,268
0641	Fort Walton High	75,253	-	-	75,253
0651	Bruner Middle	11,097	-	9,970	21,067
0671	Lewis School	2,774	-	-	2,774
0701	OTC & CHOICE High	5,550	-	-	5,550
0721	Ok. STEMM Acad.	7,283	-	9,796	17,079
0761	Davidson Middle	16,993	-	3,207	20,200
0771	Destin Middle	7,629	-	7,803	15,432
TOTAL SCHOOL ALLOCATION - 80%		\$ 767,445	\$ -	\$ 56,092	\$ 823,537

PLUS 10% ALLOCATION TO PROJECT 9007 - CTE DEPARTMENT **\$ 102,943**

TOTAL CAPE ALLOCATION - SCHOOLS & CTE DEPARTMENT **\$ 926,480**

SCHOOL DISTRICT OF OKALOOSA COUNTY
CAPE REVENUE ALLOCATION
CAPE INSTITUTES
FISCAL YEAR 2021-2022
APRIL 8, 2022

WEIGHTED FTE BASED ON CERTIFICATIONS EARNED IN FY 2020-2021

Cost Center	School Name	Project 5061	Project 5072	Project 5062	Project 5063	Project 5064	Project 5065	Project 5066	Project 5067	Project 5068	Project 7063	Project 5069	Project 5070	Project 5071	Total WFTE
		Aerospace/ Aviation	Automotive	Child Develop.	Construction	Culinary	Drafting/ Engineering	Electrical	Health Science	Information Technology	Manufactur.	Robotics	Veterinarian Technology	Welding	
0041	Baker School	-	-	-	-	-	-	-	-	0.400	-	-	-	-	0.400
0082	Meigs Middle	-	-	-	-	-	-	-	-	2.100	-	-	-	-	2.100
0092	Shoal River Middle	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0121	Ruckel Middle	-	-	-	-	-	-	-	-	9.500	-	-	-	-	9.500
0201	Laurel Hill School	-	-	-	0.600	-	-	-	-	1.700	-	-	-	-	2.300
0211	Niceville High	-	-	-	-	16.000	-	-	-	67.800	-	-	-	-	83.800
0271	Pryor Middle	-	-	-	-	-	-	-	-	6.500	-	-	-	-	6.500
0581	Choctaw High	-	-	-	-	-	3.000	-	-	10.800	-	-	-	-	13.800
0601	Crestview High	-	8.700	-	3.800	11.000	8.000	-	5.100	29.400	-	-	-	0.400	66.400
0641	Fort Walton High	-	-	-	-	-	5.500	-	3.200	13.000	-	-	-	-	21.700
0651	Bruner Middle	-	-	-	-	-	-	-	-	3.200	-	-	-	-	3.200
0671	Lewis School	-	-	-	-	-	-	-	-	0.800	-	-	-	-	0.800
0701	OTC & CHOICE High	-	0.600	-	0.200	-	-	0.100	-	-	-	-	-	0.700	1.600
0721	Ok. STEM Acad.	-	-	-	-	-	-	-	-	2.100	-	-	-	-	2.100
0761	Davidson Middle	-	-	-	-	-	-	-	-	4.900	-	-	-	-	4.900
0771	Destin Middle	-	-	-	-	-	-	-	-	2.200	-	-	-	-	2.200
TOTAL		-	9.300	-	4.600	27.000	16.500	0.100	8.300	154.400	-	-	-	1.100	221.300

TOTAL CAPE REVENUE ALLOCATION FOR FY 2021-2022 (WFTE x BSA x DCD x 80%)

Cost Center	School Name	Project 5061	Project 5072	Project 5062	Project 5063	Project 5064	Project 5065	Project 5066	Project 5067	Project 5068	Project 7063	Project 5069	Project 5070	Project 5071	Total Allocation
		Aerospace/ Aviation	Automotive	Child Develop.	Construction	Culinary	Drafting/ Engineering	Electrical	Health Science	Information Technology	Manufactur.	Robotics	Veterinarian Technology	Welding	
0041	Baker School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,387	\$ -	\$ -	\$ -	\$ -	\$ 1,387
0082	Meigs Middle	-	-	-	-	-	-	-	-	7,283	-	-	-	-	7,283
0092	Shoal River Middle	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0121	Ruckel Middle	-	-	-	-	-	-	-	-	32,945	-	-	-	-	32,945
0201	Laurel Hill School	-	-	-	2,081	-	-	-	-	5,895	-	-	-	-	7,976
0211	Niceville High	-	-	-	-	55,486	-	-	-	235,123	-	-	-	-	290,609
0271	Pryor Middle	-	-	-	-	-	-	-	-	22,541	-	-	-	-	22,541
0581	Choctaw High	-	-	-	-	-	10,404	-	-	37,453	-	-	-	-	47,857
0601	Crestview High	-	30,171	-	13,178	38,147	27,743	-	17,686	101,956	-	-	-	1,387	230,268
0641	Fort Walton High	-	-	-	-	-	19,073	-	11,097	45,083	-	-	-	-	75,253
0651	Bruner Middle	-	-	-	-	-	-	-	-	11,097	-	-	-	-	11,097
0671	Lewis School	-	-	-	-	-	-	-	-	2,774	-	-	-	-	2,774
0701	OTC & CHOICE High	-	2,081	-	694	-	-	347	-	-	-	-	-	2,428	5,550
0721	Ok. STEM Acad.	-	-	-	-	-	-	-	-	7,283	-	-	-	-	7,283
0761	Davidson Middle	-	-	-	-	-	-	-	-	16,993	-	-	-	-	16,993
0771	Destin Middle	-	-	-	-	-	-	-	-	7,629	-	-	-	-	7,629
TOTAL		\$ -	\$ 32,252	\$ -	\$ 15,953	\$ 93,633	\$ 57,220	\$ 347	\$ 28,783	\$ 535,442	\$ -	\$ -	\$ -	\$ 3,815	\$ 767,445

1. BASE STUDENT ALLOCATION (BSA) = \$ 4,372.91
2. DISTRICT COST DIFFERENTIAL (DCD) = 0.9913

SCHOOL DISTRICT OF OKALOOSA COUNTY
CAPE REVENUE ALLOCATION
CAPE INNOVATIONS & CAPE DIGITAL TOOLS
FISCAL YEAR 2021-2022
APRIL 8, 2022

WEIGHTED FTE BASED ON CERTIFICATIONS EARNED IN FY 2020-2021

Cost Center	School Name	Project 6061			Total WFTFTE	Project 6060	Project 7061	Project 7062	Total WFTFTE
		CAPE Innovations Micro-economics				CAPE Digital Tools - IT	CAPE Digital Tools - STEM	CAPE Digital Tools - Manufact.	
0041	Baker School	-	-	-	-	-	-	-	-
0082	Meigs Middle	-	-	-	-	-	3.200	-	3.200
0092	Shoal River Middle	-	-	-	-	-	0.650	-	0.650
0121	Ruckel Middle	-	-	-	-	-	-	-	-
0201	Laurel Hill School	-	-	-	-	-	-	-	-
0211	Niceville High	-	-	-	-	-	-	-	-
0271	Pryor Middle	-	-	-	-	1.525	1.925	-	3.450
0581	Choctaw High	-	-	-	-	-	-	-	-
0601	Crestview High	-	-	-	-	-	-	-	-
0641	Fort Walton High	-	-	-	-	-	-	-	-
0651	Bruner Middle	-	-	-	-	0.475	2.400	-	2.875
0671	Lewis School	-	-	-	-	-	-	-	-
0701	OTC & CHOICE High	-	-	-	-	-	-	-	-
0721	Ok. STEM Acad.	-	-	-	-	0.800	2.025	-	2.825
0761	Davidson Middle	-	-	-	-	0.125	0.800	-	0.925
0771	Destin Middle	-	-	-	-	0.650	1.600	-	2.250
TOTAL		-	-	-	-	3.575	12.600	-	16.175

TOTAL CAPE REVENUE ALLOCATION FOR FY 2021-2022 (WFTFTE 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 - STEM	CAPE Digital Tools - Manufact.	
0041	Baker School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
0082	Meigs Middle	-	-	-	-	-	11,097	-	11,097
0092	Shoal River Middle	-	-	-	-	-	2,254	-	2,254
0121	Ruckel Middle	-	-	-	-	-	-	-	-
0201	Laurel Hill School	-	-	-	-	-	-	-	-
0211	Niceville High	-	-	-	-	-	-	-	-
0271	Pryor Middle	-	-	-	-	5,289	6,676	-	11,965
0581	Choctaw High	-	-	-	-	-	-	-	-
0601	Crestview High	-	-	-	-	-	-	-	-
0641	Fort Walton High	-	-	-	-	-	-	-	-
0651	Bruner Middle	-	-	-	-	1,647	8,323	-	9,970
0671	Lewis School	-	-	-	-	-	-	-	-
0701	OTC & CHOICE High	-	-	-	-	-	-	-	-
0721	Ok. STEM Acad.	-	-	-	-	2,774	7,022	-	9,796
0761	Davidson Middle	-	-	-	-	433	2,774	-	3,207
0771	Destin Middle	-	-	-	-	2,254	5,549	-	7,803
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ 12,397	\$ 43,695	\$ -	\$ 56,092

1. BASE STUDENT ALLOCATION (BSA) = \$ 4,372.91
2. DISTRICT COST DIFFERENTIAL (DCD) = 0.9913

Excerpt from The 2021 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 pursuant to 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.