



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

FINANCE TAM: 2024-029
 CONTACT: Lynda Bush, Budgeting Director
 TELEPHONE: 833-5830

TO: Selected Principals
 FROM: Julie Perry, Chief Financial Officer *Julie A. Perry*
 DATE: April 2, 2024
 SUBJECT: Career and Professional Education (CAPE) Allocation – Fiscal Year 2023-2024

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 2022-2023 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 2022-2023
 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 2023-2024
 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 2022-2023
 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 2023-2024
 The Weighted FTE in Section 1 was multiplied by the Base Student Allocation (\$5,139.73). Comparable Wage Factor (1.0000) 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 – Artificial Intelligence – Project 6062
- 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 – Embry Riddle Aeronautical – Project 5074
- CAPE – Health Science – Project 5067
- CAPE – Information Tech. – Project 5068
- CAPE – Marketing – Project 6064
- CAPE – Manufacturing – Project 7063
- CAPE – Robotics – Project 5069
- CAPE – Welding – Project 5071

CAPE Revenue Allocation – CAPE Innovations & CAPE Digital Tools

1. Weighted FTE Based on Certifications Earned in FY 2022-2023
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 2023-2024
The Weighted FTE in Section 1 was multiplied by the Base Student Allocation (\$5,139.73), Comparable Wage Factor (1.0000), 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 – Lynda Bush at 833-5830
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 2023-2024
MARCH 11, 2024**

WEIGHTED FTE BASED ON CERTIFICATIONS EARNED IN FY 2022-2023

Cost Center	School Name	CAPE Institutes	CAPE Innovations	CAPE Digital Tools	Total WFTE
0041	Baker School	1.200	-	0.350	1.550
0082	Meigs Middle	4.400	-	0.900	5.300
0092	Shoal River Middle	8.300	-	4.475	12.775
0121	Ruckel Middle	9.200	-	2.175	11.375
0201	Laurel Hill School	4.300	-	-	4.300
0211	Niceville High	108.470	-	-	108.470
0271	Pryor Middle	13.900	-	3.925	17.825
0581	Choctaw High	21.400	-	-	21.400
0601	Crestview High	83.850	-	-	83.850
0641	Fort Walton High	39.640	-	-	39.640
0651	Bruner Middle	2.800	-	0.775	3.575
0671	Lewis School	1.200	-	-	1.200
0701	OTC	4.300	-	-	4.300
0721	Ok. STEM Acad.	9.600	-	3.750	13.350
0761	Davidson Middle	6.000	-	4.250	10.250
0771	Destin Middle	5.400	-	3.425	8.825
9811	Crestview Youth Academy	5.600	-	-	5.600
TOTAL WFTE EARNED		329.560	-	24.025	353.585

TOTAL CAPE REVENUE ALLOCATION FOR FY 2023-2024 (WFTE x BSA x DCD x 80%)

Cost Center	School Name	CAPE Institutes	CAPE Innovations	CAPE Digital Tools	Total Allocation
0041	Baker School	\$ 4,934	\$ -	\$ 1,439	\$ 6,373
0082	Meigs Middle	18,091	-	3,701	21,792
0092	Shoal River Middle	34,128	-	18,400	52,528
0121	Ruckel Middle	37,828	-	8,943	46,771
0201	Laurel Hill School	17,681	-	-	17,681
0211	Niceville High	446,006	-	-	446,006
0271	Pryor Middle	57,154	-	16,139	73,293
0581	Choctaw High	87,993	-	-	87,993
0601	Crestview High	344,775	-	-	344,775
0641	Fort Walton High	162,991	-	-	162,991
0651	Bruner Middle	11,513	-	3,187	14,700
0671	Lewis School	4,934	-	-	4,934
0701	OTC	17,681	-	-	17,681
0721	Ok. STEM Acad.	39,473	-	15,419	54,892
0761	Davidson Middle	24,670	-	17,475	42,145
0771	Destin Middle	22,204	-	14,083	36,287
9811	Crestview Youth Academy	23,026	-	-	23,026
TOTAL SCHOOL ALLOCATION - 80%		\$ 1,355,082	\$ -	\$ 98,786	\$ 1,453,868

RECONCILIATION: REPORTED COMPARED TO EARNED
 CAPE 80% ALLOCATION TO PROJECT 9007 - SCHOOLS
 CAPE 20% ALLOCATION TO PROJECT 9007 - CTE DEPARTMENT
 TOTAL ALLOCATION - SCHOOLS & CTE DEPARTMENT

EARNED
 1,432,874
 358,219
\$ 1,791,093

FUNDING EARNED BY SCHOOLS
 ALLOCATION TO SCHOOLS
 SCHOOLS OVER FUNDED - TO BE PAID BY CTE DEPARTMENT

1,432,874
 (1,453,868)
(20,994)

20% ALLOCATION TO PROJECT 9007 - CTE DEPARTMENT
 LESS PRE-ALLOCATION FOR 100% TSA - 10-MONTH
 LESS OTC & EMBRY RIDDLE CERTS (TO BE PAID BY CTE DEPARTMENT)
 FINAL ALLOCATION TO PROJECT 9007 - CTE DEPARTMENT - MARCH 2024

\$ 358,219
 (43,232)
 (20,994)
\$ 293,993

TOTAL ALLOCATION TO CTE DEPARTMENT:
 PRE-ALLOCATION THRU PROJECT BOOK
 ALLOCATION IN MARCH 2024
 TOTAL CTE DEPARTMENT ALLOCATION

43,232
 \$ 293,993
 \$ 337,225

ALLOCATION TO SCHOOLS
 ALLOCATION TO CTE DEPARTMENT
 TOTAL FUNDS ALLOCATED

\$ 1,453,868
 337,225
\$ 1,791,093

SCHOOL DISTRICT OF OKALOOSA COUNTY
CAPE REVENUE ALLOCATION
CAPE INSTITUTES
FISCAL YEAR 2023-2024
MARCH 11, 2024

WEIGHTED FTE BASED ON CERTIFICATIONS EARNED IN FY 2022-2023

Cost Center	School Name	Project 5061	Project 5062	Project 5063	Project 5064	Project 5065	Project 5066	Project 5067	Project 5068	Project 5069	Project 5070	Project 5071	Project 5072	Project 5073	Project 5074	Project 6062	Project 6064	Project 7063	Total WFTE
		Aerospace/ Aviation	Child Develop.	Construction	Culinary	Engineering	Electrical	Health Science	Information Technology	Robotics	Veterinarian Technology	Welding	Automotive	Building Trades	Embry Riddle Engineering	Artificial Intelligence	Marketing	Manufactur.	
0041	Baker School								1.20										1.20
0082	Meigs Middle								0.60					3.00		0.80			4.40
0092	Shoal River Middle								2.10							6.20			8.30
0121	Ruckel Middle								4.20							5.00			9.20
0201	Laurel Hill School								2.70					1.60					4.30
0211	Niceville High				21.80				57.00	4.30							20.87	4.50	108.47
0271	Pryor Middle								4.50					5.40		4.00			13.90
0581	Choctaw High								7.10					3.10	0.80	10.40			21.40
0601	Crestview High				13.80	9.20		5.90	19.10			0.30	11.60	11.00			12.95		83.85
0641	Fort Walton High							5.80	13.14					10.70					39.64
0651	Bruner Middle								2.80										2.80
0671	Lewis School								1.20										1.20
0701	OTC & CHOICE High								-				4.30						4.30
0721	Ok. STEMM Acad.															9.60			9.60
0761	Davidson Middle								1.60					3.00		1.40			6.00
0771	Destin Middle								1.00							4.40			5.40
9811	Crestview Youth Academy								5.60										5.60
TOTAL		-	-	-	35.60	19.20	-	11.70	123.84	4.30	-	0.30	15.90	37.80	0.80	41.80	33.82	4.50	329.56

TOTAL CAPE REVENUE ALLOCATION FOR FY 2023-2024 (WFTE x BSA x DCD x 80%)

Cost Center	School Name	Project 5061	Project 5062	Project 5063	Project 5064	Project 5065	Project 5066	Project 5067	Project 5068	Project 5069	Project 5070	Project 5071	Project 5072	Project 5073	Project 5074	Project 6062	Project 6064	Project 7063	Total Allocation
		Aerospace/ Aviation	Child Develop.	Construction	Culinary	Engineering	Electrical	Health Science	Information Technology	Robotics	Veterinarian Technology	Welding	Automotive	Building Trades	Embry Riddle Engineering	Artificial Intelligence	Marketing	Manufactur.	
0041	Baker School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,934	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,934
0082	Meigs Middle	-	-	-	-	-	-	-	2,467	-	-	-	-	12,335	-	3,289	-	-	18,091
0092	Shoal River Middle	-	-	-	-	-	-	-	8,635	-	-	-	-	-	-	25,493	-	-	34,128
0121	Ruckel Middle	-	-	-	-	-	-	-	17,269	-	-	-	-	-	-	20,559	-	-	37,828
0201	Laurel Hill School	-	-	-	-	-	-	-	11,102	-	-	-	-	6,579	-	-	-	-	17,681
0211	Niceville High	-	-	-	89,637	-	-	-	234,372	17,681	-	-	-	-	-	-	85,813	18,503	446,006
0271	Pryor Middle	-	-	-	-	-	-	-	18,503	-	-	-	-	22,204	-	16,447	-	-	57,154
0581	Choctaw High	-	-	-	-	-	-	-	29,194	-	-	-	-	12,747	3,289	42,763	-	-	87,993
0601	Crestview High	-	-	-	56,743	37,828	-	24,260	78,535	-	-	1,234	47,697	45,230	-	-	53,248	-	344,775
0641	Fort Walton High	-	-	-	-	41,118	-	23,848	54,029	-	-	-	-	43,996	-	-	-	-	162,991
0651	Bruner Middle	-	-	-	-	-	-	-	11,513	-	-	-	-	-	-	-	-	-	11,513
0671	Lewis School	-	-	-	-	-	-	-	4,934	-	-	-	-	-	-	-	-	-	4,934
0701	OTC & CHOICE High	-	-	-	-	-	-	-	-	-	-	-	17,681	-	-	-	-	-	17,681
0721	Ok. STEMM Acad.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	39,473	-	-	39,473
0761	Davidson Middle	-	-	-	-	-	-	-	6,579	-	-	-	-	12,335	-	5,756	-	-	24,670
0771	Destin Middle	-	-	-	-	-	-	-	4,112	-	-	-	-	-	-	18,092	-	-	22,204
9811	Crestview Youth Academy	-	-	-	-	-	-	-	23,026	-	-	-	-	-	-	-	-	-	23,026
TOTAL		\$ -	\$ -	\$ -	\$ 146,380	\$ 78,946	\$ -	\$ 48,108	\$ 509,204	\$ 17,681	\$ -	\$ 1,234	\$ 65,378	\$ 155,426	\$ 3,289	\$ 171,872	\$ 139,061	\$ 18,503	\$ 1,355,082

- 1. BASE STUDENT ALLOCATION (BSA) =
- 2. COMPARABLE WAGE FACTOR (CWF) =

\$ 5,139.73
1.0000

SCHOOL DISTRICT OF OKALOOSA COUNTY
 CAPE REVENUE ALLOCATION
 CAPE INNOVATIONS & CAPE DIGITAL TOOLS
 FISCAL YEAR 2023-2024
 MARCH 11, 2024

WEIGHTED FTE BASED ON CERTIFICATIONS EARNED IN FY 2022-2023

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 - STEM	CAPE Digital Tools - Manufact.	
0041	Baker School				-	0.350			0.350
0082	Meigs Middle				-		0.900		0.900
0092	Shoal River Middle				-	2.625	1.850		4.475
0121	Ruckel Middle				-	2.175			2.175
0201	Laurel Hill School				-				-
0211	Niceville High				-				-
0271	Pryor Middle				-	1.850	2.075		3.925
0581	Choctaw High				-				-
0601	Crestview High				-				-
0641	Fort Walton High				-				-
0651	Bruner Middle				-	0.775			0.775
0671	Lewis School				-				-
0701	OTC & CHOICE High				-				-
0721	Ok. STEM Acad.				-		3.750		3.750
0761	Davidson Middle				-	1.125	3.125		4.250
0771	Destin Middle				-	1.200	2.225		3.425
9811	Crestview Youth Academy				-				-
TOTAL		-	-	-	-	10.100	13.925	-	24.025

TOTAL CAPE REVENUE ALLOCATION FOR FY 2023-2024 (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 - STEM	CAPE Digital Tools - Manufact.	
0041	Baker School	\$ -	\$ -	\$ -	\$ -	\$ 1,439	\$ -	\$ -	\$ 1,439
0082	Meigs Middle	-	-	-	-	-	3,701	-	3,701
0092	Shoal River Middle	-	-	-	-	10,793	7,607	-	18,400
0121	Ruckel Middle	-	-	-	-	8,943	-	-	8,943
0201	Laurel Hill School	-	-	-	-	-	-	-	-
0211	Niceville High	-	-	-	-	-	-	-	-
0271	Pryor Middle	-	-	-	-	7,607	8,532	-	16,139
0581	Choctaw High	-	-	-	-	-	-	-	-
0601	Crestview High	-	-	-	-	-	-	-	-
0641	Fort Walton High	-	-	-	-	-	-	-	-
0651	Bruner Middle	-	-	-	-	3,187	-	-	3,187
0671	Lewis School	-	-	-	-	-	-	-	-
0701	OTC & CHOICE High	-	-	-	-	-	-	-	-
0721	Ok. STEM Acad.	-	-	-	-	-	15,419	-	15,419
0761	Davidson Middle	-	-	-	-	4,626	12,849	-	17,475
0771	Destin Middle	-	-	-	-	4,934	9,149	-	14,083
9811	Crestview Youth Academy	-	-	-	-	-	-	-	-
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ 41,529	\$ 57,257	\$ -	\$ 98,786

- 1. BASE STUDENT ALLOCATION (BSA) = \$ 5,139.73
- 2. COMPARABLE WAGE FACTOR (CWF) = 1.0000

Excerpt from The 2023 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 at least three courses and an industry certification in a single career and technical education program or program of study.
 - 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(4) 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 2023 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.