



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

FINANCE TAM: 2024-031
CONTACT: Jason Lulue, Budget Analyst
Budgeting & Financial Services
TELEPHONE: 833-5828

TO: School Principals
FROM: Julie Perry, Chief Financial Officer *Julie A. Perry*
DATE: April 19, 2024
SUBJECT: Summer Intensive Studies (SIS)
Project 3454 – ESSER III – Supplemental Programing – SIS
Initial Allocation – All Schools

The Curriculum, Instruction, and Assessment Department has provided information concerning Summer Intensive Studies as shown on the following attachments: “2024 Elementary Summer Intensive Studies” and “2024 Secondary Summer Intensive Studies.”

Elementary Summer Intensive Studies will be held at the following locations:

- Baker School
- Destin Elementary School
- Bluewater Elementary School (for Plew, Bluewater, and Edge Elementary Schools; and Lewis School Grades K through 5)
- Elliot Point Elementary School (for Elliott Point and Edwins Elementary Schools)
- Florosa Elementary School (for Mary Esther and Florosa Elementary Schools)
- Wright Elementary School (for Wright and Kenwood Elementary Schools)
- Laurel Hill School
- Northwood Elementary School (for Riverside, Antioch, and Northwood Elementary Schools)
- Longwood Elementary School (for Longwood, Shalimar, and Eglin Elementary Schools)
- Bob Sikes Elementary School (for Walker and Bob Sikes Elementary Schools and Southside Primary)
- NWFL Ballet Academie and charter school students will attend their zoned schools

Secondary Summer Intensive Studies will be held at these locations:

- Baker School
- Bruner Middle School
- Choctaw High School
- Crestview High School
- Davidson Middle
- Destin Middle School
- Fort Walton Beach High School
- Laurel Hill School
- Meigs Middle School
- Niceville High School
- Pryor Middle School
- Ruckel Middle School
- Lewis 6-8
- Shoal River Middle School
- NWFL Ballet Academie, Okaloosa STEMM, Fast Track, and charter school students will attend their zoned schools.

Position Allocations

Principals must staff based on actual attendance. Each school may need more or less teachers than the initial allocation.

- The initial Elementary School Teacher allocation was based on 50% of the K-5 Potential Failures divided by 15 students per class.
- The initial Secondary School Teacher allocation is 2 Teachers per School.

Schools needing additional Teacher positions and/or an ELL Interpreter must e-mail their requests to Ms. Lightbourne for approval.

Teachers will be hired as summer school teachers and paid an hourly rate based on degree:

Bachelor's Degree	\$33.89
Master's Degree	\$38.60
Specialist's Degree	\$41.96
Doctorate's Degree	\$45.27

Please use Fund 4450 and Project 3454 – ESSER III – Supplemental Programming – SIS when purchasing positions.

Employees will be paid 6.00 hours per day and 6.00 hours for training and/or preplanning, if applicable.

Supplies

Schools have been allocated \$50 per teacher for supplies to be used for Summer Intensive Studies. Funds have been allocated to 4450.5100.0510.Center.3454.

Transportation

Schools will not be responsible for SIS transportation costs. As transportation costs are accumulated and charged to the schools' SIS budgets, the SIS budgets will be increased accordingly.

Should you have any questions or need additional information regarding SIS, please contact the following individuals based on subject area:

1. Budget Issues – Jason Lulue at 833-5828
2. SIS Program – Brooke Barron at 833-3240
3. Additional Allocation Requests – Sheila Lightbourne at 833-5888
4. Student Data – Wendy Meserve at 689-7149

SCHOOL DISTRICT OF OKALOOSA COUNTY
SUMMER INTENSIVE STUDIES - PROJECT 3454
INSTRUCTIONAL UNITS & SUPPLIES
ELEMENTARY, MIDDLE, AND HIGH SCHOOLS
FISCAL YEAR 2023-2024
APRIL 19, 2024

	A	B	C	D	E	F	G	H	I	J	K	
School Number	School Name	Location (Center)	K-5 Potential Failures	50% K-5 Potential Failures	Projected Teaching Units	Average Instructional Hourly Rate	Instructional Hours Per Teacher for Pay Purposes	Plus 5% Leave Earned	Total Initial Instructional Hours to Fund	Initial Estimated Cost of Instructional Staff	Initial Materials Allocation	Total Initial SIS Allocation
					(Note 4)		(Note 5)	(F x 5%)	(F + G)	(D x E x H)	\$ 50	(I + J)
0671	Lewis School (Middle)											
	Sub-Total	0671			2.00	43	120.00	6.00	126.00	10,836	100	10,936
0121	Ruckel Middle											
	Sub-Total	0121			2.00	43	120.00	6.00	126.00	10,836	100	10,936
0771	Destin Middle											
	Sub-Total	0771			2.00	43	120.00	6.00	126.00	10,836	100	10,936

High Schools:

0041	Baker School (High)											
	Sub-Total	0041			2.00	43	120.00	6.00	126.00	10,836	100	10,936
0201	Laurel Hill School (High)											
	Sub-Total	0201			2.00	43	120.00	6.00	126.00	10,836	100	10,936
0211	Niceville High											
	Sub-Total	0211			2.00	43	120.00	6.00	126.00	10,836	100	10,936
0581	Choctawhatchee High											
	Sub-Total	0581			2.00	43	120.00	6.00	126.00	10,836	100	10,936
0601	Crestview High											
	Sub-Total	0601			2.00	43	120.00	6.00	126.00	10,836	100	10,936
0641	Ft. Walton Beach High											
	Sub-Total	0641			2.00	43	120.00	6.00	126.00	10,836	100	10,936

Total	1,752.00	881.00	95.00
--------------	-----------------	---------------	--------------

\$ 514,710	\$ 4,750	\$ 519,460
-------------------	-----------------	-------------------

Notes:

- Elementary School - NWFL Ballet Academie students will attend SIS in the block for their zoned elementary schools.
- Middle School - Okaloosa STEMM Academy students and NWFL Ballet Academie students will attend SIS at their zoned middle schools.
- High School - Okaloosa Technical College students will attend SIS at their zoned high school.
- Teacher to Student Ratio: Elementary - 1:15, Middle - 1:22, High - 1:25. Sections will be closed when the average daily attendance for a teacher drops below 9.0 (Elementary), 15.0 (Middle), or 15.0 (High). Note: Credit recovery via Edgenuity ratio is 1 teacher to number of seats available in computer lab, minimum 15 students.
- Teachers working the entire 19 days will be paid 126.00 hours (6.00 hours per day times 19 days) plus 6.00 hours of training and/or pre-planning.
- The supply allocation is \$50 per teacher.

SCHOOL DISTRICT OF OKALOOSA COUNTY

SUPERINTENDENT OF SCHOOLS
MARCUS D. CHAMBERS

ATTORNEY TO THE BOARD
C. JEFFREY McINNIS, Esq.



BOARD MEMBERS
TIM BRYANT
LINDA EVANCHYK
MARTI GARDNER
DIANE KELLEY
LAMAR WHITE

Curriculum and Instruction

2024

Elementary Summer Intensive Studies

Purpose:

- In an effort to address learning loss, remediation will be provided for the following students in grades Kindergarten through Grade 5 in Reading and Math:
 - Any retained student
 - Any student with end of year grade of “F” (Kindergarten: “L”)
 - Any student identified in the ESSA Federal Points Index sub-groups

Dates and Time:

- Dates:
 - Preplanning: May 31 and June 3 (3 hours each day)
 - Summer School: 19 Days
June 4-7 (Tuesday – Friday)
June 10-14 (Monday – Friday)
June 17-21 (Monday – Friday)
June 24-28 (Monday – Friday)
- Time: **7:45 a.m. – 1:15 p.m.**
 - Teacher: 6 hours
 - Students: 5.5 hours (7:45 a.m. – 1:15 p.m.)
- Calendar below:

June Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
	4 First Day Summer School 7:45 – 1:15	5 Summer School 7:45 – 1:15	6 Summer School 7:45 – 1:15	7 Summer School 7:45 – 1:15
10 Summer School 7:45 – 1:15	11 Summer School 7:45 – 1:15	12 Summer School 7:45 – 1:15	13 Summer School 7:45 – 1:15	14 Summer School 7:45 – 1:15
17 Summer School 7:45 – 1:15	18 Summer School 7:45 – 1:15	19 Summer School 7:45 – 1:15	20 Summer School 7:45 – 1:15	21 Summer School 7:45 – 1:15
24 Summer School 7:45 – 1:15	25 Summer School 7:45 – 1:15	26 Summer School 7:45 – 1:15	27 Summer School 7:45 – 1:15	28 Last Day Summer School 7:45 – 1:15

ADMINISTRATION COMPLEX-120 LOWERY PLACE S.E.-FORT WALTON BEACH, FLORIDA 32548
TELEPHONE (850) 833-3100 FAX (850) 833-4237

CARVER HILL ADMINISTRATION COMPLEX-461 W. SCHOOL AVENUE-CRESTVIEW, FLORIDA 32536
TELEPHONE (850) 689-7117 FAX (850) 689-7121



Locations:

- Identified sets of schools at single location (**First School – SIS Site**)
 - **Bluewater**, Lewis, Plew, Edge
 - **Bob Sikes**, Walker, Southside Primary
 - **Northwood**, Antioch, Riverside
 - **Florosa**, Mary Esther
 - **Wright**, Kenwood
 - **Elliott Point**, Edwins
 - **Longwood**, Eglin, Shalimar
 - **Destin Elementary**
 - **Laurel Hill School**
 - **Baker School**
 - Northwest Florida Ballet Academie attends zoned school
 - Charter School students will attend their zoned school

Transportation:

- Transportation **WILL** be provided.
 - Limited stops, area pick-ups TBA
 - Must have 15 on a bus for transportation to be provided

Other Pertinent Information:

- **Ratio:** 1 teacher to 15 students (minimum 10 students). Student attendance will be monitored during SIS session.
- **Lunch:** A period is included in the SIS schedule. Each school will determine their own lunch schedule.

SCHOOL DISTRICT OF OKALOOSA COUNTY

SUPERINTENDENT OF SCHOOLS
MARCUS D. CHAMBERS

ATTORNEY TO THE BOARD
C. JEFFREY McINNIS, Esq.



BOARD MEMBERS
TIM BRYANT
LINDA EVANCHYK
MARTI GARDNER
DIANE KELLEY
LAMAR WHITE

Curriculum and Instruction

2024

Secondary Summer Intensive Studies

Purpose:

- Credit recovery via Edgenuity for students lacking credits and who are in danger of promotion and or/graduation.

Dates and Time:

- Dates:
 - Preplanning: June 3 (3 hours)
 - Summer School: 19 Days
June 4-7 (Tuesday – Friday)
June 10-14 (Monday – Friday)
June 17-21 (Monday – Friday)
June 24-28 (Monday – Friday)
- Time: 7:30 a.m. – 1:00 p.m.
 - Teacher: 6 hours
 - Students: 5.5 hours (7:30 a.m. – 1:00 p.m.)
- Calendar below:

June Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
	4 First Day Summer School 7:45 – 1:15	5 Summer School 7:45 – 1:15	6 Summer School 7:45 – 1:15	7 Summer School 7:45 – 1:15
10 Summer School 7:45 – 1:15	11 Summer School 7:45 – 1:15	12 Summer School 7:45 – 1:15	13 Summer School 7:45 – 1:15	14 Summer School 7:45 – 1:15
17 Summer School 7:45 – 1:15	18 Summer School 7:45 – 1:15	19 Summer School 7:45 – 1:15	20 Summer School 7:45 – 1:15	21 Summer School 7:45 – 1:15
24 Summer School 7:45 – 1:15	25 Summer School 7:45 – 1:15	26 Summer School 7:45 – 1:15	27 Summer School 7:45 – 1:15	28 Last Day Summer School 7:45 – 1:15

ADMINISTRATION COMPLEX-120 LOWERY PLACE S.E.-FORT WALTON BEACH, FLORIDA 32548
TELEPHONE (850) 833-3100 FAX (850) 833-4237

CARVER HILL ADMINISTRATION COMPLEX-461 W. SCHOOL AVENUE-CRESTVIEW, FLORIDA 32536
TELEPHONE (850) 689-7117 FAX (850) 689-7121



Locations:

- Each middle and high school will be the host site for Summer Intensive Studies (SIS) with the exception of the following:
 - STEM/Ballet Academie = **Will attend their zoned school**
 - Fast Track Students = **Will attend their zoned school**
 - Charter School Students = **Will attend their zoned school**

Transportation:

- Middle School: Transportation **WILL** be provided limited stops, area pick-ups TBA
 - Must have 15 on a bus for transportation to be provided
- High School: Transportation **WILL NOT** be provided

Other Pertinent Information:

- Students will be allowed to take an Edgenuity pre-test and will only have to complete the sections they do not receive a 70% on.
- Priority should be given for upperclassmen needing courses for promotion and/or graduation.
- High School students must meet the drop-out prevention criteria. The appropriate form must be completed, MIS 4198, with the required signatures.
- Ratio: 1 teacher to the number of seats available in the computer lab (minimum of 15 students).
- Lunch period included in the SIS schedule. Each school will determine their own lunch schedule.