



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

FINANCE TAM: 2024-032

CONTACT: Paula Sadler, Budget Analyst
Suzie Gander, Accountant

TELEPHONE: 833-5833/833-5854

TO: School Principals

FROM: Julie Perry, Chief Financial Officer

Handwritten signature of Julie A. Perry in blue ink.

DATE: April 23, 2024

SUBJECT: Administrative & Guidance Summer Hours – Project 5027

The District is making an allocation to enable schools to hire 10-Month Assistant Principals, 10-Month Guidance Counselors, and/or 10-Month TSA/Deans performing guidance duties to work during the 2024 summer period. *The attached spreadsheet indicates the number of hours that are authorized per school.* Principals will decide how to use the hours. Funds have been allocated to Administrative & Guidance Summer Hours – Project 5027.

Assistant Principals (10-Month)

Qualifying Assistant Principals (10-Month) will be paid other compensation based on their actual hourly wage.

Guidance Counselors (10-Month) and TSA/Dean (10-Month)

Qualifying Guidance Counselors (10-Month) and TSA/Dean (10-Month) will be paid other compensation based on the following hourly rates:

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

Elementary Summer Intensive Studies Host Schools

Elementary schools hosting Summer Intensive Studies have been allocated an *additional* 60 hours to be used for Assistant Principals and/or Guidance Counselors.

Additional Hours

If a school chooses to pay additional hours, the other compensation must be coded to *Project 5028 – Summer Jobs – Discretionary*. The Budgeting Department will move funds from School Discretionary reserves to Project 5028 to cover the deficits.

Should you have any questions or require additional information, please do not hesitate to contact Paula Sadler at 833-5833 (Central and South Schools) or Suzie Gander at 833-5854 (North Schools).

cc: Executive Staff
Payroll Supervisor
Bookkeepers

SCHOOL DISTRICT OF OKALOOSA COUNTY
ADMINISTRATIVE & GUIDANCE SUMMER HOURS - PROJECT 5027
FISCAL YEAR 2023-2024
AS OF APRIL 23, 2024

CENTER	SCHOOL	ADJUSTED PROJECTED UFTE	NUMBER OF HOURS	ADDITIONAL HOURS FOR ELEMENTARY SCHOOLS HOSTING SIS	TOTAL ALLOCATED HOURS	TOTAL ALLOCATION
						\$ 50
0031	EDWINS ELEMENTARY SCHOOL	434.00	120.00		120.00	\$ 6,000
0041	BAKER SCHOOL	1,418.00	120.00	60.00	180.00	9,000
0051	BOB SIKES ELEMENTARY SCHOOL	820.00	120.00	60.00	180.00	9,000
0082	MEIGS MIDDLE SCHOOL	545.00	60.00		60.00	3,000
0092	SHOAL RIVER MIDDLE SCHOOL	935.00	120.00		120.00	6,000
0121	RUCKEL MIDDLE SCHOOL	1,054.00	120.00		120.00	6,000
0131	DESTIN ELEMENTARY SCHOOL	1,007.00	120.00	60.00	180.00	9,000
0151	EDGE ELEMENTARY SCHOOL	534.00	120.00		120.00	6,000
0161	EGLIN ELEMENTARY SCHOOL	459.00	120.00		120.00	6,000
0201	LAUREL HILL SCHOOL	437.00	-	60.00	60.00	3,000
0211	NICEVILLE HIGH SCHOOL	1,826.00	120.00		120.00	6,000
0222	NORTHWOOD ELEMENTARY SCHOOL	775.00	120.00	60.00	180.00	9,000
0241	SILVER SANDS SCHOOL	111.00	60.00		60.00	3,000
0251	RIVERSIDE ELEMENTARY SCHOOL	945.00	120.00		120.00	6,000
0271	PRYOR MIDDLE SCHOOL	675.00	60.00		60.00	3,000
0281	WRIGHT ELEMENTARY SCHOOL	632.00	120.00	60.00	180.00	9,000
0431	SHALIMAR ELEMENTARY SCHOOL	617.00	120.00		120.00	6,000
0541	ELLIOTT PT. ELEMENTARY SCHOOL	593.00	120.00	60.00	180.00	9,000
0561	MARY ESTHER ELEMENTARY SCHOOL	423.00	120.00		120.00	6,000
0571	PLEW ELEMENTARY SCHOOL	819.00	120.00		120.00	6,000
0581	CHOCTAW HIGH SCHOOL	1,560.00	120.00		120.00	6,000
0601	CRESTVIEW HIGH SCHOOL	2,201.00	60.00		60.00	3,000
0621	KENWOOD ELEMENTARY SCHOOL	519.00	120.00		120.00	6,000
0631	FLOROSA ELEMENTARY SCHOOL	512.00	120.00	60.00	180.00	9,000
0641	FT. WALTON BEACH HIGH SCHOOL	1,339.10	120.00		120.00	6,000
0651	BRUNER MIDDLE SCHOOL	743.00	60.00		60.00	3,000
0671	LEWIS SCHOOL	663.00	60.00		60.00	3,000
0681	LONGWOOD ELEMENTARY SCHOOL	525.00	120.00	60.00	180.00	9,000
0701	OKALOOSA TECHNICAL COLLEGE	37.00	-		-	-
0721	OKALOOSA STEMM ACADEMY	367.00	60.00		60.00	3,000
0731	WALKER ELEMENTARY SCHOOL	858.00	120.00		120.00	6,000
0741	BLUEWATER ELEMENTARY SCHOOL	912.00	120.00	60.00	180.00	9,000
0751	ANTIOCH ELEMENTARY SCHOOL	1,009.00	120.00		120.00	6,000
0761	DAVIDSON MIDDLE SCHOOL	1,221.00	120.00		120.00	6,000
0771	DESTIN MIDDLE SCHOOL	860.00	120.00	60.00	180.00	9,000
0801	RICHBOURG SCHOOL	82.64	60.00		60.00	3,000
0811	SOUTHSIDE PRIMARY SCHOOL	212.00	60.00		60.00	3,000
TOTAL		28,679.74	3,660.00	660.00	4,320.00	\$ 216,000

NOTE:

PRINCIPALS MAY UTILIZE THESE HOURS TO HIRE 10-MONTH ASSISTANT PRINCIPALS, 10-MONTH GUIDANCE COUNSELORS, AND/OR 10-MONTH TSA/DEANS PERFORMING GUIDANCE DUTIES TO WORK DURING THE 2024 SUMMER PERIOD.