



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

FINANCE TAM: 2025-033
CONTACT: Paula Sadler, Budget Analyst
Sam Stow, Accountant
TELEPHONE: 833-5833/833-5821

TO: School Principals
FROM: Julie Perry, Chief Financial Officer
DATE: April 21, 2025
SUBJECT: Summer Intensive Studies (SIS)
Project 5127 – SAI – Summer Intensive Studies
Initial Allocation – All Schools

Julie A. Perry

The Curriculum, Instruction, and Assessment Department has provided information concerning Summer Intensive Studies as shown on the following attachments: “2025 Elementary Summer Intensive Studies” and “2025 Secondary Summer Intensive Studies.”

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

- Antioch Elementary School (for Riverside, Antioch, and Northwood Elementary Schools)
- Baker School
- Destin Elementary School
- Edwins Elementary School (for Elliott Point and Edwins Elementary Schools)
- Kenwood Elementary School (for Wright and Kenwood Elementary Schools)
- Laurel Hill School
- Mary Esther Elementary School (for Mary Esther and Florosa Elementary Schools)
- Plew Elementary School (for Plew, Bluewater, and Edge Elementary Schools; and Lewis School Grades K through 5)
- Shalimar Elementary School (for Longwood, Shalimar, and Eglin Elementary Schools)
- Walker 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 1010 and Project 5127 – SAI – Summer Intensive Studies 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 1010.5100.0510.Center.5127.

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 – Central and South Schools -Paula Sadler at 833-5828
2. Budget Issues – North Schools – Sam Stow at 833-5821
3. SIS Program – Brooke Barron at 833-3240
4. Additional Allocation Requests – Sheila Lightbourne at 833-5888
5. Student Data – Wendy Meserve at 689-7149

C: Senior Staff
 School Bookkeepers
 Payroll Supervisor

SCHOOL DISTRICT OF OKALOOSA COUNTY
SUMMER INTENSIVE STUDIES - PROJECT 5127
INSTRUCTIONAL UNITS & SUPPLIES
ELEMENTARY, MIDDLE, AND HIGH SCHOOLS
FISCAL YEAR 2024-2025
APRIL 21, 2025

		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)

Elementary Schools:

0031	Edwins Elementary		41.00	21.00								
0541	Elliott Point Elementary		63.00	32.00								
	Sub-Total	0031	104.00	53.00	4.00	\$ 43	120.00	6.00	126.00	\$ 21,672	\$ 200	\$ 21,872
0161	Eglin Elementary		24.00	12.00								
0431	Shalimar Elementary		73.00	37.00								
0681	Longwood Elementary		122.00	61.00								
	Sub-Total	0681	219.00	110.00	8.00	\$ 43	120.00	6.00	126.00	\$ 43,344	\$ 400	\$ 43,744
0281	Wright Elementary		130.00	65.00								
0621	Kenwood Elementary		126.00	63.00								
	Sub-Total	0281	256.00	128.00	9.00	\$ 43	120.00	6.00	126.00	\$ 48,762	\$ 450	\$ 49,212
0561	Mary Esther Elementary		80.00	40.00								
0631	Florosa Elementary		31.00	16.00								
	Sub-Total	0631	111.00	56.00	4.00	\$ 43	120.00	6.00	126.00	\$ 21,672	\$ 200	\$ 21,872
0151	Edge Elementary		47.00	24.00								
0571	Plew Elementary		56.00	28.00								
0671	Lewis School (Elementary)		30.00	15.00								
0741	Bluewater Elementary		38.00	19.00								
	Sub-Total	0741	171.00	86.00	6.00	\$ 43	120.00	6.00	126.00	\$ 32,508	\$ 300	\$ 32,808
0222	Northwood Elementary		111.00	56.00								
0251	Riverside Elementary		180.00	90.00								
0751	Antioch Elementary		126.00	63.00								
	Sub-Total	0222	417.00	209.00	14.00	\$ 43	120.00	6.00	126.00	\$ 75,852	\$ 700	\$ 76,552
0051	Bob Sikes Elementary		125.00	63.00								
0811	Southside Primary		1.00	1.00								
0731	Walker Elementary		118.00	59.00								
	Sub-Total	0051	244.00	123.00	9.00	\$ 43	120.00	6.00	126.00	\$ 48,762	\$ 450	\$ 49,212
0041	Baker School (Elementary)		110.00	55.00								
	Sub-Total	0041	110.00	55.00	4.00	\$ 43	120.00	6.00	126.00	\$ 21,672	\$ 200	\$ 21,872
0131	Destin Elementary		53.00	27.00								
	Sub-Total	0131	53.00	27.00	2.00	\$ 43	120.00	6.00	126.00	\$ 10,836	\$ 100	\$ 10,936
0201	Laurel Hill School (Elementary)		49.00	25.00								
	Sub-Total	0201	49.00	25.00	2.00	\$ 43	120.00	6.00	126.00	\$ 10,836	\$ 100	\$ 10,936

Middle Schools:

0041	Baker School (Middle)											
	Sub-Total	0041			2.00	\$ 43	120.00	6.00	126.00	\$ 10,836	\$ 100	\$ 10,936
0082	Meigs Middle											
	Sub-Total	0082			2.00	\$ 43	120.00	6.00	126.00	\$ 10,836	\$ 100	\$ 10,936
0092	Shoal River Middle											
	Sub-Total	0092			2.00	\$ 43	120.00	6.00	126.00	\$ 10,836	\$ 100	\$ 10,936
0761	Davidson Middle											
	Sub-Total	0761			2.00	\$ 43	120.00	6.00	126.00	\$ 10,836	\$ 100	\$ 10,936
0201	Laurel Hill School (Middle)											
	Sub-Total	0201			2.00	\$ 43	120.00	6.00	126.00	\$ 10,836	\$ 100	\$ 10,936
0271	Pryor Middle											
	Sub-Total	0271			2.00	\$ 43	120.00	6.00	126.00	\$ 10,836	\$ 100	\$ 10,936
0651	Bruner Middle											
	Sub-Total	0651			2.00	\$ 43	120.00	6.00	126.00	\$ 10,836	\$ 100	\$ 10,936

SCHOOL DISTRICT OF OKALOOSA COUNTY
SUMMER INTENSIVE STUDIES - PROJECT 5127
INSTRUCTIONAL UNITS & SUPPLIES
ELEMENTARY, MIDDLE, AND HIGH SCHOOLS
FISCAL YEAR 2024-2025
APRIL 21, 2025

		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	1,734.00	872.00	94.00
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\$ 509,292	\$ 4,700	\$ 513,992
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Notes:

1. Elementary School - NWFL Ballet Academie students will attend SIS in the block for their zoned elementary schools.
2. Middle School - Okaloosa STEMM Academy students and NWFL Ballet Academie students will attend SIS at their zoned middle schools.
3. High School - Okaloosa Technical College students will attend SIS at their zoned high school.
4. 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.
5. 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.
6. The supply allocation is \$50 per teacher.