



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

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FINANCE TAM: 2025-034

CONTACT: Paula Sadler, Budget Analyst  
Sam Stow, Accountant

TELEPHONE: 833-5833/833-5821

TO: School Principals

FROM: Julie Perry, Chief Financial Officer

A handwritten signature in blue ink that reads "Julie A. Perry".

DATE: April 21, 2025

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 2025 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.

**ESE Extended School Year (ESY) Host Schools**

Silver Sands School and Richbourg School have been allocated an additional 30 hours for hosting ESE Extended School Year (ESY) to be used for Assistant Principals. These schools each have a 12-month Guidance Counselor.

Lewis School has not been allocated additional hours since it has both a 12-month Assistant Principal and a 12-month Guidance Counselor.

Other elementary schools that are hosting ESY have been allocated an additional 60 hours to be used for Assistant Principals and/or Guidance Counselors.

If a school is hosting both SIS and ESY, no additional hours were allocated for ESY.

**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 Sam Stow at 833-5821 (North Schools).

cc: Senior Staff  
Payroll Supervisor  
Bookkeepers

**SCHOOL DISTRICT OF OKALOOSA COUNTY**  
**ADMINISTRATIVE & GUIDANCE SUMMER HOURS - PROJECT 5027**  
**FISCAL YEAR 2024-2025**  
**AS OF APRIL 21, 2025**

CENTER	SCHOOL	ADJUSTED PROJECTED UFTE	NUMBER OF HOURS	ADDITIONAL HOURS FOR ELEMENTARY SCHOOLS HOSTING SIS	ADDITIONAL HOURS FOR SCHOOLS HOSTING ESY	TOTAL ALLOCATED HOURS	TOTAL ALLOCATION
							\$ 50
0031	EDWINS ELEMENTARY SCHOOL	469.75	120.00	60.00		180.00	\$ 9,000
0041	BAKER SCHOOL	1,368.80	120.00	60.00		180.00	9,000
0051	BOB SIKES ELEMENTARY SCHOOL	801.00	120.00			120.00	6,000
0082	MEIGS MIDDLE SCHOOL	488.00	60.00			60.00	3,000
0092	SHOAL RIVER MIDDLE SCHOOL	906.20	120.00			120.00	6,000
0121	RUCKEL MIDDLE SCHOOL	1,062.30	120.00			120.00	6,000
0131	DESTIN ELEMENTARY SCHOOL	930.30	120.00	60.00		180.00	9,000
0151	EDGE ELEMENTARY SCHOOL	549.15	120.00			120.00	6,000
0161	EGLIN ELEMENTARY SCHOOL	429.50	120.00			120.00	6,000
0201	LAUREL HILL SCHOOL	427.65	-	60.00		60.00	3,000
0211	NICEVILLE HIGH SCHOOL	1,685.15	120.00			120.00	6,000
0222	NORTHWOOD ELEMENTARY SCHOOL	802.50	120.00		60.00	180.00	9,000
0241	SILVER SANDS SCHOOL	99.00	60.00		30.00	90.00	4,500
0251	RIVERSIDE ELEMENTARY SCHOOL	1,017.55	120.00			120.00	6,000
0271	PRYOR MIDDLE SCHOOL	645.90	60.00			60.00	3,000
0281	WRIGHT ELEMENTARY SCHOOL	553.30	120.00			120.00	6,000
0431	SHALIMAR ELEMENTARY SCHOOL	574.30	120.00	60.00		180.00	9,000
0541	ELLIOTT PT. ELEMENTARY SCHOOL	619.50	120.00			120.00	6,000
0561	MARY ESTHER ELEMENTARY SCHOOL	425.20	120.00	60.00		180.00	9,000
0571	PLEW ELEMENTARY SCHOOL	782.70	120.00	60.00		180.00	9,000
0581	CHOCTAW HIGH SCHOOL	1,529.80	120.00			120.00	6,000
0601	CRESTVIEW HIGH SCHOOL	2,155.75	60.00			60.00	3,000
0621	KENWOOD ELEMENTARY SCHOOL	521.75	120.00	60.00		180.00	9,000
0631	FLOROSA ELEMENTARY SCHOOL	533.25	120.00			120.00	6,000
0641	FT. WALTON BEACH HIGH SCHOOL	1,336.50	120.00			120.00	6,000
0651	BRUNER MIDDLE SCHOOL	644.75	60.00			60.00	3,000
0671	LEWIS SCHOOL	649.00	60.00			60.00	3,000
0681	LONGWOOD ELEMENTARY SCHOOL	564.25	120.00			120.00	6,000
0701	OKALOOSA TECHNICAL COLLEGE	35.50	-			-	-
0721	OKALOOSA STEM ACADEMY	333.10	60.00			60.00	3,000
0731	WALKER ELEMENTARY SCHOOL	882.50	120.00	60.00		180.00	9,000
0741	BLUEWATER ELEMENTARY SCHOOL	929.10	120.00			120.00	6,000
0751	ANTIOCH ELEMENTARY SCHOOL	966.10	120.00	60.00		180.00	9,000
0761	DAVIDSON MIDDLE SCHOOL	1,112.75	120.00			120.00	6,000
0771	DESTIN MIDDLE SCHOOL	817.00	120.00			120.00	6,000
0801	RICHBOURG SCHOOL	65.50	60.00		30.00	90.00	4,500
0811	SOUTHSIDE PRIMARY SCHOOL	226.00	60.00			60.00	3,000
<b>TOTAL</b>		<b>27,940.35</b>	<b>3,660.00</b>	<b>600.00</b>	<b>120.00</b>	<b>4,380.00</b>	<b>\$ 219,000</b>

**NOTES:**

1. 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.
2. ELEMENTARY SCHOOLS HOSTING SIS WILL RECEIVE 60 HOURS FOR ADMIN & GUIDANCE.
3. PLEASE SEE THE MEMO FOR DETAILS RELATING TO ADDITIONAL HOURS ALLOCATED TO SCHOOLS HOSTING ESY.