SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE

FINANCE TAM:	2025-037
CONTACT:	Lynda Bush, Budgeting Director
TELEPHONE:	833-5830

TO: Selected Principals

FROM: Julie Perry, Chief Financial Officer Julie A. Perry

DATE: May 5, 2025

SUBJECT: Career and Professional Education (CAPE) Allocation – Fiscal Year 2024-2025

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 2023-2024 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 2023-2024
   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 2024-2025
   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 2023-2024
   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 2024-2025
   The Weighted FTE in Section 1 was multiplied by the Base Student Allocation ($5,330.98). 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 2023-2024
   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 2024-2025
   The Weighted FTE in Section 1 was multiplied by the Base Student Allocation ($5,330.98), 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 – Jennifer Beasley 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 2024-2025
APRIL 28, 2025

WEIGHTED FTE BASED ON CERTIFICATIONS EARNED IN FY 2023-2024

Cost Center	School Name	CAPE Institutes	CAPE Innovations	CAPE Digital Tools	Total WFTE
0041	Baker School	13.600	-	1.875	15.475
0082	Meigs Middle	6.300	-	2.750	9.050
0092	Shoal River Middle	6.400	-	3.900	10.300
0121	Ruckel Middle	3.000	-	1.350	4.350
0201	Laurel Hill School	4.200	-	-	4.200
0211	Niceville High	72.700	-	-	72.700
0271	Pryor Middle	11.800	-	3.925	15.725
0581	Choctaw High	21.900	-	-	21.900
0601	Crestview High	79.700	-	-	79.700
0641	Fort Walton High	41.800	-	-	41.800
0651	Bruner Middle	2.300	-	2.725	5.025
0671	Lewis School	-	-	-	-
0701	OTC	2.200	-	-	2.200
0721	Ok. STEMM Acad.	9.400	-	5.900	15.300
0761	Davidson Middle	6.800	-	4.175	10.975
0771	Destin Middle	7.425	-	4.425	11.850
TOTAL WFTE EARNED		**289.525**	**-**	**31.025**	**320.550**

TOTAL CAPE REVENUE ALLOCATION FOR FY 2024-2025 (WFTE x BSA x CWF x 80%)

Cost Center	School Name	CAPE Institutes	CAPE Innovations	CAPE Digital Tools	Total Allocation
0041	Baker School	$ 58,001	$ -	$ 7,996	$ 65,997
0082	Meigs Middle	26,868	-	11,728	38,596
0092	Shoal River Middle	27,294	-	16,633	43,927
0121	Ruckel Middle	12,794	-	5,757	18,551
0201	Laurel Hill School	17,912	-	-	17,912
0211	Niceville High	310,050	-	-	310,050
0271	Pryor Middle	50,324	-	16,739	67,063
0581	Choctaw High	93,399	-	-	93,399
0601	Crestview High	339,902	-	-	339,902
0641	Fort Walton High	178,268	-	-	178,268
0651	Bruner Middle	9,809	-	11,622	21,431
0671	Lewis School	-	-	-	-
0701	OTC	9,382	-	-	9,382
0721	Ok. STEMM Acad.	40,089	-	25,163	65,252
0761	Davidson Middle	29,000	-	17,805	46,805
0771	Destin Middle	31,666	-	18,872	50,538
TOTAL SCHOOL ALLOCATION - 80%		**$ 1,234,758**	**$ -**	**$ 132,315**	**$ 1,367,073**

PLUS 20% ALLOCATION TO PROJECT 9007 - CTE DEPARTMENT	**$ 341,773**
TOTAL CAPE ALLOCATION - SCHOOLS & CTE DEPARTMENT	**$ 1,708,846**

SCHOOL DISTRICT OF OKALOOSA COUNTY
CAPE REVENUE ALLOCATION
CAPE INSTITUTES
FISCAL YEAR 2024-2025
APRIL 28, 2025

WEIGHTED FTE BASED ON CERTIFICATIONS EARNED IN FY 2023-2024

		Project 6062	Project 5072	Project 5073	Project 5064	Project 5065	Project 5067	Project 5068	Project 7063	Project 6064	Project 5069	Project 5071	Project 5061	Project 5062	Project 5063	Project 5066	Project 5070	Project 5074	
Cost Center	School Name	Artificial Intelligence	Automotive	Building Trades	Culinary	Engineering	Health Science	Information Technology	Manufactur.	Marketing	Robotics	Welding	Aerospace/ Aviation	Child Develop.	Construction	Electrical	Veterinarian Technology	Embry Riddle Engineering	Total WFTE
0041	Baker School	6.40	-	-	7.20	-	-	-	-	-	-	-	-	-	-	-	-	-	13.60
0082	Meigs Middle	3.00	-	3.30	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6.30
0092	Shoal River Middle	3.60	-	2.80	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6.40
0121	Ruckel Middle	3.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3.00
0201	Laurel Hill School	-	-	0.60	-	-	-	3.60	-	-	-	-	-	-	-	-	-	-	4.20
0211	Niceville High	-	-	-	22.80	-	-	37.40	2.00	10.40	0.10	-	-	-	-	-	-	-	72.70
0271	Pryor Middle	7.40	-	4.40	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11.80
0581	Choctaw High	6.20	-	2.90	-	-	-	12.80	-	-	-	-	-	-	-	-	-	-	21.90
0601	Crestview High	5.70	12.90	16.40	13.40	4.40	4.00	13.00	-	9.00	-	0.90	-	-	-	-	-	-	79.70
0641	Fort Walton High	0.20	-	12.50	-	8.30	2.80	18.00	-	-	-	-	-	-	-	-	-	-	41.80
0651	Bruner Middle	0.80	-	1.50	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.30
0671	Lewis School	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0701	OTC & CHOICE High	-	1.70	-	-	-	0.50	-	-	-	-	-	-	-	-	-	-	-	2.20
0721	Ok. STEMM Acad.	9.40	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9.40
0761	Davidson Middle	2.80	-	4.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6.80
0771	Destin Middle	7.43	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7.43
	TOTAL	**55.93**	**14.60**	**48.40**	**43.40**	**12.70**	**7.30**	**84.80**	**2.00**	**19.40**	**0.10**	**0.90**	**-**	**-**	**-**	**-**	**-**	**-**	**289.53**

TOTAL CAPE REVENUE ALLOCATION FOR FY 2024-2025 (WFTE x BSA x CWF x 80%)

		Project 6062	Project 5072	Project 5073	Project 5064	Project 5065	Project 5067	Project 5068	Project 7063	Project 6064	Project 5069	Project 5071	Project 5061	Project 5062	Project 5063	Project 5066	Project 5070	Project 5074	
Cost Center	School Name	Artificial Intelligence	Automotive	Building Trades	Culinary	Engineering	Health Science	Information Technology	Manufactur.	Marketing	Robotics	Welding	Aerospace/ Aviation	Child Develop.	Construction	Electrical	Veterinarian Technology	Embry Riddle Engineering	Total Allocation
0041	Baker School	$ 27,295	$ -	$ -	$ 30,706	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 58,001
0082	Meigs Middle	12,794	-	14,074	-	-	-	-	-	-	-	-	-	-	-	-	-	-	26,868
0092	Shoal River Middle	15,353	-	11,941	-	-	-	-	-	-	-	-	-	-	-	-	-	-	27,294
0121	Ruckel Middle	12,794	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12,794
0201	Laurel Hill School	-	-	2,559	-	-	-	15,353	-	-	-	-	-	-	-	-	-	-	17,912
0211	Niceville High	-	-	-	97,237	-	-	159,503	8,530	44,354	426	-	-	-	-	-	-	-	310,050
0271	Pryor Middle	31,559	-	18,765	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50,324
0581	Choctaw High	26,442	-	12,368	-	-	-	54,589	-	-	-	-	-	-	-	-	-	-	93,399
0601	Crestview High	24,309	55,016	69,942	57,148	18,765	17,059	55,442	-	38,383	-	3,838	-	-	-	-	-	-	339,902
0641	Fort Walton High	853	-	53,310	-	35,398	11,941	76,766	-	-	-	-	-	-	-	-	-	-	178,268
0651	Bruner Middle	3,412	-	6,397	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9,809
0671	Lewis School	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0701	OTC & CHOICE High	-	7,250	-	-	-	2,132	-	-	-	-	-	-	-	-	-	-	-	9,382
0721	Ok. STEMM Acad.	40,089	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	40,089
0761	Davidson Middle	11,941	-	17,059	-	-	-	-	-	-	-	-	-	-	-	-	-	-	29,000
0771	Destin Middle	31,666	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	31,666
	TOTAL	**$ 238,507**	**$ 62,266**	**$ 206,415**	**$ 185,091**	**$ 54,163**	**$ 31,132**	**$ 361,653**	**$ 8,530**	**$ 82,737**	**$ 426**	**$ 3,838**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,234,758**

1. BASE STUDENT ALLOCATION (BSA) $ 5,330.98
2. COMPARABLE WAGE FACTOR (CWF) 1.0000

SCHOOL DISTRICT OF OKALOOSA COUNTY
CAPE REVENUE ALLOCATION
CAPE INNOVATIONS & CAPE DIGITAL TOOLS
FISCAL YEAR 2024-2025
APRIL 28, 2025

WEIGHTED FTE BASED ON CERTIFICATIONS EARNED IN FY 2023-2024

Cost Center	School Name	Project 6061 CAPE Innovations Micro-economics			Total WFTE	Project 6060 CAPE Digital Tools - IT	Project 7061 CAPE Digital Tools - STEMM	Project 7062 CAPE Digital Tools - Manufact.	Total WFTE
0041	Baker School	-			-	-	1.875	-	1.875
0082	Meigs Middle	-			-	-	2.750	-	2.750
0092	Shoal River Middle	-			-	2.100	1.800	-	3.900
0121	Ruckel Middle	-			-	1.350	-	-	1.350
0201	Laurel Hill School	-			-	-	-	-	-
0211	Niceville High	-			-	-	-	-	-
0271	Pryor Middle	-			-	1.825	2.100	-	3.925
0581	Choctaw High	-			-	-	-	-	-
0601	Crestview High	-			-	-	-	-	-
0641	Fort Walton High	-			-	-	-	-	-
0651	Bruner Middle	-			-	1.075	1.650	-	2.725
0671	Lewis School	-			-	-	-	-	-
0701	OTC & CHOICE High	-			-	-	-	-	-
0721	Ok. STEMM Acad.	-			-	1.925	3.975	-	5.900
0761	Davidson Middle	-			-	1.050	3.125	-	4.175
0771	Destin Middle	-			-	1.725	2.700	-	4.425
	TOTAL	**-**	**-**	**-**	**-**	**11.050**	**19.975**	**-**	**31.025**

TOTAL CAPE REVENUE ALLOCATION FOR FY 2024-2025 (WFTE x BSA x CWF x 80%)

Cost Center	School Name	Project 6061 CAPE Innovations Micro-economics			Total Allocation	Project 6060 CAPE Digital Tools - IT	Project 7061 CAPE Digital Tools - STEMM	Project 7062 CAPE Digital Tools - Manufact.	Total Allocation
0041	Baker School	$ -	$ -	$ -	$ -	$ -	$ 7,996	$ -	$ 7,996
0082	Meigs Middle	-	-	-	-	-	11,728	-	11,728
0092	Shoal River Middle	-	-	-	-	8,956	7,677	-	16,633
0121	Ruckel Middle	-	-	-	-	5,757	-	-	5,757
0201	Laurel Hill School	-	-	-	-	-	-	-	-
0211	Niceville High	-	-	-	-	-	-	-	-
0271	Pryor Middle	-	-	-	-	7,783	8,956	-	16,739
0581	Choctaw High	-	-	-	-	-	-	-	-
0601	Crestview High	-	-	-	-	-	-	-	-
0641	Fort Walton High	-	-	-	-	-	-	-	-
0651	Bruner Middle	-	-	-	-	4,585	7,037	-	11,622
0671	Lewis School	-	-	-	-	-	-	-	-
0701	OTC & CHOICE High	-	-	-	-	-	-	-	-
0721	Ok. STEMM Acad.	-	-	-	-	8,210	16,953	-	25,163
0761	Davidson Middle	-	-	-	-	4,478	13,327	-	17,805
0771	Destin Middle	-	-	-	-	7,357	11,515	-	18,872
	TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ 47,126**	**$ 85,189**	**$ -**	**$ 132,315**

1. BASE STUDENT ALLOCATION (BSA) $ 5,330.98
2. COMPARABLE WAGE FACTOR (CWF) 1.0000