



SCHOOL DISTRICT OF OKALOOSA COUNTY
INSTRUCTIONAL MATERIALS
TEXTBOOKS, MEDIA, & SCIENCE
FISCAL YEAR 2009-2010
REVISED MAY 15, 2009 - FINAL CONFERENCE

REVISED

Instructional Materials allocation is a direct allocation to schools from state categorical funds. Use of Instructional Materials allocation is defined in s. 1006.40, Florida Statutes (see attached). Additional policies and procedures have been adopted by the School Board. See Okaloosa County School District - Guidebook of Policies and Procedures - Chapter 3 - Instructional Matters for textbook ordering procedures and timelines.

Project Numbers:
Instructional Materials - Textbooks - 3105
Instructional Materials - Media - 3106
Instructional Materials - Science - 3109

Allocation Method: 90% X \$'s Per Adjusted Unweighted FTE X Adjusted UFTE
Same as fiscal year 2008-2009

<i>Allocation Amount:</i>	<u>Per Adjusted UFTE</u>	
Instructional Materials - Textbooks	\$ 73.93	Per UFTE
Instructional Materials - Media	\$ 4.62	Per UFTE
Instructional Materials - Science	\$ 1.26	Per UFTE

		<u>Per UFTE</u>		<u>UFTE</u>		<u>Allocation</u>
Example: <i>Edwins Elementary</i>	90% x	\$73.93	x	448.00	=	\$29,809 (Textbooks)
	90% x	\$4.62	x	448.00	=	\$1,863 (Media)
	90% x	\$1.26	x	448.00	=	\$508 (Science)

For the initial budget process, the allocation for your school will be placed in the following:

Project Name	Fund	Function	Object Code	Cost Center	Project Number
Instructional Materials - Textbooks	1010	5100	0520	Your Cost Center	3105
Instructional Materials - Media	1010	6200	0610	Your Cost Center	3106
Instructional Materials - Science	1010	5100	0510	Your Cost Center	3109

Beginning August 1, 2009, after the adoption of the preliminary and tentative budget, you may enter budget amendments to better utilize the funds.

*Any available funds in the project for your school at the end of
 fiscal year 2009-2010 will carry over to the next fiscal year.*

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Estimated Revenue Per Governor's Budget: \$ 2,316,663.00
 UFTE Per Final Conference: 29,028.49

Textbooks Estimate	Media Estimate	Science Estimate
\$ 2,145,999.00	\$ 134,029.00	\$ 36,635.00
\$ 73.93	\$ 4.62	\$ 1.26

COST CENTER NUMBER	SCHOOL/CENTER NAME	Adjusted UFTE	90% x UFTE x \$ Per Student			Total Instructional Materials FY 2009-2010
			Textbooks	Media	Science	

DISTRICT SCHOOLS

31	EDWINS ELEMENTARY SCHOOL	448.00	\$ 29,809	\$ 1,863	\$ 508	\$ 32,180
41	BAKER SCHOOL	1,333.04	88,696	5,543	1,512	95,751
51	BOB SIKES ELEMENTARY SCHOOL	707.00	47,042	2,940	802	50,784
82	MEIGS MIDDLE SCHOOL	613.00	40,787	2,549	695	44,031
111	W. E. COMBS SCHOOL	-	-	-	-	-
121	RUCKEL MIDDLE SCHOOL	860.00	57,222	3,576	975	61,773
131	DESTIN ELEMENTARY SCHOOL	795.00	52,897	3,306	902	57,105
151	EDGE ELEMENTARY SCHOOL	513.37	34,158	2,135	582	36,875
161	EGLIN ELEMENTARY SCHOOL	492.00	32,736	2,046	558	35,340
201	LAUREL HILL SCHOOL	410.00	27,280	1,705	465	29,450
211	NICEVILLE HIGH SCHOOL	1,975.30	131,431	8,213	2,240	141,884
222	NORTHWOOD ELEMENTARY SCHOOL	694.00	46,177	2,886	787	49,850
241	SILVER SANDS SCHOOL	156.00	10,380	649	177	11,206
251	RIVERSIDE ELEMENTARY SCHOOL	576.00	38,325	2,395	653	41,373
261	VALPARAISO ELEMENTARY SCHOOL	450.00	29,942	1,871	510	32,323
271	PRYOR MIDDLE SCHOOL	572.00	38,059	2,378	649	41,086
281	WRIGHT ELEMENTARY SCHOOL	636.00	42,318	2,644	721	45,683
431	SHALIMAR ELEMENTARY SCHOOL	545.00	36,263	2,266	618	39,147
541	ELLIOTT PT. ELEMENTARY SCHOOL	563.00	37,460	2,341	638	40,439
561	MARY ESTHER ELEMENTARY SCHOOL	540.00	35,930	2,245	612	38,787
571	PLEW ELEMENTARY SCHOOL	591.06	39,327	2,458	670	42,455
581	CHOCTAW HIGH SCHOOL	1,675.00	111,449	6,965	1,899	120,313
601	CRESTVIEW HIGH SCHOOL	1,950.00	129,747	8,108	2,211	140,066
621	KENWOOD ELEMENTARY SCHOOL	570.00	37,926	2,370	646	40,942
631	FLOROSA ELEMENTARY SCHOOL	598.00	39,789	2,486	678	42,953
641	FT. WALTON HIGH SCHOOL	1,836.00	122,162	7,634	2,082	131,878
651	BRUNER MIDDLE SCHOOL	837.00	55,691	3,480	949	60,120
671	LEWIS MIDDLE SCHOOL	521.00	34,666	2,166	591	37,423
681	LONGWOOD ELEMENTARY SCHOOL	530.00	35,265	2,204	601	38,070
701	OKALOOSA APPLIED TECHNOLOGY CENTER	210.00	13,973	873	238	15,084
731	WALKER ELEMENTARY SCHOOL	732.00	48,705	3,044	830	52,579
741	BLUEWATER ELEMENTARY SCHOOL	650.00	43,249	2,703	737	46,689
751	ANTIOCH ELEMENTARY SCHOOL	810.00	53,895	3,368	919	58,182
761	DAVIDSON MIDDLE SCHOOL	875.00	58,220	3,638	992	62,850
771	DESTIN MIDDLE SCHOOL	613.00	40,787	2,549	695	44,031
802	SHOAL RIVER MIDDLE SCHOOL	694.00	46,177	2,886	787	49,850
810	SOUTHSIDE PRE-K	-	-	-	-	-
TOTAL - DISTRICT SCHOOLS		26,570.77	1,767,940	110,483	30,129	1,908,552

DISTRICT OPERATED REGULAR PROGRAMS

781	EMERALD COAST CAREER INSTITUTE - SOUTH	-	-	-	-	-
791	EMERALD COAST CAREER INSTITUTE - NORTH	-	-	-	-	-
7004	OKALOOSA ONLINE	-	-	-	-	-
9818	NWFL BALLET	116.00	7,718	482	132	8,332
9819	TEACHING ADJUDICATED YOUTH	14.25	948	59	16	1,023
9820	BLENDED SCHOOL	59.50	3,959	247	67	4,273
TOTAL - DISTRICT OPERATED REGULAR PROGRAMS		189.75	12,625	788	215	13,628

TOTAL - DISTRICT SCHOOLS AND REGULAR PROGRAMS	26,760.52	1,780,565	111,271	30,344	1,922,180
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SCHOOL DISTRICT OPERATED PROGRAMS FOR DJJ STUDENTS FUNDED FOR 240 DAYS

9810	GULF COAST YOUTH ACADEMY	115.96	7,716	482	131	8,329
9811	OKALOOSA YOUTH DEVELOPMENT CENTER	57.09	3,799	237	65	4,101
9812	OKALOOSA YOUTH ACADEMY	120.80	8,038	502	137	8,677
9813	OKALOOSA REGIONAL DETENTION CENTER	44.64	2,970	186	51	3,207
9814	ADOLESCENT SUBSTANCE ABUSE CENTER	46.48	3,093	193	53	3,339
9817	MILTON GIRLS JUVENILE RESIDENTIAL FACILITY	65.23	4,340	271	74	4,685
TOTAL - DISTRICT OPERATED DJJ PROGRAM		450.20	29,956	1,871	511	32,338

TOTAL - DISTRICT SCHOOLS, REGULAR PROGRAMS & DJJ PROGRAMS	27,210.72	\$ 1,810,521	\$ 113,142	\$ 30,855	\$ 1,954,518
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SCHOOL DISTRICT OF OKALOOSA COUNTY MEMORANDUM PURCHASING

TO: Principals
FROM: Richard D. Norris CPPB, Director Purchasing
DATE: March 20, 2009
SUBJECT: Textbook Ordering Procedures

TEXT BOOK INFORMATION FROM FLORIDA SCHOOL BOOK DEPOSITORY

1. FLORIDA SCHOOL BOOK DEPOSITORY (FSBD) CLOSES ITS FILES ON APRIL 1ST OF EVERY YEAR FOR A DAY OR TWO TO UPDATE TO THE NEW TEXT BOOK FILES
2. FSBD IS IN THE PROCESS OF PRINTING NEW CATALOGS THAT WILL BE DISTRIBUTED BY MAIL TO ALL FLORIDA SCHOOL DISTRICTS
3. THE NEW LIST WILL BE AT WWW.FSBD.COM AND CAN BE REVIEWED OR PRINTED BY THE SCHOOLS OR DISTRICT DEPARTMENTS PRIOR TO RECEIVING THE NEW CATALOG BY MAIL AFTER APRIL 1ST.
4. SCHOOLS CAN ORDER ONLINE AT FSBD WITH SET UP FROM FSBD BUT MUST HAVE A HARD COPY OF PURCHASE ORDER WITH ON-LINE ORDER NUMBER BEFORE THEY WILL RELEASE THE ORDER
5. FSBD WILL ACCEPT NEW ORDERS AFTER **APRIL 1ST** OF EACH YEAR

ADOPTED TEXTBOOK ORDERING PROCEDURES FLORIDA SCHOOL BOOK DEPOSITORY (FSBD)

AFTER ENTERING WEB BASED TEXTBOOK ORDER ON-LINE AT WWW.FSBD.COM, YOU WILL DO ONE OF THE FOLLOWING PROCEDURES.

AS/400 ON-LINE TEXTBOOK PROCEDURES FOR CURRENT YEAR MONIES

1. IF YOU ARE USING CURRENT MONIES FOR PLACING YOUR TEXTBOOK ORDER, YOU WILL TYPE A REQUISITION ON-LINE ON THE AS/400.
2. COMPLETE ALL THE ON-LINE REQUESTED INFORMATION FOR THE REQUISITION ON SCREENS F804 AND F805.
3. ON SCREEN F804 IN THE DESCRIPTION, TYPE THE CONFIRMATION ORDER NUMBER YOU RECEIVED WHEN YOU FINISHED ENTERING YOUR ORDER AND SUBMITTED IT TO TXT ON THE FSBD'S WEB SITE. COMPLETE THE ON-LINE REQUISITION AND FORWARD A HARD COPY OF YOUR SCREEN PRINT TO THE PURCHASING DEPARTMENT BY COURIER.
4. ALL AS/400 TEXTBOOK ON-LINE ORDERS MUST BE POSTED BEFORE 2:00 PM DAILY FOR A PURCHASE ORDER TO BE ISSUED THE NEXT DAY AND TRANSMITTED TO FSBD.

MANUAL TEXTBOOK PROCEDURES FOR NEXT YEAR MONIES

1. WHEN USING NEXT FISCAL YEAR MONIES FOR PLACING YOUR TEXTBOOK ORDER, YOU WILL TYPE A **MANUAL REQUISITION** WITH THE SAME INFORMATION FOR SCREEN F804 AND F805.
2. IN THE DESCRIPTION, TYPE THE CONFIRMATION ORDER NUMBER YOU RECEIVED WHEN YOU FINISHED ENTERING YOUR TEXTBOOK ORDER AND SUBMITTED IT TO TXT ON THE FSBD'S WEB SITE.

3. FAX THE COMPLETED AND SIGNED REQUISITION TO THE PURCHASING DEPARTMENT BEFORE 2:00 PM DAILY.
4. SEND THE MANUAL REQUISITION AND A COPY OF YOUR SCREEN PRINT BY COURIER TO THE PURCHASING DEPARTMENT THE NEXT DAY.

NON ADOPTED TEXTBOOK ORDERS AND FLEX ORDERS

1. ALL NON ADOPTED TEXTBOOK ORDERS AND ORDERS OUT OF FLEX MONIES (**PROJECT # 3105**) CAN BE PLACED BY DOING A MANUAL REQUISITION AND SENDING IT TO THE PURCHASING DEPARTMENT BEGINNING THE SECOND TO LAST WEEK IN JUNE OF EACH YEAR.
2. IF YOU DO NOT WANT TO DO A MANUAL REQUISITION, YOU CAN WAIT AND PLACE A TEXTBOOK ORDER ON-LINE IN THE AS/400 AND THEY WILL BE PROCESSED IN JULY AFTER THE FINANCE FILES ARE OPENED.

NOTE: EACH YEAR AFTER JULY 1ST, ALL REQUISITIONS SHOULD BE ON-LINE IN THE AS/400 ONCE THE FINANCE FILES ARE OPENED FOR NORMAL PROCESSING OF REQUISITIONS.

I hope that the above options will help you decide on which process best fits your school's needs for processing textbook requests. The Purchasing Department is available to each school for help in processing all requisitions. If you need any additional information or help, please call the Purchasing Department at 833-7668.

Excerpt from The 2008 Florida Statutes

1006.40 Use of instructional materials allocation; instructional materials, library books, and reference books; repair of books.--

(3)(a) Each district school board shall use the annual allocation for the purchase of instructional materials included on the state-adopted list, except as otherwise authorized in paragraphs (b) and (c). No less than 50 percent of the annual allocation shall be used to purchase items which will be used to provide instruction to students at the level or levels for which the materials are designed.

(b) Up to 50 percent of the annual allocation may be used for the purchase of instructional materials, including library and reference books and nonprint materials, not included on the state-adopted list and for the repair and renovation of textbooks and library books.

(c) District school boards may use 100 percent of that portion of the annual allocation designated for the purchase of instructional materials for kindergarten, and 75 percent of that portion of the annual allocation designated for the purchase of instructional materials for first grade, to purchase materials not on the state-adopted list.

(4) The funds described in subsection (3) which district school boards may use to purchase materials not on the state-adopted list shall be used for the purchase of instructional materials or other items having intellectual content which assist in the instruction of a subject or course. These items may be available in bound, unbound, kit, or package form and may consist of hardbacked or softbacked textbooks, replacements for items which were part of previously purchased instructional materials, consumables, learning laboratories, manipulatives, electronic media, computer courseware or software, and other commonly accepted instructional tools as prescribed by district school board rule. The funds available to district school boards for the purchase of materials not on the state-adopted list may not be used to purchase electronic or computer hardware even if such hardware is bundled with software or other electronic media, nor may such funds be used to purchase equipment or supplies. However, when authorized to do so in the General Appropriations Act, a school or district school board may use a portion of the funds available to it for the purchase of materials not on the state-adopted list to purchase science laboratory materials and supplies.