



**SCHOOL DISTRICT OF OKALOOSA COUNTY
INSTRUCTIONAL MATERIALS
TEXTBOOKS, MEDIA, & SCIENCE
FISCAL YEAR 2010-2011
AS OF MARCH 2010**

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 2009-2010

| <i>Allocation Amount:</i> | <u>Per Adjusted UFTE</u> | |
|-------------------------------------|--------------------------|----------|
| Instructional Materials - Textbooks | \$ 64.97 | Per UFTE |
| Instructional Materials - Media | \$ 4.04 | Per UFTE |
| Instructional Materials - Science | \$ 1.10 | Per UFTE |

| | <u>Per UFTE</u> | <u>UFTE</u> | <u>Allocation</u> |
|-----------------------------------|-----------------|-------------|----------------------|
| Example: <i>Edwins Elementary</i> | 90% x \$64.97 x | 438.00 = | \$25,611 (Textbooks) |
| | 90% x \$4.04 x | 438.00 = | \$1,593 (Media) |
| | 90% x \$1.10 x | 438.00 = | \$434 (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, 2010, 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 2010-2011 will carry over to the next fiscal year.

**SCHOOL DISTRICT OF OKALOOSA COUNTY
INSTRUCTIONAL MATERIALS - TEXTBOOKS, MEDIA, & SCIENCE
FISCAL YEAR 2010-2011
AS OF MARCH 2010**

ESTIMATED REVENUE PER GOVERNOR'S BUDGET: \$ 1,999,818

UFTE PER GOVERNOR'S BUDGET: 28,522.10

| TEXTBOOKS ESTIMATE | MEDIA ESTIMATE | SCIENCE ESTIMATE |
|------------------------------------|--------------------------------|----------------------------------|
| \$ 1,853,037 | \$ 115,273 | \$ 31,508 |
| \$ 64.97 | \$ 4.04 | \$ 1.10 |
| 90% x UFTE x \$ PER UFTE TEXTBOOKS | 90% x UFTE x \$ PER UFTE MEDIA | 90% x UFTE x \$ PER UFTE SCIENCE |

| COST CENTER NUMBER | SCHOOL/CENTER NAME | PER UFTE ADJUSTED PROJECTED UFTE | 90% x UFTE x \$ PER UFTE TEXTBOOKS | 90% x UFTE x \$ PER UFTE MEDIA | 90% x UFTE x \$ PER UFTE SCIENCE | TOTAL INSTRUCTIONAL MATERIALS |
|---------------------------------|---|----------------------------------|------------------------------------|--------------------------------|----------------------------------|-------------------------------|
| DISTRICT SCHOOLS | | | | | | |
| 31 | EDWINS ELEMENTARY SCHOOL | 438.00 | \$ 25,611 | \$ 1,593 | \$ 434 | \$ 27,638 |
| 41 | BAKER SCHOOL | 1,262.12 | 73,800 | 4,589 | 1,249 | 79,638 |
| 51 | BOB SIKES ELEMENTARY SCHOOL | 715.00 | 41,808 | 2,600 | 708 | 45,116 |
| 82 | MEIGS MIDDLE SCHOOL | 577.00 | 33,739 | 2,098 | 571 | 36,408 |
| 92 | SHOAL RIVER MIDDLE SCHOOL | 820.00 | 47,948 | 2,982 | 812 | 51,742 |
| 111 | W. E. COMBS SCHOOL | - | - | - | - | - |
| 121 | RUCKEL MIDDLE SCHOOL | 815.00 | 47,655 | 2,963 | 807 | 51,425 |
| 131 | DESTIN ELEMENTARY SCHOOL | 836.00 | 48,883 | 3,040 | 828 | 52,751 |
| 151 | EDGE ELEMENTARY SCHOOL | 489.84 | 28,642 | 1,781 | 485 | 30,908 |
| 161 | EGLIN ELEMENTARY SCHOOL | 400.00 | 23,389 | 1,454 | 396 | 25,239 |
| 201 | LAUREL HILL SCHOOL | 425.00 | 24,851 | 1,545 | 421 | 26,817 |
| 211 | NICEVILLE HIGH SCHOOL | 1,890.00 | 110,514 | 6,872 | 1,871 | 119,257 |
| 222 | NORTHWOOD ELEMENTARY SCHOOL | 657.00 | 38,417 | 2,389 | 650 | 41,456 |
| 241 | SILVER SANDS SCHOOL | 123.00 | 7,192 | 447 | 122 | 7,761 |
| 251 | RIVERSIDE ELEMENTARY SCHOOL | 620.00 | 36,253 | 2,254 | 614 | 39,121 |
| 261 | VALPARAISO ELEMENTARY SCHOOL | - | - | - | - | - |
| 271 | PRYOR MIDDLE SCHOOL | 583.00 | 34,090 | 2,120 | 577 | 36,787 |
| 281 | WRIGHT ELEMENTARY SCHOOL | 594.50 | 34,762 | 2,162 | 589 | 37,513 |
| 431 | SHALIMAR ELEMENTARY SCHOOL | 541.00 | 31,634 | 1,967 | 536 | 34,137 |
| 541 | ELLIOTT PT. ELEMENTARY SCHOOL | 599.00 | 35,025 | 2,178 | 593 | 37,796 |
| 561 | MARY ESTHER ELEMENTARY SCHOOL | 533.00 | 31,166 | 1,938 | 528 | 33,632 |
| 571 | PLEW ELEMENTARY SCHOOL | 590.00 | 34,499 | 2,145 | 584 | 37,228 |
| 581 | CHOCTAW HIGH SCHOOL | 1,645.00 | 96,188 | 5,981 | 1,629 | 103,798 |
| 601 | CRESTVIEW HIGH SCHOOL | 1,912.00 | 111,800 | 6,952 | 1,893 | 120,645 |
| 621 | KENWOOD ELEMENTARY SCHOOL | 559.00 | 32,686 | 2,033 | 553 | 35,272 |
| 631 | FLOROSA ELEMENTARY SCHOOL | 572.00 | 33,447 | 2,080 | 566 | 36,093 |
| 641 | FT. WALTON HIGH SCHOOL | 1,809.00 | 105,778 | 6,578 | 1,791 | 114,147 |
| 651 | BRUNER MIDDLE SCHOOL | 830.00 | 48,533 | 3,018 | 822 | 52,373 |
| 671 | LEWIS K-8 SCHOOL (LEWIS & VALPARAISO SITES) | 859.00 | 50,228 | 3,123 | 850 | 54,201 |
| 681 | LONGWOOD ELEMENTARY SCHOOL | 496.00 | 29,003 | 1,803 | 491 | 31,297 |
| 701 | OKALOOSA APPLIED TECHNOLOGY CENTER | 235.00 | 13,741 | 854 | 233 | 14,828 |
| 731 | WALKER ELEMENTARY SCHOOL | 727.00 | 42,510 | 2,643 | 720 | 45,873 |
| 741 | BLUEWATER ELEMENTARY SCHOOL | 697.00 | 40,756 | 2,534 | 690 | 43,980 |
| 751 | ANTIOCH ELEMENTARY SCHOOL | 845.12 | 49,417 | 3,073 | 837 | 53,327 |
| 761 | DAVIDSON MIDDLE SCHOOL | 909.00 | 53,152 | 3,305 | 900 | 57,357 |
| 771 | DESTIN MIDDLE SCHOOL | 610.00 | 35,669 | 2,218 | 604 | 38,491 |
| 801 | SILVER SANDS - NORTH | 36.00 | 2,105 | 131 | 36 | 2,272 |
| TOTAL - DISTRICT SCHOOLS | | 26,249.58 | 1,534,891 | 95,443 | 25,990 | 1,656,324 |

DISTRICT OPERATED REGULAR PROGRAMS

| | | | | | | |
|---|----------------------------|---------------|---------------|------------|------------|---------------|
| 781 | ECCI - SOUTH | - | - | - | - | - |
| 791 | ECCI - NORTH | - | - | - | - | - |
| 811 | ECCI - NORTH (BEST CHANCE) | - | - | - | - | - |
| 811 | SOUTHSIDE PRE-K | - | - | - | - | - |
| 7001 | K-12 FLORIDA VIRTUAL | - | - | - | - | - |
| 7004 | OKALOOSA ONLINE | - | - | - | - | - |
| 9818 | NWFL BALLET | 140.00 | 8,186 | 509 | 139 | 8,834 |
| 9819 | TEACHING ADJUDICATED YOUTH | 15.50 | 906 | 56 | 15 | 977 |
| 9820 | BLENDED SCHOOL | 21.30 | 1,245 | 77 | 21 | 1,343 |
| TOTAL - DISTRICT OPERATED REGULAR PROGRAMS | | 176.80 | 10,337 | 642 | 175 | 11,154 |

| | | | | | |
|--|------------------|------------------|---------------|---------------|------------------|
| TOTAL - DISTRICT SCHOOLS AND REGULAR PROGRAMS | 26,426.38 | 1,545,228 | 96,085 | 26,165 | 1,667,478 |
|--|------------------|------------------|---------------|---------------|------------------|

SCHOOL DISTRICT OPERATED PROGRAMS FOR DJJ STUDENTS FUNDED FOR 240 DAYS

| | | | | | | |
|--|--|---------------|---------------|--------------|------------|---------------|
| 9810 | GULF COAST YOUTH ACADEMY | 129.74 | 7,586 | 472 | 128 | 8,186 |
| 9811 | OKALOOSA YOUTH DEVELOPMENT CENTER | 62.19 | 3,636 | 226 | 62 | 3,924 |
| 9812 | OKALOOSA YOUTH ACADEMY | 127.65 | 7,464 | 464 | 126 | 8,054 |
| 9813 | OKALOOSA REGIONAL DETENTION CENTER | 39.93 | 2,335 | 145 | 40 | 2,520 |
| 9814 | ADOLESCENT SUBSTANCE ABUSE CENTER | 47.53 | 2,779 | 173 | 47 | 2,999 |
| 9817 | MILTON GIRLS JUVENILE RESIDENTIAL FACILITY | 73.37 | 4,290 | 267 | 73 | 4,630 |
| TOTAL - DISTRICT OPERATED DJJ PROGRAM | | 480.41 | 28,090 | 1,747 | 476 | 30,313 |

| | | | | | |
|--|------------------|---------------------|------------------|------------------|---------------------|
| TOTAL - DISTRICT SCHOOLS, REGULAR PROGRAMS & DJJ PROGRAMS | 26,906.79 | \$ 1,573,318 | \$ 97,832 | \$ 26,641 | \$ 1,697,791 |
|--|------------------|---------------------|------------------|------------------|---------------------|



SCHOOL DISTRICT OF OKALOOSA COUNTY MEMORANDUM PURCHASING

TO: Principals
FROM: Richard D. Norris CPPB, Director Purchasing
DATE: March 12, 2010
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 2009 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.