



SCHOOL DISTRICT OF OKALOOSA COUNTY
INSTRUCTIONAL MATERIALS
TEXTBOOKS, MEDIA, & SCIENCE
 FISCAL YEAR 2011-2012
 AS OF APRIL 2011

Revised
 4/26/11

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 2010-2011

<i>Allocation Amount:</i>	<u>Per Adjusted UFTE</u>	
Instructional Materials - Textbooks	\$ 76.96	Per UFTE
Instructional Materials - Media	\$ 4.78	Per UFTE
Instructional Materials - Science	\$ 1.31	Per UFTE

	<u>Per UFTE</u>	<u>UFTE</u>	<u>Allocation</u>
Example: <i>Edwins Elementary</i>	90% x \$ 76.96 x	475.00	= \$ 32,900 (Textbooks)
	90% x \$ 4.78 x	475.00	= \$ 2,043 (Media)
	90% x \$ 1.31 x	475.00	= \$ 560 (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, 2011, 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 2011-2012 will carry over to the next fiscal year.

SCHOOL DISTRICT OF OKALOOSA COUNTY
INSTRUCTIONAL MATERIALS - TEXTBOOKS, MEDIA, & SCIENCE
FISCAL YEAR 2011-2012
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ESTIMATED REVENUE PER SENATE'S BUDGET: \$ 2,429,723
 UFTE PER SENATE'S BUDGET: 29,255.23

TEXTBOOKS ESTIMATE	MEDIA ESTIMATE	SCIENCE ESTIMATE
\$ 2,251,563	\$ 139,916	\$ 38,244
\$ 76.96	\$ 4.78	\$ 1.31
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	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						
0031	EDWINS ELEMENTARY SCHOOL	475.00	\$ 32,900	\$ 2,043	\$ 560	\$ 35,503
0041	BAKER SCHOOL	1,298.00	89,905	5,584	1,530	97,019
0051	BOB SIKES ELEMENTARY SCHOOL	708.00	49,039	3,046	835	52,920
0082	MEIGS MIDDLE SCHOOL	530.00	36,710	2,280	625	39,615
0092	SHOAL RIVER MIDDLE SCHOOL	872.00	60,398	3,751	1,028	65,177
0111	W. E. COMBS SCHOOL	-	-	-	-	-
0121	RUCKEL MIDDLE SCHOOL	842.00	58,320	3,622	993	62,935
0131	DESTIN ELEMENTARY SCHOOL	868.00	60,121	3,734	1,023	64,878
0151	EDGE ELEMENTARY SCHOOL	518.60	35,920	2,231	611	38,762
0161	EGLIN ELEMENTARY SCHOOL	386.00	26,736	1,661	455	28,852
0201	LAUREL HILL SCHOOL	422.00	29,229	1,815	498	31,542
0211	NICEVILLE HIGH SCHOOL	1,828.40	126,642	7,866	2,156	136,664
0222	NORTHWOOD ELEMENTARY SCHOOL	683.00	47,307	2,938	805	51,050
0241	SILVER SANDS SCHOOL	140.00	9,697	602	165	10,464
0251	RIVERSIDE ELEMENTARY SCHOOL	721.00	49,939	3,102	850	53,891
0271	PRYOR MIDDLE SCHOOL	569.00	39,411	2,448	671	42,530
0281	WRIGHT ELEMENTARY SCHOOL	572.00	39,619	2,461	674	42,754
0431	SHALIMAR ELEMENTARY SCHOOL	567.00	39,273	2,439	668	42,380
0541	ELLIOTT PT. ELEMENTARY SCHOOL	606.00	41,974	2,607	714	45,295
0561	MARY ESTHER ELEMENTARY SCHOOL	548.00	37,957	2,357	646	40,960
0571	PLEW ELEMENTARY SCHOOL	638.00	44,190	2,745	752	47,687
0581	CHOCTAW HIGH SCHOOL	1,577.00	109,229	6,784	1,859	117,872
0601	CRESTVIEW HIGH SCHOOL	1,770.00	122,597	7,615	2,087	132,299
0621	KENWOOD ELEMENTARY SCHOOL	580.00	40,173	2,495	684	43,352
0631	FLOROSA ELEMENTARY SCHOOL	509.00	35,255	2,190	600	38,045
0641	FT. WALTON BEACH HIGH SCHOOL	1,707.00	118,234	7,344	2,013	127,591
0651	BRUNER MIDDLE SCHOOL	743.00	51,463	3,196	876	55,535
0671	LEWIS K-8 SCHOOL	639.00	44,260	2,749	753	47,762
0681	LONGWOOD ELEMENTARY SCHOOL	520.00	36,017	2,237	613	38,867
0701	CHOICE HIGH SCHOOL & TECHNICAL CENTER	197.00	13,645	847	232	14,724
0731	WALKER ELEMENTARY SCHOOL	718.00	49,732	3,089	847	53,668
0741	BLUEWATER ELEMENTARY SCHOOL	802.00	55,550	3,450	946	59,946
0751	ANTIOCH ELEMENTARY SCHOOL	832.00	57,628	3,579	981	62,188
0761	DAVIDSON MIDDLE SCHOOL	906.12	62,761	3,898	1,068	67,727
0771	DESTIN MIDDLE SCHOOL	614.00	42,528	2,641	724	45,893
0801	RICHBOURG SCHOOL	49.00	3,394	211	58	3,663
TOTAL - DISTRICT SCHOOLS		25,955.12	1,797,753	111,657	30,600	1,940,010

DISTRICT OPERATED REGULAR PROGRAMS						
0609	NORTH HIGH SCHOOL	50.00	3,463	215	59	3,737
0709	THE NEW HIGH SCHOOL - SOUTH	125.00	8,658	538	147	9,343
0781	BEST CHANCE - SOUTH	-	-	-	-	-
0791	ECCI - NORTH & BEST CHANCE	-	-	-	-	-
0811	SOUTHSIDE PRE-K	50.00	3,463	215	59	3,737
7001	K-12 FLORIDA VIRTUAL	-	-	-	-	-
7004	OKALOOSA ONLINE	-	-	-	-	-
9818	NWFL BALLET	140.00	9,697	602	165	10,464
9819	TEACHING ADJUDICATED YOUTH	21.00	1,455	90	25	1,570
9820	OKALOOSA BLENDED SCHOOL	20.00	1,385	86	24	1,495
TOTAL - DISTRICT OPERATED REGULAR PROGRAMS		406.00	28,121	1,746	479	30,346

TOTAL - DISTRICT SCHOOLS AND REGULAR PROGRAMS	26,361.12	1,825,874	113,403	31,079	1,970,356
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SCHOOL DISTRICT OPERATED PROGRAMS FOR DJJ STUDENTS FUNDED FOR 240 DAYS						
9810	GULF COAST YOUTH ACADEMY	80.13	5,550	345	94	5,989
9811	OKALOOSA YOUTH DEVELOPMENT CENTER	43.11	2,986	185	51	3,222
9812	OKALOOSA YOUTH ACADEMY	108.28	7,500	466	128	8,094
9813	OKALOOSA REGIONAL DETENTION CENTER	44.42	3,077	191	52	3,320
9814	ADOLESCENT SUBSTANCE ABUSE PROGRAM	44.19	3,061	190	52	3,303
9817	MILTON GIRLS JUVENILE RESIDENTIAL FACILITY	69.65	4,824	300	82	5,206
TOTAL - DISTRICT OPERATED DJJ PROGRAM		389.78	26,998	1,677	459	29,134

TOTAL - DISTRICT SCHOOLS, REGULAR PROGRAMS & DJJ PROGRAMS	26,750.90	\$ 1,852,872	\$ 115,080	\$ 31,538	\$ 1,999,490
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Note:

1. Baker School unweighted FTE for Programs 101, 102, and 103 has been adjusted.

Excerpt from The 2010 Florida Statutes

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

- (1) On or before July 1 each year, the commissioner shall certify to each district school superintendent the estimated allocation of state funds for instructional materials, computed pursuant to the provisions of s. 1011.67 for the ensuing fiscal year.
- (2)
 - (a) Each district school board must purchase current instructional materials to provide each student with a textbook or other instructional materials as a major tool of instruction in core courses of the appropriate subject areas of mathematics, language arts, science, social studies, reading, and literature for kindergarten through grade 12. Such purchase must be made within the first 2 years after the effective date of the adoption cycle; however, this requirement is waived for the adoption cycle occurring in the 2008-2009 academic year for schools within the district which are identified in the top four categories of schools pursuant to s. 1008.33, as amended by chapter 2009-144, Laws of Florida. The Commissioner of Education may provide a waiver of this requirement for the adoption cycle occurring in the 2008-2009 academic year if the district demonstrates that it has intervention and support strategies to address the particular needs of schools in the lowest two categories. Unless specifically provided for in the General Appropriations Act, the cost of instructional materials purchases required by this paragraph shall not exceed the amount of the district's allocation for instructional materials, pursuant to s. 1011.67, for the previous 2 years.
 - (b) The requirement in paragraph (a) does not apply to contracts in existence before April 1, 2000, or to a purchase related to growth of student membership in the district or for instructional materials maintenance needs.
- (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.

Excerpt from The 2010 Florida Statutes

1006.40 Use of instructional materials allocation; instructional materials, library books, and reference books; repair of books. (Continued)

- (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, electronic content, 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 unless the district school board has complied with the requirements in s. 1011.62(6)(b)5., 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.
- (5) Each district school board shall adopt rules, and each district school superintendent shall implement procedures, that will assure the maximum use by the students of the authorized instructional materials.
- (6) District school boards may issue purchase orders subsequent to February 1 in an aggregate amount which does not exceed 20 percent of the current year's allocation, and subsequent to April 1 in an aggregate amount which does not exceed 90 percent of the current year's allocation, for the purpose of expediting the delivery of instructional materials which are to be paid for from the ensuing year's allocation.
- (7) In any year in which the total instructional materials allocation for a school district has not been expended or obligated prior to June 30, the district school board shall carry forward the unobligated amount and shall add it to the next year's allocation.



SCHOOL DISTRICT OF OKALOOSA COUNTY MEMORANDUM PURCHASING

TO: Principals

FROM: Richard D. Norris CPPB, Director Purchasing *BDN*

DATE: March 1, 2011

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.