



SCHOOL DISTRICT OF OKALOOSA COUNTY
INSTRUCTIONAL MATERIALS
TEXTBOOKS, MEDIA, & SCIENCE LAB
FISCAL YEAR 2013-2014
AS OF MAY 2013

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 Lab - 3109

Allocation Method: 90% X \$'s Per Adjusted Unweighted FTE X Adjusted UFTE
Same as fiscal year 2012-2013

<i>Allocation Amount:</i>	<u>Per Adjusted UFTE</u>	
Instructional Materials - Textbooks	\$ 71.01	Per UFTE
Instructional Materials - Media	\$ 4.44	Per UFTE
Instructional Materials - Science Lab	\$ 1.21	Per UFTE

	<u>Per UFTE</u>	<u>UFTE</u>	<u>Allocation</u>
Example: <i>Edwins Elementary</i>	<i>90% x \$ 71.01 x</i>	<i>391.48</i>	<i>= \$ 25,019 (Textbooks)</i>
	<i>90% x \$ 4.44 x</i>	<i>391.48</i>	<i>= \$ 1,564 (Media)</i>
	<i>90% x \$ 1.21 x</i>	<i>391.48</i>	<i>= \$ 426 (Science Lab)</i>

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 Lab	1010	5100	0510	Your Cost Center	3109

Beginning August 1, 2013, 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 2013-2014 will carry over to the next fiscal year.

SCHOOL DISTRICT OF OKALOOSA COUNTY
INSTRUCTIONAL MATERIALS - TEXTBOOKS, MEDIA, & SCIENCE
FISCAL YEAR 2013-2014
AS OF MAY 2013

COST CENTER NUMBER	SCHOOL/CENTER NAME	ESTIMATED REVENUE PER FINAL CONFERENCE: \$ 2,268,726		TEXTBOOKS ESTIMATE	MEDIA ESTIMATE	SCIENCE LAB ESTIMATE	TOTAL INSTRUCTIONAL MATERIALS
		UFTE PER FINAL CONFERENCE: 29,596.52		\$ 2,101,570	\$ 131,274	\$ 35,882	
		PER UFTE		\$ 71.01	\$ 4.44	\$ 1.21	
		ADJUSTED PROJECTED UFTE	90% x UFTE x \$ PER UFTE TEXTBOOKS	90% x UFTE x \$ PER UFTE MEDIA	90% x UFTE x \$ PER UFTE SCIENCE		
DISTRICT SCHOOLS							
0031	EDWINS ELEMENTARY SCHOOL	391.48	\$ 25,019	\$ 1,564	\$ 426	\$ 27,009	
0041	BAKER SCHOOL	1,336.12	85,390	5,339	1,455	92,184	
0051	BOB SIKES ELEMENTARY SCHOOL	824.39	52,686	3,294	898	56,878	
0082	MEIGS MIDDLE SCHOOL	531.23	33,950	2,123	579	36,652	
0092	SHOAL RIVER MIDDLE SCHOOL	869.54	55,571	3,475	947	59,993	
0121	RUCKEL MIDDLE SCHOOL	948.23	60,600	3,789	1,033	65,422	
0131	DESTIN ELEMENTARY SCHOOL	784.80	50,156	3,136	855	54,147	
0151	EDGE ELEMENTARY SCHOOL	582.39	37,220	2,327	634	40,181	
0161	EGLIN ELEMENTARY SCHOOL	526.47	33,646	2,104	573	36,323	
0201	LAUREL HILL SCHOOL	426.63	27,265	1,705	465	29,435	
0211	NICEVILLE HIGH SCHOOL	1,795.78	114,767	7,176	1,956	123,899	
0222	NORTHWOOD ELEMENTARY SCHOOL	705.77	45,105	2,820	769	48,694	
0241	SILVER SANDS SCHOOL	141.00	9,011	563	154	9,728	
0251	RIVERSIDE ELEMENTARY SCHOOL	936.55	59,854	3,742	1,020	64,616	
0271	PRYOR MIDDLE SCHOOL	622.93	39,811	2,489	678	42,978	
0281	WRIGHT ELEMENTARY SCHOOL	575.26	36,764	2,299	626	39,689	
0431	SHALIMAR ELEMENTARY SCHOOL	579.78	37,053	2,317	631	40,001	
0541	ELLIOTT PT. ELEMENTARY SCHOOL	608.10	38,863	2,430	662	41,955	
0561	MARY ESTHER ELEMENTARY SCHOOL	602.63	38,513	2,408	656	41,577	
0571	PLEW ELEMENTARY SCHOOL	686.54	43,876	2,743	748	47,367	
0581	CHOCTAW HIGH SCHOOL	1,548.19	98,943	6,187	1,686	106,816	
0601	CRESTVIEW HIGH SCHOOL	1,824.72	116,616	7,292	1,987	125,895	
0621	KENWOOD ELEMENTARY SCHOOL	613.70	39,221	2,452	668	42,341	
0631	FLOROSA ELEMENTARY SCHOOL	517.09	33,047	2,066	563	35,676	
0641	FT. WALTON BEACH HIGH SCHOOL	1,651.06	105,518	6,598	1,798	113,914	
0651	BRUNER MIDDLE SCHOOL	792.85	50,670	3,168	863	54,701	
0671	LEWIS K-8 SCHOOL	619.54	39,594	2,476	675	42,745	
0681	LONGWOOD ELEMENTARY SCHOOL	547.73	35,005	2,189	596	37,790	
0701	CHOICE HIGH SCHOOL & TECHNICAL CENTER	391.04	24,991	1,563	426	26,980	
0731	WALKER ELEMENTARY SCHOOL	709.23	45,326	2,834	772	48,932	
0741	BLUEWATER ELEMENTARY SCHOOL	799.39	51,088	3,194	871	55,153	
0751	ANTIOCH ELEMENTARY SCHOOL	837.39	53,517	3,346	912	57,775	
0761	DAVIDSON MIDDLE SCHOOL	901.00	57,582	3,600	981	62,163	
0771	DESTIN MIDDLE SCHOOL	668.23	42,706	2,670	728	46,104	
0801	RICHBOURG SCHOOL	54.99	3,514	220	60	3,794	
TOTAL - DISTRICT SCHOOLS		26,951.77	1,722,458	107,698	29,351	1,859,507	
DISTRICT OPERATED REGULAR PROGRAMS							
0721	OKALOOSA STEM ACADEMY	168.00	10,737	671	183	11,591	
0791	ECCI - BEST CHANCE NORTH	-	-	-	-	-	
0811	SOUTHSIDE PRE-K	86.24	5,512	345	94	5,951	
7001	K-12 FLORIDA VIRTUAL	-	-	-	-	-	
7004	OKALOOSA ONLINE	-	-	-	-	-	
9818	NWFL BALLET	149.70	9,567	598	163	10,328	
9819	TEACHING ADJUDICATED YOUTH	28.87	1,845	115	31	1,991	
TOTAL - DISTRICT OPERATED REGULAR PROGRAMS		432.81	27,661	1,729	471	29,861	
TOTAL - DISTRICT SCHOOLS AND REGULAR PROGRAMS		27,384.58	1,750,119	109,427	29,822	1,889,368	
SCHOOL DISTRICT OPERATED PROGRAMS FOR DJJ STUDENTS FUNDED FOR 240 DAYS							
9810	GULF COAST YOUTH ACADEMY	73.98	4,728	296	81	5,105	
9811	OKALOOSA YOUTH DEVELOPMENT CENTER	59.52	3,804	238	65	4,107	
9812	OKALOOSA YOUTH ACADEMY	90.89	5,809	363	99	6,271	
9813	OKALOOSA REGIONAL DETENTION CENTER	25.91	1,656	104	28	1,788	
9814	ADOLESCENT SUBSTANCE ABUSE PROGRAM	53.12	3,395	212	58	3,665	
TOTAL - DISTRICT OPERATED DJJ PROGRAM		303.42	19,392	1,213	331	20,936	
TOTAL - DISTRICT SCHOOLS, REGULAR PROGRAMS & DJJ PROGRAMS		27,688.00	\$ 1,769,511	\$ 110,640	\$ 30,153	\$ 1,910,304	

Excerpt from The 2012 Florida Statutes

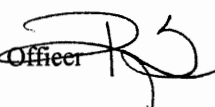
1006.40 Use of instructional materials allocation; instructional materials, library books, and reference books; repair of books.

- (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) Each district school board must purchase current instructional materials to provide each student with a major tool of instruction in core courses of the 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. For the 2012-2013 mathematics adoption, a district using a comprehensive mathematics instructional materials program adopted in the 2009-2010 adoption shall be deemed in compliance with this subsection if it provides each student with such additional state-adopted materials as may be necessary to align the previously adopted comprehensive program to common core standards and the other criteria of the 2012-2013 mathematics adoption.
- (3)
 - (a) By the 2015-2016 fiscal year, each district school board shall use at least 50 percent of the annual allocation for the purchase of digital or electronic instructional materials included on the state-adopted list, except as otherwise authorized in paragraphs (b) and (c).
 - (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, 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.
- (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
TECHNICAL ASSISTANCE MEMORANDUM
PURCHASING**

FINANCE TAM: 2013-025
CONTACT: Vince Windham
Program Director – Purchasing
TELEPHONE: 833-7668

TO: School Principals
FROM: Rita Scallan, Chief Financial Officer 
DATE: March 15, 2013
SUBJECT: Textbook Ordering Procedures – Fiscal Year 2013-2014

As schools approach the end of the 2012-2013 school year they must begin planning for the 2013-2014 school year. One of the first steps to prepare for next school year is to order textbooks. Below are the textbook ordering procedures for the 2013-2014 school year:

GENERAL TEXTBOOK INFORMATION - FLORIDA SCHOOL BOOK DEPOSITORY

1. Annually, the Florida School Book Depository (FSBD) closes their files on April 1st of each year to update and incorporate the list of new textbooks into their files. This process usually takes one to two days.
2. FSBD will begin accepting orders, for fiscal year 2013-2014, after their file update is complete.
3. FSBD publishes an elementary (Grades K-5) and secondary (Grades 6-12) catalog each spring. The catalog lists all Florida state adopted instructional materials program and as well as many non-adopted titles. Both catalogs are provided in PDF file format which may be viewed, printed and downloaded (saved to disk) using Adobe Acrobat Reader. To view the catalogs, click on “View Our Catalogs” on the home page of the FSBD website (www.fsbd.com).
4. Schools can order online at FSBD (requires FSBD setup) but must still submit a requisition which will generate a District purchase order that includes the FSBD document number before the order will be released (see ordering options below).

ADOPTED TEXTBOOK ORDERING PROCEDURES - FLORIDA SCHOOL BOOK DEPOSITORY

After entering web based textbook order on-line at www.fsbd.com, use one of the following procedures:

AS/400 ON-LINE TEXTBOOK PROCEDURES WHEN USING CURRENT FISCAL YEAR FUNDING (2012-2013)

1. If your 2013-2014 textbook order is going to be funded from 2012-2013 dollars, type a requisition on-line in the AS/400 system.
2. On screens F804 and F805 complete all of the online requested information related to the online requisition.
3. On screen F804 in the description field:
 - a. Type the confirmation document number received when the order was completed and submitted to txt on the FSBD’s website.
 - b. Post the requisition.
4. Purchasing Department will process your order on the next available purchase order run.
5. All AS/400 textbook on-line orders must be posted prior to 2:00 pm for a purchase order to be issued the next day and transmitted to FSBD.

MANUAL TEXTBOOK PROCEDURES WHEN USING NEW FISCAL YEAR FUNDING (2013-2014)

1. If your 2013-2014 textbook order is going to be funded from 2013-2014 new fiscal year funding, it will require you to type a **manual requisition** containing the same information for screen F804 and F805.
2. In the manual purchase order description field:
 - a. Type the confirmation document number received when the order was completed and submitted to txt on the FSBD's website.
3. Submit the manual requisition, signed by your Principal, to the Purchasing Department.
4. Purchasing Department will verify your funding, enter your order, and process it.

NON-ADOPTED TEXTBOOK ORDERS AND FLEX ORDERS

1. All non-adopted textbook orders and Flex funding (**Instructional Materials – Textbooks - Project 3105**) orders can be submitted by preparing a manual requisition and forwarding it to the Purchasing Department, beginning the week immediately preceding the last week of June.
2. If you prefer not to prepare a manual requisition, you may place an AS/400 online order and it will be processed as soon as the Finance files open, typically mid-July.

Should you have any questions or need additional information, please contact the Purchasing Department at 833-7668. The Purchasing Department is available and eager to provide schools assistance in processing their textbook orders.

NOTE:

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

cc: School Bookkeepers