



SCHOOL DISTRICT OF OKALOOSA COUNTY
INSTRUCTIONAL MATERIALS
TEXTBOOKS, MEDIA, & SCIENCE LAB
FISCAL YEAR 2014-2015
AS OF MAY 2014

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

New Allocation Method:

Instructional Materials - Textbooks 90% X \$'s Per Adjusted Unweighted FTE X Adjusted UFTE
 65% of allocation held at District level for State adoptions
 Remaining funds allocated to school for use as "text flex"
 Instructional Materials - Media 90% X \$'s Per Adjusted Unweighted FTE X Adjusted UFTE
 Instructional Materials - Science Lab 90% X \$'s Per Adjusted Unweighted FTE X Adjusted UFTE

<i>Allocation Amount:</i>	<u>Per Adjusted UFTE</u>		
Instructional Materials - Textbooks	90% x \$ 72.09	Per UFTE	Less 65% (State Adoptions @ District Level)
Instructional Materials - Media	90% x \$ 4.52	Per UFTE	
Instructional Materials - Science Lab	90% x \$ 1.24	Per UFTE	

	<u>Per UFTE</u>	<u>UFTE</u>	<u>Allocation</u>
Example: <i>Edwins Elementary</i>	90% x \$ 72.09	x 422.00	Less 65% = \$ 9,583 (Textbooks)
	90% x \$ 4.52	x 422.00	= \$ 1,717 (Media)
	90% x \$ 1.24	x 422.00	= \$ 471 (Science Lab)

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, 2014, after the adoption of the preliminary and tentative budget, you may enter budget amendments to better utilize the funds.

At the end of fiscal year 2014-2015, schools will carry over 30% of any available funds in Project 3105 and 100% of any available funds in Projects 3106 and 3109.

SCHOOL DISTRICT OF OKALOOSA COUNTY
INSTRUCTIONAL MATERIALS - TEXTBOOKS, MEDIA, & SCIENCE
FISCAL YEAR 2014-2015
AS OF MAY 2014

COST CENTER NUMBER	SCHOOL/CENTER NAME	ADJUSTED PROJECTED UFTE	TEXTBOOKS ESTIMATE			MEDIA ESTIMATE	SCIENCE LAB ESTIMATE	TOTAL INSTRUCTIONAL MATERIALS
			\$ 2,180,025	65%		\$ 136,701	\$ 37,365	
			\$ 72.09	LESS FUNDS HELD AT DISTRICT FOR STATE ADOPTIONS	EQUALS SCHOOL TEXTBOOK FLEX ALLOCATION	\$ 4.52	\$ 1.24	
ESTIMATED REVENUE PER FINAL CONFERENCE: \$ 2,354,091		UFTE PER FINAL CONFERENCE: 30,239.18	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	422.00	\$ 27,380	\$ (17,797)	\$ 9,583	\$ 1,717	\$ 471	\$ 11,771
0041	BAKER SCHOOL	1,360.00	88,238	(57,355)	30,883	5,532	1,518	37,933
0051	BOB SIKES ELEMENTARY SCHOOL	793.00	51,451	(33,443)	18,008	3,226	885	22,119
0082	MEIGS MIDDLE SCHOOL	534.00	34,646	(22,520)	12,126	2,172	596	14,894
0092	SHOAL RIVER MIDDLE SCHOOL	878.00	56,966	(37,028)	19,938	3,572	980	24,490
0121	RUCKEL MIDDLE SCHOOL	962.00	62,416	(40,570)	21,846	3,913	1,074	26,833
0131	DESTIN ELEMENTARY SCHOOL	810.00	52,554	(34,160)	18,394	3,295	904	22,593
0151	EDGE ELEMENTARY SCHOOL	578.00	37,501	(24,376)	13,125	2,351	645	16,121
0161	EGLIN ELEMENTARY SCHOOL	510.00	33,089	(21,508)	11,581	2,075	569	14,225
0201	LAUREL HILL SCHOOL	415.00	26,926	(17,502)	9,424	1,688	463	11,575
0211	NICEVILLE HIGH SCHOOL	1,833.00	118,927	(77,303)	41,624	7,457	2,046	51,127
0222	NORTHWOOD ELEMENTARY SCHOOL	747.00	48,466	(31,503)	16,963	3,039	834	20,836
0241	SILVER SANDS SCHOOL	141.00	9,148	N/A	9,148	574	157	9,879
0251	RIVERSIDE ELEMENTARY SCHOOL	939.00	60,923	(39,600)	21,323	3,820	1,048	26,191
0271	PRYOR MIDDLE SCHOOL	624.00	40,486	(26,316)	14,170	2,538	696	17,404
0281	WRIGHT ELEMENTARY SCHOOL	649.00	42,108	(27,370)	14,738	2,640	724	18,102
0431	SHALIMAR ELEMENTARY SCHOOL	608.00	39,448	(25,641)	13,807	2,473	679	16,959
0541	ELLIOTT PT. ELEMENTARY SCHOOL	625.00	40,551	(26,358)	14,193	2,543	698	17,434
0561	MARY ESTHER ELEMENTARY SCHOOL	597.00	38,734	(25,177)	13,557	2,429	666	16,652
0571	PLEW ELEMENTARY SCHOOL	701.00	45,482	(29,563)	15,919	2,852	782	19,553
0581	CHOCTAW HIGH SCHOOL	1,538.00	99,787	(64,862)	34,925	6,257	1,716	42,898
0601	CRESTVIEW HIGH SCHOOL	1,876.00	121,717	(79,116)	42,601	7,632	2,094	52,327
0621	KENWOOD ELEMENTARY SCHOOL	611.00	39,642	(25,767)	13,875	2,486	682	17,043
0631	FLOROSA ELEMENTARY SCHOOL	584.00	37,891	(24,629)	13,262	2,376	652	16,290
0641	FT. WALTON BEACH HIGH SCHOOL	1,631.00	105,821	(68,784)	37,037	6,635	1,820	45,492
0651	BRUNER MIDDLE SCHOOL	810.00	52,554	(34,160)	18,394	3,295	904	22,593
0671	LEWIS K-8 SCHOOL	621.00	40,291	(26,189)	14,102	2,526	693	17,321
0681	LONGWOOD ELEMENTARY SCHOOL	591.00	38,345	(24,924)	13,421	2,404	660	16,485
0701	CHOICE HIGH SCHOOL & TECHNICAL CENTER	298.00	19,335	(12,568)	6,767	1,212	333	8,312
0721	OKALOOSA STEMM ACADEMY	198.00	12,846	(8,350)	4,496	805	221	5,522
0731	WALKER ELEMENTARY SCHOOL	730.00	47,363	(30,786)	16,577	2,970	815	20,362
0741	BLUEWATER ELEMENTARY SCHOOL	853.00	55,343	(35,973)	19,370	3,470	952	23,792
0751	ANTIOCH ELEMENTARY SCHOOL	850.00	55,149	(35,847)	19,302	3,458	949	23,709
0761	DAVIDSON MIDDLE SCHOOL	974.00	63,194	(41,076)	22,118	3,962	1,087	27,167
0771	DESTIN MIDDLE SCHOOL	627.00	40,680	(26,442)	14,238	2,551	700	17,489
0801	RICHBOURG SCHOOL	58.00	3,763	N/A	3,763	236	65	4,064
0811	SOUTHSIDE CENTER	220.24	14,289	N/A	14,289	896	246	15,431
TOTAL - DISTRICT SCHOOLS		27,796.24	\$ 1,803,450	\$ (1,154,563)	\$ 648,887	\$ 113,077	\$ 31,024	\$ 792,988

Excerpt from The 2013 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 3 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 that align with state standards included on the state-adopted list, except as otherwise authorized in paragraphs (b) and (c). This section does not apply to a district school board or a consortium of school districts which implements an instructional materials program pursuant to s. 1006.283, except that 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 that align with state standards.
 - (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: 2014-037
CONTACT: Vince Windham
Program Director – Purchasing
TELEPHONE: 833-7668

TO: School Principals
FROM: Rita Scallan, Chief Financial Officer 
DATE: April 14, 2014
SUBJECT: Textbook Ordering Procedures – Fiscal Year 2014-2015

As schools approach the end of the 2013-2014 school year they must begin planning for the 2014-2015 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 2014-2015 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 2014-2015, 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 enter their 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 and general description of the items being ordered 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 (2013-2014)

1. If your 2014-2015 textbook order is going to be funded from 2013-2014 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. Also include a **general description** of the items being ordered, such as “Reading Textbook Adoption”, “Math Workbooks”, etc. Please be sure to code the purchase correctly. Only State-Adopted instructional materials may be coded to Object 0520. State-Adopted instructional appear in capital letters in the Florida School Book Depository catalog. All other items ordered from Florida School Book Depository would be charged to object 0510.

- 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 (2014-2015)

1. If your 2014-2015 textbook order is going to be funded from 2014-2015 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. Also include a **general description** of the items being ordered, such as "Reading Textbook Adoption", "Math Workbooks", etc. Please be sure to code the purchase correctly. Only State-Adopted instructional materials may be coded to Object 0520. State-Adopted instructional appear in capital letters in the Florida School Book Depository catalog. All other items ordered from Florida School Book Depository would be charged to object 0510.
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