



**SCHOOL DISTRICT OF OKALOOSA COUNTY
INSTRUCTIONAL MATERIALS
TEXTBOOKS, MEDIA, & SCIENCE LAB
FISCAL YEAR 2017-2018
AS OF JUNE 2017**

Instructional Materials 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

These funds may be used to purchase instructional materials, textbooks, or other items which have an intellectual content and assist in the instruction of a subject or course.

Instructional Materials - Media - 3106

These funds may be used to purchase and/or repair library books, instructional materials, and reference books.

Instructional Materials - Science Lab - 3109

These funds may be used to purchase science lab materials and supplies.

Allocation Method:

Instructional Materials - Textbooks 90% X \$'s Per Adjusted Unweighted FTE X Adjusted UFTE
85% of allocation held at District level for State adoptions
Remaining funds allocated to schools 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

Allocation Amount:

Per Adjusted UFTE

Instructional Materials - Textbooks	90% x \$ 72.24	Per UFTE	Less 85% (State Adoptions @ District Level)
Instructional Materials - Media	90% x \$ 4.45	Per UFTE	
Instructional Materials - Science Lab	90% x \$ 1.22	Per UFTE	

	<u>Per UFTE</u>	<u>UFTE</u>	<u>Allocation</u>
Example: <i>Edwins Elementary</i>	90% x \$ 72.24	x 445.00	Less 85% = \$ 4,340 (Textbooks)
	90% x \$ 4.45	x 445.00	= \$ 1,782 (Media)
	90% x \$ 1.22	x 445.00	= \$ 489 (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	Center	3105
Instructional Materials - Media	1010	6200	0610	Center	3106
Instructional Materials - Science Lab	1010	5100	0510	Center	3109

Beginning August 1, 2017, after the adoption of the preliminary and tentative budget, you may enter budget amendments to better utilize the funds.

SCHOOL DISTRICT OF OKALOOSA COUNTY
INSTRUCTIONAL MATERIALS - TEXTBOOKS, MEDIA, & SCIENCE
FISCAL YEAR 2017-2018
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ESTIMATED REVENUE PER FINAL CONFERENCE: \$ 2,433,193			TEXTBOOKS ESTIMATE			MEDIA ESTIMATE	SCIENCE LAB ESTIMATE	TOTAL INSTRUCTIONAL MATERIALS
UFTE PER FINAL CONFERENCE: 31,231.46			\$ 2,256,252			\$ 138,959	\$ 37,982	
PER UFTE			\$ 72.24	85%		\$ 4.45	\$ 1.22	
COST CENTER NUMBER	SCHOOL/CENTER NAME	ADJUSTED PROJECTED UFTE	90% x UFTE x \$ PER UFTE TEXTBOOKS	LESS FUNDS HELD AT DISTRICT FOR STATE ADOPTIONS	EQUALS SCHOOL TEXTBOOK FLEX ALLOCATION	90% x UFTE x \$ PER UFTE MEDIA	90% x UFTE x \$ PER UFTE SCIENCE	
DISTRICT SCHOOLS								
0031	EDWINS ELEMENTARY SCHOOL	445.00	\$ 28,932	\$ (24,592)	\$ 4,340	\$ 1,782	\$ 489	\$ 6,611
0041	BAKER SCHOOL	1,520.00	98,824	(84,000)	14,824	6,088	1,669	22,581
0051	BOB SIKES ELEMENTARY SCHOOL	840.00	54,613	(46,421)	8,192	3,364	922	12,478
0082	MEIGS MIDDLE SCHOOL	535.00	34,784	(29,566)	5,218	2,143	587	7,948
0092	SHOAL RIVER MIDDLE SCHOOL	821.00	53,378	(45,371)	8,007	3,288	901	12,196
0121	RUCKEL MIDDLE SCHOOL	1,145.00	74,443	(63,277)	11,166	4,586	1,257	17,009
0131	DESTIN ELEMENTARY SCHOOL	954.00	62,025	(52,721)	9,304	3,821	1,047	14,172
0151	EDGE ELEMENTARY SCHOOL	640.00	41,610	(35,369)	6,241	2,563	703	9,507
0161	EGLIN ELEMENTARY SCHOOL	485.00	31,533	(26,803)	4,730	1,942	533	7,205
0201	LAUREL HILL SCHOOL	373.00	24,251	(20,613)	3,638	1,494	410	5,542
0211	NICEVILLE HIGH SCHOOL	1,978.00	128,602	(109,312)	19,290	7,922	2,172	29,384
0222	NORTHWOOD ELEMENTARY SCHOOL	770.00	50,062	(42,553)	7,509	3,084	845	11,438
0241	SILVER SANDS SCHOOL	135.00	8,777	N/A	8,777	541	148	9,466
0251	RIVERSIDE ELEMENTARY SCHOOL	862.00	56,044	(47,637)	8,407	3,452	946	12,805
0271	PRYOR MIDDLE SCHOOL	701.00	45,576	(38,740)	6,836	2,808	770	10,414
0281	WRIGHT ELEMENTARY SCHOOL	623.00	40,505	(34,429)	6,076	2,495	684	9,255
0431	SHALIMAR ELEMENTARY SCHOOL	673.00	43,756	(37,193)	6,563	2,695	739	9,997
0541	ELLIOTT PT. ELEMENTARY SCHOOL	612.00	39,790	(33,822)	5,968	2,451	672	9,091
0561	MARY ESTHER ELEMENTARY SCHOOL	618.00	40,180	(34,153)	6,027	2,475	679	9,181
0571	PLEW ELEMENTARY SCHOOL	835.00	54,288	(46,145)	8,143	3,344	917	12,404
0581	CHOCTAW HIGH SCHOOL	1,553.00	100,970	(85,825)	15,145	6,220	1,705	23,070
0601	CRESTVIEW HIGH SCHOOL	1,866.00	121,320	(103,122)	18,198	7,473	2,049	27,720
0621	KENWOOD ELEMENTARY SCHOOL	618.00	40,180	(34,153)	6,027	2,475	679	9,181
0631	FLOROSA ELEMENTARY SCHOOL	539.00	35,044	(29,787)	5,257	2,159	592	8,008
0641	FT. WALTON BEACH HIGH SCHOOL	1,558.00	101,295	(86,101)	15,194	6,240	1,711	23,145
0651	BRUNER MIDDLE SCHOOL	758.00	49,282	(41,890)	7,392	3,036	832	11,260
0671	LEWIS SCHOOL	620.00	40,310	(34,264)	6,046	2,483	681	9,210
0681	LONGWOOD ELEMENTARY SCHOOL	596.00	38,750	(32,938)	5,812	2,387	654	8,853
0701	OK. TECH. COLLEGE & CHOICE HIGH SCHOOL	162.45	10,562	(8,978)	1,584	651	178	2,413
0721	OKALOOSA STEM ACADEMY	213.00	13,848	(11,771)	2,077	853	234	3,164
0731	WALKER ELEMENTARY SCHOOL	863.00	56,109	(47,693)	8,416	3,456	948	12,820
0741	BLUEWATER ELEMENTARY SCHOOL	909.00	59,100	(50,235)	8,865	3,641	998	13,504
0751	ANTIOCH ELEMENTARY SCHOOL	939.00	61,050	(51,893)	9,157	3,761	1,031	13,949
0761	DAVIDSON MIDDLE SCHOOL	1,031.00	67,031	(56,976)	10,055	4,129	1,132	15,316
0771	DESTIN MIDDLE SCHOOL	753.00	48,957	(41,613)	7,344	3,016	827	11,187
0801	RICHBOURG SCHOOL	79.00	5,136	N/A	5,136	316	87	5,539
0811	SOUTHSIDE PRIMARY SCHOOL	194.00	12,613	N/A	12,613	777	213	13,603
TOTAL - DISTRICT SCHOOLS		28,816.45	\$ 1,873,530	\$ (1,569,956)	\$ 303,574	\$ 115,411	\$ 31,641	\$ 450,626

Excerpt from The 2016 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 in kindergarten through grade 12 with a major tool of instruction in core courses of the subject areas of mathematics, language arts, science, social studies, reading, and literature. Such purchase must be made within the first 3 years after the effective date of the adoption cycle unless a district school board or a consortium of school districts has implemented an instructional materials program pursuant to s. 1006.283.
- (3)
 - (a) Beginning with 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).
 - (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 is responsible for the content of all instructional materials used in a classroom, whether purchased through an adoption process or otherwise purchased or made available in the classroom. Each district school board shall adopt rules, and each district school superintendent shall implement procedures, that:
 - (a) Maximize student use of the district-approved instructional materials.
 - (b) Provide a process for public review of, public comment on, and the adoption of instructional materials that satisfies the requirements of s. 1006.283(2)(b)8., 9., and 11.
- (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.

Excerpt from The 2016 Florida Statutes


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

- (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.
- (8) Subsections (3), (4), and (6) do not apply to a district school board or a consortium of school districts that 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 instructional materials allocation for the purchase of digital or electronic instructional materials that align with state standards adopted by the State Board of Education pursuant to s. 1003.41.



SCHOOL DISTRICT OF OKALOOSA COUNTY TECHNICAL ASSISTANCE MEMORANDUM PURCHASING

FINANCE TAM: 2017-025
CONTACT: Vince Windham
Program Director – Purchasing
TELEPHONE: 833-7668

TO: School Principals
FROM: Rita Scallan, Chief Financial Officer 
DATE: March 27, 2017
SUBJECT: Textbook Ordering Procedures – Fiscal Year 2017-2018

As schools approach the end of the 2016-2017 school year they must begin planning for the 2017-2018 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 2017-2018 school year:

GENERAL TEXTBOOK INFORMATION - FLORIDA SCHOOL BOOK DEPOSITORY

1. Annually, the Florida School Book Depository (FSBD) closes their files around 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 2017-2018, after their file update is complete.
3. FSBD publishes an elementary (Grades K-5) and secondary (Grades 6-12) catalog each spring. The catalogs list all Florida state adopted instructional materials programs 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 the catalog links under the “Product Catalogs” section on the home page of the FSBD website (www.fsb.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 your web based textbook order on-line at www.fsb.com, use one of the following procedures:

AS/400 ON-LINE TEXTBOOK PROCEDURES WHEN USING CURRENT FISCAL YEAR FUNDING (2016-2017)

1. If your 2017-2018 textbook order is going to be funded from 2016-2017 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 materials 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 (2017-2018)

1. If your 2017-2018 textbook order is going to be funded from 2017-2018 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