



OKALOOSA COUNTY SCHOOL DISTRICT
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE

FINANCE TAM: 2010-014
CONTACT: Paula Sadler, Accountant
Budgeting & Financial Services
TELEPHONE: 833-5833

TO: Selected Principals/Department Heads
FROM: Rita R. Scallan, Chief Financial Officer
DATE: October 1, 2009
SUBJECT: Materials and Supply Stipend

On September 28, 2009, the School Board approved to pay a stipend for materials and supplies of \$209.00 to the following full time certified instructional/instructional support positions: Adult Vocational Teachers, Occupational Therapists, Behavior Analysts, Physical Therapists, School Psychologists, Social Workers, and Staffing Specialists. For this purpose, our District recognizes full time employees as those working 4.50 hours or greater. Employees who work 3.75 hours to 4.49 will receive half of the full stipend amount ($\$209.00 \times 50\% = \104.50).

The attached spreadsheet reflects the names and positions that are eligible to receive the supply stipend. The requirements are as follows:

1. In accepting the stipend check, the teacher is required to sign an agreement form accepting the funds. (See Attached) The teacher agrees to keep all receipts for no less than four years and to spend the funds for the **sole purpose of purchasing classroom materials and supplies to be used in the instruction of students assigned to them.** Funds may not be used to purchase equipment. The teacher also agrees to return any unused funds to the school at the end of the school year.
2. If applicable, the attached check is to be deposited into your school's Internal Funds bank account. The deposit will then be entered into the Manatee Accounting System and coded to account number 9-800. The bookkeeper will process a check to each individual teacher on the attached list.
3. If there are any teachers at your school/department who do not spend all of their funds, those dollars should be remitted to the School District on a MIS 3218 Cash Transmittal Form prior to the end of the school year. Please note on the transmittal form that the returned money is from the Materials and Supply Stipend.
4. If there are any teachers at your school who are no longer eligible for the Florida Lead Teacher Funds, those dollars should be remitted back to the School District on a MIS 3218 Cash Transmittal Form prior to the end of the school year.

If you have any questions or need additional information, please contact Paula Sadler, Accountant, at 833-5833.

Attachment

C: Executive Staff
OCEA

School District of Okaloosa County
School Board Approved Material and Supply Stipend As of September 1, 2009
Fiscal Year 2009-2010
September 28, 2009

School	Center Number	Full Stipend			Partial Stipend			Grand Total Amount
		Teaching Positions	Amount Per Position	Total Amount	Teaching Positions	Amount Per Position	Total Amount	
Edwins Elementary	0031		\$ 209.00	\$ -	-	\$ 104.50	\$ -	\$ -
Baker School	0041		209.00	-	-	104.50	-	-
Bob Sikes Elementary	0051		209.00	-	-	104.50	-	-
Meigs Middle School	0082		209.00	-	-	104.50	-	-
Richbourg Middle School	0092		209.00	-	-	104.50	-	-
Ruckel Middle School	0121		209.00	-	-	104.50	-	-
Destin Elementary	0131		209.00	-	-	104.50	-	-
Edge Elementary	0151		209.00	-	-	104.50	-	-
Cherokee Elementary	0161		209.00	-	-	104.50	-	-
Laurel Hill School	0201		209.00	-	-	104.50	-	-
Niceville High School	0211		209.00	-	-	104.50	-	-
Northwood Elementary	0222		209.00	-	-	104.50	-	-
Silver Sands School	0241	1.00	209.00	209.00	-	104.50	-	209.00
Southside Elementary	0251		209.00	-	-	104.50	-	-
Valparaiso Elementary	0261		209.00	-	-	104.50	-	-
Pryor Middle School	0271		209.00	-	-	104.50	-	-
Wright Elementary	0281		209.00	-	-	104.50	-	-
Shalimar Elementary	0431		209.00	-	-	104.50	-	-
Oak Hill Elementary	0441		209.00	-	-	104.50	-	-
Elliott Point Elementary	0541		209.00	-	-	104.50	-	-
Ocean City Elementary	0551		209.00	-	-	104.50	-	-
Mary Esther Elementary	0561		209.00	-	-	104.50	-	-
Plew Elementary	0571		209.00	-	-	104.50	-	-
Choctawhatchee High	0581		209.00	-	-	104.50	-	-
Choctaw Academy	0581		209.00	-	-	104.50	-	-
Crestview High School	0601		209.00	-	-	104.50	-	-
Crestview Vocational School	0602		209.00	-	-	104.50	-	-
Kenwood Elementary	0621		209.00	-	-	104.50	-	-
Florosa Elementary	0631		209.00	-	-	104.50	-	-
Fort Walton Beach High	0641		209.00	-	-	104.50	-	-
Bruner Middle School	0651		209.00	-	-	104.50	-	-
Lewis Middle School	0671		209.00	-	-	104.50	-	-
Longwood Elementary	0681		209.00	-	-	104.50	-	-
Okaloosa Applied Technology Center	0701	16.00	209.00	3,344.00	2.00	104.50	209.00	3,553.00
Walker Elementary	0731		209.00	-	-	104.50	-	-
Bluewater Elementary	0741		209.00	-	-	104.50	-	-
Antioch Elementary	0751		209.00	-	-	104.50	-	-
Davidson Middle School	0761		209.00	-	-	104.50	-	-
Destin Middle School	0771		209.00	-	-	104.50	-	-
Emerald Coast Career Institute South	0781		209.00	-	-	104.50	-	-
Emerald Coast Career Institute North	0791		209.00	-	-	104.50	-	-
ESE- Teachers	9016	40.00	209.00	8,360.00	1.00	104.50	104.50	8,464.50
Gulf Coast Youth Academy	9810	1.00	209.00	209.00	-	104.50	-	209.00
Okaloosa Youth Development Center	9811		209.00	-	-	104.50	-	-
Okaloosa Youth Academy	9812	1.00	209.00	209.00	-	104.50	-	209.00
Adolescent Substance Abuse Center	9814		209.00	-	-	104.50	-	-
Okaloosa Regional Detention Center	9813		209.00	-	-	104.50	-	-
Gulf Coast Treatment Center	9816		209.00	-	-	104.50	-	-
Milton Girls Juvenile Res. Facility	9817		209.00	-	-	104.50	-	-
Northwest Florida Ballet Academie	9818		209.00	-	-	104.50	-	-
Teaching Adjudicated Youth Facility	9819		209.00	-	-	104.50	-	-
Total		59.00		\$ 12,331.00	3.00		\$ 313.50	\$ 12,644.50



**Okaloosa County School District
Materials and Supply Stipend**

Date: _____

“I, _____, am employed by Okaloosa County District School Board as a full-time classroom teacher. I acknowledge that the Materials and Supply Stipend funds are appropriated by the School Board for the sole purpose of purchasing classroom materials and supplies to be used in the instruction of students assigned to me. In accepting custody of these funds, I agree to keep receipts for all expenditures for 4 years. I understand that if I do not keep receipts showing these funds were spent to purchase classroom materials and supplies for use with my students, it will be my personal responsibility to pay any federal taxes due on these funds. I also agree to return any unused funds to the district school board at the end of the regular school year at which I was employed at the time of the receipt of the funds.”

Signature: _____

School: _____