



OKALOOSA COUNTY SCHOOL DISTRICT
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE

FINANCE TAM: 2011-015
CONTACT: Beth Marky, Accountant
Budgeting & Financial Services
TELEPHONE: 833-5827

TO: Selected Principals/Department Heads
FROM: Rita R. Scallan, Chief Financial Officer
DATE: September 29, 2010
SUBJECT: Materials and Supply Stipend

On September 27, 2010, the School Board approved to pay a stipend for materials and supplies to certified Adult Vocational Teachers, Occupational Therapists, Behavior Analysts, Physical Therapists, School Psychologists, Social Workers, and Staffing Specialists employed on or before September 1, 2010.

- Our District recognizes full-time teachers as those teachers working 4.5 hours or greater. Full-time teachers will receive a full stipend in the amount of \$202.00.
- Teachers working 3.75 hours to 4.49 hours will receive half of the full stipend amount which is \$101.00.

Attached you will find a list reflecting the names and positions that are eligible to receive the Materials and Supply stipend. The following requirements must be met when disbursing the stipends:

- If your school has an internal funds account, the attached check is made payable to your school. This check must be deposited into your school's internal funds bank account using Account 6.692.000 – "FL Lead Teacher." The bookkeeper will then process a check for each individual teacher on the attached list.
- If your school does not have an internal funds account, the attached checks are made payable to the eligible teachers.
- Each teacher is required to sign the Materials and Supply Stipend agreement form (see attachment) when receiving his/her check. The agreement states that the teacher will keep all receipts and spend the funds for the sole purpose of purchasing classroom materials and supplies to be used in the instruction of students assigned to them. The teacher also agrees to return any unused funds to the school at the end of the school year. **All checks must be received by the teachers no later than October 31, 2010.**
- If a teacher returns unused funds to the school, those funds shall be remitted to the School District with a MIS 3218 Cash Transmittal Form no later than June 15, 2011.
- If there are any teachers at your school who are no longer eligible for the Materials and Supply Stipend, those funds shall be returned to the School District with a MIS 3218 Cash Transmittal Form no later than November 30, 2010.

Should you have any questions or need further assistance, please contact Beth Marky, Accountant, at 833-5827.

Attachment

C: Executive Staff
OCEA
Internal Bookkeepers

School District of Okaloosa County
School Board Approved Material & Supply Stipend
Eligible Positions as of September 1, 2010
Fiscal Year 2010-2011
Submitted for School Board Approval September 27, 2010

REVISED
 September 27, 2010

Position Type	Material & Supply - Full Stipend			Material & Supply - Half Stipend			Grand Total Amount
	Positions	Amount Per Position	Total Amount	Positions	Amount Per Position	Total Amount	
Adult Education Teachers	16	\$ 202.00	\$ 3,232.00	2	\$ 101.00	\$ 202.00	\$ 3,434.00
Behavior Analyst	1	202.00	202.00	-	101.00	-	202.00
Occupational Therapist	2	202.00	404.00	-	101.00	-	404.00
Physical Therapist	1	202.00	202.00	-	101.00	-	202.00
School Psychologist	8	202.00	1,616.00	1	101.00	101.00	1,717.00
Social Worker - ESE	7	202.00	1,414.00	-	101.00	-	1,414.00
Staffing Specialist	2	202.00	404.00	-	101.00	-	404.00
Staffing Specialist - ESE	19	202.00	3,838.00	-	101.00	-	3,838.00
Total	56	\$ 1,616.00	\$ 11,312.00	3	\$ 808.00	\$ 303.00	\$ 11,615.00

Note:

Estimated Total Cost is \$11,615 rather than \$11,817 as previously stated.

Two Adult Education Teachers work 50% of the day as K-12 teachers; therefore, they received 50% of a stipend through the Florida Lead Teacher program. It is recommended that these teachers receive 50% of the Board-approved stipend rather than 100%.



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

Date: _____

“I, _____, am employed by Okaloosa County District School Board as a full-time or part-time Adult Vocational Teacher, Occupational Therapist, Behavior Analyst, Physical Therapist, School Psychologist, Social Worker, or Staffing Specialist. 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: _____