



**OKALOOSA COUNTY SCHOOL DISTRICT
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE**

FINANCE TAM: 2014-015
CONTACT: Beth Marky, Accountant
Budgeting & Financial Services
TELEPHONE: 833-5827

TO: School Principals
FROM: Rita Scallan, Chief Financial Officer
DATE: September 11, 2013
SUBJECT: Florida Teachers Classroom Supply Assistance Program

A handwritten signature in black ink, appearing to be "RS", is written over the subject line.

The Florida Teachers Classroom Supply Assistance Program provides funding for certified teachers, employed on or before September 1, 2013, whose full-time job responsibility is the classroom instruction of students in prekindergarten through grade 12. It also provides funding for full time media specialists and guidance counselors who serve students in prekindergarten through grade 12.

At the September 23, 2013, School Board Meeting, the District will request permission to pay certified Adult Vocational Teachers, Behavior Analysts, Occupational Therapists, Physical Therapists, School Psychologists, Social Workers, and Staffing Specialists an equivalent amount for materials and supplies which will be funded from miscellaneous revenues. If the School Board approves the request, your school will receive another allocation specifically for Adult Vocational Teachers, Behavior Analysts, Occupational Therapists, Physical Therapists, School Psychologists, Social Workers, and Staffing Specialists.

The attached spreadsheet, "Eligible Teaching Positions as of September 1, 2013," indicates the number of eligible personnel at each school and the total allocation received. Our District recognizes full time teachers as those teachers working 4.50 hours or greater. These teachers will receive a stipend in the amount of \$277.00. Teachers who work 3.75 hours to 4.49 will receive a half stipend in the amount of \$138.50. *This is the final allocation for the 2013-2014 School Year.*

Also attached is a spreadsheet entitled "Florida Teachers Classroom Supply Assistance Program - Positions Detail." This spreadsheet lists each eligible teacher at your school along with the stipend amount that each teacher should receive. A copy of Florida Statute 1012.71 The Florida Teachers Classroom Supply Assistance Program is attached for your reference.

Schools With Internal Funds Checking Accounts:

1. The attached check made payable to your school is to be deposited into your school's Internal Funds bank account. The deposit will then be entered into the accounting software and coded to account number 6.692.000.
2. The bookkeeper will process and disburse a check to each individual teacher as shown on the "Florida Teachers Classroom Supply Assistance Program - Positions Detail" spreadsheet. **These checks must be disbursed no later than September 30, 2013.**

3. When accepting a check, each teacher is required to sign The Florida Teachers Classroom Supply Assistance Program agreement form (see attachment). The teacher agrees to keep all receipts 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.*** The teacher also agrees to return any unused funds to the school at the end of the school year.

Schools Without Internal Funds Checking Accounts:

1. The attached checks are made payable to each teacher at your school as shown on the "Florida Teachers Classroom Supply Assistance Program - Positions Detail" spreadsheet. **These checks must be disbursed no later than September 30, 2013.**
2. When accepting a check, each teacher is required to sign The Florida Teachers Classroom Supply Assistance Program agreement form (see attachment). The teacher agrees to keep all receipts 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.*** The teacher also agrees to return any unused funds to the school at the end of the school year.

Special Notes for All Schools:

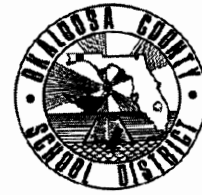
- If a teacher does not spend all of his/her stipend prior to the end of fiscal year 2013-2014, the teacher must return the funds to the school as stated in The Florida Teachers Classroom Supply Assistance Program agreement form. These funds must then be remitted to the School District with a MIS 3218 Cash Transmittal Form prior to June 30, 2014. The funds will be allocated to your school's Lottery - School Advisory Council Project 4002.
- If there are any teachers at your school who are no longer eligible for the Florida Teacher Classroom Supply Assistance Program funds, those dollars must be returned to the School District with a MIS 3218 Cash Transmittal Form no later than October 31, 2013. The funds will be allocated back to the Florida Teachers Classroom Supply Assistance Program Project 3180 reserves.

Remember, each teacher on the attached list must receive a check no later than September 30, 2013.

If you have any questions relating to the Florida Teachers Lead Program, please call Beth Marky, Accountant, at 833-5827.

Attachments

C: Executive Staff
 OCEA
 Internal Bookkeepers



**Okaloosa County School District
Florida Teachers Classroom Supply Assistance Program**

Date: _____

"I, _____, am employed by Okaloosa County District School Board as a full-time classroom teacher. I acknowledge that the Florida Teachers Classroom Supply Assistance Program funds are appropriated by the Legislature 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 no less than 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 unexpended funds to the district school board at the end of the regular school year for deposit into the school advisory council account of the school where I was employed at the time I received the funds or for deposit into the Florida Teachers Classroom Supply Assistance Program account of the school district at which I was employed at the time of the receipt of the funds."

Signature: _____

School: _____

School District of Okaloosa County
Florida Teachers Classroom Supply Assistance Program - Project 3180
Eligible Teaching Positions as of September 1, 2013
Fiscal Year 2013-2014
September 11, 2013

Center Number	School/Dept	FTCSAP - Full Time			FTCSAP - Half Time			Total Allocation
		Number of Teachers	Stipend Per Full Time	Full Time Allocation	Number of Teachers	Stipend Per Half Time	Half Time Allocation	
0031	Edwins Elementary School	34.00	\$ 277.00	\$ 9,418.00	-	\$ 138.50	\$ -	\$ 9,418.00
0041	Baker School	82.00	\$ 277.00	22,714.00	-	\$ 138.50	-	22,714.00
0051	Bob Sikes Elementary School	54.00	\$ 277.00	14,958.00	1.00	\$ 138.50	138.50	15,096.50
0082	Meigs Middle School	31.00	\$ 277.00	8,587.00	-	\$ 138.50	-	8,587.00
0092	Shoal River Middle School	49.00	\$ 277.00	13,573.00	-	\$ 138.50	-	13,573.00
0121	Ruckel Middle School	51.00	\$ 277.00	14,127.00	-	\$ 138.50	-	14,127.00
0131	Destin Elementary School	52.00	\$ 277.00	14,404.00	1.00	\$ 138.50	138.50	14,542.50
0151	Edge Elementary School	38.00	\$ 277.00	10,526.00	-	\$ 138.50	-	10,526.00
0161	Eglin Elementary School	36.00	\$ 277.00	9,972.00	-	\$ 138.50	-	9,972.00
0201	Laurel Hill School	31.00	\$ 277.00	8,587.00	1.00	\$ 138.50	138.50	8,725.50
0211	Niceville High School	95.00	\$ 277.00	26,315.00	-	\$ 138.50	-	26,315.00
0222	Northwood Elementary School	49.00	\$ 277.00	13,573.00	-	\$ 138.50	-	13,573.00
0241	Silver Sands School	19.00	\$ 277.00	5,263.00	-	\$ 138.50	-	5,263.00
0251	Riverside Elementary School	64.00	\$ 277.00	17,728.00	-	\$ 138.50	-	17,728.00
0271	Pryor Middle School	33.00	\$ 277.00	9,141.00	-	\$ 138.50	-	9,141.00
0281	Wright Elementary School	43.00	\$ 277.00	11,911.00	-	\$ 138.50	-	11,911.00
0431	Shalimar Elementary School	41.00	\$ 277.00	11,357.00	1.00	\$ 138.50	138.50	11,495.50
0541	Elliott Point Elementary School	45.00	\$ 277.00	12,465.00	-	\$ 138.50	-	12,465.00
0561	Mary Esther Elementary School	39.00	\$ 277.00	10,803.00	4.00	\$ 138.50	554.00	11,357.00
0571	Plew Elementary School	45.00	\$ 277.00	12,465.00	-	\$ 138.50	-	12,465.00
0581	Choctawhatchee High School	85.00	\$ 277.00	23,545.00	-	\$ 138.50	-	23,545.00
0601	Crestview High School	96.00	\$ 277.00	26,592.00	-	\$ 138.50	-	26,592.00
0621	Kenwood Elementary School	43.00	\$ 277.00	11,911.00	1.00	\$ 138.50	138.50	12,049.50
0631	Florosa Elementary School	38.00	\$ 277.00	10,526.00	-	\$ 138.50	-	10,526.00
0641	Ft. Walton Beach High School	89.00	\$ 277.00	24,653.00	-	\$ 138.50	-	24,653.00
0651	Bruner Middle School	48.00	\$ 277.00	13,296.00	-	\$ 138.50	-	13,296.00
0671	Lewis K-8	46.00	\$ 277.00	12,742.00	-	\$ 138.50	-	12,742.00
0681	Longwood Elementary School	43.00	\$ 277.00	11,911.00	1.00	\$ 138.50	138.50	12,049.50
0701	Choice High School & Technical Center	23.80	\$ 277.00	6,592.60	-	\$ 138.50	-	6,592.60
0721	Okaloosa STEM Academy	8.00	\$ 277.00	2,216.00	-	\$ 138.50	-	2,216.00
0731	Walker Elementary School	50.00	\$ 277.00	13,850.00	-	\$ 138.50	-	13,850.00
0741	Bluewater Elementary School	50.00	\$ 277.00	13,850.00	5.00	\$ 138.50	692.50	14,542.50
0751	Antioch Elementary School	52.00	\$ 277.00	14,404.00	-	\$ 138.50	-	14,404.00
0761	Davidson Middle School	48.00	\$ 277.00	13,296.00	-	\$ 138.50	-	13,296.00
0771	Destin Middle School	36.00	\$ 277.00	9,972.00	-	\$ 138.50	-	9,972.00
0791	Best Chance - North	4.00	\$ 277.00	1,108.00	-	\$ 138.50	-	1,108.00
0801	Richbourg School	10.00	\$ 277.00	2,770.00	-	\$ 138.50	-	2,770.00
0811	Southside Center	10.00	\$ 277.00	2,770.00	-	\$ 138.50	-	2,770.00
9016	Student Intervention Services - ESE	6.00	\$ 277.00	1,662.00	1.00	\$ 138.50	138.50	1,800.50
9017	Curriculum, Instruction, & Assessment	-	\$ 277.00	-	1.00	\$ 138.50	138.50	138.50
9810	Gulf Coast Youth Academy	5.00	\$ 277.00	1,385.00	1.00	\$ 138.50	138.50	1,523.50
9811	Okaloosa Youth Development Center	2.00	\$ 277.00	554.00	-	\$ 138.50	-	554.00
9812	Okaloosa Youth Academy	5.00	\$ 277.00	1,385.00	-	\$ 138.50	-	1,385.00
9813	Okaloosa Regional Detention Center	1.00	\$ 277.00	277.00	-	\$ 138.50	-	277.00
9818	NWFL Ballet Academie	7.00	\$ 277.00	1,939.00	-	\$ 138.50	-	1,939.00
9819	Teaching Adjudicated Youth Facility	1.00	\$ 277.00	277.00	-	\$ 138.50	-	277.00
Total		1,737.80		\$ 481,370.60	18.00		\$ 2,493.00	\$ 483,863.60

- Five positions at Center 0701 - Choice HS & Technical Center teach K-12 and adult students. The individuals in these positions received Florida Teachers Classroom Supply Assistance Program funds based on the percentage of their jobs applicable to K-12 students. Per Board approval, they will now receive a material and supply stipend based on the percentage of their jobs applicable to Adult Education. supply stipend based on the percentage of their jobs applicable to Adult Education.
- Full Time = 4.50 Hours or Greater; Half Time = 3.75 Hours to 4.49 Hours