




OKALOOSA COUNTY SCHOOL DISTRICT  
TECHNICAL ASSISTANCE MEMORANDUM  
FINANCE

FINANCE TAM: 2015-015

CONTACT: Beth Marky, Accountant  
Budgeting & Financial Services

TELEPHONE: 833-5827

TO: School Principals

FROM: Rita Scallan, Chief Financial Officer 

DATE: September 22, 2014

SUBJECT: Florida Teachers Classroom Supply Assistance Program – Final Allocation

The Florida Teachers Classroom Supply Assistance Program provides funding for certified teachers, employed on or before September 1, 2014, 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.

Per 2014 Florida Legislation, the District had the option to prepay the Florida Teachers Classroom Supply Assistance Program stipend to teachers, employed with the District on or before July 1, 2014, whose full-time job responsibility is the classroom instruction of students in prekindergarten through grade 12. The District made this allocation on July 23, 2014 (TAM 2015-002). Spreadsheets indicating the eligible personnel were provided to all schools, and schools made payments on or before August 1, 2015. Schools were asked to withhold payment if a teacher on their list was transferring to a non-eligible job.

**The Finance Department has now compiled a list of teachers, employed on or before September 1, 2014, whose full-time job responsibility is the classroom instruction of students in prekindergarten through grade 12. Any eligible teachers who did not receive a prepayment will be paid at this time.**

The attached spreadsheet, "Eligible Teaching Positions as of September 1, 2014," contains the following summary information:

- Column A – Number of eligible full-time teachers at each center.
- Column B – Number of eligible full-time teachers paid August 1, 2014.
- Column C – Number of eligible full-time teachers to be paid September 30, 2014.
- Column D – Stipend per full-time teacher - \$275.00. Our District recognizes full time teachers as those teachers working 4.50 hours or greater.
- Column E – The final full-time allocation is equal to Column C times \$275.00.
- Column F – Number of eligible half-time teachers at each center.
- Column G – Number of eligible half-time teachers paid August 1, 2014.
- Column H – Number of eligible half-time teachers to be paid September 30, 2014.
- Column I – Stipend per half-time teacher - \$137.50. Teachers who work 3.75 hours to 4.49 hours will receive a half stipend.
- Column J – The final half-time allocation is equal to Column H times \$137.50.
- Column K – The total final allocation is equal to Column E plus Column J.
- Column L – The Internal Funds Florida Teachers Classroom Supply Assistance Program balance remaining after August 1, 2014, payments is subtracted from Column K.
- Column M – Final allocation that will be made to school.

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 District will be sending a check made payable to your school through the courier. This check 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, 2014.** It is not necessary to wait until you receive the check from the District.
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 District checks are made payable to each teacher at your school as shown on the "Florida Teachers Classroom Supply Assistance Program – Positions Detail" spreadsheet and will be delivered to you through the courier. **These checks must be disbursed no later than September 30, 2014.**
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.

Also attached are the spreadsheets entitled "Eligible Teaching Positions as of September 1, 2014, with position detail. These spreadsheets include the two sections illustrated below. In addition, you will find a sample position detail report with notes about different situations you may encounter on your school's report.

**Section 1 – Eligible Teachers To Be Paid Prior to September 30, 2014**

- **This is the section you will use when writing checks from the Internal Funds account.**
- You may write checks prior to receiving the District check in the courier.
- You must disburse Teacher checks and deposit the District check prior to September 30, 2014.
- The following information is included on the spreadsheet:
  - Teacher Name
  - Pay Type, Hours, & Position
  - Title Number & Title Description
  - Assigned Center – Current School
  - Teacher Lead Share – 4.50 – 7.50 Hours = 1.00; 3.75 – 4.49 Hours = 0.50
  - Eligible Amount – 1.00 = \$275.00; 0.50 = \$137.50
  - 1<sup>st</sup> Round Report Center – If the teacher was listed on the report for prepayments in July, the original school center is listed here.
  - 1<sup>st</sup> Round Report Payment – If the teacher received a payment in July, the amount is listed here.
  - **Payment Due – This is the amount you will pay prior to September 30, 2014.**
- The "Total Payments to be Disbursed" less the "Internal Account Balance (Funds Remaining After the First Allocation)" equals the amount of the District check being sent to you in the courier.

**Section 2 – Information Only – Eligible Teachers Who Have Already Been Paid and/or Teachers Who Are Not Eligible**

- **You do not write checks to anyone on this list.**
- The following information is included on the spreadsheet:
  - Teacher Name
  - Pay Type, Hours, & Position
  - Title Number & Title Description
  - Assigned Center – Current school
  - Teacher Lead Share – 4.50 – 7.50 Hours = 1.00; 3.75 – 4.49 Hours = 0.50
  - Eligible Amount – 1.00 = \$275.00; 0.50 = \$137.50
  - 1<sup>st</sup> Round Report Center – If the teacher was listed on the report for prepayments in July, the original school center is listed here.
  - 1<sup>st</sup> Round Report Payment – If the teacher received a payment in July, the amount is listed here.

**Special Notes for All Schools:**

- If a teacher does not spend all of his/her stipend prior to the end of fiscal year 2014-2015, 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, 2015. The funds will be allocated to your school's Lottery – School Advisory Council Project 5002.
- 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, 2014. The funds will be allocated back to the Florida Teachers Classroom Supply Assistance Program Project 3180 reserves.

***Remember, each teacher on the attached list in Section 1 – Eligible Teachers To Be Paid Prior to September 30, 2014, must receive a check no later than September 30, 2014.***

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, 2014  
 Fiscal Year 2014-2015  
 September 22, 2014

Center Number	School/Dept	FTCSAP - Full Time					FTCSAP - Half Time					Total Final Allocation	Less Internal Funds Balance	Revised Final Allocation
		Number of Teachers	No. Paid 8/1/2014	No. To Be Paid 9/30/2014	Stipend Per Full Time	Final Allocation	Number of Teachers	No. Paid 8/1/2014	No. To Be Paid 9/30/2014	Stipend Per Half Time	Final Allocation			
		(A - B)		(C x D)			(F - G)			(H x I)				
0031	Edwins Elementary School	35.00	32.00	3.00	\$ 275.00	\$ 825.00			-	\$ 137.50	\$ -	\$ 825.00	\$ (550.00)	\$ 1,375.00
0041	Baker School	85.00	83.00	2.00	\$ 275.00	550.00			-	\$ 137.50	-	550.00	-	550.00
0051	Bob Sikes Elementary School	49.00	47.00	2.00	\$ 275.00	550.00			-	\$ 137.50	-	550.00	1,100.00	(550.00)
0082	Meigs Middle School	32.00	27.00	5.00	\$ 275.00	1,375.00			-	\$ 137.50	-	1,375.00	1,100.00	275.00
0092	Shoal River Middle School	50.00	35.00	15.00	\$ 275.00	4,125.00			-	\$ 137.50	-	4,125.00	1,100.00	3,025.00
0121	Ruckel Middle School	52.00	50.00	2.00	\$ 275.00	550.00			-	\$ 137.50	-	550.00	825.00	(275.00)
0131	Destin Elementary School	53.00	48.00	5.00	\$ 275.00	1,375.00			-	\$ 137.50	-	1,375.00	275.00	1,100.00
0151	Edge Elementary School	41.00	37.00	4.00	\$ 275.00	1,100.00			-	\$ 137.50	-	1,100.00	825.00	275.00
0161	Eglin Elementary School	33.00	31.50	1.50	\$ 275.00	412.50			-	\$ 137.50	-	412.50	-	412.50
0201	Laurel Hill School	35.00	33.00	2.00	\$ 275.00	550.00			-	\$ 137.50	-	550.00	-	550.00
0211	Niceville High School	99.00	89.00	10.00	\$ 275.00	2,750.00			-	\$ 137.50	-	2,750.00	1,100.00	1,650.00
0222	Northwood Elementary School	58.00	44.00	14.00	\$ 275.00	3,850.00			-	\$ 137.50	-	3,850.00	1,650.00	2,200.00
0241	Silver Sands School	19.00	17.00	2.00	\$ 275.00	550.00			-	\$ 137.50	-	550.00	-	550.00
0251	Riverside Elementary School	59.00	48.00	11.00	\$ 275.00	3,025.00	2.00	1.00	1.00	\$ 137.50	137.50	3,162.50	1,100.00	2,062.50
0271	Pryor Middle School	35.00	27.00	8.00	\$ 275.00	2,200.00			-	\$ 137.50	-	2,200.00	550.00	1,650.00
0281	Wright Elementary School	43.00	39.50	3.50	\$ 275.00	962.50			-	\$ 137.50	-	962.50	1,512.50	(550.00)
0431	Shalimar Elementary School	43.00	37.00	6.00	\$ 275.00	1,650.00			-	\$ 137.50	-	1,650.00	687.50	962.50
0541	Elliott Point Elementary School	46.00	35.00	11.00	\$ 275.00	3,025.00			-	\$ 137.50	-	3,025.00	1,100.00	1,925.00
0561	Mary Esther Elementary School	43.00	39.00	4.00	\$ 275.00	1,100.00			-	\$ 137.50	-	1,100.00	-	1,100.00
0571	Plew Elementary School	46.00	42.00	4.00	\$ 275.00	1,100.00			-	\$ 137.50	-	1,100.00	-	1,100.00
0581	Choctawhatchee High School	87.00	74.00	13.00	\$ 275.00	3,575.00			-	\$ 137.50	-	3,575.00	1,375.00	2,200.00
0601	Crestview High School	100.00	85.50	14.50	\$ 275.00	3,987.50			-	\$ 137.50	-	3,987.50	1,925.00	2,062.50
0621	Kenwood Elementary School	41.00	36.00	5.00	\$ 275.00	1,375.00			-	\$ 137.50	-	1,375.00	-	1,375.00
0631	Florosa Elementary School	39.00	36.00	3.00	\$ 275.00	825.00			-	\$ 137.50	-	825.00	275.00	550.00
0641	Ft. Walton Beach High School	90.00	79.00	11.00	\$ 275.00	3,025.00			-	\$ 137.50	-	3,025.00	1,375.00	1,650.00
0651	Bruner Middle School	50.00	48.00	2.00	\$ 275.00	550.00			-	\$ 137.50	-	550.00	275.00	275.00
0671	Lewis K-8	46.00	44.00	2.00	\$ 275.00	550.00			-	\$ 137.50	-	550.00	-	550.00
0681	Longwood Elementary School	44.00	34.00	10.00	\$ 275.00	2,750.00			-	\$ 137.50	-	2,750.00	962.00	1,788.00
0701	Choice High School & Technical Center	21.33	21.00	1.00	\$ 275.00	275.00			-	\$ 137.50	-	275.00	-	275.00
0721	Okaloosa STEMM Academy	11.00	8.00	3.00	\$ 275.00	825.00			-	\$ 137.50	-	825.00	-	825.00
0731	Walker Elementary School	52.00	48.00	4.00	\$ 275.00	1,100.00			-	\$ 137.50	-	1,100.00	-	1,100.00
0741	Bluewater Elementary School	49.00	47.00	2.00	\$ 275.00	550.00	5.00	4.00	1.00	\$ 137.50	137.50	687.50	550.00	137.50
0751	Antioch Elementary School	52.00	44.00	8.00	\$ 275.00	2,200.00			-	\$ 137.50	-	2,200.00	550.00	1,650.00
0761	Davidson Middle School	52.00	46.00	6.00	\$ 275.00	1,650.00			-	\$ 137.50	-	1,650.00	-	1,650.00
0771	Destin Middle School	38.00	37.00	1.00	\$ 275.00	275.00			-	\$ 137.50	-	275.00	-	275.00
0791	Best Chance - North	4.00	3.00	1.00	\$ 275.00	275.00			-	\$ 137.50	-	275.00	-	275.00
0801	Richbourg School	11.00	9.00	2.00	\$ 275.00	550.00			-	\$ 137.50	-	550.00	-	550.00
0811	Southside Center	16.00	12.00	4.00	\$ 275.00	1,100.00	1.00	-	1.00	\$ 137.50	137.50	1,237.50	-	1,237.50

**School District of Okaloosa County**  
**Florida Teachers Classroom Supply Assistance Program - Project 3180**  
**Eligible Teaching Positions as of September 1, 2014**  
**Fiscal Year 2014-2015**  
**September 22, 2014**

Center Number	School/Dept	FTCSAP - Full Time					FTCSAP - Half Time					Total Final Allocation	Less Internal Funds Balance	Revised Final Allocation
		A Number of Teachers	B No. Paid 8/1/2014	C No. To Be Paid 9/30/2014	D Stipend Per Full Time	E Full Time Final Allocation	F Number of Teachers	G No. Paid 8/1/2014	H No. To Be Paid 9/30/2014	I Stipend Per Half Time	J Half Time Final Allocation			
		(A - B)		(C x D)			(F - G)			(H x I)		(E + J)	(K - L)	
9012	Instructional Technology Services	-	-	-	\$ 275.00	-			-	\$ 137.50	-	-	-	-
9016	Student Intervention Services - ESE	7.00	6.00	1.00	\$ 275.00	275.00			-	\$ 137.50	-	275.00	-	275.00
9017	Curriculum, Instruction, & Assessment	-	-	-	\$ 275.00	-	1.00	1.00	-	\$ 137.50	-	-	-	-
9018	Teacher Evaluation & Certification	-	-	-	\$ 275.00	-			-	\$ 137.50	-	-	-	-
9021	SIS - ESOL, Psych, & Health	-	-	-	\$ 275.00	-			-	\$ 137.50	-	-	-	-
9023	SIS - Attendance, Discipline, & Safety	-	-	-	\$ 275.00	-			-	\$ 137.50	-	-	-	-
9812	Okaloosa Youth Academy	2.00	2.00	-	\$ 275.00	-	1.00	1.00	-	\$ 137.50	-	-	-	-
9818	NWFL Ballet Academie	7.00	6.00	1.00	\$ 275.00	275.00			-	\$ 137.50	-	275.00	-	275.00
9819	Teaching Adjudicated Youth Facility	1.00	1.00	-	\$ 275.00	-			-	\$ 137.50	-	-	-	-
<b>Total</b>		<b>1,776.33</b>	<b>1,567.50</b>	<b>209.50</b>	<b>\$ 57,612.50</b>	<b>10.00</b>	<b>7.00</b>	<b>3.00</b>	<b>\$ 412.50</b>	<b>\$ 58,025.00</b>	<b>\$ 19,662.00</b>	<b>\$ 38,363.00</b>		

- Two positions at Center 0701 - Choice HS & Technical Center teach K-12 and adult students. The individuals in these positions will receive Florida Teachers Classroom Supply Assistance Program funds based on the percentage of their jobs applicable to K-12 students. Pending Board approval, they will receive a material and 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
- Internal Funds Balance = Funds remaining after initial Florida Teachers Classroom Supply Assistance Program.

School District of Okaloosa County  
 Florida Teachers Classroom Supply Assistance Program - Project 3180  
 Eligible Teaching Positions as of September 2, 2014  
 Fiscal Year 2014-2015  
 September 19, 2014

**PAY THESE PEOPLE**

LAST NAME	FIRST NAME	MI	PTP	HOURS	POSITION	TITLE	TITLE DESCRIPTION	ASSIGNED CENTER	TEACHERS LEAD SHARE	ELIGIBLE AMOUNT	1ST RND REPORT CENTER	1ST RND REPORT PAYMENT	ACTUAL 1ST ROUND PAYMENTS PER SFO	PAYMENT DUE
XXXXXXX	XXXX	X	XXX	X.XX	XXXXXXXXXX	XXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX	0031	1.00	275.00	N/A	-		\$ 275.00
XXXXXXX	XXXX	X	XXX	X.XX	XXXXXXXXXX	XXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX	0031	1.00	275.00	0031	275.00		275.00
XXXXXXX	XXXX	X	XXX	X.XX	XXXXXXXXXX	XXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX	0031	1.00	275.00	0041	275.00		275.00
XXXXXXX	XXXX	X	XXX	X.XX	XXXXXXXXXX	XXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX	0031	1.00	275.00	0031	137.50	0031	137.50
XXXXXXX	XXXX	X	XXX	X.XX	XXXXXXXXXX	XXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX	0031	1.00	275.00	0031	-		275.00

This is a new, eligible position. Pay this person the amount listed in the "Payment Due" column.

This person was eligible in the 1st round but was not paid. This is likely because they were on leave. If they are still on leave, you will hold their funds until they return.

This person was listed on another center's 1st round report. The original center should have paid them, but they did not. You will now need to pay them.

This person was only eligible for 1/2 a share in the 1st round. Due to a change in hours, they are now eligible for a whole share in the 2nd round. You will need to pay the remaining 1/2 share.

This person was not eligible in the 1st round. Due to a change in position or hours, they are now eligible in the 2nd round. Pay them the amount listed in the "Payment Due" column.

**Total - Payments to be Disbursed** **\$ 1,237.50**

**REQUEST RETURN OF FUNDS**

LAST NAME	FIRST NAME	MI	PTP	HOURS	POSITION	TITLE	TITLE DESCRIPTION	ASSIGNED CENTER	TEACHERS LEAD SHARE	ELIGIBLE AMOUNT	1ST RND REPORT CENTER	1ST RND REPORT PAYMENT	ACTUAL 1ST ROUND PAYMENTS PER SFO	FUNDS TO BE RETURNED
XXXXXXX	XXXX	X	XXX	X.XX	XXXXXXXXXX	XXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX	0031	N/A	-	0041	275.00	0041	275.00
XXXXXXX	XXXX	X	XXX	X.XX	XXXXXXXXXX	XXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX	0031	0.50	137.50	0041	275.00	0041	275.00

This person was eligible in the 1st round. Due to a change in position or hours, they are no longer eligible. You will need to have them return the funds indicated.

This person was eligible for a whole share in the 1st round. Due to a change in hours, they are now only eligible for 1/2 a share. You will need to have them return the funds indicated.

**Total - Funds to be Returned** **\$ (412.50)**

Total Payments to be Disbursed: \$ 1,237.50  
 Total Funds to be Returned: (412.50)  
 Less Internal Account Balance: 275.00  
 Amount to be Sent to School / (Amount to be Sent Back to Finance): \$ 550.00

**INFORMATION ONLY - DO NOT PAY THESE PEOPLE**

LAST NAME	FIRST NAME	MI	PTP	HOURS	POSITION	TITLE	TITLE DESCRIPTION	ASSIGNED CENTER	TEACHERS LEAD SHARE	ELIGIBLE AMOUNT	1ST RND REPORT CENTER	1ST RND REPORT PAYMENT	ACTUAL 1ST ROUND PAYMENTS PER SFO
XXXXXXXX	XXXX	X	XXX	X.XX	XXXXXXXXXX	XXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX	0031	1.00	275.00	N/A	-	0031 275.00
XXXXXXXX	XXXX	X	XXX	X.XX	XXXXXXXXXX	XXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX	0031	1.00	275.00	0041	275.00	0041 275.00
XXXXXXXX	XXXX	X	XXX	X.XX	XXXXXXXXXX	XXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX	0031	1.00	275.00	0031	275.00	0031 275.00
XXXXXXXX	XXXX	X	XXX	X.XX	XXXXXXXXXX	XXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX	0031	N/A	-	0031	275.00	
XXXXXXXX	XXXX	X	XXX	X.XX	XXXXXXXXXX	XXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX	0031	N/A	-	N/A	-	
XXXXXXXX	XXXX	X	XXX	X.XX	XXXXXXXXXX	XXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX	0031	N/A	-	0031	-	
XXXXXXXX	XXXX	X	XXX	X.XX	XXXXXXXXXX	XXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX	0031	1.00	275.00	9818	275.00	DC 275.00

This is a new, eligible position. This person should not have been paid in the 1st round, but they were, so they will not be paid in the 2nd round.

This person is new to your school and eligible, but they were paid in the 1st round by their original school. You will not pay them.

This person was eligible, is still eligible, and you paid them in the first round.

This person was eligible in the 1st round, but due to a change in position or hours is no longer eligible. You did not pay them in the 1st round, and you won't pay them in the 2nd round.

This person is new but not eligible. You will not pay them.

This person was not eligible in the 1st round and is still not eligible. They have not and should not be paid.

This person is new to your school and eligible, but they were paid in the 1st round by District check (DC), because their previous center does not have internal funds. You will not pay them.