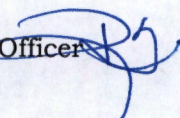




SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE

FINANCE TAM: 2018-002
CONTACT: Beth Marky, Accountant
Budgeting & Financial Services
TELEPHONE: 833-5827

TO: School Principals
FROM: Rita Scallan, Chief Financial Officer 
DATE: July 24, 2017
SUBJECT: Teachers Classroom Supply Assistance Program – Prepayment

The Teachers Classroom Supply Assistance Program provides funding for certified teachers, employed on or before September 1, 2017, 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 Florida Legislation, the District has the option to prepay the Teachers Classroom Supply Assistance Program stipend to teachers, employed with the District on or before July 1, 2017, whose full-time job responsibility is the classroom instruction of students in prekindergarten through grade 12. The District has chosen to make this prepayment to these teachers.

The attached spreadsheet, "Eligible Teaching Positions as of July 1, 2017," 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 \$264.00. Teachers who work 3.75 hours to 4.49 will receive a half stipend in the amount of \$132.00.

In September, the Budgeting Department will compile a list of teachers, employed on or before September 1, 2017, whose full-time job responsibility is the classroom instruction of students in prekindergarten through grade 12. Any teachers who did not receive a prepayment will be paid at that time.

Schools will also receive a spreadsheet entitled "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. Beginning today, the bookkeeper will process and disburse an Internal Funds check to each individual teacher as shown on the "Teachers Classroom Supply Assistance Program – Positions Detail" spreadsheet. This will cause the Internal Funds trust account 6.692.000 to be temporarily negative. **These checks must be available for teachers on July 28, 2017.**

2. When accepting the Internal Funds check, each teacher is required to sign The 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.
3. A District check made payable to your school will be issued this week. Please deposit this check 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.

Schools Without Internal Funds Checking Accounts:

1. The attached District checks are made payable to each teacher at your school as shown on the "Teachers Classroom Supply Assistance Program – Positions Detail" spreadsheet. **These checks must be available for teachers on July 28, 2017.**
2. When accepting the check, each teacher is required to sign The 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:

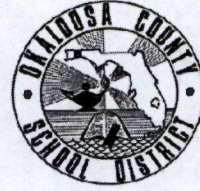
- If a teacher on your list has taken a classroom teacher position at another school, your school is still responsible for issuing the Teachers Classroom Supply Assistance program check.
- If a teacher on your list is no longer a classroom teacher, do not write the check. Those dollars must be returned to the School District with a MIS 3218 Cash Transmittal Form no later than November 30, 2017. The funds will be allocated back to the Teachers Classroom Supply Assistance Program Project 3180 reserves.
- If a teacher does not spend all of his/her stipend prior to the end of fiscal year 2017-2018, the teacher must return the funds to the school as stated in The 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, 2018. The funds will be allocated to your school's Lottery – School Advisory Council Project 7002.

Remember, each teacher on the school's list must have access to a check on July 28, 2017. The final allocation will be made in September for any additional teachers at your school.

If you have any questions relating to the Teachers Classroom Supply Assistance 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
 Teachers Classroom Supply Assistance Program - Project 3180
 Eligible Teaching Positions as of July 1, 2016
 Fiscal Year 2017-2018
 July 17, 2017

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	\$ 264.00	\$ 8,976.00	-	\$ 132.00	\$ -	\$ 8,976.00
0041	Baker School	86.00	\$ 264.00	22,704.00	-	\$ 132.00	-	22,704.00
0051	Bob Sikes Elementary School	51.00	\$ 264.00	13,464.00	-	\$ 132.00	-	13,464.00
0082	Meigs Middle School	29.00	\$ 264.00	7,656.00	-	\$ 132.00	-	7,656.00
0092	Shoal River Middle School	44.00	\$ 264.00	11,616.00	-	\$ 132.00	-	11,616.00
0121	Ruckel Middle School	52.00	\$ 264.00	13,728.00	-	\$ 132.00	-	13,728.00
0131	Destin Elementary School	53.00	\$ 264.00	13,992.00	-	\$ 132.00	-	13,992.00
0151	Edge Elementary School	39.00	\$ 264.00	10,296.00	-	\$ 132.00	-	10,296.00
0161	Eglin Elementary School	32.00	\$ 264.00	8,448.00	-	\$ 132.00	-	8,448.00
0201	Laurel Hill School	25.00	\$ 264.00	6,600.00	-	\$ 132.00	-	6,600.00
0211	Niceville High School	89.00	\$ 264.00	23,496.00	-	\$ 132.00	-	23,496.00
0222	Northwood Elementary School	50.00	\$ 264.00	13,200.00	-	\$ 132.00	-	13,200.00
0241	Silver Sands School	21.00	\$ 264.00	5,544.00	-	\$ 132.00	-	5,544.00
0251	Riverside Elementary School	51.00	\$ 264.00	13,464.00	-	\$ 132.00	-	13,464.00
0271	Pryor Middle School	34.00	\$ 264.00	8,976.00	-	\$ 132.00	-	8,976.00
0281	Wright Elementary School	42.00	\$ 264.00	11,088.00	2.00	\$ 132.00	264.00	11,352.00
0431	Shalimar Elementary School	41.00	\$ 264.00	10,824.00	2.00	\$ 132.00	264.00	11,088.00
0541	Elliott Point Elementary School	43.00	\$ 264.00	11,352.00	-	\$ 132.00	-	11,352.00
0561	Mary Esther Elementary School	39.00	\$ 264.00	10,296.00	-	\$ 132.00	-	10,296.00
0571	Plew Elementary School	49.00	\$ 264.00	12,936.00	-	\$ 132.00	-	12,936.00
0581	Choctawhatchee High School	75.00	\$ 264.00	19,800.00	-	\$ 132.00	-	19,800.00
0601	Crestview High School	98.00	\$ 264.00	25,872.00	-	\$ 132.00	-	25,872.00
0621	Kenwood Elementary School	42.00	\$ 264.00	11,088.00	1.00	\$ 132.00	132.00	11,220.00
0631	Florosa Elementary School	35.00	\$ 264.00	9,240.00	-	\$ 132.00	-	9,240.00
0641	Ft. Walton Beach High School	81.00	\$ 264.00	21,384.00	-	\$ 132.00	-	21,384.00
0651	Bruner Middle School	39.00	\$ 264.00	10,296.00	-	\$ 132.00	-	10,296.00
0671	Lewis K-8	46.00	\$ 264.00	12,144.00	-	\$ 132.00	-	12,144.00
0681	Longwood Elementary School	39.00	\$ 264.00	10,296.00	-	\$ 132.00	-	10,296.00
0701	Okaloosa Technical College & Choice HS	10.52	\$ 264.00	2,777.28	-	\$ 132.00	-	2,777.28
0721	Okaloosa STEMM Academy	13.00	\$ 264.00	3,432.00	-	\$ 132.00	-	3,432.00
0731	Walker Elementary School	56.00	\$ 264.00	14,784.00	-	\$ 132.00	-	14,784.00
0741	Bluewater Elementary School	54.00	\$ 264.00	14,256.00	2.00	\$ 132.00	264.00	14,520.00
0751	Antioch Elementary School	52.00	\$ 264.00	13,728.00	-	\$ 132.00	-	13,728.00
0761	Davidson Middle School	47.00	\$ 264.00	12,408.00	-	\$ 132.00	-	12,408.00
0771	Destin Middle School	40.00	\$ 264.00	10,560.00	-	\$ 132.00	-	10,560.00
0791	Best Chance - North	4.00	\$ 264.00	1,056.00	-	\$ 132.00	-	1,056.00
0801	Richbourg School	13.00	\$ 264.00	3,432.00	-	\$ 132.00	-	3,432.00
0811	Southside Primary School	19.00	\$ 264.00	5,016.00	2.00	\$ 132.00	264.00	5,280.00
9012	Instructional Technology Services	-	\$ 264.00	-	-	\$ 132.00	-	-
9016	Exceptional Student Education	6.00	\$ 264.00	1,584.00	1.00	\$ 132.00	132.00	1,716.00
9017	Curriculum, Instruction, & Assessment	1.00	\$ 264.00	264.00	-	\$ 132.00	-	264.00
9018	Teacher Evaluation & Certification	-	\$ 264.00	-	-	\$ 132.00	-	-
9021	SIS - ESOL, Psych, & Health	-	\$ 264.00	-	-	\$ 132.00	-	-
9023	SIS - Attendance, Discipline, & Safety	-	\$ 264.00	-	-	\$ 132.00	-	-
9812	Okaloosa Youth Academy	-	\$ 264.00	-	-	\$ 132.00	-	-
9818	NWFL Ballet Academie	7.00	\$ 264.00	1,848.00	-	\$ 132.00	-	1,848.00
9819	Teaching Adjudicated Youth Facility	2.00	\$ 264.00	528.00	-	\$ 132.00	-	528.00
9830	Career & Technical Education	-	\$ 264.00	-	-	\$ 132.00	-	-
Total		1,683.52		\$ 444,449.28	10.00		\$ 1,320.00	\$ 445,769.28

1. Five people at Center 0701 - Okaloosa Technical College & Choice High School teach K-12 and adult students. The individuals in these positions will receive Teachers Classroom Supply Assistance Program funds based on the percentage of their job applicable to K-12 students. Pending Board approval, they will receive a material and supply stipend based on the percentage of their job applicable to Adult Education.

2. Full Time = 4.50 Hours or Greater; Half Time = 3.75 Hours to 4.49 Hours