



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

FINANCE TAM: 2018-011
CONTACT: Beth Marky, Accountant
Budgeting & Financial Services
TELEPHONE: 833-5827

TO: Selected Principals/Department Heads

FROM: Rita R. Scallan, Chief Financial Officer

DATE: September 26, 2017

SUBJECT: Materials and Supply Stipend

On September 25, 2017, the School Board approved to pay a stipend for materials and supplies to certified Adult Vocational Teachers, Behavior Analysts, Occupational Therapists, Physical Therapists, School Psychologists, Social Workers, and Staffing Specialists.

The attached spreadsheet, "Eligible Positions as of September 1, 2017," indicates the number of eligible personnel at each center 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. *This is the final allocation for the 2017-2018 School Year.*

You will also receive a spreadsheet entitled "Board Approved Materials & Supply Stipend – Positions Detail." This spreadsheet lists each eligible teacher at your center along with the stipend amount that each teacher should receive.

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 "Board Approved Materials & Supply Stipend – Positions Detail" spreadsheet. **These checks must be disbursed no later than October 31, 2017.**
3. When accepting a check, each teacher is required to sign The Materials and Supply Stipend 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.

Centers Without Internal Funds Checking Accounts:

1. The District checks are made payable to each teacher at your center as shown on the “Board Approved Materials & Supply Stipend – Positions Detail” spreadsheet and will be delivered to you through the courier. **These checks must be disbursed no later than October 31, 2017.**
2. When accepting a check, each teacher is required to sign The Materials and Supply Stipend 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 center at the end of the school year.

Special Notes for All Centers:

- 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 center as stated in The Materials and Supply Stipend agreement form. These funds must then be remitted to the School District with a MIS 3218 Cash Transmittal Form prior to June 30, 2018.
- If there are any teachers at your center who are no longer eligible for the Materials and Supply Stipend, those dollars must be returned to the School District with a MIS 3218 Cash Transmittal Form no later than November 30, 2017.

Remember, each teacher on the attached list must receive a check no later than October 31, 2017.

If you have any questions relating to the Materials and Supply Stipend, please call Beth Marky, Accountant, at 833-5827.

Attachment

C: Executive Staff
 OCEA
 Internal Bookkeepers



**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: _____

School District of Okaloosa County
School Board Approved Material & Supply Stipend
Eligible Positions as of September 1, 2017
Fiscal Year 2017-2018
Submitted for School Board Approval September 25, 2017

Position Type	Board Approved Stipend - Full Time			Board Approved Stipend - Half Time			Total Allocation
	Number of Teachers	Stipend Per Full Time	Full Time Allocation	Number of Teachers	Stipend Per Half Time	Half Time Allocation	
BEHAVIOR ANALYST - ESE	3.00	\$ 264.00	\$ 792.00	-	\$ 132.00	\$ -	\$ 792.00
OCCUPATIONAL THERAPIST	1.00	\$ 264.00	264.00	-	\$ 132.00	-	264.00
PHYSICAL THERAPIST	2.00	\$ 264.00	528.00	-	\$ 132.00	-	528.00
SCHOOL PSYCHOLOGISTS	11.00	\$ 264.00	2,904.00	-	\$ 132.00	-	2,904.00
SOCIAL WORKER - ESE	7.00	\$ 264.00	1,848.00	-	\$ 132.00	-	1,848.00
STAFFING SPECIALIST - ESE	19.00	\$ 264.00	5,016.00	-	\$ 132.00	-	5,016.00
STAFFING SPECIALST	1.00	\$ 264.00	264.00	-	\$ 132.00	-	264.00
TEACHER, HEALTH OCCUPATIONS ED	6.00	\$ 264.00	1,584.00	-	\$ 132.00	-	1,584.00
TEACHER, INDUSTRIAL ED.-VOC.	0.96	\$ 264.00	253.44	-	\$ 132.00	-	253.44
TEACHER, INDUSTRIAL EDUC - VOT	9.64	\$ 264.00	2,544.96	-	\$ 132.00	-	2,544.96
Total	60.60		\$ 15,998.40	-		\$ -	\$ 15,998.40

Note:

- Seven positions at Center 0701 - Okaloosa Technical Collage & Choice HS 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.
- Full Time = 4.50 Hours or Greater; Half Time = 3.75 Hours to 4.49 Hours