



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

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FINANCE TAM: 2019-026

CONTACT: Beth Marky, Accountant  
Budgeting & Financial Services

TELEPHONE: 833-5827

TO: All Principals

FROM: Rita R. Scallan, Chief Financial Officer

DATE: January 28, 2019

SUBJECT: Lottery – School Advisory Council – Project 9002

A handwritten signature in black ink, appearing to be "R. Scallan", written over the printed name of the Chief Financial Officer.

The District has received a Discretionary Lottery allocation from the State for fiscal year 2018-2019. We are required to allocate Discretionary Lottery funds, up to \$5.00 per unweighted FTE, to be used at the discretion of the school advisory council pursuant to sections 24.121(5) and 1001.452, Florida Statutes. The bill further states that if funds are insufficient to provide \$5.00 per student, the available funds are to be prorated.

The Lottery – School Advisory Council (Project 9002) allocation is based on each school's estimated actual unweighted FTE (actual October 2018 and estimated February 2019). The allocation per unweighted FTE is \$3.50, and the attached spreadsheet indicates each school's allocation. Funds have been appropriated to the following funding strip: 1010-5100-0510-Center-9002.

Should you have any questions or need additional information, please do not hesitate to contact Julie Perry at 833-5850.

cc: Superintendent  
Executive Staff Members  
School Bookkeepers

Attachment

SCHOOL DISTRICT OF OKALOOSA COUNTY  
 LOTTERY - SAC - PROJECT 9002  
 FISCAL YEAR 2018-2019  
 JANUARY 25, 2019

COST CENTER NUMBER	SCHOOL/CENTER NAME	ESTIMATED ACTUAL UFTE (ACTUAL OCT + ESTIMATED FEB)	ALLOCATION PER UFTE
			\$ 3.50

**CENTRALLY BUDGETED SCHOOLS**

0031	EDWINS ELEMENTARY SCHOOL	448.67	\$ 1,570
0041	BAKER SCHOOL	1,430.35	5,006
0051	BOB SIKES ELEMENTARY SCHOOL	830.50	2,907
0082	MEIGS MIDDLE SCHOOL	556.96	1,949
0092	SHOAL RIVER MIDDLE SCHOOL	835.62	2,925
0121	RUCKEL MIDDLE SCHOOL	1,171.00	4,099
0131	DESTIN ELEMENTARY SCHOOL	922.20	3,228
0151	EDGE ELEMENTARY SCHOOL	554.17	1,940
0161	EGLIN ELEMENTARY SCHOOL	516.70	1,808
0201	LAUREL HILL SCHOOL	373.23	1,306
0211	NICEVILLE HIGH SCHOOL	1,937.36	6,781
0222	NORTHWOOD ELEMENTARY SCHOOL	839.13	2,937
0241	SILVER SANDS SCHOOL	141.40	495
0251	RIVERSIDE ELEMENTARY SCHOOL	835.05	2,923
0271	PRYOR MIDDLE SCHOOL	687.12	2,405
0281	WRIGHT ELEMENTARY SCHOOL	626.18	2,192
0431	SHALIMAR ELEMENTARY SCHOOL	639.77	2,239
0541	ELLIOTT PT. ELEMENTARY SCHOOL	578.31	2,024
0561	MARY ESTHER ELEMENTARY SCHOOL	581.45	2,035
0571	PLEW ELEMENTARY SCHOOL	793.03	2,776
0581	CHOCTAW HIGH SCHOOL	1,521.48	5,325
0601	CRESTVIEW HIGH SCHOOL	2,012.38	7,043
0621	KENWOOD ELEMENTARY SCHOOL	610.87	2,138
0631	FLOROSA ELEMENTARY SCHOOL	544.22	1,905
0641	FT. WALTON BEACH HIGH SCHOOL	1,598.91	5,596
0651	BRUNER MIDDLE SCHOOL	792.80	2,775
0671	LEWIS SCHOOL	758.89	2,656
0681	LONGWOOD ELEMENTARY SCHOOL	586.16	2,052
0701	OK. TECH. CENTER & CHOICE HIGH SCHOOL	124.09	434
0721	OKALOOSA STEM ACADEMY	264.88	927
0731	WALKER ELEMENTARY SCHOOL	870.36	3,046
0741	BLUEWATER ELEMENTARY SCHOOL	948.75	3,321
0751	ANTIOCH ELEMENTARY SCHOOL	944.63	3,306
0761	DAVIDSON MIDDLE SCHOOL	1,063.24	3,721
0771	DESTIN MIDDLE SCHOOL	753.80	2,638
0801	RICHBOURG SCHOOL	81.51	285
0811	SOUTHSIDE PRIMARY	251.90	882
<b>SUB-TOTAL CENTRALLY BUDGETED SCHOOLS</b>		<b>29,027.07</b>	<b>101,595</b>

**CONTRACTED SCHOOL**

9818	NWF BALLET ACADEMIE	141.83	496
<b>SUB-TOTAL CONTRACTED SCHOOL</b>		<b>141.83</b>	<b>496</b>

**SCHOOL PROGRAM**

0791	BEST CHANCE - NORTH	62.90	220
<b>SUB-TOTAL SCHOOL PROGRAM</b>		<b>62.90</b>	<b>220</b>

<b>TOTAL</b>		<b>29,231.80</b>	<b>\$ 102,311</b>
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## Excerpt from The 2018 Florida Statutes

### 24.121 Allocation of revenues and expenditure of funds for public education (State Lotteries).

(5)

- (a) Public educational programs and purposes funded by the Educational Enhancement Trust Fund may include, but are not limited to, endowment, scholarship, matching funds, direct grants, research and economic development related to education, salary enhancement, contracts with independent institutions to conduct programs consistent with the state master plan for postsecondary education, or any other educational program or purpose deemed desirable by the Legislature. Prior to the expenditure of these funds, each school district shall establish policies and procedures that define enhancement and the types of expenditures consistent with that definition.
- (b) Except as provided in paragraphs (c), (d), and (e), the Legislature shall equitably apportion moneys in the trust fund among public schools, community colleges, and universities.
- (c) A portion of such net revenues, as determined annually by the Legislature, shall be distributed to each school district and shall be made available to each public school in the district for enhancing school performance through development and implementation of a school improvement plan pursuant to s. 1001.42(18). A portion of these moneys, as determined annually in the General Appropriations Act, must be allocated to each school in an equal amount for each student enrolled. These moneys may be expended only on programs or projects selected by the school advisory council or by a parent advisory committee created pursuant to this paragraph. If a school does not have a school advisory council, the district advisory council must appoint a parent advisory committee composed of parents of students enrolled in that school, which is representative of the ethnic, racial, and economic community served by the school, to advise the school's principal on the programs or projects to be funded. Neither school district staff nor principals may override the recommendations of the school advisory council or the parent advisory committee. These moneys may not be used for capital improvements or for any project or program that has a duration of more than 1 year; however, a school advisory council or parent advisory committee may independently determine that a program or project formerly funded under this paragraph should receive funds in a subsequent year.
- (d) No funds shall be released for any purpose from the Educational Enhancement Trust Fund to any school district in which one or more schools do not have an approved school improvement plan pursuant to s. 1001.42(18) or do not comply with school advisory council membership composition requirements pursuant to s. 1001.452(1). The Commissioner of Education shall withhold disbursements from the trust fund to any school district that fails to adopt the performance-based salary schedule required by s. 1012.22(1).
- (e) All components of the Florida Bright Futures Scholarship Program shall be funded annually from the Educational Enhancement Trust Fund. Funds shall be allocated to this program prior to application of the formula for equitable distribution to public schools, community colleges, and state universities. If shortages require reductions in estimated distributions from the Educational Enhancement Trust Fund, funds for the Florida Bright Futures Scholarship Program shall be reduced only after reductions in all other distributions are made.
- (f) Each school district shall, on a quarterly basis, make available to the public and distribute, in an easy to understand format, the expenditures of lottery funds allocated to the school district.

## Excerpt from The 2018 Florida Statutes

### 1001.452 District and school advisory councils.

(1) ESTABLISHMENT.—

(a) The district school board shall establish an advisory council for each school in the district and shall develop procedures for the election and appointment of advisory council members. Each school advisory council shall include in its name the words “school advisory council.” The school advisory council shall be the sole body responsible for final decisionmaking at the school relating to implementation of ss. 1001.42(18) and 1008.345. A majority of the members of each school advisory council must be persons who are not employed by the school district. Each advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school. Career center and high school advisory councils shall include students, and middle and junior high school advisory councils may include students. School advisory councils of career centers and adult education centers are not required to include parents as members. Council members representing teachers, education support employees, students, and parents shall be elected by their respective peer groups at the school in a fair and equitable manner as follows:

1. Teachers shall be elected by teachers.
2. Education support employees shall be elected by education support employees.
3. Students shall be elected by students.
4. Parents shall be elected by parents.

The district school board shall establish procedures to be used by schools in selecting business and community members that include means of ensuring wide notice of vacancies and of taking input on possible members from local business, chambers of commerce, community and civic organizations and groups, and the public at large. The district school board shall review the membership composition of each advisory council. If the district school board determines that the membership elected by the school is not representative of the ethnic, racial, and economic community served by the school, the district school board shall appoint additional members to achieve proper representation. The commissioner shall determine if schools have maximized their efforts to include on their advisory councils minority persons and persons of lower socioeconomic status. Although schools are strongly encouraged to establish school advisory councils, the district school board of any school district that has a student population of 10,000 or fewer may establish a district advisory council which includes at least one duly elected teacher from each school in the district. For the purposes of school advisory councils and district advisory councils, the term “teacher” includes classroom teachers, certified student services personnel, and media specialists. For purposes of this paragraph, “education support employee” means any person employed by a school who is not defined as instructional or administrative personnel pursuant to s. 1012.01 and whose duties require 20 or more hours in each normal working week.

(b) The district school board may establish a district advisory council representative of the district and composed of teachers, students, parents, and other citizens or a district advisory council that may be comprised of representatives of each school advisory council. Recognized schoolwide support groups that meet all criteria established by law or rule may function as school advisory councils.

## Excerpt from The 2018 Florida Statutes

### 1001.452 District and school advisory councils. (Continued)

- (c) For those schools operating for the purpose of providing educational services to youth in Department of Juvenile Justice programs, district school boards may establish a district advisory council with appropriate representatives for the purpose of developing and monitoring a district school improvement plan that encompasses all such schools in the district, pursuant to s. [1001.42\(18\)\(a\)](#).
- (d) Each school advisory council shall adopt bylaws establishing procedures for:
  - 1. Requiring a quorum to be present before a vote may be taken by the school advisory council. A majority of the membership of the council constitutes a quorum.
  - 2. Requiring at least 3 days' advance notice in writing to all members of the advisory council of any matter that is scheduled to come before the council for a vote.
  - 3. Scheduling meetings when parents, students, teachers, businesspersons, and members of the community can attend.
  - 4. Replacing any member who has two unexcused consecutive absences from a school advisory council meeting that is noticed according to the procedures in the bylaws.
  - 5. Recording minutes of meetings.

The district school board may review all proposed bylaws of a school advisory council and shall maintain a record of minutes of council meetings.

- (2) DUTIES.— Each advisory council shall perform functions prescribed by regulations of the district school board; however, no advisory council shall have any of the powers and duties now reserved by law to the district school board. Each school advisory council shall assist in the preparation and evaluation of the school improvement plan required pursuant to s. [1001.42\(18\)](#). With technical assistance from the Department of Education, each school advisory council shall assist in the preparation of the school's annual budget and plan as required by s. [1008.385\(1\)](#). A portion of funds provided in the annual General Appropriations Act for use by school advisory councils must be used for implementing the school improvement plan.

## Excerpt from The 2018 Florida Statutes

### 1001.42 Powers and duties of district school board.

(18) IMPLEMENT SCHOOL IMPROVEMENT AND ACCOUNTABILITY.—Maintain a system of school improvement and education accountability as provided by statute and State Board of Education rule. This system of school improvement and education accountability shall be consistent with, and implemented through, the district’s continuing system of planning and budgeting required by this section and ss. [1008.385](#), [1010.01](#), and [1011.01](#). This system of school improvement and education accountability shall comply with the provisions of ss. [1008.33](#), [1008.34](#), [1008.345](#), and [1008.385](#) and include the following:

(a) *School improvement plans.*— The district school board shall annually approve and require implementation of a new, amended, or continuation school improvement plan for each school in the district which has a school grade of “D” or “F”; has a significant gap in achievement on statewide, standardized assessments administered pursuant to s. [1008.22](#) by one or more student subgroups, as defined in the federal Elementary and Secondary Education Act (ESEA), 20 U.S.C. s. 6311(b)(2)(C)(v)(II); has not significantly increased the percentage of students passing statewide, standardized assessments; has not significantly increased the percentage of students demonstrating Learning Gains, as defined in s. [1008.34](#) and as calculated under s. [1008.34](#)(3)(b), who passed statewide, standardized assessments; or has significantly lower graduation rates for a subgroup when compared to the state’s graduation rate. The improvement plan of a school that meets the requirements of this paragraph shall include strategies for improving these results. The state board shall adopt rules establishing thresholds and for determining compliance with this paragraph.

(b) *Early warning system.*—

1. A school that serves any students in kindergarten through grade 8 shall implement an early warning system to identify students in such grades who need additional support to improve academic performance and stay engaged in school. The early warning system must include the following early warning indicators:
  - a. Attendance below 90 percent, regardless of whether absence is excused or a result of out-of-school suspension.
  - b. One or more suspensions, whether in school or out of school.
  - c. Course failure in English Language Arts or mathematics during any grading period.
  - d. A Level 1 score on the statewide, standardized assessments in English Language Arts or mathematics or, for students in kindergarten through grade 3, a substantial reading deficiency under s. [1008.25](#)(5)(a).

A school district may identify additional early warning indicators for use in a school’s early warning system. The system must include data on the number of students identified by the system as exhibiting two or more early warning indicators, the number of students by grade level who exhibit each early warning indicator, and a description of all intervention strategies employed by the school to improve the academic performance of students identified by the early warning system.

## Excerpt from The 2018 Florida Statutes

### 1001.42 Powers and duties of district school board. (Continued)

2. A school-based team responsible for implementing the requirements of this paragraph shall monitor the data from the early warning system. The team may include a school psychologist. When a student exhibits two or more early warning indicators, the team, in consultation with the student's parent, shall determine appropriate intervention strategies for the student unless the student is already being served by an intervention program at the direction of a school-based, multidisciplinary team. Data and information relating to a student's early warning indicators must be used to inform any intervention strategies provided to the student.
- (c) *Public disclosure.*— The district school board shall provide information regarding the performance of students and educational programs as required pursuant to ss. [1008.22](#) and [1008.385](#) and implement a system of school reports as required by statute and State Board of Education rule which shall include schools operating for the purpose of providing educational services to students in Department of Juvenile Justice programs, and for those schools, report on the elements specified in s. [1003.52](#)(17). Annual public disclosure reports shall be in an easy-to-read report card format and shall include the school's grade, high school graduation rate calculated without high school equivalency examinations, disaggregated by student ethnicity, and performance data as specified in state board rule.
- (d) *School improvement funds.*— The district school board shall provide funds to schools for developing and implementing school improvement plans. Such funds shall include those funds appropriated for the purpose of school improvement pursuant to s. [24.121](#)(5)(c).