



SCHOOL DISTRICT OF OKALOOSA COUNTY

TECHNICAL ASSISTANCE MEMORANDUM

FINANCE

FINANCE TAM: 2025-013

CONTACT: Beth Marky, Budget Analyst
Budgeting & Financial Services

TELEPHONE: 833-5827

TO: School Principals

FROM: Julie Perry, Chief Financial Officer

DATE: September 11, 2024

SUBJECT: Teachers Classroom Supply Assistance Program – Final Allocation

The Teachers Classroom Supply Assistance Program provides funding for certified teachers, employed on or before September 1, 2024, 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 had the option to prepay the Teachers Classroom Supply Assistance Program stipend to teachers, employed with the District on or before July 1, 2024, whose full-time job responsibility is the classroom instruction of students in prekindergarten through grade 12. The District made this allocation on July 18, 2024 (TAM 2025-005). Spreadsheets indicating the eligible personnel were provided to all schools, and schools made payments available to teachers on July 29, 2024. 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, 2024, 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, 2024,” 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 in the first round in July.
- Column C – Number of eligible full-time teachers to be paid in the final round in September.
- Column D – Stipend per full-time teacher – \$300.00. 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 \$300.00.
- Column F – Number of eligible half-time teachers at each center.
- Column G – Number of eligible half-time teachers paid in the first round in July.
- Column H – Number of eligible half-time teachers to be paid in the final round in September.
- Column I – Stipend per half-time teacher – \$150.00. 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 \$150.00.
- Column K – The total final allocation is equal to Column E plus Column J.
- Column L – The Internal Funds Teachers Classroom Supply Assistance Program balance remaining after July payments is subtracted from Column K.
- Column M – Final allocation that will be made to school. A negative number in this column indicates the funds that must be returned to the District.

A copy of Florida Statute 1012.71 The Teachers Classroom Supply Assistance Program is attached for your reference.

Schools will be given access to the spreadsheet entitled “Teachers Classroom Supply Assistance Program – Positions Detail” via a special link. This spreadsheet lists each eligible teacher at your school who was not paid in the first allocation in July, along with the stipend amount that each teacher should receive. The spreadsheet also shows the “Total Payments to be Disbursed” less the “Internal Account Balance

(Funds Remaining after the First Allocation)”, which equals the amount of the District check being sent to you in the courier.

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 “Teachers Classroom Supply Assistance Program – Positions Detail” spreadsheet. **These checks must be disbursed no later than September 30, 2024.** 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 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 “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, 2024.**
2. When accepting a 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 does not spend all of his/her stipend prior to the end of fiscal year 2024-2025, 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, 2025. The funds will be allocated to your school’s Lottery – School Advisory Council Project 5002. (Note: We do not anticipate a Lottery – School Advisory Council allocation for fiscal year 2024-2025.)
- If there are any teachers at your school who are no longer eligible for the 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, 2024. The funds will be returned to the Teachers Classroom Supply Assistance Program Project 3080 reserves.

Remember, each teacher on the provided list must receive a check no later than September 30, 2024.

If you have any questions relating to the Teachers Classroom Supply Assistance Program, please call Beth Marky, Budget Analyst, at 833-5827.

Attachments

- C: Executive Staff
 OCEA
 Internal Bookkeepers



**Okaloosa County School District
Teachers Classroom Supply Assistance Program
Fiscal Year 2024-2025**

Date: _____

“I, _____, am employed by the 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 3080
Eligible Teaching Positions as of September 1, 2024
Fiscal Year 2024-2025
September 13, 2024

Center Number	School/Dept	TCSAP - Full Time					TCSAP - Half Time					Total 2nd Round Allocation (E + J)	Internal Funds Balance	Final Allocation/ (Funds to Return) (K - L)
		A	B	C	D	E	F	G	H	I	J			
		Number of Teachers	Paid in 1st Round	Number To Be Paid (A - B)	Stipend Per Full Time	Full Time Allocation (C x D)	Number of Teachers	Paid in 1st Round	Number To Be Paid (F - G)	Stipend Per Half Time	Half Time Allocation (H x I)			
0031	Edwins Elementary School	33.00	30.00	3.00	\$ 300.00	\$ 900.00	-	-	-	\$ 150.00	\$ -	\$ 900.00	\$ -	\$ 900.00
0041	Baker School	81.00	77.00	4.00	\$ 300.00	1,200.00	-	-	-	\$ 150.00	-	1,200.00	300.00	900.00
0051	Bob Sikes Elementary School	45.00	44.00	1.00	\$ 300.00	300.00	-	-	-	\$ 150.00	-	300.00	300.00	-
0082	Meigs Middle School	35.00	32.00	3.00	\$ 300.00	900.00	-	-	-	\$ 150.00	-	900.00	-	900.00
0092	Shoal River Middle School	50.00	47.00	3.00	\$ 300.00	900.00	-	-	-	\$ 150.00	-	900.00	-	900.00
0121	Ruckel Middle School	55.00	53.00	2.00	\$ 300.00	600.00	-	-	-	\$ 150.00	-	600.00	300.00	300.00
0131	Destin Elementary School	54.00	54.00	-	\$ 300.00	-	-	-	-	\$ 150.00	-	-	300.00	(300.00)
0151	Edge Elementary School	31.00	30.00	1.00	\$ 300.00	300.00	3.00	3.00	-	\$ 150.00	-	300.00	300.00	-
0161	Eglin Elementary School	26.00	25.00	1.00	\$ 300.00	300.00	-	-	-	\$ 150.00	-	300.00	-	300.00
0201	Laurel Hill School	33.00	30.00	3.00	\$ 300.00	900.00	-	-	-	\$ 150.00	-	900.00	300.00	600.00
0211	Niceville High School	88.00	85.00	3.00	\$ 300.00	900.00	-	-	-	\$ 150.00	-	900.00	300.00	600.00
0222	Northwood Elementary School	52.00	48.00	4.00	\$ 300.00	1,200.00	-	-	-	\$ 150.00	-	1,200.00	-	1,200.00
0241	Silver Sands School	21.00	19.00	2.00	\$ 300.00	600.00	-	-	-	\$ 150.00	-	600.00	300.00	300.00
0251	Riverside Elementary School	61.00	60.00	1.00	\$ 300.00	300.00	-	-	-	\$ 150.00	-	300.00	-	300.00
0271	Pryor Middle School	41.00	37.00	4.00	\$ 300.00	1,200.00	-	-	-	\$ 150.00	-	1,200.00	300.00	900.00
0281	Wright Elementary School	38.00	36.00	2.00	\$ 300.00	600.00	-	-	-	\$ 150.00	-	600.00	-	600.00
0431	Shalimar Elementary School	35.00	32.00	3.00	\$ 300.00	900.00	-	-	-	\$ 150.00	-	900.00	-	900.00
0541	Elliott Point Elementary School	36.00	35.00	1.00	\$ 300.00	300.00	-	-	-	\$ 150.00	-	300.00	600.00	(300.00)
0561	Mary Esther Elementary School	28.00	28.00	-	\$ 300.00	-	-	-	-	\$ 150.00	-	-	-	-
0571	Plew Elementary School	44.00	43.00	1.00	\$ 300.00	300.00	-	-	-	\$ 150.00	-	300.00	-	300.00
0581	Choctawhatchee High School	85.00	76.00	9.00	\$ 300.00	2,700.00	-	-	-	\$ 150.00	-	2,700.00	1,500.00	1,200.00
0601	Crestview High School	106.00	100.00	6.00	\$ 300.00	1,800.00	-	-	-	\$ 150.00	-	1,800.00	300.00	1,500.00
0621	Kenwood Elementary School	35.00	32.00	3.00	\$ 300.00	900.00	-	-	-	\$ 150.00	-	900.00	-	900.00
0631	Florosa Elementary School	35.00	32.00	3.00	\$ 300.00	900.00	-	-	-	\$ 150.00	-	900.00	-	900.00
0641	Ft. Walton Beach High School	79.00	73.00	6.00	\$ 300.00	1,800.00	-	-	-	\$ 150.00	-	1,800.00	600.00	1,200.00
0651	Bruner Middle School	39.00	39.00	-	\$ 300.00	-	-	-	-	\$ 150.00	-	-	-	-
0671	Lewis K-8	48.00	38.00	10.00	\$ 300.00	3,000.00	-	-	-	\$ 150.00	-	3,000.00	600.00	2,400.00
0681	Longwood Elementary School	38.00	33.00	5.00	\$ 300.00	1,500.00	-	-	-	\$ 150.00	-	1,500.00	300.00	1,200.00
0701	Okaloosa Technical College	4.84	4.12	0.72	\$ 300.00	216.00	-	-	-	\$ 150.00	-	216.00	36.00	180.00
0721	Okaloosa STEM Academy	21.00	17.00	4.00	\$ 300.00	1,200.00	-	-	-	\$ 150.00	-	1,200.00	-	1,200.00
0731	Walker Elementary School	52.00	51.00	1.00	\$ 300.00	300.00	-	-	-	\$ 150.00	-	300.00	-	300.00
0741	Bluewater Elementary School	54.00	51.00	3.00	\$ 300.00	900.00	-	-	-	\$ 150.00	-	900.00	300.00	600.00
0751	Antioch Elementary School	59.00	55.00	4.00	\$ 300.00	1,200.00	-	-	-	\$ 150.00	-	1,200.00	-	1,200.00
0761	Davidson Middle School	57.00	55.00	2.00	\$ 300.00	600.00	-	-	-	\$ 150.00	-	600.00	300.00	300.00
0771	Destin Middle School	48.00	44.00	4.00	\$ 300.00	1,200.00	-	-	-	\$ 150.00	-	1,200.00	300.00	900.00
0791	Best Chance - North	2.00	2.00	-	\$ 300.00	-	-	-	-	\$ 150.00	-	-	-	-
0801	Richbourg School	14.00	14.00	-	\$ 300.00	-	-	-	-	\$ 150.00	-	-	300.00	(300.00)
0811	Southside Primary School	23.00	22.00	1.00	\$ 300.00	300.00	1.00	1.00	-	\$ 150.00	-	300.00	-	300.00
9016	Exceptional Student Education	38.00	34.00	4.00	\$ 300.00	1,200.00	-	-	-	\$ 150.00	-	1,200.00	-	1,200.00
9017	Curriculum, Instruction, & Assessment	2.00	2.00	-	\$ 300.00	-	-	-	-	\$ 150.00	-	-	-	-
9813	Okaloosa Regional Detention Center	2.00	2.00	-	\$ 300.00	-	-	-	-	\$ 150.00	-	-	-	-
9818	NWFL Ballet Academie	8.00	8.00	-	\$ 300.00	-	-	-	-	\$ 150.00	-	-	-	-
Total		1,736.84	1,629.12	107.72		\$ 32,316.00	4.00	4.00	-		\$ -	\$ 32,316.00	\$ 7,836.00	\$ 24,480.00

1. Three people at Center 0701 - Okaloosa Technical College 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.

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

Excerpt from The 2024 Florida Statutes

1012.71 The Florida Teachers Classroom Supply Assistance Program

- (1) For purposes of the Florida Teachers Classroom Supply Assistance Program, the term “classroom teacher” means a certified teacher employed by a public school district or a public charter school in that district on or before September 1 of each year whose full-time or job-share responsibility is the classroom instruction of students in prekindergarten through grade 12, including full-time media specialists and certified school counselors serving students in prekindergarten through grade 12, who are funded through the Florida Education Finance Program. A “job-share” classroom teacher is one of two teachers whose combined full-time equivalent employment for the same teaching assignment equals one full-time classroom teacher. The term “classroom teacher” may also include an administrator or a substitute teacher who holds a valid teaching certificate who is filling a vacancy in an identified teaching position on or before September 1 of each year.
- (2) The amount of funds per classroom teacher for the Florida Teachers Classroom Supply Assistance Program shall be specified in the General Appropriations Act. Classroom teachers shall use the funds to purchase, on behalf of the school district or charter school, classroom materials and supplies for the public school students assigned to them, and the funds may not be used to purchase equipment. The funds shall be used to supplement the materials and supplies otherwise available to classroom teachers.
- (3) For classroom teachers determined eligible on July 1, the district school board and each charter school board shall provide such classroom teachers with their amount as specified in the General Appropriations Act by August 1. For classroom teachers determined eligible after July 1, the district school board and each charter school board shall provide such classroom teachers with their amount as specified in the General Appropriations Act by September 30. A job-share classroom teacher may receive a prorated share of the amount provided to a full-time classroom teacher.
- (4) The Department of Education shall administer a competitive procurement through which eligible classroom teachers may purchase classroom materials and supplies. Annually, by September 1, each school district shall submit to the department:
 - (a) The name of each eligible classroom teacher.
 - (b) The proportionate share of the amount as specified in the General Appropriations Act for each eligible job-share classroom teacher.
 - (c) The name and Master School Identification Number of the school in which the eligible classroom teacher is assigned.
 - (d) Any other information necessary for the administration of the program as determined by the department.
- (5) Each classroom teacher must keep receipts for no less than 4 years to show that funds expended meet the requirements of this section. Any unused funds shall be deposited into the school advisory council account of the school at which the classroom teacher was employed when the funds were made available to the classroom teacher. If the school does not have a school advisory council, the funds shall be expended for classroom materials and supplies as determined by the school principal.