



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

FINANCE TAM: 2003-001
CONTACT: Debbie Bruce, Specialist
Budgeting & Financial Services
TELEPHONE: 833-7634

TO: All Principals/Bookkeepers
FROM: Rita Scallan, Program Director
Budgeting & Financial Services
DATE: August 16, 2002
SUBJECT: Florida Lead Teacher Program

The Florida Teachers Lead Program has been funded by the State for Fiscal Year 2002-2003. The program provides a stipend to instructional staff to purchase classroom supplies and materials for use in the instruction of students in grades kindergarten through 12. This year the District is distributing the Teacher Lead funds to schools early. The **requirements** and method of distribution will be basically the same as last year. Each teacher will receive \$102.00 this year. Your school will need to prepare the checks to be given to the eligible instructional staff by August 30, 2002.

Since the distribution of funds is being disbursed prior to September 1, which is the eligibility date, there may be an additional allocation to your school depending on whether there are additional positions purchased between August 19, 2002 and September 1, 2002. If your school purchases additional eligible positions during this time period you should receive those additional funds around the second week of September, 2002.

The Finance Department wanted to let you know as soon as possible so your school could begin preparations. The checks will be processed on Wednesday, August 21, 2002. Your school should receive their check by Friday, August 23, 2002. The funds are being distributed early this year in an effort to help schools and teachers purchase needed supplies for classroom instruction as soon as possible.

Should you have any questions or need additional information please call Debbie Bruce at 833-7634 or me at 833-7653.

Remember these funds must be disbursed to teachers no later than August 30, 2002.

C: Superintendent
Assistant Superintendents
Chief Officer – Human Resources
Chief Officer – Quality Assurance
OCEA