



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

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FINANCE TAM: 2003-002  
CONTACT: Debbie Bruce, Specialist  
Budgeting & Financial Services  
TELEPHONE: 833-7634

TO: All Principals/Bookkeepers  
FROM: Rita Scallan, Program Director  
Budgeting & Financial Services  
DATE: August 22, 2002  
SUBJECT: Florida Lead Teacher Program

Attached please find a list for your school reflecting the number of eligible positions to receive Florida Teacher Lead Dollars as of August 16, 2002. As previously, mentioned in Technical Assistance Memorandum (TAM 2003-001), since the funds are being distributed 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. The requirements which must be met in order to disburse the Florida Teacher Lead funds are as follows:

1. Each eligible teacher will receive a check in the amount of \$102.00.
2. In accepting a check, the teacher is required to sign an agreement form accepting these funds (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.

When your school receives the Florida Teachers Lead funds from the District, you will need to deposit those funds into the school's Internal Funds bank account. The deposit should then be entered into the Manatee Accounting System and coded to account number 9 800. The bookkeeper should then process a check to each individual teacher which is employed in a position on the attached list.

Also, please find attached Florida Department of Education DPBM 01-03 which outlines the eligibility, distribution and accepted use of Teacher Lead Funds.

Any monies not disbursed or any monies not spent by the end of the school year must be remitted to the District Finance Department.

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

**Remember, each teacher on the attached list should receive a check no later than August 30, 2002.**

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