



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

FINANCE TAM: 2003-006
CONTACT: Tammy Shoop, Accountant
Budgeting & Financial Services
TELEPHONE: 833-7634

TO: All Principals/Bookkeepers
FROM: Rita Scallan, Program Director
Budgeting & Financial Services
DATE: September 18, 2002
SUBJECT: Florida Lead Teacher Program

The initial allocation distributed to your school for the Florida Teacher Lead Program was based on eligible positions as of August 16, 2002. As previously mentioned in Technical Assistance Memorandum number 2003-002 (TAM #2003-002) the allocation would be revised mid-September, 2002, based on the eligible positions at your school as of September 1, 2002, which is the statutory date for eligibility. This is the final allocation for the 2002-2003 School Year.

Attached is a spreadsheet which reflects your school's initial allocation in column A and your revised allocation in Column B. Column C reflects the additional increase due to your school or decrease which would be owed to the District. If your school's allocation is a decrease, please fill out a Cash/Refund Transmittal Form (MIS 3218) and enclose a check made payable to the School District of Okaloosa County. Finance will fill in the coding on the MIS 3218 form when we receive it.

The Florida Teacher Lead Program provides funding for certified teachers, employed on or before September 1, 2002, whose full-time job responsibility is the classroom instruction of students in kindergarten through grade 12 and full time media specialists and guidance counselors who serve students in kindergarten through grade 12. Pre-Kindergarten teachers and adult vocational teachers are **not** eligible for Florida Teacher Lead dollars. However, the School Board at the September 9, 2002, School Board Meeting approved to pay a stipend to Pre-Kindergarten and Adult Vocational Teachers for materials and supplies in the amount of \$102 per teacher. This stipend is included in the revised allocation.

If there are any teachers at your school who do not spend all of their funds, those dollars should be remitted to the School District on a MIS 3218 form prior to the end of the school year. Those funds will be allocated to your school's School Advisory Council Project.

Should you have any questions or need additional information, please call Tammy Shoop at 833-7462.

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

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