



OKALOOSA COUNTY SCHOOL DISTRICT
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE

FINANCE TAM: 2004-006
CONTACT: Tammy Shoop, Accountant
Budgeting & Financial Services
TELEPHONE: 833-7462

TO: All Principals/Bookkeepers
FROM: Rita Scallan, Director - Finance
DATE: September 17, 2003
SUBJECT: Florida Teachers Lead Program

The Florida Teachers Lead Program provides funding for certified teachers, employed on or before September 1, 2003, 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 Teachers Lead dollars.

The District will request at the September 22, 2003, School Board Meeting, permission to pay certified Pre-Kindergarten and Adult Vocational Teachers an equivalent amount (\$105) for materials and supplies which would be funded from the General Fund. If the School Board approves the request, your school will receive another allocation specifically for Pre-Kindergarten and Adult Vocational Teachers.

Attached please find your school's Florida Teachers Lead check and a teacher list reflecting the number of eligible positions to receive Florida Teachers Lead dollars as of September 2, 2003. Our District recognizes full time teachers as those teachers working 4.5 hours or greater. *This is the final allocation for the 2003-2004 School Year.*

The requirements which must be met in order to disburse the Florida Teachers Lead funds are as follows:

1. Each eligible teacher will receive a check in the amount of \$105.00.
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.
3. The attached check will need to be deposited into your 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 on the attached list by September 30, 2003.

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4. 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 Cash Transmittal Form prior to the end of the school year. Those funds will be allocated to your school's School Advisory Council Project.
5. For further information, we have also attached a copy of Section 1912.71 F. S. and a copy of Florida Department of Education DPBM 01-03 which outlines the eligibility, distribution and accepted use of Florida Teachers Lead funds.

Remember, each teacher on the attached list should receive a check no later than September 30, 2003.

If you have any questions relating to the Florida Teachers Lead Program, please call Tammy Shoop, Accountant, at 833-7462.

Attachments

C: Superintendent
Cabinet Members
OCEA