



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

FINANCE TAM: 2005-005
CONTACT: Paula Sadler, Accountant
Budgeting & Financial Services
TELEPHONE: 833-7689

TO: All Principals/Bookkeepers
FROM: Rita Scallan, Director - Finance
DATE: September 24, 2004
SUBJECT: Florida Teachers Lead Program

The Florida Teachers Lead Program provides funding for certified teachers, employed on or before September 1, 2004, 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 27, 2004, School Board Meeting, permission to pay certified Pre-Kindergarten, Adult Vocational Teachers, and Occupational Therapist an equivalent amount (\$110.00) 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, Adult Vocational Teachers, and Occupational Therapists.

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 1, 2004. Our District recognizes full time teachers as those teachers working 4.5 hours or greater. *This is the final allocation for the 2004-2005 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 \$110.00.
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, 2004.

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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 1012.71 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, 2004.

If you have any questions relating to the Florida Teachers Lead Program, please call Paula Sadler, Accountant, at 833-7689.

Attachments

C: Superintendent
Cabinet Members
OCEA

Okaloosa County School District

All Schools and Centers

Florida Teachers Lead Program

As of September 01, 2004

School	Center Number	Teaching Positions	Amount Per Position	Total Amount
Edwins Elementary	0031	37	110.00	\$ 4,070.00
Baker School	0041	77	110.00	8,470.00
Bob Sikes Elementary	0051	40	110.00	4,400.00
Meigs Middle School	0082	37	110.00	4,070.00
Richbourg Middle School	0092	41	110.00	4,510.00
W.E. Combs School	0111	0	110.00	-
Ruckel Middle School	0121	49	110.00	5,390.00
Destin Elementary	0131	55	110.00	6,050.00
Edge Elementary	0151	34	110.00	3,740.00
Cherokee Elementary	0161	39	110.00	4,290.00
Laurel Hill School	0201	29	110.00	3,190.00
Niceville High School	0211	131	110.00	14,410.00
Northwood Elementary	0222	37	110.00	4,070.00
Silver Sands School	0241	23	110.00	2,530.00
Southside Elementary	0251	40	110.00	4,400.00
Valparaiso Elementary	0261	38	110.00	4,180.00
Pryor Middle School	0271	43	110.00	4,730.00
Wright Elementary	0281	45	110.00	4,950.00
Shalimar Elementary	0431	33	110.00	3,630.00
Oak Hill Elementary	0441	34	110.00	3,740.00
Elliott Point Elementary	0541	45	110.00	4,950.00
Ocean City Elementary	0551	42	110.00	4,620.00
Mary Esther Elementary	0561	41	110.00	4,510.00
Plew Elementary	0571	45	110.00	4,950.00
Choctawhatchee High	0581	95	110.00	10,450.00
Crestview High School	0601	92	110.00	10,120.00
Crestview Vocational School	0602	8	110.00	880.00
Kenwood Elementary	0621	38	110.00	4,180.00
Florosa Elementary	0631	38	110.00	4,180.00
Fort Walton Beach High	0641	101	110.00	11,110.00
Bruner Middle School	0651	55	110.00	6,050.00
Lewis Middle School	0671	31	110.00	3,410.00
Longwood Elementary	0681	34	110.00	3,740.00
Okaloosa Applied Technology	0701	21	110.00	2,310.00
Walker Elementary	0731	46	110.00	5,060.00
Bluewater Elementary	0741	47	110.00	5,170.00
Antioch Elementary	0751	50	110.00	5,500.00
Davidson Middle School	0761	45	110.00	4,950.00
Destin Middle School	0771	36	110.00	3,960.00
ESE- Itinerant Teachers	9016	5	110.00	550.00
Gulf Coast Youth Academy	9810	10	110.00	1,100.00
Okaloosa Youth Development Center	9811	7	110.00	770.00
Okaloosa Youth Academy	9812	8	110.00	880.00
Adolescent Substance Abuse Center	9814	3	110.00	330.00
Okaloosa Regional Detention Center	9813	2	110.00	220.00
Gulf Coast Treatment Center	9816	2	110.00	220.00
Milton Girls Juvenile Res Facility	9817	5	110.00	550.00
Northwest Florida Ballet Academie	9818	5	110.00	550.00
Adjudicated Youth Facility	9819	0	110.00	-
Okaloosa Blended School	9820	2	110.00	220.00
Choice School	9830	1	110.00	110.00
		1822		\$ 200,420.00