



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

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FINANCE TAM: 2006-004  
CONTACT: Paula Sadler, Accountant  
Budgeting & Financial Services  
TELEPHONE: 833-7689

TO: All Principals/Bookkeepers  
FROM: Rita Scallan, Director – Finance  
DATE: September 7, 2005  
SUBJECT: Florida Teachers Lead Program

A handwritten signature in blue ink, reading "Rita Scallan", is positioned to the right of the "FROM:" line.

The Florida Teachers Lead Program provides funding for certified teachers, employed on or before September 1, 2005, 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 26, 2005, 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, 2005. Our District recognizes full time teachers as those teachers working 4.5 hours or greater. *This is the final allocation for the 2005-2006 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, 2005.

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Florida Teachers Lead Program

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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, 2005.***

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

## Florida Teachers Lead Program Stipend

Date: \_\_\_\_\_

"I, \_\_\_\_\_, am employed by Okaloosa County District School Board as a full-time classroom teacher. I acknowledge that Florida Teachers Lead Program Stipend funds are appropriated by the Legislature for the sole purpose of purchasing classroom materials and supplies to be used in the instruction of students assigned to me. In accepting custody of these funds, I agree to keep receipts for all expenditures. I understand that if I do not keep receipts showing these funds were spent to purchase classroom materials and supplies for use with my students, it will be my personal responsibility to pay any federal taxes due on these funds. I also agree to return any unused funds to the district school board at the end of the regular school year for deposit to the School Advisory Council account of the school at which I was employed at the time of the receipt of the funds."

Signature: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

School: \_\_\_\_\_

Select Year: 2005

Go

## The 2005 Florida Statutes

[Title XLVIII](#)  
K-20 EDUCATION CODE[Chapter 1012](#)  
PERSONNEL[View Entire Chapter](#)

### 1012.71 The Florida Teachers Lead Program Stipend.--

(1) Funding for the Florida Teachers Lead Program Stipend shall be as determined by the Legislature in the General Appropriations Act. Funds appropriated for the Florida Teachers Lead Program Stipend are provided to purchase classroom materials and supplies used in the instruction of students in kindergarten through grade 12 of the public school system. From the funds appropriated, the Commissioner of Education shall calculate an amount for each school district by prorating the total of each school district's share of the total K-12 unweighted FTE student enrollment.

(2) From the funds allocated to each district, the district school board shall calculate an identical amount for each classroom teacher which is his or her proportionate share of the amount allocated to the district for the total number of teachers in the district. The district school board shall provide the funds no later than September 30 of each year directly to each teacher as a stipend to purchase, on behalf of the school district, classroom materials and supplies to be used in the instruction of students assigned to the teacher. Each teacher shall have sole discretion regarding which classroom materials and supplies best meet the needs of the students, when they are needed, and where they are acquired. The funds expended by individual teachers shall not be subject to state or local competitive bidding requirements. Disbursement of Florida Teachers Lead Program Stipend funds directly to each teacher shall complete the school district's expenditure of these funds.

(3) Each teacher shall sign a statement acknowledging receipt of the funds, agreeing to keep receipts to show the expenditure of the funds used to purchase classroom materials and supplies for use in the instruction of the students assigned to them, and agreeing to return any unused funds by the end of the regular school year. The statement to be signed and dated by each teacher for receipt of the Florida Teachers Lead Program Stipend shall include the wording: "I, (Name of teacher), am employed by the \_\_\_\_\_ County District School Board as a full-time classroom teacher. I acknowledge that Florida Teachers Lead Program Stipend funds are appropriated by the Legislature for the sole purpose of purchasing classroom materials and supplies to be used in the instruction of students assigned to me. In accepting custody of these funds, I agree to keep receipts for all expenditures. I understand that if I do not keep receipts showing these funds were spent to purchase classroom materials and supplies for use with my students, it will be my personal responsibility to pay any federal taxes due on these funds. I also agree to return any unused funds to the district school board at the end of the regular school year for deposit into the School Advisory Council account of the school at which I was employed at the time of the receipt of the funds."

(4) Florida Teachers Lead Program Stipend funds shall be provided to each teacher in addition to any other funds appropriated for public school operations.

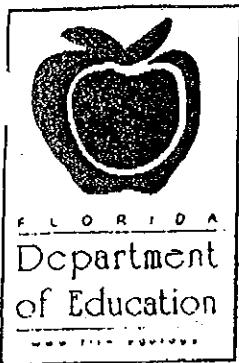
(5) Any unused funds which are returned to the district school board shall be deposited into the School Advisory Council account of the school at which the teacher returning the funds was employed at the time of the receipt of the funds.

(6) For purposes of this section, the term "classroom teacher" includes certified teachers employed on or before September 1 of each year 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. Only school district

personnel employed in these positions are eligible for the classroom materials and supply stipend from funds appropriated to implement the provisions of this section.

**History.**--s. 749, ch. 2002-387.

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Tom Gallagher  
Commissioner

# Florida Department of Education

Wayne V. Pierson  
Deputy Commissioner for Planning,  
Budgeting and Management

## CONTACT PERSON

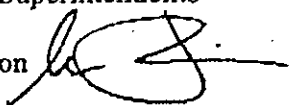
NAME: David Morris  
PHONE: (850) 488-5142  
SUNCOM: 278-5142

DPBM: 01-03

July 17, 2000

## MEMORANDUM

TO: District School Superintendents

FROM: Wayne V. Pierson 

SUBJECT: Florida Teachers Lead Program

The 2000 Legislature created new substantive law (HB 63, Section 58) and new appropriations proviso (HB 2145, item 84) defining the Florida Teachers Lead Program for the 2000-2001 school year. These laws provide a program which is significantly different from the prior year. These differences include:

- (1) Districts are to determine the amount of the stipend by dividing the district's allocation by the number of eligible teachers.
- (2) Eligible teachers are defined as certified teachers, employed on or before September 1, 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.
- (3) Recipients are required to sign the attached statement.
- (4) Disbursement of the stipend directly to each teacher no later than September 30 completes the school district's expenditure of these funds. Districts are not directed to move these monies to each school's Internal Funds for reimbursement of teacher expenditures.

The statement signed by each recipient acknowledges that the stipend will only be spent for classroom materials and supplies for use by students assigned to the teacher. It also states the teacher's responsibility for payment of federal taxes if receipts are not kept by the teacher. Any money unused by the teacher at the end of the school year is to be returned for use by the school advisory council of the school at which the teacher was employed on September 1.

Okaloosa County School District  
All Schools and Centers  
Florida Teachers Lead Program  
As of September 01, 2005

Recap All Pk Adult filled afrun

School	Center Number	Pre-k & Adult			Florida Teacher Lead			Sub Total Amount
		Teaching Positions	Amount Per Position	Total Amount	Teaching Positions	Amount Per Position	Total Amount	
Edwins Elementary	0031		110.00	\$ -	34	110.00	\$ 3,740.00	\$ 3,740.00
Baker School	0041		110.00	-	85	110.00	9,350.00	9,350.00
Bob Sikes Elementary	0051		110.00	-	46	110.00	5,060.00	5,060.00
Meigs Middle School	0082		110.00	-	38	110.00	4,180.00	4,180.00
Richbourg Middle School	0092		110.00	-	44	110.00	4,840.00	4,840.00
W.E. Combs School	0111		110.00	-	1	110.00	110.00	110.00
Ruckel Middle School	0121		110.00	-	51	110.00	5,610.00	5,610.00
Destin Elementary	0131		110.00	-	58	110.00	6,380.00	6,380.00
Edge Elementary	0151	1	110.00	110.00	35	110.00	3,850.00	3,960.00
Cherokee Elementary	0161	2	110.00	220.00	29	110.00	3,190.00	3,410.00
Laurel Hill School	0201	1	110.00	110.00	31	110.00	3,410.00	3,520.00
Niceville High School	0211		110.00	-	138	110.00	15,180.00	15,180.00
Northwood Elementary	0222	3	110.00	330.00	42	110.00	4,620.00	4,950.00
Silver Sands School	0241		110.00	-	26	110.00	2,860.00	2,860.00
Southside Elementary	0251	2	110.00	220.00	42	110.00	4,620.00	4,840.00
Valparaiso Elementary	0261		110.00	-	38	110.00	4,180.00	4,180.00
Pryor Middle School	0271		110.00	-	45	110.00	4,950.00	4,950.00
Wright Elementary	0281		110.00	-	48	110.00	5,280.00	5,280.00
Shalimar Elementary	0431		110.00	-	35	110.00	3,850.00	3,850.00
Oak Hill Elementary	0441	1	110.00	110.00	34	110.00	3,740.00	3,850.00
Elliott Point Elementary	0541		110.00	-	42	110.00	4,620.00	4,620.00
Ocean City Elementary	0551		110.00	-	39	110.00	4,290.00	4,290.00
Mary Esther Elementary	0561		110.00	-	41	110.00	4,510.00	4,510.00
Plew Elementary	0571		110.00	-	41	110.00	4,510.00	4,510.00
Choctawhatchee High	0581		110.00	-	96	110.00	10,560.00	10,560.00
Choctawhatchee Academy	0581		110.00	-	2	110.00	220.00	220.00
Crestview High School	0601		110.00	-	101	110.00	11,110.00	11,110.00
Crestview Vocational School	0602		110.00	-	8	110.00	880.00	880.00
Kenwood Elementary	0621		110.00	-	37	110.00	4,070.00	4,070.00
Florosa Elementary	0631	3	110.00	330.00	39	110.00	4,290.00	4,620.00
Fort Walton Beach High	0641		110.00	-	104	110.00	11,440.00	11,440.00
Bruner Middle School	0651		110.00	-	58	110.00	6,380.00	6,380.00
Lewis Middle School	0671		110.00	-	34	110.00	3,740.00	3,740.00
Longwood Elementary	0681	2	110.00	220.00	33	110.00	3,630.00	3,850.00
Okaloosa Applied Technology	0701	11	110.00	1,210.00	21	110.00	2,310.00	3,520.00
Walker Elementary	0731	1	110.00	110.00	49	110.00	5,390.00	5,500.00
Bluewater Elementary	0741	2	110.00	220.00	40	110.00	4,400.00	4,620.00
Antioch Elementary	0751	1	110.00	110.00	51	110.00	5,610.00	5,720.00
Davidson Middle School	0761		110.00	-	49	110.00	5,390.00	5,390.00
Destin Middle School	0771		110.00	-	36	110.00	3,960.00	3,960.00
Emerald Coast Career Institute South	0781		110.00	-	2	110.00	220.00	220.00
Emerald Coast Career Institute North	0791		110.00	-	2	110.00	220.00	220.00
ESE- Itinerant Teachers	9016	5	110.00	550.00	6	110.00	660.00	1,210.00
Gulf Coast Youth Academy	9810		110.00	-	9	110.00	990.00	990.00
Okaloosa Youth Development Center	9811		110.00	-	7	110.00	770.00	770.00
Okaloosa Youth Academy	9812		110.00	-	7	110.00	770.00	770.00
Adolescent Substance Abuse Center	9814		110.00	-	3	110.00	330.00	330.00
Okaloosa Regional Detention Center	9813		110.00	-	3	110.00	330.00	330.00
Gulf Coast Treatment Center	9816		110.00	-	2	110.00	220.00	220.00
Milton Girls Juvenile Res Facility	9817		110.00	-	6	110.00	660.00	660.00
Northwest Florida Ballet Academie	9818		110.00	-	5	110.00	550.00	550.00
Adjudicated Youth Facility	9819		110.00	-	1	110.00	110.00	110.00
		35		\$ 3,850	1874		\$ 206,140	\$ 209,990