



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

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FINANCE TAM: 2006-014  
CONTACT: Paula Sadler, Accountant  
Budgeting & Financial Services  
TELEPHONE: 833-7689

TO: All Principals/Bookkeepers  
FROM: Rita Scallan, Director – Finance  
DATE: October 5, 2005  
SUBJECT: Additional Florida Lead Teacher Allocation

A handwritten signature in blue ink, reading "Rita Scallan".

The School Board at the September 26, 2005, School Board Meeting, approved to pay a stipend of \$55.00 per certified teacher whose position is 50% to 59% of a full-time position (7.5 hours). Attached please find you school's additional check and a spreadsheet reflecting eligible positions.

The requirements which must be met in order to disburse the Florida Teachers Lead funds will be the same requirements as used for the Florida Teachers Lead Program. The requirements are as follows:

1. 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.
2. 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.
3. 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 you school's School Advisory Council Project.

If you have any questions regarding the supply stipend, please call Paula Sadler, Accountant, at 833-7689.

Attachments

C: Superintendent  
Cabinet Members  
OCEA