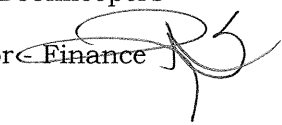




OKALOOSA COUNTY SCHOOL DISTRICT
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE

FINANCE TAM: 2007-011
CONTACT: Paula Sadler, Accountant
Budgeting & Financial Services
TELEPHONE: 833-5833

TO: Selected Principals/Bookkeepers

FROM: Rita Scallan, Director of Finance 

DATE: September 28, 2006

SUBJECT: Pre-Kindergarten, Adult Vocational and Occupational Therapists Supply Stipend

The School Board at the September 25, 2006, School Board Meeting, approved to pay a stipend of \$267.00 per teacher to certified Pre-Kindergarten, Adult Vocational teachers, and Occupational Therapists for materials and supplies. Attached please find your school's Pre-Kindergarten, Adult Vocational teachers, and Occupational Therapists' check and a spreadsheet reflecting eligible positions.

The requirements for these funds will be the same as 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. Please note on the transmittal form that the returned money is from Pre-K, Adult Vocational teachers or Occupational Therapists.

If you have any questions regarding the supply stipend, please call Paula Sadler, Accountant, at 833-5833.

Attachments

C: Superintendent
Cabinet Members
OCEA

Okaloosa County School District
All Schools and Centers
Florida Teachers Lead Program
Adult Vocational Teachers, Pre-K, and Occupational Therapist
As of September 01, 2006

Adult Vocational Teachers, Pre-K, & Occupational Therapist				
School	Center Number	Teaching Positions	Amount Per Position	Total Amount
Edwins Elementary	0031		267.00	\$ -
Baker School	0041		267.00	-
Bob Sikes Elementary	0051	1	267.00	267.00
Meigs Middle School	0082		267.00	-
Richbourg Middle School	0092		267.00	-
W.E. Combs School	0111		267.00	-
Ruckel Middle School	0121		267.00	-
Destin Elementary	0131		267.00	-
Edge Elementary	0151	1	267.00	267.00
Cherokee Elementary	0161	2	267.00	534.00
Laurel Hill School	0201	1	267.00	267.00
Niceville High School	0211		267.00	-
Northwood Elementary	0222	3	267.00	801.00
Silver Sands School	0241		267.00	-
Southside Elementary	0251	2	267.00	534.00
Valparaiso Elementary	0261		267.00	-
Pryor Middle School	0271		267.00	-
Wright Elementary	0281		267.00	-
Shalimar Elementary	0431		267.00	-
Oak Hill Elementary	0441	2	267.00	534.00
Elliott Point Elementary	0541		267.00	-
Ocean City Elementary	0551		267.00	-
Mary Esther Elementary	0561		267.00	-
Plew Elementary	0571		267.00	-
Choctawhatchee High	0581		267.00	-
Choctawhatchee Academy	0581		267.00	-
Crestview High School	0601		267.00	-
Crestview Vocational School	0602		267.00	-
Kenwood Elementary	0621		267.00	-
Florosa Elementary	0631	3	267.00	801.00
Fort Walton Beach High	0641		267.00	-
Bruner Middle School	0651		267.00	-
Lewis Middle School	0671		267.00	-
Longwood Elementary	0681	2	267.00	534.00
Okaloosa Applied Technology	0701	16	267.00	4,272.00
Walker Elementary	0731	1	267.00	267.00
Bluewater Elementary	0741	2	267.00	534.00
Antioch Elementary	0751	1	267.00	267.00
Davidson Middle School	0761		267.00	-
Destin Middle School	0771		267.00	-
Emerald Coast Career Institute South	0781		267.00	-
Emerald Coast Career Institute North	0791		267.00	-
ESE- Occupational Therapist	9016	4	267.00	1,068.00
Gulf Coast Youth Academy	9810		267.00	-
Okaloosa Youth Development Center	9811		267.00	-
Okaloosa Youth Academy	9812		267.00	-
Adolescent Substance Abuse Center	9814		267.00	-
Okaloosa Regional Detention Center	9813		267.00	-
Gulf Coast Treatment Center	9816		267.00	-
Milton Girls Juvenile Res Facility	9817		267.00	-
Northwest Florida Ballet Academie	9818		267.00	-
Adjudicated Youth Facility	9819		267.00	-
		41	\$	10,947.00

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: _____