

OKALOOSA COUNTY SCHOOL DISTRICT  
TECHNICAL ASSISTANCE MEMORANDUM  
FINANCE

FINANCE TAM: 2008-011  
CONTACT: Paula Sadler, Accountant  
Budgeting & Financial Services  
TELEPHONE: 833-5833

TO: All Principals  
FROM: Debbie Bruce, Director - Finance  
DATE: September 12, 2007  
SUBJECT: Florida Teachers Lead Program

A handwritten signature in cursive script, appearing to read "Debbie Bruce", written over the printed name in the "FROM" field.

The Florida Teachers Lead Program provides funding for certified teachers, employed on or before September 1, 2007, whose full-time job responsibility is the classroom instruction of students in pre-kindergarten through grade 12 and full time media specialists and guidance counselors who serve students in pre-kindergarten through grade 12. Adult Vocational Teachers and Occupational Therapists are **not** eligible for Florida Teachers Lead dollars.

At the September 24, 2007, School Board Meeting, the District will request permission to pay Adult Vocational Teachers and Occupational Therapists an equivalent amount (\$278.50) for materials and supplies which will be funded from the General Fund. If the School Board approves the request, your school may receive another allocation specifically for 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, 2007. Our District recognizes full time teachers as those teachers working 4.5 hours or greater. Teachers who work 3.75 hours to 4.49 will receive half of the full stipend amount (\$278.50 X 50% = \$139.25). *This is the final allocation for the 2007-2008 School Year.*

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

1. The attached check is to be deposited into your school's Internal Funds bank account. The deposit will then be entered into the Manatee Accounting System and coded to account number 9 800. The bookkeeper will process a check to each individual teacher on the attached list by September 28, 2007.
2. Each eligible teacher will receive a check in the amount of \$278.50 or half of a stipend in the amount of \$139.25.
3. 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.

**Technical Assistance Memo-Finance**

Florida Teachers Lead Program

September 12, 2007

Page 2

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 8002.
5. If there are any teachers at your school who are no longer eligible for the Florida Lead Teacher Funds, those dollars should be remitted back to the School District on a MIS 3218 Cash Transmittal Form prior to the end of the school year. Those funds will be allocated back to the Florida Teachers Lead - Project 3180.
6. 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 must receive a check no later than September 28, 2007.***

If you have any questions relating to the Florida Teachers Lead Program, please call Paula Sadler, Accountant, at 833-5833.

Attachments

C:     Executive Staff  
       OCEA  
       School Bookkeepers

## **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: \_\_\_\_\_

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

## The 2007 Florida Statutes

### 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 prekindergarten through grade 12 of the public school system who are funded from the Florida Education Finance Program, including public charter schools. 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 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, including teachers in public charter schools. A job-share classroom teacher may receive a prorated share of the amount provided to a full-time classroom teacher. The district school board and each charter 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 or charter school, 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 and to each charter school shall complete the school district's expenditure of these funds.

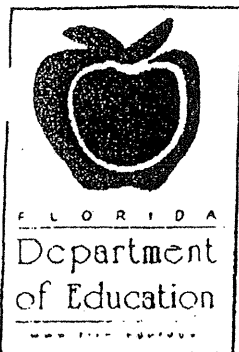
(3) Each teacher shall sign a statement acknowledging receipt of the funds, agreeing to keep receipts to show the expenditure of the funds used to purchase classroom materials and supplies for use in the instruction of the students assigned to them, and agreeing to return any unused funds by the end 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 or by the (\_\_\_\_\_ Charter School) 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 or for deposit into the district's teacher lead program account of the district in which the charter school is sponsored, as applicable."

(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 that 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 or for deposit into the district's teacher lead program account of the district in which the charter school is sponsored, as applicable.

(6) For purposes of this section, the term "classroom teacher" includes certified teachers employed by a public school district or a public charter school on or before September 1 of each year whose full-time or job-share responsibility is the classroom instruction of students in prekindergarten through grade 12, including full-time media specialists and guidance counselors who serve students in prekindergarten through grade 12 who are funded through the Florida Education Finance Program. A job-share classroom teacher is defined as two teachers whose combined full-time equivalent employment for the same teaching assignment equals one full-time classroom teacher. Only school district and public charter school 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; s. 1, ch. 2007-58.



# Florida Department of Education

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

Tom Gallagher  
Commissioner

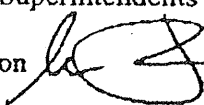
## CONTACT PERSON

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 1, 2007

School	Center Number	Florida Teachers Lead - Full Stipend			Florida Teachers Lead - Half Stipend			Grand Total Amount
		Teaching Positions	Amount Per Position	Total Amount	Teaching Positions	Amount Per Position	Total Amount	
Edwins Elementary	0031	34	\$ 278.50	\$ 9,469.00		\$ 139.25	\$ -	\$ 9,469.00
Baker School	0041	89	278.50	24,786.50		139.25	-	24,786.50
Bob Sikes Elementary	0051	50	278.50	13,925.00		139.25	-	13,925.00
Meigs Middle School	0082	38	278.50	10,583.00		139.25	-	10,583.00
Richbourg Middle School	0092	47	278.50	13,089.50		139.25	-	13,089.50
W.E. Combs School	0111	1	278.50	278.50		139.25	-	278.50
Ruckel Middle School	0121	49	278.50	13,646.50		139.25	-	13,646.50
Destin Elementary	0131	58	278.50	16,153.00	1	139.25	139.25	16,292.25
Edge Elementary	0151	37	278.50	10,304.50		139.25	-	10,304.50
Eglin Elementary	0161	51	278.50	14,203.50		139.25	-	14,203.50
Laurel Hill School	0201	37	278.50	10,304.50	1	139.25	139.25	10,443.75
Niceville High School	0211	122	278.50	33,977.00		139.25	-	33,977.00
Northwood Elementary	0222	50	278.50	13,925.00		139.25	-	13,925.00
Silver Sands School	0241	21	278.50	5,848.50		139.25	-	5,848.50
Southside Elementary	0251	41	278.50	11,418.50		139.25	-	11,418.50
Valparaiso Elementary	0261	37	278.50	10,304.50		139.25	-	10,304.50
Pryor Middle School	0271	40	278.50	11,140.00		139.25	-	11,140.00
Wright Elementary	0281	43	278.50	11,975.50		139.25	-	11,975.50
Shalimar Elementary	0431	35	278.50	9,747.50	1	139.25	139.25	9,886.75
Elliott Point Elementary	0541	43	278.50	11,975.50		139.25	-	11,975.50
Ocean City Elementary	0551	39	278.50	10,861.50		139.25	-	10,861.50
Mary Esther Elementary	0561	39	278.50	10,861.50		139.25	-	10,861.50
Plew Elementary	0571	42	278.50	11,697.00		139.25	-	11,697.00
Choctawhatchee High	0581	99	278.50	27,571.50		139.25	-	27,571.50
Choctaw Academy	0582	2	278.50	557.00		139.25	-	557.00
Crestview High School	0601	107	278.50	29,799.50		139.25	-	29,799.50
Kenwood Elementary	0621	39	278.50	10,861.50		139.25	-	10,861.50
Florosa Elementary	0631	44	278.50	12,254.00		139.25	-	12,254.00
Fort Walton Beach High	0641	112	278.50	31,192.00		139.25	-	31,192.00
Fort Walton Beach Success Academy	0642	1	278.50	278.50		139.25	-	278.50
Bruner Middle School	0651	56	278.50	15,596.00		139.25	-	15,596.00
Lewis Middle School	0671	39	278.50	10,861.50		139.25	-	10,861.50
Longwood Elementary	0681	34	278.50	9,469.00	1	139.25	139.25	9,608.25
Okaloosa Applied Technology Center	0701	13	278.50	3,620.50		139.25	-	3,620.50
Walker Elementary	0731	55	278.50	15,317.50		139.25	-	15,317.50
Bluewater Elementary	0741	42	278.50	11,697.00	4	139.25	557.00	12,254.00
Antioch Elementary	0751	57	278.50	15,874.50		139.25	-	15,874.50
Davidson Middle School	0761	52	278.50	14,482.00		139.25	-	14,482.00
Destin Middle School	0771	37	278.50	10,304.50		139.25	-	10,304.50
Emerald Coast Career Institute South	0781	6	278.50	1,671.00		139.25	-	1,671.00
Emerald Coast Career Institute North	0791	3	278.50	835.50		139.25	-	835.50
ESE - Teachers	9016	8	278.50	2,228.00		139.25	-	2,228.00
Gulf Coast Youth Academy	9810	9	278.50	2,506.50	1	139.25	139.25	2,645.75
Okaloosa Youth Development Center	9811	7	278.50	1,949.50		139.25	-	1,949.50
Okaloosa Youth Academy	9812	9	278.50	2,506.50		139.25	-	2,506.50
Adolescent Substance Abuse Center	9814	4	278.50	1,114.00		139.25	-	1,114.00
Okaloosa Regional Detention Center	9813	4	278.50	1,114.00		139.25	-	1,114.00
Milton Girls Juvenile Res. Facility	9817	5	278.50	1,392.50		139.25	-	1,392.50
Northwest Florida Ballet Academie	9818	6	278.50	1,671.00		139.25	-	1,671.00
Teaching Adjudicated Youth Facility	9819	1	278.50	278.50		139.25	-	278.50
		1894	\$ 527,479.00		9	\$ 1,253.25	\$ 528,732.25	