



OKALOOSA COUNTY SCHOOL DISTRICT
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE

FINANCE TAM: 2009-007
CONTACT: Paula Sadler, Accountant
Budgeting & Financial Services
TELEPHONE: 833-5833

TO: School Principals
FROM: Debbie Bruce, Director - Finance
DATE: September 18, 2008
SUBJECT: Florida Teachers Lead Program

A handwritten signature in black ink, appearing to read "Debbie Bruce", written over the "FROM:" line.

The Florida Teachers Lead Program provides funding for certified teachers, employed on or before September 1, 2008, whose full-time job responsibility is the classroom instruction of students in prekindergarten through grade 12 and full time media specialists and guidance counselors who serve students in kindergarten through grade 12.

At the September 22, 2008, School Board Meeting, the District will request permission to pay certified Adult Vocational Teachers, Behavior Analysts, Occupational Therapists, Physical Therapists, School Psychologists, Social Workers, and Staffing Specialists an equivalent amount (\$225.00) for materials and supplies which will be funded from miscellaneous revenues. If the School Board approves the request, your school will receive another allocation specifically for Adult Vocational Teachers, Behavior Analysts, Occupational Therapists, Physical Therapists, School Psychologists, Social Workers, and Staffing Specialists.

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, 2008. 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 ($\$225.00 \times 50\% = \112.50). *This is the final allocation for the 2008-2009 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 30, 2008.
2. Each eligible teacher will receive a check in the amount of \$225.00 or half of a stipend in the amount of \$112.50.
3. In accepting a check, the teacher is required to sign The Florida Teachers Lead Program 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.

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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 9002.
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 attached a copy of Florida Department of Education memorandum dated July 15, 2008, 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 30, 2008.

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
Internal Bookkeepers

Okaloosa County School District
All Schools and Centers
Florida Teachers Lead Program
As of September 1, 2008

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	35	\$225.00	7,875.00	0	\$ 112.50	\$ -	\$ 7,875.00
Baker School	0041	81	225.00	18,225.00	0	112.50	-	18,225.00
Bob Sikes Elementary	0051	44	225.00	9,900.00	2	112.50	225.00	10,125.00
Meigs Middle School	0082	36	225.00	8,100.00	0	112.50	-	8,100.00
Richbourg Middle School	0092	43	225.00	9,675.00	0	112.50	-	9,675.00
W.E. Combs School	0111	1	225.00	225.00	0	112.50	-	225.00
Ruckel Middle School	0121	45	225.00	10,125.00	0	112.50	-	10,125.00
Destin Elementary	0131	53	225.00	11,925.00	2	112.50	225.00	12,150.00
Edge Elementary	0151	35	225.00	7,875.00	1	112.50	112.50	7,987.50
Eglin Elementary	0161	36	225.00	8,100.00	0	112.50	-	8,100.00
Laurel Hill School	0201	36	225.00	8,100.00	1	112.50	112.50	8,212.50
Niceville High School	0211	109	225.00	24,525.00	0	112.50	-	24,525.00
Northwood Elementary	0222	46	225.00	10,350.00	0	112.50	-	10,350.00
Silver Sands School	0241	24	225.00	5,400.00	0	112.50	-	5,400.00
Southside Elementary	0251	40	225.00	9,000.00	0	112.50	-	9,000.00
Valparaiso Elementary	0261	34	225.00	7,650.00	0	112.50	-	7,650.00
Pryor Middle School	0271	35	225.00	7,875.00	0	112.50	-	7,875.00
Wright Elementary	0281	44	225.00	9,900.00	1	112.50	112.50	10,012.50
Shalimar Elementary	0431	38	225.00	8,550.00	1	112.50	112.50	8,662.50
Elliott Point Elementary	0541	36	225.00	8,100.00	2	112.50	225.00	8,325.00
Mary Esther Elementary	0561	40	225.00	9,000.00	0	112.50	-	9,000.00
Plew Elementary	0571	41	225.00	9,225.00	0	112.50	-	9,225.00
Choctawhatchee High	0581	97	225.00	21,825.00	1	112.50	112.50	21,937.50
Crestview High School	0601	104	225.00	23,400.00	0	112.50	-	23,400.00
Kenwood Elementary	0621	38	225.00	8,550.00	1	112.50	112.50	8,662.50
Florosa Elementary	0631	43	225.00	9,675.00	0	112.50	-	9,675.00
Fort Walton Beach High	0641	105	225.00	23,625.00	0	112.50	-	23,625.00
Bruner Middle School	0651	53	225.00	11,925.00	0	112.50	-	11,925.00
Lewis Middle School	0671	36	225.00	8,100.00	0	112.50	-	8,100.00
Longwood Elementary	0681	41	225.00	9,225.00	0	112.50	-	9,225.00
Okaloosa Applied Technology Center	0701	8	225.00	1,800.00	0	112.50	-	1,800.00
Walker Elementary	0731	52	225.00	11,700.00	0	112.50	-	11,700.00
Bluewater Elementary	0741	36	225.00	8,100.00	8	112.50	900.00	9,000.00
Antioch Elementary	0751	53	225.00	11,925.00	0	112.50	-	11,925.00
Davidson Middle School	0761	45	225.00	10,125.00	0	112.50	-	10,125.00
Destin Middle School	0771	38	225.00	8,550.00	0	112.50	-	8,550.00
Emerald Coast Career Institute South	0781	8	225.00	1,800.00	0	112.50	-	1,800.00
Emerald Coast Career Institute North	0791	3	225.00	675.00	0	112.50	-	675.00
ESE - Teachers	9016	6	225.00	1,350.00	1	112.50	112.50	1,462.50
Gulf Coast Youth Academy	9810	8	225.00	1,800.00	1	112.50	112.50	1,912.50
Okaloosa Youth Development Center	9811	7	225.00	1,575.00	0	112.50	-	1,575.00
Okaloosa Youth Academy	9812	9	225.00	2,025.00	0	112.50	-	2,025.00
Adolescent Substance Abuse Center	9814	5	225.00	1,125.00	0	112.50	-	1,125.00
Okaloosa Regional Detention Center	9813	3	225.00	675.00	0	112.50	-	675.00
Milton Girls Juvenile Res. Facility	9817	5	225.00	1,125.00	0	112.50	-	1,125.00
Northwest Florida Ballet Academie	9818	6	225.00	1,350.00	0	112.50	-	1,350.00
Teaching Adjudicated Youth Facility	9819	1	225.00	225.00	0	112.50	-	225.00
		1742		\$ 391,950.00	22		\$ 2,475.00	\$ 394,425.00



**Okaloosa County School District
Florida Teachers Lead Program**

Date: _____

"I, _____, am employed by Okaloosa County District School Board as a full-time or part-time classroom teacher. I acknowledge that Florida Teachers Lead Program 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 the receipts for all expenditures for no less than 4 years. I understand that if I do not keep the receipts, it will be my personal responsibility to pay any federal taxes due on these funds. I also agree to return any unexpended 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 where I was employed at the time I received the funds or for deposit into the Florida Teachers Lead Program account of the school district at which I was employed at the time of the receipt of the funds."

Signature: _____

School: _____

FLORIDA DEPARTMENT OF EDUCATION



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CONTACT PERSON

NAME: Martha Haynes
PHONE: (850) 245-0405

MEMORANDUM

DATE: July 15, 2008

TO: District School Superintendents

FROM: Linda Champion

SUBJECT: Section 1012.71, Florida Statutes (F.S.), The Florida Teachers Lead Program

To enhance the quality of teaching conditions in classrooms in Florida, the Legislature enacted the Florida Teachers Lead Program in 1998. This memorandum is in response to recent questions regarding the substantial rewording made by the 2008 Legislature to Section 1012.71, Florida Statutes (F.S.), the Florida Teachers Lead Program, in Senate Bill 1908. The following information provides clarification about the distribution of the allocated funds and the responsibilities of the state, district, and eligible teachers.

- The word "stipend" is deleted from the title of the program.
- Teachers Lead funds do not affect a classroom teacher's wages, hours, or terms and conditions of employment and are therefore not subject to collective bargaining.
- The funds appropriated for classroom teachers are to be used to purchase, on behalf of the school district or charter school, classroom materials and supplies for the public school students assigned to the teachers, and may not be used to purchase equipment.

LINDA CHAMPION
DEPUTY COMMISSIONER, FINANCE AND OPERATIONS

- July 15 is set as the date by which the Commissioner of Education shall calculate an amount for each school district, based upon each school district's proportionate share of the state's total unweighted FTE student enrollment, and disburse the funds.
- Regarding distribution of the funds by district school boards or charter school boards, the following changes apply retroactively to July 1, 2007:
 - Language is added to allow district school boards or charter school boards to distribute the funds to teachers by direct deposit, check, debit card, or purchasing card.
 - A provision is made for any classroom teacher to decline receipt of or return the funds without explanation or cause.
- A "job-share" classroom teacher, previously defined as "two teachers whose combined full-time equivalent employment for the same teaching assignment equals one full-time classroom teacher," now is defined as "one of two teachers whose combined full-time equivalent employment for the same teaching assignment equals one full-time classroom teacher."
- The requirement that teachers keep receipts for the expended funds is expanded to make explicit that receipts must be kept for no less than four years.
- The basis for the calculation of funds allocated to the district to be distributed to classroom teachers is changed from "his or her proportionate share of the amount for each classroom teacher allocated to the district for the total number of teachers in the district, including teachers in public charter schools" to "an identical amount for each classroom teacher, which is that teacher's proportionate share of the total amount allocated to the district."

As in the past, district school boards and each charter school board shall provide each classroom teacher with his or her total proportionate share by September 30 for the sole purpose of purchasing classroom materials and supplies to be used in the instruction of students assigned to them. Unexpended funds shall be returned to the district school board at the end of the regular school year for deposit into the school advisory account of the school where the teacher was employed at the time of receiving the funds or for deposit into the Florida Teachers Lead Program account of the school district in which the charter school is sponsored, as applicable.

Attached is a copy of Section 28 of HB 5083 as well as the Teachers Lead Allocation for 2008-09 from the Final Conference Report for House Bill 5001.

LC/mh

Attachments

cc: District Finance Officers

District	2008-09	Teachers
	Unweighted FTE	Lead Allocation
	-1-	-2-
1 Alachua	27,562.50	386,656
2 Baker	4,825.54	67,694
3 Bay	25,279.39	354,628
4 Bradford	3,325.10	46,646
5 Brevard	73,199.82	1,026,871
6 Broward	252,823.65	3,546,693
7 Calhoun	2,165.76	30,362
8 Charlotte	17,348.95	243,377
9 Citrus	15,885.87	222,852
10 Clay	36,640.22	514,001
11 Collier	41,665.78	584,501
12 Columbia	10,120.88	141,979
13 Miami-Dade	341,424.53	4,789,615
14 DeSoto	5,035.86	70,645
15 Dixie	2,139.00	30,007
16 Duval	124,448.03	1,745,798
17 Escambia	40,804.88	572,424
18 Flagler	13,000.00	182,368
19 Franklin	1,175.59	16,492
20 Gadsden	5,936.27	83,276
21 Gilchrist	2,792.50	39,174
22 Glades	1,344.10	18,855
23 Gulf	2,020.00	28,337
24 Hamilton	1,905.71	26,734
25 Hardee	5,153.55	72,296
26 Hendry	7,182.44	100,758
27 Hernando	23,068.96	323,619
28 Highlands	12,485.41	175,149
29 Hillsborough	191,583.48	2,687,596
30 Holmes	3,332.68	46,752
31 Indian River	17,767.00	249,241
32 Jackson	7,121.64	99,905
33 Jefferson	1,123.23	15,757
34 Lafayette	1,059.97	14,870
35 Lake	40,527.00	568,526
36 Lee	81,732.77	1,146,574
37 Leon	32,715.90	458,949
38 Levy	6,127.28	85,955
39 Liberty	1,496.32	20,991
40 Madison	2,688.16	37,710
41 Manatee	42,369.15	594,368
42 Marion	42,082.56	590,348
43 Martin	17,741.29	248,881
44 Monroe	7,854.11	110,180
45 Nassau	11,165.07	156,827
46 Okaloosa	29,164.91	409,185
47 Okeechobee	7,079.21	99,309
48 Orange	170,896.57	2,397,393
49 Osceola	53,024.93	743,851
50 Palm Beach	167,414.67	2,348,548
51 Pasco	66,951.10	939,212
52 Pinellas	105,239.33	1,476,332
53 Polk	93,745.96	1,315,099
54 Putnam	11,496.36	161,275
55 St. Johns	28,477.71	399,495
56 St. Lucie	41,507.30	582,278
57 Santa Rosa	25,354.79	355,685
58 Sarasota	42,401.30	594,819
59 Seminole	64,566.30	905,757
60 Sumter	7,392.44	103,704
61 Suwannee	5,769.80	80,941
62 Taylor	3,016.98	42,323
63 Union	2,306.58	32,357
64 Volusia	62,907.93	882,493
65 Wakulla	5,159.92	72,385
66 Walton	6,992.48	98,093
67 Washington	3,568.78	50,064
68 Washington Special	472.59	6,630
69 FAMU Lab School	386.23	5,138
70 FAU Lab School	669.21	9,388
71 FAU - St. Lucie	1,574.00	22,081
72 FSU Lab - Broward	667.18	9,359
73 FSU Lab - Leon	1,803.58	22,495
74 UF Lab	1,150.00	16,133
75 Virtual School	0.00	0
State	2,620,166.02	36,756,829

1. The Florida Virtual School is not eligible to receive Teachers LEAD funds.

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1567 certificates.--A school district may process via a Department of
1568 Education website certificates for the following applications of
1569 public school employees:

1570 (1) Addition of a subject coverage or endorsement to a
1571 valid Florida certificate on the basis of the completion of the
1572 appropriate subject area testing requirements of s. 1012.56(5)(a)
1573 ~~s. 1012.56(4)(a)~~ or the completion of the requirements of an
1574 approved school district program or the inservice components for
1575 an endorsement.

1576

1577 The employing school district shall charge the employee a fee not
1578 to exceed the amount charged by the Department of Education for
1579 such services. Each district school board shall retain a portion
1580 of the fee as defined in the rules of the State Board of
1581 Education. The portion sent to the department shall be used for
1582 maintenance of the technology system, the web application, and
1583 posting and mailing of the certificate.

1584 Section 28. Effective upon this act becoming a law, section
1585 1012.71, Florida Statutes, is amended to read:

1586 (Substantial rewording of section. See
1587 s. 1012.71, F.S., for present text.)

1588 1012.71 The Florida Teachers Lead Program.--

1589 (1) For purposes of the Florida Teachers Lead Program, the
1590 term "classroom teacher" means a certified teacher employed by a
1591 public school district or a public charter school in that
1592 district on or before September 1 of each year whose full-time or
1593 job-share responsibility is the classroom instruction of students
1594 in prekindergarten through grade 12, including full-time media
1595 specialists and guidance counselors serving students in

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1596 prekindergarten through grade 12, who are funded through the
1597 Florida Education Finance Program. A "job-share" classroom
1598 teacher is one of two teachers whose combined full-time
1599 equivalent employment for the same teaching assignment equals one
1600 full-time classroom teacher.

1601 (2) The Legislature, in the General Appropriations Act,
1602 shall determine funding for the Florida Teachers Lead Program.
1603 The funds appropriated are for classroom teachers to purchase, on
1604 behalf of the school district or charter school, classroom
1605 materials and supplies for the public school students assigned to
1606 them and may not be used to purchase equipment. The funds
1607 appropriated shall be used to supplement the materials and
1608 supplies otherwise available to classroom teachers. From the
1609 funds appropriated for the Florida Teachers Lead Program, the
1610 Commissioner of Education shall calculate an amount for each
1611 school district based upon each school district's proportionate
1612 share of the state's total unweighted FTE student enrollment and
1613 shall disburse the funds to the school districts by July 15.

1614 (3) From the funds allocated to each school district for
1615 the Florida Teachers Lead Program, the district school board
1616 shall calculate an identical amount for each classroom teacher,
1617 which is that teacher's proportionate share of the total amount
1618 allocated to the district. A job-share classroom teacher may
1619 receive a prorated share of the amount provided to a full-time
1620 classroom teacher. The district school board and each charter
1621 school board shall provide each classroom teacher with his or her
1622 total proportionate share by September 30 of each year by any
1623 means determined appropriate by the district school board or
1624 charter school board, including, but not limited to, direct

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1625 deposit, check, debit card, or purchasing card, notwithstanding
1626 any law to the contrary. Expenditures under the program are not
1627 subject to state or local competitive bidding requirements. Funds
1628 received by a classroom teacher do not affect wages, hours, or
1629 terms and conditions of employment and, therefore, are not
1630 subject to collective bargaining. Any classroom teacher may
1631 decline receipt of or return the funds without explanation or
1632 cause. This subsection shall apply retroactively to July 1, 2007.

1633 (4) Each classroom teacher must sign a statement
1634 acknowledging receipt of the funds, keep receipts for no less
1635 than 4 years to show that funds expended meet the requirements of
1636 this section, and return any unused funds to the district school
1637 board at the end of the regular school year. Any unused funds
1638 that are returned to the district school board shall be deposited
1639 into the school advisory council account of the school at which
1640 the classroom teacher returning the funds was employed when that
1641 teacher received the funds or deposited into the Florida Teachers
1642 Lead Program account of the school district in which a charter
1643 school is sponsored, as applicable.

1644 (5) The statement must be signed and dated by each
1645 classroom teacher before receipt of the Florida Teachers Lead
1646 Program funds and shall include the wording: "I, (name of
1647 teacher) , am employed by the County District School Board
1648 or by the Charter School as a full-time classroom teacher. I
1649 acknowledge that Florida Teachers Lead Program funds are
1650 appropriated by the Legislature for the sole purpose of
1651 purchasing classroom materials and supplies to be used in the
1652 instruction of students assigned to me. In accepting custody of
1653 these funds, I agree to keep the receipts for all expenditures

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1654 for no less than 4 years. I understand that if I do not keep the
1655 receipts, it will be my personal responsibility to pay any
1656 federal taxes due on these funds. I also agree to return any
1657 unexpended funds to the district school board at the end of the
1658 regular school year for deposit into the school advisory council
1659 account of the school where I was employed at the time I received
1660 the funds or for deposit into the Florida Teachers Lead Program
1661 account of the school district in which the charter school is
1662 sponsored, as applicable."

1663 Section 29. Paragraphs (b) and (c) of subsection (2) of
1664 section 1013.12, Florida Statutes, are redesignated as paragraphs
1665 (c) and (d), respectively, and a new paragraph (b) is added to
1666 that subsection to read:

1667 1013.12 Casualty, safety, sanitation, and firesafety
1668 standards and inspection of property.--

1669 (2) PERIODIC INSPECTION OF PROPERTY BY DISTRICT SCHOOL
1670 BOARDS.--

1671 (b) Each school cafeteria must post in a visible location
1672 and on the school website the school's semiannual sanitation
1673 certificate and a copy of its most recent sanitation inspection
1674 report.

1675 Section 30. Except as otherwise expressly provided in this
1676 act, this act shall take effect July 1, 2008.