




OKALOOSA COUNTY SCHOOL DISTRICT  
TECHNICAL ASSISTANCE MEMORANDUM  
FINANCE

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FINANCE TAM: 2010-010  
CONTACT: Paula Sadler, Accountant  
Budgeting & Financial Services  
TELEPHONE: 833-5833

TO: School Principals  
FROM: Rita R. Scallan, Chief Financial Officer   
DATE: September 14, 2009  
SUBJECT: Florida Teachers Lead Program

The Florida Teachers Lead Program provides funding for certified teachers, employed on or before September 1, 2009, 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. The funds are to be used for the sole purpose of purchasing classroom materials and supplies to be used in the instruction of students. Funds may not be used to purchase equipment. Teachers must keep receipts for the expended funds for no less than four years.

Attached please find your school's Florida Teachers Lead check and a list reflecting the number of eligible positions to receive Florida Teachers Lead dollars as of September 1, 2009. The stipend for each full time teacher is \$209.00. Our District recognizes full time teachers as those working 4.50 hours or greater. Teachers who work 3.75 hours to 4.49 will receive half of the full stipend amount ( $\$209.00 \times 50\% = \$104.50$ ). *This is the final allocation for the fiscal year 2009-2010.*

At the September 28, 2009, 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 (\$209.00) 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 individuals in these positions.

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, 2009.
2. Each eligible teacher will receive a check in the amount of \$209.00 or half of a stipend in the amount of \$104.50.

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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.
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 0002.
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. The funds will be allocated back to the Florida Teachers Lead Project 3180.

***Remember, each teacher on the attached list must receive a check no later than September 30, 2009.***

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, 2009

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	32	\$ 209.00	\$ 6,688.00	0	\$ 104.50	\$ -	\$ 6,688.00
Baker School	0041	80	209.00	16,720.00	0	104.50	-	16,720.00
Bob Sikes Elementary	0051	44	209.00	9,196.00	2	104.50	209.00	9,405.00
Meigs Middle School	0082	32	209.00	6,688.00	0	104.50	-	6,688.00
Shoal River Middle School	0092	44	209.00	9,196.00	1	104.50	104.50	9,300.50
Ruckel Middle School	0121	47	209.00	9,823.00	0	104.50	-	9,823.00
Destin Elementary	0131	52	209.00	10,868.00	0	104.50	-	10,868.00
Edge Elementary	0151	34	209.00	7,106.00	0	104.50	-	7,106.00
Eglin Elementary	0161	28	209.00	5,852.00	1	104.50	104.50	5,956.50
Laurel Hill School	0201	34	209.00	7,106.00	1	104.50	104.50	7,210.50
Niceville High School	0211	103	209.00	21,527.00	0	104.50	-	21,527.00
Northwood Elementary	0222	46	209.00	9,614.00	0	104.50	-	9,614.00
Silver Sands School	0241	22	209.00	4,598.00	0	104.50	-	4,598.00
Riverside Elementary	0251	41	209.00	8,569.00	0	104.50	-	8,569.00
Valparaiso Elementary	0261	32	209.00	6,688.00	0	104.50	-	6,688.00
Pryor Middle School	0271	34	209.00	7,106.00	0	104.50	-	7,106.00
Wright Elementary	0281	45	209.00	9,405.00	0	104.50	-	9,405.00
Shalimar Elementary	0431	38	209.00	7,942.00	0	104.50	-	7,942.00
Elliott Point Elementary	0541	39	209.00	8,151.00	1	104.50	104.50	8,255.50
Mary Esther Elementary	0561	39	209.00	8,151.00	0	104.50	-	8,151.00
Plew Elementary	0571	39	209.00	8,151.00	0	104.50	-	8,151.00
Choctawhatchee High	0581	89	209.00	18,601.00	0	104.50	-	18,601.00
Crestview High School	0601	100	209.00	20,900.00	0	104.50	-	20,900.00
Kenwood Elementary	0621	39	209.00	8,151.00	1	104.50	104.50	8,255.50
Florosa Elementary	0631	37	209.00	7,733.00	0	104.50	-	7,733.00
Fort Walton Beach High	0641	96	209.00	20,064.00	0	104.50	-	20,064.00
Bruner Middle School	0651	52	209.00	10,868.00	0	104.50	-	10,868.00
Lewis Middle School	0671	34	209.00	7,106.00	0	104.50	-	7,106.00
Longwood Elementary	0681	40	209.00	8,360.00	0	104.50	-	8,360.00
Okaloosa Applied Technology Center	0701	9	209.00	1,881.00	2	104.50	209.00	2,090.00
Walker Elementary	0731	49	209.00	10,241.00	0	104.50	-	10,241.00
Bluewater Elementary	0741	38	209.00	7,942.00	5	104.50	522.50	8,464.50
Antioch Elementary	0751	55	209.00	11,495.00	0	104.50	-	11,495.00
Davidson Middle School	0761	46	209.00	9,614.00	0	104.50	-	9,614.00
Destin Middle School	0771	38	209.00	7,942.00	0	104.50	-	7,942.00
Emerald Coast Career Institute South	0781	7	209.00	1,463.00	0	104.50	-	1,463.00
Emerald Coast Career Institute North	0791	2	209.00	418.00	0	104.50	-	418.00
Southside Center	0811	14	209.00	2,926.00	0	104.50	-	2,926.00
ESE - Teachers	9016	6	209.00	1,254.00	1	104.50	104.50	1,358.50
Gulf Coast Youth Academy	9810	7	209.00	1,463.00	0	104.50	-	1,463.00
Okaloosa Youth Development Center	9811	4	209.00	836.00	0	104.50	-	836.00
Okaloosa Youth Academy	9812	7	209.00	1,463.00	0	104.50	-	1,463.00
Adolescent Substance Abuse Center	9814	3	209.00	627.00	1	104.50	104.50	731.50
Okaloosa Regional Detention Center	9813	2	209.00	418.00	0	104.50	-	418.00
Milton Girls Juvenile Res. Facility	9817	5	209.00	1,045.00	0	104.50	-	1,045.00
Northwest Florida Ballet Academie	9818	6	209.00	1,254.00	0	104.50	-	1,254.00
Teaching Adjudicated Youth Facility	9819	1	209.00	209.00	0	104.50	-	209.00
		1691		\$ 353,419.00	16		\$ 1,672.00	\$ 355,091.00



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

## The 2009 Florida Statutes

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

(1) For purposes of the Florida Teachers Lead Program, the term "classroom teacher" means a certified teacher employed by a public school district or a public charter school in that district 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 serving students in prekindergarten through grade 12, who are funded through the Florida Education Finance Program. A "job-share" classroom teacher is one of two teachers whose combined full-time equivalent employment for the same teaching assignment equals one full-time classroom teacher.

(2) The Legislature, in the General Appropriations Act, shall determine funding for the Florida Teachers Lead Program. The funds appropriated are for classroom teachers to purchase, on behalf of the school district or charter school, classroom materials and supplies for the public school students assigned to them and may not be used to purchase equipment. The funds appropriated shall be used to supplement the materials and supplies otherwise available to classroom teachers. From the funds appropriated for the Florida Teachers Lead Program, 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 shall disburse the funds to the school districts by July 15.

(3) From the funds allocated to each school district for the Florida Teachers Lead Program, the district school board shall calculate an identical amount for each classroom teacher, which is that teacher's proportionate share of the total amount allocated to the district. 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 each classroom teacher with his or her total proportionate share by September 30 of each year by any means determined appropriate by the district school board or charter school board, including, but not limited to, direct deposit, check, debit card, or purchasing card, notwithstanding any law to the contrary. Expenditures under the program are not subject to state or local competitive bidding requirements. Funds received by a classroom teacher do not affect wages, hours, or terms and conditions of employment and, therefore, are not subject to collective bargaining. Any classroom teacher may decline receipt of or return the funds without explanation or cause. This subsection shall apply retroactively to July 1, 2007.

(4) Each classroom teacher must sign a statement acknowledging receipt of the funds, keep receipts for no less than 4 years to show that funds expended meet the requirements of this section, and return any unused funds to the district school board at the end of the regular school year. 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 classroom teacher returning the funds was employed when that teacher received the funds or deposited into the Florida Teachers Lead Program account of the school district in which a charter school is sponsored, as applicable.

## The 2009 Florida Statutes

### 1012.71 The Florida Teachers Lead Program.—(Continued)

(5) The statement must be signed and dated by each classroom teacher before receipt of the Florida Teachers Lead Program funds and 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 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 in which the charter school is sponsored, as applicable."

(6) For the 2009-2010 fiscal year, the Department of Education is authorized to conduct a pilot program to determine the feasibility of managing the Florida Teachers Lead Program through a centralized electronic system. The pilot program must:

- (a) Be established through a competitive procurement process;
- (b) Provide the capability for participating teachers to purchase from online sources;
- (c) Provide the capability for participating teachers to purchase from local vendors by means other than online purchasing;
- (d) Generally comply with the provisions of this section;
- (e) Be subject to annual auditing requirements to ensure accountability for funds received and disbursed; and
- (f) Provide for all unused funds to be returned to the state at the close of each fiscal year.

Any participation in this pilot program by school districts and individual teachers must be on a voluntary basis. The department may limit the number of participating districts to the number it deems feasible to adequately measure the viability of the pilot program. The department is not required to implement this pilot program if it determines that the number of school districts willing to participate is insufficient to adequately measure the viability of the pilot program.

**History.**--s. 749, ch. 2002-387; s. 1, ch. 2007-58; s. 28, ch. 2008-235; s. 37, ch. 2009-59.