



OKALOOSA COUNTY SCHOOL DISTRICT  
TECHNICAL ASSISTANCE MEMORANDUM  
FINANCE

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FINANCE TAM: 2011-014  
CONTACT: Beth Marky, Accountant  
Budgeting & Financial Services  
TELEPHONE: 833-5827

TO: School Principals  
FROM: Rita Scallan, Chief Financial Officer  
DATE: September 15, 2010  
SUBJECT: Florida Teachers Lead Program (Revised)

A handwritten signature in blue ink, reading 'Rita Scallan', positioned to the right of the 'FROM:' field.

The Florida Teachers Lead Program provides funding for certified teachers, employed on or before September 1, 2010, 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 27, 2010, 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 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 you will find your school's Florida Teachers Lead check and a list reflecting the teachers eligible to receive Florida Teachers Lead dollars as of September 1, 2010.

- Our District recognizes full-time teachers as those teachers working 4.5 hours or greater. Full-time teachers will receive a full stipend in the amount of \$202.00.
- Teachers working 3.75 hours to 4.49 hours will receive half of the full stipend amount which is \$101.00.
- Associate Teachers will receive a half stipend in the amount of \$101.00.

The following requirements must be met when disbursing the Florida Teachers Lead funds:

- If your school has an internal funds account, the attached check is made payable to your school. This check must be deposited into your school's internal funds bank account using Account 6.692.000 – "FL Lead Teacher." The bookkeeper will then process a check for each individual teacher on the attached list.
- If your school does not have an internal funds account, the attached checks are made payable to the eligible teachers.
- Each teacher is required to sign the Florida Teachers Lead Program agreement form (see attachment) when receiving his/her check. The agreement states that the teacher will keep all receipts and 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. **All checks must be received by the teachers no later than September 30, 2010.**

- If a teacher returns unused funds to the school, those funds shall be remitted to the School District with a MIS 3218 Cash Transmittal Form no later than June 15, 2011. Finance will allocate the funds to your school's School Advisory Council Project 1002.
- If there are any teachers at your school who are no longer eligible for the Florida Lead Teacher Funds, those funds shall be returned to the School District with a MIS 3218 Cash Transmittal Form no later than October 31, 2010.

For further information, we have attached a copy of the 2010 Florida Statue 1012.71 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, 2010. Please note that this is the final allocation for fiscal year 2010-2011.***

Should you have any questions or need further assistance, please contact Beth Marky, Accountant, at 833-5827.

#### Attachments

C:     Executive Staff  
       OCEA  
       Internal Bookkeepers

**School District of Okaloosa County**  
**Florida Teachers Lead Program - Project 3180**  
**Eligible Teaching Positions as of September 1, 2010**  
**Fiscal Year 2010-2011**  
**September 7, 2010**

Center Number	School	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	
0031	Edwins Elementary School	36	\$ 202.00	\$ 7,272.00	-	\$ 101.00	\$ -	\$ 7,272.00
0041	Baker School	79	202.00	15,958.00	-	101.00	-	15,958.00
0051	Bob Sikes Elementary School	47	202.00	9,494.00	-	101.00	-	9,494.00
0082	Meigs Middle School	34	202.00	6,868.00	-	101.00	-	6,868.00
0092	Shoal River Middle School	47	202.00	9,494.00	-	101.00	-	9,494.00
0121	Ruckel Middle School	46	202.00	9,292.00	-	101.00	-	9,292.00
0131	Destin Elementary School	54	202.00	10,908.00	-	101.00	-	10,908.00
0151	Edge Elementary School	36	202.00	7,272.00	-	101.00	-	7,272.00
0161	Eglin Elementary School	25	202.00	5,050.00	-	101.00	-	5,050.00
0201	Laurel Hill School	34	202.00	6,868.00	-	101.00	-	6,868.00
0211	Niceville High School	106	202.00	21,412.00	1	101.00	101.00	21,513.00
0222	Northwood Elementary School	44	202.00	8,888.00	-	101.00	-	8,888.00
0241	Silver Sands School	20	202.00	4,040.00	-	101.00	-	4,040.00
0251	Riverside Elementary School	41	202.00	8,282.00	2	101.00	202.00	8,484.00
0271	Pryor Middle School	33	202.00	6,666.00	-	101.00	-	6,666.00
0281	Wright Elementary School	44	202.00	8,888.00	-	101.00	-	8,888.00
0431	Shalimar Elementary School	38	202.00	7,676.00	1	101.00	101.00	7,777.00
0541	Elliott Pt. Elementary School	41	202.00	8,282.00	-	101.00	-	8,282.00
0561	Mary Esther Elementary School	39	202.00	7,878.00	-	101.00	-	7,878.00
0571	Plew Elementary School	42	202.00	8,484.00	-	101.00	-	8,484.00
0581	Choctawhatchee High School	89	202.00	17,978.00	-	101.00	-	17,978.00
0601	Crestview High School	95	202.00	19,190.00	-	101.00	-	19,190.00
0609	The New High School - North	-	202.00	-	-	101.00	-	-
0621	Kenwood Elementary School	41	202.00	8,282.00	1	101.00	101.00	8,383.00
0631	Florosa Elementary School	39	202.00	7,878.00	-	101.00	-	7,878.00
0641	Ft. Walton Beach High School	97	202.00	19,594.00	-	101.00	-	19,594.00
0651	Bruner Middle School	49	202.00	9,898.00	-	101.00	-	9,898.00
0671	Lewis Middle School	51	202.00	10,302.00	-	101.00	-	10,302.00
0681	Longwood Elementary School	35	202.00	7,070.00	1	101.00	101.00	7,171.00
0701	Choice High School & Technical Center	9	202.00	1,818.00	3	101.00	303.00	2,121.00
0709	The New High School - South	4	202.00	808.00	-	101.00	-	808.00
0731	Walker Elementary School	50	202.00	10,100.00	-	101.00	-	10,100.00
0741	Bluewater Elementary School	48	202.00	9,696.00	3	101.00	303.00	9,999.00
0751	Antioch Elementary School	57	202.00	11,514.00	-	101.00	-	11,514.00
0761	Davidson Middle School	47	202.00	9,494.00	-	101.00	-	9,494.00
0771	Destin Middle School	36	202.00	7,272.00	1	101.00	101.00	7,373.00
0781	Emerald Coast Career Institute South	3	202.00	606.00	-	101.00	-	606.00
0791	Emerald Coast Career Institute North	5	202.00	1,010.00	-	101.00	-	1,010.00
0801	Richbourg School	7	202.00	1,414.00	-	101.00	-	1,414.00
0811	Southside Pre-K D	10	202.00	2,020.00	-	101.00	-	2,020.00
9016	Student Intervention Services - ESE	5	202.00	1,010.00	-	101.00	-	1,010.00
9017	Curriculum, Assessment, & Instruction	-	202.00	-	1	101.00	101.00	101.00
9810	Gulf Coast Youth Academy	7	202.00	1,414.00	1	101.00	101.00	1,515.00
9811	Okaloosa Youth Development Center	4	202.00	808.00	-	101.00	-	808.00
9812	Okaloosa Youth Academy	7	202.00	1,414.00	-	101.00	-	1,414.00
9813	Okaloosa Regional Detention Center	3	202.00	606.00	-	101.00	-	606.00
9814	Adol Sub Abuse Program	3	202.00	606.00	-	101.00	-	606.00
9817	Milton Girls Juvenile Res Facility	4	202.00	808.00	-	101.00	-	808.00
9818	NWFL Ballet Academie	7	202.00	1,414.00	-	101.00	-	1,414.00
9819	Teaching Adjudicated Youth Facility	1	202.00	202.00	-	101.00	-	202.00
<b>Total</b>		1,699		\$ 343,198.00	15		\$ 1,515.00	\$ 344,713.00

**Notes:**

1. Associate Teachers will receive a half stipend.
2. Teachers at The New High School - North are included in Center 0601.



**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 2010 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.

- (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.

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