




**OKALOOSA COUNTY SCHOOL DISTRICT
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE**

FINANCE TAM: 2012-009
CONTACT: Beth Marky, Accountant
Budgeting & Financial Services
TELEPHONE: 833-5827

TO: School Principals
FROM: Rita Scallan, Chief Financial Officer 
DATE: September 16, 2011
SUBJECT: Florida Teachers Lead Program

The Florida Teachers Lead Program provides funding for certified teachers, employed on or before September 1, 2011, whose full-time job responsibility is the classroom instruction of students in prekindergarten through grade 12. It also provides funding for full time media specialists and guidance counselors who serve students in prekindergarten through grade 12.

At the September 26, 2011, 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.

The attached spreadsheet, "Eligible Teaching Positions as of September 1, 2011," indicates the number of eligible personnel at each school and the total allocation received. Our District recognizes full time teachers as those teachers working 4.50 hours or greater. These teachers will receive a stipend in the amount of \$202.00. Teachers who work 3.75 hours to 4.49 will receive a half stipend in the amount of \$101.00. *This is the final allocation for the 2011-2012 School Year.*

Also attached is a spreadsheet entitled "Florida Teachers Lead - Positions Detail." This spreadsheet lists each eligible teacher at your school along with the stipend amount that each teacher should receive. A copy of Florida Statute 1012.71 The Florida Teachers Lead Program is attached for your reference.

Schools With Internal Funds Checking Accounts:

1. The attached check made payable to your school is to be deposited into your school's Internal Funds bank account. The deposit will then be entered into the accounting software and coded to account number 6.692.000.
2. The bookkeeper will process and disburse a check to each individual teacher as shown on the "Florida Teachers Lead - Positions Detail" spreadsheet. **These checks must be disbursed no later than September 30, 2011.**

3. When accepting a check, each teacher is required to sign The Florida Teachers Lead Program agreement form (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.

Schools Without Internal Funds Checking Accounts:

1. The attached checks are made payable to each teacher at your school as shown on the "Florida Teachers Lead - Positions Detail" spreadsheet. **These checks must be disbursed no later than September 30, 2011.**
2. When accepting a check, each teacher is required to sign The Florida Teachers Lead Program agreement form (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.

Special Notes for All Schools:

- If a teacher does not spend all of his/her stipend prior to the end of fiscal year 2011-2012, the teacher must return the funds to the school as stated in The Florida Teachers Lead Program agreement form. These funds must then be remitted to the School District with a MIS 3218 Cash Transmittal Form prior to June 30, 2012. The funds will be allocated to your school's Lottery - School Advisory Council Project 2002.
- If there are any teachers at your school who are no longer eligible for the Florida Lead Teacher Funds, those dollars must be returned to the School District with a MIS 3218 Cash Transmittal Form no later than October 31, 2011. The funds will be allocated back to the Florida Teachers Lead Project 3180 reserves.

Remember, each teacher on the attached list must receive a check no later than September 30, 2011.

If you have any questions relating to the Florida Teachers Lead Program, please call 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, 2011
Fiscal Year 2011-2012

Center Number	School/Dept	Florida Teachers Lead - Full Time			Florida Teachers Lead - Half Time			Total Allocation
		Number of Teachers	Stipend Per Full Time	Full Time Allocation	Number of Teachers	Stipend Per Half Time	Half Time Allocation	
0031	Edwins Elementary School	31.00	\$ 202	\$ 6,262	1.00	\$ 101	\$ 101	\$ 6,363
0041	Baker School	77.00	202	15,554	-	101	-	15,554
0051	Bob Sikes Elementary School	49.00	202	9,898	-	101	-	9,898
0082	Meigs Middle School	31.00	202	6,262	-	101	-	6,262
0092	Shoal River Middle School	48.00	202	9,696	-	101	-	9,696
0121	Ruckel Middle School	47.00	202	9,494	-	101	-	9,494
0131	Destin Elementary School	54.00	202	10,908	-	101	-	10,908
0151	Edge Elementary School	37.00	202	7,474	-	101	-	7,474
0161	Eglin Elementary School	27.00	202	5,454	1.00	101	101	5,555
0201	Laurel Hill School	32.00	202	6,464	-	101	-	6,464
0211	Niceville High School	95.00	202	19,190	1.00	101	101	19,291
0222	Northwood Elementary School	48.00	202	9,696	-	101	-	9,696
0241	Silver Sands School	20.00	202	4,040	-	101	-	4,040
0251	Riverside Elementary School	55.00	202	11,110	-	101	-	11,110
0271	Pryor Middle School	30.00	202	6,060	-	101	-	6,060
0281	Wright Elementary School	43.00	202	8,686	-	101	-	8,686
0431	Shalimar Elementary School	38.00	202	7,676	1.00	101	101	7,777
0541	Elliott Pt. Elementary School	41.00	202	8,282	1.00	101	101	8,383
0561	Mary Esther Elementary School	40.00	202	8,080	-	101	-	8,080
0571	Plew Elementary School	44.00	202	8,888	-	101	-	8,888
0581	Choctawhatchee High School	85.00	202	17,170	-	101	-	17,170
0601	Crestview High School	87.00	202	17,574	-	101	-	17,574
0621	Kenwood Elementary School	43.00	202	8,686	-	101	-	8,686
0631	Florosa Elementary School	38.00	202	7,676	-	101	-	7,676
0641	Ft. Walton Beach High School	90.00	202	18,180	-	101	-	18,180
0651	Bruner Middle School	50.00	202	10,100	-	101	-	10,100
0671	Lewis K-8 School	47.00	202	9,494	-	101	-	9,494
0681	Longwood Elementary School	37.00	202	7,474	1.00	101	101	7,575
0701	Choice High School & Technical Center	13.40	202	2,707	-	101	-	2,707
0709	The New High School - South	6.00	202	1,212	-	101	-	1,212
0731	Walker Elementary School	45.00	202	9,090	1.00	101	101	9,191
0741	Bluewater Elementary School	49.00	202	9,898	2.00	101	202	10,100
0751	Antioch Elementary School	48.00	202	9,696	-	101	-	9,696
0761	Davidson Middle School	46.00	202	9,292	-	101	-	9,292
0771	Destin Middle School	33.00	202	6,666	-	101	-	6,666
0791	Emerald Coast Career Institute North	4.00	202	808	-	101	-	808
0801	Richbourg School	8.00	202	1,616	-	101	-	1,616
0811	Southside Pre-K D	8.00	202	1,616	-	101	-	1,616
9016	Student Intervention Services - ESE	5.00	202	1,010	-	101	-	1,010
9017	Curriculum, Assessment, & Instruction	1.00	202	202	-	101	-	202
9810	Gulf Coast Youth Academy	7.00	202	1,414	1.00	101	101	1,515
9811	Okaloosa Youth Development Center	2.00	202	404	-	101	-	404
9812	Okaloosa Youth Academy	7.00	202	1,414	-	101	-	1,414
9813	Okaloosa Regional Detention Center	2.00	202	404	-	101	-	404
9814	Adol Sub Abuse Program	1.00	202	202	-	101	-	202
9817	Milton Girls Juvenile Res Facility	4.00	202	808	-	101	-	808
9818	NWFL Ballet Academie	7.00	202	1,414	-	101	-	1,414
9819	Teaching Adjudicated Youth Facility	1.00	202	202	-	101	-	202
Total		1,661.40		\$ 335,603	10.00		\$ 1,010	\$ 336,613

Notes:

- Teachers at Center 0609 - North High School are included in Center 0601 - Crestview High School.
- Seven positions at Center 0701 - Choice HS & Technical Center teach K-12 and adult students. The individuals in these positions will receive Teachers Lead funds based on the percentage of their jobs applicable to K-12 students. Upon Board approval, they will receive a material and supply stipend based on the percentage of their jobs applicable to Adult Education.
- Full Time = 4.50 Hours or Greater; Half Time = 3.75 Hours to 4.49 Hours



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

Date: _____

"I, _____, am employed by Okaloosa County District School Board as a full-time classroom teacher. I acknowledge that the Florida Teachers Lead 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 for no less than 4 years. 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 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: _____

Excerpt from The 2011 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.

Excerpt from The 2010 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.