



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

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FINANCE TAM: 2013-008  
CONTACT: Beth Marky, Accountant  
Budgeting & Financial Services  
TELEPHONE: 833-5827

TO: School Principals  
FROM: Rita Scallan, Chief Financial Officer  
DATE: September 19, 2012  
SUBJECT: Florida Teachers Lead Program

A handwritten signature in blue ink, reading "Rita Scallan".

The Florida Teachers Lead Program provides funding for certified teachers, employed on or before September 1, 2012, 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 24, 2012, 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, 2012," 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 \$193.00. Teachers who work 3.75 hours to 4.49 will receive a half stipend in the amount of \$96.50. *This is the final allocation for the 2012-2013 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, 2012.**

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, 2012.**
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 2012-2013, 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, 2013. The funds will be allocated to your school’s Lottery – School Advisory Council Project 3002.
- 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, 2012. 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, 2012.***

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



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