



## Florida Teachers Lead Program Stipend Procedures

### **New for 2018**

Nassau County Schools is excited to announce that we are partnering with Office Depot to bring you a new and easy-to-use way to purchase your supplies using your Florida Teachers Lead Program Stipend money. The **Office Depot Program** offers tax free purchases from July 1, 2017 to March 31, 2018; free delivery to your school; deeply discounted pricing; **no need to keep receipts** (receipts are captured electronically by Office Depot); and convenient, easy online ordering.

- Utilizing this program does not guarantee your eligibility for the stipend. Eligibility will be determined by the end of September using the criteria stated in Florida Statute 1012.71.
- Since the amount that each eligible teacher will receive has not yet been determined, we are establishing a spending threshold of \$250 to allow for summer purchases. Purchases in EXCESS of the final determined amount will NOT be reimbursed. The final amount will be determined by the end of September.
- Basically, this program allows teachers to purchase tax-free, discounted, classroom supplies up to \$250 and receive a stipend (amount to be determined) at the end of September (requires completing the Florida Teachers Lead Program Stipend agreement).
- Allows for an additional month of purchasing (March 1<sup>st</sup> -31<sup>st</sup>). Teachers choosing to not to use the Office Depot program will be required to submit receipts to the school's designee by March 1, 2018, to allow processing time for the designee.
- Under this option, all supplies must be delivered to the school. When placing orders during the summer, schedule the delivery date for August, when you will be at school to receive the shipment. This will help alleviate any confusion.
- An account will be established for your Florida Teachers Lead Program Stipend money (separate from your school's regular account). The account number will be established and provided to you once you have consented.
- All purchases, under this option, must be made by March 31, 2018. Any unspent funds (difference between the stipend received and the receipts attached to your Office Depot account) will be collected, via payroll deduction.

### **Eligibility**

Pursuant to Section 1012.71, Florida Statutes, a "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 certified school counselors serving students in prekindergarten through grade 12, who are funded through the Florida Education Finance Program.

## **Principals**

For teachers not using the Office Depot program, designate a school employee to collect Florida Teachers Lead Program Stipend Documentation of Expenditures forms and receipts and place them into the GREEN ENVELOPE for ALL eligible expenditures, and forward to Finance.

- Notify teachers that, if they are not using the Office Depot program, failure to provide the Florida Teachers Lead Program Stipend Documentation of Expenditures form and receipts for ALL eligible expenditures by the deadline that it will result in the collection, via payroll deduction, of the amount that was paid but not supported by receipts. Supply supporting documentation of this notification to John Wilson.
- A list of teachers that **have not used** the Office Depot Program will be provided to you by January 15, 2018. By February 1, 2018, remind teachers of the February 28, 2018, deadline. Remind these teachers that the amount not substantiated by receipts by **March 1, 2018** will be collected, via payroll deduction.
- A list of teachers that **are using** the Office Depot Program that have not spent the full amount of the allocation will be provided to you. By **February 16, 2018**, contact each teacher on the list and remind them that the amount not spent by **March 31, 2018** will be collected, via payroll deduction.

## **Teachers**

- Section 1012.71, Florida Statutes, requires that the Florida Teachers Lead Program Stipend agreement must be signed prior to receiving Teachers Lead funds.
- What are the terms you are consenting to on the Florida Teachers Classroom Supply Assistance Program Agreement?
  - You acknowledge that Florida Teachers Classroom Supply Assistance 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 you.
  - In accepting custody of these funds, you agree to either
    - To use the Office Depot Program and make purchases from their website or
    - Not to use the Office Depot Program and submit legible copies of receipts for all eligible expenditures to your school's designee by **March 1, 2018**.
  - If you decide to use the Office Depot Program, you understand that purchases must be made by **March 31, 2018**. Any unspent funds (difference between the stipend received and the receipts attached to your Office Depot account) will be collected, via payroll deduction. These funds will be allocated to the school advisory council account of the school at which you were employed when you received the funds.
  - If you decide not to use the Office Depot Program, you understand that if you do not submit legible copies of the receipts for all eligible expenditures, funds will be collected via payroll deduction for any unsubstantiated receipts. These funds will be allocated to the school advisory council account of the school at which you were employed when you received the funds.
  - You are authorizing the District to process a payroll deduction for any amount that is not substantiated by a receipt or an expenditure from your Office Depot account.

- The 2018 Florida Teachers Lead Program Stipend Agreement is accessible through our district's website.
- Eligibility for the Teacher Lead stipend will be determined by the criteria stated in the statute.
- The amount that each eligible teacher will receive has not yet been determined. A proportionate amount will be calculated for each eligible teacher, which is that teacher's share of the total amount allocated to the district.
- Funds will be distributed **September 30, 2017** for those that completed the agreement by **September 22, 2017**.
- If a teacher is on leave of absence, but will be returning to the classroom during the school year, the teacher is eligible for the funds.
- For teachers that choose to use the Office Depot Program:
  - All purchases must be made by **March 31, 2018**.
  - Any unspent funds (difference between the stipend that was paid to you and the receipts attached to your Office Depot account) will be collected, via payroll deduction.
  - Funds spent in **EXCESS** of the stipend that was paid to you will **NOT** be reimbursed.
  - Funds collected via payroll deduction for unsubstantiated receipts will be allocated to the school advisory council account of the school at which the classroom teacher was employed when that teacher received the funds.
- For teachers that choose not to use the Office Depot Program:
  - A Florida Teachers Lead Program Stipend Documentation of Expenditures form must be obtained from the District's Finance website. Save this form on your computer for future use.
  - Since the form automatically calculates the total, the form should not be "hand-written".
  - Once you have receipts substantiating the total amount received in Florida Teachers Lead Program Stipend funds, do the following:
    - Complete the Florida Teachers Lead Program Stipend Documentation of Expenditures and print the form.
    - Sign and date the form, acknowledging that the funds were spent for the sole purpose of purchasing classroom material and supplies to be used in the instruction of students assigned to you. Also, you understand that **the portion of the amount that was paid to you, but not supported by receipts, will be collected via payroll deduction.**
    - Attach legible, **original** receipts, highlighting the applicable charge(s) on receipts that include charges that do not pertain to the Florida Teachers Classroom Supply Assistance Program. Make sure to retain copies for your records
    - Retain a copy of the Florida Teachers Classroom Supply Assistance Program Documentation of Expenditures form as well as the original receipts for your records for 5 years.
    - Submit all documentation to the school's designee by **March 1, 2018**.
  - Do not submit receipts or the form for individual purchases. Please compile the receipts for ALL eligible expenditures and submit ONE (1) form to the school's designee by **March 1, 2018**.
  - Receipts must be dated between July 1, 2017 and March 1, 2018.
  - Failure to provide the Florida Teachers Lead Program Stipend Documentation of Expenditures form and receipts for ALL eligible expenditures by the deadline will result

in the collection, via payroll deduction, of the amount that was paid but not supported by receipts.

- The portion of the amount that was paid to you, but not supported by receipts, will be collected via payroll deduction.
- Funds spent in EXCESS of the amount paid to the employee will NOT be reimbursed.
- Funds collected via payroll deduction for unsubstantiated receipts will be allocated to the school advisory council account of the school at which the classroom teacher was employed when that teacher received the funds.

- **Suggested Purchases:**

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|-----------------------------------|--------------------------------|
| ● Arts & crafts materials         | ● Protective smocks, aprons    |
| ● Charts, maps, globes, posters   | ● Math manipulatives           |
| ● DVD/CD disks for students' use  | ● Copy Paper, books, etc.      |
| ● Flash cards                     | ● Pencils, pens, markers, etc. |
| ● Game balls & supplies for PE    |                                |
| ● Inexpensive musical instruments |                                |

- **Purchases NOT Allowable:**

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|------------------------------------|--|
| ● Clothing                         | ● Personal items                           |
| ● Electronics                      | ● Printers                                 |
| ● Equipment (item cost over \$100) | ● Services                                 |
| ● Food                             | ● Software licenses (considered equipment) |
| ● Alcohol                          | ● Gift Cards                               |
| ● Tobacco                          | ● Tylenol or other medications             |
| ● Personal Grocery Shopping        | ● Cleaning Supplies                        |
| ● Gas Receipts                     | ● Yearbooks                                |
| ● Furniture                        | ● Hospitality Committee Purchases          |
|                                    | ● Hotel/Dinner/Tolls for Trainings         |