MEMORANDUM

TO: School District Finance Officers

FROM: Suzanne Pridgeon

DATE: November 18, 2022

SUBJECT: Preliminary Expenditure Report for the 2022-23 Teacher Salary Increase Allocation

In accordance with section 1011.62(14), Florida Statutes, each school district and charter school is required to submit to the Florida Department of Education (department) a salary schedule and preliminary report on the expenditure of Teacher Salary Increase Allocation (TSIA) funds by December 1, 2022. Attached to this memorandum are templates for salary schedules and TSIA expenditure reports for school districts and charter schools, which should not be altered. Please complete the appropriate template and submit it through the 2022-23 TSIA Preliminary Expenditure Report Submission Survey no later than December 1, 2022, so that the department can submit a statewide preliminary report on the planned TSIA expenditures to the governor and the Florida Legislature by February 1, 2023.

Each template includes instructions on how to complete its associated reports and will generate an error list prior to report submission. Please do not submit a report if item E5 on the TSIA Preliminary Expenditure Report template indicates that the report is not ready to be submitted. Charter schools should submit their completed TSIA preliminary expenditure report and salary schedule to their sponsoring school district. Districts are responsible for including all charter school reports and salary schedules in their submissions.

If a district or charter school has not yet submitted a board-approved TSIA Salary Distribution Plan by the Preliminary Expenditure Report deadline (December 1, 2021), the TSIA Preliminary Expenditure Report Submission Link should be used to upload a document specifying the district or charter school's current status and an updated timeline for submitting a board-approved TSIA Salary Distribution Plan. A Preliminary Expenditure Report must be submitted immediately after a board-approved TSIA Salary Distribution Plan has been submitted and TSIA growth funds are distributed. Charter schools should coordinate this submission with their sponsoring school district.
Additional resources and information about the TSIA is located on the department’s Teacher Salary Increase Allocation webpage. If you have questions about how to complete the survey, please contact Jeff Rockwell at Jeffrey.Rockwell@fldoe.org or 850-245-0405. If you have questions about how to submit reports through the online system, please contact Madison Wyant at Madison.Wyant@fldoe.org.

SP/jb

Attachments

cc: District Charter School Contacts
    Mark Eggers, Division of Finance and Operations
    Josh Bemis, Office of Funding and Financial Reporting
    Jeff Rockwell, Office of Funding and Financial Reporting
    Vicki Pineda, Office of K-12 School Choice
    Virginia Whitaker, Bureau of Educator Recruitment, Development, and Retention
    Madison Wyant, Bureau of Educator Recruitment, Development, and Retention