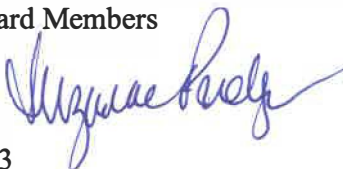




Ben Gibson, *Chair*
Ryan Petty, *Vice Chair*
Members
Monesia Brown
Esther Byrd
Grazie Pozo Christie
Kelly Garcia
MaryLynn Magar

MEMORANDUM

TO: District School Superintendents
District School Board Members

FROM: Suzanne Pridgeon 

DATE: September 11, 2023

SUBJECT: 2023-24 Salary Increase Allocation Compliance

Pursuant to [section 1011.62\(14\), Florida Statutes](#), each district is required to submit a plan approved by the district school board for the distribution of the 2023-24 Classroom Teacher and Other Instructional Personnel Salary Increase Allocation (Salary Increase Allocation) funds to the Florida Department of Education by October 1, 2023.

As stated in my June 7, 2023, memo, it is imperative that superintendents and school board members be fully engaged in the salary negotiation process and distribute these funds to teachers in a timely manner. Your diligence in expediting salary negotiations is critical. Failure to submit a school board-approved plan by October 1, 2023, may result in a request for the superintendent and school board chair to attend a State Board of Education meeting to explain the delay.

Additional information regarding the Salary Increase Allocation maybe found on the department's [website](#). If you have questions on program reporting requirements, please email Virginia Whitaker at Virginia.Whitaker@fldoe.org. Questions regarding funding should be addressed to Josh Bemis at Josh.Bemis@fldoe.org.

Thank you for your leadership on this high priority issue and for your service to Florida's public school students.

SP/jb

cc: District Finance Officers
District Charter School Contacts
Paul Burns, Chancellor, Division of Public Schools
Mark Eggers, Assistant Deputy Commissioner, Division of Finance and Operations
Li Liu, Bureau Chief, School Business Services
Josh Bemis, Educational Policy Director, Office of Funding and Financial Reporting
Virginia Whitaker, Senior Educational Program Director, Educator Recruitment, Development and Retention

Suzanne Pridgeon
Deputy Commissioner, Finance and Operations