



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

---

FINANCE TAM: 2020-004

CONTACT: Julie Perry, Director  
Budgeting & Financial Services

TELEPHONE: 833-5850

TO: School Principals

FROM: Rita R. Scallan, Chief Financial Officer

DATE: August 13, 2019

SUBJECT: Professional Development Allocation – Project 7016

For fiscal year 2019-2020, the District will continue to fund half-day substitutes to enable teachers to attend professional development trainings.

Each school's allocation is based on the following components:

1. Central Message Professional Development

Each school has been appropriated funding equivalent to three (3.00) half-day substitutes per teacher. This professional development time must be used for Central Message Professional Development, with the exception of elective teachers. Elective teachers will have their own professional development on these half days.

2. School Release Days

In addition, each school has been appropriated a number of school release days to be used at the Principal's discretion. These days may be used as whole or partial days. The School Release Days should be driven by your School Performance Plan. The days are not intended for school-wide professional development, rather, the days should be used for differentiated teacher needs.

The attached spreadsheet indicates how the allocations were calculated, including the number of teachers, total number of half-day subs allocated, number of school release days allocated, and the total allocation for the project. The funding has been appropriated to Professional Development – Project 7016 (1010.6400.0750/0220.Center.7016).

In order to use the funding allocated through this project, the substitute funding must be overridden by entering 1010.6400.0750.Center.7016. Funds in this project may only be used to fund substitutes for the Central Message Professional Development and for the School Release Days allocated on the attached spreadsheet.

Please remember that if a school chooses to send any teacher to training that exceeds the 3.00 half-day allocation, the additional training may be funded in one of the following ways:

1. Schools may use a portion of their School Release Days to fund the additional training.

- a. Example: A teacher attends 2.00 full day professional development sessions. The school received funding in Project 7016 for 3.00 half-days which equates to 1.50 full days. The funding for the second day would still be

1010.6400.0750.Center.7016. The school would need to make sure and deduct this extra 0.50 day from its School Release Days allocation.

2. Schools may use Discretionary funding to pay for the additional training. When using this option, the substitute funding override for the additional training would be 1010.6400.0750.Center. Schools are responsible for funding all substitutes paid through Function 6400 – Instructional Staff Training Services in their Discretionary funds. The regular temporary/substitute funding allocation may not be used.
  - a. Example: A teacher attends 2.00 full day professional development sessions. The school received funding in Project 7016 for 3.00 half-days which equates to 1.50 full days. The funding for the second day would be 50% 1010.6400.0750.Center.7016 and 50% 1010.6400.0750.Center.

If a school uses all of its allotted School Release Days as shown on the attached spreadsheet, the Principal may request additional professional development days by completing the attached form entitled "Request for Additional School Release Days." The form may be completed using Word. Please scan and e-mail the signed form to Martha Adams, Administrative Assistant II, Curriculum ([AdamsMa@okaloosaschools.com](mailto:AdamsMa@okaloosaschools.com)).

It is extremely important that each school develop a way to track the use of the Central Message Professional Development days per teacher and the additional allotted School Release Days. Attached you will find two Excel workbooks that may be used by your school:

1. District Professional Development Model Sub Worksheet

There are two tabs in the workbook. The first tab is the School Form. In order to use the form, enter the school name and the number of half days allocated to your school. We recommend entering each teacher's name on the spreadsheet initially. When a teacher uses a half day substitute for Central Message Professional Development, enter the date in either column #1, #2, or #3. This will enable you to see how many days each teacher has used. In addition, the days used will be automatically deducted at the top of the worksheet so that the school may see how many half days remain. The second tab is a Sample.

2. School Release Day – PD Worksheet

There are two tabs in the workbook. The first tab is the School Form. In order to use the form, enter the school name and the number of School Release Days allocated to your school. When a teacher uses a substitute, enter the date, teacher name, title, substitute name, and number of hours paid. The number of days used will be automatically calculated and deducted at the top of the worksheet so that the school may see how many days remain. The second tab is a Sample.

Should you have any questions or need additional information regarding professional development, please contact the following individuals based on subject area:

1. Budget Issues – Julie Perry at 833-5850
2. Appropriate Use of PD Funds – Jeff Palmer at 833-4208
3. Requests for Additional School Release Days – Martha Adams at 833-5888

Attachments:

- Allocation Spreadsheet
- Request for Additional School Release Days (Word document)
- District PD Model Sub Worksheet (Excel workbook)
- School Release Day – PD Worksheet (Excel workbook)

cc: Executive Staff  
School Budget Bookkeepers

School District of Okaloosa County  
Professional Development Allocation - Project 7016  
Fiscal Year 2019-2020  
August 12, 2019

Center	School Name	Central Message Professional Development					School Release Days			Total Professional Development Allocation
		No. of Teachers	No. of Half Day Subs Per Teacher	Total No. of Half Day Subs Allocated	Sub Cost Per Half Day	Total Cost	Number of School Release Days Allocated	Sub Cost Per Day	Total School Release Day Allocation	
(A x B)					(C x D)		(F x G)		(E + H)	
0031	Edwins Elementary School	32.00	3.00	96.00	\$ 50	\$ 4,800	20.00	\$ 100	\$ 2,000	\$ 6,800
0041	Baker School	83.00	3.00	249.00	\$ 50	12,450	20.00	\$ 100	2,000	14,450
0051	Bob Sikes Elementary School	50.00	3.00	150.00	\$ 50	7,500	20.00	\$ 100	2,000	9,500
0082	Meigs Middle School	33.00	3.00	99.00	\$ 50	4,950	20.00	\$ 100	2,000	6,950
0092	Shoal River Middle School	44.00	3.00	132.00	\$ 50	6,600	20.00	\$ 100	2,000	8,600
0121	Ruckel Middle School	58.00	3.00	174.00	\$ 50	8,700	20.00	\$ 100	2,000	10,700
0131	Destin Elementary School	57.00	3.00	171.00	\$ 50	8,550	20.00	\$ 100	2,000	10,550
0151	Edge Elementary School	35.00	3.00	105.00	\$ 50	5,250	20.00	\$ 100	2,000	7,250
0161	Eglin Elementary School	33.00	3.00	99.00	\$ 50	4,950	20.00	\$ 100	2,000	6,950
0201	Laurel Hill School	31.00	3.00	93.00	\$ 50	4,650	20.00	\$ 100	2,000	6,650
0211	Niceville High School	90.00	3.00	270.00	\$ 50	13,500	20.00	\$ 100	2,000	15,500
0222	Northwood Elementary School	49.00	3.00	147.00	\$ 50	7,350	20.00	\$ 100	2,000	9,350
0241	Silver Sands School	17.00	3.00	51.00	\$ 50	2,550	10.00	\$ 100	1,000	3,550
0251	Riverside Elementary School	53.00	3.00	159.00	\$ 50	7,950	20.00	\$ 100	2,000	9,950
0271	Pryor Middle School	39.00	3.00	117.00	\$ 50	5,850	20.00	\$ 100	2,000	7,850
0281	Wright Elementary School	42.00	3.00	126.00	\$ 50	6,300	20.00	\$ 100	2,000	8,300
0431	Shalimar Elementary School	40.00	3.00	120.00	\$ 50	6,000	20.00	\$ 100	2,000	8,000
0541	Elliott Point Elementary School	39.00	3.00	117.00	\$ 50	5,850	20.00	\$ 100	2,000	7,850
0561	Mary Esther Elementary School	34.00	3.00	102.00	\$ 50	5,100	20.00	\$ 100	2,000	7,100
0571	Plew Elementary School	45.00	3.00	135.00	\$ 50	6,750	20.00	\$ 100	2,000	8,750
0581	Choctaw High School	78.00	3.00	234.00	\$ 50	11,700	20.00	\$ 100	2,000	13,700
0601	Crestview High School	95.00	3.00	285.00	\$ 50	14,250	20.00	\$ 100	2,000	16,250
0621	Kenwood Elementary School	41.00	3.00	123.00	\$ 50	6,150	20.00	\$ 100	2,000	8,150
0631	Florosa Elementary School	37.00	3.00	111.00	\$ 50	5,550	20.00	\$ 100	2,000	7,550
0641	Fort Walton Beach High School	85.00	3.00	255.00	\$ 50	12,750	20.00	\$ 100	2,000	14,750
0651	Bruner Middle School	43.00	3.00	129.00	\$ 50	6,450	20.00	\$ 100	2,000	8,450
0671	Lewis School	49.00	3.00	147.00	\$ 50	7,350	20.00	\$ 100	2,000	9,350
0681	Longwood Elementary School	40.00	3.00	120.00	\$ 50	6,000	20.00	\$ 100	2,000	8,000
0701	OTC & CHOICE High School	27.00	3.00	81.00	\$ 50	4,050	10.00	\$ 100	1,000	5,050
0721	Okaloosa STEMM Academy	20.00	3.00	60.00	\$ 50	3,000	10.00	\$ 100	1,000	4,000
0731	Walker Elementary School	52.00	3.00	156.00	\$ 50	7,800	20.00	\$ 100	2,000	9,800
0741	Bluewater Elementary School	58.00	3.00	174.00	\$ 50	8,700	20.00	\$ 100	2,000	10,700
0751	Antioch Elementary School	54.00	3.00	162.00	\$ 50	8,100	20.00	\$ 100	2,000	10,100
0761	Davidson Middle School	55.00	3.00	165.00	\$ 50	8,250	20.00	\$ 100	2,000	10,250
0771	Destin Middle School	38.00	3.00	114.00	\$ 50	5,700	20.00	\$ 100	2,000	7,700
0801	Richbourg School	10.00	3.00	30.00	\$ 50	1,500	5.00	\$ 100	500	2,000
0811	Southside Primary School	23.00	3.00	69.00	\$ 50	3,450	10.00	\$ 100	1,000	4,450
9818	NWFL Ballet Academie	8.00	3.00	24.00	\$ 50	1,200	10.00	\$ 100	1,000	2,200
Total		1,717.00		5,151.00		\$ 257,550	695.00		\$ 69,500	\$ 327,050

# Curriculum and Instruction



2019-2020

## Request for Additional School Release Days

School Name: \_\_\_\_\_

Purpose of the request: (How will the school utilize teacher development related to the school's SPP Focus to increase student achievement?)

--

Date(s) for activity(ies):

Time(s) for activity(ies):

--	--

Number of teachers involved in release time activity: \_\_\_\_\_

Total Number of substitutes required: \_\_\_\_\_

- How many 1/2 day subs: \_\_\_\_\_

- How many full day subs: \_\_\_\_\_

Total financial support requested (each sub = \$100/day): \_\_\_\_\_

\_\_\_\_\_  
Administrator Signature

Curriculum Office Use Only:

Request Approved: ☐ YES ☐ NO

\_\_\_\_\_  
District Administrator Signature

**School District of Okaloosa County  
District Professional Development Model  
THREE (3) Half-Days Per Teacher  
Fiscal Year 2019-2020**

**School Name:**

Number of HALF Days Allocated to School:

**Total Number of HALF Days Used to Date:**

**Number of HALF Days Remaining.:**

	0.00
	0.00

[illegible]

**School District of Okaloosa County  
School Optional Professional Development  
School Release Days Allocation  
Fiscal Year 2019-2020**

School Name: \_\_\_\_\_

Number of Days Allocated to School:

**Total Number of Days Used to Date:**

**Number of Days Remaining.:**

0.00

0.00

[illegible]