



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

FINANCE TAM: 2023-003

CONTACT: Jason Lulue
Budget Analyst

TELEPHONE: 833-5828

TO: School Principals
FROM: Julie Perry, Chief Financial Officer
DATE: July 27, 2022
SUBJECT: Professional Development Allocation

A handwritten signature in blue ink that reads "Julie A. Perry".

For fiscal year 2022-2023, the District is providing professional development funding through two sources – Project 2454 – ESSER II – Other and Project 7016 – Professional Development. Each school's allocation is based on the following components:

1. Central Message Professional Development – Project 2454 – ESSER II - Other
Each school has been appropriated funding equivalent to three (3.00) full day substitutes per teacher. These substitutes may be used as whole or partial days. 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 days.
2. School Release Days – Project 7016 – Professional Development
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 sub days allocated, number of school release days allocated, and the total allocation for each project. The funding for Central Message Professional Development has been appropriated to Project 2454 – ESSER II – Other (4430.6400.0750/0220.Center.2454) and the funding for School Release Days has been appropriated to Project 7016 – Professional Development (1010.6400.0750/0220.Center.7016).

In order to use the funding allocated through these projects, the substitute funding must be overridden by entering the appropriate line as shown above. 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 their allocation, the additional training must be funded through the school's Discretionary budget by overriding the substitute funding to 1010.6400.0750.Center. Schools are responsible for funding all substitutes paid through this function. The regular temporary/substitute funding allocation may not be used.

It is extremely important that each school 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 Sub Worksheet – District Model (3 Days Per Teacher)
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 days allocated to your school. We recommend entering each teacher's name on the spreadsheet initially. When a teacher uses a substitute for a day or a portion thereof for Central Message Professional Development, enter the date and the number of hours paid to the sub. 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 days remain. The second tab is a Sample.
2. District Professional Development Sub Worksheet – School Release Days
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, and number of hours paid to the sub. 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 – Jason Lulue at 833-5828
2. Appropriate Use of PD Funds – Jeff Palmer at 833-4208

Attachments:

- Allocation Spreadsheet
- District Sub Worksheets (Excel workbooks)

cc: Senior Staff
School Budget Bookkeepers

School District of Okaloosa County
Professional Development Allocation
Fiscal Year 2022-2023
July 22, 2022

Center	School Name	A	B	C	D	E	F	G	H	I	J	K	L
		Central Message Professional Development - Project 2454								School Release Days - Project 7016			Total Professional Development Allocation
		No. of Classroom Teacher Allocations	No. of SLD/Resource Teacher Allocations	No. of Self-Contained ESE Teacher Allocations	Total No. of Teacher Allocations	No. of Sub Days Per Teacher	Total No. of Sub Days Allocated	Sub Cost Per Day	Total Cost	Number of School Release Days Allocated	Sub Cost Per Day	Total School Release Day Allocation	
					(SUM:A:C)		(D x E)		(F x G)			(F x G)	(E + H)
0031	Edwins Elementary School	20.00	1.00	6.00	27.00	3.00	81.00	\$ 115	\$ 9,315	20.00	\$ 115	\$ 2,300	\$ 11,615
0041	Baker School	75.00	4.00	4.00	83.00	3.00	249.00	\$ 115	\$ 28,635	20.00	\$ 115	\$ 2,300	\$ 30,935
0051	Bob Sikes Elementary School	40.00	2.00	1.00	43.00	3.00	129.00	\$ 115	\$ 14,835	20.00	\$ 115	\$ 2,300	\$ 17,135
0082	Meigs Middle School	27.80	2.00	4.00	33.80	3.00	101.00	\$ 115	\$ 11,615	20.00	\$ 115	\$ 2,300	\$ 13,915
0092	Shoal River Middle School	41.60	4.00	2.00	47.60	3.00	143.00	\$ 115	\$ 16,445	20.00	\$ 115	\$ 2,300	\$ 18,745
0121	Ruckel Middle School	53.00	2.00	2.00	57.00	3.00	171.00	\$ 115	\$ 19,665	20.00	\$ 115	\$ 2,300	\$ 21,965
0131	Destin Elementary School	50.00	2.00	4.00	56.00	3.00	168.00	\$ 115	\$ 19,320	20.00	\$ 115	\$ 2,300	\$ 21,620
0151	Edge Elementary School	29.00	1.50	-	30.50	3.00	92.00	\$ 115	\$ 10,580	20.00	\$ 115	\$ 2,300	\$ 12,880
0161	Eglin Elementary School	27.00	1.00	-	28.00	3.00	84.00	\$ 115	\$ 9,660	20.00	\$ 115	\$ 2,300	\$ 11,960
0201	Laurel Hill School	26.00	2.00	1.00	29.00	3.00	87.00	\$ 115	\$ 10,005	20.00	\$ 115	\$ 2,300	\$ 12,305
0211	Niceville High School	88.00	3.00	1.00	92.00	3.00	276.00	\$ 115	\$ 31,740	20.00	\$ 115	\$ 2,300	\$ 34,040
0222	Northwood Elementary School	36.00	2.00	7.00	45.00	3.00	135.00	\$ 115	\$ 15,525	20.00	\$ 115	\$ 2,300	\$ 17,825
0241	Silver Sands School	-	1.00	19.00	20.00	3.00	60.00	\$ 115	\$ 6,900	10.00	\$ 115	\$ 1,150	\$ 8,050
0251	Riverside Elementary School	49.00	3.00	2.00	54.00	3.00	162.00	\$ 115	\$ 18,630	20.00	\$ 115	\$ 2,300	\$ 20,930
0271	Pryor Middle School	36.00	3.00	3.00	42.00	3.00	126.00	\$ 115	\$ 14,490	20.00	\$ 115	\$ 2,300	\$ 16,790
0281	Wright Elementary School	31.00	1.00	2.00	34.00	3.00	102.00	\$ 115	\$ 11,730	20.00	\$ 115	\$ 2,300	\$ 14,030
0431	Shalimar Elementary School	28.00	1.00	4.00	33.00	3.00	99.00	\$ 115	\$ 11,385	20.00	\$ 115	\$ 2,300	\$ 13,685
0541	Elliott Point Elementary School	28.00	1.50	5.00	34.50	3.00	104.00	\$ 115	\$ 11,960	20.00	\$ 115	\$ 2,300	\$ 14,260
0561	Mary Esther Elementary School	24.00	1.50	2.00	27.50	3.00	83.00	\$ 115	\$ 9,545	20.00	\$ 115	\$ 2,300	\$ 11,845
0571	Plew Elementary School	42.00	2.00	-	44.00	3.00	132.00	\$ 115	\$ 15,180	20.00	\$ 115	\$ 2,300	\$ 17,480
0581	Choctaw High School	76.00	3.00	2.00	81.00	3.00	243.00	\$ 115	\$ 27,945	20.00	\$ 115	\$ 2,300	\$ 30,245
0601	Crestview High School	99.00	5.00	4.00	108.00	3.00	324.00	\$ 115	\$ 37,260	20.00	\$ 115	\$ 2,300	\$ 39,560
0621	Kenwood Elementary School	25.00	1.00	10.00	36.00	3.00	108.00	\$ 115	\$ 12,420	20.00	\$ 115	\$ 2,300	\$ 14,720
0631	Florosa Elementary School	28.00	1.00	3.00	32.00	3.00	96.00	\$ 115	\$ 11,040	20.00	\$ 115	\$ 2,300	\$ 13,340
0641	Fort Walton Beach High School	77.00	3.00	3.00	83.00	3.00	249.00	\$ 115	\$ 28,635	20.00	\$ 115	\$ 2,300	\$ 30,935
0651	Bruner Middle School	38.80	3.00	3.00	44.80	3.00	134.00	\$ 115	\$ 15,410	20.00	\$ 115	\$ 2,300	\$ 17,710
0671	Lewis School	33.00	2.00	11.00	46.00	3.00	138.00	\$ 115	\$ 15,870	20.00	\$ 115	\$ 2,300	\$ 18,170
0681	Longwood Elementary School	28.00	0.50	4.00	32.50	3.00	98.00	\$ 115	\$ 11,270	20.00	\$ 115	\$ 2,300	\$ 13,570
0701	Okaloosa Technical Center	3.00	-	1.00	4.00	3.00	12.00	\$ 115	\$ 1,380	10.00	\$ 115	\$ 1,150	\$ 2,530
0721	Okaloosa STEMM Academy	15.00	-	5.00	20.00	3.00	60.00	\$ 115	\$ 6,900	10.00	\$ 115	\$ 1,150	\$ 8,050
0731	Walker Elementary School	41.00	2.00	6.00	49.00	3.00	147.00	\$ 115	\$ 16,905	20.00	\$ 115	\$ 2,300	\$ 19,205
0741	Bluewater Elementary School	50.00	2.00	-	52.00	3.00	156.00	\$ 115	\$ 17,940	20.00	\$ 115	\$ 2,300	\$ 20,240
0751	Antioch Elementary School	45.00	2.00	8.00	55.00	3.00	165.00	\$ 115	\$ 18,975	20.00	\$ 115	\$ 2,300	\$ 21,275
0761	Davidson Middle School	47.00	3.00	6.00	56.00	3.00	168.00	\$ 115	\$ 19,320	20.00	\$ 115	\$ 2,300	\$ 21,620
0771	Destin Middle School	41.20	2.00	-	43.20	3.00	130.00	\$ 115	\$ 14,950	20.00	\$ 115	\$ 2,300	\$ 17,250
0801	Richbourg School	-	1.00	14.00	15.00	3.00	45.00	\$ 115	\$ 5,175	10.00	\$ 115	\$ 1,150	\$ 6,325
0811	Southside Primary School	6.00	-	17.00	23.00	3.00	69.00	\$ 115	\$ 7,935	10.00	\$ 115	\$ 1,150	\$ 9,085
9818	NWFL Ballet Academie	7.40	-	-	7.40	3.00	22.00	\$ 115	\$ 2,530	10.00	\$ 115	\$ 1,150	\$ 3,680
Total		1,411.80	71.00	166.00	1,648.80		4,948.00		\$ 569,020	700.00		\$ 80,500	\$ 649,520

Note:

Central Message Professional Development will be funded through Project 2454 - ESSER II - Other, and School Release Days will be funded through Project 7016 - Professional Development.

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School District of Okaloosa County
District Professional Development Sub Worksheet
School Release Days
Project 7016 - Professional Development
Fiscal Year 2022-2023

School Name: _____

Funding: 1010.6400.0750.Center.7016

Number of Days Allocated to School:

Total Number of Days Used to Date:

Number of Days Remaining.:

	0.00
	0.00

[illegible]