



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

FINANCE TAM: 2024-005
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Budget Analyst
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TO: School Principals
FROM: Julie Perry, Chief Financial Officer *Julie A. Perry*
DATE: August 22, 2023 – Revised November 6, 2023
SUBJECT: Professional Learning Allocation

For fiscal year 2023-2024, the District is providing professional learning funding through two sources – Project 2083 – GF and Project 7016 – Professional Development. **It is extremely important that you stay within your budget. You will be responsible for any excess expenditures.**

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

1. Central Message Professional Development – Project 2083 – ESSER GF
Each school has been appropriated funding equivalent to three (3.00) full day substitutes per Core teacher and ESE teacher. These substitutes may be used as whole or partial days. This professional development time must be used for Central Message Professional Development.
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 learning, 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 2083 – ESSER GF – Professional Development (1010.6400.0750/0220.Center.2083) 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.

If a parapro is working as an instructional substitute during professional learning, override the substitute funding to 1010.6400.0102.Center.2083 (Central Message Professional Development) or 1010.6400.0102.Center.7016 (School Release Days) and note on the other compensation form “PL – Parapro working as instructional sub.”

If a teacher is working as an instructional substitute during professional learning, override the substitute funding to 1010.6400.0102.Center.2083 (Central Message Professional Development) or 1010.6400.0102.Center.7016 (School Release Days) and note on the other compensation form “PL – Teacher working as instructional sub.”

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 so as not to go over budget. 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 learning, please contact the following individuals based on subject area:

1. Budget Issues – Jason Lulue at 833-5828
2. Appropriate Use of Professional Learning Funds – Jeff Palmer at 833-4208

Attachments:

- Allocation Spreadsheet
- District Sub Worksheets (Excel workbooks)

cc: Senior Staff
School Budget Bookkeepers