



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

FINANCE TAM: 2025-007

CONTACT: Jason Lulue
Budget Analyst

TELEPHONE: 833-5828

TO: School Principals

FROM: Julie Perry, Chief Financial Officer

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

DATE: August 21, 2024

SUBJECT: Professional Learning Allocation

For fiscal year 2024-2025, the District is providing professional learning funding through Project 7016 – Professional Learning. **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 Learning

Each school has been appropriated funding equivalent to one (1.00) full day substitute per Core teacher and ESE teacher. These substitutes may be used as whole or partial days. This professional learning time must be used for Central Message Professional Learning.

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 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 Learning and School Release Days has been appropriated to Project 7016 – Professional Learning (1010.6400.0750/0220.Center.7016).

In order to use the funding allocated through this project, 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 Learning 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.7016 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.7016 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 Learning 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 Learning Sub Worksheet – District Model (1 Day 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 Learning, 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 Learning 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 – Brooke Barron at 833-3240

Attachments:

- Allocation Spreadsheet
- District Sub Worksheets (Excel workbooks)

cc: Senior Staff
School Budget Bookkeepers

School District of Okaloosa County
Professional Learning Allocation - Project 7016
Fiscal Year 2024-2025
August 20, 2024

Center	School Name	A	B	C	D	E	F	G	H	I	J	K	L
		Central Message Professional Learning								School Release Days			Total Professional Learning Allocation
		No. of Core 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	7.00	28.00	1.00	28.00	\$ 115	\$ 3,220	20.00	\$ 115	\$ 2,300	\$ 5,520
0041	Baker School	55.00	4.00	3.00	62.00	1.00	62.00	115	7,130	20.00	115	2,300	9,430
0051	Bob Sikes Elementary School	40.00	2.00	1.00	43.00	1.00	43.00	115	4,945	20.00	115	2,300	7,245
0082	Meigs Middle School	18.00	2.00	4.00	24.00	1.00	24.00	115	2,760	20.00	115	2,300	5,060
0092	Shoal River Middle School	28.00	3.00	5.00	36.00	1.00	36.00	115	4,140	20.00	115	2,300	6,440
0121	Ruckel Middle School	35.20	3.00	1.00	39.20	1.00	40.00	115	4,600	20.00	115	2,300	6,900
0131	Destin Elementary School	47.00	2.00	3.00	52.00	1.00	52.00	115	5,980	20.00	115	2,300	8,280
0151	Edge Elementary School	30.30	2.00	-	32.30	1.00	33.00	115	3,795	20.00	115	2,300	6,095
0161	Eglin Elementary School	23.00	1.00	1.00	25.00	1.00	25.00	115	2,875	20.00	115	2,300	5,175
0201	Laurel Hill School	20.00	2.00	2.00	24.00	1.00	24.00	115	2,760	20.00	115	2,300	5,060
0211	Niceville High School	54.00	3.00	1.00	58.00	1.00	58.00	115	6,670	20.00	115	2,300	8,970
0222	Northwood Elementary School	35.00	2.00	10.00	47.00	1.00	47.00	115	5,405	20.00	115	2,300	7,705
0241	Silver Sands School	-	1.00	17.00	18.00	1.00	18.00	115	2,070	10.00	115	1,150	3,220
0251	Riverside Elementary School	48.00	3.00	3.00	54.00	1.00	54.00	115	6,210	20.00	115	2,300	8,510
0271	Pryor Middle School	25.00	3.00	2.00	30.00	1.00	30.00	115	3,450	20.00	115	2,300	5,750
0281	Wright Elementary School	28.00	2.00	3.00	33.00	1.00	33.00	115	3,795	20.00	115	2,300	6,095
0431	Shalimar Elementary School	27.00	1.00	3.00	31.00	1.00	31.00	115	3,565	20.00	115	2,300	5,865
0541	Elliott Point Elementary School	28.00	2.00	4.00	34.00	1.00	34.00	115	3,910	20.00	115	2,300	6,210
0561	Mary Esther Elementary School	21.00	1.00	1.00	23.00	1.00	23.00	115	2,645	20.00	115	2,300	4,945
0571	Plew Elementary School	40.00	2.00	-	42.00	1.00	42.00	115	4,830	20.00	115	2,300	7,130
0581	Choctaw High School	45.40	3.00	2.00	50.40	1.00	51.00	115	5,865	20.00	115	2,300	8,165
0601	Crestview High School	57.00	5.00	3.00	65.00	1.00	65.00	115	7,475	20.00	115	2,300	9,775
0621	Kenwood Elementary School	23.00	1.00	9.00	33.00	1.00	33.00	115	3,795	20.00	115	2,300	6,095
0631	Florosa Elementary School	27.00	1.00	2.00	30.00	1.00	30.00	115	3,450	20.00	115	2,300	5,750
0641	Fort Walton Beach High School	42.40	3.00	3.00	48.40	1.00	49.00	115	5,635	20.00	115	2,300	7,935
0651	Bruner Middle School	23.00	3.00	4.00	30.00	1.00	30.00	115	3,450	20.00	115	2,300	5,750
0671	Lewis School	28.00	2.00	11.00	41.00	1.00	41.00	115	4,715	20.00	115	2,300	7,015
0681	Longwood Elementary School	26.00	2.00	4.00	32.00	1.00	32.00	115	3,680	20.00	115	2,300	5,980
0701	Okaloosa Technical Center	-	-	1.20	1.20	1.00	2.00	115	230	10.00	115	1,150	1,380
0721	Okaloosa STEMM Academy	12.00	-	6.00	18.00	1.00	18.00	115	2,070	10.00	115	1,150	3,220
0731	Walker Elementary School	39.00	2.00	6.00	47.00	1.00	47.00	115	5,405	20.00	115	2,300	7,705
0741	Bluewater Elementary School	48.00	2.00	-	50.00	1.00	50.00	115	5,750	20.00	115	2,300	8,050
0751	Antioch Elementary School	44.00	2.00	8.00	54.00	1.00	54.00	115	6,210	20.00	115	2,300	8,510
0761	Davidson Middle School	34.00	3.00	6.00	43.00	1.00	43.00	115	4,945	20.00	115	2,300	7,245
0771	Destin Middle School	31.40	2.00	-	33.40	1.00	34.00	115	3,910	20.00	115	2,300	6,210
0801	Richbourg School	-	1.00	11.00	12.00	1.00	12.00	115	1,380	10.00	115	1,150	2,530
0811	Southside Primary School	5.00	-	16.00	21.00	1.00	21.00	115	2,415	10.00	115	1,150	3,565
9818	NWFL Ballet Academie	7.60	-	-	7.60	1.00	8.00	115	920	10.00	115	1,150	2,070
Total		1,115.30	74.00	163.20	1,352.50		1,357.00		\$ 156,055	700.00		\$ 80,500	\$ 236,555

Fiscal Year 2023-2024[illegible]

SAMPLE

100.00
4.00
96.00

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