

SOAR (Staff Opportunities Are Revitalizing) Funds

Frequently Asked Questions

What are SOAR funds?

SOAR funds are dollars set aside out of the Teaching Learning Center grant to support **building based** professional development. Typically, each building has its own unique professional development need. SOAR funds are flexible in order to meet these individual needs.

What types of projects can SOAR funds support?

SOAR funds may be used to:

- support study groups (through materials, release time, etc)
- hire presenters for on-site training
- send district personnel to workshops/training
- work on curriculum projects not supported through district funds, either outside of contractual hours or through release time*
- purchase supplies that would support any of the above projects

SOAR funds **cannot** be used to:

- purchase food or refreshments

How much money is available to each building?

Refer to the table below:

Schools	Allocation per building	Total Allocation
Primary buildings (6)	\$300	\$1,800
Primary buildings Shared Funds		\$1,000
		Total: \$2,800
Iroquois/Rogers	\$650	\$1,300
Dake	\$1,000	\$1,000
IHS	\$1,300	\$1,300
Building Totals:		\$6,400
Interdisciplinary/ Inter-building Funds for Special Projects		\$1,600

* Release time **MUST** be approved by building principal.

How do building professionals access these funds?

At the beginning of the school year, TLC Policy Board Building Representatives will seek input from all building staff members into possible SOAR fund projects. In addition, the TLC Director meets with Building Principals to determine areas of professional development need. **A general plan should be developed at school based planning team meetings or faculty meetings and then shared with the staff by the TLC Building Representative.** Once the general plan is established, the building representative, the building principal and the TLC director must approve expenditures before projects are given the green light.

What happens if a building doesn't use all of its allocation?

Unused SOAR funds return to the general TLC fund and will be used to support other teacher center professional development projects. All SOAR funds must be encumbered by March 1st.

What is the step-by-step process for using SOAR funds?

1. Building Representatives solicit possible ideas for SOAR projects/events in their buildings (can be a survey, word of mouth, etc...)
2. A general plan is established for building SOAR use by the planning team or faculty.
3. An application is completed by the teacher/professional initiating the project and the application is forwarded to the Building Representative.
4. The Building Representative approves the project application and then submits the application to the Building Principal for approval.
5. Then, the application is sent to the TLC director for final approval. The submitting professional is given the “green light” for the project.
6. Project is completed.
 - a. **Material Purchases:** Any purchases should be made through the TLC office to expedite process.
 - b. **Substitutes:** Substitutes are scheduled by the participants through the building secretary/substitute coordinator. ****Substitute timecards must be sent to the TLC for the appropriate budget code and signature.***
7. Evaluations (formal or informal) and project outcome sharing is completed, and any work that is completed is submitted to the TLC for inclusion in the “best practices” library.