



Date: August 17, 2023
To: All Principals
From: Tashanda Brown-Cannon, Chief Academic Officer
Division of Learning

James Larsen, Senior Executive Director
Federal Programs
Recipients: All Principals, Principal Leaders and Executive Leaders
Subject: ESSER Funded Voluntary Common Planning Days

Voluntary Common Planning Days – Instructional Personnel

All instructional personnel who work directly with students in the classroom and content coaches will be provided 6 voluntary common planning days or 36 hours funded through ESSER. Voluntary common planning is not required. Instructional staff and content coaches will work in conjunction with school leadership to determine when voluntary common planning will occur. The two voluntary common planning options available will be during the instructional day with substitute coverage or on Saturdays. All voluntary common planning days must be completed by March 29, 2024. If voluntary common planning occurs during the instructional day, the cost of substitutes will be covered. Schools should choose from the KES drop down, Fund 4450400000 Grant F122500. Should voluntary common planning occur on Saturdays as content or grade level teams, teachers will be paid \$25 per hour. Total hours per day cannot exceed six hours with a minimum of two hours. Hours must be submitted in whole hour increments. Further guidance for secretary and/or bookkeepers will be provided via email by the ESSER budget team.

VOLUNTARY COMMON PLANNING DOCUMENTATION:

- ESSER is a federal grant, therefore, documentation is required for audit purposes
- Schools are required to track time to ensure instructional staff are afforded 6 days or 36 hours (increments) of 2 hours at a minimum
- Electronic time sheets must be certified by the principal
- Examples of documentation may include items such as agendas, outlines, lesson plans etc. as determined by those engaged in voluntary common planning

If you need additional information, contact your principal leader or executive leader.