

# Intradistrict Communication

**DATE:** March 13, 2025

**TO:** Principals  
Assistant Principals  
Kindergarten Teachers

**FROM:** Anthony Godfrey, Superintendent  
Becky Gerber, Administrator of Schools  
Lisa Robinson, Administrator of Schools  
Meredith Doleac, Administrator of Schools  
Odette Desmarais, Administrator of Schools

**SUBJECT:** Additional Preparation Days for Kindergarten Teachers

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The Jordan School District Board of Education has approved up to 3 additional preparation days per session taught for each kindergarten teacher. Teachers will receive a stipend of \$500 per day worked up to the maximum allowed. These days may be used any time before the start of the 2025-2026 school year to meet with parents and students and make preparations for a child's entry into kindergarten.

Principals should meet with kindergarten teachers to inform them the preparation days are available and make a plan for how best to utilize the time.

Each principal will need to submit a group timesheet for the days worked, including teacher signatures, to Shannel Hooper by Friday, August 29, 2025 for payment on the September paycheck.

cc: Cabinet  
Sarah Palmer, Director of Payroll