

Intradistrict Communication

DATE: April 16, 2026

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

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 2026-2027 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 that the preparation days are available and make a plan for how best to utilize the time.

Please complete the Kindergarten Prep Days Stipend timesheet that will be shared with you, or can be found in your Quick Links, print a hard copy with teacher and administrator signatures, and send it in District mail to Shannel Hooper by Friday, August 28, 2026, for payment on the September paycheck. Each principal will need to submit a group timesheet for the days worked.

cc: Cabinet
Sarah Palmer, Director of Payroll