

Intradistrict Communication

DATE: April 13, 2016

TO: Year Round School Principals
Year Round School Special Education Teachers

FROM: Laura Finlinson, Administrator of Curriculum/Staff Development & Special Programs
Lisa Robinson, Director of Special Education
Julie Brown, Program Specialist

SUBJECT: Procedure for Scheduling Special Education Teachers in YRS 2016-17

The following information is provided to add more detail to the March 17, 2016 Memo from HR regarding *Procedures for Special Calendars – Licensed Only*. This memo will provide specific instructions to ensure that Special Education procedures are followed and appropriate services to students are provided. If you have any questions please feel free to call Lisa Robinson (8374) or your assigned teacher specialist. All Special Education Licensed Calendars will be due on **May 6, 2016**.

The fillable forms of these calendars are available at <http://hr.jordandistrict.org/SecretaryConnections>. Then go to the Leave/Calendars section and click on the Extended Calendar – Licensed link. Make sure to download the “2016-2017 176/184-Day Extended Calendar”. Please use this electronic version to complete your calendar.

Expectations for Year-Round School Coverage:

It is recognized that developing a schedule for resource teachers to cover year-round schools is a challenge and that hiring teachers who want to work all 233 days is not always feasible. Given these circumstances, principals should use the following guidelines to develop schedules for each new school year that will maximize, to the extent possible, services to students by their assigned special educator:

- It is the responsibility of the local school principal to develop a plan to cover the school during days that special education contract employees are not on contract. The principal must determine how the services will be delivered during these days. Service options include covering the days with:
 - 1) Certificated staff (additional days submitted on time sheet) and/or with
 - 2) Paraprofessional staff that work under the **direct supervision** of certificated staff (i.e., “coverage assistants” with days submitted on time sheets).

Why this is important:

A number of issues have been raised over the years by principals and staff in year-round schools regarding the teacher coverage for students on different tracks. The primary problems are identified below:

- Teachers choose to work a varying number of additional days (ranging from 0 to 57).
- Principals have been unable to find assistants who want to work a limited/varying number of days over the course of a school year.

- In order to cover all tracks, teams have combined positions or allowed assistants to combine their hours in a variety of ways.
- We have received feedback that teams have cancelled classes on days where the teacher is not working or do not see resource students on the Friday short day throughout the year.

While each of these options may work in a particular setting (depending on the number of days that the teacher does/does not work), this type of scheduling has resulted in the following problems:

1) Assistants working more than the allowable hours per week or 2) Assistants working full-time more than 57 days or 3) Students not receiving the services specified on the IEP and/or 4) SCRAM time inappropriately counted when students are not being served. Each of these problems has significant implications for special education funding.

- It is important that a “2016-2017 176/184-Day Extended Calendar” is **completed and approved by May 6, 2016**. New hires will have 30 days to complete and submit a calendar.

- Special education teachers are on 176-day contracts. Contract days include:

Contract Teaching Days	169
Professional Development Day	1
Preparation Days	3
Check Out Days	1
Parent Teacher Conferences	<u>2</u>
	Total 176

- Special Education Classroom Teachers (Preschool and School-Age) and Speech-Language Pathologists also have the option to work up to 5 additional days as a result of Senate Bill 2 - Extended Year for Special Educators which provides a \$200/day stipend (plus applicable benefits) for this specified group of special educators. Days must be worked two weeks before or two weeks after the contract year or during off-track days (but not vacation periods). Please note that the **number of days and stipend amount are prorated based on the educator’s assigned FTE equivalent**.

The following procedures should be used in completing the “**2016-2017 176/184-Day Extended Calendar**.” Please note that the spreadsheet for this calendar can be downloaded from the Secretary Connections link. If the directions are followed carefully, all calculations will be automatically completed ~ this will eliminate the need for hand counting days:

1. On the lines marked “C”, enter a “C” for each contract day that will be worked. Double check to be sure that they total 174 (this includes 169 contract days, 1 professional development day, 3 preparation days and 1 check-out day) and fill in the number of contract days to be worked for each month (the total will be automatically calculated).
2. Fill in the days that will be used for Parent Teacher Conferences (PTC).

Parent Teacher Conferences: There are eight evening PTC’s during a year-round schedule. Four of the PTC days are covered under contract. Note that 2 of the 4 days are marked on the contract day that the PTC is worked (i.e., mark a “C” and a “P” on November 19th and March 10th). The other 2 PTC days should be indicated at the bottom of the calendar and a Time Sheet submitted to the Special Education Department for those additional hours.

 - A. Staff may attend fewer PTC’s during the year. If this option is chosen, parents will need to be notified which night(s) special education staff will be available to meet. On the

lines marked “PTC”, the employee should enter a “P” for each evening the PTC will be worked and enter the dates on the lines under “Conference Dates” at the bottom of the calendar.

B. At the discretion of the principal, other PTC’s may be covered by giving the employee trade days during the year. On the lines marked “PTC”, the employee should enter a “P” for each evening the PTC will be worked and enter the dates on the lines under “Conference Dates” at the bottom of the calendar. Principals will need to work with the employee to “trade” these days off during the year if this option is selected.

3. On the lines marked “L” enter an “L” for each additional day (*up to 5 days) that will be worked as part of Senate Bill 2 - Extended Year for Special Educators. Half (.5) days should be marked with an “H”. Enter the dates on lines 1-3 under “Ext. Yr. Legis. Dates”.

These days should be submitted on the **JSD Completed Work Report** time sheet by the due dates specified. Staff will receive a memo with instructions for documenting days worked under the “Extended Year for Special Educator Stipends” prior to the start of the new contract year.

* Remember that these days apply only to Special Education Teachers and Speech-Language Pathologists and are prorated based on the educator’s assigned FTE equivalent.

4. On the lines marked “X”, enter an “X” for each day that will be taken off for vacations, etc. Count and fill in the number of days off per month (the total will be automatically calculated).
5. On the lines marked “A”, enter an “A” for each additional day requested by the teacher. These will be turned in on a time sheet monthly. Count and fill in the number of additional days per month (the total will be automatically calculated).
6. Complete the “Calendar Summary” section at the bottom of the page that documents the number of contract days, days off and additional days (the totals will be automatically calculated). The contract days specified on this calendar will be used by the Payroll and Personnel Departments in calculating all payroll issues.
7. Determine the number of days that assistant coverage is needed to take the place of a certified staff member that is on vacation and make necessary arrangements **following the guidelines for number of allowable work hours** from the Human Resource Department (“**coverage assistant**”).
8. Print the finished calendar, make sure you and your principal sign it, then **send the original to Debbie Fairbourn in the Special Education Department**. Once approved, copies will be distributed to the Personnel and Payroll Departments. **Payments for additional days will not be approved without a completed calendar.**
9. The calendar submitted serves as the basis for the employee’s contract and must be followed as outlined. As directed by the Human Resource Department, **calendars may only be changed twice per contract year**. Revisions must be submitted in writing and pre-approved by the Principal and Program Director. **No changes will be approved which require additional funding. The calendars must be followed as outlined.**

10. Benefits (sick leave, personal leave) are available for any of the 57 additional days worked. These benefits apply only to the 57 days allowed for special education resource teachers. **They do NOT apply to any of the Extended Year Special Educator Stipend Days (“Legis. Days”).** Days should be reported online on Skyward Employee Access. If a calendared day is missed, the school secretary will need to enter the appropriate accrued leave for that day.

Note that a part-time teacher (.5) who works full days on specified days of the week rather than part-time *each day*, will be marked as two days absent if they are absent one day (days marked absent are proportionate to the FTE assigned).

11. Report "YRS Additional Days" worked on a time sheet and submit to the Special Education Department secretary by the first of each month.

Covering all tracks in a year-round school is a challenging process. It is critical that special education staff be scheduled to ensure that special education students receive quality programs and the services specified on their Individualized Education Plans (IEPs).

If you have questions regarding this process, please call the Teacher Specialist assigned to your school. **Questions on how to complete the calendars electronically should be directed to Debbie Fairbourn (801) 567-8177 or Amanda Hamblin (801) 567-8176 in the Special Education Department.**