

Intradistrict Communication

DATE: July 1, 2020

TO: Principals
Special Education Teachers (Preschool and School-Age)
Speech-Language Pathologists

FROM: Lisa Robinson, Administrator of Schools
Kim Lloyd, Director of Special Education

SUBJECT: Extended Year Special Educator Stipends 2020-21

Please read the following information and instructions carefully. There is a different procedure for submitting Extended Days for payment than previously used.

The extended school year stipend that was approved with the passage of Senate Bill 2 in the 2008 legislative session will remain in effect for the 2020-21 school year. The legislation allows a specific group of special educators to work up to **3.5** additional days for a \$200/day stipend (plus applicable benefits). The Bill **applies to Special Education Teachers (Preschool and School- Age) and Speech-Language Pathologists** only (Speech-Language Technicians are not included). The number of days and stipend amount are based upon the educators assigned FTE equivalent. (Teachers who are half time, or 0.5 FTE will be eligible to work 1.75 days, etc.) Teachers who have been hired on Letters of Authorization will count as licensed teachers and will be eligible for the stipend.

Please note that eligible staff will only be allowed to work these days **two weeks before the first contract day** of the 2020-21 school year and **two weeks after the 2020-21 school year ends**. Special educators in year-round schools will be eligible to work during **off-track days, but not vacation periods** (e.g., holiday recess, Spring Break, etc.). Days worked must be full days (half-days for part-time) and **not** a combination of assorted hours.

Please note that the stipends will only apply to **specific duties related to the IEP process** itself and **all work must be completed in the school setting**. Examples include the following:

- IEP related duties
- Special education records maintenance
- File preparation
- Report preparation
- Assessment related duties
- Conferring with parents
- Other paperwork related to the implementation of IDEA

The extended days may **not** be used for professional development, district level planning, setting up or closing down classrooms or direct student instruction.

The District will be required to collect data and submit documentation of the days worked at two points during the year, in the fall and at the end of the school year in June. The USBE has set up new guidelines for documenting and reporting Extended Year Stipend Days. Eligible staff are now required to complete a survey to be paid for those days. Immediately after you have completed working the days (either before or after your contract dates), simply click on the link below to start the survey.

https://jordandistrict.sjc1.qualtrics.com/jfe/form/SV_byKS6Ji8fLJ3857

Please read the survey carefully, making sure you answer all of the questions listed, as you will be paid according to what the survey generates. Only those that complete the survey will be paid. You are no longer required to submit the worksheet or timesheet you usually turn in after you have worked the days. Any timesheets submitted directly to the Special Ed. Dept. will be returned to you and will not be paid. **Please note that the window for completing the survey for fall dates closes September 4, 2020** and the link will no longer be available. If your survey is not submitted by the deadline, you will not get paid for the days.

The State Board of Education has discontinued any leniency on dates that you work. You may **ONLY** work and report the two weeks before your first contract day (August 10, 2020) or after your last contract day (June 7, 2021). The dates for YR are slightly different based on your Track assignment. Therefore, you will only be paid for the following dates:

- July 27 to August 7, 2020 (Track D, July 30 to August 12, 2020) if you choose to work the days before your contract. All days worked within two weeks prior to the start of the 2020-21 school year must be submitted by **Friday, September 4, 2020**.
- June 8 to June 21, 2021 (Track A, June 14-25 and B, C and D Tracks July 7 to July 20, 2021) if you choose to work the days after your contract. All days worked within two weeks after the school year must be submitted no later than **Friday, June 18, 2021** (we recognize that this does not correspond with the year-round calendar).

Dates worked in the fall, before your contract starts, cannot be submitted the following June. They must be submitted by the September 4th deadline. These deadlines must be followed in order for us to submit the final report to the Utah State Board of Education by their specified timelines.

Remember that these extended days should not overlap with any contract or calendared days. Teachers in year-round schools must be careful not to overlap these days with either contract days or additional days worked. The tracking of these days for reimbursement will be time-consuming for the Special Education Department, so your attention and efforts to avoid any overlapping days will be appreciated. You will not be paid for more than 3.5 days in the 2020-21 school year, so please **keep track of the total days you work**.

If you have questions, please contact the Teacher Specialist assigned to your school or Amanda Hamblin at 801-567-8176.

NOTE: The full language of Senate Bill 2 can be accessed on the Legislative website at <http://le.utah/~2008/bills/sbillenr/sb0002.htm>. You can access the corresponding Utah State Board of Education Administrative Rule (R277-525) on the Utah State Office of Education website.