

# Intradistrict Communication

DATE: July 1, 2023

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 2023-24

**Please read the following information and instructions carefully. Submitting these days requires an online survey to be filled out and submitted. Link will follow shortly.**

The legislation allows a specific group of special educators to work up to **5.5 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 have been hired with an Associate Educator License 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 2023-24 school year and two weeks after the last contract day of the 2023-24 school year, not during vacation periods** (e.g., holiday recess, Spring Break, etc.). Days worked must be full days or half days and not a combination of assorted hours. The dates this fall available to work these extended days are July 31-Aug 4, 2023 and Aug 7-11, 2023 and cannot duplicate dates turned in for ESY, trainings, conferences, etc.

Please note that the stipends will only apply to **specific duties related to the IEP process** itself and **all work must be completed in your assigned building**. 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 guidelines for

documenting and reporting Extended Year Stipend Days. Eligible staff are required to complete a survey to be paid for those days. Survey links will be different for fall and spring days. Immediately after you have completed working the days, simply click on the link provided to start the current survey.

Eligible educators will use the link below to complete the survey.

o [https://usbe.az1.qualtrics.com/jfe/form/SV\\_5AwPEQdNJj4vgma](https://usbe.az1.qualtrics.com/jfe/form/SV_5AwPEQdNJj4vgma)

- Enter the name and email of the person who will be approving your submission.
  - o Please enter Amanda Hamblin, amanda.hamblin@jordandistrict.org as the person who will be approving your submission.
- Please do not enter your building principal or other district personnel here. Days will not be approved or paid out if the notification does not go to the correct approver.
- The approver will get an email with a link to approve or deny your entry
- Please note that if the entry is not approved, the teacher/SLP will get an email notification that they will need to fix the entry.
- The approver will not get another email; however, once the entry has been corrected and resubmitted, please contact the approver (Amanda Hamblin) to let them know you have resubmitted your corrected entry for approval.

### **It is important to remember:**

When asked for the approver for your submission **do not put your principal or LEA**. Please put [amanda.hamblin@jordandistrict.org](mailto:amanda.hamblin@jordandistrict.org) so that the submission can be approved through the Special Education office and be sent to the State Office for payment. **If you list your building supervisor as the approver, your request will not be submitted for payment.**

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. Any timesheets submitted will be returned to you and will not be paid. **Please note that the window for completing the survey for fall dates closes September 15, 2023** and the link will no longer be available. If your survey is not submitted by the deadline, you will not get paid for these 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 14, 2023) or after your last contract day (June 3, 2024).

**Dates worked in the fall, before your contract starts, cannot be submitted the following June. They must be submitted by the September 15<sup>th</sup> deadline.** These deadlines must be followed in order for us to review and submit the final report to the Utah State Board of Education by their specified timelines and will appear on your October or November paycheck.

Remember that these extended days should not overlap with any contract or calendared days. 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. If you are contacted regarding a discrepancy in days submitted, please work to clear this discrepancy immediately, as this report must be turned in as a whole, and could be delayed for all if questions are not clarified in a timely manner. You will not be paid for more than 5.5 days in the 2023-24 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.