

## Intradistrict Communication

DATE: May 16, 2024

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 for Special Educator Stipend Days 2023-24

The USBE has set up new guidelines for documenting and reporting Extended Year Stipend Days. A specific group of special educators are allowed to work up to 5.5 additional days for a \$200/day stipend (plus applicable benefits) for the 2023-24 school year. This group includes 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. Eligible staff that have days left to work, and did not work all of their allotted days in the fall, are required to complete an online survey to be paid for those days. After you have completed working the days, simply click on the link below to start the survey. Days worked must be full or half days and not a combination of assorted hours and must be worked in your assigned building(s).

**The days available for you to work are: June 4-7th, 10-14th, and 18th.** Please remember that June 3<sup>rd</sup> is the last contract day and June 17<sup>th</sup> is a holiday. These days do not count toward Extended Year Days.

### It is important to remember:

Below is the link to submit the days after you have worked. 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.**

[https://usbe.az1.qualtrics.com/jfe/form/SV\\_emuqzYxJgGIEbH0](https://usbe.az1.qualtrics.com/jfe/form/SV_emuqzYxJgGIEbH0)

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 directly to the Special Ed. or Payroll departments will not be paid. Please note that the window for completing the survey closes June 21, 2024 at midnight.

Please remember you cannot count the days you already worked and were paid for in the fall. You can only count the days you work **after your last contract date** at the end of the 2023-24 school year. The State Board of Education has discontinued any leniency on dates that you work. You may ONLY work and report the two weeks after your last contract day. Therefore, you will only be paid for dates that are between June 4 to June 18, 2024 (excluding weekends and holidays) and only the number of days you have remaining from fall 2023-24.

As you plan for the coming year, keep in mind the legislature will presumably award days for the 2024-25 school year, which you can begin working two weeks prior to your first contract day, which is August 12, 2024. More information about next year's days will be forthcoming. If you have questions, or need help with the survey, please contact Amanda Hamblin at [amanda.hamblin@jordandistrict.org](mailto:amanda.hamblin@jordandistrict.org) or 801-567-8176.