

Intradistrict Communication

DATE: February 8, 2016

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

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

SUBJECT: Extended Year for Special Educator Stipends 2015-16 - REVISED

This memo revises the number of eligible days for qualifying special educators to receive the extended school year stipend, originally outlined in the July 1, 2015 memo.

Revisions were made to the allocations and five (5) total days will be available for this stipend for the 2015-16 school year. The legislation now allows a specific group of special educators to work up to 5.0 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 prorated based upon the educators assigned FTE equivalent. Teachers who have been hired on Letters of Authorization will count as licensed teachers and will be eligible for the stipend.

For the remainder of the 2015-16 school year, qualifying educators will be able to complete the remainder of their 5 total days during the **two weeks after the 2015-16 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 (by September 30th and June 30th), as well as request reimbursement from the Utah State Office of Education. Because of these timelines, staff must submit the required **Completed Work Report** by the specified due dates.

Please read the enclosed information carefully. Submit the **Completed Work Report** at the end of the month that the days were worked. Do not hold the work report over until the end of the school year. Please note that any days worked within two weeks prior to the start of the 2015-16 school year must be submitted by **Friday, August 28, 2015** and any days worked within two weeks after the school year must be submitted no later than **Friday, June 24, 2016** (we recognize that this does not correspond with the year-round calendar). These deadlines must be followed in order for us to request reimbursement from the Utah State Office of Education by their specified timelines.

Remember that these extended **days should not overlap with the three (3) optional Grade Transmittal Days (3 hours each)**. Also, **teachers in year-round schools must be careful not to overlap these days with either contract days or additional days worked** on the “Year-round Special Education Personnel Calendar”. The Special Education Department will be required to monitor that there is no duplication of any 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 have questions, please contact the Teacher Specialist assigned to your school. Please submit the Completed Work Report to Debbie Fairbourn in the Special Education Office.

Budget Numbers for **Completed Work Report** Timesheets

FUND	LOCATION	YEAR	PROGRAM	FUNCTION	OBJECT
10	(School #)	16	5878	1018	131

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.

Enclosures: Revised Completed Work Report for Extended Year for Special Educators-Special Educator Stipends