

JORDAN SCHOOL DISTRICT
Patrice A. Johnson, Ed.D., Superintendent of Schools
West Jordan, Utah

Intradistrict Communication

DATE: April 30, 2026

TO: High School Principals and Head Administrative Assistants

FROM: C. Brad Sorensen, Administrator of Schools

SUBJECT: 2026-27 High School Summer Office Allocation

Each of the six traditional high schools in Jordan School District will be allocated \$7,000 to assist in covering summer office hours for the 2026-27 school year. Kings Peak High School will receive \$2,000 into this budget. The 100 additional summer pool hours that were previously allocated for the School Administrative Assistant-Attendance and/or the School Administrative Clerk for the six traditional high schools are now combined with this summer office allocation.

Please note that benefits must be deducted from this amount. Benefits are calculated at 7.75% to include FICA, Medicare, and Industrial Insurance. If you choose to use a full-time school employee that qualifies for retirement benefits, an additional 23.69% (Tier I-before July 1, 2011) or 20.02% (Tier II-after June 30, 2011) must be included in the total cost.

This money may be used for time worked from June 1 through August 31, 2026. Please contact Keele Leului in payroll to let her know who will be using the summer office allocation so she can add their name in Truetime. No money will be carried over from this budget.

If you have any questions, please call Brad Sorensen at 801-567-8233 or Nancy Bolduc at 801-567-8166.

Thank you.