

Intradistrict Communication

DATE: July 1, 2017

TO: Principals
Head/Financial Secretaries
Special Education Teachers (Resource and Cluster)
Speech-Language Pathologists

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

SUBJECT: Special Education Budget Allocations 2017-18

Welcome back! Attached are the special education budget allocations for Resource, Cluster Teachers and Speech-Language Pathologists for the 2017-18 school year. Remember that special education monies must be spent in ways that provide the most benefit to special education students with the goal to improve student achievement and performance. The following schedule identifies the budget guidelines per educator:

BUDGET GUIDELINES PER EDUCATOR

Resource/SLP Full time	\$400	Year-Round Resource	\$460
Resource/SLP 1/2 time	\$200	Year-Round Resource 1/2 time	\$230
High Sch SpEd/SLP Full time	\$300	Cluster Teacher (Elem/Middle)	\$550
High Sch SpEd/SLP 1/2 time	\$150		

CODING FOR SPECIAL EDUCATION REQUISITIONS AND NPOs:

FUND	TYPE	LOCATION	PROGRAM	FUNCTION	OBJECT
10	E	(School #)	1295	1090	use object code

PLEASE REVIEW CAREFULLY WITH YOUR TEAM/SECRETARY:

You will be receiving a budget allocation based on the above guidelines. However, it will be up to you, your team, and your school principal/financial secretary to keep track of how much of your budget you have spent individually. This will allow you some flexibility as a team on how your money is spent but will also require more accountability and tracking of spending on the part of you and your team. If you need to know what your *school balance only* is, Debbie Fairbourn will be able to help you. She will not be able to tell you what an individual teacher has spent. Please set up a system of tracking purchases/reimbursements that makes the most sense for your school and individual needs and is approved by your school principal.

Please note the following:

- Stockroom supplies are funded through the school for Resource teachers and Speech-Language Pathologists since the students are boundary students for that school. Resource teachers and Speech-Language Pathologists should work with their principals to order any stockroom supplies.
- Equipment purchases, electronic games and/or any materials that are not instructional in nature

must be pre-approved from the Special Education Department. Please submit the request to the Teacher Specialist assigned to your school. The request must include a detailed description of the following:

- Description of how the purchase will benefit special education students in the program
- Description of how it will improve the services that are provided
- Total costs (including shipping & handling)

NOTE: Purchases that are not pre-approved **will not** be reimbursed.

- Staff should limit the amount of the budget that is spent on trinkets, toys and candy. Although we recognize that special education programs require reinforcement programs for students, staff are encouraged to look at alternative options for reinforcing students so that entire budget allocations are not spent on small reinforcers and edible items.
- There are no reimbursements for cash, gift cards or entertainment purposes (e.g., movie tickets, admission fees, etc.)

When submitting requisitions, follow the Skyward procedures outlined on the attached Special Education Budget Information sheet. Requisitions for the 2017-18 school year can be submitted anytime between May 1, 2017 and March, 2018. The final deadline for all purchasing requests, reimbursement requests, and P-Card purchases is April 1, 2018. Remember that budgets are not carried over from one year to the next. Since 2017-18 purchase orders/requisitions are not processed until mid-July (after the 2016-17 year budgets are closed out) there may be delays in year-round schools receiving certain orders. Please remember the following:

- Staff should work with the school secretary to process all Special Education reimbursements.
- Be sure that you know your budget balance before submitting new orders. This includes reimbursements submitted through your school throughout the year. **No orders will be processed that exceed the total budgeted allocation for each school. Remember, you will be responsible to track your individual purchase amounts as we will only track total school budget amounts from now on.**
- All purchase orders/requisitions should be routed to Debbie Fairbourn in the Special Education Department.

If you have questions regarding your Special Education budget, please call Debbie Fairbourn at (801) 567-8177 or the Teacher Specialist assigned to your school.

Thank you for your commitment
to Special Education students in Jordan District!