

Intradistrict Communication

DATE: August 1, 2023

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

FROM: Lisa Robinson, Administrator of Schools
Kim Lloyd, Director of Special Education

SUBJECT: Special Education Budget Allocations 2023-24

Welcome back! Listed below are the special education budget allocations for Resource, Cluster Teachers and Speech-Language Pathologists for the 2023-24 school year. (Cluster Leaders do not receive a Special Education budget.) 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

Elem/Middle Resource/SLP Full time	\$400
Elem/Middle Resource/SLP 1/2 time	\$200
Elem/Middle Cluster Teacher	\$550
High School SpEd/SLP Full time	\$300
High School Severe Full time	\$300
High School 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, and based on your FTE. 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* is, Amanda Hamblin 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 before purchase from the Special Education Department.** Please submit the request to the Teacher Specialist assigned to your school, and wait for approval before purchasing these items. 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: Equipment and/or electronics purchases that are not pre-approved **will not be reimbursed**. Reimbursement requests must include the approval from your teacher specialist.

- 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.)
- Personnel who are split between two locations will split their budget between the two schools they are assigned to, based on the FTE at each school.

When submitting requisitions, follow Skyward procedures and guidelines. Requisitions for the 2023-24 school year can be submitted anytime between July 15, 2023 and **March 1, 2024**. The final deadline for all purchasing requests, reimbursement requests, E-checks and P-Card purchases is **March 1, 2024**. Please be aware of this deadline and remember we will not be extending the deadline. Budgets are not carried over from one year to the next. Please remember the following:

- Staff should work with the school secretary to process all Special Education purchases and 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.**
- Please keep in mind that this budget allocation is for use during the entirety of the 2023-24 school year and is intended to be spent throughout the year, not saved up to the last minute at the end of the year.
- All purchase orders/requisitions should be routed to Amanda Hamblin in the Special Education Department.

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

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