

Providing Stipends to Ensure Qualified Case Managers (INS-G020)

Per INS-A097, employees that serve as case managers for vacant positions shall receive stipends to compensate them for the additional case management. Eligible employees shall be compensated according to the following guidelines:

- Employees are only eligible to receive this stipend if they are certified in the area for which they hope to provide extra case management support and are in compliance with their assigned caseload. For instance, caseloads that would be managed by an SLP can only be managed by an SLP who is in compliance with all files.
- Eligible employees shall receive written approval from their building level principal to manage the entire caseload or half of the cases, and contracts will be submitted for approval by the building principal and the respective Level Director. Eligible school psychologists shall receive approval from the Director of Special Populations to manage the entire caseload or half of the cases and contract will be submitted for approval to the Director of Special Populations.
- Eligible employees will complete the stipend contract (forthcoming) to receive approval from their building administrator and their respective Level Director.
- Eligible employees will manage the IEP plans and ensure all are in compliance.
- Eligible employees who manage the entire IEP caseload for a vacant position will be paid \$1,000 each nine weeks. Teachers who manage half of the IEP caseload for a vacant position will be paid \$500 each nine weeks. For example:
 - One special education certified teacher in a school with one vacant position agrees to manage all the IEP case files for the vacant position. This teacher will receive \$1,000 each nine weeks, or up to \$4,000 total for the year.
 - Two special education certified teachers in a school with one vacant position agree to split the IEP case files for a vacant position. Each teacher will receive \$500 each nine weeks, or up to \$2,000 for the year.
 - Two special education certified teachers in a school with two vacant positions agree to manage the IEP case files for the two positions. These teachers will each receive \$1,000 each nine weeks, or up to \$4,000 total each for the year.
- Eligible employees shall submit paperwork to payroll by the due dates specified on the teacher calendar. Stipend payments shall be made in January and June. The Director of Special Populations and Level Directors shall work together to verify stipend amounts and finalize paperwork for the Payroll Department. Appropriate designees for the Level Directors or the Director of Special Populations may also verify final stipend amounts, as needed.
- If the vacant position is filled, the case load will transition to the newly-hired teacher at the conclusion of the nine weeks or the semester, whichever is sooner.

Additionally, all special education teachers to include the EBS and Synergy Facilitators will receive a bonus in December and June of \$1,000.