



# 2024-25 Special Education Staff Stipends

COSA and OASBO Webinar

November 18, 2024

Website:

<https://www.oregon.gov/ode/schools-and-districts/grants/Pages/Special-Education-Staff-Stipends.aspx>

Contact: [ode.spedstipends@ode.oregon.gov](mailto:ode.spedstipends@ode.oregon.gov)

# Welcome & Agenda

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**Purpose of Today's Conversation:** Provide an overview of the Special Education Staff Stipends requirements, application process, grant terms, and answer questions.

## **Agenda:**

1. Background & Intent
2. Qualifying SPED Staff
3. Application Process
4. Grant Terms
5. Q&A

# Background

- [SB 5506](#) (2023) directed ODE to request funding, eventually allocated through [SB 5701](#) (2024), for \$8.9 million for providing stipends to licensed educators and classified school employees working in special education during the 2024-2025 school year.
- The definitions of special education staff found in [Section 5 of SB 283](#) (2023) inform the types of qualifying staff.
- After engagement with education partners, the State Board of Education adopted administrative rules on October 17, 2024 ([OAR 581-017-1000](#)).

# Timeline for Accessing Funds

- **November 15, 2024:** Application form opens and is emailed to all eligible entities.
- **January 13, 2025:** Application form closes at 5PM.
- **January 31, 2025:** Stipend amount determined and award amounts released.
- **February 3 - May 30, 2025:** Grant agreements issued and signed, and EGMS claims can be submitted (after grant agreement is signed).
- **June 30, 2025:** Final date to issue stipends to qualifying staff.
- **July 31, 2025:** Final date to submit proof of stipend payments and EGMS claims to ODE.

# Qualifying Staff Definition

To be eligible for the stipend, staff must be **employed and working on December 2, 2024 and through the date stipends are issued by their employer in spring 2025**. Staff must have an active, paid position with the entity and must **not be on leave for more than half the school year**.

## **Employed through a direct relationship by a school district.**

- “Direct Relationship” means the entity directly employs the staff member.
- “School district” includes:
  - A school district.
  - An education service district.
  - The Oregon School for the Deaf.
  - A public charter school.
  - An educational program under the Youth Corrections Education Program and Juvenile Detention Education Program.

## **Employed as a Classified School Employee or a Licensed Educator, which are defined as:**

- “Classified School Employee” includes all employees of a school district except those for whom a teaching or administrative license is required as a basis for employment in a school district.
- “Licensed Educator” means a teacher, administrator or other school professional who is licensed, registered or certified by the Teacher Standards and Practices Commission.

## **Provide significant special education support; that 75 percent or more of the educator or employee’s student caseload consists of students who have an Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP).**

- For staff who do not have an assigned caseload, this requirement can be met if at least 75 percent of their work time is spent supporting students with IEPs or IFSPs, whether that is based on their work time in a classroom or school assignment, performing job duties, or any combination of activities; includes staff in non-instructional roles.
- Caseload and work time should be based on assignment on December 2, 2024.

# Qualifying Staff Examples

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The following examples could all qualify for the stipend - **this is NOT an exhaustive list:**

- District Special Education director or administrator
- Instructional assistant or paraeducator serving in a special education classroom
- Special education teacher employed by an ESD that travels to multiple school sites to serve students with IEPs
- Instructional assistant, paraeducator, or special education teacher serving students with IEPs in inclusive classrooms
- Substitute teacher that teaches special education
- EI/ECSE teacher providing early intervention services in a school district
- School Psychologist, Occupational Therapist, Speech Language Pathologists, etc. primarily serving students with IEPs
- Bus driver for special education students
- Nutritional services staff serving a special education program

# Award Determination

- The total amount of funds provided by [SB 5701](#) is \$8.9 million.
- The stipend will be determined by **dividing the available funds by the total number of qualifying staff identified in application forms.**
- ODE will reserve a contingency fund, not to exceed 5% of the total funds, should there be discrepancies.
- Each entity will receive the **amount of funds that is equal to the individual stipend amount multiplied by the number of qualifying staff.**
- If an eligible entity does not apply for the funding, **staff employed at the entity will not be able to receive the stipend.**
- ODE is not able to issue funds directly to qualifying individuals.

# Application Instructions

**Application Deadline: 5PM January 13, 2025** *Applications will not be accepted after the deadline.*

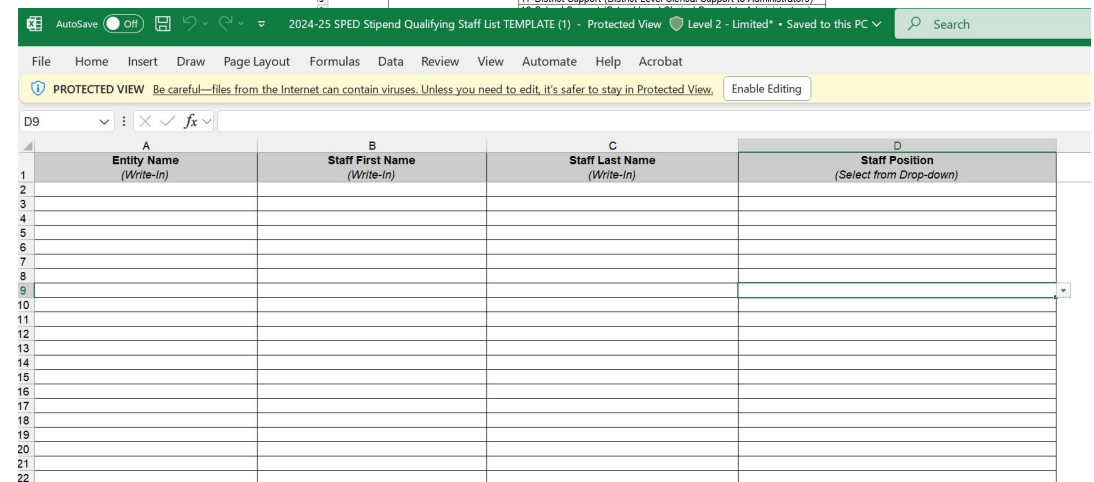
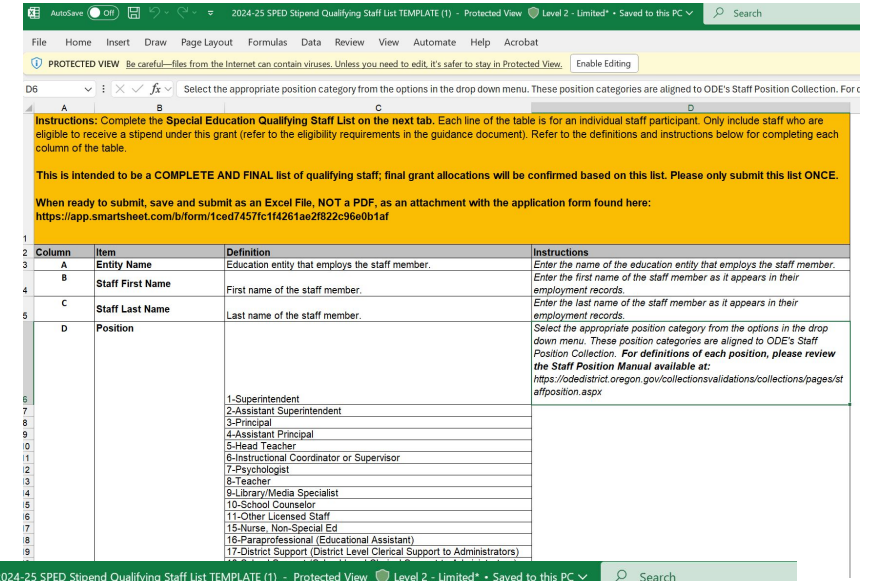
1. **[Application Form](#)**: The form must indicate the total number of qualifying staff employed by the entity and include an attached list specifying the names and positions of these qualifying special education staff members.
2. **[Qualifying Staff List Template](#)** (link will download an Excel Spreadsheet): This is intended to be a complete and final list of qualifying staff; final grant allocations will be confirmed based on this list. Submit the list as an Excel File, NOT a PDF, attached to the application form.



# Qualifying Staff List Instructions

- Complete the second tab of the template.
- Each line of the table is for an individual staff participant.
- For each staff member, enter their first and last name.
- Then select from the drop-down menu their position category as listed in ODE’s Staff Position Collection.

For definitions of each position, please review the [ODE Staff Position Manual](#).



# Use of Funds

**One-time stipend payments must be issued to qualifying staff by June 30, 2025.**

- **If a staff member that qualified in December is no longer working** on the date stipends are issued, those funds may not be used for any other purpose.
- The stipend must be **in addition to the staff's salary or hourly wage**, and **must be in the amount published by ODE.**
- **These stipend funds are to supplement and not supplant** any other funding sources.
- **Funds may not be used to pay health or other benefits, including payroll taxes**, nor may they be used to pay for indirect or administrative costs.
- **Any remaining funds must be returned to the state.**

# Disbursement & Reporting

- Must execute a grant agreement with ODE.
- Must submit a request for release of funds through ODE's Electronic Grant Management System (EGMS) **no later than May 30, 2025.**
- Must submit to ODE a Final Expenditure Report with documentation of payments made to qualifying staff, including names and stipend amounts, **due no later than 5PM on July 31, 2025.**
- **If a grantee fails to provide the required final reporting, then all funds will be required to be returned to ODE.**

# Information & FAQ

Website:

<https://www.oregon.gov/ode/schools-and-districts/grants/Pages/Special-Education-Staff-Stipends.aspx>

Contact Email: [ode.spedstipends@ode.oregon.gov](mailto:ode.spedstipends@ode.oregon.gov)

**Please review the [Grant Guidance](#) and [answers to FAQ](#) before reaching out with your questions.** FAQ includes information relating to:

- Collective bargaining
- Eligibility of specific staff roles
- Funds and expense recording
- Charter schools



# Q&A