

TO: Jozette Hemphill, Director of Compensation
Jasmine Marshall, Payroll Manager

FROM: Michael Gaal, Superintendent
Dr. Brandan Comfort, Deputy Superintendent
Jennifer Harris, Senior Executive Director of Talent Management

CC: Chris Baker, Senior Executive Director, Financial Services
Amber Hickman, Senior Financial Analyst
George Smith, Principal, Mitchell High School
Jeff Sterk, Principal, Galileo Middle School
Anitra Lindsay, Principal, Swigert Middle School
Matt Wilson, Assistant Principal, The Catalyst Program @North & Russell
Carolyn Graham, Principal, Adams Elementary
Sherry Kalbach, Area Superintendent
Sarah Scott, Area Superintendent
Darren Joiner, Area Superintendent

DATE: June 17, 2026

RE: FY 26-27 Staffing Stability Grant Incentive Ruleset

The FY 26-27 Staffing Stability Grant Incentive Payments are based on the following ruleset for regular status budgeted ESPs, Teachers/SSPs and/or Exec Pros, as highlighted below. The incentive is designed to recruit and retain employees at D11 priority schools & programs (Adams ES, Galileo MS, Swigert MS, Mitchell HS and The Catalyst Program). Priority schools are identified through their accountability rating with the Colorado Department of Education.

1. **Up to 10 extra days for Teachers/SSPs:** Teachers/SSPs are allowed to receive up to 10 extra days beyond the District Calendar.
 - a. Use of the extra days is *optional* for both teachers/SSPs.
 - b. *Five (5) of these days shall align with the school's USIP; and the remaining five (5) days shall be collaboratively defined "flex" days.
 - c. The 10 extra days will be paid at the per diem rate. Eight (8) hours is equal to one day.
 - d. *The Catalyst Program Only: Five (5) of these days are reserved for collaborative planning days and five (5) are required attendance (dates to be determined by leadership).
 - e. An extra duty submission must be completed by the school/program.
 - f. Schools/Programs are responsible for documenting the extra days for annual review.
 - g. Occupational Therapists and Physical Therapists that choose to work ten (10) additional days at their per-diem rates through the SSP Annual Stipend (as listed in the Employee Handbook) may not receive an additional ten (10) additional days through the Staffing Stability Incentive.

- h. School Nurses and Speech Language Pathologists may work up to three (3) additional days at their per diem rates per the SSP Annual Stipend (as listed in the Employee Handbook). They would then qualify to work up to an additional 7 days through the Staffing Stability Grant Incentive.
2. **Payment of \$5,000 for Teachers/SSPs:** Teachers/SSPs shall receive an additional incentive payment of \$5,000 to be paid in two payments (split equally in January and June). This payment is intended to be PERA includable.
 - a. If a teacher/SSP is less than a 1.0 FTE, the additional payment will be prorated by the FTE allocation. The SSP incentive is based on the amount of time spent at these schools and prorated accordingly.
 - b. **Account Code:** To be determined by Budget.
 3. **One Salary Step for ESP Employees (Mitchell HS Only):** ESPs will receive the equivalent of one salary step divided over 12 pay periods.
 4. **One Salary Step for Exec Pro Employees (Mitchell HS Only):** Exec Pros will receive the equivalent of one salary step divided over 12 pay periods.
 5. **Eligibility for Employees in all classification groups (ESP, Teacher/SSP, Exec Pro):**
 - a. Employees must remain employed at these schools/programs for the entirety of each semester in order to receive the incentive payment.
 - b. If an employee is terminated, transfers to another D11 school, or resigns, the incentive payment will be forfeited.
 - c. Employees who are on an unpaid leave of absence and are consequently terminated while on the unpaid leave of absence are not eligible.
 - d. Employees on an unpaid leave of absence for a full semester or who end the semester on an unpaid leave of absence are not eligible.
 - e. Employees on a PAID leave of absence are eligible.
 6. **Other:**
 - a. All rulesets will be posted on the linked [Compensation](#) website.
 - b. The incentive will cease when the District terminates the Staffing Stability program or these Schools exit the Priority Improvement and/or Turn Around accountability status under the Colorado Department of Education (CDE), whichever is first.



 Michael Gaal, Superintendent

6/18/24

 Date



 Dr. Brandan Comfort, Deputy Superintendent

6/18/24

 Date



 Jennifer Harris, Senior Executive Director, Talent Management

6/19/24

 Date