

Intradistrict Communication

DATE: January 13, 2017

TO: Principals
Elementary and Middle School Resource Team Leaders
High School Special Education Team Leaders

FROM: Laura Finlinson, Admin. of Curriculum/Staff Development & Special Programs
Lisa Robinson, Director of Special Education

SUBJECT: Projected Caseload Data and Staffing Needs Survey for 2017-18

In projecting special education resource staff needs for the 2017-18 school year, please keep in mind the purposes of allocating staff to provide special education services are to provide support, services, and specially designed instruction for students with disabilities to access and make progress in the general education curriculum. This includes both access to core aligned specially designed instruction, support for general education accommodations, and file compliance to ensure documentation of a free and appropriate public education (FAPE).

By completing the attached forms, each school will be identifying the staffing needs that will support them in achieving the above purposes. Please remember that special education resource services should *supplement* the general education curriculum through providing specially designed instruction and should not *supplant* instruction and services that are available to all students. Staffing allocations will be made using the caseload size and services identified in IEPs as documented on Goalview.

Form 1--Projected Resource Caseloads for 2017-18

Attached is a caseload survey for next school year. Please work as a team to identify the projected number of students (total caseload is the number of individual students) who will be on your school's resource caseload at the beginning of the 2017-18 school year. This count should include students being served by the resource team, NOT primary guidance or primary speech-language students. Data will be reconciled with SCRAM (check and update the attached SCRAM) and Goalview. Be sure to include all students who will be on your resource caseload next year, including the following:

- Students making grade level transitions.
- Confirmed students returning from clusters, etc.
- Confirmed students assigned to your school due to boundary shifts, choice permits, move-ins, etc.
- Kindergarten students who are eligible for services – please work with your assigned teacher specialists before adding to the caseload projections.
- Due to the opening of two new elementary schools, it will be important to confirm student lists with your school secretary and principal after boundary decisions have been made. Please work closely with you teacher specialist on this process.
- Do **not** include students whose school assignment is unconfirmed at this point.
- Do **not** include primary guidance or primary speech-language only students.

Staffing allocations will be based on student caseload counts and critical needs identified by the LEA. Adjustments to allocations may be made based on shifting caseloads and/or unanticipated critical needs. Please stay in contact with your assigned teacher specialist if major caseload needs change.

Form 2--Projected Staffing Needs Survey for 2017-18

Note that all instructional assistant positions will be evaluated and allocated based upon caseload data, confirmed critical needs, and final budget. These allocations will be finalized before the end of this school year. Teams may not have the same number of assistants allocated to the school each year.

Attached is a current and projected staffing needs survey.

- Please check your current staff allocation for accuracy.
- The number of licensed FTE assigned to each school will be based upon confirmed caseload size, school prevalence and trend data.
- It is anticipated that most resource programs will receive one 17-hour instructional assistant as long as caseload numbers fall within the average range for a resource program.
- If your school will have a significant critical need that requires additional staffing, you must complete/submit the attached *Staffing Justification (FORM 3)* to address any additional instructional assistant requests. Please note that additional assistants will be approved only in cases of significant critical need.

Timeline—Initial allocations of certified special education FTE will be provided to the Human Resources Department in time for your FTE 2.0 Allocation. Your efforts to complete this information accurately will assist us in making staffing allocations for next school year. If you have questions, please call the Teacher Specialist assigned to your school. Although we recognize the challenge of these timelines, it is unavoidable if we are to notify schools of their teacher allocations before the Teacher Transfer Fairs in March. We will do our best to notify schools of their instructional assistant allocations as soon as possible before the end of the school year.

Submit one (1) final copy of updated SCRAM information to Amanda Hamblin at the District Office by **Friday, February 10, 2017**. (Do not submit multiple copies of SCRAM changes.) Even if you do not have any changes, please sign the SCRAM printout (as a team) and return it by the due date.

Return ALL completed staffing information to Lisa Robinson at the District Office by Friday, February 17, 2017:

- Projected Resource Caseloads (Form 1)
- Projected Staffing Needs Survey (Form 2)
- Staffing Justification (Form 3) – submit only if there is a significant critical need
- Caseload Lists (templates available on the special education website) -- submit names alphabetical, by grade level with case manager(s) identified for high schools

Note to middle schools and high schools: Please include a copy of your class schedules with class title and number of special education students in each class (if available by the February 17, 2017 due date).

For questions or help with staffing projections, please call your assigned teacher specialist:

Debbie Nigbur	(801) 567-8329	Robin Silatolu	(801) 567-8068
Lindsey Baxter	(801) 567-8373	Patricia Matthews	(801) 567-8356
Teri Griffiths	(801) 567-8024		

THANK YOU FOR WORKING SO HARD FOR EVERY CHILD, EVERY DAY!
YOU ARE ALL-STARS!