

Intradistrict Communication

DATE: January 24, 2017

TO: Self-contained Support Class (Cluster) School Principals
Self-contained Support Class (Cluster) Teachers

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

SUBJECT: Projected Self-Contained Support Class (Cluster) Staffing Needs Survey for 2017-18

**Time Sensitive
Please Read Immediately
Due Date: Thursday,
February 23, 2017**

You will receive a *tentative* class list from Susan Sudbury for 2017-18. Enclosed is a *Self-Contained Support Class (Cluster) Staffing Needs Survey* and a *Staffing Justification (Form 3) for next year*. Please note that the class list you received is current as of this date, however, the numbers of students assigned to your classroom(s) could change over the next few months and over the summer.

Please remember that we must continue to provide a free, appropriate public education (FAPE) for all of our students. Therefore, we ask special education teams to work with the special education department to explore creative and conservative ways to serve the students in our special education programs.

Outlined below are directions for completing the projected staffing request:

- Please check your current 2016-17 staff allocation for accuracy.
- Self-contained Support Class (Cluster) assistants will be allocated using the following guidelines (pending any State & Federal budget allocations that might require changes).
 - 1) Self-contained Support Class (Cluster) classrooms will be staffed to provide basic full-day coverage (either two 17-hour or one 35-hour assistant in designated settings). This allocation is assigned by the Special Education Department. The decision will be based on program type, student needs, budget availability and financial constraints.
 - 2) Additional staffing needs will be considered *only* if the class has a significant critical need that cannot be addressed in another manner. If there is a significant critical need, school teams must complete/submit the attached critical need **Staffing Justification (Form 3)**. These forms should objectively describe the specific circumstances and/or student(s) that require the requested CN staffing. Please be creative and conservative as you look at your program needs and available resources.
- Contact our Placement Specialist, **Susan Sudbury, at (801) 567-8355** if you have questions about the number of students assigned to your class for next year. We understand that the number of students assigned to the self-contained support classes could change over the next few months; however, we ask that you **count only those students who are confirmed as of this date**. Teachers may revise their staffing needs survey should circumstances change by the end of the year. Please note that classroom **numbers will be verified at the start of the 2017-18 school year** to account for any changes that occur over the summer.

Note that all additional assistant positions are re-evaluated and re-allocated based upon available funds, caseload data and critical needs. DO NOT assume that you will have the same number of assistants allocated to your school each year.

We have also enclosed a current SCRAM printout. Please review and submit updated **SCRAM** information to **Amanda Hamblin at the District Office by Friday, February 10, 2017 for Traditional programs and Friday, February 17, 2017 for Year-Round programs.** Even if you do not have any changes, please sign the SCRAM printout (as a team) and return it by the due date.

We appreciate how hard you work to meet all of your students' needs. Please know that we will do our best to support and facilitate your needs. Your efforts to complete this information accurately will assist us in making fair and objective staffing allocations for next school year.

Return ALL completed staffing information to Lisa Robinson at the District Office by Thursday, February 23, 2017:

Projected Self-contained Support Class (Cluster) Staffing Needs Survey 2017-18
Critical Need Staffing Justification Form 3 – submit only if there is a significant critical need

**PLEASE CONTACT THE TEACHER SPECIALIST
ASSIGNED TO YOUR SCHOOL**

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

**THANK YOU FOR WORKING SO HARD ALL DAY, EVERY DAY!
YOU ARE ROCKSTARS!!!**