

Human Resources Office

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To: Dr. Mike Riggle
From: Brad Swanson
Date: May 23, 2016
Re: Reallocation of 2016-2017 Non-certified Staffing

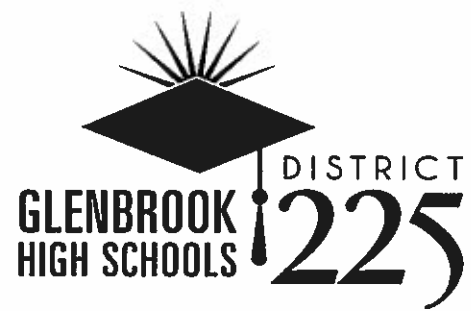
After consultation with the building principals, I propose a reallocation of non-certified FTE for the 2016-17 school year.

This request reallocates the combined 1.57 FTE of two retiring Lab Manager positions to create a second Assistant Trainer position at GBN (0.92 FTE) and an additional part-time Special Education Department Assistant at GBS (0.39 FTE). With the restructuring of the Lab Manager role, the positions vacated by retirements will not be replaced. There will be six (6) Lab Managers instead of eight (8) for the 2016-17 school year.

Even after the proposed FTE reallocation, there will be a savings of 0.25 FTE.

Summary Rationale for the additional GBN Assistant Trainer:

- Create equity with the GBS athletic training staff
 - Both schools have 30 athletic programs and 90+ levels of competition
 - GBS has 1560 participants and GBN has 1400 participants (10% difference)
- Provide appropriate coverage at all home events (including off-campus sites) and training room
 - During the Spring of 2016, 20 contests/practices were held at Techny
- Support the demands of today's training room facility and role
 - Trainers play a critical role in the "Return to Play/Learn" concussion protocols.
 - Trainers assist student athletes with physical therapy rehabilitation



Summary Rationale for the additional GBS Special Education Department Assistant:

The demands of the GBS Special Education Department are greater than the GBN Special Education Department due to a higher number of participating students.

- 246 students with IEPs
- 13 initial domains open
- 21 initial evaluations during 2015-16
- 7 transfer students coming into GBS during 2015-16
- 39 students who transferred out to GBOC, exit services, other placement, revoke consent, or moved
- Schedule IEP and Reevaluation Meetings
 - At least 313 meetings, plus 53 (articulations for incoming students), plus at least one-third of the students have reevaluation meetings, plus multiple meetings for students with more significant needs.
- 5 minimum participants to coordinate calendars and find common time
 - If school is cancelled or an absence by case manager or family, all meetings must be rescheduled and still maintain legally compliant timeline.
- Responsible for maintaining departmental database, copying, filing, mailing of any and all paperwork and sending originals to district office for file maintenance
- Coordinate Articulation IEP Meetings for all incoming students: 53 incoming students