

# Interoffice Memo

The Glenbrook High Schools

TO: Mike Riggle  
 FROM: Jennifer Pearson  
 RE: Special Education Staffing 2011-2012  
 DATE: 4/19/11

I've reviewed the special education course registrations and the total number of special education students anticipated for the 2011-2012 school year in order to determine staffing requirements and make a recommendation for special education programming next year. In addition, I've met with both district office staff and building administrators and I/S's to verify the need and discuss the impact of the recent MoU's pertaining to special education matters. **Due to an increase in the number of special education students at Glenbrook South requiring transition programming for next year, I am recommending an increase of .2 FTE.** The breakdown is as follows:

Total FY11 Special Education Staff	62.0 FTE
Transition Teacher	<u>.2 FTE</u>
TOTAL FY12 RECOMMENDATION	62.2 FTE*

**Transition Teacher** – We will have an additional six students who, based on their Individualized Educational Plan (IEP) and the mandate for continued programming for transition, will participate in our Glenbrook South transition program next year. This increase in student numbers will require an additional **.2 FTE** teacher time for this need. The **.2 FTE** increase recommendation above reflects our best estimate to meet this staffing need.

**\*Case Management** – We are still in the process of conducting evaluations and annual review meetings to determine student eligibility for special education services. There is a possibility that I may need to approach the Board of Education in May with a slight adjustment in special education FTE to meet case management requirements.