



Date: February 7, 2020

MEMORANDUM

To: All Principals

From: Terri Savage, Executive Director of Special Education  
Janice Yetter, Director of Special Education

Subject: FY21 Staffing for Special Education

We would like to inform you that our special education staffing process for 2020-2021 has begun. We have now completed elementary, middle and high school staffing discussions. This was our surplus round.

We are following the same process as in past years. This first round was to surplus staff based on our current formula for resource and the differentiated staffing formula used to allocate teachers and paraeducators for "local only" programming. Our Instructional Facilitators (IF) have worked closely with your team leaders and teams to make sure projected service hours were updated in the IEP system. We appreciate all that your teams have done to finalize IEPs, verify students in process, clean up projected program assignments and more. All of these actions allowed us to make the best decisions at this point in time.

If a surplus was identified for your school, you would receive notice from your IF. **Please remember our next rounds of staffing look at increases at individual schools so that we can address new needs.** Continue to stay in close communication with your IF. We know students "in process" (no IEP yet) and students who move in/fall into the initial process AFTER we complete our staffing process make a difference. Therefore, we hold additional rounds to allocate the budgeted staffing we are awarded in places where significant change is evident.

For administrators who have regional programs, we are currently making decisions based on what we know today. We recognize the results of redistricting and options for exemption may have not yet settled. Therefore, your staffing has remained the same for now. In cases where numbers change significantly and/or different decisions are made by the IEP team, staffing may also change.

If you have questions about our process, please contact your IF, Janice Yetter or Terri Savage.