

## Interoffice Memo

### The Glenbrook High Schools

TO: Mike Riggle  
 FROM: Jennifer Pearson  
 RE: FY18 Special Education FTE Recommendation  
 DATE: 5/3/17

I've reviewed the special education course registrations resulting from articulations and the total number of special education students anticipated for the 2017-2018 school year in order to determine staffing requirements and make a recommendation for special education programming next year. In addition, I've met with district office staff, building administrators, and Instructional Supervisors to verify the need in keeping with contract parameters.

#### *Special Education Teacher FTE*

Enrollment of special education students at Glenbrook North and Glenbrook South has increased. Glenbrook North will have an anticipated enrollment of 242 students with IEPs. This is an increase of 30 students identified with disabilities (as of March 2017 enrollment). The increase is due to two factors: the number of incoming freshmen identified with disabilities compared to exiting seniors and the number of newly identified students, primary with emotional disabilities. Given a maximum case management load of 15 students, a total of 16.1 special education FTE is needed. *Thus, an increase of 1.1 FTE is required.*

Glenbrook South will have an enrollment of 291 students with IEPs. This is an increase of 21 students identified with disabilities (as of March 2017 enrollment). The increase is due to similar factors. Given a case management load of 15 students, a total of 19.4 special education teacher FTE is need. *Thus, an increase of 1.0 FTE is required.*

Additionally, given the increased number of students with IEPs at Glenbrook South, we are *requesting an additional 0.2 Assistant IS FTE* increase to address the rise in supervision and support to teachers and teacher assistants as well as the number of meetings the Instructional Supervisor or Local Education Agency (LEA) designee is required to attend.

Finally, we have a number of case study evaluations for students who are not yet identified special education that are in process between now and the start of the new school year and a rise in the number of students on 504 plans receiving related services. I will continue to monitor special education enrollment and the implications for special education and support personnel (e.g. psychologist/social worker) and will revisit staffing in the fall, if needed.

In summary, the breakdown is as follows:

|   |                                       |
|---|---------------------------------------|
| Total 2016-2017 Special Education Staff | 68.0 FTE                              |
| Special Education Teacher               | +1.1 FTE (GBN)                        |
| Special Education Teacher               | +1.0 FTE (GBS)                        |
| Assistant IS                            | +0.2 FTE (GBS)                        |
| <b>TOTAL 2017-2018 RECOMMENDATION</b>   | <b>70.3 FTE (Increase of 2.3 FTE)</b> |