

# Memo

**To:** Greg Duty, Superintendent

**From:** Marlene Jones, DoSE

**cc:** Members of the Board of Education

**Date:** September 2, 2016

**Re:** Special Education Staffing

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The current enrollment of students with special needs for the 2016-17 school year has risen, as well as the intensity of their individual needs. Enrollment is at 23 identified students which are spread throughout grades K – 8. This puts us at cap size. In addition, there are several students in Response to Intervention (RtI) which may become referrals after 8 weeks of intervention. Meeting all of their needs requires additional staff.

I am requesting the Board create a position for a Special Education Para Educator. They would work 4 hours per week in preschool and the remainder of the time with identified students in grades K-8.

I have spoken to the Director of Finance regarding the funding of this position and he has assured me that the funding is available.