



**GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304**  
**FROM THE OFFICE OF HUMAN RESOURCES**

TO: Dr. Kent Mutchler

FROM: Craig Collins

RE: FTE Increase  
Special Education Teacher (.50 FTE) - Harrison  
Speech Teacher (.20) - Friendship Station

DATE: December 7, 2011

---

I am recommending the addition of .70 FTE in response to an enrollment increase among special education students at Harrison Street Elementary School and Friendship Station Preschool (see letter below from Dawn George). ISBE case load limits necessitates this increase in staff.

If the Board approves this recommendation, the part-time special education position will be posted on Tuesday, December 13. The increase in speech services will likely be accommodated by moving an existing pre-school staff member from part-time to full-time.

The expected cost of adding a part-time special education teacher is \$24,000. The expected cost of adding .20 FTE of speech services is \$8,400. Funding for this FTE increase will come from the Federal IDEA grant.

To date, assuming this hiring recommendation is approved, we will have added the following positions since the beginning of the school year:

HES Classroom Assistant (2011/2012 only)	\$10,700
MCS Classroom Assistant (2011/2012 only)	\$10,700
GMSN Special Education Assistant	\$19,000
HSS Bilingual Classroom Assistant	\$14,500
Part-Time ELL/Preschool Teacher (2011/2012 only)	\$17,500
Part-Time Special Education Teacher (2011/2012 only)	\$24,000*
Part-time Speech Pathologist (2011/2012 only)	\$8,400*

\*IDEA Grant Funding

Should Board members have any questions regarding this matter, they are welcome to contact me.



**Geneva Community Unit School District 304**  
**Student Services Department**

**To:** Craig Collins  
Donna Oberg

**From:** Dawn George

**Date:** November 29, 2011

**Re:** Increase .5 FTE: Special Education Teacher Harrison Street School  
.2 FTE: Speech Friendship Station

---

I am requesting an additional .5 FTE for Special Education at Harrison Street School due to an increase in special education enrollment. ISBE sets mandatory case load limits for resource teachers at 20. The two resource teachers have reached the mandated case load limit and I am requesting the additional .5 FTE to bring us back into compliance.

The recent preschool screening generated 11 full case studies, adding 8 new students. Self-contained preschool classes are limited to 5 students before we are required to add another teacher and split the section. We have avoided this by adding teaching assistants which enables us to increase our numbers. However this multi-needs room has reached capacity. We were hoping that by adding the .2 teacher at Friendship Station we would be able to reassign students to the afternoon class taught by Renee Lloyd, reducing numbers in the self-contained room. However, I have learned that there will be three new students recommended for the self-contained classroom. I am suggesting assigning a speech pathologist to the classroom to co-teach and split the case load. To accomplish this reassignment, it is necessary to cover an a.m. and p.m. integrated speech class.

I am requesting an increase of .2 FTE speech, for Karin Sweeney current speech pathologist at the preschool to achieve our goal of meeting case load mandates and covering speech needs in the integrated setting. The data supporting the need for additional FTE at Friendship Station Preschool is attached. IDEA grant funds will be used to fund or partially fund these requests.

**FRIENDSHIP STATION ENROLLMENT 2010-2011**  
**November 29, 2011**

November 2010	Boys	Girls	Total
<b>Total Enrollment</b>	<b>44</b>	<b>15</b>	<b>59</b>
<b>Self-Contained</b>	<b>9</b>	<b>3</b>	<b>12</b>

November 2011	Boys	Girls	Total
<b>Total Enrollment</b>	<b>48</b>	<b>12</b>	<b>60</b>
<b>Self-Contained</b>	<b>16</b>	<b>3</b>	<b>19</b>