

MEMORANDUM

April 3, 2013

TO: Members of the MVSEC Executive Advisory Board
FROM: Carla Cumblad, Executive Director
RE: Storage Space, Program Locations, Office Space

Program Locations:

Due to declines in enrollment, the CLASS program at Grace McWayne (Batavia) will be discontinued. And, there will be two classes located at Western Avenue (Geneva). (There are two there now.)

Due to declines in enrollment, the PALS program at John Stewart (Kaneland) will be discontinued. And, there will be two classes located at Blackberry Creek (Kaneland). (There are two there now.)

All other program locations will remain the same. After informing the Board, parents, district administrators and program staff will be notified.

Two additional sections may be added for the upcoming school year, pending student confirmations. The early childhood New Pathways Program (Autism) has two possible locations that will be confirmed in the month of April.

The possible high school New Pathways Program (Autism) does not have a possible location. ***If one does not become available in the next two weeks, the program cannot be offered and district administrators must seek suitable placements for these students.***

Regarding Current Storage Space at Coultrap School:

We currently use two classrooms at Coultrap School for storage of OT/PT equipment, ESY materials, extra instructional materials and furniture. The space is approximately 1,800-2,000 square feet. Coultrap is going to be razed in early June, but needs to be vacated due to asbestos abatement by the third week of April.

Because no additional space was available in member district's schools, upon the Board's recommendation, we contacted 6 storage unit providers. The range of costs were from \$1,100 to \$1,500 per month. Since that first look, other spaces have been sought. Two more possibilities exist for the Board to consider:

1. A basement (with street access) in a building in Batavia for \$500 per month.
2. The basement of Shelby, a space in the Cedar Avenue building (Batavia Enterprises) in conjunction with office space on the north side of the Shelby building for \$1,519 per

month. This is a package deal, with all three spaces for this price. (The office space alone would be \$1,650 per month. The office space is being considered due to space concerns noted below. Some office space costs could be offset with ALOP funding.)

Offices in Administration Center

Executive Director
Director of Business/HR
Technical Assistant/Extern
3 Program Coordinators
Human Resources Secretary
Front Reception
Administrative Assistant to the Director of Business/HR
No Office Spaces Available

Offices/Small Group Space in MJC

Principal
Instructional Facilitator
Psychologist
One staff work room

2 Small group/offices for Social Workers
1 Small group/office for SLP
1 Small group/office for OT/PT
1 Office for APE
1 Available office between Safe Schools Classrooms ***for New Vocational Facilitator in 2013-14***
No Additional Office/Small Group Space Available

12 Desks in Modules of Administration Center

Current use: ***(all spaces filled)***

2 Vocational Specialists
4 SLPs
3 SWs
1 VI
1 OT Team Leader
1 PT Team Leader

Current staff without office/desk space ***(3 spaces needed for current school year)***

1 APE
1 AT
1 Vocational Specialist
(2 Job Coaches: Can do without desk space.)

Staff to Add for next year: (4 desk spaces needed)

.2 Vision

.5 SLP

.2 APE?

.5-1.0 Autism Technical Assistant

Recommendation:

1. Find necessary space for 3 Vocational Specialists and 1 Social Worker (Transition)
2. Share office space with Technical Assistants

Two options: An available classroom in a district school or the Batavia Enterprise option (above).