

MEMORANDUM

December 7, 2016

TO: Members of the MVSEC Executive Advisory Board

FROM: Carla Cumblad, Executive Director

RE: Notification Deadlines

In order to serve the member districts, MVSEC programs and services are developed and maintained based on member district student projections. This yearly planning process begins with projections from the districts in January of each year. What we have found is that these January numbers do change until the end of the school year and IEP meetings have been completed. As long as we have relatively final numbers by the April Board meeting where staffing plans need to be approved, we can accommodate minor changes until the end of the year when staff need to be notified of their assignments.

However, if there are substantial changes in the districts, it is difficult to anticipate their needs without a defined communication plan. It is proposed that if a district is planning to remove a substantial number of students from MVSEC services (greater than 8 students or a service provider such as OT or PT), a preliminary notice in writing be given by December 1 of each year. A final notice would be given by January 15 of the same school year so that the information can be presented to the Board at the February meeting.