

## MEMORANDUM

February 3, 2016

TO: Members of the Mid-Valley Executive Advisory Board  
FROM: Carla Cumblad, Executive Director  
RE: Increase in Administration for Program Supervision (.5)

In the fall of 2010, the overall enrollment for Mid-Valley hovered around 219 students. Since that time, enrollments have steadily increased to anywhere between 265-275 students attending at any given time. The number of program supervisors has not changed (3.5) during that same time period.

- Correspondingly, the numbers of staff employed by the cooperative have also increased, with high numbers of new, probationary staff.
- Compounding the issue is the complexity of students, requiring numerous meetings for planning, intakes, and referral observations.
- In addition, during this same period of time, the requirements for staff evaluations changed, requiring many more meetings with staff (pre-post meetings, observations, write-ups).
- And, now, the student growth component has been added to the evaluator's responsibilities.
- During these years, we have become an entity separate from D303. That has required us to add negotiations, union/management meetings, and committees to the responsibilities of very few administrators.
- We have undertaken program improvement and corresponding professional development, all of which take extensive amounts of planning, preparation, and follow-through from our limited number of administrators.
- Although we may rely on the principals in our host buildings to assist, if any issues arise with any of our students, parents or staff, our administrators are responsible for addressing those issues.
- The administrators are responsible for screening and hiring all new staff. So far this year, we have hired 25 staff members.
- See attached table.

### Budget Implications

Mid-Valley has purchased days of technical assistance from Northern Illinois Association (NIA) to support the vision, hearing, and OT/PT departments. This relationship has been long-standing. Although we have been very pleased with the level of service from NIA, our supervisors are still responsible for the evaluation of these staff, department meetings and the direction of the program. For the 2015-16 school year, MV paid \$36,260 for their technical assistance. We expect that those costs will increase slightly for the upcoming year.

We are proposing that we eliminate the NIA technical assistance and put those funds toward the hiring of a .5 Administrator. An estimated salary for the part-time administrator would be \$41,000.