



GENEVA COMMUNITY UNIT SCHOOL DISTRICT #304
FROM THE OFFICE OF STUDENT SERVICES

Date: June 17, 2020
To: Board of Education, Geneva CUSD 304
From: Anne Giarrante, Director of Student Services
Re: Contract for Private Placement Coordinator

Mrs. Dawn George was serving as the Private Placement Coordinator for Geneva CUSD 304 since the 2015-16 school year. As of March 2020, Mrs. George relocated out-of-state and Terri Lucas-Anderson was hired to fill Mrs. George's role. Unfortunately, Mrs. Lucas-Anderson is no longer able to contract with the District.

This role is a contractual service funded through IDEA Part B funds. This service is vital to ensure that students who receive services outside of our school district are receiving all services specified in their individual education plans. This requires the Private Placement Coordinator to attend all IEP meetings out-of-district, utilize knowledge of the continuum of services to assure students are educated in the least restrictive environment, ensure transportation is set up for students, and maintain ongoing communication with all stakeholders. The details of the contract including compensation, terms of the contract, and further job responsibilities are attached. The Student Services administrators have spent countless hours searching for a candidate to fill this position for the second time in six months.

Mrs. Mary Petranek has agreed to work as an independent contractor to fulfill these responsibilities. Mrs. Petranek comes to us with 34 years of experience as a retired special educator and team facilitator. She has a robust skillset in Advocacy, Literacy, Educational Leadership and Classroom Management.

The contract specifies that Mrs. Petranek will be an independent contractor, not an employee of the District, and that her work will be subject to the maximum number of days or hours permitted for TRS retirees (presently 120 days or 600 hours). Her contractual rate is \$72 per hour. The contract may be terminated upon two weeks notice by either party.

It is recommended that the Board of Education approve this contract. This position is vital to ensure collaboration and communication between the District, private placements, and students' families.