

MEMORANDUM

September 4, 2013

TO: Members of the Mid-Valley Executive Advisory Board

FROM: Carla Cumblad, Executive Director

RE: Staffing Increases

To prevent overstaffing, all open teaching assistant positions were not filled in June, but were filled in August. We were able to move staff from programs with lower than expected enrollment to ones with higher than expected enrollment. However, we did need to add a net gain of two teaching assistants beyond our staffing plans from the spring due to increases in student enrollment. These additions were in the Early Childhood New Pathways (autism) program and the ELS Program at Geneva High School. At this time, we are not filling the open Job Coach position for the transition program.