

MEMORANDUM

June 5, 2013

TO: Members of the Mid-Valley Executive Advisory Board  
FROM: Carla Cumblad, Executive Director  
RE: Office and Storage Space

*Item 7.1*

Office Space

As directed at a previous Board meeting, attached to this memo is a map of positions who occupy office/small group space at the administration center and MJC. Page one indicates the use of space this current year. The positions at top right hand corner are those staff members who do not have a dedicated space to work or keep their professional belongings. Please note the drawing of the cubicles on the bottom right of the map.

Page two lists new staff who will also be employed next year. The original space request was to move 4 staff members to another location (3 Vocational Facilitators and the Transition Social Worker). If the Board does not choose to provide additional space, the following are my recommendations:

1. Combine the OT/PT team leader cubicles, so that the new SLP will have a space.
2. Combine the two VI positions with APE and share a common cubicle.
3. The new Vocational Facilitator for New Directions will occupy a small office between the two safe schools rooms.
4. The new .5 Behavior Specialist will share a space with Natalie Assell, the full-time Behavior Specialist.
5. The current Vocational Facilitators and Job coaches will continue to share two cubicles. It is important to note that this service is trying to expand to serve a greater range of ability in students. The use of technology for personal inventories, career counseling, and other uses are quite restricted at this time. And, a space to counsel and advise students, a place for students to practice interviewing and work on other skills would be most beneficial to the students. With the current restrictions on space and limitations at Shelby, it is difficult to achieve these goals. The recommendation would be to use Tim's office when he is not present for such purposes until another plan can be developed.
6. We are still uncertain about the location for the .5 AT staff member. We have arranged for storage spaces for her important equipment, but we are still working on a plan for her.

Storage Space

Mid-Valley is in need of two storage spaces, approximately the size of two classrooms. One is for the storage of furniture, instructional supplies and ESY materials. The other is OT/PT equipment. We are currently housing both of these types of materials in temporary storage in Kaneland.



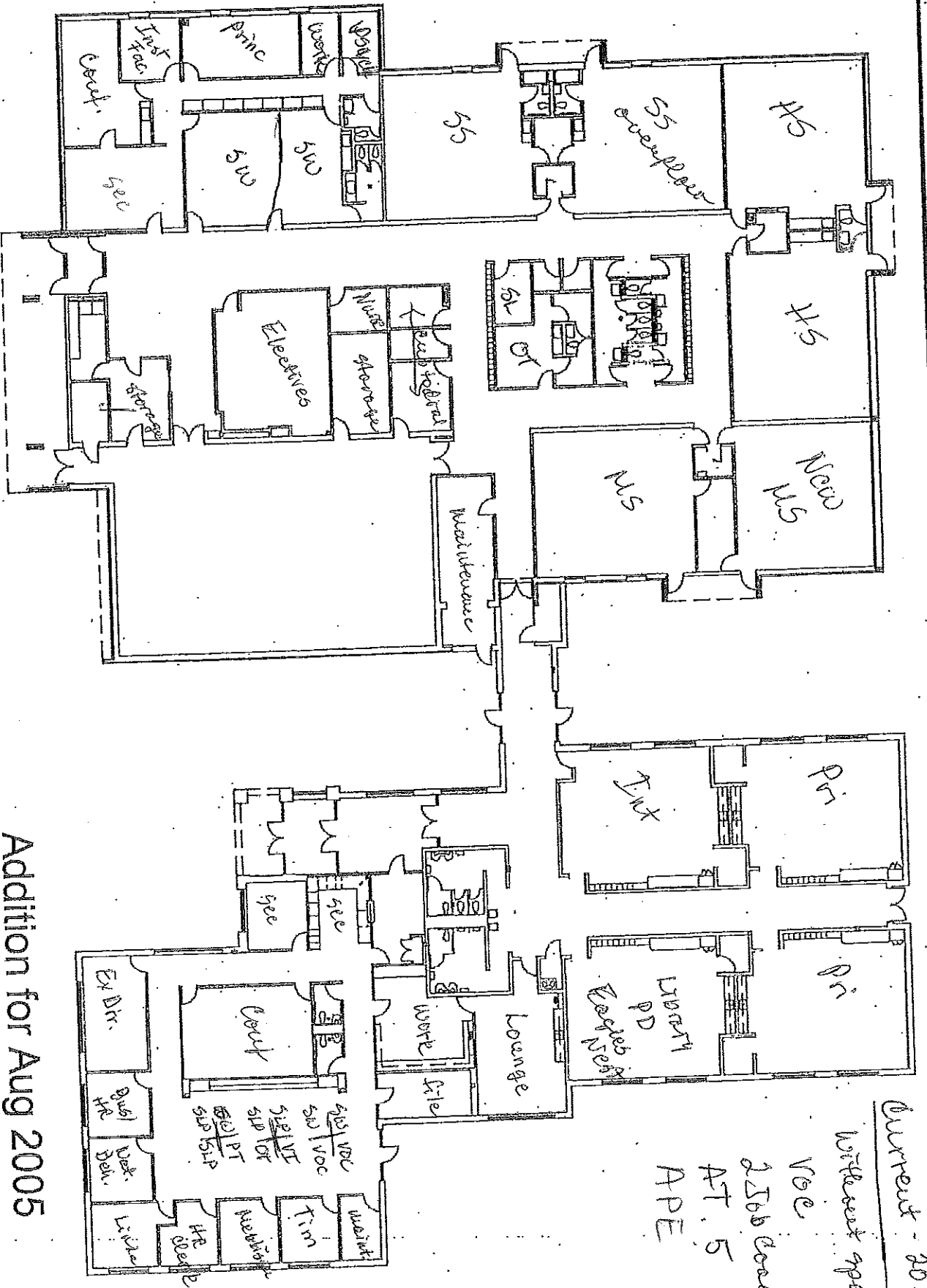
**HESTRUP AND ASSOCIATES** architects, inc  
 525 S. Tyler Road  
 St. Charles, Illinois 60174  
 (630) 377-0414

Date: NOV. 11, 2004

**MADES-JOHNSTONE CENTER FLOOR PLAN**  
 COMMUNITY UNIT SCHOOL DISTRICT NO. 303 ST. CHARLES, IL



**Addition for Aug 2005**



Current - 2012-13  
 With ext space  
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 2566 Coaker  
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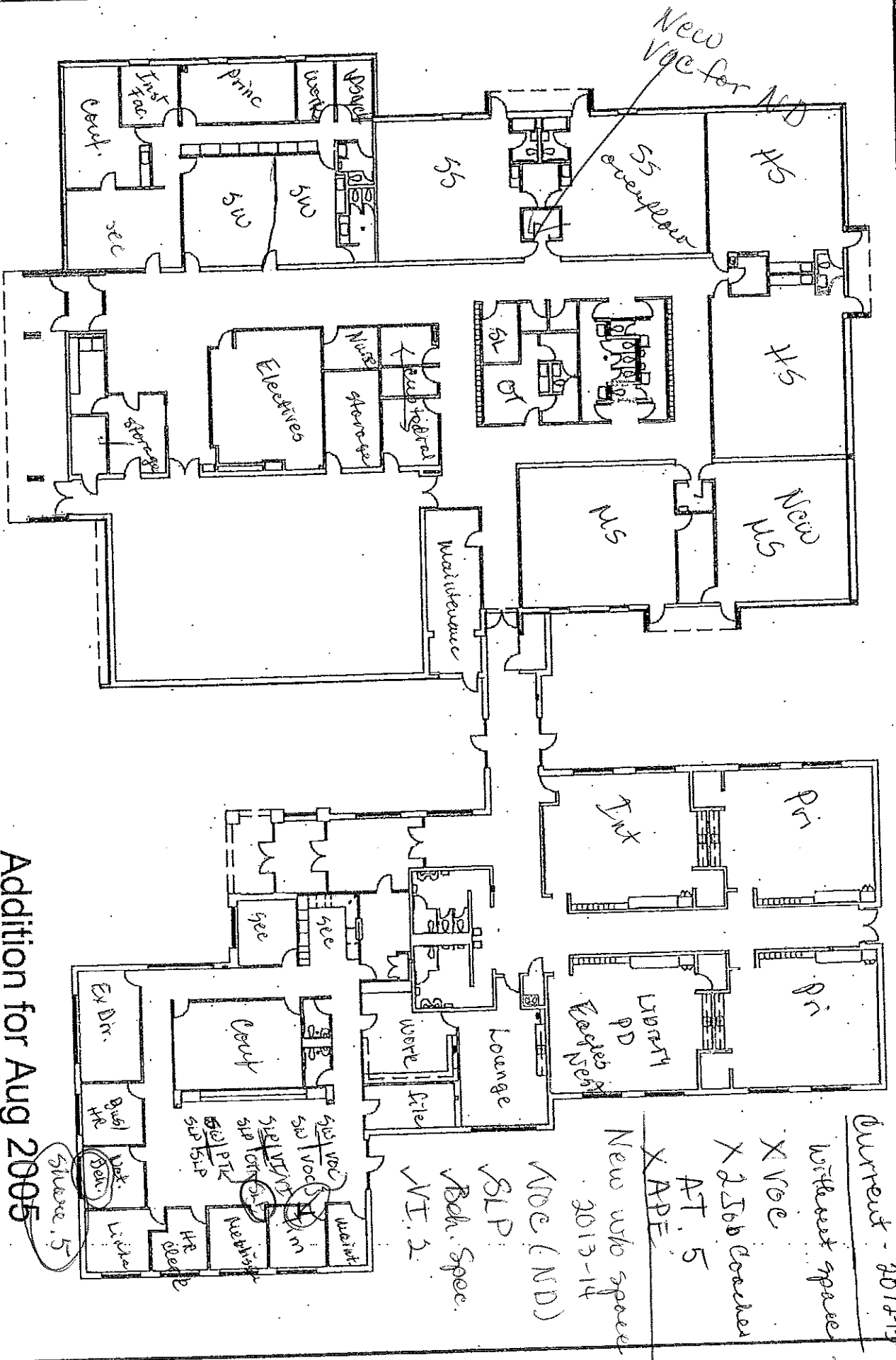


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