

Cape Elizabeth School Department
New Program/Position Proposal
FY 17-18

SCHOOL/DEPT:	Special Education/Regular Education (district-wide)
SUBMITTED BY:	Jessica Clark
PROPOSAL NAME:	504/IEP Coordinator
PRIORITY RANK ORDER: ____ OF ____ SCHOOL/DEPT PROPOSALS	4/5
DESCRIPTION OF PROPOSAL:	Addition of individual to provide legal documentation of minutes from all 504 and IEP meetings. Assist with coordination of all district 504 meetings.
JUSTIFICATION (HOW PROPOSAL SUPPORTS DISTRICT'S 5-YEAR PLAN with SUPPORTING DATA):	Goal #2: K-12 Alignment -ensuring that these processes are occurring in the same fashion across all schools and all meetings Goal #3: Climate/Culture -allowing for written notices and documentation to be provided in a timely fashion, and in accordance with state and federal laws Goal 6: Resource Allocation -ensuring that we are supporting our teachers in their everyday work and giving them sufficient time to complete their job within the constructs of a reasonable timeframe
GOALS AND EXPECTED BENEFITS:	Case managers and administrators will spend less time on the creation of minutes from IEP and 504 meetings which will allow more time for student-driven activities (services, writing IEPs). Assist with district-wide coordination of all 504 meetings.
CONSEQUENCES OF NON-APPROVAL:	Administrator time will continue to be used towards organization of 504 meetings and required follow-up. Case manager time will continue to be used to create written notice's following IEP meetings. These can take hours of time following meetings.
LOWER COST ALTERNATIVE (IF APPLICABLE):	Part-time option (.60)

<p>RESOURCES REQUIRED (LIST AND COST OF STAFF/MATERIALS/SPACE):</p>	<p>1 full-time, Ed-tech III -Computer -Space to work Cost of Salary & Benefits: \$44,708</p>
<p>IS PROPOSAL TO BE FUNDED WITH NEW FUNDS OR A REALLOCATION OF EXISTING FUNDS? IF NEW, LIST ACCOUNT CODE(S) TO BE USED. IF A REALLOCATION, LIST CURRENT ACCOUNT CODES(S).</p>	<p>New funds, split depending on need. Proposal: ½: Absorbed by Special Education ½: Split three ways, PC, MS and HS</p>