Determining staff FTE for ECSE for following year

At February or March ECSE meeting, the ECSE Lead asks ECSE staff to give data by district on children that will still be enrolled in centers for the fall.

↓

B-3 staff put transition students in appropriate center they will be attending. They also list all Home Visits that will remain in the fall by district.

↓

At the meeting, numbers are reviewed and discussion is held about numbers per district.

↓

The Sped Director and ECSE Leads study data, plus referral data, on potential FTE needs.

↓

*****GENERAL GUIDELINES FOR FTE:**

--Consider past needs in district as to growth
--1-2 for .1 to .2 (considering growth)
--3-8 for .5 (considering growth)
--9-10 for .6 to .7 (considering growth)
--11-16 for 1.0 (considering growth)

↓

Sped Director and ECSE Lead do preliminary FTE Assignments (considering retirements, resignations, etc.)

↓

Sped Director begins hire process or staff reduction process if needed.

↓

Sped Director and ECSE Leads review again in late March and make determinations.

↓

Numbers review is ongoing to determine additional needs.