

**To:** Nate Walbruch, Superintendent, Howard Lake Waverly Winsted Board Members  
**From:** Kelly Klima, Special Education Supervisor; Jen Olson, HES/WES Principal  
**Date:** December 7, 2023  
**Purpose:** Written Proposal for a Special Education Paraprofessional at Humphrey Elementary

**Current Status**

Both elementary schools have students newly identified for special education supports, additional enrollments, and current students with IEP documentation requiring an increased support throughout the day. These students will need assistance in the special education setting as well as in the regular education setting for both behavioral and academic supports.

**Rationale/Proposal**

- We do not have the paraprofessional staff to consume the extra hours required with the added needs.
- Paraprofessional staff is not available from Humphrey Elementary, Middle School or High School to consume the extra hours required.
- The request is for one paraprofessional at Humphrey.

**Purpose**

- Provide the amount of service needed to ensure the safety of all students, ensure FAPE and provide necessary service as indicated on Individualized Education Plans.

**Cost Analysis**

- 5.5 hours for the Paraprofessional at Humphrey Elementary: Need is immediate

Hourly Wage (5.5 hours/day)	*\$17.71 (step 1)	Cost <b>per</b> para: \$17,435.50
PERA		\$1307.66
FICA		\$1333.82
Life Insurance		72.00
Total Cost		<b>**\$20,148.97</b>
Approx district cost after reimbursement		<b>\$8,059.59</b>

*\*Dependent upon years of experience.*

**\*\* Position will be reimbursed in state special education aid- Estimate @ 60%**

**Final Thoughts**

Thank you for your consideration and if you have further questions, please reach out via email or phone.