

Office Memorandum

TO : Arvin Jackson, Chief, Rehabilitative Services DATE: December 30, 1969
Division of Medical Services, DPW

FROM : Karen Swenson, Program Assistant, Title VI, ESEA
Special Education Section

SUBJECT: Enrollment, Teaching Staff, Non-federal Expenditures, and
Projections of Needs Figures (f.y. 1969)

As we discussed over the telephone, I would appreciate receiving from you information on education and education-related programs in the MR and MI institutions administered by your division. This information is needed by the U.S. Office of Education as a part of reporting educational services available to handicapped children in the state, and will be included with public school and other agency services in our end-of-year reports.

Specific items needed from each institution are as follows:

1. Number of children served.
2. Number of staff, professional and non-professional, in the educational programs.
3. Non-federal expenditures for these programs.
4. Information on number and disabilities of any multiply handicapped children served and, if available, numbers of staff and non-federal expenditures for special services for these children.
5. What are your priority needs for new or expanded services? What additional staff and funds would be required to meet these needs?

You asked what would be regarded as an "educational" program for profoundly retarded children, I would assume that Project Teach at Faribault and Cambridge would qualify, but I am not sufficiently familiar with services from your division to know what other programs would apply. If you have criteria, from P.L. 89-313 or elsewhere, please use them.

In the hospitals for the mentally ill, it is often the case that the local school district employs teachers who work at the hospital or who serve children who come downtown to the public schools. We have the public school expenditures for these programs in our school district records, but would be interested in any figures for costs to the institutions, This would include ancillary services such as diagnostic testing, transportation, etc,

We anticipate completing our reports by the middle of January, and would therefore appreciate receiving this information by Wednesday, January 14. Thank you very much for your cooperation.

DEPARTMENT of Public Welfare
TO : All Rehab. Directors

Office Memorandum

DATE: January 6, 1970

FROM : Arvin T. Jackson
Chief, Rehabilitation Therapy

SUBJECT: Enclosed memo

Could you please respond with the information required on the enclosed memo at your earliest convenience. Send it to me and I'll send it to Miss Swenson.

ATJ:kh

Office Memorandum

TO : Mr. Berg

DATE: January 13, 1970

FROM : Mr. Roach

SUBJECT: Information requested by Karen Swenson Program Assistant Title VI

1. Number of children served -

Two hundred and fifty-six children are identified as part of Project Teach Target group. However, another sixty-nine children living in Osage and Rose cottages benefit by spin off from Project Teach programs.

2. Numbers of staff, professional and non-professional, in education programs.

The Contact Person and nine professional teachers are employed through state budgets to direct the Project Teach program. Eighty-nine teacher aides are employed to carry out the program and are rewarded from Federal funds. One Clerk Typist is also employed through Federal funds.

3. Non-Federal expenditures for this program -

This has been a problem to identify what is wanted. Many things are provided by non-federal funds which normally do not have a direct relationship with educational process. The non-federal expenditures that we are reporting here account only for the salaries of the Title I Contact person and the nine professional level teachers assigned to Project Teach. The total annual salary for this group is \$76,620.00.

4. Information on number and disabilities of any multiple handicapped children served and, if available, numbers of staff and non-federal expenditures for special services for these children.

In our application for Title I Office we have identified our children as mentally retarded ungraded.

However, an estimate of the number of handicaps in the children would be as follows: (Using Title I application as a guide)

<u>Hard of Hearing</u>	<u>Deaf</u>	<u>Speech Impaired</u>	<u>Visually Handicapped</u>
12	4	230	30

<u>Seriously Emotionally Disturbed</u>	<u>Crippled</u>
43	6 6 *

5. What are your priority needs for new or expanded services?
What additional staff funds would be required to meet these needs?

It is felt that the Project Teach type concept would be beneficial to eligible children housed in other areas of the institution. In the institution there are 700 eligible children or about 450 that are not in Project Teach

Program now. For 200 of these children we would recommend a ratio of one employee to six children or about 40 full time teacher aides. Approximately \$440,000 (formula 120 part-time laborer I's x 20 hours per week x 52 weeks x \$2.69 per hour x 4.8 social security \$440,000 (rounded)) would be needed for salaries and probably another \$25,000 for equipment and supplies.

Educational: Programming of Residents

January 13, 1970

A. Adult Education Programs (21 C.A. and above)

H. Albert Larson	
Carol Boyington	22
Hilbert Ruthenbeck	24
Velma Sveiven	32
Marion Moore	43

B. Both Adult and Children^o Programs

	(adult)	(children)
Mildred Heyer	17	3
Paula Brandt	36	6
Agnes Kirkpatrick	23	15

C. Both Adult and Childrens Programs (multiply handicapped)

Corrine Petersen	20	12
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D. Childrens Programs (under 21 C.A.)

Pearl Perala	21
Diane Rose	30

E. Childrens Programs (under 21 C.A.)

Programs for total population of 430, those (priority determined by unit) listed receive no other type educational program except Physical Education and/or Music Education.

Sylvia Palmore	3
Richard Rappe	13
Fran Babbitt	18

F. Childrens Programs (under 21 C. A.)

Operated by Project Teach (Federal). Teachers assigned as follows:

Marlene Sterling
Janet Torguson
Mary Dietsch
Beatrice Knutson

Total Programmed by Teachers on State compliment and others.

Adults	261
Children	121
Project Teach (Four teachers loaned)	

EDUCATION: STAFF

(As of 1/16/1970 - reorganization)

Special Teachers (Civil Service: professional)

H. Albert Larson	(adult education)
Carol Boyington	(adult education)
Hilbert Ruthenbeck	(adult - childrens education + Inst. Educ. Supv
Mildred Heyer	;
Marion Moore	(adult education)
Agnes Kirkpatrick	(childrens programs)
Pearl Perala	(childrens programs)
Diane Rost	(childrens programs)
Corrine Petersen	(multiply handicapped: MB + deaf)
Sylvia Palmore	(childrens programs - music)
Richard Rappe	(childrens programs - physical education)
Fran Babbitt	(childrens programs - physical education)
•Mary Dietsch	(childrens programs)
•Beatrice Knutson	(childrens programs)
Delbert Knack	(Special Education - Inst. Educa. Admin.)

Social Rehabilitation Services Technicians (Teaching Assistant)

Velma Sveiven	(adult education)
Paula Brandt	(adult education)
•Marlene Sterling	• (childrens education)
•Janet Torguson	» (childrens education)

Totals: 14 Special Teachers
 S.R.S.T.
 '1 **Inst. Educ. Adra.**
 19 Total Staff

•Prior to 1/1/1970 on loan to Project Teach; As of 1/16/1970 returned to Special Education Section.

EDUCATION: NON-FEDERAL EXPENDITURES

According to reports submitted to the Minnesota State Department of Education: Minnesota National Laboratory Committee on 11/20/1968 • we submit the following information:

Instructional Programs

Budgeted for allocation Actual Expenditures

	\$121,103	\$102,572
1967-68	\$139,396	\$118,259
1968-69	\$134,842	\$130,000 (estimated)
1969-70	\$230,000 (estimated)	

EDUCATION: MULTIPLY HANDICAPPED

The only group definitely assigned to a specialist due to multiplicity of handicapped are the deaf retarded (incorporated in the enrollment statistics), The Special Teacher so assigned is Mrs. Corrine Petersen - who provides classroom instruction to 20 adult K.R. deaf - and 12 M.R. deaf children. Expenditures are included in the non-federal expenditures section of this report.

EDUCATION PROJECTIONS

There are approximately 250 children and 300 adults that could benefit from a variety of educationally geared programs and services. It would appear that a teaching staff of 36 classroom or special educators would be needed to provide a minimum of 1/2 day of school on a 5 day a week basis, allowing for a ratio of 16 (8 + 8) students per teacher. This would not include such specialties as physical education, music education, pschological services (educational) and deaf retarded services - Of the total staff of 19 Special Educational personnel, 5 persons are assigned to supervisory or specialty services, giving us a compliment of 14 classroom teachers. It would appear that 22 additional staff are needed to provide a bare minimum of 1/2 day classroom instruction at this time. If the present staff allocation is approximately \$230,000 for instructural purposes for a staff of 14 classroom teachers plus 4 specialists, then it can be conjectured that \$520,000 would be needed to operate a program for 550 children and adults on a minimum of § day instruction. *per* student on a year round basis. We would hasten to add that approximately \$3000 is allocated for equipment and materials on a yearly basis, thus, this figure of \$3000 Would be most unrealistic since it would not allow additional funds for materials and equipment needed to implement an expanded program.

Signed by
J. L.

STATE OF MINNESOTA

Arvin T. Jackson

Rehabilitation Therapies

Office Memorandum

Mr. Arvin T. Jackson, Chief Rehabilitation Therapies DATE: January 13, 1970

O. .0. Berg, Director of Rehabilitation Therapies

SUBJECT: Karen Swenson's Memorandum dated December 30, 1969

I have had Mr. Delbert Knack, Institution Educational Administrator and Mr. Ray Roach, Patient Programs Supervisor, Project Teach (Title I) address themselves to the subject which you will find attached.

I have additional comments in regard to item four. This deals with the number of staff and non-federal fund expenditures for special services for these children. Here I will address myself strictly to children's programs.

We have the following para-medical Rehabilitation Therapy personnel working in the program area on half or full-time basis and the expenditure is primarily for salary:

1	Registered Physical Therapist
2	Physical Therapy Assistants
1	Speech Therapist
2	Registered Music Therapists
4	Registered Occupational Therapists
1	Certified Occupational Therapy Assistants
5	Recreational Therapists

ODB/ljs