



135 Berkshire Street, Cambridge, Massachusetts 02141

December 6, 2022

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT: Consulting Services

RECOMMENDATION:

That the School Committee approve a contract with the following vendor, funds to be provided in accordance with the budget reference listed below. Procurement procedures for this purchase have complied with Chapter 30B of the laws of the Commonwealth of Massachusetts.

<u>Contractor</u>	<u>Period of Contract</u>	<u>Amount</u>
Systematic Special Education Support, LLC 1701 Colquitt Street Houston, TX 77098	12/1/22 – 6/30/23	\$35,000.00

DESCRIPTION: This contract is for workload analysis of the CPS special education staff to improve the delivery and effectiveness of services to students with special needs. See attached supplemental information for additional details.

SUPPORTING DATA, RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 12..." motions calling for the appropriation or expenditure of money require the affirmative vote of four members."

BUDGET REFERENCE:

Fund	Account	Dept.
15000	General Fund 53101	Professional Services 852375
		Office of Student Services/Management & Supervision

Respectfully Submitted,

*Victoria L. Greer, PhD*  
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 CS Superintendent of Schools

## SUPPLEMENTAL INFORMATION: Systematic Special Education Support, LLC

**Purpose:** To provide direct specially designed instruction in various settings in accordance with each student's Individualized Education Program

**Amount of Contract:** \$35,000

### **Description/Scope of Services:**

Workload auditing services - Analyze data to discover which ratio(s) are the most appropriate and allowed for service and are the most effective in delivering services to students with special needs. Calculate caseload ratios for target services using a Time Study Worksheet and the accompanying Workload Duties review methodology that analyzes time spent on collecting and interpreting data related to the nature and existence of students' disability, continued eligibility in special education, present levels of academic and functional performance, progress in the curriculum and IEP/intervention goals and objectives, the function of behaviors, health status, etc. The workload audit should look across six work streams of Special Education:

The six elements that comprise most of the workloads of special education teachers can be documented and are essentially quantitative in nature. The six elements are detailed below.

1. Specially Designed Instruction - Includes direct instruction to meet the individual needs of students related to IEP goals/objectives. Includes indirect service, such as consultation with general education teachers, modification/adaptation of curriculum, demonstration teaching, planning with related service staff, etc.
2. Evaluations and Re-Evaluations - Initial and re-evaluations average at least 10-20 hours per typical evaluation for a special education teacher
3. Due Process Procedures & IEP Management Responsibilities - IEP management includes all aspects of program development and coordination of services, parent communication related to the IEP, annual review, progress monitoring, progress reporting, functional behavioral assessments, manifestation determinations, and behavior intervention plans.
4. Preparation Time - This is time provided within the instructional day to prepare instruction and includes finding materials related to students' needs, devising/creating specific materials, etc.
5. Directing the Work of Paraprofessionals - One-to-one, due process, program/resource paraprofessionals require supervision, training, and regular planning time.
6. Other Assignments - These are regularly and intermittently scheduled non-special education assignments, such as a daily supervision, study hall supervision, homeroom duty, advisories, bus duty, field trips, etc.