



135 Berkshire Street, Cambridge, Massachusetts 02141

April 4, 2023

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 | 3/28/23 – 6/30/23 | \$30,000.00 |

DESCRIPTION: This contract is to expand the workload analysis of the CPS special education staff currently underway. 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. | Project |
|-------|------------------|------------------------------|--|
| 25000 | Grant Fund 53101 | Professional Services 852375 | Office of Student Services/Management & Supervision SC23605 IDEA |

Respectfully Submitted,

Victoria L. Greer PhD
Victoria L. Greer, PhD

CS Superintendent of Schools

SUPPLEMENTAL INFORMATION: Systemic Special Education Support

Purpose: Consulting Services to Audit the Office of Student Services Workload

Amount of Contract: \$30,000

Description/Scope of Services:

Additional workload analysis to include the following related service providers: School Psychologists, Occupational Therapists, Physical Therapists, Speech and Language Pathologists, School Adjustment Counselors, Behavior Specialists (BCBA) and Assistive Technology Specialist.

- Conduct a study of time spent on the various aspects of their responsibilities
- Review and analyze job descriptions and responsibilities of the various positions.
- Review and analyze retention and recruitment data for three to five years
- Review the number of full time equivalent positions currently allocated and compare with ratios within the state and nationally.
- Review schedules for planning, evaluation, meeting attendance, student assessment, consultation, communication and direct services to students.
- Review the availability for clerical support for administrative functions such as scheduling meetings, sending notices and filing documents.
- Review and compare compensation of related services personnel with others in the state who have similar responsibilities. Review the current organizational structure for reporting, supervision and professional support.
- Review opportunities for professional development to perform duties effectively and efficiently
- Review additional areas that become necessary based on district dynamics