



# Douglas Public Schools

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## School Committee Agenda Item Summary

**Date:** April 6, 2022

**Prepared By:** Tara Sobaleski, Director of Special Education & Student Support Services & Cortney Keegan, School Business and Operations Manager

**Reviewed By:** Paul Vieira, Superintendent

**Subject:** **Change 1.0 FTE Special Education Team Chair position to a 1.0 FTE Special Education Coordinator position**

### Background

The Office of Student Support Services is currently supported by a 1.0 FTE Special Education Team Chair and 1.0 FTE Special Education Coordinator, under the direction of the Director of Special Education and Student Support Services. The Special Education Team Chair is a DTA position. The Special Education Coordinator is a 12-month administrator position.

Both positions support IEP Teams during IEP meetings as the district's designee during such meetings. Additionally, they act as the designee of the Director of Special Education & Student Support Services in communicating compliance timelines, measures, and best practices within special education.

In addition to the duties associated with the 1.0 FTE Special Education Team Chair position, the Special Education Coordinator supervises and evaluates DTA members and special education programming, coordinates English Language Learner services, and oversees specialized transportation.

### Discussion/Analysis

The 1.0 FTE Special Education Team Chair position has some limitations. Despite being responsible for stringent IEP timelines mandated by state and federal law, this position has no authority to enforce directives given to other DTA members. Furthermore, there are limitations to the hours this position can work. Having the 1.0 FTE Special Education Team Chair position become a 1.0 FTE Special Education Coordinator will result in increased compliance monitoring, supervision, and evaluation of special education processes and programming to better serve our students.

### Financial Impact

The Team Chair position was in the general fund budget and has been changed in the FY2023 Superintendent's Preliminary budget to a Special Education Coordinator position, pending approval.

### Recommendation

If the School Committee is in agreement, the following motion is recommended for approval:

***MOVE to approve to change the 1.0 FTE Special Education Team Chair position, that is currently in the general fund budget, to a 1.0 FTE Special Education Coordinator position.***

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