

ORGANIZATION/PROGRAM DESCRIPTION

The system-wide Student Services Department includes four separate, but related areas that support students:

- Special Education -- PK to Age 22
- Guidance – K through Grade 12
- Nursing -- PK through Grade 12
- Related Services --Therapy and Psychological Services

Student Services:

The Student Services Department provides support services for students between ages 2 years and 9 months through 22 years. These services and programs include: nursing, guidance, special education and, what is commonly referred to as “Section 504.” The focus of these programs is to provide each student with the necessary skills, accommodations, specific instruction and/or curricular modifications to experience academic and social success in the Lexington Public Schools. The Nursing department provides valuable services to all students within our schools. They provide direct services to medically compromised students who are then able to attend their neighborhood school. The Student Services department manages Medicaid reimbursement, oversees the needs of homeless students and reviews residency. The Student Services department also provides appropriate and ongoing professional development in curricular areas, related services, and mandated trainings, such as compliance training, restraint training, etc. It is the goal of the Student Services department to promote individual student academic excellence, promote positive interpersonal development and encourage a collaborative and reflective learning environment where all students can actively participate in the daily life of the Lexington Public Schools and community. The following program budgets are the basis for the Student Services Budget.

System-wide Section 504 Services

Students experiencing substantial disabilities impacting one of life’s major activities such as walking, seeing, and communicating, who do not require special education; receive support and accommodations under Section 504 of the Federal Rehabilitation Act of 1973. These services are described in an individual accommodation plan, called a 504 plan.

System-wide Special Education

The Student Services Department provides special education services to those students who are evaluated and identified as having a disability that directly interferes with their ability to make effective progress in the general education curriculum. The regulations followed in this process of identification are the Massachusetts Regulations 603 CMR 28.00 and the Federal Educational Law IDEA.

Eligibility for services is determined through multidisciplinary evaluations completed by building-based teams. This team may include a school psychologist, speech and language therapist, guidance counselors, social worker, special educator, occupational therapist, physical therapist, principal, classroom teachers and parents. The team develops an Individual Educational Program (IEP) based on the evaluations and the team discussion. Eligibility requires the identification of a disability, a determination as to whether the student is making effective progress and the further determination that the student requires specialized instruction or related services. Under the law, parents have the right to seek an outside or Independent Educational Evaluation (IEE) when they disagree with the findings of the special educational team. Special Education services focus on early intervention strategies in the preschool and primary grades, and skill development during the elementary and middle school years. As children enter adolescence, compensatory strategies and self-advocacy skills become a primary focus.

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Special education and related services at all levels are comprehensive and include special education, speech/language, occupational therapy, physical therapy, counseling, adaptive physical education and other specialized services. Each service is described below.

Special Education – Special education teachers and instructional assistants provide services that may include instruction in reading, mathematics, written language, and/or organizational strategies. Modified, specialized instruction in content areas may also be provided. Services can be delivered in varied settings, including resource rooms and general education classrooms. Instructional assistants provide support under the direction and guidance of special education teachers. Consultation to general education staff, other service providers, and parents can be provided.

Speech/Language – Speech/language pathologists provide direct services in varied settings to students in areas such as receptive and expressive language and social pragmatics. Consultation services can be provided to general and special education staff and parents to assist students in generalizing skills.

Occupational Therapy – Occupational therapists provide direct services in varied settings to students to develop skills in fine motor, gross motor, visual motor, and visual perceptual development, as well as in sensory processing. Consultation services can be provided to general education and special education staff to assist students in generalizing skills.

Physical Therapy – Physical therapists provide training to students to increase strength, flexibility, and mobility to gain greater independence. Physical therapy provides accessibility to all school areas, facilitating participation in school and school-related activities. Consultation services can be provided to general education and special education staff to assist students in generalizing skills.

Counseling – Guidance counselors, social workers, and psychologists may provide individual and/or group counseling services to students requiring such service to make effective progress in school. Consultation is provided to staff and parents as needed.

Adaptive Physical Education – Adaptive physical education teachers assist students with various disabilities to develop skills that include large-motor development, eye-hand coordination, and upper-body strength. These teachers help students develop skills necessary for participation in physical education. Consultation services can be provided, when necessary, to general education physical education staff for students requiring adaptations with the general education setting.

Other Specialized Services – Other services include: Assistive Technology (provides consultation and determines need for evaluation to determine specific services and software programs to enable students to access the general education curricula), Behavior Specialist (conducts and writes Functional Behavioral Assessments and assists in development and implementation of positive behavior intervention plans, along with providing consultation to staff and parents), and other specialist staff including Hearing Impaired Specialist, Vision Specialist, and Orientation and Mobility Specialist (identify and monitor use of specialized materials and equipment, along with providing consultation and training to students, staff, and parents).

Evaluation Team Leaders – Evaluation Team Leaders are responsible for managing and overseeing special education processes in the schools, scheduling and chairing team meetings.

Nurses – Nurses oversee all medical issues including first aid; scoliosis, vision, and hearing screenings; dispense medications; maintain health records; and participate in Child Study meetings when appropriate.

Program-Related Special Education Services

Special education regulations mandate that identified special education eligible students receive the appropriate related services to support their Individual Educational Program. Related services include Speech and Language, Occupational Therapy and Physical Therapy, Counseling and Behavior Management services. The team is responsible to identify the needed related services and to reflect these services in measurable goals and objectives. Related services provide access to the curriculum and support student achievement.

Psychologists

Psychology – At the Elementary level, psychologists conduct psychological assessments of students, assessing their cognitive, behavioral, social/emotional and executive functioning. Psychologists also consult with staff regarding student and staff needs.

STAFFING SUMMARY:

Line No	DESE Func	JOB_DESC	Operating				Grant				Total Sum of FY11 FTE Budget	Total Sum of FY12 FTE	Total Sum of FTE Change	Total Sum of FY12 Budget
			FY11 FTE Budget	FY12 FTE	FTE Change	FY12 Budget	FY11 FTE Budget	FY12 FTE	FTE Change	FY12 Budget				
1	2305	A TECH SPEC	5.00		(5.00)		1.00	1.00	0.00		1.00	1.00	0.00	
		ETL TRADE									7.00		(7.00)	
		PE TEACHER - ADPT	0.35	0.40	0.05		2.00		(2.00)		0.35	0.40	0.05	
		SUMMER SCHOOL			0.00								0.00	
2320	PE TEACHER - ADPT	SPEECH/LANGUAGE	1.55	0.55	(1.00)		0.54	0.54	0.00		2.09	1.09	(1.00)	
		VISION SPC	0.80	0.00	(0.80)						0.80	0.00	(0.80)	
			0.27	0.27	(0.00)		0.50	0.50	0.00		0.77	0.77	(0.00)	
2800	PSYCHOLOGIST					0.20	0.20	0.00		0.20	0.20	0.00		
4	2110	ADMIN ASST DIR SS	1.00	2.00	1.00						1.00	2.00	1.00	
		SEC DH	0.52	0.52	0.00						0.52	0.52	0.00	
		SEC SS	1.00	0.00	(1.00)						1.00	0.00	(1.00)	
5	1220	SS FIN/OP	1.00	1.00	0.00					1.00	1.00	0.00		
7	2330	SPED IA	0.43	0.92	0.00					0.43	0.92	0.00		
7.1	2320	PHYS THER		1.00	1.00							1.00	1.00	
		2330	HME TUT CR	1.74		(1.74)					1.74		(1.74)	
		HOME TUTOR	1.88		(1.88)					1.88		(1.88)		
8	2320	ABA COORD	0.60	0.60	0.00					0.60	0.60	0.00		
14	1220	DIR ST SER	1.00	1.00	0.00					1.00	1.00	0.00		
		SP ASSTDIR	0.50	0.50	0.00					0.50	0.50	0.00		
16	2110	ETS		5.28	5.28			2.72	2.72			8.00	8.00	
		OOD COORD	1.00	1.00	0.00					1.00	1.00	0.00		
Grand Total			18.64	15.04	(4.09)	\$ 1,675,981	4.24	4.96	0.72	\$ 408,060	22.88	20.00	(3.37)	\$ 2,084,041

- Reflects the FY11 change of 5.0 FTEs transferred to the ALA for our ETS (5.26 FTEs for longer work year)
- Reflects the trade of Administrative Support.
- Home Tutoring services will no longer be budgeted as an FTE, but as a dollar amount. The reason is that we contract intermittently for these services and do not have regular payroll for this temporary position.

Added to FY12 Budget:

1. Change Administrative Assistant Structure
 Administrative Assistant (generalist)
 Administrative Assistant to K-8 Supervisors

1.0 FTE
 -1.0 FTE

Rationale:

This request also includes shifting of the current IEP Secretary position to support one of the K-8 Student Services Supervisors. Currently there is no administrative support position for the two K-8 Student Services Supervisors. There is such support at the Preschool and the High School but not for K-8 where the majority of the special education caseload resides. In addition, a new position is being requested in order to support the other K-8 Student Services Supervisor.

2. Special Education Data Coordinator (FTE shows under Technology Department)

1.0 FTE

Rationale:

The budget also includes a Student Services Data Specialist. As recommended in the DMC report, accurate IEP data is critical for compliance with state and federal regulations, monitoring of student services and staffing, and state reporting which has a significant financial impact. It is recommended that this position be funded by eliminating the contract with SEMS Tracker (\$17,000. reduction – the department intends to use the X2 IEP program included in the current X2 Student Information System instead of the SEMS Tracker IEP software program). It is recommended that the additional \$38,000.00 needed to fund this position be taken from the LABBB credit. It is intended that this be a one time credit allocation. It is anticipated that with the creation of this position, diligent scrutiny and data management will result in increased circuit breaker and Medicaid claims sufficient to fund this position.

EXPENSE SUMMARY:

State Func - Seg 7	FY11 Funct	ACCOUNT DESCRIPTION - new	Sum of FY09 YTD EXP/ENC	Sum of FY10 YTD EXPENDED	Sum of FY11 STM Budget	Sum of FY12 ATM Request	Sum of \$ Changed
2110	Curriculum Directors (Supervisory)	PROFESSIONAL SERVICES	\$0	\$ -	\$ -	\$ -	\$ -
2320	Medical/ Therapeutic Services	PROFESSIONAL SERVICES	\$0	\$ -	\$ -	\$ -	\$ -
2330	Paraprofessionals/Instructional Assistants	PROFESSIONAL SERVICES	\$67,825	\$ 44,126	\$ 64,689	\$ 64,689	\$ -
2357	Professional Development Stipends, Providers and Expenses	PROFESSIONAL SERVICES SEMINARS/WORKSHOPS/CONFERENCES	\$0 \$3,985	\$ - \$ 7,383	\$ - \$ 8,450	\$ - \$ 8,450	\$ - \$ -
2410	Textbooks and Related Software/Media/Materials	TEXTBOOKS	\$0	\$ 1,799	\$ -	\$ -	\$ -
2415	Instructional Materials	PRINTING/FORMS SUBSCRIPTIONS	\$0 \$0	\$ - \$ 435	\$ - \$ -	\$ - \$ -	\$ - \$ -
2420	Instructional Equipment	EQUIPMENT	\$37,632	\$ 39,116	\$ 32,209	\$ 32,209	\$ -
2430	General Supplies	SUPPLIES SUPPLIES & MATERIALS	\$0 \$4,462	\$ - \$ 5,501	\$ - \$ (74,142)	\$ - \$ (36,471)	\$ - \$ 37,671
2440	Other Instructional Services	FIELD TRIPS MEMBERSHIP/DUES/LICENSES & SUB MILEAGE OUT OF STATE TRAVEL	\$0 \$2,252 \$11,422 \$0	\$ - \$ 3,154 \$ 25,429 \$ -	\$ - \$ 2,990 \$ 6,906 \$ -	\$ - \$ 2,990 \$ 6,906 \$ -	\$ - \$ - \$ - \$ -
2455	Instructional Software	COMPUTER SOFTWARE	\$0	\$ 4,783	\$ -	\$ -	\$ -
2710	Guidance	MEMBERSHIP/DUES/LICENSES & SUB SUBSCRIPTIONS	\$0 \$427	\$ - \$ 2,918	\$ - \$ 5,804	\$ - \$ 5,804	\$ - \$ -
2800	Psychological Services	PROFESSIONAL SERVICES PSYCH EVALUATIONS SUBSCRIPTIONS SUPPLIES & MATERIALS	\$126,285 \$120 \$8,131 \$1,236	\$ 2,185 \$ - \$ 7,363 \$ -	\$ 84,990 \$ 5,665 \$ 8,670 \$ 10,300	\$ 84,990 \$ 5,665 \$ 8,670 \$ 10,300	\$ - \$ - \$ - \$ -
Grand Total			\$263,777	\$ 144,191	\$156,531	\$ 194,202	\$ 37,671

- Per Pupil Allocation: The amount of money per student that is allocated to each program area for the acquisition of curriculum specific materials, supplies and equipment for the benefit of the students enrolled in the specific program. The per pupil allocations are determined for each program classification (i.e., K-5 Math, 6-8 Math, 9-12 Math, Special Education, English Language Learners), based on the official October 1 enrollment reported to the Department of Elementary and Secondary Education.

Special Education Consulting Services

State Func - Seg 7	FY11 Funct	ACCOUNT DESCRIPTION - new	Sum of FY09 YTD EXP/ENC	Sum of FY10 YTD EXPENDED	Sum of FY11 STM Budget	Sum of FY12 ATM Request	Sum of \$ Changed
2320	Medical/ Therapeutic Services	PROFESSIONAL SERVICES	\$801,944	\$ 598,086	\$ 592,530	\$ 560,000	\$ (32,530)
Grand Total			\$801,944	\$ 598,086	\$ 592,530	\$ 560,000	\$ (32,530)