

----- Forwarded message -----

From: **Melrose SEPAC** <melrosesepac02176@gmail.com>

Date: Mon, Oct 10, 2022 at 12:58 PM

Subject: Upcoming Presentation on Special Education at School Committee Meeting

To: Julie Kukenberger <jkukenberger@melroseschools.com>, Cari Berman <cberman@melroseschools.com>, Jennifer Razi-Thomas <jrazi-thomas@cityofmelrose.org>, O'Connell, Ed <eoconnell@cityofmelrose.org>, Driscoll, Margaret <mdriscoll@cityofmelrose.org>, Paul Brodeur <pbrodeur@cityofmelrose.org>, McAndrew, Jennifer <jmcandrew@cityofmelrose.org>, Ed O'Connell <ejomelrose@gmail.com>, Dorie Withey <dorie@dorieformelrose.com>
Cc: Melrose Commission on Disability <commissionondisability@cityofmelrose.org>, <citycouncil@cityofmelrose.org>

Dear Dr. Kukenberg, Ms. Berman and Members of School Committee,

Thank you very much for agreeing to include a presentation on special education by school administrators at a school committee meeting in the near future. As you know there are many pressing issues related to special education that will no doubt have a significant impact on the school budget for the current fiscal year (FY23) as well as the proposed budget for next year.

We are writing today to kindly request you to include the data and analysis outlined below in the upcoming presentation. Please include 5 yrs of historic data when appropriate, so that we can identify trends and make reasonable conclusions about future needs. Please provide data back to FY18, so we can see two complete years prior to covid related interruptions.

Expenses

- Special education related expenses FY18, FY19, FY20, FY21 and FY22
- Special education related expenses (actual vs budgeted) for FY22.
- Special education related expenses (budgeted vs UPDATED FORECAST) for FY23
- Special education FY 24 - Optimal Budgets by Building (ask Principals to provide this information - they should be doing it anyway)
- Out of District related expenses (Budgeted vs UPDATED FORECAST) for FY23 -include Tuition, Transportation, Legal Fees
- Out of District related expenses FY18, FY19, FY20, FY21 and FY22 - include Tuition, Transportation, Legal Fees
- Any other (current or anticipated) FY23 expenses related to special education not currently budgeted

Enrollment

- Number of students eligible for special education (FY 18-present)
- Number of students eligible for special education services by building for FY23
- Number of students CURRENTLY out of district placed for FY23

- (Break out 45 day).
- Number of students out of district placed for the past 5 years - FY18, FY19, FY20, FY21 and FY22

Eligibility/Evaluations

- Number of eligibility meetings conducted by MPS staff for the past 5 years - FY18, FY19, FY20, FY21 and FY22
 - Break out findings - eligible vs ineligible
 - Break out eligible - IEP vs 504
- Number of eligibility meetings conducted and PENDING for FY23
 - Break out findings - eligible vs ineligible
 - Break out eligible - IEP vs 504

Special Education Staffing FY23

- Total number of Employees BUDGETED vs FILLED by both POSITION and BUILDING:
 - Special Ed Coordinators
 - School Psychologists
 - Special Education Teachers
 - SPED Teachers - Severe Needs
 - SPED Teachers - Moderate Needs
 - Reading Specialists
 - Speech Language Pathologists (SLP)
 - Occupational Therapists (OT)
 - Physical Therapists (PT)
 - Adjustment Counselors (LICSW)
 - Board Certified Behavioral Analysts (BCBA)
 - ABA Therapists
 - Paraprofessionals - Assigned to Subseparate or a 1:1
 - Paraprofessionals - Unassigned
- Number of employees currently working under emergency waivers for licensure and certifications as of start of the FY23 school year.

Reduced Offsets related to ECC Tuition:

- Number of PRESCHOOL students enrolled at the Franklin Early Childhood Center FY18-present (do not include Kindergarten)
- Number of preschool students with IEP/504s FY18-present (do not include Kindergarten)
- Number of preschool students qualifying for free and/or reduced tuition under IDEA law - FY18-present

Analysis

- What conclusions have you drawn from the data?
- What steps have you already taken?
- What options do we have going forward?

We understand this may seem like a lot to ask, but without this data it will be impossible to conduct the strategic planning our students and community stakeholders deserve. Your hard work and attention to this presentation is very much appreciated.

Finally, we would also like to draw your attention to the fact that our [Special Education Program Plan Statement](#) has not been updated or certified since 2015. Although a formality, the SEPP Statement is intended to ensure school administrators and school committee members understand their responsibilities to eligible students with disabilities under federal law (IDEA). Statements are typically signed by our Assistant Superintendent of Pupil Personnel Services and the SC Chairperson. We believe it would be both timely and appropriate to update the document in conjunction with the school committee presentation.

Respectfully,
Members of the SEPAC Board & Melrose Commission on Disability

CC: Members of Melrose City Council