



Brookfield Public Schools



"Create Your Tomorrow"

To: Personnel & Negotiations Committee

From: Dr. Barile and Mrs. Wygonik *[Signature]*

Re: Request to reinstate the Special Education Clerk position hours eliminated in the 2018-2019 budget

Date: October 7, 2019

Background & Rationale:

During 2018-2019 budget deliberations, while collaborating to respond to the Board of Selectman and Finance reductions to the Board of Education adopted budget, three, part time clerk positions were eliminated in order to save \$26,000. This position elimination was recommended by then, Director of Special Education, Dr. Sipala. Although losing the positions was not an ideal decision, Dr. Sipala had concluded that with the reorganization of four teacher leadership positions to two administrator positions, along with professional development for faculty, that the department could successfully manage the reduction.

After 15 months without the clerk positions it has become apparent that our capacity to adhere to basic special education compliance matters has become a significant challenge. The two secretaries who manage the district and school special education department's operational compliance of local, state and federal law can barely keep up, having become overwhelmed with the required work load. While the professional development has been a success in developing teacher capacity, their preparation time is now almost exclusively spent on hours of clerical compliance related matters regarding PPT invitations and rescheduling of these PPT's, rather than on student centered instructional planning.

Request:

Rather than let this lack of capacity begin to create critical compliance mistakes and also erode both employee morale and parent trust, **we request that an 18 hour per week, unaffiliated clerk position be reinstated.**

Cost:

The cost for this position for the remaining 2019-2020 school year is \$11,000. This budget neutral request is available as identified in a small reduction in the work plans within the extended duty budget for the current school year. At a full time rate of 18 hours per week for 260 days per year, this position will cost approximately \$17,000 annually.