



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

Vincent W. Clark, Chief Executive Officer, Integrated Service Center

MEMORANDUM

March 23, 2009

**TO: District Superintendents
Deputy Executive Directors, Special Education**

**FROM: Vincent W Clark
Chief Executive Officer, Integrated Service Centers**

SUBJECT: Selection of Deployment Advisory Committee

Recently, a joint Department of Education/UFT Committee met to review the clustering process for School Psychologists and School Social Workers for the 2009-2010 school year. A memorandum describing the complete procedure as well as the allocation and an activity calendar will be distributed shortly. However, in order to begin the process, it is necessary for all districts to elect a Deployment Advisory Committee (DAC).

A Deployment Advisory Committee for each community school district and high school superintendency is responsible to recommend a pattern of service to the current District Superintendent that maintains continuity of service as much as possible and maximizes the ability to achieve compliance within the allocation of staff provided. The deliberations of Deployment Advisory Committees should be concluded in one day if a review of the data does not reveal a compelling need to change clusters. The Superintendent will grant final approval of deployment plans after consultation with the UFT functional chapter leader. The superintendent is the final authority on issues pertaining to the development of clusters and in assuring that clustering rules are followed.

A Deployment Advisory Committee shall be convened for each of the former high school superintendencies. This will require some coordination among ISC personnel since high schools formerly in a single superintendency may be distributed among two or more ISC's. ISC personnel should communicate immediately regarding the election of a committee and the designation of a location for the clustering process for each of the former high school superintendencies.

Timeline: The election of DAC members for all superintendencies must be completed on April 6 or April 7, 2009.

c: Santiago Taveras
Linda Wernikoff
Marlene Siegel
Mariano Guzman
Robert Wilson
Lou Aiani
Joseph Coccaro
Hannah Dietsch

**SCHOOL PSYCHOLOGIST AND SCHOOL SOCIAL WORKER
DEPLOYMENT ADVISORY COMMITTEE ELECTION GUIDELINES**

The following procedures and timelines are designed to facilitate the selection of the Deployment Advisory Committee (DAC) for the 2009-2010 school year in all districts and high school superintendencies in each ISC.

- The Deputy Executive Director, Special Education in each ISC shall ensure that advisory committees of assessment staff and administrative/supervisory personnel be established in order to review the school psychologist and school social worker pattern of service for the coming school year. School Psychologists and School Social Workers in each Community School District will select four representatives, two from each discipline for the Deployment Advisory Committees (DAC). Each discipline will be represented by one monolingual and one bilingual staff member. The ISC may assign up to three supervisory personnel to the committee. Individuals who are on sabbatical must be notified of the meeting and are entitled to vote, if they are present for the meeting.

Respective Deputy Executive Directors must ensure coordination of clustering activities in former high school superintendencies where high schools may now be distributed to two or more ISC's. High School DAC's should be represented minimally by a school psychologist, school social worker and a supervisory designee from each ISC represented and, therefore, may exceed the size of the DAC for community school districts (seven members.)

- The bilingual staff member elected must be working full time in the district under a bilingual credential in a language allocated to the district. Only School Psychologists and School Social Workers currently on school assignment are eligible to serve. Time should be set aside for staff to meet, by discipline, to conduct their own election. Both monolingual and bilingual staff will be elected by and represent all the members of their discipline.
- The size of the DAC should be workable so that recommendations can be made and cluster assignment plans can be developed efficiently and effectively through a consensus process. Administration may invite other knowledgeable supervisory personnel (e.g., supervisor of psychologists, Administration and Operations Manager, Administration and Operations Specialist, CSE Chairperson, etc.) to join the advisory committees, which should not exceed seven (7) members except in several high school superintendencies that cross two or more ISC locations.
- The Committees will meet at locations designated by the Deputy Executive Director in their respective ISC's to review the clustering of the schools in their school districts and high school superintendencies. The DAC will review and if necessary develop new recommendations for deployment of staff to school assignments. Stability of clusters should be a primary consideration. Recommendations for change require a written explanation to the appropriate Superintendent indicating how the workload projection was developed and the rationale used for the change.
- It is anticipated that the workload due to referrals of non-public, private, parochial and charter school students will be completed by CSE Teams. None of these cases, therefore, may be included in the school team clusters. Turning five, non-attending and suspension cases will be done by the assessors at the home-zoned school or the school likely to be the student's school.

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- Please note three years ago, high school clusters were reviewed and re-clustered if necessary so that all high school clusters are comprised of schools reporting to a single ISC. Again, each HS cluster may be comprised only of high schools reporting to a single ISC.
- **The election of DAC members for all superintendencies must be completed on April 6 or April 7, 2009.**