



BOARD OF EDUCATION OF THE CITY OF NEW YORK

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OFFICE OF THE CHANCELLOR

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OFFICE OF SPECIAL EDUCATION CLINICAL SERVICES MEMORANDUM #18, 1996-97

January 15, 1997

To: Clinical Administrators
CSE Chairpersons
High School District Managers
Executive Assistants, Special Education
Clinical Supervisors
School Based Support Team Members

From: Dov Rokeach, Assistant Superintendent *D. Rokeach*
Office of Special Education Clinical Services

Re: Appropriate Workspace for
School Based Support Team Members (SBSTs)

As you are aware, the school system is faced with serious concerns regarding overcrowded classrooms and schools across the city. The issue of insufficient space is problematic for all educators, including teachers, School Based Support Teams (SBSTs), related service providers and administrators. The purpose of this memorandum is to provide a hierarchy of strategies to be followed when SBSTs are unable to obtain sufficient workspace where they can appropriately assess student's social, emotional and cognitive functions.

When a School Based Support Team has insufficient space, they will alert the Chairperson/High School District Manager of the problem in writing who, in turn, will provide them with a response within five (5) days. This notification of status of all requests will be returned to the respective SBST member within five (5) working days of receipt of request.

The Chairperson/District Manager or designee will verify the lack of adequate workspace. If it is determined that appropriate workspace could be made available to the SBST, the Chairperson/District Manager will discuss the matter with the building principal. If there is no resolution at this level, the Chairperson will discuss the issue with the Community School District Superintendent or designee. The High School District Manager will discuss the issue with the Executive Assistant for Special Education. If the Chairperson/District Manager is still unable to obtain adequate workspace, the issue will be referred to the respective Clinical Administrator/Deputy Director of High School Clinical Services who may approve using an alternative option for providing appropriate workspace including the following:

1. The team will be provided with regular designated space for assessments and/or administrative work as necessary at the Committee on Special Education, a neighboring school, or other Board of Education (BOE) facility

within close proximity. Parents or SBST Family Workers (with parental permission) will escort students from their home schools to the evaluation site and back to school again.

2. The team assigned to the CSE, neighboring school or other BOE facility will be expected to:
 - assess students from their assigned school(s);
 - complete observations, consult with teachers, gather school records, etc. in their assigned school in order to complete the assessment process and develop an appropriate Individualized Education Program (IEP);
 - complete any reports, IEPs, and any unfinished and related paperwork for students from their assigned schools;
 - offer, in consultation with the host school's SBST, assistance in completing cases from the host school.
3. Where appropriate space is available on limited days of the week, the SBST and Chairperson/District Manager will develop a work schedule to make maximum use of the available space in conjunction with the alternatives described above.

In all cases where adequate workspace is absolutely unavailable, the Clinical Administrator for Community School Districts and Executive Assistants for Special Education for High Schools will continue to work with the offices responsible for school facilities and other central and district personnel to remedy the situation.

The Office of Monitoring and School Improvement will monitor appropriate space for SBSTs when visiting schools.

DR:rbn

c: Francine B. Goldstein
Nilda Soto-Ruiz