



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

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DIRECTOR

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Contact Persons:

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Action By:
Information Only

TO: All Principals

FROM: Janis Andrews, Ed.D., Chief Academic Officer 

SUBJECT: Centralization of Speech-Language Pathologists FY13

Effective July 1, 2012, Speech-Language Pathologists (SLPs) will be centralized in the Exceptional Student Education (ESE) Department budget and managed by the SLP administrative staff. Centralization of SLPs during fiscal year 2009-2010 yielded a reduction of contract costs in excess of \$900,000.00 by maximizing SLP resources. Based on our current budget situation, it is expected that this change will result in substantial savings by efficiently assigning SLPs thereby reducing the use and high cost of contracted staff.

SLP assignments will be based on the current allocation formula to ensure appropriate services to students. In order to achieve the desired effect, SLPs will be assigned 100% to SLP-specific duties. The job responsibilities of SLPs consists of therapy services, diagnostic evaluations, compliance activities, intervention activities, and contractual time including planning time, lunch and breaks, as appropriate for the level served. This may result in some SLPs being scheduled at other locations for a portion of their duty hours.

Because SLPs serve students enrolled at your schools, school-based administrators continue to be responsible for:

- Including SLPs assigned to your school as members of the school community in school-wide communication and faculty social activities
- Adding the SLPs to the 'Sign In' list per school policy
- Providing appropriate classrooms, teacher desks, mailboxes, and computers
- Providing access to school-wide supplies, the school server for their "My Documents" file, and lunch accounts
- Providing identification badges (ESE will provide identification badges to SLPs serving 2 or more sites) and badge access to the campus
- Informing the SLP administration of your preference for:
 - Whether substitutes for SLPs are required
 - Notification of SLP Temporary Duty Elsewhere (TDE) and Leaves of Absence
 - Earning and using compensatory time

- Reviewing SLPs' lesson/therapy plans and attendance records per school and contract guidelines
- Completing on-site supervision including required walk-throughs and informal observations
- Collaborating with SLP administration if there are concerns with the performance of an SLP (district or contracted) or of any disciplinary action
- Collaborating with SLP administration to arrange and complete the Employee Support Programs (ESP) for 'new-to-the-district' SLPs

School-based administration may:

- Consider SLPs for supplemental activities such as club leaders, committee chairs, tutoring positions, etc., provided responsibilities occur beyond duty hours
 - Payroll for these activities are easily arranged through the ESE and Compensation departments
- Consider SLPs when allocating A Plus monies

The ESE Department's SLP administration is responsible for:

- Assigning district and contract SLPs to serve public schools, Head Start sites, hospital/homebound students and diagnostic evaluations at private schools, charter schools, and other public schools as needed
- Maintaining communication with school-based administrators
- Processing
 - Payroll
 - Leaves/TDEs
 - Lead Money
- Distributing and ordering supplies using the annual supply allocation and Medicaid funds
- Professional development
- Recruiting and hiring SLP staff
- Completing formal observations with focus on clinical skills
- Providing EDW access
- Providing assignment information to the Substitute Office
- Provide contact people in the ESE department for payroll and confidential needs
- Provide technical assistance as needed to SLPs
- Provide clinical supervision to Clinical Fellows and coordinate mentor bachelor level staff
- Coordinate placements of SLP interns
- Provide testing materials and protocols to SLPs

The centralization of SLPs is a positive change that is a fiscally responsible means of addressing the critical shortage of SLPs by most efficiently assigning the district's limited resources while maintaining quality services to students. Questions should be addressed to your Area Superintendent.

EWG:JA:JS:SZA:jb

Approved: 
E. Wayne Gent, Superintendent