

**Kathleen McConnell Fad, Ph.D.**  
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October 26, 2012

Pam Fierro, Curriculum & Instruction Executive Director  
Canutillo Independent School District  
P. O. Box 100  
Canutillo, Texas  
El Paso, Texas 79835

Dear Ms. Fierro:

This is a description of the proposed review of specific special education issues related to (a) the organization and structure of the department, (b) the communication between the department leadership and staff members, and (c) the assignment and retention of speech language pathologists and diagnosticians.

The scope of this review is limited to the issues above. Based on the findings, the report will provide recommendations for improving practices related to the issues in special education mentioned above.

The approach for this project draws on my previous experience with school district performance reviews and evaluations. For this program review, I am proposing to work closely with central administrators in Canutillo ISD. I will gather information from these sources:

- *Performance-Based Monitoring Analysis System (PBMAS)*
- Data supplied by the district (see below)
- Site visit and interviews

### ***Questions to Be Addressed in the Review***

The key questions to be addressed in this review are these:

- Does the organizational structure ensure efficient and effective services for students in special education?
- What are the structures and processes that are in place to ensure coordination and communication among special education department personnel?
- Are there specific issues that impact the recruitment and retention of speech-language professionals and diagnosticians in the district?
- Are there other issues related to compensation, working conditions, staffing formulas, or caseloads that impact the speech-language professionals' and diagnosticians' employment preferences?

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- Do any of the issues related to speech-language professionals also impact other special education personnel, including diagnosticians?

### ***Preliminary Data Requests***

The following are data requests from the district that will likely be necessary in order to complete this review. Additional requests will be made after this preliminary information is analyzed.

Working with one administrator and one administrative assistant in the central office to manage the data requests, production, and transmission is preferable. The administrative assistant can transmit the data electronically.

1. Organizational chart for special education program with names and contact information for all personnel, including email address, telephone numbers, and mailing addresses.
2. List of speech language therapists and assistants, by campus, with contact information, including email addresses, telephone numbers, and campus mailing addresses.
3. Case loads of speech language therapists and assistants, including assessment (both initial and re-assessments), direct service, consult, in-class, and pull-out.
4. List of diagnosticians, by campus, with contact information, including email addresses, telephone numbers, and campus mailing addresses.
5. Case loads of diagnosticians, including both initial assessments and re-assessments and ARD committee attendance, as well as other duties if assigned.
6. Total enrollment of general education students, special education students, by campus.
7. Total number of special education teachers and paraprofessionals (instructional assistants), by campus.
8. Staff development records for speech language therapists and diagnosticians indicating number of hours of training and topics, for three years.
9. Special education policies and procedures manual, including specific procedures for identification and service delivery.
10. List of screening and assessment instruments for speech language services and diagnosticians.
11. Job descriptions for all categories of speech-language and diagnostician personnel.
12. Retention records from personnel for speech-language and diagnostician personnel.
13. Salary schedules for all categories of speech-language diagnostician personnel.

### ***Reviewer Qualifications***

Dr. Kathleen McConnell Fad has more than 30 years experience in general and special education, including program evaluation, coordination of staff development for teachers and administrators, and generation of training programs and curricula. Kathleen is the author of numerous publications, including assessment instruments, books, and teacher materials.

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She has been a general and special education teacher in public schools as well as universities. Dr. Fad has worked as a sub-contractor with Gibson Consulting at least 15 educational reviews that include consideration of special education and has completed many other evaluations independently. Dr. McConnell Fad's vita is attached.

***Review Timing and Fees***

This project can begin as soon as data are provided. Dr. McConnell Fad will work with Ms. Fierro to schedule two days on site for interviews and observations. A report with recommendations will be provided to the district before the holiday break in December 2012. The district has requested a very short time frame and every effort will be made to meet it. The project schedule and fees are based on the assumption that data requested will be available within two weeks of the project approval. It is important that there is an opportunity to analyze these data before the site visit.

At the district's request, Dr. McConnell Fad will conduct a two day site visit during the project to better understand programs and services delivered. These visits will allow for interviews of staff members and also be used to validate data received. Dr. McConnell Fad will discuss the draft report and recommendations with Ms. Fierro before submitting a final report and will consider comments from the district. Depending on the number and nature of comments and questions, it should be possible to finalize the report with by December 18 2012.

The total professional fees for this project will not exceed \$9,750, including \$8,400 in consultation fees and \$1,350 in travel expenses. Professional fees of \$8,400 are based on approximately 56 estimated hours at a rate of \$150 per hour. Travel for the two day site visit is included in this estimate and will not be billed separately.

*Dr. McConnell Fad*

Principal; Tasks include: Review of data, site visits, recommendations, and report writing

Hours by major task are estimated and provided below:

- Project initiation and planning (4 hours)
- Data review and analysis (8 hours)
- Site work (18 hours)
- Program analysis (10 hours)
- Literature review if needed, peer comparisons (4 hours)
- Development of findings and recommendations; draft report (12 hours)
- Communication with/presentation to executive team and/or school board (not included; to be added if necessary)

Dr. McConnell Fad will invoice Canutillo ISD at the completion of the project. Records of the project work hours will be maintained and will be limited to the hours indicated above. The district will not be billed for any additional hours or costs. If required hours are less than the 56 hours estimated, the district's invoice will be lower than the total estimated amount. The total invoice will not exceed \$9,750.

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I appreciate the opportunity to work with Canutillo ISD on this important project. I will devote my best efforts to the work performed on this assignment, and any findings, recommendations, or other written materials will represent my best professional judgment based on the information made available to me.

If you are in agreement with the terms of this letter proposal, please sign in the space provided below and return to me. If you have any questions, please contact Dr. Kathleen McConnell Fad at 512-799-3238.

I look forward to hearing from you.

Sincerely,



Kathleen McConnell Fad, Ph.D.  
October 26, 2012

**Accepted:**

Canutillo Independent School District

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Signature, Title

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Date