

Location: ZOOM Meeting	SELM Special education labor management		ROLES: Facilitator: Caroline and Matt Notetaker: Jodi Timekeeper: Summer
	<p>Contract Language to review:</p> <p>12.3 Special Education Labor Management Committee:</p> <p>12.3.1 Purpose: A joint committee shall meet on a monthly basis to develop and review policies and practices related to the delivery of student and Special Education services in the District and be proactive in resolving issues of concern to both parties.</p> <p>12.3.2 Membership: The committee shall consist of an equal number of members appointed by the President of the Federation of teachers, Local 59 and the Superintendent.</p> <p>12.3.3 Scope: Topics that the committee shall address include but are not limited to:</p> <ul style="list-style-type: none"> a. Workloads b. Paperwork reduction, duplication, data collection and information management c. Support for IEP due process requirements d. Selection and use of funds for curriculum and materials e. Facilities and working conditions f. Professional development g. Support for schools to deliver focused interventions for students with special needs h. Preparation time i. Residency Program for Special Education J. Loss of prep K. Building sub/ loss of prep <p><u>Attendees</u> 10/9/2025 Jodi Dezale, Matt Pellowski, Caroline Long, Almas Merchant, Emma Peterson, Kaley Czech, Michelle Lee-Reid, Liz Keenan, Summer PaVon, Valerie Crawford, Aria Campbell, Jennifer Frisbie, Emma Peterson, Julie Payne-McCullum</p>		Date: 6/5/25 Time: 4:30 to 5:30 Location: ZOOM LINK
Agenda Topic	Topic Leader-time	Discussion/Information Notes	Actions to take
Check in	2 min	Name, title, location Where was your favorite place to spend time this summer?	

Updates	10-20 min 10-20 minutes 10 minutes	<p>Norms—do we want to change any for our work this year?</p> <p>As members of the Special Education Labor Management Committee, what are your hopes and priorities for our work this year? How will we know that we've fulfilled our mission of collaboratively improving the policies, practices, and working conditions that impact both staff and students?</p> <p>Do you want to change the way we do agendas? Would you ever like add anything?</p>	
		<p>Let's brainstorm topics for this year:</p> <p>Workload formula—MOA A portion of this was addressed including looking at 3 years of data and analyzing workload and caseload. There was not a formula created and piloted last year so additional attention on this is required. Katie Cruz was the primary person to manage this and may have direct access to the report. Additionally the report was housed in last year's SELM folder. We will look at possible options for moving forward in creating a workload formula.</p> <p>Writing curriculum Staff is expected to teach and measure progress on writing but special education has not had a writing curriculum. A few weeks ago a survey was sent out related to curriculum and it will be sent out again - this might be one way to draw attention to the writing curriculum options. It is sometimes addressed as part of the literacy curriculum and we can consider this area in more detail. This could be considered based on various tiers of service and consider multiple options. One piece to consider would be the developmental writing scale as a framework for looking at writing development and judging progress and next steps. This can also be tied to mapping out professional development. It was suggested that new PD would likely be welcomed by teachers and providers.</p>	

		<p>SEA collaboration time</p> <p>Limited opportunity to collaborate during the student day and for SEAs to interact with teachers. Last year there was an option for an hour a week of collaboration time that is not available this year. It was indicated by several participants that this collaboration time was beneficial in a number of ways for staff to communicate and share information. It was also mentioned that with program changes from SB to categorical there has not been time to engage and build capacity within teams. It was not in the budget for this year but has been discussed. It can be addressed in goal setting and budgeting for next year in finding ways to maximize the support. There was no line item for this in the budget as Dr. Keenan came in and became familiar with the budget that had been planned. There are not options for adjustment at this time. Currently some consideration for addressing caseload and other issues such as fall adjustment. There is currently not an accountant over the special education budget and there is not a clear line of authority to make adjustments at this time.</p> <p>Time and effort reports</p> <p>Possibly related to social work role above. No additional information at this time.</p> <p>Mentorship for new SPED teachers</p> <p>This was also considered related to MOA as a need for early career staff to have access to support within their building. Consideration was given to using Q comp funds to support this. When more information is gathered we can invite someone with knowledge of Q comp options. It should be possible to gather information on uses of q comp funds. An attempt was made to gather this information last year but there was some contradiction and lack of clarity.</p> <p>New SSW role and transportation</p> <p>Reviewed briefly the changes to social worker role and discussed who will be responsible for managing specialized transportation. It was indicated that the social work manager has documentation related to the social worker role as a provider of IEP based services. The SW newsletter has been in the principal news and notes.</p> <p>There has been discussion of 3rd party billing and social work role. They will begin adding social work service to IEP and still building the pieces for 3rd party billing that need to be handled for EdPlan/PCG. The message is that</p>	
--	--	---	--

		<p>3rd party billing is a goal and that they may participate in IEPs as a provider rather than the LEA role. Primarily at this point the goal is getting services on IEP and next year will be additional 3rd party billing as infrastructure is built for that.</p> <p>There is a flow chart for transportation that was sent out a few weeks ago in principal news and notes. Some of the smaller elementaries have clerks managing transportation and would be expected to manage transportation. If there is specialized transportation due to special education needs the special education case manager can share the relevant information with the clerk or transportation coordinator. HHM students can be placed on existing routes if available but will be handled by social workers in special situations or emergencies as needed (if location changes or cab is needed or similar).</p> <p>SERTs /case managers do not have access to transportation so special education provider role it to get information to the schools designated person to submit.</p> <p>Additional ideas were discussed including a role of this group in addressing curriculum. This seemed like a good start to gather ideas and other topics will be addressed with consideration to relevant budget and other related timelines. It appears to be a good start and gives items to work with and shared accountability. Dr. Keenan will send an invitation for an agenda setting meeting. At the prep meeting dates for the year will be identified.</p>	
	10/9/2025 notes	<p>Liz Keenan logged on and shared that she asked the other directors and team members not to log on, because she wanted to talk to a smaller portion of the group and get to know the team and get a sense of understanding. Dr. Keenan reported that working with teachers and union is an area of focus for her related to collaborating and solving problems. New to MPS as of June 10 in a role of associate superintendent. Stated that her goal is to be open and honest about identifying issues and schools impacted in order to solve problems. Expectation that this group may talk about global/district wide issues or individual schools. Did not have any information to share about the transition from previous executive director to being in the leadership role herself.</p>	

		<p>Discussed that presently there is an agenda in the chat and that we may return to a jointly prepared agenda that in recent situations the agenda has been primarily set by the MFE team. It was proposed that a week prior leads (Caroline and Matt) could meet with Dr. Keenan about a week in advance of the group meeting to develop an agenda.</p> <p>Discussed whether the norms needed to be reviewed or updated but there was no critical issues identified that would require an update to meeting norms at this time.</p>	
	All		

Next Steps		Next Year- 2024 - 2025 –Next year we will work on the MOA between MFT and MPS -SB one-pager –Writing curriculum and CBMs Workload Formulas Progress Reports What issues would you like to discuss next year? Further discussion of logging academic services	
Norms: 1. Problem Solving Mindset 2. Meeting with a Purpose 3. Safe, multi-modal communication 4. Non-judgemental, all voices heard in a safe environment 5. Be present- limit technology, multitasking, side conversations 6. Be aware of your participation 7. Civil and Respectful Engagement			Parking Lot:
			Upcoming Dates: 11/13/25 12/11/25 1/8/26 2/12/26 3/12/26 4/9/26 5/14/26 6/11/26