

Location: ZOOM Meeting	<b>SELM</b> <b>Special Education Labor Management</b>		<b>ROLES:</b> 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"> <li>a. Workloads</li> <li>b. Paperwork reduction, duplication, data collection and information management</li> <li>c. Support for IEP due process requirements</li> <li>d. Selection and use of funds for curriculum and materials</li> <li>e. Facilities and working conditions</li> <li>f. Professional development</li> <li>g. Support for schools to deliver focused interventions for students with special needs</li> <li>h. Preparation time</li> <li>i. Residency Program for Special Education</li> <li>J. Loss of prep</li> <li>K. Building sub/ loss of prep</li> </ul> <p><b><u>Attendees</u></b>  11/13/2025 Caroline Long, Matt Pellowski, Katie Cruz, Kaley Czech, Emma Petersonm Jose Rodriguez, Almas Merchant, Carissa Tebben, Erin Lawrence, Jennifer Frisbie, Liz Keenan, Michelle Lee-Reid, Rob Purple, Shannyn, Treasure Thoresen, Julie Payne McCullum</p>		<b>Date:</b> 11/13/25  <b>Time:</b> 4:30 to 5:30  <b>Location:</b> <a href="#">ZOOM LINK</a>
<b>Agenda Topic</b>	<b>Topic Leader-time</b>	<b>Discussion/Information Notes</b>	<b>Actions to take</b>
Check in	2 min	Name, title, location	11/13/25 notes color

Updates	5 mins	<p>Staffing adjustments</p> <p>Low vacancy rates, adjusted caseloads for those at upper level of caseload size, primarily resource teachers and lowered numbers for categorical numbers. Started with multiple places that had setting 3 with no or low students and adjustments were made. For the next school year budgeting will take new numbers into consideration and the goal will be to have a better fit with less adjustment next year. The largest issue was about 60 more students than initially expected at T Plus. Adjustments involved both teachers and SEAs. A question was raised about supporting the Metro program /hospital sites and what the response will be when the number of students changes as it is known to vary in those programs. It will be monitored quarterly. Discussed that there was no start date and caseload sizes and whether once the new contract was ratified these may change and whether they are meant to start in 2025 or 2026. Discussed the impact of number case managed by a teacher and the additional number of students served but not case managed.</p>	
Review Contract	5 mins	<p>Review Contract language on SELM.</p> <p>Reviewed purpose of the group as listed at top of agenda.</p>	
MOA		<p>Make a plan on how to address the items here.</p> <p><a href="https://drive.google.com/drive/folders/1qcaFV2sugh8VhWgi6ST3ZgllPhH2S1gf">https://drive.google.com/drive/folders/1qcaFV2sugh8VhWgi6ST3ZgllPhH2S1gf</a></p> <p>Reviewed and re acclimated to components of MOA, contents of report compiled last year (overview presentation by Katie Cruz) and information from those leads that have groups using workload models currently. Time study overview - MDE workload analysis, sample groups, user actions from EdPlan. Summary of report was followed by brief discussion of how the workload formula might be used - within buildings and/or across buildings and during budget tie out.</p> <p>Summary of ECSE program - with weighted workload goal of 22 hours of 25 teaching hours via contract (which allows for travel between sites). It was shared that a bargaining team member had commented on the positive aspects of the weighted caseload to support ability to</p>	

		<p>provide appropriate service. It was indicated that working through travel and adding teaming time was useful.</p> <p>Speech language ECSE workload based on 25 instructional hours and related to frequency of visits. K-12 SLP staffing hybrid of workload /caseload 1:40 in Elementary and 1:45 in secondary with some additional factors such as high population of multilingual students or large number of students with communication devices.</p> <p>OT/PT also similar ot ECSE for citywide. Birth to 3 on the same format as teachers, Cltywide OT/PT based on value of 20, Direct or indirect service, All indirect only gets a weight of .25, broken down by site to add to a weight of 20 when assignments are calculated. Data tracked by site and examined monthly allows for support for those that are higher in work and can identify those that may be lower and able to offer support.</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	
<b>Norms:</b> 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			<b>Parking Lot:</b>
			<b>Upcoming Dates:</b> 12/11/25 1/8/26 2/12/26 3/12/26 4/9/26 5/14/26 6/11/26