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# SPED UBC Minutes

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November 18, 2010

**MEMBERS PRESENT:** Cheri Navidi, Colleen VanNordheim, Dave Thompson, Jen Conlon, Julie Goodwin, Karen Walling, Mandy Senhen, Stephaine Hudson, Stephanie Pinney, Jan Van Horne, Candy Smiley

**MEMBERS ABSENT:** Debie Collins and Gretchen Murphy (due to unexpected conflict at work sites)

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## **NEW BUSINESS:**

Jan reviewed the documents distributed to everyone.

- Caseloads
- Information from recent school board meeting
- Job descriptions
- SELPA information
- Memo about special education subs for IAs
- RSP Caseload Waiver Process
- Today's work to be completed

**The RSP Caseload Waiver Process** was identified early on as a process that was unclear to the RSP teacher. Knowledge around this topic varies throughout the district among RSP teachers. This information should help all RSPs to understand the issues around waivers. It is extremely important that a RSP teacher with a caseload near 28 understand options for service delivery. PFT is part of the waiver process and must sign off on the waiver document prior to any caseload being raised to 32. PFT should be contacted prior to signing any waiver. See attached document.

**UBC Concerns:** Jan has taken the concerns that were forwarded to this UBC for the October meeting and clustered the concerns under umbrella "Big Issues" (see below). From these Big Issues the group will develop Problem Statements which helps to identify interests and recommendations. The members of the UBC decided to meet twice in December in order to get the Problem Statements finalized and then move toward 'interests.' Candy reviewed the process that will be used since we will be following Interest Based Problem Solving (IBPS) methods.

<b>BIG ISSUE</b>	<b>Concerns</b>	<b>Current Action</b>
Instructional Assistants	<ul style="list-style-type: none"> <li>• Lack of subs when IA is out</li> <li>• Lack of consistency</li> <li>• Maintain integrity of programs when IA is not replaced for 3 days</li> </ul>	--Forthcoming memo from Personnel to explain procedure for securing an IA on first day out.
Job Descriptions	<ul style="list-style-type: none"> <li>• Are we to case manage or instruct academics?</li> <li>• Look at the tasks to establish workload</li> <li>• Working with advocates or high profile cases</li> <li>• Part-time RSPs</li> </ul>	--PFT is working on this through Labor. --UBC is reviewing current information which is Board approved. --UBC has reviewed the recommendations from previous years' Problem Solving Group and the SPED Council (both have disbanded)
Inclusion Students	<ul style="list-style-type: none"> <li>• High GE class sizes are impacting SPED</li> <li>• SDC students are not counted in total school population</li> </ul>	--SPED Budget/Staffing Committee Initial Meeting Date 12/15. Candy and Jan to attend.
Communication to Staff	<ul style="list-style-type: none"> <li>• How do we collaborate w/ peers?</li> <li>• How is information which impacts jobs distributed to all?</li> </ul>	PFT Communications to teachers: --RSP waiver (attached) --Duty Free lunch (email 12/2/10) --Substitutes for IAs (forthcoming from personnel with follow-up from PFT) -- Jan to create a PFT SPED directory post to PFT website by 12/15
Gray File Transfer	<ul style="list-style-type: none"> <li>• No uniform process exists</li> <li>• Files get lost/delayed in arriving at new school</li> </ul>	--UBC will make recommendation to SPED for a uniform process to be designed at December meeting
Trainings	<ul style="list-style-type: none"> <li>• IAs</li> <li>• WIAT 3</li> <li>• GE teacher role at IEPs</li> <li>• ESY—what is recoup in data collection?</li> </ul>	--PFT MOU states that PFT will work with PUSD to establish Pro Grow Day topics. Joint PFT/LSS meeting to begin this work 12/17. --Forthcoming email from PFT regarding TLC for WIAT-3
Budget	<ul style="list-style-type: none"> <li>• Adequate funding to implement IEPs</li> </ul>	--SPED Budget/Staffing Committee Initial Meeting Date 12/15. Candy and Jan to attend.

## OLD BUSINESS:

### OCTOBER 28 MEETING

**MEMBERS PRESENT:** Cheri Navidi, Colleen VanNordheim, Dave Thompson, Debie Collins, Gretchen Murphy Jen Conlon, Julie Goodwin, Karen Walling, Stephaine Hudson, Stephanie Pinney, Jan Van Horne, Candy Smiley

**MEMBERS ABSENT:** Mandy Senhen (due to illness)

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See the October 28 Agenda (pg 4 of minutes) for this meeting. 23 different concerns were submitted for consideration. Each item was discussed. Candy had followed up on a number of the September issues and reviewed that information with everyone. Some of the concerns have been clustered under the "Big Issues" (see above chart) and are a "work in progress."

When PFT has a concern that needs to be addressed, it can be addressed two ways. One is through the SPED UBC which could then make a recommendation to the PFT/PUSD Sped Budget/Staffing Group (a committee designated by the MOUs) and a second way is to take the concern to the monthly Labor meeting PFT has with Personnel. Many of the concerns brought forth were ones that could go directly to Labor. Topics that go to Labor often take some time before reaching resolution. Typically, there are multiple moving parts and/or personnel involved which require further investigation and/or discussion.

The contract for Encore expires in July 2011. A committee to review electronic IEP products has been established along with a time line for review of many products available. Criteria was also established by the committee to identify those qualities which any program must have in order to meet reporting needs to the state as well as an efficient product for use by district staff and teachers. Jan will provide monthly updates on progress made with this committee. Additionally, to address a concern brought forward regarding the lack of tech support specific to special education needs, the district plans to cross train staff for each program used within the district to provide the additional support when necessary. The electronic IEP program will be included in cross training of LANs.

Members of the committee are:

SPED DEPT: Melanie Brown, Linda Johnson

PFT: Jan Van Horne

SPED STAFF: Lisa Chohany, Stephanie Pinney, Dawn Mango

IT: Mark Griffin, Dawn Kale (project manager)

Karen Wusthoff is working with Jan to develop a TLC to learn how to administer the WIAT -3.

# Agenda Items

Thursday, October 28, 2010

## INSTRUCTIONAL ASSISTANTS

- Maintaining integrity of the instructional program when IAs are absent
- Volunteer II v. IA

## TECHNOLOGY (formally known as Encore)

- Efficiency of electronic IEP program
- Transition IATs

## PARITY

- SPED staff contract day
- Job descriptions
- WIAT-3: some sites bought their own but yet SPED bought for other sites

## IEPs

- Training for new assessments
- GE knowledge about their role in IEPs and understanding their responsibilities with goals out in the mainstream
- Parental or advocate requests that are outside what is outlined in the IEP or make requests way above what provides benefit or progress on goals

## STAFFING

- Providing for student needs and compliance w/ IEPs when teachers travel to other sites
- Effective communication and collaboration between peers and sites
- Job descriptions for case manager and special educator
- Balance caseload numbers between sites with special programs
- Weighting for triennials and needy parents/advocates