

Approved
SPED UBC Minutes
September 23, 2010

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

NEW BUSINESS: (ITEMS NEW TO THE COMMITTEE)

Candy reviewed the current MOUs which involve special education. At the final Problem Solving meeting for the 09/10 school year, she heard very clearly from teachers the importance of having a venue for their voice on a day-to-day basis. She then further explained how last year's Problem Solving Group had identified some 'interests' around special education which required further work. It was important that the work on that group not be lost. They had collected data from the special education staff which is valuable and should be used.

Reading through the MOUs, there was discussion around the difference between this UBC and the SEEEC which is identified in the MOU. The agreement states "Candidates for the SEEEC will be recommended to the PFT President & Associate Superintendent of LSS who will reach consensus on the members of the group." The UBC will act as a qualified pool of teachers from which to draw for SEEEC.

Jan shared the list of the members of the UBC along with their previous experiences. Currently many of the members are RSP teachers in the district; however, in reviewing their experiences it is easy to see they represent a comprehension cross-section of the different special education positions in the district.

These teachers are: Karen Walling, Stephaine Hudson, Debie Collins, Colleen VanNordheim, Many Senhen, Julie Goodwin, Dave Thompson, Cheri Navidi, Stephanie Pinney, Jen Conlon, and Gretchen Murphy

Jan reviewed the binders each UBC member received: 1) list of UBC members, 2) MOUs, 3) recommendations from last year's Problem Solving Group & the data collection sheets, 4) current staffing & caseload information, 5) SPED issues found in the School Board Packets each month

Candy explained how a UBC works and the members reviewed the PFT document on how a UBC is operated. Generally speaking, a site has its UBC members elected by the peers at the site. While the intention of the PFT was to conduct an election district-wide for this SPED UBC, it was deemed unnecessary since the number of teachers and the experience of the teachers stepping forward met the expectations of the UBC. Therefore, all the staff who indicated their desire were placed on the SPED UBC without an election.

Meetings were calendared for the remainder of the school year. Generally, meetings are held on the third Thursday of each month, but some months will be on the fourth Thursday.

Candy shared how the day-to-day operation for this UBC will run. She also shared with the group that Jan has been released from the classroom to work at PFT for two days each week. Jan will now be able to complete the day-to-day the work that needs to be done for a successful UBC. The agenda will be built by Jan starting about a

week prior to the meeting. The time frame for the distribution of minutes to our UBC was also determined. Candy wants all the members of this UBC to connect with their assigned peers regularly. All the specialty areas/schools were divided among the UBC members.

Karen Walling: ED + PAL--All levels + transition

Stephanie Pinney: CS & ASD—elementary

Debie Collins: NSH-- elementary

Stephaine Hudson: Preschool-- ASD + All--ASC

Julie Goodwin: RSP elementary (WW,VAL,TBK,TB,SH,SD,SR, SC,RH,POM,PR,PV,& MR) + DO teachers

Dave Thompson: RSP elementary (WG, AB, CH, CR, DC, CV, DS, GR, HR, & LP) + PAT + APE teachers

Jen Conlon: all DHH + VI + NSH-- secondary

Cheri Navidi: RSP --high school

Mandy Senhen: secondary-- CS & ASD + all nurses in health services

Colleen VanNordheim: RSP--middle school

Gretchen Murphy: SLPs

A question was posed to the group about how to communicate with general education. This was tabled at this time and moved to our next meeting's agenda.

THE MONTHLY PROCESS: Each of the UBC members will contact their respective groups of staff to identify & solicit any issues they may need addressed. Additionally UBC members will be able to give them information about the next UBC meeting. This gives us a good open dialogue with our entire membership. Committee members will provide staff with the template for the identification of an issue to be brought to the next meeting. Forms will be provided in digital format.

Jan will work with Candy to design the template. During each of the meetings Jan will take notes. Those notes will be sent out to UBC members for editing the beginning of the following week. Hopefully the editing can be completed in 48 hours so that we can then send the approved minutes to PFT members at the end of the week. Getting meeting minutes to PFT members in a timely manner has always been difficult. With Jan working at the PFT now, this should be eliminated since she will be overseeing this process.

Candy explained that we will develop an agenda for each meeting, but we might not discuss everything. Additionally, if items are addressed, we must follow up to see that they are implemented. It is important that each of our 'interests' is handled by a "decision maker" in the district. Our meetings should not be bitch-sessions, but rather productive to find good solutions or recommendations.

The agenda will be divided into six sections each month: Instructional Assistants, Technology, Caseloads, Parity, IEPs and Staffing.

Attachments: MOUs, recommendations from the 09/10 Problem Solving Group, data collection from the 09/10 survey, Basics for a Successful UBC,

AGENDA ITEMS (Items in bold font were discussed)

INSTRUCTIONAL ASSISTANTS

- **3+3 IAs need breaks/lunch—what is labor law saying about time required for breaks**
- IAs being replaced with nurses
- Consistency of teaching when IAs require subs:
 - moderate-to-severe & 1:1 are replaced immediately
 - mild-to-moderate have three day IA absence prior to substitute arrival

TECHNOLOGY

- **Plan B when Linda Johnson is out**
- **Genesis: Are teachers getting the data they need to do their job?**

CASELOADS

- Addressing student needs with part time RSPs
- System for gray file transfer between schools & programs (ASD set one last year)

PARITY

- Consistency of teaching when IAs require subs:
 - moderate-to-severe & 1:1 are replaced immediately
 - mild-to-moderate have three day IA absence prior to substitute arrival

IEPS

- **Status of restoration of SPED instructional budgets for items required in IEP**
- Teachers attending IEP meetings held during their 'student contact time' need subs—who pays?
- Having DIS providers leave during the meeting (psychs at preschool mtgs)
- DIS providers setting their schedules independently of checking w/ sites
- **WIAT-3 trainings and materials (optional use??)**
- **WJ-3 update –terms of use is for only one person/computer which is same as WIAT3**

STAFFING

- **No RSP teacher at DCES**
- **Staffing sites without including SDC students in total numbers**
- ASC to RSP without adequate IA support
- SDC students inability to sit with the rest of the class due to lack of space when they mainstream
- **Elementary inclusion survey** results
- Blended model