



# Teacher Employee Handbook Committee Oct. 22 Meeting Summary

The following is a summary of what was discussed and considered at the Teacher Employee (previously certified staff) Handbook Committee meeting on Wednesday, Oct. 22. The meeting was held in the MHS Upper LMC. As a result, there is no video from the meeting.

## **Background**

The minutes for the meeting held on Oct. 2 were approved. The committee agreed to a full-day meeting on Nov. 12 in hopes of completing their work.

## **Special education licensure pilot**

Superintendent Don Johnson reported the special education licensure pilot deadline was Oct. 15. Ten certified teachers and two non-certified staff members applied. Secondary Director of Teaching and Learning Laura Love has been handling the pilot. Director of Student Services Jerry Nicholson pointed out there is a national shortage and is supportive of the program.

A long discussion ensued about some issues with the pilot. There was a concern that two teachers received emergency licenses and paid their own. Johnson agreed that there is probably something that may not be fair to someone. He also pointed out that some of the people who were hired might only have been hired if they agreed to this position. He said a dilemma often results when trying to hire people just days before school begins and the struggle is does the District hire someone internally who we know or someone outside who we don't.

Another concern was raised about a new teacher who has a tough caseload and worries they won't be able to stay the five years to meet the requirements of the pilot. Nicholson also pointed out two staff members left for Madison this summer because they could get loan forgiveness because MMSD is eligible for this.

## **Special education language items review**

**Diagnostic requirements:** Nicholson said nothing has changed. The language impacts four staff members and he has heard zero concerns from the diagnosticians. A committee member wondered if some of the old language back about expectations should be put back in because at

some point the staff members may change. Nicholson said he isn't opposed to revisiting language although he believes most of it is very comprehensive. He also felt the old language was so comprehensive that it was counterproductive. He will look at flex time and cap-limits.

**Stipends:** Nicholson said District went away from old method because half of staff wasn't turning in paperwork and tracking their minutes. He wanted to come up with something that was as fair and equitable as could be. The stipends are based on caseload and challenges.

The stipends now cover everyone and take the burden of paperwork off of staff. He also said it pays more in the areas that are hard to hire. He also pointed out that MCPASD is the only district in Dane County paying staff for Medicaid billing.

**Speech/Language Evaluation Load:** Nicholson said there are basically no changes to the handbook language. The diagnostician FTE is being adjusted moving forward to account for the additional evaluations that can be completed by building level SLPs.

**Teachers as LEA Reps:** The District will absolutely not use teachers as LEA reps. Johnson said it isn't even legally possible.

**Elementary Case Management Time:** The District has added 30 minutes of flex time to be scheduled each week for elementary case management. Nicholson said he tried to make case management time match up at all three levels. He encouraged elementary at one school to do 2.5 hours during student contact time and 30 minutes outside of that.

He also said if staff are involved in more than a couple of committees, the plan is to build in more flex time. He pointed out this is time staff members aren't responsible for being with children. Nicholson agreed the committee should revisit how this is going in March. He also said the flex time plan was shared with all of the coordinators in the buildings.

### **Review additional District information for Handbook**

Johnson pointed out the yellow areas were part of District policy or state statutes. There were questions about falsifying reports and gifts. A committee member wondered if things that could result in disciplinary action could go into Section 2.01. Johnson suggested combining sections or doing a reference to the section of the handbook that explains things more thoroughly.

A committee member wanted to know the purpose of having this in the handbook. Johnson thought it was important for consistency between handbooks. He also thought it made things more apparent to staff.

The committee discussed 2.12 False Reports, 2.14 Gifts and Sales of Goods and Services and a few other minor changes to those sections. The committee reviewed Sections 4-8 and discussed reimbursable leave and funeral leave. The language in personal leave also needs to be fixed.

### **Items for additional research/discussion**

The 4K program description was discussed and the committee agreed on the revision. The committee agreed with administration's recommendation that temporary contract service can be applied as a year of seniority if they continue with a regular contract in the District. Language needs to be added for non-renewal due to a reduction in force. This will be reviewed at the next meeting. The committee also reviewed seniority and administration would like to review several scenarios at the next meeting.

Assistant Superintendent for Educational Services George Mavroulis distributed information on teaching hours, which will be discussed at the next meeting.