

**Teacher Employee Handbook Meeting
District Administrative Center
7106 South Avenue, Middleton, WI 53562**

**Committee Meeting Minutes
Monday, August 18, 2014**

The meeting began at 5:25 p.m.

Present: JoEllen Pauls, Sue Malliet, Jessie Moore, George Mavroulis, Don Johnson, Tabatha Gundrum, Tricia Rodey, Jerry Moen, Sarah Pflasterer, Jerry Nicholson, Kellie Collins, Peter Kechele, Board Members Paul Kinne, Diane Hornung, and Bob Green

Not Present: Kari Weiss, and Board Member Annette Ashley

Board President Bob Green thanked everyone for the process efficiency. He spoke on the process and some concerns that were shared with him. These concerns should be brought to the committee and not talked about in smaller groups.

Link: https://www.youtube.com/watch?v=VI3je14Dwc4&feature=player_detailpage#t=545

1. Approval of Minutes from August 12, 2014 Committee Meeting

MOVED by JoEllen Pauls **SECONDED** by Tricia Rodey to approve the minutes of August 12, 2014. **Motion carried unanimously, 12-0.**

Link: https://www.youtube.com/watch?v=VI3je14Dwc4&feature=player_detailpage#t=964

2. Review of Revised Items from Previous Meetings

No items were reviewed from the previous meeting.

3. Review and Discussion of New Items

Jerry Nicholson was present to discuss the special education items in the handbook. Below is a list of the items discussed.

Caseload - Jerry distributed information on the non-student contact minutes chart and explained the rationale behind the change.

Special Education – The purpose of this change is to balance the overall teaching and preparation minutes for special education staff between levels. Jerry answered several questions regarding the change in the non-student contact time.

IEP Programming Conferences – Jerry proposed that we revise the stipend amounts for case load weights, IEP meeting requirements and Medicaid billing. Jerry reviewed the stipend chart and explained the extra compensation for special education versus regular education. Jerry Nicholson explained the Medicaid billing requirements.

There is no change to IEP Programming Conferences and Own Child's PT Conference Attendance at Intervention Meetings.

Diagnostic Requirements – Jerry reviewed the changes to work load related to evaluations and structure. Administration explained the diagnostician position. The committee asked for language on how to take care of evaluations when they run into time constraints and that we add the language about extra pay if they voluntarily take evaluations above the cap.

The committee discussed several scenarios and the possibility of doing a time study on teacher duties. The committee also discussed the communication process for special education staff regarding the changes once the handbook is completed and approved.

Autism Shadows – This language was stricken. The language is covered in our policy and form that needs to be completed by the autism shadow.

Specialized Physical Health Care Services – This item was removed because it is covered under State Statutes.

There were several questions asked by the committee. The committee discussed staffing needs for special education and how that is determined.

OSPI – Tabatha stated that there was no significant change.

Attendance at Intervention Meetings – There is no change.

Questions regarding several areas that were covered were discussed by the committee.

Link: https://www.youtube.com/watch?v=VI3je14Dwc4&feature=player_detailpage#t=1127

The committee then discussed the next steps for processing the language and the handbook. Don shared the planning process for the handbook which is going to the board on August 25. There are timelines that can play into some of these decisions. The committee shared concerns about the process and stated that teachers are nervous about the fluidity of the document. Administration and the board shared how the changes will be handled by bringing it back to the committee and then to the board for approval or disapproval. The committee discussed adding language at the beginning of the handbook about the process on changing items in the handbook. Don shared the possible timeline for review each year. If the timeline needs to be modified because something is time sensitive, we can certainly make that change. Mark items that need to be revisited after approval. The committee asked to revisit the handbook again in October and discuss the agenda for the rest of the year.

The committee will review the document for consensus, process time, or no consensus tomorrow during the committee meeting.

Link: https://www.youtube.com/watch?v=VI3je14Dwc4&feature=player_detailpage#t=7179

Questions and suggestions were received from the audience participants. Integration days were explained and discussed. These should be used and are very beneficial for both regular and special education. Never say no to integration days.

The meeting ended at 8:26 p.m., Cheryl Janssen, Board Secretary