



August 11, 2017

Re: Resolution of concern that Special Education Staff are required to attend Individual Education Plan meetings solely for the purpose serving as LEA (District) Rep

Concern as presented:

There has not been a universally understood policy or practice for assigning district rep coverage at IEP meetings. As a result, Special Education teachers have been required to attend IEP meetings, either by mandate or by lack of an understood system of district representative coverage, that they would not otherwise be required to attend, solely for the purpose of serving as District Representative. This practice has effectively changed the working hours of those staff who were required to attend as District reps.

District and Association did a survey asking, among other things, how many times the individual was required to attend an IEP meeting solely for the purpose of serving as district rep. Based on the initial survey, district had those who responded to the survey verify, with their principals, how many times the individual attended an IEP meeting solely for the purpose of serving as district rep.

Findings: Based on the results of the survey and verification, the district found:


1. No principal had expressly told teachers or Special Education staff to attend IEP meetings to serve as a district representative
2. There was no written or universally understood practice for arranging a district representative
3. Staff reported attending IEP meetings for the purpose of serving as district rep from 1-55 times

Remedies:

1. The district will train each principal, AP, Dean, and Special Education staff with more than one year of experience to serve as District Representative
2. The district will create and communicate a plan for ensuring that trained district representatives attend each IEP meeting. The plan will include, but not be limited to the following:
 - a. One of the trained staff who needs to attend the IEP meeting for a student for whom they are not the case manager, will serve as the district rep (in other words, if the psychologist, program specialist,

- principal, SLP, etc., is scheduled to attend the meeting and they are not the case manager, they will serve as the district rep).
- b. If no District Representative trained staff is already attending the IEP meeting as part of the IEP team, the IEP case manager will contact the principal/ designee who will arrange for a district representative trained administrator or authorize a trained Special Education staff to attend as the District representative.
3. Use the attached data to pay a one-time stipend to Special Education Staff who attended IEP meetings solely for the purpose of serving as the District Representative, as confirmed by employee and principal, using the following breakdown:
 - a. 1-4 times=\$50
 - b. 5-10 times=\$125
 - c. 11-20 times=\$225
 - d. 21-30 times=\$325
 - e. 31+=\$425
 4. The parties recommend that bargaining team address an ongoing remedy for when a special education staff is required to attend an IEP meeting solely for the purpose of serving as the District Representative.

The parties agree that this resolves the concern for the 2016-17 school year



David Brower, Chief HR Officer



Shanon McCann, FWEA President