

**Special Education Caseload/Workload
Addendum to Tentative Agreement dated May 24, 2011**

September 15, 2011

The Tentative Agreement dated May 24, 2011, regarding equitable distribution of workload, is the result of the Joint Committee negotiated in the Memorandum of Understanding dated July 12, 2010. The Joint Committee, established by both parties, negotiated a Workload Model that established a new, more specific formula. The formula developed by the Joint Committee shall apply beginning with the 2011-2012 school year.

The Parties agree to amend the Tentative Agreement dated May 24, 2011 to read:

30.1.3 Equitable Distribution of Workload

- e. Workloads shall be equitable at school/work sites. The requirement that workloads be equitably distributed at work/school sites, based on application of the Elements of Special Education Workload in Section 30.1.3(b), shall apply beginning with ~~2010-2011~~ **2011-2012** school year.
- f. The site administrator shall assign, in consultation with special education certificated staff, students to case managers in a way that best serves students and provides for a positive work environment. If a certificated special education teacher has a concern about inequity in their workload, she/he may meet together with the administrator to discuss the situation and collaboratively resolve the concern. In such cases, the workload formula form ~~found in Appendix Z~~ **attached to this agreement** shall be completed by the teachers at the school/work site and shall be used as a basis for determining the most equitable workload distribution at that site.
- g. In the event that a concern regarding the equitable distribution of workloads at a school/work site cannot be resolved at the site level through 30.1.3(f) above, then the concern may be presented for resolution to the Workload Committee.

For SDEA	For SDUSD
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Amid 9/15/2011
J. Nelson 9/15/2011
[Signature] 9/15/2011
Ann Howard 9/15/2011
Mary Jane [Signature] 9/29/11

WORKLOAD FORMULA

IEP SPECIFIC

Category		Value	Amount
Student Required Services	SAI In General Ed.	# of hours/week	
	SAI Out of General Ed.	# of hours/week	
		Total # of Hours	
Related Services	OT, VI, etc.	# of Related Services	
IEP Management Responsibilities/ Special Factors	# of IEP Goals* 1-6	1	
	# of IEP Goals 7-12	2	
	# of IEP Goals 13 or more	3	
	Assistive Technology (requiring consultation with the AT Dept.)	1	
	Behavior Support Plan	2	
	Behavior Intervention Plan	3	
		Total points from Related Services and IEP Mgmt. portions→	

Amid 9/15/11

July 9/15/11

[Signature] 9/15/11

Ann Howard 9/15/11

Mary Jane Zappa 9/29/11

Instructions: Please complete one "IEP Specific" form with information directly from each student's IEP for every student on your caseload in order to assess concerns about workload equity.

*Goals encompass the work of instruction, progress monitoring, data collection and writing the goal.

WORKLOAD FORMULA

Teacher Specific

Category of work	Criteria	Value	Amount
Teacher Specific Work	Consultation	# of hours per week:	
	Collaboration	# of hours per week:	
	Co-Teaching	# of hours per week:	
	Direct Instruction	# of hours per week:	
	Total # of Hours		
Para-Professionals	# of Para's Requiring Direction	# of Paras.	
Assessments & Reassessments	Interim	1	
	Triennials	2	
	Initial	3	
Physical Needs	Mobility Needs	# of students	
	Feeding Support	# of students	
	Toileting Support	# of students	
	Total Points (PP, A&R and PN)		

Summary of Workload Formula

IEP Specific Portion	Total Hours:	Total Points:
Teacher Specific Portion	Total Hours:	Total Points:

Ann's 9/15/11 *Ann Howard 9/15/11*
frith 9/15/11 *Mary Joe Zippie 9/29/11*
JKH 9/15/11

Instructions: Each teacher will complete one "Teacher Specific" form for his/her individualized caseload in order to assess workload equity.