

Special Education Caseload/Workload Committee Minutes
Thursday, January 29, 2015
8:00 a.m. in the District Conference Room

- I. Review process and procedures with members
- II. Analyze data collected January 2015

PFEC- all were under the limits.

Primary – 2 teachers are right at the upper range. Will look at their numbers and problem solve what can be done. Anne, Julia, Joe will be analyzing projections to make personnel decisions as early as possible this spring.

Intermediate – The temporary special education hire has seemed to help. All appear within the same limits.

Jr. High – They update goals 4 times a year and everyone else only does it 3 times a year. Somehow that needs to be reflected in the data. However all were within range.

Speech – Separating them into sections (EC, primary, intermediate) has made it easier to compare. Procedure is being looked at to distribute preschool speech only students fair and equitable among staff. Maybe look at adding a column to take into account RtI students.

- III. Determine parameters or range (numbers from data) to indicate cap/concern on workloads for special education staff
May meeting will be a half day to look at the gathering tool and to tweak it to account for RtI students and whatever else may be needed. It is the same tool used since the committee first formed.
- IV. Complete the “communication memo” that is posted on the website
- V. Next Meetings:
 - a. Thursday, May 21, 2015
 - b. All meetings will begin at 8:00 a.m. in the District Conference Room

Membership: Anne Risen(*Absent*), Marc Fogal, Liz Ryan, Carrie Anderson (co-chair), Carrie Cummings, Sarah Williams(*Jeana Lorengo in her place*), Kerra Smith and Joe Franklin. Julia Spanos.

In the Spring after Annual Review, Special education numbers will be looked at to determine staff and building needs.