

**SAINT PAUL FEDERATION OF EDUCATORS  
PROPOSAL 4  
SEPTEMBER 21, 2023**

**Licensed Contract  
Due Process Support**

**ARTICLE 14**

**Subd. 5. Special Education Preparation/Planning Time**

~~Teachers may request assistance of a substitute teacher for support as needed to help relieve excessive workloads or to meet impending deadlines. Special education licensed service providers shall be provided at least one half day per month to complete paperwork or conduct student assessments. At the discretion of the teacher, this time may be taken in one half day per month increments or in whole day increments every other month or in some combination.~~

~~Scheduling of such time shall be by mutual agreement between the teacher and the principal and shall be in addition to preparation time. Teachers who, as of the signing of this agreement, are currently provided time in excess of the one half day per month will continue to receive such time unless a change is mutually agreed to between the administrator and the teacher. The District shall allow for teachers to request additional paperwork days to work on IEP, Progress Reports and Evaluations based on the timelines set forth by the Minnesota Department of Education. This request will be in addition to the current contract language of half day paperwork day per month or full day paperwork day every other month.~~

~~Teachers will have a dedicated spot at their building and/or district office to complete paperwork days. With approval from their direct supervisor, tenured teachers may work at a mutually agreed upon location other than an SPPS building to complete due process paperwork. Non-tenured teachers who have completed all due process trainings and have met due process effective standards on the SET, may work at a mutually agreed upon location other than an SPPS building to complete due process paperwork, with approval from their direct supervisor. Teachers will ensure student data privacy and upon request, provide evidence of work toward due process completion.~~

**Each special education teacher who is assigned a caseload of students shall be granted an additional preparation period equal to the preparation time outlined in Article 14 Section 3. This preparation period is used for the purpose of due process and case management activities. This shall normally be provided in one or two uninterrupted blocks of time during the student day.**

Variations developed by the staff in a building shall be permitted so long as the intent of this section is observed, and the approximate equivalent to the preparation time per day prescribed herein is provided within a week.

Teachers may request assistance of a substitute teacher as needed to help relieve excessive workloads or to meet impending deadlines.

**Subd 6. Due Process Support Educator.** As SPPS works to reach 100% compliance with Due Process requirements, the position of a Due Process Support Educator shall be created to support building and district teams in managing due process timelines and clerical work. The scope of the Due Process Support Educator position shall be agreed upon through SPED PIC. Duties may include:

- Timeline management support
- Printing/Mailing/Filing due process documents
- Meeting Scheduling
- Parent Contact
- Generating Notices of Team Meetings
- Child Study: Generating Agenda and running the meetings
- IEP Review/Proofreading

**Subd. 7. Due Process Support Educator Ratio.** Due Process Support Educator shall be staffed at the ratio of 200 Elementary and Secondary and Transition IEPs to 1 Due Process Support Educator. If a building has more than 150 IEPs, they will have a dedicated Due Process Support Educator. Buildings with fewer than 150 IEPs can share a Due Process Support Educator, so long as the ratio of 200:1 is maintained. For purposes of this staffing ratio ECSE IEPS will be counted as a separate program. Other solutions that attempt to reach the same staffing goals may be agreed upon between the Federation and the District during a SPED PIC meeting.