

**SPEECH-LANGUAGE PATHOLOGIST  
TRANSFER AND ASSIGNMENT PROCESS**

**Memorandum of Agreement**

Speech-Language Pathologists do not participate in the internal transfer and assignment process covering other professional educators set forth in Sections 18.3 and 18.5 of the PAT/PPS collective bargaining agreement. This Agreement sets forth the internal transfer and assignment process for Speech-Language Pathologists. The terms of this Agreement do not in any other way modify or amend the Agreement of the PAT/PPS collective bargaining agreement or its application to Speech-Language Pathologists.

**Speech-Language Pathologist Full-Time Equivalent Committee**

A Speech-Language Pathologist Full-Time Equivalent Committee (“SLP FTE Committee”) shall be established to consider recommendations for the FTE staffing process, and development of a staffing formula. The committee shall consist of four (4) Speech-Language Pathologists elected by the Association (at least 1 elementary, 1 middle school/high school/CTP) for a 2 year term, the Speech-Language Pathologist Technical Advisor, and an Administrator of Special Education or designee. This committee will begin September 2021. By the end of the 2021-2022 school year the SLP FTE Committee will create a staffing formula based on verifiable data that will be implemented in the 2023-24 school year in order to align with the budget process. The committee will meet monthly for two (2) hours at a time to develop a staffing formula. In addition, this committee will meet for an hour, quarterly to discuss issues arising out of the need to balance caseloads for Speech Language Pathologists. No Speech Language Pathologist will be transferred to mitigate or avoid overage payments pursuant to Article 8. All other and labor concerns will be covered in the SLP PAT/Admin meeting.

**Vacancy in other area that is different from school-based Speech Language Pathologist**

When a Speech Language Pathologist position becomes available within specialized teams with a separate posting from the “General SLP Pool” posting (Feeding Team, Assistive Technology, TOSA, Early Childhood, etc.), the positions will be posted on the HR website.

At this time when an SLP position is cut by another department/program, the unassigned SLP will become part of the general SpEd SLP SMT

If the technical advisor position becomes available during a school year, the special education administrator will send email to the listserv and placement will be selected by seniority. If positions become available for the following year it will be an available site location on the site selection day.

Special Education Administrator or Speech Language Pathologist Technical Advisor will send using the Speech Language Pathologist listserv that the position is open and to contact appropriate admin within 5 days if interested. Interested SLPs will need to apply and interview for this position.

**Speech-Language Pathologist caseloads include for 2021-22, and 2022-23 SY:**

- Students who receive Specially-Designed Instruction and/or Related Service from Speech-Language Pathologists as noted on annual IEP.
- Students who receive Specially-Designed Instruction and/or Related Service from Speech-Language Pathologists as noted in the in-state move-in transfer IEP\*
- Students who receive Specially-Designed Instruction and/or Related Service from Speech-Language Pathologists out-of state move-in documented with a prior written notice
- Students who have eligibility under the category Deaf and Hard of Hearing who are case-managed by a Speech-Language Pathologist
- 80% students in any initial evaluation process, involving Speech-Language Pathologist
- Private school students with Services Plans who receive Speech-Language Pathologist services
- For elementary schools, the number of incoming kindergarten students with communication services on Individual Family Service Plans (IFSP).
- For elementary schools with lottery or special education focus programs, the average number of non-neighborhood kindergarten students with communication services over the past three years.
- Projected numbers of incoming students for middle and high schools (outgoing students will not be included)

### **Annual Staffing and Transfer Process\*\***

SLP caseloads are pulled in timeline with the annual budget to determine staffing needs for the next school year according to the above caseload definition. Caseload numbers pulled for budget will be sent out to Speech-Language Pathologists to confirm accuracy within three days before the Special Education budget proposal is delivered to district budgeting staff. If the budget office gives a timeline that is not able to be met in the current agreement, timelines will be waived.

If the budget is not approved by February 28th the SLP FTE committee will meet to adjust the staffing and transfer timeline.

On Monday, February 28th, 2022, Special Education will pull Speech-Language Pathologist caseload numbers by school site to adjust FTE site allocation for the projected year. By Wednesday, March 2nd, Special Education will post caseload numbers to the Speech Language Pathologist listserv.

Speech-Language Pathologists will email an Administrator of Special Education or designee and the Technical Advisor with any caseload count discrepancies within 48 hours of receiving caseload numbers.

On Monday, March 7th, 2022, Special Education will email a corrected list of projected Speech-Language Pathologist FTE and schools with columns which Speech-Language Pathologists will indicate sites they are interested in moving to (these columns are voluntary)

Within 5 working days of receiving the above documents Speech-Language Pathologists will email an Administrator of Special Education or designee stating which part of their current assignment they are giving up. Speech-Language Pathologists interested in changing sites or portions of FTE must give up an equivalent current assignment.

For the below circumstances, the Director of Special Education or designee shall notify Speech-Language Pathologists at the affected sites:

- If the building FTE increases, and there are two Speech-Language Pathologists in the building, the person with the most FTE in the building shall have the first choice to increase

FTE. If that Speech-Language Pathologist declines, the second Speech-Language Pathologist in the building gets the choice;

- If a building is split between two Speech-Language Pathologists and one of them is retiring/leaving, the other Speech-Language Pathologist has the choice to change their FTE in the building to take that position.

On Monday March 14, 2022, Special Education shall send out a list of projected site vacancies based on the below information, with columns where Speech-Language Pathologists will indicate sites they are interested in moving to (these columns are voluntary) and seniority list using the Speech-Language Pathologist listserv

- If any, sites must be divided to accommodate the FTE increments needed (e.g., 1.2 school divided into .8 or .4); and
- If any, how many sites will be needed to fulfill their FTE (e.g. 1.0 FTE will have an option of 1.0; a 0.8 and a 0.2; or a 0.6 and a 0.4)

On Wednesday, March 30th, 2022, Special Education will host all Speech-Language Pathologists (in-person or virtually) who need to select sites or programs in one location. Speech-Language Pathologists unable to attend in person may participate remotely with the support of designees. Site selection procedures shall be carried out as follows:

- Speech-Language Pathologists FTE assignments are allocated in increments of 0.2 (e.g., 0.2, 0.4, 0.6, 0.8, 1.0).
- Dual Language Immersion (DLI) K-5 and K-8 schools and neighborhood schools in which over 10% of students share the same home language (as determined by October Home Language Report) will be prioritized with placement of bilingual/multilingual Speech-Language Pathologists who demonstrate language proficiency in the DLI language or the non-English language that 10% of student share. SLPs who request DLI placements or claim proficiency at hiring will undergo language testing to confirm proficiency. The Association and the District shall jointly review the current assessment of multilingual skills to ensure that it accurately assesses educator skills.
  - If two bilingual speech language pathologists' express interest in the same site, the site will be offered to the Speech-Language Pathologist with the higher seniority.
- After staffing DLI and neighborhood schools where over 10% of students share the same home language other than English, Speech-Language Pathologists will choose from open sites or programs to fulfill their FTE in order of seniority. If two colleagues want the same site, the site will be offered to the Speech-Language Pathologist with the higher seniority (or seniority tie breaker for those with the same hire date).

After 5 working days, Special Education shall send out a list of final site assignments using the Speech-Language Pathologist listserv and post on Admin Connect for building administrators.

Should vacancies arise after assignments have been made and prior to the start of the next school year (i.e., during summer break), the following will occur:

- An email will be sent using the Speech-Language Pathologist listserv on Monday with the vacancies

- Speech-Language Pathologists will have until the end of the day on Friday of that same week to respond to the email if they are interested in the vacancy
- If there are multiple SLPs interested in a site, Speech-Language Pathologists will be placed based on seniority (except for bilingual placements as described above)

Speech-Language Pathologist assignments that become vacant and are filled after the start of the school year are to be considered interim sites selection for that school year and will be posted in the following school year staffing process.

This will constitute the internal process for filling these vacancies before moving to an external process.

**Fall Rebalancing** will occur for the SY 2021 - 2022 or until a new staffing formula is implemented. The FTE committee will meet twice prior to the third Monday in October, to discuss potential solutions.

\*FTE committee will work on a process to identify in-state move-in students.

\*\*timeline for the 2022-2023 staffing and transfer process will be adjusted based on the FTE Committee's recommendations

For PAT

Peter Brogan

Date

7-12-2021

For PPS

Jensviene Rough

Date

7-13-2021