

**SAINT PAUL PUBLIC SCHOOLS  
 PROPOSAL 11T  
 ARTICLE #  
 06/26/2025**

**Licensed Contract  
 Birth to Three & 3-5 Community Inclusion Workloads**

RATIONALE: This proposal updates a few weighted weekly values for Birth to Three staff and proposes a new workload formula for 3-5 Community Inclusion staff, whose work more closely mirrors the work in Birth to Three.

**MEMORANDUM OF UNDERSTANDING**

Regarding: Early Childhood Special Education Birth to Three & 3-5 Community Inclusion Workloads

This Memorandum of Agreement is by and between the Board of Education, Independent School District No. 625 (hereinafter “District”); and the Saint Paul Federation of Educators, Local No. 28 (hereinafter “Federation”) exclusive representative for teachers. It is entered into for the sole purpose of establishing appropriate workloads for the Early Childhood Special Education Birth to Three **and 3-5 Community Inclusion Programs** and in recognition of the collective efforts in Special Education Professional Issues Committee to address workload concerns unique to the programs.

By agreeing to this memorandum, the Federation recognizes that the District is not waiving its managerial rights regarding staffing, nor establishing a precedent beyond the program acknowledged within. The parties agree that any disputes over the provisions of this memorandum are grievable up to Step Three of the grievance process.

Birth to Three assignments for staff **working on Primary Service Provider (PSP) teams** shall not exceed 35-40 points based on the following weighted formula.

Weekly Factor	Value
Parent Groups	3.00
Team Meeting	1.50
Lunch	2.50
Billing	1.50
Due Process/Prep	0.75
Case Manager (CM) w Eval (C or B)	<del>3.00</del> <b>2.00</b>
Non-CM w Eval (C or B)	<del>2.00</del> <b>1.00</b>
CM & weekly visit (30-33)	2.00
CM & 2-3 x per month (16-29)	1.00
CM & 1 x per month (12-15)	0.75
Non-CM & weekly visit (30-36)	1.50
Non-CM & 2-3 visits per month (16-29)	0.75
Non-CM & 1 x per month visit (12-15)	0.50
4-8 visits per year	0.25
1-3 visits per year	0.10

3-5 Community Inclusion assignments for staff working on Primary Service Provider (PSP) teams shall not exceed a value of 420 minutes based on the following formula.

Daily Factor	Value
Team Meeting (90 minutes/week)	18
Due Process/Prep	50
Lunch	30
Billing (related service providers only)	18
Travel Time	45
Community Collaboration Meeting	3
Daily Average Service Minutes (PSP & SSP) <ul style="list-style-type: none"> <li>• Teacher</li> <li>• Related Service Provider (SLP, OT, PT)</li> </ul>	up to 277 211 - 259

The District will use a dashboard to calculate average daily service minutes that includes Primary Service Provider and Secondary Service Provider (SSP) time in the calculation.

~~The District and the Federation agree that this MOA shall remain in effect until the parties agree to discontinue it.~~ **This Memorandum of Agreement shall be effective upon ratification, and shall remain in effect until a successor agreement is ratified by both parties. Any changes must be agreed to by both Parties, otherwise the agreement maintains status quo.**

INDEPENDENT SCHOOL DISTRICT NO. 625

SAINT PAUL FEDERATION OF  
EDUCATORS LOCAL NO. 28

\_\_\_\_\_  
Chair, Board of Education

\_\_\_\_\_  
President

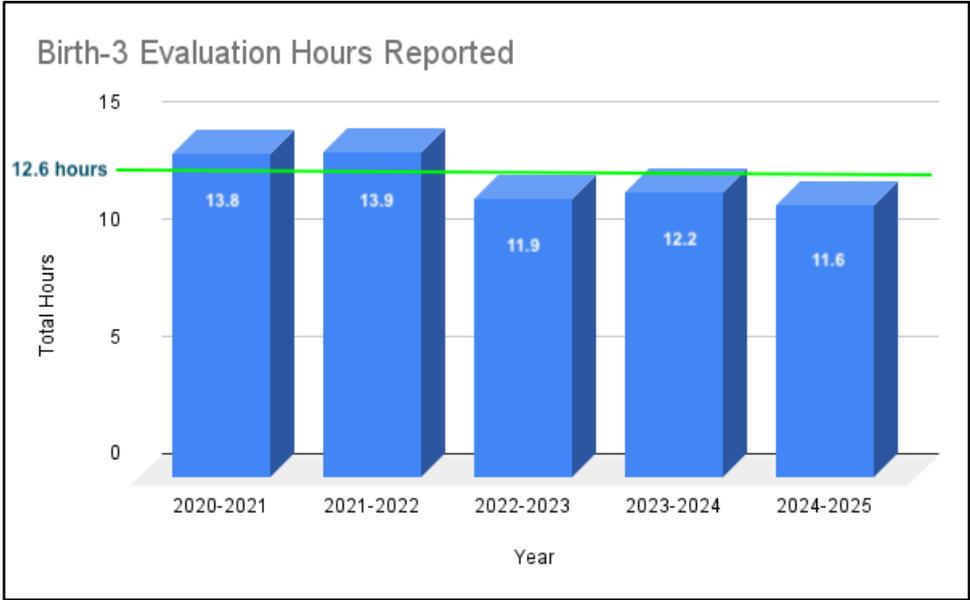
\_\_\_\_\_  
Executive Chief of Human Resources

\_\_\_\_\_  
Lead Organizer

\_\_\_\_\_  
Lead Negotiator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Year	Total Hours	Total Entries
2020-2021	13.8	299
2021-2022	13.9	480
2022-2023	11.9	488
2023-2024	12.2	491
2024-2025	11.6	481
<b>Overall Data</b>	<b>12.6</b>	<b>2,239</b>

Evaluation Example 1:		
<b>Birth-3 Team Member</b>	<b>Current Points** (hours)/Week</b>	<b>Proposed Points (hours)/Week</b>
<b>Case Manager (CM) w Eval (C or B)</b> Teacher	3	2
<b>Non-CM w Eval (C or B)</b> Related Service - OT / PT	2	1
<b>Non-CM w Eval (C or B)</b> Related Service - SLP	2	1
<b>Cumulative Points Per Week</b>	<b>7</b>	<b>4</b>
Over the course of 6 weeks* the cumulative time the team has to complete the evaluation	<b>42 hours</b> (7 hrs x 6 wks)	<b>24 hours</b> (4 hrs x 6 wks)

Evaluation Example 2:		
<b>Birth-3 Team Member</b>	<b>Current Points** (hours)/Week</b>	<b>Proposed Points (hours)/Week</b>
<b>Case Manager (CM) w Eval (C or B)</b> Teacher	3	2
<b>Non-CM w Eval (C or B)</b> Related Service - SLP	2	1
<b>Cumulative Points Per Week</b>	<b>5</b>	<b>3</b>
Over the course of 6 weeks* the cumulative time the team has to complete the evaluation	<b>30 hours</b> (5 hrs x 6 wks)	<b>18 hours</b> (3 hrs x 6 wks)

\*Current formula assumes staff have 6 weeks to complete evaluation

\*\*Points are equivalent to hours