

ITA and ICSD Resolution Agreement
re: Special Education Meetings-Follow up Information
updated for September 2017

* The resolution is effective starting in the 2016-2017 academic year. All timesheets for these meetings or loss of lunch or planning periods after 2/1/17 should be submitted to building principals or the Office of Special Education in a timely manner (i.e. within 30 days) after the work or meeting has concluded.

*Teachers that attend these meetings that occur beyond the work day and need to be compensated at their individual hourly rate based on salary may leave the pay rate line blank on the timesheets as that rate can be calculated by clerical using the payroll system. The teacher shall write the start and end times of the meeting next to the date the meeting occurred with the total number of hours/minutes worked.

* Teachers that lose their duty free lunch or planning period and need to be compensated the \$30.00 per period should write "\$30.00/period-loss of time" on the hourly rate line and write "lunch period" or "planning period" on the line next to the date the meeting occurred. It is a flat rate for everyone for the loss of the period, despite the length of the period.

* As stated in the resolution, there is flexibility in the scheduling of the meetings if agreeable to the teacher. If a teacher is unable to have their duty free lunch or planning period due to these meetings and substitute coverage is scheduled during another time period during the day where the teacher is able to have a 30 minute duty free planning and lunch period for that day then a timesheet will not need to be submitted. If the coverage is not acceptable or unavailable then a timesheet will need to be submitted by the teacher.