



*A Community of Learners*

## **Informational Memo - Workload Plan**

TO: School Board  
FROM: Beth Martin, *Director of Student Services*

September 23, 2014

### **Overview & Background**

In 2009, Illinois School Districts were informed that under 23 Illinois Administrative Code 226.735 (Work Load for Special Educators), districts would be required to adopt a plan specifying limits on the workload of their special educators. Highlights of section 227.735 are outlined below:

*In order to provide students with IEPs the free, appropriate education to which they are entitled, each school district shall adopt a plan specifying limits on the workload of its special educators so that all services required under students' IEPs, as well as all needed ancillary and support services, can be provided at the requisite level of intensity.*

- a) *Each plan shall be developed in cooperation with the school district's affected employees and, where there is an exclusive representative, in accordance with the Illinois Educational Labor Relations Act (IELRA) [115 ILCS 5]. Each plan shall take effect for the 2009-10 school year, or as soon as possible after that date, if a later date is necessary to comply with an agreement under the IELRA in effect at the beginning of that school year.*
- b) *Each plan shall be based on an analysis of the activities for which the school district's special educators are responsible and shall encompass, but need not be limited to:*
  - 1) *individualized instruction;*
  - 2) *consultative services and other collaboration among staff members;*
  - 3) *attendance at IEP meetings and other staff conferences; and*
  - 4) *paperwork and reporting.*
- c) *The number of children served by a speech-language pathologist shall be based on the speech-language needs of each child. The other provisions of this Section*

*notwithstanding, at no time shall the caseload of a speech-language pathologist exceed 60 students.*

It is important to note that the 2009-2014 WEA Professional Agreement provided for an extension of the 2009-2010 deadline.

### **The Winnetka Public Schools Workload Plan**

A small committee of special educators, general educators and administrators worked collaboratively to develop a Workload plan for The Winnetka Public Schools. This plan was completed in May 2014 and has been reviewed, and determined acceptable, by the District's legal counsel. At this time, the Department of Student Services is requesting that the School Board adopt the [D36 Workload Plan](#) that the committee developed.

### **Next Steps**

The Director of Student Services, along with members of the Workload Plan Committee, will meet regularly to discuss and modify this workload plan. If modifications are warranted, the School Board will be asked to adopt any revisions to the current plan.

An action item regarding this adoption is on the Board meeting agenda for September 23, 2014.

### **Financial Implications**

At this time, there are no direct financial implications if this Workload Plan is adopted by the Board. However, it should be noted that costs associated with increases in staffing could be incurred if current staffing/student ratios per state guidelines are exceeded.