

Pittsburg Education Proposal No. 1

Memorandum of Understanding Between
Pittsburg Unified School District And
Pittsburg Education Association

Optional Use of “Service Tracker” and Legal Requirements for Documenting Services Provided to Students for Special Day Class Teachers, Resource Specialists, Psychologists, Speech and Language Pathologists, Counselors, Behaviorists, and Adaptive Physical Education Bargaining Unit Members

November 6, 2024

The Pittsburg Unified School District (PUSD) and the Pittsburg Education Association (PEA) enter this Memorandum of Understanding (MOU) regarding bargaining the effects of “Optional Use of “Service Tracker” and Legal Requirements for Documenting Services Provided to Students for Special Day Class Teachers, Resource Specialist, Psychologist, Speech and Language Pathologist, Counselors, Behaviorist, Adaptive Physical Education Bargaining Unit Members.

PUSD and PEA agree to the following:

1. The District and the Association agree that using the “Service Tracker” is optional for bargaining unit members to record service provided for students.
2. Bargaining unit members who are not Special Day Class Teachers, Resource Specialists, Psychologists, Speech and Language Pathologists, Counselors, Behaviorists, and Adaptive Physical Education bargaining unit members, shall not be required to track services provided to students.
3. Special Day Class Teachers, Resource Specialists, Psychologists, Speech and Language Pathologists, Counselors, Behaviorists, and Adaptive Physical Education bargaining unit members who elect to use a different form for tracking provided service, may elect to do so, provided the following information is uploaded to the Special Education Information System (SEIS) Program:
 - a. Student Name
 - b. Student Date of Birth
 - c. Type of Service Provided
 - d. Date and times that service was provided
 - e. Service Provider Title

4. For an example of an approved method, see the attached sample that has been approved.
5. Any changes regarding tracking information that the State Department of Education or the District makes, the parties shall meet to bargain the effects before bargaining unit members are required to make changes. All bargaining unit members, listed in number three (3) above shall also be trained on the new requirements during the workday.
6. Yearly, all bargaining unit members listed in number three (3) above shall be provided optional training on the "Service Tracker" during the contracted workday.
7. When bargaining unit members, listed in number three (3) above, are hired, they shall be informed in writing that using "Service Tracker" is an option and shall be provided with the information that is listed in number three (3) above.
8. Bargaining unit members, listed in number three (3) above shall provide their tracking system and information tracked to the Director of Special Education for approval to use a different method of tracking services. The Director of Special Education shall provide approval if the information to be tracked is provided as listed in number three (3) above. If the tracking system provided is not approved, the Special Education Director shall inform the bargaining member of what is missing or needs to be changed/deleted to reach approval status.
9. Any bargaining unit member who is listed in number three (3) above and is not able to complete the tracking of services during the school day, shall be paid their per-diem hourly pay to complete tracking services after the contracted workday.
10. Case Managers shall not be responsible for inputting service minutes/data that they did not directly provide for the student.

For PEA:

Date: _____

For District:

Date: _____