

**Memorandum of Understanding  
between Multnomah County School District #1J (District)  
and the Portland Association of Teachers (PAT)**

**School Psychologist Transfer and Assignment Process**

School Psychologists do not participate in the internal transfer and assignment process covering other professional educators, which is set forth at Article 15 Sections C and E of the Collective Bargaining Agreement (CBA) between the District and the PAT. This Memorandum sets forth the internal transfer and assignment process for School Psychologists. This Memorandum does not in any other way modify or amend the provisions of the CBA or its application to School Psychologists.

1. A School Psychologist FTE Committee shall be established with five school psychologists selected by the Association, and the Director of Special Education or designee as members. The School Psychologist FTE Committee shall work with the Special Education Director or designee to implement the School Psychologist staffing process.
2. School Psychologist assignments will be adjusted once every three years starting with the staffing process in the spring of 2014 for the 2014-15 school year. School Psychologist assignment adjustments shall be in alignment with adjustments to each building's School Psychologist FTE, as follows:
  - A. The Special Education Department shall send out building FTE and vacancies to all School Psychologists ahead of the selection event described in Section F below along with staff seniority lists;
  - B. School Psychologists will be given 2-3 workdays to review the vacancy list and changes to their current assignment caseload based on the FTE formula. School Psychologists will email the Special Ed Department which part of their assignment they are giving up if necessary due to count changes (e.g. If a psychologist has a .6 and a .4, but the .6 increased count to .8 while the .4 remained .4, the School Psychologist will need to give up at least one of those schools). School Psychologists will also be provided the opportunity to give up a school/schools based upon wanting to change sites.
  - C. The Special Education Department shall send out an updated building vacancy list. The list that includes the vacancies, plus the schools that have been offered up due to want or need to change assignments will be sent out by email.
  - D. School Psychologists will be provided 2-3 workdays to review this list. A last call for submitting schools that School Psychologists want to drop will be due at the end of the three days. If a School Psychologist does not submit a site by the last call, s(he) is electing to keep that assignment. If a School Psychologist must submit a site, (due to the count now adding to more than the School Psychologist's FTE) and fails to do so, a choice will be made for them by the School Psychologist FTE Committee.

- E. A Final List (comprised of Vacancies, plus initial want to drop/need to drop sites, plus last call sites) shall be developed by the School Psychologist FTE Committee and emailed out for School Psychologists to review.
- F. After 4-5 workdays of review time, the School Psychologist assignment selection event will occur. This process will be coordinated by the School Psychologist FTE Committee in collaboration with the Special Education Office.
- G. The selection event shall be run as follows:
  - 1. The School Psychologist selection event will be held at the BESC.
  - 2. It is recommended that school psychologists have professional conversations amongst themselves if they have questions about particular schools.
  - 3. The event will last for approximately two hours.
  - 4. An index card will be made for each available school site indicating the school's FTE
  - 5. School psychologists who need a new site to complete their FTE will drop by within the two hour time frame.
  - 6. School psychologist can select up to three school sites by writing their name, seniority number, and whether or not the school is their first, second, or third preference on no more than three schools' index cards.
  - 7. At the end of the event, the index cards will be used by the School Psychologist FTE Committee to make assignments based on seniority and preference in accordance with the rules for making site changes are included below.

#### H. Rules for Site Changes

- 1. School Psychologists on a Plan of Assistance (POA), shall generally not be allowed to transfer. Exceptions may be made by the supervisor.
- 2. Site reassignment is by seniority (If two people want the same site, the person with the higher seniority gets it) with exceptions granted to buildings shared by two School Psychologists as outlined below.
- 3. Buildings with a 1.0 assignment or less should be filled by only one person. (On rare occasion an exception may be made by joint agreement between the School Psychologists and administration.)
- 4. If the building FTE increases, and there are two people in the building, the person with the most FTE in the building will have the choice to increase FTE. If that School Psychologist declines, the second School Psychologist in the building gets the choice.
- 5. If a building is split between two School Psychologists and one is retiring/leaving, the other has the choice to change their FTE in the building to take that position.
- 6. You may only participate in site selection, if your site assignment no longer equals your FTE. (This includes if you have dropped all or part of your site assignment by the last call.)
- 7. You may drop as many of your sites as you like, but you only get 3 site choices in the selection process.
- 8. If you do not get your 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> choice in site selection, a site will be assigned to you by the FTE committee.

9. School Psychologists are encouraged to fill their FTE with one or two sites when possible (e.g. For a 1.0 FTE position, a School Psychologist should select: a 1.0; a .8 and a .2; or a .6 and a .4.)
- I. Transfer rules for School Psychologists on off years (when no building FTE adjustments are made):
    1. The Special Education Department shall email vacancies to the School Psychologist list in the spring at the same time as the internal transfer process. Third-year probationary and contract School Psychologists interested in the vacant sites are to respond by email to the Special Education Department with their preference.
    2. If more than one School Psychologist is interested in a vacant site, reassignment will be granted by seniority. The Special Education Department shall make the assignments; which shall be reviewed by the School Psychologist FTE Committee.
    3. There will be just this one internal process for filling these vacancies (in alignment with PAT contract) before moving to an external process.
  - J. Other Information Re: School Psychologist transfers
    1. School Psychologists will not participate in fall balancing.
    2. Fluctuations shall generally be handled within PLC's and through floater support.
    3. An exception to the 3 year stagnant FTE count for a building will be made in the event of a notable change for a site (e.g. increased caseload created by a new housing development.)

For the Association

Marty Pavlik 05/19/15  
 Marty Pavlik Date  
 President

For School District #11

Sean L. Murray 5/19/15  
 Sean L. Murray Date  
 Chief Human Resources Officer

Emily Courtnege 7/29/15  
 Emily Courtnege Date  
 Deputy Clerk

Approval as to Form:

Stephanie Harper 5-13-15  
 Stephanie Harper, OSB # 952901 Date  
 Office of Legal Counsel