

**APPENDIX J – SIDE LETTER OF AGREEMENT REGARDING  
CONFERENCE PERIODS**

1. The Conference periods were created to allow education specialist bargaining unit members sufficient time to perform tasks, which are unique to the special education program and are required in order to maintain legal compliance with special education laws. Accordingly, duties performed during conference periods shall include, but are not limited to:
  - a. Conducting I.E.P. meetings
  - b. Assessing/testing students
  - c. Communicating with legal guardians
  - d. Conducting home and job site visits
  - e. Communicating with outside services or agencies, such as County Mental Health, Probation Department, Adult School, Department of Rehabilitation, ROP, Employers, Community Colleges or other educational resources, prevention and healthcare services, and others related to the rendering of student services
  - f. Observing special education students in general education settings and job sites
  - g. Collaborating with general education bargaining unit members; modifying assignments and student homework as needed
  - h. Developing and maintaining forms
  - i. Monitoring attendance and behavior
  - j. Meeting with students
  - k. Addressing matriculation issues
  - l. Serving as a resource to student study teams
2. Where conference period functions impinge on the education specialist bargaining unit members preparation time, the balance of the conference period may be used for prep time purposes.
3. Education specialist bargaining unit members who leave campus during working hours to perform these duties are expected to notify their supervisor or the school's front office of their departure and return.
4. School sites with block or rotating schedules will designate a block as a conference/preparation.
5. For education specialist and psychologist bargaining unit members, the District shall provide the following for all District-adopted Students with Disabilities' testing and assessment materials:
  - a. Site based access
  - b. Proficiency training during the workday with release time.
  - c. All software, hardware, and updated software licensing