INFANTS & TODDLERS COLLABORATION COMMITTEE

UPDATES FOR MCEA MEMBERS - SY26-27

Progress and wins are highlighted

July 7/21/26
Collaboration Committee Handbook
The new handbook was received from MCEA. The ITP CC will review our Guiding Documents and align them with information in the Handbook. We will decide on how to best go about this at September meeting.

Roles and Responsibilities:
Building Reps vs. Collaboration Committee. A draft document was created discussing these roles. The document can be used for potential members as well as for education for all ITP staff. We will review this document together at September's meeting.

MCEA Sick Bank:
There is a concern about the rules of the sick bank, and issues of coverage/continuation when a fiscal year is crossed. This is an MCEA issue. We will not be taking this on. Inquiries to MCEA made.

September 9/15/26
Team Leader Qualifications
We discussed the new requirement that Team Leaders must be 1.0 FTE in order to receive the TL supplement/additional assignment. This is a change from past practice, when part-time staff could serve as Team Leaders with a prorated supplement. The committee is continuing to request a copy of the staffing guide and clarification regarding the reason for the change.

Updating Collaboration Committee Guiding Documents
A small workgroup with representation from each site will review the committee's existing norms, structure, and guiding documents alongside the new MCEA Collaboration Committee Handbook. The goal is to update current documents, identify outdated materials, and complete the review before the next CC meeting.

Building Representatives vs. Collaboration Committee Members
We reviewed a document explaining the different roles of MCEA Building Representatives and Collaboration Committee members, including where the roles overlap. Updates will include clearer information about responsibilities, time commitments, participation in CC meetings, and how concerns can move between Building Reps and CC members when they appear to be systemic. Once finalized, the document will be shared with staff.

Sick Leave Bank
The MCEA Board of Directors approved a proposed change to the Sick Leave Bank that would eliminate the second waiting period when an approved leave spans two fiscal years. The Representative Assembly will vote on the change next month.

November 11/17/26
Team Leader Qualifications
We continued the discussion of the requirement of 1.0 FTE for Team Leader positions. Erica Williams will reach out to get information of the staffing guide.

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SIck Leave Bank update:
This was not brought up at the RA meeting. It may be moving to a more internal MECA process. We will follow up with MCEA.

Proposed 4 day Summer Schedule Discussion of how this would impact ITP. Survey requests/DM group emails OTs and PTs were “strongly encouraged” to complete a time study. ITP Coordinators and Erica Williams did not have further information to share about the purpose of the study, or the rationale of the providers it was sent to. What Virtual Learning Days mean for ITP (“Code Purple” days) MCPS will be adding the option of virtual instruction days due to inclement weather. ITP has a new guidelines/policy document and a FAQ document was created for staff to ask specific questions about this policy.
January 1/12/27
March 3/16/27
May 5/18/27