



## Know Your Rights: **Class Size Committees**

### 1. **How to Refer a Concern to a Class Size Committee:**

Option 1: Because of a calculated Overage (Article 8.3.2.1.b and 8.3.2.1.c)

If on **the third Monday in October (10/21/24)** and the third Tuesday in February (2/18/25), a professional educator's class size exceeds the threshold limit set forth in the chart in Article 8.3.3, the District offers **three options**:

- a. Students are moved to meet the limit within two weeks,
- b. A .5 FTE educational assistant or a paraeducator is provided within two weeks, **or**
- c. The professional educator is paid a stipend.

It also states in 8.3.2.1.b that they may also **call for a class size committee.**

Option 2: Because of a projected class size or current class size above the overage threshold (Article 8.3.7.3)

If an educator has (or is forecasted to have) a class or caseload size that is over the threshold in the contract **at any point in the year**, that educator may work with their rep and administrator to call for a class size committee.

### 2. **What a Class Size Committee may take into consideration (8.3.7.3):**

A Class Size Committee may be convened to discuss the following:

1. The consideration of keeping families together,
2. Enrollment patterns,
3. Population shifts,
4. A decrease in state or federal funding as a result of population shifts,
5. Unusual variation between school enrollments at different grade levels, or
6. To avoid creating split grade level ("blended") classes.

**Possible options for resolution** may include, but are not limited to, the following:

1. rebalancing classes,
2. multiple grade-level blends or combination classes,
3. assigning educational assistants or other push-in support to Classroom or impacted core Enrichment classes,
4. using existing licensed FTE,
5. or other school-based options, taking into account programmatic needs, student needs, physical space constraints, and competing needs.



*Article 8.3.7.3*

### **3. When Committee Occurs:**

A Class Size Committee may meet: (1) one to three times between March 1st and October 1st, (2) during the educator work year, and (3) other times as needed (see process document for when it is appropriate to convene a committee). *Article 8.3.7.7*

**A student overload matter may be referred to a Class Size Committee if an educator is paid the overage stipend per Article 8 (*Article 8.3.2.1b, Article 7.3.2.1c*).**

Article 8.3.7.3 states "Schools will form a class size committee on an as needed basis." It also states in 8.3.2.1.b that they may also call for a class size committee.

### **4. What is a Class Size Committee & How does the Committee work?**

- a. First, an administrator gathers the class-size issues referred to the Committee and reviews them for whether they meet the criteria (see above)
- b. Next, principal and PAT rep will meet to discuss 2 recommendations for parents for the class size committee:
- c. 8.3.7.5 Upon mutual agreement of the Association and an administrator, two (2) parents/guardians will be invited to attend by the principal and the association building representative to participate in the discussion of possible solutions not centered on a specific student or class, while taking into consideration the diverse school community, including race, gender, ability, language and socioeconomic status. Lack of parent/guardian involvement will not preclude the committee from developing recommendations. (see *Article 8.3.7.4*):
  - i. School Principal
  - ii. Assistant/Vice-Principal or other administrator selected by the District
  - iii. A teacher from an affected classroom or other staff member in the affected license area. This person will be chosen by the PAT Building/Association Representative.
  - iv. A building representative or another licensed staff person appointed by the Association
- d. Then, the Committee meets and discusses issues, taking into consideration possible solutions described under 8.3.7.3. A notetaker is designated and notes are shared with the Committee.
- e. Schedule a follow up meeting if necessary.
- f. If a solution is not reached at the building level, the District's Chief of Schools, or their designee, and a representative from the Association will meet and make a good faith effort to resolve the issue. The building admin shall share all meeting notes with them and fill out this [FORM](#).



- g. If the previous steps of the process have not resulted in a resolution, the Superintendent (or their designee) and the President of PAT (or their designee) shall meet for a final effort to resolve the issue.



## Contract Language about Class Size Committees

### 8.3 Class size, Caseload and Overload Pay

- 8.3.2.1 Student loads will be calculated on the third Monday in October and the third Tuesday in February. If a professional educator's load exceeds the limits in 8.3.3, the District will implement one of these three options:
- Within two weeks, move students to meet the limit.
  - Within two weeks provide .5 FTE educational assistant for an elementary general education classroom, or a paraeducator for a special education classroom. Educational assistant or paraeducators assigned to classrooms to address overage shall not be used for other building needs, except in the case of an emergency. Except as provided in 8.3.2.2, the professional educator may decline the assistant or paraeducator and select the stipend, and at the same time refer the matter to the Class Size Committee process, as set forth below in 8.3.7, or
  - Pay any professional educator over a threshold a stipend equal to 1.5% of the base BA+15 salary per semester; or in accordance to the amount listed in the chart if different than defined above, and at the same time refer the matter to the Class Size Committee process, as set forth below in 8.3.7.
- 8.3.2.2 Assistants or paraeducators already assigned to the class due to threshold estimates will count towards this relief and may not be declined in favor of a stipend. Within two weeks of the beginning of each semester, the District shall provide the Association a list of assistants and/or paraeducators who are intended to provide overage relief, and the paraeducators' assignments.
- 8.3.2.3 The stipend will be paid as part of the next payroll period.

### **8.3.7 Class Size Committee Process**

- 8.3.7.1 The parties acknowledge that circumstances could arise where there are exceptions to the above class size thresholds. The building level committee will meet when the conditions in Article 8.3.2.1 are met related to class size, caseload and overage pay, as set forth above.
- 8.3.7.2 Teachers will not be asked individually to exceed these limits. To address a single class size or caseload exceeding a threshold, the building administrator may meet with the building Association representative and the affected professional educator to discuss the class size or caseload thresholds and to collaborate on solutions. **In no event will a solution be implemented without the review and consultation of the building Association's representative and impacted teacher(s).** If the issue is not resolved, it may be brought to the class size committee for resolution; the process described in 8.3.7.3 shall not apply to a single class-size or student issue.
- 8.3.7.3 Schools will form a class size committee on an as needed basis. The Class Size Committee may take into consideration efforts to keep families together, enrollment patterns, population shifts, a decrease in state or federal funding, an unusual variation between school enrollments at different grade levels or to allow the district to avoid creating split



grade level (aka “blended”) classes. **Possible options may include but not limited to:** rebalancing classes, multiple grade-level blends or combination classes, assigning educational assistants or other push-in support, using existing licensed FTE, or other school-based options, taking into account programmatic needs, student needs, physical space constraints, and competing needs. The committee shall not discuss personally identifiable information contained in student educational records in order to avoid Family Educational Rights and Privacy Acts (FERPA) violations.

8.3.7.4 The committee shall be composed of the following members:

- a. School Principal
- b. Assistant/Vice-Principal or other administrator selected by the District
- c. A teacher from an affected classroom or other staff member in the affected license area. This person will be chosen by the PAT Building/Association Representative.
- d. A building representative or another licensed staff person appointed by the Association

8.3.7.5 Upon mutual agreement of the Association and an administrator, two (2) parents/guardians will be invited to attend by the principal and the association building representative to participate in the discussion of possible solutions not centered on a specific student or class, while taking into consideration the diverse school community, including race, gender, ability, language and socioeconomic status. Lack of parent/guardian involvement will not preclude the committee from developing recommendations.

8.3.7.6 All affected teachers will be invited to attend the Class Size Committee to participate in the discussion of possible solutions.

8.3.7.7 The Class Size Committee will convene, if necessary, one to three times between March 1st and October 1st, during the educator work year, and other times as needed.

8.3.7.8 If a solution is not reached at the building level, the district’s Chief of Schools, or their designee, and a representative from the Association will meet and make a good faith effort to resolve the issue.

8.3.7.9 If the previous steps of the process have not resulted in a resolution, the superintendent (or their designee) and the President of PAT (or their designee) shall meet for a final effort to resolve the issue.

8.3.7.10 When the building-level above outlined process for addressing class-size concerns is observed, the implemented outcome is not subject to the grievance procedure.