

ARTICLE X

Class Size and Staffing Ratios

A. The following class size maximums shall be adhered to:

<u>Level, Grade, or Subject</u>	<u>Maximum Class Sizes</u>	
<u>Elementary</u>		
Kindergarten	32*	
Grades 1-3	30*	
Grades 4-5	35	
Combinations K-3	28*	
Combinations 3-4	28*	
Combinations 4-5	33	
<u>Middle School</u>		
Grade 6 Core Classes	35	
English	35	
Science, Mathematics, Social Studies	37	
Typing	42	
Regular Physical Education	54	
Music	54	
All others	39	
		Maximum
<u>Secondary</u>	Class Sizes	Total Students
English (Drama and Journalism excepted)	35	175
Foreign Languages, Laboratory Science, Mathematics, and Social Studies	37	185
Regular Physical Education	54	270
Music	54	270
All others	39	195

TK adult to student ratios are subject to government requirements.

*As an alternative average class size enrollment for each school site in kindergarten and grades 1-3 authorized under Education Code section 42238.02(d)(3)(B)(C)(D), the District and Association agree that the District shall maintain an annual average class enrollment at each school site not to exceed 32:1 for kindergarten and 30:1 for grades 1-3, which shall not be greater than the individual class size maximums of 32 for kindergarten and 30 for grades 1-3 specified in section A above.

B. Within a reasonable period of time following assignment, each student will have a work station which is appropriate to the subject being taught.

1 C. If at any time during the school year a class is in excess of the class size maximums, it is the
 2 intent of the District that a return to maximum will be achieved at the earliest possible date
 3 but no later than twenty (20) school days after the date the class enrollment exceeds the
 4 contractual maximum. Before any student is assigned to a class in excess of the maximum
 5 class size, an administrator or designee shall review the assignment with the affected teacher
 6 and note steps being taken to balance the class. This notification can be done through email,
 7 phone conference, or in -person conference. At the request of the teacher, when class
 8 enrollment has exceeded the contractual maximum for ten (10) or more school days, the
 9 administrator or designee and teacher will meet to review the status of the over maximum
 10 situation. The teacher may request TALB representation at the above described meetings.

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 12 The intent is for teachers and education specialists to have electronic access to their student
 13 by the first duty day of the calendar year. In the event rosters are not available, impacted
 14 teachers will be provided process updates.

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 16 D. In implementing these procedures, the principal will equitably assign pupils in excess
 17 of the maximum and will upon request, explain the basis for the assignment.

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 19 E. If a teacher consents or requests to teach more than the contract maximum number of
 20 students, the District shall not be obligated to reduce the enrollment for that teacher's
 21 class.

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 23 F. The special education special day class annual cumulative average for the District will be a
 24 maximum of fourteen (14). No special day class shall exceed a per class maximum of
 25 eighteen (18) pupils. On or about the 15th day of October, December, February and April, the
 26 Assistant Superintendent, Office of School Support Services, shall meet with the Association
 27 to review the special day class average and maximums.

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 29 G. The following provisions shall apply in determining staffing ratios of counselors,
 30 psychologists, nurses, SLPs and librarians.

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 32 1. The District shall determine the level of counselor, psychologist, nurse, SLP and
 33 librarian service at each school/program site.

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 35 2. Counselor, psychologist, nurse, SLP and librarian time provided with categorical
 36 program funds shall be in addition to the District-provided general allocation.

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 38 3. When the levels of service and numbers of counselors, psychologists, nurses, SLPs
 39 and librarians have been determined, the manager in charge of each service shall
 40 share the current determining staffing data with site administrators share with
 41 respective staff and develop the schedule for providing service to schools/programs.

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 43 4. Factors to be used in determining the scheduling and staffing ratios shall be as
 44 follows:

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 46 a. Number of staff budgeted and available for service;

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- b. Number of staff days available for District-funded service;
 - c. Number of schools/students to be served;
 - d. Geographical location of assignments for an individual;
 - e. Number of elementary and secondary schools to be served by an individual;
 - f. Number of SDC classrooms and medically -fragile students;
 - g. Number of CCT and Spectrum classes;
 - h. Other factors deemed pertinent by the manager including but not limited to the additional related support staff allocated to the site.
5. Prior to the beginning of the school year, the managers shall confer with a representative group (counselors/psychologist/nurses/SLPs/librarians) in the process of scheduling equitable staffing ratios. The Association shall be advised of the meeting date with the counselor/psychologist/nurse/SLP/librarian group and shall have the right to have an Association representative present at the meeting. The scheduling decisions of the manager shall be final.
6. Problems relating to employee's abilities to achieve expected levels of service shall be referred by the individual employee to the appropriate site or District level manager. Where necessary, reassessment of job description priorities may be in order so that optimum service can be provided.
7. The District will allocate to Special Education an amount equal to one-third (1/3) of the Medi-Cal reimbursement received by the District during the previous fiscal year. Such allocation will be used exclusively to provide additional clerical assistance for school nurses. The distribution of such assistance will be determined through a process similar to that described in Section G.5. above.
- H. The District shall provide nurses with written information concerning automobile and insurance factors related to their job descriptions.
- I. The maximum class size for Library Service classes in high schools shall be five (5) students per class period and in middle schools three (3) students per class period, unless exceptions are mutually agreed upon by the librarian and site manager.
- J. In accordance with Education Code, Section 56363.3, the districtwide average caseload for speech/language specialist teachers shall not exceed fifty-five (55).
- K. In the event a Work-Based Learning class fails to maintain a minimum of twenty-five (25), the class may be dissolved and the teacher on special contract shall be released from this

1 specific class assignment. Classes which have maximum enrollments as mandated by the
2 state which are fewer than twenty-five (25) are exempted from this minimum. If enrollment
3 in these classes falls below ninety (90) percent of this state mandated enrollment, the class
4 may be dissolved and the teacher on special contract shall be released from this assignment.
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