

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 26, 2022

To: Principals, Associate Principals, Division and Department Heads

Subject: **CLASS SIZE & CASELOAD MONITORING REQUIREMENTS**

**Department and/or
Persons Concerned:** Principals, Associate Principals, and Certificated Staff

Due Date: Immediately

Reference: Articles 13 and 29 of the Collective Negotiations Contract between the San Diego Unified School District and the San Diego Education Association

Action Requested: Please monitor class size and caseload to ensure compliance with the contractual requirements.

Brief Explanation:

The current Collective Negotiations Contract between the San Diego Unified School District and the San Diego Education Association outlines the class size (Article 13) and caseload (Article 29) requirements each school must maintain.

Site administrators are required to monitor and maintain class size using the allocated staff. If a site's class size or caseload exceeds the contractual maximum the site administrator must ensure all FTE allocated are properly assigned to classroom positions.

The Class Size and Caseload Review (aka "CSR") Committee reviews the class sizes and caseloads on a weekly basis from August to October and monthly from November to June. If a class size or caseload has not been remedied at the site level the CSR Committee will take the following actions:

- If the site has sufficient allocation (enrollment is the same or has decreased):
 - The site principal will receive an email to request the site balance or remedy the overage.
 - If the overage remains at the next CSR meeting, the site will receive a second reminder copied to the assigned Area Superintendent.
- Schools must comply with the contract utilizing their site allocation to maintain class size/ caseload.
 - **Schools will be responsible for maintaining class sizes and case loads. If the school has the proper allocation and the class size or case load is over the contractual minimum, the site will be responsible for implementing any remedies.**

APPROVED:

Acacia Thede

Acacia Thede
Chief Human Resource Officer

Attachment(s): N/A