

Article VIII CLASS SIZE - CLASS LOAD

- 8.01 Class size shall not be used as a punitive measure against an employee. Within a given site, the administration shall provide equitable teaching loads to employees within the same department or grade-level teaching identical courses, consistent with considerations of scheduling, curriculum, teacher concerns and preferences, student needs and preferences, and physical space constraints.
- A. Class size shall be determined by the number of students physically in each period or class.
 - B. For all classes, the largest class-size shall not be greater than 1.2 times the size of the smallest course of the same or comparable course. A stipend equal to the FTE of the number of extra students shall be provided for class-sizes exceeding these limits. The stipend for the first semester shall be calculated from the October FTE. The stipend for the second semester shall be calculated from the February FTE.
 - C. For classes tied to testing and/or progress monitoring, the class size shall be no more than 18 students in prekindergarten through grade 3; 22 students in grades 4 through 8; and 25 students in grades 9 through 12.
 - D. For classes of Chorus and Band - classes shall have a capacity that correlates to the number of students to create a full ensemble as directed by the teaching unit. The beginning sections of chorus and band sections should be balanced within 3 - 5 student units of each other.
 - E. In a situation where a teacher could have more than 3 preps a stipend of \$1,500 shall be provided for each additional prep.
 - F. When there is only one teaching unit able to teach a course, priority scheduling shall be given to those courses to accommodate the multiple levels being taught. Combining different levels of courses into one period will not happen unless the teacher has provided input that would allow such.
- 8.02 Any high school or middle school employee whose assignment consists primarily of student instruction shall have an instructional supervisory load during the student day that does not exceed five (5) hours and fifteen (15) minutes of pupil- teacher contact time and that includes a preparation/conference period. Teachers assigned primarily to traditional instruction shall have no more than three (3) different course preparations; ~~those assigned to use other instructional delivery models such as computerized instruction may have more than three (3) course preparations depending upon the delivery model and what is entailed as a "preparation" under that model.~~ Other high school and middle school employees whose assignments do not consist primarily of instruction (such as guidance counselors and media specialists) shall be provided the opportunity in their normal workday to schedule time in which interaction with students and parents is limited to facilitate planning and preparation. Supervised study periods (study halls) or other supervisory assignments shall be considered a part of the instructional supervisory load except where such assignments constitute the majority of the employee's assigned duties. Individual employees may agree in writing to instructional supervisory loads that differ from those above. ~~Beginning with FY 2017 Leon County Schools and Leon Classroom Teachers Association will establish a committee to develop an implementation plan that may transition all instructional employees, whose primary assignment is student instruction, to a supervisory load consistent across all grade levels. This plan may be implemented during that year or subsequent years.~~
- 8.03 Elementary art, music, and P.E. employees shall not be required to teach more than eight (8) instructional periods per day. In addition, reasonable travel time shall be included in the scheduling of instructional periods which shall not be considered as planning time.
- 8.04 All elementary instructional employees shall have no more than twenty-five (25) clock hours of pupil-contact teaching assignments per week, not including individual student conferences that may be scheduled by the employee on relief periods, with the exception of the schools that are on an extended day schedule.
- 8.05 When an employee believes that class size/caseload is a problem ~~in his/her class~~, or has a concern regarding the number of course/caseload preparations ~~(see Section 8.02 above)~~, the employee and the administrator shall meet about the concern and explore alternative solutions. If the concerns of the employee are not addressed to his/her satisfaction, the employee may request in writing a meeting with the site administrator and a district-level administrator; the employee may also request that an LCTA representative be present at the meeting. The meeting shall be scheduled within five (5) days of the

written request. The site administrator will forward the decision to the employee within five (5) days of the meeting.

8.06 ESE Teacher Caseload Limitations

- A. ESE Teachers Regular Class or Resource Room: The caseload limit for Exceptional Student Education Teachers serving students with the Least Restrictive Environment described on their Individualized Education Plan (IEP) as Regular Class or Resource Room shall not exceed 24 students regardless of Matrix Cost Factor.
- B. ESE Teachers Separate Class, Special Day School/Exceptional Education Center, or Other Separate Setting: The caseload limit for Exceptional Student Education Teachers serving students with the Least Restrictive Environment described on their Individualized Education Plan (IEP) as Separate Class, Special Day School/Exceptional Education Center, or Other Separate Environment shall be dependent on the Matrix Cost Factor Level assigned to each student in the classroom, but shall not exceed sixteen (16) students on the following weighted system.
 1. A student with a particular cost factor will be converted to an effective number of students as follows:
 - 251 shall count as 1 student.
 - 252 shall count as 1.5 students.
 - 253 shall count as 2.0 students
 - 254 shall count as 2.5 students.
 - 255 shall count as 3.0 students.
- C. If the aforementioned caseload limits are exceeded the employee shall have the option of receiving an additional preparation period, or the option to be paid an additional amount of thirty-five (\$35) dollars per student during each month the caseload exceeds the limit.
- D. Caseload counts are determined on the first work day of each month.
- E. In order to ensure there are no disruptions to their ability to complete mandated work responsibilities, ESE teachers cannot be pulled or reassigned for:
 1. State or District test administration.
 2. Coverage for another employee, class, or other duty.

8.07 ESE Service Providers Caseload Limitations Service Providers include but are not limited to Speech-Language Pathologists, Occupational Therapists, Physical Therapists, School Psychologists, Local Assistive Technology Specialists (LATS) and Social Workers. In order to meet IDEA requirements and provide FAPE, it is recommended that caseload limits that consider workload when applicable are established.

- A. Caseload counts are determined on the first work day of each month.
- B. ESE Service Providers are exempt from at least 50% of PLCs in order facilitate planning and billing. If an administrator does not wish to exempt the employee from PLCs, it may be agreed upon between the administrator and employee which additional PLCs will be attended. For such PLCs the employee will be paid at their hourly rate for an equal amount of time as the PLC.
- C. **Speech-Language Pathologists:** The caseload limit for full-time, site based speech-language pathologists shall not exceed forty (40) students as determined by the Matrix Communication Domain Level value assigned to each student on the following weighted system:

| <u>Matrix Communication Domain Level</u> | <u>Assigned weighted value (caseload to equal 40)</u> |
|--|---|
| <u>Level 1</u> | <u>0</u> |
| <u>Level 2</u> | <u>0.25</u> |
| <u>Level 3</u> | <u>1</u> |
| <u>Level 4</u> | <u>2</u> |
| <u>Level 5</u> | <u>3</u> |

If the caseload limit is exceeded, the employee shall be paid an additional amount of thirty-five (\$35) dollars

per student exceeding the caseload limit for each month the limit is exceeded.

- D. Occupational Therapist/Physical Therapist:** The caseload limit for full-time occupational therapists and physical therapists shall be sixty (60) students shared between the OT/PT and their assistant based on the number of times a student is seen per week as determined by the Matrix below:

| <u>Times a Student is Seen per week</u> | <u>Assigned weighted value (caseload to equal 60)</u> |
|--|---|
| <u>2 times a week</u> | <u>2</u> |
| <u>1 time a week</u> | <u>1</u> |
| <u>2 times per month</u> | <u>1</u> |
| <u>1 time per month</u> | <u>0.5</u> |
| <u>1 time per quarter</u> | <u>0.5</u> |
| <u>Program support</u> | <u>0</u> |
| <u>If an OT or PT is assigned to more than 5 schools, one weighted point is added per school to cover travel time between sites.</u> | |

If the caseload limit is exceeded, the employee shall be paid an additional amount of thirty-five (\$35) dollars per student exceeding the caseload limit for each month the limit is exceeded.

- E. School Psychologists and Social Workers:** The caseload limit for full-time School Psychologists and Social Workers shall not exceed 3 schools, including no more than 1 elementary school. If more than 3 schools are assigned, a stipend of thirty-five (\$35)/day will be provided for each day for which they are assigned more than 3 schools.
- F. Local Assistive Technology Specialist (LATS):** The caseload limit for full-time LATS shall not exceed eighty (80) students. If more than eighty (80) students are assigned, the employee shall be paid an additional amount of thirty-five (\$35) dollars per student exceeding the caseload limit for each month the limit is exceeded.
- G.** All other ESE Service providers not specifically named here shall be assigned an equitable workload compared to their cohort, not to exceed 5% of such comparable caseload limits.
- H. Program Specialists for Behavior:** The caseload limit for full-time Program Specialists for Behavior shall not exceed 2 schools. If more than 2 schools are assigned, a stipend of thirty-five (\$35)/day will be provided for each day for which they are assigned more than 2 schools. ~~In no circumstance will more than 2 schools be assigned.~~ *Student*
- I. Program Specialists for Compliance:** The caseload limit for full-time Program Specialists for Compliance shall not exceed 2 schools. If more than 2 schools are assigned, a stipend of thirty-five (\$35)/day will be provided for each day for which they are assigned more than 2 schools. ~~In no circumstance will more than 2 schools be assigned.~~ *Student*