

**Office of the Assistant Superintendent of Human Resources
Auburn School District No. 408**

REVISED MEMO

TO: Principals and Office Managers

FROM: Daman Hunter

DATE: **September 14, 2018**

SUBJECT: 1) Per diem hourly pay for multi-disciplinary team meetings outside WAC time
2) class overloads (secondary)
3) class overloads (elementary)
4) elementary sub shortage solutions
5) elementary class size overload chart

The purpose of this memorandum is to provide information regarding how to process, for payment, classroom teacher time spent in required multi-disciplinary team meetings outside WAC time and, secondly, likewise how to process for payment, class overloads at the secondary levels. Each of these will be discussed in turn.

1. Classroom teachers, reading specialists, nurses, psychologists, counselors, and Behavior Intervention Specialists required attendance at multi-disciplinary team meetings outside of WAC time

Please be aware that the only time to be compensated would be for times spent outside WAC time (30 minutes before the start of the instructional day and 30 minutes after the end of the instructional day). Furthermore, individuals qualified to receive this compensation are classroom teachers, reading specialists, and nurses that are required to meet outside WAC time.

The proper way to submit this time is through True Time.

2. Class size overloads (secondary)

The teachers negotiated Agreement indicates that every effort will be made to assign no more than five resource room or structured learning students to a general education class (*except CTE which will have a remedy beginning at the arrival of the seventh (7th) student.*) At the arrival of the fifth *or seventh* resource or structured learning student to the classroom, **the teacher may choose class overload compensation or one hour of classified para-educator time to be assigned to the classroom.**

Overload compensation for situations such as described above will allow a teacher to be compensated four dollars (\$4) per day that they are in overload. For general education classrooms, effective December 1, overloads will be compensated at the arrival of the 5th student. An additional four dollars (\$4) per day will kick in at the arrival of the 6th student. For CTE classes, an additional four dollars (\$4) per day will kick in at the arrival of any additional students. (Overloads for the first reporting period are triggered on the **10th day of school**.)

Overload reports for the first reporting period will be dated **September 18-28.**)

Please remember that the recording of the special education student overloads should be for those classes that exceed four *or six* students with special needs. Your timesheet should utilize 2100 27 2410 LLL as the account code. Daily tracking of the report can be run out of WESPaC.

For teachers who request one hour of classified assistance, please complete the form below and e-mail it to the attention of Vitalina Dominguez. She will work expediently as possible to fill the request for the one hour of classified assistance. Additionally, once the trigger is no longer met, it will be necessary for you to once again correspond with Vitalina so that the appropriate paperwork and notification can be given to the para-educator regarding the change of assignment. Use of the form below can be used to notify Vitalina of the loss of a student as well.

Please note that traditionally para-educators are provided with five (5) days notice before they move out of the classroom; however, if assistance is needed in another classroom or building prior to the end of the five days it is possible for the para-educator to be moved sooner.

Para Request:

Date of addition (or loss of student)	Teacher (Mr/Mrs/Ms)	Subject	# of students	Time requested (i.e. 8:30-9:30)

Secondary band/orchestra/choir classes will be staffed at a ratio of 50/1. Classes that exceed that amount will have the option of a three (3) hour para-educator, music consultant, or compensation at the regular overload rate as described above for general education classes.

3. Class size overloads (elementary)

We will continue to process class overloads for payment on the existent time sheet for certificated employees used to report class coverage. A sample has been attached and should be referenced with this memorandum. In the case of audit, the responsibility to substantiate overloads reported is that of the building administrator.

Please remember that, in accordance with the terms of the negotiated Agreement, an elementary teacher has an option which is either a para-educator, consistent with past practice, OR cash compensation computed at \$18 per overload student per day. Please be sure that you are aware of the option chosen and do not get into a double remedy situation by allowing both.

Classes taught by elementary specialists (such as music, physical education, library, and learning specialists) will have the same class size overload limits as the general education classrooms beginning on the 10th day of school.

The attached elementary overload time sheet reflects classroom overloads reported the end of every month. (Overloads for the first reporting period are triggered when the overloads exist on the 10th day of school. Overload reports for the first reporting period then will be dated **September 18 through September 28.**) Should the teacher select the para-educator option, please contact Vitalina through the normal class-size para-educator process.

4. Elementary Sub Shortage Solutions

If you are in a situation where the position isn't filled for a **grade level** teacher that day, you have two options:

- a. Assign any subs in the building that day that they will be covering a class on their planning time. For the remaining time blocks that aren't covered by subs at planning the principal identifies volunteers (grade level teachers and specialists) and creates a schedule where teachers rotate through and cover the class during their planning time. Teachers covering during their planning time are compensated at their per diem rate. ***If no one volunteers to cover during their planning time, you can assign teachers and specialists on planning to cover.***
 - 1.) Over the course of the year our agreement says that we can show that this "involuntary" coverage during planning was spread out over the available teachers and specialists at each time block.

OR

- b. Have a backup plan in place ahead of time where the grade level teacher without a sub would divide the kids across the remaining teachers on that team or an adjacent grade level team (as you see appropriate) for the day. This remedy is dependent on both you and the teacher teams agreeing to this. ***If either you or your teams don't feel comfortable doing this option then, the solution defaults to option 1 above.***
 - 1.) **The teacher(s) who are receiving the students that day are paid on a supervision timesheet (noting on it that it was due to a sub shortage using account code 0100 27 2030 LLL) and are paid at the rate of \$20/hr. for each teacher taking kids from another class and the specialist that the class sees that day for planning time.** The total amount of supervision pay for a class on a particular day would total 6.5 hours (usually 5.75 hours would be for the grade level teacher and .75 hours for the specialist that takes the class for planning time). *(The only additional piece to this would be a situation where one teacher takes the whole class of a teacher that has no sub. If that class was in overload then the receiving teacher would receive their regular overload pay at the rate of \$18/kid in addition to the supervision pay for this class coverage.)*

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- 2.) To keep the numbers reasonable in each class it is preferred that kids to be split over 2 to 3 sections at the minimum so that the classes wouldn't get too large, even for that day.

We ***CANNOT*** cancel specialist's classes to cover a grade level teacher's unfilled absence. However, if a specialist has a substitute that day, you can pull that sub to put into an unfilled assignment for a grade level teacher.

5. Elementary Overload Chart

Attached is the elementary overload chart.

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Attachment