

INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: *See Distribution **DATE:** August 10, 2015

FROM: Leticia Figueroa, Assistant Chief Human Resources Officer
Office of Staff Relations

Rob Samples, Assistant Director
Office of Labor Relations

SUBJECT: IMPLEMENTATION OF NEW CLASS SIZE PROVISIONS

The 2014-2017 LAUSD-UTLA Agreement was ratified by the employees on May 8, 2015 and adopted by the Board of Education on May 12, 2015. The purpose of this memorandum is to summarize changes, highlight and provide guidance to school site administrators and to successfully implement the new class size requirements. Major changes are as follows:

Class Size (Article XVIII – Attachment E) & (2015-16 MOU – Attachment H):

Class Size Averages and Maximums - In Attachment H, – the parties have agreed to the current class size averages that reflect State funding limitations, based upon type of school, grade level, and nature of class (academic vs. non-academic). They have also agreed to maximum individual class sizes that are 3 students above the applicable average. Site administrators should make every effort to ensure that these class size averages and maximums are implemented to while prioritizing and preserving the integrity of the instructional program for students.

Distribution of Students within Grade Levels, Departments, and Classes Meeting and Recommendations to Site Administrator – Site administrators should inform grade level or department chairpersons of their obligation to hold a meeting soon after the start of school with their respective grade levels or departments so as to receive recommendations on the equitable and educationally sound distribution of students. Each elementary grade level chairperson or secondary department chairperson shall call a grade level/department meeting for the purpose of attempting to reach consensus on recommendations to be made to the site administrator with respect to an educationally sound distribution of students, including students who may enroll at a later date.

Problem Solving Process: Class Size Averages and Maximums – Should individual class size averages or maximums continue to be exceeded past norm day, affected teachers may request a review within fifteen (15) days of the circumstances causing the additional students. Upon receipt of such request, the site administrator is to:

- Conduct a review of the circumstances causing the additional students.
- Within five (5) days of the request, convene a meeting between the site administrator, affected teacher, grade level/department chair, SLC Lead Teacher (if applicable) and the chapter chair to discuss the review.
- Provide in writing the explanation to the affected teacher for the additional students in the class(es) and the attempts made to balance the classes.
- Discuss options with affected teacher for meeting the class size averages and maximums that do not limit student access to a full range of course offerings, do not disrupt student's instructional programs or exceed the school's resources.

Special Education - When special education norms are exceeded by two students or more, the site administrator shall provide, upon request, the reason and anticipate duration of the extra students(s) in writing and as to any efforts being taken to remedy the situation.

A link to the full LAUSD-UTLA Agreement is listed below for your information.

<http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/368/utla/utla%20side%20letters/LAUSD-UTLA%20-%202014-2017%20Tentative%20Agreement%2004-17-15.pdf>

Please contact your Staff Relations Field Director if you have any questions.

*Distribution:

Executive Staff

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Site Administrators