## Class Size Exception Form

## Per the SPFE and SPPS 2021-2023 Collective Bargaining Agreement

The Saint Paul Federation of Educators and Saint Paul Public Schools have negotiated class size averages and caps into the Licensed Staff contract (Article 31) to provide consistent class sizes across Saint Paul Public Schools. Elementary class size limits will be calculated within each school at each grade level. Beginning in school year 2022-2023, courses designed for $9^{\text {th }}$ grade enrollment will have a smaller cap than other secondary courses. All other secondary averages and caps will be calculated for each teacher within their core content subject areas. No individual classroom should exceed the cap. Class size limits and caps are as follows:

|  | Top 30 SPPS sites with the highest percentage of students who qualify for Educational Benefits (Free/Reduced Lunch) |  | Remaining SPPS Sites |  |
| :---: | :---: | :---: | :---: | :---: |
| Grade Level | Average per Teacher | Cap per classroom | Average per Teacher | Cap per classroom |
| Pre-K | 20 | 20 | 20 | 20 |
| K | 24 | 24 | 26 | 26 |
| 1-3 | 25 | 25 | 27 | 27 |
| 4-5 | 28 | 30 | 29 | 31 |
| 6-8 | 34 | 36 | 36 | 38 |
| $9^{\text {th }}$ Grade <br> Courses | - | 35 |  | 36 |
| 9-12 | 36 | 38 | 38 | 40 |

Please forward the completed form to the people listed below. Use a separate form for each individual grade or content area exception.

1. Your school's Assistant Superintendent
2. Director of Student Placement
3. Director of Human Resources
4. Your SPFE assigned Organizer

| Date: |  |  |  |
| :--- | :--- | :--- | :--- |
| Name of School: | ___ High Poverty | ___ Low Poverty |  |
| Committee Members (Name, Position/Title, and Initials): <br> Members of the class size committee should include: SPFE Steward(s), affected teacher(s), principal, 2 parent representatives, <br> and the Assistant Superintendent | Position | Initials |  |
| Name |  |  |  |
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## Class Size Exception Form

Based on the agreed upon class size agreement, the school community has collaboratively decided to make an exception for this grade or secondary teacher:

We are making this exception in an effort to: Please provide your reason for making the exception. Potential examples include (but are not limited to): allowing siblings to attend together, eliminate the need to have a split grade classroom, allow students who live in the school's zone attend, etc.

| Decision: | Exception? <br> Yes | Final Vote Count: |
| :--- | :--- | :--- |

Remedy: What remedy for your exception will be implemented to support the classroom over the limit?

## Remedy Implementation Timeline:

- The school has 30 calendar days to implement the remedy
- If the recommendation is not implemented within 30 calendar days and the class size is still over the contractual limits, the Federation will consider this form notification of a Step 2 grievance

Recommendation for Additional Staff Date:
(5 school days from today's date):

Posting Date (within 10 days of approval from Superintendent):

## Substitute Hire Date, if needed:

(30 days after today's date)
Additional Notes:

## Steward Signature:

Principal Signature:

