



# Cleveland Teachers Union

## News & Notes

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### OVERAGES EDITION OF NEWS & NOTES

The Contract has established class size limits. Unfortunately, students do not attend schools or grade levels in nice, neat packages. If you have a class that is beyond the contractual limits, then you are eligible for payment, known as Class Size Overage.

Class size limits are found in Article 10. The limitations for regular education teachers are:

K-3 = 25 (this includes elective teachers)

4-8 = 28 (this includes elective teachers)

9-12 = 30 (this includes art and music; excludes choir, band, orchestra, and similar classes)

9-12 PE = 33

For self-contained classes (same class all day) affected teacher is compensated \$5 per day, per student over the limit. For departmentalized classes (different classes throughout the day) affected teacher is compensated \$1 per student per period.

For regular education teachers that have students on IEPs included into their regular education class (including elective teachers), the limits are as follows:

K-3 = 4

4-12 = 5

The class size limits for special education are:

Disability Category Assigned	Maximum Caseload K-8	Maximum Caseload 9-12	Maximum Per Instructional Period K-8	Maximum Per Instructional Period 9-12
Intellectual Disabilities	16	24	12	12
Specific Learning Disabilities	16	24	12	12
Hearing, Visual, Orthopedic, or Other Health Impairment	10	10	8	8
Emotionally Disturbed	12	12	10	10
Multiple Disabilities	8	8	8	8
Autism	6	6	6	6
Cross Cat	12	16	12	16

For exceeding caseload (enrollment) limits the affected teacher is compensated \$5 per student, per day for special education students over the caseload. For exceeding instructional limits, the affected teacher is compensated \$1 per student, per period for special education students over the instructional maximum.

Overages are reported 8 times a school year (each Interim and Report Card period). If you have an overage make sure that you print your Interim Summary and your Grade Summary from ESchool as soon as you complete your Interims and Grades. You can only claim the students that appear for overages. Overages are based on your class size on the last Friday of the reporting period (and is retroactive back to the first day of the reporting period). If a student transfers, they are immediately gone from your roster. If the overage that you have is a caseload overage, there is a specific procedure that you will follow to get the names from ESchool. The list of directions to document a caseload overage is on the back of this page.



All overage forms and additional information is available on the CMSD website. Here is the link to the webpage: <http://www.clevelandmetroschools.org/Page/13705>. Or go to CMSD website, click Departments, click Human Resources, click Compensation (on the left), click CTU (279), click Class size overage. The forms will be available on this website at the end of each interim period and at the end of each marking period. You will not need to get forms from a principal or school secretary. These forms will be available to you when you are completing interims and grades. When you are turning in completed overage forms and documentation, that must be emailed from your CMSD email to Areal Jones ([areal.jones@clevelandmetroschools.org](mailto:areal.jones@clevelandmetroschools.org)). Forms that are sent any other way will not be accepted. Overage forms for Marking Period One Interim are due on Friday, September 28.

#### How to Create Documentation for a Caseload Roster Overage

Go into IEPplus. Click Select a Student Live to manage (like you normally do to find a student). Then find your students. On the row after the name is an icon of a kid in front of a computer monitor. Click the first one of those. This will place the student on your caseload. You don't need to save or anything. Just find each of your students and click that icon. Then under where you type the name of the student you are looking for is a box you can check to "view my caseload only". Click that and you will see the names that you assigned to your caseload. Then you can print that page (Ctrl P). This should print out the caseload list.