

MDEA Special Education Overage Processing Procedures

If a student is added to your **caseload** that puts you over your **caseload limit**, please immediately notify (via email):

MDEA Vice-President: Linda Ortega; vicepresident@ourmdea.org

MDUSD Chief of Pupil Services & Special Education: Wendi Aghily; aghilyw@mdusd.org
and your site administrator.

Please also submit a Level 2 Class Size Grievance form so that MDEA and MDUSD can keep track of your overage. (see attached)

The district will either immediately resolve the problem or will ask if you want to accept the overage. If the problem is resolved, you will be paid for each student day the student(s) caused you to be over in your caseload. If the district chooses to offer you the option of accepting the overage, the Chief of Pupil Services & Special Education will send you a written agreement to sign. (See attached)

- If you accept the overage, you will be compensated per Article 6: Class Size; section 6.5 Class Size/Caseload Overage Compensation and Appendix A, Salary Schedule. (See attached)
 1. Compensation will include a daily overage rate, the monthly case management rate, and the compensation rate for the type of IEP that was completed during the overage month for the student(s). The monthly case management rate for the first month will be prorated based on the day the student was added to your caseload and, in the final month, based on the day the student(s) is dropped from your caseload.
 2. Compensation is calculated from the first day after the balancing period. (Per 6.6)
 3. MDEA will contact you monthly to confirm that you are still over. If so, you will need to provide an updated Caseload Overage Form. (See attached)
 4. You will also need to provide your SEIS report showing your overage.
 5. MDEA will calculate and confirm your monthly payment, return it to you for your signature, and then send the Caseload Overage Form to the Administrative Assistant of the Chief, Pupil Services & Special Education at the district office.
 6. The Chief, Pupil Services & Special Education will approve the amount and send the request for payment to payroll.
 7. Payment will generally be made on the tenth of each month.
- If you decline the overage a student will be removed from your caseload as soon as possible.

1. The student that is removed will not necessarily be the last student added. The decision will be made by administration.
2. The Program Specialist will assume case management immediately.
3. You will continue to be paid for each day you are over your caseload until the student is removed.