

## Class Sizes and Reporting Overages

Class sizes are set as follow:

*Elementary classes* – no more than 32 students

*Middle school classes* – no more than 33 students per class and no more than 160 student contacts per day.

*High school classes* – no more than 35 students per class and no more than 160 student contacts per day.

Per the contract, at the beginning of the school year, school sites have 10 days to adjust class sizes. By September 3<sup>rd</sup>, the 11<sup>th</sup> day of school, unit members need to notify their site managers of their overages. This means at the elementary level, any class over 32 students, middle school, any class over 33 and/or student contacts over 160 and at the high school level, any class over 35 students and/or student contacts over 160. Teachers are paid for their overages beginning on the 11<sup>th</sup> school day. For secondary schools, the rate of pay is \$3.00 per student, per period. In elementary schools, the rate of pay is \$15.00 per student, per day.

No overages are being approved by VEA this year and the expectation will be that the District will adjust class sizes per the contract.

## Evaluations

All unit members need to be notified by the third Friday in September if they are to be evaluated for the 2013-14 school year. Remember that under Process A, unit members are evaluated on three objectives jointly selected with their site manager from the CSTP's. Unit members who are to be evaluated under Process B jointly select with their site manager one objective from the CSTP's. October 15<sup>th</sup> is the deadline in both Process A and B for when objectives need to be selected.

NOTE: Remember that you do have a say in your evaluation process. No plan should be handed to you from your site administrator with predetermined objectives. Our contract is very clear on this. It states under 11.5 that "the evaluator and the unit member shall jointly design a plan."

Permanent status unit members should only be evaluated under Process A if they received an unsatisfactory evaluation in the previous year OR if their site administrator notified them in writing with specific concerns outlined from the CSTP's prior to the last workday of the school year.

A copy of the CSTP's is available on our website at [myvea.org](http://myvea.org) and at the back of the VCUSD/VEA Collective Bargaining Agreement.

## Membership Cards

If you attended the VEA Breakfast, you should have received your membership card. If not, Site Reps will have membership cards by the August 29<sup>th</sup> Rep Council meeting. Check to make sure your information is correct and make changes if necessary. Please return any changes to your Site Rep.

Be patient by allowing us to get cards out until the end of September. If you still have not received your membership card by October 1<sup>st</sup>, please contact Martha Hatcher, Office Manager at (707)745-3372.

## Social Media

VEA is on Facebook at <https://www.facebook.com/pages/Vallejo-Education-Association/167011046020> and Twitter @VallejoEdAssn. Sign-up for our E-Newsletter by going to [www.myvea.org](http://www.myvea.org).

## **Contact Information for your VEA Executive Officers:**

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