MDEA Special Education Overage Processing Procedures

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

MDEA: Anita Johnson anitapjohnson@hotmail.com
Executive Director, Special Education, Wendi Aghily aghilyw@mdusd.org

and Your administrator

The District will either immediately resolve the problem or will ask if you want to accept the assignment of the extra student. If the problem is resolved, you will be paid for the time period during which you were over caseload. If the District chooses to offer the option of accepting the assignment, the Executive Director of Special Education will send you a written agreement to sign.

❖ If you accept the assignment of the extra student, you will be compensated per the Memorandum of Understanding titled “Emergency Class size / Caseload Overage Compensation” (attached).

1. This compensation will include a daily overage rate, monthly case management compensation, and compensation per IEP for the student. The monthly case management fee 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 leaves your caseload.
2. Compensation is calculated from the first day of the assignment.
3. MDEA will contact you monthly to confirm that you are still over and to find out if you have conducted any IEPs for the student. Reply to this email each month by sending MDEA:
   a. A timesheet showing the days of the overage (example attached)
   b. A roster of the days that student was on the caseload (screen shot or printout from SEIS)
4. MDEA will calculate the monthly payment and send this amount to the Executive Director of Special Education.
5. The Executive Director of Special Education will approve the amount and send the request for payment to payroll.
6. Payment will generally be made on the tenth of each month.

❖ If you decline the assignment of the additional student, a student will be removed from your class as soon as possible.

1. The student that is removed will not necessarily be the last student added.
2. The Program Specialist will assume case management immediately.
3. You will be paid for the length of time you were over (beginning with Day 1) based on the rates established in Memorandum of Understanding titled “Emergency Class size / Caseload Overage Compensation” (attached).