

**MEMORANDUM OF UNDERSTANDING  
BETWEEN MILLBRAE ELEMENTARY SCHOOL DISTRICT AND  
MILLBRAE EDUCATION ASSOCIATION  
CLASS SIZE OVER PUPIL TEACHER RATIO LIMIT**

This Memorandum of Understanding (“MOU”) is entered into by and between the Millbrae Elementary School District (“District”) and the Millbrae Education Association (“MEA”) (collectively, the Parties”).

The parties hereby agree as follows:

1. If the pupil teacher ratio in grades K-3 exceeds 26:1, 32:1 in grades 4-8, 35:1 in Physical Education, the unit member will be compensated in the following manner.
  - a. An elementary (K-5) unit member will receive twenty-five (\$25) per student for each school day which exceeds the pupil teacher ratio.
  - b. A middle school (6-8) unit member will receive five (\$5) per student for each period each school day that exceeds the pupil teacher ratio.
2. Class sizes will be reviewed on the first school day of each month (September through May) to identify any instances where the number of students exceeds the pupil-teacher ratio. If overages are found, the unit member will receive additional compensation for those excess students. This compensation will be included in their pay at the end of the month, calculated based on the number of school days in that month.
3. Any inclusion student who has been identified by the IEP team as needing push-in services without student support and who attends less than 50% of instructional time will receive 50% of the amount listed in 1a or 1b.

This MOU shall be effective for the 2024-2025 school year only and shall expire automatically on June 30, 2025 unless both parties agree to extend the MOU in writing.

For Millbrae Education Association:

For the District:

Julie Nestor  
Julie Nestor (Sep 3, 2024 11:42 PDT)  
Julie Nestor, Negotiation Lead

Lisa Hickey  
Lisa Hickey, Superintendent

# Class Size MOU

Final Audit Report

2024-09-03

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