# SABP 715 Addendum on Elementary Section Overages

## Summary

I recommend allowing a voluntary, paid exception to the section cap in grades K–4 for new students who start after October 1 and on or before April 1. The exception would allow voluntary placements up to the established overenrollment limit for each section with the homeroom teacher's signed Overage Agreement, Executive Director approval, and room within the Board-approved grade-level capacity.

## Rationale

Individual classrooms can reach their section caps while a grade still has a seat available. A limited exception gives the principal another placement option after reviewing class sizes across the grade. For example, if a first-grade section has a cap of 20 and an overenrollment limit of two students, voluntary placements may bring that section to 22 students, provided the grade stays within its Board-approved capacity. The bonuses recognize the additional workload for the homeroom teacher and the four specialists who teach the full section.

April 1 is the last eligible start date, so new voluntary overage placements close for the remainder of April and all of May. The fixed cutoff gives staff and families a predictable window and limits late-spring placements.

## Financial impact

The model assumes $10,000 in gross revenue over 169 student days. Both bonuses use a $600 calculation base. The homeroom teacher receives five-sixths of that base ($500), and each eligible specialist receives one-sixth ($100). The enrollment bonus is earned after 20 scheduled student days in the approved section and paid on the last payroll of the school year. At year-end, STRIDE prorates the same shares by the student's scheduled days enrolled in the section. With one homeroom teacher and four specialists, the enrollment bonuses total $900 per eligible student.

| Enrollment scenario | Days | Est. gross | Homeroom total | Each specialist total | Net after all bonuses |
|---|---|---|---|---|---|
| Day 50 through year-end | 120 | $7,100.59 | $855.03 | $171.01 | **$5,561.52** |
| Day 100 through year-end | 70 | $4,142.01 | $707.10 | $141.42 | **$2,869.23** |
| Day 100 through day 139 | 40 | $2,366.86 | $618.34 | $123.67 | **$1,253.84** |
| April 1 through year-end[1] | 41 | $2,426.04 | $621.30 | $124.26 | **$1,307.70** |

[1] STRIDE's adopted 2026–27 calendar has 41 student days from April 1 through May 28, inclusive.

Net is the amount left before employer payroll costs and any additional costs to serve the student. If the student leaves the section before completing 20 scheduled student days, only the prorated year-end retention bonus is paid.

## Requested committee action

Review the proposed amendment and recommend it to the Board of Directors for consideration.

# Proposed Amendment to SABP 715

## Section IV Available Enrollment

**IV.1(a) Revision** Replace the sentence requiring sections to return to their caps after October 1 with the following sentence. After October 1, class sizes must return to the established Board-approved section caps through natural attrition or administrative adjustment, except as authorized under Section IV.2.

## IV.2 Voluntary Elementary Section Overages

**a. Eligible placement.** The Executive Director may approve the placement of a newly enrolling student in a kindergarten through fourth-grade section when the placement brings enrollment above the Board-approved section cap. Voluntary overage may not exceed the established overenrollment limit for that section. For example, if the overenrollment limit is two students per section, the section may enroll up to two students above its cap. The principal shall review class sizes across the grade and obtain the homeroom teacher's voluntary consent and signature on the Overage Agreement in Appendix B before submitting the placement for approval. The Academy shall follow its established admissions preferences and waitlist order and remain within Board-approved grade-level capacity, subject to applicable law. Before approval, Finance shall confirm that projected revenue covers both bonuses, employer payroll costs, and any additional costs of serving the student.

**b. Enrollment window.** A student may begin enrollment under this provision after October 1 and through April 1, inclusive. After April 1, the Academy shall approve no new voluntary section overage enrollments for the remainder of the school year. The Academy shall continue to process regular admissions within established capacity under its admissions procedures.

**c. Eligible teachers.** Payments are limited to the homeroom teacher and specialist teachers assigned to teach the entire section. Teachers who serve only small groups or individual students from the section are ineligible.

**d. Enrollment bonus.** After the student completes 20 scheduled student days enrolled in the approved section, the Academy shall pay the enrollment bonus on the last payroll of the school year. The calculation base is $600. The homeroom teacher receives five-sixths of the base ($500), and each eligible specialist receives one-sixth ($100). If the student leaves the section before completing 20 scheduled student days, the enrollment bonus is not earned. Once earned, teachers retain their full enrollment bonus if the student later leaves the section.

**e. Year-end retention bonus.** The Academy shall use the same $600 calculation base and shares as the enrollment bonus: five-sixths for the homeroom teacher and one-sixth for each eligible specialist. Multiply each unrounded share by the number of scheduled student days the student was enrolled in the approved section divided by the total number of scheduled student days in the school year. Count the first and last enrolled days if they are scheduled student days. If the student withdraws before year-end, calculate the bonus through the last enrolled day. Round each payment to the nearest cent and pay the prorated bonus at year-end.

Administration shall follow Appendix A to document approvals, track enrollment, and process payments under this section.

## Proposed Board motion

I move to approve the amendment to SABP 715 Enrollment and Admissions establishing voluntary elementary section overages and the related staff bonuses as presented.

# Appendix A Elementary Section Overage Process

Use this process for each proposed voluntary K–4 section overage under SABP 715. Enrollment, the elementary principal, Finance, and Payroll use the same approval record from the initial review through the year-end payment.

### 1 Confirm the seat and start date

Enrollment verifies the student's place under the admission preferences and waitlist procedures, the proposed section's current count and Board-approved cap, and the grade's available capacity. Record the proposed first day. The placement qualifies only if the resulting count exceeds the Board-approved section cap by no more than the established overenrollment limit for that section, stays within the grade-level capacity, and starts after October 1 and on or before April 1.

### 2 Review the placement with the teacher

The elementary principal reviews class sizes across the grade and obtains the homeroom teacher's voluntary consent and signature on the Overage Agreement in Appendix B before submitting the placement for approval. The principal records the proposed section and identifies the homeroom teacher and the four specialists who teach the entire section. Staff who serve only small groups or individual students are excluded from the payment roster.

### 3 Review costs and approve the placement

Finance documents the estimated enrollment revenue, the enrollment bonuses earned after 20 enrolled student days, the projected prorated retention bonuses, employer payroll costs, and any additional costs of serving the student. Once Finance confirms projected revenue covers those costs, the Executive Director records the approval decision. After approval, Enrollment offers the seat under the established admissions procedures.

### 4 Verify 20 enrolled student days and pay the enrollment bonus

Enrollment confirms the student's actual first day falls within the approved window and records when the student completes 20 scheduled student days enrolled in the approved section. On the last payroll of the school year, Payroll pays $500 to the homeroom teacher and $100 to each eligible specialist. If the student leaves before day 20, Enrollment records the last day and forwards it to Finance for the year-end retention calculation.

### 5 Track changes and pay the retention bonus

Enrollment records the student's final day in the approved section and notifies Finance of a withdrawal or section transfer. At year-end, Finance verifies scheduled student days enrolled in the section, counting the first and last days if they are scheduled student days. Payroll divides that count by the total scheduled student days in the year and multiplies the ratio by each teacher's unrounded share of the $600 base (five-sixths for the homeroom teacher and one-sixth for each eligible specialist). Payroll rounds each payment to the nearest cent and pays it at year-end.

### Approval and payroll record

Retain the student and section identifiers, before-and-after enrollment counts, grade capacity check, signed Overage Agreement, payment roster, Finance review, Executive Director decision, actual enrollment dates, the

date the 20-day minimum was met if applicable, and both payment calculations with the Academy's enrollment and payroll records.

# Appendix B

# Elementary Section Overage Agreement

Use one copy per teacher under SABP 715, Section IV.2. The homeroom teacher must voluntarily agree and sign before the principal submits the placement for Executive Director approval. Specialists use this form if they teach the entire section.

**Proposed placement**

School year _____ Proposed start date _____

Grade and section _____ Teacher name _____

Student enrollment ID _____ Role ☐ Homeroom ☐ Specialist

Board-approved section cap _____ Current count _____ Proposed count _____

**Teacher agreement**

I voluntarily agree to this student's placement in the section at the proposed count shown above, within the established overenrollment limit for the section. This agreement applies to this placement only and is subject to Executive Director approval.

I understand that the bonuses for my role are calculated as shown below. The enrollment bonus is paid on the last payroll of the school year.

Enrollment bonus (20 scheduled student days in the approved section required)

Homeroom: $600 × 5/6 = $500 Specialist: $600 × 1/6 = $100

20-day minimum met? ☐ Yes ☐ No (enter $0) Enrollment bonus $_____

Year-end retention bonus (round the final amount to the nearest cent)

Homeroom: $600 × 5/6 × (_____ days enrolled ÷ _____ scheduled days in year) = $_____

Specialist: $600 × 1/6 × (_____ days enrolled ÷ _____ scheduled days in year) = $_____

Total bonuses (enrollment + retention) $_____

Teacher signature _____ Date _____

**Administrative record**

Principal review completed by _____ Date _____

Executive Director decision ☐ Approved ☐ Declined

Executive Director signature _____ Date _____

File the signed agreement with the enrollment and payroll records under Appendix A.