

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between Rio Rancho Public Schools (District) and Rio Rancho School Employees Union (Union), in order to provide appropriate compensation for special education and gifted teachers (SE Teachers) who carry caseloads over the maximums defined in regulations. The Parties agree that the District will pay SE Teachers a stipend for caseloads that are over a "one" (1.0) as defined herein, according to the following procedure:

- No SE Teacher shall be required to carry a caseload of students greater than 2.0.
- A SE Teacher shall not be required to teach an additional elective class if their caseload is equal to or greater than a 1.0 full-time equivalent (FTE). A FTE caseload of 1.0 is considered a complete workload. A SE Teacher with a full-time 1.0 FTE caseload shall not be assigned additional general education elective classes.
- The Maximum Stipend Amount for a caseload of 2.0 (i.e., 1.0 over the 1.0 Base Caseload) will be \$4,000 per Calculation Date. All other caseloads between 1.0 and 2.0 shall be prorated based on the fully weighted caseload over 1.0.
- SE Teachers who have a paid Lunch or Prep may already be getting paid for an expanded caseload. In such cases, those additional students will not be calculated in the stipend.
- The Base Ratio is the number of special education students to each teacher at each level, i.e, maximum caseload:
 - Level A - 35 students to 1 teacher ($35:1 = 35$),
 - Level B - 24 students to 1 teacher ($24:1 = 24$),
 - Level C - 15 students to 1 teacher ($15:1 = 15$), and
 - Level D - 8 students to 1 teacher ($8:1 = 8$).
- When expressing ratios in decimal form, normal rounding of decimal points to the thousandth place will be the standard. When the number in the ten thousandth place is five or more, then the number in the thousandth place will increase by one. When the number in the ten thousandth place is less than five, the number in the thousandth place will stay the same. For example, 0.0136 will be rounded to 0.014 and 0.0134 will be rounded to 0.013.

- The assignment of cases to SE Teachers shall not be manipulated in order to artificially increase or decrease a SE Teacher's stipend amount. Instead, caseloads will be balanced based on the needs of the students. Caseloads will be calculated and processed for the following days of the school year ("Calculation Date"):
 - 40th day,
 - 80th day,
 - 120th day, and
 - Last Day of School.
- Neither a SE Teacher nor an administrator shall represent that they are carrying students on their caseload when another SE Teacher is providing case management for the students—caseload counts shall reflect actual caseloads.
- Calculations - A Step by Step Process:
 - The SE Teacher's caseload will be recorded by level of student and how many students are in each level on the Calculation Date. For example, SE Teacher Jones has a caseload of 14 Level A Students and 28 Level B Students on the 40th day.
 - Then the Ratio shall be determined by dividing the actual number of students at each level by the Base Ratio. For example, Level A = $14:35 = 0.400$ and $28:24 = 1.167$.
 - Then the Ratios will be added together to arrive at the Total Weighted Ratio. For example, $0.400 + 1.167 = 1.567$.
 - Then the 1.0 Base Caseload will be subtracted from the Total Weighted Ratio, since the 1.0 Base Caseload is a part of an employee's basic salary. For example, $1.567 - 1.000 = 0.567$.
 - Then the Total Weighted Ratio minus the Base Caseload will be multiplied by the Maximum Stipend Amount of \$4,000. For example, $0.567 * \$4,000 = \$2,268$. This is then the Total Stipend amount for Teacher Jones for the first Calculation Date.

- Table Example:

SE Teacher Jones 40th day			
Level	Students	Base Ratio	Ratios
A	14	35	0.400
B	28	24	1.167
C	0	15	0
D	0	8	0
Total Weighted Ratio			1.567
Base Caseload			1.0
Total Weighted Ratio minus Base Caseload			0.567
Maximum Stipend Amount			\$4,000
Total Stipend to be Paid ($0.567 \times \$4,000$)			\$2,268

Due to the nature of the stipend and the complexities involved, the District will pay the stipend described in this MOU for the 2025-2026 school year (FY2026) only, and the parties will revisit the stipend for the 2026-2027 school year based on the success of the program and available funding.

Agreed:

 9/2/25

Billie Helean
President
Rio Rancho School Employees Union

Agreed:



V. Sue Cleveland, Ed.D
Superintendent
Rio Rancho Public Schools