



**RESOLUTION OF THE BOARD OF EDUCATION OF PETALUMA CITY  
ELEMENTARY AND PETALUMA JOINT UNION HIGH SCHOOL DISTRICTS  
("PETALUMA CITY SCHOOLS"), ESTABLISHING SPECIAL EDUCATION  
PROGRAM CAPACITY THRESHOLDS**

**WHEREAS**, the Governing Board of Petaluma City Elementary School District and Petaluma Joint Union High School District (collectively "Petaluma City Schools" or "District") is committed to meeting its obligation to serve resident students, including students with disabilities, prior to accepting students through interdistrict transfer agreements and/or permits; and

**WHEREAS**, the Governing Board supports providing placement for out-of-District students when space is available; and

**WHEREAS**, the District must determine whether adequate space exists across all educational settings, including Special Education programs and services; and

**WHEREAS**, establishing capacity thresholds allows the District to preserve program flexibility, maintain compliance with staffing ratios, and accommodate fluctuations in resident student enrollment; and

**WHEREAS**, lack of space, including programmatic capacity in Special Education, is a recognized and legitimate basis for denying an interdistrict transfer request;

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Board of Petaluma City Schools establishes the following criteria for determining capacity in Special Education programs for purposes of interdistrict transfers:

**1. Special Education Program Capacity**

Special Education programs and services may be deemed full when enrollment reaches **80% of established program capacity**.

**2. Resource Specialist Program (RSP) Caseloads**

In addition to overall program capacity, an RSP program may be deemed full when all 1.0 full-time equivalent ("FTE") RSP case managers maintain caseloads exceeding **28:1**, or, where less than 1.0 FTE, a prorated caseload based on assigned FTE.

**3. Special Day Class (SDC) Capacity**

In addition to program capacity:

- A **Mild-to-Moderate SDC** may be deemed full when the student-to-teacher ratio exceeds **12:1 for Elementary and 14:1 for Secondary**;
- A program may also be deemed full when mainstreaming demands exceed available general education classroom capacity, including more than one student per classroom at the applicable grade level.

**4. Other Specialized Programs**

Other specialized Special Education programs may be deemed full based on

established student-to-staff ratios, program design, and available staffing and facility resources.

5. **Administrative Determination of Capacity**

The Superintendent or designee shall make final determinations regarding program capacity, space availability, and enrollment thresholds consistent with this Resolution.

6. **New or Modified Programs**

For new or reconfigured programs, the Superintendent or designee is authorized to establish capacity limits consistent with program design and staffing.

7. **Purpose of Resolution**

This Resolution is intended solely for determining capacity for interdistrict transfer requests and shall not be interpreted as establishing staffing ratios or caseload limits for internal program operations.

The foregoing resolution was introduced by Board Member Quinn who moved its adoption, seconded by Member Webster and adopted by the following vote:

CLOUD: Aye      PAUN: Aye      QUINN: Aye      WEBSTER: Aye      WILLIAMS: Aye

**WHEREUPON**, the President declared the above resolution adopted and **SO ORDERED** this 12<sup>th</sup> day of May, 2026



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Mady Cloud, President, Board of Education

ATTEST:



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Matthew Harris, Superintendent