

INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Employee Performance Accountability

TO: Principals and Administrators

DATE: June 2014

FROM: Leticia Figueroa, EPA Director

SUBJECT: **JUNE 2014 UPDATES AND REMINDERS**

IMPORTANT DATES

June 4, 2014 Last day to upload documents to the performance evaluation system

CERTIFICATED INFORMATION:

1. BELOW STANDARD EVALUATION, ATTACHMENTS AND EMPLOYEE RESPONSES

An employee who receives a Below Standard Evaluation may attach a written response to each copy of the form within ten working days from the date the BSE is issued. It is not necessary for you to respond to his/her written response, but please call your Employee Performance Accountability Field Director if you have questions. Please send a copy of the employee's evaluation, the attachments, and a copy of the employee's response, if there is one, to your EPA Field Director.

2. ON-LINE PERFORMANCE EVALUATION SYSTEM

As you know, Stull evaluations were issued during the month of May to certificated bargaining unit members following established contractual guidelines. **Principals must upload all documents for 2013-2014 by 5:00 p.m. on June 4, 2014.**

3. RETURN RIGHTS

Deans, Coordinators and Coaches at your school longer than one year and one day who were not reelected or confirmed for the coming year have return rights to your school and can displace using seniority on the matrix. If they came from another school they may return if there is an opening. **ARTICLE XI, SECTION 12.0, Section b, (See Attachment # 1 for more details)**

4. CHANGE OF TEACHING ASSIGNMENT AFTER THE INITIAL TENTATIVE ASSIGNMENT

Teachers shall be notified as soon as feasible of a change in tentative assignment. If a teacher is notified within 5 calendar days prior to the assignment (first student instructional day) that there will be a change of assignment, **upon request**, the teacher shall receive the equivalent of two days of preparation time. The change of assignment must affect the majority of courses taught in a secondary assignment and must require a preparation for a course not in the previous assignment. If the change of assignment does not affect the majority of courses taught but requires a new preparation, the teacher may request the equivalent of up to one day of preparation time. **(ARTICLE IX-A, SECTION 2.0, a)**

5. END OF YEAR PROCEDURES

It is always a good practice to notify staff in writing of the procedures and deadlines for turning in roll books/registers, assessments, keys, and other items. It is also advisable to inform the staff of the expectations for securing equipment and preparing their rooms for summer cleaning. For secondary schools, many administrators schedule a date prior to the last day to review roll books for completeness and correctness.

6. PREPARATION FOR 2014-2015 SCHOOL YEAR OPENING

Principals should consider making a list of issues and concerns that have emerged over the past year and plan how they will be addressed during the opening staff meeting. Topics may include:

- Staff attendance for past year
- Procedures for reporting absences
- School based procedures for addressing student discipline
- Other identified areas for improvement

7. 2014-2015 TEACHER EVALUATION REPORTS

Determine immediately the status of current teachers for the upcoming school year; begin the process in July 2014 by listing all teachers by status and adding new hires with their status as they join your staff. To confirm the current status of a teacher, contact your Personnel Specialist, at (213) 241-6328. All non-permanent teachers are to be evaluated annually. Permanent teachers must be evaluated in accordance to the Article X, 3.0 (a-c) of the LAUSD/UTLA Agreement.

CLASSIFIED INFORMATION:

1. CLOSING OF CLASSIFIED POSITIONS (Office Staff, Instructional Aides, Campus Aides, et al.)

If during Budget development, you closed any classified positions (such as Special Education Assistant, Campus Aide, or a Clerical position), remember that the employee's official notice comes from the Personnel Commission. You may have advised an affected employee informally that his/her position is being cut, but you must not give an effective date (such as the end of this school year). The Personnel Commission will mail the official 60-day notice to the employee's address of record. The notice will inform the employee of their official lay-off date or new assignment as applicable. You should receive a copy of any letter sent to one of your employees.

2. SCHOOL SUPERVISION AIDES AND COMMUNITY REPRESENTATIVES (CLASS CODE BEGINS 008...)

Employees in these Unit G classes are temporary and at-will. You may close the position and release the employee from service at your discretion. If the employee requests the reason for it, within 72 hours of the release, you must provide a reason. The reason need not be in writing, just oral. Please call your Senior Human Resources Representative if you have any questions.

If you have any questions about these items, or other contract or discipline issues, please contact the Field Director assigned to your ESC regarding UTLA, or Sr. HR Representative for Units B, D, F, G, and S (clerical staff, paraprofessionals, campus supervision employees and the SAA).

ATTACHMENT 1

There are three stages to the contractual matrix process under Article IX-A of the LAUSD/UTLA Collective Bargaining Agreement (CBA):

I. PRIOR TO INITIAL ASSIGNMENTS

Administrators follow Uniform Staffing Procedures (Matrix) for all K-12 Schools described in Article IX-A, 2.0 and staffing out-of-classroom positions described in Article IX-A, Sections 4.0 – 10.0.

II. AFTER INITIAL ASSIGNMENTS AND BEFORE NORM DAY OR THE END OF THE 5TH WEEK OF SCHOOL (WHICHEVER IS SOONER)

Administrators working together with the department or grade level chair work shall reasonably determine who will fill an opening or vacancy as described in Article IX-A, Section 2.1 of the CBA.

III. STAFFING PROCEDURES AFTER NORM DAY

Teaching position openings or vacancies are filled by a new hire, transferee, substitute or auxiliary assignment as described in Article IX-A, Section 2.2 of the CBA. Spring Semester or subsequent tracks opening or vacancies in secondary schools are covered in Article IX-A, Section 2.3 and 3.2. Coordinator and Dean vacancies are covered under Article IX-A, Section 8.0.

FINAL

**Return Rights, Displacement, and Seniority Guidelines
for
Deans, Coordinators, Counselors, and Coaches Returning to the Classroom**

Returning To	Time in Current Position	Dean (See XI, 12.0 b)	Coordinator or Locally Selected Coach (See XI, 12.0 b)	Counselor With Credential (See XI, 12.0 b)	Counselor Without Credential (XI, 12.0 b)	Centrally Selected Coach (See IX-C, 4.0 d)
Same School	<1 Year	Remain at same school Can displace using seniority on matrix*	Remain at same school Can displace using seniority on matrix*	Remain at same school Can displace using seniority on matrix*	Remain at same school unless RIF	Remain at same school Can displace No seniority on matrix
Same School	> 1 Year	Remain at same school Can displace using seniority on matrix*	Remain at same school Can displace using seniority on matrix*	Remain at same school Can displace using seniority on matrix*	Remain at same school unless RIF	Return rights if vacancy No displacement No seniority on matrix
Former School	<1 Year	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Remain at current school unless RIF	Return to former school Can displace No seniority on matrix
Former School	> 1 Year	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Remain at current school unless RIF	Return rights if vacancy No displacement No seniority on matrix

* Secondary- considered for classes in the department in which the teacher has taught for the major portion of teaching time during the most recent 6 semesters.

Staff Telephone Numbers & Email Addresses

Central Staff		
Lydia Acosta Stephens	ALA Members	(213) 241-6056
Lorri Gossett	Sr. HR Representative	(213) 241-6056
ESC North		
Andres Chait	Field Director	(818) 654-3619
Dr. Madeline Latham Wilson	Field Director	(818) 654-3641
Sarah Walters	Sr. HR Representative	(213) 241-6056
ESC South		
Monica Friedman	Field Director	(310) 354-3419
Dr. Maribel Luna	Field Director	(310) 354-3472
Maria Romero	Sr. HR Representative	(213) 241-6056
ESC East		
Dr. Kristen Murphy	Field Director	(323) 224-3353
Isa Martinez	Field Director	(323) 224-3120
Terri Lyons	Sr. HR Representative	(213) 241-6056
ESC West		
Dr. Jack Foote	Field Director	(310) 914-2150
Brenda Olortegui	Field Director	(310) 914-2153
Lena Karachun	Sr. HR Representative	(213) 241-6056
ISIC		
Dr. Sandra Cruz	Field Director	(213) 241-8243
Sergio Franco	Field Director	(213) 241-8257
Stacey Smith	Sr. HR Representative	(213) 241-6056
Division of Adult & Career Ed.		
Rosario Galvan	Field Director	(213) 241-3725