

**INTER- OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
OFFICE OF STAFF RELATIONS**

TO: Administrators
FROM: Gifty J. Beets
Assistant Chief Human Resources Officer

DATE: February 2023

SUBJECT: FEBRUARY 2023 STAFF RELATIONS UPDATES AND REMINDERS

For additional resources and information, please visit our website at:

<http://achieve.lausd.net/staffrelations>

IMPORTANT DATES:

January 31, 2023	Administrator Certification Due
February 10, 2023	Final date to conduct the formal observation for UTLA-represented A basis employees.
February 17, 2023	Final date to conduct the formal observation for UTLA-represented C and E basis employees.
February 20, 2023	Presidents' Day
February 28, 2023	Teacher Assistant Proof of College Enrollment is due (enrollment verification can be found here: TA Report)
March 3, 2023	Deadline for Principals/Supervisors to Submit Affirmative Decision Forms for Probationary 1 Teachers/Certificated Staff to Community of Schools Administrators or Directors.
March 10 2023	Deadline for COSAs to Submit Affirmative Decision Forms for Probationary 1 Teachers/Certificated Staff to Staff Relations
March 17, 2023	Deadline to issue Conference Memos/Letter of Reprimand for Classified Performance Evaluations

**See Attachment # 2 for contractual deadlines for evaluation of B Basis UTLA represented employees.*

CERTIFICATED INFORMATION:

1. NON-REELECTION PROCESS FOR PROBATIONARY 2 AND PROBATIONARY 1 TEACHERS (OR EQUIVALENT):

As a yearly key component, the Superintendent requires that all principals/administrators in collaboration with their supervisors make an "Affirmative Decision" regarding each non-permanent certificated employee. This Affirmative Decision process will determine if a non-permanent certificated staff member will receive permanent/regular status; if they will be retained in their position for the subsequent year; if they will be released from their current position and reassigned to a former class; or if they will be non-reelected and released from employment with the District. **(See Attachment # 1 for Frequently Asked Questions)**

- 2. DOCUMENTATION OF CONCERNS FOR PROBATIONARY TEACHERS:** If you have concerns regarding Probationary teachers (Probationary 1 or 2), you should document these concerns in writing and provide assistance and guidance. Depending on the concern(s), a formal conference memo is considered best practice, but informal memos, emails, and/or observation forms are also excellent evidence. Remember that although we do not necessarily need to show cause for non-reelecting a probationary teacher, administrators should have documentation to show that there were concerns with the teacher's performance and/or conduct, that the concerns were shared with the teacher, and that assistance and guidance were provided to address the issue(s). These steps are an extremely important part of the documentation, should the teacher express concerns regarding their non-reelection. Also, be reminded that both the UTLA/LAUSD Collective Bargaining Agreement and Ed Code 44664(b) indicate that if an administrator has concerns regarding a teacher's performance, these need to be documented in writing with assistance and guidance on how to improve. It is also recommended that COS Administrators visit all probationary teachers' classes, if possible, as they will approve the Affirmative Decision forms

indicating agreement with the administrators' decisions to confirm or release teachers. Please contact your Field Director should you have any questions. **(Article X, Section 5.0)**

3. **FORMAL OBSERVATIONS:** UTLA-represented employees being evaluated shall complete one formal observation during the academic year, **no later than the last workday of the sixth week of the second semester: February 17, 2023.** The post-observation conference shall occur **no later than ten (10) workdays after the formal observation.** **(Article X, Section 5.0 (a))** See Attachment # 2 for timelines.
4. **WARNING OF POSSIBLE BELOW STANDARD EVALUATION (MID YEAR WARNING):** Employees who might receive an overall Below Standard Evaluation should be given sufficient advance notice. Administrators are not only to provide written recommendations and assistance for improvement through written conference memos but should also include a warning as to the consequences of failure to improve. Such notice is to be given with sufficient time for the employee to implement the assistance provided. See Attachment #2, Administrative Task Calendar, and remember to contact your Staff Relations Field Director if you are working with a teacher who may receive a BSE.
5. **CERTIFICATED DAY-TO-DAY SUBSTITUTE INADEQUATE SERVICE REPORT (ISR):** Before issuing an ISR, always confirm whether a substitute is a contract pool teacher or a day-to-day substitute. If the substitute is a day-to-day employee, the site administrator may, for cause, issue a day-to-day substitute employee an Inadequate Service Report (ISR). Such a notice shall, absent compelling circumstances, be issued within ten working days after the date(s) of service, with a copy to the employee (either in person or by certified mail to the employee's address of record). Prior to the issuance of such a notice, the site administrator shall make a reasonable effort to contact and confer with the substitute regarding the allegations and of the substitute's right to a meeting, *informing the employee that s/he has the right to have representation during that meeting.* Upon employee request, a meeting will be held to discuss the matter. The employee may be accompanied by a UTLA representative or a person of the employee's choice, as long as that person is not a member of another bargaining unit. The timeliness of the employee's request for a meeting, or the non-availability of the employee or representative shall not delay issuance of the Inadequate Service Report beyond the ten working days after the date(s) of service. For substitutes that provide exemplary service, there is a form available on the Human Resources Website that may be used to document their exemplary service. **(Article X, Section 7.0).**
6. **CHAPTER CHAIR ANNOUNCEMENTS AT FACULTY MEETINGS:** The Chapter Chair shall have the right to propose agenda items and make appropriate brief announcements within the first 45 minutes of faculty meetings or at least 15 minutes prior to the end of the meeting if such meeting is less than an hour in length. **(LAUSD/UTLA CBA, Article IV, Section 8.0-i).** Please make sure that UTLA announcements are included in the Faculty meeting agenda (must be distributed 24 hours in advance), not in the professional development agenda, which should be separate with a separate sign-in.
7. **INFORMAL GRIEVANCE CONFERENCE PROVISION:** The grievant must, before filing a formal grievance, attempt to resolve any potential grievance by means of an informal conference with the grievant's immediate supervisor. The informal conference shall be requested in writing to the immediate administrator within fifteen (15) days of the occurrence of the act or omission which gives rise to the grievance, or of the date when the grievant could be reasonably expected to know of the act or omission which gives rise to the grievance. If you receive a written request for an informal grievance, please **contact your Staff Relations Field Director immediately.** **(Article X, Section 7.0)**

CLASSIFIED INFORMATION:

1. **ACCESSING THE CLASSIFIED STAFF EVALUATION SYSTEM:** As a reminder, performance evaluations must be done for probationary employees no later than the second month and the fourth month. Video tutorials and job aids for the Evaluation System are posted online. Access to the Classified Staff Evaluation System can be found on the Personnel Commission's website: <https://achieve.lausd.net/Page/11130>. Probationary evaluations are shown on the evaluation system dashboard. Please mark your calendars for reminders. Email notifications are no longer provided. If there are

performance/conduct issues, please contact your HR Representative immediately so that we can help you through the process.

2. **TEACHER ASSISTANTS – VERIFICATION OF ENROLLMENT IN COLLEGE COURSES:** All Teacher Assistants are, on a continuing basis, required to enroll and successfully complete college courses. TAs still have to meet the contractual requirement for the 2022-2023 school year. Due date for second semester enrollment is February 28, 2023. Click here for the link to view Teacher Assistant college enrollment For additional information regarding course unit requirements, please refer to the [Unit F Collective Bargaining Agreement](#) (page 18). TAs with questions may email TeacherAssistantAssignments@lausd.net.
3. **TEACHER ASSISTANT PORTAL:** To access the Teacher Assistant (TA) Portal, TAs will need to log into <http://go.teachinla.com/taportal>. They will use their LAUSD single sign-on and password to login. The implementation of the Teacher Assistant Portal does not change the contractual obligations for TAs. Principals retain the right to request transcripts for the purposes of verifying eligibility and/or establishing the site seniority list. Units completed and uploaded since the implementation of the Teacher Assistant Portal can be viewed within the Principal’s Portal.
4. **UNION REPRESENTATIVES FOR CLASSIFIED EMPLOYEES ON SITE:** SEIU is making a concerted effort to visit school sites during February, 2023. SEIU filed complaint in January, 2023 regarding being denied access to school sites. Union representatives for classified employees do not need an appointment to be allowed on campus. Upon arriving at a work site, the representative shall first report to the office of the site administrator and state the intended purpose and estimated length of visit. The representative may contact employees during duty-free lunch periods, before and after employees' hours of service, or when the employee is not engaged in duties. The representative shall not interrupt any employee's duties or assignments. If you have a question or concern, please contact Staff Relations at 213-241-6056.

GENERAL INFORMATION:

1. **UNVACCINATED EMPLOYEES:** With the exception of employees who worked at the Virtual Academy for the -2021-2022 school year, any unvaccinated employees in your department or on your roster **must be continuously time reported with the pay reporting code UPVX**. In addition, the following must be done:
 - Ensure all reasonable accommodation procedures have been completed. You may send an email to shrbra@lausd.net (religious accommodations) or disabilitymanagement@lausd.net (medical accommodations) to confirm.
 - Monitor the employee's record to determine when their leave of absence (paid or unpaid) ends
 - Upon completion of the employee's leave and when there is no intention to continue, contact your Human Resources Representative or Field Director to begin dismissal proceedings
 - A pre-disciplinary meeting/disciplinary issuance meeting may need to be conducted with the supervisor
 - A Skelly meeting will need to be conducted by the Division Head or designee
2. **PAST STAFF RELATIONS MONTHLY UPDATES:** Past Staff Relations Updates can be found on the Staff Relations website [here](#). This is a password protected website for administrators only. If you do not have access, please send an email to staffrelations@lausd.net.
3. **EMPLOYEE ASSISTANCE SERVICE FOR EDUCATION PROGRAM:** The LAUSD Employee Assistance Service for Education Program is still available as a District resource for employee access. All employees may access the Employee Assistance Service for Education Program (EASE) by calling 800-882-1341. This support is available to all employees. Please see attachment #3.
4. **CONTACTS FROM OUTSIDE ATTORNEYS:** Whenever you receive a phone call or any written correspondence from any outside attorney representing a District employee at your site, DO NOT RESPOND. Please call the Office of General Counsel for assistance with the matter at (213) 241-7600.

5. **UNION RELEASE TIME FOR EMPLOYEES:** The Office of Labor Relations will contact you if the District receives a request from a union to release an employee for the purpose of conducting union business. If you receive a request directly from the union or an employee, please contact the Office of Labor Relations at (213) 241-8322 to ensure the proper steps have been taken.
6. **STAFF RELATIONS MONTHLY UPDATE SURVEY:** Please help us improve. Complete the Staff Relations Monthly Update Survey now at <http://tiny.cc/SRupdateFeedback>

Region	Previous LD	Field Director	Sr HR Representative
North	Northwest	Carrie Delisle	Zhanna Davtyan Krishna Nunnally
	NW/NE	Adan Martinez	
	Northeast	Maria Butler	
East	East	Susana Cuevas	Dianna Chowsangrat
	East/Central	Carlos Gonzalez	
	Central	Isa Martinez	
West	West	Veronica Moscoco	Zhanna Davtyan
	West	Sarah Usmani	
	Central	Carlos Gonzalez (GP)	
	Central	Isa Martinez (KT)	
South	South	Damian Lenon	Ebony Montgomery
	South	Jeanette Stevens	
	West	Veronica Moscoco (HEET)	
	West	Sarah Usmani (SMC)	
	Central	Isa Martinez (MA)	
Specialized Area Field Directors	Jack Foote: Adult Education Erin Haynes: Itinerants, APs		
Classified Attendance	Manik Aidie	Region East (LD East/Central) and Region South	
Beaudry Classified	Lorri Gossett	(Classified back up for all regions)	

FIELD DIRECTOR and SENIOR HR REPRESENTATIVE CONTACT INFORMATION

The Field Director or Senior HR Representative that serviced your local district will continue to service your region and school through the end of year. Please contact Gifty Beets with any questions.

Title	Name	Extension	Email
Assistant Chief Human Resources Officer	BEETS, GIFTY	213-241-6056 213-241-5313	gifty.beets@lausd.net
HR Rep	AIDIE, MANIK	213 241-8253	manik.aidie@lausd.net
Administrator-AALA	ALFAYATE, JUAN	213-241-8233	jalfayat@lausd.net
Field Director	BUTLER, MARIA	818-252-5435	murbin2@lausd.net
Senior HR Rep	CHOWSANGRAT, DIANNA	323-224-3351	d.chowsangrat@lausd.net
Field Director	CUEVAS, SUSANA	323-224-3353	scontr6@lausd.net
Senior HR Rep	DAVTYAN, ZHANNA	818-943-8973	zhanna.davtyan@lausd.net
Field Director	DELISLE, CARRIE	818-654-3619	carrie.delisle@lausd.net
Field Director	DR. FOOTE, JACK	818-927-1353	djf2378@lausd.net
Field Director	DR. USMANI, SARAH	310-914 2150	sarah.usmani@lausd.net
Field Director	GONZALEZ, CARLOS	213-766-7347	cxcg0564@lausd.net
HR-SR Manager	GOSSETT, LORRI	213-241-6864	lorri.gossett@lausd.net
Field Director	HAYNES, ERIN	213-241-8257	edh0788@lausd.net
Field Director	LENON, DAMIAN	310-354-3472	dlenon@lausd.net
Field Director	MARTINEZ, ADAN	818-654-3641	adan.martinez@lausd.net
Field Director	MARTINEZ, ISAIAS	213-766-7345	isaias.martinez@lausd.net
Senior HR Rep	MONTGOMERY, EBONY	310-354-3204	ebony.montgomery@lausd.net
Field Director	MOSCOSO, VERONICA	310-914-2153	vxm6767@lausd.net
Senior HR Rep	NUNNALLY, KRISHNA	213-241-8242	krishna.nunnally@lausd.net
Admin Secretary	SANCHEZ, LETICIA	213-241-8109	leticia.sanchez@lausd.net
Field Director	STEVENS, JEANETTE	310-354-3419	jls6008@lausd.net
Senior Office Technician	ZUNIGA, ADRIANA	213-241-8239	adriana.x.zuniga@lausd.net

**Probationary Teacher
Frequently Asked Questions (FAQ's)**

I did not receive my roster, who should I contact?

First, check the “Junk” and/or “Clutter” folders in your email.

I did not find the email with the roster in my Inbox, Junk or Clutter folder, how can I get a copy of my roster?

Certificated Assignments will send you a copy of your roster. Please contact your Personnel Specialist if you do not receive a roster.

I have questions regarding the status of teachers on my roster and/or did not receive a roster, who do I contact?

Please contact your LD/Division Personnel Specialist.

LOCAL DISTRICT	SPECIALIST	PHONE NUMBER	EMAIL ADDRESS
EAST	WILLIAM MASIS	(213) 241-4580	william.masis@lausd.net
	PATRICIA CAMACHO	(213) 241-4193	patricia.camacho@lausd.net
	EDWARD SALAZAR	(213) 241-4193	exs3827@lausd.net
NORTH	ELISE CHO	(213) 241-6102	esc8642@lausd.net
	OSCAR HERNANDEZ	(213) 241-8219	oherna2@lausd.net
SOUTH	KAREN CASTRO	(213) 241-5436	karen.castro@lausd.net
	WILLIAM MASIS	(213) 241-4580	william.masis@lausd.net
	THOMAS RAMIREZ	(213) 241-8091	thomas.ramirez@lausd.net
	MICHAEL THOMPSON	(213) 241-2533	michael.a.thompson@lausd.net
WEST	PATRICIA CAMACHO	(213) 241-4193	patricia.camacho@lausd.net
	KAREN CASTRO	(213) 241-5436	karen.castro@lausd.net
	WILLIAM MASIS	(213) 241-4580	william.masis@lausd.net
	THOMAS RAMIREZ	(213) 241-8091	thomas.ramirez@lausd.net
SUPPORT SERVICES/PSA SPECIAL ED/ITINERANTS	ANDRES EQUIHUA	(213) 241-6923	andres.equihua@lausd.net
	SUZY KIM	(213) 241-6923	suzy.kim1@lausd.net
ADULT EDUCATION	ALONZO CIENFUEGOS	(213) 241-4898	alonzo.cienfuegos@lausd.net
EARLY EDUCATION	JASON ROSALES	(213) 241-2445	jxr1665@lausd.net

I am a Principal and I have signed my roster. Where do I send it?

- Meet with your Community of Schools Administrator (CoSA) for input and concurring signature.
- The Admin Assistant for your CoSA will collect completed and signed forms and submit to your Staff Relations Field Director.

I am a Local District Superintendent/Designee and I have signed the roster. Where do I send it?

- Ensure there is a decision for each employee and both signatures are on the roster.
- Forward the completed roster to your Staff Relations Field Director.

I believe I have employees who should be in the roster, should I add them?

- No, your decision is based on the employee’s status. Please contact the appropriate HR office below.
- HR will research the status of the employee and, if needed, will provide you with an updated roster.

OFFICE OF STAFF RELATIONS
ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS
2022-2023 (REVISED TO REFLECT NEW INSTRUCTIONAL CALENDAR DATES)

ALA REPRESENTED EMPLOYEES

	I Distribute Initial Planning Sheet on (recommended)	II Return Initial Planning Sheet by (contractual)	III Initial Planning Conference by (contractual)	IV** Evaluations Issuance Deadline (contractual)
Basis A	07/01/22	08/05/22	08/19/22	05/12/2023 – Assistant Principals 05/19/2023 – Principals 05/26/2023 – Principal Supervisors 05/10/2023 – All Others
Basis E	07/20/22	08/26/22	09/9/22	
Basis B	07/29/22	09/10/22	09/16/22	

UTLA REPRESENTED EMPLOYEES

	I* Notification of Evaluation no later than (contractual)	II Submit Initial Planning Sheet by (recommended)	III + Establishment of Objectives Conference by (contractual)	IV ++ Formal Observation Deadline (contractual)	V** Evaluations Issuance Deadline (contractual)
A Basis	07/29/22	08/05/22	08/19/22	02/10/23	05/30/23
Single Track	09/16/22	09/23/22	10/07/22	02/17/23	05/12/23
B-Basis Single-Track Calendar	08/26/22	09/09/22	09/23/22	02/17/23	05/12/23
E Basis Option 4	08/05/22	08/12/22	08/26/22	02/17/23	05/12/23
B Basis Option 6	08/19/22	08/26/22	09/9/22	02/16/23	05/17/23
B Basis Option 7	08/12/22	08/19/22	09/01/22	02/16/23	05/30/23
B Basis Special Calendar GB_06SPE	08/12/22	08/19/22	09/01/22	02/17/23	05/30/23
B Basis Special Calendar GB_08SPE	08/12/22	08/19/22	09/01/22	02/17/23	05/30/23

* For UTLA-represented employees, notification that they are to be evaluated should be given as soon as possible, but **NO LATER** than the fall norm day or the last day of the fifth week of school,

whichever is earlier. The only exception is for teachers assigned within the ten (10) days preceding norm day, up to the last workday of the eighth week of school, in which case, the notification of evaluation must be given within ten workdays of the employee reporting to the school. Employees that report later than the last workday of the eighth week of the fall term, shall not be subject to evaluation that year, unless they are non-permanent, or they received a below-standard evaluation in the previous academic year.

+ For UTLA-Represented Employees, the Establishment of Objectives must be completed by the last workday of the eighth week. For employees newly assigned within ten workdays prior to Norm Day, the objectives must be established no later than the last workday of the 12th week of the academic year.

++ For UTLA-Represented Employees, one required, formal observation must be completed by the last workday of the sixth week of the second semester. Within ten (10) days following the formal observation, a post-observation must be held to discuss the observation in terms of the goals established in the initial planning process.

**For UTLA-Represented Employees, the Final Evaluation Report must be issued no later than this date (30 calendar days prior to the employee's last regularly scheduled school day – Article X, Section 6.0).



As a Los Angeles Unified School District employee, you have access to the EASE program, a specialized counseling service which provides telehealth, face-to-face counseling, phone consultations and community referrals.

- ✓ Voluntary and CONFIDENTIAL
- ✓ Staffed by professional counselors
- ✓ Endorsed by labor and management
- ✓ Paid for by LACOE ESSER III Funds

EASE HOTLINE: 1-800-882-1341

Get Support:

- *24/7 Hotline*
- *No Waiting Lists*
- *Confidential*

EASE Counselors Specialize in:

- *Family Troubles*
- *Emotional Distress*
- *Drug/Alcohol Problems*
- *Job Anxieties & Stress*
- *Grief, Loss, Transitions*