

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

TO: Principals and Administrators

DATE: May 2014

FROM: Leticia Figueroa, Director

SUBJECT: **MAY 2014 UPDATES AND REMINDERS**

IMPORTANT DATES

- May 5, 2014** Last Day to issue performance evaluations for **Certificated – Single Track**
- May 23, 2014** Last Day to issue performance evaluations for **Certificated – Multi-Track**
- May 16, 2014** Contractual Date for Teacher Notification of Tentative Assignments for **2014-2015**
- June 4, 2014** Last day to upload documents to the performance evaluation system

CERTIFICATED INFORMATION

1. BELOW STANDARD EVALUATION REPORTS AND ATTACHMENTS

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. BELOW STANDARD PERFORMANCE EVALUATIONS FOR TEACHERS

In order to ensure that all permanent teachers receiving a Below Standard Evaluation are assigned a Consulting Teacher (CT) as part of next year’s Peer Assistance and Review (PAR) program and to determine the overall number of teachers receiving a Below Standard Evaluation this school year, please send the following information to your Field Director, Office of Employee Performance Accountability via email by **Friday, May 9th**.

School Name: _____ # of Below Standard Evaluations _____

<u>Name of Teacher</u>	<u>Employee Number</u>	<u>Grade/Level/Dept.</u>	<u>Track</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. FINAL STULL EVALUATION COMPLETION DATES

Be sure to take note of the following *deadlines for issuance of final evaluations* for UTLA Bargaining Unit Members:

a. A-Basis Deadline:	May 30 , 2014
b. Single Track Deadline:	May 5, 2014
c. Four-Track	
i. Track A Deadline:	May 23, 2014
ii. Track B Deadline:	May 23, 2014
iii. Track C Deadline:	May 23, 2014
iv. Track D Deadline:	April 4, 2014

Remember that best practice is that a teacher receiving a “Below Standard Evaluation” would have notification around the mid-year mark. For teachers receiving “Developing,” comments must have been provided with written assistance and guidance. **(Article X, Section 6.0)**

** 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)**).

** For AALA-Represented Employees, the Final Evaluation Report must be issued no later than **May 10, 2014**. **(Article VII, Section 4.0)**

4. **DISPUTE RESOLUTION PROCEDURE FOR GRADE (ELEMENTARY), AND CLASS (SECONDARY) ASSIGNMENTS FOR PERMANENT TEACHERS**

If differences arise as the result of the site administrator’s assignments of permanent teachers to track, grade (elementary), or class (secondary), the determination whether the assignment was inappropriate should be handled under the procedures of Article V-A (Alternate Grievance Procedure). If the matter needs to be submitted to an Alternate Grievance Panel, contact your Employee Performance Accountability Field Director who can provide you with the appropriate form(s). **(Article IX-A, Section 2(e) and (f))**

5. **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 # 2 for more details)

6. **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 (August 4, 2014 for single track) 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, Section a

7. **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.

8. 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

9. 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. Such article states that permanent teachers shall be evaluated at least every other year.

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/Trainee, Campus Aide, or a Clerical position), remember that the employee's official notice comes from the Personnel Commission (PC). You may advise 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). A letter to the employee from the PC will give the employee a 60-day notice and an effective date of either his/her lay-off or new assignment, as applicable. It has not been announced when the notices will be sent this year, however, you will be a copy recipient of any letter sent to one of your employees.

2. CLOSING OF TEACHER ASSISTANT POSITIONS AT END OF YEAR

If you will need to close any Teacher Assistant positions (NOT Classified positions) due to budget at the end of the year, there is an order of lay-off in the Unit F contract that must be followed. It is driven by both seniority and the number of college units completed. You are not able to choose Non-Degree Track TAs over Degree Track TAs. Report **HR085 TA Seniority** in BTS can assist with this. This report is located on the School tab, seniority folder. Call or email your Employee Performance Accountability Senior Human Resources Representative for assistance.

3. APPROPRIATE FUNDING FOR DEGREE TRACK VS. NON-DEGREE TRACK TEACHER ASSISTANT POSITIONS

Please note there is a salary difference between Degree Track and Non-Degree Track Teacher Assistant positions. If you need to close any TA positions due to reduction in force, you will have to keep Non-Degree Track TAs and make sure you have the appropriate funding for the position. You are not able to select Degree Track over Non-Degree Track TAs because of non-availability of funding as this will constitute violation of the Unit F contract.

4. TEACHER ASSISTANT REDUCTION IN HOURS

If you need to reduce the hours for any of your TA positions, there is a process that must be followed. It is outlined in the Unit F contract (Article IX, Section 7.0).

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

Employees in these Unit G classes are still temporary and at-will. You may continue to 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 is fine. Please call with questions.

If you have any questions about these items, or other contract or discipline issues, please call your Employee Performance Accountability Field Director, regarding UTLA, or Employee Performance Accountability Senior Human Resources Representative, at (213) 241-6056 for Units B, D, F, G, and S (clerical staff, paraprofessionals, and campus supervision employees).

**SUGGESTED TIME SEQUENCE
Elementary/Secondary Staffing
For 2013-2014**

ATTACHMENT 1

TASKS	SINGLE-TRACK	FOUR-TRACK
I. (a) +*Decision: Coordinator Position(s) in your School Plan (b) Selection of Coordinator(s) Election of Dean(s)	Month of April or prior to posting of Matrix	Mid-April or prior to posting of Matrix
II. ** Election of Chapter Chair	Month of May	Month of May
III. (a) +***Post Matrix: Teachers Request Track, Grade level (elementary only), Department	Four weeks prior to selection April 11, 2014	Four weeks prior to selection
IV. Contractual Date for Teacher Notification of Tentative Assignment	Not later than 21 days prior to the teacher's last scheduled work day May 16, 2014	Not later than 21 days prior to the teacher's last scheduled work day

+ Principal and UTLA Chapter Chair may jointly develop alternative dates

* Refer to Article IX-A, Sections 4.0-9.0

** Chapter Chair elections are to be conducted by UTLA. Any dispute should be referred directly to UTLA.

*** Refer to Article IX-A. Matrix must be posted approximately four weeks prior to the day teachers on any track or schedule finish service for the school year or four weeks prior to requesting classes.

@ "In order to provide adequate planning time, teachers shall be notified of tentative assignments as soon as feasible (at or before the end of the track, if applicable), but not later than 21 days before the the teacher's last scheduled work day." **(Waiver to Amend Article IX-A, Section 2.0 (a))**

Refer to Article XXVII, Section 2.8 (d) for specific dates of the Local School Leadership Council elections.

ATTACHMENT 2

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.