

**LOS ANGELES UNIFIED SCHOOL DISTRICT  
DIVISION OF HUMAN RESOURCES  
OFFICE OF STAFF RELATIONS**

**TO:** Principals and Administrators

**DATE:** September 2023

**FROM:** Peter Hastings  
Interim Executive Director Human Resources-Staff Relations

**SUBJECT: SEPTEMBER 2023 - UPDATES & REMINDERS**

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

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

***IMPORTANT DATES:***

September 8, 2023	Final date to hold initial planning conference for E-Basis AALA-represented employees.
September 15, 2023	Last day to notify C Basis UTLA represented employees that they will be evaluated during the 2022-2023 school year.
September 15, 2023	Final date to complete the Annual Child Abuse Awareness Training on MyPLN.
September 15, 2023	Final date to complete the Annual Suicide Prevention and Awareness Training on MyPLN.
September 22, 2023	Final date to hold initial planning conference for B-Basis AALA-represented employees.
September 29, 2023	Final date to complete the Annual IT Cyber Security Training on MyPLN.
September 29, 2023	Final date to complete the Bloodborne Pathogen Training on MyPLN.
October 6, 2023	Final date to establish objectives for UTLA-represented C basis employees.

***CERTIFICATED INFORMATION:***

- 1. 2023-2024 CERTIFICATED EVALUATIONS:** Per the LAUSD/UTLA Collective Bargaining Agreement, all evaluation timelines are fixed (see attachment #1). Before the school year starts, determine the evaluation status of current employees. If they are to be evaluated, certificated employees should be notified on the first day of their basis, but **no later than the last workday of the fifth week of school (9-15-2023)**. The list will be revised as new hires are added to your roster. Employees newly assigned to your school through the eighth week of school (10-6-2023) are to be notified that they are to be evaluated within ten (10) workdays of reporting to the school. ***All non-permanent certificated employees (Probationary, Interns, Provisional, and Temporary Contract) are to be evaluated annually.*** Permanent teachers must be evaluated in accordance with the language in **Article X, Section 3.0 (a-c)** of the LAUSD/UTLA Agreement.

2. **ESTABLISHMENT OF OBJECTIVES:** To initiate the evaluation process, administrators should meet with teachers to collaboratively formulate objectives and strategies for the year. These objectives and strategies should be discussed at the Initial Planning Conference and documented on the Initial Planning Sheet. The Collective Bargaining Agreement with UTLA requires that the employee's objectives be established no later than the last workday of the 8<sup>th</sup> week of school: October 6, 2023. For teachers newly assigned up to ten (10) days prior to norm day, the date can be extended to November 3, 2023. If a teacher fails to complete an Initial Planning Sheet, the administrator should consult with their Field Director for guidance, schedule the Initial Planning Conference and provide the teacher with the objectives upon which their evaluation will be based. **(Article X, Section 4.0 – 4.3)** See attachment # 2 for timelines.
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 16, 2024.** 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. **NON-REELECTION OF PROBATIONARY 1& 2 TEACHERS AND CERTIFICATED EMPLOYEES:** If you have a certificated employee who is currently in a Probationary 1 or 2 status, monitor their performance closely – particularly if there were performance concerns last year and the employee continues to exhibit performance issues in the first semester of the 2023-2024 school year. It is recommended that you document the performance concerns and provide assistance and guidance in several conference memoranda. Decisions regarding reelection and non-reelection of Probationary 2 employees will be made prior to the end of the first semester via the Affirmative Decision form. For assistance with this process, contact your Staff Relations Field Director.
5. **PEER ASSISTANCE AND REVIEW:** The Peer Assistance and Review (PAR) Program provides service to referred teachers, non-permanent teachers, and teachers who volunteer to participate. If you have a teacher who received a Below Standard Evaluation for the 2022-2023 school year, they will be considered a referred teacher with mandatory participation in the PAR Program. For more information, visit the PAR website at <http://achieve.lausd.net/par>. You may also contact the program coordinator, Dr. Christopher Ikeanyi, at (213) 241-5501, or by email at [cikea1@lausd.net](mailto:cikea1@lausd.net).
6. **STAFFING PROCEDURES AFTER INITIAL SELECTION THROUGH THE FIFTH WEEK OF SCHOOL:** Staffing procedures, for openings that occur after the completion of the initial spring assignments and before norm day (usually the end of the 5<sup>th</sup> week of school), the principal shall notify the UTLA Chapter Chair of all vacancies. The principal and department or grade level chair working together to determine who will fill the opening or vacancy. In doing so, the principal and department or grade level chair shall utilize teacher preference forms while considering seniority and educational program needs. If an agreement is not reached or if the parties prefer, the openings and vacancies shall be filled by a new hire, transferee, substitute, or auxiliary assignment. **(Article IX-A, Section 2.1)**
7. **NOTIFICATION TO TEACHERS REGARDING PAST MISCONDUCT BY A STUDENT:** When a teacher is regularly assigned a student who has engaged in or is reasonably suspected of having engaged in certain acts, as described in BUL-3927.3, dated November 21, 2022, the District shall inform the teacher of that misconduct. Information encompassing all such incidents during the previous three years shall be maintained by the principal and provided to the teacher. Each school principal shall establish an E.C. 49079 file with all available confidential information regarding each student. **(Article XXIV, Section 4.0)**
8. **OPENING SCHOOL SUBSTITUTE TEACHERS:** Substitute teachers who are assigned for ten (10) consecutive days to an **unfilled position**, in which the substitute teacher opens a class at the beginning of the school year, shall be paid at the extended substitute rate. **(Article XIX, Section 4.2)**
9. **SUBSTITUTE FOLDERS:** Make sure that you have a substitute folder, or equivalent, for each of your teachers. The school is required to provide substitutes with the essential information needed to perform the duties of the position. Include student attendance information, lesson plans, class rosters, seating chart(s), IEP and 504 Plan information, a map of the school, appropriate keys, and security/emergency information

(including how to use the class phone and how to contact the office in case of an emergency). The school discipline policy shall also be provided upon request. **(Article XIX, Section 10.0)** It is recommended that you include the name of the school site UTLA Chapter Chair in the substitute folder since you are required to notify the substitute of their right to representation should you need to issue an Inadequate Service Report (ISR).

**10. CERTIFICATED DAY-TO-DAY SUBSTITUTE INADEQUATE SERVICE REPORT (ISR):** Before issuing an ISR, always confirm whether the teacher substituting is an Internal Transfer (contract pool teacher) or a day-to-day substitute. If the employee is a day-to-day substitute, the site administrator may, for cause, issue a notice of inadequate service. Such a notice shall, absent compelling circumstances, be issued within ten working days after the date(s) of service, 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 conference with the substitute regarding the allegations, informing the employee of their 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 representative 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 (10) working days after the date(s) of service. Please be aware that there is another form available on the Human Resources Website that may be used to provide commendations for exemplary service by a substitute. **(Article X, Section 7.0)**

**11. INTERNAL TRANSFERS (CONTRACT POOL TEACHERS):** Regular employees assigned to the Contract Pool are to be treated as contracted teachers; they are **not to be issued an** Inadequate Service Report. **Always confirm whether an employee is a contract pool teacher or a day-to-day substitute.** Contract Pool Teachers are full-time employees and should therefore be invited to a conference to discuss any concerns. After the conference, you should issue a Summary of Conference (conference memo) as you would any other teacher on your staff in the same situation. Please contact your Staff Relations Field Director with questions.

**12. CONFERENCE MEMOS FOR CERTIFICATED EMPLOYEES:** When holding a conference with an employee to discuss his/her conduct and/or performance, administrators should consult with their Staff Relations Field Director *prior to* inviting the employee to the conference. If you intend to issue a conference memorandum to memorialize the conference, include the following when sending the draft conference memo to your Staff Relations Field Director:

- A. Draft conference memo
- B. All evidence from the investigation. Evidence may include written statements, logs, pictures, etc. (Operations Coordinators will assist administrators with the investigation)
- C. The most recent performance evaluation, including signatures and all relevant attachments
- D. Also, send any previous conference memos issued to the employee, particularly if the concerns/allegations are similar to those under investigation

After holding the conference with the employee, issuing the written conference memo within four (4) days of the meeting, and providing the employee time to respond in writing, send your Staff Relations Field Director a PDF copy of the memorandum that includes the following:

- A. Issuing administrator's initials by his/her name on the memo
- B. All attachments provided to the employee
- C. Any written response that the employee submits in response to the conference memo (If you do not receive a response within five (5) days of the conference, send the initialed memo and attachments to your field director and forward the response when you receive it)

D. When you send the memo via email, inform your Field Director if you intend to issue discipline, and what disciplinary measures you are considering.

If the employee responds in writing, send a copy of the response to your Staff Relations Field Director and attach a copy to the conference memo in the employee's school file.

**13. ITINERANT EMPLOYEES:** Itinerant employees are assigned either centrally or by a Regional District administrator. These employees are supervised by these administrators and bear the direct responsibility for evaluating their performance. Examples of itinerant employees include Special Education Related Services personnel (Occupational Therapists, Speech and Language Therapists, Adapted PE Teachers, etc.), Itinerant Arts Teachers, Instructional Technology Facilitators, Nurses, PSA Counselors, and a host of other staff members. *Please make sure that a timecard is created for them at the beginning of their assignment and that it is regularly monitored.* If performance or conduct concerns arise regarding these employees, contact their direct supervisors to coordinate a plan to address these issues. If you have additional questions regarding itinerant employees, contact Carrie Delisle, Staff Relations Field Director, at [carrie.delisle@lausd.net](mailto:carrie.delisle@lausd.net) or (213) 241-2563.

**14. INFORMAL GRIEVANCE PROCEDURES:** Prior to filing a formal grievance, the grievant shall attempt to resolve a grievance via an informal conference with the employee's immediate supervisor. The request for the informal grievance meeting must be made in writing. If you receive such a request, contact your Staff Relations Field Director for assistance. The informal grievance conference must be scheduled within five working days of receiving the written request and a written response is required within five working days following the informal conference. (**Article V-Section 7.0**)

**15. ACCESS AND RESPONSE TO CRITICAL MATERIAL IN PERSONNEL FILE – TEACHERS:** When the District receives a letter or other written material from a member of the public critical of a teacher's performance or character, the matter shall first be investigated. Except under compelling circumstances, the UTLA represented employee shall be given a copy within 30 days of the District's receipt of the document. The document shall not be placed in the personnel file or retained by the District unless it is reasonably determined that the allegations have some substance or plausibility. If the document is either retained or placed in the employee's personnel file, the employee shall be given a reasonable opportunity to attach a reply. If the document came from within District personnel, an investigation may not be necessary or appropriate but all the aforementioned protections, including the notice to the employee shall be applicable. (**Article X-A, Section 1.0**)

**16. NEW SPECIAL EDUCATION CREDENTIALS SERVICE AUTHORIZATIONS:**

Effective July 1, 2022, there were changes to the Education Specialist Teaching Credential Requirements. The special education regulations reduced the number of preliminary education specialist credentials offered from seven to the following five:

- Mild to Moderate Support Needs (MMSN)
- Extensive Support Needs (ESN)
- Deaf and Hard of Hearing (DHH)
- Early Childhood Special Education (now authorizing birth through Kindergarten)
- Visual Impairments (VI)

This update will focus on the MMSN and ESN credentials. The MMSN credential is the new version of the Mild/Moderate Disabilities (MMD) credential, and the ESN credential is the new version of the Moderate/Severe Disabilities (MSD) credential. To better understand how the new credentials compare with the previous generation of credentials, please reference the chart below. It is important to note that since the MMSN and ESN credentials have overlap in the eligibilities they can serve, the distinguishing factor is the severity of the eligibility, and thus, the type of curriculum being utilized. If the students are on a core

curriculum, the MMSN credential is the appropriate credential for that classroom. If the students are on an alternate curriculum, the ESN Credential is required.

✓ = Authorizes Service; ✗ = Does not Authorize Service

Credential Authorization	Specific Learning Disability	Emotional Disturbance	Multiple Disabilities	Autism	Deafness or Hearing Impairment	Deaf-Blindness	Visual Impairment Including Blindness	Orthopedic Impairment	Other Health Impairment	Traumatic Brain Injury
Mild/Moderate Disabilities (TK-22)	✓	✓	✗	✗	✗	✗	✗	✗	✓	✗
Moderate/Severe Disabilities (TK-22)	✗	✓	✓	✓	✗	✓	✗	✗	✗	✗
Mild To Moderate Support Needs (TK-22)	✓	✓	✓	✓	✗	✗	✗	✓	✓	✓
Extensive Support Needs (TK-22)	✓	✓	✓	✓	✗	✓	✗	✓	✓	✓

**CLASSIFIED INFORMATION:**

1. **2023-2024 TIMECARDS - REPORTING IN AND OUT TIME FOR MEAL BREAKS:** Keep in mind that an employee’s required 10-minute break time is paid time, inclusive of hours worked. The ten-minute break is not deducted from the total hours worked. The required 30-minute meal breaks are unpaid time and should be recorded on the timecards if the employee’s scheduled hours require a meal break. See the chart below as reference. For Classified employees, standardized timecards are not designed to track rest periods, only start-stop times of lunch breaks.

2. **BREAK/LUNCH TIMES FOR UNITS B, C, D, AND F**

HOURS OF ASSIGNMENT	BREAK(S)	LUNCH
3 or fewer	None	None
4	One - 10 minutes paid	None
5	One - 10 minutes paid	*Minimum 30 minutes unpaid **(except Unit D)
6 to 8	Two - 10 minutes or One - 20 minutes paid	Minimum 30 minutes unpaid

Rest periods/breaks may not be used during the first hour or last hour of the workday or to shorten the workday.

**\*Units B (Special Ed Assistants, Campus Aides, School Climate Advocates, Instructional Aides) or F (Teacher Assistants):** Rest periods may be combined but not with the lunch period.

**\*\*Unit D (Clerical Staff except SAA):** Rest periods may be combined, and or they can be combined with lunch period but only by mutual agreement of the employee and the supervisor.

**Unit S (School Administrative Assistants):** Rest periods (duty free time) shall be scheduled in consultation with the direct supervisor and in compliance with applicable law.

**Unit G (Community Reps, School Supervision Aides, After School Program Workers)**

No language in contract, therefore, follow the chart above (no combination of breaks/lunch).

3. **WORK EXPECTATIONS FOR PARAPROFESSIONALS:** Administrators should set clear and concise written expectations for all classified staff. The expectations should include work performance, attendance, sign in/out, call off procedures, breaks/lunch, and work duties. Contact your Senior Human Resources Representative for example templates.
  
4. **TEACHER ASSISTANT ELIGIBILITY REQUIREMENTS AND RELEASE:** Per the Unit F Collective Bargaining Agreement, between LAUSD and SEIU Local 99, all Teacher Assistants are, on a continuing basis, are required to enroll and successfully complete college courses (Article VIII, section 1.0). For the 2023-2024 school year, Teacher Assistants must meet their course unit requirements as set forth in their Unit F Collective Bargaining Agreement. For Degree-Track Teacher Assistants, Units required are twelve (12) semester units or quarter unit equivalent. (see Article VIII, 2.1) For Non-Degree Track Teacher Assistants, course unit requirements include maintaining enrollment and passage of a college course at all times during the traditional school year. Courses chosen must be for the purpose of increasing the employee's knowledge, understanding, and skills related to increasing employee's employment by the District. (See, Article VIII, 3.1). For additional information regarding course unit requirements, please refer to the Unit F Collective Bargaining Agreement. Teacher Assistants with questions may email [TeacherAssistantAssignments@lausd.net](mailto:TeacherAssistantAssignments@lausd.net).

## ***GENERAL INFORMATION:***

1. **MONITORING AND SUPPORTING EMPLOYEE ATTENDANCE AT SCHOOLS:**

There is a need for schools to have in place an effective system to monitor and support employee attendance. Please, consider the following when addressing the issue of employee attendance at your school:

  - a. **Monitoring attendance:**
    - Implement an Absent/Tardy log and inform staff about it.
    - Meet with SAA on a monthly basis to review and make sure that employees with FMLA or on leave are reported correctly.
    - Contact Integrated Disability Management (IDM) for questions about FMLA and WC absences.
  - b. **Communicating with staff:**
    - Review contractual hours, sign in/out protocol, and absence reporting protocols. Include this information in the School Policy Handbook.
    - Review LAUSD Employee Attendance Policy with employees.
    - For classified Special Education employees, review the Special Education Paraprofessional Attendance Policy (BUL-6527.2). Have employees sign the acknowledgement form.
    - Provide update to Staff regarding employee attendance every 3 months. Review policies as needed.
  - c. **Consider a system to provide incentives for employee attendance:**
    - Inform your staff.
    - Advertise incentives in your weekly bulletin.
  - d. **Provide assistance and guidance, including potential discipline, for employees with attendance concerns:**

Certificated:

- Conference and evaluate employees with 13 or more unprotected absences during the previous school year.
- Conference with employees with excessive unprotected absences (more than three (3) by October, more than six (6) by February, and eight (8) or more by April).

Classified:

- Monitor attendance for newly hired classified employees. No more than six (6) absences are allowed in the 130-day probation period.
- Conference only once for attendance and consult with Staff Relations for next steps.
- Attendance does not start over from year to year or when an employee transfers to a new site.

**2. ONLINE TRAININGS DUE FOR ALL STAFF**

**DUE DATE**

A. 2023-2024 Annual Child Abuse Awareness Training	September 15, 2023.
B. 2023-2024 Annual Suicide Prevention and Awareness Training	September 15, 2023.
C. 2023-2024 Annual IT Cyber Security Training	September 29, 2023.
D. 2023-2024 Annual Bloodborne Pathogens Training	September 29, 2023.
E. 2023-2024 Annual ADA Title II Compliance Training	October 11, 2023.

- 3. VACATION CAP:** Effective July 1, 2022, all vacation-earning employees shall cease to accrue vacation hours once they reach their vacation cap. Please allow your employees to use their accrued vacation hours well in advance of hitting their cap; doing so now will help to ensure employees don't actually reach their cap. Employees are encouraged to monitor and manage their vacation balances using Employee Self Service (ESS) <https://ess.lausd.net> to ensure that the employee remains under their cap.

To further assist with vacation accrual questions, please click on the following link to Frequently Asked Questions <https://achieve.lausd.net/vacationfaqs>.

For questions regarding Vacation Balance Caps, please email [PayrollVacation@lausd.net](mailto:PayrollVacation@lausd.net).

- 4. BOARD RULE 1906-DRESS STANDARDS FOR EMPLOYEES:** The following language can be utilized when working to improve the performance and conduct of employees. Please contact your Staff Relations Field Director or Senior HR Representative if you have questions regarding the use of this Board Rule to communicate with an employee about dress standards.

*“An employee is deemed appropriately dressed when the clothing worn is neat and clean and is in reasonable conformity with the mode of dress generally acceptable as representative of the occupation or profession within the community or required by the nature of the duties assigned where the employee renders services. Dress is inappropriate when it is unsafe or detracts from the learning situation or task being performed or would reasonably tend to cause disciplinary problems with students or other employees or would reasonably tend to cause disrepute to the employee, the Los Angeles Unified School District, or the profession.”*

- 5. UNION REPRESENTATION ON SCHOOL SITE CAMPUSES:** Union representatives are permitted to enter school campuses following guidelines addressed in the LAUSD Visitor's policy. Reasonable access to District facilities includes contacting employees during their duty-free lunch period and before or after their hours of service. Representatives shall not interrupt any employee's duties or assignments.

General Expectations of Union Representatives:

- a. No person shall remain on Los Angeles Unified School District premises without the approval of the principal or authorized representative as per Board Rule 1265.
- b. Please have proper identification readily available, notify the administrator of your presence upon arriving to a work site and state your intended purpose.
- c. Complete a visitor's permit and obtain the principal/designee's approval before proceeding with your visit.
- d. All visitors are expected to conduct themselves in a non-disruptive and non-abusive manner while visiting a work location.
- e. Please ensure employees are not interrupted while working when visited by union representatives.
- f. Please ensure employees are not late returning from breaks or lunch meetings.
- g. Please notify the visiting school main office or department of your departure and return the visitor's permit before leaving the work location.

**6. SHARING WITH EMPLOYEES THE ESSENTIAL FUNCTIONS OF THEIR JOB:** It is valuable to share with employees the essential functions of their job when necessary and/or when conferencing with the employee. Nearly every class description may be found at <https://achieve.lausd.net/Page/4044> or <https://www.lausd.org/Page/18661>. Please be mindful not to confuse Special Education Administrative Assistant job titles with Teacher Assistant, Elementary Teacher, Secondary Teacher, etc., as each of these are separate and distinct class descriptions.

**7. EMPLOYEE REPRESENTATION AT MEETINGS:** Employees are entitled to request a representative of their choice to attend any meeting that may be perceived to lead to discipline. They are entitled only to one representative at said meeting in accordance with their respective Collective Bargaining Agreement. Their choice of representative is most commonly a Union Representative (or Job Steward), but their choice may also be an Attorney, a personal friend or relative. Employees may also waive representation at any meeting.

**8. 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.

**9. CONTACTS FROM UNION REPRESENTATIVES:** Whenever you receive a phone call or written correspondence directly from a Union Representative about a complaint at your site, DO NOT RESPOND. Please email details to your Staff Relations Field Director for certificated employees or your designated Staff Relations Sr. Human Resources Representative for classified employees for representation, guidance, and assistance with the matter.

**10. BOARD RULE 1267 – POLITICAL ACTIVITIES:** Education Code Section 7054 prohibits the use of school district funds, services, supplies or equipment to advocate for or against a ballot measure or candidate. Additional information can be found at <https://achieve.lausd.net/Page/14760>.

**If you have any questions about these items, or other contract or discipline issues, please contact your Staff Relations Field Director regarding UTLA, or your Senior Human Resources Representative for Units D, B, F, G and S (clerical staff, paraprofessional and campus supervision employees, and the SAA).**



**2023-2024 STAFF RELATIONS DIRECTORY**  
**FIELD DIRECTOR and SENIOR HR REPRESENTATIVE**  
**CONTACT INFORMATION**

**Tel: (213) 241-6056 Fax: (213) 241-8405**

**BEAUDRY**

Title	Name	Extension	Email
<b>Interim Executive Director</b>	HASTINGS, PETER	<b>213 241-6056</b> <b>213 241-5313</b>	<a href="mailto:pjh5997@lausd.net">pmh5997@lausd.net</a>
Administrator-AALA	ALFAYATE, JUAN	213 241-8233	<a href="mailto:jalfayat@lausd.net">jalfayat@lausd.net</a>
Field Director	DELISLE, CARRIE	213 241-2563	<a href="mailto:carrie.delisle@lausd.net">carrie.delisle@lausd.net</a>
HR-SR Manager	GOSSETT, LORRI	213 241-6864	<a href="mailto:lorri.gossett@lausd.net">lorri.gossett@lausd.net</a>
Admin Secretary	SANCHEZ, LETICIA	213 241-8109	<a href="mailto:leticia.sanchez@lausd.net">leticia.sanchez@lausd.net</a>
Senior Office Technician	ZUNIGA, ADRIANA	213 241-8238	<a href="mailto:adriana.x.zuniga@lausd.net">adriana.x.zuniga@lausd.net</a>

**REGION NORTH**

Field Director	LEE, LUCY	818 654-3637	<a href="mailto:llee9@lausd.net">llee9@lausd.net</a>
Field Director	<b>VACANT</b>	818 652-3642	
Field Director	MARTINEZ, ADAN (.5 FTE)	818 654-3641	<a href="mailto:adan.martinez@lausd.net">adan.martinez@lausd.net</a>
Senior HR Rep	NUNNALLY, KRISHNA	213 241-8242	<a href="mailto:krishna.nunnally@lausd.net">krishna.nunnally@lausd.net</a>
Senior HR Rep	DAVTYAN, ZHANNA	818 943-8973	<a href="mailto:zhanna.davtyan@lausd.net">zhanna.davtyan@lausd.net</a>

**REGION EAST**

Field Director	QUEZADA, CESAR	323 224-3353	<a href="mailto:cesar.quezada@lausd.net">cesar.quezada@lausd.net</a>
Field Director	MARTINEZ, ADAN (.5 FTE)	323 224-3364	<a href="mailto:adan.martinez@lausd.net">adan.martinez@lausd.net</a>
Field Director	GONZALEZ, CARLOS	323 224-3119	<a href="mailto:cxcg0564@lausd.net">cxcg0564@lausd.net</a>
Senior HR Rep	CHOWSANGRAT, DIANNA	323 224-3351	<a href="mailto:d.chowsangrat@lausd.net">d.chowsangrat@lausd.net</a>

**REGION SOUTH**

Field Director	LENON, DAMIAN	310 354-3472	<a href="mailto:dlenon@lausd.net">dlenon@lausd.net</a>
Field Director	MARTINEZ, ISAIAS	310 354-3508	<a href="mailto:isaias.martinez@lausd.net">isaias.martinez@lausd.net</a>
Field Director	STEVENS, JEANETTE	310 354-3419	<a href="mailto:jls6008@lausd.net">jls6008@lausd.net</a>
HR-SR Manager	GOSSETT, LORRI (Vacant)	213 241-6864	<a href="mailto:lorri.gossett@lausd.net">lorri.gossett@lausd.net</a>

**REGION WEST**

Field Director	MOSCOSO, VERONICA	310 914-2153	<a href="mailto:vxm6767@lausd.net">vxm6767@lausd.net</a>
Field Director	USMANI, SARAH	310 914-2150	<a href="mailto:sarah.usmani@lausd.net">sarah.usmani@lausd.net</a>
Senior HR Rep	DAVTYAN, ZHANNA (Vacant)	818 943-8973	<a href="mailto:zhanna.davtyan@lausd.net">zhanna.davtyan@lausd.net</a>

**TRANSITIONAL PROGRAMS**

Field Director	CUEVAS, SUSANA	213 241-8257	<a href="mailto:scontr6@lausd.net">scontr6@lausd.net</a>
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**ATTACHMENT #2**

**OFFICE OF STAFF RELATIONS  
ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS  
2023-2024**

**AALA REPRESENTED EMPLOYEES**

	<b>I</b> Distribute Initial Planning Sheet on (recommended)	<b>II</b> Return Initial Planning Sheet by (contractual)	<b>III</b> Initial Planning Conference by (contractual)	<b>IV**</b> Evaluations Issuance Deadline (contractual)
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<b>Basis A</b>	07/3/23	08/11/23	08/25/23	05/10/2024 assistant Principals & School Support Admin/B-Basis
<b>Basis E</b>	07/20/23	08/25/23	09/08/23	
<b>Basis B</b>	07/31/23	09/08/23	09/22/23	
				05/10/2024 – Principals & School Support Admin/E- Basis
				05/10/2024–Principals Supervisors & School Support Admin/A-Basis

**UTLA REPRESENTED EMPLOYEES**

	<b>I*</b> Notification of Evaluation no later than (contractual)	<b>II</b> Submit Initial Planning Sheet by (recommended)	<b>III +</b> Establishment of Objectives Conference by (contractual)	<b>IV ++</b> Formal Observation Deadline (contractual)	<b>V**</b> Evaluations Issuance Deadline (contractual)
<b>A Basis</b>	08/04/23	08/11/23	08/25/23	02/16/24	05/29/24
<b>C-Basis Single Track</b>	09/15/23	09/22/23	10/06/23	02/16/24	05/10/24
<b>B-Basis Single- Track Calendar</b>	08/31/23	09/08/23	09/22/23	02/16/24	05/14/24
<b>E-Basis Single- Track</b>	08/18/23	08/25/23	09/08/23	02/16/24	05/24/24
<b>B Basis Option 6</b>	08/17/23	08/25/23	09/8/23	02/15/24	05/15/24
<b>B Basis Option 7</b>	08/18/23	08/25/23	09/8/23	02/15/24	05/29/24

<b>B Basis Special Calendar GB_06SPE</b>	<b>08/1/23</b>	<b>08/18/23</b>	<b>08/31/23</b>	<b>02/16/24</b>	<b>05/29/24</b>
<b>B Basis Special Calendar GB_08SPE</b>	<b>08/11/23</b>	<b>08/18/23</b>	<b>08/31/23</b>	<b>02/16/24</b>	<b>05/29/24</b>

**\* 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 work days 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 12<sup>th</sup> 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).**

**ATTACHMENT #3****CERTIFICATED EVALUATION FORMS**

<b><u>Employee Classification</u></b>	<b><u>Evaluation Form</u></b>
1. Principal, Assistant Principal including DACE <ul style="list-style-type: none"> <li>• Provisional</li> </ul>	EDSSL final report
2. Assistant Principal, Elementary Instructional Specialist (APEIS)	My PGS (Stull)
3. Classroom Teacher, Adult Education Teacher, Adaptive PE Teacher <ul style="list-style-type: none"> <li>• Permanent</li> <li>• Probationary</li> <li>• Interns</li> <li>• Temporary Contract</li> <li>• Provisional assigned before March 1</li> </ul>	EDST final report EDST final report EDST final report EDST final report EDST final report
4. Non-Classroom Teacher (Instructional Coaches/Deans/Coordinators) <ul style="list-style-type: none"> <li>• Permanent</li> <li>• Probationary</li> </ul>	EDSNCT final report EDSNCT final report
5. Classroom Teacher, alternative contracts <ul style="list-style-type: none"> <li>• Provisional</li> <li>• Extended Sub Status</li> <li>• Probationary, Conditional, or Temporary Contract assigned after March 1</li> </ul>	Provisional Stull (Form 1022) final report Provisional Stull (Form 1022) final report Provisional Stull (Form 1022) final report
6. Nurse, PSA, and School Psychologist <ul style="list-style-type: none"> <li>• Probationary</li> <li>• Permanent</li> </ul>	My PGS (Stull) My PGS (Stull)
7. Secondary Counselor <ul style="list-style-type: none"> <li>• Probationary</li> <li>• Permanent</li> </ul>	EDSC final report EDSC final report

\*BUL-5335.8, dated 7/3/23

**ATTACHMENT #4**

**Office of Staff Relations  
2023-2024 CHECKLIST OF IMPORTANT TASKS AND DATES**

Month	Task (Once the task is completed check the corresponding box)									
July	<p><b>UTLA represented employees (A-basis employees):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review IPS and meet with employees to discuss objectives</li> <li><input type="checkbox"/> Schedule Formal classroom observation and Growth Plan Visit</li> <li><input type="checkbox"/> Notification of Evaluation Status Deadline (A-Basis, Early Education 8/4/23)</li> </ul> <p><b>AAALA represented employees:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Distribute Initial Planning Sheet ((A-basis 7/3/23; E-basis 7/20/23; B-basis 7/31/23)</li> </ul>									
August	<p><b>UTLA represented employees:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review IPS and meet with employees to discuss objectives</li> <li><input type="checkbox"/> Schedule Formal classroom observation and Growth Plan Visit</li> <li><input type="checkbox"/> Initial Planning Sheets Due (IPS) (A-Basis, Early Education 8/11/23)</li> <li><input type="checkbox"/> Hold Initial Planning Conferences (A-Basis, Early Education 8/25/23)</li> <li><input type="checkbox"/> Identify all Probationary 1 and 2 and other non-permanent (University Interns, Temporary Contracts) teachers by accessing the HR072 and HR073 reports in SAP. Contact your Personnel Specialist for assistance and questions.</li> </ul> <p><b>AAALA represented employees:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Collect IPS (A-basis 8/11/23, E-basis 08/25/23)</li> <li><input type="checkbox"/> Hold Initial Planning Conferences (A-basis 8/25/23, B-Basis 9/22/23, E-Basis 9/8/23)</li> </ul> <p><b>Classified:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Verification of valid, unexpired First Aid/CPR Certification for Special Ed Assistants/Trainees, Health Care Assistants, Personal Needs Attendants, and Instructional Aides for Deaf and Hard of Hearing is due at the beginning of each school year, Ref 6770.2. Employees must have proof of certification within the first 20 days of their assignment, or they will be released for failure to qualify.</li> <li><input type="checkbox"/> Teacher Assistants (Degree and Non-Degree Track): Documents verifying enrollment for the 2022-2023 school year are to be uploaded to the Teacher Assistant Portal. The submission dates are:</li> </ul> <table border="1" data-bbox="456 1619 1102 1797" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Semester</th> <th>Proof of Enrollment</th> <th>Transcripts</th> </tr> </thead> <tbody> <tr> <td>Fall</td> <td>Oct 31</td> <td>Jan 31</td> </tr> <tr> <td>Spring</td> <td>Feb 28</td> <td>June 30</td> </tr> </tbody> </table>	Semester	Proof of Enrollment	Transcripts	Fall	Oct 31	Jan 31	Spring	Feb 28	June 30
Semester	Proof of Enrollment	Transcripts								
Fall	Oct 31	Jan 31								
Spring	Feb 28	June 30								
	<p align="center"><i>Continues on next page</i></p>									

**September**

**UTLA represented employees:**

- 9/15/23 Deadline for Notification to Single Track Teachers Regarding Evaluation Status (Teachers assigned to a school site after 9/15/23 and before 10/6/23 may still be rostered and should be notified. After 10/6/23, permanent teachers may not be evaluated, unless they received a BSE the previous year or they are non-permanent.)
- Initial Planning Sheets Due (IPS) (All schools, 9/22/23)

**AAALA represented employees:**

- Collect IPS (B-Basis 9/8/23)
- Hold Initial Planning Conferences (E-basis 9/8/23; B-basis 9/22/23)

**October**

**UTLA represented employees:**

- Hold Initial Planning Conferences (Contractual Deadline 10/6/23)

**Classified employees:**

- Preliminary Probationary Performance Evaluation due for employees hired or promoted in August (after approximately two months of service).
- If performance is Below Standards, Preliminary and Final Probationary Evaluation can be completed at one and three months of service. Document assistance provided and warning of possible disciplinary action in a Conference Memo. Contact Sr HR Rep by 60th day of service for assistance and guidance.

**November**

**UTLA represented employees:**

**HR sends Prob 2 Affirmative Decision Roster to administrators**

- Based on observations, student performance data, and attendance, are your Prob 2 teachers effective? Do they demonstrate potential for continued effectiveness? Meet with your Instructional Director to discuss each Prob 2 teacher and your decision to recommend for permanent status or non-reelection
- Submit Prob 2 Affirmative Decision Forms to Local District Superintendent/Division Head

**Classified Employees (Probationary)**

- Final Probationary performance evaluation should be completed no later than the 80<sup>th</sup> workday from hire date. Contact the Senior HR Rep for assistance.

**December**

**UTLA represented employees:**

- 12/15/23 Growth Planning: Mid-Year Reflection – Optional step (Early Education 12/27/23)
- Warning of possible Below Standard Evaluation (All schools, 12/1/23– 1/31/24)

*Continues on next page*

<b>January</b>	<p><b>UTLA represented employees:</b>  <b>HR sends Prob 1 Affirmative Decision rosters to administrators</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hold meeting with Prob 2 teachers to notify of non-reelection</li> <li><input type="checkbox"/> Based on observations, student performance data, and attendance, are your Prob 1 teachers effective? Do they demonstrate potential for continued effectiveness? Meet with your Instructional Director to discuss each Prob 1 teacher and your decision to recommend for continued employment or non-reelection</li> </ul> <p><b>Classified employees:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Document performance issues. Warn of possible less than satisfactory evaluation.</li> <li><input type="checkbox"/> Restricted employees may promote if in service for at least 6 months. Principals will receive promotability forms directly from Talent and Acquisition.</li> </ul>
<b>February</b>	<p><b>UTLA represented employees:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2/16/24 Deadline for Formal Observations (A-basis, Early Education 2/16/24)</li> <li><input type="checkbox"/> Deadline for all Post-Observation Conferences: no more than 10 working days after formal observation</li> </ul> <p><b>Classified employees:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> TAs (Degree and Non-Degree Track) Documents verifying completion of fall semester units and enrollment for the spring semester 2023-2024 are to be uploaded to the Teacher Assistant Portal.</li> </ul>
<b>March</b>	<p><b>UTLA represented employees:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Submit Prob 1 Affirmative Decision Forms to District Superintendent (early March)</li> <li><input type="checkbox"/> Growth Plan Visit deadline for K-12 schools is 3/1/24</li> </ul> <p><b>Classified employees:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conference Memo due dates for employees who will receive a Below Standards rating on their annual evaluation: <ul style="list-style-type: none"> <li>o 3/17/24 for Single Track C Basis employees. Evaluation due 5/10/24.</li> <li>o 4/26/24 for Single Track E basis employees. Evaluation due 5/24/24.</li> </ul> </li> </ul>
<b>April</b>	<p><b>UTLA represented employees:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hold meeting with Prob 1 employees to notify of Intent to Non-Reelect (early March)</li> <li><input type="checkbox"/> Meet with statutory site councils to determine funding for categorical positions</li> <li><input type="checkbox"/> Selection of coordinators and election of deans</li> <li><input type="checkbox"/> Post 2024/2025 Tentative Matrix * (4 weeks prior to selection)</li> <li><input type="checkbox"/> Distribute Matrix Preference Forms</li> <li><input type="checkbox"/> Growth Plan Visit deadline for Early Education Centers is 4/19/24</li> </ul>
	<i>Continues on next page</i>

**May**

**UTLA represented employees:**

- 5/10/24 Deadline for Final Evaluations to be completed

(A-basis, Early Education 5/29/24)

- Notification to teachers of tentative assignments for 2024/2025 (5/21/24 or 21 calendar days prior to the teacher's last scheduled workday)

**ALA represented employees:**

- 05/10/2024 – Assistant Principals & School Support Admin./B
- 05/10/2024 – Principals & School Support Admin./E
- 05/10/2024 – Principal Supervisors & School Support Admin./A

**Classified employees:**

- Annual Evaluation due dates:
  - o Single Track C Basis employees 5/10/24
  - o Single Track E basis employees 5/24/24