

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

TO: Principals and Administrators **DATE:** July/August 2015

FROM: Leticia Figueroa, Assistant Chief Human Resources Officer, Staff Relations

SUBJECT: JULY/AUGUST 2015 - UPDATES & REMINDERS

IMPORTANT DATES:

July 1, 2015	Distribute initial planning sheets - A Basis Administrators
July 1, 2015	Distribute initial planning sheets - 90/30, Tracks B, C, and D Teachers
July 23, 2015	Distribute initial planning sheets - E Basis Administrators
August 3, 2015	Distribute initial planning sheets - B Basis Administrators B/C Basis Teachers, Coordinators, PSA's
August 17, 2015	Distribute initial planning sheets - C Basis Administrators
August 20, 2015	Distribute initial planning sheets - 90/30 Track A Teachers/Single-Track Teachers

CERTIFICATED INFORMATION:

- NON-REELECTION OF PROBATIONARY 2 TEACHERS:** If you have an employee who is currently in Probationary 2 status, had performance problems last year and continues to exhibit performance problems in the first semester of the 2015-2016 school year, continue to ensure that the employee is closely monitored, as decisions regarding re-election and non-reelection will to be made prior to the end of the first semester via the Affirmative Decision form.
- STATUS OF TEACHERS** - If you have any questions regarding the status of any certificated staff member, contact your Personnel Specialist as soon as possible.
- 2015-2016 STULL EVALUATIONS:** 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. The list will be revised as new hires are added to your roster. All non-permanent certificated employees 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 (see next item).
- EVALUATION OF PERMANENT TEACHERS WITH 10 YEARS OR MORE WITH THE DISTRICT:** Please note that according to the Contract, for permanent teachers with 10 years or more as a full-time teacher, the period between evaluations may be extended beyond the two-year period so that the evaluation may be made once in a three, four, or five-year period. The extension must be **mutually** agreed upon by the evaluator and the employee. **Consent to do so may be withdrawn by either party.** Withdrawing party shall provide written notice of withdrawal, giving reason or cause. Such notice should be given before the end of the school year preceding the next intended evaluation, but shall not be given later than the commencement of the evaluation process. (**Article X, Section 3.0**)

5. **ESTABLISHMENT OF OBJECTIVES:** To begin 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. This conference should take place soon after the start of the school year. If a teacher fails to complete an Initial Planning Sheet, the administrator should schedule the Initial Planning Conference and provide the teacher with the objectives and strategies upon which their evaluation will be based. **(Article X, Section 4.0 – 4.3)** See attachment #2 for timelines.
6. **STAFFING PROCEDURES AFTER INITIAL SELECTION THROUGH THE FIFTH WEEK OF SCHOOL OR TRACK:** Staffing procedures, which occur after the completion of the initial Spring Assignments and before norm date or the end of the 5th week of school or track, are to be made by 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 the teacher preference forms and shall take into account seniority and educational program needs. If agreement is not reached or if the parties prefer, the openings and vacancies shall be filled by new hire, transferee, substitute, or auxiliary assignment. **(Article IX-A, Section 2.1)**
7. **CHANGE OF TEACHER ASSIGNMENTS:** Teachers are to be notified, as soon as feasible, of a change in their tentative assignment. If a teacher is notified of a change of assignment within five (5) calendar days prior to the assignment (first student instructional day), upon request, the teacher shall receive the equivalent of up to two (2) days in paid status as preparation time for the assignment. In order to receive the equivalent of two days preparation time, the change of assignment must affect the majority of courses taught in a secondary assignment, and require a preparation for a course not in the previous assignment. **(Article IX-A, Section 2.0 (a))**
8. **PEER ASSISTANCE AND REVIEW:** The Peer Assistance & 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 2014-2015 school year, s/he will be considered a referred teacher with mandatory participation in the PAR Program. For more information, visit the website at www.lausd.net, on the red bar click on ***“Offices,”*** then click on ***“Peer Assistance & Review.”*** You may also contact the program coordinator, **Marsha Oh-Bilodeau, at (213) 241-5501 or by email at marsha.oh-bilodeau@lausd.net.**
9. **NOTIFICATION TO TEACHER REGARDING PAST MISCONDUCT BY A STUDENT:** When a teacher is regularly assigned a student who has engaged in, or is reasonably suspected to have engaged in, certain acts (as described in BUL No. 3927.2, dated September 3, 2010), the District shall make a good faith effort to 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 for all available confidential information regarding each student. **(Article XXIV, Section 4.0)**
10. **OPENING SCHOOL SUBSTITUTES:** Substitute teachers who are assigned for ten 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 extended substitute rate. **(Article XIX, Section 4.2)**

11. **SUBSTITUTE FOLDERS:** Make sure you have a substitute folder 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, a map of the school, appropriate keys and security/emergency information (including how use the class phone & how to contact the office in case of emergency). **(Article XIX, Section 10.0)**

CERTIFICATED DAY-TO-DAY SUBSTITUTE INADEQUATE SERVICE REPORT (ISR):

12. 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 a notice of inadequate service. 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 representative of another employee organization.** 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. **Please be aware that another form available on the Human Resources Website may be used to provide commendations for exemplary service by a substitute. (Article X, Section 7.0)**
13. **CONTRACT POOL SUBSTITUTE 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 a substitute is a contract pool teacher or a day-to-day substitute.** They are regular 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 Field Director for questions.

CLASSIFIED INFORMATION:

14. **BEGINNING OF THE YEAR REMINDERS FOR CLASSIFIED AIDES:** During the first week of school, hold a meeting to discuss duties, requirements and work schedules with your Classified Aides (i.e. Special Ed Assistants/Trainees, Campus Aides, Health Care Assistants). Attached is a list of recommended subjects and bulletins to be discussed at the meeting (**Attachment #1**). This material may also be used for a handbook to be distributed to your paraprofessionals. Please ensure you keep a copy of the agenda and sign in sheet for this and future meetings as documentation that employees have received the information.
15. **BUS RIDING AIDES**
Special Education Trainees/Assistants and Health Care Assistants assigned to ride the bus with Special Education students should be instructed to notify the appropriate administrator immediately if, due to bus schedule, they worked less than or more than their scheduled hours. This will allow for adjustments of the bus schedule to minimize unscheduled overtime. Additionally, administrators should monitor time cards to determine if employees are working their scheduled work hours.

16. **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

***Units B (Spec Ed Assts, Campus Aides, Instr Aides) or F (Teacher Assts):**

Rest periods cannot lengthen lunch period or shorten workday.

****Unit D (clerical staff except SAA, Library Aides):**

Rest periods may be combined with lunch period by mutual agreement with supervisor.

17. **TEACHER ASSISTANTS – VERIFICATION OF ENROLLMENT IN COLLEGE COURSES**

As a condition of employment, your Teacher Assistants must be continuously enrolled in and successfully pass college coursework. TAs should submit verification of enrollment in the current semester/quarter, as well as confirmation of units completed and passed last year. Those who do not submit the required verification by the beginning of September shall be given a final reminder in writing. If verification is not submitted, per the Unit F contract, they shall be terminated. Please note that course units for Non-Degree Track Teacher Assistants must be directly related to the employee's service to the District and must be for the purpose of increasing the employee's knowledge, understanding and skills related to the employee's employment by the District.

18. **ADDITIONAL TEACHER ASSISTANT LAY-OFF:** If your school will need to close additional Teacher Assistant positions due to Budget cuts, please remember that Teacher Assistant lay-offs are handled at the school site and guided by Article X of the Unit F contract. The lay-off order is determined partially by the employee's seniority but primarily by the number of college units he/she has attained. If you have questions, please contact your Senior Human Resources Representative.

GENERAL INFORMATION:

19. **CHILD ABUSE ON-LINE TRAINING:** The on-line Child Abuse training must be completed by ALL staff. It is a basic responsibility of an administrator to ensure that all staff has completed this and other mandatory trainings. For classified, this training should be on work time and you may want to consider, as part of a pupil-free day, to utilize school computers for that purpose. For certificated, it means holding teachers accountable, for example, inclusion on the Initial Planning Sheet.

20. **ADMINISTRATORS RECEIVING UNION CORRESPONDENCE:** If you receive direct correspondence of any kind from one of the unions, please do not respond to the letter/phone call. Contact your Staff Relations Field Director or Labor Relations Representative as soon as possible.

If you have any questions about these items, or other contract or discipline issues, please call FIRST LAST, your Staff Relations Field Director assigned to your District regarding UTLA, or FIRST LAST, Senior Human Resources Representative at (213) 241-6056 for Units B, D, F, G, and S (clerical staff, paraprofessionals, campus supervision employees and the SAA).

Staff Relations Telephone Numbers & Email Addresses

Office Staff		
Dr. Kristen Murphy	Administrator, AALA	(213) 241-6056
Dean Tagawa	Field Director	(213) 241-8243
Lorri Gossett	Sr. HR Representative	(213) 241-6864
Northeast District		
Veronica Moscoso	Field Director	(818) 252-5435
Francisco Serrato	Shared Field Director	(818) 252-5436
Lena Karachun	Sr. HR Representative	(213) 241-8242
Northwest District		
Dr. Maribel Luna	Field Director	(818) 654-3641
Francisco Serrato	Shared Field Director	(818) 654-3619
Sarah Houston	Sr. HR Representative	(213) 241-8240
South District		
Juan Alfayate	Field Director	(310) 354-3419
Carlen Powell	Shared Field Director	(310) 354-3472
Terri Lyons	Sr. HR Representative	(213) 241-2563
East District		
Susana Cuevas	Field Director	(323) 224-3353
Eric Maxey	Shared Field Director	(323) 224-3120
Cathy Kelly	Sr. HR Representative	(213) 241-8248
West District		
Brenda Olortegui	Field Director	(310) 914-2153
Carlen Powell	Shared Field Director	(310) 914-2150
Lorri Gossett	Sr. HR Representative	(213) 241-6864
Central District		
Isa Martinez	Field Director	(213) 241-0184
Eric Maxey	Shared Field Director	(213) 241-8257
Stacey Smith	Sr. HR Representative	(213) 241-8227
Division of Adult Ed		
John Gamboa	Field Director	(213) 241-3725

**STAFF RELATIONS
PARAPROFESSIONALS
BEGINNING – OF – YEAR REMINDERS**

EXPECTATIONS

- ✓ Work hours (including sign-in/sign-out and timecard procedures, absence and call-in procedures)
- ✓ Attendance expectations (the instructional program depends on everyone, including part-time aides, being at work every day)
- ✓ Daily schedule(s)
- ✓ Role of paraprofessional (i.e. to work directly with students)
- ✓ Information on supporting the instructional program that would be relevant to all paraprofessionals
- ✓ Guidelines for supervision duties during nutrition/recess, lunch, and PE
- ✓ Student behavioral standards and expectations (in classroom, on the school yard, and whole campus)

POLICIES

- ✓ LAUSD Attendance Policy
- ✓ Dress standards (see BR 1906)
- ✓ LAUSD Code of Conduct with Students (BUL 5167.0)
- ✓ Ethics Policies (BUL 4748.0)
- ✓ Responsible and Acceptable Use Policy (RAUP) for District Computers and Network Systems (BUL 999.10)
- ✓ Bullying and Hazing Policy (Student to Student and Student to Adult) (BUL-5212.1)
- ✓ Child Abuse and Neglect Reporting Requirements (BUL 1347.2)
- ✓ Family and Medical Leave Act/California Family Rights Act Policy (BUL-1205.1)
- ✓ Sexual Harassment Policy (Employee to Employee) (BUL-1893.1)
- ✓ Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult) (BUL-3349.1)
- ✓ Social Media Policy for Employees and Associated Persons (BUL-5668.1)

TEACHER ASSISTANTS

- ✓ College enrollment requirements for TAs
- ✓ Information sheet on the TA's school of attendance and course of study (to be filled out and returned to AP/Coordinator)

MISCELLANEOUS

- ✓ Staff/Track (including "people to know" and School Committee assignments)
- ✓ Map of campus
- ✓ School Safety and Emergency Procedures

With all performance expectations, especially attendance, punctuality, course requirements, and work hours, advise on the consequences of failure to perform (i.e. may result in disciplinary action).

**STAFF RELATIONS
TEACHER EVALUATION CHECKLIST
2015-2016**

NAME _____ EMPLOYEE NUMBER _____ # OF YEARS TEACHING ____

STATUS (R1, B2, ETC.) _____

DATE INTIAL PLANNING SHEET ISSUED _____

DATE OF INITIAL CONFERENCE WITH SIGNATURES AND DATE OF CONFERENCE (Required) _____

OBSERVATION CONFERENCE MEMO ISSUED---ASSISTANCE AND GUIDANCE

- | | | | |
|------------------|---------------|---------------|--------------------------------|
| 1. August , 2015 | August , 2015 | August , 2015 | Lesson Plans
Classroom Mgmt |
| 2. September | | | |
| 3. October | | | |
| 4. November | | | |
| 5. December | | | |
| 6. January | | | |
| 7. February | | | |
| 8. March | | | |
| 9. April | | | |
| 10. May | | | |
| 11. June | | | |

DATE OF INVITATION MEMO FOR FINAL EVALUATION CONFERENCE _____

MAKE SURE THAT ON A "MEETS" OR "BELOW" BUBBLES MARKED "NEEDS IMPROVEMENT" OR "NO" MATCH THE ASSISTANCE AND GUIDANCE IN YOUR MEMOS. IF THERE IS "SIGNIFICANT DISPARITY" BETWEEN THAT RATING AND THE NEGATIVE COMMENTS ON THE FORM EITHER TYPE OF EVALUATION CAN BE GRIEVED.

DATE OF CONFERENCE WITH TEACHER AND REP (NO REP NEEDED IF 'MEETS') _____

DATE OF ISSUANCE OF EVALUATION (CHECK FOR AP'S SIGNATURE AND DATE IF YOU ARE NOT THE EVALUATOR) GIVE COPY WITH SIGNATURES TO THE EMPLOYEE AT THE MEETING _____

DATE SUBMITTED ELECTRONICALLY _____

DATE OF EMPLOYEE RESPONSE (THE EMPLOYEE MAY ATTACH A WRITTEN RESPONSE WITHIN 10 DAYS FROM THE DATE RECEIVED) _____

DATE HARD COPY OR SCANNED COPY OF EMPLOYEE'S RESPONSE PLUS ATTACHMENTS MAILED/EMAILED TO EMPLOYEE RELATIONS, BEAUDRY 14TH FLR/ MARIANNE.BELLACCOMO@LAUSD.NET _____

**STAFF RELATIONS
ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS
2015-2016**

AALA REPRESENTED EMPLOYEES

	I* Distribute Initial Planning Sheet	II* Return Initial Planning Sheet	III* Initial Planning Conference	IV** Evaluations Issuance Deadline
Basis A	07/01/15	08/07/15	08/21/15	05/10/16
Basis E	07/23/15	09/03/15	09/18/15	05/10/16
Basis B	08/03/15	09/11/15	09/25/15	05/10/16

UTLA REPRESENTED EMPLOYEES

	I* Access Initial Planning Sheet	II* Submit Initial Planning Sheet	III* Initial Planning Conference	IV** Evaluations Issuance Deadline
Basis A	07/01/15	08/07/15	08/21/15	05/25/16
Single Track	08/17/15	09/25/15	10/22/15	05/10/16

FOUR TRACK

Track A	08/14/15	09/25/15	10/09/15	05/20/16
Track B	07/01/15	08/07/15	08/21/15	05/20/16
Track C	07/01/15	08/07/15	10/02/15	05/20/16
Track D	07/01/15	08/07/15	08/21/15	03/31/16

***RECOMMENDED that tasks be completed no later than date listed. (Article X, Section 4.0)**

****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, 2016 (Article VII, Section 4).**