

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

TO: Principals and Administrators

DATE: May 2016

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

SUBJECT: **MAY 2016 UPDATE AND REMINDERS**

IMPORTANT DATES:

- May 10, 2016** Last Day to issue performance evaluations for Certificated – Single Track
May 20, 2016 Last Day to issue performance evaluations for Certificated – Multi-Track
May 13, 2016 Contractual Date for Teacher Notification of Tentative Assignments for 2016-2017
June 12, 2016 Last day to upload documents to the performance evaluation system

GENERAL INFORMATION:

1. REMINDER ON BEHALF OF OGC: SCHOOL FILES PROJECT

The LAUSD School Files application is the LAUSD application designed for Principals and Administrators to upload inappropriate behavior-related documents on a regular basis into the School Files system. This web-based application only requires a few entries to add documents. Please note that all user logins are recorded. Users are to upload documents as PDF files. Login to the application using your SSO account at: <https://bes7.lausd.net/schoolfiles/login.aspx>. For specific instructions on completing this process and for a copy of the mandatory coverage, please contact your Staff Relations Field Director or Mark Callier at (213) 241-5467 or through email mark.callier@lausd.net

2. 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.

3. VACATION CAP

It is important that supervisors work with employees to have them take vacation to ensure that employees' vacation balances will not be over their cap. Scheduling employees' vacation time now for the coming months will provide the most flexibility and will ensure sufficient staffing of schools and offices. Contact your timekeeper and/or approver to find out which employees are over the vacation cap. They can access and print a vacation statement at any time via BTS using the transaction code ZTMRVACBAL.

4. LETTERS OF RECOMMENDATION-

If you receive a request for reference information, you may choose to complete it but you are not required to do so. You may simply provide dates of employment, position, and salary information (i.e., a neutral letter of reference), or a letter of reference provided that 1) you make clear that you are doing so as an

individual and not on behalf of the District or 2) you to obtain the express permission of the head of your division to use District and School Letterhead for an official recommendation.

Reminders:

- Avoid “off-the-record” telephone conversations with prospective employers regarding a person’s performance. There is no such thing as “off-the-record.”
- Provide accurate factual information, based upon personal knowledge/observation of the person through direct contact with the person or obtained from the employee’s personnel record. Providing inaccurate information may expose you to risk of liability and/or jeopardize your credential(s).
- Do not make any misrepresentations of fact in describing the performance, qualifications and/or character of the applicant. You should not provide “half-truths.” For example, if you only provide positive aspects and completely ignore the negative aspects, you may give an inaccurate impression. This may subject you to potential discipline by the District, and/or individual liability for harm arising from the statement(s).
- If you make subjective statements or give opinions because they are requested, clearly identify them as opinions and not as fact. If you give an opinion, explain the incident or circumstances upon which you base the opinion.

Refer to [BUL-6495.0, Responding to Requests for Letters of Recommendation.](#)

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 Staff Relations 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 Staff Relations 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 Staff Relations Field Director via email by **Friday, May 6, 2016.**

School Name: _____ # of Below Standard Evaluations _____

<u>Name of Teacher</u>	<u>Employee Number</u>	<u>Grade/Level/Dept. 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 25 , 2016 |
| b. Single Track Deadline: | May 10 2016 |
| c. Four-Track | |
| i. Track A Deadline: | May 20, 2016 |
| ii. Track B Deadline: | May 20, 2016 |
| iii. Track C Deadline: | May 20, 2016 |
| iv. Track D Deadline: | March 31, 2016 |

Remember that a teacher receiving a “Below Standard” evaluation (BSE) must have received a **mid-year notification and must receive the BSE attachments as part of their final evaluation**. Teachers receiving “Ineffective” comments must have been provided with written assistance and guidance (**Article X- 6.0**).

For UTLA-Represented Employees, the Final Evaluation Report must be issued no later than **May 10, 2016** (30 calendar days prior to the employee’s last regularly scheduled school day – (**Article X, Section 6.0**)).

For AAALA-Represented Employees, the Final Evaluation Report must be issued no later than **May 10, 2016** (**Article VII, Section 4.0**).

Remember that **Assistant Principals** and other certificated positions (**Adult and Career Education teachers, State Preschool Program teachers, Pre K Special Education teachers, Special Education teachers in early education centers, academic coaches, teacher librarians, coordinators, deans, and counselors**) as well as school-based support services personnel (school psychologists, PSA Counselors, etc.) **will not** be evaluated using EDST for the 2015-2016 school year, but will continue to be evaluated with the **Certificated Performance Evaluation System (CPES)**. Access the CPES portal at <https://stulls.lausd.net/stulls/index/jsp> (**Attachment #1**)

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 Staff Relations 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 to that school 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 8, 2016 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 2016-2017 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. 2016-2017 TEACHER EVALUATION REPORTS

Determine immediately the status of current teachers for the upcoming school year; begin the process in July 2016 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.

10. CONFERENCE MEMOS FOR CERTIFICATED EMPLOYEES

When holding a conference with an employee to discuss his/her conduct, administrators should first 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 of its attachments

After holding the conference with the employee, issuing the written conference memo (within four days of the meeting), and giving him/her 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 that were provided to the employee.
- C. Any written response that the employee submits in response to the conference memo
- D. When you send it, in the email, inform your Field Director what discipline, if any, you wish to pursue

11. CONTRACT POOL TEACHERS CONFERENCE MEMOS

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.

12. ITINERANT CERTIFICATED EMPLOYEES- CONFERENCE MEMOS

Itinerant employees are assigned either centrally or by a Local District administrator. These employees are supervised by these administrators who 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. If performance or conduct concerns arise regarding these employees, contact their direct supervisors to coordinate the plan to address these issues. If you have additional questions regarding itinerant employees, contact Dr. Jack Foote, Field Director, at djf2378@lausd.net or 213-241-8243.

CLASSIFIED INFORMATION:

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

Employee positions that are to close 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. You will be provided with a copy of any letter sent to one of your employees.

2. CLOSING OF TEACHER ASSISTANT POSITIONS AT END OF YEAR

The Unit F Contract must be followed when you close any Teacher Assistant positions (NOT Classified positions). There is an order of lay-off which is not based primarily on seniority, and you are not able to choose Non-Degree Track TAs over Degree Track TAs. It is advised that you obtain transcripts from TAs now, as you are checking for college units completed (#3 above), because the total number of completed college units will be needed to determine the order of lay-off. Report **HR085 TA Seniority** in BTS can assist with determining a TA's seniority. This report is located on the School tab, seniority folder. Contact your Sr. Human Resources Representative for assistance (**Unit F, Article X (Reduction in Force)**). See **Attachment #6, Reduction in Force for Teacher Assistants**.

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 must follow the RIF procedures outlined in Attachment #3. TA seniority is based on the total number of overall units **and** years of service.) Non-Degree track employees generally have enough years of service to retain their position, provided they have maintained continuous enrollment in college. You are not able to select Degree Track over Non-Degree Track TAs because of non-availability of funding as this will constitute a

violation of the Unit F contract. Therefore, it is imperative that you maintain appropriate funding for your Non-Degree Track TAs.

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

Employees in these Unit G classifications are temporary and at-will. You may continue to close the position and release the employee from service. Should the employee requests the reason for it, within 72 hours of the after the employees release. You must provide a reason. The reason may be provided in writing, an oral response would be sufficient. Please contact your Senior Human Resources Representative with questions or concerns you may have.

5. ANNUAL PERFORMANCE EVALUATION

Classified evaluations are due no later than, May 06, 2016. Employees in Unit B (Campus Aides, Special Ed Trainees/Assistants, Early Education Center Aides), Unit C (Building and Grounds Workers, Food Service Workers, Housekeepers), Unit F (Teacher Assistants), and Unit S (School Administrative Assistants, Cafeteria Managers). Any employee that receives a below standard in any category and for each below standard a Supplemental Form must be provided to the employee.

The evaluation forms are located at <http://Acheive.lausd.net/page2534>.

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

**SUGGESTED TIME SEQUENCE
Elementary/Secondary Staffing
For 2016-2017**

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 March or prior to posting of Matrix	Month of March or prior to posting of Matrix
II.	** Election of Chapter Chair	Month of April	Month of April
III.	(a) +***Post Matrix: Teachers Request Track, Grade level (elementary only), Department	Four weeks prior to selection	Four weeks prior to selection
IV.	Contractual Date for Teacher Notification of Tentative Assignment	As soon as feasible, but not later than May 15	Not later than May 15 for Tracks A, B, C Not later than April 13 for Track D

+ 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.

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

FINAL

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.

2015-2016 STAFF RELATIONS
FIELD DIRECTOR and SR HR REP ASSIGNMENTS
333 S. Beaudry Avenue, 14th Floor, Los Angeles, CA 90017
Tel: (213) 241-6056 Fax: (213) 241-8405

BEAUDRY

	Name	Extension	EMAIL
Asst. Chief Human Resource Officer	FIGUEROA, Leticia	213-241-6056 213-241-5313	lcerv3@lausd.net
Administrator-AALA	Murphy, Kristen	213-241-8233	kristen.murphy@lausd.net
Field Director	Foote, Jack	213-241-8243	djf2378@lausd.net
HR-SR Manager	Le Duff, Melinda	213-241-8253	melinda.leduff@lausd.net
Sr. HR Representative	Gossett, Lorri	213-241-6864	lorri.gossett@lausd.net

LOCAL DISTRICT NORTHWEST

Field Director	Luna, Maribel	818-654-3641	maribel.luna@lausd.net
Shared Field Director	Serrato, Francisco Mon/Tues	818-654-3619	fserrato@lausd.net
Sr. HR Rep	Houston, Sarah	213-241-8240	sarah.houston@lausd.net

LOCAL DISTRICT NORTHEAST

Field Director	Moscoso, Veronica	818-252-5435	vxm6767@lausd.net
Shared Field Director	Serrato, Francisco Wed/Thurs	818-252-5436	fserrato@lausd.net
Sr. HR Rep/Arrest&Conv	Hudson, Michael Wed/Fri	213-241-6011	michael.hudson@lausd.net
Sr. HR Rep	Nunnally, Krishna	213-241-6056 X 29378	krishna.nunnally@lausd.net
Sr. HR Rep	Palmer, David Tues/Thurs	213-241-8242	david.palmer@lausd.net

LOCAL DISTRICT CENTRAL

Field Director	Martinez, Isaias	213-241-0184	isaias.martinez@lausd.net
Shared Field Director	Maxey, Eric Mon/Tues/Fri	213-241-8257	ejm9800@lausd.net
Sr. HR Rep	Smith, Stacey	213-241 8227	stacey.smith@lausd.net

LOCAL DISTRICT EAST

Field Director	Cuevas, Susana	323-224-3353	scontr6@lausd.net
Shared Field Director	Maxey, Eric Wed/Thurs	323-224-3120	ejm9800@lausd.net
Sr. HR Rep	Kelly, Cathy	213-241-8248	cathy.kelly@lausd.net

LOCAL DISTRICT SOUTH

Field Director	Alfayate, Juan	310-354-3419	jalfayat@lausd.net
Shared Field Director	Powell, Carlen Wed/Thurs	310-354-3472	carlen.powell@lausd.net
Sr. HR Rep	Lyons, Terri Mon at LD	213-241-2563	terri.lyons@lausd.net

LOCAL DISTRICT WEST

Field Director	Olortegui, Brenda	310-914 2153	bolorteg@lausd.net
Shared Field Director	Powell, Carlen Mon/Tues	310-914-2150	carlen.powell@lausd.net
Sr. HR Rep	Gossett, Lorri (Interim) Tues	213-241-6864	lorri.gossett@lausd.net
Sr. HR Rep	Romero, Maria	213-241-6896	maria.romero@lausd.net

DIVISION OF ADULT & CAREER EDUCATION

Field Director(Interim)	Good, Irma	213-241-3725	mailto:irma.good@lausd.net
Secretary	Easley, Sandra	213-241-3818	sandra.easley@lausd.net