

INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
STAFF RELATIONS

CONFIDENTIAL

TO: Principals and Administrators

DATE: September 2015

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

SUBJECT: **SEPTEMBER 2015 - UPDATES & REMINDERS**

IMPORTANT DATES:

September 2015 Check for Teacher Assistants' college enrollment (**See Attachment 2**)
September 2015 Collect/Review Initial Planning Sheets, Single Track Teachers and 90/30 Track A Teachers
(**See Attachments 3 and 4**)

CERTIFICATED INFORMATION:

1. **INFORMAL CONFERENCE PROVISION OF THE 2014-2017 LAUSD-UTLA CBA:** Article V, Section 7.0 states the grievant must, before filing a formal grievance, attempt to resolve any potential grievance by means of an informal conference with the grievant's immediate supervisor. That informal conference shall be requested in writing to the immediate administrator within fifteen (15) days of the occurrence of the act or omission which gives rise to the grievance, or of the date when the grievant could be reasonably expected to know of the act or omission which gives rise to the grievance. If you receive a written request for an informal grievance, please refer to Office of Staff Relations Memorandum from Leticia Figueroa, Assistant Chief Human Resources Officer, dated August 19, 2015 and **contact your Staff Relations Field Director immediately.**
2. **STATUS OF TEACHERS** - If you have any questions regarding the status of any certificated staff member, contact your Personnel Specialist as soon as possible.
3. **2015-2016 PERFORMANCE EVALUATIONS:** As soon as the new school year starts, determine the status of current employees. You should have determined the status of your certificated employees no later than August 17, 2015. 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)** (see next item).
4. **EVALUATION OF PERMANENT TEACHERS WITH 10 YEARS OR MORE WITH THE DISTRICT:** Please note that according to the Collective Bargaining Agreement (CBA), 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. **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 need to be made prior to the end of the first semester via the Affirmative Decision form.
6. **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 #4 for timelines.
7. **EDUCATOR DEVELOPMENT AND SUPPORT: TEACHERS (EDST):** ESDT is the performance evaluation process for teachers of Pre K (SRLDP, TK) to 12th Grade students, including Special Education Resource teachers, Special Day Program teachers, Early Education Center teachers, and Career Technical Education (CTE) teachers at secondary schools. Other certificated teacher positions (PSM, Adult and Career Education teachers, academic coaches, coordinators, deans, and counselors) as well as school-based support services personnel (School Psychologists, PSA Counselors) will not utilize the multiple measure performance review system for the 2015- 2016 school year; these employees will be evaluated under the legacy online Certificated Personnel Evaluation System (CPES). All positions will continue to be evaluated under the traditional Article X provisions. Any questions related to the EDST process should be directed to the Local District Teaching and Learning Coordinator. Under the new Tentative Agreement, Attachment G, one **Formal Observation** should be conducted during the evaluation cycle. Additional **Formal Observations** may be held if mutually agreed upon. One **Informal Growth Plan Visit** should be conducted during the evaluation and additional **Informal Growth Plan Visits** can be conducted if mutually agreed upon. **Informal Growth Plan Visits DO NOT restrict the additional observations that principals and administrators should conduct as a part of their routine supervision of instruction. (See BUL-5335.4)**
8. **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)**
9. **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))**

10. **PEER ASSISTANCE AND REVIEW** The Peer Assistance & Review (PAR) Program is a UTLA/District collaborative that provides one on one consulting services to referred teachers, as well as to non-permanent teachers and teachers who volunteer to participate. If a teacher received a Below Standard Evaluation for the 2014-2015 school year, s/he is considered a referred teacher which includes mandatory participation in the PAR Program. Additionally, there is a full slate of PAR professional development offered at multiple sites throughout the year. The classes are open to all teachers, and all classes are eligible for salary point credit. For more information, visit the website at <http://achieve.lausd.net/par> You may also contact **Susan Masero, Coordinator at (213) 241-5501 or by email at susan.masero@lausd.net, or Laura Murphy, Specialist at the same number or by email at laura.murphy@lausd.net**
11. **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)**
12. **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)**
13. **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 to use the class phone & how to contact the office in case of emergency). **(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 now required to notify the substitute of his/her right to representation should you need to issue an Inadequate Service Report (ISR).
14. **CERTIFICATED DAY-TO-DAY SUBSTITUTE INADEQUATE SERVICE REPORT (ISR):** Before issuing an ISR always confirm whether a substitute is a contract pool teacher or a day-to-day substitute. If the substitute is a day-to-day employee, the site administrator may, for cause, issue a day-to-day substitute employee 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)**

15. **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 Staff Relations Field Director for questions.

CLASSIFIED INFORMATION:

16. **BEGINNING OF THE YEAR REMINDERS FOR CLASSIFIED AIDES:** If you have not done so already, 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 all agendas and sign in sheets for this and future meetings as documentation that employees have received the information.
17. **PERFORMANCE OF CLERICAL DUTIES BY OTHER STAFF:** Please ensure that clerical work is only performed by Unit D employees. Paraprofessionals should not be allowed to perform clerical duties. Please make sure paraprofessionals are only performing the duties within their class description. Class descriptions are available on the Personnel Commission’s web site.
18. **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 (Special Education Assistants, Campus Aides, Instructional Aides) or F (Teacher Assistants):**

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.

19. **TEACHER ASSISTANT POSITIONS RECENTLY CLOSED DUE TO BUDGET CUTS:** If you recently closed Teacher Assistant position(s) and laid off TAs, remember that TAs who had more than one year of service are entitled to reemployment. If you are able to add back a TA position, it should be offered to TAs in reverse order of the layoff. TAs returning to a position must still meet the contractual requirement of continual enrollment and passage of college coursework. Please contact your Senior HR Representative for questions.

20. **TEACHER ASSISTANTS – VERIFICATION OF ENROLLMENT IN COLLEGE AND SENIORITY LIST:** This is the bi-annual reminder to check that your Teacher Assistants are continuously enrolling in and successfully passing college coursework. In accordance with their collective bargaining agreement, TAs are required to submit verification of enrollment in the current semester/quarter, as well as confirmation of units completed last year. TAs should have already been reminded verbally and given a deadline to comply.

Those who do not submit the information by September 11th should be given a final reminder in writing, before they are terminated on September 30th.

Once college coursework has been verified, in accordance with the contract, site administrators must compile and post at the site a list of assigned employees in descending order of completed qualified (counting toward baccalaureate degree and teacher credential) college units, noting opposite each employee their District date of hire seniority date. See **(Attachment #2)** for further guidelines. Please contact your Senior HR Representative for questions.

21. **REMINDER TO CHECK SCHEDULES OF BUS-RIDING AIDES:** Any adjustments to Special Education bus schedules should have been made and the work schedule of bus-riding aides should have been established. Part of supervising work assignments for these aides is to periodically check their bus pick-up and drop-off times and monitor their time cards for compliance.

22. **VACATION SCHEDULING AND VACATION CAPS**

Classified employees who earn more vacation than can be used during the Winter and Spring Recess should be allowed to schedule vacation during the school year. In addition, it is important for supervisors to identify those Classified employees who are expected to exceed their vacation cap at the end of the year. Your timekeeper and/or approver can access and print a vacation statement to assist with identifying these employees. The vacation statement is available in BTS using the transaction code ZTMRVACBAL.

Once employees have been identified, supervisors should work with employees to schedule vacation time. Scheduling employees' vacation time now will provide the most flexibility and ensure sufficient staffing of schools and offices throughout the school year.

GENERAL INFORMATION:

23. **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 Michael Voigt at (213) 241-8021 or through email Michael.voigt@lausd.net.

24. **STAFF RELATIONS WEBSITE:** Visit the Staff Relations website <<http://achieve.lausd.net/staffrelations>> for important resources, including Contracts, Monthly Updates, District Policies, and important links. To

access, log in using the icon on the top right of the page. Only Administrators will be permitted to view the actual website.

25. **CHILD ABUSE ON-LINE TRAINING:** The Child Abuse On-line training must be completed by ALL staff ***no later than September 30, 2015.*** 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.
26. **NO STAFF MEETINGS ON ELECTION DAY, November 3rd: Per Bulletin 1704.0:** You are to ensure that employees are not hindered from being able to reach their respective polling locations and that no faculty meetings should be held on Election Day. Any banked time events should be held as planned. Other mandatory or permissive after-school activities involving staff should not be scheduled on Election Day.
27. **ADMINISTRATORS RECEIVING UNION CORRESPONDENCE:** If you receive direct correspondence of any kind from one of the unions, please do not respond to the letter. Contact your Staff Relations Field Director or Senior HR Representative as soon as possible for the next steps.
28. **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 the Board Rule.

“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.”

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

Staff Relations Telephone Numbers & Email Addresses

General Number: (213) 241-6056 Fax: (213) 241-8405

Office Staff		
Dr. Kristen Murphy	Administrator, AALA	(213) 241-6056
Vacant	Field Director	(213) 241-xxxx
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
Vacant	Sr. HR Representative	(213) 241-xxxx
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)
- ✓ Acceptable Use Policy (AUP) for District Computers and Network Systems (BUL 998.8)
- ✓ 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-3349.0)
- ✓ Social Media Policy for Employees and Associated Persons (BUL-5668.0)

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).

COLLEGE COURSE REQUIREMENTS FOR TAs

**References: Unit F Collective Bargaining Agreement
(On-line at LAUSD web site, under Offices, then Union Contracts)**

TA's Responsibility:

- Degree-track: Complete 12 qualifying college semester units annually (Commenced & successfully completed within school year July 1 – June 30)
Article VIII, Section 2.1

Or

Non-degree track: Maintain continuous enrollment in a college course at all times during the school year (Aug. – June) Course units 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.

Article VIII, Section 3.1

- Submit documentation at the beginning of each semester, but no later than each September 30 and March 31:
 1. Form 503-103 completed by the college/university and the employee as evidence of enrollment for current semester/quarter
Or other acceptable evidence of registration/enrollment
AND
 2. Evidence of completion of courses (e.g. transcript) from the previous semester/quarter

Administrator's Responsibility:

- Advise TAs at the beginning of each semester (i.e., in August and January) of the September/March deadlines and enforce deadlines.
- Keep completed 503-103 forms or other verification of enrollment and completion of units on file at school.
- Track completion of the qualifying units or course requirements.
- Track total # of units completed by each TA.
- Annually post TA Seniority list with the number of qualifying college units for each TA. Article X, Section 2.

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

NAME _____ EMPLOYEE NUMBER _____ # OF YEARS TEACHING _____

STATUS (R1, B2, ETC.) _____

DATE INITIAL 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 _____

BOTH "MEETS STANDARDS" AND A BELOW STANDARDS" EVALUATION CAN BE GRIEVED IF THERE IS "SIGNIFICANT DISPARITY" BETWEEN THE RATING AND THE NEGATIVE COMMENTS.

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 _____

INFORM TEACHERS RECEIVING A BELOW STANDARD EVALUATION THAT THEY WILL BE EVALUATED NEXT YEAR.

**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).