

INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
Staff Relations

TO: Principals Administrators

DATE: December 1, 2014

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

SUBJECT: STAFF RELATIONS DECEMBER 2014 MONTHLY UPDATES & REMINDERS

IMPORTANT DATES:

December 22, 2014 through January 9, 2015
December 26, 29, and 30, 2014

Winter Recess
District-wide Winter Shutdown

GENERAL INFORMATION:

1. 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 (213) 241- 7600.

CERTIFICATED INFORMATION:

2. PROBATIONARY TEACHERS

The communication you received from Human Resources regarding the Affirmative Decision process for Probationary teachers and other non-permanent employees, indicated that, as last year, the **Affirmative Decision Roster** for your school is available online through the Certificated Performance Evaluation System (CPES) portal via the regular login process at: <https://stulls.lausd.net/stulls/index.jsp> and once logged-in, you can click on the link labeled **Prob. Teachers**.

3. NON-REELECTION PROCESS FOR PROBATIONARY 2 TEACHERS (OR EQUIVALENT)

The Board of Education must approve or deny the recommendation for non-re-election prior to March 15, 2015. All principals and certificated administrators will be required to decide if they will provide "Affirmative Endorsement" to the probationary and provisional certificated employees assigned to their site. On a form provided by the Human Resource Division, and/or accessed online through the Certificated Performance Evaluation System (CPES) portal , Principals and Educational Service Center Superintendent Designee will either endorse the employee allowing them to progress to the next level or status or not re-elect the employee from employment of current assignment. Endorsement decisions for Probationary 2 employees are to be submitted to the ESC Instructional Director on **Friday, December 5, 2014**. Endorsement decisions for Probationary 1 and Provisional employees are to be submitted to the ESC Instructional Director on **March 6, 2015**.

4. MID-YEAR WARNING

Employees who will be receiving an Overall Below Standard Evaluation and/or Notice of Unsatisfactory Service should be given notice mid-year via a Conference Memo following a classroom observation (best practice is that this should happen by the end of December). Administrators are not only to provide written recommendations and assistance for improvement, but must also give warning as to the consequences of failure to improve. Such notice is to be given with sufficient time for employee to implement the assistance provided.

CLASSIFIED INFORMATION:

5. WINTER SHUTDOWN

Please ensure that classified staff is properly time-reported for vacation during the winter recess/shutdown period. There are some exceptions depending on your school calendar and the classification and assignment basis of the employee. (Refer to your payroll calendars). For more information please refer to Mem-6415.0, dated November 17, 2014 titled “*2014-2015 Winter Recess and District Shutdown Days*”.

Teacher Assistants (Unit F) are not entitled to work during any of the winter shutdown period, nor do they receive vacation pay. They are entitled to “paid non-work time” during the shutdown by notifying the SAA of their desire to receive such.

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

Probationary Teacher Frequently Asked Questions (FAQ's)

I cannot log in CPES, how can I get a copy of my roster?

The Workforce Data Unit will send you a copy of your roster.

- Call Inocencia Cordova: (213)241-5632 or email at Inocencia.cordova@lausd.net

I have questions regarding the status of teachers in my roster

- Please contact you ESC specialist

NORTH	Elizabeth Harker	(213) 241-4950	elizabeth.harker@lausd.net
	Miguel Garza	(213) 241-6102	miguel.garza@lausd.net
	Wing Fung	(213) 241-6357	wing.fung@lausd.net

SOUTH	Vanesha Davis	(213) 241-2091	vkd8753@lausd.net
	Wade Hayashida	(213) 241-4550	wade.hayashida@lausd.net

EAST	Rachel Saldana	(213) 241-4193	rls5446@lausd.net
	Carlos Madrigal	(213) 241-4580	carlos.madrigal@lausd.net

WEST	Karen Castro	(213) 241-5436	karen.castro@lausd.net
	Brig Tratar	(213) 241-4547	brig.tratar@lausd.net
	Wing Fung	(213) 241-6357	wing.fung@lausd.net

ISIC	William Masis	(213) 241-4552	william.masis@lausd.net
	Karol Mills-Marbury	(213) 241-6384	karol.marbury@lausd.net
	Edward Salazar	(213) 241-6328	exs3827@lausd.net

SPECIAL ED & ITINERANTS	Carol Shimizu	(213) 241-2505	cms6440@lausd.net
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SUPPORT SERVICES	Vanessa Franklin	(213) 241-6923	vanessa.franklin@lausd.net
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EARLY CHILDHOOD	Felicia Torrence	(213)241-2404	Ftorrenc@lausd.net
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ADULT EDUCATION	Alonzo Cienfuegos	(213)241-4898	Alonzo.cienfuegos@lausd.net
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I am a Principal and I have signed my roster. Where do I send it?

- Meet with your Instructional Director for input and concurring signature. The Instructional Director/Principal will submit the roster to their Staff Relations

I am an Instructional Director and I have signed the roster. Where do I send it?

- **Ensure both signatures are on the roster.**
- Submit the roster to Staff Relations
- You may scan the signed roster and fax/email a copy to

Staff Relations Contact person:

Arlene Lyew-teba

Phone: (213)241-6056

Fax: (213) 241-8405

Email: Arlene.lyew-teba@lausd.net

I believe I have employees who should be in the Non-Perm roster, should I add them?

No, your decision is based on the employee's status. Please contact the appropriate HR office below. HR will research the status of the employee and, if needed, will provide you with an updated roster.

- Felicia Torrence, Specialist, Early Childhood Education
Teachers Phone: 213-241-2404

Email: Ftorrenc@lausd.net

- Alonzo Cienfuegos, Coordinator, Adult Education
Teachers Phone: 213-241-4898

Email: Alonzo.cienfuegos@lausd.net

- Leanne Hannah, Assistant Director, Certificated Human Resources,
K-12 Teachers Phone: 213-241-2538

Email: Leanne.hannah@lausd.net

- Maria Salazar, Assistant Director, Certificated Human Resources,
K-12 Teachers Phone: 213-241-5103

Email: Maria.salazar@lausd.net

Staff Telephone Numbers & Email Addresses

Central Staff		
Lydia Acosta Stephens	AALA Members	(213) 241-6056
Lorri Gossett	Sr. HR Representative	(213) 241-6864
ESC North		
Andres Chait	Field Director	(818) 654-3619
Dr. Madeline Latham Wilson	Field Director	(818) 654-3641
Sarah Houston	Sr. HR Representative	(213) 241-8240
ESC South		
Frances Baez	Field Director	(310) 354-3419
Juan Alfayate	Field Director	(310) 354-3472
Cathy Kelly	Sr. HR Representative	(213) 241-8248
ESC East		
Dr. Kristen Murphy	Field Director	(323) 224-3353
Isa Martinez	Field Director	(323) 224-3120
Terri Lyons	Sr. HR Representative	(213) 241-2563
ESC West		
Susana Cuevas	Field Director	(310) 914-2150
Brenda Olortegui	Field Director	(310) 914-2153
Lena Karachun	Sr. HR Representative	(213) 241-8242
ISIC		
Veronica Moscoso	Field Director	(213) 241-8257
Dr. Maribel Luna	Field Director	(213) 241-8243
Stacey Smith	Sr. HR Representative	(213) 241-8227