

INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
STAFF RELATIONS

TO: Principals and Administrators **DATE:** December 1, 2015

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

SUBJECT: DECEMBER 2015 - UPDATES & REMINDERS

IMPORTANT DATES:

December 7, 2015: Deadline for Principals and Supervising Administrators to submit endorsement decisions for Probationary 2 employees to Local District Directors.

December 10, 2015: Deadline for Directors to submit Probationary 2 endorsement decisions to Staff Relations.

December 21, 2015 through January 8, 2016: Winter Recess – Schools Closed

December 28, 29, and 30, 2015: 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

In early November, you should have received an Affirmative Decision roster of your Probationary 2 teachers. If you have not received the roster, please contact Inocencia Cordova at (213)241-5632 or via email at inocencia.cordova@lausd.net. You will receive a similar roster for your Probationary 1 employees in February 2016.

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

The Board of Education must approve or deny the recommendation for non-reelection for Probationary 2 employees prior to March 15, 2016. 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, Principals, Supervising Administrators, and Local District Superintendent Designee(s) will either endorse the employee allowing them to progress to the next level or status or non-reelect the employee from employment of current assignment. Endorsement decisions for Probationary 2 employees are to be submitted to the Local District Directors on **Friday, December 7, 2015**. Endorsement decisions for Probationary 1 and Provisional employees are to be submitted to the Local

District Directors on or before **March 4, 2016**.

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-6608.0](#), dated November 13, 2015 titled *"2015-2016 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.

Degree Track Teacher Assistants accrue .0445 hours of "paid non-work time" for each hour of paid Teacher Assistant service. Non-Degree Track Teacher Assistants accrue .167 hours of "paid non-work time" for each hour of paid Teacher Assistant service. Accrual excludes hours for which overtime premium is paid. (Unit F, Article XIII, Section 17.0)

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

ATTACHMENT #1

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 your Local District Personnel Specialist

NORTHWEST	Miguel Garza	(213) 241-6102	miguel.garza@lausd.net
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NORTHEAST	William Masis	(213) 241-4552	william.masis@lausd.net
	Debra Dillard	(213) 241-4950	debra.dillard@lausd.net

SOUTH	Darvina Bradley	(213) 241-2091	darvina.bradley@lausd.net
	Wade Hayashida	(213) 241-4550	wade.hayashida@lausd.net

EAST	Rachel Saldana	(213) 241-4193	rls5446@lausd.net
	Edward Salazar	(213) 241-4580	exs3827@lausd.net

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

CENTRAL	Wing Fung	(213) 241-6357	wing.fung@lausd.net
	Carlos Madrigal	(213) 241-4580	carlos.madrigal@lausd.net

INVESTMENT/ PARTNERSHIP/ PILOT	Karol Mills-Marbury	(213) 241-6384	karol.marbury@lausd.net
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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 Director for input and concurring signature. The Director will submit the roster to Staff Relations

I am a 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 on 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

2015 - 2016 STAFF RELATIONS
FIELD DIRECTOR and SR HR REP ASSIGNMENTS 2015 - 2016
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	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 Rep	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
Interim Sr. HR Rep	David Palmer - 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	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
Interim Sr. HR Rep	Gossett, Lorri	213-241-6864	lorri.gossett@lausd.net

DIVISION OF ADULT & CAREER EDUCATION

Interim Field Director	Gamboa, John	213-241-3725	john.gamboa@lausd.net
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