

INTER-OFFICE CORRESPONDENCE

LOS ANGELES UNIFIED SCHOOL DISTRICT
STAFF RELATIONS

TO: Principals and Administrators

DATE: October 1, 2014

FROM: Leticia Figueroa, Staff Relations Director

SUBJECT: STAFF RELATIONS OCTOBER 2014 MONTHLY UPDATES & REMINDERS

IMPORTANT DATES:

October 31, 2014 Deadline for verifying that Teacher Assistants are enrolled in and successfully completing college coursework (see Item #1 under Classified)

CERTIFICATED INFORMATION:

1. **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, 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 will be submitted mid-November (dates to follow). Endorsement decisions for Probationary 1 and Provisional employees will be submitted mid-January dates to follow).

2. **CHILD ABUSE—DAY TO DAY SUBSTITUTES**

Do not reference in a conference memo or in a Certificated Day-to-Day Substitute Teacher Report (Inadequate Service Report) the fact that you have filed a child abuse report. All Child Abuse Reports must remain **confidential** and are not to be disclosed.

3. **CHAPTER CHAIR ANNOUNCEMENTS AT FACULTY MEETINGS**

The Chapter Chair shall have the right to make appropriate brief announcements within the first 45 minutes of faculty meetings. (**LAUSD/UTLA CBA, Article IV, Section 8.0-i**)

4. **ACCESS AND RESPONSE TO CRITICAL MATERIAL IN PERSONNEL FILE – TEACHERS**

When the District receives a letter or other written material from a member of the public critical of a teacher's performance or character, the matter shall first be investigated. Except under compelling circumstances, the UTLA represented employee shall be given a copy within 30 days of the District's receipt of the document. The document shall not be either placed in the personnel file or retained by the District unless it is reasonably determined that the allegations have some substance or plausibility. If the

document is either retained or placed in the employee's personnel file, the employee shall be given a reasonable opportunity to attach a reply. If the document came from within District personnel, an investigation may not be necessary or appropriate but all the aforementioned protections, including the notice to the employee shall be applicable. **(LAUSD/UTLA CBA, Article X, Section 9.0)**

5. TEACHER GROWTH AND DEVELOPMENT CYCLE (TGDC)

All teachers of K-12 students, including Special Education Resource teachers and Special Day Program teachers, will be evaluated using the LAUSD Teacher Growth and Development Cycle (TGDC) BUL-5335.3 Performance Evaluation for UTLA Bargaining Unit Personnel. Starting the 2014-2015 school year, Early Education general education teachers and SRLDP teachers will also be evaluated using the Teacher Growth and Development Cycle. All other certificated teacher positions (Early Education special education teachers, State Pre-school teachers, 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 2014- 2015 school year. All positions, regardless of evaluation content/format will continue to be evaluated under Article X provisions. Any questions related to the TGDC process should be directed to Education Service Center Teaching and Learning Coordinator.

Teachers who received a BSE in previous year, needs to Improve (NI), and /or had 13+ days absence must be evaluated. The following non- permanent and qualifying personnel shall be evaluated at least once each school year: Probationary (B1,B2), District Intern (G1, G2), University Intern (F1, F2), Temporary Contract personnel (K1), Qualifying Personnel (Q1, Q2) and Provisional (V1). Therefore, it is *essential* that you *immediately notify your Staff Relations Field Director* if you are considering issuing a Below Standard Stull Evaluation to any probationary teacher.

6. MID-YEAR WARNING (Reminder)

Employees who may receive an Overall **Below Standard Evaluation** should be given notice mid-year. Administrators are not only to provide written recommendations and assistance for improvement, but should also give warning as to the consequences of failure to improve. Such notice is to be given with sufficient time for the employee to implement the assistance provided. See Attachment #2, Administrative Task Calendar.

7. SUBSTITUTE TEACHER EVALUATIONS

Substitute teachers who are continuously assigned to the same location for more than 20 days shall be evaluated not less than once each semester on Form 1022. **(LAUSD/UTLA CBA, Article X, Section 8.0)**

8. **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**. The site administrator may issue for cause, a notice of inadequate service to a day-to-day substitute. Such notice shall be issued within ten 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 issuance of such a notice, the site administrator shall make a reasonable effort to contact and confer with the substitute regarding the allegations. 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. (**LAUSD/UTLA CBA, Article X, 7.0**).

9. **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:

10. **TEACHER ASSISTANTS: RELEASE OF TAs WHO FAILED TO VERIFY ENROLLMENT OR SUCCESSFUL COMPLETION OF UNITS**

By now your Teacher Assistants should have submitted to you verification of their current enrollment in college coursework as well as verification of successful passage of coursework from the spring semester. Those who have not verified their current enrollment and/or successful passage of college coursework from the spring semester should be released from service. TAs who have not met their contractual obligation should be notified of their release in writing. Please contact your Sr. HR Representative for assistance with this process.

11. **TEACHER ASSISTANT POSITIONS RECENTLY CLOSED DUE TO BUDGET CUTS**

If you recently closed positions and laid off Teacher Assistants, don't forget that TAs who had more than one year of service are entitled to reemployment if you are able to add back a TA. Positions should be offered in reverse order of the layoff.

12. **TEACHER ASSISTANTS WITH A DEGREE**

If you have teacher assistants that have completed the requirements for a Bachelor's degree and a teaching credential, they may remain on the degree track provided they meet the minimum non-degree track course requirements and also participate in CBEST preparation classes. If the CBEST class is a college course, it shall satisfy the course requirement for that employee. If they have completed CBEST, they shall remain on the degree track provided they continue to meet the non-degree track requirements.

13. TEACHER ASSISTANT COLLEGE UNIT POSTING REQUIREMENT (Unit F Contract Article X Section 2.1)

During the first month of each school year (may vary depending upon school's calendar), the site administrator (or designee) shall 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. (District data processing will supply each employee's hire date based on most recent hire; if an employee wishes to relate back to an earlier hire date, the employee has the burden of demonstrating same to the satisfaction of the current administrator, and prior service as an Education Aide, Teacher Assistant and/or Instructional Aide can be included if there was no break in service between employment in the classifications.)

14. NEW TRAINING AVAILABLE FOR SUPERVISORS OF CLASSIFIED EMPLOYEES

Staff Relations Senior Human Resources Representatives are now teaching courses through Organizational Excellence. The classes are titled, "The Evaluation Process for Classified Employees" and "The Discipline Process for Classified Employees". Supervisors of classified staff may enroll in either of these classes through the Learning Zone. To register, visit the Learning Zone at <http://lz.lausd.net>. Search by **Class Offerings** and then a **Keyword** from the titles above. **We encourage any of your staff that manages or reviews classified employees to attend these two informative training sessions.**

GENERAL INFORMATION:

15. STAFF RELATIONS ASSISTANCE

This office serves as a resource to administrators on matters of evaluation, discipline and contract interpretation. Teachers and classified employees should be referred to their respective unions for assistance. Administrators should not consult with the unions for advice: They should contact their Field Director or Senior Human Resources Representative with questions.

16. NO STAFF MEETINGS ON ELECTION DAY-Per Bulletin 1704.1

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.

17. EXTENDED LEAVES OF ABSENCE (WORKERS COMP OR ILLNESS)

Employees allowed to remain on a long-term leave, and are then reported for pay without administrative monitoring continues to be a problem. **It is the responsibility of the school site administrator to follow up on all leaves.** For Workers' Compensation coverage, you should be in contact with the Claims Adjuster at Sedgwick to stay apprised of the employee's status and return date. If you need additional assistance with any particular employee, a current claim, or return to work procedures, contact Linda Cass, LAUSD Office of Risk Management, at (213) 241-3839. For employees absent due to illness for longer than twenty (20) days, formal Leave of Absence forms and other documentation must be submitted. Employees who have not submitted required leave documents should not be time-reported after twenty days of absence. The Leave of Absence Packet on the Personnel Commission web site (found under Forms) is very informative.

18. EMPLOYEES RETURNING TO WORK AFTER EXTENDED LEAVES OF ABSENCE (WORKERS' COMP OR ILLNESS)

Should you have any questions or concerns regarding employees returning to work after an extended leave or illness absence or that report to work with restrictions, contact your Senior Human Resources Representative or the Office of Risk Management, Integrated Disability Management at (213) 241-3138.

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).

**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).

**STAFF RELATIONS
TEACHER EVALUATION CHECKLIST
2014 – 2015**

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 , 2014 | August , 2014 | August , 2014 | 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 _____

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

**STAFF RELATIONS
ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS
2014-2015**

AALA REPRESENTED EMPLOYEES

	I* Distribute Initial Planning Sheet	II* Return Initial Planning Sheet	III* Initial Planning Conference	IV** Evaluations Issuance Deadline
Basis A	07/01/14	08/08/14	08/22/14	05/08/15
Basis E	07/17/14	08/15/14	09/05/14	05/08/15
Basis B	07/28/14	08/22/14	09/12/14	05/08/15

UTLA REPRESENTED EMPLOYEES

	I* Access Initial Planning Sheet	II* Submit Initial Planning Sheet	III* Initial Planning Conference	IV** Evaluations Issuance Deadline
Basis A	07/01/14	08/08/14	08/22/14	05/27/15
Single Track	08/11/14	09/19/14	10/17/14	05/04/15

FOUR TRACK

Track A	08/14/14	09/26/14	10/10/14	05/22/15
Track B	07/01/14	08/08/14	08/22/14	05/22/15
Track C	07/01/14	08/08/14	10/03/14	05/22/15
Track D	07/01/14	08/08/14	08/22/14	04/03/15

***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, 2015 - May 10 is a Sunday (Article VII, Section 4)

Staff Telephone Numbers & Email Addresses

Central Staff		
Lydia Acosta Stephens	AAALA Members	(213) 241-6056
Lorri Gossett	Sr. HR Representative	(213) 241-6864
Cathy Kelly	Sr. HR Representative	(213) 241-8248
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
Maria Romero	Sr. HR Representative	(213) 241-6896
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		
Paula Meichtry	Interim 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