

INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Staff Relations

TO: Principals and Administrators

DATE: September 2014

FROM: Leticia Figueroa, Staff Relations Field Director

SUBJECT: STAFF RELATIONS SEPTEMBER 2014 UPDATES & REMINDERS

IMPORTANT DATES:

September 2014 Check for Teacher Assistants' college enrollment (**See Attachment 2**)
September 2014 Collect/Review Initial Planning Sheets, Single Track Teachers and 90/30 Track A Teachers
(**See Attachments 3 and 4**)

CERTIFICATED INFORMATION:

1. **STATUS OF TEACHERS** - If you have any questions regarding the status of any certificated staff member, contact your Personnel Specialist as soon as possible.
2. **2014-2015 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 12, 2014. 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).
3. **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 **Consent to do so may be withdrawn by either party.** Withdrawing party shall provide written notice of withdrawal, giving reason or cause.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**)
4. **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 2014-15 school year, please contact your Staff Relations Field Director ASAP and adhere to the following evaluation issuance timeline and issue the final evaluation no later than:
 - 90/30 Track A – December 19, 2014
 - Single Track, 90/30 Tracks B, C & D – January 16, 2015

5. **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 #2 for timelines.
6. **TEACHER GROWTH AND DEVELOPMENT CYCLE (TGDC):** All teachers of K-12 and Early Education students, including Special Education Resource teachers and Special Day Program teachers, will be evaluated using the LAUSD Teacher Growth and Development Cycle (TGDC). Other certificated teacher positions (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; 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 TGDC process should be directed to Education Service Center Teaching and Learning Coordinator.
7. **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)**
8. **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 up to two (2) days in paid status as preparation time for the assignment. **(Article IX-A, Section 2.0 (a))**
9. **PEER ASSISTANCE AND REVIEW:** The Peer Assistance & Review (PAR) Program provides service to referred teachers, non-permanent teachers, and teachers who volunteer to participate. If you have a teacher who received a Below Standard Evaluation for the 2013-2014 school year, s/he will be considered a referred teacher with mandatory participation in the PAR Program. For more information, visit the website at www.lausd.net, on the red bar click on "**Offices,**" then click on "**Peer Assistance & Review.**" You may also contact the program coordinator, **Marsha Oh-Bilodeau, at (213) 241-5501.**
10. **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)**

11. **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)**
12. **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 use the class phone & how to contact the office in case of emergency). **(Article XIX, Section 10.0)**
13. **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, upon request of the substitute, a meeting will be held to discuss the allegations. Ensure that you make a reasonable effort to contact and confer with the substitute regarding the allegations or concerns. **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)**
14. **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:

15. **BEGINNING OF THE YEAR REMINDERS FOR CLASSIFIED AIDES:** During the first week of school, 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 the agenda and sign in sheet for this and future meetings as documentation that employees have received the information.
16. **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.

17. **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 in a position if you are able to add back a TA position. Positions should be offered in reverse order of the layoff. Please contact your Senior HR Representative for questions.

18. **TEACHER ASSISTANTS – VERIFICATION OF ENROLLMENT IN COLLEGE:** This is the bi-annual reminder to check that your Teacher Assistants are continuously enrolling in and successfully passing college coursework. They should be submitting verification of enrollment in the current semester/quarter, as well as confirmation of units completed last year. TAs should have already been reminded verbally.

Those who do not submit the information by September 12th should be given a final reminder in writing, before they are terminated on September 30th. See **(Attachment #2)** for further guidelines. Please contact your Senior HR Representative for questions.

19. **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.

GENERAL INFORMATION:

20. **CHILD ABUSE ON-LINE TRAINING:** The on-line Child Abuse training must be completed by ALL staff **no later than September 30, 2014**. 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.

21. **NO STAFF MEETINGS ON ELECTION DAY, NOVEMBER 4, 2014: 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.

22. **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.

23. **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 the Field Director assigned to your ESC regarding UTLA, or Sr. 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)
- ✓ BUL-5167.0 - LAUSD Code of Conduct with Students (7/1/2010)
- ✓ BUL-4748.0 - Ethics Policies (5/18/2009)
- ✓ BUL-999.8 - Acceptable Use Policy (AUP) for District Computers and Network Systems (6/18/2013)
- ✓ BUL-5212.1 - Bullying and Hazing Policy (Student to Student and Student to Adult) (9/17/2012)
- ✓ BUL-1347.2 - Child Abuse and Neglect Reporting Requirements (7/1/2011)
- ✓ BUL-1205.1 - Family and Medical Leave Act/California Family Rights Act Policy (5/21/2012)
- ✓ BUL-1893.1 - Sexual Harassment Policy (Employee to Employee) (10/11/2005)
- ✓ BUL-3349.1 - Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult) (8/6/2014)
- ✓ BUL-5668.0 - Social Media Policy for Employees and Associated Persons (2/1/2012)

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/enrollmentAND
 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 2.1)

**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*	II*	III*	IV**
	Distribute Initial Planning Sheet	Return Initial Planning Sheet	Initial Planning Conference	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*	II*	III*	IV**
	Access Initial Planning Sheet	Submit Initial Planning Sheet	Initial Planning Conference	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	10/03/14	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
Sharon Oh	Interim 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 Moscoco	Field Director	(213) 241-8257
Dr. Maribel Luna	Field Director	(213) 241-8243
Stacey Smith	Sr. HR Representative	(213) 241-8227