

INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
STAFF RELATIONS

CONFIDENTIAL

TO: Principals and Administrators

DATE: September 2016

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

SUBJECT: **SEPTEMBER 2016 STAFF RELATIONS UPDATE & REMINDERS**

IMPORTANT DATES:

September 9, 2016	Final date to establish objectives for UTLA-represented employees on B-basis Option 4, Option 6 and GB_08SPE calendars
September 16, 2016	Final date to establish objectives for UTLA-represented employees on B-basis Option 7 and GB_06SPE calendars
September 16, 2016	Check for Teacher Assistants' college enrollment
September 16, 2016	Final date to hold initial planning conference for AALA-represented employees on E-basis
September 23, 2016	Final date to hold initial planning conferences for AALA-represented employees on B-basis
October 7, 2016	Final date to establish objectives for UTLA-represented C-basis employees and four-track employees on tracks A and C.

CERTIFICATED INFORMATION:

1. **2016-2017 CERTIFICATED EVALUATIONS:** As per the newly-ratified UTLA-LAUSD agreement, all evaluation timelines are fixed. Before the school year starts, determine the evaluation status of current employees. If they are to be evaluated, certificated employees should be notified on the first day of their basis, but **no later than the last work day of the fifth week of school, September 16, 2016.** The list will be revised as new hires are added to your roster. Employees newly assigned to your school through the eighth week of school are to be notified that they are to be evaluated within ten (10) work days of reporting to the school. All non-permanent certificated employees (Probationary, Interns, Provisional, and Temporary Contract) are to be evaluated annually. Permanent teachers must be evaluated in accordance with the language in **Article X, Section 3.0 (a-c)** of the LAUSD/UTLA Agreement (see next item).
2. **EVALUATION OF PERMANENT TEACHERS WITH 10 YEARS OR MORE WITH THE DISTRICT:** Please note that according to the Contract, for permanent teachers with ten (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 **Consent to do so may be withdrawn by either party.** Withdrawing party shall provide written notice of withdrawal, giving reason or cause.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**)

3. **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. The newly ratified agreement with UTLA requires that the employee's objectives be established **no later than the last work day of the 8th week of school, October 7, 2016** (traditional calendar). For teachers newly assigned up to ten (10) days prior to norm day, the date can be extended to November 4, 2016 (traditional calendar). 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.
4. **FORMAL OBSERVATIONS:** UTLA-represented employees being evaluated shall receive one formal observation during the academic year, **no later than the last work day of the sixth week of the second semester – February 17, 2017** (traditional calendar). The observation shall be followed by a post-observation conference. The post-observation conference shall occur **no later than ten (10) work days after the formal observation.** (**Article X, Section 5.0(a)**) See attachment # 2 for timelines.
5. **STATUS OF TEACHERS** - If you have any questions regarding the status of any certificated staff member, contact your Personnel Specialist as soon as possible.
6. **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. The 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 The 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.**
7. **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 2016-2017 school year, continue to ensure that the employee is closely monitored and is notified of the concerns 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.
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. **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

10. **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**)

11. **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).

12. **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 member of another bargaining unit.** 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**)

13. **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.

14. **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**)

CLASSIFIED INFORMATION:

1. **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 #2**). 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.
2. **BUS RIDING AIDES**
Special Education Trainees/Assistants and Health Care Assistants assigned to ride the bus with Special Education students should be instructed to notify the appropriate administrator immediately if, due to bus schedule, they worked less than or more than their scheduled hours. This will allow for adjustments of the bus schedule to minimize unscheduled overtime. Additionally, administrators should monitor time cards to determine if employees are working their scheduled work hours.
3. **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 (Spec Ed Assts, Campus Aides, Instr Aides) or F (Teacher Assts):**

Rest periods cannot lengthen lunch period or shorten work day.

****Unit D (clerical staff except SAA, Library Aides):**

Rest periods may be combined with lunch period by mutual agreement with the supervisor.

4. **TEACHER ASSISTANTS – VERIFICATION OF ENROLLMENT IN COLLEGE COURSES**
As you are aware, Teacher Assistants play a crucial role in providing instructional support to our students. There are District and contractual requirements to maintain eligibility as a Degree Track or Non Degree Track Teacher Assistant. In order to verify compliance with Article VIII of the Unit F contract (Teacher Assistants), the District requires the following:

For Degree Track Teacher Assistants:

1. Maintain continuous enrollment in college courses.
2. Successfully complete 12 qualifying college semester/quarter units each school year (July 1-June 30).
3. Submit acceptable evidence of enrollment at the beginning of each semester/quarter.
4. Submit a certified transcript or valid certificate from the college verifying completed courses from the previous semester/quarter

For Non Degree Track Teacher Assistant:

1. Maintain continuous enrollment in and successfully complete college courses directly related to the employee's service to the District. These courses must be for the purpose of increasing the employee's knowledge, understanding and skills related to the employee's employment by the District.
2. Submit acceptable evidence of enrollment at the beginning of each semester/quarter.

3. Submit a certified transcript or valid certificate from the college verifying completed courses from the previous semester/quarter.

As site administrators, you play an important role in ensuring that all Teacher Assistants are compliant with these requirements. Below are steps to take when verifying the eligibility of Teacher Assistants:

1. Inform all Teacher Assistants that they must submit acceptable evidence of enrollment in qualifying college course(s) and provide a due date for submission. (This should be done at the beginning of the school year (August) and the beginning of the second semester (January)).
2. Review the documentation submitted by the Teacher Assistants to ensure compliance with contractual requirements regarding current enrollment and passage/completion of required units (stated above).
3. Contact your Senior Human Resources Representative in Staff Relations for guidance with Teacher Assistants who fail to meet the contractual requirements.
4. Those who do not submit the required information by September 16th should be given a final reminder in writing before they are terminated on September 30th.

5. **TEACHER ASSISTANTS SENIORITY LIST:** Additionally, in accordance with Article X of the Unit F contract, site administrators are required to compile and post a list of all assigned Teacher Assistants. The list is compiled as follows:

1. Review certified transcripts of all Teacher Assistants assigned to your site. (Received as a part of the verification of eligibility noted above).
2. Prepare a list, in descending order, of completed qualified college units.
3. Run report "HR085 TA Seniority", to obtain each Teacher Assistants' District date of hire seniority date and note it, opposite each employee, on the list.

Please refer to Attachment 3, which includes an example explaining how to compile the Teacher Assistant Seniority list.

6. **ADDITIONAL TEACHER ASSISTANT LAY-OFF:** If your school will need to close additional Teacher Assistant positions due to Budget cuts, please remember that Teacher Assistant lay-offs are handled at the school site and guided by Article X of the Unit F contract. The lay-off order is determined by the Teacher Assistant seniority list compiled in accordance with the instructions above. If you have questions, please contact your Senior Human Resources Representative.

7. **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:

- 1. 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, please contact your Staff Relations Field Director.
- 2. 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.”

- 3. 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.
- 4. CHILD ABUSE ON-LINE TRAINING:** The Child Abuse On-line training must be completed by ALL staff *no later than September 30, 2016*. 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.
- 5. NO STAFF MEETINGS ON ELECTION DAY, November 8th 2016: 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.
- 6. 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.

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 Human Resources Representative for Unit D (clerical staff) and for Units B, F, G and S (paraprofessional, campus supervision employees, and the SAA).

**STAFF RELATIONS
ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS
2016-2017**

AAALA REPRESENTED EMPLOYEES

	I Distribute Initial Planning Sheet	II Return Initial Planning Sheet	III Initial Planning Conference	IV** Evaluations Issuance Deadline
Basis A	07/01/16	08/12/16	08/26/16	05/10/17
Basis E	07/21/16	09/02/16	09/16/16	05/10/17
Basis B	08/01/16	09/09/16	09/23/16	05/10/17

UTLA REPRESENTED EMPLOYEES

	I* Notification of Evaluation	II+ Submit Initial Planning Sheet	III + Establishment of Objectives	IV ++ Formal Observation Deadline	V** Evaluations Issuance Deadline
A Basis	08/05/16	08/12/16	08/26/16	02/10/17	05/31/17
Single Track	09/16/16	09/23/16	10/07/16	02/17/17	05/09/17
B Basis Option 4	08/19/16	08/26/16	09/09/16	02/17/17	05/16/17
B Basis Option 6	08/19/16	08/26/16	09/09/16	02/16/17	05/17/17
B Basis Option 7	08/26/16	09/01/16	09/16/16	02/17/17	05/12/17
B Basis Special Calendar GB_06SPE	08/26/16	09/01/16	09/16/16	02/17/17	05/31/17
B Basis Special Calendar GB_08SPE	08/19/16	08/26/16	09/09/16	02/17/17	05/31/17

	I* Notification of Evaluation	II+ Submit Initial Planning Sheet	III + Establishment of Objectives	IV ++ Formal Observation Deadline	V** Evaluations Issuance Deadline
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FOUR TRACK (BELL HIGH SCHOOL ONLY)

Track A	09/16/16	09/23/16	10/07/16	03/24/17	05/30/17
Track B	08/05/16	08/12/16	08/26/16	02/10/17	05/30/17
Track C	08/05/16	09/30/16	10/07/16	02/10/17	05/30/17
Track D	08/05/16	08/12/16	08/26/16	02/10/17	04/14/17

*** For UTLA-represented employees, notification that they are to be evaluated should be given as soon as possible, but NO LATER than the fall norm day or the last day of the fifth week of school, whichever is earlier. The only exception is for teachers assigned within the ten (10) days preceding norm day, up to the last work day of the eighth week of school, in which case, the notification of evaluation must be given within ten work days of the employee reporting to the school. Employees that report later than the last work day of the eighth week of the fall term, shall not be subject to evaluation that year, unless they are non-permanent or they received a below-standard evaluation in the previous academic year.**

+ For UTLA-Represented Employees, the Establishment of Objectives must be completed by the last work day of the eighth week. For employees newly assigned within ten work days prior to Norm Day, the objectives must be established no later than the last work day of the 12th week of the academic year.

++ For UTLA-Represented Employees, one required, formal observation must be completed by the last work day of the sixth week of the second semester. Within ten (10) days following the formal observation, a post-observation must be held to discuss the observation in terms of the goals established in the initial planning process.

****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, 2017 (Article VII, Section 4).**

**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)
- ✓ Administrative Policy Regarding Falsification of Records (BUL-3723)

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).

ATTACHMENT #3

**2016 - 2017 STAFF RELATIONS
FIELD DIRECTOR & SENIOR HUMAN RESOURCES REPRESENTATIVE ASSIGNMENTS
Tel: (213) 241-6056 Fax: (213) 241-8405
BEAUDRY**

	Name	Extension	EMAIL
Asst. Chief Human Resource Officer	Leticia Figueroa	213-241-6056	lcerv3@lausd.net
Administrator-AALA	Dr. Kristen Murphy	213-241-8233	kristen.murphy@lausd.net
Field Director	Dr. Francisco Serrato	213-241-8243	fserrato@lausd.net
HR-SR Manager	Melinda Le Duff	213-241-8253	melinda.leduff@lausd.net
Sr. HR Representative	Lorri Gossett	213-241-6864	lorri.gossett@lausd.net

LOCAL DISTRICT NORTHWEST

Field Director	Dr. Maribel Luna	818-654-3641	maribel.luna@lausd.net
Shared Field Director	Dr. Jack Foote Mon/Tues	818-654-3619	djf2378@lausd.net
Sr. HR Rep	Sarah Houston	213-241-8240	sarah.houston@lausd.net

LOCAL DISTRICT NORTHEAST

Field Director	Brenda Olortegui	818-252-5435	bolorteg@lausd.net
Shared Field Director	Dr. Jack Foote Wed/Thurs	818-252-5436	djf2378@lausd.net
Sr. HR Rep	Krishna Nunnally	213-241-8242	krishna.nunnally@lausd.net

LOCAL DISTRICT CENTRAL

Field Director	Isaias Martinez	213-241-0184	isaias.martinez@lausd.net
Shared Field Director	Veronica Moscoso Mon/Tues	213-241-8257	vxm6767@lausd.net
Sr. HR Rep	Stacey Smith	213-241 8227	Stacey.smith@lausd.net

LOCAL DISTRICT EAST

Field Director	Susana Cuevas	323-224-3353	scontr6@lausd.net
Shared Field Director	Veronica Moscoso Wed/Thurs	323-224-3120	vxm6767@lausd.net
Sr. HR Rep	Cathy Kelly	213-241-8248	cathy.kelly@lausd.net

LOCAL DISTRICT SOUTH

Field Director	Juan Alfayate	310-354-3419	jalfayat@lausd.net
Shared Field Director	Carlen Powell Wed/Thurs	310-354-3472	carlen.powell@lausd.net
Sr. HR Rep	Terri Lyons Mon at LD	213-241-2563	terri.lyons@lausd.net

LOCAL DISTRICT WEST

Field Director	Eric Maxey	310-914 2153	ejm9800@lausd.net
Shared Field Director	Carlen Powell Mon/Tues	310-914-2150	carlen.powell@lausd.net
Sr. HR Rep	Maria Romero	213-241-6896	maria.romero@lausd.net

DIVISION OF ADULT & CAREER EDUCATION

Field Director(Interim)	Irma Good / John Gamboa	213-241-3725	irma.good@lausd.net john.gamboa@lausd.net
Secretary	Sandra Easley	213-241-3818	sandra.easley@lausd.net