

INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
STAFF RELATIONS

TO: Principals and Administrators

DATE: February 1, 2018

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

SUBJECT: FEBRUARY 2018 - UPDATE AND REMINDERS

IMPORTANT DATES:

March 2, 2018: Deadline for Principals and Supervising Administrators to submit Probationary 1 Affirmative Decisions to Local District Directors and Supervising Administrators

March 9, 2018: Deadline for Directors and Supervising Administrators to submit Probationary 1 Affirmative Decisions to Staff Relations

GENERAL INFORMATION:

1. ABSENCES PRECEDING OR FOLLOWING A VACATON OR HOLIDAY WEEKEND

Consistent staff attendance is extremely important to the integrity of the instructional program and the safety of students. Please be aware that any absences immediately preceding or following a holiday weekend or school vacation will require acceptable verification in order to be paid. As a reminder, employees are not permitted to take unauthorized, unpaid time off. Please call your Staff Relations Field Director or Senior HR Representative for support regarding employee attendance.

2. 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 at (213) 241- 7600.

3. VACATION CAP

It is important that supervisors work with employees to have them take vacation to ensure that employees' vacation balances will not be over their cap. Scheduling employees' vacation time now for the coming months will provide the most flexibility and will ensure sufficient staffing of schools and offices.

Contact your timekeeper and/or approver to find out which employees are over the vacation cap. They can access and print a vacation statement at any time via BTS using the transaction code ZTMRVACBAL.

4. UNION RELEASE TIME FOR EMPLOYEES

The Office of Labor Relations will contact you if the District receives a union's request to release an employee for the purpose of conducting union business. If you receive a request directly from the union or employee, please contact the Office of Labor Relations **at (213) 241-7664**, so they can ensure that all proper steps have been taken.

5. LIBRARY STAFFING

School Principals have the responsibility to ensure that students have access to the school library, that school library materials are appropriately monitored and maintained, and that school libraries are appropriately staffed. The duties of a Library Aide should not be supplanted to volunteers or other staff. Please refer to Bulletin 6040.2 dated August 22, 2016, for specific instructions on library staffing.

6. 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.

7. STAFF RELATIONS REMINDER

Please take a moment to complete our customer service survey and provide us with your feedback. Look for the following icon on your email communication with a representative from Staff Relations then click on the image to complete the survey.



CERTIFICATED INFORMATION:

1. PROBATIONARY 1 TEACHERS:

As a yearly key component, the Superintendent requires that all principals/administrators in collaboration with their supervisors make an "Affirmative Decision" regarding each non-permanent certificated employee. The Affirmative Decision process will determine if a non-permanent certificated staff member will receive permanent/regular status, will be retained in their position for the subsequent year, released from their current position and reassigned to a former class, or will be non-re-elected and released from employment with the District.

The Human Resources Division will be distributing Probationary 1 forms to schools in late January 2018. **Please make sure that after the document is signed, it is sent to the Local District Director or administrative designee for their review and signature by March 2, 2018.** Local District Directors will then submit Probationary 1 forms to the Office of Staff Relations by March 9, 2018. **(See Attachment #1 for Frequently Asked Questions)**

Status of Teacher:

If you have any questions regarding the status of a certificated staff member, contact your Personnel Specialist as soon as possible.

CERTIFICATED FREQUENTLY USED STATUS CODES

SAP EMPLOYEE SUBGROUP CODE	STATUS CODES	STATUS DESCRIPTION
B1	Probationary, 1 st Year	Employee is serving the required probationary period necessary to attain permanent status with the District.
B2	Probationary, 2 nd Year	Employee is serving the required probationary period necessary to attain permanent status with the District.
F1	University Intern, 1 st Year	Employee is completing credential requirements by participating in a University Internship Program.
F2	University Intern, 2 nd Year or More	Employee is completing credential requirements by participating in a University Internship Program.
G1	District Intern, 1 st Year	Employee is teaching under a valid District Intern Certificate.
G2	District Intern, 2 nd Year of More	Employee is teaching under a valid District Intern Certificate.
K1	Temporary Contract	Employee is teaching under a temporary contract of up to one year.

2. MID-YEAR WARNING

Employees who may receive an overall Below Standard Evaluation should be given a mid-year warning notice via a conference memorandum following a classroom observation between December 2017 and February 2018. Administrators are to provide written recommendations and assistance for improvement, and must also give warning as to the consequences of failure to improve. This notice is to be given with sufficient time for employees to implement the assistance provided. See Attachment #2, Administrative Task Calendar, and remember to contact your Staff Relations Field Director if you are working with a teacher or other certificated staff member who may receive a Below Standard Evaluation. **(Article X, Section 5.0)**

3. ASSISTANCE AND GUIDANCE FOR TEACHERS

If you are anticipating that a permanent teacher will be receiving a "Below Standard" evaluation, please contact your Staff Relations Field Director as soon as possible.

4. CONTRACT POOL TEACHER EVALUATIONS

Evaluations **must** be completed for **all** pool teachers assigned to your site. If a pool teacher was transferred to your site, the evaluation should be completed in conjunction with input from the previous school(s). It is critical to issue an evaluation for those probationary pool teachers who will be eligible for permanent status. Call your Staff Relations Field Director if you are unsure about this process. **(Article X, Section 5.0)**

5. SUBSTITUTE TEACHER EVALUATIONS:

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

6. SUBSTITUTE TEACHER – PROFESSIONAL DEVELOPMENT TUESDAYS

Substitute teachers have the right to work a full day on Professional Development Tuesdays. They are expected to be time reported for the same number of hours as the employee for whom they are substituting. Schools are encouraged to include substitutes in staff meetings and professional developments.

7. STULL EVALUATION – OBSERVATIONS, RECORDS, AND ASSISTANCE

Employees being evaluated shall receive one (1) formal Observation during the academic year, no later than the last workday of the sixth week of the second semester, February 16, 2018. The post-observation conference shall occur no later than ten (10) workdays after the formal observation. **(Article X, Section 5.0)**

8. ASSIGNMENT OF CLASSES (MATRIX)

The 2017-2018 “Suggested Time Sequence for Staffing” is attached. You must assess the percentage of permanent and non-permanent teachers at your site in order to equitably spread permanent and non-permanent teachers across tracks and grade levels. Please review the timelines appropriate to your school schedule and begin the necessary preparations. (See Attachment #7) **(Article IX –A)**

9. FULL TIME COORDINATOR SELECTION PROCEDURE

The selection process must be conducted in the Spring semester prior to the preparation of the matrix of classes. If the candidate that the site administrator puts forward for confirmation is not confirmed by a majority vote, the site administrator and chapter chair shall immediately inform the faculty members that the coordinator position is still vacant. If the non-confirmed candidate received 40% - 50% of the votes, that candidate and the other interested candidates may submit statements of interest within 24 hours in a single-track school or 72 hours in a multi-track school. The site administrator and chapter chair shall seek to mutually agree upon the coordinator selection from among those candidates who submitted statements of interest. If no agreement is reached mutually, a two-member team from the District/UTLA Dispute Resolution Panel will resolve the issue. Also, all coordinators are elected for two years – except if it is the first term of the confirmed coordinator. **(Article IX-A)**

10. CONFERENCE MEMOS FOR CERTIFICATED EMPLOYEES

When holding a conference with an employee to discuss his/her conduct, administrators should first consult with their Staff Relations Field Director prior to inviting the employee to the conference. If you intend to issue a conference memorandum to memorialize the conference, include the following when sending the draft conference memo to your Staff Relations Field Director:

- A. Draft conference memo
- B. All evidence from the investigation. Evidence may include written statements, logs, pictures, etc. (Operations Coordinators will assist administrators with the investigation)
- C. The most recent performance evaluation, including signatures and all of its attachments

After holding the conference with the employee and giving them time to respond in writing, send your Staff Relations Field Director a PDF copy of the memorandum that includes the following:

- A. Issuing administrator’s initials by his/her name on the memo
- B. All attachments that were provided to the employee.
- C. Any written response that the employee submits in response to the conference memo
- D. When you send it, in the email, inform your Field Director what discipline, if any, you wish to pursue

CLASSIFIED INFORMATION:

1. 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. The only non-Unit D employee who should perform any clerical duties

on a regular basis is an Ed Aide II. Please make sure paraprofessionals are only performing the duties within their class description. Class descriptions are available on the Personnel Commission's web site.

2. CAMPUS AIDES AND SCHOOL SUPERVISION AIDES

Campus Aides are Classified employees who are represented by SEIU, Local 99 and are part of Unit B (Instructional Aides). Campus Aides with permanent status have the same rights as other Unit B employees with regards to progressive discipline. Campus Aides with restricted status have limited rights, but still follow the guidelines of progressive discipline.

School Supervision Aides are Classified employees who are also represented by SEIU, Local 99, however, these employees are part of Unit G (Playground Aides). School Supervision Aides are temporary employees and do not have due process rights.

For specific questions regarding evaluation and discipline processes for Campus Aides and/or School Supervision Aides, please contact your Sr. HR Representative.

3. TEACHER ASSISTANTS – VERIFICATION OF ENROLLMENT IN COLLEGE COURSES

A Teacher Assistant Portal has been created for the purposes of logging and tracking the contractual requirements needed for this position (please see below). At the beginning of the Fall and Spring terms, Teacher Assistants will log in to provide proof of enrollment (i.e. class schedule, enrollment verification, etc) for all courses enrolled. At the end of each term, they will log back in to indicate which courses were successfully completed and provide verification through transcripts or grade reports.

Teacher Assistants will be sent an email to their LAUSD email account requesting them to register their course enrollment for the Fall 2017 and Spring 2018 semesters. In addition, any courses already successfully completed for the Fall 2017 semester will need to be verified with uploaded documentation. Final certification of completed courses for the Spring 2018 semester will need to be uploaded by June 30, 2018. Teacher Assistants who have not submitted their enrollment verification and verification of completion by the deadline indicated in the email, will be separated from the District. Please contact your Sr. Human Resource Representative for further instructions.

Teacher Assistants will need to log into <https://teacherportal.lausd.net> and under "Employee Tools" select Teacher Assistant. They will need to use their LAUSD single sign-on and password.

In order to comply with Article VIII of the Unit F Union Contract (Pg. 18 -21), the following is the contractual obligation for course completion:

For Degree-Track Teacher Assistant College Requirements: (All TAs hired on or after January 28, 1991)

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 transcripts or a grade report from the college verifying completed courses from the previous school year.

Employees who have completed all educational requirements for a baccalaureate degree and California teaching credential may remain on the Degree Track provided they continue to meet the minimum Non-Degree Track course requirements and also participate in CBEST preparation classes. If the CBEST preparation class is a college course, it shall satisfy the Non-Degree Track course requirement for such

employees. If they have completed CBEST, they may remain on the Degree Track provided they continue to meet the Non-Degree Track course requirements. (See Attachment #4)

For Non-Degree Track Teacher Assistant College Requirements: (TAs active prior to January 28, 1991 or Degree-Track TAs who hold at least a preliminary-level teaching credential)

1. Maintain continuous enrollment in and successfully complete a college course 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.

3. EMPLOYEE ATTENDANCE REQUIREMENTS

Refer to the respective collective bargaining agreements and the District’s Employee Attendance Policy when addressing employee attendance issues. Be sure to establish clear procedures at the school site to address signing in, signing out, and absences. Contact your Staff Relations representative for assistance with progressive discipline for employees with attendance issues. Remember it is the responsibility of the school site administrator to follow up on any leave. 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 procedure, contact Don Hughes, LAUSD Office of Risk Management, at (213) 241-3839. For employees absent due to illness for longer than twenty (20) days, they must complete formal Leave of Absence forms and submit related documentation. Employees who have not submitted required documents **should not** be time-reported after twenty days of absence. The Classified Leave of Absence Packet is on the Personnel Commission web site (found under Forms) and is very instructive. (See Attachment #5)

4. ANNUAL PERFORMANCE EVALUATION DATES

Due dates for annual performance evaluations of permanent employees are listed on Attachment 3. Failure to meet specified timelines may invalidate an evaluation. Evaluation forms are available on the Personnel Commission website. (See Attachment #3)

5. TRAINING AVAILABLE FOR SUPERVISORS OF CLASSIFIED EMPLOYEES

Staff Relations Senior Human Resources Representatives are teaching courses through Organizational Excellence. The courses are titled, “The Evaluation Process for Classified Employees” and “The Discipline Process for Classified Employees.” Supervisors of classified staff may enroll in one or both of these courses through the Learning Zone. To register, visit MyPLN at <https://achieve.lausd.net/mypln>. Search by a **Keyword** from the titles above. **We recommend all staff who manage or review classified employees attend these two informative training sessions.**

Upcoming Training Dates

Evaluation Process	2/06/18	3/07/18	and	4/03/18
Discipline Process	2/20/18	3/21/18	and	4/17/18

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).

ATTACHMENT # 1**Probationary Teacher Frequently Asked Questions (FAQ's)**

I did not receive my roster, who should I contact?

- First, check the Junk and Clutter folders in your email.

I did not find the email with the roster in my Inbox, Junk or Clutter folder, how can I get a copy of my roster?

- The Workforce Data Analysis Unit will send you a copy of your roster. Please email: affirmdecision@lausd.net

I have questions regarding the status of teachers on my roster and/or did not receive a roster.

- Please contact your LD specialist.

NORTHEAST	Debra Dillard	(213) 241-4950	debra.dillard@lausd.net
	Carolyn Chang	(213) 241-4547	cchang@lausd.net

NORTHWEST	Miguel Garza	(213) 241-6102	miguel.garza@lausd.net
	Carolyn Chang	(213) 241-4547	cchang@lausd.net

SOUTH	Darvina Bradley	(213) 241-2091	darvina.bradley@lausd.net
	Kevin Trapp	(213) 241-4550	kmt8614@lausd.net

EAST	Elise Cho	(213) 241-4193	esc8642@lausd.net
	Edward Salazar	(213) 241-4580	exs3827@lausd.net

WEST	Karen Castro	(213) 241-5436	karen.castro@lausd.net
	Michael Thompson	(213) 241-2533	michael.a.thompson@lausd.net

CENTRAL	Carol Shimizu	(213) 241-4580	cms6440@lausd.net
	William Masis	(213) 241-4549	william.masis@lausd.net

SPECIAL ED & ITINERANTS	Neena Agnihotri	(213) 241-2505	neena.agnihotri@lausd.net
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SUPPORT SERVICES	Oscar Hernandez	(213) 241-6923	oherna2@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 Local District Superintendent for input and concurring signature.**
- Once you have both signatures, please submit the signed roster via email to affirmdecision@lausd.net. See section below.

I am a Local District Superintendent/Designee and I have signed the roster. Where do I send it?

- **Ensure both signatures are on the roster.**
- Scan the signed roster and email it to : affirmdecision@lausd.net

I believe I have employees who should be in the 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.

EARLY CHILDHOOD EDUCATION TEACHERS	<i>Felicia Torrence</i>	(213) 241-2404	FTORRENC@LAUSD.NET
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ADULT EDUCATION TEACHERS	Alonzo Cienfuegos	(213)241-4898	ALONZO.CIENFUEGOS@LAUSD.NET
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CERTIFICATED ASSIGNMENTS AND SUPPORT SERVICES, K-12 TEACHERS	Leanne Hannah	(213) 241-2538	LEANNE.HANNAH@LAUSD.NET
	Maria Salazar	(213) 241-5103	MARIA.SALAZAR@LAUSD.NET

**STAFF RELATIONS
ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS
2017-2018**

AALA REPRESENTED EMPLOYEES

	I Distribute Initial Planning Sheet on (recommended)	II Return Initial Planning Sheet by (contractual)	III Initial Planning Conference by (contractual)	IV** Evaluations Issuance Deadline (contractual)
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Basis A	07/03/17	08/11/17	08/25/17	05/18/18
Basis E	07/20/17	08/31/17	09/15/17	05/18/18
Basis B	07/31/17	09/08/17	09/22/17	05/18/18

UTLA REPRESENTED EMPLOYEES

	I* Notification of Evaluation no later than (contractual)	II Submit Initial Planning Sheet by (recommended)	III + Establishment of Objectives Conference by (contractual)	IV ++ Formal Observation Deadline (contractual)	V** Evaluations Issuance Deadline (contractual)
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A Basis	08/04/17	08/11/17	08/25/17	02/09/18	05/30/18
Single Track	09/15/17	09/22/17	10/06/17	02/16/18	05/08/18
B Basis Option 4	08/18/17	08/25/17	09/08/17	02/16/18	05/15/18
B Basis Option 6	08/18/17	08/25/17	09/08/17	02/15/18	05/16/18
B Basis Option 7	08/25/17	08/31/17	09/15/17	02/16/18	05/11/18
B Basis Special Calendar GB_06SPE	08/25/17	08/31/17	09/15/17	02/16/18	05/30/18

	I* Notification of Evaluation no later than (contractual)	II Submit Initial Planning Sheet by (recommended)	III + Establishment of Objectives Conference by (contractual)	IV ++ Formal Observation Deadline (contractual)	V** Evaluations Issuance Deadline (contractual)
B Basis Special Calendar GB_08SPE	08/18/17	08/25/17	09/08/17	02/16/18	05/30/18
B-Basis Single-Track Calendar	08/31/17	09/08/17	09/22/17	02/15/18	05/15/18

* 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 18, 2018 (Article VII, Section 4).

**OFFICE OF STAFF RELATIONS
ANNUAL PERFORMANCE EVALUATION DUE DATES
SCHOOL BASED CLASSIFIED EMPLOYEES
2017-2018 SCHOOL YEAR**

Employees in the bargaining Units listed below must have an annual performance evaluation issued no later than 20 working days prior to the end of the work year assignment. It is recommended you issue the evaluation by **Friday, May 4, 2018**, to meet the deadline. If an employee is to receive a below standard rating on their performance evaluation, he/she must receive assistance and guidance no later than **March 16, 2018**. Assistance and Guidance may take the form of a conference memo or Letter or Reprimand, and should pertain to the specific area in need of improvement.

Unit B – Campus Aides, Education Aides, Instructional Aides, Special Education Trainees/Assistants, Early Education Center Aides, et al.

Unit C – Building and Grounds Workers, Food Service Workers, Early Education Center Attendants, Microcomputer Support Assistants, et al.

Unit F – Teacher Assistants

Unit S – School Administrative Assistant, Food Service Managers, Plant Managers

Employees in the bargaining Units below must have a performance evaluation at least once a year.

Unit D – Office Technicians, Clerks, Library Aides

Unit G – School Supervision Aides, Community Representatives

Note: It is recommended that employee's performance evaluations be consistent with the Districts timeline as referenced above.

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:**
 - Maintain continuous enrollment in college courses, completing at least one (1) course per semester/quarter.
 - Successfully complete 12 qualifying college semester/quarter units each school year (July 1 – June 30).

 - Submit acceptable evidence of enrollment at the beginning of each semester/quarter. (**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 February 28, including:
 1. a. Form 503-103 "[Application for Issuance of TA Certificate](#)" completed by the college/university and the employee as evidence of enrollment for current semester/quarter.
Or
 - b. Other acceptable evidence of registration/enrollment.

AND

2. Evidence of successful 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 30/February 28 deadlines.

- Keep completed 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.

- Post TA Seniority list with the number of qualifying college units for each TA by October 1/March 1. (Article X, Section 2.1)

To release TAs who are out of compliance use the "[TA Notice of Failure to Meet Employment Standards](#)" form.

INTEGRATED DISABILITY MANAGEMENT (IDM) ASSIGNMENTS

LOCATION	PROTECTED LEAVES & STAFF ATTENDANCE*	REASONABLE ACCOMMODATIONS	WORKERS' COMPENSATION
Adult Education	Georgina Falcon (213) 241-0673	Trudy Aldridge (213) 241-2820	Linda Bayless (213) 241-7641
Beaudry Building	Georgina Falcon (213) 241-0673	Raul Noe (213) 241-3996	Sara Ortiz (213) 241-3967
Central (LD)	Vacant (213) 241-3954	Rima Vosghanian (213) 241-2213	Sandra Hornback (213) 241-3966
Early Education	Based on Local District Locations	Patty Prince (213) 241-3978	Margie Topp-San Jose (213) 241-3965
East (LD)	Vacant (213) 241-3954	Raul Noe (213) 241-3996	Sandra Hornback (213) 241-3966
Facilities	Contact Facilities Human Resources	Based on worksite location	Linda Bayless (213) 241-7641
Food Services	Contact Food Services Human Resources	Based on worksite location	Sandra Hornback (213) 241-3966
Northeast (LD)	Georgina Falcon (213) 241-0673	Trudy Aldridge (213) 241-2820	Sara Ortiz (213) 241-3967
Northwest (LD)	Georgina Falcon (213) 241-0673	Rima Vosghanian (213) 241-2213	Margie Topp-San Jose (213) 241-3965
Nursing	Georgina Falcon (213) 241-0673	Based on worksite location	Based on worksite location
School Police	Georgina Falcon (213) 241-0673	Cindy Looney (213) 241-2668	Sara Ortiz (213) 241-3967
South (LD)	Vacant (213) 241-3954	Patty Prince (213) 241-3978	Margie Topp-San Jose (213) 241-3965
Transportation	Contact Transportation Human Resources	Trudy Aldridge (213) 241-2668	Sandra Hornback (213) 241-3966
Warehouse & Truck Operations/Pico Rivera	Georgina Falcon (213) 241-0673	Patty Prince (213) 241-3978	Linda Bayless (213) 241-7641
West (LD)	Vacant (213) 241-3954	Cindy Looney (213) 241-2668	Linda Bayless (213) 241-7641

Absence Management*

Marty Russell, Absence Coordinator
Phone: (213) 241-2204

Vondralee Courtenay, Absence Coordinator
Phone: (213) 241-1159

Reasonable Accommodations

Latasha Lewis, Disability Coordinator
Phone: (213) 241-7630

Workers' Compensation

Don Hughes, Workers' Compensation Manager
Phone: (213) 241-3839

ATTACHMENT #6

**2017-2018 STAFF RELATIONS
FIELD DIRECTOR and SR HR REP ASSIGNMENTS
Tel: (213) 241-6056 Fax: (213) 241-8405**

BEAUDRY

	Name	Extension	EMAIL
Asst. Chief Human Resource Officer	FIGUEROA, Leticia	213-241-6056 213-241-5313	lcerv3@lausd.net
Administrator-AALA	Murphy, Kristen	213-241-8233	kristen.murphy@lausd.net
Field Director	Serrato, Frank	213-241-8243	fserrato@lausd.net
HR-SR Manager	Le Duff, Melinda	213-241-8253	melinda.leduff@lausd.net
Sr. HR Representative	Gossett, Lorri	213-241-6864	lorri.gossett@lausd.net

LOCAL DISTRICT NORTHWEST

Field Director	Olortegui, Brenda	818-654-3641	bolorteg@lausd.net
Shared Field Director	Delisle, Carrie Wed/Thur	818-654-3619	carrie.delisle@lausd.net
Sr. HR Rep	Houston, Sarah	213-241-8240	sarah.houston@lausd.net

LOCAL DISTRICT NORTHEAST

Field Director	Luna, Maribel	818-252-5435	maribel.luna@lausd.net
Shared Field Director	Delisle, Carrie Mon/Tue	818-252-5436	carrie.delisle@lausd.net
Sr. HR Rep	Nunnally, Krishna	213-241-8242	krishna.nunnally@lausd.net

LOCAL DISTRICT CENTRAL

Field Director	Martinez, Isaias	213-241-0184	isaias.martinez@lausd.net
Shared Field Director	Moscoso, Veronica Mon/Tue	213-241-8257	vxm6767@lausd.net
Sr. HR Rep	Nguyen, Chrys	213-241-8227	c.nguyen@lausd.net

LOCAL DISTRICT EAST

Field Director	Cuevas, Susana	323-224-3353	scontr6@lausd.net
Shared Field Director	Moscoso, Veronica Wed/Thurs	323-224-3120	vxm6767@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
Field Director	Lenon, Damian	310-354-3472	dlenon@lausd.net
Sr. HR Rep	Lyons, Terri Mon/Tue at LD	310-354-3400 213-241-2563	terri.lyons@lausd.net

LOCAL DISTRICT WEST

Field Director	Maxey, Eric	310-914-2153	ejm9800@lausd.net
Field Director	Sanchez, Alejandra	310-914-2150	alejandra.sanchez@lausd.net
Sr. HR Rep	Johnson-Moore, Toya	213-241-6896	toya.johnson-moore@lausd.net

DIVISION OF ADULT & CAREER EDUCATION

Field Director	Foote, Jack	213-241-3725	djf2378@lausd.net
Office Tech	Easley, Sandra	213-241-3818	sandra.easley@lausd.net

**SUGGESTED TIME SEQUENCE
Elementary/Secondary Staffing
For 2017-2018**

TASKS	SINGLE-TRACK
I. (a) +*Decision: Coordinator Position(s) in your School Plan (b) Selection of Coordinator(s) Election of Dean(s)	Month of March or prior to posting of Matrix
II. ** Election of Chapter Chair	Month of April
III. (a) +***Post Matrix: Teachers Request Track, Grade level (elementary only), Department	Four weeks prior to selection
IV. Contractual Date for Teacher Notification of Tentative Assignment	As soon as feasible, but not later than May 18

+ Principal and UTLA Chapter Chair may jointly develop alternative dates

* Refer to Article IX-A, Sections 4.0-9.0

** Chapter Chair elections are to be conducted by UTLA. Any dispute should be referred directly to UTLA.

*** Refer to Article IX-A. Matrix must be posted approximately four weeks prior to the day teachers on any track or schedule finish service for the school year or four weeks prior to requesting classes.

@ "In order to provide adequate planning time, teachers shall be notified of tentative assignments as soon as feasible (at or before the end of the track, if applicable), but not later than June 1." (Article IX-A, Section 2.0)

Refer to Article XXVII, Section 2.8 (d) for specific dates of the Local School Leadership Council elections.