

**OFFICE OF STAFF RELATIONS
LOS ANGELES UNIFIED SCHOOL DISTRICT**

TO: Principals and Administrators

DATE: July/August 2019

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

SUBJECT: JULY/AUGUST 2019 - UPDATE & REMINDERS

For additional resources and information, please visit our website at:

<http://achieve.lausd.net/staffrelations>

IMPORTANT DATES:

| | |
|----------------------------------|---|
| July 1, 2019 | Notification to A Basis Administrators of evaluation. |
| July 1 - August 2, 2019 | Notification to UTLA-represented A-basis employees of evaluation. |
| July 25, 2019 | Notification to E Basis Administrators of evaluation. |
| August 5, 2019 | Notification to B Basis Administrators of evaluation. |
| August 23, 2019 | Final date to establish objectives for UTLA-represented employees on A-basis. |
| August 19, 2019 | Notification to C Basis UTLA represented employees of evaluation. |
| <u>September 20, 2019</u> | <u>Last day to notify C Basis UTLA represented employees that they will be evaluated during the 2019-2020 school year.</u> |
| <u>October 11, 2019</u> | <u>Final date to establish objectives for UTLA-represented C-basis employees.</u> |
| | * (See Attachment #2 to review contractual deadlines for evaluation of B Basis UTLA represented employees) |

CERTIFICATED INFORMATION:

- SECONDARY SCHOOL COUNSELORS INCLUDED IN THE EDSC PROCESS FOR THE 2019-2020 SCHOOL YEAR**
Beginning in the 2019-2020 school year, Secondary School Counselors will be evaluated using the Educator Development and Support: Counselors (EDSC) process. See attachment #3.
For additional questions contact Professional Learning and Leadership Development, at (213) 241-3444.
- NON-REELECTION OF PROBATIONARY 2 TEACHERS:** If you have a certificated employee who is currently in Probationary 2 status, monitor their performance closely - particularly if the employee had performance problems last year and continues to exhibit performance problems in the first semester of the 2019-2020 school year. It is recommended that you document those concerns around performance and the assistance and guidance provided in **several** conference memoranda. Decisions regarding re-election and non-reelection of these employees will be made prior to the end of the first semester via the Affirmative Decision form. For assistance with this process, contact your Staff Relations Field Director.

3. **STATUS OF TEACHERS** - If you have any questions regarding the status of any certificated staff member, contact your Human Resources Personnel Specialist as soon as possible.
4. **2019-2020 CERTIFICATED EVALUATIONS:** As per UTLA-LAUSD Collective Bargaining Agreement, all evaluation timelines are fixed (see attachment #2). 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 workday of the fifth week of school (9-20-19)**. 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 (10-11-19) are to be notified that they are to be evaluated within ten (10) workdays 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.
5. **EVALUATION OF PERMANENT TEACHERS WITH 10 YEARS OR MORE WITH THE DISTRICT:** Please note that according to the Contract, the period between evaluations for permanent teachers with ten (10) years or more as a full-time teacher, 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**)
6. **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 Collective Bargaining Agreement with UTLA requires that the employee's objectives be established **no later than the last workday of the 8th week of school: October 11, 2019.** For teachers newly assigned up to ten (10) days prior to norm day, the date can be extended to November 8, 2019. **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 upon which their evaluation will be based.** (**Article X, Section 4.0 – 4.3**) See attachment #2 for timelines.
7. **FORMAL OBSERVATIONS:** UTLA-represented employees being evaluated shall complete one formal observation during the academic year, **no later than the last workday of the sixth week of the second semester – February 21, 2020.** The observation shall be followed by a post-observation conference. The post-observation conference shall occur **no later than ten (10) workdays after the formal observation.** (**Article X, Section 5.0(a)**) See attachment # 2 for timelines.
8. **STAFFING PROCEDURES AFTER INITIAL SELECTION THROUGH THE FIFTH WEEK OF SCHOOL:** Staffing procedures, for openings which occur after the completion of the initial spring assignments and before norm day (usually the end of the 5th week of school), 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 a new hire, transferee, substitute, or auxiliary assignment. (**Article IX-A, Section 2.1**)

9. **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 the equivalent of up to two (2) days in paid status as preparation time for the assignment. In order to receive the equivalent of two days preparation time, the change of assignment must affect the majority of courses taught in a secondary assignment and require a preparation for a course not in the previous assignment. (**Article IX-A, Section 2.0 (a)**)
10. **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 2018-2019 school year, he/she will be considered a referred teacher with mandatory participation in the PAR Program. For more information, visit the website at <http://achieve.lausd.net/par>. You may also contact the program coordinator, **Christopher Ikeanyi, at (213) 241-5501 or by email at cikea1@lausd.net**.
11. **NOTIFICATION TO TEACHERS 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 with all available confidential information regarding each student. (**Article XXIV, Section 4.0**)
12. **OPENING SCHOOL SUBSTITUTES:** Substitute teachers who are assigned for ten (10) 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 the extended substitute rate. (**Article XIX, Section 4.2**)
13. **SUBSTITUTE FOLDERS:** Make sure that 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 an 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 required to notify the substitute of his/her right to representation should you need to issue an Inadequate Service Report (ISR).
14. **CERTIFICATED DAY-TO-DAY SUBSTITUTE INADEQUATE SERVICE REPORT (ISR):** Before issuing an ISR, **always confirm whether the teachers substituting is a contract pool teacher or a day-to-day substitute.** If the employee is a day-to-day substitute, the site administrator may, for cause, issue 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 conference with the substitute regarding the allegations, **informing the employee that he/she 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**)

15. **CONTRACT POOL 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 an employee is a contract pool teacher or a day-to-day substitute**. Contract Pool Teachers are full time 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.
16. **ITINERANT EMPLOYEES:** Itinerant employees are assigned either centrally or by a Local District administrator. These employees are supervised by these administrators who bear the direct responsibility for evaluating their performance. Examples of itinerant employees include Special Education Related Services personnel (Occupational Therapists, Speech and Language Therapists, Adapted PE Teachers, etc.), Itinerant Arts Teachers, Instructional Technology Facilitators, Nurses, PSA Counselors, and a host of other staff members. **Please make sure that a timecard is created for them at the beginning of their assignment and regularly monitored**. If performance or conduct concerns arise regarding these employees, contact their direct supervisors to coordinate the plan to address these issues. If you have additional questions regarding itinerant employees, contact Veronica Moscoso, Staff Relations Field Director, at vxm6767@lausd.net or (213) 241-8257.
17. **INFORMAL GRIEVANCE PROCEDURES:** Prior to filing a formal grievance, the grievant shall attempt to resolve a grievance by an informal conference with the employee's immediate supervisor. The request for the informal grievance meeting must be made in writing. If you receive such a request, contact your Staff Relations Field Director for assistance. The informal grievance conference has to be scheduled within five working days of receiving the written request and a written response is required within five working days following the informal conference. (**Article V-Section 7.0**)
18. **JURY SERVICE FOR CERTIFICATED EMPLOYEES:** Paid absence for jury duty shall be provided to certificated employees subject to the following conditions as outlined in BUL-4223.1:
 - a Non A basis employees
 - Shall notify the immediate administrator of the summons.
 - Shall seek postponement of jury service until the employee upcoming unpaid recess. It is recommended that the employee keeps a record of the original jury duty service date, the rescheduled jury duty service date and when postponement was requested.
 - An employee who does not request postponement will be granted unpaid absence.
 - b A basis employees
 - Shall notify the immediate administrator of the summons.
 - Shall seek postponement of jury service if needed to a date mutually agreed with the immediate supervisor.
 - Shall request that the term of jury service be limited to 10 consecutive days if possible.

CLASSIFIED INFORMATION:

1. **BEGINNING OF THE YEAR REMINDERS FOR CLASSIFIED AIDES:** As you prepare for the return of your Classified employees, there are several things you can do to ensure that they know you support and appreciate them. One is by setting expectations for the school year and reminding staff of their importance to the school community. 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, and Health Care Assistants).

Start with a positive focus. Share how everyone benefits when all are doing their best to be present and fully engaged every day. For example:

1. Put emphasis on the goal rather than the policy. When employees strive to meet or exceed the District's 96% attendance goal, the reward is students and parents know they can count on a functioning school and the employees' team members know that they can count on each other.
2. State how much you appreciate the Special Education unit employees who are required to maintain their First Aid/CPR Certification. Their continued compliance ensures they have the skills to help if a student needs assistance.
3. Compliment the dedication of Teacher Assistants who are juggling the responsibilities of working and maintaining continuous enrollment in college in order to one day become Teachers within LAUSD. Thank all aides for their continued support of teachers and students.
4. Tell employees that while you don't anticipate any violations of the Employee Code of Ethics or the Code of Conduct with Students, you want to ensure they are reminded of these important policies. In addition, remind employees to complete the Child Abuse Awareness Training, which is an important responsibility. Student safety is everyone's priority.

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, the related material discussed, and sign in sheets for this and future meetings as documentation that employees have received the information.

2. **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):**

Rest periods may be combined with lunch period only by mutual agreement of the employee and the supervisor.

Unit S (School Administrative Assistants): Rest periods (duty free time) shall be scheduled in consultation with the direct supervisor and not taken during the first or last hour of the assignment.

3. **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.
4. **LIBRARY AIDES:** If your school site did not purchase a Library Aide for this school year, please be advised parents, volunteers and/or other job classifications (i.e. Special Education Assistants, Teacher Assistants, etc.) *cannot operate the library in place of a Library Aide*. Doing so would be a violation of the Unit D Collective Bargaining Agreement. In accordance with **BUL-6040.2 Library Staffing–Student Access Clarifications**, employees with a classification of Education Aide II or III, Instructional Aide I or II, or Teacher Assistants, who accompany their teachers and classes to the library may assist the students in locating and shelving books. This provision should not be misused to supplant the work of library personnel. For additional information, please refer to BUL-6040.2. Please contact your Senior HR Representative if you have any questions.
5. **CLOSING OF SCHOOL SUPERVISION AIDE AND COMMUNITY REPRESENTATIVE POSITIONS:** Community Representative and School Supervision Aides whose positions were closed during Budget Development for the 2019-2020 fiscal year have not yet received their notices from the Personnel Commission. As such, they are to remain at their same schools/locations until they receive official notification from the Personnel Commission. Notices for employees in these job classifications will be presented to the Board at the earliest possible date and if approved, will be sent to the affected employees and their locations.

As previously announced, effective January 1, 2019 all Community Service Representatives and School Supervision Aides became part of the Classified service and are permanent employees. They are no longer At-Will employees, which means they are now afforded the same rights and protections that other Classified employees receive under the Education Code. Please contact your Senior HR Representative if you have any questions.

6. **TEACHER ASSISTANT ELIGIBILITY REQUIREMENTS AND RELEASE:**

Per the Unit F Collective Bargaining Agreement, between LAUSD and SEIU Local 99, all Teacher Assistants are, on a continuing basis, required to enroll and successfully complete college courses (Article VIII, section 1.0).

For the 2018-2019 school year, Teacher Assistants were to show completion of at least three (3) units. Those who failed to submit proof of passage by upload of transcripts into the TA Portal on or before June 30, 2019 were released effective July 1, 2019. Principals were copied on the release letters sent to Teacher Assistants.

For the 2019-2020 school year, Teacher Assistants must resume meeting the course unit requirements as set forth in their Unit F Collective Bargaining Agreement. **Degree Track Teacher Assistants** – Units required are twelve semester units or quarter unit equivalent. (Article VIII, 2.1) **Non-Degree Track Teacher Assistants** – Maintain enrollment and passage of a college course at all times during the traditional school year. 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. (Article VIII, 3.1). For additional information regarding course unit requirements, please refer to the Unit F Collective Bargaining Agreement.

Teacher Assistants with questions may email TeacherAssistantAssignments@lausd.net.

7. **TEACHER ASSISTANT PORTAL:** To access the Teacher Assistant Portal, TAs will need to log into <http://go.teachinla.com/taportal>. They will need to use their LAUSD single sign-on and password. The implementation of the Teacher Assistant Portal does not change the contractual obligations for TAs. Principals retain the right to request transcripts for the purposes of verifying eligibility and/or establishing the site seniority list. Units completed and uploaded since the implementation of the Teacher Assistant Portal can be viewed within the Principal's Portal.
8. **TEACHER ASSISTANTS SENIORITY LIST:** Teacher Assistant Seniority will continue to be handled at the school site. 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. (You must request a copy from each TA).
 2. Prepare a list, in descending order, of completed qualified college units.

GENERAL INFORMATION:

1. **OPENING OF SCHOOL MEETING AND BULLETIN:** In anticipation of the opening of school, **provide** all employees with important information regarding procedures and expectations. This information should be provided verbally and in writing at your opening of school meeting. Sign into the Staff Relations website at <http://achieve.lausd.net/staffrelations> and then select the link to "Policy/Forms" on the left hand side to view commonly used policies and procedures. A few suggested items to address:
 - a. Sign-in / Sign-out procedures
 - b. Employee Attendance Policy and absence reporting procedures
 - c. Duties and assignments
 - d. Emergency procedures
 - e. Additional Policies as required by District mandates and referenced in the Principal's Portal
2. **ON-LINE CHILD ABUSE TRAINING:** The updated on-line Child Abuse training must be completed by ALL staff by **September 30, 2019**. 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. You may want to consider, as part of a pupil-free day, utilizing school computers for that purpose.
3. **ADMINISTRATORS RECEIVING UNION CORRESPONDENCE:** If you receive direct correspondence of any kind from one of the unions, please do not respond to the letter/phone call. Contact your Staff Relations Field Director or Senior Human Resources Representative as soon as possible.
4. **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. Please upload conference memos but no students' statements or other evidence. Disciplinary documents such as Notices of Unsatisfactory Acts also do not need to be uploaded. Login to the application using your SSO account at: <https://schoolfiling.lausd.net>. For specific instructions on completing this process and for information on the uploading requirements, please contact your Staff Relations Field Director or Dr. Virginia Austin at virginia.austin@lausd.net.

5. **CLOSING OF CLASSIFIED POSITIONS:** (Office Staff, Instructional Aides, Campus Aides, etc.) If during Budget development, you closed any classified positions (such as Special Education Assistant/Trainee, Campus Aide, or a clerical position), remember that the employee's official notice comes from the Personnel Commission (PC). You may advise an affected employee informally that his/her position is being cut, but you must not give an effective date (such as the end of this school year). A letter to the employee from the PC will give the employee a 60 day notice and an effective date of either his/her layoff or new assignment, if applicable. The notices were sent out on at the end of June, 2019. You are a copy recipient of any letter sent to one of your employees.

6. **UNION REPRESENTATION ON SCHOOL SITE CAMPUSES**

Union representatives are permitted to enter school campuses following guidelines addressed in the LAUSD Visitor's policy. Reasonable access to District facilities includes contacting employees during their duty free lunch period and before or after their hours of service. Representatives shall not interrupt any employee's duties or assignments.

General Expectations of Union Representatives:

- A. No person shall remain on Los Angeles Unified School District premises without the approval of the principal or authorized representative as per Board Rule 1265.
- B. Please have proper identification readily available, notify the administrator of your presence upon arriving to a work site and state your intended purpose.
- C. Complete a visitor's permit and obtain the principal/designee's approval before proceeding with your visit.
- D. All visitors are expected to conduct themselves in a non-disruptive and non-abusive manner while visiting a work location.
- E. Please utilize non-duty time or break times to meet with employees.
- F. Please ensure employees are not late returning from breaks or lunch meetings.
- G. Please notify the visiting school main office or department of your departure and return the visitor's permit before leaving the work location.

7. **SHARING WITH EMPLOYEES THE ESSENTIAL FUNCTIONS OF THEIR JOB**

It is valuable to share with employees the essential functions of their job. You can find the most common class descriptions at <https://achieve.lausd.net/Page/4044>. Please be aware that Elementary Teacher, Secondary Teacher, and Special Education Teacher are three separate class descriptions.

If you have any questions about these items or other contract or discipline issues, please contact your Field Director 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).

2019-2020 STAFF RELATIONS DIRECTORY

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 | leticia.figueroa@lausd.net |
| Administrator-AALA | DR. SERRATO, FRANK | 213-241-8233 | fserrato@lausd.net |
| HR-SR Manager | LE DUFF, MELINDA | 213-241-8253 | melinda.leduff@lausd.net |
| Field Director | MOSCOSO, VERONICA | 213-241-8257 | vxm6767@lausd.net |
| HR Specialist II | LYEW-TEBA, ARLENE | 213-241-8231 | arlene.lyew-teba@lausd.net |
| Admin Secretary | GONZALEZ, MAYRA | 213-241-8109 | mayra.l.gonzalez@lausd.net |
| Sr. Office Technician | ZUNIGA, ADRIANA | 213-241-8239 | adriana.x.zuniga@lausd.net |
| Clerk | HAYNES, ROCHELLE | EXT. 29036 | rochelle.haynes@lausd.net |

LOCAL DISTRICT NORTHWEST

| | | | |
|----------------|---------------------|--------------|--|
| Field Director | DR. MAXEY, ERIC | 818-654-3641 | ejm9800@lausd.net |
| Field Director | DELISLE, CARRIE | 818-654-3619 | carrie.delisle@lausd.net |
| Sr. HR Rep | GORDEN-CAVE, CONNIE | 213-241-8240 | connie.gorden-cave@lausd.net |

LOCAL DISTRICT NORTHEAST

| | | | |
|----------------|-------------------|--------------|--|
| Field Director | DR. LUNA, MARIBEL | 818-252-5435 | maribel.luna@lausd.net |
| Field Director | DELISLE, CARRIE | 818-252-5436 | carrie.delisle@lausd.net |
| Sr. HR Rep | NUNNALLY, KRISHNA | 213-241-8242 | krishna.nunnally@lausd.net |

LOCAL DISTRICT CENTRAL

| | | | |
|----------------|--------------------------------------|--------------|--|
| Field Director | ALFAYATE, JUAN | 213-241-0184 | jalfayat@lausd.net |
| Field Director | HAYNES, ERIN | 213-241-2563 | edh0788@lausd.net |
| Sr. HR Rep | NGUYEN, CHRYS TUES AM CENTRAL | 213-241 8227 | c.nguyen@lausd.net |

LOCAL DISTRICT EAST

| | | | |
|----------------|----------------|--------------|--|
| Field Director | CUEVAS, SUSANA | 323-224-3353 | scontr6@lausd.net |
| Field Director | HAYNES, ERIN | 323-224-3120 | edh0788@lausd.net |
| Sr. HR Rep | GOSSETT, LORRI | 213-241-6864 | lorri.gossett@lausd.net |

LOCAL DISTRICT SOUTH

| | | | |
|----------------|------------------|------------------------------|--|
| Field Director | MARTINEZ, ISAIAS | 310-354-3419 | isaias.martinez@lausd.net |
| Field Director | LENON, DAMIAN | 310-354-3472 | dlenon@lausd.net |
| Sr. HR Rep | WHITE, DAVID | 310-354-3204 213-241-8248 | david.white@lausd.net |

LOCAL DISTRICT WEST

| | | | |
|----------------|--------------------|--------------|--|
| Field Director | SANCHEZ, ALEJANDRA | 310-914 2150 | alejandra.sanchez@lausd.net |
| Field Director | RICO, CHRISTINA | 310-914-2153 | christina.rico@lausd.net |
| Sr. HR Rep | KELLY, CATHY | 213-241-6896 | cathy.kelly@lausd.net |

DIVISION OF ADULT & CAREER EDUCATION

| | | | |
|----------------|-----------------|--------------|--|
| Field Director | DR. FOOTE, JACK | 213-241-3725 | djf2378@lausd.net |
|----------------|-----------------|--------------|--|

ATTACHMENT #1

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
- Special Education Paraprofessional Attendance Policy (BUL-6527.1)
- Certification of Absence Forms (BUL-6307.5)
- Dress standards (Board Rule 1906)
- LAUSD Code of Conduct with Students (BUL-5167.0)
- Ethics Policies (BUL-4748.0)
- Procedures for Monitoring First Aid and CPR Certification for Special Education Paraprofessionals (REF-6770.2)
- Responsible and Acceptable Use Policy (RAUP) for District Computers and Network Systems (BUL-999.12)
- Social Media Policy for Employees and Associated Persons (BUL-5688.2)
- Administrative Policy Regarding Falsification of Records (BUL-3723.0)
- Bullying and Hazing Policy (Student to Student and Student to Adult) (BUL-5212.2)
- Child Abuse and Neglect Reporting Requirements (BUL_1347.2)
- Family and Medical Leave Act/California Family Rights Act Policy (BUL-1205.3)
- Sexual Harassment Policy (Employee to Employee) (BUL-1893.1)
- Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult) (BUL-3349.1)
- Classified Employees Handbook
- Special Education Paraprofessional Handbook

TEACHER ASSISTANTS

- Upload verification of enrollment in current semester/quarter into the TA Portal <https://teacherportal.lausd.net>
- Upload a certified transcript from the college verifying completed courses from the previous semester/quarter to the TA Portal.

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
ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS
2019-2020**

AALA REPRESENTED EMPLOYEES

| | I Distribute Initial Planning Sheet | II Return Initial Planning Sheet | III Initial Planning Conference | IV** Evaluation Issuance Deadline |
|----------------|--|---|--|--|
| A Basis | 07/01/19 | 08/09/19 | 08/23/19 | 05/15/20 |
| E Basis | 07/25/19 | 09/03/19 | 09/13/19 | 05/15/20 |
| B Basis | 08/05/19 | 09/13/19 | 09/27/19 | 05/15/20 |

UTLA REPRESENTED EMPLOYEES

| | I* Notification of Evaluation | II+ Submit Initial Planning Sheet | III + Establishment of Objectives | IV ++ Formal Observation Deadline | V** Evaluation Issuance Deadline |
|--|--|--|--|--|---|
| A Basis | 08/02/19 | 08/09/19 | 08/23/19 | 02/07/20 | 05/29/20 |
| Single Track | 09/20/19 | 09/27/19 | 10/11/19 | 02/21/20 | 05/15/20 |
| B Basis Single Single-Track Calendar | 09/06/19 | 09/13/19 | 9/27/19 | 02/21/20 | 05/22/20 |
| B Basis Option 6 | 08/16/19 | 08/23/19 | 09/13/19 | 02/21/20 | 05/19/20 |
| B Basis Option 7 | 08/23/19 | 08/29/19 | 09/20/19 | 02/21/20 | 05/15/20 |
| B Basis Special Calendar GB_06SPE | 08/23/19 | 08/29/19 | 09/20/19 | 02/21/20 | 05/18/20 |

| | I* Notification of Evaluation | II+ Submit Initial Planning Sheet | III + Establishment of Objectives | IV ++ Formal Observation Deadline | V** Evaluation Issuance Deadline |
|--|--|--|--|--|---|
| B Basis Special Calendar GB_08SPE | 08/16/19 | 08/23/19 | 09/13/19 | 02/21/20 | 05/18/20 |

* 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 workday of the eighth week of school, in which case, the notification of evaluation must be given within ten workdays of the employee reporting to the school. Employees that report later than the last workday 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 workday of the eighth week. For employees newly assigned within ten workdays prior to Norm Day, the objectives must be established no later than the last workday of the 12th week of the academic year.

++ For UTLA-Represented Employees, one required, formal observation must be completed by the last workday 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 15, 2020 (Article VII, Section 4 and pursuant to ratification of annual MOU).

CERTIFICATED EVALUATION FORMS

| <u>Employee</u> | <u>Evaluation Form</u> |
|--|--|
| 1. Principal, Assistant Principal including DACE <ul style="list-style-type: none"> • Provisional | EDSSL final report |
| 2. Assistant Principal, Elementary Instructional Specialist (APEIS) | My PGS (Stull) |
| 3. Classroom Teacher, Adult Education Teacher <ul style="list-style-type: none"> • Permanent • Probationary • Interns • Temporary Contract • Provisional assigned before March 1 | EDST final report EDST final report EDST final report EDST final report EDST final report |
| 4. Non-Classroom Teacher (Instructional Coaches/Deans/Coordinators) <ul style="list-style-type: none"> • Permanent • Probationary | EDSNCT final report EDSNCT final report |
| 5. Classroom Teacher, alternative contracts <ul style="list-style-type: none"> • Provisional • Extended Sub Status • Probationary, Conditional, or Temporary Contract assigned after March 1 • | Provisional Stull (Form 1022) final report Provisional Stull (Form 1022) final report Provisional Stull (Form 1022) final report |
| 6. Nurse, PSA, and School Psychologist <ul style="list-style-type: none"> • Probationary • Permanent | My PGS (Stull) My PGS (Stull) |
| 7. Secondary Counselor <ul style="list-style-type: none"> • Probationary • Permanent | EDSC final report EDSC final report |