

**INTEROFFICE CORRESPONDENCE  
LOS ANGELES UNIFIED SCHOOL DISTRICT**

**TO:** Principals and Administrators

**DATE:** November 2019

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

**SUBJECT:** **NOVEMBER 2019 UPDATES & REMINDERS**

For additional resources and information, please visit our website at: <http://achieve.lausd.net/staffrelations>

**IMPORTANT DATES:**

- November 8, 2019      Final date to establish objectives for UTLA-represented C-basis employees newly assigned to your school before the end of the eighth week of school.
- November 29, 2019      Affirmative Decision forms for Probationary 2 Teachers due to Local District Directors
- December 6, 2019      Affirmative Decision forms for Probationary 2 Teachers due to Staff Relations

**CERTIFICATED INFORMATION:**

1. **PREPARATION TIME FOR ROC/ROP TEACHERS ASSIGNED TO SECONDARY SCHOOLS:** Effective for the 2019-2020 school year, teachers serving under a regional Occupation Center/Regional Occupational Program (ROC/ROP) Contract in a Secondary School **and** teaching classes six (6) periods during the instructional day shall be assigned ten (10) additional hours per month for professional duties. These duties include preparation for class, collaborative planning and conferences with parents, students and staff members. This allocation of ten (10) additional hours is intended only to be assigned to ROC/ROP teachers who do not have a conference period during the instructional day.
2. **CLASS SIZE LIMITS FOR 2019-2020:** The recently negotiated settlement with UTLA established reduced class size limits for K-12 classes. This has not affected the Special Education class sizes.
3. **INCREASING OPPORTUNITIES FOR INCLUSION:** The District has executed a side-letter with UTLA that focuses on increasing opportunities for students with special needs to engage and succeed through inclusion in the general education program. There are 70 schools currently participating, with an additional cohort of 15 schools identified to participate in the 2020-2021 school year. Schools participating in this program are expected to develop and submit a plan by December 6, 2019. In support of this program, the District will provide planning time for special education teachers and general education teachers. In addition, there will be a differential of \$848 per semester provided to an instructor to support the initiative at each participating school. In addition, a ten-member LAUSD Expanded Inclusive Opportunities Task Force shall be created with five members appointed by UTLA and five members appointed by the District.

4. **2019-2020 CERTIFICATED EVALUATIONS:** Employees newly assigned to your school through the eighth week of school are to be notified that they will 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. **FORMAL OBSERVATIONS:** UTLA-represented employees being evaluated shall receive one formal observation during the academic year, **no later than the last workday of the sixth week of the second semester – February 21, 2020** (traditional calendar). 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))
6. **STATUS OF TEACHERS:** If you have any questions regarding the status of any 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 <sup>st</sup> Year	Employee is serving the required probationary period necessary to attain permanent status with the District.
B2	Probationary, 2 <sup>nd</sup> Year	Employee is serving the required probationary period necessary to attain permanent status with the District.
F1	University Intern, 1 <sup>st</sup> Year	Employee is completing credential requirements by participating in a University Internship Program.
F2	University Intern, 2 <sup>nd</sup> Year or More	Employee is completing credential requirements by participating in a University Internship Program.
G1	District Intern, 1 <sup>st</sup> Year	Employee is teaching under a valid District Intern Certificate.
G2	District Intern, 2 <sup>nd</sup> 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.

7. **NON-REELECTION OF PROBATIONARY 2 TEACHERS:** If you have an employee who is currently in Probationary 2 status, monitor their performance closely. If the employee exhibits performance concerns in the first semester of the 2019-2020 school year, it is strongly recommended that you address those concerns and provide assistance and guidance. Concerns and assistance and guidance should be provided to the employee in conference memoranda. Decisions regarding re-election and non-reelection will need to be made by **December 6, 2019**, via the Affirmative Decision form.
8. **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 2018-2019 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 **Dr. Christopher Ikeanyi, Program Coordinator, at (213) 241-5501 or by email at [cikea1@lausd.net](mailto:cikea1@lausd.net).**

- 9. CERTIFICATED DAY-TO-DAY SUBSTITUTE INADEQUATE SERVICE REPORT (ISR):** Before issuing an ISR, **always confirm whether a substitute is a displaced 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, absent compelling circumstances, shall be issued within ten working days after the date(s) of service, with a copy provided 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 the 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 note that an additional form is available on the Human Resources Website for the purpose of providing commendations for exemplary service by a substitute. (Article X, Section 7.0)**
- 10. INFORMAL CONFERENCE PROVISION:** Before filing a formal grievance, the grievant must 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 **contact your Staff Relations Field Director immediately. (Article X, Section 7.0)**
- 11. CHAPTER CHAIR ANNOUNCEMENTS AT FACULTY MEETINGS:** The Chapter Chair shall have the right to propose agenda items and make appropriate brief announcements within the first 45 minutes of faculty meetings or at least 15 minutes prior to the end of the meeting if such meeting is less than an hour in length. Please make sure that UTLA announcements are included in the Faculty meeting agenda, not in the professional development agenda, which should be a separate agenda and sign in. **(Article X, Section 8.0-i)**
- 12. 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. **(Article X-A, Section 1.0)**
- 13. 2019-2020 ALLOCATION FOR SUPPORT OF SPECIAL EDUCATION PROGRAMS (PROGRAM 12817):** The Special Allocation for Support of Special Education Compliance (program 12817) is provided as a supplement to the school budget to be used in conjunction with all available resources at a school site.

Funds in program 12817 are allocated primarily to provide substitute coverage for special education and general education teachers to attend IEP team meetings. Beginning this school year, allocated funding will include one day of release time per semester for each special education teacher at a school site to complete federally mandated assessments for students on their caseload. When schools have depleted allocated funds, a request for additional funding may be submitted to <https://tinyurl.com/2817RF>. For additional information, contact Oscar Rodriguez, Special Education Coordinator, at (213) 241-6701.

**CLASSIFIED INFORMATION:**

1. **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 received their notices from the Personnel Commission dated October 2, 2019, with an effective date of December 2, 2019. If you have any questions, please contact the Personnel Commission.
2. **SEIU EMPLOYEE JOB TRAINING:** If an employee is directed to attend any job-related workshop, or to complete a MyPLN in- service training session, including but not limited to **Child Abuse Awareness Training, Suicide Prevention Training, Workplace Harassment Training,** or other similar activity as a condition of continued employment, employee's participation during workday hours shall be considered as time worked and shall be compensated at the appropriate rate of pay. This provision does not apply toward the obtainment or renewal of professional degrees, licenses, or certificates (including driver licenses, CPR or first aid certificates) or in meeting employment requirements established at the time of initial entry into the job class. **(Article IX Hours and Overtime Section 7.0)**
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 timecards 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 particular job tasks may violate the Unit D Collective Bargaining Agreement. **Refer to attachment #2, Chart titled, "Librarian Services and the Credentials that Authorize Them,"** (see, "2017 ADMINISTRATORS ASSIGNMENT MANUAL"; p.55) which identifies who among school faculty and staff may do what when a Library Aide is away. Education Aides II or III, Instructional Aides I or II, or Teacher Assistants may also accompany their assigned teachers and classrooms to the library to assist students in locating books and shelving them. Nevertheless, it is important to avoid any perceptions of misuse or supplanting the work of library personnel, even when they are away. Please also refer to BUL-6040.2 "Library Staffing - Student Access Clarifications," REF-054699.0 "Guidelines for Elementary School and Selected Secondary Library Media Centers," and BUL-6227.1 "District Standards for School Library Media Centers," and/or contact your Senior HR Representative if you have questions.
5. **SPECIAL EDUCATION PARAPROFESSIONALS:** Every special education paraprofessional must have a current First Aid/CPR certificate issued by a recognized First Aid training program. Each paraprofessional must also obtain and maintain an LAUSD Food Handler's Certificate. Certification requirements must remain active during the term of their employment; otherwise, those employees who cannot meet job requirements will be sent home for 20 days to obtain the certification. If the employee does not present the valid certification, they will be separated in accordance with PC Rule 768 section E which states in part, *"If the required certificate or license has not been renewed within that period, the responsible administrator shall request that Personnel Commission staff notify the employee by certified mail, return receipt requested, that separation from the Classified Service was made because the employee is legally unable to perform assigned duties."* First Aid and CPR certifications are required to be renewed bi-annually, and the Food Handler's Certificate is required to be renewed annually. For further information, please review **REF 6770.2, "Procedures for Monitoring First Aid and CPR Certification for Special Education Paraprofessionals."**

**6. BREAK/LUNCH TIMES FOR UNITS B, C, D, F AND S:**

ASSIGNMENT HOURS	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 Assists., Campus Aides, Instr. Aides) or F (Teacher Assists.):** Rest periods cannot lengthen lunch period or shorten workday.

**\*\*Unit D (clerical staff except Library Aides):** Rest periods may be combined with lunch period by mutual agreement with the supervisor.

**\*\*Unit S (School Administrative Assistants):** \*\*\* Rest periods (duty free time) shall be scheduled in consultation with the direct supervisor and...pre-approved by the direct supervisor, [and]...not be taken during the first (1st) or last hour of the assignment. Employees who are prevented from taking this unpaid time and who are required to perform work duties during that time may complete [their] unpaid time later that same day (scheduled in accordance with the direct supervisor). All on-duty time shall be counted as time worked and be compensated.

**7. TEACHER ASSISTANTS – VERIFICATION OF ENROLLMENT IN COLLEGE COURSES:** During the 2018-2019 school year, Degree-Track TAs who failed to complete three (3) college units successfully were given a grace period to remain employed. Going forward, the expectation is for Degree-Track TAs to enroll and successfully complete 12 units annually (e.g., between July 1, 2019 and June 30, 2020) as per the contract. All Non-Degree Track TAs shall enroll in and successfully complete at least one college course each semester.

TAs may expect LAUSD email notification through their LAUSD email account requesting them to register their course enrollment for the Fall, 2019, and Spring, 2020 semesters. In addition, any courses already successfully completed for the Spring, 2020 semester must be verifiable and documentation uploaded in a timely manner to the TA Portal (as applicable). For Fall 2019 and Spring 2020, TAs must upload verifiable certification of college units completed by June 30, 2020. Teacher Assistants must submit enrollment and course completion verifications by deadlines in Fall and Spring or they will be at risk of separation from District service.

The District will count only those courses that increase employee’s knowledge, understanding and skills related to their employment. (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](mailto:TeacherAssistantAssignments@lausd.net).

The District will send official notification to TAs who fail to successfully meet the 12-unit college coursework for the 2019-2020 school year stating the date of their released from District service. (For additional information regarding the education requirement for TAs, please refer to Article VIII of the Unit F Collective Bargaining Unit Agreement, Sections 2.1 and 3.1.)

8. **TEACHER ASSISTANT PORTAL:** To access the Teacher Assistant Portal, TAs will need their LAUSD single sign-on and password to login at <https://teacherportal.lausd.net>. Then, under “Employee Tools,” select “Teacher Assistant.” The implementation of the Teacher Assistant Portal cannot modify TAs’ contractual obligations. Principals retain the right to request transcripts for the purposes of verifying TA eligibility and/or establishing a TA site seniority list. Principals may view in the Principal’s Portal, all college units completed and uploaded to the Teacher Assistant Portal.
9. **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 seniority list of all assigned Teacher Assistants, which is compiled as follows:
- i. Request copies of Teacher Assistant certified transcripts from which to build the TA seniority list.
  - ii. Review certified transcripts from all Teacher Assistants assigned to your site.
  - iii. Prepare a list, in descending order, of completed qualified college units (most to least).
10. **VACATION SCHEDULING AND VACATION CAP:** Principals should warn Classified employees before approving their vacation requests during the school year that they may have insufficient vacation days left to avoid going unpaid during Winter and Spring Recesses. Principals should notify Classified employees at risk for losing vacation hours by exceeding their vacation cap at end of 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. MANDATED SEXUAL HARASSMENT TRAINING:** BUL-4214.3 outlines the District Policy regarding Workplace Harassment Prevention Training. Training is now required to be completed by **ALL** District Employees before December 31, 2019. After that, non-supervisors will be required to complete the training every other year. Each employee must log in with their single sign-on to MyPLN to complete the training along with the required assessment.
- 2. 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 into the School Files system on a regular basis. 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 memoranda, but **do not upload** SCAR reports, attachments, witness statements, investigatory notes, other evidence or disciplinary documents such as Notices of Unsatisfactory Acts. 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.
- 3. BOARD RULE 1906-DRESS STANDARDS FOR EMPLOYEES:** The following language can be utilized when working to improve employee performance. 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.”*

- 4. STAFF RELATIONS WEBSITE:** Visit the Staff Relations website at <http://achieve.lausd.net/staffrelations> for important resources, including Contracts, Monthly Updates, District Policies, and important links. Only Administrators will have access to the actual website.
- 5. UNION RELEASE TIME FOR EMPLOYEES:** The Office of Labor Relations will contact you if the District receives a request from a union to release an employee for the purpose of conducting union business. If you receive a request directly from the union or an employee, please contact the Office of Labor Relations at (213) 241-8322 to ensure the proper steps have been taken.
- 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. Instead, first contact your Staff Relations Field Director or Senior HR Representative as soon as possible for further guidance.
- 7. UNION REPRESENTATION ON SCHOOL SITE CAMPUSES:** Union representatives are permitted to enter school campuses following guidelines addressed in the LAUSD Visitor’s policy. Reasonable union 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. Representatives should provide proper identification and notify the administrator of their presence upon arriving to a work site along with stating their intended purpose.
- C. Representatives should complete a visitor's permit and obtain the principal/designee's approval before proceeding with their visit.
- D. All visitors are expected to conduct themselves in a non-disruptive or non-abusive manner while visiting a work location.
- E. Utilize non-duty time or break times to meet with employees.
- F. Ensure employees are not late returning from breaks or lunch meetings.
- G. Representatives should notify the visiting department of their departure and return their visitor's permit before leaving the work location.

8. **SEIU UNION REPRESENTATION ON SCHOOL SITE CAMPUSES:** SEIU Local 99 is actively seeking improved connections between Union Representatives and District and/or School Operations personnel when Union Representatives visit school sites and/or Local District offices. As such, Union Representatives will carry universal Photo ID Badges to signify their contractual authority to participate in meetings with SEIU members at LAUSD school sites and/or Local District Offices. They will continue to be required to comply with LAUSD's policies and procedures as set forth in item 6.0 above.

9. **EXTENDED LEAVES OF ABSENCE (WORKERS' COMP OR ILLNESS):** It is the responsibility of the school site administrator to follow up on all leaves. For Workers' Comp 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 an employee, a current claim, or return to work procedures, contact the Integrated Disability Management office, at (213) 241-3138. For employees absent due to illness for longer than twenty (20) days, formal Leave of Absence forms and other documentation must be submitted. Employees who have not submitted required doctor-approved leave documentation should be time-reported as unpaid after their 20<sup>th</sup> consecutive workday absence. However, should the required doctor-approved leave documentation be submitted late, payroll adjustments from unpaid should be strongly considered. **(Article XII, Section 12.9)**

# 2019-2020 STAFF RELATIONS DIRECTORY

## FIELD DIRECTOR and SR HR REP ASSIGNMENTS

Tel: (213) 241-6056

Fax: (213) 241-8405

	Name	Extension	EMAIL
<b>Asst. Chief Human</b>	<b>FIGUEROA, LETICIA</b>	213-241-6056 213-241-5313	<a href="mailto:leticia.figueroa@lausd.net">leticia.figueroa@lausd.net</a>
Administrator-AALA	DR. SERRATO, FRANK	213-241-8233	<a href="mailto:fserrato@lausd.net">fserrato@lausd.net</a>
HR-SR Manager	GOSSETT, LORRI	213-241-8253	<a href="mailto:lorri.gossett@lausd.net">lorri.gossett@lausd.net</a>
Field Director	MOSCOSO, VERONICA	213-241-8257	<a href="mailto:vxm6767@lausd.net">vxm6767@lausd.net</a>
Admin Secretary	GONZALEZ, MAYRA	213-241-8109	<a href="mailto:mayra.l.gonzalez@lausd.net">mayra.l.gonzalez@lausd.net</a>
Sr. Office Technician	ZUNIGA, ADRIANA	213-241-8239	<a href="mailto:adriana.x.zuniga@lausd.net">adriana.x.zuniga@lausd.net</a>
Clerk	HAYNES, ROCHELLE	EXT. 29036	<a href="mailto:rochelle.haynes@lausd.net">rochelle.haynes@lausd.net</a>

### LOCAL DISTRICT NORTHWEST

Field Director	DR. MAXEY, ERIC	818-654-3641	<a href="mailto:ejm9800@lausd.net">ejm9800@lausd.net</a>
Field Director	DELISLE, CARRIE	818-654-3619	<a href="mailto:carrie.delisle@lausd.net">carrie.delisle@lausd.net</a>
Sr. HR Rep	GORDEN-CAVE, CONNIE <b>TUES-WED NW</b>	213-241-8240	<a href="mailto:connie.gorden-cave@lausd.net">connie.gorden-cave@lausd.net</a>

### LOCAL DISTRICT NORTHEAST

Field Director	DR. LUNA, MARIBEL	818-252-5435	<a href="mailto:maribel.luna@lausd.net">maribel.luna@lausd.net</a>
Field Director	DELISLE, CARRIE	818-252-5436	<a href="mailto:carrie.delisle@lausd.net">carrie.delisle@lausd.net</a>
Sr. HR Rep	NUNNALLY, KRISHNA	213-241-8242	<a href="mailto:krishna.nunnally@lausd.net">krishna.nunnally@lausd.net</a>

### LOCAL DISTRICT CENTRAL

Field Director	ALFAYATE, JUAN	213-241-0184	<a href="mailto:jalfayat@lausd.net">jalfayat@lausd.net</a>
Field Director	HAYNES, ERIN	213-241-2563	<a href="mailto:edh0788@lausd.net">edh0788@lausd.net</a>
Sr. HR Rep	NGUYEN, CHRYS <b>TUES AM CENTRAL</b>	213-241 8227	<a href="mailto:c.nguyen@lausd.net">c.nguyen@lausd.net</a>

### LOCAL DISTRICT EAST

Field Director	CUEVAS, SUSANA	323-224-3353	<a href="mailto:scontr6@lausd.net">scontr6@lausd.net</a>
Field Director	HAYNES, ERIN	323-224-3120	<a href="mailto:edh0788@lausd.net">edh0788@lausd.net</a>
Sr. HR Rep	VACANT	213-241-6864	

### LOCAL DISTRICT SOUTH

Field Director	MARTINEZ, ISAIAS	310-354-3419	<a href="mailto:isaias.martinez@lausd.net">isaias.martinez@lausd.net</a>
Field Director	LENON, DAMIAN	310-354-3472	<a href="mailto:dlenon@lausd.net">dlenon@lausd.net</a>
Sr. HR Rep	BIGGS, ROBBIE	310-354-3204 213-241-8248	<a href="mailto:robbie.biggs@lausd.net">robbie.biggs@lausd.net</a>

### LOCAL DISTRICT WEST

Field Director	SANCHEZ, ALEJANDRA	310-914 2150	<a href="mailto:alejandra.sanchez@lausd.net">alejandra.sanchez@lausd.net</a>
Field Director	MCCLAY, KEVIN	310-914-2153	<a href="mailto:kmcclay@lausd.net">kmcclay@lausd.net</a>
Sr. HR Rep	KELLY, CATHY	213-241-6896	<a href="mailto:cathy.kelly@lausd.net">cathy.kelly@lausd.net</a>

### DIVISION OF ADULT & CAREER

Field Director	DR. FOOTE, JACK	213-241-3725	<a href="mailto:djf2378@lausd.net">djf2378@lausd.net</a>
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**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

**\*\*\*See the notation below for administrators evaluated on the EDSSL and EDSPS platforms currently serving in the capacity of Assistant Principal, Principal, Director or Community of Schools Administrator.**

**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	05/13/20
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 12<sup>th</sup> 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 MOU between AALA/LAUSD signed June 20, 2019), except (per side letter between AALA/LAUSD signed September 9, 2019) for the following who are evaluated on the EDSSL and EDSPS platforms:**

**Assistant Principals – May 13, 2020**

**Principals – May 20, 2020**

**Directors and Community of Schools Administrator – May 27, 2020**

Librarian Services and the Credentials that Authorize Them

	Credential Type / Authorization Code											
	Teacher Librarian Credential	R53A R53B	Emergency Teacher Librarian Permit	R53A	Teacher Librarian Special Class Authorization <sup>1</sup>	R53S	Administrative Services Credential	R54A	Non-Credentialed Classified Employee	N/A	Other Teaching Credentials	Various
<b><u>Library-Related Services Authorized</u></b>												
Instruct students in accessing, evaluating, using and integrating library information and resources	✓		✓		✓		X		X			X
Plan and coordinate school library programs with instructional programs	✓		✓		✓		X		X			X
<b><u>Select</u></b> materials for school and district libraries	✓		✓		✓		X		X			X
<b><u>Order</u></b> materials for school and district libraries	✓		✓		✓		✓		✓			✓
Develop programs for school library services and deliver staff development	✓		✓		✓		X		X			X
Coordinate or supervise library programs at the school, district or county level	✓		✓		✓		X		X			X
Plan and conduct a course of instruction for pupils who assist in the operation of school libraries	✓		✓		✓		X		X			X
Supervise classified personnel assigned school library duties	✓		✓		✓		X		X			X
Develop procedures for and management of the school and district libraries	✓		✓		✓		X		X			X
Shelving books, filing, checking in and out of materials	✓		✓		✓		✓		✓			✓
Departmentalized instruction in information literacy, digital literacy, and digital citizenship to students	X		X		✓		X		X			X

<sup>1</sup> The Teacher Librarian Special Class Authorization must be held in conjunction with a valid Teacher Librarian Credential. The services authorized by the Special Class Authorization are in addition to those authorized by a Teacher Librarian Credential.