Believe ♦ Behave ♦ Become

Calendar Dates

Superintendent Annual	8/8
C Basis Returns	8/14
Pupil Free Day	8/14
Campus Aide Meeting	8/14
First Day of Instruction	8/15
Admissions Day	9/1
Labor Day	9/4

What's Due

July Water Flushing	8/1
School Emergency Contact Information	8/1

Friday's Operation's Brief

Leading with Heart 2018

Local District Central would like to thank our school leaders for participating in this year's "Leading with Heart" Administrator Kick off Meeting. Dr. Christopher Emden, author of For White Folks Who Teach in the Hood, gave a powerful message about educating our urban youth. School leaders are strongly encouraged to reflect on their practices, both with instruction and operations, to disrupt the "system" within their schools.

As we begin the new school year, we strive to provide our students a positively engaging school year by exploring new approaches to teaching and learning. As such, this year Local District Central will focus on providing safe and effective school environments for all students by examining school wide positive behavior plans and alternatives to suspensions, resulting in decreased school suspensions and increased days in school.

Local District Central looks forward to providing our school leaders, parents, students, and community members with quality service.

Believe. Behave. Become.

School Administrative Assistant Meeting

This week Local District Central School Administrative Assistants had the opportunity to learn about the value of their role at our schools. An emphasis was placed on fostering safe and welcoming environments so that students, families, community members, and employees are connected to our schools. Personnel Commission provided SAAs with "tips" in the following five areas: Teamwork, Office Beautification, Professionalism and Promoting the School, Care and Courtesy, and Signage and Displays. Additionally, SAAs learned about LAUSD's strategic plan; shared school practices and their roles around School Wide Positive Behavior Interventions and Support, as well as the Safe School Plan. Please follow hyperlink for information provided during the meeting: https://achieve.lausd.net/site/default.aspx?PageID=9931.

Summer School Graduation

An additional 30 Local District Central high school seniors will be recognized for their willful determination to be a LAUSD graduate!

Local District Central invites you to the Summer School Graduation ceremony on Friday, August 11, 2017 at 10:00 am at Virgil Middle School in the auditorium.

Campus Aide Professional Development

In an effort to establish clear expectations, standardized procedures and comply with mandated training requirements, all Campus Aides are required to attend Professional Development on Monday, August 14, 2017. Schools and Campus Aides will be receiving notification of their assigned location and time. For time reporting purposes, Campus Aides will receive documentation to submit to their SAA's.

Message from Steven K. Zipperman

Recent incidents involving the need for police response to a campus have suggested that on some occasions, when a site chooses to contact "911" for a police-related matter or safety issue, they have neglected to notify the Los Angeles School Police Watch Commander's Office of the incident.

Please remember to notify LASPD should you find it necessary to call "911" for a police emergency.

I've always loved the first day of school better than the last day of school. Firsts are best because they are beginnings.

- Jenny Han

Opening 2017-2018 School Year

All administrators, SAAs and School coordinators are strongly encouraged to download Opening of the School Year 2017-2018 Checklist (Attachment 1).

The checklist provides information and friendly reminders about accessing the database, attendance, enrollment, scheduling, etc.

Schools may take the additional precautions prior to August 15th:

❖ Print reports from MiSiS
  - Class Enrollment Report
  - Student Schedule Summary Report
  - Student Schedules (Student Sections Report)
  - 5 column rosters for taking attendance – provide to every teacher to take attendance manually on the rosters if they can't access MiSiS
❖ Print class or homeroom rosters to post so students know where to go at the start of the school day
❖ Identify a common area such as a Multipurpose Room where students will go if they are not scheduled or need to be enrolled.

Staff Relations Update

STAFF RELATIONS CHECKLIST OF IMPORTANT TASKS (Attachment 2):
- Use this checklist to backwards plan your year and avoid missing important deadlines.

2017-2018 CERTIFICATED EVALUATIONS: **(Attachment 3):**
- Per UTLA-LAUSD Collective Bargaining Agreement, all evaluation timelines are fixed.
- If they are to be evaluated, certificated employees should be notified on the first day of their basis, but **no later than the last work day of the fifth week of school (9-15-17)**.

- Non-Classroom Teachers (school based instructional coaches and coordinators) will be evaluated using the Educator Development and Support (EDS) evaluation process and the Non-Classroom Teachers Teaching and Learning Framework (TLF).

- To begin the evaluation process, administrators must 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.

- UTLA-represented employees being evaluated shall receive one formal observation during the academic year, **no later than the last work day of the sixth week of the second semester – February 16, 2018**. The observation shall be followed by a post-observation conference. The post-observation conference shall occur **no later than ten (10) work days after the formal observation**. **(Article X, Section 5.0(a)).** Plan ahead and schedule at-risk employees early in the year.

SUPPORT:
- Attend Performance Evaluations for Certificated Staff Training. See attached flyer for more information. (Attachment 4).
- For questions on the EDST and the EDSNCT Platforms, contact Marc Dyen at (213) 241-0159 or by email at mdyen@lasud.net.
- For questions on the EDSSL, contact Beth Bythrow at bbythrow@lausd.net.
- For questions on the CBA, contact the Staff Relations Field Director assigned to your school.

Campus Aide Vacancies

Site administrators may contact their assigned Classified Assignment Technician to request the Campus Aide Interest list. Should you need additional names or have difficulty contacting the candidates, feel free to call the Assignment Technician who may provide you with additional information.

"If your actions inspire others to dream more, learn more, do more and become more, you are a leader."- John Quincy Adams

MiSiS Opening of School Year Checklist

Access	❏ Teachers who have not applied for access to a new location will not be able to take attendance. Remind teachers at new locations to use EZ Access to reapply at their new location.
	❏ Teachers who have not applied for access to a new location will not appear in the master schedule Sections Editor. Remind teachers at new locations to use EZ Access to reapply at their new location.
	❏ Administrators who have not applied for access at a new location will not have the ability to approve access to school staff. New school administrators need to use EZ Access or send in a MiSiS Access Request form if they have changed locations.
	❏ Principal or administrative designee should remove access for those employees who no longer work at the school. Use EZ Access to remove employee from gaining access.
Attendance	❏ Period Groups and Meeting Patterns- Schools need to set up their Period Groups and meeting patterns to reflect the schedule they will be implementing at their school. The first week might look different than the remaining weeks. This set up is critical to attendance taking.
	❏ Elementary schools should set up meeting patterns and period groups for AM/PM classes and those classes that do not meet every day.
	❏ *** New Dual Language cost centers need to be reminded to do this (the meeting patterns of the host school will NOT automatically apply to the new Dual Language cost center).
	❏ Once all scheduled changes have been completed, print and distribute the Five Column Roster report for all teachers and classes. If unable to submit attendance in MiSiS, record attendance on a printed Five Column Roster report, adding the names of any students not listed, and crossing out the names of any dropped students; be sure to sign and date it. If attendance is not submitted in MiSiS by the teacher on the same instructional day, the paper record must be retained in the office for five (5) years.
	❏ If teachers are absent be prepared to use the Educator Absence Schedule to generate temporary user IDs and passwords for substitutes.

MiSiS Opening of School Year Checklist

English Learner	❏ Print Master Plan Roster to see which students still need to be assigned a Master Plan Program and ensure appropriate English Learner placement. ❏ For new enrollees: verify enrollment packet from previous school to determine if the home language survey matches what is in MiSiS (if not matching, contact previous school). ❏ Print Ready to Reclassify roster and reclassify all eligible students before administering ELA assessments. ❏ Print and review CELDT Coding Roster and CELDT Test Discrepancy Report to identify which students need an initial CELDT assessment in preparation for CELDT Testing. ❏ Print and review the EL Student Schedule Summary report to determine appropriate placement of EL students.
Enrollment	❏ Refer to 2017-2018 Opening Day Procedures, issued by Student Health and Human Services for LAUSD policy regarding enrolling students. ❏ Determine school procedures for enrolling new students. ❏ When searching for a student using Enroll Student search, check the birthdate, parent information, prior school enrollment, and complete name to verify the correct student is being enrolled. Health Information ❏ If a new student enrolls at your school, do not enter immunization information into MiSiS until the student has a permanent student ID number. Health screening information can be filled in at any time. ❏ Students who are returning to your school from the previous school year are not required to provide address verification. Verifications are only required for students who have recently moved into your area to determine their school of residence. Matriculating students from a local feeder school are also not required to provide address verification. Please refer to the reference guide on **Opening Day Procedures: Supplemental Guide and Updates**, for the most updated information on Registration and Enrollment Procedures.

	Transitional Kindergarten Expansion
	
	❏ Student must turn 5 after December 2nd to be eligible. Please see reference guide.
	❏ Enroll student in Grade Level= TE. Enrolling in another grade will cause statistical report errors.
	
	Transitional Kindergarten
	
	❏ Student birthdate should between September 3rd and December 2nd to be eligible. Please see reference guide.
	❏ Enroll student in grade level= TK.
	
	No Show
	
	❏ Identifying No Show Students
	    ❏ Run the Attendance Not Submitted Report to verify all teachers have submitted attendance.
	    ❏ Verify any student who did not pick up their schedule is marked absent with UC reason code.
	    ❏ Run the Master Absence Report to determine who was absent.
	    ❏ The Teacher Discrepancy Report should be run in order to identify students who were marked absent by all teachers except one. In these cases, students were marked present or attendance was not submitted. Elementary schools do not need to run this report since they only have one period.
	    ❏ Students who are absent on the first day of school must be marked as a No Show. Refer to MiSIS No Show Job Aid for directions.
	❏ Every night beginning on the first day of school a nightly process will run to remove No Show students. Only students marked absent every period will be processed as a No Show. Students with Attendance Not Submitted or marked present will not be processed.
	❏ The No Show Screen (Enrollment > No Show) and the No Show Report will display a Processed Date. If the student has a processed date the No Show record cannot be deleted.

	❑ Students returning to school after being processed will need to be re-enrolled and re-scheduled. Use the No Show Student Schedule Summary Report to view a no show student's schedule. ❑ Run the No Show Report to identify students processed as a No Show or who could not be processed as a No Show. Resolve any issues with No Show students who could not be processed. Auto withdrawal ❑ When trying to enroll a student who is currently enrolled at another LAUSD school using Automatic Withdrawal, a pop up will state that "Current Enrollment would be deleted" and you will be asked if you want to proceed. Click Ok to proceed with enrolling the student at your site. You are not deleting the record, just transferring it to your school. The Student Enrollment information will show automatically so that you can make changes. ❑ Generate the Automatic Withdrawal Report to identify students' auto withdrawn by another school. ❑ Update Withdrawal Codes, Reasons, and Dates as needed. ❑ Generate E Cast vs. Actual Enrollment Report to determine E Cast Enrollment numbers. ❑ Generate Emergency Roster. ❑ Update Parent/Guardian and Emergency Contact information for students based on new emergency card information.
Grades	❑ Make sure that all grades are entered for all students that completed Summer Term courses. ❑ Make sure to order Pressure Sealer forms from the District warehouse if needed, to be used for Secondary School Report Cards and other correspondence. (SKU: 966-12-20814) ❑ Be sure that any required maintenance to the Pressure Sealer machine is performed. Refer to LAUSD Mass Mail and Pressure Sealer webpage.
Graduation Standards	❑ Generate Graduation Eligibility Status for 2016 & Beyond report. ❑ This report will allow you to identify students that need to be promoted or demoted - you can export to Excel and use filters

	to identify students by virtue of credit count, grade level, and graduation year. ❑ You can also quickly identify students that are missing any graduation requirements. ❑ Generate IGP report by Grad Year and review to identify students that require additional coursework. Users can generate PDF's in lieu of printing and user may use the search function to find specific students.
Student Support	❑ Assign staff to receive automatic emails when a referral is submitted by using the Referral E-Mail Set-up screen ❑ Plan for IGP meetings with students
State Reporting	❑ Ensure all teachers submit attendance for all students; generate the Attendance Not Submitted and Classification Reports to ensure accurate enrollment counts

Scheduling	❑ **Elementary**
	  ❑ Ensure that all students have been assigned the correct grade level class
	    ❑ Use Elementary Class Roster to check enrollments
	  ❑ Check the Walk-In Scheduler for students with a "0" in the Sections column. Should they be scheduled or marked as a No Show?
	  ❑ Ensure that all students have been assigned to the correct grade level
	    ❑ Use Elementary Alpha Roster
	  ❑ Ensure active teachers are assigned to all sections; if no teacher, use an unfilled position number
	  ❑ Ensure that all section attributes are appropriately marked
	    ❑ English Learners - Master Plan Program, English Learner Service
	    ❑ Dual Language Program - Master Plan Program, Primary language
	    ❑ Independent Study - see updated policy
	    ❑ Run Section Attributes Report to verify proper selection of the section attribute

❏ Delete all classes with teacher assignment of "unfilled 25". If students are still in these classes, they need to be moved to another section before deleting the class.

❏ Assign certificated out-of-classroom personnel a course that represents the position they serve, i.e. principal - 900101

❏ **Secondary**

    ❏ Review Courses to check for

        ❏ Correct A-G category

        ❏ Credits

        ❏ Grade level span

        ❏ Obsolete courses

        ❏ Run the School Courses Report

    ❏ Review Sections in Sections Editor

        ❏ Run Class Enrollment Report by list or matrix to view sections, enrollment, and teacher assignment

        ❏ Ensure that all section attributes are appropriately marked

            ❏ English Learners - Master Plan Program, English Learner Service

            ❏ Dual Language Program - Master Plan Program, Primary language

            ❏ Run Master Plan Roster to verify

            ❏ Location - add the magnet location for sections belonging to a particular magnet location

            ❏ Independent Study - mark section attribute for each associated section

            ❏ Review Sections Attribute Report to verify proper selection of the section attribute

    ❏ Review teacher schedules and check for

        ❏ Appropriate assignment and alignment with credential

        ❏ Missing classes

        ❏ Periods assignment for:

		❏ Conference
		❏ Auxiliary (if any)
		❏ Assign certificated out of classroom personnel a course that represents the position they serve, i.e. sec counselor - 930304
		❏ Run the Teacher Section Assignment report by matrix view
		❏ Review Student Schedules and check for
		❏ Students with "0" schedules
		❏ Use the Walk-In Scheduler to check for "0" students in the Sections column by clicking the Sections title in blue to sort by ascending/descending order
		❏ Run student schedule summary for students with "0" schedules
		❏ Students with partial schedules
		❏ Use the Walk-In Scheduler to check for the number of students with less than the required count of sections
		❏ Run the Student Schedule Summary report for students with partial schedules
		❏ Students with incorrect schedules
		❏ Review the Student Schedule Summary report and make changes to schedules as necessary
		❏ Review updated grades from summer school, adult school, community college, etc and make changes as necessary to student schedules
		❏ (High Schools Only)
		❏ Review Repeating Courses Report
		❏ Check for students taking courses that already have been passed
		❏ Review Course Deficiency Reports
		❏ Check to determine if students have not passed a required course

	❏ Terms - if using both 10 week terms and 20 week terms, check the above for each term ❏ Room Finder Report - Run the Student Schedule Summary as report type "Room Finder" to post students classroom numbers by period on the first day of school.

Transcripts	❏ Transcripts can only be updated by users with the following user roles: Principal, Scheduling Admin, Counselor Plus.
	To update student transcripts navigate to Academics->Transcripts->Transcript Detail for:
	   ❏ Students that completed Adult School/Continuation School Courses
	   ❏ Students that are transferring from other school districts - in state or out of state.
	   ❏ To enter foreign transcripts for any students enrolling from out of the country, please refer to Bul-1545.1
	❏ For students no longer enrolled and requesting transcripts, run the Transcript report and be sure to select the School Year in which student was enrolled and for Enrollment Status be sure to select All or Not Enrolled.

Groups	❏ Ensure all students are assigned to only one counseling group ❏ Ensure that students are assigned to only one learning community group (optional)

Report Subscriptions	❏ Use the Report Subscriptions feature to automatically run reports on a scheduled basis
	   ❏ Go to Admin>Report Subscriptions
	   ❏ Follow job aid on report subscriptions
	   ❏ Recommended Reports to run for opening:
	      ❏ Secondary
	         ❏ Class Enrollment
	         ❏ Student Schedule Summary
	         ❏ 5 Column Roster
	      ❏ Elementary
	         ❏ Elementary Class Rosters
	         ❏ 5 Column Roster

MiSiS Opening of School Year Checklist

2017-2018 CHECKLIST OF IMPORTANT TASKS AND DATES

Month	Task	Completed
July	**UTLA represented employees:**	
	• Review IPS and meet with employees to discuss objectives	_____
	• Schedule monthly classroom observations	_____
	AALA represented employees:	
	• Distribute Initial Planning Sheet (A-basis 7/3/17; E-basis 7/20/17; B-basis 7/31/17)	_____
August	**UTLA represented employees:**	
	• Notification of Evaluation Status Deadline (A-Basis, Early Education 8/4/17)	_____
	• Initial Planning Sheets Due (IPS) (A-Basis, Early Education 8/11/17)	_____
	• Hold Initial Planning Conferences (A-Basis, Early Education 8/25/17)	_____
	• Identify all Probationary 1 and 2 and other non-permanent (University Interns, Temporary Contracts) teachers by accessing the HR072 and HR073 reports in SAP. Contact your Personnel Specialist for assistance and questions.	_____
	AALA represented employees:	
	• Collect IPS (A-basis 8/11/17; E-basis 8/31/17)	_____
	• Hold Initial Planning Conferences (A-basis 8/25/17)	_____
	Classified:	
	• Teacher Assistant Verification of Enrollment (degree and non-degree track)	_____
	• Degree track TAs submit passage of 12 units in previous year	_____
September	**UTLA represented employees:**	
	• 9/15/17 Deadline for Notification to Teachers Regarding Evaluation Status (Teachers assigned to a school site after 9/15/17 and before 10/6/17 may still be rostered and should be notified. After 10/6/17, permanent teachers may not be evaluated, except if they received a BSE the previous year.)	_____
	• Initial Planning Sheets Due (IPS) (All schools, 9/22/17)	_____
	AALA represented employees:	
	• Collect IPS (B-basis 9/8/17)	_____
	• Hold Initial Planning Conferences (E-basis 9/15/17; B-basis 9/22/17)	_____

2017-2018 CHECKLIST OF IMPORTANT TASKS AND DATES

Month	Task	Completed
October	**UTLA represented employees:** • Hold Initial Planning Conferences (All schools 10/6/17) **Classified:** • Document performance issues. Warning of possible less than satisfactory evaluation (10/17 – 12/17)	_____ _____
November	**UTLA represented employees:** **HR sends Prob 2 Affirmative Decision Roster to administrators** • Based on observations, student performance data, and attendance, are your Prob 2 teachers effective? Do they demonstrate potential for continued effectiveness? Meet with your Instructional Director to discuss each Prob 2 teacher and your decision to recommend for permanent status or non-reelection.	_____
December	**UTLA represented employees:** • 12/1/17 Deadline to submit Prob 2 Affirmative Decision Forms to District Superintendent • Hold meeting with Prob 2 teachers to notify of non-reelection • 12/15/17 Growth Planning: Mid-Year Reflection (Early Education 12/1/17) • Warning of possible Below Standard Evaluation (All schools, 12/17 – 2/18)	_____ _____ _____ _____
January	**UTLA represented employees:** **HR sends Prob 1 Affirmative Decision rosters to administrators** • Based on observations, student performance data, and attendance, are your Prob 1 teachers effective? Do they demonstrate potential for continued effectiveness? Meet with your Instructional Director to discuss each Prob 1 teacher and your decision to recommend for continued employment or non-reelection.	_____
February	**UTLA represented employees:** • 2/16/18 Deadline for Formal Observations (A-basis, Early Education 2/9/18) • 2/23/18 Deadline for Early Education Post-Observation Conference **Classified:** • Teacher Assistant Verification of Enrollment 2/28/18 – TA submits passage of classes for Fall/Winter session and enrollment in Spring session • Document performance issues • Warning of possible less than satisfactory evaluation (2/18 – 4/18)	_____ _____ _____ _____ _____

2017-2018 CHECKLIST OF IMPORTANT TASKS AND DATES

Month	Task	Completed
March	**UTLA represented employees:**	
	• 3/2/18 Deadline to submit Prob 1 Affirmative Decision forms to District Superintendent	_____
	• Hold meeting with Prob 1 employees to notify of Intent to Non-Reelect	_____
	• 3/5/18 Deadline Post-Observation Conference (The post-observation conference is to be completed 10 working days after the formal observation).	_____
	• 3/16/18 Growth Plan Visit (all teachers)	_____
April	**UTLA represented employees:**	
	• Selection of coordinators and election of deans	_____
	• Meet with statutory site councils to determine funding for categorical positions	_____
	• Post 2018-19 Matrix*	_____
	• Distribute Matrix Preference Forms (4 weeks prior to selection)	_____
	• 4/13/18 Growth Planning: End-of-Year Reflection	_____
	Classified:	
	• Evaluations due 20 days prior to the end of the employee's basis	_____
May	**UTLA represented employees:**	
	• 5/4/18 Growth Planning: End-of-Year Reflection for Early Education	_____
	• 5/8/18 Deadline for Final Evaluations (A-basis, Early Education 5/30/18)	_____
	• Notification to teachers of tentative assignments for 2017-18 (5/11/18 or 4 weeks prior to end of school year)	_____
	AALA represented employees:	
	• 5/10/18 Deadline for Final Evaluations	_____

Resources:

My PGS for Early Ed-12 Classroom Teacher Evaluations: https://lausd.truenorthlogic.com

CPES for all other certificated evaluations: https://stulls.lausd.net/stulls/

My Team Dashboard for A Leader's Evaluation and Analysis Development (LEAD):
https://getdata.lausd.net/analytics/saw.dll?Dashboard

*STRATEGIC ASSIGNMENT OF TEACHERS TO MEET STUDENT INSTRUCTIONAL NEEDS for information regarding the matrix process. A copy may be found on page 49 of the Staff Relations Handbook.

STAFF RELATIONS
ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS
2017-2018

AALA REPRESENTED EMPLOYEES

	I Distribute Initial Planning Sheet	II Return Initial Planning Sheet	III Initial Planning Conference	IV** Evaluations Issuance Deadline
Basis A	07/03/17	08/11/17	08/25/17	05/10/18
Basis E	07/20/17	08/31/17	09/15/17	05/10/18
Basis B	07/31/17	09/08/17	09/22/17	05/10/18

UTLA REPRESENTED EMPLOYEES

	I* Notification of Evaluation	II+ Submit Initial Planning Sheet	III + Establishment of Objectives	IV ++ Formal Observation Deadline	V** Evaluations Issuance Deadline
A Basis	08/04/17	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
B Basis Special Calendar GB_08SPE	08/18/17	08/25/17	09/08/17	02/16/18	05/30/18

June 2017

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

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

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

**For UTLA-Represented Employees, the Final Evaluation Report must be issued no later than this date (30 calendar days prior to the employee's last regularly scheduled school day – Article X, Section 6.0).

**For AALA-Represented Employees, the Final Evaluation Report must be issued no later than May 10, 2018 (Article VII, Section 4).

LOS ANGELES UNIFIED SCHOOL DISTRICT
Local District Central Operations

Administrator Training

Performance Evaluations for Certificated Staff

At this meeting Isa Martinez and Veronica Moscoso, Staff Relations Field Directors will explain and clarify the Performance Evaluations for certificated staff.   The training will include the following:

1. The Contractual Timelines associated with the Performance Evaluations
2. Who should be evaluated-Permanent vs. Non-Permanent
3. Contractual and Ed Code information
4. Documentation required to defend a Below Standard Evaluation
5. Discipline for poor performing teachers

Isa and Veronica will be available after each training session to discuss any individual cases or questions.

Target Audience:
Principals & Assistant Principals

When: Wednesday, August 9, 2017

AM Session   9:00-11:00 a.m. - Esperanza Elementary School
                        680 Little Street Los Angeles 90017
                        (Please enter parking lot off of 669 S. Union Av)

PM Session   1:00-3:00 p.m. - Maya Angelou Community School
                        300 E 53rd Street Los Angeles 90011

To RSVP: Please call Beatriz Campos at (213)241-0167 or email her at
                bxc2865@lausd.net