

# Los Angeles Unified School District

David L. Brewer III  
Superintendent of Schools

## ADMINISTRATIVE OFFICES

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Assistant Superintendent

A. J. Duffy, President  
United Teachers Los Angeles  
3303 Wilshire Blvd. 10<sup>th</sup> Floor  
Los Angeles, CA 90010

April 15, 2008

**REVISED**

**RE: MATRIX TIMELINE**

Dear Duffy:

This is to memorialize that, in light of the current fiscal crisis in the State of California, which may result in budget decisions made by the District that affect class size, the District and Union agree to the following regarding changes in the contractual timeline for matrix and assignments:

- Schools shall prepare and post a matrix within two weeks of the date of the District's decision regarding budget reductions for 2008-2009. The date of this decision will be dependent on the receipt of final budget information from the State.
- Teachers shall be notified of their tentative assignments no later than June 20, 2008 at traditional calendar schools or June 25, 2008 at multi-track schools.
- The matrix shall be posted for at least one week prior to the selection of grade levels/tracks.
- Schools are expected to share the matrix with teachers who are off track and to have a process in place which allows those teachers to make requests for assignments.

All other provisions of Article IX-A, Section 2.0, Uniform Staffing Procedures For All K-12 Schools, remain in effect. This is a one-time non-precedent setting agreement for the 2007-2008 school year.

Please sign below if UTLA is in agreement with this side letter.

Sincerely,

Gail Hughes, Assistant Superintendent  
Office of Staff Relations

**IT IS SO AGREED:**

A. J. Duffy, President  
United Teachers Los Angeles

4/15/08  
Date

c: Dave Holmquist  
Local District Superintendents

Megan Reilly  
Staff Relations Field Directors

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**MISSION STATEMENT:**

"The teachers, administrators, and staff of the Los Angeles Unified School District believe in the equal worth and dignity of all students and are committed to educate all students to their maximum potential."