

Article 30 Report August 16, 2018

Present for LAUSD were Alexandra Sanchez Staff Relations, Field Director Local District West-Daniel Webster, Carlos Romero Substitute Unit Principal Personnel Clerk, Jorge Amador Assistant Head Sub Unit

Present for UTLA were Benny Madera BOD Substitutes, Audrey Linden Chapter Chair, Robert Goodman Chapter Chair filled in for Chair Francisco Martinez, Luis Ovalles, Area Rep, Alex Orozco Officer UTLA

1 Keys, Student Safety Plan, Emergency Evacuation information, location of emergency backpack, *504 and IEP information especially behavior interventions, any student allergies, sent to office for meds, and two printed Attendance Rosters, Sub Folders. Contact Jorge Amador if no Sub Folder. (* This item is to be included as it was accepted in negotiations). * latex gloves as per Blood Borne Pathogens

Could a memo or bulletin go out to school sites? Audrey noted that these items were not available for the summer school class she had. There were Emergency Drills.

Alejandra Sanchez, Staff Relations said a newsletter went out... Austin Beutner said District Memos and Bulletins are on hold and subject to approval. Beutner is giving more leeway to schools to institute their own agendas.

It was pointed out that these items are safety issues and not site specific. While there is a concern subs could be written up, if a child was injured, schools could be at risk. Safety issues are fairly uniform.

We asked for the list of extensions to be up by the phone. Jorge Amador said to email him if a school does not have the extensions by the phone.

Luis suggested a template be created with pertinent information. It would have the basic information substitutes would need "to do the duties and responsibilities of their job". It was suggested the subs create a basic skeleton/template for a form and it should be sent to Jorge Amador.

Jorge was going to call Charnock Elementary School for a copy of their Sub Folder. (Audrey thought this school had a good sub folder but will check).

2. Cancellations.

Robert Goodman brought this up. He had a job cancelled that morning 25 minutes prior to arrival and missed the opportunity to get work. Robert expressed two examples where he lost work due to late cancellations. This has been an issue for our substitutes.*The time cut off is in negotiations now. UTLA wants 1 ½ hours notice, and LAUSD has proposed 1 hour which the Sub Unit has been honoring.

Jorge Amador suggested subs go to the school site and call the Sub Unit to handle and to reassign if there is another job. Otherwise, if it is less than an hour, and there is no other job, the school should keep the sub and pay for the day.

Concern was expressed subs are in a tenuous position and there could be retaliation for calling the Sub Unit as in taking their name off the preferred list. This is the reason to contact Jorge Amador or the Sub Unit before leaving the site.

Late calls, along with the sub arriving within the hour, the sub should have the opportunity to make up the time. The sub must state upon arrival, **"I got a late call and I would like to make the time up."** Do not wait until the end of the day.

It was suggested summer schools put their correct location on Smart Find as subs have been routed to the teachers' year round school.

3. Training and Compliance

TIPSL Trainings

Audrey expressed many subs did not know about this training. Jorge had put the word out 2 years ago in an email to some 3,500 substitutes. TIPSL is a 42 hour unpaid training for 3 days at 8 hours and the balance are half days. There is a wait list with some 360 candidates for the next training at Cochran Middle School and there will be 60-125.

Teacher In Place of Statutory Leave- The extended assignment in elementary and Special Ed and can go beyond 20 days in Special Ed and 30 days in Regular Ed. The teacher must be assigned and can be out on medical leave. It cannot be a vacant position. If the teacher resigns, the sub has to leave the assignment..

Blood Borne Pathogens video is available at Beaudry. Audrey asked if subs can take it online. Jorge Amador said it is not required. But we had a sub written up who did not put latex gloves on. *Subs need to know where the latex gloves are. (This item can be added to the list for the template).

The current requirements are: District email, CAAT, Suicide Prevention test, *R A letter, Current Credential, T B test. *Note there will be a change with the R A. The most senior subs will be identified for summer.

Audrey asked for new Math and English Language trainings for substitutes. Jorge Amador said there is not a lot of support, no capacity or funding for subs. Subs can take site based trainings. But some schools deny subs. Ask.

4. No Computer- Compensation

Secondary subs are asked to stay after school to do attendance on MISIS. Elementary subs have been asked to give up their break to go to the office to do attendance.

Luis suggested adding "Provide a laptop for attendance" to the template. Staff Relations suggested *subs need to know the student's names and therefore two printed rosters are needed. (This is added to the template).

5. EDD and Privacy Issues

At the last Article 30, it was determined ISR information was given to EDD. Jorge Amador said it was a privacy issue and he was going to look into that. He said "In general we do not provide that ISR information to EDD. It is only given if it is pertinent in filing an Appeal. It is only used when material to the case." If there is a question, email Jorge Amador.

6. Alternate Grievance Procedure Article 5 Section 23

This Article is for subs who have under 100 days. We have been told LAUSD has denied some subs. Audrey wanted to know how the Alternate Grievance procedure was implemented. What is the basis for the denial? This was TABLED for LAUSD staff to research and get back to us.

7. Long Term Assignment Guarantee.

The sub can complete the assignment whether credentialed or not as per Jorge Amador. It is incumbent on the school to have the specialist check before hiring the sub. Jorge said the sub would be given the long term pay. He said to notify himself, Carlos Romero or Alejandra Sanchez. Luis said do not make an issue at the school site but contact Jorge Amador. "We see this assignment for this substitute but we do not see the extended pay." * It is 30 days for general ed and 20 days for Special Ed. *(This is a contract negotiation item to be lowered to 15 days.)

8. Opening a Classroom.

The job has to be VACANT and it is *10 days the first semester of the school year with no assigned teacher. *(This item is in negotiations to be " Opens a Classroom first semester second semester and last 10 days.")

In Special Ed if the school keeps the sub beyond 20 days, the sub will be paid. The problem is principals may write up subs for going beyond 20 day. Contact Jorge Amador.

Williams Act – mis-assigned if it goes beyond 20 days, accountability-unqualified teachers . Can only work with one Special Ed class for 20 days in one school year.

Next Meeting November 15-10-12

Audrey Linden