

This web-friendly version has replaced the names of district employees with "DISTRICT" for privacy reasons.

Notes from Article XXX meeting of 9/22/2016

Present were Evelyn Lowe, Carlin Powell, Jorge Amador, Pablo Murillo, Fred Bertz, Daniel Barnhart, Leonard Segal and Greg Russell.

Regarding #1, schools out of compliance, DISTRICT has spoken with the Principal Organization: Erick Dawson, Secondary and Tracy Bryant, Elementary. DISTRICT will involve Operations and speak with LD South and LD West.

Also, a checklist of required items for substitutes will be posted with the bulletin to principals. In about a month, DISTRICT will organize a training day for principals on the needs of substitutes. LAUSD will try to incorporate SmartFind into these notifications of substitute needs.

Prompt attendance submission is expected by the district but has never been the reason for an ISR.

#1. C) A pattern of unfilled substitute jobs may point to schools with student discipline issues.

Emergency phone numbers to the main office and the dean should be posted by phones and provided to substitutes. DISTRICT will communicate this to Operations.

Restroom breaks at "Three and Out" schools are problematic and instructions to substitutes will be provided in their folders on how to request coverage by an administrator for a restroom break.

Overcrowded classrooms and equipment shortages are mostly noticed by long term personnel and would involve Operations. UTLA has Cecily Myart-Cruz handling these issues which may qualify as a Williams Complaint.

#1. F) DISTRICT will provide us with the CBA language on what are appropriate duties to earn auxiliary or missed time pay. The quicker problems are communicated to the Sub Unit the better and the usual excuse is they just didn't know. A district memo should address this. Repercussions may occur but no system for anonymous reporting will be developed.

#1. G) Negotiations team, headed by Betty Forrester, should bargain for language change of "1 hour's pay" instead of \$10. Should be no problems with Extended Day School pay.

#2. A) SmartFind's time allowance has been extended and can be further extended by pressing \*\*.

Difficult to understand school names should be reported and will be corrected on a case-by-case basis.

Displaced teacher designation too difficult to extract data from SmartFind. Presently, 266 Contract Pool Teachers and changes greatly from day to day.

Will try to get number break down of substitutes working in Elementary and Secondary.

Will try to get number break down of substitute availability from day-to-day, since some don't want to work every day.

#3. DISTRICT will forward the Friday Substitute Reports to Daniel Barnhart.

#3. C) SmartFind cannot duplicate SubFinder's Analysis Reports but chart on p.3 of packet, generated by DISTRICT, is better.

#3. D) We need to ask Daniel Barnhart to ask DISTRICT for current mailing addresses of all substitute teachers to supply them with the SubStance newsletter.

#4. A) Password must not have letters and be fixed according to IT.

#4. B) Top "Telephone" entry is the number SmartFind will call. If blank, it won't call substitute.

#4. D) No programming difference for assigning calls outside of area. Mistakes occur on individual basis.

#4. E) Can pull different data based on system used. Can't pull grade level or Sp. Ed. designation from MiSIS, so DISTRICT will remind teachers often and place memos in mailboxes instructing them to re-record name with grade level and Sp. Ed. designation. Will be placed at top of Faculty Meeting Agenda and copy same directive to SAAs for Staff Meeting Note.

#4. F) New detailed map now on LAUSD Sub Page and if copied as a pdf file may be turned 90 degrees to more easily copy vertical calling areas.

District undergoing 30% administrator staff cuts and closing schools due to administrator ratio being too high. Administrators classified as anyone not teaching majority of the day in a classroom.

Sub Unit no longer has IT Support.

#4. G) 800 line is ready. How will it be publicized?

#4. H) DISTRICT will ask HR Leadership Team and Payroll Services to look into paystubs adding the day and location of work. Also, to make contract compliant the years of records available from 2 back to 3 years.

#5. A-E) On p. 2 of packet generated by Jorge.

#5. F) DISTRICT will pursue how to fairly treat substitutes that lose their seniority to enter a different level of teaching but must return to substituting when their plans fail.