

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

### Article XXX Report 6-1-2017

Present for LAUSD were Jorge Amador, Evelyn Lowe (left at 11:30 AM) and Kristen Murphy, Ed D. Present for UTLA were Hannah Joravsky, Benny Madera and Greg Russell.

LAUSD working to fill Evelyn's position after she retires on 6-30-2017. Kristen subbing until LAUSD can hire someone over the summer. Francisco Martinez will replace Greg next year.

DISTRICT and Hannah discuss improved communication between them to keep substitute teachers better informed.

DISTRICT distributed 25 pages of Substitute Teacher Daily Requests (May 8-26), Substitute Teacher Requests (July 1, 2007 - June 30, 2016), Inadequate Service Reports (July 1, 2016-May 31, 2017), Historical Substitute Teacher Pool Count (2009-2017), and Summary of K-12 Substitute Teachers Hired During 2016-2017 School Year.

Greg presented brief top negotiation desires: increased due process, updating Article XIX language and having extended pay qualifications be more rational.

Illness Hours can be claimed for as little as 1 hour. Multiple day jobs can use same form for multiple day absence but must use separate forms for different job illnesses. Illness hours do count toward 600/year benefit requirement but CBA won't allow them to count towards Extended Pay, although they don't count as a break in continuity.

Illness hours notification meets state requirements but is additionally in the Substitute Teacher FAQs.

Replacement Hours should also count toward the 600/year benefit requirement. Replacement designation should only be used for elementary school class dispersement or secondary school classes outside of the regular school hours.

Hannah briefly revisited folder and key concerns.

Some schools aren't allowing neighboring teachers to open the class door for substitute teachers. Some schools requiring substitute teacher ID. All substitute teachers should have this but should be able to prove who they are (could use CA driver's license or ID) and retain the job if they don't possess it. Should replace lost substitute teacher ID for \$10. Can get official looking lanyards from California Credit Union.

SmartFind and MiSiS interface presently being tested for K-12. SmartFind "upgrade" should be ready for start of new school year. A 2.0 version is going to be used by other districts this year.

Schools with multiple locations should have their teachers voicing the locations. RFK campuses all at the same location. CDS or hospital locations might be out of Calling Area. If that happens, do not cancel the job. Call the Sub Unit and have them cancel the job and they'll help you get a replacement job.

If school name difficult to hear, let Sub Unit know. Sub Unit should play name recited for people unfamiliar with school names to get a more accurate reaction to the clarity of the name.

If problem with Sub Unit personnel, ask for their name. If they ever refuse to give their name, immediately ask for a supervisor. E-mail DISTRICT about any Sub Unit personnel problems.

wait time is long around 7 AM and 8 AM due to higher call volume and only 4 operators. Schools should have DISTRICT's direct line.

SmartFind can call same unanswered number up to 7 times in one calling period. If a General Education job is accepted but the school assigns a Special Education job, let the Sub Unit know and there should not be an unavailable charge. There has been no change in the handling of unavailables. One unavailable will be charged for days that are consecutive.

Secondary substitute teachers that either have only a primary subject or have no primary but only secondary subjects selected in SmartFind will not be treated differently by the system. Jobs are offered in seniority order to those with the matching primary subject. If the job has not been filled, then it goes to any matching secondary subjects chosen in seniority order.

If placing yourself in SmartFind as unavailable for several minutes and you are called at that time, you will receive an unavailable.

SmartFind has job titles for "Testing" or "IEP Coverage" but SAAs like to speed through system and it is easier to use codes they usually use, such as "Vacancy" or "Unfilled".

DISTRICT will hopefully decide before the start of the next school year on the new ISR Form and a deadline for job cancellations, by 6:30 AM or 1 hour prior to school's start time.

DISTRICT can revise Commendation Form.

Entering attendance into MiSiS is made difficult by schools that don't provide a laptop or tablet to substitute teachers without computers in their room, due mostly to teachers taking home their laptop. Schools should be sensitive to this need and, instead of having the substitute teachers line up at an office computer after school, the Attendance Office should accept and enter attendance into MiSiS that was submitted and signed by the substitute teacher on paper.

LAUSD email verifications are being sent out on receipt of Availability Letters.

Substitute teachers should check SmartFind before going to bed, especially if next day expecting to go to a prearranged job. Prearranged jobs get LAUSD email confirmations.

New Blood Borne Pathogen Video Training requirement for Special Education classes. Presently, only available at Beaudry, no appointment needed. Contract teachers must take every year. Frequency required for substitute teachers? An upgraded Learning Zone should have the video available on it.

New Substitute Teacher Training should have UTLA representative speakers cleared by DISTRICT.

No date set for next Article XXX due to 3 of those present no longer attending. Should leave it for replacements to determine.

The first Article XXX of each school year should have the data of how many substitute teachers achieved their 600 hours/year for benefits and 130 days Continuity Pay (Ed.-I'd also like the number of substitute teachers that used any Illness Pay).

Submitted by Greg Russell