

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

Notes on Article XXX of 4-6-2017

In attendance were: from LAUSD – Irma Good, Juan Alfayate and Jorge Amador and from UTLA – Rick Bertz, Benny Madera, Greg Russell, Daniel Barnhart and Hannah Joravsky.

DISTRICT began with presentation of administrator's ISR protocols – there are no policies. Must first decide if child abuse likely. If so, contact law enforcement.

Rarely are district investigations allowed to continue during a police investigation. ISTAR reports, similar to incident reports, are generated. ISTARs are also used for illnesses and accidents.

ISRs must be written within 10 days of when the administrator gave approval to investigate, which is confidential. The date approval is given could be shared in Grievance Steps 1 or 2.

The Local District Coordinator decides on how to investigate. Principals decide to issue the ISRs.

Various LAUSD policies, such as "Employee Code of Conduct," are not in a central location of LAUSD.net. They can be found by a Google search including "LAUSD" or through LAUSD's e-library.

To be physical with a student, such as in a fight, it must be age appropriate and within your scope of responsibility. It should be done with appropriate force but your first thought should be to make sure you aren't the only adult present.

The issuance of an ISR requires evidence to support "for cause."

Evidence is not shared by the district until arbitration because it is not stated they must in our Collective Bargaining Agreement (CBA.) All evidence is to be kept even if it doesn't support the charges.

We next suggested changes to the ISR form:

1. Order the 4 Recommendations from least, "No Action," to greatest, "Separate from District employment."
2. Add more signature lines for those present, such as administrators and union representative.
3. A box for the accused to initial indicating that the administrator told them of their right to representation prior to the disciplinary conference.

4. In the instruction box at the bottom of the page, "removal from the active substitute list" will be replaced with "termination of District employment."

Due to HR having an interim chief, a timeline for a finalized revised ISR form cannot be determined.

DISTRICT distributed handouts: ISRs from July 1 2013 to April 5, 2017, Substitute Teachers Hired During 2016-17 School Year, Daily Requests of March 20-24, 2017 and Daily Requests of March 27-30, 2017.

There are no substitute teachers on the Stand-by List.

There are less ISRs and less separations because the Review Committee is more informed and the substitute teachers are humanized.

UTLA should ensure that someone speaks at the paid 2-day trainings of non-credentialed substitute teachers, TTAs, in room 838. Rick has been doing 5-minute talks.

Substitute teachers that haven't worked in 6 months are sent letters warning them of termination if they don't respond within 7 to 10 days.

Hannah presented the need for effective substitute teacher folders. Greg presented an incomplete list of schools not providing substitute teacher folders: Carson HS, Carnegie MS, Dana MS, Narbonne HS, Narbonne Math Science Magnet, Banning HS Harts Academy, Peary MS, Caroldale Learning Center, Harry Bridges Span, Kennedy HS, Lawrence MS, Patrick Henry MS, Holmes MS and Porter Ranch CS.

These shortcomings can be addressed by district offices.

Substitute teachers should receive attendance rosters printed on the day of the assignment for accuracy.

If no computer in the room for MiSiS, the school should provide a laptop or tablet computer. Failing that, substitute teachers should be given a duplicate of the attendance rosters to send to the attendance office and have them enter them into MiSiS. Requiring substitute teachers to enter data into MiSiS, sometimes all waiting to use the same computer, without compensation after school is disrespectful.

Problems acquiring keys should be brought to the attention of the Sub Unit on a case-by-case basis.

The SmartFind programmers are still aiming to have Elementary grade levels and Spec. Ed. Designations automatically synced with MiSiS by May 1. Real world testing will need to be done. Syncing to Secondary will be more difficult. Presently, the

teacher's data is taken from their first class of the day. Later classes may have different grade levels and Spec. Ed. Designations. Mixed classes will be labeled as the student in the majority. DISTRICT should be alerted to mismatched class descriptions.

SmartFind is always being fine-tuned and a 2.0 version may be implemented in 2 years if it passes real world testing by other districts.

Our new toll-free number to the Sub Unit is (844) 244-9869.

Teachers and SAAs need to make sure to communicate in order to avoid double-booking jobs. Teachers may mistakenly input a random request thinking it was a name request. SAAs may request a substitute teacher different from the one requested by the teacher.

If a substitute teacher receives a call-waiting SmartFind call while already on the phone with SmartFind, they should first finish their present call. They can then call into SmartFind and accept or deny other job offers. No name requests will be lost to random assignment unless you miss the name request call on the morning of the assignment.

A way to handle and publicize the new job cancellation policy of "No confirmed jobs can be cancelled 90 minutes prior to the tardy bell of the assignment or after 6:30 AM on the day of the assignment." will be determined by DISTRICT. Both SAAs and teachers have the ability to cancel confirmed assignments. SmartFind should have standardized bell schedules/job hours for the schools. SmartFind can be programmed with different cancellation deadlines. Programming SmartFind to stop job cancellations also stops job creations. Relying on substitute teachers to tell the SAAs the SAAs didn't observe the job cancellation deadline will hurt public relations between them - jeopardizing future offers of work.

Commendation forms look too similar to ISR forms. Teachers may recommend names to the principal but may not fill out commendation forms. Teachers may submit letters of recommendation to the Sub Unit.

We would like a report at our next Article XXX on the numbers of substitute teachers that have received a Commendation.

Our next Article XXX is scheduled to be at LAUSD on June 1, 2017.

Written by Greg Russell, Chair of the Substitute Teachers Committee.