

MEMORANDUM

August 14, 2015

TO: All Principals

FROM: Grenita Lathan, Chief Elementary Officer
Karla Loria, Chief Elementary Officer
Samuel Sarabia, Chief Elementary Officer
Jason Bernal, Chief Secondary Officer
Michael A. Cardona, Chief Secondary Officer
Esther Omogbehin, Chief Secondary Officer

SUBJECT: BEGINNING OF YEAR PROCEDURES

As you begin the 2015-2016 school year, we would like to take this opportunity to wish you great success in providing our students with the most academically and socially rewarding school experience. As you begin preparation for the 2015-2016 school year, you will be working with your staff members to ensure that instruction begins on August 24, 2015. We wanted to provide you with some reminders as you work with your teams:

- Every attempt should be made to balance class sizes and every attempt should adhere to policy and legal limits established by state policy. **EEB (LEGAL)**
- Lesson plans exist to inform instruction. The April 2015 ruling from the 13th Court of Appeals is provided to give guidance around lesson plans. **EEP (LOCAL)**
- All teachers are entitled to a 30 minutes of duty-free lunch. This includes thirty minutes of duty free from the time of transporting students to and from the cafeteria. Please ensure that your schedules allow for this. **DL (LEGAL)**
- All teachers are entitled to 450 minutes planning time during a 10-day period. While there may be emergency situations, it is your responsibility to ensure that planning is taking place and teachers are allowed to plan for instruction during this time. **DL (LEGAL)**
- Please ensure that the teacher contract, which stipulates a 187-day contract, is adhered to and that teachers are provided the opportunity to be compensated. **DC (LEGAL)**
- The length of the teacher workday is 7 hours and 45 minutes. **Please refer to 2015-2016 Compensation Manual (Page 47, Work Schedules #4B)**
- Non-exempt employees must be paid for the time they work and that includes overtime pay for work that exceeds 40 hours in a week. **DEAB (LEGAL)**
- Non-exempt employees who are required to be on duty early handling calls from teachers reporting absences must have those early morning hours included as part of their regular work day. **DEAB (LEGAL)**
- Each campus must have an elected and functioning Shared Decision Making Committee. **BQB (LEGAL); BQB (LOCAL); BQB2 (REGULATION)**

- The teacher evaluation system is designed to improve teaching and learning. Please ensure that we continue to coach and develop our teachers during the school year and adhere to policy and procedures. **DNA (LEGAL); DNA (LOCAL); DNA (REGULATION)**
- Employee organizations have the right to place materials in employee mailboxes. Please ensure that all staff members follow policy and procedures. **DGA (REGULATION)**
- Employees are entitled to travel reimbursement if asked to run school related errands during the day. **Section 220D of Finance Procedure Manual (Attached)**
- Teachers must assign grades to students. This can include department chairs who are certified in the subject area, grade level chairs, lead teachers, or other teachers who have the certification in the grade and content. At no time are administrators ever to be listed as a teacher of record. Please ensure that you cover this with your faculty.
EIA (LEGAL); EIA (LOCAL)

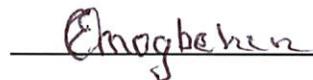
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Attachment