

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Division of Instruction

TO: Local District Superintendents

DATE: July 27, 2016

FROM: Dr. Derrick Chau 
Senior Executive Director, P-12 Education Department

**SUBJECT: PROFESSIONAL DEVELOPMENT SUBSTITUTE APPROVAL
PROCESS**

We all recognize the importance of professional development and continuous learning for educators at all levels of the system. We also know that best first instruction by a child's teacher is essential to create and sustain an effective learning environment for students. All of LAUSD (schools, central office, Local Districts) will be striving to minimize the amount of time that teachers are out of their classrooms for professional development, while retaining teachers' access to mandatory and other essential professional development. How well we are able to meet this commitment will rely heavily on detailed planning by each principal and his/her leadership team, as well as the availability of substitute teachers.

Human Resources (HR) reviewed last year's substitute teacher utilization numbers in comparison with the projected pool of available substitutes during the 2016-17 school year and has prepared a calendar to provide guidance on the maximum number of substitute teachers available on any given day. Each Local District will have a cap on the number of substitutes they may allocate on any given day for professional development. Attached is the calendar for September-December 2016. Please note that the numbers represent the total of available substitutes for all local districts. A January-June 2017 calendar is forthcoming later in the year. There will continue to be a moratorium on the use of substitutes on Fridays. Ideally, we do not want to lose any teacher/student instructional days, and in cases where it is impossible to avoid, these numbers should help guide the utilization of substitutes.

Adherence to this allocation will:

- Maximize teacher and administrator presence at school sites, by managing the number of substitute days required to cover staff participating in professional development.
- Minimize professional development activities that are out-of-state or require extra travel days. Any requests involving out-of-state travel or extra travel days to attend a professional development session must be approved by the Local District Superintendent. Significant advance notice is needed. See BUL-5525.2 on District Policy for Travel and Conference Attendance dated July 1, 2014.
- Avoid Mondays that are connected to three-day weekends. Our intent is to assure that all staff is present at their sites attending to teaching and learning.

Schools will need to demonstrate priority need and obtain approval from the Local District Superintendent or the designee, in order to access the substitutes. Below are steps to communicate your Local District allocation of substitutes.

Steps to Prioritize the Allocation of Substitutes for Professional Development

1. Prioritize activities that require the use of substitutes.
2. To help inform date selection, you may view the number of approved substitutes for each of the Local Districts at <http://bit.ly/calendarpdapprove>
3. Request approval for the use of substitutes by filling out the “Professional Development Information and Approval Form” found at the following sites per Local District:

Local District Central: <http://bit.ly/ldcentralpdapprove>

Local District East: <http://bit.ly/ldeastpdapprove>

Local District Northeast: <http://bit.ly/ldnortheastpdapprove>

Local District Northwest: <http://bit.ly/ldnorthwestpdapprove>

Local District South: <http://bit.ly/ldsouthpdapprove>

Local District West: <http://bit.ly/ldwestpdapprove>

The Professional Development Substitute Approval System is active and ready to use. A step-by-step guide is provided. If anyone needs assistance on how to use the system, please contact Carol Alexander at 213-241-5607 or Youssef Elias at 213-241-1635.

Attachments: Attachment A. Frequently Asked Questions
Attachment B. Substitute Allocation Calendar
Attachment C. Step-by-Step Guide

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