

UTLA Chapter Chair Matrix Checklist for 2020

- 1. Review UTLA Contract, Article IX-A.
- 2. Jointly develop plan with principal, including for coordinators in your School Plan, dean positions and the dates for the selection process.
- 3. Hold a virtual meeting with members to determine which method they wish to use for requesting grade levels or classes within a department. This can be done as a chapter meeting using Zoom or an email question sent to all members.
- 4. Discuss with principal the method to use to request classes and timeline for the process (if there is not agreement, call your UTLA Area Representative).
- 5. Request an exact copy of the seniority list from the principal. Request a copy of the E-Cast for your school in order to have a good handle on student enrollment (call your Area Representative if getting this becomes an issue).
- 6. Hold the Chapter Chair election for 20-21 and vote on release time, if applicable. Must be done prior to the matrix selection. Information on Chapter Chair elections during school closures will come from UTLA. Survey Monkey can be used to hold elections in a private way.
- 7. Follow the outlined process for electing, confirming or selecting full-time coordinators and/or dean positions. Must be done prior to the selection of classes on the matrix. Survey Monkey can be used to elect or confirm these positions.
- 8. Principal posts — emails — matrix, including the type of class, credentials and/or qualifications necessary, four weeks prior to the end of the school year or two weeks before class selection. There must be a period of time between the sending of the matrix and the selection date.
- 9. Principal may request preference sheets prior to the selection on the matrix, but members must be aware that these preferences are not binding and that they can make a different selection during the process.
- 10. Using the method selected, hold the selection process or matrix selection. Be certain to notify any teachers on leave in writing as to the date and time of the selection and be certain that they are given the same opportunity as those not on leave. The process for the selections can be done on a Zoom call for everyone (like our “all call” — the preferred method) or possibly as a conference call which must include the administrator, chapter chair, and members called in seniority order. This would be like the “tweener” that is often used in schools. Member MUST be notified to be available during the specific times when these calls will be made.
- 11. Elementary permanent teachers request and are assigned positions based on the matrix; non-permanent teachers fill out preference forms and are assigned positions by principal. Permanent teachers may submit preference forms if requested, but are not bound by preference during the selection process. Secondary permanent teachers request classes and are assigned per the Contract, Article IX-A.
- 12. Principal assigns tentative classes by date negotiated by UTLA. (If classes are not assigned consistent with Article IX-A, immediately initiate the Dispute Resolution process.)
- 13. Give preference sheets to principal in case of vacancies and adjustments.
- 14. If there are issues, follow the Dispute Resolution process within the prescribed timelines.
 - a. Using the designated Alternative Grievance forms (Dispute Resolution), initiate process as outlined in Article V-A (2.0). (It is advisable that Chapter Chair and Site Administrator Designee determine a method of communication prior to initiating the Dispute Resolution procedures.)
 - b. If the matter is not resolved, submit the Alternative Grievance Form as follows:
 - a. LAUSD Staff Relations (Frank Serrato at fserrato@lausd.net)
 - b. UTLA (Evy Vaughn at evaughn@utla.net)
 - c. Site Administrator
 - c. Notification to parties of hearing date should occur. Parties shall submit all witness statements and other documents to Joint Panel two days prior to hearing date.
 - d. Joint Panel convenes parties (parties are convened via conference call or other agreed to remote electronic communication).
 - e. Joint Panel issues decision.

