

CHAPTER CHAIR CONTRACT ENFORCEMENT CHECKLIST: 2023-24 SCHOOL YEAR

Contract Win	Effective Date	Enforcement Plan	Completed?
Salary Increases			
21% salary increase, implemented through two pay increases a year to January 2025	7/1/ 2022 *2022 = red	Raises, along with the retroactive pay, will appear on members' September 2023 check. If a member doesn't receive the salary increase and/or retro, they should first contact their site administrator and SAA.	<input type="checkbox"/>
Targeted salary increases for Special Ed, Nurses, EEC, and Special Services	7/1/ 2023	Increase should be reflected in members' September 2023 check. If a member doesn't receive the raise and/or retro, they should first contact their site administrator.	<input type="checkbox"/>
Class size			
100 identified schools: Reduction of 1 student in every grade in 2023-24, additional reduction of 1 student in every grade in 2024-25 (Reduction of 1 in every grade at all other schools in 2024-2025 and 2025-2026)	7/1/ 23	If your school is on the list of 100 identified schools (Appendix X of the 2022-25 CBA), hold a chapter meeting at the beginning of the year to review the new class size caps with members.	<input type="checkbox"/>
The ability to file a grievance on violations immediately after Norm Day	7/1/ 23	Review the class size chart with your chapter and prepare members to request an informal grievance conference with the principal the day after norm day if they are above the cap. Review the class size chart with your principal in your first meeting with them this year, and make sure that the numbers are at or below the cap.	<input type="checkbox"/>
Staffing			
The maximum caseload for a secondary academic counselor lowered from 750 to 700.	7/1/ 23	If a counselor's caseload is above 700, they should notify the principal in writing and request for it to be resolved. If it remains over 700, contact your Area Rep and proceed with a grievance.	<input type="checkbox"/>
LAUSD shall provide a college counselor or college advisor to every high school on the district-identified priority list with at least 900 students (This will expand to all high schools in 2024-2025).	7/1/ 23	If your school is a high school on the district-identified priority list of 100 schools (Appendix X of the 2022-25 CBA) and does not have a college counselor or advisor, notify your Area Rep.	<input type="checkbox"/>
Combination Classes			
Every effort should be made to avoid combination classes in grades UTK-5.	7/1/ 22	If there is a combination class at your chapter, meet with your principal to ask what other options were considered.	<input type="checkbox"/>

In grades UTK-5, at elementary schools with over 175 students, general education teachers who are required to teach a combo class will receive a stipend of \$600 per semester, and assigning a paraprofessional to that class will be prioritized.	7/1/22	<p>If a teacher is assigned a combination class, they should email the principal and SAA to request confirmation that they will receive the stipend.</p> <p>Any teacher who had a combination class in 2022-23 should receive the stipend in their September 2023 paycheck. If they do not, they should email the principal and SAA.</p>	<input type="checkbox"/>
Special Education			
Autism-Alternate Curriculum Programs cap reduced from 8 to 6.	7/1/23	Review the class size caps with Special Ed teachers at your school. If a member is over, they should notify the APEIS in writing and request it be resolved.	<input type="checkbox"/>
<p>Enforceable caps for all SpEd programs. If a class size cap violation persists, the following happens:</p> <ul style="list-style-type: none"> ●When class size cap is violated by 2 or more students for at least one classification period, an aide is assigned and the teacher is compensated \$625 per semester. ●When violated by 3 or more students for at least one classification period, an aide is assigned (inclusive of but not in addition to the aide provided by the language above), and the teacher is compensated at \$1,250 per semester 	7/1/22	<p>Review the class size caps with Special Ed teachers at your school. If a member is over, they should notify the APEIS in writing and request it be resolved.</p> <p>Members who had Special Education classes in 2022-2023 in violation of the cap should contact their APEIS and SAA to ensure they receive the additional compensation.</p>	<input type="checkbox"/>
Adaptive PE caseload cap reduced from 70 to 60	7/1/23	APEs who are two above their caseload cap should email their direct administrator and copy their chapter chair.	<input type="checkbox"/>
The district shall make an effort to minimize the reassignment of paraprofessionals. 24-hour advance notice must be provided before a paraprofessional is pulled from a classroom.	7/1/22	Look for patterns in the reassignment of paraprofessionals. Recurrences should be addressed with the administrator making the reassignments.	<input type="checkbox"/>
District to make all efforts to ensure that Special Day Classes have a minimum of 1 paraprofessional per program and that Emotionally Disturbed and Autism classes have a minimum of 2 paraprofessionals per program	7/1/22	Make a written request to the site administrator when a program does not have sufficient paraprofessionals so as to document the violation.	<input type="checkbox"/>
Resource Specialist Teacher and DIS Providers within three of their caseload cap and more than 5 initial assessments will be eligible for additional pay for up to two hours at hourly rate for each initial assessment beyond 5	7/1/23	Eligible members should email their APEIS to request the pay.	<input type="checkbox"/>

3 Sub release days per year to complete assessments with more flexibility	7/1/22	Inform Special Ed members at your chapter. They must request the days from the APEIS at your chapter.	<input type="checkbox"/>
Substitute coverage for Special Ed teachers for IEP meetings		Review the IEP calendar and confirm with the site administrator that substitute coverage will be provided.	<input type="checkbox"/>
Substitute coverage for Gen Ed teachers for IEP meetings	7/1/22	Gen Ed teacher must request it.	<input type="checkbox"/>
Every effort to provide substitute coverage for RSTs for IEP meetings	7/1/22	RSTs should make a request for substitute coverage in writing to the site administrator if needed.	<input type="checkbox"/>
Master Plan / Bilingual Education			
<ul style="list-style-type: none"> ● Full time Dual Language (DL) with BCLAD or equivalent UTK-5/6 grades up to \$5,400 (\$2,700 per semester) ● Secondary Dual Language with BCLAD or equivalent: Teaching up to 50% instruction delivered in target language in DL programs get \$2,700, and those teaching more than 50% instruction in target language DL get up to \$5,400 		<p>Members should receive the stipend from 2022-23 in their September 2023 check. If they do not receive it, they should contact their principal and SAA.</p> <p>Members receive a pro-rated differential if they qualify for more than 20 days, but less than a full semester.</p>	<input type="checkbox"/>
Teachers assigned to team teach the English portion of a district-approved dual language program share receive a stipend of \$500 per semester		<p>Members should receive the stipend from 2022-23 in their September 2023 check. If they do not receive it, they should contact their principal and SAA.</p> <p>Members receive a pro-rated differential if they qualify for more than 20 days, but less than a full semester.</p>	<input type="checkbox"/>
Expand Master Plan Program to teachers providing ASL content instruction in ASL Bilingual program with DHH Credential and ASL Proficiency Interview with 4.0+ score		<p>Members should receive the stipend from 2022-23 in their September 2023 check. If they do not receive it, they should contact their principal and SAA.</p> <p>Members receive a pro-rated differential if they qualify for more than 20 days, but less than a full semester.</p>	<input type="checkbox"/>
Hours and Workday			
Every school will have weekly PDs.	7/1/23	Local School Leadership Councils have purview over 50% of all PDs, with the exception of Community Schools and Pilot Schools which have purview over all PD that is not state or federally funded.	<input type="checkbox"/>
Faculty meetings must be scheduled at least 24 hours in advance	7/1/23	Remind your principal; prepare members to collectively boycott the meeting if not scheduled in time.	<input type="checkbox"/>
Additional duties assigned to members must be distributed to minimize significant impact on core duties and work day	7/1/22	Ask principal to review additional assigned duties with you; review with chapter if necessary.	<input type="checkbox"/>

Prep time for secondary CTE and Teacher Librarians.	7/1/23	If a member is not receiving their paid prep time, they should notify their administrator in writing and CC their Chapter Chair.	<input type="checkbox"/>
Local School Leadership Council			
LSLC purview expanded to include making a recommendation for any change to the daily schedule and/or bell schedule. The majority of faculty still must vote to approve the change.	7/1/22	If a bell or daily schedule change is proposed, tell your principal that it must be brought to LSLC first for a recommendation.	<input type="checkbox"/>
Principal shall consult with LSLC on whether there should be a Dean position	7/1/22	Meet with your principal and plan to include this topic on the LSLC agenda for spring, ahead of Matrix creation.	<input type="checkbox"/>
Black Student Achievement Plan			
BSAP schools will fund an auxiliary period in order to offer an African American Studies course	7/1/23	If you are at a BSAP school, meet with your principal to make a plan for this auxiliary period and course offering.	<input type="checkbox"/>
Group 1 BSAP schools will receive <ul style="list-style-type: none"> • Additional 20 hours of PD • Flexible grant to purchase culturally responsive resources • Centrally-funded BSAP Team of 1 PSA, 1 PSW, 1 Academic Counselor, 1 Restorative Justice Teacher 	7/1/23	<p>If you are at a Group 1 BSAP school, meet with your principal to ensure that the positions are in place and that people assigned to the positions are allowed to do the job they're assigned to.</p> <p>Use your LSLC to set the additional 20 hours of PD.</p> <p>Meet with your principal to find out how much flexible grant money is provided and meet with BSAP team members to organize for appropriate expenditures with the flexible grant money.</p>	<input type="checkbox"/>
Group 2 BSAP secondary schools will receive centrally-funded BSAP Team of 1 PSA counselor, 1 Counselor	7/1/23	If you are at a Group 2 BSAP secondary school, meet with your principal to ensure that the positions are in place and that people assigned to the positions are allowed to do the job they're assigned to.	<input type="checkbox"/>

Community Schools			
Purview of LSLC at Community Schools expanded to include: <ul style="list-style-type: none"> • all site-based professional development • school-based implementation of initiatives or programs mandated by the local, state, or federal government, including but not limited to Breakfast in the Classroom and periodic assessments • course elective and program options (e.g. Visual and Performing Arts, Ethnic Studies and double periods for specific subjects) • All school based budgetary matters except for any categorical funds and Title I funding which fall under the purview of School Site Council. 	7/1/23	Review expanded purview with your chapter, and ask for input on decision-making. Meet with your principal to plan an agenda for LSLC that includes these topics.	<input type="checkbox"/>
Each Community School receives annual funding of \$250,000 for each Community School, part of which is to pay for a full-time, site-based Community Schools Coordinator on B-basis.	7/1/23	Talk with your principal to ensure that the Community Schools Coordinator position is posted and filled, if not already done.	<input type="checkbox"/>
Early Education			
If an EEC teacher has to miss prep time because an aide is not available and has to provide coverage, that prep time can be done outside of work hours and compensated at hourly rate	7/1/22	Notify the site administrator in writing of the need for compensation for providing coverage during prep time.	<input type="checkbox"/>
Process defined to ensure EEC chapter chairs are able to amend area meetings	7/1/22	Chapter Chair should review UTLA calendar and notify the site administrator in advance of needed adjustment to schedule.	<input type="checkbox"/>
PD suited for Early Educators	7/1/22		<input type="checkbox"/>
Voluntary trainings paid at hourly training rate	7/1/22		<input type="checkbox"/>
Adult Education			
Adult Ed members eligible for Masters and Doctorate differentials	7/1/23	Contact the Salary Points Department at hrsalary@lausd.net to submit required degree information.	<input type="checkbox"/>
1 hour paid prep time for every 5 hours of instruction, with a joint task force to work on implementation issues.	7/1/23		<input type="checkbox"/>

New DACE Matrix process	7/1/23	Meet with your administrator to discuss when and how the matrix process will take place.	<input type="checkbox"/>
Out of classroom staff			
Onsite obligation for employees on the Special Services D Salary Table reduced from 8 hours to 7 hours.	7/1/22	If principal or supervisor mandates a member to work 8 hours onsite, they should ask for the request in writing. Then, contact your Area Representative.	<input type="checkbox"/>
A, B, and E basis members get Juneteenth off	7/1/22		<input type="checkbox"/>
Healthy Green Public Schools			
Each school shall have a "Climate Champion," who receives an annual stipend of \$1,800	7/1/23	Announce position and open self-nominations, then hold a vote during a faculty meeting to elect the Climate Champion position.	<input type="checkbox"/>