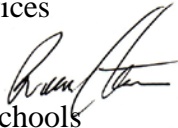


INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Superintendent

TO: All Schools and Offices

DATE: October 27, 2014

FROM: Ramon C. Cortines
Superintendent of Schools



SUBJECT: SUSPENSION OF OUT OF TOWN TRAVEL AND MEETINGS

Our top priority in this District is to ensure that we meet the needs of our students. There are critical issues that must be addressed now to guarantee student success. These challenges require the focus and attention of all school and office-based staff members.

It has come to my attention that the number of substitutes teachers requested for professional development during the school day has increased dramatically in the past two years. On Friday, October 17th, 770 substitute teacher requests were made for professional development activities, and not for teacher absences. Additionally, on Friday, October 24th, 735 substitute teacher requests were made, also for professional development activities, not for teacher absences. These statistics are unacceptable.

In addition to the staggering number of substitute requests, I am also aware that administrators, principals and classified staff are also being frequently pulled away from their schools and offices to attend various conferences, professional development sessions and other meetings.

Effective immediately, **all non-essential out of town travel and off-campus meetings are suspended** until January 30, 2015. Staff should plan to reschedule all off-campus meetings and/or travel for non-instructional times or on weekends.

Going forward, Division Heads or ESC Superintendents should review and approve exception requests for meetings, professional development and/or travel. If a Division Head or ESC Superintendent considers a meeting, professional development activity or travel to be essential, these requests should be submitted for final approval as follows:

Out-of-town travel requests should be submitted to Michelle King, Chief Deputy Superintendent.

Professional development requests should be submitted to Dr. Ruth Perez, Deputy Superintendent of Instruction.

We must stay committed to doing the work necessary to increase student achievement and must remain in schools and offices to do so. Thank you in advance for adhering to this current plan of action.

c: Board Members