

UPDATE

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Week of August 17, 2015

WE ARE ALL IN THIS TOGETHER!

AALA wishes to thank **Superintendent Ramón Cortines** for his emotively stirring *Call-to-Action* at his 2015 Annual Administrators' Meeting and for reminding us we indeed are *All in this Together!* His forthright manner, coupled with humor and obvious respect for those in the audience, set the tone for a promising school year with heightened staff morale.

AALA appreciates the efforts of the Board of Education and the Superintendent to ensure that every middle school will have music programs and for recognizing the importance of arts as a core subject. Therefore, it is only fitting to congratulate our principals for the fine student performances we witnessed at the meeting:

Gary Garcia – Hamilton High School

School Vocal Ensemble

Miranda L. Ra'oof – Pio Pico Middle School Community

Stage Band

Richard Chavez – Kennedy High School

Latin Ensemble

Carolyn McKnight – Esteban Torres High School Community

Dance and Rhythm Team

The Superintendent proceeded to highlight the importance of *Investing in LAUSD*. We want to encourage the District to invest in professional development opportunities for our administrators to continue to learn how to be genuine visionaries and better leaders of their school communities. As importantly, we encourage the District to provide additional administrative, clerical and maintenance support to every school. Principals will then be more empowered and better able to improve teaching and learning if other staff can more aptly serve the public without needing his/her assistance and if classrooms and the plant are clean, safe and well-maintained.

AALA is in agreement with the Superintendent with many of the examples he gave using the LAUSD acronym. AALA concurs and wishes to add:

L is for *contractual language*. AALA respectfully requests the District follow the language of the Collective Bargaining Agreement with LAUSD and AALA. Many members have expressed the perception the District is being less than transparent with administrative vacancies. We invite the District to review the importance of Article IX – Section 1.8d.

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A is for **achieving**. The rank-and-file are committed to ensuring that the students of our District are continually achieving better outcomes. *Achieving* can be accelerated by continuously thanking administrations for their heroic efforts on a daily basis and by improving working conditions (e.g., augmenting clerical and maintenance staff), thereby allowing them to truly focus on effective teaching and learning.

U is for a **united** team. Administrators continuously model how to effectively activate team efforts, whether working on a campus fundraiser or beautification project or responding to a tragedy. We can all learn from our administrators as they work with their teams to piece together broken or misguided initiatives to best meet the needs of the school community. We ask the District to reduce the number of initiatives that are to be implemented and to ensure that they have been field tested and determined to be ready prior to a Districtwide rollout.

S is for **schools** come first! We fully agree that both District offices and AALA exist to be of service to our schools! This message needs to resonate at every level and every floor of the Beaudry building with the understanding that when a school calls, not only does the phone have to be answered in a timely manner, but an empathetic ear is actively listening and problem-solving is immediately occurring to support the caller.

D is for **determination**. AALA is determined to engage with the District and provide constructive feedback from the field. This inexhaustible determination can streamline the sometimes demanding and exhaustive responsibilities faced by our administrators on a daily basis.

AALA continues and reaffirms its commitment to collaborate with the District; listen with patience and be of service to the administrators we serve; and use appropriate, honest and respectful language in our interactions.

More than
a **Meal**



LAUSD Campaign



to Increase



Meal Application Submissions



School Deadline for Allocation Count: October 23, 2015



Toolkit Available at the **Food Services Website**

Resources Uploaded & Available: August 14, 2015

<http://bit.ly/mtamtoolkit>

HEALTH BENEFITS FAQ: WILL YOU NEED TO PROVIDE REASONABLE ACCOMMODATION?

This is the first of two FAQs on the administrator's role in providing reasonable accommodation to employees with disabilities at the worksite. AALA provides this summary overview of the *Informal Process/Interactive Process*, the beginning steps of the reasonable accommodation process.

What is the District policy on reasonable accommodation for employees with disabilities?

The District's policy, based on federal and state laws, provides equal employment access and reasonable accommodation to persons with disabilities. Reasonable accommodation requires the employer to make modifications or adjustments to the work environment to enable the individual with a disability to perform the essential functions of that position. [District BUL-4569.1](#) offers a full description of the reasonable accommodation process.

How does the reasonable accommodation process begin?

The process begins as soon as:

- A disability is known and the need for some job modification is apparent or becomes apparent. If the disability is obvious, you or your designee should ask the individual if s/he perceives a need for accommodation.
- The employee or job applicant requests an accommodation. The request may be **verbal** and doesn't have to include specific words such as *reasonable accommodation*, *disability* or *accommodation*. A verbal request should be documented in writing by the employee or the administrator/designee.

How do I verify the reasonableness or propriety of a specific request for accommodation?

In determining a disability that is not obvious, you may request medical documentation that pertains only to the disability and related medical restrictions. Remember that ***all medical records must remain confidential and kept separately from employee files***. You may also consult the District's [Reasonable Accommodation Program staff](#) assigned to your Local District or Division.

What are the steps in implementing reasonable and necessary accommodations?

You must first engage in an informal, interactive process that includes meeting with the employee to:

- Review job functions, barriers to performance and how barriers could be overcome by accommodation.
- Identify potential accommodations with an assessment of their potential effectiveness.
- Identify the accommodation(s) that provide equal employment opportunity. If there are several effective accommodations, the administrator should consider the employee's preference and select one that works best for both the employee and the local site. The accommodation doesn't have to be the exact accommodation requested by the employee, but must be effective.
- The site administrator documents the results on the [Record of Interactive Process](#) form.

FAQ (Cont.)

What happens if the informal process doesn't result in an accommodation?

If, for any reason, a reasonable accommodation can't be made at the local site, you are required to inform the employee about the formal reasonable accommodation process. The application may be downloaded at: [BUL-4569.1, Attachment B - Reasonable Accommodation Application](#). The employee may also request an application by calling 213.241.1319 or emailing disabilitymanagement@lausd.net.

See next week's FAQ for the formal application and appeal of decision process.



Congratulations to the men and women of the Facilities Services Division (FSD) who were acknowledged last week by federal officials as having an impressive seismic evaluation program. Officials from the Government Accountability Office and the Department of Homeland Security reviewed how the District conducts seismic studies as they gathered ideas for a national seismic safety program. **Roger Finstad**, Director of M & O, said, "...key parts of what we do...will be incorporated into...federal guidelines." We are proud of the work you do and the national recognition that FSD has justifiably earned.

PREVENTING HEAT-RELATED ILLNESSES

As forecasters are predicting triple digit weather in Los Angeles over the next week, we are republishing this article for your reference. Senior high school administrators need to be especially aware as their athletic programs are now in full operation.

The Los Angeles Unified School District's Office of Environmental Health and Safety (OEHS) is encouraging schools and offices to take precautions to beat the heat! High temperatures and humidity stress the body's ability to cool itself and heat illness becomes a special concern during hot weather.

Preparation is the key to preventing heat stress. As such, the District has updated BUL 963.1, *Guidelines for Preventing Heat Stress*, which provides site administrators valuable information on common sense approaches to prevent heat-related illnesses. You may access the bulletin at <http://lausd-oehs.org/docs/Bulletins/BUL-963.pdf>. For information specifically geared towards employees, the California Division of Occupational Safety and Health provides a website with valuable information to help protect employees from heat-related illnesses. For more information, click on the following link: <http://www.dir.ca.gov/DOSH/HeatIllnessInfo.html>.

OEHS will provide heat alert notices to schools and offices as conditions warrant and post alerts at www.lausd-oehs.org any time the local health department issues a heat alert. To check on weather conditions on your own, you may visit the National Oceanic and Atmospheric Administration (NOAA) website at <http://www.noaa.gov/wx.html>. Please contact OEHS at 213.241.3199 or at www.lausd-oehs.org for additional information or for assistance with preventing heat-related illness.

NEW SCHOOL RESIDENCY LAWS

In what could have an impact on enrollment for LAUSD, **Governor Jerry Brown** recently signed legislation that will allow children of live-in workers to attend school in the district in which his/her parent is employed. SB 200 (**Lara**, D-Bell Gardens) allows students this flexibility if parents work three or more days within the boundaries of another school district. The Governor also signed a second bill, AB 1101 (**Bonilla**, D-Concord), that will require districts to have a policy regarding residency investigations and to also disclose when an investigation is planned.

The two bills are a result of a case that occurred last year in Orinda USD, in Northern California about twenty miles from San Francisco. In this particular case, a second grade student was expelled, even though her mother was working as a live-in nanny for a family residing in the district. The school district reversed its decision after requiring that the employer agree to become legal guardian of the child.

Typically, more affluent districts vigorously enforce residential boundaries because they do not receive supplemental funding for low-income or special-needs students. While school districts have the right to require proof of residency and to conduct investigations, the new laws will prohibit surreptitious photography and require the person who is conducting the investigation to identify him/herself and indicate that s/he is verifying a student's place of residence. Senator Lara said that his bill clarifies the rights of live-in workers.

KIDS COUNT, PART TWO

In last week's *Update*, we provided a general summary of the status of children in the country as noted in the annual report, *Kids Count*, issued by the Annie E. Casey Foundation. You may recall that the report uses 16 indicators to rank the overall health and wellness of children in four domains: economic well-being, health, education and family and community. As a nation, children have seen improvement in the areas of health and education in the past five years, but the childhood poverty rate has increased, resulting in one in seven children living in high-poverty communities.

This week's article will focus on California and the status of children here in our home state. On the national scale, California received an overall ranking of 40 when compared to all fifty states. Massachusetts was number one and Mississippi was last. With an economy that is the eighth largest in the world, there can be no excuse for this ranking as the resources clearly exist. The number of children under 18 living in California has decreased by 20K since 2013 and more than 130K since 2010. In 2014, there was a little more than 9 million children under 18 in the state, comprising 24% of the population. Of that, 52% are Latino; 27% are white; 5% are African-American; and 11% are Asian. The state ranks a low number 48 in the economic well-being of its children. Twenty-four percent (higher than the national average) of our 9 million children are living in poverty, a statistic that has grown 5% in the last ten years. The number of families that are self-sufficient or can afford basic living expenses is 49%. Self-sufficient is defined as having an income that is adequate to cover the costs of housing, food, child care, health care, transportation and other expenses. Thirty-five percent of our children have parents who lack secure employment, an increase of 5% since 2008.

Associated Administrators of Los Angeles

KIDS COUNT (Cont.)

The state fares somewhat better in education, ranking 39th. There are more children attending preschool and proficiency in reading and math has improved in the last ten years. The number of high school students who do not graduate on time has decreased from 29% in 2008 to 18% in 2012. California obtained its highest ranking in the area of health care, placing 26th in the nation. The number of low birthweight babies and childhood deaths has decreased as has the number of children without health insurance. These improvements have been attributed to the Affordable Care Act and the Black Infant Health and CalFresh programs. The number of teen births has dropped dramatically from 39 per 1,000 in 2005 to 26 per 1,000 in 2012.

The report concludes: *The biggest challenge in an era of increasing inequality in income and wealth is the widening gulf between children growing up in strong, economically secure families within thriving communities and children who are not. Although African-American and Latino children continue to fall disproportionately into the latter group, a greater share of children of all racial and ethnic groups are facing conditions that can impede their long-term success. If we want to ensure that the next generation is prepared to effectively compete in a global economy that is increasingly technology driven and dependent on a well-educated workforce, then we must act. With the right investments, we can provide all families and children with the opportunity to reach their full potential and, in the process, strengthen both our economy and our nation.*

CALENDAR

EVENT	DATE	CONTACT
CalPERS Benefits Education Event at Hyatt Regency in Garden Grove	August 14 – 15, 2015 8:30 a.m. – 4:00 p.m.	CalPERS Benefits Education Events
Pupil Free Day	August 17, 2015	
First Day of Instruction	August 18, 2015	
Fundraising Event for Scott Schmerelson	August 23, 2015 1:00 p.m. – 4:00 p.m.	Please click HERE
Team HEAL Afternoon of Jazz at the Millennium Biltmore Hotel	August 29, 2015 1:00 p.m. – 6:00 p.m.	teamheal@thetoddgroup.net
Admissions Day Observed	September 4, 2015	
Labor Day	September 7, 2015	
EAPO Meeting at Pickwick Gardens	September 10, 2015 7:30 a.m. – 12:30 p.m.	Dr. Sylvester Harris , 213.484.0326 or sylvester.harris@lausd.net
Unassigned Day	September 14, 2015	
EPO Meeting at Pickwick Gardens	September 18, 2015	Heather Lower-Lowe , 323.269.0415 or hlowe@lausd.net
AAALA Executive Board Meeting	September 21, 2015 4:30 p.m.	Gema Pivaral , 213.484.2226
Unassigned Day	September 23, 2015	

ENROLLMENT OPPORTUNITY

Associated Administrators of Los Angeles Announcing the AALA Approved Group Long Term Care Insurance Plan

As an Active Member of AALA, you have the opportunity to enroll in the Group Long Term Care program. **Current AALA Members, Spouses, Retirees and Family Members are also eligible for these group rates;** however, **ALL** must complete a health application and are subject to Medical Underwriting.

OR

Within 30 days of joining AALA as an active member, **NEW MEMBERS** have the opportunity to enroll in this plan on a **Guaranteed Issue basis (immediate acceptance with NO Health Questions asked).***

To receive your **free, no obligation** AALA Approved Group Long Term Care Informational Packet with Rates or, if you have questions, please call:

1-(800) 764-6585

Web Site: www.siltc.com/aala
Email: info@siltc.com
Fax: (530) 887-0109

* Limited Time Only, please respond.
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UCLA

Principal Leadership Institute

MASTER OF EDUCATION

PRELIMINARY ADMINISTRATIVE CREDENTIAL



LEADING FOR JUSTICE

The UCLA Principal Leadership Institute invites aspiring administrators and teacher leaders to apply for the 2016-2017 cohort of social justice educators. We offer a Tier 1 Administrative Services Credential and Master of Education starting in June 2016 and ending in August 2017. Small scholarships are available to assist with tuition fees. Explore our website at www.uclapli.org and attend an upcoming information session on: 8/26, 9/9, 10/7, 11/18, 11/21, 12/12, 1/13 or 1/16. The application deadline is February 1, 2016. For additional information, contact Nataly Birch at birch@gseis.ucla.edu or 310.267.4905.

POSITIONS AVAILABLE



Note to Applicants: Please be advised that you are responsible for making sure all the District requirements have been met. Do not contact AALA for information regarding positions; for detailed requirements for positions and employment updates use the contact phone number provided in the announcement or visit the District website at <http://www.lausdjobs.org> (classified) or <http://achieve.lausd.net/Page/1125> (certificated).

Employees who change basis during the school year may not earn a full year of service credit and annualized employees who change their basis during the year may sustain an annualized settlement.

CERTIFICATED, SCHOOL-BASED

ASSISTANT PRINCIPAL, SECONDARY COUNSELING SERVICES

Grover Cleveland Charter High School, Local District Northwest, MST 41G, B Basis. For more information and application procedures, please click on [School-Based Vacancies](#) or contact **Matthew Horvath**, Director, at 818.654.3600. Application deadline is 5:00 p.m., Wednesday, August 26, 2015.

ASSISTANT PRINCIPAL, ELEMENTARY

Alta California Elementary School, Local District Northwest, MST 38G, B Basis. For more information and application procedures, please click on [School-Based Vacancies](#) or contact **Cara Schneider**, Director, at 818.654.3600. Application deadline is 5:00 p.m., Tuesday, August 25, 2015.

CERTIFICATED, NON-SCHOOL-BASED

COORDINATOR, MATHEMATICS PROGRAM

Local District Northwest, MST 41G, Temporary Adviser, E Basis. For more information and application procedures, please click on [Non-School-Based Vacancies](#) or contact **Dina Sim**, Administrator of Instruction, at dina.sim@lausd.net. Application deadline is 5:00 p.m., Wednesday, August 26, 2015.

SPECIALIST, OCCUPATIONAL AND PHYSICAL THERAPY PROGRAMS

Related Services Department, Division of Special Education, MST 38G, Temporary Adviser, E Basis. For more information and application procedures, please click on [Non-School-Based Vacancies](#) or contact **Rosaura Sanchez** at 213.241.6200. Application deadline is 12:00 p.m., Thursday, August 27, 2015.

SPECIALIST, TALENT ACQUISITION

Human Resources Division, MST 37G, Temporary Adviser, A Basis. For more information and application procedures, please click on [Non-School-Based Vacancies](#) or contact **Lydia Acosta Stephens**, Director, at 213.241.5300. Application deadline is 5:00 p.m., Friday, August 21, 2015.

Associated Administrators of Los Angeles

CLASSIFIED

DEPUTY CHIEF FACILITIES EXECUTIVE

Facilities Services Division, \$171,900 - \$214,200, 12-month position. For more information and application procedures, please click [HERE](#). Application deadline is 5:00 p.m., Monday, August 31, 2015.

DIRECTOR OF TREASURY/CAPITAL FUND COMPLIANCE

Office of the Chief Financial Officer, \$106,200 - \$131,556, 12-month position. For more information and application procedures, please click [HERE](#). Application deadline is 5:00 p.m., Friday, August 28, 2015.

FACILITIES ACCESS COMPLIANCE MANAGER

Access Compliance Unit, Facilities Services Division, \$98,900 - \$122,500, 12-month position. For more information and application procedures, please click [HERE](#). Application deadline is 5:00 p.m., Wednesday, August 26, 2015.

SENIOR HUMAN RESOURCES REPRESENTATIVE

Staff Relations, Facilities Services Division and Information Technology Division, \$68,700 - \$85,600, 10-, 11- or 12-month positions. For more information and application procedures, please click [HERE](#) or contact **Steve Lahamjian** at steve.lahamjian@lausd.net. Application deadline is 5:00 p.m., Monday, August 24, 2015.

PREVIOUSLY ANNOUNCED POSITIONS

CERTIFICATED POSITIONS	LOCATION	CONTACT	DEADLINE
<i>PRINCIPAL, EARLY EDUCATION CENTERS</i> MST 38G, A Basis	Christa McAuliffe and Miles Avenue, Early Childhood Education Division	Dean Tagawa, Administrator, 213.241.0415	5:00 p.m. Friday August 14, 2015
<i>ASSISTANT PRINCIPAL, SECONDARY COUNSELING SERVICES</i> MST 40G, B Basis	Los Angeles Center for Enriched Studies, Local District West	Jaime Morales, Director, 310.914.2100	5:00 p.m. Friday August 14, 2015
<i>ASSISTANT PRINCIPAL, SECONDARY COUNSELING SERVICES</i> MST 38G, B Basis	Youth Opportunities Unlimited Alternative HS, Local District South	Linda Kay, Director, 310.354.3400	5:00 p.m. Friday August 14, 2015
<i>SPECIALIST, SPEECH AND LANGUAGE PROGRAM</i> MST 38G, E Basis, 3 positions	Related Services Department, Division of Special Education	Lisa Jordan, Coordinator, 213.241.6200	5:00 p.m. Monday August 17, 2015
<i>COORDINATOR, MAGNET PROGRAM</i> MST 42G, E Basis	Student Integration Services	Almarie Polk, almarie.polk@lausd.net	<u>EXTENDED</u> 5:00 p.m. Tuesday August 18, 2015

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CERTIFICATED POSITIONS	LOCATION	CONTACT	DEADLINE
<i>ASSISTANT PRINCIPAL, ELEMENTARY</i> MST 37G, B Basis	Huntington Park ES, Local District East	Ruben Valles , Director, 323.224.3100	5:00 p.m. Tuesday August 18, 2015
<i>PRINCIPAL, ELEMENTARY</i> MST 40G, E Basis	Mid-City's Prescott School of Enriched Sciences, Local District West	Sal Rodriguez , Director, 310.914.2100	5:00 p.m. Wednesday August 19, 2015
<i>ASSISTANT PRINCIPAL, ELEMENTARY</i> MST 38G, B Basis	Sherman Oaks Elementary Charter School, Local District Northeast	Maria Nichols , Director, 818.252.5432	5:00 p.m. Wednesday August 19, 2015
<i>PRINCIPAL, SECONDARY</i> MST 46G, E Basis	Paul Revere Charter MS, Local District West	Fern Somoza , Interim Principal, 310.917.4848	5:00 p.m. Thursday August 20, 2015
<i>COORDINATOR, CENTRAL K-12 COUNSELING</i> MST, 42G, A Basis	Division of Instruction, OCISS	Sally Vandenburg , sally.vandenburg@lausd.net	5:00 p.m. Thursday August 20, 2015
<i>SPECIALIST, MEDICAL COMPLIANCE</i> MST 38G, E Basis	Related Services Program, Division of Special Education	Lisa Jordan , Administrative Coordinator, 213.241.6200	12:00 p.m. Thursday August 20, 2015
<i>SPECIALIST, PSYCHOLOGICAL SERVICES</i> MST 38G, E Basis	Gifted & Talented Programs, Division of Instruction	Marie Danila , marie.danila@lausd.net	<u>EXTENDED</u> 5:00 p.m. Friday August 21, 2015
<i>SPECIALIST</i> MST 38G, E Basis	Medi-Cal Reimbursement and Compliance Programs, SHHS	Andrea Coleman , 213.241.0615	5:00 p.m. Monday August 24, 2015
<i>COORDINATOR, UNIFORM COMPLAINT PROCEDURES</i> MST 39G, A Basis	Educational Equity Compliance Office, Office of the General Counsel	Julie Hall-Panameño , Director, 213.241.7682	<u>EXTENDED</u> 5:00 p.m. Tuesday August 25, 2015
<i>COORDINATOR, SPEECH AND LANGUAGE</i> MST 42G, A Basis	Related Services Department, Division of Special Education	Deborah Rubenacker , Director, 213.241.6200	5:00 p.m. Wednesday September 2, 2015
CLASSIFIED POSITIONS	LOCATION	CONTACT	DEADLINE
<i>WAN SPECIALIST II</i> \$66,300 - \$95,100, 12-month position	Information Technology Division	Henry Vuong , henry.vuong@lausd.net or click HERE	Saturday August 15, 2015
<i>.NET DEVELOPER</i> \$82,400 - \$102,500, 12-month position	Information Technology Division	Please click HERE	Thursday December 31, 2015

Associated Administrators of Los Angeles

CLASSIFIED POSITIONS	LOCATION	CONTACT	DEADLINE
<i>SENIOR PROGRAMMER ANALYST, ORACLE</i> \$79,900 - \$99,400, 10-, 11- or 12-month position	Information Technology Division	Please click HERE	<u>EXTENDED</u> Until Filled
<i>PROGRAMMER ANALYST, ORACLE</i> \$69,300 - \$96,400, 10-, 11- or 12-month position	Information Technology Division	Please click HERE	<u>EXTENDED</u> Until Filled