

UPDATE

www.aala.us

Week of November 16, 2015

AAALA IS INDIVISIBLE WITH JUSTICE FOR ALL!

AAALA represents certificated middle managers on the District's Master Salary Schedule, with the exception of those administrators represented by the District, such as, Staff Relations field directors. We also represent classified middle managers. When an issue arises between two AALA members, the hierarchical position determines which administrator AALA will represent. For example, AALA will represent:

- ✓ The director, administrator of operations, and administrator of instruction versus the Local District Superintendent
- ✓ The principal versus the director
- ✓ The assistant principal versus the principal
- ✓ The APEIS versus the director in Special Education
- ✓ The personnel specialist versus the Human Resources director
- ✓ The PSA counselor versus the director
- ✓ The nursing coordinator versus the director of nursing

(Please note, these examples are illustrative and not exhaustive.)

The District supports the higher ranking AALA administrator by providing the assistance, guidance, and presence of a Staff Relations field director in conferencing and disciplining matters (i.e., the Local District Director). The lower ranking administrator will always be represented by AALA if the member so chooses (i.e., the principal).

The usual culprits in the calls AALA receives from the rank-and-file are the ineffective communication and leadership styles of the supervising middle manager. The widely popular and extremely informative book by **Joyce Kaser**, et al., *Leading Everyday: Actions for Effective Leadership*, notes that leading is hard work. Those deemed leaders are communicating at all times. Sometimes, this communication is conscious and intentional. However, more often, it is unconscious and unintentional. Each day, leaders perform thousands of symbolic acts that, regardless of their size, ripple through organizations and have profound effects. The behavior of leaders is always being observed and interpreted. Here are some different ways leaders communicate:

- ✓ Behavior (has a vision, walks the talk, uses good judgment, communicates with the right person)
- ✓ Ability and willingness to listen
- ✓ Words (written and spoken)
- ✓ Language (gestures, posture, touching, standing, facial expressions, tone-of-voice—in person and on telephone calls)
- ✓ Physical presence and appearance, including dress

IN THIS ISSUE

**AAALA IS INDIVISIBLE
AND THE BEAT GOES ON, PART TWO
REQUESTING & APPROVING FLEX TIME
FAQ – FLEXIBLE SPENDING ACCOUNTS
JURY DUTY
SUPREME COURT RULING
MASTER PROGRAM INSTITUTE
CHICANO YOUTH LEADERSHIP
CALENDAR
CSUN DOCTORAL PROGRAM
CSUN M.A. & CREDENTIAL PROGRAM
POSITIONS**

INDIVISIBLE (Cont.)

- ✓ Accessibility and openness
- ✓ Timely decision-making

All leaders at every level of the District need to send clear, coherent, consistent, and appropriate messages. If leaders are vague, inconsistent, or noncommittal, followers are likely to be confused and lose connection with the leader and the organization's vision and mission. Reflect and think of the ways you communicate. Assess yourself against the list above. Are you readily accessible? Do you have a strong physical presence? Do you have a vision? Are you a good listener? Is there congruity between your words and actions? Do you give constructive feedback face-to-face to a subordinate or do you launch verbal tirades over the phone or send vitriolic emails? Are you timely with your responses, especially when dealing with difficult situations? How can you strengthen your communication skills as a leader to grow the administrators you supervise?

Finally, the two Collective Bargaining Agreements between the Los Angeles Unified School District and the Associated Administrators of Los Angeles are the glue binding all of us together. The contracts guarantee the membership representation. Always remember to assert your Weingarten Rights should your supervisor call you to a meeting. You are advised to say, *"If this conference could lead to my being disciplined or terminated, or affect my personal working conditions, I respectfully request that my union representative be present at this meeting. Without union representation, I choose not to participate in this discussion."*

AND THE BEAT GOES ON, PART TWO

The following is another compelling letter from a principal regarding the current workload:

We continue to be dragged through the mud and bounced around like ping-pongs as we go from meeting to meeting. We are asked to meet in remote places. We continue to meet in locations where facilities are limited or not even appropriate for big meetings. I continue to hear at every meeting that we are the most important persons and we hold the most important job. Yet we continue to be subjected to treatment as second class citizens. This is a huge sign of disrespect because I learned very early on that actions speak louder than words. This kind of treatment is symptomatic of a much deeper problem.

We spend time talking about Saturday meetings, off-site meetings, full-day or half-day meetings whether they are mandatory or not, whether requested by principals or Local or Central District Administrators, but this will not lead to any solution. We are kept in the same trap that brought us to this point to begin with. This kind of rhetoric is symptomatic of a much bigger problem.

The proliferation of meetings is symptomatic of a much deeper problem as well. We continue to equate quantity of meetings to improved practice and quality of output and outcomes. This somehow strikes me as a very unproductive exercise. The time has come to draw the line on meetings. It is time to revamp this whole idea of multiple meetings. Therefore, an immediate call for a moratorium of all meetings is certainly in order. AALA should immediately insist that this take place.

The underlying issue is that the District continues to be driven by multiple unwieldy instructional and operational initiatives initiated by multiple offices and sources. The District has no clear vision of the

LETTER (Cont.)

essence, and most important things that drive these initiatives. The call for a moratorium on meetings is an opportunity for AALA to call for a review of all the District initiatives. It is also an opportunity for AALA to take the lead on bringing representatives from the various Local District and Central LAUSD offices. The purpose of this review is to bring everyone together in one room and hammer out the most important initiatives and identify the one or two priorities for the next two to three years. These priorities should drive all meetings. These priorities should be the anchors for all agendas.

The advantage of this approach is that various offices of the District will be forced to sit down and articulate what they want to accomplish and how they want to accomplish the work. Working in an integrated manner, the work of all offices can be aligned to the one or two priorities identified as perennial undertakings. This avoids the need for countless meetings and the duplication of efforts. In this new paradigm, the principal will be at the ground-level when it comes to conversations around the priorities and be an active participant in molding the work for meaningful implementation in schools.

Because the initiatives will have been reduced to a couple of priorities, it is reasonable to think that one principals' meeting every other month (with no other off-site meetings) is adequate. Meetings every other month have benefits. The off-cycle month is an opportunity to practice what we learn. It is an opportunity to meet with colleagues and support each other in executing the work in our schools. It is an opportunity to deepen our work in a way that is meaningful; driven by needs of the local school.

I envision the principals' meetings being the place where all information around the priorities is disseminated and worked on. Where principals and representatives from all offices involved sit side-by-side to do the work. I envision principals' meetings being "lean and mean" which translates into more productive time spent in our schools. I ask that the leadership of AALA take the lead in transforming the way we see and do our work.

REQUESTING AND APPROVING FLEX TIME

Article X, Section 1.3 of the Certificated Collective Bargaining Agreement and Article IX, Section 2.2 of the Classified Bargaining Agreement between LAUSD and AALA clarify the professional workday and specifies that, "...when the schedule of the administrator involves extended work hours on a given day, flexible work hours on a subsequent day may be taken..." For AALA members, flex time can be a two-headed monster. As administrators, you are entitled to request and receive it; while, as supervisors, AALA members are required to approve properly requested flex time. And even though it is spelled out in both contracts, we continue to hear horror stories from our members about *flex time* being hard to obtain.

We cannot stress strongly enough that all AALA members need to be aware of this provision in the contract and know that when flex time is requested, supervisors (including AALA members), contractually, have fifteen days to schedule it. Failure to do so shall be grievable by the requesting administrator. It is suggested that administrators keep a log of extended hours that are worked, in order that documentation is available when flex time is requested. Please click [HERE](#) for the specific contract wording and a sample log.

**HEALTH BENEFITS FAQ:
ENROLL IN A FLEXIBLE SPENDING ACCOUNT AND GET A TAX BREAK**

What are the advantages of enrolling in a Flexible Spending Account (FSA) during Open Enrollment?

FSAs allow you to pay for certain health care and dependent care expenses using tax-free dollars. If you are an active employee and can estimate some of your known out-of-pocket health care expenses, you are a candidate for the Health Care Flexible Spending Account (FSA). Enrollment in an FSA takes place during Open Enrollment; FSA enrollment does not carry over from year-to-year.

What types of FSA accounts does the District offer?

The District offers two special tax-savings accounts to eligible employees—a Health Care FSA and a Dependent Care FSA. For 2016, the District’s Health Care FSA has a spending limit of \$2,500. The spending limit of the Dependent Care FSA is \$5,000 per household, or \$2,500 if the employee is married, but filing separately. The District’s FSA plans run from January 1 to December 31.

Who is eligible to enroll in an FSA account?

Active employees are eligible to apply for an FSA. Their voluntary contributions are withheld from the monthly salary warrant. Eligible expenses are reimbursable for both the employee and dependents claimed on the federal tax return. Expenses for domestic partners and children of domestic partners are not eligible for reimbursement. Retirees are not eligible for an FSA.

What are the differences in eligible and ineligible expenses under each type of FSA?

For the Health Care FSA, examples of eligible out-of-pocket costs include deductibles, copayments, coinsurance, prescription drugs, orthodontia, LASIK, prescription eyewear, contact lenses, and medically prescribed devices for you, your spouse, and dependent children.

Health care expenses for which you may not claim reimbursement include over-the-counter medications, maternity clothes, fees or dues for exercise clubs or classes, premiums for health care plans and long-term care plans, products such as exercise equipment, whirlpools and saunas, cost of vitamins and supplements, and cosmetic surgery, unless it is directly related to a mastectomy.

For the Dependent Care FSA, dependents must be either under age 13 or physically or mentally disabled (regardless of age). Eligible expenses include child or adult day care services provided in your home, including Social Security taxes paid on behalf of your employee, child or adult day care services provided at someone else’s home, expenses for a licensed day care center, a portion of wages for a housekeeper whose duties include caring for a qualified dependent, schooling costs for children not yet in kindergarten (if it cannot be separated from the cost of care).

Dependent Care expenses that are not reimbursable include babysitting charges for nonwork hours, fees paid to your dependent child under age 19, fees paid to someone who doesn’t report income to the IRS, kindergarten or overnight camp, and charges incurred if your spouse is not working, not going to school full time for at least five months, or is not disabled.

How much can I put aside?

When you enroll, you decide how much pay to set aside for the Health Care FSA and/or Dependent Care FSA. The maximum for the Health Care FSA is \$2,500, while the Dependent Care FSA is \$5,000

FSA (Cont.)

per household. In a dual employee household, each employee may enroll in the Health Care FSA, but the combined total must not exceed the \$2,500 maximum limit. Your annual contribution will be divided equally and deducted from your pay throughout the year. The minimum contribution is \$120 annually. No taxes will be deducted from the money you set aside.

For additional information, go to the District's webpage at <http://achieve.lausd.net/Page/2260>. To view the full list of eligible expenses, see IRS Publication 502 at <https://www.irs.gov/pub/irs-pdf/p502.pdf>.

JURY DUTY

A new bulletin was just issued that addresses jury service for certificated employees and teacher assistants ([BUL-4223.2](#)). In essence, these employees may receive pay for up to twenty days of jury duty if certain conditions are met. A-Basis employees must notify their immediate supervisor when a jury summons is received, and if the reporting date is disruptive to the operation of the office, they must mutually agree upon a future date for the service to begin. The employee must then seek a postponement to that date and request that the term of service be limited to ten consecutive days. Certificated employees not on A-Basis shall seek postponement of the jury service to their unpaid recess or "off-track" period. Those who do not request postponement will be unpaid during the time of jury service.

Classified employees are paid for jury service. Those who have been summoned for jury duty must notify their immediate supervisor and if necessary, postpone the period of jury service to a time that will minimize office disruption. The employee shall obtain a certification of dates of jury service and submit to the District any compensation that is received (except mileage fees and jury fees for District holidays, vacation days, or days when not in paid status). Also, the employee may retain any portion of a daily jury fee that exceeds the employee's gross pay for that day.

WASHINGTON'S SUPREME COURT RULES CHARTER SCHOOLS CANNOT BE PUBLICLY FUNDED

In what could be a precedent-setting decision, the State of Washington's Supreme Court ruled in September that the charter school initiative, narrowly approved by voters in 2012, is unconstitutional. In essence, the Court said that charter schools were not truly public schools and therefore, could not receive public funding. The decision was based on the fact that charter schools are not governed by elected boards, not subject to local accountability, and therefore not accountable to taxpayers.

According to an article in the *Washington Post* (September 9), "... [the] 6-3 decision... defined common schools, or public schools, as those that are common to all children of proper age and capacity, free, and subject to and under the control of the qualified voters of the school district... [and found that] charter schools are devoid of local control from their inception to their daily operation..." The state has nine charter schools serving 1,200 students. Washington's attorney general has filed a motion to have the decision reconsidered stating that the ruling affects not just charter schools but programs such as concurrent enrollment and tribal compact schools. In the interim, private foundations and wealthy individuals have already donated more than \$14 million to keep the schools open through the end of the school year.

COURT (Cont.)

The 2012 initiative that allowed the creation of charter schools was the third attempt by charter school supporters and was the third most expensive campaign in state history. Six people (as individuals or through their foundations) contributed more than \$9 million of the \$10.9 million raised in support of the law that passed with just 50.69% of the votes. They included **Bill Gates**, **Alice Walton**, and **Eli Broad**. Plaintiffs in the suit challenging the legality of the initiative included the Washington Education Association, the League of Women Voters, El Centro de la Raza, and Pacifica Law Group, a law firm focusing on constitutional law.

This decision is sparking a national debate, with charter school opponents in Minnesota and Alabama already moving to question their constitutionality, since they do not have to answer to the public, are exempt from state regulations, can be operated by for-profit companies, and can use taxpayer dollars to buy buildings that are then owned privately. **Dr. Diane Ravitch**, noted education historian and charter school critic, said, "...Where public money is involved, public oversight is necessary." However, **Nina Rees**, President and CEO of the National Alliance for Public Charter Schools, counters, "...outside entities ...run schools free of the political process that often hampers school districts' ability to make decisions that are good for children." The *Wall Street Journal* even jumped on the band wagon, announcing the Washington Supreme Court ruling with the headline, "The Judges Who Stole School Choice."

Locally, with the Eli Broad Foundation's planned massive charter school expansion on the horizon, advocates and opponents are vociferously lining up. Given that California law is more accommodating to charters by specifying that they must be approved unless their petitions are missing one of five narrowly defined criteria, those who take exception to the plan face an uphill battle that may necessitate new legislation being passed.

MASTER PROGRAM INSTITUTE

Applications for the LAUSD/AALA Master Program Institute (MPI) are due at 5:00 p.m. on Friday, November 20, 2015. The Institute is a ten-week program to develop and support secondary administrators and staff responsible for the preparation, implementation, and supervision of the master schedule. It will give participants the skills and knowledge needed to build a student-centered master program aligned to State and District mandates. The Spring 2016 Cohort of the MPI will meet on ten consecutive Wednesdays from 8:00 a.m. – 4:00 p.m. at the Beaudry Building, beginning on January 20, 2016. Those who successfully complete all ten sessions will receive certification. For further information, please see [MEM-6536.1](#).

CHICANO YOUTH LEADERSHIP CONFERENCE

The historic Chicano Youth Leadership Conference, which began in 1963, has been reinstated and is back in full force. Principals and college counselors are encouraged to select two eleventh grade Mexican-American or Latino students who have a C average to complete the applications that have been sent to each senior high school. The conference will be held at Camp Hess Kramer in Malibu from December 11 to December 13. In the past, 84% of the students who have attended the conference graduate from a four-year college or university. For more information, please contact **Myrna Brutti**, Wilmington Middle School Principal, at 310.847-1500.

Associated Administrators of Los Angeles

CALENDAR

EVENT	DATE	CONTACT
NATIONAL ALZHEIMER'S AWARENESS, HOMELESS YOUTH AWARENESS, AND AMERICAN INDIAN/ALASKAN NATIVE HERITAGE MONTH		
EPO Meeting at Pickwick Gardens (Required)	November 13, 2015 7:30 a.m. – 12:00 p.m.	Heather Lower-Lowe , 323.269.0415 or hlowe@lausd.net
CCAIE Fall Awards Dinner at Quiet Cannon Restaurant	November 13, 2015 5:00 p.m.	Martha Peralta , 323.276.7000 or martha.peralta@lausd.net
Academic Decathlon Scrimmage at six selected sites	November 14, 2015 8:00 a.m.	Cliff Ker , 213.241.3503
AMERICAN EDUCATION WEEK	November 16-20, 2015	www.nea.org
Education Support Professionals Day	November 18, 2015	
COBA Meeting at Crenshaw High School	November 18, 2015 5:30 p.m.	Josephine Ruffin , josephineruffin@sbcglobal.net
Great American Smokeout Day	November 19, 2015	www.cancer.org
APSCO Meeting at Crenshaw High School	November 19, 2015 8:00 a.m. – 11:00 a.m.	Karen Fattal , 818.415.1300 or kfattal@lausd.net
Substitute Educators Appreciation Day	November 20, 2015	
Unassigned Days (AALA Office Closed)	November 23 – 25, 2015	
Thanksgiving Holidays	November 26 – 27, 2015	
DECEMBER IS UNIVERSAL HUMAN RIGHTS MONTH www.udhr.org		
World AIDS Day	December 1, 2015	www.worldaidscampaign.org
Supervisory Coffee Klatch at Beaudry, Level A Cafeteria	December 1, 2015 7:00 a.m. – 8:00 a.m.	Dr. Victor Gonzalez , victor.gonzalez@lausd.net
MSPO Meeting , location TBD	December 2, 2015 7:30 a.m. – 12:00 p.m.	Dr. Deborah Wiltz , 818.394.4300 or dwiltz@lausd.net
SHSPO Meeting , location TBD	December 2, 2015 7:30 a.m. – 12:00 p.m.	Eric Davidson , 310.914.3500 or eric.davidson@lausd.net
AALA Representative Assembly Meeting	December 3, 2015 4:30 p.m.	Gema Pivaral , 213.484.2226
CalSTRS Pre-Retirement Workshop at Polytechnic SH, Cafeteria	December 3, 2015 4:00 p.m. – 5:30 p.m.	Register at: CALSTRS WORKSHOPS
AAPA Educational Conference in Las Vegas	December 4 – 6, 2015	May Arakaki , may_arakaki@yahoo.com
COBA Winter Holiday Brunch at Cheesecake Factory in Redondo Beach	December 5, 2015 11:00 a.m. – 2:30 p.m.	Josephine Ruffin , josephineruffin@sbcglobal.net



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Doctoral Program in Educational Leadership Now Accepting Applications for our Fall 2016 PK12 Cohort!!

The Michael D. Eisner College of Education at California State University, Northridge (CSUN) is a national leader in improving urban education through innovation and excellence. The college brings these same qualities to its Doctoral Program (Ed.D.) in Educational Leadership. Our program creates a network of school prepared leaders to effect profound change in teaching and learning that leads to improved student achievement.

To learn more about our admissions process and requirements, or to download an application please visit: <http://www.csun.edu/eisner-education/doctoral-program>.

For more information, please contact **Dr. Miguel Ceja** at miguel.ceja@csun.edu or 818.677.2403.

ADMINISTRATIVE CREDENTIAL & M.A. DEGREE AT CSUN



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The CSUN program provided me with the foundation and the skills to work as a successful administrator. I was able to immediately use what I learned from the ELPS program as an assistant principal and especially now as a principal. The program was also an excellent launching point for the Doctoral program I completed. Overall the ELPS program was a great opportunity for my advancement in the field of Education.

~Dr. Steve Martinez, LAUSD Principal

The Department of Educational Leadership & Policy Studies (ELPS), California State University, Northridge is pleased to announce its newest cohort for the attainment of the **Preliminary Administrative Services Credential (Tier I) and Masters' Degree** in Educational Administration to begin Spring Semester 2016. This cohort will meet on campus on Wednesdays. An information meeting is scheduled on **Wednesday, November 18, at 4:30 p.m.**, in ED 1214/1216 in the Michael D. Eisner College of Education.

Public, private, and charter school educators are all welcome!

For further information about the program, please call the ELPS Office at 818.677.2591, visit our website at <http://www.csun.edu/education/elps>, or email **Ricardo Sosapavon** at ricardo.sosapavon@csun.edu or **Jody Dunlap** at jody.dunlap@csun.edu.

Associated Administrators of Los Angeles

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

PRINCIPAL, ELEMENTARY

Marquez Charter Elementary School, Local District West, MST 41G, E Basis. For more information and application procedures, please click on [School-Based Vacancies](#) or contact **Pam Marton**, Director, at 310.914.2100. Application deadline is 5:00 p.m., Friday, November 20, 2015.

ASSISTANT PRINCIPAL, SECONDARY

Kennedy Senior High School, Local District Northwest, MST 41G, B Basis. For more information and application procedures, please click on [School-Based Vacancies](#) or contact **Joseph Nacorda**, Director, at 818.654.3600. Application deadline is 5:00 p.m., Wednesday, December 2, 2015.

CERTIFICATED, NON-SCHOOL-BASED

SPECIALIST, LEAST RESTRICTIVE ENVIRONMENT

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 **Lisa Kendrick**, Director, at 213.241.6701. Application deadline is 5:00 p.m., Friday, November 20, 2015.

PREVIOUSLY ANNOUNCED POSITIONS

CERTIFICATED POSITIONS	LOCATION	CONTACT	DEADLINE
<i>SPECIALIST, FEDERAL PROGRAM MONITORING</i> MST 39G, A Basis	Federal and State Education Programs Branch	Karen Ryback , Executive Director, 213.241.6990	5:00 p.m. Friday November 13, 2015
<i>ASSISTANT PRINCIPAL, SECONDARY</i> MST 40G, B Basis	Sylmar Biotech Health Academy, Local District Northeast	Veronica Arreguin , Director, 818.252.5400 or varre3@lausd.net	5:00 p.m. Tuesday November 17, 2015
<i>PRINCIPAL, ELEMENTARY</i> MST 41G, E Basis	Chapman ES, Local District South	Lee Lee Chou , Director, 310.354.3400	5:00 p.m. Wednesday November 18, 2015

Associated Administrators of Los Angeles

CERTIFICATED POSITIONS	LOCATION	CONTACT	DEADLINE
<i>ASSISTANT PRINCIPAL, ELEMENTARY INSTRUCTIONAL SPECIALIST MST 37G or 38G, B Basis</i>	Division of Special Education, multiple sites and positions	Sharyn Howell , Associate Superintendent, 213.241.6701	5:00 p.m. Wednesday November 18, 2015
<i>SPECIALIST MST 38G, A Basis</i>	Integrated Library & Textbook Support Services, Division of Instruction	Dr. Esther Sinofsky , Administrative Coordinator, 213.241.1236	5:00 p.m. Thursday November 19, 2015
CLASSIFIED POSITIONS	LOCATION	CONTACT	DEADLINE
<i>PROGRAM AND POLICY DEVELOPMENT ADVISOR \$112,662 - \$139,559, 11- and 12-month positions</i>	Employee Performance Management	Please click HERE	Monday November 16, 2015
<i>SQL DEVELOPER \$89,178 - \$110,998, 12-month position</i>	Information Technology Division	Please click HERE	Thursday December 31, 2015
<i>.NET DEVELOPER \$82,400 - \$102,500, 12-month position</i>	Information Technology Division	Please click HERE	Thursday December 31, 2015
<i>SENIOR PROGRAMMER ANALYST, ORACLE \$79,900 - \$99,400, 10-, 11- or 12-month position</i>	Information Technology Division	Please click HERE	<u>EXTENDED</u> Until Filled
<i>PROGRAMMER ANALYST, ORACLE \$69,300 - \$96,400, 10-, 11- or 12-month position</i>	Information Technology Division	Please click HERE	<u>EXTENDED</u> Until Filled