

# UPDATE

[www.aala.us](http://www.aala.us)

Week of April 27, 2020

## JOIN TODAY'S REPRESENTATIVE ASSEMBLY MEETING VIA ZOOM

We are holding the AALA Representative Meeting today, **Thursday, April 23, at 5:00 p.m.** This will be an historical meeting as it is the first time the association has ever had a representative assembly meeting virtually. We want to thank you in advance for your patience as the format for today will be different than a typical representative assembly meeting. Our newly established Zoom account has the capacity to host 500 participants this evening and we

hope everything runs smoothly. Click on the link below to join the Zoom meeting at 5:00 p.m.:

<https://zoom.us/j/5170048431?pwd=RmYraVJURVZhL3hhTlIWWXpEdWoyQT09>

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## DISTRICT RESPONSES TO VOICES FROM THE REMOTE FIELD

Last week's issue of *Update* documented some of the concerns that AALA members had shared regarding District practices as we work through this pandemic. We indicated that we had communicated the concerns with District leadership and were awaiting their responses. We wish to thank **Megan Reilly**, Deputy Superintendent of Business Services and Operations, and **Linda Del Cueto**, Chief Human Resources Officer, for their responses to the issues that were raised. As you read the draft document you will notice a reference to several attached files. We have provided links to those documents at the end of the article.

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### Questions and Answers for AALA

#### Device Distribution

1. **What is the social distancing policy when distributing devices at school sites? How can we ensure that all stakeholders – staff, families, administration follow such policy?**

The following social distancing protocol documentation has been shared with Local District leadership and shared within their Local Districts to their schools: "Points of Distribution Guide," "Device Cleaning Instructions" (includes Local District points of contact), "Safety Guidelines for Device Distribution Safety." Files are attached.

2. **Can the device distribution notices to schools be given earlier than a 24-hour notice?**

We will work to build more time and notice into the process. In addition, principals have the ability to reschedule the device delivery.

## **RESPONSES (Cont.)**

3. **Can you provide protective gear for all those distributing devices at school sites?**  
Yes. Masks and gloves can be requested through the Local Districts via Administrators of Operations.
4. **How long are we expected to continue distributing devices?**  
Device distributions are scheduled and carried out on a local level, but device deliveries to schools are targeted to be completed in May. As such, schools may need to issue devices to students well into May.
5. **What are alternative ways to distribute devices other than via school sites?**  
As of right now, all distributions are being done at schools, but alternate delivery options are being explored and information on those options will be shared if they become available.
6. **How do we get replacement laptops for students or staff who have a malfunction or loss?**  
Staff continues with the normal process of utilizing Remedy via the following link: <https://lausd-myit.onbmc.com>. Students are to request a replacement device from their school. If the school does not have inventory on hand to distribute, schools can request devices via Remedy. If school personnel are not available, parents can contact the help desk and submit a request for a device via the following options: ITD.LAUSD.NET and by phone at (213) 443-1300.
7. **How do students, parents, and staff obtain technology support?**  
All technical support for students and families is available at ITD.LAUSD.NET as well as by phone at (213) 443-1300. Staff continues with the normal process of utilizing Remedy via the following link: <https://lausd-myit.onbmc.com>.
8. **Since enrollment takes place throughout the year, this will mean that students will constantly need a device. What is the plan for continuity of device distribution? Is there a way to have technology hubs around the district for new enrollees?**  
Devices are made available to schools based on student need. If the school does not have inventory on hand to distribute, schools can request devices via Remedy. If school personnel are not available, parents can contact the helpdesk and submit a request.
9. **What is the process for obtaining a computing device for a teacher who needs one?**  
When a teacher requests a device (e.g., laptop/tablet) to support virtual learning, administrators first check to see if the school has a device in inventory that meets the teacher's requirements and is not currently being used. This can be done by running the "Assets Deployed" or "Devices Checked Out to Employees" report in Remedy.

Step-by-step on how to run inventory and device-checked-out reports:

1. Go to <https://achieve.lausd.net/itam>
2. Click on Assets Deployed to obtain a complete list of the school's inventory
3. Click on Faculty Checkout Report to obtain a list of devices assigned to employees
4. Login using your single sign-on account to view the desired report

## **RESPONSES (Cont.)**

If an appropriate device is not in the school's inventory, the school can request a device be issued from within the Remedy tool. The following is a link on how to checkout devices to teachers in Remedy.

[https://docs.google.com/document/d/1oJ512onmj\\_V4RZU5h77HSiur3NyyW9cOwJ\\_tG3MrJAw/edit](https://docs.google.com/document/d/1oJ512onmj_V4RZU5h77HSiur3NyyW9cOwJ_tG3MrJAw/edit)

### **10. Where will devices be delivered?**

Devices requested through Remedy will be configured and delivered to the school. School-based personnel should then make arrangements to distribute the device to the teacher.

### **11. How long will it take to get the devices?**

Given the urgent need to address instructional continuity, we are planning to have completed student device delivery to school sites by May 9.

## **Administrator Duties**

### **12. Device distribution falls on the shoulders of the administration at the school sites, has this now become part of a principal's assigned duties?**

Principals do have the responsibility over equipment inventory. Each school or office administrator usually assigns a staff member the responsibility for site equipment control. Nonclassroom staff, such as classified and Beyond the Bell staff, can help support device distribution or contact your Local District Administrator of Operations or Operations Coordinator.

### **13. Can we have off-site supervisors deployed to support school-site administrators who need assistance with calling students, motivating them, and following up with those who have gone AWOL?**

Please see attached correspondence from Student Health and Human Services titled "IOC-Role(s) of LD SHHS Administrators and Personnel During School Closures." Student Health and Human Services (SHHS) personnel will support students and families.

## **Supplies**

### **14. School-site emergency kits were raided for masks. What is the plan for schools to be able to replenish these?**

The following processes are in place for ordering masks and gloves (supplies):

- Requests for supplies (masks and gloves) for Grab n Go sites are made by the POD site leaders
- Requests for supplies (masks and gloves) for device distribution are being coordinated by LD AOOs and ITD
- Requests for staff (Beyond the Bell) to support device distribution are being coordinated through LD leaders

Please keep a log of the material borrowed from the emergency kits and the District will replenish the school (if FEMA reimbursement applies).

## **RESPONSES (Cont.)**

### **Budget Development**

15. **Some schools were not able to complete budget development and are now expected to have School Site council meetings by Zoom. Is this a reasonable request given that we cannot be expected to convene the required quorum?**

Yes. Parent Community Services has developed tools to assist school-site leaders with virtual meetings given the need for social distancing. See attached documents titled, “Holding School Site Council and English Learner Advisory Committee Meetings Final,” “How to Keep the Party Crashers from Crashing Your Zoom Event,” “Zoom and Google Voice 3\_3\_20\_SSC\_ELAC.”

### **Professional Development**

16. **If device distribution is now part of a principal’s duty, then can the Zoom professional development meetings for principals be limited to give time to work on this?**

Local Districts will ensure their meetings do not conflict with device distribution days.

17. **Although eight hours of professional development is required, the current offerings are limited for School Support Administrators. What kinds of PD are available for School Support Administrators?**

All School Support Administrators are invited to participate in 10 hours of PD and can access it via MyPLN under the Continuity of Learning Plan. As administrators supporting instruction, this professional development will build the capacity of administrators to support teachers. There is a benefit to learning from one another’s professional development and it will enhance cross collaboration and support to all teachers. Additional professional development opportunities will become available for administrators in the near future.

### **Communication and Correspondence**

18. **Was there a correspondence informing employees about sick time not being impacted for those who have COVID-19 related reasons?**

Yes, please see attached correspondence titled “Additional Employee Guidelines During School Closure,” dated March 17, 2020.

19. **We need a clear message to our school communities about where to go to get their questions answered. Where do they go for distance learning questions, tech support, or just general questions? Can this be shared with principals to share with school communities?**

Please continue to connect with Instruction and/or Operations in the Local District. The district will ensure that Local Districts are equipped with information to answer questions. In addition, divisions will work closely to provide the Hotline with information to respond to questions.

Links to referenced documents:

- [Points of Distribution Guide](#)
- [Device Cleaning Instructions](#)
- [Safety Guidelines](#)

## **RESPONSES (Cont.)**

- [Roles of SHHS Administrators and Personnel](#)
- [Holding SSC and ELAC Meetings](#)
- [How to Keep Party Crashers from Crashing Your Zoom Event](#)
- [Zoom and Google Voice for SSC and ELAC](#)
- [Additional Employee Guidelines](#)

## **LAST CALL FOR NOMINATIONS FOR EXECUTIVE BOARD POSITIONS**

We are now accepting nominations for positions on AALA's Executive Board for terms that will begin on July 1, 2020. Several positions are available, varying from one to three years in length of service:

- Vice Presidents: Adult Education, Early Education, School Support Administrators, Unit J
- Directors: Early Education, Elementary, Secondary

Nomination forms are due in the AALA office by **Friday, April 24, 2020**. Please use the following links to access the nomination forms:

- [Nomination form for Early Education positions](#)
- [Nomination form for Adult, Elementary, Secondary, SSA, Unit J positions](#)



Congratulations to the thirty-two LAUSD seniors who have been selected from hundreds of candidates to receive a \$2,250 Friends of AALA Scholarship. Although the 38<sup>th</sup> Annual AALA Scholarship/Community Awards Banquet has been canceled due to the pandemic, we still want to recognize these outstanding scholars.

| <b><u>NAME</u></b>         | <b><u>SCHOOL</u></b>   |
|----------------------------|--|
| <b>Yanira Argueta</b>      | West Adams Preparatory High School                           |
| <b>Komal Kaur Badesha</b>  | Dr. Richard A. Vladovic Harbor Teacher Preparation Academy   |
| <b>Candice Candler</b>     | Foshay Learning Center                                       |
| <b>Hyewon Choi</b>         | Hamilton High School   |
| <b>Sebastian Cota</b>      | Los Angeles Center for Enriched Studies                      |
| <b>Melanie Cruz</b>        | Dr. Richard A. Vladovic Harbor Teacher Preparation Academy   |
| <b>Sandy Garcia</b>        | Linda Marquez High School H.P. Institute of Applied Medicine |
| <b>John Guico</b>          | Dr. Richard A Vladovic Harbor Teacher Preparation Academy    |
| <b>Rachel Zila Hidalgo</b> | STEM Academy of Hollywood @ Helen Bernstein Complex          |

## RECIPIENTS (Cont.)

| <u>NAME</u>               | <u>SCHOOL</u>  |
|---------------------------|--|
| Wesley Jiang              | Downtown Magnets High School                               |
| Julian Cameron Jimenez    | Garfield High School                                       |
| Jose Juarez               | Monroe High School   |
| Michelle Liu              | Downtown Magnets High School                               |
| Earl Simon Lontok         | Narbonne High School                                       |
| Edgar Lopez               | Fairfax High School  |
| Juana Alicia Manzano      | North Valley Occupational Center                           |
| Jose A. Sanchez Mara      | Linda Marquez High School of Social Justice                |
| Sara Lopez Martinez       | Garfield High School                                       |
| Leslie Sujey Mendez       | Mendez High School   |
| Angelica Mercado          | Kennedy High School  |
| Julianna Monterroso       | Amelia Earhart High School                                 |
| Kevin Ulises Murillo      | Northridge Academy High School                             |
| Eric Quinn                | Taft Charter High School                                   |
| Carlos A. Ramirez-Sanchez | South Gate High School                                     |
| Carmen Raya               | Dr. Richard A. Vladovic Harbor Teacher Preparation Academy |
| Sebastián Arce Rentería   | Banning High School  |
| Jessica Reyes             | Garfield High School                                       |
| Sara Rojas                | Mendez High School   |
| Isahia Sampson            | King-Drew Magnet High School of Medicine and Science       |
| Yomna E. Shousha          | Fairfax High School  |
| Michael Udo               | King-Drew Magnet High School of Medicine and Science       |
| Emily Vidal               | North Hollywood High School                                |

## **HEALTHCARE FAQ— DO YOU HAVE A FIRST AID KIT HANDY?**



It's critical to have a well-stocked first aid kit to treat minor injuries/emergencies at home. Also important is to know how to treat minor injuries and wounds. Remember to call your health plan's 24/7 nurse line or access a doctor virtually. Learn the warning signs about when to call 911.

### **What minor injuries or accidents should I be prepared to treat?**

Common accidents at home include: cuts, abrasions (scrapes), swelling, splinters, sprains, burns, insect bites/stings, and strains.

### **What items should be in a first-aid kit?**

You can purchase ready-made first aid kit or put one together yourself. The Red Cross recommends a basic kit that includes the following:



## FAQs (CONT.)

- |  |                                       |
|--|---------------------------------------|
| • Bandages, assorted sizes   | • Scissors                            |
| • Absorbent compress dressings   | • Tweezers                            |
| • Adhesive cloth tape  | • Instant cold compress               |
| • Sterile gauze rolls, varying sizes   | • Oral thermometer                    |
| • Sterile gauze pads   | • Nonlatex gloves                     |
| • Butterfly bandages   | • Pain killer tablets                 |
| • Antiseptic wipes/alcohol swabs   | • Space blanket                       |
| • Antibiotic ointment  | • CPR breathing barrier               |
| • Your medical information, including doctors and nearest medical facilities | • First aid instruction booklet/chart |

### **Where's the best place to store a kit at home?**

At home, keep it in the kitchen, out of reach of small children. The bathroom may become too humid, which lessens the shelf life of certain products. Make sure everyone in your family knows where the first aid kit is kept.

### **What other items should I have on hand to treat accidents or minor injuries?**

You should also have anti-diarrheal tablets, stomach remedies, cold/cough remedies, and, if needed, contact lens solution, extra hearing aid batteries, extra water.

### **What are some resources to learn more about basic first aid?**

- Mayo Clinic's first aid for cuts and scrapes: <http://www.mayoclinic.org/first-aid/first-aid-cuts/basics/art-20056711>
- WebMD slideshow on caring for wounds and signs of infection: <http://www.webmd.com/a-to-z-guides/wound-care-10/slideshow-caring-for-wounds/>

## **FREE PROFESSIONAL LEARNING ON COMPUTER SCIENCE AND CODING FROM ORACLE ACADEMY**

**Angela Reid**, Oracle Academy Program Specialist, has announced Oracle is providing FREE educator professional development for teachers and administrators this summer. The subject will be computer science and coding. The classes are virtual and are listed in the schedule below. If you are not already an Oracle Academy member, you will need to first sign up for the free membership and then register for the education professional development. Contact **Angela** by phone at 1.650.339.9855 or by email at [angela.reid@oracle.com](mailto:angela.reid@oracle.com) if you have questions regarding this opportunity.

### Database Foundations

10 Sessions || Jun. 15th – Jun. 26th || Monday – Friday || 10:00-12:00am CST

13 Sessions || Aug 18th –Sept. 29th || Tuesday and Thursday || 6:00-7:30PM CST

### Programming with PL/SQL

10 Sessions || Jul. 13th –Jul. 24th || Monday – Friday || 2:00-4:00pm CST

15 Sessions || Sept. 30th – Nov. 18th || Tuesday and Wednesday | 6:00-7:30PM CST

## ORACLE ACADEMY (CONT.)

### Database Design and Programming with SQL

10 Sessions || Jul. 6th –Jul. 17th || Monday – Friday || 9:00-12:00 CST

### Java Fundamentals

15 Sessions || Jun. 15th – Jul 3rd || Monday – Friday || 1:00-3:00pm CST

### Java Programming

10 Sessions || Jul. 20th –Jul. 31st || Monday – Friday || 9:00-11:00 CST

10 Sessions || Jul. 27th- Aug. 7th || Monday – Friday || 2:00-4:00pm CST

### Java Foundations

13 Sessions Aug.17th- Sept. 28th || Monday and Wednesday || 6:00-7:30PM CST

Register: [Here](#)



## Out-of-this-world engagement and reading growth

Amplify Reading is a digital reading program based on the science of reading for grades K–8 that leverages the power of compelling storytelling to engage students in reading instruction and practice. Whether students are just learning to read or mastering close reading, Amplify Reading takes students on a personalized journey to learn exactly the skills they need.

With Amplify Reading, educators receive:

- An age-appropriate student experience.
- A fully adaptive learning progression.
- Comprehension processes practice.
- Meaningful data and insights for teachers and administrators.

To learn more, visit us at [amplify.com/reading](https://amplify.com/reading) or email us at [amplifyreading@amplify.com](mailto:amplifyreading@amplify.com).

Amplify Reading



## 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**

*(Open to certificated and classified employees who meet the position requirements)*

#### ***DIRECTOR, COMMUNITY SCHOOL TRANSFORMATION***

**Local District Central, MST 46G, School Support Administrator, A Basis (position will begin on July 1, 2020).** For more information, contact Annabel Cortez at [annabel.cortez@lausd.net](mailto:annabel.cortez@lausd.net). Application deadline is 5:00 p.m., Friday, May 1, 2020.

#### ***DIRECTOR, EQUITY***

**Local District Central, MST 44G, School Support Administrator, E Basis (position will begin on July 1, 2020).** For more information, contact Raquel Piedrasanta at [raquel.piedrasanta@lausd.net](mailto:raquel.piedrasanta@lausd.net). Application deadline is 5:00 p.m., Monday, May 4, 2020.

#### ***COORDINATOR, SECONDARY MATHEMATICS PROGRAM***

**Local District Northeast, MST 41G, School Support Administrator, E Basis (position will begin on July 1, 2020).** For more information, contact Darlene Villeda at [darlene.villeda@lausd.net](mailto:darlene.villeda@lausd.net). Application deadline is 5:00 p.m., Tuesday, May 5, 2020.

#### ***SPECIALIST, INSTRUCTIONAL***

**Local District Northeast, MST 38G, School Support Administrator, E Basis, five positions (positions will begin on July 1, 2020).** For more information, contact Darlene Villeda at [darlene.villeda@lausd.net](mailto:darlene.villeda@lausd.net). Application deadline is 5:00 p.m., Monday, May 4, 2020.

### **PREVIOUSLY ANNOUNCED POSITIONS**

| <b>CERTIFICATED POSITIONS</b>                                 | <b>LOCATION</b>   | <b>CONTACT</b>   | <b>DEADLINE</b>                          |
|---|---|--|--|
| <i>COORDINATOR, TITLE I</i><br>MST 41G, E Basis               | Local District<br>South, Federal<br>& State Ed.<br>Programs | <b>Albert Gallegos,</b><br><a href="mailto:albert.gallegos@lausd.net">albert.gallegos@lausd.net</a>          | 5:00 p.m.<br>Wednesday<br>April 29, 2020 |
| <i>COORDINATOR, SECONDARY MATHEMATICS</i><br>MST 41G, E Basis | Local District<br>Central                                   | <b>Raquel Piedrasanta,</b><br><a href="mailto:raquel.piedrasanta@lausd.net">raquel.piedrasanta@lausd.net</a> | 5:00 p.m.<br>Friday<br>May 1, 2020       |

# Associated Administrators of Los Angeles

| CERTIFICATED POSITIONS   | LOCATION                                     | CONTACT   | DEADLINE   |
|--|--|---|--|
| <i>COORDINATOR, SECONDARY ENGLISH LANGUAGE ARTS INSTRUCTION</i><br>MST 41G, E Basis                    | Local District Central                       | <b>Raquel Piedrasanta,</b><br><a href="mailto:raquel.piedrasanta@lausd.net">raquel.piedrasanta@lausd.net</a>            | 5:00 p.m.<br>Friday<br>May 1, 2020                     |
| <i>COORDINATOR, A-G INTERVENTION</i><br>MST 41G, E Basis   | Local District Central                       | <b>Raquel Piedrasanta,</b><br><a href="mailto:raquel.piedrasanta@lausd.net">raquel.piedrasanta@lausd.net</a>            | 5:00 p.m.<br>Friday<br>May 1, 2020                     |
| <i>PRINCIPAL, ELEMENTARY</i><br>MST 42G, E Basis   | Clover ES,<br>Local District West            | <b>Erick Hansen,</b><br>Director,<br><a href="mailto:erick.hansen@lausd.net">erick.hansen@lausd.net</a> or 310.914.2100 | 4:30 p.m.<br>Wednesday<br>May 6, 2020                  |
| <i>PRINCIPAL, ELEMENTARY</i><br>MST 41G, E Basis   | Fairburn ES,<br>Local District West          | <b>Erick Hansen,</b><br>Director,<br><a href="mailto:erick.hansen@lausd.net">erick.hansen@lausd.net</a> or 310.914.2100 | 4:30 p.m.<br>Wednesday<br>May 6, 2020                  |
| <i>PRINCIPAL, ELEMENTARY</i><br>MST 41G, E Basis   | Palisades Charter ES,<br>Local District West | <b>Erick Hansen,</b><br>Director,<br><a href="mailto:erick.hansen@lausd.net">erick.hansen@lausd.net</a> or 310.914.2100 | 4:30 p.m.<br>Wednesday<br>May 6, 2020                  |
| <i>SPECIALIST, GEAR UP</i><br>MST 38G, E Basis   | Advanced Learning Options, DOI               | <b>Nazish Siddiqui,</b><br><a href="mailto:nazish.siddiqui@lausd.net">nazish.siddiqui@lausd.net</a>                     | <u>EXTENDED</u><br>5:00 p.m.<br>Sunday<br>May 17, 2020 |
| CLASSIFIED POSITIONS   | LOCATION                                     | CONTACT   | DEADLINE   |
| <i>DEPUTY DIRECTOR</i><br>\$117,000 - \$145,800, 12-month position                                     | Transportation Services Division             | Click <a href="#">HERE</a>  | <u>EXTENDED</u><br>Monday<br>May 4, 2020               |
| <i>FACILITIES ASSET DEVELOPMENT DIRECTOR</i><br>\$141,000 - \$175,000, 12-month position               | Facilities Services Division                 | Click <a href="#">HERE</a>  | When Filled  |
| <i>DEPUTY DIRECTOR</i><br>\$135,300 - \$167,700, 12-month position                                     | Architectural & Engineering Services, FSD    | Click <a href="#">HERE</a>  | When Filled  |
| <i>DIRECTOR OF FACILITIES LEGISLATION, GRANTS, FUNDING</i><br>\$117,000 - \$145,800, 12-month position | Facilities Services Division                 | Click <a href="#">HERE</a>  | When Filled  |
| <i>SENIOR NETWORK ENGINEER</i><br>\$115,570 - \$143,200, 12-month position                             | Information Technology Division              | Click <a href="#">HERE</a>  | When Filled  |

# Associated Administrators of Los Angeles

| <b>CLASSIFIED POSITIONS</b>   | <b>LOCATION</b>                 | <b>CONTACT</b>             | <b>DEADLINE</b> |
|---|---------------------------------|----------------------------|-----------------|
| <i>BUILDING/CONSTRUCTION INSPECTOR</i><br>\$109,200, 12-month position              | Inspection Department,<br>FSD   | Click <a href="#">HERE</a> | When Filled     |
| <i>DATA BASE ADMINISTRATOR (ORACLE)</i><br>\$107,307 - \$132,800, 12-month position | Information Technology Division | Click <a href="#">HERE</a> | When Filled     |