

UPDATE

www.aala.us

Week of November 2, 2020

AALA INFORMATION REQUEST

The Office of Labor Relations, accompanied by attorneys from the District and senior leaders, met with AALA and the association's attorneys. The District's team took the necessary time to answer and clarify the questions that were sent in advance of the meeting. See: [Response to AALA](#)

During the meeting, AALA directly asked under what authority are school-based employees required to be tested for COVID-19. The District cited the State Department of Fair Employment & Housing (DFEH) and the federal Equal Employment Opportunity Commission (EEOC). And while the documents use terms such as "employers may" and "employers may choose," this gives the District the sufficient authority to do so. Click on the following links for detailed information:

- State DFEH - https://www.dfeh.ca.gov/wp-content/uploads/sites/32/2020/03/DFEH-Employment-Information-on-COVID-19-FAQ_ENG.pdf
- Federal EEOC - <https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>
- LAUSD COVID-19 Testing Program - <https://achieve.lausd.net/covidtesting>

It is important to highlight initial concerns of being tested by your own healthcare provider; and the choice over the saliva test or nasal (District-administered) has been adequately addressed. Employees may have the test administered by their own healthcare provider; and can request one or the other from the District's testing sites. For the District's *Frequently Asked Questions about COVID-19 Testing and Tracing*, click on <https://achieve.lausd.net/covidfaq>.

Members are encouraged to review the aforementioned documents in addition to the following links:

- [AALA Request for Information](#)
- [Daily Assessment Screen](#)
- [Disclosure Authorization Form](#)
- [Employee Consent Form](#)
- [Screenshot of Test Results](#)

It is important the AALA bargaining team hears from you to best prepare proposals to most effectively address the effects of this mandate on the membership.

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HEALTHCARE FAQs—HIPAA- WHAT IS IT?

Privacy of one's health information has been on the news recently when White House physician Dr. Sean Conly refused to release certain information about the President's COVID-19 condition, including his test results for the first debate. In an October 5, 2020, press conference, Dr. Conly cited HIPAA rules and regulations that restricted him from sharing medical information, based on statute and patient request. Kaiser Health News (KHN), one of the nation's leading nonprofit newsrooms focused on health and health policy, confirmed that experts they consulted agreed that even the president is protected by HIPAA.

What does HIPAA stand for, and how does it protect medical records?

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 provides federal protections for your personal health information held by health plans, health care providers, and others. With medical records now being transferred to electronic form, HIPAA includes specific protections to safeguard your electronic health information.

What information is protected and what rights do I have?

Protected health information includes:

- What your doctors, nurses, and other health care providers put in your medical record, including conversations your doctor has about your care or treatment with nurses and others.
- Records about you kept physically or electronically, including billing information by providers.
- Any identifiable information about you, such as your ethnicity, marital status, dependents, and health insurance coverage in case of job loss (COBRA coverage), and others.

You have the right to:

- See or get a copy of your medical record and other health information. You may have to put your request in writing. In most cases, your copies must be given to you within 30 days.
- Change any incorrect information in your file or add information if you think something is missing or incomplete, even if your provider thinks you are wrong. In most cases, the file should be updated within 60 days.
- Know who has seen your health records and ask that your health information not be shared with certain people, groups, or companies.

Your health provider may disclose your health information to family or friends, if:

- They are involved in your health care or payment for your health care.
- You tell the provider or plan that it can do so.
 - **Note:** **Medicare** requires you to provide written notification if you wish a personal representative to have access to your health information. Click [HERE](#) for additional information.
- You do not object to sharing of the information, or if using its professional judgment, a provider or plan believes that you do not object.

Who must follow these laws?

Everyone with access to information about you and your health plans must follow these laws, even the president's doctors. For District plans, this includes District personnel, your health plan providers, District insurance consultants, and entities and organizations such as the HBC. The HBC Committee members often receive protected information and must follow HIPAA rules.

HIPAA (Cont.)

How is this information protected?

Safeguards are required, such as who can view and access your health information, limits on uses and disclosure, and training for employees on how to protect your health information. Health insurers utilize secure email, with encryption, to exchange information. Remember that commercial email providers like Yahoo, Hotmail, and even LAUSD.net are not “secure.”

What happens in the event of a cyber breach?

The HIPAA Breach Notification Rule, 45 CFR §§ 164.400-414, requires covered entities, their business associates, vendors of personal health records and their service provider to notify affected individual following a breach of unsecured protected health information.

For additional HIPAA information, including HIPAA and COVID-19, click [HERE](#).

REMEMBER TO VOTE!!

EDUCATOR DEVELOPMENT AND SUPPORT

Formal Observation Cycles should be calendared and underway for all nonpermanent teachers. Remember that the *Affirmative Decision forms for Probationary 2 Teachers* are due to Directors or Community of Schools Administrators on December 2, 2020. To support your efforts in completing formal observations, resources are provided on the MyPGS website under the *Resources* tab: for the teacher the [video tutorial for Observation of Practice](#) as well as several sample lesson plans; for the administrator the [EDS Observations Handbook](#); and for both of you the [Guidance for EDST Formal Observations during Remote Instruction](#) are available. Please contact [Silvia Rubalcava](#) or [Nancy Concha](#) with any questions.

KNOW YOUR CONTRACT – PAYROLL ERRORS

During their careers, many AALA members have experienced a payroll error. More often than not, it has been rectified within the next few payroll cycles. However, there have been occasions when the District has notified an employee several years after a payroll error and demanded repayment. Please be advised that both the AALA certificated and classified bargaining agreements limit payroll recovery to three years. Article XII for certificated and Article XIV for Unit J state that errors in the employee’s favor can be corrected for up to a maximum of three years from the date of the claim. When an employee has been overpaid, the District can seek recovery for a maximum of three years from the discovery of the error. If there are questions, please contact the AALA office.

2020 SCHOLARSHIP RECIPIENT

Each week we have been featuring one of the thirty-two LAUSD 2020 graduates who received a \$2250 Friends of AALA Scholarship last May. Due to the pandemic, our annual banquet where we would have formally recognized the recipients had to be cancelled. Therefore, we asked each of them to send us a picture as well as let us know what they would have said if the awards banquet could have been held. This week, we are sharing with you the comments from **Kevin Murillo**, a graduate of Northridge Academy High School (**Nidia Castro**, Principal).



I want to give a special thanks to my parents and my sister who day by day inspire me to work harder. I want to thank my principal, Mrs. Castro, my college counselor, Mrs. Ortega, and my teacher, Mr. Gross, for always putting my best interests at heart and having genuine faith in me. Thanks to them, I am proud to announce that I will be attending Swarthmore College with a major in Engineering. Thank you Friends of AALA for awarding me a \$2,250 scholarship. Though I will be 2,000 miles away from my family, with this scholarship, I will be able to cover the cost of airfare and have the blessing of being able to visit my family more often. I hope to one day become an aeronautical engineer, and with the generous help of the Friends of AALA, I now have the economic flexibility to take a step forward and pursue my goals."

To learn about all of our scholarship recipients, please click [HERE](#). Please consider supporting future graduates by donating to the Friends of AALA Scholarship Fund. The scholarships are 100% funded by the contributions of members, friends, and sponsors and are fully tax-deductible. Active and retired members can make a one-time tax-deductible donation by clicking [HERE](#). Active members also have the option of joining the more than 200 AALA Angels and making a monthly \$5 (or more) donation. Simply click [HERE](#) to complete the necessary paperwork to become an angel. Checks payable to Friends of AALA can be mailed to the AALA office at 1910 W. Sunset Blvd., Suite 850, Los Angeles, CA 90026.

REMEMBER! DAYLIGHT SAVING TIME ENDS SUNDAY MORNING, NOVEMBER 1, AT 2:00 A.M. SET YOUR CLOCKS BACK ONE HOUR AND CHANGE YOUR SMOKE ALARM BATTERIES



UCLA Doctorate of Education (Ed.D.) in Educational Leadership

For 2019 the Graduate School of Education and Information Studies at UCLA was ranked #1 among graduate schools of education in the country by U.S. News and World Report.

We seek educators committed to improving practice and equity across the K-16 continuum; those who guide their work by principles of individual responsibility, an ethic of excellence, and a commitment to the communities

they serve.

Each cohort in the UCLA Educational Leadership Program (ELP) embarks on a practitioner-oriented three-year experience in a supportive environment with outstanding faculty and expert educational practitioners. Established in 1993, UCLA's small, student-focused Ed.D. program prepares educators to advance educational organizations and improve educational outcomes for children, youth, and adults.

***ELP Information Session dates for summer/fall are:
11/7, 11/21, and 12/12***

Please sign up by visiting: <https://gseis.ucla.edu/education/academic-programs/educational-leadership-program/elp-information-sessions/>

For more information email: edinfo@gseis.ucla.edu

****GRE is now optional and is no longer required to apply to our doctoral program.***
The application deadline to the Educational Leadership Program for Fall 2021 is: **February 1, 2021**

ACSA LEADERSHIP SUMMIT

2020 LEADERSHIP SUMMIT

Summary Fees Speakers Sponsors & Exhibitors
Agenda Recorded Sessions

REGISTER NOW
Already registered?

LIVE ONLINE EVENT: NOV. 5-6 2020
ON-DEMAND SESSIONS ALL WEEK

ACSA Leaders:
**CHAMPIONS
FOR EVERY CHILD**

ACSA 2020 LEADERSHIP SUMMIT
LIVE ONLINE EVENT: NOV. 5-6, 2020 | ON-DEMAND SESSIONS ALL WEEK

Participate in the Leadership Summit – To register, click [HERE](#).

**AALA POLITICAL ACTION COMMITTEE -
SUPPORT SCOTT SCHMERELSON AND PATRICIA CASTELLANOS**

VOLUNTEERS NEEDED TO GET OUT THE VOTE!

Scott's campaign is currently looking for volunteers to walk around neighborhoods and place door hangers on the doors of voters. This is entirely contactless, and we have a large variety of neighborhoods available. If you are interested, please click [HERE](#) to sign up and get more information.



The flyer features a photograph of Scott Schmerelson, a man with a mustache wearing a grey checkered jacket and a blue lanyard. To his right, the text reads: **SCOTT SCHMERELSON** with a graduation cap icon above the 'T' in Scott, followed by **LAUSD SCHOOL BOARD | DISTRICT 3** and **Vote Early or by November 3rd**. Below the photo, the main headline is **Help us get Scott elected!** in teal, followed by **VOLUNTEER** in orange. A teal banner contains the text: **Mon-Thurs 4-7** and **Weekends 10-2** on the left, and **text your name and email to 818-915-7255 to get a link** on the right. Below this, **DONATE** is in orange and **www.scott4lausd.com** is in teal. At the bottom, in small orange text, it says: **Paid for by Schmerelson For School Board 2020 – General (ID # 1425925)**, **419 N. Larchmont Blvd. #37, Los Angeles, CA 90004 |**, and **Additional information available at Ethics.lacity.org**.

VOLUNTEERS NEEDED FOR PATRICIA CASTELLANOS

Phone Bank for Patricia Castellanos for School Board - It's all hands on deck for the Patricia Castellanos for School Board campaign! Sign up to phone voters for the final push to victory. We have multiple shifts from Sat. 10/31 to Election Day, 11/3. Sign up at <https://www.mobilize.us/teamcastellanos/event/316500/>



📅 Time

Thursday, October 29

Multiple times available

+ 5 more days

October 31 through November 3,

📍 Location

Virtual event

Join from anywhere

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, EARLY CHILDHOOD EDUCATION

Early Childhood Education Division, MST40G, A Basis. For more information, contact **Ana Reyes** at ana.reyes@lausd.net. Application deadline is 4:00 p.m., Monday, November 9, 2020.

CERTIFICATED (Cont.)

ADMINISTRATOR, TESTING AND OPERATIONS

Office of the Chief of Special Education, Equity, and Access, MST 49G, A Basis. For more information, contact **Eugene Hernandez** at Eugene.hernandez@lausd.net. Application deadline is 4:00 p.m., Monday, November 9, 2020.

COORDINATOR, TESTING AND OPERATIONS SUPPORT SERVICES

Office of the Chief of Special Education, Equity, and Access, MST 43G, A Basis (six positions). For more information, contact **Eugene Hernandez** at Eugene.hernandez@lausd.net. Application deadline is 5:00 p.m., Monday, November 9, 2020.

ASSISTANT PRINCIPAL, ELEMENTARY

Harry Bridges Span School (K-8 Span), Local District South, MST 40G, B Basis. For more information, contact **Mario O. Ballesteros**, Senior Office Technician, at maria.ballesteros@lausd.net. Application deadline is 3:00 p.m., Wednesday, November 4, 2020.

ASSISTANT PRINCIPAL, ELEMENTARY INSTRUCTIONAL SPECIALIST

Local District West, MST 37G or MST 38G, B Basis (Salary to be based on actual site assignment). For more information, contact **Annmarie Serrano**, Administrator, Special Education Local District West, at 310.235.3793. Application deadline is 4:00 p.m., Monday, November 9, 2020.

ASSISTANT PRINCIPAL, SECONDARY

George Washington Carver Middle School, Partnership for Los Angeles Schools, MST 40G, B Basis. For more information, contact **Margery Weller**, at Margery.weller@partnershipla.org. Application deadline is 5:00 p.m., Friday, November 6, 2020.

ASSISTANT PRINCIPAL, ELEMENTARY

Ritter Elementary School, Partnership for Los Angeles Schools, MST37G, B Basis. For more information, contact **Margery Weller**, at Margery.weller@partnershipla.org. Application deadline is 5:00 p.m., Thursday, November 12, 2020.

CLASSIFIED

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

TECHNICAL SPECIALIST

Information Technology Division, \$115,500 - \$143,200, 12-month position. For questions about this position, email **Katie Wong** at katie.wong@lausd.netmore. or click [HERE](#). Application deadline is Friday, November 13, 2020.

Associated Administrators of Los Angeles

PREVIOUSLY ANNOUNCED POSITIONS

CERTIFICATED POSITIONS	LOCATION	CONTACT	DEADLINE
<i>ASSISTANT PRINCIPAL, SECONDARY</i> MST 40G, B Basis	Dana MS, Local District South	Lou Mardesich, COSA, 310.354.3400	3:00 p.m. Friday October 30, 2020
<i>ASSISTANT PRINCIPAL, ELEMENTARY</i> MST 38G, B Basis	Barton Hill ES, Local District South	Lou Mardesich, COSA, 310.354.3400	3:00 p.m. Friday October 30, 2020
<i>ASSISTANT PRINCIPAL, ELEMENTARY</i> MST 38G, B Basis	Columbus Avenue ES, Local District Northeast	Pamela Damonte, COSA, 818.440.0023	3:00 p.m. Monday November 2, 2020
<i>ASSISTANT PRINCIPAL, EIS</i> MST 38G or 37G, depending on site, B Basis	Local District South, Div. of Special Education	Jennifer McConn, Administrator, 310.354.3431	3:00 p.m. Monday November 2, 2020
<i>ADMINISTRATOR, COMMUNITY OF SCHOOLS</i> MST 49G, A Basis	Local District East	Local District East, 323.224.3100	5:00 p.m. Tuesday November 3, 2020
<i>SPECIALIST, LEAST RESTRICTIVE ENVIRONMENT</i> MST 38G, B Basis	Local District South, Division of Special Education	Rossana Villagran, rvilla5@lausd.net	3:00 p.m. Tuesday November 3, 2020
<i>ASSISTANT PRINCIPAL, EIS</i> MST 38G or 37G, depending on site, B Basis	Local District Central, Div. of Special Education	Yolanda Bueno, Administrative Coordinator, ybx0387@lausd.net	3:00 p.m. Wednesday November 4, 2020
<i>ASSISTANT PRINCIPAL, ELEMENTARY</i> MST 38G, B Basis	92 nd Street ES and STEAM Academy, Local District South	Myrna Brutti, Executive Director, 310.354.3400	3:00 p.m. Thursday November 5, 2020
<i>ASSISTANT PRINCIPAL, ELEMENTARY</i> MST 38G, B Basis	Harvard ES, Local District West	Dr. Travis D. Brandy, COSA, travis.brandy@lausd.net or 310.914.2100	3:00 p.m. Friday November 6, 2020
CLASSIFIED POSITIONS	LOCATION	CONTACT	DEADLINE
<i>DIRECTOR OF MASTER PLANNING AND DEMOGRAPHICS</i> \$117,800 - \$145,800, 12-month position	School Management/ Master Planning & Demographics Unit	Click HERE	Saturday October 31, 2020
<i>CHIEF OF POLICE</i> \$170,400 - \$213,200, 12-month position	Los Angeles School Police Department	Click HERE	Thursday November 5, 2020

Associated Administrators of Los Angeles

CLASSIFIED POSITIONS	LOCATION	CONTACT	DEADLINE
<i>PROGRAM EVALUATION AND RESEARCH COORDINATOR</i> \$90,046 - \$111,842, 12-month position	Office of Data Accountability	Click HERE	Friday November 6, 2020
<i>MEDICAL DIRECTOR OF EMPLOYEE HEALTH SERVICES</i> \$224,613.12 - \$249,999.96, 12-month position	Employee Health Services Unit, HRD	Click HERE	When Filled
<i>DEPUTY DIRECTOR OF TRANSPORTATION</i> \$117,000 - \$145,800, 12-month position	Transportation Services Division	Click HERE	When Filled
<i>DIRECTOR OF FACILITIES LEGISLATION, GRANTS, FUNDING</i> \$117,000 - \$145,800, 12-month position	Facilities Services Division	Click HERE	When Filled
<i>BUILDING CONSTRUCTION INSPECTOR</i> \$109,200, 12-month position	Inspection Department, FSD	Click HERE	When Filled
<i>DATA BASE ADMINISTRATOR (ORACLE)</i> \$107,307 - \$132,800, 12-month position	Information Technology Division	Click HERE	When Filled
<i>ASSOCIATE COMPUTER APPLICATION SPECIALIST</i> \$89,400 - \$111,300, 12-month position	Program Support Services Branch, FSD	Click HERE	When Filled