

UPDATE

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Week of March 29, 2021

WHAT WE CAN ALL DO

This week has been like no other for most members. The demands associated with the reopening are becoming ever more unrealistic and unmanageable. It seems AALA's demands have fallen on deaf ears with some exceptions. Thank you LAUSD for addressing a few of the concerns:

- The program survey for parents/guardians despite requests it be closed will continue open. School-based administrators will receive final numbers today. The association has requested that today's numbers drive the reorganization. Moreover, today's numbers should drive the reorganization when administrators return on Monday, April 5, 2021. Only those schools with dramatic growths should be contacted on Monday, April 5, 2021.
- School-based administrators will now receive 28 hours to supervise teachers for their 15 additional hours of planning and to prepare for the hybrid reopening.
- A-Basis administrators exceeding vacation caps will not lose the overage. There is a possibility members will be able to cash in some of the overage. This addresses the concern of all hands being on deck for the reopenings on the 12th and 19th of April.
- E and B Basis administrators are not required to work during Spring Break 2021, and encouraged to completely disconnect from the world of work.
- To this end, the District has notified AALA there is to be an email moratorium effective March 26, 2021. AALA encourages E and B basis members to resist the urge of checking work emails during this time period.
- Administrators reopening on April 12, 2021, and traveling outside of California are required to observe the 10-day quarantine. Administrators are able to work remotely from April 12-14 if quarantining is necessary. Please notify your immediate supervisor if you are required to quarantine based on the District's guidance dated March 24, 2021.

There is no doubt we are all in this together. Therefore, it is important we all seize this opportunity to for once row in the same direction rather rowing in continuous circles of distress and desperation. For this to begin to happen, everyone has an important role to play:

WHAT YOU CAN DO

- Stop working the 12 to 14 hour days every day. Instead, strike a reasonable work-life balance and walk away from your office and technology. The more hours you work to meet unrealistic deadlines, the more deadlines will be added. Be ready with your elevator speech if a supervisor emails or calls asking why the deadline was missed by painting a picture of how you were in virtual meetings most, if not all, of the day; and there was simply no time left to address other tasks.

IN THIS ISSUE

**WHAT WE CAN ALL DO
IF IT'S WRITTEN, IT'S SAID
HEALTH FAQs –AFFLICTED WITH
DRY SKIN?
HR UPDATES
NO UPDATE— SPRING RECESS
RED TIER GUIDELINES
PARTICIPATE IN A COLLABORATE
EVENT
POSITIONS**

WHAT WE CAN ALL DO (Cont.)

- Continue supporting each other. This week was without a doubt one of the most epic weeks of meltdowns to date. A silver lining has been Secondary Principals and School Support Administrators supporting their beleaguered colleagues in elementary:
- “This reopening is a mess and principals are not given enough time to really plan for the reopening. The UTLA side letter is not fair for the principals. It is too much with hardly any staff.”
- “Is it possible to ask the District to close the program selection for families? My elementary peers are about to have coronaries!”
- “Please help the elementary school principals in my family of schools. Information is coming at them fast and furious with no end in sight. Then they are off to the races and they are recalled because the direction and information has completely changed. This reopening makes the strike look like a cake walk; and boy was that hard!”
- Turn the tables in a good way. Network and collaborate with your colleagues about what is doable and not doable. Then all of you request a meeting with the local district superintendent to co-think and problem-solve solutions, together.

WHAT AALA WILL CONTINUE DOING

- Relaxing and reimagining the onerous deadline for the anti-bias training.
- Having the District provide the required support to staff the Quarantine Room.
- Demanding the District adhere to and allow administrators to take their duty-free lunch. This is especially important because it appears teachers are entitled to two 20-minute breaks and a 40-minute duty-free lunch.
- Impressing upon senior leaders the importance of respecting the role of the front-line manager with advance notice when a major policy decision is being made. The present norm is for administrators to hunt for the information on social media and the social media pages of other labor unions and board members. Imagine this past Monday when the announcement of schools reopening was made and principals did not know. It was embarrassing to tell thousands of callers across the system they did not know if they were one of the schools opening on the 12th or not.
- Seeking parity. Members want to know why they were not surveyed to ask about their intent to return like the teachers were. Why was UTLA asked about child care for their children yet AALA was not?
- Ensuring that School Support Administrators and Unit J members assigned to assist with the reopening of schools are not tasked with working the entire day at a school and expected to complete their daily assignments with a business as usual mindset.

WHAT THE DISTRICT CAN DO

The District can work even harder to support our members by satisfactorily addressing these and the other pending issues to bring immediate relief.

IF IT'S WRITTEN, IT'S SAID

For years we have adhered to the age old adage of “If it’s not written, it didn’t happen.” However, the District put a twist to the axiom in a bulletin issued by the Office of the General Counsel on April 17, 2015, *Responding to Requests for Reference Information and/or Letters of Recommendation* (click [HERE](#)). The policy, in essence, is *if you write it, you said it, and are ultimately responsible for the contents*. There used to be times of the year when administrators spent countless hours writing letters for administrators applying for promotions. However, that has changed as AALA collaborated with the District to improve working conditions and move away from letters of recommendation/references. Now, few, if any, District positions on the master salary schedule require letters of recommendation.

It is worth highlighting this oft forgotten policy, especially for those who are new administrators to a division or school. More importantly, let us shed some light on what the bulletin does not say and why the District takes this policy so seriously. It is possible an employee may ask you for a letter of recommendation or reference. Most administrators’ initial reaction would be to agree in the interest of being of service and amenable. However, the employee may have an ulterior motive, especially if he/she is being conferenced or in the queue to receive discipline. Imagine the District’s predicament when the employee presents your glowing letter of recommendation/reference at a grievance step meeting or a dismissal hearing. The matter only becomes more serious if the recommendation is on District letterhead.

Promising practices to avoid the aforementioned scenario are:

- Never write a letter of recommendation unless the requestor is applying for a position and you see the job announcement with application requirements. Remember, most District positions no longer require letters of recommendation. If it does, make sure to follow every step outlined in Bulletin 6495.0, especially if you are using District letterhead.
- Network with Staff Relations, your director, and the employee’s supervisor before even considering issuing a letter of recommendation. This important step might reveal the employee’s motivation for asking you for a letter.
- Hand the original letter to the applicant and avoid emailing it. Emailing the letter in word form allows the requestor to modify and change the letter without your knowledge. Even a letter in PDF can easily be converted to word format with the proper program.
- Make it clear to the requestor the letter can never be changed, modified, or altered under any circumstance.

A word on employees applying for positions outside of the District: Make sure to request the flyer for the position. Most other districts do request letters of recommendation and it is important to be sensitive to the employee’s request. Nonetheless, collaborate with your immediate supervisor on how to best handle the request and secure the General Consent and Release Form included in the bulletin. The latter part of the bulletin states, “Any individual that violates this policy may be subject to discipline.” Please know in the association’s experience to date, the “may” is really a “shall.”

HEALTHCARE FAQs – AFFLICTED WITH DRY SKIN?

Washing your hands frequently, sanitizing with alcohol, and daily showers may have possibly left you and many others with one or more of these conditions—dry, rough patches on your hands and/or feet; chapped lips; dry, itchy elbows; fine lines or cracks on your finger tips that crack and bleed. Besides handwashing and hand sanitizing, dry skin is worsened by colder weather, home heating that reduces humidity, taking hot showers, and using strong soaps and detergents that strip your skin of moisture.

I have tried different brands of lotions but haven't found the "perfect" one. Are moisturizers better than lotions for my dry skin?



The quest for effective dry skin treatment depends on where you need it. Many people use different products for face, hands, and body. What is best for you depends on your needs. The cosmetic industry defines the difference between "lotion" and "moisturizer" as the difference in the ratio of water to oil contained in the product. Lotions contain more water and added ingredients than moisturizers, resulting in a smooth-spreading product that soaks into the skin quickly. Moisturizers are thicker than lotions and contain more oil than water to rehydrate the top layer of skin and seal in moisture.

What are the ingredients in moisturizers that make them effective?

The three main ingredients for fighting dry skin are: humectants, emollients, and occlusives. **Humectants** are compounds that attract water from two sources, from the dermis into the epidermis and from a humid environment. Humectants include substances such as lactic acid, hyaluronic acid, glycerin, propylene glycol, and honey, to name a few. **Emollients** are mainly lipids and oils that hydrate and improve skin softness, flexibility, and smoothness. Emollients include jojoba oil, castor oil, ceramides, propylene glycol, isopropyl palmitate, dimethicone, and others. **Occlusives** are substances that physically block water loss by forming a barrier over the skin. The two most important materials are liquid paraffin (also called mineral oil) and petrolatum (petroleum jelly). Surprisingly, petroleum jelly, founded more than 170 years ago, is one of the best moisturizers having a water vapor loss resistance. If you use pure oils such as petroleum jelly, jojoba or mineral oils, they're best used while the skin is still damp from bathing to seal in the moisture.

What are other ways to prevent dry skin?

Harvard Health recommends:

- Using a humidifier in the winter set to 60% to replenish the top layer of the skin.
- Taking only one 5- to 10-minute lukewarm bath or shower daily to prevent stripping your skin of its natural oils.
- Minimizing your use of soap, and staying away from deodorant, perfumed, and alcohol-based products.
- Avoiding damage to the skin by staying away from bath sponges, scrub brushes, and washcloths. Pat or blot the skin, not rub, when towel-drying.
- Apply moisturizer immediately after bathing or washing your hands. This helps seal in moisture while your skin is still damp.
- Use fragrance-free laundry detergents and avoid fabric softeners.

HUMAN RESOURCES UPDATES

Educator Development and Support

In preparation for completing Final Evaluation Reports, click [here](#) to view a handbook with key information and guidance. The Growth Plan Visits should have been completed by March 19, 2021. Human Resources' *EDS Team* will continue to hold virtual, drop-in support sessions **each Friday from 2:00 - 4:00 PM**. Information can be found on the [flyer](#) or by emailing [Cecilia Duenas](#) or [Silvia Rubalcava](#).

**PLEASE NOTE –
UPDATE WILL NOT BE PUBLISHED DURING SPRING RECESS**

COVID-19 UPDATE: WHAT ARE RED TIER GUIDELINES

Los Angeles County moved out of the purple tier into the red tier on March 12, 2021. We will remain in this tier for at least three weeks, and with COVID-19 infection rates continuing to drop, we may become eligible to enter into the less restrictive orange tier in early April. As spring break approaches, we remind our readers on the red tier guidelines:



- **Museum, Zoos, and Aquariums** can open indoors at 25% capacity.
- **Gyms, Fitness Centers, Yoga and Dance Studios** can open indoors at 10% capacity with masking requirement for all indoor activities.
- **Movie Theatres** can open indoors at 25% capacity with reserved seating only where each group is seated with at least 6 feet of distance in all directions between any other groups.
- **Retail and Personal Care Services** can increase capacity to 50% with masking required at all times and for all services.
- **Restaurants** can open indoors at 25% max capacity under the following conditions:
 - ✓ 8 feet distancing between tables; one household per table with a limit of 6 people; the HVAC system is in good working order and has been evaluated, and to the maximum extent possible ventilation has been increased.
 - ✓ Public Health strongly recommends that all restaurant employees interacting with customers indoors are provided with additional masking protection (above the currently required face shield over face masks); this can be fit tested N95 masks, KN95 masks, or double masks and a face shield.

RED TIER GUIDELINES (Cont.)

- ✓ In addition, Public Health strongly recommends that all employees working indoors are informed about and offered opportunities to be vaccinated.
- ✓ Outdoor dining can accommodate up to six people per table from 3 different households.
- **Indoor Shopping Malls** can increase capacity to 50% with common areas remaining closed; food courts can open at 25% capacity adhering to the restaurant guidance for indoor dining.
- **Institutes of Higher Education** can re-open all permitted activities with required safety modifications except for residential housing which remains under current restrictions for the Spring semester.
- **Schools** are permitted to re-open for in-person instruction for students in grades 7-12 adhering to all state and county directives.
- **Private gatherings** can occur indoors with up to 3 separate households, with masking and distancing required at all times. People who are fully vaccinated can gather in small numbers indoors with other people who are fully vaccinated without required masking and distancing.

Neighboring counties currently in the red tier include: Ventura, Orange, San Bernardino, and Riverside.

PARTICIPATE IN A COLLABORATION EVENT



A convergence of innovative practitioners sharing promising practices and instructional strategies.

April 7, 8, & 9, 2021 | 3:30 p.m. - 6:00 p.m.
April 10, 2021 | 9:30 a.m. - 12:00 p.m.

LEETS Fest21 will provide L.A. Unified leaders and educators a platform to engage in real-life authentic examples of how digital tools and resources are leveraged by ITI to accelerate student learning and to scale innovative pedagogical practices. Through keynote speeches and talks from industry professionals, panel discussions, lectures, workshops and seminars facilitated by technology coaches and leaders, as well as researchers and practitioners of instructional technology, LEETS Fest21 promises to be a convergence of instructional strategies and resources for a 21st Century classroom, the latest trends and practices in leading future-ready schools, and an opportunity to strengthen the bridge between K-12 and EdTech.

To view flyer with guest speakers, workshop leaders, and registration link, click [HERE](#).



Approved by: 
Sophia Mendez, ITI Director

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

ASSISTANT PRINCIPAL

107th Street Elementary School, Partnership for Los Angeles Schools, MST 38G, B Basis. For more information, contact Margery Weller at margery.weller@partnershipla.org. Application deadline is 5:00 p.m., Thursday, April 1, 2021.

SPECIALIST, NEW TEACHER INDUCTION

Teacher Training Academy, Beginning Teacher Growth and Development Induction, MST 38G, E Basis (2 positions). For more information, contact Margaret Ureta at margaret.ureta@lausd.net. Application deadline is 5:00 p.m., Monday, April 5, 2021.

SPECIALIST, STUDENT HEALTH AND HUMAN SERVICES

Division of Student Health and Human Services (Vacancy at Local District East), MST 37G, E Basis. For more information, contact Yamilet Renderos at yamilet.renderos@lausd.net. Application deadline is 5:00 p.m., Tuesday, April 6, 2021.

PRINCIPAL, ELEMENTARY

Kenter Canyon Elementary Charter School, Local District West, MST 41G, E Basis. For more information, contact Joyce Dara at jdara@lausd.net. Application deadline has been extended to 5:00 p.m., Thursday, April 8, 2021.

ASSISTANT PRINCIPAL, ELEMENTARY

William R. Anton Elementary School, Local District East, MST 38G, B Basis. For more information, contact Cristina Muñoz at cristina.munoz@lausd.net. Application deadline is 3:00 p.m., Friday, April 16, 2021.

CLASSIFIED

COMPLEX PROJECT MANAGER

Facilities Services Division, \$97,893.96 – \$121,421, 12-month position. For more information, click [HERE](#). Application deadline is April 14, 2021.

Associated Administrators of Los Angeles

FACILITIES PROJECT MANAGER I

A&E Architectural & Engineering, \$97,800 – \$121,400, 12-month position. For more information, click [HERE](#). Application deadline is April 2, 2021.

LABOR COMPLIANCE OFFICER

Administrative Analysis and Administration, \$70,900 – \$88,300, 12-month position. For more information, click [HERE](#). Application deadline is March 31, 2021.

PREVIOUSLY ANNOUNCED POSITIONS

CERTIFICATED POSITIONS	LOCATION	CONTACT	DEADLINE
<i>COORDINATOR, STEAM</i> MST 41G, E Basis	Local District South	Alma L. Kimura c/o Susana Romo susana.romo@lausd.net	Friday March 26, 2021
<i>ASSISTANT PRINCIPAL, SECONDARY</i> MST 40G, B Basis	Sun Valley Magnet: Engr.Tech. LD Northeast	John Rome john.rome@lausd.net .	Tuesday March 30, 2021
<i>COORDINATOR, TK-12</i> <i>ILLUSTRATIVE MATHEMATICS</i> MST 41G, E Basis	Division of Instruction	See Position Announcement	Monday March 29, 2021
<i>SPECIALIST, CAREER TECHNICAL EDUCATION</i> MST 38G, A Basis	Division of Adult and Career Education	Matthew Oberlander mjo330@lausd.net	Monday March 29, 2021
<i>SPECIALIST, RESEARCH AND RESOLUTION</i> MST 38G, B Basis	Sp. Ed. Due Process SELPA/Div. of Sp. Ed.	Diana Massaria diana.massaria@lausd.net	Friday April 2, 2021
CLASSIFIED POSITIONS	LOCATION	CONTACT	DEADLINE
<i>DATA BASE ADMINISTRATOR</i> \$107,307 - \$132,800, 12-month position	Information Technology Division	Click HERE	When Filled

HAVE A SAFE AND RESTFUL SPRING BREAK!

