

# UPDATE

## Welcome to AALA, President Nery X. Paiz!



AALA President Nery Paiz hit the ground running speaking to the Board of Education on July 13, 2021. His first order of business this July was to recognize AALA members' herculean efforts this past year while prompting the Board to remember the many sacrifices frontline managers make as negotiations are set to start.

“Good afternoon Boardmembers and Interim Superintendent Reilly. My name is Nery Paiz and I am the proud President of the almost 3,000 Associated Administrators of Los Angeles. I want to start by thanking the Board and the Interim Superintendent for the approval of 220 AP EIS positions. This will allow our administrators to provide more focused support to our students and families. I applaud and appreciate Dr Lisa DeRoss' presentation of the resolution this morning affirming the value of Jewish students, staff, and families.

I also wanted to echo the many statements of thanks, recognition, appreciation you and others around the District and city have expressed for our members for their work during the last 16 months. Starting with Unit J, the Grab & Go Food Services supervisors for their planning and coordination, IT support, the CPMs and other Facilities supervisors who set up and monitored Grab & Go, testing, and vaccination sites throughout the District 6 to 7 days a week. The School Support Administrators staffing the hotlines, and other services at the local districts and schools. The Early Ed principals that work year-round and adapted to the remote learning for the youngest LAUSD students. I want to recognize Ms. Page at Monte Vista Early Ed Center and her colleagues that opened the Nature Explore Outdoor Classroom for our



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## President

FROM PAGE 1

youngest learners on June 25. Our Adult Department administrators hard-at-work supporting and equipping the adult students who sometimes doubled as parents of our K-12 students and struggled with connectivity because of many devices in one household. But, they monitored and called, emailed, and used the Remind platform to maintain the students in the many programs Adult Schools offer.

Our Elementary and Secondary administrators who throughout it all were the ones always in schools even when other groups were allowed to work remotely since the beginning of remote learning. School site leaders supervised on-screen, distributed materials several times, communicated with their school communities, provided tech support, answered phones, emails, Dojo, and struggled themselves with tech challenges, but remained steadfast working to support students and families.

I share this to refresh your memories as we prepare to bargain and when you see proposals from AALA bear in mind that our members have kept the doors open, answered phones, emails for students, staff and district staff and we will ask for improved working conditions, compensation, and improved communication from the district to us especially when it implicates our members. We are in a unique situation for the next 3 years and probably beyond in terms of funding for students and schools. It is essential school communities have **Local Control** to use their funds based on their specific needs as a school community is critical.

I want to thank Ms. Reilly, Ms. Yoshimoto Towery, Ms. Davalos, Dr. Murphy, and Ms. Gonez for meeting and conversing with me. Thank you for your time and opportunity to share about our committed AALA members. I look forward to open and ongoing communication with ALL board members, and senior leaders regularly.”

Nery Paiz is off to a great start working with district leaders to advocate for administrators and to build effective school communities!

## Ongoing COVID Testing will Continue for SY 2021-2022

On July 14, 2021 the district released guidance outlining COVID-19 testing and vaccinations upon the return to District facilities and in-person work and learning for the 2021-2022 school year. Key highlights include:

- Ongoing weekly COVID-19 testing for unvaccinated employees and students
- Employees vaccinated through the District vaccination program do not need to do anything further
- Employees vaccinated outside of the District program should upload their vaccination record through the Daily Pass

Click [HERE](#) to read the District communication sent to all employees.

## AALA Seats New Executive Board

With the new school year upon us, AALA's Executive Board is ready to roll up their collective sleeves and get to work. Your elected representatives are:

### Nery X. Paiz, President

#### Adult Dept.

Anna E. Madrid, V.P.

Julio A. Melara, Director

Vladimir Tigno, Director

#### Early Education Dept.

Dr. Ayanna Davis, V.P.

Scarlett Ramirez, Director

Viken Kazarian, Director

#### Elementary Dept.

Richard Guillen, V.P.

Elvira Juarez, Director

Director (vacant)

#### Secondary Dept.

Vice-President (vacant)

Luis Rodriguez-Cazares,

Director

Dr. Alex Placencio, Director

#### School Support Admin.

Kevin Kilpatrick, V.P.

MaryJane Lira-London,

Director

Dr. Rafael Gaeta, Director

#### Unit J Classified Dept.

Vice-President (vacant)

David Montes, Director

Jose R. Gonzalez, Director



## The “AALAKETEERS”

AALA’s dynamic trio is at your service. Our classified team members collectively have served AALA for over 63 years. The team takes pride in cross-training and one-stop service. However, they specialize in certain areas to enhance sterling customer service. For example, Gema Pivaral is known as the “Queen of Membership.” She is the go to service for all things membership. Gloria Souquette answers many of the incoming calls; ensures members do not hold too long; connects them with the right person for immediate assistance. Javier Melendez, like a cruise activity director, works arduously behind the scenes to ensure receptions, banquets, alumni luncheons, and meetings happen without a hitch. He is also the “numbers” guy and makes sure all our bills are paid on time. Take a minute to say hello and reintroduce yourself the next time you call us at 213-484-2226.



## When Assuming the Leadership of a School

Whether a new or seasoned administrator, assuming leadership at a school site requires diligence to ensure the new school leader understands the unique needs of the school community. While not exhaustive, the following key tasks should be of first order. For a detailed list see the Principals Handbook located in the [Principal’s Portal](#) or, you can download the pdf file [HERE](#).

- Briefing from the Local District Superintendent and Administrator of Operations regarding concerns for the school.
- Names, functions, and contact information of key personnel providing services to the school:
  - » Local District Administrator of Operations
  - » Fiscal Specialist
  - » Employee Performance and Accountability
  - » Operations Coordinator
  - » Maintenance and Operations staff: Complex Project Manager, Area Operation Supervisor
  - » Parent and Community Engagement Administrator
  - » Personnel from Police Agencies, including School Police
  - » Personnel Specialist
  - » Instructional Support Personnel
  - » Health and Human Services Support Personnel
  - » Local District Special Education Coordinator
  - » Title I personnel/EL/GATE – SAS
  - » Teacher Credentialing & Support Programs
- School Site Review - the following tasks are the most important early actions to take upon arrival at the site:
  - » Request a District audit from the Office of the Inspector General (Imprest and Student Body Accounts)
  - » Review Student Body account, budget, and recent financial statements
  - » Arrange for bank signature cards through administrative assistant/financialmanager
  - » Get a list of current matters not yet completed from the outgoing principal
  - » Walk the plant and conduct facility safety check alone and with Plant Manager
  - » Create an Action Item Calendar
  - » Request access to District systems i.e., BTS, MyData, etc.

## Getting Ready to Open the School Year

There are critical tasks that must be accomplished as site administrators prepare for the opening of school. Below is a list of some of these items. The list is by no means comprehensive, but is intended to provide a quick guide, particularly for new principals, that will assist in ensuring a smooth and organized school opening. AALA members are encouraged to contact the office if there are questions or concerns pertaining to opening of school or other matters with which we can assist.

1. Send an opening letter to staff members welcoming them back to school, introducing yourself and apprising them of important information, new staff members, etc.
2. Send a letter to parents welcoming them back to school and apprising them of pertinent information for the opening of school, including registration procedures, emergency information, and orientation meetings for new students.
3. Be certain that all staff positions are filled.  
\*\* Contact your Fiscal Specialist for an update on any new positions funded by the District.
4. Be certain there are sufficient supplies, instructional materials and textbooks. Be familiar with procedures for delivering, requesting and requisitioning supplies, etc.  
\*\* Ensure there are adequate supplies of PPE available, hand sanitizer, updated signage, batteries for temporal thermometers, etc.
5. Prepare for device distribution/ complete Fall Readiness for Device Distribution.
6. Provide an opening bulletin for staff that covers specific procedures for the first week.
7. Provide an updated staff handbook or opening folder for each staff member that contains the following:
  - Hours, Sign-in cards, keys
  - Absences
  - School map
  - Substitute information folder
  - Instructions for opening day/week attendance
  - Child Abuse reporting/ Sexual Harassment/ Bias Motivated/Bullying incidents
  - Health procedures and referrals
  - Emergency procedures
  - Staff notification of use of pesticides
  - Teacher mailboxes
  - Faculty meetings, professional development
  - School safety and security
  - Lesson planning
  - Daily or weekly bulletin
  - Photocopying materials
  - Ordering supplies
  - Student discipline
8. Prepare an information bulletin for parents:
  - School hours and schedules
  - Lunch and breakfast programs and appropriate forms
  - Youth Services program
  - Safety and emergency procedures
  - Notification of pesticide use
  - Procedures following absence or tardiness
  - Picking up students during the school day
  - Special programs and school events
  - Parent Involvement and education
  - Report cards/parent conferences
  - Textbooks, materials
  - School dress code/uniform policy
  - Student behavior expectations
  - Homework policy
  - Student Handbook distribution
  - Other policies, procedures that parents should know



## Questions to Avoid When Interviewing Potential Employees

Basically, avoid any questions that relate to age, race, ethnicity, color, gender, sexual orientation or gender identity, country of origin, birthplace, religion, disability, marital or family status, or pregnancy.

LA's students will return to school next month. Many AALA members need to fill open positions at their sites. The hiring process generally includes an interview during which the employer tries to gain as much information about the applicant as possible. However, interviewers have to be careful of the questions that they pose because many that seem perfectly normal may actually be illegal. Questions that relate to age, race, national origin, gender, religion, marital status, and sexual orientation are off-limits. An article in Business Insider, written by Vivian Giang, cites eleven questions that are commonly asked, but are actually illegal. They are listed below.



"Dilbert Job Interview 11/6/11" by stevegarfield is licensed under CC BY-NC-SA 2.0

1. Have you ever been arrested? (Employers can ask if the applicant has been convicted of a crime, but not about the arrest record.)
2. Are you married?
3. What religious holidays do you observe? (Employers may ask if an applicant is available to work on Saturdays or Sundays.)
4. Do you have or plan to have children? (You may ask if the person has any responsibilities that will interfere with job requirements, such as traveling.)
5. What country are you from?
6. Is English your first language? (You may ask which languages the applicant reads, speaks, and writes fluently.)
7. Do you have any outstanding debt or own property?
8. Do you drink socially?
9. When was the last time you used illegal drugs? (An employer may ask if the applicant currently uses illegal drugs. Past drug or alcohol addiction is considered a disease and questions violate the Americans with Disabilities Act.)
10. How long have you been working? When did you graduate from high school or college? When is your birthday? (These questions allow employers to guess the age, which is unlawful. You can ask about the length of experience in a specific area.)
11. What type of discharge did you receive from the military?



Please reserve your spot for Kathy Stehr's retirement celebration on the link below.

<https://bit.ly/KathyStehrParty>

Please share the link with others who will be as excited as we are to celebrate Kathy and to honor her dedication and service for LAUSD school communities. Thank you!

### Use AmazonSmile and Fund AALA Scholarships!

You can support your favorite charity through AmazonSmile, a special Amazon program that donates 0.5% of eligible purchases to designated non-profit organizations. On your first visit to AmazonSmile (<https://smile.amazon.com>), you will be asked to select a charity of your choice. AALA urges its members and friends to designate Friends of AALA to receive a donation and help fund the scholarships we provide each spring to graduating LAUSD students. This year, AALA awarded 40 scholarships of \$2,000 each! Bookmark [AmazonSmile](https://smile.amazon.com) and go there every time you make an Amazon purchase.



## LAUSD's Employee Assistance Program

Did you know that the District's Employee Assistance Program provides all employees with quick and easy access to confidential counseling and referral services to help you deal with daily work and life challenges?

District employees have access to Anthem's Employee Assistance Program (EAP) which is available 24/7, 365 days a year. Through EAP employees and household members have no-cost access to:

- Counseling
- Legal consultation
- Financial consultation
- ID recovery
- Dependant care and daily living resources
- Crisis consultation
- On-demand digital resources
- Other anthemEAP.com resources



"Healthy life" by stereoplastika is licensed under CC BY-NC-ND 2.0

visits with access to professional mental health providers near your work or home to assist with many concerns. Need legal help? You can request one 30 minute in-person or telephonic consultation, per separate issue, with a network attorney at no cost to you. If you choose to continue working with the attorney, continued services are offered at a discounted rate from the attorney's usual hourly rate.

Where do you begin? You can call 800/999-7222 or go to [anthemEAP.com](http://anthemEAP.com) and enter company code LAUSD.

Employees can access resources for life management concerns such as emotional and mental health well-being, maintaining a healthy life style, successful communication, alcohol and drug abuse, relationship issues, legal concerns, financial concerns, dependent adult care, childcare needs, and everyday concerns and resources. All contact with EAP is confidential.

What services are available? There are toll-free telephone consultations available 24 hours a day, 7 days a week providing you access to licensed mental health professionals for consultation, information, assistance and resources for a variety of concerns. There are face-to-face counseling



"Mental Health Conditions" by amenclinics\_photos is licensed under CC BY-SA 2.0

### IMPORTANT DATES

08/13/21 - Pupil-Free Day

08/16/21 - First Day of Instruction

09/03/21 - Admission Day

09/06/21 - Labor Day

09/07/21 - Unassigned Day

09/16/21 - Unassigned Day

09/17/21 - Norm Day

09/30/21 - CAAT Certification

11/11/21 - Veterans Day

11/25 - 11/26/21 - Thanksgiving Holiday

12/20/21 - 01/07/22 - Winter Recess

01/10/22 - Pupil-Free Day\*\*

01/11/222 - Second Semester Begins

01/17/22 - Dr. Martin L. King Birthday

02/21/22 - Presidents' Day

03/28/22 - Cesar E. Chavez Birthday Observed

04/11 - 04/15/22 - Spring Recess

05/30/22 - Memorial Day

06/10/22 - Last Day of Instruction

**\*\*If a school selects Friday, June 10, 2022 as a pupil free day, then Monday, January 10, 2022, becomes an instructional day**



"summer is finally here" by ShedBOy<sup>^</sup> is licensed under CC BY 2.0

## CDC Tips for a Healthy Summer

### 1 - Move More, Sit Less!

Get at least 150 minutes of aerobic physical activity every week.

### 2 - Wear Sunscreen & Insect Repellent

Use shade, wide-brimmed hats, clothing that covers, and broad-spectrum sunscreen with at least SPF 15 for sun protection. Use insect repellent and wear long-sleeved shirts and long pants to prevent mosquito bites and ticks.

### 3 - Keep Cool in Extreme Heat

Extreme heat can be dangerous for everyone, but it may be especially dangerous for people with chronic medical conditions.

### 4 - Eat a Healthy Diet

Delicious fruits and veggies make any summer meal healthier.

### 5 - Rethink Your Drink!

Drink fluoridated water instead of sugary or alcoholic drinks to reduce calories and stay safe.

### 6 - Don't Use Tobacco

You can quit tobacco today! Find the free quitting support that's right for you.

For more about how to prevent chronic disease and maintain a healthy lifestyle, follow @CDCChronic on Twitter or visit [www.cdc.gov/chronicdisease](http://www.cdc.gov/chronicdisease).



"Start Your Summer Reading Early" by Enokson is licensed under CC BY 2.0

## Cultivating Your Emotional Resilience

Are you looking for meaningful professional development to help your staff cultivate resilience? Education consultant and author Elena Aguilar's book and workbook Onward are useful resources to cultivate emotional resilience through the following topics:

- uncovering your true self
- better understanding your emotions
- use your energy where it counts
- adopting a mindful, story-telling approach to communication and community building
- creating an environment of collective celebration

The workbook is full of activities explored in the book aimed at shifting thinking, feeling, and behaviors. While the book addresses the stressors that may lead to burnout, its value is in the concrete steps towards rediscovery of self, personal energy, and what drives your passion for teaching.

Intrigued? Start off by going to [www.onwardthebook.com](http://www.onwardthebook.com) and explore the articles and resources available to download. Click [HERE](#) for a copy of the Self-Assessment downloadable at no cost from the website.

# Associated Administrators of Los Angeles

## Assuming Leadership

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The steps below comprise a complete school review that should be completed as quickly and thoroughly as possible:

- Administrative staff responsibilities
- Principal's Online Administrator Certification Form
- Bell schedules
- Williams Uniform Complaint Procedures
- Vital instructional publications, programs, contracts
- List of certificated and classified personnel
- Certificated personnel information
  - » Matrix
  - » Evaluations
  - » Vacant positions
  - » Supplemental pay and coaching stipends
  - » Department/grade level chairpersons
  - » Coordinators and instructional coaches
  - » Mentor teachers/mentee teachers
  - » Itinerant personnel
  - » Concerns, including tardiness, excessive absences, personality conflicts, etc.
  - » Identify special assignments for staff that will take them out of the classroom
  - » Review credentials of staff
  - » Be familiar with options available from the District to authorize teachers to teach classes for which they have no credential
  - » Identify 1.5 percent allowable non-classroom activity time (see Norm Chart)
  - » Review ethnicity of staff as required by OCR and experience as required by Rodriguez
  - » Monitor enrollment/staffing via computer-generated Classification Reports
  - » Monitor NCLB (No Child Left Behind) compliance compliance via NCLB HQT Compliance Report; monitor Williams/misassignments compliance via Assignment Monitoring Report
- Classified Personnel information
  - » Clerical assignments
  - » Custodial, cafeteria assignments
  - » Recreation and playground personnel
  - » Aides, T.A.s
  - » Area Bus Supervisor
- Testing data and coordinator
- Attendance data for students
  - » Review school attendance plan
  - » Review files of students who have attendance problems
- Child Abuse Reporting procedures
- Student Discipline Rules (Suspension, Expulsion, and Opportunity Transfer)
- Student enrollment procedures, trends and projections, including pre-registration
- Student demographics
- Integrated Safe School Plan – including locations of emergency hospitals and law enforcement agencies
- Single Plan for Student Achievement
- School Assistance and Intervention Team/State Audits, ESSA Program Reviews, Coordinated Compliance Review and/or accreditation report(s)
- School equipment and textbook inventory
- Faculty handbook
- School key and alarm system procedures
- Current master program and/or schedule of classes
- School maps (boundary and emergency)
- List of key parents and community members, including Leadership Council, PTA, Booster Club, Community Adopters, and Partnerships
- Probation and Community Based Organizations
- Crossing Guards
- Plant utilization, including adult school, civic center permits, youth services, child care, children's centers
- Last WASC accreditation report
- UTLA contract, meet with UTLA leadership
- Other bargaining unit contracts
- Homework policy
- Marking practices
- Supervision Plan
- Existing or anticipated issues, concerns and projects (e.g. construction projects)
- History of the school and community
  - » System for covering classes of absent teachers
  - » Schedules for professional development, grade level/department meetings, leadership team
  - » Agendas for staff meetings, banked Tuesdays
  - » Articulation with feeder schools
- School opening and closing procedures
- Translation services
- Calendar of past year and current year, including periodic or recurring events
  - » Parent conferences
  - » Service and interest clubs
  - » Honor organizations
  - » Assemblies
  - » Athletics
- Instructions for operation of intercom or public address system

# Associated Administrators of Los Angeles

## In Memoriam

DR. JOAN PATON ACOSTA - Joan began her LAUSD career at Ford Blvd. Elementary School in 1965. She retired on August 30, 2003 and passed away on June 18, 2021. Joan was a teacher, adviser, Administrative Coordinator at the Office of Legislative and Government Affairs and Administrator for the Division of Special Education. Joan also served on the LA County Board of Education after her retirement from LAUSD. Condolences may be sent to Gil Acosta, 2951 Santa Rosa Avenue, Altadena, CA 91001.

MERCY NNENA UDEOCHU - Mercy served the Los Angeles Unified School District for over 20 years, including Associate Principal at Laurel, Vine Street, and Ethel Bradley EEC, as well as Principal of Dolores Street and Wilmington EEC. Mrs. Udeochu retired on August 4, 2019 and passed away on June 28, 2021. The family thanks everyone for all the numerous calls and texts and ask for your continued prayers during this time. They can be reached through daughter Mrs. Joanne Tillman at 310/486-9435.



**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/1566> (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 positions are open to certificated and classified employees who meet the position requirements.**

Click [HERE](#) for school based positions

Click [HERE](#) for non-school based positions

**CLASSIFIED positions are open to certificated and classified employees who meet the position requirements.**

Click [HERE](#) for current job opportunities.

### AALA STAFF

**Nery X. Paiz, President**

#### Administrators

Juan A. Flecha, Chief-of-Staff

Dan Isaacs

Dr. Judith Perez

Steve Quon

#### Consultants

Charlotte Lerchenmuller

Michael Perez

Jane Pollock

Maria Elena Rico

#### Field Representatives

Michelle Bennett

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