



# UPDATE

AALA

ASSOCIATED ADMINISTRATORS OF LOS ANGELES

WEEK OF SEPTEMBER 11, 2023



## WHY IS EXTRA DUTY PAY SUCH AN UPHILL BATTLE?

**BUL-101500.1 [Extra Duty Pay for Certificated Administrators Policy](#)** opens with what any reasonable reader would assume is clear language: *“The policy of the District is to provide extra duty pay for school site and non- school site salaried certificated administrators to address emergency and exigent circumstances... which include unforeseen occurrences that can immediately affect the health and safety of students, employees, parents and/or the school community; unforeseen circumstances that may cause a substantive detrimental impact to the instructional program and/or academic success of students; and/or under special circumstances, when principals/administrators are requested to perform special projects outside the scope of their regularly assigned duties by their immediate supervisor and/or other Division Head, they may be compensated*

*with extra duty pay.”* Yet almost three weeks later, no indication that administrators will be compensated for time spent on a Sunday preparing for a district closure of all schools announced by **Supt. Carvalho** during a state of emergency declared by **Governor Gavin Newsom**.

Administrators did not create the emergency/exigent circumstance on Sunday, August 20<sup>th</sup> and were explicitly requested by their region directors to complete time-sensitive work with no pre-approved “Request for EDP”. These immediate supervisors themselves have not received their justly earned extra duty pay either!

What else is in the Extra Duty Pay (EDP) bulletin? There is an emphatic statement that no “after-the-

# ASSOCIATED ADMINISTRATORS OF LOS ANGELES

## WEEK OF SEPTEMBER 11, 2023

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#AALATHURSDAY #UNIONSTRONG

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### AALA STAFF:

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#### Need to contact us?

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## UPHILL BATTLE FROM PAGE 1

fact” requests for EDP will be approved. But what if your immediate supervisor asks you to complete the work outside of work hours and doesn’t give you or sign off the pre-approval form, and there is nothing for the regional superintendent to authorize?

It baffles the mind that in an emergency, an administrator must wait until their immediate supervisor signs off and the regional superintendent authorizes EDP! Tell the emergency to please wait while you get authorization. Have you ever stayed on campus late into the night due to a bus returning a student and you are waiting for a parent/guardian to pick them up? Or waiting for the psychiatric emergency team (PET) to arrive and evaluate a student with suicidal ideation? Better yet, you accompany a student with a medical emergency to the hospital and are waiting for a parent/guardian to arrive; or LASPD calls you on Thanksgiving day (while your turkey is in the oven) requesting that you report to your school due to a break-in? True story. Do you: A – wait until your request is pre-approved; B – act based on your training and experience without waiting for pre-approval?

By its very definition emergency (a serious, unexpected, and often dangerous situation requiring immediate action) evokes a sense of urgency. However adhering to the revised EDP policy = no immediate action. How else do you interpret, *“In advance of performing any extra duty work as a result of emergency/exigent or*

*unforeseen circumstances, the request and pre-approval form must be obtained from the immediate supervisor. The Regional Superintendent/Division Head will then review and determine whether to authorize and approve before service commences and time reporting takes place.”* If you want to be justly compensated, you just need to hurry up and wait!

And don’t forget this cautionary gem, *“Employees who submit requests and/or supervisors who approve requests that do not adhere to the above rules and limits may be subject to discipline up to and including dismissal.”* Ironically the EDP policy fails to mention that both AALA contracts have a **“Flex-Time”** provision for situations where the work requires extended hours beyond the 8-hour professional work day. For Unit J members, Article IX, Section 2.2 provides the same flexibility. **If your flex-time request is not honored, call AALA for further assistance.**

The district may be a not-for-profit but that does not mean AALA members should work for no-pay. Know your contractual rights. When an emergency arises and you act based on your training and experience without waiting for pre-approval, document your time on a Flex-Time Log and use it when you need it. Always keep in mind the old baby boomer bumper sticker, “Grass, Gas, or ..., Nobody rides for free.” And that includes the district!

## VOICES FROM THE FIELD

I am a retiree, and my lifetime health benefits are critically important. My wife, now deceased, suffered with cancer, stroke, heart failure, etc. Her total medical costs for these illnesses over ten years were \$2, 234,000!!!! If it were not for LAUSD health benefits which paid for most of the costs, I would probably be living in a tent on a sidewalk somewhere. So I want to stress how important our benefits are and how much we depend on the promise of lifetime benefits. I hope the Health Benefits Committee finds a way to continue our coverage.



# ASSOCIATED ADMINISTRATORS OF LOS ANGELES



**AALA MEMBERS SHINE!  
#AALA THURSDAYS**

**Brought to You By the  
Letters R & V and the  
color GREEN**



**SITE ADMINISTRATORS – IMPORTANT ARTS FUNDING MESSAGE**



On June 17, 2023 Principals received the following email:

Dear Principals,

This notification is to provide an update on the Cultural Arts Passport Program – 16686 funding for FY 2022-23.

As you know, the Cultural Arts Passport funding provided to schools for FY 2022-23 does not carryover. However, since the allocation was provided to schools later in the year and some transactions may not be completed by June 30, 2023, Budget Services will make the following exceptions for this program.

**If a purchase order is created for materials and delivery is not received by June 30<sup>th</sup>, Budget Services will provide funds to ensure payment of invoices in FY 2023-24. If payment for field trips cannot be made by June 30<sup>th</sup>, Budget Services will provide funds to ensure payment in FY 2023-24.**

FYI, principals who have outstanding CAP invoices from last school year should send a copy of the invoice to Woineshet Gebeyaw.

Please note that a new allocation for Cultural Arts Passport will be provided to schools in FY 2023-24. Principals will receive notifications when the allocation is available.

If you have questions about purchasing, please contact your local district buyer. If you have questions about funding, please contact your fiscal specialist.

**SCHOOL LEADERS: DO YOU NEED ARTS VENDORS THAT ARE ALREADY VETTED?**

Here is the link to Arts providers on our Arts Bench that do not require three bids:

[https://docs.google.com/spreadsheets/d/1p-Go2dHlz4Ch6\\_nZ77d2Jm25WlysPjFS/edit#gid=1570051540](https://docs.google.com/spreadsheets/d/1p-Go2dHlz4Ch6_nZ77d2Jm25WlysPjFS/edit#gid=1570051540)

**CAHN FELLOWS**  
**2023-24**  
**Los Angeles**

- Linda Beck  
Castle Heights ES
- Simer Garcha  
Pacoima MS
- Ana Garcia  
Maywood Elementary
- Sarah Gilman  
Garvanza Technology/Leadership Magnet
- Maria Herrera  
Sylmar Academy Biotech Health/Eng Magnet
- Dr. Heather Karuza  
Nathaniel Narbonne HS
- Joseph P. Martinez  
Carpenter Community Charter
- An Nguyen  
Ford BI

**AAALA Tips its hat** to the Principals selected as Cahn Fellows for this school year!



*The Cahn Fellowship provides advanced leadership development and recognition in large metropolitan areas to strong, talented school leaders to improve public education. The best schools are led by strong principals. Cahn Fellowship selects high-potential principals to participate in programs that maximize their talents and enhance their skills.*



# **“FOREVER YOUNG” AT 43**

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**Thursday, September 28, 2023**

**ASSOCIATED ADMINISTRATORS OF LOS ANGELES**

## **Fall Reception**

**4:30 p.m. – 7:30 p.m.**



**Laborers International Union of North America  
2005 West Pico Blvd., Los Angeles 90006**

# HEALTHCARE FAQs



High blood cholesterol affects millions of Americans and poses a major risk for heart disease and stroke. High cholesterol has no symptoms; many people don't know that their cholesterol is too high. Your health plan provides cholesterol screening as part of its preventive services.

## How prevalent is high cholesterol?

According to the Centers for Disease Control:

- 86 million adults ages 20 and older have cholesterol levels over 200 mg, and nearly 25 million have levels over 240 mg.
- 54.5% of adults take cholesterol medication.
- People with high total cholesterol are at twice the risk for heart disease compared to those with ideal levels.

## What are ideal cholesterol levels?

Cholesterol Type	Ideal	Borderline High	High
Total cholesterol	Less than 200 mg/dL	200-239	240 and above
LDL ("bad" cholesterol)	Less than 130 mg/dL	130-159	160 and above
HDL ("good" cholesterol)	50 mg/dL or higher	40-49	Less than 40
Triglycerides	Less than 150 mg/dL	150-199	200 and above

## What factors contribute to cholesterol levels?

Contributing factors fall into two groups—those you can change and those you can't change. Those you can change include diet, weight, and physical inactivity. Factors you can't change include, heredity and age

and sex. High blood cholesterol can run in families, but very few people have high cholesterol due to heredity.

## Do I need to watch my diet if I take a statin for my high cholesterol?

Yes! According to the National Institutes of Health, even if you begin drug treatment to lower your cholesterol, you will need to make therapeutic lifestyle changes that include:

- **Diet** -A low-saturated-fat, low-cholesterol eating plan with less than seven percent of calories from saturated fat and less than 200 mg of dietary cholesterol per day.
- **Weight Management** - Losing weight if you are overweight can help lower LDL.
- **Physical Activity** - Regular physical activity (30 minutes on most, if not all days) is recommended for everyone. It can help raise HDL and lower LDL and is especially important for those with high triglyceride and/or low HDL levels who are overweight with a large waist measurement.

## What foods help lower cholesterol, and what foods should I stay away from?

Eat more fruits and vegetables, choose oatmeal, oat bran and high fiber foods, nuts, and low-fat proteins. Avoid full-fat dairy, such as cream, whole milk, and butter. Also avoid tropical oils that contain high amounts of saturated fats such as palm oil, palm kernel oil, and coconut oil. Fats high in saturated fats are generally more solid at room temperature. Limit fried, sweetened, and highly processed foods.

Where can I get more information about foods that lower cholesterol?

- [Cholesterol: Top foods to improve your numbers](#), Mayo Clinic.
- [11 foods that lower cholesterol](#), Harvard Health.
- [Cooking to Lower Cholesterol](#), American Heart Association.

## I AM A CERTIFICATED ADMINISTRATOR, WHEN AM I GETTING MY RETRO CHECK?

The LAUSD board approved the AALA certificated agreement on 8/22/2023. Tentatively, Certificated Retro Payments are scheduled for **November 5, 2023**.



## NEED ASSISTANCE FROM AALA?

Whether you need assistance with membership, have a question or need representation, AALA's staff is available to assist you! The office is open Monday to Friday 7:30 am to 4:00 pm (213/484-2226) or you can email [office@aala.us](mailto:office@aala.us) 24/7.

## ARE YOU A NEW ADMINISTRATOR OR CANCELED MEMBERSHIP?

Becoming an AALA active member with the benefits of [AALA membership](#) is just a click away. Just complete AALA's easy form by clicking [HERE](#). Remember, AALA is as strong as its membership!

## IS THERE A POLICY ON COMP TIME?

[AALA'S website](#) has links to [What Is Personal Necessity Absence Or Flex Time And When Can It Be Used?](#) and [Flex Time Instructions](#). Be sure to call (see Need Assistance from AALA?) if you need further assistance.



# RECOGNIZE



# T H E S I G N S

## WARNING SIGNS OF SUICIDE:

The behaviors listed below may be some of the signs that someone is thinking about suicide.

### TALKING ABOUT:



- ▷ Wanting to die
- ▷ Great guilt or shame
- ▷ Being a burden to others

### FEELING:



- ▷ Empty, hopeless, trapped, or having no reason to live
- ▷ Extremely sad, more anxious, agitated, or full of rage
- ▷ Unbearable emotional or physical pain

### CHANGING BEHAVIOR, SUCH AS:



- ▷ Making a plan or researching ways to die
- ▷ Withdrawing from friends, saying goodbye, giving away important items, or making a will
- ▷ Taking dangerous risks such as driving extremely fast
- ▷ Displaying extreme mood swings
- ▷ Eating or sleeping more or less
- ▷ Using drugs or alcohol more often

**If these warning signs apply to you or someone you know, get help as soon as possible, particularly if the behavior is new or has increased recently.**

**988 Suicide & Crisis Lifeline**  
Call or text 988  
Chat at [988lifeline.org](https://www.988lifeline.org)

**Crisis Text Line**  
Text "HELLO" to 741741



[www.nimh.nih.gov/suicideprevention](https://www.nimh.nih.gov/suicideprevention)

NIMH Identifier No. OM 22-4316

September is National Suicide Prevention Awareness Month. Suicide is a major public health concern and a leading cause of death in the U.S. In 2020, suicide was the **12th leading cause of death** overall in the United States, claiming the lives of over 45,900 people. Help raise awareness about suicide prevention by sharing informational materials based on the latest research. The National Institute of Mental Health has [shareable digitals](#) ready for posting on social media.

## ASSOCIATED ADMINISTRATORS OF LOS ANGELES

Hispanic Heritage Month celebrates the accomplishments of many cultures bound to a certain extent by their language. The word Hispanic evokes connotations of speaking the Spanish language and conquistadores. However a closer look presents a different reality. Take for example Cuba, the Dominican Republic and Haiti with their rich Afro-Caribbean roots and linguistic differences.

Why the middle of September? Beginning on September 15<sup>th</sup>, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua celebrate their independence from Spain, with Mexico on September 16<sup>th</sup> and Chile on September 18<sup>th</sup>. The month spanning from September to October affords us the opportunity to learn and celebrate the vast contributions from this diverse group.



Looking south you find the Guyanas with an English-speaking population or Brazil with its Portuguese national language. To be clear, there is no group of people called the Hispanics. Ask a person with roots south of the American border and they will tell you they are Mexicano, Guatemalteco, Dominican or Salvadorean; never Hispanic. The word itself finds its roots in the U.S. Census.

Taking the word used by the Census and government, National Hispanic Heritage Week was legislated by Los Angeles Representative Edward Roybal, and signed into action by President Lyndon Johnson in 1968. In 1988, President Ronald Reagan signed new legislation that extended the week-long observance into a full month period, choosing September 15th as the start date.

Looking for resources?

- The [National Education Association](#) provides grade-appropriate links to lesson plans and resources
- The Library of Congress hosts the [National Hispanic Heritage Month](#) website containing links across federal resources, including a link for educators
- [PBS](#) offers programming beginning on September 18th with something for all ages
- The [National Museum of the American Latino](#) features virtual exhibits, educational resources, as well as stories of Latino Achievement

AALA will continue highlighting Hispanic-Latino/a/x heritage through October.



# UPDATES

## EDUCATOR DEVELOPMENT AND SUPPORT (EDS)

### Evaluation Plans and Rostering Certificated Staff for Evaluation in 2023-2024

Educator Development and Support evaluation plans for 2023-2024 have been loaded on MyPGS. View the [Rostering Interoffice Correspondence](#) for more information on rostering certificated staff for evaluation and the [Frequency of Evaluation Policy](#) for guidance on whom should be evaluated.

Certificated management staff (assistant principals, principals, principal supervisors, and school support administrators) should be notified they will be evaluated, complete an initial growth plan (IGP), and participate in an initial growth planning conference. Please see the following chart for upcoming due dates.

Certificated Management Activities	Due Date by Basis
Submit Initial Growth Plan (Contractual Deadline – Article 7 2.0)	A 08/11/2023 E 08/25/2023 B 09/08/2023
Initial Growth Planning Conference (Contractual Deadline – Article 7 2.0)	A 08/25/2023 E 09/08/2023 B 09/22/2023

### Teacher Evaluations

The contractual deadline for Notification to Teachers Regarding Evaluation Status is **Friday, September 15<sup>th</sup>**. Educators assigned to a school site after 9/15/23 and before 10/6/23 may still be rostered and should be notified. After 10/6/23, permanent teachers may not be evaluated unless they received a Below Standard Evaluation (BSE) on their last evaluation.

### EDS Zoom Office Hours

We will be holding office hours via Zoom every Friday, from 2:00 to 4:00 pm, starting on August 4<sup>th</sup>: [https://lausd.zoom.us/s/87482513835](https://lausd.zoom.us/j/87482513835). Our staff is available to assist administrators and teachers with all phases of the teacher observation and evaluation cycle.



**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.

## ASSOCIATED ADMINISTRATORS OF LOS ANGELES



CAROL ALBRIGHT – A Celebration of Life  
Saturday October 28, 2023, 1:00 - 4:00 pm  
Ca del Sole Ristorante Italiano  
4100 Cahuenga Blvd., Toluca Lake, CA 91602  
RSVP to Mary Albright-Smith  
[maryalbrightsmith@gmail.com](mailto:maryalbrightsmith@gmail.com)

## SEND ME AN ANGEL, SEND ME AN ANGEL, RIGHT NOW!

For as little as \$5 or \$10 per pay period you can earn some! This is the simplest way to become an AALA Angel. Think about it, for about the cost of a latte or spirit you can fund college dreams. And who knows, the scholar you support may someday saves lives.

AALA established FRIENDS OF AALA, a 501(c)(3) nonprofit corporation in January 2011 to fund our student scholarship program for deserving LAUSD students. This Spring AALA awarded 35 \$2,500 and 17 \$1,000 scholarships to graduating seniors representing high schools and community adult schools. The Board of Friends of AALA meets its annual fundraising goal by seeking donations from AALA's active and alumni members, private foundations, service clubs, organizations, and businesses. The generosity of these donors is much appreciated.

Click [HERE](#) and earn your wings! All donations to FRIENDS OF AALA are tax deductible.

## YOUR GENEROSITY FUNDS DREAMS

## PEER ASSISTANCE & REVIEW IS HERE FOR YOU!

Would it help to have extra instructional coaching for your teachers? What if you could provide teachers up to 80 hours of one-on-one support in Standard 1 (Planning), Standard 2 (Classroom Environment), and Standard 3 (Delivery of Instruction) from the Teaching and Learning Framework (TLF)?

And what if the support didn't come out of your budget?

The Peer Assistance and Review (PAR) Program is here to help with two services:

1. **Consulting Teachers** – Classroom teachers can request coaching support from a PAR Consulting Teacher (CT). Our highly-skilled CTs provide up to 80 hours of one-on-one confidential coaching around goals personalized to meet the needs of the teacher. The application process is simple; a one-page form where the applicant indicates the type of assistance needed. PAR will assign a CT to provide support, and the CT will take it from there.

Site Administrators are encouraged to share this information with their teachers and urge them to take advantage of this free service. The application is located at <https://lausd.org/Page/10403>.

2. **PAR Workshops** - PAR offers professional development on two dozen topics. PAR's workshops are highly recommended by participants, and are approved to be applied toward salary point credit.

PAR's schedule of workshops is located at <https://lausd.org/Page/5156>. Flyers for individual workshops are located <https://www.lausd.org/Page/11374>. Sign up is through MYPLN. PAR can also support your school site professional development – contact us for more information.

Let the hidden jewel of PAR shine for you!

Questions? Please contact **Christopher Ikeanyi**, PAR Coordinator, at [cikea1@lausd.net](mailto:cikea1@lausd.net)

## DISTRICT ANNOUNCEMENTS

FOR SECONDARY STUDENTS

# FREE ON DEMAND

## 1-TO-1 HOMEWORK HELP/TUTORING

To support students and families, LAUSD is providing on demand homework help with a personal virtual tutor. This support is available to all LAUSD students at no cost to families in multiple languages. We have contracted with [tutor.com](https://www.tutor.com) ensure 24/7 instant support for all students and families.

- 1 ← SECURE ACCESS THROUGH SCHOOLGY
- 2 ← 24/7 INSTANT ACCESS
- 3 ← TUTORS SUPPORT MULTIPLE LANGUAGES
- 4 PROVIDES HOMEWORK SUPPORT, FEEDBACK ON WRITING, STUDYING SUPPORT
- 5 LIVE CHAT AND INTERACTIVE WHITE BOARD SUPPORT

FOR MORE INFORMATION PLEASE VISIT [Bit.ly/LAUSD\\_Tutor](https://bit.ly/LAUSD_Tutor)

**LAUSD** [tutor.com](https://www.tutor.com)

We have great news! The Los Angeles Unified School District is providing no cost, on-demand tutoring services for all students in all subject areas. Tutoring is available 24 hours, 7 days a week from [Paper.co](https://www.paper.co) for elementary students and [Tutor.com](https://www.tutor.com) for secondary students. Tutoring services are accessible through your students' Schoology or Clever accounts. For more information, please visit [www.lausd.org/tutoring](https://www.lausd.org/tutoring).

## SEL Professional Development

The Division of Instruction (DOI) will offer Banked Time professional development sessions for Social Emotional Learning facilitated by staff from district approved SEL programs including Second Step, Harmony, and Inner Explorer. The sessions will be held on Tuesdays and will be differentiated for elementary and secondary schools. For more information, and to sign up, please access this link:

[SEL Banked Tuesday Professional Development](https://www.lausd.org/SEL-Banked-Tuesday-Professional-Development)

FOR ELEMENTARY STUDENTS

# FREE ON DEMAND

## 1-TO-1 HOMEWORK HELP/TUTORING

To support students and families, LAUSD is providing on demand homework help with a personal virtual tutor. This support is available to all LAUSD students at no cost to families in multiple languages. We have contracted with Paper to ensure 24/7 instant support for all students and families.

- 1 ← SECURE ACCESS THROUGH SCHOOLGY
- 2 ← 24/7 INSTANT ACCESS
- 3 ← TUTORS SUPPORT MULTIPLE LANGUAGES
- 4 PROVIDES HOMEWORK SUPPORT, FEEDBACK ON WRITING, STUDYING SUPPORT
- 5 LIVE CHAT AND INTERACTIVE WHITE BOARD SUPPORT

FOR MORE INFORMATION PLEASE VISIT <https://paper.co/lausd>

**LAUSD** [PAPER](https://www.paper.com)

Please contact Ms. Berger, SEL Coordinator, at [carrie.berger@lausd.net](mailto:carrie.berger@lausd.net) should you have any questions.

INTEREST GROUPS

You're Invited!



AAPA FALL MIXER

THURS. SEPT. 21, 2023  
5:30 PM

GOLDEN DRAGON RESTAURANT  
960 N BROADWAY, LA 90012

RSVP BY SEPT. 15, 2023



We will need a head count for Golden Dragon, so please RSVP.

First (75) AAPA members who check-in to Golden Dragon, your \$30.00 dinner is complimentary.

You will also receive (1) raffle ticket for \$50.00 Amazon gift card.



Bring a friend who becomes an AAPA member, and you will receive (5) add'l raffle tickets for \$50 Amazon gift card.

Non-AAPA members, dinner is \$30.00.



AAPA CARES  
BRACELETS



COUNCIL OF MEXICAN AMERICAN  
ADMINISTRATORS

2023-2024

Together We Will Make A Difference

September 21, 2023  
COUNCIL OF MEXICAN AMERICAN  
ADMINISTRATORS  
FALL SOCIAL

RSVP REQUIRED BY 9/13 | NO REGISTRATION AT THE DOOR  
5:00 - 7:00 | FREE FOR MEMBERS \$40 NON-MEMBERS  
PAYMENT WILL BE DUE AT THE DOOR

Tamayos - 5300 E Olympic Blvd, Los Angeles, CA 90022

CURRENT MEMBERS: INVITE A COLLEAGUE  
NEW MEMBERS WHO JOIN WILL BE FREE  
CONTACT PERSON ADRIANA CORTEZ  
AXC7702@LAUSD.NET

<https://bit.ly/3R7yYYS>

Save the Date

SEPTEMBER 21	Fall Social (5pm) Tamayo's Restaurant
OCTOBER 7	Empowering Instructional Leadership (Workshop Series)
DECEMBER 8	Bring Your Boss to the Break La Piñata Fiesta
MARCH 16	Building Champion Leaders (In-basket Preparation)
MAY 9	Honoring LAUSD Scholars (Scholarship Dinner)

For More Information:  
[bit.ly/CMAAFB](https://bit.ly/CMAAFB) [lorraine.torres@lausd.net](mailto:lorraine.torres@lausd.net)