

UPDATE

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Week of August 24, 2015

THE MORE THINGS CHANGE... THE MORE THEY STAY THE SAME!

The lead article in the October 14, 2013, *Update* reads in part: *We have for the past year pressed the Superintendent and Board Members to change the administrative norms and add assistant principals at all levels to aid in the workload and they have seemed receptive. However, there is no timeline and no movement. We also continually raise the issues of the need for more coordinated and timely communication to schools. At this point, we are not sure if District leadership is just insensitive to or really not aware of how overwhelmed site administrators are.*

Since then, the District has added some assistant principals to high-needs schools, especially at the elementary level. However, we continue to press for a systemic approach to examining administrative norms and a reasonable implementation timeline. AALA adds the importance of doing the same for clerical and custodial norms. It is important to note that there are some elementary and middle schools in the District that are operating with a sole administrator and there are numerous secondary sites with less than the standard five-member administrative team. There was a time when it was unthinkable to run a school with fewer than five administrators. As with elementary schools, all secondary principals are required to complete the same tasks and have similar workload issues irrespective of the number of assistant principals who are assigned to the site. Also, some principals have charter schools colocated on their sites and are receiving no additional assistant principals to address the operational challenges this brings.

AALA continues to raise the issue for more coordinated and timely communication to schools. Our perception today is that, yes, the Superintendent is sensitive to and aware of how overwhelmed site administrators are, especially at the beginning of the school year. However, senior leadership still needs to be more coordinated and organized for effort so administrators can work “smarter-not-harder.” We recommend a centralized approval process for emails going to schools to prevent unnecessary tasks and confusion for site administrators. The District made somewhat of an effort with the LAUSD *Brief* a few years ago. Ironically, the parking lot conversations have concluded that the *Brief* is anything but and is more a tome of such epic proportions that it is difficult to digest.

A recent case in point is the numerous email notifications many AALA members have received congratulating them for enrolling in a Learning Zone class. However, these administrators not only had not enrolled themselves in any classes, they were not even aware of the need to take a class or the content. Apparently, the Division of Special Education preregistered administrators for mandated training to ensure compliance with federal and state guidelines. The emails arrived as many principals were attending required EDS calibration meetings and there was no prior notification or direction provided as to the length of each module, due dates or the rationale. There was simply a notice to

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THE SAME (Cont.)

administrators that they had to complete as many as eight online training modules. In fairness, the Division had issued a memo regarding the training, but did so while most administrators were on vacation in July and, in reality, many have not had the opportunity to read it as yet. Naturally, the numerous emails raised the affective filters of many principals and assistant principals as they were completely caught off-guard and several contacted AALA. AALA immediately sent an inquiry to the Division of Special Education for clarification about the training and the number of modules. We appreciate that **Sharyn Howell**, Associate Superintendent, promptly sent the following response:

Two are required as part of the Administrator's Online Certification in the Principal's Portal just like the Child Abuse Awareness Training requirement, one in October and one in the spring. The others are the Special Education Leadership Academy (SPELA). They are mandatory for our APEISs and other administrators responsible for special education. It is less than four hours over the year for this special education training. Please refer to the attached Memo and Reference Guide for additional information. Please let me know if you have further questions. (Here are links to the appropriate Memorandum and Reference Guide: [MEM-6503.1](#), [REF-6337-2](#).)

On this same topic, AALA requested, on a member's behalf, a FAQ for every training module in addition to the certificate. This tool will allow members to have the information at their fingertips as useful reference materials. The Division responded in a timely manner stating FAQs were not currently available for the classes. However, each of the class authors is creating a brief summary of the main points and follow-up information. The FAQs should be available within the month.

Let us join forces as Unit J members, school-site administrators, central-office and Local District AALA represented administrators to provide constructive feedback and posit credible solutions to improve working conditions for *every* AALA member!

SALARY TABLES AND PAYCHECK INFORMATION

AALA thanks **Marilyn S. Fuller**, Manager, Personnel Research and Analysis, for providing this information.

The following information should clarify and provide guidance regarding the new salary increases, the associated paycheck timelines, as well as, their new corresponding salary tables.

1. August 5, 2015, Salary Warrant

The salary amounts received by certificated administrators on the August 5 paycheck reflected the 2% increase for the 2015-2016 school year that was part of the earlier salary agreement approved on July 1, 2014. Please click here: [July 2014](#) to view the salary schedule for the August 5 warrant.

2. October 5, 2015, Salary Warrant

These salary amounts will reflect the newest agreement approved on June 9, 2015. The following multiple adjustments and increases will be first reflected on the October 5, 2015, warrant as indicated below:

- a. An adjustment to remove the 2% off-schedule lump sum bonus salary payment.
- b. An adjustment to remove the previous 2014-2015 increase of 2% and the 2015-2016 increase of 2%, and revert back to the 2013-2014 salary rates.

SALARY (Cont.)

- c. A 4% on-schedule increase above the 2013-2014 salary rates effective July 1, 2014 - December 31, 2014.
 - d. A 2% on-schedule increase above the July 1, 2014 - December 31, 2014, salary rates effective January 1, 2015 – June 30, 2015.
 - e. A 2% on-schedule increase above the January 1, 2015 - June 30, 2015, salary rates effective July 1, 2015 - December 31, 2015. Please click here: [June 2015](#) to view this salary schedule.
3. February 5, 2016, Salary Warrant
These salary amounts will be effective on January 1, 2016, and will reflect an additional 2% increase over the July 1, 2015 - December 31, 2015, rates, indicated in Section 2.e. above. Please click here: [January to June 2016](#) to see this salary schedule.

HEALTH BENEFITS FAQ: REASONABLE ACCOMMODATION – WHEN PARTIES DON'T AGREE

When the informal process, presented last week, fails to identify a mutually acceptable accommodation, then the next step is a formal written application for reasonable accommodation. This FAQ provides an overview of the formal process. See District [BUL-4569.1](#) for a full description of the process, forms, FAQ and fact sheets on accommodations for disabilities related to cancer, diabetes, hearing and vision.

What steps are required of the administrator to begin the formal reasonable accommodation application process?

- The first step is to document the results of the informal, interactive process on the form, [Attachment A, BUL-4569.1, Record of Interactive Process](#). This completed form is sent to the Division of Risk Management and Insurance Services, Reasonable Accommodation (RA) Program, with a copy to the employee/applicant.
- The administrator then informs the employee/applicant about the formal application procedure—[Attachment B, BUL-4569.1](#).

What happens after filing a reasonable accommodation application?

- Application acknowledgment
The RA Program will provide a written acknowledgment of the receipt of the reasonable accommodation application.
- Determination of reasonableness
 - The RA Program staff reviews the information submitted and determines whether additional information or an independent confirmation is needed. If the information submitted is insufficient, the RA Program's Disability Coordinator may request additional medical materials or refer the employee/applicant to the District Medical Director.
 - If needed, a Reasonable Accommodation Committee may be convened, composed of certificated and classified personnel. The employee/applicant is asked to address the committee and may provide additional documentation related to the accommodation request. When appropriate, the site administrator may be invited.

ACCOMMODATION (Cont.)

- Decision of the Reasonable Accommodation Committee
The employee/applicant will be notified of the committee's decision.

What if the employee/applicant doesn't agree with the Reasonable Accommodation Committee's decision?

There is an appeal process that consists of the following steps:

- **Deadline to appeal**
Within 30 calendar days after receiving the decision, the employee/applicant may file a written appeal on [Attachment C, BUL-4569.1](#) that is sent to the District's Educational Equity and Compliance Office.
- **Convening an appeal committee**
A Reasonable Accommodation Appeal Committee will meet within 45 calendar days to review the appeal. The employee/applicant will be invited to address the committee and may provide additional medical materials to support his or her appeal. When appropriate, the site administrator may be invited to address the committee.
- **Decision of the Appeal Committee**
The Educational Equity Compliance Office will notify the employee/applicant of the Appeal Committee's decision. This decision completes the administrative process of requested reasonable accommodation.

When an employee with an accommodation transfers to a worksite, who is responsible for informing the site administrator about his or her accommodation needs?

The employee is responsible for notifying both the administrator and the Reasonable Accommodation Program Office to facilitate coordination and implementation of the approved accommodation.

DOCUMENTATION IS KEY

All administrators remember that key phrase learned in Administration 101: *If it isn't written, it didn't happen.* That adage is even more valid today, as a recent case regarding a potential special education student heard by the California federal court indicates. The case involved the Santa Rosa School District, which was being sued by a parent after officials reported his behavior to the county child welfare department as potential child abuse. The parent alleged that school officials made the child abuse complaint in retaliation for his advocacy to get his daughter placed in special education due to her Tourette's syndrome. But the district had good records. From the psychologists who conducted the evaluation of the child, to administrators who investigated claims of bullying, to the principal who had notes on numerous confrontations with the parent including one in which she had to call the police to have him removed from the campus, documentation was so thorough that the judge was convinced that there was no retaliation. The child abuse complaint, which led to the child being removed from the house because of the father's behavior, was found to be legitimate and not retaliatory and the careful documentation of the parent's interaction with district personnel was key to the decision.

ELI BROAD AND CHARTER EXPANSION

The *Los Angeles Times* reported earlier this month that the Eli and Edythe Broad Foundation is leading an effort to expand the number of charter schools in LAUSD. The Broads are being joined by the Walton Family and the Keck Foundations, among others. The expansion of charter schools is supposed to decrease the number of children attending what the charter industry calls *failing schools* or those with lower test scores. The aim is to get at least 50% of these children in the privately-run charter schools which could potentially be located on District sites. LAUSD already has about 100,000 students attending charter schools, more than any other school district in the country. In an email to *LA School Report*, the officials from the Broad Foundation wrote, “Too many of our school children still aren’t getting the quality of education they deserve, which is why tens of thousands of students are currently on public charter school waiting lists. We are in the early stages of exploring a variety of ideas about how to help give all families—especially in low-income communities of color—access to high-quality public schools and what we and others in the philanthropic community can do to increase access to a great public school for every child in Los Angeles.”

Officials from charter organizations, such as ICEF and Green Dot, are, understandably ecstatic about the proposal as it will generate more dollars for their programs. The foundations could provide funding for early administrative costs of new charters and for teacher training. Board Member **Mónica Garcia** said she is open to the foundations’ plans and says that her district could benefit from additional charter schools. However, not everyone is happy about this expansion. Because charter school teachers are not unionized, UTLA is not supportive of these independent schools and feels that input of teachers is disregarded. In a call to members, **Alex Caputo-Pearl**, UTLA President, vowed to fight the plans of the foundations, saying they are “out to destroy collective bargaining.” Board President **Steve Zimmer** is concerned that the charter schools will continue to be selective about who they enroll, leaving those students who require more specialized services and resources at the District schools. A mass exodus of students to charters will also severely decrease state and federal funding for the traditional schools.

As has been noted before, **Eli Broad**, the **Waltons** and other billionaires have been active in LAUSD politics for many years and have supported controversial efforts for reform. Financial resources have been provided candidates for the Board of Education that AALA has not supported and who have been strongly procharter. It should also be noted that **Dr. John Deasy**, former LAUSD Superintendent, was a graduate of the Broad Superintendent Academy and is now the Superintendent-in-Residence for the Broad Center. In fact, it has been reported that Eli Broad said that John Deasy was the best Los Angeles superintendent in memory. That, in and of itself, should give us all a reason to pause and look at this expansion plan with a critical eye.

EDUCATION MATTERS

On Tuesday, August 18, 2015, the *Los Angeles Times* introduced a new weekly newsletter which will be titled *Education Matters*. The announcement was made to coincide with the first day of school for Los Angeles students. With *Education Matters*, the *Times* writes that it is rededicating itself to coverage of teaching and learning and will provide a report card on K-12 education in Los Angeles, California and the nation. Really? Another report card—just what we need.

EDUCATION MATTERS (Cont.)

The CEO of the *Times*, **Austin Beutner**, wrote in the paper that *Education Matters* will explore issues that matter most to parents and their children. The paper has expanded its team of education reporters who will convene public forums to address educational policies, saving for college and how to talk to teachers. Funding for *Education Matters* has been secured from the California Endowment, the Wasserman Foundation, the Baxter Family Foundation and the Broad Foundation via United Way and the California Community Foundation. According to the *Times*, the aforementioned organizations "...are dedicated to independent journalism that engages and informs its readers." We are hopeful that this will be the case and that *Education Matters* does not just become another attempt to point out all that is wrong with the public school system in order to expand the charter industry.

IN MEMORIAM

ILEANA DE MONTE WYLER—Former APEIS of Blythe Street, Anatola Avenue, Mayall Street, Garden Grove and Napa Street elementary schools and Carlos Santana Arts Academy. Ileana retired from the District on June 30, 2015, and passed away on August 10, 2015. Services were held on Saturday, August 15, 2015.

GARY L. PARKS—Former principal of Riverside Drive Charter and Monlux elementary schools and assistant principal of Hubbard Street, San Fernando, Oxnard Street and Camellia Avenue elementary schools. Gary retired from the District on June 30, 1993, and passed away on July 21, 2015.



TeamHEAL
Helping Enrich Athletes Lives

presents the

13th Annual Afternoon of Jazz

Master and Mistress of Ceremonies
Chris Schauble, News Anchor, KTLA 5
Pat Prescott, Personality, 94.7 The WAVE

Saturday, August 29, 2015
1:00pm–6:00pm
Millennium Biltmore Hotel
506 South Grand Avenue
Los Angeles, CA 90017

Buffet • Silent and Live Auctions

Attire:
Business Attire

Valet & Self Parking Available

Contact teamheal@thetoddgroup.net for ticket information.

Associated Administrators of Los Angeles

Save the Date!

AAALA's annual fall reception will be held on **September 30, 2015**, at 4:30 p.m., at The Center at Cathedral Plaza. Don't miss this opportunity to greet colleagues, enjoy refreshments and hear from Board Members, the Superintendent and AALA President **Juan A. Flecha**. As always, there will be an opportunity to view new resources from our sponsoring vendors.

CALENDAR

EVENT	DATE	CONTACT
Fundraising Event for Scott Schmerelson	August 23, 2015 1:00 p.m. – 4:00 p.m.	Please click HERE
Team HEAL Afternoon of Jazz at the Millennium Biltmore Hotel	August 29, 2015 1:00 p.m. – 6:00 p.m.	teamheal@thetoddgroup.net
Admissions Day Observed <i>(The actual day that California became the 31st state in the nation was September 9, 1850)</i>	September 4, 2015	
Labor Day	September 7, 2015	
EAPO Meeting at Pickwick Gardens	September 10, 2015 7:30 a.m. – 12:30 p.m.	Dr. Sylvester Harris , 213.484.0326 or sylvester.harris@lausd.net
Unassigned Day	September 14, 2015	
AMAE Scholarship Luncheon at The Cities Restaurant	September 16, 2015	Antonio Camacho , acamacho1950@sbcglobal.net
AAPA Fall Social at Golden Dragon Restaurant	September 16, 2015 5:00 p.m. – 8:00 p.m.	Jumie Sugahara , ljs1713@lausd.net
EPO Meeting at Pickwick Gardens	September 18, 2015	Heather Lower-Lowe , 323.269.0415 or hlowe@lausd.net
AAALA Executive Board Meeting	September 21, 2015 4:30 p.m.	Gema Pivaral , 213.484.2226
Unassigned Day	September 23, 2015	
COBA Opening Meeting at The Foundation Center at L.A. Southwest College	September 24, 2015 5:30 p.m.	Josephine Ruffin , josephineruffin@sbcglobal.net
AAALA Fall Reception at The Center at Cathedral Plaza	September 30, 2015 4:30 p.m.	Gema Pivaral , 213.484.2226

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, SCHOOL-BASED

PRINCIPAL, SECONDARY

Taft Charter High School, Local District Northwest, MST 48G, E Basis. For more information and application procedures, please click on [School-Based Vacancies](#) or contact **Joseph Nacorda**, Director, at 818.654.3600. Application deadline is 5:00 p.m., Monday, August 31, 2015.

PRINCIPAL, ELEMENTARY

Kentwood Elementary School, Local District West, MST 41G, E Basis. For more information and application procedures, please click on [School-Based Vacancies](#) or contact **Pam Marton**, Director, at 310.914.2100. Application deadline is 5:00 p.m., Friday, August 28, 2015.

ASSISTANT PRINCIPAL, SECONDARY

Vista Middle School, Local District Northeast, MST 40G, B Basis. For more information and application procedures, please click on [School-Based Vacancies](#) or contact **Kimberly Noble**, Secondary Instructional Director, at 818.252.5400. Application deadline is 5:00 p.m., Monday, August 31, 2015.

CERTIFICATED, NON-SCHOOL-BASED

ADMINISTRATOR

Division of Adult and Career Education, MST 46G, Temporary Adviser, A Basis. For more information and application procedures, please click on [Non-School-Based Vacancies](#) or contact **Donna Brashear**, Executive Director, at 213.241.3151. Application deadline is 5:00 p.m., Friday, August 28, 2015, or until filled.

COORDINATOR, COORDINATED EARLY INTERVENING SERVICES

Division of Special Education, MST 41G, Temporary Adviser, A Basis, 2 positions. For more information and application procedures, please click on [Non-School-Based Vacancies](#) or contact **Jaclyn Tolj** at jaclyn.tolj@lausd.net. Application deadline is 5:00 p.m., Monday, August 31, 2015.

COORDINATOR, SECONDARY MATHEMATICS PROGRAM

Local District South, MST 41G, Temporary Adviser, E Basis. For more information and application procedures, please click on [Non-School-Based Vacancies](#) or contact **Michelle Thomas** at michelle.thomas@lausd.net. Application deadline is 5:00 p.m., Thursday, September 3, 2015.

Associated Administrators of Los Angeles

CLASSIFIED

FACILITIES FINANCIAL OPERATIONS MANAGER

Program Support Services Branch, Facilities Services Division, \$97,700 - \$120,900, 12-month position. For more information and application procedures, please click [HERE](#). Application deadline is Wednesday, September 2, 2015.

CHARTER SCHOOLS OPERATIONS COORDINATOR

Charter Schools Division, \$90,732 - \$112,344, 12-month position. For more information and application procedures, please click [HERE](#). Application deadline is Friday, September 11, 2015.

PREVIOUSLY ANNOUNCED POSITIONS

CERTIFICATED POSITIONS	LOCATION	CONTACT	DEADLINE
<i>ASSISTANT PRINCIPAL, SECONDARY</i> MST 41G, B Basis	Roosevelt HS, Partnership L.A.	Margery Weller , at 213.201.2000, ext. 248, or Margery.Weller@partnershipla.org	<u>EXTENDED</u> 5:00 p.m. Friday August 21, 2015
<i>SPECIALIST, PSYCHOLOGICAL SERVICES</i> MST 38G, E Basis	Gifted & Talented Programs, Division of Instruction	Marie Danila , marie.danila@lausd.net	<u>EXTENDED</u> 5:00 p.m. Friday August 21, 2015
<i>SPECIALIST, TALENT ACQUISITION</i> MST 37G, A Basis	Human Resources Division	Lydia Acosta Stephens , Director, 213.241.5300	5:00 p.m. Friday August 21, 2015
<i>SPECIALIST</i> MST 38G, E Basis	Medi-Cal Reimbursement and Compliance Programs, SHHS	Andrea Coleman , 213.241.0615	5:00 p.m. Monday August 24, 2015
<i>COORDINATOR, UNIFORM COMPLAINT PROCEDURES</i> MST 39G, A Basis	Educational Equity Compliance Office, Office of the General Counsel	Julie Hall-Panameño , Director, 213.241.7682	<u>EXTENDED</u> 5:00 p.m. Tuesday August 25, 2015
<i>ASSISTANT PRINCIPAL, ELEMENTARY</i> MST 38G, B Basis	Alta California ES, Local District Northwest	Cara Schneider , Director, 818.654.3600	5:00 p.m. Tuesday August 25, 2015
<i>ASSISTANT PRINCIPAL, SECONDARY COUNSELING SERVICES</i> MST 41G, B Basis	Grover Cleveland Charter HS, Local District Northwest	Matthew Horvath , Director, 818.654.3600	5:00 p.m. Wednesday August 26, 2015
<i>COORDINATOR, MATHEMATICS PROGRAM</i> MST 41G, E Basis	Local District Northwest	Dina Sim , Administrator of Instruction, dina.sim@lausd.net	5:00 p.m. Wednesday August 26, 2015

Associated Administrators of Los Angeles

CERTIFICATED POSITIONS	LOCATION	CONTACT	DEADLINE
<i>SPECIALIST, OCCUPATIONAL AND PHYSICAL THERAPY PROGRAMS</i> MST 38G, E Basis	Related Services Department, Division of Special Education	Rosaura Sanchez , 213.241.6200	12:00 p.m. Thursday August 27, 2015
<i>SPECIALIST</i> MST 38G, E Basis	Charter Operated Programs, Division of Special Education	Sydney Quon , Director, 213.241.6701 or sydney.quon@lausd.net	<u>EXTENDED</u> 5:00 p.m. Tuesday September 1, 2015
<i>COORDINATOR, SPEECH AND LANGUAGE</i> MST 42G, A Basis	Related Services Department, Division of Special Education	Deborah Rubenacker , Director, 213.241.6200	12:00 p.m. Wednesday September 2, 2015
<i>ASSISTANT PRINCIPAL, SECONDARY COUNSELING SERVICES</i> MST 41G, B Basis	Woodrow Wilson HS, Local District East	Christina Rico , Director, 323.224.3100	<u>EXTENDED</u> 5:00 p.m. Wednesday September 2, 2015
<i>PRINCIPAL, OPPORTUNITY HS</i> MST 42G, E Basis	Richard Alonzo CDS, Local District West	Dr. Felipe Velez , Director, 310.914.2100 or felipe.velez@lausd.net	<u>EXTENDED</u> 5:00 p.m. Friday September 4, 2015
CLASSIFIED POSITIONS	LOCATION	CONTACT	DEADLINE
<i>SENIOR HUMAN RESOURCES REPRESENTATIVE</i> \$68,700 - \$85,600, 10-, 11- or 12-month positions	Staff Relations, Facilities Services and Information Technology Divisions	Steve Lahamjian at steve.lahamjian@lausd.net or click HERE	Monday August 24, 2015
<i>FACILITIES ACCESS COMPLIANCE MANAGER</i> \$98,900 - \$122,500, 12-month position	Access Compliance Unit, Facilities Services Division	Please click HERE	Wednesday August 26, 2015
<i>DIRECTOR OF TREASURY/CAPITAL FUND COMPLIANCE</i> \$106,200 - \$131,556, 12-month position	Office of the Chief Financial Officer	Please click HERE	Friday August 28, 2015
<i>DEPUTY CHIEF FACILITIES EXECUTIVE</i> \$171,900 - \$214,200, 12-month position	Facilities Services Division	Please click HERE	Monday August 31, 2015
<i>.NET DEVELOPER</i> \$82,400 - \$102,500, 12-month position	Information Technology Division	Please click HERE	Thursday December 31, 2015
<i>SENIOR PROGRAMMER ANALYST, ORACLE</i> \$79,900 - \$99,400, 10-, 11- or 12-month position	Information Technology Division	Please click HERE	<u>EXTENDED</u> Until Filled

Associated Administrators of Los Angeles

CLASSIFIED POSITION	LOCATION	CONTACT	DEADLINE
<i>PROGRAMMER ANALYST, ORACLE</i> \$69,300 - \$96,400, 10-, 11- or 12- month position	Information Technology Division	Please click HERE	<u>EXTENDED</u> Until Filled