



# UPDATE

ASSOCIATED ADMINISTRATORS OF LOS ANGELES

WEEK OF JULY 22, 2024



## PRESIDENT NICHOLS HITS THE ROAD RUNNING

**President Maria Nichols** assumed AALA's helm on July 1st. In this open letter to administrators, Ms. Nichols shares the focus of her work as she leads AALA forward!

*Dear AALA Members,*

*I have exciting news to share. I officially assumed the role of Associated Administrators of Los Angeles (AALA) President on July 1, 2024. I am beyond honored to represent such a dedicated group of administrators. Like you, I am committed to providing exemplary service and support to every AALA member represented by our union. For now, my primary focus will be to enhance transparency, improve systems of communication, and foster collaborative structures. This trifecta is not a theory. It is essential to put them into practice to guide our forward trajectory.*

*Transparency is more than a concept of the day. It must be the cornerstone of our collective work. I believe transparency is fundamental to building trust and efficiency to ensuring accountability. Transparency matters in a time faced with constant change and fluidity leaving our members to lead in ambiguity. Our members will benefit from open communication and the sharing of information. This will happen by keeping you informed about decisions, processes, and outcomes.*

*This transparency is the foundation of our organizational culture. To support our efforts, I have taken the following actions in my first month in office to support our efforts:*

- Scheduled and met with board members from the various board districts for a meet and greet to ensure regular and ongoing systems of communication. Board members need to know what you are experiencing in real-time. Regular, on-going meetings to exchange critical information will result in improved decision-making and stronger partnerships*
- Participated and entreated monthly standing meetings with Superintendent Carvalho and Associate Superintendent, Talent and Labor Relations, Dr. Kristen Murphy. The meetings are designed to discuss the relevant needs of members to provide greater collaborative opportunities, actionable solutions, and problem-solving opportunities. A focal point of the dialogue was the adherence of the collective bargaining agreement (seniority) related to the contract. There is a clear willingness by the District to alleviate the commuting and personal hardships some assignments have created. In partnership, the District and AALA are brainstorming possible solutions to address the needs of affected members*
- AALA and the District, discussed through a data informed lens, the need to more effectively on-board and mentor new principals and assistant*

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## WEEK OF JULY 22, 2024

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**Fall Reception**  
**September 26, 2024**  
**Cal State LA**

### AALA STAFF:

**Maria Nichols, President**

#### **Administrators**

Juan A. Flecha, Chief-of-Staff  
Steve Quon

#### **Consultants**

Irene Hyland  
Maria Elena Rico

#### **Field Representatives**

Julie Gonzalez  
Dr. Rosa Maria Hernandez  
Dr. Windy Warren

#### **Unit J Stewards**

Ignacio Chavez  
Oliver Hament  
Cesar Mercado  
Mauricio Pinto  
Alfred Sixtos

#### **Office Staff**

Javier Melendez  
Gema Pivaral  
Gloria Souquette

#### **Need to contact us?**

Associated Administrators of Los Angeles  
1910 Sunset Blvd., Suite 410  
Los Angeles, CA 90026  
Office 213/484-2226  
Fax 213/484-0201  
Web [www.aala.us](http://www.aala.us)  
Email [office@aala.us](mailto:office@aala.us)  
Update (assistance) [info@aala.us](mailto:info@aala.us)

## PRESIDENT NICHOLS FROM PAGE 1

*principals. AALA's data shows an inordinate number of assistant principals being represented for failure to report suspected child abuse. We can do better by partnering and problem-solving why failures to report are occurring through the District's lens and the association's lens. This collaborative and transparent approach has the promise of moving "gray zone" issues into more black and white ones allowing our members to identify and report suspected child abuse with greater expertise and fidelity. I am committed to working closely with Human Resources to reduce the number of members being disciplined for failing to act on district policy with suspected child abuse and other pressing areas.*

- There was discussion regarding assistant principals on "B" basis unable to participate in the Principals' Leadership Institute (PLI). There is a commitment from the District to provide assistant principals with job-alike professional development scheduled for July 31, 2024. More information will be forthcoming*
- Reached out to Dr. Kristen Murphy to ensure every administrator has an up-to-date district organizational chart*

*Effective communication is the cornerstone of all we do. I am committed to implementing robust communication systems facilitating the flow of information, ideas, and feedback across all levels of organization. I aim to ensure everyone feels informed and stays connected through regular updates, AALA meetings, or improved digital platforms. Here are some actions taken to develop and improve streamlining communication systems:*

- The launch of the new AALA Facebook group for an inclusive, robust, and collaborative system of communication. Look for a google survey email providing the details to participate in the private group.*

*Collaboration is the heart of our collective work for outcome-based results to achieve greater progress. By nurturing a collaborative environment, we harness the shared wisdom and talents of our members to tackle challenges and seize opportunities together. Actions I have engaged in to develop collaborative structures and*

*partnerships to empower and leverage our work include:*

- Developing a strong partnership with Parents Supporting Teachers. This group reaches 30,000 LAUSD community members. The group identifies critical areas of concerns and takes action to support neighborhood public schools since 2019*
- The goal of collaborating with Parents Supporting Teachers is to make parents, guardians, and the public aware of the challenges and opportunities we face as school and office-based administrators. Parents and school communities will help us spread our platform with one collective AALA voice to strengthen and leverage collaboration and communication highlighting the needs and the challenges we are currently facing as AALA members*
- I also plan to develop partnerships with all our labor partners to further strengthen and leverage our combined work to increase transparency, communication systems and build collaborative structures. United, we will stand taller and prouder and be "Together Stronger" to meet the current challenges and demands. This will support and increase our leveraging ability with the District to ensure successful results for AALA members*

*I am genuinely excited about the possibilities ahead, the opportunity to serve and build community, and your invaluable support and participation as we embark on this journey together.*

*Thank you for your continued dedication to AALA. Please feel free to contact me directly with any ideas, questions, or concerns you may have. Together, we will make a meaningful difference and achieve results.*

*In Solidarity,  
Maria*



## AALA LAUNCHES ENHANCED COMMUNICATIONS

AALA launched a new private Facebook group for active AALA members to receive up-to-date communications and share concerns. On July 22nd AALA will send an email with a Google link requesting contact information. Once you share some information with AALA you will receive an invitation to join the group. Not a member? Use the QR code found on page 8 to join!

## CALSTRS ANNOUNCES NEW RETIREE EARNING LIMITS & WAIVES SEPARATION REQUIREMENT THROUGH 2026

California Senate Bill 765 signed into law by Gov. Gavin Newsom changes CalSTRS retiree earning limits as well as providing a mechanism to exempt recent retirees from the 180-day separation from service requirement.

SB 765 increases the CalSTRS annual post-retirement earnings limit from 50% to 70% of the median final compensation of all members who retired for service during the fiscal year ending in the previous calendar year. For the 2024-2025 school year, retirees that return to work and contribute to the CalSTRS pension system have a \$74,733 earnings limit, up from \$50,655. **Please note, any earnings above the limit are reduced dollar for dollar from your retirement benefit**, e.g. if you earn \$80,000 for 2024-2024 your retirement benefit will be reduced by \$5,267 for that year.

Additionally, SB 765 modifies the process for obtaining an already-available exemption from the CalSTRS 180-calendar day separation-from-service requirement. Prior to July 1, 2024 retirees that returned to work and contributed to the CalSTRS pension system had their retirement benefit reduced dollar-for-dollar for any earnings during the 180-day post-retirement period. Beginning on July 1 2024 through June 30, 2026, school districts can request an exemption from the separation-from-service requirements. Please note, you must be over age 60 for CalSTRS 2% at 60 and age 62 for CalSTRS 2% at 62 when you return to work. The district must also certify that the retiree will fill a critically needed position.

You can read additional information [here](#). Be sure to [contact](#) CalSTRS directly for additional information regarding working after retirement.

## DISTRICT RELEASES 2024 PRINCIPAL'S HANDBOOK

Just in time for E-basis site managers' return from their all too short summer break and the opening of the school year! Topics included range from communications to school operations, facilities to procurement, and student information to OEHS. Be sure to download the PDF file from the District [library](#) or from AALA's website by clicking [here](#).

*just breathe*

# PREPARING FOR THE UPCOMING SCHOOL YEAR

Welcome back E-basis administrators! School site managers, AALA recognizes that your email inbox is brimming with correspondence. As always, below is the annual checklist for opening the school year (from the [2024 Principal's Handbook](#)). [Bulletin 154511 Opening of the School Year](#) from Andres Chait, Chief of School Operations provides a detailed description of key tasks in the following areas:

- In preparation for the first day of instruction
- Distribution of keys
- Blackboard Connect
- Incident System Tracking Accountability Report (iSTAR)
- Staffing
- Plan for Beyond the Bell programs
- Collecting medications and/or medical equipment
- Emergency drills
- Every School Safe (ESS): a blueprint for safety
- Visitor Policy
- Maintenance and Operations (M&O)
- SAP security access
- Performance evaluations
- Surplus property (salvage) pick-up
- Transportation
- Devices/equipment
- Turn on bells
- Marquee
- Procurement - tips for schools and offices
- Distribution of books, instruments, and devices
- Reminders for classroom teachers
- My Integrated Student Information System (MiSIS)

*The suggestions listed below will assist in ensuring a smooth and organized school opening. The checklist is organized in priority order so that it reflects immediate actions and long-term actions to help new administrators prioritize the requisite responsibilities. There are some suggestions that are elementary specific, and some that are secondary specific, but most are applicable at all schools. While the list is extensive, it is not meant to be complete. Again, the good judgment of the principal can never be underestimated!*

1. Send an opening letter to staff members welcoming them back to school, introducing yourself and apprising them of important information, Pupil Free Day schedule, new staff members, etc.
2. Send a letter to parents/guardians welcoming them back to school and apprising them of pertinent information for the opening of school, including registration procedures, emergency information, orientation meetings for new students
3. Be certain that all staff positions are filled
4. Be certain there are sufficient supplies, instructional materials, and textbooks. (Be familiar with procedures for delivering, requesting, and requisitioning supplies, etc.)
5. Update faculty handbook or opening folder for each staff member on policies and procedures:
  - Hours
  - Sign-in cards
  - Absence; leaves of absence
  - Beginning of the year procedures (Opening Bulletin); end of the year procedures (Closing Bulletin)
  - School Map
  - Substitute information folder
  - Instructions for opening day/week attendance recording, including classifications, attendance cards, readmission of students, registers
  - Child Abuse Reporting/Sexual Harassment
  - Health procedures and Health Office referrals; Blood Borne Pathogen Procedures, etc.
  - Emergency procedures
  - Staff notification of use of pesticides
  - Teacher mailboxes
  - Teacher meetings
  - School security/staff safety
  - Lesson planning
  - Daily or weekly bulletin
  - Field trip requests
  - Use of school telephone
  - Photocopying materials

# ASSOCIATED ADMINISTRATORS OF LOS ANGELES

## CHECKLIST FROM PAGE 5

- Supply room
  - Other policies, procedures that staff should know
6. Prepare for device distribution
7. Policies and procedures for students
- School discipline policy/school standards, including procedures for referral
  - Student accidents and injuries
  - Cafeteria
  - Homework policy and resources available, i.e., Homework Help, counseling
  - Student use of restrooms
  - Other policies, procedures that students should know
8. Prepare an information bulletin for parents and guardians:
- School hours and schedules
  - Lunch and breakfast programs and appropriate forms
  - Youth Services program
  - Safety and emergency procedures
  - Parent/guardian notification of pesticide use
  - Procedures following absence or tardiness
  - Picking up students during the school day
  - Special programs and school events
  - Itinerant services
  - Volunteer programs and requirements
  - Parent conferences
  - Parent leadership groups
  - Emergency procedures, including location of request/reunion gates
  - Policy for bicycle riding to and from school/staff, parent, student parking/location of buses
  - Policy for taking books home
  - When and how the Parent Student Handbook will be distributed
  - School dress code/uniform policy
  - Student behavior expectations
  - Homework policy
  - Other policies, procedures that parents should know
9. Ensure the office staff has the following procedures systems in place:
- Registering and assigning new students to classes
  - Admission and enrollment requirements (original birth certificate, immunization records, verification of address, etc.)
  - Permit policy
  - Health requirements
  - Cumulative records
  - Absence procedures
  - Releasing students during school day/emergency card information
  - Emergency cards for students and staff
  - Visitors policy
  - Checking out keys
  - Room equipment inventory
10. Prepare the following schedules:
- Staff class schedule
  - Breakfast, recess, lunch
  - Bells
  - Playground areas and activities for noon and recess
  - Yard and cafeteria supervision
  - Lining up, dismissal, traffic patterns
  - Use of restrooms
  - Auditorium/MPR
  - Library
  - Computer lab
  - Minimum and shortened days
  - Youth Services
  - Opening and securing gates and main doors
  - Bus transportation
11. Prepare the opening staff meeting:
- Agenda
  - List of staff members
  - Parent/Student Handbook information listed
  - List of substitutes with telephone numbers



# LAUSD APPROVED HIGH-IMPACT TUTORING PROVIDER



## WHO WE ARE

Cignition is a K-12 tutoring program, led by experienced educators who **produce proven, repeatable** results in student success.



Transforming  
Virtual  
Tutoring

## WHAT WE DO

Our research-based approach focuses on data-informed instruction and collaborative learning, encouraging **student-to-student interaction** to build **deep conceptual understanding**.



Giving  
Students That  
"I get it!"  
Moment

## WHERE TO FIND US

We're already in classrooms all over Los Angeles Unified School District and we'd love to add you to our ranks!



Helping Educators  
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**ON Track and ON  
Grade Level**

## CONTACT US NOW:



(510) 946-7750 ext. 6



[dalcaraz@cignition.com](mailto:dalcaraz@cignition.com)



[www.cignition.com](http://www.cignition.com)

# ASSOCIATED ADMINISTRATORS OF LOS ANGELES

## HAVE YOU MOVED HOME OR WORK LOCATION?

Please email [office@aala.us](mailto:office@aala.us) to keep accurate information and make sure you receive communications.



## 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](#) just got easier, Complete AALA's easy form by scanning this QR code. Remember, AALA is as strong as its membership!



## I INADVERTENTLY UNSUBSCRIBED FROM THE UPDATE. WHO DO I CONTACT?

Email [info@aala.us](mailto:info@aala.us) or [office@aala.us](mailto:office@aala.us) for assistance.

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## CHECKLIST FROM PAGE 6

- Class lists
  - Calendar
  - Emergency cards for employees
  - First day of school procedures, including where to meet students, enrollment slips, daily attendance sheets, classification slips
  - Teachers who are scheduled to participate in Stull Evaluation
  - Professional development program
12. Arrange for volunteers to help with enrollment and directing students to classrooms on first day of school
  13. Be sure supervision personnel are present first and subsequent days of school
  14. **Top Priority:** Check enrollment daily until Norm Day
    - Have any available personnel and volunteers contact parents/guardians of students who have not arrived
  15. Identify and meet with staff, community, and student leaders
  16. Assess enrollment and have contingency plan for reorganization if necessary (Helpful hint: Compare enrollment figures from classroom teachers to the figures from Physical Education teachers because PE teachers see all students each day)
  16. Become familiar with names of staff members by perusing staff lists, staff pictures, past yearbooks, etc.
  17. Have a plan for new teacher orientation and support
  18. Record dates for meetings you are required to attend as soon as you receive them (do not underestimate the importance of managing your schedule)
  19. Take time to be a good listener, to learn the school culture, to absorb the nuances of the school's political climate
  20. Identify and meet with staff, community, and student leaders
- Most importantly, take care of yourself. Delegate, delegate, delegate! Finally, be sure to reach out to your Region Director if you have questions or concerns!



## 2024-2025 ORGANIZATIONAL MEETINGS

In case you missed it in the frenzy of closing the school year, [MEM-6875.10 Administrators' Organization Meetings for the 2024-2025 School Year](#) lists the schedule of *district-sponsored* level-alike meetings. NOTE: AALA does not sponsor any of these organizations.

*“Organization meetings are designed to provide administrators with current information critical to their areas of responsibilities, as well as, provide an opportunity for District leadership to engage and collaborate in professional development that will enhance skills and build capacity at the school site level. School site administrators are expected to attend all required organization meetings.”*

**All** certificated administrators, including school support administrators, are part of an organization. Each organization has bylaws, elects officers, and may collect dues for refreshments and such. There are 15 organizations overall, each with a [Central Office Sponsor](#). Organization sponsors will send meeting notices and reminders for the required meetings. Organization presidents will send notices and reminders for non-required meetings. Be sure to click on the memo title above to link to the document and see each organization's meeting dates..

### 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 43 \$2,500 and 15 \$1,500 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.

Scan this QR code **and earn your wings!** All donations to FRIENDS OF AALA are tax deductible!



### YOUR GENEROSITY FUNDS DREAMS

**You seek AAPA information?**

<https://bit.ly/LAUSD-AAPA>

**Looking for ACSA Region 16 news? Visit ACSA's Region 16 website for up-to-date information at <https://www.acsaregion16.com>**

**Looking to connect with AJE-LAUSD?**

<https://www.ajelausd.org>

**You seek COBA information?**

<https://www.cobalausd.net>

**Can't find CMAA?**

<https://www.instagram.com/cmaa.lausd/>



## Have you thought about **Long-Term Care?**

Long-Term Care isn't just for the elderly. Accidents, injuries, and illnesses can happen to anyone, at any age, so it is very important to be prepared. Many people believe, incorrectly, that Medicare or their Health Insurance will cover most or all of the costs of long-term care services. However, nothing could be further from the truth. In fact, Medicare typically covers only about 12% of the cost of long-term care services nationally. Standard healthcare insurance plans for those under 65 are simply not designed to provide long-term services on an extended basis. Without a Long-Term Care Insurance plan in place, you could be stuck paying out-of-pocket for expenses that can exceed \$75,000 per year- or more depending on the area in which you live.

The good news is that you can protect yourself with a Long-Term Care Insurance plan now available to the **ASSOCIATED ADMINISTRATORS of LOS ANGELES (AALA)** members through **SPECIALISTS IN LONG TERM CARE INSURANCE SERVICES, INC, (AN AMBA Company (in CA dba: Association Member Benefits & Insurance Agency))**. These policies can provide benefits to help you pay for your long-term care expenses and protect your assets. They also allow for the choice to receive care in your home, an assisted living facility, or a nursing home. In addition to choosing how you receive care, you can also customize the amounts of your coverage, creating a plan that perfectly suits you and your budget, giving you peace of mind. Furthermore, AALA members are eligible for a group discount on the policy of their choice.

If you are interested in learning more about the plans available to AALA members, please call **TOLL FREE 1-800-764-6585** or send an email inquiry to [info@siltc.com](mailto:info@siltc.com) containing your name, association, and telephone number. **Please note that a telephone call is necessary to ask several qualifying questions before a customized quote can be mailed to you.**

# UPDATES



## 2024-25 Aspiring Administrator Programs

The Aspiring Assistant Principal (AAPP) and Aspiring Principal (APP) Programs are the District's promotional pathway for educators to become school site administrators. These Aspiring Programs will be offered in the 2024-2025 school year. Interested candidates may find the application using the following links ([AAPP](#) or [APP](#)). For additional information contact [Alex Wagner](#) (AAPP) or [Rosie Elmore](#) (APP).

## EDUCATOR DEVELOPMENT AND SUPPORT (EDS)

### Evaluation Plans and Rostering Staff for Evaluation in 2024-2025

Educator Development and Support evaluation plans for 2024-2025 have been loaded on MyPGS. View the [Rostering IOC](#) for more information on rostering certificated staff for evaluation and the [Frequency of Evaluation Policy](#) for guidance on whom should be evaluated.

### EDST Summer Calibration 2024

Human Resources Division, Educator Development and Support (EDS) Unit invites you to participate **July 22 through August 9** in the annual EDST online calibration event for administrators who have completed EDST Observer Certification. View the [Summer Calibration Flyer](#) for more information and the [Calibration Instructions](#) to get started. Please click [here](#) to register to receive calibration updates and reminders.

### Educator Development and Support Certification Training (EDSSL and EDST)

EDSSL Observer Certification prepares and authorizes principals and principal supervisors to observe, support, and evaluate principals and assistant principals. If you will be evaluating a principal or assistant principal and have not participated in the 2-day Observer Certification, please register on [MyPLN](#) (Keyword: EDSSL Certification).

EDST Observer Certification prepares and authorizes principal supervisors, principals, and assistant principals to observe and evaluate teacher practice. If you will be evaluating teachers, non-classroom teachers or academic counselors and have not participated in the 2-day Observer Certification, please register on [MyPLN](#) (Keyword: Observer Certification). If you have further questions, please contact [Heather Lower Lowe](#) or [Jeff White](#).



**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.



# Alliance of Asian Pacific Administrators

## LEADERSHIP LEAP!



August 17, 2024 (Saturday)  
(9:00 am - 12:00 noon Breakfast @ 8:30 am



Fairfax High School  
7850 Melrose Ave. L.A., CA. 90046



Registration Required - AAPA Website  
\*AAPA Members (\$10.00)  
Non-AAPA members: you must join AAPA to attend workshop. Automatic payroll deductions of \$10/month.  
\*\$50 for your first workshop.

AAPA Website

<https://sites.google.com/lausd.net/alliance-of-asian-pacific-admi/home>



<https://forms.gle/tzcPevxiAEp5kZke6>

**CONTACT US**  
leelee.chou@lausd.net

BRING (3) COPIES OF YOUR LETTER OF INTENT AND RESUME FOR PEER FEEDBACK.