SERVING LAUSD ADMINISTRATORS SINCE 1981



### YOU CAN'T HAVE IT BOTH WAYS

Dear Esteemed AALA Members.

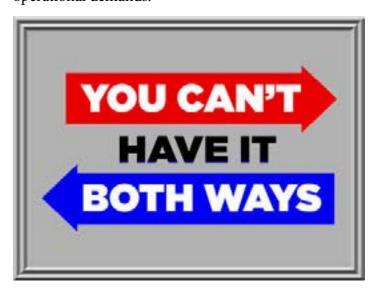
All students are almost at the doorsteps of the public schools we so revere and respect. We are ready to welcome students, collaborate with parents, and provide classroom teachers and classified staff with the right supports. Every member of AALA is in over drive mode doing what it takes to make this one of the most awesome years ever for our school communities. However, our enthusiasm and hope is being dampened by unilateral decisions being made without our input or consideration.

This brings me to the concern regarding the clarity and transparency of work day expectations. Many of you have called, texted, and emailed, expressing confusion and frustration over recent directives that appear to contradict our AALA contract.

To clarify, our contract states (Article X, 1.2):

"The district recognizes that the responsibilities of administrators do not lend themselves to a defined workday or work week of rigidly established length. Each administrator is expected to devote the time necessary to get the job done. The hours required will vary from day to day and week to week; however, the hours required of the administrator should be reasonable."

This contractual language underscores our professional responsibility to manage our time effectively, based on the needs of our schools and offices. It reflects the understanding that our roles require flexibility and adaptability, and it supports the notion that we are professionals trusted to make decisions based on operational demands.



Recently, the district at some meeting for our members have conveyed a new expectation of work hours from 7:30 AM to 4:30 PM (school based) with a mandated one-hour lunch break. This rigid structure contradicts the flexibility outlined in our contract and the practical realities many of us face in our roles. For instance, managing multiple recesses and lunch schedules often necessitates shorter lunch breaks, especially when student safety and supervision are paramount.

### WEEK OF AUGUST 12, 2024

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# Welcome Welcome BACK SCHOOL 2+2=?

### **AALA STAFF:**

### Maria E. Nichols, President

### **Administrators**

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

### **Consultants**

Irene Hyland

### **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 Souguette

### 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 <a href="https://www.aala.us">www.aala.us</a> Email office@aala.us

Update (assistance) info@aala.us

### WORK DAY FROM PAGE 1

For as long as anyone can remember, start and stop times have never been communicated in a bulletin or as written policy. The understanding is school-based employees have an 8.5 workday inclusive of a 30 minute duty free-lunch. Office based administrators have a 9 hour work day inclusive of a 60 minute duty-free lunch. Why the difference? School-based personnel make most of their calls for support after dismissal. It is more likely for them to connect with office personnel by having them work there for 9 hours instead of 8.5. The irony here is during the last negotiations, the association proposed a more defined work day and work week. The district summarily dismissed it. Moreover, conversations of the aforementioned 8.5 and 9.0 work day respectively were had during negotiations with the district at which time they were entirely copacetic with it. How is it suddenly some district officials are doing an about face without bargaining the issue with us?

Most importantly, are we to adhere to this new directive of fixed hours, or are we still expected to exercise professional judgment in determining our work hours and duty-free lunches? LAUSD, which one is it? It is crucial that we have clear and respectful communication from the district on this matter. Administrators must be empowered to manage their time effectively, reflecting the operational needs of their schools without being bound by inflexible demands.



As professionals, we should be able to balance our responsibilities while adhering to the expectations of a full 8-hour workday at schools and 9 at offices. It is essential for our roles to be respected with the flexibility

to meet the diverse needs of our schools, rather than imposing constraints hindering our effectiveness.

I encourage each of you to review your pay stubs and reflect on whether the compensation aligns with the expectations being set. We are paid for a 40 hour week. It is vital that we all have clarity and that our roles are defined in a manner that honors both our commitment and the realities of our daily responsibilities.

On a similar note, I continue to support and advocate for our assistant principals that are experiencing long commutes. Working collaboratively with Human Resources and monitoring for potential reassignments as vacancies become available has been a top priority. Last week, of the 15 members we are supporting, we were successful in reassigning 6 members back to their regions. Click **HERE** to see me addressing the Board of Education and to learn a little more about my WHY.

The result of our APs experiencing hardships is due to the placement by seniority and the number of AP budgeted positions, verses the number of most senior in each region. For, example in Region North, there were 116 total budgeted AP SEC positions. However, there were only 102 most senior APs Secondary in the region. This resulted in having to assign 14 secondary APs from other regions, mostly from Regions South and East. These 2 regions had the most senior APs with less budgeted positions.

Please continue sharing your experiences and concerns. Your feedback is invaluable as I advocate for the respect and professional autonomy you deserve. Let's navigate this new school year with both excitement and the assurance that our professional needs are acknowledged and respected and that we are treated with dignity.

Thank you for your dedication and commitment. Here's to a successful and fulfilling school year ahead!

In solidarity with unwavering resolve and with **One Vision, One Voice, Together Stronger,** 

Maria

### WHY ASSISTANT PRINCIPALS DESERVE MORE ATTENTION

AALA thanks **Assistant Principal Lisa Regan DeRoss**, **Ed.D.** for sharing this <u>article</u>. It was published by the Wallace Foundation and it reminds districts why assistant principals need more attention. District leadership needs to more effectively coach and mentor them and all who support them. Yes, the district has the Aspiring Assistant Principal and Aspiring Principal program. However, there's always room for the district to support their growth with ongoing and intentional strategies. Join the conversation and let us know what "right" supports assistant principals need to flourish and thrive.

"It's time to start paying more attention to the role of the assistant principal, an increasingly prevalent position in our nation's schools," writes Will Miller, Wallace's president, in a foreword to a 2021 research synthesis about the role of assistant principals. The report found that the AP role—which for many aspiring school leaders is the last step on the route to becoming a principal—has received far less attention than other roles such as the principal or principal supervisor. APs are often overlooked for opportunities that would develop and strengthen essential skills needed to lead a school, despite them being one step away from the principalship.

According to the report, the assistant principal role has untapped potential to achieve three important goals: diversifying the principalship, preparing effective principals, and achieving equitable outcomes for students. It also finds that people of color and women are not equitably promoted to the principalship.

Doug Anthony, associate superintendent of the Office of Talent Development in Prince George's County Public Schools, shared on Wallace's <u>Principal Pipeline Podcast</u> that many APs in his district had great leadership potential, but they were not given the right training or tools to succeed.

"We had several assistant principals that we believed were our inherent bench, but we weren't necessarily developing them in a way that would lead them to be successful as principals," he says. "We started to look at that particular challenge and grapple with this notion of how do you build assistant principals as the bench for your principal positions?"

The district worked to develop its own in-house curriculum and a program for seasoned assistant principals called the Aspiring Leaders Program. "We could start giving them not only theoretical support, but actually some of the practical applications that they would need to move into the job more effectively," Anthony says.

The authors of the 2021 research synthesis gave some clear recommendations on how districts can support APs, including:

- Develop standards and tasks that are consistent with the AP job responsibilities
- Create more structured recruitment and mentoring of people of color and women and clearer policies for advancement
- Provide principals with professional development on how to mentor assistant principals and delegate leadership tasks to help them grow and advance

For district leaders that want to examine and improve how their district prepares assistant principals for the job, this **guide by Policy Studies Associates** could be a good starting point. It describes steps to developing a strong approach to advancing APs to the principalship. The guide also breaks down the work into three components—forecasting principal vacancies, identifying assistant principals who have significant potential to fill the principal post, and preparing APs for the job.

With better training and development, assistant principals could make more powerful contributions to improving schools and advancing educational equity for students, as well as become better prepared for their next job.

### FLEX TIME IS YOUR CONTRACTUAL RIGHT!

As memorialized in Article X 1.2 and 1.3 of the collective bargaining agreement (see page 1), the work of administrators whether at a school site or not does not lend itself to a defined workday or workweek. Moreover, flexible hours are embedded in the contractual language!

1.3 In recognition of the "professional workday" described above, when the schedule of the administrator involves extended work hours on a given day, flexible work hours on a subsequent day may be taken with the prior approval of the immediate supervisor. Upon request of the administrator, the immediate supervisor must provide the administrator with a time within which to schedule the flexible work hours. Such time shall fall within fifteen (15) working days of the date of the date of the administrator's request. Any failure by the immediate supervisor to provide such a time within the 15 days shall be grievable by the administrator. Nothing herein shall prevent the administrator and the immediate supervisor from scheduling flexible work hours at any time by mutual agreement.

AALA'S website has links to What Is Personal Necessity Absence Or Flex Time And When Can It Be Used?; Flex Time Instructions; and a Sample Log. Do you need assistance with approval of flex time? 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 24/7.

### REQUIRES PRE APPROVAL - SAMPLE LOG FOR ADMINISTRATOR ARTICLE X, SECTION 1.2 OF LAUSD - AALA "PROFESSIONAL WORKDAY"

Employee No.: \_\_\_\_\_

Flexible Date Requested (15- day notice)	Date Extended Hours Worked	Type or Activity	Number of Hours	Approved
Example:				

Provided instruction to Advisory Council on

budget development.

### **ICYMI - UPDATED WORKPLACE VIOLENCE BULLETIN**

Saturday, April 5, 2008

8:00-11:00 a.m.

AALA tips its hat to Chief of School Operations Andrés E. Chait and Chief of Human Resources Officer Francisco J. Serrato, Ed.D. for a long overdue refresh to <u>BUL-5798.1</u> Workplace Violence: Threat Assessment and Management (Adult-to-Adult, Adult- to-Student, Student-to-Adult). Key changes include:

• The title of this bulletin has been revised.

Name: \_\_

Location:

Friday, May2,2008

7:30-10:30 a.m.

- The protocols for workplace violence threat assessment and management are described in the following four stages:
  - Stage I: Immediate Risk Reducing Intervention Guidelines
  - Stage II: Information Gathering Guidelines Stage III: Multidisciplinary Workplace Violence Threat Assessment Team Meeting Guidelines Stage IV: Guidelines for Developing and Implementing an Action Plan
- The supervisor/designee shall maintain documentation and records by keeping all threat assessment documents as well as completing an incident report in iSTAR.
- The Definitions section has been expanded.
- Protocols for reporting workplace violence and threats of violence have been added.
- Protocols for investigating workplace violence and threats of violence have been added.
- Requirements for maintaining a "violent incident log" have been added.
- Record retention requirements have been added.



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

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www.cignition.com

### HAVE YOU MOVED HOME OR WORK LOCATION?

Please email <u>office@aala.us</u> 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 24/7.

## i

### ARE YOU A NEW ADMINISTRATOR OR CANCELED MEMBERSHIP?

Becoming an AALA active member with the benefits of <u>AALA membership</u> 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 or office@aala.us for assistance.

### **AALA LAUNCHES ENHANCED COMMUNICATIONS**

AALA launched a new private Facebook group for <u>active</u> AALA members and retired <u>associates</u> to receive up-to-date communications and share concerns. On July 22nd active members and retired associates received 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 above to join!

### SELF-CARE FROM PAGE 8

cleaning your desk), but if your work schedule itself is too much, there's only so much quick physical environment fixes can do.

Take a look at your schedule and ask yourself: Is there at least one meeting I can remove from my calendar today? Maybe there's no reason for you to check in with your boss this afternoon, or your team is ill-prepared for that brainstorming session you were going to do at the end of the workday.

Real talk: Most meetings can be switched to email or are just entirely unwarranted to begin with. Take them out!

### 9. Set Boundaries With Nearby Co-workers

One of the most important things you can do with your colleagues is set boundaries for when they can expect you to be social and when they need to let you get your work done. Maybe there are visual cues ("If my headphones are in, I'm in the middle of something") or verbal ones ("I'm in the middle of a deadline, but let's sit together at lunch"). Either way, trust us: You'll be so happy you said something.

### 10. Set Blocks of Time to Respond to Emails

Feel like you're drowning from your inbox? You're not alone; the average worker spends 28% of their week answering emails. Instead of staying online at all times, consider setting aside specific hours that you'll dedicate to just answering email.

For example, maybe you check your message for 30 minutes at 8am, 12pm, and 6pm and spend the rest of the day getting your actual work done. And a word of advice: Hard as it is, we'd also recommend turning off email push notifications on your phone. You really don't need to hear that ping noise every three minutes.

### The Bottom Line:

Feeling your best at work doesn't have to be a chore, nor do you have to take out huge chunks of your day to rest and recharge. Set that timer for five minutes and get your self-care on!

### HEALTHCARE FAQS Ten Self-care Rituals You Can Do Right at Your Desk

AALA thanks **Chief of Staff Juan A. Flecha** for sharing this timely article from **gr8nola**. Remember, no one will take care of you at work; you need to do it yourself!

Everyone is talking about self-care, but that doesn't mean it's the same for everyone. Often people think self-care is all about taking a relaxing bath after a long day or spending money on an expensive facial or other service. In actuality, self-care is any action you take to ensure you stay healthy and functioning regardless of what's happening in your life. Even more importantly, self-care needs to take place all the time, not just when it's most "convenient" for you.

Don't have a lot of time to recharge? Try one or more of these quick self-care rituals at your desk whether you're in the office or WFH for a quick refresh to help you chase (or achieve) gr8ness.

### 1. Do a 60-Second Cleanup

Maybe you don't have time right now to do a deep clean of your entire work space, but set a timer for one minute and stack any loose papers, throw away old takeout (no, you're not going to eat that Mexican food from yesterday), and put away those stray supplies and clutter. You'll feel more organized in seconds.

### 2. Stock Up on Healthy Snacks

Don't have time to run out to lunch? Keeping a few healthy mix-and-match options like superfood granola, bananas, and peanut butter at your desk can make all the difference.

### 3. Keep Comfortable Clothing on Hand

There's nothing more distracting than wearing the wrong clothing for your office environment, so have a cozy sweater nearby for when your workplace feels like a freezer, a lighter work-appropriate shirt if your office feels like a sauna, and comfortable shoes you can throw on if you just can't handle heels, boots, or other formal shoes all day.

### 4. Set a Timer for a Three-Minute Stretch

You don't need to go full-on yoga, but stepping away from your screen, closing your eyes, and stretching your hands over your head and from side to side while you stand up can go a long way. And if you want to get some social time in, grab your desk mate or cubicle buddy and encourage them to join.

### 5. Practice Good Eye Screen Health

Like most 21st century workers, your eyes are probably fatigued from the amount of time spent staring at screens. Make sure you're practicing the 20-20-20 rule, where you look 20 feet away from your screen for at least 20 seconds every 20 minutes. You'd be surprised how much of a difference such a simple exercise makes.

### 6. Keep a List of Inspiring Words and Images

Have a favorite quote or a photo from a time you felt most relaxed? Keep them close to your desk on a sticky note or in a frame so that motivation is always close by. For example, our founder Erica's mantra is, "Always stay #hungryforgr8ness!"

Here are a couple of our other favorites:

"To be great is to be misunderstood." - Ralph Waldo Emerson

"Until you're ready to look foolish, you'll never have the possibility of being great." - Cher "Passion is energy. Feel the power that comes from focusing on what excites you." - Oprah Winfrey

### 7. Stay Hydrated

When your day goes completely off the rails, one of the first things you probably lose track of is how much water you're drinking. Keep a water bottle or cup on your desk so that you feel driven to drink throughout the day to stay on top of your hydration.

Another pro tip: Consider investing in a water bottle with time marks for how much water you should drink at each hour. It makes the process of staying hydrated a lot easier — and more fun.

### 8. Take Unnecessary Meetings Off of Your Calendar

You can do everything right when it comes to your physical well-being (like eating nourishing snacks and

SELF CARE - PAGE 7



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available for AALA Members, Spouses, Family Members, and Retirees.

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P.O. Box 6630 Auburn, CA 95604-9904 Associated Administrators Los Angeles (AALA) Approved Group Long Term Care Insurance Plan



### **UPDATES**

### **2024-25 Aspiring Administrator Programs**

<u>The</u> 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 (<u>AAPP</u> or <u>APP</u>). Applications are due by Friday, August 23, 2024 at 3:00 p.m. Please see the attached flyer regarding the upcoming Informational Sessions.

### **EDUCATOR DEVELOPMENT AND SUPPORT**

### **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 <u>Rostering IOC</u> for more information on rostering certificated staff for evaluation and the <u>Frequency of Evaluation Policy</u> for guidance on whom should be evaluated.

### **Educator Development and Support Certification Training (DSSL 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 <a href="MyPLN">MyPLN</a> (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 <a href="MyPLN">MyPLN</a> (Keyword: Observer Certification). If you have further questions, please contact <a href="Heather Lower Lowe">Heather Lower Lowe</a> or <a href="Jeff White">Jeff White</a>.

### **MyPGS Informal Observations**

The Informal Observation Tool has been updated for mobile-friendly operation on iOS and Android phones and tablets. Improvements include mobile responsive layout and speech-to-text features using your device's microphone feature. For quick access to the Informal Observation Dashboard follow this <u>Job Aid to add a MyPGS</u> dashboard icon to your mobile home screen.

### **Zoom Office Hours**

The Educator Development and Support (EDS) staff is available to assist you with all phases of the teacher evaluation cycle during virtual **Office Hours** on Fridays, from 3:00 pm to 4:00 pm, using this Zoom link: <a href="https://lausd.zoom.us/i/81789342230">https://lausd.zoom.us/i/81789342230</a>.



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

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



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 <a href="http://www.lausdjobs.org">http://www.lausdjobs.org</a> (classified) or <a href="http://achieve.lausd.net/Page/1566">http://achieve.lausd.net/Page/1566</a> (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 <u>HERE</u> for current job opportunities.

### INTEREST GROUP CONTACT INFORMATION

You seek AAPA information? <a href="https://bit.ly/LAUSD-AAPA">https://bit.ly/LAUSD-AAPA</a>

Looking for ACSA
Region 16 news?
Visit ACSA's Region
16 website for upto-date information
at <a href="https://www.acsaregion16.com">https://www.acsaregion16.com</a>

Looking to connect with AJE-LAUSD?
<a href="https://www.ajelausd.org">https://www.ajelausd.org</a>

You seek COBA information? <a href="https://www.cobalausd.net">https://www.cobalausd.net</a>

Can't find CMAA? https://www.instagram.com/cmaa.lausd/ https://www.instagram.com/cobalausd/

### DISTRICT ANNOUNCEMENTS



### ITI Expanded Learning Opportunities:

### Computer Science and Esports for Good

September 9, 2024 at 3:30 p.m. - 4:30 p.m. Virtual Onboarding and Orientation

(completion of additional 9 hours of asynchronous tasks is required to receive sets of instructional materials for your after-school club)

All schools are invited to:

Enrich your students' learning experiences through the UN Sustainable Development Goals (SDGs) by establishing an after-school Computer Science and/or esports Club. This program will provide your students with expanded learning opportunities using gamified, hands-on, immersive, and emergent tools and

technologies.







Register your 3-member team in <u>MyPLN</u> using keywords *ITI*, *Computer Science*, or *esports*, to learn more about how to bring this exciting opportunity to your school.

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