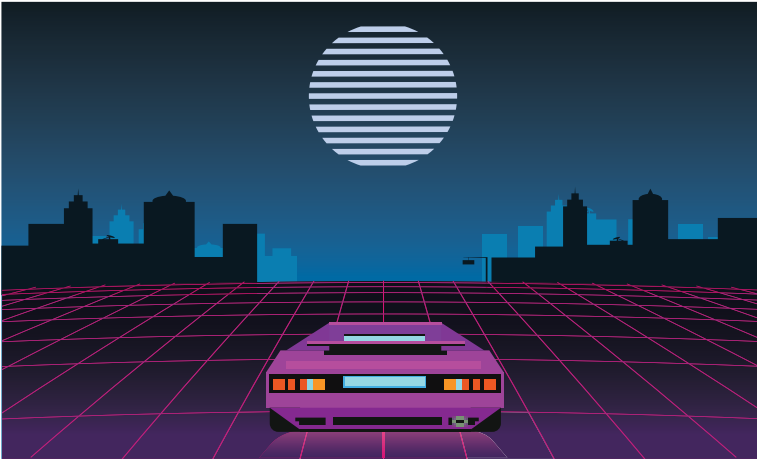


NOVEMBER 7, 2022

UPDATE



Back to the Future

There is an old and apt adage in the district. If you hang around long enough, the same district configurations and how to staff them, make a comeback.

During the past few months, AALA's leadership has communicated regularly with the General Superintendent as the senior cabinet is formed. In the process, we have seen longtime allies admired by the rank and file abruptly leaving or being reassigned. The institutional memory that's been exiting stage left leaves an indelible void for our members.

The work at-hand has become so joyless and overwhelming and morale at all-time low. For many members, there can be not even a glimmer of hope when suddenly the work is being lead by folks that have never ever walked in their LAUSD shoes.

And while the Superintendent reserves the right to select the team, and the Board of Education to approve corresponding contracts, AALA firmly believes that leading the largest district in the state (and the second largest district in the nation) requires a keen understanding of who holds the historical knowledge of the District.

We will let you in on a secret - on the whole, experienced school site and district administrators do. As we have done in the past, AALA asks the superintendent and the Board of Education to ensure executive-level candidates have experience as site administrators. Senior leaders advise



In this issue:

- 1 BACK TO THE FUTURE
- 3 ANNOUNCEMENTS
ARE YOU FOLLOWING THE EXTRA
DUTY PAY GUIDELINES?
REPORT, REPORT, REPORT
- 4 ACROSS THE DISTRICT
- 5 HEALTHCARE FAQS:
Apply for a Tax-Saving Flexible
Spending Account
- 6 HOW DO WE BECOME AN LAUSD
COMMUNITY SCHOOL?
- 7 DON'T BECOME A SCAMMING VICTIM
THIS HOLIDAY SEASON
- 8 VOLUNTEERS NEEDED - CASH FOR
COLLEGE'S COLLEGE & CAREER FAIR!
Saturday, November 5th
- 9 HUMAN RESOURCES UPDATES
CLASSIFIED PROFESSIONAL
DEVELOPMENT FOR NEW
SUPERVISORS
- 11 POSITIONS AVAILABLE (LINKS)
DO YOU WANT AALA WINGS?
USE AMAZONSMILE AND
SUPPORT AALA SCHOLARSHIPS!
- 12 INTEREST GROUPS
News You Can Use



FUTURE >> PAGE 2

Associated Administrators of Los Angeles

FUTURE FROM PAGE 1

the superintendent and make policy directly affecting school communities. How do you do that effectively if you have never walked in the proverbial shoes of site administrators, i.e., principals and assistant principals?

Now looking forward to the pending reorganization of the District from six local districts to 4 regions, we ask that the Local District Superintendents do the same.

AALA insists, all Administrators of Instruction, CoSAs, and Directors (if this is what they are to be called) have experience as principals since these positions have major responsibilities for professional development, instructional and operational support and the evaluation of site administrators. While the reorganization does not call for releasing school support administrators from their present positions, it looks like reapplying for the positions they currently hold is in the cards. Site administrators are scratching their heads and wondering how 4 regions will best meet the needs of students. No matter how you slice the cake, the same amount of schools need the required supports for students to succeed no matter the configuration or how they are labeled. Call them what you wish: Regions, areas, divisions, clusters, educational service centers, local districts. What matters most is seamless supports, reasonable work loads, coherence, and the right drivers to best meet the needs of every student.

A wise AALA sage, Dr. Judith Perez, wrote what follows in 2012. And here we are again ten years later and her words still ring ever so true.

Ever optimistic AALA has hope for the future of the District. Our optimism is grounded in the fundamental belief that sustainable improvement in teaching and learning depends upon positive working relationships and ongoing collaboration. Top-down directives based on leveraged power may get some things done immediately but are neither effective nor lasting in the long run. Astute educational leaders use their powers of persuasion to move groups toward consensus around a clear vision and mission. Administrators, as educated, thoughtful leaders, need to be encouraged to ask questions and express their concerns about new initiatives. Skepticism is natural;

it is not negative. Shutting down people's thinking is not a recipe for success. We have found that yesterday's concerned skeptic often becomes today's most effective advocate—if the individual is addressed with sensitivity and respect.

We are hopeful that District and reorganized regions' leadership will incorporate the following ingredients AALA believes are essential for creating sustained change, especially during this time of diminished resources: mutual respect, trust, appreciation, celebration, support, understanding and timely communication. All senior staff and others in leadership positions must avoid insulting and humiliating AALA members either privately or publicly and sincerely communicate to our members and the larger community that we are all in this together.

AALA members know from their own experience that behind every data set is a student or group of students with needs, concerns and dreams. We must never lose sight of these human beings. All of us joined this profession to make a difference in the lives of students, not simply to raise test scores. By the same token, administrators are not instruments to an end, but are human beings doing the best they can under immensely challenging circumstances. A single "thank you" or other expression of appreciation goes a long way, especially now. We suggest to District leaders that they be present, as good leaders must be. Their presence conveys the message to AALA members that they care about students and staff members. It is clear that successful students are engaged as are successful teachers, parents and administrators. Therefore, District leaders must provide meaningful professional development that engages our members. Following these recommendations will ensure that our hope for the future is not simply another pipe dream. Hope is not enough, but it is a good beginning.



Associated Administrators of Los Angeles



Election Day is Tuesday, November 8th! - all registered voters in Los Angeles County were mailed a Vote by Mail ballot. Vote in the safety of your home by returning your Vote by Mail ballot. OR, go to your Polling place and VOTE!

Questions? Payroll questions: payrollsupport@lausd.net HR questions: askhr@lausd.net

Open Enrollment - October 24 - November 20

Calling all AALA Members! Do you have a new administrator in your school or office? Do you know of a new administrator? Please let them know about the benefits of AALA membership and have them complete AALA's easy form: <https://docs.google.com/forms/d/e/1FAIpQLSdTTpn6QRag1mkFhGP7ojIzhmoeHn7urLOKfp6Nz4TSWVf7Lw/viewform>

Are You Following the *Extra Duty Pay Guidelines?*

As always, AALA periodically publishes friendly reminders to keep you from unwittingly stepping into a questionable practice. [BUL-101500](#) addresses Extra Duty Pay (EDP) for Administrators and states EDP shall only be utilized for:

- Emergency/exigent circumstances (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
- 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

An employee shall not be eligible for extra duty pay for:

- additional work resulting from the employee's inefficiencies or inattention to their duties
- any extended work hours in which regular time pay hours are reported unless administrators are explicitly requested to complete the emergency/exigent or unforeseen work (as defined above) by their supervisors
- failure to submit the [EDP Request Form](#) and obtain pre-approval from the immediate supervisor and LD Supt. prior to performing duty.

When EDP is not appropriate or approved, document your time and use it as "flex time". ([CBA](#) pg. 38)

REPORT, REPORT, REPORT

Please heed reporting mandates. If you suspect or are made aware of suspected child abuse, **REPORT IT.** If you believe someone else reported it, **follow up on the same day!** And, **create an iSTAR report** or confirm that an iSTAR report was created that same day. It is always best practice to apprise your CoSA and Operations Coordinator of the situation and update the iSTAR as needed.

Remember that your standard is "reasonable suspicion" and you can CLARIFY before you report. *Clarification is a process of asking the victim(s), alleged perpetrator(s) and other individuals, clarifying questions in order to determine reasonable suspicion of the allegation.* Please, READ the definition of "reasonable suspicion" on page 4 of BUL-1347.4. **If you have reasonable suspicion make the call. If the reporting agency tells you theres nothing there, ask for the person's name, badge number, and ask if you can handle it administratively. You may begin an investigation ONLY IF you are told to handle it administratively.**

REPORT consensual activity! Under the law certain conduct between parties requires mandated reporters to report, such as "lewd and lascivious" conduct or sexual intercourse involving a minor must be reported if the minor is under 14 and the partner is age 14 years or over. Or grooming activities which vary but generally methodically increase over time and allow a groomer to test their targets as to gauging acceptance and silence at each step. These activities may be done privately or publicly and gradually progress to sexualized behaviors, especially sexual or personal oral or written comments made to a student. Constantly complimenting a student's looks falls under this!

Associated Administrators of Los Angeles Across the District



Last weekend, South East Senior High School hosted a Cal State College Fair. All 23 campuses participated in this event! Hosted by the Black Student Achievement Plan led by **Jared Dupree, EdD.**, students and families participated in workshops and visited booths. Kudos to South East Principal **Eric Jaimes**, Assistant Principals **Almasol Herrera** (coordinated event), **Leticia Macias** and **Francisco Huerta** for opening their campus to the community!



Congratulations to Lucille Roybal-Allard Elementary school and Principal **Reina Schaffer** for their 10 year anniversary serving families in the Huntington Park community. Principal Schaffer received a certificate of Congressional Recognition from Congresswoman Roybal-Allard for her years of dedication to the school and community.”



Healthcare FAQs: Apply For A Tax-Saving Flexible Spending Account

What are the advantages of enrolling in a Flexible Savings Account (FSA) during Open Enrollment?

Flexible spending accounts allow **active employees** to pay for certain health care and dependent care expenses using tax free pay. If you anticipate higher out-of-pocket medical expenses for you and your dependents or will have eligible dependent care expenses for calendar year 2023, you are a candidate for an FSA with its tax-saving benefits. You must enroll in an FSA during Open Enrollment which ends November 20, 2022. Note that even if you had a 2022 FSA, you must reenroll each year.

What types of FSAs does the District offer?

Employees may select one or two special tax-savings accounts—a health care FSA and/or a dependent care FSA.

- **Healthcare FSA:** Examples of eligible out-of-pocket costs include deductibles, copayments, coinsurance, prescription drugs, orthodontia, LASIK, prescription eyewear, contact lenses, menstrual care products, medically prescribed devices for you, your spouse, and dependent children, and selected over-the-counter medications.
- Examples of ineligible expenses include maternity clothes, fees or dues for exercise clubs or classes, premiums for health care plans and long-term care plans, products such as exercise equipment, whirlpools and saunas, cosmetic surgery, unless it is directly related to a mastectomy, and the cost of vitamins and supplements, except for prenatal vitamins, glucosamine chondroitin, used to treat arthritis, and vitamins or supplements prescribed by a doctor as medical necessity.
- **Dependent Care FSA:** Dependents must be either under age 13 or physically or mentally disabled (regardless of age). Eligible expenses include child or adult day care services provided in your home, including Social Security taxes paid on behalf of your employee, child or adult day care services provided at someone else's home, expenses for a licensed day care center, a portion of wages for a housekeeper whose duties include caring for a qualified dependent, schooling costs for children

not yet in kindergarten (if it cannot be separated from the cost of care).

- Ineligible expenses not reimbursable include babysitting charges for non-work hours, fees paid to a dependent child, fees paid to someone who doesn't report income to the IRS, and kindergarten or overnight camp. If married, spouse must be working full-time, going to school full time (for at least five months out of the year), or be disabled and unable to provide childcare.

How much can I put aside?

When you enroll, you decide how much to set aside for the health care FSA and/or dependent care FSA. The maximum allowed by the District for the health care FSA is \$2,700. In a dual employee household, each employee may enroll in the health FSA, but the combined total may not exceed the \$2,700 maximum limit. The dependent care FSA is \$5,000 for those single or married and filing jointly, or \$2,500 for those married and filing separately. Your annual contribution will be divided equally and deducted from your pay throughout the year. The minimum contribution is \$120 annually. No taxes will be deducted from the money you set aside.

How difficult is it to use and keep track of an FSA account?

Account holders have the convenience of using a health care FSA payment card, like a debit card, to pay for eligible health care expenses, or you can pay with your personal funds and apply for reimbursement. Additionally, FSA stores have cropped up within major retail locations, such as CVS, Walgreens, Costco, Target, and Amazon. These stores, including online stores, have identified eligible products for reimbursement.

You can monitor your FSA account in several ways--through the Optum Financial mobile app, the online portal at www.optumfinancial.com, or by filling out a paper form available at www.benefits.lausd.net. Most card transactions will be automatically verified at the point of sale.

For more information, click on [2023 FSA Newsletter](#).

Associated Administrators of Los Angeles



HOW DO WE BECOME AN LAUSD COMMUNITY SCHOOL?

Step 1 -

Join our Information Session
You will learn:

- fundamentals of the Community Schools Initiative
- what it takes to operate as a Community School
- the timeline for Cohort 4 LAUSD designation
- how to prepare for the 2023-24 application process



Step 2 - Select a Date

Nov. 17, 2022 4-6 PM or Nov. 18, 2022 4-6 PM

Step 3 - Register in advance

Recruit and register your whole team.

- Principal
- UTLA Rep
- A parent or caregiver
- Classified school staff member
- Student (MS and HS)

<https://us06web.zoom.us/meeting/register/tZlIcOmprDwqHt13oSGzduRlqJQ4nLjqOFAf>

After registering, you will receive a confirmation email containing information about joining the meeting.

For questions, contact: Cora Watkins, Director, at cwatkins@lausd.net

Associated Administrators of Los Angeles

Don't Become a Scamming Victim This Holiday Season

November is here! WOW! As we move into the holiday season, AALA would like to help you avoid charity scams. Everyone's heart strings are pulled during the season of giving. Just remember to use your common sense before handing over your credit card information. The [information](#) below is from the Federal Communications Commission (FCC). PLEASE heed it and don't fall victim to charitable donation scams.

'Tis the season for gift giving. For many Americans, that sharing extends from family and friends to charitable donations, something charities count on this time of year - especially this year, with so many families still experiencing acute need due to the pandemic.

Unfortunately, scammers view the holiday season as an opportunity to take advantage of that giving spirit. They make bogus phone calls – often [spoofing](#) legitimate charities' phone numbers – or may even create fake charities to try to steal your money or personal information. Sometimes their pitches include added enticements, such as end-of-the-year tax write-offs.

Don't let scammers stifle your charitable spirit. A little advanced research can ensure your contributions are reaching the intended recipients.

To avoid becoming a victim of holiday charity scams:

- Donate to trusted, well-known charities. Beware of scammers who create fake charities. Always verify a charity's legitimacy through its official website. If you have doubts, you can check with [Better Business Bureau's Wise Giving Alliance](#), [Charity Navigator](#), [Charity Watch](#), or [GuideStar](#).
- Check with the [National Association of State Charity Officials](#) on whether charities must be registered in your state and, if so, whether the charities contacting you are registered.
- Verify all phone numbers for charities. If you need to contact a charity by phone or using text-to-donate, check the charity's official website to see if the number you have is legitimate.
- Do not open suspicious emails. If you receive a suspicious email requesting donations or other assistance, do not click on any links or open any



attachments. Scammers regularly use email for phishing attacks and to spread malware.

- Verify information in online solicitations. Double-check any social media solicitation for charitable donations before you give. Crowd-funding websites often host individual requests for help, but they [are not always vetted](#) by the site or other sources to ensure legitimacy.

Many other government agencies and consumer groups have also published alerts and helpful information warning about charitable giving scams. Here are a few additional resources to help you avoid falling prey to fraudsters this holiday season:

- IRS: ["Dirty Dozen" Scams](#)
- FTC Video: [How to Avoid Veteran Charity Scams](#)
- AARP: [How to Avoid Charity Scams](#)

Watch out for spoofing!

One more reminder: Scammers often spoof phone numbers that appear in your caller ID display to try to trick you into answering the phone. They might try spoofing a legitimate charity's number or use a local number so you'll think the caller is someone you know. Don't answer calls from unknown numbers. And if you answer such a call, hang up immediately.

Scammers can be very convincing. We advise that you play it safe and hang up on unsolicited calls seeking donations or requesting personal information to "update records." Learn more about how you can avoid spoofing scams at [fcc.gov/spoofing](https://www.fcc.gov/spoofing).

Associated Administrators of Los Angeles



VOLUNTEERS NEEDED!

JOIN OUR **L.A. CASH FOR COLLEGE**
COLLEGE & CAREER FAIR
NOV. 5, 2022 | 10 A.M. TO 3 P.M.

English and Spanish speaking volunteers are still needed for our upcoming resource fair at **L.A. Trade-Tech**. Roles include greeter/usher, student/family arrival support, workshop support, campus guide or event information guide, guest services and more!

Volunteers will be provided **event shirts and free lunch**, and can **win raffle prizes** for:

The Broad Museum • Emerald Isle Golf Course • Hollywood Wax Museum • Natural History Museum • Pasadena Playhouse • Pacific Battleship Center • Tournament of Roses Parade • Warner Bros. • Universal Studios + **more!**

SIGN UP NOW

STUDENT PRIZES



Partners are invited to join this year's fair, featuring college preparation seminars, career exploration panels, financial aid completion workshops, scholarship information and college exhibitors.

Students can win one of 10 \$1,500 scholarships in honor of our Cash for College legacy champions, Dr. Alma Salazar and Gary Toeppen + raffle prizes!

REGISTER TO ATTEND

Can't attend? Help us spread the word by **sharing our toolkit** with students and families. Spanish and Asian-language flyers are now available!

Associated Administrators of Los Angeles

BLACK MALE EDUCATOR NETWORK

A network to support the recruitment and retention of Black Male educators in the Los Angeles Unified School District. The Network meets every second Thursday of the month. Please join the upcoming meetings:

11/10/22 @ Roybal Learning Center from 4:30-5:30 PM

12/8/22 via [Zoom](#) from 3:30 – 4:30 PM



EDUCATOR DEVELOPMENT AND SUPPORT

EDS 202 Refresher Training for Administrators

Administrators are invited to participate in EDST 202 to review the Formal Observation Cycle in the Educator Development and Support: Teachers (EDST) process. This 1-hour interactive, virtual training is available for administrator's evaluating teachers, non-classroom teachers, and counselors. Register via the [My Professional Learning Network](#) (keyword: EDST 202) for the following dates:

11/9/22 @ 9:30 – 10:30 AM;

11/10/22@ 3:30 – 4:30 PM; or

11/16/22@ 3:30 – 4:30 PM

EDST Office Hours for Administrators and Teachers

Weekly EDST office hours are available on Fridays from 2:00 – 4:00 p.m. Staff will assist administrators and teachers with all phases of the teacher observation and evaluation cycle and offer technical support. You may join office hours using the following link: <https://lausd.zoom.us/j/86108706782>

Classified Professional Development for New Supervisors

If you have a new classified supervisor at your site, or any classified supervisor who has not received formal supervisory training, please encourage them to attend this Organizational Excellence's Performance Management Workshop. It is an ideal training which provides a foundation for anyone who has transitioned to the role of supervisor. Participants will discuss the role of a supervisor, including setting expectations for employees; discuss approaches for guiding and acknowledging employees; and discuss models of how to give feedback. This course is the first in a series of upcoming performance management topics. For the convenience of participants, this professional development opportunity is offered as a three-hour webinar.

Participants may register using the following link: <https://tinyurl.com/oePerformanceManagement>



Resources
are
hyperlinked

OFFICE OF PARTNERSHIPS AND GRANTS



MATCHING FUNDS OPPORTUNITIES

Get funds to cover a portion of
the costs for services.

Partners for Student Success Program (PFSS)

- All TK-12 Schools
- Select from a [list of vendors](#)
- [Application](#) gets submitted to your [Local District designee](#)



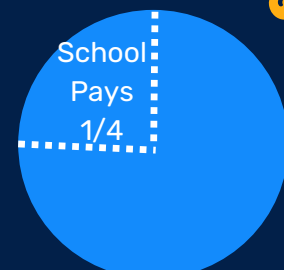
500 Students or Less

501 Students or More



Partnerships for Affirming American Indian, Alaskan Native and Indigenous Students

- All TK-12 Schools
- Select from a list of vendors
- [Application](#) gets submitted to your partnership@lausd.net



Upcoming Drop-in Sessions

Zoom Hyperlinked Below

[Wednesday, November 9 at 10 a.m.](#)
[Meeting ID: 833 6144 6925](#)

[Thursday, November 10 at 1:30 p.m.](#)
[Meeting ID: 862 8195 7572](#)

Associated Administrators of Los Angeles



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.

DO YOU WANT AALA WINGS?

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 save 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

Use AmazonSmile and Fund AALA Scholarships!

You can support your favorite charity through AmazonSmile, a special Amazon program that donates 0.5% of eligible purchases to designated non-profit organizations. On your first visit to AmazonSmile (<https://smile.amazon.com>), you will be asked to select a charity of your choice. AALA urges its members and friends to designate Friends of AALA to receive a donation and help fund the scholarships we provide each spring to graduating LAUSD students. This year, AALA awarded a total of 52 scholarships! Bookmark [AmazonSmile](#) and go there every time you make an Amazon purchase. Don't think you will make a difference? Look at how much has been raised without doing anything other than signing on using the smile.amazon.com link!



Your current charity
Friends of Aala
has received

\$911.69

as of June 2022

Associated Administrators of Los Angeles Interest Groups - News You Can Use



COMING THIS YEAR

ACSA REGION 16 BROWN BAG LUNCH SESSION SERIES
SAVE THE DATES & MARK YOUR CALENDARS



November 10, 2022
Sophia Mendoza
ISTE Board Member
Director Instructional Technology, LAUSD



March 16, 2023
Dr. Sylvia Rousseau, Professor
Emeritus USC & Nationally
Recognized Educational Culture &
Equity Advocate



January 19, 2023
Dr. Tonikiaa Orange, Director
Culture & Equity Project UCLA &
Dr. Rita Suh, CSU, Long Beach
Professor



May 11, 2023
Dr. Keith H. Abrahams, III
Executive Director
Student Integration Office, LAUSD



Simone R. Charles
Cultural Proficiency Director & Equity Committee

California League of Educators Educator of the Year Teacher Recognition for High and Middle School Educators

On Behalf of Retired Administrator John L. White, Ed.D.

It gives me great pleasure to inform you that we are returning to the League of Educators, formerly, the California League of Schools, Initially, The California League of Middle Schools, annual Banquette to Honor of outstanding Teachers.

This event will take place at the Lovely Woodland Hills Country Club on December 17, 2022. I am asking you to support me and the League with your Generous support of this event as you have in the past.

The Link to Educator of the year nomination page is below. We are Region 8.

[California League of Schools | Educator of the Year \(leagueofeducators.org\)](https://leagueofeducators.org)