

MAY 29, 2023

UPDATE



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Summoned to a Formal Conference? Call AALA!

The end of the school year brings formal conferences with “loss of confidence” language callously added on to push effective administrators out. If you are called to an investigatory or formal conference, it is imperative that you know and exercise your Weingarten rights!

The Supreme Court’s 1975 Weingarten decision (*NLRB v. J. Weingarten* [420 U.S. 251]) established the right of union employees* to have union representation during investigatory interviews. An investigatory interview is one in which a supervisor questions an employee about specific conduct or obtains information that could be used as a basis for discipline.

If your supervisor calls you to a conference, AALA urges you to ask if the conference could lead to discipline. If the answer is anything but “no,” state that you wish to have your union representative present. Asking the question is critical because the burden is on you to make the request if you believe that the interview could lead to discipline or another adverse consequence. The supervisor has no obligation to inform you of your right to union representation.

The next step is to immediately call AALA and request representation. Certificated administrators will be represented by an AALA administrator,

MONDAY MAY 29 IS MEMORIAL DAY, A FEDERAL HOLIDAY HONORING ALL THAT MADE THE ULTIMATE SACRIFICE FOR THEIR COUNTRY

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Associated Administrators of Los Angeles

CALL AALA FROM PAGE 1

consultant, or field representative. Unit J members will be represented by a job steward. All conversations between you and your representative are confidential. Your representative will consult with you, represent you, and ensure that your due process rights are respected by the District.

The union will work with District personnel to schedule the conference at a mutually convenient time. If the supervisor denies you your right to representation, this is an unfair labor practice. Politely state that you want your union representative present, and you will answer questions when s/he is with you. If the supervisor insists on conducting the conference with you alone, do not walk out because you could be accused of insubordination; stay, listen, and then call AALA. You may not be disciplined for refusing to answer questions without your union representative present.

Remember that not every conference is disciplinary in nature. If the meeting is simply to communicate information, give direction, or suggest improvement, this does not constitute discipline. That is why you must ask the question.

*In 2004, the National Labor Relations Board (NLRB) ruled that nonunion employees are not entitled to have a coworker accompany them to such a meeting even if the employee believes that it might result in discipline.



Certificated Negotiations Update

AALA is waiting on responses from the district on the proposals presented on May 8th. The next bargaining session with the district is on May 31st. AALA will provide an update after the session.



Just a friendly reminder: Every Thursday is #AALAShirtDay! Wear your AALA swag to show your #AALAPride and send us a photo!

HR has revised the Extra Duty Pay Guidelines, creating a FAQ. Regional Superintendents and Executive Directors will share with administrators this summer.

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 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.

Healthcare FAQs: Is Your Medicine Cabinet a Mini Polypharmacy?

What is meant by polypharmacy?

With the growing number of people taking multiple prescribed medications, coupled with over-the-counter (OTC) medications—pain killers and cold/flu remedies—and dietary supplements, our medicine cabinets can aptly be called a mini “polypharmacy.” Dietary supplements include vitamins, minerals, and herbs such as multivitamins, calcium, fish oil, turmeric, echinacea, glucosamine and/or chondroitin sulfate, garlic, green tea, and many others.



What are some of the problems associated with taking multiple prescriptions, multiple supplements, and even multiple OTC drugs?

According to Harvard Medical School, taking a combination of five or more substances, called “polypharmacy” increases the potential risks for drug interactions and side effects. Note how easy it is to take more than five substances daily. If you take two prescription medications plus a multivitamin, fish oil for Omega 3 and calcium pills, that’s already five substances. Add ibuprofen, acetaminophen or naproxen for occasional pain or headache and vitamin C and echinacea or zinc when coming down with a cold, you easily reach six to eight medications, raising the potential for drug interactions.

What potential interactions can occur when taking multiple medications and supplements? Several types of drug interactions may occur—drug to drug, drug to condition, drug to food, and drug to alcohol.

- **Drug to drug** is the interaction between two substances, including supplements. Ginkgo biloba,

for example, is known to reduce the effectiveness of blood-thinning medications and may even lead to a stroke. Similarly, aspirin with blood-thinning drugs can cause severe bleeding.

- **Drug to condition** happens when a drug interacts adversely with a medical condition, such as the interaction between certain nasal decongestants and a person with high blood pressure.
- **Drug to food** interactions occur when certain foods or drinks produce harmful effects. One common interaction is grapefruit and some citrus juices. They block the breakdown of medications in the blood, and/or lower a drug’s potency. About 11 types of medications have been found to interact with grapefruit, including some statins, channel blockers, and some medications with estrogen. Also, a hidden source of grapefruit may be in beverages, so it is wise to read beverage labels.
- **Drug to alcohol** interactions could result in loss of effectiveness, toxicity, and side effects such as memory loss, drowsiness, and irritability. Alcohol shouldn’t be taken with medication for pain, anxiety, antidepressant, antibiotic, blood pressure, diabetes, cold/flu (sold over-the-counter), ADHD, erectile dysfunction, and blood clotting.

What are some links to check for potential interactions between the drugs I take and my current dietary supplements?

AALA suggests the following:

- [WebMD](#)
- [CVS](#)



What can I do to prevent interactions?

The most important thing to do is to review all your drugs and supplements with your primary care doctor. Patients often forget to include the dietary supplement they take. Share with your doctor all side effects experienced, however minor. Other helpful tips include:

- Fill your prescriptions at one pharmacy and take medications as directed. Find out what you should

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AAALA-Supported Superintendent of Public Instruction Joins Early Education Principals!

On Friday, May 19, 2023 the Early Education Principals Organization hosted their annual end of year Spring Luncheon. Chief of Transitional Programs, Dr. Michael Romero shared his plan for the Early Education program and what his focus will be in the coming school year, which would be prefaced with some summer trainings for teachers. Past EEPO President and AAALA Vice President Dr. Ayanna Davis pulled out all the stops and coordinated a surprise visit from a very esteemed speaker. The California Superintendent of Public Instruction Mr. Tony Thurmond flew in from Sacramento to share some inspiring words about how important the work of early education principals is as leaders and educators. He also reminded them that they have to strive to give students the best they can. He shared his personal story about his childhood and about his children and their education, and how that is what guides his work, the needs of our students. Superintendent Thurmond was then gifted with a plaque thanking him for his support.



AAALA tips its hat to **Principal Carlos Lauchu** and **The Science Academy STEM Magnet** for taking first place at the VEX Robotics Middle School World Championship! The school's Supernova Team Hydra competed against 489 worldwide middle schools at the Dallas, TX event. Principal Lauchu's school sent a total of ten, yes ten teams to compete at the international event, with two of these teams receiving worldwide distinction for robotics and engineering.

POLYPHARMACY FROM PAGE 3

do if you forget to take a medication. Talk to your pharmacist and share what supplements you also take. When your information is in one place, your pharmacist can alert you to potential interactions.

- Set up a medication schedule to remind you what to take and when. Use a reminder system, such as a day of the week pill box.
- Keep a list of all medications you take—the name and dose—on your person, at home and to a loved one in case of medical emergency.
-

For more information, see:

- [7 Foods That Don't Mix With Prescription Drugs](#), AARP
- [Checkup for Your Medicine Cabinet](#), AARP
- [Hidden Dangers of Over-the-Counter Pain Relievers](#), AARP
- [Drug Safety: Managing Multiple Drugs](#), Consumer Reports

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Procedures for Closing the School Year

As May blends into June (where did the time go?) AALA reminds you that while end-of-school year tasks are your responsibility, it does not mean you must complete them yourself. Delegate.

Develop a closing bulletin that addresses the following items, as appropriate. Be sure to distribute to faculty several weeks prior to close of school:

- ☐ Collection and return of library books Collection and return of textbooks
- ☐ Collection and storage of equipment, including computers, etc.
- ☐ Collection and storage of small equipment and supplies including audiovisual
- ☐ Storage of flag
- ☐ Room cleaning and storage of teacher materials
- ☐ Collection of keys
- ☐ Guidelines and timeline for completion and distribution of Report Card (Any student who has been enrolled for 15 days or more is entitled to receive Report Card)
- ☐ Guidelines and timeline for completion of Cumulative Record Cards
- ☐ Include student retentions and appropriate forms to substantiate
- ☐ Be certain staff is aware that cumulative record comments must **not** be:
 - ✓ Inaccurate or misleading
 - ✓ A conclusion or inference outside observer's area of competence
 - ✓ Based on personal observation of a named person
 - ✓ Without noted time and place
 - ✓ In violation of the privacy or other rights of a student
- ☐ Update ELD levels
- ☐ Record participation in intervention/intersession/SSTS/IEP meeting
- ☐ End of the year Student Awards to recognize Student Achievement, Attendance, School Service, etc.
- ☐ Guidelines for Completion and Collection of attendance cards, registers, roll books, and absence notes
- ☐ MiSiS (Elementary Procedures)
- ☐ Run To and From lists
- ☐ Select students who meet the criteria for summer school/inter session and input information into computer
- ☐ Select staff
- ☐ Follow guidelines of summer school bulletins
- ☐ MiSiS (Secondary Procedures)
- ☐ Print labels for cumulative record folders and verify that all have entered grades for all students.
- ☐ Mail final report cards home.
- ☐ Direct students to visit Lost and Found.
- ☐ Sign and turn in Time Card
- ☐ Complete Student Store Clearance Form (Secondary Schools)
- ☐ Turn in Final Checkout Sheet and/or Roving Checklist for clearance
- ☐ Inform parents and students of starting date for upcoming school year
- ☐ End of Year Physical Inventory of Devices (ITI reminders on pp. 8-9)



Associated Administrators of Los Angeles Celebrating Student Excellence



Rosanne Dueñas!

**MARQUEZ SENIOR HIGH LIBRA ACADEMY
NICOLE GRAKAL, PRINCIPAL
REGION EAST**

**JOHN HOPKINS UNIVERSITY
PUBLIC HEALTH STUDIES**

Yasmin Esqueda!

**VLADOVIC HARBOR TEACHER PREPARATORY
ACADEMY
DESIREE MONTOYA, PRINCIPAL
REGION SOUTH**

**UNIVERSITY OF CALIFORNIA, SANTA BARBARA
PRE-BIOLOGY**



Melanie Fabian Marquez!

**DOWNTOWN BUSINESS MAGNET
SEAN TEER, PRINCIPAL
REGION EAST**

**UNIVERSITY OF CALIFORNIA, LOS ANGELES
PUBLIC AFFAIRS**

Carl Francia!

**CARSON SENIOR HIGH ACADEMY OF
EDUCATION & EMPOWERMENT
SONIA BUENROSTRO, PRINCIPAL
REGION SOUTH**

**UNIVERSITY OF CALIFORNIA, LOS ANGELES
MECHANICAL ENGINEERING**



Associated Administrators of Los Angeles AALA'S 2023 Scholarship Recipients

**VLADOVIC HARBOR TEACHER PREPARATORY ACADEMY
DESIREE MONTOYA, PRINCIPAL
REGION SOUTH**

Zyanya Gomez Garcia!

**CALIFORNIA STATE UNIVERSITY, LONG BEACH
COMPUTER SCIENCE**



Paulina Gutierrez-Hernandez!

**MARQUEZ SENIOR HIGH HPIAM
JONATHAN CHAIKITTIRATTANA, PRINCIPAL
REGION EAST**

**UNIVERSITY OF CALIFORNIA, IRVINE
NURSING**



Estela Hernandez!

**WILSON SENIOR HIGH SCHOOL
GREGORIO VERBERA, PRINCIPAL
REGION EAST**

**SAN DIEGO STATE UNIVERSITY
CRIMINAL JUSTICE**



Qihao Huang!

**LINCOLN SENIOR HIGH SCHOOL
ROSE ANN RUIZ, PRINCIPAL
REGION EAST**

**UNIVERSITY OF CALIFORNIA, SAN DIEGO
UNDECIDED**



End of Year Physical Inventory



Please validate your school's entire device inventory by following the steps below.

1. Generate the Assets Deployed Report [HERE](#). Use the export menu option at the bottom of the page to export the report.
2. Verify all devices in the report are physically at your site or checked out to a student or employee. Conduct a physical inventory at your school by checking classrooms, offices, computer labs, and other locations.
3. If inventory discrepancies are found, please refer to the step-by-step guide below.
 - a. If the status of a device is "transferred", "received," or "deployed," follow:
 - Receive and place in inventory: [Section 4](#)
 - b. If the status of a device is "in inventory," but in the possession of a student or employee follow:
 - Check out Device to Student: [Section 1](#)
 - Check out Device to Employee: [Section 2](#)
 - c. If a device is on report, but not physically at your site follow:
 - Report Device Lost/stolen: [Section 7](#)
 - d. If you physically have a device that is not listed on the report, follow:
 - Search for device to verify that it's in the system: [Section 11](#)
 - + If found, transfer to your school: [Section 9](#)
 - + If not found, add device: [Section 13](#)
 - e. If a device is pending pick up for salvage, follow [Section 10](#)
 - f. If a device has been salvaged, follow: [Section 9](#) and transfer to [Salvage Warehouse](#)
4. Complete the "Physical Inventory Verification Form", visit **principal portal**.

Available Resources

IT Asset Management Website: <https://achieve.lausd.net/itam>

Submit a ticket: [ITAM Ticket Request](#)

Associated Administrators of Los Angeles

INFORMATION TECHNOLOGY SERVICES GUIDE TO SUMMER 2023 DEVICE PLANNING



Device is assigned to your school and is part of your school's inventory in Remedy. Device should be collected from the student if s/he transfers to another school, graduates, attends a VILS program or leaves the District. If the student is returning, there is no need to collect the device.



EMERGENCY CONNECTIVITY FUND (ECF) DEVICE

Device is assigned to the student for home use. It is not part of the school's inventory. The device remains with the student unless s/he graduates, or leaves the District. The school's Instructional Device Manager (IDM) must collect the devices from the student and schedule for an ITS technician to collect thereafter.



SUMMER SCHOOL

For students attending summer school and do not have a device, advise parents to submit a request at device.lausd.net for a home use device.

Graduating students may keep their ECF devices until the end of summer school. Summer school staff must collect the ECF devices during the final day of summer school and schedule for an ITS technician to collect from the school thereafter.



VIRTUAL ACADEMY

If a student is transferring from the Virtual Academy to a school site, s/he can keep their ECF device for continued home use. The new school should provide a school issue device to the student.

If a student is transferring from a school site to the Virtual Academy, collect the school issued device. Student may request an ECF device for home use if needed at device.lausd.net.



CITY OF ANGELS

If a student is graduating or leaving LAUSD, s/he must return the device to the LAUSD school campus nearest to their residence or at any Local District office. Email ITAssetMgmt@lausd.net for next steps.

If a teacher is leaving LAUSD or City of Angels, the teacher must return the device to the Virtual Academy location at the Beaudry Offices.



VERIZON INNOVATIVE LEARNING SCHOOLS (VILS)

If a student is transferring to another school that is not part of VILS, please collect VILS device

If a student will be attending the VILS program, the student will be provided a VILS device. The school should collect all other devices from the student (ECF and/or school issued).

For any VILS student attending summer school and do not have a device, advise parents to submit a request at device.lausd.net for a home use device.



Associated Administrators of Los Angeles



LAUSD
UNIFIED



In an effort to provide time-sensitive information to our members, AALA joined forces with Dr. Estrada in planning this session

Let's Talk About Instruction

Dr. Karla V. Estrada

Deputy Superintendent of Instruction

Topics Include:

- Summer Principals' Leadership Institute
- Summer School 2023-24
- Assessments
- New Region support structure

May 31, 2023
5:00 PM – 6:00 PM

Zoom Meeting ID: 823 9491 5588



PRINCIPALS' LEADERSHIP INSTITUTE

IMAGINE | BELIEVE | ACHIEVE



PLI 2023 CALL FOR PRESENTERS

The LAUSD Principals' Leadership Institute (PLI) is a powerful opportunity for school leaders to learn together in collaborative sessions and the **call for proposals is now open!** We hope that you will join us as a presenter, in-person, at #PLI2023 to share your expertise and enthusiasm. Possible formats include, but are not limited to, founder stories, interactive sessions, speaker panels, world cafes, expert clinics, and solution rooms.



Presentation dates: July 26-28, 2023



45 minutes - 1.5 hours sessions



East LA College | Monterey Park, CA



**SUBMIT YOUR PROPOSAL BY
MAY 26, 2023**

bit.ly/LAUSD-PLI23-presenter-call

Associated Administrators of Los Angeles Aspiring Administrator Programs

Congratulations to the Aspiring Principals Program Cohort X and Aspiring Assistant Principals Program Cohort VI! We look forward to seeing what the future has in store for you as you continue your leadership journey and making a positive impact on the lives of our students.



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.

