

## UPDATE

Week of September 12, 2011

### PRINCIPALS' WORKLOAD

School principals are accountable for safety, security, student academic performance, teacher effectiveness, parent engagement and community outreach—just about everything—at their sites. Beyond these major accountabilities, principals must know their students and staff members well. Being a principal is, at heart, a “people” business, requiring a high degree of social intelligence, human interaction and caring support. The District’s current job description for *principal* does not do justice to the actual work they do on a daily basis. In fact, as AALA members are fully aware, principals’ responsibilities have increased dramatically in recent years at the same time as District resources and support for schools have diminished.

On numerous occasions, AALA has pointed out to **Superintendent John Deasy**, other senior staff members and the District’s negotiating team that administrators’ continually increasing workload, caused in part by the reduction of key staff members, has made it difficult, if not impossible, to focus on what is most important—teaching and learning. One astute AALA member joked recently that administrators could work 24/7 and still not get caught up. While school leaders are already skilled listeners, jugglers, prioritizers and emergency managers, these skills are not enough.

To give administrators adequate time to concentrate on improving teacher performance and student achievement, we ask the Superintendent to do his part by reducing their workload. Some AALA members have already suggested the following ways to do so:

- School Safety Plan: Streamline requirements within provisions of the Education Code (see article on Page 5).
- Main Office Hours: Reduce the hours the school office is open to the public by one-half hour before the beginning of the school day and one-half hour after the end of the instructional day. This will provide reduced and overworked office staff adequate time to perform such essential tasks as payroll, duplicating letters to parents and ordering supplies.
- Minimized Paperwork: Tier III flexibly funded programs, such as Gifted & Talented, are on hold until at least 2013. Therefore, schools should not have to write a new GATE plan or evaluation. Schools for Advanced Studies (SAS) wrote an extensive plan last year and should not have to duplicate their efforts. A one-page budget update should be sufficient.
- Communication Mandates: Central and/or Local District personnel often direct principals to duplicate information and send it to students’ families the same day. District offices should plan ahead and allow at least three working days if an item must be reproduced and distributed. For urgent information, District offices should use alternative means of communication such as Connect-Ed and the LAUSD website.

## PRINCIPALS' WORKLOAD (Continued)

- Single Plan Revision: Most school districts have a single plan that does not exceed eight pages. Principals should be permitted to submit their current plan with appropriate revisions and/or updates unless there are deficiencies in the existing plan.
- Master Plan Certification: The District should permit the ELL Coordinator (or person performing the task) to certify completion of the work. Designating the principal to certify is a duplication of effort.
- Flushing Log: The District should shift the responsibility for collecting, filing and certifying logs from principals to appropriate custodial staff.
- Trained Clerical Staff: Clerical staff should have appropriate training prior to their assignment to schools. Candidates expected to assume clerical responsibilities should have minimum proficiency in such systems as excel, SIS, FRDB and BTS, to name a few. Currently, schools are providing the training or are sending newly assigned staff members to obtain the training, thus further reducing the number of already reduced staff members available at school to address critical functions.
- Categorize Clerical Staff: The Personnel Commission should identify clerical staff by such specific skill sets as Welligent competency and bilingualism.
- Budget Calendaring: Currently, the District gives principals budget projections in late April and provides limited time to hold required meetings and prepare responses for the Local and central districts. Many school districts provide initial budget projections as early as February. LAUSD should do the same. If need be, the District could reduce the initial budget amount by 10-15% pending final District budget allocations.

We invite AALA members to let us know as soon as possible which additional tasks and responsibilities should be eliminated or modified to make your job viable. E-mail your ideas to **Gema Pivaral** in the AALA office at [gpivaral@aala.us](mailto:gpivaral@aala.us). AALA leadership will share your recommendations with the Superintendent.

### MEMORIAL SERVICE FOR DR. DEBBIE LEIDNER

We just received confirmation from California State University, Northridge (CSUN) that **Dr. Debbie Leidner's** memorial service will be held on Sunday, October 2, 2011, at CSUN in the Grand Salon from 1:00 – 4:00 p.m.

**HEALTH BENEFITS FAQ**

*Topic: Health Benefits for Domestic Partners*

**What are the requirements for covering a domestic partner as a dependent in my LAUSD health benefits?**

The requirements are that partners:

- Have been in an exclusive and committed relationship for at least 12 months.
- Have shared the same residence for the past 12 months.
- Share financial responsibilities for basic living expenses.
- Are not married to, or have signed a declaration of domestic partnership with, another individual in the previous 12 months.
- Are not related by blood in a way that would prevent them from being married to each other under California law.
- Are at least 18 years of age.
- Are capable of consenting to the domestic partnership.

**How do I enroll a domestic partner as a dependent?**

You must file a notarized *LAUSD Declaration of Domestic Partnership* with Benefits Administration. Also, you must submit a *Request for Change of Dependent Status* form and copies of documents from two of the four categories listed below and documentation showing the relationship has existed for more than 12 months. This documentation may be one of the documents listed below:

- proof of common ownership/leasehold interest in real property
- proof of common ownership of a motor vehicle
- joint bank/credit account
- designation as a beneficiary for life insurance or retirement benefits

**When is the domestic partner's coverage effective?**

If all of the documentation is received by Benefits Administration by the 10<sup>th</sup> of the month, coverage will be effective the first of the following month.

**My domestic partner and I are registered with the State of California as domestic partners. Is this documentation helpful for obtaining benefits for my domestic partner?**

Yes, if you and your domestic partner are registered with the State of California, you may enroll your domestic partner at any time. State-registered domestic partners follow the same eligibility rules as spouses. To enroll, submit your registration certificate with a *Request for Change of Dependent Status* form to Benefits Administration.

**Is coverage also available for dependent children of a domestic partner?**

The dependent children may be covered only if the employee has adopted the children, is their legal guardian or if registered with the State.

**HEALTH BENEFITS FAQ (Continued)**

**What happens if the domestic partnership is dissolved or if the employee dies?**

If the domestic partnership is dissolved, or if the employee dies, coverage for the domestic partner will terminate the last day of the month in which the partnership ends. The employee, or the domestic partner, must notify Benefits Administration in writing within 30 days if there is a change in status and submit a *Request for Change of Dependent Status* form. A domestic partner is not eligible for the federal health benefit continuation program (COBRA).

**Are there tax consequences for dependent coverage of a domestic partner?**

Yes. The Internal Revenue Service treats the total value of the health coverage provided to the domestic partner as “income” of the employee and requires that it be reported. According to the IRS, the employee is taxed on the fair value of the coverage provided. The total value of the coverage is reported on the employee’s W2 form. California does not require domestic partners to report benefits as taxable income.

**What is the value that the District will report to the IRS?**

Rates vary for active employees and retirees, from plan to plan, and from year to year. Go to [http://notebook.lausd.net/portal/page?\\_pageid=33,1173208&\\_dad=ptl&\\_schema=PTL\\_EP](http://notebook.lausd.net/portal/page?_pageid=33,1173208&_dad=ptl&_schema=PTL_EP) for a table showing the 2011 monthly values, and click on *2011 Domestic Partner Form, Rates, and Information*.

**Where can I obtain additional information and the necessary forms for enrolling my domestic partner?**

Go to the LAUSD Benefits Administration website at <http://benefits.lausd.net>. On the left side of the screen, click on *Publications* and then on *Forms*. Or, click on this link and select the document needed: [http://notebook.lausd.net/portal/page?\\_pageid=33,1173208&\\_dad=ptl&\\_schema=PTL\\_EP](http://notebook.lausd.net/portal/page?_pageid=33,1173208&_dad=ptl&_schema=PTL_EP)

*ALA – Celebrating 30 Years of Exemplary Leadership*

**ANNUAL FALL RECEPTION**  
***Honoring AALA Members***

**INVITED GUESTS INCLUDE: ALL ACTIVE and ALUMNI AALA MEMBERS,  
CLASSIFIED SUPERVISORS, FRIENDS,  
SUPERINTENDENT and BOARD MEMBERS**

**WEDNESDAY, OCTOBER 5, 2011  
4:30 - 7:00 p.m.**

**THE CENTER AT CATHEDRAL PLAZA  
555 W. TEMPLE STREET, LOS ANGELES**

**PLEASE RSVP TO: AALA, 1910 Sunset Blvd., Suite 850, Los Angeles, CA 90026  
Phone: 213.484.2226 - Fax: 213.484.0201 – E-mail: [rsvp@aala.us](mailto:rsvp@aala.us)  
VALIDATED PARKING IN THE CATHEDRAL PARKING STRUCTURE**

## SAFE SCHOOL PLAN HINTS

*AALA wishes to thank **Dr. Angel Barrett**, Principal, Plummer ES, and **Cheri Thomas**, Coordinator, School Operations, for providing the following information.*

Disasters and emergencies happen when we least expect them. The California Education Code requires all public schools to complete and submit the Safe School Plan every school year in preparation for emergencies and to maintain a safe school. Here are some hints to help you complete your Safe School Plan as efficiently as possible:

- The Safe School Plan creator archives the previous year's plan.
- The template for the current year will be prepopulated with last year's plan, excluding two chapters in Volume I: Chapter 1 (meeting dates) and Chapter 7 (summaries and goals).
- Once the school's Safe School Committee reviews last year's plan, if there are no changes, the team may complete Chapters 1 and 7 in Volume I, obtain signatures and submit.
- If the goals in Chapter 7 remain the same, the school team may note in the summary that the goals have not been met and cut and paste much of the information.
- It is imperative that Volume II contact information be up to date and reflect the current administrative and custodial assignments.

Reminders: Early Education Centers and Adult Education Centers use a condensed version of Volume I. Schools with colocated charters should work together to establish a single Safe School Plan for the site. See *Policy on Co-Locations for District School Facilities' use Pursuant to Education Code Section 47614* (BUL-5532, July 7, 2011).

## ADMINISTRATIVE INTEREST GROUP MEETING

AALA hosted a continental breakfast meeting for the leaders of administrative interest groups on Tuesday, August 30, 2011, at the AALA Office. Those in attendance included **Scott Schmerelson** and **Jack Moscovitz**, ACSA; **Jina Kim-Qvale**, AAPA; **V.J. Hirsch** and **Maralyn Soifer**, AJE; **Joan Blair**, AALA Executive Board; **Dr. Gail Garrett** and **Dr. Debbie Dillard**, COBA; **Vladimir Tigno**, CAROCP; **Anthony Aguilar**, CMAA; **Antonio Camacho**, AMAE; and **Sonya Ramirez**, CCAE.

Many of the leaders indicated that among their goals for the 2011-2012 school year is to increase their membership and to enhance their organization fundraisers for student scholarships. AALA donates funds for scholarships to most of the administrative interest groups.

**Dr. Judith Perez**, AALA President, provided an update on a variety of current administrative matters and noted that AALA will be publishing in *Update* key meeting dates and articles furnished by those in attendance. AALA members are encouraged to support the organizations of their choice.

## IN MEMORIAM

**PHYLLIS MARQUARDT** – Former Principal of Balboa Blvd., 66<sup>th</sup> Street, 61<sup>st</sup> Street and Rosemont Avenue elementary schools, and former Assistant Principal of 153<sup>rd</sup> Street and 118<sup>th</sup> Street elementary schools. She retired on June 29, 1990, and passed away on August 27, 2011.

**USL MASTER SCHEDULE INSTITUTE**

California State University, Dominguez Hills, LAUSD and AALA invite you to apply for an outstanding professional development opportunity. Applications are now being accepted for the Master Schedule Institute, a hybrid seminar consisting of nine course sessions: four online and five face-to-face.

- Learn how to build a master schedule specifically designed for high school or middle school, under the direction of an experienced school site administrator.
- Take part in hands-on practice of building a master schedule, using your own school's data.
- Enhance your ability to supervise the building of a master schedule.
- Network with other educators who are learning to build or supervise the building of a master schedule.
- Training provided through the Urban School Leaders grant.

Cost: \$490 per person. (Categorical funds may be used)

Training To Take Place On: Thursdays • 8:30 a.m. to 11:30 a.m.  
October 6, 27, November 3, December 1 and 8.  
(Remaining four sessions will be completed online)

All Meetings Held At: CSUDH • Extended Education Building  
1000 E. Victoria Street • Carson, CA 90747

Please Find Application At: [https://www.surveymonkey.com/MSI\\_Application](https://www.surveymonkey.com/MSI_Application)  
Submit your application **no later than September 21<sup>st</sup>**.  
You will be notified of your acceptance in late September, at which time you will receive specific information regarding seminars. Textbooks and notebooks will be provided.

Questions? Contact: **Judy Radeke** at [jaradeke@csudh.edu](mailto:jaradeke@csudh.edu) or 310.243.3524

**TIER II in BRAZIL or THAILAND – 2012**

Complete California Professional Administrative Credential by April or July, 2012!  
*In collaboration with the University of California, Irvine (UCI)*

Rio de Janeiro, Brazil: March 28-April 4 OR March 31-April 7, 2012

Chiang Mai, Thailand: July 18-27, 2012

Cost: \$3,675 (includes inter'l program, Tier II tuition, flight & hotel-approx.)

WEBSITE: <http://leadership-innovation.org>

Join a select group of school administrators (and over 125+ alumni) for the highly rated and well-respected program! The program will support completion of ALL Tier II requirements.

Brazil: <http://leadership-innovation.org/ataglancebr11.html>

Thailand: <http://leadership-innovation.org/ataglanceth10.html>

For questions and information contact **Dr. Linda Orozco** at [lorozco14@yahoo.com](mailto:lorozco14@yahoo.com) or 562.368.4844.

## POSITIONS AVAILABLE

**Minimum Qualifications:** Candidates are responsible for making sure all the District requirements have been met. Do not contact AALA for information regarding positions. Use the listed contact phone number.

### CLASSIFIED POSITIONS

**Director of Budget Services and Financial Planning - LAUSD**

Contact **Deborah Jansen**, LAUSD Personnel Commission, at [deborah.jansen@lausd.net](mailto:deborah.jansen@lausd.net).

**School Business and Operations Manager - LAUSD**

Contact **Deborah Jansen**, LAUSD Personnel Commission, at [deborah.jansen@lausd.net](mailto:deborah.jansen@lausd.net).

### CERTIFICATED POSITIONS

The following positions are available to view in their entirety by going to the AALA website, <http://www.aalausd.com>. By clicking on “positions available” to the left of the screen, you can select School-Based and Non-School-Based positions and click on any position to view the specific flyer.

#### *PRINCIPAL, ELEMENTARY*

**Hawaiian Avenue ES (8) MST 42**, 540 Hawaiian Avenue, Wilmington, CA 90744

Hawaiian is an E Basis school. For information and application procedures contact **Christine Cassidy**, Principal Leader, at 310.354.3400. **Filing deadline is Tuesday, September 13, 2011.**

#### *INSTRUCTIONAL SPECIALIST*

**West Adams Prep HS (MLA)**, 1500 West Washington Blvd., Los Angeles, CA 90007

West Adams is a D Basis school. For information and application procedures contact **Liliana Vasquez** at [careers@laspromise.org](mailto:careers@laspromise.org) or 213.745.4928. **Filing deadline is Friday, September 16, 2011, or until filled.**

**Los Angeles HS (3) MST 40 (Temp. Adv.)**, 4650 West Olympic Blvd., Los Angeles, CA 90019

Los Angeles is a B Basis school. For information and application procedures contact **Dr. Margaret Kim**, Principal Leader, at 310.914.2103. **Filing deadline is Friday, September 23, 2011.**

#### *ASSISTANT PRINCIPAL, SECONDARY COUNSELING SERVICES (SCS)*

**King MS (4) MST 40**, 4201 Fountain Avenue, Los Angeles, CA 90029

King is a B Basis school. For information and application procedures contact **Lourdes Ortiz**, Principal Leader, at 213.241.0132. **Filing deadline is Tuesday, September 13, 2011.**

POSITION	LOCATION	CONTACT	DEADLINE
<b>Director</b>	LAUSD Charter SELPA	213.241.6701 <a href="mailto:sharyn.howell@lausd.net">sharyn.howell@lausd.net</a>	Until filled
<b>Principal, Early Education Center</b>	Gluck Maclay & Pacoima Early Education Centers	818.252.5400	09/09/11

**POSITIONS AVAILABLE (Continued)**

POSITION	DEADLINE
<ul style="list-style-type: none"> <li>• <b>SPECIALIST, K-12 ENGLISH LEARNER PROGRAMS, MST 38 (Temp. Adv.), E Basis, Local District 2.</b> Contact Debra McIntyre-Sciarrino, Administrator, Instructional Services, at 818.255.5401.</li> </ul>	5:00 p.m. Fri., Sept. 9, 2011
<ul style="list-style-type: none"> <li>• <b>SPECIALIST, SCHOOL READINESS INITIATIVE, MST 38 (Temp. Adv.), B Basis, Early Childhood Education.</b> Contact Nora Armenta, Executive Director, at 213.241.4713.</li> </ul>	Thur., Sept. 15, 2011
<ul style="list-style-type: none"> <li>• <b>PROGRAM AND POLICY DEVELOPMENT ADVISOR, \$104,000-\$128,900/Year, Program and Policy Development, Office of the Superintendent.</b> Contact Drew Furedi, Advisor, at <a href="mailto:drew.furedi@lausd.net">drew.furedi@lausd.net</a> (BEST) or 213.241.5878.</li> </ul>	Until Filled
<ul style="list-style-type: none"> <li>• <b>ONLINE LEARNING SPECIALIST, MST 39 (Temp. Adv.), E BASIS + Z Time, Information Technology Division, Educational Technology.</b> Contact Joe Oliver, Director, at 213.241.3837.</li> </ul>	5:00 p.m. Thur., Sept. 15, 2011
<ul style="list-style-type: none"> <li>• <b>COORDINATOR, OPERATIONS SUPPORT SERVICES, MST 43 (Temp. Adv.), E Basis, Local District 2.</b> Contact Debra McIntyre-Sciarrino, Administrator, Instructional Services, at 818.252.5400.</li> </ul>	5:00 p.m. Fri., Sept. 16, 2011
<ul style="list-style-type: none"> <li>• <b>COORDINATOR, SPECIAL EDUCATION COMPLIANCE SUPPORT and MONITORING, MST 39 (Temp. Adv.), E Basis, Division of Special Education.</b> Contact Lisa Kendrick, Director, at 213.241.6701.</li> </ul>	Friday, Sept. 16, 2011
<ul style="list-style-type: none"> <li>• <b>DIRECTOR, EDUCATIONAL EQUITY COMPLIANCE, MST 45, A Basis, Office of General Counsel.</b> Contact Charlotte Sewell, Administrative Coordinator, at 213.241.6601.</li> </ul>	5:00 p.m. Thur., Sept. 15, 2011
<ul style="list-style-type: none"> <li>• <b>COORDINATOR, MAGNET PROGRAMS, MST 42 (Temp. Adv.), E Basis, Student Integration Services.</b> Contact Almarie Polk, Administrative Assistant, at 213.241.6532.</li> </ul>	Friday, Sept. 16, 2011
<ul style="list-style-type: none"> <li>• <b>DIRECTOR, SCHOOL OPERATIONS, MST 45 (Temp. Adv.), A Basis, Office of the Superintendent, School Operations.</b> Contact Jasmin Malinao, Principal Administrative Assistant, at 213.241.4184.</li> </ul>	5:00 p.m. Fri., Sept. 16, 2011
<ul style="list-style-type: none"> <li>• <b>SPECIALIST, SPECIAL EDUCATION COMPLIANCE SUPPORT and MONITORING, MST 38 (Temp. Adv.), B Basis, Division of Special Education.</b> Contact Lisa Kendrick, Director, at 213.241.6718.</li> </ul>	Monday, Sept. 19, 2011
<ul style="list-style-type: none"> <li>• <b>COORDINATOR, CERTIFICATED PERFORMANCE MANAGEMENT, MST 43 (Temp. Adv.), A Basis, Human Resources Division.</b> Contact Sue Spears, Director, at 213.241.6131.</li> </ul>	Monday, Sept. 19, 2011
<ul style="list-style-type: none"> <li>• <b>COORDINATOR, CERTIFICATED EMPLOYEE RELATIONS, MST 43 (Temp. Adv.), A Basis, Human Resources Division.</b> Contact Vivian Ekchian, Chief Human Resources Officer, at 213.241.6131.</li> </ul>	Monday, Sept. 19, 2011