

## UPDATE

Week of July 28, 2008

### IS THE GREATER LOS ANGELES COMMUNITY READY FOR A SEVEN BILLION DOLLAR BOND MEASURE THIS NOVEMBER?

AALA President Dr. **Michael O'Sullivan** raised the captioned question as he addressed the Board of Education on Thursday, July 31, 2008, prior to the Board's vote on the proposed bond measure. As a part of Dr. O'Sullivan's presentation, he offered additional questions to focus a greater enlightenment on this proposed ballot item.

- Why did the District change from its originally proposed need of a 3.2 billion dollar bond to a wish list of a 7.0 billion dollar amount? What is really needed?
- Will the District require charter schools to meet the Field Act construction specifications? And, if not, will the District get sued for negligence?
- Will charter schools be allocated 10% of the proposed 7.0 billion amount?\*
- Has the District enumerated the schools and the dedicated amount of resources per school that would benefit from the proposed bond-supported refurbishment? Did anyone ask site administrators their needs?
- Have principals and their constituents been involved in the determination of what will be replaced and/or upgraded at their individual sites?
- What percentage of the total bond measure would be allocated for the refurbishment of the District's older schools with the greatest needs?
- Will the charter schools employ nonunion labor? (If so, perhaps the District should encourage charter schools to initiate their own bond measure.)
- What will be the actual cost to taxpayers should the proposed bond measure be supported by the electorate? Will taxpayers be supporting this measure until 2044?
- If the cost of the proposed District maintenance backlog is approximately 45 billion dollars, what District long-range plan has been developed to address this greater need?
- What is contained in this measure that will directly benefit students?

Dr. O'Sullivan closed his presentation with a request that the aforementioned questions be responded to before a final vote of the Board is taken.

\*Charter schools in 2007-08 makeup approximately 6% of the District's student population.

## VOLUNTEER: SERVE ON A WASC VISITING COMMITTEE

The Western Association of Schools and Colleges (WASC), one of six regional accrediting associations in the United States, is recognized by the U.S. Department of Education and is known worldwide. WASC provides assistance to schools in California, Hawaii, the Pacific Islands, and East Asia, currently serving over 4,000 schools.

WASC's philosophy centers upon three beliefs: a school's goal is successful student learning; each school has a clear purpose and schoolwide student goals; and a school engages in external and internal evaluations as part of ongoing school improvement to support high-quality student learning.

In addition to its official title, WASC also stands for: "*We Are Student Centered.*"

Accreditation is integral to a school's perpetual cycle of assessment, planning, implementation, and monitoring. The WASC accreditation process fosters excellence in elementary, secondary, and adult education by encouraging school improvement. WASC accreditation recognizes schools that meet an acceptable level of quality, in accordance with established research-based WASC criteria.

WASC accreditation visits range from one-day initial visits to three or four and a half day full self-study reviews.

Visiting committees are composed of two to eight members, one of whom is the chairperson. A committee is comprised of educators representing a wide range of educational experience and expertise. Training workshops are provided and new members work closely with experienced chairs.

Visiting team members review the WASC criteria and study reports from the school in preparation for the visit. During the visit, the team observes the school in operation, reviews student performance data; and other evidence; observes students engaged in learning; and dialogues individually and collectively with administrators, teachers, students, and other stakeholders including parents. The visiting team then prepares a report outlining their findings for the school and WASC Commission.

Why serve on a visiting team? Learn about a variety of educational strategies, approaches, and practices. Observe programs in action. Develop and cultivate new professional friends. Provide insights and reflections as a fellow educator. Work together to ensure the high achievement of all learners. Demonstrate one's professional commitment to quality education. Give back to the educational community. **Shawn Marshall**, WASC visiting team member, states: "Serving as a visiting team member is by far the best professional development opportunity available in education today. Taking the time to see a school from all facets does so much for the perspective that we bring back to our own sites."

Contact WASC at **650.696.1060** or email: [mail@acswasc.org](mailto:mail@acswasc.org) for visiting team information.

### IN MEMORIAM

**CAROL BURKE** – Former Principal of Irving Middle School; Assistant Principal of Hollenbeck Middle School, and Roosevelt and South Gate high schools. She retired on February 5, 2001, and passed away on July 23, 2008.

**CORINNE WILLIAMS** – Former Assistant Principal of Rowan Avenue, Sierra Park, and Eastman Avenue schools. She retired on November 11, 1992, and passed away on February 7, 2008

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Office of the General Counsel  
EDUCATIONAL EQUITY COMPLIANCE OFFICE

**ADMINISTRATIVE CERTIFICATION 2008-2009**  
**BEGINNING OF THE YEAR REQUIRED ACTIONS**

**CHECKLIST FOR SCHOOL SITE ADMINISTRATORS**

- Review and complete the required actions as indicated in the Administrator Certification Form – 2008-2009 – due to the Local District Operations Coordinator by October 30, 2008 and April 30, 2009.** – See Memorandum MEM-4207.0, “Administrative Certification Form – 2008-2009,” issued by the Office of the General Counsel.
- Designate a Section 504 Administrative Designee, a Title IX Administrative Designee, and two (2) Title IX Complaint Managers. Provide names to local district by October 1, 2008.**
- Order (free) from the District’s warehouse the following student brochures:** – See Memorandum MEM-3671.0, “Ordering and Distribution of Student Brochures – Title IX and Nondiscrimination and Section 504 and Students with Disabilities,” issued by the Office of the General Counsel.
  - “Section 504 and Students with Disabilities” brochure – required for all schools.
  - “Title IX and Nondiscrimination – Students Know Your Rights” brochure – required for secondary schools.
- Provide students with information regarding the District’s “Nondiscrimination Statement” and “Sexual Harassment Policy” by distributing the following documents:**
  - “Parent Student Handbook” distributed to every student during the first month of enrollment or at time of initial enrollment.
  - “Section 504 and Students with Disabilities” brochure distributed to every student at the beginning of the year or at time of initial enrollment.
  - “Title IX and Nondiscrimination – Students Know Your Rights” brochure distributed to all secondary school students at the beginning of the year or at time of initial enrollment.
- Provide all employees with a copy of the District’s “Nondiscrimination Statement,” “Sexual Harassment Policy,” and “Uniform Complaint Procedures” memorandum** – See Memorandum MEM-4208.0, “Nondiscrimination Required Notices” and Memorandum MEM-4210.0, “Uniform Complaint Procedures (UCP) 2008-2009,” both issued by the Office of the General Counsel.
- Post the following District documents in the main administration building and other prominent locations where notices are regularly posted regarding rules, procedures, or standards of conduct, including staff lounges and student government meeting rooms (secondary schools). – See the following policy Memorandums/Bulletins issued by the Office of the General Counsel (1) MEM-4207.0, “Administrative Certification Form – 2008-2009,” (2) MEM-4208.0, “Nondiscrimination Required Notices – 2008-2009,” (3) BUL-3521.1. “Title IX Policy/Complaint Procedures,” (4) BUL-3349.0, “Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult),” and (5) MEM-4210.0, Uniform Complaint Procedures (UCP) 2008-2009.”

## REQUIRED ACTIONS (continued)

- “Nondiscrimination Statement”
  - “Sexual Harassment Policy”
  - “Title IX Complaint Manager” posters with the names of the two (2) Title IX Complaint Managers
  - “Uniform Complaint Procedures 2008-2009” Brochure
- **Schedule and conduct staff trainings as required in Administrative Certification Form – to include the following topics:** – See Memorandum MEM-4207.0, “Administrative Certification Form – 2008-2009,” issued by the Office of the General Counsel. See attached list of related bulletins and memorandums.
- Antibullying policy/reporting procedures
  - Child Abuse Reporting policy, including child abuse laws, reporting procedures, duties of mandated reporters, appropriate behavior with students, and prohibitions against corporal punishment
  - Hate-motivated incidents and crimes policy/reporting procedures
  - Nondiscrimination Statement
  - Safe School Plan – Emergency Procedures
  - Sexual Harassment Policy (involving students as well as employees)
  - Student and Employee Security
  - Uniform Complaint Procedures (UCP)
- **Schedule and conduct student trainings as required in Administrative Certification Form to be in age-appropriate language as part of any orientation program conducted for students at the beginning of each track or semester.** – See Memorandum MEM-4207.0, “Administrative Certification Form – 2008-2009,” issued by the Office of the General Counsel. See attached list of related bulletins and memorandums to be presented.
- Antibullying policy/reporting procedures
  - Hate-motivated incidents and crimes policy/reporting procedures
  - Nondiscrimination Statement, including complaint reporting procedures
  - Sexual Harassment Policy/reporting procedures, including informing students of the school’s Title IX Complaint Managers
  - Student and Employee Security
  - Uniform Complaint Procedures (UCP)
- **Update and revise the school’s Safe School Plan as follows:** – See Reference Guide issued annually by the Office of Environmental Health and Safety.
- Safe School Plan - Emergency Procedures (**Volume 2**) – update due by October 1
  - Safe School Plan - Prevention Programs (**Volume 1**) – update due by December 1
- **Distribute annually information regarding Uniform Complaint Procedures to parents or guardians in any form that will reach the school community.** Distribution of the District’s “Parent Student Handbook” fulfills requirement, but schools may include UCP information in school’s parent newsletter, update, etc. In addition, the UCP Brochures may be used to provide information regarding the District’s formal complaint procedures to staff, school site advisory committees and other interested parties. Copies of the UCP Brochure should be available in the Main Office and Parent Center, if applicable. – See Memorandum “Uniform Complaint Procedures (UCP)” issued annually by the Office of the General Counsel.

## **SECTION 504 REQUIREMENTS CHECKLIST**

See Bulletin BUL-4045.0, "Section 504 and Students with Disabilities," issued by the Office of the General Counsel.

- **In-service all staff on Section 504 and nondiscrimination policy and responsibilities, including legal obligations, eligibility, evaluation, and re-evaluation, as applicable.**
- **Establish procedures and responsibilities for Special Education Office Technician/Clerk (MCD Clerk) designated to support special education and Section 504 related paperwork at the school level.**
- **Run a Section 504 student report from the Student Information System (SIS)/Integrated Student Information System (ISIS).**
- **Identify a Section 504 Case Manager for each student being served under Section 504 who is responsible for monitoring the implementation of the Section 504 Plan. The Section 504 Case Manager is to ensure that staff has appropriate materials for implementation of accommodations and monitor periodically across the instructional day for Section 504 Plan implementation, i.e., using the "Section 504 Implementation Monitoring Log."**
- **Distribute the "Section 504 Plan Distribution Notice" (Form J), along with a copy of the Section 504 Plan, to applicable teachers/staff for each student with a Section 504 Plan.**
- **Ensure applicable teachers/staff understand the accommodations listed on each student's Section 504 Plan and the obligation/requirement to implement as written.**
- **Ensure appropriate staff is aware, has been trained, or is available for students having Section 504 accommodations related to medical needs.**
- **Ensure that a re-evaluation of the Section 504 Plan takes place periodically (at least every three years) or anytime there is an indication, evidence, or it is determined that the Section 504 Plan is not effective in addressing the student's area(s) of educational impact or the Section 504 Plan is not appropriate or applicable to the student's disability or educational placement.**
- **Afford equal opportunities for students with disabilities to participate in extracurricular activities with reasonable accommodations by establishing objective standards for participation that are communicated and applied uniformly.**

## **RELATED RESOURCES**

- **Antibullying Policy (In Schools, at School-Related Events, and Traveling to and from School)**, Bulletin No. BUL-1038.1, dated August 16, 2004, issued by the Office of the Chief Operating Officer.
- **Child Abuse and Neglect Reporting Requirements**, Bulletin No. BUL-1347, dated November 15, 2004, issued by the Office of the General Counsel.
- **Nondiscrimination Required Notices** - Memorandum issued annually by the Office of the General Counsel. (Reminder to schools and offices to publish and disseminate required nondiscrimination notices.)
- **Ordering and Distribution of Student Brochures – "Title IX and Nondiscrimination" and "Section 504 and Students with Disabilities"**, Memorandum issued by the Office of the General Counsel.
- **Parent Student Handbook Distribution** - Memorandum issued annually by the Office of the Chief Operating Officer.

**REQUIRED ACTIONS (continued)**

- **Responding to and Reporting Hate-Motivated Incidents and Crimes**, Bulletin No. BUL-2047.0, dated October 10, 2005, issued by the Office of the General Counsel.
- **Safe School Plans Volume 1 – (Prevention Programs) and Volume 2 - (Emergency Procedures) - Update** – Reference Guide issued annually by the Office of Environmental Health and Safety.
- **Section 504 and Students with Disabilities**, Bulletin No. BUL-4045.0, issued by the Office of the General Counsel.
- **Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult)**, Bulletin No. BUL-3349.0, dated November 29, 2006, issued by the Office of the General Counsel.
- **Sexual Harassment Policy – Employees**, Bulletin No. BUL-1893.1, dated August 1, 2005, issued by the Office of the General Counsel.
- **Student and Employee Security**, Bulletin No. BUL-2368.1, dated March 6, 2006, issued by the Office of the Chief Operating Officer.
- **Title IX Policy/Complaint Procedures**, Bulletin No. BUL-2521.1, dated June 7, 2006, issued by the Office of the General Counsel.
- **Uniform Complaint Procedures (UCP)** - Memorandum issued annually by the Office of the General Counsel. (This memorandum clarifies that uniform complaints may be used to noncompliance or unlawful discrimination complaints and/or to appeal District file decisions regarding such complaints).

***Call the Educational Equity Compliance Office at (213) 241-7682 for information, assistance, District policy/forms, or to request technical assistance, support, or training.***

<b>RETIREMENT CELEBRATIONS</b>
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<b><u>Name</u></b>	<b><u>Date/Time</u></b>	<b><u>Location</u></b>	<b><u>Contact</u></b>
Farryl Weitzman	Sunday, September 7, 2008 3:00 p.m. – 6:00 p.m.	UCLA Faculty Center 480 Charles Young Drive Los Angeles, CA 90095	Germaine England 310.838.6110
Carol L. Blanks	Friday, September 12, 2008	Rio Hondo Golf Club 10627 Old River School Rd. Downey, CA 90241	Mary Monez-Brown 213.627.0268

## POSITIONS AVAILABLE

**Minimum Qualifications:** Candidates are responsible for making sure all the District requirements for administrative positions have been met. AALA is not responsible for errors in publication.

**NOTE:** Please do not contact AALA for information regarding administrative positions. Use the listed contact phone number, or contact LAUSD Human Resources Division at 213.241.6886 or via e-mail at [http://certificated.lausd.k12.ca.us/admin\\_vacancies](http://certificated.lausd.k12.ca.us/admin_vacancies).

### *ASSISTANT PRINCIPAL, SECONDARY*

**Holmes Middle School (1) MST 39**, 9351 Paso Robles Avenue, Northridge, CA 91325

Holmes is a B Basis school. For information and application procedures contact **Lynda Schwarz**, Director, Middle School Services, at 818.654.3600. **Filing deadline is Friday, August 8, 2008.**

**Crenshaw High School (3) MST 40**, 5010 11<sup>th</sup> Avenue, Los Angeles, CA 90043 – **TWO (2) POSITIONS**

Crenshaw is a B Basis school. For information and application procedures contact **Dwyana Blackmon**, Administrative Assistant at 323.290.7805. **Filing deadline is Friday, August 15, 2008.**

**Washington Prep High School (8) MST 40**, 10860 S. Denker Avenue, Los Angeles, CA 90047

Washington is a B Basis school. For information and application procedures contact **Susan Price**, Director, School Support Services, at 310.354.3400. **Filing deadline is Monday, August 11, 2008.**

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

**Cleveland High School (1) MST 40**, 8140 Vanalden Avenue, Reseda, CA 91335

Cleveland is a B Basis school. For information and application procedures contact **Kathy Rattay**, Director, Secondary School Services, at 818.654.3673. **Filing deadline is Friday, August 8, 2008.**

### *ADMINISTRATOR, LANGUAGE ACQUISITION BRANCH (Temp. Adv., MST 48, A Basis)*

**Division of Instruction**, 333 S. Beaudry Ave., 25<sup>th</sup> Fl., Los Angeles, CA 90017 213.241.5333

Responsibilities include administering and directing the central office Language Acquisition Branch. Requires 8 years of successful full-time LAUSD certificated service, 5 years as an administrator. For information and application procedures contact **Judy Elliott**, Chief Academic Officer. **Filing deadline is Friday, August 15, 2008.**

### *EXTENDED/REQUIRED LEARNING ACADEMY ADMINISTRATOR (MST 39, B Basis)*

**Local District 8**, 1208 Magnolia Avenue, Gardena, CA 90247 310.354.3400

**For Clay Middle School.** Responsibilities include assisting the principal and the Beyond the Bell Branch in the operation and administration of the Extended/Required Learning Academy, the Supplemental Educational Services, and all other academic intervention programs. Requires 5 years of successful full-time public school certificated service, with 3 years as a classroom teacher in a K-12 program, and 1 year of verifiable leadership experience, such as coordinator, instructional coach, dean, etc. For information and application procedures contact **Lessie Caballero**, Director, School Services. **Filing deadline is 12:00 p.m., Friday, August 15, 2008.**

### *SPECIALIST, PARENT AND COMMUNITY LIAISON (Temp. Adv., MST 38, A Basis)*

**Division of Special Education**, 333 S. Beaudry Ave., 17<sup>th</sup> Fl., Los Angeles, CA 90017 213.241.6701

Responsibilities include assisting in providing support and information to the CAC and SEMAC. Requires 5 years of full-time certificated service, with 2 years as a teacher of students with disabilities and ability to travel. For information and application procedures contact **Donnalyn Jaque-Antón**, Associate Superintendent. **Filing deadline is 5:00 p.m., Friday, August 8, 2008.**

### *SPECIALIST, FOR ENGLISH LEARNERS (Temp. Adv., MST 38, A Basis)*

**Language Acquisition Branch**, 333 S. Beaudry Avenue, 25<sup>th</sup> Fl., Los Angeles, CA 90017 213.241.5582 – **TWO (2) POSITIONS**

Responsibilities include assisting the Director, Language Acquisition Branch, to design District Title III professional development for teaching English Language Development (ELD) and /or Specially Designed Academic Instruction in English (SDAIE). Requires 5 years

of full-time public school certificated service. For information and application procedures contact **Henry Vidrio**. **Filing deadline is**

**5:00 p.m., Wednesday, August 13, 2008.**

### *COORDINATOR, MULTIDISCIPLINARY TEAM SUPPORT (Temp. Adv., MST 39, E Basis)*

**Division of Special Education**, 333 S. Beaudry Ave., 17<sup>th</sup> Fl., Los Angeles, CA 90017 213.241.6701

Responsibilities include assisting in the development of Multidisciplinary Teams that establish effective practices around identification of at-risk youth, implementation of interventions and documentation procedures. Requires 5 years of full-time public school experience. For information and application procedures contact **Donnalyn Jaque-Antón**, Associate Superintendent. **Filing deadline is 5:00 p.m., Friday, August 15, 2008.**

# Associated Administrators of Los Angeles

**COORDINATOR, ASIAN PACIFIC & OTHER LANGUAGES/DUAL LANGUAGE (MST 40, A Basis)**

**Language Acquisition Branch**, 333 S. Beaudry Ave., 25<sup>th</sup> Fl., Los Angeles, CA 90017 213.241.5582

Responsibilities include coordinating implementation of dual language programs and K.E.Y.S. program District-wide. Requires 8 years of successful full-time public school certificated service, with 2 years in a management position. For information and application procedures contact **Henry Vidrio**, Director. **Filing deadline is 5:00 p.m., Wednesday, August 13, 2008.**

**DIRECTOR, MODIFIED CONSENT DECREE MONITORING/POLICIES & PROCEDURES (MST 45, A Basis)**

**Division of Special Education**, 333 S. Beaudry Ave., 17<sup>th</sup> Fl., Los Angeles, CA 90017 213.241.6701

Responsibilities include providing direction for the development and revision of the District's special education policies, and implementation of procedures to address federal and state legal requirements. Requires 8 years of successful full-time certificated service, and 2 years of management experience and ability to travel. For information and application procedures contact **Donnalyn Jaque-Antón**, Associate Superintendent. **Filing deadline is 5:00 p.m., Friday, August 8, 2008.**

**SPECIALIST, SECONDARY ENGLISH/LANGUAGE ARTS (ELA) (Temp. Adv., MST 38, A Basis)**

**Local District 4**, 4201 Wilshire Blvd., Suite 204, Los Angeles, CA 90010 323.932.2281

Responsibilities include assisting in the implementation of an effective Literacy Program. Requires 5 years of full-time certificated public school secondary experience, ability to provide weekend and evening parent workshops, and ability to travel. For information and application procedures contact **Maria Pacheco**, Administrative Secretary. **Filing deadline is 4:30 p.m., Friday, August 8, 2008.**

**SPECIALIST, ELEMENTARY MATHEMATICS (Temp. Adv., MST 38, A Basis)**

**Local District 3**, 3000 S. Robertson Blvd., Suite 100, Los Angeles, CA 90034 310.253.7100

Responsibilities include design, deliver, and monitor professional development for coaches, teachers, and administrators incorporating California Mathematics Content Standards and strategies for diverse learners at the elementary level. Requires 5 years of successful full-time service in a certificated position at an elementary level and completion of a Master's Degree. For information and application procedures contact **Angela Hewlett-Bloch**, Administrator Instructional Services. **Filing deadline is Friday, August 15, 2008.**

**ADMINISTRATOR, EARLY CHILDHOOD EDUCATION (Temp. Adv., MST 48, A Basis)**

**Division of Instruction**, 333 S. Beaudry Ave., 25<sup>th</sup> Fl., Los Angeles, CA 90017 213.241.5333

Responsibilities include providing leadership and support to Local Districts and Central Office staff to improve the quality of instruction and academic achievement of students in ECE programs. Requires 8 years of full-time successful certificated service, with 2 years in a management position and ability to travel. For information and application procedures contact **Judy Elliott**, Chief Academic Officer. **Filing deadline is Friday, August 8, 2008.**

**SUPERVISOR, PROGRAM INFORMATION & COMMUNITY OUTREACH (MST 38, A Basis)**

**Div. of Adult and Career Educ.**, 333 S. Beaudry Ave., 18<sup>th</sup> Fl., Los Angeles, CA 90017 213.241.3150

Responsibilities include developing partnerships that can provide additional resources for the Division. Requires 5 years of full-time successful certificated experience and 2 years of full-time successful DACE experience. For information and application procedures contact **Ed Morris**, Interim Assistant Superintendent. **Filing deadline is Friday, August 15, 2008.**

**COORDINATOR, CURRICULUM AND COMPLIANCE (Temp. Adv., MST 41, A Basis)**

**Language Acquisition Branch**, 333 S. Beaudry Ave., 25<sup>th</sup> Fl., Los Angeles, CA 90017 213.241.5582

Responsibilities include assisting in providing tactical support to Local District EL program staff. Requires 8 years of full-time certificated service with ELs and 2 years in a management position. For information and application procedures contact **Henry Vidrio**, Director.

**Filing deadline is 5:00 p.m., Wednesday, August 13, 2008.**

**PREVIOUSLY ANNOUNCED POSITIONS STILL AVAILABLE**

Position	Location	Deadline	Contact
Asst. Prin., SCS	Westchester High School EXTENDED TO	08/08/08	213.505.4097
Principal, Elementary	El Dorado Avenue School	08/06/08	818.755.5427
Principal, Elementary	Primary Academy for Success	08/08/08	818.654.3627
Asst. Prin., Secondary	Banning High School	08/11/08	310.354.3400
Asst. Director, Special Education Cert. Employment Oper. Branch	Human Resources Division	08/08/08	213.241.6334
Director, Certificated Placement & Assignments	Human Resources Division	08/08/08	213.241.6334
Director, Organizational Change Management/Communications ISIS Project	Information Technology Division	08/08/08	213.241.1256