



*United Administrators of San Francisco*

# DECEMBER NEWSLETTER 2019



## Look Around, Look Around December, 2019

### **Greetings fellow members!**

As I go to schools, talk to members in central departments and hear bright spots and challenges, some patterns are emerging. Our working conditions are challenging-most of us are doing more with fewer resources and greater responsibilities. The scope of our work has broadened and become more complex. It's been difficult to balance everything and to complete everything in a quality way and meeting multiple deadlines. Despite this, I am inspired everyday by the focus and clarity of vision each and everyone one of you brings to your site or department. I see members consistently going above and beyond, without hesitation, to do what's best for our school communities. No one can question our commitment to our students' success and growth and development.

While you are called upon to make many daily decisions, we encourage you to confer with trusted colleagues, your new administrator coaches and most importantly, your supervisors. They are to support, guide and advise you with the most challenging dilemmas. You are not in this alone! If you have questions about the contract or your professional rights, contact the co-executive directors and/or your division representatives. In this current climate, we are actively advising over 18 members concurrently. That means our co-executive directors and officers and executive board members are spending much time, energy and attention for them and on behalf of all of you. Each of these cases has implications for the rest of us, so we take them on carefully and learn from them to set precedents or change past (bad) practices. We work to resolve them to provide the best outcome for our members.

The executive board members, who were elected to represent you, are eager and willing to talk to you about concerns and can assess if there are commonalities about the issues in your context. The executive directors are able to assist you by advocating for you and others in the same situation, when the need arises. When in doubt, call someone to hear another perspective or some objectivity.

Every year around this time, members ask me, "My contract is up this year, when should I hear if I will be granted a contract for next year?" My response is always the same, "Ask your supervisor. It's never too early to find out what they are thinking or recommending." It's vital to be proactive so that you are not surprised by employment contract recommendations. Don't wait-it may be too late in some cases.

We are preparing for upcoming contract negotiations this spring. We want to hear what your priorities are for that. There will be different structures through which you can share your ideas and recommendations-including, through dedicated UA time at district meetings, via one on one outreach by our executive board members and at our scheduled membership and social events. We look forward to hearing from you directly about what's most important to you.

You are amazing, courageous leaders who deserve to be treated like the extremely well-educated, innovative and experienced professional educators you are.

Best wishes for a healthy, happy and rejuvenating holiday break!  
I look forward to seeing you in the new year.

Caroline Satoda - President, UASF



## **\$500 UASF Professional Development Grants** **2019-2020 [Apply Here](#)**

### **\$ SALARY LETTERS**

UASF Executive Directors requested 28 salary corrections based on the review of Fall 2019 salary letters. The review resulted in 12 correction agreements so far with some still under HR review. Members gained a total of \$12,871.46 with these corrections. Unfortunately, there are a handful of members who will not see an increase on Prop G until they complete their 5th year because there was a defined zero year of experience on this contract agreement.

If your salary is still wrong submit a request for correction to [salary@sfusd.edu](mailto:salary@sfusd.edu) cc [UASFlocal3@gmail.com](mailto:UASFlocal3@gmail.com) to have us help advocate for requested corrections. To expedite corrections, submit relevant information: employment dates, proof of student enrollment changes, scans of earlier contracts or a copy of your verification of outside experience, etc. with your requests.

### **TAKE UNION REPRESENTATION WITH YOU**

**By Debra Eslava-Burton**

UASF leadership has recently learned from our colleagues in the Associated Administrators of Los Angeles (AALA) their members like ours are often called into district or HR meetings that become interviews or investigations that can later turn into future disciplinary actions or dismissals.

You can exercise Weingarten Rights by simply stating or emailing:

*"If this discussion could in any way lead to my being disciplined or discharged, I request that my Union representative be present at the meeting. Without representation, I respectfully choose not to answer any questions."*

Then call or email UASF and schedule union representation to request meeting details and or attend with you.



**If you are wondering how our efforts with UASF connect to the larger issues facing education look no further than a ballot initiative called Schools and Communities First.**

**Please look into how you can make one signature on a petition roll back years of funding for California's public schools !**



## Guidance AALA shared on preparation of interviews/investigations:

**Avoid absolute words like "always" and "never"** -- Absolute words are frequently an invitation to, and fertile grounds for, cross-examination by the District. The District may attempt to damage your credibility by first getting you to make an absolute statement. Your responses may be used as counter examples in an effort to show the falsity of your statement.

**Don't elaborate or volunteer** -- Volunteering information can be one of the biggest mistakes! Answer only the question being asked and do not volunteer information. The volunteering of information will almost always result in new lines of questioning. It may also disclose information to which the District otherwise never would have become privy.

**Be careful about using hedge words** -- Examples of such words or phrases are "I guess," "I believe," "it's possible," and "I think." The only reason that you are answering questions is to share your first-hand experience, not your opinions. Hedge words and phrases can quickly undermine your answers, and are an invitation for additional questions to arise.

**I don't know** -- If you are asked a question and you are not sure of the answer, it is perfectly acceptable to say, "I don't know." There is absolutely nothing wrong with this response if you genuinely do not know the answer to the question.

**I don't recall or I don't remember** -- When you honestly do not remember a situation, fact, or occurrence, this answer may be appropriate. However, utilizing it too much may damage your credibility and of more concern, it could lead to conjecture that you did do something against policy. For example, if asked, "When was the last time you failed to file the paperwork for a field trip?" answering, "I don't recall," indicates that you have done it at some point in the past.

**Beware of open-ended questions** -- This may be an attempt to get additional information from you. Answer questions as concisely as possible, being careful not to provide information for which you were not asked. Let the interviewer pose follow-up questions; don't do the job for him/her.

**Avoid slang** -- These expressions can damage your professional image and give the perception that your command of the language is limited. Concentrate on not using slang during conferences, interviews, professional encounters, etc.

**Yes or no responses** -- When asked to only respond yes or no to a question, attempt to do so. However, if you feel the answer requires more than a yes or no, let the interviewer know this before you respond. It will then be up to him/her to either let you explain your answer or to rephrase the question.

**Concessions** -- In answering questions honestly, you may have to make an occasional concession. If you make the concession graciously and move on, you will exude confidence, flexibility, and integrity. If, on the other hand, you doggedly refuse to give an inch, you may appear rigid and partisan. Quibbling over possible exceptions or equivocating in some way helps no one.

**If you misspeak or answer incorrectly** -- As soon as you realize the error, make the correction. Do not make it worse by being unwilling to acknowledge your mistake.

**Refuse to speculate, assume, or guess** -- Don't let the interviewer trick you into doing so; simply say, "I am not going to speculate on that."

**I don't understand the question** -- There is nothing wrong with saying this if the question is confusing to you. You can also ask that the question be simplified. However, do not say, "I don't understand," to avoid answering.

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## **It's Rewarding but Tough to be a Public School Administrator** **Who to Call for Support, Reporting or Advice**

**- Joan Hepperly**

Being a public school administrator is a rewarding job and at the same time it can be very challenging and stressful. In recent years, the job has become more and more complex as you are held to high standards and accountability. In addition, there are so many legal issues to stay on top of and numerous forms that you need to complete in a timely manner. It's important for you to stay connected with your supervisors, team members, colleagues and UASF to get the support and advice you need.

LEAD Assistant Superintendents and Directors are there to support site administrators. It's important to maintain a clear and regular communication with them so that in the time of need they have the background information they need to support you.

Here are some examples of when you might call on LEAD for their support:

1. You have tried repeatedly to get an answer and/or support from a designated department (going through the chain of command) but you still don't have the support or answer you need.
2. You have a problem that you have not quite figured out how to resolve after talking with members of your team or with colleagues.
3. You just feel like you need their support regarding a specific situation.
4. Support guiding you through a serious CPS report.

Here are some examples of when you must call LEAD to report something:

1. Any Suspected Child Abuse must be reported. You are a mandated reporter. Call CPS immediately, and forward the completed CPS report within 36 hours. Call LEAD immediately regarding any serious CPS report. You may need their support in guiding you through a more serious CPS report. A police report might also be required so talk it over with LEAD.

Do not delay. Remember you can never over report and under reporting is not a legal option. If CPS tells you they are not going to take your report, ask for a supervisor to see if they will take the report. If no one will take your report, get their names then complete and mail in the written CPS report anyway.

2. Any major or significant incident that has occurred. If you are not sure, contact LEAD to inform them anyway. You still must complete an incident report for any incident that occurs on your site or in your school community.

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# WELLNESS

**By Debra Eslava-Burton**

The long work days, the daily challenges or lost balance of work and personal lives has taken a toll on some of our members. Remember you can utilize Symetra Employee Assistance and Health Care Navigation Programs, unions negotiated this benefit for you.

**EA Program Highlights** Up to five confidential sessions with a counselor, financial planner or attorney are available to you and your eligible family members each calendar year. Consultations may be face-to-face or over the phone, and an additional five sessions are available if you have a covered disability claim. Sessions are per household and may be divided among the three types of professionals. These services are included in the overall premium. Using this program does not require any additional payment.

**24/7 support by phone and online**

**Call: 1-888-327-9573 TDD: 1-800-697-0353**

**Go online: [www.guidanceresources.com](http://www.guidanceresources.com) Web ID: SYMETRA**

## **SABBATICAL** - One of the best SFUSD benefits to wellness.

Last day to apply December 13, 2019. [Oasis link to sabbatical information](#)

**UASF Members have 7 sabbatical slots. Make sure you are in the middle of 3 year contract, members whose contracts were up faced returning as classroom teachers or counselors.**

**TM:** Another link to wellness for those of you trained in TM and need a refresher or want to learn.

Contact: Brett & Jane Lazzareschi [sf@tm.org](mailto:sf@tm.org) (415) 684-8673

**SICK LEAVE** - We have noticed a number of our members needing to take sick leave. 7.1.6 A Supervisory employee who is absent because of illness for more than five (5) consecutive school days shall submit a medical statement containing a diagnosis... For an extended illness, a medical statement shall be submitted monthly.

If you are an **Assistant Principal** who has been asked to take on the duties of a Principal, it is your right to request the differential in pay during their absence. Email your Assistant Superintendent and cc an executive director of UASF.

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# **UASF** IS HERE TO SUPPORT YOU, OUR MEMBERS

-Jolie Wineroth

Your elected officers and Co-Executive Directors are available to support you. The three executive directors support different divisions and departments. Please contact the Co-Executive Director listed below for help whenever you need it. If we cannot help you we will give you guidance on your issue.

Debra Eslava-Burton: [deburton.uasf@gmail.com](mailto:deburton.uasf@gmail.com) or 415-606-3000 for assistance with EED, Curriculum and Instruction, Research Planning & Assessment, and Central Office concerns.

Joan Hepperly: [joanhepperly.uasf@gmail.com](mailto:joanhepperly.uasf@gmail.com) or 415-828-7157 for assistance with Middle and High Schools, Special Education, and Student, Family, Community, and Support concerns.

Jolie Wineroth: [jolie.uasf@gmail.com](mailto:jolie.uasf@gmail.com) or 415-730-3002 for assistance with Elementary and K-8 Schools, Human Resources, and Labor Relations concerns.

## **UASF** HOSTS AND LISTENS TO OUR MEMBERS

by Ron Lee

UASF hosted an ACSA Region 5 Happy Hour at Osha Thai Restaurant and Lounge in the Embarcadero Center on November 6th. Some UASF members enjoyed meeting and socializing with other Region 5 members during this reception with delicious Thai food and festive drinks. A few of our members also had long and deep conversations with other members and some UASF officers at the event. In addition to this event, we also hosted a Friday Night Social Happy Hour in September at the Max's Opera Cafe in the Civic Center. Numerous UASF members attended and enjoyed meeting others with good food and drinks! These social happy hours are one of the ways UASF is sponsoring for our members to network and socialize with other administrators in a relaxing atmosphere. We are looking forward to seeing many of you at our future social events and general membership meetings!!

### **RESOURCES TO SUPPORT MEMBERS:**

UASF members are AFSA members and are eligible for these no-cost benefits. Call 1-800-354-AFSA [emailafsa@AFSAadmin.org](mailto:emailafsa@AFSAadmin.org) or visit AFSA Website at [www.TheSchoolLeader.org](http://www.TheSchoolLeader.org) including:

- AFSA Educator's Professional Liability- \$1 million protection
- AFSA Legal Action Trust \$25,000 defense costs with denial of constitutional rights
- AFSA Accidental Death Coverage
- AFSA Total Disability

Also see more at [unionplus.org](http://unionplus.org) benefits





**Wednesday, Jan. 8, 2020, 4-6PM &  
Wednesday, Jan. 15, 2020, 4-6PM**

# CalSTRS

**At Ruth Asawa School of the Arts, Room 322**

Parking Available: Enter from O'Shaughnessy Blvd.

**Kevin Dunn**

**Benefits Planning Specialist, CalSTRS**

## **Your Retirement Decisions Workshop**

In this workshop, you'll learn:

- How we calculate your CalSTRS monthly retirement benefit.
- Your option choices if you want to provide a lifetime monthly benefit to your survivors--and how each option would affect your monthly benefit.
- Your choices for receiving the funds in your Defined Benefit Supplement account.
- Ways to submit your Service Retirement Application.
- What you need to know if you return to work in the California public school system in retirement.

**United Administrators of San Francisco | [www.uasf.net](http://www.uasf.net) | Email: [UASFLocal3@gmail.com](mailto:UASFLocal3@gmail.com) | 415.753.2970**

# **UASF** REPRESENTATION

## **AT THE BOARD OF EDUCATION MEETING**

October 15th Celebration of National Principals/School Administrators Month

ASCA Award Winners-Lara Zarr, Sylvia Cordero and Tiffany Obayshi

Congratulated by Board President Cook, Vice President Sanchez, Commissioners Lam and Lopez

UASF will show unity again at the Board of Education Meeting on February 25th 5:30PM for Contract Renewals in Closed Session- mark your calendars, wear your royal blue and join us!

