

ERIC GARCETTI
MAYOR

November 7, 2013

Honorable Members of the City Council
c/o City Clerk
City Hall, Room 395

Honorable Members:

Subject to your confirmation, I have appointed Dr. Rosalinda Lugo to the Employee Relations Board for the term ending September 23, 2018. Dr. Lugo will fill the vacancy created by Fredric R. Horowitz, whose term expired on September 23, 2013.

I certify that in my opinion Dr. Lugo is qualified for the work that will devolve upon her, and that I make the appointment solely in the interest of the City.

Sincerely,

A handwritten signature in black ink, appearing to read 'E. Garcetti'.

ERIC GARCETTI
Mayor

EG:dlg

Attachment

COMMISSION APPOINTMENT FORM

Name: Rosalinda Lugo
Commission: Employee Relations Board
End of Term: September 23, 2018

Appointee Information

1. **Race/ethnicity:** Latina
2. **Gender:** Female
3. **Council district and neighborhood of residence:** N/A
4. **Are you a registered voter?**
5. **Prior commission experience:**
6. **Highest level of education completed:** Doctor of Education, University of Southern California
7. **Occupation/profession:** Director, School Services, Los Angeles Unified School District, Local District 7
8. **Experience(s) that qualifies person for appointment:** See attached resume
9. **Purpose of this appointment:** Replacement
10. **Current composition of the commission (excluding appointee):**

Commissioner	APC	CD	Ethnicity	Gender	Appointment Date	Term Ends
Cameron, Christopher D.		0	Caucasian	M	07-Nov-11	23-Sep-16
Collins, Douglas		0	Caucasian	M	01-Oct-09	23-Sep-14
Horowitz, Fredric R.		0	Caucasian	M	26-Mar-08	23-Sep-13
Miller, Anthony		0	Caucasian	M	04-Apr-11	23-Sep-15
Tucker, Terri A.	West Los Angeles	5	Caucasian	F	22-Oct-12	23-Sep-17

Rosalinda Lugo, Ed. D

PROFESSIONAL EXPERIENCE

Instructional Director

Educational Service Center West

- Supervised 17 principals in the areas of instruction
- Mentored and guided 17 principals on effective, research-based school practices with a focus on student achievement
- Analyzed formative and summative school data with principals and their administrative team to identify students' instructional needs
- Recommended multi-tiered systems of instructional support for students based on formative data and the teachers' instructional strengths
- Monitored the progress of the assigned schools using formative and summative data
- Tiered the support for assigned schools and provided differentiated support to the schools with instructional and operational challenges
- Conducted professional development for principals in the area of data analysis, standards-based education, establishing Professional Learning Communities (PLC's), leadership dimensions, establishing a positive school culture with high expectations, supervision of instruction, District initiatives, English Learner Master Plan, Common Core, Teaching and Learning Framework, Educator Growth and Development
- Conducted professional development for teachers regarding standards-based education, school culture, instructional strategies, meeting the needs of English Learners and Standard English Learners, data analysis, District initiatives
- Recommended instructional changes to 17 schools to insure a standards-based, rigorous instructional programs
- Reviewed the schools' instructional programs in the area of literacy and numeracy for all students and the subgroups (English Learners, Standard English Learners, GATE, Students with Disabilities)
- Ensured that the 17 schools were aligned with the vision established by the Educational Service Center
- Established clear expectations and accountabilities for the implementation of the District's core instructional initiatives
- Guided the principals in operational changes to establish safe and orderly campuses
- Responded to parents' concerns regarding safety, instruction or operational issues at the 17 elementary schools
- Assisted the principals in the area of conflict resolution regarding concerns identified by parents, staff and community

- Refined the process for the selection of a school principal to include the school's stakeholders (parents, teachers, classified staff)
- Mentored and supervised 4 first year principals
- Mentored and supervised the opening of 2 new schools
- Member of Associated Administrators of Los Angeles (AALA)

Director, School Services

2009-Present

Local District 7, LAUSD

- Supervised 15 principals in the areas of instruction, budget, operation and evaluation of staff
- Mentored and guided 15 principals on effective, research-based school practices with a focus on student achievement
- Analyzed formative and summative school data with principals and their administrative team to identify students' instructional needs
- Recommended multi-tiered systems of instructional support for students based on formative data and the teachers' instructional strengths
- Monitored the progress of the assigned schools using formative and summative data
- Tiered the support for assigned schools and provided differentiated support to the schools with instructional and operational challenges
- Conducted professional development for principals in the area of data analysis, standards-based education, establishing Professional Learning Communities (PLC's), leadership dimensions, establishing a positive school culture with high expectations, supervision of instruction, District initiatives, etc.
- Conducted professional development for teachers regarding standards-based education, school culture, instructional strategies, meeting the needs of English Learners and Standard English Learners, data analysis, District initiatives
- Recommended instructional changes to 15 schools to insure a standards-based, rigorous instructional programs
- Reviewed the schools' instructional programs in the area of literacy and numeracy for all students and the subgroups (English Learners, Standard English Learners, GATE, Students with Disabilities)
- Ensured that the 15 schools were aligned with the vision established by the Local District
- Established clear expectations and accountabilities for the implementation of the District's core instructional initiatives
- Guided the principals in operational changes to establish safe and orderly campuses
- Established a partnership with the United Teachers of Los Angeles (UTLA) and Local District 7 in the Public School Choice process
- Developed and implemented a process for the writing of Local District 7 and UTLA's Public School Choice plan during PSC 1.0, 2.0 and 3.0

- Responded to parents' concerns regarding safety, instruction or operational issues at the 15 elementary schools
- Assisted the principals in the area of conflict resolution regarding concerns identified by parents, staff and community
- Refined the process for the selection of a school principal to include the school's stakeholders (parents, teachers, classified staff)
- Supervised an affiliated charter school in Local District 7 which included a partnership with an outside agency
- Supervised 2 interim principals as they opened 2 new schools in Local District 7
- Member of Associated Administrators of Los Angeles (AALA)

Principal

2000-2009

Sixty-Eighth Street Elementary School, LAUSD

- Established a positive school culture for students, parents and staff
- Maintained a trajectory of student achievement over 9 years as reflected in the school's AYP and API scores
- Organize the expenditure of the school's budget
- Supervise and evaluate certificated and classified personnel.
- Plan and implement standards-based staff development
- Implement the District's Reading and Math program
- Supervise the school's safety plan
- Supervise the work of the school's managers: Administrative Assistant, Plant Manager and Cafeteria Manager
- Organized the opening of the school's first parent center
- Maintained positive working relationships with parents
- Established the school's Hall of Fame to recognize classified and certificated staff contributions
- Facilitated the staff's use of data analysis to improve student achievement
- Maintained a positive working relationship with UTLA Chapter Chair
- Member of Associated Administrators of Los Angeles (AALA)

Assistant Principal

1997 – 2000

West Athens Elementary School, LAUSD

Member of Associated Administrators of Los Angeles (AALA)

Teacher, 3rd Grade

1996 – 1997

Murchison Elementary School, LAUSD

Member United Teachers of Los Angeles (UTLA)

Organizer

1995 – 1996

Active Citizenship Campaign (ACC), Pasadena, CA

Associate Director

1993 – 1995

Hope In Youth, Los Angeles, California

Teacher, 5th/6th Grade 1992 – 1993
Rowan Elementary School, LAUSD
Member United Teachers of Los Angeles (UTLA)

Bilingual Advisor 1990 – 1992
Recruitment and Selection, LAUSD
Member United Teachers of Los Angeles (UTLA)

Teacher, 6th Grade 1982 – 1990
92nd Street School. LAUSD
Member United Teachers of Los Angeles (UTLA)

Teacher 3rd Grade 1981 – 1982
Our Lady of Lourdes School, Los Angeles, California

EDUCATION:

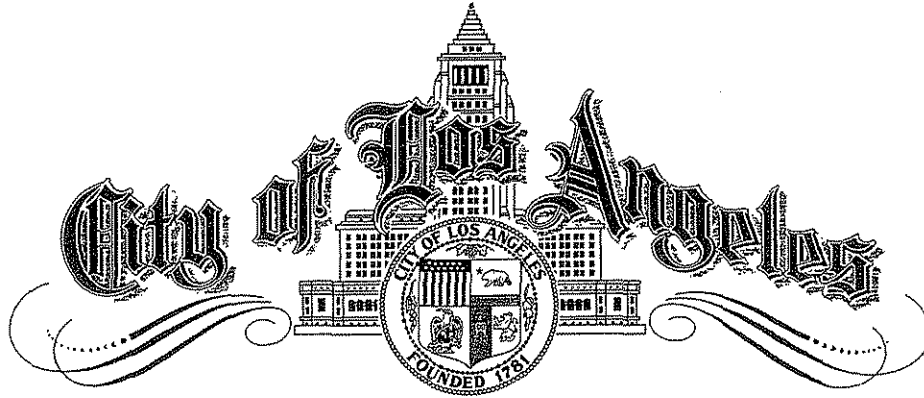
University of Southern California, Los Angeles, California

Degrees:

Doctor of Education	Education	2010
Masters of Science	Education	1984
Bachelors of Science	Education	1981

Credentials:

Multiple-Subject	1981
Bilingual Cross Cultural Specialist	1984
Preliminary Administrative Service	1997



ERIC GARCETTI
MAYOR

November 7, 2013

Dr. Rosalinda Lugo

Dear Dr. Lugo:

I am pleased to inform you that I hereby appoint you to the Employee Relations Board for the term ending September 23, 2018. In order to complete the process as quickly as possible, there are several steps that must be taken, many of which require visiting City Hall. If you require parking during these procedures, please call Caesar Cereceres in my Office at (213) 473-2387 to make arrangements for you.

To begin the appointment process, please review, sign and return the enclosed Undated Separation Forms, Background Check Release and Information Sheet **within one week** of receiving this letter. These documents are necessary to ensuring the most efficient, open and accountable City government possible. Further, Mayor's Office policy requires you to be fingerprinted as part of the background check that is done on all potential Commissioners. To do so, please bring this letter to the Background Unit of Employment Services Division, Personnel Department Building, 700 East Temple Street, Room 235, Los Angeles, California 90012. The division phone number is (213) 473-9343. Fingerprints must be taken **within three working days** from the **receipt** of this letter.

Under separate cover you will be receiving a packet from the City Ethics Commission containing information about the City's conflict of interest laws and a copy of the State Form 700/Statement of Economic Interests. You are required to complete and return this form **within 21 days** of your nomination to the City Ethics Commission, 200 North Spring Street, City Hall, 24th Floor, Los Angeles, California 90012. Any inquiries regarding this form should be directed to Shannon Prior at the Ethics Commission at (213) 978-1960.

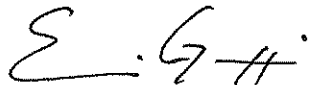
Dr. Rosalinda Lugo
November 7, 2013
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As part of the City Council confirmation process, you will need to meet with Councilmember Paul Koretz, the Chair of the Personnel and Animal Welfare Committee, to answer any questions he may have. You will be hearing from a City Council committee clerk who will let you know when your appointment will be considered by the Personnel and Animal Welfare Committee. Some time thereafter, you will be notified by the committee clerk when your appointment will be presented to the full City Council for confirmation. Once you are confirmed, you will be required to take the oath of office in the City Clerk's Office in Room 395 of City Hall. Julie Ciardullo with the Mayor's staff will assist you during the confirmation process if you have questions.

If you move at any point during your term, have any changes in your telephone numbers, or in the future plan to resign (resignation must be put in writing), please contact my office immediately.

Congratulations and thank you for agreeing to serve the people of Los Angeles.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Garcetti". The signature is stylized and cursive.

ERIC GARCETTI
Mayor

EG:dlg

Attachment I
Dr. Rosalinda Lugo
November 7, 2013

Nominee Check List

I. Within three days:

_____ **Get fingerprinted to complete a background check.**
No appointment is necessary. Bring the Mayor's letter to:
Background Unit of Employment Services Division, Personnel
Department Building, 700 East Temple Street, Room 235, Los Angeles,
California 90012. Phone: (213) 473-9343.

II. Within seven days:

Mail, fax or email the following forms to: Julie Ciardullo, Office of the Mayor,
Office of External Affairs, City Hall, 200 N. Spring Street, Los Angeles, CA 90012
or fax: 213-978-0719 or email: julie.ciardullo@lacity.org.

_____ **Undated Separation Forms**
_____ **Background Check Release**
_____ **Information Sheet/Voluntary Statistics**

III. Within 21 days:

File the following forms with the City Ethics Commission. *If you are required to file, you will receive these forms in the mail from that office.*

_____ **Statement of Economic Interest ("Form 700")**
IMPORTANT: The City Council will not consider your nomination until
your completed form is reviewed by the Ethics Commission.
_____ **Residence Verification Form**

IV. As soon as possible, the Mayor's Office will schedule a meeting with you and:

_____ **Councilmember Paul Koretz, Chair of the Council Committee
considering your nomination (contact at 213-473-7005).**

Staff in the Mayor's Office of External Affairs will assist you with these
arrangements.