



National Board Teacher Newsletter



March is upon us and with it Spring! Springtime is an exciting time as we look forward to sunny days and warmer weather. This springtime is especially special as it gives our office the opportunity to celebrate our Newly Certified National Board Teachers! We are in the midst of planning the annual Newly Certified National Board Teacher Recognition Event. Our target date is April 13, 2024. A survey was sent to all newly certified NBCTs to inquire about their participation. Please be sure to inform our office of your participation by submitting your response via link [here](#). An official notice will be sent to all newly certified teachers as soon as it is available.

Looking for additional opportunities for NBC hours? The Division of Human Resources is seeking highly motivated NBC Teachers to design and deliver professional development for our Substitute Teacher Development Series this spring. NBCTs are highly encouraged to submit their interest in developing PD sessions focused on 1) Positive Behavior Intervention Support and Social Emotional Learning or 2) Culturally Linguistic Responsive Pedagogy. Each session will be one hour in length on April 11 and April 18, 2024 from 5:00 pm to 6:00 pm. For more details and to express your interest, please see the [interest form](#).

Some Task 5 Logs for the 20th Annual LAUSD NBCT Conference were emailed last week. The rest of the Task 5 Logs will be sent out next week.

Lastly, the Schoology NBC Spring Log Submission window opens at 12:00 pm on March 28, 2024. NBC office hours for task log preparation have been scheduled to begin as early as March 21st. Please be sure to attend any of these sessions to ensure your questions about task logs are addressed by our team members.

"Try to be a rainbow in someone's cloud." – Maya Angelou. This month I encourage you to be someone's rainbow!

Sincerely,
Maria

March 2024

Holiday

March 25 – March 29, 2024
Spring Break

April 1, 2024

Cesar E. Chavez Day Observed

NBC Mentor Information Meeting

Upcoming Sessions:

April 15, 2024

(register via MyPLN)

NBC Office Hour Drop in (3:30 PM – 4:30 PM)

Zoom

<https://lausd.zoom.us/j/82617492667>

March 21, 2024

(Task Log Preparation and Submission)

April 10, 2024

April 18, 2024

April 22, 2024

Newly Certified Recognition Program

April 13, 2024

Spring Log Submission

April 28, 2024

NBC FAQs:

<https://bit.ly/NBCTFAQ>

Mentoring

Mentoring is a protected and important relationship between an experienced teacher and a novice teacher. The mentor/mentee relationship fosters personal growth and professional development in both participants. To optimize your mentoring time, there are key steps and ideas to consider before and after you meet with your mentee. An example of mentoring is shared in the video, [What is Mentoring?](#)

Reflect on Parent-Teacher Conferences with your mentee. This is a good time to touch base with your mentee regarding the outcome of their parent-teacher conferences. Engage them in reflection to identify and appreciate the positive experiences and to also better identify ways to improve individual meetings with parents in the future.

Mentors who are changing status are required to notify our office by completing the NBC Update Information Form in the Schoology NBC Course under General Information. In order to match mentees accordingly and prevent the loss of time, we need to know if you are beginning a leave of absence, moving schools, retiring or leaving the District.

Does your mentee need support writing an Individualized Education Plan/Program (IEP)? The IEP ensures that a student with an identified disability who is attending an elementary or secondary school receives specialized instruction and related services. The Division of Special Education hosts [monthly virtual IEP Clinics](#) from 3:00 PM – 4:30 PM. IEP Clinics are open to all teachers. The next offering will be held on March 18th.

NBC Mentor Resources:

[March Mentoring Calendar](#)

Referenced Pages:

[Why Didn't I Learn This in College?](#)

pages [215](#), [261-266](#), [270](#), and [Chapter VI](#)

Task 1: Teacher Support Reminders

If you are logging Task 1a-1e hours (not TGI), you are required to attend the NBC Mentor Information Meeting.

Mentors are still needed for Provisional Teachers and University Interns. Submit a mentor application on the [NBC Mentor Program](#) webpage. If there is a teacher at your school who needs a mentor, you may be able to support depending on their eligibility.

Mentee eligibility: Before agreeing to mentor any teacher, please check their eligibility and match-up guidelines for Task 1a – Task 1e. Not everyone is eligible to be mentored for NBC hours. It is important to stay current on the mentee's status and how that impacts eligibility for NBC support. A mentee's credential status may change throughout the year. To check a teacher's credential status, visit the [CTC website](#). Permits include Provisional, Short Term Staff, and TPSL. The Early Ed Permit is not an eligible permit for mentoring.

NBC Mentor responsibilities include:

- Attend the offered NBC Mentor Information Meeting. The next offering is April 15th.
- Complete the monthly Mentor Online Log by the 5th of each month for supporting eligible teachers under Task 1a – Task 1e. The [link](#) can be found in the Task 1 Log Submission folder in the Schoology NBC Course.
- Task 1 Activity Log needs to be signed each month by your mentee when support is provided.
- Submit the required evidence with your Task 1 Log (i.e., email from the Qualifying Program assigning you as the mentor or the screenshot of the CTC Credential in the All Documents tab).

Reminders

Maximum hours: Every Task Guideline and Task Log indicates the maximum number of hours that can be logged. In addition, no more than 92 hours per school year can be approved for compensation for NBCTs who are 100% eligible, and up to 46 hours for those who are 50% eligible.

Prior written pre-approval is required for some Task 2 activities. Task 2b1 and 2b2 require pre-approval when more than one NBCT coordinates a special project. Task 2b3 must have prior pre-approval from the Teacher Development and Support / NBC Branch for the coordination of special programs. Submit the email pre-approval notice with the task log as evidence.

Review the list of Ineligible activities for NBC hours. The list of [ALWAYS INELIGIBLE ACTIVITIES](#) for NBC compensation is located in the *NBC Policies and Documents* section of the Schoology NBC Course. Ineligible activities include preparation or dissemination of materials; work with or supervision of students; support for educators not contracted by LAUSD; activities that are the responsibility of another staff member; activities related to a class or adjunct duty the teacher is responsible for; activities within the scope of NBCTs' regular duties, **and more**.

NBC Office Hour Drop-in sessions will be offered to answer your questions about log preparation and the submission process. The first session will be on March 21, 2024 from 3:30 PM to 4:30 PM. Please see page 1 for the Zoom information and additional dates.

Re-name yourself in Schoology to include your last, first name prior to any submissions.

Update your NBC Information when a change occurs. These include, but are not limited to, change of position or personal information; move to or from an eligible assignment; beginning or ending a leave of absence; retiring or leaving the District. The Information Update Form is in the General Information folder of the Schoology NBC Course.

Spring Log Submission

Spring submission includes all Tasks, 1-10. Please be reminded of the following: **Collect required evidence/documentation at the time you engage in eligible tasks for NBC hours.** Read the information at the bottom of each Task Activity Log for required documentation to be submitted. This includes pre-approval letters as indicated in certain task guidelines (i.e., Task 2b3).

Signatures must be physically drawn or wet signatures. Digital signatures with an authentication stamp are only accepted from pre-approved units (i.e., EDST, TGI, NBC, and iCAAP).

Spring Logs are Due	April 28, 2024, 11:59 PM
NBC Schoology Task Logs will open for completed tasks	March 28, 2024 at noon
Revisions are to be completed by the date indicated in the comments on Schoology. NBC Teachers are required to check regularly for requests/comments upon submission.	Date indicated in the comments on Schoology
Notify NBC Office of any Schoology Discrepancies	The week of June 3 – 6, 2024
Approved Spring Log Submission Hours	Appear on July 5th paycheck
Notify NBC of Pay Discrepancies	July 9, 2024

Organizing Task Documents

[Video tutorials](#) are available to help you organize your Task documents for Log submission. The videos will show you how to save and organize your logs and evidence on your computer, or show you how to scan documents into a PDF.

All the videos can be found in the NBCT General Information section of the NBC Schoology Course.

\$500 Spring Teacher Grant

You are invited to apply for a \$500 grant to help fund innovative learning opportunities for students. The 2024 Spring Teacher Grant, sponsored by the California Credit Union Foundation, is due April 1, 2024. For details and the application, click [here](#).

Maria Butler, Administrator

NBC Liaisons by Region
(East)

Antonio (Tony) Amparan
ala4629@lausd.net

(North)

Barbara Scott
barbara.scott@lausd.net

(South)

Lalaine Tan
ltan3@lausd.net

(West)

Temika (Miko) Dixon
tdixon1@lausd.net

Esmerelda Khoury
NBC Coordinator
epk9958@lausd.net