



Hello November

*"A joyful spirit is evidence of a grateful heart."  
Maya Angelou*

The TDAS team has successfully launched two new programs to support our teachers! These initiatives aim to foster collaboration, provide professional growth opportunities, and ensure every mentor and new teacher feels, not only supported, but also empowered to make an impact with our students.

For more information about the TDAS Mentor Program, please refer to page 2 of this newsletter. Our next meeting will be on November 7, 2024. For those of you mentoring new teachers, please refer your mentees to the [New Teacher Collaborative](#) link on our District webpage.

### **NBPTS Certification Incentive Program**

Great news! The District has received the state incentive award funding from the county of education. Our office is currently working with the payroll department to process the payments, which will be reflected in the next payroll period, December 5, 2024.

### **Gratitude**

As we reflect on the incredible impact you've made this year, the TDAS team and I would like to express our deepest gratitude. Your dedication, passion, and unwavering support have transformed the learning experience for our students. You inspire curiosity, foster growth, and create a safe space where everyone can thrive.

Thank you for your endless patience, commitment to shaping young minds, and ongoing support in creating inclusive and nurturing environments. Your hard work does not go unnoticed, and we are truly grateful for everything you do.

With heartfelt appreciation,

Maria



## November 2024

**Native American History Month**  
**Homeless Youth Awareness Month**

### Important Dates

Nov. 11th - Veteran's Day  
Nov. 25th , 26th , 27th - Unassigned Days  
Nov. 28th - 29th - Thanksgiving Holiday

### Office Hour Drop-In

**November 1, 2024, 3:30 PM - 4:30 PM**

Complete the interest survey [here](#)

Zoom

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

ID: 82617492667

### TDAS Mentor Information Meeting

**December 5, 2024, 4:30 PM - 6:30 PM**  
(Register in [MyPLN](#))

Mandatory for all NBC Teachers supporting any teacher under Task 1a through 1e (not for mentors exclusively supporting TGI candidates)



### Log Submission

**Fall - November 3, 2024**

**Spring - April 27, 2025**



NBC FAQs:

<https://bit.ly/NBCTFAQ>

Other FAQ:

<https://bit.ly/TDASAnnualInformationMeetingFAQs>

# Highlights for the Month



## Task 5: Personal Professional Development (PD)

- The Task 5 log must be **signed in ink** by the PD presenter or principal.
- The **required documentation** (e.g.: certificate of completion or official college/university transcript) **must be submitted** with the Task 5 log.
- **Certificate of completion** must include the date, amount of time, names of: NBCT, Professional Development, and sponsoring organization. A course description is required when the certificate lacks the pertinent information.
- Evidence of registration will not be accepted as evidence of attendance.
- If compensation was received, the NBCT may not submit a Task 5 log for PD.
- The Professional Development must not be required and must be on unpaid time.
- Partial completion of PD is ineligible for submission.



ATTENTION

## 2024–25 NBPTS Certification Incentive Application

The 2024–25 NBPTS Certification Incentive Application opens November 4, 2024. This application is for new and current eligible NBCT's teaching at a school on the Eligible High-Priority Schools List after January 1, 2025. This application will close on January 31, 2025, at 4 p.m.

# Teacher Development and Support (TDAS) Mentoring

November is a good time to review with your mentees the areas of focus they identified in their Initial Planning Sheet (IPS) as part of the Educator Development Support: Teacher (EDST) cycle. What are their instructional, professional, and data-based objectives? As their mentor, you can share professional development opportunities, resources, strategies, and best practices to support their growth and development in those areas.

One resource that is available to all teachers is the Give One, Get One handbook. This resource includes more than 50 instructional practices for Standard 3: Delivery of Instruction and element 2c1: Management of Routines, Procedures, and Transitions, including guidance on how to modify certain strategies for English Learners and Students with Disabilities.

## ★ Mentor PD Opportunity (qualifies for Task 8 hours)

Enhance your coaching skills and learn how to guide your mentees to implement instructional groups to support student learning. **Join us on November 7th from 4:30 PM - 6:00 PM** for a great afternoon of learning. Register in MyPLN for the Monthly Mentor Professional Development on "Utilizing Data for Purposeful and Productive Instructional Groups" (keywords: monthly mentor).

**Provisional Teacher contact** - Sharla Rucker-Holland, [slr8777@lausd.net](mailto:slr8777@lausd.net)

**University Intern contact** - Sharon Lee, [sharon.j.lee@lausd.net](mailto:sharon.j.lee@lausd.net)



# Closer Look/Second Look

## Special Opportunities

Special Opportunities are offered and posted on the NBC LAUSD Special Opportunity page throughout the school year. If you are interested in supporting the work of different offices be sure to visit the webpage regularly for details or information you may have overlooked when the email was sent out.

The Personalized Learning Systems office has a posted opportunity that may be of interest to you. The interest form is due on November 1st.

# Fall Log Review Information

**(Optional) Fall Log Submission is due November 3, 2024:** Submit only completed Tasks (1, 2, 3, 4, 5) via Schoology. Upload ONE document that includes the Task Log and the required evidence for each task submission.

## To submit NBC Logs:

### NBC Teacher must have:

- Completed the Annual Information Meeting for NBC Teachers
- An approved Principal Assignment Certification in Schoology
- An approved Commitment Form in Schoology
- If submitting hours for Task 1a-1e, completion of the TDAS Mentor Information Meeting is required (not for mentors mentoring for TGI)

### Submissions must be:

- In one combined PDF, in the correct pagination: Task Log, followed by required evidence, and in the portrait view. Only the most recent upload will be reviewed.
- Complete and accurate
- Placed in the correct folder

### A Complete Task Log Submission includes:

- The completion of the Fall Online Hours Overview with the evidence (screenshot) in the Schoology folder
- Signed Cover page

## Reminders:

- **Task 1a-1e hours** must also be logged using the Schoology Mentor Online Log.
- **Signatures on logs must be in ink.** Only pre-approved departments can use digital signatures with authentication.
- **Once the Task has been uploaded, additional activities cannot be added.** Please be sure that the Task you are uploading is complete (required evidence included), and that all of the hours you are requesting under the Task be included in the initial upload.
- **Submit the Cover Page and Online Hours Overview after all Task logs are uploaded.**
  - Upon submitting the electronic Online Hours Overview, create a PDF of the first page of the confirmation and upload to the Schoology assignment.
- **Task 2b-2, 2b-3, and 2d require written pre-approval by the TDAS Branch.**
  - The pre-approval letter must be submitted as evidence.
- **Task 2: Both planning and presenting must occur within the same NBC submission period,** November or April (e.g., You can NOT submit hours for planning in the November submission window and present in the April submission window).
- **Coordinating for the GATE program is ineligible for NBC hours.**
- **The completion of a Special Opportunity is required for the hours to be submitted.**
  - Partial hours is not permitted.
- **Re-name your Schoology username with your official last, first name** if you are currently using a title as your Schoology screenname.

## After Submission:

- Check Schoology intermittently for feedback/comments and address any requests made by the given due date.
- One courtesy revision may be granted for errors made.
- If you have not seen comments on your Tasks by the first week of December, please contact your region liaison to inquire. Until then, please allow the team to review your Task submissions.

## NBC Task Log Submission Dates

Optional FALL LOG SUBMISSION (Tasks 1-5 only)	On February 5, 2025 paycheck
Fall Log Due in Schoology	Due: November 3, 2024
Revision (1 courtesy revision may be offered) NBC Teachers are required to check for comments and monitor for a possible revision request date.	Date indicated in comments on Schoology
Notify TDAS Office of Schoology discrepancies.	January 6-10, 2025
Notify TDAS Office of pay errors.	February 10, 2025

**SPRING LOG SUBMISSION (Tasks 1-9) Due in Schoology April 27, 2025**



## Contacts

**Maria Butler, Administrator**

### NBC Coordinator

Esmerelda Khoury,  
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### NBC Region Liaisons

**East:** Sharon Lee,  
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