



November 6, 2023

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

Honorable Members:

Subject to your confirmation, I have reappointed Dr. Rosalinda Lugo to the Employee Relations Board for the term ending September 23, 2028. Dr. Lugo's current term expired on September 23, 2023.

I certify that in my opinion Dr. Lugo is especially qualified by reason of training and experience for the work which shall devolve upon her, and that I make the appointment solely in the interest of the City.

Sincerely,

A handwritten signature in black ink that reads "Karen Bass". The signature is written in a cursive, flowing style.

KAREN BASS
Mayor

KB:tga

Attachment

COMMISSION APPOINTMENT FORM

Name: Rosalinda Lugo
Commission: Employee Relations Board
End of Term: 9/23/2028

Appointee Information

1. **Race:** Latinx
2. **Gender:** Female
3. **Council District and neighborhood of residence:** N/A
4. **Are you a registered voter in the City of Los Angeles?** N/A
5. **Prior commission experience:**
6. **Highest level of education completed:** Doctor of Education in Educational Leadership, University of Southern California
7. **Occupation/profession:** Retired, Administrator - Assistant Principal 95th Street School, Los Angeles Unified School District
8. **Experience(s) that qualifies person for appointment:** See attached resume
9. **Purpose of this appointment:** Reappointment
10. **Current composition of the commission:**

Commissioner	APC	CD	Race	Gender	Term End
Collins, Douglas	N/A	N/A	Caucasian	M	9/23/2024
Diaz-Herrera, Christine	N/A	N/A	Latinx	F	9/23/2026
Lugo, Rosalinda	N/A	N/A	Latinx	F	9/23/2023
Baquet Smith, Dianne	N/A	N/A	African American	F	12/31/2025
Suttonwills, Brenda	N/A	N/A	African American	F	9/23/2027

PROFESSIONAL RESUME

ROSALINDA LUGO, Ed.D.

PROFESSIONAL SUMMARY

An accomplished educational leader with a successful pattern of improving academic achievement and fostering positive relationships with key constituencies as demonstrated by the following:

- Transformed a school's culture as a principal through research-based theories of collaboration, implementation of Professional Learning Communities, distributed leadership, transparent decision making, and active parent engagement.
- Provided close supervision to new principals to ensure they were successful in their first two years as principals.
- Excellent organizational and management skills required for long term planning, goal setting, and systemic accountability.
- Knowledgeable of school and district level budget process including categorical funds, LCAP, and general funds.
- Knowledgeable of A-G requirements, District requirements essential for a high school diploma.
- Tiered differentiated support for schools based on formative and summative data around principal experiences, school academic progress, and other school data.
- Supported schools, parents, and staff with the new web-based tools during the pandemic ensuring that schools were safe following all LA County Health Department protocols and requirements.

PROFESSIONAL EXPERIENCE

Los Angeles Unified School District (LAUSD)

August 17, 2023

Retired Administrator-Assistant Principal 95th Street School

St. Lawrence of Brindisi Catholic School

September 22, 2022

Substitute Teacher 5th and 6th Grade (Substituted for 2 months)

Los Angeles Unified School District (LAUSD)

Los Angeles, CA

Retired

August 25, 2022

**LAUSD Office of School Culture, Climate and Safety
Administrator**

Los Angeles, CA

September 2019-Present

- Initiated a process to coordinate District-wide Vaping Prevention support for schools, including the revision of the LAUSD's substance abuse policy.
- Supported the opening of a new District office by identifying the mission and vision of the new office.
- Supported the District's Safe Steps for Safe School partnership with Microsoft on the development of two web-based tools called the Daily Pass and the Daily Pass Dashboard. These tools provide staff, parents, and students the ability to schedule COVID 19 test appointments, vaccine appointments, upload vaccine information, and obtain a Daily Pass QR code by answering the required LA County Daily Health Check Questions.
- Established a process for employees to receive a \$100.00 daily stipend for their work at the LAUSD's Grab and Go food distribution centers during the first 6 months of the pandemic.
- Provided on-going technical support to employees and parents on the use of the web-based Daily Pass by responding to a helpdesk email address.

PROFESSIONAL RESUME

ROSALINDA LUGO, Ed.D.

LAUSD Office of Parent and Community Services

Los Angeles, CA

Administrator

2017-2019

- Supervised the staff at LAUSD's Office of Parent and Community Services, which included a Director, Administrator Coordinator, Specialist, and senior facilitators.
- Supported the implementation of a parent portal developed by LAUSD and guided the tool to support parent engagement.
- Established the LAUSD Community Help Desk to assist parents and community members who attend the LAUSD School Board meeting and have concerns to share with the Board of Education.
- Supervised the work of three District Parent Committees (DELAC, PAC, and CAC).
- Implemented School Staff Parent Engagement Summits in Local Districts focusing on creating welcoming environments for each school.
- Provided opportunity for parents to engage with each other and District staff around key instructional topics and including the LCAP development, EL topics, and the Special Education Local Plan Area.
- Organized three dialogue sessions between the LAUSD's parent leaders and the LAUSD Superintendent where the Superintendent shared District updates and the parents' shared concerns and recommendations.

LAUSD Local District West

Los Angeles, CA

Instructional Director

2012-2017

- Established and implemented the LAUSD's Public School Choice 3.0 Fall and Spring Reviews.
- Supervised 22 schools in Local District West focused on instruction, English learners' reclassification, attendance, leadership, parent engagement.
- Led a Parent Engagement Process at a school in the West Athens area resulting in improved communication between parents and the school. A Collaboration Agreement was signed between the LAUSD's Superintendent, West Athens Elementary School, and a Parent Union. This agreement outlined steps to address parent concerns and improve the communication with the school and principal.

LAUSD Local District 7

Los Angeles, CA

Director of School Services

2009-2012

- Supervised 15 schools in Local District 7 focused on instruction, English learners' reclassification, attendance, leadership, parent engagement, and the establishment of positive school climate.
- Led the establishment of a partnership with the United Teachers of Los Angeles (UTLA) and Local District 7 in the Public-School Choice 1.0, 2.0, and 3.0 process, which included writing an instructional plan for seven schools.
- Supervised an affiliated charter school which had a partnership with the California Science Center.

LAUSD Sixty-Eighth Street Elementary School

Los Angeles, CA

Elementary Principal

2000-2009

LAUSD West Athens Elementary School

Los Angeles, CA

Assistant Principal

1997 – 2000

LAUSD Murchison Elementary School

Los Angeles, CA

Teacher, 3rd Grade

1996 – 1997

Active Citizenship Campaign (ACC)

Pasadena, CA

Community Organizer

1995 – 1996

PROFESSIONAL RESUME

ROSALINDA LUGO, Ed.D.

Hope in Youth-Los Angeles Catholic Charities	Los Angeles, CA
Associate Director	1993 – 1995
LAUSD Rowan Elementary School	Los Angeles, CA
Teacher, 5 th /6 th Grade	1992 – 1993
LAUSD Recruitment and Selection	Los Angeles, CA
Bilingual Advisor	1990 – 1992
LAUSD 92nd Street School	Los Angeles, CA
Teacher, 3 rd and 6 th Grade	1982 – 1990
Our Lady of Lourdes Catholic School	Los Angeles, CA
Teacher 3 rd Grade	1981 – 1982

EDUCATION

University of Southern California	Los Angeles, CA
Doctor of Education in Educational Leadership	2010
Master of Science in Teaching English as a Second Language	1984
Bachelors of Science in General Studies	1981

Credentials:

• California Multiple-Subject Credential (Renewed)	2024
• Specialist Instruction Credential in Bilingual Cross-cultural	2024
• Administrative Service Credential (Renewed)	2024

ADDITIONAL INFORMATION

LAUSD Executive Certificated Leadership EXCel Program	2016
Association of California School Administrators (ACSA)	
Superintendent Academy	2016
City of Los Angeles Employee Relations Board, Commissioner	2018
• Re-appointed to a Five-year term.	
• Appointed to a Five-year term (2013)	
Association of California School Administrators, Elementary Director	2007
Elementary Principals Organization (EPO) LAUSD, President	2006
LEARN's Parent Involvement Task Force, Co-Chairperson	1992
LEARN Working Group, Member	1991
UNO Co-Chair	1988
UNO Chairperson Education Committee	1984



November 6, 2023

Dear Dr. Lugo:

I am pleased to inform you that I am reappointing you to the Employee Relations Board for the term ending September 23, 2028, subject to confirmation by the City Council.

To begin the reappointment process, please review, sign, and return the enclosed undated Letters of Separation **within one week** of receiving this letter. These documents are necessary to ensure the most efficient, open, and accountable city government possible.

As part of the reappointment process, Councilmember Tim McOsker, the Chair of the Personnel, Audits, and Hiring Committee, may wish to meet with you to answer any questions he may have. Our office will assist with arranging this meeting.

Should this apply to your commission, 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 via the California Fair Political Practices Commission's eDisclosure website, or by mailing the forms to City Hall at 200 N. Spring Street, 24th Floor, Los Angeles, California 90012. Any inquiries regarding this form should be directed to Nicole Enriquez at the City Ethics Commission by email at nicole.enriquez@lacity.org.

Additionally, you will be required to attend public meetings at City Hall where your reappointment will be considered. You will be hearing from our office and a City Council Clerk who will let you know when your reappointment will be considered by the Personnel, Audits, and Hiring Committee. Sometime thereafter, you will be notified of the date when your reappointment will be presented to the full City Council. Immediately following the meeting, you will again be required to take the Oath of Office in the City Clerk's Office located in Room 395 of City Hall. If you require parking for these meetings, please contact my Commissions team by email at myr-commissions@lacity.org.

Dr. Rosalinda Lugo
November 6, 2023
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Lastly, if you move at any point during your term, or your contact information changes, please contact my Commissions team immediately at the email listed below. While we hope that you complete a successful term, if for some reason you intend to resign, please do so in writing to my Commissions team at myr-commissions@lacity.org.

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

Sincerely,

A handwritten signature in black ink that reads "Karen Bass". The signature is fluid and cursive, with the first name "Karen" and the last name "Bass" clearly legible.

KAREN BASS
Mayor

KB:tga

Attachment I
Dr. Rosalinda Lugo
November 6, 2023

Nominee Check List

I. Within 7 days:

- ☐ Email the below completed documents, found on the last two pages of this letter, to: myr-commissions@lacity.org OR mail them to:

Office of the Mayor
Attn: Thomas Arechiga
200 N. Spring Street, Room 303
Los Angeles, CA 90012

- Undated Separation Letters (2)

II. Before your appointment is heard in committee or full council (you will be contacted by the Clerk's Office with this date):

- ☐ File the following forms with the City Ethics Commission. If you are required to file, you will receive these forms via email from that office. Be sure to take no more than 21 days to file, per City law.

- 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.
- CEC Form 60

III. The Mayor's Office will notify the below Councilmember of your nomination, so that they may reach out to schedule a meeting with you should they wish.

- ☐ Councilmember Tim McOsker, Chair of the Council Committee considering your nomination

IV. Public Meetings at City Hall:

- ☐ Personnel, Audits, and Hiring Committee Hearing
- ☐ Full Council Hearing