



LOS ANGELES UNIFIED SCHOOL DISTRICT
LOCAL DISTRICT CENTRAL
"Supporting 21st Century learners through leadership and service"

OPERATIONS UNIT
SCHOOL ADMINISTRATIVE ASSISTANTS'
OPERATIONS MEETING

LANTERMAN HS
FRIDAY, AUGUST 2, 2019
8:30 AM-12:00 PM

AGENDA

Networking

WELCOME

- Introduction to New Team Members
- Celebrations/Structure & Systems
- LD Central Vision/Theory of Action
- Framework of Focus
- LCAP Goals

Roberto A. Martinez

District Superintendent

Eugene L. Hernandez

Administrator of Operations

Inclusion:

**When you think back of the 2018-2019 school year,
what challenges come to mind?**

Jeremy McDavid

Operation Coordinator

Updates:

- More than a Meal
- Attendance: MiSiS

May Arakaki

Maria Martinez

More Than a Meal Liaison

Maria Butler

Lead Operations Coordinator

Office Routines and Procedures

- Substitute Folders
- Overtime Policy

Michelle Gorsuch

Operation Coordinator

School Safety

- School Safety Committee
- Emergency Procedures
- Employee Student Information in MiSiS
- Group Email and Texts

Tony Cortez

Operation Coordinator

iSTARs

- iSTAR Access
- Creating an iSTAR
- Common iSTAR errors
- Progress Monitoring of iSTARs

Maria Butler

Classified Human Resources

- Beginning of the Year Reminders
- Trainings Offered
- Employee Evaluations

Chrys Nguyen*Sr. Human Resources
Representative***Break****Fiscal Services**

- Control Sheets
- On-line Imprest
- School Front End Responsibilities
- Procurement
 - After the Fact Contracts

Jannette Low*Fiscal Services Manager***Ana Licon***Procurement Buyer***More LA Smiles Dental Transformation Initiative**

- Background on Children's Oral Health in CA & LA
- UCLA-led DTI Local Dental Pilot Project (More LA Smiles): Genesis, Goals and Aims
- More LA Smiles Components
- Proposed School-based/School-linked Program Components

Dr. James Crall*Oral Health Program***Lori Soloman***Quality Improvement**Specialist***Maja Martin***Executive Project**Coordinator***Evaluations**

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