



LOS ANGELES UNIFIED SCHOOL DISTRICT  
**LOCAL DISTRICT CENTRAL**  
*"Supporting 21<sup>st</sup> Century learners through leadership and service"*

**OPERATIONS UNIT**  
 SCHOOL ADMINISTRATIVE ASSISTANTS'  
 OPERATIONS MEETING

LANTERMAN HS  
**THURSDAY, MAY 30, 2019**  
 11:00AM-3:30 PM

**AGENDA**

<b>Networking and Lunch</b>	
<b>WELCOME</b>	<b>Roberto A. Martinez</b> <i>LD Central Superintendent</i> <b>Eugene L. Hernandez</b> <i>Administrator of Operations</i>
<b>Budget</b> <ul style="list-style-type: none"> <li>• Closing Year Activities</li> <li>• Goods and Receivables</li> </ul>	<b>Jannette Low</b> <i>Fiscal Services Manager</i>
<b>MiSiS Updates</b> <ul style="list-style-type: none"> <li>• End of Year Reminders</li> <li>• Next Year Enrollment Procedures</li> </ul>	<b>Vicki Gonzales</b> <i>Administrative Coordinator</i> <b>Chris Granados</b> <i>Specialist</i> <i>Office of Data and Accountability</i>
<b>Break</b>	
<b>Title I</b> <ul style="list-style-type: none"> <li>• Time Reporting</li> <li>• Shopping Cart</li> </ul>	<b>Marty Barrios</b> <b>Oscar Salas</b> <i>Title I Coordinators</i> <b>Angel Covarrubias</b> <i>Title I Compliance Specialist</i> <b>Jose Jarquin</b> <i>FPM Specialist</i>
<b>End of Year Reflection</b> <ul style="list-style-type: none"> <li>• Review Training Feedback</li> <li>• Workshop Topics</li> </ul>	<b>Maria Butler</b> <i>Lead Operations Coordinator</i>
<b>Updates:</b> <ul style="list-style-type: none"> <li>• More than a Meal</li> <li>• E Basis Hours</li> <li>• Classified Evaluations</li> <li>• SY 19-20 Training               <ul style="list-style-type: none"> <li>○ SAA</li> <li>○ Office Tech</li> <li>○ Campus Aide</li> </ul> </li> </ul>	
<b>Evaluations</b>	