



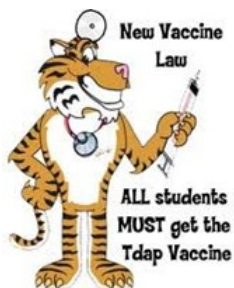
Believe ♦ Behave ♦ Become

Calendar Dates

After the Bell	5/10
SAA Meeting	5/17
Principals' Meeting	5/23
Safe Passages	5/24
Memorial Day Observed	5/28
Assistant Principals Meeting	5/30

What's Due

April Water Flushing	5/1
April On-line Metal Detection	5/1
ROIs due On-Line	5/31

**LD Central
Tdap Update #2****71% compliant**

Friday Operation's Brief

**2017-18 School Experience Survey Results**

Results of the annual School Experience Survey administered during the fall of 2017 was posted on Friday, April 20th, 2018 via the **School Experience Survey Dashboard** (<https://achieve.lausd.net/Page/13559>). Schools can also download the results data file at: <https://achieve.lausd.net/Page/8403>

For additional information and updates about the School Experience Survey, go to: <http://achieve.lausd.net/schoolexperiencesurvey>.

If there are any questions about the School Experience Survey, please contact the Office of Data and Accountability's Research & Reporting Branch by sending an email to SchoolExperienceSurvey@lausd.net or calling (213) 241-5600.

SWPBIS through Foundations

This week seven Local District Central middle schools: Adams, Carver, Irving, Los Angeles Academy, Nava Learning Academies, Obama, and Virgil participated in their third session of Safe and Civil Schools:



Foundations training. Through Foundations, these middle school teams are digging deep into their school practices through SWPBIS. Using the problem solving cycle, teams developed plans to teach their "focus areas" for common areas such as cafeteria, hallways, etc. We are grateful to these school leaders and their teams for their time to reflect and refine their practices.

Consolidated Charitable Campaign Update

As the 2018 Consolidated Charitable Campaign is coming to a close, we are excited to share that Local District Central schools have done a tremendous job and so far 60 schools have raised **\$31,000**. Great Job LD Schools!

If you have any questions regarding the Campaign, please do not hesitate to contact your LD Central CCC Coordinators Ricardo Lopez at (213) 241-0137 or Veronica Real at (213) 241-3906. The final CCC checks should be dropped off at Beaudry, LD Central, 11th Floor, to: Veronica Real or you can call to make arrangements so that we can pick up the envelope.

Let's make Local District Central #1!

Most Improved Attendance Annual Celebration

As we approach the end of the school year and begin to plan recognition assemblies for students at the 97thile Attendance band, it is also important to recognize those students who have made improvements in attendance to set them on the path to proficiency for 2018-19. We encourage school teams to begin reviewing attendance data to identify students that have made significant improvements this year.



To recognize the efforts of this special population of families, Local District Central would like to invite students and their families to our Most Improved Attendance Celebration. School leaders are encouraged to nominate up to 3 students to participate in the event to be held at Los Angeles Elementary School. The event will take place on Wednesday, June 6, 2018 (2:00 – 3:00 p.m.). If you would like to discuss a particular case, please contact the Pupil Services team at 213-241-0101.

To nominate students for the event, please submit the following to Mario Vega by May 25th:

- Student Name and ID Number
- MiSiS Attendance Referral Report

Email: information to mvega@lausd.net or by school mail: LD Central Pupil Services, Beaudry Building, 11th Floor, Attn: Mario Vega.

Family Art Night @ Sally Ride Elementary



On April 18th, 2018, Ride Elementary School Psychiatric Social Worker (PSW) Frances Marion and first grade teacher Teresa Rectra coordinated Family Art Night. Through story-telling and art creation, Family Art Night provided families with an opportunity to express emotions, build adaptive coping skills, and strengthen family communication and cohesion. After reading The Rhino Who Swallowed a Storm, a discussion delved into Rhino's journey of trauma and resilience. Families reflected and discussed ways that they personally cope with adversity. Rain sticks, created by each family, serves as a symbol of their strength. This workshop was part of a grant that

PSW Frances received through the organization, A Window Between Worlds, which provides training and funding to organizations for the creation of art as a tool for empowerment and healing for adults and children who have experienced violence and trauma.



Restorative Justice: *Values Hands*

Written by
W. Michael Hamm, PhD
Restorative Justice Teacher Adviser
John H. Liechty Middle School



Values help to define individuals and communities. In RJ circles, students explore positive core values that help to tell their unique story. In creating “values hands,” not only do students find a means for establishing and expressing their dreams, they also identify other students in the circle who have similar core values. The group also determines the dominant values of the class. These shared values define their community.

In RJ Classrooms across LAUSD, you will always find these values hands as a part of the RJ process.

Staff Relations Updates

Communication with UTLA

If a UTLA Area representative or UTLA Officer reaches out to you, please direct them to the Field Director Assigned to your school. Additionally, please forward the communication to the Field Director.



Informal Conference (Pre-Grievance Conference)

Upon receipt of a written request for an informal conference, administrators should do the following:

- Schedule an informal conference meeting with the grievant, to be conducted within five (5) days of the above written request.
- The employee may attend the meeting individually, or may choose to be accompanied by the school's UTLA Chapter Chair or other representative of the employee's choice. The administrator should inquire of the grievant as to his or her intent to bring accompaniment or representation to the meeting. If the grievant intends to bring accompaniment or representation, ask the grievant for the name and title of the person.
- Contact your Staff Relations Field Director immediately for further instructions and support.

Reduction in Force Information for Teacher Assistants

Reduction in force for Teacher Assistants (TAs) is school-based and based primarily on college units achieved rather than seniority (This is different than for classified paraprofessional positions for which layoff is processed by the Classified Employment Services Branch and based on District seniority.) . There have been questions and perhaps this may clarify your responses and actions to the issue. Please refer to Attachment 1.



LD CENTRAL

Attached please find Wellness Center and School-based Clinic directory for Local District Central . These services are available to all Local District Central schools. (Attachment 2)



Fiscal Updates

Budget Development for FY-2019 has been completed. Thank you to all school staff for all your hard work during budget development!

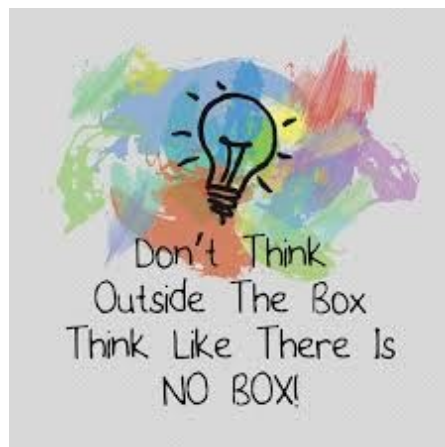
As we move forward with the remainder of Fiscal Year 2018, please be mindful of the following upcoming deadlines and plan accordingly. Please be especially vigilant on the completion of receivers for all goods/services that have been received or rendered.

POs without a receiver will roll over to next fiscal year and may have a negative effect on your balances for next year. For additional information, please see attached MEM-6016.5 (Attachment 3). Schools should make every effort to complete transactions before the deadline in order to ensure that transactions get posted on time. As an example, try not to wait until 6/30/18 to complete a goods receipt (if goods and services received prior) to allow for errors to be corrected, technical issues to be addressed, or any other unexpected issue that may arise at the time of posting.

Cut-off Dates for all SAP Transaction:

(Non-Title I)

TRANSACTION TYPE FOR SCHOOLS AND OFFICES	CUT-OFF DATE
Shopping Cart for Non-Stock Purchases—Over \$25,000	5/4/2018
Low Value Purchase Orders for Good/Services—Up to \$25,000	5/10/2018 (8:00 pm)
P-Card and T-Card Purchases	5/18/2018
Shopping Cart for Book and Instructional Materials Orders	5/21/2018
Travel Request Entries into SAP	6/1/18
Imprest Fund Claim Reimbursement Requests	6/13/2018
P-Card, T-Card, and Toshiba Ghost Account Reconciliations	6/15/18 (schools)
Shopping Cart (STO)- Regular Warehouse Deliveries	6/21/18 (8:00 pm)
Shopping Cart (STO) - Same Day warehouse Deliveries	6/21/18 (9:00 am)
Travel Claim Reimbursement Requests (completed and approved with supporting documentation)	6/30/18 (4:30 pm)
On-line Goods Receipts (Receivers)	6/30/18 (4:30 pm)



REDUCTION IN FORCE for TEACHER ASSISTANTS (Unit F, Article X)

Reduction in force for Teacher Assistants (TAs) is school-based, and based primarily on college units achieved rather than seniority. (This is different than for classified paraprofessional positions for which layoff is processed by the Classified Employment Services Branch and based on District seniority.)

Definition Reduction in force is when a TA position is eliminated entirely, as opposed to merely a reduction in hours for one or more positions

Seniority List **HR085 TA Seniority** is a report of TA Seniority available through BTS
(print out, add each employee's total number of completed college units next to his/her name, and post)

Reasons for Reduction in force

- Loss of budgetary support
- Changes in educational program
- Changes in services offered to student
- Changes in student population
- Returns from leave of absence

Order of layoff

- Possible termination of employees with less than one year seniority (administrative discretion)
- All employees with up to 5 years seniority are ranked by number of qualified college units achieved; employees with lowest number of units are laid off first
- If necessary, follow same procedure for employees with 5-10 years seniority, and then for those with more than 10 years seniority

Exemptions

TAs with special instructional skills or qualifications (such as computer, music, library, bilingual) may be exempted (See Article X, Section 2.3)

Written Notice

School must provide a written notice to employee at least **ten (10)** working days prior to effective date of layoff. Contact your Sr. HR Representative for assistance.

Recall Rights

- TAs with less than one year of service are considered terminated rather than laid off, and have no recall rights
- TAs with greater than one year seniority are reemployed to any open TA position at the school they were released from, in reverse order of the layoff within 12 months of the layoff **

Grievances

Only a violation of the procedure may be grieved, not the decision to lay off

* Prior service as a TA, IA, or Education Aide elsewhere can be given credit if it occurred immediately prior to date of hire in current classification of Teacher Assistant.

** School must develop and maintain recall list



LD Central *Wellness Center*

Belmont High School

Wellness Center

Asian Pacific Health Care Venture, Inc.

Medical Services

180 Union Place
Los Angeles, CA 90026
Phone: (323) 644-3880 x702

Hours

Monday – Friday
8:30 am - 5:00 pm

LAUSD School Mental Health

Mental Health Services

Phone: (213) 241-4451

Hours

Monday – Friday
8:00 am - 4:30 pm

Services

Medical
Mental Health

School Information

1575 West 2nd Street
Los Angeles, CA 90026



LD Central *Wellness Center*

Jefferson High School

Wellness Center

South Central Family Health Center

3410 S. Hooper Avenue
Los Angeles, CA 90011
Phone: (323) 908-4200

Hours

Monday – Friday
8:00 am - 4:30 pm

Mental Health Services Los Angeles Child Guidance Clinic

Phone: (323) 290-8360

Hours

Monday, Wednesday, & Thursday
8:00 am - 4:30 pm

Services

Medical
Mental Health

School Information

1319 E. 41st Street
Los Angeles, CA 90011



LD Central *Wellness Center*

Manual Arts High School

Wellness Center

St. John's Well Child and Family Center

4085 S. Vermont Avenue

Los Angeles, CA 90037

Phone: (323) 541-1631 ext. 2002

Hours

Monday, Tuesday, Thursday

8:30 am - 7:00 pm

Wednesday & Friday

8:30 am - 5:00 pm

Saturday

7:00 am - 3:30 pm

Mental Health Services

Los Angeles Child Guidance Clinic

Phone: (323) 290-8360

Hours

Monday, Wednesday, Thursday, & Friday

8:00 am - 4:30 pm

Services

Medical

Mental Health

School Information

4131 S. Vermont Avenue

Los Angeles, CA 90037



LD Central *School-Based Clinics*

Foshay Learning Center

Health Center

Foshay Health Center
3751 S. Harvard Blvd.
Los Angeles, CA 90018
Phone: (323) 373-2788

Hours

Monday- Friday
8:00 am - 3:30 pm

Vision Services
Monday – Friday
8:00 am – 3:00 pm

Services

Medical
Vision

School Information

3751 S. Harvard Blvd.
Los Angeles, CA 90018



LD Central

School-Based Clinics

SEPA Center

(School Enrollment Placement & Assessment Center)

SEPA Center
1339 Angelina St.
Los Angeles, CA 90026
Phone: (213) 482-1301

Hours

Monday- Friday
8:00 am - 3:30 pm

Vision Services
Monday – Friday
8:00 am – 3:00 pm

Services

Medical

School Information

1321 Cortez St
Los Angeles, CA 90026



LOS ANGELES UNIFIED SCHOOL DISTRICT

MEMORANDUM

TITLE: 2017-2018 Procurement Year-End Closing Timelines

NUMBER: MEM-6016.5

DOCUMENT VISIBILITY: ☐ PROTECTED ☒ PUBLIC

ISSUER: Sung Yon Lee, Interim Chief Procurement Officer
Procurement Services Division

Janice Sawyer, Interim Business Manager
Office of the Business Manager

DATE: March 1, 2018

PURPOSE: This Memorandum lists year-end closing timelines as a reference for schools and offices when processing procurement-related transactions online or through Procurement Services. Non-adherence to the timelines may result in the cancellation of orders or impact account balances for the following fiscal year. Therefore, it is highly recommended that schools and offices adhere to the cut-off dates provided.

MAJOR CHANGES: This Memorandum is issued annually to provide current year-end cut-off dates for processing various procurement-related transactions.

Information on cancellation of inactive open purchase orders created prior to July 1, 2016 is added.

GENERAL PROCEDURES: CURRENT YEAR ORDERING (2017-2018)
In order to ensure that the cost of goods and/or services ordered is posted to the current fiscal year (2017-2018), transactions must have an APPROVED status in the SAP Procurement System by the dates indicated below:

GUIDELINES: Cut-off Dates for all SAP Transactions:

TRANSACTION TYPE FOR SCHOOLS AND OFFICES (NON-TITLE I)	Cut-Off Date
Shopping Cart for Non-Stock Purchases – Over \$250,000*	3/16/2018
Shopping Cart for Non-Stock Purchases – \$90,201 to 250,000*	4/2/2018
Shopping Cart for Non-Stock Purchases – Over \$25,000*	5/4/2018
Low Value Purchase Orders for Goods/Services – Up to \$25,000	5/10/2018 (8:00 pm)
P-Card and T-Card Purchases	5/18/2018
P-Card and T-Card Reconciliations	6/15/2018
Toshiba Ghost Account Reconciliation	6/15/2018 (Schools) 6/22/2018 (Offices)
Shopping Cart for Book and Instructional Materials Orders	5/21/2018
Shopping Cart for Book Orders - State Adopted	5/21/2018

ROUTING

All Employees
All Locations



LOS ANGELES UNIFIED SCHOOL DISTRICT

MEMORANDUM

Shopping Cart (STO) - Regular Warehouse Deliveries	6/21/2018 (8:00 pm)
Shopping Cart (STO) - Same Day Warehouse Deliveries	6/21/2018 (9:00 am)
Shopping Cart (STO) - Overnight Warehouse Deliveries	6/22/2018 (12:00 pm)
Shopping Cart (STO) - Warehouse Will-Call	6/28/2018 (5:00 pm)
Imprest Fund Claim Reimbursement Requests	6/13/2018
Travel Request Entries into SAP	6/1/2018
Travel Claim Reimbursement Requests (completed and approved with supporting documentation)	6/14/2018
Online Goods Receipts (Receivers)	6/30/2018 (4:30 pm)
Schools – Submission of all Other Budget Adjustments for Review and Approval	6/11/2018
Central Offices– Submission of Budget Adjustments for Review, Approval, and Posting	6/22/2018 (5:00 pm)

**NOTE: These cut-off dates allow time to conduct formal bidding and Board approval as required by law for purchases above the State bid limit \$90,200. Additionally, District policy requires informal bidding for purchases below the bid limit.*

TRANSACTION TYPE FOR SCHOOLS AND OFFICES (TITLE I)	CUT-OFF DATE
P-Card and T-Card Purchases	5/4/2018
P-Card, T-Card, and Toshiba Ghost Account Reconciliations	6/15/2018
All Title I Shopping Cart Purchases except for technology equipment and software licenses	5/4/2018 (5:00 pm)
Imprest Fund Claim Reimbursement Requests	5/4/2018
School Submission of Categorical Budget Adjustments for Review and Approval	6/4/2018 (5:00 pm)

TRANSACTION TYPE FOR OFFICES	CUT-OFF DATE
Shopping Carts with Job Numbers	5/25/2018
Vendor Table - New Vendor	5/25/2018
Purchase Orders with Job Numbers	5/31/2018
Purchase Orders (Contracts) with or without Job Numbers	5/31/2018
MCMS/VMS Transactions - Transportation Services Division only	6/9/2018
Shopping Cart (STO) with Job Numbers	6/22/2018

Shopping Cart transactions not converted to a purchase order by June 30, 2018 will be programmatically cancelled in order to clear 2017-2018 pre-commitments as part of closing out fiscal year 2017-2018 accounts. These Shopping Cart transactions will not be automatically reinstated (rolled over) in fiscal year 2018-2019.

Purchase orders created in 2017-2018 will roll over if completed and accepted in SAP prior to cut off dates. This may result in the loss of 2017-2018 funds and consumption of 2018-19



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

funds.

All purchase orders created prior to July 1, 2016 with no activity (e.g. Goods Receipt, invoice payment, modification, etc.), however, will not roll over and will be closed.

In order for goods and/or services to be charged to Fiscal Year 2017-2018, please ensure that the vendor can deliver the requested goods and/or services and Goods Receipts are posted prior to June 30, 2018. For a complete list of all outstanding purchase orders, download the PO History (PC010) report from SAP. Schools and offices may go to https://psd.lausd.net/lrp_shopping_cart/ to obtain a list of their purchase orders (with invoices remitted) with pending Goods Receipts.

ASSISTANCE: For all procurement assistance, please contact your Local District Buyer or central office representative. The contact list is available at <http://achieve.lausd.net/Page/3263>.

For P-Card Assistance, please contact the P-Card Unit at 562-654-9401 or email pcard@lausd.net.

For budget-related questions, please contact your Fiscal Specialist.

For Accounts Payable-related questions, please contact the Accounts Payable Customer Service Center at (213) 241-4800.