



Local District Central

# Friday's Operation's Brief

BELIEVE • BEHAVE • BECOME

VOLUME 4, ISSUE 34

APRIL 21, 2017

## IMPORTANT DATES TO REMEMBER

Administrative Professionals' Week	4/23-4/29
Assistant Principals' Meeting	4/26
Denim Day	4/26
After the Bell Training	4/27
<b>May</b>	
Teacher Appreciation Week	5/7-5/13
SAA Meeting	5/25

## WHAT'S DUE

Imprest Reports	4/30
April Water Flushing Certification	5/1
April Metal Detection Certification	5/1
Classified Evaluations	5/5
Certificated Evaluations	5/9
Oral Health Assessments	5/31

## Demonstrations Planned for May 1, 2017

The District has become aware of potential protests planned for Monday, May 1, 2017. Local District Central will monitor schools and assist school communities that may be impacted due to community activities. Although the right to participate in civic engagement is undeniable and essential to our democracy, the health and safety of our students is equally important. Therefore, it is the expectation that all District schools continue to operate in normalcy. Please refer to Attachment I for more information from Superintendent King on potential May Day protest.



Local District Central Operations extends their appreciation and gratitude to you for your selfless dedication to the students of Local District Central. Please do not hesitate to contact Local District Central Operations and/or your specific Operations Coordinator should you require additional information.

## Safe Schools

In light of the recent tragic event that took place in San Bernardino and the unrest that have occurred in our communities, LD Central would like to reiterate that the importance of having a functioning safe school plan which includes a well-trained school site crisis team. Although we cannot predict crisis situations, our schools must be fully prepared to support our students and families as needed. School leaders are strongly encouraged to review the District's Visitors policy, established procedures for allowing visitors on campus as well as their response procedures for specific scenarios delineated in their safe school plan. Should school leaders need assistance, please do not hesitate to call your Local District Central Operations Coordinator. Please refer to the attached Visitor Policy (Attachment 2).



## Consolidated Charitable Campaign—Week 10



Please send envelopes via school mail to Marlene Correa or Maria Butler to the Beaudry Bldg. 11th Floor. In addition, Coordinator Report Envelopes may also be submitted personally to Marlene Correa, Veronica Real, or Maria Butler at LAUSD Headquarters on the 11th Floor. Let's make Local District Central #1.

Please contact District Central Coordinators, Marlene Correa (213) 241-3903 or Veronica Real (213) 241-3906 should you need additional materials.

## Promoting “Attend ‘til the End” in Fun and Exciting Ways!

Kudos to **Belmont High School** for motivating their students to “Attend ‘til the End.”

Before Spring break, Belmont High held a raffle for students with perfect attendance. Prizes for students were Dodger tickets to a game with free LA Dodger beanies for over 150 students who attended the game on Tuesday, April 18, 2017.

What a wonderful way to motivate our students to attend until the end of the year.

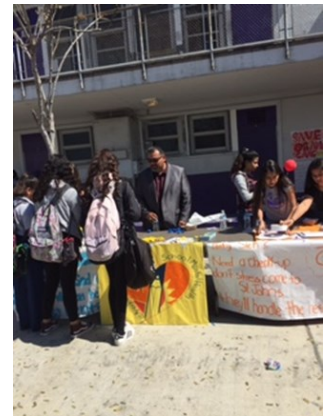
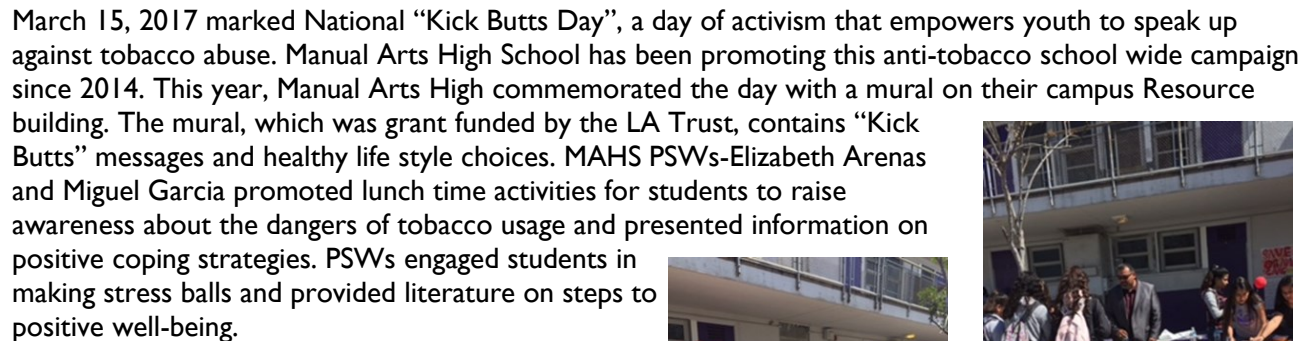


## Attendance Data—Attendance Goal 73% @ 96%

School leaders are **highly** encouraged to monitor student attendance data to ensure meeting our Attendance goals. Please refer to table below for Local District Central's attendance data as of March 2017 for the three areas: 73% of students attending at 96%, 11% of chronically absent students and attendance submittal rates.

### Local District Central

LCAP Targets	2016-2017 School Year					
	October 2016	November 2016	December 2016	January 2017	February 2017	March 2017
73% of Students Attending at 96%	77.9%	77.9%	72.4%	72.0%	70.5%	70.0%
10% of Students with Chronic Absenteeism	11.3%	12.2%	13.2%	13.0%	14.8%	14.4%
100% Attendance Submittal	99.1%	99.4%	99.7%	98.5%	99.2%	99.1%



Community Circles can and are used to help students share in many different ways. Newcomer student from Roybal LC wrote the poem below as an outcome of a RJ Circle Welcome back from Spring Break from the LD Central RJ Family.

I come from the land of eternal spring and the  
heart of the Mayan world  
Where my childhood was full of play and  
enjoying her traditions  
I come from honesty  
From a country that is of great importance to  
me and its days of independence  
I come from a responsible and friendly family  
I come from Cabrera and Molina  
I come from a happy family  
Where peace and happiness unite us  
I come from a spectacular childhood  
I come from beautiful moments I share with my  
friends and family



## Fiscal Updates:

- To enable prompt payments, schools and offices need to process an online Goods Receipt (GR) immediately after the ordered items or services are received. Funds will be charged to fiscal year 2016-2017 if the online GR is processed by June 30, 2017. To view your open items requiring a GR please visit [https://psd.lausd.net/lrp\\_shopping\\_cart/](https://psd.lausd.net/lrp_shopping_cart/) and click on the hyperlink for your Local District and cost center. Please see REF-3640.10 for additional details on Final Payment of Bills for FY 2016-2017 (Attachment 3).
- Imprest Reports for the quarter ending in March are due to your fiscal specialist by April 30<sup>th</sup>. Please submit Imprest Fund Reconciliation form (Attachment B and Imprest Fund Bank Account Reconciliation form (attachment C) along with a copy of your March bank statement. See attached REF-1706.4 for additional details on Imprest Funds (Attachment 4).
- All funds in pending distribution must be budget ASAP in order for the funds to be spent within the current fiscal year's deadlines. Please contact your fiscal specialist if you have any questions.

## Final EDST Performance Evaluation for Certificated Employees

- Single Track deadline is May 9, 2017
  - \* Schedule the Final Evaluation Conference early so that unforeseen circumstances do not cause you to miss the deadline
- Issuance of a Below Standard Evaluation (BSE)
  - \* Contact your Staff Relations Field Director as soon as possible to review required steps and deadlines
  - \* You will need to have issued a Mid-Year Warning
  - \* You will need to invite the employee in writing to the issuance of the BSE
  - \* You will need to issue an "Attachment" to the final evaluation that includes:
    - ◇ Specific deficiencies
    - ◇ Recommendations
    - ◇ Assistance Provided
    - ◇ Assistance to be Provided
  - \* Schedule the Final Evaluation Conference as early as possible to avoid missing the deadline

## Denim Day in LA—April 26, 2017



April is Sexual Assault Awareness Month (SAAM). Denim Day is a sexual violence prevention education campaign that raises community awareness about the devastating impacts of sexual violence and how to prevent it.

You can register your campus' commitment towards ending sexual violence towards both women and men at [denimdayinfo.org](http://denimdayinfo.org). This allows us to explore steps we can take as a school and

individuals in bringing awareness to this issue. 1 in 3 women will experience some form of sexual violence as well as 1 in 6 men will be sexually assaulted before they reach 18 years of age. These trauma exposures can have lifelong consequences.

For more information, you may contact Gustavo Sagredo, LCSW Mental Health Consultant [gustavo.sagredo@lausd.net](mailto:gustavo.sagredo@lausd.net)



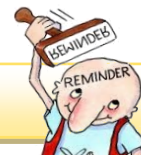




## Back By Popular Demand

Operation School Bell on Wheels for LD Central is set for **May 16, 2017** at Los Angeles ES (Attachment 5). This is an opportunity for elementary school principals to participate in the program to receive school clothing, shoes, school supplies, etc... Please refer to email sent to all school leaders with attachments for parent permission, school completion and preparation instructions.

## Reminders



### Evaluations: Classified Personnel

Friendly reminder that all classified personnel are to be evaluated on an annual basis. See attached due dates (Attachment 6). Please reach out to your Operations Coordinator or our Classified Staff Relations Representative, Stacey Smith, should you need assistance.

### Poster/Video Contest—Kick-Off of School Climate Week—May 15-19, 2017

The Division of District Operations is sponsoring a poster/video contest to kick off our annual celebration of School Climate Week. This contest is open to all K-12 students enrolled in the District.

The contest theme, "**Relationships Matter**", will engage students in considering how their positive relationships with their peers, adults, friends, and family members support the School Climate Bill of Rights, adopted by the Los Angeles Unified School District Board of Education on May 14, 2013. All entries should portray ways in which students capture the essence of the School Climate Bill of Rights on your campus.



Attached are the instructions for entering the contest, a flyer you may post at your school, and copies of the Elementary and Secondary School Climate Bill of Rights (Attachment 7). If you have any questions, please contact Jhamed Babatunde-Bey or Paul Gonzales at (213) 241-5337.

### Kindergarten Oral Health Assessment Mandate

California Education Code mandates an oral health assessment for all kindergarten and first grade students not previously enrolled in a public school. Parents/Guardians must present evidence of having an oral health assessment by May 31 of the school year. This assessment may be performed by a licensed dentist or registered dental health professional. Schools are required to notify parents or guardians of this requirement, usually in the enrollment school packets, in the form of a notification letter with the Assessment/Waiver form.



Each school is required to collect Assessment/Waiver forms and enter data in MiSiS by **May 31st** of each school year. Please refer to [BUL-3585.6 Oral Health Assessment for Kindergarten or First Grade](#) for notification templates and guidelines on inputting data into MiSiS.

For low cost and free dental services, please visit the L.A. Trust for Children's Health website [thelatruster.org/ohi-oral-health-resources/](http://thelatruster.org/ohi-oral-health-resources/).

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## ADMINISTRATIVE OFFICES

333 South Beaudry Avenue, 24<sup>th</sup> Floor  
Los Angeles, California 90017  
Telephone: (213) 241-7000 | Fax: (213) 241-8442

MICHELLE KING  
Superintendent of Schools

April 7, 2017

Dear L.A. Unified Family,

This correspondence is to share the District's position related to keeping schools open on May 1, 2017.

Educating students is a revolutionary act, particularly in urban communities. Every day, we help youth break free of self-doubt and embrace their brilliance; we disrupt the chain of poverty that is otherwise handed down from generation to generation; and we defy the national narrative that zip code determines destiny. In a profession full of movers and shakers, it is inevitable that passionate discussions arise about the role L.A. Unified should play in engaging with larger political events, issues, and trends.

One such discussion that is currently underway involves demonstrations that are planned in Los Angeles for May 1, 2017, to celebrate labor and to provide space for political expression. Upon learning about these demonstrations, we immediately began meeting internally and engaging local officials to discuss the District's role in this event. Guiding these discussions were hundreds of communications received from people throughout the District, which articulately and passionately conveyed all sides of this issue. Each and every argument that we received was considered.

**After careful deliberation and a balancing of the many perspectives shared, we arrived at the conclusion that L.A. Unified schools and offices will remain up and running on May 1.** At the heart of this decision is our unwavering commitment to keep kids safe. Civic engagement undeniably plays a vital role in our democracy, and we embrace the rights of all students, families, and employees to unite and magnify their voices locally so that their messages can resonate on a larger stage. Nevertheless, schools continue to be the safest places for students to incubate an interest in civic engagement, and we encourage all schools to use May 1 as an opportunity to discuss matters of civic importance.

Schools are also hubs of change and reform. In the classroom, we empower students with skills and knowledge to challenge society's injustices and innovate solutions to pressing problems. Additionally, by facilitating students' participation in Advanced Placement exams, some of which are administered on May 1, we position youth for greater success and influence throughout college and life. And finally, as mentioned, the very act of helping children achieve *is* an act of resistance, because it counters the narrative that some of our students are incapable of success. The District remains resolute that the most powerful demonstration that we can be part of is the **demonstration that our students are capable of anything**—and the most powerful march to be joined is the **march toward 100 percent graduation**.

It remains our privilege to march shoulder-to-shoulder with you along this path of success. Thank you to everyone for contributing your expertise and dedication to help us continuously reach new heights.

Sincerely,



Michelle King  
Superintendent



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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**TITLE:** Visitors To School Campuses and Locked Campuses  
During Class Hours at All Schools

**NUMBER:** BUL-1325.1

**ISSUER:** James Morris, Chief Operating Officer  
Office of the Chief Operating Officer

**DATE:** December 7, 2009

**ROUTING**  
All Schools and  
Offices

**POLICY:** The Los Angeles Unified School District is committed to providing a safe and secure learning environment for its students. School site administrators are to ensure that on campuses with fences and gates, all gates must be locked at the beginning of classes in the morning and remain locked until the end of the school day. Only the main entrance to the school shall remain open during the school day and that entrance should be monitored at all times.

As we welcome visitors to our schools, we need to inform them of our policies and procedures. Parental and community involvement in school programs and activities should be encouraged as stated in the California Education Code (*Education Code* § 44810 (a); § 44811 (a); § 51101, (a): (1), (2), (12) and Board Rules (1265, 2002).

**MAJOR CHANGES** This bulletin replaces BUL-1325, Office of the Chief Operating Officer, of the same subject, issued on October 11, 2004 and BUL-2219.0 Locked Campuses During Class Hours at all Schools, Office of the Chief Operating Officer, issued on January 26, 2009. The content and format have been updated to reflect changes in the issuing office.

**GUIDELINES:** The following guidelines apply.

I. STATE LEGAL REQUIREMENTS

A. School must develop and post a visitor's policy.

B. All campus visitors must have the consent and approval of the principal/designee. Permission to visit must be given at the time requested if at all possible or within a reasonable period of time following the request. This does not preclude visits occurring on the same day as requested.

C. Children who are not enrolled at the school are not to be on the campus unless prior approval of the principal/designee has been obtained.





## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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### D. Parents do have the right to:

1. Be informed in advance of the procedures for visiting the school;
2. Request and obtain approval of the principal/designee to enter a school campus;
3. Observe in the classroom or classrooms in which their child is enrolled within a reasonable period of time after making a request;
4. Observe in the classroom or classrooms for the purpose of selecting the school in which their child will be enrolled, within a reasonable period of time after making a request;
5. Request a meeting with the classroom teacher and/or school principal/designee following the observation; and,
6. Meet with their child's teacher(s) and/or the school principal/designee, within a reasonable period of time after making a request.

### E. Parents do not have the right to:

1. Willfully interfere with the discipline, order, or conduct in any school classroom or activity with the intent to disrupt, obstruct, or inflict damage to property or bodily injury upon any person.
2. Disrupt class work, extracurricular activities or cause disorder in a place where a school employee is required to perform his or her duties.

## II. PROCEDURE

### A. Visitor's Policy

1. It is the responsibility of each principal to work with staff and community to develop and post in appropriate languages, a visitor's policy (see Attachment A).  
This visitor's policy must be published and distributed to parents and staff annually thereafter.



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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The law prohibits schools from setting arbitrary time limits regarding frequency and duration of visits. General expectations for visitors are:

- a. Follow the established school policy in requesting a classroom visitation from the principal/designee.
- b. Complete a visitor's permit (see Attachment B) and obtain the principal/designee's approval before proceeding to the classroom.
- c. Enter and leave the classroom as quietly as possible.
- d. Do not converse with the students, teacher and/or instructional aids during instructional time.
- e. Do not interfere with school activities.
- f. Keep the length and frequency of the classroom visits reasonable (to be determined by the activity being observed).
- g. Follow the school's established procedures for scheduling an appointment with the teacher(s) and/or principal/designee after the classroom visit, if needed.
- h. Return the visitor's permit before leaving the campus.

### B. Administrator's Authority

1. Adults and minors over 16 years of age who enter a school campus and fail to adhere to the posted "Visitor's Policy" or who defy the principal/designee's authority may be reported to the appropriate police agency and may be subject to criminal charges.

**AUTHORITY:** This policy is enforced by the California Penal Code Section 626.7, 626.8, the City of Los Angeles Municipal Code Section 63.94 and/or the Education Code § 44810 (a), § 44811 (a).

**ASSISTANCE:** For school assistance, please contact your principal or designee. School Administrators may contact designated Local District Operations Coordinators. For further information you may contact Office of School Operations at (213) 241-5337.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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## ATTACHMENT A

### SAMPLE POSTED VISITOR'S POLICY

SCHOOL NAME  
PRINCIPAL/DESIGNEE

#### ALL CAMPUS VISTORS MUST:

- Request an appointment for a visitation date and time from the office staff after entering the school office.  
*Appointments may be scheduled for the same day and should be scheduled for date and time requested if possible.*  
*Include a copy of the school's bell schedule(s)*
- Complete a visitor's permit and obtain the principal/designee's approval before proceeding to the classroom.  
*School should describe how the visitor is to sign in the Visitors On Campus Log Book and where it is located*
- Determine the classroom activity you are observing and keep the classroom observation time and frequency reasonable.
- Follow the school's established procedures for scheduling an appointment with the teacher(s) and/or principal/designee after the classroom visit, if needed.  
*School should a place for visitors to write a request for an appointment with a staff member and, if possible, give the date and time for the scheduled appointment.*
- Return the visitor's permit to the school office before leaving the campus.  
*School should identify where the visitor is to sign out before leaving the campus.*

#### SOME IMPORTANT RULES FOR VISITORS:

- Enter and leave the classroom as quietly as possible.
- Do not converse with the students, teacher, and/or instructional assistants during the visitation.
- Do not interfere with any school activity during the visitation.





# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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## ATTACHMENT B

### SAMPLE SCHOOL VISITOR'S PERMIT

LOS ANGELES UNIFIED SCHOOL DISTRICT		
CLASSROOM VISITOR'S PERMIT		
<hr/>		
School Name		
<hr/>	<hr/>	<hr/>
Teacher's Name	Room	Date
Expires After:		
This is to introduce Mr./Ms. <hr/>		
<hr/>	to	<hr/>
Relationship		Child's Name
<hr/>		
Approved by Principal/Designee		



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Final Payment of Bills for Fiscal Year 2016-2017

**NUMBER:** REF-3640.10

**ISSUER:** V. Luis Buendia, Controller  
Accounting and Disbursements Division

**DATE:** March 15, 2017

## ROUTING

### Local Districts

- *Superintendents*
- *Support Directors*
- *Fiscal Services Managers*
- *Fiscal Specialists*

### Principals

School Administrative Assistants

Financial Managers

Office Administrators

**PURPOSE:** The purpose of this Reference Guide is to ensure that all fiscal year 2016-2017 expenditures are charged to the proper fiscal year.

**MAJOR CHANGES:** This Reference Guide has been updated with fiscal year 2016-2017 due dates and references.

**INSTRUCTIONS:** To enable prompt payments, schools and offices need to process an online Goods Receipt (GR) immediately after the ordered items or services are received. Funds will be charged to fiscal year 2016-2017 if the online GR is processed by June 30, 2017. To view your open items requiring a GR please visit [https://psd.lausd.net/lrp\\_shopping\\_cart/](https://psd.lausd.net/lrp_shopping_cart/) and click on the hyperlink for your Local District and cost center.

If you need assistance, please contact your LRP Shopping Cart Support Center (SCSC) listed below:

LRP Shopping Cart Support Center (SCSC)		
Local District	Email	Phone
North East	<a href="mailto:SCSCnortheast@lausd.net">SCSCnortheast@lausd.net</a>	(562) 654-9476
North West	<a href="mailto:SCSCnorthwest@lausd.net">SCSCnorthwest@lausd.net</a>	(562) 654-9449
East	<a href="mailto:SCSCeast@lausd.net">SCSCeast@lausd.net</a>	(562) 654-9467
South	<a href="mailto:SCSCsouth@lausd.net">SCSCsouth@lausd.net</a>	(562) 654-9472
West	<a href="mailto:SCSCwest@lausd.net">SCSCwest@lausd.net</a>	(562) 654-9444
Central	<a href="mailto:SCSCcentral@lausd.net">SCSCcentral@lausd.net</a>	(562) 654-9430
All other schools and offices	<a href="mailto:cs.stores@lausd.net">cs.stores@lausd.net</a>	(562) 654-9009

Online GR of materials or services prior to actual delivery is a violation of District policy and may result in disciplinary action being taken against the site administrator. The GR process should not be used for the purpose of holding on to funding from one fiscal year to another.



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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The following cut-off dates are for processing and/or submission of documents required for payments and posting of expenditures in the current fiscal year 2016-2017:

TRANSACTION TYPE	ACTION	CUT-OFF	SUBMIT TO:
Purchase Order	Goods Receipt (GR) posted in SAP	06/30/17	For assistance, contact LRP Shopping Cart Support Center (see page 1)
Imprest Claim*	Title I (from Schools to Title I Office)	05/05/17	<a href="mailto:fsep@lausd.net">fsep@lausd.net</a>
	Non-Title I (from Schools to Accounts Payable)	06/13/17	<a href="mailto:accounts-payable@lausd.net">accounts-payable@lausd.net</a> FAX 213-241-8913
Travel Expense*	Travel Request entries to SAP (Travel Desk)	06/02/17	<a href="mailto:procurement.traveldesk@lausd.net">procurement.traveldesk@lausd.net</a>
	Travel Expense reimbursement claim	06/15/17	<a href="mailto:accounts-payable@lausd.net">accounts-payable@lausd.net</a> FAX 213-241-8913
P Card & T Card	Last day to purchase	05/12/17	<a href="mailto:pcard@lausd.net">pcard@lausd.net</a>
	Last day to reconcile	06/07/17	

\*Submit approved reimbursement claim requests with supporting documents.

### **REMINDERS:**

1. Title I Imprest claims should be prepared on a separate claim form and submitted to Federal and State Education Program Office (FSEP) for review and approval by May 5, 2017.
2. Unresolved questions or funding error on Imprest or Travel claim may result in expenditures being charged to the next fiscal year.
3. Unreimbursed amounts on Imprest or Travel claim must be resubmitted to Accounts Payable the following fiscal year.





## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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4. Imprest or Travel claims with funding availability issues will be paid up to the budget available balance only.
5. Imprest Administrators who are retiring, changing assignment or location must reconcile and clear their Imprest Fund Account by submitting a closing claim and a check in the amount of any unexpended funds to the Accounts Payable Branch. In addition, an updated bank signature must be submitted to Elizabeth NimedeZ in the Treasury Unit. She can be reached at (213) 241-3145 for instructions on completing the form.

### **RELATED RESOURCES:**

- Procurement Manual, 6th Edition, dated November 2014
- MEM-6016.4 2016-2017 Procurement Year-End Closing Timeline/Schedule, dated February 1, 2017
- Imprest Funds Reference Guide #1706.4 dated September 15, 2015
- MEM- 2464.13 Carryover Policies For School Account Balances As of June 30, 2017 dated March 15, 2017

### **ASSISTANCE:** For assistance, please contact:

- Budget related questions - Fiscal Specialist (schools) or assigned Fiscal staff (offices)
- P-Card Unit at (562) 654-9401 or email [pcard@lausd.net](mailto:pcard@lausd.net)
- Travel Desk at (562) 654-9058 or email [procurement.traveldesk@lausd.net](mailto:procurement.traveldesk@lausd.net)
- LRP Shopping Cart Support Center (see on page 1)
- Textbook related questions – Brandon Coleman at (213) 241-8602 or Candace Seale at (213) 241-0366
- Bank of America signature card – Elizabeth NimedeZ at (213) 241-3145
- Payment related questions - Accounts Payable Customer Service Center at (213) 241-4800 or email [accounts-payable@lausd.net](mailto:accounts-payable@lausd.net).
- Federal and State Education Program Office (FSEP) – Karen Ryback at (213) 241-7023.



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Imprest Funds

**NUMBER:** REF-1706.4

**ISSUER:** V. Luis Buendia, Controller  
Accounting and Disbursements Division

**DATE:** September 15, 2015

**PURPOSE:** This Reference Guide provides information and guidance on the appropriate use of Imprest Fund by all school, Local District and Central Office administrators.

## ROUTING

Local District Superintendent  
Local District Administrator of Operations  
Local District Directors  
Local District Title I Coordinators  
Fiscal Services Managers  
Fiscal Specialists  
Principals  
Financial Managers  
School Administrative Assistants  
Office Administrators

**MAJOR CHANGES:** This reference guide replaces Accounting and Disbursements Division, Reference Guide No. 1706.3 of the same subject, dated August 1, 2013. The content has been updated to reflect current policies, procedures, and forms. This reference guide includes the new procedures for the reimbursement of Imprest Fund from Title I (Program codes 7S046, 70S46, and 7E046) restricted funds.

## INSTRUCTIONS: I. INTRODUCTION

An Imprest Fund permits an administrator to make direct purchases of items utilizing a local site checking account. The Imprest Fund is another means of procuring materials when a vendor does not accept a purchase order or P-Card; it does not represent additional funding to the site.

## II. ELIGIBILITY FOR BASIC DISTRICT PROVIDED FUND

A. Under current policies, Local District administrators, principals, non-school location administrators and other designated administrative officials may request an Imprest Fund. A basic amount is provided from District funds. Additional amounts may be requested as explained in Section IV of this reference guide.

B. The basic amounts that may be requested are listed below:

1. For schools and early education centers that do not have a restricted/specially funded program:

<u>Enrollment</u>	<u>Maximum</u>
Under 300	\$750
300-749	\$1,100



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750-1,199	\$1,500
1,200-2,199	\$1,800
2,200 and over	\$2,000

2. For schools and early education centers that have a restricted/specially funded program or two or more schools sharing one Imprest Fund account under the same administrator:

<u>Combined Enrollment</u>	<u>Maximum</u>
Under 300	\$1,100
300-749	\$1,500
750-1,199	\$1,800
1,200 and over	\$2,000

Once the restricted/specially funded program expires, or the number of schools assigned to a principal is reduced to only one, the amount for the Imprest Fund will revert to the basic amount.

3. For Local District offices: \$10,000
4. For non-school location: \$ 750

## III. ESTABLISHING AN IMPREST FUND

- A. Only cost centers with operating expense budgets will be allowed to establish an Imprest Fund, limited to one account per cost center. Eligible administrators should complete and sign an "Imprest Fund Request" form (Attachment A). The original form must be submitted to:

Attn: Head Accountant  
Accounts Payable Branch  
333 S. Beaudry Avenue, 27<sup>th</sup> Floor  
Los Angeles, CA 90017

If the Imprest Fund is being re-established due to a change in administrator, the existing Imprest account (not the bank account) must be closed by the outgoing administrator before a new one can be established for the incoming administrator. Please refer to Section IX - Permanent Closing of the Imprest Fund.

Establishing an Imprest Fund will not result in a charge against a school or office budget, except when an additional amount over the basic maximum amount is requested.

- B. If a cost center has an existing account with Bank of America (B of A),





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contact the Treasury Section at (213) 241-3145 to update your signature card and other relevant information for the new administrator.

- C. When opening a brand new Imprest Fund, the account must be with B of A. Contact the Treasury Section at (213) 241-3145 for assistance in establishing the account. This will ensure the school account is identified as part of LAUSD's corporate account with B of A. Being part of LAUSD's corporate bank account guarantees that monthly bank service charges will be assessed per the District's agreement with B of A, with most charges absorbed by the District. For more information on bank accounts, please see BUL-6310.0 - *Banking Policies*, dated July 1, 2014.
- D. School and office accounts are not charged in the District's accounting system when Imprest Fund checks are issued by the administrator or when the checks are transacted at the bank. School and office accounts are charged when Imprest Fund reimbursement claims are processed by the Accounts Payable Branch.
- E. As custodian of the Imprest Fund, the administrator has the fiduciary responsibility of ensuring that expenditures charged to the Imprest Fund are in compliance with district policies and the funding line(s) to be charged has a sufficient available balance before issuing an Imprest Fund check. If expenditures are charged to restricted Title I funds, the administrator is responsible for ensuring that the expenditures are justified in their Single Plan for Student Achievement (SPSA)/SPSA Update. The stewardship and responsibility over the Imprest Fund cannot be delegated and remains at all times with the fund administrator.
- F. All newly established Imprest Funds will require enrolling into the Automated Clearing House (ACH)/Electronic Funds Transfer (EFT) program for direct deposit to their bank account. Please see Attachments E and F for instructions on filling out the EFT Enrollment Form. Accounts Payable will finalize the EFT set up for the school's/office's Imprest Fund after the test remittance is confirmed by the school/office.

#### IV. INCREASING THE AMOUNT OF THE IMPREST FUND

The school or office administrator may increase the amount of the Imprest Fund above the basic amount outlined in Section II by transferring the allowable additional amount from accounts such as 13027 - General Fund (GF) School Program, 14173 - Continuation Schools Supplies or 10025 - GF Admin to the Budget Services Branch account designated for this purpose.



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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- A. The maximum amount allowed for the Imprest Fund by account type is:

<u>Account Type</u>	<u>Maximum</u>
All Schools	\$ 5,000
Local Districts	\$20,000
Other Offices	\$ 2,000

- B. Send the completed and signed "Imprest Fund Request" form (Attachment A) with the budget transfer document number indicated on the form to the Accounts Payable Branch to initiate processing of the requested increase.

### V. OPERATION OF THE FUND

- A. Administrators must deposit replenishment warrants only to the Imprest Fund checking account that bears the name of the school/office. The Imprest Fund must not be co-mingled with a personal checking account or any other bank account.
- B. No single item with a total cost in excess of \$1,000 (inclusive of sales tax, shipping and handling) may be purchased through the Imprest Fund. In no case may the cost of the item exceed the amount of the Imprest Fund. There are no additional limitations, other than budgetary, to the total amount that may be expended during any fiscal period.
- C. The fund administrator must ensure that the Imprest Fund bank account balance is monitored. Fund administrators must verify the bank balance before issuing an Imprest Fund check to make sure that the bank account has a sufficient balance to cover the check amount and avoid unnecessary returned check or NSF/overdraft charges.
- D. An original invoice or receipt must be obtained when the purchase is made. Upon issuance of the Imprest Fund check, the fund administrator must ensure that the original invoice or receipt is marked "PAID" to prevent the chance for it to be re-used for another reimbursement.
- E. No reimbursement claim shall be submitted for an item of expenditure before it has occurred.
- F. Prior to submission of the reimbursement claim form to Accounts Payable Branch (for non-Title I funded expenditures) or to Federal and State Education Programs (FSEP) Branch (for Title I funded expenditures), the fund administrator must ensure:



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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1. The funding line provided is valid in Systems, Applications, Products (SAP) financial system and the account has sufficient balance to cover the cost of the materials or services purchased.
  2. The purpose of the expenditure, quantity and unit cost should be indicated under the column "description" on the claim form for each account charged.
  3. The page from the SPSA/SPSA Update that specifically describes the purchase and the itemized receipt/invoice for the purchase and/or the approved Request for Travel and Attendance at Conference, Convention or Meeting (Form 10.12.1) for Conference Registration fees are required to be attached to the claim form for allowable charges to Title I funds for the reimbursement to be paid. Only in extremely limited circumstances may Title I funds be used for Imprest Fund reimbursement as the use of this fund is limited due to regulatory requirements and use of this account may be subject to multiple audits and reviews. (Refer to Section VI below for specific procedures for Imprest Fund reimbursement with Title I funds.)
- G. All records relating to the Imprest Fund must be available at the school or office for audit. For records retention, please see Bulletin no. 5503.1- *Records Retention and Destruction*, dated July 1, 2012. The Accounting and Disbursements Division retains the right to request supporting receipts and/or any pertinent documentation from the fund administrators at its discretion. Further, it is required that the fund administrator or his/her designee produce the requested documents on demand. The fact that a reimbursement was made does not constitute approval by the Accounting and Disbursements Division.
- H. The bank account and the Imprest Fund must be reconciled monthly. The fund administrator or his/her designee must use the Imprest Fund Reconciliation Form (Attachment B) and Imprest Fund Bank Account Reconciliation Form (Attachment C). The fund reconciliation identifies amounts that make up the Imprest Fund total and the bank reconciliation explains the difference between the bank balance per bank statement and your own accounting record. Excel templates are also available on the Accounts Payable web page. The total of unspent funds, outstanding checks, receipts for unclaimed authorized purchases, and claims in process must equal the total amount of the fund at all times.





## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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- I. At the end of each quarter, the fund administrator or his/her designee must submit copies of the bank and fund reconciliations to their Local District Fiscal Specialist for children education centers/elementary schools and to their Coordinating Financial Manager for secondary schools.
  - J. At the end of the fiscal year, the administrator must submit a final claim together with the bank statement and bank reconciliation report to the Accounts Payable Branch for reimbursement of expenditures to be charged to the appropriate fiscal year. Schools must submit their final claim no later than June 10 and June 30 for central offices. It is not necessary to close the Imprest Fund at the end of each fiscal year, unless there is a change in the Fund administrator.
- VI. PROCEDURES FOR IMPREST FUND REIMBURSEMENT WITH TITLE I FUNDS (Program Codes 7S046, 70S46, and 7E046)
- A. When procuring materials with Title I funds, schools are encouraged to use a purchase order. The Imprest Fund should be utilized only if a vendor does not accept a purchase order or P-Card.
  - B. The fund administrator must make sure that expenditures charged to restricted federal funds are in compliance with the requirements of the Title I program. It is possible that an audit may determine the expenditures were not appropriate and result in disallowance. The fund administrator will be required to reimburse the Imprest Fund for any disallowed expenditures.
  - C. The following are the only allowable Title I expenditures:
    - 1. Admissions to approved educational activities see REF-2111.0 - *Field Trips Handbook and Revised Procedures*, dated July 24, 2006 and REF-2191.4 - *Admission Ticket Purchases*, dated August 2013. A copy of Request for Approval of School Organized Trip for Students, (Form 34-EH-57) must be attached to the claim. Schools desiring to use Title I restricted funds must submit a School Site Council approved budget adjustment request identifying commitment item 580005 (Other Expense) and an SPSA Update page. The SPSA Update page should establish the instructional purpose of the expenditure, the destination, the number of students requiring admission tickets, and the cost.



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2. Conference or registration fees for employees are allowed provided an Approved Travel Request Notification (ATRN) of the conference attendee is submitted to Accounts Payable together with the reimbursement claim. Further information regarding travel/conference attendance is provided in BUL-5525.1- *District Policy for Travel and Attendance at Conferences, Conventions, or Meetings*, dated July 1, 2013.
  3. Local Districts and schools may use their Imprest Fund for allowable parent training and parent travel expenses. Parents may attend only policy board approved conferences using Title I funds.
  4. Contract bus services for educational field trips, provided that the contractor has been approved by the Transportation Branch. For additional information, refer to BUL-1521.1 - *Buses for Student Trips and Other School Activities*, dated June 26, 2009. The claim form must state the bus company used and the Field Trip Approval must be attached to the claim form.
  5. Supplemental Instructional Materials for items as described in the Program and Budget Handbook.
- D. Submission of reimbursement claims from the Title I Program (Program Codes 7S046, 70S46, and 7E046)
1. Email a completed Federal Grant (Title I) Imprest Fund Claim Form (Attachment H) to FSEP Branch at [fsep@lausd.net](mailto:fsep@lausd.net) with the subject line on your email "Imprest – School/Office Name - Claim Number (current fiscal year - cost center - claim count - FG)" and attach the following documentation:
    - a. Page from the SPSA/SPSA Update that specifically describes the purchase
    - b. A detailed itemized receipt/invoice of purchases and/or the approved Request for Travel and Attendance at Conference, Convention or Meeting (Form 10.12.1) form for Conference Registration fees.
  2. FSEP will review the expenditure and documentation and, if approved, will forward the claim to Accounts Payable for reimbursement. If the claim requires additional documentation, FSEP will contact the school and the school's fiscal specialist. If





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the claim is denied, the principal will contact the school's fiscal specialist to identify another funding source for reimbursement.

3. To avoid delays in reimbursement of Imprest Fund claims from Title I funds, schools and offices should submit the required documentation to FSEP and not to Accounts Payable. Due to the additional review for charges to the Title I program, schools and offices must separate the Title I funded expenditures from all other expenditures and complete a separate claim form for the Title I purchase(s).

### VII. AUTHORIZED AND PROHIBITED EXPENDITURES

#### A. Authorized Expenditures

The Imprest Fund may only be used to purchase materials or services listed below when a vendor does not accept a purchase order or P-Card. Refer to the *Procurement Manual 6<sup>th</sup> Edition*, dated November 2014 at <http://psg.lausd.net/> on usage of purchase orders and the P-Card. For the restrictions on the use of P-Card for Title I program purchases, see BUL-6518.0 - *Restricted Use of P-Card, Ghost Card and Travel Card (T-Card) for Title I Program Purchases*, dated June 22, 2015. For clarification regarding the propriety of non-Title I expenditures, please contact the Accounts Payable Branch, Customer Service Unit at (213) 241-4800 or your Fiscal Specialist/Local District Title I Coordinator for expenditures charged to restricted Title I funds.

1. Supplies and materials of all kinds that are not required to be purchased from the District warehouse, including:
  - a) Office or classroom materials
  - b) First aid supplies
  - c) Software (except Microsoft and Adobe applications), see REF-6277.2 - *MS & Adobe Advisory*, dated September 4, 2014.
  - d) Plants and landscaping materials
  - e) Maintenance materials
  - f) Cleaning supplies, contact the Office of Environmental Health and Safety Branch at (213) 241-3199 for advance approval of cleaning products, chemical materials, and other items that may contain hazardous materials.
2. Imprest Fund check may be issued to staff for the direct purchase of supplies or reimbursement for authorized purchases.



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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3. Admissions to approved educational activities, \* see REF-2111.0 - *Field Trips Handbook and Revised Procedures*, dated July 24, 2006 and REF-2191.4 - *Admission Ticket Purchases*, dated August 2013. A copy of Request for Approval of School Organized Trip for Students (Form 34-EH-57) must be attached to the claim.
4. Conference or registration fees for employees\* are allowed provided an Approved Travel Request Notification (ATRN) of the conference attendee is submitted to Accounts Payable together with the reimbursement claim.
5. Local Districts and schools may use their Imprest Fund for parent training and parent travel expenses.\* Parents may attend only approved conferences using Title I or Title III (only for English Learner-focused conferences) funds. Title III (program 7S176) claims are not covered by the Title I reimbursement procedure and should be sent directly to Accounts Payable.
6. Contract bus services for educational field trips\*, provided that the contractor has been approved by the Transportation Branch. For additional information, refer to BUL-1521.1 - *Buses for Student Trips and Other School Activities*, dated June 26, 2009. The claim form must state the bus company used and the Field Trip Approval must be attached to the claim.<sup>1</sup>
7. District or school membership fees for educational organizations or organizations that provide support services to schools or stores that provide a discount to members. Please verify with the organization whether discounts are provided for District-wide membership. Individual or personal memberships are not allowed.
8. Equipment provided that electrical items have Underwriters Laboratories (UL) approval and grounded electrical cords (three-prong or polarized plug). Portable and highly desirable equipment, such as tablets, laptops and televisions, must be locked down and/or properly engraved with the LAUSD name. Playground equipment and apparatus require prior approval of the Office of Environmental Health and Safety Branch, (213) 241-3199.

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\* Allowed for purchase using restricted Title I funds. (See Section VI-C Allowable Title I expenditures).



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9. Fees for CPR or First Aid Training Classes
10. Plaques, trophies, and awards appropriate to the educational program or other student achievement recognitions, not to exceed \$40 in value.
11. Refreshments/meals for meetings, etc.
  - a) Meals for employees can be covered only if funded by a donation/grant that specifically authorizes the purchase of meals or allows discretion of the administrator as to what the donation or grant can be used for.
  - b) If donated or grant funds are used, the fund administrator's signature on the Imprest Fund Claim Form certifies that charges to the donation are within the donor's stipulated allowable use.
  - c) Only one serving of refreshments may be permitted per four-hour meeting. A boxed lunch/meal is permitted when the meeting/activity exceeds four hours. Please note that the use of Title I funds for the purpose of buying food and refreshments is prohibited. Refer to BUL - 6540.0 - *Purchase of Meals/Refreshments/Food for Advisory Committees*, dated July 30, 2015.
12. Services such as cleaning, laundry, repair of equipment, film rental, and short-term equipment rentals (six months or less). Anything over six months must be processed through a purchase order.
13. Printing of diplomas, not to exceed \$1,500 as indicated in the *Procurement Manual 6<sup>th</sup> Edition*, dated November 2014.
14. Miscellaneous items such as postage, freight or shipping charges; parking fees while on District business; and transportation costs (Metropolitan Transit Authority) for students and staff participating in mobility training.

### B. Prohibited Uses of the Imprest Fund

Claims will not be approved for the items listed below. The Imprest Fund administrator will be personally liable for the amount of any



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unauthorized use of the fund and/or un-reconciled expenditures. If an audit should disclose an improper expenditure, the amount expended must be returned to the Imprest Fund by the fund administrator.

1. Professional Services of any kind including payments to speakers, artists, and other personal professional services. Please refer to the *Procurement Manual 6<sup>th</sup> Edition*, dated November 2014 at <http://psg.lausd.net/> for guidance on how to pay for professional services.
2. Salary payments of any kind
3. Employee conference or convention attendance expenses (e.g., per diem, meals, mileage, transportation, hotels), other than registration fees as noted in Section VII-A, item no. 5
4. Alterations/repairs to the school facility or grounds
5. Printing of business cards, letterhead, and envelopes – call the Reprographic Services Unit at (562) 654-9052
6. Cellular phones – refer to BUL-1612.7 - *Acquisition and Usage of Cellular Telephones and Wireless Broadband Air Cards*, dated June 21, 2012
7. Contracts, down payments or installment purchases for items such as cell phones, long term equipment rentals (longer than six months), maintenance agreements, etc.
8. Entertainment
9. Gifts, gift cards, clothing or other personal items to be given away, including payment of student SAT exam fees, graduation expenses, and other expenses related to school extra-curricular activities.
10. Party supplies or non-instructional decorations
11. Rental of facilities – Refer to Bulletin No. C-5 - *Procedures for Arranging Events/Conferences at Non-District Facilities*, dated August 6, 2001 and *Procurement Manual 6<sup>th</sup> Edition*, dated November 2014 at <http://psg.lausd.net>
12. MS Office and Adobe software (except for elementary and pre-school locations for Adobe applications); Please contact the





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Information Technology Division for further clarification or visit <http://askitd/net/adobe-ela> and <http://askitd.net/msela>.

13. Parking tickets, tickets for traffic violations, and towing fees for district owned or privately owned vehicles - Refer to BUL-6401.0 – *District Owned Vehicles; Policies, Procedures, and Responsibilities*, dated October 20, 2014.

### VIII. REPLENISHING THE FUND AND RETENTION OF RECORDS

- A. The administrator to whom the Imprest Fund was issued must sign the completed Imprest Fund Claim Form (IMP-1706 Rev. 09/15), available at the Accounts Payable web page under Publications. Warrants are payable only to the school/office name and can be endorsed only by the administrator of the Imprest Fund.
- B. If the Imprest claim is being charged to Title I, fund administrators must email completed and signed claim forms including required supporting documents with the subject line to read "Imprest-School/Office Name-Claim Number (current fiscal year - cost center - claim count - FG)" to FSEP at [fsep@lausd.net](mailto:fsep@lausd.net). For all other funding sources, administrators should submit completed and signed claim forms by Facsimile (FAX) to Accounts Payable at (213) 241-8913 or via email to [accounts-payable@lausd.net](mailto:accounts-payable@lausd.net) with the subject line to read "Imprest –School/Office Name - Claim Number (current fiscal year - cost center - claim count)." The administrator must retain all supporting documents for review during the next audit. This review may affect final approval of the reimbursement. Imprest Fund Claim Form numbering should continue to be sequential for all types of claim and distinguish Title I claims by adding the suffix "FG" to the reference number.

For assistance in converting funding lines from IFS format to SAP format (or vice-versa), please visit the BTS Help Zone at <http://btshelpzone.lausd.net/nav/index.htm> and reference the BTS quick reference guide titled "Convert IFS to SAP Account String."

- C. To ensure continuous Imprest Fund cash availability, the administrator should submit claim forms when approximately one-third of the Imprest Fund is used. Delay in submission of a reimbursement claim, especially at year-end, may result in charging expenditures to next year's budget. The administrator should not wait until the fund is close to being depleted before requesting fund replenishment. Claims that total less than \$50 should not be submitted except at the end of the fiscal year or





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to clear the fund of an outgoing administrator. (See Sections V-J and IX)

### IX. PERMANENT CLOSING OF THE IMPREST FUND

If the administrator is leaving a school or office for any reason (promotion, transfer, resignation, or retirement), he must do the following prior to leaving:

- A. Close the Imprest Fund by submitting a closing reimbursement claim and a check in the amount of the unexpended funds. The check for the unspent funds must be payable to Los Angeles Unified School District and sent to:  
  
Attn: Head Accountant  
Accounts Payable Branch  
333 S. Beaudry Avenue, 27<sup>th</sup> Floor  
Los Angeles, CA 90017
- B. There is no need to close the Imprest Fund bank account just ensure that the bank account is properly transferred to the incoming administrator by completing and signing a bank signature card changing the authorized signatory for the account to the new school/office administrator. If the account is with B of A, see Bank Signature Card and instructions (Attachments G and G.1). The fund administrator may contact the Treasury Section at (213) 241-3145 to verify that changes have been made.
- C. Failure to reconcile all previous funds or properly close the Imprest Fund account may result in the freezing of the new administrator's request and/or delay in establishing Imprest Fund account for the outgoing administrator in his new location. The Imprest Fund administrator is liable for any unreconciled or prohibited transactions that he authorized and will have to reimburse the District for these expenditures before a new Imprest Fund account can be opened for him/her in the new assigned location.

#### RELATED RESOURCES:

- *Procurement Manual 6<sup>th</sup> Edition*, dated November 2014
- BUL-5503.1 - *Records Retention and Destruction*, dated July 1, 2012
- REF-2111.0 - *Field Trips Handbook and Revised Procedures*, dated July 24, 2006
- BUL-5525.1 - *District Policy for Travel and Attendance at Conferences, Conventions, or Meetings*, dated July 1, 2013
- BUL-1521.1 - *Buses for Student Trips and Other School Activities*, dated



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June 26, 2009

- BUL-6540.0 - *Purchase of Meals/Refreshments/Food for Advisory Committees*, dated July 30, 2015
- REF-6277.2 - *MS & Adobe Advisory*, dated September 4, 2014
- BUL-6518.0 - *Restricted Use of P-Card, Ghost Card and Travel Card (T-Card) for Title I Program Purchases*, dated June 22, 2015
- BUL-1612.7 - *Acquisition and Usage of Cellular Telephones and Wireless Broadband Air Cards*, dated June 21, 2012
- BUL-C5 - *Procedures for Arranging Events/Conferences at Non-District Facilities*, dated August 6, 2001
- BUL-6401.0 – *District Owned Vehicles; Policies, Procedures, and Responsibilities*, dated October 20, 2014
- Information Technology Division's websites at <http://askitd.net/adobe-ela> and <http://askitd.net/msela>
- Business Tools for Schools quick reference guides located at <http://btshelpzone.lausd.net/nav/index.htm>
- REF-2191.4 - *Admission Ticket Purchase*, dated August 2013
- BUL-5320.1 - *Audit Findings Pertaining to Expenditures with Federal and State Education Funds*, dated May 14, 2013
- BUL-6310.0 - *Banking Policies*, dated July 1, 2014
- Federal and State Education Programs Budget Handbook, updated annually.

### ASSISTANCE:

Please call the following for assistance and guidance:

- Customer Service Unit of the Accounts Payable Branch at (213) 241-4800 for assistance regarding Imprest Fund reimbursement claims
- Your Fiscal Specialist for budget concerns or questions
- Federal and State Education Program Office at (213) 241-6990 or the Local Districts' Title I Coordinators for guidance on federal and state programs compliance requirements

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Accounting and Disbursements Division

IMPREST FUND REQUEST FORM

Imprest Request Type:

☐ Establish Account

Amount: \_\_\_\_\_

Maximum amount:  
\$750 (Office)  
School amount varies.  
Refer to Section II of Imprest Fund  
Reference Guide

School Enrollment: \_\_\_\_\_

- ☐ My school has a Specially-Funded  
Program
- ☐ Two or more schools are under my  
direct supervision

☐ Increase Account

Amount: From \_\_\_\_\_ To \_\_\_\_\_

Maximum amount:  
\$5,000 (School)  
\$20,000 (Educational Service Center)  
\$2,000 (Other office)

Budget Adjust. Document No: \_\_\_\_\_

☐ Close Account

Submit the following documents to  
Accounts Payable:

- Final claim
- A check of unspent funds payable  
to LAUSD
- Bank reconciliation report
- Bank statement

Requestor/Administrator Details:

Last Name:	First Name:	MI:	Title:	Employee #:
School/Office:	Cost Center:	Vendor Account:	Phone:	Email:

I agree that upon receipt of funds or endorsement of the warrant, I will be personally responsible for the money furnished for my Imprest fund, and *I accept financial responsibility for any unauthorized or un-reconciled expenditures.* At the end of each quarter, I will submit copies of the bank and fund reconciliations to my Educational Service Center Fiscal Specialist (school).

I understand that the additional amount has been deducted from my office's general supply account or school's General Fund School Program budget program and that it is a one-time reduction in this account.

If I leave the Los Angeles Unified School District for any reason, or if I am reassigned, I agree to close my account by submitting a final claim for all purchases made, returning all unspent funds, and ensuring the proper and immediate transfer of the bank account to the incoming Administrator. I understand that, at all times, the total of outstanding supporting authorized purchases and unspent funds must equal the total amount of my Imprest Fund.

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

Accounts Payable Use:

Received:	Approved by:	Date:
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LOS ANGELES UNIFIED SCHOOL DISTRICT  
Accounting and Disbursements Division

**IMPREST FUND RECONCILIATION**  
**AS OF** \_\_\_\_\_

**COST CENTER:** \_\_\_\_\_  
**ADMINISTRATOR:** \_\_\_\_\_

A. TOTAL AMOUNT OF FUND ADVANCED BY DISTRICT \$ \_\_\_\_\_

B. TOTAL OF IMPREST FUND PER SCHOOL RECORDS

Balance per Checkbook \$ \_\_\_\_\_  
**ADD:** Imprest Fund Petty Cash (if any) \_\_\_\_\_  
**ADD:** Expenditures on claims form in process (List detail below) \_\_\_\_\_  
**ADD:** Unclaimed Expenditures (List detail below) \_\_\_\_\_ 0.00

C. **DIFFERENCE** (A MINUS B) (if any) \$ \_\_\_\_\_

\* Difference should be explained and corrected in an appropriate manner.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXPENDITURES ON CLAIMS FORM IN PROCESS**

Check No	Date	Amount	Check No	Date	Amount
				<b>Total</b>	<b>\$</b>

**UNCLAIMED EXPENDITURES**

Check No	Amount	Check No	Amount	Check No	Amount
				<b>Total</b>	<b>\$</b>

Prepared by: \_\_\_\_\_  
Print Name

Signature \_\_\_\_\_ Date

Reviewed by: \_\_\_\_\_  
Print Fund Administrator Name

Fund Administrator's Signature \_\_\_\_\_ Date

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Accounting and Disbursements Division

**IMPREST FUND BANK ACCOUNT RECONCILIATION**  
**AS OF \_\_\_\_\_**

**COST CENTER:** \_\_\_\_\_

**ADMINISTRATOR:** \_\_\_\_\_

A. Balance per Bank Statement .....	\$	
B. <b>ADD:</b> Deposits in Checkbook, not in Bank Statement (List detail below) .....		0.00
C. <b>DEDUCT:</b> Outstanding Checks (List detail below) .....		0.00
D. Adjusted Bank Balance.....		0.00
E. Balance per checkbook as of .....		
F. <b>DIFFERENCE</b> (D MINUS E) (if any) .....		0.00

\* Difference should be explained and corrected in an appropriate manner.

**DEPOSITS IN CHECKBOOK (NOT IN BANK STATEMENT)**

Date	Amount	Date	Amount	Date	Amount
				<b>Total</b>	\$ 0.00

**OUTSTANDING CHECKS**

Check No	Amount	Check No	Amount	Check No	Amount
				<b>Total</b>	\$ 0.00

Prepared by:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Reviewed by:

\_\_\_\_\_  
Print Fund Administrator Nam Fund Administrator's Signature

\_\_\_\_\_  
Date



LOS ANGELES UNIFIED SCHOOL DISTRICT

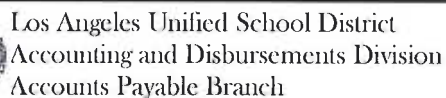
IMPREST FUND CLAIM FORM/FEDERAL GRANT TITLE 1  
INSTRUCTIONS FOR FILLING OUT THE FORM

**Field Requirements:**

<b>Section A:</b>	
<b>Date</b>	Date of when claim is created
<b>Claim No.</b>	Sequential numbering that is comprised of Fiscal Year (2 digits)-Cost Center (7 digits)-Claim Count (3 digits). Ex: 15-1321001-001 For Restricted Funds - <b>Title I</b> add suffix "-FG" Ex:15-1321001-002-FG
<b>Final Claim</b>	Check "Yes" if this is the final claim; otherwise, check "No"
<b>Vendor</b>	Name of school or office.
<b>Vendor Account No.</b>	A 10-digit SAP number identifying the Imprest Vendor (e.g. 4XXXXXXXXXX)
<b>Prepared by</b>	Name and Title of person responsible for preparing claim form
<b>Phone</b>	Phone number of person responsible for preparing claim form
<b>Email</b>	Email address of person responsible for preparing claim form
<b>Section B:</b>	
<b>Date Received</b>	Date of when a purchase is made or received
<b>Description</b>	Provide specific details about purchased items, including quantity and unit price, if applicable. Sample item description: <ul style="list-style-type: none"> <li>• "10 library books @ \$10 each"</li> <li>• "Bus services from America Bus Co. for student field trip"</li> </ul>
<b>Check No.</b>	Indicate the check number per item claimed
<b>GL Account</b>	A 6-digit SAP number identifying an account in general ledger (e.g. 430001). GL Account is also known as Commitment Item. A list of Commonly Used GL Accounts is identified on claim form
<b>Amount</b>	Total amount of item (quantity x unit price), including applicable sales tax, shipping and handling charges
<b>Fund</b>	A set of number representing fiscal/accounting object that includes Fund and Resource (e.g. 010-0000). Fund 001 and 003 in IFS is equivalent to 010 in SAP
<b>Functional Area</b>	A set of number representing financial transactions according to functions that includes Goal-Function-Program (e.g. 1110-1000-13027)
<b>Cost Center No.</b>	A 7-digit number identifying a school/office. (e.g. 1826401 for Nightingale MS)

**Checklist:**

- ☐ Ensure claimed items are allowable expenditures as noted in Procurement Manual 6<sup>th</sup> Edition and Imprest Funds Reference Guide REF-1706.4, information provided on the form is correct, and funding source has sufficient available balance.
- ☐ Ensure administrator's name is printed and signed on each claim form
- ☐ Have Claim No. and Vendor Account No. ready when contacting Accounts Payable to follow up on claim status
- ☐ For refreshments/meal expenses, identify whether it's for parents, staff, or students and ensure funding source is appropriate
- ☐ When claiming registration fees for conference attendance, attach 10.12.1 travel form with conference brochure and agenda. Also, provide ATRN number under "description" on form
- ☐ Acquire additional signatures during spending freeze
- ☐ Non- Title I claims: Email completed claim form and all necessary supporting documents to [accounts-payable@lausd.net](mailto:accounts-payable@lausd.net) with the subject line on your email "Imprest – School/Office Name -Claim Number (current fiscal year - cost center - claim count)," or fax to the attention of the Head Accountant to (213) 241-8913. Title I claims: Email to [fsep@lausd.net](mailto:fsep@lausd.net) with the subject line on your email "Imprest – School/Office Name- Claim Number (current fiscal year - cost center - claim count-FG)," FSEP will not accept faxes.



## Section A

Date:		Claim No:		Final Claim:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Vendor Name:		Vendor Account No. :			
Prepared by:		Phone:		Email:	

## Section B

[illegible]

I certify that 1) the above statement is correct and that all materials listed thereon have been received; 2) there is no profit of any kind for me in this claim and that is in accordance with Section 60071 of California Education Code; and 3) charges to donation are within the donor's stipulated allowable use.

Date \_\_\_\_\_

### Commonly Used GL Accounts \*

430004	Reprographic Services
520002	Travel/Conference Attendance
530001	Dues and Membership
560011	Rental Of Equipment
560005	Repair Of Equipment
560006	Maintenance Of Equipment
580012	Contract Bus Services
590001	Tel, Pager,Postage Fees

Form no. IMP-1706

Revised 09/2015

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Accounting and Disbursements Division

**ELECTRONIC FUNDS TRANSFER (EFT) PAYMENT ENROLLEMENT FORM  
INSTRUCTIONS FOR FILLING OUT THE FORM**

**Field Requirements:**

<b>Section I – Check appropriate box (es): (New EFT Account, Change, or Delete)</b>	
<b>Section II – Payee/Cost Center Information:</b>	
<b>Name of Payee/Cost Center</b>	Name of LAUSD school or office.
<b>LAUSD Vendor Code</b>	10-digit SAP Vendor Account (e.g. 4XXXXXXXXX)
<b>Address</b>	Address of school or office.
<b>Federal Employer Identification Number (FEIN)</b>	LAUSD's FEIN is 95-6001908.
<b>Name of Contact Person</b>	Name of school/office staff designated as main contact person for EFT account (e.g. Principal, School Administrative Assistant or Financial Manager)
<b>Authorized Signature</b>	LAUSD Administrator's signature
<b>Title</b>	Title of LAUSD Administrator
<b>Section III – Financial Institution Information:</b>	
<b>Name of Financial Institution</b>	Name of bank that school established an Imprest bank account with (e.g. Bank of America)
<b>Address</b>	Address of associated bank.
<b>Name of ACH Coordinator</b>	Name of bank contact person responsible for ACH account (optional).
<b>Routing Transit Number (RTN)</b>	A 9-digit bank code that appears on the bottom of the check.
<b>Type(s) of Account</b>	Checking account only.
<b>Depositor Account Number</b>	Imprest bank account number.
<b>Section IV – Local Educational Agency Information:</b>	
<b>Name of Agency</b>	Los Angeles Unified School District
<b>Address of Agency</b>	333 S. Beaudry Avenue, Los Angeles, CA 90017
<b>FEIN</b>	95-6001908
<b>Name of Contact Person</b>	Leave blank

**Checklist:**

- ☐ Email the completed and signed EFT Payment Enrollment Form and a voided check to Accounts Payable to [accounts-payable@lausd.net](mailto:accounts-payable@lausd.net). Deposit slip is not acceptable.
- ☐ If a voided check is not available, submit a letter from the bank with bank official signature, confirmation of bank account, and routing number.
- ☐ An amount not exceeding \$0.40 will automatically be charged to the school/office's general supply account for test remittance purposes.
- ☐ If a different funding source is preferred, please write it on the bottom of the EFT Enrollment Form.

**Section IV**

LOCAL EDUCATIONAL AGENCY INFORMATION			
NAME OF AGENCY Los Angeles Unified School District			FEIN
ADDRESS OF AGENCY (NUMBER, STREET, CITY, STATE, AND ZIP CODE) 333 South Beaudry Avenue, Los Angeles, CA 90017-5141			
NAME OF CONTACT PERSON	E-mail Address	FAX NUMBER ( )	TELEPHONE NUMBER ( )

**INSTRUCTIONS FOR COMPLETING ENROLLMENT FORM****1. Section I - Desired Activity**

Payee checks the box indicating the desired action, e.g. **ADD**, **MODIFY**, or **DELETE**

**2. Section II - Payee/Company Information Section**

Payee prints or types the name of the payee/company and address that will receive ACH vendor payments, Federal Employer ID (FEIN), designated contact person and assigned telephone number.

**3. Section III - Financial Institution Information Section**

Financial Institution prints or types the name and address of the payee/company's financial institution who will receive the ACH payment, ACH coordinator name and telephone number, nine-digit routing transit number, depositor (payee/company) account title and account number. The financial institution also enters type of account to be used, e.g. checking or savings into the appropriate box.

Footnote - A voided check or savings deposit slip may be required by the Local Educational Agency for the verification of bank account and routing transit numbers. An example of a voided check, shown below, indicates where to locate the routing transit number for your bank and your bank account number. Remember to mark the word "VOID" across the front of your check or savings deposit slip.

ABC Business	1001
Address	_____, 20____
Pay to the Order of _____	\$ _____
	DOLLARS
Any Bank	<b>VOID</b>
Memo: _____	<b>Not Negotiable</b>
(1) 1:133404567	(2) 1:1234561304 111
	(3) 1001

(1) 9-digit Routing Transit Number

(2) Bank Account Number  
(not to exceed 17 digits)

(3) Check number

**4. Section IV - Local Educational Agency Information Section**

Local Educational Agency types or prints name and address of the agency and provides contact information.





**Los Angeles County  
Office of Education**

Leading Educators • Supporting Students • Serving Communities

## Electronic Funds Transfer (EFT) Payment Enrollment Form

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment related information processed through the PeopleSoft Financial System by the Los Angeles County Office of Education. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

### PRIVACY ACT STATEMENT

The following information is provided to comply with Privacy Act of 1974. All information collected on this form is required under the provision of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Los Angeles County Office of Education to transmit payment data, by electronic file transfer to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

### ACCOUNT VALIDATION

For the purpose of EFT payments, vendors are requested to ensure the account specified on this enrollment form remains active. Vendors shall notify the appropriate party(s) for any changes related to the ability of the specified account to receive ACH payment.

- Vendors complete Sections I and II.
- Financial Institutions complete Section III.
- Local Educational Agencies complete Section IV.

### Section I - Please check appropriate box(es).

☐ New EFT Account      ☐ Change In Bank Account or Mailing Address or Contact      ☐ Delete EFT Account

### Section II

#### PAYEE/COMPANY INFORMATION

NAME OF PAYEE/COMPANY		LAUSD Vendor Code	FEIN
ADDRESS OF PAYEE/COMPANY (NUMBER, STREET, CITY, STATE, AND ZIP CODE)			
NAME OF CONTACT PERSON		E-mail address	TELEPHONE NUMBER (    )
<p>I hereby authorize the Los Angeles County Office of Education to initiate credit entries for vendor payments to the account indicated below, and the depository named below is authorized to credit such account. Pursuant to the National Automated Clearing House Association rules, the Los Angeles County Office of Education may initiate a reversing entry or reversing file to recall a duplicate or erroneous entry or file which they previously initiated. If the reversal attempt fails, the Los Angeles County Office of Education may employ other appropriate means to correct the error.</p>			
AUTHORIZED SIGNATURE			DATE SIGNED
TITLE			

### Section III

#### FINANCIAL INSTITUTION INFORMATION

NAME OF FINANCIAL INSTITUTION	
ADDRESS (NUMBER, STREET, CITY, STATE, AND ZIP CODE)	
NAME OF ACH COORDINATOR (PLEASE PRINT)	E-mail Address
TELEPHONE NUMBER (    )	
NINE DIGIT ROUTING TRANSIT NUMBER:	TYPE(S) OF ACCOUNT
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> SAVINGS <input type="checkbox"/> CHECKING
DEPOSITOR ACCOUNT NUMBER (NOT TO EXCEED 17 DIGITS)	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	





## Deposit Account Documentation Signature Card

**Note:** Please enable Macros

### CLIENT INFORMATION

**Select One:** ☐ New Account ☐ Update (Add/Delete) Signers ☐ Supersede Existing Signature Card

Account # (If new account, Bank will complete):

**ORGANIZATION LEGAL NAME** (Must match legal name indicated in company formation documents)

Los Angeles Unified School District

**DBA NAME or OWNER BUSINESS NAME OF DISREGARDED ENTITY or THIRD PARTY / FUNDS OWNER NAME, if applicable**

N/A

**DESCRIPTIVE ACCOUNT TITLE** (if applicable, e.g. Operating Account, Rent Account, etc. **Cannot** be another legal entity name.)

Address For Statement:

City:

State:

Postal Code:

**STATE OF FORMATION** (You may be required to provide copies of your company charter or formation documents.): **CA**

**TYPE OF BUSINESS** (Select One):

☐ Corporation ☐ Sole Proprietorship ☐ Joint Venture ☐ Limited Liability Partnership

☐ General Partnership ☐ Limited Partnership ☐ Unincorporated Organization or Association

☐ Limited Liability Company: ☒ Government Authority/ Agency (Type: **School District**)

☐ Manager Managed ☐ Member Managed ☐ Sole Member ☐ Other (Type: )

**Note:** Property management accounts must be accompanied by appropriate owner and agent indemnities and property management account supplement.

### TAX CLASSIFICATION

☒ Employer Identification Number or: **956001908** ☐ Exempt Payee Code (if any)  
☐ Social Security Number ☐ Exemption from FATCA reporting code(if any)

**Legal name of the owner of the E.I.N or SSN listed above:** Los Angeles Unified School District

**Federal Tax Classification:** ☐ Indiv SP ☐ C Corp ☐ S Corp ☐ Partnership ☐ Trust/Estate ☒ Other:

**LLC Tax Classification (ONLY for Limited Liability Company):** ☐ C Corp ☐ S Corp ☐ Partnership

### AGREEMENT, TAX INFORMATION CERTIFICATION and AUTHORIZATION

You begin or continue a deposit account relationship with us by giving us information about your business and by signing this Agreement. The deposit agreement we give you is part of your agreement with us regarding use of your account and tells you the current terms governing your account. We may change the deposit agreement at any time and will inform you of changes that affect your rights and obligations. By signing below, you acknowledge receipt of the deposit agreement. The deposit agreement includes a provision for alternative dispute resolution.

By signing below, you authorize each person who has signed in the *Designated Account Signer* section below to operate any account opened under this signature card now or in the future. The authority to operate an account includes: authority to sign checks and other items and to give us other instructions, including by electronic signature, electronic record or other electronic form, to withdraw funds; to endorse and deposit checks and other items payable to or belonging to you to the account; and, to transact other administrative business, including by electronic signature, electronic record or other electronic form, relating to the account, including closing the account. If you wish to restrict a designated signer's authority to check signing you must indicate that by checking the box to the left of their name. We may rely on this authorization for any account opened under this signature card until we receive written notice revoking the authorization at the office where we maintain the account, and we have a reasonable time to act upon such notice.

By signing below, you certify under penalty of perjury that 1) the employer identification number or social security number listed above for this organization is correct; 2) that the organization listed above is a United States person (defined below); and 3) the organization listed above is not subject to backup withholding because: (a) the organization is exempt from back-up withholding, or (b) has not been notified by the Internal Revenue Service (the IRS) that it is subject to back up withholding as a result of failure to report all interest or dividends, or (c) the IRS has notified the organization that it is no longer subject to backup withholding. 4) the FATCA code(s) listed above (if any) indicates that the organization listed above is exempt from FATCA reporting, and the FATCA code is correct. [Cross out item 3 above if you have been notified by the IRS that you are currently subject to backup withholding for failure to report interest or dividends.]

\* If the organization listed above is a foreign entity use the applicable Form W-8 (for additional information please see IRS Pub 515 Withholding of Tax on Non-Resident Aliens or Foreign Entities). The term "United States person" means: a citizen or resident of the United States, a partnership created or organized in the United States or under the law of the United States or of any State, a corporation created or organized in the United States or under the law of the United States or of any State, or any estate or trust other than a foreign estate or foreign trust.

By signing below, this organization hereby agrees to be bound to the above Agreement, Tax Information Certification and Authorization.

**For CA Public Funds only:** Any person signing this Agreement for the Organization certifies that they are duly authorized to do so as evidenced by attached banking resolution/contract for deposit of moneys or existing banking resolutions/contract for deposit of moneys on file with us.

**The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.**

**Authorized Signer Signature:**

(Must match Banking Resolution & Certificate of Incumbency):

Date:

Print Name: Timothy S. Rosnick

Print Title: Deputy Controller

**Authorized Signer Signature:**

(Must match Banking Resolution & Certificate of Incumbency):

Date:

Print Name:

Print Title: I

### DESIGNATED ACCOUNT SIGNERS (use Supplemental Signature page form # 00-35-4504NSBW as needed for additional signers)

Select if signer can ONLY sign checks	Add/Delete Signer (A/D)	Name	Title	Signature
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				





**FEDERAL GRANT (TITLE I) IMPREST FUND CLAIM FORM**

Date:		Claim No:		Final Claim:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vendor Name:		Vendor Account No. :			
Prepared by:		Phone:		Email:	

[illegible]

I certify that 1) the above statement is correct and that all materials listed thereon have been received; 2) there is no profit of any kind for me in this claim and that is in accordance with Section 60071 of California Education Code; and 3) charges to donation are within the donor's stipulated allowable use.

Date \_\_\_\_\_

430010 Instr Material-General Purpose	580012 Contract Bus Services
520002 Travel/Conference Attendance	590001 Tel, Pager,Postage Fees
580005 Admission Fees	

- ☐ Ensure all required supporting documents are attached to email, e.g. SPSA or SPSA Update, itemized receipt/invoice for the purchase and/or approved 10.12.1 travel form.
- ☐ Email completed claim form to [fsep@lausd.net](mailto:fsep@lausd.net) with subject line on your email "Imprest - School/Office - Claim Number (current fiscal- cost center-claim count-FG). FSEP will not accept faxes.

The lack of adherence to these procedures may delay the timely processing of the Federal Grant (Title1) Imprest Fund Claim.

# LOCAL DISTRICT CENTRAL



**OPERATION SCHOOL BELL ON WHEELS** is coming to  
**Los Angeles Elementary,**

**Tuesday, May 16, 2017**

**Operation School Bell on Wheels** is a 53 foot trailer stocked with clothing and outfitted with dressing rooms.

When they visit our district they will dress 250 kids. The trailer will be parked at

**Los Angeles Elementary**  
**1211 S. Hobart Blvd. Los Angeles, 90006**

**8:30am to 1:00pm**

**by appointment only.**

**Operation School Bell on Wheels** is a service of the Assistance League of Los Angeles. They provide at risk and underserved children with new clothing for school – a backpack, sneakers, socks, underwear, white polos, and uniform bottoms (navy pants or shorts for boys and navy skorts, pants, or jumpers for girls), a jacket, grooming supplies, and a book.

Principals will be receiving the detailed information by e-mail soon. If you have any questions, please contact Gloria E. Velasquez, LD Central Organization Facilitator at (213) 241-0137.



OFFICE OF STAFF RELATIONS  
ANNUAL PERFORMANCE EVALUATION DUE DATES

**SCHOOL BASED CLASSIFIED EMPLOYEES  
2016-17 SCHOOL YEAR**

Employees in the bargaining Units listed below must have an annual performance evaluation issued no later than 20 working days prior to the end of the work year assignment. It is recommended you issue the evaluation by **Friday, May 5, 2017** to meet the deadline. If an employee is to receive a below standard rating on their performance evaluation, he/she must receive assistance and guidance no later than **March 17, 2017**. Assistance and Guidance may take the form of a conference memo or Letter or Reprimand, and should pertain to the specific area in need of improvement.

**Unit B** – Campus Aides, Education Aides, Instructional Aides, Special Education Trainees/Assistants, Early Education Center Aides, et al.

**Unit C** – Building and Grounds Workers, Food Service Workers, Early Education Center Attendants, Microcomputer Support Assistants, et al.

**Unit F** – Teacher Assistants

**Unit S** – School Administrative Assistant, Food Service Managers, Plant Managers

*Employees in the bargaining Units below must have a performance evaluation at least once a year.*

**Unit D** – Office Technicians, Clerks, Library Aides

**Unit G** – School Supervision Aides, Community Representatives

*Note: It is recommended that employee's performance evaluations be consistent with the Districts timeline as referenced above.*



## Instructions for Entering

- The contest is open to all enrolled K-12 students.
- Each school may submit one entry.
- Judges will select a first, second, and third place winner and one runner-up in elementary, middle, and high school.
- Posters may be any size and utilize any medium.
- Videos can be no longer than two (2) minutes in length.
- If you choose to upload a video, it is recommended that you use TeacherTube or vimeo. You will need to create an account prior to submitting your video if you choose to use this platform.
- Please submit all entries via e-mail to [schooloperations@lausd.net](mailto:schooloperations@lausd.net) by April 21, 2017. In the subject line please type **School Climate Week Kickoff Poster/Video Contest** and include the school, student's name, and grade level.
- Winners will be notified the second week of May.
- Winners will be publically announced on May 16, 2017.

For more information, please contact Jhamed Babatunde-Bey or Paul Gonzales at (213) 241-5337.

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Sponsored by the Division of District Operations

# Poster & Video Contest

## Theme: Relationships Matter



The image shows a group of students and adults gathered around three posters displayed on a wall. The posters are framed and feature themes related to relationships and friendship. The students are looking at the posters with interest, and the adults are standing behind them, possibly guiding them. The posters are titled 'FRIENDSHIP', 'Relationships', and 'Relationships Matter'.

**Narek Aladzhadzhyan**  
Erwin Elementary School - First Place Winner  
Principal, Kevin McClay

**Chiara Forat**  
Portola Magnet Middle School - First Place Winner  
Principal, Stephanie McClay

**Richard Jang, Michael Kang, and Beaudry Medina**  
Fairfax High School - First Place Winners  
Principal, Carmina Nacorda






## Instructions for Entering


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 **LOS ANGELES UNIFIED SCHOOL DISTRICT**  
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# Poster & Video Contest

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