Volume 5 Issue 20

LOCAL DISTRICT CENTRAL January 12, 2018

Believe ♦ Behave ♦ Become

Friday Operation's Brief

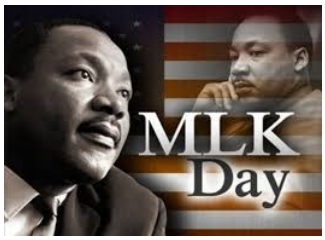
Happy New Year!

Happy New Year! We hope you had the opportunity to enjoy the winter holidays with family and friends as well as rest, reflect and recharge your batteries for the second half of our school year.

Since we are halfway through the school year, we encourage you to take the time to review your School-wide Positive Behavior Plan with your stakeholders. If you have not already done so, please schedule your monthly Safety Committee meetings for the remainder of the year. In preparation for your Spring ROI visits, continue to collect your artifacts and documentation. We are here to support you with any of your school community needs.

May the New Year bring us more opportunities to work together.

Martin Luther King Jr. Day



In 1994, Congress designated the Martin Luther King Jr. Federal Holiday as a national day of service. Taking place each year on the third Monday in January, the MLK Day of Service is the only federal holiday observed as a national day of service – a "day on, not a day off." The MLK Day of Service calls for Americans from all walks of life to work together to provide solutions to our most pressing national problems. The MLK Day of Service empowers individuals, strengthens communities, bridges barriers, creates solutions to social problems, and moves us closer to Dr. King's vision.

We invite you to reflect on the following Dr. King quote, "Intelligence plus character-that is the true goal of education."

More than a Meal Updates

The latest data for Local District Central indicates that the number of missing Household Income Forms continues to increase since the end of October. CEP and Provision 2 schools are encouraged to **include** the Household Income Form in the student enrollment packet for all NEW students to the District.

The District only has the opportunity to collect the Household Income Forms during the students' first year of enrollment in the District. It is very IMPORTANT that CEP and Provision 2 schools continue to collect the forms for the students who are new to the District as well as any student missed prior to the end of October and submit them in a timely manner.

The District will include all eligible students, identified between November 2017 and June 2018, in the October 2018 count but may only do so if the forms are processed in the current year.

If you have any questions about Household Income Forms or need additional forms, please contact Danna Escalante at dme74491@lausd.net or 213-241-4145.

Calendar Dates

Martin Luther King Jr's Birthday	1/15
SAA Meeting	1/18
Secondary Principals' Meeting	1/24
Elementary Principals' Meeting	1/25
Assistant Principals' Meeting	1/31

What's Due

Water Flushing Certification	1/1
On-line Metal Detection Certification	1/1
Uploading of ROI Evidence Extended	1/31
Administrator Assurances-Attachment H	1/31

What's so special about 100?

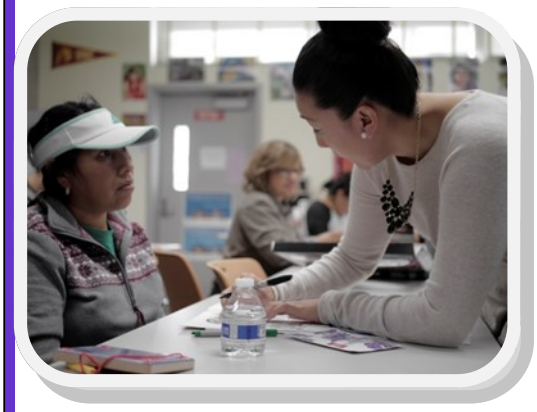
1. 100 pennies equals one dollar.
2. 100 years are a century.
3. 100 centimeters are one meter.
4. 100 is the multiple of 10 with 10.
5. 100 is the divide of 1000 by 10.
6. In percent, 100 is the last digit, which means…
7. In phone charging, 100 percent is the full..
8. On a test, 100 percent means all your answers are correct.

And the list goes on….

The 100th day of school is Monday, February 5th, and now is the time to start planning your school's celebratory events. This important date is the perfect time to promote school attendance and its value in a big way as well as recognizing students with perfect attendance (advanced status), students who have attended 96% of the school year to date (proficient status; missing no more than three days), and students who have made significant improvement. It also marks the passing of the midyear point (80 days of school left), further encouraging students to maintain their proficient and advanced attendance status, since they have "made it" thus far. It is time to round up your team and let the planning begin.

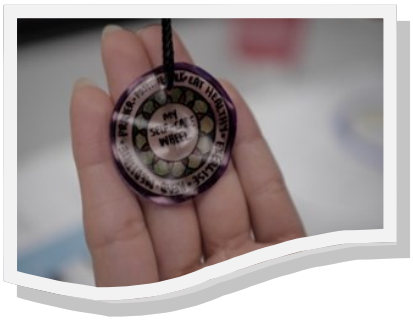
Self-care with Parents @ Miguel Contreras Learning Complex

Many parents today are overwhelmed with the stresses of family life and often may feel like they are treading water to keep up with the daily tasks associated with caring for children of any age. It's essential that parents care for themselves - first, for their own well-being, but also because any effort they put into self-care has huge payoffs for their children. When surveyed, Miguel Contreras Learning Complex (MCLC) parents expressed a strong interest in learning more about how to engage in self-care practices.



During December 2017, MCLC parents were treated to an experiential self-care event. MCLC Psychiatric Social Worker Daisy Lazaro in collaboration with the Youth Policy Institute and Peace Over Violence coordinated this well-received parent workshop. During this event, parents were engaged in learning about the importance of taking care of themselves and reflected on ways they can cope by incorporating self-care strategies that promote resiliency, and create a positive and safe balanced home life.

The self-care event engaged parents in a discussion on: defining self care, maintaining short and long-term health goals for healthy and steady well-being, and best practice activities that parents can engage on a daily basis to reduce stress. "Take away goodies" for parents included a facial mask poems to read and reflect on, self-reflection aides, and forms to help them come up with various ways to self-care. Lastly, the parents were led through an activity in which they made a self-care wheel to remind them about what helps them stay grounded. A second opportunity is in the works for the Spring 2018 semester.



Restorative Justice: Parents as Partners in Restorative Practices

By Dr. Jill Manning, Restorative Justice Teacher RFK NOW

The successful implementation of restorative practices requires the involvement and commitment of the entire school community. Parents are important partners so it is crucial that they are included in the early stages of implementation. Since restorative practices are not a program or a curriculum, but rather a philosophy and a way of thinking and acting, introducing restorative practices to the students' families in an inclusive, collaborative and culturally sensitive manner is critical for success. Failure to recognize the importance of engaging families will make implementing restorative practices much more difficult.

Most parents are familiar with traditional discipline methods so schools must be clear about why they are moving away from these methods. One of the main ideas to stress is the importance of relationships. In traditional discipline practices we tend to ask the following questions:

What rule was broken?
Who broke the rule?
How should they be punished?

The focus is on the rules and not the relationship. Restorative questions focus on the relationship and how to repair the damage. The fact that the parties involved have the opportunity to discuss what happened and have their voices heard helps to repair the relationship.

There are many opportunities for schools to make parents a part of the conversation. Including information about Restorative Practices in school newsletters means parents can be on the same page. Coffee with the Principal is another great way to have parents see Restorative Practices in action. Why not hold the next ELAC meeting in circle so parents can participate in the process?

Once parents see Restorative Practices in action, they will be asking why schools haven't started using them sooner.

Staff Relations Reminder

In an effort to improve our service to Administrators, when you receive an email from a Staff Relations employee, you will be able to click on the icon below our signature to complete a short survey. Please see refer to the image on the right.

Classified Personnel Performance

It's never too early to start preparing for classified employees annual performance evaluations due May 11, 2018. It is recommended that classified employees receive a warning prior to receiving a performance evaluation with ratings lower than "meets standards" and be given an opportunity to improve. The warning should be issued no later than March 23, 2018 to give at least 30 days to improve. Reviewing time cards for attendance and obtaining feedback regarding employee performance now will provide information to assist you in counseling problem employees prior to their end-of-year evaluations. Providing a midyear evaluation can allow employees the opportunities to improve their performances or to acknowledge your high performers. Please contact Chrys Nguyen, Senior Human Resources Representative for assistance.

Campus Aides

As we begin the second semester, please take time to review the schedules and assignments for your individual campus aides. It is strongly recommended that a campus aide is present before and after the instructional day, preferably 30 minutes before and 30 minutes after school. This practice ensures that school entrances and exits are appropriately monitored, common areas have adult supervision, and all gates, restrooms and hallways are secured. In addition, please remind campus aides that supervision is an active process, and that their attention to detail and positive interaction with students and adults are essential elements of school safety.

Tax Season is right around the corner!

Distribution of W-2's will occur at the end of January. Please notify your employees to make any necessary address changes in the Employee Self Service (ESS) as soon as possible. Attached is a job aid detailing how to access the ESS (Attachment 1).

Rampart PAL Martial Arts Classes

The Rampart Police Activities League is offering Martial Arts Classes to kids ages 5 to 18. This is an ongoing class every Monday and Wednesday. Kids and their parents can sign up every Monday and Wednesday starting at 5:30pm.

We are very proud that the Professor who teaches the class is a 9th Degree Black Belt. Please see attached flyer for more information (Attachment 2).

Mandated Reasonable Accommodations Training for Supervisors

All worksite supervisors must have complete the mandated Reasonable Accommodations Training by **December 31, 2017**. All required employees were automatically enrolled in the training on September 27, 2017 for compliance cycle or every other year. Please monitor your school site to make sure all supervisors have completed this training as soon as possible. Please refer to the attached instructions to access and complete the training (Attachment 3).

Administrator Assurances Forms

Just a reminder that the Administrator Assurances Form, Attachment H of BUL-2643.8, Time Reporting for Fed and State Categorical Programs is due January 31, 2018. Please send to Beatriz Campos at bxc2865@lausd.net (Attachment 4).

Schools Telephone Auto-Attendant

In an effort to provide personalized customer service, all secondary schools can call the ITD hot line at 213-241-5200 to open a ticket to have the school's telephone auto attendant removed.

After the Bell

Materials from this month's training can be accessed on LD Central Operations website at: https://achieve.lausd.net/site/default.aspx?PageID=9971

Introduction

Purpose of this document is to provide you a general guideline for using new employee self-service (ESS) portal. With new ESS you will be able to view paystub, time statement, W2's, enrolled benefit plans and personnel profile.

System Requirements

Following is the supported configuration

	Browser
Windows	IE version 10.0.9 Chrome version 56 Firefox version 51
MAC	Safari version 10.0.2

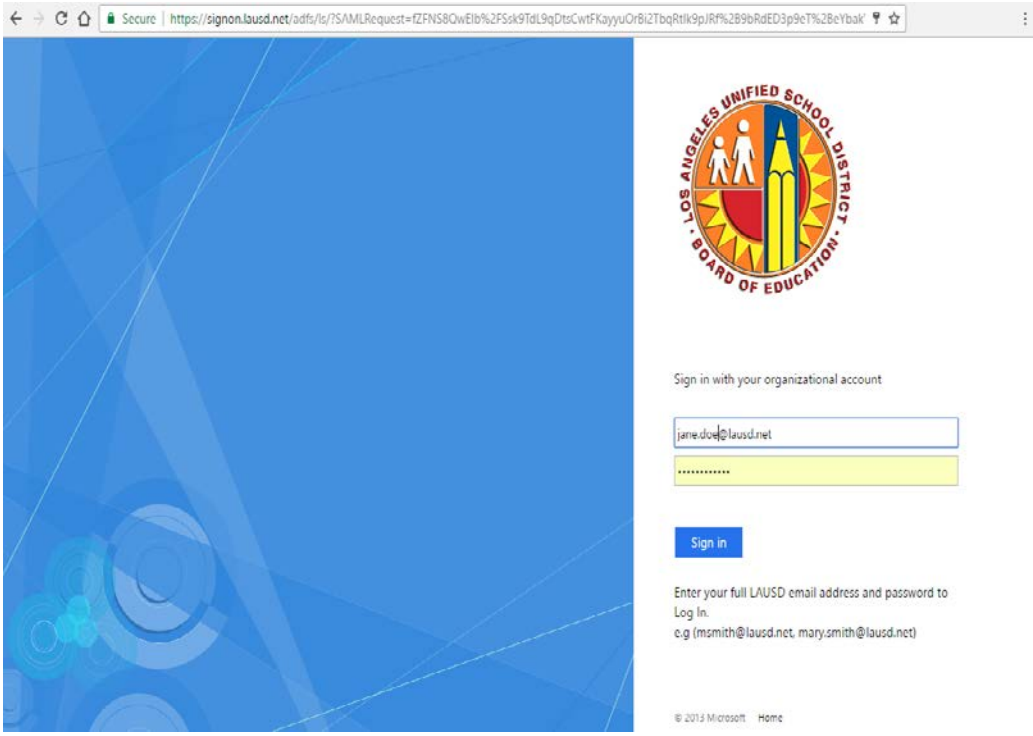
For Windows we recommend using Internet Explorer and for Mac we recommend using Safari.
For security reasons please log off and close all your browser windows when you are done.

Technical Assistance

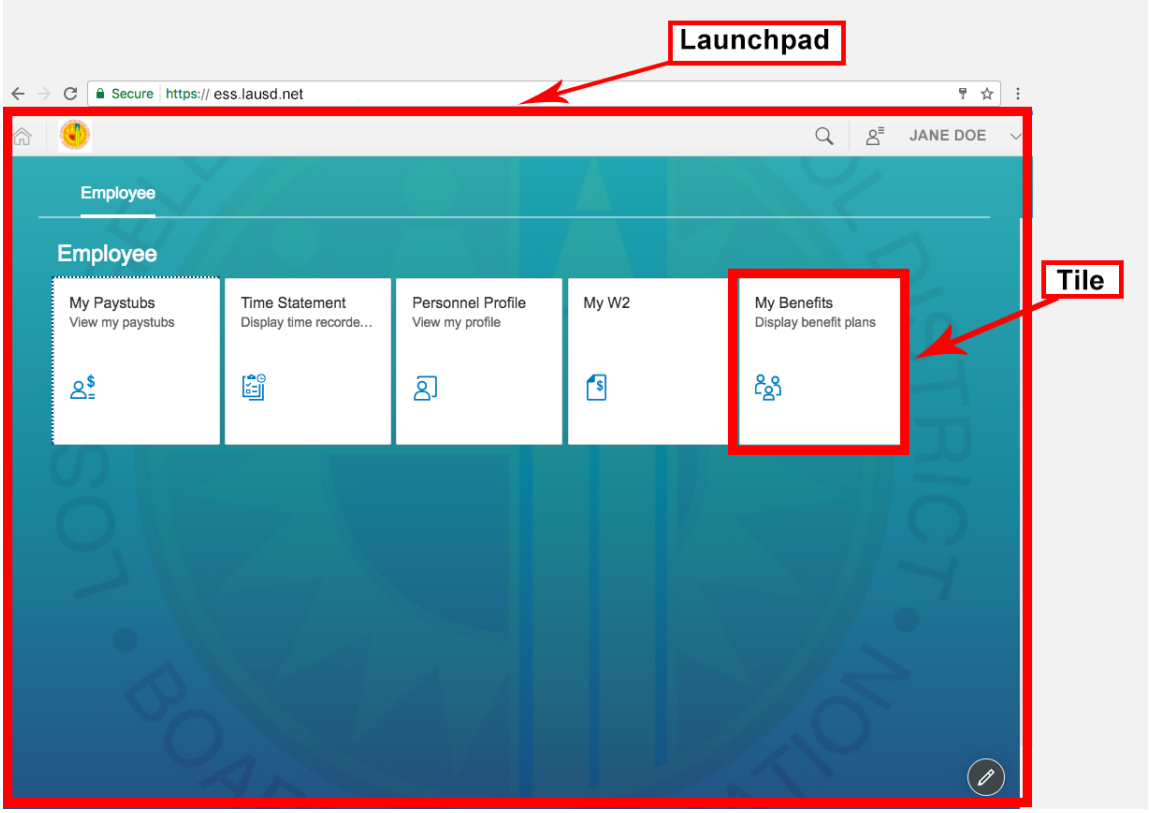
Please contact the ITD-Helpdesk at (213) 241-5200 or send an email to ess@lausd.net

Details

Type the following URL https://ESS.lausd.net in your browser to access new ESS, you will see a login screen.

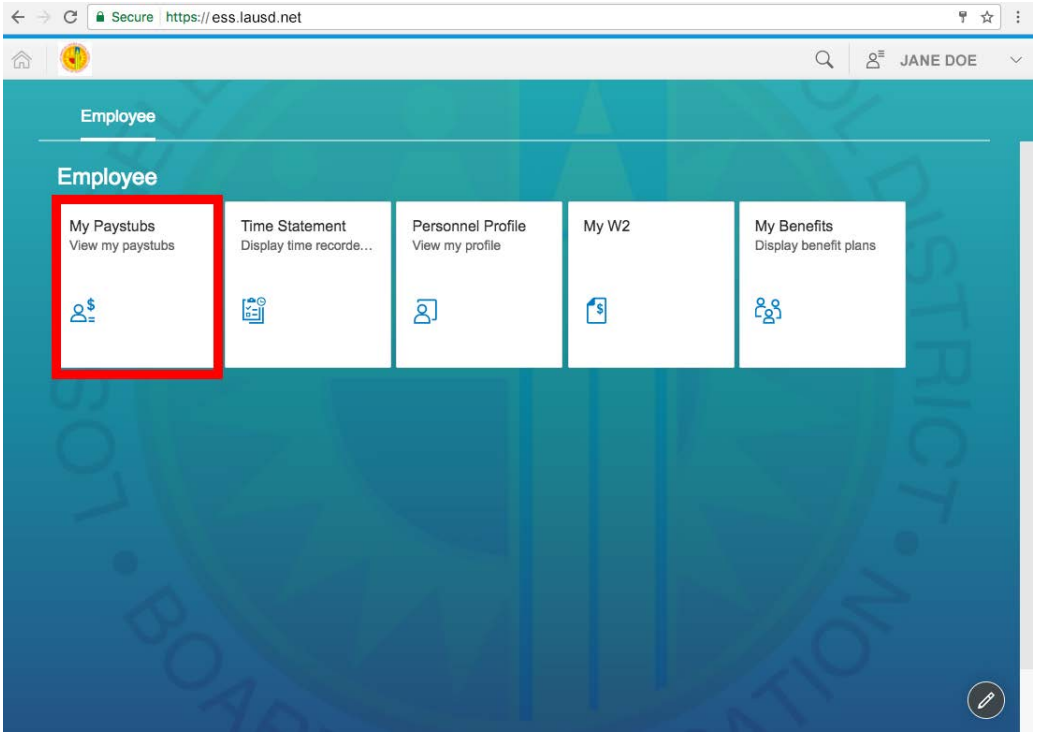


Enter your LAUSD email address and password, then click Sign in.

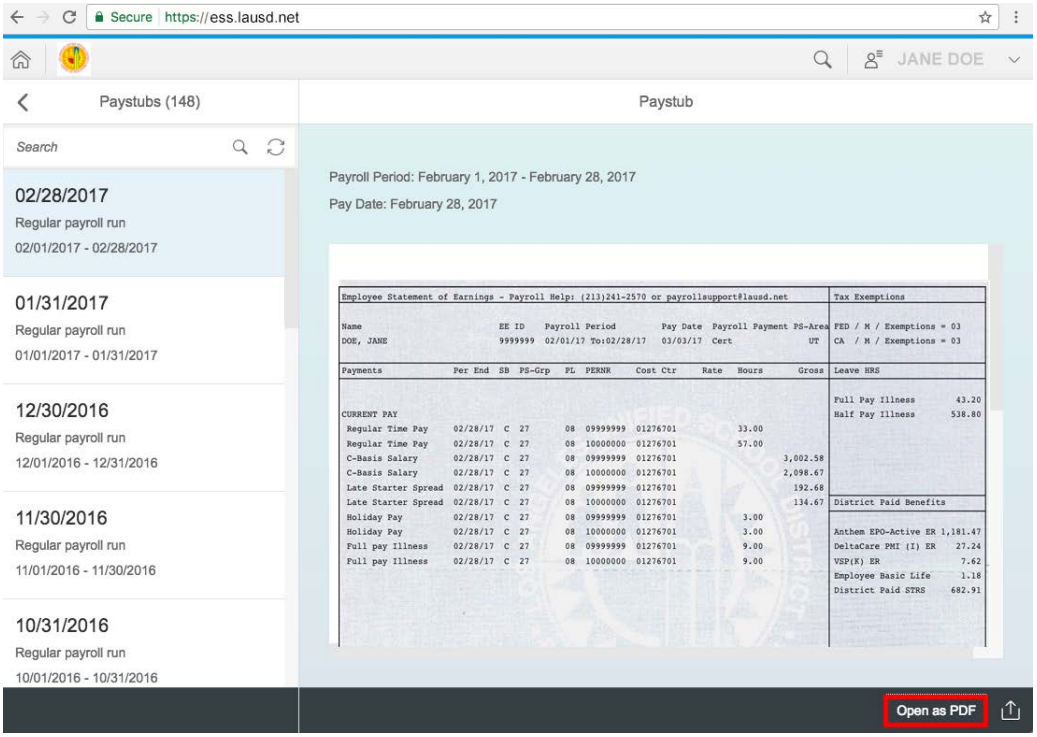


Each tile indicates an application.

My Paystubs



To view your paystubs, click My Paystubs tile.



The screen is divided into two sections. Left side of the screen displays a list of pay dates. Right side of the screen displays the paystub. Latest pay date is displayed on top. To view additional paystubs you can scroll down the list and click more. To view a paystub, click pay date.

To view the entire paystub, click on Open as PDF button. It displays the paystub in new window.

Secure | https://ess.lausd.net

Employee Statement of Earnings - Payroll Help: (213)241-2570 or payrollsupport@lausd.net

Name	EE ID	Payroll Period	Pay Date	Payroll Payment	PS-Area
DOE, JANE	9999999	02/01/17 To:02/28/17	03/03/17	Cert	UT

Tax Exemptions

FED / M / Exemptions = 03
CA / M / Exemptions = 03

Payments	Per End	SB	PS-Grp	PL	PERNR	Cost Ctr	Rate	Hours	Gross
CURRENT PAY									
Regular Time Pay	02/28/17	C	27	08	09999999	01276701		33.00	
Regular Time Pay	02/28/17	C	27	08	10000000	01276701		57.00	
C-Basis Salary	02/28/17	C	27	08	09999999	01276701			3,002.58
C-Basis Salary	02/28/17	C	27	08	10000000	01276701			2,098.67
Late Starter Spread	02/28/17	C	27	08	09999999	01276701			192.68
Late Starter Spread	02/28/17	C	27	08	10000000	01276701			134.67
Holiday Pay	02/28/17	C	27	08	09999999	01276701		3.00	
Holiday Pay	02/28/17	C	27	08	10000000	01276701		3.00	
Full pay Illness	02/28/17	C	27	08	09999999	01276701		9.00	
Full pay Illness	02/28/17	C	27	08	10000000	01276701		9.00	

Leave HRS

Full Pay Illness	43.20
Half Pay Illness	538.80

District Paid Benefits

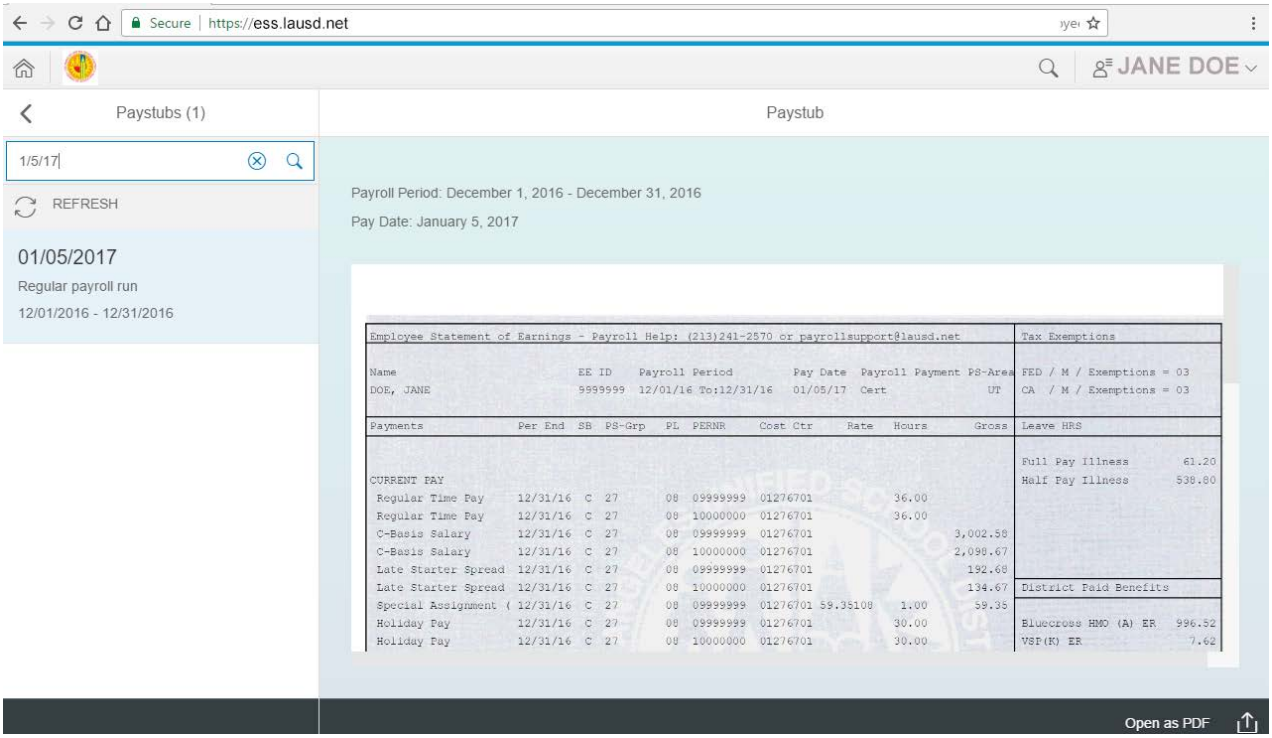
Anthem EPO-Active ER	1,181.47
DeltaCare PMI (I) ER	27.24
VSP(K) ER	7.62
Employee Basic Life	1.18
District Paid STRS	682.91

Annualized Status

Earned Amt	36,696.31
Paid Amt	37,400.08
Difference	703.77-

Hours Summary

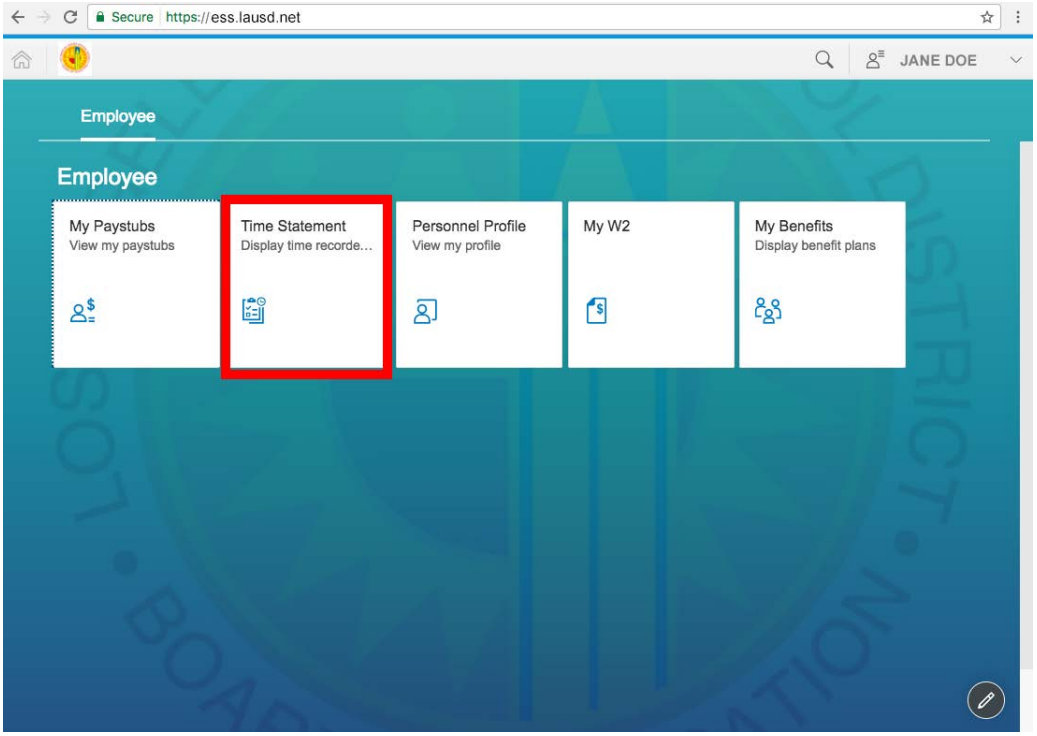
You can save or print paystub.



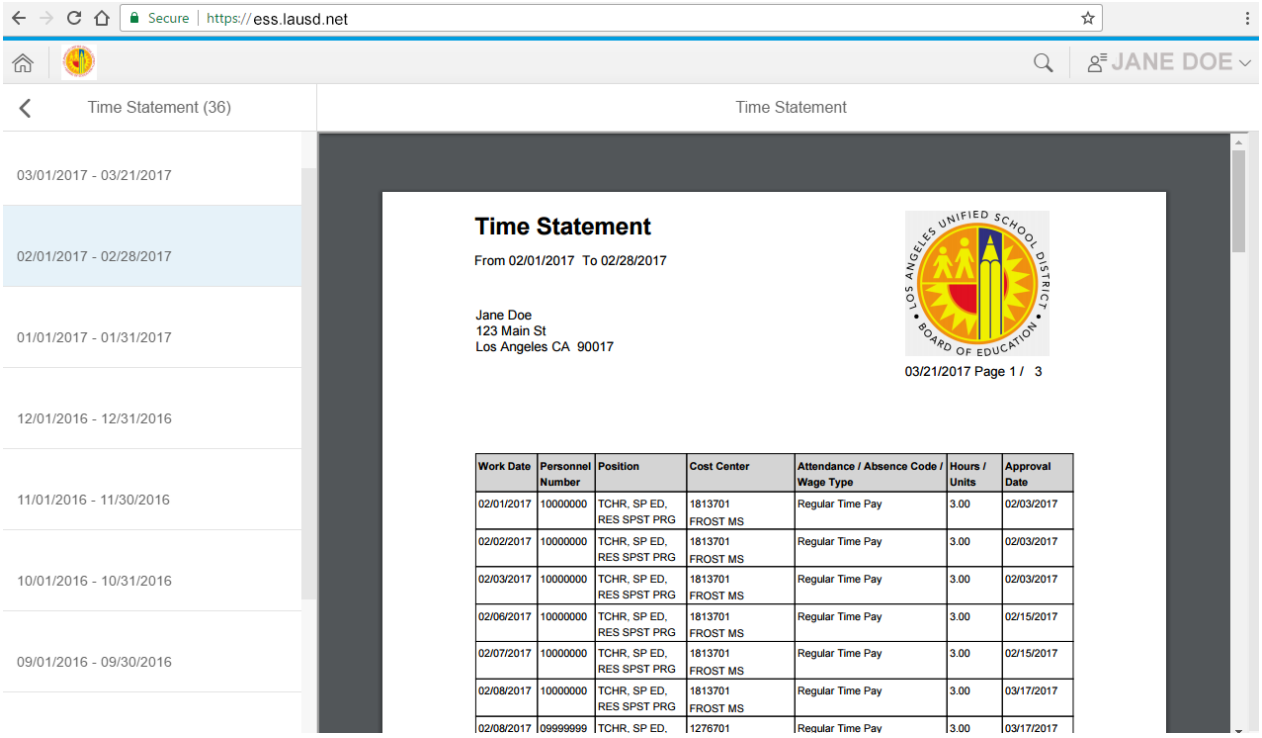
You can search for paystub by typing the pay date (mm/dd/yyyy) in search area.

Click to go back to Launchpad.

Time Statement



To view your time statement, click Time Statement tile.



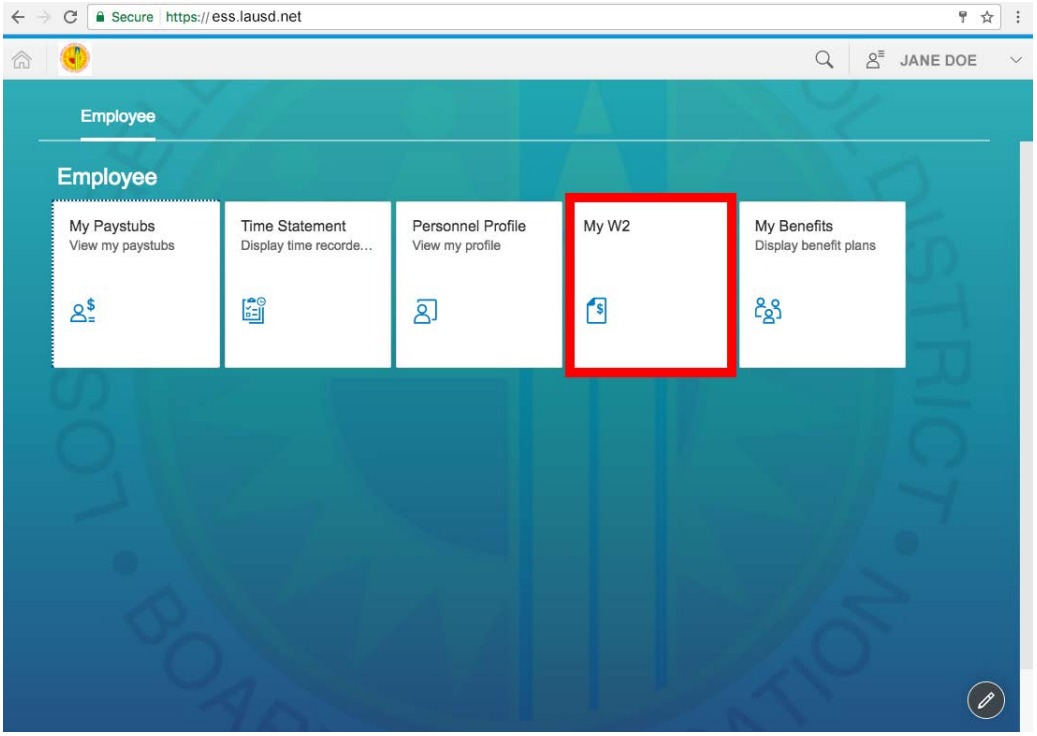
Work Date	Personnel Number	Position	Cost Center	Attendance / Absence Code / Wage Type	Hours / Units	Approval Date
02/01/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/03/2017
02/02/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/03/2017
02/03/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/03/2017
02/06/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/15/2017
02/07/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/15/2017
02/08/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	03/17/2017
02/08/2017	09999999	TCHR, SP ED,	1276701	Regular Time Pay	3.00	03/17/2017

The screen is divided into two sections. Left side of the screen displays a list of months. Right side of the screen displays the time statement. Latest month is displayed on top. To view additional months you can scroll down the list. Up to last 36 months of time statements can be viewed. To view a time statement, click month.

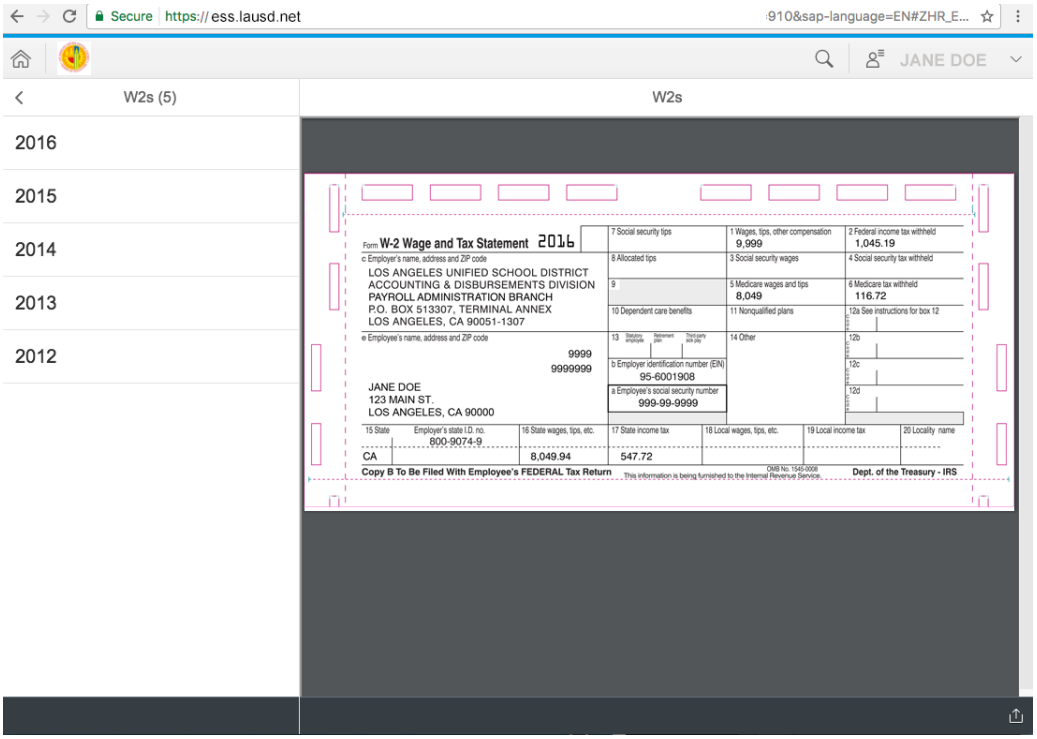
You can save or print time statement.

Click to go back to Launchpad.

My W2



To view your W2's, click My W2 tile.

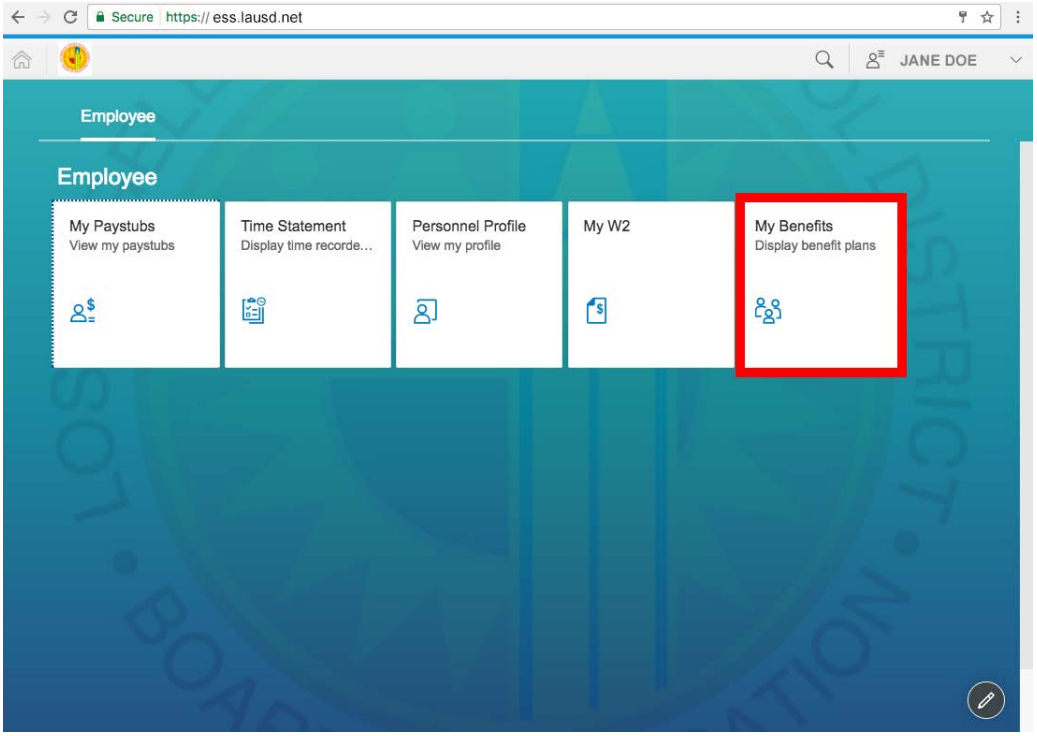


The screen is divided into two sections. Left side of the screen displays a list of years. Right side of the screen displays the W2. The last 5 years of W2's can be viewed. To view a W2, click on the year of your interest.

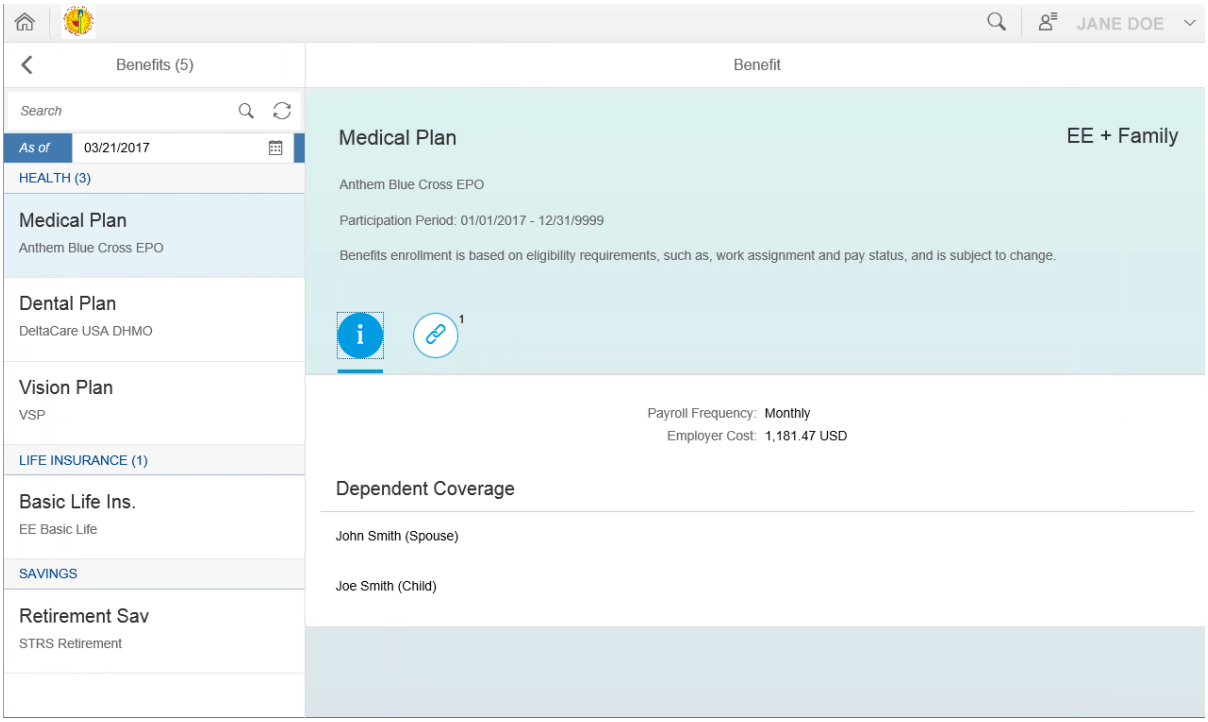
You can save or print W2.

Click to go back to Launchpad.

My Benefits

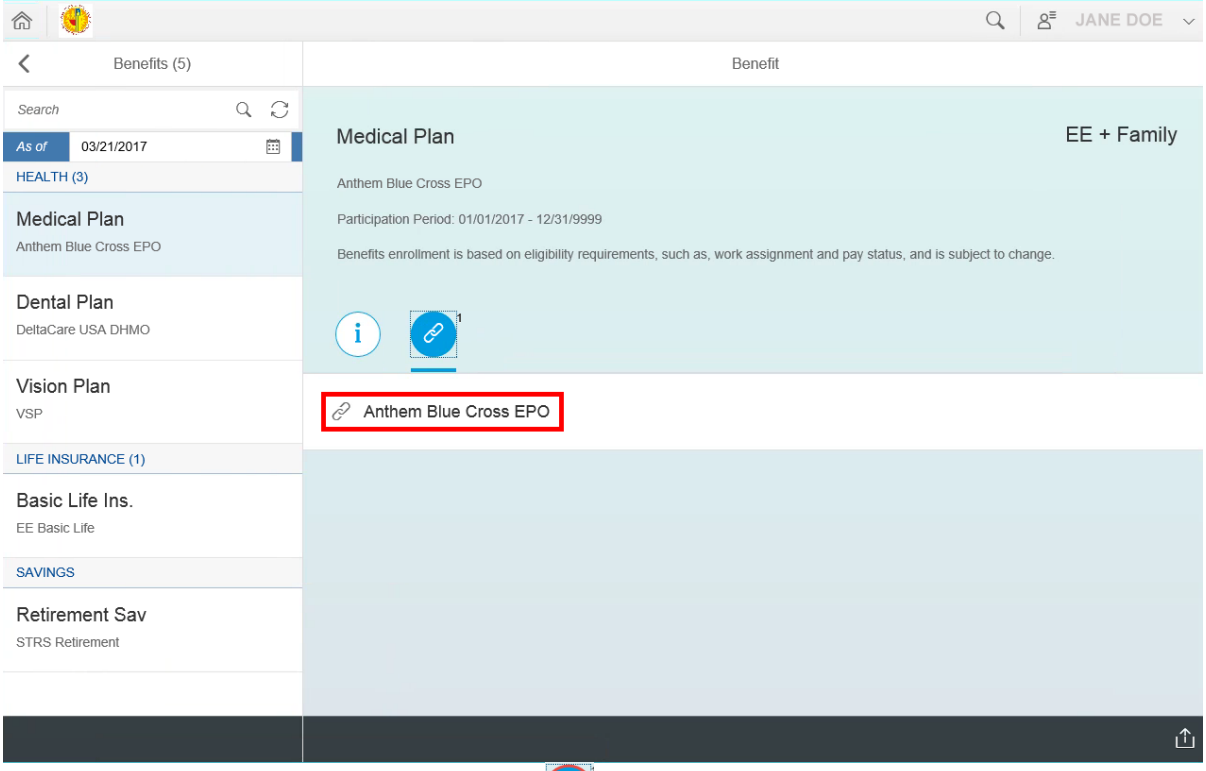


To view benefit plans you are enrolled in, click My Benefits tile.

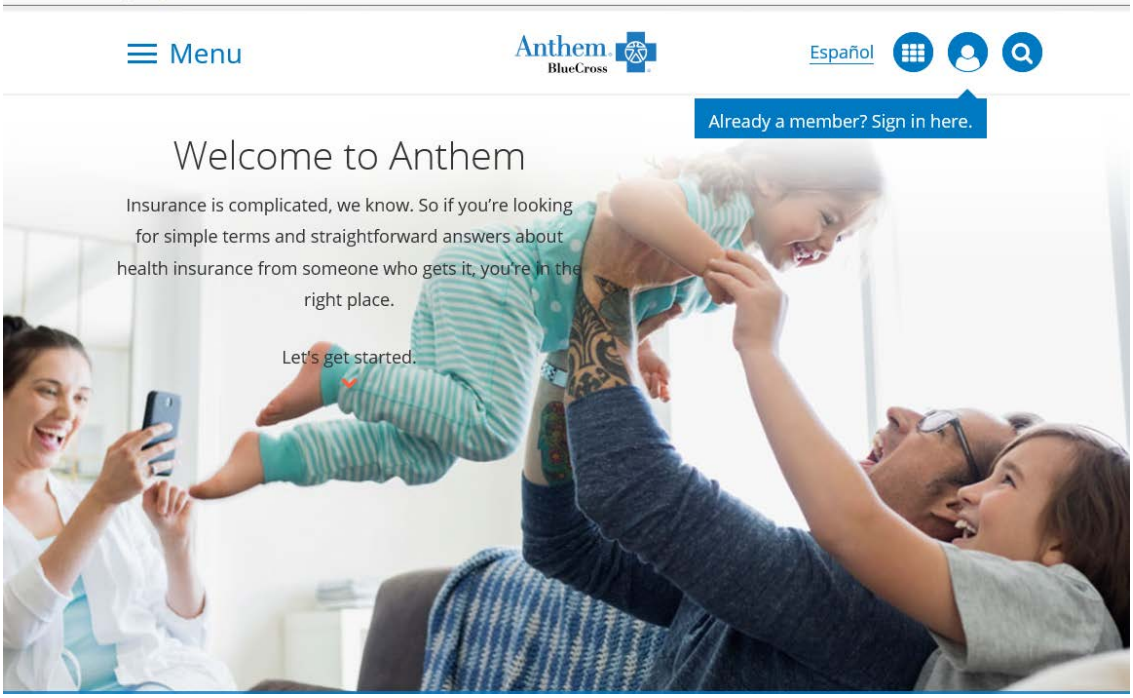


The screen is divided into two sections. Left side of the screen displays a list of plans. Right side of the screen displays the plan details. You can view plan details of your health, life insurance, savings and flexible spending accounts. The scroll bar on the left allows you to see all of your enrolled plans. To view plan details, click on the plan.

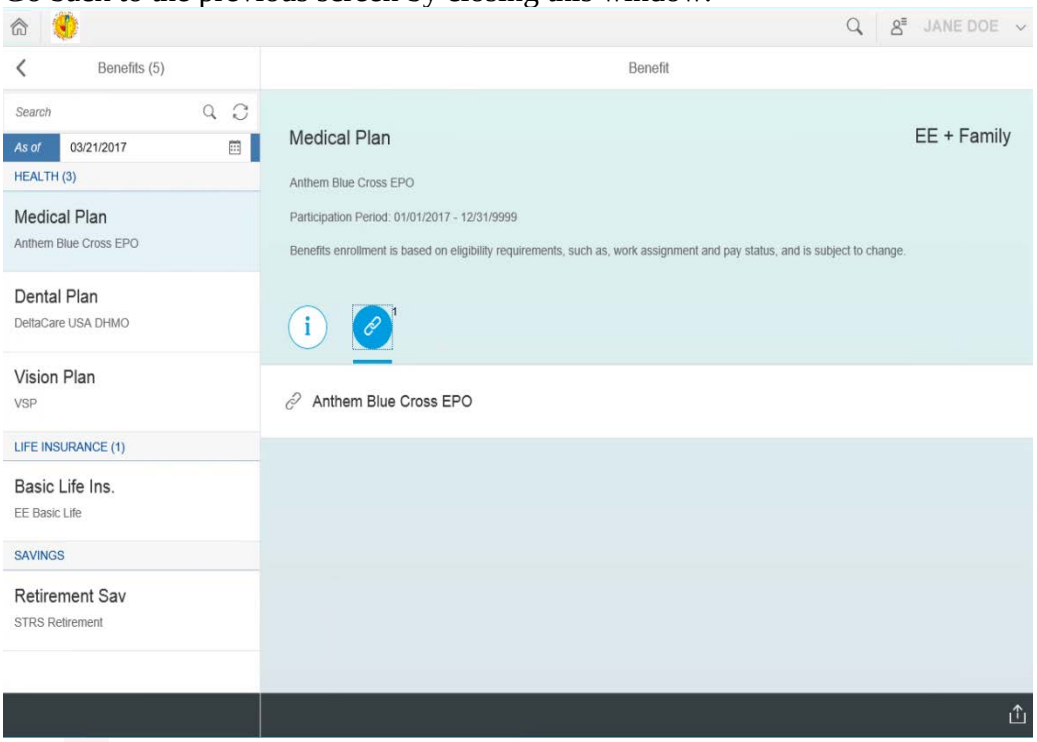
The cost for your coverage is shown. You can also view dependents enrolled in your plan.



To access provider website, you can click and click the link displayed. A new window opens for the provider website.

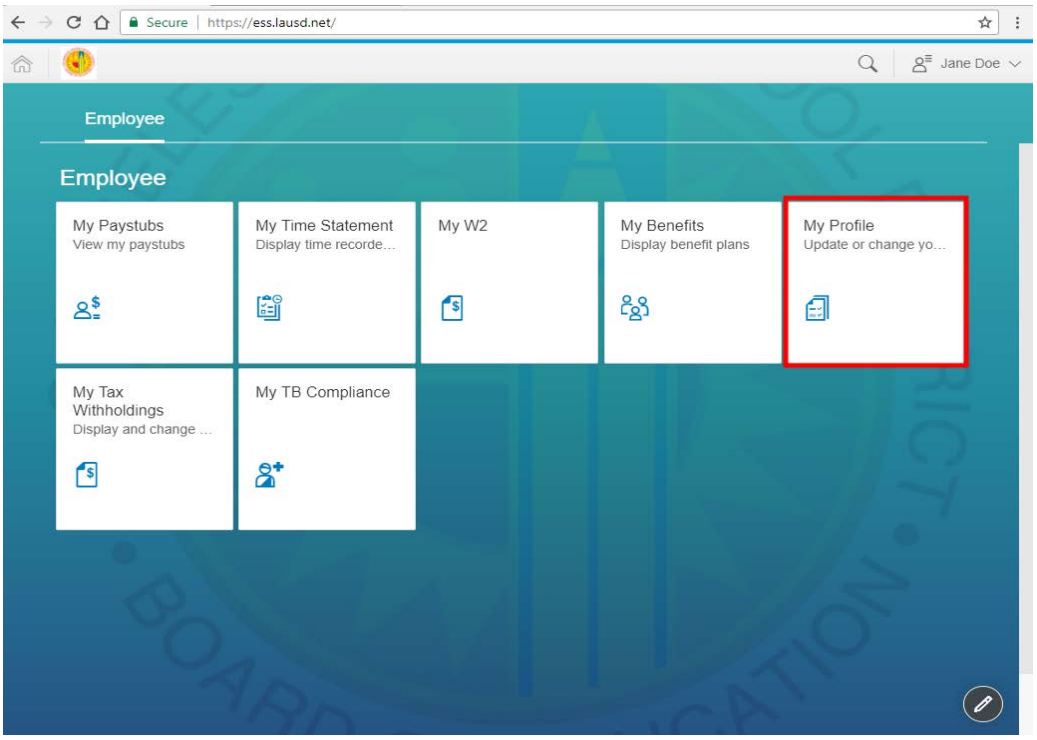


Go back to the previous screen by closing this window.

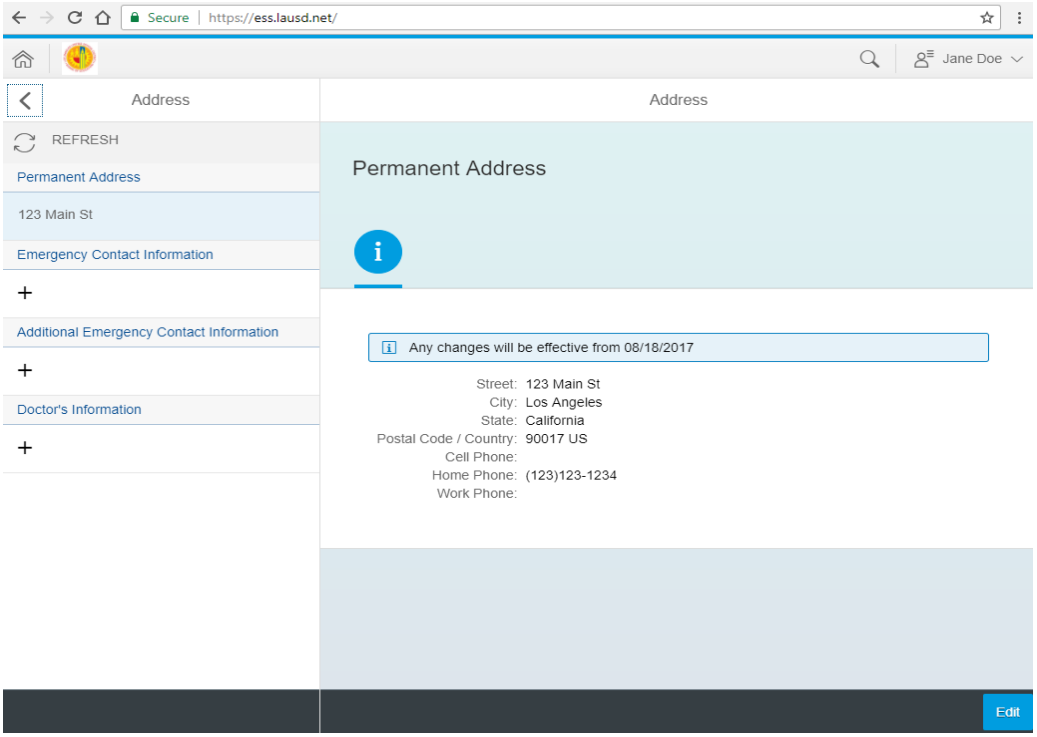


Click to go back to Launchpad.

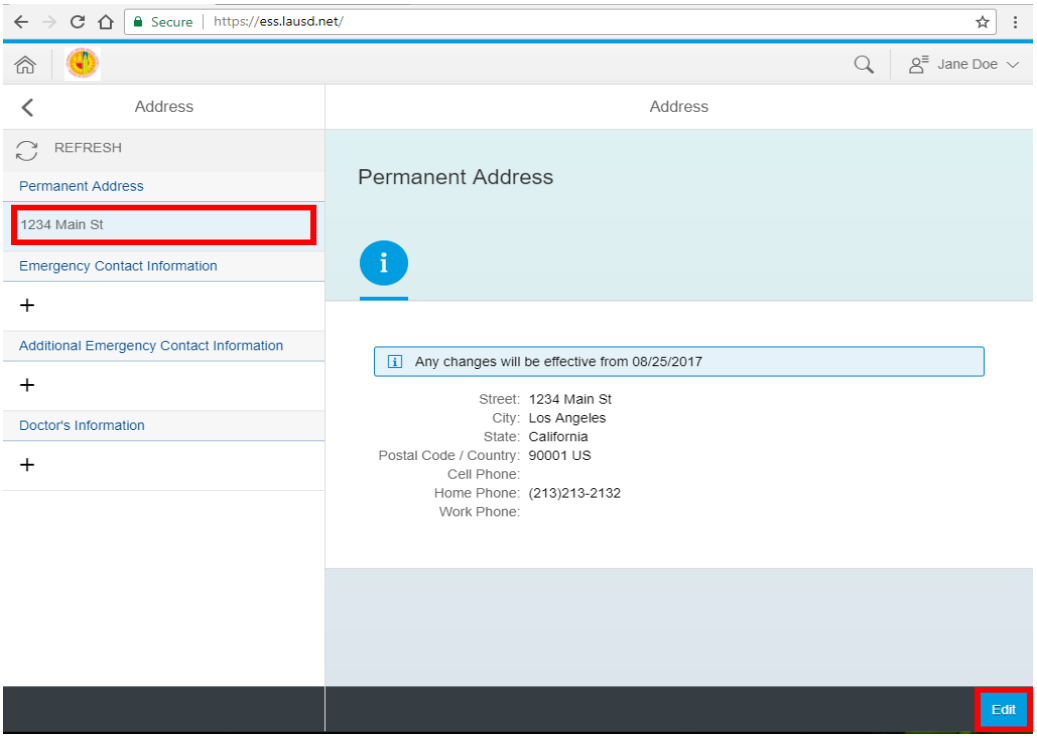
My Profile



To view your profile, click My Profile tile.

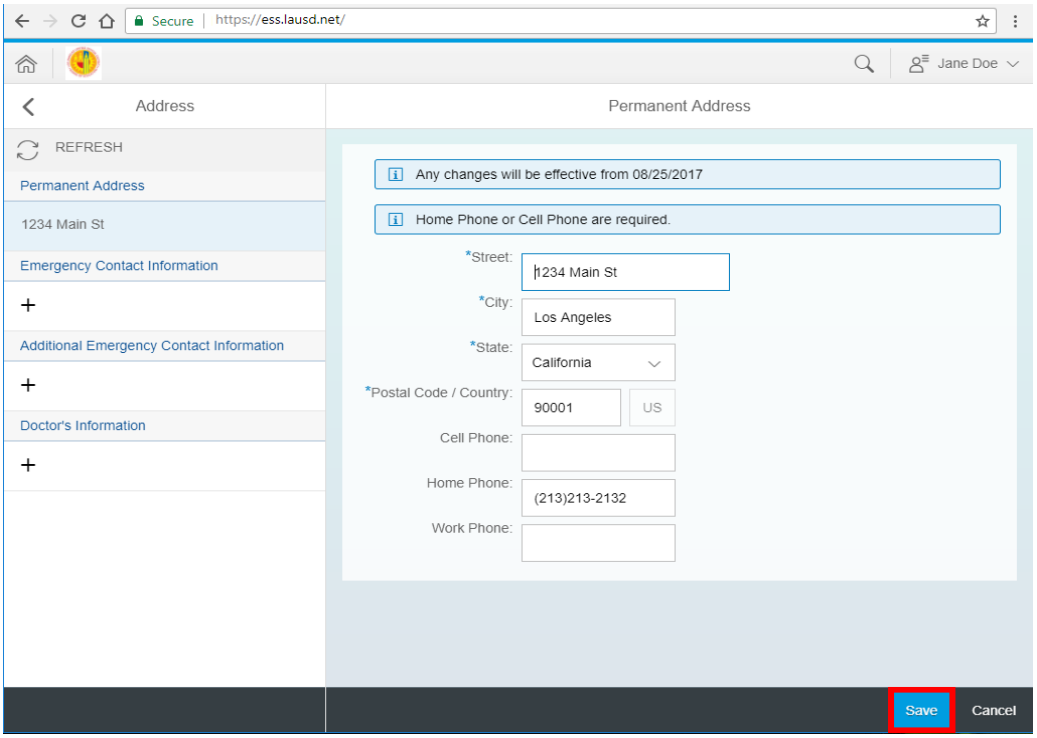


The screen is divided into two sections. Left side of the screen displays overview of my profile which includes Permanent Address, Emergency Contact Information, Additional Emergency Contact Information and Doctor's Information and the right side of the screen displays in detail. To view permanent address in detail section click Permanent Address, similarly click respective record to view in detail section.



To change the address click Edit.

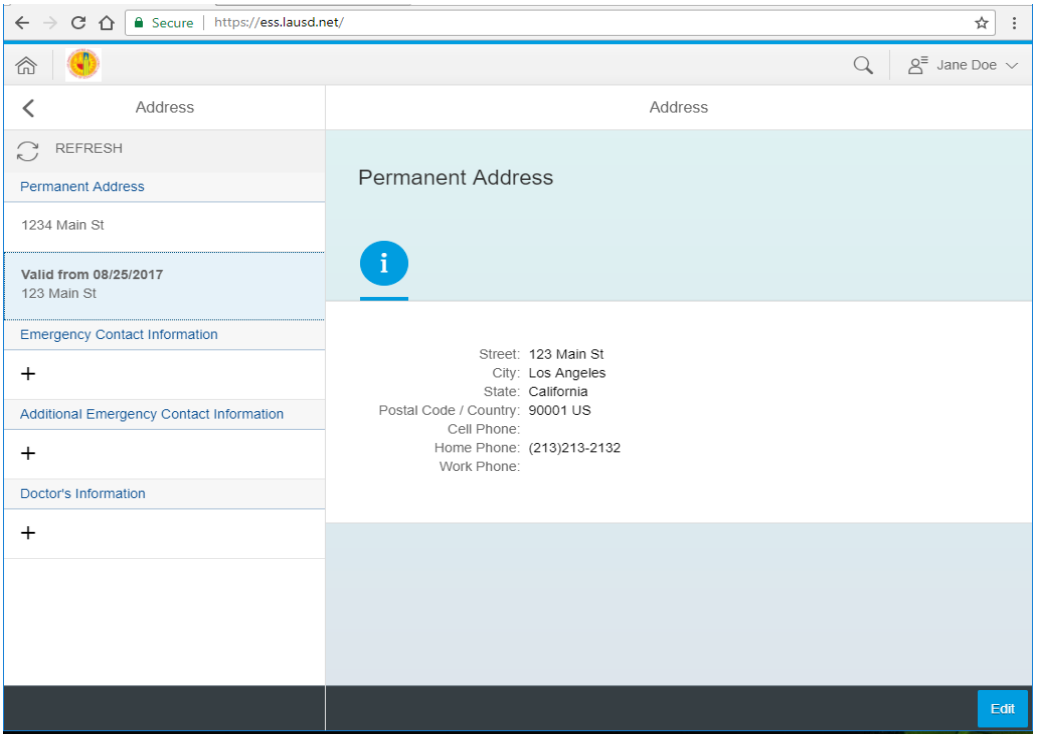
If the relavant address is not in the system click + to create address.



Notice the effective date of this modification in the message section on top and if there is no related message then changes are effective immediately.

Modify the information as needed.

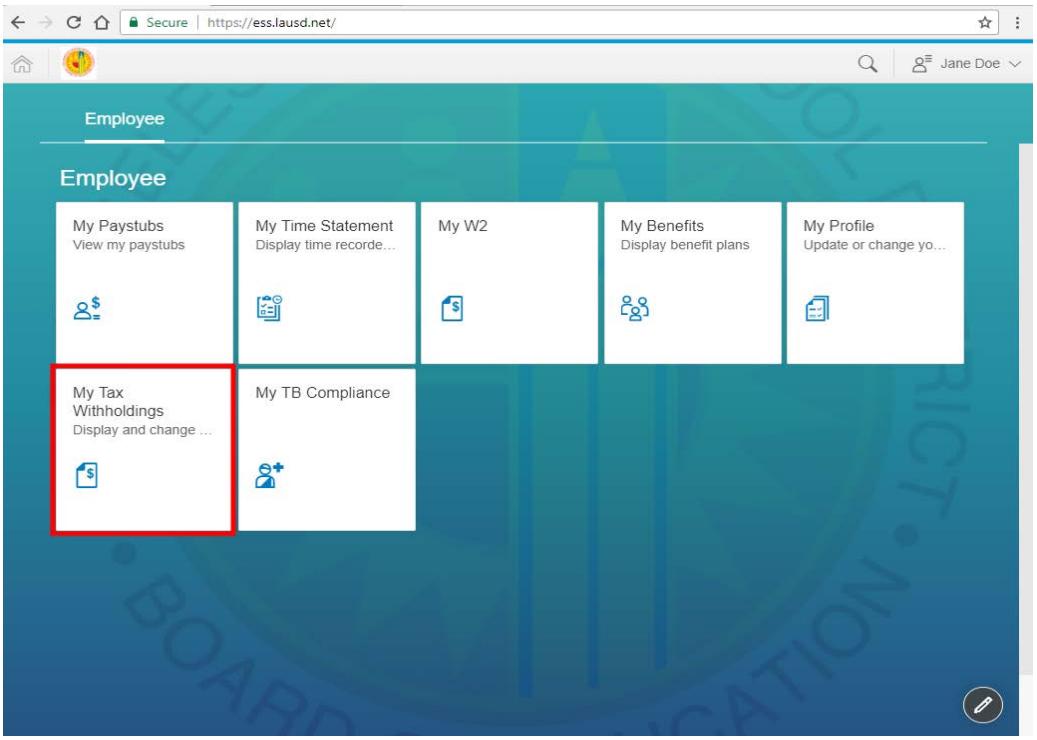
Click Save.



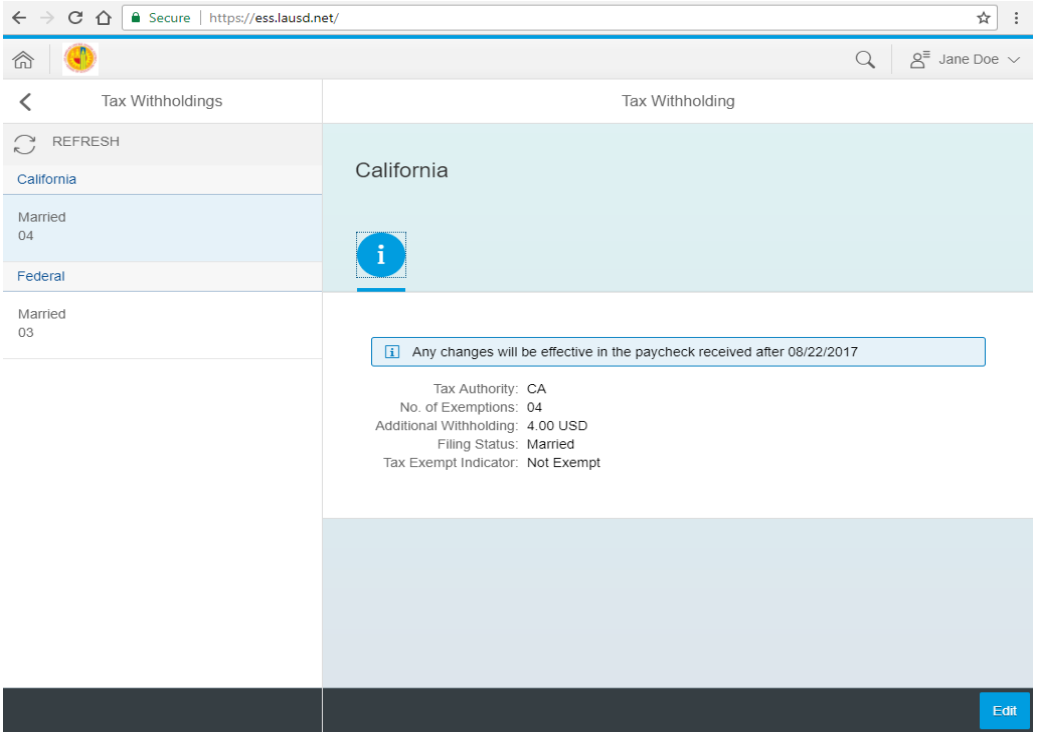
Select the latest record to verify your changes.

Click to go back to Launchpad.

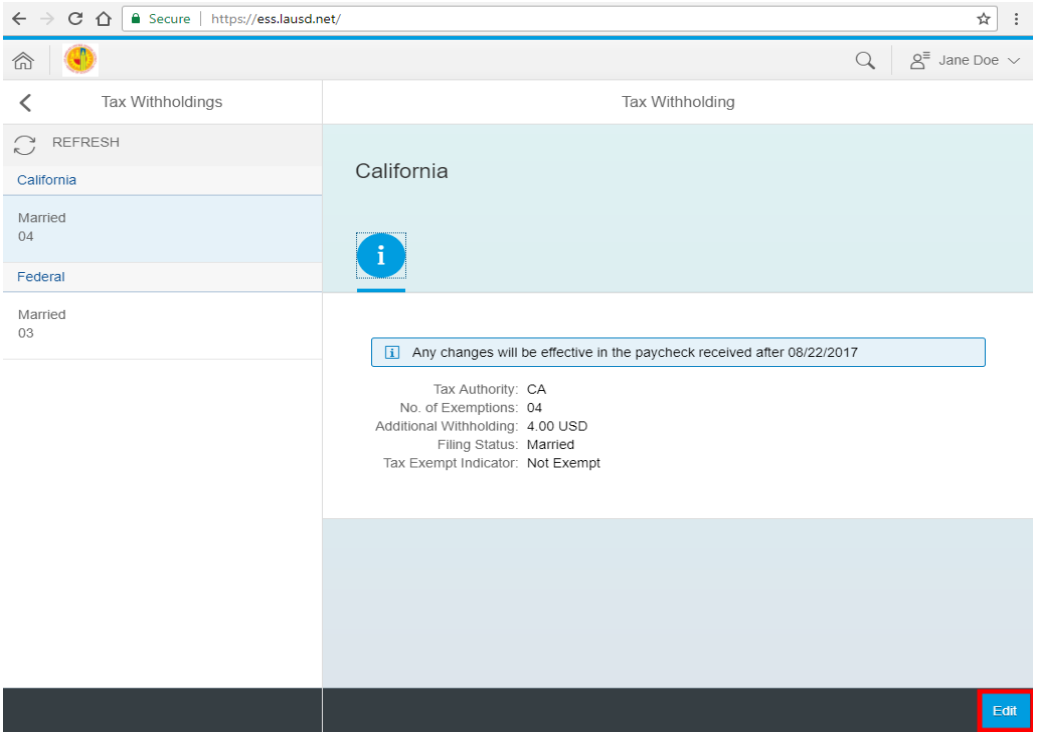
My Tax Withholdings



To view your tax withholdings, click My Tax Withholdings tile.



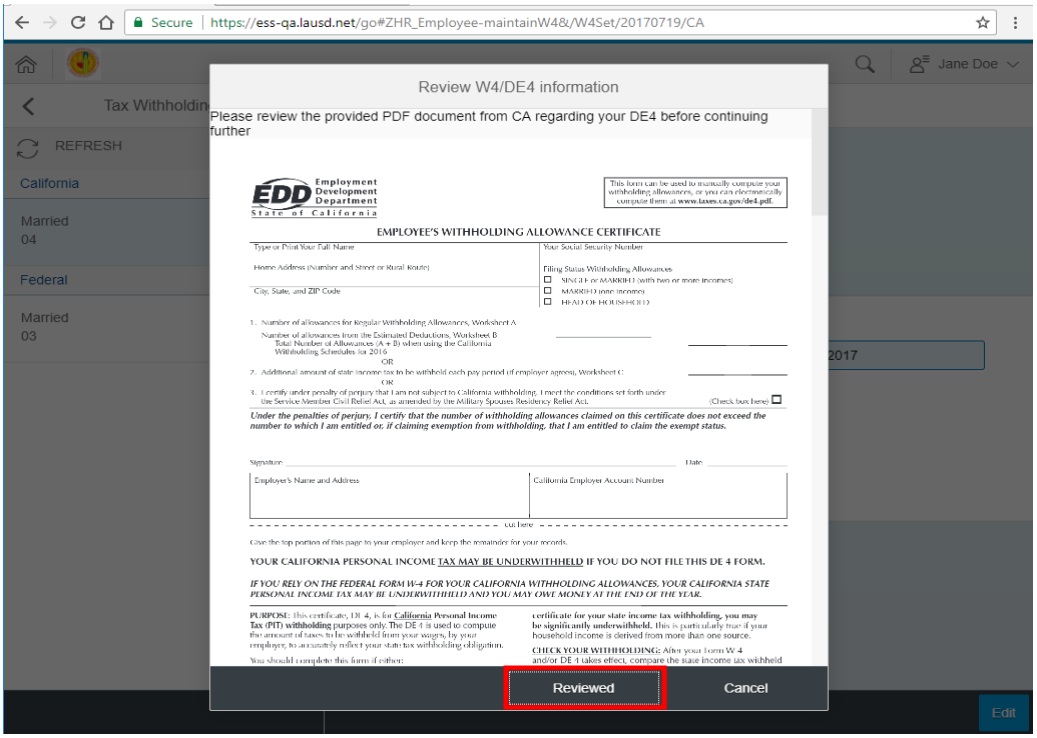
The screen is divided into two sections. Left side of the screen displays overview of tax withholdings which include California withholdings and Federal withholdings and right side of the screen displays the withholding information in detail section. To view California withholdings click under California and to view Federal withholdings click under Federal.



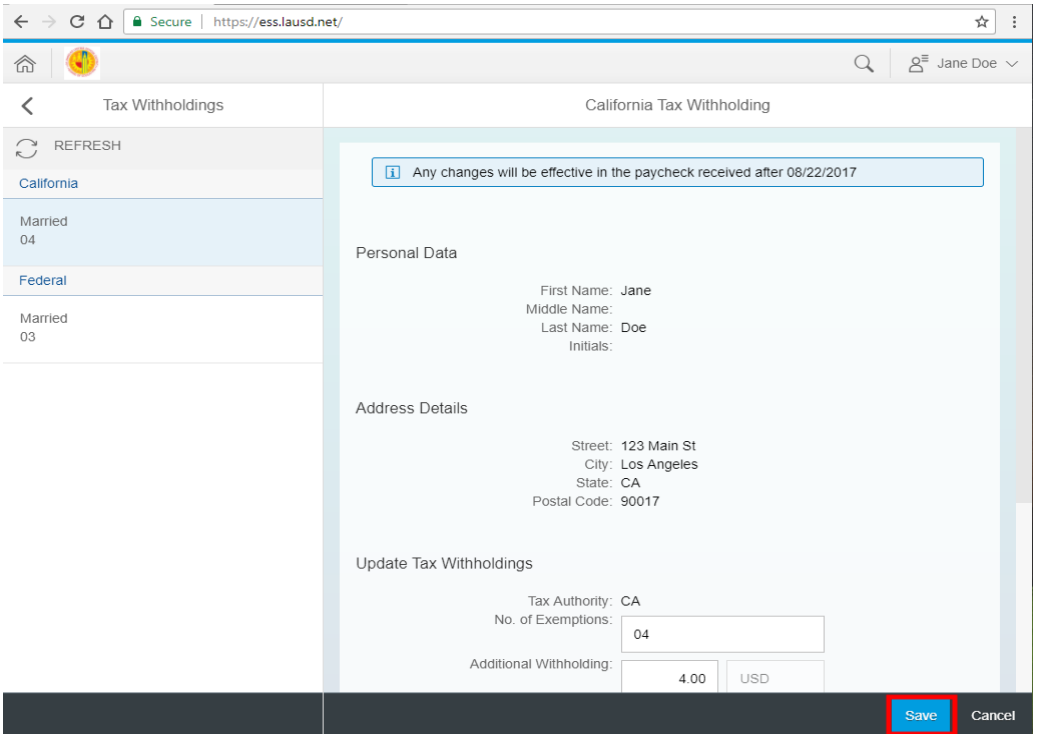
To change the withholding click Edit.

Review W4/DE4 information window is displayed. Review the displayed PDF.

If the record is not in the system click + to create.



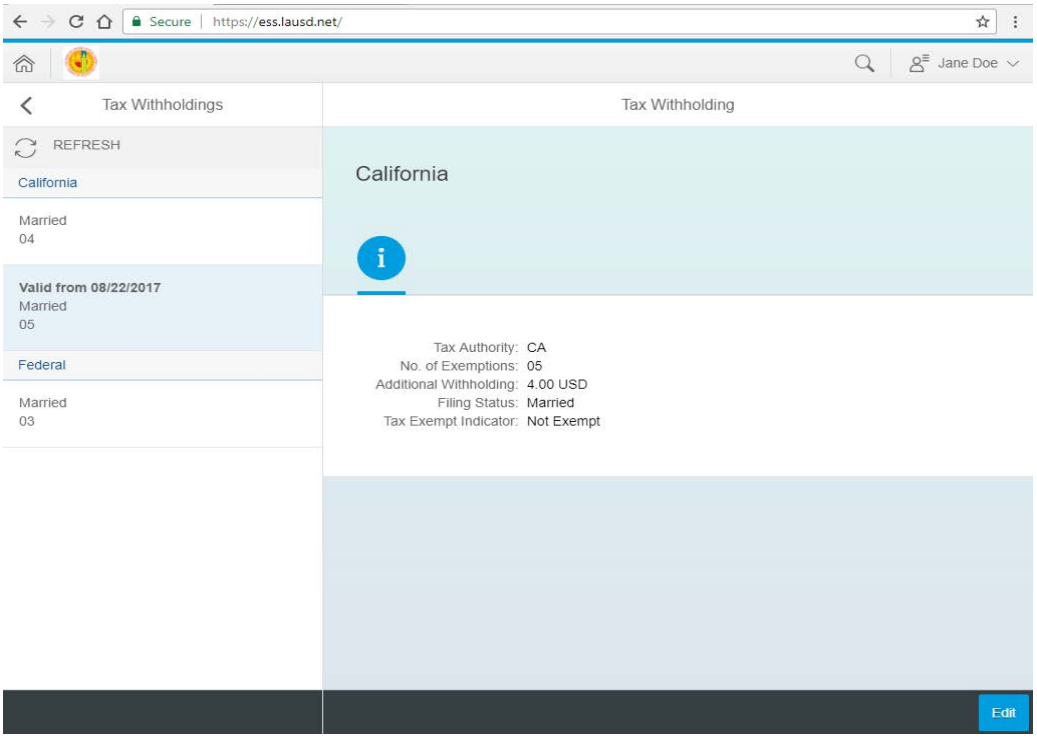
Click Reviewed to move forward or Cancel to move back.



Notice the effective date of this modification in the message on top.

Modify the information as needed, go through the declaration and select it.

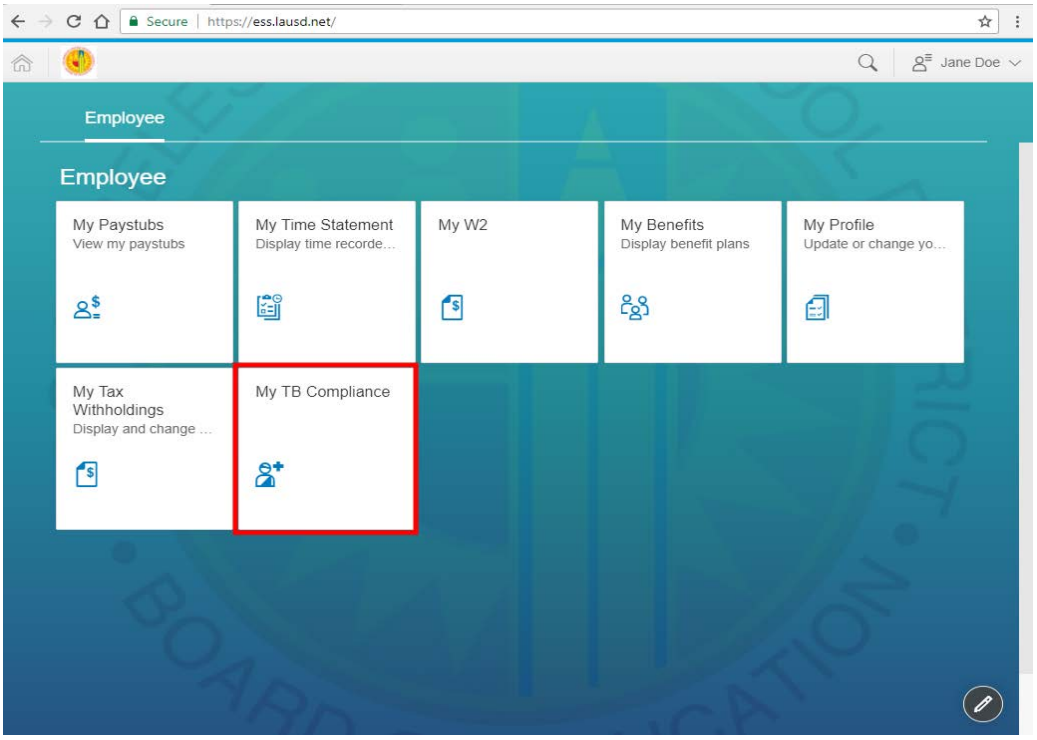
Click Save.



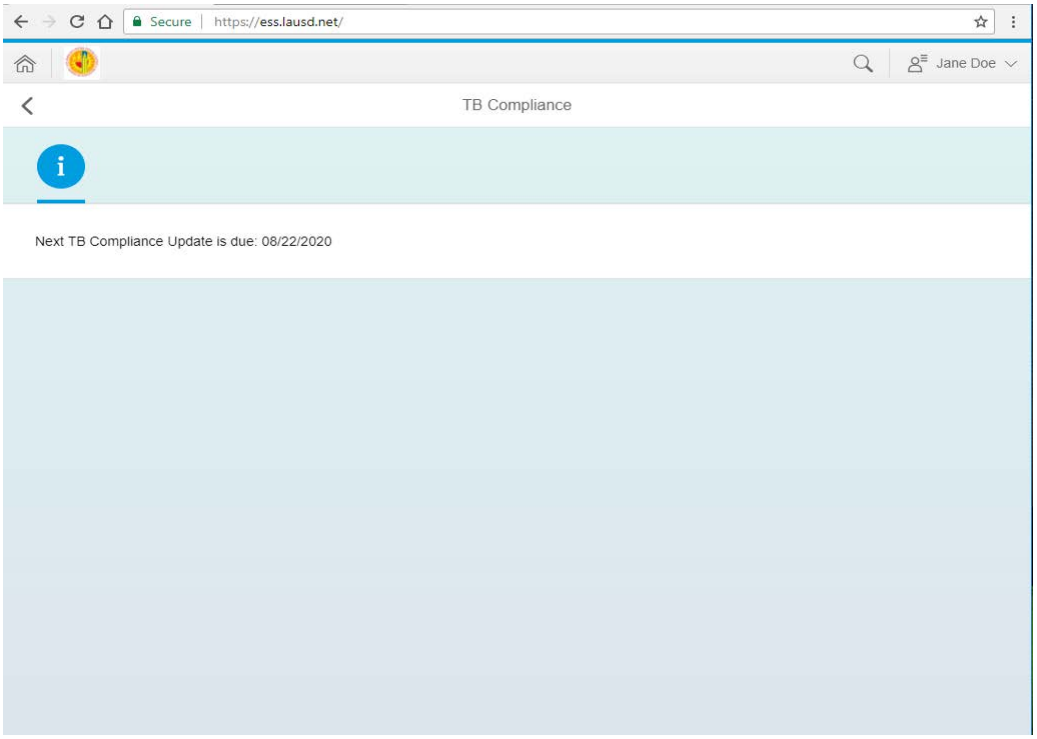
Select the latest record to verify your changes.

Click to go back to Launchpad.

My TB Notifications



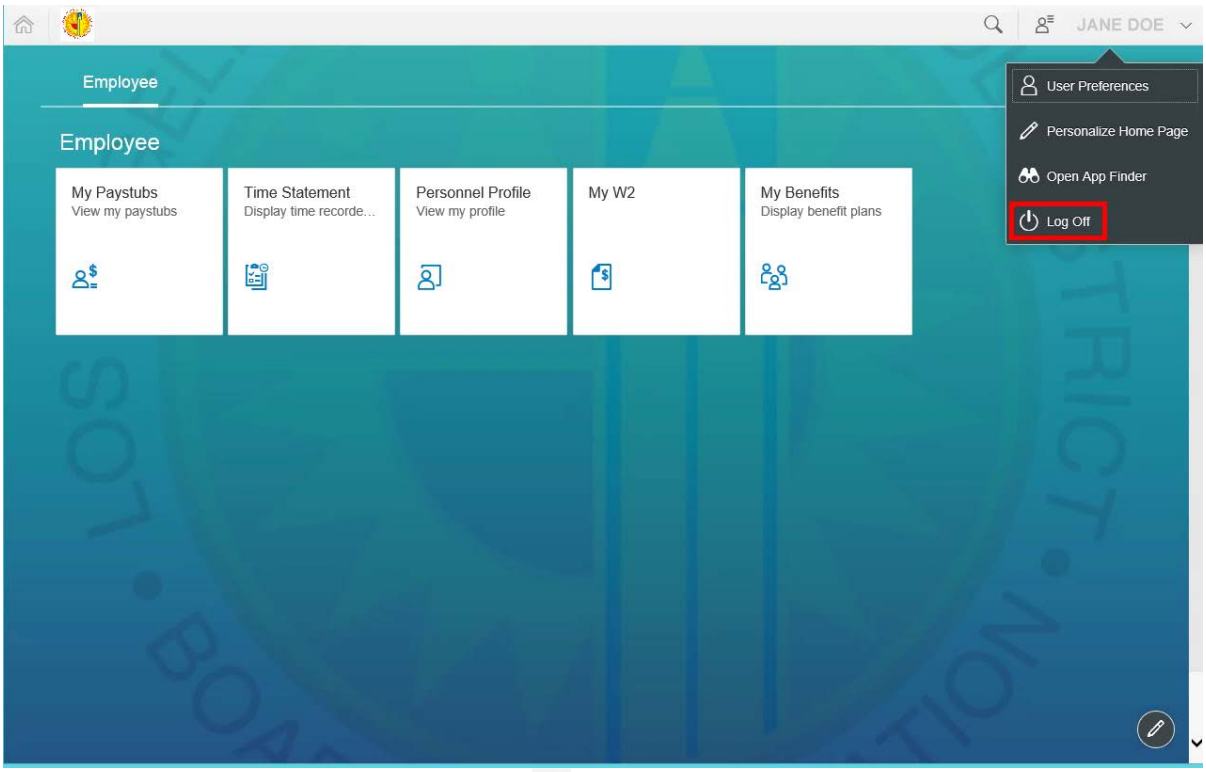
To view your TB notifications, click My TB Notifications tile.



TB notification is displayed.

Click to go back to Launchpad.

Conclusion



Log-out from the application by clicking and click Log-Off.

Frequently Asked Questions

1. Is this application secured?
    - Yes, it is secured and only you can view your own information.
2. Can I save password on my browser?
    - Your browser may allow you to save password. However, for security reasons we do not recommend saving passwords.
3. What if I forget my password?
    - Call help desk at (213) 241-5200.
4. Can I view/obtain W2's older than 5 years?
    - No, please contact the Employee Service Center at (213) 241-6670.
5. Can I make changes to my health benefit plan(s)?
    - You may only view your current plan enrollment(s). IRS rules do not allow plan participants to make election changes except during the Annual Benefits Enrollment period. However, the IRS does permit a participant to make a change in the middle of the year when certain major life events take place. Please contact Benefits Administration at (213) 241-4262 or visit their website at http://benefits.lausd.net for more information.
6. Can I add or remove dependents?
    - You may only view your currently enrolled dependents. To remove or add eligible dependents from your health benefit coverage, complete the "Change of Dependent Status" form and submit to Benefits Administration. The form can be found on their website at http://benefits.lausd.net.
7. If I have any questions regarding my health benefits coverage, who may I contact?
    - You may call Benefits Administration at (213) 241-4262 or send an email to benefits@lausd.net. You may also visit their website at http://benefits.lausd.net for more information.
8. What if I have questions related to paystub?
    - You can contact payroll support services at (213) 241-2570 or email payrollsupport@lausd.net
9. What if I only see ?
    - It indicates that the browser you are using is not supported. Please use one of the recommended browsers.

RAMPART POLICE ACTIVITIES LEAGUE

Martial Arts Classes
Instructed by
Professor Frank DeGourville, 9th degree Black Belt

Enroll Now!

Ages 5 to 18

Monday and Wednesday Classes:

6:00pm - 7:00pm - Beginners

7:00pm - 8:00pm - Advanced

@The LAPD Rampart Station
1401 West 6th Street, LA 90017

$20.00 per month

Sign up and pay for 3 months and get a free uniform.

Helps build self-esteem and promotes exercise!

<u>Applications available at the front desk</u>

RAMPART POLICE ACTIVITIES LEAGUE

Clases De Arte Marciales
Instruidas por
Professor Frank DeGourville, Cinturon Negro 9 grado

Inscribase Hoy!

Edades 5 a 18

Clases Lunes y Miercoles :

6:00pm – 7:00pm – Principiantes

7:00pm – 8:00pm – Avansados

@The LAPD Rampart Station
1401 West 6th Street, LA 90017

$20.00 por Mes

Inscribase hoy pague por 3 meses y obtiene un uniforme gratis.

Ayuda al autoestima y promueve el ejercicio!

<u>Applicasiones disponibles en el escritorio de enfrente.</u>

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How to Access and Complete the Online Training

Firefox or Chrome is recommended. Do NOT use Internet Explorer. Before you begin, please make sure that your pop-up blocker is disabled by clicking here.

1. Go to: achieve.lausd.net/mypln
2. Select the "**LAUSD Employees Login"** button.
3. Enter your user name and password as directed below and then select the "**Sign in"** button
   -User Name: Enter your ***complete*** LAUSD email address (i.e.: john.doe**@lausd.net**)
   -Password: enter LAUSD single sign-on password
4. Select the "**Transcript"** button from the home page.

5. Click the **"Open Curriculum"** button to view the training and quiz.

6. Select the "**Activate**" button next to **"2017 Reasonable Accommodation Online Training for Supervisors**", then click "**Launch**" and click the play button to watch the training video.

7. After watching the video, click the **"Mark Complete**" button.
8. To take the assessment, click the "**Activate**" button next to "2017 Reasonable Accommodation Online Training Quiz", then click the "**Launch Test**" button.
   NOTE: In order to be marked completed for the course, you must pass the assessment with a score of 100%.
9. Your completion progress is tracked as you go through the materials and they are check marked until you reach 100%.

10. After completion of the course, you will receive an email confirmation.

If you encounter any challenges logging into the system or registering for a training, please email *mypln@lausd.net* and provide your contact information. A member of the MyPLN support team will contact you.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting and Disbursements Division

ADMINISTRATOR ASSURANCES

Period Ending_____ Fiscal Year _____
(e.g. July-Dec, Jan-June)

School/Office_____

I hereby certify that I have obtained the appropriate supporting documentation, as outlined in this bulletin, for those employees who were paid using federal and/or state categorical funds. All necessary adjustments have been entered in the payroll system so that actual hours worked are properly reflected.

These documents have been retained by the time-reporter at my location and are available for review.

_____
Administrator's Name

_____ _____
Administrator's Signature Date

A copy of this signed assurance must be sent to your LD Operations Administrator or Division Administrator by January 31st and July 31st of each fiscal year.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting and Disbursements Division

ADMINISTRATOR ASSURANCES

Period Ending_____ Fiscal Year _____
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