Local District Central

Friday's Operation's Brief

BELIEVE ● BEHAVE ● BECOME

IMPORTANT DATES TO REMEMBER

C Basis Ends	6/12
Schools in Session—Hoover ES & Union Ave	6/12
Flag Day	6/14
Father's Day	6/18
B Basis Ends	6/19
Elementary & Middle School ELOS Begins	6/20
LD Central Summer Institute	6/20-6/21
Summer Solstice	6/21
HS Summer Term Begins	6/22
E Basis Ends	6/27
Extended School Year Begins	6/29

WHAT'S DUE

May Water Flushing Certification	6/1
May Metal Detection Certification	6/1
Administrator Assurances-Attachment I	7/31

Celebrations and Farewells

This week the Local District Central team had the opportunity to celebrate your students' accomplishments by attending culmination and graduation ceremonies throughout our local district. The pride and joy of not only the parents but, also of your team members was evident in each ceremony attended. Congratulations are in order for you, our local district leadership, for ensuring that our students are college and career ready.

K-12 Perfect Attendance!

Jose Andrade, a senior at **Ramon Cortines Visual and Performing Arts** accomplished what was thought to be impossible. . . PERFECT attendance since kindergarten! Andrade was recognized at Senior Awards night and received a plaque along with the Brad Arrington Scholarship sponsored by APSAC Association of Pupil Services and Attendance for his remarkable attendance.

Consolidated Charitable Campaign

Thank you Local District Central team for bringing hope to hundreds of families! Local District Central Schools along with the Local District Central Team raised approximately $40,932 this year. The TOP 5 schools will receive a special recognition provided by the Charitable Agencies. Local District Central cares!!!

Delevan ES	$2,493.61	Kim ES	$1,732.00
Eagle Rock HS	$1,917.01	Union Ave. ES	$1, 403.43
Magnolia ES	$1,825.13		

LD Central schools encouraged students to **Attend 'Till the End By** celebrating the **175th day of school on Friday, June 2nd.**

West Adams Preparatory students received Yogurtland certificates along with a drama and dance performance during lunch.

Santee Education Complex provided treats to students who were in school on time on the 175th day of school.

Clinton Middle School "Eagles" continue to soar until the end of the school year.

Restorative Justice: Closing Circle – Pupil Free day

As the school year comes to an end, it is good practice to conduct a Year-end Circle with staff. A Year-end Circle helps with community/team building and bring the school year to a close.

Sample Year-end Circle Script:

Sitting in a circle or a shape where everyone can see each other

Opening –   3 Deep breaths
Check In –   Give one word describing how you feel
Discussion –   Name a Celebration, accomplishment or achievement you had this school year
Check out –   Tell on thing you will be doing for self-care during the break.

Thank you for sharing, for being in circle today and a great year.

MiSiS End of Year Checklist

Attachment 1 is an End of School Year Checklist for activities in MiSiS. This checklist is a reminder of the tasks schools will need to complete before closing out the school year.

Visit http://misis.lausd.net for the most up to date information regarding MiSiS.

Berendo Middle School PSW Organizes Committee to Revive School Garden

In August 2016, the new Berendo Middle School PSW Eugene Alper felt a strong connection to the sparse school garden and saw much potential for a possible school community project.

In November 2016, PSW Alper began finding ways to renovate the Berendo Garden. He formed the Garden Project Committee that included Principal Rosa Trujillo and Healthy Start Navigator Norma Chavez Instrumental members of the committee included Rosa Romero, Program Director for the Los Angeles Farm to School Network at Occidental College Urban & Environmental Policy Institute and Anna Gruben, Executive Director of People for Parks. The committee enlisted the help of community partnerships such as the Youth Policy Institute, Los Angeles City Councilmember Gil Cedillo's office, and Enrich LA.

A Garden Beautification Day took place on Saturday, May 13, 2017 with approximately 40 volunteers to bring this garden back to life. Debris was cleared out of the area, a drip irrigation system for the fifteen raised beds was constructed and installed, mulch and bark were spread around the garden to create a pleasing and sweet smelling ambience, soil was tilled in each bed and the first herbs and vegetables were planted! During the

2017-18 school year, Enrich LA will continue developing the garden with the students and begin the first phase of its Garden Ranger program, which provides a Master Gardener who will focus on reinforcing the curriculum in science, culture and climate.

Berendo is looking forward to a more peaceful and pleasant climate as a result of the efforts of all our stakeholders, and the ongoing collaborative between Berendo staff, Enrich LA, and our community partners.

Restorative Communities Lead Program

In collaboration with Local District Central, the Partnership for LA Schools invites all Local District Central schools that feed into the Partnership schools to send a team of teachers to the Restorative Communities Lead Program. The program focuses on cultivating healthier and stronger school culture, classroom climate, and restorative practices with 1-2 teachers at each school serving Restorative Communities Leads (RCL's). Participating teachers would earn a $1500 stipend from the Partnership. The only cost to schools would be 4 substitute days during the year (for in-classroom teacher participants). Please refer to program flyer and description (Attachment 2). For any questions you might have, feel free to contact Tanya Franklin, Director of School Culture & Restorative Communities at (310) 241-3182.

Administrator Assurances Forms

School Administrators are reminded that they must submit their Attachment I certification form of Bul-2643.6 (Attachment 3) to their Local District Administrator of Operations no later than **July 31, 2017.**

Summer Preparations

Summer Cleaning Schedule

Principals are encouraged to review the summer cleaning schedule with their plant manager before the end off "E" basis to discuss cleaning priorities and expectations.

This will also be a good time to discuss assignment hours for your B & G staff (i.e., Plant Manager 8:00 am—4:30 pm and B & G Workers 9:00 am—5:30 pm). Plant managers should be reminded to maintain the school perimeter clean and check for safety hazards on a daily basis. Should you have any questions, feel free to call your operations coordinator.

Additional Reminders

It is important that the public has access to your school site while on "E" basis. The public, parents, US Mail, and delivery trucks need to have access to the school's office. Here are additional reminders:

Hours:	Regular school office hours (recommended – 8:00 am – 4:30 pm). Hours should be posted on the school's front entrance.
Phones:	Please make sure phones are answered on a regular basis.
Flags:	Please remember to raise the United States and California flags when the school's office is open. (Don't forget to take down the flags at 4:30 pm).
Bells:	Please turn off bells.
Securing Your Campus:	Please plan to meet with your Plant Manager and Buildings and Grounds worker to discuss securing your campus.
Keys:	Make sure that keys are inventoried for ease of reissue in August.
Equipment:	Testing carts need to be secured, iPads powered down and unplugged over the summer to prevent damage. Please be sure to secure all items in locked facilities to prevent possible theft.

Safety Alert 16-03—Summer Flushing Procedures for Drinking Water

For your information, please read the attached Safety Alert 16-03 (Attachment 4) for specific instructions on Drinking Water Flushing procedures during the months of June and July.

Preparation for 2017-2018 School Year Opening

Principals should consider making a list of issues and concerns that have emerged over the past year and plan how they will be addressed during the opening staff meeting. Topics may include:

- ✓ Staff attendance
- ✓ Procedures for reporting absences
- ✓ Absences preceding/following holidays
- ✓ School based procedures for addressing student discipline
- ✓ Teacher hours

- ✓ Sign in Sign out procedures
- ✓ Substitute Lesson Plans/Folders
- ✓ Instructional Expectations
- ✓ Other identified areas for improvement

Reminders

Fiscal Updates

The following deadlines from Procurement and Accounts Payable are coming soon! See attached MEM-6016.4 for an entire listing of Cut-Off Dates & further details (Attachment 5).

Shopping Cart (STO) - Regular Warehouse Deliveries	6/22/2017 (8:00 pm)
Shopping Cart (STO) - Same Day Warehouse Deliveries	6/22/2017 (9:00 am)
Shopping Cart (STO) - Overnight Warehouse Deliveries	6/23/2017 (12:00 pm)
Shopping Cart (STO) -Warehouse Will-Call	6/29/2017 (5:00 pm)
Imprest Claim Reimbursement Requests	6/13/2017
Travel Claim Reimbursement Requests (completed and approved with supporting documentation)	6/15/2017
Online Goods Receipts (Receivers)	6/30/2017 (4:30 pm)
Schools – Submission of all Other Budget Adjustments for Review and Approval	6/12/2017
Central Offices– Submission of Budget Adjustments for Review, Approval, and Posting	6/23/2017

Please follow the link below for step by step job aides on the following reports:
PC010 – Purchase Order History Report - look for
P-Card Reconciliation Report - look for Parked transactions!
FM010 –Budget Availability Report – look for unspent funds that will not carryover!

The files for employees paid with categorical funds from January to April 2017 is now posted. Please refer to the appropriate file and search for your school's records in order to ensure that the appropriate time reporting supporting documents are on file. See attached BUL-2643.7 (Attachment 6).

Instructions on Advance Spending for FY-2018 - POs that need to be entered in June is attached (Attachments 7 & 8).

Attendance	☐ Ensure all teachers have submitted attendance. There should be NO Attendance Not Submitted (ANS).
	☐ Enter all attendance previously submitted on manual rosters.
	☐ Clear all uncleared absences.
	o Absences need to be cleared by June 9th in order for attendance to be reflected on the Statistical Report.
	☐ Run Teacher Discrepancy Report and ensure there are no attendance discrepancies.
English Learner	☐ Ensure all students who meet reclassification criteria are reclassified.
	☐ Issue reclassification letters for students who have reclassified.
Enrollment	☐ Students on a permit may need to renew the permit for the next school year.
	o *Refer to BUL-5341.2 Inter-district Permits (District to District) and Student Transfers in Elementary and Secondary Schools & BUL-5347.1 Intra-district (school to school) Permits and Student Transfers in Elementary and Secondary Schools*
	☐ Withdraw students who will not be attending LAUSD next school year on the last day of attendance with the appropriate L Code and L Reason. Students attending a charter school next year should be withdrawn on the last day of attendance.
Grades	☐ Only courses that are issued final grades will post to the transcripts.
	o 'P' should not be issued to academic subjects, such as Math.
	o Any course issued a grade of 'P' is excluded from all GPA calculations
	o M cannot be issued as a final mark
	☐ Remember to print the report cards by grade level to avoid performance issues.
	☐ Run the Teacher Verification Report, Missing Grades Report, and Report Cards after all grades have been submitted.
	☐ If a student had a schedule change during the final grading period, make sure that only the current teacher is providing a final mark.
	☐ Print cum labels to post on the student cumulative record.
	☐ Update cumulative record for all students.
	☐ *For Elementary Schools only* –
	o If a student will be retained, the administrator will need to set the Retention Warning Indicator for Grading Period 3 to "Will be retained".
	o When generating the Elementary Schools Report Card, be sure that the Grade level of TK is deselected from the grade level selection parameter otherwise an error will result.
	☐ *For Options Schools only* – Students who have not completed a course should not be issued a grade for the 4th grading period and teachers should use comment 25.

Graduation Standards	☐ Run the Graduation Eligibility Status Report for 2016 & Beyond to monitor graduation status.

Next Year Enrollment	☐ Transfer records must be entered for students who will not be attending their boundary school in 2017-2018.
	    o *Refer to REF-6646.1 2017-2018 Next Year Enrollment for all Students*
	    o For directions to enter a transfer for individual student in MiSiS refer to *Entering A Transfer Job Aide.*
	    o For directions to enter a transfer for multiple students in MiSiS refer to *Enter a Transfer Mass Update.*

Student Support	☐ Review and update all Discipline referrals.
State Reporting	☐ For all schools whose school year ends by June 9th, submit signed Statistical Reports to the Attendance & Enrollment Branch by deadline. ☐ For all other schools whose year ends by June 30th, submit signed Statistical Reports to the Attendance & Enrollment Branch by deadline.
Scheduling	☐ Ensure that all students have been scheduled in the appropriate course before final marks are posted. ☐ Run Scheduling Reports to check for completed student schedules and class size.
Transcripts	☐ Update transcripts for any off-site final marks or any post-secondary schools that issue high school credit. ☐ Courses taken at LAUSD Adult Schools should automatically post. ☐ After all final grades have been submitted, print transcript for any student, as requested.
Year End Coding for 12th Graders	☐ For students not returning after 12th grade, use the Mass Leave Entry Reason Code screen to enter a leave reason. o *Refer to Mass Leave Reason Entry Screen job aid* ☐ For returning 12th grade students, update the Year End Flag (YEF) screen with leave date.This also applies to Special Education students – Returning, Prior Completer, or Certificate of Completion. ☐ *Refer to REF-6501.3 2016-2017 YEAR END CODING FOR 12TH GRADE STUDENTS*

PARTNERSHIP
FOR LOS ANGELES SCHOOLS

WE INVITE YOU TO LEARN ALONGSIDE US!

Restorative Communities Lead Program:

The Partnership invites 1-3 members of your team to join the Restorative Communities Lead program, which consists of ongoing cycles of professional learning to strengthen school culture and classroom climate in order to transform student outcomes. The Restorative Communities Lead is responsible for leading themselves, the school culture team, and/or a cohort of teachers in planning and implementing restorative practices to enhance school culture. Through this role, educators will cultivate

1st Year RCL Seminar Dates:
- Monday, July 31, 2017
- Thursday, September 14, 2017
- Thursday, November 16, 2017
- Thursday, February 8, 2018
- Thursday, April 5, 2018

their leadership skills and engage with fellow participants in the Partnership network to share resources and best practices. The Restorative Communities Leads (RCL) Program offers **five seminars** throughout the year, which help teacher leaders develop their skills in restorative practices, social-emotional learning, trauma-informed practices, observation, coaching, facilitation, and integrating restorative practices into curriculum.

About us: The **Partnership for Los Angeles Schools** is a non-profit organization that manages 19 of the highest-need schools within the Los Angeles Unified School District, located in Boyle Heights, South LA, and Watts communities. Our **Restorative Communities team** has extensive experience facilitating professional learning and providing coaching and consulting support.

What current Restorative Communities Leads say about learning with the Partnership...

"I can identify several strategies that I will use in my class. I also got great advice and feedback from other RCL's in addressing specific issues on our campus."

"I love observing the scholars engaging in RJ activities, especially the two class communities where the scholars exemplified the definition of team and motivating one another."

"Having the ability to actively engage and construct meaningful peer mentor conversations was amazing!"

Please reach out to Tanya Franklin to enroll at tanya.franklin@partnershipla.org.

Restorative Communities Lead @ Family Schools

PARTNERSHIP
FOR LOS ANGELES SCHOOLS

Overview

The Restorative Communities Lead is responsible for **leading themselves** and the **school culture team** in planning and implementing restorative practices to **enhance school culture** such that the school meets their culture goal(s). Through this role, educators will **cultivate their leadership skills** while **positively impacting school culture and classroom climate** in order to **transform student outcomes.** The chart below outlines key responsibilities of the role, along with sample deliverables. Participants should expect to spend 10-20 hours/month, in addition to seminar attendance, to plan for and execute responsibilities. To support Restorative Communities Leads, schools will work to provide supports for them to fulfill related responsibilities.

1st Year RCL Responsibilities	Sample Deliverables
• Serve as a contributing member of the school leadership team and a co-lead of the School Culture Team (or equivalent) • Set a year-long goal with interim milestones, weekly actions, and semester outcomes aligned to one strategically impactful TLF element (e.g., 1b4, 2a3, 2b2, 3a4) that will support the school-wide Culture growth goal • Implement a school-wide system for peer observations (modeling in your own classroom) to ensure colleagues' learning of restorative practices	• Log/feedback notes of classroom observations by peers • SEL lesson plans, assessment results, or videos used in PD with staff • Circle tracker data • Photos of student work, experiences, etc. • Culture team meeting agendas, notes, exit tickets, sign in sheets, and reflections • Photos, bulletins, flyers, or other communication of school-wide events (including PD) to promote school culture strategies

Attendance, Participation, and Collaboration

Partnership Events and Meetings
- One-day RCL Kick-Off (July 31, 2017)
- Four (4) full-day seminars (two in the fall, two in the spring) focused on restorative instructional practices
- Regular check-ins with Partnership staff member, including coaching/observation meetings

School-Site Meetings
- Regular and meaningful participation in leadership team meetings, Culture Team meetings, and principal check ins

Qualifications
- Sustains a growth mindset for self and others in pursuit of excellence
- Belief in the Partnership Core Values: courage, creativity, continuous improvement, and collective action
- Ability to build strong relationships and support high morale and confidence in colleagues
- Strong content and pedagogical knowledge
- Desire to lead and/or experience leading adult learning
- Experience using data to drive instructional practice
- Strong technology and computer skills (email, digital platforms, Google, etc.) or willingness to learn

Stipend
- Stipend paid out 2x annually for a maximum of $1500
  - $300 for attending July 31st
  - $1200 for Seminar and School Site Deliverables
- Compensation will be dependent on completion and quality of seminar and school-site deliverables (to be determined with Partnership and school leaders)

Selection
To apply to serve as a Restorative Communities Lead, please visit **http://bit.ly/PartnershipTL** and submit an online application. Decisions will be made in conjunction with principals, and all candidates will be notified by July 15, 2017. For any questions about or problems with the application, please email **Tanya.Franklin@PartnershipLA.org**.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting and Disbursements Division

BULLETIN NO. 2643.6
October 31, 2013

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 ESC Operations Administrator or Division Administrator by January 31st and July 31st of each fiscal year.

OEHS

Office of Environmental Health & Safety
333 S. Beaudry Avenue, 21st Floor
Los Angeles, CA 90017
Phone: (213) 241-3199
Fax: (213) 241-6816

SAFETY ALERT

No. 16-03	Summer Flushing Procedures for Drinking Water	May 2016
		REV. 3/2017

Lead is toxic when ingested and can cause serious health problems, particularly in young children. To prevent lead exposure from drinking water sources, the District implemented a flushing policy in 1988.

This policy (*Reference Guide 3930.6, Daily Flushing Requirements for Drinking Water Fountains and Faucets*) requires daily flushing of all drinking water sources. The site administrator must ensure designated staff flush drinking water sources daily and maintain the "Monthly Drinking Water Flushing Log." The site administrator must also certify monthly these tasks have been completed.

All site administrators must certify for the month of June by July 15th. However, the certification window for June will be open early (June 15) for those site administrators whose last day is June 27th. Certification for June is required of all regular site administrators.

To ensure full compliance with these requirements during the summer months, the following procedures have been developed:

- The summer site administrator must designate staff responsible for the daily flushing of drinking water sources that may be used or are accessible for consumption or food preparation throughout the summer. The summer site administrator for each school shall be the acting principal. At sites where there is no administrator, the Beyond the Bell site coordinator will be responsible for the certification process.

- **Every morning**, designated staff must flush all of those fixtures and fountains. If the site will not be occupied until later in the day, then flushing must be completed immediately upon arrival at the site and prior to first use. Sites with no students present still require daily flushing for accessible fixtures that may be used by staff.

- Staff that conducts the daily flushing must complete the "Monthly Drinking Water Flushing Log" on a daily basis (Attachment A). These logs shall be kept in the main office and provided to the regular Site Administrator at the end of the summer program.

DISTRIBUTION: All Schools

- At the end of the month or when the program (summer school or Beyond the Bell) ends each month, the site administrator shall certify that daily flushing has been completed. Summer administrators must certify for June if any part of their program falls in June using the instructions listed below.

  ➢ Principals overseeing the summer sessions at their regular assignment may use the Principals portal to certify each month as discussed in the REF-3930.6.

  ➢ Principals assigned to a different location for the summer or Beyond the Bell staff in the absence of a site administrator, must follow the instructions listed below.

INSTRUCTIONS ON HOW TO CERTIFY FLUSHING DURING THE SUMMER:

1. Click onto the link below to access the certification form each month.

   https://tinyurl.com/lausd-summer-flushing-2017

2. The following form will appear.

   ## LAUSD 2017 Summer School Drinking Water Flushing Certification

   All site administrators must certify - via this electronic form - all drinking fountains and faucets have been flushed daily and a log has been maintained on site in accordance with Reference Guide 3930.6 "Daily Flushing Requirements for Drinking Fountains and Faucets".

   NOTE: Do not certify early. Only certify when the month or program has completed, whichever comes first.

   For questions about these procedures, please contact the Office of Environmental Health and Safety at (213) 241-3199.

   * Required

   Select the month you are certifying for: *

   Choose ▼

3. Enter the following information into the form.

   a. Select the month (June, July or August)
   b. Site location code (4-digit)
   c. School Name
   d. Your LAUSD e-mail address
   e. Your title

DISTRIBUTION: All Schools

       f.   Your name

4. Click on the Submit button at the end of the form. You will receive the following confirmation message once the form is received.

LAUSD 2017 Summer School Drinking Water Flushing Certification

Your response has been recorded.

Submit another response

These procedures do not apply to schools that have been exempted from daily flushing. To view the current list of exempted schools, please visit http://achieve.lausd.net/Page/3956. For more information on the Lead in Drinking Water Program, please contact OEHS at (213) 241-3199 or visit http://achieve.lausd.net/Page/3450.

ATTACHMENT A
Monthly Drinking Water Flushing Log

Name of School:_____   Month/Year:_____

Location (Building/Room): _____   Location Code:_____

Date	Each Fixture Flushed (Y, N)	Location & Equipment ID of Problem Fixtures (inoperative, odors, discoloration or complaints)	Responsible Person's Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
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21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			

Note: All drinking fountains, faucets and cafeteria kitchen faucets used for food/beverage preparation shall be flushed for a minimum of 30 seconds prior to the first use every day. It is the responsibility of the school's Principal or the Site Administrator to ensure that this log is kept up to date and copies are kept on file at all times.

LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE:	2016-2017 Procurement Year-End Closing Timeline/Schedule	**ROUTING** All Employees All Locations
NUMBER:	MEM-6016.4	
ISSUER:	George Silva, Chief Procurement Officer Procurement Services Division Thelma Meléndez de Santa Ana, Ph.D., Chief Executive Officer Office of Educational Services	
DATE:	February 27, 2017	

PURPOSE: This Memorandum lists year-end closing timelines and policies as reference for schools and offices when processing procurement-related transactions online or through Procurement Services. Non-adherence to the timelines below may impact account balances for the following fiscal year. Therefore, it is highly recommended that schools and offices adhere to these due dates.

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

Title I timelines are listed separately.

Inactive purchase order closure information is provided.

GENERAL PROCEDURES: CURRENT YEAR ORDERING (2016-2017)
In order to ensure that the cost of goods and/or services ordered is posted to the current fiscal year (2016-2017), transactions must have an APPROVED status in the SAP Procurement System by the dates indicated below:

GUIDELINES: <u>Cut-off Dates for all SAP Transactions:</u>

TRANSACTION TYPE FOR SCHOOLS AND OFFICES (NON-TITLE I)	Cut-Off Date
P-Card and T-Card Purchases	5/19/2017
P-Card and T-Card Reconciliations	6/07/2017
Toshiba Ghost Account Reconciliation	6/9/2017 (Schools) 6/23/2017(Offices)
Shopping Cart for Non Stock Purchases – Over $25,000	5/05/2017
Low Value Purchase Orders for Goods/Services	5/11/2017 (8:00 pm)
Shopping Cart for Book and Instructional Materials Orders	5/22/2017
Shopping Cart for Book Orders - State Adopted	5/22/2017
Shopping Cart (STO) - Regular Warehouse Deliveries	6/22/2017 (8:00 pm)
Shopping Cart (STO) - Same Day Warehouse Deliveries	6/22/2017 (9:00 am)
Shopping Cart (STO) - Overnight Warehouse Deliveries	6/23/2017 (12:00 pm)
Shopping Cart (STO) -Warehouse Will-Call	6/29/2017 (5:00 pm)
Imprest Claim Reimbursement Requests	6/13/2017

Travel Request Entries into SAP	6/02/2017
Travel Claim Reimbursement Requests (completed and approved with supporting documentation)	6/15/2017
Online Goods Receipts (Receivers)	6/30/2017 (4:30 pm)
Schools – Submission of all Other Budget Adjustments for Review and Approval	6/12/2017
Central Offices– Submission of Budget Adjustments for Review, Approval, and Posting	6/23/2017

TRANSACTION TYPE FOR SCHOOLS AND OFFICES (TITLE I)	CUT-OFF DATE
P-Card and T-Card Purchases	5/5/2017
P-Card, T-Card, and Toshiba Ghost Account Reconciliations	5/31/2017
All Title I Shopping Cart Purchases except for technology equipment and software licenses	5/5/2017 (5:00 pm)
Imprest Claim Reimbursement Requests	5/5/2017
School Submission of Categorical Budget Adjustments for Review and Approval	6/5/2017 (5:00 pm)

TRANSACTION TYPE-OFFICES	CUT-OFF DATE
Shopping Carts-with Job Numbers	5/26/2017
Vendor Table-New Vendor	5/26/2017
Purchase Orders-with Job Numbers	6/01/2017
Purchase Orders (Contracts)-w/w/o Job Numbers	6/01/2017
MCMS/VMS Transactions - Transportation Branch Only	6/10/2017
Shopping Cart (STO) -With Job Numbers	6/23/2017

Shopping Cart transactions not converted to a Purchase Order by June 9, 2017 will be programmatically cancelled in order to clear 2016-2017 pre-commitments as part of closing out fiscal year 2016-2017 accounts. These Shopping Cart transactions will not be automatically reinstated (rolled over) for the 2017-2018 fiscal year.

While Shopping Carts will not automatically roll over to the following fiscal year, Purchase Orders will roll over, **if completed and accepted in SAP prior to cut off dates**. All purchase orders created prior to July 1, 2015 with no activity will not roll over and will be closed.

In order to comply with formal bidding laws, schools and offices should submit Shopping Carts as follows:

- Shopping Carts greater than $88,300 but less than $250,000 should be submitted by April 3, 2017.
- Shopping Carts greater than $250,000 should be submitted by March 17, 2017.

In order for goods and/or services to be charged to Fiscal Year 2016-2017, please ensure that the vendor can deliver the requested goods and/or services prior to June 30, 2017. School and offices may go to https://psd.lausd.net/lrp_shopping_cart/ to obtain a list of their purchase orders (with invoices remitted) with pending Goods Receipts. For a complete list of all outstanding purchase orders, download PC010 PO History report from SAP.

ASSISTANCE: **For all procurement assistance,** please contact your Local District Buyer. The contact list is available at http://achieve.lausd.net/Page/3263.

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

For budget related questions, please contact your Fiscal Specialist.

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

LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

TITLE:	Documentation for Employees Paid from Federal and State Categorical Programs	
NUMBER:	BUL-2643.7	
ISSUER:	V. Luis Buendia, Controller Accounting and Disbursements Division	
DATE:	March 8, 2017	

POLICY: Federal and State regulations require time and effort documentation, in addition to time cards, for all personnel who receive any payment (compensation) from federal funds or from state categorical funds. This documentation will vary depending upon the funding source(s) or nature of the job duties. Payroll time reporting must reflect actual hours worked on each program as indicated in the time and effort certification documentation.

MAJOR CHANGES: The California Department of Education has provided guidance that future federal time reports must contain certain information in order to be compliant and accordingly several versions of multi-funded time reports (MFTRs) have been removed from the bulletin. Attachment D provides a template of an approved MFTR which can be edited to reflect changes to activities and programs. In addition, Semi-Annual Certifications are now referred to as Periodic Certifications in accordance with federal and state guidance. Please be aware that previously issued attachments have been renumbered.

GUIDELINES: I. DETERMINING REQUIRED TIME AND EFFORT DOCUMENTATION

Employees who receive compensation from federal or state categorical programs are required to complete additional supporting documentation which confirms that the activities or work that was completed was indeed for the program that funded the activity. Required supporting documentation will vary depending upon the funding source(s) and/or nature of the employee's job duties.

A Time Reporting Documentation Matrix (Attachment A1-2) is included to assist school sites, Local Districts, and central office staff in identifying the required documentation for federal and/or state categorical funded personnel.

Failure to complete and/or provide this documentation results in penalties that must be paid for by using your school/office's General Fund resources.

II. DETERMINING AFFECTED EMPLOYEES

There are several ways to determine which employees must complete some form of time and effort documentation for their main assignment. Two of the most common are:

a.) Timekeepers can look on the CAT2 screen (time-approvers can look on the CAT3 screen) under "Fund". If the ending four digits are "0000", the employee is not required to complete the additional documentation. If the ending four digits are "3xxx-7xxx" then it means the position is funded from a federal or state categorical program. (See screen shot below for example.)

b.) Time reporters also have access to the Position With Incumbent (PWI) report showing the employees funded by federal or state categorical programs and BU042 - Payroll Expenditures by Cost Center in SAP that can be generated throughout the year showing employee payroll charges to a program.

For pay other than an employee's main assignment, (such as PD, SAXB, Overtime, etc.), the funding source must be identified prior to the activity.

In addition, each January and May, a listing of employees compensated from federal or state categorical funds is posted on Inside LAUSD.

III. COMPLETING TIME AND EFFORT CERTIFICATION FORMS

Time and effort certification documentation must be an after the fact certification of actual time worked and must be completed in a timely manner. Moreover, for those employees who are required to complete an MFTR, the entire workday must be reflected, not just the hours funded by federal and/or state categorical resources. Attachment A1-2 provides the frequency for when the various time and effort certifications must be completed.

In addition, please refer to Attachment E for additional guidance on completing Periodic Certifications (formerly referred to as Semi-Annual/Blanket Semi-Annual Certifications), and MFTRs.

IV. PAYROLL ADJUSTMENTS

Time Keepers should review Multi-Funded Time Reports each month. If the actual hours worked documented per this bulletin are different than the employee's budgeted time, adjustments must be made into the payroll system so that actual time worked is reflected and charged to the program.

V. RETENTION OF DOCUMENTATION

Completed documents should be retained with the time-keeper for five years. Copies can be kept with a program coordinator or another individual if so desired by the site.

The overall guiding principle must be that site administrators must know where the documents are kept and that the documents must be readily available for audit purposes.

VI. MONITORING COMPLIANCE

The California Department of Education has requested that procedures to monitor compliance with these federal and state documentation requirements be included in District policies. As such, the following procedures have been implemented.

A. Each January and May, the Accounting & Disbursements Division will provide administrators with a listing of their employees who must complete an additional time and effort certification.

B. Administrators should remind affected employees that periodic certifications, (formerly referred to as semi-annual certifications) should be completed by January 31st and July 31st, and that monthly multi-funded time reports be completed if required. This documentation should be retained by the time-reporter at the site along with other payroll time-reporting documentation for a period of five (5) years.

C. By January 31st and July 31st, school site administrators and offices should submit to their LD Operations Administrator or Division Administrator a written assurance (Attachment H) that they have received the appropriate documentation for each listed employee and that any necessary payroll adjustments have been made.

D. By February 15th and August 15th, the LD Operations Administrator and Division Administrators should provide a written assurance (Attachment I) to the Accounting Controls & Oversight Branch that they have received assurances from their schools/offices that appropriate supporting documentation has been obtained and any necessary payroll adjustments have been made.

RELATED RESOURCES: 2 CFR 200 Uniform Guidance
California School Accounting Manual Procedure 905

ASSISTANCE: For assistance or further information please contact the following the Accounting Controls and Oversight Branch at (213) 241-2150.

For assistance with entering payroll adjustments, please call Payroll Support Services at (213) 241-2570.

TIME REPORTING DOCUMENTATION MATRIX FOR BASE ASSIGNMENT

FUNDING SOURCE	DOCUMENTATION REQUIRED	FREQUENCY	CERTIFIER
100% by Single Federal or State Categorical Fund	Periodic Certification (formerly referred to as Semi-Annual Certification) *Or* Blanket Periodic Certification for individuals with same funding source.	Usually for the period: July – December January – June Completed and signed last working day of December and last working day of June.	Periodic – employee or knowledgeable administrator. Blanket Periodic – knowledgeable administrator
Combination of Federal/State/Local Funds that is an approved Single Cost Objective (SCO) Most common SCO for schools are programs in the School Wide Program (SWP)	Periodic Certification (formerly referred to as Semi-Annual Certification) *Or* Blanket Periodic Certification for individuals with same funding source.	Usually for the period: July – December January – June Completed and signed last working day of December and last working day of June.	Periodic – employee or knowledgeable administrator. Blanket Periodic – knowledgeable administrator
Combination of Federal/State Funds **but NOT** Single Cost Objective	MFTR (sample template in Attachment D)	Monthly – MFTR Recorded Daily/Weekly and signed at the end of each month	Employee

Periodic Certification, Attachment B
Blanket Periodic Certification, Attachment C
MFTR=Multi-Funded Time Report, Attachment D (template activities can be edited)

TIME REPORTING DOCUMENTATION MATRIX FOR OTHER PAY TYPES

PAY TYPE	FUNDING SOURCE	DOCUMENTATION REQUIRED	FREQUENCY
Overtime	Federal or State Categorical Fund	Attachment F or similar document that includes all fields of Attachment F	As Needed
SAXB, Training, PD	Federal or State Categorical Funds	Attachment G or similar document that includes all fields of Attachment G	As Needed
Day-to-Day Substitute	Federal or State Categorical Funds	Attachment G or similar document that includes all fields of Attachment H *Or* Substitute Log that includes substitutes name, employee number, program code and substitutes signature (all on same line)	Daily Daily

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting and Disbursements Division

PERIODIC CERTIFICATION

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

Name_____   Position _____

School/Office_____

Program(s) Name or Single Cost Objective (e.g. SWP schoolwide plan) _____

Program Code(s)_____

I hereby certify that I was funded solely (100%) from the above program funds or worked solely on these program(s), single cost objective or single indirect cost activity. (Please note that EITHER the employee signature OR the responsible supervisor signature satisfies the compliance requirement.)

☐_____   _____
  Employee Signature   Date

OR

☐_____   _____
  *Responsible Supervisor Signature   Date

*Supervisor having first-hand knowledge of the activities.

Los Angeles Unified School District

Blanket Periodic Certification

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

School Name: _____

The following individuals have worked 100% of their time during the period covered (not more than six months) under a single funding source or an approved single cost objective.

Program Code(s): _____

Cost Objective Name, if applicable: _____ (e.g. SWP schoolwide plan)

Name	**Position**
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I hereby certify that this report is an after-the-fact determination of actual effort expended for the period indicated.

Supervising Official:

_____   _____
Signature   Date

_____
Name, Title

MULTI-FUNDED TIME REPORT*
*Activities and programs can be edited for specific needs
Some programs may not require indirect and Direct breakdown. Check with program administrator.

Employee Name: _____ Class Code: _____ Month: _____

Employee #: _____ Position: _____ School/Office: _____

Date:																																									
Program	M		T		W		TH		F		M		T		W		TH		F		M		T		W		TH		F		M		T		W		TH		F	
Prgm 1	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I
# of Hrs																																									
Activity # (s)																																									
Program	M		T		W		TH		F		M		T		W		TH		F		M		T		W		TH		F		M		T		W		TH		F	
Prgm 2	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I
# of Hrs																																									
Activity # (s)																																									
Program	M		T		W		TH		F		M		T		W		TH		F		M		T		W		TH		F		M		T		W		TH		F	
Prgm 3	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I
# of Hrs																																									
Activity # (s)																																									
Program	M		T		W		TH		F		M		T		W		TH		F		M		T		W		TH		F		M		T		W		TH		F	
Prgm 4	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I	D	I
# of Hrs																																									
Activity # (s)																																									

Direct Activities (1-12) for the Week:

1. Demonstration lessons
2. Conduct Professional Development for Teachers/Administrators
3. Conference/meetings with Parents
4. Implement Instructional Program
5. Working directly with students/Intervention
6. Professional Development/ Conference Attendance
7. Meeting Attendance (Intervention)
8. Teaching
9. Plan/Coordinate Professional Development
10. Train Community Members/Parents
11. Coordinating Intervention
12. Other _____

Indirect Activities (a-k) for the Week:

a. Develop/Construct/Organize/Select/ Evaluate instructional materials
b. Develop/monitor program budgets
c. Approve program activities/purchases
d. School Site Visit
e. On-going Program Compliance
f. Develop Schedules for Program Intervention
g. Conference with District Office Personnel
h. Assist with site needs assessments
i. School Plan Writing/Modifications
j. Meeting Attendance (Operations)
k. Other _____

Program Name & Code	Services	# of Hours	%
Prgm 1	Direct (D)		
	Indirect (I)		
Prgm 2	Direct (D)		
	Indirect (I)		
Prgm 3	Direct (D)		
	Indirect (I)		
Prgm 4	Direct (D)		
	Indirect (I)		

Certification: I certify that the information recorded on this Daily Time Report is true and correct to the best of my knowledge.

Signature of Employee _____ Date: _____

Federal/State Time Documentation Do's and Don'ts

PERIODIC CERTIFICATION /BLANKET PERIODIC CERTIFICATION		
Field	*Don'ts*	*Do's*
Period Covered	Although Periodic/Blanket Periodic Certifications must be prepared at least every 6 months, <u>do not</u> indicate July – Dec or Jan – June, if the employee(s) did not work the entire period.	Indicate only the months worked. For example, if the employee worked from Aug 18 – Sep 15 at your location, and was then transferred to another location, indicate Aug – Sep only.
Name	When preparing a Blanket Periodic Certification, <u>do not</u> write "see attached" and attach the listing of Fed/State funded employees downloaded from Inside LAUSD. Do not group employees funded from different programs on the same Blanket Periodic Certification.	Complete a Blanket Periodic Certification for each program. Group employees who are funded under the same federal or state categorical program on the same Blanket certification.
Position		There are cases where positions have different titles than the official title or what is listed in SAP/BTS. Indicate the official title in addition to the non-official title. For example, an employee who is a "ASMT,NONCLSRM,PREP" may also be called a Program Director – both "Director" and "ASMT,NONCLSRM, PREP" may be indicated to avoid confusion.
Program Codes	If filling out a Periodic Certification due to single cost objective, and listing multiple programs, it is not required to indicate the percentage of each programs that the employee is paid.	
Signature	<u>Do not</u> leave the form unsigned.	For a Periodic Certification, do have either the employee or responsible supervisor sign the form. For a Blanket certification, do have the supervising official with full knowledge of the activities sign the form.
Date Signed	<u>Do not</u> leave the date blank.	To determine whether the certification was prepared timely, date must be noted.
Date Signed	<u>Do not</u> date the certification early.	Certification must be dated near the end of the period covered. For example, first semester certification can be dated the last day worked (Dec. 19) or end of the certification period (Dec. 31) or a few days after (Jan. 10). The idea is to certify that the employee worked and was paid by the said program after-the-fact.

Federal/State Time Documentation Do's and Don'ts

MULTI-FUNDED TIME REPORT (MFTR)		
Field	**Don'ts**	**Do's**
Programs	<u>Do not</u> leave the program(s) blank.	Do list all programs, regardless of the source. For example, if the employee is paid by S046 (Federal Fund) and 3027 (General Fund), indicate both programs, even though one of the programs is not Federal or State funds.
Hours	<u>Do not</u> reflect budgeted hours.	Do reflect actual hours.
Percentage	<u>Do not</u> leave the percentage(s) blank.	Do total the percentages. The percentages should add up to 100%.
Date Signed	<u>Do not</u> leave the date blank.	To determine whether the certification was prepared timely, date must be filled out.
Date Signed	<u>Do not</u> date the certification early.	Certification must be dated near the end of the period covered. For example, pay period month October cannot be signed Oct. 1 (beginning of the month), but rather Oct. 31 (end of the month) or a few days after (Nov. 2). The idea is to certify that the employee worked and was paid by the said program after-the-fact.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Overtime Request Form

REQUEST FOR PRE-APPROVAL TO WORK OVERTIME

Name: _____   Employee #:_____

Requested Date(s)_____   Estimated
Total Hours: _____

Reason for Overtime (Project/Activity):_____

_____

Overtime Charged to Fund: _____Program Code:_____ Name of Program Code:_____

(If funding source is from a federal or state categorical program, activities performed must be an allowable cost.)

APPROVED BY: _____ Date: _____ Total Est. Hours Approved: _____
                           Supervisor

The information below is to be completed by the employee after prior approval has been obtained and overtime work is completed.

OVERTIME REPORT

Date(s) Worked:_____   Actual Hours Worked:_____

I hereby certify that the overtime worked was solely (100%) related to activities for the above program.

Employee's Signature _____ Date: _____

Approved By: _____ Date: _____
                        Administrator

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting and Disbursements Division

FEDERAL AND STATE CATEGORICAL FUNDED CERTIFICATION
(Training or Occasional Assignments)

Fiscal Year _____   Date (s) Worked _____

                                 Hours Worked: _____

Description of Activity _____

Name_____

School/Office_____

Categorical Program_____

Program Code_____

I hereby certify that I was funded solely (100%) from the above program funds and received training/performed work as set forth on this program(s), single cost objective or single indirect cost activity.

_____   _____
  Employee Signature   Date

NOTE: If multiple employees from the same cost center attend a training, Attachment G could be completed as a cover sheet and the sign-in sheet and agenda could be attached. The sign-in sheet should include training description, funding source(s), employee name, employee number, signature, and date(s) of training.

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

LD OPERATIONS ADMINISTRATOR/DIVISION
ADMINISTRATOR ASSURANCES

I hereby certify that:

I have received the Administrator Assurances form from each school within my LD or
each office under my responsibility that the appropriate supporting documentation as
outlined in Bulletin 2643.7 has been obtained.

_____
LD or Division Name

_____
LD Operations Administrator/Division Administrator Name

_____   _____
LD Operations/Division Administrator Signature   Date

Please fax a copy of this signed assurance to the Accounting Controls and Oversight
Branch at (213) 241-6829 by February 15th and August 15th of each fiscal year.

Advance Spending
Policy Guidelines

Purpose:
Advance spending is a feature in SAP Procurement that enables schools and offices to create future-dated shopping carts. Advance spending is intended to be used during the transition period between fiscal years, usually from June to July, by tapping into funds for the next fiscal year to create future-dated shopping carts while still in the current fiscal year.

For example, a school plans to have staff attend professional development on July 24, 2017 and needs to provide a purchase order number by June 20, 2017 to be eligible for a vendor discount. With advance spending, the school can create a shopping cart or purchase order in June 2017 with a July 2017 effective date, encumbering available funds for fiscal year 2017-18.

Scope:
Advance spending is available for shopping carts. It is not an available feature for P-Cards or Travel Cards.

Timeline:
Advance spending requires access to future year budgets.

- 2017-18 funds based on the Final Budget are now available for advance spending.
- 2017-18 funds based on the Estimated Carryover are scheduled to be available on June 14, 2017. This date is subject to change.

Restriction:
District policy prohibits the receipt of goods before the effective date of a purchase order. Accordingly, schools and offices cannot request or accept the delivery of goods before the authorized date on the purchase order. To support this policy, the system has been designed to return a hard error if a goods receipt is entered for the current fiscal year for a purchase order dated for the following fiscal year. Schools and offices are required to comply with this policy.

Business Process Procedures:
A job aid is attached which provides procedures on how to create a future-dated shopping cart.
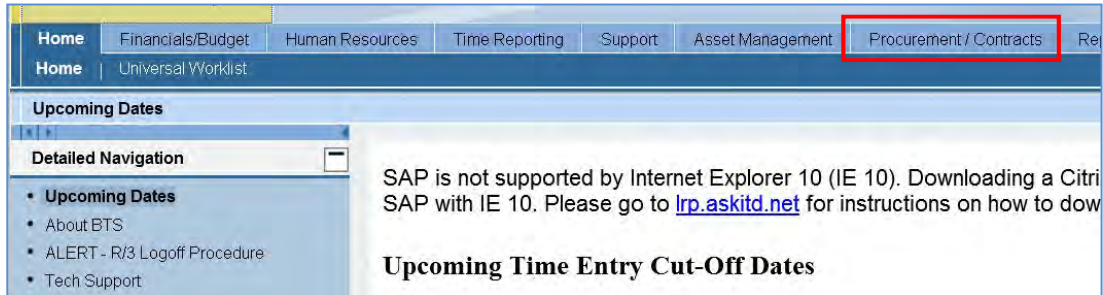
Contacts:
For budget questions, please contact your fiscal specialist or fiscal support team.
For procurement questions, please contact the Shopping Cart Support Center.

Use this job aid to process a Shopping Cart for a future fiscal year. The prerequisite is that the budget is available.

Note: *The "FM Posting Date" should only be changed when ordering for a future fiscal year!!!*
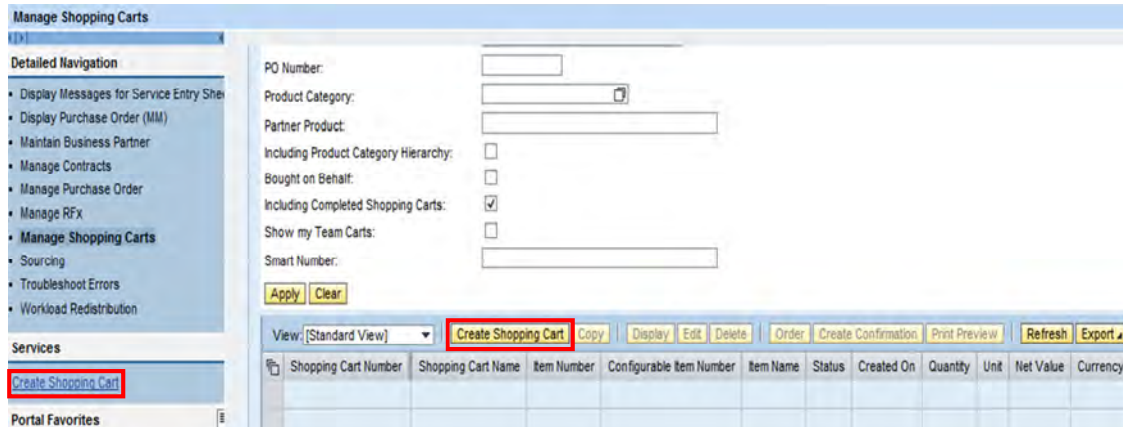
Click the **Procurement/Contracts** tab:

1. Click the **Process Transaction** sub-tab:
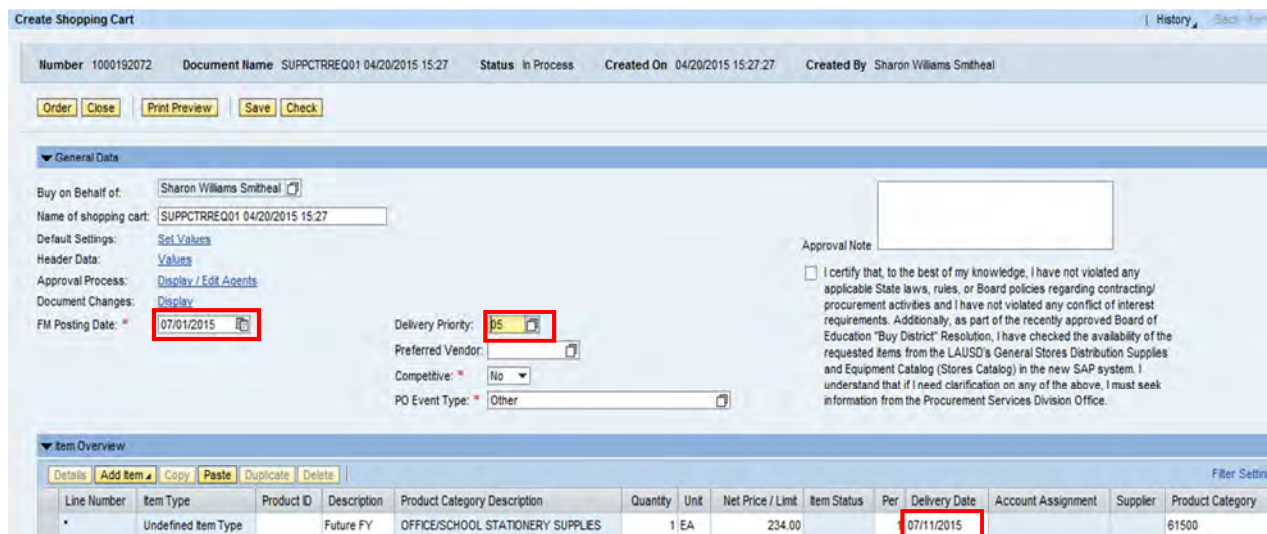

2. Click the **Manage Shopping Cart** link:

3. Click on "Create Shopping Cart" to begin your transaction.

4. Once on the create Shopping Cart, change the FM Posting Date to **July 1, XXXX (July 1st is the start of the new fiscal year)** to post the encumbrance to the Future Fiscal Year. Also, change the **delivery date** to a date that is later than the **"FM Posting Date".**

   If the order is for **General Stores Distribution Center**; change the **"Delivery Priority"** to **"05: Future Dated".**

*NOTE: If you change the posting date to a future posting date for a vendor **PO-related shopping cart**, the system will **not** let you enter the goods receipt until the posting date is the same as or older than the actual date.*

Similarly with an **STO shopping cart (order from the Stores Distribution Center for supplies and equipment)**, the Distribution Center staff **will not** be able to process and ship your order until that posting date has been reached or passed by the actual date. Make sure that when changing the **FM Posting Date** it is for the purpose of receiving on a future date (and use **delivery priority 5** to choose the appropriate future delivery date if the shopping cart is for an STO). Otherwise, the system will provide the error below when trying to receive an order (or when Distribution Center staff is trying to process the outbound STO) that has a future FM Posting Date: