



### IMPORTANT DATES TO REMEMBER

Principals Meeting	3/22
SAA Meeting	3/23
MS Safe and Successful School Symposium Part 2	3/24
Safe Passages	3/30
Assistant Principals' Mandatory Progressive Discipline	3/30
<b>April</b>	
Spring Break	4/10- 4/14
Assistant Principals'	4/26
After the Bell	4/27

Local District Central

# Friday's Operation's Brief

BELIEVE • BEHAVE • BECOME

VOLUME 4, ISSUE 30

MARCH 17, 2017



## March is Tdap Awareness Month

LAUSD Nursing Services has now begun our March into Tdap Awareness Campaign for our current 6<sup>th</sup> Graders.

There will be an **incentive of \$500** for the school that reaches the goal of 100% Tdap immunization by the end of March. Currently 43% of 6<sup>th</sup> Grade students have Tdap immunizations.

District Nursing Services has created a Tdap Toolkit (<http://achieve.lausd.net/Page/11587>). This toolkit includes :

- LD Central Tdap Flyers
- Blackboard Connect Ed Scripts
- LA County and LAUSD School Based Clinics for access to free immunizations
- Tdap Letters to Parents (English/Spanish)
- MiSIS Job Aid to assist with documentation
- Tdap awareness PowerPoints for students, school staff and parents

LD Central Nursing Services will also be hosting Tdap Immunization Clinics at identified school sites. These clinics will be organized by the Nursing Services-Communicable Disease Unit.

## Chemical Safety Coordinator Training

Administrators at secondary schools, where the school curriculum includes chemistry or science laboratory classes, are required to appoint a Chemical Safety Coordinator (CSC). The CSC must be a certificated employee, preferably a science/chemistry teacher. All CSCs are required to attend two mandatory training sessions each fiscal year and complete all required duties outlined in REF-1563.4 in order to qualify for the stipend payment of 637 per semester. For additional information on the program, please review REF-1563.4, Chemical Safety Coordinators. For training sites, please see below. All Meeting Times: 3:45pm to 5:00pm.



South Region Tuesday, March 21, 2017  White Middle School (Auditorium) 22102 S. Figueroa Street Carson, CA 90745	Central & East Regions Thursday, March 30, 2017  Maintenance & Operations Area C3 (2nd FL Training Room) 1240 Naomi Avenue Los Angeles, CA 90021	West Region Thursday, March 23, 2017  Wright Middle School (Library) 6550 W. 80 <sup>th</sup> Street Los Angeles, CA 90045
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## Consolidated Charitable Campaign—Week 6

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



## Attendance “CRUNCH” Time!



March 15<sup>th</sup> marked the 125<sup>th</sup> day of school. Students with fewer than 5 absences are in the attendance “proficiency” band. The district’s goal of 96% attendance can be achieved by students having less than 7 absences by the end of the school year. As school leaders, it is important to continue to emphasize the importance of having students **attend till the end**.

There are only 53 instructional days remaining. How will your site continue to engage students to “**attend till the end?**”

### Upcoming Breaks/Holidays

Friday, March 31—Cesar Chavez Day
April 10 through 14—Spring Break
Monday, May 29—Memorial Day

### 125<sup>th</sup> instructional day celebrated across LD Central schools!



## Shoes That Fit @ White Elementary School



Charles White Elementary School Psychiatric Social Worker (PSW) Guisela Gutierrez has been collaborating with community nonprofit organizations to meet the students' most basic needs. She proudly initiated a partnership between the school and the non-profit organization Shoes That Fit whose mission is "to help kids improve their self-esteem by providing them with much-needed new shoes so that they can go to school in comfort and with dignity and focus on their studies rather than their circumstances." PSW Gutierrez was able to obtain 75 pairs of tennis shoes for selected students from the Nordstrom, "New Balance Holiday Giving Campaign" during the fall semester.

PSW Gutierrez and her Master of Social Work Interns, Angelica Robertson, Cecilia Carr and Araceli Bravo successfully delivered the shoes to all children, who graciously appreciated such a wonderful gift right before the holidays. Shoes that Fit not only eliminated one of poverty's most visible and debilitating marks but it also boosted White ES students' mental and emotional well-being during such a critical time of the year. PSW Gutierrez is already planning for next year's events.



## Budget Updates

- Local District Central schools did not receive a Title III allocation for the FY-2018, they funds will be administered centrally.
- Schools did not receive an allocation letter for recurring resources in program 10400. Please print your signature page for FNO, fiscal year 2018 to review the resources allocated in program 10400 or contact your fiscal specialist for assistance.
- Budget Development resources are posted in the School Fiscal Services website <http://lausd.schoolwires.net/Page/12411>.
- SPSA 2017-2018 – Only Principals have access to indicate the ELAC and SSC Chairpersons on the SPSA. Click the "Submit" button once documents are uploaded and SPSA is finished. The completed SPSA should include the data analysis and 5 questions for all 6 Goals and Objectives. All schools must address the strategies in Culture and Climate, and one or two other Goals. SPSA should be SSC approved before coming to the Budget Development Appointment.
- Budget Development Appointment– be flexible and be prepared when meeting with fiscal specialist, Title I Coordinator, PACE Administrator, and Instructional Director. Have electronic copies of the SSC Agenda and Minutes, along with a copy of the SSC Sign-In Sheet indicating a quorum, in addition to other personnel files as requested. Please refer to Attachment 1 for Budget Development Appointment checklist.
- MEM-2464.13- Carryover Policies is now available in Inside LAUSD (Attachment 2).
- 2016-2017 Year End Closing Deadlines – (Attachment 3: MEM-6016.4) Please review Page 2 for Title I expenditures deadlines, which have an earlier cut-off date.





## Restorative Justice: “Heard in Circle-”

### Thinking About Our Recent Election – Belmont SH

The following questions and answers are examples taken from discussions about our new President and other elected officials:

#### ***Given the new leadership in Washington, what concerns might you have?***

- ◆ The president not separating political interests from his business
- ◆ The president is going to put us into a depression.
- ◆ People might look at us (Latinos) like criminals.
- ◆ Discrimination or segregation of races
- ◆ Less liberty for immigrants
- ◆ The opportunity to become someone might be lost.
- ◆ When will the wall be built?

#### ***Washington, what is giving you hope?***

- ◆ Most people are not racist.
- ◆ The president said if people don't have crimes they maybe can stay here and become legal.
- ◆ There are people to support you.
- ◆ I hope America's going to be great again.
- ◆ People are becoming united and protesting for similar causes/their rights.
- ◆ Myself
- ◆ Religion/looking up to that one person.
- ◆ The president can't do everything he wants.
- ◆ I don't have any hope.

#### ***What advice would you give to President Trump?***

- ◆ Think before acting. Think twice before talking. Stop using your Twitter account.
- ◆ Look at us in a different manner. Give us another opportunity. Look at the other side that people have, not just the bad.
- ◆ Think with your heart. Think about your family.
- ◆ Think of others who don't have such a good life in our countries.
- ◆ Keep going because I feel people don't give you a chance. It's only been two months.
- ◆ Stop spreading the hate.
- ◆ Get into our shoes.
- ◆ Be respectful of others and treat others as humans.

Nora Artine—Restorative Justice Teacher

## Random Metal Detector Searches

This is a reminder that Random Metal Detector Searches are to be conducted daily at all secondary schools. Certification of the Random Weapons Searches is required monthly. A Review Process to ensure consistency with the implementation is to occur each semester. All secondary schools must participate in the review process.

All secondary schools are to submit the daily Metal Detection Search Log, Attachment A, on a weekly basis (Attachment 4). Logs are due the following Monday to the respective Local District Operations Coordinator.

Logs are to be submitted by the following Monday of each work week.

Week of Log	Due
March 6-10	March 13
March 13-17	March 20
March 20-24	March 27
March 27-31	April 3

## Staff Relations Updates

### Certificated Absences, UTLA

Employees do not have the right to take unauthorized absences. If any of your employees are absent for an unauthorized reason, please consult with your Staff Relations Field Director immediately.



### Article XII of the LAUSD/UTLA CBA

#### Regarding Illness

**Section 12.8** An employee who is absent shall be required to certify the reason for absence. Also, the District shall have the authority to use whatever means are reasonably necessary to verify any claimed illness, injury, or disability under this section before authorizing any compensation.

#### Regarding Personal Necessity

**Section 14.1- d.** The employee shall be required to verify the nature of such necessity. Such statement shall be filed with the appropriate administrator no less than five working days in advance of a religious holiday, court appearance, or school visitation. The immediate administrator shall take whatever steps reasonably necessary to become satisfied that a personal necessity within the limits of this section did exist.

## Reminders



### Rookie of the Year

The Division of Human Resources, in partnership with the California Credit Union, will again select a cohort of excellent new teachers to honor as LAUSD's 2017 Rookies of the Year. Principals are invited to participate in this program by nominating a teacher completing his/her first year of service (Probationary I, Intern, or Provisional), to be honored as a Rookie of the Year (ROY).



In addition to the recognition of being named a Rookie of the Year, ROYs and their principals will be invited to attend a Dodger home game. ROY honorees will be formally recognized during a pre-game ceremony in Dodger stadium. Rookies of the Year and their principals will also be presented to the Board of Education for commendation.

The nomination process requires completion of an online nomination form with responses to questions about your nominee. For additional information, please contact Lalaine Tan, HR Teacher Quality Specialist: Ltan3@lausd.net. Deadline: Friday, March 24, 2017.

NOMINATION LINK: [www.tinyurl.com/ROYnomination](http://www.tinyurl.com/ROYnomination)

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Budget Services & Financial Planning

**TO:** Schools and Offices **DATE:** February 10, 2016

**FROM:** Cheryl Simpson  
Director, Budget Services & Financial Planning

**SUBJECT: ESTIMATED BUDGET DEVELOPMENT TIMELINE FOR FISCAL  
YEAR 2017-18**

The purpose of this memorandum is to inform schools and offices of the tentative budget development timeline. At this time, the Schools Front End budget system is scheduled to open on Wednesday, March 15, 2017 and close Wednesday, April 19, 2017, at 5:00 pm. Allocation notification letters are tentatively scheduled to be released on Wednesday, March 15, 2017. Estimated Rates Sheets (Shopping Lists) are scheduled to be released on Friday, February 24, 2017, and will be posted to the School Fiscal Services website at: <http://achieve.lausd.net/sfs>.

It is imperative that all school personnel and local district staff involved in the budget development process be available during this period. Personnel essential to the budget development process include:

- Principals
- Categorical Program Advisers
- Instructional Leaders
- Administrator of Operations
- Local District Categorical Program Coordinators
- Local District Fiscal Staff
- Local District Superintendents, or their Designee

Principals must schedule the applicable advisory committee(s) and School Site Council meetings to ensure input prior to the budget session appointment.

If you have any questions regarding this correspondence, please contact your Fiscal Specialist.

c: Megan Reilly  
John Walsh  
Alma Peña-Sanchez  
Thelma Meléndez De Santa Ana  
Frances Gipson  
Local District Superintendent  
Administrator of Instruction  
Administrator of Operations

# INTEROFFICE CORRESPONDENCE

## Los Angeles Unified School District Budget Services & Financial Planning

**TO:** Principals

**DATE:** February 10, 2017

**FROM:** Cheryl Simpson  
Director, Budget Services & Financial Planning

**SUBJECT: CHECKLIST FOR FISCAL YEAR 2017-18 BUDGET SESSIONS**

In preparation for the budget development session with your Local District (LD) Instructional Director, LD Administrator of Operations, LD Compliance Coordinator, and LD Fiscal Staff, please refer to the checklist below for assistance. It is expected that final documents will be presented to appropriate staff during the budget session. The budget system, Schools Front End, will open Wednesday, March 15, 2017 and close on Wednesday, April 19, 2017, at 5:00 pm.

If applicable, please bring the following items:

- ☐ Signed School Budget Signature Forms for each program
- ☐ 2017-18 Single Plan for Student Achievement (SPSA) that specifically describes the actions/tasks with the aligned expenditures and costs
- ☐ SPSA Budget Summary Page
- ☐ Signed Employee Roster Letter
- ☐ Manual budget adjustments indicating positions funded with Carryover funds including grants and restricted items.
- ☐ Submit Teacher Assistant Reduction in Force PC Form 5009 for Teacher Assistants whose positions will not be funded next fiscal year
- ☐ Schools that currently have an Alternate Staffing Pattern (ASP) in place may submit an ASP request for the 2017-18 fiscal year for approval
- ☐ Request for Personnel Action (RPA) for new, temporary, and modified positions
- ☐ Toshiba Copier contract funding should be in commitment item 580002

If you have any questions, please contact your Fiscal Specialist.

c: Megan Reilly

John Walsh

Alma Peña-Sanchez

Thelma Meléndez De Santa Ana

Frances Gipson

Local District Superintendents

Administrators of Instruction

Administrators of Operations



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## MEMORANDUM

**TITLE:** Carryover Policies For School Account Balances As of June 30, 2017

**NUMBER:** MEM-2464.13

**ISSUER:** Cheryl Simpson, Director  
Budget Services and Financial Planning

Megan Reilly, Chief Financial Officer  
Office of the Chief Financial Officer

**DATE:** March 15, 2017

**PURPOSE:** The purpose of this memorandum is to provide carryover policies for school account balances as of June 30, 2017.

**MAJOR CHANGES:** This memorandum is updated to reflect a revised list of accounts and how the General Fund School Program Code 13027 will be impacted by any “negative” ending balances in specific full carryover and non-carryover accounts.

**GUIDELINES:** I. FUNDS ARE INTENDED TO BENEFIT THE STUDENTS THAT GENERATE THEM

Generally, instructional materials and other school allocations are intended to provide services and resources for a school’s student population in the year of allocation.

II. EXPENDITURES MUST ALWAYS BE RECORDED IN THE FISCAL YEAR THE GOODS OR SERVICES ARE RECEIVED

A. To guide schools and offices with regards to cut-off dates for ordering, please refer to MEM-6016.4, “2016-2017 Procurement Year-End Closing Timeline/Schedule”, dated February 1, 2017.

B. “Goods Receipt”, as used in this memorandum, is the record of receipt of materials and/or services and is processed in SAP. Upon receipt of materials or services, it is of utmost importance that schools and offices enter and post the “Goods Receipt” in SAP to ensure that expenditures are charged in the fiscal year they are received. “Goods Receipt” should only be processed upon actual delivery of materials or services. Processing of “Goods Receipt” prior to actual delivery is a violation of District policy and may result in disciplinary action taken against the site administrator. On the other hand, if materials or services are received on or before June 30, 2017 and the “Goods Receipt” is not entered and posted in SAP by June 30, 2017, the expenditure will be charged against the following fiscal year’s funds. This will impact the accounts that do not carryover because the 2016-17 purchase will in effect reduce the 2017-18’s available balance. Therefore, if an order is placed late in the fiscal year, schools should allow sufficient time for the delivery of goods and services, as well as the posting of the “Goods Receipt” no later than June 30, 2017.

### ROUTING

LD Superintendents  
LD Administrators of Operations  
LD Instructional Directors  
Principals  
School Administrative Assistants  
Financial Managers  
Fiscal Support Staff  
Central Offices





# LOS ANGELES UNIFIED SCHOOL DISTRICT

## MEMORANDUM

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### III. ACCOUNTS WITH FULL CARRYOVER FROM 2016-17 TO 2017-18

Carryover of encumbrances and available balances as of June 30, 2017, including negative balances, for the accounts listed below are authorized. For schools with program code 13027, any “negative” ending balances in the program codes listed below (except 10397, 10400, and 10405), will carry over to program code 13027. Positive or negative ending balances in program codes 10397, 10400, and 10405 will carryover in these same respective program codes.

#### GENERAL FUND - UNRESTRICTED (Fund 010)

TSP-Per Pupil Schools	10397
TSP-Per Pupil School Allocation	10400
TSP-Parent Engagement	10405
Teacher Apprentice Program-ROC-S/B/T	11430*
Civic Center Permit Program	11476*
General Fund School Program	13027
SDEP ROC - Filming, Photography, & Other Rentals	13378*
ROC/Skills Centers - We Build	13592
Charter School Categorical Block Grant	13723
Charter School Allocation In-lieu of EIA	13724
SDEP Donations	13938*
IMA - Library Fines	13950*
CalWORKs Regional Occupational Center Program	14081
IMA-Apprenticeship Program-ROC	14221*
SDEP Proceeds Film/Photo Rental	14242*
ROC - Class Fees	14276*
Incentive - Breakfast Discretionary	14423*
SDEP Donations – ROC	14806*
SDEP Extended Kindergarten Program	17629*

*The list of carryover programs is subject to change depending on the District's financial condition.*

#### GENERAL FUND - RESTRICTED (Fund 010)

B.E.S.T. Behavior - Special Ed.	12183
SDEP Donations - Special Education Schools	12538*
Special Ed. - School-based Enterprise (SBE)	13229

#### ADULT EDUCATION FUND (Fund 110)

AE-Fee-based-Class Registration Fees	10161
AE-Fee-based-Class Material Fees	10163
Adult Schools - SDEP Donations	13717*
Adult Schools - Filming & Photo Rental	14002*
CalWORKs Adult Education Program	14080
Adult Ed – Career Technical Education Class Fees	14323*
DACE – Miscellaneous Fees	14324*
Adult Education – Class Fees	14325*



# LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

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## CHILD DEVELOPMENT FUND (Fund 120)

Child Development - SDEP Filming, Photography, & Other Rentals	13676*
Child Development - SDEP Donations	17623*

## CAFETERIA FUND (Fund 130)

Healthier US School Challenge	17136
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*\*These programs will have 60% carryover of non-salary positive available balance by July 1, 2017.*

Except for program codes that have an asterisk in the above table, the anticipated 60% advance carryover will not be available on July 1, 2017. Actual carryover balances will be available when the District closes its books in mid-September. The final carryover amounts will be based on the actual 2016-17 year-end balances.

## IV. ACCOUNTS WITH NO CARRYOVER FROM 2016-17 TO 2017-18

Balances of school accounts not listed in Section III (Accounts With Full Carryover) will not carry over to fiscal year 2017-18. Regardless of whether the ending balance in Program 13027 is positive or negative, it will be used to offset the negative ending balances in non-carryover programs. Availability of school-level grant funds will be based on the grant period indicated in the grant award letter.

**RELATED REFERENCES:** MEM 6016.4, 2016-17 Procurement Year-End Closing Timeline/Schedule, issued on February 1, 2017  
REF 3640.10, Final Payment of Bills For Fiscal Year 2016-17, to be issued in April 2017

**ASSISTANCE:** For assistance, K-12 schools may call their Fiscal Specialist; Adult Schools, Regional Occupational Centers, and Skills Centers may call the Adult Education Fiscal Services Section at (213) 241-3788; Regional Occupational Program may call K-12 Instructional Fiscal Support Unit at (213) 241-2153; and Early Childhood Education Centers may call the Early Childhood Education Fiscal Services Section at (213) 241-0415.



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## MEMORANDUM

**TITLE:** 2016-2017 Procurement Year-End Closing Timeline/Schedule

**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: Cut-off Dates for all SAP Transactions:**

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

**ROUTING**  
All Employees  
All Locations

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

<b>TRANSACTION TYPE FOR SCHOOLS AND OFFICES (TITLE I)</b>	<b>CUT-OFF DATE</b>
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)

<b>TRANSACTION TYPE-OFFICES</b>	<b>CUT-OFF DATE</b>
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/](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](mailto: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.



