



Believe ♦ Behave ♦ Become

### Calendar Dates

Teacher Appreciation Week	5/7-5/11
Children's Book Week	5/7-5/11
Be Kind to Animals Week	5/7-5/11
Day of the Teacher	5/9
After the Bell	5/10
National School Nurses day	5/10
Mother's Day	5/13
SAA Meeting	5/17
Classified School Employee Week	5/20-5/25
Principals' Meeting	5/23
Safe Passages	5/24
Memorial Day Observed	5/28

### What's Due

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



**Tdap Update #3**  
**75% compliant**

## Friday Operation's Brief

### Tdap Immunization

State and federal law prevents 7th graders from attending school/class without documentation of the Tdap Vaccine. In an effort to comply with these laws as well as ensure that our students not miss school days, our District Nursing Staff has worked diligently to increase the percentage of students who are Tdap immunization compliant. School nurses and District LVNs have contacted parents to remind them of the importance of complying with this requirement as well as provide resources available in the community.

School leaders can support the district's goal of 100% Tdap compliance by July 1, 2018 with the following: 1. Identify students that are non-Tdap compliant. 2. Communicate with parents on the importance of the Tdap vaccine, and 3. Remind them that students' attendance rate may be impacted beginning August 14th should they not be able to provide Tdap documentation. We appreciate every effort school leaders make to help reach the District's goal.

### National School Nurse Day

May 10, 2018 celebrates School Nurses for their dedication to keep our students happy, healthy, and successful in school (Attachment 1).



### School Climate Bill of Rights Week

School Climate Bill of Rights Week will be celebrated during the week of May 14-18, 2018. The Restorative Justice Department under the Division of Student Health and Human Services is pleased to sponsor a poster/video contest to initiate the annual celebration (Attachment 2). Last year, Ms. Navarro's second grade classroom at Aragon Elementary, received and Honorable Mention for their submission (pictured). The contest is open to all enrolled students, with one entry accepted per school site. Please see the attached informative for more information (Attachments 3). Please contact Erika Torres at (213) 241-3840 should you have any questions or require additional information.

### Consolidated Charitable Campaign Update



As the 2018 Consolidated Charitable Campaign comes to a close, we are excited to share that 65 of Local District Central schools so far have raised **\$34,900**. Great Job LD Schools!

We want to thank all the schools and LD Central staff that have made this campaign a huge success.

Any remaining checks should be sent via school mail to: Beaudry, LD Central, 11<sup>th</sup> Floor, Attention: Veronica Real. If you have any questions regarding the Campaign, please do not hesitate to contact your LD Central CCC Coordinators Ricardo Lopez at (213) 241-0137 or Veronica Real at (23) 241-3906.

## Attendance Til The End: Prevention is Key!

Typically, attendance rates begin to drop between spring break and the last day of school. Surprisingly, proficient/advanced students start to miss school. Thus, it is vital for schools to continue to engage students and families by implementing a variety of improvement activities until the last day of instruction.

Attendance Improvement Activities:

### 1) Announcements

Implementing a campaign to mark the 175th day of school, creating posters and banners, passing out handouts or flyers, blackboard connect messages, and sending a postcard or letters helps bring awareness and reinforces a culture of attendance at a school.

### 2) Attendance contests/incentives

Students often respond better to incentives and contests than lectures from school staff, parents, and teachers. One incentive that motivates both students and teachers is holding a pizza or ice cream party for the class with the best attendance for each month.

### 3) Parent phone calls

Research has shown that contacting parents and encouraging them to improve their student's attendance reduce absences and tardies. Moreover, this is an excellent opportunity to gather information about any challenges or barriers and lastly, build a positive and engaging partnership.

### 4) Awards

Providing regular recognition and rewards to students and families sends a clear message that going to school every day is a priority. For example, issuing good and improved attendance certificates – using MISIS data- or creating bulletin boards can help increase attendance.



For templates and other great ideas visit our website <https://achieve.lausd.net/Page/14092#spn-content>.

## Denim Day at RFK Complex



Holding events throughout the year that are memorable, exciting and fun not only engages students and their families but can help build a culture of good attendance. On Wednesday, April 25<sup>th</sup>, PSWs and A-G PSA Counselor at RFK coordinated a Denim Day event. Students decorated over 100 shirts which were prominently displayed in the lunch area.

The messages on the shirts were powerful and inspiring, demonstrating the bravery and resilience of students at RFK.

Peace Over Violence, a non-profit organization dedicated to building healthy relationships, supported the school with the event. There were games, such as "Loteria" and ping-pong, where the students had the opportunity to win "No Haters" bags and shirts, and decorated jeans and posters.



## Miguel Contreras Learning Complex's First Annual Resource Fair



On April 21, 2018, over 350 attendees participated in the First Annual Resource Fair at the Miguel Contreras Learning Complex (MCLC). This event was facilitated through the leadership of MCLC's Psychiatric Social Workers (PSWs) Maria Vaquerano, Daisy Lazaro and Karla Arnold in collaboration with PSW interns as well as MCLC Pupil Services staff, Parent and Community Engagement Unit, the Youth Policy Institute and the California Mental Health Services Authority (CalMHSA). Because the Resource Fair coincided with Coffee with the Superintendent, parents, community members and students had the opportunity to meet Superintendent Martinez and participate in the Resource Fair simultaneously.

Over 25 vendors such as the Los Angeles City Attorney's Office, Los Angeles Department of Transportation (LADOT), Peace Over Violence, CCNP, GRYD, Asian Pacific Healthcare Venture, Hillside's Mental Health, and various LAUSD programs including Student Health and Human Services provided resources for students and parents.

The PSW Team received a \$5,000 grant from CalMHSA to sponsor the resource fair. Additionally, the Los Angeles School Police Department made a generous donation of \$1000. With these funds, the team obtained a disc jockey, breakfast, and lunch for all vendors and attendees. Furthermore, the MCLC PSW raffled gift cards and 2 Amazon Fire Tablets as grand prizes.

Congratulations MCLC PSWs on a job well done!

## Developing Restorative Vocabulary

Parts of developing a restorative culture in your school means making sure the students have the vocabulary they need to express themselves.

When using Restorative Practices, we encourage the students to think about what they need in order to move on from an incident, or what they need to avoid something happening again. We also encourage them to think about, and listen to the needs of others.

**Sometimes, when children don't know how to express themselves, they communicate their needs through behavior that they have learned will get them noticed. If we give the children the language they need, these behaviors may reduce.**

The adults in the school community can help by modelling the language we hope the children will use themselves. This can mean a shift in the way we think and speak. Language that attributes blame, judgement or criticism is unhelpful and has no benefit when trying to repair a difficult situation. The more adults are aware of their own language, the more the children will be able to mirror the restorative language you are using instead.





## Fiscal Updates

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

As we move forward with the remainder of 2018 Fiscal Year, please be mindful of the following upcoming deadlines and plan accordingly. We appreciate your vigilance in the completion of receivers for all goods/services that have been received or rendered.

POs without a receiver will roll over to next fiscal year and may have a negative effect on your balances for next year. For additional information, please see attached MEM-6016.5 (Attachment 4). Schools should make every effort to complete transactions before the deadline in order to ensure that transactions get posted on time. As an example, try not to wait until 6/30/18 to complete a goods receipt (if goods and services received prior) to allow for errors to be corrected, technical issues to be addressed, or any other unexpected issue that may arise at the time of posting.

### Cut-off Dates for all SAP Transaction:

(Non-Title I)

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

## 2018-2019 School Waivers for Alternative School Configurations

The newly released School Waivers for Alternative School Configurations memorandum, MEM-6680.2 (Attachment 5) has just been posted on Inside LAUSD.



# National School Nurse Day

**May 9, 2018**

School Nurses: Advocates for 21st Century Student Health

**CELEBRATE YOUR SCHOOL NURSE!**

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(School Nurse Name)

For more information and resources, please visit [www.schoolnurseday.org](http://www.schoolnurseday.org)

  
National  
Association of  
School Nurses



## School Climate Bill of Rights

# POSTER & VIDEO CONTEST

Theme: Relationships Matter,  
Building Stronger School Communities

- The contest is open to all enrolled students, Early Education through Adult.
- Only one entry will be accepted per school. Schools must select a winner prior to submitting their final entry.
- Posters can be no larger than 24" X 18".
- Videos can be no longer than two (2) minutes in length and no larger than (250) megabyte file size.
- Videos and posters can be uploaded using [www.uploadfiles.io](http://www.uploadfiles.io).
  1. Name your poster or video "SCHOOL CLIMATE BILL OF RIGHTS\_NAME OF SCHOOL"
  2. Go to [www.uploadfiles.io](http://www.uploadfiles.io).
  3. Click "DROP FILE HERE OR CLICK TO UPLOAD" section and choose the file you wish to upload and click "OPEN".
  4. Click the "SHARE BY EMAIL" box. In the "TO" box enter the email address: [restorativejustice@lausd.net](mailto:restorativejustice@lausd.net).
  5. In the "FROM" box, enter the school contact person's email address.
  6. In the "NOTES" box, enter the school's name, contact person's name, student's name, and grade level.
  7. Click the box "I'M NOT A ROBOT".
  8. Click "SEND".
- All entries are due by May 1, 2018.
- All participants will receive a Certificate of Participation.
- First, second, and third place winners, as well as runner-ups at the elementary, middle, and high school levels will be notified during the second week in May.
- Winners will be publically announced on May 15, 2018.

**Deborah D. Brandy, Director**  
Student Health & Human Services | Restorative Justice Unit

**For more information, please contact**  
**Jhamed Babatunde-Bey at [jbabatun@lausd.net](mailto:jbabatun@lausd.net) or**  
**Paul Gonzales at [pdg7170@lausd.net](mailto:pdg7170@lausd.net) or (213) 241-8767.**

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Student Health and Human Services

**INFORMATIVE**

**DATE:** April 5, 2018

**TO:** Members, Board of Education  
Vivian Ekchian, Interim Superintendent

**FROM:** Erika F. Torres, Executive Director  
Student Health and Human Services

**SUBJECT: SCHOOL CLIMATE BILL OF RIGHTS WEEK MAY 14-18, 2018,  
KICKOFF POSTER/VIDEO CONTEST**

The purpose of this informative is to provide information about the annual School Climate Bill of Rights Week to be celebrated during the week of May 14-18, 2018. The Division of Student Health and Human Services, Restorative Justice Department is pleased to sponsor a poster/video contest to initiate the annual celebration. This contest is open to all students enrolled in the District, with one entry accepted per school site.

The contest theme, “**Relationships Matter, Building Stronger School Communities**” aims to promote the School Climate Bill of Rights, adopted by the Los Angeles Unified School District Board of Education on May 14, 2013 and to reinforce the message that building positive relationships with peers, adults, friends, and family members strengthens our school communities. All entries should portray ways in which our words and actions build stronger school communities wherever we may be.

Attached is the flyer that includes the instructions for entering the contest. Principals are encouraged to distribute the flyer to all school staff and post in prominent locations on their campus. Also attached are copies of the Elementary and Secondary School Climate Bill of Rights. Principals are urged to leverage this contest to continue promoting school-wide conversations about building positive relationships, and to enhance each student’s understanding of the School Climate Bill of Rights. Visit the Discipline Foundation Policy website to access supplemental resources and activities provided to Principals as they continue promoting the contest at their school-site. Principals are encouraged to motivate teachers to support students who wish to enter the contest. Each school is asked to select **one** final poster or video for entry into the contest. All final entries are due **May 1, 2018**. Instructions for submitting the final entry are outlined on the attached flyer.

There will be first, second, and third place winners, as well as runner-ups at the elementary, middle, and high school levels. All participants will receive recognition in the form of a certificate of participation, and winners will receive a prize, as well as have their poster or video showcased on the Discipline Foundation Policy website. All winners will be notified the second week of May 2018 and publically announced on May 15, 2018. Additionally, Student Health and Human Services will notify Board Offices of winners and award planned award ceremonies once the information and details are confirmed.

Members, Board of Education  
Vivian Ekchian, Interim Superintendent  
April 5, 2016  
Page 2

Thank you for your on-going efforts and support to ensure full implementation of the Discipline Foundation Policy and for your tireless efforts on behalf of the students of the Los Angeles Unified School District.

If you have any questions or require additional information, please contact Erika F. Torres, Executive Director at (213) 241-3840.

#### Attachments

c: Alma Peña-Sanchez  
Frances Gipson  
David Holmquist  
Nicole Elam-Ellis  
Jefferson Crain  
Local District Superintendents  
Local District Administrators of Operations  
Darneika Watson-Davis  
Alicia Garoupa  
SHHS Directors



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## MEMORANDUM

**TITLE:** 2017-2018 Procurement Year-End Closing Timelines

**NUMBER:** MEM-6016.5

**DOCUMENT VISIBILITY:** ☐ PROTECTED ☒ PUBLIC

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

Janice Sawyer, Interim Business Manager  
Office of the Business Manager

**DATE:** March 1, 2018

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

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

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

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

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

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

### ROUTING

All Employees  
All Locations



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## MEMORANDUM

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

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

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

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

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

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



## LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

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funds.

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

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

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

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



# LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

**TITLE:** School Waivers for Alternative Configurations

**NUMBER:** MEM-6680.2

**ISSUER:** George Bartleson, Executive Director  
Office of School Design Options

**DATE:** March 12, 2018

**ROUTING**  
Local District Superintendents  
Administrators of Instruction  
Administrators of Operations  
Directors  
School-Site Principals  
Teachers  
Chapter Chairs  
Labor Relations  
Employee Performance  
Accountability Unit

**PURPOSE:** This memorandum is to explain the process to seek waiver(s) to certain sections of the Los Angeles Unified School District (LAUSD) / United Teachers of Los Angeles (UTLA) Collective Bargaining Agreements (CBAs) and/or District policy to accomplish improvements to the school-site learning culture.

**MAJOR CHANGES:** This memorandum replaces MEM-6680.1, *School Waivers for Alternative Configurations*, dated May 5, 2017. This revision updates the LAUSD/UTLA Waiver Request submission deadline and Single Track Instructional Calendar (Attachments A and C).

All Banked Time waivers should be held until the Online Bell Schedule Program becomes available for the 2018-2019 school year. No Banked Time waivers will be approved without the certified bell schedule that is approved by the Local District superintendent or designee.

For sites that have previously requested a side letter directly from Labor Relations, you must now follow the procedure listed in this memorandum to request waiver(s).

**GUIDELINES:** The following guidelines apply:

## **I. WAIVER PROCESS OVERVIEW**

- A. School completes LAUSD/UTLA Waiver Request (Attachment A) for each waiver being requested. Schools must use the Waiver Request form included in this memorandum; waiver requests received on outdated forms will not be processed. For an electronic pdf fillable version of the latest waiver request form, please access this memorandum from Inside LAUSD e-Library, or visit our website <https://achieve.lausd.net/sdo> and click on the 2018-2019 *School Waivers* link.



## LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

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- B. Schools submit waivers and related documentation to the Local District director for approval. The Local District superintendent or designee reviews waiver(s) and affixes his/her signature to approve, approve with conditions, or deny the waiver(s).
- C. Local District forwards the signed waiver to:
  - Office of School Design Options
  - Beaudry Building, 11<sup>th</sup> Floor
  - Attention: Elaine Kinoshita
- D. The Office of School Design Options collects and forwards all Local District approved waivers to Labor Relations for approval, then to UTLA. The Elementary or Secondary UTLA Vice President affixes a signature to approve, approve with conditions, or deny the waiver, and returns it to the Office of School Design Options (see section C above).
- E. Once signed waivers are returned to the Office of School Design Options, a copy of the fully executed waiver will be emailed to:
  - 1. Principal of the school submitting the waiver(s)
  - 2. Local District superintendent
  - 3. Office of Labor Relations

### II. ON-SITE APPROVAL PROCESS FOR SCHOOLS

- A. The following procedures are required for submission of all school waivers to the LAUSD/UTLA CBA and must reference applicable pages in the *Single Plan for Student Achievement* (SPSA). All stakeholders must discuss the proposed change and approve the waiver(s) as follows:
  - 1. Two-thirds of UTLA bargaining unit members must approve the waiver in a formal voting process similar to that used for School Site Council.
  - 2. Formal approval by 50% + 1 of classified staff, in a formal voting process similar to that used for School Site Council, must be conducted.
  - 3. Formal approval by 50% + 1 of participating parent/community members, in a formal voting process similar to that used for School Site Council, must be conducted.
  - 4. Principal approval is required when submitting a waiver.
  - 5. School completes LAUSD/UTLA Waiver Request (Attachment A) for each waiver being requested.
  - 6. The school principal shall submit waivers and related documentation to the Local District director.



# LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

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## III. PROCEDURES FOR COMMON TYPES OF WAIVERS

### A. Banked Time Waivers

1. Banked-Time is when the number of minutes in an instructional day is extended on certain days to accommodate an early release on other days, maintaining the overall compliance with total number of required instructional minutes in accordance with District's policy as outlined in the memorandums for elementary, middle and high schools entitled *Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules* (published annually). See Related Resources section (page 7) for a list of applicable bulletins and memorandums.
2. Many school communities pursue increasing the number of Banked-Days to provide for more professional development opportunities and ensure that the schedule is the same throughout the year. The following are guidelines for this waiver:
  - a. Attach a copy of the school's certified bell schedule for the upcoming school year using the online bell schedule program.
  - b. The number of days (e.g., Tuesdays) varies from year to year. For example, there may be anywhere from 34 to 39 Tuesdays available for Banked-Time. Please verify that the number of Banked-Time days referenced in the waiver are the same as the number of Banked-Time days (Professional Development days) indicated in the Online Bell Schedule Program. See calendar (Attachment C) for convenience.
  - c. Verify that the total number of instructional minutes listed in the Online Bell Schedule Program for the year meets or exceeds the State and District instructional minute requirements.
  - d. School communities that wish to "swap" or "switch" banked time days, but not add additional days, do not need to complete a waiver. See the annual *School-Site Professional Development Priorities – Banked Time Days for Elementary Schools* memorandum, published annually, for more information.
3. Please note: Common Planning Time (Middle Schools only) does not necessitate banking time; however, the use of a Banked Time Waiver can achieve the same desired outcome as Common Planning Time without the loss of instructional minutes. A copy of the certified online bell schedule must accompany waivers for Common Planning Time.

### B. Staff Selection and School-Site Councils/Local School Leadership Councils Waivers.

For assistance with these types of waivers, please contact your Staff Relations field director in the Local District office.



## LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

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### IV. SPECIAL PROCEDURE - CLASS SIZE WAIVERS

In accordance with the recently revised Article XVIII, Section 4.0 (c) of the LAUSD/UTLA CBA, a school may seek waivers to class size requirements. Such waivers may be sought prior to the beginning of a school year, but must be received by the Local District office no later than October 1<sup>st</sup> of that school year.

If you have questions regarding Class Size Waivers, please contact your Staff Relations field director in the Local District office.

### V. ONLINE BELL SCHEDULE PROGRAM

A. Banked-Time waivers or Common Planning Time waivers (in middle schools) must be submitted with a certified online bell schedule. Uncertified versions will be returned and will cause delay to the waiver approval process.

B. Bell Schedule Certification

1. Bell schedules must be submitted by school principals via the principals' portal, and approved by the Local District superintendent or designee prior to submitting a waiver.
2. A printed 2018-2019 certified (and approved) online bell schedule must accompany this type of waiver request, to notify the District that the number of instructional minutes in the school schedule referred to in the waiver request is in compliance with all District and State requirements.

### VI. SCHOOL WAIVER DEADLINE

Waivers are required for changes from the bargaining unit agreements, District policies, or state regulations. Please contact the Office of Labor Relations for questions about waiver requests to any CBAs. For 2018-2019 school year, schools are strongly encouraged to submit waiver requests to their Local District by April 17, 2018, to allow sufficient time for the Local District and UTLA to review the waiver, and for the Office of School Design Options to notify the principals as to the status of the request prior to the summer break.

Approved waivers will be implemented on July 1, 2018, and expire on June 30, 2019.



## LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

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Applications for all waivers must be approved by the Local District superintendent, Labor Relations, and UTLA. The school may not implement any waiver changes until written approval has been received from the Office of School Design Options.

### **VII. AUTONOMIES**

For more information on autonomies, please visit the Local Options Oversight Committee (LOOC) website at <http://achieve.lausd.net/looc>.

Current autonomous schools, such as Expanded School Based Management Model (ESBMM), Pilot or Local Initiative Schools (LIS) do not necessarily need to apply for the annual waivers. For questions about whether or not a school needs to apply for an annual waiver, or for more information about adopting an autonomy model, please email [looc@lausd.net](mailto:looc@lausd.net) or contact Elaine Kinoshita at (213) 241- 8700.

### **VIII. LOCAL DISTRICT CONSIDERATIONS FOR WAIVER APPROVAL**

- A. Review submitted waivers for individual schools with the following considerations:
  1. The Local District superintendent or designee will review the waiver request in relation to how it will support student achievement and determine if the school may implement the waiver.
  2. Verify that the applicable procedures listed in this memorandum have been followed for the type of waiver submitted (e.g., correct number of days, votes, signatures, etc.).
  3. Any costs associated with the implementation of a waiver must be funded by the school or Local District. A waiver that negatively impacts another school cannot be approved (e.g., schools sharing bussing patterns).
  4. Waivers that request a variance from bargaining unit agreements, District policies, and/or state regulations cannot be implemented until the approved waiver request is returned to the school with the appropriate signatures.
  5. Waivers that may have Districtwide impact or that may affect bargaining unit agreements should be reviewed by the Office of Labor Relations.
  6. Waivers cannot be implemented until the approved waiver request is returned to the school with the appropriate signatures. Final copies will be returned to the school by the Office of School Design Options.



## LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

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7. Banked-Time waivers (including waivers for Common Planning Time in middle schools) submitted with bell schedules reflecting instructional minutes less than that of the Minimum Day schedule (i.e., less than 249 minutes for elementary schools and 247 minutes for secondary schools) may not be approved.
8. "LAUSD/UTLA Waiver Request" form requires a reason for denial or conditions for approval.

### **IX. LOCAL DISTRICT RESPONSIBILITY**

- A. The Local District will prepare waiver documents for submission:
  1. Separate approved waivers from waivers that are denied.
  2. Send all waiver forms to Elaine Kinoshita, Office of School Design Options, Beaudry Building, 11<sup>th</sup> Floor, no later than the first Friday in May (i.e., May 4, 2018).
  3. Maintain file and master list of waivers at the Local District.

### **X. APPEAL PROCESS FOR SCHOOL-BASED MANAGEMENT (SBM) SCHOOLS ONLY**

According to the LAUSD/UTLA CBA, Article XXVII, Section 3.2:

- A. A waiver request approved at a school according to applicable District guidelines and policies, including approval of the site principal, that is subsequently denied by the Local District superintendent or designee may be reviewed/appealed. Attachment B must be used to file an appeal. Attachment B must be submitted by the school to the Office of School Design Options with a written rationale specifying why the decision to deny the appeal should be reversed, within 20 working days of receipt of the waiver denial.
- B. The appeal shall be forwarded to the Local District superintendent and the UTLA president or their designees. These two individuals shall select a third person, and this panel will convene within 10 working days of receipt of the appeal.
- C. The decision of this panel shall be final and binding on all parties.



## LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

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### RELATED RESOURCES:

- REF-683.17 *Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules for Elementary Schools – School Year 2018-19, issued March 9, 2018*
- REF-684.17 *Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules for Middle Schools – School Year 2018-19, issued March 9, 2018*
- REF-685.17 *Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules for High Schools – School Year 2018-19, issued March 9, 2018*
- REF-1467.16 *Instructional Minutes Requirements and Certification of Bell Schedules for Options Schools (Continuation, Opportunity, and Community Day Schools) – School Year 2018-19, issued March 9, 2018*
- MEM-5788.8 *School-Site Professional Development Priorities and Banked Time Tuesdays for Middle and High Schools (2018-2019), issued March 9, 2018*
- MEM-6015.5 *School-site Professional Development Priorities and Banked Time Tuesdays for Elementary Schools (2018-2019), issued March 9, 2018*
- BUL-6144.1 *School Day Schedule Requirements and Schedule Change Requests for Regular, Minimum, Shortened, Banked Time, and Pupil-Free Days, issued July 27, 2017*

### ASSISTANCE:

For information on the Single Plan for Student Achievement (SPSA), please contact Federal and State Education Programs at (213) 241-6990.

For questions about annual waivers or autonomy models, please email [looc@lausd.net](mailto:looc@lausd.net) or contact Elaine Kinoshita at (213) 241-8700.

Please contact the Local District Staff Relations field coordinator or the Office of Labor Relations at (213) 241-8322 for questions about waiver requests to any Collective Bargaining Agreements.

### ATTACHMENTS:

- Attachment A: LAUSD / UTLA Waiver Request  
Attachment B: SBM Waiver Appeal Request  
Attachment C: Single Track Instructional Calendar, School Year 2018 - 2019

Los Angeles Unified School District  
OFFICE OF SCHOOL DESIGN OPTIONS

ATTACHMENT A

## LAUSD / UTLA Waiver Request

Please provide complete and detailed information for this waiver. (The electronic version will allow expanded responses in each textbox.) Schools must submit a *separate Waiver Request for each waiver being requested*.

**School:** \_\_\_\_\_ **Local District:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Check all boxes that apply:

☐ SBM School    ☐ Traditional School    ☐ Unknown    ☐ Other model (please identify) \_\_\_\_\_

**A. Waiver Description:**

**B. Current Procedures:**

Briefly describe LAUSD District policy or LAUSD/UTLA CBA provision for which waiver is requested (attach supporting documentation).

**C. Rationale:**

1. What evidence supports the need to change your school's current practice or renew a previously granted waiver? (Attach SPSA page or Update page if applicable).
2. How will going beyond current District policies or bargaining unit contract provisions allow your school to improve?

**D. Accountability:** Evidence must exist in order for the waiver to be considered for future approval.

1. What benchmarks will be used to measure the success of your waiver?
2. If the waiver has been granted in the past, what is the evidence of success?

School Name: \_\_\_\_\_

**Certification for Approval**(Stakeholders' signatures do not imply automatic District/UTLA Approval. Each waiver requested is judged on its individual merits.)

The undersigned certify that formal approval of this waiver request was obtained in accordance with LAUSD/UTLA guidelines including:

1. Two-thirds agreement of certificated bargaining unit members by formal vote.

_____ UTLA Chapter Chairperson (Printed Name)	_____ UTLA Chapter Chairperson (Signature)	_____ Date
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2. Formal approval of a majority of classified staff. An official meeting was held and a formal vote was conducted. The vote resulted in a least a 50% + 1 vote margin.

_____ Classified Representative (Printed Name)	_____ Classified Representative (Signature)	_____ Date
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3. Formal approval of a majority of attending parents. An official meeting was held and a formal vote was conducted. The vote resulted in at least a 50% + 1 vote margin.

_____ Leadership Council Parent / Community Member (Printed Name)	_____ Leadership Council Parent / Community Member (Signature)	_____ Date
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4. Principal Agreement.

_____ Principal (Printed Name)	_____ Principal (Signature)	_____ Date
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**Return completed form to your Local District Superintendent by April 17, 2018.**

<b>LOCAL DISTRICT ANALYSIS:</b> [Provide reason(s) if denied]			
<input type="checkbox"/> Approved		<input type="checkbox"/> Approved with Conditions	
		<input type="checkbox"/> Denied	
_____ Local District Superintendent (Printed Name)	_____ Local District Superintendent (Signature)	_____ Date Signed	June 30, 2019 _____ Waiver Expiration Date
Send <u>signed</u> Waiver Request to:		Office of School Design Options Beaudry Building, 11 <sup>th</sup> Floor Attn: Elaine Kinoshita	
<b>LABOR RELATIONS ANALYSIS</b>			
<input type="checkbox"/> Approved		<input type="checkbox"/> Denied	
_____ Labor Relations Representative (Printed Name)	_____ Labor Relations Representative (Signature)	_____ Date Signed	
<b>UTLA ANALYSIS:</b> [Provide reason(s) if denied]			
<input type="checkbox"/> Approved		<input type="checkbox"/> Approved with Conditions	
		<input type="checkbox"/> Denied	
_____ UTLA Representative (Print Name)	_____ UTLA Representative (Signature)	_____ Date Signed	

Los Angeles Unified School District  
OFFICE OF SCHOOL DESIGN OPTIONS

ATTACHMENT B

**SBM Waiver Appeal Request**

If denied by the Local District, an SBM school may appeal by forwarding this waiver request within 20 working days of receipt of the waiver denial to: Office of School Design Options, Beaudry Building, 11<sup>th</sup> Floor.

School: \_\_\_\_\_ LD: \_\_\_\_\_ Date: \_\_\_\_\_

**Please provide a detailed rationale for this appeal.**

.....  
This space to be used by appeals panel only.

☐ Approved

☐ Approved with Conditions

☐ Denied

\_\_\_\_\_  
Local District Superintendent/Designee Printed Name

\_\_\_\_\_  
Local District Superintendent/Designee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
UTLA President/Designee Printed Name

\_\_\_\_\_  
UTLA President/Designee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Third Committee Member Printed Name

\_\_\_\_\_  
Third Committee Member Signature

\_\_\_\_\_  
Date

Los Angeles Unified School District  
OFFICE OF SCHOOL DESIGN OPTIONS

ATTACHMENT C

Single Track Instructional Calendar  
School Year 2018 - 2019

SCHOOL YEAR 2018-19																Single Track					Days of Inst.
School Month	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
1	AUG 13	14	15	16	17	20	21	22	23	24	27	28	29	30	(31)	SEP 3	4	5	6	7	17
2	SEP 10	11	12	13	14	17	18	(19)	20	21	24	25	26	27	28	OCT 1	2	3	4	5	18
3	OCT 8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31	NOV 1	2	20
4	NOV 5	6	7	8	9	(12)	13	14	15	16	19	20	21	22	23	26	27	28	29	30	14
											Thanksgiving Break										
5	DEC 3	4	5	6	7	10	11	12	13	14	JAN 7	8	9	10	11	14	15	16	17	18	20
6	JAN (21)	22	23	24	25	28	29	30	31	FEB 1	4	5	6	7	8	11	12	13	14	15	19
7	FEB (18)	19	20	21	22	25	26	27	28	MAR 1	4	5	6	7	8	11	12	13	14	15	19
8	MAR 18	19	20	21	22	25	26	27	28	29	APR (1)	2	3	4	5	8	9	10	11	12	19
9	APR 16	17	18	19	22	23	24	25	26	29	30	MAY 1	2	3	6	7	8	9	10	15	
	Spring Break																				
	15																				
10	MAY 13	14	15	16	17	20	21	22	23	24	(27)	28	29	30	31	JUN 3	4	5	6	7	19
	JUN 10																				
																					180

◀ Returning from Winter Break

○ Holiday

◻ Unassigned Day

◊ Pupil-Free Day

Distribution of Instructional Days

- 30 instructional Mondays
- 38 instructional Tuesdays
- 37 instructional Wednesdays
- 38 instructional Thursdays
- 37 instructional Fridays