



IMPORTANT DATES TO REMEMBER

May

Teacher Appreciation Week	5/7-5/13
Mother's Day	5/14
Classified School Employees Week	5/15-5/19
Election Day	5/16
Principals Meeting	5/17
SAA Meeting	5/25

WHAT'S DUE

April Water Flushing Certification	5/1
April Metal Detection Certification	5/1
Certificated Evaluations	5/9
ROI's	5/26
Oral Health Assessments	5/31

Local District Central

Friday's Operation's Brief

BELIEVE • BEHAVE • BECOME

VOLUME 4, ISSUE 36

MAY 5, 2017

Ensuring School Stability



As the school year begins to come to an end, school leaders are strongly encouraged to ensure that students are provided a safe and welcoming school environment. Attendance data from previous years show sharp decreases in attendance for the last weeks of the school year. It is recommended that support is provided to all students by promoting attendance through the last day of the school year. School leaders are encouraged to monitor enrollment and withdrawals of all students throughout the year. The MiSiS Enrollment and Withdrawal Report in the "Reports" section produces a list of students who have been withdrawn during the current school year and allows school and District personnel to identify students who have not re-enrolled after being withdrawn; students withdrawn with reason code whereabouts unknown (L8) and with other reason codes; provides a total count of withdrawals; and displays whether or not records have been requested from another school district.

Additionally, school leaders are encouraged to minimize unnecessary school changes. Practices such as wait listing, requiring PARs to enroll, enrollment delays, suspensions due to behavioral issues, issuing or cancelling school permits and/or Opportunity Transfers before the end of the year are prohibited. Please refer to inter office memo issued by Superintendent King for more details (Attachment 1).

Operation School Bell on Wheels



The Operations School Bell on Wheels event scheduled for this month has been cancelled. The next event will take place in the Fall of 2017. School administrators may schedule visits to the Assistance League offices, as needed, during the regular school year. Please call (323) 469-1973 for an appointment.

National School Nurse Day

May 10, 2017 celebrates School Nurses for their dedication to keep our students happy, healthy, and successful in school (Attachment 2).



Consolidated Charitable Campaign—Week 12



We are still collecting school envelopes. Please make sure to submit contributions by Wednesday, May 17th. We will announce the top three winners in the May 19th Friday Brief. Send envelopes via school mail to Marlene Correa or Maria Butler to the Beaudry Bldg. 11th Floor. In addition, Coordinator Report Envelopes may also be submitted personally to Marlene Correa, Veronica Real, or Maria Butler at LAUSD Headquarters on the 11th Floor. Let's make **Local District Central #1**.

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

Everyday Counts!

April 27th marked the 150th day of school. At this time, students should have fewer than 6 absences to meet attendance proficiency. The push to meet the District's goal of 73% of our student population in school 96% of the school year continues. School leaders are encouraged to emphasize the importance of having students **attend till the end**. There are less than 30 instructional days remaining. **How will your site continue to engage students?**



Clinton Middle School "Eagles" earn cool rewards; buttons, skateboards, backpacks, books, and sports balls.



Ramon Cortines School of Visual & Performing Arts

Students who met the attendance goal "redeemed" their certificate for a warm conchita.

Young Kim Oak Academy students "Instagram" their 150th day of school.

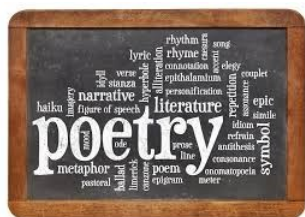


Jefferson High School gives "Demo" dollars to students on 150th day of school.



West Adams Preparatory staff and students groove to the beat of 150th day of school with a lunch concert.

Attention Local District Poets!



As a means to inspire students to "Attend 'til the End, the Pupil Services Team in collaboration with Local District Central Operations encourages all LD Central students to participate in our first Poetry Challenge!

Please submit all entries to the LD Central Pupil Services Team by May 31st. Please see Attachment 3 for more information.

*I want to go to School today
by Suzanne Vass...*

*I want to go to school today
Oh please just let me go.
If I miss school, it's always hard
to do what others do.....*

*I love my school and all my friends,
I learn so much each day.
We read new books and have fun
Please let me go today.*

LD Central PSWs Link Students to the Assistance League of Los Angeles

There are many barriers to school success for the child whose family struggles to make ends meet. In our busy inner-city schools, many students lack the basics such as school supplies, clothing and hygiene products. In addition to providing a variety of mental health services to our students and families, Psychiatric Social Workers (PSWs) link students to the Assistance League of Los Angeles, Operation School Bell (OSB). In this effort, PSWs transport students to the Assistance League of Los Angeles Hollywood Office where students are given excellent customer service as they try on school uniforms, casual clothing, shoes, and a chance to pick school supplies, a toy, and a book.

However, there are more than material benefits that come from linking our students to this wonderful community resource.

Teresa Temores, PSW at Commonwealth and Plascencia Elementary Schools, shares, "It is rewarding to see how a student can carry a smile from ear to ear when he/she receives his/her new school clothing, underwear, socks grooming supplies, a jacket, a backpack, and a book." Janise Escobar, PSW at Alexander Science Center, would agree. She states, "When I call the Assistance League for an appointment, I know that our students will not only receive practical new clothing and toiletries but care and dignity as well. With the immediate change in appearance comes a sense of optimism, and an identity that they belong in school." Union Ave Elementary PSW Jeannette Guerra, makes sure to connect her neediest students to this amazing program.



For more information or to schedule an appointment for your school, contact the Assistance League of Los Angeles-Operation School Bell located at 826 Cole Ave, Los Angeles 90038, (323) 469-6017. Only school personnel are able to take students to the Assistance League OSB office.

LD Central Student Health and Human Services

SHHS staff from multiple schools throughout the district came together to collaborate and work together around the topic of "Bullying."

The District's Policy was reviewed and strategies on preventing bullying were shared amongst our different support school staff. By the end of this meeting all that attended were equipped with techniques on how to reduce or prevent bullying in their schools in order to better help our students to thrive in their academics.



Restorative Justice: Principles of Restorative Practices

The following principles reflect the values and concepts for implementing restorative practices in the school setting. Under each principle are some of its important implications.

- 1. Acknowledges that relationships are central to building community.**
 - ◇ Restorative practices seek to strengthen relationships and build community by encouraging a caring school climate.
- 2. Builds systems that address misbehavior and harm in a way that strengthens relationships.**
 - ◇ Policies need to address the root causes of discipline problems rather than only the symptoms. The causes of misbehavior may be multiple and each should be addressed.
- 3. Focuses on the harm done rather than only on rule-breaking.**
 - ◇ Misbehavior is an offense against people and relationships, not just rule-breaking.
- 4. Gives voice to the person harmed.**
 - ◇ Those harmed must be given an opportunity to have a voice in the resolution of the harm.
- 5. Engages in collaborative problem solving.**
 - ◇ All of us act to satisfy our human needs (for belonging, freedom, power, and fun). Students choose behaviors to meet these underlying needs.
- 6. Empowers change and growth.**
 - ◇ In order for students to change and grow, we must help them identify their needs and assist them in finding alternative, life giving ways of meeting those needs.
- 7. Enhances Responsibility.**
 - ◇ Real responsibility requires one to understand the impact of her or his actions on others, along with an attempt to acknowledge and put things right when that impact is negative.

LASPD Autism Awareness Gladiator 5K Run

All LASPD personnel are invited to be part of **“Team Mark”** at the 2017 Gladiator 5K Run in an effort to raise Autism Awareness.

LASPD Team Mark is celebrating their 4th year as a registered group at the Gladiator 5K Run at the Rose Bowl in Pasadena on Saturday, August 26, 2017.

Come out and support Team Mark, to become partners in the movement toward acceptance and appreciation of Autism.



Did you know? Autism, or autism spectrum disorder, refers to a range of conditions characterized by challenges with social skills, repetitive behaviors, speech and nonverbal communication, as well as, by unique strengths and differences. We now know that there is not one type of autism but many types, caused by different combinations of genetic and environmental influences. The term “spectrum” reflects the wide variation in challenges and strengths possessed by each person with autism. Autism’s most-obvious signs tend to appear between two and three years of age.

Some Autism Facts:

- Autism affects 1 in 68 children.
- Autism is the fastest growing developmental disability in the United States.
- Boys are nearly 5X more likely (1 in 42) than girls to have autism (1 in 89).

The Autism Awareness Puzzle Ribbon is the most recognized symbol in the autism community in the world. Challenge yourself to this fun and epic race. Visit www.gladiatorrocknrun.com to register for the race. Click the *Register Now* option under the Saturday, August 26, 2017 Rose Bowl. Complete the registration form and choose “Team Mark” as your team.

Fiscal Updates

As our fiscal year comes to an end, we continue to remind schools to plan according to cut-off dates published in Mem-6016.4, 2016-2017 Procurement Year-End Closing Timeline/Schedule (Attachment 4).

In order to ensure that the cost of goods and/or services ordered is posted to the current fiscal year, transactions must have an APPROVED status in the SAP Procurement System by the dates indicated.

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)

2017-2018 School Waivers for Alternative School Configurations

The newly released School Waivers for Alternative School Configurations memorandum, MEM-6680.I (Attachment 5) has just been posted on Inside LAUSD.

It is important to note that due to the new bell schedule system that is being implemented, all Banked Time/CPT waivers must include a copy of the certified bell schedule. If schools have other waiver requests, they may be sent in for Local District approval as soon as you have the required Attachment A filled out.

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Superintendent

TO: Local District Superintendents
Local District Instructional Directors
Local District Administrators of Operations
Principals

DATE: April 24, 2017

FROM: Michelle King,  Superintendent

SUBJECT: ENSURING SCHOOL STABILITY AND ELIMINATING BARRIERS TO ENROLLMENT AND ATTENDANCE

The culmination of a school year is an exciting time for all of us, as we prepare to celebrate our graduates, start summer vacations and/or prepare for the new school year. Maintaining and increasing enrollment and improving student attendance are crucial for the success of our students and the fiscal stability of our District. As we approach the end of this school year, we must continue to abide by District policies and state and federal law to eliminate barriers to enrollment for our students and families, ensure school stability, and promote daily student and staff attendance.

In past years, District offices have received calls from parents whose students were withdrawn from school without being immediately enrolled in another school or program. In many instances, students were withdrawn because of poor attendance, achievement, and/or behavior. It is ethically and legally unacceptable to send students home, conduct mass checkouts, force outs, push outs or withdraw students early to prevent their attendance at school.

We must strive to eliminate student disengagement by ensuring school stability whenever possible. Our students are best served and our work is most rewarding when we are able to establish and maintain healthy and supportive relationships with our students and their families. Each time our students change schools, those attachments, and the wellbeing of our students is threatened. Therefore, we must do what we can to minimize unnecessary school changes, particularly for our most vulnerable students.

In alignment with these values and requirements, the following practices are prohibited:

- Maintaining waiting lists for enrollment, or limiting enrollment or registration services to certain hours or days of the week to any student, parent or guardian. Students must be enrolled immediately, through the last day of instruction.
- Requiring a MiSiS Student Transfer Form (previously known as PAR) to enroll.
- Delaying enrollment of students, including specialized student populations due to lack of enrollment documentation. School personnel shall provide affidavits for any missing but required documents at the time of enrollment.
- Delaying or denying enrollment to any student because s/he has reached 18 years of age or has not completed graduation requirements at the end of their 4th year of high school. Students are entitled to a minimum of four full years of high school and may be provided with additional years as required in order to earn a high school diploma.
- Withdrawing and/or unofficially suspending students because they are displaying behavior problems.
- Withdrawing and/or finalizing student grades early except as required due to student transfers.

- Withdrawing students who are 18 years-old and not on track to graduate. If a student is to withdraw without a diploma, every Principal must ensure re-enrollment in an alternative program.
- Cancelling a permit before the end of the school year. Cancellations may occur at the semester break in extreme circumstances and the case must be documented demonstrating that all forms of remediation of the issue have been utilized prior to cancellation.
- Issuing or cancelling any Opportunity Transfer (OT) from now until the end of the school year.

In addition, all Local Districts and Schools are responsible for the following:

- Promoting school stability by offering continued enrollment to prevent mid-year transfers whenever possible and ethically facilitating student transfers, when required. All student transfers must be aligned with all District policies and in the best interest of students.
- In addition to requirements for students with IEPs, English Learners, and other student populations, such as students in foster care, involved in the juvenile justice system, and/or experiencing homelessness, ensuring all LAUSD students are afforded a fifth year of high school, if needed.
- Ensuring all students are afforded every opportunity to achieve high school graduation, including proper identification of students who may be eligible for Graduation requirements exemptions, and issuing and accepting partial credits for students who qualify, as required by law.
- Ensuring all senior high schools are disseminating fifth year student letters and working with each potential non-grad student on a plan to continue his/her schooling, or to transfer to another school or program of his/her choosing based on his/her individual needs.
- Monitoring enrollment and withdrawals of all students throughout the year. Schools and Local Districts should run the Enrollment and Withdrawal Report, regularly, located in MiSiS under the Reports section (Reports> Enrollment> Enrollment and Withdrawal Report). This report produces a list of students who have been withdrawn during the current school year and allows school and District personnel to identify students who have not re-enrolled after being withdrawn; students withdrawn with reason code whereabouts unknown (L8) and with other reason codes; provides a total count of withdrawals; and displays whether or not records have been requested from another school district.

Attendance rates, particularly in our secondary schools, decline dramatically during the last months and weeks of the school year. We must continue to support every student to attend school, every day, and promote, monitor, and expect attendance through the last day of the school year.

I ask that you communicate these expectations to all personnel, and work with staff who are involved in the enrollment, attendance, and withdrawal of students in your schools and Local District to ensure we are fulfilling our obligations related to enrollment, attendance, and graduation. Thank you for ensuring that our schools are safe, welcoming, and respectful to all families. Together, we will make sure that all students are attending school daily, and receiving the support needed to graduate college-prepared and career-ready.

I will continue to monitor enrollment and withdrawal patterns districtwide. If you require support or information, please consult with your Local District Pupil Services and Attendance Administrator, K-12 Counselor Coordinator, and/or Pupil Services, at or (213) 241-3844.

Attachment

c: Alma Peña-Sanchez	Frances Gipson	Earl Perkins	Jesus Angulo
Thelma Melendez de Santa Ana	David Holmquist	Erika F. Torres	Alicia Garoupa



RESOURCES TO ENSURING SCHOOL STABILITY AND ELIMINATE BARRIERS TO ENROLLMENT & ATTENDANCE

Related Resources:

REF-6554.1, 2016-17 Opening Day Procedures: Supplemental Guide and Updates, issued August 8, 2016

BUL-6718.0, Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System, issued August 8, 2016

BUL-6362.0, Opportunity Transfer (O.T.) -Policy and Procedures, issued August 14, 2014

Pupil Services Alternative Education Guide 2016-2017, issued August 15, 2016

BUL-6231.0, Discipline Foundation Policy: School Wide Positive Behavior Support Intervention and Support, issued October 26, 2015

BUL-3720.0, Dropout Prevention and Recovery Strategies, issued May 23, 2007

BUL-4926.2, Attendance Manual: Policy and Procedures for Elementary, Secondary and Option Schools, issued, March 3, 2013

The Official "Cumulative Record Handbook for Secondary Schools", issued January 2005

BUL-3407.1, Implementation of Assembly Bill 1802 - Supplemental School Counseling Program, issued January 25, 2007

BUL-5347.1, Intra-district (school to school) Permits and Student Transfers in Elementary and Secondary Schools, issued June 10, 2013

BUL-5341.2 Inter-district Permits (District to District) and Student Transfers in Elementary and Secondary Schools, issued June 15, 2013

Cal. Educ. Code §§ 48432.5, 48853, 48853.5

BUL-6566.2, Graduation Requirements for Classes 2016-2019, issued December 15, 2016

REF-1963.1, Graduation Year Guidelines to Determine Requirements for the Diploma and for MiSiS Records, issued March 13, 2017

For further assistance call:

School Enrollment Placement Assessment (SEPA) Center at (213) 482-3954

Student Discipline and Expulsion Support Unit at (213) 202-7555

Division of Instruction at (213) 213 241-5333

Pupil Services at (213) 241-3844

Office of Student Integration Services at (213) 241-6532

Division of District Operations at (213) 241-5337

MiSiS Helpdesk at (213) 241-5200



National
Association of
School Nurses

National School Nurse Day

May 10, 2017



CELEBRATE YOUR SCHOOL NURSE!

(School Nurse Name)

**Healthy Nurse.
Healthy Students.**




For more information and resources, please visit www.schoolnurseday.org

Los Angeles Unified School District
INTEROFFICE CORRESPONDENCE
Local District Central
Operations Unit

TO: All Local District Central Principals

DATE: May 3, 2017

FROM: Eugene L. Hernandez 
Administrator of Operations

SUBJECT: 2017 LOCAL DISTRICT CENTRAL ATTENDANCE POETRY CHALLENGE

As part of “**Attend ‘til the End**” campaign, the Pupil Services team in collaboration with School Operations encourages schools to participate in our 1st Attendance Poetry Challenge.

To submit your schools entries, please:

- Submit all entries in person or school mail by May 31, 2017 to the attention of **Local District Central Pupil Services, 11th floor.**
- Include the completed roster (attached).

10 winners from each level (Elementary, Middle and High School) will be selected on June 1st & 2nd.

Little Caesars or Target gift certificates will be awarded by June 9, 2017.

Should you have any questions, please do not hesitate to call Pupil Services at (213) 241-0125. Thank you in advance for your support. By working together, we can make our schools a better learning community for everyone. **Attendance is Everyone’s Business!!!**

2017 LOCAL DISTRICT CENTRAL ATTENDANCE POETRY CHALLENGE

Date: _____ School Name: _____

[illegible]



Local District Central *Pupil Services*

“Attend ‘til the End!” Poetry Challenge

Submission Deadline: May 31, 2017

Write a poem to address:

- 1. Why is attendance important?*
- 2. Who inspires you to “Attend ‘til the End” of the school year?*

10 Winners, one from each school level:
Elementary, Middle & High Schools.

Winners will receive a certificate and gift card. Winning entries will be featured in our newsletters.



Submit your
poem via
school mail to:

LD Central,
Pupil Services



FOR MORE INFO
CONTACT:

Viviana Hernandez

(213) 241-0125

Viviana.r.hernandez
@lausd.net



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

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

MEMORANDUM

TITLE: School Waivers for Alternative Configurations

NUMBER: MEM-6680.1

ISSUER: Frances Gipson, Ph.D., Chief Academic Officer
Division of Instruction

George Bartleson, Executive Director
Office of School Choice

DATE: May 5, 2017

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 LAUSD/United Teachers of Los Angeles (UTLA) Collective Bargaining Agreements (CBA) and/or District policy to accomplish improvements to the school-site learning culture.

MAJOR CHANGES: This memorandum replaces MEM-6680.0 *School-Based Management (SBM) Waivers*, dated April 14, 2016.

Class-size waivers are now included in this process, see Section IV.

Note: All Banked Time waivers should be held until such time as the Online Bell Schedule Program become available for the 2017-2018 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 <http://achieve.lausd.net/isi> and click on the 2017-2018 School Waiver link.



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

- B. Schools submit waivers and related documentation to the Local District Director. 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 Choice
 - Beaudry Building, 11th Floor
 - Attention: Elaine Kinoshita
- D. The Office of School Choice 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 Choice (See C above).
- E. Once signed waivers are returned to the Office of School Choice, they will send an electronic copy of the fully executed waiver, via email 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 Collective Bargaining Agreement (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

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 the 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 for 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 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 coordinator in the Local District office.



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

IV. SPECIAL PROCEDURE - CLASS SIZE WAIVERS

In accordance with the recently revised Article XVIII, Section 4.0 (c) of the LAUSD/UTLA Collective Bargaining Agreement, 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 no later than October 1st 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 2017-18 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 Collective Bargaining Agreements (CBAs). For 2017-2018 school year, schools are strongly encouraged to submit waiver requests to their Local District by the first Friday in June (e.g. June 2, 2017), to allow sufficient time for the Local District and UTLA to review the waiver, and for the Office of School Choice to notify the Principals as to the status of the request prior to the summer break.

Approved waivers will be implemented on July 1, 2017, and expire on June 30, 2018.



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

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 Choice.

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. If you have questions about whether or not your school needs to apply for an annual waiver, or for more information about adopting an autonomy model, please email 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 has 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.



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

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 Choice.
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, 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 and waivers that are denied.
 2. Send all waiver forms to Elaine Kinoshita, Office of School Choice, Beaudry Building, 11th Floor, no later than the first Friday in June (e.g. June 2, 2017).
 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 Collective Bargaining Agreement, 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 Choice, 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

RELATED RESOURCES:

- REF-683.16 *Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules (ES)*, issued annually.
- REF-684.16 *Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules (MS)*, issued annually.
- REF-685.16 *Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules (HS)*, issued annually.
- REF-1467.15 *Instructional Minutes Requirements and Certification of Bell Schedules for Options Schools*, issued annually.
- MEM-5788.6 *School-Site Professional Development Priorities – Banked Time Days for Middle and High Schools (2016-2017)*, issued annually.
- MEM-6015.4 *School-Site Professional Development Priorities – Banked Time Days for Elementary Schools (2016-2017)*, issued annually.
- BUL-6144.0 *School Day Schedule Requirements and Schedule Change Requests for Regular, Minimum, Shortened, Banked Time*, currently under revision.

PLEASE NOTE: As of the date of this memo, the aforementioned reference guides and memorandums are being updated. This may result in a change of number.

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 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 (CBAs).

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of School Choice

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:

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

_____	_____	_____
UTLA Chapter Chairperson (Printed Name)	UTLA Chapter Chairperson (Signature)	Date

- 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

- 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

- Principal Agreement.

_____	_____	_____
Principal (Printed Name)	Principal (Signature)	Date

Return completed form to your Local District Superintendent by June 2, 2017.**LOCAL DISTRICT ANALYSIS:** [Provide reason(s) if denied]☐ Approved☐ Approved with Conditions☐ Denied

_____	_____	_____	_____
Local District Superintendent (Printed Name)	Local District Superintendent (Signature)	Date Signed	June 30, 2018 Waiver Expiration Date

Send the signed Waiver Request to:

Office of School Choice
Beaudry Building, 11th Floor
Attn: Elaine Kinoshita

LABOR RELATIONS ANALYSIS☐ Approved☐ Denied

_____	_____	_____
Labor Relations Representative (Printed Name)	Labor Relations Representative (Signature)	Date Signed

UTLA ANALYSIS: [Provide reason(s) if denied]☐ Approved☐ Approved with Conditions☐ Denied

_____	_____	_____
UTLA Representative (Printed Name)	UTLA Representative (Signature)	Date Signed

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of School Choice

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 Choice, Beaudry Bldg., 11th 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 Choice

ATTACHMENT C

Single Track Instructional Calendar

SCHOOL YEAR 2017-18															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 14	15	16	17	18	21	22	23	24	25	28	29	30	31	SEP 1	4	5	6	7	8	17
2	SEP 11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	OCT 2	3	4	5	6	19
3	OCT 9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31	NOV 1	2	3	20
4	NOV 6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	DEC 1	14
5	DEC 4	5	6	7	8	11	12	13	14	15	JAN 8	9	10	11	12	15	16	17	18	19	19
6	JAN 22	23	24	25	26	29	30	31	FEB 1	2	5	6	7	8	9	12	13	14	15	16	20
7	FEB 19	20	21	22	23	26	27	28	MAR 1	2	5	6	7	8	9	12	13	14	15	16	19
8	MAR 19	20	21	22	23	26	27	28	29	30	APR 2	3	4	5	6	9	10	11	12	13	14
9	APR 16	17	18	19	20	23	24	25	26	27	30	MAY 1	2	3	4	7	8	9	10	11	20
10	MAY 14	15	16	17	18	21	22	23	24	25	28	29	30	31	JUN 1	4	5	6	7	8	18
▽ Norm Classification																					180

◀ Returning from Winter Break

○ Legal Holiday

□ School Holiday

◡ Unassigned Day

◊ Pupil-Free Day

Distribution of Instructional Days

- 32 instructional Mondays
- 38 instructional Tuesdays
- 38 instructional Wednesdays
- 37 instructional Thursdays
- 35 instructional Fridays