

Local District Central School Administrator Assistants' Meeting

March 28, 2019

Lanterman HS

Agenda

Networking and Lunch	
Welcome	Roberto A. Martinez Local District Superintendent
Operations Updates	Eugene L. Hernandez Administrator of Operations
Measure EE	Myrna Brutti Executive Director, Div. of Special Education
2018-2019 External Student Attendance Audit	Pamela Worden Ed.D. School Finance Liaison
More than a Meal	Maria Martinez May Arakaki "More Than a Meal" Coordinators
Unified Enrollment	Brianna Jimenez Program and Policy Development Specialist
BREAK	

2.		
	3:20 pm Out Session	
Best Practices for School Administrative Assistants Elementary	Auditorium	Monica Vergara Senior Classified Training Representative
Best Practices for School Administrative Assistants Secondary	Room 7	Anna Vargas Senior Classified Training Representative
Budget Accounting	Room 24	Rocio Espinoza Classified Training Representative
3:20-3:30 pm Evaluations		



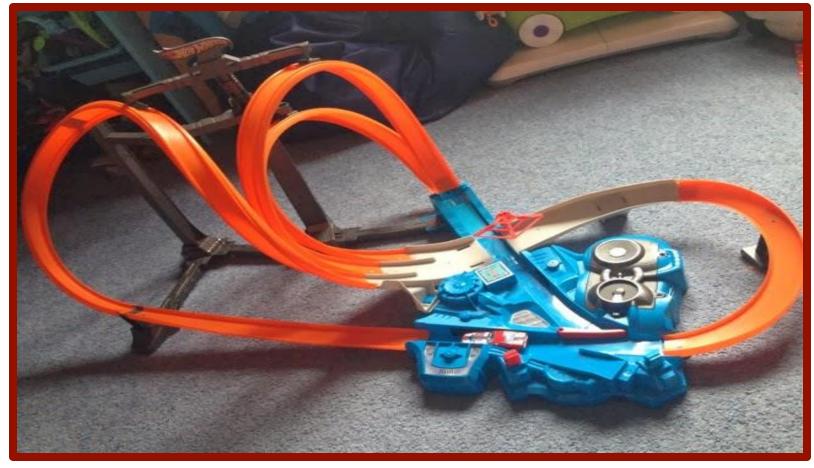
Voya Financial

Norms of Collaboration

- 1. Pausing
- 2. Paraphrasing
- 3. Posing Questions
- 4. Putting Ideas on the Table
- 5. Providing Data
- 6. Paying Attention to Self and Others
- 7. Presuming Positive Intentions



Triple Track



- TRACK 1 How do strategies and content support you as a learner?
- TRACK 2 How might these strategies and content support adult learners at your site?
- TRACK 3 How might these strategies and content be employed by students?

Inclusion

Your school recently

125 days of school.

- ➤ How did your school celebrate this day?
- How are you motivating your students to





Measure EE

Myrna Brutti



2018-2019 External Student Attendance Audit

Pamela Worden, Ed.D. School Finance Liaison

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May Arakaki
Maria Martinez
MTAM Coordinators





UNIFIED ENROLLMENT LOCAL DISTRICT CENTRAL

SAA Meeting March 28, 2019







OVERVIEW

Through Unified Enrollment, the Los Angeles Unified School District seeks to **improve equity and access** to all schools for all families through:

- Common Application For Multiple Choice Programs
- Unified Timeline
- School Search Tool To Simplify
 The Application Process
- Support For Families



SUPPORT AT LOCAL DISTRICTS

Local District	Specialist	Liaison
North-West	Vacant	Paula Coleman paula.coleman@lausd.net
North-East	Vacant	Veronica Robledo <u>Veronica.Robledo@lausd.net</u>
East	Vanessa A. Vazquez vanessa.a.vazquez@lausd.net	Estefania Alvarez Melo estefania.alvarez@lausd.net
South	Joseph Hari jbh6364@lausd.net	Cinthya Ramirez cinthya.ramirez@lausd.net
West	Andrea Canty andrea.canty@lausd.net	Yolanda Williams yolanda.williams@lausd.net
Central	Briana Jimenez <u>Briana.jimenez@lausd.net</u>	David Gaitan <u>David.gaitan@lausd.net</u>



OBJECTIVES

- 1. Ensure all families know about the diverse range of school options offered by the District.
- Create a more convenient, equitable, and accessible application process for the families we serve.
- Ensure students are enrolled in schools aligned with their academic interests.
- Retain current LAUSD students.
- 5. Attract new families to the District.









RETENTION & RECRUITMENT



Support & Educate Our Families About Pathways & School
Opportunities



Strategies To Bring Students Back To LAUSD



LAUSD Is Proactively Reaching Out To Families & Communities



LEARNING OUTCOMES



Learn About Our New School Search Tool

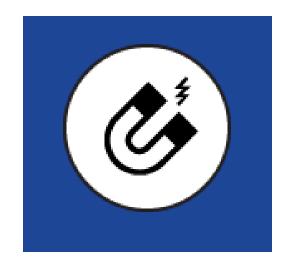
Learn About The Application Timelines & Process

CHOICE PROGRAMS



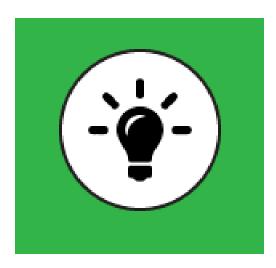
DUAL LANGUAGE EDUCATION (DLE)

From Kindergarten through 12th grade, designed for students to reach advanced levels of academic competence & linguistics in both languages and gain crosscultural understanding & competency.



MAGNET

Magnet Programs are courtordered voluntary integration opportunities available to students in grades K-12 living within the LAUSD boundaries. There are 8 academic themes to choose.



SCHOOLS FOR
ADVANCED STUDIES
(SAS)

A designation given to K-12 resident schools for exemplary implementation of Gifted and Talented Education (GATE) services and support with an emphasis on differentiated instruction.

CHOICE PROGRAMS



PERMITS WITH
TRANSPORTATION
(PWT)

A court-ordered voluntary integration opportunity available to students in grades K-12 living within the LAUSD boundaries who live within a PWT sending area.



ADMISSSION
CRITERIA SCHOOLS

Home to a variety of schools with specialized programs that have additional admission criteria. Programs Offer single-gender leadership engineering and math and Early and Middle-College Programs for high school students.



LOCAL DISTRICT CENTRAL







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19

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1

Dual Language Education

Magnet

Schools for Advanced Studies

Permits with Transportation (PWT)

Admission Criteria School











	How to attend	Inside or outside LAUSD boundary eligibility	Transport	Special Features
Resident School	If your resident school, simply visit school and enroll.	Inside (or outside with inter-district permit)	Parent	Locally invested in the community. Various instructional and enrichment opportunities.
Magnet Program/School	Apply at Goto.lausd.net.	Inside	May be provided if over 2 miles for elementary and over 5 miles for secondary.	Theme Based: Business, Communication Arts, Center for Enriched Studies, Gifted/Highly Gifted, Liberal Arts, Public Service, Science/Technology/Engineering/Math & Visual and Performing Arts Selection Based on Point System
Schools for Advanced Studies Program	Apply at Goto.lausd.net	Inside	Parent	Offer high level academic opportunities that meet the unique educational needs of gifted learners K-12.
Dual Language Program	Apply at Goto.lausd.net	Inside (or outside with inter-district permit)	Parent	Literacy & Content taught in 2 languages. Languages: Spanish, Korean, Mandarin , French, Armenian, Arabic
Admission Criteria Schools	Apply at Goto.lausd.net	Inside (or outside with inter-district permit)	Parent	Schools with specialized programs that have additional selection requirements. Such as single-gender Leadership Academies & Early-College programs



SUPPORTING LOCAL DISTRICT CENTRAL



The Unified Enrollment team will train local district staff with technical and content support who will in turn support families with:

- Navigating the new school search tool.
- Completing the online or paper application.













GOTO.LAUSD.NET





"I want to find an L.A. Unified School."



"I want to learn about Choices programs."



"I want to attend an L.A. Unified School."

EXPLORE



Explore L.A. Unified Schools! In a few simple clicks, search and compare schools based on geographic location, academic offerings, extracurricular activities and more. Be it early education, Pre-K-12th, special education or adult education, L.A. Unified can meet your needs!

DISCOVER



Discover choice programs! Magnet, Permit with Transportation, Dual Language Education, Schools for Advanced Studies and Admission Criteria Schools are all additional choices beyond your residential school. Learn more about these unique programs that all require completion of an application.

ATTEND



Attend an L.A. Unified school! Learn how to enroll in a school OR apply to multiple school choice programs through a single parent account. An Enrollment Form is required to attend your residential school.



How to Attend

Need Help?

Log In

Find a School

About

SCHOOL SEARCH TOOL





You are currently viewing schools for "333 S. Beaudry Avenue" View Filters







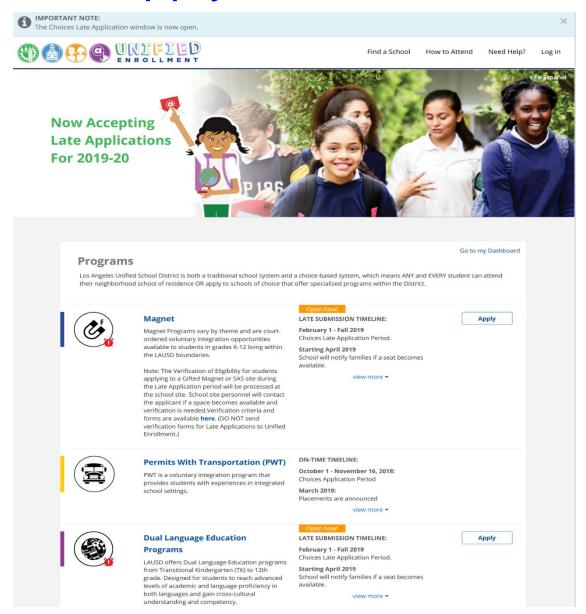








Apply.Lausd.Net





SCHOOL SEARCH TOOL



ASK: WHAT
DOES YOUR SCHOOL
OFFER?

STEP 1: GOTO.LAUSD.NET

STEP 2: FIND YOUR SCHOOL IN THE SCHOOL SEARCH TOOL

STEP 3 : REVIEW YOUR GET TO KNOW YOUR SCHOOL MESSAGE & PICTURE

STEP 4 : BRAINSTORM CONTENT MANAGEMENT UPDATES



ON-TIME CHOICES TIMELINE

FEB MAR APR MAY-AUG

Gifted verification and target language assessment process.

Choices on-time application selection letters sent to parents.

for families to
Accept/Decline or
student will default to
resident school.

Parents contact the school for Enrollm ent Procedure.

Late Application Period Opens: Feb. 1, 2019

- No Deadline
- Students will be placed in the order the applications are received based on space.
- Mid-April parents will receive phone calls if placement becomes available.

Waiting list/late selection process begins.



WELCOME CENTER SPRING 2019



Next Milestone: Local District Central

- Serve as hub to support parent & community members to explore choices.
- One stop shop for information on school choice options & completing choices application.
- 1 on 1 technical & content support navigating the new School Search Tool.
- Provide informational Choices Programs resources & materials.
- Unified Enrollment is working alongside Local District Central to launch the Welcome Center at West Adams Preparatory High School.



LOCAL DISTRICT CENTRAL

Thank you!

213.241.2607

213.241.2631

Briana Jimenez

Program & Policy Development
Specialist
Briana.jimenez@lausd.net

David Gaitan

Community Liaison

David.gaitan@lausd.net





Local District Central Attendance Updates

Leilani Morales PSA Coordinator



Standardized Accountability Practices to Support Improved Attendance at All Schools

1. Send a Clear, Consistent Attendance Message

Every school will provide ongoing Messaging to parents and students about attendance Examples: Letters, Blackboard Connect Messages, Newsletters, PA announcements, Parent Meetings, Back to School Night, Coffee with the Principal

2. Every School will make Phone Calls to a Targeted Student Group

Every school will make phone calls to students Examples: Phone calls to students who are frequently and chronically absent.

3. Targeted Group Intervention

Every school will connect a targeted group of s tudents with a staff member for mentoring. Examples: Identify staff members for daily or weekly check-ins, and scheduling of parent/student meetings.

4. Kindergarten Orientation (Elementary Only)

Every school will include information about the importance of student attendance in their Kindergarten Orientation.

Overview of

L.A. Unified

Attendance Improvement Plan

2018-2019

School Year

Local District Central and LAUSD LCAP Targets Monthly Comparison

Local District Central	Aug	Sep	Oct	Nov	Dec
Excellent 70%	80.3%	80.3%	76.8%	76.2%	71.4%
Chronic 9%	7.5%	11.1%	11.5%	13.5%	13.7%

LAUSD	Aug	Sep	Oct	Nov	Dec
Excellent 70%	80.5%	80.3%	76.9%	76.5%	71.3%
Chronic 9%	7.1%	10.8%	11%	12.7%	13.0%

Data Source: MyData

Clear, Consistent Attendance Message



Predicts Success

What You Should Know

Educational studies show that students who attend school more often do better in school.

- Students who are chronically absent in preschool, kindergarten, and first grade are less likely to read at grade level by third grade
- Students who do not read at grade level by the end of third grade are four times more likely than proficient readers to drop out of high school
- For every day missed, it takes a child three or more to make up for lost instructional time

What Students Learn

Kindergarten is your child's first step to prepare for graduation.

Students will

- Learn the Common Core and State Standards curriculum
- Develop the skills in Literacy, Mathematics, Science, and Social Sciences
- Grow socially and emotionally by working and interacting with other students.

What Parents Can Do

Parents are their child's first teacher.

- Talk regularly to your child about attending school every day so that they graduate from high school
- Help your child to learn and get into the habit of regular routines.
- Attend parent-teacher conferences and regularly monitor your child's progress
- Plan family vacations during school breaks so that your child does not miss a day of learning

What Schools Do

Schools are responsible for building safe, welcoming learning environments.

- Motivate all students to attend school every day through positive incentives and recognitions
- Support every individual student with their learning, and be available to support parents.
- Reach out to parents of children with absences with a call home or an email
- Address barriers to attendance by connecting families to school and community resources

If students are not in school, they cannot learn.

Keep it under 7.

Every day matters.





Student Health & Human Services Pupil Services & Attendance



Attendance Matters!

Count your child's absences between August 145 and December 145 and write it in the box.

This will help you obtain a true total of your child's absences this first semester.

Mark an "X" for full day absences.

August							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

Septe	September							
Sun	Mon	Tue	Wod	Thu	Fri	Sat		
						1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30								

Number of absences this month:

	bsences	

Octob	er					2018
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Nove	lovember						
Sun	Mon	Tue	Wod	Thu	Fri	Sat	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

Number of absences this mouth:

December 2018								
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
						1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							

Number of absences this month:

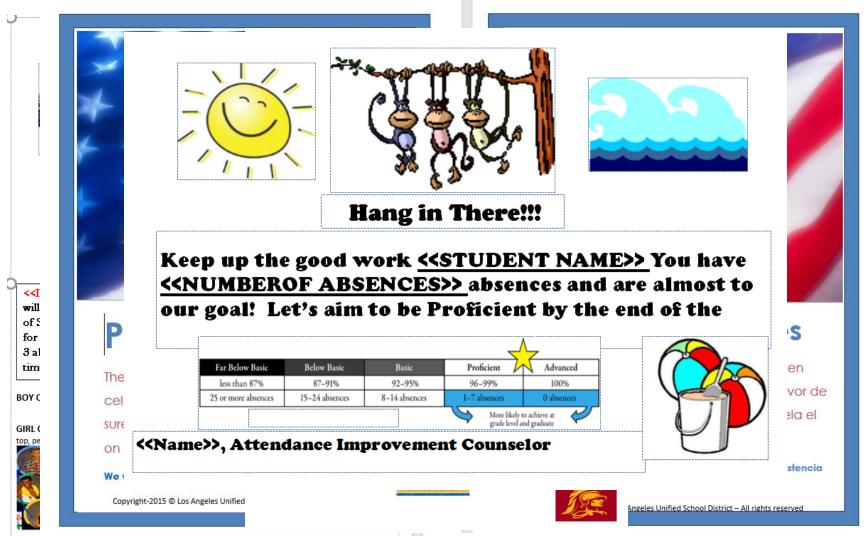
TOTAL NUMBER
OF ABSENCES
August 14th - December 14th

NO MORE THAN STIAVE

Number of absences this month:

Wessaging: 3. Attendance Watters Parent Letter

Clear, Consistent Attendance Message



Targeted Student Group Phone Calls

(A)

Phone Call Script For Students who are Chronically Absent

LA Unified Attendance Improvement Plan 2018-19 Standardized Accountability Practices

Practice #2 - Every School will Make Phone Calls to a Targeted Group of Students PHONE CALL IMPLEMENTATION SCHEDULE

School:	Local District:
Principal:	School Director:

Targeted Students -	Grade		Calls made	Name of	Call Outcomes	A
Name		e.g. absences Mon & Fri.; 10 plus	Date/Time	Caller	e.g. spoke to parent; left message,	e.g. no
		absences, skips 1st/2 nd period			referral to PSA, reminder weekly	to 1°
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Phone Calls: 4. LAU

If Parent/Guardian is available:

Good morning/afternoon, my name is <<STATE YOUR NAME>> and I'm <<STATE YOUR TITLE>> calling from
<<SCHOOL NAME>>. May I please speak to the parent/guardian of <<STUDENT'S NAME>>?

- · Thank you so much for answering my call. How is <<STUDENT'S NAME>> doing?
- Our records indicate that your student has <<TOTAL NUMBER OF ABSENCES>> absences this year. One
 of LAUSD top priorities is student attendance. The goal is for all students to have less than 7 absences.
 May I ask what are the reason(s) for <<STUDENT NAME>>'s absences?
- <<SCHOOL NAME>> and LAUSD has resources to help your student overcome any barriers to regular
 attendance so that <<STUDENT NAME>> can achieve academic success. We encourage you to come to
 school to access the resources by talking to <<PSA COUNSELOR/ SCHOOL STAFF>>.

We are partners with you and we are here to support your child's education. We appreciate your time, and we thank you for all that you do to support <<STUDENT NAME>>'s education. Please reach out to <<PSA COUNSELOR/ SCHOOL STAFF>> at <<SCHOOL PHONE #>> if you ever have any questions or need any support. Thank you."

If Parent/Guardian is NOT Available:

Leave a general message for parent to return the call.

"Good morning/evening: I am calling from <<SCHOOL NAME>> and this message is in regards to school attendance. One of L.A. Unified's top priorities is student attendance. Academic success begins with excellent attendance. Excellent attendance means no more than 7 absences all year. Please make sure to send your child to school every day. Every day matters. We are partners with you and we are here to support your child's education. If you have any questions and/or concerns, please feel free to call us back at <<SCHOOL PHONE NUMBER>>. Thank you."

Targeted Group Intervention

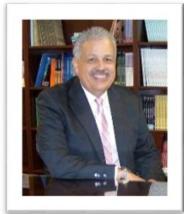
CONGRATULATIONS Great Attendance Week	ATTENDANCE DAILY REPORT
Student's Name: Week of: Monday Tuesday Wednesday Thursday Friday	Parent Signature:
Weekly Attendance Asistencia Semanal	d Subject Attendance Attendance Comments (excused or unexcused Teacher's Signature (ABSENCES) (TARDIES) absences/tardies)
Teacher/Staff Signature:	-
CONGRATULATIONS Great Attendance Week	
Student's Name: Week of:	
Weekly Attendance Asistencia	
Semanal	
	Mentor Signature:

Targeted Group: 2. Sample Weekly Attendance Recognition

Targeted Group: 3. Sample Attendance Daily Report

SUPERINTENDENT TOOLKIT

Home LD Central Home Our Schools Departments Staff Instruction Principal's Portal Resources Prof Development





In order to build a strong foundation that supports effective teaching and student learning, Local District Central Operations Unit is committed to building capacity and coherence to ensure that each school is providing a safe, clean, and healthy environment.

As such, we will provide support and guidance to all schools while maintaining a safe and nurturing environment that supports student learning and achievement.

Eugene L. Hernandez

Administrator of Operations

Email: eugene.hernandez@lausd.net

Teri Landázuri

Administrative Assistant

Email: teresa.landazuri@lausd.net

Contact Us:

Address:

Local District Central

333 South Beaudry Avenue

Los Angeles, CA 90017

Eos Angeles, en 30017

Telephone: 213-241-0167

Fax: 213-241-2031

What's in the New!

Upcoming Events

_{БЕВ}

8:00am - 12:00pm

7 APEIS Mtg

1:00pm - 4:30pm

All Assistant Principals' Mtg

FEB

8:30am - 12:00pm

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Elementary Principals' Operation's Mtg-AM Session

1:00pm - 4:30pm

Secondary Principals' Operation's Mtg-PM Session

2:00pm - 3:00pm

Consolidated Charitable Campaign Coordinator Training

MAR

All Day

Semi-Monthly Payroll due

8:00am - 1:00pm

Operation School Bell on Wheels

2:00pm - 3:00pm

Consolidated Charitable Campaign

Coordinator Training

MAR 2:00pm - 3:00pm

Pupil Services and Attendance



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About Los Angeles Unified

Find a School 4

Offices <

Classic View

LOS ANGELES UNIFIED SCHOOL DISTRICT

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Our Schools

Departments

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Instruction

Principal's Portal

l Resources

Prof Development

Attendance Tools

Messaging

Attendance Messaging Planning Sheet

Core Attendance Messages

Attendance Matters Parent Letter Calendar

Attendance Matters Parent Letter Calendar-spanish

Sample Blackboard Connect Attendance Messages

Sample Attendance Matters Flyer

Sample Welcome Parents and Students PPT in Eng.Span

Kindergarten Excellent Attendance Flyer-Eng

Kindergarten Excellent Attendance Flyer-Span

Phone Calls

Planning Sheet - Phone Scripts

Phone Call Script Sample for Students who are Chronically Absent_current year

Phone Call Script Sample for Students who were Chronically Absent_previous year

Attendance Calls 2018-19

Contact us at:

Leilani Morales PSA Coordinator 213-241-0158

Mario Vega Lead PSA Counselor 213-241-0192 mvega@lausd.net

Chan Cao Lead PSA Counselor 213-241-3903 chan.cao@lausd.net

Viviana Hernandez PSA Aide 213-241-0125 viviana.r.hernandez@lausd.net

Rafael Rubalcava SARB Chair 213-241-0162 rafael.rubalcava@lausd.net



Targeted Group

Targeted Student Group Planning Sheet

Sample Weekly Attendance Recognition

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Pupil Services and Attendance



Attendance Matters



Los Angeles Unified is committed to encouraging every student to attend school every day.

We are very excited to announce that several local sports teams are working with L.A. Unified to help improve attendance. Please <u>watch</u> and learn more about our partnerships with the Rams, Dodgers, Lakers, Sparks, Clippers, Galaxy, Kings and the L.A. Football Club to encourage student and staff attendance.

Each month, kindergarten and ninth-grade students and staff with improved attendance – including those who already have perfect attendance – will be entered into a drawing. Two hundred students and 50 employees will win tickets every month. Each winner will receive two tickets, allowing them to enjoy the games with a guest.

About Us

Attendance Campaign

Programs and Services

What's New



Contact

Director:

Michelle Castelo Alferes, MSW, Ed.D.

Address:

333 S. Beaudry Ave. Los Angeles, CA 90017 P: (213) 241-3844 Fax: (213) 241-6858

E: pupil.services@lausd.net

Access Attendance Dashboard

Resources

- Attendance Matters
 Campaign
- Tools for Parents
- Keep Kids Safe and Learning

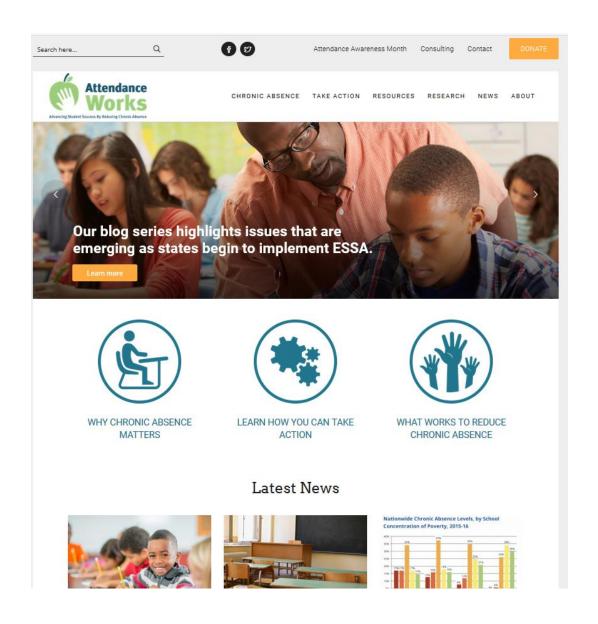
https://achieve.lausd.net/Page/13776

Remember, if students are not in school, they cannot learn. Every day is important. Keep

Translate (En Español Ev Homepage Feedback Sign In



Attendance Works



Resources

- Attendance Videos
- Exercises
- Incentives
- Messaging
- Posters and Banners
- Handouts for Families
- Students Attendance
 Success Plans
- Teens and Families
- Spring Attendance Slump

https://www.attendanceworks.org/

Break Out Sessions

Best Practices for School Administrative Assistants
 Elementary

Best Practices for School Administrative Assistants
 Secondary

• Budget Accounting

3:20-3:30 pm Evaluations

Auditorium Monica Vergara

Senior Classified Training Representative

Room 7 Anna Vargas

Senior Classified Training Representative

Room 24 Rocio Espinoza

Classified Training Representative

