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Issue I, Volume 11

February 11, 2019

Superintendent's Office

Austin Beutner

Principals

As we move forward, let us keep the topic of public education relevant in our communities. I encourage you to continue to search for creative and innovative solutions to transform teaching and learning. Together with our partners we will improve the educational experience for all students.

Austin

Education Resources Strategies (ERS) is helping the LAUSD Advisory Task Force with information strategies that LAUSD can use to help train leadership districtwide. A critical part of this is understanding the challenges you face, and ways LAUSD can better support you in your role. Survey responses will be collected by ERS. Only summary data will be shared and individual responses will remain anonymous. Thank you for sharing your perspective. Feel free to address any questions or concerns you might have to Hilda Maldonado at (213) 241-7000 or hilda.maldonado@lausd.net.

Click on this link to begin the survey: <https://www.surveymonkey.com/r/Schl-Ldrs-LAUDS> The survey will remain open until 2/24/19.

What's Due At A Glance



Due Date	Action	Information Link	Contact
Wednesday, February 20, 2019 & Monday, February 25, 2019	CE & CL Off-Cycle Payroll Due	https://achieve.lausd.net/cms/lib/CA01000043/Centricity/domain/326/2017-2018/pay%20processing%20calendar/2018-2019%20Cut-Off%20and%20Pay%20Dates.pdf	Payroll Services (213) 241-2570
Monday, February 18, 2019	Administrator Assurances (BUL-2643.8)	https://my.lausd.net/webcenter/portal/LAUSD	Local District Operations
Friday, February 22, 2019	LAUSD Teacher of the Year Nominations	http://tinyurl.com/lausdtoy	Local District Teacher Quality Specialist
Friday, February 15, 2019	Observation Deadlines for EDST/EDSNCT	https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/433/EDST%20EDSNCT%20Timeline.pdf	Professional Learning and Leadership Development
Thursday, February 28, 2019	Elementary Physical Education Certification	https://achieve.lausd.net/Page/8393	John Kruse, Physical Education Adviser (213) 241-4556
Friday, February 15, 2019	ES: Physical Education Teacher Itinerant Program Grant	Physical Education Programs Office website	John Kruse, Physical Education Adviser (213) 241-4556
Friday, March 29, 2019	English Learner Program Online Accountabilities (OLAS) <u>Deadline Extended</u>	https://achieve.lausd.net/Page/175#spn-content	Elaine Hu, EL Programs Specialist, (213) 241-5582
February 11 – 28, 2019	MS/HS: 6th -12th Grade: Winter Bridge to	http://bit.ly/2018-19_RI_Designee	Youssef Mossadaq, EL Specialist (213) 241-5582

Due Date	Action	Information Link	Contact
	Reclassification (BTR)		
Thursday, February 21, 2019 @ 11:59 p.m.	E-CAST 2019	www.laschools.org/ecast	E-CAST Customer Service at 213-241- 8044 press #9
Sunday, February 24, 2019	Rotary Club of Los Angeles Scholarships	https://www.rotaryla5.org/scholarships/la5-scholarship-program	Rotary Club of Los Angeles (213) 624- 8601

Business and Finance
Dr. Scott Price



What's New

- **Bulletin 770.9, Social Security-Medicare Tax** - The Information regarding Social Security and Medicare withholding for the 2019 calendar is now available via the District's eLibrary system at <https://my.lausd.net/webcenter/portal/LAUSD>
- **Bulletin 768.7, State Disability Insurance Rate** - The information regarding State Disability Insurance (SDI) and the maximum amount of SDI deduction for the 2019 calendar year is now available via the District's eLibrary system at <https://my.lausd.net/webcenter/portal/LAUSD>
- **2018 W-2** - Wage and Tax Statements for calendar year 2018 were mailed on January 25, 2019 via U.S. mail to employee home addresses on file.
- **Fall 2018 School Experience Survey Results** - Student and staff [School Experience Survey](#) results are now available for each participating school via the School Experience Survey Dashboard <https://achieve.lausd.net/Page/15606>. Because parent paper-based survey data is still being processed, survey results for parents will not be posted until later this month. If there are any questions about the School Experience Survey, please contact the Office of Data and Accountability's Research & Reporting Branch by sending an email to SchoolExperienceSurvey@lausd.net or calling (213) 241-5600.
- **Expanding Opportunities for Volunteerism (Sup Res 005-18/19)** was passed by the Board on November 13, 2018 authorizing the District to refund all volunteering fees beginning July 1, 2018. In order to ensure that volunteers are paid back in a timely manner, we have requested Principals to use their Imprest Account to repay volunteers who have already paid. Information was sent to principals with a list of volunteers at their schools who are authorized to receive the fingerprinting fee reimbursements. Accounts Payable will expedite the replenishment of the Imprest Fund. Schools

with a high volume of volunteer refunds will be contacted directly alerting those schools that their refunds will be handled separately.

If you have any questions on Fingerprinting, please contact Cathy Roberts at (213) 241-6565; for Imprest questions, please contact Timothy Rosnick at (213)241-7970.

What's Due

- The required Administrator Assurance related to the time reporting requirements for Federal and State categorical funded employees for July to December 2018 is due to your Local District Operations Administrator on Feb. 18, 2019. Please refer to BUL-2643.8 via the District's eLibrary for additional information about the requirement. <https://my.lausd.net/webcenter/portal/LAUSD>

Payroll Cut-Off Dates - In order to assist Time Keepers and Time Approvers in time reporting and approving accurately and timely, the **February** Payroll due dates are listed below.

February 14:	Semi-Monthly payroll due for February 1 – February 15
February 20:	Classified payroll due for February 1 – February 28
February 25:	Certificated payroll due for February 1 – February 28

Human Resources
Vivian Ekchian



What's New

- **K-12: Stakeholder Feedback Survey Now Available**

The online Stakeholder Feedback Survey is now available for students in grades 3-12. The survey is designed to provide student feedback to teachers on key aspects of the classroom environment that are highly correlated with student learning outcomes. While the survey is optional and intended to be part of the Educator Development and Support: Teachers (EDST) process, all roster-carrying teachers at school sites (grades 3-12) have access. Individual teacher survey results are confidential and are not to be included in the evaluation process. Principals can monitor teacher participation and view administration resources by logging into the survey site (<https://survey.lausd.net>). The survey will close on March 8, 2019.

- **ALL: February 2019 Staff Relations Monthly Update Now Available**

The February 2019 Staff Relations Monthly Update includes reminders of important tasks and due dates aligned to the Collective Bargaining Agreement and District policies, such as the Affirmative Decision for Probationary Year 1 Teachers forms, Notification of mid-year warnings to teachers of possible Below Standard Evaluation, and upcoming EDST Formal Observation deadline. For more information, visit our website at <http://achieve.lausd.net/staffrelations>.

What's Due

- **ALL: Now Accepting LAUSD Teacher of the Year Nominations**

All stakeholders are invited to nominate outstanding teachers for the LAUSD Teacher of the Year Program. Nominees must have at least eight years of teaching experience (5 of which must be while in LAUSD) and meet any of the following criteria: Fully credentialed teachers who teach pre-kindergarten through grade twelve; Teacher of adults who provide instruction in the same curriculum as those who teach in elementary or secondary grades; Teachers who have some administrative responsibilities, but for whom teaching students is the primary responsibility.

Nomination Link: <http://tinyurl.com/lausdtoy>

Deadline: February 22, 2019

- **ALL: Upcoming Observation Deadlines for EDST/EDSNCT**

The contractual deadline to complete the Educator Development and Support: Teachers (EDST) and Educator Development and Support: Non-Classroom Teachers (EDSNCT) Formal Observation is **Friday, February 15, 2019**. The Post-Observation Conference should then be completed no later than ten working days after the Formal Observation (by March 4, 2019). The Growth Plan Visit must be completed by March 15, 2019. For a complete list of contractual deadlines, including Early Education Centers, click [here](#).

In preparation for completing the EDST and EDSNCT observations, click [here](#) to view a handbook with key information and guidance. For additional support, please contact your Teaching and Learning Coordinator or Professional Learning and Leadership Development at (213) 241-3444 or plld@lausd.net.

Instruction
Dr. Frances Gipson



What's New

- **ES: More Social Emotional Learning PD Offerings!**

Social Emotional Learning (SEL) PD is being offered on select Saturdays this spring to expanded grade levels. The PD is now open to teachers in grades TK-5 at Title I sites only. Registration is through MyPLN and participants will be compensated at training rate and will receive free Sanford Harmony curricula.

For more information, please see [the flyer](#) or contact Health Education Programs at (213) 241-5333.

- **MS, HS: Secondary Culturally and Linguistically Responsive Pedagogy: Part 2, Skill Set Development module is available!**

The Culturally and Linguistically Responsive Pedagogy (CLRP) module is designed to be an interactive hybrid (online/collaborative) professional development. Participants will gain an understanding of how Culturally and Linguistically Responsive Pedagogy can be applied to secondary content instruction to increase motivation, engagement, and access for *all* learners.

School principals must certify that the course has been completed on or before Tuesday, April 30, 2019 (extended due date). Schools must retain a copy of the Banked Time Tuesday meeting agendas, sign-in sheets and copies of teachers' individual certificates of completion.

Individual Teacher Certification

Following this PD on CLRP: Skillset Development, please direct participants to complete individual assessments on MyPLN. Keyword: CLRP PD Skillset

<https://achieve.lausd.net/mypln>

- **MS/HS: Spring 2019 Secondary Music Instructional Summits**

Music Instructional Instrumental and Choral Summits produced by the Arts Education Branch are at eight locations throughout LAUSD. Summits are an opportunity for performing ensembles to get feedback from professional adjudicators and practice critical listening. Ensembles from all levels of experience are encouraged to attend these free summits. Please see [flyer](#) for details. Transportation will be provided to participating schools.

For more information, please contact Christopher Rodriguez, K-12 Arts Specialist, chris.j.rodriguez@lausd.net or (213) 241-5529.

What's Due

- **ES: Elementary Physical Education Certification - DUE: February 28, 2019**

PE certifications (both teacher and principal) for January, and February will be due at the end of February. For the month of January, teachers are being asked to certify for days prior to and after the work stoppage only. The teacher's certification page only listed dates that were not affected by the work stoppage, and teachers received an automatic email explaining this. On the January monthly certification page, principals will be able to indicate if PE instruction was provided during the days of the strike. If you have any questions, please contact John Kruse, Physical Education Adviser, at jxp9933@lausd.net or (213) 241-4556.

- **ES: Physical Education Teacher Itinerant Program Grant Application Now Open - DUE: February 15, 2019**

The Physical Education Programs Office is now accepting applications for this two-year embedded professional development opportunity. Applications can be found on the LAUSD [Physical Education Programs Office website](#). For more information, please contact John Kruse, Physical Education Adviser K-12, (213) 241-4556 or jlk6641@lausd.net.

- **All: English Learner Program Online Accountabilities (OLAS) – February 28 Deadline Extended to March 29, 2019**

This is just a reminder that all schools:

- Hold parent meeting #1 - Monitor EL Progress
- Monitor EL student progress as part of SSPT
- Secondary schools are to monitor RFEP student progress as part of SSPT

For more information, please contact Elaine Hu, EL Programs Specialist, elaine.hu@lausd.net or (213) 241-5582.

- **MS/HS: 6th -12th Grade: Winter Bridge to Reclassification (BTR) – February 11 – 28, 2019**

If principals of schools are administering the BTR and Reading Inventory (RI) during the 2018-19 school year need to assign a new or returning school site RI Designee, please use the following link to submit and/or update your RI designee information: http://bit.ly/2018-19_RI_Designee

BTR and RI dates are as follow:

Bridge to Reclassify (BTR)	Reading Inventory (RI)
February 11, 2019 – February 28, 2019	April 29, 2019 – May 24, 2019

All ELs on Profile C and D who are also receiving targeted intervention will be eligible for the Winter BTR. For the RI Toolkit please visit: <http://bit.ly/ToolkitRI>. For more information, please contact Youssef Mossadaq, EL Specialist, yxm9573@lausd.net or (213) 241-5582.

Facilities
Mark Hovatter



E-CAST 2019 IS OPEN - DEADLINE IS FEB 21, 11:59 p.m

E-CAST 2019, LAUSD's online school enrollment forecast information and review application, is NOW OPEN!

Visit the E-CAST website at www.laschools.org/ecast to review your pre-requisite reference documents and to login to the E-CAST application.

Training for E-CAST 2019 is NOW AVAILABLE on LAUSD's MyPLN. Instructions for accessing the course are posted on the E-CAST website.

The deadline for Principals to submit their school's online E-CAST application is **THURSDAY, FEBRUARY 21, 2019 at 11:59 p.m.**

OPEN ENROLLMENT REMINDER! *If your school intends to participate in Open Enrollment (OE) during school year 2019-20, you **MUST** declare the number of OE seats that your school intends to make available by completing the **E-CAST Open Enrollment screen**.*

For complete information: Visit the E-CAST website at <http://laschools.org/ecast>.

Question about E-CAST? Contact E-CAST Customer Service at 213-241-8044 press #9 or mpd@lausd.net.

Thank you for your participation in E-CAST 2019!

Grant, Scholarship and Partnership Opportunities



What's New

- Please visit grants.lausd.net for upcoming grant opportunities.
For questions about grants, please contact Alison Towery, Director of Instructional Operations, at alison.towery@lausd.net or (213) 241-4822.
- **High School Prom Dress Giveaway at the Dignity Health Sports Park (formerly StubHub Center)**
The National Colleges Resource Foundation and partners are giving away 1000 designer prom dresses to high school girls from low income homes on Friday, Feb 8 (3pm-6pm). All students must be accompanied by a parent or guardian, must bring a student ID, and sign a photo release waiver at check-in. More information can be found [here](#).

What's Due

- **The Rotary Club of Los Angeles will award more than \$200,000 in college scholarships this June** to Los Angeles area high school seniors starting college in Fall 2019. Scholarship amounts range from \$4,000 to \$8,000 per student and can be used however the student desires. The scholarships are competitive and intended to provide assistance to students with financial hardships. Deadline to apply is February 24. A link to the online application is [here](#).

Partnership Opportunities



What's New

- **Young Women's Leadership Conference**
The Los Angeles Superior Court's Diversity Committee will hold its Young Women's Leadership Conference (YWLC) at the Stanley Mosk Courthouse on **Thursday, March 14, 2019**. This program will give young females an opportunity to learn about careers in law and possibly a career on the bench. The program includes Q&A sessions with speakers and panelists, and breakout sessions with judicial officers and attorneys in attendance. Lunch will be provided. Each school may bring **five students** and is responsible for providing their own transportation.

Young Women's Leadership Conference "Empowering Future Leaders"

Date & Time: Thursday, March 14, 2019, 10:00 a.m. – 2:30 p.m.

Location: Stanley Mosk Courthouse, [111 N. Hill St, Room 222, Los Angeles, CA 90012](#)

Please Register [Here](#). Deadline to Register is Friday, February 22, 2019

If you have any questions, please contact Marlow Gory at mgory@lacourt.org or (213) 633-1034.

Information Technology Shahryar Khazei



What's New

- **FOCUS Reporting & Dashboards:** The following new functionalities are now available:

- K3 Class Size Simulator Tool
- Elementary and Secondary Student Grades Reports
- Access, Equity, and Acceleration (AEA) Probable Standard English Learners (PSELS) Dashboards
- Parent Portal Campus View Dashboard Registrations by Student Report now includes a column for the Parent Email Address

Please visit the FOCUS website (<https://achieve.lausd.net/focus>) for more information.

- **My Integrated Student Information System (MiSiS)** – upcoming dates:
 - The next planned releases are set for Tuesday, February 21 and Tuesday, March 26.
 - The secondary grade entry window opened Thursday, January 31 and closes on Friday, February 15.
 - The elementary grade entry window opens Thursday, February 7 and closes on Friday, March 1.
 Please visit the MiSiS website (<http://achieve.lausd.net/misis>) for more information.
- **TECH Mobile Application** – In consultation and collaboration with stakeholders (Parent and Community Services and Parent groups, the project team continues development of designs for the various Phase II features, including: Parent-Student (PIN Process); Forgot Password; Registration (onboarding); Social Registration – Facebook; and Student Grades by Assignment – Schoology integration.
- **ISTAR Replacement Project** – System design continues, including completion of identification of security roles, notifications and rules (development and design mapping), and mapping of data from other systems (e.g. Student and Employee information systems) to be integration into the newly developed application systems (data migration). A preliminary demo was presented to school principals at the IT Tech Talk meeting on January 31, 2019.
- Developed in collaboration with Student Health and Human Services, **Inter-Districts Permits**, which will allow parents living outside of the LAUSD boundary to apply for their child to attend LAUSD schools and parents living within the LAUSD boundary to enroll their child in alternate school districts, will open on February 1 for the 2019-2020 School Year. Fun Fact: During the 2018-2019 school year, the District received 7,500 inter-district permit applications. Please visit the Permits website (<https://permits.lausd.net/>) for more information.
- Beginning February 4, the **online Educator Development and Support: Teacher (EDST) Stakeholder Feedback Survey** will be available for students in grades 3-12. In support of the Human Resources Division, the survey is designed to provide student feedback to teachers on key aspects of the classroom environment that are highly correlated with student learning outcomes. While the survey is optional and intended to be part of the EDST process, all roster-carrying teachers at school sites (grades 3-12) have access. Individual teacher survey results are confidential and are not to be included in the evaluation process. Principals can monitor teacher participation and view administration resources by logging into the survey site, <https://survey.lausd.net>. The survey will close on March 8, 2019.