



## BI-MONTHLY COMMUNICATIONS

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**Issue I, Volume 12**

**February 25, 2019**

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**Superintendent's Office**  
**Austin Beutner**

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Principals,

As we continue to lay the ground for next year and move decision making closer to schools, I have met with some of you to discuss the challenges and opportunities you face. The conversations will continue as we work to empower you, the school leaders, to make decisions that work for your school communities. We are also stepping up our community engagement efforts. On Wednesday, February 27, 2019 we will hold an event called "All in for Public Education" the purpose of the event is to celebrate the contributions of community members and call on the community to renew their commitment to public education.

Dear LAUSD Leader:

As I'm sure you know, the Tuesday, March 5<sup>th</sup> Board District 5 Special Election is quickly approaching. You may be receiving questions regarding permissible activities for LAUSD employees related to the election. To assist you in answering these questions, please find attached "[LAUSD's Election Tip Sheet.](#)" The tip sheet is also posted on the Political Activities page of the Ethics Office website.

Additionally, you may be receiving requests for access to LAUSD school sites to host Board District 5 Candidate Forums. Please refer inquirers to LAUSD's Asset Management Office for information related to obtaining a permit to host an event on an LAUSD campus: <http://www.laschools.org/new-site/facility-use> .

## What's Due At A Glance



Due Date	Action	Information Link	Contact
February 25, 2019  March 1, 2019  March 5, 2019	Certificated Payroll Due for February 1-28  Semi-Monthly Payroll due for February 16-28  CE & CL Off-Cycle Payroll Due	<a href="https://achieve.lausd.net/cms/lib/CA01000043/Centricity/domain/326/2017-2018/pay%20processing%20calendar/2018-2019%20Cut-Off%20and%20Pay%20Dates.pdf">https://achieve.lausd.net/cms/lib/CA01000043/Centricity/domain/326/2017-2018/pay%20processing%20calendar/2018-2019%20Cut-Off%20and%20Pay%20Dates.pdf</a>	Payroll Services (213) 241-2570
Friday, February 22, 2019	LAUSD Teacher of the Year Nominations	<a href="http://tinyurl.com/lausdtoy">http://tinyurl.com/lausdtoy</a>	Local District Teacher Quality Specialist
Thursday, February 28, 2019	Principal Survey	<a href="https://www.surveymonkey.com/r/Schl-Ldrs-LAUDS">https://www.surveymonkey.com/r/Schl-Ldrs-LAUDS</a>	Hilda Maldonado, Senior Executive Director Diversity, Learning and Instruction 213-241-7000
Thursday, February 28, 2019	Elementary Physical Education Certification	<a href="https://achieve.lausd.net/Page/8393">https://achieve.lausd.net/Page/8393</a>	John Kruse, Physical Education Adviser (213) 241-4556
Friday, March 29, 2019	English Learner Program Online Accountabilities (OLAS) <u>Deadline Extended</u>	<a href="https://achieve.lausd.net/Page/175#spn-content">https://achieve.lausd.net/Page/175#spn-content</a>	Elaine Hu, EL Programs Specialist, (213) 241-5582
February 11 – 28, 2019	MS/HS: 6 <sup>th</sup> -12 <sup>th</sup> Grade: Winter Bridge to Reclassification (BTR)	<a href="http://bit.ly/2018-19_RI_Designee">http://bit.ly/2018-19_RI_Designee</a>	Youssef Mossadaq, EL Specialist (213) 241-5582
Thursday, February 21, 2019 @ 11:59 p.m.	E-CAST 2019	<a href="http://www.laschools.org/ecast">www.laschools.org/ecast</a>	E-CAST Customer Service at 213-241-8044 press #9
Sunday, February 24, 2019	Rotary Club of Los Angeles Scholarships	<a href="https://www.rotaryla5.org/scholarships/la5-scholarship-program">https://www.rotaryla5.org/scholarships/la5-scholarship-program</a>	Rotary Club of Los Angeles (213) 624-8601



## **What's New**

- **Change in Salary Savings Policy**

There is a change in policy for additional resource allocation for school's General Fund Program (13027). The District will no longer allocate resources for salary savings due to implementation of budget-to-actual salaries.

This ongoing change in policy is necessary to meet the Board adopted UTLA Tentative Agreement and contributes to funding reduced class sizes, additional Librarians, Nurses, and Counselors.

- **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.

- **Classified School Employee Summer Assistance Program (CSESAP)** - The District has elected to participate in the Classified School Employee Summer Assistance Program (CSESAP). The program is available to qualified classified employees and will allow the employees to withhold an amount from their monthly paychecks not to exceed ten percent of the monthly pay in the 2019-2020 school year. Once qualified, and if eligibility is maintained for the applicable year, the California Department of Education (CDE) will provide up to a dollar for dollar match on amounts withheld.

AB1840 establishes an income and employment eligibility threshold that must be satisfied at the time of enrollment and/or the entire 2019-2020 School Year. Letters were sent to classified employees on February 15, 2019 based on a preliminary report of eligible employees. Final eligibility will be determined by April 1, 2019.

To signify their intent, employees need to fill out an election form and submit it to Benefits Administration via fax, email, or drop off. The election form must be received by March 1, 2019 at 5 pm.

FAX: 213-241-8993

Email: [csesap@lausd.net](mailto:csesap@lausd.net)

Drop Off: Benefits Administration

333 S Beaudry

Los Angeles, CA 90017

Reception desk on the 28<sup>th</sup> floor - Beaudry Building

For more information regarding election and eligibility, employees may visit the CDE CSESAP website at <https://www.cde.ca.gov/fg/aa/ca/csesapfaqs.asp>.

- **Memorandum 4090.13, 2018 Wage and Tax Statement (Form W-2)** - The Information regarding the Wage and Tax Statement (Form W-2) is now available via the District's eLibrary system.
- **Bulletin 771.7, Withholding for State Income Tax** – The information regarding current withholding tables for State Income Tax for the 2019 calendar year is now available via the District's eLibrary system.
- **Bulletin 1520.6, Withholding for Federal Income Tax** – The information regarding current withholding tables for Federal Income Tax for the 2019 calendar year is now available via the District's eLibrary system.

### What's Due

- **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 25:    Certificated payroll due for February 1 – February 28  
March 1:        Semi-Monthly payroll due for February 16 – February 28  
March 5:        CE & CL Off-Cycle Payroll due

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## Human Resources



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### What's New

- **ALL: Building Our Own Staff as Teachers (BOOST) Grant Program Applications:** The Career Ladder currently has space available in the Building Our Own Staff as Teachers (BOOST) grant program which provides up to \$4,000/year to any classified staff member working towards a high need teaching credential. The Human Resources Division is asking that you provide this information to any Classified staff member who you feel might make an excellent teacher.

BOOST will provide support to any classified staff who is working toward becoming a teacher in a high need area. Supports include:

- Mentoring and guidance on credentialing requirements and teacher preparation programs
- Financial assistance up to **\$4,000** a year

Applications are accepted until Tuesday, March 5, 2019, <http://go.teachinla.com/BOOSTApp>. (You must use your LAUSD Single Sign-On to access the application form.)

## What's Due

- **ALL: Affirmative Decision for Probationary 1 Employees:** Principals and Local District Superintendents or Designee are to finalize decisions on the Affirmative Decision Rosters by *March 1, 2019*. Completed and signed rosters for Probationary 1 employees are due to [affirmdecision@lausd.net](mailto:affirmdecision@lausd.net) by *March 8, 2019*.
- **K-12: EDST Stakeholder Feedback Survey Closes March 8:** The online Stakeholder Feedback Survey is available. 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. Click [here](#) to view a flyer that can be distributed to teachers at your school site. 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>).

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### Personnel Commission



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## What's New

- **All: FAQs Regarding the Conversion of Playground Aides and Community Representatives to the Classified Service:** Please see the Frequently Asked Questions linked here regarding the conversion of Playground Aides and Community Representatives to the Classified service on January 1, 2019.

*FAQs for Principals:* <https://FAQs Principals>

*FAQs for Employees:* <https://FAQs Employees>

- The employee FAQs will be emailed to School Supervision Aides and Community Representatives on Friday, February 22nd. You have been provided an advance copy of the employee FAQs for your information. A hotline will be available to respond to employee questions on Monday, February 25th and Tuesday, February 26th between 7:30 a.m. and 4:00 p.m. The hotline number is 213-284-7700. In the meantime, should you have questions, please contact the Assignment Technician assigned to your school.

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### Instruction



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## What's New

- **ES: 4th and 5th Grade STORYTELLING CONTEST**  
4<sup>th</sup> and 5<sup>th</sup> grade students are invited to write a short story about an adult, teacher or mentor that has made a difference in their life. The contest will give an opportunity to all students to write a story that

will ultimately be produced into a short film. Up to ten (10) Grand Prize Winners will be selected for a short film production and up to ten (10) Honorable Mention Prize Winners will be selected for recognition. Please view the [flyer](#) for contest details, guidelines and resources.

For additional information, please contact Arts Education at [artseducation@lausd.net](mailto:artseducation@lausd.net).

- **MS/HS: Secondary Culturally and Linguistically Responsive Pedagogy: Part 2, Skillset Development module is available**

The Secondary CLRP Module is available on the [Access, Equity, and Acceleration website](#).

School principals must certify that the course has been completed prior to April 30, 2019, by submitting their professional development plans to their directors. 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 professional development on CLRP: Skillset Development, please direct participants to complete individual assessments on [MyPLN](#). Keyword: CLRP PD Skillset

For more information, please contact Robert Whitman, Administrator, AEA, [robert.whitman@lausd.net](mailto:robert.whitman@lausd.net), 213-241-3340.

- **ALL: Individual Reclassification Plans (IRPs)**

The new form for Individual Reclassification Plans (IRPs) is now available in MiSiS under Reports. This new progress monitoring tool can be utilized to aid reclassification data conversations with students and parents of at-risk Potential Long Term English Learners (PLTEs) and Long-Term English Learners (LTEs). The IRP showcases the PLTEs' and LTEs' progress towards reclassification and is to be used to conduct parent meetings on reclassification and to document individual students' goals towards meeting reclassification criteria measures.

If you have any questions, please contact the Local District EL Programs Coordinator or Elaine Hu, EL Programs Specialist, [elaine.hu@lausd.net](mailto:elaine.hu@lausd.net), 213-241-5582.

## **What's Due**

- **HS: LAUSD and State of California Seal of Biliteracy Awards - Nomination Forms Due on Monday, March 25, 2019**

The updated policy [REF-5306.8, "Guidelines for Implementation of the LAUSD Biliteracy Awards and the California Department of Education State Seal of Biliteracy for the 2018-2019 School Year"](#) is now available. Please note that the State of California Seal of Biliteracy is now a school performance measure that has been incorporated into the State Accountability Dashboard, effective school year 2018-2019.

Students who achieve this distinction may choose to include the award in their college admissions, financial aid, and scholarship applications.

Schools are encouraged to support students in achieving this distinction by submitting student nomination forms via email to Nada Shaath, World Languages & Cultures Specialist, [nada.shaath@lausd.net](mailto:nada.shaath@lausd.net), or Jina Kim-Qvale, World Languages & Cultures Coordinator, [jxk5501@lausd.net](mailto:jxk5501@lausd.net). If you would like direct support, please **designate a point person** using this link: <http://bit.ly/2GGjS8b>, by March 8, 2019.

For additional information, please contact the MMED office, 213-241-5582.

- **ES & MS: Guidelines for Issuing of the LAUSD Biliteracy Pathway Awards for the 2018-2019 School Year - Nomination Forms Due on Tuesday, April 30, 2019**

The updated policy [REF-062900, "Guidelines for Issuing of the LAUSD Biliteracy Pathway Awards for the 2018-2019 School Year" is now available](#). The policy provides specific criteria that students must demonstrate to receive the awards. Schools are encouraged to support students in achieving this distinction by submitting student nomination forms via e-mail to Michael Berger, World Languages & Cultures Specialist, [mberger@lausd.net](mailto:mberger@lausd.net), or Jina Kim-Qvale, World Languages & Cultures Coordinator, [jxk5501@lausd.net](mailto:jxk5501@lausd.net)

If you would like direct support, please **designate a point person** using this link: <http://bit.ly/2GGjS8b>, by March 8, 2019.

For additional information, please contact the MMED office, 213-241-5582.

- **ALL: English Learner Program Online Accountabilities (OLAS) – February Deadline Extended**

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

All schools have until the end of March to complete the calendared February accountabilities that are due Thursday, February 28, 2019.

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

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## Facilities



### E-CAST 2019: Staffing Appeals Notifications - March 13, 2019

E-CAST 2019 is NOW CLOSED.

Any Staffing Appeals that were submitted during E-CAST 2019 are now under review.

Schools will be notified about decisions made on their Staffing Appeals by **Wednesday, March 13, 2019.**

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

Question? Contact E-CAST Customer Service at 213-241-8044 press #9 or [mpd@lausd.net](mailto:mpd@lausd.net).

### What's New

- **The Microsoft Philanthropies [TEALS](#) (Technology Education and Literacy in Schools) Program** helps high schools throughout the US build and grow sustainable computer science pathways. This free program pairs trained computer science professionals from across the technology industry with classroom teachers to team-teach computer science. Industry volunteers and partner teachers create a ripple effect, impacting the students they teach, and the many students who will study CS in the future.
  - Here is a quick [one-pager](#) to summarize the program and impact
  - [TEALS Program Booklet](#) contains more details about the various support models and program offerings for schools. Currently 9 LAUSD schools and affiliated charters (Thomas Jefferson, Nava College Prep, Westchester Enriched Sciences Magnet, LACES, John Marshall, Verdugo Hills, Synergy Quantum, CHAMPS, STEM Academy of Hollywood) are participating.
  - **School Applications:** Now accepting applications for new schools to partner up with our program for the 2019-20 school year. To apply, please have schools visit our website at [www.tealsk12.org/schools](http://www.tealsk12.org/schools).
- **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](mailto:mgory@lacourt.org) or (213) 633-1034.

### What's New

- **Planned Network Outage for Student Devices:** ITD will be performing upgrades to the District's wireless authentication system on **Saturday, March 2, 2019** from **8:00 AM to 2:00 PM**.



During this time, the “LAUSD” and “LAUSD-Guest” wireless networks may be temporarily unavailable to classroom issued mobile devices, including iPads, Chromebooks, and shared use devices located in school computer labs and libraries.

Student personal mobile devices (those not issued by the District) and staff devices will still be able to access the “LAUSD” wireless network. Likewise, the District’s wired network will be available during the upgrade period.

If guest network access is required during this time period, special accommodation can be requested in advance via the IT Help Desk at (213) 241-5200.

- **FOCUS Reporting & Dashboards:** The following new functionalities are now available:
  - **Multilingual and Multicultural Education Department (MMED) Dashboards**
    - The Dual Language performance tile, which displays the count of students enrolled in Dual Language programs, has been updated to reflect a complete count of all Dual Language students, regardless of MPP status.
    - The Newcomer tile, which displays the count of foreign-born students recently enrolled in a US School for the first time, has been updated to include Newcomers within the past 3 years or less, where it previously only included Newcomers within the past 2 years or less.
  - **New Monitoring Reports**
    - **California Science Field Tests Reports:** The California Science Field Test by Enrollment Location report displays results by the student’s currently enrolled school, and the California Science Field Test by Test Location report displays results by the school at which the test was taken.
    - **Physical Fitness:** This report is available to monitor students who have not taken the Physical Fitness Test or specific components of the test. It provides information on the number of students who have not taken the test (Not Tested), the number of students who have a saved test on file but have not submitted (Saved), and the number/percentage of students with submitted tests (Submitted).
  - **Monitoring Report Updates**
    - **EL Service Attribute Report:** This report has been updated to exclude adult/college classes due to the fact they are not LAUSD courses and contribute to an incorrect calculation of missing EL attributes.
  - **Bug Fixes**
    - **Mail Merge Secondary Marks Template:** On the Secondary Marks Mail Merge Template, all tabs now display current data. A bug was causing the tabs for Periods 0-8, Periods 0-15, Credit Recovery, and All Periods to display No Data.

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 for MiSiS are set for Tuesday, March 26 and Tuesday, April 16.
  - The elementary grade entry window opened on Thursday, February 7 and will close on Friday, March 1.

Please visit the MiSiS website (<http://achieve.lausd.net/misis>) for more information.

- **TECH Mobile Application:** Phase II – review, approval and sign-off from stakeholders on developmental designs for additional application features took place: Parent-Student (PIN Process); Forgot Password; Registration (onboarding); Social Registration – Facebook; and Student Grades by Assignment – Schoology integration. (Stakeholders: Parent and Community Services and Parent groups participating since the inception of the project.)

Please visit the TECH App website (<https://achieve.lausd.net/Page/15410>) for additional.

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## Operations



### What's New

[Please see the attached document](#) regarding GoFundMe pages as support for teachers who lost wages during the recent work stoppage. This document will provide guidance in the event you have questions about the GoFundMe fundraisers.

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## Parent / Community Services



### What's New

#### **ALL: School Applications for Bond-Funded Parent and Family Center Improvement Program - Apply by March 25, 2019**

The Office of Parent and Community Services is pleased to announce an opportunity for schools to apply for consideration for the Parent and Family Center Improvement Program- Phase 7. The program, funded with bond resources, will make key facility improvements and equipment investments to strengthen the ability of schools to provide parent education that supports student achievement. In order to be eligible to apply, a school must have an available regular-sized classroom to be used exclusively as a parent and family center, have qualified, paid staff assigned to the parent and family center, and agree to implement parent education and family engagement activities that support student achievement. In addition, the school must not have been a previous recipient of the Parent and Family Center Improvement Program.

**Interested schools must apply by downloading the application [here](#). The application along with photos and a school map identifying the location of the Parent and Family Center should be sent to [risa.rose@lausd.net](mailto:risa.rose@lausd.net) by March 25, 2019.** Should you have any additional questions, please contact Dr. Heidi Mahmud at [hkm3059@lausd.net](mailto:hkm3059@lausd.net) or 213.481.3350.