



LOS ANGELES UNIFIED SCHOOL DISTRICT

BI-MONTHLY COMMUNICATIONS

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Issue I, Volume 13

March 11, 2019

Superintendent's Office
Austin Beutner

Principals,

On February 28th the Board of Education unanimously passed a local revenue measure. We are committed to providing all principals with the support and resources they need to activate their communities and create awareness on this important measure. This parcel tax will support our ongoing efforts to provide additional funding to all schools.

Austin

What's Due At A Glance

Due Date	Action	Information Link	Contact
Friday, March 15, 2019 Friday, March 22, 2019	Semi-Monthly payroll due for March 1 – March 15 Classified payroll due for March 1 – March 31	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
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

What's New

- **Whole Child Integrated Data Pilot**

The Integrated Data and Analytics project will integrate student data from all systems used across the District, such as MiSiS, Welligent, Schoology, etc. The first Phase will focus on teachers and counselors. The second phase will focus on schoolwide and community level data for school administrators. Before releasing to all teachers, LA Unified will conduct a pilot program to gather input from teachers across the District. Please share this link with teachers bit.ly/integrated-data-pilot to sign up and participate in the Phase 1 Teacher Pilot: March 25, 2019 – April 12, 2019. Click on [flyer](#) for additional details. To learn more about this data integration project click on [video](#) to view.

Business and Finance



What's Due

- **PAST DUE/DELINQUENT INVOICES DUE TO MISSING GOODS RECEIPTS (GRs)**

Some vendors are placing accounts “on hold” (not allowing new orders and/or not delivering existing orders) until their invoices are paid. This usually occurs when sites don't enter GRs in SAP. As of 02/28/19, there are missing GRs totaling about \$14.9 million dollars. For a list of open purchase orders with invoices that need GRs, please click on this link: https://psd.lausd.net/lrp_shopping_cart/.

Please review this list and acknowledge receipt of goods by processing the online GR by 03/29/19. If you need assistance with the Goods Receipt, please contact your Local LRP Shopping Cart Support Center. Contact information is available at <https://achieve.lausd.net/Page/3553>.

For Accounts Payable related questions, please call Accounts Payable Customer Service at (213) 241-4800 and press 1 for purchase orders inquiries.

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

March 15:	Semi-Monthly payroll due for March 1 – March 15
March 22:	Classified payroll due for March 1 – March 31

Human Resources



What's New

- **ALL: March 2019 Staff Relations Monthly Update**

The March 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, Final Evaluation completion dates, Coordinator Selection procedure and change of work schedules for classified employees. For more information, visit our website at <http://achieve.lausd.net/staffrelations>.

Instruction



What's New

- **ALL: Summative ELPAC Performance Levels**

The State Board of Education has adopted new cut scores for the 2019 Summative ELPAC performance levels. To view the new threshold scores, please visit the California Department of Education [website](#).

- **ALL: Reclassification of English Learners - New English Language Proficiency Criterion**
The State Board of Education has adopted a new English Language Proficiency criterion for Reclassification. Now only the overall ELPAC Performance Level 4 will be utilized for reclassification. To review the updated state reclassification guidance, please visit the California Department of Education [website](#).
- **ALL: Title III Immigrant Education Program**
New procedures for the collection of national origin information have been established. Due to Assembly Bill 699, the collection of "Country of Birth" information cannot be part of the Enrollment Form. All schools are to include the new Title III Immigrant Education Program Questionnaire Form in the enrollment packet. The collection of national origin information is critical for the yearly entitlement of Title III Immigrant Education Program funds. Please review [REF-062703, Title III Immigrant Education Program Identification Procedures for Eligible Students](#), dated January 30, 2019.

For more information, please contact Rafael Escamilla, EL Programs Coordinator, rafael.escamilla@lausd.net or 213-241-5582.

What's Due

- **All: English Learner Program Online Accountabilities (OLAS) – March 31, 2019**
 - All schools are to have held parent meeting #1 - Monitor EL Progress - February Accountability
 - All schools are to continuously monitor EL student progress as part of SSPT-February Accountability
 - Secondary schools are to continuously monitor RFEP student progress as part of SSPT-February Accountability
 - Continue to conduct classroom observations of Designated and Integrated ELD-March Accountability

The RFEP monitoring accountability has been moved to the month of April.

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

- **ALL: Master Schedule Timeline for Elementary and Secondary Schools**
To ensure that all students are appropriately scheduled on the first day of the school year, please refer to the Master Schedule Timeline for Elementary or Secondary.
 - [Elementary Master Schedule Timeline](#)
 - [Secondary Master Schedule Timeline](#)

For more information, please contact Academic Counseling Services, 213-241-7510.

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.

Operations



What's New

- **ALL: Tree Trimming and Removal Procedure from the Office of Environmental Health & Safety and Maintenance & Operations** – Los Angeles Unified's Office of Environmental Health and Safety, in collaboration with the Maintenance and Operations Branch, has a new Tree Trimming and Removal Procedure to ensure the District is carefully managing our vast collection of trees. The procedure has been established in order to provide clear instructions for complying with regulations protecting biological resources and the California Environmental Quality Act (CEQA). As part of the new procedure, applicants wanting to remove trees on a school campus will need to include the Principal and the Local District Superintendent, or their designee(s) in the decision-making process. For additional information, please visit the OEHS website at <https://achieve.lausd.net/ceqa> or call (213) 241-3199.

Special Education



What's New

- [Division of Special Education Newsletter - Spring 2019 Issue 1](#). This document is a compilation of current happenings within the Division of Special Education.