CENTRAL
LOCAL DISTRICT
LOS ANGELES UNIFIED SCHOOL DISTRICT

BI-MONTHLY COMMUNICATIONS

Issue I, Volume 15
April 8, 2019

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Superintendent's Office

Principals,

Thank you for everything you do to support our students in attaining academic success. Your attendance at the Measure EE Principal Meetings this past week demonstrated your dedication and your support to "Transform the District."

Each Local District has identified a Measure EE point person to support site administrators. Please reach out to your Local District staff for more information on the [principal toolkit](#) and other materials.

Austin

What's Due At A Glance

Due Date	Action	Information Link	Contact
April 12th April 22nd	Semi-Monthly payroll due for 4/1 – 4/15 Classified payroll due for 4/1 – 4/30	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
April 12	EXTENDED Deadline: Community Schools Letter of Intent	[Deadline Extended: LA Unified Community Schools Letter of Intent - April 12, 2019](#)	Office of the Deputy Superintendent (213) 241-7925

- **[Deadline Extended: LA Unified Community Schools Letter of Intent due April 12, 2019 by 5PM](#)**
  It has been brought to our attention that schools would appreciate additional time to submit a Letter of Intent, and therefore the deadline has been extended by one week to Friday, April 12, 2019. For a copy of the Letter of Intent packet click [here](#).

  Letters of Intent should be signed by the principal, UTLA chapter chair and Local District Superintendent or designee. They must be submitted to communityschools@lausd.net no later than Friday, April 12, 2019 at 5PM.

  As part of this application process, schools will be required to complete a webinar that describes the LA Unified community-schooling model. Schools will be provided a link to the webinar and application after they submit their Letter of Intent.

Business and Finance

What's New

- **School Experience Survey**

  All [School Experience Survey](#) results (*including **Parent** survey results*) are now available for each participating school via the School Experience Survey Dashboard https://achieve.lausd.net/Page/15606.

  The 2018-19 School Experience Survey Student Subgroup Dashboard will be released in April. The 2017-18 subgroup dashboard is currently available and can be accessed here: https://achieve.lausd.net/Page/15459

  Previous School Experience Survey results can be accessed here: https://achieve.lausd.net/Page/14935

  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.

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 **upcoming** Payroll due dates are listed below.

April 12:	Semi-Monthly payroll due for April 1 – April 15
April 22:	Classified payroll due for April 1 – April 30

Personnel Commission

What's Due

- The Personnel Commission rules and the classified bargaining agreements require that permanent classified employees have their work performance evaluated at least annually. Performance evaluations are now fully automated and are available at https://myapps.lausd.net/eval for use by supervisors and administrators.
- Performance Evaluations for Classified School-Based Employees are due by 5/3/19
- Performance Evaluations for Classified Central Office Employees are due by 6/3/19

Please see the [memorandum](#) from Karla Gould, Personnel Director, for more information and resources.

What's New

- **ALL: 2019-2020 Master Plan Institute for English Learners (EL) and Standard English Learners (SEL) Professional Development**
  MMED will provide a five-day professional development on EL and SEL programs and services to EL Designees for the following dates.

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

- **ALL: OneAccess Account Management for Schoology**
  OneAccess is replacing EZAccess for Schoology account management at school sites. Beginning May 1, 2019, school-based employees can request and manage Schoology user roles via the OneAccess application at https://oneaccess.lausd.net. OneAccess replaces EZAccess for user account management of Schoology roles. A job aid for using OneAccess is available at http://bit.ly/OneAccessLMS.

  For more information, please contact Personalized Learning Systems, 213-241-3017.

- **ALL: Bring Computer Science to Your School Next Year**
  Would you like to bring the Computer Science Discoveries course to your middle school next year? Would you like to offer Advanced Placement Computer Science Principles at your high school?

  Please navigate to https://code.org/educate/professional-learning to apply for the 2019-2020 secondary computer science cohorts. If you are interested in teaching Exploring Computer Science and would like more information on the 2019-2020 Exploring Computer Science cohorts, please complete the computer science interest form by navigating to http://bit.ly/CSinLAUSD2019.

  For more information, please contact Instructional Technology Initiative, 213-241-5532.

- **ALL: Subscribe to the ITI Newsletter**
  The Instructional Technology Initiative (ITI) April Newsletter is now available featuring a spotlight story on how ITI can support your teachers in becoming Google Certified Educators. Subscribe today to automatically receive our monthly ITI Newsletter.

  For more information, please contact Dominic Caguioa, Readiness and Integration Specialist, dbc4785@lausd.net or 213-241-5532.

What's Due

- **Elementary Schools: English Learner Program Online Accountabilities (OLAS) – Tuesday, April 30 2019**
  Schools are to monitor the academic progress of reclassified students (RFEPs) regularly for a minimum of four years following the year of reclassification. RFEP students who are not meeting grade-level standards must be provided intervention and enrichment services based on individual needs.

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

- **2018-19 Spring Semester Reading Inventory Assessment Window: April 29 - May 24, 2019**
  All English Learners, grades 6-12, will be assessed with the Reading Inventory (RI) during the Spring Semester Window. Schools may now start to prepare a testing schedule, identify a testing location, and

confirm that they have the proper number of working devices for RI testing. Please ensure that all students testing are to have an active Single Sign-On (SSO) to log into the RI SAM Platform.

For more information, please contact Lisa Hernandez, Secondary El Specialist, lisa.p.hernandez@lausd.net, 213-241-3473, or Youssef Mossadaq, Secondary EL Specialist, yxm9573@lausd.net, 213-241-4607.

Grant, Scholarship and Partnership Opportunities

What's New

- **Are you looking for grants to support your school's vision?**
  Click here to see grant opportunities: https://grants.lausd.net

- **International Dyslexia Association, Los Angeles Grant Opportunities**
  Schools in the Los Angeles area served by International Dyslexia Association, Los Angeles (IDALA) are eligible to apply for the IDALA Grant Program. The IDALA Grant Program seeks to award grants up to $7,500 per school year (for up to two years per project) in order to support schools in implementing programs that meet the IDALA's priorities.
  - **Priority 1:** Promote the sustainable use of effective academic and/or intervention programs that align with the IDA Knowledge & Practice Standards.
  - **Priority 2:** Raise awareness and understanding of dyslexia in all settings (school, home, clinical, community) in order to support individuals with dyslexia, their families, and professionals.

  Grant recipients may apply only once within a period of two academic years after receiving grant funds. Acceptance and participation in the grant program will be at the sole discretion of the IDALA Grants Committee with approval from IDALA's Executive Board. To apply and for more information please visit the IDALA Website.

- **DonorsChoose**
  DonorsChoose empowers public school teachers from across the country to request much needed materials and experiences for their students. Teachers are allowed to register the materials and resources they need and DonorsChoose matches those needs to donors interested in supporting their needs. DonorsChoose verifies the requested items and purchases them, those items are then shipped directly to the school. There is no submission deadline and classroom registration is ongoing. Website: https://www.donorschoose.org/

Partnership Opportunities

What's New

- **LA READS: 2019 Dodgers Reading Champions Challenge**
  To help address the literacy crisis in Los Angeles and get children excited about reading, the Dodgers and Los Angeles Dodgers Foundation challenge youth in first through eighth grade to read 1.5 million minutes. Children can track the time they spend reading every day online and win cool incentives!

  Dodgers Reading Champions opened for registration on March 1, 2019, and will take place from March 2019 - August 2019. The program's sweepstakes restarts every month, so children have an opportunity to win every month! **Please share with your students and parents and encourage them to register today!** You can also download a classroom poster here!.
  For more information, click here: https://www.mlb.com/dodgers/community/la-reads

- **Dignity Health Sports Park's ASCSC Community Foundation and LA Galaxy Foundation 13th Annual Easter Egg Hunt and Earth Day Celebration**
  Registration is now open for youth ages 1-10 years old!

  Friday, April 19, 2019 (Good Friday)
  12:00 p.m. - 3:00 p.m.
  Dignity Health Sports Park Track & Field Stadium
  18400 Avalon Blvd., Suite 200, Carson, CA 90746

  *Children ages 1-10 are welcome to participate in the 13th Annual Easter Egg Hunt. Children over the age of 10 will be able to participate in other fun activities. All children must bring a signed mandatory waiver.

  For more information, click here: http://www.dignityhealthsportspark.com/events/detail/the-ascsc-community-foundation-and-la-galaxy-foundation-13th-annual-easter-egg-hunt

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Information Technology

What's New

- **IMPORTANT INFORMATION REGARDING THE REFRESH OF OLDER COMPUTERS -** Computers – desktops, laptop and tablets – play an integral role in the educational and work lives of District students and staff. Informed consideration and planning should be applied to their purchase and care. As the District does not currently have a central budget for the refresh of older school site computers, schools must assume the responsibility of planning and budgeting for the purchase and refresh of their technologies over time. This memo will provide valuable information to aid in that process.

  It is recommended that School site administrators begin this planning and budgeting process at least two years before the expected end of life of the computer. Typically, a desktop computer has a 5-6 year lifespan, and a laptop has a 3-4 year lifespan.

  The ITD Liaison that work out of the your Local District Office and IT Support Technician that visits your school on a regular basis can assist you in the analysis of your technology needs to develop and optimize your school site's technology plan, which ultimately guides the refresh of older computers and purchase of new technology.

  Local District Buyers and ITD Liaisons can assist you in the planning and purchase of devices and negotiate the best pricing. Replacement for most items is available through the Procurement Services Division (http://achieve.lausd.net/procurement), who can also provide a list of approved computer vendors upon request.

  The contact information for the assigned Local District Buyers can be found at https://achieve.lausd.net/Page/3583. The contact information for your assigned ITD Liaison and Supervising IT Support Technician can be found at https://achieve.lausd.net/Page/11882. Additional information on technology maintenance and support can be found in *REF-1657.4: Technology Maintenance and Support* at https://my.lausd.net/webcenter/portal/wccdoc?dDocName=1348064.

  If you have any questions, please contact Themy Sparangis at themy.sparangis@lausd.net or 213-241-1223.

- **My Integrated Student Information System (MiSiS) – upcoming dates:**
  - o The next planned releases for MiSiS are set for Tuesday, April 16 and Tuesday, May 14.
  - o The secondary grade entry window will open on Thursday, April 11 and close on Friday, April 19.
- **Quarterly IT Maintenance Shutdown –** ITD implements quarterly shutdowns to provide the Technical Team the opportunity to perform vital maintenance and implement preventative measures. The next Quarterly Shutdown will occur from 6pm on Friday, April 12 to 6pm on Sunday, April 14. Through consultation with many District offices, this date and time was selected to minimize impact to students and staff. Throughout the weekend, the availability of all District applications may be impacted.

  The following applications will not be available:
  - FOCUS / Enterprise Reporting
  - MyData / Get Data
  - Summer School Staff Online Application / Stulls / Learning Zone / CELDT Tracker / Course Catalog / Resident School Identifier
  - Welligent

  The following applications will be available:
  - Employee / Contractor Email (mailbox.lausd.net)
  - District Website (Achieve.LAUSD.net) will be available; however, certain areas may not be accessible through the login
  - Internet Access (Wired and Wireless)

Parent / Community Services

What's New

- **2019-2020 District Parent Committee Meetings and Convenings**
- The following dates are for the 2019-2020 District Parent Committee meetings and convenings. The parents are requesting that schools and Local District coordinate their calendars to allow parents to participate in these District Level committees.
- **2019-2020 English Learner Advisory Committee (ELAC) Convening:**
- ELAC Convenings are held in each Local District with the intent to elect members to the DELAC. All English Learner Advisory Committee (ELAC) Chairpersons are to attend their Local District ELAC Convening. Please communicate these dates to the school's ELAC Chairperson.

LOCAL DISTRICT ELAC CONVENINGS	
Local District Northeast: October 8, 2019	Local District East: October 15, 2019
Local District West: October 10, 2019	Local District South: October 17, 2019
Local District Northwest: October 11, 2019	Local District Central: October 18, 2019

2019-2020 District English Learner Advisory Committee (DELAC) Meetings	
Thursday, October 24, 2019-DELAC Member training	Thursday, February 20, 2020

2019-2020 District English Learner Advisory Committee (DELAC) Meetings	
Thursday, November 7, 2019-Election of Officers	Thursday, March 5, 2020
Thursday, November 21, 2019	Thursday, March 19, 2020
Thursday, December 5, 2019	Thursday, April 2, 2020
Thursday, January 16, 2020	Thursday, April 23, 2020
Thursday, February 6, 2020	Thursday, May 7, 2020
	Thursday, May 21, 2020

2019-2020 Community Advisory Committee (CAC) Meetings	
Wednesday, July 31, 2019-CAC Member Training	Wednesday, January 15, 2020
Wednesday, September 18, 2019-Election of Officers	Wednesday, February 19, 2020
Wednesday, October 16, 2019	Wednesday, March 18, 2020
Wednesday, November 20, 2019	Wednesday, April 15, 2020
Wednesday, December 18, 2019	Wednesday, May 13, 2020
CAC Members Field Trip	
Monday, October 14, 2019--Site to be Determined	CAC MEMBERS FIELD TRIP CTC
Monday, March 16, 2020-Site to be Determined	CAC MEMBERS FIELD TRIP CTC

The 2019-2020 meeting schedule for the **Parent Advisory Committee (PAC)** will be provided at a later time.

What's Due

- **Principal's Portal Certification for Local Control and Accountability Plan, Title I Parent and Family Engagement Requirements and English Learner Advisory Committee Mandates**
  All schools are required to provide all parents with a minimum of four workshops (graduation, attendance and two other academic topics) as well as provide four workshops on EL topics for ELAC members annually. Evidence of the workshops provided must be uploaded into the Principal's Portal by **Tuesday, April 30, 2019**. Please see Reference Guide 6749.2 for more details.