



## BI-MONTHLY COMMUNICATIONS

Volume I, Issue 2  
August 27, 2018

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### Superintendent's Office

Austin Beutner - Superintendent

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Dear School Leaders:

I would like to take this opportunity to thank you and your staff for making the opening of this new school year so successful. If you have not seen it, please view and share my [Superintendent's back to school message](#), which highlights visits to some of our schools. As we continue to collaborate with UTLA on avoiding a [strike](#), I would like you to continue to work with teachers, strengthen relationships with students and their families, and look for new ways to make your school a place of great teaching and learning. Our board is equally committed to this work and recently released a [statement](#) to support your efforts.

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### Business and Finance

Dr. Scott Price - Chief Financial Officer

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#### What's New

- **Imprest Claims Online Submission**

The manual reimbursement process is being discontinued and all schools and offices will now be required to submit their Imprest reimbursement requests online through SAP starting Monday, December 3, 2018. For a step-by-step guide and training, please go to <https://achieve.lausd.net/Page/14791>. For any assistance, including getting access to Imprest Claims Online, please contact Accounts Payable Customer Service at:

Email: [accounts-payable@lausd.net](mailto:accounts-payable@lausd.net) or at Phone: 213-241-4800

- **Travel, Professional Services, Rental of Facilities and/or Catering**

The new "[Request For Approval Form For Travel, Professional Services, Rental of Facilities and/or Catering](#)" is posted on Procurement Services Division's website under [Travel and Conference](#) and under [Procurement Forms](#). The same form is also required for approval for Professional Service Agreements (over \$250,000) and any Rental of Facilities and/or Catering.

- **P-Card**

The “P-Card Prohibited Items List” is now called the “P-Card Restricted Items List” and can be found on the [P-Card website](https://pcard.lausd.net) at <https://pcard.lausd.net>. Please refer to this list to avoid buying items that are **not** allowed to be purchased with your school’s P-Card.

#### What’s Due

- **Payroll Cut-Off Dates -**

**Monday, August 27**      Certificated payroll due for August 1 – August 31

**Wednesday, August 29:**      Semi-Monthly payroll due for August 16 – August 31

- **Credit Card and P-Card-** A Credit Card Update Form and P-Card/T-Card/Toshiba Card Agreements should be completed and submitted to the P-Card Unit if you are a new Principal or new to the school location. The forms are located on the [P-Card website](https://pcard.lausd.net) at <https://pcard.lausd.net>.

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### Communications / Media

**Shannon Haber - Chief Communications Officer**



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#### What’s New

- The District will be launching a new L.A. Unified homepage on Wednesday, September 5, 2018. The new homepage will be the District’s platform for storytelling where readers can learn more about the positive things happening throughout L.A. Unified.

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### Health and Human Services

**Vivian Ekhchian - Deputy Superintendent**



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#### What’s New

- **Attendance Matters Day:**

Attendance Matters Day (AMD), formerly called Student Recovery Day, will be held on **Friday, September 7, 2018 from 8:00am-3:00pm**. Please go to the [Pupil Services webpage](#) for more information. Volunteers must register by **Thursday, August 30, 2018**.

- **UPDATED: REF- 6767.2 LAUSD CAMPUSES AS SAFE ZONES AND RESOURCE CENTERS**

This reference guide was updated to reflect requirements from recent legislation passed, Assembly Bill 699 titled the Educational Equity: Immigration and Citizenship Status bill (AB 699).

- **WE ARE ONE : FALL WORKSHOPS 2018-19**

Beginning October 2018, the *We Are One* workshops will resume. For access to the We Are One Flyer, please click on the title for information on how to schedule a workshop at your school.

- **Homeless Education Program (HEP)**

HEP PSA Counselors will be visiting all LAUSD schools to support the implementation and compliance of McKinney-Vento Homeless Assistance Act.

- **Restorative Justice Year 1/Tier 1:**

*2018-2019 Community Building Training for Schools:* Selected schools will receive support completing the required Restorative Justice Trainings

- **Restorative Justice Year 2:**

Selected schools will receive support completing the required Restorative Justice Trainings in 2018-2019

- **SCHOOL ENROLLMENT PLACEMENT & ASSESSMENT (S.E.P.A.) CENTER**

The SEPA Center provides school enrollment support to students and families throughout the district. The services include assistance with the enrollment paperwork, immunizations, physicals, access to health insurance programs, mental health referrals, legal assistance referrals, We Are One information and other social services resources. For more information, contact the office at 213-482-3954.

## What's Due

- **Tuesday, September 4<sup>th</sup>, 2018:**  
Distribute Student Residency Questionnaire (SRQ) to all students and identify/ assign a Designated School Site Homeless Liaison in the Principal's Portal.
- **Friday, September 28<sup>th</sup>, 2018:**  
Schools must identify all homeless students in MiSiS and ensure that all SRQs have been sent to the Homeless Education Program.

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## Human Resources

Vivian Ekchian - Deputy Superintendent

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## What's New

- **Aspiring Administrator Programs Informational Sessions:**  
Informational sessions for interested candidates applying to the 2018-2019 Aspiring Principal and Assistant Principal Programs are being held across the district. For more information on these sessions and to access the link to register, click [here](#).
- **EDS Training:**  
Training is available to support the implementation of Educator Development and Support. For classroom teachers, [virtual training](#) is being offered via MyPLN. Click [here](#) to view the training flyer for non-classroom teachers and [here](#) for the administrator training.
- **Teacher Succession Strategy and Transition Plan:**  
Teachers selected for a non-school based assignment are required to remain in their classroom until a new teacher is selected. Once the new teacher begins his/her assignment, the principal will determine the number of days needed for a successful transition. For questions and support, please contact your HR Personnel Specialist.
- **School Leader Succession Strategy and Transition Plan:**  
Principals or assistant principals selected to lead at another school will work with the local district or central office to develop a transition plan. For questions pertaining to school leader transition plan, please contact Maria Voigt, Administrative Assignments, at (213) 241-6365.
- **School Site Selection Support:**  
Principals seeking support selecting teachers and assistant principals should send requests to [adminexam@lausd.net](mailto:adminexam@lausd.net). Staff is available to offer assistance with development of selection tools (e.g., interview question) and interview committee training.

## What's Due

- **Friday, September 7, 2018:**  
All schools are expected to be no more than one norm teaching position over their norm allocation on the Friday preceding Norm Day.
- **Friday, September 14, 2018:**  
All schools are expected to be on norm by this deadline.
- **Friday, September 21, 2018:**  
The Every Student Succeeds Act (ESSA) Principal Certification Form for Title 1 schools is due via the Principal Portal. For more information on the ESSA requirements, reference the LAUSD [MEM-053502.0](#).



## What's New

- **September Instructional Update:**

Division of Instruction's monthly Instructional Update lists all available professional development opportunities and resources for school sites. The Instructional Update will continue to be emailed directly to teachers on the first school day of each month.

[September Instructional Update - Elementary](#)

[September Instructional Update - Secondary](#)

- **Calling for Applications - Dual Language Education Program for school year 2019-2020:**

The Dual Language/Bilingual Programs Office will be conducting informational meetings for principals interested in starting a Dual Language Education program for the 2019-2020 school year. To view regional meeting dates or for more information, please click this [link](#).

- **2018 California Assessment of Student Performance and Progress (CAASPP) Student Score Reports have been sent to schools.**

These reports are secure and they must be filed in each student's Cumulative Folder or be kept in a secure location for at least five years. Copies of these reports may be shared with teachers, counselors, and other school staff as determined by the principal. The Student Testing Branch is sending copies of the reports to parents/guardians by U.S. Mail.

- **Preliminary 2018 CAASPP Smarter Balanced Assessment results are now posted in [MyData](#).**

Scores will be uploaded into MiSiS in mid-September 2018. [ELPAC Summative Scores](#)

The first batch of ELPAC Summative scores (approximately 30% of scores) are scheduled to be available in MiSiS on **Monday, August 20, 2018**. Most other scores are tentatively scheduled to be uploaded to MiSiS on Friday, September 7, 2018. For more information, please contact your Local District EL program staff or Laura Villalobos, EL Specialist, Multilingual and Multicultural Education Department, at [laura.villalobos@lausd.net](mailto:laura.villalobos@lausd.net), 213-241-5582.

- **ELPAC and CAASPP**

Principals can now log into the [Principal's Portal](#) and complete their ELPAC and CAASPP security documents and designate an ELPAC and a CAASPP coordinator. 2018-19 Initial ELPAC materials will be delivered the week of August 13, 2018. Additional information is available in *REF-6885.1, Certify Data Tool Policy and Procedures*.

- **Learning Management System (LMS) announcements for 2018-2019:**

The Learning Management System, Schoology, has many important changes within the platform planned for this school year. To find out what they are please visit the *LMS Announcements* on the Personalized Learning Systems (PLS) website at <http://achieve.lausd.net/pls> or in the "Principal Toolkit" group from within Schoology. For more information, please contact Paulina Rock, *Interim Director*, [pls@lausd.net](mailto:pls@lausd.net) or at 213-241-3017.

- **Due Wednesday, September 12, 2018: EL Program Requirements for the First 30 Calendar Days:**

The following EL program items need to be completed by September 12, 2018:

- 1) Initial ELPAC Assessments need to be administer and scored to potential ELs
- 2) Parents of potential ELs need to be notified of Initial ELPAC results
- 3) Parent of continuing ELs need to be sent the MiSiS Annual Notification of Assessment Results and Program Placement

For more information, please contact your Local District EL program staff or the Multilingual and Multicultural Education Department's EL Programs Staff at 213-241-5582.

- **Due Wednesday, October 31, 2018: Readiness & Integration - Fall Readiness Checklist for 1:1 Schools:**  
The Instructional Technology Initiative (ITI) offers District-wide instructional resources to support completion of the prerequisites and fall readiness checklist items needed in order to distribute digital tools to students. For more information, click on this [link](#). For more information, please contact Allison Jonas, Instructional Leadership Support Specialist, [allison.jonas@lausd.net](mailto:allison.jonas@lausd.net), 213-241-5532.
- **Math Textbook Digital Content:**  
To view available Math textbook digital content, please click [here](#). For more information, please contact: Amy Uyeshima, Middle School Math Coordinator, [asu1554@lausd.net](mailto:asu1554@lausd.net), 213-241-2071  
Philip Ogbuehi, High School Math Coordinator, [philip.ogbuehi@lausd.net](mailto:philip.ogbuehi@lausd.net), 213-241-2492
- **Secondary only - Musical Instrument Inventory: Transition Plan to Destiny** - The Arts Education Branch will be supporting secondary instrumental music programs by digitally cataloging the musical instrument inventories across the District, using the Follett Destiny Resource Management System. For more information, please click [here](#).
- **High School/Adult Schools Only - Fall Voter Education Weeks (September 17-28)**  
All principals that serve students aged 16-18 and older will be required to designate an adult employee and student leader. Representatives will participate in training and certify that the school provided an opportunity to encourage youth civic engagement and participate in the 2018 Fall High School Voter Education Weeks from September 17-28, 2018. All LAUSD staff is reminded that [Board Rule 1267 - Political Activities](#) remains in effect.  
For resources regarding High School Voter Education Week, please visit <http://bit.ly/VoterEdLAUSD>.  
For additional information, please contact:  
Kieley Jackson, Coordinator, Ethnic Studies, Humanities and Related Social Sciences, [kjack2@lausd.net](mailto:kjack2@lausd.net), 213-241-4506  
Nathan MacAinsh, Coordinator, Secondary History/Social Science, [ndm1486@lausd.net](mailto:ndm1486@lausd.net), 213-241-8221

## **What's Due**

- **Banked Time Tuesday Professional Development:**  
Please continue to refer to the Banked Time Tuesday memorandums regarding dates and information to enable alignment of professional development time and content with District's priorities and outcomes:
  - [MEM-6015.5 \(Elementary only\), School-Site Professional Development Priorities and Banked Time Tuesdays for Elementary Schools \(2018-2019\)](#)
  - [MEM-5788 \(Secondary\), School-Site Professional Development Priorities-Banked Time Tuesdays for Middle and High Schools \(2018-2019\)](#)
- **Williams Sufficiency Due Dates:**
  - **Monday, August 27, 2018: Teacher Certifications due on the [Teacher's Portal](#)**
  - **Thursday, August 30, 2018: Principal Certifications due on the [Principal's Portal](#)**
  - **Wednesday, September 5, 2018: Superintendent Certifications due to ILTSS**  
For additional support, please call Integrated Library and Textbook Services at 213-241-2733.
- **Friday, August 31, 2018: EL Program Online Accountabilities:**  
EL Program Online Accountabilities are due by August 31, 2018. The following [EL program online accountabilities](#) must be completed and certified by August 31, 2018. For more information, please contact your Local District EL program staff or Elaine Hu, EL Specialist, Multilingual and Multicultural Education Department, at [elaine.hu@lausd.net](mailto:elaine.hu@lausd.net), 213-241-5582.

○ **September 11-18, 2018: 6<sup>th</sup>-12<sup>th</sup> Grade: Fall Bridge to Reclassification (BTR):**

All Principals of schools administering the **BTR** and **RI** during the 2018-19 school year are required to assign a new or returning school site RI Designee using the following [link](#). All ELs on Profile C who are also receiving targeted intervention will be eligible for the Fall BTR. BTR and RI dates are as follow:

| Bridge to Reclassify (BTR)              | Reading Inventory (RI)               |
|---|--------------------------------------|
| September 11, 2018 – September 18, 2018 | October 22, 2018 - November 16, 2018 |

For more information, please contact Martha Hernandez, EL Specialist, [mxh6648@lausd.net](mailto:mxh6648@lausd.net), 213-241-4607.

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## Facilities

Mark Hovatter - Chief Facilities

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**E-CAR 2018 OPENS TUESDAY, SEPTEMBER 4, 2018 at 12:00 NOON**

**\*\*IMPORTANT! Notices via Bi-Weekly Principals Communications will be the only E-CAR notices that you will receive. There will be no other email reminders sent.\*\***

E-CAR 2018 opens to Principals, Assistant Principals and other authorized school-based representatives on **TUESDAY, SEPTEMBER 4, 2018** at 12:00 noon.

During E-CAR 2018, you will have the opportunity to verify the number of classrooms at your school, edit information related to how your classrooms are being used, and review your school's capacity assessment. Because it is essential that your school's classroom count and utilization information be complete and up-to-date, **participation in E-CAR 2018 is mandatory for all schools on the official ECAR Schools List which is posted on the E-CAR website at [www.laschools.org/ecar](http://www.laschools.org/ecar).**

**Ready to get started? Here's how to prepare for E-CAR 2018:**

Visit the E-CAR WEBSITE- Review your Prerequisite Reference Documents, the E-CAR Drop-In Assisted Preparation Workshop Schedule, and complete details about E-CAR 2018 [www.laschools.org/ecar](http://www.laschools.org/ecar).

Take the E-CAR Online Training- Training for E-CAR will be available on or before AUG 28, 2018 on MyPLN. The training is optional, but highly recommended, especially if you are new to E-CAR.

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

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## Grant, Scholarship

Dr. Frances Gipson - Chief Academic Officer

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### What's New

○ **Grant Pre-approval Requirements**

- Per L.A. Unified Board policy, competitive grants of \$1 million or more need approval of the superintendent (prior to applying) and board ratification upon award of the grant. Approval can be requested by registering a request to apply at <https://grantsapp.lausd.net>.
- Grants that are over \$25,000 are to be logged into the GRANTS system for notification purposes. The GRANT System is at this link: <https://grantsapp.lausd.net>.



- **Are you looking for grants to support your school's vision?**
  - Click here to see grant opportunities: <https://grants.lausd.net>  
For more information, please contact Alison Towery, Director of Instructional Operations at [alison.towery@lausd.net](mailto:alison.towery@lausd.net), 213-241-4822.
- **College and Career Readiness & Related Opportunities**
  - In this last year of the College Readiness Grant, high schools will receive the following funding:
    - Transition to College Math and Statistics (TCMS) cohort 1 & 2 schools - covers the cost of textbooks, Assessment and Learning in Knowledge Spaces (ALEKS) licenses, and bus transportation to sites administering the college exam.
    - Additional 28 hours of training rate this year to establish Post-secondary Leadership Teams. Please see [REF- 042578](#) for additional information.
  - **Naviance eDocs** - High schools have the option to activate eDocs and integrate with the Common App at the start of each school year or by September 15, 2018. The eDocs feature is defaulted to **OFF** and must be turned **ON** in order to be activated. The [eDocs Implementation Planning Worksheet](#) and [Job Aide](#) provide information on the process of activating and integrating with the Common Application. Please contact your Local District College Counseling Coordinator to activate this feature.
  - **Grade 9 Naviance Curriculum is now available!** See the [flyer](#) for more information.
  - **Middle schools Naviance** - schools can now begin full implementation of Naviance. See [flyer](#) and the Division of Instruction's [College and Career webpage](#) for additional information.

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### Partnership Opportunities

**Capri Maddox, Esq. Senior Executive Director Partnerships**

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- Principals may contact Capri Maddox for support and resources to enhance school programs and campus with surrounding community partners. Schools can also ask for support to highlight programs during back to school, attendance improvement, financial literacy and sports teams. Call 213 241-7000 for more information.

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### Operations

**Vivian Ekchian - Deputy Superintendent**

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#### **What's New**

- 2018 Principal's Handbook - Principals may view/download an electronic copy at:  
[2018 Principal's Handbook](#)
- 2018-2019 Parent Student Handbook – Distribution of the handbook to schools started the week of August 6th with a target completion of August 17th.  
[2018-2019 Parent Student Handbook](#)  
Additional copies may be requested by completing the online order form at:  
<http://parentstudenthandbook.net/>.
- The [Great ShakeOut Rocket Rules Challenge](#) is a fun, fall emergency preparedness program for LAUSD 2<sup>nd</sup> grade classrooms. One participating school in each Local District will win \$1,000 for school emergency supplies!

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## Parent / Community Services



Vivian Ekhchian - Deputy Superintendent

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### What's New

**Local District LCAP Study Group Orientation:** Principals must send the names of two parents who will participate in the Local District Local Control and Accountability Plan (LCAP) Study Group to the Local District PACE Administrator. These parents must be self-selected or selected by other parents during a school event. Parents will study the six LCAP goals in these Study Groups, provide comments on the LCAP goals and elect members to the Parent Advisory Committee (PAC).

**Schedule of the LD LCAP Study Group Orientation:**

|               |   |                         |
|---------------|---|-------------------------|
| LD Northwest: | September 12, 2018 - 9:00 a.m. – 12:00 p.m. | Monroe High School      |
| LD Northeast: | September 13, 2018 - 9:00 a.m. – 12:00 p.m. | Roy Romer Middle School |
| LD Central:   | September 18, 2018 - 9:00 a.m. – 12:00 p.m. | Rosemont Ave ES         |
| LD East:      | September 20, 2018 - 9:00 a.m. – 12:00 p.m. | Wilson High School      |
| LD South:     | September 26, 2018 - 9:00 a.m. – 12:00 p.m. | LD South Auditorium     |
| LD West:      | September 28, 2018 - 9:00 a.m. – 12:00 p.m. | Pio Pico Middle School  |

**Local District Title I Study Groups:** Principals must send the names of two Title I parents who will participate in the Local District Title I Study Group to the Local District PACE Administrator. These parents must be self-selected or selected by other parents during a school event. (ex. Back to School, Annual Title I Meeting, Coffee with the Principal, Other parent meeting). Parents will study the District's Title I Parent and Family Engagement Policy and other related Title I topics. Locations for these meetings will be communicated by the Local Districts.

**First Local District Title I Study Group meeting:**

|               |   |
|---------------|---|
| LD Northeast: | October 5, 2018 - 9:00 a.m. – 12:00 p.m.  |
| LD South:     | October 10, 2018 - 9:00 a.m. – 12:00 p.m. |
| LD Central:   | October 22, 2018 - 9:00 a.m. – 12:00 p.m. |
| LD East:      | October 23, 2018 - 9:00 a.m. – 12:00 p.m. |
| LD West:      | October 25, 2018 - 9:00 a.m. – 12:00 p.m. |
| LD Northwest: | October 30, 2018 - 9:00 a.m. – 12:00 p.m. |

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## Special Education



Beth Kauffman - Associate Superintendent

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### What's New

- **FYI.**  
The linked newsletter is primarily for teachers and service providers of special education. It announces professional development opportunities and resources for teachers and other special education support staff. [August 2018 Division of Special Education Newsletter](#)
- **Middle School Principals:**  
Please read this letter regarding Transition (DOTS) teacher assignments and supports. [District Office of Transition Services \(DOTS\) middle school supports information letter](#)



- **High School Principals:**  
Please read this letter regarding Transition (DOTS) teacher assignments and supports. [District Office of Transition Services \(DOTS\) high school supports information letter](#)
- This communication provides information regarding the 2018-19 Norm Day allocations for special education teachers and assistants. It provides guidelines for principals to verify that all enrolled students are accounted for accurately. [2018-2019 Norm Day Allocations for Special Education Teachers and Assistants](#)
- Important information, requirements and professional development opportunities related to preschool programs for Students with Disabilities for the 2018-2019 school year. [Early Childhood Special Education \(ECSE\) Updates](#)
- Information and guidance on accessing the Focus Dashboard for school special education compliance regarding IEP timelines and service provision. [Substantial Compliance](#)
- **MISIS School of Residence Information**
  - Please ensure that the “school of residence” information for students with disabilities is accurately entered into MISIS. The Division of Special Education uses this information for placement and norming purposes of special education programs.

## What’s Due at a Glance



| Due Dates                              | Action   | Information Link                                   | Contact |
|--|--|--|---------|
| <b>Monday<br/>August 27, 2018</b>      | Certificated payroll due for August 1 – August 31  |  |         |
| <b>Wednesday<br/>August 29, 2018</b>   | Semi-Monthly payroll due for August 16 – August 31   |  |         |
| <b>Monday<br/>August 27, 2018</b>      | Williams Sufficiency<br><b>Teacher Certifications due</b>  | <a href="#">Teacher’s Portal</a>                   |         |
| <b>Thursday<br/>August 30, 2018</b>    | Williams Sufficiency<br><b>Principal Certifications due</b>  | <a href="#">Principal’s Portal</a>                 |         |
| <b>Friday<br/>August 31, 2018</b>      | EL Program Online Accountabilities due   | <a href="#">EL program online accountabilities</a> |         |
| <b>Tuesday<br/>September 4, 2018</b>   | Distribute Student Residency Questionnaire (SRQ) to all students   |  |         |
| <b>Tuesday<br/>September 4, 2018</b>   | Principals must identify and assign a Designated School Site Homeless Liaison in the Principal’s Portal                            |  |         |
| <b>Wednesday<br/>September 5, 2018</b> | Williams Sufficiency<br><b>Superintendent Certifications due to ILTSS</b>  |  |         |
| <b>Friday<br/>September 7, 2018</b>    | All schools are expected to be no more than one norm teaching position over their norm allocation on the Friday preceding Norm Day |  |         |

| Due Dates                                       | Action  | Information Link | Contact  |
|---|---|------------------|--|
| <b>September 11-18, 2018</b>                    | <b>Bridge to Reclassify (BTR)</b><br>All Principals of schools administering the <b>BTR</b> and <b>RI</b> during the 2018-19 school year are required to assign a new or returning school site RI Designee using the following <a href="#">link</a> . All ELs on Profile C who are also receiving targeted intervention will be eligible for the Fall BTR |                  | Martha Hernandez,<br>EL Specialist,<br><a href="mailto:mxh6648@lausd.net">mxh6648@lausd.net</a><br>213-241-4607.               |
| <b>Wednesday<br/>September 12, 2018</b>         | EL Program Requirements for the First 30 Calendar Days  |                  | Local District EL program staff or the Multilingual and Multicultural Education Department's EL Programs Staff at 213-241-5582 |
| <b>Friday<br/>September 14, 2018</b>            | All schools are expected to be on norm by this deadline   |                  |  |
| <b>Friday<br/>September 21, 2018</b>            | The Every Student Succeeds Act (ESSA) Principal Certification Form for Title 1 schools is due via the Principal Portal. For more information on the ESSA requirements, reference the LAUSD <a href="#">MEM-053502.0</a> .   |                  |  |
| <b>Friday<br/>September 28, 2018</b>            | Schools must identify all homeless students in MiSiS and ensure that all Student Residency Questionnaires have been sent to the Homeless Education Program  |                  |  |
| <b>October 22, 2018 –<br/>November 16, 2018</b> | <b>Reading Inventory (RI)</b><br>All Principals of schools administering the <b>BTR</b> and <b>RI</b> during the 2018-19 school year are required to assign a new or returning school site RI Designee using the following <a href="#">link</a> . All ELs on Profile C who are also receiving targeted intervention will be eligible for the Fall BTR.    |                  | Martha Hernandez,<br>EL Specialist,<br><a href="mailto:mxh6648@lausd.net">mxh6648@lausd.net</a><br>213-241-4607.               |

| Due Dates                                    | Action   | Information Link   | Contact   |
|--|--|--|---|
|  | <p><b><u>Banked Time Tuesday Professional Development</u></b></p> <p>Please continue to refer to the Banked Time Tuesday memorandums regarding dates and information to enable alignment of professional development time and content with District's priorities and outcomes:</p> | <p><a href="#">MEM-6015.5 (Elementary only), School-Site Professional Development Priorities and Banked Time Tuesdays for Elementary Schools (2018-2019) Tuesdays for Middle and High Schools (2018-2019)</a></p> <p><a href="#">MEM-5788 (Secondary), School-Site Professional Development Priorities- Banked Time Tuesdays for Middle and High Schools (2018-2019)</a></p> |   |
| <p><b>Wednesday<br/>October 31, 2018</b></p> | <p>Readiness &amp; Integration - Fall Readiness Checklist for 1:1 Schools</p>  |  | <p>Allison Jonas,<br/>Instructional Leadership Support Specialist,<br/><a href="mailto:allison.jonas@lausd.net">allison.jonas@lausd.net</a>, 213-241-5532</p> |