



BI-MONTHLY COMMUNICATIONS

Issue I, Volume 5
October 8, 2018

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Superintendent's Office
Austin Beutner

Principals,

- This is the 5th version of the bi-weekly communications and we would like to hear from you. Please take a moment to fill out the attached survey. Your feedback is important to us.
 - <https://goo.gl/forms/xITFaTOK3BdcgS7A2>
- As stated in our August Administrators meeting we are looking to simplify and focus your workload. [Attached](#) you will find a memo with changes to the administrator certifications and Principals Portal. Please contact Hilda Maldonado at 213 241-7000 or hilda.maldonado@lausd.net if you have any questions.

Business and Finance
Dr. Scott Price

What's New

- The School Experience Survey administration window this year will be **Monday, October 29th through Friday, December 7th, 2018**. The School Experience Survey materials are scheduled to arrive in schools the week of October 22nd.

What's Due

- Identify a staff member to serve as the School Experience Survey Coordinator and add designee information in the [Principal Portal](#) by **October 15, 2018**.
- If School Experience Survey materials do *not* arrive by **October 24th, 2018**, please call 213-241-5600 or send an email to SchoolExperienceSurvey@lausd.net and someone will assist you.

Health and Human Services

Vivian Ekchian



What's New

- We are excited to announce that our Wellness Programs are hosting the 2018 L.A. Unified 5K 'Move It!' Health and Wellness Festival on Saturday, November 17, 2018 from 8a.m.-1p.m. at Dodger Stadium.
- You can support LAUSD's 5K by:
 - Encouraging your students, family members and staff to register for the 5K at <http://moveit.lausd.net>
 - Posting flyers and posters to promote the LAUSD 5K. A flyer can be downloaded from the website referenced above and you will be receiving two large 5K posters that can be displayed at your school site.
- We are expecting over 8,000 students, employees and families as well as, over 30 community partners who will be providing information on community resources and FREE dental screenings.

Human Resources

Vivian Ekchian



What's New

- The October 2018 Staff Relations Monthly Update is now available. It includes reminders of important tasks and due dates aligned to the Collective Bargaining Agreement and District policies. For more information, visit our website at <http://achieve.lausd.net/staffrelations>.

What's Due

- **PAST DUE:** October 5, 2018: Evaluators must complete the Initial Planning Conference for all teachers scheduled for evaluation. For resources on preparing and planning for the conference, review the [EDST Protocols](#) or [EDSNCT Protocols](#).

Instruction

Dr. Frances Gipson



What's New

- **ES: Coming Soon English/Spanish Benchmark Sound Spelling Transfer Kits**
Schools will receive English/Spanish Benchmark Sound Spelling Transfer Kits by the end of October through November. The Dual Language Spanish Programs will receive an additional kit. Professional development schedule to follow.
For more information, please contact Helen Yu, Dual Language Coordinator, helen.yu@lausd.net or Juana Aguilar, MMED EL Specialist, jxp9933@lausd.net, 213-241-5582.
- **MS/HS: 10-Week Grade Passback in Schoology**
MiSiS Grade Passback application in Schoology will be available during the secondary 10-week mark reporting window that closes October 12, 2018. Roster-carrying teachers and counselors should use the *MiSiS Grade Passback* application to submit all grades to MiSiS. Principals can view teacher gradebooks by using "[Gradebook Reports](#)" in Schoology.
For more information, please contact Personalized Learning Systems, pls@lausd.net.

- **ALL: OneAccess Account Management for Schoology**

School-based certificated employees can now request and manage Schoology user roles and track their status, via the **OneAccess** application portal at <https://oneaccess.lausd.net>. **OneAccess** replaces EZ Access 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, pls@lausd.net.

- **ES: Increasing Enrollment: TK Recruitment in the fall**

Raise student enrollment and avoid TK/K splits by recruiting parents early... Post TK announcement banners and host a parent informational community meeting this fall to let parents know they have the opportunity to send their children to free public TK schooling next year! See [REF-5777.5, TK Implementation Guide](#).

For more information, please contact Leti Puyol, Specialist, Elementary Literacy, lourdes.puyol@lausd.net, 213-241-5631.

- **ES: Benchmark Advance Second Grade Decodables**

Benchmark Advance Second Grade Decodable Passage books are NOT consumable, and will not be replenished on an annual basis. This year only, the Benchmark Advance Second Grade Decodable Passage books will be replaced due to an error in content. The books will arrive at schools in October. Please replace your current set of books with the new set of Second Grade Decodables.

For more information, please contact Theresa Corsaro, Coordinator, theresa.corsaro@lausd.net, 213-241-6444.

What's Due

- **ALL: English Learner Program Online Accountabilities (OLAS) - Due Wednesday, October 31, 2018**

- Identify the LTEL Designee for the school site (SECONDARY)
- Correct all EL program data in MiSiS for the Fall Language Census (ALL)
- Conduct classroom observations of Designated and Integrated ELD (ALL)

For more information, please contact your Local District EL program staff or Elaine Hu, elaine.hu@lausd.net, 213-241-5582.

- **ALL: English Learner Services MiSiS Coding - Due Friday, October 12, 2018**

English Learners courses must be coded with appropriate English Learner services in MiSiS. For instructions, please review the [MiSiS job aid](#).

For more information, please contact your Local District EL program staff or Angela Sandoval, EL Specialist, abs9291@lausd.net, 213-241-5582.

- **HS: Voter Registration Forms to City Clerk - Due Friday, October 19, 2018**

The Office of Los Angeles Mayor Eric Garcetti is proud to join forces with L.A. Unified, the LA City Clerk's Office, and Music Artist Billie Eilish for a contest to inspire student-led voter registration drives on campus.

To enter the contest or access the voter registration toolkit, click here:

<https://www.lamayor.org/LAVotes>

For more information, please contact Kieley Jackson, Coordinator, kjack2@lausd.net, 213-241-6444.

- **MS/HS: Designated ELD Requirement - Due Friday, October 12, 2018**

English Learners must be enrolled in an appropriate ELD/LTEL course by October 12, 2018. For more information, please review the [middle school](#) or [high school](#) guidelines.

For more information, please contact Martha Hernandez, EL Specialist, mxh6648@lausd.net, 213-241-4607.

- **ELA-ELD PD plus CHROMEBOOKS FOR TEACHERS – Sun, Oct 14**

ELA-ELD PD will be held on Sunday, October 14 at Nava Learning Academy (L.A.) and Mulholland MS (Valley), with sessions to support multiple topics on elementary ELA-ELD Benchmark curriculum. Additionally, teachers who have not been issued a Chromebook (one per teacher) may pick one up from 7:30-10:30 A.M. at either site. Teachers can register their need for a Chromebook at tinyurl.com/CB-for-teachers.

For more information, please contact Alison Pickering, Coordinator, alison.pickering@lausd.net, 213-241-2494.

Facilities Mark Hovatter

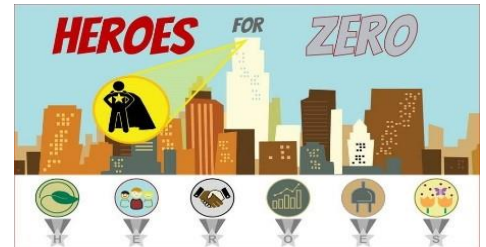
What's New

- **HEROES for ZERO Contest:**

Deadline for registration is October 26, 2018

Our Sustainability Initiatives Unit presents the Second Annual HEROES for ZERO Contest!

- Teams earn badges in six HEROES categories, and schools can win up to \$25,000 for a sustainability project at their schools!
- HEROES for ZERO raises awareness about energy conservation by encouraging K-12 student teams to help make their schools “Zero Net Energy (ZNE) Ready” by reducing consumption, maximizing efficiency, and engaging their fellow students and staff. Zero Net Energy schools are ultra-efficient and consume only as much energy as they produce through clean, renewable sources.
- Teachers are encouraged to connect ZNE activities with STEAM curriculum.
- Deadline for registration is October 26, 2018. For more information, please visit our website at <http://learninggreen.laschools.org/heroes-for-zero-contest> or contact Jan Ducker at jan.ducker@lausd.net.
- For the HEROES for ZERO flyer, please click [here](#).



- **“Let’s Celebrate Walk-Tober!”**

The Safe Routes to School Safety Campaign is geared toward creating a culture that prioritizes safety, with an emphasis on safety for students who walk and bike to school. Traffic crashes are the leading cause of death for students ages 5-14 years old. Each month Safe Routes to School provides messaging and materials to build awareness of the importance of traffic safety and reinforce that everyone can be a part of the safety solution, no matter how families travel to/from school!

WALK-TOBER!

- **October’s Key Message: “Celebrate the Joy of Walking During Walk to School Month!”**
 - **When Walking, Riding, or Rolling:**
 - Invite your friends to walk safely to school with you.
 - Take care of each other’s safety by staying on the sidewalk, and crossing only at corners or marked crosswalks.
 - Choose safe, quiet streets for your trip to school.
 - Be careful at driveways. Always check for cars backing up, and watch for cars entering from the street.



- **School Safety Campaign Materials to Distribute:**

- [Walk-tober Flyer](#) (English/Spanish)
- [Walk to School Day Art Projects](#)
- [Walk to School Cartoon Video](#)

For the full roster of campaign materials to date, please click [here](#).

- **E-CAR** Thanks to those schools that have completed and submitted their E-CAR online applications!



Information Technology Shahryar Khazei



What's New

- **2018-2019 Schools' New Applications and Dashboards Guide** – Starting in May and through this October, many new systems have been completed or will soon complete redesign, upgrade or launch. This guide provides details about each application and dashboard as well as contact information for ITD Technical Support. [Link to the guide](#)
- **My Integrated Student Information System (MiSiS)** – The MiSiS team is preparing for the upcoming secondary and elementary grading windows. The grading windows will be open from October 4-12 for secondary and October 18 - November 9 for elementary. MiSiS deployed a release on Tuesday, October 2. The next scheduled release is Tuesday, October 30. Please visit the MiSiS website (<http://achieve.lausd.net/misis>) for release notes.
- **Open Data** – Parents now have greater access to the District's information. L.A. Unified has launched the new Open Data Dashboard (<https://opendata.lausd.net>) to fulfill a commitment to provide greater transparency and accountability to its stakeholders. This dashboard provides access to school information on nearly 20 topics and the data can also be downloaded for use in research and analysis. Included in the dashboard is a link to the new Unified Enrollment School Search Tool, as well as an interactive school profile. For the latest updates to Focus Reporting and Dashboards go to <https://achieve.lausd.net/Page/11907>.
- **Parent Portal** – L.A. Unified is implementing PIN codes for the Parent Portal system to simplify and improve security. A new PIN code was mailed to every parent on September 28, 2018. Parents new to the system will be required to enter the PIN code upon their first access of the system. Existing parents will need to verify their access with the new PIN code within approximately 60 days of the notification. Schools will be given the authority to reset Parent PIN codes.
- **SAP** – Working in collaboration with Payroll Services, Personnel Commission and Human Resources, ITD is in the process of implementing the bargaining unit agreements reached and approved by the Board, with AALA and CSEA. The salary increase will be reflected in November paychecks.
- **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 6 p.m. on Friday, October 12 to 6 p.m. on Sunday, October 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. Communications informing staff of the Shutdown will be released on Monday, September 24.
- **Unified Enrollment** – The new Unified Enrollment School Search Tool (GoTo.Lausd.Net), which allows Parents to explore, discover and attend schools, went live on Monday, September 17, 2018. Beginning Monday, October 1, 2018, parents are able to apply to one or more of our Choices programs such as Magnet, Permits with Transportation, Dual Language Education, Schools for Advanced Studies, and Admission Criteria Schools. The on-time Application Window is from October 1 to November 9, 2018. Acceptance letters for Choices applicants are expected to be distributed in March 2019.

What's Due

- **Asset Management** – On November 1, 2018, the District will fully transition to the Remedy Asset Manager for the tracking of schools' computing and other technical devices – desktops, laptops, tablets, netbooks, printers, scanners, etc. Legacy asset management systems, including Destiny Resource Manager, District Computer Inventory System (DCIS) and the online Inventory Control Form (ICF), will no longer be available as of this date.

Please visit the IT Asset Management website (<https://achieve.lausd.net/itam>) for additional information about the new system, including instructions for designating an instructional device manager, frequently asked questions, a rollout guide and more.

Parent / Community Services
Vivian Ekchian



What's New

- **Local District ELAC Convenings:** All ELAC Chairpersons are invited to participate in the ELAC Convenings taking place in each Local District. ELAC Chairpersons will participate in the election for DELAC membership and receive information regarding the Local District ELAC Study Group. These ELAC Convenings will start at 9:00 a.m. and conclude at 12:00 p.m. Please see the dates and locations:

○ Local District East	October 9, 2018	Local District East Office
○ Local District Northeast	October 11, 2018	Sun Valley Magnet
○ Local District South	October 16, 2018	White Middle School
○ Local District Central	October 18, 2018	White Elementary School
○ Local District West	October 19, 2018	Pio Pico Middle School
○ Local District Northwest	October 26, 2018	Holmes Middle School
- Community Advisory Committee (CAC) application window is open until October 17, 2018. The CAC is open to parents, community members, teachers, and administrators. Click on the link for the application: <https://achieve.lausd.net/Page/10285>

What's Due

- SSC/ELAC Formation Certification in Principal's Portal. Per the 2018-2019 Program and Budget Handbook, schools that do not form the required School Site Council will not be able to use Title I funds.

Special Education
Beth Kauffman



What's New

- **[Very Special Arts Festival](#) - Friday, October 19th from 9:30 a.m. - 1:00 p.m.** Free admission, public welcome. Art workshops, performances, student art exhibits. Spread the word!!!!

What's Due

- **October 16th** - Clerical Support for Special Education and Section 504 as Required by the Modified Consent Decree Google form ([REF-5640.5](#)).
- **October 16th** - Oral Interpretation at an Individualized Education Program (IEP) Team Meeting Google form ([REF-1596.11](#)).
- **October 31st** - Principals, Assistant Principals, and Assistant Principal Elementary Instructional Specialists have been auto-enrolled in MyPLN for the Special Education Performance Indicators and Outcomes online **required training** . ([MEM-058502.0](#)) All other certificated staff have also been auto-enrolled as well and are encouraged to view it.
***NOTE*:** This training is required in accordance with MEM-6028.6: Administrator Certification Online System 2018-2019 for School Sites and Offices, Attachment B, pages four and five for certification purposes.
- **Reminder: Was due September 28th** - School Self-Review Checklist, Students with Disabilities: 2018-2019 ([REF-2624.14](#)).

What's Due At A Glance

Due Date	Action	Information Link	Contact
Friday, October 5	Initial Planning Conference for all teachers scheduled for evaluation.	EDST Protocols EDSNCT Protocols	For any questions about the EDST or EDSNCT process, please contact Professional Learning and Leadership Development at (213) 241-3444.
Friday, October 12	MS/HS: Designated ELD Requirement	middle school high school	Please contact your Local District EL program staff or Angela Sandoval, EL Specialist, abs9291@lausd.net , 213-241-5582.
Friday, October 12	ALL: English Learner Services MiSiS Coding	MiSiS job aid	Please contact your Local District EL program staff or Angela Sandoval, EL Specialist, abs9291@lausd.net , 213-241-5582
Sunday, October 14	ELA-ELD PD plus Chromebooks for Teachers	tinyurl.com/CB-for-teachers	Alison Pickering, Coordinator, alison.pickering@lausd.net , 213-241-2494
Monday, October 15	Identify a staff member to serve as the School Experience Survey Coordinator.	Principal Portal	Call 213-241-5600 email: SchoolExperienceSurvey@lausd.net
Tuesday, October 16	Clerical Support for Special Education and Section 504 as Required by the Modified Consent Decree Google form	REF-5640.5	Local District Special Education Administrator
Tuesday, October 16	Oral Interpretation at an Individualized Education Program (IEP) Team Meeting Google form	REF-1596.11	LaTanya Tolan, Specialist, Division of Special Education, (213) 241-6701, or tlatanya.tolan@lausd.net .
Friday, October 19	HS: Voter Registration Forms to City Clerk	https://www.lamay.org/LAVotes	Kieley Jackson, Coordinator, kjack2@lausd.net , 213-241-6444
October 22 through November 16, 2018	MS/HS: All English Learners (Grades 6-12) will be assessed with the Reading Inventory (RI)		Martha Hernandez, EL Specialist, mxh6648@lausd.net , 213-241-4607

Due Date	Action	Information Link	Contact
Wednesday, October 31	ALL: English Learner Program Online Accountabilities (OLAS)	Click to see the Monthly EL Program Task Calendar	Please contact your Local District EL program staff or Elaine Hu, elaine.hu@lausd.net , 213-241-5582
Wednesday, October 31	Principals, Assistant Principals, and Assistant Principal Elementary Instructional Specialists have been auto-enrolled in MyPLN for the Special Education Performance Indicators and Outcomes online required training .	MEM-058502.0	Veronica Smith, Director, veronica.smith@lausd.net .

