



CENTRAL
LOCAL DISTRICT
UNIFIED

LOS ANGELES UNIFIED SCHOOL DISTRICT

BI-MONTHLY COMMUNICATIONS

Issue I, Volume 6
October 22, 2018

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Superintendent's Office
Austin Beutner

Dear Principals,

We created the Los Angeles Unified Family Resource Guide to provide information for families to help their children thrive in school in the event of a strike. We hope it is also useful for you when talking to families.

We have printed a limited number of guides in English and Spanish that will be delivered directly to schools. They should arrive as early as Friday, October 18. To print more guides, please go to LASUD.net. The guide is on the homepage.

We want to communicate with families that L.A. Unified is doing everything possible to ensure every student has access to a safe, clean and supportive learning environment.

What's Due At A Glance

Due Date	Action	Information Link	Contact
Friday, October 23rd	Classified (CL) payroll		
Friday, October 26th	Certificated (CE) payroll		

Due Date	Action	Information Link	Contact
Friday, October 26th	Registration Deadline for HEROES for ZERO Contest	website	Christos Chrysiliou (christos.chrysiliou@lausd.net) or Jan Ducker (jan.ducker@lausd.net)
Wednesday, October 31	Deadline for cataloging instruments		Stephen McCarthy at steven.mccarthy@lausd.net
Thursday, November 1st	Semi-Monthly payroll		
Monday, November 5th	CE & CL Off-Cycle payroll		
Friday, November 9th	Elementary - End of First Reporting Period Grade Entry Window	MEM-5127.8	Carlen Powell at carlen.powell@lausd.net

Business and Finance

Dr. Scott Price



What's New

- The Norm Day enrollment counts, as reported in the N Classification Report (i.e., report run using capture code N), were reviewed and validated by Budget Services for manual adjustments. The details of the manual adjustments applied to the data from the N classification report can be accessed on the Final Norm Enrollment Dashboard under School Details and Student Details section. In addition, the final Norm Day enrollment counts (net of manual adjustments) are also available in this dashboard. The Final Norm Enrollment Dashboard defaults to:

- Classification Month: NF
- Capture Date: 09/14/2018
- Run Date: 09/14/2018

For fiscal questions, please contact your Fiscal Specialist or Fiscal Services Manager.

What's Due

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

October 23:	Classified payroll due for October 1 – October 31
October 26:	Certificated payroll due for October 1 – October 31
November 1:	Semi-Monthly payroll due for October 16 – October 31
November 5:	CE & CL Off-Cycle payroll due

Human Resources

Vivian Ekchian



What's New

- In preparation for completing observations for Educator Development Support: Teachers (EDST) and Non-Classroom Teachers (EDSNCT), click [here](#) to view a handbook that includes key information and guidance for administrators. For additional support, contact your [Teaching and Learning Coordinator](#) or Professional Learning and Leadership Development at (213) 241-3444.
- Principals play a critical role in retaining and ensuring the success of new teachers. For helpful tips on how to support your new teacher, access the *Principal's Checklist for New Teacher Success* at <https://achieve.lausd.net/Page/9170>.
- Prior to placing a student teacher in a classroom, please contact Janice Lasmarias (janice.lasmarias@lausd.net) to confirm that the teacher is from a university that has an existing MOU with L.A. Unified. The university must have an existing MOU with the District that details and defines the expectations of the placement. For any other questions and/or concerns regarding current student teacher placements, please contact Shelley Williams (shelley.williams@lausd.net)

Instruction

Dr. Frances Gipson



What's New

- **ALL: November 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.

[November Instructional Update - ELEMENTARY](#)
[November Instructional Update - SECONDARY](#)
- **ALL: College Awareness Month Pledge Posters**
For College Awareness month, all District employees and families are invited to sign a pledge demonstrating their belief and commitment that all Los Angeles students can achieve college and career readiness. Schools are receiving posters for staff and families to pledge with signatures. For more information, please contact Carol Alexander, Director of A-G Intervention, carol.alexander@lausd.net, 213-241-5333.
- **ALL: Supporting College Going Culture**
A-G Intervention and Support's Guiding Postsecondary Success [website](#) is now available. The GPS website is designed as a resource for students, families, school site staff, and community members to help our students graduate prepared for postsecondary success. Supports include information on graduating A-G ready, understanding career pathways, and financing postsecondary education, among others.

In addition, these [colleges](#) have been added to approved field trip sites by Risk Management.

For more information, please contact Carol Alexander, Director A-G Intervention and Support, carol.alexander@lausd.net, 213-241-5607.

- **ES: Progress Report and Online Gradebook FAQ and Support Resources**

Continue to visit the L.A. Unified's Elementary Report Card webpage for new resources to support teachers, parents and administrators. Including [mark guidance rubric](#) for *Characteristics of a College-Prepared and Career Ready Learner*. Marks are assigned free from bias and reflect Culturally Relevant and Responsive Pedagogy.

For more information, please contact Carlen Powell, Administrator, Elementary, Division of Instruction, carlen.powell@lausd.net, 213-241-5333.

- **ALL: Instructional Technology Initiative November Newsletter**

The [Instructional Technology Initiative \(ITI\) November Newsletter](#) is now available.

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

- **ALL: New User Experience for Schoology Coming Soon**

Schoology will be introducing a new "User Experience" that is focused on "accessibility, responsive design, and creating a more modern experience." This includes a new top navigation and other changes to the home page. All LAUSD users will be permanently transitioned over to the new experience on December 15, 2018. Learn more about the new site navigation from Schoology: <http://bit.ly/LMSUserExperience>.

For more information, please contact Personalized Learning Systems, pls@lausd.net, 213-241-3017.

- **ALL: Destiny Musical Instrument Inventory**

The Arts Education Branch has created [guides](#) to support with the digital cataloging of the music instrument inventories across the District. These guides will act as a supplement to the October 2018 teacher training. Deadline for cataloging instruments is October 31, 2018.

For more information, please contact Dr. Steven McCarthy, Director, steven.mccarthy@lausd.net, 213-241-5226.

What's Due

- **ALL: Textbook Invoices**

To enable the Accounts Payable Branch to process invoices promptly, schools must enter the goods receipts **immediately** after receiving the textbooks for the expenditures to be posted in the current fiscal year and the vendors to be paid.

For more information, please contact Dr. Esther Sinofsky, Administrative Coordinator, Integrated Library and Textbook Services, esther.sinofsky@lausd.net, 213-241-1236.

- **ALL: Register Now: 10th Annual LAUSD Symposium on Gifted Education**

The *10th Annual LAUSD Symposium on Gifted Education: The Gifted Brain* will be held on Saturday, December 15, 2018, at RFK Community Schools. Due to limited space capacity, each school will be limited to only two participants per school, interested school sites may register now at <https://tinyurl.com/GATESymposium2018>. Click here for [Flyer](#).

For more information, please contact Dr. Lucy Hunt, District Coordinator, lhunt@lausd.net, 213- 241-6500.

- **ES: Elementary Progress Mark Entry for Reporting Period 1**

Elementary teachers will continue to enter and submit progress report grades in the *Manage Grades by Class* screen in MiSiS for the first reporting period, unless the school is one of the 40 elementary schools that will pilot the Elementary Grade Passback (EGP) app in Schoology. Schools piloting the new EGP app have already been contacted by Personalized Learning Systems. Reminder that the grade entry window for the first reporting period ends on November 9, 2018.

For more information, please contact Personalized Learning Systems, pls@lausd.net, 213-241-3017.

- **ES: ELLP Principal Meeting in Each Local District – Oct 22-26**

- * ELLP Cohort 1-2-3-4 Principals are invited to attend the first ELLP Administrator Kickoff for 2018-19 from 3:30-5:30. For your convenience, meetings will be scheduled in each Local District.
- * Administrators will be compensated one hour at hourly rate for the extended day. Attendance highly encouraged!
- * An outline of PD opportunities for 2018-2019 is available at tinyurl.com/ELLP-PD-2018-19
- * Please identify ELLP Designee for 2018-19 at tinyurl.com/ELLP-2018-19

For more information, please contact Alison Pickering, Coordinator, P12 Instruction, alison.pickering@lausd.net, 213-241-2494.

Facilities

Mark Hovatter



What's Due

- Registration Deadline for HEROES for ZERO Contest: October 26, 2018

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.



Participating teams earn badges in six HEROES categories, and schools can win up to \$25,000 for a sustainability project at their schools!

For more information, please visit our [website](#). Please feel free to contact Christos Chrysiliou (christos.chrysiliou@lausd.net) or Jan Ducker (jan.ducker@lausd.net) with any questions.

For the HEROES for ZERO flyer, please click [here](#).

Grant, Scholarship and Partnership Opportunities

Dr. Frances Gipson



What's new

- **Are you looking for grants to support your school's vision?**

Click here to see grant opportunities: <https://grants.lausd.net>

Our Ready, Set, Gold! partner, Samsung, is looking for middle and high school teacher participation in their 9th annual Samsung Solve for Tomorrow STEM contest. The program is designed to spark students' interest in STEM while improving their local communities, and Samsung will be giving away \$2 million worth of technology and supplies to schools throughout the contest. Teachers to apply today through **Oct. 30th** in order to be eligible to participate:

<https://www.samsung.com/us/solvefortomorrow/>

For additional support, please email: solvefortomorrow@sea.samsung.com.

Information Technology

Shahryar Khazei



What's New

- **Security Precautions for School Computers** - As you may be aware, recent email attacks have compromised many Single Sign On (SSO) accounts. While ITD does not provide central management over school site computer assets, Principals are asked to take precautions to safeguard their computing assets. Please insure that the latest version of antivirus software is installed on all computers. Please also remind your staff to take precautions. **Do not click on links in email messages.** Typing a website's address into your browser address line is the safest approach. Only with your continued awareness and ongoing vigilance will we be able to keep our District's computers and data properly secured.

To report concern about a data breach or compromised machine, contact IT Security at email to information.security@lausd.net or the ITD Helpdesk at (213) 241-5200.

- **Focus Reporting & Dashboards** (<https://focus.lausd.net>):
 - **Norm Enrollment and Staffing Dashboards** now display the final adjustments validated by the Budget Services Division.
 - **Parent Portal Dashboard** now displays the parent PIN information by teacher and student
 - **SBAC Math and ELA 2 Year Comparison Reports** - this new report allows for yearly comparisons of students' SBAC performance
 - **Student Email Roster Report** – this new report provides up to date students' emails

For the latest updates to Focus Reporting and Dashboards go to: <https://achieve.lausd.net/Page/11907>.

- **Open Data** – The Open Data Dashboard (<https://opendata.lausd.net>) has been updated to include 2017-2018 SBAC results and 2018-2019 student enrollment based on the 2018-2019 Norm Day official counts.

- **Parent Access to LAUSD Network** – Parents can now access the Internet through at schools and central offices through the LAUSD Guest network with their LAUSD Parent accounts
- **Parent Portal** – Parent and Community Services has taken the lead in equipping Parents with information on the new Parent Portal and the need to reset Parent PIN codes to gain access to the Parent Portal (in follow-up to Parent letters sent on 9/28/18). How-to instructions and contact information are provided on their website for guidance.
- **Principal Portal** – A “Work Stoppage” information worksheet is now available in the Principal’s Portal. Central Offices, Local Districts and School Administrators can view and/or print info on school enrollment, bus(es), non-certificated staff, facilities space and Bell Schedules to appropriately assist school administrators with preparations and plans for a possible work stoppage in October.

