



## BI-MONTHLY COMMUNICATIONS

**Issue I, Volume 7**  
**November 5, 2018**

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**Superintendent's Office**  
**Austin Beutner**

Last week, I represented LA Unified at the Tree of Life Interfaith Prayer Service at First AME Church and Temple Isaiah led our community together to remember the victims of Tree of Life Synagogue in Pittsburgh, PA and the two victims in Kentucky. These are trying times which call for us to be part of the solution. I've enclosed a copy of my [remarks](#).

### What's Due at a Glance

Due Date	Action	Information Link	Contact
Monday, November 5th	CE & CL Off-Cycle Payroll Due	<a href="https://achieve.lausd.net/cms/lib/CA01000043/Centricity/domain/326/2017-2018/pay%20processing%20calendar/2018-2019%20Cut-Off%20and%20Pay%20Dates.pdf">https://achieve.lausd.net/cms/lib/CA01000043/Centricity/domain/326/2017-2018/pay%20processing%20calendar/2018-2019%20Cut-Off%20and%20Pay%20Dates.pdf</a>	Payroll Services (213) 241-2570
Friday, November 30th	Review open POs & outstanding GRs	<a href="https://psd.lausd.net/lrp_shopping_cart/">https://psd.lausd.net/lrp_shopping_cart/</a>	Accounts Payable (213) 241-4800
Friday, November 30th	English Learner Program Online Accountabilities System (OLAS)	<a href="#">Principals' Portal</a>	Multilingual and Multicultural Education Department (213) 241-5582

Due Date	Action	Information Link	Contact
Friday, November 30th	Affirmative Decision for Probationary Year 2 Teachers Forms due	<a href="http://achieve.lausd.net/staffrelations">http://achieve.lausd.net/staffrelations</a>	LD Staff Relations Field Director

## Business and Finance

### Dr. Scott Price



#### What's New

- ALL:** The AALA retroactive payments will be reflected on the November 5, 2018 paycheck. The retroactive salary payments includes a 3% salary schedule wage increase from July 1, 2017 to June 30, 2018; and, an additional 3% salary schedule wage increase starting July 1, 2018. Eligible employees will also receive a third year career increment. The Payroll Administration Call Center and HR Administrative Assignments are prepared to handle inquiries.

Payroll Administration Call Center  
Phone: (213) 241-2570  
Monday to Friday 8:00 am TO 4:30 pm  
Fax: (866) 761-7413  
E-mail: [payrollsupport@lausd.net](mailto:payrollsupport@lausd.net)

- ALL:** Registration for the Fall 2018 CAASPP Informational Meetings hosted by the Student Testing Branch is now available in MyPLN. When searching for the course enter key word “**Informational Meeting**”. The Fall Informational Meetings provide principals and CAASPP coordinators the latest information and updates in preparation for the spring administration of the Smarter Balanced Assessments, ELPAC Summative, and PFT.

#### What's Due

- ALL: Payroll Cut-Off Dates** - In order to assist Timekeepers and Time Approvers with accurate and timely reporting, upcoming Payroll due dates are listed below:

November 5:	CE & CL Off-Cycle payroll due
November 15:	Semi-Monthly payroll due for November 1 – November 15
November 16:	Classified payroll due for November 1 – November 30
November 27:	Certificated payroll due for November 1 – November 30

- ALL: UNPAID INVOICES DUE TO MISSING GOODS RECEIPT (GR)**  
Please review your list of open Purchase Orders and update any open Purchase Orders and outstanding GRs by November 30. Click on link - [https://psd.lausd.net/lrp\\_shopping\\_cart/](https://psd.lausd.net/lrp_shopping_cart/).

It is critical that invoices are paid timely to prevent vendors from placing your account “on hold” (not allowing any new orders and/or not delivering existing orders), or from sending your account to a collection agency.

If you need assistance with Goods Receipt, please contact your Local LRP Shopping Cart Support Center. Contact information: <https://achieve.lausd.net/Page/3553>. For Accounts Payable related questions, please call Accounts Payable Customer Service at (213) 241-4800.

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## Human Resources

### Vivian Ekchian

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#### What's New

- **ALL: November 2018 Staff Relations Monthly Update**

The November 2018 Staff Relations Monthly Update includes reminders of important tasks and due dates aligned to the Collective Bargaining Agreement and District policies, as follows:

- Affirmative Decision for Probationary Year 2 Teachers Forms due November 30, 2018
- Warning of possible Below Standard Evaluation
- New legislation for community representatives and playground aides.

For more information, visit our website at <http://achieve.lausd.net/staffrelations>.

- **ALL: Tool Available to Support Classroom Visits**

The *My Professional Growth System (MyPGS)* platform has a new tool: *Informal Classroom Observation*. With this tool, administrators can collect evidence of teaching practice aligned to the *Teaching and Learning Framework (TLF)* for quick, informal classroom visits and provide feedback to teachers in non-evaluative settings directly on the MyPGS platform. To view step-by-step directions, click to view a [user guide](#) and [video tutorial](#).

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## Instruction

### Dr. Frances Gipson

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#### What's New

- **ES (Grades 4/5): Invitation to Participate in a Math Research Project**

The University of Arizona has been approved to conduct a voluntary study on teaching fractions. Funded by the National Science Foundation (NSF), teachers that opt in will receive a \$75 Amazon gift card for responding to teaching videos and surveys online. Approximate time commitment is 3 hours.

For more information, please contact James Smith at [jsmith62@email.arizona.edu](mailto:jsmith62@email.arizona.edu) or Beau Vezino at [beauvezino@email.arizona.edu](mailto:beauvezino@email.arizona.edu).

- **MS/HS: Master Schedule Rollover Timeline**

To ensure all students have an appropriate class schedule for Spring term, all secondary schools are to follow the [Master Rollover Timeline](#).

For questions, please contact Jesus Angulo, Director, [jangulo@lausd.net](mailto:jangulo@lausd.net), (213) 241-7510.

- **HS: Focus Group for Grade 9 Integrated Coordinated Science I (ICS 1) Replacement**

ICS 1 course will be obsolete since it is not aligned to the CA Next Generation Science Standards (NGSS) Framework. Teachers and administrators of ICS I are invited to participate in a focus group to discuss a replacement for the course with a NGSS aligned course on Saturday, November 10, 2018, 8:00 a.m. – 12:00 p.m. at L.A. Unified headquarters. You may register at <http://bit.ly/ICS1-FocusGroup>.

For more information, please contact Ayham Dahi, Secondary Science Coordinator, [ayham.dahi@lausd.net](mailto:ayham.dahi@lausd.net), (213) 241-6876.

- **ALL: Adaptive Schools 2-Day Seminar**

Please join us for a 2-day Adaptive Schools Seminar featuring Carolyn McKanders.

The seminar is open to elementary, middle and high school teachers and out-of-classroom support staff. It is highly encouraged that schools send a team of 2-5, (schools are responsible for payment of substitutes). The seminar is limited to 70 participants; others will be placed on a waiting list. Please see [flyer](#) for dates, location and registration information.

For questions, please contact Kathy Stehr, Coordinator, [kathy.stehr@lausd.net](mailto:kathy.stehr@lausd.net), (213) 241-5570.

#### What's Due

- **ALL: English Learner Program Online Accountabilities System (OLAS) - Friday, November 30, 2018**
  - Monitor RFEP student progress school-wide as part of SSPT (ALL)
  - Monitor the progress of EL students as part of SSPT (ALL)

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

- **ALL: Textbook Inventory**


The period for Textbook Inventory will open on November 1, 2018, and close on January 31, 2019, in preparation for the Textbook Ordering Roadshow. See BUL-6189.2. *Instructional Materials Inventory Control Requirements*, dated August 20, 2018.

For assistance, please open an Online Service Request. To learn how to open an Online Service Request, click [here](#). You may also contact Integrated Library & Textbook Support Services at (213) 241-2733 for more information.

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### Grant, Scholarship and Partnership Opportunities

#### Dr. Frances Gipson



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#### What's New


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

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

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### Information Technology

#### Shahryar Khazei



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#### What's New

- **ALL: My Integrated Student Information System (MiSiS)** – The grading window is open for elementary schools and will close on Friday, November 9th. The next scheduled release is set for Tuesday, November 27th. Please visit the MiSiS website (<http://achieve.lausd.net/misis>) for release notes.
- **Principal Portal** – Assistant Principals now have complete access to all of their assigned schools and can view their schools' Physical Education Certification and Textbook Sufficiency.

### What's Due


- **ALL: IT Asset Management** – To assist with tracking inventory of computing devices, IT Asset Management is currently working with schools to generate reports of device counts at school sites from *Remedy Asset Manager*. These reports have the following information:
  - Devices assigned at schools
  - Devices checked-out to students and faculty
  - Devices that have been reported lost, stolen, and damaged
  - Devices that are unaccounted (not returned from FY 2018). Note: These may still be at the school site but show up as missing because they have not been documented in the system.

Please review the reports with your school Instructional Device Manager (IDM). For unaccounted devices, we ask that you locate those devices and update the device status in Remedy.

These reports will be soon be available in FOCUS (<http://focus.lausd.net>). In the meantime, please send your request for the report to [ITAssetMgt@lausd.net](mailto:ITAssetMgt@lausd.net).

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### Operations Vivian Ekchian



### What's New


- **ALL:** Principals, thank you for your ongoing support in preparation for the potential work stoppage. We want to let you know that while all of the disseminated documents on work stoppage have been streamlined in Schoology, we are in the process of placing the documents in the Principal's Portal. The information will be available by November 5, 2018. If you have any questions regarding this information, please contact your Local District Operations Team.

### What's Due

- **ALL: DAYLIGHT SAVINGS TIME** ends on Sunday, November 4, 2018, at 2:00 a.m. Be sure to set your clocks back an hour on Sunday morning. You are also reminded to check your emergency supplies and change the batteries in your smoke detector and flashlights. A working smoke detector increases your family's chance of getting out of a house fire alive. For additional information, please contact Dr. Jill Barnes @ (213) 241-5337.
  - [2018 Daylight Saving Time Ends English](#)
  - [2018 Daylight Saving Time Ends Spanish](#)

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### Parent / Community Services Vivian Ekchian



### What's Due

- **ALL: TITLE I** - Documentation for the following items are due in the Principal's Portal by November 30, 2018
  - Title I Annual Meeting
  - School Title I Parent and Family Engagement Policy
  - School Parent Compact
  - Training of staff in how to work with families to help support academic achievement
  - Evidence of mailing summary of the District Title I Parent and Family Engagement Policy

For additional guidance, please review [MEM 6750.2](#) and [REF 6749.2](#)

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## Special Education

### Beth Kauffman

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#### What's New

- **ALL:** [Division of Special Education Fall 2018 - Issue 2 Newsletter](#). Highlights include the launch of the new Dyslexia awareness website, resource information, and various departmental highlights.