



CENTRAL LOCAL DISTRICT

LOS ANGELES UNIFIED SCHOOL DISTRICT

BI-MONTHLY COMMUNICATIONS

Issue I, Volume 9
December 10, 2018

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Superintendent's Office
Austin Beutner

Dear School leaders,

I would like to share with you that progress has been made on the fingerprinting policy for volunteers. Our intention is to have this policy ready for implementation on January 7, 2019.

This week will be filled with many activities and events for our schools. I want to thank you all for your commitment to our students and families. Enjoy the precious time of this holiday break making memories that will last a lifetime with your family and friends.

Austin

What's Due at A Glance

Due Date	Action	Information Link	Contact
December 5, 2018	CE & CL Off-Cycle Payroll Due	https://achieve.lausd.net/cms/lib/A01000043/Centricity/domain/326/2017-2018/pay%20processing%20calendar/2018-2019%20Cut-Off%20and%20Pay%20Dates.pdf	Payroll Services (213) 241-2570

Due Date	Action	Information Link	Contact
December 13, 2018	Semi-Monthly, Classified & Certificated Payroll due (December 1-31)	https://achieve.lausd.net/cms/lib/A01000043/Centricity/domain/326/2017-2018/pay%20processing%20calendar/2018-2019%20Cut-Off%20and%20Pay%20Dates.pdf	Payroll Services (213) 241-2570
December 31, 2018	English Learner Program Online Accountabilities (OLAS)	Principals' Portal	Multilingual and Multicultural Education Department (213)241-5582
January 7, 2019	ELD/LTEL Course Requirement	Middle School High School	Multilingual and Multicultural Education Department (213)241-5582

Business and Finance Dr. Scott Price

What's Due

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

December 5:	CE & CL Off-Cycle payroll due
December 13:	Semi-Monthly payroll due for December 1 – 31
December 13:	Classified payroll due for December 1 – 31
December 13:	Certificated payroll due for December 1 – 31

Human Resources Vivian Ekchian

What's New

- **K-12: Annual Certificated Verification Staffing Rosters**
Annual Certificated Verification Staffing Rosters were emailed by HR Personnel Specialists to all K-12 principals between November 24-28, 2018. Accurate rosters assist in addressing school staffing needs, prevention of payroll errors, and may be utilized as evidence in the event of a Reduction in Force (RIF) proceedings.

- **ALL: New Teacher Winter Institute on December 17, 2018**

The New Teacher Winter Institute will be hosted on December 17, 2018 at Dymally High School from 8:30 AM-3:30 PM for all teachers new to LAUSD. During this one-day professional development, participants will deepen their learning around instructional best practices. Teachers will have the choice to choose from ten workshops (lunch and breakfast will be provided). New, non-permanent teachers may register at tinyurl.com/RegisterNTWI2018.

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

The December 2018 Staff Relations Monthly Update includes reminders of important tasks and due dates aligned to the Collective Bargaining Agreement and District policies, such as the Affirmative Decision for Probationary Year 2 Teachers forms, Notification of mid-year warnings to teachers of possible Below Standard Evaluation, and new legislation of permanent status for community representatives and playground aides effective January 1, 2019. For more information, visit our website at <http://achieve.lausd.net/staffrelations>.

What's Due

- **K-12:** Completed Annual Certificated Verification Staffing Rosters are due to HR by January 18, 2019.

Instruction
Dr. Frances Gipson

What's New

- **ALL: New User Experience for Schoology, December 15, 2018**

Schoology will be introducing a new "User Experience" that includes a new site design and navigation on December 15, 2018. Please share with teachers, students, and parents. Learn more about the changes at <http://achieve.lausd.net/lmsupdates> or from Schoology at <http://bit.ly/LMSUserExperience>.

For more information, please contact Personalized Learning Systems, 213-2413017.

- **ES: Elementary Learning Management System (LMS) Champion Training Opportunity Spring 2019**

An Interoffice Correspondence (IOC) for all Elementary School Principals that shares important information about LMS Champion selection and training opportunities for Spring 2019 is available at: <http://bit.ly/IOCelemLMS19>.

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

- **MS/HS: Winter Bridge to Reclassification (BTR) for 6th-12th Grade English Learners (ELs)**

Bridge to Reclassification (BTR) Testing Window
January 22, 2019-January 25, 2019

All ELs in Profile C who receive targeted intervention outside of the regular school day will be eligible for the Winter BTR.

For more information, please contact your Local District Secondary EL Coordinator or Lisa Hernandez, EL Specialist, lisa.p.hernandez@lausd.net, (213) 241-5582.

- **ALL: 2018 Master Plan for English Learners and Standard English Learners Online Introductory Course**

This three-hour online module, through MyPLN, will support K-12 teachers and administrators in providing an orientation and understanding key components within each chapter of the 2018 Master Plan for English Learners and Standard English Learners. Teachers will be receiving training rate of \$25/hr. Register on MyPLN, Keyword: 2018 Master Plan.

For more information, please contact Juana Aguilar, EL Specialist, jxp9933@lausd.net, (213) 241-5582.

What's Due

- **ALL: English Learner Program Online Accountabilities (OLAS) - Monday, December 31, 2018**
 - Conduct classroom observations of Designated and Integrated ELD (ALL)

For more information, please contact Elaine Hu, EL Specialist, elaine.hu@lausd.net, (213) 241-5582.

- **MS/HS: ELD/LTEL Course Requirement - Due Monday, January 7, 2019**

Ensure all secondary English Learners, including ELs with disabilities, are to be enrolled in an appropriate ELD/LTEL course for the spring semester. For more information, please review the [middle school](#) or [high school](#) placement, scheduling and staffing for English Learners policies.

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

Partnership Opportunities

Capri Maddox

What's New

- **Through the Lens: Our Community, Our Stories** is a FREE registration-based, 9-week afterschool documentary filmmaking program for South L.A. students. The program will be housed out of Expo Center at Exposition Park beginning on Jan. 7th. This program is completely free and includes all materials. We will be providing state of the art filmmaking equipment and editing tools for the students to use during the program to develop their experience in visual storytelling. We are also providing opportunities for interactions with industry professionals. The program is designed for 14 to 17-year olds. The deadline is December 15, 2018.

English Flyer - https://drive.google.com/open?id=1CsAp31GtK1EhdPENIJf-N_kNDXtzWKNd

Spanish Flyer - <https://drive.google.com/open?id=1s5cnY9WviM14MrZUioE9hBpROuwv5rg1>



What's New

- **ISTAR:** ITD has met with various District stakeholders, including Facilities, District Operations, Student Health and Human Services, Office of Environmental Health and Safety, Human Resources and School Police to gather critical technical requirements for a cloud-based incident management system to replace the iSTAR system. Focus Group meetings with Principals and Local District staff will follow to refine the requirements and review a rough draft of anticipated features.
- **My Integrated Student Information System (MiSiS):** The secondary grading window will be open from December 6 to December 14. The next scheduled releases are on Tuesday, December 4 and December 18. Please visit the MiSiS website (<http://achieve.lausd.net/misis>) for release notes.
- **Online Field Trip Form and Authorization System:** Through collaboration with Local Districts, pilot schools, the Division of Risk Management, the Transportation Services Division and the Athletics Department, ITD has developed an online, integrated Field Trip form and authorization system. The system will begin a pilot program in January 2019.
- **TECH Mobile App:** Based on Parent input provided during the pilot of the TECH App, enhancements have been made to the following areas: Attendance, Absent & Tardy Notifications, School Assignments, Grades, School and District calendars, Notifications, Resources for Parents, Transportation / Bus Routes, App Languages include English, Spanish and Korean.
- **Wi-Fi Access at Schools:** Parents can now access the LAUSD network at school sites using their Parent Portal username and password

What's Due

- **IT Asset Management:** Please ensure that all IT devices and equipment at your site are stored safely and securely during the winter break. Here are a few tips to assist you in planning:
 - Physically count the devices and make note of the number before storing them in each cart.
 - Lock each cart after storing all the devices.
 - Ensure that carts are not visible from the outside of the classroom or near windows.
 - Ensure all safe or storage locations are locked.
 - Contact LA School Police at (213) 625-6631 should there be a theft or burglary during the winter break.
 - Send an email to ITAssetMgmt@lausd.net regarding any incidents.
 - Ensure that the IT Asset Management System is updated to reflect any lost, stolen or damaged devices.

- **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, January 11 to 6pm on Sunday, January 13. 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**
- **My Integrated Student Information System (MiSiS)**
- **MyLogin**
- **SAP**
- **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 login
- **Internet Access (Wired and Wireless)**

- **Major Security Updates for the District**

As the District increasingly integrate new technology into education, teaching, and learning, security must be improved as well. ITD regularly modifies its security program to keep pace with the District's adoption of new technology in order to protect District users and their data from an ever-changing cyber-threat landscape.

Recently, the District experienced a sophisticated email attack, resulting in major changes that will reduce future security breaches. These changes will be enacted over the next 90 days. Provided below is information about each planned security initiative.

Security Initiative	Description	Date
Email Attack Training Video	Visit the main District website to watch this new training video designed to help you identify and mitigate email attacks. https://achieve.lausd.net/phishy	Available Now!
New Password Requirements for Single Sign-On (SSO) Accounts	Shortly before your SSO account is scheduled to expire, you will receive an email that describes the new password changes and the actions that you must take to comply with the new Password Management Policy (BUL-054100). Passwords will be easier to remember using a passphrase but also more difficult to exploit. For more detailed information, log into eLibrary and search for "password". https://my.lausd.net/	Available Now!

Security Initiative	Description	Date																	
Increased District Email Spam Filtering	<p>A more aggressive spam filtering process will be applied to the District's email system. While this process is expected to reduce the amount of spam you will see in you Inbox, some legitimate email messages may be identified as possible spam and moved to your Junk Mail folders.</p> <p>Please:</p> <ol style="list-style-type: none"> 1. Check your Junk Mail folder regularly for important emails which may have been incorrectly identified and moved 2. Mark these emails as “Not Junk” (right click on message, hover over “Junk”, select “Not Junk”). <p>The above two steps will help to train the filtering systems to enable it to identify spam emails more accurately.</p>	12/17/18																	
Modern Authentication for Email	<p>The way you access your District-issued Office 365 email account may change based upon the email application or webmail provider that you use. Email applications and providers that use an obsolete and less secure method to prove your identity, called “Basic Authentication”, will no longer be allowed to access your email account.</p> <p>Please be sure to access your email from one of the following supported applications:</p>	2/1/19																	
<table> <tr> <th>Device</th><th>Supported Application</th><th>Download Free via</th></tr> <tr> <td>MS Windows Computer</td><td>Outlook 2016</td><td rowspan="2">Log into Office.com. Select “Install Office”</td></tr> <tr> <td>Mac OS X Computer</td><td>Outlook for Mac 2016, Mail (10.14 and above)</td></tr> <tr> <td>Android Phone</td><td>Outlook for Android</td><td>Google Play Store</td></tr> <tr> <td>iOS Phone</td><td>Outlook for iOS, Mail (iOS 11 and above)</td><td>Apple App Store</td></tr> <tr> <td>Internet via 3rd Party Provider</td><td> http://Office.com http://mailbox.lausd.net </td><td>N/A</td></tr> </table>			Device	Supported Application	Download Free via	MS Windows Computer	Outlook 2016	Log into Office.com. Select “Install Office”	Mac OS X Computer	Outlook for Mac 2016, Mail (10.14 and above)	Android Phone	Outlook for Android	Google Play Store	iOS Phone	Outlook for iOS, Mail (iOS 11 and above)	Apple App Store	Internet via 3 rd Party Provider	http://Office.com http://mailbox.lausd.net	N/A
Device	Supported Application	Download Free via																	
MS Windows Computer	Outlook 2016	Log into Office.com. Select “Install Office”																	
Mac OS X Computer	Outlook for Mac 2016, Mail (10.14 and above)																		
Android Phone	Outlook for Android	Google Play Store																	
iOS Phone	Outlook for iOS, Mail (iOS 11 and above)	Apple App Store																	
Internet via 3 rd Party Provider	http://Office.com http://mailbox.lausd.net	N/A																	
	<p>A list of unsupported email applications and providers is available on the ITD security website. https://achieve.lausd.net/modern</p>																		

As the implementation date of each initiative above approaches, additional information will be made available.

Additional IT Security information, including cyber security alerts and best practices, is available on the IT Security Webpage – achieve.lausd.net/ITSecurity

Special Education Beth Kauffman

What's New

- [Division of Special Education Newsletter: Fall Issue 3](#)

Personnel Commission Karla Gould

What's New

- **ALL: Two New Laws (AB 2160 and AB 2261) will expand the rights of Community Representatives and Playground Aides:**

Effective January 1, 2019, AB 2160 (Thurmond) and AB 2261 (Friedman) will cover part time playground aides and community representatives as part of the classified service.

As part of the classified service, these employees will be afforded the same rights and protections provided by the California Education Code as all other classified employees. These rights and protections include:

- Paid illness and vacation leave
- Military leave
- FMLA leave
- The right to due process for disciplinary reasons, including the right to appeal
- Reemployment rights following a layoff
- Certain paid holidays

Incumbents occupying these positions as of December 31, 2018 will become permanent on January 1, 2019. Future incumbents will have the right to become permanent after a six-month period. Also, effective January 1, 2019, in addition to the above listed rights, AB 2261 lifts the limit of 720 hours in a fiscal year for community representatives.

In order to minimize disruption to the schools, assignments for these positions will continue to be processed by Beyond-the-Bell and the Human Resources Division, at least through June 30, 2019. As the District is still in the process of determining new organizational structures as part of the Superintendent's reimagining initiative, the structure for the 2019-20 school year has yet to be finalized.

FAQs for employees and their supervisors with additional information will be forthcoming.