



LOS ANGELES UNIFIED SCHOOL DISTRICT
LOCAL DISTRICT CENTRAL

SCHOOL ADMINISTRATIVE ASSISTANTS Mandatory MEETING
 September 10, 2020

BELIEVE ♦ BEHAVE ♦ BECOME

Operations Feedback Form

Please Provide feedback on the meeting you attended today. Thank you for your participation.

	Not True	Not Sure	True
The meeting's goals were clearly communicated.	4	6	48
The content of the meeting was informative and valuable.	5	5	48
The meeting was well organized and well-paced.	4	4	50
Overall, I am satisfied with this meeting.	7	5	46

How can Operations provide the support you need in order that you can utilize your time to focus upon ...

Budget Updates

- Any changes due to Covid
- Can we have more time for submitting reports?
- Can we have Zoom Budget meetings with our Fiscal Specialist in order to review our budget?
- Clear information
- Control sheets
- detailed training and information
- Good update informations
- Great - need job aids
- I noticed a discrepancy in hourly average rates on the hY pero I'm control sheets
- Informative
- More training on budget development- guide step by step
- More trainings
- N/A, we have an amazing fiscal specialist
- No support is needed today.
- Thank you for the information Ms. Low
- training
- Training for all budget related transactions
- Training for Hyperlinks
- Trainings
- Very good
- Welcome back Mr Fernandez
- When can we expect to zoom meet with our fiscal?
- Would like to links to control sheets
- Yes
- Yes trainings

Attendance

- .none
- A lot of info was provided
- Can we accept parent assurance letters by fax or email as well?
- Good information
- hand outs for attendance procedures
- How to flag SpEd no show students
- I have the contact info. Will call if needed
- I need clarification how schoology and Parent Portal are linked to Misis
- I understand that the power point presentation will be posted. This information was very important and very much needed.
- Important details

- Informative
- It would be nice to get information beforehand instead of after the fact!
- Keeping up with attendance is a huge task that needs more staff involve.
- More guidelines on what we need to do about connecting issues with students. Can we change attendance or not
- Need more guidance in this.
- No support is needed today.
- OK
- please post all the information mentioned today somewhere we can easily access
- Please post the slide show
- Send out memos or attach to Friday briefs
- slide show on operations site
- There was a lot of information. Thank you!
- This training had 2 much info., didn't capture all info
- training for office staff to do this remotely
- Very clear, thank you
- We need the bulletin or memo referring to.
- Will meet with my PSA to make sure that we have 100 % submittal
- yes
- Yes please also provide infiemation to office technician

COVID-19 Testing Site

- COVID-19 Testing Site
- any information helps
- Can everyone test?
- Can we request more plexi glass
- clear document steps outlined
- definitely need updates on a regular basis with this.
- franklin
- Give us more testing options
- Good to know
- Great idea
- Great sources
- Great!
- I already made my appointment.
- i would appreciate to get more information about this
- If my staff had been tested by a primary physician, do they still have to be tested at a test site?
- informative
- Is mandatory?
- Keep us posted
- more detailed training on what to say and do with positive test personal and pay
- More information and assistance with individual situations
- provide infoemation to all employees degarding testing sites.
- Provide Protocols/training is what to do when staff has COVID infection
- Provided great information.
- Thank you
- To clarify, if we work at a child care site, the COVID test is not required right? We only qualify for testing, correct?
- Unclear if it is voluntary for Child care centers
- We need clarification about who needs/should get tested.
- We need Wendy to continue to communicate with us which of our staff is reporting at the site. For payroll purposes
- When, how, and whose suppose to provide staff training?
- yes

Please share any area/topic related to Operations which you would like included on the agenda for upcoming professional development, and other comments.

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- Black lives matter is there anything we should know or prepare with parents or students.
- Contact information for Offices at Beaudry. Some of our forms we have to send via school mail I am not sure if they are still being received in those offices. I am now emailing the forms when I follow up on my documents sent.
- I know its difficult to have these meetings via zoom, but sometimes the presentations are too quick and important info is being shared. It doesn't help that a lot of SAAs are typing stuff in the text box that were already stated or answered because they're not paying attention so a lot of good questions are missed. I would like some more info on funding for covid related items. I would like a zoom on just payroll because there are so many questions about that too. Thank you.
- I think it would be nice to provide mental health support to SAAs or counseling to manage stress, we had to juggle so many tasks/roles, learned so many new things related to technology, adapt to numerous changes while attending to all our personal/family needs and at the same time complying to all protocols, due dates and policy.
- Loved the School Finances Open House that was held about a month ago
- Maybe add a video to show us how an office can properly operate due to covid-19. Give us ideas or share ideas.
- more information on stipend and differential, specially for those new to the SAA position
- Please have someone from payroll to answer questions we have
- Professionalism amongst employees.
- Regular FMLA overview and hands on trainings.
- Representative from payroll & DPA, training for orders
- Student body updates.
- This is for future trainings, just like Office Techs have new to the position training I would be really interested in having one for new SAAs, thank you
- Training on protocols for staff infected with covid
- We need more plexiglass, we only received two, we have 3 desks, and the counter, we did not receive stickers for the floor for distance
- We would need more training on employee absences due to a covid related absence. The meeting was informative as to the testing of an employee being private. So, then we have to rely on their word. Also, the more than 10 min less than 6 ft. question was helpful, as a question to ask. I was not aware of that. Thus, the meeting was informative. Thank You.
- WORKING REMOTELY
- Would like to receive information that's actually useful and not months after we've already started the work.