

Friday Operation's Brief



LOCAL DISTRICT CENTRAL

Volume 7, Issue 17

December 13, 2019

Safe School Climate

As school leaders bring the semester to an end and begin a new semester after winter break, the Operations team suggests the following to enhance school culture and climate across our local district:

Campus Safety and Supervision

School leaders are encouraged to reflect and refine campus supervision schedules to implement changes, as needed, for the beginning of second semester in January. Please ensure to share supervision schedules with **all** staff members on your campus.

Administrator Certification

As a friendly reminder, certification for required actions and activities for District safety mandates, policies, and procedures is due **January 31, 2020**. As an extra measure, school leaders are encouraged to review the child abuse policy with all staff members.

School-wide Positive Behavior Intervention Support Plan

The beginning of the second semester is a great opportunity to review school-wide student expectations. It is recommended that leaders hold behavior expectation assemblies after the winter break. It is also recommended that school PBIS or Discipline Review teams review the Fall Rubric of Implementation to determine next steps/goals for full implementation of the Student Discipline Policy.



2019-2020 Holiday Payroll Updates

The following are some reminders to help ensure that employees are paid (and receive their checks) during the winter break:

Please see attached job aid [2019-2020 Holiday Pay and Time Entry Instructions for Winter and Spring Break](#). The job aid is available in [Payroll Administration website](#).

- ⇒ Please be reminded that for the Winter Break, Classified and Semi-monthly employees on Workers Compensation need to be reported attendance code WC (Workers Comp) and not VA (Vacation).
- ⇒ Please send reminders to all your employees to check and update (if needed) their home address in Employees Self Service (ESS) by **December 13, 2019**. This will ensure accurate and timely delivery of pay checks during the winter break. [Click here](#) to read important instructions on how to access (ESS) using personal computers or laptops.
- ⇒ Based on the District's winter shutdown and holidays, Payroll will not be able to process ANY adjustment checks after Monday, December 23, 2019. Adjustment checks requested will be processed and paid with a December 27, 2019 payment date. The checks will be sent via US Mail to the employee's home address in SAP.



Parent and Community Engagement Updates



COMING SOON! CONVERSATIONS WITH LD CENTRAL STAFF - MR. MATA'S NETWORK ON 01/23/20 from 6:00-7:30 pm

Mr. Mata's Network of Schools will hold the next "Conversations with Local District Central Staff" event on *Thursday, January 23rd, 2020* at Los Angeles Academy MS from 6:00-7:30 pm in the school auditorium located at 644 E. 56th St., L.A., CA 90011. Show your school spirit and organize a team of parents to attend, wear your school gear and cheer your school on! Community Reps. have been asked to recruit parents, and have a sign up for parents that can commit to attend.

Participating schools invited to attend include:

Berendo MS, Belmont HS, Castro MS, Clinton MS, Contreras Social Justice HS, Early College-Trade Tech College, Foshay Span, Jefferson HS, Julian Nava Learning Academy, Los Angeles Academy MS, Liechty MS, Manual Arts HS, Maya Angelou HS, Nava Prep HS, Obama MS

SAVE THE DATE:

****ELAC MINI-CONFERENCE FOR PARENTS ON 1/21/20 FROM 8:00-12:00 PM AT LANTERMAN SH****

The last ELAC Study Group will entail a series of topics that will help support reclassification, budget development, the importance of bilingualism, Designated and Integrated ELD and supports for newcomers. All parents are welcome to attend! Please note: This event will begin one hour before the usual start time for the study group.

****CONVERSATIONS WITH LD CENTRAL STAFF-DR. PRATT'S NETWORK ON 02/05/20 from 5:30-7:00 pm****

SAVE THE DATE! Event will take place at Santee Education Complex on *February 5, 2020* from 5:30 pm -7:00 pm located at 1921 S Maple Ave., Los Angeles, CA 90011



NETWORK OF SCHOOLS INVITED TO ATTEND:

20th St. ES, 28th St. ES, 28th St. Early Education Center, Alexander Science Magnet, Carver MS, Hobart ES, Hobart Early Education Center, Hooper Primary Center, Hooper ES, Hooper Early Education Center, Huerta ES, Jones Primary Center, Lizarraga ES, Maple Primary Center, Menlo ES, Norwood ES, San Pedro ES, Santee Education Complex SH, Trinity ES, Trinity Early Education Center, Vermont ES, West Vernon ES.



Attendance Achievement by Instructional Day 75th Day Milestone

School Leaders are encouraged to promote attendance *Before and After Holidays*. Our district goal is for students to keep their absences under 7 days per school year (96% attendance rate or better). This means, having no more than 1 absence per 25 days of instruction.

Continue to encourage students to work toward meeting the attendance goal as we near the **75th day** of school. As we near the Winter Holiday break, there may be a drop-in student attendance often due to families traveling and/or trying to maximize vacation time. In order to reduce the number of absences during this time, it is crucial to communicate attendance expectations. Remind staff and families of the importance of being at school every day.

A few ways to promote attendance during the holiday/absence season are:

- ◆ Coordinate fun and engaging activities on the days of expected high absences.
- ◆ Promote **75th-day** milestone celebration and recognize students improving
- ◆ Send letters home to inform families that family trips and traveling cannot be excused and will show as “unexcused” on student’s attendance records.
- ◆ Remind families the date students are expected to return from the winter holiday.
- ◆ Promote an attendance incentive/reward for all students who are present every day before the Winter break

Below you will find the **Attendance Achievement by Instructional Day Calendar** to share with all stakeholders.

2019-20 LCAP Goals for Student Attendance Percentage of Students with **Excellent Attendance: 72% or better** Percentage of Students **Chronically Absent: 7% or less**

Attendance Achievement by Instructional Day 2019-2020 96% Attendance rate means having NO MORE THAN 1 absence per 25 DAYS OF INSTRUCTION						
		← Chronic Absence			Excellent Attendance →	
		Less than 87%	87% – 91%	92% - 95%	96% - 99%	100%
Instructional Day	Date	Far Below Basic	Below Basic	Basic	Proficient	Advanced
25	September 25	4 or more	3	2	1	0
50	November 1	7 or more	5-6	3-4	1-2	0
75	December 16	10 or more	7-9	4-6	1-3	0
100	February 11	14 or more	9-13	5-8	1-4	0
125	March 18	17 or more	11-16	6-10	1-5	0
150	April 30	20 or more	13-19	7-12	1-6	0
175	June 5	23 or more	15-22	8-14	1-7	0
180	June 12	24 or more	15-23	8-14	1-7	0

Budget Updates



Title I Budget Deadlines

January 30, 2020: Principals **must approve** all shopping cart for technology purchases

January 30, 2020: Last day to submit ***Budget Adjustment Request*** move Title I 2nd allocation out of pending

distribution to ensure that they will be able to access the funds.

End of January: State to release the list of Comprehensive Support and Improvement (CSI) and Additional Targeted Support and Improvement (ATSI) schools.

February: LAUSD informational sessions for principals of CSI and ATSI schools

February/March: SPSA plan writing and budgeting

Budget Development is approaching, and we will be sharing details as they become available.

Tentative timelines:

February 11, 2020: School will receive Allocation Letter

February 24, 2020-March 20, 2020: Budget Development

*If you have not yet done so, please submit your ***December Imprest reconciliation report*** as soon as possible.

Due January 16: For quarter ending in December 2019

Due April 16: For quarter ending in March 2020

*Please continue to process receivers for POs as soon as you receive goods/services to ensure that all receivers are processed in a timely manner and all purchase orders are charged to the current fiscal year.

Self Care Challenge for the Holidays

LD Central School Mental Health would like to share a resource and message about self-care over the holidays written by the ***California Mental Health Movement, Each Mind Matters***:

As we wrap up one year and begin another, *Mind Matters* invites you to join us in a Self-Care Challenge.



The holidays can be an especially busy time of year, and we sometimes think about self-care as a reward for after you finish all the many things on your list. But self-care isn't a reward for getting everything done -- it is a critical part of the process of getting everything done. Regular self-care prevents burnout, reduces the negative effects of stress, and helps you refocus.

In general, self-care falls into three domains: Physical, mental/emotional health, and spiritual health. To get started on your self-care challenge, check out this Each Mind Matters infographic on self-care tips: [Steps to Self-Care](#). To learn more about Each Mind Matters: California's Mental Health Movement, visit: www.eachmindmatters.org.



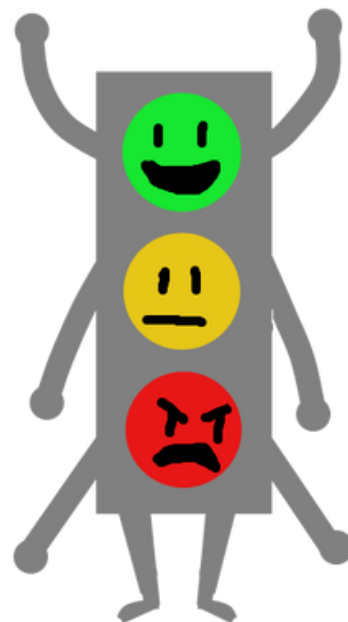
Restorative Justice: Check-ins

No time for a formal community building circle? A check-in can be a quick and valuable tool to gauge your students' social- emotional state quickly. Check-ins can be conducted as students are filing into the classroom in the morning, during breakfast in the classroom, after recess or lunch, or after a direct instruction lesson. In addition, check-ins can also be utilized at faculty meetings and professional developments as an inclusion activity.

Here are a few check-ins that you can try in your classrooms:

- ♦ **Roses and Thorns:** While roses are beautiful and fragrant flowers, they also come with thorns. Share your rose (something that is going well) and your thorn (a challenge you are experiencing).
- ♦ **Thumb Report:** Ask students to show you how they are feeling with their thumbs (up = great/awesome, sideways = so-so and down = not so good).
- ♦ **Weather Report:** Ask students to describe how they are feeling using the weather (sunny = good, cloudy = alright and rainy = bad).
- ♦ **Stoplight colors:** Ask students to describe how they are feeling using the stoplight colors (green = great/awesome, yellow = so-so and red = not so good).

*Make sure to make a mental note of those students that did not give a positive check-in and find some time to pull them aside and see what's wrong.



LD Nursing AED Update

We currently have 470 AEDs throughout the District. AEDs should be checked regularly to ensure they are ready to function in the event of a Sudden Cardiac Arrest. Our current policy requires checking the AED daily for readiness. This is done by inspecting the AED for the readiness indicator. Philips AEDs will have a moving hourglass symbol or a flashing green light, depending on the model. For other brands refer to their user manual. If the readiness indicator is not present, the battery may need to be replaced. AEDs should be checked monthly to ensure the AED pads have not expired; all AED pads have an expiration date. AED pads are typically good for 2 years. These checks should be documented on the Daily/Monthly Readiness Status Checklist that is [Attachment B of Bulletin 4480.1](#). Current school calendar checklists are available on the District Nursing's website under forms.

Replacement supplies for Philips brand AEDs can be purchased from LifeTrends Group (1-877-443-2994 or lifetrends3@cox.net). Non-Philips brand AEDS supplies can be purchased from School Health (SchoolHealth.com). For questions contact **District Nursing at 213-202-7580**.



Reminders

Important Dates

Semi Monthly Payroll Due Dates	12/16 & 12/20
Certificated Payroll Due	12/20
Winter Break	12/23 - 1/10
Christmas Day	12/25
New Year's Day	1/1
Back from Break Second Semester Begins	1/13
After the Bell	1/16
Martin L. King Jr Day	1/20
Framework of Focus PD for Principals	1/22
New Principal Mtg	1/27
AP Operations Make-up Session	1/29
After the Bell	1/30

Winter Recess and District Shutdown Days

LD Central staff would like to offer school leaders guidance with scheduling the custodial staff during the winter recess (see [MEM-061107.1](#)).

December 25, 31, 2019 and January 1, 2020 are legal paid holidays for employees.

District shutdown days are December 26, 27 and 30, 2019 (three days). Employees can use vacation time if:

1. They have enough vacation time
2. The site administrator approves vacation (employees must use vacation time on shutdown days)

December 23 & 24, 2019 and January 2, 3, 6, 7, 8, 9, & 10, 2020 are working days for "A" basis employees. Custodial staff may request vacation time for these days. Should your custodial staff work on these (9) **days**, it is recommended that school leaders meet with their plant manager and create a job list (deep clean restrooms, sweep and mop all classrooms, work on any special projects, etc.) to complete during those days.

Securing School Sites for Winter Break

Just a reminder to close and secure all classroom windows and adjoining doors. Double check to make sure all technology is locked away and secured. Please refer to attached sample letter that can be duplicated and given to staff and [BUL-5460 Secure Sites During Holiday Breaks](#). Every effort to secure your school site is essential for school safety. [Click here](#) for a checklist on securing your devices over the winter break.

Holiday Displays and Programs

Please refer to [BUL-6204.2](#), Holiday Displays and Programs . This bulletin provides guidelines, as well as, information for administrators and personnel who will be preparing holiday displays and planning holiday programs with regard to religious matters in public school settings.

