

Friday Operation's Brief



LOCAL DISTRICT CENTRAL

Volume 7, Issue 25

March 6, 2020

School Waivers for Alternative Configurations

The School Waivers for Alternative Configurations memo [MEM-6680.4](#) for the 2020-2021 school year is now available. Waivers for banked time cannot be accepted without a certified on-line bell schedule. It must be certified by the school principal, as well as, the Local District. The on-line bell schedule will open on Monday March 9, 2020. The following documents are available for your reference. [MEM-6015.8 Bank Time for Elementary Schools](#), [MEM-5788.11 PD Bank Time for Middle School and High School](#), and [REF-068500.1 Daily and Annual Instructional Minutes](#).



Should you need assistance, please contact your Operations Coordinator.



Los Angeles Unified School District, in partnership with California Credit Union, invites you to nominate an outstanding first year teacher for its 2019-2020 Rookie of the Year Program. The Rookie of the Year (ROY) Program recognizes new teachers that exemplify effectiveness in preparing and delivering instruction; providing a positive classroom climate with strong routines and procedures;

adopting a dynamic and engaging teaching style; and showing high levels of professionalism. A committee will select the Rookies of the Year based on the above characteristics.

Who is Eligible to be Nominated?

- ◇ Probationary 1, Intern, or Provisional Status
- ◇ First-year teacher of record Program Highlights

Why Nominate?

- ◇ Recognize an outstanding first-year teacher.
- ◇ Promote school pride.
- ◇ Boost morale for site personnel.
- ◇ Inspire and encourage teachers, students, and parents.

When is the Deadline? How to Nominate?

- ◇ Principals may nominate first-year teachers using an online rubric and question guide by the deadline, March 18, 2020.

Nomination Link: www.tinyurl.com/ROYnomination

A graphic for Spring Forward! Daylight Saving Time. It features a large clock face with the words "SPRING FORWARD!" in a curved banner above it and "Daylight Saving Time" in a curved banner below it. The clock face shows the time as approximately 1:50.

On March 8, Daylight Savings Time begins. Set your clocks ahead one hour. Also, remember to test and change the batteries on your smoke and carbon monoxide detectors. Please spread the word, review your home safety plans and remind your families to do the same. An unknown author said, "Safety doesn't happen by accident."

Coronavirus Resources

[Learn More About Corona Virus](#)
[LAUSD Communications Latest News](#)

LAUSD Hotline—(213) 443-1300

Centers for Disease Control and Prevention
[Seasonal Influenza \(Flu\) - Preventive Steps](#)
[Seasonal Influenza Resource Center - Communication Resources](#)
[Information about Coronavirus](#)

Get Set, Ready, Spring Forward!

It is that time of year again! On Sunday, March 8, 2020 we spring forward by one hour. For some us it is just another morning, and for others it has come to soon. Many schools find that students who are not prepared often struggle to acclimate.

Below are some examples of how we can help our students:

- Send a Black Board Connect call to all students/parents alerting them of time change
- Encourage students/parents to keep their bedtime routines to ensure students are well rested for the time change.

Additional Resources:

[Attendance Awareness Week – SAMPLE Elementary School Activities](#)

[Attendance Awareness Week – SAMPLE Secondary School Activities](#)



You are encouraged to continue to Track and monitor your school's attendance progress. Below you will see how our Local District Attendance Data as we are only **2.2%** from meeting our Excellent Attendance Target! Let's pull together to meet our Local District target for Excellent Attendance!

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



Consolidated Charitable Campaign

Reminder: Should you need additional materials, the fastest way to get CCC materials shipped to the school site is by contacting the CCC hotline at 888-492-4738 or visit the website at https://www.sharingbringshope.org/material_form.php.

Please share your CCC events and fundraiser pictures so that we may include them in LD Central Friday's Brief. Send via email to Ricardo L. Lopez at ricardo.l.lopez@lausd.net.

If you have any questions, please contact Nidia SanJose at nidia.sanjose@lausd.net.

Sharing brings hope and together we can make a difference! Let's continue to make LD Central #1 in this campaign!



Field Trips



School leaders are reminded to adhere to the procedures outlined in the School Journey/Field Trips Handbook.

Schools are expected to submit their non-routine trip requests to the Local District office for Local District Superintendent's approval at least 45 school days before the trip is scheduled. Failure to do so will result in the denial of field trip.

Please refer to [REF-2111.1](#) for information regarding procedures for the approval of field trips.

Restorative Justice: Defusing Disruptive Behavior

When witnessing disruptive behavior, it is important to have different ways of intervening to prevent escalation of such behavior. It is also our responsibility to interrupt the behavior to ensure everyone's safety. Equally important is remaining calm when correcting disruptive behavior.

Some suggested steps for modifying undesired behavior are as follows:

1. Assess the situation
2. Remain calm
3. Listen to the person's concern
4. Offer options to change disruptive behavior
5. Follow through based on the person's response



In order to not respond emotionally, it is important to understand what pushes our buttons and to not take things personally. The following indicators let us know that we are responding emotionally:

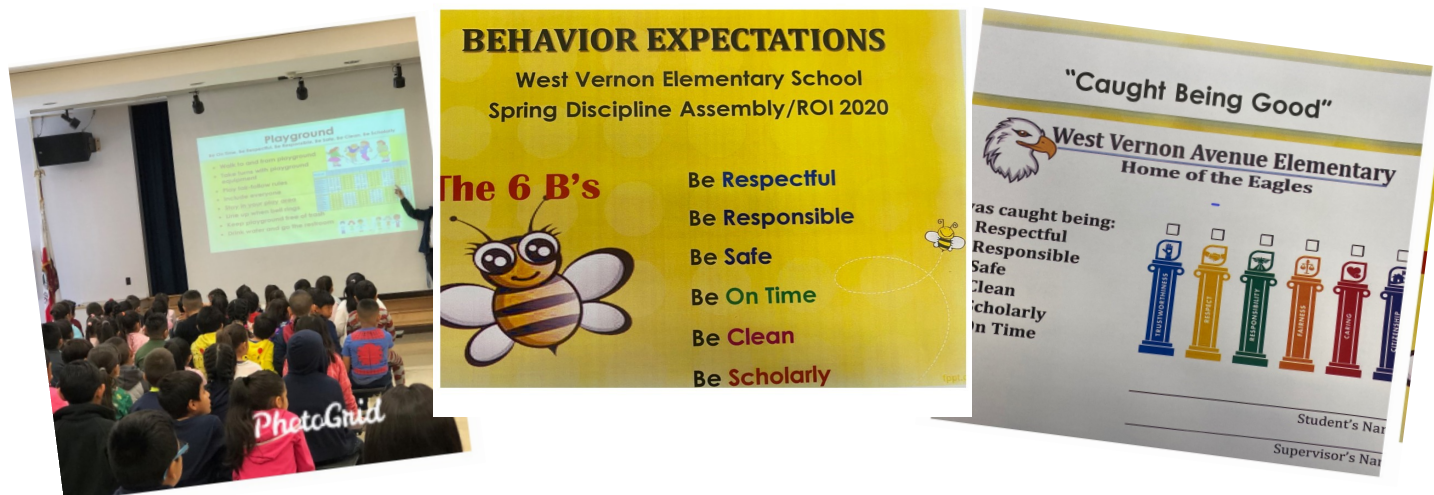
- Immediate response
- Increased voice volume, tone of voice, body language
- Proximity to person, finger pointing, making threats

Our response serves to reinforce the other person's response and the situation can be escalated or defused depending on the kind of response we provide. Remember to practice self-care so that you can remain calm during any circumstance.

SWPBIS/ROI Update: West Vernon ES Best Practice: Teaching Behavior Expectations

"West Vernon Elementary believes in fair discipline coupled with effective intervention strategies. For the start of our second semester, we have reviewed our school-wide 6 B's and reminded students about the 6 Pillars of Character." Frances Valadez, Principal

By engaging in this best practice, West Vernon Elementary School has implemented several elements of the Rubric of Implementation (ROI) including elements of Key Features 3, 4, 5 and 6. Continue to work with your SWPBIS Team on the Key Features contained in the ROI. There is plenty of time to increase you scores from the fall. Remember, spring ROI scores are the ones that count! Please refer to the SWPBIS Handbook or contact your Operations Coordinator for assistance.



Parent Unit Updates



ASSEMBLY BILL (AB1505) COMMUNITY FOCUS GROUP MEETING LD Central-Thursday, March 12, 20-20 @LANTERMAN SH FROM 5:00 PM-6:00 PM

As part of the District's effort to prepare for the implementation of AB 1505, the Charter Schools Division has organized community focus group sessions in each Local District. The purpose of these engagement sessions is to hear from stakeholders on key changes in the law to help to shape the District's policy updates on charter school authorization. Please see the attached flyers for more information and share with your school community. We welcome your attendance!

BUDGET DEVELOPMENT PLANNING 2020-2021

Recommended Promising Practices for a Transparent Budget Process

In order to support this timeline and the SPSA/Budget development process, you can find recommended promising practices that can assist your school in completing these important items. A focus on transparency is key and there are various compliance items that must be met according to Greene Act for both **ELAC** and **SSC**. Click on: [Promising Practices](#) for more information. You can also find additional supports such as sample agenda and minute templates on Schoology LDC PACE Group: **Z8GM-BK8J-PDGKG**



Helpful tips: Follow Greene Act-72 hour posting of agenda in public view, include date, time, and location on agenda, meet with officers for agenda planning and/or to schedule any non-regularly scheduled meetings, ensure you have quorum, agenda must include (ACTION) next to any item that will be voted on, have public comments sign in sheet (only to hear public, just thank them), post "recording in progress" signs for public meetings (anyone can record or videotape meetings).

If you need any assistance our PACE team is here to help, you can also contact Theresa Arreguin, PACE Administrator at (cell) 213-255-9512 or email at jarregui@lausd.net for support.

CHANGE IN MEETING DATE: COMMUNITY REPRESENTATIVES



Due to the change in the budget development timeline, the regularly scheduled Parent and Family Center Staff meetings for 3/12/20 and 3/13/20 have been postponed to FRIDAY, MARCH 27TH from 8:30 am - 11:30 am and will be held at Rosemont Elementary School. Community reps. will learn about Census 2020, Literacy Training, and Technology Fund-Family Low Cost Internet. Thanks so much for your understanding.

Specialized Student Population (SSP) Counselor Paves the Way



SSP counselor Edith Su at Ninth Street Elementary held a fabulous **100th day of school celebration** on Tuesday, February 11. With the help of staff and teachers, the event consisted of a red carpet entrance, attendance pledge signing, 100 day worksheets, music/dancing, and recognition to those 69 students who have perfect attendance. Toy donations from an outside agency were used as incentives for those students who had perfect attendance. This helped motivate students to come to school every day and has helped recognize students who have improved.



Congratulations Edith and Ninth Street Elementary!!

International Women's Day

International Women's Day is this Sunday, March 8th. It is a global day that provides an important opportunity to celebrate women's achievement while calling for greater equality. This year's theme is "An equal world is an enabled world." The day marks a call to action for accelerating women's equality. International Women's Day (IWD) has occurred for over a century, with the first IWD gathering in 1911. Today, IWD, belongs to all groups collectively everywhere. IWD is not country, group or organization specific. It focuses on working collectively to make change happen. We can support IWD by encouraging our children in our schools to embrace each other's uniqueness, celebrate diversity, and empower our girls as they are growing up. We can encourage the development of self-awareness, self-efficacy, confidence, and esteem by opening doors for our girls to participate in a variety of opportunities including math and sciences, sports, the arts, and business. Schools are the perfect place to educate and inspire children about the role of women in society. Find the classroom resources listed below by clicking on this link <https://www.internationalwomensday.com> activity booklets.



- printable fact sheets
- activity task cards
- detailed lesson plans
- book study activities
- role model case studies
- reading lists
- author interviews
- coloring in sheets
- video materials
- fun games



Together we can make a difference!

2020 L.A. Trust Oral Health Poster Contest



The L.A. Trust
Oral Health
Initiative

The L.A. Trust for Children's Health, a nonprofit partner of LAUSD will be holding their annual LAUSD Student Poster Contest for Children's Oral Health Month.

[Rules](#) and [Facts](#) are available for the poster contest.

Deadline

All posters must be submitted by April 03, 2020 at 5:00pm.
Please see the attached rules for more information

Prizes

- 12 winners will be selected by our Oral Health Committee.
- 6 poster entries from LAUSD middle schools - 1 from each Local District
- 6 poster entries from LAUSD high schools - 1 from each Local District
- 1 winner from each Local District

The prize will be a check of (\$100) and have their design duplicated and distributed for placement in LAUSD Wellness Center next year!

Please share widely with your students! Please contact Esther Yopez at esther@thelatrust.org

Annual Performance Evaluations Due Dates for Classified Staff

Employees in the bargaining Units listed below must have an annual performance evaluation issued no later than 20 working days prior to the end of the work year assignment. Automated evaluation forms are available on the Personnel Commission website. It is recommended you issue the evaluation by **Monday, May 3, 2020** to meet the deadline. If an employee is to receive a below standard rating on their performance evaluation, he/she must receive assistance and guidance no later than **March 27, 2020**. Assistance and Guidance may take the form of a Conference Memo or Letter or Reprimand, and should pertain to the specific area in need of improvement.

Unit B – Campus Aides, Education Aides, Instructional Aides, Special Education Trainees/Assistants, Early Education Center Aides, et al.

Unit C – Building and Grounds Workers, Food Service Workers, Early Education Center Attendants, Microcomputer Support Assistants, et al.

Unit F – Teacher Assistants

Unit S – School Administrative Assistant, Food Service Managers, Plant Managers

Employees in the bargaining Units below must have a performance evaluation at least once a year.

Unit D – Office Technicians, Clerks, Library Aides

Unit G – School Supervision Aides, Community Representatives

It is recommended that employee's performance evaluations be consistent with the Districts timeline as referenced above.

Fiscal Updates

To ensure that the cost of goods and/or services ordered is posted to the current fiscal year (2019-2020), transactions must have an APPROVED status in the SAP Procurement System by the dates indicated below:

Cut-off Dates For All SAP Transactions:

Shopping Cart for Non-Stock Purchases – Over \$250,000*	3/13/2020
Shopping Cart for Non-Stock Purchases – \$95,201 to 250,000*	4/1/2020
Shopping Cart for Non-Stock Purchases – \$25,001 to \$95,200	5/1/2020
Low Value Purchase Orders for Goods/Services – Up to \$25,000	5/8/2020 (8:00 pm)
P-Card and T-Card Purchases	5/21/2020
P-Card and T-Card Reconciliations**	6/12/2020
Toshiba Ghost Account Reconciliation**	6/12/2020 (Schools) 6/19/2020 (Offices)
Shopping Cart for Book and Instructional Materials Orders	5/20/2020
Shopping Cart for Book Orders - State Adopted	5/20/2020
Shopping Cart (Store Transfer Order) – Regular Warehouse Deliveries	6/19/2020 (8:00 pm)

Important Dates

Daylight Savings Time Begins	3/8
SAA Meeting	3/11
Framework of Focus PD for Principals	3/18
Assistant Principals' Operations PD	3/25
After the Bell	3/26

Reminders

Campus Aide Vacancies



We at Local District Central want to be able to support you in ensuring that all of your campus aide vacancies are filled in a timely manner. If at any time you create a vacancy for any reason, please email Beatriz Campos at bx2865@lausd.net and copy Tony Cortez at tony.cortez@lausd.net. Please remember that we always recommend having a campus aide 30 minutes before and 30 minutes after school.

Random Metal Detector Searches



This is a reminder that Random Metal Detector Searches are to be conducted daily at selected secondary schools. Certification of the Random Weapons Searches is required monthly. A review process to ensure consistency with the implementation occurs once every semester during the months of

October and March. Secondary schools in Local District Central, including co-located charters, participate in this review process.

Beginning Monday, March 2, 2020 through Monday, April 2, 2020, secondary schools are to submit the daily Metal Detection Search Log, [Attachment A](#), on a weekly basis to their respective Local District Operations Coordinator. Logs are to be submitted according to the schedule on above.

Chemical Safety Coordinator Training

Administrators at secondary schools, where the school curriculum includes chemistry or science laboratory classes, are required to appoint a Chemical Safety Coordinator (CSC).

The CSC must be a certificated employee, preferably a science/chemistry teacher. Chemical Safety Coordinators (CSCs) are required to

attend two meetings each fiscal year and complete all required duties outlined in [REF-1563.5](#) in order to qualify for the stipend payment. For the 2019-20 school-year, meetings will be held on the dates listed to the side. Please contact OEHS at (213) 241-3199 for more information.



Administrative Search Logs

March 2020

For Searches the Week of:	Due Date:
March 2—6	March 9
March 9—13	March 16
March 16—20	March 23
March 23—27	March 30
March 30—April 3	April 6

North <u>Monday, March 9, 2020</u> 4:00-5:30pm Monroe High School (MPR) 9229 Haskell Avenue North Hills, CA 91343	South <u>Thursday, March 12, 2020</u> 4:00-5:30pm Gardena High School (Social Hall) 1301 W. 182nd Street Gardena, CA 90248
West <u>Monday, March 16, 2020</u> 4:00-5:30pm Wright Middle School (Auditorium) 6550 W. 80th Street Los Angeles, CA 90045	Central & East <u>Thursday, March 19, 2020</u> 4:00-5:30pm Cortines LC (Student Dining Hall) 450 N. Grand Avenue Los Angeles, CA 90012

2020 Graduation Caps, Tassels and Gowns



Reference guide [REF-6484.6](#) provides policies and procedures for schools to order District provided “rental” graduation caps, tassels and gowns. The reference guide also lists procedures for students to purchase caps, tassels and gowns as “keepsakes.” The procedures contained in this reference guide only apply to schools for the 2019-2020 school year.