

Friday Operation's Brief



LOCAL DISTRICT CENTRAL

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Thank you for your dedication and bravery during this COVID-19 crisis. In the best of times your jobs are difficult, and in these uncertain times we know how much harder you are working. I want you to know how much I appreciate you and your efforts. Thanks to you, our students and families are receiving some needed help. Whether it's the Grab 'n Go Centers, device distribution, or instruction, you have all stepped up and done the best you can to serve our Local District Central students and families. I am forever grateful to you.

We are reinstating our Friday Brief in order to provide you with the most updated information as we receive it. Please continue to keep yourself informed through the Friday Brief, frequent email checks, and by watching the daily updates from Governor Newsom and Mayor Garcetti. Continue to practice stay at home orders and physical distancing to keep yourselves safe.

Most importantly, continue to practice self care by eating healthy, exercising, getting a good night's sleep, and balancing professional and familial obligations. I sincerely look forward to the day when we can meet in person again. Until then, stay safe, take care of your families, and be strong. We will get through this together by leading with heart, now more than ever!

Technology Distribution

In an effort to facilitate complete and accurate reporting, we have developed an online tool that principals can use to indicate progress in distributing learning devices to students. The new "Device Distribution Progress" report is now accessible to all principals within the [Principals Portal](#).

The report will provide a standardized system to capture the following for each school:

- Device distribution completion status;
- Distribution schedule;
- Quantity of devices distributed, remaining, or needed;
- Identification of mobile hotspot devices needed; and
- Verification of IT Asset Management (Remedy).



Principals can update information as progress is made in delivering devices into the hands of students. The report will also enable a dashboard that local district superintendents can use to access real time data on their schools' progress. If you haven't done so already, please complete the [survey form](#) in the Principals Portal and continue to update your technology distribution progress. Also please update your distribution start and end dates if known in the portal. Thanks again for making remote learning possible for all of our students during.

2019-2020 Online Enrollment Procedures

The District has established an online procedure for new student enrollments for the remainder of the school year. Please refer to District [link](#) for details. Principals will begin receiving emails for pending enrollments with completed enrollment packets attached directly from Student Health and Human Services Department. Principals will coordinate with families to: 1) provide class/schedule assignments; 2) provide instructional materials, and 3) determine need for technology device. For any questions, please contact Leilani Morales at lxm8995@lausd.net or Maria Butler at murbin2@lausd.net.

School Mental Health Updates

In light of these unprecedented times, we have entered uncharted territory that requires flexibility. Continuity of care is at the forefront and especially for our most vulnerable students.

First, it is recommended that the following numbers be made available to our school communities for general questions and assistance related to this crisis:

LAUSD COVID-19 hotline for families: (213) 443-1300

LAUSD COVID-19 hotline for employees: (213) 241-2700

School site administrators should revisit their crisis team procedures so that alternate ways of communicating and assessing crises are established. Consider drafting and distributing an email to all that outlines the following:

- Names and contact information of the crisis team members identified in the school-site Integrated Safe School Plan (ISSP)
- When and who to contact when faced with student related crisis situations
- Emergency resources and contact information

Please refer to the [Sample: School Site Crisis Team Protocols During School Closures](#) for an example of revised crisis intervention procedures.

As your staff members are providing more online learning, they are likely to come across students who are experiencing challenges and/or crises. Teachers can provide [Psychological First Aid \(PFA\)](#) as an initial intervention. As a resource, you may also refer to the [sample letter in English and Spanish](#) to share with your families.

For students who may require additional support, school staff should refer students to a School Site Administrator and/or a member of the School-Site Crisis Team.

In cases related to suicidal and self-injurious behaviors, please refer to LAUSD Policy [Bulletin 2637.4](#). For mental health consultation, Administrators and Crisis Team Members are encouraged to contact the LAUSD Hotline number: 213-241-2700. Mental health-related calls will be routed to LAUSD School Mental Health professionals.

I appreciate your partnership and leadership. We will continue to work with the LAUSD Division of Student Health and Human Services, Staff Relations, and Labor Relations to develop the most appropriate protocols to address the mental health needs of our students. If you have any questions or concerns, please contact Myna Reynoso-Torres via email at myrna.reynosotorres@lausd.net or by cell phone at 323-422-7072. Stay safe and healthy!

Zoom Security

Using SSO to authenticate does increase the security of your District credentials. However, Zoom is currently under technical, operational and security review at this time. If you're using Zoom, please follow the District's guidelines for secure use in the link below.

<https://achieve.lausd.net/site/handlers/filedownload.ashx?moduleinstanceid=55605&dataid=87329&FileName=040320%20LAUSD%20LMS%20WebConferencing%20Flyer%20with%20Guidelines%2020200331.pdf>

For any questions or concerns, please contact the ITD Hotline at 213-241-5200.

Student Health and Human Services Updates

We hope that you are all doing well and staying healthy. Attached are the Student Health and Human Services Guidelines for your staff provided by the division of Student Health and Human Services.

Please refer to the [Student Health and Human Guidelines for Certificated Staff](#) with includes the following attachment:

1. [Attachment \(A\) Guidelines for Communicating with Students and Families During School Closures](#)
2. [Attachment \(B1\) Mental health Resources and Hotlines for Students and Families](#)
3. [Attachment \(B2\) Resources and Hotlines for Staff](#)
4. [Attachment \(C \) Amazon Connect Guidelines and Instructions](#)
5. [Attachment \(D\) Supporting Students Exhibiting Suicidal Ideation/Behaviors](#)

For any addition question or concerns, please contact:

Leilani Morales, PSA Coordinator at lxm8995@lausd.net

Myna Reynoso-Torres, School Mental Health Coordinator at myrna.reynosotorres@lausd.net

Tamara Robinson, Specialized Student Populations Coordinator at tamara.robinson@lausd.net

Expectations for Paraprofessionals During the School Closures

We have received correspondence from the District regarding [guidelines and work expectations](#) that have been developed for paraprofessionals (i.e. special education assistants, educational aides, instructional aides, early education aides, teacher assistants) similarly to teachers and school site administrators. The Human Resources Division worked collaboratively with the Personnel Commission, Division of Instruction, and Division of Special Education to develop these guidelines, which include different options for how paraprofessionals may be utilized to support students with @ Home Continuity of Learning during the school closures.

Student Work Permits

Please refer to the guidance below regarding student work permits provided by CTE Leadership and Instructional Support Office. Updates will be provide as information becomes available.

Electronic Signatures on Work Permits: Some LEA's wish to use electronic signatures as are used in some online contract agreements. There is not an online submission system nor an electronic signature that is allowed by law on the B1-1 (Intent to Employ a Minor form) nor the B1-4 (work permit). Work permits fall under child labor law and have not been incorporated into the laws allowing for electronic signatures governing contracts in the state. Therefore, there must be live signatures on the B1-1 and the B1-4 per Education Codes 49163 and 49115 respectively. Schools that wish to accomplish the permit process might consider using a drop-off box that has a slot and is locked, similar to the way in which agencies receive job applications, to protect the student's personally identifiable information (PII). The work permit issuer could retrieve the filled out B1-1, process it, and then notify the student to come in and sign and pick up the finished work permit to take to the work supervisor.

Classified Substitute Pay Frequently Asked Questions

Classified substitutes will continue to receive compensation through June 2020. Please refer to the [FAQ memo](#).

If you have questions or need further clarification, please contact Classified Personnel at classifiedpersonnel@lausd.net.

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.

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 – \$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)