

# Friday Operation's Brief



LOCAL DISTRICT CENTRAL

Volume 7, Issue 28

April 24, 2020

## A Message

Superintendent Roberto A. Martinez, Administrator of Instruction, Jared DuPree, and Administrator of Operations Eugene L. Hernandez appreciate Local District Central's school leadership teams' hard work under these trying times. Please feel free to reach out to your Director or Operations Coordinator if you need any assistance with device distribution or contacting parents who have not received their devices.

Within the next couple of weeks, we are hopeful that the supply of Hot Spots and devices will become readily available to our students in Local District Central.

Thank you again for your continued support!

## Technology Distribution Updates

### Principal's Portal Updates

Thank you all for your efforts to update your "Device Distribution Progress" within the [Principal's Portal](#). As a reminder, principals may continue to update their responses as progress is made in distributing devices into the hands of students. The information gathered by your responses has been critical as this allows our local district superintendents, directors, and team members to access real time data on your schools' progress and needs. Please review the following list of "housekeeping" items:

- Please include your distribution schedule.
- Continue to update your device distribution quantities so we may know how many students have received a district device.
- If you have already received your device delivery from the District please update your need to "0". Should your device need increase you may update the quantity, however, please e-mail us so that we can inform the project team of the change.
- Please use the IT Asset Management system for the [checkout of devices to students](#). If you are unable to access the system you may request access for Instructional Device Manager (IDM) by following the process outlined in the following [link](#). Should your school be unable to use the IT Asset Management system please keep track of device distribution on a spreadsheet and include student name, student ID, and device serial number/LAUSD asset tag information. It is imperative that you keep track of your assets.

### Hot Spot Requests

Schools may continue requesting hotspots for students without home internet. If your students need a hotspot please submit a [Request for Wi-Fi Hotspots](#) online. To help ensure we get you the hotspots as soon as possible please follow the below list of instructions.

- Visit the above link and select the option for "Request for Wi-Fi Hotspots"
- Download, complete, and upload the Hotspot Request Template, which will require:
  - ◊ Student ID
  - ◊ Student Name
  - ◊ Grade
  - ◊ Student Address
- Enter the Quantity needed
- Select the School Site to which hotspots will be delivered
- Provide your name and best phone number to reach you
- Provide the days and hours someone is regularly on-site and able to accept delivery
- Make sure to attach the file to the work order. If there is no file, it may cause delays
- **Important Note:** Each mobile hotspot can support at least five (5) connections so we are limiting one device per household as we have a the limited quantity of hotspots currently available.

For additional IT-related support you may visit the [ITD Homepage](#) which is updated constantly for available resources.

## Attendance Updates

As we continue to adhere to the stay-at-home orders and practice social distancing, we are also working on creative ways to stay connected to our students and families. We know that connectedness is a critical component of building resilience in our students and can contribute to increased academic achievement. The District's student information systems (Schoology, Focus, and MiSiS,) have a variety of features to assist us in maintaining student connection and engagement.

### Reports that can be found on Focus/Schoology and Schoology:

#### FOCUS/SCHOOLGY

Step 1. Log on to FOCUS

Step 2. Scroll down to SCHOOLGY

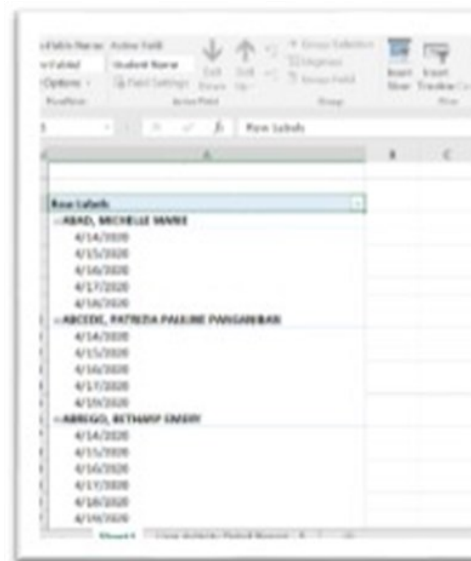
Step 3. then scroll down again to SCHOOLGY USER ACTIVITY

Step 4. filter by LC Central/Campus/date range 4/08 to current date

Step 5. Double click the District Student Count

Step 6. Once report pops up (takes long sometimes), scroll down to EXPORT document

Step 7. EXCEL report pops- up/highlight all columns/INSERT/PIVOT TABLE/ok



Student Name	Date	Time	Action
ABAD, MICHELLE MARIE	4/14/2020		
ABAD, MICHELLE MARIE	4/15/2020		
ABAD, MICHELLE MARIE	4/16/2020		
ABAD, MICHELLE MARIE	4/17/2020		
ABAD, MICHELLE MARIE	4/18/2020		
ABEON, PATRICIA PAULINE PANGLOSS	4/14/2020		
ABEON, PATRICIA PAULINE PANGLOSS	4/15/2020		
ABEON, PATRICIA PAULINE PANGLOSS	4/16/2020		
ABEON, PATRICIA PAULINE PANGLOSS	4/17/2020		
ABEON, PATRICIA PAULINE PANGLOSS	4/18/2020		
ABRIGO, BETHANY EMERY	4/14/2020		
ABRIGO, BETHANY EMERY	4/15/2020		
ABRIGO, BETHANY EMERY	4/16/2020		
ABRIGO, BETHANY EMERY	4/17/2020		
ABRIGO, BETHANY EMERY	4/18/2020		

#### Schoology-Usage Analytics

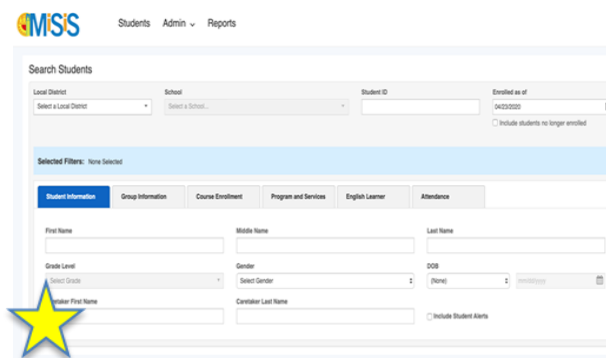
This new feature called Usage Analytics provides teachers with student information using the Tools function to **EXPORT** Reports and includes dates, student names, student emails, a total count of actions for the day, timestamp for actions performed for that day, course name, course code, event count, and many others.

#### Additional Tips for MiSiS:

If you are experiencing outdated phone numbers, a recommended feature to find alternative numbers or contact information is the "Search by Caretaker" or Search by Address" in MISIS. These features can assist to provide names and contact information for siblings that may have updated phone numbers for your student.

#### **Caretaker Search:**

#### **Address and Phone Search:**



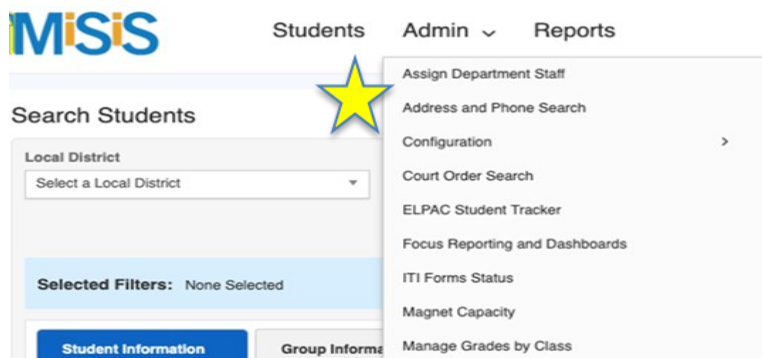
Search Students

Local District: Select a Local District School: Select a School Student ID: Enrolled as of: 04/20/2020

Selected Filters: None Selected

Student Information Group Information Course Enrollment Program and Services English Learner Attendance

First Name: Middle Name: Last Name: Grade Level: Gender: DOB: Caretaker First Name: Caretaker Last Name: Include Student Alerts



Search Students

Local District: Select a Local District

Selected Filters: None Selected

Student Information Group Information

Assign Department Staff Address and Phone Search Configuration Court Order Search ELPAC Student Tracker Focus Reporting and Dashboards ITI Forms Status Magnet Capacity Manage Grades by Class

For questions on these systems and reports, please work with your school's IT team or PSA counselor.

#### **LD Central PSA team:**

Leilani Morales, Coordinator: [lxm8995@lausd.net](mailto:lxm8995@lausd.net)

Rafael Rubalcava, Specialist: [rafael.rubalcava@lausd.net](mailto:rafael.rubalcava@lausd.net)

Chan Paulino, Lead Counselor: [chan.paulino@lausd.net](mailto:chan.paulino@lausd.net)

Omar Maynez, Lead Counselor: [omar.maynes@lausd.net](mailto:omar.maynes@lausd.net)

Rebecca Mena, SARB Chair: [ram9788@lausd.net](mailto:ram9788@lausd.net)

## School Mental Health Updates

### ESTABLISHING VIRTUAL SCHOOL CRISIS TEAMS

In last week's Friday Brief, school leaders were provided with the Student Health and Human Services (SHHS) Guidelines [Attachment A: Communicating with Student and Families During School Closures](#) and [Attachment D: Supporting Students Exhibiting Suicidal Ideation/Behaviors](#). As schools begin establishing virtual school crisis teams, we highly recommend utilizing these guidelines when reaching out to students in a crisis situation (Please disregard Amazon Connect reference in Attachment A).



**Highlighting: General Guidelines for Supporting Students Exhibiting Suicidal Ideation/Behaviors.** These guidelines have been established to help us follow the Suicide Prevention Bulletin over the phone by providing step by step instructions on completing a suicide risk assessment with a student who is expressing any suicidal ideation/behaviors.

- The bulletin requires immediate response to any suicide ideation/behavior concerns.
- Inform your teachers/staff of the protocol established for students needing additional
- mental health support. See [Sample: School Site Crisis Team Protocols During School Closures](#) to instruct your teachers on how to refer any students with safety concerns to an administrator as soon as they are aware of it.
- Do not wait for your SHHS or support staff to complete the assessment. **The new LAUSD Mental Health Hotline at 213-241-3840 is available from 6am to 6pm to help you with consultation and assistance in completing a suicide risk assessment.** This Hotline number is also an additional mental health resource for your students and families, please share the number and hours of operation on your school websites.
- For students that are transported/hospitalized, plan a Re-entry meeting when school re-opens in August.
- For responding to mental health concerns shared after hours. Please refer to established protocols initially set with by your crisis team during the Fall training. In addition, please refer to [Attachment B1: Resources and Information for Students and Families](#) page 2 for Crisis Lines and Resources available after hours.

Our LD Central School Mental Health team are available to train on crisis response protocols. Please contact me at [myrna.reynosotorres@lausd.net](mailto:myrna.reynosotorres@lausd.net) to schedule a zoom training.

<b>LOS ANGELES UNIFIED SCHOOL DISTRICT</b>	<b>DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES</b>
<b>MENTAL HEALTH HOTLINE</b>	<b>LÍNEA DIRECTA DE SALUD MENTAL</b>
	
<b>Students, Families, &amp; Educators</b>	<b>Estudiantes, familias, y educadores(a)</b>
<b>Need Help?</b>	<b>Necesitan ayuda?</b>
<b>Call 213-241-3840</b>	<b>Llamen al 213-241-3840</b>
<b>for consultation, support &amp; referrals</b>	<b>para una consulta, apoyo y referencias</b>
<b>Weekdays 6 am - 6 pm</b>	<b>Días de la semana 6 am - 6 pm</b>

## Google Voice

Google Voice provides a U.S. telephone number, chosen by the user from available numbers in selected area codes, free of charge to each user account. Calls to this number are forwarded to telephone numbers that each user must configure in the account web portal. A user may answer and receive calls on any of the ringing phones as configured in the [web portal](#). Please refer to the [Google Voice Job Aid](#) for set-up instruction.

## Restorative Justice: Daily Self Check-In

Before you start your day, find a relaxing place to sit, and breathe. Set your intention for the day, and check in with yourself.

Check-In Questions for Yourself:

1. How am I today?
2. What am I grateful for today?
3. Who am I checking in on or connecting with today?
4. What expectations of “normal” am I letting go of today?
5. How am I keeping myself active throughout the day?
6. How am I moving my body today?
7. What am I either creating, cultivating, or inviting in today?

“We need to do a better job of putting ourselves higher on our own ‘to-do’ list.” -Michelle Obama

After you give yourself at least five to ten minutes of self-care, you can check-in with others:

Check-In Questions for Others:

1. How are you today?
2. What are you grateful for today?
3. Who are you checking in on or connecting with today?
4. What expectations of “normal” are you letting go of today?
5. How are you keeping yourself active throughout the day?
6. How are you moving your body today?
7. What are you either creating, cultivating, or inviting in today?

“As you grow older, you will discover that you have two hands, one for helping yourself, the other for helping others.”  
-Maya Angelou

## On-line Bell Schedule

The 2020-21 Online Bell Schedule system is now available to schools. Schools may access the system by typing **principalportal.lausd.net** or **bellschedule.lausd.net** in the URL. Currently, the system defaults to school year 2019-20. Schools can change the school year by clicking on the down arrow in the school year field and selecting 2020-21. I have already requested ITD to change the default school year to 2020-21. If schools need assistance on the bell schedule, they can email Betty [betty.chong@lausd.net](mailto:betty.chong@lausd.net) or [aileen.santos@lausd.net](mailto:aileen.santos@lausd.net).

The Bell Schedule and Waiver timeline remains the same. Please hold a meeting via Zoom to obtain the vote of the three groups that need to sign off on the waiver as you have been doing for SSC and BAC. We also suggest that you use an anonymous ballot procedure just as you would when you hold a vote for the teachers. The district references having a 72 -hour notice for these meetings, advertising them the way you normally would advertise for a meeting

## Matrix Communication Deadline

AALA has reached out to Human Resources regarding concerns expressed by principals related to matrix and the coordinator/dean selection process. The Human Resources Division completely understands the time constraints you are faced on a daily basis and we definitely want to honor your time. With that in mind, please know that if you are facing challenges getting the matrix out by today, Friday, April 24, 2020, the matrix can certainly be sent out next week. The Human Resources Division recommends **it be sent no later than Wednesday, April 29, 2020.**

For any questions, please contact Staff Relations Field Directors Juan Alfayate at [jalfayat@lausd.net](mailto:jalfayat@lausd.net) or Erin Hays. [jd0788@lausd.net](mailto:jd0788@lausd.net).

## Parent Unit Updates

### Holding School Site Council and English Learner Advisory Committee Meetings

The Governor of California issued Executive Order N-25-20, which applies to meetings governed by the Brown Act and “other applicable local laws regulating the conduct of public meetings,” including the Greene Act. This order waives specific requirements to support the social distancing advisory, while still requiring councils and committees to provide a 72-hour notice before meetings and to have public comment on their agendas. The public must be able to “observe” a meeting through telephonic or electronic means and be able to share opinions. Visit LDC-Principals Schoology in the LDC PACE Folder to find:

Holding SSC and ELAC Meetings Complete Document and Sample Agendas

### Continuity of Learning Zoom Meeting

Local District Central continues to host the ZOOM workshops for parents. All parents are welcome to attend trainings that include the following topics:

- Social Emotional Supports for Parents and Students
- Secondary Mathematics
- English Language Arts Supports
- Mathematics Supports
- Secondary English and Reading Support
- Special Education Support
- Grade Reports and A-G Progress
- Language Development Support
- PACE Unit Resources and Q & A. (Parent Portal)

Click on the links to see the dates/times. Please post on your school websites and encourage parents to attend.

[Parent Continuity of Instruction Zoom Workshops](#)

[Zoom Talleres de Continuidad de Instrucción para Padres](#)

### Resources for Parents

The PACE team has resources that are provided for families including current events and LDC initiatives. There are various tools that can be used during your school level parent presentations. Please reach out to our PACE team for support at 213-255-9512 or email Theresa Arreguin, PACE Administrator at [iarregui@lausd.net](mailto:iarregui@lausd.net). See link for resources:

### [Family Resources](#)

<https://bit.ly/PACEFamilyResources>

### Community Representative PD Zoom Meetings

Meeting will be held bi-monthly. Our next meeting will be held on May 6, 2020 at 10:00 am. Sharing best practices, resources and PowerPoints available for school teams to use are provided. \*School site needs are a priority at this time, please have them join us if they are available.

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### Lyft donates gift certificates to SSP Program



The Lyft program has donated over \$6,000 in gift certificates to our families/youth/caregivers in the foster care system across the district since the school closure. We are grateful for their generosity in supporting our students and families with transportation to needed resources such as food, medical, housing, and other crucial appointments. In Local District Central, ten families have benefitted from this support. Our SSP Counselors determine the most at-risk families on their rosters and the Lyft codes are made available. Laurie Millan, SSP Counselor at Belmont High School, shares how the Lyft program has benefitted one of her families:

Lyft's ride donation has been a tremendous support for our homeless families at Belmont. This program has been particularly beneficial to the parent of two of our students who were born with chronic lung issues. The mother of these student reports that she is using the Lyft credit to take her children to a monthly scheduled hospital visit and to buy groceries for her family. She shared that she was afraid to take her children on public transportation given their underlying health condition making them particularly vulnerable to the virus. Fortunately, with the support of Lyft she is able to take her children to their monthly check up with the doctor. Furthermore, given the family's financial struggles, they must go to seek food support at food pantries that are unfortunately not always near their home. This credit has allowed this family to take advantage of the food and other resources available to help support them through this challenging time.

Lyft's generous donation has helped close this gap for a few of our families most in need. We are grateful to Lyft for making this possible

## 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 Tony Cortez at [tony.cortez@lausd.net](mailto:tony.cortez@lausd.net).

### 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)