

Local District Central Friday's Brief

April 5, 2019

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Renewing Intra-District Permits

Intra-District or "School to School" permits must be renewed annually. Therefore, as the end of the school year nears, it is important for schools to review each of their current permits, individually, to determine if permits will be *renewed* or *denied* for the next school year. To inform the families of students with current permits of the renewal process, schools may send the [Permit Renewal Letter, Attachment H](#), along with the [Intra-District Permit Application, Attachment C](#). Release from the school of residence is NOT required annually for renewals.

Permits may be denied renewal by the school site administrator at the *end of the school year* for the following reasons:

- Issued in error
- Falsified information or documentation
- Any change to the criteria required for the permit issued
- Truancy
- Infractions of school rules and regulations
- Failure to make satisfactory academic progress
- The student is dropped off or picked up beyond regular school hours, including before and after school programs

After the parent submits an [Intra-District Permit Application, \(Attachment C\)](#) to renew their child's permit (signature from the principal of the school of residence is NOT required), the school may opt to deny the permit renewal using the [Notification of Permit Denial Letter, \(Attachment F\)](#). If a permit is denied renewal, the school must notify the parent of the appeal procedures ([refer to Section VI of the bulletin](#)).



Operation will be open during Spring Break should you have any questions or concerns. Maria Butler will be in the office all week from 8:30—4:00 pm. Should you need immediate assistance, please email or call her at murbin2@lausd.net or 213-241-0167.



Consolidated Charitable Campaign

We're in the home stretch of the 2019 Consolidated Charitable Campaign and again we wholeheartedly thank you for all your hard work and efforts placed into raising money for such a wonderful cause! The 2019 Consolidated

Charitable Campaign officially ends on April 5th but let's keep it going and get those envelopes in to us. We have been truly humbled by the generosity from the schools that have already submitted checks from the various fundraisers that were held at their sites. We would also like to recognize all the efforts by our LD Central School CCC Coordinators in organizing fun and innovative fundraising events. This week are collecting and counting monies and will have an updated amount next week to share. As a friendly reminder, we want to make LD Central #1 in donations as well as Payroll Deduction Cards. Please help reach the campaign's goal of 270 Payroll Giving Forms, every contribution counts.

If you have need any further assistance or have any questions regarding the Campaign, please do not hesitate to contact your LD Central CCC Coordinators Ricardo Lopez at (213)241-0137 or Nidia San Jose at (213)241-1934. As a friendly reminder, the final CCC checks should be sent via District mail to: Beaudry, LD Central, 11th Floor, Attention: Nidia San Jose or Ricardo Lopez.



Go Local District!

Calendar Dates

Principals' Meeting	4/4
Spring Recess	4/15-4/19
Foundations Training	4/24-4/25
Safe Passages	4/25
ROIs Due	5/24

Reminders

Staff Relations Updates

- Coordinator selection month of March-prior to posting Matrix
- Post Matrix 4 Weeks before selection
- Notify of tentative assignments no later than May 17, 2019

Back By Popular Demand

Operation School Bell on Wheels for LD Central is set for **April 25, 2019** at Esperanza ES. This is an opportunity for elementary school principals to participate in the program to receive school clothing, shoes, school supplies, etc... Please refer to email that will be sent to all school leaders with attachments for parent permission, school completion, and preparation instructions.



Evaluations: Classified Personnel

Friendly reminder that all classified personnel are to be evaluated on an annual basis. See [attachment](#) for due dates. Please reach out to your Operations Coordinator or our Classified Staff Relations Representative, Chrys Nguyen, should you need assistance.

Performance evaluations are now fully automated and are available at <https://myapps.lausd.net/eval> for use by supervisors and administrators. The automated version features the employee's attendance information pre-populated for the year (hourly employees). If you have any questions regarding the evaluation forms or support materials, please contact PC-Evaluation@lausd.net.

Procurement Deadlines

TRANSACTION TYPE FOR SCHOOLS AND OFFICES (NON-TITLE I)	Cut-Off Date
Shopping Cart for Non-Stock Purchases – \$25,001 to \$92,600	5/2/2019
Low Value Purchase Orders for Goods/Services – Up to \$25,000	5/9/2019 (8:00 pm)
P-Card and T-Card Purchases	5/17/2019
P-Card and T-Card Reconciliations**	6/14/2019
Toshiba Ghost Account Reconciliation**	6/14/2019 (Schools) 6/21/2019 (Offices)
Shopping Cart for Book and Instructional Materials Orders	5/20/2019
Shopping Cart for Book Orders - State Adopted	5/20/2019
Shopping Cart (STO) - Regular Warehouse Deliveries	6/21/2019 (8:00 pm)
Shopping Cart (STO) - Same Day Warehouse Deliveries	6/21/2019 (9:00 am)
Shopping Cart (STO) - Overnight Warehouse Deliveries	6/24/2019 (12:00 pm)
Shopping Cart (STO) -Warehouse Will-Call	6/28/2019 (5:00 pm)
Imprest Fund Claim Reimbursement Requests	6/14/2019
Travel Request Entries into SAP	5/31/2019
Travel Claim Reimbursement Requests (completed and approved with supporting documentation)	6/12/2019
Online Goods Receipts (Receivers)	6/29/2019 (4:30 pm)
Schools – Submission of all Other Budget Adjustments for Review and Approval	6/10/2019
Central Offices– Submission of Budget Adjustments for Review, Approval, and Posting	6/21/2019 (5:00 pm)

For more information, please refer to [MEM-6016.6](#), 2018-2019 Procurement Year-End Closing Timelines.