

Local District Central Friday's Brief

June 7, 2019

Volume 6, Issue 20



Celebrations and Farewells

This week the Local District Central team had the opportunity to celebrate your students' accomplishments by attending culmination and graduation ceremonies throughout our local district. The pride and joy of not only the parents but, also of your team members was evident in each ceremony attended. Congratulations are in order for you, our local district leadership, for ensuring that our students are college and career ready.

Preparation For 2019/2020 School Year Opening

Principals should consider making a list of issues and concerns that have emerged over the past year and plan how they will be addressed during the opening staff meeting. Topics may include:

- Staff attendance for past year
- Absences preceding and following holidays
- Procedures for reporting absences
- School based procedures for addressing student discipline
- Teacher hours
- Substitute Lesson Plans/Folders
- Instructional Expectations
- Other identified areas for improvement

City of Los Angeles: Crossing Guard Requests

Be aware that requests for Crossing Guards must come from the Principal and/or respective OEHS Safety Officer. They will prepare the formal request and forward to the following LADOT Crossing Guard Division staff:

- * Captain Nuno, LADOT, email freddie.nuno@lacity.org
- * Lieutenant Carl Jones, LADOT, email carl.jones@lacity.org

Please communicate this information with your communities via newsletters, websites, and other.

2019 Arts Integration Symposium

There is still time to register for the Music Center's 2019 Arts Integration symposium. It will be held on Wednesday, July 17th through Friday, July 19, 2019 from 9:00 am—4:00 pm.

Please see [flyer](#) for more information.

LD Central Schools Celebrating 175 Days of School!



In the spirit of maintaining the momentum of "Attending 'til the End," this how LD Central schools celebrated the 175th day of school...

Calendar Dates

C Basis Ends	6/10
Father's Day	6/16
B Basis Ends	6/17
Elementary & Middle School ELOS Begins	6/19
HS Summer Term Begins	6/19
Summer Solstice	6/21
E Basis Ends	6/25
ESY Summer Term Begins	6/26

RFK Complex

RFK Complex PSA Team greeted students in the morning on the 175th day, students had the chance to enter a drawing for a gift basket from each school.



Trust

"Trust is the glue of life. It's the most essential ingredient in effective communication. It's the foundational principle that holds all relationships."
- Stephen R. Covey

Harmony ES

Harmony students from classes in each grade level with the highest attendance percentage in May received a Churro Party.



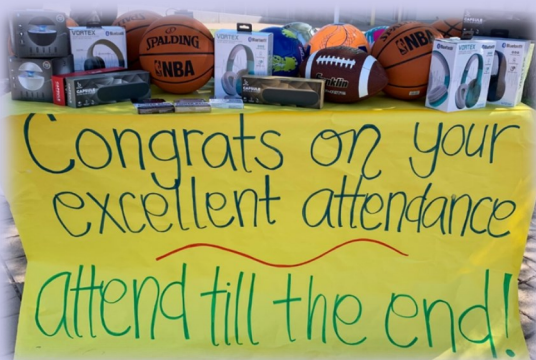
West Adams Prep

At WAPHS we celebrated 175th with passing out conchitas in the morning to the first 175th students. For lunch we gave out WAPHS back bags to students with excellent attendance for the school year.



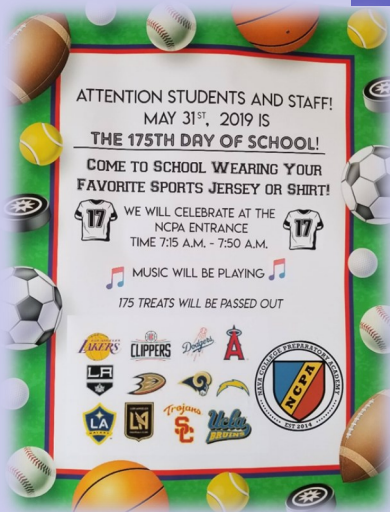
Burbank MS

Students at Burbank Middle School with Excellent attendance were entered into a raffle for a chance to win great prizes.



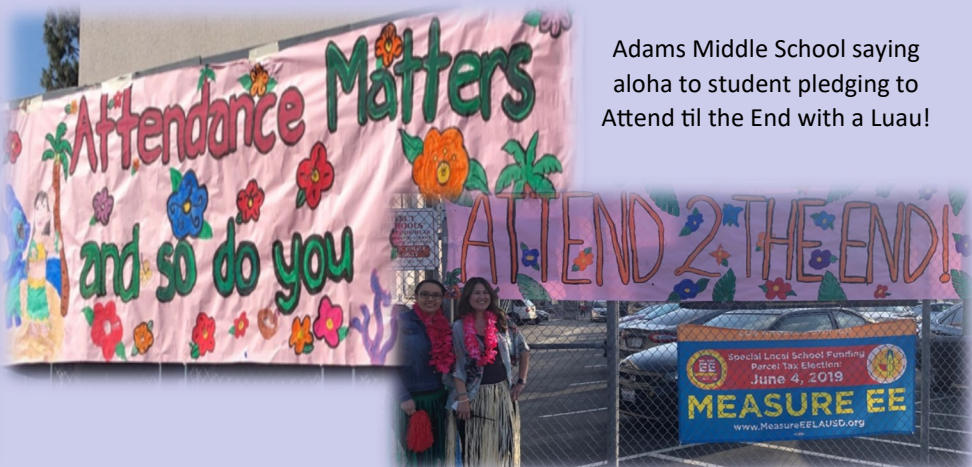
Nava College Prep

Nava College Prep celebrated the 175th Day with a sports themed celebration. Students were greeted with music as they entered school and the first 175 students received a treat.



Adams MS

Adams Middle School saying aloha to student pledging to Attend til the End with a Luau!



On-Going Handy Reminders

Staff Relations Reminders

REMINDER ON BEHALF OF OGC: SCHOOL FILES PROJECT

The LAUSD School Files application is the LAUSD application designed for Principals and Administrators to upload inappropriate behavior-related documents on a regular basis into the School Files system. This web-based application only requires a few entries to add documents. Please note that all user logins are recorded. Users are to upload documents as PDF files. Login to the application using your SSO account at: <https://schoolfiling.lausd.net>. For specific instructions on completing this process and for a copy of the mandatory coverage, please contact your Staff Relations Field Director or Dr. Virginia Austin at virginia.austin@lausd.net.

CHANGE OF TEACHING ASSIGNMENT AFTER THE INITIAL TENTATIVE ASSIGNMENT

Teachers shall be notified as soon as feasible of a change in tentative assignment. If a teacher is notified within 5 calendar days prior to the beginning of the school year (August 12, 2019 for single track) that there will be a change of assignment, **upon request**, the teacher shall receive the equivalent of two days of preparation time. The change of assignment must affect the majority of courses taught in a secondary assignment and must require a preparation for a course not in the previous assignment. If the change of assignment does not affect the majority of courses taught but requires a new preparation, the teacher may request the equivalent of up to one day of preparation time. **ARTICLE IX-A, SECTION 2.0, Section a**

END OF YEAR PROCEDURES

It is always a good practice to notify staff in writing of the procedures and deadlines for turning in roll books/ registers, assessments, keys, and other items. It is also advisable to inform the staff of the expectations for securing equipment and preparing their rooms for summer cleaning. For secondary schools, many administrators schedule a date prior to the last day to review roll books for completeness and correctness.

Summer Reminders



It is important that the public has access to your school site while on “E” basis. The public, parents, US Mail, and delivery trucks need to have access to the school’s office. Here are additional reminders:

Hours:	Regular school office hours (recommended – 8:00 am – 4:30 pm). Hours should be posted on the school’s front entrance.
Phones:	Please make sure phones are answered on a regular basis.
Flags:	Please remember to raise the United States and California flags when the school’s office is open. (Don’t forget to take down the flags at 4:30 pm).
Bells:	Please turn off bells.
Securing Your Campus:	Please plan to meet with your Plant Manager and Buildings and Grounds worker to discuss securing your campus.
Keys:	Make sure that keys are inventoried for ease of reissue in August.
Equipment:	Testing carts need to be secured, iPads powered down and unplugged over the summer to prevent damage. Please be sure to secure all items in locked facilities to prevent possible theft.

Payroll Updates

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Payroll Updates

Contract Pool Teachers

To avoid overpayments, make sure time has been reported for each day that a Contract Pool Teacher has worked at your site. All benefitted time should be reported by Human Resources.

Lump Sum Payment of Differentials

Lump Sum Differentials must be reported at the end of June. For further information or instructions, please refer to [REF-1802.15](#), *Time Reporting Instructions for Lump Sum Payment of Differentials*.

Semi-Annual Certification

Semi- Annual Certifications (SAC) and Multi-Funded Time Reports (MFTR) for the January 1, 2019 through June 30, 2019 period are due soon. Having these forms compiled before you leave for summer break will help ensure that they are completed timely and accurately.

Please refer to [Bul-2643.8](#), *Documentation for Employees Paid from Federal and State Categorical Programs* help clarify time documentation requirements For assistance or further information please contact the following the Accounting Controls and Oversight Branch at (213) 241-2150

M & O Time Reporting for Building & Grounds Employees

Please note that any school site open during the summer session is still responsible for reporting and approving time for their Building and Grounds employees. If your school site is closed for the summer, your respective M & O Area Offices will monitor and report time for school based Building & Ground employees during the summer beginning June 26th until your return from summer break.

Time keepers and approvers for school sites that will be closed for the summer should confer with their Plant Manager or Operations Program Manager (OPM) about the submission of timecards, specifically for employees that are part-time, provisional or on a paid leave. Any custodial payroll issues or questions should be referred to the Complex Project Managers in your area.

Payroll Questions or Issues

Contact Payroll Support Services at (213) 241-2570 between 8:00 am – 4:30 pm Monday – Friday.

Administrator Assurances Form

School Administrators are reminded that they must submit their [Attachment H](#) certification form of Bul-2643.8 to their LD Central Administrator of Operations no later than July 31.

Summer School Sessions



The Extended Learning Opportunity Summer program (ELOS) for elementary and middle schools begins Wednesday, June 19, 2019. Credit Recovery or Core Waiver High School Extended Learning Opportunities begins on Wednesday, June 19, 2019. Extended School Year (ESY) Special Education begin on Wednesday, June 19, 2019.

Summer School principals must complete [Attachment G](#) (Core) or [Attachment I](#) (ELOS) *Summer School Emergency Contact Information Form*, and submit via fax to the Beyond the Bell Branch at (213) 241-7562 by the end of the first day of Summer School.

Emergency Drills, Fire Drills, Earthquake-Emergency Drop Drill and a Lockdown Drill are to be conducted during Summer Sessions.

Please refer to your Summer School Binder for any additional information. If you need further assistance or guidance, feel free to contact Beyond the Bell at (213) 241-7900.



Fiscal Updates

As our fiscal year comes to an end, we continue to remind schools to plan according to cut-off dates published in [MEM-6016.6](#), *2018-2019 Procurement Year-End Closing Timelines*.

In order to ensure that the cost of goods and/or services ordered is posted to the current fiscal year, transactions must have an APPROVED status in the SAP Procurement System by the dates indicated.

TRANSACTION TYPE FOR SCHOOLS AND OFFICES (NON-TITLE I)	Cut-Off Date
P-Card and T-Card Reconciliations**	6/14/2019
Toshiba Ghost Account Reconciliation**	6/14/2019 (Schools) 6/21/2019 (Offices)
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 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)