

Local District Central Friday's Brief

March 29, 2019

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Cesar Chavez Day

Cesar Chavez's influence lives on in people throughout this nation. As educational leaders, we have a unique opportunity to lead and model the work necessary to offer and give a glimpse of possibilities for our students. Thank you for leading and being of service to our communities.

"Cesar Chavez Day", April 1, 2019—A day intended to promote service to the communities in honor of Chavez's life and work. Monday, April 1st is an unassigned day for B, E, and C basis employees. Your Plant Manager and B & G workers are scheduled to work. This would be a great opportunity for extra catch-up assignments.

Olympic Primary Center

Principal Debra Rodriguez of Olympic PC wanted to share this year's Sharing Brings Hope campaign roll out at her school. Ice cream popsicles were given to the classes with 100% of student contributions. The class with the highest donations had an ice cream sundae celebration.



They also have a Jerry Lewis style "OPC shares and brings

hope door" Campaign-a-Thon. Each heart has the name of the donor to our school campaign. Kids are also bringing in extra donations to put a heart with their name on the door that highlights all who are happy to participate and do the right thing for kids! It is a beautiful thing to see people do for kids and those in need



They look forward to helping LD Central stay #1 for year 7 with our campaign at \$900 as of yesterday!! Campaign ahead!



Consolidated Charitable Campaign

The 2019 Consolidated Charitable Campaign is reaching the homestretch. 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. If you 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 Central in making our 2019 CCC Campaign a great success!

Calendar Dates

Principals' Meeting	4/4
Safe Passages	

Reminders

Random Metal Detector Searches

Logs should be emailed every Monday in March by 10:00 am to their respective Local District Operations Coordinator ([Attachment](#)).

Week of Log	Due
March 25-29	April 2

Staff Relations Updates

- Classified Performance Evaluations due May 3, 2019
- 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

Food Services Update—Effective April 1, 2019

To be in compliance with California Department of Education (CDE) requirements, Food Services employees have been utilizing a Personal Activity Report (PAR) to account for time spent in various programs. Effective April 1, 2019, Food Service employees will no longer use the PAR forms.

A new Food Services Timesheet has been created and is available on the Food Services website. Additionally, Food Services has modified the Additional Time/Overtime form as well as the Mileage/Flat Rate form.

Attached are additional details of the [New Time Reporting Process](#) and a [PowerPoint training](#). These training materials along with new and modified forms are available on the Food Service Division website. Please click the link, <https://achieve.lausd.net/Page/1657>, sign in utilizing your single sign on, select "Human Resources," and look under the heading "New Time Reporting Training."

If there are any questions, please contact Food Services at 213-241-2993.



Food Services Meal Program and School Support

Food Services is requesting principals to work with their Area Food Services Supervisor and Food Services Manager to not cancel meal service on minimum days, parent-teacher meeting days, and testing days. This will enable FSD to take care of our most vulnerable students and be financially self-reliant.

Impact of Cancelling Meal Service: On days when breakfast or lunch service is cancelled, several students end up hungry; and on weekends, they may have to wait until Monday to obtain a meal. The cancelling of a meal service also adversely affects FSD's ability to remain fiscally solvent and not encroach on the General Fund. The Cafeteria Fund, which funds all Food Services Programs, is independent of the General Fund and receives its revenues from the United States Department of Agriculture (USDA) and the State of California for the meals served to our students.

Additionally, California Department of Education (CDE) approves each school's meal service times annually. Therefore, cancelling a meal service is a violation of State and Federal regulations.

If you have any questions, please contact me at 213-241-2993 or at manish.singh@lausd.net.

Campus Security During Spring Break

As you prepare your schools for Spring Break, it is important to consider the safety and security of the technology on your campuses ([Attachment](#)).

- ☐ Make sure that storage carts are locked and secured and that the wheel lock is in place.
- ☐ If there are alarmed areas on your campus, use these areas for storage.
- ☐ Double check that alarms are turned on before the closing of school prior to the long week off.



Attend 'til the End

In anticipation of the “spring slide” and the “June slump” in school attendance, it is important to continue sending a *clear, consistent attendance message*, right up to the last week of school. Use every opportunity to deliver the message to students and their families that regular attendance is an expectation. Examples of messaging opportunities are: letters, posters and banners, Blackboard Connect messages, newsletters, parent meetings, school assemblies, P.A. announcements, Coffee with the Principal, attendance bulletin boards and attendance walls.

It is also important to encourage families to ask for assistance if they face barriers to regular attendance, such as transportation issues, job loss, unstable housing arrangements or health concerns. Keep messages positive while mentioning that schools will continue monitoring attendance and contacting parents of students with irregular absences.

School Fiscal Services Updates and Reminders

- **Magnet CSR Teacher funded in program 10989**

The questionnaire sent to magnet sites who were allocated a CSR teacher funded by program 10989 based on the 2019-20 norm tables is intended to gauge a school's capacity to create another class for the CSR teacher. For 2019-20 ECAST, magnet program capacities had already been lowered for all programs to keep them at the same number of teachers they had based on the 2018-19 norm tables. Student Integration does not add additional teachers to magnet programs unless there is verification that they have the facilities to do so.



- ◇ If a school wants to hire the CSR teacher and have classroom availability for the extra class, then Student Integration will increase the current capacity so the magnet program can enroll additional students to, ideally, have a full class for the extra teacher.
- ◇ If a school does not want to hire the CSR teacher or does not have the classroom availability for the extra class, then Student Integration will keep the current capacity so the magnet program will enroll only the students necessary to generate the existing number of norm teachers.

- **Community Representatives and School Supervision Aides** letter from Personnel Commission ([Attached](#))

- **TRANSACTION FOR SCHOOLS AND OFFICES (NON-TITLE I) Cut-Off Date:**

- ◇ Shopping Cart for Non-Stock Purchases – \$92,601 to 250,000* 4/1/2019
- ◇ Shopping Cart for Non-Stock Purchases – 25,001 to \$92,601 5/2/2019
- ◇ P-Card and T-Card Purchases 5/6/2019
- ◇ Imprest Fund Claim Reimbursement Request 5/6/19

- **Purchase Orders:** Please continue to process receivers for POs as soon as you receive good/services to ensure that all receivers are processed in a timely manner and all purchase orders are charged to the current fiscal year. All technology purchases out of Title I funds (7S046) must be received by May 6, please plan accordingly.