

Local District Central Friday's Brief

February 15, 2019

Volume 6, Issue 5



Administrator Certification-Spring 2019

The Administrator Certification for Spring 2019 has changed. At this time, administrators are required to certify for:

- Employee Safety Seal Program
- Cal/OSHA Form 300A

Administrator Certification deadline is March 15, 2019.

Safe Passages

Safe Passages addresses safety concerns around the immediate perimeter of the school, specifically an hour before and after school.

Your active involvement is important in continuing the effective collaboration with

LAPD, LASPD, and other community stakeholders, including city council members' offices. Please refer to the chart for this month's Safe Passages meeting. If you have any questions or concerns, please feel free to contact Ricardo L. Lopez at (213) 241-0167. We look forward to seeing you there.

2/21/19	Division	Time	Location
	Newton	9:00 am-10:00 am	Newton Police Station
	Northeast	9:00 am-10:00 am	Northeast Police station
	Olympic	11:00 am – 12:00 pm	Olympic Police Station
	Rampart	11:00 am – 12:00 pm	Esperanza ES-MPR (New Location)

Teacher of the Year Nominations

All stakeholders are invited to nominate teachers with at least eight years of teaching experience in the District for the **LAUSD Teacher of the Year Program**. The Teacher of the Year (TOY) Program honors stellar teachers with a strong commitment to their students, school and community. Nominations will be accepted through February 22, 2019.

For questions or additional details, contact Brandi Brookens, Teacher Quality Specialist at brandi.brookens@lausd.net. To submit a nomination, please visit: <http://tinyurl.com/lausdtoy>.

Consolidated Charitable Campaign



The 2019 Consolidated Charitable Campaign (CCC) is off to a great start! We continue to support the school sites by offering a Coordinators' Training in the areas of Northeast, Metro, South regions of Local District Central. Training dates are as follows:

Area	Date/Time	Location
South	February 28, 2pm-3pm	Nava LC
Northeast	March 1, 2pm-3pm	Riordan PC
Metro	March 4, 2pm-3pm	Los Angeles ES

Please make every effort to attend one of the CCC trainings. We will be reviewing valuable information such as the campaign information, school site implementation, best practices for fundraising and CCC materials. You can also request additional CCC materials at the trainings. A bit.ly link has been emailed to principals to identify the school's CCC

Coordinator. **Please identify your coordinator no later than Friday, February 22nd**. If you have any questions regarding the Campaign, please do not hesitate to contact your LD Central CCC Coordinators Nidia San Jose at 213-241-1934 or Ricardo Lopez at (213)241-0137.

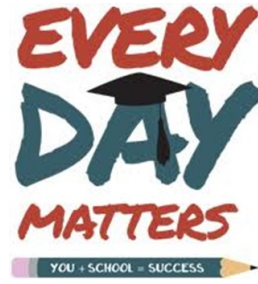
Remember, sharing brings hope!



Calendar Dates

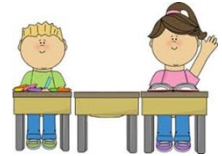
President's Day	2/18
Principals' Meeting	2/20
Safe Passages Newton 9:00am Northeast 9:00am Olympic 11:00am Rampart 11:00am	2/21
Assistant Principals' Meeting	2/27
Principals Meeting *Am Session Elementary *PM Session Secondary	2/28

Attendance



In LAUSD, chronic absenteeism is defined as missing 15 or more days of school (an attendance rate of 91% or less) in an academic year. This applies to any absence, whether excused or unexcused. A compelling body of research demonstrates that chronic absenteeism is the primary reason for a student's low academic performance and it is also a reliable predictor of which students will drop out of school. The District's goal is for all students to attend school 96% of the time or higher (missing 7 days or less per academic school year).

On March 7, 2019, LD Central's Pupil Services will be host an in-service, "Working with Chronically Absent Students." The in-service will address the following:



- How to address chronic absenteeism
- Strategies to improve attendance
- Overview of intensive case management
- Overview of SART & SARB procedures

School leaders without a PSA Counselor are strongly encouraged to attend!

DATE: Thursday, March 7, 2019
TIME: 8:30 a.m. – 11:00 a.m.
LOCATION: Lanterman High School
 2328 St. James Pl., Los Angeles, 90007
PARKING: St. James Place/23rd Street

Please **RSVP** by 3/5/19 to Rafael.rubalcava@lausd.net. Call **213-241-0162** for additional information.

2018 Graduation Caps, Tassels and Gowns

Reference guide [REF-6484.4](#) provides policies and procedures for schools to order District provided "rental" graduation caps, tassels and gowns. The reference guide also lists procedures for students to purchase caps, tassels and gowns as "keepsakes." The procedures contained in this reference guide only apply to schools for the 2018-2019 school year.

Mid-Year Warning of Possible Below Standard Evaluation

Employees who might receive an overall Below Standard Evaluation should be given sufficient advance notice. Administrators are not only to provide written recommendations and assistance for improvement through written conference memos but should also include warning as to the consequences of failure to improve. Such notice is to be given with sufficient time for the employee to implement the assistance provided. See [Attachment](#), Administrative Task Calendar, and remember to contact your Staff Relations Field Director if you are working with a teacher who may receive a Below Standard Evaluation.

Evaluations: Classified Personnel

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

Budget Updates

Budget Development is soon approaching . Details will become available in the next few weeks. Budget Development training dates, as well as, a technical assistance session have been scheduled for LD Central schools . Please see [attached](#) flier to register.

- ◆ Tentative timelines and the necessary documents for school budget development process:
 - * February 25, 2019 – Estimated Rate Sheets (Shopping list will be posted to School Fiscal Services Branch’s website: <https://achieve.lausd.net/Page/794>)
 - * March 5, 2019 – Carryover memo will be published
 - * March 13, 2019 – Allocation letters will be sent to school principals and School Front End (SFE) budget system will be available use
 - * April 10, 2019 – SFE budget system will be close on this day at 5:00 pm
 - * It is imperative that pertinent school staff involved in the budget development process be available during this period and all applicable documents are ready, complete and brought to the budget session appointment.
- ◆ The General Fund Program (13027) will carry over into the 2019-20 school year.
- ◆ The purchase of Technology/Equipment must be ordered and received by May 6, 2019. Please plan accordingly.
- ◆ Schools with funds in pending distribution in any program should be submitting budget adjustments within next few weeks in order to ensure that they will be able to access the funds. Please take into account that during budget development all staff will be focusing on FY-2019-20 and budget adjustments for the current year will take longer to process.
- ◆ If you have not yet done so, please submit your December Impress reconciliation report as soon as possible. The next quarterly report will be due on April 20th.
- ◆ 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.