

Local District Central Friday's Brief

March 1, 2019

Volume 6, Issue 7



2019 Spring Child Abuse Training



Effective January 2, 2019, LAUSD employees (including substitutes) are not required to complete the Spring Child Abuse Awareness Training. Schools and offices are not required to comply with the CAAT spring online certification in the Principal's Portal. The Division of District Operations and the Child Abuse Awareness Training websites have been updated with this information. Please

refer to [MEM-6338.5](#) for more information.

Spring On-Line Administrator Certification

MEM-6128.7, *Administrator Certification Online System—2018-2019 For Schools and Offices* is now available. It reflects the new certification requirement for the spring semester. Schools and offices only need to certify two items of the Administrator Certification by March 15, 2019. They are:

- Employee Safety seal Program (Schools Only)
- OSHA form 300 A Posting

Random Metal Detector Searches

This is a reminder that Random Metal Detector Searches are to be conducted daily at all secondary schools. Certification of the Random Weapons Searches is required monthly. A Review Process to ensure consistency with the implementation is to occur each semester. All secondary schools must participate in the review process.

Local District Central will begin collecting Attachment A of the Administrative Search Bulletin for the next 4 consecutive Mondays ([Attachment](#)). Please refer to the table for weeks and due dates.

Week of Log	Due
March 4-8	March 11
March 11-15	March 18
March 18-22	March 25
March 25-29	April 1

Logs should be emailed every Monday by 10:00 am to their respective Local District Operations Coordinator.

Consolidated Charitable Campaign



Local District Central hosted two Consolidated Charitable Campaign Kick-off meetings this week for the 2019 *Sharing Brings Hope*. The School Site Coordinators received information about organizing the campaign, communicating about the importance of the services provided through our charities, the student materials, and the payroll giving card.



If your school has not signed up, there is still time register for the last training (see table) using the following link:

<http://bit.ly/March4LAElem>

Thank you for your combined efforts in supporting students and families across our local district through the *Sharing Bring Hope* Campaign.

Please do not hesitate to reach out to us: Michelle Gorsuch (michelle.gorsuch@lausd.net), Nidia San Jose (nidia.sanjose@lausd.net) or Ricardo Lopez (ricardo.l.lopez@lausd.net).

Area	Date/Time	Location
Metro	March 4 2pm-3pm	Los Angeles ES

Calendar Dates

CCC Coordinator Training Metro Area	3/4
Principals' Meeting	3/20
Assistant Principals' Operations Meeting	3/21
Assistant Principals' Meeting	3/27
SAA Meeting	3/28

Reminders

Chemical Safety Coordinator Training

4:00 pm to 5:30 pm

West March 14	Wright MS (Auditorium)
North March 20	Monroe HS (MPR)
South March 7	Gardena HS (Social Hall)
Central & East March 21	Cortines VPA (Faculty Dining)

Campus Aide Training

Please refer to [Attachment](#) for the upcoming Campus Aide Training in March. This training is only required for Campus Aides who work more than 20 hours per week in their assignment and have not previously completed the training. Campus Aides participants may register for the following session:
March 27, 28, 29, 2019.

School Fiscal Services Updates and Reminders

- Thanks to all schools that have signed up for BD Training next week. We are looking forward to seeing you!
- Budget Development for FY- 2019 will take place from March 20– April 12.
- Budget Development appointment notification letters are scheduled to go out to Principals by email on **Monday, March 11.**
- Please take into account that during budget development all staff will be focused on FY-2020 budget adjustments for the current year therefore, budget adjustment requests will take longer to process.
- If you have not yet done so, please submit your December Imprest reconciliation report as soon as possible. The next quarterly report will be due on April 25th.
- Submit a Budget Adjustment Request for Title I (75046) funds that are still in the pending distribution commitment line.
- 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 (75046) must be received by May 6, please plan accordingly.
- Procurement Cut-off Dates – [MEM-6016.6](#)



Crossing Guard Job Opportunity

The City of Los Angeles Department of Transportation is accepting applications for Crossing Guards beginning February 20th through March 8th, 2019. Crossing Guards help ensure that children travel to and from school safely. See [attached](#) flyer for more information.

2019-2020 Student Board Member Application

High school principals are asked to share the [attached 2019-2020 Student Board Member flyer and application](#). This is an amazing leadership opportunity and we want to make sure that all eligible students are aware.



4th and 5th Grade Storytelling Contest

Students are invited to write a short story about an adult, teacher, or mentor that has made a difference in their life. Up to 10 grand prize winners will be selected for a short film production and up to 10 honorable mention winners will be selected for recognition. The Deadline for story submission is **Friday, March 29, 2019**. Please see [attached](#) flyer for more information.

Staff Relations Update



All LD Central administrators are encouraged to contact their Staff Relations Field Director or their Senior HR Representative directly when contractual or discipline issues arise with their staff. Please contact your Field Director regarding UTLA or AALA matters: Juan Alfayate, Staff Relations Field Director (213) 241-0184 / jalfayat@lausd.net or your Senior HR Representative for Unit D (clerical staff) and for Units B, F, G and S (paraprofessional, campus supervision employees, and the SAA): Chrysanthemum (Chrys) Nguyen, Senior Human Resources Representative, (213) 241-6056/c.nguyen@lausd.net

Attendance Knowledge is Powerful

Accurate attendance is the best, put your knowledge to the test!

Below are common questions and misconceptions that are asked when responding to school sites.

De-mystifying common myths is essential to ensuring all attendance stakeholders (teachers, faculty, office staff, parents, students) understand attendance taking protocol, procedures, and outcomes. Test your knowledge on key attendance taking practices that affect areas of attendance accuracy.

Answer the questions below about attendance facts and common myths.

ATTENDANCE KNOWLEDGE TEST

1. If a student's attendance does not get submitted in MiSiS, the student is counted as
 - a. Present
 - b. Absent
 - c. Neither
2. If a student is Absent from school due to illness, and a parent note is submitted to explain why the student was absent, the appropriate reason code for the absence is
 - b. 1M
 - c. 1P
 - d. 2
 - e. 5
3. In 2018-19, the dollar amount for Average Daily Attendance (ADA), payable to LAUSD for students present to school is
 - a. \$33.70
 - b. \$68.06
 - c. \$49.11
 - d. \$72.05
4. True or False: Schools receive ADA reimbursement if a student's absence is excused with a doctor's note.
 - a. T or F
5. True or False: A student who is absent for ten consecutive days should be automatically checked out of school.
 - a. T or F
6. True or False: Three tardies equals one absence.
 - a. T or F
7. LAUSD is currently striving to achieve ____% (or more) of students with excellent attendance in 2018-19.
 - a. 75
 - b. 79
 - c. 70
 - d. 77
8. LAUSD is currently striving to achieve ____% (or less) of students Chronically Absent in 2018-19.
 - a. 9
 - b. 10
 - c. 8
 - d. 11



[For Answers](#)