

Friday Operation's Brief



LOCAL DISTRICT CENTRAL

Volume 7, Issue 29

May 1, 2020

National School Principals' Day



Happy National School Principals' Day! In almost every high school movie you see, the principal is portrayed as the chief villain or buffoon. National School Principal's Day sets out to change this perception and raise awareness of how important the school principal is to a school. What most people don't realize is that the Principal's day begins long before the first bell rings and ends long after the students and teachers go home. Throughout the day, principals are thinking about how to make life better for their students. We honor our hard working principals in Local District Central and thank you for the hard work you do each day to support you school communities. The school is the heart of the community and you are the heart of the school. Thank you from the bottom of our hearts!

Outgoing Mail Procedures

As a reminder, the mail unit is not distributing or picking up any mail. However, if you have any outgoing mail, you may drop off your mail at Lanterman HS, 2328 St. James Place, 90007. Please enter on the back side of campus next to the Mt. Saint Mary's kiosk. Park on the track. Next to the flagpole is a cart with empty boxes for you to drop off your outgoing mail. Mail will be taken at 11:30 am each day to the Beaudry Mail Unit. Any mail dropped off after 11:30 am will be taken to the Beaudry mail unit the following day.

It is very important that you prepare the outgoing mail properly, or the Mail Unit will not send. All envelopes must be completely sealed. If the envelope has a metal clasp, the clasp must be covered with packing tape. Every package needs both a send to address and return address. Mail Unit will not send mail without a return address. Also, do not use LAUSD interoffice mail envelopes (the ones with the holes in it) for US Mail. They will not accept it. Please refer to the [Mail Unit User Guide](#) before sending outgoing mail so that you can be sure it gets sent.

Thank you!

On-line Bell Schedule

The 2020-21 Online Bell Schedule system is now available to schools. Schools may access the system by typing principalportal.lausd.net or bellschedule.lausd.net in the URL. Currently, the system defaults to school year 2019-20. Schools can change the school year by clicking on the down arrow in the school year field and selecting 2020-21. I have already requested ITD to change the default school year to 2020-21. If schools need assistance on the bell schedule, they can email Betty betty.chong@lausd.net or aileen.santos@lausd.net.

The Bell Schedule and Waiver timeline remains the same. Please hold a meeting via Zoom to obtain the vote of the three groups that need to sign off on the waiver as you have been doing for SSC and BAC. We also suggest that you use an anonymous ballot procedure just as you would when you hold a vote for the teachers. The district references having a 72 -hour notice for these meetings, advertising them the way you normally would advertise for a meeting



Thank you to all the directors and school administrators who afforded us time in this week's Zoom meeting agenda. We're thrilled that LD Central is ending this re-base year with almost every school at or near 100% submission. *Our goal now is to ensure that every Local District Central school reaches 100%.* Failure to reach this goal could potentially result in the loss of millions of dollars of state funding to LAUSD.

Should you have a question or need additional support please reach out to your assigned More Than a Meal liaison—

May Arakaki (marakaki@lausd.net) or Maria Martinez (m.s.martinez@lausd.net)

Attendance Updates

As we strive to increase student and family engagement at all levels, we will continue to share creative ways and best practices from our school sites and fellow education champions.



Best Practices to Increase Participation in Distance Learning

Attention School Leaders, please find attached two reader-friendly articles to share with your teachers on boosting participation when conducting online meetings. In summary, they highlight the following fun and concrete examples:

- ◇ Know your audience
- ◇ Notice each student as they enter the “digital classroom”
- ◇ Offer compliments on profile picture or of their bedroom
- ◇ Ask about siblings
- ◇ Bring a pet or stuffed animal to share
- ◇ Create opportunities for “participation” through chat boxes and surveys
- ◇ Ask provocative questions to peak interest
- ◇ Scale back on content
- ◇ Do all you can to ensure sessions are not digital disasters
- ◇ Have a clear agenda and stick to it
- ◇ Invite specific students with a personal email
- ◇ Reframe the meeting from “help” to “peer feedback”
- ◇ Make it a social hour with trivia
- ◇ Keep the lessons short and sweet

[Tips for Teaching Live Lessons - Bill Ferriter](#)

[5 Ways to Boost Attendance in Virtual Meetings - John Spencer](#)

Enrollment Tips 2020-2021

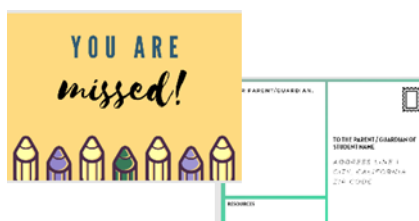
Thank you **Nava College Preparatory Academy** for sharing one of the tools you have created to inform families about enrollment procedures for the upcoming school year.

[English Enrollment Flyer](#)

[Spanish Enrollment Flyer](#)

Tips and Resources to Stay Connected

In support of your tireless efforts, we have compiled a few templates and samples of post cards and letters you can access to stay connected to your students and families. Thanks again to Ms. Naggar from NCPA, for sharing!



[Stay Connected](#)

[Virtual Learning Parent Letter](#)

[Post Card PD](#)

[Canva to create Post Cards](#)

For additional questions or support you may contact our LD Central PSA team:

Leilani Morales, Coordinator: lxm8995@lausd.net

Rafael Rubalcava, Specialist: rafael.rubalcava@lausd.net

Chan Paulino, Lead Counselor: chan.paulino@lausd.net

Omar Maynez, Lead Counselor: omar.maynes@lausd.net

Rebecca Mena, SARB Chair: ram9788@lausd.net

School Mental Health Updates

PSW Work Highlights

We currently have 64 Psychiatric Social Workers (PSWs) across LD Central. They are adapting to remote working and have been supporting their school communities in a variety of creative virtual ways. This week I want to highlight Newsletters that Hooper Ave PSW Tina Ying and Ramon A. Cortines VAPA PSW, Laura Travnitz have been creating on a weekly basis with the help of their Master of Social Work interns. Ms. Ying also collaborates with Hooper School Psychologist and School Nurse in contributing wellness articles. Another reason I wanted to highlight their newsletters is because they cover strategies and positive coping skills that will help all of us, students, parents, teachers, administrators get through this global crisis. I think we can all will benefit from their newsletters this week. Ms. Ying posts her Hooper Wellness Newsletter in her Google Classroom and Ms. Travnitz shares it on the Roman A. Cortines VAPA Schoology page. Please click on title to read full versions of their newsletters. They are both quick and easy to reads. Cortines VAPA even has recipes and encourages to be mindful when we are eating.

[Excerpt from Cortines VAPA Mindfulness Newsletter:](#)

Why Mindfulness? We talk about mindfulness a lot at VAPA and there is good reason for that! Scientific studies have shown that practicing guided meditation and other relaxation exercises regularly can truly result in positive changes in our lives. Here are just some of the reasons we think mindfulness is the bomb:

- Mindfulness actually rewires your brain to help you learn and remember things
- Mindfulness triggers the brain to produce new cells which helps to fight stress
- Mindfulness improves our ability to focus and make decisions
- Mindfulness boosts creativity and problem solving
- Mindfulness helps build compassion



[Excerpt from the Hooper Wellness Newsletter:](#)

Mindful Moment with Ms. Ying

Balloon Breaths

There are 2 types of breathing: *chest breathing* and *belly breathing*. *Chest breathing* is taking shallow breaths and not a whole lot of air gets into our lungs. This can make our bodies tense when we are under stress and can increase feelings of anxiety. When we use *belly breathing*, or **balloon breaths**, we use our diaphragm (a muscle between our chest and abdomen), which allows us to take much deeper breaths and help us to feel calmer, more relaxed and less stressed. So let's practice taking some balloon breaths:

1. Think of your belly as a **balloon**.
2. Put your hand on your belly to feel it rise and fall.
3. Take a deep breath in through your nose to fill your balloon.
4. Hold your breath for 2 seconds.
5. Breath out through your mouth, as if you are deflating the balloon.
6. Repeat this breathing at least 5 times.



Restorative Justice: Community Building

"There is no power for change greater than a **community** discovering what it cares about." -Margaret J. Wheatley

Shout out to the following LD Central schools that have shared the community building restorative practices they are using during this quarantine period:

- **Aldama Elementary School**, for using check-ins during faculty meetings and with students!
- **Annandale Elementary**, for providing teachers with restorative practices resources in Schoology!
- **Arroyo Seco Museum Science Magnet**, for having virtual circles with teachers and TAs!
- **Barak Obama Global Preparation Academy**, for using check-ins, making posters with affective statements, and posting words of encouragement on their marquee!
- **Benjamin Franklin High School**, for providing social-emotional support for staff and students!
- **Clifford Math & Technology Magnet**, for staff discussing social-emotional learning strategies and reviewing Second Step curriculum with staff!
- **Dahlia Heights Elementary**, for creating weekly themed circles!
- **Dorris Place Elementary School**, for teachers utilizing the resource entitled, Virtual Classroom Community Building Circles, which can be found in the Positive Behavior Intervention and Support/Restorative Practices Schoology group!
- **Dr. Julian Nava Learning Academy**, for promoting fitness by using lessons integrated with physical education, restorative practices, and social-emotional learning!
- **Dr. Maya Angelou Community High School**, for using opening warm-ups and check-ins with the whole junior class via Zoom!
- **Eagle Rock Junior/Senior High School**, for using weekly check-in and reflection logs for students and adults!
- **Highland Park Continuation High School**, for using mindfulness, meditation, circles, and check-ins during faculty meetings!
- **Lexington Avenue Primary Center**, for having a restorative practices professional development, and using check-ins with students and parents!
- **Lockwood Avenue Elementary**, for using check-ins with students!
- **Logan Academy of Global Ecology**, for watching a video clip from an NEA Today article entitled, Social-Emotional Learning Should Be Priority During Covid-19 Crisis, and discussed the importance of being trauma-informed, especially at this time!
- **Sal Castro Middle School**, for using check-ins with staff during faculty meetings; and with students and parents!
- **Ricardo Lizarraga Elementary**, for using check-ins with students via Zoom!
- **RFK Los Angeles High School of the Arts**, for using check-ins with students and parents!
- **RFK School for the Visual Arts and Humanities**, for using check-ins with students and parents!
- **Roybal Learning Center**, for maintaining connections with students via phone, Zoom, and Schoology; and conducting check-ins during Advisory!
- **Wadsworth Elementary**, for using check-ins with students via Zoom!
- **Yorkdale Elementary School**, for using check-ins!

*If your school is using restorative practices with staff, teachers, students, and/or parents: please let us know!

**Please reach out to your RJTA and check Schoology for Restorative Practices and Positive Behavior Intervention and Support resources.

"The greatness of a **community** is most accurately measured by the compassionate actions of its members."
-Coretta Scott King

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Parent Unit Updates

LD Central "Town Hall" webinars will begin next week. Your school communities are invited to attend to hear informational updates and an overview on: Remote Learning, Graduation, Summer School, Health and Wellness, Community Resources. Please post flyers on your website and promote and encourage parents, parent volunteers, SSC and ELAC parent members to attend and hear directly from you directors and LD Central team. If you have any questions contact Theresa Arreguin at 213-225-9512

Monday, May 4, 2020 at 6:00 pm <https://lausd.zoom.us/j/93139337842> - Webinar Meeting ID: 93139337842

Elementary, Primary Schools & EEC: Aldama, Annandale, Buchanan, Bushnell Way, Dahlia Heights, Delevan Drive, Dorris Pl., Eagle Rock, Garvanza, Monte Vista, Riordan, Rockdale, San Pascual, Yorkdale, Allesandro, Aragon, Atwater, Clifford, Elysian Heights, Fletcher Dr., Franklin, Glassell, Glenfeliz, Ivanhoe, Lexington, Los Feliz, Mayberry, Mt. Washington, Toland Way, Glassell EEC, Glenfeliz EEC, Logan EEC, Meridian EEC, Monte Vista EEC

Middle Schools & SPAN Schools: Arroyo Seco, Burbank, Irving, Logan

High Schools: Eagle Rock MS/HS, Franklin, Highland Park, Sotomayor

Wednesday, May 6, 2020 at 6:00 pm <https://lausd.zoom.us/j/95883818299> - Webinar Meeting ID: 958 83818299

Elementary, Primary Schools & EEC: 10th St., Esperanza, Hoover, MacArthur Park, Mariposa Nabi, Olympic PC, Plascencia, Politi, Union Ave., Alexandria, Cahuenga, Commonwealth, Dayton Heights, Del Olmo, LaFayette, Lockwood, Micheltorena, Sammy Lee, White, 9th St., Castelar, Gratts, Lake St., Los Angeles, Magnolia, Rosemont, Salvin, Alexandria EEC, Castelar EEC, Cruz EEC, Dayton EEC, Gratts EEC, Rosemont EEC

Middle Schools & SPAN Schools: King MS, Virgil, Berendo, Castro, Liechty, Kim Academy, 32nd St.

High Schools: Robert F. Kennedy Schools: ASGE-ASGL-LAHSA-NOW ACADEMY-SVAH-UCLA CS, Cortines, YOKA, Marshall, Roybal, Widney, Central/Tri-C, Contreras Complex: Academic Leadership Community; Business and Tourism; School of Global Studies, Kahlo, DMHS, McAlister, Newmark, Belmont, Lanterman

Monday, May 11, 2020 at 6:00 pm <https://lausd.zoom.us/j/94660361678> - Webinar Meeting ID: 946 6036 1678

Elementary, Primary Schools & EEC: 24th St., 49th St., Ascot, Aurora, Estrella, Harmony, Jones, Jones PC, LaMotte, Mack, Main St., MLK Jr., Nevin, Normandie, Sally Ride, Wadsworth, Weemes, 20th St., 28th St., Alexander Science, Hobart, Hooper, Huerta, Lizarraga, Maple PC, Menlo, Norwood, San Pedro, Trinity, Vermont, West Vernon, 24th St. EEC, 28th St. EEC, 37th St. EEC, Estrella EEC, Hobart EEC, Hooper EEC, Normandie EEC, Trinity EEC Wadsworth EEC, Roberti EEC

Middle Schools & SPAN Schools: Adams, Carver, Clinton, Foshay Span, Julian Nava, Los Angeles Academy, Obama

High Schools: Orthopaedic, West Adams Preparatory., Santee, Early College, Jefferson, Manual Arts, Maya Angelou, Nava Preparatory

The event format is a webinar and will include LD Central Directors as Hosts of the events for their network of schools. The topics for the presentation will include:

- Remote Learning
- Graduation
- Summer School
- Health and Wellness

Community Resources

In addition, Mr. Roberto Martinez, Superintendent and the LD Central Team including Instruction, Operations, Special Education, Parent and Community Engagement and Directors will engage in a Q & A at the end of the presentation.

The format for the event will be a webinar and it will be presented in English with Spanish translation available during the event.

iFoster Partners with LAUSD to serve Foster Youth

iFoster is a national non-profit with over 40,000 members across all 50 states and an estimated 500 new members join iFoster every month. iFoster's mission is to ensure that every child growing up outside of their biological home has the resources and opportunities they need to become successful, independent adults.

Over 40,000 foster youth in California can no longer attend school, visit with their social workers, therapists and extended family. iFoster has identified that the #1 need reported by foster youth during the COVID-19 crisis is the inability to communicate due to a lack of technology. Over 5,000 devices have been delivered to California's foster youth over the past three weeks. So, we are excited that iFoster and LAUSD are partnering to address the need of the over 800 foster youth in LAUSD that do not have access to technology. Within LD Central, 62 foster youth are in need of either laptops or hot spots. Student Support Programs is providing iFoster with the information on the foster youth across the district who still need devices, with a priority on serving high school students. It is our hope that this need will be met in the next month. Thank you to iFoster for your support of our most vulnerable population!!



STAYING CONNECTED *While Working From Home* **Visit: oelausd.us**

Now that many of our employees are working from home, it is important that we all stay informed, are best prepared to work remotely, and have access to useful resources. The Personnel Commission is pleased to announce the launch of the "[Staying Connected](http://oelausd.us)" site, which has been set-up to provide information and guides for LAUSD classified employees during this unprecedented time. We invite you to visit and learn more about:

- Resources for Working From Home
- Employee Health and Well-Being
- Financial Resources
- Creative Activities to Try in your Spare Time
- LAUSD Updates and Resources

Reminders

Fiscal Updates

To ensure that the cost of goods and/or services ordered is posted to the current fiscal year (2019-2020), transactions must have an APPROVED status in the SAP Procurement System by the dates indicated below:

Cut-off Dates For All SAP Transactions:

Low Value Purchase Orders for Goods/Services – Up to \$25,000	5/8/2020 (8:00 pm)
P-Card and T-Card Purchases	5/21/2020
P-Card and T-Card Reconciliations**	6/12/2020
Toshiba Ghost Account Reconciliation**	6/12/2020 (Schools) 6/19/2020 (Offices)
Shopping Cart for Book and Instructional Materials Orders	5/20/2020
Shopping Cart for Book Orders - State Adopted	5/20/2020
Shopping Cart (Store Transfer Order) – Regular Warehouse Deliveries	6/19/2020 (8:00 pm)

Reminders

Technology Distribution Updates

Principal's Portal Updates

Thank you all for your efforts to update your "Device Distribution Progress" within the Principal's Portal. As a reminder, principals may continue to update their responses as progress is made in distributing devices into the hands of students. The information gathered by your responses has been critical as this allows our local district superintendents, directors, and team members to access real time data on your schools' progress and needs. Please review the following list of "housekeeping" items:

- Please include your distribution schedule.
- Continue to update your device distribution quantities so we may know how many students have received a district device.
- If you have already received your device delivery from the District please update your need to "0". Should your device need increase you may update the quantity, however, please e-mail us so that we can inform the project team of the change.
- Please use the IT Asset Management system for the checkout of devices to students. If you are unable to access the system you may request access for Instructional Device Manager (IDM) by following the process outlined in the following link. Should your school be unable to use the IT Asset Management system please keep track of device distribution on a spreadsheet and include student name, student ID, and device serial number/LAUSD asset tag information. It is imperative that you keep track of your assets.

Hot Spot Requests

Schools may continue requesting hotspots for students without home internet. If your students need a hotspot please submit a Request for Wi-Fi Hotspots online. To help ensure we get you the hotspots as soon as possible please follow the below list of instructions.

- Visit the above link and select the option for "Request for Wi-Fi Hotspots"
- Download, complete, and upload the Hotspot Request Template, which will require:
 - ◇ Student ID
 - ◇ Student Name
 - ◇ Grade
 - ◇ Student Address
- Enter the Quantity needed
- Select the School Site to which hotspots will be delivered
- Provide your name and best phone number to reach you
- Provide the days and hours someone is regularly on-site and able to accept delivery
- Make sure to attach the file to the work order. If there is no file, it may cause delays
- **Important Note:** Each mobile hotspot can support at least five (5) connections so we are limiting one device per household as we have a the limited quantity of hotspots currently available.

For additional IT-related support you may visit the ITD Homepage which is updated constantly for available resources.

Campus Aide Vacancies



We, at Local District Central, want to be able to support you in ensuring that all of your campus aide vacancies are filled in a timely manner. If at any time you create a vacancy for any reason, please email Tony Cortez at tony.cortez@lausd.net.