

# Friday Operation's Brief



LOCAL DISTRICT CENTRAL

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## School Closure Week #10 Update



We are now beginning to transition from working remotely, to working at our worksites. As we transition, keep in mind that the safety of staff and students is of utmost importance. Please ensure to follow the guidance the Department of Public Health has provided by following social distancing protocols, wearing masks, and washing our hands frequently. All safety protocols must be fully observed when visiting District sites. Effective Monday, May 18, all custodial staff that are currently working on a rotational basis are expected to report to worksite for their regular shift.

This past week you received an email from Ms. Landazuri regarding enrollment for the upcoming 2020-2021 school year. We are asking School leaders are asked to communicate directly with their families to inform them of school office hours, and school contact information. Please update your website to reflect your current office hours and contact information. Please refer to the sample parent letters that were included in the email.

We want to commend all of our school leaders who have been in constant communication with students, parents and staff. Thank you for the amazing work you are doing in these difficult times! Stay safe and strong!

## Update: Rubric of Implementation Spring 2020

Due to the unforeseen circumstances plaguing our nation, there is no expectation for Local District School Operations Coordinators (SOC) and/or school site principals or designees to complete the Spring 2020 ROI process.



- ♦ SOC's will not conduct any school site visits, nor review any ROI scores.
- ♦ SOC's will not submit and upload any ROI scores in DFP-ROI online system.
- ♦ School site principals or designees will not be responsible for maintaining or uploading documentation for ROI scoring in the DFP-ROI online system for the Spring semester.

Tools and practical resources to support teaching and learning in the virtual classroom, including Positive Behavior Interventions and Supports/Restorative Practices (PBIS/RP) are available in the PBIS/RP Schoology group and our website [https://achieve.lausd.net/PBIS\\_RP](https://achieve.lausd.net/PBIS_RP). As we prepare for the 2020-21 school year, whether virtually, and/or in-person, use of PBIS/RP will be essential to fostering safe, healthy, welcoming, and affirming school communities and classrooms. We will continue to develop and share tools and resources to support all educators. If you have questions or need additional information or support, please contact Laura Zeff at [laura.zeff@lausd.net](mailto:laura.zeff@lausd.net) or Paul Gonzales at [pdg7170@lausd.net](mailto:pdg7170@lausd.net).



The 2020-2021 Household Income Forms are now ready for all CEP schools. **There will be contactless pick-up conducted at Lanterman on Wednesday, May 20, between 9:00 a.m. and 12:00 noon.** Please advise your school representative to drive in on the track. May Arakaki and Maria Martinez will be in the lunch pavilion area. They will bring your school's packet to the car and place it either in the trunk or through the open rear passenger window, whatever location the driver indicates.



## Spotlighting Our Schools

### Inspiration from Frida Kahlo High School



The Student Support Program is celebrating National Foster Care Month by encouraging our school sites to create awareness by sharing the logo in their newsletters and messages home to our families. As people everywhere grapple with the changes to our way of life driven by the ongoing pandemic, DCFS has been leading the effort to highlight the dangers vulnerable children face during this time.

While staying home helps our community combat the COVID-19 virus, it also means that children are out of the line of sight of mandated reporters like teachers, counselors and medical personnel.

In fact, the Child Protection Hotline has seen a decrease in calls of up to 50 percent in recent weeks, amplifying the concern for children's safety.

The department has conducted a robust public outreach campaign calling on the community to help by reporting instances of potential abuse or neglect to the hotline.

Please remember the importance of being vigilant as you observe your students in classroom Zoom settings or when you call home.

## 2020-2021 Student Pre-Enrollment

District school closures have required school teams to create alternate procedures for the 2020-2021 enrollment. Although some schools have already established a procedure, Local District Central would like to offer the options listed in the attachment, [Enrollment Procedures LD Central 2020-2021](#), to ensure the safety of our employees and families. In addition to these options, school leaders are encouraged to:



1. Send current families a letter informing them of school's alternate enrollment procedures. (Sample Elementary Letter in Schoology) Once your letters are ready, drop them off at Lanterman for delivery to Mail Unit.
2. Send families of incoming middle and high school students letter of alternate enrollment procedures. (Middle School and High School Sample Letter in Schoology) Incoming student information has "rolled over" in MiSiS. Once your letters are ready, drop them off at Lanterman for delivery to Mail Unit.
3. For students matriculating from Elementary to Middle School and Middle to High School, contact feeder school principals to inform them of your enrollment procedures and how parents can best contact the school.
4. Post on school website application forms and school office hours for enrollment processing by appointment.
5. Use Banners and/or Posters to inform your community of your office hours, including school phone number and website address.
6. Send BlackBoard Connect to inform parents of your office hours for enrollment by appointment, etc.

All resources (enrollment checklist, enrollment forms, immunization requirements, etc.) are available in LD Central Principals' Schoology folder in the Operations folder as well as on the LD Central Operations webpage.

Please do not hesitate to contact Leilani Morales at 213-766-7330 or Maria Butler at (213) 369-3143.

## School Mental Health Updates

During these uncertain times, our LD Central Psychiatric Social Workers are finding unique and innovative ways to connect with students. For example, some of our PSWs rolled up their sleeves to volunteer at the Grab and Go Centers, distributed computers, tablets, and other critical resources to assist students and their families with virtual learning and used these opportunities to engage them. With that in mind, we would like to share other creative ways our PSWs are engaging and building student resiliency.



Luis Lopez, PSW at 49th Street Elementary School, created a wonderful video with puppets called "I miss school" for young children. The video speaks to the loss of comfort and security that school provides for this age group [https://youtu.be/GX\\_RvxbT9oc](https://youtu.be/GX_RvxbT9oc).

Stephanie Acosta, PSW at West Vernon Elementary School, developed a great resource for parents on how to support their children with anxiety in the era of coronavirus. Currently, the power point can be found on the West Vernon ES website or for a copy, click on the PowerPoint icon to the right.



Marisol Alvarez, PSW at Contreras/ALC created a You Tube video that features faculty sending positive messages of hope and resiliency to students. This video can be viewed at: <https://www.youtube.com/watch?v=W6ISBww6-Hw&feature=youtu>. She also developed a power point for students on how to manage [Stress](#). It is a great tool for secondary students that might be feeling overwhelmed or anxious.

We also want to highlight Jacob Wangel-Brown, PSW who along with other support staff at RFK/AGSL, created an Instagram account for students that features positive messages from their teachers and promotes engagement as well as connection [https://www.instagram.com/asgl\\_rfk/](https://www.instagram.com/asgl_rfk/). Kudos to all of our featured PSWs and the rest of our LD Central SMH Team for all their hard work and dedication to promoting healing and wellness.





## Parent Unit Updates

### **ZOOM MEETING SUGGESTIONS:**

Zoom Parent Workshops and Coffee with the Principal sessions are meetings that need to be public and open to all families and community members. With that being said, we have recently experienced Zoom Bombing in some of our workshop sessions, including sudden loud music on audio and annotations on the screen which has resulted in abruptly ending our meetings.

Although Zoom does have additional security features, such as passwords, it is recommended to adjust Zoom settings for your account as additional safety measures at: <https://lausd.zoom.us/meeting> (included in meetings basics and meetings advanced options):

- Enable: Waiting room
- Disable: Allow for guests to join before the host
- Disable: Allow guests to rename themselves (they might join in with another name after you deleted them)
- Disable: Annotation (so they can't write on the screen)
- Disable: Allow removed participants to rejoin
- Disable: White board

\*Settings can also be reviewed during your session if you click on video go to video setting and you will see other advanced options.

It is also recommended that school leaders assign a “co-host” to allow for an immediate end to meeting should the need arise.

When scheduling your webinars, you may schedule two sessions with different links, one would serve as “back-up” in case of a sudden ending to your meeting. Your meeting/workshop could resume under the second session. To deter “hackers” from the entering your second session, provide participants with an email contact at the beginning of the meeting. Participants would email the host to request new meeting ID which would allow for participant “screening”.

During employee meetings, the host is able to send a secure password and you can ask members not to share with anyone other than the intended audience. Also, in Zoom settings there is a new feature it displays as “Only authenticated users can join meeting” which only allows attendees with the LAUSD domain (We will explore this piece since for parent meetings they must be “open meetings”). The Parent Unit welcomes your feedback as we are all learning how to cope with our new “normal.” We strive to provide the best experience for parents, community, and employees of our District.

### **LDC Title I Study Group Session 5-**

The PACE Unit will conduct its final Title I Parent Study Group session via ZOOM Conference, Friday, May 22nd, 2020 at 2:00 pm. Participants will review and provide input for the revision of the District’s Parent and Family Engagement Policy. Since familiarity with the study group content is necessary, outreach will be limited to LDC parents and community members who attended one or more of the study sessions throughout the year. If you would like specific parents from your school to participate, please contact Vilma Monzón, [vlm3436@lausd.net](mailto:vlm3436@lausd.net), and provide the parent’s contact information.

### **Principal’s Authorization for Community Representative’s Access to Schoology and Parent Portal (PRINCIPALS’ DISCRETION)**

PACE is asking all Community Representatives to request access to Schoology via OneAccess. In addition, you can also provide them access to the Parent Portal to support registration and view PIN numbers via EZ-Access. This is a secured feature that can only be given out via zoom to ensure you identify the parent/guardian by showing ID. Job aids have been provided for this purpose. Community Representatives have been advised to contact their respective Principal to secure their authorization.

### **Community Representative PD Zoom Meeting Wednesday, May 20<sup>th</sup>, 2020**

Meeting will be held bi-monthly. Our next meeting will be held on Wednesday, May 20th, 2020 at 10:00 am. Sharing best practices, resources and PowerPoints available for school teams to use are provided.

\*School site needs are a priority at this time, please have them join us if they are available.

## Technology Distribution Updates

Thank you for all you are doing to help our students continue to learn during the current crisis.

With guidance from our partners in ITD, we are providing some helpful notes to share with any families requesting mobile 'hotspot' devices to help with home internet connectivity. Please contact ITD with any questions or to request additional support.

- Hotspots are either Verizon MiFi Jetpacks or T-Mobile Hotspots. Both come with a 1-2-3 quick-start guide to powering up the device and connecting it to a network.
- T-mobile hotspots are currently set to provide up to 50 GB of data each month; Verizon currently does not have any monthly data limits.
- Users may experience lower internet speeds at certain times of day when there is higher congestion on networks.
- When devices fail to connect or speeds are unusually slow, users can try powering down devices and reconnecting after a few minutes, which usually resolves the issue.
- For technical support, users should call 800-922-0204 for Verizon devices or 844-361-1310 for T-mobile devices.
- When requesting support, it is helpful for users to inform the support center that the device was provided by LAUSD.
- If support personnel request an IMEI or SIM number for the device, the number can be located under the battery.

## IT Asset Management Training

Additional webinar training opportunities for schools in need of the IT Asset Management training may sign up on the [MyPLN](#) platform. Search for the "IT Asset Management Webinar" or keyword "IDM." Please share this information with anyone interested in learning how to manage IT inventory at their schools.

## Hotspot 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.

## ITD Homepage resources

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

## Restorative Justice: Resilience

“Our greatest glory is not in never falling, but in rising every time we fall.” — **Confucius**

Restorative Justice helps to build, repair and maintain resilient communities. School communities are vital in helping students become more resilient—encouraging them to “bounce back” after adversity and to recover quickly from difficulties.

During these unparalleled times, it is important to teach or remind students about the characteristics of resilience. Truthfully, many of our students already possess these positive characteristics, but school communities can provide additional support to help students enhance resilient qualities.

Below are encouraging words that school communities can share with students.

Resilient people know how to:

- Handle their emotions.
- Keep calm in stressful situations.
- Be empathetic.
- Trust themselves and other trustworthy people.
- Keep going despite obstacles and stay focused on a goal.
- Keep a positive attitude after a challenge, problem or conflict.

Resilient people are **OVERCOMERS** and “beat the odds” by:

- **Remaining flexible.** They expect to face challenges, but are able to adjust their goals and find ways to adapt.
- **Learning lessons.** They learn from negative experiences and mistakes.
- **Taking action.** They think about how they can improve their situation.

If you desire more information, please contact your Restorative Justice Teacher Adviser.

## Safety Alert

The Office of Environmental Health and Safety has developed a new [Safety Alert, Home Office Ergonomics](#), to help employees working from home do so in a safe and healthful manner.

This Safety Alert is a useful guide for setting up a workstation at home and implementing good work habits to minimize physical stress on the body. In addition, there are a few other resources on ergonomics including an excellent video provided by the Division of Risk Management & Insurance Services. For additional information, contact Risk Management at 213-241-3139.



CCC Coordinators, we are thankful for the time you dedicated to the campaign. We understand that the school closures have impacted your ability to fundraise at the school sites. Please keep in mind that it is not mandatory during our school closures. However, if you are doing any creative virtual fundraising, please share with us. If you have already collected money and are ready to send it, please refer to the [Sharing Brings Hope Letter and FAQ Sheet](#).

If you have any further questions, please feel to contact Ricardo Lopez at [@ricardo.l.lopez@lausd.net](mailto:@ricardo.l.lopez@lausd.net)

## LA Trust for Children's Health Poster Contest

The L.A. Trust for Children's Health, a nonprofit partner of LAUSD will be holding their annual LAUSD Student Poster Contest for Children's Oral Health Month.

Please refer to [poster contest Rules and Facts](#).

### Deadline

- All posters must be submitted by September 30, 2020 at 5:00pm.
- Please see the attached rules for more information

### Prizes

- 12 winners will be selected by our Oral Health Committee.
- 6 poster entries from LAUSD middle schools - 1 from each Local District
- 6 poster entries from LAUSD high schools - 1 from each Local District
- 1 winner from each Local District
- The prize will be a check of (\$100) and have their design duplicated and distributed for placement in LAUSD Wellness Center next year!



Please share with your students! Please contact Esther Yepez at [esther@thelatrust.org](mailto:esther@thelatrust.org).

## Los Angeles County Museum of Art Virtual Evenings for Educators Week—May 18–22

Join LACMA for the final [Evenings for Educators program](#) of the year as they explore artists who re-envision the built environment through art. You'll have the opportunity to understand how artists use architecture to communicate ideas about their personal space, the spiritual and cosmological meanings of buildings, and the power of architecture to symbolize historical forces. This is a FREE virtual program; registration is required for each individual program component.

Additional information:

- The program will be recorded and publicly shared.
- The program will include live captions. To request an accommodation or for inquiries about accessibility, please contact [educate@lacma.org](mailto:educate@lacma.org).
- The Art and Architecture [resource packet](#) can be downloaded ahead of May 18. Review the packet before the program to enrich your experience!
- Teachers attending the program for LAUSD Salary Point credit must attend the lecture and two workshops. You do not need to sign in and out to receive credit.
- Look over the supply lists for each workshop, gather your materials, and be ready to sign in 5–10 minutes before 4 pm each day so that you are able to fully participate.

If you purchased tickets for the April program in advance, you may request a refund by contacting [boxoffice@lacma.org](mailto:boxoffice@lacma.org). **If you do not wish to request a refund, we will gratefully consider your purchase a donation to the program.**

Season pass ticket holders may request a prorated refund (\$13.75 value) by contacting [boxoffice@lacma.org](mailto:boxoffice@lacma.org). **If you do not wish to request a refund, we will consider your purchase a donation to the program.**

Join education content specialist Omar Alcover and objects conservator Jessica Chasen as they discuss the history, materials, and symbolism of Mezcala stone house models from Guerrero, Mexico. For grades K–12.

For registration support, please reach out to [educate@lacma.org](mailto:educate@lacma.org).

## Reminders

### Delivery of Product and Goods Receipt Processing

All purchase orders issued are to be delivered to your school site. Please include a contact name, email, and phone number on all purchase orders to assist in coordinating delivery with your vendors. If possible, indicate on the purchase order preferred days of delivery to ensure staff presence to receive the product(s).

All goods receipts are to be processed immediately after items have been delivered. A school open purchase order report can be accessed through the LRP website at: [https://psd.lausd.net/lrp\\_shopping\\_cart/](https://psd.lausd.net/lrp_shopping_cart/), using your District Single-Sign-On information.

Contact your LD Central Buyer Ana Licon at [ana.licon@lausd.net](mailto:ana.licon@lausd.net) with any questions.

### 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:

TRANSACTION TYPE FOR SCHOOLS AND OFFICES	Cut-Off Date
P-Card and T-Card Purchases	6/19/2020
P-Card and T-Card Reconciliations**	6/24/2020
Toshiba Ghost Account Reconciliation**	6/24/2020 (Schools) 6/24/2020 (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)
Shopping Cart (STO) - Same Day Warehouse Deliveries	6/19/2020 (9:00 am)
Shopping Cart (STO) - Overnight Warehouse Deliveries	6/23/2020 (12:00 pm)
Shopping Cart (STO) -Warehouse Will-Call	6/26/2020 (5:00 pm)
Imprest Fund Claim Reimbursement Requests	6/12/2020
Travel Request Entries into SAP	5/29/2020
Travel Claim Reimbursement Requests (completed and approved with supporting documentation)	6/12/2020
Online Goods Receipts (Receivers)	6/30/2020 (4:30 pm)
Schools – Submission of all Title I Budget Adjustments for Review and Approval	6/3/2020 (5:00 pm)
Schools – Submission of all Other Budget Adjustments for Review and Approval	6/10/2020
Central Offices– Submission of Budget Adjustments for Review, Approval, and Posting	6/19/2020 (5:00 pm)

### 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](mailto:tony.cortez@lausd.net).