

# Friday Operation's Brief



LOCAL DISTRICT CENTRAL

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## Evaluations: Classified Personnel

Friendly reminder that all classified personnel are to be evaluated on an annual basis. Please refer to the Annual [Performance Evaluation Schedule](#) for due dates. Please reach out to your Operations Coordinator or our Classified Staff Relations Representative, Connie Gorden-Cave, should you need assistance.

Performance evaluations are now fully automated and are available at <https://myapps.lausd.net/eval> for use by supervisors and administrators. The automated version features the employee's attendance information pre-populated for the year (hourly employees). If you have any questions regarding the evaluation forms or support materials, please contact [PC-Evaluation@lausd.net](mailto:PC-Evaluation@lausd.net).



## Memorial Day—Monday, May 25, 2020



A time to remember and honor the men and women who died while serving in the United States Armed Forces.

Traditional Observance—On Memorial Day, the flag of the United States is raised briskly to the top of staff and then solemnly lowered to the half position where it remains only till noon. The half-staff position remembers the more than one million men and women who gave up their lives in the service of their country. At noon, the flag is raised to full-staff. "...[T]heir memory is raised by the living, who resolve not to let their sacrifice be in vain, but to rise up in their stead and continue the fight for liberty and justice for all.

## Applications for Summer School 2020

The teacher application for Summer School 2020 is now available. You Can find the information on the Teacher Portal at <https://myapps.lausd.net/TeacherPortal> under Employee Tools --> Summer School 2020).

The administrator application swill be available on Tuesday, May 26<sup>th</sup>. More information to follow.



## Paraprofessional Training

Beginning on Tuesday, May 26, 2020, Special Education Unit will be providing 4 one hour paraprofessional professional sessions. These sessions will run until the end of the school year to ensure ample opportunity to attend all four sessions provided.

For more information please refer to the [training session schedule](#) for days and times, as well as, Zoom information.



## Spotlighting Our Schools

### West Adams Preparatory High School

LD Central Pupil Services and Attendance Counselors are working side by side with our administrators, teachers, support and clerical staff to push forward in these difficult times. Our PSAs are making every effort to reach families and students to increase engagement as well as provide linkage to a variety of essential resources. We would like to highlight some of our PSA Counselors and the innovative ways they are...



In an effort to increase student's motivation, inspiration, and encourage continued engagement in distance learning, Ms. Alba Caldera, PSA Counselor at Wes Adams Prep, along with contributions from teachers and support staff, is spearheading the creation and distribution of the **Panther Times**. This weekly newsletter is shared with students via Schoology and provides important school information as well as highlights a variety creative activities students and families can engage in to stay healthy and safe.

[Panther Times 1st Edition](#)  
[PantherTimes 2nd Edition](#)  
[PantherTimes 3rd Edition](#)  
[PantherTimes 4th Edition](#)



NATIONAL CENTER  
FOR SCHOOL CRISIS  
AND BEREAVEMENT

Helping students and staff cope with  
crisis and loss during a pandemic



David J Schonfeld, MD, FAAP  
Director, National Center For School Crisis And Bereavement  
Children's Hospital Los Angeles

[schonfel@usc.edu](mailto:schonfel@usc.edu)  
[SchoolCrisisCenter.org](http://SchoolCrisisCenter.org) | [GrievingStudents.org](http://GrievingStudents.org)  
1-877-536-NCSCB (1-877-536-2722)

Student Health and Human Services staff had the wonderful opportunity to participate in a webinar hosted by SHHS and Dr. David Schonfeld, Director of the National Center for School Crisis and Bereavement. The webinar entitled "Helping Students and Staff Cope with Crisis and Loss During a Pandemic," provided a timely framework to understand the range of feelings our students, families and staff may be experiencing during this time of trauma and crisis. It also provided relevant, comparative data from other national crisis, such as the terror attacks of 9/11. Most importantly, this training highlighted key strategies that we can utilize and share as school leaders to facilitate resilience, healthy coping strategies and recovery within our school communities.

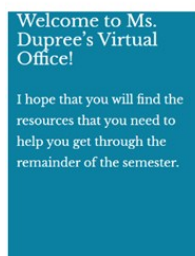
[https://lausd-my.sharepoint.com/:v/g/person/maria\\_chua\\_lausd\\_net/EQZ0zXFLDDdEov3NjaSy3-YBQLbWsVjdEPk6\\_VOfBHQ2Q?e=MfaqS1](https://lausd-my.sharepoint.com/:v/g/person/maria_chua_lausd_net/EQZ0zXFLDDdEov3NjaSy3-YBQLbWsVjdEPk6_VOfBHQ2Q?e=MfaqS1)

## School Mental Health Updates

Our LD Central PSWs are working everyday to provide mental health support to our school communities in creative and innovative ways.

PSW Sophia Dupree is assigned to Gratts Learning Academy 2 days a week and 3 days at 10<sup>th</sup> Street Elementary. Ms. Dupree created a Virtual Office with WordPress that has helpful resources for students, parents and teachers. Her virtual office provides an easy way to find social emotional and mental health resources that are specific to the needs of our school communities. Parents, teachers and students can find videos and activities related to Self-Care, mental health, basic needs and social emotional learning. Check out Ms. Dupree's Virtual Office website and look for her blog updates in her homepage at <https://sophiadupree.wordpress.com/>. I want to acknowledge LD Central PSWs that have also made themselves available to their school communities through their virtual office websites:

[Emily Dillon](#), Marshall HS and Mc Arthur Park ES  
[Noelle Kinman](#), Aurora ES and Harmony ES  
[Marina Delgado](#), Alexander Science Center Magnet



One last PSW highlight for the week, if you are looking for a quick 5-minute therapy session on anxiety, I have the video for you. Yolanda Lopez from RFK NOW and RFK LA SH Arts shared useful information on anxiety and provided a guided strategy to manage anxiety in just 5 minutes. This weekend take a minute for yourself and click on her video link here <https://www.youtube.com/watch?v=rtBiTR4ycVw>. It will feel like you had a mini-session with a therapist.

Please reach out Myrna Reynoso Torres, School Mental Health Coordinator if you have questions about mental health resources for LD Central at [myrna.reynosotorres@lausd.net](mailto:myrna.reynosotorres@lausd.net).

## Students in Specialized Populations Will Participate in Virtual Ceremonies

In this time of stay-at-home and virtual learning, we know that our 12th graders need an opportunity to celebrate their rite of passage for graduating high school. This year, our students in foster care and those experiencing homelessness will all be able to experience a virtual ceremony celebrating their accomplishment of overcoming obstacles and barriers in their lives and graduating from high school. The Homeless Education Office has distributed a survey for students to complete so that a graduation ceremony can have their personal input. Students in foster care have been contacted by their SSP Counselors about participation in a similar ceremony. Both events will include giveaways, guest speakers and the presentation of certificates. Dates for the ceremonies are still being determined, but a special recognition for all of these resilient students is guaranteed.

Additionally, all of these students have several amazing scholarship opportunities in which to apply:

- \* Posse Foundation: 4-year, full tuition scholarships are available for students to attend any of nine participating universities. Nominations are due to [traci.williams@lausd.net](mailto:traci.williams@lausd.net) by May 29
- \* Apartment 3C/Bright Futures: The Assistance League of Los Angeles is accepting applications for students experiencing homelessness as well as students in the foster care system. Deadline to apply is May 29.
- \* H.O.P.E. Scholarship: Twenty scholarships in the amount of \$1,000 each will be awarded to eligible graduating seniors experiencing homelessness. Deadline to apply is May 2.

For more information, feel free to contact Traci Williams at [traci.williams@lausd.net](mailto:traci.williams@lausd.net).

## Restorative Justice: Affective Statements for Digital Citizenship



Affective statements are personal expressions of feelings in response to others' positive or negative behaviors. They are also alternative expressions to judgmental comments that can lead to confrontation, arguments or further conflict.

As our school communities continue to embrace a variety of digital platforms, the following affective statements can be utilized to help students reflect on their feelings about digital citizenship (please revise as you see fit):

- ◆ When I responsibly use my phone, tablet, laptop or desktop computer, I create a safe environment for others.
- ◆ I feel like a supportive classmate and a good student when I offer positive feedback online.
- ◆ Expressing friendly language online makes me feel positive about myself and my classmates.
- ◆ I feel courageous when I tell my teacher or a responsible adult about cyberbullying.
- ◆ I am disappointed when my learning is interrupted (stopped) because of cyberbullying.
- ◆ I feel like a responsible student when I use appropriate websites for learning and I feel good about my digital footprint.
- ◆ I feel smart when I follow copyright laws and cite my sources.
- ◆ I am proud of the positive pictures, videos and words I post on Instagram, Snapchat, TikTok, YouTube and Facebook.
- ◆ When people violate my privacy online, I feel angry and devastated. What I'd like is for people to respect my boundaries.
- ◆ I feel knowledgeable when I am able to explain to my friends how their posts are really "permanent" on social media.
- ◆ When I am at home, I feel accomplished when I show my parents/guardians the great work I've completed online.

## Technology Distribution Updates

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

We are now offering additional Webinar training opportunities for schools in need to IT Asset Management training. School staff may sign up at [MyPLN](#) and search for "IT Asset Management Webinar" or keyword "IDM." Please share this information with anyone interested in learning how to manage IT inventory at their schools.

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

## Textbooks Are On the Way!

To ensure a successful delivery:

Please check the ILTSS Google Drive, <http://tinyurl.com/iltss-textbookorders> for the following:

- Textbook Delivery information
  - ◆ track the deliveries to ensure success
    - ◇ tracking information can be found in folder titled *1 - Textbook Deliveries*
- Verify orders
  - ◆ additional textbooks are needed, please submit a remedy ticket with a completed Justification for Late Textbook Request form (can be found on the *Roadshow Info & Forms* folder)



Delivery Windows:

- High School and HMH Middle Schools delivery window is May 18 to June 19.
- Annual replenishments (consumables) delivery window will be July 27 to August 12.
- Continuation Schools and Community Day Schools delivery window for all requests will be July 27 to August 12.
- Elementary Science and Math delivery window will be July 27 to August 12.

For any textbook questions, please email Kimberly Balala ([kk3219@lausd.net](mailto:kk3219@lausd.net)).



## 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).





### 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 (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).