

Friday Operation's Brief



LOCAL DISTRICT CENTRAL

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School Office Hours Survey

We greatly appreciate the time you took to complete School Office Hours Survey. This information will be used to inform inquiring communities of your office hours.

Phase 2 Device Delivery Preparation and Process

While Phase 1 of the Device Distribution Project entailed delivery of devices to students with immediate technology needs, the purpose of Phase 2 is to exchange school's older student mobile devices with newer devices. Devices that are over 4 years old will be refreshed with newer devices.



Preparation:

- School Administrators will identify two Instructional Device Managers (IDM) for their school.
- Instructional Device Managers will update Remedy to reflect all recent and past device check-outs for their school. **This should be completed by June 12, 2020.**
- Once inventory is updated, the quantity of outdated devices for schools will be identified for delivery.

Process:

- Principals will receive an email from their ITD Liaison or other ITD designee, informing them of the count and type of devices that will be provided as well as delivery date
- Principal will need to confirm or update ITD Liaison with accurate information
- Principal and school staff are to validate Remedy inventory for accurate count, status, and location
- Delivering vendor will contact the principal prior to delivery to confirm the delivery date/time.

Please refer to the [Phase 2 – Delivery, Device Exchange and Collection](#). This document will provide all the information you need to prepare for Phase 2 device delivery. Another excellent resource is the [IT Asset Management Handbook](#).

Asset Management Training

Additional Webinar training opportunities are available for schools that may need 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.

ITD Homepage resources

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



Spotlighting Our Schools

Santee Education Complex

A-G Counselors Participate in College Decision Day Parade

Friday, May 15th, 2020 was College Decision Day for Santee Education Complex seniors. Teachers, counselors, administrators, and other out-of-class personnel met in a social distance manner to celebrate Santee students in an organized Caravan Parade. They traveled through the community in decorated vehicles and

congratulated students and parents for their hard work while expressing how much the students have been missed. Families and students were excited to see their school staff from their porches and streets waving and wearing their college shirts. For many, this brought joy to the families and was a highlight since the school closure. The Class of 2020 has approximately 413 seniors. Of these, 66% of the students applied to a 4-year university. 52% of the students have confirmed and are committed to attend a university next year.



Hats off to the Santee Education Complex 12th graders and their school team for creating a memorable event to commemorate their graduating students!!

SPOTLIGHT ON OUR SCHOOLS

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...



Hooper Ave. Elementary School

There is no shortage of imagination and collaboration at Hooper Ave ES. The Wellness Team has developed a variety of methods to stay connected to their students and families. The [Hooper Wellness Newsletter](#) and a related [self-care video](#), starring PSA Counselor Devyn Amos, is shared weekly with students and families through the school's Instagram account, school's website, and class dojo.

They don't stop there! They have also developed a [Wellness Town Hall](#) to share crisis and health protocol and discuss mental health awareness. To ensure that their staff is also supported, this amazing team also hosts a *Hooper Hangout* for staff and teachers every Wednesday afternoon to check in with feelings and a fun game of Quarantine Bingo or Zoom Pictionary.



SPOTLIGHT ON OUR SCHOOLS (con't)

RFK-Ambassador School-Global Leadership

It is always fun for kids to get something in the mail!

RFK-ASGL has been mailing out weekly postcards to remind their students that we are all in this together. The postcard includes a kind message and information on how to contact the school including how to stay informed through the school website and social media. For students that have struggled with regular engagement in distance learning, PSA Counselor Liseth Solano, has also mailed letters to increase motivation and offer ways of connecting with school supports.



Graduation/Culmination Updates

As you are planning vehicle based graduation/culmination be sure to follow the guidelines and protocols developed by the LA County Department of Public Health. Please refer to the [County Health Department protocol](#) and [FAQ](#) for more details.

Online Media Release Form:

As the COVID-19 pandemic continues to present a number of unique challenges, many of our schools are finding creative ways to enable students to participate in graduation/culmination ceremonies using video conferencing and other online solutions. Please know that any student who wishes to participate in picture-taking, video logs, or any online activities that might capture their image must have an updated media release form which now includes Virtual Graduation/Culmination on file.

For those parents/guardians who have not provided the updated signed release form which now includes Virtual Graduation/Culmination – or who may be unsure whether they have – we are pleased to provide a secure, online option.

Please direct parents to do the following

Go to <http://release.lausd.net>

1. Enter the access code lausd2020
2. Provide your information and your students information on the online form, enter initials where indicated, and submit.

Should you wish to send this information home via mail, please refer to [sample letter for families](#).

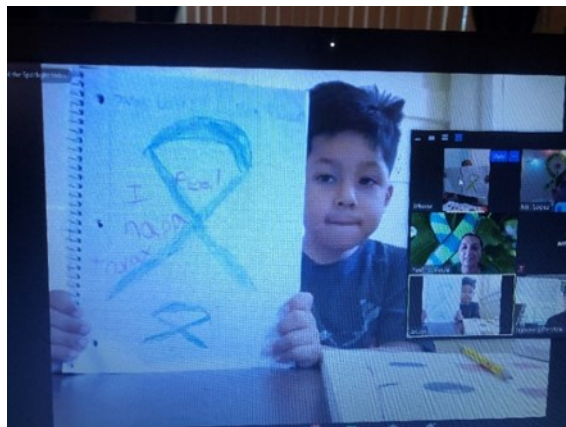
Once a parent/guardian submits this form, the information will be viewable to you and/or those you designate at your school site. You can grant access to your school's data through the Principal Portal by following these steps:

1. Go to principaportal.lausd.net and log in to using your LAUSD single sign-on account.
2. Click on *Tools* in the upper right hand side of the screen.
3. Click on *Add User*.
4. Use the *Find* tool to locate an employee to whom you want to grant access.
5. Once you find the employee, click on his or her number to select, select media release as the module, and click *Add User*.
6. If your school has multiple location codes, please repeat the above for all locations.

If you have questions or need technical support, please visit the IT Help Desk. Thank you.

School Mental Health Updates

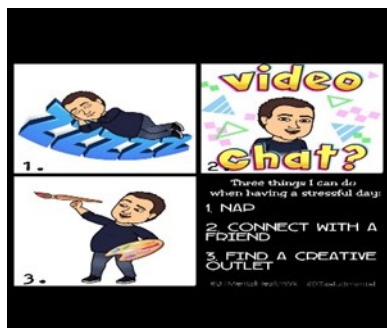
To honor the last week of **Mental Health Awareness month**, we'd like to highlight activities that our LD Central Psychiatric Social Workers (PSWs) led at their school sites. **Stephanie Morales PSW at Dr. Julian Nava Learning Academy (JNLA)** joined her counseling support staff (Academic Counselors and PSA Counselor) in teaming up with their ASB students to promote Mental Health and Social Emotional activities. The support staff counseling team wanted to try to maintain some normalcy during the school closures and continue their student-led announcements. The team joins weekly Zoom meetings with ASB to plan universal, social/emotional activities via online platforms to engage students, families and staff. Click on this link to hear the first week that the JNLA student leadership promoted the MH Awareness Challenge: [ASB Weekly Announcement May 4-8.mp4](#). The weekly ASB announcements get posted on the Schoology JNLA Counseling group page and other JNLA social media outlets.



Luis Lopez at 49th St ES led a Mental Health Awareness Spirit week from May 18 to May 22. Some of the activities he promoted were creating a green ribbon at home, a class dojo on “paying attention to our feelings”, and a Friday Mental Health awareness class zoom finale that hosted 76 participants that included students, parents, and staff. Great job, Luis in a successful MH Awareness week!



Miguel Contreras Learning Complex (BT & LASGS) PSW, Guisela Gutierrez, culminated MH Awareness month with a [Virtual Mental Health Week](#), starting with Positive Affirmation Monday. Below is Ms Gutierrez representing her positive affirmation. Students and staff are encouraged to post on their school's social media pages and Schoology page on each daily activity they participated in (3 Ways you Cope Tuesday and Savor Wednesday). PSWs across the district continue to find ways to support their school communities mental health in this critical time of school closures. Please contact Myrna Reynoso Torres, LD Central SMH Coordinator, at myrna.reynosotorres@lausd.net if you need help with mental health resources.



Three Restorative Practices for the Classroom

There are three restorative practices that can be easily implemented in classrooms (even in remote classrooms):

Norm-setting: This practice emphasizes the building of classroom norms together. Oftentimes, rules are handed down by authority and are necessary. Through the norm-setting process, students discuss the values (love, kindness, honesty, etc.) that are important to them in a relationship. From there, students take the values and turn them into action statements, describing how they could live out those values in the classroom. A list of action statements or norms are created and can then be edited together as a class.

Content Chat: This practice mirrors elements of community-building, but “content-building” is the focus. This practice is a great discussion technique. Teachers can use it to introduce units and gather feedback about students' background information. The students are able to share openly and yet in an organized fashion, answering specific content-related questions (usually engaging questions that connect content to students' interests).

Restorative Chat: Restorative chats are used when students do not meet the norms that were established in the classroom. It can be one-on-one or can be done with the whole class. It is centered around the following four questions:

- What happened? - This differs from what did you do and allows students to tell the whole story and feel heard.
- What were you thinking at the time? - This asks students to go back through the mental process they used when making the decision to act outside of the norms. This is a meta-cognitive practice. It allows for reflection on what thoughts and/or emotions may have led to the behavior.
- Who or what was harmed? - This question asks the student to be accountable for the idea that their behavior caused harm to someone or something. Students are quick to discover that they have harmed themselves and, oftentimes, see how their behavior has harmed a teacher or classmate. This builds empathy.
- How do you repair the harm? - This question asks the student to think about how they can make the situation right rather than simply serving a consequence that is not directly connected to the action. Students get to be a part of deciding what happens rather than having a decision made for them.

More Than a Meal

Thank you to all the schools who continue to collect Household Income Forms for this base year (2019-2020). Should you have any pink paper forms to submit, please contact either May Arakaki (marakaki@lausd.net) or Maria Martinez (m.s.martinez@lausd.net) If parents opt to complete an online form, please instruct them to request and provide to you the confirmation number.



The orange Household Income Forms are for students at any grade level who are new enrollees to LAUSD in 2020-2021. Retain at your school the completed orange 2020-2021 HIFs until the start of the new academic year. After the new enrollee attends, the orange HIF may be submitted.

Parent Unit Updates



LDC Parents as Partners: Strengthening Family-School Partnerships PD |
Saturday, June 13, 9AM-11AM | School Team Registration Form

Parent engagement teams are invited to attend this professional development opportunity. Now more than ever before parent engagement is crucial to student success. Local District Central School

Teams can come together to examine their core beliefs and practices around family engagement, begin to explore a responsive framework that moves Family-School partnerships forward, and share lessons from the field as we continue to engage our families and students in remote teaching and learning.

LD Central will compensate attending Title I K-12 School Teams as follows: X/Z time for up to two (2) certificated staff and one (1) Community Representative. Administrators may use available un-restricted school funds for administrators to attend; please obtain your Director's approval first.

Non-Title I schools teams are welcome to attend, but cannot be compensated.

Principals can register their school teams using the following link: <https://bit.ly/ParentsasPartnersPD>

TITLE 1 SCHOOLS WEBSITE CONTENT: THE PARENT INSTITUTE

The materials published by the Parent Institute support parent engagement and includes resources that help build parent capacity. If you are interested in posting additional resources on your school website that are available until the end of the school year including bonus materials through the Summer please connect your school site web page designee with Ana Martinez, Parent Educator Coach at amarti15@lausd.net. for supports.



Community Representative PD Zoom Meeting EXTENDED to Wednesday, June 10th from 10:00-11:00 am, 2020

Our last meeting for the school year will be held on Wednesday, June 10, 2020 at 10:00 am. End of the year updates, reflection and highlighting best practices will be included in this last session. *School site needs are a priority at this time, please have them join us if they are available.

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 Parent Portal to help support registration and view PIN numbers (this is a secure feature that can only be given out via zoom to ensure you identify the parent/guardian by showing ID) via EZ-Access; job aids have been provided for this purpose, and Community Representatives have been advised to contact their respective Principal to secure authorization.

FBI Warns of Child Sexual Abuse Material Being Displayed During Zoom Meetings

The COVID-19 crisis has caused many organizations and schools to conduct virtual meetings/events, some of which are open to the public. Additionally, links to many virtual events are being shared online, resulting in a lack of vetting of approved participants.

During the last few months, the FBI has received over 195 reports of incidents throughout the United States and in other countries in which a Zoom participant was able to broadcast a video depicting child sexual abuse material (CSAM). The FBI considers this activity to be a violent crime, as every time child sexual abuse material is viewed, the depicted child is re-victimized. Furthermore, anyone who inadvertently sees child sexual abuse material depicted during a virtual event is potentially a victim, as well.

The FBI is committed to apprehending any individual who produces or distributes child sexual abuse material and is seeking the public's assistance to identify the person or persons responsible for these egregious crimes.

- If you are the administrator or host of a Zoom meeting in which CSAM was broadcast, please contact the FBI; do not delete or destroy any of your computer logs without further direction.
- If you recorded a Zoom meeting in which child sexual abuse material was broadcast, please contact the FBI for assistance in removing the CSAM from your device.
- If you believe you are a victim of a child sexual abuse material broadcast during a Zoom event, as defined above, please contact the FBI to learn about your victim rights and possible victim assistance.
- If you know who is committing these most recent egregious crimes, please contact the FBI.

The following steps may mitigate future child sexual abuse material issues during Zoom events:

- Do not make meetings or classrooms public. In Zoom, there are two options to make a meeting private:
 - ◊ Require a meeting password, or
 - ◊ Use the waiting room feature and control the admittance of guests.
- Do not share a link to a teleconference or classroom on an unrestricted, publicly available social media post. Provide the link directly to specific attendees.
- Manage screen sharing options. In Zoom, change screen sharing to "Host Only."

If you are a victim of child sexual abuse material being broadcast during a Zoom event, or if you have information regarding the identity of any individual distributing or producing CSAM, please report it to the FBI at 1-800-CALL-FBI (225-5324) or anonymously online at tips.fbi.gov.

Payroll Updates

Please refer to the [Payroll Updates](#) for information and reminders to help ensure employees are paid accurately and on time for the upcoming payroll cycles. Topics covered include:

- Payroll Cut-Off Dates
- Time Approval
- Grab and Go Sites | Memorial Day - May 25, 2020
- \$5 Per Hours | Differential Payment Application System (DPA)
- Regular Hours (RG)
- Utilization of MSND Reporting
- Cease MSND Reporting and Utilization of Employees' Benefit Time
- Long Term Substitutes
- Workers' Compensation, FMLA and Parental Leave
- Time Reconciliation Report
- Signing Timecards

The Payroll Customer Services number is (213) 241-2570. Hours of operation is Monday – Friday, 8:30AM – 1:30PM or email payrollsupport@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/, using your District Single-Sign-On information.

Contact your LD Central Buyer Ana Licon at 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.