

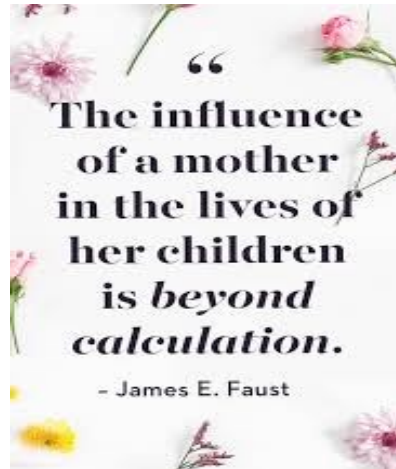
# Friday Operation's Brief



LOCAL DISTRICT CENTRAL

Volume 7, Issue 30

May 8, 2020



**Wishing all our Local District Central Mothers a joyous Mother's Day!**

## Matrix Update

Before initiating the Matrix process for the 2020-2021 school year, school sites should finalize their budgets and Single Plans for Student Achievement (SPSA) with input from the appropriate councils.

For tentative assignment of classes (Matrix), Principals shall collaborate with their UTLA Chapter Chairs to complete the following:

1. Approximately four weeks prior to the day teachers on any schedule finish service for the school year or four weeks before classes are selected, the site administrator shall prepare and post a tentative matrix indicating the tentative number of classes for each subject/grade level.
2. The tentative (blank) matrix and preference forms should be sent via email before the end of April, 2020 (approximately four weeks prior to posting tentative assignments on May 22, 2020). At this time, be sure to establish a due date for the submission of preference forms.
3. Finalize Coordinator/Coach Confirmation and/or Dean Election (see below) before preference forms are due.
4. Collect preference forms (allow time between the posting of the matrix/distribution of preference forms and the selection date).
5. Determine the local method for assignment of classes in collaboration with Chapter Chair for Elementary Schools (do not agree to the "cattle call" method). In Secondary Schools, it means meeting with Department Chairs. Use Zoom or conference calls.
6. Proceed to matrix selection. It is recommended that this be done between **May 11 and May 15, 2020**.
7. Post tentative matrix assignments before **May 22, 2020** (contractual deadline).



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)



## Spotlighting Our Schools

### Reading time for students at Ninth Street ES



Ms. Guzman, Principal at Ninth Street ES, and her staff began brainstorming ideas on how to stay connected to students during this difficult time. The team struck gold by deciding a creative way to stay connected with students was to ask staff to either record themselves reading a story or record themselves sending a positive message. With this in mind, SSP Counselor Edith Su decided to record herself reading a book called “My Best Friend” by Anupa Lal. The book tells the story about a little girl who uses her imagination to find

a friend and the friend she finds is herself. At the end of the story, Ms. Su invited students to ask her to read a book they would enjoy.

Great feedback was received. Students shared that the book was positive and colorful, and they understood the message of the book-- it is okay for students to use their imagination to find a friend.

It is important for students to know that we are all going through this together but we have not forgotten about them.

Link: [https://www.youtube.com/watch?v=XNf\\_kPt7CN8](https://www.youtube.com/watch?v=XNf_kPt7CN8)

### We Miss You, Mighty, Mighty Tigers

49th St ES held grade level Zoom meetings with their kids and parents on the 150th day of school. It was awesome and heart warming to communicate with them. After acknowledging their efforts with distance learning, they showed a video. You should have seen the kids' expressions. Here is the link to the video. Enjoy!

<https://drive.google.com/file/d/1bHUbXhnNab1P4digk1W83f8xgq25R4xz/view?usp=sharing>

LD CENTRAL  
**sp**  **tlight**  
Your school here

## Attendance Updates



Be on the lookout for the 2020-2021 guidelines for Enrollment including Options for processing applications, Enrollment forms, and Immunization requirements. These resources will be emailed to you on Monday, May 11, 2020.

Coming soon! LAUSD is finalizing Online Enrollment Applications and will begin rolling this out before the end of the school year!



## School Mental Health Updates

**May is Mental Health (MH) Awareness Month.** PSWs are promoting mental health wellness activities through out the month. Now more than ever, we need to increase awareness in ways to care for our mental health. A fun activity that PSWs are promoting is a MH Awareness Challenge calendar. The MH Awareness Challenge Calendar assigns daily easy and manageable healthy coping activities that support our mental health wellness. Please click on [MH Awareness Challenge Calendar](#) for a word template created by Carver MS PSW, Stephanie Samaniego that you can adapt for your own school community challenge. Click here for a [MH Awareness Calendar in Spanish](#). Here's a list of LD Central schools that are participating:

- Carver MS, S. Samaniego, PSW
- [Liechty Middle School](#), Tania Contreras and Yvonne Chaparro, PSWs
- [Nava Learning Academy MS](#), S. Morales, PSW
- Ninth St ES, Ana Milanes, PSW
- Hooper Ave, Tina Ying, PSW

Another easy to follow self-care calendar to share with your school staff is the [Happiness Calendar](#), published by Greater Good Science Center, UC Berkeley. This month the calendar focuses on activities that protect your relationships and build optimism. *Please reach out to me if you are needing help with mental health resources or support for your school at [myrna.reynosotorres@lausd.net](mailto:myrna.reynosotorres@lausd.net).*

MENTAL HEALTH AWARENESS MONTH 28-DAY CHALLENGE						
S	M	T	W	T	F	S
3 GET A GOOD NIGHT'S BEST (BHS+)	4 SAY 3 KIND THINGS TO A FRIEND	5 DRINK WATER AT LEAST 8X	6 LISTEN TO MUSIC WHILE SHOWERING	7 EXERCISE FOR 10 MINS	8 POST A PIC FOR THEM: DAY REAR YOUR GREEN!	9 SAY 3 POSITIVE THINGS ABOUT YOURSELF
10 CHAT WITH A FRIEND OR LOVED ONE	11 COLOR & LISTEN TO RELAXING MUSIC	12 PRACTICE DEEP BREATHING 5X	13 CHECK OUT THE CLOUDS	14 SMELL A FLOWER	15 WATCH A FUNNY MOVIE OR SHOW	16 WATCH A FUNNY MOVIE OR SHOW
17 GIVE SOMEONE A WARM COMPLIMENT	18 WATCH A SILLY VIDEO	19 PRACTICE TENSING YOUR BODY FOR 10 SEC & THEN RELAX	20 DO YOUR FAVORITE HOBBY	21 READ A BOOK, ARTICLE, MAGAZINE	22 GO FOR A WALK & LISTEN TO SOUNDS	23 GO FOR A WALK & LISTEN TO SOUNDS
24 DISCONNECT FROM TECHNOLOGY FOR 3H	25 LISTEN TO YOUR FAVORITE HAPPY SONG	26 IMAGINE THE MOST RELAXING PLACE IN YOUR MIND	27 CHALLENGE A NEGATIVE THOUGHT WITH A POSITIVE ONE	28 COOK A MEAL WITH YOUR FAMILY	29 THINK OF 5 THINGS YOU ARE THANKFUL FOR	30 THINK OF 5 THINGS YOU ARE THANKFUL FOR
31 DO A FUN ACTIVITY WITH A FRIEND OR LOVED ONE						

MES DE CONCIENCIA DE SALUD MENTAL RETO DE 28 DÍAS						
D	L	M	M	J	V	S
3 DI 3 COSAS AGRADABLES A UN AMIGO	4 YOMA AGUA POR LO MENOS 3 VECES	5 ESCUCHA MÚSICA MIENTRAS TE BARRAS	6 HAZ EJERCICIO POR 10 MINUTOS	7 PÚBLICA UNA FOTO PARA EL DÍA DEL TEMA! ¡PONTE TU VERDE!	8 MIRA UNA PELÍCULA O UN VIDEO CHISTOSO	9 MIRA UNA PELÍCULA O UN VIDEO CHISTOSO
10 PLÁTICA CON UN AMIGO O SER QUERIDO (BHS+)	11 COLOREA Y ESCUCHA MÚSICA RELAJANTE	12 RESPIRA PROFUNDAMENTE 3 VECES	13 OBSERVA LAS NUBES	14 HUELE UNA FLOR	15 MIRA UNA PELÍCULA O UN VIDEO CHISTOSO	16 MIRA UNA PELÍCULA O UN VIDEO CHISTOSO
17 DAR A ALGUIEN UN COMPLEMENTO	18 MIRA UN VIDEO CHISTOSO	19 PRACTICA TENSAR TU CUERPO DURANTE 10 SEG. Y LUEGO RELAJATE	20 HAZ TU HOBBY FAVORITO	21 LEER UN LIBRO, ARTÍCULO, REVISTA	22 IR A CAMINAR Y ESCUCHAR SONIDOS A TU ALREDEDOR	23 IR A CAMINAR Y ESCUCHAR SONIDOS A TU ALREDEDOR
24 DESCONECTARTE DE LA TECNOLOGÍA POR 1 HR	25 ESCUCHA TU CANCIÓN FELIZ FAVORITA	26 IMAGINA EL LUGAR MÁS RELAJANTE EN TU MENTE	27 DESAFÍA UN PENSAMIENTO NEGATIVO CON UNO POSITIVO	28 COCINA UNA COMIDA CON TU FAMILIA	29 PIENSA EN 3 COSAS POR LAS QUE ESTÁS AGRADECIDO	30 PIENSA EN 3 COSAS POR LAS QUE ESTÁS AGRADECIDO
31 HAZ UNA ACTIVIDAD DIVERTIDA CON UN AMIGO						

## Restorative Justice: Community Building

“Vulnerability is not winning or losing; it’s having the courage to show up and be seen when we have no control over the outcome.” -Brené Brown

**Here are some sample check-in questions for getting beyond “How are you?” during quarantine:**

1. How are you taking care of yourself today?
2. What part of your shelter-in-place residence have you come to appreciate the most?
3. What surprising thing have you been stocking up on (that isn’t toilet paper)?
4. What recent story (from a book, movie, article, or conversation) captured you, and why?
5. What habit have you started, or broken, during the quarantine?
6. Which specific place are you most looking forward to visiting once this is all over?
7. What’s the easiest part about the quarantine?
8. What are some things you have realized that you don’t really need?
9. What problem (yours or global) can you solve?

**Questions for taking things a step further to deepen connections:**

1. What’s something that you now miss, that surprises you? What’s something that you don’t miss, that surprises you?
2. Which member of your family/ friend group have you been thinking about the most during this time? Why?
3. What’s the most generous act you’ve encountered recently?
4. What’s the last thing you experienced that made you laugh?
5. What times of the day or the week are hardest?
6. What’s giving you hope right now?
7. What’s the best thing that happened to you today?
8. How has this experience changed you?
9. What do you hope we all learn or take away from this experience?

\*Please reach out to your RJTA if you are interested in leading, co-leading, or observing a virtual circle; would like to schedule a PD; or have any questions or concerns. We are here to support you! Please utilize the restorative practices resources in the LD Central Schoology, Resources folder: Content Check-ins, Restorative Practices-Distant Learning ppt, Parent Workshop-RJ at Home ppt (English and Spanish), and 10 Fitness Lessons integrated with restorative practices and social-emotional learning (Elementary and Secondary).

## Classroom Aides - Staff Support

Here are some ways in which both TAs and SPED aides are providing virtual support to students:

- Supporting with translation during class meetings
- Supporting with translation with parents in general
- Monitoring the chat rooms for student questions/concerns
- Supporting students and families with questions/help with assignments during office hours
- Calling students and parents having trouble with technology
- Calling students and families who are not logging onto Zoom/Schoology/Class Dojo or other learning platform
- Sending messages to families via Class Dojo and/or Schoology
- Translating for IEPs specifically
- Working with students in breakout rooms where two teachers are avail Device distribution for students

Hope this information helps.

## Parent Unit Updates

LD Central "Town Hall" #3 will be held on Monday, May 11<sup>th</sup> at 6:00 pm. Your school communities are invited to attend (\*see schools listed below) 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 your director and LD Central team. If you have any questions contact Theresa Arreguin at 213-225-9512.

**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., 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, King, 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 A. 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.

## Ready Program for Classified Supervisors

By now, you may have viewed the Superintendent's video introducing the ***Future Ready Online Certification Program***. LAUSD recognizes that this is an opportune time to invest in the growth and development of members of our supervisory and management teams, to ensure they are best prepared to lead, whether from home, from the office, or from the field. As a commitment to employee training and development, the District, through the Personnel Commission's Organizational Excellence Program, will soon be launching this ***Future Ready Certification Program*** for Classified Supervisors and Managers. This program will provide on-line classes in a wide range of subjects as a catalyst for cultivating and refining critical skills necessary to succeed in a guiding role. A \$500 stipend will be paid for participants who complete 10 hours of coursework and a \$1,000 stipend will be paid for those completing 30 additional hours.

The Future Ready Certificate Program will launch on May 15, 2020 and will be available through June 26, 2020. Courses will be available through the District's training portal, MyPLN. Course information will be available as of May 8, at <https://pclusd.wordpress.com/>.

Attached please find a flyer describing the Future Ready Certification Program. We highly encourage you to take part in this outstanding staff development opportunity. If you have any questions, please contact Shalimar Johnson at [shalimar.johnson@lausd.net](mailto:shalimar.johnson@lausd.net).



## Technology Distribution Updates

### Principal's Portal updates for "Device Distribution Progress"

Thank you all for your continued support in updating your "Device Distribution Progress" within the [Principal's Portal](#). In an effort to improve the quality of the information being submitted by the schools we have recently added a few questions for schools that have marked themselves as "Completed." The new questions are intended to allow our leadership teams insight on schools completion status in addition to identifying IT-related support needs. We have included the attached revised job-aid which outlines the new questions.

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 and/or hotspot 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.

### 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.

### 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.

## Reminders

### Delivery of Product and Goods Receipt Processing

All purchase orders issued are to be delivered to your school site. 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 which days of the week your school will be staffed 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:

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)

### On-Line Bell Schedule Updates

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](mailto:betty.chong@lausd.net) or [aileen.santos@lausd.net](mailto: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.

### 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).