

Friday Operation's Brief



LOCAL DISTRICT CENTRAL

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Celebrations and Farewells



This week the Local District Central team had the opportunity to celebrate your students' accomplishments by partaking in culmination and graduation ceremonies throughout our local district. Although these trying times made it a little more difficult, the rewards are still the same. The pride and joy of not only the parents but, also of your team members, was evident in each ceremony. Congratulations to you, our local district leadership, and your teams for ensuring that our students are college and career ready.

Summer School Sessions



The Extended Learning Opportunity Summer program (ELOS) for elementary and middle schools begins Wednesday, June 24, 2020. Credit Recovery or Core Waiver High School Extended Learning Opportunities begins on Wednesday, June 24, 2020. Extended School Year (ESY) Special Education begin on Monday, June 29, 2020. Summer School principals must complete [Attachment G](#) (Core) or [Attachment I](#) (ELOS) *Summer School Emergency Contact Information Form*, and submit via fax to the Beyond the Bell Branch at (213) 241-7562 by the end of the first day of Summer School.

Emergency Drills, Fire Drills, Earthquake-Emergency Drop Drill and a Lockdown Drill are to be conducted during Summer Sessions.

Please refer to your Summer School Binder for any additional information. If you need further assistance or guidance, feel free to contact Beyond the Bell at (213) 241-7900.

Administrator Assurances Forms

Just a reminder that the Administrator Assurances Form, [Attachment F](#) of [BUL-2643.9](#), Time Reporting for Fed and State Categorical Programs is due August 21, 2020 .

Preparation for 2020 - 2021 School Year Opening

Principals should consider making a list of issues and concerns that have emerged over the past year and plan how they will be addressed during the opening staff meeting. Topics may include:

- Staff attendance for past year
- Absences preceding and following holidays
- Procedures for reporting absences
- School based procedures for addressing student discipline
- Teacher hours
- Substitute Lesson Plans/Folders
- Instructional Expectations
- Other identified areas for improvement





Spotlighting Our Schools

Pupil Services and Attendance

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 staying connected...



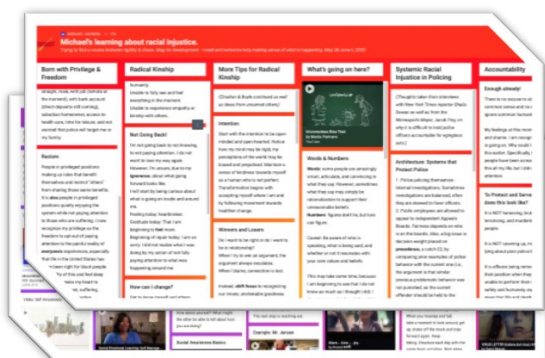
Santee Educational Complex

In an effort to keep students informed and motivated while distance learning, Reyneida Felix, PSA Counselor, along with staff contributions taken from the [Staff and Teachers Features](#), has spearheaded the creation and distribution of [The Falcon Flyer](#). This weekly newsletter and user-friendly [Free Language Resources Flyer](#) is shared with students via Schoology and provides important school information as well as highlights as a variety of creative activities students and families can engage in to stay healthy and safe.



Salvin Special Education Center/ Lanterman HS/ Widney CPTC

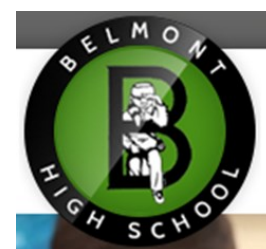
We have a great deal of information coming our way! To support the teachers and staff of the 3 special education centers he serves Michael Hudson, PSA Counselor, has developed these creative Padlets to organize and highlight information, best practices, and resources for specific topic areas such [Social Emotional Intelligence](#) and [Systemic Racial Injustice](#).



Belmont High School Shows Sentinel Pride for Senior Signing Day

Belmont High School continues to show their students Sentinel pride by celebrating Senior Signing Day. However, this year the celebration was a bit different. Principal Mendoza came up with the idea of conducting a car parade in order to celebrate the 12th grade student accomplishment of college acceptance. On May 5, approximately 30 staff members participated by festively decorating their cars with posters, balloons, crepe paper and other creative decor. The car parade made 14 stops around the neighborhood.

Students greeted the car parade at the various stops and displayed a poster indicating their college choice. It was a rewarding and fun way to recognize the accomplishments of the Belmont Senior class during this time of social distancing. Way to go, Sentinels!



School Mental Health Updates

This week it's an honor to highlight our very own LD Central SMH Team, Gustavo Sagredo, MH Consultant, Monica Topete, MH Consultant, Nidia San Jose, CCIS PSW and Veronica Real, MH Consultant as our **MH Hotline Heroes**. From the very beginning of school closures our SMH team were called to handle the LAUSD COVID-19 hotline available for families: (213) 443-1300 and for employees: (213) 241-2700 regarding any mental health concerns.



Superintendent Beutner quickly realized a high demand for mental health support for our LAUSD students and families and launched a separate LAUSD Mental Health Hotline on April 1st. Since then the MH hotline has been providing students and families support in managing fear, anxiety and other challenges related to COVID-19. The phone hotline – 213-241-3840 – is open 6 a.m. to 6 p.m. on weekdays and is staffed by LAUSD mental health professionals from the Crisis Counseling and Interventions Services Unit to provide emotional support in both English and Spanish. Teachers can also call and get advice on how to connect their students to services. The MH Hotline will be available all Summer.

Our SMH team rotates four-hour shifts (6am to 10am; 10am to 2pm; 2-6pm) to manage the calls up to 2 to 3 times a week. They have completed suicide risk assessments, connected students and families to mental health services, and assisted in connecting

them with other basic needs (food, technology etc.). They have primarily been helping by being a friendly voice on the other line, a human connection, reminding our community that yes, these are unprecedented times and no, they are not alone in this. In addition to managing the MH Hotline calls, our SMH Team has virtually supported the multiple school site crisis that have occurred during the school closures. Thank you, Gustavo, Monica, Nidia, Veronica for your dedication and compassion for those you serve in LD Central and LAUSD.

Again, the MH Hotline will continue throughout the summer to provide emotional support to students and families and crisis or mental health consultation for school staff at 213-241-3840. If you would like to discuss any mental health needs for your school, you can also reach out to Myrna Reynoso Torres, SMH Coordinator at myrna.reynosotorres@lausd.net.

Restorative Practices

In 2019-20, the Local District Central Restorative Justice Team supported students, parents, faculty and staff at nearly 160 schools, including early education centers, elementary, secondary, options and special education centers.

Although we started as Restorative Justice Teacher Advisors, we were already aware of the approaching transformation to Systems of Support for the Local District Central Community of Schools.

For the 2020-21 school year, the Local District Central Systems of Support Team will continue their support to our schools, including restorative practices, mindfulness and wellness practices, social emotional learning, and a focus on the whole child.

Events this year have shown us that nothing can be taken for granted, and that we all need to support each other to triumph over the challenges we encounter. Now, more than ever, the Local District Central Systems of Support Team is ready to support students, families, faculty and staff, no matter what happens.

More Than a Meal - It's not too late!



The collection of Household Income Forms for students enrolled in the 2019-2020 school is still going strong. Currently we have 75 schools who have reached 100% submission, 34 schools at 99% and 11 schools still working to catch up! Staff may guide parents to complete the form online or if you collect a paper form, please contact May Arakaki marakaki@lausd.net or Maria Martinez m.s.martinez@lausd.net for pick up.

At this time, no forms should be sent via school mail. Orange forms for new students beginning in the 2020-2021 school year should be retained at the school until after the first day of student attendance.

Technology Updates

Year End Physical Inventory 2020:

It is the end of the school year and the District is requiring all sites to perform a physical inventory of all devices. This will ensure that we have an accurate inventory of all devices at each site, that each student and faculty are provided a computing device, and any devices that are older than 5 years may be replaced. The deadline to complete the physical inventory is **June 30, 2020**.

Please refer to the guidelines in the Year End Physical Inventory document which may be found in the IT Asset Management website: [here](#).

For more information and to stay connected, we encourage you to join our IT Asset Management group in Schoology: <https://lms.lausd.net/>. The access code to join our group is: 7378-SBS8-VTG4M

If you have any questions, please refer to the [FAQ](#) attached, [submit a ticket](#), email ITAssetMGMT@lausd.net, or visit our website at <https://achieve.lausd.net/itam>.

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.

Parent Unit Updates

COLLEGE READINESS PARENT AND FAMILY CENTER STAFF TRAINING

TUESDAY, JUNE 16 FROM 2:00-4:00 PM

To support our parents and families' knowledge of college readiness, LDC Title I Schools' Parent and Family Center Staff will be trained on the "College Readiness" presentation that includes exploring the Pac 12 public and private colleges, their school's offerings, & data. Upon course participation, Title I Parent Community Representatives will receive the module and college pennants for replication of the presentation. One college pennant set will be given to each participating school. TITLE 1 Schools' PFC Staff will be paid their hourly rate for attendance past their regularly scheduled workday (one PFC Staff per school).

REGISTER AT: <https://bit.ly/PFCPac12>. If you have any questions, please contact Elizabeth Lomeli, Parent Educator Coach at exl0095@lausd.net

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 we have the "Parent Talks Videos Series" which includes the following Titles: Create a Family Reading Habit, Build Reading Skills and Comprehension, Instill a Love of Reading in Your child, Motivate a Struggling Reader, Make Read-Alouds Come to Life!, and Connect Reading to Real Life they are available in English and Spanish. There are also other bonus materials that can be used, please connect your school site web page designee with Ana Martinez, Parent Educator Coach at amarti15@lausd.net.

Staff Relations Reminders

REMINDER ON BEHALF OF OGC: SCHOOL FILES PROJECT

The LAUSD School Files application is the LAUSD application designed for Principals and Administrators to upload inappropriate behavior-related documents on a regular basis into the School Files system. This web-based application only requires a few entries to add documents. Please note that all user logins are recorded. Users are to upload documents as PDF files. Login to the application using your SSO account at: <https://schoolfiling.lausd.net>. For specific instructions on completing this process and for a copy of the mandatory coverage, please contact your Staff Relations Field Director.

CHANGE OF TEACHING ASSIGNMENT AFTER THE INITIAL TENTATIVE ASSIGNMENT

Teachers shall be notified as soon as feasible of a change in tentative assignment. If a teacher is notified within 5 calendar days prior to the beginning of the school year (August 17, 2020 for single track) that there will be a change of assignment, upon request, the teacher shall receive the equivalent of two days of preparation time. The change of assignment must affect the majority of courses taught in a secondary assignment and must require a preparation for a course not in the previous assignment. If the change of assignment does not affect the majority of courses taught but requires a new preparation, the teacher may request the equivalent of up to one day of preparation time (ARTICLE IX-A, SECTION 2.0, Section a).

MyPLN – NEW TRAINING RESOURCE AVAILABLE ONLINE

District employees have access to many training courses online courtesy of Organizational Excellence. Administrators may assign Classified employees to complete job-relevant training courses while working remotely from home. Employees may access the training at MyPLN (<https://signon.lausd.net/adfs/ls>). This online service is available to all of your Classified employees and can assist you in providing assistance and guidance, support and skill enhancement for your employees. Employees are also encouraged to visit the site on their own to pursue career and professional development interests.

Payroll Reminders

Time Reporting and Approval of the \$5.00/Hour Differential for Hourly Classified and Teacher Assistants

Effective March 16, 2020, all hourly classified employees and Teacher Assistants who are authorized to physically report to a worksite are eligible for a \$5.00/hour differential. Employees are eligible to be paid the differential:

- If they have been directed by their supervisor to perform work physically in a worksite
- Only for the hours which were worked physically at a worksite
- The employee is hourly and classified or a teacher assistant
- The employee is not a Retired Annuitant

Please refer to [memo](#) and [Job Aids](#) for detailed information.

Payroll Updates

Contract Pool Teachers

To avoid overpayments, make sure time has been reported for each day that a Contract Pool Teacher has worked at your site. All benefitted time should be reported by Human Resources.

Lump Sum Payment of Differentials

Lump Sum Differentials must be reported at the end of June. For further information or instructions, please refer to [REF-1802.15](#), *Time Reporting Instructions for Lump Sum Payment of Differentials*.

Semi-Annual Certification

Semi-Annual Certifications (SAC) and Multi-Funded Time Reports (MFTR) for the January 1, 2020 through June 30, 2020 period are due soon. Having these forms compiled before you leave for summer break will help ensure that they are completed timely and accurately.

Please refer to [Bul-2643.9](#), *Documentation for Employees Paid from Federal and State Categorical Programs* help clarify time documentation requirements. For assistance or further information please contact the following the Accounting Controls and Oversight Branch at (213) 241-2150

M & O Time Reporting for Building & Grounds Employees

Please note that any school site open during the summer session is still responsible for reporting and approving time for their Building and Grounds employees. If your school site is closed for the summer, your respective M & O Area Offices will monitor and report time for school based Building & Ground employees during the summer beginning July 1st until your return from summer break.

Time keepers and approvers for school sites that will be closed for the summer should confer with their Plant Manager or Operations Program Manager (OPM) about the submission of timecards, specifically for employees that are part-time, provisional or on a paid leave. Any custodial payroll issues or questions should be referred to the Complex Project Managers in your area.

Payroll Questions or Issues

Contact Payroll Support Services at (213) 241-2570 between 8:00 am – 4:30 pm Monday – Friday.

Vacation Cap Waived

Earned 2019-20 vacation hour balances will be made available during the fiscal year 2020-21 without having to complete a Vacation Waiver Form. No further action steps are required at this time. Employees in this category will receive a separate notice from the Payroll Administration Branch in late July of this year. Employees may find their accrued vacation hours printed on their paystubs. Employees may also visit the L.A. Unified Employee Self Service site at <https://ess.lausd.net> to view their Employee Vacation Balance Statement.

Summer Reminders

It is important that the public has access to your school site while on “E” basis. The public, parents, US Mail, and delivery trucks need to have access to the school’s office. Here are additional reminders:

Hours:	Regular school office hours (recommended – 8:00 am – 4:30 pm). Hours should be posted on the school’s front entrance.
Phones:	Please make sure phones are answered on a regular basis.
Flags:	Please remember to raise the United States and California flags when the school’s office is open. (Don’t forget to take down the flags at 4:30 pm).
Bells:	Please turn off bells.
Securing Your Campus:	Please plan to meet with your Plant Manager and Buildings and Grounds worker to discuss securing your campus.
Keys:	Make sure that keys are inventoried for ease of reissue in August.
Equipment:	Testing carts need to be secured, iPads powered down and unplugged over the summer to prevent damage. Please be sure to secure all items in locked facilities to prevent possible theft.

Summer Cleaning Schedule

Principals are encouraged to review the summer cleaning schedule with their plant manager before the end of “E” basis to discuss cleaning priorities and expectations. This will also be a good time to discuss assignment hours for your B & G staff (i.e., Plant Manager 8:00 am—4:30 pm and B & G Workers 9:00 am—5:30 pm). Plant managers should be reminded to maintain the school perimeter clean and check for safety hazards on a daily basis. Should you have any questions, feel free to call your operations coordinator.

Summer Security

Year-end reminders may be of assistance in closing out the 2019-20 school year. Please be sure to secure all items in locked facilities to prevent possible theft. Make sure that keys are inventoried for ease of reissue in August. The *Principal’s Handbook Closing of the Year* contains a [checklist](#) of items that has proven to be very helpful. Testing carts need to be secured. To prevent damage, iPads should be powered down and unplugged over the summer . Please refer to additional [Storage Safety Tips](#) list for your assistance.

Feel free to contact your Operations Coordinator should you have any questions regarding the closing of your school site.





Fiscal Reminders

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)
Online Goods Receipts (Receivers)	6/30/2020 (4:30 pm)
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.