

Friday Operation's Brief



LOCAL DISTRICT CENTRAL

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Intra-District (School to School) Permits



As we approach the end of the year, families will be coming to your schools to renew or apply for a intra-district permit. Please note, per the Intra-District Bulletin 5347.1, families who are renewing permits only need to obtain approval from the requested school. Additionally, any family that is denied a permit must be provided the information to appeal the decision. All of the forms and guidelines are included in [BUL-5347.1](#).

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.

Lyft Supports LD Central Families



Lyft provided \$400 in transportation gift cards for families in LD Central and for each local district across LAUSD. A West Adams Prep High School (WAPHS) family was one recipient of the support and their story reflects how beneficial this resource is to assisting families in meeting their basic needs. Seven additional families in LD Central also received the support.

The family from WAPHS had been struggling financially and experiencing additional difficulties due to COVID-19. The family came to the attention of the counselors as two of the siblings attend the school. Despite the father's attempts to provide for the family, the family received an eviction notice once the "Stay at Home" order is lifted as father has been unable to pay the rent. The SSP Counselor has provided food bank resources for warm food as the family has been unable to cook, support with the eviction process from legal resources and mental health referrals. The Lyft gift card will assist the family in accessing food banks and other necessary resources. We are grateful for the generosity of Lyft in this challenging time to provide an essential support to our families.



Spotlighting Our Schools

Julian Nava Learning Academy

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 full partnership with administration, academic counselors and psychiatric social worker, LD Central PSA Counselor, Veronica Sandoval is part of a The Universal Social Emotional Learning Team at JNLA. They are utilizing Schoology's Badge feature in which teachers can award badges for participation in distance learning such as completing work and turning in assignments on time. The class with most badges gets a "shout out" during Motivational Mondays ASB announcements. In addition, five students per grade level with the highest number of badges will receive a McDonald, Starbucks, or Yogurtland gift card. This team is collaborating in amazing ways to keep students engage in learning while still having fun!



2020-2021 Student Enrollment Resources

The new [Student Online Pre-Enrollment Portal](#) is now available for 2020-2021 school of residence enrollments in grades TK-12.

Who has access?

School site administrators can access and should be able to add school-based users who appear in their locations for payroll purposes (not itinerants). ITD is working on a read-only role for other users and would likely need to add itinerants like PSA Counselors separately.

The [SHHS Website](#) also has information for 20-21 enrollment for parents and schools

Please refer to the links below related to enrollment resources such as the IOC, FAQ's and all other job aids.

- ♦ [Job Aid for School Administrators](#)
- ♦ [Job Aid – School User Navigation](#)
- ♦ [FAQs-Student Enrollment 2020-2021](#)
- ♦ [Parent Guide – Spanish](#)
- ♦ [Parent Guide – English](#)
- ♦ [IOC Strategies to Support Next Year Enrollment](#)

Additional Enrollment Forms and Related Resources
for Schools (2019-20 Enrollments)

Information for Schools:
2020-21 Enrollment

Need to enroll your child in school for the 2020-2021 school year?

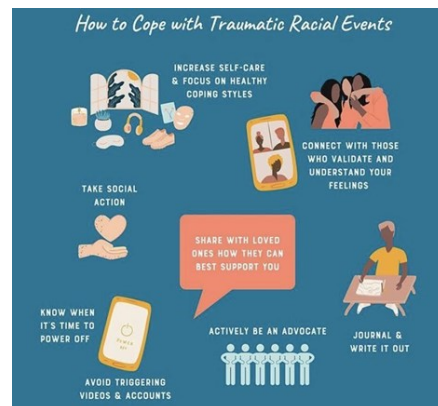
Contact your school of residence for enrollment procedures.

To identify your school of residence, click [here](#) to go to the LAUSD Resident School Finder to confirm that your current address is within LAUSD attendance boundaries.

The Student Online Pre- Enrollment Portal for the 2020-2021 enrollment in school of residence in grades TK-12 is available by clicking [here](#).

School Mental Health Updates

In our current national health and civil unrest crisis, it is even more important that we focus on our self-care practices. PSWs have made it a priority to provide imaginative and engaging self-care zoom workshop for teachers and staff at their school sites. **Franklin High school PSWs Molly Vasa Bertolucci and Jeannette Guerra** facilitate weekly Mindful Monday Staff Self-Care Workshops ([PowerPoint](#)) at 7am and at 12:30pm which they incorporated how to cope with traumatic racial events.



Clinton Middle School PSW, Monique Esapaña, and School Psychologist, Ms.



Gilmore, facilitated a Zoom Spa Session on Mindfulness activities for school staff. They taught teachers relaxation activities (i.e. deep belly breathing, guided meditations, reflection questions) to help manage anxious feelings. As a group, they led teachers through deep belly breaths. Clinton teachers shared that it was beneficial to practice deep breathing in a group and reported feeling less anxious after partaking in the

relaxation activities.

Ramon Cortines VAPA Girls Build LA (GBLA) led by PSW, Laura Travnitz programmed, coordinated and facilitated their 5th annual Mindfulness Fair virtually on May 29. A full day of mindful activities were offered live on Instagram. The agenda included some of the following topics: Yoga, Guided Visualizations, Mindfulness. Check out their [Mindfulness Fair Website](#) to see the recordings of the live events and other helpful tips to manage and cope with stress. Ms. Travnitz stressed the importance of practicing mindfulness especially in these challenging times to help us balance anger, uncertainty and stress. She expressed feeling proud of her GBLA team and their willingness to pivot from their live event plans and adapt to learning a virtual way to share mindfulness activities with our community.



Self-care is never optional it's a necessity for all of us. Incorporate manageable self-care activities throughout the day; deep breathing, positive affirmations, gratitude, and stretching. It's all the little things that matter and keep us balanced for our work and families. If you are needing help with mental health resources for your school community, please contact LD Central SMH Coordinator Myrna Reynoso Torres at myrna.reynosotorres@lausd.net.

More Than a Meal

Thank you to all the schools who continue to collect Household Income Forms (HIF) 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) At this time, do not place Household Income Forms in school mail.



If parents opt to complete an online form, please instruct them to request and provide to you the confirmation number.

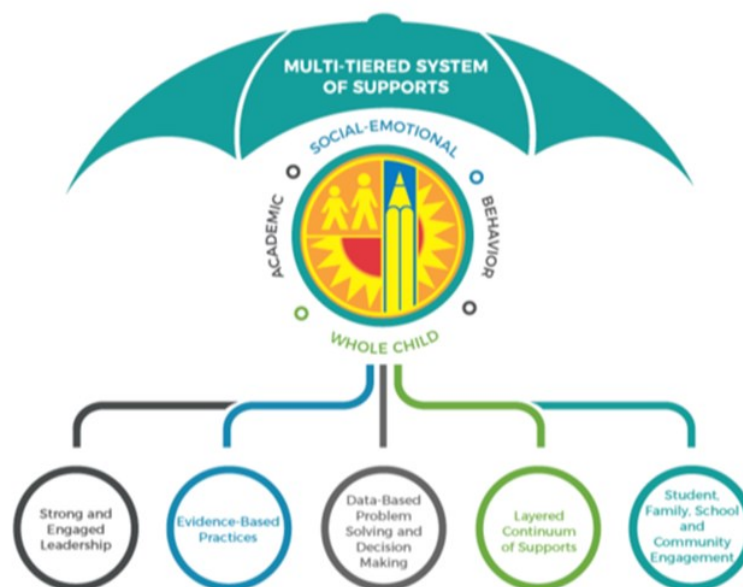
The orange Household Income Forms are for students at any grade level who are new enrollees to LAUSD in 2020-2021. Retain at your school the completed orange 2020-2021 HIFs until the start of the new academic year. After the new enrollee attends, the orange HIF may be submitted.

Local District Central Restorative Practices

The Restorative Justice Advisors are available to support all stakeholders in Local District-Central. This school year, we have been evolving from Restorative Justice to Restorative Practices. Restorative Practices include strategies from the fields of Restorative Justice, Social Emotional Learning, Mindfulness, and Wellness. For students, employees and parents, Restorative Practices is available for support as we end this school year, begin summer school, and start up in Fall 2020.

In the Schoology LDC-Principals directory there is an RJ Resources folder (Resources à Operations à Restorative Justice). We will be adding content and updating between now and the end of the school year, and always welcome feedback and suggestions on what you need to support school sites and stakeholders.

In Fall 2020, Restorative Practices will be fully integrated as Systems of Support within the Local District-Central Community of Schools model. The goal is the same: support all stakeholder groups with appropriate practices to build effective communication, improve school culture and climate, and provide Professional Development and resources at the schools we support. As always, please reach out to your LD-Central advisor with questions and ideas.



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 **July 31, 2020**.

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.



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.

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.

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 (ie., families that do not have a device or internet connectivity at home), the purpose of Phase 2 is to exchange school's older student mobile devices with newer devices up to their current enrollment.

The plan is as follows:

- ◆ Devices that are over 4 years old will be refreshed with newer devices
- ◆ Old devices will later be collected by ITD

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. In order to assist with entering assets into Remedy, IDMs may fill in the [ITAM Mass Checkout Template](#).
- ◆ Once completed, send the template to Jeremy McDavid, jam5543@lausd.net and Michelle Gorsuch, michelle.gorsuch@lausd.net. The template will be forwarded to ITD who will execute a bulk upload. **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 PDF](#). 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 that can be found at achieve.lausd.net/itam. Scroll to the bottom to see the Handbook.

School Fiscal Services Updates

- ◆ TRANSACTION FOR SCHOOLS AND OFFICES (NON-TITLE I) Cut-Off Date:
 - * **Submission of all Other Budget Adjustments for Review and Approval 6/10/20**
 - * Imprest Fund Claim Reimbursement Request 6/12/20 (REMEMBER TO SUBMIT ALL UNCLAIM REIMBURSEMENT CHECKS)
 - * 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)
- ◆ Please continue to process receivers for POs as soon as you receive goods/services to ensure that all receivers are processed in a timely manner and all purchase orders are charged to the current fiscal year. If goods receipts are processed after June 30, 2020 the PO will be charged to next year's budget.
- ◆ IMPREST/BANK RECONCILIATION DUE DATE:
 - * 3rd Quarters – January to March – Due Immediately
 - * 4th Quarters – April to May – 6/26/20, June – Due 7/31/20
- ◆ [INCOMING](#) AND [OUTGOING](#) ADMINISTRATOR CHECK LIST



Thank you to all schools for your efforts in raising money for the annual Consolidated Charitable Campaign despite these uncertain times. Please take a moment to review the [letter](#) from Sharing Brings Hope for the most updated information. **If you have any further questions, please feel to contact Ricardo Lopez at @ricardo.l.lopez@lausd.net**

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)
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 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.