

Friday Operation's Brief



LOCAL DISTRICT CENTRAL

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Get Ready, Here it Comes



Budget development begins earlier this year to give school leaders more time to plan and meet with their school community. It is important that school budgets are aligned to student equity needs and instructional priorities.

New to the budget process, school allocations will include fifty percent of the projected 2019-2020 ending balances for the following school year. Individual school budget appointments begin **Monday, February 24, 2020**. All budget appointments will be held at Lanterman HS. More information to follow.

MOVE IT! Health & Wellness Festival @ Dodger Stadium

Los Angeles Unified employees are being offered a \$25 gift card for the first 1,800 staff who register for Los Angeles Unified's 5K "[MOVE IT!](#)" Health and Wellness Festival at the iconic landmark Dodger Stadium. Come out and join thousands of LAUSD students, families, employees and community members for the [MOVE IT!](#) Health & Wellness Festival on **February 22, 2020** from 8:00 am to 1:00 pm.

In addition to the 5K run, you can expect health and nutrition workshops, dance classes, live entertainment, food trucks and much, much more! Please be sure to join!



Assistant Principals' Make-Up Meeting

An Assistant Principal make-up session has been scheduled for **Wednesday, January 29, 2020 from 1:00pm-4:30 pm at Lanterman HS** for those that were unable to attend our last Assistant Principal meeting. Please ensure to mark your calendar.

If you believe there is an error in our records, please contact Lead Operations Coordinator, Maria Butler via email at murbin2@lausd.net. Thank you for your prompt attention.

Teacher of the Year Nominations

All stakeholders are invited to nominate teachers with at least eight years of teaching experience in the District for the **LAUSD Teacher of the Year Program**. The Teacher of the Year (TOY) Program honors stellar teachers with a strong commitment to their students, school and community.

To submit a nomination, please visit: <https://tinyurl.com/launifiedtoys>.



Hollywood Reporter's Annual Women in Entertainment Event

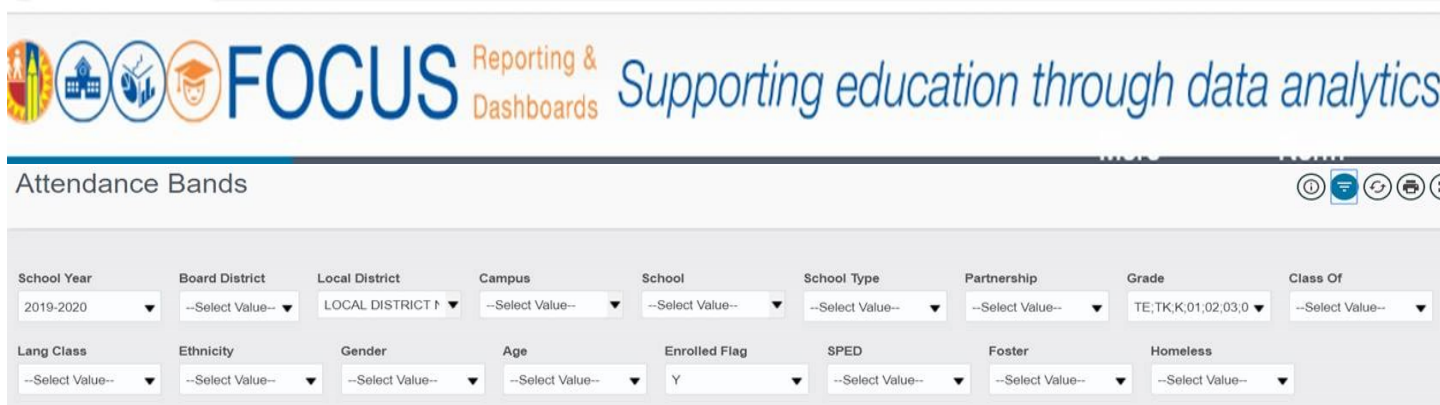


On December 11, 2019, the Hollywood Reporter honored two recipients of the Netflix College Scholarships award winners from Belmont High School. Lianne Suavage was awarded a full scholarship to Loyola Marymount University and Priscilla De La Rosa was awarded a \$100,000 scholarship to a college of her choice.

Attendance & Special Student Populations Engaging and Building Rapport with Struggling Families

As school leaders, you are aware of the importance of parental involvement as it relates to the student achievement and success. The school's investment in building rapport with families can have significant impact on **attendance**, by increasing parent buy-in and empowering students. Families struggle with attendance for a variety of reasons. Sometimes it is due to financial hardship, poor time management skills, maladjustment to traumatic events, homelessness, or death(s) in the family. It is vital for schools to be supportive towards our most vulnerable youth. School leaders are encouraged to monitor and track student attendance for Special Population students.

Monitoring Special Student Population Attendance Data on FOCUS



The screenshot shows the FOCUS Reporting & Dashboards interface. The header includes the FOCUS logo and the tagline "Supporting education through data analytics". Below the header, the "Attendance Bands" section is visible. It contains a grid of filter dropdown menus for various student and school attributes. The filters are organized into two rows. The first row includes School Year, Board District, Local District, Campus, School, School Type, Partnership, Grade, and Class Of. The second row includes Lang Class, Ethnicity, Gender, Age, Enrolled Flag, SPED, Foster, and Homeless. Most dropdown menus are currently set to "--Select Value--". The Enrolled Flag dropdown is set to "Y".

For more information, please refer to [BUL-6718.0](#) -Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System.

The following are strategies which can be useful when addressing attendance issues:

1. Listen carefully; let the family/student tell their story
2. Elicit feedback from family regarding barriers to attendance, school success, etc.
3. Identify student/family strengths and resilience
4. Establish goals and next steps
5. Ask how the school can support. Reassure the family that you are there to help and are committed to the students' well-being and success
6. Monitoring and Check-ins as a form of accountability
7. Share school and community resources as appropriate

Backpack Giveaway

Clinton Middle School was one of the LAUSD schools that participated in a backpack giveaway program sponsored by Kawhi Leonard Clippers basketball player, the Los Angeles Clippers Foundation and non-profit community partner, Baby2Baby. The goal of the program was to donate one million backpacks to students in Los Angeles Unified School District and Moreno Valley. Mr. Leonard shared "My goal this year is to make a meaningful contribution both on and off the court. This felt like the right way to get started".

The support staff at Clinton MS, Monique Espana, PSW, Trenekia Gilmore, School Psychologist and Jose Torres, PSW, were instrumental in coordinating the backpack distribution to every single student at their school. Ms. Espana reported, "Students and their parents responded with joy upon receiving new backpacks! Many have been seen using their backpacks at school already! The community is thankful for Kawhi's assistance and plans to reach out to the Clippers to deliver a personal thank you message".

Restorative Justice: Defusing Disruptive Behavior

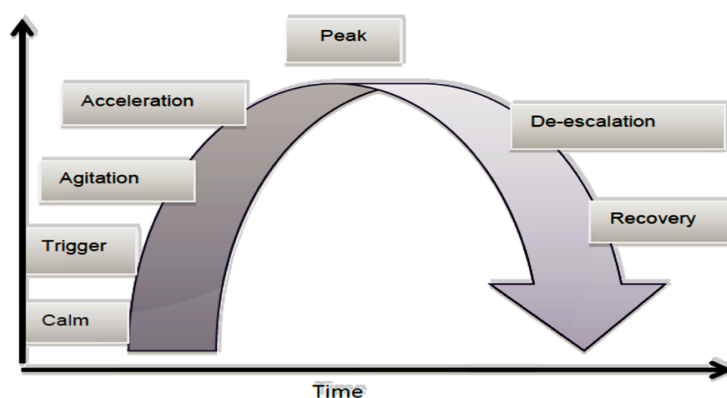
Restorative practice is more than community-building circles and talking pieces. It includes an understanding that disruptive students usually disrupt as a symptom of something deeper, and that we can learn ways of intervening to prevent escalation, and learn skills to remain calm that will make things easier for us and the student.

When dealing with a disruptive individual, it's important to remember that our response can determine their next steps. Above all, avoid a response that could further trigger the individual and lead to escalation. Try these steps:

- ◇ Assess the situation
- ◇ Remain calm
- ◇ Listen to the person's concern (or give them time/space to de-escalate)
- ◇ Offer options to change the behavior
- ◇ Follow through based on their response

Remember that if we respond emotionally we risk escalating the person and the situation. Wait before you respond, including taking a few deep breaths if you feel like you need to relax yourself. Pay attention to your body language, tone of voice and volume level. Don't stand too close, or use triggering gestures such as pointing or quick gestures.

Being aware of these steps can be the difference between escalating a situation out of control, or successfully de-escalating a person toward a positive resolution of the issue.



Extended Leaves of Absence (Workers Comp or Illness)



It is the responsibility of the school-site administrator to follow up on any employee leave, whether Workers' Compensation or Illness. For Workers' Comp, you should be in contact with the Workers' Comp Specialist to keep apprised of the employee's claim status, any work restrictions and/or possible return to work date. The Workers' Comp Specialist assigned to your Local District is noted below.

If an employee reports to work after a work related injury or surgery with medical restrictions, you can speak to a Return to Work Specialist to assist you with the Interactive Process. The Return to Work Specialist assigned to your Local District is noted below.

Questions regarding the Family and Medical Leave Act (FMLA) and other protected leaves should be referred to the FMLA main line at **(213) 241-3954**. Employees who are hospitalized or off work for three or more days should have an FMLA packet mailed to them within two days of the event.

Employees who are on an Illness leave of more than twenty (20) working days, must complete and submit formal leave of absence papers to the respective assignment office. Employees who have not submitted leave of absence paperwork should not be time-reported after twenty days of absence. Your SAA can mail an employee leave paperwork if it is anticipated an employee will be off longer than twenty (20) working days.

The Leave of Absence Packet for **Classified Employees** can be found on Personnel Commission web site under the "Forms" link. **Certificated employees** can find Leave of Absence paperwork under the "Forms" link on the Human Resources web site.

Parent Unit Updates

BUDGET DEVELOPMENT PLANING 2020-2021

Recommended Promising Practices for a Transparent Budget Process

The budget development process for the new school year is underway, allocation letters are scheduled to be sent out early February, School Front End is scheduled to open soon after that, and schools will receive a budget development appointment through LD Central Fiscal Services.

In order to support this timeline and the SPSA/Budget development process, you can find recommended promising practices that can assist your school in completing these important items. A focus on transparency is key and there are various compliance items that must be met according to Greene Act requirements for both ELAC and SSC. Click on: [Promising Practices](#) for more information.

If you need any assistance our PACE team is here to help, you can also contact Theresa Arreguin, PACE Administrator at (cell) 213-255-9512 or email at iarregui@lausd.net for support.



CONVERSATIONS WITH LD CENTRAL STAFF-DR. PRATT'S NETWORK ON 02/05/20 from 5:30-7:00 pm



Coming Soon! Event will take place at Santee Education Complex on February 5, 2020 from 5:30 pm -7:00 pm located at 1921 S Maple Ave., Los Angeles, CA 90011

NETWORK OF SCHOOLS INVITED TO ATTEND: 20th St. ES, 28th St. ES, 28th St. Early Education Center, Alexander Science Magnet, Carver MS, Hobart ES, Hobart Early Education Center, Hooper Primary Center, Hooper ES, Hooper Early Education Center, Huerta ES, Jones Primary Center, Lizarraga ES, Maple Primary Center,

Menlo ES, Norwood ES, San Pedro ES, Santee Education Complex SH, Trinity ES, Trinity Early Education Center, Vermont ES, West Vernon ES.

Bring your parent teams and show your enthusiasm, have your Community Rep. assist with recruitment and provide a special invitation to your parent volunteers. Think about what you might do to encourage families to attend. Don't forget to bring your school spirit gear and demonstrate your school pride.



Operation School Bell on Wheels for LD Central is set for **Friday, February 7, 2020** at Magnolia ES. This is an opportunity for elementary school principals to participate in the program to receive: school clothing, shoes, school supplies, etc.... Please look out for the e-mail sent to you this week with the attachments for parent permission, school completion and preparation instructions.

Staff Relations Update: 2020-2021 Class Size Table

Please take a look at the [2020-2021 Class Size Table](#) that aligns with the LAUSD – UTLA new contract just signed last year. This table should be particularly helpful as schools start their budget development process which include decisions about staffing and matrix. Do not hesitate to contact your assigned Staff Relations Field Director if you have

Teacher Assistant Portal

To access the Teacher Assistant Portal, TAs will need to log into <https://teacherportal.lausd.net> and under "Employee Tools" select Teacher Assistant. They will need to use their LAUSD single sign-on and password. The implementation of the Teacher Assistant Portal does not change the contractual obligations for TAs. Principals retain the right to request transcripts for the purposes of verifying eligibility and/or establishing the site seniority list. Units completed and uploaded since the implementation of the Teacher Assistant Portal can be viewed within the Principal's Portal.

Important Dates

Districtwide Spring Emergency Lockdown Exercise Week	1/27
New Principals' Meeting	1/27
Framework of Focus PD for Assistant Principals	1/29
Assistant Principals' Operations Make-up Session	1/29
After the Bell	1/30
Operation School Bell on Wheels	2/7
Operations Principal Meeting	2/12

Reminders

Administrator Certification

The "[Administrator Certification Online System](#)" is designed to assist administrators in electronically certifying that the required actions have been completed in accordance with District nondiscrimination and safety mandates, policies, and procedures. The online certification covers "certification" of required compliances. [Mem-6128.8](#) that includes attachments contains revised certification due dates and certification items. Most [items](#) only require certification once a year. The number of required certification items has also been significantly reduced. The due date for certification is **Friday, January 31, 2020**.

Campus Aides



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 Beatriz Campos at bx2865@lausd.net and copy Tony Cortez at tony.cortez@lausd.net. Please remember that we always recommend

having a campus aide 30 minutes before and 30 minutes after school. Should you have a campus aide that works more than 20 hours a week, please refer to the [flyer](#) for available Campus Aide Training.

School Design Options-Unified Enrollment

Unified Enrollment: School Search Tool-CMS is new! Principals can make updates to their school profile(s) in the Principal Portal between December 20, 2019 and January 31, 2020. The final date to update profile(s) is **Friday, January 31, 2020**.

Administrator Assurances

Just a reminder that the Administrator Assurances Form, [Attachment F](#) of [BUL-2643.9](#), Time Reporting for Fed and State Categorical Programs is due **January 31, 2020**. Please send to Beatriz Campos at bx2865@lausd.net.

What's Due

E-CAST Due	1/29
Administrator Certification	1/31
Administrator Assurances (July-Dec)	1/31
School Design Options—Unified Enrollment	1/31



2020 Timetable

E-CAST 2020 opens to Principals on Wednesday, January 15, 2020 at noon. The deadline for Principals to submit their schools' E-CAST applications, including Open Enrollment declarations, Magnet responses and Staffing Appeals, is **Wednesday, January 29, 2020** at 11:59 PM. For complete information about E-CAST, please visit E-CAST website at www.laschools.org/ecast.

If you have questions about E-CAST or need further assistance, please call E-CAST Customer Service at 213-241-8044 x9 or email mpd@lausd.net.