

Friday Operation's Brief



LOCAL DISTRICT CENTRAL

Volume 7, Issue 20

January 31, 2020

Black History Month - February



February is African American History Month. This month we pay tribute to the generations of African Americans who struggled with adversity to achieve full citizenship in American society. How do you celebrate African American History Month? LD Central would love to highlight your school! Let your Operations Coordinator know of any special activity, concerts, or performances your school will host in honor of Black History Month!

Political Activities & Use of District Resources

The Tuesday, March 3rd Primary Nominating Election for LAUSD Board Districts 1, 3, 5 and 7 is quickly approaching. While it's every individual's right to participate in the democratic process, as public officials we must be mindful that public resources are not used in support of our personal views. The law, LAUSD policies and Board Rules are explicit in this area. To assist you in understanding your responsibilities as a public official, please review "[LAUSD's Election Tip Sheet](#)." The tip sheet is also posted on the [Political Activities](#) page of the Ethics Office website.



Further, if your school or office utilizes social media (Facebook, Twitter, etc.) to communicate with parents, community members or employees regarding LAUSD business, be aware that the posting of explicit or implied endorsements of political candidates is prohibited. [Bulletin 999.13 - Responsible Use Policy \(RUP\) for District Computer and Network Systems, Attachment B](#) stipulates, "The use of the District network for illegal, political, or commercial purposes is strictly forbidden."

Please feel free to contact the Ethics Office at (213) 241-3330 with additional questions or for further assistance.

Safe Passages

Safe Passages addresses safety concerns around the immediate perimeter of the school, specifically an hour before and after school.

Your active involvement is important in continuing the effective collaboration with LAPD, LASPD, and other community stakeholders, including city council members' offices. Please refer to the chart for this month's Safe Passages meeting.

2/27/20	Division	Time	Location
	Newton	9:00 am-10:00 am	Newton Police Station—Community Room
	Northeast	9:00 am-10:00 am	Hathaway Sycamores—Multi-Purpose Room
	Olympic	11:00 am – 12:00 pm	Olympic Police Station—Community Room
	Rampart	11:00 am – 12:00 pm	Rampart Police Station—Community Room

If you would like to be added to our invitation list or have any questions or concerns, please feel free to contact Ricardo L. Lopez at (213) 241-0167. We look forward to seeing you there.



Get ready, Local District Central!

The Consolidated Charitable Campaign is right around the corner! This year the campaign will take place between February 3rd and April 3rd.





Restorative Justice

A big shout-out to Lizarraga Elementary for the amazing displays on their school-wide Kindness Tree, bulletin board demonstrating Restorative Justice Practice #4: Community Building Circles. In addition, the RJ Shout-Out board recognizes peers and teachers that have done something noteworthy. These hand-written notes, certificates, bulletin boards, and school/class newsletters are all avenues that recognize students and/or staff, and help create a positive school culture and climate that lead to success for all stakeholders.



Budget Updates

- ◆ February 3, 2020 - Deadline for schools to ensure that they have addressed pending funds that sit in their Title I budget. If a school has not submitted a BAR and a SPSA Modification to move these funds by Feb. 3rd, the school will not be able allowed to move these funds
- ◆ Budget Development is soon approaching, and we will be sharing details as they become available.
- ◆ Tentative timelines and the necessary documents for school budget development process:
 - February 3, 2020 – Carryover memo will be published
 - February 4, 2020 - Budget Development appointment letter send out
 - February 10, 2020—Budget Development Training at Lanterman HS. Register at: <http://bit.ly/Ldcentral20202021bdtraining>
 - February 11, 2020 – Allocation letters will be sent to school principals
 - February 12, 2020—Budget Development Training at Orthopaedic Medical Magnet. Register at: <http://bit.ly/Ldcentral20202021bdtraining>
 - Staffing Ratios can be accessed on the School Fiscal Services website: <https://achieve.lausd.net/sfs>
 - February 24 - March 20 Schools Front End (SFE) will be available for budget data entry
 - March 20, 2020 SFE closes at 5:00 pm
 - It is imperative that pertinent school staff involved in the budget development process be available during this period and all applicable documents are ready, complete and brought to the budget session appointment.
- ◆ If you have not yet done so, please submit your December Imprest reconciliation report as soon as possible. The next quarterly report will be due on April 20th.
- ◆ Please continue to process receivers for POs as soon as you receive good/services to ensure that all receivers are processed in a timely manner and all purchase orders are charged to the current fiscal year.





100th day of school is almost here!

On February 11, 2020, you will be celebrating the 100th day of school. This milestone date is a great time to remind students we they have successfully participated in 100 days of instruction! You can use the [attendance certificates](#) to recognize students.

2019-20 LCAP Goals for Student Attendance

Percentage of Students with **Excellent Attendance: 72% or better**

Percentage of Students **Chronically Absent: 7% or less**

Attendance Achievement by Instructional Day 2019-2020						
96% Attendance rate means having NO MORE THAN 1 absence per 25 DAYS OF INSTRUCTION						
<div>← Chronic Absence</div> <div>Excellent Attendance →</div>						
		Less than 87%	87% – 91%	92% - 95%	96% - 99%	100%
Instructional Day	Date	Far Below Basic	Below Basic	Basic	Proficient	Advanced
25	September 25	4 or more	3	2	1	0
50	November 1	7 or more	5-6	3-4	1-2	0
75	December 16	10 or more	7-9	4-6	1-3	0
100	February 11	14 or more	9-13	5-8	1-4	0
125	March 18	17 or more	11-16	6-10	1-5	0
150	April 30	20 or more	13-19	7-12	1-6	0
175	June 5	23 or more	15-22	8-14	1-7	0
180	June 12	24 or more	15-23	8-14	1-7	0



Local District Central

Chronic Attendance

December 2019

Met Chronic Attendance Target of 7%

EARLY COLLEGE ACAD	2.6%	DORRIS PLACE EL	6.5%
IVANHOE EL	4.5%	32ND ST USC PA MAG	6.5%
MONTE VISTA ST EL	5.3%	CAHUENGA EL	6.7%
LOS FELIZ STEMM MAG	5.6%	LEE EL MED HLTH MAG	6.7%
CASTELAR ST EL	5.7%	DBM	6.8%
DAHLIA HTS EL	6.2%	RFK AMBSDR GLBL EDU	7.0%
RFK AMBSDR GLBL LDSH	6.4%		

Local District Central Excellent Attendance

December 2019

Met Excellent Attendance Target of 72%

School	%		School	%		School	%
Early College Acad	85.1%		RFK New Open Wld	77.4%		Nava College Prep	74.3%
DBM	83.5%		Monte Vista St EL	77.3%		Franklin HS	74.0%
RFK Ambldr Gbl Edu	82.4%		Liechty MS	77.3%		Adams MS	73.9%
Kim Academy	81.7%		Virgil MS	77.1%		Mt Washington EL	73.8%
Castelar St EL	80.2%		10th St EL	76.7%		Lockwood Ave EL	73.5%
Lee EL Med Hlth Mag	80.2%		RFK Ambldr Gbl Ldsh	76.5%		Eagle Rock HS	73.3%
Orthopaedic Hsp SH Mg	79.7%		Del Olmo EL	76.3%		Clifford St M/T Mag	73.1%
Kim EL	79.6%		Franklin Ave EL	75.5%		Eagle Rock EL	73.1%
Cahuenga EL	79.3%		Los Feliz Stemm Mag	75.3%		Clinton MS	73.0%
Berendo MS	79.1%		Ivanhoe EL	75.3%		Foshay LC	72.9%
West Vernon Ave EL	79.0%		Nava Learning Acad	75.1%		Hoover St EL	72.7%
Gratts LA For YS	78.9%		32nd St USC PA Mag	75.0%		White EL	72.6%
Esperanza EL	78.3%		Contreras LC Bus Tr	74.6%		Alexandria Ave EL	72.2%
Macarthur Pk EL VAPA	78.1%		Castro MS	74.6%		Estrella EL	72.1%
RFK UCLA Comm Sch	78.0%		Hobart Blvd EL	74.5%		Huerta EL	72.1%
Dahlia Hts EL	77.8%		Arroyo Seco Mus/S Mag	74.3%		Buchanan St EL	72.0%
King MS Mag Flm/Mdia	77.6%						

Staff Relations Updates

PROBATIONARY 1 TEACHERS:

All principals and certificated administrators will be required to decide if they will provide “Affirmative Endorsement” to the probationary and provisional certificated employees assigned to their site.

- For Probationary 1 and Provisional employees, the Workforce Data Analysis Unit will email rosters to Principals. To obtain a copy of your roster, please email: affirmdecision@lausd.net
- Endorsement decisions for Probationary 1 employees will need to be submitted to the Local District Superintendent and/or Supervising Administrator by **March 2, 2020**.
- The Local District Superintendent and/or Supervising Administrator will sign the forms by **March 9, 2020**.

WARNING OF POSSIBLE BELOW STANDARD EVALUATION (MID YEAR WARNING)

Employees who might receive an overall **Below Standard Evaluation** should be given sufficient advance notice. Administrators are to provide written recommendations and assistance for improvement through written conference memos and should also include a warning as to the consequences of failure to improve. Such notice is to be given with sufficient time for the employee to implement the assistance provided. Please, remember to contact your Staff Relations Field Director if you are working with a teacher who may receive a BSE.

Evaluations: Classified Personnel

Friendly reminder that all classified personnel are to be evaluated on an annual basis. Please reach out to your Operations Coordinator or our Classified Staff Relations Representative, Chrys Nguyen, should you need assistance.

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 TO US NEXT WEEK! 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 and Early College Academy.

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.

COMMUNITY REPRESENTATIVES' PROFESSIONAL DEVELOPMENT 02/06/20 from 8:30-11:30 am at Lanterman HS

The next monthly professional development training for community representatives will be held on February 6, 2020 from 8:30-11:30 am at Lanterman High School. This training will include how to support the budget development process by understanding both ELAC and SSC guidelines/responsibilities and the important role parents have as key stakeholders in this process. In addition, they will learn about how to access important resources and other updates/informatives.

GO CENTRAL WITH BOARD MEMBER MONICA GARCIA'S BOARD DISTRICT 2 ELEMENTARY SCHOOLS KICK-OFF WILL COMMENCE ON 2/5/20!

GO CENTRAL will have its Kick-Off event for college awareness! Board District 2 elementary schools will continue to engage in developing a college-going culture at every school. We would like to thank Frank del Olmo Principal Mr. Ricardo Romero for hosting the official kick-off for Go Central! Students at Frank del Olmo will engage in college awareness activities and will have an opportunity to engage with our Supt. Mr. Roberto A. Martinez, Board Member Garcia, and partners from Los Angeles City College and California State University, Los Angeles.

Board District 2 elementary schools will continue to develop college awareness throughout the school year and are encouraged to enhance, add, and/or think outside the box on how to further develop a college-going culture at each school site. Make it simple, and have fun engaging students and families in this important effort. [Click here](#) for several ideas. Feel free to share additional ideas that you are implementing at your schools! Community representatives are also involved in this effort and have been asked to create or add on to the College Corner at each Parent Center! All aboard for Great Outcomes Central!

Psychiatric Social Worker Services (PSW) for 2020-21. With budget development season fast approaching, schools are reminded that they have an opportunity to invest in School-Based PSW services for next school year. PSW staff are mental health professionals that are either credentialed by the CTC in school social work or licensed in clinical social work by the Board of Behavioral Sciences. School-Based PSW staff are trained to provide an array of mental health interventions using the MTSS framework. We have included a couple of pictures to provide a snapshot of all the amazing work our PSWs do within our school sites. Contact Myrna Reynoso-Torres with questions about School-Based PSW services at myrna.reynosotorres@lausd.net or 213.241.1278



Introducing LD Central Specialized Student Services Staff

LD Central Specialized Student Services staff are happy to be located on the 11th Floor. Fifty-six A-G and Specialized Student Services Counselors provide an array of services to all LD Central school sites. A-G Counselors provide targeted case management for off-track Tier 2 and 3 students to meet A-G and culmination graduation requirements, teach high school preparedness and support transitioning students from middle to high school. Specialized Student Population (SSP) Counselors provide case management services to foster youth, students experiencing homelessness and students involved in the juvenile justice system with the focus of increasing attendance rates and school engagement, increasing academic attendance/graduation rates and increasing school stability. Annually, counselors participate in the Homeless Education Office (HEO) Sponsor-A-Family event. Families in need of support during the holiday season are referred to be sponsored by the community. This December, 334 families district-wide were sponsored through referrals made by Specialized Student Population Counselors. Fifty of these families were from LD Central. The HEO event provides gifts for each family member, as well as food and clothing gift cards. Should you have any questions feel free to contact us at 213-241-0126. We look forward to working with our fellow LD Central staff to support our students to continue their outstanding academic progress!!



Pictured from left: Yvette Tortorici (LD Support Counselor), Anabel Vazquez (LD Support Counselor), John Murillo (LD Support Counselor), Tamara Robinson (Coordinator), Traci Williams (Specialist) and Linda Cortez (LD Support Counselor).

Important Dates

Operation School Bell on Wheels	2/7
Operations Principal Meeting	2/12
President's Day	2/17
Framework of Focus PD for Principals	2/19
Framework of Focus PD for Assistant	2/26
Safe Passages	2/27
Framework of Focus	2/27

Reminders

Administrator Assurances

Just a reminder that the Administrator Assurances Form, [Attachment H](#) 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.



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.

What's Due

Administrator Assurances (July-Dec)	1/31
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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.

Updated Conference Attendance

Schools are reminded to use the updated [Approval Form 10.12.1 Form](#) for conference attendances. It has been updated to include the new mileage rate of **57.5 cents** per mile for 2020. The current Request for Approval Form must be used for out of state travel. The Office of the Chief of Staff will reject requests on old forms. Both forms can be found on the Travel Website.

Also, keep in mind that this form is revised each time the sub-rate changes. If you have questions or require additional assistance, do not hesitate to contact the TRAVEL DESK.

