

Friday Operation's Brief



LOCAL DISTRICT CENTRAL

Volume 7, Issue 23

February 21, 2020



On behalf of the Local District Central Team, Congratulations to Principal Helene Cameron and the Central HS school community!

Central Continuation High School has been designated as 2020 Model Continuation High School (MCHS) by the State Department of Public Instruction Tony Thurmond.



Central Continuation High School will be recognized as a Model Continuation High School at the 2020 California Continuation Education Association State Conference, which is scheduled for May 1 – 3, 2020. The school's designation period is from April 2020 -March 2023.

Permit Cancellations and Student Transfers

It has come to our attention that a number of schools are checking students out and sending to home school, and/or cancelling permits. It is strongly recommended that school leaders contact their respective Operations Coordinator for assistance in addressing issues that may necessitate a change in school enrollment. Please refer to the District Policies below for additional guidance.

- [BUL-5347.1 – Intra- District Permits](#)-stipulates that permits may be cancelled, revoked, or denied renewal by the school site administrator at the end of the school year. **In extreme circumstances** permits can be cancelled at the semester break with documentation revealing all forms of remediation. Permits should not be revoked based on one incident. LAUSD discipline policies must be followed before returning student to their school of residence. **If a permit request is cancelled, revoked or denied renewal**, parent will be informed of appeal procedures by the school that denied the request.
- [BUL-6362.0 – Opportunity Transfers Policy & Procedures](#)- An Opportunity Transfer (O.T.) is a carefully planned school or District initiated transfer of a student within LAUSD schools for remedial and corrective reasons. It is issued as an alternative means of correction to address student misconduct after prior interventions have failed to bring about proper conduct or when the student's continued enrollment at the current school presents a safety risk to others. The purpose of an O.T. is to minimize factors that interrupt the academic process, and thus to create a school climate that is safe and conducive to learning for all.

Training Available for Supervisors of Classified Employees



Staff Relations Senior Human Resources Representatives are teaching courses through Organizational Excellence as well as offering training at meetings for Principals/ Assistant Principals, SAAs, and other supervisors relative to District policy and classified contract interpretation. The classes are titled, "The Evaluation Process for Classified Employees" and "The Discipline Process for Classified Employees." These 3-hour interactive sessions are held at the Beaudry building. Supervisors of classified staff may

enroll in either of these classes through [MyPLN](#). **We encourage any of your staff that manages or reviews classified employees to attend these two informative training sessions.**



The Consolidated Charitable Campaign is underway!

Our Local District Central CCC team would like to highlight several key materials for CCC coordinators. In the CCC box that schools should have received, you will find the following:

- 1). Coordinator's Envelope for tracking all donations
- 2). Payroll deduction cards for school wide distribution
- 3). CCC posters

Payroll deduction is an easy way to donate automatically every month. CCC posters should be hung throughout the school site in high traffic areas that are visible for students, caregivers, and staff.

Should you need additional materials, the fastest way to get CCC materials shipped to the school site is by contacting the CCC hotline at 888-492-4738 or visit the website at https://www.sharingbringshope.org/material_form.php.

Please share your CCC events and fundraiser pictures so that we may include them in LD Central Friday's Brief. Send via email to Ricardo L. Lopez at ricardo.l.lopez@lausd.net.

Also, LD Central CCC team will be hosting a third and final CCC Coordinator's training. You will soon be notified of the date and time. If you have any questions, please contact Nidia SanJose at nidia.sanjose@lausd.net.

Sharing brings hope and together we can make a difference! Let's continue to make LD Central #1 in this campaign!

LAUSD Consolidated Charitable Campaign
COORDINATOR'S REPORT ENVELOPE

Deadline: April 17, 2020
Hotline: 888-492-4738

SHARING BRINGS HOPE
www.SharingBringsHope.org

From: Coordinator Name: (optional) Cell Phone: Phone: _____
Name of School / Division: _____ Email: _____
Location Code: _____ DISTRICT: _____ (if applicable)
To: DISTRICT / Division Chair/Department _____
DISTRICT / Division Chair Location _____

Deliver to your Local DISTRICT / Division Chairperson on or before the DEADLINE of April _____

INSTRUCTIONS

PLEASE DO NOT ENCLOSE CASH: All cash donations need to be converted into a check (school check or personal check).

• **ALL CHECKS ARE TO BE MADE PAYABLE TO: LAUSDCCC**

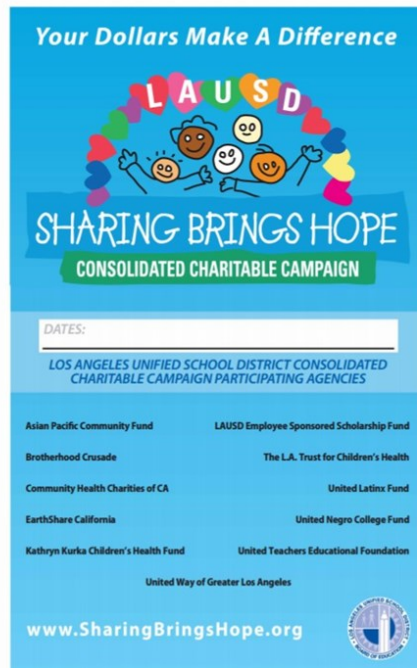
• **CONTRIBUTION TOTALS:** Fill in the total amount of donations designated to each Fund Distribution Agency (FDA) in separate columns below, specifying total amounts donated from Student Body, from Parents, and from Employees.

TOTAL EACH COLUMN: Student Body Check(s), Parent Checks, and Employee Checks

• **GRAND TOTAL:** Grand Total of all three (3) columns below **MUST** equal the total amount of checks included in this envelope.

FUND DISTRIBUTION AGENCY (FDA)	STUDENT BODY CHECKS	PARENT CHECKS	EMPLOYEE CHECKS
All Charities			
Asian Pacific Community Fund			
Brotherhood Crusade			
Community Health Charities			
EarthShare California			
Kathryn Kurka Children's Health Fund, Inc.			
LAUSD Employee Sponsored Scholarship Fund			
The L.A. Trust for Children's Health			
United Latino Fund			
United Negro College Fund			
United Teachers Educational Foundation			
United Way of Greater Los Angeles			
TOTALS:	STUDENT BODY CHECKS	PARENT CHECKS	EMPLOYEE CHECKS
GRAND TOTAL \$ _____			

The Grand Total of all three columns **MUST** equal the total checks included in this envelope.
Copies of this envelope can be printed at www.SharingBringsHope.org



SHARING BRINGS HOPE
Section One: PAYROLL AUTHORIZATION

Complete Section One to authorize a new payroll deduction(s), to increase existing deduction(s), or to cancel old deduction(s). All may be done on a single form. All donations are tax deductible.

Employee Name: _____ Employee No.: _____ My gift is \$ _____ per pay period
Location Code: _____ School Dept: _____ The minimum amount is \$2 per agency/line per pay period - \$ _____ for the year

NEW: Any new payroll deduction.

CHANGE: A change will replace existing dollar deduction amounts. Please write the new amount only.

CANCEL: To cancel existing agency deduction.

I hereby authorize my employer to deduct the amount indicated from each pay period. This authorization will remain in force until cancelled by me. Participation in this campaign indicates my specific understanding that my name and address information will be provided to the agency/charity receiving my donation.

New	Change	Cancel	Payroll Code	Charitable Agency	Amount (in \$)
			4020	Asian Pacific Community Fund *	
			4021	Brotherhood Crusade *	
			4022	Community Health Charities *	
			4023	EarthShare California *	
			4024	Kathryn Kurka Children's Health Fund, Inc. *	
			4025	LAUSD Employee Sponsored Scholarship Fund *	
			4026	The L.A. Trust for Children's Health *	
			4027	United Latino Fund *	
			4028	United Negro College Fund *	
			4029	United Teachers Educational Foundation *	
			4030	United Way of Greater Los Angeles *	

Signature: _____ will consent process without signature

Donor Designation

Designate your payroll deductions to go to any 501(c)(3) nonprofit charitable organization by selecting one of the above listed Distribution Agencies to process your donation. We will need the name and address of the charity and the name of the designated agency. All designations remain in place unless cancelled by donor in writing. Please note all FDAs are required to use designations quarterly.

If payroll deduction \$ _____
Charity: _____ Phone number: _____
Fund Distribution Agency: _____

One-time Gifts

Make a one-time gift to any of the above listed charitable agencies by attaching your check made out to LAUSDCCC and your choice of charity. You may also make a one-time gift to any 501(c)(3) nonprofit charitable organization by selecting above stated Fund Distribution Agencies to process your donation. Please make your check out to LAUSDCCC and indicate the charity below. Please indicate the charity in the memo section of your check.

If one-time gift \$ _____
Charity: _____ Phone number: _____
Fund Distribution Agency: _____

Acknowledgement

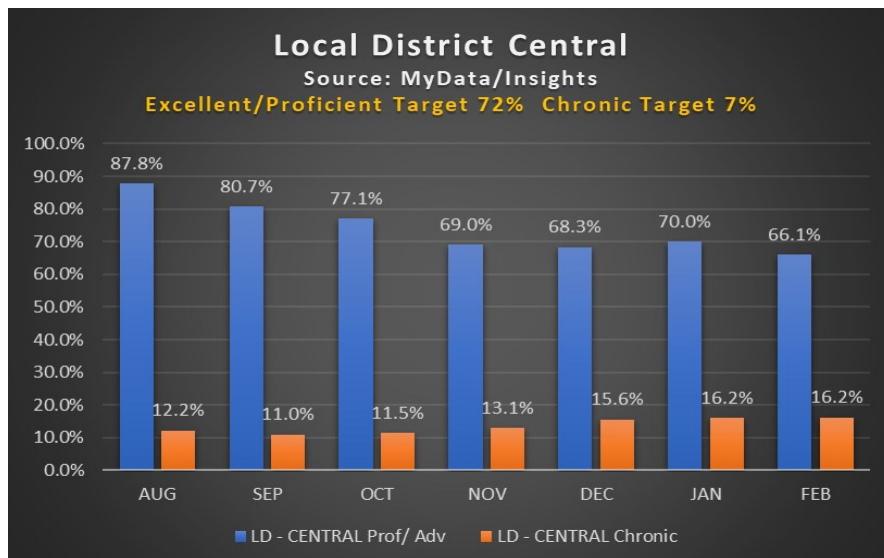
In acknowledgement for your donation, please clearly print the information shown below. Your personal information will be given to any other agency.

Email: _____
Zip: _____
Name: _____ School Dept: _____

Charitable Agencies do not provide goods or services in return or exchange for their contributions.
www.SharingBringsHope.org

Avoiding the Attendance Drop

The time frame between Winter Break and the last day of school is typically a period of decreasing attendance. Even students, who have attended school regularly, from the beginning of the academic year, will begin to take a few days off. Prevention is key to maintaining our student's motivation to attend school right up to the last day. As a local district we continue to monitor our district attendance data trends. As school leaders you should monitor your trends on a weekly basis to see identify your data trends.



Below are some strategies to keep our students in school:

- ◆ Send Attendance Letters
- ◆ Hold Student Attendance Review Team (SART's) Meetings for Targeted Students
- ◆ Schedule Parent Information Meetings & Workshops
- ◆ Implement Grade Level & Classroom Challenges
- ◆ Celebrate attendance every 25th day (125th Day of school March 18th)
- ◆ Host lunch time events for all students
- ◆ Create second semester mentoring programs
- ◆ Incorporate Spirit weeks
- ◆ Plan key events throughout the second semester



SSP and PSA School Based Counselor Collaborate on 100th Day Attendance Event

Normandie Ave. Elementary's Cougar leaders glowed on the 100th day of school. Ms. Ebony Jackson, School-based PSA and Mr. Villavicencio, SSP Counselor promoted the 100th day of school's Attendance Glow Celebration with bulletin boards, announcements, Connect Eds for the parents and other outreach methods. In order to participate, students had to either have 96% attendance or better or have met the 25-Day Attendance Challenge. The event was a huge success. Almost 500 students joined the celebration! We are proud of our students and of the incredible collaboration amongst our PSA team to make this event so engaging, fun and successful for the students.



School Mental Health Updates

In the spirit of Random Acts of Kindness Week and paying it forward, the Psychiatric Social Workers (PSWs) at the Robert F. Kennedy (RFK) Community Schools Complex, held the “Share the Love Clothing Drive Event”. The PSWs from each RFK Community School collaborated to host a campus-wide clothing drive for identified homeless, marginally housed and high-risk families. The event was held on Friday, February 14th, 2020, and served thirty families from the various RFK Community Schools



including, Ambassador School Global Leadership (ASGL), New Open World Academy (NOW), Los Angeles High School of the Arts (LAHSA) and School of the Visual Arts and Humanities (SVAH) as well as several newcomer students from UCLA Community School. We want to thank the PSWs at the different Community Schools for modeling altruism, empathy, and, kindness by organizing this worthy event:

UCLA Community School: Debbie Bailey, PSW

SVAH: Evelyn Ro, PSW

LAHSA & NOW Academy: Yolanda Lopez, PSW

ASGL: Jacob Wangel-Brown, PSW

Restorative Justice

Restorative Justice, with its emphasis on identifying the justice needs of everyone involved in a harm, is a movement in LAUSD of growing influence that is helping the harmed and harmer heal, while holding students, educators or parents accountable for their actions.



What are the three pillars of restorative justice?

According to Howard Zehr, a recognized founding father of restorative justice, the concept is based on three pillars: Harms and needs, obligation (to put right) and engagement (of stakeholders).

- * The “who” and the “how” are important
- * The goals of restorative justice
- * Core approaches often involve an encounter
- * And much more!

In other words:

- * Empathy for all and by all. ...
- * A mumbled “sorry” is not enough. ...
- * Everyone is involved in the healing.

Classified Personnel Performance



Classified employees should receive documented assistance (minimally a conference memo) advising of the specific deficiencies prior to receiving a performance evaluation with ratings lower than “meets standards” and be provided a reasonable opportunity to improve. Please review timecards for attendance and obtain feedback regarding employee performance now. This will assist you in documenting problem areas for employees so that you may provide the necessary assistance and guidance. Providing a midyear evaluation provides employees the opportunities to improve their performances or to acknowledge your high performers. Please contact your Senior Human Resources Representative for assistance.

School Fiscal Services Updates and Reminders

- Schools Front End (SFE) for FY 2020-2021 Budget Development open on February 20, 2020 instead of the original scheduled date of February 24, 2020. SFE closes March 20 at 5:00 pm
- Fiscal Specialists are to guide new Principal, Coordinator or SAA inputting budget in School Front End from February 20 through February 25. Come to Lanterman in Room 15.
- Budget Development Appointment February 24 through March 20, 2020 will be at Lanterman Address: **2328 ST JAMES PL, LOS ANGELES, CA 90007.**



LD- Central Fiscal Service contact number:

Brent Denton: 213 760 7361
Cherrise Fox: 213 760 7362
Nora Castillo: 213 760 7363
Todd Takashima: 213 760 7364
Jannette Low: 213 760 7360

Remember to bring the following items:

- ◇ Signed School Budget Signature Forms for each program code. Budgets should be entered into SFE prior to the budget session appointment.
 - ◇ **2020-2021** Single Plan for Student Achievement (SPSA) that describes the actions/tasks/costs
 - ◇ SPSA Budget Summary Page
 - ◇ Signed Employee Roster Letter
 - ◇ Manual Budget Adjustment Requests indicating positions funded with carryover funds, grants or donation.
 - ◇ Teacher Assistant Reduction-In-Force HR Form 5009 for Teacher Assistant positions that will not be funded in 2020-2021
 - ◇ Alternative Staffing Pattern (ASP) requests for schools that currently have ASP in place
 - ◇ Request for Personnel Action (RPA) form for new, temporary, and modified positions
 - ◇ (For Limited Contract Teachers also include the two pages' contract)
- School can use carryover to fund zero basis positions including itinerants (PSA, PSW, PSYCHOLOGIST, NURSE)
 - All Itinerant Forms are due on March 20, 2020 to their respective office on the form.
 - 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.

Campus Aides



Please take time to review the schedules and assignments for your individual campus aides. It is strongly recommended that a campus aide is present before and after the instructional day, preferably 30 minutes before and 30 minutes after school. This practice ensures that school entrances and exits are appropriately monitored, common areas have adult supervision, and all gates, restrooms and hallways are secured.

Please remind campus aides that they must wear their vest at all times. Vests can be purchased online in Procurement Services. The [order illustration](#) will assist with the product information. Procurement Services can be accessed online at <http://achieve.lausd.net/procurement>. In addition, remind campus aides that supervision is an active process, and that their attention to detail and positive interaction with students and adults are essential elements of school safety.

Rubric of Implementation



The **ROI** assessment is conducted twice a year at each school site. Although the **ROI** is often completed with the Principal and Operations Coordinator, the **ROI** and its Key Features should be a regular part of both SWPBIS Team Meetings and Faculty Meetings. We highly encourage you to ask your SWPBIS Team to rate each of the eight Key Features on a scale of “1” to “4” and share the results with the entire faculty. This allows the school community to continue building a stronger multi-tiered system of support for all students and to engage in rich discussions about revised goals for successful and full implementation of a multi-tiered system of support. Your SWPBIS

Team is required to meet monthly to analyze monthly attendance, suspension, and discipline referral data and report to the school community. This process and resulting data provides an ongoing system to monitor and support students in schools. Remember, second semester is when the **ROI** scores really count! Be sure your school is working on any Key Feature that received a “1” or “2” in the fall. Please reach out to your Operations Coordinator for assistance with the **ROI** and SWPBIS Team meetings.

2020 Extended School Year (ESY) Employment Applications

The ESY Employment Application window is as follows:

- Administrators: February 3, 2020—February 28, 2020
- Teachers and Paraprofessional: March 2, 2020—April 2, 2020
- Clerical: April 1, 2020—ongoing

Employment applications are available at summer.lausd.net.

Please visit the Special Education Division, Operations website: www.sped.lausd.net for upcoming ESY Information or call 213-241-6701 for questions related to ESY.

California Credit Union Annual Scholarship Program

The California Credit Union Annual Scholarship Program is now available!

The 1,000 Scholarship Program is designed to acknowledge exceptional students throughout the greater Los Angeles area. There will be 10 scholarships of \$1,000 each to students who are motivated in their academic endeavors, active in their schools, and contributing to their community, giving back to others through their participation, service, and volunteer work. Submission of an essay and letter of recommendation will provide a testament to the character and abilities of the student applicant.



Applicant Qualifications

- Graduating high school senior enrolling into a two- or four-year college or Community college student transferring into a four-year university
- Minimum 3.0 grade point average (GPA)
- Proof of acceptance to an accredited college or university in 2020 AND a W-9 form will be required before release of award funds

Online applications are being accepted through March 16, 2020. For more information please visit ccu.com/scholarship.

Important Dates

Public Schools Week	2/24-2/28
Framework of Focus PD for Assistant Principals	2/26
Safe Passages	2/27
After the Bell	2/27
Working With Chronically Absent Student Training	2/28
Elementary Parent Conference Week	3/2-3/6
Textbook Roadshow Begins	3/2
Super Tuesday	3/3
After the Bell	3/5
SAA Meeting	3/11
Framework of Focus PD for Principals	3/18
Assistant Principals' Operations PD	3/25
After the Bell	3/26

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 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.

Reminders

Chronic Attendance Workshop



In an effort to help schools address Chronic Absenteeism, Local District Central will be hosting the 2nd session of [Working with Chronically Absent Student & Attendance Improvement Strategies Training](#).

This training is targeted to schools with no PSA purchase and/or for all attendance team staff to be informed of best attendance and case management practices. Please share flyer with your school leaders and teams.

Should you have any questions, please contact Leilani Morales at lxm8995@lausd.net.

Random Metal Detector Searches



This is a reminder that Random Metal Detector Searches are to be conducted daily at selected secondary schools. Certification of the Random Weapons Searches is required monthly. A review process to ensure consistency with the implementation

occurs once every semester during the months of October and March. Secondary schools in Local District Central, including co-located charters, participate in this review process.

Beginning Monday, March 2, 2020 through Monday, April 2, 2020, secondary schools are to submit the daily Metal Detection Search Log, [Attachment A](#), on a weekly basis to their respective Local District Operations Coordinator. Logs are to be submitted according to the schedule on above.

Do's and Don'ts for LAUSD Elected Officials & Employees

While the District highly values your right to free speech and ability to advocate for candidates of your choice, it is a misuse of the District email and network to forward or distribute this type of material from a District server or email account to another server or email account. If your school or office utilizes social media (Facebook, Twitter, etc.) to communicate with students, parents, community members or employees regarding LAUSD business, be aware that the posting of explicit or implied endorsements of political candidates is prohibited. To assist you in understanding your responsibilities as a public official, please review "[LAUSD's Election Tip Sheet](#)". [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.

Administrative Search Logs March 2020

For Searches the Week of:	Due Date:
March 2—6	March 9
March 9—13	March 16
March 16—20	March 23
March 23—27	March 30
March 30—April 3	April 6