

Friday Operation's Brief



LOCAL DISTRICT CENTRAL

Volume 7, Issue 24

February 28, 2020

Local District Central Operations has Moved!

Local District Central is excited to announce that the Operations Unit including Pupil Services, and School Mental Health has moved. As of Monday, March 2, 2020 our new location is at the Lanterman HS site, 2328 St James PL, 90007.

Our goal is to be easily accessible to administrators, parents and community. For your information, below are the **main numbers** for each unit. Further information will soon be posted on our Operations website.

Operations Unit	213-766-7304
Fiscal Services	213-766-7303
Pupil Services	213-766-7301
School Mental Health	213-766-7307



Chemical Safety Coordinator Training



Administrators at secondary schools, where the school curriculum includes chemistry or science laboratory classes, are required to appoint a Chemical Safety Coordinator (CSC). The CSC must be a certificated employee, preferably a science/chemistry teacher. Chemical Safety Coordinators (CSCs) are required to attend two meetings each fiscal year and complete all required duties outlined in [REF-1563.5](#) in order to qualify for the stipend payment. For the 2019-20 school-year, meetings will be held on the dates listed to the side. Please contact OEHS at (213) 241-3199 for more information.

North <u>Monday, March 9, 2020</u> 4:00-5:30pm Monroe High School (MPR) 9229 Haskell Avenue North Hills, CA 91343	South <u>Thursday, March 12, 2020</u> 4:00-5:30pm Gardena High School (Social Hall) 1301 W. 182nd Street Gardena, CA 90248
West <u>Monday, March 16, 2020</u> 4:00-5:30pm Wright Middle School (Auditorium) 6550 W. 80th Street Los Angeles, CA 90045	Central & East <u>Thursday, March 19, 2020</u> 4:00-5:30pm Cortines LC (Student Dining Hall) 450 N. Grand Avenue Los Angeles, CA 90012

Consolidated Charitable Campaign

On February 20th and 21st, Local District hosted its first two CCC Coordinator Trainings at Orthopaedic High School and Irving Middle School. The CCC team will be hosting a third and final CCC Coordinator's training, which you will soon be notified of the date and time.

During the Coordinators' training, the winning schools from the 2019 campaign were awarded certificates for their accomplishments. A first place plaque was awarded to Union ES for raising \$3,107 of one time donations.



Reminder: 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.

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!



Motivating Our Students to “Attend ‘Til the End” of the School Year

School can avoid the “drop” in attendance by supporting events and activities to promote attendance in fun and exciting ways through the last stretch. This is further supported when School leaders consistently talk about attendance and implement campaigns. For example, schools can hold events to mark the

125th day of school (March 18); hold contests among grade level classrooms and homerooms for the best attendance for the months of March and April; post promotional flyers and posters throughout campus; make PA announcements, hold attendance pledging events for students and/or parents; and award certificates to recognize attendance achievers and improvers.

How will your school keep their students motivated to “Attend ‘til the End?”

Resources for schools to support your attendance effort with stakeholders:

<https://vimeo.com/63614396>



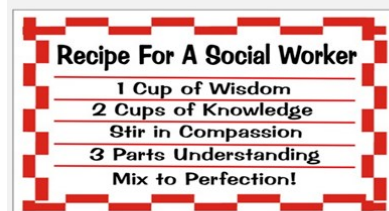
School Mental Health Updates

March is Social Work Month and an opportunity to thank your social workers that support your campus through the various Student Health and Human Services units.

The purpose of a school based Psychiatric Social Worker (PSW) is to support positive student connections with peers, family, school and

community by facilitating student development and the ability to successfully deal with problems, crises, or traumatic experiences. Furthermore, School Mental Health (SMH) professionals **foster resiliency - the ability to bounce back from challenges with a stronger sense of self-confidence and coping capacity -**

by promoting healthy relationships, self-reflection and problem-solving skills to optimize school success. Take this opportunity to thank them for the work they are doing for your students, families, staff, and campus community. If you are interested in learning more about PSWs, please contact LD Central SMH Coordinator, Myrna Reynoso Torres at myrna.reynsotorres@lausd.net.



SSP Counselor Break Dances His Way into Los Angeles ES Attendance Challenge

Adrian Harburda, SSP Counselor, has been breakdancing professionally for almost 30 years. He regularly uses his passion for dance to reach out to many of his dance peers who travel and compete around the world in order to motivate students to increase and promote positive attendance at some of his school sites. Recently, Adrian collaborated with the Los Angeles ES Principal, Maria Ozaeta, Assistant Principal, Barbara Collins, and PSA, Brett Murray for an Attendance Challenge in order to go to a Breakdance Assembly. The challenge began on October 28th and ended on February 11th commemorating the 100th Day of Instruction. Students with less than 4 absences, between October 28th and February 11, were invited to attend the assembly. The attendance challenge was such a successful event, that the entire school was allowed to attend due to Los Angeles ES meeting the district goal for 96% attendance for this last quarter. Congratulations Los Angeles Elementary School for meeting the district goal of 96% in seat attendance!



Restorative Justice



The Los Angeles Unified School District has worked diligently over the past five years to develop healthy relationships, social emotional learning, empathy, school and classroom expectations, values, a strong sense of accountability, and promote and strengthen sense of belonging and ownership while sitting in circles.

Why do we need restorative justice in schools?

With **restorative justice**, everyone works together to keep kids in the classroom where they **can** learn. Children who **are** expelled from school often end up in what **education** reform activists call the “school-to-prison pipeline.” **Restorative justice** wants to stop this cycle and keep kids on track with their **education**.

"You can't restore justice to the community when you haven't created a community to begin with."

In reality, many schools don't operate as communities; they are transactional institutions where students come to get things-- knowledge and skills, social interaction with peers, a diploma. To practice restorative justice, you have to first build a real community that is worth restoring.

Restorative justice (RJ) is a powerful approach to discipline that focuses on repairing harm through inclusive processes that engage all stakeholders. Implemented well, RJ shifts the focus of discipline from punishment to learning and from the individual to the community. However, it is often misperceived and misapplied.

Given the national push to reduce suspensions, some leaders may perceive restorative justice as a way to improve their discipline data rather than a holistic approach to behavior. Seeing RJ through this narrow lens leads to two problems. First, we stop suspending students but fail to deal with the root causes of behavior issues, including the absence of strong relationships and emotional safety at school. Second, operating under intense pressure, leaders may start to unconsciously rig their suspension data rather than invest in the deeper work of building a community."

—Shane Safir

Fiscal Updates

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:

Shopping Cart for Non-Stock Purchases – Over \$250,000*	3/13/2020
Shopping Cart for Non-Stock Purchases – \$95,201 to 250,000*	4/1/2020
Shopping Cart for Non-Stock Purchases – \$25,001 to \$95,200	5/1/2020
Low Value Purchase Orders for Goods/Services – Up to \$25,000	5/8/2020 (8:00 pm)
P-Card and T-Card Purchases	5/21/2020
P-Card and T-Card Reconciliations**	6/12/2020
Toshiba Ghost Account Reconciliation**	6/12/2020 (Schools) 6/19/2020 (Offices)
Shopping Cart for Book and Instructional Materials Orders	5/20/2020
Shopping Cart for Book Orders - State Adopted	5/20/2020
Shopping Cart (Store Transfer Order) – Regular Warehouse Deliveries	6/19/2020 (8:00 pm)

Parent Unit Updates

BUDGET DEVELOPMENT PLANNING 2020-2021

Recommended Promising Practices for a Transparent Budget Process



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 for both **ELAC** and **SSC**. Click on: [Promising Practices](#) for more information. You can also find additional supports such as sample agenda and minute templates on Schoology LDC PACE Group: **Z8GM-BK8J-PDGKG**

Helpful tips: Follow Greene Act-72 hour posting of agenda in public view, include date, time, and location on agenda, meet with officers for agenda planning and/or to schedule any non-regularly scheduled meetings, ensure you have quorum, agenda must include (ACTION) next to any item that will be voted on, have public comments sign in sheet (only to hear public, just thank them), post “recording in progress” signs for public meetings (anyone can record or videotape meetings).

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 jarregui@lausd.net for support.

TITLE 1 STUDY GROUP SESSION #5: TUESDAY, MARCH 3, 2020 9:00 am-12:00 pm at Lanterman SH

This session will explore Title I Mandates D & E that includes conducting an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy in improving the academic quality of all schools and to design evidence-based strategies for more effective parent engagement. Each school is requested to send 2 parent representatives.



CHANGE IN MEETING DATE: COMMUNITY REPRESENTATIVES



Due to the change in the budget development timeline, the regularly scheduled Parent and Family Center Staff meetings for 3/12/20 and 3/13/20 have been postponed to FRIDAY, MARCH 27TH from 8:30 am - 11:30 am and will be held at Rosemont Elementary School. Community reps. will learn about Census 2020, Literacy Training, and Technology Fund-Family Low Cost Internet. Thanks so much for your understanding.

2020 Graduation Caps, Tassels and Gowns



Reference guide [REF-6484.6](#) provides policies and procedures for schools to order District provided “rental” graduation caps, tassels and gowns. The reference guide also lists procedures for students to purchase caps, tassels and gowns as “keepsakes.” The procedures contained in this reference guide only apply to schools for the 2019-2020 school year.

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.

Staff Relations Updates

CLASS SIZE NORMS FOR THE 2020-2021 SCHOOL YEAR

The class size norms for the 2020-2021 school year have changed based on contractual negotiations. The Class Size Norm Table for the 2020-2021 school year is available on the Staff Relations website at the following link: <https://achieve.lausd.net/Page/15655>

VACATION

Each year, in accordance with District policies and applicable collective bargaining agreements, Administrators are required to issue an annual vacation calendar by March 15th, for the next school year. Consistent with the 18-pay period vacation cap amount set forth in the contract, the following procedures for scheduling vacation time are provided by March 15 of each school year.

Administrators shall issue an annual vacation calendar for the next school year. The calendar will include the following:

1. A list of all dates when vacation cannot be taken due to operational needs.
2. A list of all dates when vacation may be taken by all employees.
3. A list of all dates when a part of the staff may take vacation indicating any limits on the number of employees who may take vacation or on the amount of vacation that may be taken.
4. During periods within the employee's assignment basis when the District is closed, when the employee's work site is closed, or when there is a lack of work (unless the employee and the appropriate administrator agree that the employee may go unpaid during such a period). Where assignment of mandatory vacation is necessary due to lack of work as determined by management, volunteers shall be considered first; preference shall be given to employees in the affected classification at the site with the highest site seniority in classification. If the number of volunteers is insufficient, assignment of mandatory vacation shall be to those employees with the highest vacation balance. Exception to the foregoing may be made considering special needs, attendance records, the individual employee's vacation balance, and/or previously approved scheduled vacation.
5. By April 15 of each school year or two weeks after the adoption of school calendars, whichever occurs last, each employee shall provide to his/her appropriate administrator or designee a proposed written vacation usage schedule for the following school year, which schedules vacation for the school year in amount necessary to assure the employee will not exceed the vacation cap amount.

Approval for vacation will be made in compliance with the applicable collective bargaining unit and District policy including:

- Dates when vacation cannot be taken: (for example, enter first two weeks of school, last two weeks of school, typically time around the norming period).
- Dates when vacation must be taken (for example, enter winter shutdown, spring shutdown).

ACCESS AND RESPONSE TO CRITICAL MATERIAL IN PERSONNEL FILE – TEACHERS

When the District receives a letter or other written material from a member of the public critical of a teacher's performance or character, the matter shall first be investigated. Except under compelling circumstances, the UTLA represented employee shall be given a copy within 30 days of the District's receipt of the document. The document shall not be either placed in the personnel file or retained by the District unless it is reasonably determined that the allegations have some substance or plausibility. If the document is either retained or placed in the employee's personnel file, the employee shall be given a reasonable opportunity to attach a reply. If the document came from within District personnel, an investigation may not be necessary or appropriate but all the aforementioned protections, including the notice to the employee shall be applicable (LAUSD/UTLA CBA, Article X, Section 9.0).

Important Dates

Elementary Parent Conference Week	3/2-3/6
Super Tuesday	3/3
After the Bell	3/5
Daylight Savings Time Begins	3/8
SAA Meeting	3/11
Framework of Focus PD for Principals	3/18
Assistant Principals' Operations PD	3/25
After the Bell	3/26

Reminders

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.

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

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.



March 8, 2020