

Friday Operation's Brief



LOCAL DISTRICT CENTRAL

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Presidents Day is an American holiday celebrated on the third Monday in February; Presidents Day 2020 occurs on Monday, February 17. Originally established in 1885 in recognition of President George Washington, the holiday became popularly known as Presidents Day after it was moved as part of 1971's Uniform Monday Holiday Act, an attempt to create more three-day weekends for the nation's workers. While several states still have individual holidays honoring the birthdays of Washington, Abraham Lincoln and other figures, Presidents Day is now popularly viewed as a day to celebrate all U.S. presidents, past and present.

We may see an increase of student and staff absences before and after holiday breaks. In order to reduce the number of absences during this time, remind staff and families of the importance of being at school each and every day. For Staff, remember your presence the day before a holiday is critical to the continuity of instruction. Remind parents that student attendance is also critical. Be mindful of your facility and make sure that all doors, entrances, windows and gates are tightly secured. Please utilize the [sample interoffice correspondence memo](#) to distributed to staff before holidays for school security .

Principals' Operations Meeting - February 12, 2020

Our next Principals' Operations meeting is scheduled for Wednesday, February 12, 2020 at Lanterman HS in two sessions. Secondary Principals are scheduled to attend AM and Elementary Principals are scheduled to attend PM session.



We are aware that Budget Development trainings are scheduled on the same day, therefore we suggest following one of the options below:

- Principals may attend either AM/PM session.
- Principals may re-schedule attending Budget Development training from Wednesday, February 12, 2020 to Monday, February 10, 2020.

We look forward to seeing you next Wednesday!



This week marks the Kick-Off for our Consolidated Charitable Campaign (CCC). Principals should have received an email with a registration link to be shared with their school's CCC coordinator for two upcoming training locations. New and existing CCC Coordinators will have the option of attending one of two trainings date available. Light refreshments will be provided.

- ◆ Thursday, February, 20th from 2:00-3:00 at Orthopaedic Medical Magnet High School at 300 W 23rd St, Los Angeles, CA 90007.
- ◆ Friday, February 21st from 2:00-3:00 at Irving Middle School, Room 112, 3010 Estara Ave, Los Angeles, CA 90065.

If you have any further questions, please contact Nidia San Jose at nidia.sanjose@lausd.net or Ricardo Lopez at ricardo.l.lopez@lausd.net



IS YOUR SCHOOL READY FOR AN ATTENDANCE AUDIT?

Student enrollment, attendance accounting records and procedures are all subject to an audit. School Leaders should consider these steps to prepare their schools.

Considerations:



- ♦ Create systems that are easy to follow by any staff member
- ♦ Conduct an internal audit once or twice a year
- ♦ Develop a system that corrects errors and document the corrective actions implemented
- ♦ Incorporate a system that includes retention as required by the LAUSD
- ♦ Use the Attendance Not Submitted (ANS) reports available
- ♦ Follow-up with teachers that are not recording attendance in a timely manner
- ♦ Ensure that school staff is reviewing enrollment procedures and is familiar with the Enrollment Checklist
- ♦ Develop a system to compare absences to absent notes, phone logs, truancy letters, and other absence records
- ♦ Provide adequate attendance reporting training to the school staff
- ♦ Require attendance clerk to run Teacher Discrepancy Reports in secondary schools

Coronavirus and Staying Healthy During Flu Season



We are aware that many schools are receiving questions regarding the coronavirus and how we can keep kids healthy this flu season.

To support you in responding to such inquiries, please find the resources below.

- [Sample Letter from Principals to Families—English](#)
- [Sample Letter from Principals to Families—Spanish](#)
- [FAQs—English](#)
- [FAQ—Spanish](#)
- [Talking Points](#)
- [Black Board Connect Message from Principals—English](#)
- [Black Board Connect Message from Principals—Spanish](#)

Please note that the draft letter to families is focused primarily on staying healthy this flu season, as we do not want to raise anxieties in communities. Meanwhile, the FAQs, talking points, and Black Board Connect message are designed more specifically to support schools who receive questions about the coronavirus, or who experience rumors and misinformation.

Thank you for your collaboration in maintaining safe and healthy environments for all of our students.



School Mental Health Updates

Psychiatric Social Workers address mental health prevention by sponsoring Teen Dating Violence Awareness activities at their high school campuses.

February is Teen Dating Violence Awareness Month, a national effort in the United States to raise awareness about abuse in teen and 20- something relationships and promote programs that prevent it. Because everyone deserves a safe and healthy relationship.

DID YOU KNOW:

Girls and young women between the ages of 16 and 24 experience the highest rate of intimate partner violence- almost triple the national average. 1 in 3 teens in the U.S. will experience physical, sexual, or emotional abuse by someone they are in a relationship with before they become adults. If you need support call The National Domestic Violence Hotline at 1-800-799-SAFE (7233). They provide support, crisis intervention information, and referral services.

10 signs of an unhealthy relationship

1. Intensity
2. Possessiveness
3. Manipulation
4. Isolation
5. Sabotage
6. Belittling
7. Guilting
8. Volatility
9. Deflecting Responsibility
10. Betrayal

10 signs of a healthy relationship

1. Comfortable Pace
2. Trust
3. Honesty
4. Independence
5. Respect
6. Equality
7. Kindness
8. Taking Responsibility
9. Healthy Conflict
10. Fun

Restorative Justice

As we begin the second semester and are holding "Behavior Expectation Assemblies." The Restorative Justice Team would like to encourage all schools in to align classroom rules with the School Wide "B's". Be very explicit when developing classroom rules with your students.

- ◇ How do you see your students?
- ◇ How do your students see each other?
- ◇ Are they the problem or the solution?
- ◇ How would they define disruptive behavior?

Continue to utilize the 9 Key Practices, Sanford Harmony, Second Step, Foundations, Character Counts, or "The Leader in Me" to change school climate and culture.



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 jarregui@lausd.net for support.

LCAP STUDY GROUP #6 - TUESDAY, FEBRUARY 11, 2020 WILL BE HELD AT LANTERMAN FROM 9am-12pm

Build a working understanding of the Local Control and Accountability Plan (LCAP) Provide feedback about LCAP Programs and funding. If you are unable to send at least one parent representative for the LCAP study group the community representative will be expected to attend.



Specialized Student Population Counselors Bring LD Central Students to UCLA



The Pathways to College Tour took place at UCLA on January 30th. 100 Foster Youth students were transported to the campus by their SSP Counselor. LD Central participating High Schools included Cortines HS, Belmont HS, Orthopedic Medical Magnet, Sotomayor Arts and Sciences Magnet, West Adams Prep, Downtown Magnet, Marshall HS and Roybal Learning Center. The field trip consisted of a guided tour, a panel discussion, lunch, and an admissions presentation. The Bruin Guardian Scholars Program provides support to students in the foster care system including scholarships, tutoring, food pantry and many other resources. This organization hosted the event and they provided an opportunity raffle, where some lucky students received a sweatshirt, t-shirt, water bottle, and a lanyard. It proved to be an informative experience and a successful event for this specialized population.

Manual Arts Football Team Honored

Manual Arts' football team was honored on Friday, February 7, 2020 for winning a competition among 10 Los Angeles Unified School District teams for having the most improved grade-point average as part of the Rams Academic Challenge.

The school held an assembly and the team received a \$2,500 equipment grant courtesy of USA Football. Former Dorsey and UCLA standout Johnathan Franklin of the Rams' community affairs department also attended.



Unified Enrollment Updates



What's New

- The CHOICES Late Application opened on **Monday, February 3, 2020**. Parents can submit an online application at [Apply.LAUSD.net](https://apply.lausd.net) or use the paper application included in the CHOICES brochure. **Parents can apply to only one school, per program on each application.** A separate application must be submitted if parent would like to apply to more than one school per program.
- The CHOICES Selection/Wait List letter announcing placements will be sent to parents in mid-March.

What's Due:

School Search Tool - CMS

- **Friday, January 31, 2020** was the deadline for principals to provide updates to School Profiles in the [Principal Portal](#).
- **Directors** will approve school updates between **February 1-14, 2020**.

For assistance, please contact Michael Kessler, Coordinator, at michael.kessler@lausd.net.



Reminder on Behalf of OGC: School Files Project

The LAUSD School Files application is designed for Principals and Administrators to upload inappropriate behavior-related documents on a regular basis into the School Files system. This web-based application only requires a few entries to add documents. Please note that all user logins are recorded. Users are to upload documents as PDF files. Login to the application using your SSO account at: <https://schoolfiling.lausd.net>. For specific instructions on completing this process and for a copy of the mandatory coverage, please contact your Staff Relations Field Director.

Staff Relations Update

CERTIFICATED INFORMATION:

WARNING OF POSSIBLE BELOW STANDARD EVALUATION (MID YEAR WARNING)

Employees who might receive an overall **Below Standard Evaluation** should be given adequate 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 ample time for the employee to implement the assistance provided. Please refer to the [Administrative Task Calendar](#) and remember to contact your Staff Relations Field Director if you are working a teacher who may receive a BSE.

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.

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>

Important Dates

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

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.



We look forward to seeing you there.

If you should have any questions or concerns, please feel free to contact Ricardo L. Lopez at (213) 241-0167.

	Division	Time	Location
2/27/20	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

Budget Updates

- ◆ 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 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.

