

# Local District Central Friday's Brief

May 17, 2019

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## Memorial Day—Monday, May 27, 2019



A time to remember and honor the men and women who died while serving in the United States Armed Forces.

Traditional Observance—On Memorial Day, the flag of the United States is raised briskly to the top of staff and then solemnly lowered to the half position where it remains only till noon. The half-staff position remembers the more than one million men and women who gave up their lives in the service of their country. At noon, the flag is raised to full-staff. "...[T]heir memory is raised by the living, who resolve not to let their sacrifice be in vain, but to rise up in their stead and continue the fight for liberty and justice for all.

## Memorial Day Holiday (Substitute Coverage)

Due to the Memorial Day Holiday, the Human Resources Division is anticipating the possibility of a higher than average teacher absentee rate on Friday, May 24<sup>th</sup> and Tuesday, May 28<sup>th</sup>. We are seeking your assistance by limiting requests for substitutes to cover absent classroom teachers only. Please know that our priority on these days will be to fill classroom positions prior to filling any requests for supplemental assignments. A supplemental assignment is a request for substitute coverage without an absent employee tied to the request.



Please remember that substitutes may be requested in advance if you are already aware that a teacher will be absent on one of these days. If you have a Contract Pool Teacher defaulted to your site, you may utilize SubFinder to request him/her to cover an absent teacher. Also, as a reminder, per Article XII Section 12.8 of the LAUSD/UTLA Collective Bargaining Agreement, teachers may be asked to provide documentation for their absence.



## Summer Clean Up

School Leaders are strongly encouraged to schedule a meeting with their respective Plant Manager to discuss summer cleaning duties, time standards for summer clean up, and required supplies. It is the responsibility of the school to purchase supplies needed for summer cleaning. The Maintenance and Operations Area will supplement supplies as needed.

Please call and schedule a meeting with your Area Operations Supervisor or call your Operations Coordinator to assist you in scheduling your meeting.

Have a great weekend!

## Calendar Dates

Classified Employees Week	5/20-5/2
ROIs Due	5/24
Memorial Day Observed	5/27
SAA Meeting	5/30
Last Day of Instructions	6/7
C Basis Ends	6/10
B Basis Ends	6/17
E Basis Ends	6/25

## Reminders

### Campus Aide Training

Please refer to the [flyer](#) for the upcoming Campus Aide Training in May 28, 29, 30, 2019.



## Attendance Incentive at Eagle Rock High School



Eagle Rock Jr./Sr. HS students and families had a fabulous time at last week's game. Not only did the Dodgers win, they got to hang out at a great stadium with perfect weather! Eagle Rock Jr./Sr. High School appreciates the recognition for their attendance data due to the collaborative efforts of students, families, PSA Busch-Arratia, and the leadership of AP Figueroa-Calderon in the Attendance Office.

## SARB Attendance Improvement Celebration

Local District Central held its annual School Attendance Review Board (SARB) Attendance Improvement Celebration at the Lanterman HS auditorium on May 17<sup>th</sup>. Students and their families were recognized for their improved school attendance by at least 50% following SARB intervention. Students and their parents were presented with a certificate and attendance medal. Local District Central Administrator of Operations, Eugene L. Hernandez, SARB Chairperson, Rafael Rubalcava, and the Pupil Services team commended the families for making school attendance a priority. This celebration aligns with our mission of every student attending, engaged and on track to graduate. We are especially grateful to our community partner, California Credit Union, for making this SARB celebration possible!



**Celebrate the 175<sup>th</sup> Day of School, May 31<sup>st</sup>, and start counting down the last days of school each morning with your students and keep them "Attending 'til the End!"**



## Year-end Opportunity Transfers

School leaders are reminded to follow the policies of the District related to **Opportunity Transfers**. Per [BUL-6362.0](#), Opportunity Transfers (O.T.)- Policies and Procedures O.T.s should not be issued or cancelled within the last six weeks of the semester. School site administrators should take steps to implement practices to monitor all check-outs during this time of year. For questions or concerns regarding O.T.s, contact your school's respective Operations Coordinator.

## Title I Categorical Equipment Inventory 2018–2019



The LD Central Title I Categorical Equipment Inventory (CEI) for [2018-2019 database](#) identifies the schools that need to conduct a physical check and revise the CEI after equipment purchase.

The Categorical Equipment Inventory must be submitted by June 3, 2019 to the following address: [fsep@lausd.net](mailto:fsep@lausd.net). The LD Central Schools database will be updated for all schools who have submitted their CEI. Should you have questions, please contact your LD Central Title I Coordinators, Marty Barrios or Oscar Salas at 213-241-8694 or 213-241-0497, respectively.



## Fiscal Updates

As our fiscal year comes to an end, we continue to remind schools to plan according to cut-off dates published in [MEM-6016.6, 2018-2019 Procurement Year-End Closing Timelines](#).

In order to ensure that the cost of goods and/or services ordered is posted to the current fiscal year, transactions must have an APPROVED status in the SAP Procurement System by the dates indicated.

TRANSACTION TYPE FOR SCHOOLS AND OFFICES (NON-TITLE I)	Cut-Off Date
P-Card and T-Card Reconciliations**	6/14/2019
Toshiba Ghost Account Reconciliation**	6/14/2019 (Schools) 6/21/2019 (Offices)
Shopping Cart for Book and Instructional Materials Orders	5/20/2019
Shopping Cart for Book Orders - State Adopted	5/20/2019
Shopping Cart (STO) - Regular Warehouse Deliveries	6/21/2019 (8:00 pm)
Shopping Cart (STO) - Same Day Warehouse Deliveries	6/21/2019 (9:00 am)
Shopping Cart (STO) - Overnight Warehouse Deliveries	6/24/2019 (12:00 pm)
Shopping Cart (STO) -Warehouse Will-Call	6/28/2019 (5:00 pm)
Imprest Fund Claim Reimbursement Requests	6/14/2019
Travel Request Entries into SAP	5/31/2019
Travel Claim Reimbursement Requests (completed and approved with supporting documentation)	6/12/2019
Online Goods Receipts (Receivers)	6/29/2019 (4:30 pm)
Schools – Submission of all Other Budget Adjustments for Review and Approval	6/10/2019
Central Offices– Submission of Budget Adjustments for Review, Approval, and Posting	6/21/2019 (5:00 pm)