

# Local District Central Friday's Brief

May 31, 2019

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## Last Week of School

The end of the school year is upon us! Friday, June 7, 2019 marks the end of the regular instructional schedule for the 2018-2019 school year.

At this time, Local District Central asks all schools to maintain their regular schedules and their regular programs during this last week of school for two reasons:

1. The District Superintendent has directed all schools to continue the regular instructional program.
2. The transition to the next school year will be smoother by adhering to timelines and due dates.

Every instructional minute counts towards inspiring and motivating our students towards the next “stage” of their educational career, be it, Elementary, Middle, High School, or the Ivy League.



## Summer School: Emergency Information

Contacting the appropriate summer school site personnel in the event of an emergency related incident before, during, or after summer school is extremely important. Therefore,

- **Student emergency information** should be obtained for every enrolled student by the end of the first week of the summer session. Student emergency information is available on the MiSiS portal. A transfer program of student and emergency data is run at the summer school site from the school of attendance database.
- Please obtain an updated emergency card on file for each staff member at the summer school site.

## Summer Cleaning Schedule

Principals are encouraged to review the summer cleaning schedule with their plant manager before the end of “E” basis to discuss cleaning priorities and expectations. This will also be a good time to discuss assignment hours for your B & G staff (i.e., Plant Manager 8:00 am—4:30 pm and B & G Workers 9:00 am—5:30 pm). Plant managers should be reminded to maintain the school perimeter clean and check for safety hazards on a daily basis. Should you have any questions, feel free to call your operations coordinator.

## Summer School Sessions



The Extended Learning Opportunity Summer program (ELOS) for elementary and middle schools begins Wednesday, June 19, 2019. Credit Recovery or Core Waiver High School Extended Learning Opportunities begins on Wednesday, June 19, 2019. Extended School Year (ESY) Special Education begins on Wednesday, June 19, 2019.

Summer School principals must complete [Attachment G](#) (Core ) or [Attachment I](#) (ELOS) *Summer School Emergency Contact Information Form*, and submit via fax to the Beyond the Bell Branch at (213) 241-7562 by the end of the first day of Summer School.

Emergency Drills, Fire Drills, Earthquake-Emergency Drop Drill and a Lockdown Drill are to be conducted during Summer Sessions.

Please refer to your Summer School Binder for any additional information. If you need further assistance or guidance, feel free to contact Beyond the Bell at (213) 241-7900.

## Calendar Dates

Last Day of Instruction	6/7
C Basis Ends	6/10
Father's Day	6/16
B Basis Ends	6/17
Elementary & Middle School ELOS Begins	6/19
HS Summer Term Begins	6/19
Summer Solstice	6/21
E Basis Ends	6/25
ESY Summer Term Begins	6/26

## Reminders

### Administrator Assurances Form

School Administrators are reminded that they must submit their [Attachment H](#) certification form of Bul-2643.8 to their LD Central Administrator of Operations no later than July 31.

## Celebrating Students' Improved Attendance



95 students and their parents from 40 of Local District Central schools were recognized for their significant improvement in school attendance at the fourth annual, *Most Improved Attendance Celebration*, on Wednesday, May 29<sup>th</sup>, held at the Lanterman High School Auditorium. LDC Superintendent Roberto A. Martinez; Administrator of

Operations, Eugene L. Hernandez; the Pupil Services leadership team; and PSA counselors; and A-G Counselors convened to recognize and celebrate the families' accomplishments. Each student was presented with a certificate and an attendance trophy. The LD Central team would like to thank First Financial Credit Union for sponsoring our celebration!



## Kudos, Thomas Starr King!

Join us in congratulating Thomas Starr King Middle School Magnet for acceptance into the Verizon Innovative Learning Schools (VILs) grant program to begin at the start of the next school year.

Because so many students across the nation lack the necessary access to technology and skills needed to succeed in the digital world, Verizon has committed to solve this problem through a transformative program called Verizon Innovative Learning. Digital Promise, Verizon, and LAUSD are collaborating to equip every student and teacher at Thomas Starr King with an iPad and a two-year data plan. Along with free technology and access (for the classroom and at home), King MS will receive extensive teacher training, support, and the opportunity to engage in a unique, immersive curriculum to leverage technology in the classroom.

## Additional Reminders



It is important that the public has access to your school site while on “E” basis. The public, parents, US Mail, and delivery trucks need to have access to the school’s office. Here are additional reminders:

<b>Hours:</b>	Regular school office hours (recommended – 8:00 am – 4:30 pm). Hours should be posted on the school’s front entrance.
<b>Phones:</b>	Please make sure phones are answered on a regular basis.
<b>Flags:</b>	Please remember to raise the United States and California flags when the school’s office is open. (Don’t forget to take down the flags at 4:30 pm).
<b>Bells:</b>	Please turn off bells.
<b>Securing Your Campus:</b>	Please plan to meet with your Plant Manager and Buildings and Grounds worker to discuss securing your campus.
<b>Keys:</b>	Make sure that keys are inventoried for ease of reissue in August.
<b>Equipment:</b>	Testing carts need to be secured, iPads powered down and unplugged over the summer to prevent damage. Please be sure to secure all items in locked facilities to prevent possible theft.

## Payroll Updates

### Contract Pool Teachers

To avoid overpayments, make sure time has been reported for each day that a Contract Pool Teacher has worked at your site. All benefitted time should be reported by Human Resources.

### Lump Sum Payment of Differentials

Lump Sum Differentials must be reported at the end of June. For further information or instructions, please refer to [REF-1802.15](#), *Time Reporting Instructions for Lump Sum Payment of Differentials*.

### Semi-Annual Certification

Semi- Annual Certifications (SAC) and Multi-Funded Time Reports (MFTR) for the January 1, 2019 through June 30, 2019 period are due soon. Having these forms compiled before you leave for summer break will help ensure that they are completed timely and accurately.

Please refer to [Bul-2643.8](#), *Documentation for Employees Paid from Federal and State Categorical Programs* help clarify time documentation requirements For assistance or further information please contact the following the Accounting Controls and Oversight Branch at (213) 241-2150

### M & O Time Reporting for Building & Grounds Employees

**Please note that any school site open during the summer session is still responsible for reporting and approving time for their Building and Grounds employees.** If your school site is closed for the summer, your respective M & O Area Offices will monitor and report time for school based Building & Ground employees during the summer beginning June 26th until your return from summer break.

Time keepers and approvers for school sites that will be closed for the summer should confer with their Plant Manager or Operations Program Manager (OPM) about the submission of timecards, specifically for employees that are part-time, provisional or on a paid leave. Any custodial payroll issues or questions should be referred to the Complex Project Managers in your area.

### Payroll Questions or Issues

Contact Payroll Support Services at (213) 241-2570 between 8:00 am – 4:30 pm Monday – Friday.



## 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 (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 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)