

# LOS ANGELES UNIFIED SCHOOL DISTRICT

SCHOOL ADMINISTRATIVE ASSISTANTS'  
OPERATIONS MEETING  
OCTOBER 24, 2019



# New School Administrative Assistants



Elizabeth Barba  
Libeth Fermin  
Esmeralda Flores  
Laura Lopez  
Sonia Mohamad  
Linda Santacruz  
Lorena Torres  
Yvette Vasquez

Hoover ES  
Union ES  
24<sup>th</sup> Street ES  
Alexandria ES  
Plasencia ES  
Ascot ES  
Lanterman HS  
Annandale ES

Substituting

Azucena Abea  
ES

Dayton Heights



*Thank You!*



# Engaged Participant Outcomes



- *Build community*
- *Understand Personnel Commission Self Service Platform-PILOT*
- *Review School Experience Survey results for Customer Service to understand Local District Central's commitments to ensure Welcoming & Engaging Environments*
- *Continue to develop common understanding of Federal and State Educational Programs Policies and Procedures.*
- *Review Dual Language Programs and Unified Enrollment procedures.*
- *Develop systems and routines for school fiscal services*



# AGENDA

## WELCOME

- Framework of Focus

**Roberto A. Martinez**

*District Superintendent*

**Eugene L. Hernandez**

*Administrator of Operations*

## Personnel Commission-Self Service Platform

**Loretta Cervantes**

*HR Officer*

**Lorena Estrella**

*Principal Assignment Technician*

## Purchasing, Compliance, and Time & Effort

**Jose Jarquin**

*FSEP Compliance Specialist*

## DLE/Unified Enrollment

**Diana Sanchez**

*Dual Language/*

*Unified Enrollment Specialist*

## Updates:

### Break

Session 1:

Session 2

Elementary: Welcoming Environment		Secondary: Welcoming Environment	
	MPR		MPR
Secondary: <ul style="list-style-type: none"><li>• Budget: School Front End</li><li>• Dual Enrollment/Unified Enrollment</li></ul>		Elementary: <ul style="list-style-type: none"><li>• Budget: School Front End</li><li>• Head Start-Fiscal Services</li><li>• Dual Language Education/Unified Enrollment</li></ul>	
	Rm 7 Rm 5		Rm. 7 Rm 10 Rm 5

# Theory of Action



## If we:

- Implement with fidelity our framework of focus
- Provide tiered support to our school communities
- Hold ourselves accountable.

## Then...

Student outcomes will improve.

# Local Control and Accountability Plan (LCAP)

100% ATTENDANCE	Actual	Annual Targets		
	2017-18	2017-18	2018-19	2019-20
Percentage of students attending school 96% or more (172-180 school days)	66.9%	UPDATED	68%	72%
Percentage of students absent 9 percent or more (16 days or more) – Chronic Absenteeism	14.7%	UPDATED	11%	7%
Percentage of all staff attending 96% or above	78.0%	78%	80%	82%



**GOAL**

# Local Control and Accountability Plan (LCAP)

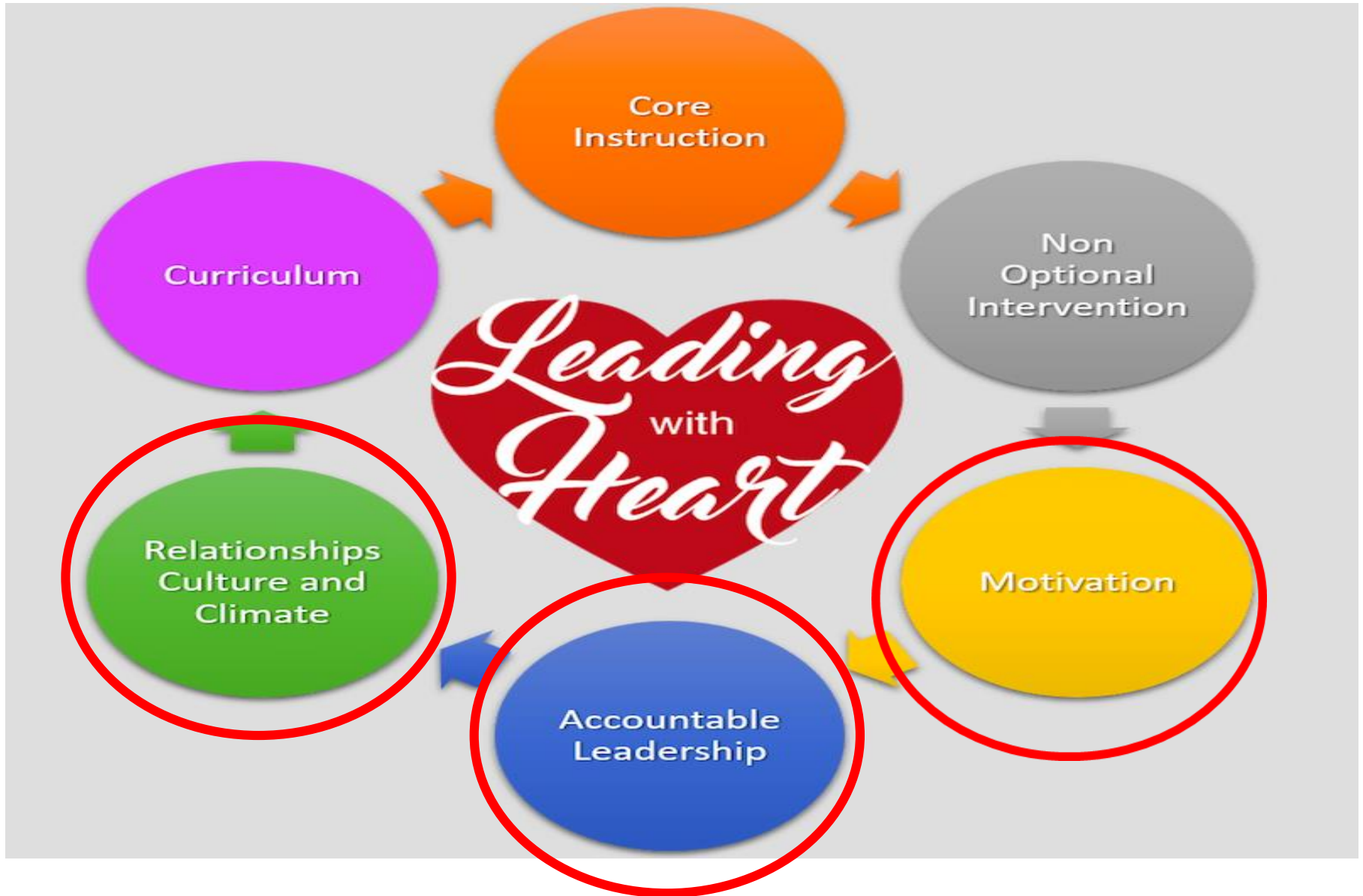
PARENT, COMMUNITY AND STUDENT ENGAGEMENT	Actual	Annual Targets		
	2017-18	2017-18	2018-19	2019-20
Percentage of students who feel a part of their school (Question on School Experience Survey)	68.0%	87%	89%	91%
Parent/Caregiver Participation on School Experience Survey	46.0%	62%	64%	66%
Percentage of schools training parents on academic initiatives by providing a minimum of four workshops annually	76.4%	94%	98%	100%
Percentage of parents who state "My school provides resources to help me support my child's education."	90.0%	93%	95%	97%
SCHOOL SAFETY	Actual	Annual Targets		
	2017-18	2017-18	2018-19	2019-20
Single Student Suspension Rate (In & Out of School)	0.47%	UPDATED	0.4%	0.35%
Instructional Days Lost to Suspension	4,636	5,667	4,656	4,423
Expulsion Rate	0.02%	0.01%	0.01%	0.01%
Percentage of Students Who Feel Safe at School	84%	80%	87%	88%



**GOAL**



# Framework of Focus





# Framework of Focus

## Relationships School Culture/Climate

Discipline  
Foundation  
Policy

Restorative  
Justice

## Motivation

Attendance  
Recognition

Behavioral  
Reinforcements

Student  
Activities

## Non-Optional Intervention

SSPT

Crisis Team  
Interventions

PBIS Team

Foundations

# PERSONNEL COMMISSION

## Self Service



## Web-based Hiring Tool



# PC Self-Service

## Web-based Hiring Tool





## PC Self-Service Pilot

Targeting Local Districts for User Feedback



## GOALS

## SOLUTIONS FOR SCHOOLS

# PC Self Service

- Reduce manual processes (paper, emails, phone calls)
- Provide up-to-date candidate information
- Faster hiring for vacant positions

**Run lists of eligible candidates without having to contact the central office**

**Invite eligible candidates to interview for a position**

**Submit online hiring requests**

**Automatic updates of eligibility lists**

# PC Self Service

## GOALS


- Reduce manual processes (paper, emails, phone calls)
- Provide up-to-date candidate information
- Faster hiring for vacant positions

## SOLUTIONS FOR CANDIDATES

**Direct electronic communication  
between schools and candidates**

**Candidates can accept or reject  
interviews electronically**

# Log in with LAUSD Single Sign-On



The login page features a header with the title "Business Tools for Schools". On the left, there is a collage of four images: a teacher with two students, a student reading, the LAUSD Board of Education logo, and a young girl. The login form includes fields for "User \*" and "Password \*", with instructions to use email usernames like `msmith@lausd.k12.ca.us` or `mary.smith@lausd.net`. A "Log On" button is positioned below the fields. At the bottom, there is a copyright notice for SAP AG and the SAP logo.

**Business Tools for Schools**

User \*

Password \*

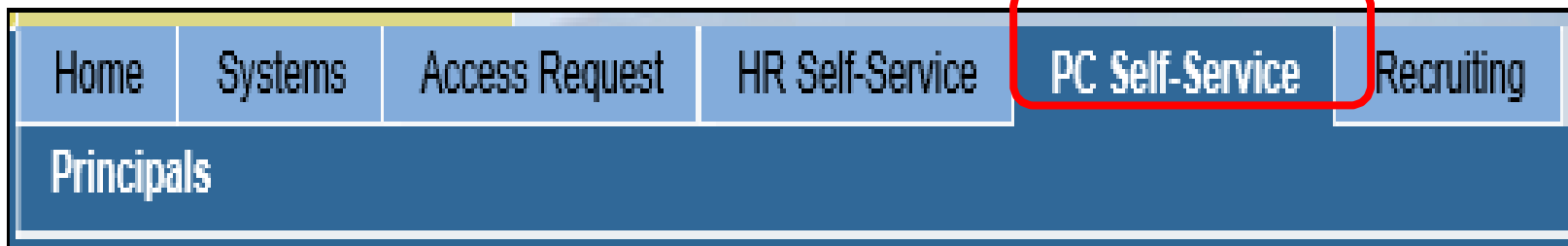
\* Enter your Single Sign-On (email) username and password to Log In.  
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)  
Do not add domain name (@lausd.k12.ca.us @lausd.net)

Account Problems? [Get Support](#)

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## Select PC Self-Service tab



A horizontal navigation bar with five tabs: "Home", "Systems", "Access Request", "HR Self-Service", and "PC Self-Service". The "PC Self-Service" tab is highlighted with a red rectangular border. Below these tabs is a dark blue bar with the word "Principals" in white text.

Home Systems Access Request HR Self-Service **PC Self-Service** Recruiting

Principals



PC Self-Service will display the window below. Using the dropdown arrow select the Job Class, Employment Type and Shift Preference. All 3 must have a selection in order to generate a list.

Home	Systems	Access Request	HR Self-Service	PC Self-Service	Recruiting
------	---------	----------------	-----------------	-----------------	------------

Principals

Eligibles, Interviews, & Offers

*Eligibles, Interviews, & Offers*

Classified Eligibility list for Fleming MS

Job Class:

Employment Type:

Shift Preference:

Search Reset

# Viewing the Eligibility List:

The candidates in the first 3 ranks will appear in order by exam ranking with their contact information and work location if applicable.

*Eligibles, Interviews, & Offers*

Classified Eligibility list for Chapman EL

Job Class: 24102680 LIBRARY AIDE ▼


Employment Type: Part Time (4 - 6.5 hours/day) ▼

Shift Preference: Morning/Day Shift ▼

Total: 32 Record(s)

View: [Standard View] ▼ | Export ▾

Rank	Full Name	Pers.No.	Not available	E-Mail Address	Eligibility type
1	[REDACTED]	[REDACTED]	<input type="checkbox"/>	[REDACTED]	Exam/Classified – Ranked
1	[REDACTED]	[REDACTED]	<input type="checkbox"/>	[REDACTED]	Exam/Classified – Ranked
2	[REDACTED]	[REDACTED]	<input type="checkbox"/>	[REDACTED]	Exam/Classified – Ranked



## Invite Candidates to Interview:

**Classified Eligibility list for San Pedro SH**

Job Class: Z2104075 BLDG & GROUNDS WORKER

Employment Type: Full Time (7 - 8 hours/day)

Shift Preference: Afternoon/Evening Shift

Hold down CTRL to select multiple candidates

Search Reset

Eligibility list snapshot from 09/20/2019 valid until 09/24/2019. Candidates who are no longer available are marked below. If less than 3 ranks of candidates are still available, you may discard this snapshot and re-run the list.

Total: 44 Record(s)

View: Standard View | Export

Rank	Full Name	Pers.No.	Not available	E-Mail Address	Eligibility type	Phone1	Phone2	Current site phone	Current site	Current site job	Employment type	Shift	Invited for interview
1	RH_INT01 TEST	78978971		RH_INT01@LAUSD.NET	Exam/Classified -- Ranked						Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
2	[REDACTED]			[REDACTED]	Exam/Classified -- Ranked	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
3	[REDACTED]			[REDACTED]	Exam/Classified -- Ranked	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
3	[REDACTED]			[REDACTED]	Exam/Classified -- Ranked	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
3	[REDACTED]			[REDACTED]	Exam/Classified -- Ranked	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	[REDACTED]			[REDACTED]	Transfer (Classified)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	[REDACTED]			[REDACTED]	Transfer (Classified)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	[REDACTED]			[REDACTED]	Transfer (Classified)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
0	[REDACTED]			[REDACTED]	Transfer (Classified)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	[REDACTED]			[REDACTED]	Transfer (Classified)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	[REDACTED]			[REDACTED]	Transfer (Classified)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
0	[REDACTED]			[REDACTED]	Transfer (Classified)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	[REDACTED]			[REDACTED]	Transfer (Classified)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	[REDACTED]			[REDACTED]	Transfer (Classified)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	[REDACTED]			[REDACTED]	Transfer (Classified)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	[REDACTED]			[REDACTED]	Transfer (Classified)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	[REDACTED]			[REDACTED]	Transfer (Classified)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	[REDACTED]			[REDACTED]	Transfer (Classified)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	[REDACTED]			[REDACTED]	Transfer (Classified)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	[REDACTED]			[REDACTED]	Transfer (Classified)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	[REDACTED]			[REDACTED]	Transfer (Classified)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	[REDACTED]			[REDACTED]	Transfer (Classified)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	[REDACTED]			[REDACTED]	Transfer (Classified)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	[REDACTED]			[REDACTED]	Transfer (Classified)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	[REDACTED]			[REDACTED]	Transfer (Classified)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	[REDACTED]			[REDACTED]	Transfer (Classified)	[REDACTED]							

**OPTION 1: Select INVITE TO INTERVIEW to send an electronic notification to all candidates to contact the school to schedule an interview.**

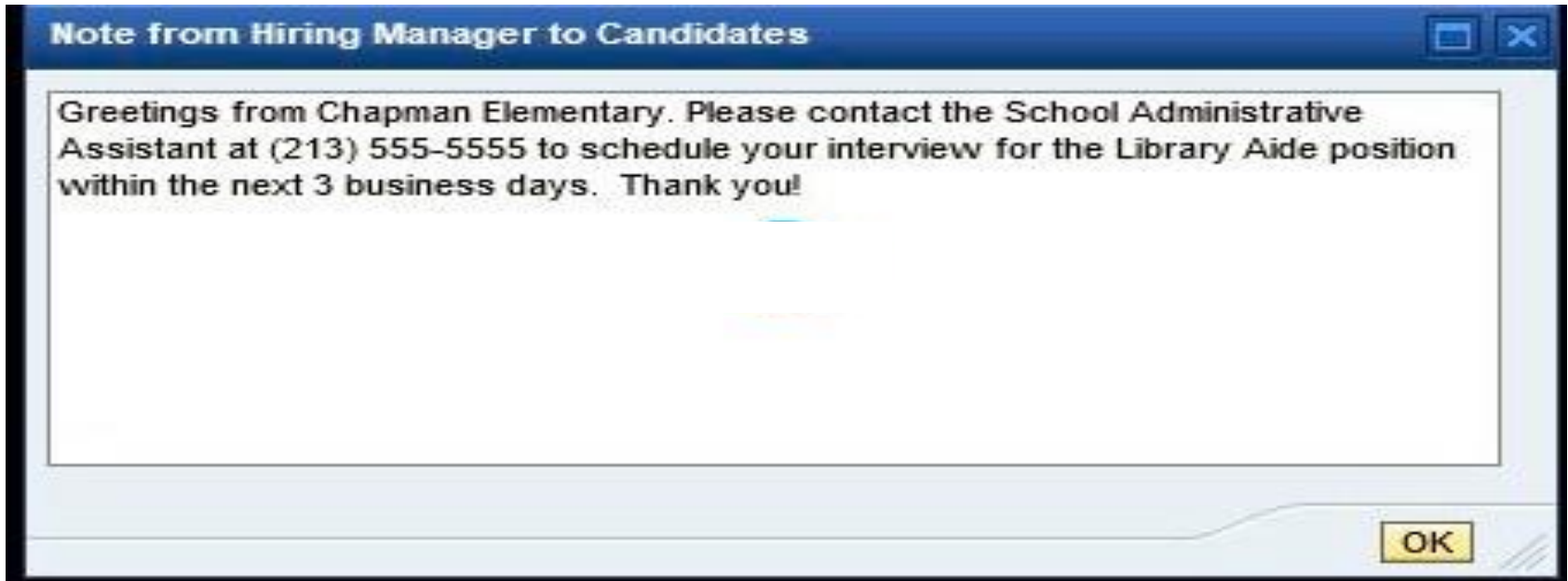
**OPTION 2: Select specific candidates from the list provided. Then click INVITE TO INTERVIEW.**

### OPTION 3: Call candidates

## Personalize a Note to the Candidates:

You can share important information about the interview process just before the invitations are emailed to the candidates.

**“Note from Hiring Manager to Candidates”** allows you as to include a brief note for the candidate that will be included on the candidate’s invitation to interview letter. *(Example; parking instructions, name of person to report to, etc).* **Select OK when done to close window.**



# Invitation Confirmation and Follow-Up

Confirmation displayed of the number of invitations sent.

☒ Personnel Commission will verify the availability of candidates who do not respond in 2 business days.

☒ 5 email invitations sent.

Job Class:

22104075 BLDG & GROUNDS WORKER

Employment Type:

Full Time (7 - 8 hours/day)

Shift Preference:

Afternoon/Evening Shift

Email confirmation sent to Administrator and Classified Assignment Staff indicating school invited candidates to interview for a position. Email confirmation includes an excel attachment with the names of the candidates selected to interview for reference.

# Email to the Candidate:

The candidate will receive an email with the school's personalized note.

Los Angeles Unified School District  
Administrative Offices  
333 South Broadway Avenue, Los Angeles, CA 90017

Austin Heuter  
Superintendent of Schools



04/16/2019

Re: LAUSD/PC Invitation to interview

Dear Nina Briggs,

Thank you for your interest in employment with the Los Angeles Unified School District. According to our records, you are currently on an eligibility list to be hired as a LIBRARY AIDE. This message is to notify you that a District school/office is interested in interviewing you for a position at their location:

Chapman EL  
1947 Marine Ave  
Gardena, CA 90249  
310 324-2275

Employment Type: Part Time (4 - 8.5 hours/day)  
Shift: Morning/Day Shift

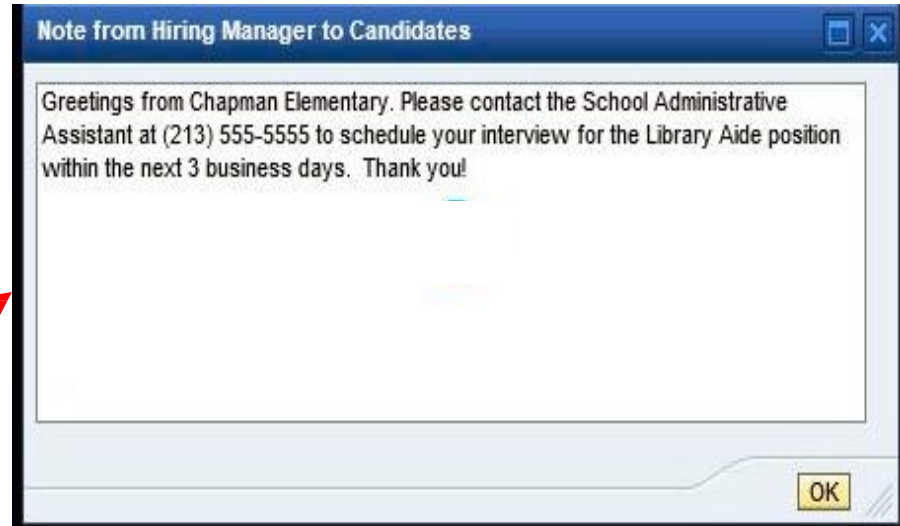
Note from site:  
Greetings from Chapman Elementary. Please contact the School Administrative Assistant at (213) 555-5555 to schedule your interview for the Library Aide position within the next 3 business days. Thank you!

You may accept or reject this offer to set up an interview, but be aware that three rejections will cause your name to be removed from the eligibility list for this job class. Please make your decision and click the link below to log into LAUSD's eRecruit system and inform us of your choice.

[Login to eRecruit](#)

If you are accepting the invitation to interview, please contact the site at the number above so you may schedule a time to interview that is mutually convenient. Due to the need to quickly fill vacant positions, if you have not logged on to eRecruit and told us your decision within five days - by 04/23/2019, we will assume that you are not interested in interviewing for LIBRARY AIDE at Chapman EL and will consider it a rejection of this offer to interview.

Sincerely,  
Los Angeles Unified School District  
Personnel Commission



## Hire A Candidate:

1. Rerun Eligibility List
2. Select Candidate
3. Click "Hire a Candidate"

**Classified Eligibility list for San Pedro SH**

Job Class: **Z2104075 BLDG & GROUNDS WORKER**  
Employment Type: **Full Time (7 - 8 hours/day)**  
Shift Preference: **Afternoon/Evening Shift**

Hold down CTRL to select multiple candidates

**[Search] [Reset]**

Eligibility list snapshot from 09/20/2019 valid until 09/24/2019. Candidates who are no longer available are marked below. If less than 3 ranks of candidates are still available, you may discard this snapshot and re-run the list.

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#	Rank	Full Name	Pers No.	Not available	E-Mail Address	Eligibility type	Phone1	Phone2	Current site pho...	Current site	Current site job	Employment type	Shift	Invited for interview
1	1	RH_INT01 TEST	78978971		RH_INT01@LAUSD.NET	Exam/Classified – Ranked						Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
2	2					Exam/Classified – Ranked					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
3	3					Exam/Classified – Ranked						Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
4	4					Exam/Classified – Ranked						Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
5	5					Exam/Classified – Ranked					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
6	6					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
7	7					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
8	8					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
9	9					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
10	10					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
11	11					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
12	12					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
13	13					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
14	14					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
15	15					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
16	16					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
17	17					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
18	18					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
19	19					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
20	20					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
21	21					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
22	22					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
23	23					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
24	24					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
25	25					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
26	26					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
27	27					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
28	28					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
29	29					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
30	30					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
31	31					Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	

Offer of employment

Org.Unit: San Pedro SH  
Candidate: Eveningworker 8hrraa7sc70  
Job Classification: BLDG & GROUNDS WORKER  
Employment Type: Full Time (7 - 8 hours/day)  
Shift: Afternoon/Evening Shift

Select a vacant Position:

or enter a PCN:

Work Schedule:  to:

Note to Assignment Technician:  
Upcoming B&GW vacancy effective 10/07/2019.

Submit



## Hiring a Candidate:

☒ "Offer of Employment" submitted successfully.

☒ Please checky our email for more information.

Job Class:

22104075 BLDG & GROUNDS WORKER ▼

Employment Type:

Full Time (7 - 8 hours/day) ▼

Shift Preference:

Afternoon/Evening Shift ▼

## Email Confirmations:

- **"Offer of Employment" sent to Administrator and Assignment Technician**
- **"Candidate Accepted/Declined Job Offer" sent to Administrator**
- **"Accepted Job Offer" sent to Candidate**





# Personnel Commission

## Training Opportunities: Video Modules Handouts Presentations

### Classified Employment Services Branch (CESB) Contacts

Donna Barrow, Assistant Director  
[donna.barrow@lausd.net](mailto:donna.barrow@lausd.net) / (213) 241-7830

### Technical Support:

Lorena Estrella (213) 241-5530  
[lorena.estrella@lausd.net](mailto:lorena.estrella@lausd.net)

### Talent Acquisition and Selection Branch (TASB) Contact

Jose Siu, Personnel Manager  
[jose.siu@lausd.net](mailto:jose.siu@lausd.net) / (213) 241-3455

Evelyn Galdamez, Senior HR Specialist (213) 241-3455





# Personnel Commission

Thank you!



# **PURCHASING, COMPLIANCE, AND TIME & EFFORT**

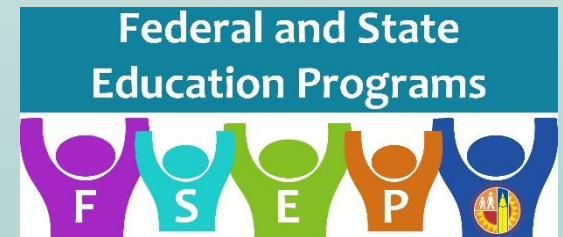
## **LOCAL DISTRICT CENTRAL**

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**Presenter:**

**José A. Jarquín**

[ja7955@lausd.net](mailto:ja7955@lausd.net)





# **OBJECTIVES**

**Participants will review/learn:**

**The Title I program allowable expenditures**

**The importance of providing the correct documentation when reconciling expenditures or ordering services**

**The updated time and effort certifications for categorically funded employees**

# WHAT IS TITLE I

*“...is to provide all children significant opportunity to receive a fair, equitable, and high quality education, and to close educational achievement gaps.” Every Student Succeeds Act (ESSA), Title I, Part A, Section 1001*



# SCHOOL PLAN FOR STUDENT ACHIEVEMENT

Los Angeles Unified School District

*School Plan for Student Achievement*

2019-2020

Implementation

10TH ST EL (1708201)



**Superintendent**  
**Austin Beutner**

**Board Members**

Mónica García, Board President  
Dr. George McKenna III  
Scott M. Schmerelson  
Nick Melvoin  
Kelly Gonez  
Dr. Richard A. Vladovic

## What is it?

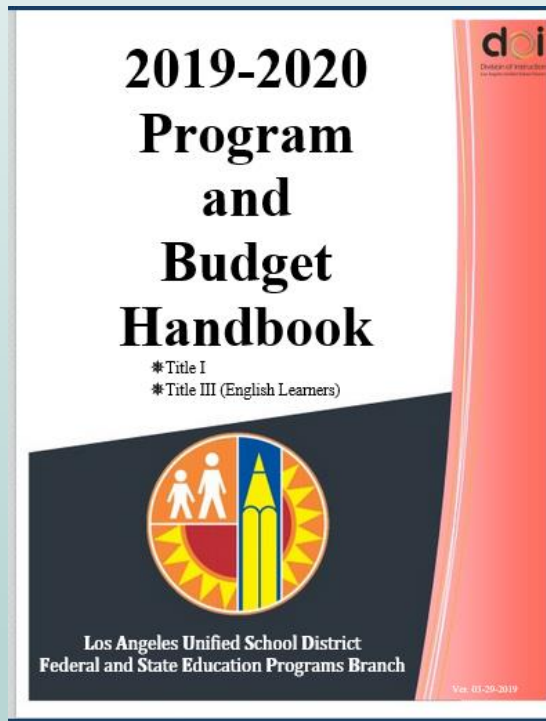
Annual plan developed, updated, and evaluated by SSC

The content of the plan aligns with goals for improving student achievement and addresses how funds will be used to improve academic performance

## Where can I find it?

[School Directory](#) (School plan, budget reports, and other resources)

# TITLE I ALLOWABLE COSTS



**The Program and Budget Handbook is a great resource to assist you in designing an effective instructional program for participating students.**

## Handout

# TITLE I CHEAT SHEET

Los Angeles Unified School District  
2019-2020 Title I Program Cheat Sheet  
(7S046, 7E046, and 7T691)



When submitting a request to reconcile accounts or purchasing items using Title I funds, a SPSA page or SPSA Modification that specifically describes the purchase must accompany your request. The holder of the plan is usually the Principal and/or the Title I Designee at your school. They can provide the documents needed to complete your request. The cut-off date for all requests to reconcile accounts or purchase items with Title I funds is **★May 5, 2020★**.

**It contains procedures, deadlines, and specifies necessary documentation needed when conducting transactions with Title I funds.**

- \* T-Card**
- \* Imprest**
- \* P-card**
- \* Shopping Cart**



# TRAVEL CARD

**Contract Bus Services**

**Conference Expenses (airfare and lodging)**



**All reconciliations require  
SPSA/Modification pages**

# IMPREST

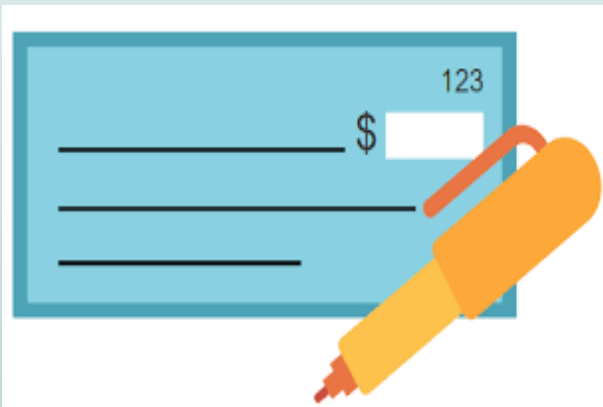
**Admission Fees to approved educational activities**

**Conference Registration Fees**

**Contract Bus Services to approved LAUSD locations**

**Supplemental Instructional Materials-SIM**

**All reconciliations require SPSA/Modification pages**



# P-CARD

**Admission Fees to approved educational activities**

**Conference Registration Fees**



**Supplemental Instructional Materials (SIM)**

**Contract Bus Services to approved LAUSD locations**

**Software License Maintenance (Renewals)**

**Other Books**

**All reconciliations require SPSA/SPSA Modification pages**



# SHOPPING CART

**Maintenance of Equipment (50% maximum with Title I)**

**Professional Services Instructional Contracts**

**Rental of Equipment (50% maximum with Title I)**

**Other Books (submit list of books)**

**Admission Fees (District approved sites)**

**M&O Supplies for Title I Interventions**

**Contract Bus Services (District approved sites)**

**Supplemental Instructional Materials (SIM)**

**Software License Maintenance (Renewal)**

**Travel/Conference Attendance**

# SHOPPING CART

**General Supplies Technology (Under \$500)**

**Non-Cap Equipment (\$500-\$4,999)**

**All Title I General Supplies-Technology and/or Non-Capitalized Equipment Shopping Carts, must be submitted in SAP by January 30<sup>th</sup> so equipment is received by May 5<sup>th</sup> of the current school year.**

# CORRECT DOCUMENTATION?



## Conference Attendance (T-Card)

- Invoice/receipt
- Conference flyer
- Approved Travel Request Notification (ATRN)
- **SPSA/SPSA Modification page(s)**

## Supplemental Instructional Materials (Imprest)

- Itemized invoice
- **SPSA/SPSA modification page(s)**

# CORRECT DOCUMENTATION?



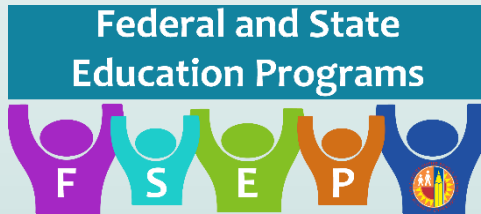
## Contract Bus Services (P-Card)

- Approved 34-EH-57 student field trip form
- Invoice/receipt with location
- **SPSA/SPSA Modification page(s)**

## Other Books (Shopping Cart)

- Invoice listing all the books being purchased
- **SPSA/SPSA modification page(s)**

# TITLE I PROGRAM REVIEWS



Periodic

Annual

Biennial

Expenditures

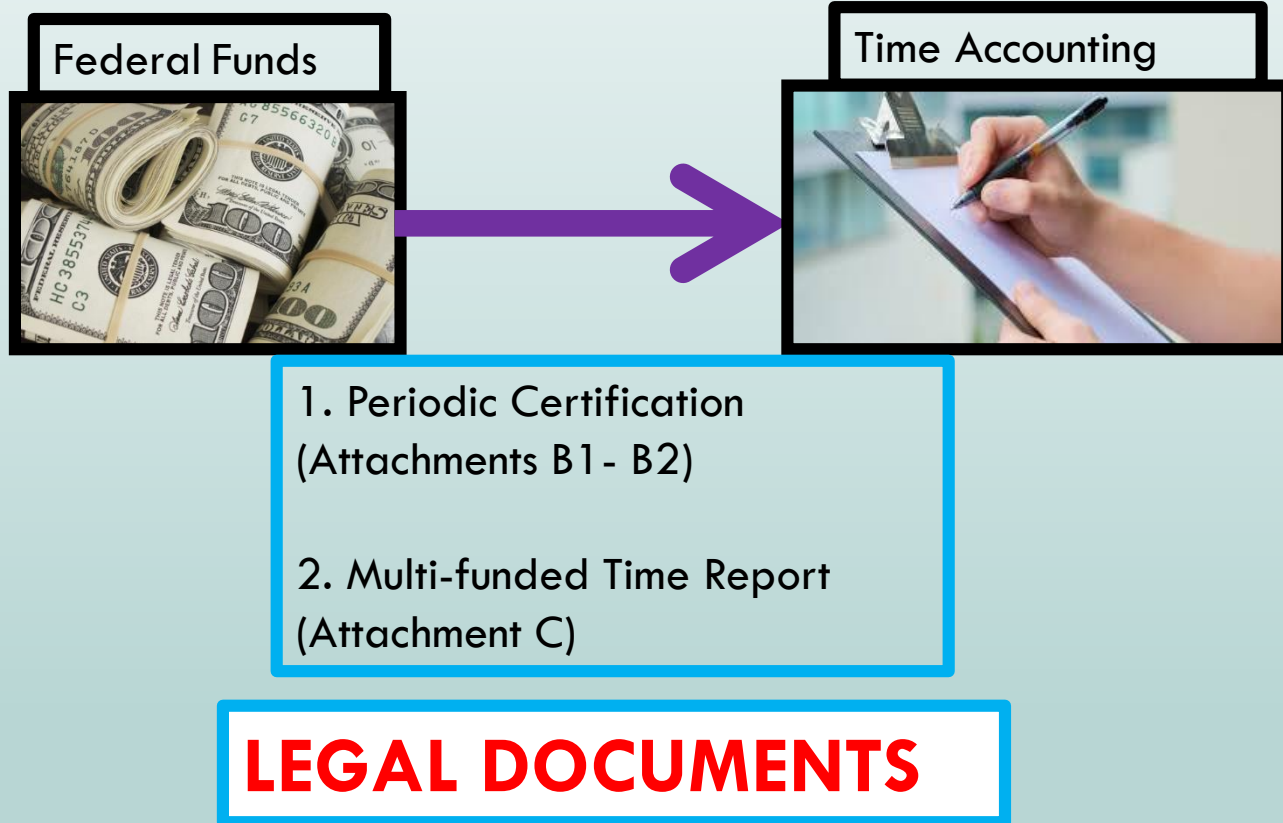
Payroll

Time and Effort

Follow Title I guidelines to prevent receiving a payback letter



# TIME AND EFFORT



BULLETIN NO. 2643.9

July 1, 2019

ATTACHMENT B1

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Accounting and Disbursements Division

**PERIODIC CERTIFICATION**

School/Office Name: \_\_\_\_\_

Program Name(s): \_\_\_\_\_ Program Code(s): \_\_\_\_\_

Cost Objective Name, if applicable: \_\_\_\_\_ [e.g., Title I Schoolwide plan (SWP)]

BULLETIN NO. 2643.9

July 1, 2019

ATTACHMENT B2

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Accounting and Disbursements Division

**PERIODIC CERTIFICATION**

(continued from previous page)

[The following basic information must be recorded on each additional sheet. Use this form only if necessary.]

Name

Position

\_\_\_\_\_

# MULTI-FUNDED?

## Multi-Funded Time Reports (MFTRs)

MULTI-FUNDED TIME REPORT*																																										
Employee Name: _____										Class Code: _____										Month: _____																						
Employee #: _____										Position: _____										School/Office: _____																						
Program Name: _____										Title I										Program Code: _____										7S046												
Date:	M	T	W	TH	F	S	Su	M	T	W	TH	F	S	Su	M	T	W	TH	F	S	Su	M	T	W	TH	F	S	Su	M	T	W	TH	F	S	Su	M	T	W	TH	F	S	Su
# of Hrs																																										
Activity # (s)																																										
Program Name: _____										Program Code: _____										7S046																						
M	T	W	TH	F	S	Su	M	T	W	TH	F	S	Su	M	T	W	TH	F	S	Su	M	T	W	TH	F	S	Su	M	T	W	TH	F	S	Su	M	T	W	TH	F	S	Su	
# of Hrs																																										
Activity # (s)																																										
Program Name: _____										Program Code: _____										7S046																						

*Categorical Program Funded Activities (1-24):												*General Program Funded Activities (a-l): Check with Program Administrator for allowable program activities and list below.											
1		13		a		2		14		b													
3		15		c		4		16		d													
5		17		e		6		18		f													
7		19		g		8		20		h													
9		21		i		10		22		j													
11		23		k		12		24		l													

**Certification:** I certify that the information recorded on this Daily Time Report is true and correct to the best of my knowledge.

Signature of Employee _____	Date: _____
Signature of Supervisor _____	Date: _____

Program Name	Program Code	# of Hours	%
Title I	7S046		
Total			

## Contact Information

Local District Central  
Title I Coordinators

Marty Barrios  
[marty.barrios@lausd.net](mailto:marty.barrios@lausd.net)  
(213) 241-8694

Oscar Salas  
[osalas@lausd.net](mailto:osalas@lausd.net)  
(213) 241-0497

Federal and State Education  
Programs (FSEP) Specialists

José A. Jarquín  
[ja7955@lausd.net](mailto:ja7955@lausd.net)  
Mohamed Tantawi  
[mkt3216@lausd.net](mailto:mkt3216@lausd.net)  
Angel Covarrubias  
[ajc2896@lausd.net](mailto:ajc2896@lausd.net)  
213-241-6990

[FSEP Website](#)

# Dual Language Education Programs & Unified Enrollment



October 24, 2019

- **June 20, 2017 - *Establishing a Commitment to Biliteracy for All***

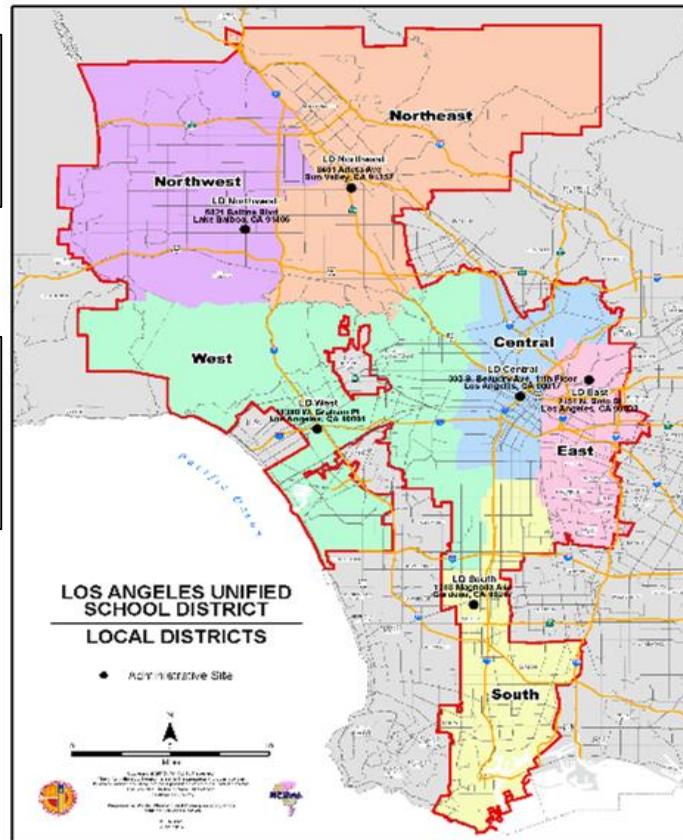
*Establishes that the kindergarten class entering the District in 2019-2020 (Class of 2032) will be the first class that will graduate biliterate.*

- **June 13, 2018 - *Realizing the Promise for All: Close the Gap by 2023*** Stating in part: *Prepare all English Learners and students enrolled in Dual Language programs since kindergarten or first grade to receive Seals of Biliteracy by grades 5, 8 or 12.*

# 182 Dual Language Education Programs for 2019-2020

LD Northwest:  
**11** programs  
(Spanish & Korean)

LD West:  
**32** programs  
(Spanish, Korean, Mandarin,  
French & Armenian)



LD Northeast:  
**17** programs  
(Spanish & Armenian)

LD Central:  
**40** programs\*  
(Spanish, Korean, Mandarin & French)

LD East:  
**47** programs  
(Spanish, Mandarin & Arabic)

LD South:  
**34** programs  
(Spanish, Korean & Mandarin)

\* Includes Proposition 58 Start-up Program

# WELCOME 2019-2020 DUAL LANGUAGE PROGRAMS!

## Local District Northwest (4)

Fulbright Ave. ES

Lassen ES

Sepulveda MS

Sunny Brae Ave ES

## Local District West (7)

42<sup>nd</sup> St. ES

Arlington Heights ES

Carson-Gore Academy ES

Grant ES (Armenian)

Harvard ES

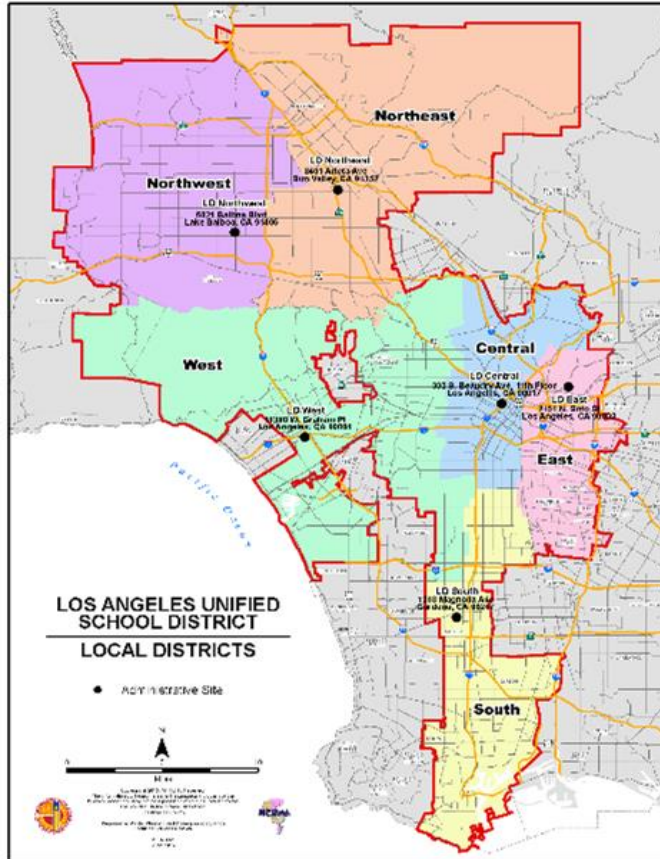
Venice HS

Venice HS (Mandarin)

## Local District South (2)

Fremont HS

Narbonne HS



## Local District Northeast (4)

Camellia Ave. ES

Ranchito Ave. ES

Coldwater Cyn. ES

San Fernando HS

## Local District Central (13)

28<sup>th</sup> St. ES

Aurora ES

Bushnell Way ES

Cahuenga ES

Gratts ES

Harmony ES

Hobart Blvd. ES

Hooper Ave. PC

Irving MS

RFK ASGL (MS) (Korean)

RFK UCLA Com (MS)

Alexandria Ave. ES\*

Riordan PC\* (French)

## Local District East (13)

Harrison St ES

Legacy STEAM HS

Loma Vista ES

Lorena St. ES

Marianna Ave. ES

Park Ave. ES

San Gabriel Ave. ES

San Miguel ES (Mandarin)

South Gate MS

Stanford Ave. PC

Stevenson MS

William R Anton ES

Tweedy ES\*

\* Proposition 58 Start-up Program



Bilingualism and Biliteracy

Academic Achievement

Sociocultural Competence



## Dual Language Education Pillars



Los Angeles Unified School District



## Dual Language Education



### Bilingualism and Biliteracy

Bilingual and Biliterate students learn content while they simultaneously learn two languages. These students use both languages equally to advance and make decisions about their thinking and learning. They must be able to listen, speak, read and write in both languages, and use each of the two languages as a support for the other. Successfully competent Bilingual and Biliterate students demonstrate academic proficiency and mastery of content standards in two languages.



### Academic Achievement

Bilingual and Biliterate students engage in intellectually rigorous and developmentally appropriate learning experiences based on State Standards. Our programs promote high levels of proficiency in English and another language, focusing on academic language. A priority is academic achievement across the curriculum.

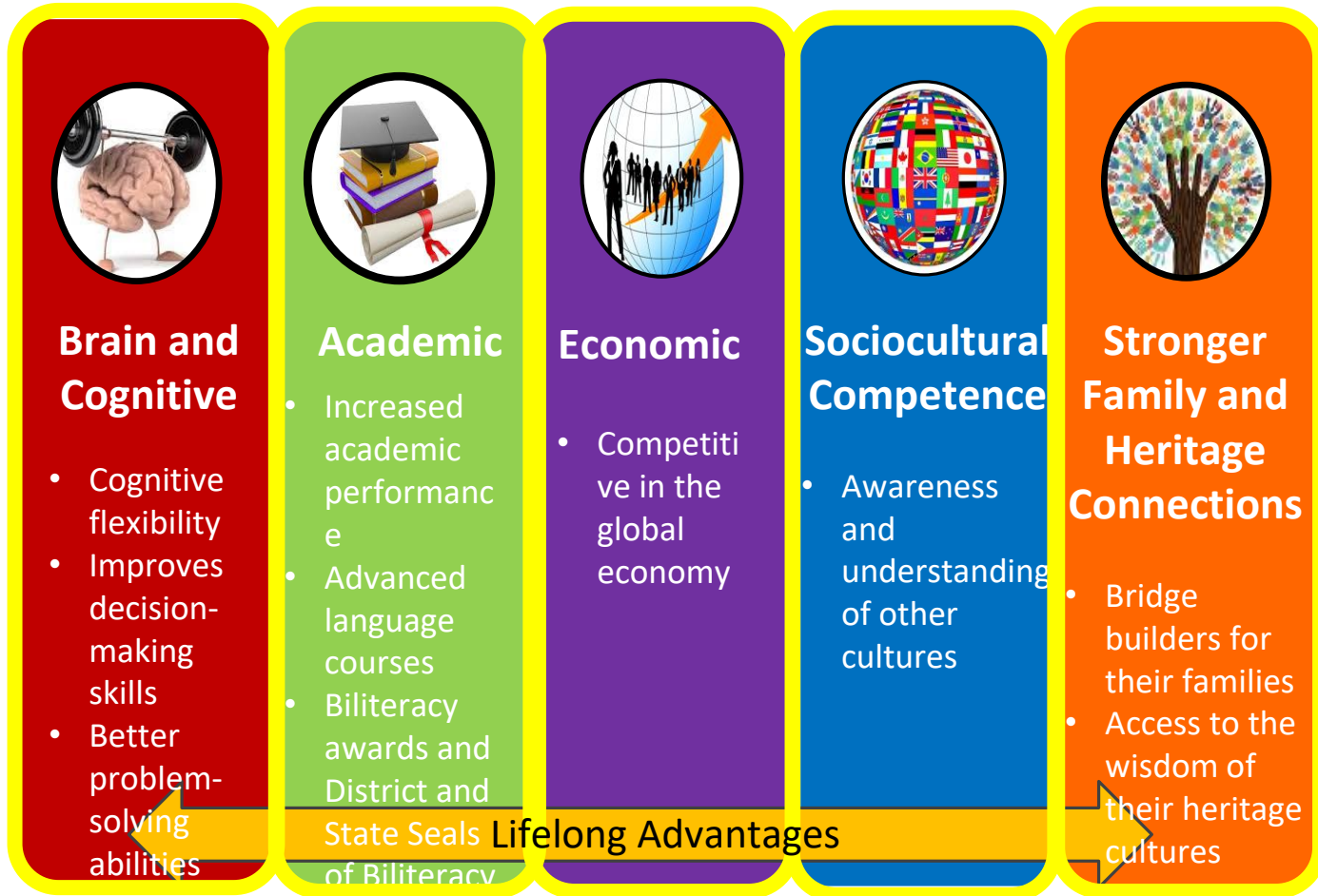


### Sociocultural Competence

Bilingual and Biliterate students demonstrate sociocultural competence. These students recognize and use differences in themselves and others to create community. They have a multicultural perspective that is rooted in equity and social justice. They understand the sociopolitical context of their language learning and that society gives different and often unequal status to languages. Bilingual and Biliterate students are critically aware of the self, others, and the world, and the responsibility and commitment that comes from this awareness to address issues of societal relevance.

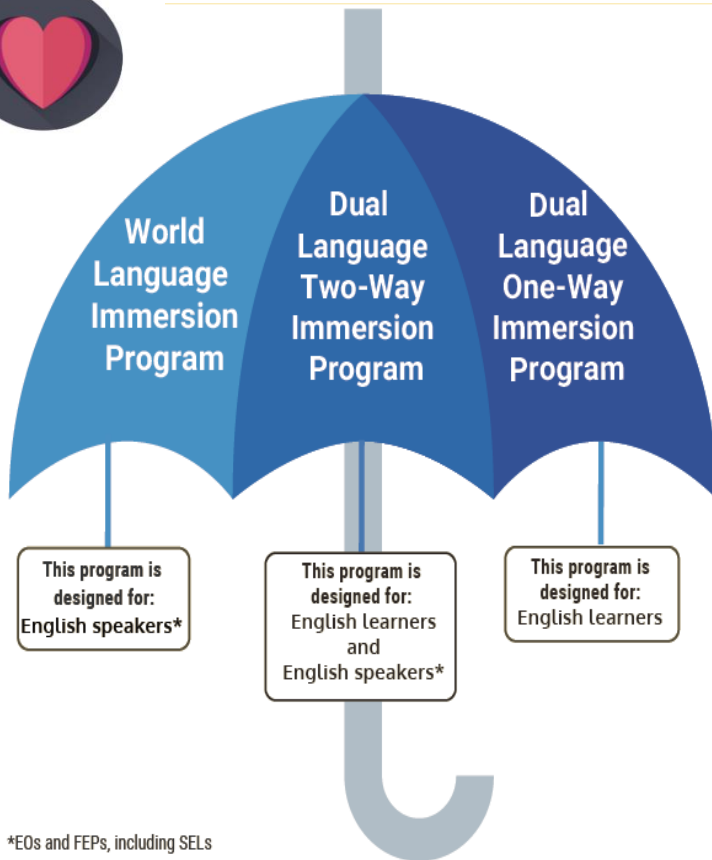
Based on the goals  
of our programs,  
what are our  
shared values and  
beliefs as  
practitioners?

# Benefits of Becoming/Being Bilingual and Biliterate



Source: Adapted from Californian's Together - Campaign for Biliteracy

# Dual Language Education



- All three programs share the goals of promoting bilingualism and biliteracy, high levels of academic achievement, and sociocultural competence
- Provide grade-level content and literacy instruction to all students through two languages (English and a target language)
- Instruction must be provided in the **target language** for at least **50%** of the instructional day

\*EOs and FEPs, including SELs

# Thomas and Collier Study Key Research Findings Conducted from 1985 through 2017

1997

**English learners** in two way and one way immersion programs had higher long term academic achievement when compared to English learners in other programs.

**EOs** in two way programs outperformed their monolingual peers academically by their 5<sup>th</sup> year in the program and remained high academic achievers throughout their schooling

2012

Report emphasizes:

- **The importance of structure and design and three non-negotiable factors of dual language instruction:**
  1. K-12 commitment
  2. Separation of the two languages for instruction
  3. Minimum of 50% of instruction in the non-English language

2017

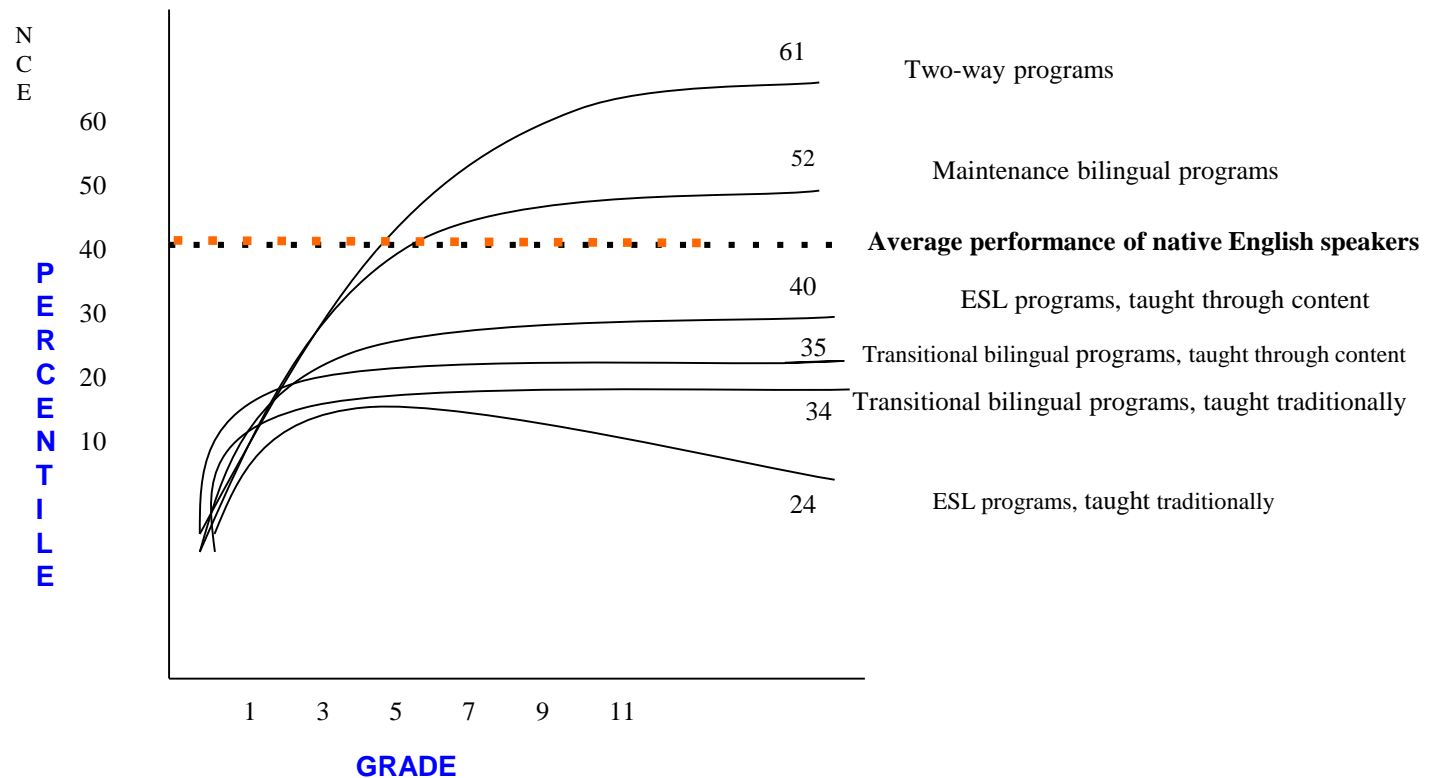
Two-way programs increase academic achievement for **all students regardless of subgroup**

African American students of low income in two way programs were by middle school 2 grades ahead of their African American peers of low income not in dual language programs

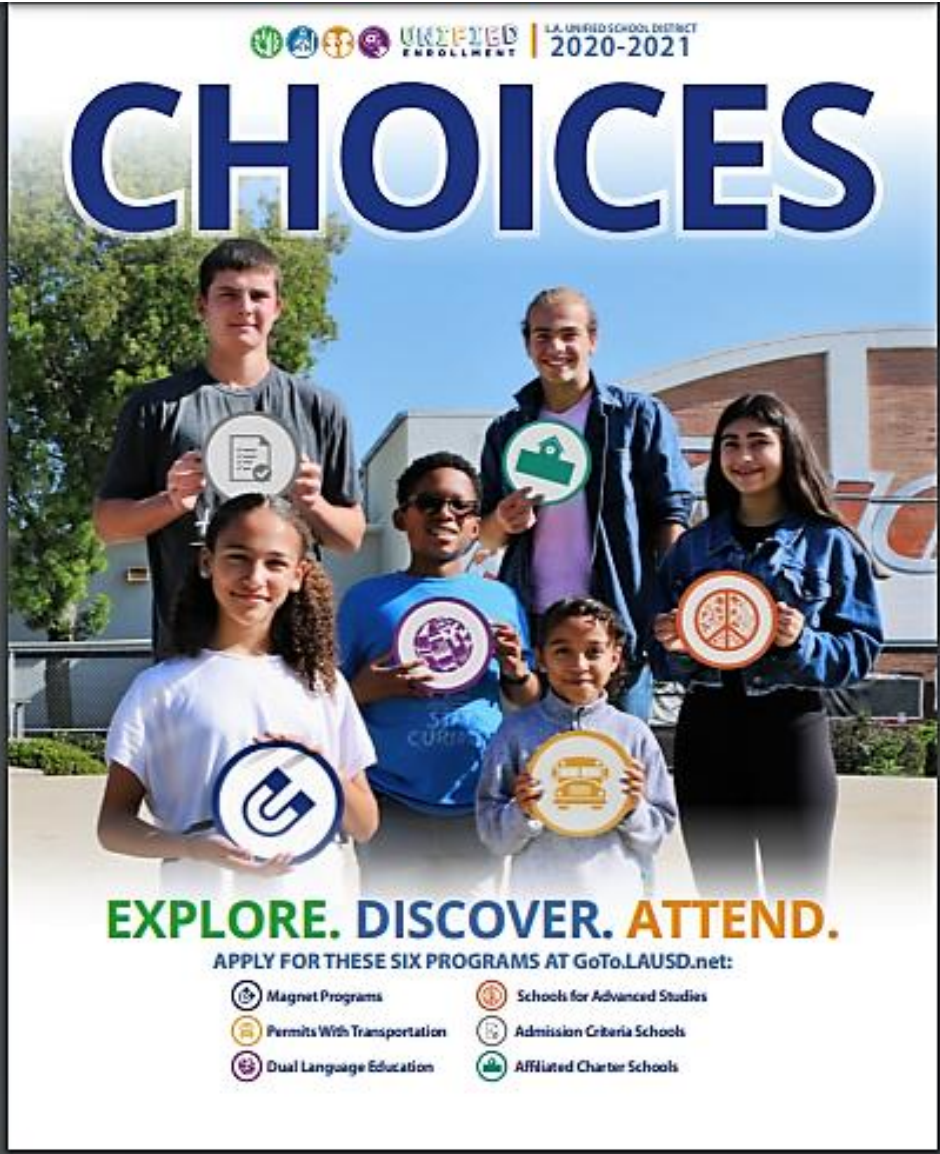
Results continue to be substantiated and validated through 32 years of research

# Thomas and Collier Study (1997)

## Key Research Findings - English Learners













UNIFIED ENROLLMENT | L.A. UNIFIED SCHOOL DISTRICT  
2020-2021

# CHOICES

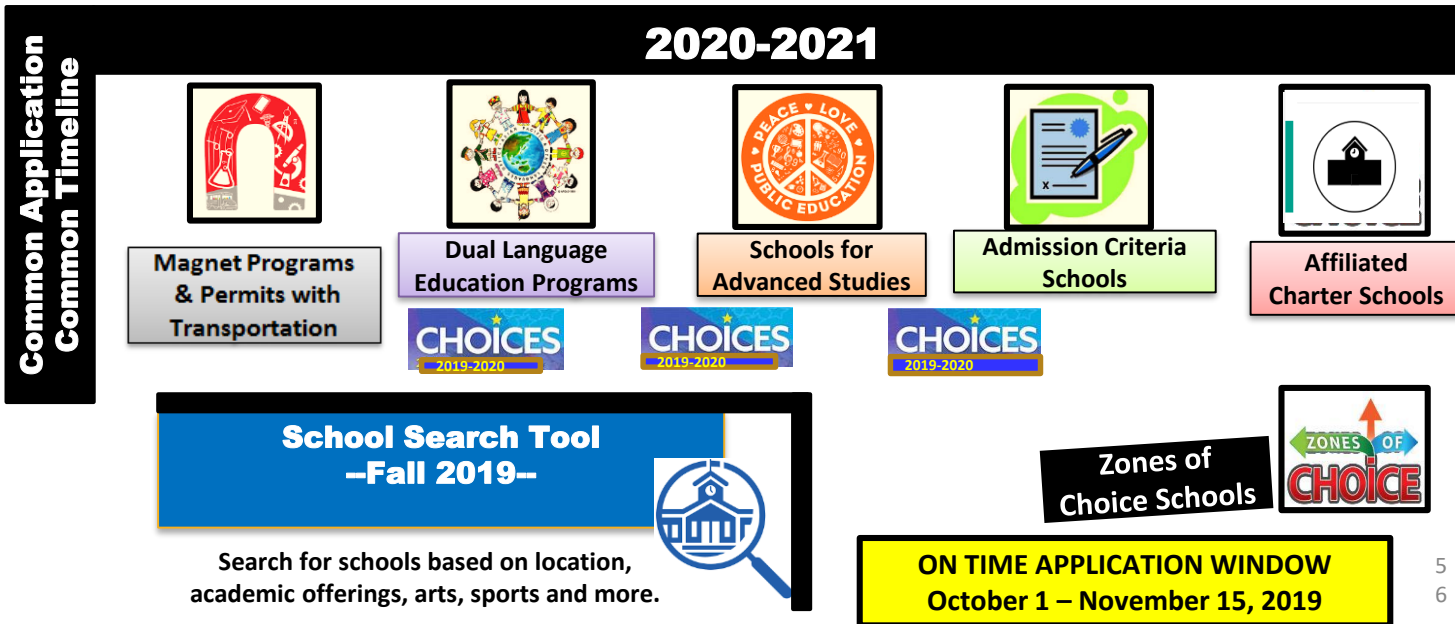
**EXPLORE. DISCOVER. ATTEND.**

APPLY FOR THESE SIX PROGRAMS AT [GoTo.LAUSD.net](https://GoTo.LAUSD.net):

 Magnet Programs	 Schools for Advanced Studies
 Permits With Transportation	 Admission Criteria Schools
 Dual Language Education	 Affiliated Charter Schools

- On-time Choices application period is 10/1/19-11/15/19
- Email requests for on-time paper applications to [ZOC@lausd.net](mailto:ZOC@lausd.net)
- DLE/UE Principals' and Parent Timeline is posted on the MMED website

# Unified Enrollment





# EXPLORE. DISCOVER. ATTEND.



"I want to find an  
LA Unified School."

## EXPLORE



Explore L.A. Unified Schools! In a few simple clicks, search and compare schools based on geographic location, academic offerings, extracurricular activities and more. Be it early education, Pre-K-12th, special education or adult education, L.A. Unified can meet



"I want to learn about  
**Choices** programs."

## DISCOVER



Discover choice programs! Magnet, Permit with Transportation and Dual Language programs are all additional choices beyond your residential school. Learn more about these unique programs that all require completion of an application.



"I want to Attend an  
LA Unified School."

## ATTEND



Attend an L.A. Unified school! Learn how to enroll in a school OR apply to multiple school choice programs through a single parent account. An Enrollment Form is required to attend your residential school.

[GoTo.LAUSD.net](http://GoTo.LAUSD.net)

# Click on the Apply Button to Apply Online



[Find a School](#)

[How to Attend](#)

[Need Help?](#)

[Apply Now](#)

Enroll Now  
for 2019-20

[En Español](#)

EXPLORE. DISCOVER. ATTEND.

# To Apply Online, Parents Need a Username & Password



Español

## Parent Login

Username

Password



[Forgot your password?](#)

[Register](#)

[Log In](#)

- Username is the email address you used for account registration.
- Session times out after 60 minutes.
- If you'd like to change the email address associated with your account, please sign in using old email address. Account edits can be made once you logged in successfully.



# Late 2019-20 Paper Applications can be Downloaded & Printed

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## CHOICES BROCHURE AND TRANSLATIONS

Click on the images below to download late application



**2019-20 Choices Late Application - English**

\*Applications must be printed full size on legal paper  
(8.5 X 14").



**2019-20 Choices Late Application - Spanish**

\*Applications must be printed full size on legal paper  
(8.5 X 14").

# What Schools Have Seats Available?

## IMPORTANT NOTE:

The Late Application window for Choices and Open Enrollment is now open. Please click [here](#) for the list of schools with potential seat openings. Conservatory of Fine Arts applications are accepted June 1, 2019 through September 6, 2019.



[Find a School](#)

[How to Attend](#)

[Need Help?](#)

[Apply Now](#)

Discover all your

# CHOICES

[Download Choices Brochure and Translations](#)

[En Español](#)



## POTENTIAL SEAT OPENINGS

Local District (LD)

Northwest

Grade level for (2019-2020) school year

All

Zip

All

Program

Dual Language Education Program

Search

Reset

LD	Grades	School Name ↑	School Code	Phone	Address	Program
NW	00	Limerick ES Spanish Dual Language Two-Way Immersion Program	1488102TWS	(818) 341-1730	8530 LIMERICK AVE WINNETKA 91306	DLE
NW	01	Limerick ES Spanish Dual Language Two-Way Immersion Program	1488102TWS	(818) 341-1730	8530 LIMERICK AVE WINNETKA 91306	DLE
NW	00	Napa St ES Spanish Dual Language Two-Way Immersion Program	1544602TWS	(818) 885-1441	19010 NAPA ST NORTHRIDGE 91324	DLE
NW	01	Napa St ES Spanish Dual Language Two-Way Immersion Program	1544602TWS	(818) 885-1441	19010 NAPA ST NORTHRIDGE 91324	DLE
NW	TK	Nevada ES Spanish Dual Language Two-Way Immersion	1545902TWS	(818) 348-2169	22120 CHASE ST WEST HILLS 91304	DLE

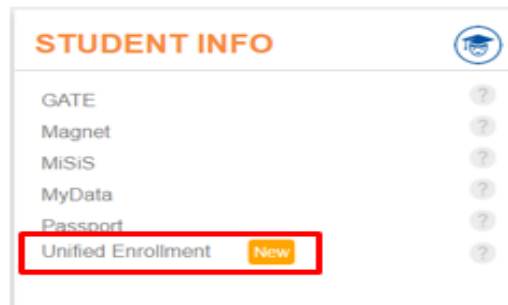
# Refer to the Accept/Decline Job Aid for Guidance

## HOW TO COMPLETE DUAL LANGUAGE ACCEPT/DECLINE PROCESS

UNIFIED ENROLLMENT | 02/09/19

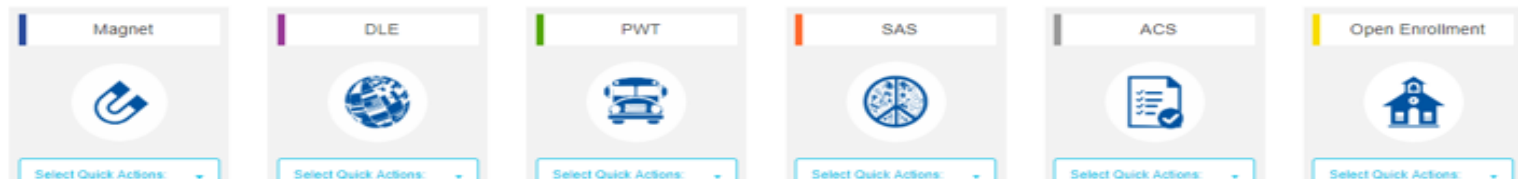
### Log in to the Principal's Portal

1. Go to – [principalportal.lausd.net](http://principalportal.lausd.net)
2. Go to Student Info and select **"Unified Enrollment"**.



3. Click on the DLE drop down list and select **"DLE Application Roster"**.

Select a program below to manage application, waitlist, verification and enrollment functions.





# Unified Enrollment Process for School Sites


The 2020-2021 Principal's Timeline will be posted on the MMED website

## 2020-2021 DLE & UE Principal's Timeline



October	<b>October 1, 2019:</b> On-time Choices application window opens. Parents/guardians can apply online at <a href="http://GoTo.LAUSD.net">GoTo.LAUSD.net</a> or apply with a paper application. Online applications will receive a confirmation receipt. New & matriculating students must submit an application. Continuing DLE students at the same DLE school do not need to submit an application. <i>*Please send requests for paper applications to: <a href="mailto:JOC@lausd.net">JOC@lausd.net</a></i>
November	<b>November 15, 2019:</b> Choices DLE on-time application deadline.  <b>Week of November 18, 2019:</b> A list of students applying for grades 2-12 that require target language verification will be available in the Principal's Portal. DLE schools administering the target language assessment must enter a "meets" or "does not meet" in the Principal's Portal by February 21, 2020. The window to complete target language verification is from November 2019 through February 2020.
December	<b>December 9-20, 2019:</b> Confirmation or Correction letters sent to Parents/guardians who applied with an on-time application. Parents must submit corrections by January 17, 2020.
January	<b>January 17, 2020:</b> <b>Deadline for Principals to enter Enrollment Capacity.</b> DLE Principals must enter enrollment capacity for the 2020-2021 school year in the Principal's Portal.  <b>January 17, 2020:</b> Deadline for parents to submit corrections electronically or by mail.
February	<b>February 3, 2020:</b> Late Choices Application Window opens. DLE programs accept late applications all year.  <b>February 21, 2020:</b> Deadline for Principals to enter the target language assessment results in the Principal's Portal. Schools administering the target language assessment to students with an on-time application need to enter either a "meets language eligibility" or "does not meet language eligibility" in the Principal's Portal (Select Unified Enrollment, DLE, Quick Actions, and DLE Verification List).
March	<b>March 9-13, 2020:</b> <b>Principals' Opportunity to Review New Applicant Roster.</b> Principals will be able to review their roster before the selection/wait list letters are delivered.  <b>March 16-20, 2020:</b> Parents/guardians of on-time applicants will receive either a Selected or Waiting List letter for all Choices programs to inform them of selection status.
April	<b>April 3, 2020:</b> Deadline for parents/guardians of newly selected students who applied with an on-time application to accept or decline placements. Students who do not accept or decline placements will default to his/her resident school.  <b>April 13, 2020:</b> Principals can start to call students who applied with a late application from the Late Application Roster (in the Principal's Portal), to offer available seats. (If and only if the on-time wait list has been exhausted.)
May-July	<b>Enrollment:</b> Parents who accepted a selection must contact the school for enrollment procedures. Schools are encouraged to call parents who accepted their DLE program but have not contacted the school to begin the enrollment process.

10/8/2019

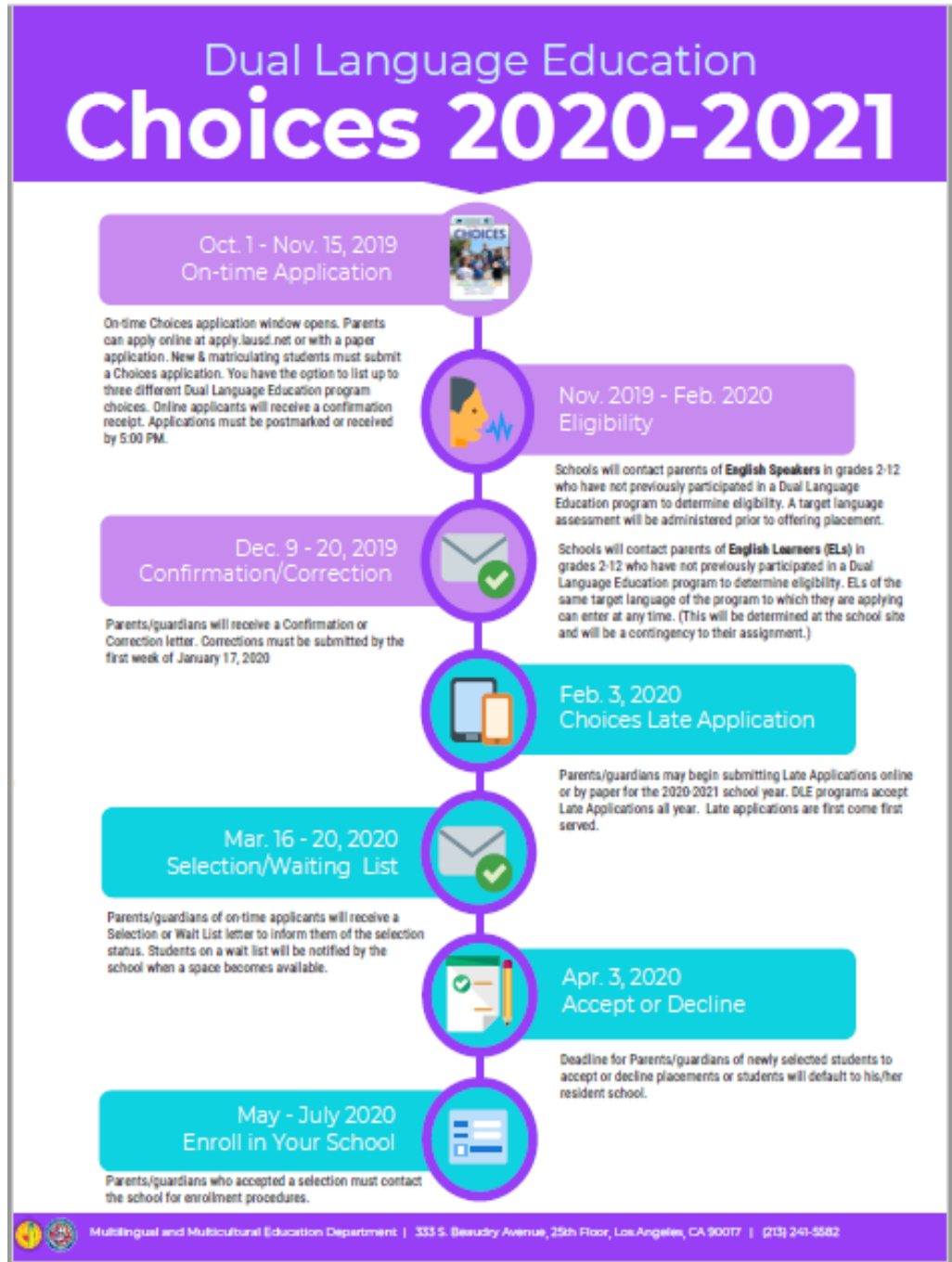
Approved by: Lydia Acosta Stephens  
Executive Director. 



# DLE Application Parent Timeline

The 2020-2021 Choices Parent Timeline will be posted on the MMED website

UE selects On-time applicants and schools select applicants who applied with a Late Application



## Contact Us

Diana Sanchez,  
DLE/UE Specialist  
[dab9296@lausd.net](mailto:dab9296@lausd.net)

Cristina Rodriguez  
DLE Coordinator  
(213) 241-8672  
[cristina.rodriguez3@lausd.net](mailto:cristina.rodriguez3@lausd.net)

David Gaitan, UE  
Liaison  
(213) 241-2631  
[david.gaitan@lausd.net](mailto:david.gaitan@lausd.net)

*Thank  
You!*

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**M**ore than  
a **M**ea



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May Arakaki  
Maria Martinez

Thank You for Your Attention and Your Time!

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School Administrative  
Assistants  
serving LAUSD with





Welcoming Environment