

**WELCOME
BACK!!**

Local District Central School Administrative Assistants' Meeting

ZOOM MEETING
JULY 29, 2020



Welcome



Roberto A. Martinez, Local District Central Superintendent

Eugene L. Hernandez, Administrator of Operations

Welcome & Introductions

Lead Operations Coordinator

- Maryhelen Torres

Operations Coordinator

- Kirk Nascimento

Learning Objective

LDC SAA's will review and examine operational structures and systems using the provided resources in order to align site initiatives with the LDC theory of action.

Zoom Norms



Mute your mic;
unmute when
talking



Use the Raise Hand
Feature to speak



Avoid side chats



Be present



Be Brief



Use chat to ask
questions outside of
Q&A

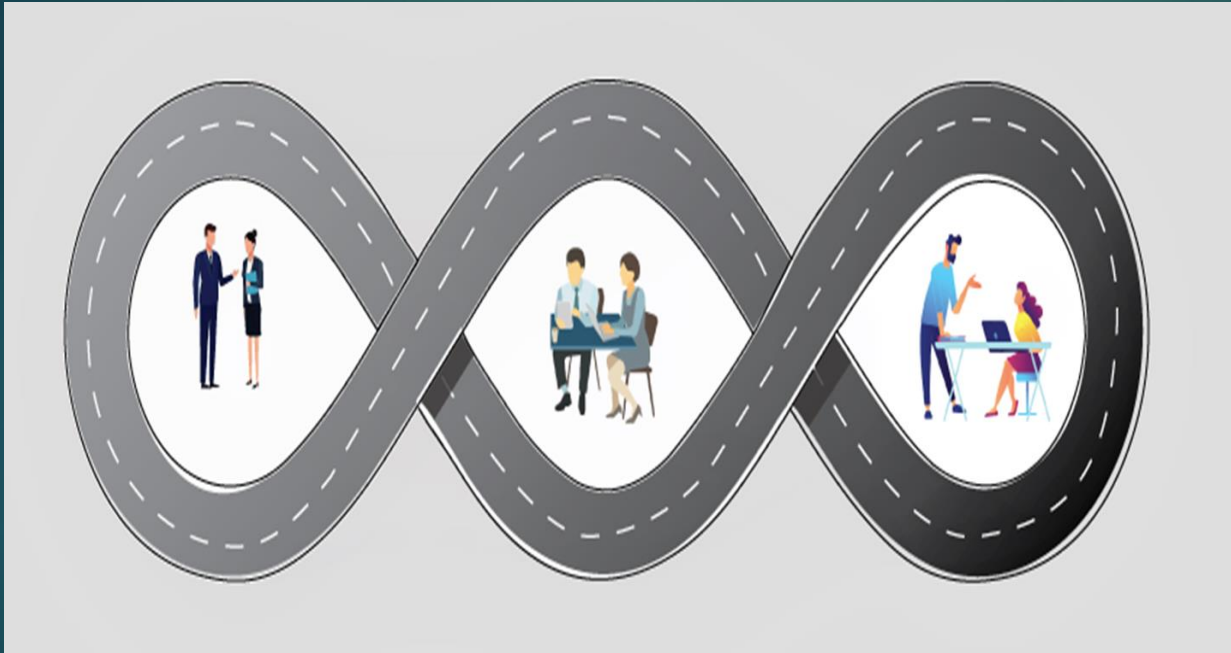
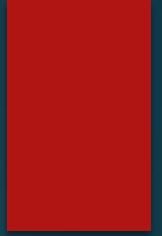
Processing information:

To clarify or ask questions:

1. Click Chat icon at the bottom of your Zoom screen.
2. Type in your comment or question.



Triple Track



Agenda

- ▶ Welcome LD Central Leadership & Introductions
- ▶ Zoom Norms
- ▶ Inclusion
- ▶ Review Theory of Action Framework and Focus
- ▶ Community of Schools Location & Purpose
- ▶ LD Central Framework of preparedness for virtual learning
- ▶ Operations Support
- ▶ Enrollment Procedures & Attendance
- ▶ COVID-19 Information Updates
- ▶ Fiscal Updates
- ▶ More than a Meal
- ▶ LD Central Updates and Reminders
- ▶ Closing/ Questions & Evaluations

Inclusion

Michelle Gorsuch

► **Everyday Heroes'**

Theory of Action



If we:

- Implement with fidelity our **framework focus**
- Provide **tiered support** to our school communities and
- Hold ourselves **accountable**, THEN student outcomes will improve.



Local District Central Community of Schools 2020-2021

Superintendent Roberto A. Martinez

Connect, Engage, Thrive

Vision: LDC will provide high quality instruction and a coherent and rigorous curriculum in every classroom every day to facilitate meaningful student learning and achievement.



Eagle Rock/
Highland Park
Community of Schools
Titus Campos

Downtown/
MacArthur Park
Community of Schools
Susana Ansley-Gutierrez

Glassell Pk/
Los Feliz
Community of Schools
Norma Spencer

Manual Arts/
Vermont Square
Community of Schools
Veronica Moscoso

Jefferson/
South Central
Community of Schools
Carlos Montes

Koreatown/
Mid City
Community of Schools
Chiae Byun-Kitayama

Community of Schools 2020-21

Downtown/MacArthur Park at Rosemont ES	<p>Susana Ansley-Gutierrez Administrator susana.gutierrez@lausd.net</p> <p>Charles D. Smith Lead Director cds9991@lausd.net</p>	421 N Rosemont Ave Los Angeles, 90026	<p>Tel: 213-413-5311 Tel: 213-413-5325 Fax: 213-413-5720</p>
Eagle Rock/ Highland Park at Yorkdale ES	<p>Titus Campos Administrator tcamp1@lausd.net</p>	5657 Meridian St Los Angeles, 90042	<p>Tel: 323-761-1285 Tel: 323-761-1287 Fax: 323-761-1286</p>
Glassell Park/Los Feliz at Lexington PC	<p>Norma Spencer Administrator norma.spencer@lausd.net</p>	4564 W Lexington Ave Los Angeles, 90029	<p>Tel: 323-761-1273 Tel: 323-761-1275 Fax: 323-761-1274</p>
Jefferson/South Central at Los Angeles Academy	<p>Carlos Montes Administrator cmont3@lausd.net</p> <p>Elizabeth Bernal Lead Director elizabeth.bernal@lausd.net</p>	644 E 56th St Los Angeles, 90011	<p>Tel: 323-761-1276 Tel: 323-761-1278 Fax: 323-761-1277</p>
Manual Arts/Vermont Square at Obama Global Prep Academy	<p>Veronica Moscoso Administrator vxm6767@lausd.net</p>	1700 W 46th St Los Angeles, 90062	<p>Tel: 323-761-1282 Tel: 323-761-1284 Fax: 323-761-1283</p>
Koreatown/Mid-City at Hobart Elementary	<p>Chiae Byun Kitayama Administrator cbyun1@lausd.net</p>	980 S Hobart Blvd Los Angeles, CA 90006	<p>Tel: 323-761-1270 Tel: 323-761-1272 Fax: 323-761-1271</p>

Draft 7-1-20

Local District Superintendent

Administrator of Instruction

Administrator of Instruction

Administrator of Operations

Downtown/MacArthur Park Community of Schools <i>Susana Ansley-Gutierrez, COS Administrator</i> <i>Charles D. Smith, Lead Director</i>	
Belmont SH	10th St EL
Castro MS	Alexandria EL
Central HS/Tri-C CDS	Castelar EL
Contreras LC - Gibl Studies SH	Commonwealth EL
Contreras LC - Acad Ldshp Comm SH	Del Olmo EL
Contreras LC - Bus & Tour SH	Elysian Heights EL
Contreras LC - Sch of Soc Jus SH	Esperanza EL
Cortines Sch Of VPA SH	Gratts LA for YS
Downtown Business Magnet SH	Lafayette Park PC
Liechty MS	Lake St PC
McAlister SH	Lee Medical Magnet EL
Newmark Cont SH	Logan Acad of Global Eco Span
Royal LC	MacArthur Park VPA EL
Virgil MS	Olympic PC
	Plasencia EL
	Rosemont EL
	Union EL
	White EL
Early Education Centers	
Alexandria EEC	Gratts EEC
Castelar EEC	Logan EEC
Cruz EEC	Rosemont EEC
Cost Center	
Rosemont EL	

• 20/20 Schools Pending

Eagle Rock/Highland Park Community of Schools Titus Campos
Aldama EL
Annandale EL
Arroyo Seco Musm Sci Span
Buchanan EL
Burbank MS
Bushnell Way EL
Dahlia Heights EL
Delevan Drive EL
Eagle Rock EL
Eagle Rock SH
Franklin SH
Garvanza EL
Highland Park Cont HS
Monte Vista EL
Mt Washington EL
Riordan PC
Rockdale EL
San Pascual Steam Mag EL
Toland Way EL
Yorkdale EL
Early Education Centers
Meridian EEC
Monte Vista EEC
Cost Center
Yorkdale ES

Glassell Park/Los Feliz Community of Schools Norma Spencer
Allesandro EL
Aragon EL
Atwater EL
Clifford EL
Dayton Heights EL
Dorris Place EL
Fletcher Dr EL
Franklin EL
Glassell Park EL
Glenfeliz Blvd EL
Irving MS
Ivanhoe EL
King MS
Lexington Ave PC
Lockwood EL
Los Feliz STEMM EL
Marshall HS
Mayberry EL
Micheltorena EL
Sotomayor-Mag of Arts/Sci Span
Early Education Centers
Dayton EEC
Glassell Park EEC
GlenFeliz EEC
Cost Center
Lexington PC

Jefferson/South Central Community of Schools <i>Carlos Montes</i> <i>Elizabeth Bernal, Lead Director</i>	
20th St EL	Adams MS
28th St EL	Angelou Comm SH
49th St EL	Carver MS
9th St EL	Clinton MS
Ascot EL	Early College Acad SH
Aurora EL	Jefferson SH
Estrella EL	Kahlo Cont SH
Harmony EL	Los Angeles Acad MS
Hooper EL	Nava - Coll Prep Acad SH
Hooper PC	Nava - Learning Acad MS
Huerta EL	Orthopaedic Med Mag SH
Jones EL	Santee Educ Complex SH
Lizarraga EL	
Main St EL	
Maple PC	
Nevin EL	
Ride EL	
San Pedro EL	
Trinity EL	
Wadsworth EL	
West Vernon EL	
Early Education Centers	
28th St EEC	Roberti EEC
Estrella EEC	Trinity EEC
Hooper EEC	Wadsworth EEC
Cost Center	
Los Angeles Academy MS	

Manual Arts/ Vermont Square Community of Schools Veronica Moscoso	
24th St EL	
32nd/USC VPA EL Mag Span	
Alexander Jr Sci Ctr School EL	
Foshay LC	
Jones PC	
King Jr EL	
Mack EL	
Manual Arts SH	
Menlo EL	
Normandie EL	
Norwood EL	
Obama GIBI Prep Acad MS	
Poindexter Lamotte EL	
Salvin Sp Ed Ctr	
Vermont EL	
Weemes EL	
Widney CPTC	
Early Education Centers	
24th St EEC	
37th St EEC	
Normandie EEC	
Cost Center	
Obama MS	

Koreatown/Mid City Community of Schools Chiae Byun-Kitayama
Berendo MS
Cahuenga EL
Hobart Blvd EL
Hoover EL
Kim Academy MS
Kim EL
Los Angeles EL
Magnolia EL
Mariposa-Nabi PC
Politi EL
RFK - Amsdr Gibl Edu EL
RFK - Ambdr Gibl Leadr Span
RFK - LA HS of the Arts SH
RFK - New Open Wid Acad Span
RFK - Sch Vis Arts/Hum SH
RFK - UCLA Comm Span
West Adams Prep SH
Early Education Centers
Hobart EEC
Cost Center
Hobart ES

Community of Schools



- Decision-making and resources closer to schools
- Expedient support to schools
- Dedicated and integrated school support team in each Community of Schools
- Knowledge of schools, community, assets and resources
- Expedient support to families and response to community needs
- Partnership with community stakeholders, organizations, and businesses with a focus on increasing student academic achievement

SMART Start Framework for Virtual Learning

- ▶ Workplace Safety
- ▶ Welcoming Environment
- ▶ Office Hours Survey
- ▶ Connections with each household

Operations Coordinator Assignment of Support



Los Angeles Unified School District
Local District Central
Operations Coordinator Assignments
2020-2021

as of 7-21-20 DRAFT

Kirk Nascimento kna9141@lausd.net	Tony Cortez tony.cortez@lausd.net	Michelle Gorsuch michelle.gorsuch@lausd.net	Maryhelen Torres mtorres11@lausd.net	Vacant @lausd.net
20th St ES	32nd St USC Mag Span	Adams MS	10th St ES	24th St ES
20th St ES	Aldama ES	Cahuenga ES	Belmont SH	Alexandria Ave ES
49th St ES	Alexander Sci Ctr ES	Clinton MS	Castelar St ES	Alleandro ES
9th St ES	Annandale ES	Esperanza ES	Castro MS	Aragon Ave ES
Angelou Community SH	Arroyo Seco Mus/S Mag Span	Gratts LA For YS ES	Contreras LC ALC SH	Atwater Ave ES
Ascot Ave ES	Buchanan St ES	Hobart Blvd ES	Contreras LC Bus TR SH	Clifford St M/T Mag ES
Aurora ES	Burbank MS	Hoover St ES	Contreras LC Gbl St SH	Dayton Heights ES
Berendo MS	Bushnell Way ES	Jefferson SH	Contreras LC Soc Jus SH	Del Olmo ES
Carver MS	Central SH / CDS Tri-C	Kahlo SH	Cortines Sch of VAPA SH	Dorris Place ES
Early College Acad SH	Commonwealth Ave ES	Kim Academy MS	Downtown Magnet SH	Fletcher Dr ES
Estrella ES	Dahlia Hgts ES	Kim ES	Elysian Heights ES	Franklin Ave ES
Harmony ES	Delevan Drive ES	Lafayette Park PC	Logan Span	Glassell Park ES
Hooper Ave ES	Eagle Rock ES	Lake St PC	McAlister SH	Glenfeliz Blvd ES
Jones ES	Eagle Rock SH	Liechty MS	Newmark SH	Ivanhoe ES
Hooper Ave PC	Franklin SH	Lizarraga ES	Olympic PC	Irving MME Mag MS
Huerta ES	Foshay LC	MacArthur Pk VAPA ES	Plasencia ES	Jones PC
Los Angeles Acad MS	Garvanza ES	Mariposa-Nabi PC	Roybal LC SH	King Mag Film/Media MS
Los Angeles ES	King Jr ES	Nava College Prep SH	Union Ave ES	Lee Med Mag ES
Magnolia Ave ES	Highland Park HS	Nevin Ave ES		Lexington Ave PC
Main St ES	Mack ES	RFK Ambdr Gbl Ldsh Span	Castelar St EEC	Lockwood Ave ES
Maple PC	Manual Arts SH	RFK Ambdr Gbl Ed ES	Cruz EEC	Los Feliz Stem Mag ES
Nava Learning Academies MS	Menlo Ave ES	RFK New Open Wid Span	Logan St EEC	Marshall SH
Orthopaedic Hsp SH	Mt Washington ES	RFK Sch UCLA Span		Mayberry St ES
Politi ES	Monte Vista St ES	RFK Sch Vis Arts/Hum HS		Micheltorena St ES
Ride Smart Acad ES	Norwood St ES	RFK SH Arts HS		Normandie Ave ES
San Pedro St ES	Riordan PC	Rosemont Ave ES		Obama Gbl Prep
West Vernon Ave ES	Roddale VAPA Mag ES	Santee SH		Poindexter Lamotte ES
	San Pascual Steam Mag ES	Trinity St ES		Sotomayor-Mag SH
28th St EEC	Toland Way ES	Wadsworth Ave ES		Salvin Sp Ed Ctr
Estrella EEC	Vermont Ave ES	West Adams Prep SH		Virgil MS
Hooper Ave EEC	Weemes ES	White ES		Widney CPT
Roberti EEC	Yorkdale ES			
Wadsworth Ave EEC		Gratts EEC		24th St EEC
	37th St EEC	Hobart Blvd EEC		Alexandria Ave EEC
	Meridian EEC	Rosemont Ave EEC		Dayton Heights EEC
	Monte Vista St EEC	Trinity St EEC		Glassell Park EEC
				Glenfeliz Blvd EEC
				Normandie Ave EEC
COS Center	COS Center	COS Center	COS Center	COS Center
Jefferson/South Central	Eagle Rock/Highland Park	Downtown/MacArthur Park	Downtown/MacArthur Park	Glassell Park/Los Feliz
Koreatown/Mid-City	Manual Arts/Vermont Square	Jefferson /South Central		Downtown/MacArthur Park
	Downtown/MacArthur Park	Koreatown/Mid-City		



Applications Available:	<input type="checkbox"/> School (hard copy) <input type="checkbox"/> LD Central Website <input type="checkbox"/> School Website <input type="checkbox"/> Via telephone with school personnel-Fillable form		
Communication:	<input type="checkbox"/> Community informed of collection via poster, website, BBC, letter		
Completed packets may be Dropped off at:	<input type="checkbox"/> Lanterman HS <input type="checkbox"/> Individual Schools	When :	<input type="checkbox"/> Daily: Boxes inside the school <input type="checkbox"/> Weekly: On School Designated Day <input type="checkbox"/> By Appointment
Finalize enrollment with required documents <u>by appointment</u> on school selected days and time. (Apply Social Distancing Protocols).			
Procedures for finalizing enrollment:	<ol style="list-style-type: none"> Office Personnel may request copies of: <ul style="list-style-type: none"> <input type="checkbox"/> Proof of Residence <input type="checkbox"/> Proof of Student's Age <input type="checkbox"/> Identity Verification-Parent/Guardian <input type="checkbox"/> Proof of Immunization Campus Aides may assist with enrollment by: <ul style="list-style-type: none"> <input type="checkbox"/> Supervising access to school office. <input type="checkbox"/> Appointment Confirmation. 		



Procedure Options for Processing Applications

Option 1:	Personnel at school: <ol style="list-style-type: none">1. Office Personnel reviews documents at school (Apply Social Distancing Protocols for employees).2. Call parent/guardian to confirm application information.
Option 2:	Personnel working remotely on a regular basis: <ol style="list-style-type: none">1. Personnel working at school scans and emails enrollment forms to office personnel working remotely via email.2. Personnel working remotely calls parent/guardian to confirm information.3. Personnel working remotely may schedule appointment with parent.
Option 3:	By telephone (from school office or remotely): <ol style="list-style-type: none">1. Office personnel contacts parent/guardian.2. Office personnel assists family to complete enrollment forms listed below using Fillable forms to assist parents with Enrollment.<ul style="list-style-type: none"><input type="checkbox"/> Student Enrollment Form<input type="checkbox"/> Student Emergency Information Form<input type="checkbox"/> Student Housing Questionnaire

Communication with Families

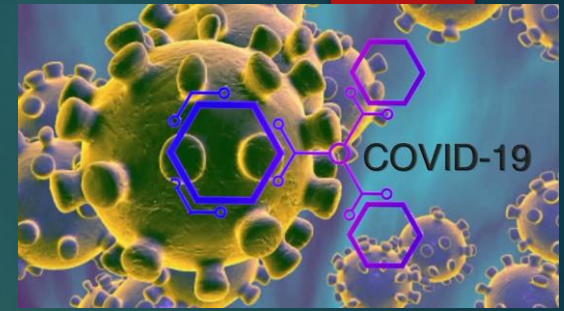


- **Personalized Contact with Families**

- Welcome Letters to School Community/Post Cards
- Phone Calls
- Posting of Office Hours/Walk-in hours and Student Registration Hours
- School Hours Survey

** Making personal Connections*

COVID-19 Updates



- ▶ Personal Protective Equipment (PPE)
- ▶ Social Distancing Practices
- ▶ IOC Guidance for District Administrators Regarding student with COVID-19

Three S for site Safety

START WITH SCREENING
COVID-19

Start every day with Screening
If you have a fever, cough, or flu-like symptoms, please **DO NOT** enter. Return when you're well.

Fever

Cough

Cold or flu-like symptoms

COVID-19 PREVENTION
WASH YOUR HANDS

Sanitize frequently

- Practice rigorous hand hygiene.
- Clean high-touch surfaces frequently.
- Wear a face covering - age 2 and over.

STAY 6 FEET AWAY
COVID-19

Practice Social Distancing

- Keep at least 6 feet between people at all times.
- Look to signs that mark 6 feet of distance on the floor or wall.
- Distribution of food, devices and other items must comply with social distancing requirements.

Keeping safe and healthy is everyone's job!

June 4, 2020

Fiscal Updates

Jannette Low, Fiscal Manager



Maria Martinez, MTM Liaison

More than
a **Mea**



Update & Reminders:



- ▶ Device Distribution
- ▶ Trainings (Child Abuse)
- ▶ Master Calendar
- ▶ Evaluation

Device & Materials Updates



- Support with Staff Preparation of Device and Materials
- Distribution of Technology and Instructional Materials
- Social Distancing guidelines outlined by the County of Los Angeles for distribution of devices
- Collection of Devices from 5th, 8th and Seniors
- Inventory updated in Remedy
- For questions, contact:
 - Tom Castillo **tom.castillo@lausd.net**
 - Jamie Campbell **jamie.campbell@lausd.net**
 - Michelle Gorsuch **michelle.gorsuch@lausd.net**



Questions

