



LOS ANGELES UNIFIED SCHOOL DISTRICT  
**LOCAL DISTRICT CENTRAL**  
*CONNECT, ENGAGE, THRIVE*

**OPERATIONS UNIT**

**SCHOOL ADMINISTRATIVE ASSISTANTS' & OFFICE MANAGERS'**  
**OPERATIONS MEETING**

**ZOOM MEETING**  
**THURSDAY, OCTOBER 22, 2020**  
**10:00AM-12:00 PM**

**AGENDA**

<b>WELCOME</b> <ul style="list-style-type: none"><li>• Zoom Norms</li></ul>	<b>Frances Baez</b> <i>LD Central Superintendent</i> <b>Miguel Saenz</b> <i>Administrator Supporting Operations</i>
<b>Inclusion Activity</b>	<b>Myrna Reynoso-Torres</b> <i>School Mental Health Coordinator</i>
<b>Budget Update</b> <ul style="list-style-type: none"><li>• PPE Orders</li><li>• Questions and Answers</li></ul>	<b>Jannette Low</b> <i>Fiscal Services Manager</i>
<b>Attendance</b> <ul style="list-style-type: none"><li>• Attendance not submitted</li><li>• FAQ for Attendance</li></ul>	<b>Leilani Morales</b> <i>PSA Field Coordinator</i>
<b>COVID-19 Update</b> <ul style="list-style-type: none"><li>• Testing Sites</li></ul>	<b>Tony Cortez</b> <i>Operations Coordinator</i>
<b>Hybrid Update</b> <ul style="list-style-type: none"><li>• Inventory Management</li></ul>	<b>Julie Gonzalez</b> <i>Administrator of Instruction</i>
<b>Question and Answers</b>  <b>Evaluation</b>	<b>Team</b>