



LOS ANGELES UNIFIED SCHOOL DISTRICT

LOCAL DISTRICT CENTRAL OPERATIONS UNIT

SR. OFFICE TECHNICIANS AND OFFICE TECHNICIAN MEETING

MONDAY AUGUST 3, 2019

AM SESSION 10AM-11AM

PM SESSION 1PM -2PM

AGENDA

Items/Topics	Presenter
Welcome & Introductions <ul style="list-style-type: none"> Learning Objective 	Roberto A. Martinez <i>Superintendent</i> Eugene L. Hernandez <i>Administrator of Operations</i>
Zoom Norms/Chat Box/Triple Track <ul style="list-style-type: none"> Agenda Review 	Maryhelen Torres <i>Lead Operations Coordinator</i>
Inclusion	Michelle Gorsuch <i>Operations Coordinator</i>
Review Theory of Action & Framework of Focus Community Schools Location & Purpose	Eugene L. Hernandez
Local District Central Framework of Preparedness for Virtual Learning <ul style="list-style-type: none"> Workplace Safety Welcoming Environment Office Hour Survey Connecting with Each Household 	Eugene L. Hernandez
Parent and Community Engagement <ul style="list-style-type: none"> Town Hall Meetings 	Theresa M. Arreguin <i>PACE Administrator</i>
Operations Support	Maryhelen Torres
Enrollment Procedures & Attendance <ul style="list-style-type: none"> Communication with Families On-line Registration In-person Registration 	Leilani Morales <i>PSA Field Coordinator</i>
COVID-19 Updates <ul style="list-style-type: none"> Personal Protective Equipment (PPE) Social Distancing Practices 	Tony Cortez <i>Operations Coordinator</i>
Updates and Reminders <ul style="list-style-type: none"> Device Distribution Trainings (Child Abuse) Master Calendar 	Maryhelen Torres
Closing Remarks/ Questions & Evaluation	Maryhelen Torres