

WELCOME BACK!!

Local District Central SR. Office Technician & Office Technicians Meeting

ZOOM MEETING
AUGUST 3, 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

A decorative graphic in the top right corner consisting of a solid pink rectangle and a larger, rounded purple rectangle that overlaps it.

Learning Objective

LDC Office Tech'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

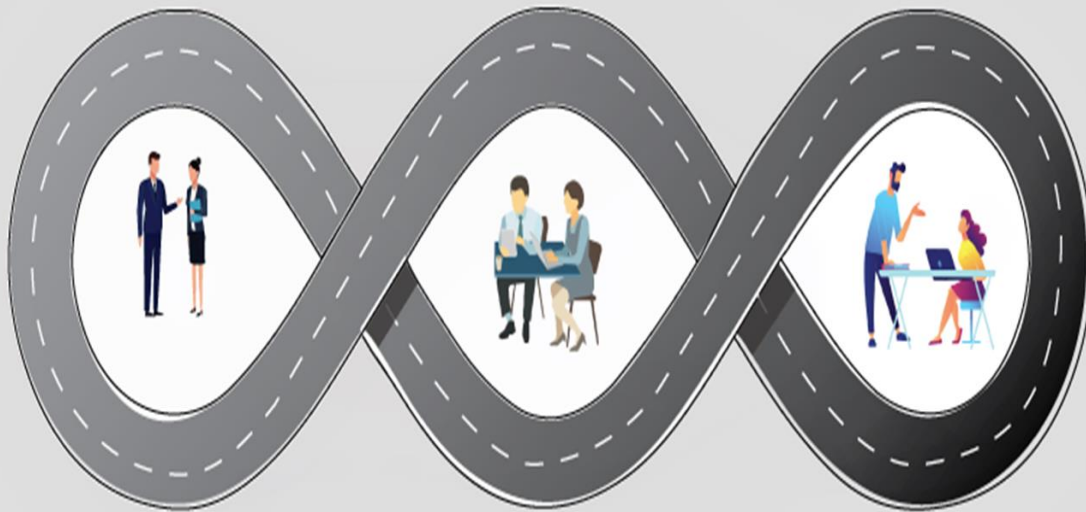
Processing information:

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
- ▶ LD Central Updates and Reminders
- ▶ Closing/ Questions & Evaluations



Inclusion






Michelle Gorsuch

► **Everyday Heroes'**

Family engagement: Guidance for regular family outreach driven by the COS

Minimum cadence – LDs/COSAs can choose to hold events more frequently

/ FOR INTERNAL USE ONLY / PRELIMINARY

Channel	Cadence	Format	Content	Type & direction of comm.
 Virtual town halls	<ul style="list-style-type: none"> Monthly – 1 per COS per month Year round excl. December 	<ul style="list-style-type: none"> 1 hour meeting via FB Live or Zoom <ul style="list-style-type: none"> First 1/3 allocated to centrally disseminated content Second 1/3 allocated to COS-specific content Last 1/3 allocated to Q&A 	<ul style="list-style-type: none"> Central Office <ul style="list-style-type: none"> Re-opening / school closure Health & safety / tech resources Events (e.g., graduation, assessments) COS: Specific community needs 	Active, predominantly outbound (info to families)
 Newsletters	<ul style="list-style-type: none"> Bi-Monthly – 2 per COS per month 	<ul style="list-style-type: none"> 1-2 pages (recommended) Sent to families via all outreach channels (e.g., website, social media, email, etc.) 	<ul style="list-style-type: none"> Recap of announcements communicated at town hall Information required for compliance (e.g., advisory councils) Upcoming events & student / school spotlights 	Passive, outbound (info to families)
 Virtual coffee chats	<ul style="list-style-type: none"> Monthly – 1 per school site per month Year round excl. December 	<ul style="list-style-type: none"> Open – 1 hour meeting via Zoom Up to principal discretion; No formal structure (e.g., open house) 	<ul style="list-style-type: none"> Community-related: <ul style="list-style-type: none"> Needs assessment – health & safety / tech resources Events (e.g., graduation) Student or family specific: <ul style="list-style-type: none"> Academic updates Student health 	Active, predominantly inbound (info from families)
 Social media channels	<ul style="list-style-type: none"> Twitter – as needed Facebook – daily / weekly Instagram – weekly 	<ul style="list-style-type: none"> Twitter – concise updates Facebook – detailed updates with photos, links to resources Instagram – concise updates with photos, links to other updates and resources 	<ul style="list-style-type: none"> Twitter: <ul style="list-style-type: none"> Re-tweet all updates from LAUSD page COS related community updates Facebook & Instagram: <ul style="list-style-type: none"> Re-post all updates from LAUSD page COS related community updates Highlight specific schools / spotlight students 	Mostly passive, predominantly outbound (info to families)
 Family engagement survey	<ul style="list-style-type: none"> 2x / year – middle, end 	<ul style="list-style-type: none"> COSA owned – School Experience Survey in fall semester COSA owned – Community Survey in spring semester 	<ul style="list-style-type: none"> Parent involvement in school activities & student learning Parent satisfaction with student health & academic growth Deep-dive into relevant topics for local districts / schools 	Passive, inbound (info from families)

Parent and Community Engagement

CHANNELS – CADENCE - FORMAT



Family Engagement: Sample month of communications to families

/ FOR INTERNAL USE ONLY / PRELIMINARY

Channel	Week 1	Week 2	Week 3	Week 4
Town halls		▲		
Newsletters	▲		▲	
Coffee chat with Principals	▲ <i>Open format (timing at principal's discretion)</i>			
Social Media	▲ ▲ ▲	▲ ▲ ▲	▲ ▲ ▲	▲ ▲ ▲
Survey	▲ <i>Annual School Experience Survey</i> ▲ <i>Annual Community survey</i>	→		
Phone / email	▲ ▲ ▲ <i>As needed</i>	→		
myLAUSD app	▲ ▲ ▲ <i>As needed</i>	→		
Schoology	▲ <i>As needed</i>	→		

Legend ▲ LAUSD ▲ COS ▲ School

Parent and Community Engagement

CHANNELS-CADENCE-FORMAT

Channel

Virtual town halls



MONTHLY-Community of Schools Administrators (1 hour includes District content, COS's Content & Q & A)

Newsletters



Bi-Monthly 2 per COS's per month

Virtual coffee chats



MONTHLY-School Site Principals
1 hour (school determined)

Social media channels

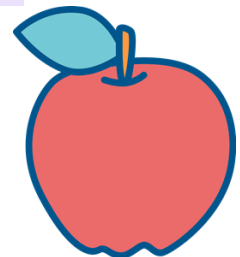


Twitter-as needed (concise, short updates)
Facebook-daily-weekly (more detailed updates with photos links to resources)
Instagram-weekly (concise short updates with photos links to other updates and resources)

Family engagement survey



Twice a year
-Fall School Experience Survey-District owned
-Second Semester/Spring-CoS's Admin. owned



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.



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>

Community of Schools

Draft 7-1-20

Community of School System of Support

Local District Superintendent

Administrator of Instruction

Administrator of Instruction

Administrator of Operations

Downtown/MacArthur Park Community of Schools <i>Susana Ansley-Gutierrez, COS Administrator Charles D. Smith, Lead Director</i>	
Belmont SH	10th St EL
Castro MS	Alexandria EL
Central HS/Tri-C CDS	Castelar EL
Contreras LC - Gbl 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
Roybal 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 <i>Titus Campos</i>	
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	
Early Education Centers	
Meridian EEC	
Monte Vista EEC	
Cost Center	
Yorkdale ES	

Glassell Park/Los Feliz Community of Schools <i>Norma Spencer</i>	
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	
Early Education Centers	
Dayton EEC	
Glassell Park EEC	
GlenFeliz EEC	
Cost Center	
Lexington PC	

Jefferson/South Central Community of Schools <i>Carlos Montes 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 <i>Veronica Moscoso</i>	
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 Gbl Prep Acad MS	
Poindexter Lamotte EL	
Salvin Sp Ed Ctr	
Vermont EL	
Weemes EL	
Widney CPTC	
Early Education Centers	
Early Education Centers	
24th St EEC	
37th St EEC	
Normandie EEC	
Cost Center	
Obama MS	

Koreatown/Mid City Community of Schools <i>Chiae Byun-Kitayama</i>	
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 Gbl Edu EL	
RFK - Ambdr Gbl Leadr Span	
RFK - LA HS of the Arts SH	
RFK - New Open Wild Acad Span	
RFK - Sch Vis Arts/Hum SH	
RFK - UCLA Comm Span	
West Adams Prep SH	
Early Education Centers	
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 Plk VAPA ES	Plasencia ES	Jones PC
Los Angeles Acad MS	Garvanza ES	Mariposa-Nabi PC	Roybal LC SH	King Mag Flm/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 Stemm 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		



STUDENT ENROLLMENT

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

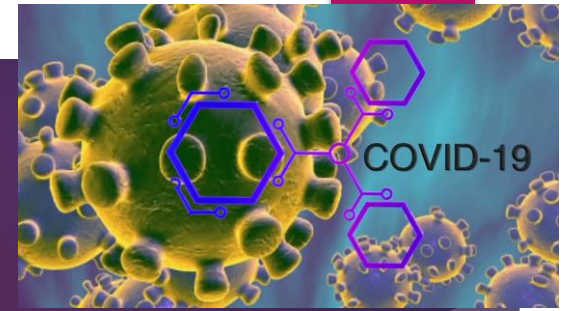


- **Personalized Contact with Families**

- 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 **S**creening
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

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 **S**ocial 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

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 & Survey

THANK YOU!

