



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

**OPERATIONS UNIT**

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

**ZOOM MEETING**  
**THURSDAY, SEPTEMBER 10, 2020**  
**10:00AM-11:30 PM**

**AGENDA**

<b>WELCOME</b>	<b>Roberto A. Martinez</b> <i>LD Central Superintendent</i> <b>Eugene L. Hernandez</b> <i>Administrator of Operations</i>
<b>Zoom Norms</b>	<b>Maryhelen Torres</b> <i>Operations Coordinator</i>
<b>Inclusion Activity</b>	<b>Rebecca Mena</b> <i>Lead PSA Counselor</i>
<b>Budget Updates</b> <ul style="list-style-type: none"> <li>Fiscal Specialist Visits</li> <li>Donation Procedures</li> <li>Imprest Reconciliation</li> </ul>	<b>Jannette Low</b> <i>Fiscal Services Manager</i>
<b>Attendance</b> <ul style="list-style-type: none"> <li>Identifying No-Shows</li> <li>Student Enrollment</li> <li>FAQ for Attendance</li> </ul>	<b>Leilani Morales</b> <i>PSA Field Coordinator</i>
<b>COVID-19</b> <ul style="list-style-type: none"> <li>Safety Protocols</li> <li>Testing Sites</li> </ul>	<b>Maryhelen Torres</b>
<b>Device Updates</b> <ul style="list-style-type: none"> <li>Inventory Management</li> </ul>	<b>Kirk Nascimento</b> <i>Operations Coordinator</i>
<b>Question and Answers</b>	<b>Team</b>
<b>Evaluation</b>	