

LOS ANGELES UNIFIED SCHOOL DISTRICT

**LOCAL DISTRICT CENTRAL
OPERATIONS UNIT**

MANDATORY SCHOOL ADMINISTRATIVE ASSISTANTS' MEETING

WEDNESDAY, JULY 29, 2019

AM SESSION 9AM-11AM

PM SESSION 1PM -3PM

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	Eugene L. Hernandez
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
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>
Fiscal Updates	Janette Low <i>Fiscal Manager</i>
More than a Meal	Maria Martinez <i>MTM Liaison</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