



# LOCAL DISTRICT CENTRAL

CONNECT • ENGAGE • THRIVE

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Administrator of Operations

## Important Dates

Assistant Principals' / APEIS	9/9
SAA Meeting	9/10
After the Bell	9/24

# Friday Operation's Brief

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The first week of school is in the books! We want to take this opportunity to thank all the essential workers at our school sites. School Administrative Assistants, Office Technicians, Administrators, Campus Aides, Community Representatives, Building and Grounds workers, Teacher Assistants, Teachers, Library Aides, and volunteers.

Connecting and engaging our families is the work and a priority. Our students and families are lucky to have such dedicated workers. As we enter the second week, our focus continues to connect with each household. Communication is the key! Be safe and practice safe distancing protocols.

## Daily Health Screening Questions

According to the LA County Public Health guidelines, the "[Daily Health Screening Questions for COVID-19](#)" must be posted so that they are visible to employees prior to check-in. For increased privacy, as employees approach check-in, the administrator/designee asks a single question, "Is your answer to any of the health screening questions 'yes'?" If an employee answers "yes," they may not stay on-site and are to leave the site immediately and contact their primary healthcare provider and supervisor for further instructions on COVID-19 work option guidelines. Screening questions may change, based on updates from the LA County Department of Public Health.



Please share this important information with your More Than A Meal point person(s).

If a new enrollee has already been recorded as present this academic year, their Household Income Form (HIF) may be submitted. HIFs must have the permanent student I.D. included at the bottom of the form. You can track your school's progress in the More Than A Meal dashboard which will be available on or about August 26.

At this time, forms are **not** being processed at the Beaudry Building as stated at the bottom of the HIF, but should instead be sent via school mail to:

**Student Records Center  
Local District East  
Attention: Mark Dominguez**

Please note that Mr. Dominguez supervises the processing of forms for multiple District initiatives, he is unable to respond to schools' questions regarding the HIFs. Should you have questions, concerns or require support with the HIFs, continue to work with your assigned Local District Central More Than A Meal support provider:

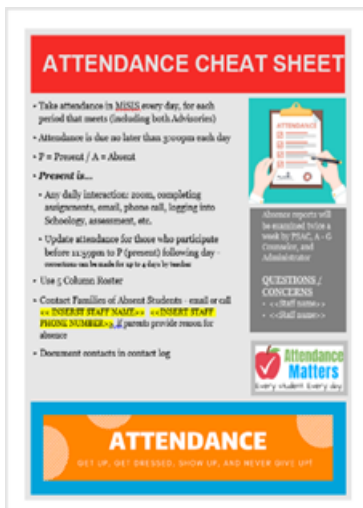
John Gamboa ([john.gamboa@lausd.net](mailto:john.gamboa@lausd.net)) -or- Maria Martinez (m.s. [martinez@lausd.net](mailto:martinez@lausd.net))



## Attendance Accounting

We hope you have had an excellent start to the 2020-21 school year! We appreciate your patience and understanding during this unconventional start of the school year. Your efforts in reaching out to seek guidance to ensure that your attendance accounting practices are in place are applauded and greatly appreciated.

A great deal of new information has come your way. It can be difficult to find the time to read and understand all of it. Keeping this in mind, please find the links below to two tip sheets that have highlight the key information your teachers and clerical staff need to ensure effective attendance practices are implemented.



[Attendance Cheat Sheet.docx](#)

(Template to be customized for each school)

[Attendance Accounting Quick Guide.pdf](#)

(Summary from Attachment B of IOC)

Please reach out to the LDC Pupil Services and Attendance Team for support.

Leilani Morales, Coordinator: [lxm8995@lausd.net](mailto:lxm8995@lausd.net) (Koreatown/Mid City COS)

Rafael Rubalcava, Specialist: [rafael.rubalcava@lausd.net](mailto:rafael.rubalcava@lausd.net) (Koreatown/Mid City COS)

Chan Paulino, Lead Counselor: [chan.paulino@lausd.net](mailto:chan.paulino@lausd.net) (Eagle Rock/Highland Park COS)

Omar Maynez, Lead Counselor: [omar.maynes@lausd.net](mailto:omar.maynes@lausd.net) (Downtown/MacArthur Park COS)

Rebecca Mena, SARB Chair: [ram9788@lausd.net](mailto:ram9788@lausd.net) (Jefferson/South Central COS)

## Bridging the Gap for our Students in Foster Care

Specialized Student Services (SSS) Counselors will be tracking students in foster care who graduated this past spring to ensure they have enrolled in a community college or university. The outreach to these graduating students derives from Board Member Kelly Gonez’s “Realizing the Continued Promise of Los Angeles Unified School District’s Foster Youth.” Passed in May 2019, the resolution directs the superintendent to establish formal partnerships with higher education institutions to facilitate the transition of youth in foster care from K-12 education to colleges and universities.



Of the 121 students who graduated this past spring, thus far 76% are enrolled and starting college. There are still several students who are in the process of being contacted, but 47% were already reached. LD Central SSS Counselors are in the process of contacting additional students and linking them to the on-campus foster youth liaisons who can continue to support these college freshmen and connect them to a variety of financial, academic and social/emotional support programs. Board Member Gonez stated “ while the state does require we report on certain indicators specifically for foster youth, far too often we see our foster youth students’ mobility prohibiting their academic outcomes from being adequately reported. We have an obligation to take a comprehensive look at all factors contributing to the current and future success of our students in care: school stability, academic data and social emotional indicators.” The LD Central SSS Counselors are proud to be a part confirming the linkage of their students to postsecondary education and the many resources and connections that are available.

## School Mental Health (SMH) Updates



Local District Central's School Mental Health team would like to welcome all our staff and students back to school (virtually). As we all continue to manage the daily stressors of the pandemic, community unrest, and working remotely, it is important to share the newest LAUSD mental health resources specifically for staff. The LAUSD Employee Assistance Program is back!!! You can access the Anthem Employee Assistance Program (EAP) by calling **800.999.7222** or visit **www.AnthemEAP.com** and enter the code: **LAUSD**.

### Which employees have access to EAP services?

This short-term support is available to all employees and family members, including part-time employees who are not eligible for District-paid benefits. Retirees are not eligible for EAP, as they are no longer employees.

### What does the Anthem EAP offer?

- Three counseling visits per issue (via LiveHealth online)
- 24/7 telephone consultation and referral services
- Financial consultation with a certified consumer credit counselor
- Free 30 minutes telephone legal consultation, legal referrals, and 25% discounted legal fees after free consultation
- Unlimited child and elder care referrals; web-based self-search
- Identity theft recovery and credit monitoring services
- Online articles, FAQs, seminars, agencies, and other resources

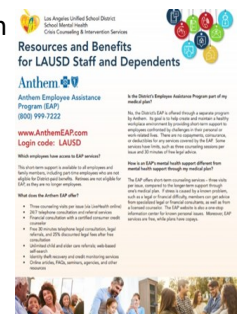


### Is the District's Employee Assistance Program part of my medical plan?

No, the District's EAP is offered through a separate program by Anthem. Its goal is to help create and maintain a healthy workplace environment by providing short-term support to employees confronted by challenges in their personal or work-related lives. There are no copayments, coinsurance, or deductibles for any services covered by the EAP. Some services have limits, such as three counseling sessions per issue and 30 minutes of free legal advice.

### How is an EAP's mental health support different from mental health support through my medical plan?

The EAP offers short-term counseling services—three visits per issue, compared to the longer-term support through one's medical plan. If stress is caused by a known problem, such as a legal or financial difficulty, members can get advice from specialized legal or financial consultants, as well as from a licensed counselor. The EAP website is also a one-stop information center for known personal issues. Moreover, EAP services are free, while plans have copays. Please click on the [flyer](#) on the right to have an electronic copy to share with your staff. Additionally, the [flyer](#) also includes information on behavioral/health services available with our LAUSD medical plan. Please reach out to me at [myrna.reynosotores@lausd.net](mailto:myrna.reynosotores@lausd.net) if you want to consult about mental health support for students, staff or parents.



## Child Abuse Training

The updated on-line Child Abuse training must be completed by **ALL** staff by **September 30, 2020**. It is a basic responsibility of an administrator to ensure that all staff has completed this and other mandatory trainings. For classified, this training should be on work time. You may want to consider, as part of a pupil-free day, utilizing school computers for that purpose.

## Suicide Prevention and Awareness Training

All LA Unified employees have been auto-enrolled and required to complete the Suicide Prevention and Awareness Training and assessment annually. The course is available on MyPLN. The training must be completed by **ALL** staff no later than **October 31, 2020**. New employees hired **after September 16, 2020** are required to complete the training and assessment **within 45 days of receiving enrollment**.

## Parent Unit Updates

### WEEK OF AUGUST 24TH: TECH TALKS & MORE: PARENT WORKSHOP SCHEDULE

[Tech Talks & More workshops](#) will support parent's being able to help their children use Schoology, a PACE Office Hour & Virtual Classroom Session & Opening of the School Year Health & Wellness. The [Tech Talks & More](#) Schedule will be posted on the LDC webpage & Schoology.



Join Us at  
Our Town Hall  
Meeting

#### TOWN HALL EVENTS:

Tuesday, August 25th 5:30-6:30 pm for the Jefferson | South Central Community of Schools  
Thursday, August 27th 6:00-7:00 pm for the Koreatown | Mid-City Community of Schools

See [Town Hall schedule](#)

### Important Updates to Volunteer Program & Guidance for ELAC & SSC Elections & Parent Organizations:

Highlights referenced in the attached document include:

- Volunteers may participate in assignments that may be performed in the safety of their home.
- Schools and offices have the option to process their Tier II and Tier III volunteers through the Volunteer Management System, <https://volunteerapp.lausd.net>, although school site activities, including interaction with other persons at a school site, will not be offered until new health guidance is communicated.
- Principals will receive emails identifying volunteers approved for virtual volunteer opportunities and the Volunteer Management System will reflect approvals.



Visit the following links:

[School Site Council and English Learner Advisory Committee Elections & Responsibilities](#)  
[Parent Volunteer Program](#)  
[Parent Organizations](#)

Our PACE team will be providing support and training for ELAC/SSC elections on 8/31 AM & PM Session, a flyer with information will be coming out soon.

## 2020—2021 Certificated Evaluations

Per the 2020-2021 Distance Learning Sideletter between LA Unified and UTLA, evaluation of unit members shall be limited to non-permanent employees (provisional and probationary). Employees being evaluated may submit a video of their lesson to the evaluator in lieu of a formal evaluation observation while assigned to do full remote instruction. A non-permanent employee who is to be evaluated should be notified on the first day of his/her basis, but no later than the last workday of the fifth week of school (September 18, 2020). Non-permanent employees newly assigned to your school through the eighth week (October 9, 2020) are to be notified that they are to be evaluated within ten (10) workdays of reporting to the school.

## Sharing with Employee with Employees the Essential Functions of Their Job

It is valuable to share with employees the essential functions of their job. You can find the most common class descriptions at <https://achieve.lausd.net/Page/4044>. Please be aware that Elementary Teacher, Secondary Teacher, and Special Education Teacher are three separate class descriptions.

## TECHNOLOGY UPDATE



### Learning Device Readiness

Some of you have expressed interest in the following: getting back devices from your matriculating students, inventory status in Remedy IT Asset Management System, and additional devices for your incoming students. If you go to <https://achieve.lausd.net/itam> there is a step-by-step guide titled "*Learning Device Readiness*" that provides detailed information to assist schools with these questions along with a variety of other resources to support schools with their IT Asset Management. We have provided a short list of key documents and web pages below for your reference:

- [Learning Device Readiness - A Step-by-Step Guide for Opening Day](#)
- [Inventory Certification](#)
- [IDM Access & Training Resources](#)
- [IT Asset Management System Login](#)
- [Reports & Dashboards](#)

### Learning Device and Connectivity Hotspot Inventory

As a reminder, device inventory management across the District is critical to accurately measure and report that every student has a viable learning device and connectivity hotspot to ensure learning equity for all students. It is an imperative that all schools' inventories are up to date in Remedy, meaning no device status should be "Received" or Transferred." Please utilize your IDM to ensure that your inventories are accurate. For additional support all instructions are published at <https://achieve.lausd.net/itam> under "Support" which provides a [FAQ](#) section.

### Student Learning Device Requests (iPads, Chromebooks, or Windows Laptops)

If your inventory has been updated and you are requesting devices, please fill out the following Google Form [\[HERE\]](#). Your school inventory will be assessed and depending upon whether your school has a deficit or surplus, the LD will determine best use of the limited resources and will allot as needed. Please ensure your inventory is completely updated and accurate in [Remedy](#).

### QR Codes

Upon the commencement of the 2020-21 schoolyear, teachers should now access the QR codes in Schoology and print them themselves. Please review the following link to instructions for generating the codes: <https://achieve.lausd.net/lmsupdates>. Please review the message under the section **New Feature! QR Codes for PreK-2 Students** and follow the links to instructions in generating QR codes. Included is this link to a very helpful instructional video [HERE](#).

### Zoom Webinar Licenses

ITD has provided a limited amount of Zoom Webinar licenses. If your school needs a license you may submit a request [\[HERE\]](#). Please note license capacities will be allocated on the basis of school enrollment. For more information please visit [Zoom Meetings and Webinar](#) for support.

### Student SSO Setup Support

If you need support with your student SSO setup please follow the process outlined [here](#).

### Zoom/Schoology Troubleshooting Support

We understand that our students and employees are reporting issues with access to Zoom and/or Schoology on their iPads. For support please reference the following [troubleshooting tips](#) guide.

## Technology Updates (con't)

### Connectivity Hotspots support

We are aware of various calls regarding connectivity hotspots provided to students. Please note any connectivity hotspots provided to students during the pandemic response will continue to have connectivity. As a reminder, the district is committed to providing internet connectivity to students in need. We will continue ordering and providing connectivity hotspots to our Local Districts/Schools to support our students, however, please note there is a nationwide shortage of inventory and as such we may not be able to provide a device for every student.

With guidance from our partners in ITD, we are providing some helpful notes to share with any families requesting mobile 'hotspot' devices to help with home internet connectivity.

- Hotspots are either Verizon or T-Mobile Hotspots. Both come with a 1-2-3 quick-start guide to powering up the device and connecting it to a network.
- T-mobile hotspots are currently set to provide up to 50 GB of data each month; Verizon currently does not have any monthly data limits.
- Users may experience lower internet speeds at certain times of day when there is higher congestion on networks.
- When devices fail to connect or speeds are unusually slow, users can try powering down devices and reconnecting after a few minutes, which usually resolves the issue.
- For technical support, users should call 800-922-0204 for Verizon devices or 844-361-1310 for T-mobile devices.
- When requesting support, it is helpful for users to inform the support center that the device was provided by LAUSD.
- If support personnel request an IMEI or SIM number for the device, the number can be located under the battery.

### Learning Devices support

We have been informed that some schools are receiving devices returned from matriculating students with damaged or lost power cords. Please work with [Arey Jones](#) to receive a quote to purchase new or replacement cords.

If students or staff are experiencing technical difficulties with their devices they may contact the ITD Helpdesk at 213-241-5200 for assistance.

## Campus Aides

Schools will be receiving certificates for all Campus Aides that attended the August 17<sup>th</sup> training. Please make a copy for the employee file and distribute certificates to employees. Campus aides that did not receive certificates are to attend a make-up session. We will be announcing the make-up session in our Friday Brief and in an email to principals and school administrative assistants.



## Campus Aide Vacancies



We, at Local District Central, want to be able to support you in ensuring that all of your campus aide vacancies are filled in a timely manner. If at any time you create a vacancy for any reason, please email Tony Cortez at [tony.cortez@lausd.net](mailto:tony.cortez@lausd.net).