



LOCAL DISTRICT CENTRAL

CONNECT • ENGAGE • THRIVE

Eugene L. Hernandez
Administrator of Operations

Important Dates

Norm Day	9/18
After the Bell	9/24
1st-2nd Yr New Principals' Meeting	10/12
New Principals' Meeting	10/13
Principals' Meeting	10/14
SAA Meeting	10/22

Reconnecting



LD Central
Initiative

Friday Operation's Brief

Volume 8, Issue 6

September 11, 2020

Celebrating Latino Heritage Month



Latino Heritage is celebrated each year from September 15 to October 15. It is important to celebrate and recognize the contributions and achievements of Hispanics and Latinos in the history and culture of the United States.

National Hispanic Heritage Month is normally a time for festivals, parades, performances, and

other celebrations of Hispanic and Latin culture at schools, on college campuses, and in communities. However, many Heritage Month traditions have been cancelled or postponed due to the coronavirus pandemic. Thankfully, the internet has no shortage of virtual resources for observing this special time at home or in the online classroom.

Social Emotional Supports in a Virtual Setting

Teachers and administrators have done a great job with adjusting to distance learning for almost half a year now. As with most COVID-19 related processes, the District has been reviewing protocols for supporting interactions with students in a virtual classroom environment, and have analyzed iSTAR data specific to concerns regarding online classroom disruption. A collaborative team including the Division of Instruction, Local District leaders, Student Health and Human Services, District Operations, the Information and Technology Division, and the Office of General Counsel have developed a [Resources Guide](#) to assist our schools with building online learning communities and minimizing disruption.



On Tuesday, September 8, this resource guide was posted on the PBIS/RJ Schoology and Principal's Portal. We would greatly appreciate it if you would distribute this guide to your staff.

Thank you for your unwavering support to our schools.

Differential Payment Application (DPA) database System Update

The District has reached agreements with SEIU and CSEA to continue the hourly differential for their employees who are asked to physically report to a work site. The new differential rate is \$3.50 per hour and is effective for SEIU employees beginning August 15, 2020 and for CSEA employees beginning August 17, 2020. The differential ends December 31, 2020 or when students return on site for a hybrid or regular instruction format, whichever occurs first.

The Differential Payment Application (DPA) Database System is currently open for entering and approving DPA time entries for SEIU-Local 99 and CSEA employees. The URL for the DPA Database System is: <https://dpaspasystem.lausd.net/>.

Please refer to the [2020 Fall Differential Payroll Calendar](#) for the extension period. For questions, please contact DPA/SPA Support at (833) 596-1125 Monday through Friday between 8:30am to 1:30pm.

100% Attendance Submittal

Local District	Attendance Submitted
LD - C	98.19%



As school leaders, we are counting on you to support with making sure all teachers submit attendance on a daily basis. At Local District Central, we are striving towards an attendance submittal rate of **100%**. Accurate and Daily Attendance taking is an essential task to monitor and track student engagement. Attendance Not Submitted impact the accuracy of attendance rates and cause the district to lose revenue. Therefore, it is critical that attendance is taken seriously and monitored daily.

To support with daily attendance submittal monitoring review the attached guides and job aids.

Attachments

- [Attendance Not Submitted Job Aid](#)
- [Accessing Attendance Not Submitted Data via Focus and MiSiS](#)

Best Practiced for Attendance Not Submitted

- * Run the Attendance Not Submitted reported through MISIS daily
- * Provide Teachers that have not submitted with ANS memo
- * Highlight during staff meetings, the importance of accurate attendance submittal
- * Establish methods of acknowledgement for those meeting submittal goals



WELCOMING KINDERGARTEN ENROLLMENT



Local District Central is taking the initiative to address the matter of declining Kindergarten enrollment felt District-Wide. Attached you will find a parent-friendly template marketing letter addressed to our Local District Central Community encouraging all LAUSD stakeholders to assist us in messaging that we are continuing to accept Kindergarten enrollment.

Please refer to the link to a template letters below that can be customized with your school's letterhead, contact information, and specialized programs and resources to advertise Kinder enrollment options.

[Kinder Letter Template English](#)

[Kinder Letter Template Spanish](#)



Student Health and Human Services Update



During this pandemic, Los Angeles Unified School District is working closely with community partners. Currently, our community partners provide an array of virtual services including mental health/ counseling, case management, and enrichment activities. Local District Central receives numerous requests for new community partnerships. Student Health and Human Service has issued [BUL- 076705, Establishing No-Cost Health, Non-Health and Mental Health Services MOUs and Agreements on School Campuses](#) to assist school sites develop and understand the MOU process. If you are interested formalizing a community partnership, please contact Ricardo L. Lopez, Organization Facilitator at ricardo.l.lopez@lausd.net

School Mental Health (SMH) Updates



September is National Suicide Prevention month. Some important facts about suicide:

- Suicide is among the top 20 leading causes of death globally for people of all ages.
- There is one suicide every 40 seconds.
- For every suicide, 25 people make a suicide attempt and many more have serious thoughts of suicide.

These facts underscore the importance of bringing awareness to this very important issue. Additionally, we know that suicide awareness is especially important during COVID 19, as our students are struggling with social isolation, loss of protective factors and grief stemming from secondary losses of developmental markers such as high school graduations, and proms to

name a few. These losses coupled with economic stressors and social unrest can lead some of our students particularly vulnerable to suicidal ideation.

Undoubtedly, knowledge of suicide risks and symptoms is the best and most powerful preventative measure.

At Santee HS, PSWs Nicole Marroquin and Celia Razo will be presenting on Suicide Prevention Awareness for the whole month of September during student advisory classes. They will be promoting and educating students on help seeking behaviors for themselves and their friends and have posted the **Student Gatekeeper handouts in [English](#) and [Spanish](#)** on the Santee website.

With that in mind, we strongly encourage school crises teams to become familiar with the LAUSD Suicide

Protocols that were adjusted to virtual learning. If you are interested in receiving training on the Suicide Protocols, you can contact Local District Central, School Mental Health (SMH): Myrna Reynoso Torres, SMH Coordinator, myrna.reynosotorres@lausd.net or Anne-Marie Gauto, SMH Specialist, anne.gauto@lausd.net



SSS Counselors Provide All Hands on Deck for Connectivity



LD Central SSS and A-G Counselors are participating in a Social Emotional Learning Workgroup in an effort to brainstorm and strategize additional ways to support student engagement at their school sites. Counselors volunteered to participate in the workgroup and are working on identifying a core group of resources to offer to teachers during advisory periods in secondary schools or in partnership with elementary school teachers. The workgroup met for the first time last Thursday and started by identifying existing strategies they are using to connect to their students. Their homework for this week was to conduct research on at least two websites and examine something new they learned, something they questioned and tools that could be useful.

Additionally, SSS Counselors are responding to Superintendent Beutner's request to contact and connect to the specialized student populations in LD Central who have not yet connected/engaged this school year. The Focus connectivity report, attendance, MiSiS contact logs and Welligent information will be merged to identify the exact number of students in foster care and experiencing homelessness who have not engaged this semester. Counselors will continue to contact these students, collaborate with LD Central administrators to conduct home visits and determine the support needed to ensure they engage with their curriculum. We are hopeful these students can receive the technology and/or resources they need to guarantee their academic success this semester.

Systems of Support Update

As Systems of Support Advisors for Local District Central, we are proud to support the LD-Central Communities of Schools and their stakeholders.



We support academic and behavioral intervention programs for various subgroups which can influence positive outcomes to school culture and climate. We analyze and utilize school or student data, with support, research and technology resources to develop Professional Development for your school sites.

As System of Support Advisers, we have a vested interest in creating lessons and strategies that speak to access and equity, including but not limited to Restorative Justice. The team has been assigned; however, we support where needed.

Trisha Lutero Farris
Rosalyn Lee
Raphael Lieberman
Lataska Pittman

Downtown/MacArthur Park Community of Schools
Jefferson/South Central Community of Schools
Koreatown/Mid-City Community of Schools
Manual Arts/Vermont Square Community of Schools
Eagle Rock/Highland Park Community of Schools
Glassell Park/Los Feliz Community of Schools

Parent Unit Updates

WEEK OF SEPTEMBER 14: TECH TALKS & MORE: PARENT WORKSHOP SCHEDULE



Tech Talks & More workshops will have a Technology workshop “Schoolology for Parents” on Wed. Sept. 16th, and “At Home Learning Workshop” for Primary Grades on Friday, Sept. 18th, both sessions will be conducted from 3:00-4:00 pm next week. The Tech Talks & More Schedule will be posted on the LDC webpage & Schoology. Please have your parents join us, we are glad to support! <https://lausd.zoom.us/j/95673676024>

Zoom ID: 956 7367 6024.

Guidance for ELAC & SSC Elections

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

Many important UPDATED documents can be found on Schoology (more to come) and also new updates in Tools for Schools. Ensure that you use SAMPLE AGENDAS, SCRIPTS and Tools that are provided for you! See Parent & Community Services Tools for Schools: <https://achieve.lausd.net/Page/11304>

Local Control and Accountability Plan (LCAP) Study Group for Parents: 9/15/20 ORIENTATION to LCAP

A series of 5 study group sessions will be commencing on Tuesday, September 15, 2020 from 2:00-3:30 pm. During these study group sessions participants will have the opportunity to: Build understanding about the LCAP with Local District Central parent leaders, capture parent feedback about LCAP programs and funding, and provide parents with opportunities to serve on the District-level Parent Advisory Committee (PAC). Schools are asked to invite two parent representatives to attend, but the Study Group is open to any parent that is interested in joining us!

CENSUS WEEK & HARD TO COUNT AREAS. (September 14 – 18 is LAUSD Census Week)



Next week is LAUSD Census Week, most of our LD Central schools are in the hard to count areas. Also, for schools that received funding administrators will find the 2020 Census dollars under program 10627 with fund 010-7810, functional area 0000-2100-10627 and commitment item 430001- general supplies. Funds must be spent by 9/30/20. For more information, please refer to the [Census Communication Toolkit](#).

COMMUNITY OF SCHOOLS TOWN HALLS

Join the Downtown LA/MacArthur Community of Schools town hall on 9/16 starting at 5:30 pm. In addition, the Eagle Rock/Highland Park Community of Schools Town Hall will be held on 9/17 at 6:00 pm.



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.

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.
- Should you have issues with Verizon Jetpacks, we have been advised that a "hard reset" should resolve connectivity issues. After the hotspot powers back up, it may take a few minutes while it retrieves any updates from Verizon. Please refer to the "[Verizon Hard Reset](#)" instructions.

Technology Updates (con't)

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](#).

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.

Meeting for all Instructional Device Managers (IDM) at school sites

A training will be provided to discuss key issues such as Unverified Devices, Device Management, and the Remedy system.



IDMs should attend one of the following tentative dates:

Thursday, September 17, 2020

2:30 p.m. — 3:15pm

or

Monday, September 21, 2020

8:00 a.m. — 8:45 a.m.

Details will be emailed directly to IDMs and Principals. For additional questions, please email Michelle Gorsuch at michelle.gorsuch@lausd.net or Kirk Nascimento at ksn9141@lausd.net.

Personal Protective Equipment



Please plan accordingly. Keep an inventory of the PPE supplies that you have on hand. Sanitizer, alcohol, masks, gloves and shields. They must be available to staff or visitors to campus. Please order materials from the warehouse and ensure that you have all glove sizes available. All Materials are available at LAUSD Stores Warehouse.

Campus Aide Reminder

Campus aides monitoring the school entrance are responsible for asking the 5 questions or directing visitors to read and if they answer yes to any of the questions they are asked to return at a later date. We are not to record names or keep any “medical” information on visitors. Please ensure that the “[Three S for Site Safety](#)” are prominently posted at school entrance and throughout the school. All common area entrances, and throughout your plant. They are visible reminders to keep everyone safe.

Please make sure to provide your campus aide with a fresh Campus Aide Vest for the 20-21 school year.



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.