



Division of Adult & Career Education
Angeles Unified School District

School Operations

MOVING FORWARD

April 2007 | Vol. 2, #9 | Send This to a Friend | www.adultinstruction.org

Santiago Jackson
Assistant Superintendent

Dominick Cistone
Administrator

Update

MEM-3593.0, dated March 1, 2007, **Supervision of Instruction Training for School Administrators**

School administrators are no longer required to provide documentation of this training to the Central District. Please disregard any previous related memos.

Contacts

For Assistance with Operations/Facilities issues please contact:

Silvia Keefe
Tel 213-241-3150
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Bill Van De Water
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Moving Forward –
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Ryan Whetstone

2007-08 School Financial Allocation Packets

Schools have received the 2007-08 Budget Packets. The Summer packets are due ASAP, but should be returned by **Friday, May 4, 2007**. The central office will close budget development activity on May 28, 2007.

Key points to remember when developing your school budget:

- Schools are to conduct an **8-week** summer session
- Utilize the **ADA Boost** periods identified on the Instructional Calendar
- Use only 1040 allocation during the **summer** and “**ADA Boost**” periods
- Twenty percent of the 2007-08 ADA should be captured during the summer
- Please note changes in Perkins 2007-08 funding (see page 2)

Summer 2007 Teacher Assignment Deadlines

Please refer to *DACE Guideline NO. 36* for details

Teacher applications due at issuing school office by 5 p.m.,

April 20, 2007.

Principal must notify selected and non-selected employees by **April 27, 2007.**

Teachers must notify acceptance or rejection of assignment by **May 4, 2007.**

Documentation Due May 11, 2007 to DACE Personnel Unit:

- Summer Organization Chart (original & 4 copies)
- 1145's for all assignments
- Greenies & 1145's for personnel changing class codes during the summer session
- Greenies & 1145's (and contracts when necessary) for teachers assigned more than 30 hours per week in one class (all 0829, 0838, 0828, and 0826 assignments must be accompanied by the appropriate contracts)
- Greenies & 1145's for teachers with part-time credentials and those teachers in EX status who are assigned more than 40 hours per pay period during the summer session
- Applications of teachers not selected

For more forms or information, - contact *Susan Masters, Field Director, Staff Relations 213-241-3172* or *Alonzo Cienfuegos, Director, DACE Personnel Unit 213-241-3174.*

2006-07 Planning Calendar

These are approximate dates– please look for updated communication with actual due dates.

April 2007

- 1– SEI Form 700 Filing Deadline
- 9– “SHAKE” Earthquake Exercise
- 20 -Student Body Finance Report
- Custodial Allotment Survey
- 30– Administrator Certification Form

May 2007

- Summer Org Chart
- Community Classroom Confirmation to DACE Facilities
- Request for Branch Location Forms Due

June 2007

- Fall Org Chart
- Supervision of Instruction Training Verification
- School Inventory

July 2007

- 20 -Student Body Finance Report

REMINDER - Administrator Certification Form – Due April 30.

Please be advised that the Spring section of the Administrator Certification Form (MEM-2598.1) is due to **Dominick Cistone**, FAX 213-241-6836. Please ensure all pertinent tasks have been completed.

2007-08 Division Budget / Personnel Memorandums (click links)

- G33- Teacher Credentialing and Processing Guidelines
- G34- Reasonable Assurance of 2007-2008 Teaching Assignments
- G35 - Staffing Plan for 2007-2008
- G31- Illness Pay for Adult School/Centers "Z" Basis (Status 3) Assignments
- G32-"H" Assignments
- G36- Selection and Assignment of 2007 Summer Session Teachers

ACCREDITATION

<http://www.adultinstruction.org/administrators/accreditation/>

2006-07

Remaining Accreditations

El Camino CAS

Three year Visit

North Valley OC

LAUSD Employee Safety and Workers Compensation Workshop

Sponsored by the Division of Risk Management and Insurance Services and the Office of Environmental Health and Safety

Topics:

- What to do when an injury occurs
- Worker's compensation forms and Medical Provider Network list
- Conducting accident investigations
- Prevention, safety tips, and more

Thursday, May 24, 2007
10:00 - 11:00 am
12th Floor Training Room
333 South Beaudry Avenue,
18th Floor, Los Angeles, CA
90017

Contact:

Cheryl Lindsey
213-241-3965

cheryl.lindsey@lausd.net

Custodial Allotment Surveys

March 30, 2007 –
Surveys sent to schools.

April 27, 2007 –
Completed forms due to
DACE Facilities.

DACE Accreditation Website Comments & Areas for Improvement

Thanks to all Division schools that responded to the DACE Accreditation Survey. We will update our records accordingly for your next campus accreditation. Our goals are to assist schools in streamlining the accreditation process, aid in preparation for visits, and ensure accreditation reports and WASC recommendations are on file at the school when changes occur with key staff members.

We also asked that schools review the Accreditation Section of the DACE Website.

<http://accreditation.adultinstruction.org>. All input received is appreciated. Some of the comments regarding particular sections were:

- The information could be more “fleshed out” and less “text-bookish.”
- Some areas didn't seem “simplified” as the title implied. In areas where WASC Criteria is identified, the standard WASC criteria should be in bold and rewritten criteria in italics.
- Some areas appear incomplete.
- Just use pages from the WASC training guide.
- The sample information on the website is too specific. There is a suggestion to add sample student questions.
- Include additional information regarding the “review of action plan update.”
- Clarify accreditation terms and dates, what the dates mean for schools, and who sets accreditation visits.

Many indicated all of the information was helpful and a good resource. We will use the feedback provided to improve the Accreditation site.

The memo and survey can be downloaded by clicking here.

Branch Location Permits Update

Division schools that are operating branch locations should have received a list to update.

Please contact **Gloria Lopez** @ 213-241-3173 or gloria.a.lopez@lausd.net for more information.

May 1, 2007 – Request for Branch Location forms will be sent to schools
(to be signed by Principal and Site Owner)

May 26, 2007 – Signed forms due to DACE Facilities.

For comments and suggestions for Moving Forward –
Please contact: Ryan Whetstone @ 213-241-3862 or
e-mail: ryan.whetstone@lausd.net

School Inventory

Please note that the annual equipment inventory certification (Attachment A) is due by **June 30, 2007** to **Bill Van De Water** in **DACE Facilities**.

Please refer to **BUL-953.0** (replaced **BUL-273**), “Control of Site Equipment” for instructions and forms..

The Microsoft Word format documents are available on the Inside LAUSD website.

Next Potential Large Scale Student Walkout or Missed Day

There is another planned protest for May 1. “The Great American Boycott II.”

500,000 people are expected to attend the Downtown Los Angeles activity.

Please review these two District documents regarding demonstrations. An information memorandum is also attached.

MEM-3609, Free Expression Including Rallies, Assemblies, Demonstrations and Walkouts

BUL N-46, Handling Disturbances / Demonstrations on / Adjacent School Sites

Vendor Service Contract Agreements

Please prepare to complete your Catering Service Contract Agreements and Student Body Fund related documents for 2007-08.

Please note: three bids for the contract are to be kept on file. Submit a copy of those agreements to DACE Facilities by July 6, 2007.

If your contract expires in a month other than June, or if you do not maintain a vendor agreement, please inform the office.