



Los Angeles Unified School District

**David L. Brewer III**  
Superintendent

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Assistant Superintendent

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Administrator

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Administrator

#### Hot Tip

**MANDATORY OSHA  
Form 300 Posting  
Summary of Work-Related  
Injuries and Illnesses  
Must be posted at site  
Feb 1 – Apr. 30  
Call OEHS 213-241-3199 for a  
copy for your location**

#### Contacts

For Assistance with  
Operations/Facilities issues  
please contact:

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**Moving Forward –  
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**Ryan Whetstone**

## School Operations

# MOVING FORWARD

**February 2007** | Vol. 2, #7 | [Send This to a Friend](#) |

### Safe School Plan Accessibility

Please be reminded that hard copies of Safe School Plans (Vol. 1 & 2), in notebooks, must be **readily** accessible to the public on demand.

Random inspections of the plan's availability will occur by the Office of the Inspector General.

### Safe Schools In Action

When you conduct your school safety committee meetings please ensure the following:

- review safe school plans (Vol. 1 & 2) – in particular, Volume 1, sections 4.2 and 4.7,
- school gates are locked, with a main entry point,
- verify identification of students, staff and campus visitors,
- classes are geographically clustered to maintain effective monitoring and supervision, and
- **review BUL-2219.0 - Locked Campuses During Class Hours At All Schools.** Please ensure your campus is in compliance with these procedures outlined in this bulletin. [Click here to access bulletin BUL-2219.0](#)

Given the challenges adult schools face, brainstorm with staff and students for more ideas to keep our campuses safe.

**Please feel free to share additional safety ideas for this publication.**

**REMINDER  
SAFE SCHOOL PLAN Vol 1  
Due March 1  
([click here for REF-1242.2](#))**

### 2006-07 Planning Calendar

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

July 2006  
-Vendor Service Contract Agreements

August 2006  
-Vendor Service Contract Agreements

October 2006  
1 - Safe School Plan -Volume 2  
– Administrator Certification Form  
– Fire Drill (Fall Semester)

November 2006  
11-Fall Alternative Emergency Exercise-  
Shelter in Place Drill & Radio Test

January 2007  
19- Student Body Finance Report

February 2007  
– Site Lease Agreements Due  
– Fire Drill (Spring Semester)

March 2007  
1– Safe School Plan—Volume 1 (include community meeting verification and sign-in sheets)  
– Deadline for ordering 2007 Diplomas for June 2007 delivery.

April 2007  
– SEI Form 700 Filing Deadline  
9–“SHAKE” Earthquake Exercise  
20 -Student Body Finance Report  
– Custodial Allotment Survey  
– 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

## ACCREDITATION

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

### 2006-07 Upcoming Accreditations

Belmont CAS  
El Camino CAS  
Reseda CAS  
Venice CAS / Skills Center

### 3 year Visit

Harbor OC  
North Valley OC  
Westchester CAS  
Westside CAS

### Data-Driven Decisions

Please ensure your WASC leadership team is versed in demonstrating how data drives the curriculum and instruction on your school campus.

*What are your data sources?*

*How is it quantified and reflected?*

*Who makes the decisions?*

*How is the Leadership Team, the staff and school stakeholders involved?*

### DOWNLOADING FILES OR MEMOS FROM Los Angeles Unified School District?

Remember they can typically be found by searching the "Inside LAUSD" Website after logging in.

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

## Student and Employee Security Bulletin

The following safety suggestions are provided as a supplement to various existing safety practices at school sites and, where appropriate, may be helpful to site administrators in programming events, developing guidelines, setting school policy and supporting safe school plans.

[Click here for BUL-2368](#)

### District-wide "Shake Drill 2007"

The Spring 2007 "SHAKE" earthquake exercise is to be conducted under the direction of the School Site Administrator on any day during the week of **April 9-13, 2007**. This week was chosen to avoid conflict with testing. This exercise will provide an opportunity for all staff and students to simulate a disaster response to test and evaluate the site's emergency procedures plan. The radio test will take place on Tuesday, April 10, 2007, at 11:00 a.m. as detailed in REF-1650.2 "Inter-Campus Radio Communication Test."

[Click Here for REF-1550.2](#)

### REF-2191.1 Admission Ticket Purchases

The purpose of this reference guide is to provide information to assist school sites with the requirements of Admission Ticket Purchases using categorical funds.

[Click here for REF-2191.1](#)

### Business Tools for Schools (BTS)

***If employees are having issues with checks, please ensure:***

- a. time was reported accurately,
- b. paycheck are read correctly,
- c. "Pay Changes" and "Deduction Changes" guides for employees were reviewed (BTS Website),
- d. If the paycheck is wrong, call the Employee Helpdesk at 213-241-6655.
- e. BTS users call the ITD Helpdesk at 323-224-2277.

For general project information: E-mail [bts@lausd.net](mailto:bts@lausd.net) or visit the BTS Website: <http://www.lausd.net/bts>

### BUL-3489.0 Procedures for Accepting Service of Summons, Complaints and Subpoenas

This Bulletin establishes District policy and procedures regarding the appropriate handling of summons, complaints and subpoenas (issued 2007). [Click here for BUL-3489.0](#)

### BUL-3508.0 Inventory for Equipment Purchased Through Categorical Programs

This policy bulletin outlines federal and state guidelines for requiring an inventory for equipment purchased with categorical funds at school sites and offices, including equipment purchased through the imprest fund or with the Procurement Card (P-Card). The equipment must be maintained and readily available for examination. Equipment inventories are subject to review at any time by federal and state auditors for equipment costing a total of \$500 (excluding tax or other charges) or more. [Click here for BUL-3508.0](#)

### How to Arrange for Salvage Pick-up

Instructions on how to have obsolete furniture and equipment picked up from your site and delivered to the Salvage Warehouse are provided in this flyer. Also included is an example of a completed Transportation Order form, which is required when requesting a salvage pick-up. ***Click here for instructions***