



Los Angeles Unified School District

## School Operations

# MOVING FORWARD

January 2007 | Vol. 2, #7 | Send This to a Friend |

**David L. Brewer III**  
Superintendent

**Santiago Jackson**  
Assistant Superintendent

**Dominick Cistone**  
Administrator

**Nancy Woodrum**  
Administrator

### Links & Downloads

[Outreach Technology Assistance Network](#)

[LAUSD Business Tools for Schools](#)

### Contacts

For Assistance with Operations/Facilities issues please contact:

**Nancy Woodrum**  
Tel 213-241-3153  
FAX 213-241-6836  
nancy.woodrum@lausd.net

**Bill Van De Water**  
Tel 213-241-3830  
FAX 213-241-8417  
william.vandewater@lausd.net

**Moving Forward –**  
Created by  
**Nancy Woodrum**

Editing/Layout by -  
**Ryan Whetstone**

## Kudos to DACE Campuses with Perfect Safety Records

Congratulations to these schools for a perfect safety record during the 2006-2007 school year!

- El Camino Real CAS
- Fremont-Washington CAS
- Hollywood CAS
- LA Technology Center
- Los Angeles CAS
- Manual Arts-Crenshaw CAS
- Metropolitan SC
- Van Nuys CAS
- Venice CAS/SC
- Westchester-Emerson CAS
- Wilson-Lincoln CAS

You and your staff are to be commended for using good safety practices and maintaining a safe school for your students.

Your conscientious attention to safety helps to increase the Division of Adult and Career Education's overall school safety report card within the District. We hope you continue to experience the same high quality of safety at your school site in the future.

Nancy Woodrum, Administrator  
Darlene Neilsen, Operations Advisor

## Preliminary Performance Evaluation for Probationary Employees

Probationary employees should be given performance evaluations no less than twice during their probationary period (issued by the Personnel Commission).

[Click here for the Performance Evaluation](#)

## 2006-07 Planning Calendar

*These are date 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  
– 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  
– "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

---

## **Business Tools for Schools (BTS)**

### **UPDATE**

*The latest BTS Newsletter is online You can download a copy here:*

*Click here => December 2006 Issue*

### **Who can you contact?**

- For training scheduling information, contact Maria Guzman at [maria.guzman@lausd.net](mailto:maria.guzman@lausd.net)
- For general project information: E-mail the BTS Project at [bts@lausd.net](mailto:bts@lausd.net) or visit the BTS Website: <http://www.lausd.net/bts>

## **BUL-3433.0 Civic Center Permit Procedures**

*Use of Schools as Civic Centers by the Public - Contributions and Donations to Schools.*

The California Education Code and the Board of Education Rules require that each and every public school facility be made available as a civic center to members of the community for supervised recreational activities, meetings and public discussion during hours when such use will not interfere with the conduct of the school program.

It is stipulated that no gratuities shall be given to or accepted by District staff as consideration for Civic Center Permit approval. Additionally, the issuance of a Civic Center Permit shall not be contingent upon contributions or donations made to schools, school programs, school events, booster clubs or any other school or District related program [Board Rule 1314 (g) & (h)]. -Updated December 2006

[Click here to access this bulletin](#)

---

## **MEM-3387.1 - School Based Certification and Selective Certification**

(excerpt) As of January 1, 2007, all positions, (including entry-level, school-based positions such as Cafeteria Helper, Building & Grounds Worker, and Office Technician) must be filled from the top three ranks of available candidates on the eligibility list. Nevertheless, if an official job offer has been made and accepted before December 22 (regardless of rank for entry-level, school-based positions), the candidate will be able to be placed in the position after January 1, 2007. December 22 is the latest date that an official offer can be made and accepted because of the District shutdown period and the BTS systems conversion the following week. The December 22 deadline pertains to the offer, not to the actual start of work. Please review the entire memo.

[Click here for MEM-3387.1](#)

---

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)

## **REF-1967.1 Calendar of Student Body Finance Reports for All Schools- Fiscal Year 2006-07**

### **01/19/2007**

Financial Report as of December 31, 2006

### **04/20/2007**

Financial Report as of March 31, 2007

### **07/20/2007**

Financial Report as of June 30, 2006 for Adult Schools Skills Centers and ROP

[Click here for REF-1967.1](#)

---

## **History of Adult Education in California**

A website dedicated to the history of CA Adult Education is located at

<http://www.caadultedhistory.org>

The site is hosted by OTAN-the Outreach and Technology Assistance Network ([www.otan.us](http://www.otan.us)). OTAN will coincidentally launch its new website on January 23. Check it out.

---

### **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.