



Division of Adult & Career Education  
Los Angeles Unified School District

## School Operations

# MOVING FORWARD

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**Santiago Jackson**  
Assistant Superintendent

**Dominick Cistone**  
Administrator

### Graduation Coverage

Division school administrators are reminded to arrange for necessary security coverage for upcoming graduations, at least two weeks in advance of the event date.

E-mail requests to Sergeant Rory Seldon at [rseldon@laspd.com](mailto:rseldon@laspd.com) and copy Silvia Keefe.

### Contacts

*For Assistance with Operations/Facilities issues please contact:*

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**Moving Forward –**  
Editing / Layout by -  
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### DIVISION CONCESSION, FOOD SERVICES, AND CATERING CONTRACTS AND PROGRAMS

Administrators are reminded of the following when executing contracts for Food Services and Catering:

- At least three competitive bids must be solicited and reviewed (with evidence kept on file).
- Contract shall have a start and ending date (1-2 years duration) and longer contracts (3-5 years duration) can be established with vendors who provide food services in District facilities along with the use of vendor installed equipment.
- Updated health permit should be on the premises or in food catering truck at all times.
- Vendors who drive personal vehicles onto school property need to have updated driver's license information and updated vehicle insurance on all personal vehicles and company vehicles.
- Vendors need a copy of liability insurance, statement addressed to Board of Education or Superintendent on file.
- The District needs authorized signature of corporate signatories or signatures of authorized personnel. Partnerships and individuals need to comply with the same requirements.
- Contracts need to be completed properly (including all required signatures and dates of execution)
- Financial Managers must submit Request for Authorization forms in a timely fashion.

Please review Publication 469 (being revised in the summer of 2007). If you have any questions, please call Gloria A. Lopez, School Facilities Operations at (213) 241-3742.

### Custodial Allotment Surveys

Custodial allotments for the 2007-08 year will remain at the previous school year level until we receive the actual allotments (approximately September 2007) from Maintenance and Operations.

If you have any questions, please call Veronica Graves at 213-241-3173.

### Education and Career Center Accreditations

Commendations to the schools listed for successfully completing the 2007 accreditation process with the following results:

#### Full Accreditation Visits – Accredited through 2013

- Belmont – one-day visit
- Venice- one-day visit

#### Pending responses

- El Camino
- Reseda

#### Successful One-Day Revisits - Accredited through 2010:

- Harbor
- North Valley
- Westchester -Emerson
- Westside

#### Report Only - Accredited through 2010:

- Evans
- Pacoima

### 2007-08 Accreditations

#### Full Review

- Franklin
- Garfield
- Hollywood
- Huntington Park-Bell
- Jefferson
- Kennedy-San Fernando
- Manual Arts-Crenshaw
- South Gate
- Wilson-Lincoln

#### 2008- One-Day Revisits:

- Los Angeles
- Mid-Wilshire (formerly Los Angeles Technology Center)
- West Valley

## Are You Investigating Complaints of Sexual Harassment?

This month's *Moving Forward* presents formal complaint procedural steps excerpted from [BUL-3349.0 - Sexual Harassment Policy](#) - (Student-to-Student, Adult-to-Student, and Student-to-Adult)

### VIII. COMPLAINT PROCEDURES

#### **B. Formal Complaint of Discrimination/Appeal of School-Site Decision:**

1. Any parent / guardian / individual / organization has the right to file a written complaint of discrimination within six months of the last occurrence or when knowledge of the complaint was first obtained. A complainant making a verbal complaint will be assisted by District personnel in making a written complaint.
2. The written complaint / appeal may be filed using the "Title IX Complaint Form" (FORM K), using the District's Uniform Complaint Procedure, or simply by filing a written complaint statement.
3. The complaint shall contain the following information:
  - a. The specific facts about the complaint which may be helpful to the complaint investigator including, but not limited to the following: nature of the complaint, names of those involved, witnesses, and dates / places of occurrences.
  - b. The specific relief being sought.
  - c. Any other relevant or supportive documentation or information the complainant believes will provide assistance in understanding the complaint.
4. A referral will be made to the appropriate Local District Title IX Designee for investigation and response.

#### **C. Formal Complaint/Appeal Process – Local District: The Local District will take the following steps in response to a formal written discrimination complaint or appeal of a school-site decision.**

1. The Local District will provide the complainant with an acknowledgement of the complaint within 5 days which:
  - a. Advises and assures the complainant that confidentiality of the facts will be observed to the maximum extent possible.
  - b. Advises and assures the complainant that the District prohibits retaliation against anyone who files a complaint or participates in a complaint investigation.
  - c. States that the complaint investigation/resolution process will be completed within 30 days of receipt of the complaint.
  - d. Advises the complainant to call or send any additional information or documentation relevant to the complaint.
  - e. Informs the complainant that a written report of findings and conclusions, listing any corrective action(s) taken, will be provided at the conclusion of the investigation.
2. The Local District will conduct an impartial investigation and work to resolve the matter.
3. Within 30 days of receipt of the complaint/appeal, the Local District will provide to the complainant and the respondent a written report of findings and conclusions that also contains the following:
  - a. The assurance that the District will not tolerate retaliation against a complainant for the filing of a complaint or participating in the complaint investigation.
  - b. A statement advising the complainant of the option to appeal the Local District's decision to the District's Title IX Coordinator in the District's Educational Equity Compliance Office within 15 days of receipt of the Local District's decision.

**For assistance please call Educational Equity Compliance Office at (213) 241-7682 - Sue Spears, Director**

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#### **MEM-3671.0 - Ordering and Distribution of Student Brochures - "Title IX and Nondiscrimination" and "Section 504 and Students with Disabilities"**

This memorandum provides schools with direction on the ordering and distribution of the student brochures, "*Title IX and Nondiscrimination*" and "*Section 504 and Students with Disabilities*." These brochures must be distributed annually. [Click here for the memo.](#)

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#### **MEM-3681.0 Nondiscrimination Required Notices - 2007-2008**

Federal and state law and the California Education Code mandate that the District annually publish and disseminate nondiscrimination notices. [Click here for the memo.](#)

#### **BUL-2451.2 Procedures for Class of 2007 Students Not Passing the CAHSEE**

This bulletin provides information to schools and local district personnel about the procedures for informing students and their parents/guardians about the California High School Exit Exam (CAHSEE) requirement, educational options available for students who have not passed the CAHSEE, and information to assist students in selecting appropriate options for earning a High School Diploma. [Click here for the bulletin.](#)

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#### **MEM-3686.0 - Annual Financial Managers In-Service Meeting**

The meeting will be held Monday, June 25, 2007, 7:30 a.m. until 1:00 p.m., Irving Middle School, 3010 Estera Ave, Los Angeles, CA 90065. [Click here for the bulletin.](#)

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#### **Shop Sales Guideline #37**

Review and distribute to affected instructors immediately. [Click here to download.](#) Please call Dominic Shambra, if you have any questions. 213-241-3160

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#### **MEM-3669.0 Administrator Certification Form - 2007-2008 – New Due Dates**

The "*Administrator Certification Form*" is re-issued for the 2007-2008 school year to enable schools and offices to certify that the required actions and activities have been completed in accordance with District nondiscrimination and safety mandates, policies, and procedures. [Click here for the memo.](#)