



Division of Adult & Career Education  
Angeles Unified School District

## School Operations

# MOVING FORWARD

March 2007 | Vol. 2, #8 | Send This to a Friend | [www.adultinstruction.org](http://www.adultinstruction.org)

**David L. Brewer III**  
Superintendent

**Santiago Jackson**  
Assistant Superintendent

**Dominick Cistone**  
Administrator

**Nancy Woodrum**  
Administrator

### REMINDER

### Diploma Orders- Adult School & Occupational Centers

Please review  
**BUL-3534.0**

### Contacts

For Assistance with  
Operations/Facilities issues  
please contact:

**Nancy Woodrum**  
Tel 213-241-3153  
FAX 213-241-6836  
[nancy.woodrum@lausd.net](mailto:nancy.woodrum@lausd.net)

**Bill Van De Water**  
Tel 213-241-3173  
FAX 213-241-8417  
[william.vandewater@lausd.net](mailto:william.vandewater@lausd.net)

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

Editing/Layout by -

## Administrator Certification Form – Due April 30.

Please be advised the Spring section of the Administrator Certification Form (MEM-2598.1) is due to Nancy Woodrum. Please ensure all pertinent tasks have been completed.

## Educational Equity Compliance

As administrators of LAUSD we must ensure the rights of students and staff are protected at all times.

In the event of a complaint, individuals should be informed about the [Uniform Complaint Procedure](#) (click to access). Complaint forms should be readily available.

Please also take a moment to visit the LAUSD [Educational Equity Document website](#). Numerous forms are available to assist you in serving our school populations.

If you are in the position to respond to an official complaint, please review the documentation located at these websites along with these added steps:

- Give respondent a time frame to complete the investigation.
- Advise respondent to contact the complainant initially to let him/her know that the investigation is beginning and solicit additional information
- Indicate in the response, the names or categories (teachers, students, parents) of people who were interviewed (if appropriate) and what documents were reviewed.
- Indicate why the complaint is substantiated or unsubstantiated.
- Complete within 60 days

*School Board rules are on the district website.*

## 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  
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

Ryan Whetstone

### ACCREDITATION

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

### 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

### Staff Development

Please ensure your WASC leadership team is versed in the staff development activities that are available.

*How is it quantified and reflected?*

*Who makes the decisions?*

*How is the Leadership*

*Team, the staff and school stakeholders involved?*

### Vendor Service Contract Agreements

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

*Please note:* 3 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.

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)

## Annual SEI Form 700 Filing Time – Due April 1

Principals need to complete Form 700 Statement of Economic Interest (SEI).

- Download the interactive PDF Form 700 and other resources from the Ethics Office website at [www.lausd.net/ethics](http://www.lausd.net/ethics).
- Mail your original SEI to the Ethics Office NO FAXES, or **submit in person**, ahead of the deadline (April 1, 2007).
- **April 1, 2007 – FILING DEADLINE**

#### Advice for first time filers:

- a large majority of filers will only have to complete the cover sheet (especially if your finances are not complex).
- Questions may be directed to the **LAUSD's Ethics Office at (213) 241-3330**. Also, the Ethics Office has created tools and materials to help. They can be found at the ethics website at [www.lausd.net/ethics](http://www.lausd.net/ethics). - or click here to go directly to the website information.

## Branch Location Permits

Division schools that are operating branch locations should be prepared to receive a list to update.

Please contact **Gloria Lopez** @ 213-241-3173 or [gloria.a.lopez@lausd.net](mailto:gloria.a.lopez@lausd.net) for more information.

- **March 1, 2007** – Request for updates **SENT** to schools
- **March 30, 2007** - Completed branch lists **DUE** at DACE Facilities
- **May 1, 2007**– **"Request for Branch Location"** forms will be sent to schools (to be signed by Principal, Site Owner, & DACE Facilities)
- **May 26, 2007** – Signed forms due to DACE Facilities

## 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**. 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 and return forms as directed.

Click Here for REF-1550.2

## BUL-2374 – School Site Key Control - REVISED

Please download and review. Please note Item K – ALL school staff members should have assigned KEY to restroom and workstation (that they do not have to ask someone else for).

Click here for BUL-2374.0

## BUL-3603.0 Procurement of State Surplus Materials

This bulletin outlines policies and procedures to obtain surplus goods and equipment from the state for school use.

Click here for BUL-3603.0

## Potential Large Scale Student Walkout or Missed Day

There is a planned protest for Friday, March 30 for Cesar Chavez's birthday.

Flyers state students should rally at East LA College @ 9am and March to Downtown Los Angeles.

Please review district policy regarding demonstrations.

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

## Field Trip Procedures & Commencements

Please note these procedure policies if you have students taking field trips (2111) or need general information regarding commencements (1303).

Click Here for REF-2111.0  
Click here for REF-1303.0