

Moving Forward

<http://operations.adultinstruction.org>

April 2006

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2006-07 School Financial Allocation Packets Due ASAP

Your school should have received the 2006-07 Budget Packets on March 31, 2006. Those packets are due ASAP, but should be returned no later than 20 working days from that date, which is **Friday, April 28, 2006**. The central office will close budget development activity on May 28, 2006.

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
- Please use only 1040 allocation during the **summer** and “**ADA Boost**” periods
- 20% of the 2006-07 ADA should be captured during the summer
- Please note changes in Perkins 2006-07 funding (see page 2)

Links & Downloads

BUL-953.0 Control of Site Inventory

Administrator Certification Form

Uniform Complaint Procedures

Summer 2006 Teacher Assignment Deadlines

Please refer to DACE Guideline NO. 24 for details

Teacher applications due at issuing school office by 5 p.m., **April 7, 2006**.
Principal must notify selected and non-selected employees by **April 21, 2006**.
Teachers must notify acceptance or rejection of assignment by **April 28, 2006**.

Contacts

For Assistance with Operations/Facilities issues please contact:

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

Tony Arellano
Tel 213-241-3173
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Summer Organization Chart (original + 4 copies), 1145's for all assignments & Greenies due in to DACE Personnel Office –Due **May 5, 2006**.

Fall 2006 Teacher Assignment Deadlines

Please refer to DACE Guideline NO. 19 for details

Teacher Applications due at issuing school office **5 p.m. – May 12, 2006**.
Principal must notify selected and non-selected employees by **April 21, 2006**.
Teachers must notify acceptance or rejection of assignment by **April 28, 2006**.

Fall 2006 Organization Chart (original + 4 copies), 1145's for all assignments & greenies due in to DACE Personnel Office –Due **June 2, 2006**.

DACE Facilities - telephone 213-241-3173 fax 213-241-8417

Moving Forward

Los Angeles Unified School District
Division of Adult and Career Education

Moving Forward –
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School Inventory

*Please note the annual equipment inventory certification (Attachment A) is due by **June 30, 2006** to DACE Facilities (Tony Arellano). Please refer to BUL-953.0 for instructions and forms. This revision replaces Bulletin No. BUL-273 of the same title issued on July 8, 2003. The word format documents are available on the Inside LAUSD website.*

REMINDER!

**Spring 2006 –“SHAKE”
April 3-7, 2006**

*The Spring Earthquake exercise must be conducted during this week. For guidelines, refer to REF-1550.1 –Earthquake Exercise and Radio Test. For assistance call OEHS 213-241-3199. Please return the verification form to **BOTH** DACE Facilities (Tony Arellano) **AND** OEHS.*

2005-06 Deadlines

September 2005
Fire Drill (Fall Semester)

October 2005
31—Safe School Plan -Volume 2 –
Several schools outstanding

November 2005
14-18 —Shelter in Place Drill

December 2005
9 – Alt. Fall Emergency Exercise
31- Workplace Harassment Prevention
Training (required for all administrators)

January 2006
20 – Student Body Finance Report

February 2006
27 – Site Lease Agreements Due
-Fire Drill (Spring Semester)

March 2006
1—Safe School Plan—Volume 1 (include
community meeting verification and sign in
sheets)

17-LAUSD “Live Violence Free” Day
-Deadline for ordering 2006 Diplomas for June
2006 delivery.

April 2006
1 -SEI Form 700 Filing Deadline
3-7 –“SHAKE” Earthquake Exercise
21 – Student Body Finance Report
28-Custodial Allotment Survey

May 2006
5-Summer Org Chart
-Community Classroom Confirmation to
DACE Facilities
26 - Request for Branch Location Forms Due

June 2006
2- Fall Org Chart
30—School Inventory

July 2006
7-Vendor Service Contract Agreements

From the Office of Environmental Health and Safety

Upcoming Trainings
SEMS-Standard Emergency
Management System)
May 9, June 20
School Police Headquarters
1330 Pico Blvd.

Heartsaver CPR Classes
Various locations
(please refer to OEHS Focus on Safety
Newsletter – Winter 2006 –click here)
Or call: 213-241-3949

LAUSD Information and Bulletins

Please review at your earliest convenience. These are “clickable” and also available on the **LAUSD Notebook Website** (you may need to use the “Advanced Search” option and select “Bulletins”, then type the number i.e. “N-24”)

BUL- 2374.0 School Site Key Control

BUL-953.0 Control of Site Inventory

Safe School Plan – Volume 2 – Congratulations to all DACE Schools for 100% submission to LAUSD OEHS.

REMINDER - Model Safe School Plan – Volume 1 was due March 1.

Please refer to Reference Guide – REF-1242 – 2005-06 – Update of Safe School Plans, Volume 1 (Prevention Programs). This must be submitted to **BOTH** DACE Facilities **and** LAUSD OEHS. All of Vol. 2 must be in by August.

Accreditation - - www.adultinstruction.org/administrators/accreditation/

April Accreditation Update

Rilla Fisher, Accreditation Advisor, DACE - (818)-348-8231

Congratulations to the staff of Metropolitan Skills Center and of Roosevelt Community Adult School! We hope your efforts culminated in successful accreditation visits in March.

The following schools are making final preparations for their accreditation visits in late April:

- Abram Friedman Occupational Center
- Fremont/Washington Community Adult School
- Maxine Waters Employment Preparation Center, and
- North Hollywood/Poly Community Adult School.

To you, we extend our wishes for a positive outcome.

NOTE: If you have **staff serving on an accreditation visiting team during the 2005-06 school year, please submit their names to Nancy Woodrum ASAP.**

Perkins Allocations

Your school's 2006-07 Perkins allocation is for advisor hours ONLY. No funds are allocated for supplies or equipment. No funds will be used for positions other than Perkins advisor.

The State Director of Perkins instructed the Division to put a far smaller percent of its grant into personnel, to be certain there is no supplanting (he considers ongoing positions to be supplanting and the purchase of anything that has been purchased in previous years to be supplanting), and to tie every proposed purchase to a PLAN which works to develop a new program (program not class) or improve an existing program. No more than 3 years of any new or improved program assistance can be funded with Perkins.

The **new procedure** is for schools to work with subject area supervisors to identify programs which can be developed or improved. The subject specialists will determine where funds should go for the current year, write the plans for the State to review, and monitor the time involved in each undertaking.