

Moving Forward

<http://operations.adultinstruction.org>

August 2006

Vol. 2, #2 | Send This to a Friend |

Roy Romer
Superintendent

Santiago Jackson
Assistant Superintendent

Dominick Cistone
Administrator

Nancy Woodrum
Administrator

Links & Downloads

Superintendent's Emergency Notification System

2006-07 Update of Safe School Plans Volume 1 & 2 REF-1242.2

Information Sharing Procedures Notification Procedures

Contacts

For Assistance with Operations/Facilities issues please contact:

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Los Angeles Unified School District
Division of Adult and Career Education

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Incident Reporting Protocols

Two memos from the LASPD Police Chief regarding incident reporting/information sharing protocols are available on the DACE Operations website. Please download and review at your earliest convenience (click the links).

Information Sharing Procedures
Notification Procedures

Superintendent's Emergency Notification System

All **principals** should have received an email from LAUSD telecommunications about the Superintendent's Emergency Notification System. The new system will deliver message via telephone to work (direct line), cell, home, an alternate telephone, pager or text device and e-mail. Please read REF-2611.

For more information please call Lan Ma at 213-241-2525, or Bob Spears, OEHS at 213-214-3199.

General Reminders

- The CASAS Third Quarter Performance Report is due this month
- Please meet with day school principals for shared used issues
- Ensure your Student Handbook is prepared
- Review your Accreditation Action Items with staff and document progress
- Plan for high school tracks and your school testing calendar i.e. (CASAS & CASHEE)

2006-07 Planning Calendar

These are tentative and based on last year's timeline.

July 2006
-Vendor Service Contract Agreements

August 2006
-Vendor Service Contract Agreements

September 2006
-Fire Drill (Fall Semester)

October 2006
1 - Safe School Plan -Volume 2
- Administrator Certification Form

November 2006
-Shelter in Place Drill

December 2006
- Alternative Fall Emergency Exercise
- Workplace Harassment Prevention Training (required for all administrators)

January 2007
- 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)
- LAUSD "Live Violence Free" Day
- Deadline for ordering 2006 Diplomas for June 2006 delivery.

April 2007
-SEI Form 700 Filing Deadline
- "SHAKE" Earthquake Exercise
- 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

Staff Evaluations

It's never too early to start planning your staff evaluations for the upcoming school year.

Since employee status and contractual requirements vary, it is easy to get behind schedule or to overlook someone who needs to be evaluated.

However, since evaluation is one of the most powerful supervision tools at your disposal, any time spent on this task is amply rewarded.

If you would like assistance in designing a comprehensive evaluation program for your entire staff, please contact **Susan Masters** at 213-241-3172 or via email: susan.masters@lausd.net.

Employee Time Donations for Catastrophic Illness

The Office of Risk Management and Insurance Services (ORMIS) offers the Donations Program to assist employees who need to take a leave of absence due to an extremely serious health condition. The purpose of the program is to assist with salary and return to work.

The donations program can be used when the employee or a colleague knows of "donors" who are willing to donate full pay illness days.

For more information contact Steve White 213-241-7631.

LAUSD College Awareness Week

The District will be conducting **College Awareness Week** October 16-20, 2006.

Division of Adult and Career Education schools interested in participating in College Awareness activities will find details in Memorandum 2585.0.

From the LAUSD Office of Environmental Health and Safety (OEHS)

Safe School Plan Vol. 2

Due October 1!! This date has changed from last year. Please review 2006-07 Update of Safe School Plans Volume 1 & 2 REF-1242.2 (new memo) on Inside LAUSD website.

Community Emergency Response Team Disaster Awareness Course

This is a new FREE class offered by the LA City Fire Department. The class can be taught at school during the day or evening to teachers, parents and students.

Please download the flyer for more information or go to <http://www.cert-la.com/DisasterAwarenessCourse.htm> for more information.

These documents can be downloaded by clicking here or on the Division of Adult and Career Education website – Administration – Operations (**website links and documents**).

ACCREDITATION

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

2005-06 Accreditation Information Requested

Principals – if you have received your result letters, please fax a copy to Nancy Woodrum - 213-241-6836.

2006-07 Upcoming Accreditations

Belmont CAS
El Camino CAS
Hollywood CAS
3 year Visit
Reseda CAS
Venice CAS and Skills Center

Please visit the Division of Adult and Career Education website for assistance information.

DACE Bids Farewell to Efrain "Tony" Arellano

Born in Chihuahua, Mexico, Efrain Antonio (Tony) Arellano came to Los Angeles with his family in 1969. A non- English speaker, Tony enrolled in Nimitz Junior High School and quickly adapted to the American way of life, maintaining his respect for his history and heritage. After graduating from Bell High School, Tony attended and graduated from California State University, Los Angeles.

He worked in private industry for 10 years before becoming an instructor. Tony began with the Division of Adult and Career Education at East LA Skills Center as an Auto Mechanics instructor. He earned the respect of his students and colleagues with his fortitude. Tony became a Teacher Advisor with Facilities and Operation Unit in 1985. In 1995, he became an Administrative Specialist.

Tony has worked diligently in his responsibility for school facilities and operations. He has provided classroom space, room and site improvements, tools, equipment for all adult schools and employment preparation centers in the DACE.

Tony received the California Council of Adult Education (CCAEE) Outstanding Classified Employment Award and is one the founding members of the Adult Education Scholarship Foundation.

Tony has developed a bond with all students, teachers and community people and worked to bring them together to improve our community.

Tony and his wife, Jeanette, have three children: Stephanie, Esmeralda and Edgar and live in Fullerton, CA.