

SCHOOL OPERATIONS

Moving Forward

<http://operations.adultinstruction.org>

February 2006

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Links & Downloads

[Policy on Shared Use of District Buildings and Grounds - BUL F-25](#)

[Update of Safe School Plans – Vol. 1 – REF-1242](#)

[SSP Vol. 1 Checklist](#)

[Interactive Form 700-Statement of Economic Interest](#)

Contacts

For Assistance with Operations Issues please contact:

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Moving Forward

Los Angeles Unified School District
Division of Adult and Career Education

Moving Forward –
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Model Safe School Plan – Volume 1 is due March 1.

Please refer to Reference Guide – REF-1242 - 2004-05 – Update of Safe School Plans, Volume 1 (Prevention Programs) and Volume 2 (Emergency Procedures). Download the Checklist for Required Items (PDF). These required items must be submitted to **BOTH** DACE Facilities (Tony Arellano) **and** LAUSD OEHS.

Student Body Finance Reports

Financial Reports are required from all schools. The reports must be received by your Coordinating Financial Manager, Roger Solis, quarterly on the dates listed below.

Due Dates:

01/20/2006 - Financial Report as of December 31st, 2005

04/21/2006 - Financial Report as of March 31st, 2006

07/14/2006 - Financial Report as of June 30th, 2006 for DACE Schools and ROP.

[Click here for the reference document REF-1967.0.](#)

For general information on student body funds please refer to Student Body Finance Policies Governing CAS, ROP, SC's, & EPC's - Publication 469, Rev. 2000 – by Budget Services & Financial Planning Division, Student Body Finance Section. Questions may be directed to Roger Solis 213-241-2163.

Form 700 Statement of Economic Interest (click to download)

Discussed in last month's issue, the form is available for download. **All principals and most District level administrators** are obligated to complete this form. Please direct any questions to the LAUSD Ethics (866) 322-5788. <http://ethics.lausd.net>.

DACE Facilities

Schools Sharing High School Campuses

Please refer to **Bulletin F-25 for guidelines**. Ensure you have met with the day school Principal in compliance with that document.

Alterations and Improvements & Maintenance Work

Do you need to have work done at your school to change or improve a facility? Are you in need of a large maintenance repair, replacement or painting project? If so, you need to make an Alterations and Improvement or "A & I" Request.

Steps for a A & I Request:

1. Obtain a Cost Estimate for the work to be done. This can be requested from the local Maintenance and Operations (M & O) Complex Project Manager (via telephone). [Click here for M&O Phone list](#) (PDF).
2. Please make sure request is complete as possible
3. Submit the project cost estimate to Tony Arellano, DACE Facilities and a comprehensive description of the project.
4. Check back with Tony on the status of the request.
5. NOTE: Requests for the current fiscal year must be submitted by April 30.

For complete information on A & I Requests, consult **DACE Bulletin NO. 87** or contact **Tony Arellano** @ 213-241-3173 for more information.

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)

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

May 2006
26 - Request for Branch Location forms Due

June 2006
15—School Inventory

From the Office of Environmental Health and Safety

Spring 2006 –“SHAKE” Reminder – April 3-7. 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.

Upcoming Trainings

SEMS-Standard Emergency Management System)
February 16, 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)
Or call: 213-241-3949

LAUSD Information and Bulletins

LAUSD OEHS Newsletter – Focus on Safety – Winter 2006 - [Click here](#)

These Bulletins were mentioned by Dan Isaacs at the last LAUSD, Director of Operations Meeting or distributed by District Operations. 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 – N-24 – Communication With Other Schools Regarding Incidents of Violence, Emergencies, etc.](#)
- [BUL – N-46 – Procedures and Plan of Action for Handling Disturbances, Disorders, or Demonstrations, On or Adjacent to School Sites](#)
- [BUL – N-47 – Landing of Aircraft on School Sites](#)
- [BUL – N-33 – Locked Campuses During Class Hours At All Schools](#)
- [BUL – 5 – School Plant Key Control](#)
- [BUL-2130 - Revised bulletin "Section 504 and Student with Disabilities", issued 12-04-05](#)
- [BUL-2060 – Pregnant and Parenting Students Educational Rights](#)
- [BUL-1570 – Enrollment of Homeless Children and Youth in Schools](#)
- [REF-15587 - Transgender and Gender Nonconforming Students-Ensuring Equity and Nondiscrimination](#)

Accreditation Information - The Importance of a Schoolwide Action Plan

The Schoolwide Action Plan is a school's step-by-step process that details specific activities and resources used to address growth needs. In recent years, a greater emphasis has been placed on Schoolwide Action Plans. We might wonder why WASC and Accreditation Visiting Committees are drawing more attention to this area.

Lately, the majority of our schools have received terms of 6R (six years with a third year revisit) which seems to represent a new trend. A revisit in three years encourages a school to accomplish existing action items and add new ones to the Schoolwide Action Plan. When the Visiting Committee departs a school on the last day of accreditation, they leave a report detailing critical areas for follow-up. These items are added to the existing action plan. What happens next? A school might immediately begin working on the newly identified growth areas. As action items are partially or fully accomplished, the plan may fade from view. Or, perhaps a school might take a break after the arduous accreditation process and not revisit the action plan for months. In the case of a WASC “model” school, work would begin immediately on the action plan, and it would be updated and added to on a regular basis.

WASC has recently recommended a yearly approach, using the following ongoing schedule, to achieve an effective, efficient, and relevant accreditation.

Year 1:

Profile Update, Progress Report, Refinement of Schoolwide Action Plan

Year 2:

Profile Update, Progress Report, Refinement of Schoolwide Action Plan

Year 3:

Profile Update, Mid-term Progress Report (may include one or two day review), Refinement of Schoolwide Action Plan

Year 4:

Profile Update, Progress Report, Refinement of Schoolwide Action Plan

Year 5:

Review of all profile data, Progress Report, Progress and Program Analysis (beginning of next Self-Study), Revision of Schoolwide Action Plan

Year 6:

Completion of Self-Study, including Refinement of Schoolwide Action Plan, Visit by WASC Team, Revision of Schoolwide Action Plan after Visit

By recommending this approach of consistent monitoring, it follows that future WASC teams will be expecting to find yearly action plan updates in schools' evidence boxes. If you are a school that was accredited in 2005, Nancy Woodrum suggests adopting this yearly accreditation review into your planning.

2007 DACE Accreditations

Full Accreditation Visit: Hollywood CAS, Reseda CAS, Venice CAS

Progress Report Only: Evans CAS, Pacoima Skills Center

3-year Revisit: Belmont CAS, Harbor Occupational Center, North Valley Occupational Center, Westchester CAS, Westside CAS

NOTE: Schools scheduled for full visits and 3-year revisits should have participated in their first of three WASC training sessions and have started the accreditation process. If you have any questions or need any assistance, please contact Rilla Fisher at (818) 348-8231. Submitted by Rilla Fisher, Accreditation Advisor. For more information, please visit: www.adultinstruction.org/administrators/accreditation/