

los angeles unified school district - division of adult and career education
SCHOOL OPERATIONS

Moving Forward

January 2006

Vol. 1, #2 | [Send This to a Friend](#) |

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 Superintendent

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DACE School Operations on the Web

School Operations now has space on the Division of Adult and Career Education website. You can now access information and downloadable files from the location:

<http://operations.adultinstruction.org/index.htm>

The site will include the School Operations Calendar, links to other district websites and downloadable files.

DACE Facilities

Links & Downloads

[LAUSD Emergency Reference Chart](#)

[DACE Administrator Security Handbook](#)

Branch Location Permits

Division schools that are operating branch locations should be prepared to receive a list to update. Please contact [Teresita Galviso](#) @ 213-241-3173 for more information.

- **March 1, 2006** – Request for updates will be sent to schools
- **March 30, 2006** - Completed branch lists DUE at DACE Facilities
- **May 1, 2006** – “Request for Branch Location” forms will be sent to schools (to be signed by Principal, Site Owner, & DACE Facilities)
- **May 26, 2006** – Signed forms due to DACE Facilities

Contacts

For Assistance with Operations Issues please contact:

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Site Lease Agreements

Division schools that are operating leased site locations should be prepared to receive a list to update. Lease agreements require 4-6 months to get executed. Please contact [Irma “Ana” Vela](#) @ 213-241-3173 for more information.

- **January 30, 2006** – Request for updates will be sent to schools
- **February 27, 2006** – Completed forms due to DACE Facilities.

Custodial Allotment Surveys

Please contact [Tony Arellano](#) @ 213-241-3173 for more information.

- **March 31, 2006** – Surveys will be sent to schools
- **April 28, 2006** – Completed forms due to DACE Facilities

Moving Forward

Los Angeles Unified School District
 Division of Adult and Career Education

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Statement of Economic Interest – Form 700

State Government Code requires all LAUSD service employees in a position that may have a material effect on any financial interests of the District to complete **Form 700 Statement of Economic Interest (SEI)** annually. This must be done when you start and end a public position. **All principals and most District level administrators** are obligated to complete this form. Your position is designated as a filer in accordance with California law because you are involved in making decisions on behalf of LAUSD that could affect private financial interests.

The annual April 1st Form 700 - SEI filing deadline is approaching and you should

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)

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
28-Custodial Allotment Survey

May 2006

26 - Request for Branch Location forms Due

June 2006

15—School Inventory

be preparing to complete this form. The following schedule of dates may be used as a reference to prepare this financial statement:

- **March 1, 2006** - Download the interactive PDF Form 700 and other resources from the Ethics Office website at www.lausd.net/ethics to become familiar with the information.
- **March 15, 2006** - Complete the cover page and any relevant schedules required for your position and interests. Sign and date your SEI to make it official.
- **March 24, 2006** - Mail your original SEI to the Ethics Office, or submit in person, ahead of the deadline (April 1, 2006). The law prohibits faxes. Keep a copy for your records.
- **April 1, 2006** – FILING DEADLINE

First time filers remember:

- The Form 700 is notoriously thick and intimidating in appearance; however, a large majority of filers will only have to complete the cover sheet (especially if your finances are not complex).
- You can seek help from the Ethics Office, California's Fair Political Practices Commission, and colleagues who have completed these forms in past years.
- Don't delay. April 1st is the absolute deadline and fines will be assessed for lateness and non-compliance.
- 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. - or [click here](#) to go directly to the website information.

Campus Safety Spotlight

School Lock downs

Please note the items included in this issue. School lock downs are becoming more prevalent on campuses. Please be diligent regarding drills and procedures. Please note these general guidelines for a school lock down:

Excerpts from LAUSD Safe-School Plan Vol. 2 –

[Lock Down – Emergency Procedures - Response](#)

[Armed Assault on Campus – Emergency Procedures Response 5.3](#)

[Loss or Failure of Utilities – Emergency Procedures Response 5.13](#)

Legal References Regarding School Safety

Katz Bill, California Assembly No. 2876, 1984

Mandates a school plan for earthquakes, conducting drills, hazard mitigation and training.

Petris Bill, California Senate Bill No. 1841, 1993

Requires school districts to be prepared to respond to emergencies using the Standardized Emergency Systems (EMS). It necessitates that all school personnel be trained in how the system works and requires schools to use this system during drills and exercises.

Disaster Service Workers, Section 3100 of the California Government Code

Declares that public employees are Disaster Service Workers, subject to such disaster service activities assigned to them by their superiors or by law. Public employees include all persons employed by the state, county, and city, and state agencies or public districts, excluding aliens legally employed. This law applies to public school employees in the following cases: 1) when a local emergency has been proclaimed, 2) when a state emergency has been proclaimed, or 3) when a federal disaster declaration has been made.

Using LAUSD E-Library

Go to the **Inside LAUSD** website from the LAUSDnet Homepage. Select "Inside LAUSD" from the Navigation bar (under HOME) or click on the "Employee" link. You must log in with your email address and password. Click on the "E-Library" link.

School Accreditations

March 20–22, 2006 Metropolitan Skills Center

March 27–29, 2006 Roosevelt CAS

April 24–26, 2006 Friedman Occupational Center, Fremont/Washington CAS, Maxine Waters EPC, North Hollywood/Poly CAS