

Moving Forward

<http://operations.adultinstruction.org>

July 2006

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Links & Downloads

Year-Accounting Procedures

Student Body Salaries and Fingerprinting

OEHS Spring 2006 Safety Newsletter

Contacts

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Los Angeles Unified School District
Division of Adult and Career Education

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Reducing Work Site Accidents in the New School Year

Slips, trips, and falls are the largest cause of accidents within the Division of Adult and Career Education. **Sixty percent (60%) of the 2005-2006 accidents reported were in this category.**

As you begin the new school year, please review these suggestions with your staff to reduce the frequency and severity of these types of accidents:

- Be aware of your surroundings. Recognize the presence of certain slip and trip hazards in the path ahead.
- Keep aisles clear. Always close filing cabinets.
- Be aware of hazards that block your vision. Use a cart or dolly to move large objects that would interfere with your line of sight.
- Report areas/stairwells that are poorly illuminated.
- Use extra caution in wet weather by taking shorter strides when surfaces are wet.
- Report spills immediately.
- Always use the handrail when walking up and down stairs.
- Be sure to wear appropriate footwear.

Please remain diligent in monitoring safety conditions at your school in accordance with district policies and guidelines. Let's make it our goal for 2006-2007 to provide an environment that is safe, healthy, and productive for both students and staff.

Nancy Woodrum, Administrator
Darlene Neilsen, Operations Advisor

2006-07 Planning Calendar

Please create a general planning calendar for the upcoming activities or deadlines. These are tentative and based on last year's timeline.

July 2006
-Vendor Service Contract Agreements

September 2006
Fire Drill (Fall Semester)

October 2006
Administrator Certification Form
Safe School Plan -Volume 2

November 2006
Shelter in Place Drill

December 2006
Alternative. Fall Emergency Exercise
31- 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

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")

MEM 2598.1 – Administrator Certification Form (2006-07)

REF-1753.2 - Year-End Accounting Procedures For Adult Schools, Skills Centers, ROC's

REF-1265.3 - Student Body Salaries and Fingerprinting of Employees

The Office of Emergency Services would like to remind you to:

GET YOUR SCHOOL RADIOS "TUNED UP" OVER THE SUMMER

If you send in your school radios to the Radio Lab, they will be repaired, "tuned up", given new batteries and sent back to you in time for school opening. Now is the time to check the closets and file cabinets, all school radios will be accepted and repaired.

We are planning a Fall radio test and we want all the schools to be able to have complete success with their emergency communications.

To send in your radios, just put them in a box with a lid and mark it:

To: Radio Unit
Location Code 0795

Call the Distribution Unit at (562) 654-9003 and they will pick it up. Any questions? Call the Radio Lab at (323) 224-2411.

2006-07 Administrator Certification Form (MEM 2598.1)

The "Administrator Certification Form" is **re-issued** for the 2006-2007 school year and has been revised.

Due Dates: October 30, 2006 & April 30, 2006

2005-06 Form Status

Thanks to all the administrators who have helped us achieve a 95% submission rate on the forms.

The following schools are still outstanding:

Los Angeles CAS – APACS
Manual Arts Crenshaw – APACS

Please submit your forms ASAP!

LAUSD Office of Environmental Health and Safety (OEHS)

The following documents were recently distributed from the OEHS office.

June is Travel Month-
Safety and Caution Tips for traveling this Summer.

Are You Ready To Respond?

The US Dept. of Homeland Security and American Red Cross have created online training courses for Weapons of Mass Destruction / Terrorism preparedness and response. Please download the flyer 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

WASC Support Information

Please visit the Division of Adult and Career Education website and review the following information (click the title).

WASC Criteria Simplified

A plain language summary of the criteria is provided here. The standard WASC criteria will appear in bold printing, and the rewritten WASC criteria will appear in italics.

Two Year Guide Summary

This is a general review of roles of key players, tasks and suggestions for the process. There are also definitions of the primary groups.

-Rilla Fisher, Accreditation Advisor, Division of Adult and Career Education

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

Reseda CAS

Venice CAS and Skills Center

www.adultinstruction.org/administrators/accreditation/