

Moving Forward

<http://operations.adultinstruction.org>

<p>June 2006</p>	<p>Vol. 1, #7 Send This to a Friend </p>	
<p>Roy Romer Superintendent</p> <p>Santiago Jackson Assistant Superintendent</p> <p>Dominick Cistone Administrator</p> <p>Nancy Woodrum Administrator</p>	<p>Congratulations to DACE Schools With Perfect Safety Records</p> <p>Congratulations to the following schools for a perfect safety record during the 2005-2006 school year!</p> <ul style="list-style-type: none"> • Franklin CAS • Gardena-Carson CAS • Huntington Park-Bell CAS • LA Technology Center • Van Nuys CAS • Westchester-Emerson CAS • Wilson-Lincoln CAS <p>You and your staff are to be commended for using good safety practices and maintaining a safe school for your students.</p> <p>Your conscientious attention to safety helps to increase the Division of Adult and Career Education's overall school safety report card within the District. We hope you continue to experience the same high quality of safety at your school site in the future. If you have an incident, please use the proper reporting forms. Click here to download the LAUSD injury and illness template. <i>If you have any questions please contact Darlene Neilsen, Advisor, Operations darlene.neilsen@lausd.net or telephone 213-241-3701.</i></p>	<p>Verification of Supervision of Instruction Training for School Administrators - MEM-2534.0</p> <p>Administrators should have received a communication from the Office of Instructional Support Services regarding this document.</p> <p>It is widely recognized that all school administrators must demonstrate competence in the supervision of the instructional program. The Board of Education has directed all school-based administrators to annually complete a minimum of 12 hours of training in the supervision of instruction in an effort to address the District's goal of improving the academic achievement of all students.</p> <p>An Adobe PDF (for the memo) and MS Word file (for the form) file are attached to this document. They are also available on the Division of Adult and Career Education operations website.</p> <p>This form is due in to Nancy Woodrum by Friday, June 23, 2006.</p>
<p>Links & Downloads</p> <p>BUL-953.0 Control of Site Inventory</p> <p>OEHS Spring 2006 Safety Newsletter</p> <p>OEHS Hazardous Materials Safety Alert</p>		
<p>Contacts</p> <p><i>For Assistance with Operations/Facilities issues please contact:</i></p> <p>Nancy Woodrum Tel 213-241-3153 FAX 213-241-6836 nancy.woodrum@lausd.net</p> <p>Tony Arellano Tel 213-241-3173 FAX 213-241-8417 efrain.arellano@lausd.net</p>	<p>DACE Facilities - telephone 213-241-3173 fax 213-241-8417</p>	
<p>Moving Forward</p> <p>Los Angeles Unified School District Division of Adult and Career Education</p> <p>Moving Forward – Created by Nancy Woodrum</p> <p>Editing/Layout by - Ryan Whetstone For comments and suggestions for Moving Forward – Please contact Ryan Whetstone @ 213-241-3862 or e-mail: ryan.whetstone@lausd.net</p>	<p>The Safety Committee Corner from OEHS</p> <p>There is also a new feature on the OEHS website, "The Safety Committee Corner" at http://www.lausd-oehs.org/ssc-all.asp. This website provides Safety Committee members with ideas for topics for monthly meetings.</p>	<p>LAUSD OEHS - Spring Safety Newsletter</p> <p>Please click here for the Spring 2006 Issue of <i>Focus on Safety</i>.</p> <p>The document is also available on the OEHS website – www.lausd-oehs.org - go to "Newsletters."</p>

2005-06 Deadlines

September 2005
Fire Drill (Fall Semester)

October 2005
28 – Administrator Certification Form
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
28 – Administrator Certification Form

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
23 – Supervision of Instruction Training
Verification
30—School Inventory

July 2006
7-Vendor Service Contract Agreements

OEHS Upcoming Trainings SEMS-Standard Emergency Management System)

August 8, 2006
September 12, 2006
October 3, 2006
November 14, 2006

School Police Headquarters
1330 Pico Blvd.

Heartsaver CPR Classes
Please 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”)

- **Injury and Illness Program Template**

LAUSD Business Tools For Schools – Newsletters:

- **April 2006 Issue** - SACS and the SAP Account String
- **May 2006 Issue** - Training and School Site Readiness

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

ACCREDITATION UPDATE

Developing A Closer Relationship Between DACE And WASC

On Thursday, May 11, 2006, accreditation “moved forward” at the Principal’s meeting where the guest speakers were Dr. George Bronson, Associate Director and Dr. Warren Stephenson, Coordinator of the Western Association of Schools and Colleges (WASC) in Temecula. The interaction between the two groups was positive and productive.

Dr. Bronson spoke about Accreditation Plus, the new online support program that provides a structure for managing all aspects of the accreditation process. He distributed copies of the structure of a visiting committee report and sample prompts for answering the WASC criteria in the self-study report. Dr. Bronson appealed to the Principals to complete WASC Data Sheets and become involved in accreditation by serving on a visiting team.

Principals whose schools were accredited in 2006 and who will be accredited in 2007 shared their comments and concerns. Thoughts were also shared from principals who served on visiting teams in 2006. Dr. Bronson and Dr. Stephenson took notes and were active listeners and participants in the discussion. The principals were asked to complete chair evaluations very honestly when commenting on the quality of the visiting committee chair’s work with their school’s accreditation. It was stressed that those evaluations do not affect the granting of a term of accreditation to the school.

Dr. Bronson and Dr. Stephenson expressed a desire to continue building the relationship between DACE and WASC. They stated an interest in meeting with Principals and Assistant Principals on a consistent basis.

Farewell from the 2005-06 DACE Accreditation Advisor

Proactive is the operative word for schools being accredited in the spring of 2007. In late summer or early fall, you should receive a letter identifying your Visiting Committee Chair. If the Chair does not contact you within a few weeks, contact the Chair and invite them to visit your school. Share the written drafts of your self-study report with the Chair for input. If you can make necessary corrections early in the FOL process, it is in your best interest. Maintain contact with the chair regarding members of the visiting team. If your school is large, and there is only half a team by December, call the Chair and ask about members. If the answer you get is not satisfactory, call WASC. After working two years to prepare for a quality accreditation, your staff deserves to have a full team validate their work.

The opportunity to assist the Central Office with the dissemination of information about accreditation has been a valued opportunity for me. Nancy Woodrum had the vision of a closer relationship between DACE and WASC, and I am honored to have had a part in that process. When I retire on August 19, 2006, it will be with pride for having the opportunity to share some of my accreditation knowledge with the schools being accredited in both 2006 and 2007.

Thank you.
Rilla Fisher, Accreditation Advisor, DACE