

SCHOOL OPERATIONS

Moving Forward

<http://operations.adultinstruction.org>

March 2006	Vol. 1, #4 Send This to a Friend
Roy Romer Superintendent Santiago Jackson Assistant Superintendent Dominick Cistone Administrator Nancy Woodrum Administrator	Spring 2006 –“SHAKE”– April 3-7, 2006 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. Please return the verification form to <u>BOTH</u> DACE Facilities (Tony Arellano) <u>AND</u> OEHS.
Links & Downloads	2006-07 Division of Adult and Career Education Calendar The 2006-07 DACE School Year Single Track Instructional School Calendar is now available online for download and printing. Please click here or go to the DACE Website=> Administrators => Operations Tab for the file link.
REF-1550.1 - District-wide 2006 Earthquake Exercise and Radio Test Business Tools For Schools homepage Policy on Shared Use of District Buildings and Grounds - BUL F-25 Update of Safe School Plans – Vol. 1 – REF-1242	Deadline for Ordering Adult School Diplomas Please note the deadline for ordering adult diplomas is March 17, 2006 to ensure delivery by June 2, 2006. The details for ordering can be found in reference document REF-1492.1. Click here for the link to this file on the LAUSD Notebook website.
Contacts	Business Tools For Schools Please familiarize yourself with the Business Tools for Schools (BTS) Project home page. BTS is the new name for the LAUSD Enterprise Resource Planning (ERP) Project. The BTS project will replace many of the school district's business systems, such as IFS, BRASS, HRS, PTRS, and FRDB, with a modern, integrated enterprise resource planning (ERP) system. To go to the website, logon to Inside LAUSD, Click on Business Tools for Schools under Quick Links. Click here for the BTS Newsletter.
<i>For Assistance with Operations/Facilities issues please contact:</i> Nancy Woodrum Tel 213-241-3153 FAX 213-241-6836 nancy.woodrum@lausd.net Tony Arellano Tel 213-241-3173 FAX 213-241-8417 efrain.arellano@lausd.net	DACE Facilities - telephone 213-241-3173 fax 213-241-8417 Community Classroom Requests for 2006-07 If you are a campus operating community classroom(s), please note you will be receiving forms around the end of March to complete and return to DACE Facilities. The deadline to return those forms is Friday, May 5, 2006. If you have any questions please contact Tony Arellano @ 213-241-3173 for more information.
Moving Forward	Vendor Service Contract Agreements Please prepare to complete your Catering Service Contract Agreements and Student Body Fund related documents for 2006-07. Please note: 3 bids for the contract are to be kept on file. Submit a copy of those agreements to DACE Facilities by July 7, 2006. If your contract expires in a month other than June or if you do not maintain a vendor agreement, please inform the office.
Los Angeles Unified School District Division of Adult and Career Education Moving Forward – Created by Nancy Woodrum 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	Reminder - Schools Sharing High School Campuses Ensure you have met with the day school Principal in compliance with that document. Please refer to Bulletin F-25 for guidelines .

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)

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

May 2006
5-Community Classroom Confirmation to
DACE Facilities
26 - Request for Branch Location Forms
Due

June 2006
15—School Inventory

July 2006
7-Vendor Service Contract Agreements

From the Office of Environmental Health and Safety

Upcoming Trainings
SEMS-Standard Emergency
Management System)
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 –click here)
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”)

MEM-2614 – “Live Violence Free” Day Information (March 17, 2006) (large file)
BUL-2219.0 Locked Campuses During Class Hours At All Schools
BUL-2368.0 Student and Employee Security
BUL-Z-58 Opportunity Transfers

REMINDER - Model Safe School Plan – Volume 1 was due March 1.

Please refer to Reference Guide – REF-1242 – 2005-06 – Update of Safe School Plans, Volume 1 (Prevention Programs). This must be submitted to **BOTH** DACE Facilities **and** LAUSD OEHS.

Streamlining Accreditation

At the January meeting with administrative staff of schools being accredited in 2006, several helpful suggestions were offered which would assist schools with accreditation. Nancy Woodrum met with Pierre Giammattei, Webmaster, to request an accreditation link under the administrator category on the DACE website. The link is:
<http://adultinstruction.org/administrators/accreditation/index.htm>.

Photos of Dr. Jackson, Dr. Cistone, and Ms. Woodrum are available for download.

Plans also include putting the following items on the accreditation link:

- 1 or 2 recent accreditation books and/or chapters
- LAUSD and DACE Organizational Charts
- DACE Fact Sheets
- Budgetary Information
- Sample Lesson Plan (which emphasizes teaching ESLRs) **Now Available!**
- Template which indicates what Visiting Committees look for when they visit schools

Future plans also include:

- The WASC Executive Director will attend the May 2006 Principals' Meeting.
- Organizing a debriefing meeting in June for Division educators who have served on visiting accreditation committees in 2006 to share their information

It is our goal to assist in making accreditation a more user-friendly process for all of our schools. We welcome any input from the field.

NOTE: Schools scheduled for full visits in 2007 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, suggestions for the Accreditation website 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/