

Moving Forward

<http://operations.adultinstruction.org>

May 2006

Vol. 1, #6 | Send This to a Friend |

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Administrator

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Links & Downloads

[BUL-953.0 Control of Site Inventory](#)

[Administrator Certification Form](#)

[Uniform Complaint Procedures](#)

Contacts

For Assistance with Operations/Facilities issues please contact:

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Moving Forward

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

Budget Meeting Reminders:

Please monitor the following areas of underutilized capacities identified at the Division Budget Meeting including:

- Days of the week
- Hours of the week
- Vacant classrooms
- Underserved geographic locations

DACE Complex Capacity Utilization

Here are a few items of note from the capacity exercise at the budget meeting. The next several issues of Moving Forward will include items from each complex review.

East Complex

- Schools are underutilized:
 - Fridays & Saturdays
 - Daily between Noon – 5 p.m.

(continued on next page)

DACE Facilities - telephone 213-241-3173 fax 213-241-8417

School Inventory

*Please note the annual equipment inventory certification (Attachment A) is due by **June 30, 2006** to DACE Facilities (Tony Arellano).*

Please refer to BUL-953.0 for instructions and forms.

Administrator Certification Form

The Administrator Certification Form - MEM-1834.0 was due **April 28, 2006**. This form provides certification that the required implementation actions and activities have been completed in conformance with District nondiscrimination and safety policies and procedures.

The form covers “certification” of compliance with:

- Nondiscrimination / Harassment Policies/Procedures
- Child Abuse Reporting Procedures
- Student and Employee Security Policy/Procedures
- Uniform Complaint Procedures
- Hate-Motivated Incidents/Hate Crimes Policy
- Anti-bullying Policy

Budget Reminder

Fall Teacher Assignment Deadlines

Teacher Applications due at issuing school office **5 p.m. – May 12, 2006.**

Fall 2006 Organization Chart

(original + 4 copies), 1145's for all assignments & greenies due in to DACE Personnel Office – **Due June 2, 2006.**

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

30—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

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”)

Use of School Facilities in a Disaster Situation - MEM - 2450

Purchasing Supplies from the District Stores Warehouse – REF- 956.1

(replaces REF -956 - Emergency Requests for School Supplies, Walk-Through, and/or Overnight/Same-Day Delivery)

05-03-Safety Alert 05-03 Approval of Chemical Products for District Use (Revised)

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

April Accreditation Update

Rilla Fisher, Accreditation Advisor, DACE - (818) 348-8231

Congratulations to the staff of:

- Abram Friedman Occupational Center,
- Fremont/Washington Community Adult School,
- Maxine Waters Employment Preparation Center,
- North Hollywood/Poly Community Adult School, and
- Van Nuys Community Adult School.

We appreciate your efforts and are sure they will culminate in successful accreditation visits in April.

NOTE: If you have **staff serving on an accreditation visiting team** during the 2005-06 school year, please submit their names to Nancy Woodrum ASAP.

DACE Complex Capacity Utilization (continued)

East Complex

- School need additional demographics to better serve community (i.e. churches, ethnic surveys, population restrictions)
- Suggested fee reduction for Friday and Saturday classes
- Administrators might visit branch locations more often with the intent of motivating students to keep attending school

Valley Complex

- Increase Older Adult Programs in retirement and senior assisted living facilities
- Offer CASHEE remediation in the afternoon
- School boundaries overlap, certain areas while some are not specifically targeted
- Increase AIS offerings in the afternoon

Campus Protection

Please be reminded to use the term “**Campus Protection**” in place of “**lockdown**” when no one is allowed to enter or exit the school or classrooms.