

ACTION, REQUIRES RESPONSE

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Deputy Superintendent, Instructional Services

DISTRIBUTION: All Elementary Schools

SUBJECT: MEMORANDUM NO. M-48
DISTRICT READING PLAN
PROFESSIONAL DEVELOPMENT
ACTIVITIES SPRING/SUMMER 2003
FOR K-3 TEACHERS AT *READING*
FIRST SCHOOLS

ROUTING

Local District Superintendents
Local District Directors of
Support Services
Principals
Literacy Coach Coordinators
Instructional Coaches, Literacy
Chapter Chairs
School Administrative Assistants

DATE: May 5, 2003

DIVISION: Instructional Support Services

APPROVED:  RONNI M. EPHRAIM, Assistant Superintendent

For further information, please contact the Literacy Coach Coordinator in your Local District Office.

I. INTRODUCTION

In the winter of 1999, the Board of Education adopted the *Los Angeles Unified School District Reading Plan*. The goal of the plan is to ensure that all students achieve grade-level reading/language arts standards. *The District Reading Plan* mandates professional development for all teachers and administrators at schools participating in *The District Reading Plan*. Schools using *Reading Mastery* and *Success for All* have been allocated substitute days to support professional development. The content of this memorandum applies to K-3 teachers at schools using the complete *Open Court Reading* program and are participating in the *Reading First* grant.

Professional development of teachers has been extensively addressed in *The District Reading Plan*. All teachers at *Reading First* schools are required to participate in a five-day Governor's Reading Institute. This institute is designed to provide first-hand training for every teacher who will be implementing the program. The five-day institute provides teachers with differentiated professional development at the beginning, advanced, mastery, or mastery II and a knowledge base for using the adopted program to address diverse student learning needs. This memorandum outlines professional development and registration instructions for teachers at schools participating in the *Reading First* grant.

II. TEACHERS WHO HAVE PREVIOUSLY PARTICIPATED IN AN *OPEN COURT* PROFESSIONAL DEVELOPMENT WORKSHOP OR INSTITUTE

Teachers at schools participating in *Reading First* who have already attended a five-day institute for K-5 are required to attend further *Open Court* professional development at the next level. The Governor's Reading Institute offers differentiated professional development to teachers for four

years. All teachers at *Reading First* schools should attend a Governor's Reading Institute while they are off-track or during vacation/unassigned time. Generally, teachers who have already attended a five-day beginning, advanced, or mastery level institute should attend the next level. Principals and Literacy Coaches should advise teachers who are changing grade levels on the appropriate level workshop to attend. Teachers who have attended a beginning level institute should attend an advanced level institute. Teachers who have attended an advance level institute should attend a mastery level institute. Teachers who have attended a mastery institute should attend a mastery II institute.

Attachment A outlines eligibility for professional development workshops.

In collaboration with the site administrator, site-based Grades K-3 special education teachers who use *Open Court* should select one grade level professional development program to attend.

III. GOVERNOR'S READING INSTITUTE FIVE-DAY PROFESSIONAL DEVELOPMENT MODEL FOR TEACHERS OF *OPEN COURT* READING

The Governor's Reading Institute professional development program is designed for teachers to attend during their off-track/unassigned time. Upon completion of the 40-hour, five-day professional development institute and completion of all homework assignments, teachers will be eligible to receive one \$500 stipend. In addition, teachers who complete 80 additional hours of professional development throughout the school year (Governor's Reading Institute - Passport) will be eligible to receive one additional \$500 stipend. Passport activities related to the implementation of *Open Court Reading* will be offered throughout the year.

There will be four separate types of institutes:

A. Grades K-3 New Professional Development

Designed for teachers of Grades K-3 who have taught *Open Court* for less than 80 days or need to review the beginning elements of the program. This workshop is for teachers who are new to their grade level or are new employees who require grade level specific professional development in a grade level, which they have not previously attended.

B. Grades K-3 Advanced Professional Development

Designed for teachers who have already attended a Governor's Reading Institute or District workshop. Advanced workshops are designed for K-3 teachers who have taught *Open Court 2000* or *Open Court 2002* for more than 80 days, will remain in the same grade level, and have a solid understanding of the basic program elements. The institute content will emphasize instructional strategies to meet diverse learning needs.

C. Grades K-3 Mastery Professional Development

Designed for teachers who have already attended an Advanced Governor's Reading Institute. Mastery level institutes are designed for teachers who have taught *Open Court 2000* for two or

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more years and are interested in refining their teaching to meet the needs of all students and refining their instructional delivery to ensure that *Open Court* is implemented at its highest level.

D. Grade K-3 Mastery II Professional Development

Designed for teachers who have already attended a mastery Governor's Reading Institute. Mastery II level institutes are designed for teachers who have taught *Open Court 2000* for three or more years and are interested in refining their teaching to meet the needs of all students. This course will include hands-on experience in using data to plan and deliver *Open Court* lessons that address diverse student learning needs.

E. LAUSD Salary Point Credit or UCLA Units

Teachers in Grades K-3 may earn LAUSD Salary Point credit or UCLA units for attending the five-day Governor's Reading Institute and completing assigned coursework.

- Two LAUSD Salary Points may be earned for full attendance (40 hours) and completion of all assigned homework. There is no cost involved. Teachers are responsible for completing all necessary paperwork and for submitting all additional homework within three weeks after the last day of the institute.

OR

- Three UCLA quarter units may be earned for full attendance (40 hours) and completion of all assigned homework. The cost for three quarter units is \$125.

OR

- Four UCLA quarter units may be earned for full attendance (40 hours), completion of all assigned homework and writing a 250 word essay reflecting on the first six weeks of teaching: *Open Court Challenges and Solutions*. The cost for four-quarter units is \$150. Eight additional UCLA quarter units may be earned by K-3 teachers for full completion of the Governor's Reading Institute Passport (80 hours), reading two additional research articles, writing a 300-word essay, and writing an essay reflecting on teaching experiences. The cost for the eight-quarter units is \$230.

Attachment A outlines Governor's Reading Institute professional development program dates for teachers on all calendars and tracks. In order to provide differentiated professional development, all institute models (new, advanced, mastery, mastery II) and programs (OCR 2000 and OCR 2002), are not offered at each site. Teachers should carefully review Attachment A to make sure that they are registering for the correct institute, date, and location.

IV. GOVERNOR'S *READING FIRST* PROFESSIONAL DEVELOPMENT PROGRAM FOR ADMINISTRATORS

The *Reading First* professional development program for administrators is designed for site-based administrators who supervise the implementation of *Open Court*. These professional development sessions will focus the work of administrators to effectively organize, support, and assist teachers in implementing *Open Court* programs. Dates for the 2003-2004 school year will be available in July 2003. A separate memorandum will be sent to all administrators at *Reading First* schools.

V. REGISTRATION PROCEDURE

ONLINE – GOVERNOR’S READING INSTITUTE FIVE-DAY PROFESSIONAL
DEVELOPMENT SESSIONS

The Governor’s Reading Institute website may be accessed directly at <http://www.csbe.ca.gov>. Registration will begin on May 15, 2000. The Governor’s Reading Institute website provides registration information and confirmation for the five-day programs. The Governor’s Reading Institute website also provides answers to frequently asked questions and information about how to change a confirmed institute reservation.

LAUSD Central Office and Local District Office personnel will not be involved with enrollment for the Governor’s Reading Institute. The Literacy Coach at each school site is available to assist teachers who do not have access to on-line registration. Schools that do not have a Literacy Coach but need registration assistance should call the Elementary Literacy Advisor at the Local District Office.

VI. ATTENDANCE

Registration is limited to K-3 register carrying classroom teachers, Resource Specialist Teachers, and Special Day Class teachers who will be implementing the *Open Court* programs. A cost is incurred each time a teacher registers for a workshop but does not attend. All teachers and administrators are reminded to attend the institute for which they register. “No-shows” cost the District thousands of dollars last year. If it is necessary to cancel or change a professional development date, please go on-line and make the necessary change. Principals will receive notification of all “no-shows.”

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LOS ANGELES UNIFIED SCHOOL DISTRICT
Instructional Support Services

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ATTACHMENT A

GOVERNOR'S READING INSTITUTE PROFESSIONAL DEVELOPMENT PROGRAM

<u>Open Court 5-Day Institutes</u>	<u>Locations</u>	<u>OCR 2000</u>	<u>OCR 2002</u>	<u>Who May Attend</u>	<u>Who May Not Attend</u>
June 23-27	Downtown Marriott	None	New K-3 Advanced K-3	Single Track -*See note below Three Track - C Four Track - D	Three Track - A,B Four Track A, B, C
	Wilshire Grand	New K-3 Advanced K-3 Mastery K-3 Mastery II K-2	None		
	Universal Sheraton	Advanced K-3 Mastery K-3	None		
July 7-11	Wilshire Grand	New K-3 Advanced K-3 Mastery K-3 Mastery II K-2	None	Single Track Three Track - A Four Track - A	Three Track - B,C Four Track - B,C,D
	Omni	None	New K-3 Advanced K-3		
	Sheraton Gateway	Advanced K-3 Mastery K-3 Mastery II K-2	None		
July 14-18	Wilshire Grand	New K-3 Advanced K-3 Mastery K-3	None	Single Track Three Track - A Four Track - A	Three Track - B,C Four Track - B,C,D
	Omni	None	New K-3 Advance K-3		
August 11-15	Wilshire Grand	New K-3 Advanced K-3 Mastery K-3	None	Single Track Three Track - A	Three Track - B,C Four Track - A,B,C,D
	Burbank Hilton	Advanced K-3 Mastery K-3 Mastery II K-2	None		
	Downtown Marriott	Mastery II K-2	New K-3		
August 18-22	Downtown Marriott	Mastery II K-2	New K-3 Advanced K-3	Single Track Three Track - A Four Track - C	Three Track - B,C Four Track - A,B,D
	Wilshire Grand	New K-3 Advanced K-3 Mastery K-3	None		
	Burbank Hilton	New K-3 Advanced K-3 Mastery K-3	None		
September 15-19	Wilshire Grand	New K-3 Advanced K-3 Mastery K-3	None	Three Track - B Four Track - C	Single Track Three Track - A,C Four Track - A,B,D
	Omni Hotel	Mastery II K-2	New K-3 Advanced K-3		

*June 23 is a pupil free day on the Single Track calendar. Teachers are in paid status. Teachers attending this week will be paid one day by the District (regular salary) and \$400 by the Governor's Reading Initiative. Teachers attending on the Pupil Free Day must have their principal's approval.