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*English Learner Specialist*  
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Audrey Wu



# The E-Mail

August 2003

## Superintendent's Message

Ah, summertime! A time for relaxation and rejuvenation. A time to escape the pressures and demands of the job and jet off to some exotic and wonderful vacation spot...unless you work for LAUSD! What happened to those carefree days of summer? Periodic assessments, new computers and scanners, Red Team, Single Plan (single but gargantuan) training, training, training...That's what!

And in spite of it all, because of your expert planning and foresight, the school year has gotten, or will soon get, off to a great start. Please remember that Local District E staff members are here to serve you and do not hesitate to call upon us should the need arise.

## Focus on Literacy

### Elementary

**Half-Day Literacy Coach Meeting Cancelled** – The half-day Literacy Coach meeting scheduled for Thursday, August 21, 2003 has been **cancelled**. Selected coaches will be invited to attend half-day meetings for additional training and Reading First Implementation. Principals and coaches will be advised of attendance via school mail.

**Six Step Process for OCR Assessments** – Coaches have recently received training on *A Six Step Process for the Administration and Use of OCR Assessments*. This year, teachers are encouraged to preview the unit assessment in grade level teams before beginning instruction in a new unit to discuss areas of focus as well as strategies for instruction.

- At the beginning of the six week period, teachers should peruse the items on the assessment, identify standards being taught, correlate them with lessons in teachers' editions, and collaborate on best practices to be used.
- After the perusal, booklets should be collected from the teachers and stored by the coach in a secure location until 2 to 3 days prior to administering the assessment.

**Field Test Year for OCR Writing Prompts and Rubrics** – The OCR writing prompts are being field tested this year. As the year progresses, updates and revisions for various grade levels will be posted on the District E Literacy Coach website- [http://www.lausd.k12.ca.us/district\\_e/resources/elementary\\_literacy.htm](http://www.lausd.k12.ca.us/district_e/resources/elementary_literacy.htm). In addition, District E schools will have an opportunity to submit anchor papers for Unit 3 Performance Assignments. If you are interested in submitting student papers for consideration, please call Debbie Dillard at (323) 932-2282.

## Focus on Literacy (continued)

### **Secondary**

**Secondary Literacy Cadre** – For the 2003-2004 school year, Local District E's Secondary Literacy Cadre will be functioning as part of each school site's professional development leadership team. In the ensuing months, the cadre will work on three key areas: instructional leadership, closing the achievement gap, and standards-based education. Key texts which will guide and inform our work beginning in October will be *Understanding By Design* by Wiggins and McTighe, and *Classroom Instruction That Works* by Marzano.

**LANGUAGE! Trainings** – Five-day trainings for teachers new to LANGUAGE! are being offered at the Wilshire Grand Hotel from 8:00a.m. to 3:00 p.m. on the following dates: August 4<sup>th</sup> – 8<sup>th</sup> and August 18<sup>th</sup> – 22<sup>nd</sup> for single and A tracks, September 22<sup>nd</sup> – 26<sup>th</sup> and October 20<sup>th</sup> – 24<sup>th</sup> for A-D tracks. Please register online at [www.csbe.ca.gov](http://www.csbe.ca.gov). For further information, please contact Ursula Rosin at (323) 932-2280 or via email at [Ursula.rosin@lausd.net](mailto:Ursula.rosin@lausd.net).

## Focus on Math

**Mathematics Quarterly Assessments** – Quarterly assessments will be scored using a scanner and computer! All schools have received or will be receiving a computer and scanner for the Quarterly District-wide Mathematics Assessments. The training will consist of four parts. Year Round schools have completed Part 1. Part 2 is for Coaches only. Part 3 will take place on August 13 (Principals, Coaches, Dept. Chair). Plans for Part 4 are still in the planning stages.

### **Number of instructional minutes for Elementary Mathematics:**

| <u>Grade Level</u> | <u>Four Track Calendar</u> | <u>Three Track Calendar</u> |
|--------------------|----------------------------|-----------------------------|
| Kindergarten       | 30 minutes daily           | 33 minutes daily            |
| 1-2                | 50 minutes daily           | 57 minutes daily            |
| 4-5                | 60 minutes daily           | 67 minutes daily            |

### **Mathematics Quarter 1 Assessments Testing Dates**

Year Round Schools: Concept 6 Tracks B and C: August 18-20  
90/30 Tracks B and D: August 25-27  
Single Track Schools: November 3-5

**Mathematics Instructional Guides** – All schools should have received the new Mathematics Instructional Guides. Schools without coaches will receive training on the new Instructional Guide – call Bea LaPisto at (323) 932-2629 for available dates.

**Additional Salary Points and Stipends** – Teachers (elementary and secondary) can receive pay and points for taking the LUCI Math classes during off-track and after school time. Teachers may register online at [www.lucimath.org/registration.html](http://www.lucimath.org/registration.html)

**Math Coach Applications** – Applications are still being accepted for Elementary and Middle Schools. Please call Bea LaPisto at (323) 932-2629 for more information/application.

## English Learners

**High Point Professional Development** – As per Memorandum No. M-61, all secondary teachers of ESL courses are required to participate in either a five-day Governor's Reading Institute (new teachers) or a two-day District workshop (continuing ESL teachers). This professional development is mandated by the District Secondary Literacy Plan. The LACOE Training in August is an additional High Point session that is not mandatory.

**Budget Waiver Requests** – At the budget planning meetings in May/June 2003, many schools left those sessions with the impression that the verbal waiver request was sufficient to have the waiver in place. This is not the case. If your school does not have the written documentation on file, the waiver request is non-existent. Even if a budget waiver request was submitted, the reason for the request has to align to the guidelines set forth in Memorandum No. M-56.

**CELDT** – Certificated staff must receive a 6-hour training before they can administer the CELDT test. Look for revised scoring tables and proficiency level descriptors from the Student Testing Unit soon.

**“Foro Abierto” Workshops** – Schools offering Waiver to Basic and Dual Language classes, must send teachers to “Foro Abierto” three-day workshops. Off-track teachers will be paid a stipend of \$100 per day. There is a workshop for traditional calendar administrators on August 20, 2003. Please refer to Memorandum No. M-2 dated July 7, 2003.

**Changes to the Reclassification Process for Secondary Schools** – Please refer to Memorandum No. 239 “Reclassification of ELs, Secondary Schools,” dated July 14, 2003, for changes to the reclassification process.

1. A grade of C or better in both English, or ESL  $\frac{3}{4}$  and Math and
2. Performance in California Standards Test at the Basic, Proficient, or Advanced levels.

Memorandum No. 239 can be found at [lausd.net](http://lausd.net) – Administrative Notebook

**Budget Adjustments** – Budget adjustments for categorical programs must first be sent to Sandra Caukin or Sue Florindez; if the adjustments are approved, they are forwarded to fiscal for processing. Remember the School Site Chairperson must sign the adjustment and the CEAC or ELAC must be consulted, or the adjustment will not be approved. This consultation needs to be documented in the minutes of the particular advisory council. The budget discussion could be on the monthly advisory council agenda as a safeguard to deal with possible budget adjustments.

If you have any questions or concerns, please call Sue Florindez (323)932-2644.

## Beginning Teacher Support and Assessment (BTSA)

Please submit the names of any probationary teachers you have on staff to Cathy Armstrong (323) 932-2264. It is our goal that all eligible BTSA candidates are matched with a support provider trained in CFASST (California Formative Assessment and Support System for Teachers) in a timely manner. The Local District E BTSA Kickoff meeting will be held on September 25, 2003.

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## Specialty Funded Programs

**Council Orientations and Elections for Year-Round Schools** – Please call to schedule your orientations and elections for School Site Council (SSC), Compensatory Education Council (CEAC), and English Learner Advisory Council (ELAC). Year-round school councils must be in place by the end of August. For assistance, please call Jose Franco at (323) 932-2631.

**School-wide Title I (SWP)** – Targeted Assistance Schools who are interested in becoming School-Wide Title I schools are invited to attend an informational meeting at Specialty Funded Programs on August 19, 2003 from 9:00 to 10:30 a.m.. Please call Audrey Wu at (323) 932-2642 for more information.

## Special Education

### **Intersession for Students with Disabilities at Multi-Track Schools**

- Schools are reminded that intersession must be provided for students with disabilities as indicated on their IEP's.
- Intersession dates should correspond with the dates provided in the *Policies and Procedures for Intersession Manual*.
- Any changes in dates must be requested in writing and receive approval from the Special Education Coordinator.

A list of students requiring transportation must be submitted to District E Special Education two weeks prior to intersession.

**Memorandum No. 256, School Self Review Checklist, Students With Disabilities, 2003-2004, July 18, 2003** – The requirement to complete the checklist applies to: early education centers, primary centers, elementary schools, middle schools, senior high schools, magnet schools, charter schools, and continuation high schools. Send completed form to Special Education, Local District E, and retain a copy at school site for CCR and DVR site reviews.

**Memorandum No. 162, Class Size Norms and Trainee/Assistant Assignments in Special Education Programs, July 1, 2003** – RSP assistant/trainee positions are designated as five-hour positions. Special Day Class assistant/trainee positions are designated as six-hour positions. Special education class size norms are found in Attachment A. Attachment C is the new SE64 form Request for Personnel.

## Elementary Science Cadre

Local District E is providing support for the teaching and learning of science through an Elementary Science Cadre. At our July meeting we focused on deepening the understanding of the science content standards in grades four and five. Our next work is to create pacing guides and to expand conceptual understandings in science through a review of the California State Science Framework. Single Track principals are reminded to select one fourth-grade and one fifth-grade teacher to become Elementary Science Cadre members. Please FAX the names to Gracie Aldays at 323-932-2114 by August 22, 2003.

## Meetings and Events

| ADMINISTRATOR MEETINGS                         | DATE AND TIME                                                                       | LOCATION                                                         | PARTICIPANTS                                                                                               |
|------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| Principals' Professional Development           | Wednesday<br>August 13, 2003<br>8:00 a.m. – 12:00 p.m.<br><br>1:00 p.m. – 4:30 p.m. | Wyndham Bel Age Hotel                                            | Single-Track Principals<br>("Catch-up" Meeting)<br>Year-Round Principals (Math Training)<br>All Principals |
| Assistant Principals' Professional Development | Thursday<br>August 14, 2003                                                         | Glendale Hilton Hotel                                            | Single Track Assistant Principals                                                                          |
| Superintendent's Kick-off                      | Wednesday<br>August 20, 2003                                                        | Los Angeles Convention Center                                    |                                                                                                            |
| GENERAL MEETINGS                               | DATE AND TIME                                                                       | LOCATION                                                         | PARTICIPANTS                                                                                               |
| Elementary Literacy Coach Meeting              | Thursday<br>August 7, 2003<br>8:00 a.m. – 4:00 p.m.                                 | Wilshire United Methodist Church: 4350 Wilshire Bl. LA, CA 90010 | All District E Elementary Literacy Coaches                                                                 |
| CEAC/ELAC Parent Representative Meeting        | Thursday<br>August 7, 2003<br>9:00 a.m. – 12:00 p.m.                                |                                                                  | CEAC and ELAC Parent Representatives                                                                       |
| Secondary Literacy Coach Meeting               | Monday<br>August 11, 2003<br>8:00 a.m. – 3:00 p.m.                                  | Local District E Small Conference Room                           | Secondary Literacy Coaches                                                                                 |
| Math Training                                  | Thursday<br>August 14, 2003<br>7:30 a.m. – 3:00 p.m.                                | Glendale Hilton Hotel                                            | B and C Track 7 <sup>th</sup> Grade Math Teachers                                                          |
| Math Coach Professional Development            | Friday<br>August 15, 2003<br>7:30 a.m. – 4:00 p.m.                                  | Local District E Conference Room                                 | All Math Coaches                                                                                           |
| Math Training                                  | Thursday<br>August 21, 2003<br>8:00 a.m. – 4:00 p.m.                                | Assistance League of Southern California                         | Middle and High School A Track Math Teachers and ½ C Track Math Teachers                                   |
| Math Training                                  | Tuesday<br>August 26, 2003<br>8:00 a.m. – 4:00 p.m.                                 | Assistance League of Southern California                         | Middle and High School Single Track Math Teachers and ½ C Track Math Teachers                              |
| EL Coordinators' Meeting                       | Thursday<br>August 28, 2003<br>8:00 a.m. – 4:00 p.m.                                | Local District E Conference Room                                 | All EL Coordinators                                                                                        |

## Due Dates

| What's Due                                                                                             | To Whom                                   | When                                                                           |
|--------------------------------------------------------------------------------------------------------|-------------------------------------------|--------------------------------------------------------------------------------|
| Memorandum No. 256, School Self Review Checklist, Students With Disabilities, 2003-2004, July 18, 2003 | Local District E Special Education Office | August 15, 2003 – Multitrack Schools<br>October 2, 2003 – Single Track Schools |