

Interim Superintendent

Dr. Edgar Seal

Directors, School Services

Linda Del Cueto – SH

Philip R. Saldivar – SH

Larry Tash – MS

Maureen Diekmann – ES

Lucky Hemphill – ES

*Director, Planning and
Curricular Paths*

James Kodani

Staff Relations Coordinator

Myra Fullerton

*Director, Instructional Support
Services*

Jan Pickett

Administrators

Isa Martinez

Roberto Martinez

Reading Coach Expert

Beth Harker

Secondary Literacy Coordinator

Ursula Rosin

Mathematics Coordinator

Bea LaPisto

Title IX and Assessment

Eloisa V. Marquez

Special Education Coordinator

Pat Trenhaile

Psych. Services Coordinator

Tina Saunders

PSA Coordinator

Nathana Schooler

Early Education Coordinator

Linda Schwartz

English Learner Specialist

Sue Florindez

Specialists

William Bertrand

Katherine Choe

Delia Estrada

Janette Tovar

Audrey Wu

Thomas Yee

Experts

Esther Benjamins-Gass

Michael Fahy

Alicia Moran



The E-Mail

January 2004

Superintendent's Message

At this time of the year we often take a moment to formulate some resolutions which we will then attempt to live by for the remainder of the year. As you think about your resolutions, I encourage you to join me in resolving to continue to make decisions in the best interest of students, to use assessment to inform instruction, and to bring greater emphasis on science instruction. I invite all secondary personnel to delve deeper into the concept of small learning communities. Lastly, while implementation of the reading program in our elementary schools has been strong, let's see if we can't make it even stronger. Happy New Year!

Focus on Literacy

Elementary

Literacy Coach Meeting – The full-day Literacy Coach Meeting is scheduled for Thursday, January 15, 2004. The meeting will be at the Wilshire United Methodist Church.

Reading First Coaches' Institutes – The following dates have been scheduled for Reading First Coaches to attend 2-day professional development: January 20-21, 2004 at the Downtown Marriott Hotel.

Reading First Action Seminar – This monthly meeting for principals, assistant principals, and literacy coaches is scheduled for January 29, 2004 at Lockwood Elementary. Reading First Leadership Teams may register online at <http://sib.lausd.net/drp> and click on the Administrators tab.

OCR Writing Prompts and Rubrics – Literacy coaches are to submit anchor papers for Grade 3, at the end of each unit. This would include the highest example of a 1, 2, 3, and 4. 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 at http://www.district-e.lausd.net/elementary_literacy.htm

Secondary

Language! Governor's Institute – Central Office has just announced a new 5-Day Language! Governor's Institute/New Teacher training, which will be held at the Wilshire Grand Hotel. The Institute will take place February 9-13, 2004, and registration will be available online at the www.csbe.ca.gov. Please contact either Esther Gass (esther.gass@lausd.net) or Michael Fahy (michael.fahy@lausd.net) for further information. They can also be reached at (323) 932-2626.

Focus on Math

Standards-based Promotion Policy for Grades 4, 5, and 8 Reminder – Elementary and secondary schools should be offering Math classes during intersession/summer school. This will also meet the retention criteria for the Standards-Based Promotion policy for grades 4, 5 and 8. Central is developing a Mathematics Intervention Program for Grades 4, 5 and 8 that should be ready by May. Students who do not meet the math criteria for promotion are mandated to attend intervention and will be retained unless the classroom teacher determines retention is not appropriate. During the retention year, students will participate in on-going interventions and attend summer school/interventions during their off-track time.

LUCI classes through UCLA – Teachers (elementary and secondary) may receive pay and points for taking the LUCI Math classes – register now as funding is due to run out at the end of June, 2004. Teachers may register online at www.lucimath.org/registration.html

Mathematics Quarter 2 Assessment Testing Dates:

Single Track Schools: Secondary – January 26-28

Elementary – February 9-11

Mathematics Instructional Guides – Instructional Guides are available online at the LAUSD website under References.

ETS/Edusoft Mathematics Assessment – The Instructional Tool is available on the website. See your Math Coach or Math Contact regarding how to access the information.

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

English Learners

Information on SB 395 Training – There are various workshops offered by some school districts in Los Angeles County. These trainings begin in January, February, or March. Please contact Sue Florindez for more information.

Reminder about Parental Exception Waivers – Parents are to be given the opportunity to seek a Parental Exception Waiver for their children to receive an Alternative Program that is not taught “overwhelmingly in English.” This has been the law since passage of Proposition 227 in June of 1998, and it is part of the Ed. Code.

Initial CELDT Results, July-September, 2003 – Schools are now receiving results for initial CELDT tests administered this school year. Two copies of the CELDT Student Proficiency Level are provided for each student; one stays in the cum and the other is for conferencing with parents. CELDT labels are also provided for each student; one label is to be attached to the permanent cumulative record, and the other goes on the testing insert (gray card). For more information, consult Memorandum 679 dated December 8, 2003, which can be found on the Administrative Notebook. It would be appropriate at this time to distribute the Parent Notification of Language Test Results and Confirmation of Program Placement.

If you have any questions regarding the EL Program at your school, please call Sue Florindez at (323) 932-2644.

Categorical Programs

Title 1/SI /EL Coordinators – The regular monthly Coordinators Meeting on January 22nd is cancelled. However, on that date there will be a voluntary meeting for new coordinator support. More information is forthcoming. Please call Audrey Wu at (323) 932-2642, if you have any questions or concerns.

Special Education

Placement Policy – The Local District E Special Education Office determines placement for Special Education Students. If an IEP is scheduled and there is a possibility the student will need a placement other than the current school of attendance, contact Gayle Glazer, District E Placement Specialist prior to the IEP to determine appropriate placements that are available. Do not send parents to another school to visit potential programs. Call Pat Trenhaile (323) 932-2155 if you have any questions regarding this policy.

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. The intersession dates for Severely Disabled are January 5 to January 26 (15 days). The Non-Severely Disabled dates are from January 5 to February 2 (20 days). The type of class (Severe or Non-Severe) determines the length of the intersession.

Gifted/Talented and SAS Programs

Gifted and Talented and SAS Coordinators' Meeting – The next meeting is scheduled for Wednesday, February 4th at the Local District E Conference Room, 1:30 – 3:30 p.m.

Local School Proposals – Congratulations! All Local School Proposals submitted to Local District E for Gifted/Talented Programs have been approved.

Budgets for Screening Programs: *Potentially Gifted/Talented Students in the Primary Grades K-3 and Able Underachieving Students from Diverse Backgrounds* – The District Office of Gifted/Talented Programs anticipates that schools that have turned in budget worksheets for screening programs can expect to have their funds (\$800 for each screening program) by the end of January, 2004.

Local School Budgets – Schools were given 75% of their allocation for their gifted/talented programs last spring for the 2003-04 school year. During the fall, schools would have received the remaining 25% of their budget; unfortunately, the District is withholding the remaining funds due to our state's budget crisis.

Gifted/Talented Conference – Thank you to all the teachers, coordinators, administrators, and parents who attended the 30th Annual Gifted/Talented Conference in December at the Los Angeles Convention Center. It was wonderful to see so many Local District E participants! The next major gifted conference, *Gifted Learners the Magic of the Mind*, sponsored by the California Association for the Gifted (CAG) is scheduled for February 27-29, 2004, at the Anaheim Convention Center. Registration deadline is January 30, 2004.

Verification Process for Gifted/High Ability Magnet Centers – Please refer to Memorandum No. MEM-618 for information regarding the verification process and a local school's responsibility in the verification process.

If you have any questions or concerns about the Gifted/Talented or SAS Programs, please contact Katherine Choe at (323) 932-2127 or via e-mail at katherine.choe@lausd.net.

Testing

Updating SIS to prepare for Spring Testing – Reference guides for Elementary, Middle and High Schools are available through the Administrative Notebook. Principals and Testing Coordinators should read their respective reference guide thoroughly since data input and compliance with deadlines can affect the API and AYP for their school and District. Due Dates for certain data begin as early as January 13, 2004.

- REF-673 Elementary, December 8, 2003
- REF-674 Middle Schools, December 8, 2003
- REF-675 High Schools, December 8, 2003

Key Links Test Preparation Material – LAUSD Testing Warehouse has a limited supply of Key Links test preparation material available on a first-request-first-serve basis. Please refer to MEM-633, Key Links Distribution, December 15, 2003 for ordering information. Material is available for Grades 1-6 Reading/Math and Grades 9-12 Reading/General Math/Algebra/Geometry. Requests are due by Friday, January 16, 2003.

Parents

LDE ELAC & CEAC Monthly Meetings – Please note that Burbank Middle School is our new meeting location. School administrators must provide transportation, if necessary, to make sure that ELAC and CEAC representatives attend the Local District Advisory Meetings scheduled for the first Thursday of every month. Please note that the January meeting will be held on January 8, 2004.

CHOICES Application – During the first week of December, CHOICES (OPCIONES) applications were mailed to the homes of all K-11 students presently enrolled in LAUSD schools. Parents may apply for Magnet, PWT, and Public School Choice Programs (NCLB requirement) through the CHOICES application. Schools received blank applications during mid December. Applications must be postmarked by **January 23, 2004**. Schools may refer to Memorandum No. MEM-567, CHOICES Timeline, 2004-2005, November 17, 2003, to request additional applications.

High School Issues

Student Body Finance Reports – Student Body Financial Quarterly Report is due to Student Body Fiscal Services Branch by January 16, 2004. Please refer to Reference Guide NO. 522 Calendar of Student Body Finance Reports-Fiscal Year 2003-2004, September 24, 2003 for more information on this and other financial reports that are due in January.

UC Course List – Please refer to Memorandum NO. MEM 692, Revising the School's UC Course List, December 15, 2003 for new procedures on having your college courses approved by UC. Following the established procedures will ensure that your students' chances for admission to UC are not hindered.

Meetings and Events

ADMINISTRATOR MEETINGS	DATE AND TIME	LOCATION	PARTICIPANTS
Administrators' Professional Development	Wednesday January 14, 2004 8:00 a.m. – 11:30 a.m.	Assistance League of Southern California	All Principals
Elementary Assistant Principals' Professional Development	Thursday January 15, 2004 1:00 p.m. – 4:30 p.m.	Assistance League of Southern California	All Elementary Assistant Principals
Content Literacy Strategies Overview	Wednesday January 21, 2004 8:00 a.m. – 3:00 p.m.	TBA	Selected Secondary Administrators
Secondary Literacy Cadre – English Language Arts and History/Social Science Assistant Principals' Meeting	Wednesday January 21, 2004 8:00 a.m. – 3:00 p.m. 1:00 p.m. – 4:30 p.m.	Assistance League of Southern California	Assistant Principals supervising these content areas, and Content Cadre Members
Secondary Literacy Cadre – Mathematics and Science Assistant Principals' Meeting	Thursday January 22, 2004 8:00 a.m. – 3:00 p.m. 1:00 p.m. – 4:30 p.m.	Assistance League of Southern California	Assistant Principals supervising these content areas, and Content Cadre Members
PART Training	Wednesday, Thursday, and Friday January 28 - 30, 2004 8:00 a.m. – 3:00 p.m.	TBA	Special Education Teachers and Administrators
GENERAL MEETINGS	DATE AND TIME	LOCATION	PARTICIPANTS
Elementary Literacy Coach Meeting	Thursday January 15, 2004 8:00 a.m. – 3:00 p.m.	Wilshire United Methodist Church	Elementary Literacy Coaches
Special Education Monthly Update	Thursday January 15, 2004 1:00 p.m. – 3:00 p.m. and 3:00 p.m. – 5:00 p.m.	Local district E Conference Room	RST/SDC Teachers
Math Coach Professional Development	Friday January 16, 2004 7:30 a.m. – 4:00 p.m.	Local District E Conference Room	All Math Coaches
Secondary Literacy Cadre – English Language Arts and History/Social Science	Wednesday January 21, 2004 8:00 a.m. – 3:00 p.m.	Assistance League of Southern California	Assistant Principals supervising these content areas, and Content Cadre Members
Secondary Literacy Cadre – Math and Science	Thursday January 22, 2004 8:00 a.m. – 3:00 p.m.	Assistance League of Southern California	Assistant Principals supervising these content areas, and Content Cadre Members
Suspensions and Expulsions for Special Education Students	Monday January 26, 2003 8:00 a.m. – 12:00 p.m.	Local district E Conference Room	Secondary Deans and Administrators
Voluntary Title I and Bilingual Coordinators' Meeting	Thursday January 22, 2004	Local District E Conference Room	New Coordinators only – RSVP required
Behavior Intervention Case Manager	Thursday and 2 Fridays January 22 and 23, 2004 and February 6, 2004	TBA	School sites select designated participants

Meetings and Events

GENERAL MEETINGS	DATE AND TIME	LOCATION	PARTICIPANTS
Dr. Ellis Content Literacy Strategies	Thursday and Friday January 22 and 23, 2004 8:00 a.m. – 3:00 p.m.	TBA	Selected Secondary Teams
Suspensions and Expulsions for Special Education Students	Monday January 26, 2003 8:00 a.m. – 12:00 p.m.	Local district E Conference Room	Secondary Deans and Administrators
PART Training	Wednesday, Thursday, and Friday January 28, 29, and 30, 2004 8:00 a.m. – 3:00 p.m.	TBA	Special Education Teachers and Administrators
CO-teaching Focus Group	Thursday January 29, 2004 3:00 p.m. – 5:00 p.m.	Buchanan Elementary School	Special and General Education Teachers interested in the Collaborative Model