

Superintendent

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Philip R. Saldivar – SH
Larry Tash – MS
Maureen Diekmann – ES
Lucky Hemphill – ES

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James Kodani

Staff Relations Coordinator
Myra Fullerton

*Director, Instructional Support
Services*
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Isa Martinez
Roberto Martinez

Reading Coach Coordinator

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
Esther Benjamins-Gass
William Bertrand
Katherine Choe
Delia Estrada
Alicia Moran
Janette Tovar
Audrey Wu
Thomas Yee



The E-Mail

November 2003

Welcome

Local District E welcomes Dr. Edgar Seal as interim Superintendent. We look forward to working with him as we continue to improve student achievement in District E!

In this month of Thanksgiving, the staff of Local District E is grateful for the opportunity and privilege to work with the best school teams in all of LAUSD. Have a Happy Thanksgiving!

Focus on Literacy

Elementary

Textbook Verification – Please verify, with Literacy Coaches, that every student has the core Open Court Reading (OCR) materials in all classrooms. If new classes have been added to schools, we must make certain that they have the appropriate OCR materials. If you need additional funding, please contact your Director for assistance.

Periodic Writing Assessments – The writing assessments in Open Court Reading will now be referred to as the Periodic Writing Assessments (PWA). A question and answer sheet regarding all of the Periodic Writing Assessments will be forthcoming next week. The Periodic Writing Assessments have been approved by the District Reading Program and the Standards-Based Assessment Department. Literacy Coaches and Standards-Based Assessment Coordinators will attend the Periodic Writing Assessment Informational meeting on Thursday, November 6, 2003 at the Assistance League.

Reading First Two Day Coach Institute – A two day Reading First Institute will be held on November 4th and 5th at the Wilshire Grand. Reading First Literacy coaches have been pre-registered for the training. Attendance is mandatory.

Verification of Training for Reading First Professional Development –

Verification of training for all kindergarten through third grade teachers is due on November 20, 2003. Literacy Coaches will assist with the completion of the verification forms for all K-3 teachers. Please feel free to contact Terin Ngo at (323) 932-2248 for additional assistance.

Secondary

Secondary Literacy Cadre – The cadre met on Wednesday, October 15th for English Language Arts and Social Science members and on Thursday, October 16th for Math and Science. We used the strategy of “text preview” to gain some background information on our text Understanding By Design by Wiggins and McTighe. This text as well as Classroom Instruction That Works by Robert Marzano will be used at ensuing cadre meetings to deepen our understanding of standards-based lesson design, backward planning, and the effective use of content literacy strategies.

Focus on Literacy (continued)

We also examined the theoretical underpinnings of the concept of “scaffolding”, and the strategy “Concept/Definition Mapping” was used as an example of how to scaffold vocabulary. Cadre members are prepared to share their learning with their departments and backward planning and scaffolding strategies should become evident in classrooms. Our next meetings will be on Wednesday, November 19th for E/LA and Social Science, and Thursday, November 20th for Math and Science.

LANGUAGE! and High Point Follow-up Sessions – To register for follow-up sessions for either LANGUAGE! or *High Point*, register online at <http://sib.lausd.net/drp>. Dates are available from now until April of 2004. See the website for details. For further information, please contact Ursula Rosin at (323) 932-2280 or via email at ursula.rosin@lausd.net

High Point – The assessments that are part of the High Point ESL program will be used for program placement. Teachers must use the assessments to make instructional decisions.

Focus on Math

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:

Year Round Schools:	Concept 6 Tracks A/B – December 15-17
	90/30 Tracks A/B/C – December 15-17
Single Track Schools:	Secondary – January 26-28
	Elementary – February 9-11

Instructional Guides – Instructional Guides should be available online by the end of November.

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

Master Plan Survey Training for Secondary Schools – Sessions will be held on Wednesday, November 5 at Griffith Middle School Auditorium (District H) at 1:30 p.m. Survey materials and instructions will be distributed at this meeting. This will be the only training for secondary schools in the district.

Master Plan Survey Training – Training for Elementary Schools will be held on Friday, November 7, at 8:00 a.m. in the District E Conference Room. Please send your EL Coordinator or a designee to be trained and to pick up survey materials.

Title III Budget Worksheets – These worksheets were due October 30. If you have not yet submitted your budget worksheet to Sue Florindez, please do so. You are required to consult with teachers and parents of English Learners (ELAC) in the use of these funds.

Specially Funded Programs

Title I Identification Roster – All Targeted Assistance Schools (TAS) must use multiple assessments to identify eligible Title I students for services. Please follow the guidelines in *Reference Guide No. 500 (Rev.) Guidelines and Procedures for Identifying Title I –Eligible Students*. Should you need help in this process, please call Audrey Wu at (323) 932-2642.

Specialty Funded Programs (continued)

High Priority Schools Grant Program (HPSG) Cohort 2 and 3 of the Immediate Intervention Underperforming Schools Program (II/USP) – Identified schools that have not yet submitted the SB 1X budget worksheet with budget justification page, sign-in sheet, and agenda to indicate communication was held with the appropriate council must do so immediately. Please submit to Audrey Wu at Local District E.

End-of- Year Reports (EOY) Draft – Schools with the High Priority Schools Grant Program (HPSG)/ Immediate Intervention Underperforming Schools Program (II/USP) are required to complete End-of-Year Reports (EOY). While the EOY will be entered online to the California Department of Education (CDE) by individual schools sometime in mid November, a draft copy is due to Audrey Wu by November 10, 2003.

Psychological Services

Behavior Reduction Procedure

When behavior-related incidents rise, experts say, implement a behavior reduction procedure. The following information is taken from Eric Hartwig, an administrator of Pupil Services with Marathon County Schools:

1. **Direct Intervention:** Specify clear behavioral objectives.
2. **Make selections based on assessment of controlling variables:** Remove the reinforcer maintaining the mal-adaptive behavior.
3. **Change the value of reinforcers:** Identify as many reinforcers as possible, so when one loses its value to a student, you can switch to another.
4. **Address setting:** What are ways you can change context to make problem behavior unnecessary?
5. **Address replacement behaviors:** What can be done to increase behavior or teach a replacement?
6. **Define consequences:** What should happen when problem behaviors and replacement behaviors occur?

Gifted/Talented and SAS Programs

Schools for Advanced Studies (SAS) – The following forms: *Program Implementation*, *Budget Summary*, *Instructional Materials*, and *Demonstration Site Visitation* are due by Friday, November 21st. Please send original forms through school mail to Katherine Choe, Local District E, Suite 204. Send a set of copies to Sheila Smith, G/T District Coordinator, Beaudry Building, 16th Floor.

Gifted/Talented Budget Worksheets – Schools implementing a screening program at their school site for either potentially gifted/talented students in the primary grades (K-3) or gifted/talented able underachieving students from diverse backgrounds should submit their budget worksheet(s) by Friday, November 21st. Please send the original worksheet(s) to Katherine Choe, Local District E, Suite 204.

Gifted Talented Conference – LAUSD, Professional Advocates for Gifted Education (PAGE), and the California Association for the Gifted (CAG) are sponsoring the 30th Annual City/County Conference, *Talent Comes In Many Guises!*, a one-day conference on gifted/talented education. The conference will be on Saturday, December 13th, 8:30am-2:05pm, at the Los Angeles Convention Center. Early bird registration must be postmarked by November 28th.

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.

Reminder

CTAP² Certificated Staff Online Survey – [Bulletin No. K-33](#) requires that district certificated staff must complete the proficiency assessment and technology use components of the online survey. Issued March 14, 2003, adequate time has been given for schools to be in compliance with state requirements. Bulletin M-150 was issued in the beginning of October to remind schools of this survey. The deadline for completion is **December 31, 2003**. To access and complete the survey, visit the following web address: <http://ctap2.iasessment.org>

Due Dates

What's Due	To Whom	When
HPSG/IIUSP End-of-year Report draft	Audrey WU	November 10, 2003
Differential Rosters	Master Plan Verification Unit	November 14, 2003
SAS Program Implementation, Budget Summary, Instructional Materials, and Demonstration Site Visitations	Katherine Choe	November 21, 2003
Title I Identification Roster	Audrey Wu	December 12, 2003

Meetings and Events

ADMINISTRATOR MEETINGS	DATE AND TIME	LOCATION	PARTICIPANTS
Reading First Action Seminar	Thursday November 6, 2003 3:00 p.m. – 6:00 p.m.	Assistance League of Southern California	Reading First Schools Leadership Teams
ELA Instructional Guide Module 2 Training	Friday November 7, 2003 8:00 a.m. – 2:30 p.m.	Glendale Hilton Hotel	Single Track Middle School Principals or Assistant Principals who supervise ELA
Principals' Professional Development	Wednesday November 12, 2003 8:00 a.m. – 4:30 p.m.	Assistance League of Southern California	All Principals
Elementary Assistant Principals' Professional Development	Thursday November 13, 2003 8:00 a.m. – 10:30 a.m.	Assistance League of Southern California	Elementary Assistant Principals
Secondary Literacy Cadre Meeting – English Language Arts and Social Studies	Wednesday November 19, 2003 8:00 a.m. – 3:30 p.m.	TBA	Assistant Principals supervising these content areas, and Content Cadre Members
Secondary Literacy Cadre Meeting – Math and Science	Thursday November 20, 2003 8:00 a.m. – 3:00 p.m.	TBA	Assistant Principals supervising these content areas, and Content Cadre Members
ETS/Edusoft Mathematics Assessment Training	Monday November 24, 2003 8:00 a.m. – 12:00 p.m.	Assistance League of Southern California	Single Track Principals
GENERAL MEETINGS	DATE AND TIME	LOCATION	PARTICIPANTS
Gifted/Talented and SAS Coordinators' Meeting	Wednesday November 5, 2003 1:30 p.m. – 3:30 p.m.	Local District E Conference Room	Gifted/Talented and SAS Coordinators
Master Plan Training	Wednesday November 5, 2003 1:30 p.m. – 3:30 p.m.	Griffith Middle School Auditorium	Secondary EL Coordinators or Designees
Performance Assignment Training	Thursday November 6, 2003 8:00 a.m. – 3:30 p.m.	Assistance League of Southern California	Elementary and Middle School SBAC's and Literacy Coaches
Reading First Action Seminar	Thursday November 6, 2003 3:00 p.m. – 6:00 p.m.	Assistance League of Southern California	Reading First Schools Leadership Teams
Too Good For Drugs Training	Friday November 7, 2003 8:00 a.m. – 3:00 p.m.	Assistance League of Southern California	Elementary HEP Coordinators or Designees
ELA Instructional Guide Module 2 Training	Friday November 7, 2003 8:00 a.m. – 3:00 p.m.	Glendale Hilton Hotel	Single Track Middle School English Teachers
Master Plan Training	Friday November 7, 2003 8:00 a.m.	Local District E Conference Room	Elementary EL Coordinators or Designees
Middle School Coaches Meeting	Thursday November 13, 2003 8:00 a.m. – 12:00 p.m.	Local District E	Middle School Literacy Coaches

Meetings and Events

GENERAL MEETINGS	DATE AND TIME	LOCATION	PARTICIPANTS
Co-teaching Focus Group	Thursday November 13, 2003 3:00 p.m. – 5:00 p.m.	Cheremoya Elementary School	Special and General Education Teachers
Elementary Literacy Coach Meeting	Thursday November 13, 2003 3:00 p.m. – 5:00 p.m.	Local District E Conference Room	Elementary Literacy Coaches
Math Coach Professional Development	Friday November 14, 2003 7:30 a.m. – 4:00 p.m.	Local District E Conference Room	All Math Coaches
ITP Training	Wednesday November 19, 2003 3:00 p.m. – 5:00 p.m.	Local District E	Special Education Teachers
Secondary Literacy Cadre Meeting – English Language Arts and Social Studies	Wednesday November 19, 2003 8:00 a.m. – 3:30 p.m.	TBA	Assistant Principals supervising these content areas, and Content Cadre Members
Secondary Literacy Cadre Meeting – Math and Science	Thursday November 20, 2003 8:00 a.m. – 3:00 p.m.	TBA	Assistant Principals supervising these content areas, and Content Cadre Members
RSP/SDC Training	Thursday November 20, 2003 1:00 p.m. – 3:00 p.m. or 3:00 p.m. – 5:00 p.m.	Local District E	Special Education Teachers
EL/ Title I/ SI Coordinators' Meeting	Thursday November 20, 2003 1) 7:30 a.m. – 8:30 a.m. 2) 8:30 a.m. – 10:30 a.m. 3) 10:30 a.m. – 12:00 p.m. 4) 1:00 p.m. – 3:00 p.m. 5) 3:00 p.m. – 4:00 p.m.	Local District E Conference Room	1) Elementary: New Coordinator Support 2) Elementary Coordinators' Professional Development 3) Elementary and Secondary Coordinators Update 4) Secondary Coordinators' Professional Development 5) Secondary: New Coordinator Support
Technology Consortium Meeting	Monday November 24, 2003 1:30 p.m. – 3:00 p.m.	Local District E Conference Room	District E Technology Leaders/Coordinators
ETS/Edusoft Mathematics Assessment Training	Monday and Tuesday November 24 and 25, 2003 8:00 a.m. – 3:00 p.m.	Assistance League of Southern California	Single Track Math Coach/Contact Person and Principal (Day 1 only)
Math Buy Back Day Professional Development	Wednesday November 26, 2003 8:00 a.m. – 3:00 p.m.	Assistance League of Southern California	Secondary Single Track Math Teachers are invited to attend