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Mathematics Coordinator
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Early Education Coordinator
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Sue Florindez

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William Bertrand
Katherine Choe
Delia Estrada
Alicia Moran
Janette Tovar
Audrey Wu
Thomas Yee



The E-Mail

October 2003

Superintendent's Message

I felt a chill in the air recently and realized that all was well with the world and autumn had arrived. Then a horrid thought struck me, what if it had nothing to do with the seasons but rather, was a direct effect of the goings on in Sacramento? What if the legislature decided that it would be cost effective to eliminate heat for school districts? As my mind continued to wander, creating more and more terrible scenarios, I was comforted by the realization that no matter what comes down the pike, my principals in Local District E can handle it. Take, for example, District E secondary schools. They are "warming" to the idea of creating small learning communities within their large schools. This is a program whose hour has come – based on data and statistics; there is no other alternative but to move forward.

Now as the days grow shorter and the nights colder, as children look forward to witches' brew and jack-o-lanterns, I think back to times when parents felt safe sending their children to roam the neighborhood trick-or-treating because they knew the members of their community. I take great comfort in the thought that our secondary schools are working toward creating a sense of community reminiscent of neighborhoods of yore where students will be known well and no one will fall through the cracks.

Focus on Literacy

Elementary

Literacy Coach Meeting Date Change- The full-day Literacy Coach meeting scheduled for October 2, 2003 has been rescheduled to Thursday, October 16, 2003. The meeting will be hosted at Luther Burbank Middle School.

Reading First Coaches' Institutes- The following dates have been scheduled for Reading First Coaches to attend 2-day trainings:

November 4-5, 2003 @ Wilshire Grand

January 20-21, 2004 @ Omni/Downtown Marriott

March 23-24, 2004 @ Omni/ Downtown Marriott

AB 75 Training Dates- In response to requests for additional AB 75 training dates, there is now another 5-day AB75 training. The days are designed to provide professional development for new principals and assistant principals in *Open Court* content and instructional leadership strategies. The training, for site-based administrators only, will be on December 1, 2, 3, 4 & 8 at the Wilshire Grand from 8:00 a.m. - 3:00 p.m. The Coach Coordinators in each district have been asked to assist you in identifying which administrators are in need of this professional development. Registration must be completed online at the District Reading Programs registration site <http://sib.lausd.net/drp>

Focus on Literacy (continued)

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. 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.

Secondary

Literacy Cadre – The Literacy Cadre will be meeting on Wednesday, October 15th for English Language Arts and Social Science and on Thursday, October 16th for Math and Science. We will review the article distributed at the August 6th meeting – “Professional Development Is the Job” and continue our work in standards-based lesson design using the text Understanding By Design by Wiggins and McTighe, which will guide and inform our work.

LANGUAGE! Training – A 5-day training for teachers new to LANGUAGE! is being offered on October 20 – 24th (Tracks A-D). Please register online at www.csbe.ca.gov. To register for follow-up sessions for either *LANGUAGE!* or *High Point*, visit <http://sib.lausd.net/drps>. Dates are available from now until April of 2004. Please see the website for details. For further information, please contact Ursula Rosin at (213) 932-2280 or via email at Ursula.rosin@lausd.net or Esther Gass at (323) 932-2626 or via email at esther.gass@lausd.net.

Focus on Math

Mathematics Quarterly Assessments – The assessments will be scored using a scanner and computer! All schools have received a computer and scanner for the Quarterly Districtwide Mathematics Assessments. Single Track schools will be trained in October for Parts 1-3 and November for Part 4.

Mathematics Quarter 1 Assessment Testing Dates:

Year Round Schools: 90/30 Tracks A and C:	October 13-15
Concept 6 Track A:	October 20-22
Single Track Schools:	November 3-5

Mathematics Quarter 2 Assessment Testing Dates:

Year Round Schools: Concept 6 Track C:	October 20-22
90/30 Track D:	October 27-29

Instructional Guide:

The Mathematics Instructional Guide will be available online starting October 15.

Schools without coaches will receive training on the new Instructional Guide. Please call Bea LaPisto at (323) 932-2629 for available dates.

Secondary Year Round Buy Back Math Professional Development:

October 20-21	Assistance League	8:00-4:00
October 24 & 27	Assistance League	8:00-4:00

Additional salary points and stipends for teachers during off track and after school:

Teachers (elementary and secondary) can receive pay and points for taking the LUCI Math classes. Teachers may register online at www.lucimath.org/registration.html

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

English Learners

Title III Funds – Schools recently received new Title III allocations for the 2003-2004 school year; in addition, some schools also had carryovers from 2002-2003. A memo from Rita Caldera, Director of the Language Acquisition Branch, indicated the guidelines to follow for the use of these funds. Along with the memo was a local district budget planning worksheet indicating the total budget available. Schools can include teacher assistant relief at \$10.59/hour X hours, record number 1072, on the budget worksheets (this item was omitted from the original worksheet). Please remember that the ELAC chairperson needs to sign the budget worksheet. If your school has a negative balance, please call your fiscal specialist to determine the reasons. The worksheet is due to Sue Florindez by October 30, 2003.

Master Plan Survey Dates to Remember – The count date will be December 5, 2003. All information in your school's SIS needs to be updated and/or corrected prior to that date. Once schools have received the memorandum, test runs can be generated in preparation for the final print date. More information will be forthcoming as soon as it is available.

CLAD Preparation Classes / BCLAD Examination – Please refer to Memorandum No. MEM-397, dated August 25, 2003, or call Robert Oguro at the Master Plan Teacher Training Program, at (323) 932-2277 for detailed information.

CELDT English Speaker Sample Study – Any school willing to administer this test can receive up to \$1000, depending on the amount of classrooms tested. Call Sue Florindez ASAP.

EL Coordinators – At the Coordinators' meeting on September 25th, the EL coordinators were asked to turn in Master Plan Rosters (elementary) or the FS 16 (secondary) by October 23rd, which is the date of our next Coordinators' meeting. Coordinators will also need to turn in a brief narrative on the EL Programs at your site, by EL compliance items.

High Point Specialist – District E has a new specialist to help with *High Point* implementation. Alicia Moran is available to provide hands-on trainings, staff support, demo lessons, etc. Alicia can be contacted at (323) 392-2664 or via e-mail at alicia.moran@lausd.net.

High Point Follow-Up Professional Development – All ESL teachers who participated in the five-day pre-implementation or two-day Advanced Institute professional development for *High Point* are also required to attend three follow-up sessions. Please refer to Memorandum 506 for more information and registration details.

High Point Student Assessment Booklets – All secondary year round and single-track sites have been sent these booklets. Each box of assessment booklets was addressed to the school site EL/Bilingual Coordinator and contained information if a site required additional booklets. These booklets are assessment documents and must be stored in a secure location.

Please call Sue Florindez at (323) 932-2644, if you have any questions or concerns.

Specially Funded Programs

Teacher Assistant Verification of Units – Verification of units for teacher assistants is due to Audrey Wu by October 31, 2003. All teacher assistants are required to enroll and successfully complete college courses. As stipulated in *Article VIII- DEGREE TRACK/NON-DEGREE TRACK*, an annual 12 (semester) units minimum requirement is required as a condition of employment.

Specialty Funded Programs (continued)

Title I Identification Roster – Title I Identification Rosters are due to Audrey Wu Friday, December 12, 2003. 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 at 932-2642.

Psychological Services

Predicting Problem Behaviors

The classroom environment should be observed for possible predictors that can result in behavior problems. Likely predictors for problem behaviors include noise level, uncomfortable temperature, over-or under-stimulating activities, poor seating arrangements, frequent disruptions and/or distracting or aversive interactions.

Diana Browning Wright, a trainer/behavior analyst/school psychologist for the California Department of Education's Diagnostic Centers suggests looking at "possible curriculum and instruction predictors-are there physiological factors that trigger problem behavior, such as sickness/allergies, medication side effects, fatigue, increased arousal due to a fight, missing the bus, disruptive routines, etc., and/or fluctuations in medical conditions?"

Ms. Wright recommends "teaching alternative behaviors, by: (1) Identifying other environments in which the student uses a functionally equivalent behavior successfully. Provide prompts and reinforcement on acceptable behavior for the student to use in the problem environment. (2) Determine an alternative replacement behavior and teach skills to reduce the student's need to use the problem behavior. Teach the new behavior in the environment in which it will be needed."

Standards-Based Promotion

Standards-Based Promotion (SBP) Parent Brochure – The SBP Parent Brochures for Grades 2-5 and 8 are expected to be in the schools by mid October. The Brochure is sent by the schools to parents of all students in grades 2-5 and 8 as early as possible in the school year and/or with the first Progress Report.

Standards-Based Promotion Policy – Assembly Bill 1626 requires that a Standards-Based Promotion Policy be implemented in Grades 2-5 and 8. The LAUSD Board of Education expanded the SBP Policy to include criteria for promotion and retention in Mathematics in grades 4, 5 and 8 for this school year. A revised Bulletin regarding this policy and revised SBP Grids are expected next month. Guidelines for the implementation of this policy will be forthcoming.

Intersession – Multitrack schools must complete the *Request for Approval to Offer Intersession* form for each track. This form will be used to provide payroll override to schools offering more than 4 hours of intersession. Schools that complete the request form will no longer need to submit payroll override requests listing intersession teachers.

Extended Learning Program (ELP) and English Language Acquisition Program (ELAP) – Funding for this year has **NOT** been allocated for ELP, Program Code 1247 or ELAP, Program Code 4192. Schools are cautioned to be sure funds are available before offering after school intervention or Saturday intervention programs. A new memorandum will be issued when funding becomes available.



Standards-Based Promotion (continued)

Supplemental Educational Services (SES) – The SES on-line teacher application is available at <http://btb.lausd.net>. Additional information is available from Beyond the Bell Learning Centers at (310) 473-6160.

Extended Learning Academies (ELA) - The initial 9-week Saturday sessions will begin on November 15, 2003 with all teachers receiving training on Saturday, November 8, 2003.

BTB* 21st Century Community Learning Grants – 8 schools in Local District E have qualified to participate in the *Family of Readers* Program. *Family of Readers* is a *Reading is Fundamental*© family reading program that serves over 140,000 at-risk children and families nationwide, providing them with free books. The following schools are recipients of this grant:

-Aldama ES	-Allesandro ES	-Arroyo Seco Alter.
-Burbank MS	-Gardner St. ES	-Los Angeles ES
-Micheltorena St. ES		-Pio Pico ES

Please contact Carole Donahue, at (213) 213-6874, to find out more.

*Beyond the Bell (BTB) has its own website where you can access pertinent bulletins, memoranda and reference guide materials that pertain to intervention and SBP. The address is BTB@lausd.net.

Parent Councils

Council Meetings – Please make sure that if your CEAC and ELAC share membership, the flyer, agenda, and minutes reflect the actual time that the meetings took place.

Members will not be able to attend both meetings simultaneously.

SSC, CEAC, & ELAC – Mandatory Training for Officers from the Hollywood, Los Angeles, and part of the Marshall Complexes will take place on Wednesday, October 29, 2003 from 8:30 a.m. to 12:30 p.m. at Queen Anne Place Elementary School. Please contact your PCF for more details.



Meetings and Events

ADMINISTRATOR MEETINGS	DATE AND TIME	LOCATION	PARTICIPANTS
Principals' Professional Development	Wednesday October 8, 2003 8:00 a.m. – 4:30 p.m.	Assistance League of Southern California	All Principals
Elementary Assistant Principals' Professional Development	Thursday October 9, 2003 8:00 a.m. – 10:00 a.m.	Fountain Court Restaurant at the Assistance League of Southern California	Elementary Assistant Principals
Secondary Literacy Cadre Meeting – English Language Arts and Social Studies	Wednesday October 15, 2003 8:00 a.m. – 3:30 p.m.	Glendale Hilton Hotel	Assistant Principals supervising these content areas, and Content Cadre Members
Secondary Literacy Cadre Meeting – Math and Science	Thursday October 16, 2003 8:00 a.m. – 3:00 p.m.	Glendale Hilton Hotel	Assistant Principals supervising these content areas, and Content Cadre Members
MAA Make-up Training	Monday October 27, 2003 1:00 p.m. – 3:00 p.m.	Local District E Conference Room	Assistant Principals absent from 9/22 Training
GENERAL MEETINGS	DATE AND TIME	LOCATION	PARTICIPANTS
Secondary Literacy Coach Meeting	Monday October 13, 2003 8:00 a.m. – 3:00 p.m.	Local District E Conference Room	Secondary Literacy Coaches
“HEP” Coordinators' Meeting	Wednesday October 15, 2003 3:30 p.m. – 5:30 p.m.	Local District E Conference Room	HEP Coordinators
Secondary Literacy Cadre Meeting – English Language Arts and Social Studies	Wednesday October 15, 2003 8:00 a.m. – 3:30 p.m.	Glendale Hilton Hotel	Assistant Principals supervising these content areas, and Content Cadre Members
Secondary Literacy Cadre Meeting – Math and Science	Thursday October 16, 2003 8:00 a.m. – 3:00 p.m.	Glendale Hilton Hotel	Assistant Principals supervising these content areas, and Content Cadre Members
Elementary Literacy Coach Meeting	Thursday October 16, 2003 8:00 a.m. – 4:30 p.m.	Luther Burbank Middle School	Elementary Literacy Coaches
Special Education Professional Development	Thursday October 16, 2003 1:00 p.m. – 3:00 p.m. or 3:00 p.m. – 5:00 p.m.	Local District E Conference Room	RST, SDC Teachers Administrators
Math Coach Professional Development	Friday October 17, 2003 7:30 a.m. – 4:00 p.m.	Local District E Conference Room	All Math Coaches
Woodcock Johnson Training	Wednesday October 22, 2003 8:00 a.m. – 2:30 p.m.	TBA	Special Education Teachers

GENERAL MEETINGS	DATE AND TIME	LOCATION	PARTICIPANTS
EL, Title I, and SI Coordinators' Meetings	Thursday October 23, 2003 7:30 a.m. – 8:30 a.m. 8:30 a.m. – 10:30 a.m. 11:00 a.m. – 12:00 p.m. 1:00 p.m. – 3:00 p.m.	Local District E Conference Room	New Elem. Coordinators All Elem. Coordinators All Elem. And Sec. Coord.s Secondary Coordinators
Elementary Science Cadre	Wednesday October 29, 2003 8:00 a.m. – 3:00 p.m.	Wyndham Bel Age Hotel	All Science Cadre Members
MCD Clerk Training	Wednesday October 29, 2003 8:30 a.m. – 11:00 p.m. and 12:30 p.m. – 3:00 p.m.	Local District E Conference Room	Modified Consent Decree Clerks
Parent Council Training	Wednesday October 29, 2003 8:30 a.m. – 12:30 p.m.	Queen Anne Place Elementary School	SSC, CEAC, and ELAC Representatives

Due Dates

What's Due	To Whom	When
Standards-Based Assessment School Team Representatives Response Form	William Bernad	October 17, 2003
Standards-Based Instruction Budget Worksheet	Ted Nelson	October 17, 2003
Title III Worksheet	Sue Florindez	October 30, 2003
Teacher Assistant Verification of Units	Audrey Wu	October 31, 2003
Title I Identification Roster	Audrey Wu	December 12, 2003