

Superintendent
Dr. Liliam Leis-Castillo

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

**Director, Planning and
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James Kodani

Staff Relations Coordinator
Myra Fullerton

**Director, Instructional Support
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Jan Pickett

Administrators
Roberto Martinez
Isa Martinez

Reading Coach Coordinator
Debra Dillard

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
Thomas Yee
Audrey Wu



The E-Mail

September 2003

Superintendent's Message

The arrival of Labor Day signifies the end of summer, the official beginning of the new school year, and the unofficial increase of traffic on the streets. A few days ago while sitting in traffic, I found myself contemplating the recently released test score data. Instead of being frustrated by the honking horns and unfriendly drivers, I found that it was much more productive if I focused on ways in which we might use the assessment data. I think it is important for us to consider all our populations when looking at the data. We need to watch for trends and red flags. And perhaps most importantly, we need to give a lot of thought to how the results of assessment can be used to inform instruction. Once we determine this, we can focus our thoughts on how this information drives our schools' professional development plans.

We cannot allow the assessment results to become something insignificant and routine like our drives to and from work each day. We need those bumps in the road, those new routes or shortcuts, to help us keep a fresh outlook on things. Perhaps this year will be the year to organize staff development a little differently or try new techniques in presenting the material so that the results of the assessments do indeed inform the instruction at our schools.

Focus on Literacy

Elementary

Literacy Coach Meeting Date Change – The full-day Literacy Coach meeting scheduled for September 4, 2003 has been rescheduled to Thursday, September 11, 2003. The meeting will be hosted at Glassell Park Elementary.

AB 75 Training Dates – In response to requests for additional AB 75 training dates, the days below have been designated to provide professional development for new principals and assistant principals in Open Court content and instructional leadership strategies:

AB 75 Series I

Day 1 – September 17
Day 2 – September 18
Day 3 – September 19
Day 4 – January 14
Day 5 – January 15

AB 75 Series II

Day 1 – January 16
Day 2 – January 20
Day 3 – January 21
Day 4 – January 29
Day 5 – January 30

The above training, for site-based administrators only, will take place at the Chamber of Commerce 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/drpf>.

Striving for Instructional Excellence

Focus on Literacy (continued)

Unit Assessments – A calendar of *Assessment Reporting Dates for the Elementary District Reading Program* has been distributed to teachers, coaches, and principals. End of the Unit Summaries and scores entered on SOAR are to be completed no later than the following week. Teachers and coaches are responsible for submitting and inputting unit assessment scores in a timely manner.

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

Please remember to regularly check the Local District E “P.O.R.T.A.L.” for information and updates about various meetings, programs, trainings, and conferences related to secondary literacy. To access the “P.O.R.T.A.L.”, log onto www.lausd.net then click on “local districts”. Select “Local District E” and then click on the “P.O.R.T.A.L.”.

Focus on Math

Number of instructional minutes for Elementary Mathematics:

Grade Level	Four Track Calendar	Three Track Calendar
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 Assessment Testing Dates:

Year Round Schools:

90/30 Tracks A and C: October 13 – 15, 2003

Concept 6 Track A: October 20 – 23, 2003

Single Track Schools: November 3 -5, 2003

Mathematics Quarter 2 Assessment Testing Dates:

Year Round Schools:

Concept 6 Track C: October 20 – 22, 2003

90/30 Track D: October 27 – 29, 2003

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

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.

Specially Funded Programs

Grant Writing Workshops – The Grants Assistance Unit will be offering a series of Wednesday workshops on grant writing opportunities for any interested District E teachers and staff. The workshops have been scheduled as follows:

Date: November 5, November 12, and November 19

Time: 4pm-6pm

Location: Harbor Building, Dist. E Conference Room

Please contact Audrey Wu at 323-932-2642 for more information.

Program Improvement Grant – The Program Improvement Grant (S056) will be expiring on September 30, 2003. As such, please be advised that all available balances for this grant will be forfeited if left unspent.

Specialty Funded Programs (continued)

Parent Advisory Councils:

- 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.
- Traditional schools: SSC, CEAC and ELAC orientations and elections must be concluded by the second Wednesday of October. Contact your designated Community Parent Facilitator for assistance (see chart below). If you are unable to make contact with your designated facilitator, please contact Jose Franco at the Local District E Office for assistance at (323) 932-2631 or by email jose.franco@lausd.net.

Eagle Rock Complex <i>Emilia Lomeli</i> (323) 932-2163	Franklin Complex <i>Cesar Betancourt</i> (323) 932-2153	Hollywood Complex <i>Denise Edwards</i> (323) 932-2163	Los Angeles Complex <i>Blanca Rangel</i> (323) 932-2228
Toland Way CC	Meridian CC	Grant CC	Hobart CC
	Monte Vista CC		24 th Street CC
Dahlia Hghts. ES	Glassell Park PC	Frances Blend ES	Wilton Place CC
Delevan ES	Riordan PC	Cheremoya ES	Queen Anne Pl. CC
Eagle Rock ES		Gardner ES	
Mt. Washington ES	Aldama ES	Grant ES	3 rd Street ES
Rockdale ES	Annandale ES	Ramona ES	24 th Street ES
Toland Way ES	Aragon ES	Santa Monica ES	Alta Loma ES
	Buchanan ES	Selma Ave. ES	Arlington Hghts. ES
Eagle Rock JR	Bushnell Way ES	Valley View ES	Hobart ES
	Garvanza ES		Los Angeles ES
Eagle Rock SR	Glassell Park ES	LeConte MS	Queen Anne Pl. ES
	Monte Vista ES		Wilton Place ES
	San Pascual ES	Hollywood HS	Wilshire Crest ES
	Yorkdale ES		
			Pio Pico Span K-8
	Arroyo Seco Alt. K-8		
			Burroughs MS
	Burbank MS		Mt. Vernon MS
	Franklin HS		Los Angeles HS
	Highland Park HS		Widney HS
Marshall Complex <i>Emilia Lomeli</i> (323) 932-2163	Marshall Complex <i>Cesar Betancourt</i> (323) 932-2153	Marshall Complex <i>Denise Edwards</i> (323) 932-2163	Marshall Complex <i>Blanca Rangel</i> (323) 932-2228
Atwater ES	Glenfeliz CC	Ivanhoe ES	Allesandro CC
Fletcher ES		Lockwood ES	Dayton Hghts. CC
Micheltorena ES	Dorris Place ES	Los Feliz ES	
	Glenfeliz ES	Mayberry ES	Allesandro ES
Irving MS	Franklin ES		Dayton Hghts. ES
		King MS	Clifford ES
Marshall HS			

English Learners

High Point Assessments – Secondary schools received individual student assessment booklets in July. These assessments are color-coded. They are consumable and the amount received at a school site is based on fall norm data.

Coordinated Compliance Review – The schools from Local District E chosen for a full CCR review are Pio Pico, King, and Franklin. Aragon, Bushnell Way, and Irving were chosen for an English Learners Program review. All six schools will need to attend an October CCR orientation meeting provided by Specially Funded Programs and a November Master Plan Institute provided by Language Acquisition Branch (dates to be determined.)

CELDT – Certificated staff must receive six hours of training before they can administer the CELDT test. Look for revised scoring tables and proficiency level descriptors from the Student Testing Unit soon. Additional trainings will be scheduled for new staff.

Professional Development Plan – Language Acquisition Branch (LAB) is planning a five-day institute for the lowest achieving, year round elementary schools with the highest number of English learners. This institute will start in November and teachers will receive a stipend to attend. The emphasis will be on developing teachers' knowledge and skills and increasing their capacity to connect theory to classroom practice. Secondary schools will also receive training consisting of an in-depth analysis of the six main types of scaffolding, connecting theory to practice, and application activities. More information is forthcoming.

New Coordinators' Institute – New elementary coordinators who need an orientation to their position may attend the September 18th meeting. This is a voluntary meeting.

CELDT – Tests are due to the scoring center by October 24, 2003. Only those certified staff members who have received six hours of training for the 2003-2004 school year may administer the CELDT test.

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

Special Education

Intersession for students with Disabilities at Multi-Track Schools – Intersession for severely disabled classes on B track, Concept 6 is September 8 through September 26. Multi-track 90/30 B track is from September 29 through October 17. Any changes in dates must be requested in writing and receive approval from the Special Education Coordinator, Local District E. A list of students requiring transportation must be submitted to the Special Education office two weeks prior to intersession.

Memorandum No. 256, SCHOOL SELF REVIEW CHECKLIST, STUDENTS WITH DISABILITIES, 2003-2004, July 18, 2003

- **Due: August 15, 2003 at Multi-track Schools**
- **Due: October 2, 2003 at Single Track Schools**

The requirement to complete the checklist applies to: early childhood 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.

Special Education (continued)

IEP Reminder – All IEPs need time, frequency and specific service with a present level of performance in each assessed area. If an IEP states, “monitoring as needed”, it is out of compliance. For more information refer to Memorandum No. H-21, Individualized Education Program Guidelines for Collaborative Service, dated March 31, 2003.

Elementary Science Cadre

Local District E is providing support for the teaching and learning of science through an Elementary Science Cadre.. Single Track principals are reminded to select one fourth-grade and one fifth-grade teacher to become Elementary Science Cadre members. If you have not faxed the names to Gracie Aldays at 323-932-2114 please do so.

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.

High School Information

PSAT Administration – The PSAT is scheduled to be administered by the College Board on Saturday, October 18 and Tuesday, October 21, 2003. The last day for College Counselors to increase the number of tests ordered is Friday, September 26, 2003. (Refer to MEMORANDUM NO. M-54 THE PSA PLAN AND COMMITMENT , May 19,2003)

Storing of CAHSSE Reports – Please refer to MEMORANDUM NO. 396 CAHSEE SCHOOL REPORTS, CONFIDENTIAL STUDENT ROSTERS AND TEST RESULT LABELS, MAY 2003, August 18, 2003, for instructions on the storing of CAHSEE student labels and reports



Meetings and Events

ADMINISTRATOR MEETINGS	DATE AND TIME	LOCATION	PARTICIPANTS
Principals' Professional Development	Wednesday September 10, 2003 8:00 a.m. – 4:30 p.m.	Assistance League of Southern California 1370 St. Andrews Place Hollywood, CA 90028	All Principals
Assistant Principals' Professional Development	Thursday September 11, 2003 8:00 a.m. <u>or</u> 12:30 p.m.	Glendale Hilton Hotel	Assistant Principals
Secondary Literacy Cadre and Professional Development Team Training – Single Track	Thursday September 11, 2003 8:00 a.m. – 2:30 p.m.	Glendale Hilton Hotel	Principals, Selected Assistant Principals, and Professional Development Team Members
Elementary Single Track Professional Development Team Training	Wednesday September 24, 2003 8:00 a.m. – 3:00 p.m.	Glendale Hilton Hotel	Elementary Principals and Professional Development Team Members
GENERAL MEETINGS	DATE AND TIME	LOCATION	PARTICIPANTS
Secondary Literacy Coach Meeting	Monday September 8, 2003 8:00 a.m. – 3:00 p.m.	Local District E Conference Room	Secondary Literacy Coaches
ELA Instructional Guide and Periodic Assessments Module I Training – Single Track	Friday September 12, 2003 8:00 a.m. – 3:00 p.m.	Glendale Hilton Hotel	Single Track and A Track Middle School Principals, Coaches, AP, and Teachers Representatives
Elementary Science Cadre	Wednesday September 17, 2003 8:00 a.m. – 3:00 p.m.	Wyndham Bel Age Hotel	All Science Cadre Members
Single-track and A-track 7 th Grade Math Teachers' Professional Development	Wednesday September 17, 2003 8:00 a.m. – 3:00 p.m.	TBA	Wednesday September 17, 2003 8:00 a.m. – 3:00 p.m.
School Administrative Assistants' Meeting	Wednesday September 17, 2003 8:00 a.m. – 1:00 p.m.	Local District Conference Room	All School Administrative Assistants
Math (ETS) Training Part IV for Year Round Schools	Wednesday & Thursday September 17 & 18, 2003 8:00 a.m. – 3:00 p.m.	Wyndham Bel Age Hotel	Principals (Day 1), Math Coaches, Department Chairs
Special Education Professional Development	Thursday September 18, 2003 1:00p.m. – 3:00 p.m. and 3:00 p.m. – 5:00 p.m.	Local District E Conference Room	RST, SDC Teachers, Administrators
New Coordinators' Institute	Thursday September 18, 2003 9:00 a.m. – 12:00 p.m.	Local District E Small Conference Room	New Coordinators – Elementary Only
Math Coach Professional Development	Friday September 19, 2003 7:30 a.m. – 4:00 p.m.	Local District E Conference Room	All Math Coaches
Collaboration: A Catalyst for Change	Friday September 19, 2003 7:30 a.m. – 4:00 p.m.	Hollywood Roosevelt Hotel	Principals and one RST

GENERAL MEETINGS	DATE AND TIME	LOCATION	PARTICIPANTS
MAA Time Survey Training	Monday September 22, 2003 11:00 a.m. – 1:00 p.m.	Local District E Conference Room	APEIS and Secondary APSCS
New Special Education Teacher Training	Thursday September 25, 2003 8:00 a.m. – 3:00 p.m.	Monterey Hill Steakhouse 3700 Ramona Boulevard Monterey Park, CA 91754	New Special Education Teachers (by invitation)
Coordinators' Meeting	Thursday September 25, 2003 9:00 a.m. – 12:00 p.m.	Local District E Conference Room	Single Track Title I, SI, and EL Coordinators
Coordinators' Meeting	Thursday September 25, 2003 1:00 p.m. – 4:00 p.m.	Local District E Conference Room	Single Track and Year Round Title I, SI, and EL Coordinators
6 th Grade Teachers' Training	Thursday September 25, 2003 8:00 a.m. – 3:00 p.m.	Glendale Hilton Hotel	6 th Grade Teachers at Elementary School Sites
Math (ETS) Training Part 1 for Single-track Schools	Friday September 26, 2003 1:00 p.m. – 4:00 p.m.	TBA	Single-track Principals, Math Coaches, Department Chairs

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	October 2, 2003 – Single Track Schools