



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## MEMORANDUM

**TITLE:** Application for the LAUSD/AALA Master Program Institute Cohort 22 – Spring 2023

**NUMBER:** MEM-6725.11

**ISSUER:** Pedro A. Garcia  
Senior Executive Director  
P-12 Instruction

Brenda Pensamiento  
Administrator  
Secondary Instruction

### ROUTING

Local District Superintendents  
Administrators of Instruction  
Community of School  
Administrators  
Counseling Coordinators  
Secondary Principals  
Secondary Assistant Principals  
Secondary Counselors

**DATE:** October 24, 2022

**DUE DATE:** Friday, December 2, 2022

**PURPOSE:** The purpose of the memorandum is to outline the procedures necessary for qualified candidates to apply for the LAUSD/AALA Master Program Institute Cohort 22 – Spring 2023.

**MAJOR CHANGES:** This memorandum replaces MEM-6725.10, *Application for the LAUSD/AALA Master Program Institute Cohort 22 – Fall 2022*, dated June 20, 2022. The Master Program Institute, Spring Cohort 22 meetings will be in-person, some sessions may be virtual, depending on health condition guidance from the county.

**BACKGROUND:** Los Angeles Unified is committed to supporting new and aspiring leaders responsible for constructing, implementing, and maintaining the master schedule. The Master Program Institute (MPI) professional development series is designed to foster equitable access to rigorous curriculum and instruction for all learners, build capacity in school leadership teams to support schools in creating opportunities to access college-level courses, establish systems that use shared decision-making and use multiple sources of data (including student interest surveys), in the development of student-centered master schedules. To accomplish this goal, the Master Program Institute works in collaboration with the Division of Instruction, Multilingual and Multicultural Education Department, Division of Special Education, Budget Services and Financial Planning Division, Human Resources Division, and the Information Technology Division.

The Master Program Institute provides each participant with the following professional development supports: (1) a ten-day professional learning institute designed to model and teach the master schedule development process, (2) technical support for school personnel, and (3) school team capacity building workshop.



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## MEMORANDUM

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### **INSTRUCTIONS: I. PROGRAM DESCRIPTION**

The Master Program Institute is a ten-week job-embedded certificate program designed to support school leaders and focus on the real-time experience of preparing and building a master schedule for middle and senior high schools, small learning communities, small schools, and personalized learning environments. The Institute provides mentor support including observations, site visits, and ongoing coaching. Upon successful completion of the program, participants will receive a Certificate of Completion.

### **II. TARGET AUDIENCE**

- A. Current school site personnel directly responsible for the construction, implementation, and supervision of the secondary master schedule.
- B. Current Counselors and Coordinators directly supporting the building of the master schedule.

### **III. PROGRAM REQUIREMENTS**

- A. Participants must be assigned to one site. The adequate fulfillment of practicum tasks requires alignment to one site, one supervisor and one master schedule.
- B. Site supervisors must be willing to provide participants with the tools necessary to complete practicum tasks. Such tools include but are not limited to: E-CAST reports, staffing rosters, MiSiS and Focus access, and any additional supporting documents.
- C. It is imperative that all participants be in attendance for all ten sessions.

Certificates will be granted based upon attendance, understanding, and demonstration of session content, successful mastery of practicum tasks, on-site coaching sessions with MPI Mentors, and routine performance review assessments conducted by the MPI Coordinator.

It is essential that candidates understand that the MPI is not a MiSiS training. The contents of each session will provide participants with the background knowledge necessary to build a student-centered master schedule that is in alignment to State and District mandates.



# LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

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Master Program Institute details are as follows:

**Time:** Wednesdays, 8:00 a.m. – 3:30 p.m.

**Location:** LAUSD Headquarters  
333 S. Beaudry Avenue, Room 2-202  
Los Angeles, CA 90017

**Dates:**

January 25, 2023	March 1, 2023
February 1, 2023	March 8, 2023
February 8, 2023	March 15, 2023
February 15, 2023	March 29, 2023
February 22, 2023	April 12, 2023

## IV. APPLICATION PROCESS/TIMELINE

### A. Application Requirements

To be considered for the Master Program Institute you must submit the following as email attachments by **Friday, December 2, 2022**.

1. Completed Recommendation Form (Attachment A)
2. Letter of Interest describing readiness for the Institute (Attachment B)

### B. Application Submission

1. Submit the Recommendation Form (Attachment A) and Letter of Interest (Attachment B) to the Division of Instruction via email to Rosanna Carosa at [rcarosa@lausd.net](mailto:rcarosa@lausd.net)
2. Include the following in the email subject line:  
Master Program Institute Cohort 22 – Spring: [Applicant Name]

### C. Timeline

1. Recommendation Form and Letter of Interest Deadline: **Friday, December 2, 2022**
2. Acceptance/Denial Letters Sent via Email: **Thursday, December 15, 2022**
3. MPI Spring Cohort 22 Begins: **Wednesday, January 25, 2023**

### RELATED RESOURCES:

Attachment A: Recommendation Form  
Attachment B: Letter of Interest

### ASSISTANCE:

For assistance or additional information, please contact School Counseling Services at (213) 241-7510 or Rosanna Carosa, MPI Coordinator at [rcarosa@lausd.net](mailto:rcarosa@lausd.net).



LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM

ATTACHMENT A

Master Program Institute  
Recommendation Form

**DUE DATE:**  
**Friday, December 2, 2022**  
**Email Attachments A and B**  
**with all required signatures to**  
**[rcarosa@lausd.net](mailto:rcarosa@lausd.net)**  
**Include the following in the email**  
**subject line: MPI Cohort 22**  
**Spring; [Applicant Name]**

CANDIDATE INFORMATION FOR MASTER PROGRAM INSTITUTE

Name \_\_\_\_\_ Employee # \_\_\_\_\_ Current Position \_\_\_\_\_  
School/Work Location \_\_\_\_\_ Local District \_\_\_\_\_ LAUSD email \_\_\_\_\_  
Work Phone # \_\_\_\_\_ Cell/Home # \_\_\_\_\_  
School Type (i.e., Comprehensive, Pilot, Small School) \_\_\_\_\_ Status: \_\_\_\_\_ Perm \_\_\_\_\_ Prob

List all California credentials you hold


PRINCIPAL/SUPERVISOR AND COUNSELING COORDINATOR RECOMMENDATION  
OF CANDIDATE

Primary person currently responsible for development of the Master Schedule \_\_\_\_\_

Principal's/Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Local District Counseling Coordinator \_\_\_\_\_ Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Principal/Supervisor's Signature \_\_\_\_\_

Local District Counseling Coordinator's Signature \_\_\_\_\_



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

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ATTACHMENT B

**Master Program Institute  
Letter of Interest**

**DUE DATE:  
Friday, December 2, 2022**

**Email Attachments A and B with  
all required signatures to  
[rcarosa@lausd.net](mailto:rcarosa@lausd.net)**

**Include the following in the email  
subject line: MPI Cohort 22  
Spring; [Applicant Name]**

**Please describe your readiness for the Master Program Institute and how you will support the work of building an equity-based master schedule at your school site that supports all students in getting access to rigorous courses and closing the achievement gap:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title