



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

**TITLE:** Application for the LAUSD/AALA Master Program Institute Cohort 20 – Fall 2020

**NUMBER:** MEM-6725.8

**ISSUER:** Alison Yoshimoto-Towery,  
Chief Academic Officer  
Division of Instruction  
  
Jesus Angulo, Director  
Academic and Counseling Services

**ROUTING**  
Local District  
Superintendents  
Administrators of  
Instruction  
Principal Supervisor  
Counseling Coordinators  
Secondary Principals  
Secondary Assistant  
Principals  
Secondary Counselors

**DATE:** May 29, 2020

**DUE DATE:** Friday, August 7, 2020

**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 20 – Fall 2020.

**MAJOR CHANGES:** This memorandum replaces MEM-6725.7, *Application for the LAUSD/AALA Master Program Institute Cohort 19 – Spring 2020*, dated October 24, 2019. The content has been revised to reflect the current cohort. If the stay at home orders are not lifted this Fall, the Master Program Institute, Cohort 20 will be conducted virtually.

**BACKGROUND:** The Division of Instruction 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 build capacity in school leadership teams to support schools in creating opportunities to access college-level courses, establish systems that use shared decision-making, use multiple sources of data (including student interest surveys), and foster equitable access to rigorous curriculum and instruction for all learners 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,



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(2) technical support for school personnel, and (3) school team capacity building workshop

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

The Master Program Institute is a ten-week job-embedded certificate program designed to support to school leaders and increase MPI will focus on the real-time experience of preparing for and building a master schedule for middle and senior high schools, small learning communities, small schools and personalized learning environments, and will provide information on the multiple school programs related to this work. The institute provides mentor support including observations, site visits, and on-going feedback. Upon conclusion 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 essential 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 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 the State and District mandates.



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Master Program Institute details are as follows:

- Times:** Wednesdays, 8:00 a.m. – 4:00 p.m.
- Location:** LAUSD Administration Building  
333 S. Beaudry Avenue, Room 2-202  
Los Angeles, CA 90017  
*\*If the stay at home orders are not lifted, MPI will be conducted virtually.*
- Dates:**
- |                    |                   |
|--------------------|-------------------|
| September 9, 2020  | October 14, 2020  |
| September 16, 2020 | October 21, 2020  |
| September 23, 2020 | October 28, 2020  |
| September 30, 2020 | November 4, 2020  |
| October 7, 2020    | November 18, 2020 |

**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, August 7, 2020

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

**B. Application Submission**

1. Submit the Letter of Interest (Attachment A) and Recommendation Form (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 20 Fall; Applicant Name

**C. Timeline**

1. Recommendation Form and Letter of Interest Deadline: Friday, August 7, 2020
2. Acceptance/Denial Letters Sent via Email: Friday, August 28, 2020
3. MPI Fall Cohort 20 Begins: Wednesday, September 9, 2020

**RELATED RESOURCES:** Attachment A: Letter of Interest  
Attachment B: Recommendation Form

**ASSISTANCE:** For assistance or additional information, please contact the Office of Academic and Counseling Services at (213) 241-7510 or [rcarosa@lausd.net](mailto:rcarosa@lausd.net)



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**Master Program Institute  
Letter of Interest**

**ATTACHMENT A**

**DUE DATE:  
Friday, August 7, 2020**

**Email Attachment A and  
Attachment B with all  
required signatures to:  
[rcarosa@lausd.net](mailto:rcarosa@lausd.net)  
NO FAXES ACCEPTED**

To: Rosanna Carosa  
Academic and Counseling Services  
Beaudry Building, 25th Floor  
Telephone: (213) 241-7510

**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



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ATTACHMENT B

**Master Program Institute  
Recommendation Form**

To: Rosanna Carosa  
Academic and Counseling Services  
Beaudry Building, 25th Floor  
Telephone: (213) 241-7510

**DUE DATE:**  
Friday, August 7, 2020

**Email Attachment A and  
Attachment B with all  
required signatures to:**  
[rcarosa@lausd.net](mailto:rcarosa@lausd.net)  
**NO FAXES ACCEPTED**

**CANDIDATE INFORMATION FOR MASTER PROGRAM INSTITUTE**

Name \_\_\_\_\_ Employee # \_\_\_\_\_ Current Position \_\_\_\_\_

School/Work Location \_\_\_\_\_ Local District \_\_\_\_\_ LAUSD email \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Work Phone # \_\_\_\_\_ Cell/Home # \_\_\_\_\_

School Type (i.e., Comprehensive, Pilot, Small School) \_\_\_\_\_ Status: \_\_\_\_\_ Perm \_\_\_\_\_ Sub \_\_\_\_\_

List all California credentials you hold	
Type of Credential	

**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 \_\_\_\_\_