



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Application for the LAUSD/AALA Master Program
Institute Cohort 19 – Spring 2020

NUMBER: MEM-6725.7

ISSUER: Alison Yoshimoto-Towery,
Interim Chief Academic Officer
Division of Instruction

Jesus Angulo, Director
Academic and Counseling Services

DATE: October 24, 2019

DUE DATE: Friday, November 15, 2019

ROUTING
Local District
Superintendents
Administrators of
Instruction
Directors
Counseling Coordinators
Secondary Principals
Secondary Assistant
Principals
Secondary Counselors

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 19 – Spring 2020.

MAJOR CHANGES: This memorandum replaces MEM-6725.6, *Application for the LAUSD/AALA Master Program Institute Cohort 19 – Fall 2019*, dated April 11, 2019. The content has been revised to reflect the current cohort.

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 ensure that schools use data to develop 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 support opportunities: (1) a ten-day professional learning institute designed to model and teach the master schedule development process, (2) on-site technical support for school personnel, and (3) school team capacity building workshops.



LOS ANGELES UNIFIED SCHOOL DISTRICT

MEMORANDUM

INSTRUCTIONS: I. PROGRAM DESCRIPTION

The Master Program Institute is a ten-week job-embedded certificate program designed to develop and support secondary administrators and support staff responsible for the implementation of the master schedule. The program 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 and a multi-tiered system of supports for all students.



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

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

Dates:

January 29, 2020	March 4, 2020
February 5, 2020	March 11, 2020
February 12, 2020	March 18, 2020
February 19, 2020	March 25, 2020
February 26, 2020	April 1, 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, November 15, 2019

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 Sally Vandenburg at sally.vandenburg@lausd.net.
2. Include the following in the email subject line: Master Program Institute Cohort 19 Spring; Applicant Name

C. Timeline

1. Recommendation Form and Letter of Interest Deadline: Friday, November 15, 2019
2. Acceptance/Denial Letters Sent via Email: Friday, December 6, 2019
3. MPI Spring Cohort 19 Begins: Wednesday, January 29, 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.



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

**Master Program Institute
Letter of Interest**

ATTACHMENT A

**DUE DATE: Friday,
November 15, 2019**

**Email Attachment A and
Attachment B with all
required signatures to:
sally.vandenburg@lausd.net
NO FAXES ACCEPTED**

To: Sally Vandenburg
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 the master schedule at your school site:

Name

Title



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

ATTACHMENT B

**Master Program Institute
Recommendation Form**

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

**DUE DATE: Friday,
November 15, 2019**

**Email Attachment A and
Attachment B with all required
signatures to:
sally.vandenburg@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 _____