



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Secondary Differential Rosters, Fall 2019
Master Plan for English Learners

NUMBER: MEM-059707.1

ISSUER: Dr. Bryan Johnson, Director
Certificated Workforce Management

Dr. Jose R. Cantu, Assistant Chief Human Resources Officer
Human Resources Division

DATE: October 7, 2019

DUE DATE: Friday, November 15, 2019

ROUTING
Secondary
Schools

PURPOSE: The purpose of this memorandum is to provide information and instructions regarding payments for employees who may be eligible for a Fall 2019 Master Plan Program differential or stipend. Master Plan Program data entered on the roster regarding services provided to identified English learners (EL) in a Dual Language Two-Way Immersion Program (TWI), Dual Language One-Way Immersion Program (OWI), or Secondary Newcomer Program with Primary Language Instruction must be accurate, documented by appropriate staff, and certified by the administrator. This verified information authorizes differential or stipend payments.

The Los Angeles Unified School District (LAUSD) and United Teachers Los Angeles (UTLA) Collective Bargaining Agreement provides for stipend and differential payments to qualified employees who are serving in TWI, OWI, or Secondary Newcomer Program with Primary Language Instruction for English learners.

MAJOR CHANGES: This memorandum replaces Human Resources Division MEM-059707.0 of the same subject issued October 15, 2018. Dates have been updated to reflect the current semester. Qualifying programs now include TWI, OWI, or Secondary Newcomer Program with Primary Language Instruction (formerly Newcomer-Primary Language Program or Dual Language Immersion Program). CELDT Scores have been replaced by ELPAC Overall Proficiency Levels.



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INSTRUCTIONS: A. Documentation

Principals are responsible for assuring that instruction or service provided by the employee matches the identified needs of the TWI, OWI, or Secondary Newcomer Program with Primary Language Instruction students, and for certifying that the information submitted is accurate. Original copies of the completed differential roster, the signed *Certification of Master Plan Program Service for Non-Classroom Personnel* (Attachment A), MiSiS printouts and supporting documentation are to be forwarded to the Master Plan Verification Office. Copies of the submitted data need to be maintained with other Master Plan Bilingual Program records at the school site for a minimum of five years.

B. Pre-Printed Information on Master Plan Differential and Stipend Roster (Columns A-E)

The Differential and Stipend Roster lists employees assigned to a location who may be eligible for a bilingual differential or stipend. A sample blank roster is attached (Attachment B). Please complete items on the differential roster as described below:

Col. A -- * – indicates that the employee was paid a Bilingual, Crosscultural, Language and Academic Development (BCLAD) Certificate, Bilingual Certificate of Competence (BCC) or A-level fluency differential during the period from April 1, 1998 through June 30, 2001.

Col. B -- BIL CRT – indicates the employee holds and has registered a BCC, BCLAD or new Bilingual Authorization (BA). The language of the bilingual certification is indicated by a single letter (e.g., K = Korean). Employees with a Provisional Internship Permit, Short-Term Staff Permit, Visiting Faculty Permit, District or University Internship Credential, or Exchange Certificated Employee Credential are not eligible for this category.

Col. C -- BIL FLU – indicates the employee has District A-level fluency. Two letters identify the language and the level of fluency (e.g., “SA” reflects Spanish A-level).

Col. D-E -- BCC/BCLAD CULT/METH – “Y” indicates that the employee has verified passing the culture and/or methodology component(s) via coursework or holds a BCC, BCLAD or BA authorization.



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C. Information to be completed by School Principal (Columns F-Q)

For Classroom Personnel:

To ensure the accuracy of the information provided, please:

- Submit a current MiSiS English Learner Enrollment by Teacher Report for each teacher listed (for directions to generate an English Learner Enrollment by Teacher Report, see *English Learner Enrollment by Teacher Report Job Aid 2/18/15*, found online at <http://achieve.lausd.net/Page/7044>),
 - Indicate on the report for each teacher the course period to be evaluated by circling the number of the course period in the column listed as “Per.”
 - Indicate on the report in the column listed as English Learner Service (ELS), if blank, each course period by writing in whether the class is identified as Primary Language Instruction (P1), Sheltered (SH), English Language Development (ELD), or Dual Language Immersion Program (DS, DK, or D – for the Dual Language Immersion Program followed by the first letter of the language taught in the course, e.g. S – Spanish, K – Korean, etc.).
- Submit the English Learner Enrollment by Teacher Report together with the completed Differential and Stipend Roster as part of the verification process,
- Logs and supporting documentation of services that reflect the nature and extent of services provided to TWI, OWI, or Secondary Newcomer Program with Primary Language Instruction students and/or parents. These services must have required utilization of the students’ primary language and must be provided to the principal for review prior to submission to Master Plan Verification.

Documentation to verify appropriate service to students and/or parents may include, but is not limited to, the following: current daily service logs, detailed contact forms, accurate summary reports, etc. Services that do not require utilization of the student’s primary language are not considered for purposes of these payments. Records must reflect all of the following:

- Nature of services provided,
- Primary language of the EL persons in a TWI, OWI, or Secondary Newcomer Program with Primary Language Instruction served,
- The TWI, OWI, or Secondary Newcomer Program with Primary Language Instruction to which the identified EL students are assigned, Amount of time the employee utilized primary language to provide the services stated.



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For Schools Without Eligible or Participating Personnel:

If there are no employees eligible or participating in a TWI, OWI, or Secondary Newcomer Program with Primary Language Instruction, check the box below the grid, then sign, date, and return the roster (Attachment B).

If any of the listed employees are not utilizing their language qualification to provide requisite service to identified EL students in a TWI, OWI, or Secondary Newcomer Program with Primary Language Instruction, enter N/A in Column Q and leave columns F through P blank.

Col. F -- MP PROG – If the participating employee is providing services to students in a TWI, OWI, or Secondary Newcomer Program with Primary Language Instruction with qualifying ELPAC Overall Proficiency Levels, enter the appropriate code from the list below:

<u>Code</u>	<u>Master Plan Program</u>
1 –	TWI, OWI, or Secondary Newcomer Program with Primary Language Instruction, Spanish
3 –	TWI, OWI, or Secondary Newcomer Program with Primary Language Instruction, Other Primary Language

Col. G -- POSITION – For special education teachers, resource teachers, and non-classroom employees assigned to an approved Master Plan Program, enter the appropriate code from the following list:

<u>Code</u>	<u>Position</u>
COORD	Bilingual Coordinator/TSP Advisor/ Categorical Programs Advisor/EL Designee
COUNS	School Counselor
DEAN	In-house Dean
RSP	Resource Specialist Program Teacher (Special Education)
SDC	Special Day Program

Col. H -- YRS TRK – For a multi-track school, enter the track to which the employee is assigned. For an employee who is not assigned to a particular track, enter “T.” If the school is on a single calendar schedule, leave this column blank.



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Col. I -- MP PROG BEG DATE – For employees who served in a TWI, OWI, or Secondary Newcomer Program with Primary Language Instruction at your school from the start of the current semester, enter the beginning date (month/day/year) of their assigned calendar/track, as listed below:

Fall 2019 Semester:

1TRK
(SINGLE)
8-20-2019

For any employee who started after the beginning of the semester, enter the actual date (month/day/year) of the first day worked in a TWI, OWI, or Secondary Newcomer Program with Primary Language Instruction assignment for the current semester.

Col. J -- MP PROG END DATE – Leave blank, unless an eligible employee is no longer participating in a TWI, OWI, or Secondary Newcomer Program with Primary Language Instruction or has left your school, at which point, enter the actual date (month/day/year) of the last day worked. Submit an updated differential roster for any employee who leaves after the initial differential roster has been filed.

Col. K -- AVG # EL/LEP STU – For all qualifying class periods, enter the average number of identified EL students taught in a TWI, OWI, or Secondary Newcomer Program with Primary Language Instruction.

For non-classroom employees: Enter the number of identified EL students in a TWI, OWI, or Secondary Newcomer Program with Primary Language Instruction employees directly serviced, and the number of students who have the same primary language as the employee’s fluency or bilingual certification.

Col. L – EL/LEP LANG – Enter the primary language of the EL students served, using only one of the language codes listed below:

A = Armenian	J = Japanese	S = Spanish
C = Cantonese	K = Korean	V = Vietnamese
D = Mandarin	P = Pilipino	X = Other language not
F = Farsi	R = Russian	listed, or two or more
		languages in one class



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Col. M -- PER PRI LANG – Count only those periods where the primary language is used for an entire class of identified EL students in a TWI, OWI, or Secondary Newcomer Program with Primary Language Instruction appropriate to their program.

For all teachers: Enter the number of academic periods per day (math, science, social studies, LAPL) personally taught by the teacher using the EL student's primary language. Include only students who are in a TWI, OWI, or Secondary Newcomer Program with Primary Language Instruction and appropriate EL levels.

Col. N -- PER ESL – Enter the number of periods of ELD taught per day by the teacher to an entire class of identified EL students in a TWI, OWI, or Secondary Newcomer Program with Primary Language Instruction.

Col. O -- PER SDAIE – Enter the number of daily periods of academic subjects (math, science, social studies, English) personally taught by the teacher using Specially Designed Academic Instruction in English (SDAIE). Include enrollment of Newcomer-Primary Language only for those periods where SDAIE is used for an entire class of identified EL students in a TWI, OWI, or Secondary Newcomer Program with Primary Language Instruction.

Col. P -- PCT PRI LANG – For non-classroom employees, enter the percentage of work time that the employee personally provides appropriate, direct services to identified EL students in a TWI, OWI, or Secondary Newcomer Program with Primary Language Instruction, using the student's primary language.

Col. Q -- COMMENTS – Other relevant information is to be entered, which may be important to accurately process the employees on your roster, including but not limited to the following:

N/A – if not providing requisite services to identified EL students in a TWI, OWI, or Secondary Newcomer Program with Primary Language instruction.

On Leave – if on leave during the current semester; list pertinent beginning and ending dates.

P/T – if working less than full time at your location; list total hours worked per pay period at your location and the full time equivalent of the position (e.g., PT 60/120).



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Also At: "location name" – serving at two or more locations (list the second work location).

TR to/from: "location name" – if having transferred to or from another location during the semester (include pertinent dates in Columns I and J).

Resigned/Retired – if having resigned or retired; in Column J, list the date for the last day worked.

Recent Name Change – if having recently worked under a different name; include the previous name(s) used.

D. Adding Employees to the Roster

Attachment B is included with your packet and may be duplicated to add an employee paid at your location who may be eligible for a differential and/or stipend. Be sure to include the correct payroll name and employee number. Employees who have become ineligible for further payment at this time do not need to be included.

Employees With New Qualifications – Information is entered as described in Section C, entitled, "Information to be completed by School Principal." Verification of new qualifications including registered bilingual certification, District A-level fluency, and/or exam components passed are to be attached.

Employees Who Are New or Have Changed Assignments – Information is entered for employees who participated in a TWI, OWI, or Secondary Newcomer Program with Primary Language Instruction for only part of this semester at your location (e.g., newly assigned, returned from leave, transferred to or from another assignment, resigned or retired). Be sure to include beginning and/or ending dates of their Master Plan assignment in Columns I and J.

E. Absences

After ten (10) days of absence, differentials will continue to be reduced proportionately. However, days during which the employee has been absent due to participation in a District mandated professional development will not count as absences for the purpose of this calculation.



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F. Due Date

All rosters and certification forms will be used in processing payroll action and must be signed by the principal. Completed rosters, and *Certification of Master Plan Program Service For Non-Classroom Personnel* (Attachment A), are due as noted below:

DUE: Friday, November 15, 2019 by 5:00 p.m. via School Mail

TO: Human Resources Division
Master Plan Verification Unit
Beaudry Building – 15th floor

RELATED RESOURCES:

Human Resources Division BUL-067100.1 titled, “Master Plan Salary Differentials and Incentive Stipends,” issued October 7, 2019, provides general qualifications, service requirements, and rates for eligible teachers. This bulletin is available on the District website at: <https://achieve.lausd.net/> and clicking on Employees and the MyLAUSD/eLibrary.

ASSISTANCE:

For assistance or information please visit <https://achieve.lausd.net/Page/1449> or contact Master Plan Verification Unit at (213) 241-5862. Inquiries may also be sent to Master Plan Verification Unit by e-mail at mpvu@lausd.net.



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ATTACHMENT A

Certification of Master Plan Program Service For Non-Classroom Personnel

The following employee has served in a Newcomer-Primary Language Program (formerly known as Waiver to Basic) or Dual Language Immersion Program at this site. I have reviewed the supporting documentation including related logs, files and data, which include official student and staff rosters. I verify that the actual time this employee provided Master Plan Program services to eligible students meets the requirements set forth in Human Resources Division BUL-067100.1 titled "Master Plan Salary Differentials and Incentive Stipends," issued October 7, 2019.

I understand that a copy of this documentation is to be kept on file at this location with other Master Plan Program records for a minimum of five years. Supporting documentation must be submitted to the Master Plan Verification Office along with this certification form.

School/Office:		Location Code:	
Local District:	School Calendar:	YRS Track:	
Employee Name:			
(Please Print)	First	Middle	Last
Employee No:		Employee Position:	
Principal's Name:			
(Please Print)	First	Middle	Last

LAUSD/HR Form 1308 10/2018

Principal's Signature: _____ Date _____

NOTES: Only one employee per form with authorized signature on each form.

Staff, including Coordinators may not sign or certify staff for purposes of payment and service on behalf of the Principal.

Submit original form(s) with the Fall 2019 Master Plan Differential and Stipend Roster. Retain a copy of all documents at the school/site for a minimum of five years.

MAIL TO: Human Resources Division, Master Plan Verification Unit
Beaudry Building, 15th Floor

DUE: Friday, November 15, 2019 by 5:00 p.m.

MEM-059707.1
Human Resources Division

October 7, 2019



