

# DISTRICT B

Sue Shannon  
District B Superintendent

North Hollywood • Polytechnic • San Fernando • Sylmar • Verdugo Hills



## Message from the Superintendent

Thank you to everyone for a wonderful year! The students in Local District B are indeed fortunate to have such dedicated teachers, administrators, classified staff and parents to provide guidance and support. Despite all of the challenges that we have faced in the 2003 – 04 school year, District B has remained focused on improving academic achievement for all students. It is no surprise that District B schools are progressing faster than any other local district. I am confident that the level of commitment and expertise that exists in District B will continue to result in increased academic growth for students.

## Improved Student Attendance

### Student Attendance Month 6 Top Five Highest Attendance Rates!

Elementary	Middle	Senior High	Magnets	Continuation
96.24 Roscoe	95.77 Byrd	92.88 Verdugo Hills	97.61 Byrd M/SCI	99.51 Lewis
96.03 Herrick	95.72 Sun Valley	91.60 Sylmar	97.58 Broadous M/SCI	98.54 Mission
96.01 San Fernando	95.52 Mt. Gleason	90.63 Polytechnic	97.32 San Fernando M/SCI	97.48 Earhart
95.98 Telfair Ave.	94.69 Pacoima	90.57 San Fernando	97.07 Vena G/HA	96.66 Evergreen
95.97 Hubbard	94.06 San Fernando	89.98 No. Hollywood	96.81 Canterbury G/HA	90.94 Mt. Lukens

## Reading

### Elementary Literacy

#### **5 Day Governor’s Reading Institutes for New 4<sup>th</sup> and 5<sup>th</sup> Grade Teachers All Summer!**

Online registration is now available for K-5 Teachers from all schools at the June 21-25 institute only! All summer dates are online at <http://www.csbe.ca.gov> for K-3 Reading First registration and for new teachers K-5 at all schools. The summer institute dates are: July 12-16, July 19-23, August 16-20 and August 23-27. Schools are asked to encourage teachers to attend during their off-track time.

#### **Mastery Iii Governor’s Reading Institutes**

Requests for Mastery III teacher support at your school are due July 9, 2004 for the week of July 20-23, 2004. Schools may fax in your requests to Freida Smith at (818) 755-9281 or email [freida.smith@lausd.net](mailto:freida.smith@lausd.net).

#### **Reading First School-Level Implementation Survey**

The *Reading First School-Level Implementation Survey* and *Reading First Action Plan First 3-months of 2004-2005* are due July 16, 2004. Schools may access the form at [www.calread.net](http://www.calread.net) in the section LEA Sessions, under Internal Evaluation Report Material. Remember to use the Microsoft Word document.

#### **Coach Meetings and Reading Specialist Certificate Training**

The final Citywide Coach Meeting is Friday, June 11, 2004 at the Wilshire Grand.

All Elementary Literacy Coaches will have the opportunity to earn a Reading Specialist Credential. They must attend the five-day Coach Institute July 26-30, 2004 in Los Angeles at the Manhattan Beach Marriott and subsequent follow-up training throughout the year. Registration is now available at [www.calread.net](http://www.calread.net) Coach Institute link.

Tentative 2004-2005 Coach Meetings are scheduled as follows (pending District B Master Calendar approval):

- Thursday, July 15, 2004 – Multi-track Coaches only

- Thursday, August 12, 2004 – All Coaches

Contact: Freida Smith, Coordinator, Elementary Literacy, 818-755-5326.

### Secondary Literacy

#### Classroom Demonstrations at Verdugo High School

On Tuesday, May 25, 2004, Verdugo SH Secondary Literacy Coach Fran Saoud organized classroom demonstrations for District B Secondary Literacy Cadre teachers focusing on a specific structured note taking strategy, *The Cornell Note Taking System*. Cornell notes help students better organize their reading and/or lecture notes and provide opportunities for students to reflect on their learning.

#### Recommended Readings for Grade 9 and 10 English/Language Arts (ELA) Instructional Guide

Implementation of the High School English/Language Arts Instructional Guide for Grade 9 and Grade 10 will begin July 2004. In the interest of providing reading recommendations that support the High School Instructional Guide to multi-track high schools, District B has invited school teams to participate in a work session on Thursday and Friday, June 10-11, 2004 at the District B Professional Development Center. The school teams are comprised of the English Department Chair, the Secondary Literacy Coach, a 9<sup>th</sup> grade English teacher, and a 10<sup>th</sup> Grade English teacher. Grade-level teams will review common text resources and prepare a list of suggested readings for District B 9<sup>th</sup> and 10<sup>th</sup> Grade English teachers.

#### DRWC Assessment and Initial Placement

MEM-887, which replaces MEM-784, includes the revised Initial Placement Table for the DRWC program (see below). Schools may need to review Spring 2004 DRP scores according to the new table and revise reports to matriculating schools and District B.

#### Placement of Students into DRWC 2004-05 - DRP Raw Score Table (Revised March 19, 2004)

Spring 2004 Grade Level	DRWC Level 1 2004-05	DRWC Level 2 2004-05	Core ELA 2004-05
<b>5</b> (DRP Form K7)	DRP Score at/below 26	DRP Score of 27-35	DRP Score of 36+
<b>6</b> (DRP Form J6)	DRP Score at/below 26	DRP Score of 27-39	DRP Score of 40+
<b>7</b> (DRP Form J6)	DRP Score at/below 29	DRP Score of 30-41	DRP Score of 42+
<b>8</b> (DRP Form J6)	DRP Score at/below 32	DRP Score of 33-44	DRP Score of 45+

#### Developing Readers and Writers – English Language Arts (DRW-ELA) Summer/Intersession Course

MEM-860 DRW-ELA Summer/Intersession Course, is available online at Inside LAUSD. DRW-ELA Professional Development is required for teachers who will teach the DRW-ELA Summer/Intersession Course. Teachers should register as soon as possible for this 2-day training online at <http://sib.lausd.net/drp>.

- DRW students at multi-track schools will take the DRW-ELA Intersession class when they are off-track
- DRW students at single-track schools will take the DRW-ELA class during the summer 2004

The originally announced June 17 and 18 session may be cancelled due to scheduling conflicts

June 15 and 16 8 a.m. – 3 p.m.	DRW – ELA Summer/Intersession (Must attend both days)	Wilshire Grand Hotel	Single Track and 3 & 4-Track A
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#### DRWC 5 Day Initial Training

To teach DRWC, teachers must attend the 5 day training in *Language!* This training is open only to teachers who are, or will be scheduled to teach DRWC. The 5-day trainings are sponsored by the AB466 Governor's Reading Institute. Information on receiving the Passport stipend or university credits will be available on the first day of professional development. Teachers may now register online at <http://www.csbe.ca.gov>

The 5-day initial trainings are scheduled Monday through Friday, as follows:

August 9-13, 2004 8 a.m. – 3 p.m.	<i>Language!</i> (Must attend 5 days)	Wilshire Grand Hotel	DRWC Level 1 and/or 2
October 4-8 8 a.m. – 3 p.m.	<i>Language!</i> (Must attend 5 days)	Wilshire Grand Hotel	DRWC Level 1 and/or 2

Contact: Boris Morew, Coordinator, Secondary Literacy, (818) 755-5365; for DRW, contact Experts or Carrie Brown, (818) 755-5394 or Ron Plank, (818) 755-5342.

# Mathematics

## **Revised K–Algebra 1 Math Instructional Guides (MIG's) for 2004-05**

A hardcopy of the REVISED K–Algebra 1 MIG will be sent to all schools by mid-June for each LAUSD teacher to use during the 2004–05 school year.

### **Mathematics Instructional Resources to Support Standards-based Instruction**

Each MIG lists “Additional Resources”. Though the Scott Foresman (K–5) and McDougal-Littell (6–Algebra 1) materials are the primary instructional source for District B teachers’ use, teachers are encouraged to refer to and use the “Additional Resources” as they plan and deliver lessons to address specific standards. Central Math is providing a copy of each instructional resource listed in “Additional Resources” to each grade-level teacher. Delivery of these instructional materials has already begun. Please distribute the materials to teachers based on their teaching assignment for the 2004–05 school year.

### **NEW! for 2004–05: Geometry and Algebra 2 Instructional Guides (IGs)**

A team of LAUSD teachers, math coaches and administrators has completed IGs for Geometry and Algebra 2 courses. These guides will be delivered to high schools and selected middle schools by mid-June. There are no quarterly assessments for Geometry and Algebra 2 for the 2004–05. Also, the IGs do not make reference to their specific textbooks as multiple texts are currently used in LAUSD for these subjects. Teachers/staff members using the new guide will be provided forms by Central District to give feedback. The constructive feedback will be used to improve the quality of the document for all teachers.

### **Training Scheduled for the Revised K–Algebra 1 and New Geometry and Algebra 2 MIGs**

Training for District B schools on the MIGs is scheduled for Thursday, June 10, 2004, 8:00–12:00 PM. Math coaches will attend and then deliver the training to teachers at their assigned school. Principals of schools without a coach have been notified that they may send an appropriate person (AP, coordinator, lead teacher) to be trained and then return to deliver the training to teachers. Sub coverage will be provided.

### **Recruiting Math Coaches for the 2004–05**

The Math Team is currently interviewing math coach candidates for next year. Our goal is one coach in each school by the start of the school year. Schools may refer the names of permanent teachers with the potential to serve as a math coach to either Caroline Piangerelli or Larry Bye. Thank you in advance for this help!

### **Marilyn Burns Math Professional Development for Elementary Teachers**

Central Math has scheduled math professional development opportunities for elementary teachers for the 2004–05. The professional development model is similar to the OCR Passport professional development. Principals received a memo from Central Math explaining the professional development, listing dates to accommodate all tracks. The first session is scheduled for Wednesday through Friday, June 30–July 2, 2004. The response was huge with a waiting list of several hundred teachers. Schools should encourage teachers to apply ASAP when registration opens for future sessions.

Contact: Larry Bye or Caroline Piangerelli, Coordinators, Mathematics Programs, (818) 755-5300, or email at [larry.bye@lausd.net](mailto:larry.bye@lausd.net) or [caroline.piangerelli@lausd.net](mailto:caroline.piangerelli@lausd.net).

# Science

## **Elementary Science**

### **Support for Teachers New to Grade 4 or 5 in 2004-05**

District B is providing science professional development in June to teachers newly-assigned to grades 4 and 5 who did not receive the grade 4 and 5 science professional development offered this year, 2003-04. A one-day Earth Sciences professional development is offered for teachers who are changing grades and will be teaching 4<sup>th</sup> grade next year, and a three-day professional development on Physical, Earth, and Life Sciences for teachers who are changing grades to teach 5<sup>th</sup> grade next year. District B will provide substitute pay or training rate for each teacher who attends.

- Grade 4 Dates: Monday, June 14 or Monday, June 21
- Grade 5 Dates: Wednesday-Friday, June 16-18 or Wednesday-Friday, June 23-25. The series repeats: Physical, Earth, Life so that teachers can mix-and-match dates if they wish.

All sessions during the week of June 14 will be held at the Lowman MST; all sessions during the week of June 21 at the District B Professional Development Center (near Roscoe ES)

### **Hot Off The Presses! Elementary Science Instructional Guides For Grades 4 And 5**

Brand new instructional guides will be delivered to schools for the start of the 2004-05 school year. Professional development designed to help teachers maximize the use of these guides will be provided. Stay tuned for details.

### **Additional Resources For District B Teachers**

District B has ordered the following outstanding science materials for Grades 4 and 5:

- Refills for the *FOSS Earth Materials, Water, and Mixtures and Solutions* Modules that schools received this year. As soon as they arrive, they will be distributed to schools.
- *FOSS Magnetism and Electricity* Module for grade 4. This module helps teachers ensure that their students meet the 4<sup>th</sup> grade Physical Science Standards. Professional development will be scheduled in 2004-05.
- *FOSS Variables* Module for grade 5. This kit introduces controlled experimentation. It helps students meet the grade-level Investigation and Experimentation Standards and be well prepared for middle school science. Professional development will be scheduled in 2004-05.

Contact: Janet Howard, Elementary Science Specialist, (818) 755-5367

## **Secondary Science**

### **ICS Professional Development Begins**

Fifteen District B senior high science teachers participated in the first cohort of teachers to receive professional development in Integrated Coordinated Science 1. The professional development took place Friday and Saturday, June 4-5, 2004, at Cal State Los Angeles. The content of this first training was on physical science, specifically geology using Chevron Texaco EarthComm and *It's About Time* instructional materials. Future professional developments over the year will be on physics, chemistry and biology.

### **Follow-up 8<sup>th</sup> Grade Science Professional Development**

On Friday, June 11, 2004, teachers who are using the Properties of Matter kit for the physical science strand of grade 8 science, will attend a follow-up session to debrief and share their experiences in teaching this unit. During this session, teachers will also be introduced to the new LAUSD Middle School Science Instructional Guide and learn more about the immersion projects recommended in the Instructional Guide. Finally, teachers will discuss how the *Properties of Matter* aligns to the new 8<sup>th</sup> grade instructional guide. Eighteen middle school teachers have registered to attend.

Contact: Dave Kukla, Secondary Science Specialist, (818) 755-5332

## **Arts**

### **Arts Prototype Schools (APS)**

A meeting of Cadre Chairs for current APS schools will be held Thursday, June 10, from 3:30 p.m.– 5:00 p.m., at the District B Professional Development Center, room 2. It is the final meeting of the year.

### **Need A Piano?**

Stonehurst ES has approximately three upright pianos no longer in use and would like to offer them free of charge to schools in District B on a first-come, first-served basis. Free transportation will be arranged through the District Music Instrument Repair Shop. Please contact Donna Zappa-Wheeler, Principal, at (818) 767-8014.

### **Free Children's Museum Tours for All Children of the San Fernando Valley**

The Children's Museum Project is presenting a series of museum tours to introduce children who have not been

exposed to the fine arts. Parents are encouraged to join them. These monthly trips to Los Angeles Area Museums from 9:00 a.m. – 1:00 p.m. are scheduled as follows:

- Saturday, July 10                      Autry Western Museum
- Friday, July 30                         Norton Simon Museum
- Friday, August 6                        Children's Museum of Los Angeles
- Saturday, September 11              Getty Museum

Schools may contact Cherry Hepburn at (818) 505-1104 to sign up for one or more tours, which begin at the Presbyterian Church on Colfax in Valley Village. These tours are presented by The Arts Advocacy Commission and

sponsored by Tom LaBonge, Wendy Gruel, Carroll & Co., MARA Escrow Co., Faith Presbyterian Church, East Valley YMCA and LAUSD

### **Congratulations to . . .**

- Students of Carpenter ES, Colfax ES, Fair Avenue ES, Fernangeles ES, Oxnard ES, and Saticoy ES who participated in the Third Annual District wide Elementary Music Festival on April 25<sup>th</sup> at the Hall of Liberty in Forest Lawn, Hollywood Hills.
- Students of Mt. Gleason MS Chorus, Pacoima MS Jazz Ensemble, and Reed MS Chorus, Jazz Ensemble, Orchestra for their selection and participation in the 1<sup>st</sup> Annual LAUSD Honor Music Festival!

Contact: Ann Goldman, Arts Education Advisor, (818) 755-5338.

## **Categorical Programs**

### **Title I/SB1-X**

#### **Single Plan for Student Achievement**

Congratulations and thank you to the following schools and their plan writing teams for completing this monumental task:

- School wide Program Plans: Apperson ES, Broadous ES, Harding ES, and Morningside ES
- Targeted Assistance Program Single Plans: Earhart HS, Mt. Lukens HS, Plainview ES, and Sunland ES
- Year 2 Program Improvement Plans: North Hollywood SH and Polytechnic SH

#### **2004-05 Assurances and Justification Budget Pages**

Schools should keep these pages on file for use when requesting budget transfers for next school year. To ensure correct funding of categorical personnel, schools need to match funding sources for each staff member before the first time reporting period.

#### **HPSG, II/USP, CSR Schools End-of-Year Reports**

Schools will receive pertinent information directly from Harry Gerst in the SB1-X office. CSR reports will be due in August, and II/USP and HPSG in November.

#### **Categorical Program Coordinators' Meetings**

Coordinator meetings are not scheduled in June. Certificates were presented or sent to all Categorical Coordinators for their hard work and dedication to District B schools and students. Schools are asked to submit the name of new coordinators to Santa Calderon. A training for new Title I Coordinators will be scheduled as soon as the District B calendar for next year is developed.

#### **Waivers**

The due date for waiver renewals was Friday, June 4, 2004, for SBM and LEARN schools, to ensure timely processing and approval of the waivers for implementation to begin with the new school year (for multi-track schools July 1). Schools may continue to submit waivers but must realize that waiver may not be implemented until written approval is received.

- Schools currently SBM or LEARN do not have to submit waiver renewals to continue SBM or LEARN status. SBM and/or LEARN status continues until a school is required to update or submit a new Single Plan.
- Single Council Waivers must be renewed every year. District B has a waiver template that a school may wish to consider.

#### **Equipment Inventory**

Schools may submit a total school inventory and do not have to submit the Room Inventory, Attachment C. If schools do not have inventories in place, Attachment C would be a way to begin gathering data.

#### **Consolidated Programs Documentation Checklist**

At the last Coordinators' meeting, a checklist was included in the packet for the coordinator and the principal. Since the details of a Consolidated Compliance Review are not in place yet, this checklist help schools determine if they are in compliance for documentation. Coordinators are asked to complete this form and submit it to Santa Calderon by Friday, June 18, 2004.

## **English Learners**

### ***General Information***

#### **SB 395 SDAIE/ELD Teacher Training Program**

The Los Angeles County Office of Education (LACOE) is working in conjunction with the LAUSD Master Plan Teacher Training Program to offer SDAIE/ELD training to Permanent Status teachers (permanent as of January 1, 1999). For additional information, contact Robert Oguro Specialist, Master Plan Teacher Training Program, at (323) 932-2277.

#### **CELDT Training for 2004-05**

Central Office Language Acquisition Branch (LAB) will provide updated training for the 2004-05 administration of CELDT Form D. Two one-day CELDT training sessions for multi-track schools are scheduled for June 17 and June 18, 2004. The EL Program Coordinator or person responsible for school site CELDT testing is required to attend a one-day CELDT training session. Those who attend will be responsible for training other site personnel in the administration and scoring of CELDT. Additional information is forthcoming.

### ***Elementary Information***

#### **REFERENCE GUIDE REF-970 CONTINUING ENROLLMENT IN PROGRAMS FOR ELEMENTARY ENGLISH LEARNERS**

This reference guide provides schools with revised letters and procedures for communicating with parents of English Learners (ELs) annually regarding student English Language Development (ELD) progress and instructional program placement for the next school year. The reference guide includes the "Parent Notification of Continuing Enrollment in Elementary English Learner Programs" parent letter (Attachment A) and outlines the procedures that a school should follow to inform parents.

#### **TITLE III English Language Development (ELD) Institutes: July-August 2004**

LAB is offering the 5-day English Language Development Institutes for personnel from selected single-track school sites to focus on standards-based ELD content and instructional strategies. District B is fortunate to have eight schools selected to participate in the Summer ELD Institutes. Each of the selected schools will send administrators, EL Coordinators, and teachers to the training. LAB sent registration information directly to participating schools. After completing the registration form, please fax a copy to both LAB and to Mary Campbell.

The summer training for single track schools is scheduled as follows: Monday through Friday, August 9-13, 2004, at the Burbank Hilton.

#### **Master Plan Program for English Learners School Compliance Report**

The Elementary Master Plan Program Survey is completed in December of every school year. It is designed to collect information on instructional programs, school personnel, assessments, special education services, primary language support, and other services provided to English Learners. Information contained in the survey is used to generate the school site Master Plan Program Compliance Report that identifies areas in which the site is not compliant with state EL program requirements.

The Master Plan Program Compliance Report was disseminated and reviewed at the May 27, 2004 Elementary Coordinators' Meeting. Schools will be required to address all non-compliant citations, and send a written response to Mary Campbell by June 20, 2004.

#### **Language Census Report (R30—LC)**

The Language Census Report, required by Education Code 62000 and 62003, is based on the annual Master Plan Program Survey. It provides the following information:

- enrollment of English Learners (ELs) by language and by grade level
- total number of ELs in specific instructional settings
- total number of ELs receiving specific instructional services based on teacher qualification
- total number of ELs reclassified to FEP status between December 9, 2002 and December 5, 2003
- total number of state-authorized teachers and teachers-in-training who are providing primary language, English language development (ELD), and/or SDAIE instruction
- total number of bilingual paraprofessionals

The Language Census Report was disseminated and reviewed at the May 27, 2004 Elementary Coordinators' meeting.

### **Secondary Information**

#### **REFERENCE GUIDE REF-980 CONTINUING ENROLLMENT IN PROGRAMS FOR SECONDARY ENGLISH LEARNERS**

This guide provides schools with revised letters and procedure for communicating with parents of English Learners (ELs) annually regarding student English Language Development (ELD/ESL) progress and instructional program placement for the next school year. The reference guide includes the "Parent Notification of Continuing Enrollment in Secondary English Learner Programs" parent letter (Attachment A) and outlines the procedures that a school should follow to inform parents.

### **High Point DPI Codes on SIS**

Two new fields, 371 (DPI Code) and 372 (DPI Date), have been added to screen 3 of secondary SIS. If DPI codes and dates are placed in the computer from feeder schools, the scores can be accessed using fields 943 (DPI Date) and 944 (DPI Code). Once data that appears in Fields 943 and 944 has been entered as part of the matriculation data, it cannot be altered by secondary schools. Field 944 will always contain the original information that was down loaded from feeder schools.

In addition to the codes formerly allowed for DPI, secondary schools can now enter LS1 or LS2 (field 371) and the DPI Date (field 372) for PRP students assessed for possible placement in the English Language Skills 1 or 2 program.

### **High Point Professional Development for English Language Skills Teachers**

All teachers of ELS courses are required to participate in a two-day District training and follow-up training during the 2004-05 school year. The projected training dates are scheduled for the weeks of June 7, July 12, and September 27, 2004. A reference guide with specific information regarding ELS training is forthcoming.

### **High Point Professional Development**

All teachers newly-assigned to ESL courses are required to participate in either a five-day Governor's Reading Institute or a two-day District workshop (including three one-day follow-up sessions). The five-day Governors' Reading Institute (AB466) is open to all teachers newly assigned to ESL courses. The two-day advanced workshop (including three follow-up sessions) is for all continuing ESL teachers in their second year of *High Point* implementation. The advanced follow-up sessions include specific training on the new Secondary ELD portfolio, pacing plans, demonstration lessons, and instructional videos for each ESL level. It is imperative that every ESL teacher attends the follow-up sessions.

A revised version of Memorandum No. M-61, "High Point Professional Development" dated June 23, 2003 will outline information and registration procedures for new and continued support for the implementation of *High Point*.

All *High Point* registration is done online. The website may be accessed directly through LAUSDnet at <http://sib.lausd.net/drp>.

Contact: Mary, Campbell, ELL Coordinator, (818) 755-5400.

## **Gifted/Talented Programs**

### **Third Annual District B GATE/SAS Parent Educator Conference**

We thank the GATE Parent Representatives and District B staff whose diligence and vision made the Saturday, May 22<sup>nd</sup> Conference a complete success. Over 300 parents, teachers, and administrators enjoyed the greetings and messages brought by Superintendent Sue Shannon; Board Members Julie Korenstein and Jon Lauritzen; City Councilman Tony Cardenas, District Coordinator Sheila Smith; and special guest speaker, Dr. Sandra Kaplan. One of Dr. Kaplan's messages, as mentioned by Maynae Lew, Director, Instructional Support Services, in her closing comments, was that teachers and parents can teach students to be curious by modeling their own excitement, appreciation, and awe at discovering new information and phenomena.

The conference featured 19 workshops on a broad range of topics ranging from "Differentiating Open Court Reading" to "Computer Resources" to "Introduction to [Playing] Chess." Two of the over 60 teachers in attendance were heard to say, "This was really worth giving up a Saturday for" as they left the intimate "Fireside Chat with Sandra Kaplan."

District B extends special thanks to Polytechnic SH and Principal Jan Fries-Martinez and her staff for hosting the event.

### **Promising News, But Only the Beginning.**

Gifted education is on the rise in District B. In March 2002, District B schools had identified a total of 4,411 students as gifted. In March 2004, a total of 4,957 students have been identified as gifted -- a 546 student increase. In 2002, only magnet schools, Carpenter ES, and Reed MS far exceeded 6% identification. In May, 2004, 32 of our schools exceeded the District average of the 6% identification mark.

In February 2003 in District B, 4.7% of the African American population was identified as gifted, and 4.0% of the Latino students was identified as gifted. Currently, 6.1% of the African American population are now identified (an additional 40 students), and 4.2% of the Latino students (an additional 238 students). Though the numbers show some increases, District B still has far to go.

Principals and GATE Coordinators can join the effort to close the "identification gap" by regularly checking achievement scores posted on the SIS and DSS and immediately refer students whose scores indicate clear eligibility ("slam-dunks"). Secondary counselors can encourage gifted (especially African American and Latino) students to pursue rigorous coursework (AP and Honors), and not just wait until students or parents ask for placement in those courses.

This is a beginning which, through the valuable efforts of principals, coordinators, and counselors in collaboration with District B staff have yielded promising news.

### **Summer Conferences**

- *California Association for the Gifted (CAG) Summer Teacher Institute & Demonstration School, August 2-6, 2004, Goleta Junior High School. Educators may learn how to differentiate for gifted students from seminars, workshops, and classrooms taught by master teachers. For more information check out CAG website at [www.cagifted.org](http://www.cagifted.org).*
- *USC Teacher Institute & Demonstration School, June 21-25, 2004 at the USC Campus. The institute offers opportunities to focus on "Developing Intellectualism: Beyond Testing", observe "Classrooms Using Differentiated Curriculum", and develop "Expertise in Designing Curriculum, Instructional Strategies, and Assessment." Contact: (213) 740-2190 for more information and registration.*
- *Differentiated Units of Study: Planning and Practicing for Academic Rigor, July 7-9, 2004, USC Campus. Contact: (213) 740-2190 for more information and registration.*
- *Second Annual National Conference on Differentiated Instruction: Theory into Practice for Grades K-12, July 18-21, 2004, Riviera Hotel & Casino, Las Vegas, Nevada. Contact: 800-462-1478.*

Contact: Dorothy Jackson, Coordinator, (818) 755-5361, or LaRoyce Bell, Specialist, (818)755-5346

## **Instructional Technology**

### **Monitoring the Size of Your ePals Mailbox**

LAUSD ePals accounts have an overall storage limit capacity of 20 megabytes (Mb). Email folders included in this calculation are: Inbox, Sent Items, Trash, and any folders that may have been created for storing messages. Once the 20 MB capacity has been reached, a user may not be able to send or receive email messages. The following steps will help the user monitor how much of this capacity you are using.

Step 1: Log on to the ePals account.

Step 2: Click on the "Webmail" link on the left.

Step 3: Click on the "Folders" link.

Step 4: From this view, the user can monitor the size of the ePals mailbox using the "Space Used" status bar. "Space Available" lets the user know how much space is left in the mailbox.

Note: Deleted messages remain in the "Trash" folder until it is emptied. Use the "Empty Trash" link to permanently remove these messages.

Contact: ITAFs: Heinrich Sartin, at (818) 755-5388 or [heinrich.sartin@lausd.net](mailto:heinrich.sartin@lausd.net), or Ted Snyder, at (818) 755-5389 or [ted.snyder@lausd.net](mailto:ted.snyder@lausd.net).

## New Teacher Support

### **BTSA Colloquium**

Over 50 District B teachers attended the Colloquium breakfast on Saturday, June 5, 2004, to reflect on their successes this year and celebrate the culmination of the two-year BTSA Program for 30 of our teachers. The completion of the program partially fulfills requirements for them to receive a Professional Clear Credential.

### **BTSA Induction--2004-2005**

There are many unanswered questions regarding the funding and organization of BTSA for next year, but changes can be expected. As a result, the enrollment of teachers in BTSA for the 2004-05 school year is delayed. Phone calls received indicate that both teachers and support providers are anxious to get started in July. Please ask them to be patient. Information will be forthcoming. Thank you for your continued support.

Contact: Ann Carnes, Coordinator, Professional Development, (818) 755-5363.

## Special Education

### **Welligent System Deadline**

District B schools are reminded that all students with disabilities must have their Individualized Education Programs (IEPs) on the Welligent System. Many IEPs were batch-entered earlier this year but the subsequent IEPs were not entered into the system. Please remember that ALL IEPs must be completed on the Welligent system after June 30<sup>th</sup>.

### **Intersession 2004- 05**

Intersession for students with disabilities in both severe and non-severe classes will be for four weeks only in the 2004-05. The four weeks may be provided during the first or second off-track period. It is recommended that the four-week session not be divided into two two-week sessions. Any changes require the authorization of the Special Education office.

Contact: Janet McElroy, Coordinator, Special Education, 818-755-5318, or email [janet.mcelroy@lausd.net](mailto:janet.mcelroy@lausd.net)

## Standards Based Promotion and Intervention

### **Required Elementary SIS Data for Intervention**

A new Reference Guide, REF- 1009, Required Elementary SIS Data For Standards-Based Promotion And Intervention Programs for 2004-2005, May 17, 2004, outlines the elementary school's responsibilities for maintaining and entering promotion and intervention data into the Student Information System and is now posted on Inside LAUSD. Changes have been made in the reason codes, fields have been added on the Intervention screen and new options have been added for summer school information/ intervention statistical reporting. This data is important in monitoring the types of services at-risk students receive and in providing the District with needed information for summer school/ intersession allocations.

### **Summer School/ Intersession 2004**

- **Summer School Staffing:** The District online Summer School Pool is scheduled to be available on Monday, June 7, 2004. Logon to [www.teachinla.com](http://www.teachinla.com) and link to Summer Session Pool.
- **Elementary Summer School Principal's Meeting:** Thursday, June 24, 1:00 p.m. -4:30 p.m. at the Airtel Plaza. The curriculum offered to students attending Summer School is new this year. Please plan to attend a special professional development session designed to review the new instructional components in literacy, writing and mathematics. Additionally, new attendance and statistical procedures will be reviewed.
- **Elementary Summer School / Intersession Parent Notification and Confirmation.** Please update Parent Confirmation information into SIS, Screen 26, per REF- 1009.
- **Elementary Summer School Instructional Materials.** Instructional materials are stored at the 2003 Summer School Sites. Open Court Unit 6 Student Workbooks and Inquiry Journals are to be sent to the host Summer

School site by June 15, 2004. Mathematics Intervention Modules and *Write Time Intervention for LAUSD Kids* Grade level notebooks are scheduled for delivery before the close of the school year.

- Elementary Summer Intervention Rosters and Summer Emergency Rosters. The rosters are due Friday, June 11, 2004 to host site summer schools and to Diane Agliam, SBP Coordinator. After entering the information in Screen 26, print a Summer School Program Roster, Special Report Menu 20, Option 4. The Summer Emergency Roster, Special Report Menu 20 - Option 19, will print a list of summer school students with emergency information in alphabetical order for each receiving site.
- Elementary Summer School Intervention Documentation. Please send Red Folders and ELD Portfolios (or duplicate) to host site summer schools by June 15, 2004.
- Elementary Summer School Teacher Training. The following training is scheduled for Summer School Teachers. Summer School teachers must attend training appropriate to their summer school assignment.
  - English Language Arts Intervention Program: Thursday, June 24, 7:30 a.m. – 3:30 p.m. at the Airtel Plaza in Van Nuys
  - English Language Development (EL) Program: Thursday, June 24, and Friday June 25, 7:30 a.m. – 3:30 p.m. at the Airtel Plaza in Van Nuys
  - Emergency Immigrant Education Program (EIEP): Saturday, June 19, 8:00 a.m.-1:00 p.m. at Plasencia ES
- Elementary Intersession Teacher Training - The following training is scheduled for Intersession Teachers on Track A. Intersession teachers must attend training appropriate to their intersession assignment.
  - English Language Arts Intervention Program: Thursday, July 1, 7:30 a.m. – 3:30 p.m. at the Airtel Plaza in Van Nuys.
  - English Language Development (EL) Program: Thursday, July 1, and Friday July 2, 7:30 a.m. – 3:30 p.m. at the Airtel Plaza in Van Nuys

### **Extended Learning Program Grades K-8**

Statisticals must be submitted to recapture funding from the state. Statistical Reports forms are in Memorandum No. 600, Guidelines for the Extended Learning Program for the 2003-2004 School Year, dated October 31, 2003. Statistical Reports are to be submitted to Pupil Statistics and Report Section, Attention: Juan Terronez, Beaudry Bldg., 26<sup>th</sup> Floor, Room 138, Fax No. (213) 241-6831 and to Diane Agliam, Standards-Based Promotion/Intervention Coordinator, Fax (818) 755-6728.

Beyond The Bell has its own website where you can access bulletins, memoranda and reference guide materials that pertain to intervention and Standards Based Promotion. The address is BTB@lausd.net.

Contact: Diane Agliam, Coordinator, Intervention Programs, (818) 755-5362 or e-mail Diane.Agliam@lausd.net

## Testing

### **9<sup>th</sup> Grade Performance Assignment**

Reliability Scoring was held on Friday, June 4, 2004. Student Response Forms will be sent to schools this week and should be filed in students' cumulative record. Only the current writing assessment needs to be retained in the cum.

### **Unit 3 Elementary Periodic Writing Assessment for Language Arts in Grades 2-5**

Reliability Scoring was held on Monday, June 7, 2004. Student Response Forms will be sent to schools this week and should be filed in the cumulative record. Schools should ensure that the grade 5 Student Response Forms are filed in time to be forwarded to the student's new middle school. Stickers indicating the student score will no longer be provided.

Contact: Jill Nieman, Coordinator, Standards-Based Education at (818) 755-5360.

## Textbooks

### **Order Alert!**

Any textbook orders placed after June 1, 2004 may not arrive in time for the start of the 2004-05 school year. Single-track deliveries will be made in August. Multi-track school deliveries will be delivered as soon as possible. Schools should call the Customer Service number on the Purchase Order if specific delivery information is needed.

Copies of all textbooks orders submitted through District B will be sent to schools. Schools should notify District B that textbook orders have been received by copying the last page of the BPO, signing verification that the order is

complete, and forwarding this page to Jill Nieman. Schools do not need to wait until invoices are received. District B cannot process these orders for payment until it receives information from schools that the order is complete. If an order is incomplete, schools should call the Customer Service number on the Purchase Order to determine whether the items are backordered.

Contact: Jill Nieman, Coordinator, Standards-Based Education, (818) 755-5360.

## Parent Involvement

### **CEAC and ELAC Committees:**

Central District is requesting that parent representatives bring school monthly meeting materials to the Local District's monthly meetings and turn the packet in to the Local District Chairperson. District B's chairpersons for Title 1 and Bilingual Committees are responsible for delivering the packets to the central district chairperson at the Parent Community Services Branch meetings. For further guidelines, please refer to Dr. Ted Alexander's memo included in the principal packet.

Schools should remind coordinators to continue sending a copy of school level meeting materials to their Parent Facilitator. District B is keeping all school documentation should Central District have questions about the functioning of school-level committees.

The District B facilitators are available to calendar your orientations and elections for all committees for the 2004-2005 school year.

### **Academic Program Training Provided to Parent Center Directors:**

District B's goal in 2003-04 has been to develop and present a variety of programs and activities that schools and/or parent centers can offer parents to enable them to support literacy and math at home. The Parent Unit team in collaboration with the external partners has provided the following literacy and math training to Parent Center Directors:

- High Frequency Words
- Blueprints for Parents
- Kindergarten Curriculum
- Raising Children in Troubled Times
- Reading Starts With Us
- Read With Me/Lea Conmigo
- Family Math
- "College Going Culture"
- Mother Daughter College Preparation
- College Making it Happen.
- I'm Going to College

The Parent Unit is exploring following areas for future professional development:

- Family Science – an informal standards-based science education program aligned with FOSS, gives parents and children an opportunity to work and learn together through hands-on activities to explore the ways in which science plays a role in daily life.
- Father Son College Preparation Pilot-Project – a companion project to the Mother-Daughter designed to create a partnership between fathers and sons to encourage valuing education, improving academic and life skills, developing leadership qualities and pursuing professional careers. The program's goal is to build the self-esteem of both father and son; and increase the participants' knowledge of and commitment to higher education.
- Parent Curriculum Project – builds on the assumption that parents, given the knowledge and tools, are capable of supporting their children's academic effort. Parents will attend teacher-led workshops to learn approaches to assist their children in academics through standards-based lessons in language arts, math and science. Curriculum guides and training are available to schools who wish to offer the three one-hour workshops with the parents.

Contact: Rebeca Rodriguez, Coordinator, Parent/Community Outreach, (818) 755-5447.

## Fiscal Services

Schools are asked to note the following deadlines:

June 9 All requests for 2003- budget adjustments must be submitted by 2:30 pm to your Fiscal Specialist. Any budget adjustment requests received after the cut-off will not be processed.

- June 11 Access to PCard will be suspended starting at 5:00 pm up to June 30. Schools will not be able to use their PCard for purchases during the suspension period. Schools should plan purchases accordingly. All PCard transactions should be reconciled before June 30, otherwise, access to PCard may be hindered come July 1.
- June 15 Deadline for submission of Payroll Correction of Fund and Program (Form 52.9) to General Accounting Branch
- June 30 Deadline for scheduling on-line receivers
- July 1 Deadline for receivers to be accepted by Accounts Payable Branch. All invoices and Imprest Claim Forms must stamped received by 4:30 pm in Accounts Payable Branch

## Support Services

### Nursing

#### Nursing Leadership

District B School Nurses' have strong leadership skills as demonstrated by the following nurses:

- Valarie Singh, assigned to Brainard ES, Mt. View ES and Beachy ES, who received the Los Angeles Council of School Nurses, "School Nurse of the Year Award"
- Lhanjay Tempo assigned to Vaughn Charter and Vena ES completed the Preliminary Administrative Credential
- Ben Torres assigned to Sylmar SH is on a District-Wide Committee to update the Sports Physical Bulletin
- Gail Wills assigned to District B as a IEP Nurse is on a District-Wide Committee to update the school health records

I would like to thank everyone in District B for their support to District B Nursing Division. You have made this a great assignment and I appreciate the motivation to be the BEST! I wish you the joy that I have had with my career in LAUSD – having experience in a job you love is more precious than gold!

Contact: Joyce Jacob, Coordinator, Nursing, (818) 755-5352.

## Retirements

- Sharon Greene, Burbank ES, Principal
- Arturo Del Rio, San Fernando MS, Principal
- Joyce Jacobs, District B, Nursing Coordinator
- Esther Macias, Pinewood ES, Principal
- Frank Ward, Burbank ES, Assistant Principal

## Congratulations To . . .

**Burbank ES Volunteer Sylvia Shub** . . . from a community volunteer award from the Associated Administrators of Los Angeles. Aged 90, Ms. Shub has been a dedicated classroom volunteer for many years assisting in preparing classroom materials, correct homework and assist with supervising the children.

**Hubbard Healthy Start Coordinator Nadia Hurtado** . . . for a community volunteer award from the Associated Administrators of Los Angeles. During the past five years, Ms. Hurtado has provided parent education and support to 10 Sylmar schools

**Polytechnic SH Patricia Ehrman, APSCS** . . . on being selected Secondary Assistant Principal, SCS, Administrator of the Year Award from the Association of California School Administrators. The dinner and awards presentation was held June 3, 2004, at Casa Italiana.

**Polytechnic SH Major Lawrence Berlin and CMSgt Robert Branton** . . . for winning the 2003-04 Air Force Junior Reserve Officer Training Corps Outstanding Instructor Award, limited to the top 10% of AFJROTC instructors.

**Sun Valley MS Principal Jeff Davis** . . . on selection as Principal of the Year in the middle school category

Association of California School Administrators, Region 16. The awards dinner was June 5, 2004 at Casa Italiana in downtown LA.

**Cardenas Foundation Scholarship Winners from San Fernando, Polytechnic, Sylmar and North Hollywood SH students . . .** who each received a scholarship ranging from \$1,000-2,500 from the Cardenas Foundation.

Ayala, Olga	De La Mora, Raquel	Gaona, Carmin	Lopez, Margarita	Ruvalcaba, Elizabeth	Zarate, Edwin
Cabrera, Jorge	Escobar, Jacqueline	Garcia, Veronica	Mansoor, Fariha	Sandoval, Adriana	
Cardenas, Felecita	Escobar, Jobani	Gildo, Laura	Ortiz, Yoseline	Sandoval, Brian	
Casillas, Veronica	Felix, Esteban	Granado, Irene	Rodriguez, Elizabeth	Serrano, Norma	
Chavolla, Mayra	Flores, Richard	Haro, Maria	Rodriguez, Johanna	Vasquez, Gloria	
Cisneros, Dominique	Gallegos, Maricela	Licea, Abby	Rodriguez, Leticia	Zamora, Rocio	

**Arminta ES students Melaku Shifcraw, Jonathan Garcia and Jonathan Ponce . . .** each for winning an all-expenses-paid trip to U.S. Space Camp in Huntsville, Alabama by winning the LAs BEST Science Fair.

**Mt. Gleason MS 6<sup>th</sup> grade honors students Samantha Arman, Hilary Arndt, Pamela Langmaid and Veronica Pineda . . .** for winning the TOY challenge Regional Competition 2004 in Sacramento. Their Toy, The Galactic Pony medaled in best design, best engineering, and team spirit. They also won a cash prize of \$250 to further develop their TOY at the National TOY competition in San Diego in July.

**Polytechnic SH student Adam Regele . . .** for receiving a \$1,000 scholarship from the Associated Administrators of Los Angeles. He will attend University of Berkeley and major in English.

**Students Telly Lam, North Hollywood SH; Osvaldo Trujillo, San Fernando SH; and Florentino Salazar, Polytechnic SH . . .** for each receiving a \$6,000 scholarship from Universal Studios.

**Sylmar SH students . . .** selected to attend the CalTech YESS (Young Engineering and Science Scholars) Program: Sean Marney, Rolando Manzo and Jessica Padilla. Only 30 students are selected nationwide for this prestigious honor. Students were selected based upon their grade point average, SAT scores, recommendations and personal statements. GO Spartans!!!

**Poly SH and Sylmar SH Special Education Students . . .** Two students with disabilities from District B were selected by The California Governor's Committee on Employment of People with Disabilities to participate as student delegates in the 2004 Youth Leadership Forum in Sacramento. The two students are Ismael Maldonado from Sylmar SH and Jenia Zuleta from Poly SH. They will travel to Sacramento with approximately 50 high school students from California and will congregate at Cal State Sacramento and the State Capitol. There they will discuss important issues and learn about different resources and meet with successful adults with disabilities.

## Due Dates

TOPIC	DUE DATE	DUE TO
SHAKE 2004 Evaluation	May 14	Office of Emergency Services, Beaudry Building, 20 <sup>th</sup> Floor
Elementary Summer School Program Rosters and Emergency Rosters	June 11	Summer School Site and Diane Agliam, District B
Radio Communication Evaluation Form	June 14	Radio Communications Unit FAX: 323-342-0685
Elementary Summer School Intervention Materials and Documentation	June 15	Summer School Site
Master Plan Non-Compliant Responses	June 20	Mary Campbell, District B

## Special Meetings / Events

MEETING / EVENT	DATE	TARGET GROUP
Mathematics Instructional Guide Prof Development	June 10; 8:00 a.m. – 12:00 p.m.; Wilshire Grand	All Math Coaches
GATE/SAS Coordinator Meeting	June 10; 2:30 p.m. – 4:30 p.m.; District B Conference Room 1	GATE/SAS Coordinators
District B Math Coach Meeting	June 11; 8:00 a.m. – 3:00 p.m.; District B Parent Community Center	All Math Coaches
Secondary Literacy Cadre	June 16; 2:00 p.m. – 4:00 p.m. Arco Jr. Achievement Center	All Secondary Literacy Cadre Members
CELDT Training Sessions	June 17 or June 18; 8:00 a.m. – 3:00 p.m.; Location TBD	Multi-Track Elementary Coordinators
Summer School Teacher Training	June 24; 7:30 a.m. – 3:00 p.m.; Airtel Plaza Hotel	Summer School ELA/ Intervention Teachers
Summer School Teacher ELD Training	June 24 & 25; 7:30 a.m. – 3:00 p.m.; Airtel Plaza Hotel	Summer School EL Teacher Training
Title III ELD Institute	August 9-13; 8:00 a.m. – 3:00 p.m.	Selected Single -Track Schools