



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: 2019-2020 Master Plan Institute for English Learners and Standard English Learners for TSP Advisors and/or EL Designees, ETK – 12

NUMBER: MEM-5793.6

ISSUER: Frances Gipson, Ph.D., Chief Academic Officer
Division of Instruction

Lydia Acosta Stephens, Executive Director
Multilingual and Multicultural Education Department

DATE: April 5, 2019

PURPOSE: The purpose of this Memorandum is to provide information and the schedule for the mandatory 2019 Master Plan Institute for English Learners and Standard English Learners.

MAJOR CHANGE: This Memorandum replaces MEM-5793.5, *2017-2018 English Learner Master Plan Institute for TSP Advisors and/or EL Support Staff* dated May 5, 2016.

BACKGROUND: All schools with English Learners (ELs) and Standard English Learners (SELs) must provide a comprehensive instructional program that complies with Federal, State and Civil Rights laws and is in alignment with the Los Angeles Unified School District’s (L.A. Unified) 2018 Master Plan for English Learners and Standard English Learners. In addition, the California Department of Education (CDE) regularly monitors L.A. Unified’s EL program through the Federal Program Monitoring (FPM) review process. To this end, the District must ensure that all school site TSP Advisors/EL Designees receive on-going professional development to effectively support instructional programs and services for ELs and SELs.

The Master Plan Institute (MPI) for ELs and SELs is an annual comprehensive and up-to-date professional development designed to build the capacity of school site EL Designees on how to best support the implementation of compliant EL programs and instructional programs for ELs and SELs.

The MPI also provides participants with important information on current Federal and State mandates related to the program. Newly assigned TSP Advisors/EL Designees (0-1 year) will be provided an opportunity to attend two additional days of professional development tailored to their needs. Although the principals are ultimately responsible for the implementation, monitoring and evaluation of the 2018 Master Plan for ELs and SELs, they must ensure that the school site TSP Advisor/EL Designee effectively supports the implementation and monitoring of the Master Plan as it pertains to ELs and RFEPs.

This year’s MPI theme will be “English Learners and Standard English Learners: Researchers, Practitioners and Leaders.”

ROUTING
LD Superintendents
Administrators of Instruction
EL Program Staff
SEL Staff
EL Instructional Staff
Principals
Assistant Principals
School Site EL Designees
UTLA Chapter Chairs



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

INSTRUCTIONS: The following professional development options are scheduled for the 2019-20 MPI for ELs and SELs:

	Options	Location
Session 1	<i>Newly assigned TSP Advisors and/or EL Designees (0-1 year*)</i> Monday, June 17 and Friday, June 21, 2019 8:00 a.m. – 3:00 p.m.	Sonia Sotomayor Center for Art and Science 2050 N. San Fernando Rd. Los Angeles, CA 90065
	<i>ALL TSP Advisors and/or EL Designees</i> Tuesday, June 18 to Thursday, June 20, 2019 8:00 a.m. – 3:00 p.m.	
Session 2	<i>Newly assigned TSP Advisors and/or EL Designees (0-1 year*)</i> Monday, July 29 and Friday, August 2, 2019 8:00 a.m. – 3:00 p.m.	Dymally Senior High School 8800 S. San Pedro St. Los Angeles, CA 90003
	<i>ALL TSP Advisors and/or EL Designees</i> Tuesday, July 30 to Thursday, August 1, 2019 8:00 a.m. – 3:00 p.m.	

* 0-1 years refers to both brand new TSP advisors/EL Designees as well as those who have served in the position for one full year.

The registration for the MPI for ELs and SELs will be conducted through My Professional Learning Network (MyPLN) web portal:

- The Local District EL Programs Coordinator will share the survey link with the principals to collect information of the 2019-20 TSP Advisors/EL Designees who will participate in the 2019 MPI.
- The selected TSP Advisors/EL Designees will:
 - Receive notification when they have been auto enrolled in MyPLN.
 - Log into to MyPLN to complete registration for either the June or July session of the MPI.
 - Receive a registration confirmation email from MyPLN.

The MPI for ELs and SELs is a required professional development for all TSP Advisors/EL Designees. Teacher X-Time (hourly rate) will be provided to all participants who are off-track during the MPI. In order to receive a certificate of completion, participants must attend and complete the required hours for this professional development, documented via on-site sign-in and sign-out records. The certificate must be maintained at the school site as evidence of ongoing EL and SEL professional development.

NOTE: The Multilingual and Multicultural Education Department (MMED) will fund one TSP Advisor/EL Designee representative per school. Requests for an additional participant from a school will be reviewed and considered on a case by case basis. Funding for the additional participant(s) will be the responsibility of the school.



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

ASSISTANCE: For questions regarding MyPLN registration or to update an EL Designee's information, contact Elaine Hu, EL Programs Specialist, Multilingual and Multicultural Education Department, at (213) 241-5582 or via e-mail at elaine.hu@lausd.net.

For support using the MyPLN platform, please send an email to mypln@lausd.net or call (213) 241-3444.

For further information regarding 2019 MPI information, please contact your Local District EL Programs Coordinator or Rafael Escamilla, EL Programs Coordinator, Multilingual and Multicultural Education Department, at (213) 241-5582.