



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

**TITLE:** Elementary Differential Rosters, Fall 2018  
Master Plan for English Learners

**NUMBER:** MEM-059706.0

**ISSUER:** Dr. Bryan Johnson, Director  
Certificated Workforce Management

Sergio Franco, Assistant Chief Human Resources Officer  
Human Resources Division

**DATE:** October 15, 2018

**DUE DATE:** Friday, November 16, 2018

**ROUTING**  
Elementary Schools  
with a Transitional  
Bilingual Education  
Program,  
Maintenance  
Bilingual Education  
Program, or Dual  
Language Immersion  
Program

**PURPOSE:** The purpose of this Memorandum is to provide information and instructions regarding payments for employees who may be eligible for a Fall 2018 Master Plan Program differential or stipend. Master Plan Program data entered on the roster regarding services provided to identified English Learners (EL) in a Transitional Bilingual Education Program, Maintenance Bilingual Education Program (formerly known as Waiver to Basic) or Dual Language Immersion Program 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 Transitional Bilingual Education Program, Maintenance Bilingual Education Program (formerly known as Waiver to Basic) or Dual Language Immersion Program for English learners.

**MAJOR CHANGES:** This Memorandum replaces Human Resources Division MEM-041389.0 of the same subject issued October 6, 2017. The dates have been updated to reflect the current semester.

**INSTRUCTIONS: A. Documentation**

Principals are responsible for assuring that instruction or service provided by the employee matches the identified needs of the Transitional Bilingual Education Program, Maintenance Bilingual Education Program or Dual Language Immersion Program 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*



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*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 – 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 differential or stipend. Sample blank rosters are attached (Attachments B-1 and B-2). 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. The 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.

### **C. Information to be completed by School Principal (Columns F-O)**

#### For Classroom Personnel:

To ensure the accuracy of the information provided, please:

- Use a current MiSiS Master Plan Roster for each teacher listed (for directions to generate a Master Plan Roster, see *Master Plan Roster Job Aid 09/8/14*, found online at <http://achieve.lausd.net/Page/7044>),
- Submit the classroom rosters together with the differential roster as part of the verification process,
- Submit both AM and PM classroom rosters for School Readiness Language Development Programs (SRLDP),



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- Arrange the class rosters in the same order listed on the differential roster, including only the Master Plan Rosters for employees whose names are being submitted for the evaluation process.

### For Non-Classroom Personnel:

Please review the relevant supporting documentation that reflects the nature and extent of services provided to Transitional Bilingual Education Program, Maintenance Bilingual Education Program or Dual Language Immersion Program students and/or parents that require utilization of the student's primary language. After verifying the accuracy of the information, the Principal will sign each completed *Certification of Master Plan Program Service for Non-Classroom Personnel* (Attachment A) before submitting to Master Plan Verification. The supporting documentation is required when submitting the certification form.

Documentation 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. Such records must reflect all of the following:

- Nature of services provided,
- Primary language of the Transitional Bilingual Education Program, Maintenance Bilingual Education Program or Dual Language Immersion Program persons served,
- The Transitional Bilingual Education Program, Maintenance Bilingual Education Program or Dual Language Immersion Program to which the identified EL students are assigned, and
- Amount of work time the employee utilized primary language to provide student(s)/parent(s) services stated.

### For Schools Without Eligible or Participating Personnel:

If there are no employees eligible or participating in a Transitional Bilingual Education Program, Maintenance Bilingual Education Program or Dual Language Immersion Program, please check the box below the grid, and sign and date, prior to returning the roster.

If any of the listed employees are not utilizing their language qualification to provide requisite service to identified EL students in a Transitional Bilingual Education Program, Maintenance Bilingual Education Program or Dual Language Immersion Program, principals are asked to enter N/A in Column O and leave Columns F through N blank.



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Col. F -- MP PROG – If the participating employee is providing services to students in a Transitional Bilingual Education Program, Maintenance Bilingual Education Program or Dual Language Program, enter the appropriate code from the list below:

- | <u>Code</u> | <u>Master Plan Program</u>   |
|-------------|--|
| 1 –         | Transitional Bilingual Education Program, Maintenance Bilingual Education Program, Spanish                 |
| 3 –         | Transitional Bilingual Education Program, Maintenance Bilingual Education Program, Other Primary Languages |

Col. G -- GRADE/POSITION – For classroom teachers, enter the grade level taught using the corresponding number for grades 1 through 6, K for Kindergarten, or SRLDP for the School Readiness Language Development Program.

For non-classroom employees and special education teachers assigned to a Transitional Bilingual Education Program, Maintenance Bilingual Education Program or Dual Language Immersion Program, enter the corresponding code from the following list:

- | <u>Code</u> | <u>Position</u>   |
|-------------|---|
| COORD –     | Bilingual Coordinator/TSP Advisor/Categorical Programs Advisor/EL Designee                    |
| COUNS –     | School Counselor  |
| RSP –       | Resource Specialist Program Teacher (Special Education)                                       |
| SDC –       | Special Day Program (Please specify the SDP designation and the student age-span in Column O) |

Col. H -- YRS TRK – For SINGLE calendar schedule, this column is to be left blank.

Col. I -- MP PROG BEG DATE – For employees who served in a Transitional Bilingual Education Program, Maintenance Bilingual Education Program or Dual Language Immersion Program at your school from the start of the current semester, enter the beginning date (month/day/year) of their assigned calendar, as follows:

**Fall 2018**  
**Semester: 1 TRK**  
(SINGLE)  
 8-14-18



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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 Transitional Bilingual Education Program, Maintenance Bilingual Education Program or Dual Language Immersion Program assignment for the current semester.

Col. J -- MP PROG END DATE – This is to be left blank, unless an eligible employee is no longer participating in a Transitional Bilingual Education Program, Maintenance Bilingual Education Program or Dual Language Immersion Program. If the employee has left the school, enter the actual date (month/day/year) of the last day worked. An updated differential roster for any employee who leaves after the initial differential roster has been filed, will need to be submitted.

Col. K -- #LEP REQ SVS – Enter the number of identified EL students who are in a Transitional Bilingual Education Program, Maintenance Bilingual Education Program or Dual Language Immersion Program at CELDT levels 1, 2 or 3 only, for whom the employee personally provides the requisite instruction or services appropriate to the program.

Col. L -- TOT ENR – For classroom teachers, enter the total class enrollment. For non-classroom employees and resource specialist teachers, enter the total number of target students served.

Col. M – LEP LANG – The primary language of the EL students served is to be entered, 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 listed, or
F = Farsi	R = Russian	two or more languages in
		one class

Col. N -- PCT PRI LANG – For all potentially eligible teachers and non-classroom employees, enter the percentage of work time the employee provides appropriate direct services to identified EL students in a Transitional Bilingual Education Program, Maintenance Bilingual Education Program or Dual Language Immersion Program using the primary language of those students.



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Col. O -- 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 Transitional Bilingual Education Program, Maintenance Bilingual Education Program or Dual Language Immersion Program.

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).

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**

The blank roster included with your packet 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.



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Employees Who Are New or Have Changed Assignments – Information is entered for employees who participated in a Transitional Bilingual Education Program, Maintenance Bilingual Education Program or Dual Language Immersion Program 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 add the 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.

## **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 16, 2018 by 5:00 p.m.**

**TO:** Human Resources Division  
Master Plan Verification Unit  
Beaudry Building – 15<sup>th</sup> Floor

## **RELATED RESOURCES:**

Human Resources Division BUL-3802.7 titled, “Master Plan Salary Differentials and Incentive Stipends,” issued March 20, 2017.

## **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](mailto:mpvu@lausd.net).

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Office of the Deputy Superintendent  
Human Resources Division

MEM-059706.0  
October 15, 2018

ATTACHMENT A

**Certification of Master Plan Program Service For Non-Classroom Personnel**

The following employee has served in a Transitional Bilingual Education Program, Maintenance Bilingual Education Program (these programs are 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-3802.7 titled "Master Plan Salary Differentials and Incentive Stipends," issued March 20, 2017.

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)	<i>First</i>	<i>Middle</i>	<i>Last</i>
Employee No:		Employee Position:	
Principal's Name:			
(Please Print)	<i>First</i>	<i>Middle</i>	<i>Last</i>

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 2018 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, 15<sup>th</sup> Floor

DUE: **Friday, November 16, 2018 by 5:00 p.m.**

