



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

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

NUMBER: MEM-059707.0

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
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 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 Newcomer-Primary Language 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 Newcomer-Primary Language Program (formerly known as Waiver to Basic) or Dual Language Immersion Program for English learners.

MAJOR CHANGES: This Memorandum replaces Human Resources Division MEM-041390.0 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 Newcomer-Primary Language 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 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



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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. 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. 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-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.”



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- 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.
- Include only the English Learner Enrollment by Teacher Report for employees whose names are being submitted for the evaluation process.

For Non-Classroom Personnel:

Please submit the following:

- A completed *Certification of Master Plan Program Service For Non-Classroom Personnel* (Attachment A).
- Logs and supporting documentation of services that reflect the nature and extent of services provided to Newcomer-Primary Language Program or Dual Language Immersion Program 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 Newcomer-Primary Language Program or Dual Language Immersion Program served,
- The Newcomer-Primary Language Program or Dual Language Immersion Program to which the identified EL students are assigned,
- Amount of time the employee utilized primary language to provide the services stated.

For Schools Without Eligible or Participating Personnel:

If there are no employees eligible or participating in a Newcomer-Primary Language Program or Dual Language Immersion Program, check the box below the grid, then sign, date, and return the roster.



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If any of the listed employees are not utilizing their language qualification to provide requisite service to identified EL students in a Newcomer-Primary Language Program or Dual Language Immersion Program, 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 Newcomer-Primary Language Program or Dual Language Immersion Program with qualifying CELDT Levels, enter the appropriate code from the list below:

- | <u>Code</u> | <u>Master Plan Program</u> |
|-------------|---|
| 1 – | Newcomer-Primary Language Program/Dual Language Immersion Program, Spanish |
| 3 – | Newcomer-Primary Language Program/Dual Language Immersion Program, 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.

Col. I -- MP PROG BEG DATE – For employees who served in a Newcomer-Primary Language 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/track, as listed below:

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 Newcomer-Primary Language Program or Dual Language Immersion Program assignment for the current semester.

Col. J -- MP PROG END DATE – Leave blank, unless an eligible employee is no longer participating in a Newcomer-Primary Language Program or Dual Language Immersion Program 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# LEP STU – For all qualifying class periods, enter the average number of identified EL students taught in a Newcomer-Primary Language Program or Dual Language Immersion Program.

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

Col. L – 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 listed, |
| F = Farsi | R = Russian | or two or more languages |
| | | in one Class |

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 Newcomer-Primary Language Program or Dual Language Immersion Program 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 Newcomer-Primary Language Program or Dual Language Immersion Program and appropriate EL levels.



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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 Newcomer-Primary Language Program or Dual Language Immersion Program.

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 Newcomer-Primary Language Program or Dual Language Immersion Program.

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 Newcomer-Primary Language Program or Dual Language Immersion Program, 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 Newcomer-Primary Language 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).

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.



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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.

Employees Who Are New or Have Changed Assignments – Information is entered for employees who participated in a Newcomer-Primary Language 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 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.

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 – 15th Floor



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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 the Master Plan Verification Unit at (213) 241-5862. Inquiries may also be sent to the Master Plan Verification Unit by e-mail at mpvu@lausd.net.

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

MEM-059707.0
October 15, 2018

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-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, 15th Floor

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



