



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: Elementary Differential Rosters, Spring 2010
Master Plan For English Learners

NUMBER: REF-2489.4

ISSUER: Vivian K. Ekchian, Chief Human Resources Officer
Human Resources Division

DATE: March 23, 2010

DUE DATE: **Friday, May 7, 2010 by 5:00 pm**

ROUTING
Local District
Superintendent
Local District School
Support Directors
Principals
Administrators

PURPOSE: The purpose of this Reference Guide is to provide information and instructions regarding payments for employees who may be eligible for a Spring 2010 Master Plan Program differential or stipend. Master Plan Program data entered on the roster regarding employee services provided to identified English learners (EL) in a Waiver to Basic or Dual Language 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 Waiver to Basic or Dual Language Programs for English learners.

MAJOR CHANGES: This Reference Guide replaces Human Resources REF-2489.3 of the same subject issued March 16, 2009. This Reference Guide will apply to the Spring 2010 Master Plan Differential Payment cycle and contains information that is date sensitive to assure timely payment.

INSTRUCTIONS: A. Documentation

Principals are responsible for assuring that instruction or service provided by the employee matches the identified needs of the Waiver to Basic or Dual Language 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), SIS printouts and supporting documentation are to be forwarded to the Master Plan Verification Unit. Copies of the submitted data need to be maintained with other Master Plan Bilingual Program records at the school site.



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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.

PLEASE USE BLUE INK to 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 BCLAD or BCC certification. 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) of the state-administered BCC or BCLAD examinations.

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 Master Plan Roster (SIS Report Menu #14, Option #15) for each teacher listed.
- submit the classroom rosters together with the differential roster as part of the verification process
- 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 processing.



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For Non-Classroom Personnel:

Please review the relevant supporting documentation that reflects the nature and extent of services provided to Waiver to Basic or Dual Language 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 the Master Plan Verification Unit. 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:

- the nature of services provided
- the primary language of the Waiver to Basic or Dual Language persons served
- for identified EL students, the Waiver to Basic or Dual Language Program to which they are assigned
- the amount of work time the employee utilized primary language to provide student's/parent's the services stated

If there are no employees eligible or participating in a Waiver to Basic or Dual Language Program, please check the box below the grid, and then 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 Waiver to Basic or Dual Language Program, Principals are asked to enter N/A in Column O and leave Columns F through N blank.

Col. F -- MP PROG – If the participating employee is providing services to students in a Waiver to Basic or Dual Language Program, the appropriate code from the list below is to be entered:

Code Master Plan Program

- 1 – Waiver to Basic/Dual Language, Spanish
- 3 – Waiver to Basic/Dual Language, Other Primary Languages



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Col. G -- GRADE/POSITION – For classroom teachers, 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 is to be entered.

For non-classroom employees and special education teachers assigned to a Waiver to Basic or Dual Language Master Plan Program, the corresponding code from the following list is to be entered:

<u>Code</u>	<u>Position</u>
COORD	– Bilingual Coordinator
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 a multi-track school, the track to which the employee is assigned is to be entered. For an employee who is not assigned to a particular track, a “T” is to be entered.

If the school is on a SINGLE calendar schedule, this column is to be left blank.

Col. I -- MP PROG BEG DATE – For employees who served in a Waiver to Basic or Dual Language Program at your school from the start of the current semester, the beginning date (month/day/year) of their assigned calendar/track, is to be entered as listed below:

Spring 2010 Semester

<u>TRK</u>	<u>4 TRK (90/30)</u>	<u>3 TRK (CON-6)</u>	<u>1 TRK (SINGLE)</u>
A	2-17-10	3-03-10	2-08-10
B	1-04-10	1-04-10	---
C	1-04-10	1-04-10	---
D	1-04-10	---	---

For any employee who started after the beginning of the semester, the actual date (month/day/year) of the first day worked in a Waiver to Basic or Dual Language assignment for the current semester is to be entered.



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

Col. K -- #EL/LEP REQ SVS – The number of identified EL students who are in a Waiver to Basic or Dual Language Program at ELD levels 1, 2 or 3 only, for whom the employee personally provides the requisite instruction or services appropriate to the program is to be entered.

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

Col. M – EL/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 -- PER PRI LANG – For all potentially eligible teachers and non-classroom employees, the percentage of work time the employee provides appropriate direct services to identified EL students in a Waiver to Basic or Dual Language Program using the primary language of those students is to be entered.

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 Waiver to Basic or Dual Language Program.

On Leave – if on leave during the current semester; list pertinent beginning and ending dates and include front and back copy of the employee’s sign-in card.



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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) and include front and back copy of the employee’s sign-in card.

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 BCLAD components passed are to be attached.

Employees Who Are New or Have Changed Assignments. Information is entered for employees who participated in Waiver to Basic or Dual Language 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. A photocopy of the front and back of the employee’s sign-in card is to be included when submitting the information.

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, May 7, 2010 by 5:00 p.m.

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

Faxes are not accepted.

RELATED RESOURCES:

Human Resources BUL-3802.2, “Master Plan Salary Differentials and Incentive Stipends,” dated August 10, 2009, provides general qualifications, service requirements, and rates for eligible teachers. This bulletin is available on the District website at: www.lausd.net at Inside LAUSD.

ASSISTANCE:

For assistance or further information please visit www.teachinla.com/mpvu or contact Master Plan Verification at (213) 241-5862. Inquiries may also be sent to Master Plan Verification by e-mail at mpvu@lausd.k12.ca.us.

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Human Resources Division

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ATTACHMENT A

Certification of Master Plan Program Service For Non-Classroom Personnel

The following employee has served in a Waiver to Basic or Dual Language 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 BUL-3802.2 entitled "Master Plan Salary Differentials and Incentive Stipends," dated August 10, 2009.

I understand that a copy of this documentation is to be kept on file at this location with other Master Plan Program records. Supporting documentation must be submitted to the Master Plan Verification Unit 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

Principal's Signature: _____ Date _____
(Please Sign Using Blue Ink)

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 Spring 2010 Master Plan Differential and Stipend Roster. Retain a copy of all documents at the school/site.

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

Faxes are not accepted

DUE: Friday, May 7, 2010 by 5:00 p.m.

