



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Secondary Differential Rosters, Fall 2009  
Master Plan For English Learners

**NUMBER:** REF-3337.4

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

**DATE:** September 21, 2009

**DUE DATE:** Friday, November 20, 2009 by 5:00 pm

**ROUTING**  
Local District  
Superintendents  
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 Fall 2009 Master Plan Program differential or stipend. Master Plan Program data entered on the roster regarding employee services 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-3337.3 of the same subject issued October 27, 2008. This Reference Guide will apply to the Fall 2009 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 Human Resources Division, Master Plan Verification. 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 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.

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, Exchange Certificate 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 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-Q)

#### For Classroom Personnel:

To ensure the accuracy of the information provided, please:

- provide a current CL-19 report
- submit a SIS printout of the class rosters for each period being submitted, listing Student’s Master Plan Program, Waiver Date and ESL Level
- complete Differential and Stipend Rosters



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### For Non-Classroom Personnel:

Please submit the following:

- A completed *Certification of Master Plan Program Service For Non-Classroom Personnel* (Attachment A)
- An SIS printout of all Waiver to Basic/Dual Language students enrolled listing Master Plan Program, Waiver Date, and ESL Level.
- Logs and supporting documentation of services that reflect the nature and extent of services provided to Waiver to Basic or Dual Language students and/or parents and which require utilization of the students' primary language that have been provided first to the Principal for review and then submitted to Human Resources Division, 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:

- the nature of services provided
- the primary language of the EL persons in a Waiver to Basic or Dual Language program served
- for identified EL students, the Waiver to Basic or Dual Language Program to which they are assigned
- the amount of time the employee utilized primary language to provide the services stated

If no employee is eligible or participating in a Waiver to Basic or Dual Language Plan Program, check the box below the grid, then sign, date, and return 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, 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 Waiver to Basic or Dual Language Program and appropriate ESL Levels, enter the appropriate code from the list below:

### Code    Master Plan Program

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



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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>	<u>Code</u>	<u>Position</u>
COORD	– Bilingual Coordinator	RSP	– Resource Specialist Program
COUNS	– School Counselor		Teacher (Special Education)
DEAN	– In-house Dean	SDC	– Special Day Class

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 LEARN calendar, leave this column blank.

Col. I -- MP PROG BEG DATE – For employees who served in a Waivered to Basic or Dual Language Master Plan 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 2009 Semester

<u>TRK</u>	<u>4 TRK (90/30)</u>	<u>3 TRK (CON-6)</u>	<u>1 TRK (SINGLE)</u>
A	8-18-09	8-31-09	9-09-09
B	7-06-09	7-01-09	---
C	7-06-09	7-01-09	---
D	7-06-09	---	---

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 Waiver to Basic or Dual Language Master Plan assignment for the current semester.

Col. J -- MP PROG END DATE – Leave blank, unless an eligible employee is no longer participating in a Waiver to Basic or Dual Language 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, along with a copy of the employee’s time card.

Col. K -- AVG # EL/LEP STU – Enter the average number of identified EL students taught in a Waiver to Basic or Dual Language Program, for all qualifying class periods.



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For non-classroom employees: Enter the number of identified EL students in a Waiver to Basic or Dual Language Program employees directly service, and the number of students who have the same primary language as the employee's fluency or bilingual certification.

Col. L – EL/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, or
F = Farsi	R = Russian	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 Waivered to Basic or Dual Language 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 Waiver to Basic or Dual Language program and appropriate EL levels.

Col. N -- PER ESL – Enter the number of periods of ESL taught per day by the teacher to an entire class of identified EL students in a Waiver to Basic or Dual Language 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 Waiver to Basic only for those periods where SDAIE is used for an entire class of identified EL students in a Waiver to Basic or Dual Language 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 Waiver to Basic or Dual Language Program, using the student's primary language.



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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 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 employee’s sign-in card.

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) 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.



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Employees Who Are New or Have Changed Assignments. Information is entered for employees who participated in a Waiver to Basic or Dual Language Plan 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. 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.

### 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 20, 2009 by 5:00 p.m.**

**TO:** Human Resources Division  
Master Plan Verification  
Beaudry Building – 15<sup>th</sup> 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](http://www.lausd.net) at Inside LAUSD.

### **ASSISTANCE:**

For assistance or information please visit [www.teachinla.com/mpvu](http://www.teachinla.com/mpvu) or contact Master Plan Verification at (213) 241-5862. Inquiries may also be sent to Human Resources Division, Master Plan Verification by e-mail at [mpvu@lausd.k12.ca.us](mailto:mpvu@lausd.k12.ca.us).

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Human Resources Division

REF-3337.4  
September 21, 2009

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 Human Resources Division, Master Plan Verification 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 Fall 2009 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, 15<sup>th</sup> Floor

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**DUE: Friday, November 20, 2009 by 5:00 p.m.**

