

# Early Language and Literacy Plan (ELLP) Cohort 3 Information Packet 2017-2018

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**ELEMENTARY INSTRUCTION, LITERACY DEPARTMENT (213) 241-5333**  
**IN COLLABORATION WITH**  
**ACCESS & EQUITY, MULTILINGUAL MULTICULTURAL EDUCATION DEPARTMENT**  
**AND**  
**DIVISION OF SPECIAL EDUCATION**

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CHIEF ACADEMIC OFFICER

April 5, 2017

Dear Principals:

***Congratulations! Your school is invited to participate in the Early Language and Literacy Plan (ELLP) Cohort 3.***

On behalf of the Division of Instruction and Local District leadership, we welcome you into this collaborative endeavor to ensure that all students read, write, speak, and listen with comprehension, efficiency, and accuracy by the end of 2nd grade. We look forward to working together with you and your staff. This information packet describes the ELLP and its goals, provides an overview of the Early Language and Literacy Academy model, and outlines commitments for the school principal, instructional leadership team, and ELLP Designee or two lead teachers. *See details and timeline on page 3 of this welcome and information packet.*

ELLP offers participating schools a series of professional developments focused in year one on increasing teacher knowledge of foundational skills literacy content and language development, as well as on developing Multi-Tiered Systems of Support (MTSS) and cross grade-level collaboration at the school site. A 3-day June Symposium will be offered for the ELLP Designee *plus* four additional teacher leaders. This “team of five” from each participating Cohort 3 site will attend Symposium June 13-14-15.

By April 21, each participating site will need to identify one staff member to serve as ELLP Designee. The commitment of the ELLP Designee is to attend a kickoff meeting and a series of Saturday professional development opportunities throughout the school year. Designees are expected to share that information with leadership and colleagues, and to support the development and implementation of the Early Language and Literacy “Academy” model at the school site. The professional development for Designees and all teachers is paid at hourly rate. In addition, the ELLP Designee is eligible for a coordinating differential\* for work done to support ELLP at the school site. If the Designee receives a differential from the site for another role, the site can send an additional teacher to the PDs\*.

By May 26, each site must identify the four additional staff members who will attend the June Symposium as a team with the Designee. The five (maximum) teachers who attend the symposium will be provided training, materials, and online resources to create a **TK/K-2 instruction/intervention team**. The Summer Symposium will be paid at hourly rate for completion of the 3 days of PD (18 hours).

**Participation in ELLP requires that Principals attend the May 9 or 11 3:30-5:30pm Kickoff Meeting and Saturday, August 26 Academy Launch PD.** Principals are also welcome to attend all other ELLP professional development sessions (*paid at hourly rate*). *Additional optional PD may be offered through the year for Designees, Principals, and other teachers at site.*

We hope the support provided through ELLP helps to strengthen your multi-tiered system of supports, deepen your teachers’ expertise, and increase your students’ language and literacy achievement.

On behalf of the Division of Instruction, Local District leadership, and Division of Special Education, we look forward to working with you!

**\*ELLP Designee Differential:** LAUSD employees may not be paid more than one coordinating differential at a time.

*If the staff member serving as ELLP Designee already receives a differential from the site in their regular role (e.g. intervention coordinator, coach, etc.), then – as an alternative to requesting the ELLP differential – the school can send a second staff member along with the Designee to the PDs. That person will also be paid at hourly rate. If schools choose this option, please indicate the second staff member on the ELLP Designee Selection Form (p.4).*

## ELLP Cohort 3 Timeline

Dates	Required Staff	ELLP PD – Task	Specifics (All face-to-face PD paid at hourly rate)
<b>By April 28</b>	Principal	Identify Designee (p.3-4)	Email Designee Selection Form (p.4)
<b>By April 28</b>	Principal, Designee, in collaboration with K-2 Staff	View <b>intro video</b> and promo packet. <a href="http://Bit.ly/ELLPC2video">Bit.ly/ELLPC2video</a> Discuss ELLP	Share video and promo packet with staff to increase understanding of ELLP and Academy model, generate interest for June Symposium team participation (p.5-6)
<b>Tues, May 9 or Thurs, May 11</b> 3:30-5:30pm Choose date, first come, first served	<b>3 per school</b> • Principal • Designee • Other staff member	<b>KICKOFF Meeting</b> Register on <b>Learning Zone</b> : <a href="http://Lz.lausd.net">Lz.lausd.net</a> > <b>class offerings</b> > <b>keyword: ELLP</b>	<b>KICKOFF Meeting</b> date/location information will be communicated during first weeks of April. 3 per school required.
<b>By May 26</b>	Principal, Designee, in collaboration with K-2 Staff	<b>TEAM REGISTRATION for June Symposium</b>	Identify June Symposium team (p.5) Prepare Team Composition Worksheet for Registration survey (p.6) Register team at survey link (Link will be emailed May 12)
<b>Tue-Wed-Thu June 13-14-15</b> 8am-3pm	<b>School Teams of 5</b> Principals Welcome Composed as per p.5. Team registration worksheet p.6. Schools should ensure all team members attend June symposium sessions according to their role on the team.	<b>COHORT 3 JUNE SYMPOSIUM</b> June Symposium teams will participate in 3 days of PD across a variety of topics supporting language and literacy instruction.  The keynote PD: <b>95 Percent Group PD, plus book, manipulative, and online resources to take back to the school site.</b>	<b>JUNE SYMPOSIUM ASSIGNED LOCATIONS</b> Because of materials inventory and distribution, school teams must attend their assigned location.  <b>Mulholland MS (Valley)</b> <b>Grant Elementary (Hollywood)</b> <b>Garfield HS (East L.A.)</b> <b>Dymally HS (South L.A.)</b>  Location assignments for each school site will be communicated during first weeks of April 2017.
<b>Saturday, August 26</b> 8am-3pm	<b>3 per school</b> • Principal • ELLP Designee • Other staff member	<b>#1 ACADEMY LAUNCH PD</b> To guide <b>BOY Data Day</b> at school site and develop plans for academies model at site.	<b>#1 ACADEMY LAUNCH PD</b> Locations TBD, assigned by Local District. 3 per school required.
<b>Saturday, October 7, 8-3</b>	Designees Principals welcome	<b>#2 ACADEMY MODEL PD</b>	Locations TBD, assigned by Local District.
<b>Saturday, January 20, 8-3</b>	Designees Principals welcome	<b>#3 DATA &amp; RESOURCES</b>	Locations TBD, assigned by Local District.
<b>Saturday, May 19, 8-3</b>	Designees Principals welcome	<b>#4 WRAP-UP REFLECTION</b>	Locations TBD, assigned by Local District.
<i>Principals are required to attend May 9 or 11 Kickoff Meeting and August 26 Academy Launch PD, and are welcome at all other meetings and PDs. All attendance paid at hourly rate. Additional optional PD may be available over the year for ELLP Designees and school teams and/or other site staff.</i>			

## ELLP Designee Duties

The Early Language and Literacy Designee must serve grades TK/K-2 and support the professional learning at their school site by sharing ELLP professional development.

ELLP Designees must commit to attending all the following professional development sessions at assigned locations. All PD paid at hourly rate.

Eligible designees receive a differential\* of \$637 per semester for the work at the site to support ELLP, in addition to payment for PD attendance.

**April 2017:** View Introductory video (Designee & Principal, additional staff)

[bit.ly/ELLPC2video](http://bit.ly/ELLPC2video) (You may need to sign in to YouTube before using the link.)

**May 2017:** Support principal and K-2 staff to gather team of 5 for June Symposium (p.6)

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|---|---|
| • Tuesday or Thursday, May 9 or 11, 3:30-5:30pm | KICKOFF MEETING                                     |
| • Tues-Wed-Thurs, June 13-14-15, 8am-3pm        | <b>JUNE SYMPOSIUM (as part of school team of 5)</b> |
| • Saturday, August 26, 8am-3pm                  | PD #1 ACADEMY LAUNCH                                |
| • Saturday, October 7, 8am-3pm                  | PD #2 ACADEMY MODELS                                |
| • Saturday, January 20, 8am-3pm                 | PD #3 DATA & RESOURCES                              |
| • Saturday, May 19, 8am-3pm                     | PD #4 WRAP-UP & REFLECTION                          |

*More PD may be added as options through the year.*

**Below are examples of practices an ELLP Designee will typically engage in and promote:**

- Attend all Designee PD opportunities and network meetings, with the goal of sharing the learning at site.
- Work with site leadership team and teachers to strategically align school resources (*staff, instruction, time, grouping*) to best serve student needs.
- Analyze data and student work, help create and maintain data walls, and collaborate in data dialogues at sites to organize for instructional grouping and lesson planning.
- Engage in self-study with resources from the online ELLP PD catalogue.
- Plan with leadership team to design and implement a PD series for site teachers, differentiated for their needs.
- Support site paraprofessionals in literacy pedagogy, focusing on high impact strategies.
- Meet with parents of students in primary grades to promote and support language and literacy development in the home.
- Maintain frequent dialogue and updates with Principal.
- Stay current with email from Local District and Division of Instruction literacy coordinators.
- Complete homework from Designee PDs.
- Maintain required documentation and logs (*to be provided at Kickoff PD and via email*).

**\*ELLP Designee Differential:** LAUSD employees may not be paid more than one coordinating differential at a time.

*If the staff member serving as ELLP Designee already receives a differential from the site in their regular role (e.g. intervention coordinator, coach, etc.), then – as an alternative to requesting the ELLP differential – the school can send a second staff member along with the Designee to the PDs. That person will also be paid at hourly rate. If schools choose this option, please indicate the second staff member on the ELLP Designee Selection Form (p.4).*

## ELLP Designee Selection Form

Each participating school will identify their ELLP Designee by April 28.

### Designee's confirmation:

Local District (circle) <b>NW NE C E S W</b>			School Site		Location Code
Designee's Info (print):	First		Last		
	LAUSD Email  @lausd.net		Cell Phone		
	Employee Number	Designee's Job Title		Designee to receive ELLP coordinating differential? Yes No*	
<p>*LAUSD employees are not permitted to receive more than one coordinating differential at a time. If the staff member who will function as designee already receives a differential in their regular role, e.g. intervention coordinator, coach, etc., then an additional staff member may accompany designee to paid PDs.</p>				Name and LAUSD email of second person* to attend Designee PD's (optional)	
<input type="checkbox"/> <b>Designee confirmation:</b> By signing I confirm my understanding of the requirements of the Early Language and Literacy Plan Designee as set forth on page 1 of this document, and will carry out those responsibilities on behalf of the students and staff of my school site. <b>I understand I can only receive one coordinating differential at a time*.</b>					
Date			Designee's Signature		

### Principal's confirmation:

<p>I have reviewed the required professional development commitments and duties of the Early Language and Literacy Designee with this employee. This employee understands the requirements for maintaining supporting documentation, including related logs, files and data. I verify that the employee has been provided with a copy of the Early Language and Literacy Designee duties as set forth in this document.</p> <p>I understand that a copy of this documentation is to be kept on file at this location with other payroll records for a minimum of five years at the school site.</p>	
Principal's name (print):	First Last
Date	Principal's Signature
Principal's email  @lausd.net	School Phone Number

Please scan-email the completed form by April 28, 2017 to:

[Theresa.wedaa@lausd.net](mailto:Theresa.wedaa@lausd.net) –or– fax with cover sheet to Theresa Wedaa at 213-241-8977.

**\*ELLP Designee Differential:** LAUSD employees may not be paid more than one coordinating differential at a time.

If the staff member serving as ELLP Designee already receives a differential from the site in their regular role (e.g. intervention coordinator, coach, etc.), then – as an alternative to requesting the ELLP differential – the school can send a second staff member along with the Designee to the PDs. That person will also be paid at hourly rate. If schools choose this option, please indicate the second staff member on the ELLP Designee Selection Form (p.4).

## June Symposium Organization and Design

June Symposium dates are June 13-14-15. A school team of five staff members is required to attend. PD will be paid at hourly rate for completion of the 18 hours.

The intent of the *school teams* organization of the ELLP Cohort 3 June Symposium is to offer teachers and school leaders complementary and focused training and resources on early language and literacy development.

As a result of Symposium participation, each school will have a team of five people equipped to provide concrete and explicit instruction and intervention, targeting foundational skills across the early literacy continuum, each team member with a focus earlier or later in the continuum.

June Symposium teams will participate in three days of PD across a variety of topics supporting language and literacy instruction, including a full day of 95 Percent Group PD. Offerings may include:

- **Targeted Instruction in Phonemic Awareness & Learning Station Resources**
- **English Learner Foundational Skills Supports**
- **AEMP-MELD Targeted Instruction & Learning Station Resources**
- **95 Percent Group Intervention PD and Resources (according to team g/l role)**
- **CORE Teaching Reading Sourcebook** (Every team member and principal will receive book.)

All session materials will be made available online to share with other staff members.

## June Symposium Sample Schedule

Team members follow the schedule according to their grade level role.

Participants' actual schedule at June Symposium may have slight variation from this sample.

Team Role	Day 1	Day 2	Day 3
Gr TK/K	Session 1	Session 3	95 PERCENT GROUP "Gr K" Phonological Awareness Focus
	Session 2	Session 4	
Designee GR 1 & SpEd	Session 1	95 PERCENT GROUP "Gr 1" Phonological Awareness & Beginning Phonics Focus	Session 3
	Session 2		Session 4
Gr 2	95 PERCENT GROUP "Gr 2" Beginning Phonics & Advanced Phonics Focus	Session 1	Session 3
		Session 2	Session 4

Schools must ensure all team members attend the 95 Percent PD according to their team role.



## June Symposium Team Composition Survey Worksheet

Please use this worksheet to collect the information needed to complete a registration survey for the ELLP Cohort 3 June Symposium.

**Survey link will be emailed to Principal and Designee May 12.**

**Use the information from this worksheet to register your team for June Symposium.**

**Principals are welcome to attend any-all days of June Symposium.**

**Principals will receive a half-day of 95% Administrator Overview in Oct-Nov 2016.**

Loc'n Code	School Name	Principal	Principal email	School Tel #
			@lausd.net	

**Dates of June Symposium are June 13-14-15.**

**School teams attend June Symposium at assigned locations:**

<b>Mulholland MS</b> 17120 VANOWEN ST LAKE BALBOA 91406	<b>Grant Elementary</b> 1530 N WILTON PL LOS ANGELES 90028	<b>Garfield HS</b> 5101 E 6TH ST LOS ANGELES 90022	<b>Dymally HS</b> 8800 S SAN PEDRO ST LOS ANGELES 90003
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Role on Team	95 Percent Group PD and materials provided
<b>TK/K Role</b>	<ul style="list-style-type: none"> <li>Phonological awareness “Gr K” PD + kit + resources + online support</li> </ul>
<b>Gr 1 Role</b> <b>SpEd Role</b> <b>Designee Role</b>	<ul style="list-style-type: none"> <li>Phonological awareness &amp; beginning phonics “Gr 1” PD + kits + resources + online support</li> </ul>
<b>Gr 2 Role</b>	<ul style="list-style-type: none"> <li>Beginning and advanced phonics “Gr 2” PD + kits + resources + online support</li> </ul>

	First Name	Last Name	LAUSD email	Emp #
<b>Designee Role</b>				
<b>Tk-K Role</b>				
<b>Grade 1 Role</b>				
<b>Grade 2 Role</b>				
<b>SpEd Role</b>				

SpEd team member is (circle one): Resource Specialist      Special Day Class Teacher  
Grade span of SpEd students served (list grade levels): \_\_\_\_\_

For Registration Survey link email [alison.pickering@lausd.net](mailto:alison.pickering@lausd.net)

## List of ELLP Cohort 3 Schools 2017-18

CENTRAL	EAST	NORTHEAST	NORTHWEST	SOUTH	WEST
9th Street	4th St ES	Burbank	Acad Enrich Sci	116th	61 <sup>st</sup> Street
Alexander Science	4th St PC	Carlson	Andasol	153 <sup>rd</sup>	6 <sup>th</sup> Ave
Cahuenga	Amanecer	Carpenter	Balboa Magnet	156 <sup>th</sup>	Alta Loma
Castelar	Ann Street	Chandler	Beckford	232 <sup>nd</sup>	Brentwood
Commonwealth	Belvedere	Colfax	Bertrand	Ambler	Castle Heights
Dayton Heights	Bridge	Dixie Canyon	Calabash	Amestoy	Century Park
Delevan Dr	Bryson	Fair	Calahan	Avalon Gardens	Cheremoya
Elysian Heights	Chavez	Gridley	Calvert	Bonita	Community
Fletcher Drive	Dena	Harding	Castlebay	Broadacres	Cowan
Foshay LC	Euclid	Kester	El Oro	Caroldale	Hancock Park
Frank Del Olmo	Evergreen	Monlux	Enadia	Carson	Hollywood
Glenfeliz	Farmdale	Mountain View	Encino	Catskill	Manhattan
Jones PC	Ford	Pinewood	Hamlin	Chapman	Melrose
Kim	Gates	Ranchito	Haynes	Crestwood	Mid City
King Jr	Griffin	Rio Vista	Justice St	De La Torre	Palms
Lafayette PC	Hillside	Riverside	Lanai	Del Amo	Paseo Del Rey
MacArthur Park	Hope	Saticoy	Lemay	Denker	Playa del Rey
Magnolia	Humphreys	Sherman Oaks	Lockhurst	Dolores	Raymond
Maple PC	Huntington Park	Sunland	Lorne	Eshelman	Richland
Micheltorena	Independence	Sylmar Leadership	Mayall	Gardena	Roscomare
Monte Vista	Kennedy	Toluca Lake	Melvin	Halldale	Selma
Nevin	Lane	Valerio	Mosk	Harbor City	Short
Olympic PC	Lillian	Vinedale	Nestle	Leapwood	Sterry
Plascencia	Loma Vista		Porter Ranch	Leland	Westminster
RFK: NOW	Lorena		Shirley	Lomita	Westport Heights
Riordan PC	Loreto		Stagg	Normont	Wilton Place
Rockdale	Middleton PC		Tarzana	President	
Sammy Lee	Middleton ES		Topeka	Purche	
West Vernon	Miles		Tulsa	Towne	
Yorkdale	Multnomah		Valley Alternative	Van Deene	
	Nueva Vista		Van Gogh		
	San Gabriel		Vintage		
	San Miguel		Welby Way		
	Sierra Vista		Wilbur		
	Solano		Woodlake		
	Victoria		Woodland Hills		
	Walnut Park				
	Woodlawn				



## Additional Resources and Recommendations

The following recommendations (*not an exhaustive list*) should be considered by all schools participating in ELLP Cohorts, to structure resources in support of Early Language and Literacy Plan goals.

- **Data Days for grade level teams TK-2 – 2x/year at minimum**  
*We recommend Data Days be scheduled after each benchmark DIBELS assessment window, to determine and document student progress and create instructional groupings around student needs.*
- Budget for and identify a staff member who will teach **LANGUAGE! Focus on English Language Tier 3/Replacement Curriculum** to Grade 4-5 struggling readers, 2 hours daily. Staff PD for Tier 3 curriculum covered by DOI, Materials covered by SpEd. Please contact [alison.pickering@lausd.net](mailto:alison.pickering@lausd.net) for PD and ordering information.
- Purchase **TK-K Standards Alignment Document, CA Preschool Curriculum Framework, and Preschool Learning Foundations Documents** for TK-K staff.
- Purchase or print **CA ELA-ELD Framework** for staff.  
*4 copies of ELA-ELD Framework were sent to all sites, along with ELA-ELD and Math executive summaries for every teacher.*
- Purchase or license **CORE Teaching Reading Sourcebook** for staff.  
*We will be providing 6 copies of this book for school teams at June Symposium.*
- Purchase **Phonemic Awareness Lesson books from Literacy Resources Inc.**  
*We will be providing a set of 6 books to each school team.*  
*This company also offers phonemic awareness curricula in Spanish.*
- Purchase **Interventions for Reading Success – 2<sup>nd</sup> Ed.** (Haager, Dimino, Windmueller).
- **Color printer, photocopy paper, & printer toner** for printing data reports, materials for learning centers and small group instruction.
- **95 Percent Group materials or PD and online support for additional staff**  
(95 Percent Group offers PD and resources all along the language/literacy continuum.)  
*For schools that would like more than the Designee and four teachers trained in 95 Percent Group PD, they can work together with another school to help defray costs.*  
*95 Percent Group is available through procurement on the LAUSD PD bench contract.*