

**PASADENA UNIFIED SCHOOL DISTRICT  
LANGUAGE ASSESSMENT & DEVELOPMENT DEPARTMENT  
2018-19 ANNUAL PLAN**

<p><b>Department</b></p>	<p><b>Language Assessment &amp; Development Department (LADD)</b></p> <ul style="list-style-type: none"> <li>● <b>English Learner Services</b></li> <li>● <b>Dual Language Immersion Program (DLIP) Services</b></li> </ul>
<p><b>DEPARTMENT STATEMENT OF PURPOSE</b></p> <p><i>Insert statement describing what your Division does and its purpose</i></p>	<p>The Language Assessment Development Department in collaboration with all PUSD schools, under the direction of Specialized Academic Instruction provides assistance and support to all PUSD schools to achieve the following:</p> <ul style="list-style-type: none"> <li>• Ensure that English Learners (EL's) acquire full proficiency in English and attain parity with native speakers of English;</li> <li>• Ensure that EL's achieve and receive the same rigorous grade-level academic standards that are expected of all students so that they meet the graduate profile;</li> <li>• Ensure that EL's be provided with English language development (ELD) instruction in their English proficiency level and that appropriate academic instruction be provided by our schools.</li> </ul>
<p><b>DEPARTMENT THEORY OF ACTION FOR English Learner Services</b></p>	<p>IF, the Language Assessment and Development Department (LADD) provides schools with focused and appropriate supports to identify and serve the needs of English Learners,</p> <p>AND we offer sites with a list of all their registered EL's, that includes students' EL levels and progress on assessments,</p> <p>AND we build capacity in our instructional coaches to train teachers and stakeholders through appropriate professional development in English Language Development strategies and research-based best practices,</p> <p>AND as a central office department we regularly communicate to all stakeholders available data and progress of EL's, as well as celebrate accomplishments,</p> <p>AND we sustain a laser like focus on student achievement and what's best for kids,</p> <p>THEN <b>principals</b> will be able to confidently identify their EL's, build relations with them and their families, and provide efficient, focused school support, which will help <b>teachers</b> be better prepared to target domain areas, so that <b>students</b> will meet the graduate profile and be college and career ready.</p>

<p><b>THEORY OF ACTION for Dual Language Immersion Programs</b></p>	<p>IF, we hire and retain highly qualified staff to provide specialized teacher training and implementation support for English Language Development</p> <p>AND we invest in development and documentation of curriculum and professional development for implementation of English Language Development standards-aligned instruction,</p> <p>AND we adequately resource dual language programs with specialized materials and equipment,</p> <p>AND we implement policies that enable all students to have equitable access to English Learner programs,</p> <p>AND we educate the community on the benefits of English Learner programs on student achievement,</p> <p>THEN principals will be able to provide high quality English Learner programs wherein teachers increase the quality and quantity of ELD instruction to increase and diversify student enrollment and increase academic achievement.</p>
<p><b>ORGANIZATIONAL CHART</b></p>	<p>See attached</p>
<p><b>DEPARTMENT CONTACT</b></p>	<p>Juan Ruelas (Director)</p>
<p><b>TELEPHONE/E-MAIL</b></p>	<p>(626) 396-3600 Ext. 88299</p>

<p><b>LIST OF SERVICES</b></p>	<p>The Language Assessment &amp; Development Department (LADD) coordinates all aspects of the English Learner (EL) and Dual Language Immersion Program (DLIP) for the Pasadena Unified School District (PUSD) including:</p> <ul style="list-style-type: none"> <li>• Development and implementation of curriculum and instructional practices aimed at providing quality learning for all English Learners;</li> <li>• Providing and coordinating professional staff development on materials and strategies for instructing English Learners and English Language Development;</li> <li>• Providing an annual Evaluation of all site English Learner Programs;</li> <li>• The coordination and implementation of the new ELPAC (English Language Proficiency Assessment for California) assessment as well as monitoring their progress in acquiring English annually until they are reclassified;</li> </ul>
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	<ul style="list-style-type: none"><li>● Coordinating services at the International Academy at Blair High School.</li><li>● Coordinating the Annual Census of English Learners (R-30) &amp; EL Students by Language</li><li>● The monitoring of English Learner Data as reported on the California Dashboard and state and federal English Learner funds;</li><li>● Supporting all site based ELAC's and the PUSD DELAC (District English Learner Advisory Committee)</li><li>● Works with Human Resources in coordinating CLAD training for teachers without English Learner authorization;</li><li>● Supervises and provides evaluations for Teacher(s) on Special Assignment, Coaches, Program Assistant, Assessment Technicians, and Community Liaison Specialists;</li><li>● Prepares Board Reports for state and federal grants such as LCFF, CBET, ELAP (English Language Acquisition Plan) and Title III ESEA and LEP;</li><li>● Coordinating the district's Seal of Biliteracy;</li><li>● Conducts all project activities fulfilling legal compliance requirements of federal, state, county, and District policies and procedures;</li><li>● Maintains current knowledge of laws and Board policies related to EL Education</li></ul> <p>Specific to DLIP:</p> <ul style="list-style-type: none"><li>● Assistance to principals in the creation and implementation of programs for English Learners including Dual Language Immersion Programs (DLIP).</li><li>● Support for public relations and the recruitment of students at DLIP schools.</li><li>● Budget oversight for training, curriculum development, and procurement of supplies for English Learner programs including DLIP.</li><li>● Data analysis of academic and desegregation information including grant evaluation in collaboration with the grant-funded evaluator.</li><li>● Coordination of DLIP Parent Advisory Committee (PAC) meetings.</li></ul>
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**2018-19 DEPARTMENT GOALS & ACTIONS for ENGLISH LEARNERS**

<b>1. Department Goals (Outcomes) 2018-19</b> <i>What outcomes do you want to see? For who?</i> <i>Are they aligned to Strategic, LCAP, other plans?</i>	<b>Metrics</b> <i>How will you measure impact?</i>	<b>Targets</b> <i>Include baseline level, if available</i>
<ul style="list-style-type: none"> <li>● Increase reclassification of students with focus on 2 particular groups                             <ul style="list-style-type: none"> <li>○ EL students at focus schools</li> <li>○ LTEL students in secondary schools</li> </ul> </li> <li>● Improve overall EL progress with focus on specific areas                             <ul style="list-style-type: none"> <li>○ Closing achievement gaps in CAASPP</li> <li>○ Closing gap in graduation rate</li> <li>○ 3rd - 5th graders (potential LTELs)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Reclassification rates with school and year breakdowns</li> <li>● DataQuest; EADMS</li> <li>● CA Dashboard</li> <li>● CAASPP Data for EL students</li> <li>● Graduation rates by subgroups</li> <li>● Local assessments</li> </ul>	<p><i>Data would vary per school site and number of students in the school. Schools would have an individual goal to work on with their Instructional Coach, and school and LADD administration.</i></p>

<b>2. Department Actions for 2018-19</b> <i>What will we do to achieve our goals and meet our targets?</i>	<b>Will this take additional resources to do in 18-19?</b> <b>Yes/No</b>	<b>LCAP Goal, Action &amp; Metric Alignment</b>
<ul style="list-style-type: none"> <li>○ Continue to develop and present professional development for schools with focus on capacity building and data analysis to target student needs.</li> <li>○ Centralization of Instructional Coach support in order to have a more unified message and goals for district EL achievement.</li> </ul>	<p><i>Yes. Additional resources will be needed for Instructional Coach and LADD staff to implement along with resources for teacher training.</i></p>	<p><i>See below for detail for Goal 1.2, Actions &amp; Services, Outcomes and Targets</i></p>

**DEPARTMENT GOALS & ACTIONS FOR DLIP**

<b>1. Department Goals (Outcomes) 2018-19-for DLIP</b> <i>What outcomes do you want to see? For who? Are they aligned to LCAP, other plans?</i>	<b>Metrics (C)</b> <i>How will you measure impact?</i>	<b>Targets (D)</b> <i>Include baseline level, if available</i>
By Norm Day of 2019, at least 33% of entering kindergarteners at each DLIP school will be dominant in the program’s target language.	The percentage of entering kindergarteners who are dominant in the DLIP program’s target language	Baseline not available
Increase the reclassification of English Learners enrolled in DLIP programs.	The percentage of previously identified ELs (specific to DLIP schools) who reclassified as Fluent English Proficient	Determine baseline based on prior years’ data.

<b>2. Department Actions for 2018-19 – DLIP</b> <i>What will we do in 18-19 to achieve our goals and meet our targets?</i>	<b>Will this take additional resources to do in 18-19?</b> <b>Yes/No</b>
Educate families and staff members on the benefits of dual language immersion programs for all students. Target outreach to families of English Learners.	Yes, minimal funds for print materials
Support CIPD in training of new DLIP teachers in guiding principles and best practices and in the development and documentation of DLIP curriculum.	Yes, supplemental hourly pay for trainers and attendees; funds for DLIP TOSAs
Revise EL Master Plan and DLIP for relevant updates and alignment. Where appropriate, engage teachers, coaches, administrators and parents in providing input and or reviewing suggested changes.	Yes, minimal funds for refreshments and childcare for parent meetings, possible additional training for administrators in new legislation
Provide equitable resources across programs including additional resources where needed to support of new and growing programs.	Yes, funds for instructional materials, textbooks

**ALIGNMENT TO LCAP GOALS, ACTIONS, OUTCOMES & TARGETS 2018-20**

**Goal 1:** Students will demonstrate grade level knowledge in all core subjects and graduate in 4 years exemplifying our PUSD graduate profile. All students, English Learners (ELs), Foster Youth, eligible for Free/Reduced Meal Program, and others who have been less academically successful in the past, will have access to a robust course selection and will show academic achievement.

**Action 1.2** Provide targeted instructional services designed and delivered to support language development and access for English learners to all core content areas, increasing proficiency levels annually and reclassifying through:

**2018-19 ACTIONS & SERVICES**

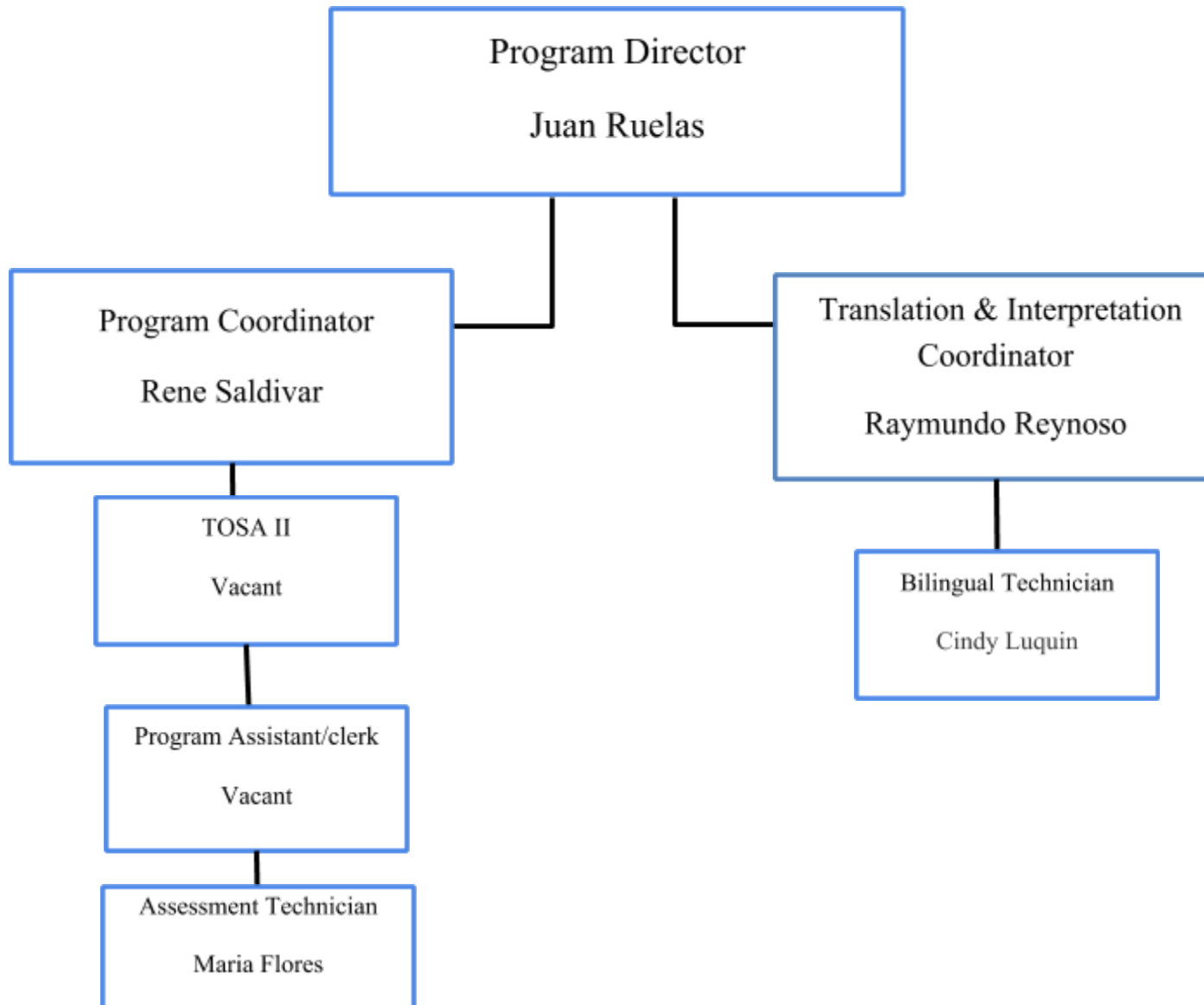
With (Budget Location and estimated number of FTE funded by LCFF Supplemental & Concentration funds and/or Title I, II, and/or III)

#	LCAP Action/Service Description	LCAP Outcomes & Targets
1.2.a.	Language Acquisition and Development Department (LADD) guidance, professional development and assessment services (LADD 580). 4 FTE for International Academy (Located in Blair HS for English Learners new to the country). 2 FTE Bilingual Aides for International Academy	For Districtwide EL Services:  State priority 2, Indicator 1.12 English Proficiency Progress Rate (% of EL progressing toward proficiency) Districtwide baseline 2016-17: 75.1% 2017 & 2018 Target: ≥75%  State Priority 1, Indicator 1.13 Reclassification Rate Districtwide baseline 2017-18: 25.6% 2018-19 Target: ≥25%  Local Indicator 1.14: % of Long Term English Learners (LTELs) Districtwide baseline 2016-17: 7.3% 2017 & 2018 Target: (is this still indicator?)  See also all Goal 1 expected outcomes for proficiency levels of English learners
1.2.b	1 Director, 1 Coordinator, 1 FTE Assessment Tech, 1 FTE Administrative Assistant, and 1 FTE TOSA II, 1 FTE Data and Assessment Support (LADD)	
1.2.c.	Initial ELPAC testing project (580)	
1.2.d.	Summer school targeted support for long-term English learners (LTELs) to earn credits and be able to graduate (580)	
1.2.e.	Professional Development to provide targeted support and services to increase proficiency of non-English speaking students new to country (LADD 580)	
1.2.f.	Professional development for general education and Special Education administrators, teachers, behavior aides, behavior interventionists, and clerical staff to support the needs of students who are English Learners and/or foster youth and	

	identified for Special Education services (Sp. Ed 675)	
1.2.g.	Spanish Dual Language Immersion Program (DLIP) coaching and professional development to improve learning outcomes for English learners through Dual Language Immersion strategies (by site). 0.5 FTE Teachers on Special Assignment (TOSA) per Spanish DLIP school. Total 3.5 FTE DLIP TOSA positions	See individual school outcomes & targets
1.2.h	Mandarin Dual Language Immersion Program (DLIP) coaching and professional development to improve learning outcomes for English learners through Dual Language Immersion strategies (by site). 0.5 FTE Mandarin DLIP TOSA at Field school. 0.5 FTE Mandarin DLIP TOSA at Sierra Madre Middle school, total 1 FTE	See individual school outcomes & targets
1.2.i	French Dual Language Immersion Program (DLIP) coaching and professional development to improve learning outcomes for English learners through Dual Language Immersion strategies (by site). 0.4 FTE French DLIP TOSA at Altadena	See individual school outcomes & targets
1.2.j.	Interventions targeted to school site to support proficiency levels of EL and LTEL students and reclassification rates as applicable (see 1.6 and 1.7)	See individual school outcomes & targets
4.3	Provide timely, high quality interpretation and translation services for our families (currently 112)	Metrics not yet determined

PUSD LADD Organization Chart for 2018-19

Language Assessment and Development Department (LADD)





LADD  
2018-19 ADOPTED BUDGET

Function Display	16-17 Actuals	a 17-18 Unaudited Actuals	b 2018_19 Adopted	b - a Increase/(Decrease)
<b>10000 - Instruction</b>	<b>291,315.17</b>	<b>437,051.42</b>	<b>549,350.00</b>	<b>112,298.58</b>
<b>07091.0 - LCAP</b>	<b>210,897.46</b>	<b>241,654.55</b>	<b>326,987.00</b>	<b>85,332.45</b>
Certificated Salaries	125,221.79	136,154.40	133,645.00	(2,509.40)
Classified Salaries	2,244.20	2,855.06	3,794.00	938.94
Employee Benefits	44,613.56	58,389.12	55,548.00	(2,841.12)
Materials and Supplies	31,772.37	16,715.97	72,000.00	55,284.03
Contracted Services	7,045.54	27,540.00	62,000.00	34,460.00
<b>42010.0 - Title III, ESEA Immigration Ed</b>	<b>40,624.64</b>	<b>12,421.57</b>	<b>50,000.00</b>	<b>37,578.43</b>
Certificated Salaries	5,109.31	2,068.05	0.00	(2,068.05)
Classified Salaries	0.00	0.00	0.00	0.00
Employee Benefits	1,025.92	453.52	0.00	(453.52)
Materials and Supplies	13,042.01	0.00	35,000.00	35,000.00
Contracted Services	21,447.40	9,900.00	15,000.00	5,100.00
<b>42030.0 - Title III-Limited English Prof</b>	<b>39,793.07</b>	<b>182,975.30</b>	<b>172,363.00</b>	<b>(10,612.30)</b>
Certificated Salaries	11,034.70	117,647.92	46,668.00	(70,979.92)
Classified Salaries	0.00	0.00	40,613.00	40,613.00
Employee Benefits	2,216.87	53,814.01	56,632.00	2,817.99
Materials and Supplies	26,361.50	4,213.37	3,450.00	(763.37)
Contracted Services	180.00	7,300.00	25,000.00	17,700.00
<b>21100 - Instructional Supervision</b>	<b>81,979.66</b>	<b>0.00</b>	<b>30,000.00</b>	<b>30,000.00</b>
<b>07091.0 - LCAP</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Certificated Salaries	0.00	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00
<b>42030.0 - Title III-Limited English Prof</b>	<b>81,979.66</b>	<b>0.00</b>	<b>30,000.00</b>	<b>30,000.00</b>
Certificated Salaries	61,798.87	0.00	0.00	0.00
Classified Salaries	0.00	0.00	0.00	0.00
Employee Benefits	20,180.79	0.00	0.00	0.00
Materials and Supplies	0.00	0.00	30,000.00	30,000.00
<b>21500 - Inst Supervision &amp; Administn</b>	<b>623,565.66</b>	<b>414,825.31</b>	<b>491,044.00</b>	<b>76,218.69</b>
<b>07091.0 - LCAP</b>	<b>623,050.86</b>	<b>414,825.31</b>	<b>487,594.00</b>	<b>72,768.69</b>
Certificated Salaries	354,876.00	232,632.00	237,780.00	5,148.00
Classified Salaries	101,396.44	55,156.84	91,944.00	36,787.16
Employee Benefits	153,129.08	116,147.50	147,958.00	31,810.50
Materials and Supplies	0.00	0.00	0.00	0.00
Contracted Services	13,649.34	10,888.97	9,912.00	(976.97)
<b>42030.0 - Title III-Limited English Prof</b>	<b>514.80</b>	<b>0.00</b>	<b>3,450.00</b>	<b>3,450.00</b>
Certificated Salaries	0.00	0.00	0.00	0.00
Classified Salaries	0.00	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00
Contracted Services	514.80	0.00	3,450.00	3,450.00
<b>24901 - Translation Unit</b>	<b>0.00</b>	<b>0.00</b>	<b>260,853.00</b>	<b>260,853.00</b>
<b>07091.0 - LCAP</b>	<b>0.00</b>	<b>0.00</b>	<b>260,853.00</b>	<b>260,853.00</b>
Classified Salaries	0.00	0.00	179,026.00	179,026.00
Employee Benefits	0.00	0.00	86,812.00	86,812.00
Contracted Services	0.00	0.00	(4,985.00)	(4,985.00)
<b>24950 - Parent Participation</b>	<b>81,807.71</b>	<b>9,161.06</b>	<b>13,601.00</b>	<b>4,439.94</b>
<b>07091.0 - LCAP</b>	<b>81,807.71</b>	<b>7,659.48</b>	<b>13,601.00</b>	<b>5,941.52</b>
Classified Salaries	43,336.50	2,513.40	6,527.00	4,013.60
Employee Benefits	30,834.15	377.33	2,074.00	1,696.67
Materials and Supplies	1,691.81	1,480.32	2,500.00	1,019.68
Contracted Services	5,945.25	3,288.43	2,500.00	(788.43)
<b>42030.0 - Title III-Limited English Prof</b>	<b>0.00</b>	<b>1,501.58</b>	<b>0.00</b>	<b>(1,501.58)</b>
Classified Salaries	0.00	1,358.64	0.00	(1,358.64)
Employee Benefits	0.00	142.94	0.00	(142.94)
Materials and Supplies	0.00	0.00	0.00	0.00
Contracted Services	0.00	0.00	0.00	0.00

LADD  
2018-19 ADOPTED BUDGET

Function Display	16-17 Actuals	17-18 Unaudited Actuals	2018_19 Adopted	Increase/(Decrease)
<b>27000 - School Administration</b>	<b>0.00</b>	<b>0.00</b>	<b>6,000.00</b>	<b>6,000.00</b>
<b>07091.0 - LCAP</b>	<b>0.00</b>	<b>0.00</b>	<b>6,000.00</b>	<b>6,000.00</b>
Classified Salaries	0.00	0.00	4,554.00	4,554.00
Employee Benefits	0.00	0.00	1,446.00	1,446.00
<b>71800 - Public Information</b>	<b>611.76</b>	<b>1,874.88</b>	<b>0.00</b>	<b>(1,874.88)</b>
<b>07091.0 - LCAP</b>	<b>611.76</b>	<b>1,874.88</b>	<b>0.00</b>	<b>(1,874.88)</b>
Classified Salaries	0.00	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00
Contracted Services	611.76	1,874.88	0.00	(1,874.88)
<b>Grand Total</b>	<b>1,079,279.96</b>	<b>862,912.67</b>	<b>1,350,848.00</b>	<b>487,935.33</b>