

TITLE: 2024-2025 Master Plan Instructional Institute

NUMBER: REF-153113

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DATE: June 3, 2024

ROUTING

Region Superintendents
Administrators of Instruction
Regional Directors
FACE Administrators
Principals
Assistant Principals
EL Designees / TSP Advisors
Multilingual Multicultural
Academic Language Coaches
(MMALCs)
International Newcomer Coaches
/ Counselors (INCC)
Standard English Learner
Coaches (SEL Coaches)

PURPOSE: The purpose of this Reference Guide is to provide information and the schedule for the mandatory 2024 Master Plan Instructional Institute (MPII). The MPII is an annual, mandatory, comprehensive professional development designed to build the capacity of school site English Learner (EL) Designees / Targeted Student Population (TSP) Advisors and Multilingual Multicultural programs staff on transformational instructional leadership that supports the effective implementation of a comprehensive instructional program for Multilingual Learners of all demographics.

Knowing that Multilingual Learners are not a monolithic group, thinking and acting in new ways about the language practices of English learners is fundamental to increasing their cognitive and executive functions, and academic outcomes. Multilinguals interact with the world in extraordinary ways and the multilingual brain approaches the use of language by influencing the connection and fluidity of the heritage language (L1) and the new language being learned (L2) to support the understanding of content by leveraging students' linguistic repertoire. All schools with Multilingual Learners must provide a comprehensive instructional program that complies with federal, state, and civil rights laws, aligns with the District's 2022-26 Strategic Plan and the 2018 Master Plan for English Learners and Standard English Learners to best serve the needs of our various typologies: Potential Long-term English Learners (PLTEs), Long-term English Learners (LTEs), International Newcomers, and English Learner Students with Disabilities (EL SWDs), to name a few.

**MAJOR
CHANGE:**

This is a new Reference Guide that replaces MEM-5793.10, 2023-2024 Master Plan Instructional Institute, dated June 5, 2023. The 2024 MPPII will consist of four days of professional development between June 13 and June 18, 2024, with the Novice Days on August 3 and August 10, 2024.

INSTRUCTIONS:

The 2024 MPPII is a required professional development for all EL Designees, Multilingual Multicultural Academic Language Coaches (MMALCs), Standard English Learner (SEL) Coaches, and International Newcomer Coaches / Counselors (INCCs). The Multilingual Multicultural Education Department (MMED) will fund one EL Designee / TSP Advisor representative per school along with any other MMED-funded positions (MMALC, SEL Coach, or INCC). Requests for additional participants from a school will be reviewed and considered on a case-by-case basis. Funding for the additional participants will be the responsibility of the school. To meet the training requirement, participants must attend and complete the required hours for this professional development.

A. MPPII Registration

To register for this year's MPPII, participants are to use the link provided below. Region Coordinators will also share the registration link with principals to identify 2024-25 EL Designees / TSP Advisors who will participate in the 2024 MPPII.

- MMALCs, SEL Coaches, and INCCs will receive the registration link from their MMED lead. Participants will:
 - Self-register using the registration link provided.
 - Be enrolled by MMED staff.
 - Receive an email notification link on or before June 7, 2024.
 - Novice attendees will be selected from the main registration link and will be sent a reminder email the week of July 22, 2024.

NOTE: Administrators who are participating during their off-basis time are to submit a signed and approved Extra Duty Pay form, no later than May 21, 2024 at this link: : <https://bit.ly/2024MPIIEDF>. Late submissions may result in not being able to participate.

B. Novice

Newly assigned EL Designees / TSP Advisors (less than one year) will be expected to attend an additional two, 4-hour sessions of virtual (via Zoom) professional development tailored to their needs: Wednesdays, July 31, and August 7, 2024. To ensure the Novice EL Designees are equipped to support a comprehensive English Language Development

(ELD) program, these eight hours of professional development will take place in the fall, prior to the start of the school year. Region Coordinators will provide support sessions for New EL Designees throughout the academic year.

C. MPPII Schedule

This year's MPPII will take place at four Region locations. Participants from all Regions will participate in Day 1 at Florence Nightingale Middle School on Thursday, June 13, 2024. Days 2 and 3, participants will then report to their Region-specific location (see below). Day 4 will be conducted via Zoom, and participants are to ensure they are in a stationary location with a reliable internet connection and a device with a working camera and microphone.

The 2024 MPPII schedule is as follows:

Participants		Registration
Mandatory for all EL Designees, Multilingual Multicultural Academic Language Coaches (MMALCs), Standard English Learner (SEL) Coaches, International Newcomer Coach / Counselors (INCCs)		Participants register using the following link: https://bit.ly/2024MPPIIRegistration All participants are required to have a device with a working camera and microphone and be in a stationary location for Days 1 and 4 of the Master Plan Instructional Institute (MPPII) and for the Novice Days 1 & 2 (if eligible). Off-basis administrators must submit their signed and approved Extra Duty Pay form (EDP) to the following link:
Location		
Day 1: (8:00 a.m. to 3:00 p.m.) Thursday, June 13, 2024 (via Zoom) Location: https://lausd.zoom.us/j/81622110515		
Days 2 & 3: (8:00 a.m. to 3:00 p.m.) Friday, June 14 & Monday, June 17, 2024 Location:		
Region East	Miguel Contreras Learning Complex 322 Lucas Ave, Los Angeles, CA 90017	
Region North	Valley Oaks Center for Enriched Studies (VOCES) 9171 Telfair Ave Sun Valley, CA 91352	

Days 2 & 3: (8:00 a.m. to 3:00 p.m.) Friday, June 14 & Monday, June 17, 2024 (Continuation)		https://bit.ly/2024MPIIEDF no later than May 21, 2024. MMED Region staff will offer an MPII make-up session during the school week, during the month of September.
Location:		
Region South	Phineas Banning High 1527 Lakme Ave, Wilmington, CA 90744	
Region West	Pio Pico MS 1512 S Arlington Ave. Los Angeles, CA 90019	
Day 4: (8:00 a.m. to 3:00 p.m.) Tuesday, June 18, 2024 (via Zoom) Location: https://lausd.zoom.us/j/81622110515		
Novice Days 1 & 2: (8:00 a.m. to 12:00 p.m.) Saturdays, August 3 & August 10, 2024 Location: https://lausd.zoom.us/s/81622110515		

To ensure proper training, staffing, coherence, and messaging, all Regional MMED staff is required to participate and assist in facilitating the MPII make-up session.

Note: The California Department of Education (CDE) regularly monitors EL programs statewide through the Federal Program Monitoring (FPM) review process. Therefore, the District must ensure that all school site EL Designees / Targeted Student Population (TSP) Advisors receive ongoing professional development to effectively support the implementation of instructional programs and services for Multilingual Learners.

Although principals are ultimately responsible for the implementation, monitoring, and evaluation of the instructional program, they must ensure that the school site EL Designees / TSP Advisors effectively support the implementation and monitoring of the Master Plan as it pertains to ELs, Reclassified Fluent English Proficient (RFEP) students and all Multilingual Learner students at the school site.

RELATED RESOURCES: [English Learner 2023-24 Program Instrument](#)
[LCAP Metrics](#)

ATTACHMENTS: None

ASSISTANCE: For questions regarding the 2024 MPII professional development or registration, contact the Region MMALT Coordinator or Central MMED Administrative Coordinator at:

Region	Region MMALT Coordinators	Email
East	Kirstin Summers Yadi Hernandez	kms3113@lausd.net yadhira.hernandez@lausd.net
North	Manny Barajas Rocio Saldana	pmb8799@lausd.net rocio.saldana@lausd.net
South	Erika Argueta Jane Lee	erika.argueta@lausd.net jane.lee1@lausd.net
West	Alana Cortez	alana.cortes@lausd.net

Central	MMED Administrative Coordinators	Email
Central MMED	Carla Gutierrez Rafael Escamilla	carla.gutierrez@lausd.net rafael.escamilla@lausd.net