



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: The Secondary Special Education Leadership Academy (Secondary SPELA) 2009-2010

NUMBER: MEM-4893.0

ISSUER: Sharyn Howell, Executive Director
 Division of Special Education

DATE: September 21, 2009

ROUTING
 All Locations
 Local District Superintendents
 Administrators of Instruction
 Local District Directors
 Support Unit Administrators
 Secondary School Site Principals
 Secondary Assistant Principals

PURPOSE: The purpose of this Memorandum is to provide the description of the Secondary Special Education Leadership Academy (SPELA) 2009-2010 and to provide enrollment procedures for qualified participants.

MAJOR CHANGES: Participants:
 MEM 4847.0 outlined the SPELA requirements for APEIS, with secondary administrators as optional participants. This memo outlines the Secondary SPELA which is mandatory for any secondary assistant principal with special education responsibilities. Continuation and charter school principals supervising special education programs (at sites without assistant principals) may also attend.

Scheduling:
 Previously, the Special Education Leadership Academy (SPELA) was offered in two training opportunities, one in the fall and one in the spring. This year we will be offering one full-day session, one half-day session scheduled concurrently with the Local District AP meetings, and three online sessions (approximately 45 minutes each).

BACKGROUND: The SPELA has been designed to meet the needs of school site administrators with special education duties and responsibilities. The SPELA is aligned with the District’s plans to meet the Outcomes of the Modified Consent Decree (MCD).

SPELA is a mandatory program for any secondary assistant principal with special education responsibilities. The SPELA is designed to assist participants in acquiring essential skills and knowledge in special education policies, procedures, instruction and compliance.

PROCEDURES: Secondary assistant principals with special education responsibilities who have previously participated in SPELA must still attend all SPELA sessions this school year.



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PROCEDURES:

Dates: Session 1: Select one date only:
December 4th, 2009; or
December 11th, 2009; or
January 15th, 2010; or
January 22nd, 2010
Session 2: Scheduled concurrently with Local District AP meetings, no registration required
*Session 3: Online, *Secondary Instruction*
*Session 4: Online, *Ethics of Discipline*
*Session 5: Online, *Classroom Management*
* The online classes will be available through the Learning Zone in the spring semester. Participants will receive additional information about these classes at a later date. Each online class will be approximately 45 minutes in length.

Times: Session 1: 8:00 a.m. – 4:30 p.m.;
Session 2: Scheduled concurrently with Local District AP meetings, no registration required;
Sessions 3, 4, and 5: On your own, to be completed by June 30, 2010

Location: SESSION 1 ONLY
LAUSD Headquarters
333 S. Beaudry Avenue
12th Floor, Room 12-192
Los Angeles, CA 90017

Parking: Validated (see attached map)

Refreshments: Due to budget constraints, we are unable to provide refreshments. Participants are welcome to bring food and drink into the room.

Beaudry Procedures: Please bring a picture ID. Registered participants will be registered with the building security as a visitor.

Attendance: Participants are expected to arrive on time and to complete the session in its entirety. Participants who arrive more than 15 minutes after the beginning of the presentation will be sent back to their school site and asked to re-register.



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PROCEDURES: Registration Information for Session 1:

1. Each participant will choose ONE date for Session 1. We are offering four different dates to take Session 1 so participants can select a date that works best for their schedule (see Attachment A: *SPELA Session Schedule*).
2. If a section is full participants must select a different section that has availability. Please DO NOT show up to the Beaudry building without confirming your registration through the Learning Zone.
3. Each section also has an "Open Forum" during the lunch hour. The "Open Forum" is optional. Registered participants may leave for lunch or stay with their lunch for the "Open Forum." During this time, participants will be able to ask specific questions of the presenters and other collaborating departments related to individual school-site issues.

Registering Process:

- Registration for Sessions 1, 3, 4 and 5 is available only through the Learning Zone.
- Participants are officially registered when they have received a confirmation registration e-mail in their LAUSD e-mail account.
- Registration **MUST** be completed using the LAUSD single-sign on.

Note: Registration for Session 1 will be closed one week prior to the date of the class or when filled. Participants who do not meet requirements will be dropped by the instructor; dropped participants will receive an e-mail notice from the instructor.

Registration Directions:

1. Go online to the Learning Zone at <https://lz.lausd.net>
2. Log in using your single sign-on username and password (the same sign-on you use for District email)
3. Click on the "Courses" tab
4. Click on the "Class Offerings" link
5. In the Program drop-down menu, select Special Education
6. In the "Keyword" box, type in "Leadership"
7. In the "Classes for the Next" dropdown, select "6 months"
8. Click on Search
9. Click on the name of the course (*Secondary Special Education Leadership Academy Session 1*) for the time and date you wish to enroll
10. Click on the Enroll Now button
11. Click OK to confirm your enrollment
12. Click OK again and close the existing active screen
13. Check your LAUSD e-mail account for confirmation of enrollment.

Note: Participants will not be admitted without prior registration.

14. You will need to repeat this enrollment process for sessions 1-3.



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PROCEDURES: For Technical Support with Your Single Sign-On:
Please do not call the Division of Special Education for technical support.
Note: Your Learning Zone account and password is the same as your email account and password. For technical support, please visit http://techsupport.lausd.net/email_setup or call the ITD Help Desk at (213) 241-5200 (select option 4).

Secondary Charter School Administrators ONLY:

Administrators must e-mail the registration information requested below to Jaclyn Hiller at jaclyn.hiller@lausd.net. Confirmation will be sent to the participants directly by e-mail. No participant should attend without an e-mail confirmation.

The charter school registration e-mail must include the following information:

1. School Name
2. Location Code
3. Local District
4. Name of Participant
5. Position/Title of Participant
6. Contact Telephone Number
7. Contact Fax Number
8. Employee Number of Participant (if available)
9. E-mail Address for Participant
10. Training Date and Time (AM/PM) Selected for Participant

Completion:

No certificates will be issued. The Learning Zone will be the official record of SPELA completion. Participation will be monitored and the completion status for each required participant will be submitted to the local Support Unit and Local District at the end of the 2009-2010 school year.

Additional Requirements:

SPELA participants who have not previously taken the following courses must complete these courses concurrent with SPELA (by June 30, 2010):

1. *Welligent 101*
2. *Revised Monitoring IEPs in Welligent*

The registration for these Welligent trainings must be done separately through the Learning Zone. SPELA participants who have previously taken these courses do not need to re-take or re-register. Training history can be verified by logging into the Learning Zone and clicking on "My History."

ATTACHMENTS: Attachment A: *SPELA Session Schedule*
Attachment B: *Map to Beaudry Visitor Parking*

ASSISTANCE: For assistance or further information, please contact the Division of Special Education, Jaclyn Hiller, Teacher Advisor, at (213) 241-5409. For technical support/Learning Zone log-in assistance, please call the ITD Help Desk at (213) 241-5200 (select option 4) or log on to http://techsupport.lausd.net/email_setup.

Secondary SPELA Schedule

Session 1: Compliance, Due Process, Graduation/Instruction, Transition Planning

(Select one Date only)

Date	Time
December 4 th , 2009	8:00 a.m. – 4:30 p.m.
December 11 th , 2009	8:00 a.m. – 4:30 p.m.
January 15 th , 2010	8:00 a.m. – 4:30 p.m.
January 22 nd , 2010	8:00 a.m. – 4:30 p.m.
**Open Forum (offered on each date above)	12:00 p.m.-1:00 p.m.

Session 2: Behavior/Outcome 5

Session 2 will be conducted concurrently with the Local District Secondary AP meetings. No registration is required for this session.

Session 3: *Online, *Secondary Instruction (Follow-Up)*

Session 4: *Online, *Ethics of Discipline*

Session 5: *Online, *Classroom Management*

* The online classes will be available through the Learning Zone. Participants will receive additional information about these classes at a later date. Each online class will be approximately 45 minutes in length.

**An Open Forum will be offered during lunchtime. The Open Forum will be a time for participants to ask specific school site questions of the morning and afternoon presenters. Participation is optional, no registration required.

Los Angeles Unified School District **Visitor Parking**

Please note the location of the two Beaudry Headquarters visitor lots.

The main lot is located at 1221 West Third Street immediately northwest of the Beaudry Building. Although the address is for Third Street, please note that the entrance to the lot is accessible from Miramar Street only.

→ One way street

 **VISITOR PARKING LOT**

If the Visconti Visitor Parking Lot is full, parking lot attendants at the garage will re-direct you to an overflow lot. Please do NOT park in any overflow lot unless directed – your validation may not be honored.

Do not park in the LAUSD Building Lot at 333 S. Beaudry. There is no visitor parking or validation for the parking lot in the LAUSD building.



There is no validated LAUSD visitor parking in the Beaudry Building Parking Lot.

If the Visconti Visitor Parking Lot is full, parking lot attendants at the garage will re-direct you to an overflow lot. Please do NOT park in any overflow lot unless directed – your validation may not be honored.

Morlin Management, Facilities Management, (213) 241-1320, 2nd Floor, Beaudry Headquarters.