

Pasadena Unified School District



PASADENA
Unified School District

**Expanded Learning
Opportunities Program Plan
(2021-2022)**

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Pasadena Unified School District	Maria Toliver, Director	toliver.maria@pusd.us (626) 396-3614

ELO-P Schools	
School	School
Altadena ES	Marshall MS
Blair MS	McKinley K-8
Butler Magnet	Norma Coombs ES
Don Benito ES	San Rafael ES
Eliot MS	Sierra Madre ES
Field ES	Sierra Madre MS
Hamilton ES	Washington AES
Jackson ES	Webster ES
Longfellow ES	Willard ES
Madison ES	

The Expanded Learning Opportunities (ELO) Program provides funding for afterschool and summer school enrichment programs for kindergarten (including transitional kindergarten) through sixth grade as described in *Education Code (EC)* Section 46120.

Pasadena Unified School District’s Expanded Learning Opportunities Program (ELO-P) will provide targeted expanded learning opportunities and services for unduplicated pupils in grades TK-6 currently enrolled at Pasadena Unified School District schools. Unduplicated students are those students who are classified as English Language Learners, foster/homeless youth, or who qualify for free/reduced price meals.

PasadenaLEARNs Expanded Learning Program and ELO-P operate as a single, comprehensive expanded learning program with ELO-P serving to expand the current expanded learning model of academic and enrichment offerings and student support services.

2021-22 Funding Allocation	
Apportionment for 2021-22	\$3,704,380.00

Carryover to 2022-23	\$3,541,220.30
----------------------	----------------

Services	Funding Allocation
Hourly Staff	\$600K
ELO-P TOSA II	\$150K
LEARNs Site Coordinators (from 62.5% to 75%)	\$400K
Certificated Teacher Tutors	\$500K
Behavior Support/Intervention Staff	\$800K
Contracted Service Providers	\$600K
Summer Partnerships	\$350K
Materials/Supplies	\$100K
Total*	\$3.5M

*Total does not include Indirect Costs.

1—Safe and Supportive Environment

Describe how the program will provide opportunities for students to experience a safe and supportive environment. Include if the program will be offered on the school site or off campus. If not on site, describe where in the community it will be and how students will be supported to get there.

<p>Programs provide safe and nurturing environments that support students’ emotional and physical needs and development of social-emotional competencies.</p> <p><u>Program Locations</u></p> <p>PasadenaLEARNs programs operate on site at students’ home schools during the regular school year. During summers and intercessions, programs are centrally located in the four quadrants of the city to ensure program accessibility. PasadenaLEARNs also partners with</p>
--

school sites and community partners to provide a variety of summer program options at different school locations across the district.

ELO-P will expand PasadenaLEARNS to serve students at PUSD elementary and middle schools that do not currently receive ASES funds and provide morning programs at schools that have demonstrated a need for morning care.

Student Safety

Emergency plans, which include evacuation procedures, maps, student accounting forms, staff roles and responsibilities, and emergency procedures, are created and/or updated every year. Plans are aligned to school day emergency plans and are adopted and approved by the program director and school principal.

PasadenaLEARNS Site Coordinators have access to disaster/emergency bins located on each campus. Bins contain emergency supplies such as first aid kits, blankets, food, and water.

PasadenaLEARNS Site Coordinators are assigned master keys, which enable them to secure school campuses during shelter in place and other emergency situations.

Expanded learning service providers on PUSD campuses participate in monthly collaborative emergency drills facilitated by LEARNs Site Coordinators to coordinate duties, responsibilities, and procedures during emergency situations.

Expanded learning staff members wear uniform shirts every day to ensure that they are visible and easily identified by students, school staff, and visitors.

PasadenaLEARNS staff are trained on district-adopted procedures for care, first aid, and documentation of student injuries and incident reporting protocols.

Student Support

PasadenaLEARNS Expanded Learning Program staff receive annual training in Mental First Aid from The Office of Student Wellness and Support Services (SWSS).

Site Coordinators attend training events provided by the Los Angeles County Office of Education that focus on supporting students' behavioral and emotional needs in expanded learning programs.

Middle School students participate in Mentors for Life, a peer-to-peer mentorship program, provided by The Office of Student Wellness and Support Services.

PasadenaLEARNS staff establish classroom communities that include classroom agreements, rewards/incentives, student jobs, and behavior management support to encourage positive peer interactions and supportive classroom environments.

ELO-P expands current services to include hiring specialists and/or staff trained to provide behavior interventions and supports for students after school including clinical social workers.

2—Active and Engaged Learning

Describe how the program will provide opportunities for students to experience active and engaged learning that either supports or supplements, but does not duplicate, the instructional day.

Programs provide meaningful and highly engaging activities that promote the development of 21st Century skills and expand students' horizons.

LIAS (Learning In Afterschool and Summer) principles are imbedded in the lesson design of all program enrichment activities. Activities focus on learning that:

- Is active
- Is collaborative
- Is meaningful
- Supports Mastery
- Expands Horizons

Community partners provide enriching learning opportunities for students such as visual and performing arts, robotics, coding, graphic design, sewing, culinary arts, college and career exploration, entrepreneurship, tennis, and sports.

PasadenaLEARNS Sports partners with the City of Pasadena Youth Sports Program to provide flag football, girls/coed volleyball, boys/girls basketball, and boys/girls' soccer throughout the school year for students in grades 3-8.

ELO-P expands current services by restructuring the partnership with College Access Plan to include college and career exploration classes for middle school students. ELO-P will also expand PasadenaLEARNS to provide program offerings that focus on new and innovative ideas such as digital media, financial literacy, wealth management, branding, and entrepreneurship to prepare students for success in the global economy.

3—Skill Building

Describe how the program will provide opportunities for students to experience skill building.

Programs maintain high expectations for all students. Learning objectives incorporate Learning In Afterschool and Summer (LIAS) principles, the development of 21st Century skills, and mastery as desired student outcomes.

Students in grades K-5 receive additional academic support through Imagine Learning Literacy and Math, an online program that provides individualized skill building activities to support students' mastery of literacy and math skills.

Credentialed teachers provide individual and small group tutoring that includes homework assistance and the reteaching of skills and content to address learning gaps and promote learning recovery.

ELO-P expands support by providing additional teachers for after school tutoring and contracting services with online tutoring programs such as Sylvan Learning to expand opportunities for academic support.

4—Youth Voice and Leadership

Describe how the program will provide opportunities for students to engage in youth voice and leadership.

Programs provide opportunities for students to participate in program design and implementation. Students are provided with opportunities to assume leadership roles within the program.

PasadenaLEARNS maintains Student Advisory Groups at each program location. Advisory groups are comprised of representative students in grades 3-8 who meet with the Site Coordinators monthly to discuss program offerings, plan activities, participate in program design, and assist with student surveys.

In classrooms and within program environments, students are assigned jobs that support program ownership, accountability, responsibility, and the development of effective leadership skills.

The establishment of classroom communities enables students to work with program staff to create the norms and expectations that govern behaviors and interactions.

ELO-P expands youth voice and leadership by providing resources to incorporate more activities requested by students such as guest speakers, social events, and field trips.

5—Healthy Choices and Behaviors

Describe how the program will provide opportunities for students to engage in healthy choices and behaviors. Describe how students will be served nutritious meals and/or snacks during the ELO-P hours of programming.

Programs provide opportunities for students to learn about and practice balanced nutrition and participate in physical activities and classes that support healthy lifestyles.

PasadenaLEARNS adheres to the District Student Wellness Policy (BP 5030, adopted by the Board of Education in 2006 and revised in 2012 and 2014; the complete document can be viewed and downloaded on the PUSD Health Programs webpage <http://www.pusd.us/Page/777>).

The policy states, “The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent or designee shall coordinate and align district efforts to support student wellness through health education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment. In addition, the Superintendent or designee shall develop strategies for promoting staff wellness and for involving parents/guardians and the community in reinforcing students’ understanding and appreciation of the importance of a healthy lifestyle.”

The Student Wellness Policy includes specific guidelines for providing healthy food options in school meals and snacks, encouraging healthier eating habits, health and nutritional education, creating and maintaining a safe and supportive environment at all schools, and recommendations for the length and rigor of daily physical activity. Each PUSD school and all departments are required to adhere to the Student Wellness Policy. All PasadenaLEARNS sites participate in the district’s supper program provided by the Food and Nutrition Services Department. Meals adhere to the Student Wellness Policy and meet nutritional guidelines.

PasadenaLEARNS provides program participants with a healthy supper every program day, which includes alternative meals for specialized diets. During summer programs, participants receive healthy breakfast and lunch meals.

ELO-P expands the current meal options during summer to include a third meal to accommodate for longer program days.

The development of social-emotional competencies supports healthy choices and behaviors. PasadenaLEARNs implements daily social-emotional learning activities for program participants. Staff are trained in the implementation of Growth Heartset from EduCare Foundation, which is a program adopted by the LACOE Expanded Learning Division and recommended for expanded learning programs. Growth Heartset activities enable students to cultivate cultures of caring where they learn to honor and value themselves and others.

In collaboration with SWSS, ELO-P expands the focus on the development of students' social-emotional competencies by providing varied modes of instructional delivery and program options such as Thrively and Second Step.

6—Diversity, Access, and Equity

Describe how the program is designed to address cultural and linguistic diversity and provide opportunities for all students to experience diversity, access, and equity. Describe how the ELO-P will provide access and opportunity for students with disabilities.

Programs create environments that celebrate diversity, promote equity, and ensure access to all students regardless of race, color, religion, sexual orientation, gender identification, age, income, national origin, or physical ability.

PasadenaLEARNs has sponsored Children's Defense Fund (CDF) Freedom Schools Summer Programs for more than 10 year. The CDF Freedom Schools programs empowers children from underrepresented communities to make a difference in themselves, their families, and their communities. Programs foster self-esteem, a love of learning, and civic engagement.

PasadenaLEARNs actively recruits program participants who would benefit most from program services through school-based recruitment, school day staff referrals, parent contact, and district-wide program marketing and recruitment efforts.

ELO-P expands the following services to increase diversity, equity, and access:

- Increase capacity of CDF Freedom Schools Summer Programs to serve more students by hiring additional staff.
- Recruit teachers to implement targeted tutoring and support for English Language

Learners after school.

- Onboard after school behavior intervention staff to provide additional behavior support.
- Hire after school health clerks to assist with the administration of medications and support students with physical disabilities.

Through the Director of Expanded Learning Programs and the ELO-P Teacher on Special Assignment, ELO-P will expand community outreach and efforts to connect with families of students who are identified as having a greater need for expanded learning opportunities. Efforts include, but are not limited to, contact via telephone and in-person or virtual meetings.

7—Quality Staff

Describe how the program will provide opportunities for students to engage with quality staff.

Programs recruit and strive to retain high quality staff who have experience working with students in school settings and who demonstrate the ability to create positive learning environments.

PasadenaLEARNS' employment opportunities are posted on the district's Human Resources website, other job search engines such as EdJoin, Handshake, and Indeed, and on digital and in-person job recruitment boards local college campuses. Applicants may apply online or in person at the Pasadena Unified School District Office. Once an applicant's minimum qualifications and previous employment experience are verified, candidates are invited to interview with a panel comprised of Site Coordinators and Area Leaders. Candidates who pass the interview process are referred to the Human Resources Office to complete the clearance process. Requirements for employment are:

- A minimum of 48 semester/72 quarter units from an accredited college or university **or** a passing score on the district's Instructional Aide Exam
- A minimum of 6 months of experience working/volunteering with youth in a school setting
- FBI/DOJ fingerprint background clearance
- TB Clearance
- First Aid/CPR Certification

PasadenaLEARNS works closely with the Human Resources Department in the recruitment, hiring, and onboarding of new staff members.

PasadenaLEARNS provides ongoing training and professional development opportunities

through the Los Angeles County Office of Education (LACOE), California School-age Consortium (CalSAC), and departments within the district such as Special Education and the Office of Student Wellness and Support Services.

ELO-P supports the recruitment of quality staff by funding more full-time positions, increase pay for staff with advanced degrees, and provide ongoing training in current behavior interventions and support practices, student engagement techniques, and strategies to create culturally responsive learning environments.

8—Clear, Vision, Mission, and Purpose

Describe the program’s clear, vision, mission, and purpose.

The program has clearly defined vision, mission, and purpose statements that are posted on the program website, social media platforms, and included, when relevant, in program literature that is distributed to the general public.

The program vision aligns to the District Vision:

We prepare students for the future by inspiring the joy of learning in every child every day.

PasadenaLEARNS Mission:

Our program is dedicated to providing a safe, nurturing, and innovative learning community where all students have the opportunity to:

- ❖ expand their learning
- ❖ create new relationships
- ❖ enjoy new experiences
- ❖ develop life skills

Program Purpose:

PasadenaLEARNS Expanded Learning Program provides before, after school, and summer expanded learning opportunities for PUSD students in grades K-12 from dismissal until at least 6:00pm every regular school day. Students receive academic support, participate in activities designed to enrich their lives and broaden their horizons, work collaboratively with others, and develop as leaders.

9—Collaborative Partnerships

Describe the program’s collaborative partnerships. Local educational agencies are encouraged to collaborate with non-LEA entities to administer and implement ELO-P programs.

Programs intentionally build and maintain collaborative relationships with internal and external educational partners.

PasadenaLEARNS works with the Office of Student Wellness and Support Services and Special Education to provide staff development opportunities for frontline staff in behavior support and intervention strategies, mental first aid, and the implementation of social-emotional learning activities.

PasadenaLEARNS convenes a LEARNs Advisory Group twice per school year comprised of school day staff, LEARNs staff, parents, and community members. The advisory group assists in the development of the program design, selection of program offerings, staff recruitment, and monitoring of the CQI process.

PasadenaLEARNS partners with a variety of community organizations such as The City of Pasadena, YMCA, College Access Plan, Harambee Ministries, Pasadena Educational Foundation, The Darden Leadership Academy, Day One, Young and Healthy, and the Partnership for Children, Youth and Families to find new and innovative ways to work together to serve PUSD families. Through ongoing partnerships, students participate in competitive sports, summer learning opportunities, The Arts, social-emotional learning activities, and leadership development.

PadenaLEARNS partners with Pasadena Educational Foundation and Harambee to offer blended summer program models to increase program capacity and variety. For 2022-23, PasadenaLEARNS will partner with YMCA to offer a blended after school program model at select schools in Pasadena.

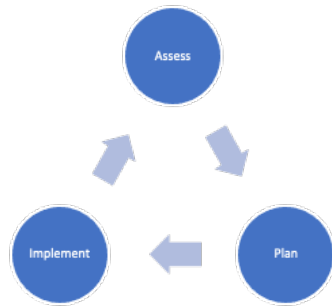
PasadenaLEARNS partners with The Darden Leadership Academy, Day One, Young and Healthy, and College Access Plan to provide innovative enrichment and leadership development opportunities, college exploration, and student wellness programs.

PasadenaLEARNS partners with The City of Pasadena to offer youth sports to students in grades 3-8.

As a member of the Steering Committee for the Partnership for Children, Youth, and Families, PasadenaLEARNS works closely with community organizations to maximize resources and provide wraparound services to PUSD families.

10—Continuous Quality Improvement

Describe the program’s Continuous Quality Improvement plan.



Continuous Quality Improvement Cycle

PasadenaLEARNS implements a continuous quality improvement cycle. Educational partners such as students, parents, and school administrators complete annual surveys to provide program feedback. The information is used to develop program improvement plans for the upcoming school year that include goals, timelines, benchmarks, and measurable outcomes (improvement plan template provided by the LACOE Office of Expanded Learning). Program goals align to the Quality Standards for Expanded Learning in California. Program Improvement plans are revisited throughout the school year to monitor and track progress towards goals and make revisions/modifications as needed.

Annual program evaluations are conducted through an internal evaluation process facilitated by the District’s Senior Research Analyst and Data Facilitator. The 2018-19 program evaluation data examined reasons for program participation and was instrumental in the development of current program practices and offerings.

The program design is data driven and intended to address the needs of PUSD students.

Students participate in expanding learning programs for a variety of reasons with homework assistance and childcare as the greatest determining factors (76.2% and 65.6% respectively). Ensuring that academic support and homework assistance are effective and meeting the needs of students is a high priority for ELO-P.

Reasons for Program Participation (2018-19)

Homework Assistance	76.2%
Childcare	65.6%
Enrichment Activities	56.5%
Fitness Activities	36.6%
Other	6.1%

Input gathered from program observations, parents, expanded learning staff, school principals and teachers, students, and District-level administrators is used in the development of the 2022-23 ELO-P plan.

2018-19 Hoonuit Data Dashboard

Subject Area	Standard Met or Nearly Met	Standard Not Met
Math	35%	65%
Reading and Literature	48%	52%

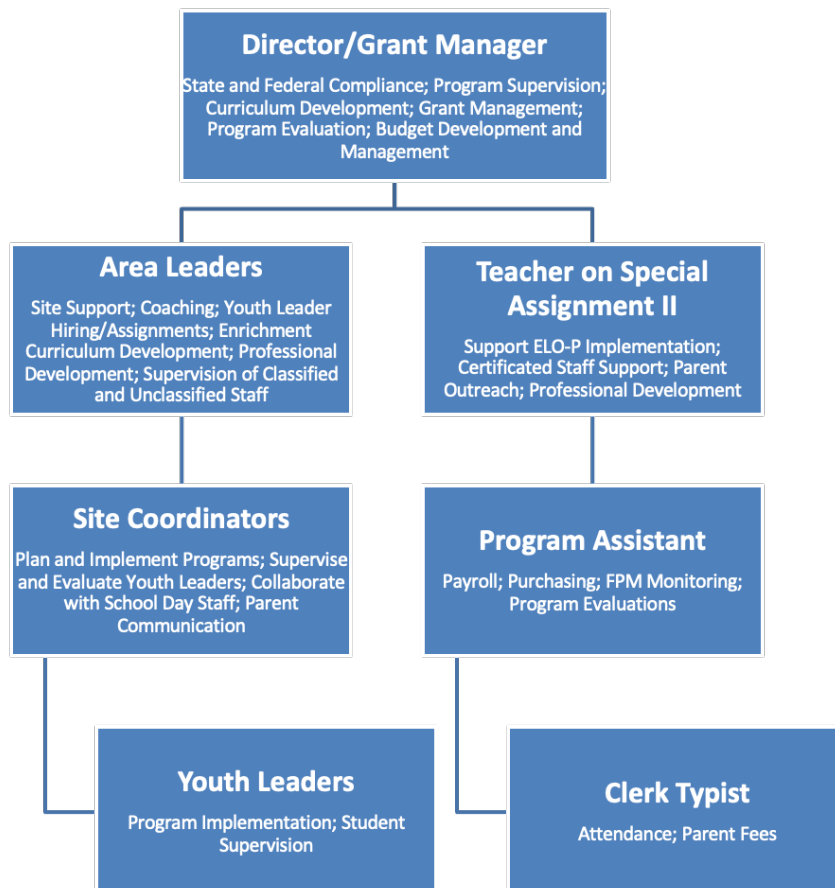
ELO-P will provide targeted academic support in math and literacy to support students' academic success by increasing after school tutoring services with incentives for student participation, providing online tutoring options, implementing career-driven and skills-based enrichment classes, and helping students build self-efficacy, self-esteem, and leadership skills.

11—Program Management

Describe the plan for program management.

The program has sound and effective fiscal and administrative practices and procedures that meet funding requirements.

PasadenaLEARNS Organizational Chart



The Director/Grant Manager oversees and manages the After School Education and Safety (ASES) grant and Expanded Learning Opportunities Programs (ELO-P).

Area Leaders supervise and support ASES and ELO-P classified and unclassified staff, develop

enrichment activities, and provide professional development opportunities for Site Coordinators and Youth Leaders.

Teacher on Special Assignment II develops academic support and intervention curriculum, supports after school intervention/ tutoring teachers, monitors ELO-P student participation, and oversees ELO-P outreach.

Site Coordinators manage program implementation at school sites, supervise frontline staff, collaborate with school day staff, and communicate with parents.

Program Assistant manages payroll and purchasing for all sites, submits and tracks requisitions, collects FPM documents, and assists with program evaluations.

Youth Leaders implement program components, plan activities, and supervise students.

Clerk Typist collects, reviews, and manages program attendance and fees.

General Questions

ASES, 21st CCLC Elementary/Middle School, and the ELO-P should be considered a single, comprehensive program. In coordinating all these funding streams to move towards a single program, the expectation is that the most stringent requirements will be adopted for program guidance. If one or both grants are held, please describe how the ELO-P funding will be used to create one comprehensive and universal Expanded Learning Program.

PasadenaLEARNS provides high quality expanded learning programs that meet all State and Federal funding requirements and guidelines.

In an effort to create a single comprehensive program, PasadenaLEARNS will expand to provide program services to ASES and ELO-P students simultaneously. ELO-P funding will be used to hire additional frontline and support staff and implement more innovative programs.

Programs operate Mondays-Fridays every regular school day from dismissal to at least 6:00pm. During summer, programs operate Mondays-Fridays from 8am to at least 5:30pm.

Program groups consist of both ASES and ELO-P students. While students participate in one comprehensive program, daily attendance and expenditures are tracked separately for each funding source.

Daily attendance requirements for both programs aligns with ASES daily attendance and early release/late arrival policies.

TK and Kindergarten groups maintain a 10 to 1 staffing ratio.

Expenses and expenditures for both programs are tracked and reported by the ASES Fiscal Analyst.

Transitional Kindergarten and Kindergarten

Programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil- to-staff member ratio of no more than 10 to 1. (EC Section 46120[b][2][D]). Please address the proposed schedule and plan for recruiting and preparing staff to work in the program, including supporting them to understand how to work with younger children. How will the lower pupil-to-staff ratio be maintained? How will the curriculum and program be developmentally-informed to address this younger age group?

2021-22 TK/Kindergarten Enrollment	
Transitional Kindergarten (TK)	178
Kindergarten	1,337

PasadenaLEARNS recognizes the importance of supporting the social-emotional and academic needs of Transitional Kindergarten (TK) and Kindergarten (K) students. Expanded learning program staff works closely with the Early Childhood Education Department, SWSS, and the Office of Curriculum, Instruction, and Professional Development (CIPD) to ensure supports are in place to help students including, but not limited to:

- Staffing needs identified based on enrollment projections provided by school principals and the Early Childhood Education Department (ECED).
- Targeted support and training for staff facilitated by the Office of Curriculum, Instruction, and Professional Development (CIPD), ECED and SWSS.

- Collaboration with CIPD and school day teachers to identify and access developmentally-appropriate curriculum for academic support and enrichment activities.
- Collaboration with school principals to assign appropriate classrooms for TK/K students.

PasadenaLEARNS collaborates with the Human Resources Department to hire preschool teachers, frontline staff, and additional support personnel, such as Instructional Aides, to maintain the lower pupil-to-staff ratio.

Sample Program Schedule

Tier II Elementary School Schedule

Time	Activity
7:00-8:45am	Morning Program (if applicable)
8:45am-3:10pm	School Day Session
3:10	School Day Dismissal/Afternoon Program Check-In
3:15-3:30pm	Supper
3:30-4:00pm	Move Your Body (Movement)
4:00-4:10pm	Bio Break
4:10-5:00pm	LEARNS Scholars (Homework)
5:00-5:20pm	Growth Heartset Activity (SEL)
5:20-6:10pm	Magic Chef (Enrichment)
6:10pm	Program Dismissal

ELO-P funds provide morning programs based on community needs assessments. Principals survey parents to ascertain before school needs and work with PasadenaLEARNS to staff and run morning programs.

Afternoon programs begin immediately at dismissal from the regular school day for

ASES and ELO-P students. PasadenaLEARNS staff arrive at the school day dismissal location approximately 5 minutes prior to dismissal to meet 2-5th grade students. TK-1st grade students are picked up from their classrooms by PasadenaLEARNS staff and escorted to the program.

2022 Summer Program Schedule (Elementary)

Time	Activity
8:00-8:15am	Program Check-In/Breakfast
8:25-9:55am	Academic Session 1
9:55-10:15am	Morning Recess
10:25-11:55am	Academic Session 2
11:55am-12:00pm	Wrap Up/Transition to Afternoon Program
12:00-12:25pm	Lunch (TK-2) Recess (3-5)
12:25-12:50pm	Recess (TK-2) Lunch (3-5)
1:00-2:05pm	Enrichment Session 1
2:15-3:20pm	Enrichment Session 2
3:30-4:35pm	Enrichment Session 3
4:45-5:50pm	Enrichment Session 4
5:50-6:00pm	Wrap Up/Clean Up
6:00pm	Dismissal

Certificated teachers provide English Language Arts, literacy, and math instruction

during morning academic sessions and are funded by ELO-P. PasadenaLEARNs staff and program partners facilitate enrichment activities during afternoon enrichment sessions 1-4 and are funded by ASES.