

**PASADENA UNIFIED SCHOOL DISTRICT
DEPARTMENT PLAN
COVER SHEET 19-20**

Fill in the boxes below, feel free to expand to additional page:

DEPARTMENT	Academics
DEPARTMENT STATEMENT OF PURPOSE <i>Insert statement describing what your Division does and its purpose</i>	The purpose of the Academics Division is to support our schools and programs to ensure access to rigorous academics, integrated student supports and real-world experiences both in the classroom and professional settings so that our students will graduate with the skills and confidence to succeed in college, career and life.
DEPARTMENT THEORY OF ACTION (TOA) <i>Your TOA provides a road map for what needs to happen and what Division needs to do to achieve desired outcome(s) for students. Can be an IF...AND...THEN statement.</i>	IF , we keep students’ individual needs at the forefront of our decisions, AND invest in the professional growth and coaching of our educators, with continuous support for instructional priorities, AND provide structure, standards-aligned curriculum, materials, technology, personnel, and necessary resources to fully support the instructional and climate priorities, AND create a welcoming environment for families where students are engaged and motivated to attend school every day, AND ensure collaboration and coherence across academic departments to maximize effectiveness of services to staff and students, AND believe that all PUSD students can achieve at high levels, THEN all students will have access to rigorous instruction that will be student-driven, authentic, and individualized to reflect student potential and outcomes outlined in the Graduate Profile.
DEPARTMENT ORGANIZATIONAL CHART	<i>Please attach an organizational chart that depicts your current Division, Departments, reporting structure, including staff members, titles, position numbers, and FTE.</i> <i>(Emilia is finishing it for us)</i>

DEPARTMENT BUDGET	<i>Elementary: \$ 269,062</i> <i>Secondary: COSA (.5) \$42,000</i> <i>CCGI Contract \$12,293</i> <i>Acellus \$13,600</i> <i>College Fair Expenses \$10,000</i> <i>*\$99,077</i> <i>Instructional Materials: \$658, 761 (Curriculum Associates (1 million in addition))</i> <i>College and Career:</i> <i>CTE FTE(s) \$1.1 million</i> <i>Coordinator \$166,000</i>
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1. Return to Dr. Stammer By Oct.7, 2019 2. Add to DLN folder Department Plans 19-20

PASADENA UNIFIED SCHOOL DISTRICT

DEPARTMENT ANNUAL PLANNING FORM

Fill in the boxes below:

DEPARTMENT NAME:	<i>Instructional Services</i>
DEPARTMENT STATEMENT OF PURPOSE (A):	The purpose of the Academics Division is to support our schools and programs to ensure access to rigorous academics, integrated student supports and real-world experiences both in the classroom and professional settings so that our students will graduate with the skills and confidence to succeed in college, career and life.
LIST OF SERVICES	Supervise and support 25 PK-12th Grade Sites and Principals, Services to include: <ul style="list-style-type: none"> ● Supervise and support all cohort principals, review and evaluate results, develop and support improvement plans, and align budget

- Lead Instructional rounds in cohort schools to improve the quality of instruction
- Provide support for school site planning and Single Plans for Student Achievement (SPSAs); WASC, CDE and other certifications; compliance monitoring; and grants management
- Provide and develop professional development for site leaders, counselors, academy leads/staff & athletic directors
- Ensure continuous improvement cycle yields high quality program, instruction, and academic achievement results
- Collaboratively support and evaluate program implementation at cohort sites (i.e. magnet grants, Academies, IB, DLIP, credit recovery, intervention, etc..)
- Support above through collaboration with business and community partners, Curriculum & Instruction Director, College & Career Coordinator, department chairs, TOSAs, Technicians and other certificated and classified staff.
- Instructional Materials

In addition, specific functional areas overseen by each Assistant Elementary Education:

- Supervise K-8 Library Coordinators
- Annual Instructional Bell Schedules
- Supervise Early Education Services
- Supervise Instructional Materials
- Supervise EDI planning and monitoring
- Supervise the California Partners Education Grant
- Supervise Green Living Curriculum Teacher, Partner with City of Pasadena

Secondary Education:

- College Exploration and Preparation: Plan and coordinate PUSD Annual College Fair, Cal Grant student GPA uploads, college application systems, facilitate districtwide FAFSA submission of GPAs and monitoring
- Facilitate Dual Enrollment, Concurrent Enrollment and Articulation Agreements with community college partners
- Support the 9-12th grade Librarians
- Graduation Requirements: Facilitate implementation, including Graduate Portfolio Defense and community service hours.
- Project Based Learning (PBL): Support PBL and mini defenses at middle schools, and participating elementary schools

	<ul style="list-style-type: none"> ● Support all counselors ● Credit recovery (regular school year & summer school) <p>College and Career:</p> <ul style="list-style-type: none"> ● Increase CTE Completion rates for all CTE pathways programs ● Increase offerings and improve student outcomes and industry certifications in CTE program. ● Career Technical Education/Work-based Learning: Engage and support the work of WBL intermediaries for job shadowing and internships ● Create a clear pathway of instruction for students moving from K-12 into post secondary opportunities ● Coaching, guidance, and oversight for all PUSD Academies and CTE programs ● Participate in all industry specific advisory boards, hold district wide CTE advisory board meetings ● Seek grant opportunities and adhere to all current grant guidelines and timelines ● Seek community support for programs in the form of advisory roles, collaborative partnerships, or in-kind services
<p>DEPARTMENT THEORY OF ACTION:</p>	<p>IF, we keep students’ individual needs at the forefront of our decisions, AND invest in the professional growth and coaching of our educators, with continuous support for instructional priorities, AND provide structure, standards-aligned curriculum, materials, technology, personnel, and necessary resources to fully support the instructional and climate priorities, AND create a welcoming environment for families where students are engaged and motivated to attend school every day, AND ensure collaboration and coherence across academic departments to maximize effectiveness of services to staff and students, AND believe that all PUSD students can achieve at high levels, THEN all students will have access to rigorous instruction that will be student-driven, authentic, and individualized to reflect student potential and outcomes outlined in the Graduate Profile.</p>

The following is a template for Department staff to think about linking together who they serve, desired outcomes, services/strategies/actions they take, and how they know if desired outcomes are being achieved.

1. Department Goals (Outcomes) 2019-20 (B) <i>What outcomes do you want to see? For who? Are they aligned to Strategic, LCAP, other plans?</i>	Metrics (C) <i>How will you measure impact?</i>	Targets (D) <i>Include baseline level, if available</i>
<p>1. <i>By May 2020, Increase the number of students who are college and career ready as measured by various College and Career Readiness Indicators</i></p> <p>2. <i>By May 2020, all available curricular resources will be fully utilized by all PUSD teachers as measured by usage rates, student and staff attendance, and collective leadership field notes, professional development and support by the Academics division.</i></p>	<p>LCAP State Priority 4 1.7 College & Career Readiness Indicator Measurement:</p> <ol style="list-style-type: none"> 1. A-G completion rates, FAFSA completion rates, community service and work based learning hours, and college credit completion numbers 2. All high school students will fulfill all aspects of their graduate defense by May 2020 <p>Priority: #4 Pupil Achievement (State) Measurement:</p> <ol style="list-style-type: none"> 1. Ready, IRI, and HMRI data improvements and student achievement over one academic year 2. Attendance will be discussed with administration for both staff and students will be monitored as measured by monthly site visits and attendance forms. The expectation is that we need all educators and students present 	<p><i>Target: 100% of graduating high school students will meet CCRI as determined by the California Department of Education and PUSD</i></p> <p><i>Target: 100% of eligible high school graduates will pass and present their senior defense</i></p> <p><i>Target: 100% of all PUSD teachers will be using all Board approved curricular resources by May 2020. 100% of all site administration will be trained and knowledgeable about how to monitor and support the curriculum and resources by May 2020.</i></p>

<p>3. <i>By May 2020 the Student Plan for Student Achievement (SPSA) will be operationally and instructionally utilized to monitor and improve teacher and learner achievement in all identified areas.</i></p>	<p>inorder to improve our student achievement.</p> <p>Priority #2: State Standards (Condition of Learning) Measurement:</p> <ol style="list-style-type: none"> 1. Improved services, planning and professional development to Site administrators in HOW to use the SPSA to drive change and engage in continuously improving staff and student learning 2. Attendance will be discussed with administration for both staff and students will be monitored as measured by monthly site visits and attendance forms. We will also review the attendance plan in the SPSA to celebrate and/or make adjustments. 	<p><i>Target: 100% of (identified site specific) SPSA goals will be implemented, monitored, and amended, to note student growth. Sites will use leading and lagging data to determine additional areas of growth and improvement.</i></p>
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<p>2. Department Actions for 2019-20(E) <i>What will we do in 19-20 to achieve our goals and meet our targets?</i></p>	<p><i>Will this take additional resources to do in 20-21? Yes/No</i></p>
<ul style="list-style-type: none"> ● <i>Increase the number of students who are college and career ready through actions above, and creating opportunities for deeper learning</i> <ul style="list-style-type: none"> ○ Graduate Defense implementation – utilize common rubrics, provide PD on calibration and scoring as well as classroom instruction focused on deeper learning, in order to achieve higher quality student products while pursuing opportunities to implement in middle school ○ Develop stronger collaboration with local community college and other postsecondary institutions ○ Develop program models to ensure a shared vision and common learning outcomes that support diverse school and student needs. Partner with site administrators and CWAS office to create a culture of achievement on every secondary campus ○ Create intervention and bridge programs to provide enrichment and remediation opportunities for students during the school year and in the summer months ○ Provide targeted student support services to reduce failure rates and increase college and career options <ul style="list-style-type: none"> ■ Monitor district wide Cal Grant applications ■ Monitor FAFSA completion rates ■ Monitor district wide D/F list and provide guidance to improve student outcomes, and create s district 	<p><i>Yes, need to make sure included in CIPD budget and plan</i></p> <p><i>Yes, enhanced/updated model for SD site coordinators</i></p> <p><i>Yes, Partial COSA for Dual Enrollment and College Readiness functions</i></p> <p><i>No</i></p> <p><i>Yes, might need additional FTEs to create opportunities in master schedule (at secondary)</i></p> <p><i>Yes, COSA to monitor district wide and summer school credit recovery</i></p> <p><i>Maybe - budget includes Acellus/credit</i></p>

<p>standard for these actions</p> <ul style="list-style-type: none"> ■ Monitor and support PUSD counselors and students leading up to, during, and after summer school ■ District wide College Fair <p>○ Provide and improve the quality of career ready experience through CTE at every school site</p> <ul style="list-style-type: none"> ■ Increase the number of certification students complete ■ Provide a clear pathway to post secondary options ■ Provide students with opportunities to gain technical skills related to their studied industry sector <p>○ Provide a minimum set of work-based learning experiences, including compensated internships for all Academy students</p> <p>2. By May 2020, all available curricular resources will be fully utilized by all PUSD teachers as measured by usage rates and collective leadership field notes, professional development and support by the Academics division.</p> <ul style="list-style-type: none"> ● Provide professional training for site leaders in: <ul style="list-style-type: none"> ○ Ready/iReady ○ STEMscopes ○ Balanced Literacy <ul style="list-style-type: none"> ■ Workshop ■ Reader’s and Writer’s Units of Study ■ Phonics ■ <u>Words Their Way</u> ■ Assessment cycle and data planning for improved instructional delivery 	<p><i>recovery opportunities through limited grant. We also need to re-align counseling services.</i></p> <p><i>Yes, budget to include planning and event expenses for the College Fair</i></p> <p><i>Yes, funding for at least one CTE teacher(s) per pathway at all HS sites</i></p> <p><i>Yes, need to fundraise or find donations for stipends since we cannot make a gift of public funds</i></p> <p><i>No budget is required. It does require PUSD staff to be available and present to improve this goal.</i></p>
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- Invest and utilize the expertise of the Instructional coaches to support teachers
 - Joint planning with principals (4x in the 2019-20 Academic year)
- Align and calibrate expected “look for” within a set of classroom observations (K-5, 6-8 and 9-12)
- Utilize leading and lagging data to make improvements/adjustments of staff and student needs.

3. By May 2020 the Student Plan for Student Achievement (SPSA) will be operationally and instructionally utilized to monitor and improve teacher and learner achievement in all identified areas.

- Targeted professional development and training will be provided to all site administrators.
 - Principal meetings
 - School site Council trainings
- ITS and Assessment will provide trainings to all site administration
 - CA Dashboard
 - SBAC
 - Creating goals that utilize language about student achievement. (distance from met)
 - Site administrators will work collectively to use common language in how to develop SMARTER SPSA goals in all related categories.
- CWAS will provide professional development and trainings on current best practices to improve staff and student attendance in alignment with Attendance Plan
 - Site will utilize monthly attendance logs
 - Monitor targeted students who display chronic absenteeism
 - SARB meetings
 - Conferences
 - Celebrations of growth

No budget is required. It does require PUSD staff to be available and present to improve this goal.

Return to Dr. Stammer by Oct. 7