

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

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

DEPARTMENT	Department of Special Projects, State and Federal Programs
DEPARTMENT STATEMENT OF PURPOSE <i>Insert statement describing what your Division does and its purpose</i>	<p>The “Department of Special Projects, State & Federal Programs” provides services that coordinate research, develop targeted processes, and analyze information to ensure that the State and Federal laws and regulations are fully implemented. The supplemental funds are appropriately allocated to maximize services and resources to support highest needs students and families.</p> <p>We are dedicated to increasing our organization effectiveness by establishing, coordinating, and improving the systems of accountability throughout the District for the continuous improvement of the academic and operational services that support teaching and learning in the Pasadena Unified School District.</p>
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>	<p>IF, we provide high quality of services that coordinate research, develop targeted processes, AND analyze information to ensure that the State and Federal laws and regulations are fully implemented,</p> <p>AND ensure the supplemental funds are appropriately allocated to maximize services and resources to support highest needs students and families.</p> <p>THEN we will be able to increasing our organization effectiveness by establishing, coordinating, and improving the systems of accountability throughout the District for the continuous improvement of the academic and operational services that support teaching and learning in the Pasadena Unified School District.</p>
DEPARTMENT ORGANIZATIONAL CHART	<p><i>Please attach an organizational chart that depicts your current Division, Departments, reporting structure, including staff members, titles, position numbers, and FTE for 2019/20 (Please see the attached Org. Chart)</i></p> <p>Director: Dr. Xilian Stammer, 1.0 FTE Interim Administrative Assistant: Ms. Michelle Edwards, 1.0 FTE Fiscal Specialist: (To be filled), 1.0 FTE</p>
DEPARTMENT BUDGET	\$625,164

DEPARTMENT CONTACT	Dr. Xilian Stammer, Director
TELEPHONE/E-MAIL	(626) 396-3600 x 88479 Stammer.xilian@pusd.us

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:	Department of Special Projects, State and Federal Programs
DEPARTMENT STATEMENT OF PURPOSE (A):	This department will provide leadership and services to coordinate, research, develop targeted processes and analysis of root causes, process mapping, reviews and evaluations for increase students' achievement; monitor and prepare for the FPMs; LCAP development and implementation; Title I, II, III, and IV fundings' allocation and monitoring the implementations; coordinate and promote stakeholders engagement, train and support the school sites' SSCs and principals, teachers, and other staff in SPSA development and implementation.
LIST OF SERVICES	<ol style="list-style-type: none"> 1. State and Federal Programs Laws and Regulations implementation 2. Federal Programs Monitoring (FPM) 3. LCAP development and monitoring (Task Force organization and monthly meetings) 4. LCAP and Title I, II, III, IV funding allocation and monitoring (both school sites' and District Center Offices') 5. LCAP Federal Addendum 6. LCAP Performance Indicators' Metrics 7. LCAP Surveys and survey results review, analysis and recommendations submit to ELT 8. Time Accounting Records and Reports 9. California School Dashboard Local Priorities Reports 10. Consolidated Applications (ConApp) (Winter and Spring) development and submission 11. School Accountability Report Cards (SARC) development and submission 12. School Plan for Student Achievement (SPSA) Trainings for principals, parents, administrators, teachers, students, and community members 13. SPSA drafts review and assistance to the site principals 14. School Site Council (SSC) trainings and supports 15. Monitoring LCFE Supplemental and Concentrated (S/C), CSI, Title I, II, III, and IV funding expenditures, including checking for allowable/not allowable items and balances 16. Parent and all the other stakeholder groups monthly meetings and presentations 17. Oversight of the Charter Schools, including Prop. 39 Facility Use Agreement development 18. Oversight of the Private Schools and consultations, budget allocations and reimbursements, and intervention provisions 19. Special Projects, State and Federal Programs Department

	<p>Procedures and Process development and trainings</p> <p>20. Updating Board Policies and Administrative Regulations related to the Special Projects Department</p> <p>21. International Students exchange programs organization, implementation, and monitoring.</p>
DEPARTMENT THEORY OF ACTION:	<p>IF we provide high quality of services that coordinate research, develop targeted processes, AND analyze information to ensure that the State and Federal laws and regulations are fully implemented, AND ensure the supplemental funds are appropriately allocated to maximize services and resources to support highest needs students and families. THEN we will be able to increasing our organization effectiveness by establishing, coordinating, and improving the systems of accountability throughout the District for the continuous improvement of the academic and operational services that support teaching and learning in the Pasadena Unified School District.</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>By 6/30/2020, 100% of Special Projects, State & Federal Programs' tasks will be in compliance with the laws and regulations. Aligned with LCAP Goal 5.</p>	<p>Quarterly collecting data from the school sites and central offices to monitor the compliance matters</p>	<p>100%</p>
<p>Setting up a system for collecting Departments' plans and make sure 100% of the Department are reporting their department's progress in the timely manner. By 6/30/2020, 100% of departments will be in compliance in submitting and implementing their departments' plans.</p>	<p>Quarterly collecting data from District Departments to monitor the plans' implementation and progress</p>	<p>100%</p>
<p>By 6/30/2020, 100% of the Parent Engagement meetings (e.g. LCAP PAC, DAC) will be utilized by Special Projects department to promote/enhance/increase PUSD student attendance.</p>	<p>Quarterly collecting data from monthly LCAP PAC & DAC meetings to monitor the plans' progress</p>	<p>100%</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>	<i>Will this take additional resources to do in 20-21?</i> Yes/No
We will work closely and collaboratively with the other departments and offices, including all the school sites, to maximize the outcomes of the resources to achieve our goals.	No.

Return to Dr. Stammer by Oct. 7

Special Projects, State and Federal Programs

Org. Chart

