

**PASADENA UNIFIED SCHOOL DISTRICT
DEPARTMENT ANNUAL PLAN
COVER SHEET**

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

DEPARTMENT	PasadenaLEARNS After School Program
DEPARTMENT STATEMENT OF PURPOSE <i>Insert statement describing what your Division does and its purpose</i>	PasadenaLEARNS After School Program provides safe, supportive, and nurturing after school environments that offer academic assistance, academic enrichment, social emotional learning and support, life skills, and leadership development to help prepare PUSD students for college, career, and beyond.
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 nurture the hearts and minds of students through the development of intentional practices designed to create cultures of caring after school, AND implement program activities that support the social emotional development of students, AND create platforms for students' voices to impact programming decisions, AND teach students to see the best in themselves and others through every day real-world experiences and selected curriculum, AND assist students in developing the skills needed to be successful in college, career, and beyond, THEN, we will help to improve school climate, attendance, skill development, and the social emotional development of PUSD students.
DEPARTMENT ORGANIZATIONAL CHART	(see attachment)
DEPARTMENT CONTACT	Maria Toliver, Director/Grant Manager
TELEPHONE/E-MAIL	(626) 396-3614

Return to DLN Folder FINAL PLANS 18.19 by November 1, 2019

NEXT STEP

Please complete a **DEPARTMENT PLAN** for each department within your Division, to include: (A) **Statement of Purpose**, (B) **Goals**, (C) **Metrics** that will be used to measure progress, effectiveness and impact on those goals, (D) **Targets**, and (E) **Actions/Strategies/Services** relevant to achieving those goals and whether additional resources will be needed (yes/no).

Use PUSD's existing Theory of Action for Change, Strategic Plan, and any other relevant plans and accountability processes (such as LCAP or federal MSAP grant) to help guide your planning. The following pages are a Department Planning Form and instructions for you to distribute to your Department Heads. If information has already been prepared in other formats, please attach.

The important point is to develop enough information so that Divisions and Departments to have sufficient planning, resources and capacity to be able to implement goals for 2018-19.

Return Division and Department Annual Plans to:

DLN FOLDER FINAL PLAN 19-20 by November 1, 2019

PASADENA UNIFIED SCHOOL DISTRICT

DEPARTMENT ANNUAL PLAN FORM

Fill in boxes below:

DEPARTMENT NAME:	PasadenaLEARNs After School Program
DEPARTMENT STATEMENT OF PURPOSE (A):	(see previous page)
LIST OF SERVICES	<ol style="list-style-type: none"> 1. Homework Assistance/Academic Support 2. Enrichment Opportunities/Skill Building 3. Health And Fitness 4. Leadership Development 5. Character Development/Social Emotional Learning 6. Parent Education Workshops
(OPTIONAL) DEPARTMENT THEORY OF ACTION:	(see previous page)

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>Goal # 1: LEARNs Site Coordinators will be equipped to support students' social emotional learning by having the skills and training necessary to implement Growth Heartset Skills activities. Endorsed by the LACOE Expanded Learning Division, The Growth Heartset Skills were designed by EduCare Foundation to help create cultures of caring where students and staff focus on:</p> <ol style="list-style-type: none"> 1. Seeing the Best In Everyone-Honoring 2. Positively Reinforcing-Praising 3. Listening From the Heart 4. The Power of Choice-Personal Responsibility 5. Resolving Conflict 6. Moving From Judgment to Forgiveness 	<p><90% of LEARNs Site Coordinators will participate in a 2-day training institute on the Growth Heartset model by May 2020 as measured by training registration and sign-in sheets.</p>	<p>62% of LEARNs Site Coordinators participated in a 2-day training institute as of May 2019.</p>

<p>7. Turning Challenges Into Learning Opportunities 8. Giving and Receiving Goal supports PUSD's Strategic Plan for Outstanding Staff to "equip, empower and support our staff with relevant tools and knowledge to excel in their role."</p> <p>Goal # 2: LEARNs will research and implement promising practices, onboard quality program partners/contractors, create after school student councils at each school to inform program decisions, and implement more high-interest, skill building, and collaborative activities to help students develop as critical thinkers, creative and innovative thinkers, communicators, and collaborators. Improved program offerings will increase student participation and skill development/mastery. Goal supports PUSD's Strategic Plan for Dynamic Instruction to "prepare students for college and career in alignment with the Graduate Profile."</p>	<p>Students in grades K-8 will participate in at least 2 student showcases between November 2019 and May 2020 to display collaborative group projects and individual work products for parents and community members</p> <p><85% of program sites will maintain 90% or above daily program attendance for 2019-20 as measured by ASSIST attendance data.</p>	<p>N/A</p> <p>2019-20 is baseline</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 19/20 ?</i> Yes/No</p>
<ul style="list-style-type: none"> • Offer multiple Growth Heartset training opportunities throughout the school year 	<p>Yes</p>
<ul style="list-style-type: none"> • Onboard new and innovative program partners/contractors to provide dynamic programming 	<p>Yes</p>

<ul style="list-style-type: none"> • Create after school student councils at each K-8 program site to provide student voice and leadership in program planning 	No
<ul style="list-style-type: none"> • Implement program activities with identified goals, objectives, student outcomes and/or culminating projects 	No
<ul style="list-style-type: none"> • Collect monthly attendance data at each site for evaluation and continuous quality improvement 	No

Return to budget.planning@pusd.us by Monday, October 7, 2019

Pasadena LEARN's After School Program Organizational Structure

