

Action Plan

Goal #1: The administration should create a framework for improving and standardizing instruction across all program areas, including new approaches and best practices found in adult education.

ACTIVITY	PERSON(S) RESPONSIBLE	TASKS	RESOURCES	TIMELINE	ASSESSMENT OF PROGRESS	ACCOMPLISHMENTS ACTIONS
Provide staff development workshops in all programs to assist instructors in developing or improving their teaching strategies and in the use of technology	<ul style="list-style-type: none"> • APO • APACS • Principal • Teacher Advisors • DACE • Lead Teachers 	<ol style="list-style-type: none"> 1. Schedule workshops on the yearly calendar 2. Promote participation in workshops 3. Select convenient times/locations for staff to attend 4. Create post workshop evaluation forms 	<ul style="list-style-type: none"> ✓ Trained Resource Personnel ✓ Administrative Support ✓ Equipment & Materials ✓ Room Space ✓ CalPro ✓ UCLA Summer Institute ✓ ESL Academy 	October-June	<ul style="list-style-type: none"> • Post-workshop evaluations • Classroom Observations • Student feedback • Student work • Review of lesson plans • DACE 	<ul style="list-style-type: none"> ✓ Workshops for: ✓ ESL – Collaborative Instruction Strategies ✓ CTE/ESL-Integrating Education and Training ✓ CTE – Strategies for Teaching Adults with Learning Disabilities ✓ Academic – Aztec Software ✓ Academic - Evidence-Based Reading Instruction ✓ Academic – New Health Contract ✓ General – Edgenuity
Focus on developing cooperative learning activities in all program areas	<ul style="list-style-type: none"> ✓ APO ✓ APACS ✓ Principal ✓ Teacher Advisors ✓ DACE ✓ Lead Teachers 	<ol style="list-style-type: none"> 1. Assign trained personnel to provide workshops 2. Promote participation in workshops 3. Select convenient times/locations for staff to attend 4. Create post workshop evaluation forms 	<ul style="list-style-type: none"> ✓ Trained Resource Personnel ✓ Materials ✓ Administrative Support 	September-June	<ul style="list-style-type: none"> ✓ Post-workshop evaluations ✓ Classroom Observations ✓ Student feedback ✓ Student work ✓ Review of lesson plans 	<ul style="list-style-type: none"> ✓ Monitoring implementation by visiting classrooms ✓ Assisted teachers in developing and implementing cooperative learning

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Encourage instructors to observe teaching strategies modeled by others.	<ul style="list-style-type: none"> ✓ APO ✓ APACS ✓ Principal ✓ Teacher Advisors ✓ Instructors 	<ol style="list-style-type: none"> 1. Obtain teacher input on what they wish to observe 2. Select instructors to model strategies 3. Arrange for classroom observations 	<ul style="list-style-type: none"> ✓ Trained Personnel ✓ Administrative Support ✓ 	September-June	<ul style="list-style-type: none"> ✓ Number of scheduled observations ✓ Instructor participation ✓ Instructor feedback 	<ul style="list-style-type: none"> ✓ In progress (Teacher survey to determine skills and areas to develop/improve)
Implement Best Practices workshops by program area at department meetings	<ul style="list-style-type: none"> ✓ APO ✓ APACS ✓ Teacher Advisors ✓ Principal ✓ Instructors 	<ol style="list-style-type: none"> 1. Assign program breakout rooms 2. Select instructors to share Best Practices 	<ul style="list-style-type: none"> ✓ Trained Instructors ✓ Room Space ✓ Materials ✓ Equipment 	October-June Department Meetings	<ul style="list-style-type: none"> ✓ Instructor feedback ✓ Classroom observations 	<ul style="list-style-type: none"> ✓ Identify mentor teachers who have completed the DACE Academies and Trainings
Implement assessment (reading & math) of all students entering the CTE program.	<ul style="list-style-type: none"> ✓ APO ✓ APACS ✓ Teacher Advisors ✓ Principal 	<ol style="list-style-type: none"> 1. Create a testing schedule 2. Select staff to proctor testing 3. Generate results 4. Provide testing results to students 5. Counsel/Place students in appropriate class. 	<ul style="list-style-type: none"> ✓ Trained Personnel ✓ Room Space ✓ Materials ✓ Equipment ✓ Administrative Support 	October and ongoing	<ul style="list-style-type: none"> ✓ Number of students entering CTE classes with recommended reading and math levels ✓ CTE Instructor feedback ✓ Percentage passing rate of CTE licensing and state exams. 	<ul style="list-style-type: none"> ✓ In progress ✓ Set up schedule
Course Outlines available to all instructors	<ul style="list-style-type: none"> ✓ Principal ✓ APO ✓ APACS ✓ Website Master 	<ol style="list-style-type: none"> 1. Inform teacher course outlines are available from LAUSD website and School Website 	<ul style="list-style-type: none"> ✓ Computer to access websites 	Ongoing	<ul style="list-style-type: none"> ✓ Instructors state they have a copy of the course outline on their computer or a hard copy. 	<ul style="list-style-type: none"> ✓ Accomplished

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Goal #2: The administration and faculty should develop resources and connections to promote the school within the community in order to increase student awareness of learning opportunities in the East Los Angeles Service Area.

ACTIVITY	PERSON(S) RESPONSIBLE	TASKS	RESOURCES	TIMELINE	ASSESSMENT OF PROGRESS	ACTIONS
Provide marketing materials to all instructors and sites such as flyers, posters, and banners	<ul style="list-style-type: none"> ✓ APO ✓ APACS ✓ Principal 	<ol style="list-style-type: none"> 1. Create a consistent flyer format 2. Display/distribute information strategically 	<ul style="list-style-type: none"> ✓ Equipment ✓ Supplies ✓ Instructor/Student Support 	As needed	<ul style="list-style-type: none"> ✓ Student/community interest ✓ New registrations ✓ Attendance records ✓ Requests for information 	<ul style="list-style-type: none"> ✓ On-going and as needed ✓ Banners
Develop a comprehensive yearly class schedule to be distributed by mail throughout the zip codes served.	<ul style="list-style-type: none"> ✓ APO ✓ APACS ✓ Principal 	<ol style="list-style-type: none"> 1. Review past schedules 2. Revise new schedule as needed 	<ul style="list-style-type: none"> ✓ Administrators' Time ✓ Professional Printer ✓ Funding 	August 2013 and each August thereafter	<ul style="list-style-type: none"> ✓ Student/community interest ✓ New registrations ✓ Attendance records ✓ Requests for information ✓ Use of discount coupon 	<ul style="list-style-type: none"> ✓ Website has links for locations, classes, program descriptions
Utilize Connect Ed and available school marquees to share information among all community members when school opens, new classes offered, new terms starting	<ul style="list-style-type: none"> ✓ APO ✓ APACS ✓ Principal 	<ol style="list-style-type: none"> 1. Assign administrator to be voice of Connect Ed 2. Create scripts in English and Spanish 3. Review scripts prior to implementing calls 	<ul style="list-style-type: none"> ✓ Administrators' Time ✓ DACE SIS ✓ Blackboard Connect 	As needed	<ul style="list-style-type: none"> ✓ Student/community interest ✓ New registrations ✓ Attendance records ✓ Requests for information 	<ul style="list-style-type: none"> ✓ On-going

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Promote classes through HS counselors, career/health fairs, job corps, community based organizations	<ul style="list-style-type: none"> ✓ APO ✓ APACS ✓ Principal ✓ Teacher Advisors ✓ Instructors 	<ol style="list-style-type: none"> 1. Develop working relationships with HS counselors, community organizations, politicians that support adult ed 2. Participate in local job and health fairs 3. Assign select staff to attend fairs to distribute promotional materials and answer questions 	<ul style="list-style-type: none"> ✓ Materials ✓ Funding ✓ Instructor Support 	August-June	<ul style="list-style-type: none"> ✓ Student/community interest ✓ New registrations ✓ Attendance records ✓ Requests for information 	<ul style="list-style-type: none"> ✓ Advisors presentations at all high schools ✓ Hosted Community Advisory Meeting ✓

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Goal #3: The administration should develop consistent policies and procedures that can be effectively communicated across all sites, resulting in greater unity and consistency of practice that improves the learning environment for all students.

ACTIVITY	PERSON(S) RESPONSIBLE	TASKS	RESOURCES	TIMELINE	ASSESSMENT OF PROGRESS	ACTIONS
Standardize all forms, school policies and procedures throughout all campus locations.	<ul style="list-style-type: none"> ✓ APO ✓ APACS ✓ Principal 	<ol style="list-style-type: none"> 1. Review current forms in use at all sites 2. Review policies in place at all sites 3. Revise as needed 4. Inform personnel 	<ul style="list-style-type: none"> ✓ District and Division Bulletins ✓ Staff Handbook 	September 2013 and ongoing	<ul style="list-style-type: none"> ✓ Review of procedures at all campuses ✓ Distribution of standard forms at all campuses 	<ul style="list-style-type: none"> ✓ As needed ✓ Most forms have been updated and are currently being used
Develop and distribute a Staff Handbook to include all policies and procedures	<ul style="list-style-type: none"> ✓ APO ✓ APACS ✓ Principal 	<ol style="list-style-type: none"> 1. Compare previous handbooks 2. Select information for inclusion based on relevance and need 3. Revise based on staff input 4. Print and place in binders for distribution at BTS meeting 	<ul style="list-style-type: none"> ✓ Administrators' Time ✓ Materials 	August 2013	<ul style="list-style-type: none"> ✓ Review completed project 	<ul style="list-style-type: none"> ✓ Printed and CD format ✓ Also on the web for ease of access to information

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Create a professional ELASA website to include links to District, Division, School resources such as bulletins, policies, forms, course offerings	<ul style="list-style-type: none"> ✓ Technology Advisor ✓ APACS ✓ APO ✓ Principal 	<ol style="list-style-type: none"> 1. Assign development of website to technology advisor 2. Provide basics to be included in website 3. Revise as needed 	<ul style="list-style-type: none"> ✓ Personnel ✓ Software ✓ Funds 	August 2013 and ongoing	<ul style="list-style-type: none"> ✓ Consistent review of website ✓ Staff Feedback 	<ul style="list-style-type: none"> ✓ Allied Health class requirements added ✓ Updates in progress
Utilize the school Weekly Bulletin to provide staff and students with updated information, calendared events, testing dates, instructional resources, District/Division announcements, student achievement	<ul style="list-style-type: none"> ✓ APO ✓ APACS ✓ Principal ✓ Teacher Advisors ✓ Instructors 	<ol style="list-style-type: none"> 1. Assign Weekly Bulletin to one administrator 2. Provide weekly information to be included in bulletin 3. Principal reviews and approves bulletin weekly prior to distribution 	<ul style="list-style-type: none"> ✓ Administrators' Input ✓ Staff Contributions ✓ Equipment ✓ Software 	August-June	<ul style="list-style-type: none"> ✓ Staff feedback ✓ Student feedback ✓ Weekly review of bulletin ✓ Staff demonstrates knowledge of information in bulletin 	Need teachers to submit success stories