

CHAPTER V

School-wide Action Plan

Growth Area:	Curriculum and Instruction
Rationale:	The alignment of curriculum and instruction with adopted ESLRs, current business/industry standards, academic standards, career preparation standards, and the proper assessment of instruction is crucial to student achievement and success.
ESLR(s) addressed:	All are addressed and/or supported
Goal:	#1. Identify and incorporate essential standards into all subject areas of the curriculum.

Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
1.1 Develop and update materials to support the ESLRs.	11/09	<ul style="list-style-type: none"> * Director, Coordinators Teachers 	<ul style="list-style-type: none"> Rubric Posters Cards Lesson Plans 	<ul style="list-style-type: none"> Materials disseminated to teachers and Advisory Committee Representatives 	<ul style="list-style-type: none"> Coordinating Council Management Team Reports Governing Board Report
1.2 Identify all essential standards related to ROP such as ESLRs, CCTE, industry specific certifications, and academic standards.	12/09 on-going	<ul style="list-style-type: none"> * Director Coordinators Teachers Business and Industry Advisory members 	<ul style="list-style-type: none"> Identified all standards associated with ROP CCTC, ESLR's, 	<ul style="list-style-type: none"> List of essential standards disseminated to teachers, Advisory Committee members, business and industry 	<ul style="list-style-type: none"> Coordinating Council Management Team Reports Governing Board Report
1.3 Utilize business and industry to prioritize standards essential to employee success.	11/09 on-going	<ul style="list-style-type: none"> * Director Coordinators Teachers Business and Industry Advisory members 	<ul style="list-style-type: none"> Identified essential standards (from 1.2) 	<ul style="list-style-type: none"> Identified standards prioritized by Advisory Committees and documented in meeting minutes 	<ul style="list-style-type: none"> Coordinating Council Management Team Reports Governing Board Report Advisory Meetings
1.4 Incorporate essential standards and ESLRs into the course outlines and certificates.	6/10 on-going	<ul style="list-style-type: none"> * Director Coordinators Teachers Advisory members 	<ul style="list-style-type: none"> Final list of essential standards 	<ul style="list-style-type: none"> Identified essential standards incorporated into 60% of course outlines 	<ul style="list-style-type: none"> Coordinating Council Management Team Reports Governing Board Report
1.5 Establish a yearly review process to update as necessary.	5/2012 on-going	<ul style="list-style-type: none"> * Director Coordinators Teachers 	<ul style="list-style-type: none"> Draft list of essential standards 	<ul style="list-style-type: none"> Review process completed and standards finalized 	<ul style="list-style-type: none"> Coordinating Council Management Team Reports Governing Board Report

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Growth Area:**Curriculum and Instruction-continued****Goal:****#2. Train instructors on standards-based instruction including the ESLRs.**

Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
2.1 Identify staff to be CTE on-line trainers.	11/09	<ul style="list-style-type: none"> * Director Coordinators Teachers 	<ul style="list-style-type: none"> Trainers identified 	<ul style="list-style-type: none"> Training and trainers approved by Director 	<ul style="list-style-type: none"> Coordinating Council Management Team Reports Governing Board Report
2.2 Train and certify identified staff.	6/10	<ul style="list-style-type: none"> * Director Coordinators 	<ul style="list-style-type: none"> CTE on-line resource materials and training workshop 	<ul style="list-style-type: none"> Certification completed including a list of trainers certified 	<ul style="list-style-type: none"> Coordinating Council Management Team Reports Governing Board Report
2.3 Conduct teacher training in standards – CTE online	9/10-6/2015	<ul style="list-style-type: none"> * Director Coordinators Teachers 	<ul style="list-style-type: none"> Completed training with agenda and sign-in sheets CTE online resource materials 	<ul style="list-style-type: none"> Certification achieved for a minimum of 50% of teachers 	<ul style="list-style-type: none"> Coordinating Council Management Team Reports Governing Board Report
2.4 Ensure teachers understand the Foundation Standards listed in the California Career Technical Education Model Curriculum Standards document.	9/10	<ul style="list-style-type: none"> * Director Coordinators Teachers 	<ul style="list-style-type: none"> Completed training with agenda and sign-in sheets 	<ul style="list-style-type: none"> Training plan developed and implemented 	<ul style="list-style-type: none"> Management Team Reports Governing Board Report
2.5 Ensure teachers understand the Pathway Standards listed in the California Career Technical Education Model Curriculum Standards document.	10/10	<ul style="list-style-type: none"> * Director Coordinators Teachers 	<ul style="list-style-type: none"> Standards-based resources on reviewing student work Workshops 	<ul style="list-style-type: none"> Training plan developed and implemented 	<ul style="list-style-type: none"> Management Team Reports Governing Board Report
2.6 Develop a process for aligning the ROP courses with UC A-G process.	9/10-6/15	<ul style="list-style-type: none"> * Director Coordinators Teachers 	<ul style="list-style-type: none"> Standards-based resources on reviewing student work Workshops 	<ul style="list-style-type: none"> Training plan developed and implemented 	<ul style="list-style-type: none"> Management Team Reports Governing Board Report

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Growth Area:**Curriculum and Instruction-continued****Goal:****#3. Review student work by implementing assessments that will provide teacher feedback on student achievement of standards and the ESLRs.**

Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
3.1 Develop and implement training to instruct teachers on various assessment methods in revising student work.	10/09	<ul style="list-style-type: none"> * Director Coordinators Teachers 	<ul style="list-style-type: none"> WASC materials Standards-based resources on reviewing student work Workshops 	<ul style="list-style-type: none"> Training plan developed and implemented Training completed and evaluated 	<ul style="list-style-type: none"> Coordinating Council Management Team Reports Governing Board Report
3.2 Develop a common rubric with subject alike teachers to serve as a basis for the review of student work based on standards and ESLRs.	1/10	<ul style="list-style-type: none"> *Director Coordinators Teachers 	<ul style="list-style-type: none"> WASC materials Standards-based resources Workshops 	<ul style="list-style-type: none"> Draft disseminated for field review and input from teachers and Advisory Committee Representatives 	<ul style="list-style-type: none"> Coordinating Council Management Team Reports Governing Board Report
3.3 Conduct review of student work to determine the degree of achievement of ESLRs, CTE and academic standards.	9/19-6/10	<ul style="list-style-type: none"> * Director Coordinators Teachers 	<ul style="list-style-type: none"> Workshops Student work samples Rubrics Standards-based resources ESLRs 	<ul style="list-style-type: none"> Benchmarks established based on rubric Goals set based on findings to document progress each subsequent year 	<ul style="list-style-type: none"> Coordinating Council Management Team Reports Governing Board Report

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Growth Area:	Organization for Student Learning
Rationale:	Teacher and staff effectiveness is enhanced by on-going meaningful professional development and is critical to student learning.
ESLR(s) addressed:	All are addressed and/or supported
Goal:	#4. Develop professional development opportunities to improve student learning.

Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
4.1 Develop professional development plan that focuses on: a. Integrating pathway and foundation standards into the curriculum. b. Integrating techniques for teaching and assessing core academic standards. c. Developing course sequences with Career Pathways. d. Implementing state requirements for Employer Advisory Boards.	9/09	<ul style="list-style-type: none"> • Superintendent • *Director • Coordinators • Team Leaders • Advisory Committee Representatives 	<ul style="list-style-type: none"> • Rubric • Standards • Time • Fiscal support • CTE Lesson Plans • Professional Development Grant 	<ul style="list-style-type: none"> • Sign in sheets • System developed to share resources 	<ul style="list-style-type: none"> • Staff Meetings • Coordinating Council • Management Team Reports • Governing Board Report
4.2 Identify training needs for entire staff	9/09	<ul style="list-style-type: none"> • Superintendent • *Director • Coordinators • Business manager • Teachers 	<ul style="list-style-type: none"> • Surveys • Evaluations • State & Industry Standards • Advisory Minutes • Pathways 	<ul style="list-style-type: none"> • Needs assessment completed • Surveys 	<ul style="list-style-type: none"> • Staff Meetings • Coordinating Council • Management Team Reports • Governing Board Report • Team Meetings
4.3 Identify possible outside professional development opportunities	10/09-12-09	<ul style="list-style-type: none"> • *Director • Personnel • Bus. Manager 	<ul style="list-style-type: none"> • List of resources 	<ul style="list-style-type: none"> • Master Calendar 	<ul style="list-style-type: none"> • Staff Meetings • Management Team Reports
4.4 Develop new teacher mentoring program	9/10-7/11	<ul style="list-style-type: none"> • Superintendent • *Director • Team Leaders • Colleagues 	<ul style="list-style-type: none"> • Time • Fiscal support 	<ul style="list-style-type: none"> • Evaluations • Self Evaluations 	<ul style="list-style-type: none"> • Staff Meetings • Management Team Reports • Team Meetings • Committee Meetings

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Growth Area:	Organization for Student Learning -continued
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Goal:	#5. Development of other areas of training for all staff members.
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Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
5.1 Prepare training sessions to improve use of technology	9/09	<ul style="list-style-type: none"> • *Director • Coordinators • Business Manager • Superintendent 	<ul style="list-style-type: none"> • Standards • Time • Fiscal Support 	<ul style="list-style-type: none"> • Master Calendar • Scheduling 	<ul style="list-style-type: none"> • Staff Meetings • Coordinating Council • Management Team Reports • Governing Board Report
5.2 Schedule and complete various group training sessions	9/09 on-going	<ul style="list-style-type: none"> • *Director • Coordinators • Business Manager 	<ul style="list-style-type: none"> • Standards • Time • Fiscal Support 	<ul style="list-style-type: none"> • Master Calendar • Master Action Plan 	<ul style="list-style-type: none"> • Staff Meetings • Coordinating Council • Management Team Reports • Governing Board Report
5.3 Conduct individualized training to meet the needs of staff members	9/09 on-going	<ul style="list-style-type: none"> • *Director • Coordinators • Business Manager 	<ul style="list-style-type: none"> • Standards • Time • Fiscal Support 	<ul style="list-style-type: none"> • Master Calendar 	<ul style="list-style-type: none"> • Staff Meetings • Coordinating Council • Management Team Reports • Governing Board Report
5.4 Train managers on Escape system (Business management system)	9/09	<ul style="list-style-type: none"> • *Director • Coordinators • Business Manager 	<ul style="list-style-type: none"> • Standards • Time • Fiscal Support 	<ul style="list-style-type: none"> • Master Calendar • Master Action plan 	<ul style="list-style-type: none"> • Staff Meetings • Coordinating Council • Management Team Reports • Governing Board Report
5.5 Train and familiarize all staff with the IIPP process (Illness, Injury Prevention Process)	9/09	<ul style="list-style-type: none"> • *Director • Coordinators • Business Manager 	<ul style="list-style-type: none"> • Standards • Time • Fiscal Support 	<ul style="list-style-type: none"> • Master Calendar • Master Action plan 	<ul style="list-style-type: none"> • Staff Meetings • Coordinating Council • Management Team Reports • Governing Board Report

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Growth Area:**Organization for Student Learning-continued****Goal:****#6. Identify, collect and analysis of student retention, completion and placement data to develop appropriate strategies for overall program improvement.**

Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
6.1 Determine availability, reliability, and validity of existing data.	12/09	<ul style="list-style-type: none"> *Director Coordinators Team Leaders Advisory Committee Representatives Support staff 	<ul style="list-style-type: none"> Perkins data ROP YSS data Special data reports Student Surveys 	<ul style="list-style-type: none"> Analysis of existing data and list of new data needed provided to Advisory Committee 	<ul style="list-style-type: none"> Management Minutes Governing Board Report Team Minutes Advisory minutes
6.2 Analyze the feasibility and cost of obtaining additional data needed.	8/10	<ul style="list-style-type: none"> *Director Coordinators Team Leaders Business Manager 	<ul style="list-style-type: none"> Budget item Grants 	<ul style="list-style-type: none"> Analysis of feasibility and cost provided to Advisory Committee 	<ul style="list-style-type: none"> Management Minutes Governing Board Report Advisory Committee minutes Team Meetings Minutes Classified Meetings minutes
6.3 Identify source(s) of data needed (CTE Online, Perkins, surveys, Labor Market Information, student data, etc.).	1/10	<ul style="list-style-type: none"> *Director Coordinators 	<ul style="list-style-type: none"> Perkins data CTE Online 	<ul style="list-style-type: none"> List of sources provided to Advisory Committee 	<ul style="list-style-type: none"> Management Minutes Governing Board Report Advisory Committee minutes
6.4 Determine internal/external resources needed.	1/10	<ul style="list-style-type: none"> *Director Coordinators 	<ul style="list-style-type: none"> Budget item YSS Data Attendance 	<ul style="list-style-type: none"> Cost analysis presented to Advisory Committee 	<ul style="list-style-type: none"> Management Minutes Advisory Committee minutes
6.5 Determine type of format and timelines needed.	6/10	<ul style="list-style-type: none"> *Director 	<ul style="list-style-type: none"> YSS Data Attendance 	<ul style="list-style-type: none"> Format and timelines established 	<ul style="list-style-type: none"> Management Minutes
6.6 Develop and implement training in the review of data.	6/10	<ul style="list-style-type: none"> *Director 	<ul style="list-style-type: none"> Professional Development 	<ul style="list-style-type: none"> Data reports provided 	<ul style="list-style-type: none"> Management Minutes Governing Board Report
6.7 Collect and disseminate data to designated committees for decision making process.	6/10	<ul style="list-style-type: none"> *Director Management team Business & attendance Staff 	<ul style="list-style-type: none"> YSS data Attendance 	<ul style="list-style-type: none"> Data reports provided to committee chairs 	<ul style="list-style-type: none"> Management Minutes Governing Board Report

Growth Area:**Organization for Student Learning-continued**

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Goal: #7. Inform/train staff regarding various safety procedures and emergency protocols

Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
7.1 Identify and prioritize safety training needs such as First Aid, CPR, classroom emergencies, and disaster preparedness.	1/10	<ul style="list-style-type: none"> • Director • *Coordinators • Safety Committee • Advisory Committee Representatives 	<ul style="list-style-type: none"> • Survey of training needs 	<ul style="list-style-type: none"> • Training recommendations made to Advisory Committee 	<ul style="list-style-type: none"> • Management Minutes • Governing Board Report
7.2 Develop and implement workshops and written material to address safety training needs	8/11	<ul style="list-style-type: none"> • Director • *Coordinators • Safety Committee 	<ul style="list-style-type: none"> • Trainers • Budget item 	<ul style="list-style-type: none"> • Workshops completed and evaluated 	<ul style="list-style-type: none"> • Management Minutes • Governing Board Report
7.3 Develop and disseminate a list of safety considerations for after-hours activities.	6/11	<ul style="list-style-type: none"> • Director • *Coordinators • Safety Committee • Teachers 	<ul style="list-style-type: none"> • Survey 	<ul style="list-style-type: none"> • List of safety considerations disseminated 	<ul style="list-style-type: none"> • Management Minutes • Governing Board Report
7.4 Review school safety plan to determine gaps for after-hours activities.	6/11	<ul style="list-style-type: none"> • Director • *Coordinators • Safety Committee • Teachers • 	<ul style="list-style-type: none"> • Assigned staff time 	<ul style="list-style-type: none"> • List of safety gaps developed 	<ul style="list-style-type: none"> • Management Minutes • Governing Board Report
7.5 Resolve safety gaps for after-hours activities.	6/11	<ul style="list-style-type: none"> • Director • *Coordinators • Safety Committee • Teachers 	<ul style="list-style-type: none"> • Budget allocations 	<ul style="list-style-type: none"> • List of safety gaps disseminated and items purchased 	<ul style="list-style-type: none"> • Management Minutes • Governing Board Report

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Growth Area:	Support for Student Personal and Academic Growth
Rationale:	Increased awareness of ROP within the school and community will generate additional interest and support of this ROP.
ESLR(s) addressed:	All are addressed and/or supported
Goal:	#8. Market programs to all participating districts and local community

Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
8.1 Review existing marketing plan	1/10	<ul style="list-style-type: none"> *Superintendent Personnel Director 	<ul style="list-style-type: none"> Time Budget 	<ul style="list-style-type: none"> Updated Plan 	<ul style="list-style-type: none"> Management Minutes Governing Board Report
8.2 Increase awareness and support of the ROP within the business community	1/10 on going	<ul style="list-style-type: none"> Director *Coordinators Teachers Classified 	<ul style="list-style-type: none"> Assigned staff time Web page Student Organizations 	<ul style="list-style-type: none"> List of gaps developed Advisory Minutes 	<ul style="list-style-type: none"> Management Minutes Governing Board Report
8.3 Develop a focused effort to familiarize ninth grade students with ROP opportunities	1/10	<ul style="list-style-type: none"> Director *Coordinators Teachers Ed Services 	<ul style="list-style-type: none"> Assigned staff time Class Schedules Counselors Student Leadership 	<ul style="list-style-type: none"> Plan 	<ul style="list-style-type: none"> Management Minutes Governing Board Report Web page Counselor Meetings
8.4 Develop programs that provide maximum number of middle school students exposure to career exploration or information	8/11	<ul style="list-style-type: none"> Director *Coordinators Teachers Ed Services 	<ul style="list-style-type: none"> Assigned staff time Student Leadership Web page 	<ul style="list-style-type: none"> Master Schedule Plan Outreach Summary 	<ul style="list-style-type: none"> Management Minutes Governing Board Report
8.5 Expand middle school students' knowledge base of career pathway options	8/11	<ul style="list-style-type: none"> Director *Coordinators Teachers Ed Services 	<ul style="list-style-type: none"> Assigned staff time Web page 	<ul style="list-style-type: none"> Master Schedule Plan Outreach Summary 	<ul style="list-style-type: none"> Management Minutes Governing Board Report
8.6 Increase middle school students' understanding of career goals, and interests	8/11 on going	<ul style="list-style-type: none"> Director *Coordinators Teachers Ed Services 	<ul style="list-style-type: none"> Assigned staff time Web page 	<ul style="list-style-type: none"> Plan 	<ul style="list-style-type: none"> Management Minutes Governing Board Report

Growth Area:	Support for Student Personal and Academic Growth
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Rationale:	To support the achievement and serve the needs of all students, with an emphasis on students with special needs. Providing additional services to students with special needs was validated as a priority by all four focus groups.
ESLR(s) addressed:	All are addressed and/or supported
Goal:	#9. Develop and implement a process to identify students with special needs. Implement concentrated services and intervention strategies on supporting achievement for students with special needs

Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
9.1 Develop and disseminate definitions for special needs students.	8/09	<ul style="list-style-type: none"> • Director • Liaison • *Coordinators 	<ul style="list-style-type: none"> • YSS data • Perkins definitions 	<ul style="list-style-type: none"> • Definitions disseminated to all stakeholders 	<ul style="list-style-type: none"> • Management Minutes
9.2 Expand ROP YSS student definitions in the enrollment module.	1/11	<ul style="list-style-type: none"> • Technology Committee • Director • *Coordinators 	<ul style="list-style-type: none"> • YSS data • Perkins • Workability Information 	<ul style="list-style-type: none"> • Enrollment module updated 	<ul style="list-style-type: none"> • Technology Committee minutes
9.3 Develop a process to identify students with special needs and communicate the information to appropriate staff.	1/11	<ul style="list-style-type: none"> • Director • Advisory Committee Reps • *Coordinators • Workability Staff 	<ul style="list-style-type: none"> • YSS data • District student data 	<ul style="list-style-type: none"> • Student information disseminated to counselors and teachers 	<ul style="list-style-type: none"> • Management Minutes • Technology Committee minutes • Report to Advisory Committee
9.4 Schedule a minimum of two workshops per year for staff based on an analysis of needs and workshop evaluations.	9/09	<ul style="list-style-type: none"> • Director • *Coordinators • Budget Manager 	<ul style="list-style-type: none"> • Professional speakers • Budget item 	<ul style="list-style-type: none"> • Training completed and evaluated 	<ul style="list-style-type: none"> • Management Minutes • Report to Advisory Committee

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Growth Area:**Support for Student Personal and Academic Growth - Continued****Goal:**

**#9. Develop and implement a process to identify students with special needs.
 Implement concentrated services and intervention strategies on supporting achievement for students with special needs**

Plan Steps	Timeline	Person(s) Responsible	Resources	Accountability	Report of Progress
9.5 Incorporate effective strategies from prior workshops into existing professional development activities (such as New Teacher In-service, counselor meetings, etc.)	1/10	<ul style="list-style-type: none"> * Director Coordinators 	<ul style="list-style-type: none"> Workshop materials 	<ul style="list-style-type: none"> Training completed and evaluated 	<ul style="list-style-type: none"> Status reports at Advisory Committee Management Minutes
9.6 Conduct an annual data review of student enrollment, completion and placement on nontraditional courses based on student gender.	6/10 on going	<ul style="list-style-type: none"> *Director Coordinators Teachers 	<ul style="list-style-type: none"> Data Budget YSS info Surveys 	<ul style="list-style-type: none"> Data report presented at annual retreat Follow-up summary 	<ul style="list-style-type: none"> Report to Advisory Committee Management Minutes Governing Board minutes
9.7 Conduct an annual review of the student enrollment, completion and placement data for economically disadvantaged, English Language Learner (ELL) and students with disabilities, and disseminate results to key stakeholders.	6/10 on going	<ul style="list-style-type: none"> *Director Coordinators 	<ul style="list-style-type: none"> YSS data Time Budget support Teacher Training 	<ul style="list-style-type: none"> Data report presented at annual retreat WASC surveys Follow-up summary 	<ul style="list-style-type: none"> Report to Advisory Committee Management Minutes Governing Board minutes

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Growth Area:	Resources				
Rationale:	Integrate future program needs and establish financial stability of ROC/P budget.				
ESLR(s) addressed:	All are addressed and/or supported				
Goal:	#10. Review all Site Plans for fiscal needs and develop budget process to implement future cost				
10.1 Identify and review all site plans to determine fiscal needs. Review site use of resources and update	1/10	<ul style="list-style-type: none"> • Director • Technology Committee • Advisory Committee Representatives • *Business Manager 	<ul style="list-style-type: none"> • Time • Budget • 	<ul style="list-style-type: none"> • Updated Plan 	<ul style="list-style-type: none"> • Management Minutes • Technology Committee minutes • Report to Advisory Committee
10.2 Update resource plan to help Center better use available resources	6/10	<ul style="list-style-type: none"> • *Director • Technology Committee • Advisory Committee Representatives • Business Manager 	<ul style="list-style-type: none"> • Time • Budget • 	<ul style="list-style-type: none"> • Updated Plan 	<ul style="list-style-type: none"> • Management Minutes • Technology Committee minutes • Report to Advisory Committee
10.3 Include all cost in site plans in Budget plan and develop. Conduct annual review to incorporate into budget process	6/10	<ul style="list-style-type: none"> • Director • Technology Committee • Advisory Committee Representatives • Budget Committee • *Business Manager 	<ul style="list-style-type: none"> • Time • Budget • 	<ul style="list-style-type: none"> • Updated Plan 	<ul style="list-style-type: none"> • Management Minutes • Technology Committee minutes • Report to Advisory Committee •
10.4 Include all cost of changes mandated by AB 2448 in multi-year projections and yearly budget	6/10	<ul style="list-style-type: none"> • Director • Budget Committee • *Business Manager 	<ul style="list-style-type: none"> • Time • Budget 	<ul style="list-style-type: none"> • Updated Plan 	<ul style="list-style-type: none"> • Management Minutes • Technology Committee minutes • Report to Advisory Committee

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