

Action Plan

Goal #1: Create a process for collecting and maintaining data on student achievement that aligns with Division, State, and Federal goals.

ACTIVITY	PERSON(S) RESPONSIBLE	TASKS	RESOURCES	TIMELINE	ASSESSMENT OF PROGRESS	ACCOMPLISHMENTS/ ACTIONS
1A Maintain comprehensive records and data on student progress	<ul style="list-style-type: none"> ✓ APO ✓ APACS ✓ Principal ✓ Advisors ✓ Teachers 	<ol style="list-style-type: none"> 1. Collect and maintain TOPs Entry and Update Forms 2. Maintain accurate Pass/No Pass HiSET records 3. Collect and maintain ESL promotional and transition data 4. Collection of Students Post-Secondary Data 5. Collection of State and Industry Certifications 	<ul style="list-style-type: none"> ✓ SIS data ✓ TOPs Enterprise Data ✓ HiSET ETS Report ✓ HiSET SIS Report ✓ Promotional Data Spreadsheet ✓ Equipment and materials ✓ Industry Reports ✓ Funding 	Ongoing	<ul style="list-style-type: none"> ✓ Data Summary Reports ✓ Review of Data Collected 	<ul style="list-style-type: none"> ✓ Comprehensive Report ✓ Grant funds award ✓ Evaluate process
1B Preparation to Incorporate data into the planned new Adult SIS system	<ul style="list-style-type: none"> ✓ APO ✓ APACS ✓ Principal ✓ Advisors ✓ Teachers ✓ Clerical Support Staff ✓ Students 	<p>Training of:</p> <ol style="list-style-type: none"> 1. New ASIS system 2. Online Registration 3. Student Tracking 4. Standardized procedures for Use of Apps on phones & tablets 5. Technology 	<ul style="list-style-type: none"> ✓ Technology Support ✓ Funding ✓ Equipment and materials 	July 2018	<ul style="list-style-type: none"> ✓ Functional System to Accurately Reflect Data ✓ Stakeholder Survey of Training 	<ul style="list-style-type: none"> ✓ Collecting of Data in anticipation of AEBG/LARAEC Expectations

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Goal #2: Create a framework for improving and standardizing instruction across all program areas, including new approaches and best practices found in adult education.

KEY ISSUE ACTIVITIES	PERSON(S) RESPONSIBLE	TASKS	RESOURCES NEEDED	TIMELINE	ASSESSMENT OF PROGRESS	ACCOMPLISHMENTS/ ACTIONS
2A Provide more professional development on differentiated teaching strategies including technology in order to address students' needs	<ul style="list-style-type: none"> ✓ APO ✓ APACS ✓ Principal ✓ Advisors ✓ DACE ✓ 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 ✓ Meeting Room Space ✓ CalPro ✓ Funding ✓ CCAE, LARAEC, CATESOL 	September-June	<ul style="list-style-type: none"> ✓ Post-workshop evaluations ✓ Classroom Observations ✓ Student feedback ✓ Student work ✓ Review of lesson plans ✓ DACE 	Workshops for: <ul style="list-style-type: none"> ✓ 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 - PLC ✓ ESL - Burlington
2B Focus on developing Professional Learning Communities that incorporate cooperative learning activities in and between programs	<ul style="list-style-type: none"> ✓ APO ✓ APACS ✓ Principal ✓ Advisors ✓ DACE ✓ 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 5. Create PLC 	<ul style="list-style-type: none"> ✓ Trained Resource Personnel ✓ Materials ✓ Administrative Support ✓ Funding 	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"> ✓ Monitor implementation by visiting classrooms ✓ Assist teachers in developing and implementing cooperative learning
2C Encourage teachers to observe teaching strategies modeled by others.	<ul style="list-style-type: none"> ✓ APO ✓ APACS ✓ Principal ✓ Advisors ✓ Teachers 	<ol style="list-style-type: none"> 1. Obtain teacher input on what they wish to observe 2. Select teachers to model strategies 3. Arrange for classroom observations 	<ul style="list-style-type: none"> ✓ Trained Personnel ✓ Administrative Support ✓ Teachers 	September-June	<ul style="list-style-type: none"> ✓ Number of scheduled observations ✓ Teacher participation ✓ Teacher feedback 	<ul style="list-style-type: none"> ✓ Informal teacher survey to determine skills and areas to match the needs of teacher observing ✓ Peer Observations
2D Continue	<ul style="list-style-type: none"> ✓ APO 	<ol style="list-style-type: none"> 1. Assign program breakout rooms 	<ul style="list-style-type: none"> ✓ Trained Teachers ✓ Room Space 	September-	<ul style="list-style-type: none"> ✓ Teacher input ✓ Classroom 	<ul style="list-style-type: none"> ✓ Evaluation form ✓ Peer Observations

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providing Best Practices workshops by program area at department meetings, including use of technology	<ul style="list-style-type: none"> ✓ APACS ✓ Advisors ✓ Principal ✓ Teachers 	<ol style="list-style-type: none"> 2. Select teachers to share Best Practices 3. Provide more opportunities for teachers to dialogue and exchange teaching strategies 4. Create a form to provide feedback 	<ul style="list-style-type: none"> ✓ Materials ✓ Equipment ✓ PLC Meetings 	June	observations	<ul style="list-style-type: none"> ✓ Use of Feedback Form
2E Implement TABE assessment for all students entering the CTE program.	<ul style="list-style-type: none"> ✓ APO ✓ APACS ✓ 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 	Ongoing	<ul style="list-style-type: none"> ✓ Number of students entering CTE classes with recommended reading and math levels ✓ CTE Teacher feedback ✓ Percentage passing rate of CTE licensing and state exams. 	<ul style="list-style-type: none"> ✓ In progress ✓ Set up schedule
2F Provide clearer communication of exit criteria within departmental promotions.	<ul style="list-style-type: none"> ✓ APO ✓ APACS ✓ Advisors ✓ Principal 	<ol style="list-style-type: none"> 1. Departmental meetings 2. PLC's 3. Create a visual pathway and provide presentations to all students 	<ul style="list-style-type: none"> ✓ Advisors ✓ Course Outlines ✓ DACE Bulletins/ procedures ✓ Promotional Tests ✓ TABE test ✓ TOPs Update Form 	On-going	<ul style="list-style-type: none"> ✓ Completer Data ✓ Grades/ Credits ✓ Advisor KPI reports 	<ul style="list-style-type: none"> ✓ Ensure smoother student transitions within and between programs.

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Goal #3: Increase student and community awareness of learning opportunities/ pathways at East Los Angeles Skills Center.

ACTIVITY	PERSON(S) RESPONSIBLE	TASKS	RESOURCES	TIMELINE	ASSESSMENT OF PROGRESS	ACCOMPLISHMENTS/ ACTIONS
3A Provide marketing materials to teachers and sites such as flyers, posters	<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 3. Form social media committee to increase community visibility 4. Open House 	<ul style="list-style-type: none"> ✓ Equipment ✓ Supplies ✓ Teacher/Student Support ✓ Students ✓ Funding 	Ongoing	<ul style="list-style-type: none"> ✓ Student/community interest ✓ Survey new students ✓ Attendance records ✓ Requests for information 	<ul style="list-style-type: none"> ✓ Banners ✓ Standardize Flyers ✓ Mailers ✓ Active Social Media Accounts ✓ Marquee
3B Develop a comprehensive yearly class schedule distributed by mail and posted on school website.	<ul style="list-style-type: none"> ✓ APO ✓ APACS ✓ Principal ✓ Staff ✓ Students 	<ol style="list-style-type: none"> 1. Review past schedules 2. Revise new schedule as needed 3. Form website committee 4. Create a process for maintaining/ updating website with more staff input 	<ul style="list-style-type: none"> ✓ Administrators' Time ✓ Professional Printer ✓ Funding ✓ Student and Staff input 	Ongoing	<ul style="list-style-type: none"> ✓ Student/community interest ✓ New students ✓ Attendance records ✓ Requests for information ✓ Use of discount coupon 	<ul style="list-style-type: none"> ✓ Website has links for locations, classes, program descriptions
3C Utilize Connect Ed and Eastside marquee to share information among all community members when school opens, new classes offered, or new terms starting, etc.	<ul style="list-style-type: none"> ✓ APO ✓ APACS ✓ Principal ✓ ITTA Advisor 	<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 	Ongoing	<ul style="list-style-type: none"> ✓ Student/community interest ✓ New registrations ✓ Attendance records ✓ Requests for information 	<ul style="list-style-type: none"> ✓ Connect Ed Report
3D Increase promotion of classes to K-12 staff, career/health fairs, community based organizations	<ul style="list-style-type: none"> ✓ APO ✓ APACS ✓ Principal ✓ Advisors ✓ Teachers ✓ Students 	<ol style="list-style-type: none"> 1. Develop working relationships with K-12, community organizations, elected officials that support adult education 2. Participate in local job and health fairs 3. Assign select staff to 	<ul style="list-style-type: none"> ✓ Materials ✓ Funding ✓ Teacher Support ✓ Local Newspapers ✓ Local Businesses ✓ Neighborhood Council ✓ Chamber of Commerce 	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 ✓ Host Community Advisory Meeting ✓ Participate in job/community fairs

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		attend fairs to distribute promotional materials and answer questions 4. Increase community partnerships to strengthen positive student outcomes. 5. Better recruitment before opening new classes to ensure class size is sufficient at the start. 6. Implement a promotion committee				✓ Host LAC/USC health department fair at 2 campuses
3E Increase one-on-one counseling to support a variety of student pathways	✓ APO ✓ APACS ✓ Principal ✓ Advisors ✓ Teachers	1. More CTE offerings that reflect the changing California Labor Market. 2. Cross Training of Advisors, Clerical Staff and teachers 3. Increase communication between counselor and teacher 4. Schedule student appointments	✓ DACE Advisor Quarterly Meeting ✓ Funding ✓ KPI ✓ Educational Plan ✓ Equipment and Materials	Ongoing	✓ Student Survey ✓ Graduation Rate ✓ Student Scheduled Follow Up Educational Plan meeting ✓ Completer Report ✓ Certificates Earned	✓ Creating an ESL and CTE Educational Plan ✓ Use of Remind App to communicate with students. ✓ Collecting student emails

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Goal #4: Improve staff communication across sites and programs.

ACTIVITY	PERSON(S) RESPONSIBLE	TASKS	RESOURCES	TIMELINE	ASSESSMENT OF PROGRESS	ACCOMPLISHMENTS/ ACTIONS
4A Leadership Team will meet regularly to analyze SLOs, Mission Statement progress and Progress of Action Plan	<ul style="list-style-type: none"> ✓ APOs ✓ APACS ✓ Principal ✓ Advisors 	<ol style="list-style-type: none"> 1. Quarterly Meetings 2. Back to and End of School Meetings 3. PLC Meetings 	<ul style="list-style-type: none"> ✓ New Data Base ✓ Students ✓ Teachers ✓ Clerical Support Staff ✓ Community Based Organizations 	Ongoing	<ul style="list-style-type: none"> ✓ PLC Notes ✓ Quarterly Meeting Agendas ✓ Back to and End of School Meeting Notes and Agendas ✓ Input of School Stakeholders 	<ul style="list-style-type: none"> ✓ Revision of Vision and Motto ✓ Revision of SLOs, Mission Statement and Action Plan
4B More/regular meetings	<ul style="list-style-type: none"> ✓ APOs ✓ APACS ✓ Principal 	<ol style="list-style-type: none"> 1. Create a School Master Calendar 2. Schedule Classified Meetings 3. Schedule Department Meetings 4. Schedule Inter-department Meetings 5. Schedule Intra-department Meetings 6. Student Council Meetings 7. Announce Meetings in Bulletin/ Newsletter, website and e-mail and Connect Ed 8. Create Communication Feedback Form 	<ul style="list-style-type: none"> ✓ All Staff ✓ Advisors ✓ Logistics and Funding ✓ Guest Speakers/ Trainers ✓ School Newsletter/ Bulletin 	Quarterly	<ul style="list-style-type: none"> ✓ Sign-in and Agendas ✓ Meetings Notes and Tabled Issues ✓ Use of Communication Feedback Form 	<ul style="list-style-type: none"> ✓ Initiate Informal Breakfast Staff Gathering ✓ Number of Participants at Gathering ✓ Informal Feedback