

PASADENA UNIFIED SCHOOL DISTRICT
2022-2023 DEPARTMENT PLAN

Department Name: College & Careers/CTE

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Report Last Generated: Sep 20 2022 @ 16:18:13 (PDT)

Department Purpose

What does the department do?

As the College & Career Department we support students, teachers, administrators and PUSD families with the tools and resources to ensure that our students are college & career ready.

Department Services

What is a general list of services that your department provides?

Our department provides the following services: CTE teachers, Career Financial Aid Advisors (HS), PDs for Academies & CTE teachers, Coaching for Academies & CTE teachers, Linked Learning Certification, PD and resources for Counselors, course codes guidance, work based learning supports, Senior Defense PD, resources, planning & support, dual enrollment planning & support, grant writing and reporting for CTE & Academies, Academy Summer Bridge, Credit recovery, College Board Testing guidance & resources, A-G counseling & guidance, work permits, guidance, resource and support for the Senior Defense and annual college fair with over 100 post-secondary schools represented.

Total Department Budget

What is your department's total budget?

The total department budget is Our budget varies based on grant funding.

For the 2022/23 School year it is as follows:

LCAP - \$ 1,400,000

Perkins - \$ 182,627

K12 SWP - (Round 2) \$178,464.41 (Round 3) \$417,083.88

CTEIG - \$842,358

CPA Grants (6) - \$435,000

A-G Block Grant - \$1,260,861.

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Note:

Perkins, CPA & CTEIG are yearly allocations

K12 SWP & A-G Block Grants are one time funds meant to be spent over 3 years

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Prior Year Reflection

This section of the department plan reviews the intent of prior department plans and the successes/challenges encountered while implementing the planned actions. This portion of the plan summarizes key learnings that inform the planning for the current year.

Prior Year Intended Outcomes

What did your department plan set out to achieve during the prior year?

Our 2021/22 department goals set out to align classroom teaching and graduate profile skills K-12

Prior Year Achievement

Did the department achieve what it had outlined? How do you know?

As a department we were able to partially achieve these goals. We had a focused effort on alignment for middle school teachers and students. We know this because we were able to attend and support 8th grade defenses of work at 2 of our middle schools. In addition, we added middle school assistant principals and librarians to our Senior Defense monthly check in meetings where best practices and alignment progress is reported.

All high school teams were able to complete their Senior Defense Playbooks where they have aligned classroom curriculum and rubrics with the Senior Defense rubrics.

Prior Year Successes, Challenges, and Learnings

What successes, challenges, and learnings should be highlighted from the prior year?

Successes during the 2021-2022 school year included, 100% completion of Senior Defense presentations, completion of Senior Defense playbooks, Senior Defense Retreat, Quarterly meetings with school sites to discuss academy needs, hiring of 3 Career/Financial Aid advisors, FAFSA/ CAADA completion increased by 8%. We were able to offer credit recovery for more students during the 2021/22 school year through Twilight offerings, allowing some 10th and 11th grade students to recover credits both during the year and during summer school.

Challenges include the number of people we have in our department vs. number of schools we have to support, data reporting for grant purposes and Linked Learning certification, multiple department goals and priorities and a

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lack of appropriate to meet with teachers and administration (some of it due to the change in HS schedules), teacher "burn out"

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Current Year Priorities

This section of the department plan provides a summary of the identified needs that are prioritized for informing the department plan's actions for the current year.

Data and Information Used for Plan Development

What data did you consider when developing this plan?

A-G passage rates

FAFSA/CADAA Completion

of Middle Schools with offering opportunities for portfolio development and presentation (alignment to the Grad Profile)

of HS academies that are Linked Learning Silver and Gold Certified, improve the outcomes fro graduation, attendace and A-G

Alignment from PUSD offerings into dual enrollment, # of students receiving college credit through dual enrollment, # of dual enrollment courses offered

Stakeholder Engagement/Input

What stakeholder engagement or information was used to inform this plan?

We meet regularly with CTE advisory boards and regional Linked Learning teams to develop local and regional goals, CARPE teams meet quarterly to establish FAFSA/CADAA goals at PHS & John Muir

Key Data Findings/Information for This Plan

Based on data analysis and stakeholder information, what key data findings are considered in the development of this plan?

College readiness - A-G completion & Financial aid application completion
Linked Learning Certification - Silver & Gold Academies, of our 8 potential Linked Learning Academies none are currently Silver or Gold certified
Middle School Portfolio Development and presentations to align with the Grad Profile, of our 6 middle schools, one offered an oppportunity for portfolio development and presentations

Current Plan Priorities

Based on the key data findings, what needs emerged from your Department's root cause analysis, and which of these needs are given priority for this planning cycle?

A-G passage rates need: Additional counseling support, additional opportunities for HS students to recover credits (earlier), Career and

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Financial Aid Advisors to support FAFSA/CADAA completion, college knowledge amongst parents and students about FAFSA/CADAA Completion
of Middle Schools portfolio development and presentation needs: PD for middle school librarians or designated portfolio coordinator, allocated PD time (A Monday, etc.) for coordinators to work with MS staff and students on portfolio development, a district level Coordinator for Senior Defense, Grad Profile alignment

of HS Academy Linked Learning Certification - needs: High quality CTE experiences including wbl, Accurate and timely data to complete reports, Career & Financial Aid Advisors to track academy specific data and support college & career readiness

We are prioritizing all of the above

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Current Year Planned Actions and Metrics

This section of the department plan provides a summary of the planned actions that address the identified priorities based on data analysis and stakeholder input. Metrics associated with monitoring and/or evaluating the effectiveness of the planned actions are summarized in this section.

What action could you take to address the identified needs of your department?

What would you be able to monitor throughout the year (quarterly or more than twice per year) to know that your actions are creating a change?

Theory Of Action

If we... Identify ways to support senior defense work at each high school within the structure we currently have in our department

then... Senior Defense coordinators and their identified teams will have the resources they need and feel supported

which will... Improve alignment from K-12 to the grad profile and improve skills needed for the Senior Defense

If we... Create PD and time for academy leads to complete the LL Certification process, provide PD opportunities for academies & CTE teachers to gather documentation, provide multiple opportunities for students to engage with the "work world" through wbl, and encourage teams to discuss the certification process as a team and with their advisory boards

then... we will have accurate data to utilize for grant reporting, curricular improvement, and student recruitment

which will... ensure high quality CTE/Academy experiences

If we... Conduct regular check-in meetings with ITs to ensure accurate and timely data for required reports

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then...	our grant goals will be met and reports will reflect current trends and performance of academy students
which will...	have the ability to analyse data specifically for academy & CTE courses
If we...	Use A-G counselors to advise and support students who are not on track to complete A-G courses, identify students in 7th and 8th grade who are not meeting required units for MS completion
then...	Students will have awareness of A-G and be able to make up credits that will allow them to be A-G ready
which will...	increase the number of students graduating A-G ready
If we...	Hire a CFAA for 4 high school sites to support with Financial Aid and A-G goals
then...	we will increase the percentage FAFSA applications and A-G completers in PUSD
which will...	Support students, counselors & parents with Financial aid awareness and completion of applications
If we...	Plan & execute opportunities through Twilight & summer school for students to recover credits early in their high school career
then...	we will have less students short on credits by the time students reach their senior year
which will...	Twilight & summer school

Priority 1: Improve alignment from K-12 to the grad profile and improve skills needed for the Senior Defense

[Action 1]

Identify ways to support senior defense work at each high school within the structure we currently have in our department

Metrics

- a. Senior Defense site meetings and feedback from site coordinators, senior defense completion, Senior Defense Playbook usage, reflection & updates

Priority 2: ensure high quality CTE/Academy experiences

[Action 1]

Create PD and time for academy leads to complete the LL Certification process, provide PD opportunities for academies & CTE teachers to gather documentation, provide multiple opportunities for students to engage with the "work world" through wbl, and encourage teams to discuss the certification process as a team and with their advisory boards

Metrics

- a. All 8 Linked Learning Academies will have a Silver Certification by December 2022, students will have multiple work based learning experiences, including internships

Priority 3: have the ability to analyse data specifically for academy & CTE courses

[Action 1]

Conduct regular check-in meetings with ITs to ensure accurate and timely data for required reports

Metrics

- a. Data reports for CAPAAR, CTEIG, K12, Linked Learning reporting
- b. Use of U4 codes to indicate data by academy student participation

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Priority 4: increase the number of students graduating A-G ready

[Action 1]

Use A-G counselors to advise and support students who are not on track to complete A-G courses, identify students in 7th and 8th grade who are not meeting required units for MS completion

Metrics

- a. Semester reports from A-G counselors on student credit recovery
- b. Counseling notes on parent and student meetings
- c. attendance from College & Career Parent workshops

Priority 5: Support students, counselors & parents with Financial aid awareness and completion of applications

[Action 1]

Hire a CFAA for 4 high school sites to support with Financial Aid and A-G goals

Metrics

- a. FAFSA Completion, credit recovery completion

Priority 6: Twilight & summer school

[Action 1]

Plan & execute opportunities through Twilight & summer school for students to recover credits early in their high school career

Metrics

- a. Quarterly reports of credits recovered from Twilight, increase in A-G completion for graduating Seniors over the next 3 years