Department Name: Data and Research

Department Contact: Ani Aharonian
Jean Matsuzawa
Eliud Garnica

Contact Email: aharonian.ani@pusd.us
matsuzawa.jean@pusd.us
garnica.eliud@pusd.us

Contact Phone:

Report Last Generated: Oct 05 2022 @ 11:09:36 (PDT)

Department Purpose
What does the department do?

Maintain the district Student Information System to support the district's operational and informational needs. Provide accessible, reliable, and equity-focused information to facilitate decision-making and planning processes, increase effectiveness, and promote a culture of evidence-based inquiry. Coordinating state-mandated assessments and data reporting.

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

-Operation and support for the student information system and data analytics warehouse.
-Coordination and training of state assessment testing.
-Maintanence and validation of state CALPADS data submissions.
-Maintence and support of data validation tool Elevate (formerly Certica).
-Reporting of local accountability data on district website (www.gopusd.com/research)
-Survey design, sampling and administration support, reporting, and analysis.
-Program evaluation or educational research analytic support.

Total Department Budget
What is your department's total budget?

Note:

2022-23 Budget data was not available

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?

N/A

Prior Year Achievement

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

N/A

Prior Year Successes, Challenges, and Learnings

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

N/A

2022-23 is the first year we are participating in the lcap department planning process.

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?

Projects and data requests, meeting notes, historical root cause analyses and recommendations from stakeholder groups.

Stakeholder Engagement/Input
What stakeholder engagement or information was used to inform this plan?

Standing cross-divisional meetings have identified some common needs.Tech audit which provided summary of qualitative feedback of district stakeholders. Historical RCAs from previous improvement groups (e.g. NICs, LCAP PAC recommendation)

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?

District users struggle with timely and relevant data which can be accessed directly without support from data staff. Requests for summary data, data extracts, and data integrations overwhelm the staff capacity. Data quality in the SIS system varies by field and over the course of the school year. Much of the validation is triggered only through the CALPADS submission process at the end of year which is too late to be used in support of student learning. Data collection is almost completely driven by mandated data reporting requirements rather than through a a strategic master plan or feedback from organizational improvement planning cycle.

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?

- Lack awareness of educational programs and initiatiaves.
- Lack a district data-use policy to guide planning, security, and user access decisions.
- Inadequate lead or planning time to plan and execute requested projects.
- Inconsistent maintanence of data accuracy and validation throughout the

year, cleaning happens primary at the end of the year and mostly driven by compliance need to submit/certify CALPADS data.
- Measurement of more leading indicators.
- A system to self-serve data that can be disaggregated according to needs.
- Complete the data warehouse.
- Launch system to support tiered intervention tracking (e.g. MTSS).
- Common metrics to use for monitoring of continous improvement goals.
- Users lack training and PD on Aeries.
- A means to identify value-added by teachers and schools (i.e. growth-focused measures).

Greater alignment of available data to educational and improvement priorities.
Increased access to self-serve data for staff to serve students, plan, etc.
Improved quality of data in the SIS and related-systems.

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?

<u>Theory Of Action</u>

If we... Create training plan for Aeries users. Identify funding source or sub pool funding for annual PD of essential staff who work within the SIS system.

and

Create asynchronous Aeries training series by job function in TeachPoint including "refresher modules" for critical functions.

and

Coordinate live PD day training.

then... Aeries users will have up-to-date knowledge and skills to allow them to work efficiently and accurately in the system.

and

All staff who have access to the analytics data system will have knowledge how to use the system.

and

District staff will spend increased time spent looking at, working with, talking about data. Shortcomings and inaccuracies will be noticed and corrected.

which will... Improve data quality

If we... Create a data use policy to outline expectations for data use by role so that greater data about students can be made accessible to all staff serving the needs of students (e.g. SES status available to teacher).

and

Work with Academics to provide warehouse training to provide district staff beginning with leadership team.

and

Complete data warehouse

and

Work with site and program staff to promote greater parent portal usage

then... District staff will have knowledge of how to use data within their job context and appropriately safeguard against unauthorized use.

and

Data elements which are needed to drive improvement will be defined, collected, and available for use. Data projects will be prioritized so that the most impactful for advancing student equity are allocated priority and sufficient time and staffing.

and

All district staff who serve students will have access to a longitudinal student data warehouse combining disparate data sources into one system.

and

An increased number of parents will have portal accounts and will monitor student progress.

which will... Increase data access

If we... Coordinate a data governance committee which will prioritize data needs and projects, ensure alignment, fairness/unbiased data collection process, data access by role/function etc.

and

Increase collaboration with EdTech to support teachers in using Aeries (e.g. with gradebook)

and

Develop a data user survey to identify priority data needs and measure progress towards objectives.

then... Data needs and projects will be prioritized and aligned to support district priorities. Data elements needed to better serve marginalized or underserved student groups will increase.

and

Procedures for teachers will be aligned to the classroom/instructional context. Users peer network for support with platform increases to include tech innovators.

and

There will be information to guide and evaulate the department plan and progress towards department

objectives.

which will... Increase data alignment

Priority 1: Improve data quality

[Action 1]

Create training plan for Aeries users. Identify funding source or sub pool funding for annual PD of essential staff who work within the SIS system.

Metrics

a. Department budgets include Aeries annual training budget for system users. Training logs. Data user survey

[Action 2]

Create asynchronous Aeries training series by job function in TeachPoint including "refresher modules" for critical functions.

Metrics

a. Teachpoint PD records,

[Action 3]

Coordinate live PD day training.

Metrics

a. TeachPoint and/or PD day catalog

Priority 2: Increase data access

[Action 1]

Create a data use policy to outline expectations for data use by role so that greater data about students can be made accessible to all staff serving the needs of students (e.g. SES status available to teacher).

Metrics

a. User Survey Data

[Action 2]

Work with Academics to provide warehouse training to provide district staff beginning with leadership team.

Metrics

    a. Training logs, meeting agendas

[Action 3]

Complete data warehouse

Metrics

    a. Status of project

[Action 4]

Work with site and program staff to promote greater parent portal usage

Metrics

    a. Parent Portal Usage

Priority 3: Increase data alignment

[Action 1]

Coordinate a data governance committee which will prioritize data needs and projects, ensure alignment, fairness/unbiased data collection process, data access by role/function etc.

Metrics

    a. User Survey Data

[Action 2]

Increase collaboration with EdTech to support teachers in using Aeries (e.g. with gradebook)

Metrics

    a. Meeting agendas

[Action 3]

Develop a data user survey to identify priority data needs and measure progress towards objectives.

Metrics

    a. User Survey Data