Department Name: TK-12 Schools

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Department Purpose
What does the department do?

Under the direction of the Deputy Superintendent, we supervise TK-12 Education, providing overall leadership and vision, including the academic development and achievement of all students in the Pasadena Unified School District with a commitment to diversity, equity, and inclusion in our instructional environments.

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

This department serves the learners of PUSD by:
- Supervising and evaluating TK-12 Principals
- Responding to parents, families, and the greater community in regards to needs on our school sites
- Support and monitor the implementation of district instructional initiatives
- Develop, organize, and facilitate principal meetings and other professional development opportunities for site administrators
- Serve on various committees that focus on topics that directly effect the academic environment on our sites
- Collaborate with other district departments in service to our students, their families and the greater PUSD community
- Maintain current knowledge of and communicate academic standards and State and Federal Accountability requirements, as well as current law and Board policies.
- Prepare reports as a way to communicate with other departments and stakeholders.
- Coordinate college readiness test administration within secondary schools.

Total Department Budget

What is your department's total budget?

The total department budget is 15000.

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?

No prior year plan

Prior Year Achievement

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

Prior Year Successes, Challenges, and Learnings

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

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?

2021-2022 SBAC Data

2021-2022 iReady Data (ELA and Math)

2022 Panorama Data

Informal input from site leaders/district

Stakeholder Engagement/Input

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

District Initiative as directed by Deputy Superintendent

District Initiative as stated by Educational Services

Knowledge of current needs for site administrators

Qualitative data culled from goal-setting meetings with site administrators

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?

As a district, we are interested in having higher levels of academic achievement which is inextricably connected to students' literacy levels. Districtwide, only 45% of students are reading at or above grade level, based on the 2022 SBAC. The TK-12 Schools Department must focus on increasing our site administrators' skill set in being strong instructional leaders, leading the implementation of the literacy initiative, consulting data to make decisions, and providing the environment teachers and staff need to deliver quality instruction to students.

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?

Professional Development needs of site administrators, i.e. data analysis, needs assessment, Academic RTI

Implementation and monitoring of district initiatives, Literacy

Working with site administrators to make sure they are making

data-informed decisions.
Need for the implementation of consistent strategies to support English Learners
Access and fluency of use of data warehouse and other data platforms.
The need to increase the percentage of students who are reading on grade level

Access to data, data analysis, and planning for intervention that will support students' literacy development.

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... Meet regularly with other departments, i.e. Student Support Services, CIPD, LADD, SpEd, to align support being provided to sites.

then... support delivered to schools will be aligned thereby creating an environment where strong implementation of initiatives can occur

which will... Collaboration with Departments

If we... Participate on learning walks with TNTP to gain insight on the implementation of middle school math curriculum and strategies.

and

Participate on learning walks with CIPD Coaches to gain insight on the implementation of the literacy initiative.

and

Visit school site monthly at minimum to observe strategies being implemented that reflect district and site initiatives.

then... gain insight on which strategies are effective and can be spread to other school sites for use.

and

there will be increased consistency in the implementation of identified strategies across classrooms at school sites.

and

there will be increased consistency in the implementation of identified strategies across the district.

which will... Monitoring Implementation

If we... Protect Principal Meeting time for professional development for our site leaders that pertain to district initiatives.

then... principals will receive the skills and the time to develop in their instructional leadership.

which will... Providing professional development

If we... Use foundational data during site visits to ground learning walks.

and

Make principals aware of where data is housed and how to access it.

and

Increase the level of understanding around why data is important in an effort to increase the level of student participation in district level assessments and surveys.

then... site leaders will develop in their use of data to guide observations and support decision making.

and

site leaders will have data available to them to use for decision making and to share with stakeholders.

and

student participation in district assessments and surveys will increase and be more reliable.

which will... Utilizing Data Analysis to make decisions

Priority 1: Collaboration with Departments

[Action 1]

Meet regularly with other departments, i.e. Student Support Services, CIPD, LADD, SpEd, to align support being provided to sites.

Metrics

    a. Calendar bi-weekly or monthly meetings
    b.

Priority 2: Monitoring Implementation

[Action 1]

Participate on learning walks with TNTP to gain insight on the implementation of middle school math curriculum and strategies.

Metrics

    a. iReady Math Diagnostic Data
    b. notes from walk-throughs
    c. SBAC data
    d. notes from TNTP

[Action 2]

Participate on learning walks with CIPD Coaches to gain insight on the implementation of the literacy initiative.

Metrics

    a. iReady ELA Data
    b. Notes/discussion from learning walks
    c. professional develpment data

[Action 3]

Visit school site monthly at minimum to observe strategies being implemented that reflect district and site initiatives.

Metrics

    a. Notes from site visits

Priority 3: Providing professional development

[Action 1]

Protect Principal Meeting time for professional development for our site leaders that pertain to district initiatives.

Metrics

    a. Meeting agendas
    b. Monitoring implementation of PD topics during site visits

Priority 4: Utilizing Data Analysis to make decisions

[Action 1]

Use foundational data during site visits to ground learning walks.

Metrics

    a. Notes from monthly visits that will demonstrate growth in the area of reflecting on data.

[Action 2]

Make principals aware of where data is housed and how to access it.

Metrics

    a. Notes from monthly visits that will demonstrate growth in the area of reflecting on data.

[Action 3]

Increase the level of understanding around why data is important in an effort to increase the level of student participation in district level assessments and surveys.

Metrics

    a. Track the participation rate of district level assessments and surveys and make sure the data points are used in principal meetings and during site visits.