PASADENA UNIFIED SCHOOL DISTRICT
2023-2024 DEPARTMENT PLAN

Department Name: TK-12 Schools

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Department Purpose

What does the department do?

Under the direction of the Chief Academic Officer, the TK-12 Department provides 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. The focus of the TK-12 Department lies in leadership development, continuous improvement, and two-way alignment of district goals between the central office and school sites.

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 affect 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.
- Program Management of Grant funded school programs, i.e. CARPE, Cal Ed Partners, Raising a Reader, and other community partnerships.
- Support continuous improvement efforts in partnership with other departments.

Total Department Budget

What is your department's total budget?

The department budget for the 2023-24 school year is approximately

Location 0000136 - $ 282,036.00

Location 0000130- $ 15,243

Total of $ 297,279, excluding salaries.

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?

In 2022-2023, the department plan set out to lay the foundation for the continuous improvement cycle to become how we engage in our work as leaders of schools. School leaders need the ability to access data that guides decisions from an informed position. School leaders need to practice data analysis protocols that they can utilize at their sites. Strengthening these protocols will help leaders monitor the strategies/actions identified in the SPSA. During meetings with the Assistant Principals, we guided them to connect their work to their site's SPSA goals, which supports alignment in their work.

Prior Year Achievement

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

The department did achieve the goals set for the 2022-2023 school year. The agendas from the principal meetings demonstrate the topics that were covered during the 22-23 school year, which included data analysis and continuous improvement practice. During site visits, principals were able to access their site data (iReady) with more ease. The SPSA's developed for the 23-24 school year aligned with student needs based on this data and were inclusive by addressing student groups who demonstrated the need for more support. After every principal meeting, principals gave feedback on the meeting. The feedback was increasingly positive. There were less comments about the length of meetings. Principals commented that they liked the content and felt its alignment to the district-wide goals. The principals also commented that they appreciate having time to work on certain deliverables at the meetings, especially with having the support of their colleagues.

Prior Year Successes, Challenges, and Learnings

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

The main success from the 2022-2023 school year is visiting all sites regularly in order to gain an understanding of the general needs of all schools

as well as the unique needs of each site. This information became baseline data for this year's plan. The challenges from last year stemmed from the need for alignment between the departments and schools sites and a refocus on instruction.

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?

Data gathered from site visits (including notes from classroom walk-throughs), iReady Data (ELA and Math), and CAASPP Dashboard

Stakeholder Engagement/Input

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

Goal Setting with Site Administrators, Feedback Data from Monthly Principals' Meetings

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?

There was inconsistent implementation of strategies that provide the best conditions for learning throughout classrooms and school sites.

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?

Instructional strategies need to be fully implemented to serve the needs of all students. This can be addressed through the development of Instructional Leadership within our site and central administrators.

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...	Collaborate with other departments to organize/plan Assistant principal and counselor meetings.
then...	Essential information will be communicated and acted upon in a more consistent manner throughout the district
which will...	Result in the alignment of systems

If we...	Participate in Cal Ed Partners and Collaboration with Dr. Hernandez on the development and monitoring of SPSA goals
then...	participating school teams will learn how to identify a problem of practice to learn how to monitor the efficacy of instructional decisions and site teams, under the leadership of their administrator(s), will improve on the monitoring of the strategies/activities identified in the SPSA's
which will...	Lead to the stronger continuous improvement implementation.

If we...	Participate in the Instructional Leadership Academy (CEL)
then...	There will be a refocus on instructional strategies, post-pandemic, and an alignment of instructional leadership strategies across the district.
which will...	Strengthen Instructional leadership throughout the district.

Priority 1: Alignment of systems

[Action 1]

Collaborate with other dept to organize/plan Assistant principal and counselor meetings.

Metrics

a. Feedback from participants at monthly meetings

Priority 2: Continuous Improvement

[Action 1]

Cal Ed Partners

Metrics

a. Each school's individual Action Plan

[Action 2]

Collaboration with Dr. Hernandez on the development and monitoring of SPSA goals

Metrics

a. Quarterly review of SPSA strategies and actions

Priority 3: Instructional Leadership Development

[Action 1]

Instructional Leadership Academy (CEL)

Metrics

a. Completion of the academy through attendance
b. participant feedback