

PASADENA UNIFIED SCHOOL DISTRICT
2024-2025 DEPARTMENT PLAN

Department Name: College & Careers/CTE

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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 4) \$417,083.88 (Round 5) \$851,228

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 and are allocated for specific goals

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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 2023/24 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 2023-2024 school year included, 100% completion of Senior Defense presentations, completion of Senior Defense playbooks, quarterly meetings with school sites to discuss academy needs, hiring of 2 additional Career/Financial Aid advisors, FAFSA/ CAADA completion increased by 32%. We were able to offer credit recovery for more students during the 2023/24 school year through Credit Recovery 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 time to meet with teachers and administration (some of it due to the change in HS schedules), and teacher "burn out" when looking for credentialed teachers to support credit recovery and summer bridge to PUSD students.

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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 for graduation, attendance 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 all comprehensive High Schools.

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 opportunity 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 work based learning. Ensure 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 work-based learning, 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... Ensure the ability to analyze 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 middle school 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... Decrease the dropout rate and increase graduation rates.

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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

Implementation & Monitoring of Action 1

1. Senior Defense Coordinators and Assistant Principals are brought together quarterly to discuss areas of improvement and focus for instructional purposes.
2. The strategies and skills necessary for students to attain the goals of the graduate profile are being addressed at middle school through 8th grade presentations. Training has been planned for this to happen.

Alignment to LCAP:

Goal 1 Actions 3 & 4

Alignment to PUSD Strategic Plan: Pillar 1

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

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Metrics

- a. All 8 Linked Learning Academies will have a Silver Certification by February 2024
- b. Students will have multiple work based learning experiences, including internships

Implementation & Monitoring of Action 1

1. There are no academies who have currently completed their Linked Learning Certification, all leads have been given the opportunity to have sub days for this completion, and data is being gathered to facilitate the completion progress toward this goal.
2. Student work based learning opportunities are being recorded on Aeries in order to monitor the frequency and quality of the learning experiences for students. In order to monitor the quality of the experience for students we are in the process of training students to use Thrively which requires student reflection of each experience for future review.

[Action 2]

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

Metrics

- a. Data reports for CAPAAR, CTEIG, K12, and Linked Learning reporting.
- b. Use of U4 codes to indicate data by academy student participation and satisfactory completion of CTE coursework (CTE completer data)

Implementation & Monitoring of Action 1

1. CAPAAR reporting has been completed and data provided concludes that we are serving at least 50% students who are at risk in our academies.

Alignment to PUSD Strategic Plan: Pillar 1, 3 & 5

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Priority 3: Support students with counseling services that promote student success through and after secondary school.

[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

Implementation & Monitoring of Action 1

1. CFFAAs

Alignment to PUSD Strategic Plan: Pillar 1, 3 & 5

[Action 2]

Increase the number of students graduating A-G ready. 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 4: Twilight & summer school

[Action 1]

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

Metrics

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

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Planning, Innovation, Accountability & Special Programs
2024-2025 (SAMPLE)

Director - Kristina Turley-Payne

College & Careers

TOSA II - Sofia Valadez-Paez

Career Financial Aid Advisors

Isabel Pitts	Blair
Ramon dela Torre	Marshall
Perla Gonzales	Muir
Krystal Rodas	PHS

Planning, Innovation, Accountability & Special Programs

Coordinator - Allison Stepps

Admin Assistant- April Armendariz	Accountant - Angela Child
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