PASADENA UNIFIED SCHOOL DISTRICT
2024-2025 DEPARTMENT PLAN

Department Name: TK-12 Schools

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Department Purpose

What does the department do?

The TK-12 Schools Department supports site operations as they relate to academic goals and student achievement. This includes site leader support, professional development, and implementation of district initiatives as they align with the Strategic Plan and LCAP Goals.

Department Services

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

- Organization and facilitation of professional development for site and central office administrators.
- Allocation of resources to support professional development.
- Management of services to sites.
- Support and monitoring of implementation of district initiatives.

Total Department Budget

What is your department's total budget?

The total department budget is the following.

Location 130 - $478,489
Location 136 - $278,298
Total Budget - $753,787

Note:

Funds from resources 60530, 60540, 74350 under Location 130 ($328,495) are managed by the ECE Department.

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?

The TK-12 Department set out to support all principals and Central Office staff who support academics in their participation in professional development for the purpose of building capacity in staff. The intent of building capacity in staff is to increase student achievement.

Prior Year Achievement

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

The TK-12 Department reached its goal of full participation in the Instructional Leadership Academy. Other groups participated in other training offerings such as, Aeries Training, Cal Ed Partners, ACSA offerings, and middle school specific training through AMLE. At this time, we are in the process of analyzing student data from SBAC to gauge growth in student achievement.

Prior Year Successes, Challenges, and Learnings

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

A success from last year is the near 100% participation rate of the Instructional Leadership Academy (ILA). As measured by the feedback from principals, the ILA was well received. Principals have asked for site Assistant Principals to be trained as well. The challenge that always occurs alongside training is principal time off site. Principals do not like being off site, which limits the number of opportunities to schedule professional development. We also need to monitor the implementation of the skills learned from ILA. This can be challenging due to the limited time available to visit all sites. This same challenge exists when monitoring the implementation of district initiatives.

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?

In developing this plan, I considered the need to continue to what was started last year with the Instructional Leadership Academy. I wanted to honor the input from principals to have assistant principals trained and to limit time off campus. I also had to consider the budget cuts that occurred. Other considerations are derived during the evaluation process with administrators when they share their goals and progress towards them. Administrators share successes and challenges which inform the ways the TK-12 Department can support sites.

Stakeholder Engagement/Input

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

I used input from site principals from the Feedback survey administered at the end of the 2023-2024 school year. I also considered the input from colleagues from the other central office departments collected during time of collaboration. I also gather input from the administrators during site visits, during administrator meetings/professional development sessions, and throughout the evaluation processes.

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?

Based on the data analysis, I am considering ways to build capacity in myself and others. I would like to continue the learnings from the Instructional Leadership Academy (ILA) by leading it myself with support from the facilitator from the Center of Educational Leadership. I also am looking forward to building capacity in central office administrators to help support site leaders and the implementation of strategies learned during ILA. This will support continuous improvement efforts, in that we all will be better equipped to offer feedback that is clear, effective, and actionable. The data also suggests that our site leaders need to spend more time in classrooms

monitoring instruction, implementation of curriculum, and the classroom ecosystem.

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?

Some of the needs that emerged are increased support from central office staff and developing creative, strategic, and effective ways to utilize the time that principals are off campus for meetings and professional training.
Another need would be for principals to spend more time in classrooms observing implementation of grade level standards through the use of district adopted materials.
Lastly, site administrators and central office staff need more capacity building around giving clear, effective, and actionable feedback, thereby strengthening continuous improvement efforts.

The need that is being prioritized is continued capacity building in administrators, increasing the amount of time spent in classrooms, and strengthening the framework of continuous improvement.

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...	Organize and engage in Learning Walks and visit sites regularly
then...	administrators and other staff will have the opportunity to practice skills learned during the ILA training during the 2023-2024 school year and the Senior Director will observe the implementation of district initiatives, district-adopted curriculum and other instructional strategies
which will...	Give administrator the opportunity to continue to grow in our skill set to support student achievement

If we...	Organize/facilitate ILA training sessions and Organize Conference attendance and participation by administrators
then...	administrators will have the opportunity to gain more instructional leadership skills

and

administrators will have the opportunity to gain more leadership skills

which will...

build capacity in our staff

Priority 1: continue to grow in our skill set to support student achievement

[Action 1]

Organize and engage in Learning Walks

Metrics

a. Participation in district-wide Learning Walks as monitored by sign in sheets four times per year
b. Site Learning Walks through discussion/participation by Sr. Director

[Action 2]

visit sites regularly

Metrics

a. Implementation of district adopted curriculum
b. engage in teacher feedback
c. implementation of ILA strategies
d. increase of time in classrooms by principals

Priority 2: build capacity in our staff

[Action 1]

Organize/facilitate ILA training sessions

Metrics

a. Participation in ILA training
b. capacity building in site and CO administrators

[Action 2]

Organize Conference attendance and participation by administrators

Metrics

a. Attendance of conferences
b. monitor implementation of skills learned from conferences (i.e. master scheduling,ideas for instruction/differentiation, continuous improvement, etc...) during site visits

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