Department Plans 2025-2026

Overview

Department: TK-12 Schools

Objective:
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 district's Strategic Plan and LCAP goals.

Roles and Services

Department Organizational Chart (Please list names and Titles)

Manager (s)	Shannon Malone Senior Director
Office Staff	Candy Gonzales Senior Administrative Assistant

Services provided by the TK-12 Schools Department:

1. Service - Organization and facilitation of professional development for site and central office administrators. (ongoing)
2. Service - Allocation of resources to support professional development. (ongoing)
3. Service - Management of services to sites. (ongoing)
4. Service - Support and monitoring of implementation of district initiatives. (ongoing)

Department Plans 2025-2026

Prior Year Reflection

Accomplishments in 2024-2025 include:

- 1 - **Completion of 6/8 District-wide Learning Walks planned.** (Two of the Learnings Walks were cancelled due to the response to the Eaton Fire.) We were supported by the Center for Educational Leadership (CEL) through continued sessions of the Instructional Leadership Academy (ILA). Assistant Principals received targeted training in instructional leadership through ILA as well.
- 2 - **Creation of the District Central Office Support Team (COST).** This team met monthly to discuss how we support school sites. These meetings included information gathering, updates, and professional development. These meetings made space for increased interdepartmental collaboration.
- 3 - **Organization and facilitation of monthly Academic Principals' Meetings.** The meetings were planned by the Design Team which is composed of both central office and site administrators. The meetings were designed with the guidance submitted by principals through the Feedback Surveys administered after every meeting. The meetings focused on capacity building and continuous improvement strategies.

Next Steps/ Continued Actions for 2024-2025:

- 1 - **Continue District-wide Learning Walks**. In the 2025-2026 school year, Principals will work together to lead the Learning Walks. Planning for these walks will begin before the end of the 2024-2025 school year.
- 2 - **Continue building capacity in the COST team members.** COST team members will continue to visit their assigned sites monthly at minimum to support instructional leadership. They will also continue to meet monthly to share progress at sites and receive professional development.
- 3 - **Modify the format of Principal Meetings.** In response to the feedback from principals, we will combine the Academic and Operations Principals' meetings. This will involve collaboration with the Human Resources Department to organize monthly meetings. The focus will continue to be on continuous improvement and capacity building.
- 4 - **Make a stronger connection between Principal actions and student achievement.** As principals develop their instructional leadership skills and spend more time in classrooms, the direct link between teacher feedback and more effective instruction needs to be established in a more observable and measurable manner.

Department Plans 2025-2026

Department Priorities & Goals

Actions/Strategies/Projects/Priorities for 25-26

Item #1	Budget Allocation	Timeline for Outcome/ Implementation
District-wide Learning Walks	$10,000 (subs for participating teachers)	9/2025-4/2026

Data Used to Determine (Prior Year Data)	Alignment to Strategic Plan	LCAP Alignment	
		Goal	Action
Attendance and Participation in District-Wide Learning Walks and Principals' Meetings (PD)	2 - Outstanding and Respected Employees	2	2.2
Observations from classroom walk-throughs and Teacher Feedback	1 - Learning-Focused Instruction	1	1.11

Success Indicators	Data Used to Determine Success	Key Performance Indicators (KPIs)	
		Current	Goal
			Not Met

Actions/Strategies/Projects/Priorities for 25-26

Item #2	Budget Allocation	Timeline for Outcome/ Implementation
COST Team Collaboration	n/a	9/2025 - 5/2026

Data Used to Determine (Prior Year Data)	Alignment to Strategic Plan	LCAP Alignment	
		Goal	Action
Notes from site visits of COST members	1. Learner Focused Instruction	1	1.11
Attendance and participation in COST meetings	2. Outstanding and Respected Employees	2	2.2

Department Plans 2025-2026

Success Indicators	Data Used to Determine Success	Key Performance Indicators (KPIs)	
		Current	Goal
			Not Met

Actions/Strategies/Projects/Priorities for 25-26

Item #3	Budget Allocation	Timeline for Outcome/ Implementation
Continued Professional Development of site and central office Administrators	n/a	7/2025 - 6/2026

Data Used to Determine (Prior Year Data)	Alignment to Strategic Plan	LCAP Alignment	
		Goal	Action
Attendance and participation in Operations and Academic Principals' meetings	2. Outstanding and Respected Employees	2	2.2
Participation and Attendance of Conferences (CABSE, AeriesCon, etc)	2. Outstanding and Respected Employees	2	2.2

Success Indicators	Data Used to Determine Success	Key Performance Indicators (KPIs)	
		Current	Goal
			Not Met

Actions/Strategies/Projects/Priorities for 25-26

Item #4	Budget Allocation	Timeline for Outcome/ Implementation
Develop site visit Tool	n/a	12/2025

Data Used to Determine (Prior Year Data)	Alignment to Strategic Plan	LCAP Alignment	
New		Goal	Action

	2. Outstanding and Respected Employees	2	2.2
	1. Learner Focused Instruction	1	1.1, 1.2

Success Indicators	Data Used to Determine Success	Key Performance Indicators (KPIs)	
		Current	Goal
			Not Met

Spending Priorities

Spending Plan for 25-26 (lists year over year changes, **if any**) with 2 prior years spending.