

## ACTION PLAN

**SPECIFIC ACTION PLAN OBJECTIVE: Technology will be integrated into the curriculum and used as a tool to assist independent 21<sup>st</sup> Century Learning**

**ACTION PLAN TITLE: Establish a K-12 articulated curriculum**

STEP NO.	ACTION PLAN	ASSIGNED TO	START DATE	PROGRESS CHECK & EVALUATION	CURRENT STATUS
	<ul style="list-style-type: none"> <li>▪ Establish District task group to develop K-12 curriculum                             <ul style="list-style-type: none"> <li>✓ One representative from each school</li> <li>✓ Include appropriate community</li> </ul> </li> <li>▪ Announce to all faculty that curriculum is being developed                             <ul style="list-style-type: none"> <li>✓ Review goal for curriculum</li> <li>✓ Ask faculty for ideas for content</li> <li>✓ Check K-12 Technology Curriculum</li> <li>✓ Review uses of Technology in the curriculum</li> </ul> </li> <li>▪ Request sample curriculum from exemplary districts</li> <li>▪ Develop scope and sequence for curriculum                             <ul style="list-style-type: none"> <li>✓ Topics</li> <li>✓ Skills</li> <li>✓ Benchmark exams</li> </ul> </li> </ul>	Bruce Cates or appropriate faculty 	10/02	Meeting notes	Completed
			10-11/02		Completed
			11/02	Notes & suggestions from faculty	
			9/02	Sample documents	Completed
				Completed scope & sequence	Scope and sequence is completed, listing topics, skills and benchmarks
	<ul style="list-style-type: none"> <li>▪ Establish a student portfolio, which includes projects and work completed in the area of technology. Use the portfolio to determine how well students are mastering the curriculum.</li> <li>▪ Schedule on-going articulation meeting</li> <li>▪ Establish basic material/equipment needs for curriculum                             <ul style="list-style-type: none"> <li>✓ Hardware</li> <li>✓ Software</li> <li>✓ Texts</li> <li>✓ Staff Development</li> </ul> </li> </ul>	TBA	9/04		
	<ul style="list-style-type: none"> <li>▪ Establish Staff Development Plan                             <ul style="list-style-type: none"> <li>✓ Review staff development plan with staff development committee</li> <li>✓ Get approval for                                     <ul style="list-style-type: none"> <li>➢ Buy Back Day</li> <li>➢ Other credit</li> </ul> </li> </ul> </li> </ul>	TBA B Cates or appropriate faculty	9/04 1/03	List of needs forwarded to Superintendent	Completed. M.S has purchased a new lab and allocated a room for this lab. All levels, elementary-H.S., are up and running as of Feb '04.
	<ul style="list-style-type: none"> <li>▪ Establish Budget request if appropriate for 2003-04</li> </ul>	B Novelli	1/03	Timeline and process presented to Superintendent	Completed. Adult School is offering classes for faculty
		B Cates	1/03		This was completed, and is part of this year's budget assumptions to fully implement the program















## ACTION PLAN

**SPECIFIC ACTION PLAN OBJECTIVE:**

**Basic Education will Include Critical Thinking and Higher Order Thinking skills in all Areas of the Curriculum**

**ACTION PLAN TITLE: Enhance the instructional environment adapts to how students learn**

STEP NO.	ACTION PLAN	ASSIGNED TO	START DATE	PROGRESS CHECK & EVALUATION	CURRENT STATUS
	<ul style="list-style-type: none"> <li>♦ Meet and discuss the delivery of the differentiated staff development ✓ schedule if appropriate</li>   <li>♦ Offer a differentiated classroom training program which includes:               <ul style="list-style-type: none"> <li>-- classroom climates: ideas and strategies that can help teachers build a safe, nurturing learning community so vital for student success.</li> <li>- knowing the learner: learning-style theories, identifying multiple intelligences, and tools to help teachers identify students' learning styles and preferences.</li> <li>-- assessing the learner: suggestions and examples of effective pre-assessment tools, tools during and after the learning process, and ideas for grading.</li> <li>-- adjusting, compacting and grouping: examining the data and adjusting learning based on students' knowledge, skills, past experiences, preferences, and needs. Processes for grouping are explored.</li> <li>-- instructional strategies: best practices and pedagogy that make a difference in student achievement based on latest educational/brain research</li> <li>-- curriculum approaches: useful curriculum approaches for facilitating differentiated learning.</li> </ul> </li>   <li>♦ Moving the control of the learning process to the student i.e., creating a self assessing learner</li> </ul>	<p>Staff Dev. Comm</p> <p>B Novelli</p>	<p>1/03</p>	<p>Differentiated training plan for District Staff</p>	<p>Completed</p> <p>Completed. The first group of staff is now using skills and strategies. They are also presenting workshops for their colleagues to create interest for next year.</p> <p>A second training will occur next year.</p> <p>Total of 25 faculty have attended workshop.</p> <p><b><i>Needs to occur</i></b></p>











**ACTION PLAN**

***SPECIFIC ACTION PLAN OBJECTIVE: Develop and implement a K-12 comprehensive program with respect to course offerings, class size, support program and facilities***

**ACTION PLAN TITLE: Identify suggested district basic course offerings and support programs (Cont'd)**

STEP NO.	ACTION PLAN	ASSIGNED TO	START DATE	PROGRESS CHECK & EVALUATION	CURRENT STATUS
	<ul style="list-style-type: none"> <li>◆ Present updates to Board of Education               <ul style="list-style-type: none"> <li>✓ study session</li> </ul> </li> <li>◆ Based on Board action establish a timeline and budget for the phase in of suggested changes. Considered:               <ul style="list-style-type: none"> <li>✓ Budget process</li> <li>✓ school calendar for registration</li> <li>✓ facility requirements</li> <li>✓ staff training/credentials</li> <li>✓ student awareness and sign up</li> </ul> </li> <li>◆ <ul style="list-style-type: none"> <li>✓ Board policy modification</li> </ul> </li> </ul>	P Perry Admin Staff Chair	1/03	Timeline and budget	Completed February '04 Board meeting.

## ACTION PLAN

**SPECIFIC ACTION PLAN OBJECTIVE: Develop and implement a K-12 comprehensive program with respect to course offerings, class size, support program and facilities**

**ACTION PLAN TITLE: Review and develop recommendation for class size and facility utilization**

STEP NO.	ACTION PLAN	ASSIGNED TO	START DATE	PROGRESS CHECK & EVALUATION	CURRENT STATUS
	<ul style="list-style-type: none"> <li>♦ Utilize information from the course offering special program report               <ul style="list-style-type: none"> <li>✓ review articles related to school size and class size with the goal to:                   <ul style="list-style-type: none"> <li>-- maximize District facilities and budget to offer the course offering and special program noted in the report</li> </ul> </li> <li>✓ Visit appropriate school sites to review various grade level grouping and school configuration.</li> </ul> </li> <li>♦ Develop a rubric to evaluate possible class size/school configuration that will meet District needs i.e., course offerings and special programs.               <ul style="list-style-type: none"> <li>✓ develop report which addresses facility usage, class size, decline in enrollment, delivery of comprehensive and special programs</li> </ul> </li> <li>♦ Update Board of Education</li> </ul>	P Perry	1/03	Report presented to Board	<p>This will occur as soon as the report is completed and should use Sage Institute's information.</p> <p>As an added activity in this area, a task group completed a report and recommended action to the Board regarding grade level configuration.</p> <p><b><i>Needs to occur</i></b></p> <p>This could be the next focus after Base Program/Support Programs and Sage Institute's work is completed</p> <p>Completed Fall 2002 and as part of last year's budget development process (Spring 2003).</p>

## ACTION PLAN

**SPECIFIC ACTION PLAN OBJECTIVE: Develop and implement a K-12 comprehensive program with respect to course offerings, class size, support program and facilities**

**ACTION PLAN TITLE: Review staff instructional background/credentials and expertise to deliver the suggested course offerings and special programs**

STEP NO.	ACTION PLAN	ASSIGNED TO	START DATE	PROGRESS CHECK & EVALUATION	CURRENT STATUS
	<ul style="list-style-type: none"> <li>♦ Based on information from the course offerings and special program findings               <ul style="list-style-type: none"> <li>✓ review credentials ELD/CLAD</li> <li>✓ survey staff as to ability to offer classes and program to students (examples)                   <ul style="list-style-type: none"> <li>-- technology</li> <li>-- foreign language</li> <li>-- vocational ed</li> <li>-- etc</li> </ul> </li> </ul> </li> <li>♦ As a result establish a training program which will assist staff teaching course/program</li> <li>♦ Recruit and hire appropriate teachers to meet the course offering/special program needs.</li> </ul>	<p>B Novelli C Saxon Staff Dev Committee</p> <p>B Novelli</p> <p>C Saxon</p>	<p>1/03</p> <p>Ongoing</p>	<p>List of teachers and requirements needed</p> <p>Training plan and classes offered</p>	<p>ELD/CLAD have become a focus of the staff development program. We have used the LEAP Plan to focus and pay for it. Approximately 8 staff members are currently involved.</p> <p>Survey is completed annually and a staff development catalogue is developed. Staff signs up for programs using the catalogue.</p> <p>Buy back days are to be used to create added interest. Both ELD and Differentiated Instruction will be a focus for the next year.</p> <p>This is planned and will occur as we replace existing staff.</p>

## ACTION PLAN

**SPECIFIC ACTION PLAN OBJECTIVE: Develop and implement a K-12 comprehensive program with respect to course offerings, class size, support program and facilities**

**ACTION PLAN TITLE: Review Budget Allocation for K-12 Program**

STEP NO.	ACTION PLAN	ASSIGNED TO	START DATE	PROGRESS CHECK & EVALUATION	CURRENT STATUS
	<p>Review funding levels of K-12 program to determine comparability</p> <ul style="list-style-type: none"> <li>• Check the funding of the elective programs and determine how many classes are funded out of the General Fund</li> </ul> <p>Identify General Fund allocation per student for each level of school, i.e., elementary, middle, and high school and compare to other “similar” districts</p> <ul style="list-style-type: none"> <li>• What is the District’s total funding (all funding sources) per student at elementary, middle, and high school.</li> <li>• Check classroom instructional supply resources to determine whether they are adequate                             <ul style="list-style-type: none"> <li>✓ Check text resources to determine if they are adequate and sequentially aligned to the curriculum</li> <li>✓ Review levels of support, and remediation for students</li> <li>✓ Check staff development and support services for teachers to make sure they have adequate support to teach new curriculum</li> </ul> </li> <li>• Check the above four bullets with relative state-wide information</li> </ul>	<p>TBA</p> <p>Task Group</p>	<p>9/04</p>		



ACTION PLAN

**SPECIFIC ACTION PLAN OBJECTIVE: Develop and implement a K-12 comprehensive program with respect to course offerings, class size, support program and facilities**

**ACTION PLAN TITLE: A complete student support service program will be offered to all students (Cont'd)**

STEP NO.	ACTION PLAN	ASSIGNED TO	START DATE	PROGRESS CHECK & EVALUATION	CURRENT STATUS
	<ul style="list-style-type: none"> <li>▪ Review transitional services to support students as they move from Special Education to regular education</li> <li>▪ Review the District's ability to support the transitional plan, school to work, vocational readiness of students completing their high school education</li> <li>▪ Review and modify Bd. Policy &amp; job descriptions where appropriate to establish Student Services Program</li> <li>▪ Present plan to Superintendent &amp; Board of Education                             <ul style="list-style-type: none"> <li>✓ Place appropriate requests in next year's budget</li> </ul> </li> </ul>	<p>C. Gallo</p> <p>C. Gallo</p> <p>Gallo</p>	<p>9/04</p> <p>9/04</p> <p>1/03</p>	<p>Policies that were reviewed</p> <p>Board presentations</p>	<p>The job description has been developed but is on hold.</p> <p><b><i>Note; job description creating an administrative coordinator position has not occurred.</i></b></p>

**ACTION PLAN**

**SPECIFIC ACTION PLAN OBJECTIVE: Establish a school environment, which is safe, clean and secure**

**ACTION PLAN TITLE: Students will attend a clean campus**

STEP NO.	ACTION PLAN	ASSIGNED TO	START DATE	PROGRESS CHECK & EVALUATION	CURRENT STATUS
	<ul style="list-style-type: none"> <li>▪ Using the FCMAT Report appropriate modifications will be made to improve our current Grounds, Maintenance and Custodial Services ✓ develop plan to implement modifications</li>   <li>▪ Schools will develop a Beautification Day program ✓ establish a student reward program for clean campuses.</li>   <li>▪ Create a yearly budget process that implements the facility maintenance program i.e., establish an account from David Avenue that links with Facility Report</li>   <li>▪ Develop a long term multi year plan to upgrade facilities ✓ using the consultant report for facility maintenance develop a timeline and budget ✓ develop appropriate budget from David Avenue</li> </ul>	<p>Maintenance Operation Supervisor/ Robin Blakley</p> <p>Principals</p> <p>Robin Blakley</p> <p>R Blakely</p>	<p>7/02</p> <p>9/02</p> <p>9/02</p> <p>9/02-12/02</p>	<p>Report developed into written goals for Custodians, Grounds, Maintenance along with: ✓ Training schedule ✓ staff development, etc</p> <p>Schedule of Beautification Days</p> <p>Budget process or program listing which link</p> <p>Facility Report to improvements</p>	<p>Lead Maintenance/Grounds position has been blended with Custodial position to develop: - Custodians/Buildings/Grounds/Maintenance In addition: - Staff inservice/training - Supervision - Custodial formulas noted in report have occurred.</p> <p>Principals are now completing monthly walkabouts and quarterly safety checks. Beautification activities are occurring on three campuses.</p> <p>Completed through the budget assumption process and establishment of our 5 year maintenance plan budget.</p> <p>5 year Maintenance Plan has been developed, Board approved, and implemented. This plan uses D.A., maintenance and State funds along with Measure A to complete its work.</p>

## ACTION PLAN

**SPECIFIC ACTION PLAN OBJECTIVE: Establish a school environment which is safe, clean and secure**

**ACTION PLAN TITLE: Students on each campus will have a comprehensive Safe School Plan**

STEP NO.	ACTION PLAN	ASSIGNED TO	START DATE	PROGRESS CHECK & EVALUATION	CURRENT STATUS
	<ul style="list-style-type: none"> <li>▪ Request that each school develop/review and update a comprehensive Safe School Plan                             <ul style="list-style-type: none"> <li>✓ employ consultant to facilitate the process and supply resources</li> </ul> </li> <li>▪ Establish District task group with one representative from each school to work with consultant</li> <li>▪ Develop draft plans                             <ul style="list-style-type: none"> <li>✓ use information from current plans then revise and edit into new plan</li> </ul> </li> <li>▪ Identify needs that must be in place for implementation of the plan i.e., material, staff development                             <ul style="list-style-type: none"> <li>✓ draft plan</li> </ul> </li> <li>▪ Develop timeline to field test various sections of the plan i.e., schedule walk throughs with PG Police</li> </ul>	<p>P Perry</p> <p>Consultant/ Principals</p> <p>Consultant/ Principal</p> <p>Consultant/ Task Group</p> <p>Consultant/ Principals</p> <p>K Terry</p>	<p>9/02</p> <p>10/02</p> <p>12/02</p> <p>1/03</p>	<p>Bd. Item requesting consultant</p> <p>Draft plan</p> <p>List of needs forwarded to Superintendent</p> <p>Completed walk throughs</p>	<p>School plans have been updated and broadened to include:</p> <ul style="list-style-type: none"> <li>✓ Intruders</li> <li>✓ bombs/explosives</li> </ul> <p>Will soon address terrorism</p> <p>District safety plan is under revision and each school has a representative.</p> <p>A revised comprehensive District Safety Plan containing policy and procedures is under development. It will meet State of California requirements.</p> <p>Will be identified at a later date</p> <p>Each school will/has completed one area in a multi-agency drill (03-04)</p>

## ACTION PLAN

**SPECIFIC ACTION PLAN OBJECTIVE: Establish a professional development plan that will enable staff to implement the District Long Range Plan**

**ACTION PLAN TITLE: Identify ways to encourage all staff (certificated, classified and administration) attend**

STEP NO.	ACTION PLAN	ASSIGNED TO	START DATE	PROGRESS CHECK & EVALUATION	CURRENT STATUS
	<ul style="list-style-type: none"> <li>◆ Survey other districts to determine how they accomplish this objective.</li> </ul>	C Saxon	9/02	Survey results	The completed use of categorical and Title VII and PAR funds, along with using District funds, pay for the program.
	<ul style="list-style-type: none"> <li>◆ Establish task group and conduct a brainstorming session to gather ideas that would get all appropriate staff to attend required staff development</li> <li>◆               <ul style="list-style-type: none"> <li>✓ District certificated professional development committee i.e., PGRB, PAR</li> <li>✓ CSEA Leadership</li> </ul> </li> </ul>	Supt.	10/02	Brainstorm ideal list	N.A. (initial discussion via negotiations is occurring).
	<ul style="list-style-type: none"> <li>◆ If required, develop a proposal based upon recommendation for the Board of Education               <ul style="list-style-type: none"> <li>✓ create new ideas for Board consideration</li> </ul> </li> </ul>	Supt.	11/02	Proposal presented to the board	No formal approval via negotiations has occurred. The improvements have been made by the committees and District Administration.
	<ul style="list-style-type: none"> <li>◆ If agreement is reached, make appropriate revisions to district practices/policies regarding methods of payment i.e., policy, contract, schedules</li> </ul>	Supt.	TBA		Refinement has also occurred in the PGRB approval process as separate item.
	<ul style="list-style-type: none"> <li>◆ Establish appropriate schedule and offer training</li> </ul>	B Novelli	TBA	Completed schedule	The offerings are presented in a District Staff Development Catalogue





**ACTION PLAN**

**SPECIFIC ACTION PLAN OBJECTIVE:**

**Publicize the Long Range Plan and increase public information regarding District Activities**

**ACTION PLAN TITLE:**

STEP NO.	ACTION PLAN	ASSIGNED TO	START DATE	PROGRESS CHECK & EVALUATION	CURRENT STATUS
	<ul style="list-style-type: none"> <li>♦ Develop news articles for The Herald insert to inform the community at large                             <ul style="list-style-type: none"> <li>✓ evaluate effectiveness of this year's <u>Herald</u> articles</li> </ul> </li> <li>♦ If appropriate modify public information process                             <ul style="list-style-type: none"> <li>✓ place on web</li> </ul> </li> <li>• Add a message point to the District's communications                             <ul style="list-style-type: none"> <li>- "This is our District"                                     <ul style="list-style-type: none"> <li>♦ Decisions are made to address common needs for <b>all</b> students   <ul style="list-style-type: none"> <li>✓ Special interest issues for specific schools or grade levels may detract from the overall benefit of the <b>total</b> District</li> </ul> </li> <li>♦ Need to maintain parent involvement in the secondary programs   <ul style="list-style-type: none"> <li>✓ Develop specific strategies to link middle school parents into the middle school classrooms, support services, and programs at the school</li> <li>✓ Establish a task group to work with the school administration and teachers to bring about this topic.</li> </ul> </li> </ul> </li> </ul> </li> <li>♦ Schedule updates of the progress of the Long Range Plan                             <ul style="list-style-type: none"> <li>✓ twice a year at Board meeting</li> <li>✓ articles written and inserted into school newsletters</li> <li>✓ place on web</li> <li>✓ Use technology to improve communication to the home                                     <ul style="list-style-type: none"> <li>• Gather email addresses of parents and use that to forward newsletters, letters, memorandums, and updates</li> </ul> </li> </ul> </li> </ul>	<p>Perry/ Morgan</p> <p>P Perry</p> <p>P Perry</p> <p>P Perry</p>	<p>8/02</p> <p>12/02</p> <p>04-05 School Year</p> <p>5/03</p>	<p>Revised plan Articles completed</p> <p>Update presented to Board of Education</p> <p>Update presented to Board of Education</p>	<p>See previous page. Also the Herald has included articles about Measure A.</p> <p>Occurs via Superintendent's goals update and budget process.</p> <p>Ongoing</p>

