

Palo Alto Adult School
REVISED Schoolwide Action Plan March 2020

Action Area: Communication

Action Item #1: The leadership team and adult school staff will develop and expand current systems of communication to support students and their learning, teachers, staff and community partners.

Rationale: The self-study affirms the need to continue work on communication with all stakeholders within and outside of the Adult School.

Steps Required	Person(s) Responsible	Resources Needed	Timeline	What do we have to do?	How do we know we've done it?
<p>1.1 Expand the system to communicate to all stakeholders:</p> <ul style="list-style-type: none"> the Mission Student Learning Outcomes State of the Adult School 	<ul style="list-style-type: none"> Leadership team Administration Marketing consultant Teachers 	<ul style="list-style-type: none"> Personnel Time Survey software 	Ongoing	<ul style="list-style-type: none"> Identify specific information to be shared Gather feedback from stakeholders Communicate information on budget and resources to stakeholders Identify Leadership team member to attend PAUSD Community Advisory Committee meetings to report PAAS matters to committee and to keep updated on PAUSD matters 	<ul style="list-style-type: none"> Use of communication platforms, website, catalog, district website Examination of analytics Measuring tool and survey for feedback Leadership team minutes reflect report from LT rep to PAUSD Community Advisory Committee
<p>1.2 Identify and implement methods to increase student voice and feedback</p>	<ul style="list-style-type: none"> Leadership team Administration Teachers 	<ul style="list-style-type: none"> Personnel Time 	August 2020 – Dec 2020	Consider the development of a student input program ("SIP")	Student input from surveys, leadership and focus groups

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Steps Required	Person(s) Responsible	Resources Needed	Timeline	What do we have to do?	How do we know we've done it?
1.3 Ongoing use of marketing tools to promote Adult School programs	<ul style="list-style-type: none"> • Administration • Marketing consultant • Teachers 	<ul style="list-style-type: none"> • Personnel • Time 	Ongoing	Identify and implement strategies to increase promotion of Adult School classes and programs	<ul style="list-style-type: none"> • Increased website usage and social media presence • Increased student enrollment
1.4 Develop electronic version of course / program evaluation	<ul style="list-style-type: none"> • Adult School principal • Teachers • District IT • Webmaster 	<ul style="list-style-type: none"> • Personnel • Time • TBD software 	June 2020 – December 2020	Make class evaluation forms available in electronic format to improve accessibility and analysis	Data from course/ program evaluation to be used to improve courses, develop new course ideas and identify student needs
1.5 Improve support system for teachers and staff to promote leadership collaboration, alignment, professional development, and effective instruction to further improve student support, promote student learning, and maintain alignment with the SLOs	<ul style="list-style-type: none"> • Teachers • Leadership team • Administration • Staff 	<ul style="list-style-type: none"> • Personnel • Time • Calendar needed meetings • Professional Development budget • Research on best practices 	June 2020 ongoing	<ul style="list-style-type: none"> • Use of professional development • Communicate evaluation and feedback process to teachers and staff • Survey teachers and staff specifically around support, budget needs and climate of Adult School 	<ul style="list-style-type: none"> • Improvement of student learning demonstrated through assessments, completed student learning goals and course / program evaluation forms • Meeting calendars, agendas and minutes • Tracking and analysis of annual survey results from teachers and staff • Professional development and professional learning of effective instructional practices and strategies offered to teachers and staff

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Steps Required	Person(s) Responsible	Resources Needed	Timeline	What do we have to do?	How do we know we've done it?
<p>1.6 Develop a regular schedule and procedure for annually updating and revising the Student/Community profile (Section 1) and the Action Plan</p>	<ul style="list-style-type: none"> • Adult School principal • Leadership team 	<ul style="list-style-type: none"> • Time • Calendar needed meetings 	March 2020- May 2020 Ongoing	<ul style="list-style-type: none"> • Schedule Leadership meetings with agendas for collection and analysis of data and making and reporting progress on Action Plan items • Collect data (demographic, enrollment, achievement) (FALL) • Note progress made on A/P items (SPRING) 	<ul style="list-style-type: none"> • Annual Action Plan posted to web-site • Present to school board • Share with stakeholders
<p>1.7 Verify alignment between school SLOs and class evaluation forms, collect assessment/goal setting data for Community Ed classes and analyze for use in meeting student needs</p>	<ul style="list-style-type: none"> • Leadership team • ESL Program Director • Parent Ed Principal • Teachers 	<ul style="list-style-type: none"> • Personnel • Time 	August 2020 to December 2020 Ongoing	Create program-appropriate goal tracking sheets	Completed goal sheets for Community Ed classes at beginning of session and updated goal sheets/assessments collected at end of session

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Action Area: Curriculum

Action Item #2: The teachers and administration will continue to develop and implement courses/classes and programs which support student learning.

Rationale: The self-study affirms the need for breadth and quality of instructional offerings and the continued expansion of opportunities for students to learn and achieve their goals.

Steps Required	Person(s) Responsible	Resources Needed	Timeline	Means to Assess	Means to Report
<p>2.1 Review and align the ESL PAAS curriculum with the English Language Proficiency Standards (ELPs)</p>	<ul style="list-style-type: none"> ESL Program Manager ESL Teachers 	<ul style="list-style-type: none"> Personnel Time Increased budget for meetings, potential software and identified PD 	June 2020- Dec 2022	<ul style="list-style-type: none"> Continue to pilot and implement new assessments based on aligned curriculum as primary ESL PLC activity 	<ul style="list-style-type: none"> Use of assessment data for student promotion and improvement of student performance and achievement Expand the implementation and variety of assessments
<p>2.2 Maintain and develop instructional offerings of relevant curriculum for state-supported and Community Ed classes and continue to explore and examine the feasibility of further developing CTE and ASE programs</p>	<ul style="list-style-type: none"> Leadership team Administration Teachers 	<ul style="list-style-type: none"> Personnel Time 	Ongoing	<ul style="list-style-type: none"> Create new course and program offerings as identified Regularly review current classes and offerings <ul style="list-style-type: none"> Improve process of developing and implementing courses/classes Within the context of the NSCCC, explore horizontal and vertical alignment of ESL class / course offerings between Adult School and Community College 	<ul style="list-style-type: none"> Monitoring and tracking data on student enrollment rates Meeting minutes and course proposals

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Action Area: Program Development

Action Item 3: The leadership team and administration will continue to expand and implement systems and programs to support student transition to college or career and/or achievement of a personal goal(s).

Rationale: The self-study affirms the continue need to improve student support services and transitions through course/ program development and implementation.

Steps Required	Person(s) Responsible	Resources Needed	Timeline	Means to Assess	Means to Report
3.1 Continue to identify student support needs and improve services	<ul style="list-style-type: none"> Leadership team Administration Transitions Advisor Teachers 	<ul style="list-style-type: none"> Personnel Time 	Ongoing	<ul style="list-style-type: none"> Use data from student surveys Teacher feedback Expand referral services Use of identified AEBG and WIOA requirements, including Objectives 5 and 6 from NSCCSTC Regional Plan 	<ul style="list-style-type: none"> Course /program evaluation feedback form Implementation of identified student support needs AEBG agendas and meetings AEBG workgroups, meetings, agendas and minutes AEBG articulation agreements AEBG outcomes
3.2 Continue to develop the Transitions program and the role of the Transition Advisor to support students in their learning and achievement of their transition goals	<ul style="list-style-type: none"> Administration Transition Advisor Transition Teacher ESL Program Manager 	<ul style="list-style-type: none"> Personnel Time Partnership with job alike teachers (AEBG) Budget for identified PD 	Ongoing	<ul style="list-style-type: none"> Meetings with Transition Advisor and Transitions Teacher Review of Transition Advisor’s responsibilities Increase visibility and promotion of Transition Advisor Within the context of the NSCCC continue to develop student monitoring plan Review of student feedback from classes Review of class curriculum 	<ul style="list-style-type: none"> Monitoring and tracking data of student learning goals and transition to college and /or career Course/ program evaluation feedback Investigate potential internships for PAAS students

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Steps Required	Person(s) Responsible	Resources Needed	Timeline	Means to Assess	Means to Report
<p>3.3 Investigate, expand and pilot online and blended courses</p>	<ul style="list-style-type: none"> • Administration • Teachers 	<ul style="list-style-type: none"> • Personnel • Time • Research on best practices • Budget 	<p>Ongoing</p>	<ul style="list-style-type: none"> • Identify training and PD/PL for course/ class development • Review current courses/ classes to identify which are potential offerings • Identify course/ class, skill and curriculum needs 	<ul style="list-style-type: none"> • New course/ class offerings • Monitor and track enrollment rates • Student feedback from course/ program evaluation form

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Action Area: Resource Management

Action Item 4: The leadership team and administration will continue to expand and implement safety procedures and secure the acquisition and maintenance of appropriate facilities .

Rationale: The self-study affirms the continued need to improve site safety and maintenance.

Steps Required	Person(s) Responsible	Resources Needed	Timeline	Means to Assess	Means to Report
4.1 Coordinate with PAUSD to implement district safety/emergency plans and train teachers to use on-campus safety procedures at all Adult School sites for all PAAS classes	<ul style="list-style-type: none"> • Leadership team • Adult School principal 	<ul style="list-style-type: none"> • Personnel • Time 	May 2020- Dec 2020	On-campus safety/emergency drills for all sites, staff and students	<ul style="list-style-type: none"> • Instructor signed document that verifies each instructor read training materials and/or attended training • Calendar of scheduled drills
4.2 Maintain and secure new space for AS classes and programs	<ul style="list-style-type: none"> • Adult school principal 	<ul style="list-style-type: none"> • Personnel • Time • Budget 	Ongoing		Facilities acquisitions and contracts