

# South Dade Technical College



2014-15 School Improvement Plan

## South Dade Technical College

109 NE 8TH ST, Homestead, FL 33030

<http://sdec.dadeschools.net>

### School Demographics

**School Type**

Other

**Title I**

No

**Free/Reduced Price Lunch**

%

**Alternative/ESE Center**

No

**Charter School**

No

**Minority**

%

### School Grades History

**Year**

**Grade**

### School Board Approval

This plan is pending approval by the Dade County School Board.

### SIP Authority and Template

Section 1001.42(18), Florida Statutes, requires district school boards to annually approve and require implementation of a school improvement plan (SIP) for each school in the district.

The Florida Department of Education (FDOE) SIP template meets all statutory and rule requirements for traditional public schools and incorporates all components required for schools receiving Title I funds. This template is required by State Board of Education Rule 6A-1.099811, Florida Administrative Code, for all non-charter schools with a current grade of D or F, or with a grade of F within the prior two years. For all other schools, the district may use a template of its choosing. All districts must submit annual assurances that their plans meet statutory requirements.

This document was prepared by school and district leadership using the Florida Department of Education's school improvement planning web application located at <https://www.floridacims.org>.

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## Purpose and Outline of the SIP

The SIP is intended to be the primary artifact used by every school with stakeholders to review data, set goals, create an action plan and monitor progress. A corollary at the district level is the District Improvement and Assistance Plan (DIAP), designed to help district leadership make the necessary connections between school and district goals in order to align resources. The Florida Department of Education encourages schools to use the SIP as a “living document” by continually updating, refining and using the plan to guide their work throughout the year. This printed version represents the SIP as of the “Date Modified” listed in the footer.

### Part I: Current School Status

Part I organizes the current status of the school around five domains inspired by the 5Essentials framework: Supportive Environment, Family and Community Involvement, Effective Leadership, Public and Collaborative Teaching, and Ambitious Instruction and Learning. Questions regarding the school’s Multi-Tiered System of Supports have been embedded throughout this part to demonstrate how data is used by stakeholders to understand the needs of all students and allocate appropriate resources in proportion to those needs.

### Part II: Needs Assessment

Part II requires the school to review performance and early warning systems data in order to develop strategic goals and associated data targets (i.e., “SMART goals”) for the coming school year in context of the school’s greatest strengths and needs. An online tool was developed, which includes data visualizations and processing questions to support problem identification, problem analysis and strategic goal formulation.

### Part III: 8-Step Planning and Problem Solving for Implementation

Part III enables the school to develop implementation plans for its highest-priority goals. With the overview of the current state of the school in mind and the strategic goals identified through the needs assessment, the planning team engages in a facilitated planning and problem-solving process, through which they

- Define strategic goals and establish targets to be reached by successfully achieving the goals (Step 1)
- Identify resources available to support the goals and barriers that could hinder achieving those goals (Step 2)
- Select high-priority barriers they want to address initially (Step 3)
- Design implementation and monitoring plans for strategies to resolve selected barriers (Steps 4-7)
- Determine how they will monitor progress toward each goal (Step 8)

### Appendices

The following appendices, automatically-generated from content entered in Part III, are included in this document:

- Appendix 1 is a timeline of all action steps and monitoring activities
- Appendix 2 is an outline of all professional development opportunities and technical assistance items
- Appendix 3 is a report of the budget needed to implement the strategies

## Differentiated Accountability

Florida’s Differentiated Accountability (DA) system is a statewide network of strategic support, differentiated by need according to performance data, and provided to schools and districts in order to improve leadership capacity, teacher efficacy and student outcomes. DA field teams collaborate with district and school leadership to design, implement and refine improvement plans, as well as provide instructional coaching, as needed.

### DA Regions

Florida’s DA network is divided into five geographical regions, each served by a field team led by a regional executive director (RED).

### DA Categories

Traditional public schools are classified at the start of each school year, based upon the most recently released school grades (A-F), into one of the following categories:

- Not in DA – currently A or B with no F in prior three years; charter schools; ungraded schools
- Monitoring Only – currently A or B with at least one F in the prior three years
- Prevent – currently C
- Focus – currently D
  - Planning – two consecutive grades of D (i.e., DD), or a grade of F immediately followed by a grade of D in the most recent grades release (i.e., FD)
  - Implementing – two consecutive grades of D in the most recent grades release preceded by a grade below C (i.e., FDD or DDD)
- Priority – currently F
  - Planning – declined to a grade of F in the most recent grades release and have not received a planning year or implemented a turnaround option during the previous school year
  - Implementing – two consecutive grades of F (i.e., FF), or three consecutive grades below C with an F in the most recent grades release (i.e., FDF or DDF)

### DA Turnaround and Monitoring Statuses

Additionally, schools in DA are subject to one or more of the following Turnaround and Monitoring Statuses:

- Former F – currently A-D with at least one F in the prior three years; SIP is monitored by FDOE
- Planning – Focus Planning and Priority Planning; district is planning for possible turnaround
- Implementing – Focus Implementing and Priority Implementing; district is implementing the Turnaround Option Plan (TOP)

### 2014-15 DA Category and Statuses

DA Category	Region	RED
Not In DA	5	<a href="#">Gayle Sitter</a>
Former F	Turnaround Status	
No		





## Part I: Current School Status

### Supportive Environment

#### School Mission and Vision

##### **Provide the school's mission statement**

South Dade Educational Center's mission is to "guide and prepare learners in attaining their highest academic goals and competency levels to qualify them for initial employment and/or career advancement."

##### **Provide the school's vision statement**

We are committed to providing quality educational programs and services for adult learners.

#### School Environment

##### **Describe the process by which the school learns about students' cultures and builds relationships between teachers and students**

The school learns of different cultures by celebrating different backgrounds during different times throughout the year. The school establishes teacher supported student committees which designate sub-groups within the committees to plan for and implement various cultural activities throughout the year for the entire school. During these activities students and teachers are involved in sharing cultural customs, history, food and traditions from various cultures represented in our community and in our student population. These processes allow students and teachers to learn about each other's cultures in order to establish a community which builds on its cultural and linguistic differences.

##### **Describe how the school creates an environment where students feel safe and respected before, during and after school**

In order to ensure students feel safe both emotionally and physically before and after school designated student areas are supervised by security at all times.

During school time, students are in a discussion oriented classroom where students are encouraged to participate and where the teacher has high expectations.

Additionally, as part of our morning announcement routine, topics such as bullying, dating and healthy friendships are covered in order to establish healthy culture of support and respect.

##### **Describe the schoolwide behavioral system in place that aids in minimizing distractions to keep students engaged during instructional time. This may include, but is not limited to, established protocols for disciplinary incidents, clear behavioral expectations, and training for school personnel to ensure the system is fairly and consistently enforced**

Teachers have worked together to establish common classroom rules and expectations which are posted in every classroom. This system builds continuity for students so that classroom expectations are seamless within our programs.

Additionally, administration, case managers and counselors work together with teachers to implement and support a behavior management system which includes behavioral, attendance and academic contracts for students which require individualized attention.

##### **Describe how the school ensures the social-emotional needs of all students are being met, which may include providing counseling, mentoring and other pupil services**

The Career Pathways Orientation class introduces our students to the school community and all the support services available to them to assist their educational and career goals. As part of this



orientation process, students are assigned and introduced to their case manager which will provide more individualized support. Case managers meet with students individually as needed and follow up with attendance and other issues that might arise. Lastly, case managers, administration and other school personnel when appropriate, meet weekly to case conference as needed for individual students.

### Early Warning Systems

The school's response to this section may be used to satisfy the requirements of 20 U.S.C. § 6314(b)(1)(B)(ii)(III), (b)(1)(B)(iii)(I), and (b)(1)(I).

**Describe the school's early warning system and provide a list of the early warning indicators used in the system**

N/A

**Provide the following data related to the school's early warning system**

*The number of students by grade level that exhibit each early warning indicator:*

Indicator	Grade Level	Total
Attendance below 90 percent		
One or more suspensions		
Course failure in ELA or Math		
Level 1 on statewide assessment		

*The number of students identified by the system as exhibiting two or more early warning indicators:*

Indicator	Grade Level	Total
Students exhibiting two or more indicators		

**Describe all intervention strategies employed by the school to improve the academic performance of students identified by the early warning system**

NA

### Family and Community Involvement

The school's response to this section may be used to satisfy the requirements of 20 U.S.C. § 6314(b)(1)(B)(iii)(I)(aa).

**Describe how the school works at building positive relationships with families to increase involvement, including efforts to communicate the school's mission and vision, and keep parents informed of their child's progress**

Title I schools use the Parent Involvement Plan (PIP) to meet the requirements of 20 U.S.C. § 6314(b)(1)(F).

**Will the school use its PIP to satisfy this question?**

No

#### **PIP Link**

The school completes a Parental Involvement Plan (PIP), which is available at the school site.

#### **Description**

As an adult center, our contact with parents is minimal. However, we do acknowledge that we serve a small number of adolescents in our school. In order to provide these students with the maximum support they need, those who have not reached adulthood are identified and supported through the

case managers. Case managers stay connected with the families by telephone when needed to verify absences and when appropriate to coordinate meetings to support the student with the development of behavioral and academic contracts.

Lastly, for the high school students, our adult center follows the K-12 progress report calendar and grades distribution in a timely manner.

**Describe the process by which the school builds and sustains partnerships with the local community for the purpose of securing and utilizing resources to support the school and student achievement**

Community partnerships are established with outside agencies such as The Farmworkers Association, Homestead Job Corps, Chapman Partnerships, Mexican American Council, enFamilia, just to name a few. Association representatives are invited to attend EESAC meetings and contribute to the discussion of improving educational opportunities for those in our community.

**Effective Leadership**

The school's response to this section may be used to satisfy the requirements of 20 U.S.C. § 6314(b)(1)(H).

**School Leadership Team**

**Membership**

Identify the name, email address and position title for each member of the school leadership team.:

Name	Title
Mauri, Susana	Principal
Vazquez, Angelo	Assistant Principal
Ferreira De Vesga, Laura	Assistant Principal
De Leon, Oscar	Guidance Counselor
Martin, Rose	

**Duties**

***Describe the roles and responsibilities of the members, including how they serve as instructional leaders and practice shared decision making***

The following will be implemented by the school's MTSS Leadership Team to address utilization of the RtI process to enhance data collection, data analysis, problem-solving, differentiated instructional support, and progress monitoring:

1. Utilization of Data-in-Your-Hands and school-generated data for monitoring overall student performance
2. Utilization of Test of Adult Basic Education (TABE) and the Comprehensive Adult Student Assessment System (CASAS) test results for individualizing instruction and empowering teachers to improve student performance thereby increasing Literacy Completion Points (LCPs) and Occupational Completion Points (OCPs)
3. Analysis of student achievement data for devising and implementing professional development activities for faculty members
6. Offering of professional development activities on effective reading strategies to all English for Speakers of Other Languages (ESOL), General Education Development (GED), Adult Basic Education (ABE) and high school completion teachers
4. Review of counselors' intake procedures for developing new processes in identifying students with greater barriers to learning and providing the appropriate accommodations
5. Provision of clear indicators of student need and student progress thereby assisting in examining the validity and effectiveness of instructional program delivery

7. Effective use of tutors for providing intervention and enrichment support in small group and individualized settings for all Adult General Education (AGE) students

***Describe the process through which school leadership identifies and aligns all available resources (e.g., personnel, instructional, curricular) in order to meet the needs of all students and maximize desired student outcomes. Include the methodology for coordinating and supplementing federal, state and local funds, services and programs. Provide the person(s) responsible, frequency of meetings, how an inventory of resources is maintained and any problem-solving activities used to determine how to apply resources for the highest impact***

The Leadership Team is instrumental in monitoring the implementation of the School Improvement Plan by ensuring that plan objectives/goals and strategies are met with accuracy and within the established timelines. The team continuously reviews and enhances the school's academic goals and strategies through data collection and data analysis and also provides feedback for modifying and/or deleting strategies.

Adult Education: Funds are allocated to each Adult/Vocational Technical Education through membership hours and student performance.

Career Pathways: Funds are allocated through Federal Grant monies dispersed through the Workforce Development Office. (TBD)

District Financial Aid Program (DFAP)/Fee Waiver: Monies are allocated through the district office and dispersed based on student enrollment and performance. DFAP (\$25,000.00) and Fee Waiver (\$20,000.00)

Carl Perkins Funds: Funds are allocated through Federal Grant monies and dispersed through the the Career and Technical Education Office at the District Level. (\$2,000.00)

### **School Advisory Council (SAC)**

#### **Membership**

Identify the name and stakeholder group for each member of the SAC.:

Name	Stakeholder Group
Susana Mauri	Principal
Andres Fonseca	Teacher
Maria Garza	Business/Community
Maria Gutierrez	Education Support Employee
William Derr	Teacher
James Poe	Teacher
Scott Parker	Teacher
Donta Taylor	Teacher
Joyce Griffiths	Teacher
Irmgard Sandel Paris	Education Support Employee
Delores Pedraza	Education Support Employee
Monique Hampton	Business/Community
Luis Cerezo	Business/Community
Ciprano Garza	Business/Community
Josh Cabrera	Business/Community
Chris Fisher	Business/Community
Carlos Archbold	Business/Community
Lesly Diaz	Education Support Employee
Milabo Delne	Student
Diderot Nicolas	Student
Gimena Granados	Student
	Student

### Duties

***Provide a description of the SAC's involvement with the following activities, as required by section 1001.452(2), Florida Statutes***

*Evaluation of last year's school improvement plan*

A midyear review of its implementation allows the assessment of resources needed for compliance. An end-of-year review assesses the School Improvement Process (SIP) progress through a presentation of findings supported by a myriad of data elements. These results guide the direction of the school by promoting the thoughtful and informed use of data in evaluating the achievement of current SIP goals and setting objectives and strategies for future SIPs. The school principal (or designee), the EESAC chairperson, the United Teachers of Dade (UTD) steward, EESAC community/business representatives, and EESAC student representatives are present at these meetings.

*Development of this school improvement plan*

The school leadership team, department chair persons and teachers during planning, had voice in the development of the 2014-2015 SIP. The SDEC Educational Excellence School Advisory Council (EESAC) also received end of year results of the 2013-2014, and 2014-2015 updates were discussed. Additionally, new SIP goals based on 2013-14 data were shared during the opening of schools meeting with staff and community partners.

As the SIP is a malleable document, on-going reports of the status of the implementation of the SIP

are shared through out the year and during mid-year reviews and updates and changes will be made as needed throughout the school year.

*Preparation of the school's annual budget and plan*

Not applicable in Adult Education

***Describe the use of school improvement funds allocated last year, including the amount budgeted for each project***

Not applicable in Adult Education

***Verify that the school is in compliance with section 1001.452, Florida Statutes, regarding the establishment requirements and duties of the SAC***

Yes

*If the school is not in compliance, describe the measures being implemented to meet SAC requirements*

N/A

**Literacy Leadership Team (LLT)**

**Membership**

Identify the name, email address and position title for each member of the school-based LLT.:

Name	Title
Mauri, Susana	Principal
Vazquez, Angelo	Assistant Principal
Ferreira De Vesga, Laura	Assistant Principal
De Leon, Oscar	Guidance Counselor
Parker, Scott	
Derr, William	Teacher, Career/Technical

**Duties**

***Describe how the LLT promotes literacy within the school***

Major initiatives of the LLT Team this year include the following:

- Continued implementation of school-wide literacy strategies, pacing guides, coaching cycles, data chats, and common planning
- Partnering with feeder schools to increase the graduation rate and disseminate information regarding graduation options and post-secondary educational options.
- Organizing school activities to increase and sustain enrollment.

**Public and Collaborative Teaching**

The school's response to this section may be used to satisfy the requirements of 20 U.S.C. § 6314(b)(1)(D).

**Describe the school's strategies to encourage positive working relationships between teachers, including collaborative planning and instruction**

At South Dade Educational Center we find that implementing PD and planning opportunities that are: (a) content focused, (b) data driven, (c) ongoing, (d) is recognized by the leadership in the school, (e) is standards and strategy based, (f) has follow up (g) is consistent, (h) provides support with feedback and

(i) provides access to instructional materials has statistically significant increases on teacher knowledge, strategy usage and in building positive relationships among the teachers.

**Describe the school's strategies to recruit, develop and retain highly qualified, certified-in-field, effective teachers to the school**

At South Dade Educational Center we promote the vision of Miami Dade County Public Schools. We are dedicated to success for all of our students, particularly those in our highest need schools. Commitment to producing quantifiable student achievement gains. Willingness to persevere through difficulties and use problem solving skills to turn challenges into opportunities. Passion for improving the lives of Miami-Dade's student population.

South Dade Educational Center and Miami-Dade County Public Schools always seeks teachers who are passionate about impacting academic achievement and making a difference in the lives of our students through high quality instruction.

**Describe the school's teacher mentoring program, including the rationale for pairings and planned mentoring activities**

In an effort to support new teachers and facilitate their transition as they become effective, experienced classroom practitioners; the Mentoring and Induction for New Teachers (MINT) program is offered to all new teachers. MINT is a three-year comprehensive induction program designed to assist and retain new teachers by providing high quality professional development opportunities that will enable teachers to enhance student

learning and increase student achievement. The program is aligned with the Florida Educators Accomplished Practices (FEAP) and provides sustained support by enlisting veteran school, regional, and district educators to mentor, coach and guide new teachers.

Program components include the assignment of a mentor or buddy teacher, core learning courses, participation in professional learning communities through New Educator Support Team (NEST) sessions, participation in a new teacher orientation, activities focusing on reflection, self-assessment and goal setting, and release time for classroom observations. Participation in the program is mandatory during the first two years of the new teacher's tenure. Teachers may elect not to participate in MINT during their third year.

At SDEC, new teachers work together with the department head and experienced teachers during weekly common planning sessions. These sessions offer teachers opportunities to develop lesson plans, analyze student data, evaluate student progress, and develop intervention and enrichment activities for differentiating instruction.

## **Ambitious Instruction and Learning**

### **Instructional Programs and Strategies**

#### **Instructional Programs**

***Describe how the school ensures its core instructional programs and materials are aligned to Florida's standards***

Florida Standards will implement standards which will require high level cognitive demands on students. These standards will require students to develop a deep conceptual understanding of content areas which will require them to read and comprehend in order to effectively analyze, and synthesize text while learning and interacting with content. In order to align our instructional materials to Florida Standards, teachers collaborate in developing standards based pacing guides aligned with AGE benchmarks to assure scaffolded and seamless learning objectives.

#### **Instructional Strategies**

**Describe how the school uses data to provide and differentiate instruction to meet the diverse needs of students. Provide examples of how instruction is modified or supplemented to assist students having difficulty attaining the proficient or advanced level on state assessments**

South Dade Educational Center's teachers have collaboratively developed and implemented an Individualized Learning Plan tool to assist students and teachers in monitoring individual student progress. These plans assist the students in identifying areas for independent practice and also assist the teacher in organizing and differentiating small group instruction. Lastly this tool is used by the teacher to quick identify students who are falling behind so that more individualized attention is given to these students via the school's tutoring program.

Tutoring schedules are modified as needed by the assistant principal as per teacher recommendation during common planning, and tutoring logs are submitted biweekly to the assistant principal.

**Provide the following information for each strategy the school uses to increase the amount and quality of learning time and help enrich and accelerate the curriculum:**

**Strategy:** Extended School Day

**Minutes added to school year:**

Not applicable to adult education.

**Strategy Rationale**

Not applicable to adult education.

**Strategy Purpose(s)**

""

**Person(s) responsible for monitoring implementation of the strategy**

**Data that is or will be collected and how it is analyzed to determine effectiveness of the strategy**

Not applicable to adult education

## Student Transition and Readiness

### PreK-12 Transition

The school's response to this question may be used to satisfy the requirements of 20 U.S.C. § 6314(b)(1)(G).

**Describe the strategies the school employs to support incoming and outgoing cohorts of students in transition from one school level to another**

No applicable to adult education

### College and Career Readiness

**Describe the strategies the school uses to advance college and career awareness, which may include establishing partnerships with business, industry or community organizations**

Our Career Pathways Wheel Course offers students exposure to in-depth career exploration covering all of the 16 career clusters as well as the additional "energy"-specific career cluster for the State of Florida. As part of the required activities, students must complete specific career-related activities for each cluster. The clusters are infused throughout the academic core wheel class providing opportunities for contextualized instruction in reading, language and mathematics. These activities always include a heavy technological component. Additionally, students consider their personal career interests and aptitudes in identifying possible job interests within each career cluster.

Career Pathways classrooms are run as small business and/or corporate offices. Instruction is not text-book dependent, but rather real-life dependent. Materials are contextualized into the various occupational sectors and infused with real life technological applications. The focus of instruction is for students to apply new skills and concepts in solving different career-specific situations or problems, and instruction is differentiated to meet the needs of each student. Students are encouraged to construct knowledge for themselves and develop trouble-shooting skills essential for success in today's workforce.

***Identify the career and technical education programs available to students and industry certifications that may be earned through those respective programs***

Career and Technical Education programs available to students are:

Applied Information Technology  
Automotive Service Technology  
Early Childhood Education  
Facials Specialty  
Medical Assisting  
Nails Specialty  
Pharmacy Technician  
Phlebotomy

***Describe efforts the school has taken to integrate career and technical education with academic courses (e.g., industrial biotechnology) to support student achievement***

The Career Pathways Orientation Program provides students with an overview of all career clusters that will enable them to explore career opportunities; identify their strengths and weaknesses in basic skills such as reading, language and mathematics; and create viable short-term and long-term educational and career goals, all with the purpose of guiding students toward successfully continuing a post-secondary education; earning a degree, certificate, or industry credential; and successfully obtaining employment.

The Career Pathways integration into all English for Speakers of Other Languages (ESOL) functional levels provides students with limited English proficiency an opportunity to explore all career clusters. Specific career cluster-related activities are contextualized into ESOL lessons providing students with an opportunity to explore career and employment options within each cluster in order to assist them in developing a career-centered educational plan.

***Describe strategies for improving student readiness for the public postsecondary level based on annual analysis of the [High School Feedback Report](#), as required by section 1008.37(4), Florida Statutes***

Not applicable for adult education



## School Improvement Goals

The following key is intended to help readers understand how the sections of this document correspond to the steps of the 8-step planning and problem-solving framework used in the School Improvement Plan. The Quick Key numbers can help registered users go directly to the point of entry for any given goal, barrier and strategy within the online survey.

### Problem Solving Key

**G** = Goal                      **B** =  
   Barrier                      **S** = Strategy

**1** = Problem Solving Step       S123456 = Quick Key

## Strategic Goals Summary

- G1.**        ATTENDANCE: As an adult education facility, we monitor membership hours in lieu of FTE. Increase school-wide student membership hours by 3% as evidenced by comparing Summary Report from DIYH for WDIS year 2013-14 to WDIS year 2014-15.
  
- G2.**        OCPs: Increase the number of students who demonstrate growth by completing one or more CTE courses by 3% over last year's total of 559 OCPs, which sets the anticipated 2015 level of performance at 576 OCPs.
  
- G3.**        LCPs: Increase the number of LCPs earned by students who demonstrate growth by advancing one or more functional levels by 3% over last year's LCP total from 857 to 874.

## Strategic Goals Detail

*For each strategic goal, this section lists the associated targets (i.e., "SMART goals"), resources available to support movement toward the goal, barriers to achieving the goal, and the plan for monitoring progress toward the goal*

**G1. ATTENDANCE:** As an adult education facility, we monitor membership hours in lieu of FTE. Increase school-wide student membership hours by 3% as evidenced by comparing Summary Report from DIYH for WDIS year 2013-14 to WDIS year 2014-15. 1a

G043715

**Targets Supported** 1b

Indicator	Annual Target
	3.0

**Resources Available to Support the Goal** 2

- Information on transportation (bus schedules maps, contact telephone numbers, etc.) during all orientation classes
- Case Managers contact log to assure that students with identified attendance issues are receiving follow up phone calls

**Targeted Barriers to Achieving the Goal** 3

- Students' lack of awareness regarding available options for transportation to and from school.
- Lack of follow up with students who withdrawal do to excessive absences.

**Plan to Monitor Progress Toward G1.** 8

Monitor student attendance and attrition rates per trimester to compare longitudinal data.

**Person Responsible**

Susana Mauri

**Schedule**

Monthly, from 8/18/2014 to 7/29/2015

**Evidence of Completion**

Trimester to trimester attendance, enrollment and attrition rates report.

**G2.** OCPs: Increase the number of students who demonstrate growth by completing one or more CTE courses by 3% over last year's total of 559 OCPs, which sets the anticipated 2015 level of performance at 576 OCPs. 1a

G043717

**Targets Supported** 1b

Indicator	Annual Target
	3.0

**Resources Available to Support the Goal** 2

- Provide Pell grants (pending certification), fee waivers and District Financial Aid Program (DFAP) awards to eligible students
- Utilize the Applied Academics for Adult Education (AAAE) Lab to provide remediation in basic skills

**Targeted Barriers to Achieving the Goal** 3

- Cost of tuition
- TABE scores attainment for program completers

**Plan to Monitor Progress Toward G2.** 8

Review Training Achievement Record (TAR), Occupational Completion Point (OCP) checklists, Gradebook Attendance Summary Report, and the COE Annual Report. Monitor in house attendance and student performance data in correlation with attaining OCPs and DIYH annual LCP report to compare to last year.

**Person Responsible**

Susana Mauri

**Schedule**

Annually, from 8/18/2014 to 7/29/2015

**Evidence of Completion**

TAR, Data- in-your-Hands, OCP Summary Report, In house attendance and student performance data and COE Annual Report.

**G3.** LCPs: Increase the number of LCPs earned by students who demonstrate growth by advancing one or more functional levels by 3% over last year's LCP total from 857 to 874. 1a

G043719

**Targets Supported** 1b

Indicator	Annual Target
	3.0

**Resources Available to Support the Goal** 2

- Monitor classroom instruction and student progress in Gradebook and on CASAS/TABE post-tests
- Classroom walk-throughs protocol to ensure fidelity of strategy implementation and lesson plans implementation

**Targeted Barriers to Achieving the Goal** 3

- Teachers need additional support using data to increase mastery of standards.
- Upper-level ESOL students (intermediate and advanced) not making progress from one functional level to the next.

**Plan to Monitor Progress Toward G3.** 8

Monitor longitudinal trimester LCP data report from Data in Your Hands.

**Person Responsible**

Susana Mauri

**Schedule**

Every 2 Months, from 8/18/2014 to 7/29/2015

**Evidence of Completion**

Trimester DIYH LCP increase by trimester.

## Action Plan for Improvement


For each strategy selected in the plan to reduce a targeted barrier to a strategic goal, this section lists the rationale for that strategy (i.e., why the school believes it will reduce the barrier) and the action steps that have been identified as necessary to implementing the strategy, including details such as the point person, timing and duration, and evidence of completion. At the end of each set of action steps is the plan for monitoring the implementation and effectiveness of the respective strategy.

### Problem Solving Key


**G** = Goal                      **B** =  
   Barrier                      **S** = Strategy

**1** = Problem Solving Step       S123456 = Quick Key

**G1. ATTENDANCE:** As an adult education facility, we monitor membership hours in lieu of FTE. Increase school-wide student membership hours by 3% as evidenced by comparing Summary Report from DIYH for WDIS year 2013-14 to WDIS year 2014-15. **1**

 G043715

**G1.B1** Students' lack of awareness regarding available options for transportation to and from school. **2**

 B107158

**G1.B1.S1** Include information on transportation (bus schedules maps, contact telephone numbers, etc.) during all orientation classes. **4**

 S118521

### Strategy Rationale

When transportation is impeding attendance students will be knowledgeable of public transportation options

### Action Step 1 **5**

Monitor Orientation and distribution of student information packet with important information regarding transportation.

### Person Responsible

Susana Mauri

### Schedule

Weekly, from 8/18/2014 to 7/29/2015

### Evidence of Completion

Student sign in sheet of acceptance of information packets.

**Plan to Monitor Fidelity of Implementation of G1.B1.S1** 6

Monitor student sign in sheet binder during case managers meeting.

**Person Responsible**

Susana Mauri

**Schedule**

Monthly, from 8/18/2014 to 7/29/2015

**Evidence of Completion**

Student sign in sheets.

**Plan to Monitor Effectiveness of Implementation of G1.B1.S1** 7

Monitor student feedback data to ensure that students are receiving pertinent information during the orientation process.

**Person Responsible**

Susana Mauri


**Schedule**

Monthly, from 8/18/2014 to 7/29/2015

**Evidence of Completion**

Survey tallies

**G1.B1.S2** Follow up with students who are withdrawn due to excessive absences. 4

 S118523

**Strategy Rationale**

Follow up phone calls will help support students so that they may reenter and complete the program.

**Action Step 1** 5

Establish a WD form for teachers to use and communicate student withdrawals with case managers so that they may be contacted.

**Person Responsible**

Laura Ferreira De Vesga

**Schedule**

Weekly, from 9/24/2014 to 9/24/2014

***Evidence of Completion***

Teacher WD requests and case managers contact logs

**Plan to Monitor Fidelity of Implementation of G1.B1.S2** 6

WD request slips and case managers contact logs.

**Person Responsible**

Laura Ferreira De Vesga

**Schedule**

Weekly, from 9/24/2014 to 9/24/2014

***Evidence of Completion***

Case managers passport printout with review of open cases.

**Plan to Monitor Effectiveness of Implementation of G1.B1.S2** 7

Monitor student attendance through Gradebook and case manager logs.

**Person Responsible**

Susana Mauri


**Schedule**

Weekly, from 9/24/2014 to 9/24/2014


**Evidence of Completion**

Daily attendance/enrollment reports

**G1.B2** Lack of follow up with students who withdrawal do to excessive abscesses. 2

 B107160

**G1.B2.S1** Create a mentoring program to include students with identified attendance issues. 4

 S118528

**Strategy Rationale**

Young adults in an adult education center require close monitoring to ensure adequate support is provided so they many complete a program.

**Action Step 1** 5

Mentoring program for students with high absenteeism.

**Person Responsible**

Laura Ferreira De Vesga

**Schedule**

Weekly, from 9/24/2014 to 9/24/2014

**Evidence of Completion**

Case managers meeting logs and sign in sheets.



**Plan to Monitor Fidelity of Implementation of G1.B2.S1** 6

Monitor mentoring and student conferences and call logs on a weekly basis by discussing content of cases in case managers Passport.

**Person Responsible**

Laura Ferreira De Vesga

**Schedule**

Weekly, from 9/24/2014 to 9/24/2014

***Evidence of Completion***

Mentoring logs/case manager's Passports

**Plan to Monitor Effectiveness of Implementation of G1.B2.S1** 7

Run attrition reports for ABE and ESOL programs

**Person Responsible**

Susana Mauri

**Schedule**

Monthly, from 9/24/2014 to 9/24/2014

***Evidence of Completion***

Attrition reports

**G2.** OCPs: Increase the number of students who demonstrate growth by completing one or more CTE courses by 3% over last year's total of 559 OCPs, which sets the anticipated 2015 level of performance at 576 OCPs.

1

G043717

**G2.B1** Cost of tuition 2

B107163

**G2.B1.S1** Monitor enrollment and District Financial Aid Program (DFAP)/Fee waiver allocation reports and Pell Grant Fiscal Operation (FISAP) report. Application to participate for the following year. 4

S118531

**Strategy Rationale**

Financial aid opportunities are essential for some students to complete the course and earn an OCP.

**Action Step 1** 5

Review Training Achievement Record (TAR), Occupational Completion Point (OCP) checklists, Gradebook Attendance Summary Report, and the COE Annual Report.

**Person Responsible**

Angelo Vazquez

**Schedule**

Monthly, from 8/18/2014 to 7/29/2015

**Evidence of Completion**

TAR, Data- in-your-Hands, OCP Summary Report, and COE Annual Report

**Plan to Monitor Fidelity of Implementation of G2.B1.S1** 6

Review Training Achievement Record (TAR), Occupational Completion Point (OCP) checklists

**Person Responsible**

Susana Mauri

**Schedule**

Monthly, from 8/18/2014 to 7/29/2015

**Evidence of Completion**

TAR, Data- in-your-Hands, OCP Summary Report, and COE Annual Report

**Plan to Monitor Effectiveness of Implementation of G2.B1.S1** 7

Occupational Completion Point (OCP) DIYH trimester report

**Person Responsible**

Susana Mauri


**Schedule**

Quarterly, from 8/18/2014 to 7/29/2015


**Evidence of Completion**

Increased OCP from same time previous year.

**G2.B2** TABE scores attainment for program completers 2

 B107165

**G2.B2.S1** Utilize the Applied Academics for Adult Education (AAAE) Lab to provide remediation in basic skills. 4

 S118533

**Strategy Rationale**

The lab setting provides individualized instruction and self paced learning for students.

**Action Step 1** 5

Monitor student referrals to the AAAE Lab and review student progress through TABE test results.

**Person Responsible**

Angelo Vazquez

**Schedule**

Monthly, from 9/24/2014 to 7/29/2015

**Evidence of Completion**

TABE post-test scores, Use of Differentiated Instruction during walk-throughs and in house attendance and student performance data

**Plan to Monitor Fidelity of Implementation of G2.B2.S1** 6

Monitor in Lab usage through in house reporting and data gathering.

**Person Responsible**

Angelo Vazquez

**Schedule**

Monthly, from 8/18/2014 to 7/29/2015

**Evidence of Completion**

Lab usage reports.

**Plan to Monitor Effectiveness of Implementation of G2.B2.S1** 7

Monitor student referrals to the AAAE Lab and review student progress through TABE test results. Monitor in house attendance and student performance data in correlation with attaining OCPs.

**Person Responsible**

Angelo Vazquez

**Schedule**

Quarterly, from 8/18/2014 to 7/29/2015

**Evidence of Completion**

TABE post-test scores and in house attendance and student performance data

**G3.** LCPs: Increase the number of LCPs earned by students who demonstrate growth by advancing one or more functional levels by 3% over last year's LCP total from 857 to 874. 1

G043719

**G3.B1** Teachers need additional support using data to increase mastery of standards. 2

B107169

**G3.B1.S1** Review and use student data to make decisions on instruction, interventions, and enrichment.

4

S118542

### Strategy Rationale

Reviewing data will help provide students with access to targeted and individualized instruction.

### Action Step 1 5

Use common planning to analyze students' CASAS Tops Pro/ITTS score reports to determine student progress on ESOL, CASAS and TABE benchmarks and drive instructional decisions.

#### Person Responsible

Susana Mauri

#### Schedule

Monthly, from 8/18/2014 to 7/29/2015

#### Evidence of Completion

CASAS, TABE Tops Pro, and ITTS score reports, common planning logs, lesson plans.

### Plan to Monitor Fidelity of Implementation of G3.B1.S1 6

Fidelity of common planning will be monitored by reviewing teacher lesson plans and common planning sign-in sheets and agenda.

#### Person Responsible

Susana Mauri

#### Schedule

Monthly, from 8/18/2014 to 7/29/2015

#### Evidence of Completion

CASAS Tops Pro/ ITTS score reports, common planning logs, lesson plans, coaching logs.

**Plan to Monitor Effectiveness of Implementation of G3.B1.S1** 7

Analyze students' CASAS Tops Pro/ ITTS score reports to determine student progress on ESOL/ ABE benchmarks. Monitor student performance data, common planning logs, and lesson plans.. Monitor in house data on LCPs.

**Person Responsible**

Susana Mauri

**Schedule**

Monthly, from 8/18/2014 to 7/29/2015

**Evidence of Completion**

CASAS Tops Pro/ ITTS score reports, common planning logs, lesson plans.

**G3.B1.S2** Implement School-Wide Instructional Focus Calendar for all ESOL/ABE classes covering targeted lowest-scoring reading benchmarks within each anchor standard. 4

 S118543

**Strategy Rationale**

An instructional focus calendar will assist teachers as they collaborate during common planning to assure targeted instruction.

**Action Step 1** 5

Lesson Plans will reflect the Instructional Focus Calendars and Pacing Guides

**Person Responsible**

Susana Mauri

**Schedule**

Weekly, from 8/18/2014 to 7/29/2015

**Evidence of Completion**

Classroom visitations, observations, and lesson plans

**Plan to Monitor Fidelity of Implementation of G3.B1.S2** 6

Conduct classroom walk throughs to ensure fidelity of strategy implementation and alignment to IFC.

**Person Responsible**

Susana Mauri

**Schedule**

Weekly, from 8/18/2014 to 7/29/2015

***Evidence of Completion***

Classroom visitations feedback worksheet.

**Plan to Monitor Effectiveness of Implementation of G3.B1.S2** 7

The effectiveness of the IFC will be measured by end of trimester LCP teacher reports

**Person Responsible**

Susana Mauri


**Schedule**

Semiannually, from 8/18/2014 to 7/29/2015

***Evidence of Completion***

DIYH LCP report by teacher

**G3.B2** Upper-level ESOL students (intermediate and advanced) not making progress from one functional level to the next. **2**

 B107170

**G3.B2.S1** Use CASAS Tops Pro score reports to design instructional plans to address students' academic needs. **4**

 S118544

### **Strategy Rationale**

Casas Tops Pro reports will help teachers plan for individualized instruction during DI.

### **Action Step 1** **5**

During common planning, analyze students' CASAS Tops Pro score reports to determine student progress on ESOL/CASAS benchmarks. Teachers will also discuss how to monitor student performance data and conduct Data Chats.

#### **Person Responsible**

Susana Mauri

#### **Schedule**

Monthly, from 8/18/2014 to 7/29/2015

#### **Evidence of Completion**

CASAS Tops Pro score reports, Data-in-your-Hands, LCP Summary Report, and school-generated data.

### **Plan to Monitor Fidelity of Implementation of G3.B2.S1** **6**

Analyze students' CASAS Tops Pro score reports to determine student progress on ESOL/CASAS benchmarks. Monitor student performance data and coaching logs

#### **Person Responsible**

Susana Mauri

#### **Schedule**

Monthly, from 8/18/2014 to 7/29/2015

#### **Evidence of Completion**

CASAS Tops Pro score reports, coaching logs, Data-in-your-Hands, LCP Summary Report, and school-generated data.



**Plan to Monitor Effectiveness of Implementation of G3.B2.S1** 7

Analyze students' CASAS Tops Pro score reports to determine student progress on ESOL/CASAS benchmarks. Monitor student performance data and coaching logs.

**Person Responsible**

Susana Mauri

**Schedule**

Monthly, from 8/18/2014 to 7/29/2015

**Evidence of Completion**

CASAS Tops Pro score reports, coaching logs, Data-in-your-Hands, LCP Summary Report, and school-generated data.

**G3.B2.S2** Incorporate use of interactive technology (Promethean Boards) in ESOL classes to facilitate classroom instruction and student learning 4

 S118546

**Strategy Rationale**

Interactive technology will help teachers differentiate instruction in order to provide students with access to multiple learning styles.

**Action Step 1** 5

Monitor Lesson Plans and use of Promethean Boards during walk-throughs

**Person Responsible**

Susana Mauri

**Schedule**

Monthly, from 9/23/2014 to 9/23/2014

**Evidence of Completion**

Student Performance

**Plan to Monitor Fidelity of Implementation of G3.B2.S2 6**

Conduct walk throughs to ensure fidelity of strategy implementation.

**Person Responsible**

Susana Mauri

**Schedule**

On 9/23/2014

**Evidence of Completion**

Walk throughs and coaching logs

**Plan to Monitor Effectiveness of Implementation of G3.B2.S2 7**

Conduct walk throughs to ensure fidelity of strategy implementation.

**Person Responsible**

**Schedule**

Monthly, from 9/23/2014 to 9/23/2014

**Evidence of Completion**

Walk throughs and common planning monitoring

**Appendix 1: Implementation Timeline**

*Action steps and monitoring activities identified in the SIP as necessary to achieve the school's goals.*

Source	Task, Action Step or Monitoring Activity	Who	Start Date (where applicable)	Deliverable or Evidence of Completion	Due Date/End Date
G1.B1.S1.A1	Monitor Orientation and distribution of student information packet with important information regarding transportation.	Mauri, Susana	8/18/2014	Student sign in sheet of acceptance of information packets.	7/29/2015 weekly
G1.B1.S2.A1	Establish a WD form for teachers to use and communicate student withdrawals with case managers so that they may be contacted.	Ferreira De Vesga, Laura	9/24/2014	Teacher WD requests and case managers contact logs	9/24/2014 weekly
G1.B2.S1.A1	Mentoring program for students with high absenteeism.	Ferreira De Vesga, Laura	9/24/2014	Case managers meeting logs and sign in sheets.	9/24/2014 weekly
G2.B1.S1.A1	Review Training Achievement Record (TAR), Occupational Completion Point (OCP) checklists, Gradebook Attendance Summary Report, and the COE Annual Report.	Vazquez, Angelo	8/18/2014	TAR, Data- in-your-Hands, OCP Summary Report, and COE Annual Report	7/29/2015 monthly
G2.B2.S1.A1	Monitor student referrals to the AAAE Lab and review student progress through TABE test results.	Vazquez, Angelo	9/24/2014	TABE post-test scores, Use of Differentiated Instruction during walk-	7/29/2015 monthly

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Source	Task, Action Step or Monitoring Activity	Who	Start Date (where applicable)	Deliverable or Evidence of Completion	Due Date/End Date
				throughs and in house attendance and student performance data	
G3.B1.S1.A1	Use common planning to analyze students' CASAS Tops Pro/ITTS score reports to determine student progress on ESOL, CASAS and TABE benchmarks and drive instructional decisions.	Mauri, Susana	8/18/2014	CASAS, TABE Tops Pro, and ITTS score reports, common planning logs, lesson plans.	7/29/2015 monthly
G3.B1.S2.A1	Lesson Plans will reflect the Instructional Focus Calendars and Pacing Guides	Mauri, Susana	8/18/2014	Classroom visitations, observations, and lesson plans	7/29/2015 weekly
G3.B2.S1.A1	During common planning, analyze students' CASAS Tops Pro score reports to determine student progress on ESOL/CASAS benchmarks. Teachers will also discuss how to monitor student performance data and conduct Data Chats.	Mauri, Susana	8/18/2014	CASAS Tops Pro score reports, Data-in-your-Hands, LCP Summary Report, and school-generated data.	7/29/2015 monthly
G3.B2.S2.A1	Monitor Lesson Plans and use of Promethean Boards during walk-throughs	Mauri, Susana	9/23/2014	Student Performance	9/23/2014 monthly
G1.MA1	Monitor student attendance and attrition rates per trimester to compare longitudinal data.	Mauri, Susana	8/18/2014	Trimester to trimester attendance, enrollment and attrition rates report.	7/29/2015 monthly
G1.B1.S1.MA1	Monitor student feedback data to ensure that students are receiving pertinent information during the orientation process.	Mauri, Susana	8/18/2014	Survey tallies	7/29/2015 monthly
G1.B1.S1.MA1	Monitor student sign in sheet binder during case managers meeting.	Mauri, Susana	8/18/2014	Student sign in sheets.	7/29/2015 monthly
G1.B2.S1.MA1	Run attrition reports for ABE and ESOL programs	Mauri, Susana	9/24/2014	Attrition reports	9/24/2014 monthly
G1.B2.S1.MA1	Monitor mentoring and student conferences and call logs on a weekly basis by discussing content of cases in case managers Passport.	Ferreira De Vesga, Laura	9/24/2014	Mentoring logs/case manager's Passports	9/24/2014 weekly
G1.B1.S2.MA1	Monitor student attendance through Gradebook and case manager logs.	Mauri, Susana	9/24/2014	Daily attendance/enrollment reports	9/24/2014 weekly
G1.B1.S2.MA1	WD request slips and case managers contact logs.	Ferreira De Vesga, Laura	9/24/2014	Case managers passport printout with review of open cases.	9/24/2014 weekly
G2.MA1	Review Training Achievement Record (TAR), Occupational Completion Point (OCP) checklists, Gradebook Attendance Summary Report, and the COE Annual Report. Monitor in house attendance and student performance data in correlation with attaining OCPs and DIYH annual LCP report to compare to last year.	Mauri, Susana	8/18/2014	TAR, Data- in-your-Hands, OCP Summary Report, In house attendance and student performance data and COE Annual Report.	7/29/2015 annually
G2.B1.S1.MA1	Occupational Completion Point (OCP) DIYH trimester report	Mauri, Susana	8/18/2014	Increased OCP from same time previous year.	7/29/2015 quarterly
G2.B1.S1.MA1	Review Training Achievement Record (TAR), Occupational Completion Point (OCP) checklists	Mauri, Susana	8/18/2014	TAR, Data- in-your-Hands, OCP Summary Report, and COE Annual Report	7/29/2015 monthly
G2.B2.S1.MA1	Monitor student referrals to the AAAE Lab and review student progress through TABE test results. Monitor in house attendance and student performance data in correlation with attaining OCPs.	Vazquez, Angelo	8/18/2014	TABE post-test scores and in house attendance and student performance data	7/29/2015 quarterly

Source	Task, Action Step or Monitoring Activity	Who	Start Date (where applicable)	Deliverable or Evidence of Completion	Due Date/End Date
G2.B2.S1.MA1	Monitor in Lab usage through in house reporting and data gathering.	Vazquez, Angelo	8/18/2014	Lab usage reports.	7/29/2015 monthly
G3.MA1	Monitor longitudinal trimester LCP data report from Data in Your Hands.	Mauri, Susana	8/18/2014	Trimester DIYH LCP increase by trimester.	7/29/2015 every-2-months
G3.B1.S1.MA1	Analyze students' CASAS Tops Pro/ ITTS score reports to determine student progress on ESOL/ ABE benchmarks. Monitor student performance data, common planning logs, and lesson plans.. Monitor in house data on LCPs.	Mauri, Susana	8/18/2014	CASAS Tops Pro/ ITTS score reports, common planning logs, lesson plans.	7/29/2015 monthly
G3.B1.S1.MA1	Fidelity of common planning will be monitored by reviewing teacher lesson plans and common planning sign-in sheets and agenda.	Mauri, Susana	8/18/2014	CASAS Tops Pro/ ITTS score reports, common planning logs, lesson plans, coaching logs.	7/29/2015 monthly
G3.B2.S1.MA1	Analyze students' CASAS Tops Pro score reports to determine student progress on ESOL/CASAS benchmarks. Monitor student performance data and coaching logs.	Mauri, Susana	8/18/2014	CASAS Tops Pro score reports, coaching logs, Data-in-your-Hands, LCP Summary Report, and school-generated data.	7/29/2015 monthly
G3.B2.S1.MA1	Analyze students' CASAS Tops Pro score reports to determine student progress on ESOL/CASAS benchmarks. Monitor student performance data and coaching logs	Mauri, Susana	8/18/2014	CASAS Tops Pro score reports, coaching logs, Data-in-your-Hands, LCP Summary Report, and school-generated data.	7/29/2015 monthly
G3.B1.S2.MA1	The effectiveness of the IFC will be measured by end of trimester LCP teacher reports	Mauri, Susana	8/18/2014	DIYH LCP report by teacher	7/29/2015 semiannually
G3.B1.S2.MA1	Conduct classroom walk throughs to ensure fidelity of strategy implementation and alignment to IFC.	Mauri, Susana	8/18/2014	Classroom visitations feedback worksheet.	7/29/2015 weekly
G3.B2.S2.MA1	Conduct walk throughs to ensure fidelity of strategy implementation.		9/23/2014	Walk throughs and common planning monitoring	9/23/2014 monthly
G3.B2.S2.MA1	Conduct walk throughs to ensure fidelity of strategy implementation.	Mauri, Susana	9/23/2014	Walk throughs and coaching logs	9/23/2014 one-time

## Appendix 2: Professional Development and Technical Assistance Outlines

*Professional development opportunities and technical assistance items identified in the SIP as action steps to achieve the school's goals.*

## Professional Development Opportunities

*Professional development opportunities identified in the SIP as action steps to achieve the school's goals.*

**G2.** OCPs: Increase the number of students who demonstrate growth by completing one or more CTE courses by 3% over last year's total of 559 OCPs, which sets the anticipated 2015 level of performance at 576 OCPs.

### **G2.B1** Cost of tuition

**G2.B1.S1** Monitor enrollment and District Financial Aid Program (DFAP)/Fee waiver allocation reports and Pell Grant Fiscal Operation (FISAP) report. Application to participate for the following year.

#### **PD Opportunity 1**

Review Training Achievement Record (TAR), Occupational Completion Point (OCP) checklists, Gradebook Attendance Summary Report, and the COE Annual Report.

##### **Facilitator**

Administrator

##### **Participants**

Counselor, Financial Aid Officer and registrar

##### **Schedule**

Monthly, from 8/18/2014 to 7/29/2015

**G3.** LCPs: Increase the number of LCPs earned by students who demonstrate growth by advancing one or more functional levels by 3% over last year's LCP total from 857 to 874.

### **G3.B1** Teachers need additional support using data to increase mastery of standards.

**G3.B1.S1** Review and use student data to make decisions on instruction, interventions, and enrichment.

#### **PD Opportunity 1**

Use common planning to analyze students' CASAS Tops Pro/ITTS score reports to determine student progress on ESOL, CASAS and TABE benchmarks and drive instructional decisions.

##### **Facilitator**

Administrator, AGE Department Head, Testing Chairperson

##### **Participants**

Administrators, AGE Department Head, teachers.

##### **Schedule**

Monthly, from 8/18/2014 to 7/29/2015

**G3.B1.S2** Implement School-Wide Instructional Focus Calendar for all ESOL/ABE classes covering targeted lowest-scoring reading benchmarks within each anchor standard.

**PD Opportunity 1**

Lesson Plans will reflect the Instructional Focus Calendars and Pacing Guides

**Facilitator**

Administrator AGE Department Head

**Participants**

Administrators, AGE Department Head,

**Schedule**

Weekly, from 8/18/2014 to 7/29/2015

**G3.B2** Upper-level ESOL students (intermediate and advanced) not making progress from one functional level to the next.

**G3.B2.S1** Use CASAS Tops Pro score reports to design instructional plans to address students' academic needs.

**PD Opportunity 1**

During common planning, analyze students' CASAS Tops Pro score reports to determine student progress on ESOL/CASAS benchmarks. Teachers will also discuss how to monitor student performance data and conduct Data Chats.

**Facilitator**

AGE Department Head

**Participants**

AGE Department Head, counselors, teachers.

**Schedule**

Monthly, from 8/18/2014 to 7/29/2015

**G3.B2.S2** Incorporate use of interactive technology (Promethean Boards) in ESOL classes to facilitate classroom instruction and student learning

**PD Opportunity 1**

Monitor Lesson Plans and use of Promethean Boards during walk-throughs

**Facilitator**

Administrator Product Representative

**Participants**

Administrators, AGE Department Head

**Schedule**

Monthly, from 9/23/2014 to 9/23/2014

## Technical Assistance Items

*Technical Assistance opportunities identified in the SIP as action steps to achieve the school's goals.*