

MCOE WASC ACTION PLAN PROGRESS REPORT

Current as of 2020

Task	Person(s) Responsible	Year 1 (2018-2019)	Year 2 (2019-2020)	Year 3 (2020-2021)	Year 4 (2021-2022)	Year 5 (2022-2023)	Year 6 (2023-2024)
1.1a Develop, implement, and evaluate a schedule and process for providing regular teacher collaboration sessions beyond what is currently offered.	VCS Administrative Team	Develop and implement schedule and process	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate
1.2a Develop, implement, and evaluate new schedule and process for VCS site meetings.	VCS Administrative Team	Develop and implement schedule and process	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate
1.2b Develop, implement, and evaluate a new process for communicating among VCS Administration, Principals, and Staff.	VCS Administrative Team	Develop and implement process	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate
1.3a Conduct an assessment of staff roles and responsibilities	VCS Administrative Team		Conduct Assessment				
1.3b Redistribute staff responsibilities based on results of assessment and evaluate results of redistribution	VCS Administrative Team and MCOE Program Developer			Redistribute staff responsibilities	Evaluate	Evaluate	Evaluate
1.4a Develop and implement a plan for additional professional development opportunities for VCS staff	VCS Administrative Team			Develop and Implement plan	Implement	Implement	Implement

Task	Person(s) Responsible	Year 1 (2018-2019)	Year 2 (2019-2020)	Year 3 (2020-2021)	Year 4 (2021-2022)	Year 5 (2022-2023)	Year 6 (2023-2024)
3.1b In response to the survey results, develop a plan to pilot new programs in these areas: 1) safety and/or student support, 2) academic support, and 3) co-curricular and extracurricular activities	VCS Administrative Team		Plan new programs				
3.1c Pilot new safety and/or student support, academic support, and co-curricular and extracurricular programs	VCS Administrative Team and VCS Staff			Pilot new program	Pilot new program	Pilot new program	Pilot new program
4.1a Develop one-to-one training schedule (to follow technology Professional Development schedule) to assist teachers in integrating technology into their programs	VCS Principals and Media and Technology Coordinator	Develop training schedule					
4.1b Implement one-to-one training schedule	VCS Principals and Media and Technology Coordinator		Implement Training	Implement Training	Implement Training	Implement Training	Implement Training
4.1c Revise training schedule based on changing needs and technology developments	VCS Director Team and Media and Technology Coordinator			Revise Training Plan	Revise Training Plan	Revise Training Plan	Revise Training Plan
5.1a Develop a comprehensive plan to ensure that common core standards-based curriculum and	VCS Administrative Team	Develop Plan					

assessments will be in place across all subject areas by 2024							
5.1b Implement the plan	VCS Administrative Team		Implement Plan				

Critical Learner Need 1: Efficiently Utilize and Effectively Develop Staff in Order to Promote Student Achievement				
Action 1.1: Provide teachers with more collaboration time to improve their efficiency and effectiveness				
What is the rationale for this action?	Throughout the self-study process, teachers and administrators spoke of a need for more collaboration time. Specifically, content area collaboration, site collaboration, collaboration on instructional strategies, and collaboration to create assessments were identified as priorities. Increasing both formal and informal collaboration opportunities will improve teacher efficiency and effectiveness, and ultimately promote student achievement.			
What are the specific tasks to be completed towards this action, who will complete them, what resources are needed, when will they be completed, and how will we gauge progress?				
Tasks	Person(s) Responsible	Resources Needed	Timeline	Progress Monitoring
1.1a Develop and implement a schedule and process for providing regular teacher collaboration sessions beyond what is currently offered. The purpose of the additional collaboration time will be for teachers to have regular, scheduled opportunities to discuss course content and instructional strategies and to collaboratively develop assessments.	VCS Administrative Team	Master Schedule Input from Teachers Time for Administrators to develop strategy	By the beginning of the 2018-2019 school year (with yearly evaluations to follow)	Develop strategy in Fall 2018 and strategy will be implemented in Spring 2019. In years 2-6 of the plan, the Administrators will discuss collaboration time at their June Administrators meeting and will make adjustments to the schedule or format as needed.

Critical Learner Need 1: Efficiently Utilize and Effectively Develop Staff in Order to Promote Student Achievement	
Action 1.2: Improve Internal Communication to better utilize the talents of existing staff members and to promote student achievement	
What is the rationale for this action?	Improving internal communication was a need identified consistently across all stakeholder groups. VCS has experienced a number of administrative changes. VCS school staff have expressed a desire for more clear and frequent communication to ensure consistency across programs, timely implementation of new strategies and ideas, and opportunity for

stakeholders to communicate their suggestions for improving student achievement.

What are the specific tasks to be completed towards this action, who will complete them, what resources are needed, when will they be completed, and how will we gauge progress?

Tasks	Person(s) Responsible	Resources Needed	Timeline	Progress Monitoring
<p>1.2a Develop a new schedule and process for VCS site meetings. Site meetings should take place regularly, have clear agendas, and provide adequate time for staff and Principals to communicate ideas and concerns about the VCS program in general and issues specifically facing the individual school sites</p>	<p>VCS Administrative Team</p>	<p>Master Schedule Input from Teachers Time to develop process</p>	<p>New schedule and process in place by the beginning of the 2018-2019 school year (with yearly evaluations to follow)</p>	<p>In Spring 2018, VCS Principals will solicit feedback from staff about improving the scheduling and organization of site meetings</p> <p>At an Administrators meeting in Summer 2018, the team will begin the work of developing a meeting schedule and format consistent across sites.</p> <p>The strategy will be finalized and implemented by Fall 2018</p> <p>In following years, the Administrators will discuss site meetings at their June Administrators meeting and will make adjustments to the schedule/format as necessary</p>
<p>1.2b Develop and implement a new process for communicating among VCS Administration, Principals, and Staff. Stakeholders have requested a more streamlined, efficient process for communicating vital information to staff in a timely, consistent manner and assuring that any follow-up communication is also shared</p>	<p>VCS Administrative Team</p>	<p>Input from staff Time to develop process</p>	<p>By the end of the 2018-2019 school year</p>	<p>In Fall 2018, VCS Principals will gather feedback from staff at their regularly scheduled site meetings about how communication can be made more efficient</p> <p>In Winter 2019, Principals will develop, test, and implement a process.</p>

				In years 2 - 6, the process will be evaluated annually in the Spring at a regularly scheduled Administrators meeting and adjusted as needed
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Critical Learner Need 1: Efficiently Utilize and Effectively Develop Staff in Order to Promote Student Achievement

Action 1.3: Ensure efficient distribution of staff to promote student achievement

What is the rationale for this action?	As VCS enrollment has declined in recent years, so have staffing levels at the campuses and within the Administration. Some roles have been completely eliminated. Remaining staff have in many cases taken on new responsibilities as needed, but the self-study process revealed that the system by which these responsibilities have been delegated has not always resulted in the highest and best possible use of staff time and talents. Ensuring that roles are effectively distributed is an important change that will improve staff morale and performance and positively impact student achievement.
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What are the specific tasks to be completed towards this action, who will complete them, what resources are needed, when will they be completed, and how will we gauge progress?

Tasks	Person(s) Responsible	Resources Needed	Timeline	Progress Monitoring
1.3a Conduct an assessment of staff roles and responsibilities	VCS Administrative Team MCOE Program Developer	Input from staff Time for team to conduct assessment and evaluate results of assessment	Assessment complete by end of 2019-2020 school year	The assessment process will be designed and overseen by MCOE's Program Developer and will be conducted over several months beginning in Fall 2019 and culminating in Spring 2020. The results of the assessment will be presented to all stakeholders in June 2020.

<p>1.3b Redistribute staff responsibilities based on results of assessment and evaluate redistribution</p>	<p>VCS Administrative Team</p>	<p>Time for team to develop redistribution plan and meet with individual staff members to communicate new roles</p> <p>Time and monetary resources for additional staff training as needed</p> <p>Time for Program Developer to evaluate staffing distribution</p>	<p>Redistribution completed by beginning of 2020-2021 school year</p>	<p>Director to meet with all Principals in Summer 2020 to discuss their new responsibilities</p> <p>All Principals meet with staff in Summer 2020 to discuss new roles and responsibilities</p> <p>New responsibilities commence in Fall 2020</p> <p>Effectiveness of new roles/responsibilities will be evaluated in years 4 - 6 by Program Developer</p>
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Critical Learner Need 1: Efficiently Utilize and Effectively Develop Staff in Order to Promote Student Achievement

Action 1.4: Provide additional Professional Development opportunities to promote student achievement

<p>What is the rationale for this action?</p>	<p>Administrators, Principals, and teachers all identified a need for additional Professional Development opportunities to ensure that staff is being properly utilized and developed and that students garner the maximum benefit from their classroom time. The specific areas stakeholders have requested additional training include implementing Common Core curriculum, implementing VCS’s newly adopted math curriculum, using data to guide instruction, and helping teachers and students better understand and prepare for assessments.</p>
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What are the specific tasks to be completed towards this action, who will complete them, what resources are needed, when will they be completed, and how will we gauge progress?

Tasks	Person(s) Responsible	Resources Needed	Timeline	Progress Monitoring
<p>1.4a Develop and implement a plan for additional professional development opportunities for VCS staff on the following topics: 1) Implementing Common Core</p>	<p>VCS Administrative Team</p>	<p>Master Schedule</p> <p>Time for team to</p>	<p>Have plan in place by end of 2019-2020 school year.</p>	<p>Administrators will begin developing a plan in Fall 2019</p> <p>The plan will be</p>

Curriculum; 2) utilizing data to guide instruction, and 3) improving staff and student understanding of and preparation for assessments.		develop, plan and schedule trainings Monetary resources to pay for trainings and teacher release time if necessary	Begin implementing trainings in 2020-2021 school year and evaluate annually thereafter	implemented in Spring 2020
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Critical Learner Need 2: Increase utilization of assessments and data to improve student engagement and achievement

Action 2.1: Measure the impact of Professional Development on student learning

What is the rationale for this action?	During the self-study process, it was noted that VCS has worked hard since that last full WASC visit to expand its Professional Development offerings (although, as noted within Critical Learner Need #1, there is still improvement to be made in this area). While the expansion of PD offerings is laudable, no effort has been made to use data to evaluate how those PD sessions are impacting student achievement. As part of addressing the overall Critical Learner Need to increase data utilization, VCS will conduct an evaluation of how current and future PD offerings are correlated with student achievement.
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What are the specific tasks to be completed towards this action, who will complete them, what resources are needed, when will they be completed, and how will we gauge progress?

Tasks	Person(s) Responsible	Resources Needed	Timeline	Progress Monitoring
2.1a Evaluate the correlation between Professional Development offerings and student achievement	VCS Administrative Team and MCOE Program Developer	Schedule and participation records associated with PD offerings Student achievement data Time for Program Developer to conduct evaluation	Evaluation to take place annually beginning in 2018-2019 school year	Conduct evaluation every spring

Critical Learner Need 2: Increase utilization of assessments and data to improve student engagement and achievement

Action 2.2: Implement formalized data discussions

What is the rationale for this action?	Some VCS teachers have in the past conducted “data discussions” with students on a regular basis. The purpose of the discussions was to utilize available data about each individual student’s achievement to point out areas for improvement, develop a strategy with the student for achieving that improvement, and increase the students’ sense of engagement in the education process and ownership of their academic outcomes. The self-study process revealed a desire across staff to re-implement these data discussions organization-wide and to formalize and document them so their long term impact can be gauged.
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What are the specific tasks to be completed towards this action, who will complete them, what resources are needed, when will they be completed, and how will we gauge progress?

Tasks	Person(s) Responsible	Resources Needed	Timeline	Progress Monitoring
2.2a Develop and implement a plan and schedule for conducting data discussions on a regular basis across all VCS campuses	VCS Administrative Team VCS Teachers	Master Schedule Training for teachers on how to conduct data discussions	Develop and implement plan and schedule during 2020-2021 school year. Evaluation to take place annually going forward.	Team will begin developing a plan and schedule in Fall 2020 The plan will be implemented in Spring 2021 In years 4-6 of the plan, the effectiveness of the plan will be evaluated as it pertains to 1) impact on student engagement, and 2) impact on student achievement.

Critical Learner Need 2: Increase utilization of assessments and data to improve student engagement and achievement

Action 2.3: Improve student and teacher understanding of assessment purpose and process

What is the rationale for this action?	A recurring theme throughout the self-study process was that VCS should do more to utilize the vast amounts of data at its disposal to not only track student achievement, but as tools to guide and shape instruction and to improve achievement. Many teachers, parents, and students reported a lack of awareness about the purpose of many of the assessments that are conducted, how the data is used, how often assessments will take place throughout the year, and what parents can do to make sure their students are prepared to do their best in the assessment process. Addressing these gaps in knowledge will hopefully not only improve general understanding throughout the school about how and why assessments occur, but will lead to an improvement in student performance on said assessments.
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What are the specific tasks to be completed towards this action, who will complete them, what resources are needed, when will they be completed, and how will we gauge progress?				
Tasks	Person(s) Responsible	Resources Needed	Timeline	Progress Monitoring
2.3a Develop and offer informational sessions for parents and students to educate them about the purposes of assessments, how data is used, and strategies for improving student achievement on assessments (such as getting good rest and eating healthfully before testing)	VCS Administrative Team	Administrator time to plan and conduct the informational sessions	Informational sessions to take place beginning in fall of 2021.	Administrators will schedule and conduct sessions in the Fall before the first round of formal assessments take place on each campus

Critical Learner Need 3: Expansion of support programs to improve student engagement and achievement				
Action 3.1: Expand safety/student support programs, academic support programs, co-curricular, and extracurricular activities to improve student engagement and achievement				
What is the rationale for this action?	Student engagement on VCS campuses was identified as a Critical Need during the self-study process. Staff, parents, and students all expressed that any other efforts to improve the school community can only be successful if students are interested, involved, engaged, and feel safe and secure on their campuses. VCS has worked hard in recent years to improve student safety and engagement through specific tactics and programs (including Restorative Justice, Understanding Me, and many others discussed at length in Chapter 2). While VCS has seen an improvement in student engagement, the self-study process has revealed that there is still room for improvement in this realm.			
What are the specific tasks to be completed towards this action, who will complete them, what resources are needed, when will they be completed, and how will we gauge progress?				
Tasks	Person(s) Responsible	Resources Needed	Timeline	Progress Monitoring
3.1a Survey parents and students about their needs and what kinds of programs or tactics would be most impactful in improving feelings of safety and engagement on campus	MCOE Program Developer	Program developer Time to create, distribute, and analyze surveys	Annually beginning in Fall 2018-2019	Surveys will be conducted, responses will be evaluated, and a report will be provided to May Moua and VCS Principals annually, beginning in December 2018
3.1b In response to the survey results, develop a plan to pilot at least one new program in each of the following areas: 1) safety and/or student support, 2) academic support, and 3) co-curricular and extracurricular activities	VCS Administrative Team	Time to develop plan	Beginning in Fall of 2019 - 2020	Detailed plan for pilot programs will be in place by June 2020

3.1c Pilot new safety/student support, academic support, and co-curricular/extracurricular programs	VCS Administrative Team	Staff time to pilot programs Monetary resources to pilot programs	One new program to be piloted annually in the Fall in years 3 - 6	Pilot programs will begin operation at start of 2020 - 2021 school year
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CONTINUATION OF ACTION FROM PREVIOUS WASC VISIT				
Action 4.1: Create and incorporate technology resources into curriculum and instruction				
What is the rationale for this action?	This was part of the Action Plan in the VCS Self-Study from 2011. While progress has been made in this area, the Visiting Committee recommended in 2018 (and VCS concurs), that action in this area has not yet been completed, and that work remains to be done.			
What are the specific tasks to be completed towards this action, who will complete them, what resources are needed, when will they be completed, and how will we gauge progress?				
Tasks	Person(s) Responsible	Resources Needed	Timeline	Progress Monitoring
4.1a Develop one-to-one training schedule (to follow technology Professional Development schedule) to assist teachers in integrating technology into their programs	VCS Principals and Media and Technology Coordinator	Time to develop schedule	Fall 2018-2019	Detailed schedule will be in place by June 2019
4.1b Implement one-to-one training schedule	VCS Principals and Media and Technology Coordinator	Time to implement trainings	Ongoing, beginning in Fall of 2019 - 2020	Monthly report from Media and Technology Coordinator to VCS Director and Principals
4.1c Revise training schedule based on changing needs and technology developments	VCS Director and Media and Technology Coordinator	Time to revise training schedule	Annually beginning in Fall of 2020	Annual report from Media and Technology Coordinator to VCS Director and Principals

CONTINUATION OF ACTION FROM PREVIOUS WASC VISIT	
Action 5.1: Implementation of Common Core Standards - based curriculum across all subject areas and campuses, including standards-based assessments	
What is the rationale for this action?	This was part of the Action Plan in the VCS Self-Study from 2011. While progress has been made in this area, the Visiting Committee recommended in 2018 (and VCS concurs), that action in this area has not yet been completed, and that work remains to be done.

What are the specific tasks to be completed towards this action, who will complete them, what resources are needed, when will they be completed, and how will we gauge progress?

Tasks	Person(s) Responsible	Resources Needed	Timeline	Progress Monitoring
5.1a Develop a comprehensive plan to ensure that common core standards-based curriculum and assessments will be in place across all subject areas by 2024	VCS Administrative Team	Staff time to develop plan	By June 2019	To be finalized and adopted at Leadership Team meeting in June 2019
5.1b Implement the plan	VCS Administrative Team	Time and monetary resources to develop and/or purchase curriculum and assessments and to conduct related Professional Development	Beginning in Fall of 2019 - 2020	Monthly reports at Leadership Team meetings