

# BEAUMONT ADULT SCHOOL

## Media Services Plan

<b>OVERVIEW</b>	Media Services encompasses all aspects of instructional technology, equipment, textbooks, and other materials needed to provide our students with access to a high quality, current and relevant learning environment.		
<b>Beaumont Adult School</b>		<b>SERVICE DEVELOPMENT</b>	
<b>MISSION STATEMENT</b>	To welcome and support students in learning and inspire them to achieve their goals and further their education.	<b>SERVICES</b>	BAS is supported by the BUSD Information Technology and Maintenance / Operations Departments, who assist with installation, troubleshooting, repairs, and upgrades to instructional technology. Additionally, our Medical Arts Lab is in process of being upgraded to include a low-fidelity simulation lab. All BAS students have access to desktop and laptop computers on site, as well as free WiFi access. Medical Arts students also have access to medical print resources in our Medical Library located in the Student Resource Center. The majority of our classes are offered at no charge, and include access to classroom textbooks, packets and workbooks. In the VN program, the cost of textbooks is included in the fees, and students retain those materials for their own use. Staff are provided with SmartBoards and desktop computers in every classroom, and given a code for use on the staff copy machine located in the staff workroom.
<b>GUIDING PRINCIPLES</b>	We value an environment that inspires and provides opportunities to succeed and move beyond expectations. We value a safe learning environment that provides: integrity from all, dignity and respect for all, and physical safety for all. We value honesty and integrity in all relationships.	<b>ROLES / RESPONSIBILITIES</b>	All Media Services are overseen by the Principal, assisted by the Site Secretary and Medical Arts Secretary. The Medical Arts Coordinator has primary responsibility for selecting program equipment, materials and supplies, with input from staff, students, clinical site partners and members of our OAC. Maintenance of the Medical Library is the responsibility of the Medical Arts Secretary. Materials for HSD, HiSET, ESL and Citizenship are selected by the instructors in those classes and processed by the Site Secretary. Work orders for IT or Maintenance and Operations are submitted to the district through the Site Secretary. Inventories are kept and updated by the Medical Arts and Site Secretaries.
<b>PAST TRAJECTORY AND RESULTS</b>	Ensuring that BAS staff and students have access to high quality, current instructional equipment, materials and supplies is a high priority. Our students will be transitioning to higher education and careers, and need access to, and practice with, current technology and resources in order to be effective and competitive. From 2016-present, significant expenditures have been made to upgrade technology and instructional resources school wide.	<b>TIMELINE</b>	Although materials and equipment may be purchased at any time, including on an emergency basis, there are annual district purchasing deadlines in the spring of each year that necessitate planning in terms of budget and processing dates. Textbook orders are generally processed during the previous fiscal year for the upcoming year. The Site Secretary notifies staff about ordering deadlines and timeframes.
<b>MANAGEMENT CONSTRUCT</b>	Beaumont Adult School is governed by the BUSD and is managed by a Principal assisted by two Administrative Coordinators.	<b>METHODS</b>	Materials, supplies and equipment requests are submitted through the Medical Arts Coordinator, Medical Arts Secretary and Site Secretary to the Principal for approval, then processed using district purchase procedures. Requests for IT and Maintenance and Operations assistance are submitted to the Site Secretary.
<b>SITUATIONAL ANALYSIS (SWOT)</b>			
<b>INTERNAL FACTORS</b>			
<b>STRENGTHS ( + )</b>		<b>WEAKNESSES ( - )</b>	
Numerous upgrades to technology were addressed during the past two years, an ongoing plan for technology replacement was developed, WiFi was installed throughout the campus, district support with IT and Maintenance and Operations needs		Facility space constraints in terms of storage, age and size of campus affects options and costs for upgrades	

## INTRODUCTION

<b>PURPOSE</b>	The purpose of the Media Services Plan is define the responsibilities and processes needed to maintain staff and student access to adequate and appropriate instructional materials and equipment.
<b>GOAL</b>	The goal of the Media Services Plan is to ensure that our staff have the resources they need to provide a high-quality and relevant learning environment for our students, and to ensure that our students have access to all the materials, supplies and equipment they need to successfully complete their programs and enter careers and higher education prepared to succeed.
<b>AUTHORITY</b>	Media Services is the responsibility of the Principal, who allocates funding annually and approves all purchases. The Medical Arts Coordinator recommends purchases based on staff, student, OAC and clinical partner feedback, and the orders are submitted by the Medical Arts Secretary. Staff in other programs submit requests directly to the Site Secretary for processing. The Medical Arts library is maintained by the Medical Arts Secretary, with input from staff and students.
<b>SCOPE</b>	The Media Services Plan encompasses the following services, processes and timelines: textbook orders, supplies and materials orders, equipment orders, IT installation and repairs, Maintenance and Operations installation and repairs, budget allocations and student resources.
<b>DOCUMENTATION</b>	Documentation related to the Media Services Plan includes purchase requests, purchase orders, annual budget, IT and Maintenance work orders, Medical Library inventory, textbook inventory, equipment inventory, and feedback.
<b>EVALUATION</b>	Evaluation of the Media Services Plan occurs continually, with large purchases and projects planned in advance to lessen impact to instruction, and textbook evaluation occurring in advance of district purchasing deadlines.