

North Valley Service Area  
**Action Plan SY 2018-2019**

**Action Item #1**

**Maintain schoolwide Professional Learning Communities (PLCs) and Communities of Practice (COP) and continue developing innovative programs that enhance student learner outcomes.**

Rationale: NVOC is committed to maintaining the PLC/COP process throughout the entire service area with the purpose of ensuring high levels of learning for all students. The school community will have certain common characteristics across all programs through collaborative team work to ensure all students learn.

Action Steps	Resources Needed	Timeline	Person(s) Responsible	Methods to Assess, Monitor and Report Progress
Maintain PLC Professional Development workshops for all Departments to introduce the purpose, standard protocols and meeting norms for PLC/COP	CalPro Training Materials Testing schedule School calendar CCRS SIS data/baseline	Fall 2018 Spring 2019	PLC Coordinators	Meeting Schedule Agendas Master Calendar
Plan, schedule and hold PLC/COP meetings by Department and all service area main branches	Testing schedule School calendar Work schedule Agenda Template	Fall 2018 Spring 2019	Teacher Advisors PLC Members	Meeting Schedule Agendas Minutes
Gather and share instructional strategies resulting from PLC/COP meetings	Meeting notes Teacher feedback	Fall 2018 Spring 2019	Teacher Advisors PLC/COP Members	Follow-up staff meetings Share results with PLC/COP
Identify Quality Indicators for implementation	Learner outcomes Teacher feedback Evaluate data – baseline and updated data	Fall 2018 Spring 2019	Teacher Advisors PLC/COP Members	Improvements/gains in student learner outcomes
Analyze and evaluate data to substantiate effectiveness of strategies recommended by PLC/COP	Collect data for analysis (certificates, completer data, promotional testing, HS graduates)	Fall 2018 Spring 2019	Teacher Advisors PLC/COP Members	Compare pre and post data Share findings

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**Maintain schoolwide Professional Learning Communities (PLCs) and Communities of Practice (COP) and continue developing innovative programs that enhance student learner outcomes.**

Key Issues Addressed and Met: (Criterion 1, Key Issue #3; Criterion 2, Key Issue # 1 & #2; Criterion 3, Key Issue #1 & #2; Criterion 4, Key Issue #3; Criterion 5, Key Issue #1)

- Continue PLC and COP workshops for all departments.
  - NVOC is dedicated to sustaining the PLC process, and recruited several more certificated staff to attend PLC training in Sacramento. Celia Dominguez (Assistant Principal of Adult Counseling Services), Audra Tabarez (Teacher Counselor) and Ismael Serrano (Academic Pathway Advisor) attended the CalPro sponsored training. The new PLC Lead Team is as follows: Ellen Baker, Principal; Celia Dominguez, APACS; Julieta Flores, Academic Pathway Advisor; Chrystal Mendez, ESL Pathway Advisor; Ismael Serrano, Academic Pathway Advisor; Audra Tabarez, Teacher Counselor.
  - PLC Team Lead Meetings have been established and posted as follows: September 26, November 14, January 9, February 6, March 13, and April 24.
- Plan, schedule and hold PLC/COP meetings by department and all service area main branches.
  - Continue holding schoolwide PLC/COP meetings once a month, where all teachers can attend and continue funding to compensate teachers not assigned on PLC/COP days to ensure their participation.
  - PLC meeting dates have been established and posted as follows: October 12, November 30, January 25, February 22, March 29, and May 17.
  - Department meetings will be held the first hour of the PLC/COP. This ensures communication, between administration and teachers, of all the latest information and policies for programs, within our division.
- Gather and share instructional strategies resulting from PLC/COP meetings
  - PLC groups have created Common Formative Assessments (CFAs) and rubrics for checking student work. CFAs and rubrics help teachers determine if the students' have learned the material and are ready to move on, or if additional lessons need to be created.
  - COPs have been working on Employability Skills for students (ie: resume writing)

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- Identify Quality Indicators for Implementation
  - Summer 2018: Five (5) week Integrated Educational Training (IET) program. ESL Beginning Low students would take two (2) hours of ESL course, and then two (2) hours of a CTE course, such as Administrative Assistant, Computer Operations, or Computer Repair (A+ Certification).
  - Provide an in-service for teachers, in their PLC or COP, on using the schoolwide SLOs to develop class lessons.
  - PLCs and COPs shall develop lessons, CFAs and rubrics based on schoolwide SLOs.

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**Action Item #2**

**Increase technology to enhance communication and student achievement of educational goals.**

Rationale: Provide current information through different forms of communication between all branches of NVOC, as well as with students and the community, which will enhance student opportunities and achievement of goals.

Action Steps	Resources Needed	Timeline	Person(s) Responsible	Methods to Assess, Monitor and Report Progress
Maintain Technology Committee and Technology Plan	Technology Committee Members Info on suggested projects/goals	2018-2019 monthly	Refugio Rios Barry Bakin Remus Muresan Patrick Wickham Charles Garcia	Agenda/Sign-in Sheet Technology Plan
Review and revise new NVOC website	Updated schedule information	2018-2019 Every semester	Administration Counseling SIS Teacher Advisors	Meeting schedules Communications with website vendor Agenda Finalized Website
Staff Development Workshop for individual teacher access to website	Computer equipped Classroom with internet access Student SSO	October 2018	Administration Teachers Advisors Technology Committee	Schedule of Meetings Agenda/Sign-in Sheet Staff input on website
Maintain ESL labs at main NVOC branch locations	Computers Software Master calendar	2018-2019	Administration Technology Committee Teachers	Completion of labs ready for use Schedules of lab use
Review current technology and address needs in classrooms/offices	Technology Plan Current inventory	ongoing update technology annually as budget permits	Administration Technology Committee Teacher Advisors	Technology Report Teacher feedback Updated equipment and software Schedule
Keep school marquee current with time sensitive info	Update weekly School calendar	2018-2019 monthly	Administration Bakin/Garcia	Log of marquee postings

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**PROGRESS OF ACTION PLAN ITEM #2**

**Increase technology to enhance communication and student achievement of educational goals.**

Key Issues Addressed and Met: (Criterion 4, Key Issues #1 & #4; Criterion 4, Key Issue #4; Criterion 5, Key Issues # 2 & #3; Criterion 6, Key Issue #2 & #3; Criterion 7, Key Issue # 1 & #5)

- Maintain Technology Committee and Technology Plan
  - A new technology Committee has been assembled. The members are as follows:
    1. Refugio Rios, Assistant Principal of Operations (APO)
    2. Barry Bakin, Instructional Technology Teacher Advisor (ITTA)
    3. Remus Muresan, Computer Technician
    4. Patrick Wickham, CTE Program Advisor
    5. Charles Garcia, CTE Pathway Advisor
  
- Review and revise new NVOC website
  - Website is revised as needed, with newest information.
  - Technology Team will be responsible for making changes to website.
  - Weekly Bulletins are sent to all staff, weekly, as well as posted on website for all stakeholders to view. Bulletins showcase student success stories, school and staffing information, conferences and opportunities for professional development, and other important division information.
  - Weekly Bulletins are uploaded to the NVOC website, which is accessible to all stakeholders. This year, HiSET results are shared in the bulletins, on a monthly basis, and are visible to all stakeholders.
  
- Staff Development Workshop for individual teacher access to website
  - Starting in October 2018, Teacher Advisor's began visiting classrooms to help students create user names and passwords for Single Sign-on access to LAUSD Schoology and Google Drive for the classrooms.
  - Goal is to have 100% of our students with SSO access.
  - HiSET Distance Learning software for teachers
  
- Maintain ESL labs at the main NVOC branch locations
  - Rinaldi computer lab officially established and being utilized this school year.
  - Maintain all computer labs, at all sites, ensuring the most updated versions of software

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- Review current technology and address needs in classrooms/offices
  - HiSET Preparation program officially changed to Apex and Edmentum.
  - ESL classes are using Burlington English software to enhance learning.
  - Classrooms are using Schoology and Google Drive.
  - Reading classes are using newsela.org
  - Several classrooms are equipped with Promethean Boards.
  - NVOC and EVSC will be offering a computerized version of the official HiSET exam beginning in October 2018.
  - CASAS e-Testing is available for the ABE Reading programs and ABE Math and ASE High School math currently.
  - High School Diploma classes will be offered as online courses, through Apex Learning software. DACE project. Waiting on rollout dates division-wide.
  - CASAS e-Testing became available for the Academic classes (I.I. Lab) Monday through Friday, from 8:00am - 12:15pm. Other time slots to roll out soon.
  - Continue using ASIS as a means of generating monthly reports for students who passed the HiSET exam.
  
- Keep school marquees current with time sensitive information

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**Action Item #3**

**Expand community partnerships to increase positive student outcomes.**

Rationale: Community partnerships enhance our programs to help students achieve their short term and long term goals, enter the workforce, enroll in community colleges and access community services.

Action Steps	Resources Needed	Timeline	Person(s) Responsible	Methods to Assess, Monitor and Report Progress
Explore business partnerships to increase externship opportunities for students	List of CTE specific local businesses Utilize DACE (MOU) guidelines	2018-2019	Administration CTE Teachers Advisors Teachers	New contacts Executed MOUs Contact records
Establish regular Community Advisory meetings	Community partner contacts Meeting objectives	November 2017 Spring 2018	Administration CTE Teachers Advisors	Agenda Sign-in sheets Meeting minutes
Collaborate with EDD and the WorkSource Centers to increase opportunities for student training and employment	EDD/ WorkSource contacts	ongoing	Administration Teacher Advisors Teachers	Contact lists Informational flyers Student attendance at trainings Student feedback on gaining employment
Increase student pathways and access to local colleges	Community College contacts College curriculum information College Reps	2018-2019	Administration Teacher Advisors College Recruit Counselors	Calendar of events Student attendance sign-in sheets Field Trip logs Pre and Post student surveys
Review and Update U.S. Veteran Program Application.	WEEMS Report VIB VA Application SIS Reports	2018-2020	Celia Dominguez Ilona Brewster Tom Bartlette	Previous Year's Application SIS Reports Perkins E-2 Report Veteran Information Bulletin (VIB)

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**PROGRESS OF ACTION PLAN ITEM #3**

**Expand community partnerships to increase positive student outcomes.**

Key Issues Addressed and Met: (Criterion 2, Key Issue #1; Criterion 7, Key Issues # 2 & 3; Criterion 9, Key Issues # 1, 2 & 3)

- Explore business partnerships to increase externship opportunities for students
  - CSUN Education Department Partnership
  - Kaiser Permanente (Health Program)
  - JPL (Aviation Program)
  - El Proyecto del Barrio/Goodwill Industries/Youth Build partnerships established.
  - Increased the number of MOUs for the EMT and Medical Assistant Programs.
  - CPR training has been added to the Medical Assistant program.
  - Job Postings have been placed in the Main Office, Counseling Office and Teacher mailboxes to distribute to students. Job Postings have also been uploaded onto Schoology, where teachers and students can access the information with their Single Sign-On credentials.
  
- Establish regular Community Advisory Meetings
  - First Community Advisory Meeting of the year is scheduled for November 7, 2018, at NVOC.
  - Second meeting will be held in the spring of 2019.
  
- Collaborate with EDD and the WorkSource Centers to increase opportunities for student training and employment
  - WIOA Navigator and CTE Advisors teamed up to conduct outreach with the Youth Policy Institute (YPI) WorkSource Pacoima, Rescare WorkSource Canoga Park, EDD Canoga Park and Goodwill WorkSource Santa Clarita. As a result, there has been an increase of six times as many referrals to NVOC for WIOA-funded CTE training; many of those participants co-enroll in ESL, HSE or the High School Diploma program.
  - As of October 31, 2018:
    - 65 students with CTE training agreements were funded by WIOA.
    - 70 students who enrolled for WIOA services were referred by NVOC.
    - 39 EDD unemployment insurance claimants have been served.
  - In October, 2018, submitted proposal to City of Los Angeles to open a DACE operated WorkSource on the NVOC main campus.
  
- Increase student pathways and access to local community colleges.
  - Continue relationships with Los Angeles Mission College (LAMC) and Los Angeles Valley College (LAVC), where their representatives visit our students monthly, providing help to students for easy transition. This includes helping



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students complete online college application, applying for FAFSA, scheduling college field trips and dates for assessment.

- NVOC students can attend local “Cash for College” events at LAMC and LAVC.
  - Advisors attended a FAFSA workshop held at LAMC, in September, where updates were given on the FAFSA application, as well as information on how to help DACA students apply for federal aid programs.
- Review and update U. S. Veteran Program Application
    - U.S. Department of Veterans Affairs has approved NVOC for the years 2018-2020.
    - Application approved to offer eight (8) programs to Veterans:
      1. Administrative Assistant
      2. Aircraft Mechanic
      3. Auto Technician: Brakes and Suspension
      4. Auto Technician: Emissions
      5. Auto Technician: Engine Performance
      6. Computer Operations
      7. Electrician
      8. Machinist

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**Action Item #4**

**Embed Student Learner Outcomes (SLOs) into school culture by incorporating SLOs into daily school activities.**

**Key Issues Addressed: (Criterion 1, Key Issues #1, #2, and #3; Criterion 7, Key Issue #4)**

Rationale: Enhance student learning by aligning our Student Learner Outcomes (SLOs) with all course outlines, classwork and class projects. Embedding the SLOs into daily school activities increases student awareness of NVOC program outcomes, and helps students and teachers set goals for student achievement.

Action Steps	Resources Needed	Timeline	Person(s) Responsible	Methods to Assess, Monitor and Report Progress
Create Posters and bookmarks to be utilized in the classrooms and around the school campus.	Budget for printing	fall 2018 spring 2019	Administration Financial Manager	Visit classrooms and offices
Teachers will incorporate SLOs into daily instruction by creating lesson plans that are aligned with the SLOs.	Lesson Plans SLO posters SLO bookmarks	fall 2018 spring 2019 ongoing	Administration All teaching staff	Classroom Observations Incorporated into teacher evaluation process
Student orientation will include introduction to SLOs as part of each student's Individualized Student Plan (ISP)	School Folders ISP Student Handbook	spring 2019 ongoing	Administration Pathway Advisors	Completed ISP with Counselor Teachers
All school computers will have SLOs projected as a screensaver, or when computer goes in sleep mode.	SLOs template	fall 2018 spring 2019 ongoing	Technology Team	Verification by Technology Team and ITTA