

North Valley Service Area
Action Plan SY 2017-2018

Action Item #1

Implement schoolwide Professional Learning Community (PLC) to increase learner outcomes.

Rationale: NVSA is committed to implementing the PLC 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
Establish PLC Professional Development workshops for all Departments to introduce the purpose, standard protocols and meeting norms for PLCs	CalPro Training Materials Testing schedule School calendar CCRS SIS data/baseline	Academic/CTE 2017-2018	Administrative Team Teacher Advisors	Meeting Schedule Agendas Master Calendar
Plan, schedule and hold PLC meetings by Department and all service area main branches	Testing schedule School calendar Work schedule Agenda Template	Fall 2017 Spring 2018	Administrative Team Teacher Advisors PLC Members	Meeting Schedule Agendas Minutes
Gather and share instructional strategies resulting from PLC meetings	Meeting notes Teacher feedback	Fall 2017 Spring 2018	Administrative Team Teacher Advisors PLC Members	Follow-up staff meetings Share results with PLCs
Identify Quality Indicators for implementation	Learner outcomes Teacher feedback Evaluate data – baseline and updated data	Fall 2017 Spring 2018	Administrative Team Teacher Advisors PLC Members	Improvements/gains in student learner outcomes
Analyze and evaluate data to substantiate effectiveness of strategies recommended by PLC	Collect data for analysis (certificates, completer data, promotional testing, HS graduates)	Fall 2017 Spring 2018	Administrative Team Teacher Advisors PLC Members	Compare pre and post data Share findings

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PROGRESS OF ACTION PLAN ITEM #1 Key Issues Addressed and Met: (Criterion #, Key Issue #1; Criterion 5, Key Issue #1)
Implement schoolwide Professional Learning Community (PLC) to increase learner outcomes.

- Establish PLC workshops for all departments to introduce the purpose, standard protocols and meeting norms for PLCs
 - PLC Leaders (Julieta Flores, Monica Martin and Chrystal Mendez), along with Principal Ellen Baker, attended a state sponsored CalPro Training on the PLC process. They returned to NVOC and were able to launch the schoolwide PLCs for the entire school.
 - PLC Leaders chose a “PLC Leadership Team” to train and facilitate PLC group meetings. The Leadership Team met twice, before the schoolwide PLC launched, to receive training on the PLC process and learn how to coordinate and facilitate the PLC meetings. Training Dates were August 29, and September 5, 2017.
 - The PLC Leadership Team met with each other, as its own PLC, once a month, to discuss their PLC meetings, discuss issues and best practices within their PLC teacher groups. Meetings were held on the following dates: October 3, November 14, December 12, 2017; January 30, February 27, April 3 and May 1, 2018.
- Plan, schedule and hold PLC meetings by department and all service area main branches.
 - The PLC Leaders (Ellen Baker, Julieta Flores, Monica Martin and Chrystal Mendez) decided that the best way to obtain buy-in was to schedule PLC time into teachers regular work hours. Once a month, on a Friday, the school will hold PLC meetings, at the NVOC main site, where ALL teachers, from all sites, will report. PLC meeting dates were as follows: September 22, October 20, November 17, 2017; January 12, February 16, March 16, April 20, May 18, 2018.
- Gather and share instructional strategies resulting from PLC meetings
 - All teachers, in all departments, participated and had opportunities to share instructional strategies and best practices to increase student achievement.
 - When the CTE PLCs met, it was determined, after analyzing data and discussing instructional strategies, that a Community of Practice (COP) would work better for this group. The CTE “PLC Team Leaders” changed their format slightly, working as a COP, which better meets the needs of the instructors and students both.
- Identify Quality Indicators for Implementation
 - This process was the same as with the ABE/ESL PLC that began last year. Students were assessed and areas that needed improvement were discussed by each PLC/COP group. Teachers then met, created lessons to address student areas of weakness, and evaluated student progress. Many of the PLC groups had completed one full cycle of the PLC process; others needed to revisit the areas of weakness, as the students were struggling in certain areas.
- Analyze and evaluate data to substantiate effectiveness of strategies recommended by PLC
 - Ongoing process in all PLC/COP groups.

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Action Item #2

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

Rationale: Providing current information through different forms communications between all branches of the service area as well as with students and the community with enhance student opportunities and achievement of goals.

Action Steps	Resources Needed	Timeline	Person(s) Responsible	Methods to Assess, Monitor and Report Progress
Establish Technology Committee and Technology Plan	Technology Committee Members Info on suggested projects/goals	2017-2018 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	October 2017 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 Trainer	November 2017	Administration Teachers Advisors Technology Committee	Schedule of Meetings Agenda/Sign-in Sheet Staff input on website
Establish ESL labs at main NVOC branch locations	Computers Software Master calendar	Fall 2017 Spring 2018	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 marques current with time sensitive information	Update weekly School calendar Staff input	2017-2018 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 5, Key Issues # 2 & 3; Criterion 7, Key Issue # 1)

- Establish 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 Advisor

- Review and revise new NVOC website
 - The administrative team, along with the Technology Committee felt that the website needed to be fine-tuned and easier for students, and the community to navigate through. In the process, the school updated its branding as well.
 - Newly revised website was launched in September, 2017.

- Staff Development Workshop for individual teacher access to website
 - All administrators and Teacher Advisors were trained on using and making changes to the NVOC website on November 28, 2017. It was recommended, by our ITTA, that only a select few be given access to make changes to the website, as this would be a better way to track the website and display the most current, relevant information. If Administration or advisors would like any changes or updates to be made to the website, they are to ask a member of the Technology Committee to make those changes.

- Establish ESL labs at the main NVOC branch locations
 - Computer Labs were officially established at the EVSC and NHALC
 - Tablet carts are still being used at Rinaldi Adult Learning Center

- Review current technology and address needs in classrooms/offices
 - Changed the HiSET Preparation software from Aztec to Apex and Edmentum.
 - ESL classes are using Schoology and Burlington English

- Keep school marquees current with time sensitive information
 - Marquee at NVOC is updated by Barry Bakin
 - Rinaldi marquee has not been serviced due to budgetary constraints

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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 Memorandum of Understand (MOU) guidelines	Spring 2017	Administration CTE Teacher Advisors Teachers	New contacts Executed MOUs Contact records
Establish regular Community Advisory meetings	Community partner contacts Meeting objectives	Every semester	Administration CTE Teacher 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	2017-2018	Administration Teacher Advisors 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	2017-2018	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
 - Business Partnerships have increased in all CTE areas, such as Aviation; EMT; Medical Assistant; Machinist; Welding; Electrician; Photovoltaic; automotive; Small Business Administration, and the U.S. Veterans Administration.
 - Updated and executed MOUs for the EMT and Medical Assistant Programs.
 - Increased the number of MOUs for the EMT and Medical Assistant Programs.
 - March 22, 2018: Three (3) nursing managers and the Director of Nursing for the Los Angeles County Department of Health Services presented to 31 NVOC medical students and graduates, informing them that the County had over 100 medical assistant job openings and how to properly apply for the position.
 - October 10, 2017: Two (2) general managers and the Human Resources Manager for Caliber Collision presented to 24 auto body students about employment opportunities, specialized training offered by Caliber, and earning potential as auto body technicians for their company.
 - November 1 & 6, 2017: Two (2) Human Resources Managers from UPS came to NVOC to interview 40 applicants for seasonal jobs. 23 students performed paid work that season and 5 were kept as permanent employees.
 - 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.
 - Created a method of tracking student job placement. Cards were made and teachers keep these in their classrooms. If student leaves program early, due to employment within the field, student must complete the “Job Placement Card” before they leave.

- Establish regular Community Advisory Meetings
 - Ongoing meetings, where at least one meeting is held per semester.
 - Opportunity for NVOC to present current action plan items and any major changes that are happening in the school. Stakeholders have chance to interject with opinions, suggestions and approvals.

- Collaborate with EDD and the WorkSource Centers to increase opportunities for student training and employment
 - Established a relationship with our local WorkSource Center in Sun Valley. Also collaborating with El Proyecto
 - By June 30, 2018:
 - 131 students with CTE training agreements were funded by WIOA.
 - 135 students who enrolled for WIOA services were referred by NVOC.

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- 53 EDD unemployment insurance claimants have been served.
- CASAS will now begin tracking CTE students' progress and program completion.
- Increase student pathways and access to local community colleges.
 - Continued relationships with both Los Angeles Mission College (LAMC) and Los Angeles Valley College (LAVC), our local community colleges.
 - Community College Outreach Representatives visit our sites to meet with students and help them transition into the colleges. They assist students in completing college applications, FAFSA applications, and application for the LA College Promise program (program was continued for an additional year).
 - Created a college assessment workshop for students getting ready to test into the college system. Workshop covers what to expect when taking the Accuplacer, as well as review of Reading, Mathematics, and Language Arts/Writing Skills covered on the test. Workshops held at both NVOC and EVSC.
 - Offered college class at NVOC again during the summer. Students given the opportunity to dually enroll and complete a college course that will count towards their Personal and Career Development requirement for their high school diploma.
 - Working on articulation agreements with the colleges where our credits can be linked to theirs.
- Review and update U. S. Veteran Program Application
 - Working with the U.S. Department of Veterans Affairs to update and revise an old contract from 2014.
 - Updated all information to be in compliance with VA program requirements. This includes Course Curriculum, Total hours to complete each course, total weeks to complete each course, as well as how many seating capacity for each course.
 - 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
 - Veterans Information Bulletin (VIB) revised and updated to reflect all new changes
 - All Veterans must sign new VIB
 - Application for the years 2018-2020 was submitted at the end of the school year. Submitting early will ensure approval for the next few years, thereby eliminating any issues with student paperwork that is to be filed.