Action Plan, Goal 1: Track students when they exit CVAE programs.

Rationale: A common strand among most departments is the need to help students transition successfully to the work force, college or vocational programs, and to attain personal goals, per the CVAE Mission. A major way to improve that effort is via exit data analysis.

Activity	A. Who & what are needed to do this	B. Who will be responsible	C. How - Tasks:	D. When	E.How do we know it's done
1 Maintain roster of student enrollment by department.	• Coordinators • Teachers • Attendance rosters	• Coordinators • Teachers	• Record daily attendance in AIM, a supplementary database, or paper rosters. • Submit attendance records to office.	• At each class meeting	• Monthly attendance reports
2 Develop & implement tracking methods specific to each department.	• Coordinators	• Coordinators	• Task coordinators to develop tracking method per department. • Brainstorm appropriate tracking measures. • Pilot selected tracking method. • Evaluate tracking method.	• 2011-12 • 2011-12 • 2011-12 • Annually	• Outline of selected tracking method to principal
3. Maintain digital file with follow-up information.	• Coordinators • Counselor	• Coordinators • Counselor	• Review departmental tracking method submitted to principal. • Create file to store exit data.	• 2011-12 & review annually	• Annual report of student exit data
4. Analyze follow-up data.	• Coordinators • Counselor	• Administrators • Coordinators • Counselor	• Hold annual meeting to review and analyze tracking data.	• Annually in August	• Agenda and minutes of task-specific Coordinators Meeting
5. Adjust curriculum, instruction, assessment & support services based on tracking data.	• Coordinators • Counselor • Tracking data	• Administrators • Coordinators • Counselor	• Departments meet to consider conclusions drawn from data analysis. • Departments propose changes to curriculum, instruction, assessment & support services based on data analysis. • Coordinators direct adjustments.	• Annually	• Master schedule • Catalog • Website • Departmental & Coordinator agendas/minutes

Action Plan, Goal 2: Continue to improve technology as tools for learning.

Rationale: Technology facilitates the learning-teaching process when used in pedagogically sound ways. Technology can effectively aid in the CVAE SLOs of promoting (a) lifelong learners who remain current with technological enhancement and (b) effective communicators who utilize technology to convey and access ideas and information.

Activity	A. Who & what are needed to do this	B. Who is responsible	C. How - Tasks:	D. When	E. How do we know it's done
1. Survey administration, coordinators, systems analyst & other staff annually to determine system, hardware, software & auxiliary needs.	• Budget data • Technology meeting minutes • Staff input • Field data per department	• Coordinators • Systems analyst	Coordinators brainstorm within departments to receive staff input. Hold meeting to determine technology needs.	• Fall & spring	• Technology meeting agendas and minutes • Coordinator meetings agendas and minutes
2. Prioritize technology needs based on student learning.	• Administrators • Coordinators • Counselor • Systems analyst	• Systems analyst	• Establish student learning priorities. • Analyze data to determine needs. • Determine prioritized technology projects.	• Fall & spring	• Technology meeting agendas and minutes
3. Using budget allocation data, plan to meet technological needs, including short-term (annual) needs and longer-term needs.	• Monthly & yearly budget updates • Carryover funds • Prioritized technology projects list	• Coordinators • Systems analyst	• Review budget to determine carryover funds available. • Allocate funds for short-term needs. • Allocate funds for long-term needs.	• Fall & spring	• Technology meeting agendas and minutes
4. Implement plan as determined.	• Principal • Systems analyst • Carryover funds	• Principal • Systems analyst	• Utilize prioritized technology lists & budget data to determine technology projects. • Authorize bids, & contract through CVUSD.	• Ongoing per technology plan	• Technology meeting agendas and minutes • Monthly report at Coordinator Meetings
5. Upgrade computer labs to support student learning.	• Coordinators • Systems analyst • Prioritized projects list • Hardware/software • Carryover funds	• Coordinators • Systems analyst	• Review computer labs. • Coordinators generate list of needed upgrades • Utilize Help Desk as needed.	• Annually • Ongoing • Ongoing	• Technology meeting agendas and minutes • Help Desk records • Coordinator Meeting minutes
6. Upgrade infrastructure to improve technology performance.	• Systems analyst • Outside contractors as needed • Carryover funds	• Principal • Systems analyst	• Determine infrastructure needs. • Accomplish each project as prioritized. • Authorize bids & contracts for outside work through CVUSD.	• Ongoing	• Technology meeting agendas and minutes • Coordinator meetings agendas and minutes • Contracts
7. Upgrade website & develop department websites.	• Coordinators • Counselor	• Counselor/ • Webmaster	• Coordinators request website updates. • Webmaster acts on feasible requests. • Coordinators determine content of dept. sites. • Coordinators design in-house if feasible.	• Ongoing	• Viewable websites
8. Implement eAttendance for ABE/ESL & Parenting.	• AIM tech support • Systems analyst • Counselor • Teachers & Coordinators	• Systems analyst • Counselor/ • Webmaster	• Coords. request eAttendance implementation. • Systems analyst & AIM support personnel coordinate AIM software installation. • Counselor inservices teachers on use.	• Fall 2011 (ABE/ESL) Spring 2012 (Parenting)	• eAttendance printouts

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Action Plan, Goal 3: Expand staff development opportunities.

Rationale: Ongoing staff development yields lesson delivery methods and tools to enhance learning so that students can work toward goals effectively and efficiently. The CVAE Mission is successful transition toward career, educational or personal goals.

Activity	A. Who & what are needed to do this	B. Who will be responsible	C. How - Tasks:	D. When	E. How do we know it's done
1. Encourage department PLCs where appropriate.	• Coordinator inservice	• Principal	• Provide information on forming PLCs at Coordinator Meeting.	• Feb. 2012	• Agenda & minutes of Coordinator Meeting
2. Conduct schoolwide staff development meeting.	• Adminstrators • Counselor • Scheduled meeting	• Principal	• Set meeting date. • Invite staff to paid meeting. • Prepare agenda. • Hold meeting.	• Annually beginning spring 2012	• Agenda & minutes of staff development meeting
3. Survey Coordinators regarding specific needs.	• Principal • Coordinators • Survey tool	• Principal • Coordinators	• Administer survey. • Compile and prioritize results.	• Annually & ongoing	• Printout of survey results • Staff development meeting agenda & minutes • Coords. meeting agenda & minutes
4. Coordinators schedule & budget staff development.	• Coordinators	• Coordinators	• Coords. schedule staff development per dept. • Coords. budget for staff development per dept. • Coords. submit staff development plan to principal.	• Annually per department	• Calendar • Departmental, PLC & staff development agendas & minutes
5. Maintain file of agendas, minutes & attendance.	• Coordinators • Copies of agendas, minutes, attendance records • Central file	• Principal • Coordinators	• Coords complete agendas, minutes & attendance per staff development. • Coords submit copies of records for central file.	• Ongoing	• Central file
6. Pilot online & web-based staff development.	• ABE/ESL coordinator • CTC Coordinator	• ABE/ESL coordinator • CTC Coordinator	• Selected Coordinators research online & web-based trainings. • Selected Coords report results of pilot to leadership team.	• Report given spring 2012	• Agenda & minutes of Coordinator Meeting

Action Plan, Goal 4: Establish a Student / Community Involvement Board (SCIB)

Rationale: Establishment of a Student / Community Involvement Board (SCIB) could improve the ability of CVAE to meet the needs of the community and develop a stronger connection between CVAE and the community.

Activity	Who & what are needed to do this	Who will be responsible	How - Tasks:	When	How do we know it's done
1. Review & refine a list of businesses and community groups operating within the area, beginning with current school-community connection.	• Principal • Business resources • Successful SCIB references.	• Principal • Coordinators • Designees	• Make an exploratory visit to successful, functioning Advisory Board. • Increase publicity via fliers, brochures and website	• Fall 2012	Report to Leadership Team. List attached to minutes
2. Send invitations to potential community Advisory Board members, including current and former students.	• Principal or designee • Invitation distribution list	• Principal	• Draft invitation • Distribute invitation	• Winter, spring 2012-13	• Sample and mailing list kept on file
3. Hold initial meeting with community connections to determine scope and frequency of community advisory meetings	• Principal or designee meeting space and time • Agenda • Food	• Princpal • Selected coordinators	• Secure meeting space • Determine specific agenda items	• Spring 2013	• Sign-in sheet • Minutes
4. Calendar and set agenda for 3 community advisory meetings each year: fall, winter, spring	• Principal or designee	• Principal or designee	• Set date for following meeting at each meeting Follow agenda-setting procedure	• Spring 2013 and ongoing	• Sign-in sheet • Minutes
5. Continue meeting regularly, maintaining records of attendance, agendas and minutes	• Secretary	• Principal or designee	• Choose SCIB secretary to maintain records.	• Spring 2013 and ongoing	• Records • Community advisory meetings attendance minutes
6. Continue Student Forum meetings with regular meetings to address student concerns and respond to student ideas.	• Counselor and/or administrator	• Counselor and/or administrator • Coordinators or teachers • Counselor	• Ask coordinators to name student participants • Ask for student volunteers; give names to counselor • Notify students of meeting dates/times	• Fall 2012 and ongoing	• Lists of student names • Sign-in sheets • Minutes from meetings

Action Plan, Goal 5: Strengthen schoolwide culture through increased departmental integration to move the school in a common direction.

Rationale: Interdepartmental connections promote staff skills and ideas, which can be applied toward strengthening lessons and resources for students.

Activity	Who & what are needed to do this	Who will be responsible	How - Tasks:	When	How do we know it's done
1. An annual schoolwide staff meeting will be held to celebrate successes, share information, and plan for the future.	• Schoolwide staff • Appropriate venue • Food	• Principal or designee	• Survey staff • Prepare agenda • Reserve site • Order food • Conduct event	• Spring 2013 • Ongoing annually	• Agenda • Minutes of meeting • Attendance sheet
2. All classes not filled through increased departmental integration to move the school in a common direction.	• Principal or designee • Invitation distribution list	• Principal	• Draft invitation • Distribute invitation	• Winter, spring 2012-13	• Sample and mailing list kept on file
3. Increase services to CVAE staff, provided by Medical Dept.	• Staff survey & other items TBD	• Principal • Medical Department Coordinator	• Survey staff • Brainstorm services offered • Arrange for services	• Spring 2013	• Records kept
4. Commitment from teacher to annually observe one class from another dept.	• Teacher time	• Department Coordinators	• Brainstorm ways to provide time • Secure commitment • Develop reporting mechanism	• Fall 2012 • Ongoing	• Records kept
5. Highlights from monthly coordinator reports will be posted on the website.	• Webmaster	• Webmaster / counselor	• Post appropriate highlights on website	• Fall 2012 and ongoing monthly	• Website
6. Student Forum will serve as vehicle for cross-departmental sharing	• Adviser schedule forums	• Student Forum adviser	• Departmental information include on student forum agendas	• Fall 2012 and ongoing	• Agendas • Minutes of Student Forum
7. Continue to explore ways to improve interdepartmental collaboration.	• Leadership Meeting Time	• Principal or designee	• Regular agenda item for Leadership Team meetings	• Spring 2013 and ongoing	• Agendas • Minutes of Leadership Team Meetings