



Val Verde Unified School District

Educational Services Strategic Plan 2014-2015



Superintendent

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The District Vision

Our Inspiration and Stretch to the Future

The Val Verde Unified School District believes in an educational system, which is committed to effective, life-long learning and provides its students with the tools and knowledge to become productive citizens of our democratic society; and, that the Val Verde Unified School District develops academic competency to prepare students to take part as fully franchised American citizens in a safe school environment. To accomplish this, we believe in strong leadership, the development of safe schools and high expectations from all segments of the system. We believe in actively engaged school/community partnerships with a viable accountability program to ensure success.

The District Mission Statement

Our Unique Purpose to Which We Aspire

To create a positive learning environment that produces life-long learners, who will become responsible, contributing citizens able to function in a culturally diverse society.

Our Beliefs

Our Fundamental Core Values

We believe that:

- Students are our first priority
- All students can learn
- Students benefit from family and community support
- High expectations improve performance
- Every individual has the power to make a profound difference in the life of another

District Operational Imperatives (Must Do's)

The Rules We Play By

We will:

- Make all decisions and take all actions based strictly on the best interest of the student
- Honor the dignity of each person
- Make optimal use of technology throughout the system
- Make policy and expenditure decisions that support district beliefs and goals
- Expect and support appropriate student behavior
- Expect highly effective performance from all stakeholders
- Only change or implement programs and activities after the following:
 - A thorough cost benefit analysis
 - Participation and development by representative of all affected
 - Provisions for staff training
 - An evaluation plan

District Goals and Objectives

Our Commitment to Achieve Specific, Measurable or Observable Results That Exceed Our Present Capability through a Broad District-wide Focus

District Goal One: Parent Engagement

Val Verde Unified School District is committed to embracing a collaborative culture for students, parents, teachers, staff, and the community that sustains exceptional parental engagement and promotes the social, emotional, and academic growth of our students.

District Goal Two: College and Career Readiness

Students graduating from the Val Verde Unified School District will possess the academic and technical skills required to pursue college and career options of their choosing.

District Goal Three: Create positive school climates

The Val Verde Unified School District will maintain safe and effective learning environments where students develop positive social relationships and a sense of school connectedness.

District Goal Four: Maintain and modernize school & district facilities and technology

The Val Verde Unified School District will offer safe, clean, and well-maintained schools that are technology enriched.

VVUSD Recognitions

- **Record Academic Performance Index Improvement of 189 points over the last 11 years (2003-2013)**
- **4th highest graduation rate in Riverside County at 90.2% (2014)**
- **Among the highest attendance rate in Riverside County at 96%**
- **Lowest truancy rate in Riverside County at 9.5%**
- **All VVUSD schools have a Similar Schools Ranking of 9 or 10 (2014)**

Strategies and Specific Results

How We Will Achieve Our Objectives and Reach Our Mission

<p style="text-align: center;">STRATEGY 1 Education Master Plan</p> <p>We will develop, communicate, and implement an Education Master Plan that encompasses comprehensive curriculum guides (Year Plans) aligned to California Common Core State Standards, Next Generation of Science Standards (NGSS), and English Language Development (ELD) Standards. This plan will utilize Best First Instruction (AIM), Research-Based Instructional Practices, effective Benchmark assessments aligned to Smarter Balanced Assessments, and Response to Instruction and Intervention. We will continually monitor and evaluate this plan.</p>	<p style="text-align: center;">STRATEGY 2 Professional Learning Communities</p> <p>We will develop collaborative K-12 Professional Learning Communities to implement and improve research-based instructional practices and responses guided by data analysis.</p>	<p style="text-align: center;">STRATEGY 3 School and Community Programs</p> <p>Implement a collaborative culture for students, parents, teachers, staff, and the community that sustains exceptional parental involvement and promotes the social, emotional, and academic growth of our students.</p>
<p style="text-align: center;">SPECIFIC RESULTS</p> <ol style="list-style-type: none"> 1. Comprehensive Curriculum Guides (Year Plans)/Units of Study: Update current pacing guides to align with California Common Core State Standards (CCCSS), the frameworks, the Six Key Instructional Shifts in Literacy and Math in Common Core, Next Generation of Science Standards (NGSS), English Language Development (ELD) Standards, SBAC claims and the use of sample Smarter Balanced assessment items incorporating Depth of Knowledge. 2. Best First Instruction: Support the on-going implementation of strong research-based 	<p style="text-align: center;">SPECIFIC RESULTS</p> <ol style="list-style-type: none"> 1. Implement effective collaborative training for all site staff and administrators (CCL, data analysis protocols, SMART Goals, etc.). 2. Implement an effective Collaborative Coaching and Learning model for all school sites. 3. Provide training for site staff and administrators in the data team process and the use of the data analysis protocol. 4. Utilize Instructional Coaches at every school site. 5. Continue to train site staff and administrators in the use of research-based instructional responses through the Response 	<p style="text-align: center;">SPECIFIC RESULTS</p> <ol style="list-style-type: none"> 1. Implement and maintain a parent volunteer program at each site. 2. Develop a public relations campaign to promote school and District activities. 3. Establish a District Parent Resource Center.

instructional/engagement strategies for all content areas that incorporate the elements of rigorous and relevant learning in order to prepare students for the 21st century workforce.

3. Effective Benchmark

Assessments: Utilize common assessments to inform instruction through data team analysis. Update existing Benchmark assessments to assess higher-level thinking based upon Enhanced Selected Response items, Constructed Response items, Technology Enhanced items, and Performance Tasks to mirror the format of Smarter Balanced assessments.

4. Response to Instruction and Intervention: Continue to refine development of our District master plan that includes grade span specific interventions for student behavior and academics.

to Intervention (RTI) process.

Action Plans

Our Roadmap to Achieving Our Mission

•Strategy One
•Plan One
•August 2014

Strategy:	We will develop, communicate, and implement an Education Master Plan that encompasses comprehensive curriculum guides (Year Plans) aligned to California Common Core State Standards, Next Generation of Science Standards (NGSS), and English Language Development (ELD) Standards. This plan will utilize Best First Instruction (AIM), Research-Based Instructional Practices, effective Benchmark assessments aligned to Smarter Balanced Assessments, and Response to Instruction and Intervention. We will continually monitor and evaluate this plan.
Specific Result #1:	Comprehensive Curriculum Guides (Year Plans)/Units of Study: Update current pacing guides to align with California Common Core State Standards (CCCSS), the frameworks, the Six Key Instructional Shifts in Literacy and Math in Common Core, Next Generation of Science Standards (NGSS), English Language Development (ELD) Standards, SBAC claims and the use of sample Smarter Balanced assessment items incorporating Depth of Knowledge.

#	Action Step	Assigned to:	Starting Date	Due Date:	Completed Date:
1	Provide professional development to our Principals and Instructional Coaches through a capacity building model that focuses on several areas: the California Common Core State Standards (CCCSS) which summarizes the elements of rigorous and relevant learning that prepare our students for the 21 st workforce; CCCSS/NGSS/ELD/Culturally Responsive Instructional Strategies; and Smarter Balanced assessments.	Ed Services	August 2014	May 2015	
2	Meet with District teachers to develop CCCSS curriculum guides (Year Plans)/units of study and share with the Elementary and Secondary Curriculum Councils to review documents and revise as needed.	Ed Services	August 2014	May 2015	
3	Create new documents and update our District Common Core website dedicated to Comprehensive Curriculum Guides (Year Plans)/Units of Study and instructional resources.	Ed Services	August 2014	May 2015	

4	Professional development opportunities will be provided to all staff concerning the integration of the CCSS and the ELD Standards.	Ed Services	August 2015	May 2015	
5	Provide professional development to our Principals and Instructional Coaches through a capacity building model in order to fully implement the CCSS and NGSS.	Ed Services	August 2014	May 2015	
6	Provide professional development to our K-8 teachers concerning the new Math adopted materials (Emphasizing the Digital component, how to use the new math manipulates, incorporating Number Talk opportunities, and writing in math.)	Ed Services	August 2014	May 2015	
7	Train teachers on how to design, implement, and maintain enriching curriculum and instructional experiences in the area of STEAM (Science, Technology, Engineering, Arts, and Math).	Ed Services	August 2014	May 2015	
8	Train, coach, and provide appropriate professional learning opportunities in the area of culturally relevant curriculum.	Ed Services	August 2014	May 2015	
9	Explore new item types and access the Digital Library to employ the full range of Depth of Knowledge activities.	Ed Services	August 2014	May 2015	
Evaluation/Artifacts: Comprehensive Curriculum Guides (Year Plans)/Units of Study. Benchmark Review Assessment Team agendas and minutes. Curriculum Council agendas and minutes. CCCSS Professional Development agendas and minutes. District Common Core website.					

•Strategy One
•Plan Two
•August 2014

Strategy:	We will develop, communicate, and implement an Education Master Plan that encompasses comprehensive curriculum guides (Year Plans) aligned to California Common Core State Standards, Next Generation of Science Standards (NGSS), and English Language Development (ELD) Standards. This plan will utilize Best First Instruction (AIM), Research-Based Instructional Practices, effective Benchmark assessments aligned to Smarter Balanced Assessments, and Response to Instruction and Intervention. We will continually monitor and evaluate this plan.
Specific Result #2	Best First Instruction: Support the on-going implementation of strong research-based instructional/engagement strategies for all content areas that incorporate the elements of rigorous, culturally responsive, and relevant learning in order to prepare students for the 21 st century workforce.

#	Action Step	Assigned to:	Starting Date	Due Date:	Completed Date:
1	Provide professional development in research-based instructional/engagement strategies that focuses on rigor and student application of learning to real world situations.	Michael R. McCormick	August 2014	May 2015	
2	Train Administrators and Instructional Coaches on how to coach, monitor, and support teachers in the delivery of research-based instructional/engagement strategies, interact with new units of study, and culturally relevant curriculum based on the SBAC claims/items for ELA and Math.	Michael R. McCormick	August 2014	May 2015	
3	Provide training on how to evaluate the implementation of the strategies with fidelity and whether to continue based on the results from the most current data.	Michael R. McCormick	August 2014	May 2015	
4	Train staff on the use of Gooru and how to share documents with staff and students to create a Gooru collection.	Ed. Services	August 2014	May 2015	
5	Train teachers to use Chromebooks, Google apps, Moby Max, First in Math, Haiku, access online instructional materials, and how to navigate through our Common Core website.	Ed. Services	August 2014	May 2015	
6	Provide training on the key elements concerning culturally responsive strategies.	Michael R. McCormick	August 2014	May 2015	

Evaluation/Artifacts: Various calendars of training dates and topics. Agendas, handouts and sign-in sheets from trainings. Collaborative Coaching and Learning meetings (Creation of SMART goals and implementation of instructional responses). VVUSD classroom walk-thrus. Use of technology such as Gooru, online instructional materials, Moby Max, First in Math, Haiku, and visitation numbers to our District Common Core website.

•Strategy One
•Plan Three
•August 2014

Strategy:	We will develop, communicate, and implement an Education Master Plan that encompasses comprehensive curriculum guides (Year Plans) aligned to California Common Core State Standards, Next Generation of Science Standards (NGSS), and English Language Development (ELD) Standards. This plan will utilize Best First Instruction (AIM), Research-Based Instructional Practices, effective Benchmark assessments aligned to Smarter Balanced Assessments, and Response to Instruction and Intervention. We will continually monitor and evaluate this plan.
Specific Result #3:	Effective Benchmark Assessments: Utilize common assessments to inform instruction through data team analysis. Update existing Benchmark assessments to assess higher-level thinking/Depth of Knowledge based upon Enhanced Selected Response items, Constructed Response items, Technology Enhanced items, and Performance Tasks to mirror the format of Smarter Balanced assessments.

#	Action Step	Assigned to:	Starting Date	Due Date:	Completed Date:
1	Revisit current Benchmark assessments and incorporate Constructed Response Items, Enhanced Selected Response Items, and Performance Tasks.	Ed Services Department	August 2014	May 2015	
2	Train new Administrators and Instructional Coaches in the district's data analysis protocol.	Ed Services Department	August 2014	September 2015	
3	Have Administrators and Instructional Coaches train new teachers in the district's data analysis protocol.	Ed Services Department	September 2014	On-going	
4	Provide Professional Development on the sample Smarter Balanced assessment items.	Ed Services Department	September 2014	On-going	
5	Evaluate current monitoring tools and services; add additional programs, resources, and support where needed in order to monitor progress of students for achievement in attainment of College and Career readiness.	Ed Services Department	September 2014	On-going	

Evaluation/Artifacts: Benchmark assessments. Benchmark Review Assessment Team meetings. Benchmark Review Assessment Team forms. Collaborative Coaching and Learning meetings. Various calendars of training dates and topics. Agendas, handouts and sign-in sheets from trainings. Sample Smarter Balanced assessment items.

•Strategy One
•Plan Four
•August 2014

Strategy:	We will develop, communicate, and implement an Education Master Plan that encompasses comprehensive curriculum guides (Year Plans) aligned to California Common Core State Standards, Next Generation of Science Standards (NGSS), and English Language Development (ELD) standards. This plan will utilize Best First Instruction (AIM), Research-Based Instructional Practices, effective Benchmark assessments aligned to Smarter Balanced Assessments and Response to Instruction and Intervention. We will continually monitor and evaluate this plan.
Specific Result #4:	Response to Intervention: Continue to refine development of our District master plan that includes grade span specific interventions for student behavior and academics.

#	Action Step	Assigned to:	Starting Date	Due Date:	Completed Date:
1	The RTI/EMT committee will continue to revise and communicate a District response to intervention plan.	Ed Services	August 2014	May 2015	
2	Attendance Specialists will continue to work with families to coordinate resources and provide behavior interventions to maximize school attendance.	Ed Services	August 2014	May 2015	
3	Contract with Attention to Attendance to monitor student attendance and communicate with parents.	Ed Services	August 2014	May 2015	
4	Continue to expand the Positive Behavior Supports and Interventions (PBIS). Hire intervention counselors at the high schools to increase and improve behavior. Hire Drug and Alcohol Counselor to develop Drug and Alcohol educational programs and interventions.	Ed Services	August 2014	May 2015	
5	Continue implementation of Olweus Bullying Prevention Program.	Ed Services	August 2014	May 2015	
6	Identify, implement, maintain, and evaluate interventions, such as INSIDE, EDGE, and Primary Grades Intervention.	RTI Committee/Ed Services	August 2014	May 2015	
7	In conjunction with community partners establish after school mentoring programs (Think Together) that include sports.	Ed Services	August 2014	May 2015	

8	Continue to refine entrance and exit criteria for intervention programs (Use of Dibels and other assessment data).	RTI Committee/Ed Services	August 2014	May 2015	
9	Continue to identify universal assessment tools to be used for intervention.	RTI Committee/Ed Services	August 2014	May 2015	
10	Continue to train teachers on the SB Universal Tools, Designated Supports, and Accommodtions	Ed Services	August 2014	May 2015	
11	Develop policies and procedures to research, define, develop, coach, monitor, and support programs that focus on foster youth and low-income pupils.	Ed Services	August 2014	May 2015	
<p>Evaluation/Artifacts: Response to Intervention Master Plan. Educational Monitoring Team (EMT) Plan. DIBELS VPORT data management system. INSIDE/EDGE assessment data. Reports from Attention to Attendance.</p>					

Action Plans

Our Roadmap to Achieving Our Mission

•Strategy Two
•Plan One
•August 2014

Strategy:	We will develop collaborative K-12 Professional Learning Communities to implement and improve research-based instructional practices and responses guided by data analysis.
Specific Result #1:	Implement effective collaborative training for all site staff and administrators (CCL, data analysis protocols, SMART Goals, etc.).

#	Action Step	Assigned to:	Starting Date	Due Date:	Completed Date:
1	Review collaborative training model- Taking our Team to the ExtraOrdinary (TOTO) and AIM lesson development (Emphasis on 2 Part Objective/Enduring Understanding/Essential Questions). Develop VVUSD Professional Development Calendar for 2014-2015.	Michael R. McCormick & Principals	August 2014	August 2014	
2	Identify participants for the training.	Site Administrators/ Site Leadership Team	August 2014	August 2014	
3	Schedule the trainings.	Ed. Services Division	August 2014	May 2015	
4	Site teams attend training.	Administrators, Ed. Services Division and Participants	August 2014	May 2015	
5	Participants develop and implement a plan at their sites.	Participants	August 2014	September 2014	
6	Monitor Implementation.	Administrators	August 2014-May 2015	On-going	
7	Evaluate Implementation.	Administrators	May 2015	May 2015	
Evaluation/Artifacts: Professional Staff Development calendar; Handouts; Training sign-in sheets and agendas.					

•Strategy Two
•Plan Two
•August 2014

Strategy:	We will develop collaborative K-12 Professional Learning Communities to implement and improve research-based instructional practices and responses guided by data analysis.
Specific Result #2:	Implement an effective Collaborative Coaching and Learning model for all school sites.

#	Action Step	Assigned to:	Starting Date	Due Date:	Completed Date:
1	Identify Instructional Coaches and administrators to attend training sessions.	Michael R. McCormick	August 2014	August 2014	
2	Schedule Trainer of Trainers session on Collaborative Coaching and Learning (CCL) model.	Michael R. McCormick	August 2014	August 2014	
3	Participants attend the training sessions.	Instructional Coaches and administrators	August 2014	May 2015	
4	Implement the CCL model at the school site.	Principals and Instructional Coaches	September 2014	On-going	
5	Monitor implementation.	Michael R. McCormick and Principals	September 2014	On-going	
6	Evaluate the effectiveness of the CCL teams at the school sites.	Michael R. McCormick and Principals	June 2015	June 2015	

Evaluation/Artifacts: Sign-in sheet from Trainer of Trainers sessions; site CCL sign-in sheets, agenda and minutes.

•Strategy Two
•Plan Three
•August 2014

Strategy:	We will develop collaborative K-12 Professional Learning Communities to implement and improve research-based instructional practices and responses guided by data analysis.
Specific Result #3:	Provide training for site staff and administrators in the data team process and the use of data protocol.

#	Action Step	Assigned to:	Starting Date	Due Date:	Completed Date:
1	Revise and update the data analysis protocol to include foster youth and low income students.	Ed. Service Division	August 2014	Ongoing	
2	Revise and update the SMART Goal template for the Elementary and Secondary Levels (Identify items that must be adhered to on the SMART Goal template).	Ed. Services Coordinators and Instructional Coaches	August 2014	Ongoing	
3	Provide training for new staff.	Ed. Services Coordinators and Instructional Coaches	August 2014	Ongoing	
4	Annual review of forms and process.	Ed. Services Coordinators and Instructional Coaches	May 2015	May 2015	

Evaluation/Artifacts: Data Analysis Protocol. SMART Goal template.

•Strategy Two
•Plan Four
•August 2014

Strategy:	We will develop collaborative K-12 Professional Learning Communities to implement and improve research-based instructional practices and responses guided by data analysis.
Specific Result #4:	Utilize Instructional Coaches at every school site.

#	Action Step	Assigned to:	Starting Date	Due Date:	Completed Date:
1	Update the job description for Elementary, Math, and Secondary Instructional Coaches.	Michael R. McCormick and Human Resources	August 2014	August 2014	
2	Monitor the utilization of the Instructional Coaches.	Michael R. McCormick and Principals	August 2014	On-going	
3	Evaluate the utilization of the Instructional Coaches.	Michael R. McCormick and Principals	June 2015	June 2015	
Evaluation/Artifacts: Job description for Instructional Coaches. Weekly activity plans sent to Principals.					

•Strategy Two
•Plan Five
•August 2014

Strategy:	We will develop collaborative K-12 Professional Learning Communities to implement and improve research-based instructional practices and responses guided by data analysis.
Specific Result #5:	Continue to train site staff and administrators in the use of research-based instructional responses through the Response to Intervention (RTI) process

#	Action Step	Assigned to:	Starting Date	Due Date:	Completed Date:
1	Identify the research-based instructional responses that are being utilized in the RTI process.	Michael R. McCormick & site administrators	August 2014	On-going	
2	Schedule the trainings for the research-based instructional responses.	Michael R. McCormick	August 2014	On-going	
3	Site staff and administrators attend the trainings.	Administrators and participants	September 2014	On-going	
4	Monitor the RTI process.	Administrators	September 2014	On-going	
5	Evaluate the RTI process.	Michael R. McCormick and Principals	June 2015	June 2015	

Evaluation/Artifacts: Professional Staff Development Calendar, sign-in sheets and agenda. Various job alike materials: calendars; agendas; and sign-in sheets.

Action Plans

Our Roadmap to Achieving Our Mission

•Strategy Three
•Plan One
•August 2014

Strategy:	Implement a collaborative culture for students, parents, teachers, staff, and the community that sustains exceptional parental involvement and promotes the social, emotional, and academic growth of our students.
Specific Result #1:	Implement and maintain a parent volunteer program at each site.

#	Action Step	Assigned to:	Starting Date	Due Date:	Completed Date:
1	District Parent Engagement Specialist will develop and coordinate the parent volunteer program for our District.	Coordinator of English Learner Support Services K-12	August 2014	September 2014	
2	Designate parents, teachers, students, and community members to design a systematic plan for a parent volunteer program that maintains confidentiality of information of volunteer activities.	District Parent Engagement Specialist, Principal, and Leadership Team	September 2014	September 2014	
3	Develop a comprehensive organization chart of teacher and school needs along with parent interests, schedules, and confidential contact information to suggest matches and maximize parent involvement.	Education and Students Services along with Site Leadership Team	September 2014	On-going	
4	Require DOJ fingerprinting and TB clearances as needed.	Principal and District Coordinator	On-going	On-going	
5	Provide appropriate training for the Coordinator, District Parent Engagement Specialist, and volunteers (Family Involvement Network meetings).	Principals, District Coordinator, and Community Liaisons	September 2014	On-going	
6	Maintain ongoing communication with the District Parent Engagement Specialist for	Education and Student	September 2014	On-going	

	recruitment of volunteers as necessary for upcoming activities and events.	Services along with the Site Leadership Team			
7	Assess and update the program annually.	Education and Student Services	March 2015	April 2015	
8	Provide training to parents on their role as active participants in the educational process.	Education Services and Student Services along with the Site	September 2014	On-going	
9	Revise surveys and parent compact.	Education Services	September 2014	January 2015	
Evaluation/Artifacts: Parent Survey; Parent Compact; SPSA (Budget Allocations for activities and events to increase parent involvement and participation); public relation documents; and sign in sheets from activities and event.					

•Strategy Three
•Plan Two
•August 2014

Strategy:	Implement a collaborative culture for students, parents, teachers, staff, and the community that sustains exceptional parental involvement and promotes the social, emotional, and academic growth of our students.
Specific Result #1:	Develop a public relations campaign to promote school and District activities.

#	Action Step	Assigned to:	Starting Date	Due Date:	Completed Date:
1	Establish a committee to coordinate a public relations campaign.	Coordinator of English Learner Support Services K-12	September 2014	September 2014	
2	Designate a site contact person who will coordinate each school's contribution to the public relations campaign.	Principals	September 2014	September 2014	
3	Coordinate with VVHS Teen Vision/Val Verde TV to provide on-air communications.	Michael R. McCormick	September 2014	September 2014	
4	Develop a monthly calendar of events for each school that will be posted on Peach Jar and the site's webpage.	District Parent Engagement Specialist and Principal	On-going	On-going	
5	Collaborate with VVUSD TV Director to determine when to rotate programs.	Phil Harding	On-going	On-going	
6	Promote the channel and the program line-up through Parent Access Management Systems (PAMS), school newsletters, and school websites. The district will promote the channel and the program line-up through appropriate sources.	Principals, Ed. Services Coordinators, District Parent Engagement Specialist, and I. T. Tech. Teachers	September 2014	On-going	
7	Assess and update the program annually.	Committee	March 2015	April 2015	

Evaluation/Artifacts: Parent Survey; SPSA (Budget Allocations for activities and events to increase parent

involvement and participation); public relation documents; and sign in sheets from activities and events.
Website calendars.

•Strategy Three
•Plan Three
•August 2014

Strategy:	Implement a collaborative culture for students, parents, teachers, staff, and the community that sustains exceptional parental involvement and promotes the social, emotional, and academic growth of our students.
Specific Result #1:	Establish District Parent Resource Center.

#	Action Step	Assigned to:	Starting Date	Due Date:	Completed Date:
1	District Parent Engagement Specialist will coordinate the parent volunteer program. Designate a site location for the coordination of volunteer activities along with the District Parent Resource Center.	District Parent Engagement Specialist, Principal, and Leadership Team	August 2014	September 2014	
2	Designate parents, teachers, students, and community members to design a systematic plan for a parent volunteer program that maintains confidentiality of information of volunteer activities.	District Parent Engagement Specialist, Principal, and Leadership Team	September 2014	September 2014	
3	Develop a comprehensive organizational chart of teacher and school needs along with parent interests, schedules, and confidential contact information in order to suggest matches and maximize parent involvement.	Committee	September 2014	On-going	
4	Require DOJ fingerprinting and TB clearances as needed.	Principal, HR Department, District Coordinator, and District Parent Engagement Specialist	On-going	On-going	
5	Provide appropriate training for the coordinator and volunteers.	District Coordinator and District Parent	September 2014	On-going	

		Engagement Specialist			
6	Maintain ongoing communication with the coordinator for recruitment of volunteers as necessary for upcoming activities and events.	Education and Student Services along with the Site Leadership Team	September 2014	On-going	
7	Assess and update the program annually.	Education and Student Services along with the committee members.	March 2015	April 2015	
Evaluation/Artifacts: Parent Survey; SPSA (Budget Allocations for activities and events to increase parent involvement and participation); public relation documents; and sign in sheets from activities and events.					