



TRI-CITIES ROP SCHOOL-WIDE ACTION PLAN July 2017 through June 2020 Version 2.0

ACTION ITEM NO. 1

GOAL: INCREASE STUDENT ACHIEVEMENT by offering challenging, rigorous, and engaging standards-based curriculum and ensuring every course is part of a pathway.

RATIONALE: Students benefit from courses that provide current and relevant training, are part of a coherent sequence of courses that prepares them for successful transition into postsecondary education and careers.

	ACTION STEPS (Task)	TARGET DATE (Completed)	PERSON(S) RESPONSIBLE (Lead)	MEANS TO ASSESS IMPROVEMENT OUTCOME (How)	MEANS TO REPORT (What is the proof?)	STATUS (Completed, In Progress or Placed on Hold)
1.1	Create common assessments and common key assignments for all ROP courses	June 30,2022	Program Manager Office Specialist	PLC meeting	Documents, Course Audit Matrix, PLC Agendas	Completed
1.2	Provide time and professional development for the creation of standards-based lesson plans with rubrics	Completed	Instructional Supervisor	Time and professional development, PLC meetings to update standards-based lessons	Lesson plans, calendars	Completed
1.3	Revised course outlines to include key assignments, standards, assessments, and pathway information	June 30, 2022	Program Manager	Work in PLC meetings	Course Audit Matrix	Completed
1.4	Develop and implement the Employability Profile and Pathway Completion Certificate for all students	Completed	WBL Coordinator Data Specialist	Complete pilot and implement with all other programs	Employability Profiles and Pathway Certificates to indicate needs	Completed
1.5	Schedule regular PLC meetings	Completed	Program Manager	Train teachers in expectations, align to Offer of Employment	Calendar with dates and specific goal	Completed
1.6	Assist with identifying students with barriers and challenges to increase student learning	Completed	Pathway Coordinator, Student Services Team	Meet with counselors, provide professional development and PLC goals	Increased student achievement - Developed Needs Assessment, Resource List	Completed

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ACTION ITEM NO. 2

GOAL: PROVIDE STUDENT OUTCOME DATA TO OUR STAKEHOLDERS to substantiate the value of career technical education for all students.

RATIONALE: Meeting this goal increases awareness of the benefits of our programs and, therefore, increases enrollment and positive student outcomes.

	ACTION STEPS (Task)	TARGET DATE (Completed)	PERSON(S) RESPONSIBLE (Lead)	MEANS TO ASSESS IMPROVEMENT OUTCOME (How)	MEANS TO REPORT (What is the proof?)	STATUS (Completed, In Progress or Placed on Hold)
2.1	Teachers share student outcome data with CCPAs, other teachers, administrators, parents, and counselors	Completed	Instructional Supervisor, Pathway Coordinator, Office Specialist, Student Services Team	PLC meetings, show increase and awareness of classes	Results from enrollment (either increase or decrease)	Completed
2.2	Increase communication with parents of students	Completed	Pathway Coordinator, Teachers, Student Services Team	Document distribution to stakeholders	List of activities	Completed
2.3	Collect Student Outcome data to improve outcomes and evaluate the effectiveness of programs	Completed	Instructional Supervisor, Data Specialist	Percentage of improvement each year	Annual Data Reports	Completed
2.4	Create a system to track alumni data	Completed	Director of Technology & Operations, Pathway Coordinator, Office Specialist	List of alumni identified	Students transitioning to postsecondary	Completed
2.5	Create a process for assessment of SLOs	June 30,2022	Program Manager Office Specialist, Student Services Team	PLC meetings and student survey information	Rubrics created and data collected	Completed

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ACTION ITEM NO. 3

GOAL: DEVELOP BUSINESS, COMMUNITY AND EDUCATIONAL PARTNERSHIPS to ensure all classes lead to industry certification, post-secondary education, and/or employment.

RATIONALE: Career Technical Educators partner with workforce development to provide internship sites, mentors, job shadowing experiences, field trips, and jobs for our students.

	ACTION STEPS (Task)	TARGET DATE (Completed)	PERSON(S) RESPONSIBLE (Lead)	MEANS TO ASSESS IMPROVEMENT OUTCOME (How)	MEANS TO REPORT (What is the proof?)	STATUS (Completed, In Progress or Placed on Hold)
3.1	Develop business partners with increased specific industries (to include companies larger than 50 employees)	Completed	Instructional Supervisor	Train teachers and create a plan to increase business partners for work-based learning	List of business partners with commitments to serve	Completed
3.2	Identify certification and testing for all classes and calculate the costs and determine funding	Completed	Accounting Supervisor, Instructional Supervisor	Students with certifications that increase 5% every year	Number of students who obtain a certification and complete testing	Completed
3.3	Increase teacher and post-secondary connections	June 30, 2022	Instructional Supervisor, Pathway Coordinator	Identify college courses that match an ROP pathway and schedule meetings with post-secondary teachers and ROP teachers also include in each advisory	Articulation agreements	Completed
3.4	Create an alternative plan to account for the schools that do not have a TCROP Career and Technology Lab	Completed	Instructional Supervisor, Pathway Coordinator, Student Services Team	Work with high school staff and TCROP teachers to develop a plan and provide more information about the resources available to students to navigate college and career readiness	Copy of the plan distributed to all major stakeholders - Student Services Plan includes Google classroom for student workshops along with laptop carts for in classroom presentations	Completed
3.5	Increase number of students in business internships	June 30,2022	Instructional Supervisor, Pathway Coordinator, Student Services Team	Create a committee to address issue	Completed hours of internships	Completed

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ACTION ITEM NO. 4

GOAL: INCREASE ORGANIZATIONAL EFFECTIVENESS AND EFFICIENCY.

RATIONALE: It is imperative we look at and document our processes to ensure complete effectiveness and efficiency to maintain our focus on student outcomes.

	ACTION STEPS (Task)	TARGET DATE (Completed)	PERSON(S) RESPONSIBLE (Lead)	MEANS TO ASSESS IMPROVEMENT OUTCOME (How)	MEANS TO REPORT (What is the proof?)	STATUS (Completed, In Progress or Placed on Hold)
4.1	Maintain stable funding	Completed	Superintendent, Accounting Supervisor	Visit legislators, participate in state and national events	Balanced ongoing budget	Completed
4.2	Investigate certificated and classified salary schedules	Completed	Human Resource Coordinator	Research other salary schedules and look at the multi-year projections	Report out to all staff	Completed
4.3	Develop process to complete inventory that can be shared readily with all staff	June 30, 2022	Director of Technology and Operations, Director of Fiscal Services	Online inventory system and manual	Inventory will be shared with all staff and completed and updated annually	Completed
4.4	Increase number of qualified substitute teachers	Completed	Human Resource Coordinator	Student outcomes and staff satisfaction survey results increase	List of qualified substitutes	Completed
4.5	Create a method to assess professional development and share outcomes	Completed	Human Resource Coordinator, Instructional Supervisor	Documented process for classified and certificated staff with clear outcomes	Increased knowledge of staff is observed and documented	Completed
4.6	Distribute Board Policy information to staff	Completed	Superintendent, Human Resource Coordinator	Website and Board Policy updates	Survey staff	Completed