

FAME Public Charter School School-wide Action Plan – Updated 6/2006

Review of the focus group self-study recommendations suggested four major growth areas. The tasks identified under each growth area represent the elements in our program that need to be modified or developed in order meet the critical academic needs of our students as identified in chapter 2 of this document. Each, either directly or indirectly, will enable us to implement programs and processes to ensure the quality of our academic program and our student’s educational experience.

Growth Area #1: Student Achievement

Students will demonstrate improved achievement in the areas of reading, writing, and math. Achievement will be measured first at the individual level and secondly at the school-wide level in alignment with our emphasis on Personalized Learning Plans. A variety of assessments will be used to measure student progress.

Rationale: Self study findings indicate a need to improve student achievement in reading, math, especially Algebra 1, for all student groups, in particular English Language Learners and at-risk student populations.

ESLR(s) Addressed: Improving student achievement addresses all expected school-wide learning results.

TASKS	Responsible Person(s)	Timeline	Resources	Means to Assess Improvement	Methods to Report
Develop a long-term plan and allocate resources for addressing instruction of EL students and including identifying and implementing alternative instructional delivery models	Admin Team School Director SE Staff Teaching Staff	<i>Develop by June 30 2007, Implement fall 2007, ongoing</i>	Financial support, Test data software, Admin and IST time, School-wide documentation, Curriculum, Facilities, Educational Support Providers	School and State disaggregated test results, CAHSEE pass rates, Teacher reports, Student Learning Records and portfolios, Parent/Student Surveys, Student retention, Graduation rates	Published test results, enrollment data, and graduation rates. Reports to the Board of Directors and WASC Leadership Team

TASKS	Responsible Person(s)	Timeline	Resources	Means to Assess Improvement	Methods to Report
Develop a long-term plan and allocate resources for providing instruction and support for students with low math skills and for providing adequate Algebra 1 instruction including identifying and implementing alternative instructional delivery models	Admin Team School Director Teaching Staff	<i>Develop by June 30 2007, Implement fall 2007, ongoing</i>	Funding, Test data software, Admin and IST time, School-wide documentation, Curriculum, Facilities, Educational Support Providers	School and State disaggregated test results, CAHSEE pass rates, Teacher reports, Student Learning Records and portfolios, Parent/Student Surveys, Student retention, Graduation rates	Published test results, enrollment data, and graduation rates. Reports to the Board of Directors and WASC Leadership Team
Develop a long-term plan and allocate resources for providing instruction and support to students with low language arts skills including identifying and implementing alternative instructional delivery models	Admin Team School Director Teaching Staff	<i>Develop by June 30 2007, Implement fall 2007, ongoing</i>	Funding, Test data software, Admin and IST time, School-wide documentation, Curriculum, Facilities, Educational Support Providers	School and State disaggregated test results, CAHSEE pass rates, Teacher reports, Student Learning Records and portfolios, Parent/Student Surveys, Student Retention, Graduation rates	Published test results, enrollment data, and graduation rates. Reports to the Board of Directors and WASC Leadership Team
Develop and implement measurable outcomes of success for ESLRs and ensure all stakeholders are aware of and understand them; update school documents to reflect ESLRs	Admin Team Teaching Staff	<i>Begin fall 2006, Complete January 2007, ongoing</i>	FAME Charter, Admin and IST Staff time, School documents, Funds for printing	Teacher, parent, and student reports, Learning Record documentation, Test results, Feedback from stakeholders	Published test results and reports to the Board of Directors and WASC Leadership Team

TASKS	Responsible Person(s)	Timeline	Resources	Means to Assess Improvement	Methods to Report
Implement alternative norm referenced assessment (NWEA) and develop multiple school-wide assessments	Test Coordinator BASIS Admin IT Dept. Principals and Support Staff Records Manager	In process Implement September 2006	Funding, Administrative, Support and IST time, Facilities, Computer hardware, Support from IT	Implementation and testing is taking place, Test results	Test Reports, Communication with staff, Report to Board of Directors and WASC Leadership Team
Research, purchase and implement a test data management system to enable adequate tracking of student performance, distribute disaggregated test results to school stakeholders,	Test Coordinator BASIS Admin IT Dept. Principals/Support Staff Newark Support Staff	Selection – complete Implement 2006-07 school-year	Funding Administrative, support and teaching staff time	Access to school-wide disaggregated test results for multiple assessments, Staff feedback	Test Reports, Communication with staff, Report to Board of Directors and WASC Leadership Team
Use assessment data results and identified critical academic needs to identify program improvements and allocate resources	Board of Directors School Director Admin Team Teaching Staff	On-going as soon as above is complete.	Disaggregated test results, Board, Administrative and IST Time, Funding to implement improvements	Student achievement results, Feedback from stakeholders on planning process, budgets and long-term financial plans	Budgets, Financial plans, Reports to BoD and stakeholders
Develop and offer academic and support classes at the Dublin Learning Center and research the feasibility of establishing additional resource centers	BASIS Admin Teaching Staff Resource Center Support Staff	Begin June 2006, Implement fall 2006, ongoing <i>In process: Brentwood Learning Center opening fall 2006</i>	Funding, Admin, support and IST time, Curriculum resources, Possible additional personnel	Student achievement results, Feedback from students/parents, Teacher feedback, Student Learning Records and portfolios	Budgets, Financial plans, Reports to BoD and stakeholders
Utilize website to inform school stakeholders of school-wide student progress	Test Coordinator Admin Team	On-going as soon as data is available	Funding to develop website, Admin time	Accessibility of information, Stakeholder feedback	Reports to BoD and WASC Leadership Team

TASKS	Responsible Person(s)	Timeline	Resources	Means to Assess Improvement	Methods to Report
Review student/teacher ratios, ratio of grade levels assigned and compensation levels to ensure adequate and fair distribution of resources to staff thereby retaining highly qualified teachers and ensuring quality academic support to students	School Director Finance Mgr BASIS Admin	March 2006 and ongoing – <i>Revisions complete, new student/teacher structure developed and presented to staff: implementation fall 2006.</i>	Funding, Administrative time, Possible additional personnel	Teacher feedback, Increased retention, Parent/Student Surveys, Student Achievement data, Student Learning Records and portfolios	Teacher Rosters, Reports to Director and BoD
Develop and publish a detailed catalogue of recommended curriculum for home-based program, by grade level and subject area	BASIS Admin Teaching Staff	Begin spring 2006, Implement fall 2006 <i>In process, preliminary template complete</i>	Funding for publishing, Support, IST and Admin time, CA content standards, Internet research, Parents	Published catalogue and feedback from users	Reports to WASC Leadership Team
Implement mid-year progress reports for all students	BASIS Admin Principals Teaching Staff	2006-07 school-year	Teaching staff time, Printing costs	Produced Mid-year progress reports	Reports to WASC Leadership Team
Continue to refine and improve Resource Library and online curriculum “store” to ensure it is an effective resource for parents and teachers	Purchasing Mgr Finance Mgr BASIS Program Administrator	June 2006, ongoing	Parents and Teachers, Educational Support Providers, Staff Time	Parent and Teacher surveys, Accounting Mgr feedback, Educational Support Provider feedback	Report to WASC Leadership Team

TASKS	Responsible Person(s)	Timeline	Resources	Means to Assess Improvement	Methods to Report
Complete course descriptions for all courses ensuring that they are aligned to the content standards and ESLRs, and expand UC/CSU a-g course offerings	BASIS Asst Program Administrator	Begin July 2006, Complete June 2007	Content Standards, Teaching and Admin staff time, Possible funding for support staff, publishing and curriculum	Completed High School Course Description Manual, Teacher, student, and parent feedback, Increased enrollment in a-g courses	Website, Report to WASC Leadership Team
Develop grading rubrics that support ESLRs, content standards, and course descriptions	Teaching Staff	December 2006	Internet research, Printed resources, IST and Admin staff time	Published usable rubrics	Parent and Teacher Manuals, Report to WASC Leadership Team
Continue implementation of Report Writer for student work record documentation	BASIS Admin Teaching Staff	In process Complete August 2006	IST and Admin time	Teacher feedback, Compliance Review Mgr feedback, Audit reports	Audit Reports, Report to WASC Leadership Team
Increase Educational Support Provider (ESP) options for high school students including tutoring, remedial services, and test preparation	BASIS Admin Teaching Staff	Begin December, 2006, ongoing <i>In process: hiring additional support provides for fall 2006</i>	Funding for advertising, Admin staff time	Published ESP lists, Student/Parent and IST feedback, Student Achievement data	Report to WASC Leadership Team
Review administrative and teacher staffing levels to ensure they are adequate to meet the needs of the school's programs	School Director Admin Team	March 2006 – <i>Complete</i>	Board, Administrative time and funding as necessary	Efficient organizational operations, IST and Admin feedback	Report to WASC Leadership Team

Growth Area #2: Teacher and Student Support Services

Improve services to teachers, students, and parents in order to ensure that adequate supports are in place that enables the implementation of the schools mission and vision in service to each individual student’s personalized learning plan.

Rationale: Self-study finding found evidence that support systems were inadequate to provide a well-rounded, fully accessible academic program for all students.

ESLRs Addressed: Improving support services either directly or indirectly addresses all expected school-wide learning results.

TASKS	Responsible Person(s)	Timeline	Resources	Means to Assess Improvement	Methods to Report
Review, develop, and implement new teacher training process	BASIS Admin	August 1, 2006 <i>In process: Mentor teacher hired for fall 2006</i>	Teaching Staff Existing Manuals and processes, Mentor Teachers	Increased teacher retention, Teacher feedback	Reports to BoD and to Leadership Team
Develop a long-term Professional Development program which will include improving teacher support documents and methods of sharing “best-practices”	School Director, BASIS Admin Principals Teaching Staff	Begin fall 2006, Complete June 2007	FAME Charter, Historical data, Teacher input, ACOE, “Industry” research	Teacher feedback, Parent/Study feedback	Reports to BoD and to Leadership Team
Review and revise Teacher manual content by program to support staff in the implementation of school procedures and academic plans	BASIS Admin	August 2006, ongoing	Existing manuals, New board policies, Review of best practices, Funding for publishing	Published manual, Teacher feedback	Reports to Leadership Team
Update and implement a staff evaluation process	School Director BASIS Admin Principals	Begin May 2006, End June 2007	Existing processes, Research on best practices, ACOE	Published procedures and forms, Teacher feedback	Packet/Manual approved by Admin Team and School Director

TASKS	Responsible Person(s)	Timeline	Resources	Means to Assess Improvement	Methods to Report
Develop a guidance program that includes necessary personnel (counselor and/or registrar) and record keeping systems for tracking student data ensuring that all students have access to high school and post-high school planning information	BASIS Assist Program Administrator	Begin June 2006, Implement fall 2006, Ongoing <i>In process: Full-time Academic Counselor hired. Will begin August 1, 2006.</i>	Funding for add'l personnel, Current manuals, Internet research, Various other "industry" publications	Published materials, Guidance section on website, Increased student services, Student/Parent/Teacher feedback, Improved documentation	Published materials, Report to Leadership Team
Develop or purchase software to provide adequate systems for transcripts, grades, course assignments, and other relevant student data and ensure adequate staffing to provide such services	BASIS Assist Program Administrator	Pilot spring 2006, Implement fall 2006 <i>In process: New student data management system purchased</i>	Funding for system, Potential add'l personnel	Increased student data, Efficiency in producing transcripts, SLPSs, and graduation plans, Teacher and parent feedback	Report to Leadership Team
Develop web-based and print resources that provide high school, college and career planning information and ensure they are available to all stakeholders	BASIS Assist Program Administrator	Begin July 2006, Ongoing	Funding for print materials, Internet research, "Industry" publications	Materials available to stakeholders, Stakeholder feedback	Print materials, website, Report to Leadership Team
Increase resources available to teachers and parents for assessing and facilitating student writing and math skills	BASIS Admin Teaching Staff	Begin September, 2006, end June 2007	Teachers, ESPs, research, CA standards, Curriculum	Printed materials available to teachers and parents	Report to Leadership Team, Parent and Teacher manuals

TASKS	Responsible Person(s)	Timeline	Resources	Means to Assess Improvement	Methods to Report
Offer more field-trips and/or other opportunities for students to connect socially	Field Trip Coordinator, Teaching Staff, BASIS Admin	Begin September 2006, ongoing	Teachers, parents, students, community organizations	Teacher, parent, and student feedback	Report to Leadership Team
Provide more workshops and/or classes designed to support parents in their roles as educational facilitators	BASIS Admin Teaching Staff	Begin September 2006, ongoing	Teachers, ESPs,	Teacher and parent feedback, Availability of printed resources	Report to Leadership Team
Consider revising teacher job title to reflect focus on Personalized Learning	BASIS Admin Teaching Staff	June 2006 <i>Complete</i>	Teachers, APlus Network	Teacher feedback	Report to Leadership Team
Hire more single-subject credentialed staff to support program development and implementation	BASIS Admin	Ongoing	ACOE, Advertising, APlus Network	More Single Subject Staff, Increased subject area resources, Staff feedback	Report to Leadership Team
Publish a Parent manual, yearly	BASIS Admin	Begin fall 2006, ongoing	Funds for publishing	Yearly Manual	Yearly Manual Available

Growth Area #3: Communication

Improve communication among administration, staff, student, parents and community in order to better serve the needs of students and families and ensure stakeholders are informed of all relevant information pertaining to the school.

Rationale: Effective communication is a critical component of a sound educational program. Self-study findings suggest a break-down in the dissemination of critical information that would support both teachers and families in implementing student academic plans and in fostering participation in school events and activities.

ESLRs Addressed: Effective communication is required to meet all expected school-wide learning results.

TASKS	Responsible Person(s)	Timeline	Resources	Means to Assess Improvement	Methods to Report
Develop communication systems to keep all stakeholders abreast of school events, programs, legal and governance issues, and opportunities for involvement: i.e.; school website, email listserves, and print resources such as parent handbooks, and brochures	Board of Directors, School Director BASIS Admin, Site Principals, Teaching Staff	Begin Spring 2006, ongoing <i>In process: New website being developed; will be implemented August 18th</i>	Funding, Website, Printed materials	Website content, Teacher, parent feedback, Increased student/parent involvement, Printed materials available	Report to BoD, Leadership Team
Develop an enrollment process that will constitute “Fully Informed” enrollment and revise associated school documentation: MA, SLPs, manuals	BASIS Admin Teaching Staff	Spring 2006, implement Fall 2006 <i>Complete, implementation in process</i>	Funding for add'l personnel, Printed materials, Teachers	Decreased student turnover, Increased student/parent satisfaction, Teacher feedback	Revised manuals and documents, SIS Data reports on enrollment trends

TASKS	Responsible Person(s)	Timeline	Resources	Means to Assess Improvement	Methods to Report
Determine and communicate the scope of the San Leandro program to ensure that all stakeholders are clear regarding roles, responsibilities, and academic and support services provided.	School Director BASIS Admin SL Principal	March 2006 <i>In process</i>	Admin and Director Time, Published communications	Printed materials, Increased student and parent satisfaction, Teacher feedback, Increased program efficiency	Report to Leadership Team
Develop and implement and long-range public relations/marketing plan	Board of Directors School Director Admin Support	Begin Fall 2006, complete June 2007	BoD Time, Printing/Marketing expenditures	Plan in place and in process, Full enrollment	Enrollment trends and published materials
Ensure that all stakeholders have access to board meeting dates and times, minutes, by-laws, board policies and governance structure	Board of Directors, School Director, BASIS Admin, Site Principals, Teaching Staff	Fall 2006	BoD time, Staff time, Emails, Listserves, Website	Feedback from teaching staff and parents	Increased stakeholder attendance at board meetings
Publish information on the evaluation processes and criteria the board used to determine school success	Board of Directors	December 2006	BoD time, Admin Support Staff time	Published information distributed, stakeholder feedback	BoD report to Leadership Team
Publish information on board recruitment policies	Board of Directors	December 2006	BoD time, Admin Support time	Published information distributed	BoD report to Leadership Team
Publish information on the processes and criteria for evaluating the effectiveness of the school board and policies set by the board	Board of Directors	December 2006	BoD time, Admin Support time	Published information distributed, stakeholder feedback	BoD report to Leadership Team

Growth Area #4: Stakeholder Involvement

Improve stakeholder involvement in school processes to ensure that all groups have adequate access and participation in planning and development process.

Rationale: An involved community is the cornerstone of an effective, proactive, and long-term viable educational program. Self-study finding suggest that stakeholder involvement in the program in terms of representation on the board; organized opportunities to participate in the school planning process; and actively engage in the programs and resources provided is lacking.

ESLRs Addressed: Improving stakeholder involvement either directly or indirectly addresses all expected school-wide learning results.

TASKS	Responsible Person(s)	Timeline	Resources	Means to Assess Improvement	Methods to Report
Increase parent, student, teacher, and administrative involvement in the school decision-making and planning processes	Board of Directors School Director BASIS Admin, Site Principals	Begin Fall 2006	Website, listserves, teachers, published information, BoD time, Director time, Staff time	Stakeholder feedback and involvement, Establishment of School Site Council, Admin feedback	Increased attendance at board meetings, Report to and from BoD
Increase stakeholder involvement on the Board of Directors and attendance at board meetings	Board of Directors School Director BASIS Admin, Site Principals	Begin Fall 2006	BoD time, Admin time, website, listserves,	Establishment of School Site Council or other representation	Report to Leadership Team
Increase collaboration between school leaders and teaching staff in developing school procedures	BASIS Admin, Site Principals, Teaching Staff	Begin Spring 2006, Ongoing	Staff meeting, mentor teachers, surveys, teacher committees	Teaching and Admin reports, surveys	Report to Leadership Team
Develop partnerships with business, other school districts, and community organizations which support student learning	Board of Directors, School Director BASIS Admin Site Principals	Begin January 2007, ongoing	ACOE and other districts, grant opportunities, BoD time, Staff time, parents, APlus Network	Increased contact and support with community organizations, increased grant funding	Report to BoD and Leadership Team