



PALISADES

CHARTER HIGH SCHOOL

Administrative Team Accountability Action Plan

- 1) All administrators will participate in annual Board retreat and goal setting on SATURDAY, SEPTEMBER 15. The Admin Team will prioritize the realization of the annual schoolwide goals.
- 2) All administrators will provide monthly department reports that include mid-management updates with monthly presentations for Board meetings.
- 3) Board Weeks - Each semester coordinate Board member observations in classrooms (discuss at annual Board goal setting meeting).
- 4) Data/report calendar – Identify data to be tracked and how often reports are collected (Ex. Weekly attendance marking reports).
- 5) Data training - Be better informed. Inform others.
- 6) Data access - Review user list each summer. Review roles of those who have access to data and adjust as needed. (Ex. CALPADS, etc.)
- 7) Change weekly meeting time so that all administrators can be in department and PLC meetings – Thursday mornings at 10-11:30am (90 min meeting)
- 8) Attendance Reporting – Improve data consistency by running weekly teacher reports to verify (discuss with David Moo).
- 9) Track formal and informal conferences with employees to ensure consistency and accountability.
- 10) Continue building walkthroughs and increase administrator time in classrooms.
- 11) Provide training for staff on organizational policies, professional responsibilities, and accountability systems.
- 12) Develop and promulgate the protocol for instructional assistants. Track progress on spreadsheet. Director will assign classrooms.
- 13) Coordinate a presentation from attorney with UTLA and PESPU representation about accountability systems and contractual requirements.
- 14) Develop recommendations for evaluation system.
- 15) Admin retreat will include establishing measurable goals for all departments and developing a tracking and accountability system to be implemented at the start of the 2018-19 school year.
- 16) All administrators will participate in monthly Long Term Strategic Planning meetings to provide information and hear stakeholder input.

June 19, 2018