

## Tier 2 Operating Plan - Mid Year Review Report

Due Date: February 6, 2008

District Priority: *Guiding Coalition*

Owner(s): *PIE/PRC*

Submitted by: *Francina Hines*

Date: *Feb. 6, 2008*

**District Strategy:** Improve communication and increase family involvement in a variety of ways that will support their student's achievements.

**Related District Tier 1 Target(s):**

Div/Dept Tier 2 Indicators	Strategies Implemented	Data Collected and Analyzed	Data Analysis Results	Mid-Year Changes
<i>(Based on Tier 3 analysis)</i>	<i>(What strategies have been implemented along the way to meet your Tier 2 indicators?)</i>	<i>(What data have been collected and analyzed as identified to measure progress of Tier 2 indicators? These data can be quantitative and/or qualitative.)</i>	<i>(What are the findings of data analysis? What is working and what is not? Explain reasons for progress or lack of progress.)</i>	<i>(Based on the data analysis, what strategies need to be modified to meet your Tier 2 indicators?)</i>
<i>Increase Epstein Model trainings by 25% as determined by workshop sign-in sheets</i>	<i>-We have held 3 district-wide Epstein trainings so far this year that were attended by principals as well as site representatives. Sites attending these workshops were also given a workbook to assist with Epstein implementation.</i>	<i>There has been a marked increase in parent workshop requests after our Epstein Model trainings as determined by our Workshop Request Grid</i>	<i>We are seeing a greater interest in using parent involvement to improve student achievement. The number of workshops scheduled, as well as the topics chosen, point to a desire to assist schools in meeting their site goals. We still need to fully integrate the partnership model to all sites. Some principals have been non-responsive to offers of trainings.</i>	<i>We are offering each principal/site the opportunity to work directly with our office and LACOE, using their site plans as the guide, in creating a parent involvement component strategy for meeting their specific goals</i>
<i>Increase the hours of parent and community member volunteer hours this year by 5% as measured by semester volunteer data</i>	<i>Implementation of the Parent Room concept.  Identify trained and qualified Volunteer/Partnership coordinators at each site as well as funding for these coordinators.</i>	<i>Volunteer hours, turned in by each site, are still coming in. We are currently trending towards last year's numbers.</i>	<i>We have determined that we will need to create a greater urgency for site coordinators to report their hours in a timely fashion. We have some schools not year reporting which is common – many schools catch up toward the end of the year. We have found that at some sites may need more hand holding.</i>	<i>We see the need to evaluate improvement comparative to last year at a specific point in time, ie. Oct. Vol. hours last year vs. this year which would need a more consistent monthly measure.</i>
<i>Reduce PIE office Volunteer processing time by 2 days as determined by the Volunteer Database log.</i>	<i>Gathering data to determine current volunteer processing average for our office.</i>	<i>We are reviewing our PIE/PRC Volunteer database to determine improvements in response time for processing volunteers.</i>	<i>Gathering data to determine a baseline from which to gauge improvement.</i>	<i>We will be changing the way we input the information about each volunteer to include application start date, clear date and number of days it took to process. This will entail changing both our computer database and our hardcopy application.</i>

**Support Needed** *(Is there support from others that is needed or could help the work be easier/faster/better?):*

*Funding source needs to be identified for coordinators at each site who can help oversee Epstein Model and Partnership count data  
We need school sites to report their volunteer hours on time each month.*