

RIALTO ADULT SCHOOL



2023 WASC Action Plan

324 North Palm Avenue

Rialto, CA 92376

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2023 WASC Action Plan

Participants:

- Leadership Team
 - Kimberly Watson, Principal
 - Monica Garcia, Assistant Principal
 - Frank Garza, Counselor
 - Vanessa Pineda Nunez, Assessment Specialist
 - Jo Ann Lopatynski, Teacher

AREAS OF STRENGTH

During our self-evaluation process, the RAS faculty and staff identified the following areas of strengths as paired down from Criterion 1-10.

1. RAS provides flexible student learning opportunities and a wealth of student support services.
2. RAS has expanded our advertising outreach into the community through a variety of mediums to promote school programs (i.e., mailers, flyers, school website postings, Remind messages, emails, school digital school marquee, social media, etc.).
3. RAS has increased our focus on promoting students to higher education and the workforce through partnership with San Bernardino Valley College.
4. RAS prides itself on the collaborative culture it has built among staff, faculty, and students.

Area of Strength #1

RAS faculty and staff prioritize the needs of its students. As a result, we go above and beyond to connect students to resources that meet varying needs. Although teachers have scheduled office hours to provide assistance to students with academic needs, they are very flexible with their time and it is not unusual for teachers to provide assistance outside of their scheduled time. The office staff helps students by connecting them to community resources and answering questions they may have. Administration has an open door policy and is readily available to assist students, staff and teachers as the need arises.

Area of Strength #2

RAS started a social media account on [Instagram](#) this year. On this platform, as well as our [school website](#), we share flyers about upcoming events, job skills training, holidays, and celebrate students' achievements. Announcements are also displayed on the streetside digital marquee so any community member driving by can see what is going on at RAS. This year we also got access through our District to the districtwide Remind app so we can send out messages and flyers to the entire community about upcoming enrollment dates and other events, etc.

Area of Strength #3

RAS has a strong partnership with San Bernardino Valley College. A transitional counselor from SBVC comes to RAS twice a month to meet with students, on an appointment basis, to discuss topics such as: transition to college, translation of college transcripts from home country to USA, college and career readiness and goal setting among other things. The counselor also connects with students via email and phone calls outside of her assigned days at RAS. The counselor communicates frequently with administration so that a collaborative relationship can be maintained.

Area of Strength #4

Perhaps one of the greatest accomplishments RAS can boast about is the collaborative culture it has built among all its stakeholders. Although there is room for growth in this area, as will be discussed in growth areas below, teachers have expressed great pleasure in the open communication and relationship building that has taken place in the last several years since the arrival of the new administration. Students have also verbally expressed their appreciation for the caring and helpful nature of the school staff and administration. ([Student Speech](#)) In addition, RAS has built a strong collaborative relationship with the high schools in the Rialto Unified School District. As a result, the RAS graduation ceremony is held at the same time as Milor Continuation High School and Zupanic Virtual Academy at the Toyota Arena in Ontario, giving our graduates the same graduation celebration as the high school students.

GROWTH AREAS

Likewise, during our self-evaluation process, the RAS faculty and staff identified the following growth areas as paired down from [Criterion 1-10](#).

1. Data Analysis
2. Community Partnerships
3. Professional Development
4. Collaboration
5. Career Technical Education

Growth Area #1

Data analysis was a focus during our initial WASC accreditation review. The emphasis that was identified during that time was that RAS needed to focus on increasing the pre/posttest pairs on the CASAS exams. That action was completed. The focus this time will be to take a deeper dive into the analysis of the test result data. Having a clearer picture of student growth and academic needs has a direct impact on student achievement as it empowers teachers to focus their instructional efforts on what students need most. This correlates to SLO # 1.

Growth Area #2

Although RAS has built a strong relationship with SBVC, the faculty and staff felt it was important to expose students to experts in the field. Therefore, they requested that we focus on bringing in guest speakers from different colleges and career fields. Giving students the opportunity to connect directly to topics and experts that interest them would be very beneficial. This correlates to SLO #1.

Growth Area #3

During our WASC preparation meetings, the faculty and staff agreed that continuing professional development for teachers is a high priority as it directly impacts student achievement and success. PD in the use of new technology was particularly a priority. Although teachers and staff alike are afforded many opportunities to attend training, workshops, and conferences pertaining to adult education, they requested to get more specific training on how to use the new technology they have been provided more effectively and efficiently. This has just begun as we hired an Assessment Specialist this year who not only will be training teachers, but is available to help with technology needs in the classrooms. This correlates to SLO #3.

Growth Area #4

Although having a collaborative culture is a strength at RAS, faculty and staff agree that building stronger collaboration groups is key to student success. Teachers specifically requested to focus on making specific time for content areas to collaborate on evidence-based instructional strategies, instructional materials and lesson planning, building common formative assessments, and data analysis to help inform instruction. Therefore, our collaboration efforts moving forward will be focused on content areas meeting together to improve the overall quality of the instructional program and delivery practices. This correlates to SLOS #1 and #2.

Growth Area #5

In today's day and age, it is important more than ever for students to obtain current relevant work experience. CTE classes provide them that opportunity. RAS will be working on creating more CTE class options. Currently we offer Pharmacy Technician, Intro to Culinary Arts, and a Computer Basics class. We are working on starting another class in the medical field in the immediate future. A longer term goal is to start a Cosmetology class. This correlates to SLO #1.

Growth Area: DATA ANALYSIS

Administration and teachers will take a deeper dive into analyzing CASAS and other assessment data to determine student initial levels, growth levels, and areas on which to focus learning and interventions.

Rationale:

Data analysis allows administrators and teachers to use data to guide instruction in order to improve student learning and achievement.

<i>Steps to Address Growth Area</i>	<i>Person(s) Responsible</i>	<i>Timeline for Completion</i>	<i>Resources Needed</i>	<i>Methods to Assess, Monitor, & Report Progress</i>
Collect data from multiple sources	Assessment Analysis	Fall assessment Spring assessment	Computer lab	Collaboration between staff, faculty and administration
Disaggregate and analyze the data	Administration Teachers Assessment Specialist	At the end of each testing cycle (Fall and Spring)	CASAS reports Other data reports	Collaboration between staff, faculty and administration
Draw conclusions	Administration Teachers Assessment Specialist	At the end of each testing cycle (Fall and Spring)	CASAS reports Other data reports	Collaboration between staff, faculty and administration
Make recommendations	Administration Teachers Assessment Specialist	At the end of each testing cycle (Fall and Spring)	CASAS reports Other data reports	Collaboration between staff, faculty and administration

Growth Area: *COMMUNITY PARTNERSHIPS*

Rialto Adult School faculty and staff will work on establishing community partnerships by scheduling presenters that can come and present information to students regarding jobs and/or college opportunities.

Rationale:

Exposing students to community resources and partnerships will help inspire and direct students' towards opportunities as well as open doors for them to obtain gainful employment or continue their post secondary education.

<i>Steps to Address Growth Area</i>	<i>Person(s) Responsible</i>	<i>Timeline for Completion</i>	<i>Resources Needed</i>	<i>Methods to Assess, Monitor, & Report Progress</i>
Identify possible presenters	Administrators Teachers	Fall 2023	Time for research	
Submit board item and REAF for District approval	Administration	Fall 2023 and/or Spring 2024	None	Monitor approval trail on Financial 2K
Create requisition	Administration Teachers	Fall 2023 and/or Spring 2024	CAEP funds	Monitor approval trail on Financial 2K
Schedule presenter to come speak to students	Administration Teachers	Fall 2023 and/or Spring 2024	CAEP funds	Advertise on website, social media account, and send Remind message
Obtain student feedback on presenter and information presented	Administration Teachers	Fall 2023 and/or Spring 2024	Copies of feedback forms	Student feedback forms

Growth Area: *PROFESSIONAL DEVELOPMENT*

Rialto Adult School will provide on-going professional development and training opportunities for teachers, administration, and staff, particularly in the area of effectively using technology.

Rationale:

Continuing professional development for faculty and staff will ensure that they are delivering the most current services, technology, evidence-based instructional strategies, and curriculum to students which will have a direct impact on student learning and achievement.

<i>Steps to Address Growth Area</i>	<i>Person(s) Responsible</i>	<i>Timeline for Completion</i>	<i>Resources Needed</i>	<i>Methods to Assess, Monitor, & Report Progress</i>
Survey teachers which technology they would like to be trained on	Administration Assessment Specialist	Spring 2023 (on-going)	Google Form	Survey forms
Schedule the technology training session	Administration Assessment Specialist	Fall 2023 (on-going)	Calendar	Calendar
Create a PSR for extra-duty hours for teachers to attend the training	Administration and Secretary	Fall 2023 (on-going)	CAEP funds or WIOA funds	Monitor approval trail on Financial 2K
Create the training presentation	Administration Assessment Specialist	Fall 2023 (on-going)	None	Google Slides
Present the training to faculty and staff	Administration Assessment Specialist	Fall 2023 (on-going)	ViewSonic Screen and classroom/staff lounge	Agenda, Google Slides, Calendar
Obtain faculty and staff feedback on the training session	Administration Assessment Specialist	Fall 2023 (on-going)	Google Form	Survey results

Growth Area: *COLLABORATION*

Rialto Adult School will maintain an on-going collaborative environment among administration, teachers, and staff to ensure we are all on the same page and working together for our students from entry to exit. Teachers will benefit from collaborating on lessons, creating common formative assessments, and using evidence-based instructional strategies.

Rationale:

Collaborative efforts are important to facilitate student growth and development to its maximum potential as well as helping to set them up for success once they exit our programs. It will also ensure teachers are on the same page regarding instructional materials and strategies being used. Teachers will also be able to create common formative assessments and COAPPs assessments.

<i>Steps to Address Growth Area</i>	<i>Person(s) Responsible</i>	<i>Timeline for Completion</i>	<i>Resources Needed</i>	<i>Methods to Assess, Monitor, & Report Progress</i>
Implement content area collaboration meetings	Administration	Spring 2023	None	Calendar invites
Determine dates for collaboration	Administration	Spring 2023	None	Calendar invites
Create a PSR for extra-duty hours for teachers to collaborate	Administration Secretary	Spring 2023	CAEP funds WIOA funds	Monitor approval trail on Financial 2K
Determine topics of the collaboration meetings	Administration Teachers	Spring 2023	None	Agendas
Determine evidence of each meeting to be submitted	Administration Teachers	Spring 2023	None	Monitor student outcomes on COAPPs assessments

Growth Area: CAREER TECHNICAL EDUCATION (CTE)

Rialto Adult School will increase the number of CTE classes available to the community.

Rationale:

Adding CTE classes will provide students more opportunities to learn and prepare for the workforce and post secondary education.

<i>Steps to Address Growth Area</i>	<i>Person(s) Responsible</i>	<i>Timeline for Completion</i>	<i>Resources Needed</i>	<i>Methods to Assess, Monitor, & Report Progress</i>
Determine a new CTE class offering	Administration	Spring 2023	None	Timeline Calendar
Determine the teacher who will teach the class	Administration	Spring 2023	Personnel Services	Teacher applications
Determine curriculum for the course	Administration Teacher	Spring 2023	None	Keep track of resources being researched
Create a PSR for the teacher who will teach the class	Administration Secretary	Summer 2023	CAEP funds WIOA funds	Monitor approval trail on Smarte
Create a requisition for the curricular material	Administration Secretary	Summer 2023	CAEP funds WIOA funds	Monitor approval trail on Financial 2K
Advertise the class offering	Administration Clerk and Secretary	Summer 2023	Digital and paper flyers, Remind messages	Advertise on website, social media account, and send Remind message