Los Angeles Unified School District

Local Options Oversight Committee

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| REVISED ESBMM PLAN SUBMISSION | | | | |
| Name of School:  Alta California ES | Primary Contact Person:  Jose Benitez, Principal | Phone Number:  (818) 830-4400 | Email Address:  jab0459@lausd.net | Date: May 1, 2018 |
| Please administer the Self-Reflection Rubric to your school’s stakeholders (teachers, parents, administrators, and student members of councils/student government (for secondary schools). Your school’s LSLC (sometimes called Shared Decision-Making or ESBMM Council) will then analyze the data collected from the rubrics to determine 3 goals for your school moving forward and write them in the spaces provided. | | | | |
| GOALS | | | | |
| 1. Increase ELA scores for student in grades 3-5 by an average of 5% yearly on the CAASPP.  Alta California ES will continue to expand on instructional strategies used in the classroom. It will better develop literacy academies and implement collaborative lesson study and peer observation. It will ensure small group instruction and grouping is implemented effectively and targeting outcomes. Alta will continue to use computer software, Achieve3000 and Lexia and monitor progress to increase student outcomes. | | | | |
| 2. Increase MATH scores for students in grade 3-5 by an average of 5% yearly on the CAASPP.  Alta California ES will continue to expand on instructional strategies used in the classroom. It will focus on cogitatively guided instruction, number talks, math practices and mathematical discussions. It will use computer software, ST Math, to increase student outcomes. Alta will provide time for teachers to collaborate, plan and share targeted lessons. | | | | |
| 3. Provide a culture of support for parent and students measured by the School Survey.  Alta California ES will further provide student incentives for academic and social emotional support. It will also continue to build on college readiness and implement restorative justice circles. In addition, Alta will provide parents with support classes to help their student academically, socially and emotionally. Alta will create a welcoming parent center. Furthermore, parents will be given more opportunities for involvement by volunteering during school events and daily operations. | | | | |

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| 1. How does your school plan to use the Staff Selection autonomy? (See ESBMM Manual pp. 9 - 12 for guidance).  Alta California ES follows ESBMM guidelines for staff selection.  General Staffing Guidelines  1. The staffing plan is based on student needs.  2. Staff must be selected to support the vision and mission of the school.  3. Teachers at Alta California / ESBMM Schools maintain their full status as UTLA members and as employees of the District.  4. Alta California / ESBMM Schools are required to comply with all applicable collective bargaining agreements as they relate to staff. In addition, they must adhere to Personnel Commission rules pertaining to classified employees.  Selection of Principal  The Alta California’s Local School Leadership Council shall make recommendations to the Superintendent regarding the filling of the position for Principal by forwarding their nominee for the position. Should the nominee not be approved by the Superintendent, the selection committee has the option of putting forth their next candidate or conduct a new search.  Filling Vacancies  Alta California / ESBMM Schools are required to post all vacant positions for certificated staff and administration through the Human Resources Division. Alta California / ESBMM Schools may select faculty from any candidate eligible throughout LAUSD, and not just in their local instructional area, subject to rehire lists. Any and all selection of staff for Alta California / ESBMM Schools must be processed and approved through the Human Resources Division. The selection of non-UTLA staff members who are in other LAUSD unions shall be in compliance with the applicable collective bargaining agreements.  Alta California Bylaws, Article V – Staff Selection and Hiring, specify the composition of hiring committees.  1) Teacher Selection: The committee for teacher selection shall consist of one administrator or designee; Chapter Chair or ESBMM member; Grade Level Chair or Teacher representative.  2) Administrator Selection: The interview committee for administrator selection shall consist of one administrator or designee; Chapter Chair or designee; ESBMM Council Members.  3) Out of Classroom Teacher: The committee for teacher selection shall consist of one administrator or designee; Chapter Chair and/or ESBMM.  4) Teacher Assistant, Supervision Aid and Classified Employees: The committee for position selection shall consist of one administrator or designee. |

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| 2. How does your school plan to use the Budget autonomy? (See ESBMM Manual pp. 12 - 16 for guidance).  Alta California ES exercises its budget autonomy within Local School Leadership Council and School Site Council. Shared-decision making is used when deciding budget allocation. All budgetary decisions are aligned to our school vision and mission. Furthermore, funding is allocated based on achieving student academic success.  Alta California ES follows all district guidelines for budget development and allocation.  General Fund School Program  Alta California ES uses their allocation to develop a budget that meets the needs of the local instructional and operational programs within the constraints of State and Federal laws, court orders and consent decrees, collective bargaining agreements, Personnel Commission Rules, and the Human Resources Division. These funds support core positions such as administrators, teachers, and clerical staff.  In addition, Alta California ES receives other types of resources:  • Resources to support targeted disadvantaged students  • Resources specific to individual site needs, such as campus aides  • Centrally-budgeted resources and services such as police and gardeners  • Federal allocations distributed based on student characteristics (i.e. English Learner, low-  Income) meant to supplement the school’s core program  Alta California ES has control over its financial resources. The budget autonomy allows the school to use its financial resources to provide for the vision and mission identified in their approved proposals. While the School Leadership Council approves the annual budget, the School principal is the final budget manager and assumes responsibility for ensuring that the budget is available to support staffing request and all other costs for a fiscal year. |
| 3. How does your school plan to use the Curriculum and Assessment autonomy? (See ESBMM Manual pp. 16 - 23 for guidance).  Alta California ES exercises its autonomy in curriculum and assessment. It adheres to the guidelines for ESBMM schools adopting curriculum:  • Alta California / ESBMM Schools’ curriculum shall be based on the Common Core State Standards, and shall meet or exceed in rigor the LAUSD curriculum  • Alta California / ESBMM Schools can create or modify curriculum to fulfill each school’s mission but there must be a core curriculum for all students  Alta California ES implements an English Learner Program. Federal and State law requires the District to provide services, which include daily English Language Development (ELD) and access to the core curriculum for all English Learners (ELs). In addition, the District entered into an agreement with the federal Office for Civil Rights, and as a result, revised the English Learner Master Plan. The agreement and law requires the District to ensure that ELs are provided access to standards-based ELD and content area instruction by placing students in instructional settings that meet their language and academic needs.  Alta California / ESBMM Schools recognize that ongoing assessments are required as part of an effective instructional program. Assessment autonomy provides ESBMM Schools the opportunity to design their own formative measures, enabling teachers to identify data points to inform their instruction and to provide differentiated support for students in their classroom. To access this autonomy,  Alta California ES implements the following assessment options:  • District provided CCSS aligned assessments  • Interim Assessment Block (SBAC)  • Develop their own grade level CCSS aligned assessments  Alta California / ESBMM Schools use the following guidelines for assessment:  • Assessments are first and foremost a tool for informing and improving instruction.  • Assessments should be a tool to measure student progress.  • Assessment practices must be fair and equitable for all students, regularly reviewed, and refined  • Assessment results should be used to promote reflective practice in teachers, collaboration and relevant professional development leading to improved instruction  • Assessment goals, dates and results should be clearly communicated to students and parents. |

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| 4. How does your school plan to use the Professional Development autonomy? (See ESBMM Manual pp. 24 - 25 for guidance).  In order to create personalized learning environments for their students to raise student  achievement and meet other school wide goals, Alta California / ESBMM Schools have flexibility with the design of their professional development. Teachers are active participants in identifying the type of professional development that aligns with their school’s curriculum, assessment, and intervention. Having this flexibility encourages collegiality and fosters agreement on goals and visions among the participants. Research has shown that buy - in among participants is crucial as the process acknowledges their existing beliefs and practices. With professional development autonomy, an ESBMM School can decide on the content that will best meet their students’ learning needs and address the strengths and weaknesses of their teaching staff internally and/or by contracting with outside PD providers. Alta California ES provides autonomy in grade levels through grade level planning and establishing SMART goals. |

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| 5. How does your school plan to use the School Schedules autonomy? (See ESBMM Manual p. 25 for guidance).  Alta California ES exercises its scheduling autonomy by providing more professional development on Tuesday by applying for a PD waiver each year. It allows flexibility to increase planning and professional development time for the faculty. Our schedule also maximize learning time for students. |

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| 6. How does your school plan to use the Governance autonomy? (See ESBMM Manual pp. 25 - 28 for guidance).  At Alta California ES, it is the Local School Leadership Council’s charge to keep the vision of the school, to ensure that the school is performing at high levels, and to enable all of the school’s stakeholders to have a voice in the school’s development. Given this charge, it is critical that Alta California ES has in place a functioning LSLC, with representation from administration, faculty, parents, and community representatives.  Local School Leadership Councils has authority over the following:  •Set and maintain the school’s vision, mission, and goals  •Approve the annual budget  •Recommend the selection of the school principal  •Ensure compliance with all federal and state mandates, court orders, and safety policies related to school operation  •Annually review the school’s progress on indicators of student engagement and achievement, and ensure that there is a plan in place to address any gaps  Alta California ES has established guidelines for its LSLC / governance council.  Article II – Purpose  The purpose of the council as defined in the applicable part of Article XXVII of the Los Angeles Unified School District/UTLA Collective Bargaining Agreement is to oversee the policies and procedures governing those areas delineated in Section 2.4, as well as the staff selection process and the local budget control. The council guides school-wide implementation budgetary items.  Article III – Membership  1) The Alta California Elementary School - School Based Management Council (the "Council") will be made up of 17 members:  a)  One (l) Principal  b)  One (l) UTLA Chapter Chair  c)  Seven (7) Teachers  d)  Seven (7) Parents  e)  One (l) Classified representative  2) Active Membership  a) Members must attend regularly. Parent/Community alternates are encouraged to attend.  b) Three un-notified absences may result in being asked to resign from the council. If unable to attend, notify one of the Co-Chairpersons as soon as possible.  c) To facilitate active participation, members will receive regular training in shared decision-making, including the purpose of the SBM Council, the school’s approved SBM Plan and related waivers, and members’ rights and responsibilities within the council setting.  3) Elections  a) Elections will be held in accordance with Article XXVII for certificated, classified and parent/community members. (Section2.9).  b) Elections to fill vacancies can occur at any time during the school year as needed and following guidelines in Article XXVII.  c) Elections will be held 30 days prior school to the last day of school.  4) Terms  All member representatives serve a one-year term accord to the school calendar year.  5) Officers  Co-Chairpersons: The elected UTLA representative and the principal shall serve as co-chairpersons of the council.  They will set the agenda.  Secretary: The secretary will take minutes during meetings and ensure accurate records are being taken and kept in a binder located in the principal’s office. Secretary will post meeting minutes.  Treasurer: The treasurer will have budget oversight. They will ensure budget transparency and that funding is being used.  Parliamentarian: The parliamentarian will ensure meeting protocols are met. They serve as a timekeeper and maintains order.  Removal of Officers   Officers may be removed from office by a consensus vote of all the members, if any, of the operating norms are violated.  I. Vacancy  A vacancy in any office shall be filled at the earliest opportunity by a special election for the remaining portion of the term of office.  Article IV – Meetings  1) Meetings: The Council will meet the second Thursday of every month, when school is in session unless otherwise determined by consent of the Council. Meetings cannot exceed 2 hours and on average should be an hour. Meetings will adhere to the Brown Act.  2) Quorum: A quorum should be half of the total membership of the combined Council plus one. The quorum should include at least one representative of each of the stakeholder groups.  3) Time: Time limits for agenda items will be five minutes unless there is consensus for five minute extension(s).  4) Decision Making: The goal of the Council is to reach consensus on all issues. If consensus cannot be made a vote on the issue will be held at the following meeting and results recorded in the minutes. Each member is entitled to one vote, absentee and proxy voting is not permitted. A present member can abstain from voting. If members abstain from voting, at least a 2/3 votes is required to reach consensus. A no vote or lack of 2/3 yes votes will result in the issue being revisited the following meeting.  5) Minutes/Agenda: Minutes will be taken at meetings. Minutes must be given to the Principal or UTLA chairperson at least two weeks prior to next meeting. The principal will post minutes at least five working days prior to meeting and distribute them to the SBM Council prior to next meeting. Agenda will be prepared by the Principal and UTLA Chairperson and posted in the Main Office at least 72 hours week prior to next meeting. Agenda items and supporting documents may be submitted by any council member, at least 24 hours prior to preparation of the agenda.  6) Documentation: LSLC binder is a secured public record document and will be kept in the principal’s office. Any council member can review it with the supervision of the principal or SSA. Members can request copies of documents without a Freedom Of Information Act request.  7) Committees: In addition to our standing committees, a special task force may be created to study specific issues as they arise. The Council may designate the members of the task force. All standing committees are open to all the stakeholder groups of Alta to attend and participate.  8) Notice of Committee Meetings: All committee meetings will be posted on the master calendar by the committee chairperson. The date of the meeting will be presented as part of upcoming SBM agenda. Notice of a committee meeting shall be given to all committee representatives by the committee chairs at least three days prior to the meeting. Parent representatives shall be notified of committee meetings by telephone and/or email communication.  9) Emergency Meetings: For an emergency meeting to occur, Council member must be given 48 hours notice.  10) Conduct of Meetings: Meetings shall be conducted in accordance with the rules of order established by Education Code Section 3147G) and with Robert's Rules of Order or an adaptation there of approved by the Council.  11) Meetings Open to the Public: All meetings of the School Leadership Council and the sub-committees established by the Council shall be open to the public. Notice of such meetings shall be provided within 72 hours.  12) Non-Member or Public Speakers: Speakers will be allowed to speak on a first come basis. Speakers will have to sign a speaker card. They will be given 2 minutes to speak. Only 5 speakers are allowed per meeting. |