

**Lincoln High School Complex PSC  
ACTION PLAN TEMPLATE  
Focused on instructional implementation**

Task	Team Member (on point)	Support	Deadline
<b>PHASE 1 February-start of April</b>			
<b>Set up core implementation team (IT) add students, parents, and community members. Set up an on-going meeting schedule, a team lead etc.</b>	Jose Torres, Principal	Sean Leys, UTLA Chair Daniel Gil, Parent Liaison	March 30, 2010
<b>Address concerns of Superintendent:</b> <ul style="list-style-type: none"> <li>• Development of Interdisciplinary Thematic Units</li> <li>• Clarification and implementation of strategies for English Learners</li> <li>• Engagement of Parents, Community –Based Organizations, and Feeder Schools</li> </ul>	José Torres, Principal <ul style="list-style-type: none"> <li>• Brig Tratar, AP</li> <li>• Fidel Nava, Bilingual Coordinator</li> <li>• Eva Lara, Title-I Coordinator</li> </ul>	Sean Leys, UTLA Chair SLC Lead Teachers Subject Area Teachers from all SLCs	March 30, 2010
<b>Identify curriculum changes. Create implementation plan to roll out: materials and professional development for teachers:</b> <b>Research of standards-based instructional focus</b> <b>Professional Development Implementation( February 20, March 20, April 10)</b> <b>My Data and Use of multi-tiered problem solving process</b>	Ricardo Rosas, AP	John Robinson, Literacy Coach, Olga Flores, Problem Solving Data Coach, Fidel Nava, Bilingual Coordinator, Eva Lara, Title-I Coordinator, Michael Skramstad, Tech Coordinator, Arman Bustillo, Magnet Coordinator Core Subject Area Teachers	Begin February Continue into April
<b>Plan community and family outreach—develop an action plan with designated subcommittee to keep that work going.</b>	Eva Lara, Title-One Coordinator	Daniel Gil, Parent Liaison SLC Parent Reps	March 30, 2010
<b>Align your budget and staffing plans (new schools work with SMS)</b>	Jose Torres, Principal	SSC Alex Vasquez	May 15, 2010
<b>Identify assessment plan that aligns with curriculum. Create an implementation plan and start to enact it.</b>	Sissi O'Reilly, AP	SLC Leads Subject Area teachers Department Chairs	April 15, 2010
<b>Develop Action Plan for Operational Changes:</b> <ul style="list-style-type: none"> <li>• Block Scheduling</li> <li>• Double Lunch</li> <li>• Uniforms</li> </ul>	Jose Torres, Principal	Ricardo Rosas, AP Brig Tratar, AP Alex Vásquez, APSCS Rosa Diaz-Denny, AP Sissi O'Reilly, AP	March 30, 2010

Task	Team Member (on point)	Support	Deadline
<ul style="list-style-type: none"> <li>Calendar Changes: Early School Calendar</li> <li>Schedule Changes (PD and Common Planning Time every Tuesday)</li> </ul>			
<b>PHASE 2 April- June</b>			
<b>Support and Implement Major Operational Changes including the transition into Small Schools, Scheduling Changes, Calendar Changes</b>	Jose Torres, Principal	Ricardo Rosas, AP Brig Tratar, AP Alex Vásquez, APSCS Rosa Diaz-Denny, AP Sissi O'Reilly, AP	May 31, 2010
<b>Engage in professional development around curriculum and the multi-tiered framework for looking at student instructional needs.</b> <ul style="list-style-type: none"> <li>Establish subject specific sub committees to plan and conduct PD for February 20, March 20, and April 10</li> <li>Review and approve PD plans and Data based decisions</li> <li>Start conducting PD as possible during conference periods (Literacy Across Content), Saturday Sessions (My Data, Block Scheduling for all content areas, Interdisciplinary Lessons, and Project Based Learning, Advisories)</li> <li>Create an on-going PD plan for summer and start of school year</li> <li>Ongoing use of RTI problem-solving process to address all obstacles and solutions using data</li> </ul>	Sissi O'Reilly, AP	John Robinson, Literacy Coach, Olga Flores, Problem Solving Data Coach, Fidel Nava, Bilingual Coordinator, Eva Lara, Title-I Coordinator, Michael Skramstad, Tech Coordinator, Arman Bustillo, Magnet Coordinator Core Subject Area Teachers	Begin February 20 Continue into Summer
<b>Work with local district, SMS and others to identify enrollment procedures. Put enrollment into action: SLC Fairs for local feeder schools Development and implementation of Articulation Plan with Feeder schools</b>	Alex Vasquez, AP	SLC Counselors Eva Lara, Title-I Coordinator	April 17, 2010
<b>Identify an intervention plan that aligns with curriculum, needs of incoming students etc.</b>	Brig Tratar, AP Sissi O'Reilly	John Robinson, Literacy Coach, Olga Flores, Problem Solving Data Coach, Fidel Nava, Bilingual Coordinator, Eva Lara, Title-I Coordinator, Michael Skramstad, Tech Coordinator, Arman	Ongoing from February into June

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		Bustillo, Magnet Coordinator Core Subject Area Teachers	
<b>PHASE 3 June-August</b>			
<b>Hold professional development opportunities throughout summer to prepare for the school year:</b> <ul style="list-style-type: none"> <li>• <b>Interdisciplinary Instruction</b></li> <li>• <b>Project Based Learning</b></li> <li>• <b>Scaffolding for ELs and Students with Disabilities</b></li> <li>• <b>Teaching in a Block Schedule</b></li> <li>• <b>Teaching Effective Student Advisories</b></li> </ul>	Ricardo Rosas, AP	John Robinson, Literacy Coach, Olga Flores, Problem Solving Data Coach, Fidel Nava, Bilingual Coordinator, Eva Lara, Title-I Coordinator, Michael Skramstad, Tech Coordinator, Arman Bustillo, Magnet Coordinator Core Subject Area Teachers	August 6, 2010
<b>Master schedule development in line with curriculum, intervention and enrichment needs, and block scheduling</b>	Alex Vasquez, AP	SLC Lead Teachers SLC Counselors	June 2010
<b>Identify students and collect IEPs, cumulative files, etc.</b>	Rosa Diaz-Denny, AP	Howard Yao, Bridge Coordinator	June 2010
<b>Start special education planning (organize IEPs, classes, schedules etc)</b>	Rosa Diaz-Denny, AP	Howard Yao, Bridge Coordinator	June 2010
<b>Hold professional development to prepare for start of school year.</b>	Ricardo Rosas, AP	John Robinson, Literacy Coach Olga Flores, PSDCoach	August 16, 2010
<b>Do final checks, walk throughs, ensure all operations issues are resolved, have a backup plan for “walk ons” during the first week of school etc.</b>	Jose Torres, Principal	Sissi O’Reilly, AP Raudel Rubalcava, Plant Manager	August 16, 2010
<b>PHASE 4 September-November</b>			
<b>Establish instructional leadership teams, your school site councils etc. for the 2010-2011 School year</b>	Jose Torres, Principal	Sean Leys, UTLA Chair SLC Administrators SLC Lead Teachers	June 2010
<b>Professional Development for Parents, Teachers and Students on the implementation and use of Student-Led Conferences and student electronic portfolios</b>	Ricardo Rosas, AP	SLC Leads Daniel Gil, Parent Rep, Eva Lara, Title-I Coordinator	August 6, 2010