

The ABC Adult School Strategic Plan provides a focus and guidance for planning over the next three years. This Strategic Plan builds on four previous phases and charts a visionary course to improve student achievement.

The Strategic Plan for 2018-21 updates five Strategic Directions. Each of these directions provides a comprehensive theme for an important component of our school. Further, each Strategic Plan Direction highlights specific strategies that we will be working on as part of our continuous improvement plan.

The ABC Adult School Strategic Plan is evaluated every year through multiple assessments and survey results guided by the Superintendent and the Board of Education. The evaluation process is reported publicly annually by the Strategic Plan Board Advisory Committee. This Committee is comprised of students, teachers, administrators, employee group representatives and a School Board liaison.

The Strategic Plan is our commitment to making a long term, collective investment in our students and their future. We look forward to your ongoing support and participation as we embark on this journey.

Vision

- We believe students in ABC should be as well educated as any in the world.
- We believe all students have the capacity to be high achievers.
- We believe people are the cornerstone of our school and students are the reason we are here.

The Mission of the ABC Adult School is:

The Mission of the ABC Adult School is to improve the quality of life by providing our diverse community with meaningful opportunities to fulfill career, educational and personal goals through lifelong learning.

Student Learning Outcomes

ABC Adult School used a collaborative self-study process to develop the SLOs. Throughout this process, the school emphasized results that would apply to all programs and all students-who could be assessed - and that would serve as authentic foundations for the school improvement process. Through formal meetings and the distribution of memorandums and minutes, a core WASC Leadership Group first provided an overview for students, staff, and community representatives.

ABC Adult School has identified the following Student Learning Outcomes (SLOs):

ABC Adult School prepares students to be:

Self-Directed Lifelong Learners who:

- acquire knowledge and skills appropriate to their stage of life.
- set and achieve career, educational and/or personal goals.
- seek continuing career training and/or educational opportunities.

Effective Communicators who:

- demonstrate appropriate listening, speaking, reading, writing, creative, and/or computational skills.
- apply communication skills to professional, technical and other real-life situations.
- enhance and improve their ability to understand and be understood by others.

Critical Thinkers and Problem-Solvers who:

- exercise their powers of judgment, perception, and inference.
- assess and fulfill their own needs by finding appropriate resources.
- apply knowledge to professional, technical and other real-life situations.

Programs and Courses

ABC Adult School offers a Career Technical Diploma to students who take a prescribed number of professional courses directed to specific careers. The Career Technical Diploma program is designed to verify to business and industry that the student has the skills required for entry-level positions. Career programs include:

- | | |
|---------------------------------------|-----------------------|
| Office Assistant | Animated Media Design |
| Administrative Assistant | Pharmacy Technician |
| Accounting Clerk | Medical Assistant |
| Medical Office and Billing Specialist | IT Technician |
| Graphic Media Design | Web Design |
| Cosmetology | |

ABC Adult School offers a full range of ESL classes, held daily, during morning, afternoon, and evening hours. Classes are offered for all levels from beginning to advanced.

ABC Adult School Students are welcome to attend our Academic program for credit recovery towards a high school diploma, to prepare for high school equivalency tests or to improve basic skills.

The Parent Education Program is based on the premise that learning is a natural ongoing process. Classes are designed to train parents to create supportive and positive learning environments for their children that will stimulate their physical, intellectual, social and emotional growth.

ABC Adult School is committed to offering community-based classes designed to promote learning and social development to improve the quality of life for students of all ages. We offer a diverse selection of workshops and classes designed for personal enrichment, professional development and increasing body and mind health. These classes are self-supporting and are not funded by taxpayer dollars. Classes offered are:

- | | |
|----------------------------|-----------------------|
| Painting Classes | Arts, Crafts and More |
| Cooking and Baking Arts | Music Classes |
| Upholstery | Sewing Arts |
| Health and Fitness classes | |

ABC Adult School houses an Assessment Center which is approved as a Pearson Vue Testing Center and fully equipped for the Computer-based tests.

Facilities

The main office and school site is headquartered at 12254 Cuesta Drive in the city of Cerritos, next door to the District's continuation high school. The phone number of our main office is (562) 229-7960. Our satellite campus, Cabrillo Lane Education Center (Cabrillo Lane), is located at 20122 Cabrillo Lane, Cerritos, CA 90703. Cabrillo Lane's phone number is (562) 809-9011. Cabrillo Lane is shared with other district programs: Adult Transition, STEP (Steps to Encourage Peace), STAY (Smoking, Tobacco and You) and PATH (Pointing Adolescents Toward Health) and Independent Study for Special Education students.

The school currently operates during a traditional school format, from August to June. The school year is divided into quarters, trimesters, and semesters, depending on the program. This adds up to 177 instructional days during a regular, non-furloughed school year.

ABC Adult School is comprised of six main departments.

The Career Technical Education (CTE) department makes up 22% of enrollment and operates on a quarterly system. This program includes courses designed to prepare students for industry certification and employment. CTE courses are offered on a quarter and semester system. Many classes are organized into Career Programs. Students who finish a Career Program are issued a Career Technical Diploma from the School District. To receive this diploma, students must have a high school diploma or high school equivalency exam. Students are also qualified to sit for various industry certification exams including: MOS, Adobe, A+, QuickBooks, Network+, Server +, Medical Assistant, Medical Billing and Coding, and Pharmacy Technician. Career Programs include Medical office and Billing Specialist, Medical Assistant, Pharmacy Technician, Office Assistant, Administrative Assistant, Accounting Clerk, Web Design, Graphic Media Design, Animated Media Design, IT Technician, and Cosmetology. Courses include computer instruction at all levels, from basic applications to programming and networking, as well as accounting, computer repair, data entry, AutoCAD, graphic design and multimedia.

English as a Second Language (ESL) accounts for 30% of the enrollment and operates on a trimester system with seven instructional levels. The department offers literacy, beginning, intermediate, and advanced courses in English, as well as citizenship classes to prepare students for the revised citizenship test. Other specialized skills classes are offered such as Listening and Speaking, Pronunciation, Grammar and Writing, Idioms and Conversation, Movie Idioms, Daily News, and job-search skills for non-native speakers. ABC Adult School offers a Distance Learning program with DVDs for home study in English and Citizenship preparation as well as the *Burlington English* online program.

Academics is 19% of the student enrollment and currently serves more than 150 concurrent high school students seeking credit recovery per semester, along with adults seeking to earn a high school diploma

or high school equivalency exams. The courses offered are in basic language arts and math, GED, HiSet and TASC exam preparation and high school diploma subjects. The Cuesta Learning Center is open daily for self-paced open-entry instruction in a lab setting. An internet-based home study option exists for students preferring a homework-based method of study. Home study students are required to take their final exam on campus for every online course.

Community Education makes up 24% of the student enrollment. Classes are offered in the following areas: Arts and Crafts, Health and Fitness, Home Economics, Music and Cooking and Baking Arts. Community Education classes are completely fee-based.

Parent Education makes up 7% of student enrollment. This semester based program offers classes that require parent participation and serve parents and children from four months to five and a half years. Classes are offered five days a week at three sites in the District and include a designated preppy K class and an evening class for working parents. Assessment is ongoing and immediate feedback is provided on a daily basis as teacher, parent and child communicate areas of strength and growth. Handouts, informal and formal discussions are provided on a variety of parenting topics including; safety, language development, the importance of play and kindergarten readiness. Besides time in class, parents and children attend field trips in the community each month. These parents become "lifelong learners", as they continue to stay involved in their children's elementary school programs and other activities. More than 300 parents participate each year.

Adults with Disabilities (AWD) makes up less than 1% of the student population. This quarter based program offers courses in communication skills, nutrition, independent living, physical fitness, socialization and workplace skills such as problem solving and critical thinking. Teachers hold courses at in-patient care facilities in the community.

WASC Review and Accreditation

The Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC) is one of six regional accrediting associations in the United States. The Accrediting Commission for Schools, WASC, extends its services to over 4,500 public, independent, church-related, and proprietary pre-K–12 and adult schools, works with 16 associations in joint accreditation processes, and collaborates with other educational organizations.

The ACS WASC accreditation process fosters excellence in elementary, secondary, and adult education by encouraging school improvement. WASC accreditation recognizes schools that meet an acceptable level of quality, in accordance with established, research-based WASC criteria.

In the spring of 2017, ABC Adult School hosted a routine six-year review of its accreditation status with WASC. The Principal and staff completed a self-study and hosted a WASC visiting committee to evaluate the school's progress against goals set forth by the previous WASC review committee, as well as the Mid-term review, completed three years previously.

School-wide Areas of Strength

1. ABC Adult School encourages and strives for a collaborative and approachable leadership style

2. ABC Adult School teachers and staff are highly qualified, and are connected to the industry and community
3. School is focused on career pathway components (CTE) aligned to State Standards
4. It is evident that students are partners with the school and committed with school leadership to the concept of lifelong learning
5. ABC Adult School holds several school-wide events to ensure that students stay connected to the school and are motivated to complete their education
6. The District Leadership supports the school, including ensuring adult school board liaisons report progress to the board at two meetings per year
7. Network of community business partners that provide internship/externship and apprenticeship opportunities for students

School-wide Critical Areas for Follow-up

- **Implementation of Financial Aid**
 - Reduction in resources and fiscal issues impacting consistent implementation and daily professional practice aligned to the mission
 - Due to Adult Education Block Grant requirements, the Community and Parent Education programs lack Adult block grant funding and are completely fee based
 - Student enrollment is decreasing due to costs of some programs
- **Increasing Staff Technology Training**
 - Additional and longer training needs to be provided for staff members on new technological programs
 - Additional technology training is needed to ensure staff familiarity with new programs
- **Increase Student Awareness of Student Support Services**
 - Staff and student surveys indicate the need to develop a support system to assist students with college applications and financial aid
 - Student surveys indicate the student handbook is under utilized
- **Increasing Marketing Strategies**

- Need for more marketing in the community
- Student surveys indicate the student handbook is under utilized

Strategic Plan Framework

The Strategic Plan is formatted to highlight the overall Direction followed by several goals. Departments in ABC Adult School work on specific strategies to meet these goals. The goals are used to guide us in our dialogue with staff and community members. Specific targets will be determined by each department in response to the five general directions.

The Strategic Plan is intended to be a roadmap that will guide the actions and decision-making of ABC Adult School and the District over the next three years. The school believes it is important to have a strong coherent Strategic Plan but recognizes that consistent, quality implementation is even more important. School resource allocation decisions, particularly those related to budget, will be aligned with the plan priorities.

The school will avoid taking a “one size fits all” approach and recognize that different programs may require different strategies and resources. Adult School leadership will continue to engage staff at all levels in planning and decision-making related to their work.

ABC Adult School intends to develop and publish an annual report that includes both student achievement outcomes and the Strategic Plan implementation measures. Updates will be provided to the Board throughout the year.

Strategic Direction

The ABC Adult School Strategic Plan Directions for 2018-2021 were designed to look at the following: Where are we now, Where are we going, What is going to get in our way and What do we need to do to get to where we want to go. The Strategic Plan highlights five major areas of focus:

1. Academic Achievement for All
2. Professional Growth for Employees
3. Family and Community Engagement
4. System to Support Student Success
5. Effective Resource management

ABC Adult School Educational Programs

- Are based on state approved standards.
- Provide rigorous training, development and skill building.
- Demonstrate measurable learning outcomes for all adult school participants.

Strategic Area 1:***Academic Achievement for All (Program Development)***

ABC Adult School provides all students with equitable access to rigorous curriculum across six program areas. Program development is ongoing and continuously discussed at various staff and department meetings.

Strategies:**Academics Program**

1. Phase out all outdated courseware.
2. All academics staff will be trained on administering CASAS.
3. Enrollment procedure will be streamlined.
4. Seeking qualified teachers to teach and motivate students.

Career Technical Education Program

1. Create a new Dental Assistant Career Path/Program.
2. Develop a progress survey and an exit survey and a way to distribute it to students.
3. Work with PAACE to develop ways to articulate between consortium schools.
4. Hire a new Job Developer and reorganize the job center.

Health and Fitness, Older Adults, Home Economics, Parent Education and Adults with Disabilities Programs

1. Keep the current variety of classes while expanding to offer new courses. Look into restructuring our current program to strengthen it by adding additional classes.
2. Continue to hire Professional Experts, at \$30 per hour (the District's sub rate), if they are not credentialed. If credentialed, use contractual base pay.
3. All Health and Fitness, Home Economics, Older Adults, and Parent Education classes will be fee-based and listed under Community Education in the brochure.
4. Achieve educational employment, secondary and post-secondary transition goals in the Adults with Disabilities program.
5. Look at offering summer classes for early elementary age children with parents attending in the Parent Education program.
6. Offer free parenting workshops at the Parent Education Center through the Parent Leadership Academy.
7. Promote classes through Facebook, Twitter, flyers, etc. Continue to offer Spring Priority Registration and Early Bird Discounts.

English as a Second Language Program

1. Achieve goals and outcomes outlined by the California Adult Ed Strategic Plan and WIAO grant guidelines. Specifically, this means we plan to design our curriculum and instruction to more closely align with CASAS e-test competencies, Civic Objectives and Additional Assessment Plans (COAAPS), Citizenship test objectives and AEBG Outcomes related to helping our students achieve employment and secondary and post-secondary education goals.
2. Expand class offerings and levels as determined by student need. Offer eight levels in the morning program at Cuesta, three levels for Cuesta evening, and three levels for Cabrillo Lane morning and one multilevel for the evening. Offer several multilevel classes and citizenship classes at satellite locations. Offer one citizenship class in the morning, afternoon and evening at Cuesta. As numbers of students increase, we need to be prepared to offer additional classes.
3. Contextualize ESL instruction to match CTE instruction.
4. Gather a pool of high-quality teachers who can substitute in our current classes and who can teach a new class on short notice if we need to open one.
5. Work with the job developer and counselor to Inform students about other services the school offers.

Strategic Area 2:***Professional Growth for Employees (Staff Development)***

ABC Adult School recognizes that constant training and professional growth for the faculty is of major importance. Teachers are encouraged to attend industry conferences and workshops in order to learn new trends and techniques.

Regular departmental staff meetings and workshops are scheduled and placed on the master calendar. Teachers are invited to attend and to share knowledge and skills.

Strategies**Academics Program**

1. Professional Development is offered to our teachers on a monthly basis. Special meetings are called as needed and also emails.
2. A technical training on specific technology is provided during each meeting.
3. Time allotment for teachers to watch/participate in webinars will be given.

Career Technical Education Program

1. Have teachers more involved with organizing and running industry advisories. Visit partner industry locations.
2. Encourage teachers to attend more staff development opportunities.
3. Create quality just in time training for Friday staff meetings.

Health and Fitness, Older Adults, Home Economics, Parent Education and Adults with Disabilities Programs

1. Provide all fee-based programs with detailed technology training by using in-house experts and or free or low cost online resources.
2. Continue to offer CASAS and ASAP training.
3. Look at increasing staff development in the Parent Education program.

English as a Second Language Program

1. Continue to hold monthly TNT (Teachers Networking Techniques) meetings where technology and staff development training is the focus. Teachers have been trained on topics such as *Google Drive*, *Google Docs* and iPad.
2. Need to schedule in-depth technology training after surveying staff as to needs.

Strategic Area 3:***Family and Community Engagement***

ABC Adult School is committed to offer various opportunities for students, staff and community members to participate in events sponsored by the school.

Strategies

Each year ABC Adult School celebrates students with several school site events.

The Career Fair is hosted by the Job Developer and students and community members are invited to attend and to learn about available, local jobs from business representatives.

International Day is an ESL event, in which students are encouraged to wear native costumes and perform native song and dance and share native foods. All students and staff are invited to this event, along with community members.

The Outstanding Student Awards ceremony is an uplifting annual event, in which exemplary student learners are chosen by their teachers to receive public recognition and certificates of achievement from adult school, local cities, and the State of California. All staff and students are invited to attend, along with community members.

The Graduation Ceremony is held each June, with students able to wear traditional graduation caps and gowns, and to receive a diploma from the principal.

New Student Orientations are scheduled at both campuses before the start of the new quarter and are publicized in the ABC Adult School brochure.

The Technology Expo is an annual event held on the Cabrillo Lane campus that is free and open to the public that provides information about technology related items such as Google Classroom, Social Media and Apps and websites that enhance learning.

An annual Open House, Craft and Fitness Fair takes place at the Cabrillo Lane campus. Students and teachers are encouraged to reserve a table where they can sell handmade items, or simply show the work that they are doing. Health and Fitness, Music and CTE teachers are encouraged to provide a demonstration of their class, with student involvement. ESL students hold a parade where they are dressed in native costume, and art students can show their beautiful accomplishments.

The Parent Leadership Academy (PLA), under the direction of ABC Adult School, helps to meet the needs of district parents and strengthens community outreach and support. The Parent Leadership Academy has served over 500 parents per year through district-wide and on-site workshops. Workshops are offered in Spanish, Korean and Chinese and are also offered at local schools within the District.

ABC Adult School in conjunction with The ABC Unified School District and ABC Council PTA hosts the annual Parent Leadership Conference (PLC) at the Sheraton Cerritos Hotel. This Golden Bell and Magna Award winning conference, which offers a variety of workshops, hosts more than 350 parents, elected officials, and educators from ABC Unified Schools. Workshops are available in English and Spanish and interpreters for Chinese, Korean and Spanish languages are available in an effort to serve the District's diverse ethnic communities.

There are eleven career programs offered through the CTE department and each one has local business representatives that attend the Advisory Committee meetings. The Advisory Committee consists of business representatives, CTE staff and program students from the various career programs. Suggestions and feedback are requested from the advisory board to help with better student job preparation. The representatives attend two meetings each year. There is also an Institutional Advisory Committee meeting once a year and business representatives are invited to attend.

The BELLS (Becoming Empowered Lifelong Learners) bulletin board and incentives (SWAG) for student achievements promote community within Academics itself.

Community Coffee is held monthly on both campuses and is a 30-minute period where students from the various departments can interact with one another.

ABC Adult School is recognizing the hard work, progress and achievements of its students through its Shining Stars campaign. The goal of Shining Stars is to inspire, encourage and celebrate by sharing the individual stories of Adult School's current and former students. The Shining Stars banner is displayed at both the Cuesta and Cabrillo Lane campuses.

Strategic Area 4:***System to Support Student Success (Student Support)***

ABC Adult School recognizes that students are the most important part of the school. Without student support, there is no adult school. Adult students must be engaged and made to feel that they are gaining important skills by attending classes. The variety of students is reflected in the success of such a large variety of programs and classes.

Strategies**Academics Program**

1. Full-time counselor that was hired will serve students for academic and mental health needs. Referrals to outside agencies when occur when it is outside the capacity of the Counselor.
2. There is a math teacher in the learning Center two days a week in the evening for one-on-one help. Currently developing a math refresher course.
3. Hours are posted online, on campus and in brochure. Counselor also available at Cabrillo Lane by request.

Career Technical Education Program

1. Support staff will be better trained to answer walk up counter questions accurately.
2. Implement Federal Financial Aid (PELL).
3. Students will be encouraged to better utilize the Transition Counselor to gain skills outside of CTEC.

Health and Fitness, Older Adults, Home Economics, Parent Education and Adults with Disabilities Programs

1. There is a need to encourage more student community participation and advertise it.
2. Fee-based classes will have a substitute or a make-up day when the teacher is ill. The make-up day and time will be advertised for the students to attend.
3. There will be no refunds for fee-based classes on a general basis.
4. A list of well-qualified substitutes will be created. They can be credentialed, professional experts, or support staff. Teachers that substitute will be paid on a substitute timecard.
5. Each teacher will have a substitute lesson plan available and easy to access.
6. Adults with Disabilities program needs a set curriculum.
7. Offer an Adults with Disabilities support section to students who need additional assistance to successfully complete their program of study.
8. Adults with Disabilities teachers need to become CASAS proctors so that make-up testing can occur on site and in a timely manner.
9. Hire new Parent Education teachers as the need arises.

English as a Second Language Program

1. Identify students lacking a level gain and or paired score and prioritize ESL scheduling over Pearson Vue for make-ups.
2. Teachers at satellite locations need to become CASAS proctors so that make-up testing can occur on site and in a timely manner.
3. Outreach to low literacy groups to make students aware of support services offered.

Strategic Area 5:***Effective Resource Management (Facilities and Equipment)***

ABC Adult School and District leadership recognize that a well-run school is very important for student achievement.

A plan for facility and campus improvement has been developed and is maintained on a constant basis. Each department gathers a list of needs and wants and sends it to the Principal, who with the input of the Leadership team, makes budgetary decisions with the oversight of District leadership.

ABC Adult School follows District plans and guidelines for the operation, maintenance, and improvement of the physical plant (including elements addressing personnel, equipment, supplies, relevant state law, and applicable federal codes and procedures. This plan is regularly evaluated and revised as needed.

A safety meeting is held monthly with an assistant principal, a school secretary and general maintenance personnel in attendance.

Strategies**Academics Program**

1. Continue to collect and catalog community resources and make them readily available for students.
2. Effectively and efficiently use installed cameras to continuously deter cheating.
3. A specified area/classroom for small group instruction is needed in the learning Center.
4. Electrical outlets are being upgraded to keep up with demand for increased technology components
5. Books were inventoried and cataloged. Students are now aware of books that are available.

Health and Fitness, Older Adults, Home Economics, Parent Education and Adults with Disabilities Programs

1. Cabrillo Lane rooms will be upgraded as needed, new televisions will be installed as well as new document cameras.
2. New signage will be ordered for the Cabrillo Lane campus.
3. New display cases need to be ordered for the Cabrillo Lane campus.

4. The current three off-site Parent Education programs playground's wood chips need to be replaced with surface rubber installation.

English as a Second Language Program

1. Room 4 at Cabrillo Lane needs to be upgraded to the same standards as the other ESL rooms on campus. Room 7 will be used as a lab.
2. Room H-1 at Cuesta needs another desk and work station.

Career Technical Education Program

1. New display technology will be purchased and installed on the walls of classrooms.
2. Computer software and hardware will continue to be updated to keep in line with industry standards.
3. Most of the H buildings will be demolished and replaced with new state of the art classrooms.

Evaluation

The evaluation process includes four main areas of focus.

1. State Standardized Data
2. Community/Staff Student Surveys
3. ABC Assessments
4. Specific Results Based Targets

The school intends to develop and publish an annual report that includes both student achievement outcomes and the Strategic plan implementation measures. Updates will be provided to the Board throughout the year.

The strategic plan is reviewed by the faculty, administration, and institutional advisory committee and revised as necessary at least annually.

The results of the evaluation of progress toward achieving the objectives are documented.

An annual end of school year survey will be created and taken by students. This survey will contain questions about a. Counseling, b. Orientation, c. Records, d. Grievances, e. Academic Advisement, f. Financial Assistance, g. Health and Safety, h. others as appropriate to the institution.

A survey committee will be created. It will consist of administration, TOSAs, and classified staff members. Students will be asked to serve on the committee to give input from their perspective.

A survey will be created at the end of each school year. All students will be asked to complete this survey.

The results of the survey will be analyzed and put into a written report by the survey committee. The committee will determine strengths and areas for improvement.

These results will be presented at all adult school staff development meetings at the beginning of each new school year.

At least two separate surveys will be most effective. The first will be school wide. The CTEC department will need to do many student surveys to meet the Council on Occupational Education (COE) accreditation standards.