

UNIVERSITY PREPARATORY SCHOOL

Three Year Strategic Plan 2011 – 2014



U-Prep School Board

David Yorton, President
Lewis Chamberlain, Vice-President
Sue Brix, Member
Karen Hatter, Member
Cathy Wyatt, Member

Administration

Erin Stuart, Superintendent/Principal
Kathy Malain, Associate Principal
Michele O’Leary, Assistant Principal
Lane Carlson, Assistant Principal

In 2013-14, U-Prep will be working on the MOU, Charter Renewal and Self-Study for WASC.

University Preparatory School is an educational community invested in developing confident, capable, and compassionate citizens.

MISSION

University Preparatory School is an educational community invested in developing confident, capable, and compassionate citizens; its mission to immerse all students “in rigorous academics and meaningful extra-curricular activities” is supported by a collaborative and close-knit community of staff, students, and parents and based upon educational research and professional experience.

VISION

We work together to provide students with many opportunities to excel academically and develop their potential as educated leaders and citizens in the 21st century through a rich and varied extra-curricular program. This vision is supported by offering a seven-period day to students from grades 6 through 12 so that they may pursue academic interests, such as studying multiple world languages or continue their development in the arts, including dance, drama, art, and music. Our vision is to enable all students to become self-motivated, competent, and lifelong learners.

PURPOSE

University Preparatory School, a charter school of the Shasta Union High School District, was granted a charter by the state of California in March 2004. Its purpose is twofold: first to provide a small, comprehensive, public high school alternative for area students and second to support the academic mission of the school and prepare students for an academically rigorous high school experience with its middle school curriculum (grades 6-8). Born of the stakeholders’ common goal to provide all Shasta County students access to college prep, public school education, U-Prep also meets the following statutory purposes for charter schools identified in Education Code Section 46601, including:

- Improving pupil learning,
- Encouraging the use of different and innovative teaching methods,
- Providing parents and pupils with expanded choices in the types of educational opportunities that are available within the public school system, and
- Being accountable for meeting measurable pupil outcomes

SCHOOLWIDE STUDENT GOALS

In addition to the school’s academic goals for students are the Student School-wide Goals (SSGs), which articulate the values of the school community and are central to both the academic and Advisory curriculum as well as the student recognition program. Every student who graduates from U-Prep will be:

A Mature Communicator: Able to read, write, speak, question, and listen effectively to support interpersonal and professional relationships

An Information Manager: Able to locate, access, organize, evaluate, and supply information for a complex and technological world.

A Problem Solver: Able to use conflict resolution, creative and critical thinking, decision-making, and computing skills to produce solutions to practical and theoretical problems.

A Productive/ Healthy Member of Society: Able to demonstrate responsible behavior, work collaboratively and respectfully in a culturally diverse community, choose and follow a healthy lifestyle, and participate in lifelong physical activities.

A Lifelong Learner: Able to set educational and career goals, develop a realistic strategy to achieve those goals, and apply content knowledge and critical thinking skills to adapt to a rapidly changing environment.

Board Goal: Ensure sustainability of programs, budget and parent/community support.

ACTION PLAN	<i>Responsible Person(s)</i>	<i>Resources</i>	<i>Target Date to Complete</i>
1. Work closely with SUHSD personnel on charter renewal, Memorandum of Understanding, and self-study for WASC accreditation.	U-Prep School Board Superintendent/Principal WASC Chair U-Prep Staff	Performance Data Satisfaction Surveys Staff Meetings	Nov. 2013 (Renewal) June 2013 (MOU) June 2014 (Self Study)
2. Articulate a written budget process for use by U-Prep administration, staff and Board to assure continuity of site-based budget development	U-Prep School Board Superintendent/Principal Executive Assistant	Previous Budgets Board Action Calendar SUHSD CBO Finance workshops	January 2012
3. Create a staffing plan for long-term growth	U-Prep School Board Superintendent/Principal Executive Assistant Administrators Counselors	Enrollment/Budget Trends Revenue Staff/Student/Parent Input	July 2012
4. Develop a comprehensive and ongoing training program for Board members.	U-Prep School Board Superintendent/Principal Executive Assistant	MYM (legal counsel) Charter Organizations Charter publications Current orientation materials Budget Allocation	January 2012
5. Work closely with Foundation Board of Directors to expand fundraising capabilities of the Foundation.	Superintendent/Principal Board Liaison	Fundraising Corporations Grant writers Community volunteers Budget Allocation	December 2012
6. Identify and develop leaders from within parent support organizations	Superintendent/Principal Administrator/Liaison	Communication tools Parent surveys and feedback Volunteer Appreciation Activities	June 2012
7. Continue to make necessary changes to student recruitment and commitment plan; create a formal recruitment plan which includes a calendar, written materials, and marketing approach	Superintendent/Principal Administrators Counselors Leadership Team	Brand resources Information Meetings Parent University Marketing video Budget Allocation	March 2012
8. Analyze data for use in refining and improving family participation rate	Superintendent/Principal Executive Assistant Clerical Support Staff	Parent Surveys Participation Data	On-going

Board Goal: Sustain continuous improvement of academic programs, professional development for staff, and standardized testing results.

ACTION PLAN	<i>Responsible Person(s)</i>	<i>Resources</i>	<i>Target Date to Complete</i>
9. Continue alignment of curriculum to standards and SSGs in all subjects across all grade levels to increase student achievement	Superintendent/Principal Assigned Admin, Dept. Chairs	Summative Assessments Diagnostic Data Dept. Release Days	Ongoing
10. Increase use of research-based, effective strategies to improve student achievement	Superintendent/Principal Assigned Admin, Dept. Chairs Teachers	Faculty Training In-Service Days Faculty Mentors	Ongoing
11. Analyze data for use in refining and improving a-g completion rate, EAP qualified rate, and scores on national tests (SAT, ACT, AP)	Superintendent/Principal Assigned Admin, Counselors Dept. Chairs	Tests Results Diagnostic Data Dept. Release Days	Ongoing
12. Aggregate and disaggregate assessment data (other than STAR/CST) to analyze students' strengths and weaknesses	Superintendent/Principal Assigned Admin, Dept. Chairs Teachers	DataWise/Scantron Embedded Assessments Student Response System Benchmark Assessments Faculty Training	Ongoing
13. Continue to refine staff development plan to insure that professional development is meeting staff needs and reflecting Board priorities	Superintendent/Principal Assigned Admin, Dept. Chairs Teachers	Staff/Professional Experts Dedicated meeting time Budget Allocation Board Review	Annual Reports (July)
14. Articulate and document benchmarks, curriculum and assessments for Advisory; integrate SSGs into Advisory curriculum	Administrators Counselors Grade Level Leaders	Student Input/Evaluation Staff Surveys Dedicated meeting time	Annual Progress Report (January)
15. Develop a comprehensive plan for evaluation and ongoing improvement of Tutorial.	Administrators Counselors Tutorial Teachers	Student Input/Evaluation Staff Surveys Dedicated meeting time	Annual Progress Report (January)
16. Restructure senior year curriculum and schedule to increase student engagement	Administrators Counselors Senior Teachers Seniors	Survey of Seniors/Alumni Dedicated meeting time	June 2011

Board Goal: Attract and retain quality educators.

ACTION PLAN	<i>Responsible Person(s)</i>	<i>Resources</i>	<i>Target Date to Complete</i>
17. Include emphasis on U-Prep's quality (rankings, etc.) when advertising for new teachers and staff	Superintendent/Principal Executive Assistant	EdJoin National registries Local ads	Ongoing
18. Analyze state budget trends to determine a timeline for increasing compensation	U-Prep School Board Executive Assistant (School Business Manager)	Budget Information SUHSD CBO Finance workshops	After May Revise
19. Determine goals for school reserve and foundation fundraising that will support increased compensation; communicate these goals to staff	U-Prep School Board Superintendent/Principal	Finance Workshops	July 2012
20. Develop a plan for increasing teacher preparation time	Administrators Dept. Chairs	Master Schedule Staff Input	March 2013

Board Goal: Implement continuous improvement of system for delivery of college preparation information to students and parents.

ACTION PLAN	<i>Responsible Person(s)</i>	<i>Resources</i>	<i>Target Date to Complete</i>
21. Create opportunities for Advisory teachers and administrators to receive training about college admission requirements, scholarships, and career assessments.	Superintendent/Principal	College Options Gear-Up Grant Dedicated Budget	Dec. 2012
22. Send Advisory teachers/administrators/counselors to UC/CSU/FAFSA and other financial aid trainings	Superintendent/Principal School Business Manager	College Options Gear-Up Grant Dedicated Budget	Dec. 2012
23. Arrange training for Core Teachers in college-going culture activities and career exploration	Superintendent/Principal Core Dept. Chair Administrators	Real Game California Gear Up Grant Training Dedicated Budget	Fall 2012 (and ongoing)
24. Expand Personalized Graduation Plan to include Grades 6-8.	Administrators Core Dept. Chair Counselors Admin Intern	Teacher Release Time Gear-Up Training	2012-13 school year
25. Implement 2 year post secondary plan for students attending community college in California	Superintendent/Principal Counselors Admin Intern	Advisory classes Counselor Release Time Community College Counselors	March 2013
26. Review and refine new Senior Transition program	Superintendent/Principal Counselor Admin Intern Senior Transition Teachers	College Options UC/CSU Trainings College Trips	June 2012
27. Add PSAT Practice to Advisory Program	Superintendent/Principal Counselors Advisory Teachers	PSAT Practice Program	August 2012
28. Survey students for interest in S.A.T./A.C.T. Computer Tutorial	Superintendent/Principal Advisory Teachers	Test Prep Software	April 2012