

ATTACHMENT A

USP PROGRAM

PROGRAM DEFINITIONS

Program A system of projects, usually designed to meet a specific need. We approach implementation of a program in the same way we approach project implementation, the main difference is size and scope.

Project A temporary group activity designed to produce a unique product, service or result. A project is temporary in that it has a defined beginning and end in time, and therefore defined scope and resources. A project is unique in that it is not a routine operation, but a specific set of operations designed to accomplish a singular goal. It is performed by people, constrained by time and limited resources, and planned, executed and controlled.

Deliverable An outcome required by the project

Task Individual actions that lead to the production or conclusion of a deliverable.

Project Management Provides: Structure, Discipline, and Precision.

Program Manager Manages key components of a program and may also manage individual projects.

Sponsor Cabinet representative; champions the project. Provides high-level oversight, direction, and support, approves the project charter, addresses budget issues, provides resources, and approves scope

Functional Manager Defines and owns the respective activities that form their functional responsibility. Engages the Project Manager and team members on requirements, process flows, and gaps so that deliverables meet the project success criteria and expectations of key stakeholders.

Project Manager Responsible for the overall success of the project. Develops and maintains a detailed project plan, manages project deliverables, records and manages project issues, and provides status reports to the Project Sponsor.

Stakeholder Individuals or groups, both internal and external, who have a vested interest in the successful completion of a project, and that sometimes can influence the successful completion of a project, either positively or negatively.

Project Team Member Acts together with the rest of the team to perform the work of the project to achieve its objectives.

PROJECT REQUIREMENTS

Each project has the following people:

1. Sponsor (stakeholder)
2. Stakeholders
3. Functional Manager
4. Project Manager
5. Project Team Member

Project Plan must include, but is not limited to:

1. Charter
2. Schedule
3. Budget
4. Risk management plan
5. Communication plan
6. Procurement plan
7. Human resource plan
8. Quality management plan

USP PROGRAM

USP Program Functional Manager Samuel Brown

USP Program Project Managers

- Nonie Faras
- Pat Cisneros
- Adele Edwards
- Lee Hayden
- Gina Pesqueira

USP Program Functional Managers

- Christina Vasquez-Case
- Noreen Wiedenfeld
- *Bob Rossi (Interim)*
- Brian Lambert
- Auggie Romero
- Charlotte Brown
- Theresa Guerrero
- Marcus Jones
- Rick Foster
- Richard Foster
- Rick Haan

1. *Personnel, Hiring and Recruitment*
2. *Student Assignment (including open enrollment, magnet enrollment, transportation and boundaries)*
3. *Magnet Schools and Programs*
4. *Advanced Learning Experiences (“ALEs”)*
5. *Achievement Support*
6. *Inclusive Environments & Culture*
7. *Discipline & Extracurricular Activities*
8. *Family Engagement*
9. *Facilities Access*
10. *Technology Access*
11. *Budget and Court-Related Actions (including Notices and Requests for Approval “NARAs”)*
12. *Professional Development*
13. *Monitoring and Reporting (Including the Evidence-based Accountability System “EBAS”)*

The top level represents the *Green* factor areas, which are content-specific but which are supported by the organizational pieces in the bottom levels.

Student Assignment	Transportation	Administrative and Certified Staff	Quality of Education	Discipline	Family and Community Engagement	Extracurricular Activities	Access to Facilities and Technology
PERSONNEL							
PROFESSIONAL DEVELOPMENT							
MONITORING AND REPORTING							
FACILITIES AND TECHNOLOGY							
PRIMARY AND SECONDARY LEADERSHIP							
CABINET AND GOVERNING BOARD							

USP PROJECTS AND DELIVERABLES

<i>USP SECTION/AREA</i>	<i>PROJECT</i>	<i>DELIVERABLE</i>
PERSONNEL (all areas) and ADMINISTRATORS AND CERTIFIED STAFF (section IV)	PROJECT 1: Personnel, Hiring, Recruitment	1.1 Job Descriptions (Revise and Review)
		1.2 Designate Current Positions (Reclassify where needed)
		1.3 Hire New Positions
		1.4 RFPs
		1.5 Notifications
		1.6 Staff Outreach and Recruitment
		1.7 Review of Hiring Policies/Regs
		1.8 Hiring Plan
		1.9 Assignment Plan
		1.10 AfAmLat Retention Plan
		1.11 RIF Plan
STUDENT ASSIGNMENT (section II) and TRANSPORTATION (section III)	PROJECT 2: Transportation and Boundary	2.1.Boundary and Feeder Pattern Review and Amendments
		2.2 General Transportation Plan (including Extracurricular Activities transportation plan)
		2.3 Free Transportation Plan
		2.4 Open Enrollment Study
		2.5 Develop new application and lottery processes
	PROJECT 3: Magnets	3.1 Magnet School Plan
		3.2 Oversubscribed Schools
		3.3 MSAP Grant Application
QUALITY OF EDUCATION (section V)	PROJECT 4: Advanced Learning Experiences (ALEs)	4.1 ALE Review and Assessment
		4.2 ALE Access and Recruitment Plan
		4.3 OELAS Extension Application
		4.4 DL Expansion Plan

USP SECTION/AREA	PROJECT	DELIVERABLE
QUALITY OF EDUCATION (section V)	PROJECT 5: Student Engagement and Support	5.1 Academic & Behavioral Supports Coord. (ABSC) Review and Assessment of programs, resources, and practices
		5.2 Flags
		5.3 ABSC Drop-Out Prevention and Retention Plan
		5.4 AfAm Student Achievement Support Plan (including AAAATF)
		5.5 Lat Student Achievement Support Plan
QUALITY OF EDUCATION (section V)	PROJECT 6: Environments & Culture	6.1 Inclusive School Environments
		6.2 Multicultural Curriculum – Strategies (K-12)
		6.3 Multicultural Curriculum – Courses (9 th / 11 th / 12 th)
		6.4 Culturally Relevant Courses (11 th / 12 th)
		6.5 Culturally Responsive Pedagogy – Training
DISCIPLINE (sec VI) and EX-CURRICULAR ACTIVITIES (sec VIII)	PROJECT 7: Discipline & ECA	7.1 Review/Revise Discipline Policies and Practices
		7.2 Review (Revise?) Extra Curricular Policies and Practices
		7.3 Revise Student Handbook (GSRR)
FAMILY AND COMMUNITY ENGAGEMENT (section VII)	PROJECT 8: Family Engagement	8.1 District Family Center (DFC) Plan
		8.2 Family Engagement Review and Assessment
		8.3 Family Engagement Tracking
		8.4 Family Engagement Improvement Plan
		8.5 Translation and Interpretation Services
		8.6 Free Transportation Info Dissemination
		8.7 Parental and Community Engagement – Discipline
		8.8 USP Web Page
		8.9 Marketing/Outreach/Recruitment (including all USP websites)
FACILITIES AND TECHNOLOGY (section IX)	PROJECT 9: Facilities Access	9.1 Facilities Condition Index (FCI)
		9.2 Multi-Year Facilities Plan
	PROJECT 10: Technology Access	10.1 Technology Condition Index (TCI)
		10.2 Multi-Year Technology Plan

<i>USP SECTION/AREA</i>	<i>PROJECT</i>	<i>DELIVERABLE</i>
ACCOUNTABILITY AND TRANSPARENCY (section X)	PROJECT 11: Budget and NARAs	11.1 USP Budget Process (“Expenditure Plan”)
		11.2 USP Budget Allocations
		11.3 Deseg Audit Report (includes all 910(g) funds)
		11.4 Notices and Requests for Approval (“NARAs”) (including any related school consolidation/transition requirements)
		11.5 Other Court-Related Actions (i.e. Attorney Fees)
PROFESSIONAL DEVELOPMENT (multiple sections) and ADMINISTRATORS AND CERTIFIED STAFF (section IV)	PROJECT 12: Professional Development	12.1 Student Assignment
		12.2 Administrators and Certified Staff
		12.3 Quality of Education
		12.4 Discipline
		12.5 Accountability and Transparency
		12.5 Evaluation Instruments
		12.7 USP Training for all Admins and Certified Staff (see cabinet ideas from 2.7.13)
		12.8 New Teacher Induction Prog (NTIP)
		12.9 Underperforming/Struggling Teacher Plan
		12.10 Plan for Identifying/Developing Admin Leaders
		12.11 PLC Training Plan
MONITORING AND REPORTING	PROJECT 13: Monitoring and Reporting (including EBAS)	1.12. EBAS Training
		13.1 Evidence-Based Accountability System (EBAS) – Review & Analysis of Data Collection/Tracking Systems
		13.2 EBAS Changes to Data Systems
		13.3 Evaluate Relevant Personnel on EBAS Use
		13.4 Ongoing Monitoring
		13.5 Annual Reporting