



2019.2020 DIVISION IMPROVEMENT PLAN

Division Name: Division of Career, Technology & Adult Education
Director: Kathy Severson
Date of School Board Approval:

GOAL ONE

Goal:

Students, the quality of instruction and services provided to students, and the needs of students will continue to be central concerns in all decisions made at the Family Service Center.

Objective:

90% of Adult General Education (AGE) students enrolled @ FSC will make gains in their academic studies that result in higher levels of achievement for all students which include: reading with comprehension, writing clearly, computing accurately, thinking, reasoning, and using information to solve problems.

Strategies:

Continue to promote and improve student academic achievement with rigor and relevance, in academic and vocational classes at the Family Service Center.

Evaluation:

Initial and post-test data to be used will include TABE (Test of Adult Basic Education) results; GED results, and student attendance records. Success will be monitored through updated test results, discussion, and input from staff/students.

Professional Development Aligned with this Objective:

Professional development will include opportunities to learn about AGE students and best meeting their goals utilizing professional development opportunities presented through IPDAE - Institute for the Professional Development of Adult Educators is an online resource center that offers information, training and professional development resources for adult educators. Sessions will include: Digging into the TABE 11/12 Standards and Improved Diagnostics Reporting; Collaborative Problem-Solving in Multi-Level Classes; and Transitioning Students from ABE to GED® Level Skills.

Objective:

80% of ESOL students enrolled @ FSC will make gains in their academic studies, that results in higher levels of achievement for all students including reading, writing, speaking and comprehension skills in English and mathematical skills.

Strategies:

Continue to promote and improve student academic achievement with rigor and relevance, in academic and vocational classes at the Family Service Center.

Evaluation:

Initial and post-test data to be used will include: CASAS (Comprehensive Adult Student Assessment System) results and student attendance records. Success will be monitored through updated test results, discussion, and input from staff/students.

Professional Development Aligned with this Objective:

Professional development will include opportunities to learn about ESOL students and best meeting their goals utilizing professional development opportunities presented through IPDAE - Institute for the Professional Development of Adult Educators is an online resource center that offers information, training and professional development resources for adult educators. Sessions will include: Using the 2019 FDOE Curriculum Framework in Classroom Instruction, and Collaborative Problem Solving in Multi-Level Classes.

Budget: (No current budget items included for this goal.)

Evidence-based Program(s)/Material(s)

Description of Resources	Funding Source	Available Amount	
Training - Florida IPDAE whose mission is to provide Adult Education practitioners with the tools necessary to help individuals achieve their academic and career goals while supporting community and economic growth.	N/A	N/A	
			Total: \$0.00

Technology

Description of Resources	Funding Source	Available Amount	
UPDATE website and training platform	N/A	N/A	
			Total: \$0.00

Professional Development

Description of Resources	Funding Source	Available Amount	
Workforce Staff/Admin	Workforce Ed.	N/A	
			Total: \$0.00
			Final Total: \$0.00

GOAL TWO

Goal:

Integrity, honesty, openness, and responsiveness are core values in the School District of DeSoto. To that end, strong relationships will continue to be encouraged among staff to staff as well as staff to student.

Objective:

95% of staff and students that frequent FSC will express that they feel as though they have been supported and encouraged throughout their time spent at the Family Service Center.

Strategies:

Continue to promote and encourage students as they progress thru their journey @ FSC. – Recognize student's accomplishments - monthly recognition activity; Semester Student Recognition program (Renaissance) – opportunity to applaud students for their Attendance, Academics, and Attitude.

Evaluation:

Random surveys will be distributed and asked to be completed. Successes will be announced to all students and staff – as well as displayed in Student Lounge and FSC monthly newsletter; Semester Renaissance program – opportunity to recognize all student's for their dedication and hard work.

Professional Development Aligned with this Objective:

5-minute team building activities will be used to begin monthly staff meetings as well as used every week in classrooms. Activities will include exercises that promote working together as a group and positive attitudes.

Evidence-based Program(s)/Material(s)			
Description of Resources	Funding Source	Available Amount	
Training - Florida IPDAE whose mission is to provide Adult Education practitioners with the tools necessary to help individuals achieve their academic and career goals while supporting community and economic growth.	N/A	\$0.00	
			Total: \$0.00
Technology			
Description of Resources	Funding Source	Available Amount	
Florida IPDAE website	N/A	N/A	
			Total:\$0.00
Professional Development			
Description of Resources	Funding Source	Available Amount	
Adult Ed. Staff/Admin	Workforce Ed.	N/A	
			Total: \$0.00
			Final Total: \$0.00

GOAL THREE

Goal:

Decisions will continue to be made as close to the point of implementation as possible and based on consideration of all available resources.

Objective:

A minimum of 308 students will be served through Adult General Education Classes during the 2019-2020 school year.

Strategies:

The school will continue to work diligently to ensure that the needs of all students are being met. The following services are offered to our adult students: 1) extended counseling opportunities; 2) pre and post educational assessments; 3) lower teacher-student ratio through the use of instructional support personnel; 4) career planning and credential assessments; 5) providing training opportunities for staff and supplemental materials for adult students.

Evaluation:

Surveys will be completed after Student Orientation. Results will be monitored, and results discussed including input from staff and students.

Professional Development Aligned with this Objective:

Professional development will include opportunities to learn more about adult students and best meeting their goals using the e-training opportunity provided by Florida IPDAE, All Hands on Deck.

Florida IPDAE provides the convergence of subject matter experts, interactivity engagements, planning/coordination, and a technology platform to disseminate information required for the implementation of adult education programs.

Objective:

100% of all students enrolled @ FSC will be provided counseling, mentoring, and other pupil services. Staff will ensure the social-emotional needs of all students are being met.

Strategies:

Flexible schedules will continue to be offered through program offerings in the morning, afternoon, and evening. Students may elect to transfer within the program from class to class depending on their work schedule, family situation, and transportation. Distance education learning programs in the areas of ABE and GED are also available for those students for whom this is the only option and those students who must "stop out" of scheduled classes. Distance education classes are offered 24/7, 365 days a year.

Evaluation:

Surveys will be completed after Student Orientation. Results will be monitored, and results discussed including input from staff and students.

Professional Development Aligned with this Objective:

Professional development will include opportunities to learn more about adult students and best meeting their goals using the e-training opportunity provided by Florida IPDAE, Teaching with the Adult Learner in Mind.

Florida IPDAE provides the convergence of subject matter experts, interactivity engagements, planning/coordination, and a technology platform to disseminate information required for the implementation of adult education programs.

Evidence-based Program(s)/Material(s)			
Description of Resources	Funding Source	Available Amount	
Training - Florida IPDAE whose mission is to provide Adult Education practitioners with the tools necessary to help individuals achieve their academic and career goals while supporting community and economic growth.	N/A	\$0.00	
			Total: \$0.00
Technology			
Description of Resources	Funding Source	Available Amount	
Florida IPDAE website	N/A	N/A	
			Total:\$0.00
Professional Development			
Description of Resources	Funding Source	Available Amount	
Adult Ed. Staff/Admin	Workforce Ed.	N/A	
			Total: \$0.00
			Final Total: \$0.00

GOAL FOUR

Goal:

The schools belong to the community, whose input and partnerships are essential to effectively meet the needs of students.

Objective:

To create within the total community, a sense of ownership of the schools, and a belief that a quality public school system is an investment in the continued growth and prosperity of DeSoto County.

Strategies:

Increase partnerships with businesses in the community with the hope of providing off-site classes to their employees as well as other community members.

Evaluation:

Surveys to ensure that the student feels his academic needs are being met will be completed at random times throughout the course of the class. Results will be monitored, and results discussed including input from staff and students.

Professional Development Aligned with this Objective:

Professional development will be provided to instructors that are teaching off-campus to ensure their understanding of the adult students and best meeting their goals using e-training opportunities provided by Florida IPDAE.

Sessions will include: Digging into the TABE 11/12 Standards and Improved Diagnostics Reporting; Collaborative Problem-Solving in Multi-Level Classes; Transitioning Students from ABE to GED® Level Skills; and All Hands on Deck.

Florida IPDAE provides the convergence of subject matter experts, interactivity engagements, planning/coordination, and a technology platform to disseminate information required for the implementation of adult education programs.

Objective:

100% of all students enrolled @ in off-campus classes will be provided counseling, mentoring and other pupil services that are available to those attending classes on the FSC campus.

Strategies:

Suitable schedules will be available through program offerings in the afternoon as well as online instruction. Students attending the off-campus class may elect to transfer within the program from class to a class being offered on the main FSC campus depending on their work schedule, family situation, and transportation.

Distance education learning programs in the areas of ABE and GED will be available for those students attending class at the off-campus location so that they are allowed to continue their studies during a time when either they are unable to attend class or during a time when class is not in session. Distance education classes are offered 24/7, 365 days a year.

Evaluation:

Surveys to ensure that the student feels his academic needs are being met will be completed at random times throughout the course of the class. Results will be monitored, and results discussed including input from staff and students.

Professional Development Aligned with this Objective:

Professional development will be provided to instructors that are teaching off-campus to ensure their understanding of the adult students and best meeting their goals using e-training opportunities provided by Florida IPDAE.

Trainings will include: Digging into the TABE 11/12 Standards and Improved Diagnostics Reporting; Collaborative Problem-Solving in Multi-Level Classes; Transitioning Students from ABE to GED® Level Skills; and All Hands on Deck.

Florida IPDAE provides the convergence of subject matter experts, interactivity engagements, planning/coordination, and a technology platform to disseminate information required for the implementation of adult education programs.

Evidence-based Program(s)/Material(s)			
Description of Resources	Funding Source	Available Amount	
Training - Florida IPDAE whose mission is to provide Adult Education practitioners with the tools necessary to help individuals achieve their academic and career goals while supporting community and economic growth.	N/A	\$0.00	
			Total: \$0.00
Technology			
Description of Resources	Funding Source	Available Amount	
Florida IPDAE website	N/A	N/A	
			Total:\$0.00
Professional Development			
Description of Resources	Funding Source	Available Amount	
Adult Ed. Staff/Admin	Workforce Ed.	N/A	
			Total: \$0.00
			Final Total: \$0.00

FINAL BUDGET

Evidence-based Program(s)/Material(s)			
Goal	Description of Resources	Funding Source	Available Amount
<p>(1) Students, the quality of instruction and services provided to students, and the needs of students will continue to be central concerns in all decisions made at the Family Service Center.</p> <p>(2) Integrity, honesty, openness, and responsiveness are core values in the School District of DeSoto. To that end, strong relationships will continue to be encouraged among staff to staff as well as staff to student.</p> <p>(3) Decisions will continue to be made as close to the point of implementation as possible and based on consideration of all available resources.</p> <p>(4) The schools belong to the community, whose input and</p>	<p>Training - Florida IPDAE whose mission is to provide Adult Education practitioners with the tools necessary to help individuals achieve their academic and career goals while supporting community and economic growth.</p>	<p>UPDATE/ FI DOE</p> <p>Workforce Education</p>	<p>N/A</p>

partnerships are essential to effectively meet the needs of students.			
			Total: \$0.00
Technology			
Goal	Description of Resources	Funding Source	Available Amount
<p>(1) Students, the quality of instruction and services provided to students, and the needs of students will continue to be central concerns in all decisions made at the Family Service Center.</p> <p>(2) Integrity, honesty, openness, and responsiveness are core values in the School District of DeSoto. To that end, strong relationships will continue to be encouraged among staff to staff as well as staff to student.</p> <p>(3) Decisions will continue to be made as close to the point of implementation as possible and based on consideration of all</p>	Florida IPDAE website	UPDATE/ FI DOE Workforce Education	N/A

available resources. (4) The schools belong to the community, whose input and partnerships are essential to effectively meet the needs of students.			
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Total: \$0.00

Professional Development

Goal	Description of Resources	Funding Source	Available Amount
(1) Students, the quality of instruction and services provided to students, and the needs of students will continue to be central concerns in all decisions made at the Family Service Center. (2) Integrity, honesty, openness, and responsiveness are core values in the School District of DeSoto. To that end, strong relationships will continue to be encouraged among staff to staff as well as staff to student. (3) Decisions will continue to be	Adult Ed. Staff	Workforce Education	N/A

made as close to the point of implementation as possible and based on consideration of all available resources. (4) The schools belong to the community, whose input and partnerships are essential to effectively meet the needs of students.			
			Total: \$0.00
Other			
Goal	Description of Resources	Funding Source	Available Amount
-	-	-	-
			Total: \$0
			Final Total: \$0.00

IMPLEMENTATION EVALUATION

Describe plans for ongoing and final evaluation on the extent of successful implementation of the division improvement plan and other division improvement efforts.

Every month, administration and staff will monitor the progress of all programs. Data collected will be the driving force regarding program changes. Changes will assure success in every area whether it is curriculum, instructional or method change. This evaluation process appraises the effectiveness of each area of the programs at mid-term and at the close of the school year and the data drives the decisions that are made regarding the upcoming year.