Adult Basic Education Individual Professional Development (PD) Plan

Name	Susan Edmonson
Job title	ABE Coordinator
Primary duties	 Staff supervision Class Schedules Program Budget Comply with district, state, and federal policies
Work site(s)	Diamondhead Education Center, Burnsville, MN

Preparation: Looking at the Data

Please consider these questions before completing the grid on the next page.

My ABE PD Survey Results

List the 3 challenges	New staff need extra support
you mentioned in	
your PD survey	
	Increase MSGs (Measurable Skill Gains) and post testing rates

My Consortium's PD Goals

What are my consortium's PD goals?

- ISD ONE91 ABE students will increase their MSG (measurable skill gains) in literacy or math, utilizing the MDE-mandated CASAS Reading and Math Tests (minimum 40 student hours) The students' measurable skill gains in literacy, math, or digital literacy will increase from 47% in 2022-2023 to 49% in 2023-2024
- 2. Support new ABE Teachers in their learning and understanding of ABE CCRS, TIF, and NSDL standards and ensure that they complete the ABE Foundations Course within a year of being hired.
- 3. Provide a two-part training for ABE Teachers and volunteers to learn more about writing routines and assessments across all levels and provide a training on differentiation of materials for students of various levels.

My Work

What are my work priorities in the upcoming year?	Complete the program narrative to ensure the continuation of funding for our school, plan for staff PD and CT Meetings, support teachers and students, maintain our staffing and budget, work with our program partners to provide ongoing opportunities for our students
	Work with the Department of Vehicular Services (DVS) to work on getting our school to be certified as a third party proctor so that we can proctor the Class D Knowledge Test for our students.
	**April 2024 Update- we are now certified as a third party proctor site with DVS and we are currently proctoring the Class D Knowledge Test (Drivers Permit Test) to our ABE Drivers Education Students.

with my current work?	with the district leadership, provide a variety of class options for our students
Student Data	
What does the data about	We would like to improve our ESL MSGs and post testing rates this year. We would
students tell me (SiD "Level	like to improve our student retention and persistence rates as well.
Gains with Post-Test Rates"	
Report, etc.)?	

Building a supportive community for staff and students, build a good relationship

Additional Factors

What am I already doing well

What PD priorities do I have?	Ensure that I know the requirements to complete the 5-year narrative and create a google site that includes all the required narrative components, create time in my schedule to support new teachers, their technology needs, and all the new ProPay documents that they need help uploading into ProTraxx
Any additional factors to consider in planning my own professional learning?	

Please refer to the PD needs and information collected on the previous page.

PD Activities and Resource	ces	Application	Evaluation
How will I learn it?	When?	How do I hope to use or apply what I have learned?	How will I know I've learned it?
Attend the 2023 ABE Narrative Writers' Workshop Webinar Review past 5-year narratives from other ABE consortia Find and watch Google Site tutorials and learn to build my google sits	9.27.2023 Summer 2023 Review Session 6.27.2023 Ongoing 2023-2024	I hope to learn all the components of the narrative and how to build a google site so that I can move forward with writing all the pieces and creating a google site for my narrative.	I will successfully write the narrative documents and upload them into a google site that I create.
I will read the new legislation and attend a meeting with Eduardo from COPAL MN and Eddieca Onteveros, one of district community connections coordinators to discuss the new legislation and impact. I will research information about the written knowledge	9.2.2023 Ongoing	We decided to pilot an ABE Drivers Education Class. It will start on 10.3.2023 and be taught by a new teacher. We will have the new teacher visit all the ESL/ABE Classes and talk about the new class and new legislation at the end of September.	The new ABE Drivers Education Class has successfully started. We found a teacher and 23 students are currently enrolled in the fall 2023 session. I met with the Technology Department in our district and they have agreed to partner with ABE and have given us permission
test, the sites that offer the test, the application to become a third-party proctor, and read the State of MN Memorandum of Understanding and the	research, class starts 10.3.23 Meeting with tech is	The class will be a 10-week session, meeting two afternoons per week from 1:00-3:00pm. Our class has 23 students enrolled in the fall 2023 session.	to apply to be a 3 rd party proctor site for the DVS Written Knowledge Test.
	Attend the 2023 ABE Narrative Writers' Workshop Webinar Review past 5-year narratives from other ABE consortia Find and watch Google Site tutorials and learn to build my google sits I will read the new legislation and attend a meeting with Eduardo from COPAL MN and Eddieca Onteveros, one of district community connections coordinators to discuss the new legislation and impact. I will research information about the written knowledge test, the sites that offer the test, the application to become a third-party proctor, and read the State of MN Memorandum	Attend the 2023 ABE Narrative Writers' Workshop Webinar Review past 5-year narratives from other ABE consortia Find and watch Google Site tutorials and learn to build my google sits Summer 2023 Review Session 6.27.2023 Find and watch Google Site tutorials and learn to build my google sits Ongoing 2023-2024 I will read the new legislation and attend a meeting with Eduardo from COPAL MN and Eddieca Onteveros, one of district community connections coordinators to discuss the new legislation and impact. I will research information about the written knowledge test, the sites that offer the test, the application to become a third-party proctor, and read the State of MN Memorandum of Understanding and the	Attend the 2023 ABE Narrative Writers' Workshop Webinar Review past 5-year narratives from other ABE consortia Find and watch Google Site tutorials and learn to build my google sits I will read the new legislation and attend a meeting with Eduardo from COPAL MN and Eddieca Onteveros, one of district community connections coordinators to discuss the new legislation and impact. I will research information about the written knowledge test, the sites that offer the est, the application to become a third-party proctor, and read the State of MN Memorandum of Understanding and the When? How do I hope to use or apply what I have learned? I hope to learn all the components of the narrative and how to build a google site so that I can move forward with writing all the pieces and creating a google site for my narrative. I we decided to pilot an ABE Drivers Education Class. It will start on 10.3.2023 and be taught by a new teacher. We will have the new teacher visit all the ESL/ABE Classes and talk about the new class and new legislation at the end of September. Ongoing research, class starts 10.3.23 The class will be a 10-week session, meeting two afternoons per week from 1:00-3:00pm. Our class has 23 students enrolled in the fall 2023 session.

I need to learn about how to become a third-party proctor site with MN Driver and Vehicle Services so that we can offer onsite testing for students and the community	party proctor site. I will also meet with our district Technology Department to see if this is something we can partner together on.		We will fill out the application to become a third-party proctor site for the DMV Written Knowledge Site and apply 11/2023	
Apply with MDE to get our ParaPro Class certified as an IET Class.	Talk to other ABE Managers and look at SSLO examples before writing our own application and goals	January 2024	Applied for IET Certification in January 2024	

Susan Edmonson	11.01.2023

ABE Staff Member Signature

ABE Manager/Supervisor Signature

Date