

## Adult Basic Education Individual Professional Development (PD) Plan

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| <b>Name</b>           | Susan Edmonson                                                                                                                                                                          |
| <b>Job title</b>      | ABE Coordinator                                                                                                                                                                         |
| <b>Primary duties</b> | <ul style="list-style-type: none"> <li>• Staff supervision</li> <li>• Class Schedules</li> <li>• Program Budget</li> <li>• Comply with district, state, and federal policies</li> </ul> |
| <b>Work site(s)</b>   | 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

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

#### My Consortium's PD Goals

What are my consortium's PD goals?

1. 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

|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <b>What are my work priorities in the upcoming year?</b> | <p>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</p> <p>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.</p> <p><b>**April 2024 Update-</b> 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.</p> |
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| What am I already doing well with my current work? | Building a supportive community for staff and students, build a good relationship with the district leadership, provide a variety of class options for our students |
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#### Student Data

|                                                                                                  |                                                                                                                                                       |
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| What does the data about students tell me (SiD “Level Gains with Post-Test Rates” Report, etc.)? | We would like to improve our ESL MSGs and post testing rates this year. We would like to improve our student retention and persistence rates as well. |
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#### Additional Factors

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| 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? |                                                                                                                                                                                                                                                                                                             |

## My Individual Professional Development Plan

Plan Time Period: 2023-2024

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

| PD Goals                                                                                                                                                                                                                                                                                 | PD Activities and Resources                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                      | Application                                                                                                                                                                                                                                                                                                                                                                                                                  | Evaluation                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What do I need to learn?<br>(Please be detailed.)                                                                                                                                                                                                                                        | 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?                                                                                                                                                                                                                                                                                                                                                  |
| I need to learn and understand the requirements to create a successful 5-year narrative. I also need to learn to build a Google Site to house the 5-year narrative                                                                                                                       | <p>Attend the 2023 ABE Narrative Writers' Workshop Webinar</p> <p>Review past 5-year narratives from other ABE consortia</p> <p>Find and watch Google Site tutorials and learn to build my google sits</p>                                                                                                                                                                                                                                                            | <p>9.27.2023</p> <p>Summer 2023 Review Session 6.27.2023</p> <p>Ongoing 2023-2024</p>                | 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.                                                                                                                                                                                                                                                                               |
| <p>I need to learn about the new legislation: MN Drivers Licenses for All that goes into effect 10.1.2023</p> <p>I need to learn more about the DMV written knowledge test and find a teacher who can teach an ABE Drivers Education Class to help our students prepare for the test</p> | <p>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.</p> <p>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 requirements to become a 3<sup>rd</sup></p> | <p>9.2.2023</p> <p>Ongoing research, class starts 10.3.23</p> <p>Meeting with tech is 10.10.2023</p> | <p>We decided to pilot an ABE Drivers Education Class. It will start on 10.3.2023 and be taught by a new teacher.</p> <p>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.</p> <p>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.</p> | <p>The new ABE Drivers Education Class has successfully started. We found a teacher and 23 students are currently enrolled in the fall 2023 session.</p> <p>I met with the Technology Department in our district and they have agreed to partner with ABE and have given us permission to apply to be a 3<sup>rd</sup> party proctor site for the DVS Written Knowledge Test.</p> |

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| 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

ABE Staff Member Signature

11.01.2023

ABE Manager/Supervisor Signature

Date