



Watsonville/Aptos Adult Education News and Views

Through others, we become ourselves.

L. S. Vygotsky



Vol.5 No.8

The "Home Improvement" Issue

Sept. 26, 2005

Professional development, coaching, evaluation

Every year (at least in recent years) our department chairs have had discussions about our annual "theme" for professional development. As you remember, this year's theme is "Persistence", answering the question "What kinds of instructional strategies, institutional practices, and curricular planning can help our adult students persist in reaching their goals?" The recent school council, in light of this "theme" identified four of our *31 Instructional Competencies* to focus on during this year's evaluation and professional development. Our two instructional coaches, Cathy Jo and Molly will help teachers reflect on their practice looking through the lens of these four competencies. And, yes, this is the "odd" year when we will evaluate all teachers. If you are a permanent teacher you will choose from among three opportunities: 1) a peer project where you work with a colleague or 2) a portfolio where you develop curriculum on your own or 3) a traditional observation and evaluation by an administrator. My own choice is that teachers work with each other; we spend too much time in isolation in adult ed. I fear. Probationary teachers will have formal observations and evaluations. Temporary teachers are, of course, welcome to participate in peer-coaching or a portfolio project, but Cynthia and I have made a promise to try to get around to as many temporary teachers as possible to observe and give feedback. My hope is that all this activity is experienced as collegial and supportive. We are learning together how we can do a better job of attracting and keeping students so more, students and teachers, reach their personal goals. (Competencies 9, 12, 13, 14 are on page 3 here).

A Lockdown Drill will take place on **Thursday, September 29, 2005** at 10:00 a.m. and 7:30 p.m. at Porter and at 10:30 a.m. and 7:30 p.m. at the Green Valley Center. Please make sure of the following:

- Please practice the drill with your students and emphasize the importance of participation.

Lock Down Procedures

There will be an announcement over the All Call saying "**LOCK DOWN.**" If it is a real emergency the office will call with a code RED. Office staff will call 911 or evening teachers will call at outlying sites.

Teachers need to immediately:

1. Lock doors, close windows, pull blinds and turn off lights.
2. Students and staff get under their desks/tables away from the windows and are quiet.
3. Students and staff outside go to the nearest enclosed room.
4. Students and staff in hallways or bathroom go to the nearest enclosed room.
5. Continue until further intercom information or "All clear" is announced.
6. Use your best judgment for staying or running away.

Notes from School Council Meeting (Submitted by Paretn Ed. Chair, Debbie Craig)
September 21, 2005
Green Valley

Facilitator: Cynthia Stark

Agenda Topics

Request from Debbie Lerma for staff assignments forms to be turned in:

Discussion of what a staff assignment forms is and who's responsible. Staff assignment forms are for new classes, changes in class, and new teacher assignments. Department Chairs to fill out form. Turn into Natalie.

Langendorf Updates:

City has denied engineering plans for the Langendorf remodel. Bob Harper is meeting with District Construction Department and they say to not worry. Adult Education's concerns are that the longer approval is delayed, the more costs will go up. Bob Harper will keep staff posted on progress of approvals.

Safety/Equity—Lockdown Drill:

Lucila reported that a lockdown drill will occur on September 29th, if approval received. Porter will have their drill at 10:00am and at 7:30pm. Green Valley will have their drill at 10:30am and 7:30pm. An earthquake drill will be scheduled for the future. A fire drill will be scheduled for the future. This will bring us up to date on required drills. Site representatives at the outlying sites are to talk to teachers about what to do in response to a fire, lockdown or earthquake drill. A Hazard and Injury Reporting handout was passed out.

A discussion was held suggesting that de-briefing meetings be held after each drill to evaluate the effectiveness of the drill. Teachers should communicate the effectiveness and/or problems resulting from the drill to the safety committee.

Budget Review:

Bob Harper reviewed the budget in general terms. He asked for a committee of interested parties to meet and discuss the budget in depth. Contact Bob if you want to be on this committee.

The general terms of the budget were that instead of a \$268,000 deficit this past year, Adult Education actually ran \$10,000 in the positive. This is the good news. ADA accounts were \$60,000 to \$70,000 overspent. Contract Ed is \$17,000 to the good. Federal Grants are spent down to zero. Driver's Ed is \$2,000 overspent and needing a new car.

The bottom line of the budget is that Adult Education needs to take a very careful look at small classes, outlying sites and out of classroom assignments. We need to build a higher student to teacher ratio in all classes. We must also hit CAP this year.

Outreach/School Improvement

Bob Harper reported on the demographic changes within Santa Cruz County. The county is experiencing a 77% net outflow of Latinos. The Farm Bureau reports that agricultural jobs are down 20%. The manufacturing industry and the service industry went up. ESL will always be the lifeblood of Adult Education; however, given the changes in demographics and industry we need to re-evaluate where we grow.

Lifelong Learning holds the position that they will take education to the people. This department is an area of growth and needs teachers. Community Education, Contract Ed, and Vocational Ed are areas of potential growth. Parent Education has a great potential for growth, needs to develop a greater vision, and needs teachers.

All teachers in all classes need to promote growth in their classes. Small classes cannot continue.

Departmental Reports

Lifelong Learning

Classes are up and running with 20+ students in them. Art is being presented as learning a skill. The Potter's Shed on Freedom Blvd. has agreed to show and sell student's art. The bilingual learner's survey is getting information as to what student's want to learn. The plan is to consolidate teachers and sites. There is a current art show at the Coffee Bean and another one scheduled for the Watsonville Library. The display case at Green Valley is up and running. At the County Fair this year a contact with Community Television was made to promote classes for Adult Education and a power point is being developed for promotion. All the lifelong teachers are willing to actively promote their classes.

Contract Education

These last 6 weeks have been an eye opening. The assessed need is to contact businesses one at a time to expand. The various businesses need to have budgets to support classes. Main duties have been to keep up with contracts in place. The incentive for the students is that they are paid to be in class, so enrollment and persistence is up. The potential for growth is unlimited. Most businesses are looking for a "cookie-cutter" approach for classes.

Learning Center

Attendance is down and they are trying to get more people to attend. ABE attendance is coming up. Students are motivated; however, attendance is being affected by the afternoon program being offered by Watsonville High School. Spring semester should be okay. The evening program is growing slow and steady. The orientation process is delaying students coming into classes.

An evaluation of the orientation process needs to be developed. Stresses on attendance need to be better followed-up. Tracking of the students through the orientation process needs to occur. There needs to be a standard policy on gang regalia, defiance and safety.

Student Support Center

Credit was given to AV Coyle for its success. She has worked it hard. The support center is open and available. It's there, it's in good condition, and it is not being utilized. Concern was expressed for a need for better staffing. Cathy Jo is not able to promote and work in it, too. The center needs staffing help.

Parent Education

Watsonville Parent Co-operative Preschool is up and running and doing well. El Jardin is up and running well and going into its second year. All Together in the Park programs are running full, except for Freedom Elementary on Saturday. First Five is concerned that the park is not at full attendance. Approval for outreach and attendance growing events was given.

Spanish GED

GED has a wonderful volunteer who promotes persistence. There was a suggestion of having incentives for attending classes.

Evaluation and Professional Development

The Conference Meetings Out of District form is to be filled out by teachers who attend conferences paid for by Adult Education. Tenured teachers are to be evaluated this year. There is a choice of portfolio, peer project, or traditional evaluation.

Cathy Jo offered to e-mail a user-friendly version of the 31 competencies to those who are interested.

The consensus is that teachers need guidance and assistance to become great teachers.

From Cathy Jo:

9. I plan instruction that is consistent with the program's mission and goals.

9.1 - I develop, select and evaluate instructional strategies and materials consistent with the mission and goals of the program.

9.2 - I develop lessons in sequence that focus on needed skills and information and that meet the learning goals of the student and the objectives of the program.

12. I have teacher-directed and learner-centered instruction in my classroom.

12.1 - I demonstrate a variety of teaching strategies within the instructional setting.

12.2 - I serve as a "facilitator of learning" and as a resource and communicator of information.

12.3 - I share with learners appropriate decision-making responsibilities.

12.4 - I link instruction to learners' needs assessments.

12.5 - I draw upon learner experiences when providing and delivering instruction.

12.6 - I incorporate instructional activities that actively involve learners in the application of skills.

13. I model communication, negotiation, decision-making and problem-solving skills for my students.

13.1 - I communicate to learners the thinking process for problem solving and meta-cognition and encourage classroom decision making by learners.

13.2 - I provide timely feedback to learners regarding their progress.

13.3 - I allow classroom time for group problem solving.

13.4 - I exhibit several styles of communication: verbal, non-verbal, and written.

13.5 - I organize instruction and learning environment to enable students to participate in real life communication, negotiation, problem solving and decision-making.

14. I employ individual, group and team learning.

14.1 - I use individual, group and team activities.

14.2 - I organize activities that enable learners to recognize the importance of group/team goals and individual contributions.

14.3 - I encourage learner reflection on both the process and results of activities.

14.4 - I develop activities that encourage peer and self-evaluation.



WAAE Calendar - Fall, 2005

Bob Will Be at ACSA Adult Ed Conference Sept. 28-30.

October 1 - ESL Symposium, CSUMB

October 10, Porter Student Councils (note that this is Monday)

October 11, Green Valley Student Councils

October 12, Community Advisory Council, 10:30-noon, GV

This is a "tri-annual" meeting of friends and partners from our local community who help us review our programs and give us advice on community needs. This meeting will feature a report on our Second Opportunity Student (SOS) program that Charmaine Ryan is running at Cabrillo Watsonville. SOS is serving 25-30 "recent leavers" from local high schools.

October 12, School Council, 4:00-6:00, Porter

el·lip·sis

n. pl. el·lip·ses (-s z)

The omission of a word or phrase necessary for a complete syntactical construction but not necessary for understanding.

... mysteriously the Governor vetoed legislation that would have allowed Adult Schools to give the California High School Exit Examination in the evenings... the rationale for the veto was that this would be offering an exam during "non-traditional" hours.... well, there has been night school for 100 years so I am not sure how a tradition gets established... Kim Iwasko has begun a training and internship for her office skills class where they will be handling "reception" duties for our local Career Center ... speaking of internships the Workforce Investment Board has written another grant for us to have paid internships for some of our Certified Nursing Assistant students ... speaking of grants the word is that the Hurricane Katrina relief effort by the feds may have a big impact on federal grants and at least pull the plug on grants that haven't been approved ... we've a couple of federal grants submitted that we haven't hear anything back on ... our August attendance was still under last year's ... our SOS students are participating in a volleyball league ... thanks to Debbie Craig for recording and producing the great summary of School Council on pages 2-3 ... sadly, only one teacher responded to Natalie's inquiry asking for volunteers interested in working on a "Sunshine Committee"...

From the Lifelong Learning Dept:

Hi Bob here are some items for the next news and views....Student art exhibit and sale at the Potting Shed on Freedom Blvd.,...Student art exhibit for the month of October at the Watsonville Library, check out the new display case ...student art exhibit "found object art"...I will be exhibiting at the Aptos Roasting Coffee Company in October reception will be announced at a later date...students at the senior center would like to do and learn line dancing, any teachers(certificated) interested? Thank You, Jane Reyes, Chair, Lifelong Learning