



## Executive Summary: Tomlinson Adult Learning Center

### School Improvement Plan for 2017-18

Tomlinson Adult Learning Center School has 1963 students, one administrators, 24 fulltime, 35 part-time teachers, and 7 support staff members. The mission of Tomlinson Adult Learning Center is to provide a quality learning environment which enables adults to become literate, economically, self-sufficient, and productive members of society. Tomlinson Adult Learning Center has met the requirements of the AdvancED Accreditation Commission and is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement.

#### School Celebrations

A review of our most recent school achievement data has given us reasons to celebrate and build upon as a school. Those improvements include:

- 1.) Nearly 100 students earned their GED. This is our highest number of diplomas since the adoption of the new GED tests.
- 2.) Improved GED test preparation was evidenced by Tomlinson earning repeated district recognition for our students successfully passing tests. Multiple bi-weekly reports over several months showed 100% of the students Tomlinson sent to test passed their tests. This also benefitted our student's budgets.
- 3.) Over 60 ESOL students passed their Citizenship class, many of whom have or will go on and become US citizens.
- 4.) Our new partnership with St. Petersburg High School provided dozens of students the opportunity to recover credits.
- 5.) Our partnership with Pinellas County Job Corps grew with the addition of a new ABE class that earned 84 LCPs in its first six months

#### Primary Goals

To accomplish our mission, Tomlinson Adult Learning Center has the following primary goals.

- 1) Improve student retention by Ensuring all faculty and staff coordinate to identify and contact those students who have missed more than three days of class.
- 2) Improve efficiency and effectiveness in ESOL instruction and assessment by carefully monitoring the *FTE Hours : LCP ratio*
- 3) Coordinate with our Downtown SPC partner to diminish the barriers students face in attending the SPC GED class.
- 4) Achieve wider use of best practices by better coordinating and directing regular PLC meetings.
- 5) Establish a *New Teacher & Staff Support PLC* where new staffers will have opportunities to ask questions, share challenges and ask questions of experienced faculty, staff and administration.

#### Key Strategies:

The core instructional and monitoring strategies included in our action plans are:

- Provide structured processes for the support and development of new staff members.
- Improve coordination between ESOL and Guidance/Assessment staff to maximize on-time post-testing and minimize student departures without post-testing.
- Using research-based strategies in core instruction (e.g., 5E, Gradual Release, Text Dependent Questioning, Speaking and Listening protocols);
- Utilizing project-based learning in appropriate settings;
- Utilizing scales and rubrics aligned to a learning goal to assess and inform instruction.

#### Professional Development

The professional development efforts include the use of the year long Marzano Framework with an emphasis on goal setting and scale development, the use of our leadership team to train and guide teachers in differentiating and scaffolding instruction and having teachers meet in Professional Learning Communities (PLC's) to conduct data chats regularly to review student responses and work samples to inform instruction.

For more information about Tomlinson Adult Learning Center's School Improvement Plan, please go to our website at