

An Overview of Adult and Continuing Education

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Plan for this morning:

1. *WELCOME to A & CE (the world of acronyms) & an overview*
2. *Programs, Departmental and Operational Examples*
3. *Leadership in this new role*
4. *CESBA's role; Committees, Resources, New Admin Handbook - we are here to help*
5. *Funding and Revenue generating ventures - Multi Ministries*

Welcome & Congratulations!

- ✓ *Thank you for being here today to begin your CESBA networking*
- ✓ *Congratulations on being selected as a new P/VP/Superintendent overseeing Adult & ConEd*
- ✓ *Adult & ConEd is truly unique...complex...& incredibly rewarding!*
- ✓ *Adult & ConEd is not at all like the day school model*
- ✓ *The skill set for leadership is also unique....& your S.O. chose you*
- ✓ *Adult graduation ceremonies are extraordinary...& so affirming!*

Hamilton-Wentworth Catholic Con Ed At-a-Glance

- ✓ *140+ staff*
- ✓ *4 Adult Ed campuses + 2 ECPP + Detention Centre*
- ✓ *All located in the City of Hamilton*
- ✓ *\$8.5 M budget projected for 2022 - 2023*
- ✓ *OECTA, OSSTF, CUPE, LIUNA and non-union groups*
- ✓ *A Principal, 1 Vice Principal, Program Supervisors & our S.O. 'Champion'*

Hamilton-Wentworth Catholic Con Ed At-a-Glance (continued)...

Administrative:

Financial Analyst - CGA

Human Resource Recruitment Officer

Information Technology

- ONSIS, ASPEN, D2L support

Prepare, Present for Approval and Administer
Continuing Education Budget

Hamilton-Wentworth Catholic Con Ed At-a-Glance (continued)...

Programs:

1. Credit: Day(Grid), Night School, ILC, Summer School.
2. ESL/LINC/CNC
3. Literacy and Basic Skills
4. Dual Credit program
5. Cooperative Education
6. Personal Support Worker Program
7. Culinary (SHSM)
8. International and Indigenous Education Program
9. Literacy and Numeracy (After Hours Tutoring)
10. ECPP
11. Supervised Alternative Education (SAL);
12. Suspension/Expulsion program;
13. General Interest programs.

Upper Grand Con Ed At-a-Glance

- ✓ *90+ staff*
- ✓ *5 major campuses with a couple satellite campuses*
- ✓ *mixture of rural and urban locations*
- ✓ *\$5 M budget projected for 2022 - 2023*
- ✓ *OSSTF...CUPE...non-union groups*
- ✓ *A Principal, 1 Vice Principal & our S.O. 'Champion'*

Upper Grand Con Ed At-a-Glance (continued)...

- ✓ 1 FT **Guidance/ Intake counselors** (fully funded by ConEd)

- ✓ **Board Support Personnel:**
 - ✓ *Information Technology*
 - ✓ *Finance*
 - ✓ *ONSIS*
 - ✓ *Purchasing*
 - ✓ *HR*

- ✓ *Coterminous Board offers ILE*

- ✓ *We are a 12-month per year operation*

Continuing Ed Credit Programs

(funded by the *Ministry of Education*)

EDU

- ✓ *Day classes - teacher-taught (grid or non-grid)*
- ✓ *Correspondence (Independent Learning)*
- ✓ *Summer School (in-person/e-learning)*
- ✓ *Work and Learn (various Coop credits linked to student's current workplace)*
- ✓ *Personal Support Worker (PSW) program*
- ✓ *Dual Credit programs*

Continuing Education Non-Credit

(funded by the *Ministry of Education*)

EDU

- ✓ *Literacy & Numeracy Gr. 7 - 10 support programs*
- ✓ *Funded under 'Learning Opportunities Grant' ('LOG')*
 - ★ *Secondary: Literacy Prep / Math Credit Rescue / PLAR Prep - GLS*
 - ★ *Elementary: afterschool programs / summer school / summer camps*
- ✓ *IILEP - International and Indigenous Languages Educational Program*

Continuing Education Non-Credit

(funded by the *Ministry of Labour, Training, & Skills Development*)

MLTSD

- ✓ *Adult Literacy & Basic Skills (LBS) programs*
- ✓ *some Boards re-name their LBS program 'Skills Upgrading (SUP)' or Academic Upgrading to minimize/eliminate the stigma*
- ✓ *LBS is part of the pathway to work towards credit*

Continuing Education Non-Credit

(funded by the *Ministry of Labour, Immigration, Training, & Skills Development*) MLITSD

- ✓ *English as a Second Language (ESL) programs*
 - *Morning, Afternoon, late afternoon, Evenings, Saturday mornings*
- ✓ *Citizenship classes*
- ✓ *ESL for Seniors*
- ✓ *ESL Summer Learning (July & August)*

***current funding situation*

Continuing Education Non-Credit

(funded by Immigration, Refugees and Citizenship Canada)

IRCC

- ✓ *Language Instruction for Newcomers to Canada (LINC) programs*
- ✓ *Child-minding classes*

Why is our work so important?

- *Many of the learners whom we are privileged to serve are the most vulnerable & marginalized in society*
- *They have 'slipped through the cracks' for a variety of reasons*
- *Our school boards are about more than educating JK – 12*
 - *we work JK - Graduation*
- *We will naturally fit into any Board Improvement Plan (BIP)*
- *We are about community building, partnerships, & programs for ALL*
- *We are places of **HOPE** for people*

Five Valuable Practices:

(Deloitte Business Model Review, 2010-2011)

1. *Leadership **
2. *Key Personnel **
3. *Annual and Strategic Planning*
4. *Partnerships: Internal & External **
5. *Professional Development*

** Key in your first year*

Leadership

✓ *Unique skill sets – CESBA refers to these as our Core Competencies:*

- ❖ *System thinking with a vision*
- ❖ *Financial acumen*
- ❖ *Flexible in thought and approach*
- ❖ *Collaborative*
- ❖ *Advocacy*
- ❖ *Active participation*
- ❖ *Transition*
- ❖ *Risk taker*

Key Personnel

“A&CE should be supported by”:

a **Financial analyst** - Maintain sound financial management while maximizing the revenue (*“fiscally responsible vs. break-even”*)

Guidance/In-Take counselors - Provide assessment & referral services that support a complete learner pathway.

an **HR analyst** – Provide flexible staffing arrangements required by A&CE programming in ways that respect local collective agreements.

an **Information management specialist** - Track enrolment data, work with the DSB’s *IT* system to capture graduation numbers, & manage reporting to the ministry & funders.

Annual & Strategic Planning

- ✓ *“The Deloitte team found that the most successful A&CE programs had developed an annual plan with clear linkages to the **Board Improvement Plan**, Operating Plan, & Strategic Plan.”*
- ✓ *“Half of the programs reviewed prepare some type of annual plan. This was more common in models using the adult day schools, since those were mandated to create a school improvement plan.”*
- ✓ *Mission / Vision work – build this into a SIP*
 - ❖ *Find the data that supports your program*

Partnerships: Internal & External

Internal partnerships:

- ✓ *Leverage IT efficiencies through Board*
- ✓ *Leverage Finance*
- ✓ *Leverage HR efficiencies*
- ✓ *Leverage common Marketing/Branding opportunities w/Board*
- ✓ *Leverage secondary credit support – (Night school / summer school)*
- ✓ *Literacy & Numeracy programs...leverage S.O. support*
- ✓ *Leverage Upper Management and Trustee learning*

Partnerships: Internal & External

External partnerships:

- ✓ *Good relationship with co-terminus counterpart...open communication is important*
- ✓ *Social Services connection critical (OW & ODSP)...develop trust*
- ✓ *Ideally, provide 'One Stop Shopping' suite of services at your campus(es)...LBS, ESL, LINC, Child-minding, Child Care, College rep, Employment Ontario, etc...*

Professional Development

- ✓ *This practice depends on your model – advocate for your teachers to participate alongside regular HS teachers*
- ✓ *With hourly paid teachers... how is PD time created?*
- ✓ *Early dismissal days...Lunch 'n' Learns...*
- ✓ *Feed staff & they will come!*
- ✓ *New textbooks...similar technology as day schools (i.e. BrightSpace / Google Suite)*
- ✓ *The little things can make a big difference to your staff*
- ✓ *Small steps....you must be fiscally responsible*
- ✓ *Use your Board connections (i.e. our Board Mental Health Lead hosted a Lunch 'n' Learn)*

CESBA Resources

✓ <http://www.cesba.com>

★ *Resources - Acronym list*

★ *PLAR docs*

★ 1. Elementary/Secondary: [Enrolment Register Instructions for Elementary and Secondary Schools 2022-23 School Year \(gov.on.ca\)](#)

★ 2. Continuing Education: [Enrolment Register Instructions for Continuing Education Programs 2022-23 School Year \(gov.on.ca\)](#)

★ 3. Technical Paper: Learn about Government Funding to School Boards (EDU) [Education Funding: Technical Paper 2022–23 \(ontario.ca\)](#)

CESBA Resources cont'd

✓ *New Administrator's Handbook*

[Adult and Continuing Education Guide for Administrators New to the Role - CESBA](#)

✓ *Mentorship*

✓ *EVENTS!!!*

❖ *Attend your regional days*

❖ *Attend the conference*

❖ *Lunch n' learns*

CESBA Committees

- ★ PSW committee
- ★ Committee to support Indigenous Adult learners
- ★ Trades, Experiential Learning, and Apprenticeship (TELA) committee
- ★ ESL/FSL committee
- ★ LBS committee
- ★ International, Indigenous language Education (IILE)
- ★ Equity and Inclusion committee
- ★ PLAR/Guidance committee
- ★ Committee of Experienced Administrators
- ★ Francophone committee

Three take-aways:

- ✓ *CESBA is critical...the best resource for everything Adult & ConEd-related*
- ✓ *Find similar models to your own (i.e. Grid teachers vs. hourly paid...or Urban vs. Rural model) & visit them!*
- ✓ *You will be tempted to try lots...you **must go slow & steady**...gauge the capacity of your organization..."
*An inch wide & a mile deep"...not the other way around**

Questions? Comments? *Wonderings...*?

