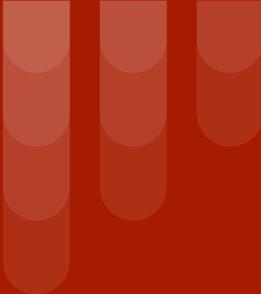# BEST PRACTICES
For Con. Ed. Administrators

Tuesday, November 3, 2020

PRESENTED BY: SUSIE NUNES, YORK DISTRICT SCHOOL BOARD
TANIA CONNELL, YORK CATHOLIC DISTRICT SCHOOL BOARD
SHARON RAJABI, TORONTO CATHOLIC DISTRICT SCHOOL
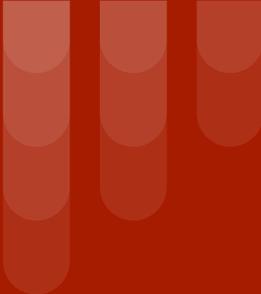**BOARD**

Continuing Education Programs

Typical Con Ed programs

- Adult Credit
- Secondary Credit/Non-credit
- Elementary non-credit programs (Remedial/General Interest)
- Adult certificate programs
- Adult ESL/LINC programs
- PLAR/mPLAR
- PSW
- International Education
- Adult General Interest
- International Elementary programs
- International and Indigenous Language programs
- Creative programming…

Requirements

- Managing staff and programs
- Creation of programs
- Submitting annual Business plan (LBS); Transfer Payment Agreement (ESL); Contribution Agreement (LINC)
- Submitting Ministry reports as per agreements
- LINC iCARE, SP Connect, ONSIS, ESL/FSL Interim and Final Reports
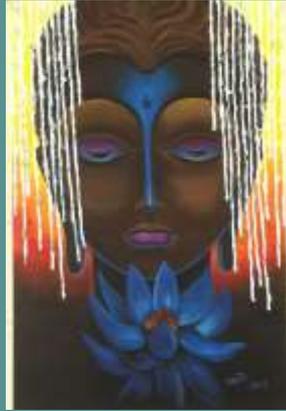- Reporting to the Ministry and Board

Networking: Relationships & Partnerships

Building Relationships with Partnering Boards and Community Agencies

- Attending Administrator/Manager attendance at:
  - Regional Partnership meetings, CPC meetings, CESBA Regional meetings, and TESL O administrators' meetings

- Aligning best practices with local Board partners

- Programming collaboration among local Boards

- Forming strong relationships with community stakeholders

Welcoming Inclusive Learning Environments

Expectations of Staff and Students

High expectations of staff:
- Attendance
- Professionalism
- Commitment to curriculum
- Commitment to health and wellness
- Self-reflection
- Sharing and learning together
- Commitment to PD activities

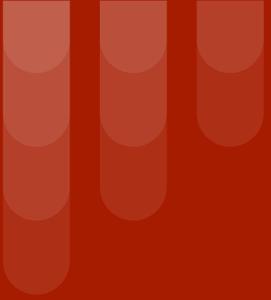**High expectations of students (because you believe in them):**
- Attendance/Late Policy
- Co-construction Classroom Norms, Success Criteria - participation, cell phone
- use, Native language speaking, etc.

Funding: Budget

Budget: Best Practices

- Understanding your budget: flexibility, details, access levels

- Reconciling budget with programming needs and gaps

- Equity and fairness in allocating budget across programming

- Identifying surplus /deficit budget lines to transfer from/to

- Approval levels for purchases

- Preparing for audits/financial monitoring

Programming

Programming Variety

- Add variety of programming to meet student needs
- Modular programs (8 - 10 weeks)
- Semester Programs (Quad-semesters)
- Program creativity
- Program changes "Keep it Fresh"
- Program Evaluations for Feedback

Program Improvements: Technology

- Smartboards and free training for staff
- Laptop Carts for class use/Laptops signed out to staff
- Computer Labs with various software applications
- LMS and digital content: Onyx/Avenue/Google Classroom?
- Document cameras
- Cyclical replacement of technologies in classroom: laptops/projectors/ wifi infrastructure
- Development of staff and student digital skills
- Creation of Staff Workspace portal on GOOGLE DRIVE/Office365 and Sharepoint for communication purposes
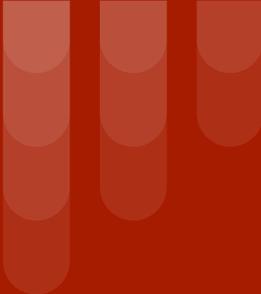- Strategies to minimize photocopying - Online Portfolios, use of Powerpoint and Prezi presentations

Program Improvements: :Literacy Resources

- Instructor professional development and classroom resources (print and digital)
- Student lending of materials/resources
- Organizing subscriptions to various online resources

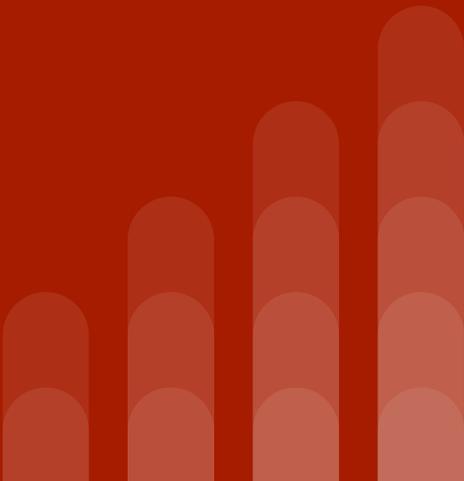**RECOMMENDATION:**

- Add zest and variety to programming - review course offerings, descriptions and titles
- Change course offerings frequently - keep it interesting, be innovative and make informed choices - know your communities!
- Careful hiring practices and staff monitoring - help them feel valued by asking them for their input, offer PD opportunities and support

… Keep it FRESH

Marketing

Marketing Strategies & Efforts

- The importance of signs

- Seek out ethnic cultural centres and offer classes on site

- Program brochures

- Program postcards

- Advertising door hangers - deliver to houses in the neighbourhood

- Ethnic newspapers or radio stations

- Open houses

- Advertising pens, bags, keychains, bookmarks, etc.

  (Program Awareness Funding)

- Flyers

ADULT ENGLISH CLASSES

ENGLISH AS A SECOND LANGUAGE

Funded By: Ontario

Markham Baptist Church
110 Church St., Markham L3P 2M4

Monday, Tuesday, Thursday, Friday Classes Available

Everyday English
9:00 AM – 1:00 PM
ESL Levels: 1-4

FREE

Advancing Your English
9:00 AM – 1:00 PM
ESL Levels: 5-7

Improving Conversation and Vocabulary
1:00 PM – 4:00 PM
ESL Levels: 5-9

New Classes Available as Needed

REGISTER IN PERSON
at Markham Baptist Church,
110 Church St.

Permanent Residents, Refugee Claimants
Canadian Citizens, Seniors, Visitors Welcomed!

York Catholic District School Board
320 Bloomington Rd W., Aurora, ON L4G 0M1

BUILD A BETTER FUTURE!
FREE CLASSES FOR ADULTS

English as a Second Language (ESL)

Language Instruction for Newcomers (LINC)

Academic Upgrading and Computer Skills

Citizenship and IELTS Preparation

Have a question? We are here. Give us a phone call anytime.
905-731-9557

BUILD A BETTER FUTURE!

FREE CLASSES
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- Academic Upgrading and Computer Skills
- Citizenship and IELTS Preparation

Call 905-731-9557 to book an appointment.
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Immigration, Refugees and Citizenship Canada / Immigration, Réfugiés et Citoyenneté Canada

Ontario EMPLOYMENT ONTARIO York Region DISTRICT SCHOOL BOARD Inspire Learning!

YORK CATHOLIC DISTRICT SCHOOL BOARD
Adult ESL Classes
(成人ESL英文班)

Classes Available in Markham

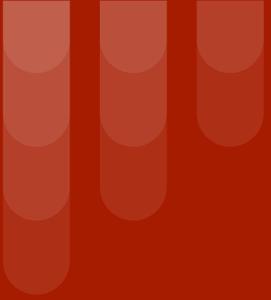Refugees, Permanent Residents, Citizens and Seniors Welcome

FREE
A consumable fee may apply

To Register

Monday to Friday
9:00 AM - 4:00 PM

- Adding to existing School Board advertising
- School websites
- Presentations to Social Services and community partners
- Presentations at schools: Parent Council Meetings & Parent Nights
- Meetings with local Assessment Centre(s)
- Advertising paraphernalia
- Twitter
- SALES PITCH!!! Advertising more than one program, receipt of certificate, specialized programming, outlining value of programming

Program Monitoring

Feedback

- Community Surveys, Discussions, Meetings
- One on one learner and staff consultations
- Feedback and consultation from office staff
- Feedback from community stakeholders

  Staff and Student Surveys (Ministry and Board)

We're Listening

System Monitoring

- Data Collection:

  Annual staff and learner surveys, HARTs, iCARE, iCAMS, other

- Analysis of Courses and Needs

- Analysis and Decision-Making

  Monitoring of data and addressing waitlist needs

- Use of reports for analysis and planning

- Waitlist analysis to determine gaps or trends

Demographic Research and Analysis

- Research region demographics
- Review immigration trends
- Research housing development demographics
- Research future planning zones
- Census data review
- Retrieve internal reports/data

QUESTIONS?

DISCUSSION...