



School Improvement Plan 2025-2026

Clearwater Adult Education Center

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Pinellas County Schools

Table of Contents

Continuous Improvement	3
Conditions for Learning	8
Academic Goals.....	9
A. ABE Goal	10
B. GED Goal	11
C. ESOL Goal	12
D. AHS Goal	13
E. Co-Enrolled Goal	14
F. Healthy Schools Goal.....	15
<i>Subgroups</i>	16
A. African American Co-Enrolled students	16



Continuous Improvement

A school does not achieve its goals by good fortune or hard work alone, but by prioritizing efforts. Improvements are made by focusing intensely on the priorities, while maintaining high service levels for ongoing work. The School Improvement Plan (SIP) is based on the Plan, Do, Study, Act (PDSA) process, which manages and supports effective and efficient planning, implementation, monitoring, revising, and oversight.

A fully developed SIP places the management of priorities and strategies in the context of planning, accountability and support at the school level. School SIP teams ensure these priorities are supported through:

- clearly defined priorities and strategies that are aligned to district strategic goals,
- oversight throughout the planning, implementation and monitoring process, and
- Reflection and adjustment to meet school, department and student needs.

Plans succeed because they are well developed, implemented, and monitored, and align with the overall goals and objectives of the school and district. The benefits of a good SIP process include achievement of the desired results that positively impact staff growth and student achievement.



Vision and Direction

School Improvement Plan 2025 - 26

Administrator:	Bridget O'Donnell
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School Vision	100% Student Success
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School Mission	Mission: To Prepare Our Students for the Workforce Administrator: Bridget O'Donnell SAC Chair: William "Andy" Shaw
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School Data

Age Breakdown:					
Total School Enrollment	16-18	19-24	25-44	45-59	60+
3261	1090	322	777	401	150

Adult Ed State Targets Met	2025 ☒ Yes ☐ No	2024 ☒ Yes ☐ No	2023 ☒ Yes ☐ No
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Proficiency Rates	ABE		GED		ESOL		AHS		Co-Enrolled	
	2024 %	2023 %	2024 %	2023 %	2024 %	2023 %	2024 %	2023 %	2024 %	2023 %
MSG	28	26	38	35	69	65	49	55	123	60

School Leadership			
Position/Role	First Name	Last Name	Years at Current School
Administrator	Bridget	O'Donnell	4-10 years
Lead ESOL Teacher	Angela	Faiola	4-10 years
Lead ABE/GED Teacher	Keir	Borresen	Less than 1 year
Coordinator	William "Andy"	Shaw	4-10 years
Coordinator	Jeffrey	Read	Less than 1 year
Total Instructional Staff:	FT: 13	PT: 57	
Total Support Staff:	FT: 4	PT: 0	
Counselor	FT: 0	PT: 2	



B. Improvement Priorities

Priority 1: Standards-based instruction

Theory of Action: If we effectively implement high-leverage strategies which support Standards-based instruction, then the total percent of Adult Basic Education (ABE) Measurable Skills Gains (MSGs) earned at Clearwater Adult Education Center (CAEC) will increase from 28% for the 2024-2025 school year to 33% for the 2025-2026 school year.

- 2024-2025: Total 58 MSGs earned/206 enrolled=28%
- 2023-2024: Total 53 MSGs earned/203 enrolled=26%
- 2022-2023: Total 56 MSGs earned/ 182 enrolled=31%

Priority 2: Standards-based instruction

Theory of Action: If we effectively implement high-leverage strategies which support Standards-based instruction, then the percent ELL Measurable Skills Gains (MSGs) will increase from 69% for the 2024-2025 school year to 74% for the 2025-2026 school year.

- 2024-2025: Total 742 ELL MSGs earned/1082 enrolled=69%
- 2023-2024: Total 749 ELL MSGs earned/1160 enrolled=65%
- 2022-2023: Total 743 ELL MSGs earned/1188 enrolled =63%

3. Priority 3: Conditions for learning

Increase the number of students earning an MSG by completing Co-Enrolled course

Theory of Action: If we effectively implement high leverage strategies which support Standards-based instruction, then the percent of Co-Enrolled MSGs earned will increase from 123% for the 2024-2025 school year to 128% MSGs for the 2025-2026 school year.

- 2024-2025: Total 1166 Co-Enrolled MSGs earned/949 enrolled=123%
- 2023-2024: Total 970 Co-Enrolled MSGs earned/1028 enrolled=94%
- 2022-2023: Total 896 Co-Enrolled MSGs earned/1137 enrolled=79%



C. Monitoring and Achieving Improvement Priorities

	School-based Team	Priority Alignment	Why are you doing it?	How are you executing?	Who facilitates?	Who participates?	When does it occur?	Evidence that it is occurring
1.	Leadership Team	Priority 1	Monitor instructional implementation of Adult Ed. ESOL standards to increase student eCASAS proficiency	- Walkthroughs, observations, and informal conversations with ESOL Team. - Preconference	Administrator	Teachers, Staff, Coordinator, Lead Teachers	Daily, weekly	- Lessons aligned to state standards, with targets and performance scales - FOCUS MSG Reports - eCASAS Reports
2.	ESOL Team	Priority 2	Increase the percentage of ESOL students earning an MSG for 2024/2025 school year	- Alignment of instruction to standards - Daily, weekly walkthroughs/observations/informal conversation - Tracking of student hours and post-testing dates - Begin initial IET Program	Lead Teacher	ESOL Teachers, Lead Teacher, Coordinator, Administrator	Daily, Weekly	- FOCUS MSG Reports - eCASAS Reports - Teacher tracking documents - Students progressing from one CASAS level to the next
3.	ABE/GED Team	Priority 1	Increase the percentage of ABE/GED students earning an MSG for 2024/2025 school year	- Alignment of instruction to standards - Daily, weekly walkthroughs/observations/informal conversation - Tracking of student hours and post-testing dates - Alignment of Direct Lesson instruction to Most Missed questions from GED.com with initial focus on GED math	Administrator, Lead Teacher	ABE/GED Teachers, Lead Teacher, Administrator, Coordinator	Daily, Weekly	- Increase in number of MSG's - FOCUS Reports - Under 10 Report - Post Test Reports reflecting increase in post-test rate - Bi-Weekly District GED Data - Increase in Diplomas earned through GED Testing



	School-based Team	Priority Alignment	Why are you doing it?	How are you executing?	Who facilitates?	Who participates?	When does it occur?	Evidence that it is occurring
				provided in a 4-week cohort model • Begin initial IET Program				
4.	504 Team	All Priorities	Increase number of students receiving services	• Training faculty and staff • Communicating with students at intake • Reaching out to partner services	504 Liaison	Administrator, Teachers, DMTs, 504 Liaison	Daily Weekly Term	• 504 Meeting Minutes • 504 FOCUS Reports • 504 Plans • Sign in sheets from 504 trainings



Conditions for Learning

Climate and Culture

DATA SOURCES TO REVIEW:

REFLECTION (4-Step Problem-Solving):

1. Our current level of performance in describing plans beyond CAEC program is 15% of students listed “I don’t know” for plan for after program exit. We expect our performance level to be 5 % by the end of 2025-2026.
2. The problem/gap is occurring because of need for continued focus on career planning with CAEC students in all programs and the lack of access to career pathways support due to facility issues caused by Hurricane Helene in 2024-2025.
3. If an increase in the opportunities for individualized career planning conferences occur, the problem would be reduced as more students would be directly involved in completing an ACP folder and Florida Ready to Work in each program.
4. We will analyze and review our data for effective implementation of our strategies by the end of the 2025 school year.

Goal:

The percent of all students who describe a plan beyond CAEC program completion as “I don’t know”, will decrease in 2025-2026 by 10%, as evidenced by K12 Insight Survey Climate results.

STRATEGIC PRIORITY #1 ACADEMIC EXCELLENCE THROUGH INNOVATION

5. STRATEGIES:

List the specific strategies your school uses to implement a seamless multi-tiered system of supports (MTSS) that is focused on academic supports to meet the needs of all students.

- ☒ Provide effective intake and orientation. Providing information on ACP and beginning the discussion for a plan beyond program completion will set the expectation for plans beyond CAEC programs.
- ☒ Strengthen ability to retain students to completion. Integrate curriculum related to student interests in order to retain students and provide a track for students beyond program completion.

7. **ACTION STEPS:** *(Complete the action steps to the needs of your school to meet this goal for each area. District-wide actions have been inserted for ease of completion; adapt and tailor to meet your school needs.)*

Action Steps to implement these strategies	WHO is leading each strategy?	WHEN is it occurring?
Monthly field trips to PTC	• ESOL teachers	• Monthly
Provide orientation that includes ACP folder and discussions on individual student goals	• Orientation Teacher	• Daily
Designate computer lab time for each program weekly to increase access to career readiness resources available in Burlington English and Florida Ready to Work.	• All ESOL and ABE/GED/AHS Faculty	• Weekly

8. MONITORING:

These are being monitored as part of the Monitoring and Achieving Improvement Priorities plan for the selected Improvement Priority(ies): ☒ Priority 1 ☒ Priority 2 ☒ Priority 3

9. **PROFESSIONAL LEARNING:** *(Outline the school-based learning opportunities that support this goal. Add rows as needed.)*

Professional Learning Description	Participants (number and job titles)	Priority Alignment
Monthly Faculty Meetings	All Faculty & Staff Administrator	☒ Priority 1 ☒ Priority 2 ☒ Priority 3
Orientation and Career Pathways Training	All ABE/GED & ESOL full-time teachers	☐ Priority 1 ☒ Priority 2 ☐ Priority 3



Academic Goals

Instructions

Refer to your plan for Monitoring and Achieving Improvement Priorities as a school-wide system (above). In the sections below, identify specific academic goals and strategies that you will implement in support of achieving those priorities.

These goals, strategies and professional development should align directly to the Monitoring and Achieving Improvement Priorities table in the Continuous Improvement section above. The table above describes how you are monitoring the implementation of these strategies, as well as the progress of these goals.

REFLECTION: Review your data and work through the problem-solving and gap analysis processes.

GOALS: Write your goals as goals to be Specific, Measurable, Actionable, Realistic, and Timely.

STRATEGIES: Identify the high-leverage strategies your school will employ to support improvement. You may choose from the drop-down menu provided by your level content specialists or write your own.

ACTION STEPS: Articulate what your school is doing to implement these strategies and achieve the goals. Identify who is responsible and when is it occurring.

MONITORING: Monitoring should be included in the Monitoring and Achieving table at the beginning of the document.

PROFESSIONAL LEARNING: List the professional learning your staff needs to effectively implement the strategies and progress toward the goal.



A. ABE Goal

DATA SOURCES TO REVIEW:

REFLECTION (4 Step Problem-Solving):

1. CAEC's 2024-2025 level of performance was 28% of students earned ABE MSGs as evidenced in FOCUS.
2. Our expected 2025-2026 level of performance is expected to be 38% of students earn an ABE MSG, a 10% increase.

GOAL: The percent of all students making a learning gain (MSG) in program number 990000 will increase from 28 in 2024-2025 to 38 in 2025-2026.

STRATEGIC PRIORITY #1 ACADEMIC EXCELLENCE THROUGH INNOVATION

3. STRATEGIES: (Choose, or enter, the number of high- leverage strategies that your school is action planning to support.)

- ☒ Strengthen staff ability to engage students in complex tasks.
- ☒ Enhance staff capacity to identify critical content from the Standards in alignment with district resources.
- ☒ Support staff to utilize data to organize students to interact with content in manners which differentiates/scaffolds instruction to meet the needs of each student.

4. ACTION STEPS: (Add as many rows as needed to thoroughly outline the steps to meet this goal.)

WHAT are you doing to implement these strategies?	WHO is leading this step?	WHEN is it occurring?
Meeting with ABE/GED teachers to discuss 2024-2025 performance Providing training on enrollment strategies, student orientation, student monitoring strategies Review process for referral to PTC	Administrator	August 2025 Monthly
Curriculum Standards Training CASAS GOALS interpretation review Prescription writing and interpretation	District Administrator, Lead Teacher	August PLC's
Lesson plans aligned with student needs Weekly monitoring of student progress Reviewing of lessons, student prescriptions, student progress	Administrator, Lead Teacher	Weekly

5. MONITORING: These are being monitored as part of the *Monitoring and Achieving Improvement Priorities* plan for the selected Improvement Priority(ies):

- ☒ Priority 1 ☒ Priority 2 ☐ Priority 3

6. PROFESSIONAL LEARNING: (Outline the school-based opportunities that support this goal. Add rows as needed.)

Professional Learning Description	Participants (number and job titles)	Priority Alignment
PLC (ABE/GED) Individual meetings with Lead Teacher/Teacher Meeting with Administrator and teacher	6 full-time teachers Administrator 2 Coordinators	☒ Priority 1 ☒ Priority 2 ☒ Priority 3



B. GED Goal

DATA SOURCES TO REVIEW:

REFLECTION (4 Step Problem-Solving):

1. Our current level of performance is 38% of students enrolled in 900120 earned a diploma (W45) in 2024-2025.
 2. We expect our performance to be 48% by the end of 2025-2026.
 3. The problem/gap is occurring because of the change from the TABE requirement to the CASAS GOALS assessment resulting in an increase in GED enrollment, and GED Students taking the GED exam at an out of county or online location without recording CAEC as school of contact when taking the GED exam, and moving a day program due to facility issues.
 4. If increase in Professional Development focusing on the most missed math GED questions would occur and bi-weekly district data reports were verified in order to capture out of district testers, the problem would be reduced by 10%.
- percent and student learning gains would increase by 10%.

Goal: The percent of all students who earn a diploma (W45) who complete course 9900130 will increase from 38% to 48%, as measured by FOCUS Advanced Reports and Pearson Vue Site Manager Data.

STRATEGIC PRIORITY #1 ACADEMIC EXCELLENCE THROUGH INNOVATION

5. STRATEGIES: (Choose, or enter, the number of high- leverage strategies that your school is action planning to support.)

- ☒ Enhance staff capacity to identify critical content from the Standards in alignment with district resources.
- ☒ Support staff to utilize data to organize students to interact with content in manners which differentiates/scaffolds instruction to meet the needs of each student.
- ☒ Strengthen staff practice to utilize questions to help students elaborate on content.

6. ACTION STEPS: (Add as many rows as needed to thoroughly outline the steps to meet this goal.)

WHAT are you doing to implement these strategies?	WHO is leading this step?	WHEN is it occurring?
Meeting with ABE/GED teachers to discuss 2024-2025 performance Providing teachers with targeted training on GED content	Lead Teacher, Administrator	Daily, Weekly
Provide teachers with training that integrates multiple content areas including IET materials in preparation for Pinellas Technical College programs. Implementing GED Math Boot Camp providing direct instruction of most missed GED questions. Review materials aligned to CASAS GOALS Test. Prescription writing and interpretation. STAR Program to serve ESOL Students with goal to complete GED.	Administrator, Media Staff, Teachers	Weekly, Monthly
Closer monitoring of student progress and utilize GED Ready vouchers in order to create prescriptions aligned to individual student needs	Administrator, Teachers	Daily, weekly, Monthly

7. MONITORING: These are being monitored as part of the *Monitoring and Achieving Improvement Priorities* plan for the selected Improvement Priority(ies):

- ☒ Priority 1
- ☒ Priority 2
- ☒ Priority 3

8. PROFESSIONAL LEARNING: (Outline the school-based opportunities that support this goal. Add rows as needed.)

Professional Learning Description	Participants (number and job titles)	Priority Alignment
PLC (ABE/GED/ESOL) Individual meetings with Lead Teacher/Teach	6 Full-time and 2 Part-time teachers	☒ Priority 1 ☐ Priority 2 ☐ Priority 3



C. ESOL Goal

DATA SOURCES TO REVIEW:

REFLECTION (4 Step Problem-Solving):

1. Our current level of performance is 69% of students earned ESOL MSGs as evidenced by FOCUS.
2. We expect our performance to be 79% by the end of 2025-2026.
3. The gap is occurring because students exited the program prior to earning an MSG or enrolled in the program too late to receive the instruction needed to earn an MSG.
4. We will improve our overall student completion rate by enrolling students in appropriate classes based upon CASAS Reading and Listening scores, developing a testing schedule aligned to instructional hour and individual student preparation, and aligning instruction with curriculum frameworks.

GOAL: The percent of all ESOL students earning an MSG in 9900040 will increase from 69% to 79% as measured by eCasas post test results and FOCUS data.

STRATEGIC PRIORITY #1 ACADEMIC EXCELLENCE THROUGH INNOVATION

5. **STRATEGIES:** (Choose, or enter, the number of high- leverage strategies that your school is action planning to support.)

- ☒ Enhance staff capacity to identify critical content from the Standards in alignment with district resources.
- ☒ Strengthen staff practice to utilize questions to help students elaborate on content.
- ☒ Support staff to utilize data to organize students to interact with content in manners which differentiates/scaffolds instruction to meet the needs of each student.

6. **ACTION STEPS:** (Add as many rows as needed to thoroughly outline the steps to meet this goal.)

WHAT are you doing to implement these strategies?	WHO is leading this step?	WHEN is it occurring?
Provide teachers additional training on curriculum frameworks for Adult ESOL, closer monitoring of student progress, appropriate post-testing, student results being analyzed by ESOL Team, use of Burlington English Create IET Curriculum committee designed to align ESOL Standards and specific high growth/high wage career clusters with available resources to provide ESOL teachers with prepared lessons in four week modules	Administrator Lead Teacher Testing Coordinator Program Coordinator	Daily Weekly Monthly

7. **MONITORING:** These are being monitored as part of the *Monitoring and Achieving Improvement Priorities* plan for the selected Improvement Priority(ies):

- ☒ Priority 1 ☐ Priority 2 ☐ Priority 3

8. **PROFESSIONAL LEARNING:** (Outline the school-based opportunities that support this goal. Add rows as needed.)

Professional Learning Description	Participants (number and job titles)	Priority Alignment
Monthly Faculty meetings to discuss curriculum frameworks and address student progress across all ESOL classes District Trainings Weekly ESOL PLC	Administrator, Lead ESOL Teacher, ESOL Team	☒ Priority 1 ☐ Priority 2 ☐ Priority 3



D. AHS Goal

DATA SOURCES TO REVIEW:

REFLECTION (4 Step Problem-Solving):

1. Our current level of performance is 49% of Level 6 Adult High School students enrolled earned an AHS Diploma in 2024-2025, as evidenced in FOCUS Reports.
2. We expect our performance level to be 59% by the end of the 2025-2026 school year.
3. The problem is occurring because students who do enroll leave the program before earning their diploma, or do not complete within the program year.
4. Prior to enrolling in the program students will meet with counselor, discusses courses and assessments needed for completion, barriers to completion, develop a timeline and action plan, and determine future needs assessment. Students will be enrolled in software programs aligned to the state assessment required.

GOAL: The percent of all students who will complete 9900010 and earn a diploma will increase from 49% to 59%, as measured by FOCUS data.

STRATEGIC PRIORITY #5 STRONG CONNECTIONS AND COMMUNICATION

5. STRATEGIES: (Choose, or enter, the number of high- leverage strategies that your school is action planning to support.)

☒ Write Strategy:

Prior to enrolling in the program students will meet with counselor, discusses courses and assessments needed for completion, barriers to completion, develop a timeline and action plan, and determine future needs assessment.

6. ACTION STEPS: (Add as many rows as needed to thoroughly outline the steps to meet this goal.)

WHAT are you doing to implement these strategies?	WHO is leading this step?	WHEN is it occurring?
Prior to enrolling in the program students will meet with counselor, discusses courses and assessments needed for completion, barriers to completion, develop a timeline and action plan, and determine future needs assessment.	Administrator Counselor DMT Coordinators	Daily Weekly, Monthly

7. MONITORING: These are being monitored as part of the *Monitoring and Achieving Improvement Priorities* plan for the selected Improvement Priority(ies):

☐ Priority 1 ☐ Priority 2 ☒ Priority 3

8. PROFESSIONAL LEARNING: (Outline the school-based opportunities that support this goal. Add rows as needed.)

Professional Learning Description	Participants (number and job titles)	Priority Alignment
Reach out to non-graduates within zip code area Counselor will attend DWT and professional trainings in order to keep current with high school graduation requirements, programs available and Edmentum AHS updates. Counselor will communicate with PTC recruiting personnel and counseling office. Implement Intensive Reading course to enhance reading skills needed to earn concordant scores for Certificate of Completion students.	Administrator, CAEC Guidance Counselor PTC Counselor Edmentum Teacher Coordinators	☐ Priority 1 ☐ Priority 2 ☒ Priority 3



E. Co-Enrolled Goal

DATA SOURCES TO REVIEW:

REFLECTION (4 Step Problem-Solving):

1. Our current level of performance is 94% of co-enrolled students earned an MSG during the 2024-2025 school year as evidenced in FOCUS reports.
2. We expect our performance level to be 96% of co-enrolled students earn an MSGs during the 2025-2026 school year as evidenced in FOCUS reports.

GOALS: The percent of co-enrolled students earning high school credits for the 2024-2025 school year will all increase by 2%.

STRATEGIC PRIORITY #1 ACADEMIC EXCELLENCE THROUGH INNOVATION

3. **STRATEGIES:** (Choose, or enter, the number of high- leverage strategies that your school is action planning to support.)

☒ Write Strategy **Improving collaborations among high schools and the community school to increase AHS student success rates.**

4. **ACTION STEPS:** (Add as many rows as needed to thoroughly outline the steps to meet this goal.)

WHAT are you doing to implement these strategies?	WHO is leading this step?	WHEN is it occurring?
Collaborating with local high schools to discuss: 1: Attendance and how program is monitored 2: Regular Participation in program 3: Weekly monitoring of student progress 4: Providing data to all stakeholders 5: Monitoring completion MSG's	CAEC Administrator, High School Principals, Guidance Counselors, Edmentum teachers	Daily, Weekly, Monthly

5. **MONITORING:** These are being monitored as part of the *Monitoring and Achieving Improvement Priorities* plan for the selected Improvement Priority(ies):

☒ Priority 1 ☐ Priority 2 ☐ Priority 3

6. **PROFESSIONAL LEARNING:** (Outline the school-based opportunities that support this goal. Add rows as needed.)

Professional Learning Description	Participants (number and job titles)	Priority Alignment
Monthly collaborative meetings with high school partners	CAEC Administrator, 7 High School Principals, 7 Teachers (Point Person)	☒ Priority 1 ☐ Priority 2 ☐ Priority 3



F. Healthy Schools Goal

Exemplar

DATA SOURCES TO REVIEW:

REFLECTION (4 Step Problem-Solving):

1. Our current level of performance is 5 wellness activities focusing on mental health and social and emotional wellbeing. Teachers will also complete the Youth Mental Health training.
2. Angela Faiola is our Wellness Champion.
3. We have set a target goal of 7 activities focusing on mental health and social and emotional wellbeing including a summer activity during four-day work weeks.
4. Activities will be scheduled as part of pre-school Inservice schedule and monthly faculty and staff meetings.

SMART GOALS:

- The number of Wellness Champion sponsored activities focusing on social and emotional wellbeing will increase from 5 to 7 as measured by participation in sponsored engagements.

STRATEGIC PRIORITY #4 POSITIVE STAFF EXPERIENCES

5. **STRATEGIES:** (Choose, or enter, the number of high- leverage strategies that your school is action planning to support.)

☒ Write Strategy

6. **ACTION STEPS:** (Add as many rows as needed to thoroughly outline the steps to meet this goal.)

WHAT are you doing to implement these strategies?	WHO is leading this step?	WHEN is it occurring?
Survey Staff to find best time to hold Wellness activities	Wellness Champion	September 2024
Adjust Wellness events to meet the scheduling needs of the majority	Administrator, Wellness Champion	Monthly
Survey staff to determine wellness areas, specific areas of need	CAEC staff	

7. **MONITORING:** These are being monitored as part of the *Monitoring and Achieving Improvement Priorities* plan for the selected Improvement Priority(ies):

☒ Priority 1 ☐ Priority 2 ☐ Priority 3

8. **PROFESSIONAL LEARNING:** (Outline the school-based opportunities that support this goal. Add rows as needed.)

Professional Learning Description	Participants (number and job titles)	Priority Alignment
Wellness Luncheons, speakers, activities	13 Full-time Teachers 16 Part-time Teachers 4 Support Staff Coordinators Administrator	☒ Priority 1 ☐ Priority 2 ☐ Priority 3

Subgroups

A. African American Co-Enrolled students

DATA SOURCES TO REVIEW:

REFLECTION (4 Step Problem-Solving):

- 1. Our current level of performance included 41% of African American Co-enrolled students earned MSGs during the 2024-2025 school year as evidenced in FOCUS reports.
- 2. We expect our performance level to be 51% of African American Co-enrolled students to earn MSGs during the 2025-2026 school year.

GOALS: The percent of MSGs earned by African American Co-enrolled students for the 2025-2026 school year will all increase by 10%.

STRATEGIC PRIORITY #3 EQUITY FOR EXCELLENCE FOR ALL

3. STRATEGIES: (Choose, or enter, the number of high- leverage strategies that your school is action planning to support.)

☒ Write Strategy Improving collaborations among high schools and the community school to increase African American Co-enrolled students success rates.

4. ACTION STEPS: (Add as many rows as needed to thoroughly outline the steps to meet this goal.)

WHAT are you doing to implement these strategies?	WHO is leading this step?	WHEN is it occurring?
Collaborating with designated staff member to discuss: 1: Attendance and program monitoring 2: Regular Participation in program 3: Weekly monitoring of student progress 4: Providing data to all stakeholders 5: Monitoring completion MSG’s	CAEC Administrator, High School Principals, Guidance Counselors, Edmentum teachers, DMT	Daily, Weekly, Monthly

5. MONITORING: These are being monitored as part of the Monitoring and Achieving Improvement Priorities plan for the selected Improvement Priority(ies):

☒ Priority 1 ☐ Priority 2 ☐ Priority 3

6. PROFESSIONAL LEARNING: (Outline the school-based opportunities that support this goal. Add rows as needed.)

Professional Learning Description	Participants (number and job titles)	Priority Alignment
Monthly collaborative meetings with co-enrolled coach.	CAEC Administrator, 7 High School Principals, 7 Teachers (Point Person)	☒ Priority 1 ☐ Priority 2 ☐ Priority 3