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| Florida Coalition of Christian Private Schools Accreditation  K-12 Accreditation Self-Study Workbook 5.1 Group Three: Resource Allocation / Budget  Standard Eleven: Resources Designated to Professional Practice    P. O. Box 5100 Deltona, Florida 32728-5100 Phone: 386-218-5310  www.fccpsa.org E-Mail: joe.gibilisco@fccpsa.org |

External (Self-Study) Review: Score and Response Workbook

# **Group Three: Resource Allocation and Budget**

**Standard Eleven: Resources Designated to Professional Practice**

Refer to the K-12 Accreditation Instruction Manual for directions and examples for completing this section of the workbook

**Group Three: Resource Allocation and Budget:**

* The use and distribution of resources support the stated mission of the institution.
* Institutions ensure that resources are distributed and utilized equitably so that the needs of all learners are adequately and effectively addressed.
* The utilization of resources includes support for professional learning for all staff.
* The Institution examines the allocation and use of resources to ensure appropriate levels of:
* funding,
* sustainability,
* organizational effectiveness and
* increased student learning.

**Standard Eleven: Resources Designated to Professional Practice:**  
**The technology infrastructure supports the students and school personnel use, range of media, and information resources to support the school’s educational programs.**

**Indicator 11.1 Technology Infusion**    
The institution integrates appropriate digital resources into teaching, learning, and operations to improve professional practice, student performance, and organizational effectiveness.

**Indicator 11.2 Resource Needs Analysis & Availability**The institution provides access to information resources and materials to support the curriculum, programs and needs of students, staff and the institution.

*"But this I say, He which soweth sparingly shall reap also sparingly; and he which soweth bountifully shall reap also bountifully.*"   
2 Corinthians 9:6

What is Technology Infusion?

Any learning experience where technology is seamlessly used by educators and/or learners within the context of a learning process and in a manner that enhances the experience and/or outcome in some way.

Infused Classrooms, **combine both great pedagogy and technology, but only when it will strengthen or improve the acquisition of knowledge.**

Evaluating the Institution’s planning process for integrating:

1) digital technology in the school (Not just the classroom)

2) the procedures for acquiring, updating, and using materials in the classroom

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| **Group Three: Resource Allocation and Budget**  **Standard Eleven: Resources Designated to Professional Practice**  **Indicator 11.1 Technology Infusion:** The Institution integrates appropriate digital resources into teaching, learning, and operations to improve professional practice, student performance, and organizational effectiveness. | |
| **Indicator 11.1.A** | Planning Appropriate Technology Infusion (K-12 Accreditation Manual, Page 178) |
| **a) The Institution** uses a variety of data sources, including needs assessments, to determine technology infrastructure needs. | |
| 1) Which ranking best describes the Institution for Indicator 11.1.A(a)?  Highly Functional Operational Emerging Not Evident | |
| 2) Provide a narrative for Indicator 11.1.A(a) \*Include references to evidence that support the narrative.  **Step 1) Research the Need**  What research or data has been collected to determine appropriate technology needs for this specific program model?  Some examples include: Teacher surveys, and Proper use of resources associated with curriculum? | |
| **b) The Institution** engages in a comprehensive planning process that focuses on the integration of digital resources into teaching, learning and operations, to deepen and extend the curriculum and encourage learner engagement. | |
| 1) Which ranking best describes the Institution for Indicator 11.1.A(b)?  Highly Functional Operational Emerging Not Evident | |
| 2) Provide a narrative for Indicator 11.1.A(b) \*Include references to evidence that support the narrative.  **2) Planning to implement the identified need.**  What parts of the CIP have a focus on the integration of digital resources? Examples?  What professional development or training was provided to staff on the use of technology additions:  For teaching staff?  For students?  For administration or office staff? | |
| **c)** **The Institution** evaluates and demonstrates improvements in professional practice, student performance, and organizational effectiveness from the infusion of technology. | |
| 1) Which ranking best describes the Institution for Indicator 11.1.A(c)?  Highly Functional Operational Emerging Not Evident | |
| 2) Provide a narrative for Indicator 11.1.A(c) \*Include references to evidence that support the narrative.  **3) Evaluate the integrated resource to see if it accomplished the identified need.**  Examples of how the technology integration over the last few years has resulted in improved based on job descriptions, evaluations that include the use of technology infusion:  Professional practice (teacher performance)  Student performance,  Office effectiveness. | |

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| **Group Three: Resource Allocation and Budget**  **Standard Eleven: Resources Designated to Professional Practice**  **Indicator 11.1 Technology Infusion:** The Institution integrates appropriate digital resources into teaching, learning, and operations to improve professional practice, student performance, and organizational effectiveness. | |
| **Indicator 11.1.B** | Provision of Resources for Appropriate Technology Infusion (Accreditation Manual, Page 179) |
| **a) The Institution** provides ample human, material, and fiscal resources for technology infusion. | |
| 1) Which ranking best describes the Institution for Indicator 11.1.B(a)?  Highly Functional Operational Emerging Not Evident | |
| 2) Provide a narrative for Indicator 11.1.B(a) \*Include references to evidence that support the narrative.  How is it determined what the human resources will be specifically for technology?  What materials or devices are required to fully implement the planned technology?  What is the specific budget for those resources? | |
| **b) The Institution** monitors that these resources are appropriately used to effectively integrate digital resources into teaching, learning and operations. | |
| 1) Which ranking best describes the Institution for Indicator 11.1.B(b)?  Highly Functional Operational Emerging Not Evident | |
| 2) Provide a narrative for Indicator 11.1.B(b) \*Include references to evidence that support the narrative.  How are the human resources monitored or supervised regarding technology?  Are they using the technology as instructed for effective instruction?  How are the devices (iPads, computers, projectors, etc.) inventoried, maintained, upgraded, replaced etc.? | |

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| **Group Three: Resource Allocation and Budget**  **Standard Eleven: Resources Designated to Professional Practice**  **Indicator 11.2 Resource Needs Analysis & Availability:** The Institution provides access to information resources and materials to support the curriculum, programs and needs of students, staff and the institution. | |
| **Indicator 11.2.A** | Resources Needs Analysis (K-12 Accreditation Manual, Page 182) |
| **a) The Institution** implements a documented comprehensive process based on research and best practice for the identification, acquisition, updates and use of appropriate materials and resources. | |
| 1) Which ranking best describes the Institution for Indicator 11.2.A(a)?  Highly Functional Operational Emerging Not Evident | |
| 2) Provide a narrative for Indicator 11.2.A(a) \*Include references to evidence that support the narrative.  Part 1) What is the school policy as defined in the admin/operations manual governing the identification of appropriate resources and material that can be used in each school program?  What does that part of the CIP look like?  Part 2) Acquisition: What are teachers allowed to use outside that process or that is pre-approved?  What is the process to get new materials or resources approved for use?  Part 3) How does the school keep the materials and resources updated?  Part 4) How does the institution evaluate that the approved and provided materials are being used appropriately? | |
| **b) The Institution** ensuresthat materials arealigned to curricular and instructional programs as well as organizational needs and initiatives of the institution. | |
| 1) Which ranking best describes the Institution for Indicator 11.2.A(b)?  Highly Functional Operational Emerging Not Evident | |
| 2) Provide a narrative for Indicator 11.2.A(b) \*Include references to evidence that support the narrative.  This part of the process should be a standard part of the CIP, that all materials, curriculum, programs and administrative tools are aligned to the foundational principles of the institution.  It is typically the administration that brings proposals for the acquisition of materials to the budget committee that is a part of the governing authority, and that proposal should include the basis of why this expenditure is aligned with the vision and mission of the school. | |

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| **Group Three: Resource Allocation and Budget**  **Standard Eleven: Resources Designated to Professional Practice**  **Indicator 11.2 Resource Needs Analysis & Availability:** The Institution provides access to information resources and materials to support the curriculum, programs and needs of students, staff and the institution. | |
| **Indicator 11.2.B** | Availability of Resources (K-12 Accreditation Manual, Page 183) |
| **a) The Institution** provides a wide variety of high-quality resources that are easily accessible. | |
| 1) Which ranking best describes the Institution for Indicator 11.2.B(a)?  Highly Functional Operational Emerging Not Evident | |
| 2) Provide a narrative for Indicator 11.2.B(a) \*Include references to evidence that support the narrative.  In the old days one overhead projector to be shared by four teachers, may have been considered “accessible”. But that would not be the case in today’s active learning environment.  What is the variety of high-quality resources that are available to:  Support the curriculum  Programs of the school  Needs of the students  Needs of the staff and the  Needs of the institution? | |
| **b) The Institution** sufficiently addresses the needs and interests of students, staff, and the institution. | |
| 1) Which ranking best describes the Institution for Indicator 11.2.B(b)?  Highly Functional Operational Emerging Not Evident | |
| 2) Provide a narrative for Indicator 11.2.B(b) \*Include references to evidence that support the narrative.  While we may believe that we are meeting the needs of and interest of students, staff and the institution, have we asked the students specifically if they have access to materials and resources, they believe would benefit their academic progress?  Same question for the teaching staff?  We must also include the administrative and office staff. Do they even know what the possible resources may be available with regard to office or accounting efficiency? Has anyone been tasked with evaluating alternate efficiently measures for the office procedures, student management system etc.? | |

NARRATIVE QUESTIONS: GROUP THREE: STANDARD ELEVEN: PROFESSIONAL PRACTICE

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| See page 185  K-12 Manual | Group Three: Resource Allocation and Budget  Standard Eleven: Resources Designated to Professional Practice  Focus Questions |
| ***11.1:*** *How important is the integration of digital resources to the overall effectiveness of your school?* |  |
| ***11.2:*** *How does your school determine the resources and materials needed to support the curriculum and how are these resources allocated in general?* |  |

IMPROVEMENT QUESTIONS: GROUP THREE: STANDARD ELEVEN: PROFESSIONAL PRACTICE

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| See page 185  K-12 Manual | Group Three: Resource Allocation and Budget  Standard Eleven: Professional Practice  Strength, Quality, Weakness and Improvement Questions |
| 11S: Areas of Strength:  *What are your areas of greatest strength and why?* |  |
| 11Q: Maintaining Quality:  *What actions are you implementing to sustain your areas of strength?* |  |
| 11W: Areas of Weakness:  *What are your areas of weakness and why?* |  |
| 11I: Plans for Improvement:  *(Administration): What are your plans for improvement?* |  |

Evidence Required for Standard Eleven:

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| Evidence |
| **Refer to the K-12 Accreditation Manual for Required Evidence and Examples** |
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