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ABSTRACT

The community/adult and continuing education programs and services provided by the Des Moines Department of Community/Adult and Continuing Education were subjected to context, input, process, and program evaluations. The following were among the findings: (1) for the 1996-97 school year, the department had a budget of \$1.2 million and an average of 300 part-time teachers and others responsible for delivering courses/programs; (2) all staff participated in technology staff development, program administrators participate in state/national community education conferences and professional development opportunities, and new part-time instructors received inservice training; (3) in the past year, 17,676 students of all ages attended classes, seminars, workshops, and recreational programs offered by the department at school and community locations; (4) participants in the department's adult education classes expressed high levels of satisfaction with their courses and instructors; and (5) the department provided career education programs for women and inmates of correctional institutions, a parent education program for parents of destructive adolescents, and summer radio programming for children. (Appended are the following: summer enrollment table; class offerings for fall 1996; 5-year enrollment trend; attendance year enrollment tables; survey results; sample facility usage; and list of parent project facilitators.) (MN)

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DEPARTMENT OF COMMUNITY/ADULT AND CONTINUING EDUCATION

Program Evaluation December, 1996

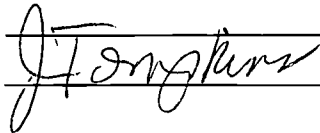
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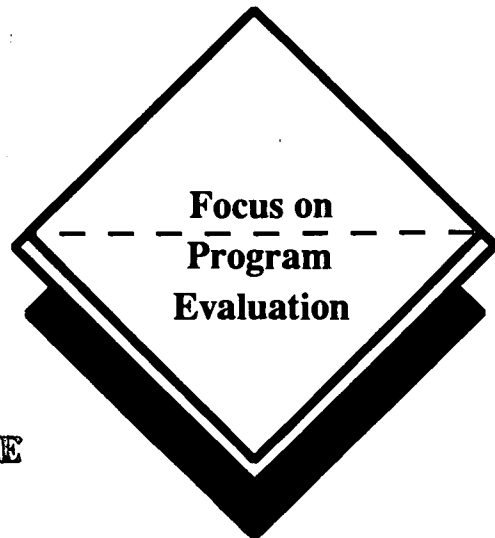
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**Des Moines Independent Community School District
Des Moines, Iowa**

CE014 528

Community/Adult and Continuing Education Program Evaluation Abstract

This evaluation presents information appropriate for the monitoring and improvement of programs and services provided to the Des Moines community by the Department of Community/Adult Education. The evaluation is divided into five areas: (1) Context Evaluation, (2) Input Evaluation, (3) Process Evaluation, (4) Product Evaluation, and (5) The Future.

CONTEXT EVALUATION

The Department of Community/Adult and Continuing Education provides the citizens of Des Moines educational, cultural, and recreational opportunities responsive to community needs and promotes the concept of life-long learning and personal growth for all members of the community. The Department offers classes, seminars, adult training, and sports and recreational programs for adults and children year round. Department staff are responsible for scheduling the use of school buildings and grounds by the community for a wide variety of educational and recreational purposes.

INPUT EVALUATION

The total budget for the Community/Adult and Continuing Education department is \$1.2 million for the 1996-97 school year. Sources of revenue for the program include the Community Education Property Tax Levy (\$4,319,055,239 x 13.5¢), Community Education course fees, and grants. \$75,000 is given to City Parks and Recreation for the operation of summer programs in Des Moines parks. The department has one director, four program administrators, four full time clerical staff and one part time clerical staff. An average of 300 part-time teachers, referees, coaches and consultants are employed during each of four program sessions. The total cost of human resources for program administration and instruction is budgeted at \$677,719, which includes \$206,555 for building operations. The fund balance at the end of the 1995-96 school year was \$159,864. Collaboration with community agencies enables the department to facilitate cultural, recreational and educational programs. Program sessions are offered in Fall, Winter, Spring and Summer. A wide variety of instructional materials and strategies are used. Materials and books are paid for by participants as part of course or activity fees.

PROCESS EVALUATION

The director and four program administrators have the responsibility for program development, implementation and evaluation. Each program administrator is responsible for programs in a geographical region and works closely with building administration and facility management personnel to schedule classes and activities. Department staff have been implementing various technology applications in the past three years. All class registrations are now done via computer with 80% of the classes pre-registered. All staff participate in technology staff development on the job as new technology applications are implemented. Conferences and participation in state and national community education associations provide professional development opportunities for program administrators. Fall inservice is held for new part-time instructors. The department supports the district improvement plan objective for a safe and orderly environment by providing parent education classes for destructive adolescents and assisting the Zero Violence Coalition with community based activities.

PRODUCT EVALUATION

The department provides classes and programs for the entire community at school and community locations. Programs are designed to meet the needs of our diverse city. More than 150,000 individuals used school facilities in the past school year and 17,676 students of all ages attended classes, seminars, workshops, and recreational programs. Students who participate in adult education classes complete evaluation forms that indicate a high level of satisfaction with course content and quality of instructors. Teachers who come from the community are enthusiastic and committed to teaching adults. Grants and foundation funds enabled the department to provide career education opportunities for women interested in non-traditional careers in the Des Moines area and at the state correctional facility in Mitchellville. Safe and Drug Free School resources financed a forty-hour training program to prepare forty-four teachers from agencies and school districts throughout Iowa to teach a parent education program for the parents of destructive adolescents. Funds from local businesses allowed summer radio programming for children to continue and supported the middle school flag football program coordinated by the department.

FUTURE PLANS

The department will implement fully the facility usage software to complete the upgrading of department management processes utilizing computers. Efforts will be made to expand community use of the schools by assisting district leadership in creating a vision of the schools as centers where students of all ages can come to learn. The department will explore more collaborating programs with community and K-12 programs such as the music camp and middle school sports, to expand the enrichment activities for children and youth in the community. Community Education will continue to network and collaborate with city agencies, including City Parks and Recreation, the Botanical Center and the Public Library to make the most of community resources and combine efforts to address problems in Des Moines that impact the schools.

A copy of the complete report is available upon request from the Department of School Improvement Des Moines Independent Community School District, 1800 Grand Avenue, Des Moines, IA 50309-3399. Phone (515) 242-7836. All evaluation reports are submitted to the Educational Resources Information Center (ERIC) and the Education Research Service (ERS).

DEPARTMENT OF COMMUNITY/ADULT AND CONTINUING EDUCATION

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**DES MOINES INDEPENDENT COMMUNITY SCHOOL DISTRICT
DES MOINES, IOWA 50309-3399**

DECEMBER, 1996

TABLE OF CONTENTS

MISSION STATEMENTS	1
Des Moines Public Schools.....	1
Department of Community/Adult and Continuing Education	1
CONTEXT EVALUATION	2
An Overview Update of Community/Adult Education.....	2
Policies, Procedures and Standards.....	3
State Law.....	3
Board Policies and Procedures.....	3
Operational Goals and Guidelines for Community Education Programs	3
Program Descriptions.....	5
Community/Adult and Continuing Education Programs	5
Travel Programs	6
Other Adult and Continuing Education Programs	6
NEWIowa, Non-Traditional Employment for Women.....	6
YWCA Learning Center.....	6
Elementary Enrichment.....	6
Summer School Program.....	7
Elementary.....	7
Other Summer Enrichment.....	7
Collaborative Programs.....	7
28E Agreement with City of Des Moines Parks and Recreation	7
Science Center.....	7
Parent University.....	8
Scholarships and Support for Neighborhoods and Low Income Families.....	8
New and Expanding Programs.....	8
Parent Project	8
Middle School Athletics.....	9
Facility Usage.....	9
Community Use of Facilities.....	10
College Satellite Campuses.....	10
Des Moines Area Community College	10
Upper Iowa University	10
Iowa Communications Network.....	10

TABLE OF CONTENTS (continued)

INPUT EVALUATION	11
Financial Resources	11
Human Resources	14
Staff	14
Evening School Administrators.....	14
Office Staff.....	14
Communications and Publications Staff	14
Community Advisory Council	14
Community Advisory Council	15
Community Resources	15
Space Resources	15
Other Resources	15
PROCESS EVALUATION	16
District Goals	16
Job Descriptions of Certificated and Non-Certificated Personnel and Support Staff	17
Inservice and Staff Development	18
Impact of Technology on Program Operation	19
PRODUCT EVALUATION	20
Contributions to the District's Mission	20
Major Strengths	20
Deficiencies	20
Adherence to Policies	21
Volume of Services	21
Quality of Services	22
Improvements in Department	23
Costs vs Benefits	23
Unanticipated Outcomes	24

TABLE OF CONTENTS (continued)

FUTURE PLANNING	25
Improvements of Department Management.....	25
Vision 2005: The School as the Center of Life-Long Learning.....	25
Continued Expansion of Enrichment and Cultural Opportunities.....	25
Collaboration with City Government and Services.....	25
Summer School Planning	26
Future Needs.....	26
APPENDICES.....	27
APPENDIX A	28
Summer Enrollment Table	28
APPENDIX B.....	30
Class Offerings for Fall 1996	30
APPENDIX C.....	33
Five Year Enrollment Trend.....	33
APPENDIX D	34
Attendance Year Enrollment Tables	34
APPENDIX E.....	36
Survey Results.....	36
APPENDIX F.....	41
Sample Facility Usage.....	41
APPENDIX G	49
List of Parent Project Facilitators.....	49

**DES MOINES INDEPENDENT
COMMUNITY SCHOOL DISTRICT
MISSION STATEMENT**

The Des Moines Independent Community School District will provide a quality educational program to a diverse community of students where all are expected to learn.

**DEPARTMENT OF COMMUNITY/ADULT
AND CONTINUING EDUCATION
MISSION STATEMENT**

Our mission is to provide educational, cultural, and recreational opportunities responsive to the needs of the citizens of Des Moines which promote the concept of life-long learning and personal growth for all members of the community.

CONTEXT EVALUATION

An Overview Update of Community/Adult Education in Des Moines Public Schools

The Des Moines Independent Community School District has served the broader educational needs of the community through the Department of Community and Adult Education since 1874 when the first night school classes were offered. Early offerings supported new immigrants to the community and in the 1940's helped meet the demand for vocational classes in business and industry. In the 1960's the community education movement led to the expanded use of school facilities with a focus on programs for disadvantaged in areas such as the Model Cities. In 1978 the Iowa Community Education Act (HR2361) allowed the district to utilize the playground property tax levy to finance community education. In September 1981, the Board of Education revised Board Policy Code 672, affirming the importance of community and adult education. At one time more than \$150,000 of the funds generated from the Playground Levy were given to the city. Between 1980 and 1990 considerable restructuring of the department resulted, at the request of the board, that the department no longer rely on general funds for operational costs. In 1980 there were 25 full time staff paid with general funds. By 1985 all employees' salaries were supported by the department budget and, by a mandate, expenditures could not exceed revenues. This resulted in a \$700,000 savings to the general fund.

Federal and state funds that financed adult basic education and vocational education were reallocated to community colleges in the early 1990's. The Child Care and pre-school programs operated by the department beginning in 1975 generated funds for program operations until 1990 when they were transferred to the Elementary Division. In the fall of 1990, the department was given the responsibility of coordinating elementary summer school programs. Beginning with the Winter 1990 Edition of the class listings catalog, the department launched a concerted effort to improve public relations and communications efforts and to modernize the registration, bookkeeping and facilities management functions of the operation. Since the August, 1993 Program Evaluation Report, many of the department goals for implementing more efficient program operation and improvement of accountability procedures have been implemented. Summer Enrichment programs for youth and children have been expanded and continuing education offerings increased. A study of the fee structures of surrounding districts resulted in the board approval of fee increases in the fall of 1996. The department continues to work cooperatively with the city and other community and cultural institutions to build collaborative programs and to support the District School Improvement plan and Vision 2005.

Policies, Procedures and Standards

State Law Chapter 300 Public Recreation and Playgrounds Tax

Refer to Iowa Code, Chapter 300.1, 300.2, 300.3, and 300.4 for details regarding public recreation and playground tax. This was provided in the previous program evaluation.

Board Policies and Procedures

Refer to Board Policies and Procedures, Policy 600, Code 670; Policy 700, Code 750; Procedure 600, Code 670; and Procedure 700, Code 750 for details regarding use of school facilities by the public.

OPERATIONAL GOALS AND GUIDELINES FOR COMMUNITY EDUCATION PROGRAMS

OPERATIONAL GOALS

- To provide community, adult and continuing educational opportunities to citizens.
- To coordinate and facilitate community education resources to meet changing needs.
- To provide recreational programs and coordinate use of school facilities when available to community groups.
- To support K-12 educational programs by developing adult education, parent education and enrichment activities for students and families that are supportive of the district mission and focus on the community education and effective schools models.

GUIDELINES

The following guidelines for operation of the department were developed in 1989 by the department director in cooperation with district administration and are in compliance with state law, and board policy.

1. The Department of Community/Adult Education has the responsibility for system-wide coordination of community education programs within and upon school facilities.
2. The Department of Community/Adult Education may cooperate with other agencies for programs within and upon school facilities as well as with agencies and groups in developing programs for the community which may be located on other than school facilities.
3. The Department of Community/Adult Education will be responsible for the accounting of all program fees collected and for the payment of instructional costs in cooperation with the Controller's Office.
4. The Department of Community/Adult Education will continuously review programs and quality of instruction for the purpose of maintaining department standards.

5. Building staff will be responsible for the process of working with school-community councils and the assessment of needs and interests in specific program areas.
6. The Director of Community/Adult Education will work closely with the Executive Director of Elementary and Early Childhood Programs and the Executive Director Middle and High School Programs in the development of programs, supervision of ongoing programs and the evaluation of programs. The Department of Community/Adult Education staff will assist the building personnel when and where possible in the development and establishment of programs to meet expressed needs.
7. All full-time coordinators and staff will be employed by the Human Resources Department of the Des Moines Public Schools. Community Education staff members assigned to specific geographic regions will report regularly to building principals of that region. Coordinators will administer program efforts on a city-wide basis directing and supervising part-time or hourly employees in these programs at sites in their region.
8. Cooperating agencies extending services to the community and upon school facilities will coordinate such programs through the Department of Community/Adult Education.
9. The Department of Community/Adult Education will be responsible for an annual summary of programs and people served.
10. Physical facilities of the school district shall be made available for Community/Adult Education programs. Requests for rental of school facilities for use by individuals, groups, or agencies for comparable services or programs as provided by the Department of Community/Adult Education shall be reviewed by the Controller's Office with the Department of Community/Adult Education. Questionable or borderline cases will be submitted to the Associate Superintendent for teaching and Learning in writing for a review and decision.

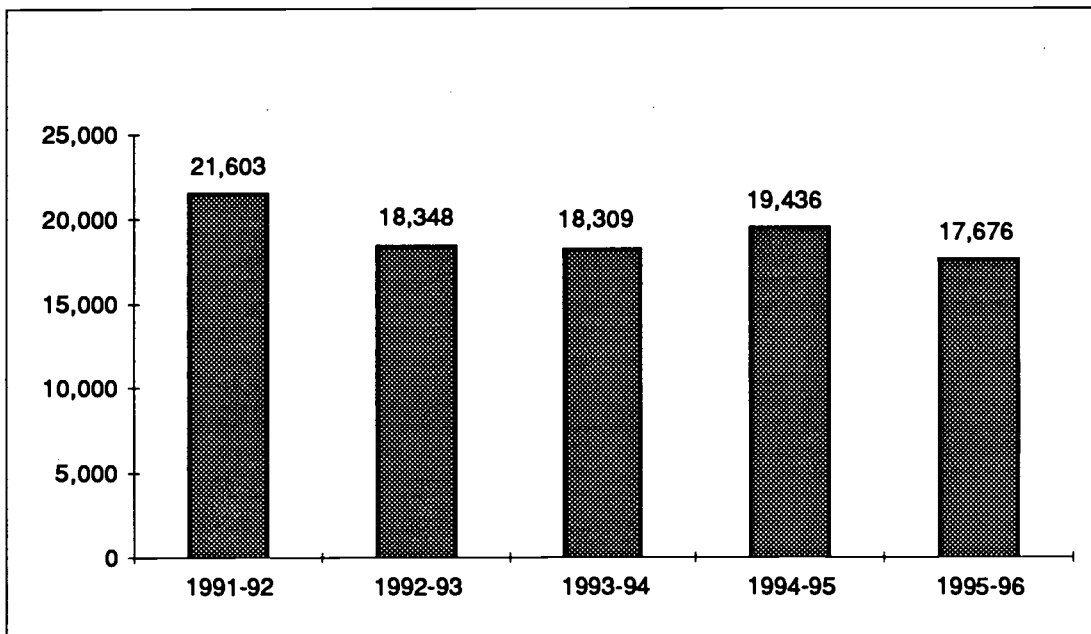
PROGRAM DESCRIPTIONS FOR COMMUNITY/ADULT AND CONTINUING EDUCATION DEPARTMENT

COMMUNITY/ADULT AND CONTINUING EDUCATION PROGRAMS

The major service of the Community/Adult and Continuing Education Department is to provide evening and weekend learning opportunities for the children and adults in the Des Moines community. Three quarterly offerings of 250 courses and an abbreviated summer schedule are provided at school and community locations. A catalog of classes is distributed community wide. Between 5,000 and 6,000 individuals participate in classes and programs that meet for 8-week sessions. The average cost of a class is \$30 which includes a \$4.00 registration fee.

More that 250 classes, seminars and recreational programs utilizing more than 30 different school and community locations are offered each session by the department. A listing of classes offered in the fall 1996 session is provided in Appendix B. Detailed summaries of both enrollments and facility usage from 1991-1996 may be found in Appendix C.

**Enrollments for Classes and Seminars
1991-92 to 1995-96**



Note 1: Enrollment reductions were in two adult program areas, Dance and Health, which includes aerobics. The reduction in the number or participants in these areas amounted to 1,975 of the total loss.

Note 2: Refer to Appendix C for detailed enrollments for all programs.

Figure 1

Travel Programs

The Department of Community/Adult Education sponsors a travelogue program for the public. The Thursday night TRAVEL ADVENTURE program is a paid admission series that is among the top ten in the nation in longevity. Now in its 50th year, it maintains high standards by employing speakers who are on the main travelogue circuit in the United States. Our speakers are on the programs of National Geographic Society in Washington D.C., Philadelphia Geographic Society, and the Chicago Geographic Society. We pay top price for the performers, and we have developed a loyal audience who support the program. Approximately 1,000 season tickets are sold and approximately 4,000 community members attend the TRAVEL ADVENTURE series each year.

A computerized registration system for the program has been implemented resulting in a more efficient purchase of season tickets and an increase in the number of tickets purchased and processed each season.

Beginning in 1994 a light supper was served prior to some performances to make the evening more attractive to those attending the lectures. Attendance to these suppers ranges from 150 - 200.

OTHER ADULT AND CONTINUING EDUCATION PROGRAMS

NEWIowa—Non-Traditional Employment for Women

The NEWIowa Program, funded by Carl Perkins Sex Equity Funds through the Bureau of Technical and Vocational Education of the Iowa State Department has been an ongoing program since 1992. This career education program oriented women to opportunities in non-traditional careers working with union apprenticeship programs, local contractors and businesses. In 1995 the program collaborated with the Newton campus of the Des Moines Area Community College and the Mitchellville Corrections facility to provide career assessment and non-traditional career education to inmates. With the restructuring of Carl Perkins, this program was not funded for the 96-97 school year.

YWCA Learning Center

The department supports and advises the YWCA Learning Center, an award winning adult education program located in the Register Building. This community-based program serves single parents and displaced homemakers, holds graduation events in school facilities and serves high school students and adults in literacy, computer and career development skills. Adults are referred to this program from other programs including NEWIowa, Homes of Oakridge, House Of Mercy and OSACS.

Elementary Enrichment

The department provides a wide variety of after school enrichment classes and programs in elementary schools throughout the district. Classes are requested by parents, teachers, and principals in some buildings and facilitated by each area coordinator. The scheduling of after-school enrichment offerings must be coordinated with before and after school child care (Metro-Kids).

**Elementary Enrichment Enrollments
Fall 1993 to Summer 1996**

	1993-94	1994-95	1995-96
Elementary Enrichment	1112	912	1069

Table 1

SUMMER SCHOOL PROGRAMS

Elementary

Area coordinators work with elementary building principals to coordinate elementary classes each summer. The department is responsible for registration and teacher contracts. Principals select teachers and meet as a group to make program and scheduling decisions. A comprehensive report of summer school enrollments is provided to the Board of Education each fall by the Assistant Superintendent of Teaching and Learning.

Information regarding elementary offerings, as well as adult education offerings, secondary offerings, and special programs are published as part of a summer activity guide by the department which is given to every elementary student. Additional copies of the guide are provided to the middle schools and high schools and are distributed community wide through the *Des Moines Register*.

Summer enrollment figures for the past five years are included in Appendix A. This was a part of the 1996 summer school report provided to the Board of Directors on October 2, 1996. The report is prepared annually.

Other Summer Enrichment

Many summer sports and recreation programs are offered in collaboration with community groups. Summer strings and honor band music camps have been offered the past three years and have increased enrollment each summer. Both music programs provide transportation for students that is part of the program fee.

COLLABORATIVE PROGRAMS

28E Agreement With City of Des Moines Parks and Recreation

A 28E agreement between the city and the district allows for the sharing of city and school ground and facilities during the school year and summer months. Parks and tennis courts are made available to schools during the school year. The city schedules recreation on school grounds and in some school facilities. The agreement is renewed every year and is highly beneficial to community.

Science Center

Beginning in the summer of 1995, the Science Center of Iowa began using classrooms at Merrill Middle School for summer Science Center classes. The District and the Science Center split the

costs of installation of air conditioning. As a result of the agreement the Science Center provides instructors for enrichment classes for students in elementary schools during the school year.

Parent University

The PTA Council, Blank Children's Hospital , Community/Adult Education and more than thirty community agencies collaborated to hold a Positive Parenting Conference in March 30, 1996, at Roosevelt High School. More than 200 parents participated and 60 children attended the Kids College at Hubbell. Fifty volunteers including parents, high school and middle school students and students from Drake University assisted with the conference and children's activities. Although attendance was not what organizers hoped it would be, presenters and those who attended praised the event and indicated a willingness to participate again.

Scholarships and Support For Neighborhoods and Low Income Families

Program fees for adult education and enrichment classes for children in the community are kept to the lowest cost possible. Enrichment and Adult Education fees, which are assessed for enrollees, are kept at low or no cost for low-income families. The department has had a long-standing commitment to being sensitive and accommodating to those who wish to participate but are unable to afford the cost. The average fee for the Fall 1996 classes was \$30. Grants and collaborative agreements with community agencies and educational institutions such as Iowa State University Extension provide some free enrichment opportunities for children. Community groups that serve students and parents in school neighborhoods use school facilities extensively at little or no cost. Both NEWIowa and the YWCA Learning Center are programs designed for low income women and minorities with the goal of employment and self-sufficiency. Scholarships are available each summer for summer enrichment activities. Programming at the Forest Avenue Library, the John R. Grubb YMCA and all city community centers is supported through advisory committees, and participation in the offering of classes, marketing of classes and collaborative activities, such as the Zero Violence Coalition and the Polk County Prevention Coalition. The department works with the United Way Volunteer Bureau, the Youth at Risk Coalition and the Youth First Consortium.

NEW AND EXPANDING PROGRAMS

Parent Project

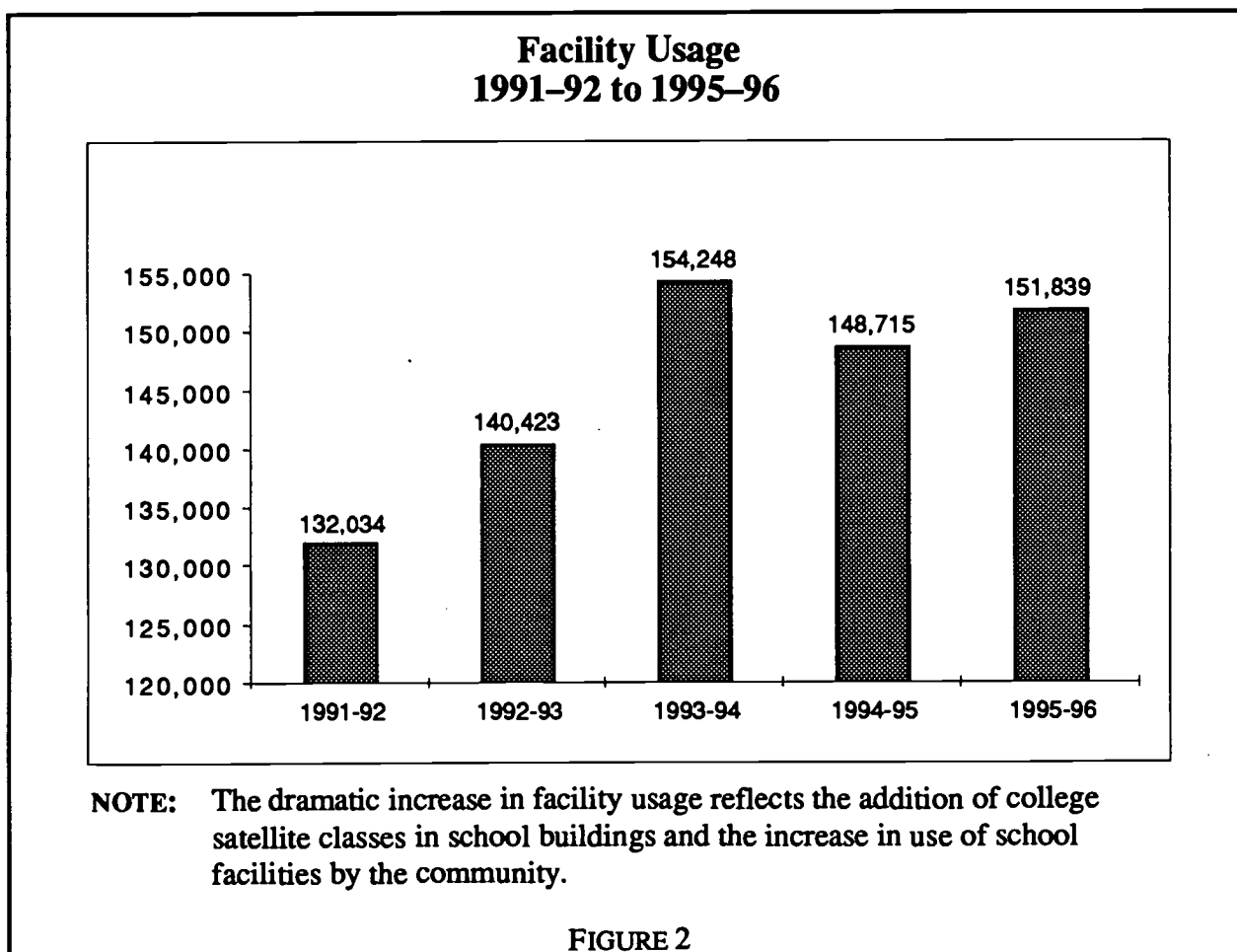
The Parent Project is a parent education program designed to teach parents of self-destructive adolescents. This project has proved to be a powerful prevention and intervention strategy in other parts of the country in reducing substance abuse, gang involvement, violence, and school failure. In March, 1996, the department facilitated the training of forty-four Metro-Des Moines and Iowa teachers from a variety of school and community service agencies. As a result several school districts and agencies began classes in the fall of 1996. PACE academy began a second class for parents of students in that program in October. The department functions as a facilitating agency for referring parents to the class and offers classes on an on-going basis when a critical mass of parents has enrolled. Appendix G includes a listing of individuals trained to teach the project.

Middle School Athletics

A committee composed of community education coordinators, middle and high school administration, and high school athletic directors developed a plan for expanding middle school sports and recreational activities beginning with fall, 1996. Some activities are being funded by the general fund, other activities are fee based. Local businesses and organizations have donated funds in support of the program for scholarships, equipment and shirts. The middle school calendar for boys offers cross country, flag football, basketball swimming, track and soccer. Girls offerings are cross country, volleyball, swimming, basketball, dance/tumbling, track and soccer. Community education sponsored flag football enrolled 350 boys, and 375 girls participated in volleyball this fall.

FACILITY USAGE

The guidelines for rental of school facilities are outlined in Board Policies and Procedures Manual. (See Procedure Code 750.) The five year trend, in Figure 2, below, shows an increase in the use of school facilities.



COMMUNITY USE OF FACILITIES

School sites are used for community programs. Appendix F contains a list of community groups that utilized school facilities in the west area of the district for the 1995-96 school year. Appendix F also includes the actual schedule of events for fall, 1996 at Meredith and Hoover. This is typical of the use of school sites and the wide variety of community groups using our schools.

COLLEGE SATELLITE CAMPUSES

Des Moines Area Community College

The Department of Community/Adult and Continuing Education continued to cooperate with Des Moines Area Community College (DMACC) in offering college credit classes in neighborhood classes at their request. The number of classes requested has declined significantly in the past three years as the college moved to suburban districts and reduced the number of off-campus college credit offerings. Cassady Alternative School is extensively utilized by DMACC for Adult Basic Education (ABE) and General Education Development (GED).

Upper Iowa University

Until fall, 1996 Upper Iowa University utilized Roosevelt High School as an extension campus. They moved this fall into a new facility in West Des Moines.

Iowa Communications Network

During the 1995-96 year there were fifty-five facility usages of the Iowa Communications Network (ICN) averaging from one to three hours. Area Education Agencies served included Heartland, Grant Wood, Western Hills, and Loess Hills. Other agencies and businesses served were LeMars Community Schools, Iowa State University Extension Service, Flexco Company, Iowa Department of Economic Development, Western Iowa Community College, Iowa State University, Des Moines Area Community College, Iowa Public Television, Palmer College of Chiropractic, Eastern Iowa Community College, University of Iowa, University of Northern Iowa, Graceland College, Iowa Department of Public Health, Iowa Humanities Board, and Happy Joe's Pizza Staff Training.

INPUT EVALUATION

FINANCIAL RESOURCES

REVENUE AND EXPENSE SUMMARY 1996-97

COMMUNITY EDUCATION BUDGET

REVENUE:

Property Tax Levy (\$4,319,055,239 assessed valuation X 13.5¢) \$583,000

Community/Adult Education Fees

Adult Education Night Class Tuition \$521,500

Communications/Publications/radio 15,000

Continuing Education Units Seminar 26,000

Travelogue Fees 23,000

Summer Enrichment 16,500

Total Fees \$602,000

Community/Adult Education Grants

Sex Equity \$15,000

Total Grants 15,000

Total Community/Adult Education Fees & Grants 617,000

TOTAL REVENUE **\$1,200,000**

EXPENSES:

Community/Adult Education Program:
(See Schedule A) \$1,125,000

City of Des Moines Parks & Recreation 75,000

TOTAL EXPENDITURES **\$1,200,000**

Schedule A
Des Moines Independent Community School District
Community/Adult Education Program
Expenditure Budget
Fiscal Year 1996-1997
In Dollars

Program Classification	Full-Time Pos.	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Expenses	Total
Program Administration	9.0	318,219	95,466	35,500	23,500	4,500	1,000	478,185
Community/Adult Education	-0-	200,000	30,000	45,200	27,500	9000	0	311,700
Communications & Publications	1.5	30,000	9,450	5,000	4,210	5,000	500	54,160
Film Lecture Series	-0-	4,500	-0-	11,650	3,300	-0-	3,500	22,950
Certified Seminars	-0-		-0-	15,000	4000	6,500	500	26,000
Summer Programs	-0-	15,000	4,350	4000	1200	0	900	25,450
Building Operation	-0-	110,000	-0-	96,555	-0-	-0-	0	206,555
Totals	10.5	677,719	139,266	212,905	63,710	25,000	6,400	1,125,000

REVENUE AND EXPENSE SUMMARIES
ACTUAL BUDGET

1995-96

Revenue

Property Tax Levy (assessed valuation X 13.5¢) \$580,055

Community/Adult Education Fees

Adult Education Night Class Tuition 475,301

Communications/Publications/Radio -0-

Continuing Education Units Seminar 2,820

Travelogue Fees 26,018

Summer Enrichment 37,690

Home Economics Outreach -0-

Total Fees \$1,121,884

Community/Adult Education Grants

Sex Equity / NEWIowa Program \$61,531

Total Revenue \$1,183,415

Expenses

Community/Adult Education Program \$1,017,674

City of Des Moines Parks & Recreation 77,917

Middle School Athletics -0-

Total Expenditures \$1,095,591

Revenue Over Expenses \$87,824

Fund Balance from Previous Year 72,040

Fund Balance End of Year \$159,864

HUMAN RESOURCES

STAFF

Dr. Judith Richardson, Director
Mr. Charles Kilpatrick, Community Coordinator, North/Northwest Area
Mr. John Logsdon, Community Coordinator, South Area
Mr. Michael McPherson, Community Coordinator, East Area
Mr. Edward Grant, Community Coordinator, West Area

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David Mahler, Roosevelt
Mariam Woods, Hoover
Mr. John Logsdon, Central Campus
Mr. Ron Gray, Lincoln

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Mary Gesirich, Principal Financial Group
Althea Holcomb, Big Brothers, Big Sisters of Greater Des Moines
Laura Isenstein, Des Moines Public Library
Lorenzo Jasso, Des Moines Public Schools
James Monk, United States Army
Barbara Mullahey, Des Moines Schools
Dede Nelson, YWCA Learning Center
Marg Powell, Des Moines Public Schools
Kumsan R. Song, Community Representative
Mary Wennerstrum, PTA
Jeanette Woods, Des Moines Public Schools

Community Advisory Council

The Community Advisory Council composed of individuals from community education agencies, businesses, industry, city, county and state government, parents, district building and central office leadership, and senior citizens represents the total community. The council meets monthly to assist department staff in focusing on community problems, interests and needs. Building principals representing elementary, middle and high schools are members.

During the 92-93 school year the Council developed and approved by-laws, elected officers. Each year the executive board establishes major areas for council activities.

Community Resources

Many activities coordinated by Community/Adult and Continuing Education are jointly sponsored activities. City Parks and Recreation, the Public Library, city community centers, and other non-profit organizations collaborate and contribute to the programs and activities that are offered in the schools. The coordination of these shared programs and events results in numerous education opportunities for citizens of all ages in their neighborhood school. Activities are also scheduled in libraries and other facilities including retirement centers or churches which are easily accessible to families and seniors.

Space Resources

The scheduling of space that becomes available when regular school activities are over is a complex task that requires constant communication between program coordinators, building principals and facilities and ground maintenance staff. At all times regular school programs take precedence over community and adult education activities. Building principals have first and primary access to all space. The cooperative relationship among all district personnel enables extensive and well coordinated use of school facilities day and night.

Other Resources

Identification of sources for funding of special events or programs is an ongoing process. Coordinators and directors meet community groups and agencies to collaborate in developing activities funded for co-sponsorship. Grants of state and federal funds will be much more competitive under new funding guidelines. Creative collaboration will be needed to leverage financial support for new programs and services.

PROCESS EVALUATION

The Department of Community/Adult and Continuing Education is comprised of five full-time staff with administrative certification and four full-time clerical and support staff who are responsible for the development, implementation and maintenance of courses, programs, classes and activities which provide educational and recreational opportunities to more than 150,000 individuals annually. The programs are coordinated in four geographic areas of the city. Each program coordinator is responsible for the programs in the high school, middle schools and elementary schools located in a quadrant of the city. This regional organization of responsibility allows for the unique needs and interests of those in different neighborhoods to be addressed. Course offerings and activities can vary based on requests and interests of each school or feeder pattern of schools. Each coordinator has other program assignments in keeping with their specific content area expertise.

DISTRICT GOALS

The department supports district goals by creating programs and providing processes by which the adults and children in the community use school facilities and playgrounds year round. Year round use of schools by community builds support and interest in neighborhoods and the business community. National support of schools as the center of communities continues to build. Communities have a tremendous stake in school improvement.

Remarks by President Clinton on the School Reconstruction Initiative
July 11, 1996—The White House Rose Garden

...Increasingly our schools are critical to bringing our communities together. We want them to serve the public not just during the school hours but after hours: to function as vital community centers; places for recreation and learning, positive places where children can be when they can't be at home and school is no longer going on; gathering places for young people and adults alike...The schools of the future should be safe and spacious—good places to learn...equipped with computers, new media and state-of-the-art sciences labs. The schools of the future should not only teach our children during the day, but bring together families and neighbors in the evening as community schools.

Parental involvement and commitment to education are important elements supporting safe and orderly schools and improving student achievement. The department continues to work with PTA's and other community groups and agencies to create more educational opportunities for parents, encouraging them to take an active role in teaching their children and in school improvement.

JOB DESCRIPTIONS OF CERTIFICATED AND NON-CERTIFICATED PERSONNEL AND SUPPORT STAFF

Director of Community Adult and Continuing Education

The Director of Community/Adult and Continuing Education of the Des Moines Public Schools maintains the integrity of the school district's mission and the goal of the department is to provide educational, cultural and recreational opportunities responsive to the needs of the citizens of Des Moines which promote the concept of life-long learning and personal growth for all members of the community. The organizational tasks to be performed by the Director includes planning and implementing and evaluating the department's programs. The Director reports to the Associate Superintendent for Teaching and Learning and is a member of the Superintendent's Administrative Cabinet. The Director supervises four community education coordinators, a bookkeeper, a graphics/publications specialist, radio station staff and a secretarial staff of three.

Coordinators of Community Adult and Continuing Education

The four Coordinators of Community/Adult and Continuing Education of the Des Moines Public Schools support and maintain the mission of the department while affording the necessary leadership, management and technical advice to operate an effective and efficient organization. The Coordinators plan, implement and evaluate the Community/Adult and Continuing Education programming for particular areas (including geographic and subject areas) while establishing the classes for four sessions. Coordinators work with groups and individuals interested in department services.

Secretarial and Clerical Staff

The secretary to the director, the receptionist/registrar and the bookkeeper perform general clerical and secretarial tasks. These tasks include collecting course registrations and fees, class record keeping, maintaining department records, compiling department statistics and maintaining department correspondence.

A part-time data entry computer specialist inputs data and registration information for approximately 7,000 student applicants each quarter of class offerings.

Publication and Graphics Specialist

This individual is responsible for the production of all catalog publications layout, all advertising design, flyers and special announcements, departmental bulletin, and all forms and data gathering instruments, surveys and demographics.

Night High School Principals

High School Attendance Centers are administered by part-time principals, hired on a yearly basis. The principals assist in organizing the school program, facilitate room assignment, equipment requests, supply distribution, collection of fees, course registration and supervision of teachers and the facility. Each principal has a part-time clerk/bookkeeper to assist in registration and fee collection.

Community and Adult Education Instructors

The department employs approximately 300 part-time teachers, trainers, and consultants on a quarterly basis. These part-time individuals submit résumés, credentials and a course of study outline before a contract is issued. Parents and other volunteers provide instruction, coaching and general support. Community agencies such as Iowa State Extension, Science Center, City Parks and Recreation, and the Public Library provide instructors for seminars and programs. Community organizations utilize school space for the presentation and delivery of programs and services which also include instructors.

INSERVICE AND STAFF DEVELOPMENT

Assessment of inservice and training needs for permanent and part-time staff is ongoing. An instructor's manual is provided to all new teachers and fall inservice is conducted for all part-time instructors. Secretarial staff continue to upgrade computer skills. All are trained in the use of the new registration system. All coordinators will be trained in the new facilities management software in the fall of 1996. Technology training is provided to the staff by the department's graphics and data processing specialists.

Inservice For Teachers

A regular fall inservice for part-time instructors began in 1992. The instructor's manual is updated and registration procedures reviewed. The fall 1996 inservice will review the registration process to improve the fee-collection process. The inservice is conducted by department staff.

Manual For Instructors and Principals. An instructor's manual for principals and teachers including updated registration, operational procedures, and information about teaching the adult learner was completed in 1992. The manual is available in the department's office.

Inservice For Coordinators and Office Staff

Converting the present department operations and record-keeping procedures to computer assisted processes has required staff development for all full-time staff. It is estimated that facilities management component will be in place by the end of the year if technology purchases and wiring updates go as planned.

Professional Development

The Director attended financial and marketing workshops for adult education programming, parent project training in 1994-1995, and the American Association for Training and Development conference in 1996. She completed the Des Moines Leadership Institute in 1995 and recently attended a Lucent Technologies conference on Communications Technology at which she presented a session on Community Networking. She is currently a member of the Iowa Educational Equity Council's speakers bureau and the president-elect of the Iowa Community Education Association.

Program Coordinators attended the State Community Education Association Conference, the district's Garston and Wellman Facilitators training and state and local coordinators and directors meetings, Iowa Community Education Association meetings, and the coordinator for Travel Adventure Series attended the annual International Travel-Adventure Film Guild Conference.

Clerical staff received on-site computer training and attended staff development computer training classes. Staff also attended the U.S. Postal service training seminar for district employees on reclassification of standard mail requirements.

IMPACT OF TECHNOLOGY ON PROGRAM OPERATION

New technology continues to reduce the amount of registration, bookkeeping, facilities management and fee collection that is documented and managed on paper. It is a goal of the department to move these processes entirely into a computer-managed system. This will result in more efficient operation of the program, provide for more accessible accountability and cost analysis and provide marketing demographics for the development of new courses and the elimination of those that are no longer cost effective. Statistics gathered for this report were all available on the computer registration system.

PRODUCT EVALUATION

CONTRIBUTIONS TO THE DISTRICT'S MISSION

The Department of Community/Adult and Continuing Education enhances and expands the district's mission to include a *diverse community of students of all ages*. Increased utilization of school facilities to provide educational and recreational opportunities to children and adults should result in a higher interest in the district's program because district resources are seen to benefit directly those who do not have children in school. Our assumption is that as the greater community is allowed to share in the use of schools and see a direct benefit from life-long learning opportunities, support for the school district will be positive.

MAJOR STRENGTHS

The major strengths of the department are in the quality of human resources and the affirmation at the national level that life-long learning is vital to the maintenance of a high quality of life. As more community members recognize the need for continued education they will look to the public schools to meet this need and increase their commitment and investment in schools and education. The cooperative attitudes of building staff to coordinate the use of space make it possible for the program to succeed. Another strength of the Department of Community/Adult and Continuing Education is the existence of many collaborative and cooperative agreements with other community agencies. These agencies, along with the Community/Adult and Continuing Education Department, combine resources to meet community needs. Examples of such agreements and organizations include United Way, Community Focus, ChildNet, Community Playhouse, Drake University, City of Des Moines Parks & Recreation, Convention and Visitors Bureau, Downtown Des Moines, Inc., Iowa State University, Heartland Area Education Agency, State of Iowa Department of Human Services, and the YWCA.

This spirit of cooperation that ignores turf issues and focuses on the benefits of sharing and collaborating is the new vision of educational services. The community education catalog, which is published quarterly, is evidence of this cooperative spirit. The catalog contains information about many city of Des Moines programs. Funds from these agencies are used to help defray the cost of printing the catalog.

DEFICIENCIES

The staff of Community/Adult and Continuing Education has been drastically reduced in the last ten years due to reduction in funding. When the Board of Education indicated that the programs should become self-supporting several staff positions were eliminated. Services and programs provided in family literacy were discontinued. The night high school was eliminated. The adult literacy and English as a Second Language programs are now delivered by the area community college. Hopefully, the growing need for continuing education, re-training of adults in the workplace, and the educational needs of high school dropouts can begin to be addressed again by district program offerings. With some 390,000 individuals living and working in the Des Moines area it is possible that there are educational needs going unmet. These needs are being identified through networking with community agencies and leaders. Adult education offerings in parenting, ABE/GED programs and family literacy are becoming an integral part of innovative programs being implemented in other states. Such programs can be strengthened by collaborative efforts between the community college, other community-based organizations, and the Community/Adult and Continuing Education Department.

ADHERENCE TO POLICIES

District Policies Regarding Community/Adult and Continuing Education are identified in the Context Evaluation Section of the 1993 CIPP report. The guidelines for the department which are published in the division's annual report are included in *Policies, Procedures and Standards* of the *Context Evaluation Section*. Department staff are diligent in adhering to these policies and guidelines.

VOLUME OF SERVICES PROVIDED BY COMMUNITY/ADULT AND CONTINUING EDUCATION

Appendix D includes the 1994-95 and 1995-96 summary forms indicating the number of patrons participating in Community/Adult and Continuing Education programs and utilizing school facilities.

**QUALITY OF SERVICES PROVIDED BY
COMMUNITY/ADULT AND CONTINUING EDUCATION**

In Fall 1991, the department implemented a participant evaluation process. Instructors distributed evaluation forms to students attending all adult and continuing education classes

Demographic data collected indicates that 47.6% of the participants surveyed were between the age of 36 and 55; and 33% reported an income between \$20,000 and \$40,000. More than 70% of those responding indicated having attended post-secondary education while 44% indicated they were college graduates. More than half of those surveyed had taken adult education classes with the Des Moines School District. Nearly 23% gave *word of mouth* as the way they learned about the class.

A detailed summary of these results from 1500 forms collected at random from the five high school attendance centers in 1995 is found in Appendix E.

Table 4, *below*, depicts the weighted ratings by participants on class content and instructor skills. The scale used was 5=strongly agree, 4=agree, 3=somewhat agree, 2=disagree, and 1=strongly disagree.

Participants Ratings of Course Content and Instructors' Skills			
Class Content		Instructor's Skills	
Question	Rating	Question	Rating
Were your learning needs met?	4.65	Did the Instructor: have a good mastery of the subject?	4.88
		treat each student as an equal with respect and dignity	4.89
Did the course meet your expectations	4.65	Make goals and objectives clear at the beginning?	4.76
		Come to class prepared and organized?	4.83
Would you recommend this class to a friend?	4.75	Show an interest in the progress of all students	4.84
Note: The ratings reflect a high degree of customer satisfaction with adult education content and instruction.			

Table 4

IMPROVEMENTS IN DEPARTMENT

Several projects designed to improve department services and program offerings were implemented.

Community and Adult Education utilized the computer registration system with all elementary enrichment classes facilitating the data collection on summer programs.

Computerized registration for all pre-registered adult classes and about 80% of all other classes offered has been implemented.

Hospitality cards are issued to each instructor to improve communications between night staff and day staff.

Course evaluations are analyzed for teacher improvement and student satisfaction. Results of a random sampling of 1500 evaluations is included in the Product Section.

Training for all instructors is held at Central Campus to review new instructor's manual and registration procedures is scheduled each fall.

Publication of a joint catalogue with City Parks and Recreation occurs quarterly.

COSTS VS. BENEFITS

Improvement of Publications

As the Department of Community/Adult and Continuing Education must generate revenue in order to deliver services, close attention needs to be paid to income and expenditures. During the 1990-91 school year efforts were initiated to increase the enrollment in adult education courses offered in the quarterly sessions. The initial effort was to improve the design and distribution of the catalog of course offerings. The most accessible statistics to determine the success of this strategy was to monitor the number of classes that had to be canceled because of insufficient enrollment. According to Learning Resources Network (LERN), a national information and training institution for adult educators, classes such as the ones offered by the department are considered successful if they have 10% or less of the classes offered closed for lack of enrollment. The department averages between 15 and 30 classes that fail to fill each quarter. This is a range of 6% to 12% canceled class offerings. In the Fall of 1996 session, 30 classes were closed which is a 9.8% rate. This is well within LERN guidelines. Weather often has a serious impact on enrollment, as well as economic pressures.

The department will continue to develop program options that are of interest to the community and strive to reduce the number of offerings that do not fill to an acceptable level.

The new catalog format is being considered that will be printed and distributed by the Register. This is an effort to increase circulation and reduce publication and printing costs.

Credit Card Service

The number of patrons using credit cards for class enrollment has continued to increase. This option was offered to parents enrolling in summer enrichment classes for the first time this summer. The department is monitoring the use of credit cards by patrons. In 1995-96 approximately 2002 registration transactions in the amount of \$57,825 were processed utilizing MasterCard® or VISA®. This amount has continued to increase each year.

Space Available To Many Groups

Providing space for educational programs and activities is cost effective from the point of view of the taxpayer as it makes maximum use of school facilities. Providing courses and classes at the neighborhood school is convenient and comfortable for parents, adults and children.

UNANTICIPATED OUTCOMES

The increase in the number of participants in program offerings and building use continues to increase demands on building maintenance and management staff. Strategies need to be developed to bring additional resources to bear in these areas. There is growing demand from the community for the use of school facilities on weekends. At the present time, overtime custodial costs make the use of schools on Sunday too expensive for many community groups. A committee was formed in 1995-96 to study facility usage issues. Their report is under study by the Assistant Superintendent of Management Services.

FUTURE PLANNING

IMPROVEMENTS OF DEPARTMENT MANAGEMENT

The registration system is completely computerized and a valid assessment of course and program offerings is now possible. Criteria for success have been identified and the actual costs of courses can now be calculated. A data base of over 20,000 students is available enabling coordinators to target market to students based on past course enrollments. Formal course evaluations have been implemented and feedback provided to teachers and coordinators which is being used to improve course delivery and the scope of course offerings. Course evaluations continue to give evidence of a high degree of satisfaction with the teachers and curriculum offered. The implementation of the facility usage software is in progress and awaits the completion of special programming, new printing equipment and building network wiring to be in place.

VISION 2005: THE SCHOOL AS THE CENTER OF LIFE-LONG LEARNING

The department will continue its efforts to make Vision 2005 a reality. To expand the use of the schools by community members, district leadership must help create the vision of the school as a center where students of all ages can come to learn. Teachers, administrators and support personnel of K-12 programs must see this wider view of the use of their classrooms and meeting rooms as positive and not an imposition or invasion of their space. This will come with a clearer vision of how community involvement and learning opportunities for the community in the schools will make them more effective. The department will continue to find ways to deliver this message to all district personnel.

CONTINUED EXPANSION OF ENRICHMENT AND CULTURAL OPPORTUNITIES FOR CHILDREN AND ADULTS

The success for the collaboration between the music department and community education to launch the Summer Strings and Band Camps, and to implement the collaboration for middle school after school sports are examples of the way that the department can be a resource in enhancing and expanding K-12 enrichment opportunities. Programs such as these can be improved and expanded.

COLLABORATION WITH CITY GOVERNMENT AND SERVICES

Community Education is a common goal of public schools and city government. Working together, staff from Community Education and city agencies can make the most of community resources and combine efforts to address problems in Des Moines that impact the schools. The Community Education Catalog includes information regarding city services, community center offerings, public library programs, community playhouse, zoo information and offerings, and adult and continuing education offerings. These agencies contribute to the cost of printing and distribution of the catalog.

SUMMER SCHOOL PLANNING

As a result of the conclusions and information provided by the curriculum audit, the Teaching and Learning division has created a committee to study the district's summer school programs. The committee is charged with the task of submitting recommendations to be considered for the summer of 1997.

FUTURE NEEDS

The top needs of the department are tied closely to the implementation of the 2005 initiative. (1) More convenient and spacious place for department operations is needed. Office and storage space for program staff is cramped. Currently part of the department is housed in one part of the Cowles building and the rest in another. This complicates communication and slows down office operations. Parking lot congestion and security at Cowles makes access to the present office difficult for community education customers. (2) The updating of department technology needs to be completed. Wiring and installation of equipment to implement direct deposit of fees and internal networking of office computers for all staff is not complete. (3) Updating of all school facilities to improve accessibility and quality of facilities is needed. Competition for students and teachers has increased in the last two years, as new buildings are built and better facilities for classes are available in the suburbs. The need for updated technology for adult learners is pressing. As the demand for community use of the schools continues to increase the implementation of 2005 will make schools more attractive and available for community use.

APPENDICES

APPENDIX A	28
Summer Enrollment Table	
APPENDIX B.....	30
Class Offerings for Fall 1996	
APPENDIX C.....	33
Five Year Enrollment Trend	
APPENDIX D	34
Attendance Year Enrollment Table	
APPENDIX E.....	36
Summary of Student Surveys	
Survey Form	
APPENDIX F.....	41
Sample Facility Usage	
APPENDIX G	49
List of Parent Project Facilitators	

APPENDIX A

Summer Enrollment Table

	1992	1993	1994	1995	1996
ADULT EDUCATION CLASSES AND PROGRAMS					
Armory (Prospect Ctr)			9		
Brody					29
Cattell Elementary School			35	14	
Central Campus	18	25	22	0	
Children's Habilitation Center (Johnston)		22	18	0	
Cowles School	19	89	113	13	13
Dowling High School (WDM)			690		
East High School	179	215	159	49	50
East Side Library	30	22	12	50	23
Franklin Library	7	7		0	85
Hoover High School	595	308	348	45	145
Lincoln High School	295	674	43	77	60
Longfellow Elementary School			8		
McCombs Phys Ed & Sports Enrich Camp		22	22	24	
Merrill and Science Center				864	820
Monroe					9
North High School	164	135	385	228	196
Pleasant Hill				26	10
Roosevelt High School	191	214	302	300	193
South Side Library	17	23	45	68	
Wesley Acres			18	30	24
Windsor Heights Methodist Church	43	41	41	24	27
Group Total	1558	1797	2270	1812	1684
ELEMENTARY SCHOOLS					
Adams	71	68	76	91	31
Cattell					64
Cowles	26	23	33	0	
Douglas	67	88	61	42	58
Findley	71	71	62		
Greenwood	67	54		162	68
Hanawalt			143	63	
Howe					18
Hillis				62	
Hubbell	163	164	82		172
Jackson	72	85	67	78	49
Jefferson	72	164	150		
King	455	212	200	189	225
McKee					63
Mann	26	7			
McKinley—English as a Second Language		280	140	169	365
McKinley—Early Childhood-Kdg			21	38	
Meredith/Computer Class					24
Mitchell		62	49	85	
Moulton, Year Round					450
Monroe—Cassady	32	68			
Park Avenue					102
Perkins	30	30			
Pleasant Hill				90	76
Willard		10	49	43	
Woodlawn	101	142	123	107	
Group Total	1253	1528	1256	1219	1765

MIDDLE SCHOOLS					
Brody Middle School	239	159	203	153	177
Harding Middle School	192	155			
Hiatt Art Camp			50	30	
Group Total	431	314	253	183	177
HIGH SCHOOLS					
East High School	360	252			
Hoover High School	252	186	421	328	321
East High Driver Education				189	178
Lincoln High School Driver Education	394	323	130	180	132
Roosevelt High School Driver Education	131	120	124	150	127
Group Total	1137	881	675	847	758
SPECIAL EDUCATION					
Special Education (Elem & Sec)	446	350	305	428	339
Group Total	446	350	305	428	339
CHILD CARE PROGRAMS					
Metro Kids Care	143	122	110	134	122
Early Childhood Learning Centers		23	98		
Des Moines Preschool	79	27	20		16
Cowles Children's Center	116	83	103	97	101
Group Total	338	255	331	231	239
SPECIAL PROGRAMS					
Iowa State University Extension				139	196
Gifted & Talented (Elem & Sec)	577	619	800	630	745
New Horizons (Sec)	437	544	613	447	610
All-City Honors Band & String Camps		178	338	328	343
The Global Institute			22	32	44
Algebra Enrichment			42	48	51
Group Total	1014	1341	1815	1624	1989
TOTAL ENROLLMENT	6177	6466	6905	6344	6951

BEST COPY AVAILABLE

APPENDIX B

Class Offerings for Fall 1996

- 55 Alive-Mature Driving Course
- Adult CPR Review
- Aerobic Dance, Low Impact
- Aerobics (Low-Impact)
- Aerobics, Early Bird
- Aerobics, Step
- Aerobics, Step (Low Impact)
- Amer. Red Cross Lifeguard Training
- Amer. Red Cross Lifeguard Training Instructor (LGI)
- Amer. Red Cross Water Safety Instructor (WSI)
- Aquatic Exercise
- Arthritis Water Exercise
- Assertiveness Training
- Aviation Air Frame/ Power Plant Workshop
- Aviation Ground School
- Ballroom Dance, Advanced
- Ballroom Dance, Beginning
- Ballroom Dancing, Latin, Intermediate
- Basket Weaving
- Basketball, Boys, Lincoln, Gr 3-6
- Basketball, Boys, Meredith, Gr 6
- Basketball, Boys, Roosevelt 4-8 Gr
- Basketball, Girls, Lincoln, Gr 7
- Basketball, Girls, Lincoln, Gr 8
- Basketball, Girls, Meredith, Gr 5 & 6
- Basketball, Girls, Meredith, Gr 7 & 8
- Basketball, Girls, Roosevelt, Gr 3-8
- Basketweaving, Adv.
- Becoming IBM-PC Compatible Friendly
- Becoming Macintosh Computer Friendly
- Bicycle, 10 Speed Maintenance & Repair
- Blended Families: The Challenge of the 90's
- Breadbaking Seminar
- Bridge, Contract, Beg.
- Bridge, Contract, Supv. Play
- Buying A Home: Training to Qualify for A Special Mortgage
- Cake Decorating, Beg.
- Cake Decorating, Cont.
- Calligraphy, Beg. & Int.
- Cartooning, Beg. (For Kids & Adults)
- Cartooning, Hubbell, Gr 3-5
- Ceramic Tile Installation
- Chair Caning
- Cheerlead/Tumble, Pleasant Hill
- China Painting
- Clowning, Basic
- Coffees: Gourmet To Espresso
- Color Analysis
- Computer Graphics & CD-ROMs, Intro to
- Computer Typing & Keyboarding, Beg.
- Cooking With "Abroad" Appeal-German-Austrian
- Cooking With "Abroad" Appeal: French
- Cooking With "Abroad" Appeal: Greek
- Cooking With "Abroad" Appeal: Italian
- Counted Cross-stitch, Beg.
- Country Connection, Beg. 2-Step
- Country Line Dance II
- Country Line Dance, Basic
- Crocheting
- DAN Oxygen Provider Course
- Designing & Building Your Home
- Dining Etiquette for All Occasions
- Discovering Historic Iowa
- Dog & Cat Behavior & Care
- Dogs & Cats, What You Should Know
- Drawing & Painting, Exploring
- Drawing & Watercolor, Beg.
- Drywall Clinic
- English Smocking, Beg.
- Excel 4.0 for Windows, Beg.
- Exercise for Office & Computer Fatigue
- Financial Planning: Investing with No Sales Pitch
- Financial Strategies for Successful Retirement
- First Aid
- Fitness Plus/Personal Training
- Flag Football, Brody
- Flag Football, Callanan
- Flag Football, Goodrell
- Flag Football, Harding
- Flag Football, Hiatt
- Flag Football, Hoyt
- Flag Football, McCombs
- Flag Football, Meredith
- Flag Football, Merrill
- Flag Football, Weeks
- Flower Arranging
- Fly Tying Fundamentals
- French For Travelers
- French, Inter. Conv.
- French, Jefferson, Gr 3-5
- French, Jefferson, Gr K-2
- Gavin Jerome's Comedy College
- Genealogy: Climbing Your Family Tree
- German, Beg.
- German, Inter.

Getting To Know...Herb
 Golf, Beg. & Int.
 Golf, Individualized Instruction with Video Playback
 Gourmet Italian Cooking
 Home Maintenance, Basic
 Home Modifications for the Elderly & Disabled
 Home Wiring
 How to Start a New Business
 Image Workshop for Women
 Infant & Child CPR
 Infant Swim (6 Months - 7 Years)
 Interior Design
 Internet Basics: Exploring Cyberspace
 Internet, An Overview
 Internet, Beyond the Basics I: Entering Cyberspace
 Internet, Beyond the Basics II: Using Cyberspace
 Intro to Microsoft Office for the IBM-PC
 Intro to Picture Framing & Matting
 Intro to the IBM-PC
 Intro to Windows 3.1 on the IBM-PC
 Intro to Windows 95
 Introduction to Macintosh
 Introduction to Plumbing
 Iowa Writers Network
 Italian, Beg.
 Italian, Beg. Cont.
 Italian, Int. Conv.
 Japanese, Beg. Conv.
 Jazzercise
 Kids Power Tae Kwon Do, Beg.
 Line Dancing, Basic
 Line Dancing, Beginning
 Log Cabin Quilting
 Lookin' at Cookin', Pleasant Hill
 Lotus 1-2-3 v5.0 for Windows
 Low Pressure Boilers
 Magic School Bus, Pt 1, Jefferson, Gr K-3
 Magic School Bus, Pt 2, Pleasant Hill
 Magic Tricks, Pleasant Hill
 Make-up Techniques
 Medical Terminology
 Memory Force
 Microsoft Works for the IBM-PC
 MS Word 6.0 for Windows, Beg.
 Mutual Funds, Getting The Most From
 Networking for IBM-PC's & Compatibles, Beg.
 Open Water SCUBA Diving
 Photography, 35mm
 Photography, Beg. 35mm Techniques
 Photos: Design & Layout from Shoebox To Showcase
 Pottery

Program Your VCR
 Quicken 4 for Financial Management
 Quilting Workshop
 Relaxation-Stress & Pain Relief
 Remote Viewing, An Introduction
 Rock & Roll/Disco Dancing
 Rosemaling, Norwegian
 Round Dance
 Russian For Business and Travel
 Safe Snorkeling
 Science Magic, Hubbell, Gr 3-5
 SCUBA Diving, Adv.
 SCUBA Diving, Introduction
 SCUBA Instructor Preparation, Phase I
 SCUBA Instructor Preparation, Phase II
 SCUBA: Advanced
 SCUBA: Skills Update
 Senior Fitness-Coed
 Sewing Workshop
 Sewing, Beg.
 Sign Language, Beg.
 Sign Language, Beg. Cont.
 Sign Language, Hubbell, Gr K-3
 Skin Diving
 SLAM: SCUBA Lifesaving & Accident Management
 Song Writing, Beg.
 Spanish, Beg. Cont. I
 Spanish, Adv. Conv.
 Spanish, Beg.
 Spanish, Beg. Cont II
 Spanish, Beg. Cont III
 Spanish, Inter.
 Spanish, Jefferson, Gr 3-5
 Spanish, Jefferson, Gr K-2
 Square Dancing, Beginning
 Stained Glass Art
 Steam Plant Operation
 Stocks, Bonds & Basic Investing
 Storytelling: The Ancient Art
 Successfully Managing Career Change
 Swim Aerobics
 Swim, Competitive
 Swim, Family
 Swim, Girls, Brody, Gr 6-8
 Swim, Girls, Callanan, Gr 6-8
 Swim, Girls, Goodrell, Gr 6-8
 Swim, Girls, Harding, Gr 6-8
 Swim, Girls, Hiatt, Gr 6-8
 Swim, Girls, Hoyt, Gr 6-8
 Swim, Girls, McCombs, Gr 6-8
 Swim, Girls, Meredith, Gr 6-8

Swim, Girls, Merrill, Gr 6-8
Swim, Girls, Weeks, Gr 6-8
Swim, Lap, for Adults
Swim, Learn to, Child, Adv./Beg.
Swim, Learn to, Child, Inter.
Swim, Learn to, Adult
Swim, Learn to, Child (Semi-Private)
Swim, Learn to, Child, Beg.
Tae Kwon Do (Self Defense), Adv.
Tae Kwon Do (Self Defense), Beg.
Tae Kwon Do, Jefferson, Gr 3-5
Tae Kwon Do, Jefferson, Gr K-2
Tae Kwon Do, Kids Power Advanced
Tai Chi, Beg. Level 1
Take Pictures Like A Professional
Take the Terror Out of Talking
Tap Dance for Exercise, Beginning
Tap Dance for Exercise, Intermediate
Tattooing
Tole & Decorative Painting
Traditional Irish Tin Whistle & Flute, Beginning

Traditional Irish Tin Whistle & Flute, Intermediate
TV Personality, How To Become A
Upholstery
Volleyball, Coed
Volleyball, Coed Competitive League
Volleyball, Competitive League
Volleyball, Middle School League
Volleyball, Women's Power League
Walk Off the Pounds
Wallpapering Made Easy
Welding Workshop for Acetylene, Arc and MIG-TIG
Welding, Arc
Window Coverings Made Easy
Woodcarving
Woodcarving, Beg. & Adv.
Woodcraft, Adv.
Woodworking, Beg.
Word Processing with Word Perfect
Writer's Workshop: Poetry & Prose
Yoga
Yoga, Beg.

APPENDIX C

Five Year Enrollment Trend

Program	91-92	92-93	93-94	94-95	95-96
Programs & Classes	21,603	18,348	18,309	19,436	17,676
Facility Use	132,034	140,423	154,248	148,715	151,839
TOTAL	153,637	158,771	172,557	168,151	169,515

ENROLLMENT TRENDS BY PROGRAM AREA

Program	91-92	92-93	93-94	94-95	95-96
Art	555	438	438	354	504
Business/Office	363	331	290	225	146
Computer	720	648	547	853	1,017
Dancing	1,592	2,046	1,968	2,096	1,043
Do-It Yourself	368	336	424	306	360
Family/Personal	245	214	290	269	224
Development					
Finance/Investment	144	85	39	85	317
Food/Nutrition	400	297	232	226	180
Foreign Language	502	466	408	515	476
Health	1,513	1,135	1,124	1,029	777
Music	116	298	458	113	82
Sewing/Needlework	223	228	174	161	109
Special Interest	369	405	508	521	466
TOTAL	7,110	6,927	6,900	6,753	5,701

ENROLLMENT TRENDS -- SPORTS & RECREATION

Program	91-92	92-93	93-94	94-95	95-96
Swimming (other)	1,389	926	1,056	880	673
Swimming (Competitive)	1,109	1,157	1,050	1,108	893
Swim (Sat. Morning)	650	464	397	359	476
Total Swimming	3,148	2,547	2,503	2,347	2,042
Sports & Games	770	628	503	565	749
Basketball (Youth)	1,385	964	907	1,983	2,306
Volleyball (Programs)	2,252	2,370	1,621	2,261	1,912
Volleyball(Tournaments)	1,023	935	2,069	2,240	2,265
Basketball(Tournaments)	403	773	819	823	403
Total Sports & Games	5,833	5,670	5,919	7,872	7,635
TOTAL	8,981	8,217	8,422	10,219	9,677
Summer School	1,094	867	889	1,063	1,007
Elementary Enrichment	2,331	1,112	1,172	912	1,069
Total-Summer	3,425	1,979	2,061	1,975	2,076
Other Programs	2087	1225	926	489	222
Program Total	21,603	18,348	18,309	19,436	17,676

APPENDIX D

Attendance Year Enrollment Table for 1994-95

	EAST	SOUTH	CENTRAL CAMPUS	WEST	NORTH	TOTAL
Art	66	54	na	145	89	354
Business/Office Skills	57	na	na	51	117	225
Computers	25	24	400	194	210	853
Dancing	862	343	na	701	190	2,096
Do It Yourself	31	21	114	25	115	306
Family/Personal Development	45	47	na	137	40	269
Finance & Investments	18	na	na	8	59	85
Foods/Nutrition	95	41	na	80	10	226
Foreign Languages	28	82	88	242	75	515
Health	352	149	na	463	65	1,029
Music	na	na	na	19	94	113
Needlecraft/Sewing	27	42	na	92	na	161
Special Interests	146	59	na	232	84	521
Sports/Games	26	100	30	198	211	565
Swimming - Other	92	493	20	83	192	880
Swim, Competitive	209	150	na	180	569	1,108
Swim, Sat. Morn	33	111	na	33	182	359
Trade & Industry	na	5	50	na	na	55
Journeyman/Apprenticeship	na	na	141	na	15	156
Enrichment Classes, Elem/Sec	426	na	na	486	na	912
Adult Driver Education	na	na	17	na	na	17
Youth Basketball	131	754	na	253	845	1,983
Volleyball Programs	294	na	509	13	1,445	2,261
Volleyball Tournaments	na	491	na	164	1,585	2,240
Sport Tournaments	na	197	na	370	256	823
CEU's: Real Estate	na	na	na	na	70	70
Insurance (Prop. & Cas)	na	na	53	na	na	53
Insurance (Life,Health,Acc)	na	na	138	na	na	138
Summer School	266	214	na	476	107	1,063
TOTAL PROGRAMS & CLASSES	3,229	3,377	1,560	4,645	6,625	19,436
FACILITY USAGE						
Geographical Usage	29,249	30,902	10,865	40,266	17,470	128,752
Cowles Community Education Center	na	na	na	4,845	na	4,845
Kurtz Comm Ed. Center	na	3,313	na	1,650	na	4,963
Travel Adventure Series	na	na	na	na	10,155	10,155
TOTAL FACILITY USAGE	29,249	34,215	10,865	46,761	27,625	148,715
GRAND TOTAL OF PROGRAMS, CLASSES & Facility Usage						
	32,478	37,592	12,425	51,406	34,250	168,151

Attendance Year Enrollment Table for 1995-96

	EAST	SOUTH	CENTRAL CAMPUS	WEST	NORTH	TOTAL
Art	117	101	na	146	140	504
Business/Office Skills	37	na	na	39	70	146
Computers	60	14	557	159	227	1,017
Dancing	260	160	112	432	79	1,043
Do it Yourself	21	20	71	13	235	360
Family/Personal Development	36	42	5	124	17	224
Finance & Investments	155	4	na	3	155	317
Foods/Nutrition	29	20	na	111	20	180
Foreign Languages	25	na	90	289	72	476
Health	120	62	na	474	121	777
Music	na	na	na	10	72	82
Needlecraft/Sewing	41	9	na	59	na	109
Special Interests	64	209	na	144	49	466
Sports/Games	30	114	25	233	347	749
Swimming - Other	71	408	25	74	95	673
Swim, Competitive	96	171	na	136	490	893
Swim, Sat. Morn	36	127	na	87	226	476
Trade & Industry	na	5	68	18	na	91
Journeyman/Apprenticeship	na	na	na	na	15	15
Enrichment Classes, Elem/Sec	409	230	na	430	na	1,069
Adult Driver Education	na	na	7	na	na	7
Youth Basketball	164	744	na	282	1,116	2,306
Volleyball Programs	247	na	250	na	1,415	1,912
Volleyball Tournaments	na	497	na	163	1,605	2,265
Sport Tournaments	na	179	na	224	na	403
CEU's: Real Estate	na	na	na	na	69	69
Insurance (Prop. & Cas)	na	na	na	na	na	na
Insurance (Life,Health,Acc)	na	na	40	na	na	40
Summer School	229	225	na	465	88	1,007
TOTAL PROGRAMS & CLASSES	2,247	3,341	1,250	4,115	6,723	17,676
FACILITY USAGE						
Geographical Usage	33,225	29,106	13,153	38,715	17,917	132,116
Cowles Community Education Center	na	na	na	9,300	na	9,300
Kurtz Comm Ed. Center	na	3,613	na	na	na	3,613
Travel Adventure Series	na	na	na	na	6,810	6,810
TOTAL FACILITY USAGE	33,225	32,719	13,153	48,015	24,727	151,839
GRAND TOTAL OF PROGRAMS/CLASSES & Facility Usage	35,472	36,060	14,403	52,130	31,450	169,515

BEST COPY AVAILABLE

APPENDIX E

Survey Results

SECTION 1 DEMOGRAPHIC INFORMATION

QUESTION	TOTAL	PCT
1. Age		
0-17	25	1.67%
18-24	50	3.33%
25-35	235	15.67%
36-45	352	23.47%
46-55	362	24.13%
55+	414	27.60%
Not Responding	62	4.13%
TOTALS	1500	100.00%
2. Income		
0-10,000	53	3.53%
10-20,000	131	8.73%
20-30,000	253	16.87%
30-40,000	242	16.13%
40-50,000	148	9.87%
50,000+	289	19.27%
Not Responding	384	25.60%
TOTALS	1500	100.00%
3. Education		
K-9	19	1.27%
Some High School	10	0.67%
High School Grad	239	15.93%
Some College/Tech	438	29.20%
College Grad	667	44.47%
Not Responding	127	8.47%
TOTALS	1500	100.00%

4. How did you learn about the class?		
Catalog in newspaper	521	34.73%
Catalog in mail	173	11.53%
Saw newspaper ad	217	14.47%
Word of mouth	347	23.13%
Other	151	10.07%
Not Responding	91	6.07%
TOTALS	1500	100.00%

5. Is this your first Adult Ed Class?		
Yes	489	32.60%
No	814	54.27%
Not Responding	197	13.13%
TOTALS	1500	100.00%

SECTION 2 CLASS CONTENT

6. Were your learning needs met?		
Strongly Agree	1104	73.60%
Agree	311	20.73%
Neutral	66	4.40%
Disagree	7	0.47%
Strongly Disagree	5	0.33%
Not Responding	7	0.47%
TOTALS	1500	100.00%
Weighted Rating	4.65	

7. Did the course meet your expectations?		
Strongly Agree	1132	75.47%
Agree	260	17.33%
Neutral	75	5.00%
Disagree	17	1.13%
Strongly Disagree	9	0.60%
Not Responding	7	0.47%
TOTALS	1500	100.00%
Weighted Rating	4.65	

8. Would you recommend this class to a friend?		
Strongly Agree	1248	83.20%
Agree	174	11.60%
Neutral	56	3.73%
Disagree	8	0.53%
Strongly Disagree	9	0.60%
Not Responding	5	0.33%
TOTALS	1500	100.00%
Weighted Rating	4.75	

SECTION 3 INSTRUCTOR SKILLS

9. Did the instructor...		
A. ...have a good mastery of subject matter?		
Strongly Agree	1370	91.33%
Agree	101	6.73%
Neutral	21	1.40%
Disagree	0	0.00%
Strongly Disagree	5	0.33%
Not Responding	3	0.20%
TOTALS	1500	100.00%
Weighted Rating	4.88	

B. ...Treat students equally with respect and dignity?		
Strongly Agree	1389	92.60%
Agree	82	5.47%
Neutral	21	1.40%
Disagree	0	0.00%
Strongly Disagree	5	0.33%
Not Responding	3	0.20%
TOTALS	1500	100.00%
Weighted Rating	4.89	

C. ...make goals and objectives clear at the beginning?

Strongly Agree	1254	83.60%
Agree	167	11.13%
Neutral	60	4.00%
Disagree	6	0.40%
Strongly Disagree	5	0.33%
Not Responding	8	0.53%
TOTALS	1500	100.00%
Weighted Rating	4.76	

D. ...come to class prepared and organized?

Strongly Agree	1314	87.60%
Agree	145	9.67%
Neutral	28	1.87%
Disagree	3	0.20%
Strongly Disagree	5	0.33%
Not Responding	5	0.33%
TOTALS	1500	100.00%
Weighted Rating	4.83	

E. ...show an interest in the progress of all students?

Strongly Agree	1354	90.27%
Agree	98	6.53%
Neutral	32	2.13%
Disagree	2	0.13%
Strongly Disagree	5	0.33%
Not Responding	9	0.60%
TOTALS	1500	100.00%
Weighted Rating	4.84	

Des Moines Public Schools Department of Community/Adult & Continuing Education Participant Evaluation

Course Title _____ Date _____

Instructor _____ Location _____

Thank you for being a part of Des Moines Community/Adult & Continuing Education. In order that we may better meet your needs in the future, please take a few minutes to complete this evaluation form.

Demographic information. (Please circle your answers.)

Age	0-17	18-24	25-35	36-45	46-55	55+
Income	0-10,000	10-20,000	20-30,000	30-40,000	40-50,000	50,000+
Grades Completed	K-9	Some HS	HS Grad	Some College or Tech	College Grad	

How did you learn about this class? (Circle all that apply.)

Received catalog in newspaper Word of Mouth	Received catalog in mail Other	Saw Newspaper Ad
--	-----------------------------------	------------------

This is my first time attending a Des Moines Adult Ed Class: YES NO

CLASS CONTENT

Please circle the number which most closely corresponds to your perception.
5 = Strongly Agree; 4 = Agree; 3 = Neutral; 2 = Disagree; 1 = Strongly Disagree

1. Were your learning needs met?	5	4	3	2	1
2. Did the course meet your expectations	5	4	3	2	1
3. Would you recommend this course to a friend?	5	4	3	2	1

Comments: _____

INSTRUCTOR SKILLS

Did the instructor...

4. ...have a good mastery of the subject matter?	5	4	3	2	1
5. ...treat each student as an equal, with respect and dignity?	5	4	3	2	1
6. ...make goals and objectives clear at the beginning?	5	4	3	2	1
7. ...come to class prepared and organized?	5	4	3	2	1
8. ...show an interest in the progress of all students?	5	4	3	2	1

Comments: _____

SUGGESTIONS FOR FUTURE CLASSES

9. What did you like about this class?

10. Are there any suggestions you would like to offer for this class?

11. Are there any suggestions you would like to offer for another class?

Please use the back of this form for any additional comments.

APPENDIX F

The following educational and recreational providers utilized school facilities during the 1995-96 school year in one geographic area. This is the list of the groups and locations that used the West Geographic Schools of the Des Moines School District. The other three geographical areas have a similar community usage.

Cowles Community Education Center

Basketball
Des Moines Parks League
Equitable of U.S.-Basketball
Eric Heintz Tae Kwon Do
Greater Des Moines Soccer League-Soccer West
HyVee Volleyball
Mary Joyce and Lind Dance
Men's Basketball
Meredith League Basketball
American Republic Basketball
Metro League Basketball
Microware Basketball
St. Theresa's
Greek Reformed Presbyterian Church

Roosevelt High School

Parent University
Old Sharks
Des Moines Aqua Maids
Jazz in July
Greater Des Moines Soccer League-Soccer West
Greater Des Moines Youth Symphony
Ingram Entertainment Basketball
Little All-American Football
Old Men's Basketball
Soccer Referee Association
Community Legislative Forum
Soccer West
Square Dance Club
Swim Federation
Tae Kwon Do Tournament
Upper Iowa University
Middle School Volleyball League
ABC Builders
Rugby
Softball Pitching Clinic
The Dance Place
AAU Basketball
Waveland Neighborhood Cleanup Day
United Nations Tour Group
Vision 2005
Cystic Fibrosis Foundation

Roosevelt High School (continued)

Johnston Dance
Bosnian Immigrant Community Forum
U.S. Volleyball Association
Very Special Arts Iowa
YMCA Girls Basketball
The Links-Walk for Health
Dance Masters of America

Callanan Middle School

Boy Scouts of America
Beecham Lab Basketball
Men's Basketball
Greater Des Moines Soccer League-Soccer West
Iowa High School Solo Ensemble
Men's Basketball
Metro League Basketball
A G Edwards Basketball
Midwest Acoustical Basketball
City Neighborhood Development
Peddicord Basketball
Ryko Basketball
U.S. Volleyball

Merrill Middle School

Boy Scouts of America
Boy Scouts Round Table
R D G Basketball
City View Basketball
Des Moines Christian Basketball
Legislators Basketball
National Assn. of Power Engineers
Northwest Mortgage Basketball
U.S. Volleyball
Square Dance Club
Principal Financial Basketball
Vineyard Christian Fellowship
Successful Money Management
Raccoon Valley Little League
City Neighborhood Development
Science Center of Iowa
Beauty Pageant
CHADD

Greenwood Elementary School

American Republic Basketball
Boy Scouts of America
Campfire
Central YMCA
Cross-Gardner Basketball
Cub Scouts
Girl Scouts
Girl's Soccer Group
Heritage Cablevision Basketball
Metro League
Northwest Soccer Club
Odyssey of the Mind

Hanawalt Elementary School

American Family Basketball
Boy Scouts of America
Brownies
Campfire
Central YMCA
Cub Scouts
IMT
Principal Financial Basketball

Hillis Elementary School

Boy Scouts of America
Breese Family Tae Kwon Do
Brownies
Campfire
Central YMCA
Cub Scouts
Girl Scouts
Greater Des Moines Soccer League-Soccer
West
Iowa State Extension 4-H
Write Now Iowa Basketball
City Recreation Basketball
Gift/Talented Parent Night
Walnut Creek YMCA
Youth Basketball Meredith League

Hubbell Elementary School

Boy Scouts of America
Brownies
Campfire
Cub Scouts
Federated Insurance Volleyball
Girl Scouts
Iowa State Extension 4-H
Metro League Basketball
Monfort Basketball

Hubbell Elementary School (continued)

City Recreation Basketball

King Elementary School

Boy Scouts of America
Central YMCA
Des Moines General Basketball
Iowa State Extension 4-H
Men's Basketball
Plumbers and Steamfitters
Spikes A Team
City Neighborhood Development

Monroe Elementary School

Beaverdale Girls Little League
Boy Scouts of America
Cornerstone Church
Cub Scouts
Interstate Assurance Volleyball
Iowa State Extension 4-H
Men's Basketball (4)
Meredith League
National Traveler's Life Basketball
Northwest Soccer Club
Walnut Creek YMCA
"Heartland Club"

Perkins Elementary School

Brownies
Campfire
Clive Youth Basketball
Coed Volleyball
Cub Scouts
Des Moines Register
Gifted/Talented Parent-Child Workshop
Hewlett-Packard Basketball
Holy Trinity School Basketball
Iowa State Extension 4-H
Men's Basketball
Meredith League Basketball
Musical Aerobics
Soccer West
Men's Basketball

Rice Elementary School

Baylon Club Volleyball
Beaverdale Neighborhood Assn.
State Public Policy Group
Boy Scouts of America
Campfire
Cub Scouts

Rice Elementary School (continued)

Holy Trinity School Basketball
Iowa State Extension 4-H
Meredith League Basketball
Metro League Basketball
National By-products Basketball
Neighborhood Volleyball Ashby Ave.
Catholic Football League

Windsor Elementary School

Boys Scouts of America
Brownies
Campfire
City Recreation Basketball
Girl Scouts
Iowa Lutheran Hospital Basketball
Men's Basketball
Shearson-Lehman Bros. Basketball
Soccer West
St. Theresa's Youth League
State Employees' Basketball
AAU Boys Basketball
Health Services Seminar

Hoover High School Facility Usage for Fall 1996.

RM	MON	TUE	WED	THU	FRI	SAT/SUN
101			Genealogy 09/25 - 11/13 7 - 9 pm			ACT 11/09 10:30 am - Noon
103			Spanish, Begin Continuing III 09/25 - 11/13 7 - 9 pm			
104	Coffees: Gourmet to Espresso 09/23-09/30 6:30 - 8:30 pm		Tole & Decorative Paint 09/25 - 11/13 7 - 9 pm	Wallpapering Made Easy 09/26 6:30 - 9:30 pm Window Coverings Made Easy 10/03 6:30 - 9:30 pm		
105		Iowa Writer's Network 09/24 - 10/22 7 - 9 pm	German, Intermediate 09/25 - 11/13 7 - 9 pm	Spanish Intermediate 09/26 - 11/14 7 - 9 pm	University of Northern Iowa 09/13, 10/11, 11/8, 12/6 5- 9 pm	University of Northern Iowa 09/14, 10/12, 11/9, 12/7 8 am - 4:30 pm
107						
109		Financial Plan 09/24 - 10/08 7-9 pm				
111				Take Terror out of Talking 09/26 - 11/14 7 - 9 pm		
113						
115	Song Writing 09/23-10/14 7-9 pm	Comedy College 09/24 - 10/15 7 - 9 pm				

117				Stocks & Bonds Basic Investing 09/26 - 10/03 7 - 9 pm		
118	Computer Graphics 09/23-09/30 6:30-9:30 pm		Internet Overview 09/25 - 10/09 6:30 - 9:30 pm	Become Macintosh Friendly 10/07 - 10/28 6:30 - 9:30 pm		
119						
123	Interior Design 09/23-10/14 7-9 pm					
124						
125						
138						
145	Flower Arrange 09/23-10/28 7 9 pm		Stained Glass Art 09/25 - 11/13 6:30 - 9:30 pm			
146	Clowning, Basic 09/23-11/11 7-9 pm					
170						
171			Tai Chi, Begin Level I 09/25 - 11/13 6:30 - 8:00 pm			
178						
201	Dogs & Cats 09/23 7-9 pm					
204	Take Pictures Like A Pro 09/23 - 10/07 7-9 pm		Remote Viewing 09/25 - 10/30 7 - 9 pm			
205						
207						

219	Spanish I 08/28 - 12/16 6 - 8 pm		Spanish I 08/28 - 12/16 6 - 8 pm			
Aud					Union Park Baptist Church 11/08 7 - 10 pm	Iowa Shares 10/12 7 - 11 pm Comedy College 10/17 6 - 9 pm Union Park Baptist Church 11/09 8 am - 5 pm
Band Room						
Cafe						Union Park Baptist Church 11/09 8 am - 5 pm
Hall						
Lib	Golf, Individual Instruction 09/23 - 10/28 6:30 - 8:00 pm			New Business 09/19-10/10 7-9 pm 4 Wks		
Lib Bal						
Shop			Picture Frame & Matting 09/24 - 10/02 7 - 9 pm	Ceramic Tile Installation 09/26 - 10/03 6:30 - 9:30 pm		
Stdnt Center						
Teach Dine Room						
Wrest Room			Yoga, Begin 09/25 - 11/13 6:30 - 8:00 pm			

Pool	Swim, Lap for Adults 09/23 - 12/30 7 - 7:45 am Swim, Competitive 10/14 - 12/02 6:00 - 8:30 pm	Swim, Lap for Adults 09/23 - 12/30 7 - 7:45 am Swim, Competitive 10/14 - 12/02 6:00 - 8:30 pm	Swim, Lap for Adults 09/23 - 12/30 7 - 7:45 am Infant Swim 09/25 - 11/13 6:30 - 7:30 pm Aquatic Exercise 09/25 - 11/13 7:30 - 8:30 pm	Swim, Lap for Adults 09/23 - 12/30 7 - 7:45 am Swim, Competitive 10/14 - 12/02 6:00 - 8:30 pm	Swim, Lap for Adults 09/23 - 12/30 7 - 7:45 am Union Park Baptist Church 11/08 8:30 - 10 pm	Swim, Lap for Adults 09/23 - 12/30 7 - 7:45 am Semi Private Swim 09/21-11/09 9 - Noon 8 Wks
Gym-Small			Volleyball, Competitive League 09/25/96-04/09/97 6:00 - 10:00 pm			Union Park Baptist Church 11/09 8 am- 5 pm
Gym-Large			Volleyball, Competitive League 09/25/96-04/09/97 6:00 - 10:00 pm			Union Park Baptist Church 11/09 8 am- 5 pm

Meredith Middle School Facility Usage for Fall 1996

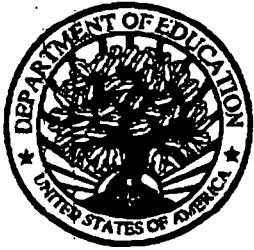
RM	MON	TUE	WED	THU	FRI	SAT/SUN
West Hall	Tae Kwon Do 09/16/96 - 05/26/97 6:30 - 7:30 p.m.		Tae Kwon Do 09/16/96 - 05/26/97 6:30 - 7:30 p.m.			
Gym	Volleyball, Girls Gr 7 & 8 10/14 - 10/21 5:00 - 8:00 p.m. Basketball, Girls Gr 5 & 6 11/11/96 - 12/16/96 5:30 - 9:30 p.m. Basketball, Girls Gr 3 & 4 01/06/97 - 02/17/97 5:30 - 9:30 p.m.	Basketball, Boys Elementary 12/10/95 - 03/11/87 5:30 - 9:30 p.m.	Volleyball, Coed 09/26/96 - 05/21/97 7:00 - 9:00 p.m.	Basketball, Boys Gr 6 11/07/96 - 12/19/96 5:30 - 8:30 p.m. Basketball, Boys Gr 7 & 8 01/02/97 - 03/08/97 5:30 - 8:30 p.m.	Basketball, NW 10/11/96 - 02/14/97 6:00 - 7:30 p.m.	
Music Area						Piano Festival 02/15/97 - 02/22/97 7:00 a.m. - 6:00 p.m.
Multi Purp Room East		ACT Nov 12 7:00 p.m. - 11:55 p.m. ACT May 6 & 13, 97 7:00 p.m. - 11:55 p.m.	Ballroom Dance 09/25 - 10/30 6:45 - 7:45 p.m.	ACT Nov 7 & 14 7:00 p.m. - 11:55 p.m. ACT 05/08/97 7:00 p.m. - 11:55 p.m. Cub Scouts 02/20/97 6:00 - 9:00 p.m.		

APPENDIX G

List of Parent Project Facilitators

Allchin	Cindy	West Middle School	Muscatine, IA
Anderson	Natalie	Success Program-Lucas School	Des Moines, IA
Bickford	Beth		Des Moines, IA
Bral	Conna	Belle Plaine Schools	Belle Plaine, IA
Brekke	Mary Ann	Young Women's Resource Center	Des Moines, IA
Brinser	Don	West Middle School	Muscatine, IA
Brown	H Christine		Des Moines, IA
Burch	Chris	National Council on Alcoholism	Des Moines, IA
Byrd	Barbara	Danville Community Schools	Danville, IA
Carroll	Linda	Centerville Community Schools	Bloomfield, IA
Connett	Margaret Jensen	Success Program-McKinley School	Des Moines IA
Douglass	Bonnie	Smouse School	Des Moines, IA
Eickholt	Tammy	Family Violence Center	Des Moines, IA
Fleischacker	Mary Anne	Columbus High School Parent Pgm	Columbus, NE
Fritzjunker	Cannady	Family Violence Center	Des Moines, IA
Gehringer	Mia	Central Place-SE Polk Schools	Runnells, IA
Graham	Jane		Norwalk, IA
Hanlon	Barb	Broadlawns Medical Center	Des Moines, IA
Heineman	Robin	North High School	Des Moines, IA
Henriksen	Mike	Walnut Creek Campus-WDSM Schools	W Des Moines, IA
Hessel	Randy	Central Middle School	Muscatine, IA
Hooper	Susan	Jefferson County Extension Office-ISU	Fairfield, IA
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Jacobs	Travis	Success Program-McKinley School	Des Moines, IA
Jones	Warren	Success Program-North High School	Des Moines, IA
Kreiter	Jenny	Family Resource Ctr-Central Comm Schools	DeWitt, IA
Molgaard	Virginia	Center for Family Research	Ames, IA
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Schultz	Jeff	Youth Intervention Pgm-5th Judicial District	Des Moines IA
Sharar	Andy	Muscatine High School	Muscatine, IA
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Solt	Dana	Central Middle School	Muscatine, IA

Stanley	Jackie	PACE Academy	Des Moines, IA
Terrones	Terry	Family Connection	Centerville, IA
Vickroy	Cathy	Watrous Elementary School	Des Moines, IA
Wennerstrum	Mary	Des Moines PTA Council	Des Moines, IA
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