

# Memo



**To:** Dr. Karla Guseman  
**From:** Dianne McDonald  
**Date:** February 17, 2026  
**Re:** Flourish ED 22 Consulting-Summary and Recommendations

This memorandum provides an overview of the completed consultant services provided by Flourish-ED 22 to enhance the District's Transition Centers, Adaptive Vocational Achievement Center (AVAC), and Special Services at West Campus. Following a successful first semester, we recommend a phased implementation of strategic initiatives for the remainder of the 2025-2026 school year providing Section 504 support for the District.

## Accomplishments: First Semester 2025

The initial phase of our partnership focused on role clarification, instructional structure, and administrative support:

- **Role Clarification:** Completed a comprehensive review of paraprofessional positions, resulting in improved job descriptions that emphasize evidence-based vocational instruction and flexible scheduling.
- **Structured Scheduling:** Submitted a proposed "bell-to-bell" schedule for Transition Centers that includes Monday-Thursday employability training and a Friday Release Time Initiative for data analysis and collaborative planning.
- **Professional Development:** Delivered two comprehensive training sessions to align staff with role expectations and workforce readiness frameworks.
- **Career Pathways:** Identified potential matrix alignments for Career and Technical Education (CTE) focusing on food service, hospitality, and warehousing.
- **West Campus Support:** Provided critical administrative coverage for the Special Services office, including the facilitation of 504 meetings to address psychologist shortages and the creation of a 30/60/90-day entry plan for new leadership.

## Proposal: Semester 2 2026

To build on this momentum, the following initiatives are proposed for the second semester:

### 1. Section 504 and Data Systems

- **Policy Alignment:** Review departmental procedures to ensure 504 handbooks are legally defensible and standardize the "504 lifecycle" for discipline-related meetings.
- **Data-Informed Insights:** Identify and analyze key data metrics to personalize student support and determine resource requirements.

## Financial Overview and Timeline

The proposed contract for Semester 2 (January 26 – April 15).

- **Total Time Allocated:** 72 hours (averaging 6 hours per week) and 4 training sessions
- **Total Project Cost:** \$31,200