



# STATE OF CONNECTICUT

## STATE DEPARTMENT OF EDUCATION



**TO:** Adult Education Directors  
Federally Funded Grantees  
Cooperating Eligible Entities

**FROM:** The Adult Education Unit  
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** June 1, 2017

**SUBJECT:** Adult Education Operational Memorandum # 04-17

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## **Statewide Meetings**

### ***Next Policy Forum: June 9, 2017***

The last policy forum for Fiscal Year 2016-17 will be held on **Friday, June 9, 2017**, from 9:00 a.m. to 12:00 p.m. at [Energize Connecticut Center 122 Universal Drive N, North Haven, CT 06473](#). Space is limited so please bring no more than one additional person from your program.

All handouts **will be e-mailed** to directors prior to the policy forum meeting date. Please be sure to bring a copy with you. **No copies of handouts will be distributed at the policy forum.**

### ***Policy Forums for 2017-18***

For Fiscal Year 2017-18 the Connecticut State Department of Education (CSDE) will hold Statewide Policy Forums on the following dates from 9:00 a.m. to 12:00 p.m.:

- Friday, September 22, 2017
- Friday, January 12, 2018
- Friday, June 8, 2018

Policy Forums for FY 2017-18 will continue to be held at the [Energize CT Center, North Haven, CT](#)

### ***Meetings for Program Facilitators for 2017-18***

The statewide meeting for Program Facilitators only will be held in the afternoon of September 22, 2017 from 1:30 to 4:00 p.m. at the Energize CT Center. Any important or critical updates relative to the Connecticut Competency System (CCS) will be discussed at this meeting. This meeting is MANDATORY for all Program Facilitators.

#### **Regional Facilitator Meetings for Fall 2017**

October 19, 2017	1:00-3:00 p.m.	<a href="#">East Haven Adult Education</a>
October 20, 2017	9:30-12:00 p.m.	<a href="#">CREC, 55 Van Dyke Ave, Hartford</a>
October 26, 2017	1:30 p.m.-3:30 p.m.	<a href="#">Waterbury Adult Education</a>

## **Grants and Applications**

### ***Adult Education State Grant Final Grant Award Letters***

Final Grant Award Notification Letters and Budgets (ED-114) for FY 2016-17, have been disseminated to all school districts via the State Department of Education's Prepayment Grant System. Adult Education directors and CEE agency heads, should contact their district's business office to obtain a copy of the ED-114 and Grant Award Letter. It is important to remember that Grant Award Notification Letters reflect a district's state grant allocation/entitlement for FY17.

The final May payment received by districts is predicated upon adult education expenditure adjustments from the prior year (FY 2016) and the ED-245/245A Adult Education Revision Applications. The final cap on adult education state grant funds for FY 2016-17 was 6.78%. Please check with your business managers to ensure that all awarded State funds are expended by June 30, 2017. With caution that the State budget process is still ongoing, assuming level funding of the State Adult Education Grant, the projected State Fund Cap for FY18 is 8.37%

### ***Adult Education State Grant Statement of Expenditure Report***

The FY 2016-17, Statement of Expenditure Report, form ED-141, for the Adult Education State Grant must be submitted to the Division of Finance and Internal Operations by **September 1, 2017**. The ED-141 is required for every school district that received adult education state funds whether as a provider, a cooperator or a cooperating eligible entity (CEE). The ED-141 is an electronic submission and is usually completed by the district business office. Therefore, please be sure that you discuss the data required for submission with your business manager. The ED-141 should reflect those line item expenditure amounts requested in the Adult Education State Grant Revision forms (ED-245 and ED-245A). For additional information regarding the Statement of Expenditure report, please contact Marcy Reed at [marcy.reed@ct.gov](mailto:marcy.reed@ct.gov)

### ***Federal Program Enhancement Project (PEP) Grants***

The Bureau has received 36 proposals from LEAs, community organizations and community colleges. The five Workforce Development Boards have reviewed each proposal for alignment with their local plans. That step has been completed. We are reviewing all applications and providers will be notified of awards later in the summer as soon as reviews have been completed and scores are calculated.

### ***Grant Submission to CSDE***

Delivering grants in person to the CSDE offices at 450 Columbus Boulevard has proven to be unsustainable. Many of the grants do not fit into the collection slot, and we do not have personnel in the public area to receive them. Therefore, all future grants must be sent to the CSDE via U.S. Postal Service, FedEx or equivalent service. **NO HAND DELIVERED GRANTS WILL BE ACCEPTED.** Please be aware of due dates to ensure that original grant documents arrive on time.

### ***Program Brochures***

In May, the wording for the mandated statements regarding discrimination, disability accommodations, GED accommodations and adherence to C.G.S. 10-73 was distributed to programs. It is our expectation that those statements will be included verbatim in all program materials, brochures and websites. Please note that the State Adult Education Grant may only be used to fund the portion of a brochure that is dedicated solely to the mandated offerings provided. The count of those pages divided by the total number of pages should provide the percentage allowable.

## **Assessment, Accountability and Data Management**

### ***CASAS Assessments for NRS Reporting Purposes***

#### **Reading:**

Adult education providers should be using **CASAS Reading Appraisal Form 80**. **Reading Appraisal Form 50** will be “retired” at the end of FY2018. You may continue to use it this year and there is no need to retest those who may have already taken Reading Appraisal Form 50.

#### **Math:**

Adult education providers should be using **CASAS Math Appraisal Form 80** effective immediately. Programs may continue to use Form 50 this year and there is no need to retest those who may have already taken Math Appraisal Form 50.

#### **CASAS Online:**

The CASAS Online System uses two applications – CASAS eTests Online together with TOPSpro Enterprise (TE) Online. TE Online is the data management application to track program and student outcomes and generate reports. Please find some helpful information for implementation:

- **System Compatibility**
  - **The new HTML version offers flexibility with the testing experience using Chromebooks and Windows PCs with multiple web browsers. Compatibility with iPads and Android tablets will be available soon.**
- **Facility Verification**
  - **One individual representing your program should enroll in, complete, and submit the Online Implementation Agreement to set-up your online account.**
- **Staff Preparedness**
  - **Staff new to using CASAS should enroll in and complete CASAS Implementation Training.**
  - **Staff responsible for online testing management at any site location should enroll in and complete Coordinator Certification.**
  - **Staff responsible for online test administration at any site location should enroll in and complete Proctor Certification.**
- **"Going Live" Checklist**
  - **Online implementation steps listed on this checklist may be coordinated simultaneously and are not sequential prerequisites.**

## ***Connecticut Adult Reporting System (CARS)***

### **Data Entry Deadline**

As outlined in the CARS policy manual, all data entry for the fiscal year 2016-17, that includes information relative to learner demographics, entry status, reasons enrolled, enrollments, attendance, achievements, credits earned, credits transferred and all appraisal and pre-post assessments **must be entered in CARS by July 21, 2017**. After this date, the CARS system will be locked and no data entry for fiscal year 2016-17 will be possible.

To ensure the completeness of the data, it is recommended that program administrators compare the Program Profile report (see the CARS Web site under the “Reports” menu) for 2016-17, with the same report from the prior year. If the data appears incomplete, then class-level reports within CARS can provide insights into data that may not have been entered.

Programs must also use the “data verify” feature on the CARS Web Site to ensure that their data are error free. Remember, “warnings” indicate data anomalies and may require corrective action while “errors” must be corrected unless indicated in writing by the CSDE.

### **CARS Training for 2017-18**

The Connecticut Adult Reporting System (CARS) is currently undergoing a redesign. Hands-on experienced user training sessions will be held during September 2017. The CSDE expects that at least one person from each adult education provider will attend one of the training sessions.

Additionally, training for NEW CARS users will be held on the following dates:

#### New Users Hands-on Training at the ATDN (CREC) in Hartford

o Monday, September 18, 2017 9:00 a.m.-1:00 p.m. Register by September 11, 2017

#### New Users Hands-on Training at ATDN (EdAdvance) in Litchfield

o Wednesday, October 11, 2017 9:00 a.m.-1:00 p.m. Register by October 4, 2017

To register for any of the above new user trainings, please email [eileen.williams@ct.gov](mailto:eileen.williams@ct.gov) with the name, email address of the participant and the date of the trainings session **by the registration date above**. Critical information about data collection policies and practices are conveyed at these sessions.

### **Adult Education Personal Confidentiality Statement**

Connecticut Adult Education Providers are responsible for maintaining confidential student information and keeping this information secure. A personal confidentiality statement must be completed by any staff member with access to CARS, GED Manager, GEDPrep Connect or any other source of confidential student data. Confidentiality statements should be kept on file for the duration of employment.

### **Data Collection Forms**

Changes and additions have been made to the CARS Data Entry forms for 2017-18. These forms will be made available by June 12, 2017, on our Adult Education Web site at [www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320698&sdePNavCtr=|45471|#45549](http://www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320698&sdePNavCtr=|45471|#45549)

## **Program Updates**

**C.G.S. 10-221d. Criminal history and child abuse and neglect registry records checks of school personnel. Fingerprinting. Termination or dismissal. Denial of application for and revocation of certification. Availability of information re applicant's history.**

The following language was removed from C.G.S. 10-221d, through Public Act 16-67:

*(3) The provisions of subsection (a) of this section requiring state and national criminal history records checks shall, at the discretion of a local or regional board of education, apply to a person employed by a local or regional board of education as a teacher for a noncredit adult class or adult education activity, as defined in section 10-67, who is not required to hold a teaching certificate pursuant to section 10-145b for his or her position.*

This language was not replaced, and does not currently appear in the General Statutes.

The legal effect of this is that there is no longer a provision in the law making these checks **discretionary** in the circumstances described above. As such, boards of education are now required to perform these checks on each applicant for a position in a public school.

### ***National External Diploma Program (NEDP)***

1. The annual NEDP meetings for advisor/assessors were very successful and have been completed. We plan to hold the meetings in May again next year.
2. Writing certification has been extended by one year.
3. Pricing for the NEDP Web Enrollment Units (WEU) has been changed so they can be purchased in two different phases: \$60 for Diagnostics and \$60 for the Assessment phase.
4. New advisor/assessor training will be scheduled for late summer/early fall.

Contact Susan Pierson at [susan.pierson@ct.gov](mailto:susan.pierson@ct.gov) with any questions.

### ***General Educational Development Tests (GED®)***

**2017 GED® Testing Service Annual Conference will be July 25-28 in Dallas, Texas**

#### **GED® College Ready**

Students who take the GED® tests and scored 165-200 are considered "college ready." The Connecticut State Colleges and Universities PA 12-40 committee voted to consider the GED® College Ready scores as one of the "multiple measures" for colleges to judge college readiness. It means that the student has demonstrated the skills to start college-level courses. Depending on the school or program the student applies to, the student may not have to take a placement test or any remedial (non-credit) courses in college.

#### **GEDPrep Connect™**

GEDPrep Connect™ helps GED® candidates find teachers in their local area, by routing them to the Adult Education Locator when they create their account on GED.com. Furthermore, lists of GED® candidates who express interest in a program will be shared with adult educators.

Every adult education provider has been given access to data about active students and students interested in the program. Providers will now be able to connect more easily with testers and manage their progression through the GED® program. GEDPrep Connect™ is able to identify additional information such as candidate testing results, GED Ready scores, recruit potential students and provide teachers with up-to-date score reports.

### **GED Works™**

The GEDWorks™ program is designed specifically for working adults and includes the tools a student needs to successfully prepare for and pass the GED® test. Students are provided access to a GED Advisor™, online and/or print GED® study materials, and connections to local adult education programs, practice tests, GED® test attempts, and more. More information is available at [www.GEDworks.com](http://www.GEDworks.com). Employees from the following companies can participate and benefit from the GEDWorks™ program:

- Walmart employees (including family members);
- Scholastic employees;
- Taco Bell employees;
- KFC employees; and
- Pizza Hut employees.

For questions or concerns regarding the GED®, please contact Sabrina Mancini at 860-807-2110 or at [sabrina.mancini@ct.gov](mailto:sabrina.mancini@ct.gov).

## **Professional Development**

### ***College and Career Readiness Standards***

The CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, in partnership with ATDN, will continue to focus next year's professional development on College and Career Readiness Standards (CCRS) in the areas of math, reading, writing and English language instruction. This focus is in response to the Office of Career, Technical, and Adult Education (OCTAE), the Workforce Innovation and Opportunity Act (WIOA). We plan to offer opportunities for training in the 100 series in addition to the 200 series.

If your program still needs to have teachers trained, please review the ATDN schedule on their web site: <http://atdn.weebly.com/pd-updates.html> for the remaining 2017 school year.

### ***Teacher Evaluation***

All programs were required to implement a teacher evaluation program consistent with the principles of the Connecticut's Guidelines for Educator Evaluation by July 1, 2017. All programs have had at least one staff member trained in the Adult Education Evaluation and Support Plan approved by the Bureau of Adult Education and the CSDE Talent Office. If a program elects to use another evaluation instrument, that plan must be submitted to the district's Professional Development and Evaluation Committee for approval.

All training materials and a copy of the state approved plan for adult education programs can be found on the EdAdvance Adult Training and Development Network website: [www.edadvance.org/atdn](http://www.edadvance.org/atdn) under the Adult Education Educator Evaluation section. The plan and supporting documents are located in the ATDN archive. A limited number of training sessions will be offered in 2017-18 to accommodate new

staff and complimentary evaluators who did not participate in the initial Adopting Evaluation and Effective Feedback basic training (100 series). Advanced training on communicating to staff, using the evaluation rubric and calibration (200 series) can also be found on the EdAdvance ATDN website.

### ***Summer Institute –SAVE the DATES!***

**The CSDE, with EdAdvance and CREC, will sponsor a Summer Institute for teachers that will cover topics such as CCRS, GED, IEL Civics and more August 16-17. Location and times will be announced at a later date**

### ***New Teacher Induction***

New Teacher effectiveness is a critical component in student retention. New teachers should participate in a planned induction program that identifies the Adult Education teacher competencies and addresses the elements of Evidence-Based Instruction that are built into the teacher evaluation plan. Programs are encouraged to follow the LINCS Teacher Induction Pathway which includes Readiness, Planning, Learning, Preparing, Applying and Reflection through collaboration between an instructional leader, mentor and beginning teacher when possible.

Beginning in Fall 2017, teachers new to adult education are strongly encouraged to attend a teacher induction series based on the LINCS Teacher Effectiveness Initiative. This training is also appropriate for teachers rated below proficient on the State approved evaluation plan. This three part series will include an overview of the LINCS Adult Education Teacher Competencies and how they relate to evaluation and the two components of teacher effectiveness: Principles of Learning for Instructional Design and Motivating Adult Learners to Persist. Each section will incorporate adult learning theory with practical suggestions for improving teacher effectiveness. This series supports the PCQR components for Curriculum & Instruction, Retention and Staff development.

### ***New Teacher Induction and Orientation***

Included in plans for Professional Development in FY 2017-18 is training for new teachers in adult education. We will be adapting the LINCS toolkit and delivering PD in the following areas: Teacher Effectiveness, Teacher Competencies, Learning Design, Motivating Adult Learners.

## **CSDE Initiatives**

### ***Developing Career Pathways in Adult Education***

The Career Pathways Taskforce provided three Career Pathways forums during the 2016-17 program year. During 2017-18, the taskforce will be holding meetings regionally. We will be providing additional information and a list of dates at the end of this summer.

### ***Workforce Innovation and Opportunity Act (WIOA)***

The bureau is collaborating with the Department of Labor on several initiatives relating to WIOA. As a core partner, Adult Education is at the table and we intend to share information and any training that we can with the field. As the PEP grants get rolled out in the new fiscal year, we will be providing technical assistance and professional development as the need arises.

Stay tuned as we make plans in the fall to offer training for these initiatives.