

Connecticut State Department of Education

MEMORANDUM

Division of Teaching and Learning Programs and Services
Bureau of Early Childhood, Career and Adult Education
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TO: Adult Education Directors
Federal Funded Grantees
Cooperating Eligible Entities

FROM: Paul Flinter, Chief
Bureau of Early Childhood, Career, and Adult Education

DATE: July 6, 2004

SUBJECT: Adult Education Operational Memorandum # 01-05

- Reorganization
- State Grant Award Letters
- Federal Grant Awards
- End of Year Reports
- Director Meetings for FY05
- FY 05

Reorganization

As you may know, the final phase of the Department's reorganization plan has been fully implemented and adult education is now part of the Bureau of Early Childhood, Career and Adult Education. I am pleased to have been appointed the Bureau Chief. I had an opportunity to meet many of you at the June Adult Education Directors' meeting and I am delighted to be working with all of you. I look forward to increasing my knowledge about the field and providing the leadership to keep adult education vibrant and at the forefront of our work in the Department. I welcome your support in this effort.

Staff is busy developing plans for the upcoming year and our Operational Memoranda format will continue as a means of keeping you informed of policies and other relevant information.

State Grant Award Letters

Every effort will be made to mail the grant award letters by the beginning of August; however, the possibility exists that the August payment may precede the receipt of your Grant Award Letter.

Federal Grant Awards

We are in the process of conducting final review of your Program Improvement Project (PIP) grants. Necessary negotiations are underway in order to prepare the final package for approval by the Commissioner. Grant award letters should be out by the middle of July. Although they will be dated July 1 you should not spend any of the federal funds until you have received the grant award letter. You are free to spend your match and/or local dollars as permitted by your district,

but **do not** spend any federal funds until you receive an actual grant award letter. Should you have questions contact Gail Brooks-Lemkin @ gail.brooks-lemkin@po.state.ct.us or call your technical assistant.

End of Year Report for Federal Grants

All federal grant recipients should have received the End of Year Report for federal grants. In the initial posting of the report there were several errors. A revised report has been posted so please check the web site for the newest version. You can access the report on the SDE web-site at <http://www.state.ct.us/sde/deps/adult/index.htm>

Director Meetings

The Bureau will continue our format of having one all day policy and practices forum in the fall and two subsequent Director Meetings during the year. The fall all day meeting will be held on October 1, 2004, afternoon meetings will be held on January 21, 2005 and June 10, 2005. Please save the dates.

Writing Update

Maureen Wagner is just back from the CASAS Summer Institute and will be sending out an important policy memorandum within the next week or two which will outline some procedural changes based on updates to existing CASAS materials. Be on the lookout for this important e-mail.

FY05

A listing of staff assignments will be forthcoming. In the meantime, if you have any questions you can call or e-mail me or Gail Brooks-Lemkin who will serve as the Unit Coordinator for Adult Education. I can be reached at (860) 807-2050 or at paul.flinter@po.state.ct.us . Gail can be reached at (860) 807-2121 or gail.brooks-lemkin@po.state.ct.us Thank you for your continuing patience and support. We are all looking forward to a great year ahead.