

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
Bureau of Early Childhood, Career and Adult Education  
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TO: Adult Education Directors  
Federal Funded Grantees  
Cooperating Eligible Entities

FROM: Paul F. Flinter, Chief

DATE: July 29, 2005

SUBJECT: Adult Education Operational Memorandum # 01-06

- State Legislative Highlights
- Statewide Policy Forum and Program Facilitator Meeting
- CETC Presentation
- Adult Education State Grant Year End Reports
- Targeted Review
- State Plan for Fiscal Year 2005-06
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- CARS Professional Development
- Life Skills Reading Phase Out
- Statewide Writing Assessment
- NCTM Regional Conference
- Braille Field Testing Opportunity

I hope your summer has been going well and the Department wishes a good start up for the new school year.

### **State Legislative Highlights**

The Department's biennial budget for adult education reflects an increase in the grant appropriation from \$16,910,000 in 2004-05 to \$19,596,400 for 2005-06 and 2006-07. The grant, however, remains capped at this higher appropriation.

The Department will be required to establish a competitive grant program in fiscal year 2006-07 for an adult education initiative that provides \$500,000 in grants for new and unique methods of educating young adults entering adult education.

## **Statewide Policy Forum and Program Facilitator Meeting**

The first statewide policy forum for Fiscal Year 2005-06 will be held on Friday, September 23, 2005 from 9:00 to 12:00 AM at the Four Points Sheraton in Meriden (for directions please click <http://www.crec.org/atdn/workshops/directions/sheraton4pts.htm>). A detailed agenda will be emailed in a future correspondence.

The statewide meeting for Program Facilitators only will be held in the afternoon of September 23, 2005. Critical updates relative to the Connecticut Competency System (CCS) will be discussed at this meeting. Program Facilitators are also encouraged to attend the Statewide Policy Forum on the morning of September 23.

## **CETC Presentation**

At the request of the Connecticut Employment and Training Commission (CETC), the Commissioner of Education, Dr. Betty Sternberg, provided an overview of Connecticut's adult education activities to the CETC on June 22, 2005. She discussed the purposes of adult education, the characteristics of the students enrolled, the funding sources, the positive outcomes achieved by learners, and the strengths of adult education that make it a critical component of workforce development. The CETC has subsequently requested detailed information about the funding, enrollment, and performance of individual adult education programs.

## **Adult Education State Grant Year End Reports**

The *ED-241 –Adult Education Summary Report* and the *ED-241A-Adult Education Summary Report-Cooperating Eligible Entity* are due to the Bureau of Early Childhood, Career and Adult Education on or before **September 1, 2005**. Sign and submit two typed copies (one with original signature[s]) and include the program's most recent brochure and the *Internal Program Profile for 2005*.

The *ED-141 Statement of Expenditure Report* must be submitted to the Office of Finance and Internal Operations by September 1, 2005. The ED-141 is required for every school district that received adult education funds whether as a provider, a cooperator, or a CEE. The ED-141 is an electronic submission and is usually completed by the district's business office. Discuss with your business office the data required for submission. The ED-141 reflects those line item amounts requested in the Adult Education State Grant Revision forms (ED-245 and ED-245A).

## **Targeted Review**

The U.S. Department of Education – Office of Vocational and Adult Education (OVAE) recently conducted a targeted review of Connecticut's adult education activities on July 6 and 7, 2005. We are grateful to the administrators and staff of the Middletown and New Haven adult education programs for serving as local visitation sites.

Connecticut was verbally informed that the use of the General Educational Development (GED) practice tests was not an acceptable method of documenting and reporting progress of GED students under the National Reporting System (NRS). The Department will be required to implement a standardized pre and post testing of students in GED preparation programs. The

Department will develop a corrective action plan that considers the statewide data of GED students and curriculum/instruction in GED classes.

### **State Plan for Fiscal Year 2005-06**

Connecticut's state plan extension and the levels for the core indicators of performance for the period July 1, 2005 through June 30, 2006 have been approved by the OVAE. A copy of this plan will be available shortly on the adult education Web site at <http://www.state.ct.us/sde/deps/Adult/index.htm>.

### **CARS Form Update**

A change is planned for the Connecticut Adult Reporting System (CARS) for fiscal year 2005-06 to account for the number of parents who attend our adult education programs. The following data element is being added as a student entry status. Please update the program's intake form at the earliest so that this important data can be collected and reported.

Parent/Guardian of: (check all that apply)
<input type="checkbox"/> Child(ren) 5 years and younger
<input type="checkbox"/> Child(ren) 6 to 10 years
<input type="checkbox"/> Child(ren) 11 to 18 years

### **CARS Professional Development**

Training sessions for new and experienced users of CARS have been scheduled as follows:

Experienced Users (Click the location for driving directions)

- Wednesday, September 7, 1:00 – 4:00, [CREC-Central, Hartford](#)
- Thursday, September 8, 1:00 – 4:00, [Valley Regional Adult Education, Shelton](#)
- Friday, September 9, 9:00 – 12:00, [New Haven Adult Education](#)

New Users (hands-on training)

- Wednesday, September 14, 9:00 a.m. – 4:00 p.m., Computer Associates, Hartfield Executive Park, One Hartfield Boulevard, East Windsor, CT 06088 (Directions will be emailed upon registration).

Please use the attached form and register by Friday, September 2. Since space is limited, please register no more than two (2) persons per program. Critical information about data collection policies and practices are conveyed at these sessions. **The Department expects that at least one person from each adult education program will attend this training.**

### **Life Skills Reading Phase Out**

The Life Skills reading pre-post assessments Forms 31R-38R (including 32RX and 34RX) will be discontinued from CCS and CARS effective July 1, 2007. Please note that the Life Skills Math assessments (Forms 31M – 38M) are not being discontinued. The retirement of old tests and the development of new tests is essential to ensuring that assessments are based on competencies that are relevant to the present day learner.

The Life Skills reading assessments can be used and reported for Fiscal Years 2005-06 and 2006-07. However, effective immediately, the Adult Training and Development Network (ATDN) will no longer sell these Life Skills reading assessments. Over the next two years, programs are encouraged to substitute the use of the Life Skills reading series with comparable reading assessments from other test series such as Life and Work, the Employability Competency System (ECS) or the Workforce Learning System (WLS). Program Facilitators can contact Don Chao, CCS Lead Trainer, at [dchao@crec.org](mailto:dchao@crec.org) or (860) 524-4044 to discuss the replacement reading tests that would be most appropriate to the variety of learners in their programs.

Though these tests are being discontinued, the test items must remain secure now and in the future. Programs with any remaining booklets of the Life Skills reading assessments should plan to shred them by July 31, 2007 or send them to ATDN for shredding. If there are any questions, please contact Don Chao.

### **Statewide Writing Assessment**

There are a number of reminders regarding statewide writing assessment:

- Effective July 1, 2005, the Bureau requires that all districts report pre-post matches in writing for a minimum of 5% of all ESL students and 10% of all ASE and ABE students who have completed 12 hours or more. **Please note that the ESL percentage has increased from 3% to 5% for FY 06.**
- All adult education programs are responsible for scoring locally for formal reporting purposes. Programs may choose to submit their pre-post matched samples to ATDN for scoring for a fee (\$15.00 per matched pair), score locally (requires each program to have two certified local scorers who have participated in inter-rater reliability activities sponsored by the Bureau) or cooperate with another program. **The Bureau must be notified by September 30, 2005** what option each adult education program will be utilizing for 2005-2006. An email will be sent out requesting this information.
- Beginning July 1, 2005, programs are required to utilize the new picture prompts developed by the Comprehensive Adult Student Assessment System (CASAS). These prompts have been scaled and will be entered into CARS like other CASAS assessments. All relevant information on the scaled picture prompts will be communicated through each program's Writing Contact Person. **Since the picture prompts have been revised, post tests from last year may NOT be used as pre-tests for this academic year.**
- Destroy old picture prompts and do not use them for instructional purposes.
- FY 06 writing percentages (based on FY 05 data) will be available at the Directors' Policy Forum on September 23.
- At the CASAS Summer Institute in June many states indicated that they are not planning on utilizing Forms for formal reporting purposes. CASAS is considering the process of

conducting a standard setting study given the lack of usage of this writing prompt. It is a very rigorous and time-consuming process. If you were planning on using Forms for assessment purposes, please contact Maureen Wagner as soon as possible.

- Each program must maintain one person who has been trained in the 9-Hour Pictures and Forms Training and identify a Writing Contact Person who has participated in this training. If your Writing Contact Person changes, please notify Maureen Wagner as soon as possible in order to ensure that each program is informed of relevant writing assessment policies. A Writing Contact Person meeting is scheduled for September 30, 2005 from 9-12 at CREC-Coltsville in Hartford.

### **NCTM Regional Conference**

The National Council of Teachers of Mathematics (NCTM) Eastern Regional Conference and Exposition will be held from October 6-8, 2005 in Hartford. The early registration deadline is September 9. This is a wonderful opportunity for Connecticut educators. Given that numeracy is a challenge for many adult learners, I hope that you will encourage and support your teachers to participate in this conference. More information is available at <http://www.nctm.org/meetings/hartford/>.

### **Braille Field Testing Opportunity**

CASAS is announcing a unique opportunity for programs to become involved in a national field test of Braille reading items that have been written in life and work related contexts. The Braille item field test will run from July through December 2005. The development of these items involved extensive field input and review by adult learners who are blind. These Braille reading items reflect realistic daily life and work scenarios of persons who are blind. To sign up or to request more information, please contact Ginny Posey at 858-292-2900 ext. 502 or [gposey@casas.org](mailto:gposey@casas.org).

Thank you.

**Connecticut Adult Reporting System (CARS) Training  
Registration Form**

Program Name: \_\_\_\_\_

Program Address: \_\_\_\_\_

Day Telephone: \_\_\_\_\_

**Name(s) of Person(s) Attending Training**  
**(Please register no more than two (2) persons per program):**

1. \_\_\_\_\_  
Name Title

\_\_\_\_\_  
Email Training Date

2. \_\_\_\_\_  
Name Title

\_\_\_\_\_  
Email Training Date

Mail, Fax, or E-Mail registration forms should be received no later than Friday, September 2.  
**Telephone registrations cannot be accepted.** No registration confirmations will be sent.  
Send all registrations to:

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