

# Connecticut State Department of Education

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## MEMORANDUM

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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: August 27, 2004

SUBJECT: Adult Education Operational Memorandum # 02-05

- Policy and Practices Forum - October 1, 2004
- Professional Development Update
- Program Improvement Projects
- End of Year Reports for State and Federal Grants
- CARS End of Year Reports and Internal Program Profile
- CT Technology Resources On-Line

### **Policy and Practices Forum October 1, 2004**

Please hold October 1, 2004 for the annual Director and Program Facilitator all day policies and practices forum. The event will be held at Gateway Community College in North Haven and is scheduled to begin at 9:00 a.m. and end at 3:00 p.m. Registration and coffee will begin at 8:30 a.m. Unfortunately, the Bureau cannot provide lunch this year. A one-hour lunch break will be included, and we ask that you consider bringing your lunch or using the cafeteria which will be open on that day. While there are places nearby to purchase lunch we will be keeping to our schedule. The agenda will follow soon.

### **Professional Development Update**

The Bureau has been working closely with the ATDN trainers to deliver professional development in both long established and new more non-traditional approaches by offering required training, site-based and regional delivery models and funds to support stipends for both individuals and teams for special projects.

This will serve as an update on the components referenced above.

- **Required training** – In order to carry out the objectives of your program/grant required assessment, workplace, writing and traditional trainings will continue to be offered. The catalogue of trainings for FY 05 can be viewed and registration completed at [www.crec.org](http://www.crec.org).

- **Site-based Professional Development** – All 13 programs identified for site-based professional development have completed an initial visit with the ATDN Trainer and Bureau Consultant to develop a plan for their site-based professional development. The plans are due to ATDN by **September 30**. Once reviewed by the ATDN trainer, Bureau staff will review them for final approval. Preliminary results of the visits seem to indicate that programs are planning for some exciting events and innovative modalities for delivery.
- **Regional Professional Development** – The ATDN trainers are busy communicating with directors regarding the Regional Professional Development delivery. Many ideas are coming forward. If you have not talked with the ATDN trainer responsible for your area or responded to an e-mail, please call them to make sure they have your individual needs and interests are being considered. This is an opportunity to participate in what takes place in your area. The Regional activity will be open to adult education programs, and PIPs in the area. (Site-based staff will be able to participate if room is available)
- **Individual and Team Stipends** – Funds are available for stipends to individuals and teams for a variety of professional development activities. These might include researching a topic, developing curriculum, participating in an interesting forum, or other instances whereby the individual and/or team will expand and enrich their skills as well as the students they teach. A simple application will be available in early September. Funds are available for all Bureau funded programs except the 13 site-based. If funds permit, the stipends may be extended to the 13 site-based programs at a later date.

### **Program Improvement Projects**

Ninety-Seven (97) grants were issued under the federal Program Improvement Project initiative. Thank you for your patience during the negotiation period of the grant process. Unfortunately, the volume of the grants, number of new providers, and a new State grant process resulted in this year's grant processing period being longer than usual. The log listing all PIP grantees will be posted to the adult education page of the Department's web-site within the next week.

### **End of Year Report for State and Federal Grants**

All State and Federal grant recipients should have received the ED 241 and/or End of Year Report form for federal grants. You can access the report on the SDE web-site at <http://www.state.ct.us/sde/deps/adult/index.htm>

As a reminder, because the Bureau is in the final stages of creating an Internal Program Profile report from CARS, programs can submit the ED-241/A Year End Summary report **without** completing the Student Assessment Information sheet. Those programs receiving federal grants can submit end-of-year reports **without** completing the Program Quality Worksheet. All other information must be completed. Contact Valerie Marino for questions related to the ED 241 and Gail Brooks-Lemkin for questions related to the Federal Eng of Year Report.

### **CARS End of Year Reports and Internal Program Profile**

Additional end-of-year reports continue to be posted on the CARS Web site. Assessment Tables 1, 6, 7, 8 and 9 were posted on August 18. Data administrators and data entry staff are being notified as new reports are added to the CARS Web site.

Additionally, a draft Internal Program Profile report is being sent to members of the CARS advisory group for their comments. Subsequent to their feedback, this report will be posted online

in the coming weeks for all programs to access year-round. The Internal Profile will serve as a point of discussion during the October 1 policy forum.

**Connecticut Technology Resources Online**

In July of 2001, the Connecticut Department of Education awarded 3-year technology grants to eight Connecticut adult education programs. For the first two years, each grant recipient was requested to submit teacher developed lesson plans and product reviews to the Department. Program directors were encouraged to reflect on their experiences with leading technology implementation.

A compilation of these resources is posted online at <http://www.tech21.org>. Please click on Lessons Learned from Year 2 (Top right) or Lessons Learned from Year 1 (Bottom right).

We are grateful to all the teachers, coordinators and administrators who took the time to share their thoughts and ideas in writing so that it can benefit practitioners nationwide. Contact Ajit Gopalakrishnan if you have questions.