

# 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: October 14, 2004

SUBJECT: Adult Education Operational Memorandum # 04-05

- Adult Education Web-site Updated
- End of Year Reports
- Adult Education State Grant Update
- Project "STAR" Connecticut
- Workforce Education Update
- Writing Assessment Update

Thank you for attending the fall Policy Forum. I hope you found the day informative and will continue to provide feedback as we move forward with plans for meeting our accountability responsibilities and the needs of the programs we fund. As you review your program profile and discuss it with staff, let me remind you that the primary intent of the profile and the accountability model is to stimulate discussion and inquiry about your program practices throughout the year. These documents are our best thinking at this time and may be refined in the future based upon local input and other needs that may arise. I encourage you to consult with your Bureau technical assistant as you contemplate making major changes or enhancements to your program.

### **Adult Education Web Site Updated**

The adult education Web site at <http://www.state.ct.us/sde/deps/adult/> has been updated. Some of the additions/updates include:

- Connecticut Competency System (CCS) policies;
- Connecticut Adult Reporting System (CARS) policies;
- Data entry forms for use;
- Connecticut's State Plan Revision for 2004-05;

- Writing Assessment Totals for FY 05;
- Federal priority initiatives;
- Provider directory of federal grant recipients; and
- List of Even Start programs.

The new provider directory will be posted online shortly once we receive and compile the information from all funded programs.

### **End of Year Reports**

Since the new Internal Profile report contains all relevant performance information, the local Core Indicator Table 4 report will henceforth not be provided. The following remaining end-of-year reports for FY 04 will be posted on the CARS Web site shortly.

- ED-241 Schedule 13 (Achievements)
- ED-241 Schedule 14 (Reasons for Leaving)

For future years, a select group of end-of-year reports will be available as Web-based reports for programs to access year round.

### **Adult Education State Grant Update**

Based upon input from the field, the Adult Education State Grant Application Revision forms (ED-245 and ED-245A) will be due to the Bureau not later than the close of business on Friday, February 11, 2005. All grant recipients must submit final estimates of cost and revenues, whether original or revised on the ED-245 and ED-245A revision forms. These forms will be available on our SDE website in mid December. Please remember however, that each adult education provider and CEE provider will receive in the mail, a hard copy of their program's customized Budget Revision form (ED-114). Because the ED-114 is customized, it is not included in the website applications, but it is a required component of the ED-245 and ED-245A application submission.

### **Project "STAR" Connecticut**

On July 26-27, 2004, the Division of Adult Education and Literacy (DAEL) at the U.S. Department of Education kicked off its reading reform project, Student Achievement in Reading (STAR), in Washington, DC. Participants included the National Technical Assistance Team (TA Team) and state teams composed of adult education directors, reading content specialists, professional developers, and data staff.

Connecticut was one of six states selected to participate in the STAR project. California, Illinois, Maine, Ohio and South Dakota were the others.

The STAR project is designed to improve reading instruction at the intermediate level by grounding instructional practices in science-based research. In order to effect this change, policies and professional development systems that support instructional change must be in place. The project will, therefore, focus on three areas: utilizing data for policy development; building a professional development system to support change; and reforming reading instruction to use evidence-based practices.

The cornerstone of the STAR project is the research-based toolkit for reading instruction. It is designed to help intermediate level reading teachers incorporate evidence-based reading practices into the instruction of intermediate ABE reading learners.

We are pleased to announce that the Bridgeport, Hartford and New Haven adult education programs have accepted the Bureau's invitation to become pilot sites for Connecticut's STAR Project. Their programs will work closely with Dr. Patricia Anderson and Aileen Halloran of ATDN who will assist them with the national training process as well as provide on-going technical assistance that will facilitate the implementation of new reading instruction techniques and strategies in content-area classrooms via professional development. Our experiences with these pilot sites will hopefully set the stage for a future statewide roll-out of a professional development system that will help all teachers implement researched-based reading instructional practices into content-area classrooms.

### **Workforce Education Update**

There are currently twenty-one adult education programs that are direct service providers of workforce education services. Of those twenty-one, six are using federal PIP dollars (\$137,000) to serve local employers through innovative and collaborative approaches. Those programs that might be contacted by an employer and who are not involved in workforce education should obtain all relevant employer information (e.g. company name, contact information and phone number) and forward that information to Melissa Dayton at ATDN as soon as possible after receiving the call. Melissa can be reached at 860-524-4057.

Adult Education at Work has been reinstated and had its kick-off meeting on October 8. Comprised of workforce education practitioners, this forum will provide an ongoing opportunity for information and resource sharing and technical support.

Adult Education at Work marketing materials including a web site for employers and practitioners will be launched within the next month. The web site will include downloadable marketing materials and employer information. Marketing 101 training will be offered in the next few months as well.

The Bureau is working very closely with Connecticut's Workforce Investment Boards to coordinate workforce development activities and to build an infrastructure that supports workforce education. The WIBs have demonstrated their commitment to the Workforce Education Initiative by providing some financial support.

If any adult education program is interested in becoming a member of Adult Education at Work, please contact Maureen Wagner at 860-807-2102.

### **Writing Assessment Update**

Writing Assessment Percentages for FY 05 have been emailed to all adult education programs and are also posted on the ATDN and SDE web sites.

If you are planning on scoring locally for formal reporting purposes and you haven't notified Maureen Wagner, please do so as soon as possible by email [maureen.wagner@po.state.ct.us](mailto:maureen.wagner@po.state.ct.us) or by phone at 860-807-2102.

The establishment of a writing contact person for each adult education program will allow us to better communicate any modifications, updates, and suggestions etc. that occur during the year. Any questions or concerns with respect to writing assessment implementation, policy clarification, and instruction should be directed to Maureen Wagner. Training issues should be directed to Patricia Anderson and scoring issues to Sue Pierson both at ATDN.

Analysis of writing data for FY 04 is almost complete and will be emailed to programs within the next few weeks. I would encourage you to:

- Ensure quality scoring and feedback to students/teachers;
- Increase time between pre-and post-tests; and
- Select best matched pairs to send to the ATDN scoring service.

We realize that there is a lot of important information in this particular operational memorandum. It will be posted to the web-site for future reference.

Thank you.

Cc: Adult Education Unit