



STATE OF CONNECTICUT
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: August 26, 2011

SUBJECT: Adult Education Operational Memorandum # 01-12

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Statewide Policy Forum, Friday, September 9, 2011

The first policy forum for Fiscal Year 2011-12 will be held on Friday, September 9, 2011, from 9 a.m. to 12 noon at the Keeney Memorial Cultural Center, 200 Main Street, Wethersfield, CT 06109. Please note the change of location. Directions are available at <http://www.wethhist.org/visit/hours-directions.htm>. Directors are encouraged to bring at least one Program Facilitator to the forum.

The statewide meeting for Program Facilitators only will be held in the afternoon of September 9, 2011, from 1 to 4 p.m. at the same location. Critical updates relative to the Connecticut Competency System (CCS) will be discussed at this meeting.

In these extremely challenging fiscal times when available resources continue to shrink each year, the Connecticut State Department of Education (CSDE) has had to make some difficult choices in order to maintain local grant and stipend funding levels for FY 2011-12. One such choice has been to discontinue the provision of any refreshments for the policy forums or the statewide facilitators meetings. We trust that you will understand the rationale for our decision. Please know that there are a variety of restaurants in the immediate neighborhood.

FY 2011-12 Adult Education State Grant Information

The CSDE will distribute to all districts an August payment for the Adult Education State Grant. The August payment to districts represents two-thirds of the state grant entitlement. State grant entitlement is based upon the Grant Application for Adult Education Form ED-244 and the Supplemental Grant Application for Adult Education Form ED-244A and factors in any cap on adult education state grant funds relative to the appropriation. Copies of the preliminary grant award letter and the ED-114 budget form for FY 2012 will be available from the districts' business offices.

FY 2010-11 Adult Education State Grant Year End Reports

Adult Education Summary Report Form ED-241 and Adult Education Summary Report-Cooperating Eligible Entity Form ED-241A for FY 2010-11 are due to the Bureau of Health/Nutrition, Family Services and Adult Education on or before **September 1, 2011**. Be sure to sign and submit two typed copies (one with original signature[s]) and be sure to include your program's most recent brochure and the final Program Profile report for 2011.

The Statement of Expenditure Report Form ED-141 for adult education is due to the Division of Finance and Internal Operations by September 1, 2011. The ED-141 is required for every school district that received adult education 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 someone in your district's business office. Please be sure that you discuss with your business office the data required for submission. The ED-141 should reflect those line item amounts requested in the Adult Education State Grant Revision Forms ED-245 and ED-245A.

Professional Development Stipend Applications

The Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, in partnership with CREC's Adult Training and Development Network (ATDN), is making funds available for participation in specific professional development activities. All adult education providers receiving grant funds through the CSDE are eligible. Stipend Applications are due by Friday, September 2 and should be forwarded to:

Dana Little
CREC/ATDN
111 Charter Oak Avenue
Hartford, Connecticut 06106

Any questions should be directed to Maureen Wagner at 860-807-2102 or maureen.wagner@ct.gov.

Program Improvement Project (PIP) Grants

The FY 2011 PIP End of Year Reports are due to the Bureau of Health/Nutrition, Family Services and Adult Education on or before **September 15, 2011**. **A separate report must be**

completed for each project funded. Be sure to submit **two** stapled, typed copies (one with original signature) along with a copy of your program's FY 2010-11 Program Profile report from the Connecticut Adult Reporting System (CARS).

FY 2011-12 Adult Education Directory Information Form

The Adult Education Directory Information Form is being emailed separately to adult education directors. Please complete this form thoroughly and return it via email to Gina Hoag at gina.hoag@ct.gov no later than **Wednesday, September 14, 2011**. All state **and** federal grant providers are required to complete the Directory Information Form. If you have any questions please contact Valerie Marino at valerie.marino@ct.gov or at 860-807-2130.

English Literacy/Civics Education Grantees' Meeting

A meeting of all English Literacy/Civics grantees has been scheduled for Friday, September 16 from 9:00 a.m. – 12:00 p.m. in the SERC classroom, 25 Industrial Park Road, Middletown. Adult education program directors and EL/Civics project coordinators/instructors should plan on attending. Please RSVP to Gina Hoag at gina.hoag@ct.gov. Any questions should be directed to Maureen Wagner at 860-807-2102 or maureen.wagner@ct.gov.

Performance Targets for Fiscal Year 2011-12

The U.S. Department of Education has approved Connecticut adult education's State Plan extension for Fiscal Year 2011-12. This plan includes adult education's performance targets for the federal core indicators of performance and can be downloaded at <http://www.ct.gov/sde> (Click on Adult Education → Adult Education Overview → State Plan).

National External Diploma Program (NEDP)

The annual NEDP Directors' meeting will be held on Thursday, October 6th at 1:00 pm at the CSDE in Middletown. All program directors with their lead assessors should attend. Updates from CASAS regarding new developments for the program will be presented.

Writing Contact Person Meeting (NEW!)

This year the Writing Contact Person (WCP) meetings will be held "virtually" using "Go To Meeting". There will be four opportunities to participate either at 9:00 am or 1:00 pm on September 30th or October 7th. More details will be emailed to directors and their WCPs in September.

In addition, all programs must declare to CSDE how they will be scoring their writing samples for the coming year 2011-2012. Please report to Susan Pierson no later than September 15, 2011, whether you are scoring your samples at your program or using the ATDN Scoring Service for formal reporting purposes. If you have any questions regarding writing, please contact Susan Pierson at susan.pierson@ct.gov.

Assessment Administration and Security Agreement

The Connecticut Competency System (CCS) Policies and Guidelines for 2011-12 are posted online at <http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Adult/accountability/ccspolicies.pdf>. Please share this resource with the CCS Program Facilitator(s). Please also complete and sign the Assessment Administration and Security Agreement and return by September 16, 2011 to:

Don Chao
Capitol Region Education
111 Charter Oak Avenue
Hartford, CT 06106

Summary of Legislation Enacted in the 2011 Regular Session

On August 15, 2011, the Commissioner of Education released to Connecticut School Superintendents a summary of all legislation that was enacted during the 2011 legislative session. This circular letter C-2 will be available online in the near future at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2615&Q=333466>.

Thank you.