



STATE OF CONNECTICUT

STATE DEPARTMENT OF EDUCATION



TO: Adult Education Directors
Federally Funded Grantees
Cooperating Eligible Entities

FROM: John Frassinelli, Chief
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: September 11, 2015

SUBJECT: Adult Education Operational Memorandum # 01-16

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Statewide Policy Forum, Friday, September 25, 2015

The first policy forum for Fiscal Year 2015-16 will be held **on Friday, September 25, 2015**, from 9:00 a.m. to 12 noon at the Courtyard by Marriott, 4 Sebeth Drive, Cromwell, CT 06416. Directions are available at www.marriott.com/hotels/maps/directions/bdlhc. Directors are encouraged to bring at least one Program Facilitator to the forum. Refreshments will be provided.

Program Facilitators Statewide Meeting

The statewide meeting for Program Facilitators only will be held in the afternoon of September 25, 2015, from 1:30 to 3:30 p.m. at the same location. Any important or critical updates relative to the Connecticut Competency System (CCS) will be discussed at this meeting. Facilitators who will also attend the policy forum must note that lunch will not be provided and no afternoon refreshments will be provided.

- **Regional Facilitator Meetings for the Fall of FY 2015-16**

- October 22, 2015 1:00-3:00 p.m. East Haven Adult Education
- October 29, 2015 1:30-3:30 p.m. Waterbury Adult Education
- October 30, 2015 9:30 a.m.-12:00 p.m. CREC Central

Connecticut Adult Reporting System (CARS)

The remaining CARS training schedule for FY 2015-16 is as follows.

- Experienced Users
 - Wednesday, September 23, 2015, from 1:00 p.m. to 3:00 p.m. via conference call. It is the expectation of the CSDE that at least one person from each adult education program participate in one of the Experienced Users training opportunities being offered, therefore, experienced CARS user who did not register for the two prior August training dates must register for the September training date by Monday, September 21, 2015.
- New Users
 - Wednesday, September 16, 2015, 9:00 a.m. to 1:00 p.m.
 - Wednesday, October 21, 2015, 9:00 a.m. to 1:00 p.m.

Participants must register by Tuesday, September 15, 2015 and Friday, October 15, 2015, for the above training dates. Seating is limited so only one person per provider please. To register, please e-mail Gina Hoag at gina.hoag@ct.gov with the participant name and e-mail address by the registration deadline.

FY 2015-16 Adult Education Directory Information Form

The Adult Education Directory Information Form was emailed separately to adult education directors on September 10, 2015. Be sure to complete this form thoroughly and **return it via e-mail** to Gina Hoag at gina.hoag@ct.gov no later than **Friday, October 2, 2015**. 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.

FY 2014-15 Adult Education State Grant Statement of Expenditure Report

The FY 2014-15 Statement of Expenditure Report (ED-141) for the Adult Education State Grant was due to the Division of Finance and Internal Operations on **September 1, 2015**. The ED-141 is required for every school district that received adult education state 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. The ED-141 should reflect those line item expenditure amounts requested in the Adult Education State Grant Revision forms (ED-245 and ED-245A). Be sure that you have discussed the data required for submission with your business office and that the Adult Education ED-141 has been accurately submitted.

FY 2015-16 Adult Education State Grant

The CSDE distributed an August payment to districts whose Adult Education State Grant award is at least \$1,500 for the year. The August payment represents two-thirds of the state grant award. The state grant entitlement is calculated based upon the estimated expenditures reported in the Adult Education Grant Application Form ED-244 and the Supplemental Grant Application Form ED-244A and factors in any cap on adult education state grant funds relative to the appropriation.

Federal Program Improvement Project (PIP) Grants

The FY 2015 PIP End of Year Report is due to the Bureau of Health/Nutrition, Family Services and Adult Education on or before **September 18, 2015**. **A separate, single-sided 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 2015 Program Profile report from the Connecticut Adult Reporting System (CARS).

National External Diploma Program (NEDP)

A revised NEDP Site Agreement will be sent to adult education directors later this month. The annual NEDP meeting for adult education directors is to be determined. Day one of the three day NEDP new advisor/assessor training was held in August. The remaining two days of training will be held in October. Stay tuned for further details. If you have any questions regarding training of new staff, please contact Susan Pierson at susan.pierson@ct.gov or at 860-807-2121.

General Educational Development (GED®)

- Connecticut has twenty-three sites offering computer based testing.
- The GED Testing Service is offering a *Back to School Fall Promotion* in order to incentivize testing, grow test-taker volume and boost test-taker confidence. The GED Ready® practice test shows students if they are ready to pass the official test, indicates what skills they need to work on to raise their scores and provides them with a personalized study plan with the pages and chapters from their favorite study materials.
 - From September 21 through October 31, 2015, students can take the **GED Ready® practice test for \$1.**
 - Students log in at GED.com, order the GED Ready® practice test they want to take, and enter promo code BACKTOSCHOOL at checkout to discount the test to \$1.
 - The \$1 fee for any practice test purchased, but not started by October 31, 2015, will be refunded.
 - During this promotion, adult education provider may also purchase **GED Ready® practice test vouchers for \$1.**
 - Any \$1 vouchers that were purchased and not used by October 31, 2015, may be applied toward future GED Ready® practice test purchases.
 - Promotional materials available for distribution may be accessed at <http://www.gedtesting.com/educators/backtoschool>.

- **High Impact Indicators:** a new and free GED Testing Service tool to help prepare students for the GED® test.
 - High Impact Indicators are specific indicators that may have a significant impact on your students' overall test performance success.
 - High Impact Indicators are available for each of the four test subjects and are select skills derived from the Assessment Targets found in the Assessment Guide for Educators.
 - High Impact Indicators may be accessed from the following Web site <http://www.gedtesting.com/uploads/files/38c313c646bfd3afbbfb6330ddf209.pdf>.
 - **Note:** High Impact Indicators replace the "Top Questions Test-Takers are Missing" report, that was released in 2014 and focused on the skills test-takers were having the most trouble with on the GED® test.

- New materials on the Educators page:
 - <http://www.gedtesting.com/educators/2014testresources>
 - New Extended Response Quick Tips sheet
 - Updated Extended Response Resource Guides for educators
 - Passages and prompts for two new GED Ready tests
 - Updated Answer Guidelines for RLA and Social Studies

For questions or concerns, contact Sabrina Mancini at sabrina.mancini@ct.gov or at 860-807-2110.

GED Testing Service® wants to hear from your graduates! Encourage them to share their GED® experience and their story at www.gedtesting.com/testers/shareyourstory. It could be featured in a future e-mail. They can help inspire other GED® hopefuls and the people who support them.

Workforce Innovation and Opportunity Act (WIOA)

The Workforce Innovation and Opportunity Act (WIOA), signed into law by the President on July 22, 2014, (P.L. 113-128), was a bipartisan, bicameral effort to revise and reauthorize the Workforce Investment Act of 1998 after more than a decade. The adult education unit has been serving on several committees with other state agencies and stakeholders to develop a comprehensive and Unified State Plan between the Connecticut State Departments of Labor, Education and the Rehabilitative Services. Kathleen Marioni, Executive Director for the Office of Workforce Competitiveness within the Department of Labor who has been spearheading much of this initiative, will share a brief presentation on WIOA at the Policy Forum scheduled for September 25, 2015.

Functional Writing Assessment (FWA)

As of July 1, 2015, the CSDE no longer requires administration of the CASAS Functional Writing Assessment and is no longer collecting the scores. Since the FWA are standardized tests, they must not be used for classroom instruction. Therefore, **all writing assessments (picture prompts) are to be returned as soon as possible to Susan Pierson at 25 Industrial Park Rd, Middletown, CT 06457.** All returns must include a one-page summary of your program's inventory of the writing assessments. If you do not have the inventory form that was sent in the email of July 8, 2015, please contact Susan Pierson at susan.pierson@ct.gov or at 860-807-2121.

Professional Development

College and Career Readiness (CCR) Standards

In December 2014, the CSDE was awarded the formal technical assistance project for the *College and Career Readiness (CCR) Standards* for Adult Education by the Office of Career, Technical and Adult Education (OCTAE). The new GED® tests and the new NEDP assessment have been aligned with these standards. All of Connecticut's adult education programs will be required to adopt these standards and integrate them into curriculum and classroom instruction for ABE/GED and CDP. Training for all programs will be delivered regionally with diverse times and days to accommodate as many teachers as possible. A calendar from will be forthcoming with specifics. It is anticipated that by July 1, 2017, every adult education program will be fully implementing the CCR Standards. The College and Career Readiness Standards for Adult Education can be found at <https://lincs.ed.gov/publications/pdf/CCRStandardsAdultEd.pdf>. The national coaches who have been working with the CSDE on this project will be at our Policy Forum as well as the Statewide Program Facilitators meeting to assist programs in developing their local sustainability plans for implementation of CCR Standards.

CSDE Vendors for Adult Education Training and Development for FY 2015-16

The CSDE has contracted with **two** Regional Education Service Centers (RESCs) in order to diversify the delivery of education training and development that is crucial to adult education curriculum and teaching strategies. Training will continue to be offered at no cost or minimal cost to local adult education staff since our federal adult education funds support this initiative. This year, staff from both the Capitol Region Education Council (CREC) and Education Connection will be responsible to deliver training to our adult education staff. More information on registration will be included in a collaborative adult education training and development calendar. The CSDE looks forward to working with both RESCs in this exciting and new collaboration for adult education.

Adult Education Career Pathways Project Comes To Connecticut

Because of Connecticut's expressed interest in career pathways in adult education, technical assistance is being made available through the *Moving Pathways Forward Project*. The project is sponsored by the U.S. Department of Education, Office of Career, Technical and Adult Education (OCTAE). The OCTAE-sponsored project team has been offering virtual mentoring support to examine Connecticut's current activities in career pathways implementation and identify priority components of career pathways systems for further development.

Through these technical assistance services, Connecticut has had access to resources and guidance to assist us in assessing our needs for career pathways system development or expansion, identifying project goals and activities and determining planning steps that will strengthen and expand key career pathways systems components. We expect to continue working with the *Moving Pathways Forward Project* and staff this school year.

Connecticut Adult Virtual High School (CTAVHS)

Beginning Term 2, *Art Appreciation* will be offered as a new course through the CTAVHS. After October 1, 2015, the GED preparatory course will expand to include a **Test Pack** option. The Test Pack assesses student strengths and weaknesses and offers supplemental instruction to address the areas of weakness. Additionally, the *War & Music* course and the *Contemporary Issues* course have undergone a thorough content review and update process. Any adult education program that would like to participate in credit diploma courses or the GED preparatory course being offered through CTAVHS area sked to contact Keven, Corcoran, Executive Director, CT Distance Learning Consortium, at kcorcoran@ctdlc.org or at 860-515-3737.

For FY 2015-16, CTAVHS **mentors** will have **two new training opportunities** available to them. *Training one* will be the opportunity to view and explore the *Student Success* course as the actual student. Adult Education programs that use the CTAVHS are reminded that the *Student Success* course was added last year as an orientation for students new to the CTAVHS system. Even though orientation courses are optional, programs should encourage students, especially those new to CTAVHS, to take the *Student Success* orientation course. *Training two* will be the opportunity to participate in the *Mentor Success* course. Adult Education directors should encourage all CTAVHS mentors to participate in these training opportunities. For more information, please contact Kevin Corcoran.