



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:** January 9, 2012

**SUBJECT:** Adult Education Operational Memorandum # 03-12

- Statewide Policy Forum, Friday, January 20, 2012 AM
- Statewide Facilitator Meeting, January 20, 2012 PM
- Connecticut Adult Reporting System (CARS) Data Tables Optional Training
- FY 2011-12 Adult Education Grant Application Revision - Forms ED-245 and ED-245A
- FY 2012-13 Preliminary Adult Education Support Percentages
- FY 2012-13 Adult Education Grant Application - Forms ED-244 and ED-244A
- Program Improvement Projects Mid-Year Report and Budget Revision
- Program Improvement Projects New Request for Proposal (RFP)
- New Study on College Completion and Attendance Patterns of High School Graduates

**Statewide Policy Forum, Friday, January 20, 2012 AM**

The next policy forum will be held on **Friday, January 20, 2012**, from 9 a.m. to 12 noon at the Keeney Memorial Cultural Center, 200 Main Street, Wethersfield, CT 06109. 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.

In the event of delays/cancellations due to the weather, please call 860-807-2125 after 7:00 a.m. on the morning of January 20, 2012, and listen to the voice mail message for the latest updates.

A tentative agenda is presented below:

- Electronic Budget Template
- Mandated Reporter
- Integrated Basic Education and Skills Training
- Federal Grants
- Data Tables Overview

**Please bring one laptop computer per provider for a hands-on activity on the electronic budget template.**

All handouts will be posted on the Connecticut State Department of Education (CSDE) Web site at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2620&q=322360> by Wednesday noon during the week of the policy forum. Please download these handouts prior to the policy forum. **No copies of handouts will be distributed at the policy forum.**

### **Statewide Facilitator Meeting, January 20, 2012 PM**

A statewide meeting of Program Facilitators will be held on Friday, January 20, 2012 from 1:00 p.m. to 4:00 p.m. at the Keeney Memorial Cultural Center, 200 Main Street, Wethersfield, CT 06109. Directions are available at <http://www.wethhist.org/visit/hours-directions.htm>. This additional opportunity is being offered in response to professional development needs that were ascertained last spring. The session will feature sharing of best practices, round table discussions on critical topics, Internet resources, student leadership and content standards. **Facilitators should have one laptop or tablet computer per provider for hands-on activities during the session.**

### **Connecticut Adult Reporting System (CARS) Data Tables Optional Training**

In September 2011, CARS implemented a new feature that allows providers to download data tables for ad-hoc analysis at the local program using publicly available data analysis tools. The CSDE is offering a training to share basic tips and strategies for using Microsoft Excel to analyze and use the data contained in these tables. This training will be held on Wednesday, February 1, 2012, from 9:00 to 1:00 at the State Department of Education in Middletown. Attendees are expected to have basic familiarity with Microsoft Excel; knowledge of Microsoft Access is more advantageous. **Each participating provider must bring at least one laptop computer for hands-on practice during the session.** Please RSVP Gina Hoag at [gina.hoag@ct.gov](mailto:gina.hoag@ct.gov) by January 27 with the name and email address of the attendee(s).

### **FY 2011-12 Adult Education Grant Application Revision - Forms ED-245 and ED-245A**

The Adult Education Grant Revision Application, form ED-245 and the Supplemental Application, form ED-245A, for FY 2011-12 will be due to the Bureau of Health/Nutrition, Family Services and Adult Education not later than **March 15, 2012**. These forms are available on the Adult Education Web site at [www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320684](http://www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320684). Please be sure to include the Budget Revision form, ED-114 and a copy of the current FY 2012 Program Profile with the ED-245 and ED-245A submissions. Evidence of private source funds must be included with the submission of the ED-245A.

### **FY 2012-13 Preliminary Adult Education Support Percentages**

The Adult Education Preliminary Support Percentages for fiscal year 2012-13 are located on the Adult Education Web site [www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320684](http://www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320684). These percentages are based on current law and are considered preliminary in nature until approval by the General Assembly. The RESC support percentages are based upon the FY 2011-

12 membership and may be subject to change. If you have any questions or concerns please contact Valerie Marino at 860-807-2130 or [valerie.marino@ct.gov](mailto:valerie.marino@ct.gov).

### **FY 2012-13 Adult Education Grant Application - Forms ED-244 and ED-244A**

The FY 2012-13 Adult Education Grant Application, form ED-244 and the Supplemental Application for Adult Education Cooperating Eligible Entity (CEE), form ED-244A will be due to the Bureau of Health/Nutrition, Family Services and Adult Education not later than **April 15, 2012**, as directed by the Connecticut General Statutes governing adult education. **Since April 15, 2012, is a Sunday, forms will be due before the close of business on Monday, April 16, 2012.** Any new, amended or updated lease agreements should accompany the submission of the forms. Additionally, letters of commitment from private source contributors must accompany the submission of the ED-244A. Notification will be emailed to all superintendents and adult education directors as soon as these forms are made available on the Adult Education Web site.

### **Program Improvement Projects Mid-Year Report and Budget Revision**

Recipients of Federal Program Improvement Projects (PIP) are required to complete a mid-year self-monitoring report. Any necessary budget revisions must be submitted at this time. PIP grant recipients will be receiving a hard copy of their original comprehensive budget (ED-114) and, if applicable, an EL/Civics budget (ED 114) form. These reports and forms were sent to program directors on January 3. All reports and budget revisions will be due by February 17, 2012, by the end of the business day. Please note that your ED114 has been mailed via U.S. Mail. Please follow directions if you have a budget revision. Also, note that some of the priority area questions have been revised.

### **Program Improvement Projects New Request for Proposal (RFP)**

The CSDE will issue a new RFP for the adult education Program Improvement Projects for 2012-13. More information will be shared at the Policy Forum.

### **New Study on College Completion and Attendance Patterns of High School Graduates**

This study was completed by the Board of Regents for Higher Education in concert with the [P-20 Council](#) and the Connecticut State Department of Education. It uses data from the National Student Clearinghouse to provide a descriptive overview of college completions from Connecticut's public high school class of 2004. Though the data do not pertain to adult education graduates, the report is nonetheless informative. Please see [http://www.ctregents.org/files/pdfs/p20/NSC\\_report\\_2004\\_FINAL.pdf](http://www.ctregents.org/files/pdfs/p20/NSC_report_2004_FINAL.pdf). Tables that provide school level data are available at <http://www.ctregents.org/policy/p20#workshop-high-school>.

Thank you.