



STATE OF CONNECTICUT

STATE 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: June 1, 2018

SUBJECT: Adult Education Operational Memorandum # 03-18

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Statewide Meetings

Next Policy Forum: June 8, 2018

The last policy forum for Fiscal Year 2017-18 will be held on **Friday, June 8, 2018**, from 9:30 a.m. to 12:00 p.m. at [Energize Connecticut Center 122 Universal Drive N, North Haven, CT 06473](#). Space is limited so please bring no more than one additional person from your program.

Please note the beginning time of the meeting has been changed to 9:30 due to Energize CT's new hours of operation.

All handouts **will be e-mailed** to directors prior to the policy forum meeting date. Please be sure to bring a copy with you. **No copies of handouts will be distributed at the policy forum.**

Policy Forums for 2018-19

For Fiscal Year 2018-19 the Connecticut State Department of Education (CSDE) will hold Statewide Policy Forums on the following dates from **9:30 a.m. to 12:00 p.m.**:

Friday, September 21, 2018

Friday, January 11, 2019

Friday, June 7, 2019

Policy Forums for FY 2018-19 will continue to be held at the [Energize CT Center, North Haven, CT](#)

Meetings for Program Facilitators for 2018-19

The statewide meeting for Program Facilitators only will be held in the afternoon of September 21, 2018 from **12:30 to 2:30** p.m. at the Energize CT Center. Any important or critical updates relative to the Connecticut Competency System (CCS) will be discussed at this meeting. This meeting is **MANDATORY** for all Program Facilitators.

Regional Facilitator Meetings for Fall 2018

October 18, 2018	1:00-3:00 p.m.	East Haven Adult Education
October 19, 2018	9:30-12:00 p.m.	CSDE, 450 Columbus Blvd, Hartford
October 25, 2018	1:30 p.m.-3:30 p.m.	Waterbury Adult Education

Grants and Applications

Adult Education State Grant Final Grant Award Letters

Final Grant Award Notification Letters and Budgets (ED-114) for FY 2017-18, have been disseminated to all school districts via the State Department of Education's Prepayment Grant System. Adult Education directors and CEE agency heads, should contact their district's business office to obtain a copy of the ED-114 and Grant Award Letter. It is important to remember that Grant Award Notification Letters reflect a district's state grant allocation/entitlement for FY18.

The final May payment received by districts is predicated upon adult education expenditure adjustments from the prior year (FY 2017) and the ED-245/245A Adult Education Revision Applications. The final cap on adult education state grant funds for FY 2017-18 was 9.57%. Please check with your business managers to ensure that all awarded State funds are expended by June 30, 2018. With caution that the State budget process is still ongoing, assuming level funding of the State Adult Education Grant, the projected State Fund Cap for FY19 is 10.37%.

Adult Education State Grant Statement of Expenditure Report

The FY 2017-18, Statement of Expenditure Report, form ED-141, for the Adult Education State Grant must be submitted to the Division of Finance and Internal Operations by **September 1, 2018**. 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 the district business office. Therefore, please be sure that you discuss the data required for submission with your business manager. The ED-141 should reflect those line item expenditure amounts requested in the Adult Education State Grant Revision forms (ED-245 and ED-245A). For information regarding the Statement of Expenditure report, please contact MarcyReed: marcy.reed@ct.gov

Federal Program Enhancement Project (PEP) Continuation Grants

The Bureau has received Continuation Applications from the current PEP grantees. Thank you for your timely submissions. All applications are being reviewed and providers will be notified of awards later in the summer as soon as reviews have been completed.

NOTE: Federal PEP grant end of year reports are due on August 1, 2018. This notice was sent out on May 14th.

Delivering Grants to the CSDE

Grants delivered to 450 Columbus Avenue, Hartford must fit in the Department of Education mailbox on the street level or be handed to Adult Education staff. Please contact the adult education office to ensure that someone is available to come to the Plaza Level to meet you.

Program Brochures

All program brochures and other publications including websites must contain the following four (or district-approved equivalent) statements:

1. Statement of Non-discrimination:

XYZ Adult and Continuing Education is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.

2. Statement of Accommodation and phone number for the program's Disabilities Contact Person:

All activities offered by XYZ Adult and Continuing Education are held in accessible locations. Accommodations for individuals with disability are available upon request. Please contact <disability contact person name> at <disability contact phone #>.

3. Information on GED test accommodation (contacts & phone #s, etc.):

Accommodations for the GED® test are available for qualified individuals with a disability. For more information contact <name of GED Registrar> at <phone # of GED Registrar> or you may contact Sabrina Mancini at the Connecticut State Department of Education at 860-807-2111.

4. Statement that there is no charge for registration, tuition or books and materials for the mandated programs. (A reasonable deposit may be charged and refunded when books are returned in good condition.):

In compliance with Connecticut General Statute 10-73a, there is no fee for registration, books or materials to any adult enrolled in the Citizenship, ESL or high school completion programs.

Assessment, Accountability and Data Management

CASAS Assessments for NRS Reporting Purposes

Although CASAS has announced that the Reading GOALS 900 series (Forms 901-908) has been approved for NRS reporting purposes for ABE and Adult Secondary Education (ASE) programs, Connecticut has not yet adopted it.

The Reading GOALS 900 series test content is aligned with College and Career Readiness (CCR) Standards for Adult Education. Comprehension questions draw on higher order reading skills, including citing evidence from complex texts. New question types include Sentence Completion and an “Item Families” approach. Both computer-based and paper-based administration will be available. More information can be found here: <https://www.casas.org/product-overviews/assessments/reading-goals>

Listening:

Life and Work Listening 980 series (Forms 981-986) is *approved for NRS reporting purposes* through June 30, 2019. You may begin entering the 980 series for FY19. The Life and Work Listening 80 series (Forms 81-86) is **not approved** for NRS reporting.

Appraisals

Reading:

Adult education providers should be using **CASAS Reading Appraisal Form 80**. **Reading Appraisal Form 50** will be “retired” at the end of FY 2018.

Math:

Adult education providers should be using **CASAS Math Appraisal Form 80** effective immediately.

Connecticut Adult Reporting System (CARS)

Data Entry Deadline

As outlined in the CARS policy manual, all data entry for the fiscal year 2017-18, that includes information relative to learner demographics, entry status, reasons enrolled, enrollments, attendance, achievements, credits earned, credits transferred and all appraisal and pre-post assessments **must be entered in CARS by July 27, 2018**. After this date, the CARS system will be locked and no data entry for fiscal year 2017-18 will be possible.

To ensure the completeness of the data, it is recommended that program administrators compare the Program Profile report (see the CARS Web site under the “Reports” menu) for 2017-18, with the same report from the prior year. If the data appears incomplete, then class-level reports within CARS can provide insights into data that may not have been entered.

Programs must also use the “data verify” feature in CARS to ensure that their data are error free. Remember, “warnings” indicate data anomalies and may require corrective action while “errors” **must be corrected** unless indicated in writing by the CSDE.

CARS Training for 2018-19

Training for new and experienced CARS users will be held on the following dates:

- **Experienced Users Training – Webinar/Conference Call Sessions**

Thursday, September 27, 2018	1-3 p.m.	Register by September 20, 2018
Friday, September 28, 2018	9-11 a.m.	Register by September 21, 2018

- **New Users Hands-on Training at the CSDE, 450 Columbus Blvd, Hartford**

Wednesday, September 19, 2018	9 a.m.-1 p.m.	Register by September 11, 2018
Wednesday, October 17, 2018	9 a.m.-1 p.m.	Register by October 10, 2018

To register for any of the above trainings, please e-mail eileen.williams@ct.gov with the name, e-mail address of the participant and the date of the trainings session **by the registration date above**. Critical information about data collection policies and practices are conveyed at these sessions. It is the expectation of the CSDE that at least one person from each adult education program participate in one of the training opportunities being offered.

Adult Education Personal Confidentiality Statement

Connecticut Adult Education Providers are responsible for maintaining confidential student information and keeping this information secure. A personal confidentiality statement must be completed by any staff member with access to CARS, GED Manager, GEDPrep Connect or any other source of confidential student data. Confidentiality statements should be kept on file for the duration of employment.

Data Collection Forms

The CARS Data Entry forms for 2018-19 will be made available by June 12, 2018, on our Adult Education Web site at: <http://portal.ct.gov/SDE/Adult-Ed/Accountability/Adult-Education-Assessment-and-Accountability/Documents>

Program Updates**Background Checks**

C.G.S. 10-221d. Criminal history and child abuse and neglect registry records checks of school personnel has been repealed and the following is substituted in lieu thereof (*Effective July 1, 2018*):

(d) The provisions of this section shall not apply to (1) a student employed by the local or regional school district in which the student attends school, or (2) a person employed by a local or regional board of education as a teacher for a noncredit adult class or adult education activity, as defined in section 10-67, who is not required to hold a teaching certificate pursuant to section 10-145b, as amended by this act, for his or her position.

Please note that background checks are still required for all certified teachers in credit-bearing, ABE, GED, ESL, Citizenship or other class for which a teacher must possess the requisite CSDE certifications.

National External Diploma Program (NEDP)

1. The annual NEDP meetings for advisor/assessors were very successful and have been completed. We plan to hold the meetings in May again next year.
2. Writing re-certification for advisor/assessors still needs to be completed. CASAS is piloting “auto-scoring” this summer. Thank you to West Hartford Adult Education for participating in the pilot for Connecticut.
3. New advisor/assessor training will not be scheduled in 2018-19 without a minimum of 7 participants. As stated at the annual meetings, there are many trained advisor/assessors who may be willing to help out in your program.

Contact Susan Pierson at susan.pierson@ct.gov with any questions.

General Educational Development Tests (GED®)**2018 GED® Testing Service Annual Conference will be July 25-27 in San Diego, California**

Ticket prices for this year's conference \$475 for the regular rate. The registration fee includes two breakfasts, lunch, and the evening welcome reception, and attendance for all conference events. Dinner is not included. The deadline for registration payment is **July 17, 2018**.

<http://www.cvent.com/events/2018-ged-testing-service-annual-conference/event-summary-aaf5492929804479bad6dfc697e75589.aspx>

GED Testing Service Website

The GED Testing Service's two websites (GEDTestingService.com and GED.com) have merged under the GED.com web address. This new website holds all the information educators, students and the general public need to know about the GED test program. Educators are able to access professional development materials without logging into an account. The full library of classroom resources, webinars, assessment guides and more will be at your fingertips with just the simple click of the “Educators” tab on the homepage.

GED Accommodations Update

Candidates that are blind now have a new option for testing. JAWS, our screen reading technology, is available for candidates that are JAWS proficient. After receiving an accommodation approval for JAWS, the candidate will receive a keyboard shortcuts reference sheet and a link to a JAWS enabled practice test.

GED Testing Service at COABE

GED Testing Service attended the 2018 COABE Conference March 25th through 28th in Phoenix, Arizona. During the conference, GEDTS presented a number of professional development workshops and information sessions about the GED test program. The full list of presentation can be found here: <https://ged.com/in-session/ged-testing-service-sessions-2018-coabe-conference/>

Sign up to for the monthly *In Session Educator Newsletter* to get the latest GED news and Resources. Click the link at the bottom of the page: https://ged.com/educators_admins/program/

For questions or concerns regarding the GED®, please contact Sabrina Mancini at 860-807-2110 or at sabrina.mancini@ct.gov.

Credit Diploma Program

The CSDE has convened a CDP Advisory Committee which has been reviewing credit diploma policy with the goal of increasing rigor and credit requirements to more closely align with those of K-12, NEDP and GED®. The CSDE will be proposing statutory revisions to the State Board of Education which will increase credits to twenty two (22) from the current twenty (20) for the graduating class of 2021. Credits will be required as follows:

Eight (8) Humanities Credits to include:

- 4 Credits in English;
- 3 Credits in Social studies (must include 1 credit in American History and ½ credit in Civics/ American Government); and
- 1 Credit in a Humanities Elective.

Seven (7) STEM Credits to include:

- 4 Credits in Mathematics (may include, but are not limited to, credits in any of the following: Algebra I, Algebra II, Geometry, Basic Math, Transitions Math, Pre-Algebra, Financial Literacy or Personal Finance); and
- 3 Credits in Science (must include 1 credit in Life Science and at least 1 credit in Physical Science)

Seven (7) Elective Credits to include:

- 2 Credits in the Arts, Vocational Education, Digital Literacy/Technology, Transition to Career, Transition to Post-Secondary or Life Skills.

The CSDE will further propose that required credits increase to align with graduation requirements for K-12. Thus when graduation requirements for K-12 increase to 25 (currently required for the class of 2023), Adult Education credits will also increase to 25. This will ensure that Adult Education credits are never below the minimum requirement for K-12. The CSDE will encourage, but not require, programs to administer assessments that demonstrate student mastery of required skills.

In order to have a sensible transition to the increased credit requirements, the CSDE recommends that all programs with a 20-credit graduation requirement increase to a minimum of twenty one (21) credits for the class of 2020. Additional credit requirements will be mandatory for new students entering the program. A student whose enrollments have been continuous prior to any change in credit requirements will be permitted to graduate under the requirements under which he/she enrolled. Continuous enrollment is defined as enrollment in and completion of classes in consecutive semesters.

Professional Development

College and Career Readiness Standards

The CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, in partnership with ATDN, will continue to focus professional development on College and Career Readiness Standards (CCRS) in the areas of math, reading, writing and English language instruction. This focus is in response to the Office of Career, Technical, and Adult Education (OCTAE), the Workforce Innovation and Opportunity Act (WIOA). We will continue to offer opportunities for training in both the 100 series and the 200 series. In addition, the English Language Proficiency Standards (ELPS) have been released.

Integrated English Literacy and Civics Education (IELCE)

IELCE grants were awarded during the 2017-18 school year. Connecticut is participating in the Building Opportunities Collaborative sponsored by OCTAE. New London Adult Education is the provider along with SDE and Maureen Wagner, consultant. This initiative is to help us understand all of the requirements of IELCE and to provide professional development for all of the programs with the IELCE grant. Watch for further clarifications and meetings regarding IELCE this coming year.

Teacher Evaluation

All programs were required to have in place a teacher evaluation program consistent with the principles of the Connecticut's Guidelines for Educator Evaluation by July 1, 2017. All programs have had at least one staff member trained in the Adult Education Evaluation and Support Plan approved by the Bureau of Adult Education and the CSDE Talent Office.

If a program is using another evaluation instrument, that plan must:

1. Be approved by the district's Professional Development and Evaluation Committee;
2. Be approved by the district's Board of Education; and
3. Be submitted in both paper and electronic versions to the Adult Education Bureau of the CSDE with documentation and signatures attesting to the district's approval of the plan.

All training materials and a copy of the state approved plan for adult education programs can be found on the EdAdvance Adult Training and Development Network website: www.edadvance.org/atdn under the Adult Education Educator Evaluation section. The plan and supporting documents are located in the ATDN archive. Training sessions will be offered in 2018-19 to accommodate new staff and complimentary evaluators who did not participate in the initial Adopting Evaluation and Effective Feedback basic training. Advanced training on communicating to staff, using the evaluation rubric and calibration can also be found on the EdAdvance ATDN website. An Evaluators' Roundtable will be scheduled in the spring of 2019.

Summer Institute –SAVE the DATE!

The CSDE, with EdAdvance will sponsor a Summer Institute for teachers that will cover topics such as CCRS, GED, IEL/Civics and more on August 14 and 15 at the University of New Haven in Orange. More details to follow!

CSDE Initiatives

Career Pathways in Adult Education

The Career Pathways Taskforce organized five regional meetings in conjunction with the local Workforce Development Boards. The purpose was to foster greater partnerships with regional initiatives, and to expand awareness of the role that Adult Education can and should play in each region. During 2018-19 the Career Pathways Taskforce will continue the work and will focus on postsecondary training and opportunities. We believe that the increased funding for training will be reflected in the offerings at Connecticut colleges. This is an exciting time in Connecticut as the Workforce Development Boards are very active in promoting legislation supporting funding opportunities for training and apprenticeships, as well as other career-related initiatives.

There are several bills supporting funding for training that have moved through the legislature or are still in process. Some highlights are:

April 30 – Governor Malloy’s office announced an [incentive package](#) to support Electric Boat’s growth. This includes a \$35 million loan for machinery and equipment, \$29 million in tax exemption, \$20 million for dredging and \$8 million workforce development grant through the Eastern Workforce Investment Board (EWIB). The manufacturing pipeline has placed 1,000 individuals to date.

April 23 - [Senate Bill 535](#) - an act establishing the apprenticeship Connecticut initiative and concerning economic development and manufacturing bonds for submarine facility capital improvements. (\$50 million)

The [Career Pathways Toolkit](#) continues to add new resources, many of which are complete curriculums related to manufacturing and health careers – two of the initiatives supported by all WIBs in Connecticut. It should be noted that funding will be available for both the Manufacturing Pipeline and the Health Professional Opportunity Grant (HPOG) for FY19.

Technology and Digital Learning

This year we launched our first day of training on Digital Literacy to coincide with Digital Learning Day in February. Digital Learning Day 2019 is slated for February 28, 2019. We will be providing more information when our PD offerings are set, but please feel free to share with us what types of sessions you would like to see!

Workforce Innovation and Opportunity Act (WIOA)

The bureau is collaborating with the Department of Labor on several initiatives relating to WIOA. As a core partner, Adult Education is at the table and we intend to share information and any training that we can with the field. As the PEP grants get rolled out in the new fiscal year, we will be providing technical assistance and professional development as the need arises.

Stay tuned as we make plans in the fall to offer training for these initiatives.