



CONNECTICUT STATE DEPARTMENT OF EDUCATION

Quality and Compliance Review Issues and Concerns



CONNECTICUT STATE DEPARTMENT OF EDUCATION

AGENDA

- Connecticut General Statutes
- Program Quality and Compliance Review (PQCR) Process
- Adult Education Provider Selection Process
- Preparation for the Adult Education PQCR
- Adult Education Compliance Review Issues
- District Response to a PQCR Report
- District Response to a PQCR Report with a Compliance issue
- PQCR Sample Documents



Connecticut General Statutes

Sec. 10-4. Duties of board. Reports. Comprehensive plan for elementary, secondary, vocational, career and adult education.

(a) Said board shall have general supervision and control of the educational interests of the state, which interests shall include preschool, elementary and secondary education, special education, vocational education and adult education; shall provide leadership and otherwise promote the improvement of education in the state, including research, planning and evaluation and services relating to the provision and use of educational technology, including telecommunications, by school districts; shall prepare such courses of study and publish such curriculum guides including recommendations for textbooks, materials, instructional technological resources and other teaching aids as it determines are necessary to assist school districts to carry out the duties prescribed by law;



Connecticut General Statutes

Sec. 10-4. cont'd

shall conduct workshops and related activities, including programs of intergroup relations training, to assist teachers in making effective use of such curriculum materials and in improving their proficiency in meeting the diverse needs and interests of pupils; shall keep informed as to the condition, progress and needs of the schools in the state; and shall develop or cause to be developed evaluation and assessment programs designed to measure objectively the adequacy and efficacy of the educational programs offered by public schools and shall selectively conduct such assessment programs annually and report, pursuant to subsection (b) of this section, to the joint standing committee of the General Assembly having cognizance of matters relating to education, on an annual basis.

(b) Said board shall submit to the Governor and to the joint standing committee of the General Assembly having cognizance of matters relating to education an account of the condition of the public schools and of the amount and quality of instruction therein and such other information as will assess the true condition, progress and needs of public education.



Program Quality and Compliance Review (PQCR) Process

- The SDE monitors for compliance based on need indicators as evidenced by data.
- The SDE utilizes existing written reports of school districts implementation, standards, student participation and outcome indicators to determine the need for an onsite PQCR visit.



Selection for the Adult Education PQCR

Selection is based upon a process that combines:

- Analysis of adult education data via the Connecticut Adult Reporting System (CARS);
- Compliance with federal and State requirements
- The last official site visit by the SDE
- The size of the program; and
- The need for program quality and improvement.



Preparation for Adult Education PQCR

- Attend the PQCR Orientation
- Develop in consultation with the SDE consultant a monitoring schedule
- **2 weeks prior** to the scheduled on-site monitoring visit:
 - **Submit** the following:
 - Adult Education PQCR Checklist;
 - Adult Education Statutory Attestation; and
 - Teacher Certification lists;
 - **Ensure** that Surveys (general, teacher, counselor and student) are completed



Preparation for Adult Education PQCR

- Make Checklist materials and Statutory Attestation documentation accessible
- Organize all materials in a manner which facilitates the review process
- Place all documents in crates organized in folders in the order indicated in the checklist
- Provide a locked room for the monitoring consultants to meet, review materials and documentation, and conduct interviews
- Provide access to program data in CARS
- Ensure that all program staff are available when scheduled



Preparation for Adult Education PQCR

Other:

- Accessibility of sites and programs
- Availability of accommodations
- Access to student files and records
- Interview with CEE Agency Head and/or Program Enhancement Project (PEP) Coordinator if applicable
- Review of PEPs



Adult Education Compliance Issues

- Neglecting to offer all the mandated adult education programs as outlined in Connecticut General Statutes Section 10-69
- Providing more than one adult education class, course or activity for credit to day school students C.G.S. Sec. 10-69
- Charging students for textbooks, materials or supplies - C.G.S. Sec. 10-73(c)
- Neglecting to deposit GED money into a separate school activities account - C.G.S. Sec. 10-5(d)



Adult Education Compliance Issues

- Offering less than 48 hours of instruction to earn one adult education credit - C.G.S. Sec. 10-67(3)
- Disregarding the prescribed plan, structure and distribution for earning a minimum of 20 credits C.G.S. Sec 10-69 (b)(1)
 - 4 English
 - 3 Mathematics
 - 3 Social Studies including
 - 1 in U.S. History and ½ credit Civics/Government (2004)
 - 2 Science
 - 1 Vocational Ed/Art
 - 7 Electives



Adult Education Compliance Issues

- Missing an official withdrawal form for students 17 through 18 years of age and lacking a parent and/or guardian signature on the form of those students 17 years of age - C.G.S. Sec.10- 184
- Neglecting to provide certified teachers/ instructors C.G.S. Sec. 10-70
- Neglecting to provide certified counseling staff to assist adult education program students with educational and career counseling - C.G.S. Sec. 10-69(b)(2)



District Response to a PQCR Report

- The superintendent must acknowledge receipt of the final report via letter, e-mail or call to PQCR program manager
- The superintendent (in concert with the adult education program director) has 30 days from receipt of report to respond in writing to the PQCR report recommendations and commendations
- The response to PQCR final report must be sent to the Bureau Chief in charge of Adult Education



District Response to a PQCR Report

- Working notes are mailed to the Superintendent not later than 1-2 weeks following completion of on-site review
- A program requiring corrective action due to noncompliance has 30-60 days (depending on the compliance issue) from the date of the letter accompanying working notes to respond
- The consultant who conducted the compliance review will complete a FINAL report two weeks following receipt of the response to the working notes



District Response to a PQCR Report

- All written responses received by monitoring consultant within the time frame specified will be considered when writing the final report
- Any corrective actions taken, recommendations and commendations will be included in the FINAL report



PQCR Documentation

- The PQCR Process
- PQCR Checklist
- PQCR Teacher Certification Documentation
- Statutory Attestation
- Surveys: General Program Operations (Director, Support Staff)
 - Teacher
 - Student
 - School Counselor (Programs that offer CDP only)

All forms can be found online <https://portal.ct.gov/SDE/Adult-Education-Program-Monitoring/Documents>



Preparing for the Visit

- The PQCR Process describes the timeline for submitting
- PQCR Checklist
- PQCR Teacher Certification Documentation
- Statutory Attestation

