



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: September 7, 2018

SUBJECT: Adult Education Operational Memorandum # 01-18

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Statewide Meetings

Statewide Policy Forum, Friday, September 21, 2018

The first policy forum for Fiscal Year 2018-19 will be held **on Friday, September 21, 2018**, from **9:30 a.m. to 12 noon** at the **Energize CT Center**, <http://www.energizect.com>, 122 Universal Drive N, North Haven, CT 06473 in the Target Shopping Center near Panera Bread. Doors open and registration begins at 9:00.

Directors may bring one Program Facilitator to the forum. **Space is limited so no more than two from each program are permitted to attend.** REMINDER: Refreshments will NOT be provided. 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.**

Program Facilitators Mandatory Statewide Meeting

The mandatory 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 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.

All Program Facilitators will also be required to participate in an online CASAS Beyond Implementation Training to review the basics of CASAS training as well as additional tools and resources recommended to administer CASAS tests, interpret test results, and use curriculum support materials to enhance instruction. More information on this requirement will be given at the Program Facilitators' meeting.

Regional Facilitator Meetings for the fall of FY 2018-19

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

CASAS Tests

Reading GOALS 900 Series:

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 anticipates adopting the new series in January. CASAS Trainer, Linda Taylor, will be presenting a review of the CASAS 900 Series on Thursday, December 6, 2018 from 8:30-3:00 in New Haven. Go to www.edadvance.org/atdn to register.

Listening Series:

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.

Reading Appraisal:

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

Math Appraisal:

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

Connecticut Adult Reporting System (CARS)

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 1:00 a.m.-3:00 p.m. Register by September 20, 2018
 - Friday, September 28, 2018 9:00 a.m.-11:00 a.m. Register by September 21, 2018
- **New Users Hands-on Training at the CSDE, 450 Columbus Blvd, Hartford**
 - Wednesday, September 18, 2018 9:00 a.m.-1:00 p.m. Register by September 20, 2018
 - Wednesday, October 17, 2018 9:00 a.m.-1:00 p.m. Register by October 10, 2018

To register for any of the above trainings, please e-mail idalia.thayer@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.

FY 2018-19 Adult Education Directory Information Form

The link to the Adult Education Directory Information Form was sent out in August with a request for program information. Please note that this form is requesting additional information that will be used internally. Directory surveys are due no later than Friday, September 14, 2018. All state and federal grant providers are required to complete the Directory Information Form which can be found at the following link: https://sdect.co1.qualtrics.com/jfe/form/SV_d5qm8icguZlhwr3
If you have any questions please contact Marcy Reed: Marcy.Reed@ct.gov or 860-807-2130.

FY 2017-18 Adult Education State Grant Statement of Expenditure Report

The FY 2017-18 Statement of Expenditure Report (ED-141) for the Adult Education State Grant was due to the Division of Finance and Internal Operations on September 4, 2018. The ED-141 is required for every school district that received adult education state funds whether as a provider, cooperator or cooperating eligible entity (CEE). The ED-141 is an electronic submission and is completed by each 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). If you have questions regarding the ED-141, please check with your business office. These expenditure reports are used to calculate the Prior Year Adjustment (PYA) that is added to or deducted from the May payment.

FY 2018-19 Adult Education State Grant

Due to the State Adult Education Grant's statutory nature, the CSDE distributed an August payment to districts whose Adult Education State Grant award is at least \$1,500. 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. The cap is calculated on the funding of the adult education state grant funds relative to the submitted budgets. The FY18 cap is approximately 7.98% at this time.

Federal Program Enhancement Project (PEP) Grants

The FY 2018 PEP End of Year Report was due to the Bureau of Health/Nutrition, Family Services and Adult Education on or before **August 1, 2018**. Thank you for your timely submissions. The new PEP grant awards will be released during the month of September. Due to the limits of our federal Title II grant, all Integrated English Language/Civics Education (IELCE) grants had to be reduced to \$37,000. All Workforce Readiness and Transitions to Postsecondary grants were reduced by \$4000 each. When grants are fully processed, CSDE will notify all recipients.

National External Diploma Program (NEDP)

A revised 2018-19 NEDP Site Agreement was sent to adult education directors on September 6th with the invitation to the annual NEDP meeting for directors. The NEDP lead advisor/assessor should attend with the program director. **This meeting is required for program directors** and will be held on Wednesday, October 31, 2018 at 1:00 at the Meriden Public Library in Meriden. Please RSVP to Susan Pierson (susan.pierson@ct.gov) by October 26.

The three day NEDP New Advisor/Assessor Training will be held on three consecutive Fridays, November 30th, December 7th, and 14th at Naugatuck Adult Education. Snow date is January 4th. There is a \$200 fee for this training. More details will be announced at the Policy Forum. Additional NEDP training sessions

are being **developed** for the rest of the year. Stay tuned for further details. If you have any questions regarding NEDP, please contact Susan Pierson at susan.pierson@ct.gov or 860-807-2121.

General Educational Development (GED®)

GED Annual 2018 Conference

Providing adult educators and administrators with the latest updates on the GED test program and related teaching strategies is top priority at each annual conference. Professional Development Workshops and Presentations from the GED Annual Conference can be found here: https://ged.com/in-session/gedts18-pd-workshops_aug2018/

GED Tuesdays for Teachers

Tuesdays for Teachers is a free professional development bi-monthly webinar series designed for educators. Presented by well-known GED® training experts Bonnie Goonen and Susan Pittman, the webinar series take a deeper dive into classroom strategies and techniques for the GED® test. Archived webinars can be found here: https://ged.com/educators_admins/teaching/professional_development/webinars/

GED Enhancements

Although GED test content and item types will remain unchanged in 2019, the format of the Reasoning through Language Arts (RLA) Extended Response (ER) item will be enhanced next year. Some changes include:

- enlarging the ER response box;
- enhancing the instructions; and
- removing the tabs from the stimulus material.

GED Prep Connect™

GEDPrep Connect™ is a tool designed to build stronger connections between students and local adult education programs. When a student creates an account, they can search for and select a program in their area, and the selected program will be notified of the student's interest.

Adult Education Programs all have access to data about active students and students interested in enrolling in your program and are now able to connect more easily with testers and manage their progression through the GED® program. GEDPrep Connect™ is able to identify additional information such as candidate testing results, GED Ready scores, if potential candidates would like to be contacted, etc. This is a great resource to guide instruction for teachers and as a recruitment tool for administrators.

Please ensure that at least one person from your program is using this valuable tool.

GED Registrar

The GED Registrar training will be held on November 19 (please note that the date has changed) at the CT Association of Schools (CAS-CIAC), 30 Realty Drive, Cheshire, CT 06410. There will be a morning (9:30-12:00) or an afternoon session (12:30-3:00). It is the expectation of the CSDE that at least one person from each adult education program participate in one of the GED Registrar Training sessions being offered. Register at www.edadvance.org/atdn for the morning or afternoon session.

Also, GED Day will be held on November 28, 2018 from 9:00-3:00 at ACES in Hamden. The purpose of the sessions is to provide practical resources and share best practices in Mathematical Reasoning, Reasoning through Language Arts, Science and Social Studies. Participants do not have to register for all sessions. Participants may register for any of the 4 workshops being offered. Go to www.edadvance.org/atdn to register for any of the GED sessions.

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

Professional Development

CSDE Vendor for Adult Education Professional Development

The CSDE now contracts with one Regional Education Service Center (RESC), EdAdvance, to provide the delivery of training crucial to adult education staff. As our federal adult education funds support this initiative, training will continue to be offered at no cost or minimal cost to local adult education staff. Some key staff from the Capitol Region Education Council (CREC) are still providing training under an agreement with EdAdvance. More information on registration will be included in a collaborative training and development calendar.

College and Career Readiness (CCR) Standards

The GED® tests and the NEDP assessment have been aligned with the College and Career Readiness Standards. All of Connecticut's adult education programs are required to adopt these standards and integrate them into curriculum and classroom instruction. Training for all programs will continue to be delivered during this year. The 100 series of training sessions will be offered on a limited basis to accommodate any new teachers. The 200 series for lead teachers focuses on resource alignment and lesson development. Each program needs to send one or two lead teachers to the 200 series training. We look forward to working with our coaches to review our implementation plan this year.

The College and Career Readiness Standards for Adult Education can be found at:

<http://lincs.ed.gov/professional-development/resource-collections/profile-521>

English Language Proficiency Standards

Although OCTAE has announced and posted the English Language Proficiency Standards (ELPS) for Adult Education, only Training Module 1 has been released. ATDN will continue providing training in the ELPS this year. The ELPS can be found at <https://lincs.ed.gov/publications/pdf/elp-standards-adult-ed.pdf>

Disability Contact Person Training

All Adult Education Programs are required to have a Disability Contact Person. The annual required training will be held at ACES on Skiff St. in Hamden on Friday, November 2nd. There are two sessions on that date from which to choose. The morning session is from 9:00 am-noon and the afternoon session is from 1:00 pm to 3:30 pm.

Go to www.edadvance.org/atdn to register for one of the sessions.

Teacher Evaluation

Training will continue this fall on the introduction series for evaluation (Adopting Evaluation & Effective Feedback). Participants should take BOTH sessions to get a completion certificate and materials to introduce the evaluation plan to their staff. Additional training on communicating about evaluation to staff, using the rubric and coaching will be offered this year.

The Adult Education Evaluation Plan and all accompanying documents can be found on the Adult Education page of the CSDE portal under Policies and Procedures: <https://portal.ct.gov/SDE/Services/Adult-Education/Policies-and-Procedures>

Programs are reminded that the choice is to utilize the district's CSDE-approved evaluation plan (based on SEED) or the Adult Education Evaluation Plan. The Adult Education Evaluation Plan was developed and published by the Connecticut State Department of Education Talent Office in 2014 and is adapted to meet the unique needs of Adult Education programs. If your program is using an altered version, that plan MUST be approved at a Board of Education meeting and on file with the CSDE. The original hardcopy must be accompanied by the Board minute showing that approval. Plans should be submitted in both paper and electronic versions to Marcy Reed.

Credit Diploma Program

The CSDE and the CDP Advisory Committee have been reviewing and revising the Adult High School Credit Diploma Program (AHSCDP) Administrative Manual. We will notify you when the manual is final and available on the CSDE website. There will be a meeting for school counselor personnel from all providers with CDP programs to review the manual as well as the expectations for each counselor's role in AHSCDP. The date and location will be provided as soon as that is available.

Adult Education Career Pathways Project

The Career Pathways Task Force has continued to meet and plan in order to assist programs in promoting Career Pathways in adult education. The Task Force is currently developing a presentation that can be used by programs during in-house professional development or other meetings to provide information regarding Career Pathways to teachers.

The Task Force has compiled a set of materials, activities and links which are hosted on a Google Site. The site can be viewed at <https://sites.google.com/danbury.k12.ct.us/career-pathways-toolkit/>. A new section was added for resources that encompass all, or several, areas. We will continue to add lesson plans, activities, videos and other resources, and welcome suggestions and submissions. Contact Marcy Reed at Marcy.Reed@ct.gov or 860-807-2130.

Connecticut Adult Virtual High School (CTAVHS)

The CT AVHS program has curricula updates:

- **Accuplacer Prep** courses are available now as **Year Round courses for 2018-19**. Similar to the **GED Preparatory** courses, each LEA has been assigned their own Accuplacer Prep course.
- A new course has been added to the catalog: **Allied Health** for (Terms 1 and 3). Allied Health is designed to provide students with an overview of the healthcare system, health professions, introduction to general anatomy and physiology, and medical terminology.

For more information, please contact Carolyn Caggiano at ccaggiano@ctdlc.org

STAR: STudent Achievement in Reading

The STudent Achievement in Reading (STAR) initiative for the training of teachers on evidence-based reading instruction is one of the longest-running investments by OCTAE, having been continuously funded since 2001 and now being implemented in 21 states. The STAR initiative for the training of teachers on evidence-based reading instruction is one of the longest-running investments by OCTAE, having been continuously funded since 2001 and now being implemented in 21 states. Research shows how this intervention has had a positive impact on student outcomes as well as spurred supportive programmatic changes.

STAR instruction is designed for the reader who is at a grade 5 level, which corresponds to a CASAS score between 210 and 230, or ABE. Although the target population is ABE, students with reading scores in that range may be participating in CDP or other programs. The STAR instruction model is beneficial for students reading at lower levels, and is a proven set of strategies for raising student performance.

Connecticut is a STAR partner state. Although STAR was introduced several years ago, it has been set aside while the CSDE focused on other systemic initiatives. This August, Marcy Reed (serving as state lead) and two ATDN trainers (Aileen Halloran and Kristin Berenson) attended a STAR convening in Washington DC in the OCTAE offices. Planning will be ongoing throughout this year with planned training sessions for a select Pilot group to begin in 2019. We will continue to provide updates.

Law Requiring Holocaust and Genocide Education in Connecticut Schools

Governor Dannel P. Malloy announced that he has signed into law legislation that adds Holocaust and genocide education and awareness to the required courses of study for public schools in Connecticut. The new law requires all local and regional boards of education to include the topic in their social studies curriculum beginning in the 2018-19 school year. In developing and implementing the curriculum, the boards can use existing and appropriate public or private materials, personnel, and other resources. Providers that offer CDP courses must include this topic in the relevant component of the social studies curriculum.

The legislation is [Senate Bill 452](#): *An Act Concerning the Inclusion of Holocaust and Genocide Education and Awareness in the Social Studies Curriculum*. It was adopted by unanimous votes in both chambers of the Connecticut General Assembly.

Students should also be made aware that hate crimes are now considered a felony. Last year, Governor Malloy signed a law ([Public Act 17-111](#)) that strengthened Connecticut's hate crime laws, making them among the strongest in the nation. That law, which made the commission of a hate crime a felony instead of a misdemeanor, came in response to recent incidents of hate across the country, including murders, assaults, bomb threats, and vandalism, directed against certain groups.