



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 13, 2019

SUBJECT: Adult Education Operational Memorandum # 01-20

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Statewide Meetings

Statewide Policy Forum, Friday, September 20, 2019

The first policy forum for Fiscal Year 2018-19 will be held **on Friday, September 20, 2019**, 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 20, 2019, 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.

Regional Facilitator Meetings for the fall of FY 2019-20

- October 23, 2019 1:00 p.m.-3:00 p.m. East Haven Adult Education
- October 24, 2019 9:30 a.m.-11:30 a.m. LP Wilson Center, Windsor
- October 30, 2019 1:30 p.m.-3:30 p.m. Waterbury Adult Education

CASAS Assessments for NRS Reporting Purposes

ABE/ASE (CDP, GED, NEDP) Learners

| Modality | Test Series | Forms | NRS Approval Through March 6, 2022 | NRS Approval Through February 5, 2025 |
|----------|---------------|--------------------|------------------------------------|---------------------------------------|
| Reading | Reading GOALS | 901-908 | | ✓ |
| Math | Math GOALS | 913, 914, 917, 918 | ✓ | |

The Math and Reading GOALS (Greater Opportunities for Adult Learning Success) uses all new test items that measure **academic language and higher-order reading skills** contained in the National Reporting System (NRS) Educational Functional Levels (EFLs). The series covers a balance of life skills and employment-related content of interest to adults

English Language Learners

| Modality | Test Series | Forms | NRS Approval Through February 2, 2021 |
|-----------|--|---------------------|---------------------------------------|
| Reading | Beginning Literacy | 27-28 | ✓ |
| | Life and Work | 81-188 | ✓ |
| | Secondary Level Assessment for Language Arts | 513-514 | ✓ |
| | Citizenship | 951, 951X-952, 952X | ✓ |
| Listening | Life and Work 980 series | 981-986 | ✓ |

Please Note:

There is a discrepancy in the Math GOALS Appraisal answer keys contained in both the first and second editions of the TAM.

The correct answer to question #17 in the paper/pencil version of the test is very clearly choice C. On page 4 of the first edition TAM, the answer key lists it correctly, however on page 28 (p. 29 in the 2nd edition) of the TAM, the Appraisal answer key shows the correct answer as choice B. The discrepancy occurs in both editions of the TAM.

THIS WILL NOT AFFECT SCORING IF YOU ARE USING ETESTING OR SCANNING. This is only an issue if you manually score the GOALS Math Appraisal using the TAM.

Connecticut Adult Reporting System (CARS)

CARS Training for 2019-20

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

- **Experienced Users Training – Webinar/Conference Call Sessions**
 - Wednesday, September 25, 2019 1:00 a.m.-3:00 p.m. Register by September 20, 2019
 - Friday, September 27, 2019 9:00 a.m.-11:00 a.m. Register by September 23, 2019
- **New Users Hands-on Training at the CSDE, 450 Columbus Blvd, Hartford**
 - Tuesday, October 15, 2018 9:00 a.m.-1:00 p.m. Register by October 11, 2019

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.

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, TOPSpro Enterprise, GED Manager, GEDPrep Connect or any other source of confidential student data. Confidentiality statements should be kept on file for the duration of employment.

FY 2019-20 Adult Education Directory Information Form

The Directory is final and posted on the SDE website: <https://portal.ct.gov/SDE/Services/Adult-Education>

FY 2018-19 Adult Education State Grant Statement of Expenditure Report

The FY 2018-19 Statement of Expenditure Report (ED-141) for the Adult Education State Grant was due to the Division of Finance and Internal Operations on September 13, 2019. 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 2019-20 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 FY19 CAP is approximately 6.71% at this time.

Federal Program Enhancement Project (PEP) Grants

The FY 2019 PEP End of Year Report was due to the Bureau of Health/Nutrition, Family Services and Adult Education on or before **August 1, 2019**. Thank you for your timely submissions. The new PEP grant awards will be released in late September. When grants are fully processed, CSDE will notify all recipients.

National External Diploma Program (NEDP)

A revised 2019-20 NEDP Site Agreement was sent to adult education directors on September 11th 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 Thursday, October 31, 2019 at 1:00 at the Meriden Public Library in Meriden. Please RSVP to Susan Pierson (susan.pierson@ct.gov) by **October 25th**.

The three day NEDP New Advisor/Assessor Training is scheduled, IF NEEDED, will be held on three consecutive Fridays, December 6th, 13th and 20th at New Haven Adult Education. 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.

GED Annual 2019 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/gedts19/>

The GED Testing Service annual conference for 2020 will be in Atlanta. Adult Education administrators and instructors may attend.

Leadership Transition at GED Testing Service

Vicki Greene is the new President of GED Testing Service. . Vicki Greene, a long-time member of the leadership team, has been appointed as Randy Trask's successor. Randy Trask has taken an executive role within the Pearson Clinical Assessment business and will move into the role of chair for the GED Testing Service board. Vicki Greene was GED Testing Service's vice president and chief operations officer for seven years—leading the marketing, technology, operations, sales and public relations teams.

Updates to Student GED.com Accounts

Some updates to enhance the GED.com account experience for students have been made. Beginning this month, students will notice a new look and feel in certain parts of their account. Updates have been made to the Study, Test Tips and College and Careers section

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 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. Please ensure that your sites are correct and are accessible for students through GED.com.

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 actively using this valuable tool.

GED Registrar

The GED Registrar training will be held on November 18, 2019 at the CT Association of Schools (CAS-CIAC), 30 Realty Drive, Cheshire, CT 06410. There will be a morning (9:00-12:00) or an afternoon session (12:30-3:30). 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 <https://ed-advance-atdn-workshops.coursestorm.com/category/ged> for the morning or afternoon session.

GED Day

GED Day will be held on December 10, 2019 from 9:00-3:00 at MDC in Hartford. 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. We encourage anyone who teaches ABE or a GED class to attend. 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. More information on registration will be included in the new 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. CCRS 100 series' training courses have been recorded and will be available soon. We hope this will be available for those new teachers who cannot attend face to face training. 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 met with our national CCRS coaches over two days last February and upon their recommendation, have formed an advisory group for CCRS implementation and next steps as a state. We will be looking for new trainers as we transition from the loss of Kristin Berenson and Aileen Halloran's semi-retirement 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

OCTAE has announced and posted the English Language Proficiency Standards (ELPS) for Adult Education. ATDN will continue providing training in the ELPS this year. The ELPS can be found at <https://community.lincs.ed.gov/notice/english-language-proficiency-standards-trainings-available-now-learning-portal>

Disability Contact Person Training

All Adult Education Programs are required to have a Disability Contact Person. The annual required training will be held at the Lyceum in Hartford on Wednesday, November 20th. There are two sessions on that date from which to choose. The morning session is from 9:00 am-12:00 pm 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 minutes showing that approval. Plans should be submitted in both paper and electronic versions to Marcy Reed.

Credit Diploma Program

The Adult High School Credit Diploma Program (AHSCDP) Administrative Manual is currently available in DRAFT format and is expected to be approved shortly. We will notify you when the manual is final and available on the CSDE website. SDE is also moving forward with a legislative proposal that will require all programs to require a minimum of 25 credits for the class of 2023 when this is a K-12 requirement. If K-12 moves the date forward, we will do so as well. Programs are encouraged to raise the required credits gradually and a minimum of 22 credits for the class of 2021 is recommended. It should be noted that no program should require LESS credits than their district currently requires for K-12.

Adult Education Career Pathways Project

The Career Pathways Taskforce has continued to meet and plan in order to assist programs in promoting Career Pathways in adult education. The Career Pathways Taskforce 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.

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.

A new Unified State Plan will be developed for submission in March of 2020.

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