



The right skills, at the right time, in the right way.
Indiana's Demand Driven Workforce

Adult Education and Workforce Development Statewide Webinar

March 13, 2019

Marilyn Pitzulo | Adult Education Staff

Department of Workforce Development | Indiana ADULT EDUCATION
10 N. Senate Avenue, IGCS SE 203 | Indianapolis, IN 46204

AdultEd@dwd.in.gov



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The Right Time

After rearing five children with his wife and getting ready to see some of his oldest near their own graduation dates, **Brandon Lam** decided it was time for him to get his high school diploma.

“I wanted to graduate before my kids to show them the right way to do it,” he explained. After having kids young and working a steady job at Honeywell in Muncie, he had little time to study. “I am very thankful for the opportunity.



Brandon Lam

If they (Muncie adult education) didn't offer those (night) hours – with my work schedule – there's no way I could have done it,” he said. “Brandon was one of those students who came in with a clear goal, and kept his head down until it was achieved,” says his teacher, Katey O'Connor.

Brandon hopes to become a HVAC business owner. He is enrolled at Ivy Tech, and within the next year is on track to earn a technical certificate.



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It Wasn't Planned

PRINCETON — It wasn't planned. Flushed faces and gasps demonstrated as much.

But the testimony of a woman who achieved her high school equivalency certificate and is moving on to pursue a degree from Oakland City University prompted Toyota Motor North America Chief Administrative Officer Chris Reynolds to mix things up a little bit (last Wednesday).

BY ANDREA HOWE Editor, *The Daily Clarion* 3.6.19





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Millie Marshall | Toyota Motor Manufacturing Indiana President



After hearing Latasha Barnett's story, shared at the Toyota Visitors Center as part of Toyota Indiana's announcement of a \$40,000 grant for adult education programs provided by Vincennes University and Indiana WorkOne Southwest, Reynolds made an impromptu change in the event, increasing Toyota's commitment by \$20,000 to the effort, making \$60,000 available to help remove barriers for Hoosiers who want to gain their high school equivalency certificate.

Barnett, of Evansville, earned her high school equivalency and a certified nursing assistant certificate from VU. She has been accepted at OCU, where she will seek a degree in business management and social work.

BY ANDREA HOWE Editor, *The Daily Clarion* 3.6.19



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She told the crowd Wednesday that she felt at times that she wasn't strong enough or smart enough, but "when I kept God close to me," the vision for changes in her life remained clear. She encouraged others seeking a second chance at education to "keep on walking" through the process and take advantage of the opportunity, noting "the grant does make a difference in people's lives."

Vincennes University Adult Basic Education Director Lauren Bell said the donation is "an invaluable gift" to the program.

BY ANDREA HOWE Editor, The Daily Clarion 3.6.19

TOYOTA | INDIANA

"At Toyota, we want our communities to go places," Marshall said, noting that everyone has overcome something that may at first have seemed impossible. She said the key is turning the impossible into the "I'm possible" for people.

Millie Marshall | Toyota Motor Manufacturing
Indiana President



Youth Initiatives Updates

- ▶ JAG update
- ▶ JAG College
- ▶ Success Program update
- ▶ Summer Intern

cmfitzgerald@dwd.in.gov

Region	Non Grads in Follow Up	Non Grads Back in High School	Non Grads-HSE	Non Grads Plcmnt	Non Grads Positive Outcome:	Non Grads Total in Full Time Plcmnt	Non Grads Total in Full Time Jobs	Non Grads AU
1	7	1	0	1	2	1	0	1
2	32	0	0	15	17	13	12	7
3	25	3	1	4	7	3	3	4
4	9	1	0	5	6	5	4	2
5	6	0	0	4	4	3	3	1
6	15	1	0	8	9	6	6	6
7	9	0	0	6	6	3	3	2
8	5	0	0	1	1	0	0	3
9	9	3	0	2	5	0	0	3
10	2	0	0	1	1	1	1	1
11	12	2	0	2	4	0	0	3
12	10	0	0	2	2	2	2	6
State	141	11	1	51	64	37	34	39

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*New and
Improved
Website*

<https://www.in.gov/dwd/2884.htm>



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<https://www.in.gov/dwd/2884.htm>

The screenshot displays the Indiana Department of Workforce Development website. The top navigation bar includes the IN.gov logo, the department name, and links for Contact Us, News and Events, WARN Notices, and WorkOne Locations. A search bar and a menu icon are also present. Below the navigation bar, there are links for Online Services, I Want To, and FAQs. The main content area features a dropdown menu for the Department of Workforce Development (DWD), which is currently open. The menu items are organized into several sections: AmplifyAE, Professional Development (including Indiana Career Explorer, DWD Adult Education Annual Conference, IN AE Teacher Competencies, Adult Numeracy Initiative (ANI), and Teacher Professional Development), Program Management (including Standards in Action, Program Policy & Guidance, Grants & Forms, Accountability (InTERS), Assessments (TABE), and WorkINdiana), High School Equivalency (HSE), and Amplify AE Resources (including Contact AmplifyAE and AmplifyAE News & Events). On the right side of the page, there are four main service areas: Unemployment for Individuals, Unemployment for Employers, Job Seekers, and Career Training and Adult Education. At the bottom of the page, there is a link for Jobs for America's Graduates (JAG). A 'Close Menu' button is located at the bottom right of the dropdown menu.



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PY19 GRANT INFORMATION

- The PY19 RFA FAQ is now online at <https://www.in.gov/dwd/2909.htm>.
- ABE and IELCE grant applications are due to the state office on **MONDAY, APRIL 1, 2019, by 5:00 PM EST.**
 - If you have any technical issues submitting your application, contact our office **BEFORE** the submission deadline.
 - Email: adulced@dwd.in.gov
 - Phone: 317.233.9902
- Award decisions will be issued in early May.
- Your Grants Team is available to respond to your questions:
 - Scott Mills smills1@dwd.in.gov 317.864.2248
 - Donna Lovelady dlovelady@dwd.in.gov 317.233.9902



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FISCAL REMINDERS

- Budget Modifications
 - All requests for budget modifications must be submitted to our office (adulted@dwd.in.gov) by **Monday, June 3, 2019**. (Remember – a modification is required to move funds between Administrative and Program.)
- Close Outs
 - The DWD Finance Office will send close out packets out as usual. Remember to copy our office at the Adult Ed mailbox when you submit the final close out.
- Reimbursements
 - Follow up on any outstanding reimbursements before the end of the program year, **June 30, 2019**. Notify Cheryl Jones if any payment is overdue or an error has occurred.
 - Notify Cheryl Jones if your final PY18 reimbursement will not be in by **August 30, 2019**.



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Professional Development
Moving Forward
2018-2019

10 A.M.

Indianapolis Time



*Location to
be announced*

Save the Date

May 10, 2019 | Indianapolis

PDF Meeting

New Teacher Training

Train the Trainer Model



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Professional Development
Moving Forward
2018-2019

Amplify Adult Education



Make-Up Meeting

May 14, 2019
10 a.m. – 3 p.m.

Ivy Tech Kokomo
1815 E. Morgan Street



Establishing –
Workforce Education
Initiatives
Integrating Education
& Training (IETs)

Presenters | **Denise Cox** | **Linda Warner**

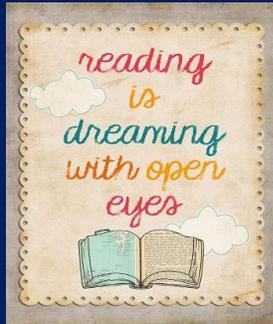
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Professional Development
Moving Forward

2018-2019

9:30 A.M. -
4:30 P.M.



March 14-15 – In-Person

J. Everett Career Center, 1901 E. 86th Street
Indianapolis

1 - 2:30 P.M.

February 20 - Pre-Webinar

April 17 - Post-Webinar



Jeffrey A. Fantine



Sara Z. Gutting

Save the Dates

How to Teach Reading in the Adult Education Classroom

This training is designed to provide instructors with strategies and resources they can use to help provide 1) evidence-based, 2) CCRS-aligned, 3) contextualized reading instruction. These strategies and resources will help maximize learner engagement to increase the reading achievement of your students so they can succeed in the workplace and in their daily lives.

Presenters

Jeffrey A. Fantine, Ph.D. | Sara Z. Gutting, M.S.



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New Contact for TABE

Mike Johnson

National Adult Education Director
Data Recognition Corporation

630-995-6712

mjohnson@datarecognitioncorp.com



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New HSE Testing Center to Open in Marion



Marion Regional Career Center | 750 West 26th Street
Director Mike Ripperger | Student Support and Community Specialist Nate McNeely

Grant County Jail | 214 East Fourth Street

TASC Test Help Desk

Toll-free telephone: 888.282.0589

Toll-free FAX: 877.800.9389

tasctesthelpdesk@datarecognitioncorp.com

NRS State Table 4 – 2018-2019

3-8-19

Date Printed: 3/8/2019 8:54 AM

Table 4 - Measurable Skill Gains (MSG) by Entry Level

School: All Programs

Term: 20182019

Audit Type: Calc and Manual

Enter the number of participants for each category listed, total attendance hours, number achieving at least one educational functioning level gain, number who attain a secondary school diploma or its recognized equivalent, and periods of participation outcomes.

First Period of Participation									All Periods of Participation			
Entering Educational Functioning Level	Number of Participants	Total Number of Participants Excluded from MSG Performance	Total Attendance Hours for All Participants	Number who Achieved at least one educational functioning level gain	Number who Attained a secondary school diploma or its recognized equivalent	Number Separated Before Achieving Measurable Skill Gains	Number Remaining in Program Without Measurable Skill Gains	Percentage Achieving Measurable Skill Gains	Total Number of Periods of Participation	Total Number of Periods of Participation in which Participants achieved at least one educational functional level gain	Total Number of Periods of Participation in which a secondary school diploma or its recognized equivalent was attained	Percentage of Periods of Participation With Measurable Skill Gains
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)
ABE Level 1	856	0	67692	404	20	159	273	49.53%	910	889	20	49.45%
ABE Level 2	5040	1	382258	2155	308	1007	1570	48.87%	5216	5234	308	48.87%
ABE Level 3	5266	1	351065	1931	934	888	1513	54.41%	5333	5485	934	54.28%
ABE Level 4	2471	0	144627	846	602	339	684	58.6%	2495	2375	602	58.52%
ABE Level 5	404	0	23163	123	103	58	120	55.94%	406	356	103	56.16%
ABE Level 6	199	0	9050	15	162	8	14	88.94%	200	193	162	89%
ABE Total	14236	2	977855	5474	2129	2459	4174	53.41%	14560	14532	2129	53.3%
ELL Level 1	1770	0	109866	753	0	380	637	42.54%	1781	1502	0	42.45%
ELL Level 2	775	0	54223	420	0	154	201	54.19%	784	800	0	53.83%
ELL Level 3	901	0	64301	433	0	182	286	48.06%	902	717	0	48.12%
ELL Level 4	674	0	48322	338	0	135	201	50.15%	684	469	0	49.56%
ELL Level 5	461	0	30216	135	2	123	201	29.72%	465	164	2	29.68%
ELL Level 6	65	0	3701	12	0	12	41	18.46%	65	12	0	18.46%
ELL Total	4646	0	310629	2091	2	986	1567	45.05%	4681	3664	2	44.88%
Grand Total	18882	2	1288484	7565	2131	3445	5741	51.35%	19241	18196	2131	51.25%



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Total Enrollment

	<u>2018-2019*</u>	<u>2017-2018**</u>
ABE/ELL	18,882	19,865

*Data as of 3.8.19

** Data as of 3.8.18

ABE ELL
- 1,080 +97

5.2 PERCENT DECREASE



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Average Indiana Contact Hours

	<u>2018-2019*</u>	<u>2017-2018**</u>
ABE/ELL	68 hrs.	68 hrs.

*Data as of 3.8.19

** Data as of 3.8.18

ABE/ELL
No Change

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MEASURABLE SKILL GAINS

Basic Skills Remediation

NRS Table 4, Column H

2017-2018*

51.09%

*Data as of 3.8.18

NRS Table 4, Column I

2018-2019**

51.35%

**Data as of 3.8.19

64%

- Indiana Target
2018-2019

Instructional
IMPACT

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MEASURABLE SKILL GAINS

NRS Table 4, Column H

2017-2018*

ABE 53.67%
ELL 42.43%

NRS Table 4, Column I

2018-2019**

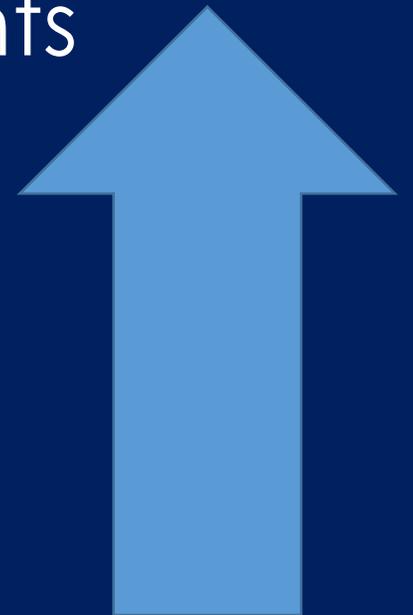
ABE 53.41%
ELL 45.05%

*Data as of 3.8.18

**Data as of 3.8.19

ELL MSG INCREASE

2.5 Percentage
Points





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No. Separated Before Gain

3.8.18

4,238

21.33%

3.8.19

3,445

18.24%

Separations DECREASE
3.09% Percentage Points



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3.8.19

No. Separated Before Gain

2018-2019

– ABE/ASE Levels 1-6 17.27% *Separated*

– ELL Levels 1-6 21.22% *Separated*



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MEASURABLE SKILL GAIN

Basic Skills Remediation
NRS Table 4, Columns B, D, I

Enrolled 18,882 (ABE/ELL)

Majority of ABE Students
– Level 3 (5,266)

Next Highest – Level 2 (5,040)





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Number
HSE Diplomas

	<u>2018-2019*</u>	<u>2017-2018**</u>
ABE/ELL	2,131	2,529

*Data as of 3.8.19

** Data as of 3.8.18

HSE Diplomas
- 398

DOWN



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High School Equivalencies

Moving Forward

2018-2019

TOTAL HSEs

2,131

3.8.19



ABE Level 3 – 934

ABE Level 4 – 602

ABE Level 2 – 308

Implications

Students may be ready at lower educational functioning levels to test

ABE Level 3 = Grade Range Equivalent 3-4

ABE Level 4 = Grade Range Equivalent 6-8

Administer TASC Readiness Assessment earlier



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High School Level
Moving Forward
2018-2019

GRADES
9-12



ABE Levels 5-6

602 Students - 4%

3.8.19

ABE Levels 5-6

3,573 Students - 23%

3.8.18



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Distance Education Measurable Skill Gains

Distance Ed

2018-2019

ABE Enrolled 3,677

ELL Enrolled 1,148

Total 4,825

NRS Table 4C Column H

57.35%

25% Participate in Distance Education



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*Leadership
in Adult
Education*

Managing for
SUCCESS



Lauren K. Bell

Director, Adult Basic Education
Vincennes University

LKBell@vinu.edu



Vincennes University Adult Basic Education



**“The best thing you can give someone
is a job.” Bill Cook-Founder of Cook
Medical**

Our Mission (and also how we are funded- \$\$)

OLD charge: Help adults earn their HSE- High School Equivalency (formerly known as GED) and send them out the door. “See ya!”

NEW charge (as of this year): Help adults earn the HSE while ALSO preparing them for training ending in certification, post-secondary education, and/or substantive employment. Must also prepare those we serve to be productive employees by incorporating the following into daily classroom routines:

- a variety of soft skills
- interviewing skills
- resume writing



VU ABE PY 17-18 Successes (Serving People BETTER!)

- Became one of the top AE programs in the state, and that trend continues...
- Written “in the books” as the best year in the complete history of both VU and Indiana Adult Education.
- VU ABE served 1,424 adults and assisted 361 attain their HSE’s, and we are on track to meet state expectations this year.
- Currently partnering with local employers to assist them in hiring quality employees (i.e.- Master Brand Cabinets in Jasper- ESL partnership- we teach prospective MB clients to speak 60% of the English language and understand MB safety material, and they then hire them/promote them). We partner with Los Bravos Restaurants, Perdue Farms, and TJ Maxx in this way as well. Toyota (Gibson County) ABE class partnership is currently getting started.



SERVE OTHERS

Integrated Education and Training

We have new IET classes in Evansville (CNA), Tell City (CNA), Paoli (CDL), Vincennes (CDL), and Princeton (CNA). Students are able to attend HSE classes while getting their



VU ABE PY 17-18 Successes (Serving People BETTER!)



- Awarded a Work INdiana grant which allows us to offer free certification trainings- Climbed to the top of Work IN programs statewide very quickly.
- Very recently awarded an Indiana Online-Only distance education grant. This grant is allowing us to offer our “state-of-the-art” HSE program statewide in order to reach those not able to attend in-person HSE classes.

PICTURE AT LEFT: VU ABE CNA IET Instructor Ali Rugani with Latasha Barnett at last week’s Toyota Press Release. Latasha earned both her HSE and her CNA certification last November, and she is currently enrolled in Oakland City University where she is pursuing a degree in business management and social work.

Employer/Society Buy-In

Why Should Employers/Society Take a Chance on Successful Adult Education Students?

- The majority of our students simply need encouragement and a “second chance” at success after being dealt a tough hand in life—a life most of us in this room cannot imagine.
- We have very hard-working students who, after learning common sense soft skills, become great employees. They just need guidance as they have had an absence of responsible adults/authority figures in their lives.
- If barriers can be met and attended to, most students are ready to dive in to a career. They just need a “hand” getting there in the beginning.

Where and how much are we?

We offer FREE adult education/ESL classes throughout 14 different counties in Southern Indiana (30-plus total classrooms):

Perry
Vanderburgh
Dubois Gibson
Sullivan **Daviess**
Martin Knox Orange
Spencer Posey **Pike** Lawrence
Warrick



Our Rise from the “Bottom of the Barrel”



- Frequent, positive, organized communication (NOT via e-mail)/Staff Support
- Meaningful Trainings
- Clear expectations (EXCELLENCE/COMPLETE PROFESSIONALISM and “TRIMMING THE FAT”)
- Building Instructor/Staff Morale
- PD Plan (Meet T4 Goals, Decrease Separations, Increase HSE’s)/PDF’s



My Story



- Taught jr. high and high school for 15 years (Knoxville, TN, Evansville, and Mt. Vernon, IN).
- Saw the “writing on the wall” in public education and decided it was time to get out.
- “Fell” into adult education while trying to decide what I wanted to do next.
- Taught AE for approximately 6-7 years, and my last year was promoted to Lead Instructor for the Evansville area.
- Have been the VU ABE Director for over two years now.
- Through all of this experience, I decided what to do by having seen what NOT to do. I really thought I saw clearly what was not working and why our program was “the worst in the state”.
- Being a “Go Big or Go Home”, challenge-loving type of person, I decided if this program were not “fixed” in the first solid program year I was the director giving it every ounce of energy I had (‘17-’18), I would hang it up and let the “right” person take a stab at it. Our students deserved this program to be the best it possibly could be.
- This program IS my passion and my purpose— make sure it is yours as well (take honest look).



The Seven Steps to Stagnation



1. We've never done it that way before.
2. We're not ready for that.
3. We are doing all right without trying that.
4. We tried it once before.
5. We don't have the money for that.
6. That's not our job.
7. Something like that can't work.

VU ABE LiveBinder



k49034781 www.fotosearch.com

<https://www.livebinders.com/play/play?id=2334115&backurl=/shelf/my>

KEY: ABE



Communication/Staff Support is KEY

HOW?

- **Monthly newsletters with individual and staff Table 4 reports and a personal note from me on each individual Table 4.**
- **MAILING** the reports and newsletters to homes in order to avoid it being ignored in a sea of e-mails. Compile notes monthly.
- **Quarterly lead staff meetings/"Team" rather than "Boss and Employees" management style.**
- **Quarterly site visits & teacher support through Lead Instructors/me doing "once-over" each week/bi-weekly.**
- **PDF's making sure PD plan is conveyed, active, and "working".**
- **Being available to staff 24/7 (YIKES) the first year until things were "under control".**



Be a leader, not a boss

A boss knows everything
A leader admits mistakes

A boss tells people what to do
A leader shows how to do things

A boss criticises
A leader gives advice

A boss talks fast and gives orders
A leader gives direction

A boss demand respect
A leader earns & deserves respect

A boss rules with threats not law
A leader shows human kindness

A boss depends on hearsay
A leader investigate

VU AE & Partner 2017-18 Kickoff MINI-Conference

June 9, 2017, 9 A.M. - 2 P.M.

**VU Staff: May claim travel & 5 hours on timesheet under June 9.*

8:30- Earlybird breakfast provided

---donuts, muffins, fruit

---water, coffee (soft drinks available for purchase on first floor as well)

9:00-10:00 - “Director’s Hour”

---New expectations and updates

---Special introductions

---Policies, procedures, and processes

10:00-11:00- (Auditorium)

SPECIAL GUEST/MOTIVATIONAL SPEAKER PRESENTATION: “*The Lighter Side of Education...One Flew Over the Teacher’s Lounge (Oops! I mean the Staff Preparation Room)*” and PRIZE GIVEAWAYS

11:00-12:00- Lunch

---sandwiches

---chips

---fruit/veggies/sweets

12:00-2:00- Training/Refresher Courses (4 group rotations)

***inTERS/Registration- Nancy Heavrin- upstairs computer lab**

***Career Readiness/Soft Skills- Missy Meredith- room 217**

***TABE Basics/Classroom Procedures- Lauren Bell- room 220**

***Follow-Up Process/Laptop “Organization” (bring your laptops)- Jamie Gribbins- room TBA**

VU AE & Partner Celebration & MINI-Conference

April 5, 2019, 9 A.M. – 2:30 P.M.

VU Gibson Campus

****VU Staff: May claim travel & hours on timesheet LABELED PROFESSIONAL DEVELOPMENT under April 5.***

8:30- Earlybird breakfast & Check-In (FOYER)

---donuts, muffins

---fruit

---water, coffee (soft drinks available for purchase on first floor as well)

9:00-9:15- Director's Welcome & Success Stories (AUDITORIUM)

9:15-9:45- Motivational Guest Speaker & Special Student Speaker (AUDITORIUM)

9:45-10:00- Quick Break & Travel to 1st Session (TBA)

10:00-11:30- Training/Refresher Breakout Sessions (TBA) (Will include: Housekeeping, Successes, T4 & Data, IET/WEI, TABE/TASC, Distance Learning, Online Program, Soft Skills, Work IN Update, Process to move students quickly (steps), Toyota Partnership Update with sneak preview of our enhanced VU ABE website sponsored by Toyota, etc.)

11:30-12:30-Celebration Luncheon (LARGE 1st FLOOR GLASS AREA)

---Taco bar catered by QDoba Mexican Restaurant

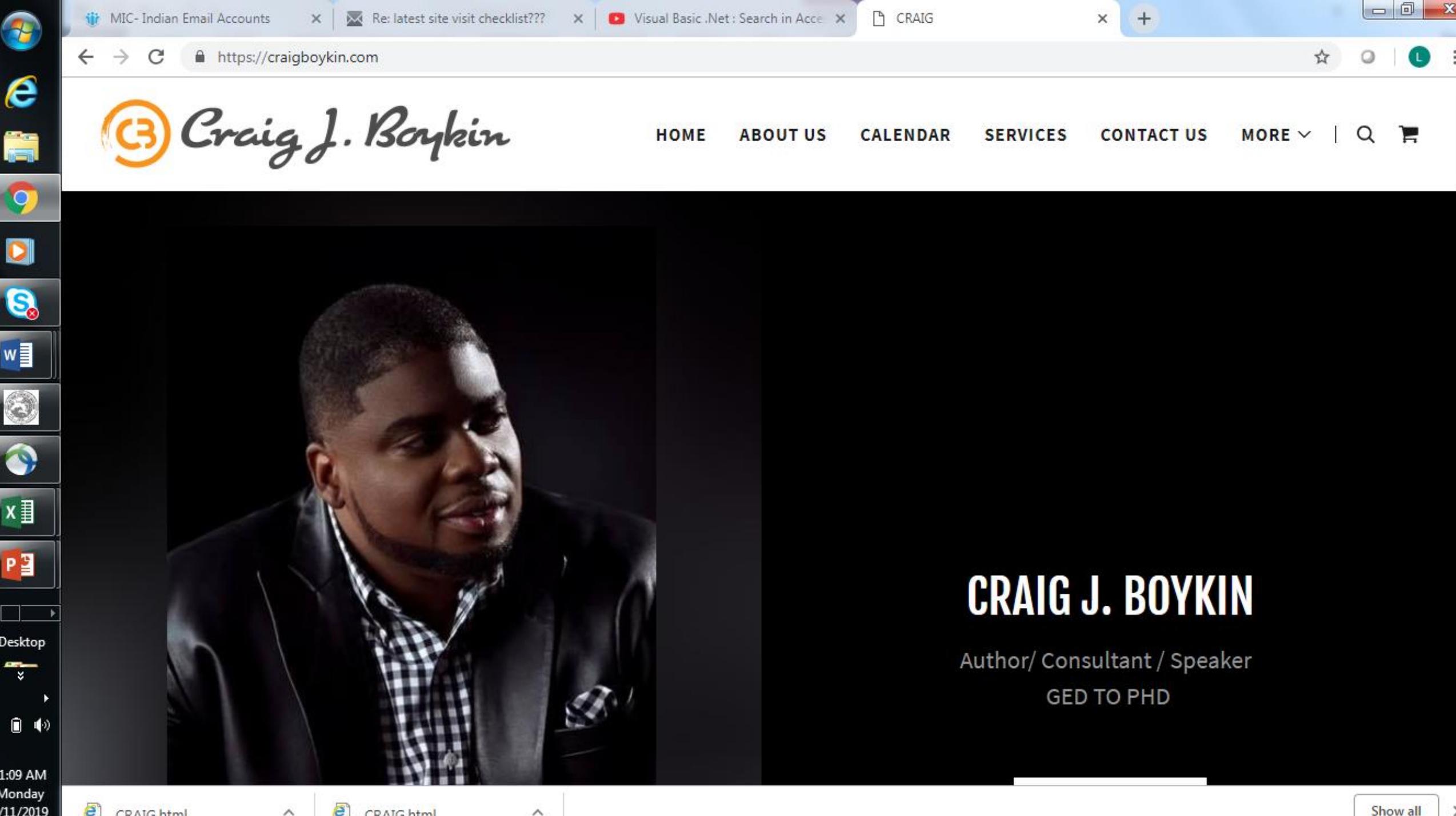
---Awards (must be present to win)

---Prize Drawings (must be present to win)

---Great conversation with colleagues

12:45-2:00- Training/Refresher Breakout Sessions (TBA)

2:00-2:30- Q&A/Discussion time with Lauren & Lead Instructors (if needed).



CRAIG J. BOYKIN

Author/ Consultant / Speaker
GED TO PHD

Vincennes University Site Visit Checklist

Student Folder/Classroom Check:

- 1. Registration with release signed in appropriate places**
- 2. Adult Learning Plan filled out and signed by teacher and student**
- 3. UNDER-18 PAPERWORK/"checked" in inTERS (if applicable)**
- 4. All TABE scores/scoresheets (pre and post)**
- 5. Readiness test scores/scoresheets**
- 6. Documentation/proof of incorporation of daily soft skills**
- 7. Distance learning documentation (if applicable)**
- 8. Sign-in sheets/proof of attendance (with actual student signatures)**
- 9. ICE documentation in folders**
- 10. Positive classroom climate, instructor interacting in professional manner**
- 11. Evidence of instructor actively engaged with students (small groups, group lessons, focused learning, computer usage, less "packets")**

inTERS Check:

- 1. Attendance updated with actual sheets labeled and filed in one location in classroom**
- 2. Testing data is accurate and errors are/are in process of being "fixed"**
- 3. Registration accurately and thoroughly filled out**
- 4. Demographics accurately and thoroughly filled out**
- 5. Focus subject selected on all students (must be lowest EFL subject)**

___ ****UNDER-18 records box checked if student is under 18. If you are not able to check the box stating you have exit forms on file and proper paperwork, the student may not be in your class. No exceptions.**

Instructor Check:

- ___ **1. Has plan for meeting 10 hour professional development requirement**
- ___ **2. Is/has been cooperating/assisting with follow-up and WorkIN efforts**
- ___ **3. Meeting 60% goal on NRS Table 4**
- ___ **4. Is/has been responding/submitting items in timely manner to VU staff/administration**
- ___ **5. Is/has been sending timesheets to Jacquie on Tuesdays**

Instructor

Date

Site Monitor

Date

Meaningful, FUN Trainings with Initial “Kickoff”



- People don't know what they don't know. Our instructors DID NOT KNOW what a Table 4 was or what it meant; therefore, they could not meet any goals set. THAT WAS OUR PROBLEM! Things immediately improved as we TAUGHT Table 4!
- “Drove home” *WHY* Table 4 was important (job security, students being served better).
- Repeat, repeat, repeat policy and main items to always know in newsletters and trainings (T4, housekeeping, updates, etc.) People will act like they understand when really they do not. ;)
- Training agendas (Include FOOD/SPEAKERS, and break meetings up). How do I fund?

CLEAR EXPECTATIONS OF EXCELLENCE



- I desperately wanted VU ABE to “show up”. I knew clear expectations across the board must be conveyed as there had been no expectations or accountability.
- No clear expectations? Staff will stop caring, take advantage, and remain in states of confusion. This will lead to one thing- chaos in the program.
- All VU ABE processes are listed for instructors in easy-to-follow “steps”.
- Ultimately, if a staff member has been presented with expectations, is provided assistance and support (with an improvement plan if needed), and still does not meet set expectations, that staff member is let go/given less hours. As seen on the expectations sheet, that fact is made clear upfront so there are no surprises.
- PD Plan/Plans of Improvement

PD Plan/Awesome PDF's



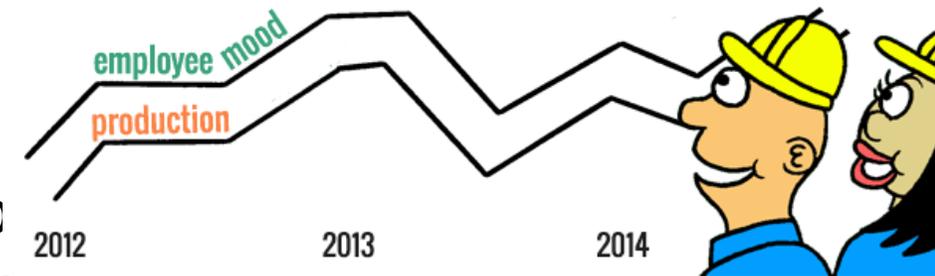
At October 2018 Small Group PD Trainings, PDF's Covered:

- **Summary of how we performed last year**
- **Goals for PY 18-19**
- **Changes re: level gains are counted**
- **New Adult Learner Plans**
- **Following up on student Absences (with steps listed)**

Boosting Staff Morale Means MORE!

Proven Fact: “The better you treat people, the harder they will work for you!”

- ❖ Birthday cards
- ❖ Awards (adds a bit of good ol' competition and excitement)
- ❖ Christmas party
- ❖ Luncheons & prize drawings at trainings
- ❖ “Personal touch”- Handwritten praise to each in each monthly mailing



Student Success Stories





Alex Roy

Alex says he “didn’t have his head on straight” in high school, getting expelled from multiple schools. He eventually found God and decided to devote his life to Him.

- Now, after graduating from VU’s Adult Basic Education program with his HSE, Roy is headed to seminary school.
- He currently holds a job at Cracker Barrel in Evansville.
- He says he would never be able to move forward without earning his HSE with the help of VU ABE, and he states that it is the best thing that has ever happened to him in his life.



"Unless someone like you cares a whole awful lot, nothing is going to get better. It's not." The Lorax.



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2019-2020

Adult Education

Grant

Continuation

Scott Mills | Donna Lovelady

Timelines

Submission Deadline

April 1, 2019 – 5 p.m. EST

Award Decisions

Early May 2019

ABE and IELCE PY19 RFA FAQ

<https://www.in.gov/dwd/2909.htm>



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<https://www.in.gov/dwd/2909.htm>

RFA Questions and Answers

What is the maximum Administrative percentage for all budgets?

No more than fifteen percent (15%) of your entire budget (not including MOE) can be used for Administrative purposes.



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2019-2020

Adult Education

RFA Questions and Answers

Scott Mills | Donna Lovelady

Consideration XIV – Is the goal “20 or 15%” of enrolled individuals participating in IET?

DWD's goal is to have fifteen percent (15%) of enrolled individuals participating in IETs. This typo has been corrected in the latest version of the RFA documentation posted here –

<https://www.in.gov/dwd/2909.htm>



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Can a provider request additional funding in literacy for adult students who need individualized assistance starting with learning the alphabet and basic math facts?

No. Because of the nature of this continuation grant, the only 'extra' funds that can be requested are those linked to the Workforce Education Initiative (WEI) or the Indiana Online Only Distance Education (IOODE) program. Please see the RFA documentation for more information on these two funding streams.



“Stay strong and remember, your teacher only wants the best for you.” – Christopher Washington, CWI adult learner

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Can a provider request additional funding in literacy for adult students who need individualized assistance starting with learning the alphabet and basic math facts?



Student Neoma Wyant
Kokomo Adult Education

No. Because of the nature of this continuation grant, the only 'extra' funds that can be requested are those linked to the Workforce Education Initiative (WEI) or the Indiana Online Only Distance Education (IOODE) program.

Is the administrative cap calculated on the budget WITH the MOE or WITHOUT the MOE?

The Administrative cap (no more than 15% of the total allocation, less PDF funds) is figured on the budget WITHOUT the MOE. The Itemized Budget (PROVIDER NAME_ABE ITEMIZED BUDGET_PY19_RFA_B) document will auto calculate the percentages of Program, Administrative, and MOE totals.

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Will the funds for the PDF stipend and professional development be included when calculating the Administrative cap (15%)?

The PDF stipend and PDF professional development dollars can appear to affect the Administrative cap. Although these dollars are listed in the Federal Administrative portion of the budget, the source of those funds is different from the rest of the grant and is not subject to the 15% cap. When you are preparing your PY19 itemized budget, be sure that the Admin portion does not exceed 15% BEFORE you add the PDF line items. If it goes over 15% after you add the PDF that will not count against your program.

Can HSE Online Test Fees (DRC/CTB) be reimbursed by IELCE or ABE PY19 grants?

No AEFLA dollars (ABE/IELCE/IET/WEI/IOODE) can be used to pay for HSE testing.



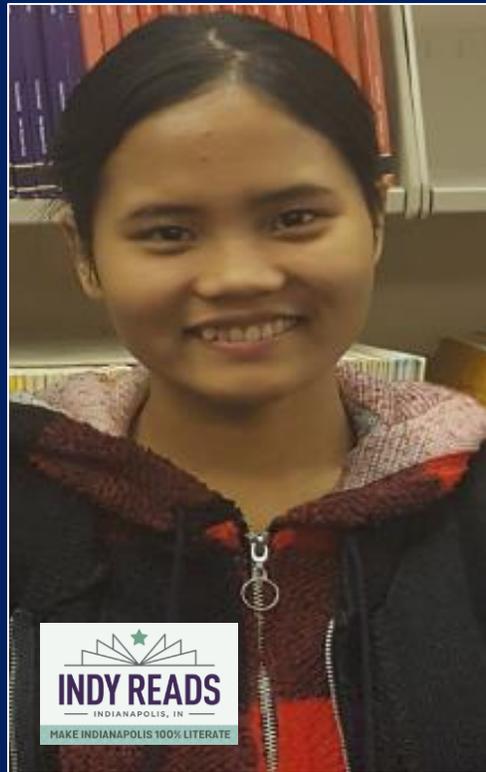
HSE Graduate
LeWayne Patterson |
LARA teacher Cherry
Richardson

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If a provider did not apply for or receive IELCE funds in PY18 (2018-19), can they submit an IELCE grant application for PY19 (2019-20)?

Any provider that applied for and received IELCE funds during the current PY2017 competitive grant cycle (program years 2017, 2018, and 2019) is eligible to apply for IELCE funds for PY19.



Is the IET goal established at 20% or 15%?

DWD's goal is to have fifteen percent (15%) of enrolled individuals participating in IETs. This typo has been corrected in the latest version of the RFA documentation posted here –

<https://www.in.gov/dwd/2909.htm>

Indy Reads
Student Bethny Mawi



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Can funds from the potential IET and WEI allocations be used by the fiscal agent for administrative expenses?

IET and WEI allocations are split between program and administrative. No more than fifteen percent (15%) of the total allocation can be used for administrative costs. Administrative expenses for activities performed in support of IET and WEI are reimbursable. (ABE funds may be used to pay for IET and WEI costs, if necessary. HOWEVER, IET and WEI funds CANNOT be used for ABE.)

Can a provider use any of their IET allocation under "Corrections" if they have IETs in a corrections class?

Yes. Corrections/jail programs

Is MOE determined by percent of funds received/requested or same as previous grant year?

The MOE--Maintenance of Effort--should be similar to the previous year's amount.



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If a provider does not currently have a Professional Development Facilitator (PDF), can they request funds, in anticipation of getting a PDF in the upcoming program year?

Providers may apply for a PDF allocation during the grant application process. If, and only if, the provider has an approved PDF will those funds be released for reimbursement.

Will providers with a PDF receive an additional allocation to cover stipends and professional development for the PDF?

The PDF stipend and professional development funds will be included in the allocation for those providers who apply and are approved.



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Can WEI funding be used to transition students from IET to paid work experiences?

WEI cannot be used to fund paid work experiences. This is not an allowable AEFLA cost.



*Student
Sandra
Crump*
Learn More
Center

Can a program not already receiving corrections funding apply for it as part of the PY2019-20 Continuation Grant?

Any program awarded adult basic education (ABE) funds as a result of the grant process is allowed to use funds to provide adult education and literacy activities in the "corrections" environment.

Can a current sub-grantee apply for funding during the PY2019-20 Grant Continuation process?

No. Even though parts of the available funding for the ABE grant will be awarded on a competitive basis, the PY2019-20 grant is a continuation.



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Do all the students in an IET course need to take the credentialing exam for the workforce training component?

DWD understands a student may refuse to take or not pass the credential exam, but it must be offered to all.

If a program applies for WEI funding, must all the students in the WEI course be employed by the partner employer?

There are a number of situations where WEI program could be open to non-employer partner employees



ELL Student Thalissa Painaõ
Teacher Julie Williams
Broadview Learning Center



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New Workforce Initiative Coordinator for Adult Education

Roy Melton

rmelton@dwd.in.gov

765.413.2216

1 OVER
MILLION
JOBS

NEEDED IN THE
NEXT 10 YEARS

A light blue silhouette of the state of Indiana is shown on the right side of the slide. Inside the silhouette, there is a bar chart with three bars of increasing height. The text '1 OVER MILLION JOBS' is positioned above the chart, and 'NEEDED IN THE NEXT 10 YEARS' is positioned below it.



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Professional Development

NEXT



STEPS

Moving Forward

2018-2019

Evidenced-based Reading

March 14-15, 2019 – J. Everett Career Center, Indianapolis, 9:30 - 4:30

February 20 - Pre-Webinar | April 17 - Post-Webinar | 1 - 2:30 P.M.

New Teacher Training

May 10, 2019 – PDF Meeting, 10 - 3

Contracted PD Trainings



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Jessica Gray

WorkINdiana Program Manager

jgray1@dwd.in.gov

WorkINdiana@dwd.in.gov

(317) 503-1006

Work **IN**
amplifyAE.org

WorkINdiana *Updates*

Statewide

.6% JAG enrollment

6.4% ERG utilization

8% TANF utilization

STATEWIDE	Goal	To-Date
Enrollment	1,800	1376
Enrollment Rate	---	76%
Still Enrolled	---	399
Completers	1,440	874
Completion Rate	80%	89%
Dropped	---	103
Dropped Rate	Below 10%	12%
Certifications issued	1,065	694
Certification Rate	74%	79%
Employment	640	344
Employment Rate	60%	39%

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► Integrated Education & Training

IELCE | Short-term Training | Certifications

10 IELCE certifications and 204 IET certifications.
10 pending applications

IET Enrollment	2,026	43.00% goal
IELCE Enrollment	74	12.80% goal
Still Enrolled	960	
Dropped	176	16.51%
Completions	890	83.49%
Certifications	668	75.06%

3.11.19

*Good Jobs.
Better Jobs.*
CAREERS.



HEA Student
Elizabeth Rodriguez
CRCA Preceptor
Waterford Crossing

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Workforce Education Initiative

69 WEI certifications

1 pending applications (waiting for InTERS spreadsheet)

WEI monthly data report statewide enrollments –

WEI Enrollments	560	12.9 % of the goal
Still enrolled	516	
Dropped	5	11.36%
Completed	39	88.64%
Certification	39	100%



Warren Student JeAnna Jones



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InTERS

ADULT EDUCATION UPDATES,
TRAININGS

Matt Crites

mcrites@dwd.in.gov

Brin Sisco

bsisco@dwd.in.gov

ABE

Log-in to the Indiana Student Data Reporting Client

User ID:

Password:

Ok Cancel

Indiana Student Data Reporting Client

Version: 1.0.10.1914
App Date: 20170202

IAACE Conference

Is less than 2 months away!

April 24th – 26th



- **10:00 am on Wednesday 4/24:** What is your Superpower? A Grand Opening of Exhibits and Meet and Greet (DWD, Board and Sponsors) begins at
- **First General Session is at 11:00 am:** Box Lunch and Learn, Networking Round with topic facilitators.
- **Keynote Jennifer Powers begins at NOON.**

* Visit www.iaace.com for the official conference schedule

* **Book your hotel room before it's too late!**

Deadline for \$125 rooms is March 29th

* **Calling ALL Retirees!**

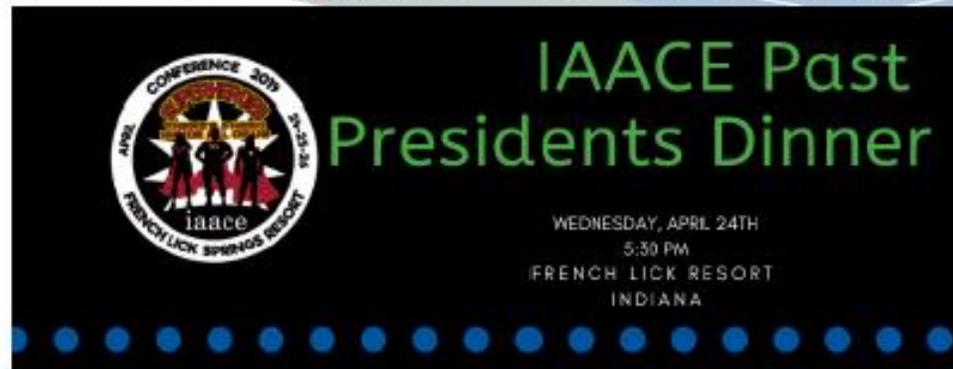
If you, or someone you know, is retiring from Adult Ed this year please let us know. We would like to honor retirees at this year's conference.



IAACE Conference

What's new this year?

Past Presidents Dinner Wednesday, April 24th 5:30 pm at French Lick Resort



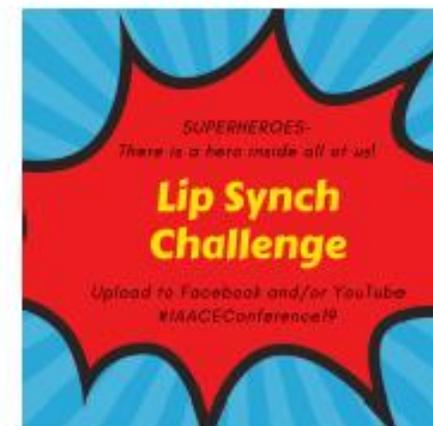
Excursions for Thursday at 5:30 pm
Escape Room



Dinner at Winery



Lip Synch Challenge
to bring awareness to
Adult Education



* Visit <https://iaace.com/2019-attendee-registration/> for all details.

IAACE REMINDERS

Vote for the 2019/20 Officer & Board Members

We are electing : President-Elect, Secretary & 3 Board Members



Laura Smart
President-Elect



Sheila Butler
Secretary



Liz Daugherty



Michelle Ellis



Christy McIntyre-Gray



Rob Moore



Lara Pastore



Christina Persson



Natalie Reuter



***LAST CALL for COABE Virtual Conference:
You have through April to access all sessions!**



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Next Adult Education & Workforce Development Statewide Webinar

4.10.19

10 to 11:30 a.m. ET

The right skills, at the right time, in the right way.
Indiana's Demand Driven Workforce

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