



News to Use November 2005

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KYAE provider meetings scheduled

KYAE has scheduled three important provider meetings, "Working Effectively with Policy Leaders," November 16 in West Liberty, November 17 in Louisville and November 29 in Madisonville. Agenda specifics will follow at a later date.

At least one person from each county must attend; up to two staff members from each county may attend. Please register for one meeting in closest proximity to your county by completing a [registration form](#) and sending it to Toni.Quire@ky.gov by the deadline stated on the form.

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Family literacy policy clarifications

KYAE has recently received questions about family literacy and assessment of children. The [2005-06 KYAE Policy and Procedure Manual](#), Family Literacy section, p. 5, states, "The child education component is to be provided by other

local educational agencies. Kentucky Adult Education funds may be used to provide the other three components.”

KYAE funds should not be used to purchase or administer child assessments. The family literacy program quality indicators emphasize the use of valid, approved assessments to determine children’s progress. These assessments should be purchased and administered by adult education family literacy *partners* who are providing the childhood educational component.

While KYAE has published opportunities for childhood assessment training and resources related to the child, the intent was that in planning and working with your *partners*, they would be able to take advantage of such opportunities.

One factor that may have contributed to confusion is that the printed version of the PD Handbook includes FAM 290 “Kentucky Early Childhood Assessment Training” as a requirement for the family literacy track. *This is not a requirement* for adult education staff. The online PD Handbook has been corrected to reflect that FAM 290 is not required for adult educators; however, the training is a resource for family literacy *partners*.

It has been brought to KYAE’s attention that some programs have partners who are not appropriately assessing the children. KYAE will examine several policies for potential revisions for FY07. The issue of ensuring partners appropriately assess children is one of the proposed policies for examination.

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Assessment policy changes – accommodations and A-LAS

In late May, representatives from the U.S. Department of Education, Office of Vocational and Adult Education (OVAE), met with KYAE staff and visited programs in Jefferson and Fayette counties. As a result of the visit, OVAE required revisions in KYAE’s assessment policy regarding post-testing, accommodated testing and the use of the A-LAS assessment. OVAE has accepted KYAE’s revisions in accommodations and the A-LAS, which are detailed below. Revisions in post-testing are anticipated at a later date.

Accommodations

OVAE mandated that KYAE revise its assessment policy by including specific criteria for determining which students should receive testing accommodations and describing the range of allowable accommodations to be provided. An accommodations policy is being developed for the 2006-07 fiscal year.

In the meantime, to comply with the OVAE mandate, KYAE has added the following sentence to the [2005-06 KYAE Policy and Procedure Manual](#), Assessment section, p. 11, "Accommodated testing shall be in compliance with test publisher recommendations and the fiscal agent's policy and procedure regarding accommodations."

A-LAS

OVAE also mandated phase-out of the A-LAS assessment as an approved test for use under NRS. The test publisher, CTB McGraw-Hill, has informed OVAE that it is discontinuing this assessment. As of July 1, 2006, A-LAS will not be on the list of KYAE-approved assessments.

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Assessment policy clarification

The Spanish-language TABE is not on the list of KYAE-approved assessments. See the [2005-06 KYAE Policy and Procedure Manual](#), Assessment section, p. 11-12.

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Data collection policy changes

As announced in the September *News to Use*, OVAE also mandated changes in the AERIN data management system – linking scale scores to NRS levels and collecting daily student contact hours. These changes were incorporated in 2005 AERIN training.

KYAE's data collection and reporting policy has been revised accordingly, see [2005-06 KYAE Policy and Procedure Manual](#), Data Collection and Reporting section, p. 30.

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PD policy update

As announced by e-mail on October 18, 2005, KYAE revised Fiscal Guidelines for Professional Development, page 27, of the [2005-06 Kentucky Adult Education Policy and Procedure Manual](#). The revised policy requires providers to comply with the travel policy of their fiscal agent. The previous policy required compliance with state and local travel policy.

This change is effective for travel occurring on or after October 1, 2005.

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Professional development units (PDUs)

In July 2005, KYAE enacted a new framework for adult educators to earn required PDUs each year. The new method transitions from a focus on “seat time” (the amount of time spent in a workshop, seminar, conference) to a focus on outcomes (changes in knowledge, understanding or skills). PDUs are not based on the number of hours spent in an activity, but the depth and breadth of knowledge that can be gained.

With this change in focus, PDUs are now awarded based on the following criteria:

- **Investigate** new practices (**1 PDU**), e.g., learn by attending a workshop, conference, or reviewing professional literature.
- **Apply and evaluate** knowledge and skills in the classroom (**5 PDUs**), e.g., develop and use lesson plans based on what was learned at the conference and examine its effectiveness with student performance data.
- **Disseminate** what is learned with colleagues (**3 PDUs**), e.g., lead a study circle with local peers or present a training event at a regional or state level meeting.
- **Demonstrate expertise** by sharing effective practices across the nation (**4 PDUs**), e.g., present at a national conference or publish an article in a professional journal related to the professional experience.

The annual PDU requirements are as follows:

- Full-time: Staff employed an average of 20 hours or more per week – 8 PDUs
- Part-time: Staff employed an average of 19.75 hours or less per week – 2 PDUs
- Less than 50 hours per year requires no PD.

The professional development practitioner advisory team (PDPAT), consisting of adult educators and PD partners, helped craft the new PD system. More information is available on [KYAE's PD Web page](#).

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National Conference on Family Literacy

Again this year, KYAE will pay the \$385 early registration conference fee (this does not include special sessions) for one KYAE-funded family literacy program staff from each county to attend the National Conference on Family Literacy, sponsored by the National Center for Family Literacy, at the Galt House in Louisville, March 19-21.

Submit the name of the individual to attend the conference and the county name to Amanda.Walker@ky.gov by February 23, 2006. Early registration must be completed before February 24, 2006. The registration brochure is available at <http://www.famlit.org/Conference/index.cfm>. For KYAE-funded participants, check "My registration is funded by Kentucky Adult Education (KYAE)."

Programs sending additional staff members must pay for those individuals' registration from the program's PD allocation. Professional development allocations may be used for travel, hotel accommodations and meals not covered during the conference in compliance with KYAE policy. Late fees and "no show" charges may not be paid with KYAE funds.

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Kentucky Adult Education conference planning committee

KYAE is planning a statewide conference for fall 2007 and is looking for a limited number of volunteers to serve on a planning committee that will consist of KYAE staff, KAACE representatives and other adult educators.

If you would like to serve on the committee, please notify Dr. Sandra Kestner of KYAE at (502) 573-5114, ext. 108, or Sandra.Kestner@ky.gov by December 1, 2005.

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Family literacy resources

The Southwest Educational Development Laboratory has developed a report focusing on how to encourage parents to get involved with schools. It is available at <http://www.sedl.org/connections/resources/rb/rb5-diverse.pdf>.

Link to www.thebestkidsbooksite.com for lots of ideas on books, activities and resources for kids. The site features seasonal activities and an abundance of educational activities for the family.

Please alert family literacy partners that the Kentucky Department of Education's Early Childhood Continuous Assessment Guide has been updated. This information can be downloaded at [revisions](#). Click on the Updated Recommended Assessment Crosswalks, 10-13-05. The complete updated version of the Continuous Assessment Guide is also available at this link.

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KYAE staff changes

Eric Morrow and Amanda Walker have joined KYAE to provide staff support services. Eric most recently was a graduate academic services officer at the University of Kentucky Graduate School. He is working in program analysis, program improvement and policy and planning. He can be reached at (502) 573-5114, ext. 277, or Eric.Morrow@ky.gov.

Amanda came to KYAE from the Midwest Management Group in Lexington where she worked as an administrative assistant. She is providing staff support in strategic alliances, system support and workforce education. Amanda is available at (502) 573-5114, ext. 154, or Amanda.Walker@ky.gov.

Martha Dyer, who has worked in the GED office for three years, has taken a job with the Kentucky Virtual Library in the Council on Postsecondary Education. Her colleagues wish Martha the best and thank her for her dedication to GED services throughout the state. She will begin her new duties on December 1.

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Demographic questions and program codes

Dr. B. J. Helton, GED administrator, reminds adult educators of the following. Questions can be directed to her at BJ.Helton@ky.gov.

- Ensure instructors are providing students with the list of Kentucky specific questions 32-41 and that students are answering these questions on the demographic form, page 8.
- Bubble the instructional program code (OPT test readiness code) on the demographic form, page 8. Do not depend on students to get the code correct. This code provides the means to analysis data by program.

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Updated Report Card

The 2005 KYAE Report Card has been posted on the [KYAE Web site](#) under What's New and on the Reports and Performance pages. The Report Card provides a quick snapshot of Kentucky's adult education challenge, goals and achievements.

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Valuable links – study circles

Two new study circle guides and a forum guide are available from National Center for the Study of Adult Learning and Literacy (NCSALL). To download free copies or to order printed copies, visit the NCSALL Web site at <http://www.ncsall.net>.

A new professional development guide provides all the steps, materials and information for conducting a 10½-hour study circle for adult educators. The study circle covers the latest research on reading instruction, <http://www.ncsall.net/?id=892>.

The goal of the 15-hour study circle at <http://www.ncsall.net/?id=891> is to prepare participants to help their students develop basic skills needed for accessing health-related services and for navigating health care systems.

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