

**Virgin Islands Department of Education  
Narrative Report FFY's 08-09  
Adult Education**

**Objective 1: ATTEND NATIONAL MEETINGS ON ADULT EDUCATION TO STAY CURRENT WITH TRENDS IN ADULT LEARNING AND ENSURE THAT QUALITY PROGRAMS ARE BEING OFFERED TERRITORIALLY.**

<b>Activities Outlined</b>	<b>FFY 2009 ACTIVITIES CONDUCTED/EVIDENCE OF SUCCESS</b> <i>(Please include both qualitative and quantitative data.)</i>
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1.1 Identify Seminars and Conferences in the US relative to AE and the Adult Learner to ensure quality of programs offered in territory.	October 26-27, 2010 - 1 <sup>st</sup> Annual Adult Recovery Summit <i>Attracting and retaining the VI adult population most in need of Literacy Services</i> DIVI Carina Bay Resort in St. Croix, USVI. 100% attendance rate of AE Subgrantees
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1.2 Conduct assessment of needs to determine need of the adult learner.	Finalization of the Needs Assessment is in process and will be carried out in February of 2011
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<b>EXTENT TO WHICH OVERALL OBJECTIVE WAS ACHIEVED: (Achieved, Not Achieved, Partially Achieved)</b>	Partially achieved...Needs Assessment survey completed by Program Manager, to be sent to programs by February 2011
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<b>EXPLANATION</b>	Objective 1.1 was partially achieved. For the end of FFY 2009 and upcoming FFY 2010, Program Manager will identify AE conferences, trainings and seminars to attend along with directors from individual subgrant programs to ensure the quality of programs offered territorially. This FFY, the State Office of Career, Technical & Adult Education found that it was more cost effective to bring trainings to the VI for the benefit of the entire AE population of educators. As such, we hosted the 1 <sup>st</sup> Annual AE Summit, in which we brought in Dr. Bruce Chaloux from the Southern Regional Education Board to provide professional development to Adult Learners on <i>A Smart Move in Tough Times Report: Lessons You Can Use from SREB's Focus on Adult Learners</i> . We also invited Dr. Mary Ann Corley, Director of Teaching Excellence in Adult Literacy, of the American Institutes for Research in Washington, DC to conduct Professional Development for Adult Educators on Adult Literacy, using the National Reporting System and Effective TABE testing to measure valid and realistic, educational gains of adults, as well as how and when to report and why reporting is important. Topics included Components of the Data Collection Process, strengths and challenges of dataflow, identifying uses of data, reviewing program data and identifying
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areas for improvement and building data literacy and culture of data use.

Objective 1.2 is partially achieved, as the Program Manager is currently finalizing the needs assessment, which will be presented to all Subgrantees in February 2011, for faculty, staff and student feedback.

## FFY 2008-2009 Adult Education State

### Objective 2: PROVIDE CONTINUOUS PROFESSIONAL DEVELOPMENT TRAINING FOR LEA'S, CBO'S, GOVERNMENT AND NON PROFIT ORGANIZATIONS, INVOLVED IN THE IMPLEMENTATION AND SUPPORT OF AE PROGRAMS TERRITORIALY.

<b>Activities Outlined</b>	<b>FFY 2009 ACTIVITIES CONDUCTED/EVIDENCE OF SUCCESS</b> <i>(Please include both qualitative and quantitative data.)</i>
<p>2.1 Professional development of program managers, school based managers and personnel involved in implementing and supporting Adult Learners Programs.</p>	<p style="text-align: center;"><b>September 14, 2010 Effective Program Monitoring for Adult Education</b> Conducted by the Law Offices of Brustein and Manasevit. There was a 90% attendance ratio of Adult Education Subgrantees.</p> <p style="text-align: center;"><b>October 12 - 13 &amp; 14, 2010 - Pro Literacy Training</b> <i>Building Lesson Plans and Curriculums to teach Adult Literacy</i> Carambola Beach Resort in St. Croix, USVI. There was a 50% attendance rate of AE Subgrantees</p>
<p>2.2 Provide training to enhance data quality, performance, practitioner, and program and content standards.</p>	<p><b>FFY 07-08, September 29-30, 2009 - LACES Literacy Pro Training for Adult Education Service Providers</b> <i>How to use the LACES MIS System. 100% of AEFLA Subgrantees in Attendance</i></p> <p><b>FFY 08-09 February 16-17, 2010 - AEFLA Training for Adult Education Service Providers</b> <i>AEFLA Programmatic, compliance and NRS training. Introducing the AE Policy Manual to Subgrantees</i> <i>100% AEFLA Subgrantees in Attendance</i></p> <p><b>FFY 09-10 November 16-17, 2010- Literacy Pro Training for Adult Education Service Providers</b> <i>How to use the LACES MIS System. 100% of AEFLA Subgrantees attendance confirmed</i> <i>Attendance Mandatory</i></p>

<b>EXTENT TO WHICH OVERALL OBJECTIVE WAS ACHIEVED: (Achieved, Not Achieved, Partially Achieved)</b>	<b>Objectives Achieved</b>
<b>EXPLANATION</b>	<p>VIDE hosted a training in conjunction with one of our Subgrantees, the VI Corrections Bureau, conducted by Pro Literacy. This training taught AE service providers how to develop lesson planning techniques for effective reading instruction. Additionally, For FFY 08-09, VIDE hosted it's first training for AEFLA in which the Adult Education Policy Manual was presented to and reviewed with the AEFLA Subgrantees. Teresa Bestor, North East Regional Coordinator, OVAE and Larry Condelli, Director NRS co- hosted this two day training via teleconference and webinar. This training gave in depth programmatic and policy guides to all Subgrantees.</p> <p>VIDE continues to host annual Management Information System training for Subgrantees. A greater commitment is noted for FFY 08-09 with attendance and determination to generate quality data. This is the second year that Subgrantees are using the system, and the second hands on training that they have received. Feedback reported that 90% of Subgrantees are eager to streamline their data process by entering data into the MIS so that the Tables can be generated by the State with little manual labor on their end for data compilation.</p>

**FFY 2008-2009  
Adult Education State**

**Objective 3: DEVELOP STATE DATA QUALITY, PERFORMANCE, PRACTITIONER, PROGRAM AND CONTENT STANDARDS**

<b>Activities Outlined</b>	<b>FFY 2009 ACTIVITIES CONDUCTED/EVIDENCE OF SUCCESS (Please include both qualitative and quantitative data.)</b>
<p>3.1 Provide training, technical guidance and literature to sub grantees to ensure that they understand state data quality, program content, standards and the importance of.</p>	<p><b>January 20 – 21, 2011 – National Reporting System Training</b> <i>What you need to know about the NRS. How to conduct Follow up Surveys AEFLA Subgrantees Attendance Mandatory</i></p>
<p>3.2 Ensure that each sub grantee has important web access to NRS guides and regulations for quick reference.</p>	<p><b>January 20 – 21, 2011 – National Reporting System Training</b> <i>What you need to know about the NRS. How to conduct Follow up Surveys AEFLA Subgrantees Attendance Mandatory</i></p>

<b>EXTENT TO WHICH OVERALL OBJECTIVE WAS ACHIEVED: (Achieved, Not Achieved, Partially Achieved)</b>	<p style="text-align: center;">Not yet achieved (in process)</p>
<b>EXPLANATION</b>	<p style="text-align: center;">This Annual NRS training is scheduled to take place on January 20 and 21, 2011. This training will encompass all objectives outlined in subparts 3.1 and 3.2. Subgrantees have access to the NRS website which houses a plethora of information that can be downloaded free of charge and used to enhance their programs. Additionally, information and quick tips for program improvement will be provided at the training for all Subgrantees.</p>

<b>FFY 2008-2009 Adult Education State</b>	
<b>Objective 4: TRACK PROGRAM OUTCOMES THROUGH EVALUATION AND COLLECTING RELEVANT DATA PER NRS, FEDERAL AND STATE REQUIREMENTS.</b>	
<b>Activities Outlined</b>	<b>FFY 2009 ACTIVITIES CONDUCTED/EVIDENCE OF SUCCESS</b> <i>(Please include both qualitative and quantitative data.)</i>
4.1 Monitor AEFLA programs under this part to ensure that they are compliance with federal and local programmatic, procurement and fiscal guidelines	<p style="text-align: center;">Ongoing desk monitoring of AEFLA programs conducted with each application for drawdown of grant funding. Fiscal monitoring is conducted on an ongoing basis for each district with each draw request.</p>
4.2 Provide technical assistance to improve the quality of programs and services to adults.	<p style="text-align: center;">September 14, 2010 Effective Program Monitoring for Adult Education            Conducted by the Law Offices of Brustein and Manasevit.            There was a 90% attendance ratio of Adult Education Subgrantees.</p> <p style="text-align: center;">Revised AEFLA MONITORING TOOL issued to all Subgrantees 9/14/2010</p>
4.3 Monitor adult education programs (district and community based) for quality, content, relevance, enrollment and outcomes.	<p style="text-align: center;">Site visits were conducted to 42% of the Subgrantees funded under AEFLA for this FFY.            Random phone calls placed to students in AEFLA programs to generate feedback on program success.            Audit findings issued with deadlines given for corrective action.</p>

	Field visits are scheduled through July 2011.
<b>EXTENT TO WHICH OVERALL OBJECTIVE WAS ACHIEVED: (Achieved, Not Achieved, Partially Achieved)</b>	Partially Achieved
<b>EXPLANATION</b>	The overall objective under this section was partially met. The overall objective will be met by close of obligation period, September 30, 2011. Desk audits and Fiscal monitoring are ongoing processes for the AEFLA program. 80% of Subgrantees are structured to the point where fiscal and student data are easily received by the State based on documentation submitted with draw requests. 43% of AE programs are/have restructured based on TA and training received this FFY. With the upcoming MIS training, it is expected that data will reflect a 100% improvement rate, and 90% of programs will be operating up to expected AEFLA and NRS programmatic standards.

**FFY 2008-2009  
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**Objective 5: IDENTIFY COMPETITIVE FUNDING OPPORTUNITIES FOR LEA'S, GOVERNMENT AGENCIES, CBO'S AND NON PROFITS, TO MEET THE EDUCATIONAL NEEDS OF THE ADULT LEARNER THROUGH NON TRADITIONAL METHODS, AS WELL AS BY ELIMINATING BARRIERS, THUS INCREASING STUDENT ENROLLMENT.**

<b>Activities Outlined</b>	<b>FFY 2009 ACTIVITIES CONDUCTED/EVIDENCE OF SUCCESS (Please include both qualitative and quantitative data.)</b>
5.1 Identify and apply for Federal funding to improve and enhance AE programs territorially	* Application to receive Training and Technical Assistance in Performance Based Funding. * Policy to Performance initiative
5.2 Conduct fair Sub grantee award competition for LEA's, CBO's, Government, and nonprofit organizations territorially	Subgrant Award competition conducted this FFY
<b>EXTENT TO WHICH OVERALL OBJECTIVE WAS ACHIEVED: (Achieved, Not Achieved, Partially Achieved)</b>	Achieved

## EXPLANATION

Applications were submitted to MPR and Associates for initiatives outlined under section 5.1. The VI was not chosen by MPR out of the States that applied for assistance. AEFLA Subgrant competition yielded 11 applicants, 9 were funded, 2 of which were new Subgrantees, 1 of whom did not complete the Subgrant Agreement process. Those funds will be redistributed among existing Subgrantees for upcoming FFY, as there will not be a new competition.

### **Describe successful activities, programs and projects supported with State Leadership funds and describe the extent to which these activities, programs and projects were successful in implementing the goals of the State Plan.**

The above outline provides activities that serve to strengthen programs through professional development and training. They allow for programs to gain topical knowledge and technical hands on experience that will enhance performance, increase productivity, capture and retain student's interest and provide data that is valid, consistent and reliable.

### **Describe any significant findings from the eligible agency's evaluation of the effectiveness of the adult education and literacy activities based on the core indicators of performance.**

The eligible agency finds that the Virgin Islands, for the most part, has extended funding to programs that conduct satisfactory Adult Literacy programs. However, the core indicators of performance are not representative of the actual numbers that programs serve. Therefore, the breakdown in the insufficient reporting of student data has to do with larger programs ability to perform the required functions under AEFLA, as mandated by the NRS which entails not only testing every participant for educational gain, but also entering the data into the MIS system consistently and timely. After completion of the NRS State Data Quality Checklist, it was clearly determined that the eligible agency is moving in the right direction as it pertains to getting our reported numbers up and getting our data to the level that is required for consistency and accuracy, specifically when reporting larger numbers of participants. The eligible agency has taken a strategic approach to first train and provides professional development, tools and TA needed to achieve this short term goal and now, is moving steadfast to physical implementation that will generate desired results with the upcoming FFY reporting. We noted in trainings and feed back surveys, as well as with newly reported data and technical assistance visits, that programs are receptive and actively working diligently to ensure that their programs are operating according to OVAE's and NRS' requirements. Students are being coached on realistic and attainable goals, as opposed to simply the goal of obtaining a GED, thus programs report reduction in dropout rates.

**Describe how the eligible agency has supported the integration of activities sponsored under Title II with other AE, career development, and employment activities. Include a description of how the eligible agency is being represented on the Local Workforce Investment Boards, adult educations involvement on the State Workforce Investment Board, the provision of core and other services through the one-stop system and an estimate of the Title II funds being used to support activities and services through the one stop delivery system.**

The State Director represents the eligible agency on the above mentioned boards. The eligible Agency recently hosted an Adult Recovery Summit to build upon and enhance collaborative partnerships with agencies in the current one-stop system. Key leaders in the Virgin Islands Community were present and involved at that Summit and revisited an agreement to commit to strengthening the existing one stop. In attendance was the VI Delegate to Congress, the Honorable Dr. Donna Christian Christiansen, the Honorable Albert Bryan Jr, Commissioner of Labor, The Honorable Chris Finch, Commissioner of Human Services, Dr. David Hall, President of the University of the Virgin Islands. Additionally, representatives for the Honorable Governor John P. deJongh Jr., as well as the Honorable La Verne Terry, Ed.D, Commissioner of Education were present to pledge their commitment, as those dignitaries had dual commitments. Leaders from Post Secondary Career and Technical Education were also present, as well as members of the Adult population from the community and representatives from each local AE provider program. This consorted effort was done to form collaborative bridges to attract and retain members of the Adult community most in need of literacy Services and provide support that serves to eliminate the barriers that they may face to enrolling and remaining in literacy classes. At this forum, the State Director discussed the need for integration of literacy into the post secondary Career tracks for adults. As indicated by the Commissioner of Labor, Adults can no longer be referred to jobs without a high school diploma, or a GED and Literacy pay a major role in tackling some of the deficiencies that many adults face as barriers to their High School Diploma and GED. A committee will convene to plan formidable integration.

**Describe successful activities and services supported with EL/Civics funds, including number of programs receiving EL/Civics grants and an estimate of the number of adult members served.**

This is N/A at this time.