



## Board Meeting Agenda

September 22, 2023

Bristol Adult Education

Anthony Mangiafico called the meeting to order at 10:21 a.m.

Housekeeping items were addressed:

- Introductions of Board members and meeting attendees
- Ticiana Coleman, Burlington English introduced and acknowledged as lunch sponsor
- Conflict of Interest form should be given to Linda Blakesley
- Heather Pelletier, CAACE Board Vice President, not in attendance due to passing of family member
- Wifi password pointed out to attendees

### 1. Acceptance of Minutes

**Motion to accept Minutes of May 4, 2023 with revisions was made by Jessica Reho  
Seconded by Kymbel Branch  
Unanimously approved**

### 2. Treasurer's Report

Lori Wyrebek provided the following reports regarding the treasurer's report

- June 30th report
- August 31st report
- All bills are current and checkbook is reconciled as of August 31, 2023

**Motion to accept Treasurer's Report as reported and attached to the agenda was made by Susan Do  
Seconded by Kristin Hempel  
Unanimously approved**

### 3. Executive Director Report

Reported by Larry Covino:

- a. Thank you to Board for opportunity
- b. End of AEFL week
  - i. Great rally
  - ii. Thank you for attending, encouraging students
  - iii. Thank you to Christine Valdez
- c. Social media up and running
  - i. X - Twitter
  - ii. LinkedIn
  - iii. Facebook
  - iv. Encourage like and follow pages
  - v. CAACE will share our posts from our respective agencies
  - vi. Search for CTAdulted
- d. Website is updated and being modernized

- i. Links are working
- ii. Let Larry know any corrections
  - 1. info@caace
    - a. preferred email
  - 2. covinol@caace
    - a. personal emails use this one
- e. Started September blog
  - i. Will put stuff out from the national level
  - ii. Update with upcoming events
- f. Membership Directory
  - i. Reminder to submit to Larry
  - ii. Any mid-year staff changes send to Larry
- g. Met with Executive director of Maine adult ed
- h. Met with Executive director of Michigan
- i. BE is sponsoring Board Meeting, 9/22/2023
- j. Engen will sponsor October Board Meeting
- k. All info being loaded to website
- l. Newsletter is being distributed
- m. IRIS – Middletown – newest member of CAACE
  - i. Refugee organization
- n. Larry is here to support us all
  - i. Send him our stuff
    - 1. Pictures
    - 2. Will post on social media
  - ii. Trying to keep communications 1-2 times per week

#### **4. Workforce Development Boards**

Reported by Kymbel Branch

Some of the main points and topics reported and discussed:

- a. IRIS works collaboratively with settlement agencies
  - i. Influx of expected refugees
- b. Attended meeting with CT College system
- c. Career connect – so much is tied to this and college system
- d. Focus on step programs that bring ESL and skilled training together
  - i. Barriers are frustrating that ESL students experience
- e. Statewide moving forward with manufacturing training
  - i. Healthcare and IT is stalled
- f. Mark Fernandes shared student experience with college system
  - i. FAFSA can be a hurdle for many students
    - 1. Requires parents info until age 25
- g. Kymbel Branch reported a centralized office in New Britain to provide a go-to for support to mitigate some of those frustrations
- h. Larry Covino will reach out to president of Tunxis seeking answers for FAFSA requirement
  - i. Understanding that these are federal guidelines
  - ii. Our students do not follow traditional pathway

Susan Domanico shared that the Northwest region has money coming in to support training. She worked with the workforce board to purchase a bundle of Engen licenses and designated ten licenses for IECLE students to meet the IET component. This supports English learners who desire training but English skills are a barrier

Branch added that she supports layered ESL with skilled training such as contextualized training with WIOA certificates.

Susan Kocaba, CSDE, shared that she oversees ESL for SDE and offered to meet with Branch to discuss support and products that benefit our ESL students.

## **5. COABE Update**

Anthony Mangiafico gave Kristin and Christine a shoutout on COABE podcast. Mangiafico noted that CT was recognized and noted several times through AEFL week at state and national level.

Kristin Hempel, COABE Region 1 Representative, reported on the following.

- a. COABE webinars are recorded
- b. Appreciates the supports from all programs and agencies – Thank you
- c. Gearing up for Digital Literacy Week – watch for activities/webinars
- d. KH – next COABE journal coming soon on Professional learning
  - i. Next journal is advocacy
  - ii. Encourage cT practitioners to submit
- e. COABE had overwhelming number of workshop proposals
  - i. First day is learners summit
    1. Workshops presented for learners by learners
- f. Alumni study
  - i. Encourage to share with learners and put on site
  - ii. Helps advocacy by collecting data about longitudinal impact of our work
  - iii. Check out perks and benefits
- g. Learners as COABE benefits
  - i. Life insurance and other benefits
- h. Padlet – add items to padlet
- i. COABE seeking learners who have developed technology skills, certifications, etc. – will be highlighted during Digital equity week

Susan Domanico is COABE digital change agent and shared the following:

- j. Keep finger on pulse of what is going on in state
- k. CT writing digital equity plan
- l. DEEP is holding meetings
- m. Attending various meetings to give voice to our adult learners
  - i. Demographic groups served
  - ii. Adult ed serves 7 out of 8 named groups

Christine Valdez is seeking COABE advocates to help move some of the COABE aims forward and raise visibility of the issues. Put in touch with Christine Valdez.

## **6. Committee Reports**

Larry Covino shared that all board members should be at least on 2 committees and will be sending list around to review current committee membership and vacancies

### **a. Conference**

Jessica Reho and Mayela Aguirre moving forward with vendors. Changes and additions can be made directly on the spreadsheet.

Call for Presenters coming out in October.

His job is to support all committee members and is vested in the conference success.

Keynote is Rachel Riggs, World Education, Artificial Intelligence.

### **b. Advocacy**

Reported by Dave Downes and Larry Covino

Topics discussed:

Teacher certifications were discussed noting the fact that there is a statewide shortage of teachers. Special Education certification is required for some teachers who do not have it as part of their teaching program. Susan Kocaba, CSDE, is working with the certification office at SDE. There are approved courses through University of Phoenix.

- a. Advocating for course through CT state college system for teachers to register and meet requirement that way
- b. Covino and Kocaba will coordinate efforts.

Mark Fernandes shared difficulty hiring for GED and CDP. Teachers don't want to pay for another course so adult ed is not an attractive option for many teachers.

It was noted that adult ed does not serve special ed but we do differentiate. The question was raised: why require it if we don't serve that population?

Susan Kocaba noted that this requirement is not new and the SDE is trying to determine how to help. Sabrina Mancini stated that previously taken special education courses do transfer. New teachers being hired who have never taken a special ed course will be required to get certified.

An update was provided on funding for adult education.

1. No cap for adult ed
2. Putting together an advocacy campaign for increased funding
3. Collecting data points and put together FY2025
4. Superintendents need to recognize and understand the importance of what we do

Governor workforce council – no news

ALICE 2023 report released:

Larry Covino to post on the CAACE website. Individual community data is valuable in informing our programs. Using ALICE along with the Workforce Development Boards report and information from Patrick Flaherty can help identify needs of the population we serve.

Adult education is being recognized and named on digital equity and literacy committees.

There are organizations providing adult education that are not state funded or require certified teachers. Students leaving these programs lack digital literacy skills and counseling about career pathways. An idea was raised about a seal to affix to diplomas that asserts graduates received all the support that adult education agencies provide.

Dave Downes reported on the Governor's Blue Ribbon panel on childcare. He stressed the critical need of childcare, which impacts job creation, particularly immigrants.

### **c. Membership**

Reported by Larry Covino

Integrated Refugee and Immigrant Services (IRIS) have registered as a member of CAACE. Send suggestions of other agencies that could benefit from CAACE membership to Larry Covino.

### **d. Finance**

Lori Wyrebek reported that we are compliant with marketing.

### **e. Nominating**

Angela Thomas-Graves reported that we are moving forward with the three people discussed from the Executive Session.

### **f. Professional Learning**

Kristin Hempel asked members to save the date for the Director's Summit, which offers a valuable opportunity to discuss relevant topics and share what programs are doing.

### **g. Marketing**

Anthony Mangiafico provided an overview of the data and statistics from the most recent marketing campaign that ran from August 28-September 15, 2023. Report was emailed to Board members for review.

Mangiafico reminded members that YouTube videos can be used by programs for marketing. CAACE winners were recorded in March and can be used for purpose or with Advisory Boards.

Larry Covino updated his efforts in exploring firms to modernize CAACE website. Quotes from OhYa Marketing and NBC were gathered for consideration. Mark Fernandes shared that Jersey Mikes has an adult ed ad out right now and asked if CAACE can get in on this. Irene Parisi, Chief Academic Officer, CSDE, inquired about the geographical data and asked if it could be drilled down from an equity standpoint to understand the different needs of communities we serve.

## **7. Public Comment**

No public comment.

## **8. Old Business**

No old business.

## **9. New Business**

No new business.

## **10. SDE UPDATE**

Irene Parisi, Chief Academic Officer, CSDE, shared that she is engaging in ongoing learning from Marcy, Sabrina, and Susan. New communications director was named: Matt Cerone, and he is committed to the marketing campaign. Cerone is currently transitioning to his new role. Parisi invited members to let the CSDE know about unique events happening in our programs, as there might be an opportunity for SDE to be present.

Larry Covino expressed thanks to Susan Kocaba and Sabrina Mancini for their help with AEFL planning, in which collaboration was key.

Parisi stated that CT is an open educational resource (OER) state. The focus is on the 9-12 curriculum. It is available both offline and online. Training opportunities are available.

Susan Kocaba stated the CSDE and ATDN are working with two committees in Standards in Action and curriculum will also be available on the OER platform.

Certifications for adult ed were discussed. Concrete data is needed to drive advocacy and change. Survey was shared at the policy forum to garner data and only a few programs completed so far. Adult education is on the agenda with the Deans Meetings and teacher certification programs will discuss adult ed cross endorsement. The survey is not anonymous and that purpose is to ensure accurate representation from all agencies. Covino include a link to the survey in his brief Board meeting recap email to members.

The group was reminded that Jose Adorno sent out an email regarding Northstar Implementation Training.

Patrick Flaherty will be presenting on October 26, 2023. Career navigators, program facilitators and other related staff members should attend. How to use data and statistics will be covered.

Flor De Hoyas raised the program that offers reciprocal certification for incoming teachers from Puerto Rico, and if this could be replicated in some way for special education requirements.

Specific questions can be sent to Susan Kocaba to help get answers.

Sabrina Mancini, CSDE, asked to consider outcomes that go along with Northstar implementation. This could be entered into LACES by data administrators.

Mancini also spoke on withdrawal information requirements. Law changed on July 1st where 17 year olds can only withdraw from K-12 directly to adult education. Mark Fernandes shared that his district, and others, embedded a link on the district website for students to withdraw from school without signatures. Fernandes asked if superintendents could be informed that withdrawal must include some kind of counseling of options. Training for school counseling will be released soon to review the withdrawal process. Parisi added that several groups are involved in this process.

Kymbel Branch asked if there is a specific withdrawal process and where is the student showing up in data. Fernandes understands it as once ninety days have passed and no check-in with adult ed, the student bounces back to be included in school/district data.

Melissa Isles spoke to the power of the relationship between adult education and school counselors.

Lori Wyrebek added that she receives a monthly mobility report from one of her districts, which reports who has withdrawn and who to contact.

Sabrina Mancini, CSDE, reported that she is almost done with data reporting. CT served 22,000 students. Program profiles only count students with 12 hours or more.

### **11. Correspondence**

No correspondence.

### **12. Good & Welfare**

Linda Blakesley uplifted Hispanic Heritage Month and reminded members of the CSDE playlist that it has loads of resources and activities. Parisi shared that the playlist was just updated and uploaded to the CT Learning Hub.

Lori Wyrebek shared that a thank you card was received from Jessica Reho expressing gratitude for the Board condolences.

Jessica Reho thanked Covino for allowing her to pass along fundraisers from Literacy Volunteers through CAACE email membership. She spoke of two fundraisers: Purse BINGO and Friends helping Friends Day.

Susan Domanico asked if there were any talks about doing another rally like had been done in New Haven four years ago. This will be added to the Executive Board agenda for future consideration.

### **13. Vendor Presentation by Burlington English, Ticiana Coleman**

Ticiana Coleman provided an update on newly released features and then demonstrated them on a Smartboard. A module task has been added to every unit, which is aligned with ELP standards. There are 150 mini courses on careers that offer vocabulary and context practice, as well as soft skills.

New STEPS CASAS practice tests are coming soon and Listening is expected to be released next summer.

Burlington English will visit all programs for training students and staff. This is included in our cost. Teacher licenses are free to use with all classes.

GED classes can be requested to be added to the Burlington English program. This is an advanced English course that focuses on academic language and GED skills. Food Handler, Manufacturing, and more are being worked on.

The overview of the website showed how videos can be watched in the chosen language. Teachers can assign module tests to individual students or the entire class. Coleman demonstrated how career clusters in the U.S. are featured throughout the program. There is an English for Specific Careers tile. Instructions and vocabulary can be read or listened to in the chosen language. Let Coleman know if languages are missing. There are currently over 60 languages.

Covino shared that vendor presentations will help absorb lunch costs.

**Motion was made to call the meeting to close at 12:20 p.m.**

**Motion made by Michelle Bonora  
Seconded by Flor De Hoyas  
Unanimously approved**

\*Attendance attached

\*\*Conflict of Interest Form Received Report indicated on attendance sheet

Respectfully submitted,  
Linda Blakesley, CAACE Board Secretary  
September 27, 2023