

New Director Orientation
Utah Adult Education
August 14, 2007
9 am – 3 pm

USOE Board Room

Welcome new directors

9:05 am

1- Description of a Basic Program – Marty Kelly
Use your Policies and Procedures Guide

2- State Funds

- Use of funds – AHSC (ASE), ABE, ESOL, budget sheet – tab 1, tab j (Jeff Galli)
- How fees and tuition are used (Marty Kelly)
- How to access state funds, funding formula, allocation table, allotment memo, supplemental funds – tab 5, tab j (Jeff Galli)
- carryover (Marty Kelly)
carryover approved (may affect allocation)
- accountability – tab 7 (Shauna South)
- state plan and reports (NRS, fees, narrative) - tab j, p. 11
- assurances and board rules - tab j, p.15

Break- 10:00 for 10 min.

1- Federal Funds

- by competitive request for proposal (RFP) (Shauna South)
- eligible entities – tab r, p.2
- three kinds of federal grants (Marty Kelly)
- carryover (time period to encumber and spend)
- accessing funds (by reimbursement only) (Jeff Galli)
- accountability (accepted grant proposal, assurances reports, allowable cost, allowable activities, and targets (Sandi Grant)

2 - Accountability requirements both State and Federal

- assurances
- National Reporting System (NRS) - tab a,b,l,s (Marty Kelly)
- UTopia
- financial audit, program monitoring, desk audit - tab h, tab m (Sandi Grant)

11:40 am Lunch - working lunch – questions and more

12:30

- 1- GED and civil rights – tab k (Murray Meszaros)
- 2- enrollee vs. participant (Shauna South)
- 3- intensity, duration and retention (Sandi Grant)
- 4- core curriculum and certified teachers (Marty Kelly)
- 5- Board Rule for Adult Education (Marty Kelly)
- 6- public awareness and collaborations (Shauna South)
- 7- professional development (Marty Kelly)