FY'10 Comments

Program #4	Program #5	Program #6
1. The state benchmark for the pre-test rate is 80%. The AEL program's rate for Fiscal Year 2008 was 97% and for Fiscal Year 2009 was at 100%. The rate for Fiscal Year 2010 as of the date of the review was 100%. The program is commended for the efforts to ensure all students receive a pre-test upon enrolling into the program.	1. The state benchmark for the pre-test rate is 80%. The rate for the years reviewed was consistently at 100%. The program is commended for the efforts to ensure all students receive a pre-test upon enrolling into the program.	1. The state benchmark for the pre-test rate is 80%. The program's pre-test rate for Fiscal Year 2008 was 86% and for Fiscal Year 2009 was 97%. At the time of the review, the Fiscal Year 2010 pre-test rate was 95%. The program is commended for the efforts to ensure students receive a pre-test upon enrolling into the program.
2. For Fiscal Year 2008 the Houston AEL program's persistence rate was 44%, increasing to 68% in Fiscal Year 2009. As of the time of data review for Fiscal Year 2010 the rate was 70%. Persistence rate can impact post-test percentages and ultimately affect the progress rate. The program has embarked on a managed intake process that should continue to increase levels of persistence. The program is commended for these efforts.	2. The state benchmark for persistence (percentage of students with 12 plus hours) is 70%. Fiscal Year 2007 the persistence rate was 53%, increasing to 63% in Fiscal Year 2008 and was 64% in Fiscal Year 2009. As of the time of data review for Fiscal Year 2010 the rate was 63%. Persistence rate can impact post-test percentages and ultimately affect the progress rate. The program has embarked on a managed intake process that should continue to increase levels of persistence. The program is commended for these efforts.	2. The state benchmark for persistence (percentage of students with 12 plus hours and a pre-test) is 70%. Fiscal Year 2008 the program persistence rate was 63% and in Fiscal Year 2009 was 64%. At the time of the review for Fiscal Year 2010 the rate was 64%. Persistence rate can impact post-test percentages and ultimately affect the progress rate. The program has embarked on a managed intake process that should positively to impact levels of persistence.
3. The state benchmark for post-test rate is 55%. The post-test rate was 64% in Fiscal Year 2008 and 65% in Fiscal Year 2009. The rate for Fiscal Year 2010 at the time of the review was 52%. The program is commended for maintaining high levels of post-testing.	3. Overall progress rate for Fiscal Years 2007 and 2008 was 1 point below federal targets. Fiscal Year 2009 progress rate was 4 points below federal targets. The program is encouraged to continue efforts to evaluate and improve upon processes in place that will assist in improving progress to above the federal targets.	3. GED goal attainment is based on criteria established by the National Reporting System (see Core Outcome Measure # 4 on page 4-5 of the *Local AEL Program Director's Guide*). The program's GED goal attainment percentage for Fiscal Year 2008 was 13 points below the federal target; however, the program was 43 points above in Fiscal Year 2009. The program is commended for increasing GED goal attainments to such a high level.

4. Missouri's federal performance targets are negotiated each year with the US Department of Education, Office of Vocational and Adult Education (OVAE). In Fiscal Year 2008, the AEL program was 14 points above the state's overall academic performance average and 22 points above the target in Fiscal Year 2009. At the time of our review, the program is 3 points above the federal targets for Fiscal Year 2010. The program is commended for these exceptional progress rates.	4. GED goal attainment is based on criteria established by the National Reporting System (see Core Outcome Measure # 4 on page 4-5 of the *Local AEL Program Director's Guide*). The program's GED goal attainment percentage for Fiscal Year 2007 was 26 points above the federal target; however, the program was 4 points below in Fiscal Year 2008. The program is encouraged to examine why GED goal attainments dropped so dramatically between these two fiscal years and develop a program-wide plan to improve the number of students achieving their GED certificate.	4. Goal attainment for postsecondary for Fiscal Year 2008 was 3 points above the federal target and increased to 28 points above the federal target for Fiscal Year 2009. The program is commended for achieving such a high level of goal attainments in this area.
5. The AEL program's GED goal attainment was 17 points below the performance target in Fiscal Year 2008. The program is encouraged to examine why GED goal attainments are low and develop program-wide policies to improve the number of students achieving this goal. The program is requested to submit a description of what actions will be taken to improve the achievement of this goal.	5. Goal attainments for entering employment, retaining employment and entering postsecondary were well above the federal targets for the period reviewed. The program is commended for these efforts.	5. The review team noted the program has an established Advisory Committee that meets bi-annually. This committee can be used to foster partnerships and collaborations to maximize the students' opportunities to achieve success. The program is commended for these efforts.
6. Goal attainment for entering employment for Fiscal Year 2008 was 2 points above the federal target. The goal attainment for retaining employment was 1 point below the federal targets for the period reviewed. With the current situation in our economy having such an effect on the workforce, we request the program submit a plan of action that describes efforts to improve the entered and retained employment goal attainments rates.	6. The review team noted the program has an established Advisory Committee that meets bi-annually. This committee can be used to foster partnerships and collaborations to maximize the students' opportunities to achieve success. The director indicated the committee membership was being updated to reflect current needs of the communities served. The program is commended for these efforts.	6. The review team noted numerous partnerships and collaborations with agencies in the area. These partnerships include, but are not limited to: _____. Numerous referral processes and joint efforts in conducting classes are occurring with these partners. The program is commended for these efforts.

7. The goal attainment rate for postsecondary was only 5% or 30 points below the federal target for Fiscal Year 2008. The program is encouraged to examine why postsecondary attainments are so low. We suggest that a program-wide plan to improve the number of students achieving this goal be developed, which should include the process used to determine the appropriateness of this goal. The program is requested to submit a plan of action that describes what steps will be taken to improve the postsecondary goal attainment rate.	7. The review team noted numerous partnerships and collaborations with agencies in the area. These partnerships include, but are not limited to: _____. Numerous referral processes and joint efforts in conducting classes are occurring with these partners. The program is commended for these efforts.	7. Review of budget and financial records showed the accounting system is up-to-date and adequate for review of expenditure records. All financial records and processes are in order and meet OMB Circular guidelines. The School District provides space for offices and classrooms. Please express our gratitude to the School District Administration for their continued support of AEL.
8. The review team noted the program has an established Advisory Committee that meets bi-annually. This committee can be used to foster partnerships and collaborations to maximize the students' opportunities to achieve success. We encourage the program to utilize the Advisory Committee to provide guidance and assistance to improve the entered employment, retained employment and postsecondary attainment rates.	8. Review of budget and financial records showed the accounting system is up-to-date and adequate for review of expenditure records. All financial records and processes are in order and meet OMB Circular guidelines. The School District provides space for offices and classrooms as. Please express our gratitude to the School District Administration for their continued support of AEL.	8. The review team noted the administrative assistant working for the program is being paid, at least partially, out of Category I (Instructional) funds but not being reported on the expense report. The program is required to determine what percentage of the work conducted by the administrative assistant is related to instructional activities and use a time allocation sheet to document that the amount of work being done is in line with the money being paid to the staff member from each category. The program is requested to review the current fiscal year's reported expenses and based upon the determination of the administrative assistant's time, submit a revised expense report to the State AEL office that accurately reflects the administrative assistant's activity that can be charged to Category I and activity that should be charged to Category II. Response required.

9. The review team noted numerous partnerships and collaborations with agencies in the area. These partnerships include, but are not limited to: _____. Numerous referral processes and joint efforts in conducting classes are occurring with these partners. The program is commended for these efforts.	9. The review team noted the program did have a staff handbook available for program staff. The director is encouraged to maintain and update the handbook with new processes, procedures and requirements of the program as needed. The handbook provides staff and teachers with guidelines and procedures needed comply with program and state standards.	9. The review team noted there was a program staff handbook available to instructors in the classroom. However the handbook had no information regarding program-wide policies and procedures. Number 26 of the **Missouri Program Standards** on page 2-4 of the *Missouri Local AEL Director's Guide* states the following. Each AEL program is required to develop and make available to all program staff a local program handbook, which includes but not limited to all policies and procedures relating to the operation of class sites and student records and achievements. The program must update the current staff handbook to include program-wide processes, procedures and policies that all staff should follow. The program is strongly encouraged to present and discuss this document with all program staff. The State AEL office can provide assistance which includes identifying other AEL programs with well designed staff handbooks that could be used as a guide. The program is requested to notify the State AEL office when the staff handbook has been updated and revised.
10. Review of budget and financial records showed the accounting system is up-to-date and adequate for review of expenditure records. All financial records and processes are in order and meet OMB Circular guidelines.	10. The program has a well rounded selection of educational materials in all class sites visited. This includes both book and paper materials and computer resources. The program is commended for operating all-day classes and having multiple teachers available during these sessions. Evidence was given the students instruction is tied to the assessment results for non-ESL students.	10. The program has a well rounded selection of educational materials in all class sites visited. This includes both book and paper materials and computer resources. Evidence was given the students instruction is tied to the assessment results. The program exhibited multiple teaching strategies within classrooms and monitoring of student progress was evident. The program is commended for the high level of instruction being conducted at the sites visited.

11. The review team noted the program did have a staff handbook available for program staff. The handbook provides staff and teachers with guidelines and procedures needed comply with program and state standards. The program is commended for having the handbook and keeping it up to date with current program policies and procedures.	11. The program showed evidence of an accurate and up-to-date method of tracking staff certification requirements. It appears all staff is current with certification requirements. Staff seems to have input on professional development opportunities. The program is commended for these efforts.	11. The program showed evidence of an accurate and up-to-date method of tracking staff certification requirements. It appears all staff is current with certification requirements. Staff seems to have input on professional development opportunities. The program is commended for these efforts.
12. The program has a well rounded selection of educational materials in all class sites visited. This includes both book and paper materials and computer resources. Evidence was given that demonstrated student instruction is tied to the assessment results. The program is encouraged to continue to ensure that information for various community services is available in all classrooms.	12. The review team noted the program has instituted state approved AEL Content Standards in the ABE/ASE classrooms. The program is commended for establishing these standards and promoting the use of them with students.	12. The review team noted the program has instituted state approved AEL Content Standards in the classrooms. The program is commended for establishing these standards and promoting the use of them with students.
13. The review team was scheduled to visit a class site but the teacher had not arrived by the time the class was scheduled to begin. The program is encouraged to remind all staff of the importance of classes beginning at the published start times to ensure students who may arrive at that time will be able to access services.		
14. The program showed evidence of an accurate and up-to-date method of tracking staff certification requirements. It appears all staff is current with certification requirements. Staff seems to have input on professional development opportunities.		

15. The review team noted the program has incorporated the state approved AEL Content Standards into the ABE/ASE instruction.