

Robert D. Moore
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MONTHLY MINDERS FOR NEW ADMINISTRATORS

July 5, 2023

Welcome!

Welcome to the 2023-2024 program year in adult education! My name is Rob Moore, a retired local adult education program director (Monroe County Community School Corporation, Bloomington). With funding from the Office of Adult Education in the Indiana Department of Workforce Development to the Indiana Association for Adult & Continuing Education, I serve as a mentor for the Indiana Adult Education Mentoring Project.

The *Monthly Minders for New Administrators* is one way I attempt to support you, as new local program directors to stay abreast of meetings, tasks, and other events and opportunities you should be aware of. I try to send it out at the beginning of each month. Other ways I serve you are through periodic in-person visits (which I will schedule with you individually), occasional videoconferences as a group to address your questions and/or topics of interest as new directors, and availability to you to contact me at any time through phone call, text, or e-mail. Please see my contact information above, and don't hesitate to get in touch with me!

Tasks Upcoming

<input type="checkbox"/>	Thursday, July 6, 2023. 10:30-11:30 am Eastern	IAACE Community Chat. Click here to join.	Contact Person: Jennifer Wigginton director@iaace.com
<input type="checkbox"/>	Monday, July 10, 2023	Make sure INTERS is up-to-date and error-free.	Contact People: Matt Crites Anshu Sharma inters@dwd.in.gov
<input type="checkbox"/>	Wednesday, July 12, 2023. 10:00-11:30 am Eastern	Attend the Adult Education Statewide Webinar. Register ahead of time at this link.	Contact Person: Jerry Haffner jhaffner@dwd.in.gov
<input type="checkbox"/>	Thursday, July 20, 2023	Read the IAACE Newsletter, sent to members by e-mail.	Contact Person: Jenn Wigginton director@iaace.com

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<input type="checkbox"/>	Friday, July 21, 2023 10:30-11:30 am Eastern	IAACE Community Chat. Click here to join.	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Wednesday, July 26, 2023. 2:00-3:00 pm Eastern.	Meeting with Diploma Sender: How to Access Diploma Sender's Database and Total Transcript. Click here to join the meeting	Contact Person: Megan Hibbard mhibbard@dwd.in.gov
<input type="checkbox"/>	Sometime in July	Attend your regional consortium meeting.	Contact Person: Amy Ramer aramer@dwd.in.gov
<input type="checkbox"/>	Sometime in July	Have students share their stories with IAACE using the simple template found at https://iaace.com/stories/ .	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Sometime in July	Submit nominations for IAACE Awards: Learner, Paraprofessional, New Adult Educator, Outstanding Adult Educator, Outstanding Administrator, Tutor or Volunteer, Business & Industry Partner. https://iaace.com/iaace-award-nominations-2023/	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Sometime in July	Share an advocacy success story for your program with IAACE at https://iaace.com/share-an-advocacy-success/ .	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Sometime in July	Submit your request for reimbursement for expenses from your adult education grant to Donna Lovelady using this address: adulded@dwd.in.gov .	Contact Person: Donna Lovelady dlovelady@dwd.in.gov

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Connecting Jail-Based IET Programs to Career Pathways

If you currently offer adult education in your county jail, or are looking for ways to do so, you should attend this webinar on July 11, 2023, from 3:30 to 4:30 pm Eastern Time. The US Department of Education, Office of Career, Technical, and Adult Education (OCTAE) is offering a live webinar entitled “Connecting Jail-Based IET Programs to Career Pathways.”

Representatives from Integrated Education and Training (IET) in Corrections federal initiative will share **how to partner with jails to design Integrated Education and Training services**. They will present an overview of educational programs in jails and describe how jail-based IET programs can connect learners to career pathways as their correctional status changes. Panelists currently offering adult education services in jails will also share their partnership experiences and lessons learned from IET development and delivery. [Register at this link.](#)

Supporting Internationally Trained Professionals in Integrated English Literacy & Civics Education (IELCE) Activities.

If you have English language students who are trained professionals in their native countries, this webinar will be of interest to you. On Thursday, July 13, 2023, from 2:00 to 3:00 pm Eastern, the Coalition on Adult Basic Education (COABE) will host a webinar to help us learn more about newly developed resources designed to **support the inclusion of internationally educated immigrants and refugees** in Integrated English Literacy & Civics classes, identify promising practices, and ways to advise and instruct them through customized programs and services. [Register at this link.](#)

Time & Effort Logs

If you used federal funds to pay personnel in the 2022-2023, the State Board of Accounts might ask you for “time and effort” logs when they audit your organization. These **Time & Effort logs** are simply a form for you to **indicate the names of employee’s who spent 100% of their paid time on activities that are funded with federal monies**, such as Integrated Education & Training (IETs), Integrated English Language & Civics Education (IELCEs), or other federal (not state) dollars for adult education. I’ve attached a sample below on page 4. I usually did one form for July through December, and another form for January through June each year. Then just keep these in a file you can access if the State Board of Accounts comes and asks for them in their next audit of your organization.

**Semi-Annual Certification
Activity Report for Employees Working on a Single Cost Objective
School Year (Insert Changes)**

School/District Office: (Insert)
 Federal Program: (Insert)
 For the Six-Month Period of: (Insert) _____
 Month/Year

I certify that the employee(s) listed below worked 100% of their time on activities authorized by the federal program stated above.

Employee Name	Employee Title

Employee or Supervisory Official's Signature

Date

This form is to be completed every six months for any employee who is paid solely with federal funds from a single cost objective. A school operating a school wide program and has an employee who works on multiple cost objectives must maintain a Time and Effort log unless the school consolidates Federal, State, and local funds under a single account.