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## MONTHLY MINDERS FOR NEW ADMINISTRATORS

### May 1, 2026

#### An Idea to Increase Enrollments

Are you looking for a population of folks to fill your IET classes? Look no further than your previous HSE graduates! Go onto InTERS and download the students who have “Achieve HSE” or “Achieve Diploma” each year for the past couple of years into a spreadsheet. Add to that list whenever a student earns the high school diploma or equivalent. Then you’ll always have a current list of people who have high school credentials and may need some specific career-related training. (And maybe they know someone else who does!) About a month before an IET class starts, use their contact details to send them that information using their postal address, e-mail, phone, or text number.

#### Tasks Upcoming

<input type="checkbox"/>	Friday, May 1, 2026. 10:00 – 11:30 am Eastern.	Professional Development Facilitators Meeting. (Directors may join also!) <a href="#">Register at this link.</a>	Contact Person: Amy Ramer <a href="mailto:aramer@dwd.in.gov">aramer@dwd.in.gov</a>
<input type="checkbox"/>	Monday, May 4 – Friday, May 8, 2026	Teacher Appreciation Week	Contact Person: <a href="#">National Education Association</a> <a href="#">National PTA</a>
<input type="checkbox"/>	Wednesday, May 6, 2026	WIN Wednesday. Topic: Build Resumes, Create Classes, Make Assignments, Clean Up Accounts. <a href="#">Register at this link.</a>	Contact Person: Polly Marquette <a href="mailto:pmarquette@winlearning.com">pmarquette@winlearning.com</a>
<input type="checkbox"/>	Sunday, May 10, 2026	Make sure InTERS is up-to-date and error-free.	Contact People: Matt Crites George Jurado <a href="mailto:inters@dwd.in.gov">inters@dwd.in.gov</a>

<input type="checkbox"/>	Tuesday, May 12, 2026. 11:30 am Eastern.	PDF Lunch & Learn. <a href="#">Join with this link.</a>	Contact Person: Amy Ramer <a href="mailto:aramer@dwd.in.gov">aramer@dwd.in.gov</a>
<input type="checkbox"/>	Wednesday, May 13, 2026. 10:00 – 11:30 am Eastern.	Adult Education & Workforce Development Statewide Webinar. Link will be sent via e-mail.	Contact People: Lara Pastore <a href="mailto:lpastore@dwd.in.gov">lpastore@dwd.in.gov</a> Isabella Biesen <a href="mailto:IBiesen@dwd.in.gov">IBiesen@dwd.in.gov</a>
<input type="checkbox"/>	Friday, May 15, 2026. 10:00 am Eastern.	Deadline to request a budget modification for the 2025-2026 program year. See below for more information.	Contact People: Donna Lovelady Joetta Mayfield <a href="mailto:adulthood@dwd.in.gov">adulthood@dwd.in.gov</a>
<input type="checkbox"/>	Friday, May 15, 2026	IAACE and ILA Annual Meeting. In person at Made@Plainfield, 1610 Reeves Rd., Plainfield, IN 46168, or on <a href="#">Zoom at this link.</a>	Contact Person: Jenn Wigginton <a href="mailto:director@iaace.com">director@iaace.com</a>
<input type="checkbox"/>	Tuesday, May 19, 2026 10:00-11:00 am Eastern.	PY25 AE Grant Close-out Training. <a href="#">Join with this link.</a> See below for more information.	Contact People: Donna Lovelady Joetta Mayfield <a href="mailto:adulthood@dwd.in.gov">adulthood@dwd.in.gov</a>
<input type="checkbox"/>	Thursday, May 21, 2026	Read the <a href="#">IAACE Newsletter</a> , sent to members by e-mail.	Contact Person: Jenn Wigginton <a href="mailto:director@iaace.com">director@iaace.com</a>
<input type="checkbox"/>	Sometime in May	Submit your request for reimbursement for April expenses from your adult education grant using this address: <a href="mailto:adulthood@dwd.in.gov">adulthood@dwd.in.gov</a> .	Contact People: Donna Lovelady Joetta Mayfield <a href="mailto:adulthood@dwd.in.gov">adulthood@dwd.in.gov</a>
<input type="checkbox"/>	Sometime in May	Attend your regional consortium meeting.	Contact Person: Isabella Biesen <a href="mailto:IBiesen@dwd.in.gov">IBiesen@dwd.in.gov</a>
<input type="checkbox"/>	Sometime in May	Share student success stories with IAACE using the simple template found at	Contact Person: Jenn Wigginton <a href="mailto:director@iaace.com">director@iaace.com</a>

		<a href="https://iaace.com/stories/">https://iaace.com/stories/</a> . You nominee might be selected for the “Share the Journey” podcast!	
<input type="checkbox"/>	Sometime in May	Share an advocacy success story for your program with IAACE at <a href="https://iaace.com/share-an-advocacy-success/">https://iaace.com/share-an-advocacy-success/</a> .	Contact Person: Jenn Wigginton <a href="mailto:director@iaace.com">director@iaace.com</a>

TABE® Concordance Study

DRC is inviting adult education and programs to participate in its TABE® concordance study. The purpose of the study is to align TABE® test results to a nationally recognized norm-referenced test. By participating in the study, you can help shape the future of TABE, and students can earn \$75! For more information, go to <https://tabetest.com/tabe-concordance-study-2026/>.

PY25 Close-Out Training

It’s very important for directors and an appropriate fiscal officer from your business office (i.e., the one who manages your grant account) to attend the grant close-out training on Tuesday, May 19, 2026, at 10:00 am Eastern. Here is the [link to join that meeting](#). Please make sure your fiscal officer has this information, too!

Budget Modification Requests are Due

If you need a modification to your DWD Adult Education Budget for this current program year (2025-2026), the deadline to make that request is Friday, May 15, 2026. Send an e-mail to Donna Lovelady and Joetta Mayfield at [adulthood@dwd.in.gov](mailto:adulthood@dwd.in.gov) **prior to May 15** so they can send you the form to complete and return by the deadline.

***A budget modification is necessary if you want to move money from “Program” costs to “Administrative” costs or vice versa.*** If you only need to move money **within** “Program” costs or **within** “Administrative” costs, then you don’t need to request a budget modification.

Question: How do you know if you need to do a budget modification? Answer: You should check with your business office NOW and see if it looks like you’re going to overspend or underspend in either your “Program” or “Administrative” costs by June 30 according to your currently-approved budget. If you are, then you need to do a budget modification by May 15.

But remember, you can only spend up to 5% of your adult education allocation on “Administrative” costs unless you have a waiver approved by DWD Adult Education to use up to 15% for administrative costs. (You would have submitted that waiver request on a form with your 2025-2026 grant continuation application back in the Spring of 2025.)

### Professional Development Requirements

According to the DWD Adult Education Professional Qualifications and Development Policy, teachers and instructional aides working nine (9) hours per week in AE must complete a minimum of one (1) DWD Adult Education sponsored professional development (PD) initiative annually. Each DWD AE professional development initiative will be at minimum 10 hours in length, . . .” If you have staff members who still need professional development activities to meet this requirement in the 2025-2026 program year, here are some opportunities remaining:

- The [Institute for the Professional Development of Adult Educators \(IPDAE\)](#) has webinars and trainings.
- [COABE](#) has live and recorded webinars for professional development.
- [ProLiteracy](#)® offers courses and online professional learning webinars.
- The [Literacy Information and Communication System \(LINCS\)](#) offers online courses for adult educators.
- DWD Adult Education offers the AE Teacher Orientation Course. For more information, contact Amy Ramer at [aramer@dwd.in.gov](mailto:aramer@dwd.in.gov)
- IAACE offers the New Adult Education Directors Course, open to all adult education staff members. For more information, contact Rob Moore at [rdm47579@gmail.com](mailto:rdm47579@gmail.com).

After your staff members complete their professional development requirement, you record it in InTERS and keep documentation on file (e.g., certificates of completion).

### Time for Some Pomp and Circumstance

As you’re planning your program’s end-of-the year graduation and awards ceremonies, remember to invite your state legislators, other local policy-makers and government officials, referral partners, business partners, local media, and local school officials to attend. And if you can acknowledge their presence publicly, that could help continue and enhance the support they give to your program. It’s not uncommon to even invite some of them to participate, not just attend. For example, a legislator might be willing to give a keynote address. A school superintendent or CEO of your organization could give a word of welcome. Both of them could hand diplomas and certificates to the students and shake their hands on stage. These invitations provide an opportunity for these important stakeholders to be involved in your adult education program, even for just an hour or so. And, of course, please send your graduations and awards ceremony information to the state adult education office at [adulthood@dwd.in.gov](mailto:adulthood@dwd.in.gov), so they can attend as well!

### IAACE Annual Meeting

The IAACE Annual Meeting is right around the corner, and this year it's designed with flexibility in mind. Join us on **May 15, 10:00 am ET** for a **hybrid event**, offering both in-person and virtual options so every member has a seat at the table—no matter where you are. You can attend in person at [Made@Plainfield, 1610 Reeves Rd., Plainfield, IN 46168](#), or [online at this link](#).

This important gathering is more than just a date on the calendar. It's a moment to connect, reflect, and help shape the future of our organization. During the meeting, the IAACE Board will present proposed bylaw changes for member review and consideration. These updates are part of our ongoing commitment to strengthen our governance, ensure sustainability, and better serve our members and the adult education community. All members are encouraged to attend, stay informed, and actively participate in the process. Your voice matters, and the Annual Meeting is one of the most important opportunities to use it. Mark your calendar, choose the way you'll join, and be part of the conversation that moves IAACE forward.

### IAACE Invites You!

All IAACE committee meetings are open to guests, and any member can join a committee at any time. Get involved, share your ideas, and help shape the future of IAACE! Sign up at <https://iaace.com/committee-sign-up/#!form/Committees>

### **Collaboration and Engagement Committee**

Thursday, May 7, 2026

2:00 – 3:15 pm Eastern

<https://us06web.zoom.us/j/84052761122?pwd=uBkdIT404nJfffEvmD3wqYrgdUo64E.1>

Meeting ID: 840 5276 1122

Passcode: 040490

### **COABE 2026 Task Force**

Monday, May 4, 2026

3:30 – 4:30 pm Eastern

<https://us06web.zoom.us/j/88923807389?pwd=ieJHNa0vTHCLIQfpTZUt4iajabfilq.1>

Meeting ID: 889 2380 7389

Passcode: 307889

### **IAACE Executive Director's Connection Hour**

Mondays, May 4, 11, 18, and 25, 2026

1:00 – 2:00 pm Eastern

<https://us06web.zoom.us/j/83871830046?pwd=84bqGNrJDaf8YiqjuuAbJSaQmTZhMM.1>

Meeting ID: 838 7183 0046

Passcode: 607072

**Advocacy Committee**

Thursday, May 12, 2026

1100 am – 12:00 pm Eastern

<https://us06web.zoom.us/j/87223625927?pwd=to22VQ9nW5vdXEabAwtk0DxOOuqoO2.1>

Meeting ID: 872 2362 5927

Passcode: 660384

**2026 Conference Committee**

Friday, May 8, 2026

9:00 – 10:00 am Eastern

<https://us06web.zoom.us/j/88400659965?pwd=lgYm0sqFEWw6PWYrCOYMuPk67s4Ov8.1>

Meeting ID: 884 0065 9965

Passcode: 001454

**Submit a Newsletter Article**

Deadline: Wednesday, May 20, 2026

Email to [director@iaace.com](mailto:director@iaace.com)

**IAACE Community Chat**

May meeting is cancelled.

10:30 – 11:30 am Eastern

<https://iaace.com/membership/community-chat/>

<https://us06web.zoom.us/j/87330652708?pwd=dIVxMUkzQ21GQ24zcm83djVyZGxlUT09>

Meeting ID: 873 3065 2708

Passcode: 143626

**Professional Development Committee**

May meeting is cancelled.

2:00 – 3:00 pm Eastern

<https://us06web.zoom.us/my/iaace?pwd=1HL6VhD9ta4284YdJxihGI1RfdD3LV.1&omn=82960385111>