

2012/CDE/AEFL At A Glance

July

1. Directors receive notification via email of Annual Performance Report (APR) for previous fiscal year - **Debra Fawcett**
2. Ensure that appropriate staff are signed up for CLICK listserv - **Debra Fawcett**
3. Update email addresses for the CLICK listserv - **Debra Fawcett**
4. Review the Program Requirements and Assurances: <http://www.cde.state.co.us/cdeadult/RFPRequirmentsAEFLA.htm> - **Debra Fawcett**
5. Review Performance Targets for current fiscal year: <http://www.cde.state.co.us/cdeadult/Targets12.htm> - **Debra Fawcett**
6. Attend the Program Directors' Conference - **Jessie Hawthorn**
7. Determine assessment training needs and register appropriate staff for Regional Assessment Trainings (held in Aug. and Sept.) - **Jane Miller**
8. Review Policy Updates and policy documents - **Debra Fawcett**
9. Ensure Program Accountability and Improvement Review (PAIR) is scheduled if applicable - **Elizabeth Shupe**

August

1. Data close-out for previous year - **Debra Fawcett**
2. Review CDE/AEFL staff responsibilities: <http://www.cde.state.co.us/cdeadult/adultstaff.htm>
3. Review CDE/AFLA Critical Dates calendar: <http://www.cde.state.co.us/cdeadult/adultcalindex.htm#critical>
4. Ask teachers to complete the Teacher Professional Development Self-Assessment (due third week of September): <http://www.cde.state.co.us/scripts/pdselfassess/start.asp> - **Jane Miller**
5. Ensure attendance at a Regional Assessment Training by registered staff: <http://www.cde.state.co.us/cdeadult/adultcalindex.htm> - **Jane Miller**
6. Prepare for Program Accountability and Improvement Review (PAIR) if applicable - **Elizabeth Shupe**

September

1. Ensure attendance at a Regional Assessment Training by registered staff: <http://www.cde.state.co.us/cdeadult/adultcalindex.htm> - **Jane Miller**
2. Review the Guide to Professional Development Reporting for Colorado Adult Educators: <http://www.cde.state.co.us/cdeadult/download/PD/Policy/GuideToPDRreporting0110.pdf>. Assist teachers in creating a plan for PD - **Jane Miller**
3. Designate the LIA Specialist and notify the CDE/AEFL office - **Jessie Hawthorn**
4. Designate the Learning Needs Coordinator and notify the CDE/AEFL office - **Jessie Hawthorn**
5. Review projected student numbers and performance targets for previous fiscal year, and finalize data. Prepare Annual Performance Report and Expenditure Report for previous fiscal year (due October 1) - **Debra Fawcett**
6. Review the Special Learning Needs Policy - **Jessie Hawthorn**

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October
<ol style="list-style-type: none">1. Submit Annual Performance Report and Expenditure Report for previous fiscal year (October 1) - Debra Fawcett2. Develop an LIA Plan of Action with staff who do not have their LIA and periodically monitor progress towards obtaining the LIA.3. Review compliance policy and compliance timeline in Sections 10.1-10.2 of the http://www.cde.state.co.us/cdeadult/LIAv4.htm - Local Program Director
November
<ol style="list-style-type: none">1. Review and update the information on LIA Compliance Status Report, complete the Employment Status Survey and submit Plans of Action (Nov. 15) - Jessie Hawthorn
December
<ol style="list-style-type: none">1. Check to ensure maintenance of a waiting list of prospective students - Debra Fawcett2. Complete a mid-year check of student data recorded in CAESAR - Debra Fawcett3. Analyze data to check progress on learner goals - Debra Fawcett4. Review the current fiscal year LIA Compliance Target and current status sent by the CDE/AEFL office - Jessie Hawthorn5. LIA Compliance Implementation Plan due December 31 - Jessie Hawthorn
January
<ol style="list-style-type: none">1. Program directors report to their staff on the student data analysis completed in December - Local Program Director2. Confirm that teachers are recording Professional Development activities: http://www.cde.state.co.us/cdeadult/PDPolicy.htm - Jane Miller
February
<ol style="list-style-type: none">1. Mid-year check: data entry is up-to-date, money is being drawn down - Local Program Director
March
April
<ol style="list-style-type: none">1. LIA Compliance Status Check – Review the memo received in mid-April and the LIA Compliance Status Report. Determine what needs to be added, corrected or deleted and submit changes to the AFEL office. Evaluate progress towards LIA Compliance Target for the current Fiscal Year - Jessie Hawthorn
May
<ol style="list-style-type: none">1. Receive notification of Continuation Request for upcoming fiscal year - Debra Fawcett2. Review the final compliance status memo and LIA Compliance Status Report for the current Fiscal Year sent to programs in mid-May. - Jessie Hawthorn
June
<ol style="list-style-type: none">1. Fiscal year closes June 30 - Debra Fawcett2. Submit Continuation Request and Budget for next fiscal year (due date posted on web)