

South Dakota Adult Education and Literacy Program Quarterly Report (July 2019-September 2019)

Site: Cornerstones Career Learning Center, Inc.	Prepared by: Kim Olson	Date: 10/23/19
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Assessment

- **Local providers will submit, with each quarterly report, a list of students who post-tested *before* the minimum number of instructional hours: ABE=40 hours; ASE=30 hours; ESL=60 hours. Explanations will need to accompany the list of exceptions. The state will monitor to ensure compliance with applicable state and federal requirements.**

Local agency administrators must approve, monitor, track, and document—both to the state and in the learner’s file—the students for whom the instructors seek exceptions; the exceptions to the rules may not become the norm for post-testing (*AEI Policy Manual §10.2.2-J*).

Data Quality

- **Submit a copy of your agency Dashboard with a narrative detailing the anomalies**
- **Submit LACES Tables 1, 2, 2A, 3, 4, 4A, 4B, and 6**

Director’s Comments (please address accomplishments, challenges, problems, needs, and/or suggestions):

Explanations for any posttest deviations are noted in Laces in the participant note section.

Data Health –

There are some good reasons that students are not always assessed within 10 days. They include things like a student comes to English class for their first time without completing enrollment/assessment. The teacher then collects the enrollment information but does not get to the assessment and then the student doesn’t come back for a week or more. That puts us over 10 days. The other reason that the state will continue to see this number grow is because of the more rigorous demands of TABE 11&12. Some of the students eligible for post-testing carried instructional hours into the New Year but were out of class for the summer months so they need some more instructional time this fiscal year before we start post-testing.

Post Testing Rate

1st Q	Current FY	Previous FY	Difference	FY 17-18
Huron	0.0%	1.0%	-1%	0%
Mitchell	0.0%	6.0%	-6%	0%
Aberdeen	0.0%	2.0%	-2%	2%
Vermillion	6.3%	0.0%	6%	22%
Yankton	0.0%	11.0%	-11%	8%
Combine	0.6%	2.0%	-1%	1%
State	9.7%	18.0%	-8%	19%
Weekend	0.0%	0.0%	0%	

Assessment Level Completion – It is too early to report on this for the year and see any trends. We only have two months of class time into the fiscal year at this point since most programs did not have class during July. We will need to watch post-testing closer this year since it was such a problem last year. We are going to put a plan together on how to complete post-testing in a more timely fashion and hopefully retain students long enough to complete testing.

SITE Reports --

Aberdeen

We are working on ways to increase retention this fiscal year. Staff members have implemented a preregistration process in hopes of controlling intakes and assessments. This will be an interesting pilot project to watch. There has been an increase in classroom attendance. There is a group of 10 new students from Groton traveling to attend evening classes. Citizenship class starting at the end of August, ongoing up until the end of September.

Classes began on July 29th. Staff worked on testing and enrollment for the next session. Their goal was to figure out how to improve attendance and retention. They worked on getting caught up on TABE and Best Plus. The instructors created a contract that every student fills out before starting the class session. When classes began at the end of July, our classes had high attendance. Staff received an abundance of inquiries for all classes during this month.

- MFG continued with their classes through July.
- Becky joined the Diversity Coalition
- Staff continued with Pearson Vue, NCRC and TABE testing.
- There was a combined picnic of all the classes with a great turnout. They had food and games. There were abundant conversations among the different groups in English.
- Jeremy and Jen hung up posters promoting citizenship, ESL, and GED classes. Citizenship class started on August 26th. Intakes and testing were done prior.
- Jeremy continued his work on STAR training.
- On August 22nd. Jeremy and Jen broke down the computers in the lab after NCRC testing. On August 23rd Becki and Kim came up and set up the new computers that were purchased with United Way funding.
- On August 20th Becki, Kim, and Jeremy presented at an executive round table of Aberdeen Development Corporation
- On Sept. 10th Jeremy and Jen went to a Power Hour which discussed Web Designs for businesses. There were some very good ideas on how to set up the website to be more inviting.
- On Sept. 12th Jennifer went to the United Way kickoff at the library in Aberdeen.
- Becky and Jennifer joined a COABE webinar with some good ideas on ESL planning.
- Jeremy established contact to start an ESL class in the Leola community. The kickoff event will be Oct. 2nd in Leola.
- Jeremy and Jen attended the ABBY Award dinner at the DEC in Aberdeen. Cornerstones was nominated for the Professional Service Award and WON it.
- Becky and Jennifer have been planning for a Family Literacy Program event. There will be a carnival at the Ramkota involving the Headstart program. It will be promoting reading and exchanging books. Volunteers will come from different areas. Ramkota was very accommodating in providing space and food for the event. This was a Family Engagement Activity that included a Carnival/Book Exchange on the evening of September 26. 34 people attended.

Leola as part of Aberdeen Services

October 2, 2019, Leola Family First Event

On October 2, 2019, an event was hosted in Leola, SD, to provide soft skills training to a group of Spanish speaking people from Nicaragua and Mexico. A group of 15 native Spanish speakers attended this event, including 14 adults and one teenage attendee. Childcare was provided for one early elementary-aged child. Becki Lemke, the Education Coordinator, presented a soft skills training (Bring Your A Game) to the group of 15 with the help of a Spanish/English interpreter, Jorge Gutierrez Clara. All 14 adults in attendance registered for English Language Acquisition courses. The English classes will be taught by Kim Sharp in Leola.

Cornerstones collaborated with the Leola community to provide a space for the event as well as food and childcare for all who attended. Some of the key individuals from Leola who were involved in this process include Bev Meyer, Superintendent of Leola School District; Kim Sharp, teacher; and Thomas Theisen, mayor of the city of Leola. The event took place in the Leola School cafeteria. The event was a great success due to the level of planning, communication, and commitment from those within Cornerstones Career Learning Center as well as the many people in Leola who dedicated their time and effort to make it possible. We are very grateful to all who contributed to this event.

HURON

In July we moved the entire office to the third floor of the current building after an extensive classroom remodel. This was a lot of work and required coordination and collaboration.

Huron continues to have monthly partner meetings with DLR and VR. We are still trying to figure out how to get time to attend DLR staffing at least once a month but we are just limited on the resource of time.

Continue to have well attended Community Roundtable events each quarter hosted by Cornerstones.

ELA classes - starting to see intakes from Vietnamese Students.

Curriculum units that have been addressed are: Balancing Your Life and Personal Finance and Shopping.

Afternoon 2 ELA classes have begun to introduce and implement STAR materials and training techniques to improve advanced ELA students reading abilities. At this time, the students have been very receptive to the lessons and are quickly learning STAR techniques and routines.

Completed Citizenship training.

Hosted a South Dakota Family Engagement Activity related to family literacy. Over 100 adults and children attend the event

- Huron's activity took place at Cornerstones Career Learning Center office.
- Partners included United Way, Department of Labor, and Huron Public Library
- Adults and children participated in events that demonstrated how to read to your children, a book walk, a fall craft that went with the stories, a book give away, and a pizza dinner.
- Porter the Hoarder even had a presence

I had extensive conversations with the state DLR office about the cost of maintaining high stakes testing to no avail.

Kim

- Continues to participate on the board of the statewide Family Engagement Initiative.
- Participated in a Region 5 COABE conference call to discuss state and COABE happenings.
- Completed STAR instructor observations
- Started weekend classes in September
- Attended quarterly DSS partner meeting

Cornerstones Bookkeeper, Linda Skorheim, left our employment at the end of September after 22 years of services. She left for a position that pays \$6 an hour more than she was making at Cornerstones with not near the responsibilities.

MITCHELL

In August and September, a new Carpet was installed and furniture had to move around the offices. This caused some classes to be canceled due to a lack of space.

The GED instructor was out of the office for 3 weeks on leave. The classes were shorter in length because the ESL class overlapped it. One instructor was available to teach.

We had the STAR Family Literacy Activity at the Mitchell Public Library. 14 children and their parents attended.

Trail King attendance was down due to early release at 2:15 and the ESL classes begin at 3:30. They didn't want to wait for class.

GED attendance was steady. Several 17-year olds have inquired about GED classes

Had one student pass the science portions of the GED (172) and another is taking two of the tests this week.

July-September several ESL students took 2 weeks to a month vacation. During this time frame, several roads were closed due to flooding and made it difficult to get to class for those that are out of town. Some of the students have 1-year work contracts to be in this country. There was a scare that employers would let them out sooner. One student left unexpectedly.

The students that are attending now, work well as a group. They ask about each other if someone is missing.

YANKTON

Yankton made the front page of the paper and was hot on social media for the Family Engagement activities offered by our organization. Article link below

https://www.yankton.net/community/article_87309e5c-da8c-11e9-8182-5b35dc28c6da.html

Things Going Well

- Cimpl's English classes started in August
- Debi talking to SHRM on Sept. 10
- Bilingual Story Time on Sept. 23 - a partnership with the library for Adult Education and Family Literacy week
- Attendance is up in all classes
- We are hiring a part-time English instructor
- Nakita finished STAR training. STAR is going extremely well in the classroom.
- The Yankton WIOA group (Cornerstones, DLR, VR) were nominated for the COTY (Collaboration of the Year) award through United Way
- We received \$5,000 from United Way this year
- We are appearing in the United Way video.
- Nakita taught a 12 person A Game in Lake Andes
- We've had an interest in on-site A Game classes from several employers in Yankton and the surrounding areas.
- Connecting Cultures has been very supportive of Cornerstones, and we participate in the group. Several students went to the Hispanic Culture night at Music at the Meridian.
- We looked into a new space.
- We were invited by the school to attend their meetings with parents of ELL students.
- Avera has agreed to look at students who are working on their GED for their open switchboard positions.

Things Going Not So Well

- Communication and support from Cimpl Meats has been challenging
- Commitment from other businesses interested in fee-based classes has also been challenging.

Finalized an agreement for a new office location in Yankton.

VERMILLION

The Vermillion office has continued ESL classes M-W morning, and GED classes M-W afternoons. Thursday morning we are open for testing.

Between the classes, Royce has been able to get 6-9 hours in on Distance. There are some delays between when someone signs up or is referred and when they get the next communication from Royce. Response times vary from same-day on Wednesday or Thursday morning to five days if they email Royce/refer on a Thursday afternoon (because sometimes Royce is not in again until Monday at 3 pm).

Royce got the TABE Online testing system up on four computers (including the server, which allows testing on itself). DRC's system is still *very* spotty, not allowing Royce to see reports at least 10% of the time.

Royce had a table at the Student Center during International Student Orientation and attended the USD Writing Center's welcome breakfast. As a result, USD's ESL class will be co-enrolled with CCLC's ESL class Friday morning's Royce is usually at coffee with these USD ESL students for conversation (volunteer).

Working with Sunset Manor in Irene, SD, and SESDAC here in Vermillion to find the best placement for two students with traumatic brain injuries. One ended up moving to Sioux Falls, the other did not seem to be gaining much from the classes.

A few calls back and forth with the SPED teacher in Alcester-Hudson about the GED process and options for two students there.

Royce does have a GED youth student that he sent over to DLR. She knew part of her class one day would be to meet with DLR, and I gave the DLR folks a heads up of the time. But the DLR rep just chatted with her for less than 5 min (honestly, Royce said he just ran to the restroom and when he came back they were finishing up). The rep just gave the student a card with the SDWorks information on it. Royce was hoping for a little more support, but we are not sure how to approach that without getting anyone in trouble.

WEEKEND

Classes started on September 7th. Twenty-five+ people showed up and it looked really disorganized. We have not had that many people return since that weekend. Before the next session, I am going to invite people to an open house registration event and then start classes after that time. We have new people from Vietnam and Korea in addition to the current demographics of students. We have implemented STAR vocabulary into the higher level class. We will need to do some more instructional training for it to be the most successful.

DISTANCE

The Distance Learning program got its first referral from Sioux Falls!

Our first Distance student from Mobridge (via Sitting Bull College) got his GED!

In terms of hours, we had the best September on record in the Distance program! They are a harder working batch--and the Right Turn has really been sending a lot of referrals lately, as well.

MARKETING

Most marketing was addressed in the individual site reports.

Partnered with the Huron Chamber of Commerce, a bank, and an employer to fund a new professional commercial that is hosted on our website, social media pages, and will be on the Chamber website. Check it out on our website at <http://cornerstonescareer.com/>

Fiscal Year 2019-2020 Data				
	Reportables to Date	Participants to Date	Total Enrolled	Participant Percentage
Aberdeen				
1 st Quarter	50	52	102	51.0%
2 nd Quarter			0	#DIV/0!
3 rd Quarter			0	#DIV/0!
4 th Quarter			0	#DIV/0!
Huron				
1 st Quarter	64	65	129	50.4%
2 nd Quarter			0	#DIV/0!
3 rd Quarter			0	#DIV/0!
4 th Quarter			0	#DIV/0!
Mitchell				
1 st Quarter	27	15	42	35.7%
2 nd Quarter			0	#DIV/0!
3 rd Quarter			0	#DIV/0!
4 th Quarter			0	#DIV/0!
Vermillion				
1 st Quarter	4	16	20	80.0%
2 nd Quarter			0	#DIV/0!
3 rd Quarter			0	#DIV/0!
4 th Quarter			0	#DIV/0!
Yankton				
1 st Quarter	48	33	81	40.7%
2 nd Quarter			0	#DIV/0!
3 rd Quarter			0	#DIV/0!
4 th Quarter			0	#DIV/0!
Program TOTAL	193	181	374	48.4%
State				
1 st Quarter	730	610	1340	45.5%
2 nd Quarter				#DIV/0!
3 rd Quarter				#DIV/0!
4 th Quarter			0	#DIV/0!

Fiscal Year 2018-2019 Data				
	Reportables to Date	Participants to Date	Total Enrolled	Participant Percentage
Aberdeen				
1 st Quarter	56	44	100	44%
2 nd Quarter	78	63	141	45%
3 rd Quarter	61	77	138	56%
4 th Quarter	121	94	215	44%
Huron				
1 st Quarter	45	105	150	70%
2 nd Quarter	34	142	176	81%
3 rd Quarter	47	172	219	79%
4 th Quarter	61	186	247	75%
Mitchell				
1 st Quarter	20	17	37	46%
2 nd Quarter	19	24	43	56%
3 rd Quarter	24	32	56	57%
4 th Quarter	29	33	62	53%
Vermillion				
1 st Quarter	11	4	15	27%
2 nd Quarter	14	12	26	46%
3 rd Quarter	19	17	36	47%
4 th Quarter	20	19	39	49%
Yankton				
1 st Quarter	32	9	41	22%
2 nd Quarter	38	25	63	40%
3 rd Quarter	22	31	53	58%
4 th Quarter	63	45	108	42%
Program TOTAL	294	377	671	56%
State				
1 st Quarter	521	1039	1560	67%
2 nd Quarter	627	1533	2160	71%
3 rd Quarter	741	1936	2677	72%
4 th Quarter	1020	2327	3347	70%

Fiscal Year 2019-2020 Data				
	Reportables to Date	Participants to Date	Total Enrolled	Participant Percentage
Weekend				
1 st Quarter	14	9	23	39%
2 nd Quarter			0	#DIV/0!
3 rd Quarter			0	#DIV/0!
4 th Quarter			0	#DIV/0!

Fiscal Year 2018-2019 Data				
	Reportables to Date	Participants to Date	Total Enrolled	Participant Percentage
Weekend				
1 st Quarter	17	41	58	71%
2 nd Quarter	12	48	60	80%
3 rd Quarter	15	54	69	78%
4 th Quarter	15	56	71	79%



Office Use:

_____ Date Received Exceptions List/Justification (if applicable) Widgets/Narrative NRS Tables

