



Central Office

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2016-2017 ABE Narrative – Minnesota Department of Corrections

Section Five: Program Governance and Coordination

5.1 Describe the governance and decision-making processes in place between the consortium fiscal agent and its formal members. This section can include an organizational chart.

The Minnesota Department of Corrections (DOC) is the fiscal agent for the DOC ABE Consortium. **Attachment 5A: DOC Education Unit Org Chart** shows the chain of command from the Assistant Commissioner to facility site managers and staff. The Assistant Commissioner delegates state and federal ABE grant fiscal authority to the DOC Director of Education (currently Marcie Koetke), and the Director of Education further delegates operational ABE grant authority to the DOC ABE manager (currently George Kimball).

The ABE manager works directly with the DOC Central Office (CO) Accounting Director in entering SERVS ABE grant and budgeting processes. Prior to the start of the new fiscal year (July 1), the ABE manager works directly with the CO Accounting Director, site finance directors and site ABE managers to compile projected ABE expenditure data (salaries and current expense/supplies) for the new fiscal year. Upon receipt of the annual ABE grant award letter, the ABE manager, CO Accounting Director and site finance directors to set up ABE budgets. Approximately 5-6% of annual ABE grant funds are deposited in a CO ABE budget to cover 75% of the ABE manager's salary, 75% of an administrative assistant's salary, salary for one or two part time student workers, and to cover DOC-wide ABE costs such as MARCS maintenance and ABE Summer Institute expenses. The remaining 94-95% is pro-rated, to a degree, back to sites based on budget projections for each respective site and consideration of previous year's instructional hour count. The goal is to supply each site with a budget that will provide the staffing and supplies needed to run productive and efficient programs.



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Between July 1 and June 30, monthly reports are prepared to track expenditures and project the end of year “bottom line.” Reports are shared with site managers, the CO Accounting Director and site finance directors. As the fiscal year moves into the final quarter, facility budgets are reconciled.

Our consortium planning process has many facets. The DOC Education department has a Master Academic Plan (MAP) that is reviewed, developed and published every two or three years. ABE programming is an important and prominent component of the MAP. We hold a series of planning sessions during MAP development, and all ABE managers, teachers and support staff have the opportunity for input. Final content decisions are made by a consensus of site managers, CO managers/directors and the ABE manager. Our agency Communications department reviews the document prior to printing. **Attachment 3B.2, noted earlier in Section 3, shows the cover page and goal pages of the MAP.**

The DOC agency has an initiative called “Transition from Prison to Community” (TPC). Staff involved with TPC evaluate programming to determine if it meets correctional evidence-based practices criteria. DOC Education collaborates with TPC staff when considering any significant changes or additions to our programming, including ABE. We also consult regularly with our agency’s Reentry and Employ departments, as we consider ourselves partners with each toward the mission of preparing our offender students for success upon their release back into the community.

5.1.1 Describe the purpose, frequency, invited attendees and required attendees at consortium-wide meetings. A consortium-wide meeting involves members discussing consortium governance and operational procedures. For additional detail, please refer to Minnesota State Statute 124D.521(a).

Facility education directors (who are also ABE site managers) meet monthly with DOC CO Education managers/directors to discuss education programming. An ABE update and discussion is a standing agenda item. The DOC ABE manager provides updates on ABE



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hours and functioning level gains by consortium and individual facilities (ABE sites) and facility/site managers bring forward facility/site success stories and/or issues. All site managers and Central Office managers/directors are required to attend these meetings.

Periodically relevant guests are invited to attend our monthly meetings to receive updates on DOC education programming, including ABE. Guests include senior management of the agency and staff from other departments within the DOC such as Reentry and Case Management.

Other consortium-wide meetings include curriculum review committee meetings, which are done on annual cycles. We break down curriculum reviews by functioning level category (ABE) and ESL. For example, during the 2015-16 fiscal year Adult Secondary Education (Low and High) curriculum was reviewed. Curriculum review committees are made up of one or two teachers from each facility, one or two site managers and the consortium ABE manager (or designee). All committee members are required to attend each meeting.

We also hold annual consortium meetings that double as trainings for specific program areas including Special Education, High School Diploma, Adult Diploma and MARCS. All staff who work directly in these programs are required to attend along with site managers with oversight responsibilities, and the consortium ABE manager.

Consortium ABE staff also attend the annual ABE Summer Institute's regional meeting. (The DOC is its own region.) Also, there is an annual Correctional Education Association conference which all consortium education staff (including ABE staff) attend. Each of these meetings include professional development and ABE updates.

5.1.2 Describe how and when the annual consortium agreement gets developed and signed by your consortium and its members.

The DOC consortium has just one fiscal agent. Reviewing ABE assurances with – and obtaining final signatures from – our one fiscal agent is not complex or time-



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consuming. On the other hand, we are a large consortium so cleaning up our end of year NRS data and auditing student hours is a challenge. MARCS data is consistently updated and maintained throughout the ABE year, with analysis and reconciliation done on a monthly basis. During the month of May each of our designated site MARCS data staff, along with our two CO student workers, devote a majority of their days to end of year MARCS cleanup.

Following the spring ABE grant application and MARCS data workshops, the serious work goes into high gear. The DOC typically completes all data cleanup about 10 days prior to the June 1 deadline. At that point the ABE Manager does a final data review, then shares the data and annual agreement with the DOC Director of Education, and the Director of Education meets with the Assistant Commissioner. The annual consortium agreement is entered into SERVS and signed off by the ABE Manager and Director of Education.

5.2 Describe your consortium's marketing and outreach plans and/or strategies.

Our consortium is within the correctional (prison) system and therefore our students, at the risk of overusing our favorite pun, are a "captive audience." For this reason, and because the DOC's literacy mandate requires education programming for offenders who don't have a verified GED or high school diploma, our marketing and outreach plans for ABE programming are limited and unique. Offenders receive detailed information (via PowerPoint, education staff presentations and handouts) about ABE programming upon initial intake at St. Cloud (men) or Shakopee (women). Then, as they enter the facility in which they will begin their sentence, they access education news on the internal education cable channel (if they have a television), posted on the bulletin boards in their living units and/or from education staff.

Further, education has a presence on the State of Minnesota Department of Corrections public website, we have a *Master Academic Plan* (MAP) that is shared with



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DOC staff and with MNSCU and other partners. We also publish a DOC Education *Fact Sheet* that highlights education achievements and key data, along with a list of programs available at each site. **Attachment 5B is the DOC Education *Fact Sheet*.**

Generally and not too ironically, we do not market to potential students living outside of the prison walls. However, once they have made the unfortunate choices that lead them to us, we make every effort to assess and identify their education needs and career interests/aptitude. Our goal is to then launch students on an educational path to post-secondary and/or career success upon release.

Document – Provide the following:

O Consortium annual agreement with member districts and/or organizations

(Note: Document O is not applicable to the DOC as we do not have an annual agreement with any member districts or organizations.)