

GED-Practitioners' Task Force Meeting
Karine Johns, Facilitator/Co-Chair
Funding Period July 1, 2006 – June 30, 2007
Minutes

December 11 -12, 2006

Members Attending: Karine Johns, Mario Zuniga, Dr. Lyndarae Martin, John Furches, Michael Heptinstall, Kathy Lowe, Karen D'Arceuil, Kim Gates, Michele Antonia, Hope Clayton, Kathleen Lazarus, Lynne Ralston, Iowana Whitman-Tims, Cheryl Garayta, Skip Hill, Nancy Ordonia, Ken Harper, Sylvia Raftery, Angela Green-Izzo, Laura Sargent, Sallie Brisbane, Julie Kelly

Non-Members Attending: Teresa Bestor, Bonnie Vondracek, Susan Pittman, Christalee Burkett, Debra Hargrove, Aaron McKinney, Marilyn Kline, Patricia Linder, Janice Wilder, James Hagedorn, Elsa Tuggle

Introductions and Greetings: Karine Johns, Facilitator/Co-Chair, greeted the members and called the meeting to order at 12:30 pm. Those in attendance introduced themselves. Also, Karine introduced Aaron McKinney, Interim GED Supervisor, who is working with Dr. Bonnie Marmor in the GED testing area.

Approval of Minutes: Following the reading of the minutes from the October 23 – 24, 2006, meeting, a motion was made by Kathy Lowe and seconded by Michele Antonia to approve the minutes as written. The motion was unanimously approved.

Budget Report: Karine Johns distributed copies of the budget report and explained the PTF expenditures and encumbrances to date. A motion was made by Michele Antonia and seconded by Karen D'Arceuil to approve the budget report as presented. The motion was unanimously approved.

Travel Reimbursement Update: Karine Johns reviewed the travel reimbursement procedures for GED PTF members. She explained that a special Invoice Form and procedure had been developed to allow reimbursement and per diem at the current state rate rather than at the local district rate. Members should receive reimbursement for travel in a timely manner.

Update - GED PTF Project Deliverables: Project Team Leaders for each of the six Project Deliverables provided an in-depth report on the progress that has been made towards the completion of each project deliverable.

Technical Assistance Paper – Project Team Leaders (Susan Pittman and Bonnie Vondracek) presented the first TAP deliverable to the membership – Project 1.1, Develop overview, detailed table of contents, and project timelines.

GED PTF Website – Project Team Leader (Debra Hargrove) reported that two domain names have been secured for the website but are not open to public access; the November deliverable was submitted to the Project manager prior to November 30th – Project 3.1, Initial Template for the GED PTF website. Mario Zuniga suggested that we create a GED listserv for the website. This will be addressed later. Debra will demonstrate the Wicki teleconferencing technology at the next meeting in February.

GED Strategies – Project Team Leader (Lynne Ralston) reported that the deliverable due in December had been completed; a copy of deliverable 2.1 was distributed to the membership and submitted to the Project Manager during the meeting – Project 2.1, Develop project design for four GED content areas.

GED Model Testing Centers – Project Team Leader (Christalee Burkett) reported that the November deliverable was submitted to the Project manager on schedule – Project 4.1, Review, revise, and design the conceptual model for GED Model Testing Centers. The Project Team Leader is waiting to receive letters of invitation from Dr. Marmor's office to prospective participants in the Model Testing Center Project.

GED Performance Standards and Benchmarks – Project -Team Leaders (Susan Pittman and Bonnie Vondracek) reported that excellent progress is being made by Project Team Members who are working on revisions to the GED Performance Standards and Benchmarks. Deliverables will be completed within the projected timelines. Updates will include edits and revisions of curriculum frameworks, benchmarks, and content required to be taught in the classroom. Additionally, specific strategies for implementation will be added to the frameworks.

Florida GED Mathematics Initiative – Project Team Leaders (Susan Pittman and Bonnie Vondracek) reported that the GED Math Initiative is ready for implementation. Teresa Bestor informed the membership that 20 regional trainers will be selected via an application process to participate in a 2.5 day GED Mathematics Train-the-Trainer workshop. Iowana Whitman-Tims will coordinate with the Region IV Resource Center to secure a venue for the training to be held in Tampa. Mario Zuniga will coordinate the training to assure sufficient access to all areas of the state. The new trainers will be required to conduct 1-2 GED Math workshops within their respective region prior to June 30, 2007.

Ad Hoc Committee Meetings

Needs Assessment Committee – Committee members began developing the design for the GED PTF needs assessment and a set of questions to be administered statewide via electronic survey.

Training Development Committee – Iowana Whitman-Tims explained that the major responsibility of this committee is to take the lead role in planning for the GED track at the upcoming PTF Symposium for Adult Education (Daytona, May 29 – June 1). Committee members brainstormed on possible topics and presenters. (Facilitator, Julie Kelly).

Grant Development and Review Committee – Committee members developed an instrument to obtain feedback from project teams regarding proposed goals and needs for the 2007 – 2008 funding period. Team members were requested to submit their responses via email to the committee members.

LCP Review Focus Group: Mario Zuniga explained to the membership that the DOE is contemplating forming an LCP Focus Group to convene from January 2007 – May 2007. The focus group will examine the current LCP structure in relation to the time, effort, and resources needed to accomplish each LCP. The focus group will likely be made up of three members from the GED PTF, ABE PTF, and three from other PTFs. Focus group volunteers must be knowledgeable about LCPs, must have ample time to serve the DOE in this capacity, and be ready and willing to talk about real issues. If formed, Mario will conduct interviews to select the volunteer participants for the LCP Review Focus Group.

Educational Options, Inc.: James Hagedorn and Janice Wilder, Educational Options, Inc., presented a 45 minute session on the company's online educational curriculum that they would like for the state of Florida to consider for its GED Distance Learning program. Afterwards, PTF members engaged in a Q and A session with the presenters.

ACE of Florida Update: Valorie Boyd, Executive Director, ACE of Florida, provided an update to the PTF via teleconference. ACE is sponsoring the DOE's PTF Symposium for Adult Education in Daytona, May 29 – June 1, 2007. Valorie provided a summary of the outcome of the initial planning meeting for the Symposium. She informed the members that each PTF will be responsible for a one day track on Thursday, May 31st. Iowana Whitman-Tims, GED PTF Vice-Chair, who represented Karine Johns, Co-Chair, at the planning session, explained that the GED PTF will be required to coordinate four, 1 – 1.5 hour sessions. Karine Johns requested the Training Development Committee to take the lead responsibility in planning the GED PTF track for the Symposium.

DOE Update: Teresa Bestor brought greetings from Dr. Bonnie Marmor's office and commented that for the past two years the DOE has been talking with vendors to explore options for a delivery system for GED Distance Learning statewide. In addition to the presentation by Educational Options, Inc., Teresa is scheduled to participate in a conference call with a second vendor on Monday, December 18, 2006. She indicated that the state's Adult Education Plan is in another extension year and that the RFPs for the 2007 – 2008 funding period are in the editing stage. All grant competitions will be new for the next year. The DOE will be in need of grant readers following the application process. She also indicated that consideration is being given to request revenue for GED Success Scholarships to offset the rising costs of GED Tests to applicants.

Upcoming Elections: Mario Zuniga reminded the membership to submit any resignations to the PTF as soon as possible. Also, Karine Johns will convene the Nominating Committee to examine positions that may be up for election.

Following a brief session of Q & A, the meeting was adjourned.

Next Meeting *Thursday, February 8 – Friday, February 9, 2007*
Homewood Suites, Tallahassee