

GED Practitioners' Task Force Meeting
Karine Johns, Facilitator/Co-Chair
Funding Period July 1, 2006 – June 30, 2007
Minutes
February 8 -9, 2007

Members Attending: Karine Johns, Mario Zuniga, John Furches, Michael Heptinstall, Kathy Lowe, Karen D'Arceuil, Kim Gates, Michele Antonia, Hope Clayton, Lynne Ralston, Iowana Whitman-Tims, Cheryl Garayta, Skip Hill, Nancy Ordonia, Angela Green-Izzo, Julie Kelly

Non-Members Attending: Teresa Bestor, Dr. Debra Hargrove, Aaron McKinney, Dr. Anita Moore, Valorie Boyd, Sharon Kelsey (for PTF member Sallie Brisbane), Katrina Bell (for PTF member Kathleen Lazarus)

Introductions and Greetings: Karine Johns greeted the members and called the meeting to order. Mario Zuniga welcomed the group to Tallahassee, and gave an overview of the landmarks and key points of interest.

Approval of Minutes: Following the reading of the minutes from the December 11-12, 2006, meeting, a motion was made by Michele Antonia and seconded by Hope Clayton 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. She informed the membership that the PTF's current budget is \$150,000. The DOE is allocating an additional \$36,000 to fund the Florida GED Mathematics Initiative. Following approval by the fiscal agent's school board, the increase in funding will be presented to the PTF for approval at the next PTF meeting.

Mario Zuniga's Update: Mario distributed a copy of an email from Educational Options, Inc., explaining how to access the company's website and download a demo of the online curriculum that was presented at the December PTF meeting. He requested the membership to explore the website and email feedback on this product. He reported that the Educational Options Program is one of several under review for possible adoption as the state's distance learning program.

Following a brief discussion, it was suggested that in the future vendor presentations to the PTF be limited to 10-15 minutes. Julie Kelly asked if other vendors and consortia can demonstrate their products for review at future PTF meetings. It was recommended that a representative from McGraw-Hill/Contemporary, Steck Vaughn, and FATDEC be invited to present. Karine Johns volunteered to invite these vendors to the April PTF meeting. It was agreed that presentations would be scheduled near the beginning or end of the Task Force meeting.

Mario reported that the first meeting of the DOE's LCP Focus Group met on February 7, 2007. Three additional meetings will be held. The goal of the Focus Group is to identify ways to link the awarding of LCP's based on the intensity and duration of instructional effort. The LCP Focus Group is examining ABE and Pre GED Program areas. Michele Antonia, a PTF member is serving on the LCP Focus Group.

Mario commented that the GED PTF will have two additional meetings during this funding period. Time should be allotted on the agenda to address membership absences, mid-year changes, and future goals and objectives of the GED PTF.

Ad Hoc Committee Reports

Needs Assessment: Kathy Lowe, facilitator, presented a draft of the GED PTF Needs Assessment Survey and explained how it would be administered. Debra Hargrove worked with the committee to create the survey using SurveyMonkey. Mike Heptinstall provided a list of Adult Administrators within the state who have been earmarked to receive the survey electronically. Karin Johns volunteered to write the introductory component to the Needs Assessment Survey. The tentative date for completion of the survey is March 15, 2007.

Training Development Committee: Julie Kelly, facilitator, provided a menu of GED resources and trainings that are currently available for delivery by adult education practitioners statewide. The committee also distributed a form for PTF members to list professional trainings that they are available to provide. Two topics, Neurolinguistic Training, and Top Notch GED Examiners' Training, were suggested for future consideration.

Grant Committee: Mario indicated that the new RFP is not available at this time. He reported that Dr. Lyndarae Martin will provide leadership in writing the narrative, and the membership will provide major input into the project deliverables and the budgetary components of the application. The results of the needs assessment will be used to provide direction for the PTF's grant application for the 2007-2008 funding period.

Standing Committee Reports

Budget and Fiscal Committee: Karine Johns, Chairperson, reported that the committee reviewed the status of encumbrances and expenditures for the GED PTF project since the last meeting. There were no recommendations from the committee regarding fiscal management procedures.

Nominating Committee: Mario Zuniga reported that the Nominating Committee would make recommendations for membership changes at the next meeting in April. PTF members were asked to inform the membership of any pending resignations or changes to the membership.

DOE Update: Teresa Bestor reported that it appears that the U.S. DOE's preliminary budget will reflect level funding for Adult Education. The U.S. DOE evaluates program effectiveness using a PARP review system. Florida's Adult Education Program received an excellent PARP review rating ("80% Effective"). The state DOE is undergoing a reorganization process that has separated Workforce Education from the Division of Community Colleges. Adult Education is now under the umbrella of the Office of Workforce Education and Economic Development. The Florida DOE will have new competitions for all federal grants. RFPs will be posted in March. The DOE will solicit grant readers for the competitive projects. The process will consist of five readers for each project; the high and low score will be discarded; the average of the remaining three scores will be taken. The DOE will mail the grant applications to be evaluated to the readers.

Applications are being accepted for train-the-trainer participants for the Florida GED Mathematics Initiative that is scheduled for April 11-13, 2007, in Tampa. The goal is to train 20-25 teachers statewide who will subsequently train GED practitioners throughout the state.

The DOE is planning a joint meeting for Regional Training Centers, Practitioners' Task Forces, and Literacy Centers to be held at the PTF Symposium for Adult Education in Daytona.

Update - GED PTF Project Deliverables

Technical Assistance Paper – Project Team Leaders, Susan Pittman and Bonnie Vondracek, sent draft copies of the TAP for project team members to edit. The February 2007 project deliverable was submitted for invoicing: Project 1.2, First Draft of TAP.

GED PTF Website – Project Team Leader, Dr. Debra Hargrove, presented the following project deliverables for invoicing: Project 3.2, First Revisions to the GED PTF Website; Project 3.5, Conduct Training Part 1 for the GED PTF Project staff. Following the demonstration and training on the website, PTF members provided input and suggestions for additions and revisions.

GED Strategies – Project Team Leader, Lynne Ralston, reported that the team members have begun conducting the Focus Group Sessions at the RTCs as scheduled. Kathy Lowe, team member, shared results of the Focus Group session that she conducted in January. The project team distributed a copy of the focus group questions to PTF members.

GED Model Testing Centers – Aaron McKinney, DOE, shared a report that was submitted by Project Team Leader, Christalee Burkett updating the task force on the visitation schedule and current progress of the Model Testing Center deliverable.

GED Performance Standards and Benchmarks – Project -Team Leaders, Susan Pittman and Bonnie Vondracek, sent draft copies of the GED Language Arts Writing and GED Mathematics Performance Standards for project team members to edit. Team member, Hope Clayton, was responsible for submitting edits and revisions to the performance standards to the project team leaders. This will complete the requirements for the February 2007 project deliverables for this team.

Florida GED Mathematics Initiative – 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 scheduled for April 11-13, 2007, in Tampa. The new trainers will be required to conduct one or more GED Math workshops within their respective region prior to June 30, 2007.

GED Beyond the Basics: Dr. Anita Moore presented updates on two state leadership projects, Florida GED: Beyond the Basics, a project designed to address the needs of adult students who are bound for post-secondary education; and Florida GED: Research Project, which is designed to use data in order to develop professional development activities for GED teachers.

PTF Summer Symposium: Mario provided an overview of the vision for the GED PTF track on Thursday, May 31, 2007. Also, Valorie Boyd, ACE of Florida, provided an in-depth summary of the symposium and the role that PTFs will have in contributing to its success. The Training Development Committee has accepted the major responsibility of planning for the GED PTF's full day of training. The tentative GED PTF track is below.

Tentative GED PTF Track

9:00 – 9:15	Welcome/Greetings/Protocol for the Day <i>Co-Chair Persons, Mario Zuniga, Karine Johns</i>
9:15 – 10:30	Florida GED Updates, Revisions, and Other Initiatives: Technical Assistance Paper, Curriculum Frameworks/Performance Standards, GED Mathematics Initiative <i>Bonnie Vondracek, Susan Pittman</i>
10:30 – 10:45	*Break – GED PTF Facilitators needed to sign up for GED PTF Booth duty
10:45 – 11:35	Using Technology and Electronic Media to Enhance GED Instruction <i>Dr. Debra Hargrove</i>
1:30 – 1:40	Reflections~Aha Moments~ Door Prizes (must be present to win) <i>Julie Kelly and Planning Development Committee Members</i>
1:45 – 2:45	Effective GED Strategies for Retention, Persistence, Completions, and Placements <i>Lynne Ralston, Kathy Lowe, Karen D'Arceuil, Michael Heptinstall, Nancy Ordonia</i>
2:45 – 3:00	*Break – GED PTF Facilitators needed to sign up for GED PTF Booth duty
3:00 – 4:00	GED Model Testing Center <i>Christalee Burkett, Ken Harper, Aaron McKinney? Teresa Bestor ?</i>
	GED PTF Project Deliverables and Services <i>Karine Johns, Mario Zuniga, Iowana Whitman-Tims</i>
4:00 – 4:15	Reflections~Aha Moments~ Door Prizes (must be present to win) <i>Julie Kelly and Planning Development Committee Members</i>
4:15 – 4:30	Evaluation/Wrap-up <i>Karine Johns, Mario Zuniga</i>

GED PTF Information Booth: All PTFs will host a table to showcase products and services that have been developed during the current funding period. The GED PTF website will be showcased via a looped PowerPoint presentation. Debra Hargrove will lead this component. GED PTF members will **volunteer** to serve at our booth **during scheduled breaks throughout the Symposium.**

PTF Symposium: Travel and Lodging – Iowana Whitman-Tims reminded the members to inform Fran Immoor by March 30, 2007, if they will be requesting the PTF to assist with defraying the costs for travel and lodging for the symposium.

Final Meetings of the GED PTF – Date: Wednesday, May 30, 2007

Time: 4:30 PM – 6:00 PM

(Final Preparation for GED PTF Track for Symposium)

Date: Friday, June 1, 2007

Time: 11:00 AM – 1:00 PM

Final meeting of PTF for 2006-2007 funding period!!

Location: Daytona Beach Hilton (at the Symposium)
Daytona Beach, Florida

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

Next Meeting *Monday, April 3 – Tuesday, April 3, 2007*
Embassy Suites, Tampa