

GED Practitioners' Task Force
Karine Johns, Project Facilitator/Co-Chair
Funding Period July 1, 2006 – June 30, 2007
Minutes
October 23 – 24, 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, Iowana Whitman-Tims, Lynne Ralston, Cheryl Garayta, Skip Hill, Nancy Ordonia, Ken Harper, Dave Welty, Angela Green-Izzo, Laura Sargent, Sallie Brisbane, Julie Kelly

Non-Members Attending: Teresa Bestor, Dr. Anita Moore, Bonnie Vondracek, Susan Pittman, Christalee Burkett, Debra Hargrove

Day 1, Monday, October 23, 2006

Greetings and Introductions: Karine Johns, Facilitator/Co-Chair, greeted the members and had those present introduce themselves. Teresa Bestor was recognized as special guest from the DOE.

Approval of Minutes: The minutes from the September 28, 2006, meeting were approved as written. Motion for approval was made by Michele Antonia, and seconded by Karen D'Arceuil.

DOE Update: Mario Zuniga, Co-Chair/DOE representative and Teresa Bestor, DOE Supervisor of Adult Education, provided a brief update on hot topics in the Division of Community Colleges and Workforce Education. Teresa informed the membership that each PTF is being requested to update its Technical Assistance Paper (TAP). ACE of Florida has the template and will work with the PTFs to complete the TAPs. Teresa also reported that the new Perkins Act is up for reauthorization. Also, there are initiatives underway to add weights to the LCP values allowing a dollar amount to be attached to an LCP. LCP information will likely be distributed at the Deans and Directors meeting in February. Mario indicated that there are funds for GED projects that should be put to use to yield better student outcomes.

Overview of Current Year Project: Karine Johns presented an overview of the six GED PTF Project Deliverables and introduced the Project Team Leaders and Project Team Members for each Deliverable. She explained that some of the team members may also serve as paid consultants based on their level of expertise in specific project content areas. However, each PTF member was requested to serve on at least one project team. Iowana Whitman-Tims, GED PTF Project Manager, will serve as the facilitator for each project team.

The Project Teams met for one hour to discuss objectives and strategies for completing performance-based deliverables. Project Team Leaders and members are as listed.

- 1.0 **GED Technical Assistance Paper** – Bonnie Vondracek and Susan Pittman, Project Team Leaders; Team Members – Sallie Brisbane, Laura Sargent, Hope Clayton.
- 2.0 **GED Strategies** – Lynne Ralston, Project Team Leader; Team Members – Karen D'Arceuil, Kathy Lowe, Nancy Ordonia.
- 3.0 **GED PTF Website** – Debra Hargrove, Project Team Leader; Project Team Members – Kim Gates, John Furches, Skip Hill.
- 4.0 **GED Model Testing Centers** – Christalee Burkett, Project Team Leader; Project Team Members - Lyndarae Martin, Skip Hill, Kenneth Harper.
- 5.0 **GED Performance Standards** – Bonnie Vondracek and Susan Pittman, Project Team Leaders; Project Team Members - Cheryl Garayta, Julie Kelly, Angela Green-Izzo, Michele Antonia, Hope Clayton, Kim Gates, Lynne Ralston.
- 6.0 **Florida GED Mathematics Initiative** – Bonnie Vondracek and Susan Pittman, Project Team Leaders; Team Members – Cheryl Garayta, Julie Kelly, Angela Green-Izzo, Michele Antonia.

Project Budget: Karine Johns distributed copies of the Budget Narrative Form. She explained that the DOE had made available an additional \$25,000 for the GED PTF to conduct a sixth project deliverable, Florida GED Math Initiative. The total proposed budget is now \$175,000.00. The budget was approved as presented.

GED PTF Elections: Ballots were distributed for the two elected positions:
PTF Vice-Chairperson: Iowana Whitman-Tims was unanimously elected to this position.
PTF Chairperson Elect: Ken Harper was elected to this position by a majority vote.

Ad Hoc Committees: Karine Johns briefly reviewed the AD Hoc Committee structure and emphasized that each PTF member was requested to serve on one of the three committees. Committee membership and facilitators are as listed:

Training Development Committee: Julie Kelly, Facilitator; Kim Gates, Michele Antonia, Hope Clayton, Kenneth Harper, Angela Green-Izzo, Skip Hill

Needs Assessment Committee: Kathy Lowe, Facilitator; Lynne Ralston, Karen D'Arceuil, Nancy Ordonia, Sallie Brisbane, Michael Heptinstall, John Furches

Grant Development and Review Committee: Iowana Whitman-Tims, Facilitator;
Dr. Lyndarae Martin, Sylvia Raftery, Cheryl Garayta, Kathleen Lazarus, Laura Sargent, Dave Welty

At the end of Day 1, Iowana Whitman-Tims discussed the procedures for travel reimbursement and addressed other logistical matters.

Day 2, Tuesday, October 24, 2006

The meeting was called to order by Karine Johns at 8:30am. Karine confirmed that the GED PTF Tallahassee meeting date has been set for Thursday, February 8, and Friday, February 9, 2007. Iowana Whitman-Tims will inform the membership about hotel arrangements and distribute an updated PTF meeting schedule.

Mario Zuniga introduced Bonnie Vondracek and Susan Pittman, National Trainers for the GED Mathematics Initiative, and Dr. Antia Moore with the Central Florida Community College GED State Leadership Projects. They delivered a PowerPoint presentation detailing the National GED Mathematics Initiative and explained its relevance to GED programs in Florida. They also gave overview of the GED Mathematics delivery model for the state of Florida.

Committees: Mario Zuniga explained the purpose of both the Standing Committees and Ad Hoc Committees. He discussed the structure and member responsibilities for the Ad Hoc Committees. Ad Hoc Committees then met to discuss objectives and project outcomes for the current funding period. (See attachments for committee meeting notes).

Project Team Meetings: Project Teams met in break-out sessions to brainstorm strategies for the completion of each component of the six project deliverables. Each team identified PTF members who were qualified to serve as paid consultants. They recommended practitioners throughout the state who may be contacted to work on project deliverables based on their expertise in the Adult Education field. Each project team set a date and time for either a conference call or face-to-face meeting to be held prior to the December GED PTF meeting. Following the break-out sessions, Project Team Leaders presented a brief report to the PTF membership.

Round Table: Karine Johns opened the floor for round-table discussion and Q & A.

Next meeting: The meeting was adjourned. The next meeting will be held in Tampa, Florida, at the Embassy Suites Hotel, Westshore Boulevard, on December 11 – 12, 2006.