

## ***GED Practitioners' Task Force Meeting***

**Quorum Hotel, Tampa, Florida**

**Karine Johns, Facilitator/Co-chair ~ Mario Zuniga, Co-Chair**

**Monday, October 29 – Tuesday, October 30, 2007**

### **Minutes**

**Members Present:** Karine Johns, Mario Zuniga, Kathy Lowe, Michele Antonia, Katrina Bell, Gwen Brock, Hope Clayton, Karen D'Arceuil, Cheryl Garayta, Kim Gates, Ken Harper, Michael Heptinstall, Jonathan (Skip) Hill, Nancy Ordonia, Kathleen Lazarus, Sylvia Raftery, Lynne Ralston, Laura Sargent, Iowana Whitman-Tims, Ila Waite-Burns, Dr. Wayne Dickens

**Guests Present:** Josalyn Loango, Susan Pittman-Shetler, Libby City, Franca Washington, Christalee Burkett, Bonnie Goonen, Cheryl S. Allen, Dr. Debra Hargrove

- I. Welcome and Introductions** – Iowana Whitman-Tims, Vice Chair, called the meeting to order at 12:37 p.m. and welcomed members and guests. Each member and guest introduced him/herself to the group.
- II. Approval of Minutes:** Following the reading of the Minutes from the September 24, 2007 meeting, it was moved by Michelle Antonia and seconded by Katrina Bell to accept the Minutes as presented. Approval was unanimous.
- III. Overview of 2007-2008 Project Deliverables** – Iowana Whitman-Tims provided a detailed overview of each Project Deliverable and reminded Project Team Leaders of the first deliverable due date of November 30, 2007. She encouraged Project Team Leaders to submit deliverables earlier if possible.
- IV. Budget Report** – Karine Johns distributed copies of the 2007-2008 GED PTF Performance Based Project Deliverables Form, the Invoice Schedule for the funding period, and the Budget Narrative for members to review. She presented a detailed explanation of the budget and answered questions regarding the projected printing expenses associated with the training manuals that the PTF is revising this project period.
- V. DOE Update** – Mario Zuniga greeted PTF members, Project Team Leaders and other guests. He reiterated his support of the PTF in our efforts to complete eight Project Deliverables, including three state training manuals and the Florida GED Mathematics Initiative. Again, he reminded all members of the importance of everyone being actively involved in the PTF in order to complete the Project Deliverables and committee work proposed for the year. Mario informed the PTF that the GED Technical Assistance Paper is in the final stages of approval. He will return the TAP to the Project Team Leaders for final review; following which ACE of Florida will publish the document and make it available online.

Mario reported that the DOE will receive federal leadership dollars for curriculum development. A national trainer will conduct four, one and a half day trainings between January and April, 2008. The application deadline is November 9, 2007,

for participation in the curriculum training. The goal of the training is to build capacity within the state in the area of evaluating and implementing curriculum to improve student achievement. Also, the DOE will receive additional funding earmarked for assessment. Grant recipients will receive notification of the amount of fund allocation to their programs and guidelines on allowable expenditures.

- VI. Nominating Committee** – The Nominating Committee reported that there are three vacancies at this time - one membership vacancy and two alternate PTF member vacancies. Nominations to fill the vacancies were taken from the membership. Donna Chirstopher – nominated by Kathy Lowe and Nancy Ordonia; Nancy Marsh – nominated by Kim Gates; and Michelle Loango – nominated by Karine Johns. The Nominating Committee will contact the nominees to confirm their willingness to serve and submit the names to the PTF to vote on at the next meeting.
- VII. Committee Meetings** – The Training Development Committee was requested to provide a menu of trainings to Ila Waite-Burns, the DOE contact for the Regional Training Councils, by the end of March. Kim Gates facilitated the committee during the meeting; however, the committee will need volunteers to serve as co-facilitators during the 2007-2008 project period.
- The Needs Assessment Committee will revisit the outcomes of the 2006-2007 needs assessment to determine if there are additional areas of need that the PTF should address beyond the deliverables that are currently targeted.
- The Grant Development and Review Committee will be ready to work with the grant writing process when the RFP is released.
- VIII. 2007-08 Project Deliverables and Project Team Leaders** - Project Teams met during the two day PTF meeting and worked out the logistics of each project deliverable along with assignments for project team members. Project Team Leaders provided a brief update on the status of each project deliverable and scheduled additional team meetings to occur prior to the next PTF meeting.
- IX. PTF Symposium** – No decision has been made regarding the PTF Symposium at this time.
- X. Open Discussion** – Discussion regarding the Sunshine Law was entertained by the membership. PTF committee members and Project Team Leaders were requested to inform Iowana Whitman-Tims of all proposed meetings prior to the meeting date. Iowana will inform PTF co-chairs of all meetings and make the information available to other interested persons.
- XI. Next GED PTF Meeting** – The next GED PTF meeting will be held in Tampa on January 28-29, 2008.
- XII Adjournment** – The meeting was adjourned at 3:45 p.m.