

GED Practitioners' Task Force
Karine Johns, Project Facilitator/Co-Chair
Project Deliverables Summary
Funding Period July 1, 2006 – June 30, 2007
Minutes
September 28, 2006, 1:00 p.m. – 3:00 p.m.

Members Attending: Karine Johns, Mario Zuniga, Dr. Lyndarae Martin, Karen D'Arceuil, Kim Gates, Michele Antonia, Iowana Whitman-Tims, Cheryl Garayta, Jonathan (Skip) Hill, Ken Harper, Sylvia Raftery, Angela Green-Izzo, Sallie Brisbane, Julie Kelly

Members via Teleconference: John Furches, Michael Hepinstall, Kathleen Lazarus, Lynne Ralston, Nancy Ordonia, Hope Clayton

Non-Members Attending: Jane Hughes (Broward County), Joan Toliver (Lee County) Donna Sizemore (Indian River Community College)

Introductions: Mario Zuniga, DOE representative and Co-Chair, convened the first meeting of the GED Practitioners' Task Force at 1:00 pm. Mario welcomed members and visitors who were present and members who were participating via teleconference. The new members and visitors conducted round-table introductions.

Mario announced that all meetings are open to the public due to the Sunshine Law. Meetings will have minutes recorded and presented for approval at the next meeting. Minutes will be available upon request.

Iowana Whitman-Tims distributed a list of current PTF members and requested those present and on teleconference to email changes to Fran Immoor whose contact information was included on the membership list.

Iowana distributed the schedule of proposed meetings for the PTF for the remainder of the funding period.

Karine Johns, Co-Chair/Facilitator, explained that Hillsborough County Public Schools' travel guidelines would apply for travel reimbursement and other reimbursement requests made by the membership.

GED PTF By-Laws: The first order of business was to approve the By-Laws. Mario Zuniga read the By-Laws aloud, and facilitated discussions on items requiring additional clarification. Iowana Whitman-Tims recommended a single word change in the By-Laws in Article IV – Membership, Section G. Conflict of Interest. The word "serve" was changed to "chair" in the first sentence. The PTF By-Laws indicate that the Chairperson Elect preside as the Nominating Committee chairperson. A vote was taken to have a separate individual serve as the Nominating Committee chairperson.

Officers and Staff: It was moved by Julie Kelly and seconded by Karen D'Arceuil that the PTF elect a Vice-Chairperson to serve as an assistant to the PTF Chairperson and act as the Parliamentarian for the PTF. The motion was approved by the membership. The officers of the PTF will be Co-chairpersons, Vice –Chairperson, and Chairperson Elect.

Standing Committees: The Executive Committee consists of the Co-Chairpersons, Karine Johns and Mario Zuniga, the Vice Chairperson, the Chairperson Elect, and the Nominating Committee chairperson.

The Nominating Committee consists of the Co-Chairpersons, Karine Johns and Mario Zuniga, and Dr. Lyndarae Martin.

The Budget and Fiscal Committee consists of Karine Johns, representing the fiscal agent, Hillsborough County Public Schools, and at least two members. Karine will chair this committee, act as the Treasurer of the PTF, and be responsible for all fiscal reports to the membership as outlined in the By-Laws.

Ad Hoc Committees: The membership voted to form the three suggested Ad Hoc committees: Needs Assessment, Training Development, and Grant Development and Review Committee.

Following the reading and discussion of the By-Laws, and the formulation of the above committees, the membership voted unanimously to adopt the By-Laws with the recommended word change.

PTF Officers – Nominations: Iowana Whitman-Tims was nominated for the position of PTF Vice-Chairperson. She accepted the nomination. Other nominations for this position will be requested and voted on at the October meeting.

John Furches was nominated for the position of Chairperson Elect, but declined the nomination. Nominations for this position will be requested and voted on at the October meeting.

Committees: A list of the members who volunteered to serve on Ad Hoc and Standing Committees is attached.

Overview of Current Year Project: Karine Johns, Co-Chair/Facilitator, representative from the fiscal agent, Hillsborough County Public Schools, greeted the committee and welcomed members and visitors to the first GED PTF meeting. Karine provided the following information:

General Overview of the Current Year Project

Karine presented the project objectives and five project deliverables to the members: 1) develop a Technical Assistance Paper; 2) develop GED Strategies for Retention, Completions, Placements, and Transitions; 3) launch GED PTF Website; 4) continue with the project that identifies and recognizes GED Model Testing Centers, and 5) update GED Performance Standards and Benchmarks.

Project Teams: Karine explained that the conceptual model of the GED PTF evolves around the deliverables being accomplished by groups of team members. The deliverables have been divided into projects. Each PTF member will be requested to serve on a project team. As needed, professionals within the field will be contracted to provide leadership and service to the projects to facilitate the completion of the deliverables. Team members may also work as consultants.

Project Budget: Karine distributed a draft copy of the GED PTF Budget Narrative and explained that the project award letter was still pending final approval at the DOE. The total amount of funding requested is \$150,000. The budget will be presented for approval by the membership at the October meeting.

Attendance Guidelines: Co-chair, Mario Zuniga indicated that members were encouraged to attend all meetings. The attendance policy is stated in the By-Laws. For the current meeting, the attendance policy will not be stringently enforced due to the late notice that members received of their acceptance on the GED PTF.

Round Table: Lyndrae Martin suggested that the PTF contact Bonnie Vondracek and Susan Pittman, national trainers for the GED program, to work with the current project. **Iowana Whitman-Tims** explained that both Bonnie and Susan had been contacted and had agreed to work with the project as it unfolded.

Mario Zuniga stated that the State GED Chief Examiner will be invited to serve on the PTF when the position is filled. **Mario** also charged the GED PTF to examine how this committee can effectively interface with other PTF and RTC committees.

Angelo Green-Izzo stated that she is interested in incorporating discussion boards for committees to use for some of their meetings.

The meeting was adjourned at 3:00 pm. The next meeting will be held in Tampa, Florida, at the Embassy Suites Hotel, Westshore Boulevard, on October 23 – 24, 2006.