

***GED Practitioners' Task Force Meeting***  
**Quorum Hotel, Tampa, Florida**  
**Karine Johns, Facilitator/Co-chair**  
**Mario Zuniga, Co-Chair/DOE Representative**  
**Monday, January 28 – Tuesday, January 29, 2008**

**Minutes**

**Members Present:** Karine Johns, Mario Zuniga, Kathy Lowe, Michele Antonia, Katrina Bell, Hope Clayton, Cheryl Garayta, Kim Gates, Angela Green-Izzo, Ken Harper, 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 Citty, Franca Washington, Christalee Burkett, Bonnie Goonen, Dr. Debra Hargrove, Aaron McKinney, Valorie Boyd, Patti Linder, Roger Smith (*substitute for PTF member Gwen Brock*)

- I. Welcome and Introductions** – Karine Johns, co-chair, called the meeting to order at 12:35 p.m. and welcomed members and guests. Each member and guest introduced him/herself to the group. Karine reviewed the agenda and Fran Immoor distributed an updated GED PTF member list.
- II. Approval of Minutes:** Following the reading of the minutes from the October 29-30, 2007 meeting, two corrections to the minutes were noted. Kathy Lowe indicated that PTF alternate, Donna Christopher, was nominated by Nancy Ordonia and Kathy Lowe; Lynne Ralston pointed out a spell check error. Following acknowledgment of the corrections, it was moved by Kathleen Lazarus and seconded by Laura Sargent to accept the minutes with the noted corrections. Approval was unanimous.
- III. Budget Report** – Karine Johns, Budget Committee Chair, distributed copies of the PTF budget report reflecting expenditures as of January 22, 2008. She provided an explanation of the object codes used by the fiscal agent and answered questions regarding postage expenditures. She indicated to Project Team Leaders that the postage paid to mail Project Deliverables to the PTF office is a reimbursable expense.
- IV. DOE Update** – Mario Zuniga greeted PTF members, Project Team Leaders and other guests. He reminded everyone that the DOE is exploring alternative ways to convene group meetings statewide by using a variety of virtual modalities. Mario reported that he met with the Deans and Directors Project Team via GoToMeeting, facilitated through TechNet by Dr. Debra Hargrove. The process was very user friendly. It allowed participants to have both voice and visual communication, and to edit and revise documents via their desktop computers.

Mario reported that beginning February 2008, Teresa Bestor and he will conduct eight statewide funding workshops designed to provide insight and clarification on adult education funding and to aid in the reporting of adult education data. They will also address the implementation of the Educational Effectiveness Matrix and its relation to the Adult Education Report Card. Workshop dates are being posted on the TechNet calendar for easy access.

Mario also indicated that the DOE has set aside supplemental funds for the area of assessment. Program amendments are due to the DOE no later than February 28, 2008.

Funding for Adult General Education grants is in the RFP building stage. The DOE will focus on reviewing and updating the state leadership grant process during the months of February and March.

The Florida DOE is working with the USDOE sponsored project, STAR, which is a web-based professional development training in the area of reading. Ten sites will be selected to participate in this initiative statewide. Marcia Maxwell is the DOE contact for the STAR project.

- V. **Nominating Committee** – The Nominating Committee, facilitated by Committee Chair, Ken Harper, recommended GED PTF first alternate, Michelle Loango, for membership on the task force. PTF members voted unanimously to accept the recommendation. Also, the membership voted to select Nancy Marsh to serve as GED PTF first alternate, and Donna Christopher as GED PTF second alternate.
- VI. **Ad Hoc Committees** – The Training Development Committee met and selected Michelle Antonia and Dr. Wayne Dickens as co-facilitators for the committee. The committee was asked to provide a menu of trainings to Ila Waite-Burns, the DOE contact for the Regional Training Councils, by the end of March. Karine Johns thanked the co-facilitators for volunteering to serve the GED PTF in this capacity and offered supportive assistance to the committee.
- The Grant Development and Review Committee will work with the grant writing process when the RFP is released.
- VII. **2007-08 Project Deliverables and Project Team Leaders** - Project Team Leaders provided a brief update on the status of eight (8) project deliverables. Projects are progressing as projected and teams expect to meet all required project due dates. Several Project Team Leaders reported that they have scheduled additional, virtual team meetings to occur prior to the next PTF meeting.
- VIII. **PTF Guests**– Patti Linder, Co-Director, Region IV Resource Center, gave a brief overview of the current focus of the RTC and shared information about upcoming professional development trainings within Region IV.
- Valorie Boyd, Executive Director, ACE of Florida, informed the members that the PTF Symposium dates are set for April 22-23, 2008. There will not be a pre-conference day at this time. The tentative schedule calls for PTF tracks to offer repeat sessions on Day 1 and Day 2 of the symposium. Valorie also provided a legislative update with major focus on the critical budget cuts that are taking place in the current and upcoming budget.
- IX. **PTF Symposium** – Mario Zuniga, Karine Johns, and Iowana Whitman-Tims solicited input from members and proposed a tentative plan for the GED PTF’s participation in the PTF Symposium. It was decided that the presentation should feature the three training manuals, the GED Math Initiative, and the GED Model Test Center Project. Additional details will be provided at the next PTF meeting.
- X. **Next GED PTF Meeting** –The next GED PTF meeting will be held in Tampa on March 31-April 1, 2008.
- XI. **Adjournment** – The meeting was adjourned at 3:48 p.m.