



Strategies • Opportunities • Services for Out-of-School Youth

SOSOSY State Steering Team Meeting

April 30, 2013

NASDME

Orlando, FL

Agenda

- Welcome and Introductions
- Work Group Report(s)
 - Curriculum and Material Development
 - Technology
- Data Reporting-- Susan Durón
 - Timeline
 - New Forms/Forms Checklist
 - OSY Plan—John Wight
 - Equity Review Process— Tomás Mejía
- Work Group Report
 - Mentoring
- Pilot, Assessments, New Materials
 - Discussion of process
- Work Group Report(s)
 - Assessment
 - Training
- SOSOSY Professional Networking Site
- Budget for Year 2
- Year 2 Meetings

In attendance: Barbie Patch-NH; Cvieta Jovanovich-MD ; Sue Henry-NE; Susan Durón -META; John Farrell-KS; Paula Gaddis-TN; Mary Mulloy-VT; Myrna Toney-WI; Mike Rae-MT; Bob Lynch; Taylor Dearman-MS; Brenda Pessin-IL; Kelsey Williams-ID; Ray Melecio-FL; Scott Wilhelm-IL; Erin Shea-VT; Emily Hoffman-MA; Jennifer Almeda-SC; Tomas Mejia-CO; Brenda Meyer-CO; Liliana Graham-CO, John Wight-GA; Shelia Peck-AR; Mary Lou Wells-ID; Alfonzo Zepeda-WI; Kathleen Bibus-MN; Joan Geraci-NJ; Judy Littleton-KY; John Fink-KS; Mary Ann Losh-NE; Novelette Seroyer-AL; Carol Gagliano-FL; Kathleen Bibus-MN; Cindy Bartelsmeyer-KS; Jennifer Quick-KS; Pam Hightower-KS; Tracie Kalic-SOSOSY

TST

Tracie opened the meeting with introductions. She then asked the work groups from the Technical Support Team to present their work to date.

Curriculum and Materials Development Work Group – Bob Lynch

Bob Lynch discussed the Mini Lessons; Electronic enhancements for living in America. He referred people to the Curriculum report in their packets.

Technology Work Group—Kelsey Williams

Technology Work Group is new this year. The Technology Work Group is assisting the other TST work groups on determining how to utilize technology more effectively. Working on different activities and supporting other groups. IT Assistance Form-define technology and came up with a form and ways to assist. The form goes to Tracie and is approved then comes to Kelsey's group. They will work in pairs to assist with the request.

ACReS Units:

Tracie mentioned that the Academic and Career Readiness Skills (ACReS) units will be available on the website. It will be piloted in consortium states first. We should be able to access within the next 10 days. The courses will be online and should be available within the next several months. Please do not use the initial hard copy versions that were distributed earlier this year since revisions have been made.

Data Reporting

Susan Durón discussed data reporting and the requirements with the SST: The SOSOSY Forms are found in the packet. The SST is asked to review the forms and provide recommendations for changes prior to **Thursday, May 16**. Participants were asked to share any data they may have from training, technical assistance, materials development, etc. as this is an important time for report with the Interim Annual Performance Report (APR) due in DC on June 7th. Year 2 funding is contingent on there being substantial progress made by SOSOSY toward the objectives as documented in the Interim APR.

The following forms were included in participants' packets. After receiving feedback and revisions made on or shortly after May 16, the forms will be posted on the SOSOSY website at www.osymigrant.org

Form 1 – Directors/Coordinator Survey: Fill out in September (2013 and 2014) after a full cycle of project has been completed.

Form 2 – Staff Training and Technical Assistance Survey: When you do training in your state, use this form. Also, use when Tracie or other coaches/TA providers provide technical assistance in your state on OSY/SOSOSY. Turn Form 2 in to META as training/TA is finished.

Form 3 – Student Tracking Form: For your own use. Report the numbers

Form 4 – Product Pilot Review Form: After materials are reviewed and piloted, those piloting complete this form.

Fidelity of Implementation Index (FII) indicator 1.2 addresses piloting. States should have a plan for piloting where they can record objectives, baseline data, and materials evaluation data. This information is recorded on Form 4. We want to make sure all products are tested to be responsive to the SOSOSY performance measures. How can states make sure they are completing the pilot? 1) Prepare a pilot plan and make sure the pilot is appropriate for your State; 2) Give Form 4 to those piloting and ask them to complete it after they pilot the materials; and 3) Report the pilot data to META on Form 4.

Progress toward meeting the GPR measures will be reported by states on Form 1, the Director/Coordinator Survey.

Susan passed out the Form 524b cover sheets for the Interim APR that have been pre-populated for each state and asked state representatives to review them to ensure that the information on the form is correct. They made changes directly on the sheet and returned them to Susan who noted that the State

MEP director for the 20 SOSOSY states would be receiving an email next week that contains the following:

- cover memo containing instructions on the Interim APR and what states need to do;
- the Interim Annual Performance Report;
- an Executive Summary that some states need to route the report to the authorized representative for their state who will sign and date the 524b Cover Sheet;
- the 524b Cover Sheet that can be printed out for signature by the state's authorized representative.

Susan asked that directors/SOSOSY coordinators review information—especially that which pertains to their state and advise her immediately if there are changes. The signed 524b Cover Sheet for SOSOSY should be sent to META (518 Old Santa Fe Trail, Suite 1-208, Santa Fe, NM 87505) **via overnight carrier**. Per instructions in a memo from Lisa Ramírez, states do not fill out any sections of the form except what has been pre-populated by META. Watch for this urgent email from Susan with the aforementioned attachments.

The yellow handout in the packets is the FII. It is clear that there has been a lot of movement on the activities as you look at the check marks which have moved from beginning stages of implementation (check marks on the left side of the table) to full implementation or completed (check marks on the right side of the table). This indicates that SOSOSY is moving along on the checklist and this shows progress.

With respect to piloting SOSOSY materials, State OSY Planning Template: John Wight GA presented. There were no comments regarding changes. Provide feedback to Tracie. Mary Mulloy expressed concerns regarding new forms and priorities. Fall meeting will have a different format – more time will be scheduled.

Mentoring Work Group- Barbie Patch

Barbie discussed the process and noted that the mentoring rubric had been developed and the results were compiled. The SOSOSY mentoring process will be piloted with one state this year.

Recognitions for Kelsey Williams, Ph.D. and Cindy Bartelsmeyer retirement. The SST acknowledged Kelsey for her achievement and Cindy for her retirement.

Assessment Work Group – Erin Shea

Erin discussed the mini lesson assessments that have been created. She presented the Student Assessment Score Sheet and noted that there will also be an instruction sheet to go with this. Every teacher will utilize this form for each student they work with. Assessments are 5 questions, measured on a 5-point scale. A webinar is being planned to explain the use of the assessments and the Student Assessment Score Sheet.

Training Work Group- Emily Hoffman

Emily detailed the work of the Training Work Group and discussed the process to train new SOSOSY trainers. Current trainers will also receive training and updates. How to retrain people or get people newly trained. The group is working on additional TOT materials; working on 2 new modules. Who is your audience, are they getting what they need. How do you use training skills to reach everyone? Competencies of OSY trainers were discussed. Currently, a TOT is being planned for early September to

train new trainers (for states who do not have trainers or for states who did not receive training previously). More information will be sent in early June.

OSY State Plan- Tracie and John Wight

Tracie presented the draft OSY State Plan as outlined in the Fidelity Implementation Index. This plan is merely a draft and input is being sought from the SST. It was suggested that this plan be used as part of the SOSOSY Mentoring Process. Barbie Patch noted that the plan could be incorporated into what the Mentoring Group proposed. Mary Mulloy wanted to make certain the appropriate process was being followed for material development.

John Wight described how Georgia has attempted to incorporate the OSY plan into their state planning process to help pilot the form.

SOSOSY Equity Review Process- Tracie and Tomas Mejia

The SOSOSY equity review is designed and implemented to assure that all forms, materials, curricula, assessments, and other products developed through SOSOSY are fair, impartial, and equitable for all migrant youth regardless of race, gender, national origin, language, and individuals with a disability.

The purpose of the SOSOSY materials equity procedures is to use an equity process to review all materials produced through the Consortium Incentive Grant to ensure their equitability as specified in the definition above. This process will be utilized only with newly developed materials.

We would like to develop a simple process to address this. The Colorado Equity Center will partner to assist with the process. Tomás Mejía , Jennifer Almeda and Erin Shea volunteered to assist.

Tracie noted the process will be done electronically, so there will be no need to have face-to-face meetings.

SOSOY Pilot Process:

Tracie acknowledged the need to pilot 3 new materials. The group discussed this and requested a process be designed for the pilot. We want to make the process strategically focused and meaningful to gain feedback on what is working with OSY as well as the efficacy of the SOSOSY materials. Tracie, Susan, Mary Mulloy, Jennifer Almeda, Sue Henry, and Mary Lou Wells will meet to formalize a written pilot process to determine validity. Susan Duron and Tracie will work with OME to simplify this process as written in the performance measures.

Some potential ideas were shared:

1. Pilot mini lessons and new assessments
2. Mentoring process with the planning template

Budget for next year- Cindy Bartelsmeyer: States agreed to a budget similar to the current year, but opted to allow states to contribute additional funds at a rate at \$1400 per person for those attending the Dissemination Event and/or the TOT. Kansas will arrange for the speakers and presenters.

SST Meetings for Year 2

Tracie also discussed when the group would like to meet next year. Traditionally two leadership meetings per year: fall & spring. IMEC (ID&R) is looking at a conference during the same time. InET is also looking at doing something in conjunction. We need to make sure we have enough time at the meetings to achieve the necessary feedback. Tracie will send out a survey.

SOSOSY Professional Networking Site-Scott Wilhelm

Scott discussed the new professional networking site with the SST:

<http://osymigrant.ning.com>

- designed to be a professional networking site; a venue for MEP staff from across the country to share best practices, generate forum conversations
- work together to improve efforts to identify, recruit, and provide exceptional services to OSY throughout the country.
- The site currently has 20 members, all of whom have been recommended either by State Directors, ID&R Coordinators, or another administrator. Most members either work directly with OSY, or oversee the identification and recruitment, and/or service provision initiatives to the OSY in their state. We have representation from 12 states on the site. If you are interested in having access to the site, please let Tracie know.

The following items were disseminated at the meeting:

1. State OSY Profile to all member states
2. SOSOSY Year 1 Executive Summary

The meeting concluded at 7:40 pm.