



SOSY State Steering Team Meeting Notes May 3, 2011

There were 32 people in attendance. All consortium SOSY state MEP directors and/or their representatives participated. Also in attendance: Bob Lynch (National PASS Center), Pat Meyertholen (OME), Susan Durón (META Associates).

Norma Cregan convened the luncheon meeting at 12:00 noon, welcomed everyone to the State Steering Support Team (SSST) meeting, and asked the participants to introduce themselves. Introductions included representatives from CA, CO, FL, ID, IL, KY, KS, MD, MA, MN, MS, MT, NE, NH, NJ, NC, NY, PA, SC, TN, VT, WA, and WA.

Data Collection and Evaluation

- Update on Fidelity of Implementation (FII) activities
Susan Durón reported that as of 4/18/11, SOSY is on target to accomplish its activities. She related that the FII contains the three objectives below and the activities proposed to meet the objectives.
 - Objective 1 – Increased number of services for SOSY
 - Objective 2 – Larger number of migrant OSY served
 - Objective 3 – Increased number of OSY who met performance standards on State-identified achievement assessments and/or identified education or career goals
- Data collection expectations
Susan shared the data collection tools that are required for SOSY. These are: 1) State MEP Director Survey - This online form is required and is due **September 20, 2011**; 2) SOSY Tracking Form / OSY Tracking Form – This *optional* tracking Form is for state data collection efforts. It is not an online form and must be printed out before using; and 3) Student Profile (English and Spanish) – Each state is required to complete the OSY Student Profile sheet on as many OSY students as possible. Minimum data elements are included but states may add additional data elements.
- Interim Annual Performance Report (APR)
The APR is due to OME on a date to be determined (May or June 2011) and it will be submitted by Kansas (Lead State). The only requirement for states is a signed Grant Performance Cover Sheet with items 3, 4, 5, 6, 7, 11, and 12 completed. As soon as the OME request for the APR is sent to states, META will complete an email specific to each state that contains with their populated cover sheet. A draft report will be emailed to states 3-4 weeks prior to the APR

due date. When you submit your **signed** Cover Sheets, send the via overnight (or 2nd day) delivery to Susan Durón, META Associates, 518 Old Santa Fe Trail, Suite 1-208. Santa Fe, NM 87505 (303) 550-3333.

SOSY Data Base

John Farrell updated the group on the progress of the SOSY Data Base creation.

Technical Support Team (TST) Work, Update, and Products

Tracie provided an update on the TST and asked the TST members to introduce themselves. She then talked about the products that the workgroups are currently developing.

- Successful practices for website submission
- SOSY education resource rubric
- ID&R strategies
- Curriculum updates and mini lessons
- OSY profile data analysis
- OSY blog

There are opportunities for networking and sharing through participating in the TST. Tracie asked for feedback on the products.

- **ID&R Workgroup**

This workgroup addressed indicators 1.4 (Collaborate with HEP/CAMP, NPC, NCFH, and ALRC on the identification process to recover OSY) and 1.10 (Develop SOSY ID&R Strategies and materials). The SOSY ID&R strategies document has been developed. There are three other documents in the works.

Barbie noted that the workgroup wanted to differentiate between the unique characteristics of OSY and other school-aged youth. The group discussed this and it dawned on them that how you recruit OSY and other school-aged youth is quite different. She noted that if a state or MEP site is field based to begin with, the recruiting is not so different; however, if you do most of your recruiting from referrals made by schools, then it would be quite different. (See the glossy OSY document in the packet).

Kathy Bibus stated that this workgroup built on the work from the CIGs that came before (CAIR, ConQIR, and OSY). Ray stated that they identified 3-4 major areas, but if the SST has ideas for anything else, that input would be most welcome. The workgroup gave the example of an area that is unique to OSY: H2A status.

Carol recommended that products have a date marking to let everyone know which version is being used. Tracie responded that everything new will be stamped with a "new" marking and that everything will also be dated.

- **Curriculum and Materials Development Workgroup**

Brenda Pessin directed the SST to the lime green sheet in the packet. Bob Lynch and Brenda provided an overview of the materials developed by this workgroup (e.g., mini lessons, SOSY audio index, audioenhancement from ALRC). Brenda added that the workgroup has assigned tasks and everyone is very active and willing to volunteer.

Bob noted that there are four more health lessons added to the six that already are on the web. There are going to be electronic enhancements to the *Living in America* curriculum that will be delivered through MP3 players.

Another product of this workgroup is the role model profile sample found in the packet. It is going to be posted on the website. The workgroup is asking for role models to feature. Kelsey Williams(ID) is taking the lead on this project. Tracie noted that the role models should not be only lawyers, astronauts, etc. Also, the workgroup wants to feature people who are successfully getting GEDs, learning English, etc. The workgroup wants to provide as many examples of success as possible.

MaryMulloy (VT) asked: Are the profiles going to be in English and Spanish? Answer: Yes, in both languages.

They will be on the SOSY website. If you have other languages, for which you would like translators/interpreters, she encouraged the SST pay for these brochures themself.

Brenda talked about a short video that is available now on the website. It discusses different ways to engage youth. It takes a “how to” approach to walk youth through the basic steps and uses a sample step-by-step approach to one idea (make an omelet). It encourages them to take an idea they want to share and shows how video can be used to teach any type of topical area using English and Spanish subtitles with music. Any feedback that the SST would have for the workgroup is appreciated. Brenda mentioned that Illinois has a videographer who is donating most of his time. She concluded by stated that it’s motivational for students and has a lot of good applications for youth.

Bob reported that the National PASS Center is taking the lead on a series of lessons on parenting, civil rights, and careers for youth in collaboration with Illinois and Washington. They will be similar to the *Math on the Move* course—at the level of pre-GED reading.

Another product of the workgroup is the index of audio files provided by South Carolina, North Carolina, Georgia, and Tennessee. These are available on the SOSY website and can be printed out and used as a tool for instruction.

Tracie showed an example of the SOSY blog and stated that it was a good tool to provide immediate opportunities for collaboration around certain topics. The blog is linked to the SOSY website. She will ask states to volunteer to initiate a blog based on monthly topics to which states can respond (the first was the identification and recruitment of OSY). The idea is to generate conversation and pose questions and respond on what is being done in the field for OSY.

Tracie stated that she will explore password protection of the site. Mary stated: "I'm not sure that a blog is going to buy us anything in terms of more communication." Cvieta felt that the group should be polled about whether or not they think it's a good idea. Angela asked, "Isn't a blog just a stream of consciousness?" Barbie clarified that the idea of a blog came up because state MEP directors were comparing how they were entering CSPR data for OSY and found that after chatting, it was discovered that data were not being entered consistently. Tracie mentioned that it would not be required to participate. Jessica asked if it would worry any state directors that it could be used by ICE for improper uses. Andrea stated that if that was a concern, that states shouldn't put up their ID&R plans on the web. Tracie said that she would do more exploration of this issue and get back with the SST.

- **Training Workgroup**

This workgroup will be addressing FII indicator 1.11 (Train 2 staff per state on SOSY using a TOT model) and 3.7 (Prepare a state TOT guide on OSY and a training-of-trainers (TOT) manual Description). TJ explained that these products will be due by 11/11/11 and they are shooting for having the materials created in July to allow time for feedback. Tracie currently is working on the introduction to the manual.

The workgroup wants it to be a true TOT with modeling and practice done during the training so that participants can use what they learned as well as the methods to train people across their states. TJ noted that the other workgroups are funneling information into this workgroup to include in the manual and it has been thought through carefully to make sure that there is no duplication with the products of the other workgroups.

- **Technical Assistance Workgroup**

This workgroup is addressing FII indicators 1.14 (Provide TA to SEAs on building services to OSY), 1.15 (Devise strategies and tools for including OSY in State CNAs and SDPs), and 2.4 (Provide TA to consortium states through the TST three times per year).

This workgroup will be assisting in development of webinars and will participate in SOSY webinars. Also, they are analyzing OSY profile data from six member states. They are working on developing a Services Matrix Tool—products that will be in development but will be tested and ready during the next school year.

Planning for next year

There was discussion about the dissemination event to be held in year two of the project as a culminating event. Tracie posed the question to the group: "What do you think about combining the TOT and dissemination event?" She noted that it would allow us to be more cost effective, result in less travel, and we could get more of the right people involved. The SST unanimously approved this change to the activities of the CIG. Susan noted that it will not change our project objective, just one of the activities designed to reach the objective. Tracie noted that the TOT will be tagged onto the beginning of the dissemination event and each partner state will be allocated for two state representatives.

Budget

Norma Cregan (KS) and Tracie directed the SST to the budget sheet found in the packet, pointing out that there is a carryover projected from Year One of the CIG into Year Two of \$64K. The budget proposed for next year is similar to this year with the exception of the dissemination event. Norma noted that Kansas and Nebraska contribute all of their incentive funds to running the project. It is expected that the dissemination event will cost about \$87K and the carryover funds should cover most of that amount. Barbie Patch (NH) asked, "Can the dissemination event be for 1½ days and the TOT for the same amount of time?" Tracie said that she will look into this.

The recommended location for the dissemination event is Clearwater, Florida. Tracie was given the OK by the SST to move forward with this site. The Hyatt Regency Clearwater is a possible venue. The event will be held in September of 2012.

Regarding the assessment fee for next year, Tracie noted that it will be a little less than what it was this year. It is projected for about \$12,590.

Tracie asked the SST if they had any state needs for services to OSY that were not being met. This information will be useful for planning technical assistance and services for future CIG initiatives. Some of the ideas that were presented included:

- Inexpensive ways to do re-interviews
- Ways to increase communication among states that are sharing OSY including an "early warning system"
- Separate initiatives focused on here-to-work and on recovery youth
- More thought to performance outcomes. What is measurable?
- Success stories about OSY
- Ways that states are coding OSY
- General tracking and assessment methods (ESL levels, etc.)
- Method for documenting OSY needs and services

Mary asked, "Could we do a Survey Monkey online survey to vote on ideas?" Tracie mentioned that she will put one together.

Carol Gagliano (FL) asked, "Can we look at tools matched against the activities and measurable objectives?" Tracie said that she will look into this.

Several SST members asked if when letters for meetings go out, that they include language that this is a REQUIRED meeting. This will be helpful to make sure that travel is approved by the SEAs.

Tracie closed the meeting by asking that states needing technical assistance please send her an email request. The meeting was adjourned at 1:30 p.m.