



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

Technical Support Team Meeting

Denver, CO

April 9-10, 2013

Members Present: Peggy Haveard (AL), Novelette Seroyer (AL), Christine Deines (CO), Tomas Mejia (CO), Brenda Meyer (CO), Llysandra Lopez-Medina (PA), Jorge Echegaray (FL), Kelsey Williams (ID), Brenda Pessin (IL), John Farrell (KS), Marlene Willis (KS), Frank Crossman (KY), Emily Hoffman (MA), Kathleen Bibus (MN), Taylor Dearman (MS), Patrice Boone (MS), Dee Condon (NE), Kiowa Rogers (NE), Barbie Patch (NH), Michael Maye (NY), Sonja Williams (NC), Stephanie Clark (PA), Jennifer Almeda (SC), Jessica Castaneda (TN), Erin Shea (VT), Bob Lynch (NPC), Sabrina Godinez (GA), Alfonso Zepeda-Capistran (WI), Frank Davila (INeT), Susan Duron (META), Cari Swenson (META), Rich Bansberg (CORE), Rich Rangel (CORE) and Tracie Kalic (SOSOSY).

TEAM NORMS

1. Be fully committed to the work and will demonstrate this commitment by meeting agreed upon deadlines participating/attending meetings and calls until outcomes/goals are fully met.
2. Leave each meeting with tangible products/achievements synthesizing our meeting outcomes.
3. Use included reflection time to promote spontaneous, creative discussion

AGENDA- DAY 1

- Welcome and Introductions
- Goals and Objectives of SOSOSY
- CIG Collaboration Update- Bob Lynch
- INeT- Frank Davila
- Review Health Collaboration Project and discuss dissemination plan
- Creation of online courses- Kelsey Williams
- Work Group focus time and action planning
- Create work group achievement summaries for SST meeting
- Working Lunch -- Networking Session—
- Work Group time
- Q and A session and Wrap-up

Tracie shared with the TST that SOSOSY is negotiating the goals/objectives and performance measures with OME. She is working with the lead state and Susan Duron to update this information. As soon as OME has approved them, Tracie will update the group and the State Steering Team.

ACReS and CIG Collaboration

- Bob Lynch discussed the new course materials entitled Academic Career Readiness Skills (ACReS) developed at the request of Kansas. Kansas intends to offer this course for credit.

It will be available in English and Spanish (translation is in process). The materials will be available on the SOSOSY website. Bob also discussed the ongoing collaboration among the four funded CIGs. He also discussed the possibility of working with the INeT CIG on establishing a portal for Plazas Comunitarias. Bob also noted that the 4 funded CIGs are presenting together at NASDME.

Consortium Incentive Grants

Frank Davila from INeT discussed how the CIG supports bi-national students and also encourages the use of innovative technology. Frank also discussed possible ways that INeT can collaborate with SOSOSY. Members of the TST engaged in questions and a discussion about the consortium.

Models of Health Collaboration project:

- Discussion of Health Collaboration Project. This project focused on examining successful models of collaboration between migrant education and migrant health. Each TST member received a copy of the Executive Summary. Members also requested the full length report. Tracie will e-mail this to TST members.
- Collaboration between National Center for Farmworker Health and SOSOSY states
- Focus on finding models of collaboration and success
- Bob Lynch discussed how SOSOSY should disseminate this information.
- Next steps were discussed. Brenda Pessin suggested that NCFH work to identify specific strategies and to disseminate those strategies.

Tracie then moved to discuss the expectations of the work groups. Tracie tasked the work groups with the following:

- Development of Work Group Summaries
- Update of action plans
- Your group's 3 main goals for this meeting

Assessment Work Group identified their 3 main goals:

1. Finalize drafts (complete student assessment rubric, student assessment instruction sheet)
2. Draft and Develop state assessment data collection tool/ meet with curriculum group

3. Webinar development

Curriculum Work Group identified their main goals:

1. Finalize assessment coding for mini lessons
2. Coordinate with the assessment group on the development of collection/reporting of assessment data
3. Review draft of Write It Now and make suggestions to developer
4. Coordinate and develop with technology group to ensure curriculum is represented appropriately
5. Update the TST on activities on ALRC and make recommendations to enhance collaboration
6. Update the timeline for curriculum development

Training Work Group identified their main goals:

1. Review format and content of modules so writing can be completed
2. Analyze the training survey and training needs
3. Develop action plan for TOT/ length of time and content and orientation of new members

Mentoring Work Group identified their main goals:

1. Review and analyze rubric data and provide any feedback to other work groups
2. Analyze need and expertise for additional mentoring
3. Next steps and update time line

Technology Work Group identified their main goals:

1. Finalize glossary
2. Launch and present form
3. Decide committee member strengths to assign support for technology enhancements/review task assignments

Work groups met and proceeded to accomplish their outlined goals.

SOSOSY Forms and Data Reporting

Susan Duron presented the updated forms for review and discussion by the TST prior to their being presented at the State Steering Team meeting. Members of the TST provided Susan with useful feedback on revising the forms.

Meeting adjourned at 5 pm.



- AGENDA- DAY TWO
- Work Group Achievement Reports
 - Core- Bill Bansberg and Rich Rangel
 - Finish Review of Data Collection Forms—Susan Duron
 - Finalize work group achievement summaries
 - Report out on progress
 - SOSOSY Equity Review Process Discussion
 - Group feedback and discussion
 - Plan for NASDME Conference
 - Wrap-up

Bill Bansberg and Rich Rangel presented information from the CORE consortium. Bill walked the TST members through the website and demonstrated several lessons. He also showed members several new lessons targeted toward OSY.

Work Group Achievement Reports

The work groups shared their achievement reports and received feedback from the TST.

Curriculum and Material Development Work Group:

Members: Bob Lynch (NPC), Brenda Pessin (IL), Dee Condon (NE), Danielle Anderson-Thomas (NJ) and Peggy Haveard (AL)

4/9/13 Kiowa Rogers (NE), Patrice Boone (MS) and Stephanie Clark (PA) joined the group.

Work Planned/Outcome	Deadline
Develop draft reporting form for collecting and reporting assessments	Assessment and Evaluation completed this 4/9/13
In collaboration with ALRC (Adult Learning Research Center) two different videos have been discussed. 1) ELA assessments 2) Mini lessons The assessment video will be done first.	9/30/13

Current assessments are being reviewed. Once the assessment is done they will need to be used in a pilot and the video will come after that is completed.	
Review Scope & Sequence of proposed lessons for the Write it Now (writing on the move course) <u>Renamed Write On!</u> Recommendations given to Bob: develop a more generalized writing curriculum that will target the skills needed on the GED essays. The new scope and sequence will be available at the next meeting.	9/30/13
Collaborate with technology group to develop online applications for the materials (curriculum presented in the best way – intended way)	On going
<u>Legal Lesson 4</u> The draft is done and being revised, about to submitted to NPC for formatting <u>Legal Lesson 5</u> is just started and development will be determined <u>Healthy House Lessons</u> <i>Storing Your Medicines Safely</i> is done <i>Refrigeration and Clean House Lessons</i> are done at the Center and submitted to the PASS Center <u>Parenting Lessons</u> , 1 and 2 are done, 3 is almost and 4 is in process. There will only be 4.	9/30/13

Assessment Work Group:

Members: Erin Shea (VT), Christine Deines (CO), Taylor Dearman (MS), Jennifer Almeda (NC) and Frank Crossman (KY)

Work Planned/Outcome	Deadline
Complete rubric and instruction sheet	April 10, 2013
Develop state data collection tool. Follow up with Susan Duron and Tracie Kalic on this to ensure alignment with SOSOSY reporting forms	April 10, 2013
Discuss development of webinar and begin planning webinar to introduce assessments to Consortium states	May 2013
Coordinate with curriculum group to ensure alignment with assessment creation/coding	April 2013

Technology Work Group:

Members: Kelsey Williams (ID), Sabrina Pineda (GA), Omar Lopez (GA), Marlene Willis (KS), and Alfonso Zepeda-Capistran (WI)

Work Planned/Outcome	Deadline
Conduct thorough review of what is available through the website use	4.1.13
Create glossary of types of technology delivery methods currently available with consideration of anticipated needs.	3.1.13
Create IT Assistance Request form for SOSOSY consortium members to request technology assistance.	3.1.13
Disseminate IT Assistance Form to SOSOSY members	4-10-13
Follow up communication with content and assessment teams regarding any needs in completing IT Assistance Form.	4-10-13
Conduct beta-testing of submitted product for dissemination on the SOSOSY website.	4-9-13
Define task assignments among team members according to individual areas of expertise.	4-9-13

Mentoring Work Group:

Members: Jessica Castaneda (TN), John Farrell (KS), Barbie Patch (NH), Ray Melecio (FL), and Lysandra Lopez-Medina (PA)

Work Planned/Outcome	Deadline
Build rubric to observe & assess capacity to deliver services to OSY	February 2013
Meet with new state directors to administer rubric	March 2013
Identify needs, trends; identify potential mentors	April 2013
Train mentors to interpret rubric, CSPR, profile, etc.	Ongoing
Reworked rubric to include specific questions that will guide the mentoring visits	April 2013
Contacted initial states for mentoring visits	April 2013/May 2013
Brainstorm ideas for using technology to	June 2013

create a Welcome to SOSOSY course for brand new staff or states in the Consortium	
Develop set of protocols for mentoring visits and draft a letter explaining the purpose	May 2013

Training Work Group

Members: Emily Hoffman (MA), Sonja Williams (NC), Jorge Echegaray (FL), Brenda Meyer (CO), Novelette Seroyer (AL), and Kathleen Bibus (MN)

Work Planned/Outcome	Deadline
Preparation of additional TOT materials (2 modules and supportive documents) and editing of the current TOT Manual	Present-August, 2013
Implementing a three day TOT for new trainers and current trainers. We will be bringing people who did not participate in the 2012 TOT (new states and open positions due to attrition) for a 2 day TOT and bring all trainers together for the third day of the TOT and train on the two new modules.	September, 2013
Continued support/training for SOSOSY trainers through webinars	Present-EOP
Development of a sustainability plan for training materials (for future use by states not participating in the OSY-CIG and for participating states to use with additional staff)	October, 2013-Onward

The TST also discussed possible dates/locations for next year's meetings. The fall TST meeting will be attached to the Training of Trainers event in Clearwater, FL. Tracie will be sending out dates and more information. Currently, the TOT is scheduled to occur September 9-11.

Tracie will be working on finding locations and will confirm the other meeting dates as soon as possible.

Meeting adjourned at 12:00 pm. Some work groups remained until 4 pm to continue working.