



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

SOSOSY

Technical Support Team (TST) Meeting

September 12-13, 2013

Clearwater Hyatt

Clearwater Beach, FL

In attendance: Amanda Gann (AL); Brenda Meyer – CO; Ray Melecio – FL; Kelsey Williams – ID; Brenda Pessin – IL; Doug Boline – KS; John Farrell – KS; Marlene Willis – KS; Judy Littleton – KY; Sandra Wallace – KY; Emily Hoffman – MA; Kathleen Bibus – MN; Taylor Dearman – MS; Barbie Patch – NH; Michael Maye – NY; Sonja Williams (NC), Stephanie Clark – PA; Jennifer Almeda – SC; Jessica Castaneda – TN; Erin Shea – VT; Sheila Peck – AR; Marisela Trejo and Sabrina Rivera-Pineda – GA; Lindsay Ickes – NE; Joan Geraci – NJ; Bruce Wright – SC; Bob Lynch; John Fink – KS; Jennifer Quick – KS; Tracie Kalic – SOSOSY

Agenda Day 1

Welcome and Introductions

SOSOSY Consortium Update

English Language Assessment- Brenda Pessin

OSY Bundle: Brenda Meyer

Discussion of pre/post assessments and data collection

Debrief from Training of Trainers and discussion of state training plans

-Presentation from training teams

ID&R Needs Discussion – Erin Shea

Instructional Technology and ACREs Online Course- Kelsey Williams

Work Group focus time and action planning

Create work group achievement summaries

Work Group time

Q and A session and Wrap-up

Day 1: September 23, 2013

After introductions, Tracie stated that year 2 of SOSOSY is funded. Tracie highlighted the agenda and debriefed from the Training of Trainers (TOT) that concluded the previous day.

SOSOSY Consortium Update:

- TOT- Congratulations to all the trainers and the Training Work Group. Thank you to Sonja Williams, Emily Hoffman, Kathleen Bibus, Brenda Meyer, and Jorge Echegaray
- Pre/post assessments
- New curricular materials
 - Write Now
 - ACREs online course

Expectations for Meeting:

- Update TST about new materials, including ACREs online course
- Provide work groups with time to complete their assigned tasks
- Integrate the use of technology into the work of the TST

- Prepare work group achievement summaries
- Discuss needs of Consortium in the future
- Provide feedback on OSY State Plan, SOSOSY Equity Review and CIG Collaboration
- Provide networking opportunities and technical assistance

OSY Screener:

Brenda Pessin discussed the OSY screener being developed by ALRC. The screener will include more detailed instructions to make administration go smoother. Brenda informed the TST that the OSY screener takes material from the NY Oral Language Proficiency Assessment and the VT Oral Language Proficiency Assessment. The assessment will address several domains and allow us to screen work more and more with students ready for the GED. It is authentic. What are next steps? Need to take baby steps moving forward. Sonya stated that it is ok to do some graphic design and share it with group, but do not change the content. Bob Lynch stated maybe laminate. Barbie Patch suggested having a toolkit plus color and color coded. Any comments need to go to Bob Lynch.

OSY Bundle:

Brenda Meyer (CO) presented how Colorado is addressing data collection. Colorado has developed an electronic OSY Bundle that includes the OSY Profile (in English and Spanish) as well as other pertinent tools to assist with supporting OSY. Ray Melecio (FL) asked if CO's willing to share and Brenda agreed to definitely share. Lindsay-add another field that states % of goal met or whether or not it was met. Tracie led a discussion of how the consortium could adapt and use this tool. Tracie asked if the TST was interested in using a tool like this and asked for assistance: Marlene, Kelsey, Jorge, and Brenda Meyer will help with group to get this out to the consortium.

Discussion on pre/post assessments & data-collection: Tracie reminded states of Objective 3 and led a discussion of how states are progressing with the mini lesson assessments. Tracie asked table groups to discuss the following questions:

- What has been the response by service providers?
- What suggestions do you have in regard to the assessments?
- How would you rate the ease of administration? Suggestions? Data Collection?
- What does the data tell us so far?
- How are service providers using the data?

Tracie acknowledged the issues involved with the use of the assessments. The constraints of time but the assessments were released in June and we were on a tight time-frame. Also had webinar in June and wanted them available in June. Keep in mind, it is strictly about the mini-lessons, we want to know when you use mini-lessons and have a 20% gain? The group provided some suggestions for clarification on the Director/Coordinator Survey. Tracie sent these suggestions to Susan Duron, and the form will be sent out to State Directors.

Each table group was asked to debrief from their conversation around the questions. There were several points made that we need to discuss in more depth:

1. Who is using the mini lessons? Are the lessons meeting the needs of OSY?
2. What to do about staff turnover?
3. How to provide training to staff unaccustomed to giving pre/post assessments?

Tracie noted it raises a lot of issues of how to train staff that may not have confidence or experience. Need to think of the use of the materials and how to look at differently. If they have limited prior knowledge, what can I do to make adjustments? Takes training, confidence and time!

Brenda Pessin (IL) acknowledged we need to look at the big picture: what do people need to know in the field with many circumstances...how will they implement the mini lessons and how assessments flow into that and how is the best way to do that....we haven't gotten to that yet...assessments are no good by themselves, needs to be content based and they are doing their best. One of the next major areas of training is to look at various aspects curriculum materials we have produced and how we maximize usage and not doing them because we have to. Need to go well beyond that and that is the hard part. Utilize the results...we face that with everybody.

ID&R-Needs discussion:

Tracie asked Erin Shea (VT) to lead a discussion of next steps for ID&R materials. Erin discussed our current materials and the issue of making them more user-friendly.

Erin discussed the need to focus on technology and what recruitment staff skills are. Possibly create an online tool that would gauge knowledge of eligibility and even more complicated, what would you do, things around what is seasonal and temp employment for the new recruiter and the veteran recruiter – more professional development tool. The TST discussed many possible ideas including:

- Good strategies are good strategies...keep it that way, and appropriate to use with OSY and use it for all ID&R if need to.
- postcards, need a quick-glance,
- Might be interested in moderate-to-advanced surveys on where staff is and more specific eligibility issues.
- Maybe training via on-line with national online resources and how it applies. What does the typical recruiter meeting look like? How do we train and what are the best practices?
- Tool provided state-by-state that lists the type of agriculture (Jessica displayed an excel spreadsheet that TN uses)

These ideas will be discussed in more detail by the ID&R work group during the work session.

Instructional Technology & ACReS discussion:

Kelsey Williams (ID) presented the ACReS online course to the TST for feedback and discussion. She also discussed how the course will work and how people will need to access it. This is developed from idea from KS that can be entry-level material for OSY so they may be able to be successful and get a credit and it is motivating factor to be able to move on to something else. Gear toward OSY reading level and it varies from lesson to lesson) but standard 3rd to 4th grade average level. They are flexible courses, and some students will receive different courses. Audio available in Spanish. Training will be provided on how to use the online course.

The group would like information from the state surveys about the pilot material. Are states using ACReS? Tracie will have a report put together for review of the team leads to discuss what steps to take in the future. The leads from work groups will be meeting in between TST meetings and talking about the responsibilities of groups' responses and make sure deadlines are met.

Kelsey is going to present to the State Steering Team in October. She will also present how to use instructional technologies at the TST meeting in January. Please send any comments or suggestions to Kelsey. We hope to have a late November release date. A training webinar date will also be forthcoming.

Tracie asked the work groups to begin focusing their work for the remainder of the day.

Dismissed @ 4:00.



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Agenda Day 2

- Discussion and planning of CIG Coordination- Bob Lynch
 - Colorado OSY Bundle- Brenda Meyer
 - State OSY Plan- Feedback
- SOSOSY Equity Review Process report- Jennifer Almeda
 - SOSOSY Continuous Improvement Process
 - Finalize work group achievement summaries
 - Group feedback and discussion
 - Plan for State Steering Team meeting
 - Finalize future meeting dates and location
 - Wrap-up

Day 2: September 13, 2013

Discussion and planning of CIG Coordination: Bob Lynch discussed the coordination work with the 4 funded consortium grants- math, reading, Bi-National (InET) and OSY look at how we can pull 4 projects together for joint-programing. There has been discussion with InET in regard to a portal for Plazas. Bob, Tracie and John Farrell will follow-up with Frank Davila about this. TST members discussed other ways the consortia could coordinate. The development of a master calendar was suggested. Bob will pursue this. There will also be meetings for both the InET State Steering team and the SOSOSY State Steering Team in Portland, OR next month.

Tracie asked each work group to present their focus for the upcoming year. She also asked each TST member to select take aways from each work group's presentation/discussion. Each work group was also assigned a member of the Technology Work Group to serve as support for integrating technology into each aspect of our work.

Identification and Recruitment Work Group:

ID&R Work Group Members: Jennifer Almeda (SC), Erin Shea (VT), Taylor Dearman (MS), Joan Geraci (NJ), Sheila Peck (AR), and Marlene Willis (KS)

The group discussed the timeline and development for the creation of 2 new tools:

1. Create Tip Sheet on using the Dept. of Agriculture Census Resource that is being developed via Jessica Castañeda, TN.
2. Create Recruiter Knowledge Assessment and Instructions for usage

Training Work Group:

Training Work Group Members: Emily Hoffman (MA), Sonja Williams (NC), Kathleen Bibus (MN), Jorge Echegaray (FL), and Brenda Meyer (CO)

The training group debriefed from the information gathered at the TOT from new and current trainers about their needs.

Curriculum Work Group:

Curriculum Work Group Members: Bob Lynch (NY), Brenda Pessin (IL), Lindsay Ickes (NE), Stephanie Clark (PA) and Marisela Trejo (GA)

The group reviewed the Write On curriculum and made suggestions. Tasks were assigned to edit and revise the lessons. The group also reviewed the Education Resource Rubric and will be making adjustments to it. Professional development will be central to the group's work this year. They discussed different modalities for professional development as well as discussed the different needs. The goal is to make sure states have the tools they need to use the materials.

Mentoring Work Group:

Mentoring Work Group Members: Jessica Castaneda (TN), Barbie Patch (NH), John Farrell (KS), Ray Melecio (FL) and Michael Maye (NY)

The mentoring group has created a rubric for states to use to determine any specific areas they might need additional help with in regards to working with OSY. States were asked to complete this rubric. From these the mentoring group was able to identify key states who were interested in receiving mentoring from the group. A visit was conducted at the first of these states and two additional visits are in the process. The group is now working to continue mentoring the first state and conduct face to face visits with two other states. The group's focus will be on continuing to work in the identified areas of need for these three states. In addition, the group is working on developing a quick snapshot document to show how various SOSOSY states are serving, recruiting, and providing specific programming to OSY. This will serve as a tool to help promote coordination, collaboration and the exchange of ideas between the various SOSOSY states.

Technology Work Group:

Technology Work Group Members: Kelsey Williams (ID), Marlene Willis (KS) Sabrina Rivera-Pineda (GA) and Alfonso Zepeda-Capistran (WI) – not present

Members of the technology work group were assigned to be part of the other work groups. This was done in order to increase use of technology and technology integration throughout all aspects of the consortium. Each member met with their assigned work groups and the technology work group will meet as a whole in October to plan next steps.

Equity Review Process:

According to the Fidelity Implementation Index, we will review all materials using an equity process to eliminate language or procedures that are exclusionary, put out guidelines to ensure equal educational opportunities and affirmative action for OSY, and follow the strategies put forth in the Federal guidance for Section 427 of GEPA. Jennifer Almeda discussed the work that has been done on the Equity Review Rubric and Procedures.

Each table group was asked to review the document and provide feedback. Tracie will take this feedback and make revisions. The revised rubric will then be submitted to the work group for final review. In October, the rubric will be taken to the State Steering Team. At this time, nominations will be submitted by state directors for 3 people to serve on the Equity Review Process Committee. The committee will only review newly development materials.

Continuous improvement process:

Tracie presented the Continuous Improvement Process to the TST. The results of the continuous improvement model are used to design and implement professional development to increase staff effectiveness to serve OSY and carry out SOSOSY activities. The outcomes of SOSOSY are documented through monthly coordination meetings, twice a year steering team meetings, at least 4 times/year TST

and workgroup meetings/webinars, quarterly newsletters, and annual performance reports. Based on the data, the implementation features of SOSOSY are reviewed to determine fidelity of implementation. Where implementation is not faithful, adjustments to the program are made.

Future Planning Discussion

Tracie discussed the potential to move from 2 year to 3 year funding from OME. TST members discussed the following ideas:

- Increasing support for those staff with a non-teaching background
- Align common core with Mexican high school diplomas
- Justify OSY services in states
- Maintain the training of trainers
- Assist multi-generational families of OSY
- Data gathering tools
- Increase our use of technology and model this
- Define the role of partner states more specifically

Other Items:

- Director/coordinator survey due Sept. 30th
- State OSY aggregate profile data due Sept. 30th
- TST will be January 14-15), possibly in CA? Tracie waiting on information and go-ahead. Perhaps have TST prior to NASDME.
- SST will be announced after Oct. 2013 SST in Portland. We are required to meet in the spring and fall
- Need to have a Dissemination event planning committee. Let Tracie know if interested.

Meeting adjourned at 12 pm.