



# NOTES

## iSOSY Technical Support Team (TST) Meeting

November 16-18, 2021

### Attending:

Tracie Kalic (iSOSY)	Erin Lamboi (IL)	Veronica Hill (NE)
Marty Jacobson (META)	Lizy Garcia Ramirez (IL)	Iggy Campos (NM)
Susanna Barteo (iSOSY)	Andy Wallace (IN)	Odilia Coffta (NY)
Brenda Pessin (iSOSY)	April Dameron (IA)	Travis Williamson (NY)
Lora Thomas (iSOSY)	Janet Reynolds (KS)	Hope Derry (NC)
Sally Meek (AL)	Laurie Stewart (LA)	Hunter Ogletree (NC)
Mesha Patrick (AL)	Emily Hoffman (MA)	Lysandra Alexander (PA)
Zujaila Ornelas (AZ)	Michelle Mattson (MI)	Lori Potutschnig (PA)
Sabrina Rivera-Pineda (GA)	Wilson Kendrick (MS)	Shantella Singleton (PA)
April Roberts (GA)	Cesar Duran (NE)	Emily Williams (SC)
Susana Das Neves (IL)	Erika Guerrero (NE)	Sarah Braun-Hamilton (VT)

### Materials link:

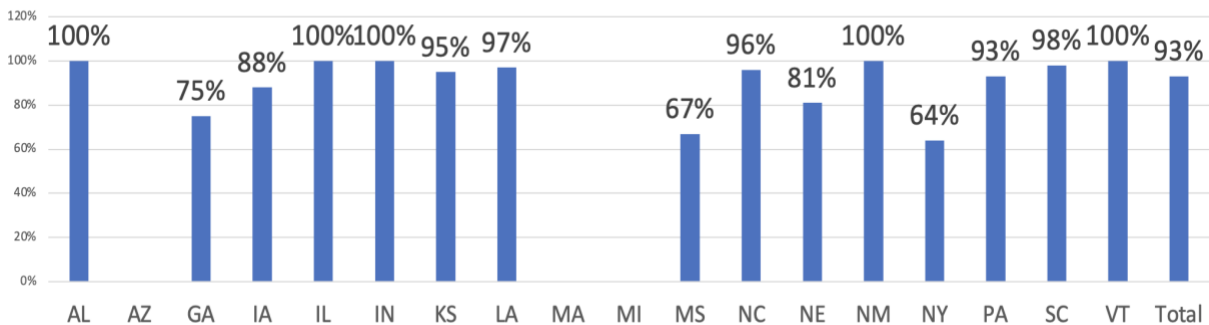
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### DAY 1 – November 16, 2021 (9:00 am – 12:00 pm central)

- Introductions and Welcome (Tracie Kalic)
- Self-care discussion and sharing
  - Director emphasized what iSOSY has accomplished so far:
    - Created and presented multiple trainings for Suicide Prevention module.
    - Developed three webinars with Dr. Mona Johnson to focus on personal wellness and self-care for service providers.
    - Updated State Mental Health Resources sheets for 19 states and provided additional personal wellness materials including “person first language” guidance.
    - Created COVID-19 Lessons in six languages.
    - Updated existing COVID-19 Padlet and created student version of COVID-19 Padlet.
    - Developed several STAT (Short Targeted & Timely) Lessons.
    - Created detailed lesson plans and activities for two English for Daily Life lessons.
    - Updated Mentor Manual for Preparing for College material.
    - Hosted and archived more than a dozen webinars on a range of subjects available to anyone.
    - Hosted two-day Coaching & Training Institute to introduce and practice new resources.

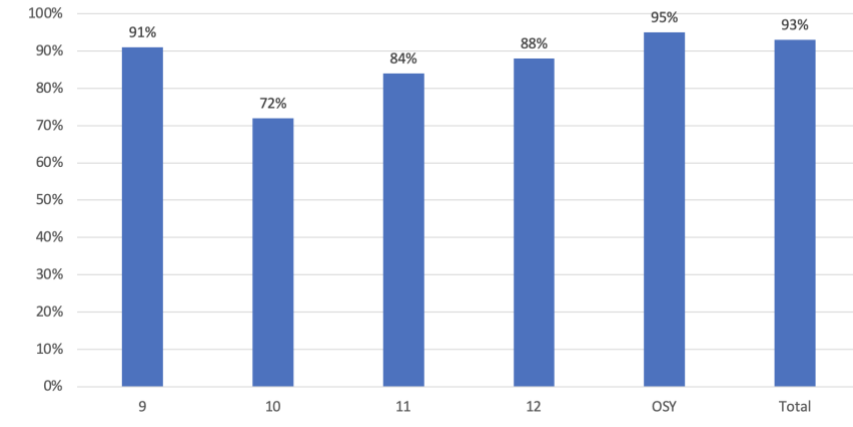


- Hosted onboarding seminars for new states/staff and created mentor program for those interested.
    - Presented iSOSY resources in multiple joint webinars/seminars including NASDME, state MEP conferences, IDRC, I2MPACT, and MPEC.
    - Collaborated with FSCC to create OSHA 10 General Industry Course for students across the consortium.
  - Currently in development:
    - More STAT lessons
    - Additional Personal Wellness modules
    - Extra Professional Learning modules
    - Updated COVID-19 information
    - New EFDL lesson plans and activities
    - Launch of STUDENT PORTAL!
    - New Pathways Guides
    - New Career Toolkit
  - The listed accomplishments are reason to reflect and celebrate the consortium’s progress during a pandemic season in which no face-to-face meetings or collaborations have been possible.
- Year 1 Data Review (Marty Jacobson)
  - Objective 1: Each year, 70% of migratory OSY and secondary youth at-risk of dropping out who participate in iSOSY instructional support will demonstrate 5% growth on iSOSY curriculum-based assessments.
    - Outcomes:
      - 93% of OSY demonstrated 5% or more gain on post-assessments (747 out of 805)





Percent gaining



- The number of students served was 54% total (5,718 out of 10,586 identified):
    - OSY – 6,946 identified; 3,819 served = 55%
    - At-risk secondary – 3,640 identified; 1,899 served = 52%
  - Overall percentage of students making progress on Learning Plans was 84%
    - 9<sup>th</sup> grade: 90%
    - 10<sup>th</sup> grade: 86%
    - 11<sup>th</sup> grade: 83%
    - 12<sup>th</sup> grade: 81%
    - OSY: 83%
- Objective 2: By the end of Year 3, iSOSY States will support 144 migratory youth (average increase of 3 per state over baseline) to obtain an HSED or regular high school diploma.
  - Set baseline during Year 1
  - Completed HEP or other HSE program: 7
  - Graduated after reenrolling or from an alternative high school: 9
  - Earned HSED: 18
  - At-risk secondary students graduated: 275
  - Enrolled in HSED program: 78
  - Enrolled in credential program: 16
  - Enrolled in credit accrual: 106
  - Reenrolled in high school: 82
- Objective 3: By the end of Years 2 and 3, 80% of staff participating in iSOSY professional development (PD) will increase knowledge and understanding of strategies to promote graduation and attainment of postsecondary credentials appropriate for the needs of their students.
  - Will be measuring this directly in Year 2 after new professional development has been created and implemented.



- Survey data for Year 1 was collected from 510 training participants.
- 84% reported that the iSOSY lessons and materials were useful.
- Number of MEP staff participating in local and national iSOSY training:
  - 510 preliminary count
  - 443 from iSOSY states
  - 67 from other states
- 10 iSOSY virtual trainings for 725 participants
- 126 state and local trainings for 2,403 participants

Venue	N	Relevance	Applicability	Participation	Materials	Facilitators
Local or State Training	351	2.9	2.8	2.7	2.8	2.8
iSOSY Webinars	115	2.8	2.9	2.8	2.8	2.9
National Conference	44	2.8	2.9	2.5	2.8	2.7
<b>All</b>	<b>510</b>	<b>2.9</b>	<b>2.9</b>	<b>2.7</b>	<b>2.8</b>	<b>2.8</b>

A three-point scale where 1=Developing, 2=Good, 3=Excellent

- APR Timeline
  - Draft sent to state directors on 11/12/21
  - Signed cover sheets due 12/8/21
  - Final APR and all signed documents due to Office of Migrant Education by 12/15/21
- Pilot Review Forms (Form 3)
  - Two drafts of the form were presented for feedback.
    - One longer with individual ratings for each product.
    - One shorter with a group rating for all products was the preferred version.
      - Breakout Groups discussed:
        - Those completing the form should be service providers who used the materials. Pilot states may choose who/how many complete it.
        - Results will be used to review and improve materials (each work group will receive the narrative comments).
        - Pathways Group requests:
          - Which staff was trained and who used it?
          - W did they find the most effective?
          - Did the materials guide them in right direction? If not, how would they add or modify?
        - Personal Wellness requests:
          - How did staff use the materials?
          - How useful did they find the materials?
          - Is training useful within state to train staff?
          - Is more support needed from work group to provide training?



- Curriculum requests:
    - Could one form offer a hybrid approach? Use the rating question applying to everything related to a particular group. Then provide opportunity in narrative form to give more in depth comments.
      - Short form will provide those opportunities.
  - Student Portal/Technology requests:
    - Live lessons will be offered on portal.
      - What worked?
      - What was the audience?
      - What activities were most useful?
    - Lesson Submission Form is new product but is self-explanatory.
  - Professional Learning requests:
    - Have users watched the website tour video?
    - What could improve it?
    - Was the Coaching & Training Institute helpful? Is another one needed and what should it cover?
      - May be asked on a different survey form since it is an activity rather than a product.
- Will be requesting states to participate in pilot of Product Review Form 3.
- Year 2 Overview
  - Review:
    - Year 1: Development of new products and procedures
      - STAT Lessons
      - English for Daily Life Lessons
        - Staff in each state that used the materials should be asked to complete the Product Review Form (Form 3).
    - Year 2: Pilot test new products in at least three states and revise
      - Mentoring activities—we will continue onboarding meetings with new directors and new states (and anyone else who wants to join). TST meetings will include special topic discussions with experts.
      - Goal Setting and Career Awareness Toolkit
      - Personal Wellness strategies and modules
      - Live lessons and student affidavits on the Student Portal
      - Secondary Student Profile
      - Other products identified by the TST
    - Year 3: Offer new products consortium wide
      - Existing products should be used throughout all three years.
  - Fidelity of Implementation Index
    - Used to rate progress on activities proposed for Year 2
    - Completed as the year progresses by Marty and Tracie.



- Work Groups may add activities or modify (up until FII is turned in to the Office of Migrant Education or that change what was included in the original proposal; there is flexibility in timelines).
- New on FII for Year 2
  - Piloting materials created in Year 1
  - Tracking HSED, credential, and graduation progress
  - Entrepreneur Course (added by the TST)
  - Digital literacy and distance education materials
  - Training for new materials
- Data Collection Changes
  - Form 1 (Director/Coordinator Report) remains the same
    - One per state
    - Summarizes data collected regarding iSOSY services and activities
  - Form 2 (Training Survey) has some minor changes
    - Complete final training that includes iSOSY strategies or information
    - May submit to evaluator at anytime
    - File available for download or use online survey (QR code)
  - Form 3 is new Pilot Product Review form
  - Form 4 is graduation, HSED, and credential support training survey (will be for select iSOSY webinars provided only to address Objective 2)
  - OSY Profile and Summary (Year 1)
    - Please submit to Tracie Kalic asap if have not already done so.
    - Will be summarized as report and distributed to states.
  - Secondary Student Profile
    - Tool available to identify needs and help guide staff toward appropriate materials for student
    - Will not be collected at consortium level at this time
    - Pilot process for the states that volunteered will begin in January 2022.
  - Please wait for final versions of forms before distributing to staff. Versions to use are on the Data Collection page of the iSOSY website.
- Career Awareness Toolkit (Emily Williams)
  - Year 1 Results
    - Group decided not to focus on the Goal Setting materials since they are very well done as they exist; would like to see effort to get more people to use those materials.
    - Many existing resources are very good (i.e. Bureau of Labor) and state resources/requirements vary so the focus is on a toolkit to help service providers navigate the discussion with students.
      - Toolkit will have six units with statements that correspond to resources to help explore topics:
        - Self-Awareness
        - Goal Setting
        - Career Awareness
        - Financial Awareness



- Education
  - Skills and Resources
- Each unit will have questions:
  - “How much do you agree with the statements?”
    - *Not at all, a little, very much* scale is used.
  - Each statement will correspond to a resource link to explore information presented
  - Will have built in “assessment” for before and after use
- Unit statements were presented and discussed
  - Discussion about using a scale and how it can be problematic if a student feels pressure to answer “correctly” or give an answer that would please.
    - This will be addressed specifically with the training component of the materials.
    - Different languages will be needed
    - More in-depth suggestions captured in the meeting chat box and passed on to the work group.
- Year 2 Plan
  - Will have six states pilot during Spring/Summer 2022
  - Feedback will be used to finalize Toolkit; goal is to collect at least 24 feedback surveys.
  - Will offer a recorded webinar for training after product is finalized.
- Pathways Documents (Emily Hoffman)
  - Guides developed to help service providers and students forge a pathway to:
    - HSED (High School Equivalency Diploma)
      - Introduction to HSED
      - Academic experience levels (from no formal education to high school student)
        - At-a-glance
        - Skills guide
        - Student profiles
        - Reasons to do it
        - Project ideas and partners
        - How to assess good fit
        - Goal statement examples
      - Resources
    - Credentialing
      - Very state specific
      - Usually for citizens/documentated
      - Most programs require participant to live in same place for significant amount of time
        - Decided best approach is to provide information to service providers to determine what is a good fit for each individual student.





- Definitions
- Funding sources
- National programs available in different locations
- Guiding questions
- Provider version will be completed by January 2022.

DAY 2 – November 17, 2021 (9:00 am – 12:00 pm central)

- Student Portal (Travis Williamson)
  - Piloted the submission process with four states and have received seven lessons to date.
  - Vetting committee formed (Travis Williamson, Tracie Kalic, Hope Derry, Brenda Pessin, Sarah Braun-Hamilton, Lori Potutschnig, and Susanna Bartee) to review and provide feedback.
  - Group is accepting lessons:
    - Beneficial to either OSY and/or at-risk secondary students
    - Engaging
    - Has all materials available to complete lesson
    - Self-paced and/or instructionally based
      - Instructionally based lessons will be available on provider portal instead of student portal
  - Submission form includes:
    - Name/state
    - Name of lesson
    - Intended audience
    - Format of lesson
    - Content area of lesson
    - Lesson contents
      - State director must approve submission
  - Content areas:
    - Life Skills/Survival English
    - Safety
    - Math/Science
    - Reading/Social Studies
    - Graduation Preparation
    - Post-Secondary Education/ Career Planning
    - Health & Wellness
  - Format of lesson should be one of the following:
    - an original lesson created by submitter (If so, and it is approved, the author/creator will receive acknowledgement. However, the lesson will be branded with the iSOSY logo.)
    - an existing lesson on the iSOSY website for which you have created additional/supplemental materials





- a recording of a previous virtual instruction
  - Once submission is received:
    - The Vetting Committee will review the lesson and make sure it has all needed info. If they find anything that is either missing or could make the lesson even stronger (additional materials) they will reach out to the one who submitted and make any needed changes.
    - Once approved the lesson will be on the website. Group is looking mostly for lessons focusing on the student so they can use them on the go. Reminder that instructionally based lessons will be included on the provider portal.
- Website Analytics for August 15 - November 15, 2021 (Susanna Bartee)
  - Site usage has remained very consistent since site launched in June 2021.
    - 1,989 site sessions
    - 1,049 unique visitors
  - Compared to similar educational sites, the iSOSY website is doing better than 65% - 85% in different categories including session durations, unique visitors, bounce rate, etc.
- OSHA Course – Career Safe is online class that addresses high priority safety training needs of young workers.
  - Students are being registered by Fort Scott Community College.
  - Participants will receive wallet card after passing final exam and completion of course.
  - Instructor is bilingual (works with HEP).
  - 14 students from nine states are enrolled.
  - Course begins on November 29, 2021.
  - Students will receive email (service providers will be copied) with instructions and success tips for the course.
- Networking (*TSTea*) Breakout Groups
  - What are some successes your program had this summer?
  - What are some challenges that your program has experienced?
  - What can iSOSY do to support your program as it addresses those challenges?
- FII Discussion
  - Work Groups
    - What have you worked on so far and what are your plans for Year 2?
      - Submit deadlines and meeting dates to Tracie Kalic after this meeting.
  - Personal Wellness
    - 2.7 Pilot personal wellness strategies and modules
      - Finish/complete additional modules
      - Develop training on new modules



- Pathways
  - 2.8 Pilot instructor version of Pathways Guide
  - 2.9 Prepare guide for students on pathway to HSED exams
  - 2.11 Develop Entrepreneur Course
  - 2.16 Provide trainings for HSED and credentials materials
- Student Portal
  - 2.10 Pilot Student Portal materials
  - 2.14 Provide instructional services in format that meets student needs
- Career Awareness
  - 2.6 Pilot goal setting and career awareness toolkit
  - Develop dissemination and training plan
- Professional Learning
  - 2.18 Develop materials for digital literacy and coordinate digital tools on iSOSY website
  - 2.19 Provide training on distance education
  - Develop plan and material to address innovation in serving OSY/Secondary students
- Curriculum
  - 2.12 USTAT lessons based on feedback
  - Review and finalize English for Daily Life Lessons as they are completed

DAY 3 – November 18, 2021 (9:00 am – 12:00 pm central)

- Personal Wellness (Lysandra Alexander)
  - Complete Social Emotional Learning module
    - CASEL website offers framework
    - Module will focus on community ring
      - Will research different populations (mobile, at-risk, dropout, young adult, teenager, etc.)
  - Update Resilience module with Trauma Skills Specialist Certificate information
    - Develop training for both modules
  - Student Portal activities being considered for Year 3
- Career Awareness (Emily Williams)
  - Complete toolkit with feedback from TST
    - Instructions and examples around the scale
    - Links for each unit's statements
    - Explainer for skills and resources section
    - Definitions for some of the more challenging words or phrases
  - Develop training
  - Will consider separating into two toolkits in Year 3
- Curriculum (Brenda Pessin)
  - COVID-19 Lesson is still applicable and available in six languages
  - STAT Lessons being finalized



- Three on website currently being revised and replaced with:
  - *At Work*
  - *Washing Hands*
  - *Following Directions (Cha Cha Slide)*
  - *Fast Food Ordering*
- *Staying at a Hotel* is being revised.
- *Working at a Dairy* is being revised.
- Will begin working on new lesson concerning *Heat Stress*.
  - This lesson will accompany the existing Life Skills Lesson “Can I Get Sick from the Heat?”
- Will continue to help with vetting of lessons for Student Portal
- Will work on developing tool for students to learn how to manage the Quizlet, Quia, EdPuzzle activities included in many current lessons.
- Professional Learning (April Dameron)
  - Virtual Toolkit
    - Compilation of ideas, techniques, lessons that service providers can use when working remotely with students
  - Finalize Remote Learning Module
    - Plan to complete by December 17, 2021.
  - Show and Tell: Using Digital Tool with “Preparing for College” lesson video:
    - Zoom recording with new Zoom features
    - Using digital tools to do some of the suggested activities
    - Final product will be complete prior to May 2021 TST meeting
- Pathways (Emily Hoffman)
  - Final version of Credential Guide for instructors will be ready for formatting in December.
  - Final version of HSED Guide for students will be completed in early 2022.
  - Goal is to have all final, formatted guides and accompanying materials completed by February 2022.
- Student Portal (Travis Williamson)
  - Will begin working with website developers to add resources to the Portal:
    - STAT Lessons
    - COVID 19 Padlet for students
    - Piloting live lesson(s) in Spring 2022
    - Content catalog (submitted lessons / Pathways Guides, etc.) with subjects categorized and live links to appropriate lessons
    - Student Successes
      - Video affidavits of individual students sharing how/what resources have helped with their success
      - Looking for multiple backgrounds/experiences/languages
    - Team members have been working on building content in Google Classroom that take existing iSOSY lessons and make them student-led and accessible (and include pre- and post-assessments):



- Healthy Home
  - “Avoiding Food Poisoning”
    - Includes activities, videos, etc.
    - Certificate of completion will be generated when student completes all steps.
      - All data will populate into a single Google spreadsheet and can be shared with appropriate states as needed.
      - Some states may need to import the Google Classroom format for a private institution classroom use.
        - Massachusetts volunteered to pilot that process.
  
- OSY Profile Discussion
  - Breakout groups discussed potential updates/revisions to OSY Profile.
    - Sarah Braun-Hamilton shared Vermont’s MIS2000 web app profile information that is filled out as part of their recruitment process.
      - Users can go to the MIS2000 demo sites and check Vermont and other states’ web app at <https://msedd.com/Demos>.
    - Suggestions to add to OSY Profile:
      - Social media contact
  
- Future Meetings
  - TST - May 4-5, 2022
    - Planning for in-person meeting
    - Flexibility depending on state of pandemic/state-level travel ability
    - Tracie Kalic will determine location asap.
  - SST - possibly March 2022
  - Onboarding/Mentoring – December 10, 2021