

Accountability Task Force Minutes
February 2, 2007
Novi, MI

Members present: Bob Steeh (Novi), Megan Byard (WLACE), Constance Banks (MDOC), Cliff Akujobi (DLEG), Jerry Emde (Godwin), David Porter (Detroit), Gregg Dionne (Hazel Park), Rich Klemm (Niles), Ben Williams (DLEG), and Pat Walstra (Orchard View)

1. Welcome and introductions
2. Travel forms and sign up for next task force
3. Review of agenda
4. Approval of Minutes – Bob Steeh/ Jerry Emde

Review of Deliverables:

- **ALP** – Minor revisions were made and submitted to the Data task Force for their input
- **Assessment Survey** – The survey was made available to practitioners on-line between November 30 – and December 5, 2006. There were 170 responses. The survey revealed that TABE was the most widely used assessment followed by CASAS and Work Keys. Survey results can be viewed at the MAEPD website. Rich will contact DLEG to offer Task Force assistance in desegregating the survey results.

Linda Colagross stopped in the talk about the DLEG conference. She assured the group that a draft of the conference program would be put on their website ASAP.

- **Project Communications Loop** – This diagram was shared with DLEG And other task force facilitators. The ATF (Accountabilities Task Force) reviewed the diagram and supported its use for monitoring project progress.
- **Cliff's Notes** – Monitoring Training Tool – the group reviewed a number monitoring questions and explanations.

The following was proposed:

1. Question 9 – leave as is
2. Question 11 – leave as is
3. Question 12 – Remove first phrase in the explanation. Begin sentence with “A discussion....
4. Question 13 – leave as is
5. Question 14 – add “See Administrative Guidebook for enrollment guidelines”. Have Deb link guidebook to page.
6. Question 16 – explanation – Provide documentation
7. Question 17 - explanation – eliminated the word ‘However’ and begin sentence with ‘There’. Add the sentence “Please explain the procedures used in your program” at the end of the paragraph.
8. Question 19 – explanation – eliminate total paragraph and add “ Provide documentation to support the above.”
9. Question 22 – In question – delete the word “Official”. In explanation add “ Describe how and which practice tests you use.
10. Question 25 – In question – add the word ‘site’ to replace ‘’.

* Connie made a note that monitoring criteria may vary as it applies to programs in corrections.

* Both Dianne Duthie and Kathleen Sullivan stopped in at different times to meet with the group.

- **GED Guidelines Update** – the group reviewed the GED Waiver Guidelines Document

The following items were discussed: Ben Williams was in attendance for this discussion for consultation.

1. K-12 has to have a key role in supporting a waiver. It was suggested that the superintendent or designee must sign the waiver.
2. The first paragraph on the waiver form was changed to read: “An individual at least 16 and less than 18 years of age.....as determined by the students, his/her parent/guardian, the current administrator of the school district and approved by the current superintendent or designee”.
3. It was decided to revise the signature page to reflect the GED Chief Examiner’s signature as receipt of receiving the waiver document rather than granting approval for the waiver.

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4. It was discussed that GED Testing Centers SHOULD NOT test home schooled students if the student is less than 16 yrs. old...and the home HAS NOT been registered with the Department of Education.

Parent(s)/guardian(s) of home schooled students will be in receipt of a letter from the State of Michigan Department of Education's Home School Liaison. This letter will state: "Department records indicate that the _____ home school education program in _____ has met the reporting requirements of the Nonpublic School Act, Public Act 302 of 1921, for the _____ school year."

A copy of this letter should be presented and on file with the GED Testing Center before testing home schooled students.

NO home schooled students are to be tested WITHOUT this letter...unless the home schooled student is 18 or older.

5. It was discussed that an emancipated minor will need to present proof of emancipation and follow the guidelines established, excluding the signature of parents.
6. It was discussed that students from out of state will be required to follow the procedures as identified in the guidelines/checklist to be eligible to test.
7. It was discussed that a student who is at least 16 yrs. old, is to be tested if a copy of a valid court order is presented and filed with a GED Testing Center.
8. It was discussed that a student who is at least 16 yrs. old, and can document that he/she HAS NOT been in a regular 'K-12' educational program for at least one calendar year, is eligible to take the GED Tests.

- **In-service Planning for Spring DLEG Conference-** The Task Force discussed the sessions for the upcoming state conference. Gregg and Rich will meet with Sandy to continue planning.

1. "Section 107 Beginning to End:
 - a. Much of this session will involve the narrative/budget piece as identified in the available outline
 - b. It was recommended that the session offer participants opportunities to ask questions with an outline including forms and timing.
2. "GED Preparation and Programming for New Administrators"
 - a. This session will cover general guidelines for preparation programs including best practices and information from the state that is appropriate.
 - b. Other topics will include special accommodations with regards to testing.
3. "E-Grants"
 - a. The preparation for this session continues to be established.

- **Definitions-** Rich will ask Sandy Thelen if there are standard definitions of In-Kind and Indirect funding the 107 budget sheets. These definitions will be forwarded to the Data Task Force, who had asked our group to define these terms.