



## ABE DIRECTORS' MEETING 2008

### *Blueprint for the Future: Access, Quality, and Next Steps*

**Wednesday, September 24th and Thursday 25th, 2008**

We're very excited about the upcoming Directors' Meeting and we hope that this will be a rewarding and fulfilling experience for you. **Deadline for Workshop Registration is Friday, September 19th.**

**All workshops have a maximum of 50 seats unless otherwise specified (\*30 maximum).**

**\*A\* Sessions will be held on Wednesday, September 24<sup>th</sup>**

**\*B\* Sessions will be held on Thursday, September 25<sup>th</sup>**

#### **Plenary Session on Massachusetts' Strategic Plan for Adult Basic Education – Nauset III, IV, V – 10:30 – 11:45**

In this plenary session, Anne Serino, State Director of Adult Basic Education, will preview Massachusetts' new Strategic Plan for Adult Basic Education. After over a year of surveys, advisory board meetings, and regional meetings, the new plan is ready. ABE program directors and practitioners have contributed significantly to charting the future of ABE in Massachusetts. The key goals of the ABE system are prioritized in the plan and the message about access, quality, and next steps responds to our students' needs. Now, more than ever, students need to attain basic academic skills in order to reach their full potential as workers, family members and members of the community.

**Facilitator:** Anne Serino, State Director of Adult Basic Education, Department of Elementary and Secondary Education

#### **WORKSHOP DESCRIPTIONS**

#### **ABE for Incarcerated Adults (ABE/IA) Workshop—Sessions B1 9:30-10:45 & B10 11:15-12:30 Highland\***

This is a closed session for directors of ABE/IA programs only. The session will address Curriculum and Instruction (described in the *Massachusetts Guidelines for Effective Adult Basic Education*) as it impacts ABE/IA programs. Best practices will be shared and participants will discuss key strategies for the use of technology within the correctional setting. *(This is a double session)*

**Facilitator:** Beverly Rosario, ACLS Program Specialist, Department of Elementary and Secondary Education

#### **ABE LWIB Representatives Meeting –Session B11 11:15-12:30 Race Point**

ABE program directors serve on the sixteen workforce boards across the state, representing the ACLS-funded programs in the regions. In this session, the opportunities and challenges of this role as a vehicle for strengthening connections with the workforce system will be discussed. We will strategize about other potential methods for building relationships with local workforce partners that raise the visibility of adult basic education and support the goals of the new Strategic Plan for ABE.

**Facilitator:** Andrea Perrault, ACLS Workforce Development Specialist, Department of Elementary and Secondary Education

#### **ABE Teacher's License: Next Steps for Supporting Teachers Pursuing Licensure—Session B2 9:30-10:45 Chatham\***

This session will provide directors with information on next steps for teachers pursuing ABE licensure. Directors will learn how to support teachers who are pursuing licensure. After a brief summary of the ABE Teacher's License and the application process, participants will learn how the licensure process may affect ABE directors and what issues they will need to consider regarding their programs' policies and procedures. Participants will learn about the logistics of the ABE Teaching Verification Form, course materials and portfolio development, and particular attention will be provided to the classroom observation option. Sample performance portfolios will be available for review, and there will be ample time for questions and discussion.

**Presenter:** Mary Jayne Fay, Coordinator of ABE Licensure and Proprietary Schools, Department of Elementary and Secondary Education

#### **ABE Transitions to Community College – The New Model –Session B12 11:15-12:30 Nauset IV**

This session will first provide participants with comprehensive and specific changes in the priorities and scope of the newly funded ABE Transition to Community College programs, including eligibility guidelines, partnerships with community adult learning centers, and the rationale for the changes. Representatives from three of the newly funded programs then will discuss and share their program designs, views and partnerships.

**Facilitators:** Ruth Derfler, Coordinator of GED Testing & Adult Diploma Programs, Department of Elementary and Secondary Education

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**A Buyer's Guide to Post-Secondary Education—Session A1 1:00-2:15 Chatham\***

Post-secondary education will probably be the second most expensive investment students will make, second only to the purchase of a home -- yet it is probably the least understood of any purchase they will make. Topics will include how to research post-secondary programs and institutions, and questions programs should ask of themselves and the institutions. This presentation will focus on how the critical thinking skills necessary to shop for the most appropriate education may be incorporated into ABE curricula.

**Presenter:** **Mary Jayne Fay**, *Coordinator of ABE Licensure and Proprietary Schools, Department of Elementary and Secondary Education*

**Applying for a Workplace Education Grant - An Overview—Session B13 11:15-12:30 Marshside (across parking lot)**

This session will provide information on how to apply for a Department of Elementary and Secondary Education (ESE)/ACLS workplace education grant. After a brief summary of the two-phase process of ESE-funded workplace education grants, we will review key highlights of each phase, and introduce changes to workplace education policies based on recommendations from the Workplace Education Stakeholders Group. Some resources for workplace education will be shared. There will be time in the session to respond to questions from participants.

**Facilitator:** **Olivia Steele**, *ACLS Team Leader, Department of Elementary and Secondary Education*

**Breaking the Logjam for Our Intermediate Readers—Session A10 2:30-3:45 Chatham\***

This workshop will present research-supported assessment tools and teaching techniques designed to help more Intermediate readers (4-8.9 GLE) reach an advanced level of literacy, earn a GED diploma, and succeed in post-secondary education, training, or employment. Special emphasis will be placed on the differences between non-native and native speakers of English at this level. In addition, there will be time to learn about how programs could have the opportunity to participate in a pilot project, designed to assist and support programs in implementing changes in their 200 Level classes.

**Presenters:** **Tom Mechem**, *GED Chief Examiner, Department of Elementary and Secondary Education*

**Beverly Rosario**, *ACLS Program Specialist, Department of Elementary and Secondary Education*

**Building a Successful Distance Learning Model in Massachusetts: Learning from Other States' Experiences—Session A2 1:00-2:15 Nauset IV**

The University of Michigan's Project IDEAL is a consortium of states working together to develop effective distance education programs for adult learners through collaborative research and practice. The Hampshire Educational Collaborative (HEC) is a nonprofit, multi-service agency offering programs and services to promote innovation and excellence in education. A representative from Project IDEAL will present success stories from several states and how their experiences have influenced the Distance Learning "hub" model in Massachusetts. National trends in Distance Learning will also be introduced. HEC, the entity selected by ACLS to coordinate Massachusetts' ABE Distance Learning initiative, will present information on how adult learning centers can participate in a Distance Learning model that serves as an alternative for students who are on waiting lists, need to stop out temporarily, or who are unable to attend face-to-face classes.

**Facilitators:** **Jola Conway**, *ACLS Team Leader, Department of Elementary and Secondary Education*  
**Meg Murphy**, *ACLS Program Specialist, Department of Elementary and Secondary Education*

**Presenters:** **Project IDEAL** representative, to be determined

**Kristen Kicza**, *Hampshire Educational Collaborative, Massachusetts Distance Learning Coordinator*

**Career Awareness Helps Students Take the "Right" Next Steps—Session B3 9:30-10:45 Nauset V**

A major aspect of the new ABE Strategic Plan is "Next Steps" – helping students plan for and attain a next level of achievement, whether it is toward post-secondary education or employment and training. A G.E.D. is no longer sufficient for an adult to find and keep a job that pays family-sustaining wages. Now it is important to help students learn the realities of the new economy, and learn how to prepare to succeed in it. In this workshop, the SABES-developed *Curriculum Guide for Integrating Career Awareness in ABE/ESOL Classroom* will be highlighted and participants will develop strategies to implement the Guide within an ABE program.

**Facilitator:** **Andrea Perrault**, *ACLS Workforce Development Specialist, Department of Elementary and Secondary Education*

**Presenters:** **Carol Bower**, *Director, NE SABES*

**Lynn Ricketts**, *Northern Essex Community College*

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**Community Planning and “Next Steps”: Innovative Approaches–Session A11 2:30-3:45 Nauset II**

A panel of ABE directors and community planning coordinators will present innovative approaches to ABE community planning. Learn how one partnership works with a manufacturing company to focus on next steps for students. Hear about a regional approach to partnering in a rural area, including the key role played by higher education. Learn how outreach workers, as part of a Community Engagement Team, connect community people to services. See an ABE program’s on-line resource directory that connects students to community agencies whose services can help them achieve their employment, education, housing and finance, civic participation, and self-improvement goals. If you want to think about the possibilities, you want to be part of this demonstration and discussion.

**Facilitator:** **Anne Holbrook**, *ACLS Community Planning Specialist, Department of Elementary and Secondary Education*

**Panelists:** **Fred Abisi**, *Director, Lowell Adult Learning Center*

**Elaine Nugent**, *Community Planning Coordinator, Lowell Adult Learning Center*

**Nancy Tariot**, *Director, Haverhill Adult Learning Center*

**Claudine Chavez**, *Community Planning Coordinator, Western Mass.*

**Mina Reddy**, *Director, Cambridge Adult Learning Center*

**Distance Learning Roundtable Meeting–Session B14 11:15-12:30 Chatham\***

This is a closed meeting, for ESE/ACLS-funded Distance Learning “hubs” and their ABE Partners, to meet with the ACLS Distance Learning team, the DL Statewide Coordinator (Hampshire Educational Collaborative), the DL Research Team (UMass Boston’s Center for Social Policy), and Project IDEAL.

**Facilitators:** **Jola Conway**, *ACLS Team Leader, Department of Elementary and Secondary Education*

**Scott Kelley**, *ACLS Program Specialist, Department of Elementary and Secondary Education*

**Meg Murphy**, *ACLS Program Specialist, Department of Elementary and Secondary Education*

**Even Start Meeting–Session A3 1:00-2:15 Marshside (across parking lot)**

This is a closed session for the Coordinators of Even Start Programs.

**Facilitator:** **Arlene Dale**, *ACLS Family Literacy Specialist, Department of Elementary and Secondary Education*

**Fiscal 101 for ABE Program Directors–Sessions A12 2:30-3:45 & B15 11:15-12:30 Nauset V**

This session will provide an opportunity to learn how to manage ESE/ABE awards and financial activities properly. The presenters will guide participants through standard procedures the ESE has developed to help grant recipients comply with administrative procedures and requirements for the use of public funds and accepted accounting practices. These include indirect cost rates, budget amendments, the process for requesting funds, final financial reports, audits, and other topics. There will be ample opportunity for participants to ask questions. *(This workshop will be offered twice)*

**Presenters:** **David LeBlanc**, *Director of Audits and Compliance, Department of Elementary and Secondary Education*

**Ron Honesty**, *Administrator, Grants Management, Department of Elementary and Secondary Education*

**GED & Beyond–Session B4 9:30-10:45 Nauset IV**

In today’s world just getting a high school credential or GED is not enough. But with an average of 6 to 8 hours in an ASE preparation class how can we teach more than “just passing the test” skills? This session will look at the most up to date information on what academic skills are needed not just to pass, but also to be able to access post secondary education and training. The presenters will provide participants with research on what candidates need to know and what GEDTS is working on to make the GED academic skill areas more aligned with high school standards and college placement testing for better access to next steps.

**Presenters:** **Ruth Derfler**, *Coordinator of GED Testing & Adult Diploma Programs, Department of Elementary and Secondary Education*

**Tom Mechem**, *GED Chief Examiner, Department of Elementary and Secondary Education*

**Innovation, Flexibility, and the New Strategic Plan: A Policy Input Session–Sessions A13 2:30-3:45 & B5 9:30-10:45 Nauset III**

The Strategic Plan for Adult Basic Education -- developed in consultation with over 5,000 ABE practitioners, students, and other stakeholders -- will guide the ABE system for the next several years. The Plan lays out a vision for increasing the effectiveness of the ABE system to prepare students for success in their next steps in college and further training, at work, and in the community. Fundamental to realizing this vision is the system’s ability to meet all learners’ needs – including learners with disabilities -- in foundational reading, writing, and math. This will require a system that utilizes the latest research and that provides all teachers with the professional development and other supports they need to meet these needs. It also requires a system that encourages innovation to better meet students’ needs, flexibility to respond to local needs, and accountability to measure success. But the Plan is strategic, not operational. It points to where we need to go, not how to get there. Participants are invited to spend an hour in dialogue with ACLS staff about how best to make the vision a reality in Massachusetts. *(This session will be offered twice)*

**Facilitators:** **Helen Jones**, *ACLS Assistant Director, Department of Elementary and Secondary Education*

**Joan LeMarbre**, *ACLS Program Specialist, Department of Elementary and Secondary Education*

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**Labor Market Information: Regional Data on Where the Jobs Are–Session A4 1:00-2:15 Nauset V**

The Executive Directors of the Berkshire and Greater Lowell Workforce Boards will share information about employment patterns and prospects within their regions. (Skills Summits sponsored by the Executive Office of Labor and Workforce Development were held in each region that featured regional employment data presented by Paul Harrington, labor economist from Northeastern University's Center for Labor Market Studies.) Following their presentations, ABE Directors who are members of the workforce boards in the two regions will share their views on how such local labor market information can be useful when ABE/ESOL staff help their students plan for and take "next steps".

**Facilitator:** **Andrea Perrault**, *ACLS Workforce Development Specialist, Department of Elementary and Secondary Education*

**Presenters:** **Heather Boulger**, *Berkshire Regional Employment Board*  
**David Pottle**, *Southern Berkshire Educational Collaborative*  
**Barbara O'Neil**, *Greater Lowell Workforce Investment Board*  
**Fred Abisi**, *Adult Education Director, Lowell Public Schools*

**Learner Persistence: What We're Learning through Action Research–Session B6 9:30-10:45 Nauset II**

This session will introduce participants to some of the current research on learner persistence and to the preliminary findings of the New England Learner Persistence (NELP) Project, in which eighteen programs investigated promising persistence strategies in their own contexts. Participants will hear from a panel of practitioner researchers about a variety of promising approaches and get a chance to consider which strategies might be most useful in their own programs.

**Facilitators:** **Janet Nicholas**, *ACLS Program Specialist, Department of Elementary and Secondary Education*  
**Suzanne Speciale**, *ACLS Program Specialist, Department of Elementary and Secondary Education*

**Presenter:** **Andy Nash**, *Staff Development Specialist, New England Literacy Resource Center*

**Panelists:** **Christine Cordio**, *Director, Clinton Public Schools*  
**Liz Hughes**, *Director, Education & Workforce Development, QCAP*  
**Sheryl Lovit**, *SCALE*

**MAPT Plans for Fiscal 2009 and Beyond–Sessions A5 1:00-2:15 & B16 11:15-12:30 Nauset II**

The Massachusetts Adult Proficiency Tests (MAPT) for Math and Reading became operational in July 2006. Since that time, a great deal has been accomplished, thanks to strong collaboration between ABE staff and learners at programs, the Center for Educational Assessment at UMASS Amherst, and ACLS. During this session, new developments in store for the MAPT in FY09 will be outlined. Topics to be discussed in depth include an update about the development of more informative diagnostic and aggregate score reports, an update about the reading standards and assessment, and the development of a beginning literacy assessment. Time will be available for questions. (*This workshop will be offered twice*)

**Facilitator:** **Jane Schwerdtfeger**, *ACLS Curriculum and Assessment Specialist, Department of Elementary and Secondary Education*

**Presenter:** **Steve Sirici**, *Center for Educational Assessment, University of Massachusetts Amherst*

**New Directors' Orientation–Sessions A6 1:00-2:15 & A14 2:30-3:45 Highland\***

This workshop, parts 1 and 2 of a 4-session training\* (parts 3 and 4 to be offered later in the year) will provide an overview of ACLS expectations for directors of ESE-funded ABE programs. The first session will provide a brief history of ABE in Massachusetts, including an orientation to the *Massachusetts Guidelines for Effective Adult Basic Education*. Directors are encouraged to bring ideas, ask questions, and network with colleague directors! (*This is a double session*)

*\*This is a required training for all directors employed within the last year.*

**Facilitators:** **Suzanne Speciale**, *ACLS Program Specialist, Department of Elementary and Secondary Education*  
**Olivia Steele**, *ACLS Team Leader, Department of Elementary and Secondary Education*

**Preparing Students for Success; Exploring Distance Learning as an Option – A15 2:30-3:45 Nauset IV**

Are your students appropriate candidates for Distance Learning? What are the participant characteristics, such as the skills, demographics, and life circumstances that are associated with success in distance learning? How do we effectively assess these characteristics, and what does that assessment involve? What are the supports that students need to succeed in Distance Learning? The UMass Boston's Center for Social Policy will be conducting a research project for ACLS to help find answers to these questions. The purpose is to provide sound evidence that will inform the Department's ABE Distance Learning policies as they are implemented statewide.

**Facilitators:** **Jola Conway**, *ACLS Team Leader, Department of Elementary and Secondary Education*  
**Scott Kelley**, *ACLS Program Specialist, Department of Elementary and Secondary Education*

**Presenters:** **Berna Kahraman, MA, Ph.D.** and **Amelia Mallona, Ph.D.**, *Center for Social Policy, McCormack Graduate School of Policy Studies, University of Massachusetts Boston*

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**So You Have Performance Standards Data --- Now What? (for new staff) – Session B7 9:30-10:45 Bayside**

Attendance, Persistence, Post-Testing and Learner Gains: What does this data mean and how can it be used for program improvement? Administrators, counselors, teachers, and other staff need to know how to interpret this information, identify trends, spot trouble areas, and develop policies within the program that will increase student performance. Some experienced Directors will share their methods that helped them achieve high performance points. *This session is designed for staff newer to the Performance Standards; please note that a similar session tailored for staff more experienced with the Standards is being offered on Wednesday morning.*

**Presenter:** Donna Cornellier, ACLS SMARTT-ABE Team Leader, Department of Elementary and Secondary Education  
**Panelists:** TBD

**So You Have Performance Standards Data --- Now What? (for experienced staff) – Session A7 1:00-2:15 Bayside**

Attendance, Persistence, Post-Testing, Learner Gains, and GED Goal Attainment: What does this data mean and how can it be used for program improvement? Administrators, counselors, teachers, and other staff need to know how to interpret this information, identify trends, spot trouble areas, and develop policies within the program that will increase student performance. This session will provide participants an opportunity to review enrollment levels, GED goal activity by SABES and LWIB regions, and compare Massachusetts data to other states with similar populations. *This session is designed for staff who have some experience with the Performance Standards; please note that a similar session tailored for staff newer to the Standards is being offered on Thursday morning.*

**Presenter:** Donna Cornellier, ACLS SMARTT-ABE Team Leader, Department of Elementary and Secondary Education

**Try Something Different to Make a Difference in Your Students' Lives – Session B17 11:15-12:30 Bayside**

Did you ever wish you could do something more for your students if only you had more money? This session is for you if you want to make a difference in your students' lives but your program does **not** get funding for participatory health education, family literacy, or student leadership. A three member panel will explain why health, family, and leadership opportunities are so valuable to students, and demonstrate how you can energize your learners and strengthen your program.

**Facilitator:** Kathy Rodriguez, Coordinator, Massachusetts Family Literacy Consortium, ACLS, Department of Elementary and Secondary Education

**Panelists:** Marcia Hohn, Immigrant Learning Center  
Kermit Dunkelberg, Holyoke Community College  
Barbara Paul, Out Reach Coordinator, Ludlow Area Adult Learning Center  
Samaria Taveras-Hashem, Lawrence Public Schools

**Understanding Short-term Training Options for Students – Session A16 2:30-3:45 Marshside (across parking lot)**

This session will help ABE program directors understand available short-term training options for students. Such training may lead to jobs with decent wages, as well as provide entry points to more long-term career paths that include further education. Panelists will provide an overview of these training options, including proprietary schools, publicly funded training, and community college certificate programs. Each venue provides “next steps” options for students that ABE directors and staff should be aware of.

**Facilitator:** Andrea Perrault, ACLS Workforce Development Specialist, Department of Elementary and Secondary Education

**Presenters:** Mary Jayne Fay, Coordinator of ABE Licensure and Proprietary Schools, Department of Elementary and Secondary Education  
Daniel J. Singleton, Mayor's Office of Jobs and Community Services, City of Boston  
Clare Shepherd, Action for Boston Community Development – A.B.C.D.  
Christina Hebert, Quinsigamond Community College

**Using Professional Standards to Ensure Program Quality – Sessions A8 1:00-2:15 & B8 9:30 –10:45 Race Point**

Programs have a number of tools available to them to ensure program quality, including performance standards and indicators of program quality. This workshop examines another important tool that may be used by programs or individuals: the Massachusetts Professional Standards for Adult Basic Education Teachers. Since the professional standards promote achievement in areas such as Diversity and Equity, Understanding the Adult Learner, and Professionalism/Continuing Education, they may be used by practitioners other than teachers. Participants will have the opportunity to hear from a panel of directors about how they are using the professional standards in their programs; and they will have a chance to share practical ways of applying the standards to program and staff development, staff evaluations or other aspects of their work. *(This workshop will be offered twice)*

**Presenter:** Sharon Artis-Jackson, ACLS ABE Professional Development Specialist, Department of Elementary and Secondary Education

**Panelists:** Teri Stone, Director, Webster Adult Basic Education Program  
Other panelists to be determined

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**What's The State Of The State?—Sessions A9 1:00-2:15 Nauset III**

What's the news? Hear an update from representatives of the Massachusetts Workforce Investment Board (MWIB) ABE/ESOL subcommittee, the MWIB Performance Accountability subcommittee, the Readiness Project and the Executive Office of Labor and Workforce Development.

**Facilitator:** Anne Serino, *State Director of Adult Basic Education, Department of Elementary and Secondary Education*

**Presenters:** Robert J. Mc Grail, *Executive Office of Labor and Workforce Development*

Bernadette Driscoll, *Bristol Community College*

Rebekah Lashman, *Commonwealth Corporation*

Jerry Rubin, *Jewish Vocational Service*

**Working with Employers for Program and Community Planning Purposes –Session A17 2:30-3:45 Race Point**

ABE programs have Advisory Boards and Community Planning Partnerships that connect them within the larger community. Often, recruiting business participation to these efforts has been challenging for program directors. This workshop will provide information and tools to help adult basic education programs approach and engage employers for program and community planning purposes. We will explore how to create a business approach to employers and help them see the value added of local literacy efforts. Workshop participants will have the opportunity to develop and deliver a "business pitch" using basic sales techniques.

**Facilitator:** Sharon Artis-Jackson, *ACLS ABE Professional Development Specialist, Department of Elementary and Secondary Education*

**Presenter:** Sarah Griffen, *Commonwealth Workforce Coalition*

**Workplace Education: Keeping Programs Viable and Vital –Session B9 9:30-10:45 Marshside (across parking lot)**

In this session, staff of the Massachusetts Worker Education Roundtable will moderate a panel presentation on building effective workplace education programs. In this volatile economic environment, business conditions often change quickly, and workplace education programs may be affected by them. In this session, workplace education coordinators will share information about how they work with employers (and unions, if appropriate) to keep the programs viable and vital. Topics will include finding and keeping a program champion, keeping governance committees engaged, developing contextualized curricula, and addressing crises (such as outsourcing and downsizing).

**Facilitator:** Olivia Steele, *ACLS Team Leader, Department of Elementary and Secondary Education*

**Presenters:** Gillian Burleson, *Asian-American Civic Association*

Pam Haran, *Asian-American Civic Association*

Richard Goldberg, *Asian-American Civic Association*

Judy Gaseidnes, *University of Massachusetts at Dartmouth*

Lisa Jochim, *University of Massachusetts Dartmouth*

Georgette Biscari, *University of Massachusetts Dartmouth*

**THE FOLLOWING IS NOT A WORKSHOP**

**Strut Your Stuff (and Admire Your Colleague's Work) Wednesday, 9-5, Thursday, 9-12:30 Nauset I:**

Among the 50 states, Massachusetts has a strong reputation for its ABE programs. We believe the strength of our state is directly related to the outstanding work of the field. Back by popular demand, Strut Your Stuff is an opportunity for programs to highlight their work, and share ideas with each other. The entries will remain up for the duration of the Directors' meeting. We hope that you will find it helpful and inspiring.

**Conference Scholarships**

***Starting last year, only programs that contribute to Strut Your Stuff are eligible to participate in this raffle.*** You may win a scholarship to COABE 2009 or TESOL 2009 conference. Two "Conference Scholarships" will be awarded on Thursday, September 25<sup>th</sup>, during lunch, one for the COABE Conference April 18 – 22, 2009 Louisville, KY, or one to the 43rd Annual TESOL Convention and Exhibit March 25 – 28th, 2009 Denver, Colorado. The award package for each conference will include General Conference Registration Fee, Round Trip Air Fare from Boston, three-nights Hotel and \$25 per diem for meals.

***This drawing will take place during lunch on Thursday, September 25<sup>th</sup>.***