



**Objective:** School to Work Transition Workgroup Meeting

**Meeting Date:** July 10, 2008

**Meeting Place:** State Education Resource Center, Middletown, Connecticut

**Attendees:** Karen Stigliano, Patricia Anderson, Barry Rita, Jo-Ellen Wickwire, Susan Zimmermann, Sheila Tunney, Cynthia Levine, Noreen Shugrue, Khampasong Khantivong, Patti Clay

**Action Items from Previous Meeting**

Item	Action	Responsibility	Due Date	Status
1.	Identify high school Transition Fairs for 2008/2009 school year	Karen Stigliano	Ongoing	
2.	Additional website content	Arlene Lugo, Patti Clay, Kristina Guida	Ongoing	
3.	Information about remaining on parent insurance and a diploma is not enough	Patricia Anderson	August 14	
4.	Explore sharedwork.org for reviewing materials	Patti Clay	August 14	
5.	Provide updated BESB CRP data for database	Barry Rita	ASAP	
6.	Develop service definitions for CRP database	Patti Clay/Workgroup	August 14	
7.	Contact CPAC about their Resource Directory	Patti Clay	August 14	
8.	Draft RFP resubmitted to workgroup	Sheila Tunney, Cynthia Levine, Patti Clay	August 1	

**Agenda Item: Previous Action Items**

- Most items will be addressed later in these minutes
- Susan Zimmermann and Patti Clay both reported on meetings with groups of young adults.
  - Susan met with the YAU group from the New London area and brought their responses back to the group. Copies of these responses will be available for the workgroup members at the August meeting.
  - Patti met with KASA, and the Connect-Ability youth bloggers and also spoke with representatives from VISTA. The meeting with VISTA was arranged by one of the Connect-Ability youth bloggers.
    - The general consensus from the young adults was that they would be willing to provide input into this workgroup, but would prefer to receive the material or information electronically and then provide feedback.
    - In response to this request, the workgroup will develop a Facebook page so the material can be posted there and young adults can respond and share comments. We will try this and explore other options to provide additional venues if necessary.
  - Patti has also continued to respond to young adults and family members who are interested in joining the workgroup.
  - Patti will talk with delegates of the Youth Leadership Forum about Connect-Ability to solicit additional bloggers and ask them to become involved with this workgroup or others of their choice.
  - Workgroup members also suggested contacting Youth Service Bureaus (99 in Connecticut, check for Statewide Advisory group), Girls and Boys Clubs, YMCAs and YWCAs, Transition Fairs and high school assemblies.

**Agenda Item: Website Updates and Additions**

- So much information has been received that Arlene Lugo has divided it into categories.
- Workgroup members agreed that information needs to be divided into smaller "chunks" so that young adults don't have to dig too deeply within a category for information. Additional "notebooks" will be explored for each category.
- The summer intern who is working with Cathy Ludlum has agreed to work with the website subgroup to develop additional content. She will be a senior at SCSU this fall in English.
- Pat Anderson suggested additional content for the Parent section.

- She suggested additional general information about transition. Some suggestions include:
  - IDEA info, IEP info, Building a Bridge, PACER, IEP book, Wright's Law, Village for Family, CPAC and PERC.
  - Information about remaining on the parent's insurance when students need a reduced workload in college.
- Pat also shared information about Sharedwork.org. This is a site funded by a federal grant to share transition information. The workgroup could have its own section to post materials for everyone review and comment.
  - Patti will explore it as an option for the workgroup to use and reduce the need for physically meeting.

**Agenda Item: CRP database**

- Database is nearing completion. Will be previewed with workgroup for comment. Hopefully, it can be posted on sharedwork.org.
- Updated BESB information needs to be included.
- Service definitions need to be included. Review definitions used with SDE survey.
- Questions to be resolved:
  - How will we keep it up-to-date?
  - Is there any quality assurance?
    - SERC uses a disclaimer
  - Will there be a feedback option?
  - How or will it be combined with the NGA website?
  - Sustainability?
  - Should it be posted on other websites like Department of Education, SERC?
  - Should be CPAC Resource Directory also be included?

**Agenda Item: SDE survey**

- Approximately 82% returned at this point.
- Data being entered by UConn.
- Results to be reviewed by Pat Anderson and this Workgroup to develop best practices.

**Agenda Item: Mentoring RFP**

- Workgroup reviewed draft RFP. Comments:
  - more evaluation criteria need
  - evaluation of the organization pre-and post-grant
  - how much are we focusing on employment? ADLs are also work-related
  - indicate that we will be expecting to review the organization's policies for inclusion
  - reword funding to say up to \$15,000 per site not \$1500 per student
- Draft will be reworked by PYD and resubmit it to workgroup before the August meeting for review
- RFP will be finalized at the August meeting
- RFP is expected to be disseminated in September by PYD

**Agenda Item: Transition PowerPoint**

- Tabled to the August meeting

**Agenda Item: Work Plan Review**

- Tabled to the August meeting

**Additional items:**

- Karen Stigliano has begun working with two high school transition coordinators on professional development training to be given through SERC on how to embed the Connect-Ability web site into high school curriculum
- Karen has also begun scheduling Connect-Ability presentations with five RESCs and the Association of High School Career Center Professionals

**Next meeting:**

Thursday, August 14, 2008  
 State Education Research Center  
 25 Industrial Park Road, Middletown, Connecticut