



Objective: School to Work Transition Workgroup

Meeting Date: October 9, 2008

Meeting Place: State Education Resource Center

Attendees: Arlene Lugo, Barry Rita, Noreen Shugrue, Jo-Ellen Wickwire, Susan Zimmerman, Heather Walton, Patti Clay, Khampasong Khantivong

Agenda Item - Workplan and Goals

- Patti reviewed the workgroup goals for December 2008 and June 2009 that were outlined and distributed at the last workgroup meeting and via e-mail. The initial goals were developed by the needs assessment and the first Employment Summit. The Steering Committee has asked that goals now be reviewed with data from the last two years.
 - Some revisions were made. They will also be posted on SharedWork.org.
 - See 7. Partner with at least three local level initiatives to gather more information about assistive technology and benefits awareness.
 - See 8. AT toolkit outlined.
 - Patti also outlined the priorities that the Connect-Ability staff is addressing given the request by the Steering Committee to keep the priorities driven by data.
 - Based upon data from several areas, the first priority will be jobseekers tools. Tools for young adults who are jobseekers will also be addressed.

Agenda Item - Online Meeting

- Reviewed SharedWork.org tutorial
 - Workgroup members will need to create their own username and password to enter SharedWork.org
 - THEN when workgroup members enter the "School to Work Transition Workgroup" they will enter a password "youth" to get into our section.
 - SharedWork.org is expected to be used as an information sharing tool for all transition staff across agencies and other organizations. Individuals can look for transition information and best practices across the state and nationally.
 - Workgroup members indicated they were comfortable with the website and would like to move forward using it for information dissemination and feedback.
 - Pilot questionnaire was reviewed and suggestions were made for revisions.
- Reviewed Facebook tutorial
 - Workgroup members are asked to provide the names of young adults to pilot this site and provide feedback before it is used more globally for feedback from other young adults.
 - Names are needed by October 30, 2008 be able to pilot the site in November, review feedback in December and began use of this site in January.
 - Pilot questionnaire was reviewed and questions were made for revisions.
 - Workgroup members were asked to submit names of young adults to pilot this webpage by October 17.

Agenda Item - Website Report

- Arlene Lugo reported information from the Connect-Ability Website Workgroup.
 - Current changes to the website will focus on making it easier to use for both jobseekers and employers.
 - Content change for this workgroup will be scheduled for January.

- Post secondary education/scholarship and information for the parent/professional section should be finalized before that so that it is ready for posting.
 - Workgroup members will be advised when draft of the postsecondary education/scholarship information is ready for viewing on SharedWork.
 - Workgroup members are asked to post information for the parent/professional section to SharedWork for other workgroup members to review.

Agenda Item - SDE survey

- Noreen Shugrue reported that the data from the SDE survey has been entered.
 - Anyone interested in working on a sub-group to review this data and suggest possible outcomes to post on website should contact Noreen, Patti or Pat Anderson.
- Noreen also reported about other Evaluation workgroup activities to gather information from young adults and parents.
 - Focus groups and surveys are being used.
 - A survey of recent graduates will be used to add to the information from the existing SDE postgraduate survey.
 - Noreen is interested in suggestions for disseminating this survey. BRS, BESB, and DDS are being approached. College disability services office are also being approached.

Agenda Item - Mentoring RFP

- Patti reported that approximately 10 organizations submitted questions to PYD in response to the RFP dissemination September 15, 2008.
- PYD is providing a summary of each week's questions, their responses and any other actions taken.
- PYD will provide a reviewer's worksheet and reporting tool for midyear and final site reporting. Workgroup members will be asked to review these tools before November 1, 2008.

Action Items:

Item		Responsibility	Due Date	Status
1.	Provide names of young adults to pilot Facebook group page	All workgroup members	October 30, 2008	In process
2.	Talk with Glendine, Larry and Pat about local level initiatives interest in helping workgroup assess assistive technology and benefits information awareness	Patti	October 30, 2008	In process
3.	Review CRP database pilot questionnaire	All workgroup members	October 30, 2008	In process
4.	Review Facebook group webpage pilot questionnaire	All workgroup members	October 30, 2008	In process
5.	Provide names to pilot CRP database	All workgroup members	October 17, 2008	In process
6.	Provide names to pilot Facebook group webpage	All workgroup members	October 17, 2008	In process
7.	Post information for the Parent/Professional website section on SharedWork.org	All workgroup members	November 1, 2008	In process
8.	Review mentoring RFP reviewer's worksheet and reporting tool	All workgroup members	October 31, 2008	In process

Our next meeting is scheduled November 13, 2008 at 9:30 a.m.