

Task Force February 1, 2007 Planning and Working Agenda Policy Group

Outcomes for Policy Subgroup - February 1, 2007

- 1. Themes for recommendations identified and agreed upon by whole subcommittee.**
- 2. Backward planning steps specified to complete project by June 2007**

Agenda

There will be two agendas because although we meet initially as one large group we break into two specialty groups (policy and legislation).

Plan for 50 people total - but handout and so forth for individual agendas will be noted by Pam for her agenda and Debbie for her agenda.

We will always need:

- 2 - Parking Lots**
- 2 - Task Force Outcomes**

Urgent to do

- 1. Sign out LCD (need 2 LCDs, 3 if possible)**
- 2. CMP Reserved: Reviewed with Coleen about what needs to happen. Follow-up, table set-ups and so forth.**
- 4. Make sure that when we email participants we let them know lunch will be provided. Email at least one week out (change to regrets only? Check with Kathryn)**
- 5. Make sure to post all materials on web as we get them and let list serv know.**

6. Make sure to remind people to not wear perfume in RSVP email.
7. Order food - prior to meeting - coffee and fruit and pastries morning, refresh coffee late morning, serve lunch at noon.
8. Make sure all information / handouts agenda and so forth are posted on website at least one week prior to workshop if possible.
9. Get password for computers so we can go on-line at least 5 passwords. Find out what we need to do to connect (instructions)
10. Find out about Polycomb - follow-up with Ray regarding call in number for CMP...

Phone numbers for Machias computer room for Jamie

667-7590-for computer

662-7603-for computer

255-1900-land line

255-4778 fax

255-1914-land line

Room set up

Room set up

25 People

8 Tables

Starburst - Talk to Kathryn to describe the table set up she prefers - It was not quite right last time.

TO DO

8. Hearts and Flowers

9. Check regular to take list

To take

Tablecloths - hearts and flowers

Foo - Foo - Theme hearts and flower...

Folders for packets (assorted colors)

Music - seasonal

Candy

Pens

Post-its

Think Pads

Cutouts (Time Pieces)

Markers

Tape

Table Tents with names add new participants -

LCD Projectors (2 - 3 if possible)

CHARTS

- 1) Welcome Chart-
We invite you to make yourself comfortable.
Get something to eat.
Find your name on a table
Settle in for Morning Warm-up and Up-dates
- 2) Agenda (See below)
- 3) Outcomes for the day (See below)
- 4) 2 - Target Populations and Scope of work (see below)
- 5) Backward planning chart (see below)
- 6) Two each of the small group recommendations (education, employment and interagency collaboration)

HANDOUTS (In order for packet)

Assorted Colors

- 1) Outcomes-(see below)
- 2) Agenda (see Below)
- 3) Outcomes for all of task force - See previous Meetings
- 4) Target Definition and Scope of Work (see below)
- 5) Small Group Recommendations (education, employment, and interagency collaboration - 3 handouts)
- 6) Backward Planning chart (see below)
- 7) Next Steps (see previous meeting)
- 8) Reflection Sheet (See Below)

OUT OF PACKET HANDOUTS

50 handouts (for opening activity all participants)– how would we know we have been successful?

10 - Achieving Prosperity for all Maine Citizens (we had this in our office – here is the link to see what I am talking about

[http://www.maine.gov/education/pk16 task force/achieving prosperity for all maine citizens report.pdf](http://www.maine.gov/education/pk16_task_force/achieving_prosperity_for_all_maine_citizens_report.pdf) –

Quote – I don't understand why Cupid was chosen to represent Valentine's Day. When I think about romance, the last thing on my mind is a short, chubby toddler coming at me with a weapon. ~Author Unknown

Outcomes for Policy Subgroup - February 1, 2007

- 3. Themes for recommendations identified and agreed upon by whole subcommittee.**
- 4. Backward planning steps specified to complete project by June 2007**

**Task Force
February 1, 2007
Policy Group
Working Agenda**

9:30 - Opening – Legislative/ Policy Group Update – 30 minutes

Legislative Group will share up-dates related to their work and future direction and the Policy Group will share up-dates related to their work and future direction.

10:00 - Round Robin Reflection from Legislative Update - 5 minutes - Carol

What is important for our group to consider – a ha's, questions, concerns...

10:05 - Overview from Policy Group work in January

What was accomplished – highlights and direction of the work - 5 minutes - Susan

10:10 – 12:00 pm – Small group work – Carol and Pam

Introduce small group to work plan for the day – Handouts include: – Small group Work Plan, Small Group Needs statements and Recommendations templates (3 –education, employment, and interagency collaboration), and Final Planning Template to be used by groups during March and April meetings. The group will be encouraged to bring the analyses to closure in the am and be prepared to complete

the small group needs statements and recommendations in the three areas.

Carol and Pam will each facilitate a small group to help them focus and respond to the questions in the work plan.

12:00 – 1:00 pm – Lunch

1:00 – 2:00 – Recommendations – Carol

Small groups will complete the 3 templates (need statement and recommendations) – these will be used by small groups in the next meetings as they work to complete the final recommendations templates.

2:00 – 2:30 – Each group does a quick report out on their processes and findings. Pam

2:30 – 3:15 pm – Backward Planning (March, April, May, and June) Carol

3:15 pm – Closing Pam

How Would We Know We Have Been Successful?

What would be some indicators of success?

What would this mean for 8 year olds?

What about 18 year olds?

Employment

Personal and Community Connections

Policy Implementation

**Indicators of
Success**

System Integration

Physical and Mental Health

Education

**Task Force
February 1 2007
Policy Group**

Agenda



Opening – Legislative Update



Round Robin Reflection



Overview of last meeting/Updates *Note:

opportunity to influence practice



Small group work



Lunch



Small group



Policy group report out



Data group report out



Backward Planning (March – June)



Closing

Target Population

The recommendations of the Governor's Task Force to Engage Maine's Youth are designed to address the problems of Maine youth who are not engaged, or who are at risk of disengaging from school or work. Disengagement may result from a variety of conditions that may or may not be within the youth's control. For example ...

Scope of Work

Keeping Maine's youth engaged is intended to provide specific long and short term strategies, policies, and/or legislation that will result in supporting active youth engagement in their communities, school, and/or work. The recommendations of the Governor's Task Force to Engage Maine's Youth will provide a framework through which youth, families, educators, state department liaisons, employers, community members, and other organizations may partner to ensure all Maine youth identify and receive the individualized supports necessary for engagement.

Small Group Work Plan

Please answer the following questions to complete your work...

1. What is left for us to look at in order to bring our analysis to closure by 12:00 today?
2. How do we prioritize our work?
3. What can't we accomplish during this time period that needs to be addressed and therefore becomes a recommendation for the plan?
4. What do we need to do to be successful?

This afternoon your group needs to be ready to identify a needs statement and strategy

recommendations in the three following areas:

Education, Employment, and Interagency

Collaboration to keep youth engaged in school, work, and the community.

Small Group Recommendations for Education Policy or Data (circle)

Topic Title: Active Engagement in Education for all Youth (draft language)

Need statement (Why) this is where you use the work you have been doing to share what is going well and what is missing or not working effectively.

Specific and well stated Strategy Recommendation - (What) There may be multiple strategies the steps below should be included for each additional strategy identified

Small Group Recommendations for Employment Policy or Data (circle)

Topic Title: All Maine youth have the skills, abilities, and opportunities to be gainfully employed in Maine. (draft language)

Need statement (Why) this is where you use the work you have been doing to share what is going well and what is missing or not working effectively.

Specific and well stated *Strategy Recommendation* - (What) There may be multiple strategies the steps below should be included for each additional strategy identified

Small Group Recommendations for Interagency Collaboration Policy or Data (circle)

Topic Title: Interagency collaboration to support the on-going engagement of all Maine Youth in school, work, and community. (draft language)

Need statement (Why) this is where you use the work you have been doing to share what is going well and what is missing or not working effectively.

Specific and well stated *Strategy Recommendation* - (What) There may be multiple strategies the steps below should be included for each additional strategy identified

Template for Final Reporting

This template was derived from the format utilized in
Achieving Prosperity for All Maine Citizens

Topic Title: Active Engagement in Education for all Youth (draft language)

Need statement (Why) this is where you use the work you have been doing to share what is going well and what is missing or not working effectively.

Specific and well stated *Strategy Recommendation* - (What) There may be multiple strategies the steps below should be included for each additional strategy identified

Specific Measurable *Action Steps Recommendation* - (agency(ies) responsible (How, Where, and Who)

Specific and concise *Evaluation Recommendations* - timeline, and assessment (When and Evaluation)

Backward Planning – Our Work Plan

March Success Looks Like	April Success Looks Like	May Success Looks like	June Success Looks Like



February 1, 2007
Task Force Meeting
Reflection Sheet

One thing I learned.

One thing that I would like to see or do at our next meeting.

One thing that worked well for this meeting.
meeting.

One suggestion I have for our next

