

**STAFF DEVELOPMENT
& TRAINING**

An Invitation from the GED Testing Service

The GED Testing Service is in the process of building "Content Coordinating Teams" to assist in the review of new test items that are being developed for the 2012 Series GED Tests. This is an opportunity for specialists in the content areas assessed on the GED test battery to have a real and lasting impact on the items that will ultimately appear on the new tests. Six content area teams will be established (one each for the five GED Test content areas--language arts-reading, language arts-writing, mathematics, science, and social studies--plus a sixth team for the Canadian Social Studies GED Test), and the hope is that teams will be in place by January 30, 2009. The teams will begin meeting, either in person or virtually (via WebEx), beginning in the first quarter of 2009.

The details and application form are available at http://www.acenet.edu/Content/NavigationMenu/ged/about/GEDTS_Contractor_Opp.htm.

A Note About Workshop Fees

The Executive Committee of the WNYPCD Advisory Board recently had a discussion about workshop fees in the face of recent Budget cuts in Education and the general economy. It was decided that through the end of this fiscal year, a maximum of \$5.00 per person will be charged for any workshop where a fee is appropriate. This policy will be re-evaluated in July 2009 for the following fiscal year.

Jan 21: BEST Literacy

Jan 28: TABE Administration, Olean

Jan 30: Using Authentic Materials in the ESL Class

Feb 6: TABE Administration, West Seneca

Feb 9: BEST Plus

Feb 27: Crafting Questions to Increase Learning

March 4: Crisis Intervention/Mental Illness

March 5: ESL Book Club Winter Session: *Working with Adult ESL Learners*

March 6: Teaching Financial Literacy

March 12: ASISTS Data Entry Training

March 13: ASISTS Train the Trainer

March 24 and 25: Strategies for Success



SCHOOL CLOSING

When Maryvale Schools are closed, all workshops and activities are cancelled. School Closings will be announced on radio stations WBEN, WKSE (98.5 FM), WYRK (106.5 FM), and WJYE (96.1 FM) and on local television Channels 2, 4 & 7

Are your Students Financially WISE?

Working in Support of Education (WISE) offers a program that addresses this need. The Financial Literacy Certification Program provides instructors with tools to teach personal finance and administer their national, standardized Certification Test. The program, currently delivered in high schools nationally, provides orientations; instructor training; a Teacher's Manual that includes a curriculum outline, based on national and state standards; a directory of website resources; pre-tests; practice tests (available online) and a Certification Test which assesses students' acquired knowledge. By participating in the program, instructors help their students acquire the savvy to make intelligent decisions about budgeting, how to invest, save for a house, and plan for retirement – in short, about almost everything financial that will touch their adult lives. Students who pass the Test are Certified Financially Literate, earning a CFL from WISE. As a bonus, schools where a majority of students are tested and 75% of them pass are designated Blue Star Schools and teachers in whose class 90% of their students pass become Gold Star Teachers. Schools and teachers are honored at an annual MoneyPOWER conference, held on Election Day in November each year.

Learn more about the Financial Literacy Certification Program and explore whether it might be suitable to support the financial education you are providing to your target audience. For more information, please contact David Anderson at 212-421-2700 or danderson@wise-ny.org. You can also learn more from their website at www.moneypower.org

New Florida Curriculum Aims to Keep English Learners Healthy

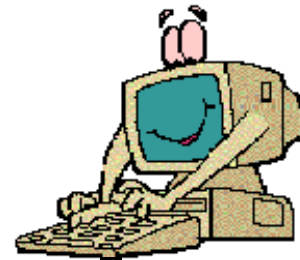
The [Florida Literacy Coalition](#) has posted a new health literacy curriculum and corresponding student resource book, which integrates health literacy and English language learning (ELL). [Staying Healthy: An English Learner's Guide to Health Care and Healthy Living](#) focuses on increasing health literacy among ELL students. The curriculum encourages them to make healthy choices about nutrition and engage in preventive health care. The materials, funded by a grant from the Florida Department of Education's Division of Workforce Education, are written at the 4th through 5th grade levels and correlate both to CASAS competencies and Florida Adult ESOL Course Standards.

http://www.floridaliteracy.org/literacy_resources__teacher_tutor__health_literacy.html

New Sales Representative for TABE Materials

CTB McGraw-Hill is the company which distributes TABE Materials. The new CTB sales representative is Phil Contompasis phillip_contompasis@ctb.com.

Resource Server



Jason Dyer Holds degrees in Fine Arts Studies and Math and teaches at Pueblo High School in Arizona. His blog, entitled [The Number Warrior](#), is always interesting and creative. Although designed for traditional educators, many of his suggestions are appropriate for Adult Ed students; for example, in “Invisible Math”, Jason takes a look at how using puzzles can help students understand the beauty of abstract Math concepts. <http://www.hotchalk.com/mydesk/index.php/hotchalk-blog-by-jason-dyer-invisible-math/481-the-beauty-of-the-abstract>

The National Institute for Literacy Offers Online English Portal. Immigrants and other adults who want to learn or improve their English skills can log on to a new free Online English Portal called USALearns. The service is made available through the U.S. Department of Education's Office of Vocational and Adult Education. To access or learn more about the new online service, visit <http://www.USALearns.org>.

The Adult Education Content Standards Warehouse provides access to materials for developing, aligning, and implementing adult education content standards in the areas of English language acquisition, mathematics, and reading. On this site you can find content standards from a variety of states and organizations; learn about the process of developing standards in *A Process Guide for Establishing State Adult Education Content Standards*; and find field resources on professional development and national and international standards.

<http://www.adultedcontentstandards.ed.gov/>



Literacy Volunteers of Buffalo and Erie County has created a wonderful Website which features activities and instructional ideas for teachers and tutors. You can search by Program Type (Basic Literacy, ESOL, Computer Skills, etc), Program level, and Theme (Basic Skills, Grammar, Health, Math, Civics etc). The live links take you to interactive online activities and resources. It is a great collection of materials and is perfect for any tutor or teacher who is looking for something new for their learners.

<http://ugeton.com/weblinksLVBEC/>

National Assessment of Adult Literacy

The National Center for Education Statistics (NCES) released the "National Assessment of Adult Literacy: Indirect County and State Estimates of the Percentage of Adults at the Lowest Literacy Level for 1992 and 2003", which provides estimates on the percentage of adults - for all states and counties in the U.S. who lack basic prose literacy skills. The study provides data for 2003 and 1992. This new data is currently the only available snapshot of adult literacy rates for individual states and counties.

To produce this study, NCES gathered data from the 2003 National Assessment of Adult Literacy (NAAL), a nationally representative sample of more than 19,000 Americans age 16 and older, and the 2000 Census, which provided "predictor variables" such as education and income.

NAAL data were correlated with the predictor variables to see if there was a pattern among them. From this information, a model was established. Using the model, estimates were predicted for areas where there were not sufficient assessment data. The same approach was also applied to the 1992 National Adult Literacy Survey (NALS), so changes from 1992 to 2003 can be examined.

The report is accompanied by an interactive web tool, which shows the percentage of adults lacking Basic Prose Literacy Skills for all states and counties. In addition to allowing users to view adult literacy percentages for any given state, the web tool also allows for comparisons to be made between two states, two counties in the same state, two counties in different states, across years for a state, and across years for a county.

The report can be found at: <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2009482>



Conferences

National Center for Family Literacy 18th National Conference

March 1—3, 2009, Walt Disney World, Orlando, Florida
[http://www.familit.org/site/c.gtJWJdMQIsE/b.1574477/k.A99/
National_Conference_on_Family_Literacy.htm](http://www.familit.org/site/c.gtJWJdMQIsE/b.1574477/k.A99/National_Conference_on_Family_Literacy.htm)



- :
- Internationally acclaimed keynote speakers
 - Inspiring family literacy student speakers
 - More than 100 hot-topic sessions
 - Take-home tools and strategies

58th Annual NYACCE Conference

May 3—5, 2009
The Albany Marriott, Wolf Rd in Albany

Call for Presenters (CFP): <http://www.nyacce.org/NYACCE-CFP-2009.pdf>

The Adult Education Research Conference

May 28—30, 2009
National Louis University, Chicago Illinois

<http://www.adulterc.org/>

The American Association for Adult and Continuing Education 2009 Conference

Nov 1—6, 2009
Cleveland, Ohio

<http://www.aaace.org/mc/page.do>

Commission on Adult Basic Education (COABE) Conference 2009

Louisville, KY
April 17-22, 2009
<http://coabe.org/index.cfm?fuseaction=news&newsID=113>

NY State Educators Institute

January 23, 2009: At Fordham Law - Lincoln Center, NYC.

“Addressing the Needs of ELLs” - 8:30 a.m. to 3:30 p.m.

Featured Speaker: Jim Cummins

Register at: bronxbetac@fordham.edu by writing “January 23 Institute”

Guidelines for Participating in Staff Development and Training

The WNY PDC is dedicated to facilitating opportunities for your professional development in the most successful environment possible. The following information and suggestions will help you navigate the next section of the newsletter, and will assure that you get the most out of the trainings you attend. Please keep this information, as it is applicable for the entire academic year.

Workshop descriptions:

A basic overview of the workshop, the facilitator, the date and site, fee and registration deadline is listed for each workshop. We often get questions about the registration deadline, which has a very important purpose. The decision to hold a class or not is made based on the number of participants registered by that deadline. If you've missed the deadline but are interested in the workshop, call us at 716-631-1236 and we can tell you if the class is a go, and if we are able to fit you in. Walk-ins are discouraged both because we do not provide extra materials for walk-ins, and because sites are chosen based on their capacity.

Guidelines for registering:

1. **Register early** to avoid disappointment! The majority of our workshops are filled to capacity. Although we make every effort to reschedule trainings to accommodate waiting lists, this is not always possible. Similarly, if something interests you, sign up when you see it – don't assume it will be offered again. Unfortunately, the expenses involved in bringing many of our opportunities to you precludes them being repeated.
2. Fill out the registration form **completely**. We want to be able to reach you in the event that a workshop needs to be rescheduled, there is a site change, or we need to get pre-class materials to you. Fill out your name on the registration form as you would like it to appear on your Certificate of Completion. Print clearly – if we can't read your name, it will undoubtedly be misspelled on the certificate.
3. Certificates will be issued to those who attend the entire workshop. Unfortunately, we are not able to give certificates to those who arrive late or leave early.
4. **No-shows will be billed** the full registration fee.
5. Further registrations from programs with outstanding balances will not be accepted.
6. There are no refunds for workshop fees, although paid reservations may be transferred.
7. Refreshments are a courtesy which we enjoy offering you when we are able. However, refreshments are not available at every workshop.

Attending a Workshop:

1. Be on time! If a workshop is scheduled to begin at 9:00 am, arrive at 8:45 to give yourself time to get a cup of coffee, sign in, and get settled. Workshops begin on time. We cannot accommodate latecomers – you will not be allowed to disrupt the class with your late arrival, and you will both miss the workshop and lose your registration fee.
2. Call the PDC Office at 716-631-1236 if you are unable to attend a workshop you've signed up for. Your spot can often be filled from our waiting list, and if so, your money will be refunded.
3. Dress in layers! Room temperatures in hotels and conference halls are difficult to regulate because one person's idea of warm is another person's idea of cold.
4. Avoid perfumes and colognes. This may sound silly, but several of our practitioners are dangerously allergic to these substances, and an overwhelming scent can jeopardize their respiration and force them to leave the room.

Staff Development and Training

TABE Administrators Certification

NYSED requires the use of Validity Tables dated July 1, 2007 in the Administration of the TABE. This training is based on the current NYSED Policy Guidelines for TABE, as well as updated information about the use and administration of the TABE. Participants will have an opportunity to practice using the Validity Tables. NYSED policy requires that anyone administering the TABE complete this training. Students who are TABE'd by someone who has not completed this training after July 1, 2007 will be disallowed for EPE and NRS purposes.

Audience: Appropriate Assessment Staff and Interested Program Administrators
 Date: Jan 28, 10:00 am — 1:00 pm
 Cattaraugus Allegany BOCES, Windfall Rd, Olean
 OR
 Feb 6, 9:00 am—12:00 pm
 Erie 1 BOCES, Harlem Rd, West Seneca

Facilitator: Ann Marie Przybyl, WNY PDC Director
 Fee: None, although pre-registration is required
 Deadline: January 26, 2009

Crafting Questions to Increase Learning

Asking questions is an essential teaching strategy that is used when teaching any subject matter. When done effectively, questioning can promote involvement, enhance learning, motivate learners and provide both teachers and learners with feedback about progress.

Participants in this workshop will learn how to frame questions that address multiple levels of learners, all based on the six levels of Bloom's Taxonomy. An examination of several models will increase each person's skill in developing questions designed to increase learners' comprehension. Be prepared to think, work and learn!

Please bring a textbook or teaching material from which you can develop questions.

Audience: Educators and Practitioners in all disciplines
 Date: Feb 27, 10:00 am — 12:00 pm
 Site: Maryvale Community Ed Building, 777 Maryvale Dr.
 Facilitator: Christina M. Fenton, Education Consultant
 L E A R N - Literacy Education and Resource Network
 Fee: \$4.00 per person
 Deadline: February 20, 2009

ASISTS Data Entry Training

The ASISTS Data Entry Training introduces users to the Adult Student Information System and technical Support (ASISTS) web-based data system. Topics covered include navigating ASISTS data entry screens; inputting student, class, and instructor information; updating outcomes, tests, and contact hours; and running management and funding reports. Although some laptops will be available for these trainings, you are encouraged to bring your own wi-fi enabled laptop in order to participate fully.

Audience: Appropriate Data Entry Staff and Program Administrators
 *Potential ASISTS Trainers are required to attend this training, as well as attend the Train-the-Trainer the following day (March 13)

Date: March 12, 9:00 – 4:00.
 Site: Batavia
 Fee: None, although pre-registration is required. Lunch is on your own.
 Facilitators: Kate Tornese, ASISTS Customer service and Training Coordinator, LAC
 Deadline: March 6, 2009

BEST Literacy

BEST Literacy is a competency-based assessment that uses a variety of functional literacy tasks to measure English language learner's ability to read and write. Beginning July 1, 2008, NYS agencies had the option of using this test to additionally assess students with specific BEST Plus scores. In this workshop you will learn what the BEST Literacy Test is, how to administer and score it, and how to interpret those scores in relation to NRS Levels and instructional design. Student work will be used to practice both use of the writing rubric for scoring, and obtaining a final score using a specific formula.

Audience: Appropriate Assessment Staff and Interested Program Administrators
 Date: Jan 21, 9:30 – 12:30
 Site: Maryvale Community Education Building, 777 Maryvale Dr, Cheektowaga
 Fee: None, although pre-registration is required.
 Facilitators: Ann Marie Przybyl, Director, WNYPDC
 Deadline: Jan 20, 2009

BEST Plus

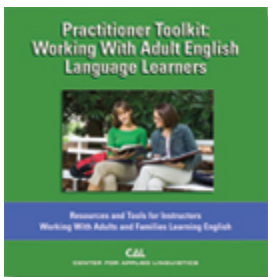
The BEST Plus is an individually administered face-to-face oral interview designed to assess the English language proficiency of adult English language learners. This workshop prepares participants to administer and score the test by providing an overview of the development and purpose of the test, opportunities to practice delivery and scoring, and clarification of administration and scoring issues. Participants will recognize the importance of assessing oral language proficiency and be able to administer and score the test and interpret BEST Plus scores

Audience: Educators and practitioners who will be administering the BEST Plus in the program
 Date: February 9, 9:00 am - 4:00 pm Lunch is on your own
 Site: Maryvale Community Ed BLDG, 777 Maryvale Drive
 Facilitator: Mellissa Woodhams, CAL/NYSED certified trainer
 Fee: \$5.00 per person
 Deadline: February 2

Using Authentic Materials and Realia in the ESL Classroom

In this workshop, you will begin by defining “authentic materials” and learn why they should be incorporated into your instruction. You will practice using miscellaneous items to create conversation, and work with examples of lessons using these materials including clothing, sporting equipment, dishware and bedding, food, medicine, greeting cards, and more. The use of field trips and site suggestions for field trips will also be discussed.

Audience: ESL Teachers
Date: January 30, 9:00 am - 12:00 pm
Site: Maryvale Community Education Building
 777 Maryvale Drive, Cheektowaga
Facilitator: Doreen Regan. Ms, Regan holds an EdM in TESOL and is an ESL Teacher at the International Institute. She has 20 years experience as an ESL teacher.
Fee: \$5.00 per person
Deadline: January 27, 2009



ESL Book Club Winter Session: *Working with Adult ESL Learners*

Join one of the authors of this publication, Lynda Terrill, for a day of resource review and hands-on practice in using the great student activities that are found in it. You will begin by downloading (or purchasing — your choice) the book at http://www.cal.org/resources/pubs/prac_toolkit.html. You then choose a section (sections are between 3 and 1– pages) and do a review using a format that we will email you. Bring your review, the entire book, and your excitement for learning and practicing your craft to the training where together you will learn how to incorporate the activities and ideas into your instruction. Specific areas that will be discussed include teaching reading to adult ELLs, promoting interaction and communication, needs assessment, and teaching multi level learners. Cultural and multicultural awareness will guide discussion and practice throughout the day.

Audience: ESL Teachers
Date: March 5, 9:00 am - 4:00 pm. Lunch is on your own.
Site: Maryvale Community Education Building
 777 Maryvale Drive, Cheektowaga
Facilitator: Lynda Terrill Research Associate Center for Adult English Language Acquisition Center for Applied Linguistics
Fee: \$5.00 per person
Deadline: February 23, 2009

Strategies for Success in Adult Learning: Teacher Training

“The first three weeks in a program are the most critical as related to students’ persistence.” (NCSALL). Strategies for Success in Adult Learning is a four week orientation program based on current research in adult literacy, adult education ELA learning standards, and student centered instruction in the areas of learning strengths, styles, and differences. SFS Teacher Training is a two day workshop created for program managers, teachers, and intake staff. Participants will work through each lesson as a student of the program. SFS in Adult Learning consists of three lessons: Multiple Intelligences; Learning Strengths, Styles, and Differences; Learning Strategies, Planning, and Goal Setting. SFS also incorporates the American with Disabilities Act within Lesson 2. Program participants will have instruction and practice in: using research to inform instruction, addressing and assessing learning standards, the EPE billing and documentation process.

Audience: Educators and Counselors
 Date and Site: March 24 AND 25 (you MUST attend both sessions), Maryvale Community Ed 9:00—4:00
 Fee: \$5.00 per person per day. Lunch is on your own.
 Facilitator: Michele Armani , CVES,CV-TEC Division, Literacy, GED, and Training Programs
 OneWorkSource Business and Employment Center, Plattsburgh, New York 12903
 Deadline: March 2, 2009

Crisis Intervention/Mental Illness 101

Through participation in this training, participants will be able to define crisis, define crisis intervention, and have the ability to identify and resolve a crisis problem. You will also learn about mental illness, including common types, symptoms and behaviors, and techniques for interacting with individuals exhibiting symptoms of mental illness.

Audience: Educators and Counselors
 Date and Site: March 4, 9:00—12:00, Maryvale Community Ed Bldg, 777 Maryvale Drive
 Fee: None, although pre-registration is required
 Facilitator: Presented by staff from Crisis Services, Inc.
 Deadline: February 20, 2009

Teaching Financial Literacy

Developed by the National Endowment for Financial Education, this outstanding Financial Literacy curriculum includes a student guide, Instructor’s Manual, and Website supports. Topics include Creating a personal Finance Plan, creating a personal budget, creating a personal saving and investment plan. Handling credit and managing debt, using financials services (banks etc), understanding personal insurance, and career choices and lifestyles.

Audience: Educators and Counselors
 Date and site: March 6, 9:00 — 12:00, Maryvale Community Ed Bldg, 777 Maryvale Drive
 Fee: None, although pre-registration is required
 Facilitator: Ann Marie Przybyl, Director, WNY PDC
 Deadline: February 20, 2009

WNY Professional Development Consortium
Workshop Registration Form

777 Maryvale Drive, Room 145
Cheektowaga, NY 14225

Phone #: (716) 631-1236

Fax #: (716) 631-0657

PLEASE PRINT

*WORKSHOP:

*DATE OF WORKSHOP:

*WORKSHOP SITE/TIME:

*YOUR NAME:

(print your name as you would like it to appear on your participation certificate. Certificates will be issued to those who attend the entire workshop)

YOUR JOB:

*YOUR AGENCY:

*WORK ADDRESS:

(street)

(city)

* *(zipcode)*

*E-MAIL ADDRESS:

*HOME ADDRESS (Optional):

(street)

(city)

* *(zipcode)*

*PHONE + EXT.(DAY):

*EVENING (HOME):

*FAX:

ADDRESSES with ZIP CODES AND PHONE NUMBERS with AREA CODES ARE IMPORTANT

- CHECK ENCLOSED (WORKSHOP FEE):
- BILL MY AGENCY
- PURCHASE ORDER WILL BE FORWARDED

PLEASE SEND ME A MAP TO THE TRAINING SITE

COMPLETE THIS FORM AND RETURN IT WITH YOUR CHECK OR MONEY ORDER PAYABLE TO:

LITERACY NEW YORK

777 Maryvale Drive, Room 145, Cheektowaga, NY 14225. Questions? Call Wendy at (716) 631-1236. There are no refunds for workshop fees, although paid reservations may be transferred.

◆ **Note: No-shows will be billed the full registration fee.**

◆ *Further registrations from programs with outstanding balances will not be accepted.*

PLEASE USE ONE FORM AND A SEPARATE CHECK FOR EACH PROGRAM
YOU WISH TO ATTEND.
MAKE COPIES AS NEEDED.

No confirmation will be sent. * You will hear from us: *

- 1) if the workshop is filled to capacity and we are placing you on a waiting list
- 2) if you need more information than is listed in the course description
- 3) if the workshop is canceled or needs to be rescheduled

WNY Professional Development Consortium
(West RAEN)



**WNY Professional
Development Consortium**

777 Maryvale Drive, Room 145
Cheektowaga, NY 14225
(WEST RAEN)

Phone: 716 631 1236
Fax: 716 631 0657
Email: amprzybyl@aol.com

Ann Marie Przybyl, Director
Wendy A. Hickman,
Administrative Assistant

**Find us on the web
at www.wnypdc.org**

