**LifeSmarts State Coordinator Conference Call Minutes**

**August 2020**

Roll call: Linda (MO), Geralyn (FL), Mary (MN), Donna (MO), Courtney (GA), Michelle (NC), Amanda (LA), Allison (IN), George (DE), Kyla (SC), Lance (ID), Gayle (NM), Chelsea (NE), Crystal (ND), Jordan (CO), Gwen (FL), Chcuk (KY), Gloryana (HI), Brittani (GA),

Staff: Lisa Hertzberg, Cheryl Varnadoe

Agenda:

1. Welcome back!  We hope you are staying safe and sound.  Please keep us informed of the current situation in your state with schools, clubs, and students.

1. 27th year for LifeSmarts!
2. New coordinators introduce themselves (Arkansas, Colorado, Connecticut, Florida (Geralyn added), Indiana, Maryland, Michigan, Missouri (Linda added), Tennessee, West Virginia, hoping George and Gayle will sign up); We are so excited to have you all on board! Our program is growing and we could not be happier!
3. Remind everyone that Elena is with us. She was on May Coordinator call.

2. Goals for today’s call

1. Updates

       b.    Discuss rules for 2020 teams at Double National LifeSmarts Championship

       c.     Coordinator Bio updates and Coordinator contracts

       d.     Expanding Technology category
       e.     Quiz Bowl Pro – will demonstrate next month

3. Coordinator updates:

a. MOUs / Contracts – Cheryl will remind states that need to update, sign, or renew contacts or MOU’s. Please contact her (cherylv@nclnet.org) for assistance or questions.  Cheryl and NCL will process in one batch for counter signatures, and then we will send copies back to coordinators as soon as possible. Our office is still closed in DC.

b. Coordinator 2020-21 calendar is attached to end of minutes. Has been added online at:  <http://lifesmarts.org/coordinators/coordinator-resources/calendar/>

c.   As a reminder - Coordinator calls are the first Wednesday of the month at 3 p.m. Eastern unless we let you know of a change in schedule.

d.   Coordinator Corner (Coordinator Resources) - You have to login to access the coordinator corner page using your state name and password.  Let Cheryl or Lisa know if you don’t have this information. This page has already been updated quite a bit and updates will continue over the next few weeks. Be sure to look over the updated Coordinator Corner handout included in these minutes.

1. In email about this call we reminded you about submitting bios for this page <https://lifesmarts.org/the-lifesmarts-team/>.  We do have some that we still need to add to the page.  We are working with webmaster on new format.  If you have updates please submit to Cheryl and also submit all new ones to Cheryl.

**Coordinator Bio**

                             Name:

Title:

Affiliation:

State:

Is there another person or a group you would like to list as supporters or co- coordinators?

Why do you (or why does your office or organization) support LifeSmarts?

What is your favorite part of LifeSmarts?

What else would you like to add?

Please attach a picture of yourself.

3.  Materials

* Coach’s Guides –updated and will be online only – Will be posted by end of August
* We have applied for a grant to fund LifeSmarts in a Box reprint. Thank you to Crystal in ND and DJ in PA for helping secure letters of support from their Attorneys General

4.  Questions

1. Submit any new LifeSmarts questions to Cheryl now We have reached our goal of 1,500 but are always happy to receive more!
2. We are looking for question reviewers -- we hope to send a set of questions to each of you -- if you have a topic preference, let us know.  Volunteers: Gayle, Chuck, George (finance), Linda, Mary, Michelle,
3. Questions will go out by August 14
4. Reviewed questions due back by September 11
5. Submit any lesson plans you would like included on the new and improved LifeSmarts U!
6. New design and template are in the works.
7. We have several revised and new lessons and two new videos to post. Close to 30 lessons and will be more robust!
8. Seeking new lessons to post; will give full credit to the writer(s)
9. National audience
10. Keep in mind for tenure or similar processes

5.  Website and new updates - Lisa .  We have been working hard to revise and refresh!

1. Program year launches September 14, 2020
2. Updates
3. Coordinators will have access to most of what was on the wish list for information about teams and coaches – and better, more usable, workable stats/data! You will be able to see what coaches are seeing.  We will go over this in detail on our September call.
4. Use new Coordinator Corner guide attached to these minutes -- (will likely be updated again before September call)
5. Soft launch starts **September 1** for coaches only.  Program year launches Sept. 14, 2020.
6. EXCITING updates:
7. NEW QuizBowl pro platform to conduct live matches using zoom and app on phone for buzzer – we plan to demonstrate it next month so our call will actually be via Zoom.
8. LifeSmarts U – new format, new look and new lessons and some new videos
9. Relaunch of LifeSmarts Adventure App - We were missing the app and that is being updated and will be relaunched at the end of the month.
10. New Widgets and games and learning tools on the website as well
11. Word of the Day only on Twitter – new flashcards on Website to take place of this as well as other new quizzing activities; updated study resources for each category in progress. (3 categories completed and more to come.)
12. Check Kahoot and Quizlet and Quizizz for resources developed by teams and coaches)
13. What resources do your coaches use?
14. Chuck – one coach creates short videos and TikTok videos to introduce a new term or concept, then he shares it with his kids
15. We have cleared out a lot of outdated material and are working on frequently asked questions to update and streamline.
16. What stays the same - User logins remain the same. Teams get cleared out every year so coaches will go online and create new teams
17. Registration process will be the same
18. **September TeamSmarts launches Sept. 1 but site launches September 14**– feel free to promote! September topic: Health and Safety
19. 5 winners per month, September –February, receive $100 cash prizes
20. Varsity winner
21. JV winner
22. 4-H winner
23. FBLA winner
24. FCCLA winner

6. New program partnerships - LISA

1. Retirement planning and Social Security lessons
2. OTC medicine project with J & J expanded from three years ago. Infographic creation competition will be a part of this in September.
3. Safety Smart project is retired. UL had moved towards XplorLabs. Hope to continue work with UL in the future.
4. ITRC TBD
5. **What do you all think of expanding the Technology category to include Career Development and Entrepreneurship? Justification:** Technology is highly involved in any career our current LifeSmarts students choose to pursue.  As technology develops and innovates, we also know that our supporters are interested in career development and entrepreneurship. This would broaden the rather restrictive technology category immensely.
6. Donna—great, LifeSmarts needs to keep up with the world, and this will help keep us relevant; life skills so important to many of our partners
7. Chuck – with importance of college and career readiness, have we thought about making a sixth category? Focusing on career development – across all categories this is important
8. Allison – any consideration in renaming the Technology category?
9. George – Likes the idea, but also encourages us to stick with five categories
10. Brittani – What if we incorporate work force prep and career development into all five areas? Avoid renaming issues for the current LifeSmarts categories.

7. Program Updates from partner organizations

1. FBLA – online quiz– winner from PA – new school! Upper Dublin HS
2. FCCLA National Competition: Successful competition held online with quiz and live with one team at a time for accumulated points.  Selah High School FCCLA in Washington who also competes in traditional LifeSmarts was the winner
3. FCCLA Fall Conference to be held virtually.  Cheryl and Lisa are working with National FCCLA to qualify teams to conduct the FCCLA/LifeSmarts Knowledge Bowl
4. We are planning to start a 4-H Online Challenge for next summer for JV and V teams. Committee members needed: Chuck, Geralyn, Brittani
5. We want to provide summer programming for 4-H
6. We also want to give more incentives for 4-H to use LifeSmarts
7. Discussion going on with SkillsUSA and working to connect with others – has anyone worked with SkillsUSA?
8. Mary has worked with SkillsUSA in MN

8. State programs and competitions

1. We know things are literally up in the air with the current situation. As of now, our goal is to share materials with coordinators by mid-November, ahead of the usual first state in-person competition in December.  That would include:
2. Varsity script completely new
3. Revised JV script
4. New SpeedSmarts for JV and V
5. How many states use the subject matter tests for State competition? Last year we reduced these to 25 questions and they were only downloaded a couple of times. -- can we eliminate for state competition?
6. Chuck – give awards to highest-scoring individuals in each subject area
7. Donna – use them in MO; did use 25-question tests last year and that worked perfectly fine – award prizes to the top student in each category. Goal: mirror the national event. Helps students gain familiarity.
8. Gloryana – Have used tests in the past.
9. Question – are there other formats we could provide this in? Is paper-based tests the best method?
10. Choose state dates based on testing, school dates, and Nationals.  We ask that you update program dates and contact information on your state page **by our Sept. 14 launch date if at all possible.** *It is fine to put a statement on your page saying these are the current plans and that these plans may change based on current conditions.*State competitions must be completed by **March 8**, 2021.  Reach out if you need assistance or need your login credentials sent to you again.
11. We ask that you work with Lisa and Cheryl on dates – especially if your in-person has to move to an online format that you want us to help facilitate, as we cannot do four states on the same day and are not able to commit to every Saturday.  We have the new QuizBowl Pro system that allows live matches using zoom, computers and smart phones as buzzers. The QuizBowl pro system has to be operated by us currently.  We always provide the online state champion quiz option as well.

9. National program

1. Dates: April 17-20, 2021
2. Planned Location: Cincinnati, Ohio. Hotel is [Hilton Cincinnati Netherland Plaza](https://www.hilton.com/en/hotels/cvgnphf-hilton-cincinnati-netherland-plaza/?_gl=1*1hfy42q*_gcl_aw*R0NMLjE1OTY1NTY5NjUuQ2p3S0NBandqcVQ1QlJBUEVpd0FKbEJ1QlVNeUEzT2drNVI3UmFIaXh0RUxwMk96TnVINjl5NWRZREtnUHl2NzlBVHpvdS1pWTRfcFBob0NQVHdRQXZEX0J3RQ..*_gcl_dc*R0NMLjE1OTY1NTY5NjUuQ2p3S0NBandqcVQ1QlJBUEVpd0FKbEJ1QlVNeUEzT2drNVI3UmFIaXh0RUxwMk96TnVINjl5NWRZREtnUHl2NzlBVHpvdS1pWTRfcFBob0NQVHdRQXZEX0J3RQ..), 35 W 5th St, Cincinnati, OH 45202
3. Wild Card Procedures: Details announced next month but we do not plan to change it this year.
4. Rules – Discussion of rules for 2020 teams coming to Double National Championship. Sent out in email. What did you think?  Positives? Concerns?  Barriers? Ideas?
5. George – well-though out, fair, believes we have thought of concerns coaches and students may have.
6. Cheryl – students will choose a team, cannot be on 2020 and 2021; we wanted to provide guidance to 2020 teams as they are making their plans to compete in 2021
7. Please share concerns with Cheryl and Lisa in the next few weeks. We want to provide these to coaches at the season’s launch. We want to help the 2020 teams with their planning.

***Rules for 2020 LifeSmarts Teams:***

*Your 2020 state or wildcard winning team is invited to attend the double national championship in person - if held in-person.*

*1. April 17 – 21, 2021, in Cincinnati, Ohio.*

*2. 2020 Teams will only compete against other 2020 teams.*

*3. A student may NOT be on both a 2020 team and a 2021 team since these championships will be conducted simultaneously. Students in this situation must choose on which team (either 2020 or 2021) they will compete.*

*4. We will be flexible with 2020 team size – teams must have at least three players.  While we prefer these players to be those who originally qualified to attend, we realize that may not always be possible. College freshman who graduated in 2020 and were attending the 2020 national event MAY still be a part of the team.*

*5. 2020 teams will be asked to commit to competing in April by January 15, 2021. We will work with those teams to answer any specific questions as they arise.*

*6. If the 2020 and 2021 competition is moved to a virtual format, rather than an in-person format, we will keep these rules intact for 2020 teams. Team members who are registered in January will be those who are eligible to compete in April. If for some reason, a team member must drop out, leaving the team with fewer than three members, we will work with that team coach to find a practical solution that would enable that team to still compete.*

*7.  In the event that the entire competition is moved to a virtual format, LifeSmarts will work with both the 2020 and 2021 National teams to establish fair and equitable competition guidelines.*

*Questions and Answers:*

*Question: Will the underclassmen on the 2020 team be allowed to be on the 2021 team, if they qualify?*

*Answer:  They can compete for their state title as part of a 2021 team, but if they are a part of both the 2020 and 2021 state champion teams, they must choose only one team to compete on at the Double National Championship. So for nationals, a student may only be on ONE team.*

*Question: Three team members from our 2020 state champion team will compete for the 2021 state title. (The other two team members graduated in 2020.) We will add two new members to our 2021 team. If our 2021 team were to win state, would the three students who are members of both teams have the option to choose which nationals to compete in? We ask because at this time we are uncertain if the students who graduated in 2020 will be able to come back from college to compete for the 2020 national title.*

*Answer:  A student can compete for their state title as part of a new team but if they are a member of BOTH the 2020 and 2021 state champion teams, they must choose only one team to compete with at the Double National Championship. For the 2020 and 2021 Double National LifeSmarts Championship, a student may only be on ONE team.  We will be flexible in team size for 2020 teams but 2021 teams must be our standard four or five member teams.*

*Question: If the entire 2020 team is able to compete (which includes three members of the 2021 team AND we get the invite for 2021), will we be able to sub an additional 2-3 members on the 2021 team to replace the three kids who are on both teams?*

*Answer: We will need to know members of 2020 teams by January 15, but will work with coaches closely on teams and team members. For 2021 teams, you will be allowed to replace team members before March 1 if they have an unavoidable conflict.*

10. Other

* SmartStart – went out yesterday – did you receive?
* Weekly e-News starts in September – let us know if you are not receiving!
* Be sure to send an email to welcome new coaches when they signup. Contact Cheryl if you need ideas or suggestions.

11. Questions?

12. Next call: September 2 at 3 p.m. Eastern.  We will host this on Zoom. Reminder will be sent to you!

* We will showcase QuizBowl Pro, asking some coordinators to download the app and be our competitors next time!

Please make note of these important LifeSmarts dates for the upcoming program year.  All times are Eastern.  For conference calls dial **Dial-in number (US): 1-712-770-5505, Access code: 526017#.  Zoom links will be shared also.**

|  |  |
| --- | --- |
| **DATE**  | **EVENT**  |
| Wednesday, August 5, 2020; 3 p.m.          | Coordinator Conference Call    |
| Tuesday, September 1, 2020                                                                | Web site updates made by coordinators and state competition date due to LifeSmarts (Dates shared with Cheryl)   |
|  Tuesday, September 1, 2020                                                                | Web site opens for 2020-21 program year for coaches ONLY.    |
| Wednesday, September 2, 2020; 3 p.m.  | Coordinator Conference Call   |
| Monday, September 14, 2020                                                           | Online competition goes live.  Participants may register and begin competing.   |
| Wednesday, October 14, 2020; 3 p.m.  | Coordinator Conference Call   |
| Thursday, November 1, 2020  | State Competitions may begin (complete by March 8 if at all possible)  |
| Wednesday, November 4, 2019; 3 p.m.                                        | Coordinator Conference Call   |
| Wednesday, December 2, 2020; 3 p.m.   | Coordinator Conference Call   |
| Wednesday, January 6, 2021; 3 p.m.  | Coordinator Conference Call  |
| Wednesday, February 3, 2021; 3 p.m.             | Coordinator Conference Call  |
| Wednesday, March 3, 2021;  3 p.m.   | Coordinator Conference Call  |
| **Monday, March 8, 2021**  | **Last day for state competitions**  |
| Wednesday, March 17, 2021;  5 p.m.   | Coach call (state champion coaches)   |
| Tuesday, March 23, 2021;  3 p.m.   | Coach call (state champion coaches)   |
| Wednesday, April 7, 2021;  3 p.m.   | Coordinator Conference Call   |
| April 17 -April 20, 2021  | 2020 & 2021 National LifeSmarts Championships– Cincinnati, Ohio  |
| Wednesday, May 5, 2021;  3 p.m.   | Coordinator Conference Call   |

*All times Eastern*

**Using the LifeSmarts Coordinator’s Corner**

This guide is designed to help LifeSmarts state coordinators quickly and easily use the Coordinator’s Corner of the LifeSmarts Web site. This guide will be updated periodically. If you have suggestions please contact Lisa at: lisah@nclnet.org.

Unless noted, to access the information listed below:

1. Go to [www.lifesmarts.org](http://www.lifesmarts.org/)
2. Login as a state coordinator, using your assigned username and password
3. Click on the “Coordinators” tab

|  |  |  |
| --- | --- | --- |
| **How do I?**  | **Steps**  | **Notes**  |
| Check final team scores  | 1. Click on Coord Stats Page
2. Click on Scores
3. Under “select a team type” select Varsity
4. Under “select a competition” select Varsity Competition
5. Under “select a quiz” select Capstone
6. Under “select a team” select teams one by one to track team scores
7. To check JV final scores, select “JV” under both team type and competition

  | Scores are listed by student. A team needs to have at least four players finish the Capstone to achieve a team score. Averages the top four scores to determine the team score.  Students must complete all six quizzes (5 topic quizzes and the capstone) in order to receive a final score.  Use this when your competition closes to determine which teams will advance to your state competition.  Also, use this several times during the online competition to remind coaches which students need to complete quizzes.  |
| Get a list of my coaches  | 1. Click on Coord Stats Page
2. Click on Coaches
3. Click “100” to show 100 entries at a time
4. If more than 100 coaches, you will have tabs at the bottom of the page
 | Copy paste data into Excel.  |
| Update my state page  | 1. Click on Edit State Page (this takes you to the WordPress dashboard)
2. Update the information, and click “update” on the far right to save changes
 | Coordinators should update their page each fall, and check back to add new information.  You may add pictures, logos of sponsors, and links to sponsors if you wish.  We recommend using “Preview Changes” to be sure you like how it looks.  |
| View state page  | 1. Click on “My State Page”
 |   |
| Set up the state pre-competition using TeamSmarts  | 1. Work with LifeSmarts staff who will need to know your dates and the teams to invite
 | Let NCL know if you plan to use the state TeamSmarts pre-competition quiz.   |
| See how teams score on monthly TeamSmarts quizzes  | 1. Click on Coord Stats Page
2. Click on Scores
3. Under “select a competition” choose the month you wish to view (if no teams have taken the quiz, the competition will not show up)
4. Teams with “Yes” and a score have taken the quiz

  | You will see which teams use each monthly quiz, and their scores.  It is nice to offer recognition to your top 1, 5 or 10 teams each month.  |
| Download the LifeSmarts State Coordinator’s Manual  | 1. Click on Resources
2. Click on the LifeSmarts State Coordinator’s Manual
 |   |
| Find the Media Guide  | 1. Click on Coordinator Resources
2. Click Link to promotional materials

  | Included are the Coordinator’s Guide to Getting Media Coverage, sample press releases, sample questions, quotes, and a fact sheet   |
| Find LifeSmarts logos to use in print materials  | 1. Click on Resources
2. Click on Link to promotional materials
3. Click on Link to  Download Logos and Graphic Files page
 | Here you will find the official Pantone colors (click on the “Terms of Use” link, logos (in both print and Web versions), the icons, and other logos used on the LifeSmarts site.  |
| Find the LifeSmarts 101 PowerPoint  | 1. Click on Resources
2. Click on Link to promotional materials
3. Scroll down to Presentations and Talking Points
 | The LifeSmarts 101 PowerPoint was recently updated and is designed for your use. It introduces the program and provides presenter notes as well.   It is a large file and takes time to download.  Here you will also find talking points when talking to new coaches, and for FCCLA, FBLA, and JumpStart collaborations.  |
| See how LifeSmarts relates to Common Core  | 1. Click on Resources
2. Click on Link to promotional materials
3. Scroll down to LifeSmarts Curriculum Standards
 |   |
| Find release forms for coaches and students to complete  | 1. Click on Resources
2. Under State Competition Materials click on the “Release Forms Packet”
 |   |
| Find materials for my state competition  | 1. Click on Resources
2. Select the link you need under State Competition Materials
 | You will find scoresheets, and proctor scripts here; competition questions and written assessments will be distributed to you by email attachment or through shared drives.   |
| Delete a team, add students to teams, remove students from teams, select a captain for a team  | Feature coming, but for now contact NCL to do this for you  | Coaches also have the ability to do this.  |