Meeting Logistics & Desired Outcomes

Meeting: ESSA Committee of Practitioners

Date & Time: Sept. 20, 2018

10:00 – 3:00

Location: Colorado Children’s Campaign

[EventBriteSept20](https://www.eventbrite.com/e/essa-committee-of-practitioners-virtual-meeting-september-23-2018-tickets-47092206056)

Meeting Leads: Clint Allison, Brad Bylsma

Objectives: To allow the Colorado Department of Education the opportunity to provide updates to and elicit recommendations from the Colorado Committee of Practitioners regarding relevant and timely issues related to CDE’s responsibilities under the Elementary and Secondary Education Act, including:

**Attendees**

Present: Clint Allison, Laura Gorman, Chaille Hymes, Mitzi Swiatowski, Michelle Barkmeyer, John McKay, Lori Cooper, Arlene Salyards, Amy Beruan, Josh Shoemaker, Moses Regidor, Heathre Palige, Jesus Escarcega, Mary Allen Good

Virtually Present: Marissa Murphy, Paul Freeman

Agenda Items and Next Steps

**10:00 – 10:30 Committee Business**

*Chair: Clint Allison, Co-chair: (tbd), CDE Lead: Brad Bylsma*

| Topic | Preparation and Process | Expected Outcome | Summary |
| --- | --- | --- | --- |
| Approval of minutes | * Review minutes from previous meetings

Still need a paraprofessional, exceptional student issues, south/east, and west/central* Need to vote to adjust the bylaws until those positions are filled.
* Proposal: Term years
* Brad: please verify your term year and submit on the draft.
* Amend bylaws to bring committee members on throughout the year as necessary.
 | DecisionUpdateFeedback | 1. August 23, 2018 Minutes were approved.2. Motion was passed to amend the bylaws to allow the CoP to bring additional committee members on throughout the year as necessary to fill openings. We still need representation from a paraprofessional, and representation from SE and West Central regions. |
| CoP Membership  | Prep: Summarize results from the August 23 Virtual meeting regarding new membership. * Introduce new members.
 |  |  As a result of the August 23rd meeting, our new members are: Michelle BarkemeyerPaul Freeman Chaille Hymes Heathre PaligeMoses RigidorTammy Stewart |
| Appointment of 2018-2019 Co-lead | Note: During the August 23 Virtual meeting, Laura Gorman was nominated to fill this post by John McKay and the nomination was seconded by Amy Beruan.  | Committee members will vote on who will serve as the Co-chair for 2018-2019. Co-chairs fill the chair role the subsequent year. | Laura Gorman was nominated and voted in as co-chair. |

**10:30 – 11:30 Technical Assistance**

*Presenters: Nazie Mohajeri-Nelson, DeLilah Collins*

| Topic | Preparation and Process | Expected Outcome | Summary |
| --- | --- | --- | --- |
| ESEA Office Update | **Prep:** Consider what has worked well regarding ESEA administration and what you’d like to be carried forward as well as suggestions for improvement. Consider suggestions you have for improving ESEA administration.Introduce our vision for the combined office, our approach to the work, our 18-19 priorities, and then have a listening session to hear from CoP what has worked well in the past in CDE’s ESEA administration and what they would like to see carried forward.  | CoP Members will leave with an understanding of the ESEA Office’s approach to the work and 18-19 priorities.Feedback will be gathered regarding what has worked well regarding ESEA administration to determine what should be carried forward and suggestions for improvement. | Nazie: Presentation of the reorganization of the ESEA Programs Office. **CoP Input:** 1. Contact: It would be helpful to know which CDE representative to contact. 2. Strong connections with CDE are crucial to success.Order of support: regional contact and then CDE program specialist. If contacting a program specialist, cc the regional contact as well.(CDE will work to ensure that guidance is consistent and correct) 3. Rural support: Brad will be coordinating support and outreach to address unique challenges of rural districts and BOCES. 4. Outreach goal: Timely communication to district leaders on requirement/guidance updates or changes. 5. Next Steps: -Brad will coordinate support and outreach for rural districts and BOCES, -District leaders will revise/update their contact list (Superintendent, District accountability contact, Title I contact) -CDE will continue to work with the CoP to refine communication protocols to ensure that pertinent information is getting to the right people (this conversation will continue at the Nov. 8 meeting).  |

**11:30 – 12:15 Monitoring**

*Presenters: DeLilah Collins, Joey Willett*

| Topic | Preparation and Process | Expected Outcome | Summary |
| --- | --- | --- | --- |
| ESEA Monitoring  | Prep: Review revised Protocols and Process document. | CoP will provide feedback on the revised monitoring process and timeline. | **Presenters:** 1. Protocol and Process Document serves as a condensed Monitoring manual.2. Monitoring packet will include indicators for universal, targeted, and intensive (CDE determines which should be applied to each situation). 3. Approximately 30 districts will participate in a Universal review annually.4. Approximately 12 districts will participate in a Targeted Review annually – based on selection criteria.5. 3-5 intensive reviews a year – based on selection criterial (Identified districts will not be monitored again during that 6 year cycle. 4. The monitoring process aims to provide comprehensive support based on the individual LEA strengths and needs. **CoP Input**: 1. Districts need access to the document; the term “intensive” seems harsh; the document is too lengthy. 2. Protocol document process from 2017-revised based on feedback from the field; decision to move forward with the process. 3. Questions will be sent in advance to allow districts to prepare for monitoring.5. CDE will be conducting training opportunities to LEAs over the next few months to prepare for the 2018-19 monitoring indicators (Universal, Targeted, and Intensive). NEXT STEPS: CDE will provide information and supporting documents on our website regarding the 2018-19 monitoring process.  |

**12:15 – 12:45 Break for Lunch**

**12:45 – 1:15 CDE ESEA Website:**

*Presenters: Joey Willett, Michelle Prael*

| Topic | Preparation and Process | Expected Outcome | Summary |
| --- | --- | --- | --- |
| ESEA Website Organization and usability  | Prep: No prep needed for this item | CoP will provide feedback regarding the ESEA website usability and organization | Joey Willett will be sending CoP members a Survey Monkey (5 questions) regarding the ESEA website.**This item was moved to the November 8 meeting agenda.** |

**1:15 – 2:15 ESSA Identification of Schools and Topics for Future Conversations (Documents have already been sent out)**

*Presenters: Nazie Mohajeri-Nelson, Jeremy Meredith*

| Topic | Preparation and Process | Expected Outcome | Summary |
| --- | --- | --- | --- |
| CDE Equity Plan | Prep: No prep needed for this item | CoP will become familiar with the inequities in access to effective, in field, experienced educators across the state and will have an opportunity to provide input regarding the definition of gaps, prioritization of focus areas and the plan that CDE will develop to address these gaps. | **This topic will be moved to a future Meeting (tbd).**  |

**2:15 – 3:00 Consolidated Application**

*Presenters: DeLilah Collins*

| Topic | Preparation and Process | Expected Outcome | Summary |
| --- | --- | --- | --- |
|  | **Prep:** Consider what has worked well regarding the Consolidated Application platform and what you’d like to be carried forward as well as suggestions for improvement. | CoP will have the opportunity to provide input regarding what worked and what didn’t work with the **functionality** of the Consolidated Application Platform. | 1. **CoP Input**: Please send updated guidance to districts in a timely manner. Issues or changes to guidance should be communicated quickly.Even though an “issue” (i.e. PPA miscalculation) may apply to a few districts, all districts should be notified in case it may also impact them and how they completed the application. 2. Why are districts being asked to provide more info on an application that was fine the year before? 3. BOCES application forced the BOCES to rank order schools across all districts. This will need to be fixed. 4. There should be a process to notify districts when their application comments are ready for review.**Next Steps:** Title II question and required response will be reworded for clarity.  |
|  | **Prep:** Consider what has worked well regarding the Consolidated Application support and what you’d like to be carried forward as well as suggestions for improvement. | CoP will have the opportunity to provide input regarding what worked and what didn’t work with **CDE Support** for Consolidated Application  | 1. **CoP Input**: inconsistent information; revisions were too demanding and given at short notice. Provide a comment area where districts can provide an explanation of why revisions were made? 2. CDE anticipates that there will be fewer changes to the consolidated application platform next year. **Next Steps**: -CDE will make only minimal and necessary updates to the Consolidated Application platform for 2019 – 20. CDE will schedule opportunities to connect with stakeholders regarding supports and guidance for completing the BOCES application.  |