***Purpose:***

The Committee of Practitioners will lead, model, and support the Wyoming Department of Education’s Title I program by advising the Department in ways to maximize use of federal funds under the Elementary and Secondary Education Act (ESEA) to support student learning, school improvement efforts and the Department Strategic Plan. The duties of the committee shall include review of State Title I rules or regulation and to advise on these governing principals. The Committee shall review any publications governing the Title I grants to recipients.

***Membership:***

Candidates may be recommended for membership to the Director of WDE by the Committee of Practitioners in consultation with other groups. The Director appoints the members. Terms will be one, two, or three years when terms expire or vacancies occur. If a person is agreeable to serving an additional term, the member should submit a letter of consideration of reappointment to the Director. The Director will then give consideration of membership. The Committee of Practitioners membership must be representative of the Title I regions in the State and must include:

* Representatives from local educational agencies;
* Administrators;
* Teachers, including vocational teachers;
* Parents;
* Members of local boards of education;
* Representative of private school children; and
* Pupil services personnel.

***Planning Items:***

There will be no less than one and no more than 4 regularly scheduled meetings held each year, as approved by the Wyoming Department of Education federal programs director. If needs arise emergency meetings may be held via WEN video. An agenda will be sent to all members prior to each meeting.

***Resources:***

The Committee of Practitioners via the committee chairperson may formally request information as needed from the Wyoming Department of Education. The Department will maintain and distribute a current Committee membership list.

***Roles and Responsibilities:***

* A chairperson will be selected for a minimum of a one-year term.
	+ Duties of the chairperson are to preside at all meetings, attend all work sessions, set time limits, and appoint timekeeper.
* A vice chairperson will be selected for a minimum of a one-year term
	+ Duties of the vice chairperson are to record decisions, serve as chairman in absence of the chairperson.
* Be prepared to participate and share where appropriate in each Committee meeting.
* In areas of direct conflict of interest, the members shall excuse themselves from active discussion and voting.

***Committee Meeting Procedures:***

* All meetings will be agenda-driven and begin on time with times and priorities established at the beginning of each meeting.
* A quorum of Committee members will be required to proceed with a meeting. (one over half)
* Decisions will be made following Title I regulations and federal guidance policies.
* Detailed minutes will not be kept. Only a summary of decisions made and recommendations to the Department will be recorded.
* The vice chairperson, after consultation with the Chair, will provide a summary copy of recommendations to Committee members and the State Title I Program Mangers within two weeks of the meeting so appropriate actions may be taken.
* Electronic communication will be used whenever possible.
* The Department will review results of recommendations at the following meeting.

***Committee Norms/Ground Rules:***

* Begin and end on time
* All comments will be listened to, respected, and responded to as appropriate.
* Committee members will agree that it is appropriate to disagree.
* Discussions should have time limits (time constraints) responsive to the particular situation, issue, or concern, and a timekeeper may be appointed.
* Committee members should encourage the involvement of all participants.
* Dialogue should be friendly and (when possible) meeting will be in a room arrangement that is appropriate for a board meeting.
* Members should refrain from side conversations.