**Virtual Education Advisory Committee Meeting Information**

**Date**: February 14, 2018

**Location**: Online Video Conference

**Time**: 2:00 pm - 4:00 pm

**Committee Members**: **Angelique Littlejohn**, Jamie Christensen, Jeff Verosky, **Katie Swistowicz**, **Laurie Davis**, **Nancy Johnson**, **Nish Goicolea**, Representative Freeman, **Richard Parker**, **R.J. Kost**, Senator Ellis, **Shannon Siebert**, Steve Hopkins, **Summer**

**Stephens**, **Tanya Sisneros**, **Zeta Anderson**

**WDE and FLP Advisors:** Brent Bacon, Shelley Hamel, **Jed Cicarelli**, **Kim Morrow**, Laurel Ballard, **Robin Grandpre**, **Lori Thilmany**, **Amy Starzynski**, and **Andrea Johnson**

**Guests:** Bob Jensen and **Josh Daniels**

**Agenda**

1. Overview and Updates
	1. WY-TOPP Modular Assessments
	2. Quality Matters Workshops
	3. WDE728 Virtual Education Vendor Teacher Collection
	4. Statewide Learning Management System
2. Chapter 41 Virtual Education Proposed Rules Comments
	1. Revisions from comments (based on 1/10/18 VEAC recommendations)
		1. Removed “just-in-time” from Section 3(g)(iii)(A)(II) on Pg 41-5
		2. Relocated sentences from Section 5(j) to Section 13(d)
		3. Changed three instances of three business days for student enrollment and withdrawal correspondence timeline between districts to five business days
	2. After comments close 2/18/18
3. Process for VEAC to serve in an advisory capacity to school districts per W.S. 21-2-202(a)(xxxi)(F)

**Notes**

**Overview and Updates**

* WY-TOPP Modular Assessments - Virtual Students will not be able to take assessments remotely from home. However, we are working to see what we need to put in place to see if these can be taken online remotely in the future. There may need to be a security or liability waiver in order to have access to these digitally in the future.
	+ Shannon said that Connections has done some security for taking assessments. There may need to be random video/screen viewing from the proctor to ensure everything is being done correctly and no cheating is occuring.
* There will be Quality Matters Workshops on March 8 and 9 and in April.
	+ Memo with dates will be coming out soon.
	+ QM helps teach districts how to build quality online courses.
* The WDE728 has closed but we have six districts that submitted the completed collection that have not previously been identified as having virtual education programs. There are ten districts total that have teachers employed by a VE vendor. There were 77 teachers and 180 classes reported.
	+ Working on ensuring teachers are WY certified and any mis assignments (the same as WDE602 reporting).
* LMS - We have 19 Districts on Canvas
	+ Training for K-12 is getting scheduled. Specific dates will come out soon.
	+ Things are on hold for the authentication process.

**Chapter 41 Virtual Education Proposed Rules Comments**

* No additional comments since the last meeting.
* We have removed “just-in-time” from the rules.
* We have changed any instance of the district-to-district communication turnaround time of three business days to five business days.
* Comments close on Sunday (2/18/18).
* The WDE will respond to comments and certify the rules and send them to the Governor for his signature.

**Process for VEAC to serve in an advisory capacity to school districts per W.S. 21-2-202(a)(xxxi)(F)**

* We need to develop a process for receiving feedback from school districts and take any needed information to WDE leadership on their behalf.
* Could we allow school districts to present during the VEAC meetings? Yes
	+ R.J. would like to open up the meetings to hear the challenges that districts are seeing.
* Do we want to get the information before it is presented for vetting? Yes
* So what should the process include?
	+ We have a monthly meeting time designated to this purpose.
		- Have a written request and then if VEAC approved have the district present on their topic. This presentation will allow for the committee to ask follow-up questions. After that the VEAC could discuss and decide if action is needed.
	+ Does the committee have the authority to make an exception?
		- VEAC authority only extends to making recommendations
		- VEAC can submit their recommendations to the WDE for consideration to take to the state board, the JEIC, etc.
	+ Districts will complete questions/criteria that can be used to decide if more information is needed or to make a recommendation to the Department.
		- What rule or state statute is this related to?
		- Identify the specific Virtual 307 course or program
		- What is the timeline - does this need an emergency response?
		- What is the issue?
		- What is the harm to the students/school/district(s)?
		- What brought this issue to light?
		- What options have been considered?
		- What is the solution/recommendation?