**Virtual Education Advisory Committee (VEAC)**

**Meeting Information**

**Date**: 6/13/18

**Location**: Online Video Conference

**Time**: 2 pm - 4 pm

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

**WDE:** Shelley Hamel, Jed Cicarelli, **Kim Morrow, Laurel Ballard, Robin Grandpre**, **Lori Thilmany**

**Guests:** **Bob Jensen**, Mary Billiter, **Josh Daniels**

**Agenda**

1. Roll Call and Updates
   1. June 6 JEIC Meeting - [WDE Memo](https://www.wyoleg.gov/InterimCommittee/2018/04-201806063-01MemoonVirtualEducation3.pdf)
      1. Two Recommendations
      2. Subcommittee Work
   2. Distance Education Grant
      1. 2017-18 DEG Deadlines
      2. 2018-19 DEG Application
   3. Virtual Education Program [Memo](https://edu.wyoming.gov/downloads/communications/memos/2018/2018-070.pdf)
   4. Digital Learning Guidelines [Memo](https://edu.wyoming.gov/downloads/communications/memos/2018/2018-071.pdf)
   5. VE Session at Training for Business Managers
   6. Virtual Education Statement of Concern
   7. June 18 Virtual Education Syllabus Review Webinar
2. Virtual Education Communication Plan
3. Virtual Education Average Daily Membership Guidelines

**Notes**

**Joint Education Interim Committee (JEIC) Update**

WDE presented the program configuration history for virtual education and the reporting requirements to provide background information. The WDE provided the JEIC with the accountability reporting information and the number of full-time virtual education students in the state. The WDE went through the school accountability results of the six schools for the two school districts that enroll full-time virtual education students. The separate reporting is available to the districts in confidential reports but the schools only receive an overall rating with all students combined.

Superintendent Shon Hocker from Big Horn 1 presented to talk about separating the virtual education students from the brick and mortar for the school report card and accountability ratings. He discussed the importance for showing the difference between brick and mortar and virtual education students. It was also requested that the Virtual Education Advisory Committee be able to report directly to the legislature. No motions were made at the JEIC meeting.

Representative Freeman said this committee and the WDE should be prepared to report the number of kids in VE for part- and full-time. Lori said that we started the year with seven districts having approved VE programs. However, due to some issues with knowing what classes are VE (including purchased courses) vs. brick and mortar the WDE did not have accurate counts. Now due to some additional reporting, the school year ended with 16 districts reporting VE programs with five more wanting to provide classes next year. We hope to have a more accurate count of students for next year. Rep. Freeman said to be careful offering numbers until we know that they are accurate. The only way that the WDE can report numbers is to report what the districts reported to the agency through the submitted data collections.

**Follow Up Discussion re the JEIC Update:**

Due to the 2017 statute changes, districts can no longer create an MOU for full-time virtual education students to remain enrolled in their district of residence while receiving more than 50% of their education through one virtual education program. This was an unintended consequence of the legislation that was modified and passed in 2017. The intent was to clear up in-district and not in-district (district of residence/nonresidence) language through utilizing the terms part-time and full-time. Tuition agreement language is in the Chapter 41 Rules for part-time students but in regards to the more than 50%, the statutes require the student be enrolled in a school within the district providing the virtual education program. The intention was for the district of residence and the district providing full-time virtual education to be able to have an agreement if they wanted to do so.

The WDE would like to ask for volunteers to help draft language to submit to legislators for a change to the statutes to allow for MOUs between districts for full-time virtual education. Rep. Freeman said he could help us get these recommendations on the education committee agenda. The WDE will work with Chief Degenfelder and LSO to draft this language change and get it to Rep. Freeman.

In addition, the committee discussed the availability to provide a mechanism for the VEAC to report to the legislature. Rep. Freeman said that the Department could create an annual report and have the State Superintendent decide if it needs to go to the legislature. However, knowing that there is no requirement for the VEAC to create a report, that we may still want to add this to the language changes to statutes discussed above. The report requirement could be written as an option to have over the next three or so years, but may not be needed after that. After some discussion, it was decided that submission of a report would be based on the VEAC having recommendations to make to legislators rather than being an annual requirement.

Another question raised by a guest at the meeting was whether it would be time to consider licensure exemption for VE teachers. There is some questions with national vendors being required to have teachers certified in the state of Wyoming. We would not want to add this to the two draft changes discussed above. The WDE has not heard support for this from the WDE leadership and teacher licensure requirements is included by other statutes and rules outside of the virtual education domain.

**Distance Education Grant (DEG)**

The request for proposals and application for the 2018-19 DEG has been sent to the school districts with approved virtual education programs. The number one priority of the grant is development of new classes, priority two is modifying and improvement of classes, and the third priority is professional development around VE. Lori is working with districts as they wrap up the 2017-18 grant funding and reporting due in August.

**Virtual Education Program Memo**

The WDE has opened up the VE application and renewal process. We need to collect the renewal form from the existing 16 districts. This is also used as the “letter of intent” to be used for initial applications. In addition to the online renewal and intent application form, all districts interested in having 2018-19 virtual education programs need to provide an assurance statement and application narrative. All program application documents and virtual education class reporting documents are due no later than August 10, 2018.

**Digital Learning Guidelines Creation**

We have sent out a call for participation to create digital learning guidelines to help clarify what should be provided to students around digital learning. During the development of the 2017-2021 Digital Learning Plan for Wyoming, educators asked for guidelines that would help them determine what type of education technology should be introduced to, and used by students for coursework, across the K-12 grade levels. The guidelines development work group will meet in July in Cheyenne.

**VE Session Training at Business Managers**

Lori and Kim will present tomorrow. Kim will go over the WDE600 WISE Attendance and Membership reporting for virtual education and Lori will present the Virtual 307 website.

**Virtual Education Statement of Concern**

This online form is now available on the Virtual 307 site. Virtual education concerns can now be submitted to the VEAC by school districts. When a concern is received, Lori will forward to the committee and the group will go through the established protocol for reviewing concerns and responding to districts.

**Virtual Education Syllabus Review Webinar**

Monday, June 18, there will be a review of the VE syllabus for each of the school districts so that districts can submit the courses that have not been approved yet. We are hoping that this will help answer questions for district to make it a little easier for them. We are not going to be able to modify the information requested but we have made a Word version of the syllabus template to make it more accessible than the Excel version.

**Virtual Education Communication Plan**

One of the suggestions at the VEAC meeting in May to improve understanding and communication around virtual education was to have monthly meetings. June will be the first meeting which will cover the Syllabus Review Process and July will cover the WDE638 WISE Course Inventory Collection. This year, the WDE638 will include all of the elements contained in the virtual education course list to provide districts with a way to report all information related to classes in one collection. Districts will no longer submit a Virtual Education Course List but will instead submit that information through the WDE638. The WDE will continue to host a webinar monthly with topics that are important and timely for that month.

We could send out a newsletter on a regular basis. Individuals would be able to sign-up to receive it. However, in looking at an example email newsletter, most people admitted not reading those messages in any detail so a newsletter may or may not get read. There was also concern about the time commitment and being able to keep up with the newsletters. It was decided to not do a newsletter at this time.

**Open Action Items**

* Draft language around the statute (MOU availability and recommendations to the legislature as needed) and work with Chief Degenfelder, LSO and Rep. Freeman.