**Title I Committee of Practitioners (CoP)**

**Operational Standards**

**Authority**

ESSA Sec. 1603(b)

**Duties**

A review, before publication, of any proposed or final State rule or regulation pursuant to Title I as well as advise the Wyoming Department of Education (WDE) in ways to maximize the use of federal funds to support learning and school improvement efforts ensuring all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and State academic assessments.

**Meeting Schedule**

Minimum of one meeting per year; no more than three per year. Meetings will be held in-person or via video conferencing. An emergency meeting(s) can be convened if necessary, either in-person or video conferencing. Agendas will be distributed to all members prior to each meeting.

**Norms of Collaboration**

⬩Pause for reflection

⬩Paraphrase for understanding

⬩Probe for clarification

⬩Put ideas on the table

⬩Pay attention to self and others

⬩Presume positive intentions

⬩Promote a spirit of inquiry

**Public Meeting**

Work in accordance with The Public Meetings Act (June 2019).

**Roles and Responsibilities**

A Chair will be selected for a minimum of a one-year term. Duties are to preside at all meetings, attend all work sessions, set time limits, and appoint timekeeper (if needed). The Chair will also attend Joint Education Interim Committee (JEIC) and/or Joint Appropriations Committee (JAC) meetings when topics arise that are relevant to the CoP’s work. A Vice Chair will be selected for a minimum of a one-year term. Duties are to record decisions, serve as Chair and fulfill all duties and roles in the absence of the Chair, and participate and share where appropriate at each Committee meeting. In areas of direct conflict of interest, members shall excuse themselves from active discussion and voting.

**Resources**

The CoP via the Chair may formally request information as needed from the WDE. The WDE Title I Director will maintain and distribute a current membership list and provide Title I regulatory (Elementary and Secondary Education Act as reauthorized by the Every Student Succeeds Act) information, Title I non-regulatory information, and ready access to The Education Laws of Wyoming (2019 edition).

**Meeting Procedures**

All meetings will be agenda-driven, timely, and with priorities established at the onset. A quorum of Committee members will be required to proceed with a meeting (over 50% member attendance either in-person or remotely). Decisions will be made based on Title I regulations and federal and State guidance policies. Meeting minutes will only include a summary of decisions made and not necessarily a minute-by-minute account of the discussion(s) at hand. Recommendations to the WDE will be recorded by the WDE Title I Director. The Vice Chair, after consultation with the Chair, will provide a summary copy of recommendations to Committee members and the WDE Title I Director within two weeks of the meeting so appropriate actions may be taken. Electronic communication will be used whenever possible. The WDE will review results of recommendations at the following meeting.

**Committee Norms/Ground Rules**

•Meetings will commence and end on time.

•All members will listen to and respect the opinions of others and respond when appropriate.

•Members will avoid dominating the proceedings.

•Members will be respectful of all ideas and express disagreement with idea(s) and not individual(s)

•Discussions may have time limits related to the particular situation, issue, or concern.

•A timekeeper may be appointed

•Members will refrain from side conversations or any action(s) that distract others.

•Review norms at each meeting.