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

**Tuesday, January 14, 2020**

**1:15 PM to 3:00 PM Mountain Standard Time**

Welcome

 ⚬Meeting was held via Zoom webinar

 ⚬Members in attendance: **Christine Cope**, **Diane Nuhn**, **Mary Houck**, **Molly Holt**, **Pier Trudelle**, **Sherrill Hudson**, **Traci Turk**

 Wyoming Department of Education (WDE) staff in attendance: **Jess Binning**, **Shelley**

**Hamel**, **Les Koch**

⚬Les asked each member to share their experience, affiliation, and current role(s) and

explain how their background and experience would serve as an asset for

Education/Title I delivery in Wyoming.

 ⚬Review of the Every Student Succeeds Act (ESSA) Sec. 1603(b), specifically *Sec.*

*1603(b)(2)(A)* stating that a majority of members must be representatives from local educational agencies (LEAs) shows that all members of CoP are representatives from LEAs thus we are compliant with federal statute.

The Public Meetings Act

⚬The WDE is an agency of the State of Wyoming and was created by the Constitution of the State of Wyoming and the Title I CoP is a meeting of the WDE thus the Title I CoP will work in accordance with The Public Meetings Act (June 2019). The minutes of our meetings must be recorded; if no action is taken by this governing body then minutes do not need to be published.

Les presented a discussion entitled ‘**State of Title I in Wyoming**’. Topics included an outline of the programmatic, budgetary, and technical roles of Title I; how Title I is governed by the Elementary and Secondary Education Act as amended by ESSA) the challenges between the Wyoming Department of Education’s Statewide System of Support and ESSA; the Title IA allocation process; some logistics of the program such as 47 of 48 school districts in Wyoming receive Title IA funding; School Improvement 1003a allocations per ESSA Sec. 1003(a) & (b); and state educational agency (SEA) and LEA report card requirements.

The duties of the CoP per ESSA Sec. 1603(b)(3) were discussed: two in particular:

1. The duties of such committee shall include a review, before publication, of any

proposed or final State rule or regulation pursuant to this title. Given the framework of the WDE, this particular duty would most likely result in a guidance document.

1. advise the 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. This will serve as the overriding duty of this CoP.

Meeting Procedures

 ⚬Format

Minimum of one with a maximum of three meetings per year. During

2020, there will be three meetings (two additional after this meeting) and each meeting

will be scheduled for a minimum of two hours. Meetings will be held via webinar to the

extent possible to manage time and costs.

 ⚬Minutes

The minutes of our meetings must be recorded; if no action is taken by this governing body then minutes do not need to be published.

Roles and Responsibilities

 ⚬Chair

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.

 ⚬Vice Chair

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.

 ⚬Title I Director

Will serve advisory and technical assistance roles related to ESSA and Wyoming

Accountability in Education Act, maintain a membership list, and provide

technology as needed (scheduling webinars, providing documentation, etc.)

⚬Secretary

Adding a Secretary position will be discussed at future meetings.

Upcoming Activities

 ⚬2018 Census Data and Boundary Survey Webinar (January 23, 2020). Les originally

scheduled this for February but now has decided to engage school district Superintendents and administrative staff via email and/or WDE Memos to Superintendents.

 ⚬National ESEA Conference in Atlanta, GA (February 4 - 7, 2020)

 ⚬Preliminary 2020-2021 Title IA Allocations

 ⚬2019-2020 School Improvement 1003a Applications - Due to WDE January 31, 2020

 ⚬Official announcement per ‘Memos to Superintendents’

Les will craft a Superintendent’s Memo announcing formation of CoP, names of

members, and status as a public meeting

 ⚬Network Improvement Communities of Practice

2020 Meeting Schedule

⚬Les proposed **May 12** and **October 6** as the last two meeting dates in 2020. To determine a date in May, Les will distribute a Doodle poll to find a date that does not conflict with testing dates. An agenda for the next meeting will be shared in the shared google drive and be sent out to each member via email.

Action Items

⚬Document with member’s contact information will be placed in a shared Google folder

⚬Les will forward census data email to Sherrill, Christine, and Diane per their requests

⚬Les will be drafting and the WDE will send out a Superintendents Memorandum noting that the committee is formed, who the members are, and that future meetings are open to the public.

⚬Les will put the public meetings procedures in the shared Google folder.

⚬On the agenda for the next meeting, we will add a report from the WDE to share out the history of state level Title I funds and how they have been spent. Also, an item to vote on roles.

⚬For consideration on the agenda for the next meeting:

-how Title I Funding works (to states, then to districts, and how determined)

-Title I Targeted Assistance vs. Title I Schoolwide

-Title I-A set-aside requirements

-Monitoring Protocol