

Florida Department of Education Title I Committee of Practitioners Guidelines

(Revised January 24, 2011)

Background:

Each State educational agency is required by Title I of the No Child Left Behind Act of 2001(PL 107-110, Section 1903) to establish a State Committee of Practitioners to advise the state in carrying out its duties under Title I.

I. Role of the Title I Committee of Practitioners

No Child Left Behind: Section 1903 (20 U.S.C. 6573)

- Provide consultative assistance on the state accountability plan in terms of requirements and policies relative to implementing P.L. 107-110.
- Act as an advisory board to the Bureau of Federal Educational Programs, the Bureau of School Improvement, and the Bureau of Family and Community Involvement in carrying out their responsibilities under Title I.
- The duties of the committee shall include a pre-publication review of any proposed or final state rule or regulation related to the implementation of Title I of NCLB.
- In an emergency situation where such rule or regulation must be issued with a very limited time to assist local school districts with the operation of the program under Title I, the Department may issue a regulation without prior consultation, but shall immediately thereafter convene the state committee of practitioners to review the emergency regulation before issuance in final form.

II. Membership

Membership will, at a minimum, include representatives from the following groups:

1. Representatives from local school districts (majority of members);
2. Administrators, including administrators of federal programs;
3. Teachers, including vocational educators;
4. Parents;
5. Members of local school boards;
6. Representative of private school children; and
7. Pupil services personnel.

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Administrators serving on the COP shall, wherever possible, administer Title I programs and related programs, including Migrant Education, Neglected & Delinquent, and Homeless Education.

In addition, Florida's COP will include a representative of students whose first language is not English.

III. Selection of Members and Terms of Office

1. Members may be nominated to serve in any category by any stakeholder in Florida. All nominees must be currently active in Florida's education system in the category in which they were nominated and must complete an application.
2. Members are invited to serve on the COP by the Chancellor of K-12 Public Schools, with the approval of the Commissioner.
3. Members will serve for a term of three years.
4. The Chancellor/Commissioner will make appointments for vacated positions by June 30 of each year, or as needed.
5. Vacated seats will be replaced with individuals from the same representative group(s).

IV. Meetings

1. Membership shall convene at least twice a calendar year.
2. Special meetings may be scheduled as needed.
3. A Florida Department of Education employee shall act as the Secretary to record minutes of the meetings.
4. A Chair, elected by majority vote of the membership, shall preside at all meetings of the Committee; prepare the agenda for each meeting, in consultation with FDOE and membership; and perform other necessary activities to assist the Committee. The Vice-Chair shall conduct meetings in the absence of the Chair.
5. A majority of the members is required in order to constitute a quorum necessary for the transaction of the business of the COP.

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V. Member Reimbursement

1. Committee of Practitioner members will be reimbursed for actual costs of travel, lodging and meals when attending meetings. When COP meetings are held in conjunction with other State meetings that members would routinely be attending, only additional costs will be paid.
2. The FDOE will prepare travel authorizations in advance of meetings. Members must sign forms on the date of the meeting, and must complete necessary documents (to be supplied by FDOE at the meeting) within 15 days of the meeting.