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# **COMMITTEE OF PRACTITIONERS WELCOME AND ORIENTATION**

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**Bureau of Federal Educational Programs  
December 2017**

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## History

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- No Child Left Behind (NCLB) required each state educational agency (SEA) to establish a state Committee of Practitioners (COP).
- In 2006, Florida established a COP under section 1008.332, Florida Statutes (Assessment and Accountability).

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## New Law

- Under the Every Student Succeeds Act (ESSA) of 2015, section 1603(b), each SEA is required to establish a state COP.

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## Purpose of the COP

- Serves as critical friends
- Provides counsel and support to the Bureau of Federal Educational Programs on the implementation of Title I and other federally funded programs
- Reviews state rules, regulations, and policies to enable all children to meet the challenging state student academic achievement standards

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## Purpose of the COP

- Provides feedback on documents, templates, and other tools that support quality implementation of federally funded programs in Florida
- Provides an official annual report to the legislature regarding the committee's work during the year

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## 2017-18 Composition

- Public school principals (3)
- Teachers (1)
- School leaders (1)
- Local educational agency representatives (5)
- Administrators (5)
- Specialized instructional support personnel (1)
- Paraprofessionals (1)
- Charter agencies (1)
- Charter school leaders (1)
- Career and technical educators (1)
- Private school representatives (2)
- Parents (2)
- Local school boards (0)

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## Appointees

- Serve at the pleasure of the Commissioner of Education
- Are knowledgeable of Florida's education system (federal and/or state programs)
- Are experienced with implementing Title I, Part A, and other federal programs and/or state laws
- Reflect the multicultural and diverse composition of the state, regardless of color, race, religion, gender, sexual orientation, national origin, parental or marital status, age, or disability

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## Conditions of Service

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### Term Limits

- Up to two three-year terms
- One-year term for ex-officio members

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### Regular Meetings

- Attend two face-to-face meetings
- Participate in conference calls, as needed
- Attend emergency meeting(s), as needed
- No monetary or financial rewards
- Reimbursements provided for travel, meals, and accommodations

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## Conditions of Service

Each member must:

- Notify the Chair or Secretary, as well as FDOE contact, in advance of an absence.
- Disclose family interests that conflict with COP business prior to a meeting.
- Participate regularly in COP meetings and activities.

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## Tentative Schedule

- **December 4, 2017**  
New Member Orientation
- **May 2018**  
COP Meeting, Orlando (at FASFEPA)
- **September 2018**  
COP Meeting, Orlando (at FASFEPA)

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Conference calls will be scheduled as needed in between face-to-face meetings.

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## Sunshine Law

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- All meetings of any governmental body where official acts will be taken are public meetings.
- The committee must provide “reasonable notice” of all meetings.
- Minutes must be recorded at every meeting, and are open to public inspection.

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## FDOE Contact

- Serves as a resource to the COP
- Provides technical assistance when needed
- Submits notice of each meeting for publication in the Florida Administrative Register (FAR)
- Ensures clear communication between FDOE and the Chair

# EXPECTATIONS

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## Chair

- Serves as spokesperson for the COP
- Creates agendas for each meeting
- Calls special meetings, as needed
- Leads meetings, both face-to-face and virtual
- Serves as the main channel for communication between committee members and FDOE
- Assembles the annual report in collaboration with committee members

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## Vice Chair

- In the absence of the Chair
  - Serves as the spokesperson for the COP
  - Creates meeting agendas
  - Leads meetings, both face-to-face and virtual
- Assists with assembly of the annual report
- Supports Chair in maintaining communication between committee members and FDOE
- Performs other support services, as needed to facilitate the committee

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## Secretary

- Records minutes for each meeting
- At the beginning of each meeting, reviews the minutes from the prior meeting
- Proofreads the annual report
- Provides reports and information for meetings, as requested
- Prepares communications for the committee, as needed
- Performs other support services, as needed to facilitate the committee

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## Elections

Interested in serving as an officer for the COP?

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Please email Lindsay Douglas at [FloridaCOP@fldoe.org](mailto:FloridaCOP@fldoe.org) **no later than Friday, December 15, 2017**, with your name and the position(s) in which you would be willing to serve.

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*Remember, this is a three-year commitment.*

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## Elections

Voting will occur through Survey Gizmo in accordance with the timeline below. All COP members must participate.

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- **Friday, January 5, 2018**  
Members receive the survey link via email
- **Friday, January 19, 2018**  
Deadline for members to complete the election survey
- **Friday, January 26, 2018**  
Members receive email notification of the elected chair, vice chair, and secretary

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## Annual Report

- The committee must review this year's Annual Report as well as that from the prior year.
- This task is meant to acquaint you with the report the COP will be creating in subsequent years.

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# Questions?

# RESOURCES

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- Every Student Succeeds Act  
<https://legcounsel.house.gov/Comps/Elementary%20And%20Secondary%20Education%20Act%20Of%201965.pdf>

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- Government-in-the-Sunshine Manual, 2017 Edition  
[http://myfloridalegal.com/webfiles.nsf/WF/MNOS-AKBS9L/\\$file/2017+Sunshine+Law+Manual.pdf](http://myfloridalegal.com/webfiles.nsf/WF/MNOS-AKBS9L/$file/2017+Sunshine+Law+Manual.pdf)

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## **FDOE COP Contact**

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850-245-9183

[FloridaCOP@fldoe.org](mailto:FloridaCOP@fldoe.org)

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**Thank you for your time and  
commitment to serve our students!**

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