

# MINUTES

## Committee of Practitioners (COP) Meeting

May 16, 2019

12:00 – 2:00 p.m.

Rosen Centre Hotel, 9840 International Drive, Orlando, Florida 32819

Meeting called by the Committee of Practitioners

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### In Attendance

Ernesto Lontoc- Chair  
Mollie Chandler- Secretary  
Dr. Felita Grant- Co Chair  
Lindsay Douglas- FDOE  
Patricia Pasca  
Dr. Maria Longa  
Nicole Leider- FDOE  
Dee Wright  
Megan Johnson  
Rabbi Moshe Matz  
James Herzog  
Mike Stowell- FDOE  
Jacqueline Hill- FDOE  
Leslie Frazee  
Sonya G. Morris- FDOE  
Jeff McCullers  
Lynn Kemper- Guest

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### Welcome/Call to Order

Ernesto Lontoc, Chair

Ernesto Lontoc called the meeting to order at 12:10 p.m. and welcomed the committee members, FDOE officials, and guest. He reviewed the membership list and requested that the attendees introduce themselves.

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### Approval of Meeting Minutes

Mollie Chandler, Secretary

The minutes of the February 19, 2019 Committee of Practitioners (COP) Conference Call was read. There was no further discussion. Patricia Pasca made a motion to approve the minutes. Megan Johnson seconded the motion.

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### Bureau Updates/Comments

Sonya G. Morris, Chief, Bureau of Federal Educational Programs

The Department (FDOE) is continuing monitoring efforts.

The team is working on:

- finalizing monitoring reports for the 17-18 school year
- monitoring the 18-19 school year
- releasing and opening Title I Part A applications
- planning to get the 19-20 monitoring back on track and opening the system as early in the school year as possible

Enterprise Grants Management Application (EGMA) will be phased in over the next year. The department held a number of workshops to support new administrators and coordinators.

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New Department Leadership: Commissioner of Education-Richard Corcoran, Chief of Staff-Alex Kelly, Chancellor of Innovation- Dr. Eric Hall

James Herzog asked - Is there an effort by the department to look at timetables and adjust them so that many things are not due at the same time?

Sonya Morris believes that the EGMA tool will enable them to be more strategic when things are released and submitted. The department is working to have rolling submission dates. One challenge is some employees are only working 10 months. The department will take these things into consideration.

Maria Longa loves the features of EGMA and believes it is going to pay off in the long run. There may be challenges at first, and there will be changes at the district level, but it is going to payoff and simplify things in the future.

Sonya Morris- EGMA will help the bottlenecking of timelines and will eliminate the need for so much human interaction with grants and amendments.

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### **Equitable Services Updates/Comments**

Nicolle Leider, Equitable Services Ombudsman, Division of Finance and Operations

The funds that are allocated for equitable services, if not obligated in that fiscal year, will roll forwards and remain in equitable services. How the funds are used is subject to consultation. It is important to be fiscally responsible, because the funds have expiration date. Overall amounts from the different titles will be published and communicated to private schools.

Dee Dee Wright- What other titles are included?

Nicolle Leider- Title I, Title II, Title III, Title IV Part A

Sonya Morris- Regarding Title I Part C, there has always been a place in the application to be able to capture if the districts are serving private schools. The Migrant Program is complicated. In Survey 5, there is a data element to collect the information.

Maria Longa- The nature of the population is difficult to see because of the "movement".

Sonya Morris- A large number of students are staying in Florida and staying in schools. They are seeing a trend and it is nice to see parents are trusting schools.

Ernesto Lontoc- Do you have any deadlines to share?

Nicolle Leider- Not at this time.

James Herzog is wondering if there are any Title II updates for non-public schools. The contract is ending and he wondered if they were behind on consultation for next year, and how much funds are left? He is planning to follow up to determine the next steps.

Nicolle Leider- The state has a Title II program for private schools. There is a small amount of funds for equitable services. If schools want to use funds for student engagement, they may be able to go to this program to use it. They are not dividing funds; they are on first come first serve. It would be too small if it was distributed evenly.

Lynn Kemper- The Title II director is the contact for this program, or Lindsay can be contacted for resource information.

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### **Membership Updates**

Lindsay Douglas, Program Specialist, Bureau of Federal Educational Programs

Ernesto Lontoc thanked the committee for the recruitment of new members. Lindsay Douglas shared that the list of recommendations is still routing at the FDOE. Twenty-three (23) completed applications were submitted and reviewed

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by three (3) staff members. There were many qualified candidates, so they performed a random lottery. Two new charter, two new school leaders, and two new LEA members will be joining. The Bureau is waiting for the green light from the commissioner. The intent is for the term to start July 1.

Sonya Morris informed the COP that the applications are on the commissioner's desk. She reviewed the timelines and processes with Dr. Hall. He asked for the applicants that were not selected; if we were to run another application, their application would be submitted in the future.

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## **Year-at-a-Glance Calendar**

Lindsay Douglas- Bureau of Federal Educational Programs

Last year, the notes that the COP submitted were reviewed. Lindsay shared a draft with the COP to review. The committee reviewed the timeline, data, and the draft Consolidated External Calendar.

Sonya Morris reminded the committee that this timeline includes all programs, not just Title I. This calendar is a draft created by the team. They are open for feedback.

Ernesto Lontoc suggested opening the conference calls to all Title I schools, including private and charter schools.

Maria Longa loves the calendar. She asked if it is possible to include School Improvement Plan (SIP) with Title I Plan. Do we have a date for when the Parent and Family Engagement Plans are due? Should this be included on the calendar as well?

Sonya Morris- The State does not collect Parent and Family Engagement Plans, but can add in to keep it on the radar. Comparability is included in the monitoring. It will become its own process again as it was difficult this year.

Ernesto Lontoc likes the idea of including the Parent and Family Engagement Plan since the timelines are heavy on family engagement.

Megan Johnson likes the timeline for the monitoring because they have so much going on. August-October is ideal. Is there a way to highlight the main idea or topic for the conference calls on the calendar?

Mike Stowell said it is possible to do that, but they do like flexibility to address needs as they come up.

Maria Longa asked if self-monitoring is a reflection to the previous year or what's to come for the current year because many things will not have happened.

Sonya Morris said she needs feedback from the district about what it means to them. We will need to clarify this to make it definitive. It is the past year; not the future.

Maria Longa said submitting it that early would be a challenge, because many things have not happened yet.

Sonya Morris said this is one of the challenges. This will need to be broken out to the different months, its part of the cycle. It needs to be laid out and outlined.

Felita Grant- Will there be time to make changes to the 19-20 application based on feedback received from monitoring?

Sonya Morris said they will draft a preliminary report based on first upload, before conversations begin, then have conversation, outline what needs to be in the second upload and be clear. Clear statements detailing how districts can meet requirements will be included in the report.

Mike Stowell said that once you have the feedback, you have an opportunity before the second upload to make corrections.

Maria Longa asked what is the plan for sharing the calendar and suggested using Outlook Calendar and creating a Federal Programs Calendar to share.

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Sonya Morris said it is difficult to commit to a date but will work to get it finalized. It will be released around August most likely. FDOE liked the idea of sharing an Outlook Calendar.

Ernesto Lontoc suggested the Outlook Calendar be shared with the COP so membership will be in the loop of all Title I and other grant related activities.

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## LEA-Private School Collaboration and Communication

Bureau of Federal Educational Programs

Lindsay asked the COP to reflect on the questions below and share information/experiences.

- What strengths related to equitable services have you observed in your organization?
  - Leslie Frazee- New contact in her district is building positive relationships with private schools.
  - Megan Johnson- This is a strength for their county as well. This allows for conversations and openness. Parents are more supportive of accepting assistance from programs.
  - Rabbi Moshe Matz- Has become a bridge between the district and the schools. This has worked for Miami Dade.
  - Ernesto Lontoc- Agrees, having one person to do equitable services has been beneficial. In Palm Beach, a former principal is doing this job. She communicates with the principals of private schools. She is required to do school visits and complete a log, outlining topics discussed, future meetings, what she will do, and what the school will do. This enables everyone to be on the same page. She does a great job with private school sector. Ernesto wonders if there is technical assistance to share with equitable services contacts at the district levels.
  - Nicolle Leider- Shared that districts can create list serves through email to communicate common struggles or suggestions. If anyone across the state would like volunteer to create these, they are more than welcome to include Nicolle.
- What communication challenges have you faced regarding equitable services?
  - Leslie Frazee- Title I steering committee in public schools- the new contact in her district offered to create a committee for private schools. This is lending itself to build positive relationships
  - Megan Johnson- The private school contact is missing deadlines and they hate to pull services.
  - Nicolle Leider- New private schools can have set deadlines. Any deadlines established will be included in consultation. Make sure they are appropriate for the schools. If deadlines were established in consultation and are reasonable, make sure that there is consistency across programs.
- More sharing happened on the following reflective questions:

What strengths are employed to ensure stakeholder understanding of the federal requirements regarding equitable participation of private school students, their teachers, and their families?

What strategies are employed to facilitate clear and regular communication regarding equitable services deadlines and milestones?

What strategies are employed to enhance collaboration between public and private school officials and help support the process of consultation and provision of services?

What technical assistance from FDOE would be beneficial?

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## Title I, Part A Parent and Family Engagement Tools

Bureau of Federal Educational Programs

Lindsay Douglas will send the Parent and Family Engagement Checklist digitally. COP members are asked to complete the Comment Form and survey within the next week or two. Please send completed documents to Lindsay Douglas.

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### Questions/Comments

- Felita Grant said that a COP member expressed that meeting at the end of ECTAC/FASFEPa can be difficult and suggested a different time during the conference, possibly an evening.
- Sonya Morris said that she would consider this suggestion.

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### Adjournment

Ernesto Lontoc adjourned the meeting at 1:57 p.m. and wished everyone safe travel back home.

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*\*Minutes approved on September 11, 2019 during the Committee of Practitioners' face to face meeting held in Salon 12 of Rosen Centre Hotel, Orlando*