



MINUTES OF THE MEETING

Committee of Practitioners (CoP) Virtual Meeting

September 15, 2021

1:30 p.m. – 3:00 p.m. Eastern Time

Teams Meeting Link: [Click Here To Join](#)

Meeting called by the Committee of Practitioners

Meeting Attendees:

Mr. Ernesto Lontoc, Chair

Dr. Felita Lewis, Vice Chair

Ms. Michelle Gaines, Chief BFEP (FDOE)

Ms. Shonda Edmunds-Goldsmith, Program Specialist and CoP Liaison (FDOE)

Ms. Nicolle Leider, Equitable Services Ombudsman (FDOE)

Ms. Jaqueline Hill, Program Specialist (FDOE)

Dr. Barbara Mundy

Ms. Isabel Navas

Ms. Courtney Walker

Ms. Patricia Pasca

Mr. Edgardo Reyes

Dr. Magaly Abrahante

Ms. Tara Konrardy

Ms. Stefanie Johnson

Ms. Elizabeth Tyler

Ms. Val Williams

Ms. Megan Johnson

Ms. Tiffany Mayhugh- Rego

Ms. Ashley Monier

Ms. Casey Graham
Ms. Rene R. Seuntjens
Ms. Paulina Lewis
Ms. Cassandra Brown
Ms. Lanita Lucas
Ms. Ginger Alberto
Dr. Dogan Tozoglu

1:30 – 1:45 p.m.

Welcome/Call to Order

Mr. Ernesto Lontoc, Chair

The meeting was called to order at 1:30 p.m. Ernesto thanked the CoP and guests for their continued passion and resiliency on serving the students, teachers, staff and families of our great state of Florida in different capacities. He reminded all of the importance of keeping oneself safe and healthy- body and mind, at all times. He also shared the observance of World Suicide Prevention Day in Palm Beach County and highlighted the importance of mental health to mitigate the growing problem of suicide among people ages 15-29. At times, “it is okay not to be okay”, he said, and that it is imperative to seek help when needed. Finally, he said that “a small act of kindness to oneself and to others would go a long way”.

1:45 --1:50 p.m.

Meeting Minutes Approval – March 10, 2021 Meeting

Mrs. Julie Stewart, Secretary

On behalf of Mrs. Julie Stewart, CoP Secretary, Chair Ernesto Lontoc presented the draft Minutes of the CoP’s March 10, 2021 Conference Call. He opened the floor to discuss and approve the Minutes. The motion to approve was made and seconded by Ms. Elizabeth Tyler. The Minutes of the CoP’s March 10, 2021 Conference Call was approved with no correction and changes.

1:50 – 2:10 p.m.

FDOE Bureau Updates/Comments

Ms. Michelle L. Gaines, Chief, Bureau of Federal Educational Programs

Chair Ernesto Lontoc introduced Bureau Chief Michelle L. Gaines to the members and opened the floor to Chief Gaines. The Chair appreciated Chief Gaines’ leadership style: consultative, consensus builder, and inclusive.

Chief Gaines opened by thanking the committee and expressing her enthusiasm to join the meeting. Chief Gaines let the members in a mindful moment and guided the members in a breathing exercise. Chief Gaines reminded the members to just “Let it Go” the stress of the day and embrace the newness of each moment.

Chief Gaines announce many of the new items and ideas that she has planned for the CoP Partnership with FDOE. Those items include: the BFEP Quarterly call Formats, Technical Assistance Tuesday, the announcement of the American Rescue Plan Act Education for Homeless Children and Youth (ARP-HCY), Federal Programs External Sharefile F, 21-22 Federal Educational Program Handbook, and BFEP Regional Trainings.

Chief Gaines announced the remaining Quarterly Conference Calls – November 18, 2021, February 17, 2022 and May 19, 2022.

The Title IX, Part A MVP received \$46,127,238 from USDE under American Rescue Plan Homeless Children and Youth. This initiative will open additional position (Regional FMVP Navigators) to provide additional resources and support for this student population. More information from the Title IX team and our quarterly meetings.

The External Sharefile Folder was created to house important documents that we will share with CoP members. This space will allow the sharing of larger documents. Shout out to Ms. Samantha Mosely, Program Support, who was instrumental in creating this platform and completing all of the logistical tasks to bring to fruition.

Chief Gaines shared a new guide created “Implementing Federal Programs in Florida Schools” Handbook. This Handbook was created to assist both internal and external partners. Chief Gaines went over the Table of Contents and explained that she would like for the committee to be instrumental in the review of the draft and provide any feedback before this resource is finalized. Chief Gaines gave another shout out to the Snr. Federal Director Dr. Dinh Nguyen, who spearheaded this project and worked with all of the programs to complete the project.

Chief Gaines invites the committee to reach out with any questions, comments or feedback. She is very eager to truly partner with this committee to further the work in federal programs and CoP.

Megan Johnson was excited about the new Handbook and expressed how useful it will be to her. Ernesto Lontoc and Dr. Magaly Abrahante shared the same sentiments.

Chief Gaines then turned things over to Nicolle Leider – Equitable Services Ombudsman.

2:10– 2:15 p.m.

Equitable Services Update

Ms. Nicolle Leider, Equitable Services Ombudsman

Ms. Nicolle Leider announced that she is currently collecting agreements from LEA’s. Per ESSA, this component was added that under Title I specific, LEA’s must transmit the agreement between the PS school and district to the ombudsman. Nicolle partnered with the Title I office for a list of the Title I District contacts to collect this information.

She is looking for a written affirmation between the district and the PS, or a service plan between both. LEA’s can supply this documentation via email to equitable.services@fldoe.org.

While in a meeting with USDE during the annual meeting “Ombudsman Live” and she announced that there were no big updates for programs under ESSA. She did announce some changes were announced under EINS which is related to ESSER. This announcement is a state level initiative. This process will be updated and new guidance released based on items relating from the pandemic. The anticipated release date is early 2022.

Nicole Leider introduced Shonda Goldsmith.

Ms. Tara Konrardy (Sarasota) asked a question in reference to the “written attestation”: Can the attestation be electronic, or does it have to be written”? Nicole answered no, an electronic copy would be permissible, and additionally if the schools do not respond to supply the needed document, the efforts made to attain the information would suffice.

Now, things were turned over to Shonda Goldsmith.

2:15– 2:20 p.m.

CoP Update

Ms. Shonda Edmunds-Goldsmith, Assistant Director, Title I, Part A

Shonda announced that she was stepping down as the FDOE CoP Liaison and that Ms. Jacqueline Hill will move into that position effective immediately.

Ms. Goldsmith turned things over to Ms. Hill.

2:20 p.m. – 2:50 p.m.

2021 CoP Focal Topics/Questions

Ms. Jaqueline Hill, Program Specialist, Title I, Part A

Jacqueline addressed the committee as the new Liaison and her excitement for the opportunity to fully step into this position. Jacqueline addressed open items.

We currently still have two vacancies. The anticipated time to start the application process is in December 2021. More information will be released as this process unfolds. The next CoP meeting will be held on 10/13/2021 from 11:15 am – noon, via Zoom or Teams. Final meeting details will be shared by the end of September.

Jacqueline introduced a new segment that would be included in the CoP meetings moving forward – “You asked-we answer”.

Shonda Goldsmith addressed the first question, which was “What is the TIPA Application approval status.”? This year we had 77 submitted and there were about 4 that have yet to be fully approved. Shonda explained the Process Flow for the Application and Amendment process.

Jacqueline demonstrated the flow chart and impressed how important it is for the LEA’s to respond to additional feedback and clarification requests from both the program and OGM office in order to move the application. Jacqueline also illustrated scenarios to demonstrate how this piece of the review process is pivotal.

Shonda Goldsmith addressed the question, “What can an LEA do to expedite review process for application and amendments”? She explained that on Amendments it is very important to include on the line if the item is either “New” or in the approved application, by indicating the AoF and the Activity number to help with the review process.

Jacqueline further explained it is difficult to give an exact time frame as to how long it will take, but explained we are working hard to move the application and amendments as quickly as possible.

Monitoring Upload schedule was discussed and the due date for the first upload due on October 31, 2021. Shonda Goldsmith also explained that a recorded module will be

released prior to each month to support the district in providing the requested documentation for compliance.

Uploads Scheduled is as follows:

- October (Transition Supports) Due October 31, 2021
- November (Parent and Family Engagement) November 30, 2021
- February (Equitable Services) February 28, 2021
- March (Professional Development) March 31, 2021

Ernesto Lontoc asked are all Tier I Supports applicable to all LEA's? Shonda Goldsmith explained that yes, all LEA's will submit their responses for Tier I Supports.

Jacqueline Hill introduced Special Guests Paulina Lewis and Courtney Walker to address the "PFEP Question". The question was related to the parent and family engagement requirements and if there was guidance to address the barriers presented by the pandemic. Paulina Lewis explained there is no additional justification required if an LEA decides to host a virtual PFEP activity. She further explained that the documentation remains the same, please keep flyers, emails, sign in sheets, agendas and any documentation that you would supply for in person activities would be required.

Paulina also added to try and include as many parents as possible by hosting a hybrid activity and also determine the need if the number of attendees wane. Once that is identified, it will be easier to address the gap and help to increase participation.

Courtney Walker added that if your district has not established a policy on how the meetings should be held, it would be beneficial to poll the parents and plan based on the parents' need and availability. Flexibility is the key.

Jacqueline opened the floor for questions – being none, she moved to introduce Dr. Felita Lewis to provide Closing Remarks.

2:50 p.m. -2:55 p.m.

Closing Remarks

Dr. Felita Lewis, Vice Chair

Dr. Lewis thanks Jacqueline, said hello to CoP members and the FDOE friends and welcomed Jacqueline into her new role. Dr. Lewis expressed that she has been a Director of Title I and both a direct and indirect partner with Title I Part A. She expressed her excitement for the work that Chief Gaines is spearheading through BFEP (Bureau of Federal Programs) and to the committee for the great work everyone is doing across the State. Dr. Lewis gave a quote to capture the moment and the importance of great leadership. "A leader is the person who brings a little magic to the moment, he knows the way, shows the way and goes the way". So as you continue to press through in the coming weeks and months, don't forget to continue to build the passion and refresh and refuel to reinvigorate those whom you are in charge of leading. Always remember to bring a little magic to their moments, because when it comes to leadership, little things matter greatly. Dr. Lewis turned things over to Chair Ernesto Lontoc to adjourn the meeting.

2:55 -3:00 p.m.

Adjournment

Mr. Ernesto Lontoc, Chair

Ernesto thanked Dr. Lewis for her closing and opened the floor for any questions.

Ms. Megan Johnson (Manatee) asked what the scope of the work for CoP looks like for the remainder of the year. Ms. Jacqueline Hill answered by noting that we have one additional meeting and filling the two vacancies. Ms. Hill also mentioned that the review of the Handbook will be the forefront of the final meeting and provide guidance to finalize that project.

Jacqueline asked Chief Gaines if there was anything additional to add. Chief Gaines asked in terms of the Handbook, she would like for the Handbook to be reviewed by the committee and feedback returned as soon as possible. Chief Gaines also explained the small group cohorts to attend the regional meetings, and other areas that the committee can be a part of. On behalf of the Bureau, the first step is to send surveys to the committee to get input on how to reframe the direction of CoP.

Dr. Lewis added that Shonda and the committee have tapped into the members to join in the BFEP work and they would like to continue that work.

Dr. Abrahante thanked the BFEP leadership for the planned Handbook and that this will be a great resource for both internal and external partners that work in Title I. Dr. Abrahante asked for a status update on the 15 percent waiver, especially due to the excess in funds from ESSER, etc. Chief Gaines provided a response to her satisfaction.

Ernesto thanked everyone for their questions and feedback. He reminded how important feedback is (for continuous improvement) and gave the contact information of where those feedback can be shared. Ernesto reminded the CoP that we are still in very challenging times but together we are stronger and it is his hope that we will continue to be a source of calm and inspiration to all the people we work with.

Save the date. The next CoP meeting is tentatively scheduled for October 13, 2021 starting 11:15 a.m., virtually.

The second required meeting was adjourned at 3:00 p.m.

**Minutes approved on October 13, 2021 during the Committee of Practitioners' 3rd Virtual Meeting*