

MINUTES

Committee of Practitioners Meeting
September 13, 2018
12:00pm
Hilton, Daytona Beach

Call to Order

Ernesto Lontoc, Chair of Committee of Practitioners (COP) called the meeting to order at 12:04 pm. This meeting was called following a survey of the members, where the majority indicated they would be able to attend.

Dr. Felita Grant, Co-Chair of the COP, welcomed the members present and introduced members that were not present at the previous face to face meeting in May.

Approval of Meeting Minutes

Mollie Chandler, Secretary of the COP, presented meeting minutes from the July 17, 2018 conference call. Members received the minutes via email on September 11, 2018 for review.

Megan Johnson motioned to approve the minutes.

Dr. Felita Grant seconded the motion to approve the minutes.

Attendance

The following COP members and Florida Department of Education (FDOE) Bureau of Federal Educational Programs (BFEP) officials were present:

- Mollie Chandler
- Magaly Abrahante (via phone)
- Maria Longa
- Anjani Prashad
- Dee Dee Wright
- James Herzog
- Curtis Peterson (via phone)
- Ernesto Lontoc
- Val Williams (via phone)
- Felita Grant
- Megan Johnson
- Leslie Frazee
- Sonya Morris (FDOE)
- Nicolle Tanner (FDOE)
- Jacqueline Hill (FDOE)

Bureau Updates/Comments- Sonya Morris, Chief Bureau of Federal Programs

Sonya Morris thanked the members for attending either in person or via conference call. She began with a special announcement: Lindsay Douglas gave birth to her baby girl, Lila. Sonya thanked Jacqueline Hill for her assistance in Lindsay's absence.

Updates

- Status of funding applications
 - Twenty-eight applications across programs were released prior to FASFEPA. The team has been keeping district contacts abreast of the application status and giving more detailed feedback.

Sonya stressed how important it is for districts to help train the new bureau staff in processes. There are significant differences between small and large districts, and the team reviews needs district by district. The teams are being as diligent as they can in getting the applications approved.

- Homeless education projects are rolling out quickly and are on their way. Some of the delay is not intentional but realistic.
 - Sonya thanked Nicolle Tanner for her hard work and partnership in implementing the private school program under Title I. The team had to establish processes regarding how funds are being rolled forward. She asked for districts to keep an open line of communication.
 - Sonya thanked the districts for their feedback and communication regarding timelines and adjustments to the applications.
 - Migrant education program has released close to 20 applications.
 - The goal of the bureau is to have 80% of all the federal program applications approved by the end of September.
 - Rural districts are prioritized so low-income funds can be rolled out.
 - Sonya and her team have requested feedback from the COP regarding when and how the bureau can improve their timelines. This has been the most difficult thing to do, but it will be the most impactful in terms of work flow and when things get done.
 - The main goal of the bureau is to get the funds out to help students and to build the capacity of the department.
- HB7069
 - HB7069 caused a significant shift for the entire state as it relates to Title I Part A. This delayed the ability to send out general information, but the bureau is now in a place where they can evaluate how and what is communicated. The Technical Assistance Paper helps to standardized processes and procedures and allows the department to be transparent in the programs. Feedback from the COP around these tools is critical. What is working and what is not working, what are the barriers that are created, what significant changes are required?
 - DOE100
 - The goal of the bureau is to have these released by July 1.

Equitable Services Updates- Nicolle Tanner, Ombudsman

ESSA requires Nicolle to collect data showing agreement between private schools and districts. She has a draft of what this should look like and it is under review by the department. Nicolle emphasized keeping Written Affirmation forms. Nicolle is a developing sample form. Under ESSA, the form needs to allow schools to be able to say they do not believe that consultation was timely, meaningful, or equitable. If the schools checks that it wasn't, there needs to be a space for an explanation. Many times, an additional follow up conversation is needed for resolution.

The upcoming Equitable Services team meeting in October will focus on monitoring. They will streamline the process for DOE and districts.

Nicolle will be going to DC for the Private School Federal Conference. She will bring back clarification and information from other Ombudsman from other states regarding equitable services and roll forward. There was a question regarding the Title I process and using Florida tax credit scholarship data from private schools. There were concerns because this allows for brackets of income and raises questions about whether or not it is reflecting income and eligibility. Nicolle reached out to Office of Independent Education and Parental Choice at the DOE and requested data from the funding organization to determine where students are really falling within the brackets. They are going to work it provide tools for districts and private schools to not have to reinvent the process, and without crossing over any FERPA requirements.

Sonya Collins noted that there is a separate process through the meal collection process with food service that allows certain populations of students to not have to report that data, since in some cases we are prohibited from asking certain questions. This could impact migrant and immigrant student numbers.

Membership Vacancy Updates- Ernesto Lontoc

Recently, we have had several resignations from the COP.

Linda Carlsen
Michele Kernan
Michelle Wilson

Currently we have 21 active members. Our guidelines require maximum of 26 members leaving us with 5 vacancies as of this meeting.

Dr. Grant referenced our meeting minutes from July, when we discussed seeking new members one time a year unless other accommodations need to be made. She asked what areas representation is need and proposed to look at this before making a determination of recruiting members.

Megan asked if there are any previous applications that we can approve to be a member. Ernesto will reach out to FDOE for these documents.

Jacqueline Hill expressed that Lindsay left notes regarding memberships and applications. She suggested we create a timeline for application, being a once a year review period. The COP should address feedback on the timeline once developed. She also requested that the COP develop strategies for recruiting new applicants. Ernesto stated that all members are allowed to recruit new members for the vacancies.

Membership Vacancies

Charter agencies
Local school board category

Technical Assistance Paper Feedback and Discussion- Ernesto Lontoc

- Essa Complaint Process
- Comparability of Services for Title I Schools

Ernesto Lontoc thanked the members that provided and submitted feedback. The comment forms and responses were sent directly to the department.

Goals for 2019 Calendar Year- Dr. Felita Grant and Members of the COP

Dr. Grant reviewed the guidelines and responsibilities for the COP. The purpose of the COP is to advise the FLDOE to carry out responsibilities under Title I.

We would like to develop purposeful and actionable goals and to establish our focus for the 2019 year.

Suggested Goals:

- Improving Timelines
 - This would benefit the larger community and coordination with other programs
 - This would help make the work easier

- All members agreed that this would be an appropriate goal for this year.
- Technical Assistance Papers: Enhancing the Level of Support
 - Enhanced levels of support for standardizing procedures
 - Consider each district's individual needs and create a balance without making them feel that things must be done a certain way.
 - Include collaboration when dealing with so many grants and programs it would helpful to see crosswalks between programs and collaborate to make maximum use TAPs.
 - We need to distinguish between TAPs and regulations.
 - TAPs could look at best practices, but also review actual implementation.
 - We need to arrive at a consensus to define what Technical Assistance means to the districts.
 - Determine priority areas
 - Visit districts and regions to assist in the development process to creates less extensive feedback on the back end

Annual Report Preparation- Ernesto Lontoc, Felita Grant, Mollie Chandler

Section 1008.332 of Florida Statutes requires the COP to prepare an annual report to be submitted to the Governor, the President of the Senate, and the Speaker of the House of Representatives by January 1, 2019. Ernesto Lontoc provided the first draft for committee review.

Megan Johnson stated that during this meeting it was stated that we currently have 21 members, but the report says 23. Ernesto Lontoc will review all COP resignations with Jacqueline Hill and will update the directory.

Ernesto Lontoc suggested that the next conference call on November 13, 2018, be cancelled to provide more time for executive team to work on the report.

Additional minutes and information will be added to the report.

Ernesto Lontoc will send the documents electronically to all members so that those present via phone can review.

Mollie Chandler motioned to cancel conference call on November 13, 2018.

James Herzog seconded the motion to cancel conference call on November 13, 2018.

Questions/ Comments- Dr. Felita Grant

Dr. Felita Grant thanked Ernesto Lontoc for putting the annual report together. She asked the COP if there were any questions or comments. Future meetings and conference calls will be scheduled,

Adjournment

Ernesto Lontoc thanked the members for their participation and adjourned the meeting at 1:20 pm.