

# MINUTES

## Committee of Practitioners Orientation Webinar

December 4, 2017

### Call to Order

Sonya Morris called to order an orientation for the inaugural Committee of Practitioners (COP) under the Every Student Succeeds Act (ESSA) at 1:04 p.m. on December 4, 2017, through GoToWebinar.

### Attendance

The following persons were in attendance:

- Mollie Chandler
- Leslie Frazee
- Felita Grant
- James Herzog
- Lizanne Ippolito
- Megan Johnson
- Michelle Kernan
- Maria Longa
- Ernesto D. Lontoc
- Jeff McCullers
- Patricia Pasca
- Curtis Peterson
- Anjani Prashad
- Harvey J. Stribling
- Michelle Wilson
- Dee Dee Wright
- Sonya G. Morris (FDOE)
- Lindsay Douglas (FDOE)
- Lisa Roderick (FDOE)
- Daniel Ring (FDOE)

### New Business

#### 1. Background

Lindsay Douglas summarized the history of the Committee of Practitioners (COP). The No Child Left Behind (NCLB) Act of 2001 required each state educational agency (SEA) to establish a state COP to advise the state in carrying out its duties under Title I. Section 1008.332, Florida Statutes (F.S.), followed and required the Florida Department of Education (FDE) to establish a COP pursuant to the federal requirements. The inaugural COP under NCLB was assembled in February of 2007; the second committee was formed in 2011.

This group represents the inaugural COP under the Every Student Succeeds Act of 2015, section 1603(b), which requires each SEA to establish a state COP. The duties of the COP include, but are not limited to the following:

- Reviewing and providing feedback to FDOE on guidance and technical assistance documents, templates, and other tools that support the quality implementation of Title I program
- Reviewing and advising on state rules, regulations, and policies regarding the implementation of the Title I program.

## 2. Membership

Lisa Roderick described the membership composition and conditions of service. Members were appointed by the Commissioner of Education and reflect the multicultural and diverse composition of the state. In accordance with federal statute, membership includes public school principals, teachers, school leaders, local educational agency representatives, administrators, specialized instructional support personnel, paraprofessionals, charter agencies, charter school leaders, career and technical educators, private school representatives, and parents; no members of local school boards applied to join the COP, so that is the only role not currently represented.

Members may serve two three-year terms; no person may serve for more than six years, except at the request of the Commissioner or as an ex-officio member. Ex-officio members serve for one year by mentoring new members and performing other supportive duties to facilitate committee business.

Regular participation in meetings is a requirement of service. Notification of absence in advance of a meeting is required and must be sent to the chair and FDOE contact (i.e., Lindsay Douglas). Disclosure of family interests that conflict with COP business must also occur prior to the relevant meeting.

Face-to-face meetings are arranged twice each calendar year and conference calls are scheduled as needed. The COP may also be called to attend emergency/special meetings to assist with time sensitive matters. COP members do not receive payment for service, but are reimbursed for travel, lodgings, and meals associated with participation in COP meetings.

## 3. Meetings

Lindsay Douglas shared that the plan is for the two face-to-face meetings to occur during the forums offered by the Florida Association of State and Federal Education Program Administrators (FASFEP). Conference calls or webinars will be scheduled as needed in between. The FASFEP Spring Forum will occur in May 2018, while the Fall Forum will occur in September 2018.

The COP meetings are subject to the Sunshine Law, which means they are public meetings. Notice of meetings will occur through the Florida Administrative Register (F.A.R.), not less than seven days before the event; the meeting agenda must also be made available online at least seven days in advance. Moving forward, agendas, meeting minutes, and other meeting materials will be posted to the COP section of FDOE's website. Additionally, minutes must be taken at each meeting by the member elected as the secretary.

### Action Items:

- Lindsay Douglas will ensure the COP section of FDOE's website is updated no later than January 31, 2018.
- Lindsay Douglas and Lisa Roderick will capture meeting minutes for the orientation webinar and distribute them to the elected officers by January 31, 2018, for approval at the next COP meeting.

## 4. Expectations

Lindsay Douglas introduced herself as the main COP contact at FDOE and provided an overview of the available COP officer positions.

## **FDOE Contact**

The primary duties of the FDOE contact will be to ensure meetings are noticed in the F.A.R., meeting materials are posted to the COP webpage, and communication between FDOE and the COP chair is consistent and clear. Once the annual report is created by the COP, the contact will also be responsible for reviewing the report, routing it through FDOE for the Commissioner's approval, and ensuring it is distributed to the legislature.

## **Chair**

The individual elected as chair will serve as the spokesperson for the COP and the main channel for communication between committee members and FDOE. The chair is responsible for creating meeting agendas in collaboration with FDOE and presiding over each meeting, whether face-to-face or virtual, which includes holding a vote to approve the minutes from the prior meeting. In collaboration with the committee members, the chair assembles the annual report and sends it to the FDOE contact.

## **Vice Chair**

In the absence of the chair, the vice chair will serve as the spokesperson for the COP and ensure the regular meeting procedures and activities are not disrupted. The vice chair supports the chair in leading the assembly of the annual report and performs any other services needed to facilitate the committee.

## **Secretary**

The secretary will be responsible for recording the minutes for each meeting and then reviewing them at the next meeting. The secretary will also proofread the annual report prior to sending it to FDOE and prepare any reports and communications requested by the chair or vice chair.

## **5. Next Steps**

### **Elections**

Members interested in serving as an officer for the COP were instructed to email Lindsay Douglas at [FloridaCOP@fldoe.org](mailto:FloridaCOP@fldoe.org) no later than Friday, December 15, 2017. Elections will occur through SurveyGizmo from January 5 through January 19, 2018. Members will receive notification of the election results by January 26, and those elected officers will be formally introduced during the next COP meeting.

### **Action Items:**

- Lindsay Douglas will ensure the COP election survey is open in SurveyGizmo, and provide the survey link to members via email, no later than 8:00 a.m. Eastern Time on Friday, January 5, 2018.
- COP members will access the survey, review each candidate's resume and summary of experience and qualifications, and submit officer selections (one per position) no later than 5:00 p.m. Eastern Time on Friday, January 19, 2018.

### **Annual Report**

Lisa Roderick asked COP members to review the 2017 Annual Report and, once available, 2018 Annual Report, to become familiar with the contents. The 2018 report was created by the Bureau of Federal Educational Programs (BFEP) since the year was spent assembling the COP; however, the COP is responsible for the subsequent annual reports. For 2019, the committee will write a report on the work

done by the COP in 2018 and send it to Lindsay Douglas to proofread and route for FDOE approval. Remember, this report must be delivered to the legislature by January 1 of each year.

**Action Items:**

- COP members will review the 2017 and 2018 Annual Reports.
- Lindsay Douglas will send the final 2018 Annual Report to COP members once it has completed the internal FDOE approval process.

**6. Questions**

Michelle Wilson asked if the presentation slides would be made available after the webinar for review. Lindsay Douglas confirmed that the presentation, as well as the documents posted to the webinar dashboard, would be distributed after the webinar.

Lizanne Ippolito asked if the officer positions would be three-year terms. Lisa Roderick confirmed that, like COP membership, each officer role would be a three-year commitment.

**Action Items:**

- Lindsay Douglas will send the slides and attachments to the COP after the webinar.

**Adjournment**

Lindsay Douglas adjourned the meeting at 1:18 p.m.

Minutes submitted by: Lindsay Douglas and Lisa Roderick

Minutes approved on April 9, 2018.