Meeting Logistics & Desired Outcome

Meeting: ESSA Committee of Practitioners

Date & Time: Thursday, April 20, 2023; 10:00 a.m. - 3:00 p.m.

Location: Daniels Fund, 101 Monroe Street, Denver, Colorado 80206

Meeting Leads: Amy Beruan (Elected Co-Chair), Joey Willett (Elected Co-Chair)

 Rachel Temple and Nathan Hickman (CDE Leads)

Objective: To allow the Colorado Department of Education the opportunity to provide updates to and elicit recommendations from the Colorado Committee of Practitioners regarding relevant and timely issues related to CDE’s responsibilities under the Elementary and Secondary Education Act (ESSA).

Agreed Upon Norms:

* Be present and engage fully.
* Let everyone have a voice and be heard! Don’t talk over each other.
* When not talking, turn off mic on your computer/phone to minimize background noise.
* Begin and end meetings on time. Stick to times allotted for topics, to the extent possible, or develop next steps for moving the work forward if running out of time.
* Use time productively.
* Assume positive intent and ask for clarification when something lands wrong.
* Come prepared.
* The chair of the meeting should enforce the norms.

Attendees: Megan Eikleberry, Joey Willett, Marcie Robidart, Ryan Hartgerink, Christy Sinner, Clinton Allison, Amy Beruan, Alan Nall, Kristin Duncan, Laura Gorman, Rochelle Garcia-Gomez, Erich Dorn, Mitzi Swiatkowski

Agenda Items and Next Steps

|  **Headline** **Time****Presenters** | **Agenda Item**  | **Summary/Notes** |
| --- | --- | --- |
| **Welcome****Committee Business**10:00-10:20*Rachel T., Nathan,**Co-chairs: Amy, Joey* | * Quick Introductions
* Word from the Chairs
* Representation Map
* Attendance
* Vote on the approval of the minutes from the previous meeting and review the agenda for the meeting
* Revisit norms to ensure on track with expectations / commitments
* New norm discussion
 | Presentation Highlights:* When CoP discussions are necessary, groups will be designated. In-person attendees will work with proximity partners and virtual attendees will be assigned breakout rooms.
* CoP agendas have been updated to indicate if a topic is informational, feedback needed, decision, discussion, or update.
* Draft documents are shared with CoP for input and feedback prior to being released externally. Members are asked to not share guidance until CDE has rolled out documents and made them publicly available. A draft watermark will be placed on documents/guidance moving forward.

CoP Feedback:* March 2023 Meeting Minutes are approved.
* Recommendation to include a link to existing guidance on new documents.
* Members are in support of utilizing a watermark to indicate documents are in draft form.
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| **Federal Programs & Supports Unit (FPSU) Updates**10:20-11:00*Nazie*Informational  | * FRL Data Update
* ESSA State Plan update
* ESSER Sustainability
* SCG Grant to LEAs
* SCG Task Force - State Level Activities
* CS-Y3+ Convenings & Grant Opportunity

Guiding Questions: What questions do you have on these updates? What other information would be helpful? | Presentation Highlights:* USDA published a Notice of Proposed Rulemaking for a proposed change that would give more schools the option to provide healthy school meals at no cost. You may [comment](https://www.fns.usda.gov/cn/fr-032323) on the proposed rule through May 8.
* CDE’s USDE Title I monitoring corrective action plan was approved; CDE is now fully compliant.
* The SCG application was released April 13. CDE is seeking peer reviewers for SCG applications; a flyer will be shared with LEAs soon.
* CS-Y3+ More Rigorous Action can include getting approval on the UIP, applying for the EASI Targeted Grant for More Rigorous Action and/or the High School Resign Grant, and/or progress monitoring of implementation.

CoP Feedback:* When will the SCG reviews take place?
	+ CDE Response: Reviewers will receive materials on June 15 (approximately 4-6 applications); individual and team reviews will occur June 15 – July 10; and scores are due to CDE by 12pm July 10.
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| **Update on New Grants Management System**11:00-11:20*DeLilah, Michelle*Informational | * GPA will provide more information regarding timeline of new system

Guiding Questions: How would your district like to participate? Review and Feedback, Testing or both? | Presentation Highlights:* CDE and LINQ are under contract for the new Grants Management System (GMS).
* Over the next few months, CDE and LINQ will analyze, design, build, and test the new system. CDE will reach out to external stakeholders to review unique processes to ensure the system meets specific applicant needs.
* LINQ will deliver the new GMS system in September 2023.
* CDE will seek feedback from LEAs in the upcoming months to gather feedback on the system, including user access and the approval process, training opportunities, and Grants Fiscal implications within the system.

CoP Feedback:* When will RFFs transition to the new system? Request for fiscal staff to be notified of transition date.
* Is the LAM the primary access holder?
* Will competitive grants be set up the same way?
* Would LEAs grant Charter schools access to the system? How do we grant access to others? Limited access is necessary.
	+ CDE Response: Users can set roles and limit access in the GMS.
* Clint, Amy B., Laura and Mitzi volunteer to provide feedback on the system.
* Will the 1st grant be the Cons App, or will you roll out competitive grants prior? What is the timeline for rolling out the system, and when will training be provided?
	+ CDE Response: We are striving to run competitive grants before the Consolidated Application is rolled out. Training will be provided toward the end of September.
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| **Revisit District Managed Activities**11:20-11:35*Laura*Update(Pre-work requested) | * CDE has revised the DMA guidance based on CoP feedback from the March 2, 2023 meeting
* Document is currently under review by CCSSO and FedEd

Guiding Questions: What feedback do you have on how to disseminate the revised DMA guidance? | Presentation Highlights:* DMA guidance was revised to maximize allowable flexibilities.
* 2023-2024 will be a transition year. Previously allowed expenses will be approved with a notice of the upcoming change.
* Revised guidance will be implemented in 2024-2025.

CoP Feedback:* Is the 20% based on current allocation or total funds.
	+ CDE Response: It is based on current allocation without carryover.
* Do transfers in count toward the carryover?
* Does it have to be proportional to rank order?
	+ CDE Response: No.
* Equity is not always school based; it is student based.
* Are the funds addressing Title I school services?
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| **Monitoring Documents Review**11:35-12:15*Tammy, Kristin, Bill*Feedback Needed | * Update on format of program requirements based on long-term monitoring plans
* Revisions to Program Monitoring Self-Assessment based on initial implementation and feedback from McREL
* Proposed timeline for 23-24 ESEA and ESSER monitoring
* Revisions to Fiscal Self-Assessment - mostly wording to avoid Yes/No responses; possibly update name to Fiscal Monitoring Questionnaire to be more representative

Guiding Questions:How can we continue to make improvements while also trying not to make changes every year? What is the best way to get focused training to subset being monitored for fiscal (when to submit what; Tier I vs Tier II/III, …)? | Presentation Highlights:* The Program Requirements doc has been updated (pending EDAC approval). Changes include the title, organization of the document (universal fiscal indicator section and alignment to program monitoring self-assessment categories), and indicator numbers are updated.
* CDE is currently working with McREL to conduct an analysis of the 22-23 self-assessment results.
* CDE is proposing to update the ratings on the program monitoring self-assessment and provide LEAs additional guidance on the narrative response.
* In 2022-23, 82 LEAs were monitored, of which 62 were ESSER only, and 20 were ESEA and ESSER. In 2023-24, 67 LEAs will be monitored, of which 32 are ESSER only, and 35 are ESEA and ESSER.
* The fiscal self-assessment is currently being revised to remove the table at the beginning, update the name to ‘Fiscal Monitoring Questionnaire’, and update wording to avoid as many yes/no questions as possible.
* CDEs fiscal monitoring team is seeking feedback on the best method to encourage LEAs being monitored to attend a training on the fiscal monitoring process.

CoP Feedback:* Recommendation to call LEAs. Districts are inundated with emails.
* It is helpful to have in-person training opportunities.
* Request that tiers and self-assessment be shared in late Spring/early June.
* Request for CDE to provide a more in-depth response to LEAs regarding findings.
* Recommendation to post self-assessment.
* The ratings lacked descriptions. Districts were left to infer what a 3, 4 or 5 meant. Definition of scale needed.
* Recommendation to provide a planning resource document to LEAs 1 year in advance of monitoring, which could include a checklist or possibly the self-assessment.
* The risk-assessment happens in a black box; there is no transparency nor feedback provided to LEAs. If districts are on the border line and CDE has concerns, districts should be made aware. Request for results of risk-assessment to be shared with LEAs.
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| **Lunch**12:15-12:45 |
| **ESSA Identification** 12:45-1:05*Tina*Feedback Needed | * Proposed naming change (“On Hold” under ESSA to “On Watch”) to better align with state accountability
* How best to share this information with the field and when

Guiding Questions:Are there any concerns with the proposed naming changes for ESSA Identification?How can CDE best share this information with the field? What additional supports or resources should be provided? | Presentation Highlights:* To better align state and federal identification naming conventions, and to provide additional transparency regarding the number of years for which a school has met ESSA identification criteria, CDE has updated the following criteria:
* ‘HOLD’ has been updated to ‘ON WATCH.”
* Year of identification added to criteria for CS and ATS.

CoP Feedback:* Recommendation to put the changes in the letter when it comes out in September. Utilize an asterisk to notate ‘formerly on hold’.
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| **Volunteer Pilot Program**1:05-1:25Rachel T., Rachel E.Feedback Needed | * Update: shift to volunteer approach.
* Volunteer opportunities include intervention groups, reading with kids, recess duty, lunch duty, workroom, etc.

Guiding Questions:Are there any possible barriers to CDE employees volunteering in schools?Would your district be interested in having CDE volunteers?Who is the best point of contact for CDE volunteers? | Presentation Highlights:* Based on CoP feedback, the pilot program has switched its focus from subbing to volunteering at schools.
* Volunteers can support with intervention groups, reading with kids, workroom, recess duty, lunch duty, bulletin boards, and other volunteer duties.

CoP Feedback:* Some districts have volunteer education programs which must be completed prior to being in a school. Recommendation to review timeline.
* Pilot with a district for a month or two.
* Federal programs staff can connect CDE with school contacts. Do not go straight to principals.
* Some of the categories are higher risk than others. Suggestion to start with reading to kids, and small group work.
* Recess duty may be a liability.
* Suggestion to participate in mock college and career readiness interviews with high school students.
* Elementary schools generally have volunteers; middle schools and high schools are in need. Suggestion to support schools that need volunteers.
* Consider sustainability of program. Recommendation that the department commit to a year or two and consistently volunteer.
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| **Membership Discussion***Co-chairs: Amy, Joey*1:25 - 1:45Discussion/Vote Needed | * [Bylaws](https://www.cde.state.co.us/fedprograms/cop-membership-bylaws) RE: membership (see 3.4)
* Review [membership list](https://www.cde.state.co.us/fedprograms/2022-2023copmembership)
* Vote will take place at May 11 meeting
* New membership application

Guiding questions:Do we need to update the bylaws to reflect additional membership guidelines?What is the best way to communicate with members who have not attended at least 50% of the meetings this year? | Presentation Highlights:* Bylaw 3.4 has been updated to: ‘Members unable to participate for half of the meetings scheduled for the year may have their membership revisited or possibly terminated by a majority vote of the committee at the final meeting of the year’.
* Co-chairs will contact members that do not meet the attendance threshold to see how they can best support. Co-chairs will bring their findings back to the May meeting.
* Joe Mock’s new member application is approved.

CoP Feedback:* As a principal it is hard to make an all-day meeting. What are other methods to be involved?
* Could CoP meetings be recorded?
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| **Dates for Next Year’s Meetings**1:45-2:10*Co-chairs: Joey, Amy*Discussion | * Identify which months/days to hold meetings

Guiding questions: Looking ahead at the 23-24 calendar, what are major events that could be a potential scheduling conflict?What dates should be avoided? | Presentation Highlights:* Confirmed meeting dates:
	+ Aug 2023 (new member orientation)
	+ Sept 14, 2023
	+ Nov 9, 2023
	+ Feb 8, 2024
	+ April 11, 2024
	+ Tentative calendar holds:
	+ Oct 12, 2023
	+ Jan 11, 2024
	+ Mar 14, 2024
	+ May 9, 2024 (truncated virtual meeting)
 |
| **Looking Ahead to Next Year**2:10-2:40*Nazie, Rachel T., Laura*Feedback Needed | * Provide feedback on the [Year At A Glance (YAAG)](https://docs.google.com/spreadsheets/d/e/2PACX-1vRLXHcnwIUteZ3VAzkKQnQ8B_RxTdHc973Kh3CgCXdrzjXvHG2QPE6aNaFbN0ZI-cgFbflerccVYkOd/pubhtml) document for the next year.
* Best time and content for “new directors” meeting/training
* Are we anticipating needing any waiver requests from USDE? [e.g., carryover waiver].

Guiding questions: What should be added or changed on the YAAG? When should we hold the new director’s training? What waivers may we need for next year? | Presentation Highlights:* CDE is seeking feedback from members on:
	+ Suggested additions to the Year-at-a-Glance document.
	+ Preferred date of the New Director’s training.
	+ What USDE waivers may we need for next year?

CoP Feedback:Year-at-a-Glance:* Excel version is more user friendly.
* Suggestion to imbed monitoring indicators into YAAG and provide action steps to meet requirements.

New Director’s Training:* Recommendation to provide New Directors training before Cons App comments are sent back to LEA.
* Conduct New Directors training when LEAs are in Denver for CASE summer conference (3rd week in July).
* The Equity and Excellence conference be a good check-in time for new directors.

Waivers:* Carryover waiver likely needed in 2024-25.
* Suggestion that RCs provide reminder about expiring funds while working with LEAs on their Cons App.
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| **Closing and Next Steps**2:40-3:00*Rachel, Nathan* | * Reflections and feedback on this year!
 | Next meeting: May 11, 2023 |

*Feel free to share your agenda topic submissions through the* [*submission request form*](https://app.smartsheet.com/b/form/80d4a142008c43ef9fd51be7e7e25346)*. Please let us know if you have any questions.*