

# Meeting Logistics & Desired Outcomes

Meeting: ESSA Committee of Practitioners

Date & Time: Thursday, May 12, 2022; 10:00 a.m. - 12:00 p.m. Location: Virtual (Zoom)

Meeting Leads: Laura Gorman and Amy Beruan (Elected Co-Chairs) Shannon Wilson and Tammy Giessinger (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: Clint Allison, Cassandra Berry, Amy Beruan, Erich Dorn, Megan Eikleberry, Rochelle Garcia-Gomez, Sandy Gecewicz, , Laura Gorman, Ryan Hartgerink, Stephanie Hund, Andrew Miller, Alan Nall, Christy Sinner, Mitzi Swiatkowski, Marjorie Wickham, Joey Willett



# Agenda Items and Next Steps

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| **Headline Time Presenters** | **Agenda Item Prep (if needed)** | **Summary/Notes** |
| **Welcome Committee Business 10:00-10:10***Shannon, Tammy* | * CoP members will 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
 | The April 28th Meeting Minutes are approved. |
| **Membership Survey Results****10:10- 10:20***Shannon, Tammy* | * How many members plan to return
* What vacancies will we need to fill for next year?
* Share the application
 | Presentation Highlights:* In 2021-22, CoP had 25 members. Out of the 25 members, 14 members have renewed their membership for

2022-23; 4 members have discontinued their memberships; and 7 members have not completed the membership survey.* Two members have requested to renew their membership for another term. Committee members are asked to [vote](https://app.smartsheet.com/b/form/45d3f547c66e46939015c5a97031e307) on 2022-23 membership renewals.
* Based on current results of the membership survey, 2022-23 recruitment is needed for paras, school board members, representatives of private, Title I administrators for each region, and Title V representation. Geographically,
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|  |  | the Southwest is severely underrepresented, as well as the central mountains.* Please request interested parties [apply](https://www.cde.state.co.us/fedprograms/copapplication-0) for a position.
* Based on CoP feedback, we will elect a co-chair in August.

Feedback from CoP Members:* Recommendation to revisit bylaws regarding allowability for members to serve dual roles.
* Contact Toni Vaeth at the Archdiocese regarding serving on the committee.
* CoP is not always relevant to the individual and people may not have the background knowledge; It's a large commitment if things are not relevant. Is there a better way to get people involved and seek feedback, such as a survey?
* Update representation slide to include Title III.
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| **Regional Contact Assignments 10:20-10:45***Nazie, Tammy, Tina, Laura* | * Look at mapping structure
* Seek feedback on roles and responsibilities of RCs
 | Presentation Highlights:* When considering regional contact assignments and feedback received from CoP and the field, the following challenges and considerations have been identified:
	+ Challenges:
		- No perfect way to divide regions evenly (Number of LEAs, total allocation, district
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|  |  | enrollment, size of application, level of support needed)* Staff turnover at CDE and in districts
* Equitable distribution of workloads
* Considerations:
	+ Minimize change as much as possible
	+ System based on process rather than individuals (Geographical for in-field support; connection to program expertise through RC)
	+ Allow for flexibility when needed
* Changes to the proposed revised RC assignments impacts the Metro region. The revised mapping structure assigns Metro districts to their neighboring region geographically. Additionally, Southeast has been separated from Pikes Peak, and is now combined with the Southwest (supportive of RLIS districts).

Feedback from CoP Members:* When RCs and reviewers change, there can be inconsistency in reviews; LEAs often have to provide historical
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|  |  | context regarding what the story behind the Cons App is.Recommendation to have an option in the application to identify if a budget line item has been an approved activity.* CDE Response: We are considering how we can create a review structure and system that is not person dependent. We have created a reviewer checklist, comment logs, and provide training annually for reviewers to aid in the consistent review of applications.
* Concern that with the division of metro regions, LEAs may lose the collaboration with other metro regions offered at RNMs.
	+ CDE Response: CDE is aware of the need to keep Metro regions grouped, and is considering options to offer Metro networking opportunities.
* Are there other factors that override geography that are more pertinent and important, such as title programs, population of students, balance of workload? Customer service is the top priority.
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|  |  | * Request that hour long virtual events be provided for LEAs and regional contacts to meet (Ideally late June, when preparing Cons App).
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| **USDE Monitoring Updates and Next Steps****10:45- 11:05***Nazie* | * Updates on monitoring process and share experience
 | Presentation Highlights:* CDE has been selected as a State for monitoring under ESSER and Title I. ARP ESSER III monitoring is a universal approach with quarterly check-ins, with a focus on high-priority issues identified by USDE. Title I targeted monitoring occurs in June 2022, with a focus on the resource allocation review process and addressing resource inequities.
* If CDE receives Title I targeted monitoring findings, we will have to develop a corrective action plan.

Feedback from CoP Members:* Request for CDE to provide a monitoring update at the BOCES superintendent meetings.
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| **Accountability Update 11:05-11:25***Nazie* | * Update on ESSA Identification Addendum feedback
 | Presentation Highlights:* An addendum for a request for a waiver was submitted. USDE followed up with questions for clarification, which CDE responded to.
* If USDE’s requested changes are minor, we will move forward and send out a communication to committee members. If the required changes are
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|  |  | significantly different than the proposal previously shared with CoP, we may send it out over the summer or possibly hold a short emergency meeting to discuss and seek input before we submit our revisions.* On May 12, 2022 the U.S. Department of Education approved Colorado’s request to amend its ESSA State Plan to account for short-term changes in Fall 2022.
* Small working group volunteers (if needed): Rochelle, Sandy, Clint, CJ, Amy or Joey, Laura (TBD based on timing), Mitzi, Megan (possibly in June).
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| **Planning Meetings for 2022-2023****11:25- 12:00***Shannon, Tammy, Nazie* | * Review [Bylaws](https://www.cde.state.co.us/sites/default/files/docs/fedprograms/CoP%20Bylaws%20%28Revised%202020%29.pdf) on in-person requirement
* In person locations
* Food regulations
 | Presentation Highlights:* Bylaws do not currently address

in-person, hybrid, or virtual meetings. Recommendation that we allow flexibility in meeting format should there be a surge in COVID cases and/or weather permits us from beingin-person.* CDE staff are able to locate and reserve locations for meetings, however we are seeking CoPs feedback on preferred locations and spaces.
* CDE will [reimburse](http://mycde.cde.state.co.us/accountingpurchasing/travel) committee members for mileage and parking, as well as lodging and meals depending on required travel in alignment with CDE’s policy.
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|  |  | * USDE guidance is very strict regarding the use of Federal funds to pay for food and beverages. CDE has submitted a request for clarification if the guidance applies to stakeholders, such as CoP, both to USDE and BruMan.
* Next meeting: August 11, 9-10am (Shortened meeting; virtual).

Feedback from CoP Members:* Consider placing group orders where members select and pay for their own lunch. This would reduce the amount of time needed to go off site for lunch.
* Request for CDE to select a location that supports effective virtual participation and offers free parking options.
* In-person participation is desired. Members request continued flexibility in meeting format (in person/hybrid) as things come up, people get sick, and coverage affects availability.
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*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.*