

NCLB Committee of Practitioners Meeting Minutes

Arizona Department of Arizona
2005 N. Central
Phoenix, AZ

August 24, 2007

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| COP Members in Attendance: Tim Frey, Co-Chair Norma Malamud, Co-Chair Debbi Burdick Karen Burns Copley Harriet Caruso Thomas Collins Alena Davenport Kaye Dean Linda Denno Monika Fuller Connie Heath Daryl Heinitz | Melissa Holdaway Sylvia A. Johnson Carrie Larson Jean Lewis Patricia Marsh Leanne Marston Natalie McWhorter Minerva Mejia Kong Joe O'Reilly, Ph.D Patricia Osborne Shelly Reed-Mezei Patrick Riley Mary Beth Whitney | ADE: Nancy Konitzer Christopher Dickinson Gary Fortney Steve Henneberg Karen LeGrand Bobbie Orlando Virginia Stodola | Guests: Lorinda Brown Bob Fleischmann Kathy Granillo-Beebe |
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Welcome and Introductions:

Co-chairs Norma Malamud and Tim Frey opened the Special Committee of Practitioners (COP) Meeting at 10:00. Norma welcomed everyone then asked for members and guests to introduce themselves. Norma introduced Nancy Konitzer, Deputy Associate Superintendent for Title I and NCLB Consolidated Activities with the Arizona Department of Education (ADE). Nancy welcomed everyone to the ADE's Central and Palm Lane Offices. Nancy asked for members to volunteer for the Title I Distinguished School Recognition committee with Sherry Barclay, NCLB Plans and Applications Director, who leads the effort on selecting Arizona Title I Distinguished Schools. The committee will review the eligible schools' applications, choose schools from each category for on site visits and make the selections.. The schools will be honored at the National Title I Conference at the end of January 2008. Nancy welcomed new members to COP.

Standards and Rubrics for LEA Improvement and the LEA State System of Support:

Nancy introduced Kimberly Allen, Deputy Associate Superintendent of School Improvement and Intervention Unit in the School Effectiveness Division. Kimberly described the recent reorganization that combined School Improvement, LEA Improvement and State Intervention under a single Deputy Associate Superintendent. The Director of Federal School Improvement is Doug Price, Jill Andrews is the Director of LEA Improvement, Robert Gray is the Director of AZLEARNS Intervention and John Black is the Director of State School Improvement.

Kimberly explained that an LEA Improvement Committee including three COP members - Jean Lewis, Tom Collins and Joe O'Reilly – participated in drafting the LEA Standards and Rubrics for LEA Improvement and the State System of LEA Support during the summer. West Ed. Staff from the Southwest Comprehensive Center advised and facilitated the process.

Kimberly introduced Jill Andrews and her staff who work with LEA's in Improvement: Steve Henneberg and Virginia Stodola. Jill thanked COP members for coming to a special meeting to review and provide additional input on the revised DRAFT versions of the State System of LEA Support and the LEA Standards and Rubrics for LEA Improvement that had been worked on over the summer. Jill led

members through the State System of LEA Support indicating the changes that resulted from the summer work. The document was reorganized according to each year of LEA Improvement along with the timeline and what is expected. It also will indicate the support ADE will provide and the responsibilities of the LEAs.

There are 50 LEAs in Improvement:

- ✓ 12 - In LEA Improvement - Year 1
- ✓ 18 - In LEA Improvement - Year 2
- ✓ 1 - In Corrective Action (year 3)
- ✓ 19 - in LEA Corrective Action II (year 4)

Jill reported that the ADE Research and Evaluation Division has reviewed and clarified the criteria of determining LEAs in Improvement for Arizona. LEA's are identified for Title I LEA Improvement after two consecutive years of not making AYP in the same indicator and across all grade spans. The grade spans are:

- ✓ third – fifth and sixth – eighth grades for elementary school districts,
- ✓ tenth grade for union high school districts, or
- ✓ third – fifth, sixth – eighth and tenth grades for unified school districts.

Jill had COP members work in groups (5 teams) to review the LEA Standards and Rubrics for LEA Improvement. Each team evaluated the indicators in their assigned standard. They were asked not to focus on typos but on areas of that would cause confusion and need clarification. When the teams were finished they reported out and were able to ask questions of Jill, Virginia and Steve. Recommendations from COP were taken back to ADE where they were reviewed and taken into consideration in developing the final documents.

Nancy Konitzer, Kimberly Allen and Jill Andrews thanked members for their time and providing valuable input on DRAFT versions of the State System of Support and the LEA Standards and Rubrics for LEA Improvement. The meeting adjourned at noon.

NCLB Committee of Practitioners Meeting Minutes

Amphitheater Unified School District
701 W Wetmore
Tucson, AZ 85705

September 21, 2007

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| COP Members in Attendance: Tim Frey, Co-Chair Carrie Larson, Co-Chair Debbi Burdick Karen Burns Copley Linda Denno Sherry Dorathy Shelly Duran Rebecca Edmonds Connie Heath Mary Ann Hendrickson Sylvia A. Johnson Mary Kyle | Jean Lewis Patricia Marsh Leanne Marston Chris McIntier Natalie McWhorter Wendy Noble Jacquelyn Power Dee Puff Patrick Riley Dean Slaga Mary Beth Whitney Stephanie Winter | ADE Staff: Nancy Konitzer Tee Lambert Jenni Brasington Doug Price Terry Strayhand | Guests: |
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WELCOME AND INTRODUCTIONS:

Committee of Practitioners (COP) Co-chair, Tim Frey, opened the meeting at 9:05. Tim explained that Co-Chair Norma Malamud would not be able to attend. Members were welcomed to Amphitheater Unified School District in Tucson and COP members then introduced themselves.

COP BUSINESS:

Election of Co-Chair: As required by the COP Bylaws, a replacement for the outgoing co-chair Norma Malamud was elected. Tim Frey discussed the duties of being a COP co-chair and the time commitment. Nominations were made for Linda Denno, Pat Marsh and Carrie Larson. Sylvia Johnson moved to accept these nominees for consideration and Jacquelyn Power seconded. Carrie Larson was elected as the new co-chair and will serve for school years '07-'08 and '08-'09. Tim Frey's term will expire at the end of this year.

Tim asked that May 2007 minutes be tabled and asked that committee members review and email changes or corrections to Tee Lambert. Minutes from the August special meeting will be presented for approval at the next meeting.

Meeting dates: Tim asked if COP members felt that an additional meeting was needed before the December meeting at Mega. Members brought up issues that they would like discuss:

- ✓ The ADE Research and Policy Division to provide an update on ELL data and how it affects Arizona Learns including the 30% exiting rate for ELL students, and
- ✓ The Office of English Language Acquisition Services (OELAS) to provide an update on the ELL Taskforce model of the English Language Development (ELD) program and what qualifications are needed for the ELD program teachers.

Nancy Konitzer, Deputy Associate Superintendent for Title I and Consolidated Activities, provided information on the OELAS training concerning ELD programs.

| SEI Models Nuts & Bolts Training - Round I - Fall 2007 | |
|---|--|
| Tuesday, Sept 25 | East Valley Institute of Technology (EVIT) - MESA |
| Friday, Sept 28 | Sunnyside Unified School District - TUCSON |
| Tuesday, Oct 2 | Douglas Visitors Center - DOUGLAS |
| Wednesday, Oct 3 | Graham County General Services Building - SAFFORD |
| Friday, Oct 5 | Agua Fria High School - AVONDALE |
| Wednesday, Oct 10 | Sinagua High School - FLAGSTAFF |
| Thursday, Oct 11 | Governing Board Conference Room - CHINLE |
| Friday, Oct 12 | Amphitheater Unified School District - TUCSON |
| Monday, Oct 15 | Central Arizona College - COOLIDGE |
| Tuesday, Oct 16 | Washington Elementary - GLENDALE |
| Thursday, Oct 18 | Lake Havasu USD Office - LAKE HAVASU |
| Friday, Oct 19 | Yuma Elementary School District - YUMA |

Members came to consensus on the meeting date: Friday, November 9, 2007. Natalie McWhorter volunteered Washington Elementary School District to host the additional meeting.

PARENT INFORMATION RESOURCE CENTER (PIRC) PRESENTATION:

Tim introduced Jenni Brasington, Arizona State PIRC Project Director. Jenni explained that there are PIRC projects in every state that are funded with federal funds. PIRC is committed to increasing parental involvement in education, empowering parents to advocate for their children and strengthening partnerships between a school and its families. In section 1118, it states that if there are PIRCs in your state, it is an LEA responsibility to make parents aware of this organization.

Jenni distributed information regarding the PIRC Conference on Parent Liaisons to be held October 29, 2007, November 1, 2007 and November 2, 2007. PIRC has found that many schools hire Parent Liaisons to work with parents but that they are not trained on NCLB and are unaware of Title I Parental Involvement requirements.

PIRC will do school consultations for Title I schools and do a *Family Friendly Walk Through* to help schools be truly family friendly. Jenni encouraged members to visit the PIRC website at <http://azpirc.com/> for information on parent involvement strategies. In addition, PIRC will be giving selected schools kiosks which contain Parent Involvement informational brochures. Other schools and districts will be able to purchase the kiosks.

PARENT INFORMATION RESOURCE CENTER (PIRC) PRESENTATION:

Nancy Konitzer introduced Terry Strayhand, Title I Education Program Specialist overseeing Parent Involvement. Terry provided activities that involved evaluating examples of school's parent involvement programs with the *Keys to Successful Partnerships: Six Types of Involvement* from the National Network of Partnership Schools. After review, members felt that creating opportunities for parents to be involved in decision making was the weakest area of parent involvement programs. During the second part of the activity, members discussed what they are doing at their schools and listed these activities under the appropriate Keys to Success. See attachment for results.

LEA IMPROVEMENT:

Nancy introduced Doug Price, Director of School Improvement from the ADE School Effectiveness Division. Doug shared that he came to the ADE from being a Superintendent in a district. In coming to the ADE, he has found that the staff view their role as coaches, not auditors. Doug is building a team that is a fearless organization that asks the right questions and listens. The School Improvement team is busy with the Fall Process Workshops and getting ready for the Marzano Workshops.

Doug's contact information:

Douglas.Price@azed.gov
602-542-1562

COP member, Pat Marsh, gave kudos to Doug and the School Improvement team on the Fall Process workshops. She stated that the meeting she attended was right on task, and had a positive tone.

NCLB UPDATE:

Nancy reviewed the attestation for Reading Specialist. The ADE has been working on clarification on who needs reading endorsements. When Reading First started their grants at the beginning of NCLB, they were paying for two staff members out of Reading First funds, a reading coach and a reading interventionist. These positions were not required to have a reading endorsement; they would receive the professional development needed through the Reading First program.

Pursuant to R-7-2-613, teachers who are reading specialists, reading consultants, remedial reading teachers, reading interventionists, or teachers in a similar position, in grades K-12 are required to have a reading endorsement and verify their Highly Qualified status.

The endorsement is scheduled to be revised, increasing the requirements to 24 credit hours for each grade span - elementary, middle school and high school, and 30 credit hours for K-12. Provisions for teachers, who already have their reading endorsement will be included. Since this is a State Board Rule, reading endorsements are required for all reading teachers, regardless if they are in a Title I school. The LEAs can use the Title I set aside (5%) designated for highly qualified for those Title I teachers working on their Reading Endorsement.

Nancy asked members if there were any questions on the NCLB update letter that went out. The letter focused on:

- ✓ The importance of entering NCLB indicator 1 and NCLB indicator 2 data into SAIS,, which equate to free and reduced price lunch eligibility for allocations and accountability purposes. Failure to enter this information correctly can result in reduced allocations and inaccurate AYP determinations. The ADE's Information Technology Department is working on creating a controlled access where LEAs will be able to have the Superintendent or their designee access to review the SAIS data and compare it with the LEAs data management system to ensure accuracy.
- ✓ Time and Effort Logs – Jennifer Smith, Program Specialist in Operations, reviews all the LEA audit reports submitted to the ADE. She has found that the most common item in auditors' findings that needs to be addressed is the requirement of logging the employee's amount of hours worked on an activity which is being funded by federal dollars. The update letter included a copy of OMB Circular A-87.
- ✓ Access to Secondary Students and Student Information by Military Recruiters per Section 9528(a). LEAs must provide access to this information and a procedure for parents to opt out of the LEA providing names to the Military.

Nancy reported that all of the Title I positions are now filled. Margaret (Peggy) Peterson has joined the Title I staff. There are two NCLB-related open positions left to fill, one in Migrant programs and one in Title II.

Nancy provided an update with the School Improvement Plan/Schoolwide Plan on IDEAL. It initially was built as an Arizona School Improvement (ASIP) for Arizona Learns with Title I requirements as part C. The ADE has been working on addressing the application so it can be used for Arizona Learns, Federal School Improvement and for a Title I Schoolwide Plan. The bulk of the funding has come from Title I, so Margaret Garcia Dugan has insisted that it meets Title I requirements for school improvement and schoolwide. Some of the changes to the ASIP will be:

- ✓ district access,
- ✓ a budget page for schoolwide plan,
- ✓ an assurance page for principal and district,
- ✓ the ability to print and/ or post on a web site,
- ✓ ability to go back to last year plans to cut and paste into the new one, and
- ✓ correcting Microsoft formatting issues.

Nancy asked for members to let her know as they utilized the ASIP. In the future the ADE will require all schoolwide schools to input their plans and budget once the system is up and running. IDEAL improvements will be launched January and showcased at MEGA.

NCLB REAUTHORIZATION:

The bill that it is currently getting the most attention is the Miller/McKeon Discussion Draft proposed by George Miller (D-CA), the chairman of the House Education and Labor Committee and Committee's Senior Republican, Howard McKeon (R-CA).

Plans for moving it through the legislative process came to a halt when the NEA said they would not support it for revisions affecting Title II. Other areas of concern are standardizing the "N" size to 30 and redefining comparability. Nancy is concerned about two proposals around the 20% set aside for Supplemental Educational Services (SES): if an LEA does not use the entire amount, the remainder would be (1) carried forward in the same budget line or (2) forfeited and returned to the feds.

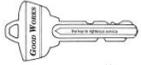
The legislative calendar is becoming a stumbling block to reauthorization; the current session will close before Thanksgiving. The House has been running committee hearings and gathering testimony all year long. It has been a more open process for reauthorization when compared to how NCLB was initially drafted. The Senate is also moving forward with draft legislation and hearings, but the opinion that reauthorization will not happen before the presidential election is becoming more prevalent.

GOOD OF THE ORDER:

COP members are encouraged to email Nancy, Tim or Carrie with items they would like to have on future agendas. Pat Marsh thanked Amphitheater Unified for hosting the meeting. Tim spoke about SAIS and how critical it is that data entered is accurate. In addition, not having a standardized system in place at the LEA level makes connectivity with SAIS difficult and having LEA staff understand the importance of the data reported in SAIS is essential. It was suggested that an update on Redistricting should be a future agenda item.

Meeting adjourned at 2:30 p.m.

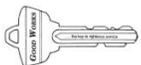
Keys to Successful Partnerships: Six Types of Involvement **COP members responses**



Type 1 – Parenting

Assist families with parenting skills and setting home conditions to support children as students. Also, assist schools to better understand families.

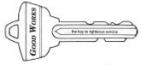
- ✓ Love and Logic Classes
- ✓ PAT classes
- ✓ FACE – Family and Child Education (BIA)
- ✓ FACE – Blackwater
- ✓ PIQE – through ASU, United Way Parenting Kit
- ✓ Social Responsibility Training
- ✓ Parent Libraries – Checkout books, videos, learning games
- ✓ Workshops – Academic, Behavioral, Communication, Preschool Literacy Kits and Training
- ✓ Monthly Parent meetings: ELL, Title I, Gifted, SPED, ELL Liaison



Type 2 – Communicating

Conduct effective communications from school-to-home and from home-to-school about school programs and student progress.

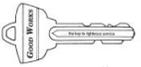
- ✓ Translation headsets for meetings
- ✓ Affective School Committee
- ✓ Teacher telephone calls home
- ✓ Regular Newsletters
- ✓ Translators – for oral/written communication
- ✓ Teachers make 5 positive parent calls a week
- ✓ Spanish radio station
- ✓ Tuesday folders – school and teacher newsletters and all important information
- ✓ Numerous activities for parents to get them on campus and connect with each other and staff
- ✓ Newsletters, brochures, monthly calendars, Advertising on city bus, theaters
- ✓ Website – Web pages
 - Monthly Parent Forums
 - Parent Coffees in Homes
 - New Year's Eve Celebration
 - Open house before Opening Day
 - Curriculum Nights
 - Men's Club, PTO, Site Council



Type 3 – Volunteering

Organize volunteers and audiences to support the school and students. Provide volunteer opportunities in various locations and at various times.

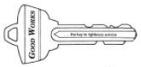
- ✓ PTSO – organizes numerous volunteer opportunities, logs hours and rewards parents and classrooms that participate
- ✓ Library volunteers
- ✓ Community members volunteer for Book Fair, School Improvement Plan and parent nights



Type 4 – Learning at Home

Involve families with their children on homework and other curriculum-related activities and decisions.

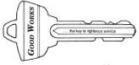
- ✓ Parent Reading Training – Teach English to ELL parents and teach them how to tutor how to tutor their children in phonics/reading at home tutoring side-by-side with parent and child
- ✓ Regular Family Nights (math, reading, science)
- ✓ Weekly parent workshops
- ✓ Summer V-teach
- ✓ MAPPs Math and Parent Partnership
- ✓ Make and take it nights for student and parents
- ✓ Partners in Print
- ✓ Parent Forums



Type 5- Decision Making

Include families as participants in school decisions, and develop parent leaders and representatives.

- ✓ Site Council – advisory (parent volunteer on it)
- ✓ District Family Involvement Partnership (develop short and long range goals)
- ✓ MPAC
- ✓ School Reform Meetings – restructuring
- ✓ District Parent Involvement Committee – develop PI Policy
- ✓ Community forums (specific focus questions)
- ✓ Citizens Budget Committee



Type 6 – Collaborating with the Community

Coordinate resources and services from the community for families, students, and the school and provide services to the community.

- ✓ Community Providers for Adult Literacy, GED CPR, 1st Aid, English/Citizenship
- ✓ Homeless Services and Referrals
- ✓ Coordinate with community health providers and service organizations.
- ✓ Library and technology services to the community on Saturdays
- ✓ Family Wellness Center
- ✓ Make a Difference Day
- ✓ Pride Day
- ✓ Partnership with ASU and Herberger to provide more opportunities for students musically

NCLB Committee of Practitioners Meeting Minutes

Washington Elementary School District Offices
4650 W. Sweetwater
Glendale, AZ

November 9, 2007

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| COP Members: Tim Frey, Co-Chair Carrie Larson, Co-Chair Debbi Burdick Alena Davenport Linda Denno Sherry Dorathy Shelly Duran Rebecca Edmonds Cecilia Frakes Monika Fuller Nancy Haas Connie Heath Daryl Heinitz Mary Ann Hendrickson Melissa Holdaway Lidell Jacobson Sylvia A. Johnson | Mary Kyle Jean Lewis Leticia Lujan Norma Malamud Patricia Marsh Rebecca McClenning Natalie McWhorter Joe O'Reilly, Ph.D Patricia Osborne Jacquelyn Power Dee Puff Shelly Reed-Mezei Patrick Riley Dean Slaga Deone Wiley Charlotte Wing Stephanie Winter | ADE: Nancy Konitzer Tee Lambert Amy Corriveau Chris Dickenson Bonnie Groth Gary Fortney Steve Henneberg Doug Price | Guests: Chris Bejarano |
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Welcome and Introductions:

Co-chairs Tim Frey and Carrie Larson called the meeting to order at 9:00 am. Members were welcomed to the Washington School District for the Special Meeting for COP. Members introduced themselves. Nancy introduced Dr. Susie Cook the Superintendent of the Washington Elementary School District. Dr. Cook welcomed members and expressed her thanks for the work that COP does. Nancy also introduced Bonnie Groth, who is the new Even Start Coordinator and Amy Corriveau, Deputy Associate Superintendent of Early Childhood Education.

COP BUSINESS:

Tim Frey proposed an ELL report for future meeting. Linda Denno moved and Connie Heath seconded to approve the minutes from the May 4, 2007 meeting. The motion was passed. Sylvia Johnson moved and Nancy Haas seconded to approve the minutes from the August 24, 2007 meeting. The motion passed. Linda Denno made a motion and Elena Davenport seconded to approve the minutes from the September 21, 2007 meeting. The motion passed.

School Improvement Grant:

Nancy Konitzer, Deputy Associate Superintendent for Title I and Consolidated Activities explained to COP members the 4 % set aside for school improvement grant found in Section 1003(a), which currently funds the school improvement grants that schools may apply for. Nancy shared that there is an additional school improvement grant listed in Section 1003(g) which has not previously had funding. This year there has been a \$125 million allocation provided nationally for these activities, with Arizona's share being \$2.5M. 5% (\$125,000) will be used at the state level; the remaining 95% will go to the LEAs with schools in improvement. The funds will be administered through the NCLB School and LEA Improvement section of the School Effectiveness Division.

Nancy reviewed the School Improvement Fund State Application handout she provided for COP members. Nancy discussed the listed school improvement strategies listed in the application and the

listed required activities that the SEA must address in the State Application. Nancy requested input from COP members on:

- ✓ The criteria the SEA will use to give priority to LEAs with the lowest achieving schools that demonstrate –
 - The greatest need for these funds, and
 - The strongest commitment to ensuring that the funds are used to provide adequate resources for the lowest-achieving schools to meet the goals for improvement under section 1116.
- ✓ The criteria the SEA will use to determine grant award amount to LEAs to ensure that each grant –
 - Is of sufficient size and scope to support the activities required under sections 1116 and 1117, and
 - is not less than \$50,000 or more than \$500,000 for each participating school.

Nancy asked for members to meet and discuss in small groups to develop criteria that will be shared with NCLB School and LEA Improvement team that addresses:

- ✓ The amount of the grant, and
- ✓ Defining greatest need and strongest commitment.

See attached document for the summary of COP input on School Improvement Grant.

AZ Accountability Systems:

Co-chair Tim Frey introduced Anju Kuriakose, Director of Accountability Systems and Reporting for the Arizona Department of Education (ADE). Anju started by discussing a major change for a school in school improvement. Currently, for a school to move to the next level of school improvement it would need to miss 2 years in a row in the same subject or the additional indicator for two years in a row. The change the ADE is proposing would be that percent testing be considered separately from AMOs.

Currently, missing percent testing in Math one year and then the next year not meeting AMOs in Math would move the school to the next level of School Improvement determination. The proposed change, which is waiting for approval, would be that a school would have to miss percent tested in the same subject for two years in a row, or two years of not meeting AMOs in the same subject before it affects the school improvement status.

For LEA improvement the proposed change would apply but in grade spans, 3rd-5th, 6th-8th and 10th. Anju reminded members that the AMOs are increasing this year.

Anju reported that Roberta Alley, Deputy Associate Superintendent of Accountability Division, has been trying to have the use of calculators as a standard accommodation reviewed by ED. California sent in an appeal and it failed.

Changes that were approved last year defined who would be included in the ELL sub-group. First year ELL students, to the state, are now excluded from the subgroup for AYP calculations. Additionally, FEP students will be included in the ELL sub-group for 2 years.

Anju next spoke about the changes with AZLEARNS. Growth calculations for 4th, 6th & 7th grades have been included. AZELLA scores have been incorporated into AZLEARNS formula. For 06-07 schools could earn a bonus point for making 30% reclassification rate. The 30% reclassification rate for AZLEARNS came from the legislature. For 07-08 the scale will be changed. LEAs will get an AZLEARNS determination in Spring 2008. Results from the required parent surveys will be part of the determination.

NCLB Update:

Nancy Konitzer announced that she had attended the Teacher of Year luncheon and the winner was Robert Kelty, 2nd and 3rd Grade teacher at Puente de Hozho Elementary School, a Title I school in Flagstaff Unified. Mr. Kelty has won \$20,000, a laptop computer, and a SMART@board and will be entered into the National competition. He will spend the next year going out promoting Arizona Education along with the 4 ambassadors who were runners up in the competition.

The winners of the Title I Distinguished Schools are Desert Winds Elementary from Marana School District and Poston Jr. High from Mesa Unified. They will be honored at the National Association of State Title I Directors Conference at the end of January in Nashville.

Patty Hardy, Director of Teacher Quality/Recruitment/Retention in the Highly Qualified Division of ADE, was in Washington and learned that reauthorization possibly could be pushed back until 2011. Nancy reminded members that 3 of the Presidential candidates are on the Education Committee.

Nancy reminded members of due dates:

- ✓ 11/30/2007 Consolidated Report Part I and
- ✓ 12/1/2007 Cycle Monitoring documents, and
- ✓ 2/15/2008 Consolidated Report Part II

February 25-29, 2008 will be when ADE will have its Federal Monitoring. There have been only a few changes to the Protocol since the previous visit in 2005. It is organized into 3 sections:

- Standards/Assessment/Accountability
- Parent Involvement/ Parent Choices
- Fiduciary

The protocol is on the federal web site if members would like to review it. The 4 most common finding topics from monitoring in other states are:

- State Report Card
- Parent Involvement/Parent Choice
- Private School Services
- Rank Order

The federal team will choose 2 districts and ADE will chose 1 charter to visit. They will examine what the districts are doing but they are evaluating how the ADE is providing oversight and support services and guidance to LEAs. They also review the Committee of Practitioners and may want to interview a COP member.

Mega Conference in Litchfield, Arizona will be held December 10-12, 2007 at the Wigwam Resort. Dr. Tim Waters from McREL and Ray McNulty from International Center for Leadership will be the guest speakers. There will be an all day Principal's Leadership Workshop where Dr. Rene Diaz and Dr. Tim Waters will be working the principals. The COP meeting has changed to December 10, 2007 at 4:30 in the Arizona Room because of the Principal's Workshop Activities.

There will be a School Improvement Training for schools in Warming held at the Wigwam on the last day of Mega, December 12, 2007 at 1:30 pm in the Ballroom.

SEI Attestation:

Nancy reviewed the handout of the draft Structured English Immersion Classroom Teacher Attestation. It is broken out by grade level; K-3, 4-6, 7-8, and grades 9-12. The first 3 items in all areas are the same, because it is what is required for every teacher. Number 4 is what is required if the teacher teaching in the ELD classroom for each grade section. This document can be used as planning tool for staffing when LEAs developing the ELD program.

Meeting adjourned at 2:00 pm.

School Improvement Grant

November 9, 2007

The following is a Summary of options provided by COP members on developing criteria on what the amount of the grants should be, determining greatest need and demonstrating commitment.

Amount of Grants

- Increase grant amount for rural schools
- Not competitive
- Enough to facilitate change
- \$50,000 on up
- Recommend minimum \$100,000 grants, year 2 & 3 of the grants should be less on graduated scale
- Divide up by number of schools in need
- Prorate by number of students' mobility

Need: Criteria

- Prioritize by
 - ✓ Restructuring
 - ✓ LEA Corrective action
 - ✓ AMO
 - ✓ Rural
 - ✓ SI status of schools
- Only schools that are identified based on AMOs should be considered
- Priority should be given to Restructuring schools first, CA next, SIY2, SIY1. Next priority should be given to LEAs in Improvement CA, Year 2 then Year 1

- Criteria based on:
 - 1) Points on commitment rubric
 - 2) Size and location
 - 3) Number of schools in district in improvement
 - 4) Social factors
 - Poverty
 - ELL
 - Mobility

- Schools in RI and RP should get \$50,000

- Criteria based on:
 - ✓ Academics
 - ✓ Current resources
 - ✓ Use rubric to determine existing funds and progress

- Criteria
 - 1) LEA in improvement only – no funding
 - 2) LEAs in improvement with multiple schools in improvement receive priority and also a percent of schools in district
 - 3) AMO failure schools be given highest priority

- Criteria

| | Reason | Status for Intervention | Status for Prevention | Other Resources | Commitment |
|---------------|----------------------|--------------------------------|------------------------------|------------------------|-------------------|
| High | Academic (AMO) | R | SIY1/SIY2 | None or very limited | High |
| Medium | Attendance Grad Rate | CA | CA | Limited | Medium |
| Low | % Tested | SIY1/SIY2 | R | Adequate | Low |

Demonstrate Commitment

- Professional Development commitment

- Achievement on the rise

- If LEA demonstrates improvement on goals then eligible to apply for the dollars

- LEAs should show the school improvement steps they have already taken and whether it has had any impact on achievement and whether there has been enough time to make an impact.

- LEAs should be required to show a resource commitment that matches the need – could be shown in the form of budget narrative, rubric attestation, etc.

- Commitment rubric indicating
 - ✓ What has been done so far to implement change (i.e., curriculum/PDLA etc)
 - ✓ Staff buy-in at school level
 - ✓ What other grants/resources have been used so far to implement change

NCLB Committee of Practitioners Meeting Minutes

Peoria Unified School District
6330 W. Thunderbird
Glendale, AZ

January 25, 2008

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| COP Members: Tim Frey, Co-Chair Karen Burns Copley Harriet Caruso Thomas Collins Alena Davenport Linda Denno Shelly Duran Connie Heath Daryl Heinitz Lidell Jacobson Jean Lewis Leticia Lujan | Norma Malamud Patricia Marsh Edna Morris Jacquelyn Power Shelly Reed-Mezei Patrick Riley Jan Shoop Mary Beth Whitney Deone Wiley Charlotte Wing Stephanie Winter | ADE: Nancy Konitzer Tee Lambert Kimberly Allen Sally Downing Robert Franciosi Bonnie Groth Bobbie Orlando Noni Paris Dolores Ratcliff Virginia Stodola | Guests: |
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Welcome and Introduction:

Co-chair, Tim Frey opened the meeting at 9:05 and welcomed members to the January 25, 2008 meeting of Committee of Practitioners (COP). Tim passed on Co-chair Carrie Larson's regrets that she would not be able to attend. Members introduced themselves. Dr. Kristin Phelps, Peoria Unified's Administrator for K-12 Curriculum, welcomed the COP members to Peoria Unified. Dr. Phelps explained that lunch was being prepared and will be served by students in the Culinary Program at Centennial High School.

Business Items:

Tee Lambert, Administrative Assistant providing support for the COP, asked for volunteers to join the COP Membership sub-committee. On March 1, 2008, correspondence will be sent to Superintendents and NCLB Coordinators of Title I LEAs providing information on the Committee of Practitioners, explaining the time commitments and summarizing the COP's accomplishment in past years. A membership application will be included in the correspondence. The due date for applications is April 1, 2008. Tee introduced Pat Marsh who was the Membership Committee lead for the 2007 membership selection and she explained the committee's membership selection process. Membership committee members receive application information in the mail and meet and discuss committee recommendations during a teleconference. Each applicant's information is evaluated to determine whether there is a match between their experience and the open COP representative seats. The committee also takes into consideration of the area of the state the applicant is from. The goal is to have a broad representation from across the state.

School Improvement Grant Update:

Kimberly Allen, Deputy Associate Superintendent of the ADE's School Improvement and Intervention Section, provided an update on School Improvement grants. Kimberly handed out a press release that stated that Arizona is receiving \$2,559,460 of the \$38 million dollars available from the USDOE for School Improvement. LEA/School eligibility criteria and allowable expenditures, as well as the minimum and maximum dollar amount of the grants available, were discussed. The COP had provided input at the November 9, 2007 meeting relative to the criteria, a recommended grant dollar amount range, determination of greatest need, and demonstration of commitment. The grant will open in February. This is the first time Congress has allocated money for School Improvement grants as listed in Section 1003(g).

Accountability Workbook Amendment Proposal:

Tim introduced Robert Franciosi, Deputy Associate Superintendent of the ADE's Research and Evaluation Section. Robert provided a copy of the letter that went to United States Department of Education (USDOE) with requested amendments to the Arizona Accountability Workbook for 2008-2009. The requested amendments were:

1. Administering the science assessments.
 - a. AIMS Science will be given in grades four, eight and high school Life Science for the first time in April 2008.
 - b. The AIMS Science scores will be included in AZLEARNS in 2009.
2. AYP determinations for K-2 schools.
 - a. Currently a K-2 school's AYP identification is based on the performance of all of its former students on the third grade AIMS in the following year.
 - b. The ADE is requesting to modify the process so that AYP for a K-2 school would be based on the AYP determination of the third grade of a designated school to which most of the students go.
3. Identification of schools and LEAs in improvement.
 - a. Currently, the subject indicators used for determining AYP encompass both AMOs and percent tested objectives.
 - b. Proposing an adjustment to the definition of the subject (Reading, Math) indicators to become more sensitive to school and LEA "persistent difficulties," and to distinguish subject AMO's and overall percent tested separately. This would result in Arizona using four indicators to identify schools for improvement:
 - i. Reading AMO
 - ii. Mathematics AMO,
 - iii. Percent tested, and
 - iv. The additional indicator.
 - c. In the proposed system, the percent tested indicator would include both reading and mathematic.

Robert reminded members that AMO's are increasing this year. A question was asked about using calculators as a standard accommodation. Robert has posed the question to the USDOE but has not heard anything. Until the ADE hears differently, calculators are not allowed.

LEAs in Corrective Action Visits – Summary Report:

Tim introduced Virginia Stodola, Education Program Specialist, with the LEA Improvement section of the ADE's School Effectiveness Unit. She shared the on-site visitation schedule for LEAs in Improvement. The LEA Improvement Resource Team visited 20 LEAs in Corrective Action in November and December. Virginia felt that it has been a positive experience and process. The Resource Team is comprised of the LEA's assigned NCLB Specialist, a member from Title I, Title II (to look at HQ issues), a member from Exceptional Students Services and a member from the Office of English Language Acquisition Services. The intent of the team's role is to help the LEA evaluate the effectiveness of the current systems and structures that are in place, and then to provide technical assistance to implement restructuring change to improve student achievement.

While visiting the LEAs the Resource Teams has seen some common trends:

1. A change in philosophy between site-based management and LEA authority. What used to be site decisions are now to be done at the LEA level. Some of the common questions have been:
 - Who is in charge of choosing the curriculum?
 - *There should be a district wide curriculum aligned with the state standards.*
 - Who is in charge of hiring?
 - *There should be district-wide procedures.*
 - *There should be a new teacher induction program at the LEA level.*
 - *There should be a district-wide staff development plan.*
 - Who decides on instructional minutes?
 - *There should be district-wide continuity regarding instructional minutes for all students.*
2. 90% of the LEAs did not have their highly qualified files in order.
 - Highly Qualified Individual Teacher Plans were not on file
 - Fingerprint records were not current.
3. The lack of quality of instruction that was seen at the schools.
 - Poorly written lesson plans.
 - Lack of instructional leaders supervising classrooms ensure quality instruction and fidelity of the core curriculum.

Virginia shared a few of the exciting things that the Resource Teams saw while visiting the LEAs.

Crane Elementary: has a 3 tiered approach to budgeting that allocates more resources to the schools with the greatest need.

Creighton Elementary: Made AYP for their Special Education student subgroup. They brought together all of their Special Education teachers who evaluated their students IEP's along with their data person. They rewrote their IEP's to be aggressively aligned to grade level standards.

Washington Elementary: Has one of the strongest collaborative systems and structures in place across the whole district. There is strong district support, the principals' work collaboratively together, and there is cohesiveness within the district.

Paradise Valley Unified: Has a very sophisticated new teacher induction program and a strong professional development program that is meeting their teacher's needs.

Murphy Elementary: Murphy is a small district with 4 schools in downtown Phoenix. It is one of a few districts that hold students accountable. Every child in every class does formative assessments, creates graphs in reading and math to show performance, and sets goals. All children know what is expected of them.

Mesa Public Schools and Glendale Elementary: Both districts are "data rich" with years of longitudinal data available to every teacher.

Career Success: In the handouts COP members received, it indicates that Career Success is in Corrective Action. The handouts should actually state that Career Success is in Year 2 of District Improvement. The district has fine career and technical education programs that range from automotive to cosmetology and they are available for all students.

A member recommended that the ADE place successful strategies on the ADE website so they can be shared with all LEAs. Virginia responded that she would take that idea back and asked for additional input, and she invited members to email her at Virginia.stodola@azed.gov.

Virginia reviewed the agenda that the Resource Teams will use for LEAs in LEA Improvement, Years 1 and 2. The focus will be on LEA Improvement Standard 3 – Assessment. The Resource Team will not

visit individual schools but will work with principals on how to analyze and use their data in their decision making process.

Arizona is in the forefront with LEA Improvement due to its use of a collaborative team effort. Kimberly Allen, Doug Price, Eugene Judson and Virginia will be sharing this collaborative process at a National Title I Conference presentation session.

Response to Intervention (RTI):

Tim introduced Dolores Ratcliff, ESS Program Specialist, and Bobbie Orlando, Title I Program Specialist, to present *RTI and Title I: Doing it Together*. Key points of the discussion were:

- The goals for Arizona RTI programs:
 - Arizona will establish an ADE/RTI agency wide planning team.
 - By 2008, Arizona will integrate committed stakeholders into the ADE/RTI planning process through a shared leadership approach.
 - * The hope is that all schools will operate an RTI program which would lead to fewer children being identified for special education.
- The Arizona Model contains a 3 tiered system:
 - Tier 1
 - * Quality Instruction,
 - * High Expectation Inclusive Environment,
 - * Researched Core Curriculum, and
 - * Screening Assessments.
 - Tier 2
 - * Small Group, Researched Interventions, and
 - * Progress Monitoring.
 - Tier 3
 - * More Intense Interventions, and
 - * Progress Monitoring.
- Parents are involved at all levels.
- Students are involved and help with goal setting and learning decisions.
- An RTI program can be a component of a Title I Schoolwide Plan. Title I Targeted Assistance Schools need to ensure that interventions for Title I students are in addition to or are supplementary to what is provided for other students.
- Schools that are utilizing RTI are seeing improvements in reading and math and their referral rates for special education have decreased because students are better supported in general classrooms.

NCLB Updates:

Nancy Konitzer, Deputy Associate Superintendent for Title I and NCLB Consolidated Activities provided information on:

- Consolidated Report Part II – the due date is February 15, 2008. Title I, Migrant programs, Neglected and Delinquent programs, Title V, Title VI and Reap are involved.
- The Immigrant Children and Youth Report is due through SAIS.
- NCLB Spring Coordinators Training – March 4, 2008 at the Crescent Hotel in North Phoenix.
- Change the date of the March 7th COP meeting to March 5th, to better tie in with the March 4th Spring Coordinators Training. This is very helpful for those who travel.

- School Improvement Training for schools in Warning status will be held February 20th in Tucson, February 22nd in Glendale and February 25th in Phoenix.
- Update on Title V funding:
 - This the last year of Title V funding.
 - Carry forward of Title V funds can be dealt with by -
 - * LEAs transferring the Title V carry forward funds to support their Title I activities, or
 - * LEAs could release their Title V-A funds back to the state. Those released funds would be added to the \$800,000 the state already has that came from LEAs not applying for funds. The ADE has been discussing how to get those funds back out to the LEAs. Some ideas that have been discussed are:
 - Arts Initiative.
 - High School Renewal Initiative.
- Federal Monitoring
 - Last week of February
 - * Monday – Wednesday: they will be visiting LEAs.
 - * Thursday & Friday: they will be at the ADE.
 - Site Visits for Title I
 - * Alhambra
 - * Creighton
 - * Precision Academy
 - Site Visits for Homeless Education
 - * Peoria Unified
 - * Mesa Public Schools
 - Site Visits for Even Start
 - * Isaac Elementary
 - * Tempe Elementary
 - Site Visits for Neglected and Delinquent Programs
 - * Superior Charter
 - * Queen Creek Unified
- 6 -Year Cycle NCLB Monitoring Process
 - Cycles 1, 2, 3, 5, and 6 will be reported/managed on-line.
 - LEAs will complete Cycle Checklists and download documents to be stored on-line.
 - The ADE Specialists will review the checklists and documentation on-line, and then contact LEAs of their Compliance Status and will complete any compliance activities via email through the on-line system.
 - LEAs will have an opportunity to pilot the new monitoring system in April and May.
 - Will be activated for the 08-09 school year.

Sally Downing, the ADE's Early Childhood Program Director, informed members about *First Things First*, and the *Early Childhood Development and Health Board Regional Partnership Councils*, whose mission is to increase the quality of and access to early childhood programs that are necessary to ensure that all Arizona children enter school healthy and ready to succeed. The Regional Partnership Councils came from Prop 203, which passed in November 2006, and is funded by a cigarette tax of .80 cents per pack. There are currently 25 Councils throughout Arizona. They have 11 members that include parents, providers, business/community members, administrators and at large positions. If COP members would like to apply to be on one of the Councils they can find the application at www.azecdh.gov.

Sally also handed out information on the Center for Law and Social Policy's (CLASP) Policy Paper on Child Care and Early Education Series, which focuses on Title I and Early Childhood Programs.

Co-chair Tim Frey thanked members for their time and participation, thanked Peoria Unified and Centennial students for an excellent continental breakfast and lunch, and then adjourned the meeting at 2:20pm.

NCLB Committee of Practitioners Meeting Minutes
Mesa Unified School District

549 N Stapley Dr.
Mesa AZ.

March 5, 2008

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| <p>COP Members: Carrie Larson, Co-Chair Debbi Burdick Thomas Collins Kaye Dean Linda Denno Sherry Dorathy Shelly Duran Rebecca Edmonds Monika Fuller Connie Heath Melissa Holdaway Lidell Jacobson Sylvia A. Johnson Mary Kyle Jean Lewis</p> | <p>Leticia Lujan Patricia Marsh Rebecca McClenning Chris McIntier Natalie McWhorter Joe O'Reilly, Ph.D Patricia Osborne Jacquelyn Power Dee Puff Shelly Reed-Mezei Patrick Riley Mary Beth Whitney Deone Wiley Charlotte Wing Stephanie Winter</p> | <p>ADE: Nancy Konitzer Tee Lambert Bonnie Groth Virginia Stodola Bobbie Orlando Doug Price</p> | <p>Guests: Annie Lopez Cyndi Nardiello</p> |
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Welcome and Introductions:

Committee of Practitioners (COP) Co-Chair Carrie Larson opened the meeting at 9:20 am. Carrie introduced COP member Joe O'Reilly, the Director of Student Achievement Support in Mesa Unified School District who welcomed the members to Mesa. Carrie had members introduce themselves.

Business Items:

Linda Denno made a motion to accept the November and December minutes as presented. Jacquelyn Power seconded. The motion passed unanimously.

Tee Lambert, Administrative Assistant providing support for the COP, provided an update on the membership. Letters had been sent out to Superintendents and NCLB Coordinators that applications are due April 1, 2008. The membership sub committee will meet through a teleconference and develop recommendations for membership to bring before COP at the May meeting.

NCLB Monitoring:

Carrie introduced Nancy Konitzer, Deputy Associate Superintendent of Title I and NCLB Consolidated Activities. The Title I office has made concerted efforts to reduce paper documentation involved with the NCLB application process and monitoring. For the FY08 an electronic approval process was developed for the NCLB Consolidated Application within the Academic Achievement Division. The applications are now reviewed and stored electronically. The NCLB on-site monitoring has been web based for the past three years and is working well. The ADE now can analyze compliance items, and develop training for areas that LEAs are struggling with. Starting in August the monitoring for SY '08 – '09, Cycles 1, 2, 3, 5, and 6 will be web based. Nancy saw a demonstration of a web-based monitoring process for Utah that has been developed by the Southwest Comprehensive Center - WestEd. Utah, after a federal monitoring, was required to develop and implement a monitoring system. Because of limited staffing a technologically-based system was the obvious solution. The ADE felt that this was a system that could be adapted to Arizona's 6 year cycle monitoring system. Nancy introduced David Bogdonoff, West Ed's Senior Product Developer, who provided a demonstration of the Utah monitoring system and reviewed how the Arizona's monitoring system is set up.

LEAs will be required to complete their assigned cycles and submit documentation on line. Depending on the compliance responses, further questions will be available for the LEA. There will also be an electronic file cabinet that will allow LEAs to scan or download documents to provide the additional required documentation for each cycle. In the file cabinet the LEA can place certain documents for state review or maintaining LEA internal documents. Another feature is a “comments to the ADE” area. The program will be compatible with any computer. Correspondence from the ADE Program Specialist and the LEA concerning the monitoring will be handled and tracked through the website. David offered members to sign on and test the site and asked for input on any ideas they wanted to share. The link for the pilot NCLB monitoring is <https://ade.edgateway.net> .

Federal Monitoring:

Nancy Konitzer provided an update on the preliminary exit report presented by the federal monitoring team from the ED’s Student, Assessment School and Accountability, the SASA group, which reviews Title I, I-D, Even Start and McKinney Vento programs. During the monitoring the State is evaluated on how it provides support to LEAs. The ADE submits requested documents ahead of time; the monitoring team reviews the ADE website, State Report Card and other available data before they arrive on site. Then the monitoring team visited Alhambra Elementary and Creighton Elementary School Districts and Precision Academy. The sites to visit were chosen because of the amount of Title I dollars they receive, if they have schools in improvement and were Supplemental Education Services required. They visited a charter along with the districts because of Arizona’s large number of charters. While at the sites, they interviewed with Title I program directors, assessment staff, and parents.

The monitoring protocol is divided into three parts; Accountability, Program Improvement and Fiduciary. Grace Ross reviewed the accountability section and commented that this was going to be the shortest monitoring report she has ever had to write as there were no major findings in Title I. She mentioned the following regarding assessment and report cards:

- include comparing schools AYP scores towards meeting the target,
- reporting actual graduation and attendance rates, and
- how to address students with a medical emergency during testing.

In the program improvement section the review team provided:

- Commendations were given to Alhambra and Creighton for their parent involvement activities.
- Commendations were given to the School Improvement staff with their work with schools that are in improvement and the collaboration within the ADE.

In the Fiduciary section:

- Interested in the Private School Consortium the team recommended:
 - include district oversight in evaluating the services provided by the consortium, to strengthen participation of the districts with the private schools not just providing funding.
- In reporting of data the team recommended on improving the collection of data to show per pupil allocation (PPA)

After reviewing Even Start at Isaac Elementary and Mesa Unified School District there were a couple of issues concerning:

- monitoring – there is a schedule is in place but need to address tightening up with follow up and providing technical assistance with compliance issues,
- they had a question concerning how schools are recruiting families that met the requirements for the grant, and
- Even Start needed to be included in Services to Private School students

There was a private contractor that reviewed Homeless and Neglected and Delinquent (N&D). On-site visits were at Mesa Unified and Peoria for Homeless Education and Queen Creek and Superior Unified for N&D. The preliminary report:

- offered commendations to both programs that they were very well run.
- Recommended the Homeless Director review the data and verify if a LEA that receives a large Title I allocation reports that they have no homeless, and provide technical assistance if needed on how to identify homeless students.

School Improvement Grant:

Nancy introduced Doug Price, Director of Title I School and LEA Improvement. Doug provided an update on the Title I Restructure Planning and Restructure Implementation School Improvement Grants. Doug reviewed the hand out he provided COP members that detailed the criteria for qualifying for the grant, the funding amounts and the LEAs who qualified in each phase. FY 08 there is \$2.5 million dollars allocated to Arizona, 5% or approximately \$100,000 will stay at the ADE to provide support and administer the grant; the remaining \$2.4 million will be available for schools. Schools could receive \$50,000 up to \$100,000. In Phase 1 - nine rural LEAs and nine urban LEAs are eligible to apply for funds benefiting 33 schools. The grant application will open March 25, 2008 and close April 25, 2008. Phase 1 will fund these 18 LEAs at their capacity; any remaining funds will roll over into Phase 2. The LEAs eligible in Phase 2 will be notified of the eligibility no later than April 28, 2008. LEAs will have 27 months to use their funds. Doug encouraged members if they had any questions they could email him at douglas.price@azed.gov or call him at 602.542.1562.

Schoolwide Guidance:

Nancy announced that there is new Title I Schoolwide Guidance. It was presented at the National Title I Conference. One of the requirements concerning schoolwide is the consolidation of programs for supporting schoolwide plan. There are 3 options of using funds:

- Title I only
- Federal funds only
- Consolidation of all funds (schoolwide pool)

On the fiscal forms where LEAs indicate the Title I school being targeted or schoolwide, next year it will have schoolwide identification broken down to indicate which option would fund the schoolwide program. If using Title 1 funds or federal funds only it could be detailed in the application, if using schoolwide pool there would be an additional budget to show all funds i.e.; Title III M&O, Desegregation funds, B weight etc. that are used to support the schoolwide program.

Discussion on Schoolwide programs will be continued at the May meeting, where Nancy will review with members the new guidance document and continue discussion on the different options on funding the Schoolwide Plan.

Co-chair Carrie Larson, reminded members that the next meeting will be at Nadaburg Unified. She thanked Joe O'Reilly and Mesa Unified for hosting the COP meeting and adjourned the meeting at 12:00 pm.

NCLB Committee of Practitioners Meeting Minutes

Nadaburg Unified School District
Wittman, Arizona

May 9, 2008

Attending

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| COP Members: Tim Frey, Co-Chair Debbi Burdick Karen Burns Copley Harriet Caruso Linda Denno Shelly Duran Rebecca Edmonds Cecilia Frakes Connie Heath Daryl Heinitz Mary Ann Hendrickson | Lidell Jacobson Jean Lewis Leticia Lujan Norma Malamud Patricia Marsh Chris McIntier Patricia Osborne Mary Beth Whitney Deone Wiley Charlotte Wing Stephanie Winter | THE ADE: Nancy Konitzer Tee Lambert Marina Giannelli Doug Price Sally Downing Sherry Barclay | Guests: Elise Arnold Cyndi Nardiello Anne Lopez |
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Welcome and introductions:

At 9:06 Committee of Practitioners (COP) Co-chair, Tim Frye opened the meeting. Deone Wiley, COP member and a Nadaburg Unified School District Governing Board Member welcomed members to Wittman, Arizona. Deone then introduced Bill Collins, the Planning Principal of Nadaburg's new school Desert Oasis Elementary School (K-8) that is scheduled to open August 11, 2008. Mr. Collins announced that Nadaburg Elementary School was chosen as an A+ School of Excellence. Tim had members introduce themselves, and who they represent.

COP Business

Approval of Minutes:

Tim asked for a motion to approve the January 25, 2008 and March 5, 2008 minutes. A correction was noted for the March 5th minutes, Leticia Lujan made the motion to approve the minutes including the correction and Harriet Caruso seconded. The motion passed.

Membership:

Leticia Lujan recognized fellow members of the COP Membership Sub-committee; Melissa Holdaway, Jacquelyn Power and Jan Shoop. Leticia described the process used by the subcommittee to form their recommendations. The sub-committee members scored the candidates to fill the specific open COP positions from the applicants using the following criteria: types of experience, location of the applicants within the state, and whether a representative of a district or charter. Leticia presented the Membership Sub-committee recommendations. A motion was made by Linda Denno to accept the 2008-2009 of the COP Membership Sub-committee's recommendation; Chris McIntier, seconded; motion carried unanimously.

2008-2009 COP Meeting Dates:

Tim and Nancy Konitzer, Deputy Associate Superintendent for Title I and NCLB Consolidated Activities led the discussion for dates for the 2008-2009 COP meetings. The recommended dates are:

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| Friday | August 22, 2008 | at the ADE office at Central and Palm |
| Friday | October 3, 2008 | site to be chosen at August meeting |
| Wednesday | November 19, 2008 | at Mega Conference |
| Friday | January 23, 2009 | site to be chosen at August meeting |
| | March 2009 | date should align with Spring Coordinators meeting site to be chosen at August meeting |
| Friday | May 8, 2009 | site to be chosen at August meeting |

NCLB School and LEA Improvement

Tim introduced Doug Price, Director of School Improvement, who provided an update on all the School Improvement Grants. Doug reviewed the handout showing the various levels of FY08 grants, how many schools applied, the budget allocated and expenditures to date. He highlighted that \$11m was allocated and only \$4.7m had been used as of June 30, 2008. If the dollars are not spent they revert back to the Arizona Department of Education (ADE) and are reallocated for the FY09.

The ADE is reviewing the allocations to see if the amounts of the grants need to be different. There is a recommendation that additional dollars are needed for LEA Improvement. The restructuring grant will grow from \$2.5 million to \$9 million.

Doug also explained that one of the projects provided with school improvement funds is the Dr. Marzano's What Works in Schools Workshops. 150 schools over the past three years have written grants and received \$5,000 to attend the workshops. The School Improvement team looked at what could be offered to enhance and continue the work started with the Marzano Workshops. One option is to contract with Lee Jenkins, who wrote *Improve Student Learning - Applying Deming's Quality Principles in the Classrooms*. Jenkins shows how to build data from the classroom to the district, and to how to analyze and use the data in meaningful and operational ways.

Doug updated members on the Fall Process Forums that will be held regionally around the State. The first of these Forums will be held in the first 3 weeks of September. Other Forums are schedule around the state in October, November, January and May. The Arizona School Improvement Plans (ASIPs) are due December 1st 2008.

SB1096 – Educational Mismanagement

Nancy presented a legislative updating stating that SB1096 did not pass, but what did pass was HB2711 and the governor has signed it. This will impact districts that have more than 6 schools. The first district it will be applied to is Roosevelt.

The bill directs the ADE to investigate a school district with at least six schools for systemic educational mismanagement, as defined by the failure to ensure that schools in the district properly implement their school improvement plans, and if at least 50% of the district's schools are classified as underperforming or failing and least one school is classified as failing. The ADE will present the evidence of mismanagement to the State Board of Education (SBE). After reviewing evidence, the SBE will determine that a school district has demonstrated systemic educational mismanagement and whether to appoint a superintendent, selected from at least three individuals recommended by ADE, and

whether the school district should be placed into financial receivership. The appointed superintendent serves for three years and reports to the SBE, not to its local school board. There will be also be a Community Committee, which may not include the local governing board members or district employees, to work with the appointed superintendent.

Paraprofessional Attestation

Nancy reviewed the Arizona Paraprofessional Attestation Form that will be required to be completed and kept in employee's file with supporting documents. Highly Qualified Paraprofessional will be an emphasis in monitoring for 08-09.

Federal Monitoring – Final Report

Nancy went over the final report from the federal monitoring conducted in February. For Title I there were 3 findings:

- State Report Card
- State monitoring of paraprofessionals meeting HQ requirements
- Parent Involvement

For Even Start there were a few findings, none for Homeless Education and Neglected and Delinquent.

With reauthorization not moving forward this year, there are changes being proposed through regulation being brought forward by Secretary Spellings. The Department will be holding 4 open public forums across the nation to hear comments. It is uncertain what will happen with these changes moving forward due to elections and a new Secretary of Education appointed in January.

FY09 Application/Amendment guidelines

The State 2009 allocation is:

- | | |
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| ➤ Title I | \$272,084,817 |
| ■ SI set aside | \$ 10,883,392 |
| ■ New SI grant | \$ 9,216,786 |

There is an increase in Title I from last year. The district allocations are based on census data; for 09 new census surveys were used. It is not valid to compare to previous years' data.

LEAs have been submitting their applications later and later in the year. This adversely affects the fidelity of reviewing and approving process. It also affects LEAs receiving their funds in a timely manner. The ADE has come up with strategies in an effort to address this issue:

- The ADE will run allocations based on preliminary numbers
- Applications will be available starting in June
- When final numbers are known and any reallocations are determined, the ADE will send out re-allocation letters with the final allocation dollars in January

The ADE will be implementing the Code of Federal Regulations (CFR), regarding pre-award costs and obligations prior to applications being approved. The CFR states that a district can obligate funds from a grant, either by the time the state is allowed to obligate funds or when there is an acceptable substantially approvable application submitted, which ever is later.

LEAs need to have a substantially approvable application submitted by September 2, 2008. The ADE will provide the criteria of what meets the definition of a substantially approvable application. This allows LEAs to obligate expenditures from the beginning of school. If a substantially approvable application is not submitted by September 2, 2008, the LEA will have to submit a request to pay for any

expenses incurred prior to submitting the application. The ADE will have the authority to deny LEAs expenditures up to the point of the application being submitted.

Criteria for a substantially approvable application include the submission to the ADE:

- Private School Consultation form
 - If an LEA has no private schools there must be statement to the fact
- Constitutionally Protected Prayer Policy Certification
- The application with acceptable expenditures
 - Districts who reported students identified as Delinquent will receive a Title I-D allocation, those LEAs need to complete that portion of the application
 - List expenditures of any Title V carry forward
- NCLB Consolidated Spreadsheet with completed pages of
 - Required set asides
 - School Selection Page listing all schools, their rank order and their allocations
 - Title I-D (if applicable)

For Title II, Nancy encouraged members to read section 2141(c) on accountability. There are two provisions:

- State Highly Qualified (HQ) Plan includes Annual Measurable Objectives (AMO) for percentage of HQ teachers in Arizona. As of 2008 Arizona was to be at 100% HQ.
 - If an LEA hasn't met the 100% HQ goal for HQ 2 years in a row they must have an improvement plan.
 - The LEA must submit the District Summary as part of Cycle 2 along with the budget to support.
- For Districts in Corrective Action (CA), there has to be an agreement of how the LEA will meet the HQ AMO to increase AYP. The ADE can direct the use of Title II-A funds. This will be an addendum for the LEA Improvement Plan for districts in CA.

With amendments the ADE will be creating specific directions on submitting amendments. The ADE needs to do a more intensive review with amendments from the initial application approved. There will be guidelines developed for Title I carry over, there will be two options:

- If the LEA uses their carry over the funds to add to school allocation the rank order will have to redone which includes the services to private schools
- If carry over funds are to be used at the LEA level for programs such as summer school that will have to be indicated on the set aside pages

The spreadsheets will have to be resubmitted to show the adjustments.

There are four standardized reasons for amendments to be listed in reason for amendment line:

- Adding in carry over
- Budget adjustments
- Change in ending date, or
- Directed by the ADE

If there are multiple programs in a line item and a change is to be indicated, leave the original and below it describe the change, it will show in red. This will help provide clarity in reviewing the amendment. There will be samples posted in Downloads.

There are new state Guidelines for LEAs who receive over \$50,000 in Title II allocation. Only 15% of Title II can carry be forward; if it is over 15% there will need to be a justification.

Nancy reminded members that if there are questions about coding they can call Lois Kruse at 602.542.7473 or Sherry Barclay at 602.542.5519.

Nancy and Tim thanked everyone for coming and the meeting adjourned at 1:20 pm.