

NCLB Committee of Practitioners Meeting Minutes

Arizona Department of Arizona
2005 N. Central
Phoenix, AZ

August 22, 2008

COP Members:		ADE:	Guests:
Carrie Larson, Co-Chair Norma Malamud, Co-Chair Debbi Burdick Karen Burns Copley Harriet Caruso Geri Cloud Thomas Collins Alena Davenport Linda Denno Sherry Dorathy Shelly Duran Bob Fleischmann Cecilia Frakes Tim Frey Monika Fuller Nancy Haas Connie Heath Daryl Heinitz Mary Ann Hendrickson Melissa Holdaway Lidell Jacobson Sylvia A. Johnson Mary Kyle	Ildiko Laczko-Kerr Kelly Langford Jean Lewis Leticia Lujan Patricia Marsh Leanne Marston Rebecca McClenning Chris Milntier Natalie McWhorter Laura Noel Joe O'Reilly Patricia Osborne Dee Puff Shelly Reed-Mezei Patrick Riley Tom Rogers Jan Shoop Dean Slaga Gina Vukovich Deone Wiley Charlotte Wing Stephanie Winter	Nancy Konitzer Tee Lambert Kimberly Allen Cynthia Bryant Kathy Hrabluk Lynn Cook Patty Hardy Jim Lovett Doug Price Marina Giannelli	

Welcome and Introductions:

At 9:00 Committee of Practitioners (COP) Co-chair, Tim Frye opened the meeting as an emeritus member. Welcomed everyone to the first meeting of the 2009 school year, and then introduced Co-chair Carrie Larson. Tim had members introduce themselves, and who they represent.

COP Business:

Election of Co-Chair: As required by the COP Bylaws, a replacement for the expiring term of co-chair Tim Frye was elected. Mr. Frye called to elect the new Co-chair, and discussed the duties of being a COP co-chair. Nancy Hass moved to nominate Norma Malamud, Pat Marsh second the motion. There was a call to cease nominations and a second. Norma Malamud accepted the nomination. The vote was unanimous to elect Norma Malamud as the new co-chair; she shall serve for school years '07-'08 and '08-'09.

Approval of Minutes: Committee of Practitioners (COP) Co-chair, Carrie Larson asked for comments to approve or change the May 09, 2008 minutes. An editorial correction was noted for the 05/09/08 minutes. Linda Denno made the motion to approve the minutes, Harriet Caruso second the motion. The motion passed.

Membership Roster: Carrie Larson asked that all members review their own contact information, particularly the email address, in the 2009 Committee of Practitioners Membership Roster and report any edits to Tee Lambert.

PRELIMINARY PROFILES - AYP data merge with AZ LEARNS:

Nancy Konitzer introduced, Kathy Hrabluk the Associate Superintendent of the ADE School Effectiveness Division, Kimberly Allen the Deputy Associate of School Improvement and State Intervention. Kathy Hrabluk apologized that the Preliminary Profiles have not unfolded as positively as the ADE had anticipated, and recognized the impact to school sites. In October of 07, the recommendation to have a single release date, or an earlier release was brought to Research and Evaluation and Information Technology (IT) teams. A collaboration project began with the following goals.

- 1) Provide a single release date
- 2) Compress the time line and begin the preliminary release of data in August 08.

During the IT transition into the 21st century, the decision was made to move forward and solve the technical problems, instead of going back to what worked in the past. Up to this time, LEA decisions were wrapped around the profile. She asked that schools look a little differently at what training needs they have, and not to lose focus of the main purpose, which is that children learn effectively and move forward. Ensure that staff has information and understands what are the components of a good instructional plan; including grant funding, what is available and when. The future focus on ADE will be to work with schools that need additional training.

Kimberly Allen introduced Doug Price the Title1 School Improvement Director. She also announced a different team approach to the School's Improvement Plan; that the goals of Fall Process will start at the first Fall Process meeting. She affirmed that all ADE Specialists will be well versed, active, and able to assist anyone with the Fall Process.

Kimberly Allen introduced Cynthia Bryant, Director of NCLB LEA Improvement, Cynthia joined the School Effectiveness Division in April to help restructure schools and provide LEA team improvement. She stated that the ADE has adjusted many compliance deadlines, due to the late Preliminary Profiles. Cynthia spoke of the NCLB tracker and the consolidated plan application, known as Arizona LEA Tracker (ALEAT). Selected districts that have been in LEA Improvement for three or more years will receive isolated training with the Lee Jenkins program. Schools coming out of SI will be asked to become mentors.

Members asked questions, regarding 07-08 data, reliability for the labels, related funding, and expressed timely notification concerns. Kathy Hrabluk assured the committee that these questions have all been asked amongst ADE staff, she then informed members that they could draft a letter voicing these reasonable and honest comments to Margaret Garcia-Dugan and Tom Horne. Ildiko Laczko-Kerr made a motion to draft a COP collective response communication to Margaret Garcia-Dugan and Tom Horne, Tim Frye second the motion. Carrie Larson asked for discussion and vote. The motion passed unanimously. Co-chair Carrie Larson asked Ms. Kerr if she would like to draft the communication, Ms. Kerr accepted.

FUTURE COP MEETING DATES SY08-09:

October 03, 2008 Washington Elementary School District
January 23, 2009 Cave Creek Unified District
March 10, 2009 Scottsdale Unified District
May 10, 2009 Union Elementary School District

NCLB UPDATES:

Nancy Konitzer discussed School Improvement impact on NCLB grants, set asides for Professional Development, School Improvement or District Improvement. LEAs should plan to set an additional 5% for Supplemental Services if there are one or more schools in SI. SES will have to be purchased from an Outside Provider. NCLB Consolidated Applications must be in by 09/02/08, this has legal requirement to obligate funds.

Some districts were notified that award letters were withheld, if they are out of compliance for more than one year. Compliance activities must be accepted before award letter is sent out. Cindy Hirsch can assist with the comparability process.

Arizona LEA Tracker (ALEAT) will be accessed through the Common Logon. Superintendents will have default access. This management tool must be used by districts for their Consolidated Plan Update and if they are required to have a LEA Improvement Plan. ALEAT will store LEA submissions including Constitutionally Protected Prayer Policy Certification, NCLB Monitoring Documents, and other annual submissions. There will be a permanent record of individual Specialist reviews and a discussion thread that can address a single goal of a plan.

***** NCLB Goals *****

- 1) 100% Achievement in Math and Reading by 2014**
- 2) 100% HQ Teachers**
- 3) Proficiency for ELLs**
- 4) Safe Schools**
- 5) 100% Graduation Rate**
- 6) Parent Involvement**

GOOD OF THE ORDER:

ITV Labs, Webinar, and Teleconference for trainings and meetings are under advisement, to aide with overcoming logistics of training for more remote locations.

2008 MEGA Conference is November 18-19-20th at the Glendale Renaissance.

NCLB coordinator "early bird training" will be 8:00 am on Tuesday 11/18/08.

Spotlight on Success Recognition event will be held at the luncheon on Thursday 11/20/08.

Please note location was moved from the Wigwam Resort. Registration is limited.

SUB-COMMITTEES:

Carrie Larson, Co-Chair, asked the Committee of Practitioners (COP) to review and update the guidelines of the operating guidelines from 2005. A review of past sub-committees was brought forth; Nancy suggested that a COP subcommittee be formed that recognizes "Distinguished Schools or Title One School Recognition", as part of a NCLB requirement. Award nomination deadline is 12/01/08. Linda Denno moved to form a Distinguished Schools sub-committee, Leticia Lujan second the motion. Vote was passed unanimously. Sign up was immediate; an email invitation to all members will follow. Further discussion of sub-committees was tabled. Attached is subcommittee member list.

NCLB-2008 Detailed Summary of Proposed Title I Regulations 04/22/2008:

Nancy Konitzer distributed an overview of the proposed changes and provided highlights.
National accountability under Title I must be based on a single measure or form of assessment.

- ❖ All states must resubmit their accountability workbooks.
Schools had too many sub-groups that did not include SPED for AYP.
- ❖ National Assessment of Educational Progress (NAEP) report card must include NAEP results at District and State level.
- ❖ Graduation rate measure to make AYP.
- ❖ National Technology Council has been formed.
- ❖ SI new regulations for restructuring for CA.
- ❖ SES and parental public school choice opportunity, enrollment time options, and set asides.
- ❖ HQ issue, SPED Teachers are not the teacher of record, this will align NCLB with IDEA.

National comments can be found at www.NCLBonline.com .

HIGHLY QUALIFIED TEACHERS:

Nancy introduced Patty Hardy, Title II Director of Teacher Quality and Retention. She reminded COP that fingerprint requirement laws were changed last spring. Any student teacher or tutor must have a valid State of Arizona DPS Fingerprint Clearance Card. She provided an update of the HQ Teacher Input Position Report, with a timeline and ADE contact email addresses. To prevent common errors in reporting attestations, another handout identifying Certified Teachers by category was distributed. ADE will provide each district with a Specialist on this topic.

ADJOURN:

Nancy thanked everyone for coming and the meeting adjourned at 2:30 pm.

NCLB Committee of Practitioners Meeting Minutes

Washington Elementary School District
4650 W. Sweetwater
Glendale, AZ 85304

October 03, 2008

COP Members:		ADE:	Guests:
Carrie Larson, Co-Chair Norma Malamud, Co-Chair Linda Arzoumanian Debbi Burdick Karen Burns Copley Harriet Caruso Geri Cloud Thomas Collins Alena Davenport Sherry Dorathy Shelly Duran Rebecca Edmonds Bob Fleischmann Connie Heath Mary Ann Hendrickson Lidell Jacobson Sylvia A. Johnson Stephanie Jones Ildiko Laczko-Kerr	Jean Lewis Patricia Marsh Leanne Marston Rebecca McClenning Chris McIntier Natalie McWhorter Laura Noel Patricia Osborne Jacquelyn Power Dee Puff Shelly Reed-Mezei Patrick Riley Tom Rogers Dean Slaga Gina Vukovich Mary Beth Whitney Deone Wiley Charlotte Wing Stephanie Winter	Karen Butterfield Nancy Konitzer Tee Lambert Lois Kruse Karen LaGrand Sally Downing Peggy Peterson Marina Giannelli	

WELCOME AND INTRODUCTIONS:

Committees of Practitioners Members (COP) were welcomed to Washington Elementary School District by Superintendent Dr. Susie Cook. Co-chairs, Carrie Larson and Norma Malamud opened the meeting at 9:05 and COP members then introduced themselves.

COP BUSINESS:

Carrie Larson asked for the approval of August 2008 minutes as presented, then a motion to accept, since no changes were offered. Jacquelyn Power moved to accept, Thomas Collins second the motion. The motion passed unanimously.

NEW COP BUSINESS:

Norma Malamud introduced Dr. Karen Butterfield, ADE Associate Superintendent, who spoke of Collaboration and Communication. Dr. Butterfield greeted and expressed gratitude for the committee's efforts to improve communications and conditions within the Arizona school system. She reminded all that the COP is as an advisory committee that was established under NCLB-ESEA P.L. 107-110, to collaborate with ADE regarding NCLB implementation. She spoke of the role, responsibility, and guidelines of the COP members and Co-Chairs under the open meeting laws. Future meetings of this valued committee will be conducted in a positive and professional manner of this valued committee, following protocol. She offered additional support from ADE to anyone who requests it. Dr. Butterfield then gave the floor to the Co-Chairs, Norma and Carrie. A draft of the revised Arizona Department of Education NCLB COP Operating Guidelines was distributed to the committee for review.

Operating Guidelines for COP members and subcommittee duties were assessed. Confidential communications, clarification points, emergency meeting regulations, amendments, and grammatical edits of the guidelines were offered by members to the Co-Chairs. A revised draft will be presented to the committee by Nancy Konitzer. Review of the COP Guidelines by the committee was set for the January 23rd COP meeting. The second draft will be presented to ADE.

EVEN START:

Sally Downing from ADE Even Start Program stated this program for is in the forth year of a four year funding cycle. Funding has annually been reduced, when started there were 19 programs. There are now only 10 programs in operation. This year funds were cut by 27%. Even Start requires four components to the program: early childhood education, adult education, parenting, and an interactive Literacy activity component. Qualifications of the legally present adults are determined by the most in need population, and right now there is not a waiting list. Performance indicators have not been met and are under review.

NCLB ACCOUNTABILITY WORKBOOK UPDATE:

Robert Franciosi addressed concerns about the validity of the AIMS-A test affecting the AYP of seven school's performance level, ADE tried to hold these schools harmless. This year (affecting AYP based on the Spring 09 AIMS) the only change to AYP is a business rule regarding the 2011 H.S. cohort; 9th grade scores will be associated with Jr. High Schools. Preliminary AYP data will be up by mid June. SAIS will close June 30th; schools will need to have all ELL data entered correctly by mid June. Re-calculated AYP will be up by mid July. Then the subsequent appeals and final determinations will be up by mid August. AZ LEARNS time line will be the same as the AYP.

Mr. Franciosi asked everyone to participate in the ADE survey regarding Mandated Report Cards. He would like to know what pieces are important to you. He is going to ask the Legislators to amend some of the components in June of 2009.

ALEAT UPDATE:

Nancy Konitzer explained that WestEd has developed ALEAT (AZ LEA Tracker) for all of the states in the SW region. Districts in improvement are the first users of ALEAT. School Improvement, Title I, Title II, and Title III staff will be working simultaneously with schools that have not met the five AYP goals. ALEAT can also benefit any District Wide or School Wide Plan to write smart goals, strategies, and related action plans. The application is a user friendly Microsoft based program; it is intuitive and will aide with submitting, updating, approving, and monitoring the NCLB processes. Supporting documentation can be saved as an attachment, all edits are saved, and communication strings can be viewed. ALEAT is a live system, it is now installed into the ADE Common Logon server and an invitation to obtain a key has been sent to all Superintendents by WestEd.

The committee was presented with a draft of defined strategies and was assigned to review and make comments and additions. The strategies were divided by the GOAL Topics is ALEAT.

STRATEGIES BY GOAL TOPIC:

- ⇒ Reading Achievement/Math Achievement
- ⇒ Highly Qualified Teachers
- ⇒ English Proficiency for ELLs

- ⇒ Safe, Drug-Free Schools with Environments Conducive to Learning
- ⇒ High School Graduation
- ⇒ Parent Involvement

Samples of responses include:

One person's strategy can be another person's action plan.

Guidance about identifying strategies either required or best practices of certain areas.

ALEAT will be recording what you have been doing.

RTI – Response Tiered Intervention support system.

Reconfiguration of staff could be physical placement of staff or aligning qualifications.

Categories of this process can include the action steps of an aligned coherent professional development system.

Focus - Pick at least one strategy under on each Smart Goal.

What a district strategy means when schools have the school wide plan;

Districts must ensure that HR departments understand the importance of keeping HQ teachers and this should be part of the strategies.

TITLE I PROGRAM REVIEW:

The difference between a Targeted Assistance Program and the first type of three Schoolwide Plans are not very great. The difference in Title I funding are the same. A Schoolwide school gets more funding based on the 40 or greater % poverty rate (more poverty students = more funding), the assumption is that you have a wider range of student needs because they are more systemic to your school. A Targeted Assistance Program has to have intervention, rank order, and specific documentation, while a Schoolwide Plan allows for more flexibility. Basic to all of these programs is an intervention to address the students that are not achieving. The format of budget differences is most helpful when deciding what type of program you wish to run at your school.

GOOD OF THE ORDER:

Nancy reported two items from US-ED:

- ED announced that the Title III grant office is being moved into Title I. The program office will stay separate; the grant and monitoring piece will be with Title I.
- New guidance on Title III Supplement/Supplant and Migrant programs.

She also reported:

- ADE has additional information available concerning Supplemental Services and contracting with Outside Providers for tutoring.
- There is a new tool kit out regarding Transition programs.
- The new census formula has been published.

Nancy requested suggestions for agenda topics for the next COP meeting will be held at the MEGA Conference on November 19th at 4:30, location is the Renaissance Glendale Hotel.

ADJOURN:

Norma thanked Dr. Cook and our hosts. She asked the committee to carefully review the COP guidelines for suggestions. Sylvia Johnson motioned to adjourn, Leanne Marston second the motion.

NCLB Committee of Practitioners Meeting Minutes

Arizona Department of Education ~ Arizona MEGA Conference
Renaissance Glendale Hotel
Glendale, AZ

November 19, 2008

COP Members: Carrie Larson, Co-Chair Norma Malamud, Co-Chair Karen Burns Copley Geri Cloud Alena Davenport Shelly Duran Rebecca Edmonds Bob Fleischmann Tim Frey Monika Fuller Nancy Haas Connie Heath Melissa Holdaway Sylvia A. Johnson Stephanie Jones Mary Kyle Jean Lewis	Leticia Lujan Patricia Marsh Leanne Marston Vivian Martinez Chris McIntier Natalie McWhorter Tom Rogers Patricia Osborne Jacquelyn Power Shelly Reed-Mezei Jan Shoop Gina Vukovich Mary Beth Whitney Deone Wiley Charlotte Wing Stephanie Winter	ADE: Nancy Konitzer Tee Lambert Jan Amador Bobbie Orlando Robert Franciosi Noni Paris Jim Lovett Sherry Barclay Karen LaGrand Angela Denning Gary Fortney Marina Giannelli	Guests: Mitch Simmon
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WELCOME AND INTRODUCTIONS:

Norma Malamud and Carrie Larson, Co-Chairs, greeted COP members and reminded members to officially sign in. She did not recognize any new visitors, and decided to forgo the introductions.

OLD BUSINESS:

Carrie Larson asked members to review the October minutes for approval. There was concern over some of the members listed as present; Tee Lambert said she would review the sign in sheet for October. Jacquelyn Power motioned to have the October minutes approved at the January 23, 2009 meeting, Karen Copley second the motion. The motion passed unanimously.

Norma Malamud stated that the ADE Legal Department is presently reviewing the COP Operational Guidelines; to be sure they are appropriate.

The current assessment sub-committee members will stay on that committee; there will be a gradual transition to two people.

TITLE I DIRECTOR'S REPORT:

Nancy Konitzer provided an update on Title I Distinguished Schools awards. The winner in the first category of "Absolute Achievement" is Masada Charter School in Centennial Park, AZ; they are also a Blue Ribbon School. A repeat winner, in sub-group of "Closing the Gap" is Madison Rose Lane School, from Madison Elementary School District. Both schools will be recognized at the National Title I Directors Conference in February 2009.

Meetings with US-ED: The National Math Panel is looking at ways to continue to do the work without funding support. The Math Panel was convened 2006, and the final report was turned in last April. There is an effort to put into place recommendations from the Math panel. One of the panel's main goals is to emphasize change. We must dispel the socially acceptable idea of "I can't do math". Other recommendations are to change the culture of how teachers teach math and what they teach. Title I students need to have access to an "Authentic Algebra Class" (Algebra I & II) when they are ready. There also needs to be more research on what does good math instruction look like and a greater emphasis on Professional Development. The States were asked to look at what they could do individual and collectively to instill these societal changes.

The Fall National Title I Board of Directors: We have been working on a reauthorization paper, regardless of who was elected for President. The recommended statements dealt with long term accountability changes, the laws that govern Title I, and teacher's PD in Title II. Nancy will share the details, when the final draft is prepared.

LEP Partnership meeting: The federal Title III entitlement grant office has been incorporated into the Title I office. The ELL program office remains under OLEA. The Title III grant administration staff will now collaborate with Title I for the purpose of monitoring and improved accountability.

ALEAT UPDATE:

The current status of ALEAT is for districts that are in Schoolwide Improvement. Bobbie Orlando advised that one of monitoring pieces that alerts to the cycles still needs improvement. Other issues: not all single site Charter Schools were found not to be listed as an LEA in the system but were listed as a school; Charter Schools with multiple entities were found to need a unique identity - meaning a unique email address - to access ALEAT for each one.

Nancy introduced the new ADE Deputy Associate, Angela Denning. Ms. Denning is responsible for School Improvement and Intervention for the State and Federal programs; she is Kimberly Allen's replacement.

NEW BUSINESS:

NCLB 2008 Summary of Final Title I Regulations is final, a copy was provided for sub-groups to critique three topics, Accountability with Robert Franciosi, Graduation Rates, and SES (Supplemental Education Services SY08-09) with Madeline Coccagna. Nancy asked COP members for feedback that may impact SY09-10, and then decide whether it is the States responsibility or the LEAs responsibility to implement the new regulations.

FUTURE AGENDA ITEMS:

The COP Membership sub-committee requested to speak at the January 23, 2009 meeting at Cave Creek USD Boardroom. The Distinguished Schools sub-committee announced they intended to meet on 01/22/2009 to develop an identification action plan, they also requested to be placed on the March 10th agenda.

ADJOURN:

Vivian Martinez motioned to adjourn; Nancy Haas second, the motion passed unanimously. Norma wished everyone a Happy Thanksgiving and thanked all attendees for participating.

NCLB Committee of Practitioners Meeting Minutes

Cave Creek USD Boardroom

33606 N 60th St., Scottsdale, AZ 85262

January 23, 2009

<p>COP Members: Carrie Larson, Co-Chair Norma Malamud, Co-Chair Debbi Burdick Karen Burns Copley Harriet Caruso Thomas Collins Alena Davenport Linda Denno Sherry Dorathy Shelly Duran Bob Fleischmann Cecilia Frakes Tim Frey Connie Heath Lidell Jacobson Sylvia A. Johnson Stephanie Jones Mary Kyle Ildiko Laczko-Kerr</p>	<p>Jean Lewis Leticia Lujan Patricia Marsh Leanne Marston Chris McIntier Natalie McWhorter Patricia Osborne Jacquelyn Power Dee Puff Patrick Riley Tom Rogers Jan Shoop Dean Slaga Gina Vukovich Mary Beth Whitney Deone Wiley's alternate Charlotte Wing Stephanie Winter</p>	<p>ADE: Nancy Konitzer Tee Lambert Margaret Dugan Douglas Price Angela Denning Sally Downing Bobbie Orlando Robert Franciosi Kathy Hrabluk Gary Fortney Peggy Peterson Karen LeGrand Marina Giannelli</p>	<p>Guests: Cyndi Nardiello Lynn Strizich</p>
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WELCOME AND INTRODUCTIONS:

Co-Chair, Norma Malamud welcomed COP members to the meeting at 9:00 am. Then asked everyone to introduce themselves, affiliation, and roll in COP. Nancy Konitzer expressed regrets on behalf of Dr. Butterfield, for her emergency absence; she had planned on attending today.

OLD BUSINESS:

Update on the revised COP Operational Guidelines. Nancy said she edited the second draft to include the member's suggestions of the October meeting. The current draft is a result of legal review, and COP suggestions. Further discussion is scheduled as an action item on today's agenda.

Norma asked for commentary regarding new topics for discussion, without action, being added to the current agenda. In discussion, some members asked for clarification about which rules the committee must follow, Open Meeting Laws or Robert's Rules of Order. The discussion was tabled after some examples of official functions were brought up.

Nancy presented several handouts to review. "Strategies by Goal Topics" was developed by the COP and Title I staff to assist districts in developing Consolidated Plans. During the November COP meeting, members were asked to evaluate the "NCLB 2008 Summary of Title I Regulations" handout. This exercise determined if ADE or LEAs need to participate for each matter under the topics of Accountability, Graduation Rate, and SES. The exercise results were distributed in today's packet.

TITLE I DIRECTOR'S REPORT:

Arne Duncan is the new Secretary of Education. Nancy highlighted his background and read some of his and his staffs' accomplishments. Fully funding NCLB programs in the coming years is part of the new administrations mission. The education portion of the proposed Federal Stimulus Package has called for 79 billion dollars; the current budget for Title 1 is 14 billion; an additional 13 billion is being touted for Title 1 over the next two years.

The new Title I regulations are in effect. States were requested to submit suggestions or concerns of implementing the new regulations to the new Secretary.

The National Association of State Title1 Directors is working on a draft for the NCLB Reauthorization Paper.

There will be a change in the race and ethnicity codes that report demographics accurately. Multi racial categories for Asian, and Hispanic codes will be effected. This will impact data collection systems at the State and school levels. Members were encouraged to speak with their IT teams to find out what they need to bridge the gap, and estimate a timeline. Also, to think about redoing data as students enroll or would you prefer to ask for an exception when reporting? Correctly identifying students for a specific grant is crucial to receive funding.

Nancy discussed several educational programs meant for budget reduction;..

ADE will be preparing a reallocation of the current year's Title I carry over and school improvement hold harmless adjustments and notify all LEAs of their final FY09 allocations. .

ALEAT update: ADE is pushing back the due dates for both Consolidated Plans and monitoring , because of several features are not yet available . The monitoring portion is in the system and districts can file documents for your Potential Evidence. Specialists can see titled documents in the file cabinet, however the submit button is not functioning for them to view the document. Also, ADE will verify that Cycle 4 is activated.

NEW BUSINESS:

AYP and AZLEARNS Timelines: Robert Francois, ADE Deputy Associate Superintendent of Research and Evaluation, stated the AYP and AZLEARNS data will be released simultaneously this year. ED requires that AYP data be published two weeks before the start of the school year.

- SAIS data entry deadline for preliminary calculation is May 29, 2009
- Preliminary AYP release is June 15, 2009; start of the appeals process
- SAIS data correction deadline for final calculation is June 19, 2009
- Public release of AYP, tentative date is July 29, 2009

High School AYP will be calculated using a cohort beginning in 2010.

The amendment letter to ED has been submitted for approval for a modification of the official start date of the school year from August 3 to mid-August.

Response to Intervention: Kathy Hrabluk, ADE Associate Superintendent, explained that the RTI model is a collaborative strategy for meeting the goals of NCLB, which is a general education initiative. RTI is a multi-tier process that links prevention with remedial education,;.

- ▲ Tier 1 UNIVERSAL - instruction for all students in that grade level
- ▲ Tier 2 TARGETED – intervention as short term targeted instruction in small groups
- ▲ Tier 3 INTENSIVE – intervention for individual students that are falling far behind academically

Early intervention should begin during the earliest grade level of core instruction for all students. ADE is looking at alternatives to identify students with scientifically based curriculum and assessments.. RTI is moving away from the approach of remediation after failure. We need to train general education teachers to provide immediate response that will implement progress monitoring for all students. RTI framework will provide PD to assure academic excellence for all students on a daily basis.

LEA Improvement Request to US-ED: Angela Denning, ADE Deputy Associate Superintendent of School Improvement and Intervention, provided a draft of an ADE proposal to ED. This proposed amendment will provide some flexibility to the exit criteria for LEA Improvement. She then introduced

Dr. Douglas Price, Director of Title 1 School Improvement. Dr. Price asked the COP to examine the draft and provide feedback. ADE would like to be prepared if ED requests clarification, definitions or explanations of why “watch” would differ from the “warning” label.

IDEAL Update: Cathy Poplin, ADE Deputy Associate Superintendent of Educational Technology, enthusiastically shared the new Google Apps programs on the IDEAL web site. Real-time Google Apps for Education will allow you to share information and ideas more easily with colleagues. Collaboration tools allow for document storage, edits, and surveys to spreadsheet data collection by anyone. IDEAL is a single location on the web to make your life easier as a teacher in number of ways.

Google Apps ~ share/store docs, spreadsheets, calendar, email, web site builder, and home page

Curriculum Resources ~ ready to use lesson plans that are aligned to Arizona standards, over 4000 Discovery streaming edu. videos, assessments, and sample AIMS tests

Professional Development ~ courses are offered for continuing education credit

Future Services ~ IDEAL will expand to allow student and parent access

ADE is asking COP to consider all financial support options that will continue to finance IDEAL; yearly maintenance is approximately 1.5 to 1.7 million. Exploring all avenues includes user fees, M&O, SI set asides, and sponsorships. One option is to use Technical Assistance money that districts have not used; these funds go back to the federal government if not utilized by the States. Any approved financing will have built in conditions and an annual evaluation. Current support includes carryover money, which has been exhausted; also other budget commitments have expired.

COP Membership Committee: Pat Marsh thanked Debby Burdick for her technical contribution to the Membership Committee, regarding the handout. Jacquelyn Power, Stephanie Winter, Connie Heath, Leanne Marston, and Pat Marsh met at the MEGA conference and again on 01/22/09 to discuss the composition of membership representation, COP Operating Guidelines, and the laws. They reviewed NCLB section 1903; finding the committee lacks representation from Pupil Personnel Services.

The revised COP Operating Guidelines language will be amended to exclude the titles of representatives under III. B. They requested that there be a definition of conflict of interest, to include words “recuse with identified conflict of interest”. Other changes are grammatical edits, the discussed omissions, and to add a statement declaring flexibility in the summation of the committee members.

ACTION ITEMS:

Discussion of the November minutes was announced by Norma Malamud. Linda Denno moved to approve the November minutes, Harriet Caruso seconded, the vote to approve passed unanimously.

COP examined of the second revision of the NCLB COP Operating Guidelines. COP amendments are so noted. No action was taken. Draft three will be distributed before the March 10th meeting for review.

FUTURE AGENDA ITEMS:

Minutes Approval: COP approval of the 10/03/08 and the 01/23/09 minutes.

COP Operating Guidelines: Critique of draft three.

Agenda Restructure: Add an emergency clause for agenda action items.

Ethnic Code Change: ADE asked COP for time lines and technical feedback for the imminent change.

IDEAL maintenance financing: ADE will be reporting progress to the COP.

Request to ED : ADE may seek input from COP as to why “watch” would differ from the LEA Improvement “warning” label.

FUTURE COP MEETING DATES:

March 10, 2009 Mesa USD-District Office Board Room, 549 N Stapley, Mesa, AZ

May 10, 2009 Union Elementary School District

ADJOURN:

Norma asked for good of the order contribution. There was a membership application question, this was addressed. Carrie Larson thanked everyone for attending. Jan Shoop motioned to adjourn the meeting at 3:10 pm, Charlotte Wing seconded, the motion passed unanimously.

NCLB Committee of Practitioners Meeting Minutes

Mesa Unified School District
549 N. Stapley Drive
Mesa, AZ 85203

March 9, 2009

COP Members: Carrie Larson, Co-Chair Norma Malamud, Co-Chair Harriet Caruso Geri Cloud Thomas Collins Alena Davenport Linda Denno Shelly Duran Bob Fleischmann Cecilia Frakes Tim Frey Nancy Haas Connie Heath Lidell Jacobson Sylvia A. Johnson Stephanie Jones Mary Kyle Ildiko Laczko-Kerr	Jean Lewis Leticia Lujan Patricia Marsh Leanne Marston Rebecca McClenning Chris McIntier Natalie McWhorter Joe O'Reilly Patricia Osborne Jacquelyn Power Dee Puff Shelly Reed-Mezei Patrick Riley Dean Slaga Gina Vukovich Mary Beth Whitney Charlotte Wing	ADE: Nancy Konitzer – Title I DAS Tee Lambert – COP Coordinator Madeline Coccagna Sally Downing Gary Fortney Patty Hardy Cindy Hirsch Bobbie Orlando Peggy Peterson	Guests: Kent Smith
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WELCOME AND INTRODUCTIONS:

The Committee of Practitioners (COP) was called to order at 9:09. COP Co-chair Carrie Larson welcomed members to Mesa and asked members to introduce themselves and who they represented.

OLD BUSINESS

Approval of Minutes:

Linda Denno made a motion to approve the minutes from October 23, 2008, Cecilia Frakes seconded. The motion passed unanimously.

Leanne Marston made a motion to approve the minutes from January 23, 2009, Tom Collins seconded. The motion passed unanimously.

Update of Revised COP Guidelines:

Nancy Konitzer, Deputy Associate Superintendent for Title I and NCLB Consolidated Activities reported the Attorney General's office stated the COP does not need to follow Open meeting law. Nancy is planning on attending the Arizona Department of Education (ADE) the ESS Advisory meeting on open meeting laws.

Nancy reviewed editing corrections that were made in the draft COP Operating Guidelines presented for member's consideration during Action Items later on the agenda.

Follow-up on Racial/Ethnic Code Changes:

Co-chair Norma Malamud led the discussion about the changes in reporting racial and ethnic codes. Norma asked if members should develop a subcommittee to work with the ADE on how changes will affect AYP. COP members should contact Nancy to be part of an ADE stakeholder committee.

TITLE I DIRECTOR'S REPORT

Reallocations for Title I:

Nancy Konitzer informed members that the final 2009 allocations had been sent out to LEAs. LEAs need to amend their allocations as soon as possible. There will be a separate allocation for the Title I American Recovery and Reinvestment Act (ARRA) funding.

National Title I Conference:

Nancy reported on the discussions focused on Title I ARRA funding and its acceptable uses. The state directors met and gathered questions to present to U.S. Department of Education (ED) staff that they would be meeting with during the conference.

The next conference is at the Gaylord National in Maryland in late January 2010.

ARRA:

Nancy went over the Timeline for Education Funds hand out based on the March 6th Guidance from ED. She also let members know about two websites where members can get up to date information on ARRA funding; Recovery.gov and ED.gov.

Arizona's Title I ARRA funding is equal to approximately 70% of the 2009 Title I funding. It is funded through the targeted and FIG funding formulas. All ARRA funds will be intensely tracked. There are two separate ARRA funds coming into Arizona; Title I and State Fiscal Stabilization Fund (SFSF) and they will be tracked separately. Title I ARRA funds will be allocated to LEAs, SFSF will go to the Governor's office to be used to backfill the shortfall in state funding in education in K-12 and Higher Ed. The Governor and the Legislature, have the option of using the funds for the Fiscal Year (FY)'09 and the next two years. The state must use the state education formulas to distribute these funds.

There will be two separate applications for the ARRA funds and 2010 Title I funds. It is advised that LEAs set up a separate account for the ARRA funds for accounting purposes. 85% of the ARRA funds have to be obligated by September 2010. The Title I ARRA funds must follow Title I guidelines for:

- Set asides
- Rank order

The state will request a waiver for the SES set aside to be limited to the regular Title I funding and to calculate the per pupil amount to the 2010 Title I amount excluding the ARRA funds. Nancy will be discussing the possibility of waivers with LEA and School Improvement staff for the set asides for LEA and School Improvement.

LEAs will be applying, tracking and reporting ARRA funds separately but the funding will need to be tied to their Consolidated Plan. LEAs should think about implementing a supportable 2 year plan for long term improvement. There is supplanting guidance on the ED website. If members have questions they should call their Title I Specialist. Reporting will have to show per pupil expenditures school by school.

NEW BUSINESS

IDEAL:

Nancy Konitzer introduced Cathy Poplin, Deputy Associate Superintendent of Educational Technology. Cathy reviewed the hand out "IDEAL by the Numbers", ASU developed the handout showing the usage of IDEAL. Cathy asked COP members for volunteers to contact her to be on an IDEAL taskforce that will meet 4 times a year to guide and shape future designs of IDEAL.

Cathy let members know that on May 4, 2009 there will be a Train-a-Trainer IDEAL workshop. In July, students will be able to access IDEAL for AP course work. There is 24.4 million dollars of Title II-D funding for Education Technology Stimulus. 5% is for administering at the state level. 50% will be allocated using the LEA Title I formula. The other 50% will be in competitive grants to use in creating 21st Century Classrooms.

USED Monitoring Report – Title II-A:

Co-chair Carrie Larson introduced Patty Hardy, Director of Teacher Quality. Patty informed members that in January 2008 ED monitored Title II-A in Arizona. There are findings that directly impact LEAs. A major finding was that LEAs continue to hire and place non-Highly Qualified (HQ) teachers in Title I schools, even though the LEA superintendents signed attestations stating that they would not hire non-HQ teachers. The ADE had 30 days to develop a plan with procedures including timelines to address these findings. The ADE has been directed to take corrective action against districts that won't comply with HQ issues.

Patty reminded members that as LEAs look at hiring teachers, they ensure that the teachers at their Title I schools are appropriately certified and highly qualified for the position they hold. There will be a spreadsheet that each LEA will need to complete listing every new hire for 08-09 and listing teachers that are in a Title I program and paid with Title I funds. If the teachers are not HQ, LEAs will be required to pay back money.

Patty went over upcoming deadlines for electronic HQ filings. If LEAs are in LEA Improvement the deadline is October 1st. LEAs who are in 2141 (these are LEAs who failed to make AYP for 3 or more years and have non-HQ teachers) the deadline is October 15th, the remaining LEAs the deadline is November 1st.

LEAs cannot hire emergency certified teachers; they can hire teachers who have an intern teaching certificate these teachers are considered HQ. These teachers must have:

- a Bachelors degree
- passed a content exam
- been enrolled in a teacher preparation program
- been an employee for the LEA for 2 years
- been the teacher of record
- completed their course work

Patty advised that LEAs add an addendum on the contracts for teachers who have an intern teaching certificate, that once the teacher has completed their program that they commit to the district for additional years.

Reporting data collection will be focused on equity. This is data showing that poor and minority students are not taught at higher rates than other students by inexperienced, unqualified or out-of-field teachers.

Patty reviewed the handout on Guidance on Expenditure of Title II funds. This guidance will be used when an LEAs Title II application is reviewed.

SES Evaluation:

Co-chair Norma Malamud introduced Madeline Coccagna, Title I Program Specialist and SES Coordinator. Madeline worked with members to gather input on how SES programs should be evaluated. Madeline went over several handouts on the different ways of how other states evaluate the SES services. Madeline asked members to email her at Madeline.coccagna@azed.gov with any further suggestions.

ACTION ITEMS

COP Operating Guidelines:

Co-chair Norma Malamud introduced the Operating Guidelines and asked for a motion to approve the COP Operating Guidelines. Jacquelyn Powers moved to approve and Charlotte Wing seconded. Linda Denno made a motion to amend the motion to approve with a change to Section III. Membership – 2nd paragraph... “Members may re-apply for an additional 3 - year term”, to read “At the end of his/her term members may re-apply for an additional 3 - year term.” Harriett Caruso seconded. The amendment passed unanimously. Norma called for the question to adopt the COP Operating Guidelines including the amendment, it passed unanimously.

Membership:

Pat Marsh let members know that the committee would be meeting to select members before the May COP meeting. Linda Denno made a motion to have the membership subcommittee develop a procedure on a transition process for membership, Lidell Jacobson seconded. The motion passed unanimously.

ADJOURN

Meeting adjourned at 2:00 pm

NCLB Committee of Practitioners Meeting Minutes

Hurley Ranch Elementary
8950 W. Illini Street
Tolleson, AZ

May 8, 2009

COP Members: Carrie Larson, Co-Chair Norma Malamud, Co-Chair Debbi Burdick Karen Burns Copley Harriet Caruso Geri Cloud Thomas Collins Linda Denno Sherry Dorathy Shelly Duran Bob Fleischmann Cecilia Frakes Monika Fuller Connie Heath Mary Ann Hendrickson Melissa Holdaway Lidell Jacobson Sylvia A. Johnson Stephanie Jones	Mary Kyle Jean Lewis Leticia Lujan Patricia Marsh Leanne Marston Vivian Martinez Rebecca McClenning Chris McIntier Natalie McWhorter Jacquelyn Power Shelly Reed-Mezei Tom Rogers Dean Slaga Gina Vukovich Mary Beth Whitney Deone Wiley Charlotte Wing Stephanie Winter	ADE: Nancy Konitzer Tee Lambert Jan Amator Madeline Coccagna Gary Fortney Marina Giannelli Cindy Hirsch Lois Kruse Doug Price	Guests: Cyndi Nardiello Kathleen May
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Welcome and Introductions:

Co-chairs Norma Malamud and Carrie Larson opened the May meeting of the Committee of Practitioners (COP) meeting at 9:07 am. Patricia Gillespie, Superintendent of Union Elementary, welcomed members to Hurly Ranch Elementary School. Norma asked the members to introduce themselves.

Old Business:

Co-chair Carrie Larson introduced the March 10, 2009 minutes. Linda Denno moved to approve the March minutes and Harriet Caruso seconded. Motion passed.

Title I Director's Report:

ARRA - American Recovery and Reinvestment Act

Nancy Konitzer, Deputy Associate Superintendent of Title I and NCLB Consolidated Activities from the Arizona Department of Education (ADE) reviewed the ADE webinar that she hosted on The Title I ARRA funding. The webinar covered appropriate and acceptable expenditures of the Title I ARRA funds. For Targeted Assistance programs the funds could be used to serve more students and/or serve more schools, for Schoolwide programs the funds could be used towards the program's implementation, or to amend the schoolwide plan to develop a new program. Nancy reminded members the dangers of supplanting; the Title I ARRA funds must follow the Title I rules and regulations.

Nancy mentioned that the governor has not yet submitted the State Fiscal Stabilization Funds (SFSF) application. The governor and the legislature need to determine how the

funds will be used finalize the state budget, and then the governor will be able to report how the funds will be used and submit the assurances. The SFSF must be used in four areas: NCLB; IDEA; Adult Literacy and Perkins. The Attorney General and the Auditor General are working with the legislative committee and the ADE on how this will be tracked and distributed. There is a concern on how these funds will affect comparability. The ADE is waiting to hear on what will be required for tracking and answers to Arizona's concerns on how using SFSF and how it concerns comparability. LEAs currently have access to ARRA funding for IDEA, Title I and Homeless Education, funding for Title II-D and School Improvement (SI) has been delayed until the fall of '09.

FY 2010 Title I Timeline

The consolidated application will be open June 1, 2009. There is a separate application for the Title I ARRA funds. LEAs need to use the spreadsheet identified as "NCLB Consolidated Application Tables with ARRA Title I Cells" when submitting the ARRA application and the consolidated application. When adding a school, complete the spreadsheet using current Free & Reduced lunch data. The spreadsheets need to include all sites, in rank order with the Per Pupil Allocation (PPA).

LEAs in SI or LEA Improvement will need to apply a waiver to exclude the set asides for SES and professional development using ARRA funds. When the LEA completes their application, they need to indicate they intend to file a waiver. If the waivers are not approved, the LEA will have to amend their application.

New Business:

Title II-A State Set Aside

Co-chair Norma Malamud introduced Jan Amator, Deputy Associate Superintendent of Highly Qualified Professionals Unit. Jan presented to COP members the uses of Title IIA State Activity Funds. These funds come to the ADE to support improvements in the recruitment, hiring, training and retention of the teaching force. Jan reviewed the 18 activities allowed by statute Section 2113 (c). Arizona has used these funds for:

- The facilitation of the Professional Development Leadership Team training,
- The National Staff Development Councils Standards Assessment Inventory for all interested LEAs,
- The ADE/County Educational Service Agency Professional Development Framework Development & Implementation,
- Grants to County ESAs,
- Development of the HQT Reporting Data Application,
- Staff to provide technical assistance to LEAs and,
- IDEAL.

Jan updated members on the status of changes to the Reading Endorsement. Currently 15 hours is required. The Certification Advisory Committee (CAC) reviewed the proposal and provided recommendations to the State Board. The State Board of Education opened the Rule making process but directed Kathy Hrabluk, Associate Superintendent of the School Effectiveness Division and Mary Knuck, Deputy Associate Superintendent of Standards Based Best Practices, to develop alternatives to the additional course work required.. It was determined that a Reading Endorsement AEPA needed to be developed. Then the Governor called for a moratorium of rule making and everything came to a halt until July. Both the CAC and the State Board agreed that there should be a phase in when the change does happen.

School Improvement for FY10

Doug Price, NCLB LEA and School Improvement Director, reviewed the Title I School Improvement ARRA funds and how they are to be used for Family and Community Engagement. \$25,000 will be eligible for schools in school improvement as of October 1, 2008. Schools in "Warning" are not eligible. The grant will be open May 18, 2009; the title of the grant is 2010 ARRA Title I School Improvement – Family and Community Involvement Grant. The grant will end on June 30, 2010 and there will be only 1 completion report due 90 days after the grant is closed.

The following information should be evident in the grant application:

- Join a framework organization and or be able to show how you are measuring the impact of your engagement as it affects student achievement.
- Establish or show evidence of a Parent/Family Involvement Action Team
- Appoint/identify an Action Team Chair
- Conduct a needs assessment.
- Attend Regional ADE or other Parent Engagement Training.
- Create and implement a parent engagement action plan intended to have a positive impact on student achievement.

Doug provided a PowerPoint handout that is used at school improvement meetings. The handout gave examples of framework organizational support and the basic steps that should be documented in the grant.

Supplemental Education Services (SES) Discussion

Nancy Konitzer introduced Madeline Coccagna, Title I Program Specialist and SES Coordinator. Providers have expressed concerns about being able to have access to students by using the school facilities. Schools need to offer the facilities to the providers on the same basis as they are offered to other organizations. Parents would have a better chance of participating if providers were at the schools.

State Statute ARS 15-1105, states that the LEAs shall charge a reasonable use fee; the problem stems from a few LEAs who are charging such high fees providers cannot afford to use the school while working with their students. Madeline asked members what would be reasonable responsibilities that schools would expect from providers in using their facilities.

Action Items:

2009-2010 COP Membership

Jacquelyn Powers a member of the COP Membership sub-committee introduced, Patricia Marsh, Lidell Jacobson and Leanne Marston. Jacquelyn described the process that was used in selection process. Sylvia Johnson moved to accept the Membership sub-committee recommendation, Stephanie Winters seconded. The motion passed.

COP Meeting Calendar for 2009-2010

The following dates were decided for future COP meeting dates:

- September 11, 2009 Washington Elementary School District
- November 20, 2009 TBD (Tee Lambert will find a location)
- February 5, 2010 TBD
- May 7, 2010 Chandler Unified School District

Adjournment:

Co-chairs Norma Malamud and Carrie Larson thanked Monika Fuller for hosting the May meeting. Meeting was adjourned at 1:35 pm.