

## SEA Committee of Practitioners Meeting Minutes

Friday, October 23, 2020

9:00 am to 12:00 pm

[Agenda/Recording](#)

### Active Members:

Last Name:	First Name:	Present:	Last Name:	First Name:	Present:
Alexander	Sarah	X	McIntier	Chris	X
Berkshire	Marcus	X	McNeese	Marvy	X
Betz	Sheila	X	Medina	Johanna	X
Bowers	Norine	X	Mezei	Shelly	
Brown	Darolene	X	Monroe	Cort	X
Carlson	Christine		Ortega-Rosales	Hilda	X
Conger	Wendy		Ostgaard	Chris	X
Dorathy	Sherry	X	Otto	Susan	X
Dugdale	Kimberly		Power	Jacquelyn	X
Estes	Patricia	X	Ramsay	Jami	X
Etheridge	Derek	X	Reff	Audrey	X
Fulginiti	Paul	X	Roberson	Justin	
Garcia	Francisco	X	Romero	Monica	X
Garza	Rachel		Salce	Domonic	X
Goodman	Rachel	X	Schadler	Stephen	X
Irvin	Michelle	X	Scudder	John	X
Lane	Jeff	X	Sterling	Shari	X
Larson	Carrie	X	Strizich	Lynn	X
Linsalata	Denise	X	Vineyard	Lynn	X
Malloy	Felicia		Winters	Michael	X
Mansouri	Darlene	X	Wood	Jeannie	X

### Non-Members:

Last Name	First Name:	Present:	Last Name:	First Name:	Present:
Alvara	Raquel	X	Isherwood	Devon	
Balough	Belinda	X	Koenig	Kelly	
Boor	Karon	X	Laing	Peter	X
Bowley	Leann	X	Loehr	Dustin	X
Coria	Claudio		Madsen	Angie	X
Dillard	Kym	X	Mayon	Pamela	X
Dunkerson	Henry	X	McAndrew	Stacey	X
Edman	Sue	X	Perez	Tabitha	X
Eide	Susan	X	Pollack-Neuser	Cheryl	X
Enriquez	Nichole	X	Schoeff	Keri	X
Henderson	Erin		Scott	James	X
Hernandez	Venesa	X	Skelton	Sandra	X
Hoffman	Kathy		Tucker	Stephanie	X
Honeman	Haley	X	Wasiel	Cherie	

## I. WELCOME

### a. Opening & Introduction

- i. Darlene Mansouri asked for a motion to open the meeting. Lynn Strizich from Tucson Unified made a motion to open the meeting, which was seconded by Monica Romero from Chandler Unified. The motion carried and the meeting was officially opened.
- ii. Darlene went through the COP Member list and had everyone introduce themselves.

### b. Collective Commitment & Norm Settings

- i. Meeting Norms should provide a guideline for behavior to allow us to work together positively and productively as a group. Before norms are set, we must know and understand our collective commitment.
- ii. A collective commitment is a statement of value and behavior that aligns with mission and vision of an organization. What is our mission/vision?

#### iii. Vision/Mission:

1. ADE Vision: Equity for all students to achieve their full potential.
2. ESE Mission: To provide technical assistance, service and support to local education agencies and schools to ensure equitable access to an excellent education for every child.
3. COP Operating Guidelines:
  - a. Provide advice on the ESSA state plan in terms of requirements and policies relative to implementing the Elementary Secondary Education Act.
  - b. Act as an advisory body to the Arizona Department of Education and the Superintendent of Public Instruction in carrying out its responsibilities under Title I and ESSA.

- iv. Feedback was received from the Collective Commitment and Norm form that was sent out. The feedback was organized and was placed on a form for members to vote on. <http://tiny.cc/kyk0tz>.

### c. Vote on Minutes from 9/4/2020

- i. With the corrections noted Lynn Strizich made a motion to accept the minutes as amended. Darolene Brown second the motion. The motion was carried, and the minutes were approved with noted corrections.

## II. CYCLE 4 MONITORING/COVID EDITION

### a. Presentation

#### i. Rationale

1. The rationale for the changes this year are COVID. The tool is being modified from last year's rollout to make it feasible for us to do a cycle four monitoring virtually and in a shorter amount of time.

#### ii. Process/Protocol

1. We are currently monitoring LEA's that are currently in cycle 4. The feedback that we received from the new programmatic monitoring was really positive. We currently have 77 LEA's who are currently in cycle 4. So, we will be monitoring the 2019-2020 school year. ADE will do a desktop Pre-review and we'll send an agenda for the virtual visit as well as the tool in advance. The virtual meeting will include an ADE team and a leadership team, very similar to last year. Our goal is to send out a post visit response shortly after the virtual visit. We're going to be sending out a differentiated post visit response. Everyone will get some feedback that is specific to them.

#### iii. Changes

1. The tool itself will be shorter.

2. Visits will be virtual.
3. Visit will be half day in the morning.
4. Part H will be collected in advance.
5. Differentiated post-visit response will consist of:
  - a. Part I for all. Everyone will get some sort of response specific to them.
  - b. Part II for some. Will be for scenarios where we weren't able to collect enough information about or we need more clarification or other supports that we might be able to give you over longer term.

**iv. FY20 Cycle**

1. Notification of Cycle 4
2. Schedule virtual visit
3. Advance documentation
4. Virtual visit confirmed
5. Virtual visit
6. Part I letter to LEA
7. Part II virtual visit (if needed)
8. Part II letter to LEA (if needed)
9. Potential carryover to FY22

**v. Timeline**

1. October 2020:
  - a. Adjust on-site tool and protocol in response to COVID.
  - b. Inform COP.
2. November 2020:
  - a. Train staff
  - b. Notify and schedule Cycle 4 virtual visits
3. March 2021:
  - a. Initial virtual visits complete
4. April 2021:
  - a. All virtual visits complete

**vi. Questions**

1. Can you clarify the difference between the initial visit and the other one on the cycle page?
  - a. The initial visit consists of us going through the tool. Because we have modified the instrument and we've shortened it, a follow up visit would only happen if we didn't get enough information or if we need clarification. If we need clarification or more information about anything that we either heard or saw and we feel like we can really support you, we would want to have another meeting just to talk about that particular item.
2. Is there a financial side to it as well? Will the GME staff be going through an audit like we have done in the past?
  - a. No. Our visit will be purely programmatic. Now we will, of course, talk about, "hey you spent X number of dollars here on this program. How's that program working for you?" So, we may talk about it from that perspective. But as far as a fiscal monitoring that is going to be completely separate
3. Is this Power Point posted on ADE?
  - a. I don't think this PowerPoint is posted anywhere. However, there is a micro training on cycle for that will be posted on our website. It will be a quick micro training, six to eight minutes of here's what cycle for is going to look like.

### III. EMAC

#### a. Presentation - Sue Edman

- i. Our ALEAT system has served the State of Arizona very well for over the years in several programs. ALEAT will be moving towards retirement. The new system is named Educational Monitoring Assistance and Compliance (EMAC). EMAC has been designed around each specific program for customization. Educator school excellent cycle monitoring and compliance instruments are being built into EMACS for fiscal 22. Today's presentation is to share with you and obtain your input in the chat box about the EMAC LEA dashboard.
- ii. Belinda Balough and Rosalva Lagunas walk through the navigation of EMAC.
- iii. Aaron Tyler led the group in an interactive quiz.
- iv. Sue Edman answered questions from the team.

### IV. UPDATES

#### a. Poverty Count, Interim Final Rule CARES Act, & Policy - Peter Laing

- i. Equitable Services
- ii. Federal Updates
  1. Federal Waivers
  2. Additional Updates
- iii. Poverty Data
  1. For questions regarding the collection of income eligibility data please contact Caitlin Drake at [Caitlin.Drake@azed.gov](mailto:Caitlin.Drake@azed.gov) or at 602-542-4343.
  2. Please contact your School Nutrition Programs Specialist for question regarding this guidance at [ADESchoolNutrition@azed.gov](mailto:ADESchoolNutrition@azed.gov) or call 602-542-8700.

#### b. Comparability - Sharon Estrada

- i. Comparability calculation due November 30<sup>th</sup> of each year for LEA's if they are NOT except.
- ii. Purpose: Shows that an LEA is equally utilizing their state and local funds among all of their school sites. It is to make sure that all of the schools are getting their fair share of state and local funds, and then the title funds are used to supplement for supplemental programming.
- iii. Who is except?
  1. Single Site LEA
  2. One school per grade span
  3. Fewer than 100 students
- iv. Except LEA's must upload the exemption form located under Resources in ELITE.
- v. For the calendar year 2020 LEA's have to do the following:
  1. LEA's starting with A-L will provide:
    - a. Assurance of Comparability
  2. LEA's starting with M-Z will either provide:
    - a. Comparability Calculation & Supporting Documentation
    - b. Exemption Form
- vi. For Comparability Calculation upload the following:
  1. Comparability Procedure and Timeline
  2. Comparability Workbook
  3. Supporting documentation for Workbook

#### c. CNA Update & TIV-A Waivers - Dusting Loehr

- i. CNA Update
  1. The CNA is a guide that processes through evidence-based decision making at

our schools in our districts to drive that continuous improvement and significantly impact student achievement. Your CNA should reflect the school's current state. It acknowledges that the current state is honestly and transparently based on the evidence that is essential in reviewing too rate how your school is doing. It is not a comparison between your schools and/or among schools. It is about identifying each schools' strengths, their needs, and desired outcomes specific to individual schools and their context.

a. Changes

- i. Updated language throughout document
- ii. Added Indicators with elements to Principals
- iii. Added/updated elements for indicators

ii. Title IV-A Waivers

1. USED announced a surprise extension of some of the FY20 CARES Act Waivers for Title IV-A.

V. **EQUITABLE SERVICES**

a. [Presentation](#)

- i. FY22 Intent to Participate
- ii. FY22 Affirmation of Consultation
- iii. Updated FY22 Affirmation of Consultation

VI. **SUBCOMMITTEE DISCUSSION**

a. [Title I Student & School Showcase](#)

i. Title I Exemplary Award Transition Year Process

1. Announcement will go out in October
2. ADE and COP shares widely
3. Submissions due December 18<sup>th</sup> at 11:59 pm
4. COP Committee reviews submissions
5. COP Committee blesses submissions by January 8<sup>th</sup>
6. ADE notifies accepted submissions by January 15<sup>th</sup>
7. ADE schedules "Celebration Commercials" throughout the event
8. COP/ADE thank submitting schools post event by March 5

ii. Student Engagement Opportunities

1. 2021 ESSA Conference Student Performance Showcase
2. 2021 ESSA Physical Activity Student Showcase

VII. **GOOD OF THE ORDER**

a. Upcoming ESSA Plan – feedback

- i. We will go through an evaluation and feedback process for the ESSA State Plan at our next meeting in January. The plan is to review three areas, Title IV-A, Neglected and Delinquent, LRIS or Migrant.

b. Items for further discussion

i. Audrey Reff

1. I was asked to give an update regarding the letter to Superintendent Hoffman about the use of AZELLA for students with significant disabilities. We asked for feedback on some options to solve the problem of the requirement to test all students and the requirement to have a valid assessment for those students. We are working on an alternative assessment, but it's not yet available. Superintendent Hoffman advised that an exemption or related change in business rules would have to go through SBE. Conversations around those possible solutions are ongoing and we hope to have an update for the committee at the next meeting.

**VIII. ADJOURNMENT**

There being no other business, Ms. Goodman asked for a motion to adjourn the meeting. Ms. Brown made a motion to adjourn at 12:00 p.m. which was seconded by Chris McIntyre. This motion carried at 12:00 p.m. and the meeting was adjourned.