



SEA Committee of Practitioners Meeting Minutes

Friday, October 27, 2023

9:00 am to 3:00 pm

[Agenda/Recording1](#) & [Recording2](#)

Active Members:

Last Name:	First Name:	Present:	Last Name:	First Name:	Present:
Betz	Sheila	X	Larson	Carrie	Virtual
Bonillas	Aissa	Virtual	Mansouri	Darlene	X
Bowers	Norine	X	McIntier	Chris	Virtual
Brett	Linda	Virtual	Musil	Robyann	X
Buller	Rhette		Ostgaard	Chris	X
Bumford	Kristin	Virtual	Otto	Susan	Virtual
Crain Hacker	Stacie	Virtual	Penniman	Missy	Virtual
Diemand	Tanya	Virtual	Power	Jacquelyn	Virtual
Estrada	Sharon	X	Ramsey	Jami	X
Festa-Daigle	Jaime	Virtual	Reff	Audrey	Virtual
Francis	Erik		Romero	Monica	Virtual
Galetti	Sarah		Rose	Cheryl	X
Garcia	Francisco	Virtual	Salce	Domonic	
Garland	Melissa		Schadler	Stephen	X
Krueger	Becki	Virtual	Sterling	Shari	Virtual
Lansa	Jon	X	Wood	Jeannie	X

Non-Members:

Last Name	First Name:	Present:	Last Name:	First Name:	Present:
Alexander	Cara	Virtual	Morse	Tiffany	Virtual
Balough	Belinda	Virtual	Moser	Sarah	Virtual
Barrette	Catherine	Virtual	Munger	Liane	Virtual
Carlson	Christine	Virtual	Paperman	Jennie	Virtual
Cultum	Eric	Virtual	Pena	Marisa	Virtual
Dalton	Tina	Virtual	Perez	Tabitha	X
Eliason	Jessica	Virtual	Roy	Brittani	Virtual
Garwick	Alisa	Virtual	Scott	James	X
Gauch	David	Virtual	Tyler	Aaron	X
Gee	Raymond	X	Velez	Vanesa	Virtual
Gibbs	Jessica	Virtual	Wasiel	Cherie	Virtual
Lacina	Kelly	Virtual	Wingrove	Robyn	Virtual
Lee	Denise	X	Yazzie	Anderson	X
Makal	Mila	Virtual	Zeeb	Sherry	Virtual
Maldonado	Jeanette	Virtual	-	Kimberly	Virtual
Mayon	Pamela	Virtual	-	Tammy	Virtual
McAndrew	Stacey	Virtual			

I. WELCOME

- a. The quorum was met, and Darlene Mansouri requested a motion to open the meeting. Chris Ostgaard from Pinon Unified made a motion to open the meeting, which was seconded by Sarah Galetti from Phoenix Elementary. The motion carried and the meeting was officially opened.
- b. Charla Cosgray, Director of Curriculum, and Instruction for the Show Low Unified School District spoke about the history of the town of Show Low and information about the school district.
- c. Darlene walked the group through an activity.

II. BUSINESS ITEMS – Darlene Mansouri

- a. Approval of August 18, 2023, meeting minutes
 - i. All members reviewed and agreed to approve the meeting minutes of August 18, 2023, with the requested changes. Jeannie Wood from Page Unified made a motion to approve the minutes, which was seconded by Norine Bowers from Crane Elementary. The motion was carried out and the minutes were approved.
- b. Membership Application
 - i. Process
 - 1. Darlene addressed the timeline pertaining to membership application process and components to the application. Suggestions were made to update/clarify the application.
 - ii. Waiving Fees
 - 1. The question was posed if there would be a situation where the committee would accept to waive the membership fee for an applicant. Members discussed the topic.
 - iii. COP Voting
 - 1. The committee chose to table the topic for the next meeting in January of 2024.

III. EXEMPLARY AWARD & GRANTS MANAGEMENT FALL FORUM – Jeannie Wood

- a. Jeannie Wood discussed details on the timeline for the exemplary awards. A team is needed to help with this work. A request for 5-7 volunteers was made. The following COP members volunteered to be a part of the exemplary award committee:
 - i. Jeannie Wood
 - ii. Norine Bowers
 - iii. Monica Romero
 - iv. Jon Lansa
 - v. Chris Ostgaard
 - vi. Jamie Festa-Daigle
 - vii. Cheryl Rose
 - viii. Sheila Betz
- b. Norine Bowers from Crane Elementary made a motion to accept the exemplary award committee listed above, which was seconded by Robyann Musil from Littleton School District. The motion was carried, and the committee was

approved.

IV. GME TAKEAWAYS – Darlene Mansouri

- a. Darlene attended the GME Fall Forum on September 26-27, 2023, and discussed some key highlights.

V. GENERAL AGENCY UPDATES – James Scott

- a. Comprehensive Needs Assessment/PLANS
 - i. New proposed changes for FY25
 1. 8-12 Data Questions
 2. Single Sites only submit LIAP.
 3. Funding tags removed.
- b. Moving towards having budget narrative expectations/requirements aligned throughout all grants.
- c. Roll Out Plan
 - i. 2-3 CNA sessions at the 2024 ESSA Conference
 - ii. Technical Assistance and support to the field as needed.
 - iii. Micro Trainings & Support documents
- d. National Title I Distinguished Schools
 - i. This award started again this year. We received 75 applications and 14 were selected for site visits which started yesterday. Two finalists will be selected and will be submitted to the National ESSA Conference and will be announced in February at the conference. This is in addition to the Exemplary Awards.
- e. Final Allocations Update
 - i. Currently working on final allocations. We are hoping to get them into GME in the next couple of weeks. Most will be increased. Those receiving a decrease should be aware of why.
- f. Cycle Monitoring
 - i. Changes have been made to the Cycle 4 Monitoring.
 1. All LEAs in Cycle 4 will be monitored.
 2. 51 LEAs will be on-site.
 - a. Random selection
 - b. Risk Monitoring (FY25 COP Topic)
 3. 68 LEAs will virtual
- g. New grant opportunities
 - i. FY24 EHCY Mini-Grant
 1. One time funding that runs through the end of December of 2023. Encourages LEAs to increase staff capacities.
 - ii. FY24 EHCY Cohort II Grant
 1. Will run concurrently with FY24 EHCY Cohort I. Is more long term and sustainable.
- h. Items Coming Up
 - i. Teacher Input Application
 1. Due November 15th
 2. Evaluation piece opening on Monday.
 3. Added Foster Care Point of contact.

4. Added McKinney-Vento Homeless Liaison of Record
5. Summative Evaluation Data due December 31st
- ii. Comparability
 1. Due November 30th.
 2. Professional Learning Hour in October
 3. Contact your program specialist with any questions.
- iii. Upcoming Events
 1. State ESEA Conference – January 17-18, 2024
 - a. Renaissance Phoenix Glendale Hotel
 2. State ESEA Bootcamp – January 16, 2024
 - a. Renaissance Phoenix Glendale Hotel
 - b. Designated for new ESEA Consolidated staff.
 3. OELAS Symposium – December 4-6, 2023
 - a. Desert Willow Conference Center
 - b. 4th-5th is designated for educators.
 - c. 6th is designated for instructional leaders.

VI. DRAFT REDUCTION: 21ST CENTURY – Raymond Gee & Anderson Yazzie

a. Overview

- i. 21st CCLC is Title IV-B, a competitive federal grant that is funded by the U.S. Department of Education and administered by the Arizona Department of Education.
- ii. Programs that maintain a strong commitment to improving math, reading/language arts/literacy, and science.
- iii. It supplements the students' regular academic school day by creating a rich learning environment before school, after school, and during the summer.
- iv. These programs offer a wide variety of classes, project-based learning activities, and hands-on enrichment opportunities.
- v. Targeted Populations:
 1. At-risk students from pre-K to twelfth grade that attend schools with a high concentration of students from low-income families.
 2. Adult family members of students in the 21st CCLC program.

b. Who receives funding?

- i. School districts, consortiums and charters provide services to schools with 40% higher economically disadvantaged students.

c. Amount of Award?

- i. Minimum of \$50,000
- ii. Maximum of \$120,000
- iii. Awarded for 5 years.
 1. The first 3 years 100% of funds will be given, then a 25% reduction in years 4 and 5. No carryover.

d. Reduction

- i. Looking to reduce the grant by about 20%. This includes reducing the number of redundancies within the questions.

VII. GRANT DRAFT UPDATE – Aaron Tyler

- a. Currently working on streamlining all grants and reducing the administrative burden. Some of these changes have not been completed and will be requested again. Changes include:
 - i. CNA
 - ii. Entity Plans
 - 1. Single site LEAs will now only submit one plan.
 - 2. Funding/Programming tags removed.
 - 3. ESEA Plan Requirements
 - a. Transitions are still required.
 - b. Targeted assistance programs.
 - c. If disparity between teacher effectiveness are present, then a plan to address is needed
 - d. If serving neglected or delinquent students, you must describe what the program looks like.
 - iii. ESEA Consolidate Application
 - 1. Equitable Services
 - a. Private schools that fail to consult within 5 consecutive years may be “dropped”.
 - b. Verbiage Changes
 - i. Clarity provided on Set aside 3a-e, private school approved carryover, 3c-Family/Community Engagement funds, and removing redundant statements of private school information.
 - c. New Category: No longer participating.
 - d. Removal of N/A for Charter Districts
 - i. No longer needs to be indicated.
 - ii. Charters will leave equitable services sections blank.
 - 2. Retention Stipends (Title I-A, II-A, V-RLIS)
 - a. Reduction from 3 to 2 measures of evidence of student success.
 - iv. Title I-A
 - 1. School Eligibility
 - a. Grade spans are now editable.
 - b. Eligibility allows for special eligibility.
 - c. Expanded service has new options.
 - d. Rank & serve contains clearer instructions.
 - 2. Rank & Serve
 - a. Options for ranking method.
 - 3. PPA List
 - a. Clarification
 - b. If 100% rule you must have a \$0.00 balance
 - c. If 125% remaining amount must equal set asides
 - d. For single sites with 125% rule, note will be added that LEAs are exempt from meeting the 125% rule.
 - e. Removal of “Error” if a school site receives a higher PPA

than those ranked above.

- f. Will be verified by ADE, not automatically.
- g. Will allow for alternative ranking methods.

4. Consolidation of Assurances

- a. #1-14: Required by all LEAs.
- b. #15-19: Applicable. Individual acknowledgement
- c. #20-25: Schoolwide Programs. Individual acknowledgement
- d. #26-28: Targeted assistance programs. Individual acknowledgement.

v. Title I-D

1. FY24

- a. 14 separate assurances and a signature
- b. Required acknowledgement of each

2. FY25 Proposed Version

- a. 12 assurances with a single "YES" acknowledgement for all 12.
- b. 1 assurance regarding transition programs
- c. 1 assurance regarding supplement/not supplant.

VIII. HEALTH & NUTRITION – Jessica Gibbs

a. Overview of HNS

i. Special Provision Options (SPOs)

- 1. Provision 2 and 3
- 2. Community eligibility provision (CEP)

ii. HNS connection to Title I

- 1. Cross Collaboration
- 2. Messaging to Districts

iii. FAQ - Poverty Data and Applications

b. Poverty Forms

i. Application for Free and Reduced-Price School Meals

- 1. Unless operating a SPO (CEP, Provision 2/Provision 3 non-base year).

ii. Income Eligibility Application

iii. Alternative income forms are also used when operating SPOs.

c. Direct Certification

i. State system that houses assistance program data.

ii. Is to be used solely for the purposes for determining children's eligibility for free/reduced-price school meals.

- 1. School Meals – Free and Reduced-price Eligibility
- 2. AzEDS – Income Eligibility I and II Indicators

d. Free and Reduced-Price Percentage Report

i. Annual report posted by February 15th every year.

ii. USDA requirement

iii. Calculations – based on October of current year for schools collecting household applications.

1. % for regular NSLP operations
 - a. Based on site's October NSLP claim data from current year
 - b. Numerator = number of participants reported eligible for free meals + number of participants reported eligible for reduced-price meals
 - c. Denominator = total participants reported at the site
2. % for provision 2 and Provision 3 (Base year)
 - a. Based on site's October NSLP data from current year
 - b. Numerator = number of participants reported eligible for free meals + number of participants reported eligible for reduced-price meals
 - c. Denominator = total participants reported at the site
- iv. Calculations – NOT based on current year for schools on CEP or Provision 2 or 3 non-base year.
 1. CEP
 - a. Based on site's established school level identified student percentage (ISP) multiplied by 1.6 at the time of CEP approval.
 - b. Numerator = number of students certified as categorically eligible for free meals (identified students).
 - c. Denominator = total number of participants
 - d. Percentage multiplied by 1.6.
 2. Provision 2 and Provision 3 (NON base year)
 - a. Based on site's October base year
 - b. Numerator = number of participants reported eligible for free meals + number of participants reported eligible for reduced-price meals (as of base year).
 - c. Denominator = total participants reported at the site (as of base year).

3. Examples

- e. Direct Certification with Medicaid Data Demonstration Project (DC-M)
 - i. USDA approved ADE to partner with the Arizona Health Care Cost Containment System (AHCCCS) to administer the DC-M.
 - ii. DC-M is the use of Medicaid data files to identify children who are eligible to receive free or reduced-price meals through NSLP and SBP without the need of household applications.
 - iii. Impact has been huge.

f. Questions and Answers

IX. GOOD OF THE ORDER

- a. Open Q & A
- b. Exit Ticket
 - i. What did you learn today that you can't wait to share?
 - ii. What do you want included at the next COP meeting?
 - iii. Tips/Ideas for the 2024 ESSA Conference (Jan 17-18, 2024).
- c. Announcement by James Scott

- d. There being no other business, Darlene Mansouri asked for a motion to adjourn the meeting. Norine Bowers from Crane Elementary made a motion to adjourn at 2:25 p.m. which was seconded by Jeannie Wood from Page Unified District. This motion was carried out at 2:25 p.m. and the meeting was adjourned.