



**SEA Committee of Practitioners Meeting Minutes**

Friday, August 18, 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	X
Bonillas	Aissa	Virtual	Mansouri	Darlene	X
Bowers	Norine	X	McIntier	Chris	
Brett	Linda	X	Musil	Robyann	X
Buller	Rhette		Ostgaard	Chris	X
Bumford	Kristin	X	Otto	Susan	Virtual
Crain Hacker	Stacie	X	Penniman	Missy	X
Diemand	Tanya	X	Power	Jacquelyn	Virtual
Estrada	Sharon	Virtual	Ramsey	Jami	X
Festa-Daigle	Jaime	X	Reff	Audrey	Virtual
Francis	Erik	Virtual	Romero	Monica	Virtual
Galetti	Sarah	X	Rose	Cheryl	x
Garcia	Francisco	X	Salce	Domonic	Virtual
Garland	Melissa	Virtual	Schadler	Stephen	Virtual
Krueger	Becki	X	Sterling	Shari	Virtual
Lansa	Jon	X	Wood	Jeannie	x

**Non-Members:**

Last Name	First Name:	Present:	Last Name:	First Name:	Present:
Barrette	Catherine	X	Mayon	Pamela	Virtual
Bowley	Leanne	Virtual	McAndrew	Stacey	Virtual
Cultum	Eric	Virtual	Morse	Tiffany	X
Dalton	Tina	Virtual	Munger	Liane	Virtual
Dolin	Don	Virtual	Paperman	Jennie	Virtual
Dunkerson	Henry	Virtual	Paulley	Katrina	Virtual
Frankel	Debbie	Virtual	Pena	Marisa	Virtual
Gauch	David	Virtual	Perez	Tabitha	X
Gee	Raymond	Virtual	Rodriguez	Rita	Virtual
Jenkins	Michael	Virtual	Roy	Brittani	Virtual
Lagunas	Rosalva	Virtual	Scott	James	X
Lee	Denise	Virtual	Tyler	Aaron	Virtual
Maldonado	Jeanette	Virtual	Velez	Vanesa	Virtual
Mares	Marissa	Virtual	Wingrove	Robyn	Virtual

**I. WELCOME**

- a. Opening of Meeting

- i. 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 Kristin Bumford from Buckeye Elementary. The motion carried and the meeting was officially opened.
    - ii. The meeting was turned over to Catherine Barrett, Associate Superintendent of the Academic Achievement Unit. Who then turned it over to James Scott, Deputy Associate Superintendent of the Academic Achievement Unit.
    - iii. Darlene introduced Co-Chair Sheila Betz who said a few words. She introduced herself and then turned it over to Frank Garcia.
- II. INTRODUCTION OF 2023-2024 COP MEMBERS
  - a. Darlene directed the group to an activity that had them identify where they are from and what responsibilities they each have.
- III. BUSINESS ITEMS
  - i. Approval of June 22, 2023, meeting minutes:
    - 1. All members reviewed and agreed to approve the meeting minutes of June 22, 2023, with no changes or corrections. Chris Ostgaard from Pinon made a motion to approve the minutes, which was seconded by Missy Penniman from Great Hearts AZ. The motion was carried out and the minutes were approved.
  - ii. Membership fee reminder:
    - 1. Darlene reminded members of the membership fee of \$90 that is due by August 25, 2023.
  - iii. Non-member/Guest:
    - 1. Guests are allowed to attend COP meetings. If attending in person, registration needs to be completed and payment of \$20 must be provided.
- IV. MEETING EXPECTATIONS & NORMS
  - a. Darlene reviewed some of the COP meeting expectations and norms. She referenced page 5 of the Operating Guidelines booklet.
  - b. COP members received a packet with important information related to COP. [FY23-24 Membership List](#), [Roberts Rules](#), [COP Guidelines](#), and [23-24 COP Meeting Schedule](#).
- V. GENERAL AGENCY/BOARD UPDATES
  - a. James Scott presented on the ESEA team, ADE organization, and provided agency updates.
    - i. Agency Initiatives
      - 1. Return COP to its roots pre-2020
      - 2. Revise the CNA to make it more intentional and purposeful, FY25
      - 3. Schoolwide Waiver for LEAs under 40% poverty
      - 4. Monitoring for Title programs, EANS and Equitable Services
      - 5. Policies and Procedures for Equitable Services
      - 6. Schoolwide 3
      - 7. Monitoring for Homeless and Foster Care
      - 8. Inter-Rater Reliability
    - ii. Accomplishments
      - 1. Title Programming Highest Staffed in 4 years

2. Increased Title I Participation Counts by 200%
3. Increased Homeless identification numbers by 1,600 students
4. LEAs have increased the N&D Reported counts
5. Utilizing State Set Aside Funds to compensate LEAs for their allocations. Please complete reimbursement request.
6. 2018 USDOE Monitoring-ADE has been notified all findings have been satisfactorily resolved.
7. Homeless and Foster Care hosted LEA Executive Leadership Summit-Over 500 unique attendees.

iii. Current Projects and Updates

1. Teacher Input Application is open for FY24, due November 15<sup>th</sup>
2. Cycle 4 monitoring is opening soon and will be scheduled with LEAs
3. On-Going training support DCS with Foster Care
4. USDOE Monitoring of HEP almost completed
5. Planning our FY24 Annual Conference in January
6. Our annual conference in January 2024: Pyramid of Support

iv. Future Meetings

1. The State Board has been invited to a future meeting and will be in touch regarding availability.
2. The Legislative team from ADE plans to attend the COP session in January of 2024. They will provide an overview of the Legislative Agenda for FY25.
3. Currently working on ADE Guidance and support regarding:
  - a. Schoolwide 3
  - b. 125% Rule and real-world applications
  - c. Neglected and Delinquent Counts
  - d. Utilizing ESEA funds for classroom size reduction

VI. EQUITABLE SERVICES

a. Tiffiany Morse presented on Equitable Services.

i. LEA Administrative Reservation – Set Aside 3a

1. 9 of the 314 director approved grants reserve Equitable Service Administrative Costs. For approved grants the range is 6% - 48%. This was brought to our attention with a request for an admin reservation of 61%. Administrative reservations take funds off the proportionate share meant students which defeats the purpose of Title funds.
2. In accepting Title funds, LEAs agree they have the means necessary to meet and carry out the requirements of the grant - [eCFR :: 2 CFR Part 200 Subpart E -- Cost Principles](#)
  - a. ESEA Section 1001 – Provide public-school children opportunity to receive a fair, equitable, and high-quality education and to close educational achievement gaps.
  - b. ESEA Section 117 – Provide non-public children with services or other benefits that are equitable to those provided to eligible public-school children.

3. A conversation about the necessary and reasonable must be had.
4. [ESEA – Equitable Services Guidance](#)
5. [ESEA Statute](#)
6. Propose – (based on in-depth conversations with other state ombudsmen) Title I and II equitable services administrative costs exceeding 10% must submit justification for the cost that demonstrates the reservation is necessary and reasonable and fulfills a burden that exceeds basic requirements of the grant as a condition of accepting funds
  - a. Justification would be submitted and signed by all participating private schools.
  - b. Committee to consist of:
    - i. Academic Achievement Program Specialist
    - ii. Academic Achievement Director
    - iii. Program Specialist from a different department
7. Feedback was taken from the Committee and no motion was requested. Conversation will be tabled for another meeting.
8. Conversation will be tabled for another meeting and policy put in place for FY25.
9. Request made to seek federal guidance.

VII. WAIVER

- a. Under Section 1114(a)(1)(B) of the Every Student Succeeds Act, the State may issue a waiver of the requirement that a school have at least 40% poverty to be eligible to run a Schoolwide program.
  - i. [Application for Schoolwide Poverty Threshold Waiver](#)
  - ii. Application would need to be completed each year prior to grant approval.
  - iii. Feedback and questions were received from the Committee.
  - iv. A request for a motion to accept the waiver was made. Cheryl Rose from Edison Project made a motion to approve the waiver, which was seconded by Robyann Musil from Littleton School District. The motion was carried out and the waiver was approved.

VIII. STATE PLAN REVISIONS

- a. Foster Care Education Program:
  - i. Definition of School of Origin and New School were given along with the process of Best Interest Determination.
- b. Homeless Education Program:
  - i. Requesting changes to the following:
    1. Student Residency Questionnaire
      - a. Current Verbiage: “To identify homeless students, LEAs are required to use either an electronic or hard copy of the Housing Questionnaire” (ESSA State Plan, pg. 58).
      - b. Proposed Verbiage: Replace “Housing Questionnaire” with “Student Residency Questionnaire”.
    2. Professional Learning Hours
      - a. Current Verbiage: “The ADE Office of Homeless Education

supports LEAs by providing annual training, professional development, monthly webinars, and identification tools, as well as supplemental materials provided by the National Center for Homeless Education (NCHE)” (ESSA State Plan, pg. 59).

- b. Proposed revision: Include an annual eight-hour professional learning requirement for all McKinney-Vento Homeless Liaisons.
3. LEA-Level Dispute Resolution
    - a. Current verbiage: “Once delivered, confirmation of the written notice to the parent, guardian, or unaccompanied youth is to be sent to the ADE Office of Homeless Education via Certified Mail (United States Postal Service) or hand delivered with the written signature of the parent, guardian, or homeless youth” (ESSA State Plan, pg. 59)
    - b. Proposed revision: Remove this verbiage, as sending the LEA-Level dispute resolution decision to ADE is not a requirement.
  4. SEA-Level Dispute Resolution
    - a. Current verbiage: “Once delivered, confirmation of the written notice to the parent, guardian, or unaccompanied youth is to be sent to the ADE Office of Homeless Education via Certified Mail (United States Postal Service) or hand delivered with the written signature of the parent, guardian, or homeless youth” (ESSA State Plan, pg. 60).
    - b. Proposed verbiage: “Upon receipt of the written notice, the parent, guardian, or unaccompanied homeless youth is the send the notice to the ADE Office of Homeless Education through email, mail, or hand delivery.”
- ii. Outcome of requested changes:
1. Student Residency Questionnaire
    - a. A request for a motion to accept the requested changes was made. Chris Ostgaard from Pinon made a motion to approve the changes, which was seconded by Missy Penniman from Great Hearts AZ. The motion was carried out and the verbiage change was approved.
  2. Professional Learning Hours
    - a. Feedback was received by the committee including questions, concerns, and suggestions.
    - b. A request for a vote to approve the proposed change was made. 10 members (7 online & 3 in-person) were in favor and 20 (16 in-person & 4 online) were opposed. The motion to approve the change was not passed.
  3. LEA-Level Dispute Resolution
    - a. A request for a motion to accept the requested changes was made. Chris Ostgaard from Pinon made a motion to

approve the changes, which was seconded by Kristin Bumford from Buckeye Elementary School District. The motion was carried out and the verbiage change was approved.

4. SEA-Level Dispute Resolution

- a. A request for a motion to accept the requested changes was made. Robyann Musil from Littleton made a motion to approve the changes, which was seconded by Missy Penniman from Great Hearts AZ. The motion was carried out and the verbiage change was approved.

IX. COP OPERATING GUIDELINES

a. Requesting changes to the COP Operating Guidelines include:

i. Page 7 under section B. Decisions of the COP

- 1. Current verbiage - "All decisions of the COP are made by consensus unless consensus cannot be reached, in which case an affirmative vote of a majority of the members in attendance will be taken, provided a quorum is present. Each member is entitled to one vote and may cast that vote on each matter submitted to a vote."
  - a. Proposed change - "All decisions of the COP are made by consensus unless consensus cannot be reached, in which case an affirmative vote of a majority of the members in attendance, *in-person or virtually*, will be taken, provided a quorum is present. Each member is entitled to one vote and may cast that vote on each matter submitted to a vote *in-person or virtually*."
  - b. A request for a motion to accept the change was made. Jaime Festa-Daigle from Lake Havasu Unified School District made a motion to approve the changes, which was seconded by Sarah Galetti from Phoenix EI. The motion was carried out and the verbiage change was approved.
- 2. Current verbiage - "Committee members shall disqualify themselves from any vote that may result in personal financial gain."
  - a. Proposed change - "Committee members shall disqualify themselves from any vote that may result in personal financial gain *or where a conflict of interest exist*."
  - b. A request for a motion to accept the change was made. Sarah Galetti from Phoenix EI made a motion to approve the changes, which was seconded by Kristin Bumford from Buckeye Elementary. The motion was carried out and the verbiage change was approved.

X. EXEMPLARY AWARD COMMITTEE

a. Jeannie Wood discussed the history of the Exemplary Awards that took place from 2017-2020.

- i. Feedback was given by the Committee regarding what aspects of the

Exemplary Awards they would like to hold onto moving forward.

XI. GOOD OF THE ORDER

- a. Sheila Betz explained the exit ticket activity.
  - i. Provide feedback for October agenda items.
  - ii. Provide any burning questions that might be lingering.
  - iii. What support do you need from ADE?
- b. 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 2:20 p.m. which was seconded by Kristin Bumford from Buckeye Elementary. This motion was carried out at 2:20 p.m. and the meeting was adjourned.