

Nevada Department of Education

Title I Committee of Practitioners

Meeting Minutes
Thursday May 13, 2021
9:00-11:00 AM

Meeting Location: Due to the COVID-19 response and in accordance with Governor Sisolak's Emergency Directive 006; Subsection 1, this meeting was conducted via ZOOM.

1. Call to Order; Roll Call; Pledge of Allegiance

Chair Valerie Dockery called the meeting of the Title I Committee of Practitioners to order at 9:02 AM. The Pledge of Allegiance was not recited at this meeting. In lieu of roll call, Chair Dockery asked members and guests to note their presence in the chat of the virtual meeting. **Quorum was established.**

2. Public Comment #1

There was no public comment.

3. Approval of Prior Meeting Minutes for February 11, 2021 (Information/Discussion/Possible Action)

Chair Dockery asked if there were any changes or corrections to be made on the Minutes.

Kevin Roukey indicated that page 1, second to last paragraph, the date stated 1920 and asked if it should be 2020. Chair Dockery indicated that this section should read 19-20.

Motion: Approve Meeting Minutes for February 11, 2021
By: Karen Holley
Second: Kevin Roukey
Vote: Passed unanimously

4. Approval of Flexible Agenda (Information/Discussion/Possible Action)

Motion: Approve Flexible Agenda
By: Kevin Roukey
Second: Teresa Stoddard
Vote: Passed unanimously

Meeting Minutes (continued)

5. NDE Title I Program Updates/Proposed or final State rules or regulations pursuant to Title I Part A (Information/Discussion/Possible Action)

Ms. Gabby Lamarre, Title I Programs Director & Federal Liaison, discussed desktop monitoring for school year 2021. Ms. Lamarre reminded the Committee that there were some unintended, unanticipated delays in getting the new monitoring system up and running in place. As such, Ms. Lamarre explained that the Title I team will have an alternate process by which districts will be asked to send information via zip file rather than to upload the information into a specific program. Ms. Lamarre indicated that NDE will be prioritizing items and that the communication would be sent out by end of business the upcoming Friday. Ms. Lamarre explained NDE's hope that this would relieve some of the burden on the districts.

Chair Dockery asked the anticipated turnaround time for the monitoring.

Gabby Lamarre indicated that NDE is looking at about a month because there are items that need to be cleared out by the end of the fiscal year.

Chair Dockery asked if the deadline would be the same for Titles II, III, I(d), and IV(a and b).

Gabby Lamarre explained that these would include the following program: Title I(a); Title I(d); Title I 1003(a); McKinney-Vento; and foster care. Ms. Lamarre further explained that she represents the Title I and II teams and is unsure of what communication has been sent out to other Title teams.

Brian Prewett, Washoe County School District, asked if the submissions included only artifacts or if the questions would be reduced as well.

Gabby Lamarre confirmed that they would and confirmed that the new process would be more artifact collection.

Chair Dockery commented that for smaller districts with only one department doing the monitoring, a month turnaround is going to be difficult, even though the submission is shortened, due to closure of the fiscal year per NDE requirements and other end-of-year required tasks.

Gabby Lamarre thanked Chair Dockery for her feedback and moved on to the second item, which is communication going out from NDE end of day the upcoming Friday regarding the 1003A for FY22.

Ms. Lamarre was asked when the application for the 1003A would be due.

Gabby Lamarre asked the Committee for their thoughts regarding a feasible timeline.

Meeting Minutes (continued)

Lauren Olin, Washoe County School District, indicated that she and her grant fiscal administrator were discussing the possibility of a blackout period if the Title I(a) grant is not approved prior to June 30 because employed staff are included in the grant, with salaries that run out June 30. Ms. Olin also asked Ms. Lamarre the size of the application and emphasized that the district is currently in the middle of monitoring as well as SRQ and SR3 applications.

Gabby Lamarre explained that the application would be close to the same size as usual with some slight changes. Ms. Lamarre also indicated her interest in hearing the Committee's feedback regarding this application. Ms. Lamarre further indicated NDE's hope that the process could be as simple as copying and pasting into the FY22 application. In addition, Ms. Lamarre reminded the Committee that NDE has not yet received the funds from the US DOE, and expects to receive them on July 1, and confirmed the existence of the blackout period mentioned by Ms. Olin.

Lauren Olin further explained that the Grants Management Unit has informed the districts that if applications are not completed and submitted by May 30, there is no guarantee for substantial or final approval, and asked if Ms. Lamarre could help troubleshoot this issue.

Gabby Lamarre explained that NDE could communicate and coordinate with the GMU regarding this issue.

Chair Dockery reiterated her concerns regarding completing the monitoring required by NDE in addition to the other end-of-year work being done by the districts. Chair Dockery suggested that NDE look at the monitoring calendar as there are not enough hours to be able to do everything for districts with minimal staff and asked the members of the Committee for their opinions.

Gabby Lamarre explained that NDE hopes that items being requested from Title I teams are those things that have already been collected and organized.

Karen Holley concurred with both Chair Dockery and Lauren Olin regarding the timeline for smaller districts. Ms. Holley confirmed that although the Title I data being requested by NDE is already collected, it will still be time consuming to go through it, upload it, and answer questions about it. Ms. Holley also requested that NDE take another look at the timeline in hopes of reaching a more feasible deadline.

Brian Prewett explained the concerns of a mid-sized, larger district. Mr. Prewett indicated that there are always a few different questions each year that would involve districts reaching out to departments for information that they may not have had in previous years and are not necessarily in the hands of those filling out the monitoring in the case of larger districts. Mr. Prewett indicated that this process is further complicated by the necessity of summer school this year.

Kevin Roukey asked if each individual school would get the application at the same time or if they needed to wait for it to be sent from the district.

Meeting Minutes (continued)

Gabby Lamarre indicated that this would happen at the district level.

Brian Prewett explained that some of the information does come from certain levels or from the schools, but that the bulk of the information comes from the district's departments.

Chair Dockery thanked Gabby Lamarre for accommodating the feedback from the Committee given that the feedback and questions in some cases go beyond the scope of Ms. Lamarre's responsibilities as a Title I Program Director and Federal Liaison. Chair Dockery suggested forwarding the US Department of Education information to NDE to meet some of these obligations.

Brian Prewett indicated that there are certain things that would need to be obtained from different sites, such as family engagement, which the site liaisons would need to gather. Mr. Prewett reiterated the fact that most school-year staff would already be gone by the time this information would need collecting and indicated the need to see the questions earlier for that reason.

Gabby Lamarre explained that most of what NDE is requesting is fiscally related items that sit at the district level rather than at the school level. Ms. Lamarre assured the Committee that she would forward their feedback to NDE.

Brian Prewett suggested putting priority on submissions on fiscal information that NDE needed by June 30 and perhaps lengthen the timeline for the other requested information.

Gabby Lamarre indicated that this is exactly what NDE is doing for this year in terms of prioritizing items, with discussions taking place regarding semi-annual submissions going forward rather than just one at the end of the school year.

Brian Prewett reiterated the necessity of districts seeing the monitoring questions in order to condense the information.

Chair Dockery concurred with Mr. Prewett's suggestion. Chair Dockery indicated her awareness that the state only needs to give districts 60 days notice regarding collection of monitoring information and indicated that districts, particularly smaller districts, need more than 60 days. Chair Dockery further explained the importance of districts knowing the monitoring requirements in the fall so that the correct data can be collected throughout the school year.

Gabby Lamarre informed the Committee that she was not aware of the 60-day requirement.

Kevin Roukey suggested a quarterly spot-check workshop with NDE in which all districts could check in and report what data has been collected thus far as well as receive feedback from NDE regarding what else will be required.

Gabby Lamarre indicated her support for Mr. Roukey's suggestion.

Meeting Minutes (continued)

Chair Dockery indicated her support for Mr. Roukey's suggestion.

Renee Fairless agreed with the other Committee members' concerns and explained the difficulty with Title I money being awarded so late in the year when districts are supposed to be paying their people all through the year and asked if the turnaround would be better than the January/February timeline of this past year.

Gabby Lamarre encouraged the Committee members to reach out to their districts because that is a district/SPCSA issue rather than an NDE issue.

Renee Fairless confirmed that the timeline for receiving the funding was an SPSCA call and that other schools that process them are seeing money earlier in the school year.

Gabby Lamarre confirmed that this is accurate. Ms. Lamarre further indicated that NDE is reevaluating their processes as well to ensure that program approval and fiscal grant approval goes through more quickly.

Candi Ruf explained the helpfulness of having topic-specific office hours in place for support or questions.

Chair Dockery concurred with Ms. Ruf and reiterated the helpfulness of this support. Chair Dockery next read a question posed by Kevin Roukey regarding whether or not NDE has a standardized process in place that all districts should be following in order to receive funds in a timely manner.

Gabby Lamarre responded that there is a standardized process in place that all districts should be following, and that the process is also being reevaluated.

Chair Dockery indicated that because there are now multiple approvals, the DPP may find that all is well, send something to the GMU, who will then send things back for corrections.

Gabby Lamarre reminded the Committee of the May 31 deadline for the consolidated application for grants and explained that those will be prioritized for approval by July 1. Ms. Lamarre next thanked the districts for their patience and feedback regarding school eligibility data requests and that process. Ms. Lamarre further discussed having a transparent checklist in the e-page system to help with review of the application and indicated that this checklist is currently a work in progress.

Christina Cote, Title I EPP, explained that Marco in the GMU unit is coordinating a pilot with NDE's consolidated team to work on this checklist. Ms. Cote informed the Committee that there is a Title 1(d) example of this on the website that has not yet been populated because it is still in development, but that the example could give the Committee an idea of what this will look like. Ms. Cote indicated her belief that this could help streamline data. Ms. Cote further indicated that templates will be added so that districts can fill out the form and then upload it without having to email Ms. Lamarre for approval. Ms. Cote informed the Committee that there will be communication regarding all of this in the next Title I newsletter.

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Gabby Lamarre indicated that Mr. Carl Wilson was unable to join the meeting today due to a prior commitment to the English Mastery Council and suggested that Tracy Pechulis add his presentation to the calendar to include it in the materials. Ms. Lamarre further explained that private schools received funds and that under the CRSSA Act and ARP S3, NDE is the fiscal agent for those funds. As such, the district is not required to provide equitable services with their SR funds; nor are they required to be the fiscal agent as NDE will be serving in that role.

Kevin Roukey asked if NDE provides an after-action report to each district pointing out deficiencies on applications.

Gabby Lamarre indicated her support for this idea and indicated that NDE does not currently have a formal process in place for this.

Prior to moving forward to the next item, Chair Dockery congratulated Rhonda Hutchins on her upcoming retirement and thanked her for all of her support for Title and the CoP as well as her guidance of Chair Dockery throughout her position as Chair.

6. Title I Family Engagement Handbook (Information/Discussion/Possible Action)

Alberto Quintero, Education Program Professions for the Office of Parent Involvement and Family Engagement, informed the Committee that this is the third year of the Title I Family Engagement Handbook and explained that this handbook is for the 2021-2022 school year. Mr. Quintero explained that the handbook is strictly guidance and informative in terms of making districts and schools aware of the Title I family engagement requirements and indicated that if the resources within the handbook are used, all Title I family engagement requirements will be met. Mr. Quintero indicated that schools and districts are not required to use the templates, but should they follow them, use them, and adapt them to their individual communities, Title I family engagement requirements will be met. Mr. Quintero informed the Committee that they would receive the handbook individually and that they would have until June 1 to review the handbook and give any feedback prior to finalization.

Mr. Quintero next went through the adjustments that were made to this year's handbook. Mr. Quintero indicated that there were some inconsistencies in terms of language that was used and cleanup involved making this language more consistent throughout the document. Mr. Quintero next indicated that although the document is in PDF form, people who want to use the templates can contact the office directly for the Word template. Mr. Quintero explained that for ADA purposes, the Word template cannot be put on the website. Mr. Quintero next indicated that the big change in the document is its length. The last version was approximately 96-97 pages, and this one is significantly shorter because in the survey section, spacing and text size were increased due to feedback regarding the difficulty reading it in the past; for this reason, although the document appears to only be five pages shorter, in actuality, it is closer than ten pages shorter due to the resizing. Mr. Quintero next discussed the changes in the input section: the stakeholder feedback includes a new page with a more thorough explanation of the purpose of stakeholder feedback; the section on surveys in the past had been separated by elementary, middle, or high school and now this has been consolidated to one survey with places to indicate the type of school. Mr. Quintero indicated that the rest of the document has been unchanged with the exception of notes added throughout the document regarding survey and communication and how those have changed as a result of the pandemic.

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Kevin Roukey asked if the handbook has already been made available online for Committee members.

Alberto Quintero explained that the handbooks would be sent to the Title I Committee of Practitioners for feedback following the meeting and that feedback needed to be given by June 1, a little over two weeks after this meeting.

Chair Dockery asked if the surveys were available in other languages.

Alberto Quintero indicated that at this moment, they are not, but that translating the finalized document is a goal.

Chair Dockery asked when the final copy would be posted on the website.

Alberto Quintero indicated that if all feedback was received by June 1, the final copy would likely be posted by the following week.

Chair Dockery requested that Mr. Quintero sent out a notification when the finalized document is up on the website to make the Committee aware. Chair Dockery indicated that this is a document she hopes to share with her Title I principals in August.

Alberto Quintero confirmed that he would notify the Committee once the final document is posted.

Chair Dockery commended the newsletter the Committee receives from Mr. Quintero's office and indicated her desire to see the Title I newsletter do something similar to allow principals to read it without it needing to be forwarded.

7. Title 1, CoP Charter (Information/Discussion/Possible Action)

Gabby Lamarre, NDE, informed the Committee that the Department has been going through a review of its Boards and Commissions and indicated that the Title I Committee of Practitioners is a federal requirement and is funded with federal funds. As such, it does not need to follow open-meeting law as that is a state requirement. Ms. Lamarre informed the Committee that the Deputy Attorney General recommended that in order to show that distinction between state and federal, any Board or Committee that is not a state requirement should transition away from using open-meeting law and look to a different format. Ms. Lamarre indicated that Tracy Pechulis has experience in helping Committees and Boards create charters, which will help structure the Title I CoP going forward. Ms. Lamarre explained that this will relieve some of the burden. Ms. Lamarre further indicated that this is currently under review for feedback prior to official adoption.

Meeting Minutes (continued)

Chair Dockery informed the Committee of her hope that they had had opportunity to review the charter. Chair Dockery thanked Tracy Pechulis for her efforts in solidifying this process and indicated some of the benefits of this change such as: a less formal process not involving yeas and nays; last-minute changes to the agenda, if needed, while still maintaining transparency. Chair Dockery briefly went over the table of contents with the Committee members, touching upon the key points in the document, including: the purpose of CoP; membership details and duties; the many Title I duties and responsibilities; raising the awareness of Title I; emergency meetings; delegation of authority; voting and obligations; standard procedures; signatures for the officers and the Department of Education; and addendums, such as the list of current members.

Holli Else indicated that the last discussion on voting determined the need for a two-thirds majority of members and not the membership in its entirety.

Brian Prewett concurred, stating that if counting people who were not present, their vote would count as a no.

Holly Else indicated that there had not been discussion regarding charter NDE membership on the Committee and cited the example of two NDE members whose terms will expire at the end of the month and how to address continued membership of these members in the charter.

Chair Dockery concurred that this would be a good addition and explained her hopes the NDE would come up with the essential people needing to be members of the committee.

Holli Else suggested language in the charter indicating having a standing NDE Committee member by title or position rather than by name so maintain the standing seat on the Title I CoP.

Gabby Lamarre concurred with Ms. Else's suggestion and indicated that wording could be prepared in time for the next meeting.

Candi Ruf suggested a copy of the nomination form in the charter.

Chair Dockery indicated that all the suggestions would be taken into consideration prior to bringing the charter to the Committee in the fall for approval.

Gabby Lamarre reminded the Committee that the transition to the non-open meeting law of the Committee would begin with the fall meeting and as such, the meeting might look different than past and current meetings.

8. Title I CoP Membership (Information/Discussion/Possible Action)

Holli Else informed the Committee that the terms of 12 members expired as of May 1: Teresa Stoddard, Teresa Dastrup, Karen Barreras, Somer Rodgers, Laura Tibbets, Renee Fairless, Kelly-Jo Shebeck, Gabby Lamarre, Randi Hunewill, Brian Prewett, DeAnna Owens, and Candi Ruf. Ms. else indicated that she had received three nomination forms for Mr. Prewett, Ms. Owens, and Ms. Ruf to renew, representing their districts as administrators.

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Gabby Lamarre explained that NDE would follow up on that.

DeAnna Owens indicated that she represents the charter schools and would like to continue on the Committee.

Holli Else informed the Committee that a nomination form was emailed to members following the last meeting and requested that the form be filled out by members wishing to remain and sent to her, and that this would be added to the agenda for the next meeting.

Karen Barreras indicated that she too would like to continue on the Committee.

Motion: Approve Membership for Brian Prewett, Washoe County, DeAnna Owens, Humboldt County, and Candi Ruf, Carson City School District

By: Holli Else

Second: Kevin Roukey

Vote: Passed

9. Title I CoP SY21-22 Quarterly Meetings (Information/Discussion/Possible Action)

Chair Dockery informed the Committee that four meetings were scheduled for the 2021-2022 year: August, November, February, and May.

The members of the Committee expressed their satisfaction with the four shorter meetings rather than fewer, longer meetings.

Kevin Roukey indicated that in the case of an issue arising between meetings, an emergency meeting could always be scheduled.

Chair Dockery asked the Committee if they would prefer to continue with Zoom meetings post-pandemic for easier participation from members statewide and asked the members to signal their support with a thumbs up. The consensus was to continue with Zoom meetings as attendance is better and quorum is more easily met.

10. Public Comment # 2

There was no public comment.

11. Adjournment

Motion: Adjourn the Title I Committee of Practitioners August 13th meeting at 10:28 a.m.

By: Chair Valerie Dockery

Second: Kevin Roukey

Vote: Passed unanimously