

Title I Committee of Practitioners

Meeting Minutes

Thursday, August 13, 2020

9:00 AM - 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 Lifesize.

1. Call to Order; Roll Call

Chair Valerie Dockery called the meeting of the Title I Committee of Practitioners to order at 9:06 AM. The Pledge of Allegiance was not recited at this meeting and roll call was conducted. **Quorum was established** (16 members present).

Committee Members Present:

Valerie Dockery
Teresa Dastrup
Brian Prewett
Karen Holley
Holli Else
Karen Barreras
DeAnna Owens
Kelly-Jo Shebeck
Annette Dawson Owens
Somer Rodgers
Laura Tibbetts
Renee Fairless
Sara Jorgensen
Gabby Lamarre
Melissa Schroeder
Randi Hunewill
Mary Stach
Kevin Roukey

Others Present: Kristina Cote, Tina Winquist, Greg Severence, Colin Usher, Tracy Pechulis, Rhonda Hutchins, Jonathan Moore, Maria Sauter, Christie McGill

2. Public Comment #1

There was no public comment.

3. Approval of Prior Meeting Minutes for February 13, 2020 (Information/Discussion/Possible Action)

Chair Dockery asked if there were any changes or corrections to be made on the Minutes. There were none.

Title I Committee of Practitioners (continued)

Motion: Approve Meeting Minutes for February 13, 2020

By: Karen Holley

Second: Melissa Schroeder

Vote: Passed unanimously

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

Chair Dockery asked if any items needed to be moved forward or back in the agenda for this meeting. There were none.

Motion: Approve Flexible Agenda

By: Teresa Dastrup

Second: Karen Holley

Vote: Passed unanimously

5. Committee Membership, Nomination Form and Officer Election (Information/Discussion/Possible Action)

Ms. Holli Else, Membership Officer, reported that there are two vacancies on the Title 1 Committee that need to be filled: Jeannie Jackson from Elko County School District and Alison Jameson from the Clark County School District. A vote was then taken to accept Kevin O'Rourke's application to fill one of the vacancies. The second position was left open and any received nominations will be considered at the next meeting.

Motion: To accept Kevin Roukey's application as a member of the Title 1 Committee of Practitioners

By: Randi Hunewill

Second: Melissa Schroeder

Vote: Passed Unanimously

Ms. Holli Else, Membership Officer, reported that there are four positions requiring nomination and election: chair, vice chair, secretary, and membership officer.

Motion: To nominate Valerie Dockery as Chair of the Title 1 Committee of Practitioners

By: Melissa Schroeder

Second: Randi Hunewill

Vote: Passed Unanimously

Motion: To nominate Karen Holley as Vice Chair of the Title 1 Committee of Practitioners

By: Gabby Lamarre

Second: Valerie Dockery

Vote: Passed Unanimously

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Motion: To nominate Sara Jorgenson as Secretary of the Title 1 Committee of Practitioners

By: Valerie Dockery

Second: Renee Fairless

Vote: Passed Unanimously

Motion: To nominate Holli Else as Membership Officer of the Title 1 Committee of Practitioners

By: Teresa Dastrup

Second: Mary Stach

Vote: Passed Unanimously

Chair Dockery asked if anyone had changes for the nomination form. There were none.

6. 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 reported that the committee has not yet received any federal monitoring updates from the U.S. Department of Education. Ms. Lamarre reported no updates at this time regarding equitable distribution of teachers' templates. There are currently no templates, so current form should be used as it is a requirement under Title 1.

Ms. Lamarre reported that the process for desktop monitoring has been well underway for the new tool. Midas won the RFP for that and has been working on building the new tool. Sessions were held with LEA and NDE representatives, and it appears that a new tool will be ready in the fall. Subsequently there will be training and PD in the usage of the new tool.

Ms. Lamarre reported that regarding district performance plans and comprehensive reviews assessment redesign, Humboldt County School District is a consortium lead. An RFP was held, and the winner was UPD Consulting, who will be helping to project manage the redesign and work collaboratively with LEA and NDE. These will include a design collaborative team and a core design team. More information will be forthcoming the week of the 24th. Chair Valerie Dockery suggested at least one representative from both a small and large district to be part of the LEA team. Ms. Lamarre responded that she would bring forward Ms. Dockery's suggestion.

Chair Dockery asked if the timeline for submitting the templates using the existing forms was still January. Ms. Lamarre responded that the due date is in November. Ms. Maria Sauter confirmed that the due date is November 1st. Ms. Lamarre reported that the current hope is that a solid, working draft will be ready in January.

Ms. Lamarre reminded the committee that the FY'21 consolidated application due date was August 14th. Anyone needing extension or additional time was encouraged to reach out to program leads.

Ms. Lamarre informed the committee that the FY'20 EPP assignments will remain in place for FY'21 and that information will be included in the upcoming newsletter. The only exception to this will be in Elko, where Chris James will be overseeing Title 1 EPP.

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Chair Dockery asked the committee if their plans had been reviewed at many levels rather than just a single review. Ms. Karen Holley responded that their plans had come back with questions and reported that length of final approval of funding was currently her biggest concern.

Ms. Karen Barreras discussed the ESSER allocated grant for Washoe County, which is being referred to as interim final regulations. She also indicated that NDE would be overseeing these interim final regulations and asked if Ms. Lamarre could help to determine the timeline and expectations from a state level regarding this process. Chair Dockery cautioned the committee that minimal time could be spent on this issue as it was outside the purview of the Title 1 Committee as a result of CARES. Chair Dockery acknowledged the importance of the issue but advised that if more information was needed, it would require a separate meeting. Ms. Melissa Schroeder responded that the department has determined that districts would be allowed to keep the difference between the two calculation mechanisms in escrow until the issue is revisited on September 1st due to pending litigation awaiting results at the national level. Chair Dockery acknowledged confusion around equitable services in some districts as they relate to Title 1 versus CARES and suggested it might be important for the Department of Ed to reach out to some of the districts. Ms. Gabby Lamarre confirmed Ms. Schroeder's and Chair Dockery's comments regarding the issue of Title 1 versus CARES.

7. Title 1, Part A Allocations to School Sites (CEP, FRL, Provision II) Update (Information/Discussion/Possible Action)

Ms. Gabby Lamarre reminded the committee that her team was working on a survey to collect information on the current processes that districts are using in order to send out some finalized guidance. The new survey is currently in draft form. The survey draft will be sent out to all LEAs with a request to provide feedback prior to sending out the final survey.

Chair Dockery asked for comments or questions from the committee. There were none.

8. NDE Guidance for Opening Schools (Information/Discussion/Possible Action)

Ms. Christie McGill, Safe and Respectful Environment Learning Director, opened discussion of the item by asking if there were questions regarding the document. Mr. Kevin Roukey asked for clarification regarding protocols to close a school. Ms. McGill responded that Mr. Roukey's district, Washoe County, is currently working closely with the Washoe County Health Department in monitoring the county cases and so districts are not expected to work alone regarding this issue, but to work with the health district in their county. Mr. Roukey inquired if one school were to close in a district, would all other schools in the district close as well. Ms. McGill responded that closure depends on the data from the health district and that closure of one school did not necessarily indicate closure of the entire district.

Ms. McGill informed the committee that one of the key elements of the document was the importance of maintaining relationships among staff members and students.

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Chair Dockery informed Ms. McGill and Ms. Gabby Lamarre of the high level of stress and difficulty among staff regarding having to redo budget documentation on new forms at such a busy time when schools are reopening. Chair Dockery requested that Ms. Lamarre relay this concern to Deputy Hartz. Ms. Lamarre asked the committee if other districts were also experiencing these same issues. Both Ms. Holli Else and Ms. Karen Holley confirmed that their districts also had these concerns. Ms. Maria Sauter acknowledged the concerns of the committee and assured the members that their concerns were being addressed and informed them that only the summary page had changed. Ms. Sauter would be sending out an email with instructions to her subrecipients following the meeting to only resubmit the summary page. Chair Dockery confirmed that some ETPs were requesting for everything to be redone on different forms, not just the summary page, and again reiterated that it was a very stressful time, particularly in smaller districts. Ms. Gabby Lamarre thanked the committee for their feedback and assured the members that their feedback was being communicated to the business support team. Ms. Christie McGill suggested penning an email with all committee members' names at the bottom to express the raised concern. Ms. McGill then thanked the committee for the work they were doing during this difficult time and assured them that the intent was quality improvement. Chair Dockery requested training on this issue and asked other districts to weigh in regarding this request. Mr. Kevin Roukey asked if a more formal submittal from the committee would carry more weight. Chair Dockery acknowledged that this was something they could do but felt that going a more informal route might be better. Ms. Karen Holley commented that the information that should go to the grant people has been shifted to the fiscal people. Mr. Brian Prewett commented on the need for a planning preparation period. Ms. Holli Else expressed frustration at rarely receiving communication despite being listed as a contact for both her districts. Chair Dockery acknowledged and agreed with Ms. Else's frustration with the process. Chair Dockery suggested that the committee might benefit from having a fiscal representative attend the next meeting to explain the process and prepare the committee for future expectations. Ms. Karen Holley and Ms. Gabby Lamarre supported Chair Dockery's suggestion. Ms. Lamarre indicated that she could make this request for the November meeting.

9. Federal Program Risk Assessment

Ms. Maria Sauter, Program Supervisor of the Office of Student and School Support, presented an overview of the Federal Program Risk Assessment and defined it as a proactive approach to detecting administrative fiscal and programming strengths and opportunity for greater student achievement. Ms. Sauter indicated that the risk assessment is a requirement for procuring grant money. Ms. Sauter discussed how the risk assessment shows the strengths and weaknesses in audits, achievement, reporting, management, and planning. Ms. Sauter indicated that the short-term goal of the risk assessment is to meet carry-over guidelines and eliminate grant revisions and that the long-term goal is to increase overall student achievement and close equity gaps using the funds strategically and completely. Ms. Sauter discussed the identification of 24 risk assessments into five categories: audit and monitoring; academic achievement; reporting timeliness and accuracy; grant management; district and school strategic planning and indicated that the 24 risk indicators have now become 17. Ms. Sauter discussed the limitations of E-Page and the need to remove some of the indicators in hopes that the new platforms and new tools will come online and help with those indicators so that they can be accurately scored across all entities. Ms. Sauter discussed the different indicators that needed to be dropped and the reasons why. Ms. Sauter explained the scoring as a simple-point system where the points are turned into a percentage of the total indicators, which then becomes a score and explained that the lower the score, the lower the risk. Ms. Sauter indicated that the scoring is a simple mathematical process in which the score is derived by computing the risk percentage based on the total number of points possible and the total amount of points scored. Ms. Sauter informed

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the committee that although the priority was originally to send out a score team in March, due to COVID, the process was pushed back to the end of April, and now all offices and departments within NDE are collaborating and totaling those scores, pushing back the release date from June to likely the end of August. Ms. Sauter informed the committee that all entities will be notified of their score and risk level with a common cover sheet that will show each of the indicators and then the total. Ms. Sauter informed the committee that by law the total risk level needs to be posted on the public NDE website, where there is a page dedicated to risk assessment and shows all of the tools being used to calculate the total risk level. Each of the 137 entities that receive grants will have their score posted on the website.

Chair Dockery inquired how the information will be disseminated. Ms. Sauter indicated that the point of contact will likely be the superintendent, who will then disseminate the information to needed departments and people. Chair Dockery suggested that the information should perhaps also go to the fiscal director and the grants manager so that all necessary entities receive the information.

Chair Dockery inquired if the information would be sent out prior to being published online and Ms. Sauter confirmed that it would. Ms. Sauter explained that the online posting would be generic whereas the information sent to individual schools will be more detailed. Ms. Gabby Lamarre indicated that some of the information regarding this issue would be available in the desktop monitoring tool for review. Ms. Sauter confirmed that this is correct. There is currently desktop monitoring and risk assessment included and the hope is to include SPP and DPP as well. Ms. Sauter confirmed that the risk assessment score and information around that score will be posted for both LEA use and internal NDE use for help in making funding allocation decisions. Ms. Sauter indicated that the current postings are for FY'19 and that come winter 2021, the postings will be for FY'20, with each year showing the fiscal year before in order to have complete data sets.

Ms. Sauter explained what the risk score means, and that it has to do with auditing, monitoring, and technical assistance. In the future, this may ultimately guide leadership's decision on grant management and compliance, but for the time being, it is a tool used only for strengthening systems. Chair Dockery questioned how the academic pieces within the risk management work with the fiscal monitoring. Ms. Sauter responded that the choice was made to do program and fiscal together rather than separately. Ms. Sauter reiterated the fact that internal systems do still need work and that work is in progress. Ms. Sauter assured the committee that her team is available to help and assist through the risk assessment process in any way needed.

Ms. Sauter informed the committee that David is the main contact and person consolidating all the scores and that all final information will come to each of the LEAs from him.

Ms. Karen Holley asked two questions: if the NDE has been working with the EPPs when talking about changes to budget amendments, and if there has been representation of the end user. Ms. Sauter responded that the EPPs have not yet received the information in its entirety and that she did reach out to the BSSI regarding their communication of policy changes but has not yet received a response from them.

Chair Dockery expressed her concern regarding the information regarding amendments because the committee is already doing more amendments than they would normally do and needs that information

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sooner than later. She anticipates more amendments coming in this year than normal because this is not a normal year. Ms. Sauter explained that a stipulation has been added allowing one revision per quarter per grant, which is the general policy. Ms. Sauter encouraged the committee to continue to raise their concerns as the voice of the committee is stronger than that of Ms. Sauter and Ms. Lamarre, both of whom continue to raise these concerns on behalf of the committee.

Chair Dockery asked committee members to email their concerns as well as their feedback on things that were working well, which she would then consolidate into a letter from the committee and share the draft with everyone prior to submitting it. Ms. Sauter agreed that this was a good idea. Ms. Lamarre concurred and also asked if this letter would also include the concerns around procedures and policies that the committee felt had not been clearly communicated; Chair Dockery confirmed that it would.

10. Future Meeting Date and Agenda Items

Chair Dockery reminded the committee that they have four quarterly meetings scheduled. The meeting day is Thursday from 9:00 to 11:00 and the next meetings are scheduled for November 5th, February 11th, and May 13th. Rhonda Hutchins intends to send out the calendar invitations for those remaining meetings. Chair Dockery asked if there were items other than the fiscal update that anyone would like to put forward for the November meeting. Chair Dockery reminded the committee that if they would like to add items to the agenda at a future time, to be sure to do so at least 30 days prior to the November 5th meeting as open-meeting law requires that all agenda items be posted. Ms. Karen Holley suggested NDE opening of school guidance should go on the agenda as a continuation item.

11. Public Comment #2

There was no public comment.

12. Adjournment (Information/Discussion/Possible Action)

Motion: Adjourn the Title I Committee of Practitioners August 13th meeting at

(FILL IN TIME) By: Valerie Dockery

Second: Karen Holley

Vote: Passed unanimously