

Nevada Department of Education

Title I Committee of Practitioners

Meeting Minutes

Thursday February 13, 2020

9:00-11:00 AM

Meeting Locations:

Video Conference

OFFICE	LOCATION	ROOM
Department of Education	2080 E. Flamingo Las Vegas, NV 89119	Board Room (1st Floor)
Department of Education	700 East Fifth Street Carson City, NV 89512	Board Room

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 9:06 AM. The Pledge of Allegiance was recited and roll call was conducted. **Quorum was established** (16 members present).

Committee Members Present:

Valerie Dockery
Teresa Stoddard
Teresa Dastrup
Brian Prewett
Karen Holley
Holle Else
Karen Barreras
DeAnna Owens
Somer Rodgers
Laura Tibbetts
Renee Fairless
Sara Jorgensen
Gabby Lamarre
Melissa Schroeder
Randi Hunewill
Mary Stach

Others Present:

Alberto Quintero, Tina Winquist, Will Killins, David Pechulis, Rhonda Hutchins, Kevin Roukey, Cassandra Stahlke

2. Public Comment #1

There was no public comment.

3. Approval of Prior Meeting Minutes for November 19, 2019 (Information/Discussion/Possible Action)

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

Motion: Approve Meeting Minutes for November 19, 2019

By: Melissa Schroeder

Second: Karen Holley

Vote: Passed unanimously

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

Motion: Approve Flexible Agenda

By: Sara Jorgensen

Second: Laura Tibbetts

Vote: Passed unanimously

5. NDE Title I Policy/Program Updates (Information/Discussion/Possible Action)

Ms. Gabby Lamarre, Title I Programs Director and Federal Liaison, provided the updates for Agenda Item 5:

Pan Research Group considering the CSI, TSI, ATSI study: February 24th is the convening with the Pan Research Group considering the CSI, TSI, ATSI study they have been conducting across the state. This will be a time to review some preliminary research provided by districts. They are going to review National Landscape of CSI and TSI schools and then dive into more Nevada-specific data. There will be some time dedicated for districts to be able to discuss their specific data with their teams. Most of the research team will be in Las Vegas, and they will be streaming through the Carson City School District Professional Development Center as well. Dr. Winquist added that they were sending out confirmations soon, but were still waiting for confirmation on the technology setups that they might need for the Carson venue. Chair Dockery said they were happy to be able to host the event and they were looking forward to it.

Federal Directors Meeting: March 10th to 11th is the Federal Directors Meeting. It will be located at the Tuscan in Las Vegas. Registration information was sent out yesterday. Travel assistance is available for districts in need. They plan to have hands-on sessions and hope that district leaders can take away some tangible things to bring back to their districts for implementation. They are trying to have some targeted sessions based on the feedback they received from districts across the state.

Chair Dockery pointed out that the Directors Meeting dates are the same dates as the 21st Century Showcase which has been on the calendar since the fall. It's very difficult for smaller districts to have representation at both events at the same time. The Chair said she hoped they would start planning these events earlier so conflicts won't occur and small districts won't be spread too thin.

5. NDE Title I Policy/Program Updates (Information/Discussion/Possible Action) (continued)

Federal Directors Meeting (continued): Ms. Lamarre said staff realizes that and they will be more proactive in the future. But they will definitely be able to share any documentation and materials to help out as well.

Chair Dockery said it would be great if they could have as many of the presentation handouts and things available electronically, shortly before the event, if possible. That would help participants determine what sessions to go to. Having a platform where meeting materials are in one location would really be helpful.

Ms. Lamarre said the NDE planning team will be working on that as well to ensure the materials are sent out as soon as possible before the meeting.

Ms. Holley echoed the Chair's request and said it would be really great if registrants for either of those conferences could get the information in advance from both so that they could better prepared and make some choices.

Expansion of the Department's evidence-based list for school transformation: Ms. Lamarre said staff hopes that this will serve as a resource for schools across the state. Staff partnered with UNLV researchers to vet all of the vendors submitted. There will be a link available on the NDE website that folks can go to and see that information, see the vendors that submitted, what they submitted for, and the ESSA evidence levels.

Dr. Winquist added they are almost finished with ADA formatting and that list will be available within the next week. They had 26 providers that were vetted through the UNLV research team. Nine new providers were added.

Chair Dockery asked if this ESSA list included evidence-based practices as well as providers? Are the practices that are vetted through the research and not necessarily tied to a specific provider part of this?

Dr. Winquist responded that in this process, they enhanced the overall tool itself to include sub-category interventions that each of the providers have in some capacity along with the grade span that their product actually targets. Within the list also is a hyperlink to the actual summary of the evaluation done by the UNLV team.

Ms. Lamarre clarified that the list does not include specific strategies or practices yet. That is something staff will consider for the future. Right now it just highlights vendors who have been proven to have a statistically significant positive effect on student outcomes with their specific strategies and interventions.

Chair Dockery stated they are not obligated to use the providers on the list, and they can use evidence-based strategies outside of the list.

Ms. Lamarre concurred. Nobody is obligated or required to use anything off of the list. It's just to serve as a resource.

5. NDE Title I Policy/Program Updates (Information/Discussion/Possible Action) (continued)

Youth Department of Education's monitoring visit to Nevada: Ms. Lamarre said Nevada is one of three states being monitored in the Spring of 2020. The programs that will be monitored are Title I, Part A, and that includes 1003A, school improvement. Also monitored will be Title I, Part B, Title I, Part D, Title II, Part A, Title III, Part A, Title V, Part B, so Part 2 McKinney-Vento and the demonstration grants for Indian Children and Youth Program. They selected two LEAs to participate and the monitoring dates are April 27th to May 1.

ePAGE: Ms. Lamarre said that ePAGE, the LEA planning tool, was piloted by three districts and that feedback from the pilot districts is being incorporated into the ePAGE enhancements for FY21. All districts will be expected to complete the LEA planning tool section for this upcoming school year. More information on that will be provided at the March 10th and 11th Federal Directors Meeting in Las Vegas.

McKinney-Vento Education Program Professional Position: Final interviews are next week and staff hopes to select somebody shortly thereafter.

Agency's risk assessment tool: Ms. Lamarre said the new risk assessment tool has both programmatic and fiscal components. She said Superintendent Ebert will send information about it to all District Superintendents this week and it will be explained in more detail during the Federal Directors Meeting March 10th to 11th.

Chair Dockery asked was this a risk assessment done by NDE to determine if a district is at risk of not maybe being in compliance or fulfilling program or fiscal responsibilities? Is that what this risk assessment is? Ms. Lamarre responded that was correct. It basically gauges risks, and then districts can be categorized to determine the type of differentiated support that NDE needs to provide to the districts to ensure that the programs are in compliance.

Chair Dockery said she had one question before they closed out Agenda Item 5. What was happening with the equitable distribution of teachers reporting? Are they going to at some point down the line have a template for that? Where is school information supposed to be uploaded or how is this information supposed to be reported at this time?

Ms. Hutchins responded that it was her understanding that it's just going to be status quo. They are going to continue as they've done in the past with the EDD plan and/or the template that uploads the data. In the past they uploaded and monitored in eNOTE. Now that eNOTE is obsolete, staff will decide where schools will be loading those desktop monitoring items.

6. Desktop Monitoring (Information/Discussion/Possible Action)

Ms. Lamarre said there was a vendor that was selected based on the feedback from the Title 1 Committee of Practitioners. An LEA representative was actually part of the review committee. Ms. Lamarre said she wasn't allowed to announce who that vendor was just yet. Updates will follow.

Given that eNOTE is no longer in existence, folks will upload information into Big Horn as a temporary hold before they get the new desktop monitoring tool onboard. So, for FY20, the school year 19/20 information will be uploaded to Big Horn. She and the Department's Adam Team will be meeting with the management team that oversees Big Horn to coordinate. Ms. Lamarre said she thought this would be a "fairly simple" process and all districts have access to Big Horn. It should just be a matter of uploading is what the Adam Team has told her.

Chair Dockery said she has worked in Big Horn, and in her opinion, it's not very user-friendly. She said she thought it would be difficult to use that platform, especially at this late date in the year in terms of uploading information. They don't even know what information they want to have uploaded yet.

Ms. Barreras said she thought not everyone had access to all of Big Horn. She agreed with the Chair because sometimes Big Horn is very confusing. They are going to have to be very specific with users and they're going to have to make sure that everyone does have proper access to upload everything.

Ms. Else said for the six years she worked in Elko, she never had access to Big Horn. The grant department didn't get that. So, if Big Horn is the option selected, the Department will need to provide some training.

Chair Dockery said Title I people have never used Big Horn within any of the Title programs, so she thinks that that could be really problematic again as they get really late in the year.

Ms. Lamarre said at this time, there are not really many options that are available, so they're just trying to use the limited resources that they do have. The Adam Team said they could definitely provide the training and the access needed to get the job done.

Ms. Jorgensen had a suggestion. If individuals currently don't have a Title I folder within their access, the Adam team might need to be creating folders for them to upload that data into to make it super specific for people instead of in a generic folder.

Ms. Lamarre said there will be specific folders that will be created for the specific information to be uploaded into Big Horn.

7. Title 1, Part A Allocations to School Sites (CEP, Provision II) Update

(Information/Discussion/Possible Action)

Ms. Lamarre reported that their team did follow-up with the Adam Team as well as with the Department of Agriculture regarding this. What they are going to do is they are going to send out a survey next week to all districts to ask certain information about what the process currently looks like, how the process currently looks, the dates used to like determine FRL percentage and things like that. This data will help to inform their guidance along with the Adam Team and the Department of Agriculture.

Chair Dockery asked if Ms. Lamarre knew when they might be getting their allocations for Title I for FY21? Ms. Lamarre responded preliminary allocations will be sent out to districts at the end of the month.

8. Title 1 Family Engagement Handbook (Information/Discussion/Possible Action)

Mr. Alberto Quintero, the Education Programs Professional for the Office of Family Engagement at NDE, updated Members on the Title I Family Engagement Handbook. He said they were able to incorporate the suggestions and changes the Committee recommended in September of 2019. They removed the strike-out text in the ESSA sections and in Sections 1116 and Sections 1112, added a non-discrimination statement. They put the entire Section 1112 in the handbook. They added usable template versions of the handbook, and used the term “family” more throughout the documents instead of just “parents.” They added the state’s family engagement definition, and also added page numbers on the section pages of where each document within the section is. The only item not included was the usable template versions of the handbook, however, Mr. Quintero plans on still making that available for the current version. Mr. Quintero asked Members if they had input or suggestions?

The Chair said presenting this at the Directors Meeting in March would be terrific. Mr. Quintero said unfortunately, he was already scheduled to go to Washington, D.C. at that time, but he would provide some type of PowerPoint, some type of brief or FAQ along with the document so that’s still shared when everyone is together at that meeting.

Ms. Barreras asked how were they reaching out to private school parents with this type of a program? Dr. Schroeder said her plan was to reach out to private schools with this as a resource. If it’s ADA compliant, she’ll add a link to it or post it on the private school web page on the Nevada Department of Education website as a resource. And as she goes out to private schools for site visits, she’ll make sure that private schools know that this is an available tool. Even though it’s not required that private schools utilize the tools in the handbook, it could be definitely very helpful information, especially regarding any use of the Title I equitable services funds that are required for family engagement.

Mr. Quintero asked would the Committee be open to provide feedback at their next meeting? Chair Dockery thought this was a great idea. What did others think? Ms. Holley and Ms. Jorgensen said they were excited and looking forward to it.

8. Title 1 Family Engagement Handbook (Information/Discussion/Possible Action) (continued)

Ms. Stach said she couldn't find the Title I Family Engagement Handbook on the NDE website. Mr. Quintero said the link was there, but it's not necessarily easy to find. He said he would make it more accessible.

Ms. Lamarre said there was a link to the Handbook in the last Title I newsletter. Chair Dockery said the newsletter doesn't go to everyone who needs access to this information, and the more transparency they can have in access to these tools, the better. Ms. Lamarre said the audience for the newsletter is the Title I LEA Directors or the Grant Leads, or anybody from the LEA who deals with Title I. They can certainly share that information with schools or any information from that Title I newsletter if they deem it appropriate to share with their schools.

Chair Dockery said she thought it would be great if that newsletter could go out to all Title I principals so that they would have this information. Yes, Title 1 people can pass it on, but for them to be part of that group in the future that would be super helpful.

Ms. Stach said she would like for everyone on the Title I Committee of Practitioners to have access to the Title I newsletter. Chair Dockery agreed. She said the newsletter was so well done and the information was so valuable, the more people that could get it and be part of it and have it like posted up on the website for past issues and stuff, the better.

Ms. Lamarre thanked the Chair for her feedback and said staff could look into that. There are ADA requirements that they have to meet, but perhaps they could have something on their webpage where folks could sign up. They encourage principals to first reach out to their school districts and then staff can help support any information that school districts have for them. Right now, the intended audience is the LEA school district leaders, and that's who they write it for currently at this time.

Chair Dockery asked could they please include at least the Title I Committee of Practitioners on the mailing list? It would be very helpful. Ms. Lamarre said yes, they certainly could do that.

9. Committee Membership (Information/Discussion/Possible Action)

Ms. Holli Else, Membership Officer, provided the update for Agenda Item 9.

Ms. Else said they received three membership recommendations, one for an administrative position and two for teachers. Gene Jackson [phonetic] from the Elko County School District was recommended for the administrative slot. And the two teachers are Mandy Groving [phonetic], from Washoe County School District and Melanie Ward [phonetic] from Lincoln County School District.

Ms. Hunewill from NDE said they had a vacancy for a CTE teacher, and they followed the steps to recommend Kevin Roukey [phonetic] from a Title I school, Sparks High School. She said she hoped there would be a way to add Kevin on to the recommended list.

9. Committee Membership (Information/Discussion/Possible Action) (continued)

Chair Dockery asked what was their process now? Did they need to vote on these new members?

Ms. Lamarre said before they voted, she would like more details about the candidates. Was there any other criteria or were they just basing it off of the nomination form? Was that all the information that they will use to decide?

Chair Dockery explained the candidates have been recommended by their colleagues to be on the Committee. Most Members got on the Committee the same way. They need to fill some vacancies that they have, and there are people who are willing to serve, and they've been recommended by other colleagues who feel they have the qualities that are needed to serve.

Ms. Hutchins concurred. She said they were actually looking to fill three educator positions and one administrative position, so there were four vacancies total.

Ms. Lamarre said she would "suggest and encourage" them to have a more robust type of process, similar to how they redesigned the process for nominating National ESEA schools. She said they should reconsider their current process for voting in folks to be on the Committee. Ms. Lamarre said she would like to know why the candidates would be a good fit for the Committee, based off experience, locale, etc.

Chair Dockery said she was going to "respectfully disagree" that they need a process as lengthy as the ESEA process for the Committee. They do need Committee people from the districts to serve. At this point in time they've asked these people to be present and to serve, and they deserve for the Committee to vote on their nominations. If they want to create a criteria for next year to put in place for next year, they can certainly do that. But at this point in the school year, to take these people and put them on hold is disrespectful to them and their time. The Chair said she wanted to move ahead with the nominations.

Ms. Lamarre said she was not suggesting having as lengthy a process as the National ESEA and agreed they should go ahead with the candidates for now.

Ms. Else said they should go ahead and vote on the candidates that have applied and followed the process as it is currently, and later she can work with Ms. Hutchins to maybe add a little bit to the form so they get more information and they can have that for the next meeting for everyone to review and discuss.

There were many members who agreed with Ms. Else's suggestion.

Ms. Hunewill asked what about their CTE teacher, Kevin Roukey?

9. Committee Membership (Information/Discussion/Possible Action) (continued)

The group had a brief discussion and Ms. Else said as a point of order for the meeting, she thought it would be more appropriate to vote on the three candidates that they received already, and then get Mr. Roukey's information and vote on his appointment at the next meeting.

Chair Dockery said at the next meeting they could certainly move Mr. Roukey's appointment to the agenda item right after public comment so that if he was able to come back and he was voted in, he could then fully participate.

Motion: Approve Gene Jackson, Mandy Groving, and Melanie Ward as members of the Title I Committee of Practitioners

By: Chair Dockery

Second: Brian Prewett

Vote: Passed unanimously

10. Future Meeting Date and Agenda Items (Information/Discussion/Possible Action)

Chair Dockery said their last meeting of the year is scheduled for May 12th at 9:00 a.m. If Members have suggestions for agenda items not already discussed, please let Rhonda know at least 30 days in advance. Rhonda will send out a survey with tentative dates for next year's meetings.

11. Public Comment #2

There was no public comment.

12. Adjournment (Information/Discussion/Possible Action)

Motion: Adjourn the Title I Committee of Practitioners February 13th meeting at 10:20 AM

By: Chair Dockery

Second: Brian Prewett

Vote: Passed unanimously