

CHARTER

TITLE I COMMITTEE OF PRACTITIONERS

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1.0 Purpose

In accordance with Elementary and Secondary Education Act (ESEA) Section 1603(b), this standing committee is organized to advise the State in carrying out its responsibilities under Title IA of the ESEA. The duties of this committee shall include a review, before publication, of any proposed or final State rule or regulation pursuant to Title IA of the ESEA.

NOTE: In an emergency situation where such rule or regulation must be issued within a very limited time to assist local educational agencies with the operation of the program under Title IA of the ESEA, the State educational agency, Nevada Department of Education (NDE), may issue a regulation without prior consultation but shall immediately thereafter convene the State committee of practitioners to review the emergency regulation before issuance in final form.

2.0 Membership, Vacancy, and Appointment

The Title I Committee of Practitioners is comprised of 4 Officer Positions and General Memberships as detailed below:

2.1 Officer Positions:

- Chairperson
- Vice Chairperson
- Secretary
- Membership Officer

2.2 General Membership

General membership shall consist of a 2/3 majority or greater membership from local educational agencies including at least one member representing each of the following:

- School district representatives
- Administrators
- Teachers
- Career and technical educators
- School leaders
- Parents, guardians, family members
- Members of school boards
- Representative of private school children
- Representatives of charter agencies
- Charter school leaders
- Specialized instructional support personnel
- Paraprofessionals

2.3 General Member Appointment

1. Apply to membership chair:
 - A. Applications are submitted to the committee for review/discussion.
 - B. Term length is a 3-year cycle except for the positions that resign within the 3-year period. Those positions will be filled by a membership vote and serve until the end of the 3-year period.
2. Parent Membership Qualifications:
 - A. Parents, guardians, family members not affiliated with education
 - B. From across the State, including Charter School and Private School representation
 - C. Ensure and/or provide members with knowledge and information that supports participation and awareness of the Title I program.

2.4 Officer's Appointment

1. Apply to membership chair:
 - A. Applications are submitted to the committee for review/discussion.
 - B. Term length is a 2-year cycle except for the positions that resign within the 2-year period. Those positions will be filled by a membership vote and serve until the end of the same 2-year period.

NOTE: Every effort will be made to include representation that is reflective of the school communities throughout the State.

3.0 Chairpersons

The Title I Committee of Practitioners is comprised of a Chairperson and a Vice Chairperson. Other Officer positions include Secretary and Membership Officer. The duties and term length for each position is detailed below:

3.1 Chairperson

1. Voted on by the full committee
2. Term of appointment:
 - A. Two years
 - B. Election for the Chairperson begins 2025-2026 and then is every two years
3. Duties include:
 - A. Facilitating and running the committee and presenting items for discussion or topics that are presented through the districts that need to be discussed by the committee

3.2 Vice Chairperson

1. Voted on by the full committee
2. Term of appointment:
 - A. Two years
 - B. Election for the Vice Chairperson begins 2026-2027 and then is every two years*
3. Duties include in the absence of the chairperson:
 - A. Facilitating and running the committee and presenting items for discussion or topics that are presented through the districts that need to be discussed by the committee

4.0 Other Officers

4.1 Secretary

1. Voted on the by the full committee
2. Term of appointment:
 - A. Two years
 - B. Election for the Secretary begins 2025-2026 and then is every two years
3. Duties include:
 - A. Preparing the agenda
 - B. Sending the agenda to the committee
 - C. Taking meeting notes
 - D. Preparing meeting minutes

4.2 Membership Officer

1. Voted on by the full committee
2. Term of appointment:
 - A. Two years
 - B. Election for the Membership Officer begins 2026-2027 and then is every two years*
3. Duties include:
 - A. Maintaining membership records
 - B. Facilitating appointments.
 - C. Preparing and discussing membership related agenda items including resignations and appointments

NOTE: To begin the new cycle, the Vice Chairperson and Membership Officer will maintain their roles for the 2025-2026 school year.

5.0 Activities, Duties, and Responsibilities

5.1 The Title I Committee of Practitioners activities, duties, and responsibilities

- A. Review, before publication, any proposed or final state rule or regulation pursuant to Title I
- B. Provide advice to NDE pursuant to Title I
- C. Support the implementation of Title I programs across the state
- D. Review technical assistance documents, templates and other tools that support quality implementation of Title I programs in Nevada
- E. Provide a platform for committee members and stakeholders across the state to receive information on Title I rules and regulations from NDE
- F. Provide a platform for committee members and other stakeholders across Nevada to receive information on peripheral programs/activities that impact Title I
- G. Provide committee members and other stakeholders across the state a platform to ask

questions and provide feedback regarding:

1. Title I rules
2. Title I regulations
3. Peripheral programs that impact Title I
4. Provide link at each Title I Committee of Practitioners meeting for membership questions, ideas and comments

H. Raise the awareness of Title I program across the State including:

1. Contribute to the Title I Newsletter when it's distributed
 - A. Reminder Section:
 - Articles
 - Agenda
 - Items/meeting dates,
 - Link to Title I Committee of Practitioners meetings and minutes on NDE's Committee of Practitioners webpage:
[Nevada Department of Education Boards and Committees Link](#)
 2. Other awareness activities as defined to raise awareness of the Title I program across the state:
 - A. As recommended by the Committee of Practitioners with a consensus of voting members present.

5.2 Standing Meetings of the Title I Committee of Practitioners

1. The Title I Committee meets quarterly of each calendar year:
 - A. February, May, August, and November

5.3 Emergency Meetings Guidance

In an emergency situation, where such rule or regulation must be issued within a very limited time to assist local educational agencies with the operation of the program under Title IA of the ESEA, the State educational agency, NDE, may issue a regulation without prior consultation but shall immediately thereafter convene the State committee of practitioners to review the emergency regulation before issuance in final form.

6.0 Delegation of Authority

The Title I Committee of Practitioners advises the State in carrying out its responsibilities under Title IA of the ESEA.

6.1 Providing Feedback

The Title I Committee of Practitioners may provide feedback to the NDE to take under advisement by:

1. Individual members
2. Consensus opinion:

- A. The Chair may ask for a consensus opinion of members, if needed, consisting of 3/4th of the member body.

6.2 Voting and Motions

1. All motions presented by the voting members must receive a 2nd by another voting member prior to taking action by vote on any motion
2. Unless stated herein, a consensus vote of the voting members present (quorum) shall be required to make official decisions and to pass motions.

7.0 Standard Committee Procedures

The Title I Committee of Practitioners shall abide by the following procedures:

- A. Tentative Meeting agendas are established at least two weeks prior to each scheduled meeting and may be revised up to 48 hours' prior
- B. Tentative Meeting agendas and resources are published on the NDE website at least one month prior to each meeting and may be revised up to 48 hours' prior
- C. The committee meets four times per year, usually in the morning from 9:00 to 11:00 AM
- D. The Chair calls each meeting to order
- E. Attendance is taken at each meeting
- F. Minutes are taken at each meeting and reviewed at subsequent meetings, minutes including discussion, feedback, and request for additional information
- G. Minutes are published to the NDE website:
[Nevada Department of Education Boards and Committees Link](#) no later than one month after the meeting
- H. The committee provides feedback during meetings
- I. The committee may also establish sub-committees for specific projects/tasks:
 1. Sub-committees will establish formal timelines for completing work
 2. Sub-committees will provide information, artifacts, and recommendations for considerations to the full committee according to the established timeline
- J. Review and update of the Title I Committee of Practitioner Charter at the last meeting of each year

8.0 Formalities

The Charter of the Title I Committee of Practitioners was adopted by the committee and faithfully executed on the 18th of September 2025, and signed by the Officers of the Committee of Practitioners and a representative of the NDE:

8.1 Authorization of the Title I Committee of Practitioners Charter:

_____/_____/2025
Karen Holley,
Chair, Title I Committee of
Practitioners Nye County
School District,
Director of Grants

_____/_____/2025
Lauren Ohlin,
Vice Chair, Title I Committee of
Practitioners Washoe County
School District,
Director of Grants

_____/_____/2025
Cassandra Clark,
Secretary, Title I Committee of
Practitioners Carson City School
District,
Grants Manager

_____/_____/2025
Mary Stach,
Membership Officer, Title I Committee of
Practitioners Washoe County School
District,
FACE Director

8.2 Authorization of the Representative for NDE:

_____/____/ 2025
Nicci Miller
Nevada Department of Education,
Assistant Director of Federal Programs and Title I Director

9.0 Addendum

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Title I Committee of Practitioners Nomination/Application Form 2026



Nominee/Applicant

Name:

Address:

Phone Number:

Email:

District/school you are representing

Current position:

Representation Category

- Administrators
- Teachers from traditional public schools, charter schools, and Career and Technical
- Principals and other school leaders
- Parents
- Members of local school boards
- Representatives of private school children
- Specialized instructional support personnel and paraprofessionals
- Representatives of authorized public chartering agencies and charter school leaders

Education

Briefly describe why you would want to be a member of the Title 1 Committee of Practitioners

Briefly describe your membership in and/or representation of a constituent group and /or one of the listed representation categories.

Briefly describe your knowledge in the Title 1 A field

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Professional References

Please list three professional references

Name	Position	Phone number

I certify that the facts contained in this application are true and correct to the best of my knowledge.
Disclaimer: By typing your name below, you are signing this nomination/application electronically.

Signature:

Date:

Please return electronically to: Mary Stach
mstach@washoeschools.net
Accountability/Face Specialist, Title 1
Washoe county School District
(775) 333-6035

B. Members of the Title 1 Committee of Practitioners

Addendum B

Title 1 CoP Members

School Year 2025-2026

Name	District	Title 1 CoP Position
Karen Holley	Nye	Chair
Margaret (Meg) Pike	CCSD Title 1 Hope	Chair Elect
Lauren Ohlin	Washoe	Vice Chair
Cassie Clark	Carson City	Secretary
Marty Stach	Washoe	Membership Officer
Amanda Hughes	Mineral	Member
Amy Cartwright	Clark	Member
Ashley Mitchell	Douglas	Member
Barbara Bidel	NDE	Member
Brian Prewett	Washoe	Member
Candi Robles	Carson City	Member
Cassandra Stahlke	Elko	Member
Claudia Means	Humboldt	Member
DeAnna Owens	Humboldt	Member
Greg Kramer	Clark	Member
Heather Steel	Elko	Member
Kelly Grondahl	Clark	Member
Kris Schneider	Clark	Member

Marinna Cutler	SPCSA	Member
Nicci Miller	NDE	Member
Robert White	Nye	Member
Sarah Thomas	NDE	Member
Suan Neal	Elko	Member