

**Minutes of the
Committee of Practitioners Meeting
June 6, 2013**

Call to Order

The meeting of the ESEA Committee of Practitioners was called to order by Becky Guffin at 9:30 am at the MacKay Building in Pierre, South Dakota.

Attendance

Members present were: Becky Guffin, Lori Bouza, Joan Dunmire, Becky Eeten, Lucy Grant, Joyce Larson, Sarah Lieber, Laura Willemssen, and Roxanne Lamphere.

Staff persons in attendance were: Shannon Malone, Betsy Chapman, Jordan Dueis, Dawn Smith, Jenifer Palmer, Shawna Poitra, and Laura Johnson Frame. Also in attendance was Heather Hoak, Mid-Central Regional Education Laboratory consultant.

Approval of the Agenda

Motion by Bouza, second by Eeten to approve the agenda as printed. Motion passed.

Approval of Minutes – October 18, 2012; February 8, 2013; May 6, 2013

Motion by Bouza, second by Dunmire to approve the Minutes of the October 18, 2012, February 8, 2013, and May 6, 2013 meetings. Motion passed.

Committee Member Terms and Recruitment

New Appointments

The Committee was introduced to Roxanne Lamphere as a newly appointed member of the committee. Ms. Lamphere is Title I Director from Lake Preston School District in the Eastern area of the state and began her term in June 2013.

Also, the Committee was advised that Chrissy Peterson, Title I Director, from Meade County School District in the Western area of the state has been appointed. Ms. Peterson will begin her term in July 2013.

Request for Re-appointment

The committee reviewed the roster of members and determined that four member's terms are ending in 2013. Each member indicated willingness to continue to serve. The Department Secretary will be requested to consider a reappointment for each.

Recruitment

A discussion was held on the appointment of members to ensure each required position is filled. The Committee requested that Rapid City School District be contacted again in search of a classroom teacher to serve on the committee.

Election of Chair and Vice Chair

June is considered the annual meeting of the Committee of Practitioners per the Committee Guidelines. The positions of chairperson and vice chairperson are elected annually at the annual meeting and serve a one year term.

Guffin asked for nominations for the position of chairperson.

Motion by Dunmire, second by Bouza, to nominate Becky Guffin as chairperson. No other nominations were heard and the committee members cast a unanimous vote to elect Guffin as chair.

Motion by Eeten, second by Lieber, to nominate Laura Willemssen as vice chairperson. No other nominations were heard and the committee members cast a unanimous vote to elect Willemssen as the vice chairperson.

US Department of Education Q & A Uses of Federal Funds for Conferences and Meetings

Shannon Malone, Title I Administrator, reviewed the document received from the US Department of Education describing the Department's guidance on the use of Federal funds to purchase foods and beverages for attendees at conferences and meetings. US ED will be enforcing their guidance on the restriction of the use of Federal funds for food and beverages and have issued a question/answer document. The SD Department of Education is evaluating how to handle meetings where food is customarily provided such as the Committee of Practitioners meeting. Also, SD DOE will ask for more information from US ED about the use of Title I funds for parent activities that often involve providing food and beverages. More information will be provided as it is made available.

SD Department of Education Aspirations

Ann Larsen, Director of the Division of Educational Services and Support, provided a slide presentation about the DOE's Aspirations that all students become College, Career, and Life Ready. Larsen reviewed research that the DOE used to arrive at the four student outcomes used to mark attainment of the goals.

- Students entering 4th grade will be proficient or advanced in reading
- Students entering 9th grade will be proficient or advanced in math
- Eliminate the achievement gap for Native American students
- High school graduates are post-secondary or workforce ready

Multi-Tiered System of Support

Linda Turner, Director of Special Education, and Alicia Schoenhard, program representative attended the meeting. Turner reviewed the Multi-Tiered System of Support (MTSS). Under the ESEA Flexibility Waiver, the DOE will incorporate the Multi-Tiered System of Support. The Multi-Tiered System of Support is South Dakota's implementation of Response to Intervention in areas of reading/language arts, math, and behavior. Focus Schools may implement MTSS as an intervention and Priority Schools will be required to implement MTSS. The DOE is in the process of working out the details of implementation of MTSS such as how will the DOE work with non-Title I schools not meeting their School Performance Indicators. Other questions to be answered are how to implement MTSS at the district level and the available funds at each school.

Title III – English Language Learners

Malone provided an update on Title III-English Language Learners.

- Malone announced that Ben Morrison had been hired as the Title III program representative.

- The second Joint English Language Learners/Migrant Conference will be held at Oacoma on June 12-13.
- This year three stand-alone programs in districts will be funded with three consortiums of district's funded.
- One immigrant grant of \$30,000 is set aside from the Title III allocation and is awarded to Huron School District.
- Title III funds are increasing at the same time as other Federal funds are shrinking.
- Title III funds will be used once again to fund \$1,100 scholarships for three credits for teachers seeking ELL endorsement.
- The Guide for Establishing and Maintaining Programs and Services for English Language Learners May 2012 was described. Malone reviewed a few of the state level requirements.
- The South Dakota Legislature approved funding at the state-level to assist districts with the growing number of ELL students.

Title I 1003(a) Funds

Rob Huffman, Grants Management, reviewed the allowable uses of Title I 1003(a) Funds. A review of priority and focus schools and non-progressing schools were discussed. All of these schools must use the LEAP program and must attend data retreats.

Huffman advised the committee that the Department will receive \$1,299,877.68 in 1003(a) School Improvement funding for the next fiscal year. The Department will reserve 5% for the state level administration as allowed by the statute. The committee discussed the use of funds at the State level; activities include Statewide System of Support and direct support from the Department. The need for additional funds to support the School Support Team was discussed. From the remaining non-administrative amount, \$700,000 is a reasonable amount to be used by the SEA for the School Support Team to work with the 21 Priority Schools and 33 Focus Schools. The remaining amount will be allocated out to the Title I schools in school improvement according to federal law.

Motion by Eeten, second by Dunmire to hold \$700,000 of the 1003(a) School Improvement funds for use by the Department in providing support to the districts in improvement. Motion passed.

Schoolwide Program

Dawn Smith, Title I Schoolwide Programs, advised the members that a tentative date for a Schoolwide Conference has been set for early fall. Smith explained to the members that under the statutes schools are to review and update their schoolwide plans each year. SD DOE had been collecting hard copies of the updated schoolwide plans through the monitoring process on a three-year cycle. This past year, SD DOE asked that schools provide an electronic copy of the plans. When received the plans are stored for access by the DOE staff. As SD DOE planning moves forward, consideration will be given to using the SD LEAP System (SD Leading Effectively-Achieving Progress computer based program) to store the schoolwide plans.

Parent Involvement

Smith, Parent Involvement Program, reported that the Parent Resource Network was phased out by Congressional action. SD DOE is not scheduling a parent conference for this fall. The Department is considering conducting a Title I Conference for district staff and inviting parents to attend the event. Also, under consideration is whether to hold a statewide conference or regional conferences.

McKinney-Vento Education of Homeless Children and Youth

Laura Johnson Frame, McKinney-Vento Program, informed the members that it appears the number of students identified as homeless is down this school year. A contributing factor to a smaller count could be families not coming forward to seek housing vouchers as that program is impacted by cut-backs in funding. Secondly, Frame has begun a collaborative process with the SD Association of School Financial Aid Administrators. Unaccompanied homeless students who are homeless in their senior year of high school may complete the FAFSA financial aid application based on their own income, not the parent's income. Also, homeless students going to college may be able to have access to college housing during times when students are usually not allowed in the housing – holidays or breaks – as the students do not have a home or possibly a family to go visit during these times. Frame will continue to look for ways to inform and assist college and high school financial aid counselors to help them more effectively help homeless students.

Title I Part C – Migrant

Jenifer Palmer, Migrant Program, updated the Committee on the progress of the Migrant Program. Currently, two districts receive funding under the Migrant funds to operate programs in their districts, Huron and Sioux Falls. Watertown is the hub of a consortium of districts that surround the Watertown district. The district programs also conduct summer school programs along with the regular school year programs. Currently, three contract workers are locating and recruiting migrant workers in an effort to certify the children as eligible for the program. Increased locating activities are occurring in the northeast area of the state as meat packing and dairy facilities are increasing and expanding.

Title I Data Survey

Betsy Chapman, Title I Data, explained to the members that the traditional Title I Annual Report has gone through a transition also. The report was a paper report until a couple years ago when it became an electronic survey. The data collected was in addition to the Infinite Campus data and was compared to the Infinite Campus data. A comparison of data was particularly important in determining the number of students served in Title I targeted programs. The survey sent out this spring was a further reduction in number of data items requested. SD DOE's intent is to move to collecting all data through Infinite Campus. As of this date 108 districts of the 156 have reported. Chapman also advised the members that SD DOE has had difficulties in maintaining an accurate list of Title I Directors/Administrators /Contacts. The collection of this data was done through the egrant system and districts did not always update their designated person each year. This year, this data will be included as a data point for districts as they update the District/School Directory for the SD DOE website.

School Improvement Grant (SIG)

Shawna Poitra, Title I Representative, reviewed the progress of the schools with a School Improvement Grant (SIG). Currently, there are two cohorts working through the process with funding through school improvement grant funds. Poitra stated that gains are being made by the schools in the program. One of the Cohort I schools and two of the Cohort II schools are using the Transformation Model, and one Cohort I school is using the Turnaround Model currently. In 2014-15, a new cohort of schools will start based on an application process during the 2013-2014 school year.

Title I Newsletter

Smith, Editor of the Title I Newsletter, told the members of the new feature in the newsletter called "Schools in Motion." Smith asked that anyone with information about school or teacher level innovations to provide contact information to DOE. Smith hopes to bring more information to teachers and administrators through highlighting programs and activities in the state.

Consolidated Application for Federal Programs and District Monitoring

Malone explained to the members that the consolidated application for Federal funds was recently opened to the school districts. The application was revised from mostly a narrative format to an assurance format in an effort to make the application less time consuming. Some compatibility issues have arisen with some districts noticing difficulty as not all computers and internet browsers are working with the application. SD DOE will work through this process.

Malone also explained that the Title I Department will be reviewing the monitoring process in the coming weeks. The emphasis of US ED is on technical assistance in achieving and measuring academic progress. SD DOE will be providing more technical assistance to districts in data review as we begin implementation of the Common Core and Smarter Balanced Assessments.

July 8-12 are the dates set aside for districts to review their School Performance Index, or SPI, data. Following the release of the SPI and Report Card, schools identified as Priority or Focus Schools will be encouraged to send a School Leadership Team to attend one of the trainings noted below. The training will provide an overview to the process, requirements and technical assistance available to Priority and Focus Schools. Aug. 7 – Sioux Falls; Aug. 13 – Rapid City; Aug. 14 – Pierre; Aug. 15 – Aberdeen.

Regional data retreats will be held for these schools in Aberdeen – August 28-29; Sioux Falls- September 3-4; Pierre – September 11-12; and Rapid City – September 18-19.

Flexibility Waiver Update

Abby Javurek-Humig, Director of the Division of Assessment and Accountability, reviewed the implementation of the Flexibility Waiver with the Committee.

- This week, the US Department of Education verbally approved of the Flexibility Waiver Amendments submitted to them in February. Additional technical corrections to the Waiver are still pending with US ED.
- In recent months, US ED conducted phone monitoring of South Dakota on the progress of implementation of the Flexibility Waiver referred to as Part A monitoring. Recommendations from the Part A monitoring included the need to create Priority School Guidance, Focus School Guidance, Guidance for working with Non-Progressing Schools, and establishing a process for monitoring all districts.
- Part B monitoring of Flexibility Waiver States will be conducted in the next few months. South Dakota has been chosen to have an on-site monitoring visit tentatively scheduled for late August. US ED will be looking at the progress made on the points from the Part A monitoring and looking at our system of support for the schools.
- A work group is working on making final recommendations on a growth model to implement in South Dakota. Sample reports will be created in 2013-2014 based on the new model.
- Work is continuing on the school climate survey with a pilot set to launch in 2014.
- Principal Three: Teacher and Leader Effectiveness is proceeding forward with the Commission on Teaching and Learning and Principal Evaluation subcommittee meeting this spring to continue the work begun in 2012. The SD DOE partnered with the South Dakota Education Association, School Administrators of South Dakota, and the Association School Boards of South Dakota on this work.

- Pilot on Principal Effectiveness will be launched in twelve districts and begin with training on July 17-18 in Pierre. Districts will be offered coaching along with other implementation assistance.
- Pilot on Teacher Effectiveness will be launched with 20 schools participating in the full pilot and 50 schools participating in a limited program. Training will begin on June 13th and continue with Evaluating Professional Practice and Evaluating Student Growth trainings this summer.
- South Dakota is still waiting for US ED approval of the Accountability Workbook submitted several months ago.

Assessment and School Report Card Updates

Jan Martin, Assessment Director for Division of Assessment and Accountability, reviewed activities involving assessments and the School Report Card.

- Dakota STEP assessments were completed this spring. The preliminary report card will be released in early to mid-July, and then finalized by late July. Training in how to access and read the report card will be conducted in mid-July.
- SD DOE petitioned US ED for flexibility in 2014 testing and are now awaiting a reply.
- Smarter Balanced Assessment practice test was released on May 29. A digital library will be developed by a team of educators. The process will continue with teacher workgroups and field testing in the spring of 2014.
- WIDA Consortium - ASSETS sub-consortium has been meeting with the involvement of SD DOE. A new ACCESS test for English Language Learners will be online in 2015-16.
- National Assessment of Educational Progress 2013 results will be released in September. No NAEP testing will occur in South Dakota in 2014.
- National Career Readiness Certificate program has received funding and the process is under construction. Pilots will be launched in 2013-14 and will become part of accountability in 2014-2015.

Next Meeting

The Committee decided to schedule the next in-person meeting for October 8 in Pierre.

Adjournment

Motion by Dunmire, second by Bouza, to adjourn the meeting at 2:35 pm. Motion passed and the meeting was adjourned.