

Oklahoma State Department of Education
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105
Oliver Hodge Building
State Board Room
Meeting of the Title I Committee of Practitioners
January 17, 2008

Minutes

Dr. Cindy Koss called the meeting to order at 1:32 p.m.

Attending: Mr. Danny Jacobs, Ms. Jackie White, Dr. Rick Bishop, Ms. Trudy Green, Dr. Steve Hart, Ms. LuAnn Kanaly, Ms. Verna Shelton, Ms. Marlene Schmidt, Ms. Lisa Johnson, Mr. Kevin Walker, Ms. Geneva Matlack, Ms. JoAnn Layne, Ms. Roberta Ellis, Ms. Kathy Dunn, Ms. Karel Nichols, Ms. Carol Wood, Dr. Carol Cawyer, Ms. Nancy Still, Ms. Terry Fraley, Mr. Bob Burton, Ms. Debbie Quadracci, Ms. Ester Reyes, Dr. Alan Ingram, Ms. Jennifer Mankins, Ms. Ann Ewing, Dr. Cindy Koss, Ms. Gayle Castle, Dr. Vickie Williams, Ms. Mary Pearson, Ms. Ramona Coats, Mr. Gary Hurst, and Ms. Amber Polach

1) On agenda item number 1, Welcome and Introductions

Dr. Cindy Koss, Assistant State Superintendent, Office of Standards and Curriculum, started the meeting by asking the committee members to introduce themselves.

2) On agenda item number 2, Supplemental Educational Services (SES) Application Revisions

Ms. Mary Pearson, Executive Director, Office of Federal Programs, stated that the committee should have a copy included in the handouts of the revised application for potential SES providers. Ms. Pearson also included the adopted state rules and a list of service providers. Rules have been adopted to ensure that services are helping students. Ms. Pearson stated that she and Mr. Gary Hurst, Program Specialist, Office of Federal Programs, are in the process of monitoring the SES providers. Dr. Alan Ingram, Oklahoma City Public Schools, asked if the state staff would provide for the pre- and posttesting of students. Dr. Koss indicated that there were not any resources for the state to provide pre- and posttesting and the SES providers are responsible for testing the students. Dr. Koss indicated that the state wanted to include districts, colleges, and universities to become SES providers if interested. She also wanted to invite committee members to assist in reviewing SES applications. Dr. Ingram provided a brief description of Oklahoma City Public Schools' SES student tracking system. The tracking system has a file on each student including individualized learning plans. Ms. Terry Fraley, Oklahoma City Public Schools, added that the providers have access to the system and reports may be generated for parents and teachers. Dr. Koss, Ms. Pearson, and Mr. Hurst all requested that the committee submit feedback via e-mail to offer suggestions on the SES Provider Application and process of approval.

3) On agenda item number 3, Parental Involvement Site Plans

Dr. Koss stated that when the United States Department of Education (USDE) visited in early December clarification was offered on Parental Involvement Plans. Not only does the district need a Parental Involvement Plan, but the school site that receives Title I, Part A funds also needs a site Parental Involvement Plan. Ms. Pearson stated that an important component of the site Parental Involvement Plan is the Parent-School Compact. Mr. Bob Burton, Tulsa Public Schools, shared sample binders from two of the district's school sites, Academy Central and Remington. Mr. Burton stressed the importance of maintaining and organizing documentation for all parental involvement activities by keeping agendas and sign-in sheets in chronological order. Mr. Burton also favorably commented on *The New Title I: The Changing Landscape of Accountability* offered through the Thompson Publishing Group as a great resource for information. Ms. Pearson also stressed the importance of maintaining documentation. Ms. Pearson and Ms. Ramona Coats, Program Specialist with the Office of Federal Programs, have been working on several documents to assist districts in completing site Parental Involvement Plans. Ms. Pearson provided draft copies of the technical assistance documents in the hand out and welcomes feedback from the committee members.

4) On agenda item number 4, Consolidated State Application – Possible Revisions

Ms. Gayle Castle, Team Leader, Office of Federal Programs, reminded the committee that the purpose of the committee is to provide guidance to the state. Ms. Castle went over some of the changes to the Consolidated Application Workbook. The Workbook changes include: the needs assessment is aligned to the Nine Essential Elements and the checklist has been condensed. Ms. Castle stated that the Office of Federal Programs will be having a videoconference targeted toward the Consolidated State Application Workbook on Wednesday, February 27, 2008. Ms. Castle asked if any of the committee members had any suggestions for the applications. Many committee members suggested that the cells in Excel are not appropriately formatted. Committee members also expressed concern with the application due date of June 30. Ms. Castle stated that the Office of Federal Programs is starting the process of having the application for the next fiscal year (fiscal year 2009) available to districts this spring so that planning can take place earlier. Ms. Castle stated that if an outline of the districts program is submitted with preliminary numbers on the application earlier in the spring then state staff will have more time to ensure that districts are planning to fund appropriate activities.

5) On agenda item number 5, No Child Left Behind (NCLB) Site Report Cards

Dr. Vickie Williams, Executive Director, Office of Federal Programs, stated that an important part of NCLB is passing the appropriate information on to parents and the community. Districts are not only required to distribute districts report cards, but also individual site report cards. Each district represented on the committee was provided with a sample site report card. Dr. Ingram shared with the committee members how Oklahoma City Public Schools posts not only the district, but each school site report card on the district Web site. Dr. Koss also addressed the difference between the report cards from the Office of Accountability and the NCLB Report Cards. The Office of Accountability Report Cards contains data that is a year old and it does not meet federal requirements.

Ms. Jackie White, Union Public Schools, asked if the data can be presented in another format. Dr. Koss stated as long as all of the federal requirements were met (e.g., disaggregated data, highly qualified teacher percentage) and the format was acceptable. Dr. Williams announced to the committee that site report cards may be requested from Ms. Karen Robertson in the Office of Student Assessment.

6) On agenda item number 6, School Improvement Fund Grant

Dr. Koss announced to the committee that Oklahoma has been awarded a 1.19 million dollar grant for school improvement. Five percent of the grant funds will be used to provide professional development to schools that are identified as in need of improvement. Dr. Judy K. Sergeant has been invited to provide three days of training this summer for current school improvement sites. Dr. Koss also stated that the schools will receive additional training in Dr. Marzano's Building Academic Vocabulary. Ms. Castle stated that the remainder of the funds will be sent to the school sites through a competitive application process. The school sites that apply must be identified as in need of improvement, corrective action, or restructuring. Dr. Carol Cawyer, Norman Public Schools, asked how many school sites are in need of improvement. Ms. Pearson stated that there are 51 identified as in need of improvement.

7) On agenda item number 7, Highly Qualified Teacher (HQT) Corrective Action Plans

Ms. Amber Polach, Program Specialist, Office of Federal Programs, stated that there are four program specialists in the office that are reviewing and providing follow-up for HQT Corrective Action Plans at this time. According to the Highly Qualified Teacher (HQT) System – Phase I, each district not reporting 100% of their teachers highly qualified must submit an HQT Corrective Action Plan. The HQT System is reporting that Oklahoma is 98.5% highly qualified.

8) On agenda item number 8, Fast Fact Communications Sheets for Federal Programs

Ms. Coats presented the committee with two Fast Fact Communication Sheets, Supplement, not Supplant and Targeted Assistance Programs. Ms. Coats stated that the sheets will be one page description of various federal program topics. Ms. Coats and Dr. Koss would like the committee members to provide feedback on other topics for the Fast Fact Sheets.

9) On agenda item number 9, Federal Programs 2008 Conference

Dr. Williams presented the results of the Federal Programs Conference Planning Committee that met earlier in the day. Dr. Williams stated that the conference will be held Tuesday, March 25, 2008 at the Moore-Norman Technology Center. Registration information will be sent out soon.

Meeting adjourned at 3:25 p.m.

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