

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
October 11, 2007

Minutes

Dr. Cindy Koss called the meeting to order at 1:34 p.m.

Attending: Ms. Geneva Matlack, Mr. Danny Jacobs, Ms. Trudy Green, Mr. Mike Anderson, Ms. Terry Fraley, Ms. Debbie Quadracci, Mr. Rick Bishop, Ms. Jo Ann Layne, Ms. Ann Ewing, Ms. Kathy Dunn, Ms. Jennifer Mankins, Dr. Carol Cawyer, Ms. Vivian Bunch, Mr. Bob Burton, Ms. Roberta Ellis, Ms. Carol Wood, Ms. Karel Nichols, Ms. Terri Silver, Mr. Curt Adams, Dr. Cindy Koss, Ms. Gayle Castle, Ms. Erin Clapper, Mr. Gary Hurst, Mr. Frank Rexach, Ms. Ramona Coats, Ms. Leslie Hobson, Mr. Scott Stieg, 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 and share a recent accomplishment.

2) On agenda item number 2, 2007-2008 Student Achievement and School Accountability Monitoring Tool

Ms. Gayle Castle, Team Leader, Federal Programs, reminded the members present of the duties of the committee including their role as an advisory to the State Department of Education. Ms. Castle asked the committee members to complete the nomination form for themselves (to update information) and to nominate others for the committee, particularly Title I teachers and pupil services personnel. Ms. Castle stated that the United States Department (USDE) Office of Student Achievement and School Accountability (SASA) will be in the state the first week of December monitoring the SDE. The monitoring protocol was included in the handouts. Ms. Castle stated that representatives from Oklahoma City and Tulsa Public Schools should be aware monitors may select additional districts to be determined for review of Even Start, Homeless, and Neglected and Delinquent programs. Ms. Castle also reported on findings from USDE's 2006-2007 monitoring of other states. Ms. Castle noted that the column labeled "acceptable LEA evidence" would be a useful guide for districts as they work to meet Title I requirements.

3) On agenda item number 3, 2007-2008 Federal Programs Monitoring – Risk Analysis

Ms. Castle stated that the SDE Federal Programs office will continue to sample all districts on a five-year cycle, but will also look at several aspects of a district's program

to determine whether or not the district will receive additional monitoring and technical assistance. The risk-based analysis includes districts for which the SDE has received written complaints, districts that have had problems during past monitoring, districts that have failed to make adequate yearly progress or are in school improvement, districts that have had difficulty planning and implementing programs, districts that have claimed unallowable expenditures, districts with past internal audit findings on specific indicators, and districts with greater percentages of awarded funds. She asked the committee for feedback on any other indicators that should be included in the risk analysis. Monitoring will be targeted to those who need additional technical assistance. Ms. Castle also explained the SDE complaint procedure (a copy was provided in the handouts). Each district must have a procedure to receive, review, and resolve complaints concerning federal programs in a timely manner. Ms. Castle stated some of the top findings from the 2006-2007 monitoring cycle are as follows: schoolwide/targeted site plans, highly qualified teachers, district and site report cards, alignment between plans, applications and expenditures, time and effort documentation, and inventories. Dr. Carol Cawyer, Norman Public Schools, asked Ms. Castle to clarify time and effort reporting. Ms. Castle stated that if an employee is paid from a single federal source then the employee should maintain a periodic certification of time. If the employee is paid from several funding sources (including state and local funds) a daily activity log should be maintained along with certification every pay period that should be signed by the employee and the immediate supervisor. Ms. Kathy Dunn, Mid-Del Public Schools, suggested color coding your calendar to divide time between programs. Dr. Cawyer mentioned to the committee that if you consolidate your administrative cost it will simplify the process. Ms. Dunn suggested to SDE staff that a videoconference on consolidated administrative cost would be helpful. Ms. Vivian Bunch, Enid Public Schools, wanted to thank Ms. Ramona Coats for her technical assistance this summer during Enid's desk monitoring. Ms. Dunn asked Ms. Castle to clarify the inventory requirements discussed during a recent presentation by Mr. James Evans at the Association of Education Federal Finance Administration (AEFFA) Conference. Ms. Castle stated that all items that will be used beyond a year, regardless of the cost of the item, should be inventoried and labeled.

4) On agenda item number 4, 2007-2008 Corrective Action Plans - For Teachers Not Highly Qualified

Ms. Amber Polach, Program Specialist, Federal Programs, stated that according to the Highly Qualified Teacher (HQT) system, Oklahoma currently has 95% of core content classes taught by a teacher who is highly qualified in the core content area. Dr. Koss mentioned that we only have 80% of Accreditation Applications submitted so the number of highly qualified teachers is expected to increase. Ms. Polach stated that for teachers who still do not meet the highly qualified requirements the district and individual teachers will need to complete the corrective action plan template. The corrective action plans are due November 20 and this year must include a copy of the district and site report cards in addition to the Title I parent notification letter. A list of strategies to assist teachers in meeting highly qualified requirements are listed at the bottom of the district action plan and Title I, Part A funds may be used to pay for strategies. Ms. Polach stated

that she will be having several videoconferences in October to provide technical assistance to districts regarding implementation of the corrective action plans.

5) On agenda item number 5, No Child Left Behind (NCLB) Web Site Suggestions

Ms. Polach stated that a new page for parent resources was added to the SDE's NCLB Web page. She asked committee members to view the NCLB Web site and provide suggestions via e-mail.

6) On agenda item number 6, Even Start Program

Ms. Erin Clapper, Program Specialist, Federal Programs, explained to the committee that each district that operates an Even Start program will receive a request for data. The data collected will be reported to the United States Department of Education (USDE) for the Consolidated School Performance Report (CSPR).

7) On agenda item number 7, McKinney - Vento Homeless Program – Dispute Policy

Ms. Clapper stated that at the State Board of Education meeting on June 21, 2007 emergency rules were approved concerning a state dispute resolution policy (copy included in handouts) for the McKinney - Vento Homeless Program. Ms. Roberta Ellis, Tulsa Public Schools, stated that in a recent publication she read that a homeless liaison paid with Title I, Part A funds could not serve students in non-Title I, Part A schools. Ms. Clapper stated that she would research the matter.

8) On agenda item number 8, Oklahoma Migrant Education Program – Comprehensive Needs Assessment

Mr. Frank Rexach, Program Specialist, Federal Programs, presented the committee with some of the recent migrant survey results from parents, students, teachers, and administrators (copy of 2005-2006 comprehensive needs assessment included in handouts). Currently 31 districts in Oklahoma operate migrant programs. Dr. Cawyer asked if the number of migrant students are increasing or decreasing. Mr. Rexach responded that the number is decreasing due to families staying in one place and not continuing to migrate for agriculture work.

9) On agenda item number 9, Neglected and Delinquent Program - October Counts

Mr. Scott Stieg, Program Specialist, Federal Programs, explained to the committee that the counting procedures for neglected/delinquent facilities have been clarified. A student does not need to be in the facility for 30 consecutive days. A student only needs to spend one night between October 1 and October 30 to be counted. Allocation amount is proportional to the number of students in the facility and not the number of facilities.

10) On agenda item number 10, Supplemental Educational Services (SES) – SES Monitoring Tool

Mr. Gary Hurst, Program Specialist, Federal Programs, stated that new emergency rules in the Oklahoma Administrative Code were approved regarding supplemental educational services. Mr. Hurst also stated that the committee was provided SES guidance in the handouts. He stated that districts providing supplemental educational services will be asked to submit report information.

11) On agenda item number 11, Schoolwide Site Plan Checklist

Ms. Ramona Coats, Program Specialist, Federal Programs, went over the ten components of a schoolwide plan and stressed the importance of a comprehensive needs assessment as the foundation for planning. Ms. Coats stressed that SDE staff are committed to providing technical assistance to districts during the planning of their schoolwide program.

12) On agenda item number 12, Federal Program Conference

Dr. Koss notified committee members that the Federal Programs Conference survey results identified those surveyed wanted a one-day conference focused on grants planning, grants management, and best practices for the classroom. Dr. Koss suggested sometime during the last week of July as a possible conference time frame. Mr. Danny Jacobs, Tecumseh Public Schools, stated that the last week of July was too busy in his district and committee members agreed. Mr. Jacobs suggested adding a day to the annual State Superintendent's Leadership Conference or including more sessions in the actual conference. Ms. Dunn wanted the conference to remain during the summer to include school site administrators and teachers from smaller districts that also serve as the federal programs coordinator. Ms. Debbie Quadracchi, McAlester Public Schools, also suggested that the conference take place in the summer prior to the application deadline. Dr. Koss suggested that a planning committee should be established to plan the details of the conference. Mr. Bob Burton, Ms. Karel Nichols, Ms. Vivian Bunch, Ms. Terry Fraley, and Dr. Carol Cawyer volunteered to serve on the committee.

Meeting adjourned at 3:15 p.m.

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