Oklahoma State Department of Education
Office of Standards and Curriculum
Title I, Part A
Committee of Practitioners (COP) Meeting
Public Law 107-110, Section 1903(b)
Tuesday, October 26, 2010
Oklahoma State Board of Education Room

Minutes

Dr. Cindy Koss, Assistant State Superintendent, Office of Standards and Curriculum, Oklahoma State Department of Education (OSDE), called the meeting to order at 1:00 p.m.

Attending: Dr. Carol Cawyer, Dr. Cindy Koss, Ms. JoAnn Layne, Ms. Geneva Matlack, Ms. Karel Nichols, Ms. Mary Pearson, Ms. Carol Wood, Ms. Vivian Bunch, Mr. Eric Webb, Ms. Kathy Dunn, Ms. Tracy Bayles, Ms. Wendy Pharr, Ms. Lisa Johnson, Ms. Tuccoa Polk, Dr. Marsha Gore, Ms. Tara Fair, Ms. Ramona Coats, Ms. Gloria Bayouth, Ms. Amanda Drew, Ms. Jackie Mania, Ms. Cara Cusick, Ms. Andrea Wheeler, Ms. Ranee' Staats, and Ms. Kim Hale

1) **Welcome and Introductions**

   Dr. Koss welcomed and thanked everyone for coming and asked everyone to introduce themselves and to identify what district or department they were associated.

   Dr. Koss introduced and provided new resources for schools and important upcoming information:
   1. Office of Standards and Curriculum Statewide System of Support Operations Manual which is available on the OSDE website.
   2. ESES reauthorization Blue Print and recent visit from Dr. Ronn Friend from USDE.
   3. Common Core State Standards Adoption which can be accessed on OSDE website.
   4. Summary Report from Marzano Research Laboratory (MRL) study of Oklahoma Schools including surveys of students, teachers, administrators and parents.

2) **Title I, Part A:**
   a. Technology Addendum – Andrea Wheeler
   b. Private Schools – Gloria Bayouth
   c. Title IA: ARRA – Mary Pearson
   d. Neglected and Delinquent – Amanda Drew
   e. Homeless – Cara Cusick

   Each of these Title I Team members discussed the important issues, and where to find information in each of these areas.

Ramona Coats reminded members of the importance of using the technology addendum to verify where and how small and pilferable technology items are used and kept.

COP members questioned what type of items and how small? How inexpensive? What if they are used as consumables, such as, small flash drives?

Dr. Koss suggested that each school have a policy in place to define and differentiate small, pilferable or consumable items and to describe the monitoring, documenting and inventory process of these items.

COP members questioned what is the recommended procedure for public and private schools to balance the expenses? How should they work together? Who should be included?

Gloria Bayouth answered the public school districts are expected to work together and provide a plan of how the students who choose private schools are served when a student chooses to go to a private school that is not in the student's home district.

Mary Pearson went over critical ARRA issues including the number of late claims. COP members discussed a number of reasons claims were late and asked if there was a way to help clarify the confusion. Dr. Koss suggested that members send in scenarios of late claims and coding issues and she would work towards putting together a meeting with the different applicable departments (OCAS, HQT, SPR, and Federal Programs, WAVE) to address the conflicting issues concerning claims and coding.

There was discussion over the OSDE having a policy in place for late claims. Dr. Koss suggested more research be made covering this topic.

Ramona Coats added input for Neglected and Delinquent districts to be prepared for site monitoring by having intake packets, lesson plans (including addressing transition), inventories, and classrooms appropriately in place.

3) **WISE Tool – Jackie Mania**

WISE Tool – A free, web-based, tool for schools to use as a real-time, working plan to guide school improvement.

Jackie Mania stated over 300 sites are using the WISE tool and OSDE-Turnaround Office was beginning to provide schools training for coaches in the schools districts on the WISE.

Mid-Del school representatives stated they were using the tool and although it has been a slow process to get started, the teachers and administrators liked the tool and thought it was extremely helpful in guiding improvement.

4) Parent Involvement Analysis Tool – Raneé Staats

Raneé Staats informed members of how the PIA helps school teams to create a parent involvement plan. It also has helpful tips, resources and ideas for parental involvement in schools. The PIA will soon be available on the OSDE website and it will be free to all districts.

OK PIRC representative added how excited she was to hear about this tool and encourage all schools to use this in helping get more parents involved with their children at school.

5) Title IA – Feedback Survey

Dr. Koss collected the surveys that were filled in by the committee members and reminded them that these will be used as feedback to better serve our schools in the Title I office. Dr. Koss thanked the members for coming and appreciated their thoughts and input.

The meeting adjourned at 3:20pm.