Meeting Logistics & Desired Outcome

Meeting: ESSA Committee of Practitioners

Date & Time: Thursday, September 14, 2023; 10:00 a.m. - 3:00 p.m.

Location: Daniels Fund, 101 Monroe Street, Denver, Colorado 80206

Meeting Leads: Mitzi Swiatkowski (Elected Co-Chair), Joey Willett (Elected Co-Chair)

Rachel Temple and Nathan Hickman (CDE Leads)

Objective: To allow the Colorado Department of Education the opportunity to provide updates to and elicit recommendations from the Colorado Committee of Practitioners regarding relevant and timely issues related to CDE’s responsibilities under the Elementary and Secondary Education Act (ESSA).

Agreed Upon Norms:

* Be present and engage fully.
* Let everyone have a voice and be heard! Don’t talk over each other.
* When not talking, turn off mic on your computer/phone to minimize background noise.
* Begin and end meetings on time. Stick to times allotted for topics, to the extent possible, or develop next steps for moving the work forward if running out of time.
* Use time productively.
* Assume positive intent and ask for clarification when something lands wrong.
* Come prepared.
* The chair of the meeting should enforce the norms.
* A minimum of 6 members must plan to attend in-person to proceed with a hybrid meeting; if less than 6 members indicate that they will attend in-person, the meeting will be fully virtual.
* In the event of unsafe travel conditions due to weather, CDE staff will consult with the CoP co-chairs to determine whether to cancel the in-person option.

Attendees: Clint Allison, Cassandra Berry, Amy Beruan, Megan Eikleberry, Rochelle Gomez, Laura Gorman, Ryan Hartgerink, Kristina Jones, Joe Mock, Alan Nall, Marcie Robidart, Mitzi Swiatkowski, Joey Willett.

Agenda Items and Next Steps

| **Headline**  **Time**  **Presenters** | **Agenda Item** | **Summary/Notes** |
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| **Welcome, Introductions, and**  **Committee Business**  10:00-10:30 (30)  *Rachel T., Nathan,*  *Co-chairs: Mitzi, Joey* | * Mitzi and Joey facilitate introductions of CoP members. * CoP members will vote on the approval of the minutes from the previous meeting and review the agenda for the meeting. * Vote on new member | * May 2023 Meeting Minutes are approved. * Kay Genschorck’s new member application is approved. |
| **Centering & Purpose of CoP**  10:30-11:00 (30)  *Rachel, Nathan*  Future Feedback Topic | * Co-Chairs discuss CoP’s purpose, providing examples. Discuss importance of voice and engagement. * CoP members review norms; determine if any additions or revisions are needed. * Current representation and recruitment efforts * Reminder: agenda submission request form (link at bottom of agenda)   Guiding Question: Are there any bylaws members would specifically like to revisit? | Presentation Highlights:   * No revisions made to bylaws.   CoP Feedback:   * Recommendation that LEAs maintain one master contact list that is regularly updated. * Recommendation that norms emphasize member engagement. Joey to draft revised norms. |
| **Federal Programs & Supports Unit (FPSU) Updates**  11:00-11:45 (45)  *Nazie*  Informational | * Unit priorities for 23-24 * ESSA State Plan * Accountability Updates * SCG Awards * E&E Conference | Presentation Highlights:   * CDE is currently updating and disseminating the Equity Toolkit for Administrators. * Additional revisions are required to the ESSA State Plan as we are no longer allowed to use three consecutive years of graduation rates and must use a three-year average. CDE has this year and next to revise the plan for implementation by fall of 2026. * CDE is currently transitioning from using English Learners to Multilingual Learners on all ESSA documents (e.g., ESSA identifications, Cons App, monitoring, public reports) * CDE is implementing a suppression rule for public reporting of graduation rates. * Fall 2023 ESSA identifications are final; LEAs will soon receive accountability letters. * EDT notification letters are being sent to all LEAs, even those with no gaps, to share information about requirements and data analysis results. * A second round of Stronger Connections Grant funding is available. The SCG team will announce the second round of applications at an upcoming Office Hours and provide training. * Based on SCG task force recommendations, a term-limited Healthy and Safety Implementation Coordinator will be hired to serve as the lead on coordinating and providing expertise on internal work related to school safety matters. * Registration for the 2023 Equity and Excellence conference is now open. The free conference, titled “Strengthening and Expanding Practices: All Students and All Educators Emerging Stronger,” will convene November 1-2.   CoP Feedback:   * Is CDE replacing Syncplicity with the GAINS system? Recommendation to provide LEA’s guidance on submitting sensitive information through a secure system.   + CDE Response: The GAINS system will have upload functionality; however sensitive data will continue to be submitted through Syncplicity. * Have chronic absenteeism cut scores been established, and will they publicly be made available? * Does the term Multilingual Learner have the same meaning as English Language Learner? * Rural and BOCES’ struggle with programming and support.  Multilingual to have proficiency in language background.  Younger kids don’t have proficiency in their 1st language.  Programming in dual language, bi-lingual, immersion programs are not available in rural settings to provide asset based.  Most schools get ELD in classroom, don’t get dual.  ELD model in districts as majority of districts are 200 and below. Larger districts are considering other programs and populations. * Request that CDE does not bcc email recipients when sending accountability letters. |
| **Lunch**  11:45-12:15 |  |  |
| Consolidated Application  12:15-12:50 (35)  Laura  Feedback Needed | * Cross Program Questions   Guiding Questions:   * + - Does the order of questions assist LEA staff in discussing needs as it relates to use of funds?     - Is Cross Program the most appropriate section for a question?     - Are the questions clear and concise with the goal of ensuring LEAs understand what is being asked and that CDE staff receives the necessary information?     - Any recommendations for flow and/or ease? | Presentation Highlights:   * [Consolidated Application narratives](https://docs.google.com/document/d/162TfBHb1IOTdXUw5xo7Seekk_ruNZvX9gJk6xjnNOfI/edit#heading=h.8riu45yy1qcc) revised to assist in the intent of funds. * CDE is seeking [feedback](https://docs.google.com/document/d/1U5H4AhonqX4zZbdm_QZHOV52tZgSu3se3RKCXHN6hzM/edit) on potential challenges and recommendations to improve the approach, structure, and flow of the questions. What training, guidance, resources, and tools would be helpful and when/how should they be rolled out? * October voluntary Cons App work session to be scheduled.   CoP Feedback:   * Recommendation that the connection to activities is on a categorical level. * Districts with many budget line items likely will not provide a connection to the narrative section. Recommendation to drill down to budget line items; identify the need, and 5-10 strategies implemented. * Recommendation that the budget links to the narrative utilizing a drop down. * Regarding assurance 4.1, what will CDE do with that information?  Are LEA’s judged based on their answer, or is the information utilized as a monitoring tool? If it is an allowable expense under ESEA and can be tied to a strategy, LEAs should not receive feedback. |
| Training Topics  12:50-1:05 (15)  Nazie  Feedback Needed | * Seeking recommendations for topics for a potential BruMan training for Colorado. * If we can arrange one, when would be a good month / time of year for such a training? | * CDE is seeking [recommendations](https://jamboard.google.com/d/1MWYXVR1JaL1tbjLQnMQPycr7mXegIl5Hq3M9gjDsLgY/edit?usp=sharing) for training topics. * Office Hours and RNMs provide an opportunity to review strategies, discuss effective uses, and learn from one another. |
| Afternoon Break  1:05-1:20 |  |  |
| Update on New Grants Management System  1:20-2:20 (60)  DeLilah, Michelle  Feedback Needed | * GPA will provide more information regarding timeline of new system   Guiding Questions:   * What does the process look like in your district when you get the ESSA Allocation? * Do you set up a budget for each school? * At what point do you calculate the set asides? Is this done after budgeting is completed? * At what point do you calculate the indirect costs?   + Do you wait until it is calculated for you in the Consolidated Application? * At what point do you calculate the per pupil amount for each school?   + Do you do this ahead of time or do you rely on the ConsApp to do this calculation for you?   Currently, the system will calculate the PPA for Title II and IV for non-public schools. For this to happen, CDE will pre-populate school enrollment data based on the information obtained through student october. This number cannot be edited after it is populated. If there are changes to the school data, those changes may not be reflected in the PPA if the changes to the school data drastically changes. | Presentation Highlights:   * Consolidated Application is currently being configured in GAINS. * CDE recently moved the Consolidated Application login authentication to the Identity Management process to access the Consolidated Application. CDE is proposing using the same process to manage access to GAINS. * The Statewide LEA training scheduled in September will focus on the general navigation, applications for funding, reimbursement requests, and checklist, history log, and comments. * Feedback opportunities will be provided at CoP meetings, BOCES focus groups, and CoP subcommittees for GAINS.   CoP Feedback:   * Budgets are based on the October count, which identifies which schools are eligible and student counts. A 10% reduction from the previous year is allocated. * Per pupil is known ahead, however we rely on the application to help with PPA. * Preference for indirect to be added last. * Will the system flag if the budget exceeds the amount allocated?   + CDE Response: Yes. * Will 125% automatically be factored?   + CDE Response: Yes, it will show at the top and will be flagged. * Recommendation to wait on NPS tools/features. * LAMs should not be the only person giving roles.  Recommendation to delegate to someone on team. * BOCES need administrative access on their level. * Can multiple budget line items hit an RFF?   + CDE Response: Yes * Can you draw on a line item if it’s over $1?   + CDE Response: No. * How do we know who from our district is attending the Statewide training? * How quickly will application changes be approved? The application will need to remain open and unlocked until September 30. * Recommendation to enable an error band. For instance, if within 3% of the budget line item, the request will be approved. * If requests for funds are required on a line-by-line basis for very grant, it will cause strain on the district and require additional staff. |
| **Closing and Next Steps**  2:20-2:30 (10)  *Rachel, Nathan* | * Co-Chairs offer any reflections on the meeting and review key action items. * Location preferences for future meetings * Reminder: hold dates for additional meetings * Close out meeting | * October 12 Cons App work session to be held at APS. * Recommendation to select a consistent location for future meetings. |

*Feel free to share your agenda topic submissions through the* [*submission request form*](https://app.smartsheet.com/b/form/80d4a142008c43ef9fd51be7e7e25346)*. Please let us know if you have any questions.*