

Title I Committee of Practitioners Conference Call - Meeting Notes December 16, 2013 (1:30-2:30 p.m.)

Members Present: Caroline Walker (Chairperson), Tracey Adesegun, Deann Collins, John McGinnis, Felicia Lanham Tarason, Vernon Thompson, Julia Rogers, Susan Shaffer, Young-chan Han, Maria Lamb, Tina McKnight

Welcome/Introductions/Roll Call: Carolina Walker welcomed and thanked everyone for joining the conference call and explained the purpose of the call. The COP members will hear from MSDE staff on the overview of the Maryland's 2013 School Improvement Grant Application (1003g) for both LEA and SEA applications and the members will have an opportunity to ask questions and comment on the draft. Attendance was taken by Young-chan Han and confirmed 8 COP participated in the call.

Overview of the Maryland's 2013 School Improvement Grant Application (SIG) (1003g) by Tina McKnight:

Tina gave an overview of the 2013 SEA and LEA SIG Application (1003g) and highlighted each section including the purpose of the SIG program, ESEA Flexibility, Availability of Funds, Submission information, program components, budget and budget narrative and appendices.

Key topics for the SIG SEA Application included the following:

- Eligible Schools including Tier I, Tier II, and Tier III definition of persistently lowest-achieving schools.
- List of schools eligible for FY2013 SIG funds – Tier I and Tier II schools that will be give in priority for FY2013 SIG funds (six schools in AAC, Baltimore City, and Prince George's County)
- Evaluation criteria
- Timeline for approving LEA applications
- SEA's program and fiscal monitoring visits to LEAs and SIG schools visits
- Waivers – shared about the New list waiver and Period of Availability waiver

Key topics for the SIG LEA Application included the following:

- Program Description/ Purpose of the Title I Section 1003 (g) School Improvement Grant
- Comprehensive Needs Assessment – there must be a tie between prioritized needs with activities on the plan.
- Pre-Implementation Plan/Activities
- Timeline for LEA monitoring of Tier I and Tier II schools for Year 1, 2, and 3
- LEA Commitments and Capacity – templates are to be used for the LEA's Central Support Team (LEA SIG leadership team) and Turnaround Executive Support Team (core group of decision makers overseeing the grant)
- School, LEA, and Consolidated Budget Narrative
- Reviewer's Tools for the Application – aligns with grant application

Members were given the opportunity to ask questions and provide comments throughout the meeting.

Tina McKnight fielded questions from several committee members regarding the use of funds, eligible schools, Focus vs. SIG grants, monthly status report, purpose of the in-person interviews, MSDE's monitoring of Tier I and Tier II school, alignment to PARCC vs. MSA, and SEA's technical assistance to LEAs. Two committee members who could not participate in the conference call submitted their questions via e-mail. These questions were also addressed during the call.

Wrap up: Young-chan Han thanked everyone for their participation on the conference call and asked everyone to complete the consultation/feedback form on the 2013 School Improvement Grant Application.* The members were asked to e-mail or fax the completed form before December 18th in order for MSDE to send the comments/feedback to USED. The members were also reminded that unless there is an urgent issue to discuss, previously scheduled January 14, 2014 COP meeting will be cancelled.

Upcoming COP meeting: January 14th, 2014 (if needed)

Spring meeting: May 22, 2014

*MSDE received consultation/feedback forms from 10 committee members by December 19, 2013.