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State Superintendent of Schools

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Title I Committee of Practitioners Spring Meeting

Location: Conference Call

Date: May 21, 2015 (11:00 a.m. – noon)

TIME	AGENDA TOPICS	Persons Responsible
11:00 a.m.	Welcome and Introductions Purpose of the meeting Roll Call	Caroline Walker, Director, Elementary Curricular Programs, Howard County COP Chair Young-chan Han, Title I Specialist Program Improvement and Family Support Branch
11:10 a.m.	Review of Maryland State Department of Education Appeal and Complaint Resolution Procedures 34 CFR 299.10 to 299.12 Status of COP Membership for 2015-2016	Maria Lamb Young-chan Han
	Wrap-Up	

Committee of Practitioners (COP): The duties of such committee shall include a review, before publications, of any proposed or final State rule or regulation, pursuant to this title. (Section 1903 (b)(3)) This committee is comprised of teachers, administrators, parents, members of local school boards, Title I Coordinators, and Student Service representatives. (Sec. 1903(b)(2)) These individuals bring a unique perspective and expertise to offer in the areas of Title I and serving children in high poverty.

2015-2016 COP Meeting dates: TBD

2014-2015 COP meetings:

- January 22, 2015 (Conference call)
- February 19, 2015: (In-person meeting at MSDE)
- March 11, 2015: (Conference call)



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Title I Committee of Practitioners Spring Meeting

Conference Call – Meeting Minutes

May 21, 2015 (11:00 a.m.)

Conference call attendees: Caroline Walker (COP Chair), Kathleen Wallis, Ray Leone, Tracey Adesegun, Felicia Lanham Tarason, Walter Reap, Maria Lamb, Young-chan Han

Topics	Notes
Welcome and Introductions Purpose of the meeting	Maria Lamb welcomed everyone and thanked everyone for their input on the ESEA Flex Renewal and Maryland’s Equity Plan. Maria shared the purpose of the conference call - to review and provide feedback on Maryland’s Appeal and Complaint Resolution Procedures.
Review of Maryland State Department of Education Appeal and Complaint Resolution Procedures 34 CFR 299.10 to 299.12	Maria Lamb <ul style="list-style-type: none"> • Shared the requirement of all SEAs to have an appeal and complaint resolution process. This is not a policy and will not need the approval of the Maryland State Department of Education Board. • Each section was read and discussed and the committee was given an opportunity to provide feedback. • Section IV. Complaints Filed Directly with MSDE, statement #2 regarding LEA’s Complaint resolution to align with MSDE’s Appeal and Complaint Resolution Procedures - LEAs may align their Complaint Resolution Procedures with the MSDE’s procedures. • No changes were suggested. • All agreed that Maryland’s Appeal and Complaint Resolution Procedures are acceptable as proposed. Maria thanked everyone for their participation.
Roll Call	Final roll call was conducted.
Status of COP Membership for 2015-2016	Young-chan thanked the Committee for their feedback on Maryland’s PreK-12 Family Engagement Framework. The 2015-2016 membership renewal request will be sent to the committee during summer 2015. This committee is comprised of teachers, administrators, parents, members of local school boards, Title I Coordinators, and Student Service representatives (Sec. 1903(b)(2))

COP members' consultation feedback	SY2015 COP meeting dates will be determined at a later date. Absentee consultation forms were sent to members who missed the conference call. As of June 3 rd , no absentee forms were received by MSDE. The blank form is attached to the meeting minutes.
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2015-2016 COP Meeting dates: TBD

MARYLAND STATE DEPARTMENT OF EDUCATION

TITLE I COMMITTEE OF PRACTITIONERS

Consultation feedback form for

Maryland State Department of Education Appeal and Complaint Resolution Procedures

I had the opportunity to review and provide feedback on Maryland State Department of Education Appeal and Complaint Resolution Procedures

Check the appropriate box.

- I do not have any comments on Maryland State Department of Education Appeal and Complaint Resolution Procedures draft document.
- My comments on the draft Maryland State Department of Education Appeal and Complaint Resolution Procedures are below:

Comments

Signature: _____

Date: _____

Name (Print): _____

LEA/Organization: _____

Please complete this form and email it to Young-chan Han at young-chan.han@maryland.gov.

All comments are due by Tuesday, May 26, 2015.