



Alabama State Department of Education
Office of Federal Programs

Title I Committee of Practitioners
Operating Guidelines

I. Role of the ESSA Committee of Practitioners (CoP)

- A. Provide advice on the ESSA state plan in terms of requirements and policies relative to implementing the Elementary Secondary Education Act (ESEA), as amended. P.L. 114-95 the Every Student Succeeds Act (ESSA) of 2016.
- B. Act as an advisory body to the Alabama State Department of Education in carrying out its responsibilities under Title I and ESSA.
- C. Established per ESSA Section 1603

Background: Elementary and Secondary Education Act (ESEA) of 1965 as amended by (PL114-95), Section 1603 (b), 20 USC 6573) – Committee of Practitioners.

(1) IN GENERAL.—Each State educational agency that receives funds under this title shall create a State committee of practitioners to advise the State in carrying out its responsibilities under this title.

(2) MEMBERSHIP.—Each such committee shall include—

- (A) as a majority of its members, representatives from local educational agencies;
- (B) administrators, including the administrators of programs described in other parts of this title;
- (C) teachers from traditional public schools and charter schools (if there are charter schools in the State) and career and technical educators;
- (D) principals and other school leaders;
- (E) parents;
- (F) members of local school boards;
- (G) representatives of private school children;
- (H) specialized instructional support personnel and paraprofessionals;
- (I) representatives of authorized public chartering agencies (if there are charter schools in the State); and
- (J) charter school leaders (if there are charter schools in the State).

(3) DUTIES.—The duties of such committee shall include a review, before publication, of any proposed or final State rule or regulation pursuant to this title. In an emergency situation where such rule or regulation must be issued within a very limited time to assist local educational agencies with the operation of the program under this title, the State educational agency may issue a regulation without prior consultation, but shall immediately thereafter convene the State committee of practitioners to review the emergency regulation before issuance in final form.

II. Basic Responsibilities of the CoP

Purpose: The purpose of the Committee shall be to review and advise on any state rules, regulations or policies relating to Title I of the Elementary and Secondary Education Act in order to ensure conformity to the purposes of Title I.

- A. Assist in the development of the ESSA SEA state plan.
- B. Advise the ALSDE in the monitoring of implementation of the ESSA SEA state plan.
- C. Prior to publication, advise any proposed or final state rule, or regulations pursuant to Title I.
- D. Advise the ALSDE in identifying duplicative or contrasting requirements between the ALSDE and Federal rules or regulations, and advise the ALSDE in how to minimize, eliminate or modify such rules, regulations, and policies to which the ALSDE's local educational agencies and schools are subject.
- E. Provide direct feedback to the ALSDE Federal Programs Director or other ALSDE Federal Programs staff in response to discussion items as presented to the Committee.
- F. Only members may speak on behalf of the committee, and only with the express permission of the Co-Chairs and the ALSDE Federal Programs Director.

III. Membership

A. Selection of Members and Terms of Office

The ALSDE Federal Programs Director will seek to recruit potential CoP members. Openings will be made known to membership and to all organizations represented on the CoP. The ALSDE Federal Programs Director makes recommendations on the new members to the State Superintendent of Education, who will make the appointments.

Members will be representatives of the membership categories as amended in section 1603 (b). At the discretion of the Federal Programs Director, the term of office shall be three years. At the end of his/her term, members may re-apply for an additional three-year term. The expiration of terms shall be staggered so that approximately one-third ($\frac{1}{3}$) of the positions are filled each year. Vacated terms will be replaced with individuals from similar representative groups. Members may not designate an alternate to attend meetings in his or her place.

A membership subcommittee consisting of current committee members shall review applications for membership on a yearly basis.

Qualified individuals may be invited to submit applications for CoP membership.

Applications for membership to the CoP will be accepted during a 15-day period in the summer of each school year.

- The application shall indicate the applicant's current position.
- The application shall indicate the applicant's commitment to attend meetings verified by signature of superintendent/designee, as appropriate.

B. Committee Composition

The CoP shall consist of a minimum of 20 members to include, but not limited to current statewide representatives from large and small school districts and charter schools.

Each member of the CoP shall have one vote. Actions by the CoP shall be taken by a majority of the present members during a scheduled meeting. Vote by absentee ballot or proxy is not allowed.

C. Emeritus Members

CoP members are eligible for a non-voting Emeritus Membership after serving successfully for two complete terms (6 years). Emeritus members act as advisors to the CoP, are required to adhere to attendance requirements, and may participate in the meeting discussions. They may participate in subcommittees at the request of the Chair or the ALSDE Federal Programs Director.

D. Vacancies/Termination of Membership

1. A position shall be deemed vacant if a member voluntarily resigns.
2. A member may resign from the CoP by giving written notice to the ALSDE Federal Programs Director or the CoP Coordinator 30 days prior to the effective date of the resignation.
3. A committee member may be removed from the CoP by the ALSDE Federal Programs for failure to attend any two meetings in a year without notifying either the CoP coordinator or the designated chair.
4. When a member in good standing changes a position at his/her current employer or has gained new employment that would affect his/her representative position, he/she shall notify the ALSDE Federal Programs Director and may remain on the CoP through the end of his/her current term. The member may reapply based on his/her new position.
5. Vacancies during the year may be filled at the discretion of the ALSDE Federal Programs Director. The replacement member may be selected to serve out the remaining term of the vacancy or be appointed to a complete 3-year term, at the discretion of the Director. In the event of a co-chair vacancy, the committee shall elect a replacement member to fill the unexpired term.

Travel, lodging and other expenses: Committee members shall be reimbursed for travel and per diem expenses upon submission of a Travel Reimbursement Form. Reimbursement will only be issued for approved expenses related to the Committee meetings and at the same rate as state employees. Meetings will be virtual.

IV. Meetings

A. Scheduled and Special Meetings

The CoP shall meet no fewer than three times per year August through May. Other special meetings may be called by the ALSDE Federal Programs Director/designee. Members will be notified of any changes to meeting dates. Committee members may be consulted by e-mail and telephone if issues requiring committee advice arise between meetings.

Failure on the part of a CoP member to attend any two (2) consecutive meetings in a year without notifying the ALSDE Federal Programs Director may result in removal from the Committee.

B. Decisions of the CoP

The presence of a majority of the voting members is required in order to constitute a quorum necessary for the transaction of the business of the CoP. All decisions of the CoP are made by consensus unless consensus cannot be reached, in which case an affirmative vote of a majority of the members in attendance will be taken, provided a quorum is present. Each member is entitled to one vote and may cast that vote on each matter submitted to a vote. Committee members shall disqualify themselves from any vote that may result in personal financial gain.

C. Conduct of Meetings

All regular and special meetings of the CoP shall be conducted in accordance with Robert's Rules of Order, or an appropriate adaptation thereof, "at times needed."

D. Meetings Open to the Public

All meetings of the CoP shall be open and public. Agendas, meeting dates, locations, and times will be posted on the ALSDE website.

E. Limits of Authority

The CoP has no power to enter into contracts of any nature or dispense public funds. The CoP shall have no powers beyond those expressly set forth in these guidelines.

F. CoP Coordinator

The CoP Coordinator is appointed by the ALSDE Federal Programs Director and is responsible for keeping CoP minutes (both regular and special). The Coordinator promptly transmits to each of the members, to the State Superintendent of Education, and to other interested persons true and correct copies of the minutes of such meetings, sees that all notices are duly given in accordance with the provisions of these operating procedures, is custodian of the CoP attendance and other records, keeps a current register of the address and telephone numbers of the members of the CoP, and, in general, performs all duties associated with the position of Coordinator.

V. Amendments

These guidelines may be amended by a majority vote of the Committee. Amendments can be proposed at any meeting and submitted to the ALSDE Federal Programs Director for review. If appropriate, the amendment language shall be circulated and posted on the ALSDE website.