



Nebraska Department of Education

Committee of Practitioners

Process Rules

Purpose:

State Administration of Title I of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), is directed to create a state committee of practitioners to advise the State in carrying out its responsibilities under this title.

Committee Members are provided with an update on national education reform activities, changes in Title I legislation and regulations, and other pertinent state and federal information.

Duties:

The duties of this 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 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.

Membership:

The Committee composition is recommended at no larger than 30 voting members from a variety of backgrounds, regions, local education agencies (LEA's), and parents of children receiving ESSA services. When at full capacity, the committee will include members in the following roles:

- Administrators of Title I programs (including Parts A, B, C, and D) at the LEA level
- Teachers (currently teaching in a Title I school). May include CTE educators
- Business Managers
- School Board Members (currently or recently serving)
- Nonpublic School Representatives
- Para-Educators
- State-Tribal Education Compact School Representatives
- Parents (guardians and/or grandparents) with a child who is currently, or in the recent past, participating in a Title I school
- Family Engagement Coordinators/Liaisons
- Administrators of other ESEA, IDEA, or Perkins Programs at the LEA level

Members may serve unlimited three-year terms, with annual review by the chairperson and ad hoc recruitment committee to consider member attendance and participation and to recommend continued participation for the coming term if the member is seeking to continue participation. Committee members who fail to attend any two consecutive meetings in a year without notifying the Federal Programs Team or the Chairperson may result in discontinuation of membership for

COP. The Committee will vote on membership extensions during the final meeting of each school year.

If a standing member of the committee switches positions/districts during their membership period, the ad hoc committee will need to review the change to determine if a need exists for that person's new role to be included on the committee. The decision will be shared with the individual and the committee. The COP Committee will vote on these when reviewing the Membership.

Chairperson:

The meeting will be led by an annually elected Chairperson, voted upon by simple majority of members. Election will take place at the fall meeting.

Committees:

The COP membership may establish Standing and/or Ad Hoc Committees to accomplish the work of the larger COP. Ad Hoc Committees will be selected as needed on a volunteer basis. Reports from the Ad Hoc Committees shall be submitted to the Executive Committee before disseminated to the entire Committee of Practitioners. An ad hoc committee will recruit and recommend new members as needed. Membership is approved by a majority vote of members during the COP Meeting.

Meetings and Agendas:

The Nebraska Open Meetings Act guidelines will be followed.

A minimum of two (2) meetings per year will be held, and others may be held if deemed necessary. The Executive Committee will consist of the COP Chairperson, the Nebraska Department of Education Federal Programs Administrator or their designees, and the Federal Programs Assistant Administrator. If the Chairperson is absent during a scheduled meeting, NDE Staff will be responsible for running the meeting.

No more than half of the yearly meetings may be conducted virtually. Therefore, using the current meeting schedule of two meetings per year, one meeting may have a virtual option, and one will not. This may change if any additional meetings are held throughout the course of the calendar year and are held virtually. If a meeting has a virtual component, that meeting must be recorded, and that recording will be maintained at the Title I Program Office at the Nebraska Department of Education and will be a public record. If a virtual meeting is the only option for a meeting, a physical site at which the public can participate will be designated, and at least one member of the Committee, or his or her designee, must be present at that location to allow the public to attend.

The Executive Committee will provide a call for agenda items prior to drafting the COP Meeting Agenda. The agenda will be posted on the NDE Federal Programs webpage at least one week prior to the scheduled meeting as per Nebraska's Open Meetings Act. No changes will be allowed within 24 hours of the start of the meeting. Members will be notified via email when the agenda is posted. The Public Comment Period will be placed at the beginning of the agenda with a 5-minute maximum per person and/or a total of 15 minutes for public comment.

Written reports requiring action are needed by the COP members one week prior to the meeting. Handouts or other resource materials for informational purposes may be distributed the day of the meeting.

A Title I Program Office Designee acts as the Executive Secretary. Documentation of all meetings, agendas, and other pertinent information will be maintained at the Title I Program Office at the Nebraska Department of Education.

A quorum is 50% of voting members. If action is necessary in the interim, between regularly scheduled COP meetings, voting may occur via electronic mail or other established ballot method. Nebraska Department of Education staff are not voting members of this committee.

Committee Member Expenses:

Voting Member's travel expenses are covered by ESEA federal program funds for attendance at the in-person meeting to the extent and for such purposes as allowed by the rules and regulations of the Office of Financial Management at the Nebraska Department of Education. Substitutes to cover classroom duties can also be covered for the in-person meeting in accordance with fiscal authorization policies and procedures of NDE Office of Financial Management.

Other:

These procedures may be revised at any time with the majority vote of members or at the recommendation of the Executive Committee.