

Meeting Minutes Summary Federal Programs Advisory Board

Meeting: Federal Programs Advisory Board Subcommittees

Date: January 9th, 2019

Time: 11:00am-12:00pm

Subcommittee Minutes

Subcommittee Name: IDOE Internal Processes and Procedures		
Subcommittee Purpose: To advise IDOE internal procedures, federal program evaluations, and written guidance materials.		
Meeting Objective (s):		
<ul style="list-style-type: none"> - Identify needs for written guidance, including the division handbook. - Identify common needs for improving internal grant procedures. - Identify needs for best practices in Comprehensive Needs Assessments and coordination of funds. - Begin a discussion of current needs at Charter School Programs and their federally funded programs. 		
Topic	Preparation and Processes	Summary
IDOE Internal Policies and Procedures	<p>Technology White Paper Review and Input</p> <p>Guiding Questions about redundancies in grant application systems.</p>	<p>Potential for diagrams and illustrations to simplify the resource were discussed.</p> <p>Redundancies were identified by group members, such as: multiple paper copies asking for the same Comprehensive Needs Assessment information and accounting procedures for multiple federal grants.</p> <p>Potential changes to grant timelines were proposed, such as: aligning all grants to similar timelines and combining the Comprehensive Needs Assessment for all of the federal grants.</p> <p>Members of the group supported consolidating timelines for different grants in transition to Intelligrants.</p>
Handbook and Written Guidance	Draft versions of division handbook to group members	Specific items needing more details were identified, such as: foster care and homeless activities.

		<p>Individuals will review the handbook independently before next meeting.</p> <p>Adding an index and adding an FAQ page were suggested.</p>
Comprehensive Needs Assessments and Coordination of Funds	Guiding discussion questions about consolidation of funds and needs assessments prepared	<p>General agreement from group members that consolidating of funds is a good approach.</p> <p>Implementation suggestions were shared from group members to engage all stakeholders and community members.</p> <p>Suggestions were given on how to simplify monitoring and accounting procedures.</p>
Charter Schools	Guiding discussion questions about needs at charter schools, specific to federal grant programs	<p>Common needs were identified in the areas of special education training, procedural guidelines for communication with authorizers and the IDOE, guidance for charters to provide wraparound support and services, and Title III Application guidance.</p>

Subcommittee Name: Nonpublic School Programs and Policies

Subcommittee Purpose: To advise IDOE policies and procedures regarding federally funded nonpublic school programs.

Meeting Objective (s): Identify needs specific to nonpublic schools and LEAs who support and administer their federally funded programs.

Topic	Preparation and Processes	Summary
Identification of current strengths and challenges	Plus Delta Analysis (Similar to a strengths and weaknesses analysis)	Strengths identified in areas of: ombudsman role, nonpublic specific training, improved overall consultation process, consolidated consultation form, and more resources available for consultation. Challenges were identified in the areas of: form redundancy, turnover at nonpublic schools, multiple roles of nonpublic school administrators, nonpublic balance/budget ledgers, coordination of multiple funding streams, nonpublic funding not being spent in a timely manner, unclear understanding of role and responsibilities, and the consultation is not conducted in a consistent way statewide.
Critical Questions	Critical Questions prepared	Questions were raised to increase the effectiveness of communication with nonpublic schools, and how to coordinate the funds.
Identify Priority Critical Questions	Critical Questions Identified	Group identified four main questions: How may we provide clarifying guidance for LEAs/Nonpublic schools regarding roles of each? How may we move from “rules” to “relational understanding” between LEA/Non-pubs and also between different funding streams?

		<p>How may we provide clarifying guidance for LEAs/Nonpublic schools regarding roles of each?</p> <p>How may we move from “rules” to “relational understanding” between LEA/Non-Pubs and also between different funding streams?</p>
<p>Identify Action Items</p>	<p>Action Items Identified</p>	<p>Document (Consultation Packet) with deadline, requirements for both nonpublic schools and LEAs.</p> <p>Training (s) where LEA and nonpublic schools are present in the same room.</p>

Subcommittee Name: Rural School Federal Programs, Initiatives, and Policies		
Subcommittee Purpose: To advise the IDOE on how to improve student achievement in rural schools through federally funded programs and grants.		
Meeting Objective (s): Identify issues and common needs in rural schools that may be improved by federal grant programs.		
Topic	Preparation and Processes	Summary
Identify Needs of Rural Schools and Students	Needs Assessment	Needs were identified in the areas of: more state requirements, less resources, meeting social/emotional needs of students, capacity issues, and increases in poverty.
Discussion of Best Practices	Identification of practices that are currently working effectively in rural schools	Best practices were identified in the areas of: using a higher portion of funding towards students' needs, smaller school sizes allows for quick changes to programs, and small size allows for quick identification of student needs.

Subcommittee Name: Title I Distinguished Schools and Title I Best Practices		
Subcommittee Purpose: To advise the IDOE on identifying Title I best practices, and to advise in the process of selecting Title I schools		
Meeting Objective (s): Provide a brief general overview of the process on how Title I Distinguished Schools are identified and selected. Also, to identify and brainstorm Title I program best practices.		
Topic	Preparation and Processes	Summary
Current Process of Designating Title I Distinguished Schools Shared	Sharing of resources SEA Network Website: SY 2017-2018 Title I Distinguished Schools Award Description: IDOE Distinguished Schools Web Page	Internal data pulls, phone interview rubric, and site visit rubric explained.
Utilizing Title I Distinguished Schools	Guided questions	Group members shared interest in having Title I Distinguished schools present at Title Con Conference, possibilities of publishing a list of nominated schools for reference, and potential methods to recognize the nominees.
Title I Best Practices		Group members shared specific positions and activities funded through Title I that have had an impact, such as EL Coordinator, Instructional Coaches, PD for teachers, blending funds, teach the teacher models, and partnerships with community organizations (such as mental health therapists and behavioral interventions).
Networking	Open discussion	The group shared that they were interested in networking opportunities with leadership and IDOE staff.