

## Meeting Minutes Summary Federal Programs Advisory Board

**Meeting:** Federal Programs Advisory Board Subcommittees

**Date:** March 6th, 2019

**Time:** 1:00 pm-3:00 pm

### Subcommittee Minutes

<b>Subcommittee Name:</b> IDOE Internal Processes and Procedures		
<b>Subcommittee Purpose:</b> To advise IDOE internal procedures, federal program evaluations, and written guidance materials.		
<p><b>Meeting Objective (s):</b></p> <ul style="list-style-type: none"> <li>- Create a guidance document for best practices in grant timelines, using data analysis of title grants approval dates for Title I and Title I, and a specialist generated comments.</li> <li>- Give feedback and guidance on reviews of the division handbook and additional feedback on the visual representations and other updates as recommended from the last advisory board meeting.</li> <li>- Discuss coordination and consolidation of funds, and generate a consensus of 2-3 recommendations to implement consolidation of funds in Indiana.</li> <li>- Generate 3 or more recommendations for the IDOE to best serve the needs of charter school programs.</li> <li>- Assign review roles for the CSP grant application (optional)</li> <li>- Give feedback and recommendations on an Introduction to Title IV presentation that will be given to the field.</li> </ul>		
Topic	Preparation and Processes	Summary
IDOE Internal Policies and Procedures	<p>Data Analysis from Grant Approval Dates from 2015-2019 for TI and TII grants</p> <p>Selecting specialist-generated reasons for Late grant approvals</p> <p>Deliverables for the Showcase Presentation</p>	<p>Overall, most Title I grants are getting approved before November 1<sup>st</sup> over the past few years.</p> <p>For the showcase presentation, a line graph was agreed upon for communicating the data.</p> <p>A “Top 5” list was agreed upon. The top 5 reasons were selected by the group. A few examples were: vague descriptions for activities or staffing, not following up in a timely manner, not paying attention to specialist changes, etc. These reasons will be compiled into a future guidance document to be reviewed and approved by participants of the subcommittee and by DOE leadership.</p> <p>The data and Top 5 list will be compiled into a guidance document and PowerPoint presentation for the showcase presentation at Title Con 2019.</p>
Handbook and Written Guidance	<p>Participant Independent Reviews</p> <p>New additions to the handbook</p>	<p>Participants reviewed the handbook prior to the meeting and gave their “top 3” most important recommendations.</p> <p>A few wording choices were selected for revisions in various sections for clarity and consistency of language.</p> <p>The committee participants requested that the migrant survey form, with an access link be added to the handbook.</p> <p>Participants suggested that the Title IV infographic that was</p>

	Special presentation on TIV feedback	<p>recently developed be added as well for information purposes.</p> <p>Independent reviews were sent to specialist facilitator and will be updated, reviewed, and published by a target date set for mid-April.</p> <p>Participants provided feedback to the presenter and asked about Title IV allowable activities, such as a behavior interventionist.</p>
Comprehensive Needs Assessments and Coordination of Funds	<p>Open discussion on remaining questions regarding consolidation of funds</p> <p>Identifying barriers to consolidation of funds</p> <p>Brainstorming possible solutions to challenges in consolidation of funds and program evaluation</p> <p>Other discussion points regarding Consolidation of Funds</p>	<p>Participants shared questions about maintaining integrity of funds with blending and braiding, as well as some questions about accounting procedures with blending, braiding, and consolidation of funds.</p> <p>Participants identified that rules and procedures from the US Department of ED and Indiana Department of ED may need to be translated into accounting terms. Written guidance will be key, so that the information is sustainable and published.</p> <p>Participants and leadership agreed that consolidation should be a choice and not a mandate. Also, participants shared that a toolkit may be helpful for evaluating Title I programs. IDOE leadership agreed and will add it to a list of potential projects that may be developed in the future.</p> <p>Participants suggested that the evaluation toolkit contain visual examples and illustrations that help meet the end goals of Title I programs, similar to a toolkit created for Title III.</p> <p>Participants suggested that if grants are consolidated that a 15 month cycle would e best. Leadership also mentioned that LEAs will still be able to have full flexibility of carryover, and that the IDOE will provide a formula that does not limit flexibility.</p> <p>Participants shared that TransAct resource is a great tool for districts to use free of charge, and it helps the districts support the schools in creating required documentation.</p>
Charter Schools	General Recommendations for Charter Schools	<p>Participants discussed creating a guide in which the schools can go if they have a need, and that it would be helpful to have transparency about the Title related communication and grantees. Leadership mentioned that the IDOE is currently working on a Opening and Closing list for charters, so they do not need to start from scratch in opening a school. Likewise, if they are closing a school, they know how to proceed with items like inventory, student records, etc.</p>

<b>Subcommittee Name:</b> Nonpublic School Programs and Policies		
<b>Subcommittee Purpose:</b> To advise IDOE policies and procedures regarding federally funded nonpublic school programs.		
<b>Meeting Objective (s):</b> Create a draft version of recommendations for improvement with nonpublic school programs.		
Topic	Preparation and Processes	Summary
Identification of key discussion points	Notes from previous meeting on January 9 <sup>th</sup> , 2019	Participants revisited priority critical questions and refined action plan items such as the Consultation Packet and the WebEx presentation.
Critical Questions	Identify Critical Questions	<p>Participants discussed ways to clarify guidance for LEA/Nonpublic Schools such as roadshow training, showcase of best practices across the state, WebEx presentation, Twitter Ed talks, and updating documents.</p> <p>Participants also discussed how to move from “rules” to “relational understanding” between LEA/ Nonpublic schools and also between different funding streams such as roadshow training, showcase of best practices, and trainings where LEA and nonpublic schools are present in the same room.</p>
Revisiting Action Plan	Action Plan from January 9 <sup>th</sup> , 2019	Two deliverables were identified such as the consultations packet and the trainings where the LEA and nonpublic representatives are in the same room.
Refine Action Plan	<p>Discussion of Next Steps</p> <p>Other Questions</p>	<p>Participants shared that the consultation packet from USED was a thorough resource, but overwhelming for new program administrators, and a next step was shared that it could be reimagined as a web resource. Specific requests for dropdowns menus, examples, processes for eligibility, FAQ sections, and templates were shared.</p> <p>A webex training/viewing party will be completed by IDOE facilitators by April 12, 2019.</p> <p>Specific questions were raised regarding whether nonpublic schools are allowed to take less funding that they are supposed to have. Leadership replied that it is allowable to take less, however the nonpublic school is legally entitled to the full share.</p> <p>Questions were also raised regarding how to define “at-risk” students, and a variety of perspectives were shared.</p>

<b>Subcommittee Name:</b> Rural School Federal Programs, Initiatives, and Policies		
<b>Subcommittee Purpose:</b> To advise the IDOE on how to improve student achievement in rural schools through federally funded programs and grants.		
<b>Meeting Objective (s):</b> Create a draft version of a presentation for the showcase which includes a list of common needs for rural schools and recommendations for federal funding streams.		
Topic	Preparation and Processes	Summary
Identify Needs of Rural Schools and Students	<p>Notes from the January 9<sup>th</sup>, 2019 were reviewed</p> <p>Possible solutions identified</p>	<p>Needs and challenges were identified such as doing more with less, smaller allocations, higher dependence on federal programs, more social/emotional training and supports, district employees fulfill multiple responsibilities, increases in poverty, adapting to education requirements, and recruiting staff.</p> <p>Participants shared that rural districts in close proximity may want to "pool" or share funds and services to fill needs.</p> <p>Also, ideas were shared to construct a survey to help identify the highest priority needs at rural schools, and then using leftover state set-aside funds to address the greatest needs. An example of how Montana uses a similar method was shared.</p>
Discussion of Best Practices	<p>Identifying Best Practices</p> <p>Action Steps</p>	<p>Best practices such as pooling of funds, and identifying a high priority common need and then selecting the appropriate federal fund to address the need were shared.</p> <p>Action steps were identified such as using a PowerPoint presentation to highlight the work and creating a survey to identify districts' highest priority needs.</p>

<b>Subcommittee Name:</b> Title I Distinguished Schools and Title I Best Practices		
<b>Subcommittee Purpose:</b> To advise the IDOE on identifying Title I best practices, and to advise in the process of selecting Title I schools		
<b>Meeting Objective (s):</b> Create a draft version of the Title I Distinguished Schools presentation, which will include recommendations for how to use Title I distinguished schools and a list of best practices for Title I schools (which will be presented during the showcase at Title Con).		
Topic	Preparation and Processes	Summary
Creating a list of best practices	Sharing of slideshow and best practices recommendations.	Participants have collaborated to create a list of recommended best practices and an accompanying slideshow presentation that will be presented at the showcase and considered for further adoption by IDOE.
Utilizing Title I Distinguished Schools	Collaboration and revisions	Edits were made directly into the collaborative list and slideshow by the participants.