

# FLORIDA DEPARTMENT OF EDUCATION



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## MEMORANDUM

**TO:** District School Superintendents  
LEA Coordinators

**FROM:** Dr. Eric J. Smith, Commissioner  
Florida Department of Education

Frances Haithcock, Chancellor  
Division of K-12 Public Schools

**DATE:** February 15, 2011

**SUBJECT: Invitation to Apply for Membership on the No Child Left Behind Committee of Practitioners**

The Florida Department of Education (FDOE) is pleased to invite applications for membership on the No Child Left Behind (NCLB) Committee of Practitioners (COP). Section 1901(b) of the NCLB Act requires that state educational agencies create a COP to advise them with carrying out its responsibilities under the Title I, Part A, Improving the Academic Achievement of the Disadvantaged (Title I) program. The COP must include, as a majority of its members, representatives from local educational agencies (LEAs), administrators of NCLB programs, teachers, vocational educators, parents, members of local school boards, representatives of private school students, students whose first language is not English, and pupil service personnel.

Members of the COP will provide consultative assistance on the state accountability plan in terms of requirements and policies relative to implementing P.L. 107-110 and act as an advisory board to the Bureau of Federal Educational Programs, the Bureau of School Improvement, and the Bureau of Family and Community Involvement in carrying out their responsibilities under Title I.

### Contact Information

LaTrell Edwards

Anna Moore

(850) 245-0479

[LaTrell.Edwards@fldoe.org](mailto:LaTrell.Edwards@fldoe.org)

[Anna.Moore@fldoe.org](mailto:Anna.Moore@fldoe.org)

**DPS: 2011-22**

The duties of the COP will include a pre-publication review of any proposed or final state rule or regulation pursuant to NCLB, and an annual report based on their activities and outcomes addressed to FDOE, which will then be submitted to the legislature. The COP will assist the FDOE by reviewing, editing, and providing feedback on guidance and technical assistance documents and conferencing with FDOE to have discussions and propose certain actions that will assist LEAs and schools in performing their duties under NCLB.

Applicants must currently be an active member in Florida's education system in one of the categories listed above. Those selected to be members of the COP will be invited by the Chancellor of K-12 Public Schools, with approval from the Commissioner of Education. Members will serve for a term of three years or until reauthorization of Title I. Upon reauthorization, should the underlying statute remain in effect and essentially unchanged, members will be replaced on a staggered basis to ensure continuity. Vacated positions will be filled by the Chancellor of K-12 Public Schools by June 30 of each year, or as needed. Vacated seats will be replaced with individuals from the same representative group.

To access the Application for Membership for the NCLB COP, please visit <http://www.fldoe.org/bsa/>. Applications must be received by the Bureau of Federal Educational Programs by March 7, 2011. Applications will be reviewed by bureau chiefs and directors in the Bureau of Federal Educational Programs, the Bureau of School Improvement, the Bureau of Family and Community Involvement, and the Office of Federal Programs who will make recommendations for appointment to the Chancellor of K-12 Public Schools.

For more information regarding the COP, please call (850) 245-0479 or email Anna Moore at [Anna.Moore@fldoe.org](mailto:Anna.Moore@fldoe.org), LaTrell Edwards at [LaTrell.Edwards@fldoe.org](mailto:LaTrell.Edwards@fldoe.org), or visit <http://www.fldoe.org/bsa/>.

ES/FH:le



Florida State Board of Education  
Application for Appointment to  
Committee of Practitioners

Date Received

Bureau of Federal Educational Programs  
325 West Gaines Street, Suite 348, Tallahassee, FL, 32399  
Phone (850) 245-0479; Fax (850) 245-0697

*(Please complete all items and attach a résumé, if available.)*

Advisory Body	Position sought (e.g., what constituency would you represent?)	Date
Name of applicant:		
Home address:		
Business phone: ( )	Home phone: ( )	E-mail address:
Current employer <i>(if applicable)</i> :		
Current position <i>(if applicable)</i> :		

**What are your areas of subject matter expertise or specialization that would benefit the committee?**


**Why do you wish to serve on the committee?** *(You may attach one or more additional sheets if needed.)*


**Employment experience** *(Please list most recent first.)*

Position	Organization or Agency	Dates

**Educational background** *(Please list most recent first.)*

Institution or Program	Date(s)	Degree(s)

**Awards, honors, or citations received**


**Professional affiliations**


**Letters of recommendation:** Please submit with the application two letters of recommendation. One of the letters must come from your employer (if applicable); the other should come from someone (not related to you) who knows you well and is able to comment on your qualifications for the position you seek. If you are employed by a local education agency, the employer letter must come from the agency's chief administrative officer (typically the superintendent or a designee) and must (1) recognize the additional workload you would experience if appointed and (2) acknowledge that the state will not provide reimbursement for the cost of any substitute personnel that may be needed either because of an interview (to which you may have been invited in connection with the selection process) or because of your actual service if appointed. All required application materials must be received (not postmarked) by 5:00 PM on the designated deadline, or they will not be considered.

**References:** Please list the names of three persons who may be contacted in regard to your work and experience in relation to the appointment you seek. Individuals who have written letters of recommendation may be listed as references.

Name	Position or Title	Address	Telephone Number

**Time commitment:** Would you be able to contribute the time to perform the duties of the position? Yes  No .

The following information is optional but would be helpful to ensure that the advisory body has balanced representation.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Asian            | <input type="checkbox"/> Native American  | <input type="checkbox"/> Male             |
| <input type="checkbox"/> African American | <input type="checkbox"/> Pacific Islander | <input type="checkbox"/> Female           |
| <input type="checkbox"/> Filipino         | <input type="checkbox"/> White            |   |
| <input type="checkbox"/> Hispanic         | <input type="checkbox"/> Other (specify)  | <input type="checkbox"/> Decline to state |

Signature of Applicant

Date

Please return completed application to [bsa@fldoe.org](mailto:bsa@fldoe.org).

# **Florida Department of Education**

## **Title I Committee of Practitioners Guidelines**

*(Revised January 24, 2011)*

### **Background:**

*Each State educational agency is required by Title I of the No Child Left Behind Act of 2001 (PL 107-110, Section 1903) to establish a State Committee of Practitioners to advise the state in carrying out its duties under Title I.*

### **I. Role of the Title I Committee of Practitioners**

#### **No Child Left Behind: Section 1903 (20 U.S.C. 6573)**

- Provide consultative assistance on the state accountability plan in terms of requirements and policies relative to implementing P.L. 107-110.
- Act as an advisory board to the Bureau of Federal Educational Programs, the Bureau of School Improvement, and the Bureau of Family and Community Involvement in carrying out their responsibilities under Title I.
- The duties of the committee shall include a pre-publication review of any proposed or final state rule or regulation related to the implementation of Title I of NCLB.
- In an emergency situation where such rule or regulation must be issued with a very limited time to assist local school districts with the operation of the program under Title I, the Department 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. Membership**

Membership will, at a minimum, include representatives from the following groups:

1. Representatives from local school districts (majority of members);
2. Administrators, including administrators of federal programs;
3. Teachers, including vocational educators;
4. Parents;
5. Members of local school boards;
6. Representative of private school children; and
7. Pupil services personnel.

Administrators serving on the COP shall, wherever possible, administer Title I programs and related programs, including Migrant Education, Neglected & Delinquent, and Homeless Education.

In addition, Florida's COP will include a representative of students whose first language is not English.

### **III. Selection of Members and Terms of Office**

1. Members may be nominated to serve in any category by any stakeholder in Florida. All nominees must be currently active in Florida's education system in the category in which they were nominated and must complete an application.
2. Members are invited to serve on the COP by the Chancellor of K-12 Public Schools, with the approval of the Commissioner.
3. Members will serve for a term of three years.
4. The Chancellor/Commissioner will make appointments for vacated positions by June 30 of each year, or as needed.
5. Vacated seats will be replaced with individuals from the same representative group(s).

### **IV. Meetings**

1. Membership shall convene at least twice a calendar year.
2. Special meetings may be scheduled as needed.
3. A Florida Department of Education employee shall act as the Secretary to record minutes of the meetings.
4. A Chair, elected by majority vote of the membership, shall preside at all meetings of the Committee; prepare the agenda for each meeting, in consultation with FDOE and membership; and perform other necessary activities to assist the Committee. The Vice-Chair shall conduct meetings in the absence of the Chair.
5. A majority of the members is required in order to constitute a quorum necessary for the transaction of the business of the COP.

### **V. Member Reimbursement**

1. Committee of Practitioner members will be reimbursed for actual costs of travel, lodging and meals when attending meetings. When COP meetings are held in conjunction with other State meetings that members would routinely be attending, only additional costs will be paid.
2. The FDOE will prepare travel authorizations in advance of meetings. Members must sign forms on the date of the meeting, and must complete necessary documents (to be supplied by FDOE at the meeting) within 15 days of the meeting.