

Committee of Practitioners Guidelines

**Adopted June 2006
Revised June 2009**

Committee of Practitioners

NCLB Title I 1903(b) 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, including vocational educators;

(D) Parents;

(E) Members of local school boards;

(F) Representatives of private school children; and

(G) Pupil services personnel.

(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.

NCLB Title I 1111(c)(11) the state educational agency has involved the committee of practitioners established under section 1903(b) in developing the plan and monitoring its implementation.

South Dakota Department of Education

The State Title I Director makes recommendation on new members to the Secretary of the South Dakota Department of Education who will make the appointments.

Members will be representative of the membership categories defined in NCLB Title I 1903 (b). Committee members will serve for terms of three years with one-third of the membership's terms expiring each year.

Member Selection

The Committee of Practitioners will annually make suggestions to the department on knowledgeable persons who may be candidates for positions. Also, the department will solicit the names of qualified persons from other sources such as Title I and Superintendent listserv requests, Title Newsletter, inter-departmental input, etc.

Potential members will be contacted by letter and sent a Nomination Form. Upon return of the application and resume, the person will be considered for a position.

Committee Size

The size of the committee will be 12-15 members.

Each member is allowed one vote on the committee.

Committee Diversity

In addition to the membership identified in the NCLB law, committee representation will be based on any or all of the following factors: district size, geographic location, position in the district, parent, grade span, teaching expertise, schoolwide or targeted Title I programs, and diverse student population.

Member Participation

Members serve on the committee as long as they remain in the role in which they were selected for the committee or as long as they remain in a statutorily required representative role during the term.

Members not participating in any meetings in a year may, upon recommendation of the committee membership, be removed from the committee and notified by the department.

Committee Meetings

Committee meetings are held two times per year (June and late fall) with additional meetings as needed. Committee members may be consulted by email and phone, if issues requiring committee advice is needed between meetings.

The meeting schedule will be determined to accomplish the greatest participation possible.

The June meeting shall be considered the annual meeting.

A prevailing vote shall be a simple majority of voting members present.

Votes by proxy shall not be permissible.

The committee will follow the guidelines of parliamentary procedure as outlined in Roberts Rules of Order, Latest Edition, to the extent practicable.

Committee Chairperson and Vice Chairperson

The position of chairperson and vice chairperson will be elected annually and be elected at the annual meeting. The chairperson and vice chairperson will assume their elected responsibilities immediately upon election.

Duties of Chairperson

- Preside at all meetings
- Sign documents upon the recommendation of the committee
- Facilitate an annual report of activities of the committee
- Serve as the COP spokesperson

Duties of the Vice Chairperson

- Preside at meetings when the chairperson is absent

Committee Responsibilities

- The duties of the committee include a pre-publication review of any proposed or final State rule or regulation pursuant to Title I program areas.
- In an emergency situation where a rule or regulation must be issued within a very limited time to assist local educational agencies with the operation of the programs under Title I, the department may issue a regulation without prior consultation, but shall immediately convene the State committee of practitioners to review, either in person or by electronic means, the emergency regulation before issuance in final form.
- The committee members are asked to be members of the Supplemental Education Services Provider Selection Team. As members of the team, the COP members are also involved in drafting the SES Provider Application and the review and revision of the selection process.
- The committee continues to update, review, and provide suggestions and/or comments on the progress of the state accountability workbook. Through review of the workbook, the committee is involved in the establishment of the criteria for the Title I Distinguished Schools.
- This item is not a committee duty now and needs further discussion. The committee assists in selecting the South Dakota Title I Distinguished Educators.

Member Reimbursement

The committee members will be reimbursed their expenses based on state per diem upon submission of a voucher following each meeting.

Department of Education Role

- Serves as liaison with the Committee (Title I Director)
- Facilitates involvement in review of DOE documents
- Insures LEA representation – district/poverty/location
- Corresponds with the membership
- Facilitates contracts and reimbursement
- Arranges meetings