

# Arizona Department of Education

Every Student Succeeds Acts (ESSA)  
Committee Of Practitioners (COP)

---

## *Operating Guidelines*

---



**Arizona Department of Education**  
**ESSA COP**  
**Operating Guidelines**

<b>Section</b>	<b>Guideline</b>	<b>Page</b>
I.	Role of ESSA Committee of Practitioners(COP)	1
II.	Basic Responsibilities of the COP	2
III.	Membership	3
IV.	Officers	6
V.	Meetings	7
VI.	Amendments	8

**Arizona Department of Education**  
**ESSA COP**  
**Operating Guidelines**

**I. ROLE OF THE ESSA COMMITTEE OF PRACTITIONERS (COP)**

- A. Provide advice on the ESSA state plan in terms of requirements and policies relative to implementing the Elementary Secondary Education Act (ESEA), as amended. P.L. 114-95 the Every Student Succeeds Act (ESSA) of 2016.
- B. Act as an advisory body to the Arizona Department of Education and the Superintendent of Public Instruction in carrying out its responsibilities under Title I and ESSA.
- C. Established per ESSA Section 1603. State Administration:

(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, -from traditional public schools and charter schools (if there are charter schools in the State) and career and technical educators;
  - (D) principals and other school leaders
  - (E) parents;
  - (F) members of local school boards;
  - (G) representatives of private school children; and
  - (H) specialized instructional support personnel and paraprofessionals;
  - (I) representatives of authorized public chartering agencies (if there are charter schools in the State); and
  - (J) charter school leaders (if there are charter schools in the State).
- (3) DUTIES. – The duties of such committee shall include a review, before publication, of any proposed or final State rule or regulations 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.

**Arizona Department of Education**  
**ESSA COP**  
**Operating Guidelines**

## **II. BASIC RESPONSIBILITIES OF THE COP**

- A. Assist in the development of the ESSA SEA state plan
- B. Advise the SEA in the monitoring of implementation of the ESSA SEA state plan.
- C. Prior to publication, advise any proposed or final state rule; or regulations pursuant to Title I.
- D. Advise the SEA in identifying duplicative or contrasting requirements between the State and Federal rules or regulations, and advise the SEA in how to minimize, eliminate or modify such rules, regulations, and policies to which the State's local educational agencies and schools are subject
- E. Provide direct feed back to the State Title I Director or other ADE staff in response to discussion items as presented to the Committee.
- F. Only members may speak on behalf of the committee, and only with the express permission of the Co-Chairs and the State Title I Director.

## **III. MEMBERSHIP**

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

Members must be currently active in Title I programs and in the role they are chosen to represent. The term of office shall be 3 years. At the end of his/her term members may re-apply for an additional 3- year term. Expiration of terms shall be staggered so that approximately 1/3 of the positions are filled each year.

A membership subcommittee consisting of current committee members shall review applications for membership on a yearly basis.

Membership shall be limited to one person per LEA, except for parent representatives and for challenging to fill positions, as recommended by the membership subcommittee.

The State Title I Director will seek to recruit potential COP members. Openings will be made known to the membership and to all organizations represented on the COP. Qualified individuals may be invited to submit applications for COP membership.

Applications for membership to the COP will be accepted from March 15, to April 1, of each school year.

- ◆ The application shall indicate applicant's current position.
- ◆ The application shall indicate applicant's commitment to attend meetings verified by signature of superintendent/CEO, as appropriate.

**Arizona Department of Education**  
**ESSA COP**  
**Operating Guidelines**

All member applications approved by the membership subcommittee are reviewed for membership appointment by the Superintendent of Public Instruction.

**B. Committee Composition**

The COP shall consist of a minimum of 30 members to include, but not limited to: current statewide representatives from large and small school districts and charter schools, in the categories as specified in Section 1 C.

**C. Emeritus Members**

COP members are eligible for a non-voting 1-year Emeritus Membership after serving successfully for two complete terms (6 years). Emeritus members act as advisors to the COP and may participate in the meeting discussions. They may participate in subcommittees at the request of the Chair or the State Title I Director.

**D. Vacancies / Termination of Membership**

1. A position shall be deemed vacant if a member voluntarily resigns
2. A member may resign from the COP by giving written notice to the State Title I Director or the COP Coordinator 30 days prior to the effective date of the resignation.
3. A Committee member may be removed from the Committee by the State Title I Director for failure to attend any two meetings in a year without notifying either the COP coordinator or the designated chair.
4. When a member in good standing changes a position at their current employer or has gained new employment that would affect their representative position, they shall notify the State Title I Director and may remain on the COP through the end of their current term. The member may re-apply based on his/her new position.
5. Vacancies during the year may be filled at the discretion of the Superintendent of Public Instruction. The replacement member may be selected to serve out the remaining term of the vacancy or be appointed to a complete 3-year term, at the discretion of the Superintendent. In the event of a co-chair vacancy the committee shall elect a replacement member to fill the unexpired term.

**Arizona Department of Education**  
**ESSA COP**  
**Operating Guidelines**

## **IV. OFFICERS**

### **A. Co- Chairpersons**

Officers of the COP shall consist of two Co-Chairpersons. One Co-Chairperson shall be elected at the first meeting of the school year by the membership to preside for two consecutive years. These persons will preside over meetings, assist the State Title I Director in developing the agenda, coordinate activities of the committee, and serve in an ex-officio capacity on all subcommittees of the COP.

### **B. Subcommittees**

The Co-Chairs and the State Title I Director shall have the authority to create any subcommittees that may be deemed necessary to the work of the COP. There shall be three standing subcommittees:

#### **1. Membership Subcommittee**

The Co-Chairs shall annually appoint a subcommittee of at least four (4) members, including a chairperson, to review the applications for membership for the COP. This subcommittee shall make recommendations to fill vacancies to the committee to be forwarded to the Superintendent of Public Instruction through the State Title I Director.

#### **2. Distinguished Schools Subcommittee**

The Co-Chairs shall annually appoint a subcommittee of at least three (3) members, including a chairperson, to assist the State Title I Director in identifying Title I Schools that can be submitted for recognition by the National Association of State Title I Directors or any other recognition program for Title I schools established by the Department. The duties of the committee are to review and individually score written applications, choose and conduct on-site reviews of the finalists per category, and make a final recommendation to the COP and the State Title I Director.

#### **3. State Recognized Title I Programs**

The Co-Chairs shall annually appoint a subcommittee of at least three (3) members, including a chairperson, to assist the State Title I Director in identifying and recommending exceptional Title I LEAs, Schools, Programs and Educators for annual recognition at the ADE annual Title I state conference.

**Arizona Department of Education**  
**ESSA COP**  
**Operating Guidelines**

**V. MEETINGS**

**A. Scheduled and Special Meetings**

The COP shall meet no fewer than four times per year August through May; other special meetings may be called by the Co-chairs, the Associate Superintendent of the Academic Achievement Division, or the State Title I Director at their discretion. The Co-chairs/designee shall notify members of changed meeting dates.

**B. Decisions of the COP**

The presence of a majority of the voting members is required in order to constitute a quorum necessary for the transaction of the business of the COP. All decisions of the COP are made by consensus unless consensus cannot be reached, in which case an affirmative vote of a majority of the members in attendance will be taken, provided a quorum is present. Each member is entitled to one vote and may cast that vote on each matter submitted to a vote. Vote by absentee ballot is not allowed. Committee members shall disqualify themselves from any vote that may result in personal financial gain.

**C. Alternates**

Any COP member may designate a non-voting alternate to attend meetings in his or her place.

**D. Conduct of Meetings**

All regular and special meetings of the COP shall be conducted in accordance with *Robert's Rules of Order*, or an appropriate adaptation thereof, "at times needed."

**E. Meetings Open to the Public**

All meetings of the COP shall be open and public. Agendas, meeting dates, locations, and times will be posted on the ADE website. Directions for non-members to reimburse for meals or refreshments will also be included.

**F. Limits of Authority**

The COP has no power to enter into contracts of any nature or dispense public funds. The COP shall have no powers beyond those expressly set forth in these guidelines.

**G. COP Coordinator**

The COP Coordinator is appointed by the State Title I Director and is responsible for keeping COP minutes (both regular and special). The Coordinator promptly transmits to each of the members, to the State Superintendent of Public Instruction, and to other interested persons true and correct copies of the minutes of such meetings, sees that all notices are duly given in accordance with the provisions of these operating procedures, is custodian of the COP attendance and other records, keeps a current register of the address and telephone numbers of the members of the COP, and, in general, performs all duties associated with the position of Coordinator.

**Arizona Department of Education**  
**ESSA COP**  
**Operating Guidelines**

**VI. AMENDMENTS**

These guidelines may be amended by a majority vote of the Committee. Amendments can be proposed at any meeting and submitted to the State Title I Director for review. If appropriate, the amendment language shall be circulated and posted on the ADE website. The vote for approval shall occur at the next regular meeting of the COP.