



Richard Woods, Georgia's School Superintendent  
"Educating Georgia's Future"

## Georgia Department of Education Title I Committee of Practitioners Guidelines

### **The Georgia Title I Committee of Practitioners (COP) As Required Under ESEA, Section 1603**

State Administration of Title I of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), is directed to be substantially involved in the review and comment on any proposed or final State rules, regulations, and policies relating to Title I prior to their publication.

Committee members are provided with an update on national education reform activities, changes in Title I legislation and regulations, and other pertinent state and federal information.

The COP members are from local educational agencies and include administrators, teachers, vocational educators, parents, members of local boards of education, representatives of private school children, representatives of charter schools, as well as pupil services personnel.

Members are nominated for three-year terms by the Office of Federal Programs and approved by the Georgia State Board of Education. Nominated members represent the required representative groups and each Congressional District in the state. Vacancies that occur are filled with individuals from similar representative groups and regions of the state.

This committee meets two times during the regular school year with additional sub-committee meetings, as appropriate. Actions required of the membership determine the need to postpone or convene additional meetings.

Committee members select a chairperson to facilitate all meetings. The chair serves in this position for the remainder of his/her term. A Title I Program office designee acts as the Executive Secretary and develops meeting agendas with input from the Title I Program office, the COP chairperson, and the membership. Documentation of all meetings, agendas, and other pertinent data are maintained at the Title I Program office within the Federal Programs Division at the Georgia Department of Education.

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

### Membership:

#### **Section 1603 Elementary and Secondary Education Act (Required)**

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

#### **Additional Membership Representatives**

8. Georgia Department of Education Title I Representative
9. Georgia Department of Education School Improvement Representative

### Duties:

Duties are related to the implementation of Title I of ESEA

#### **Section 1603 Elementary and Secondary Education Act (ESEA)**

1. The duties of the committee shall include a review, before publication, of any proposed or final state rule or regulation. 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 Georgia Department of Education 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.
2. Advise the GaDOE on other pertinent issues related to Title I.

### Term Limits:

1. Members will be nominated for three years by the Office of Federal Programs.
2. Final approval will be made by the State Board of Education.
3. The State Superintendent of Schools will make nominations for vacated terms to the State Board of Education each year.
4. Vacated terms will be replaced with individuals from similar representative groups.

### Meeting Schedule:

1. Membership shall convene, generally, once every November and April. Membership may determine the need to postpone or convene meetings, as needed.
2. A Title I designee shall act as the Executive Secretary and shall develop meeting agendas with input from membership and maintain documentation of all meetings, agendas, and other pertinent data at the Georgia Department of Education.

### Member Reimbursement:

1. Committee of Practitioner members will be reimbursed for travel, lodging and meals when attending meetings.
  - The member must complete and submit a Consultant Expense Form within 30 days of the meeting.
  - Original lodging receipts with a “zero” balance must be provided with the Consultant Expense Form.

The Georgia Department of Education Title I Education Program Specialists, as well as other organizations that have working knowledge of Title I throughout the state, are asked to make nominations from all areas required by the law. The concern of the Georgia Department of Education is to assure that the committee:

- Include as a majority of its members, representatives from local educational agencies, as required by ESEA
- Have statewide representation
- Remain manageable in size