

Washington Office of Superintendent of Public Instruction

Title I Committee of Practitioners (COP)

Membership Guide

Purpose of the Title I Committee of Practitioners (COP)

The Title I Committee of Practitioners is established to advise the state in carrying out its responsibilities under Title I of the federal Elementary and Secondary Education Act (ESEA).

Committee Responsibilities

Committee members work directly with Office of Superintendent of Public Instruction (OSPI) staff to do the following:

- Review any proposed or final Title I state rule, regulation, or policy that is binding on local educational agencies. (see ESSA Section 1603(b))
- Review the progress of implementation of the state ESEA Consolidated Plan (see ESSA Section 1111(g)(2)(L))
- In alignment with the purpose of Title I and Washington state priorities, provide feedback on program implementation with consideration of the impacts on diversity, equity, inclusion, and belonging. (see ESSA Section 1001)
- The committee has no decision-making authority; its role is solely to provide advice and feedback.

COP Meetings and Communications

The committee meets once a quarter each calendar year. Three of the meetings are virtual and are typically two to three hours. One meeting typically is held in-person for a full day. Meetings are typically held on the first Friday of the following months:

- February/March
- May
- August
- November

Meeting agendas are emailed to committee members up to a month in advance and may include meeting materials when applicable. Meeting notes and other information are posted on our [Committee of Practitioners webpage](#).

OSPI's Title I, Part A office may occasionally request feedback on policy, guidance, or other items through email. These emails are usually sent from the Executive Director with



the expectation that the membership will respond as they are able within two weeks, or the date noted in the email.

Occasionally, the Title I, Part A office will request to hold a meeting out of cycle when a committee membership discussion is more conducive for adequate feedback or advice.

Membership of the Committee of Practitioners

The Committee composition may include up to 25 members from a variety of backgrounds, regions, local education agencies (LEAs), and Title I-related roles. The majority of its members will be representatives from LEAs in the state (see ESSA Section 1603(b)(3)). When at full capacity, the committee will include members in the following roles:

- Administrators of Title I programs (including Parts A, B, C, and D) at the LEA level
- Teachers (currently teaching in a Title I school). May include CTE educators
- Principal or other school leaders
- Business Managers
- School Board members, currently (or recently) serving
- Private school representatives
- Para-educators
- State–Tribal Education Compact School representatives
- Charter School Commission representatives
- Charter School representatives
- Parents (guardians and/or grandparents) with a child who is currently (or in the recent past) participating in a Title I school
- Family Engagement Coordinators/Liaisons
- Administrators of other ESEA, IDEA, or Perkins programs at the LEA level

Selection of Members and Terms of Service

All committee members are appointed by the State Superintendent of Public Instruction or by an OSPI designee. All members shall serve a minimum three-year term. Members must represent at least one role described above.

Committee Member Expenses

Members' travel expenses are covered by the Title I, Part A office for attendance at the in-person meeting to the extent and for such purposes as allowed state employees by rules and regulations of the Office of Financial Management. Substitutes to cover your classroom duties can also be covered for the in-person meeting in accordance with fiscal authorization policies and procedures of OSPI.

Conflict of Interest

No person is eligible for appointment to the COP, nor can any member continue serving as a member of the COP if that person:

1. Is, or becomes, a party to any contract with OSPI which is concerned with, or relates to, the same subject area or program over which the COP has jurisdiction.
2. Is, or becomes, an officer, director, trustee, partner, or employee of any person (including partnerships, corporations, etc.) which is a party to any contract with OSPI which is concerned with, or relates to, the same subject area or program over which the COP has jurisdiction.

Termination of Membership

Committee members who fail to attend any two consecutive meetings in a year without notifying either the OSPI agency coordinator or the designated chair may result in discontinuation of membership from COP.

Application for Committee Membership

Washington state residents interested in participating as a member of the Title I Committee of Practitioners can apply for membership by emailing the following documents to Title1a@k12.wa.us.

- Letter of interest providing the following:
 - Explain why you are interested in becoming a member of the Title I Committee of Practitioners.
 - Describe how you meet the membership requirements through your service in one of the roles above. Be sure to include your connection to Title I, Part A.