Topic

ESEA Application Development Team

Introduction

Welcome to the ESEA Application Development Team page! On this page you will be listing the names of the individuals who serve as members of the district's planning team. These could be the same group of people that helped put the CNA together, we are not asking for you to go out and find brand new people or reinvent the wheel.

The important pieces to remember on this page are:

1) Each stakeholder group should have at least one representative listed here (Students are the only exception)
2) There should be at least 5 unique names listed

Remember, one person can be listed for multiple roles such as a Teacher and a Parent, but there should be someone else listed as a Parent so there are at least 5 unique names

Content

So in the example I have here you can see I have the names and titles of my stakeholders and now I just need to select which stakeholder group they each belong to. In the first row, Jane Doe is the Superintendent which would make her part of the Administration group. John McMasters is the business manager and so he would also be part of the Administration group. Betty White is a parent of a student in the district so she would be in the Parent stakeholder group. Beverly Billingsly is listed as the ESEA Program Coordinator, so she would be part of the Program Representative group. Jane Jackson is the IDEA Coordinator so she would also be listed as a Program Representative. Sarah Gonzalez is the district Title III teacher so she would be part of the Teacher group. Finally, we have Harvey Specter, the town selectman, who will be representing the Community Members group

After listing the team, you are asked to describe how the members were selected. Make sure that when filling out this narrative that you include mention of how someone from EACH stakeholder group was selected (Admin, Teacher, Program Rep, Community Member, and Parents).

In this example we would write something like this:

The superintendent was selected because they ask to be part of the process and business manager needs to know the funding levels that are available due to the federal funds. The ESEA Coordinator is the person filling out the application for the district and would be required to list themselves. An email went out to all the program representatives to see who was interested and available and we received a response from the IDEA Coordinator expressing interest. A similar email went out to all teachers in the district and we had three express interest. The three teachers were brought together with the ESEA Coordinator to talk and decide which one would be a representative of the teachers and they chose Sarah Gonzalez because of the leadership role she has within the schools. The district reached out to

parents via email asking for volunteers to be part of the team. Several parents responded and they were brought together in similar fashion as the teachers had been and the group decided that Betty White was the best choice. The district then reached out directly to Mr. Specter's office to see if he would be willing to serve on our planning team and were delighted when he informed us that he would join us. Because we are a K-8 district, students were not asked to participate as part of the planning team.

Once that is done you will then fill out the final chart on this page for the planning meetings that took place in the creation of the application. In the first column you will place the purpose of the meeting and in the second column you will simply enter the date.

In this example we see that there were two meetings that took place in the creation of this application. The first meeting the team created all the projects that would use federal funds in this application on June 1, 2018. The second meeting, on June 15, 2018, was to review and consider public comments that were provided at the school board meeting on June 7, 2018.

Next is a narrative of how the district provided the opportunity for public comment on the use of the federal funds under this application, prior to submission, and how those comments were taken into consideration.

In this example we would write something like this:

After the application was completed on June 1, 2018 there was a notice that went out in the local newspaper and ran from June 2nd to June 7th when the board meeting occurred. There was also an email blast that went out on June 4th to the families of all students in the districts and signs printed and hung in the main office at the school. After getting public comments at the board meeting the planning team met the following week to review and consider them to see if they aligned to the needs that were identified in the district CNA.

Finally, the date or period allowed for public comment will be entered in the last box before clicking the Post / Update button at the bottom of the page.

In this example we already mentioned that public comment was made during the June 7th school board meeting so we would just place that date in the provided box.

Closing

"This concludes this guidance material on the ESEA Application Development Team page. For additional questions, please reach out to your assigned ESEA Federal Programs Regional Team Member."