

**New Jersey Department of Education ESEA Advisory Council/Committee of Practitioners  
By-Laws**

**ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA)**

***ESEA §1603(b)***

***ESEA §1603(b)*** COMMITTEE OF PRACTITIONERS – 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.

(1) MEMBERSHIP – Each such committee shall include –

- a. As a majority of its members, representatives from local educational agencies (LEA);
- 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;
- g. Pupil personnel services.
- h. Specialized instructional support personnel and paraprofessionals; and
- 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).

(2) 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.

***ESEA §1111(c)(11)*** the state educational agency has involved the committee of practitioners established under section 1603(b) in developing the plan and monitoring its implementation.

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**Mission**

To facilitate the implementation of the ESEA/ESSA Legislation.

**Name**

- The name is the “ESEA Committee of Practitioners” and acts as the New Jersey State Committee of Practitioners required under *ESEA §1603*.

## Membership

- Members will be representative of one or more membership categories defined in ESEA §1603 (b). The council will also seek representation from practitioners of federal programs and stakeholder groups based on the needs of the said committee of practitioners. SEA federal program staff members are ex-officio council members.
- Applicants may self-nominate to serve as an ESEA Committee of Practitioners member. Applicants will submit an application. The NJDOE (Title I) and the ESEA Committee of Practitioners membership subcommittee will review the needed constituencies annually as well as review the submitted applications to fill needed membership categories. The State Title I Director reserves the right to recommend new members to serve on the ESEA Committee of Practitioners on behalf of the New Jersey Department of Education (NJDOE).
- Terms of office will be three years and additional years after that if approved by the membership subcommittee.
- Members unable to participate for three consecutive meetings may, upon recommendation of the SEA, be removed from the council and notified of removal by the NJDOE.
- ESEA committee of Practitioners members should notify the NJDOE (Title I) designee if they are unable to attend and/or send a proxy.
- ESEA Committee of Practitioners may include emeritus members. Emeritus members do not represent a primary constituency. They are considered “non-voting” members.
- Potential members will be contacted by email and sent a membership packet. Upon return of the Member Form & Checklist, the person will be considered for a term appointment.
- A member may resign at any time by sending a written notice of such resignation to the Title I designee. Unless otherwise specified, the resignation shall take effect immediately.
- Vacated terms will be replaced with individuals from similar representative groups.

## Meetings

- Committee of Practitioners meetings will be held four times per year on the third Friday of the month. Additional meetings may be held if deemed necessary. The Committee of Practitioners members may be consulted by email and phone, if issues requiring council advice is needed between meetings.
- The Title I designee shall develop meeting agendas and maintain documentation of all meetings, agendas, and other pertinent information/data.
- ESEA Committee of Practitioners members are invited/encouraged to submit agenda items to Title I Office designee prior to scheduled meeting(s).

## Voting

- Each member is allowed one vote. If two or more members represent a single LEA, institution, or association, only one vote shall be cast.
- A quorum, which consists of 50% of voting members plus one, is required for voting to take place. The prevailing vote shall be the simple majority of votes of attending members. Vote by proxy shall be permissible. When deemed necessary, this may be conducted through email.
- As needed, there will be a roll call or ballot to ensure a fair and equitable distribution of responses from voting members.

## Roles and Responsibilities

ESEA Committee of Practitioners and subcommittee members will:

- Arrive at each meeting prepared to participate actively in the day's work.
- Follow the guidelines of Parliamentary Procedure, to the extent practical.

- Provide broad-based representation on the implementation of federal ESEA programs.
- Share information with colleagues and co-workers.
- Identify local implementation concerns and possible strategies for solutions.
- Actively participate in the implementation phase of the state plan and LEA consolidated subgrant application/guidelines.
- Actively participate in discussion of issues and policies related to federal programs.
- Provide feedback and recommendations on key policy issues of ESEA.
- Identify training and technical assistance needs.
- Serve on subcommittees as needed.

### **Subcommittees (Ad-Hoc and Standing)**

- A task force or ad-hoc subcommittee may be established to provide advice to the ESEA Committee of Practitioners and SEA staff on matters needing expertise beyond that of the general body.
- Standing subcommittees are established in the following areas: ESEA Reauthorization, Accountability Workbook/Graduation Rate, Membership, and School Improvement.
- The School Improvement subcommittee is a committee with shared members that meet regarding issues relative to school improvement and makes recommendations advancing the cause of School improvement issues to the ESEA Advisory Council.
- Each subcommittee will have an ESEA Committee of Practitioners chair that is a voting member of the ESEA Committee of Practitioners, as well as an internal (NJDOE)staff contact.
- Subcommittee members are expected to report back to the full body of the ESEA Committee of Practitioners.

### **Revisions of By-Laws**

- Revisions shall occur when necessitated by a change in federal law or policy, or at such time as need may require by a simple majority of the ESEA Committee of Practitioners.

Reviewed and Revised 2019