COLORADO
Department of Education

Educational Data Advisory Committee (EDAC) Meeting Minutes

Meeting Details:

Date and time of meeting:

Friday, 09/11/26 10:00 am – 1:00 pm

Meeting called to order by:

Educational Data Advisory Committee

Type of meeting:

Scheduled data review meeting

Facilitator:

Annette Severson

Note Taker:

Hanna Montano

Committee members in attendance:

<u>EDAC voting members:</u>

- **Natalie Brown**, Executive Director - Santa Fe Trail BOCES
- **Kimberly Caplan**, Director of School Programs - Colorado Charter School Institute
- **Franziska Johnson**, Grants Coordinator – Elizabeth School District
- **Curtis Lee**, Director of Data Governance – Adams 12 Five-Star Schools

- **Ingrid Marin**, Director, Talent Management – Mapleton Public Schools
- **Morgan Mauricio**, Controller – Cherry Creek 5
- **Michael Pacheco**, State and Federal Reports Manager – Pueblo Schools 60
- **Jennifer Sedaghat**, Assist Director of Special Education – Centennial BOCES
- **Chris Selle**, Superintendent – Meeker RE-1
- **Betsy Westberry**, Applications Support & Data Manager, Poudre School District (non-voting member for September 11, 2026, meeting)

CDE representation:

- **DJ Loerzel**, Chief Information and Innovation Officer – CDE
- **Annette Severson**, Director of Data Operations – CDE
- **Hanna Montano**, Executive Assistant – CDE

Agenda Overview

- General Business
- Update Approvals
- Full Review Approvals

General Business

- EDAC Credit Renewal
- Data Pipeline Advisory Committee
- July 17, 2026, Ad hoc Meeting Minutes - Approved
- June 5, 2026, Meeting Minutes - Approved
- 2025-2026 Annual Report

Update Reviews- Approved

10:05 – 4:00 pm

- **CGA-178** – USDA National School Lunch Program Equipment Assistance Grant - ***Approved***
- **DPSE-129** – Colorado Data Collection for USDOE-EDAC - ***Approved***
- **GE-101** – BOCES and GE Quality Program Assessment Rubrics - ***Approved***
- **SOC-108** – Charter School Facility Assistance Program – ***Approved***

Full Reviews - Approved

10:15 -11:50 am

ESL-116 Reimbursement Spending Report (Medicaid School Health Services Program)

- **Presenter (s)** – Andria Thornhill
- **Presentation Time**: 10:15-10:40 am
- **Overview** –
    - Districts/BOCES participating in the School Health Services (SHS) program report how Medicaid reimbursement was spent in a given fiscal year. This report allows participants to report expenditure amounts/FTE and detailed narratives for each type of expenditure. The report is divided to include administrative and health service expenditures. Participating districts/BOCES also indicate if they have sent out required Annual Notification to parents and if their district want to continue in the program for the next fiscal year.
- **Discussion** –
    - No additional discussion or questions.
- **Motion to Approve – Franziska Johnson**
- **Second to Approve – Curtis Lee**
- **Conclusion- Approved**

NU-179 – ONE TIME FORM- AskJen Pilot Opt-In Form

- **Presenter(s):** Sharon Murray
- **Presentation Time**: 10:40-10:50 am
- **Overview** –
    - This collection will ask for district name, employee name and title, contact information (email/phone), the programs operated and the name of the person authorizing participation in the pilot. and completion of attestation agreement.
- **Discussion** –
    - Kim Caplan: She feels that there is a lot of potential considering the menus are crazy. She then asked if there are any limitations on the number of sponsors that can participate or if every single sponsor in the state wanted could? Would there be the capacity for that?
    - Sharon Murray: Yes, there is the capacity for all sponsors to participate. There are approximately 5,000 sponsors already using the tool across the United States that are using the tool. CDE will be the first state agency that has signed up.
    - Franziska Johnson: She received feedback from her districts nutrition staff that they are a bit hesitant because of the requirement to check all the sources on their own. It feels like a lot of work.
    - Sharon Murray: She will absolutely share that feedback with her team. AskJen does answer the questions and site the sources, but CDE doesn't want to take the human review out of it.
- **Motion to Approve – Curtis Lee**
- **Second to Approve – Kim Caplan**
- **Conclusion – Approved**

DPSE-132 – McKinney Vento Education Monitoring Documents

- **Presenter(s):** Paula Gumina
- **Presentation Time**: 10:50-11:00 am
- **Overview** –
    - This includes two self-assessments (liaison capacity and a needs assessment), a list of evidence that can be used to demonstrate compliance with the law, and a monitoring report that will be filled out during monitoring and given to districts in the interest of continuous improvement.
- **Discussion** –
    - Kim Caplan: What portion of the LEAs get monitored annually?
    - Paula Gumina: In the past they did not have a great job of monitoring. Last year they only monitored two. This year they currently plan on monitoring four. Eventually they plan to monitor at least six. She is a team of 1, if they had a larger team, they would have the capacity to monitor more.
    - Franziska Johnson: She asks for clarification on the start and end date. It currently goes from September 15th to September 15th, straddling two separate school years. Is that on purpose?
    - Paula Gumina: This follows the timing approved by EDAC way back when the collection was originally approved.
    - Franziska Johnson: Does this document go only to districts that are being monitored or everybody?
    - Paula Gumina: Once selected they will have access to the documents. Once approved by EDAC, the process will be available to everyone on the website. However, districts will not have access to other districts documents, only their own.
    - Curits Lee: He thinks she needs more people to help with the program.
- **Motion to Approve – Franziska Johnson**
- **Second to Approve – Ingrid Marin**
- **Conclusion – Approved**

CGA-224 - Adult Education and Family Literacy Act (AEFLA) Grant

- **Presenter(s):** Kim Burham, Michelle Prael
- **Presentation Time**: 10:55-11:00 am
- **Overview** –
    - As required by Title II of the Workforce Innovation and Opportunity Act (WIOA), the Colorado Department of Education's (CDE) Office of Adult Education Initiatives (AEI) is conducting a competitive Request for Applications (RFA) process to award 18 months of funding to eligible providers. The purpose of the Adult Education and Family Literacy Act (AEFLA) is to implement and improve adult education, literacy activities and workforce development within Colorado.
- **Discussion** –
    - No additional discussion or questions.
- **Motion to Approve – Natalie Brown**
- **Second to Approve – Curtis Lee**
- **Conclusion – Approved**

FS-105 – 2026 Purple Star Schools Awards

- **Presenter(s):** Kim Burham, Michelle Prael
- **Presentation Time**: 10:55-11:00 am
- **Overview** –
    - The Purple Star Schools Award designates public schools that provide exceptional services and supports to military-connected students and their families to mitigate the academic and social-emotional challenges related to frequent moves, new schools, parental deployments, and different social circles and experiences. The Purple Star designation recognizes a school's significant commitment to supporting military families and students of servicemen and women.
- **Discussion** –
    - No additional discussion or questions.
- **Motion to Approve – Natalie Brown**
- **Second to Approve – Chris Selle**
- **Conclusion – Approved**

CGA-235 – Empowering Action for School Improvement (EASI) Grant

- **Presenter(s):** Kim Burham, Laura Meushaw
- **Presentation Time**: 11:00 am – 11:10 am
- **Overview** –
    - With the passage of Every Student Succeeds Act (ESSA) and with revisions to the state's Educational Accountability Act (HB 18-1355), Colorado has taken the opportunity to change the way school improvement funds (1003a through ESSA and the School Transformation Grant through HB 18-1355) are awarded to Local Education Agencies (LEAs). Rather than multiple applications on separate timelines, CDE now streamlines school improvement opportunities into a single application and uses a "needs-based approach" to award services and funding. This new approach has been designed to: maximize impact on student learning; incentivize innovative ideas; create a fair and transparent process; increase efficacy and efficiency; provide greater predictability to LEAs; and prioritize LEAs with high numbers or high percentages of low-performing schools. Ultimately, the intent is to develop a robust process of matching schools' needs with rigorous, evidence-based strategies and adequate resources. Additionally, awarded funds are intended to enhance districts and schools' ability to meet the ESSA and state requirements (e.g., stakeholder engagement, improvement plan, and implementation of evidence-based interventions) in a way that directly benefits students.
- **Discussion** –
    - Franziska Johnson: It says that there is now funding attached but it goes to the districts or LEAs that received the funding to complete. If there is no funding directly attached are only the ones who receive funding going to fill out the form?
    - Laura Meushaw: She responds that yes, it's not required and they are only asking for feedback.
    - Franziska Johnson: She asks for clarification, stating that the form is not a requirement for the grant itself?
    - Laura Meushaw: She responds that no, it's not a requirement but it is strongly encouraged.
- **Motion to Approve – Chris Selle**
- **Second to Approve – Kim Caplan**
- **Conclusion – Approved**

ESEA-102 – EASI Targeted Professional Learning Survey

- **Presenter(s):** Laura Meushaw, Lindsay Cox
- **Presentation Time:** 11:10 am – 11:20 am
- **Overview** –
    - CDE collects information about EASI grant funded Targeted Professional Learning offerings funded through EASI Cohort 10. One of the grant program's requirements is to collect data on each professional learning's effectiveness. Results of this survey will inform Targeted Professional Learning efforts for the 2027-2028 application cycle.
- **Discussion** –
    - Chris Selle: He asks if the stamp should be switched to voluntary vs. required to obtain benefit?
    - The group agrees that the stamp should be revised voluntarily since it's not required.
- **Motion to Approve – Chris Selle with changes as amended**
- **Second to Approve – Kim Caplan**
- **Conclusion – Approved with amendment to stamp type.**

DAE-102 – Empowering Action for School Improvement (EASI) Applicant Survey (EASI Cohort 9)

- **Presenter(s):** Laura Meushaw, Lindsay Cox
- **Presentation Time**: 11:10 am – 11:20 am
- **Overview** –
    - The 2026-2027 Survey for EASI Applicants is intended to capture feedback on the 2026-2027 EASI application cycle, including application process, content, communication, technical assistance, available CDE supports, and application submission. Respondents can also opt into receiving future information about a focus group on the EASI application process. Results of this survey will inform continuous improvement efforts for the 2027-2028 application cycle.
- **Discussion** –
    - No additional questions or discussion. See ESEA- 102.
- **Motion to Approve – Chris Selle with amendments**
- **Second to Approve – Kim Caplan**
- **Conclusion – Approved with amendment to stamp type.**

ESL-403 – Gifted Education Comprehensive Program Plan

- **Presenter(s):** Rebecca McKinney
- **Presentation Time**: 11:20 am – 11:30 am
- **Overview** –
    - The Comprehensive Program Plan (CPP) is a submission requirement for administrative units under the Exceptional Children's Educational Act. Each administrative unit updates their plan every 5 years during the year of the Gifted Education monitoring visit to reflect current practices.
- **Discussion** –
    - Natalie Brown: Acknowledges that it took Rebecca, Heather and Kim a lot of time and effort to revise the form, but it is well worth it to take the burden off the districts.
    - Kim Caplan: She echoes what Natalie said.
- **Motion to Approve – Natalie Brown**
- **Second to Approve – Kim Caplan**
- **Conclusion – Approved**

NU-180 – Request Technical Assistance

- **Presenter(s):** Sharon Murray
- **Presentation Time**: 11:30 am – 11:40 am
- **Overview** –
    - We have a Smartsheet form for sponsors to complete with requested information including sponsor/district name; contact name, role and email address; requested TA topics; and the outcomes they are expecting from TA.
- **Discussion** –
    - Natalie Brown: One the dropdowns, is it feasible to select more than one topic?
    - Sharon Murray: She will need to double check if the form has the capability for multiple selections. She agrees that it would be more useful for their sponsors to have that ability.
- **Motion to Approve** – Mike Pacheco
- **Second to Approve** – Natalie Brown
- **Conclusion** – Approved

STU-1 School Transportation Unit Form (Biennial)

- **Presenter(s):** Rebecca Sykes
- **Presentation Time**: 11:40 am – 11:50 am
- **Overview** –
    - This form documents the required criteria of an annual inspection site to perform CDE Annual Inspections on school transportation vehicles.
- **Discussion** –
    - No additional discussion or questions.
- **Motion to Approve – Jennifer Sedaghat**
- **Second to Approve – Chris Selle**
- **Conclusion – Approved**

STU-2 - Application for Certification or Recertification of Annual Inspector (Biennial)

- **Presenter(s):** Rebecca Sykes
- **Presentation Time:** 11:40 am – 11:50 am
- **Overview** –
    - This form documents the required training and licensing to become an Annual Inspector, and to re-certify as an Annual Inspector.
- **Discussion** –
    - No additional questions or discussion.
- **Motion to Approve - Jennifer Sedaghat**
- **Second to Approve - Chris Selle**
- **Conclusion - Approved**

STU-3 - Application for Certification or Recertification of Annual Inspector Hands-On Tester (Biennial)

- **Presenter(s):** Rebecca Sykes
- **Presentation Time:** 11:40 am – 11:50 am
- **Overview** –
    - This application is for Annual Inspectors who want to become Testers who observe people who desire to become CDE Annual Inspectors to ensure that they are performing the Annual Inspections properly.
- **Discussion** –
    - No additional questions
- **Motion to Approve - Jennifer Sedaghat**
- **Second to Approve - Chris Selle**
- **Conclusion - Approved**

STU-4 - Brake Inspector Certification (Biennial)

- **Presenter(s):** Rebecca Sykes
- **Presentation Time**: 11:40 am – 11:50 am
- **Overview** –
    - This form documents the required experience/training to perform brake services or inspections as part of the responsibilities to become a CDE Annual Inspector.
- **Discussion** –
    - No additional questions.
- **Motion to Approve- Jennifer Sedaghat**
- **Second to Approve - Chris Selle**
- **Conclusion - Approved**

STU-5 - Enty Level Driver Trainer Certification or Recertification Application (Biennial)

- **Presenter(s):** Rebecca Sykes
- **Presentation Time**: 11:40 am – 11:50 am
- **Overview** –
    - This is the application to become a CDE ELDT Instructor, or to recertify a current ELDT Instructor certificate.
- **Discussion** –
    - No additional questions.
- **Motion to Approve - Jennifer Sedaghat**
- **Second to Approve - Chris Selle**
- **Conclusion - Approved**

STU-6 - ELDT Hands-On Trainer Application (Biennial)

- **Presenter(s):** Rebecca Sykes
- **Presentation Time**: 11:40 am – 11:50 am
- **Overview** –
    - This is a required report for an individual to be certified as a CDE Hands-On Trainer for ELDT.

- **Discussion** –
    - No additional questions.
- **Motion to Approve – Jennifer Sedaghat**
- **Second to Approve – Chris Selle**
- **Conclusion – Approved**

STU-7 - New and-or Used School Bus Dealer Registration (Biennial)

- **Presenter(s):** Rebecca Sykes
- **Presentation Time**: 11:40 am – 11:50 am
- **Overview** –
    - This report keeps our contact information current as well as providing the educational entities with an area in which they can see which vendors meet our standards.
- **Discussion** –
    - No additional questions.
- **Motion to Approve – Jennifer Sedaghat**
- **Second to Approve – Chris Selle**
- **Conclusion – Approved**

STU-8 - Service Provider Registration (Biennial)

- **Presenter(s):** Rebecca Sykes
- **Presentation Time**: 11:40 am – 11:50 am
- **Overview** –
    - This report keeps our contact information current as well as providing the educational entities with an area in which they can see which service providers meet our standards.
- **Discussion** –
    - No additional questions.
- **Motion to Approve – Jennifer Sedaghat**
- **Second to Approve – Chris Selle**
- **Conclusion – Approved**

STU-9 - Educational Entity Contact Form (Biennial)

- **Presenter(s):** Rebecca Sykes
- **Presentation Time**: 11:40 am – 11:50 am
- **Overview** –
    - This report keeps our contact information current for all transportation departments within school districts, charter schools, specialized day schools, and BOCES under CDE purview.
- **Discussion** –
    - Chris Selle: He is wondering if they take the information off that and create a statewide list of transportation contacts that all transportation directors have?
    - Rebecca Sykes: Responds no, the main purpose is used for her office, so they know who to send our major communications and star reviews to.
    - Chris Selle: Is there a way to tie those forms together so don't have to be sent out twice?
    - Rebecca Sykes: If they have approval from the educational entity, adding a note at the bottom that says "use this information for the services list" her team is happy to do that.
    - Chris Selle: Asks for clarification on who the designated person in the district is that receives it since there is so much turnover?
    - Rebecca Sykes: There is a form available on the CDE Transportation website under CDE forms. Anyone can go into that form and update it. They ask that anyone in an administrative role go in and update the form 30 days before the expected change.
- **Motion to Approve – Jennifer Sedaghat**
- **Second to Approve – Chris Selle**
- **Conclusion – Approved**

STU-17 - CDE Vehicle Operators Medical Information Form (Biennial)

- **Presenter(s):** Rebecca Sykes
- **Presentation Time**: 11:40 am – 11:50 am
- **Overview** –
    - This form documents whether a Type A or small-capacity vehicle operator has any medical conditions that may impact their ability to transport students safely.
- **Discussion** –
    - No additional questions.
- **Motion to Approve – Jennifer Sedaghat**
- **Second to Approve – Chris Selle**
- **Conclusion – Approved**

STU-18 - Bus Attendant Medical Form (Biennial)

- **Presenter(s):** Rebecca Sykes
- **Presentation Time**: 11:40 am – 11:50 am
- **Overview** –
    - This form documents if a bus attendant/paraprofessional has any medical conditions that may impact their ability to transport students safely.
- **Discussion** –
    - No additional questions.
- **Motion to Approve – Jennifer Sedaghat**
- **Second to Approve – Chris Selle**
- **Conclusion – Approved**

STU-22 - Small Vehicle Pre-Trip and Post-Trip Requirements (Biennial)

- **Presenter(s):** Rebecca Sykes
- **Presentation Time**: 11:40 am – 11:50 am
- **Overview** –
    - This form is used for educational entities to have a checklist to perform their daily pre-trip and post-trip on their vehicles.

- **Discussion** –
    - No additional questions.
- **Motion to Approve – Jennifer Sedaghat**
- **Second to Approve – Chris Selle**
- **Conclusion – Approved**

STU-23 - School Bus-Multifunction School Activity Bus Pre and Post-Trip (Biennial)

- **Presenter(s):** Rebecca Sykes
- **Presentation Time**: 11:40 am – 11:50 am
- **Overview** –
    - This form is used for educational entities to have a checklist to perform their daily pre-trip and post-trip on their vehicles.
- **Discussion** –
    - No additional questions.
- **Motion to Approve – Jennifer Sedaghat**
- **Second to Approve – Chris Selle**
- **Conclusion – Approved**

STU-24 - Trailer Pre and Post-Trip Requirements (Biennial)

- **Presenter(s):** Rebecca Sykes
- **Presentation Time**: 11:40 am – 11:50 am
- **Overview** –
    - This form is used for educational entities to have a checklist to perform their daily pre-trip and post-trip on their vehicles.
- **Discussion** –
    - No additional questions.
- **Motion to Approve – Jennifer Sedaghat**
- **Second to Approve – Chris Selle**
- **Conclusion – Approved**

STU-25 - Affidavit of Annual Inspection of School Transportation Vehicles (Biennial)

- **Presenter(s):** Rebecca Sykes
- **Presentation Time:** 11:40 am – 11:50 am
- **Overview** –
    - This is the form that is required to be in the vehicle in case of an emergency and holds the same weight as vehicle insurance.
- **Discussion** –
    - No additional questions.
- **Motion to Approve - Jennifer Sedaghat**
- **Second to Approve - Chris Selle**
- **Conclusion - Approved**

STU-26 - CDE Annual Inspection and Preventative Maintenance (Biennial)

- **Presenter(s):** Rebecca Sykes
- **Presentation Time:** 11:40 am – 11:50 am
- **Overview** –
    - This form documents in detail the process of a CDE Annual Inspection and Preventative Maintenance indicating that a school transportation vehicle has passed a CDE Annual Inspection.
- **Discussion** –
    - No additional questions.
- **Motion to Approve - Jennifer Sedaghat**
- **Second to Approve - Chris Selle**
- **Conclusion - Approved**

STU-27 - Trailer Annual Inspection and Preventative Maintenance (Biennial)

- **Presenter(s):** Rebecca Sykes
- **Presentation Time:** 11:40 am – 11:50 am
- **Overview** –
    - This form documents in detail the process of a CDE Annual Inspection and Preventative Maintenance indicating that a school transportation vehicle has passed a CDE Annual Inspection.
- **Discussion** –
    - No additional questions.
- **Motion to Approve – Jennifer Sedaghat**
- **Second to Approve – Chris Selle**
- **Conclusion - Approved**

General Business/ Meeting Wrap-Up

Next Meeting:

Friday, 11/06/26, from 10:00 a.m.-4:00 p.m. via Microsoft Teams