



Activity Handout

Activity: Educational Partners Group Establishment (Requirement for LEAs identified with Significant Disproportionality)

Purpose

The purpose of forming an Educational Partners Group is to ensure that a diverse group of internal and external perspectives are incorporated throughout the Compliance and Improvement Monitoring (CIM) process. The Data Center for Addressing Significant Disproportionality (DCASD) states that there must be meaningful engagement of a varied and representative team, including those who: represent the student group(s) most affected; provide understanding of local context, needs, and inequitable outcomes; have varied areas of expertise; and represent varied levels of the educational system and lived experiences. The instructions and resources listed below support LEAs in selecting members for participation in the Educational Partners Group and developing a shared understanding of their purpose and mission.

Instructions

1. **Establish the Group:** The CIM Team will identify the appropriate group members based on the LEA's area of identification and current key initiatives.

Role	Identification
Superintendent (or Designee)	Required
Cabinet Level Leader-General Education	Required
Cabinet Level Leader-Special Education	Required
Director of Curriculum (or Similar)	Required
SELPA Director (or Designee)	Required
Director of Assessment (or Similar)	Required
Appropriate Grade Level General Education Teacher(s)	Required
Appropriate Grade Level Special Education Teacher(s)	Required
Parent/Guardians – multiple (diverse representation, not district employees)	Required
Community Representatives	Required
Fiscal Services Representative	Required
Principal or Site Level Administrators	Recommended
Human Resources Administrator	Recommended
Bargaining Unit Representative	Recommended
Other:	Optional

2. **Invite Group Members.** Invite selected members - sharing information on the expected time commitment, roles, and responsibilities. A sample [invitation](#) is available to help LEAs approach Educational Partners in an informative and respectful way ([Spanish version](#)).

3. **Schedule Meetings:** The CIM Team Lead works closely with the LEA superintendent to ensure the needed time and resources are available for the work of the Educational Partners Group. Page 16 of the [Success Gaps Handbook](#) describes how to Assemble an Appropriate Team and the five key action steps to support an effective working Educational Partners Group: Mission and Goal; Roles and Responsibilities; Effective Group Processes; Ground Rules; and Decision Making.
4. **Document the Work:** Document selection of Educational Partner Group Members on the [Stepwell Template for Sig Dis LEAs](#). Keep internal records of meeting agendas, member attendance and meeting notes, etc. in an LEA shared platform (e.g., Google Docs, Padlet, Storyboard).

Resources

- [Success Gaps Handbook](#)
- [Sample Invitation for Inviting Equity Team Members](#)
- [Sample Invitation for Inviting Equity Team Members in Spanish](#)
- [Stepwell Template for Sig Dis LEAs](#)



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