Community Education Advisory Council (CEDAC)

AGENDA

March 3, 2017
10:00 – 11:30
Educational Services Center,
1725 N. Dodge Street
Iowa City, Iowa
52245
Meeting Room 113

1. Introductions
2. Approve Minutes from December
3. Update on Scholarship Program
4. Review Interagency Agreement
5. Budget Update
6. Set agenda and schedule next meeting
   - Begin discussion of goals for FY18?
Community Education District-wide Advisory Council (CEDAC)
Meeting Minutes
December 16, 2017

Members Present: Laurie Nash, Aimerance Nzinga, Jon Cook, William Taylor, Amy Nielson, Chad Dyson, Sally Stutsman, Amy Faulkner.

Amy Minteer convened the meeting at 10:45. (Sorry everyone for the meeting room confusion!) New members were welcomed to the council and introductions were made.

Minutes from the May meeting were reviewed. It was noted that the minutes had the date of next meeting of May 23rd listed. Amy Faulkner moved to approve the minutes with the revision of removing the date at the bottom of the minutes. Amy Nielson seconded, motion carried with the one revision.

Joan and Amy reviewed the role of a council member, ground rules, and defined community education and the ICCSD Learning Supports Model, the goals of CEDAC and what programs are funded through our community education program. (See attached powerpoint.) Aimerance commented on the importance of the English class and that she would not be on the council if it were not for the English class at Grant Wood. Laurie Nash commented that she sees SFAs with longevity as having the greatest results with families. The long-term relationships that some of the Student and Family Advocates have is greatly beneficial. The smaller schools with part-time staff have had more turn-over (i.e. Hoover) which has been a challenge.

Joan reviewed the 16-17 budget. (See attached handout.) Jon Cook questioned why some schools received more FTE through SAVE than others. Joan explained that the other funding stream is Dropout Prevention and there is a funding criteria for using those dollars—students must have 2 or 3 risk factors Some schools don’t have many students who flag as at-risk so the SAVE funding is more flexible and allows us to serve those students who wouldn’t qualify through dropout prevention.

It was also questioned why we no longer have professional development for the BASPs written into the budget. Amy Minteer explained that we had set aside funds, but we always used our grant funds for Professional development so we hadn’t been spending it. Its always our practice to use grant funds first as we can’t carry them over, but we can carry forward our SAVE dollars.

The budget is allocated very much like the 15-16 budget. An addition to highlight is $50,000 set aside for scholarships. Amy Faulkner took a leadership role in the development of the scholarships and discussed the goal is to support families with limited resources and make the BASPs more accessible. Some families are in a bind that they can’t get Child Care Assistance because they don’t have a job, but they can’t get a job without child care. The scholarship program will serve as an “insurance” or a “bridge” for those families. Additionally, funds will be set aside for long-term scholarships. We’re still working to develop the criteria for that. Laurie questioned whether scholarship funds could be used to support special needs students in
BASPs who need a para during the day. She also wondered if families with preschool children could access these funds. Other council members Cautioned that we can’t over-extend and perhaps we need to collect more data on access issues, are they excluded now, how many? Is it reasonable to explore a cost-sharing arrangement.

Sally moved to approve the budget, Amy seconded. Motion carried.

Joan and Amy provided an update on the Interagency Agreement. A sample Interagency Agreement was passed out. (See attached.) The Interagency Agreement was first drafted in 2013 to standardize and put on paper the expectations for the partnership between the BASPs and the ICCSD. Last year CEDAC moved to ask BASPs for their roster. A handful of BASPs did not want to release the names of the students in the program. Steve Murley advised that we hold on the roster issue and address the issue of who is served in the programs in the Interagency Agreement for the 2017-2018 school year. We hope to have a draft ready for review by the end of January. We’ll meet with the BASPs and CEDAC in February.

Next meeting: we tentatively scheduled February 10th as the next meeting dates.

Meeting adjourned at 12:00.
Community Education Advisory committee (CEDAC)
December 19, 2016

Main Objectives of Today’s Meeting

► For all council members to become familiar with Community Education and the Iowa City Community School District’s program
► Review and Approve Budget
► Begin discussion on Interagency Agreement
► Determine meeting schedule for the year
INTRODUCTIONS

► Name
► Where you live, who you are representing
► Your interest in Community Education and the Council

GROUND RULES

► Ask questions!
► Meetings are open to the public, but not public meetings
► Consensus is our goal
► 90 minutes, start and end on time
► Committee members don’t speak for the group, unless assigned
► Meeting minutes taken, distributed one week after the meeting
► Miss 2 consecutive meetings without prior notice, asked to reconsider membership

Council Purpose - To Advise District Administrative Team and Board of Education

Guidelines
Role as a Council Member

- Represent your geographic area and/or other constituent groups as we discuss needs, set goals and allocate funding.
- Between council meetings, please visit with others in your community --- colleagues, parents and youth to share what issues we are addressing and get their ideas.
- We’re happy to present to groups in your community about our Community Education Program.
- Please ask questions!! There is a lot to learn. Feel free to call or e-mail anytime.

Minutes from May meeting

- Questions
- Edits
- Motion to approve
What is Community Education?

- Iowa Code 276.10 - "Iowa Communication Act"
- To provide educational, recreational, cultural and other community services and programs through the establishment of the concept of community education with the community school serving as the center for such activity
- In Iowa, school districts operate under "Dillon's rule" which means the district only has authority to conduct activities explicitly stated in Iowa Code

Development of a community education program has brought all of the district’s non-mandated services under one umbrella with community oversight and input by an advisory council.

ICCSD Learning Supports Model

- Student Continuum
  - Motivationally ready and able to learn
  - Encounters some barriers
  - Encounters many barriers

- Barriers to Learning

- Instruction
  - Classroom Teaching & Enrichment

- Learning Supports

- Accelerate Learning & Achievement
FY16 & FY17 CEDAC Goals

1. Support our new immigrant populations by partnering with the community to offer increased opportunities for both students and parents

2. Maintain and Support the Student and Family Advocate program in every building. No Student and Family Advocate is to serve more than 2 buildings

3. Increase accessibility to Before and After School Programs by reducing barriers to participation, as measured by an increase in participation of students with Drop Out Indicators, on Free and Reduced lunch, and/or receiving Title IX / Hawk-I

4. Encourage consistency among the BASP programs by ensuring the commitments made by both the ICCSD and the partner agencies in the Interagency Agreement are being implemented.

Funded with SAVE (sales tax) dollars

- Family Resource Center Program (Student and Family Advocates)
- BASP and Summer Programs
- Programs to support our Immigrant Population
Other Community Education Partnerships
(Supported with different sources of funding)

► Healthy Kids Community Care
School-based Clinic
► Psychiatric services through
Healthy Kids
► School Children's Aid
► Big Brothers Big Sisters School
Buddies and Academic Mentoring
► Parents as Teachers Program
► G-World

► On-site Mental Health Services
Four Oaks, Family Systems,
Prelude
► Juvenile Court Liaison Program
► Kappa League and Kappa Kids
► Many more!!

Why do these Community Education Programs receive funding?

Sales Tax passed in Johnson County in 2007, for capital projects (new schools, school improvements, etc...)
► Also on the ballot was $300,000 for Family Resource Center programs by establishing a Community Education program
► CEDAC not formed until 2012, couldn't draw down the $300,000 annually
► Started 2013-2014 with a carry-over balance of $1,200,000
► allocated $600,000 annually and included matching funds to 21st Century Community Learning Center programs
Programs to support our recent immigrant population

Adult English Language Classes at Grant Wood Elementary - serving Wood, Twain, Alexander, Hills, and Lucas families

Partnership with Friendship Community Project, volunteers and Neighborhood Centers of Johnson County

Neighborhood Council for SE Iowa City Co-Director Collaboration time- Iowa City Compassion and Refugee Coalition

FAMILY RESOURCE CENTER PROGRAM (Student and Family Advocates)

► At least a part-time position in each of our 27 buildings.
► Goals:
  ► Families will manage their own basic needs
  ► Students and Families will increase knowledge and ability to access mental health services as necessary
  ► Families will have positive and nurturing relationships with their children
  ► Families will support their children’s learning at home and at school
  ► Students will improve academic performance by increasing attendance and decreasing disruptive behaviors
  ► Teachers will better understand students’ barriers to learning
Extended Day and Extended Year Programming

- Students will demonstrate increased competency in reading, math and science.
- Students will demonstrate appropriate social skills, have positive self-images, and display appropriate behaviors both at school and at home.
- Students will learn the core concepts of nutrition, exercise, and overall health.
- Students will gain awareness of their own cultural history and how their culture relates with others.
- Students will gain exposure to the arts, learning to think and express themselves in different ways, building confidence and skills transferrable to other areas of life.
- Families will increase their own literacy through adult education and be active supporters of their children’s educational growth.

Extended Day and Summer Programming

Sites for After School
(Blended programs)
- Twain
- Wood
- Kirkwood
- Lucas
- Hills

Sites for Summer
(Blended programs)
- Twain
- Wood
- Kirkwood
- Lucas

(Separate programs)
- Mann
- Lemme
- Weber (in 2015)
Blended Programs: Twain, Wood, Lucas, Kirkwood, Hills

Extended Day

BASPs

Before and After School Programs at all 20 elementary schools, different partnerships

Private Non Profits: Parent-run Boards
- Coralville Central
- Horn
- Hoover
- Kirkwood
- Lemme
- Lincoln
- Lucas
- Longfellow
- Mann
- Penn
- Shimek
- Weber

Private Non Profit Neighborhood Centers of Johnson County
- Alexander
- Twain
- Wood
- Garner
- July 2017 - Hills

Coralville Parks and Recreation Departments
- City of Coralville
- Borlaug
- Wickham
- Van Allen
2016-2017 Budget

<table>
<thead>
<tr>
<th>Program</th>
<th>SAVE Allocation</th>
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<tr>
<td>Family Resource Center (Student and Family Advocates)</td>
<td>$339,444</td>
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<td>Before and After School and Summer</td>
<td>$368,741</td>
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<td>Immigrant Programming</td>
<td>$37,477</td>
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<td>$4,338</td>
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<td>Total</td>
<td>$750,000</td>
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Before and After School Programs

- **Update Interagency Agreements**
  - receiving updates from BASPS and administration
  - first draft by the end of January
  - Meet with BASPs in February

- **Scholarship Fund**
Meeting Schedule

Proposed Quarterly Meetings: February, March, May, July
## SAVE BUDGET 2016-2017

### Student and Family Advocates

**Elementary**

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<tr>
<th>School</th>
<th>Total</th>
<th>SAVE</th>
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<tbody>
<tr>
<td>Coralville Central / Lincoln</td>
<td>1</td>
<td>0</td>
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<tr>
<td>Twain</td>
<td>1</td>
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<tr>
<td>Alexander</td>
<td>1</td>
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<tr>
<td>Hoover / Flex</td>
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<tr>
<td>Penn</td>
<td>0.8</td>
<td>0.43</td>
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<td>Mann / Shimek</td>
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<td>Kirkwood</td>
<td>1</td>
<td>0</td>
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<tr>
<td>Longfellow / Lemme</td>
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<td>1</td>
</tr>
<tr>
<td>Hills</td>
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<td>0.5</td>
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<tr>
<td>Borlaug / Horn</td>
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<td>0</td>
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<tr>
<td>Grant Wood Elem</td>
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<td>Van Allen</td>
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<td><strong>Total</strong></td>
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<td>5.93</td>
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### Total Salary

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### Benefits

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### Total Personnel

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<th>790,279</th>
<th>334,222</th>
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## Adult English Language Classes

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<thead>
<tr>
<th>Time Sheets - ELL teachers &amp; Childcare</th>
<th>8,000</th>
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<tr>
<td>Food and Materials</td>
<td>6,000</td>
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<tr>
<td>Administration</td>
<td>29,477</td>
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<td><strong>Total</strong></td>
<td><strong>37,477</strong></td>
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## Extended Day and Extended Year Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Twain - match</td>
<td>75,000</td>
</tr>
<tr>
<td>Wood - match</td>
<td>75,000</td>
</tr>
<tr>
<td>Lemme</td>
<td>35,500</td>
</tr>
<tr>
<td>Mann</td>
<td>35,500</td>
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<tr>
<td>Scholarships - BASPs</td>
<td>50,000</td>
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<tr>
<td>Administration - match</td>
<td>97,741</td>
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<tr>
<td><strong>Total Extended Day and Extended Year</strong></td>
<td><strong>368,741</strong></td>
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<tr>
<td>Description</td>
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<tr>
<td>------------------------------</td>
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<td>$600,000 + $150,000 carry-over</td>
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Iowa City Community School District
INTERAGENCY AGREEMENT

This Agreement is made by and between the Iowa City Community School District (hereafter "ICCSD" or "District"), 1725 N. Dodge Street, Iowa City, Iowa, 52245, and Kirkwood Kares (hereafter "Partner Agency"), further identified below.

Name: Kirkwood Kares
Address: 1401 9th St.
City, State, Zip: Coralville, IA 52241
Phone: 319-331-7888

Pursuant to this Agreement, Partner Agency shall provide a Before/After School Program ("BASP") for ICCSD. The parties agree that this Agreement will be performed in accordance with the following conditions:

GENERAL CONDITIONS

EXPECTED OUTCOME:

Students will have access to a safe and enriching out-of-school program which will assist them to be successful in school and become productive members of the community.

SCOPE OF WORK:

Partner Agency shall provide the BASP at the following ICCSD school building(s): Kirkwood Elementary
Partner Agency shall provide the BASP on the following days: Monday-Friday during the school year and summer with the exception of Winter and Spring break, and during the following times: M,T,W,F 3:45-5:45 and Thursday 2:45-5:45, or as otherwise mutually agreed upon by the parties.

ICCSD, through the Building Administrator of each respective school building(s) identified above, with support from the Director of Health Services, Director of Extended Day Learning, Youth and Family Development Coordinator, and other staff, as appropriate, will carry out the following:

- Communicate regularly with BASP Director and Board President
- Publish in student handbooks, parent newsletters, staff communications and other publications a notice that the ICCSD has an agreement with xxx to provide before and after school child care services on-site.
- In collaboration with Partner Agency, secure from the parent a signed ICCSD release of information to be able to share information regarding the student participant's social, health and academic needs as appropriate to meet the student participant's needs in the after-school program.
- Develop a communication plan with school-day teachers.
• Provide access to a dedicated main space within the school, at a minimum thirty-five square feet per program participant. **Specific description of designated space** will be available to allow for small group activities to assist with accomplishment of program goals. Partner Agency’s use of such facilities shall be subject to and in accordance with ICCSD policies, regulations, and other rules regarding facility use as are established by ICCSD in writing and provided to Partner Agency.

• Coordinate professional development on the following topics:
  - CPR
  - First Aid
  - Mandatory Child Abuse reporting
  - PBIS / Behavior Management
  - Universal Precautions
  - Positive Youth Development
  - Individual consultation for specific student needs
  - Child Care Assistance
  - ICCSD Policies and Procedures
  - This professional development will be offered at no cost to the Partner Agency except for the cost of their staff time.

• Communicate and provide regular review of the Iowa City Community School District Standards of Care for the BASP programs, as adopted by the ICCSD Community Education District-wide Advisory Council.

**Partner Agency will carry out the following:**

• The BASP Director and Board President will communicate regularly with ICCSD building administrator or other ICCSD personnel as appropriate. Partner Agency shall employ the BASP Director, who is to be assigned to the BASP and accessible to ICCSD during regular working hours on school days to handle BASP operational matters. The BASP Director shall also be available by telephone outside regular working hours for emergencies. The BASP Director or such other designated supervisor shall be on site during BASP sessions.

• Secure and maintain a license from the Iowa Department of Human Services to provide after school and/or summer care and comply with all Department of Human Services licensing regulations or meet the standards for childcare programs adopted by the state board of education. Provide supervision of students participating in the program at a ratio of no less than 1 staff member to every 15 students (or such other ratio as may be required by law). All staffing, supplies, student enrollments, and other aspects of the BASP operations are the sole responsibility and expense of the Partner Agency.

• Maintain staff files which include the following:
  - Criminal record check, sex offender check, and child abuse check
  - First Aid and CPR training
  - Mandatory Reporters Training
  - Universal Precautions training
  - Physical upon hire (or 6 months prior to hire)
  - TB test

• Provide a list of staff and contact information to the building administrator for all Partner Agency staff who will be working on-site, as well as board members.
Follow standards of care as are adopted by the ICCSD Community Education Advisory Council in writing and provided to Partner Agency, and provide periodic reports to the Council.

Maintain child files which include the following (or have parent consent on file to access this information from school records):
- Emergency Contacts
- Health history
- Immunization
- Intake
- Personal child info
- Release of information

Partner Agency will secure from the parent a signed release of information to share information regarding the student participant with ICCSD as appropriate.

Document CACFP enrollment or follow Smart Snacks Guidelines as required by the Healthy, Hunger-Free Kids Act of 2010.

Refer parent to potential sources of funding for the service, either through Child Care Assistance or private pay.

Assist parents in the application process for State Child Care Assistance.

Maintain attendance

File claims for Child Care Assistance

Provide a copy of the program's parent handbook to the building administrator and the ICCSD Educational Services Center

Provide a projected budget to the ICCSD business office

Provide a bi-annual financial statement to the ICCSD business office that includes, at a minimum, income received and detailed expenditures.

The Partner Agency agrees to comply with the ICCSD's Equity Statement in delivering services to students and families and while working with employees of the ICCSD. It is the policy of the Iowa City Community School District not to discriminate on the basis of race, creed, color, religion, national origin, gender, age, marital status, sexual orientation, gender identity, veteran status, disability, or socioeconomic status in its educational programs, activities, or employment practices. The Partner Agency agrees to make reasonable accommodations for students with a disability to ensure access to the program. Partner Agency agrees that violation of this provision can result in immediate termination of this Agreement by the District following review of the violation by the District with Partner Agency, and/or the District, at its sole discretion, may require the Partner Agency immediately reassign any Partner Agency employee that violates this section to an assignment/position that is not associated with the District.

The Partner Agency agrees to follow all applicable ICCSD policies as are established by ICCSD in writing and provided to Partner Agency, including but not limited to policies on bullying and harassment, Board Policy 104 and dangerous weapons, Board Policy 106. (See attached.) The Partner Agency shall comply with all other applicable rules and regulations of ICCSD, as may be established by ICCSD in writing from time to time and provided to Partner Agency. The Partner Agency shall comply with applicable federal, state, and local laws and regulations.
ALLOWABLE COST AND PAYMENT:
Partner Agency shall be responsible for providing the BASP services described in this Agreement to students of the District whose families desire such services from Partner Agency. The Partner Agency may establish a fee for the cost of participation in the BASPs, which fee shall be subject to approval by ICCSD. The fee will be established based on staffing costs and other expenses. The Partner Agency will make every effort to make the BASP accessible for all families. The Partner Agency will access Child Care Assistance and will offer scholarships and/or a sliding fee scale to support families who have limited ability to pay. Through the work of the work group, and for adoption by the ICCSD Community Education Advisory Council, guidelines will be established for these provisions in accordance with applicable law. Payment of fees established for participation in the BASP shall be the responsibility of the families. The District shall make no financial payments to Partner Agency in connection with the services provided under this Agreement and Partner Agency shall make no claim against the District for any such payments, unless the District and Partner Agency have agreed to blend a district-sponsored program with the Partner Agency that requires compensation for services to either party.

BACKGROUND CHECKS: Partner Agency shall be responsible for conducting background checks on all employees, contractors, and other paid personnel provided by Partner Agency under this Agreement. The background checks will be conducted in accordance with Department of Human Services licensing regulations, and will include criminal records screening through the Iowa Department of Criminal Investigation and the Iowa Department of Human Services' child abuse registry as well as the Iowa Sex Offender Registry.

All unpaid volunteers providing ongoing services under this Agreement shall be required by Partner Agency to participate in ICCSD's background check process. Partner Agency shall complete and submit the ICCSD background check form for each volunteer to ICCSD in accordance with the timelines set by ICCSD. The background checks will be conducted by ICCSD in accordance with its usual procedures and standards for volunteers.

Partner Agency agrees that violation of the requirements regarding background checks can result in immediate termination of this Agreement by the District following review of the violation by the District with Partner Agency.

INSURANCE. The Partner Agency shall carry, at all times, and maintain in full force and effect, at its sole expense, General Liability, Professional Liability and Sexual & Physical Abuse Liability insurance in the minimum amount of one million dollars ($1,000,000) per occurrence, and the aggregate of two million dollars ($2,000,000). Furthermore, the Partner Agency shall carry Workers Compensation insurance on its employees in amounts required by law. All such insurance shall be carried with an insurance company with an A.M. Best rating or A- or higher. ICCSD shall be named as an additional insured on the General Liability policy. The Partner Agency shall provide proof of such insurance annually to ICCSD.
CONFIDENTIALITY. ICCSD will supply the Partner Agency with confidential information concerning the District and its students only as needed for the reasonable operation of the program and only to the extent permitted by applicable law. The Partner Agency agrees to treat with confidentiality all information provided by and relating to ICCSD and any of its students. The Partner Agency shall use the confidential information solely for the purposes called for under this Agreement and shall ensure that no individual, other than those who have the need for said information in the performance of job duties called for under this Agreement, shall have access to said information. Partner Agency agrees not to disclose or share said information with any other individual or organization, including, but not limited to, other staff at Partner Agency not associated with the specific BASP, unless an appropriate release of information has been signed by student's parent, legal guardian, or by an eligible student. The Partner Agency agrees to comply with all applicable confidentiality laws relating to this Agreement, including, but not limited to, the Family Educational Rights and Privacy Act, 20 USC 1232g and corresponding regulations at 34 CFR Part 99. The Partner Agency warrants that in the performance of this Agreement, it will comply with all applicable Federal, State and Local laws, regulations, ordinances, and applicable ICCSD policies and rules as are established by ICCSD in writing and provided to Partner Agency. Partner Agency will participate annually in a presentation of the ICCSD on confidentiality. Partner Agency agrees that violation of this provision can result in immediate termination of this Agreement by the District following review of the violation by the District with Partner Agency, and/or that the District, at its sole discretion, may require the Partner Agency immediately reassign any Partner Agency employee that violates this section to an assignment/position that is not associated with the District.

INDEMNIFICATION. The Partner Agency shall defend, indemnify, save, and hold harmless ICCSD, and its directors, officers, employees and agents, from and against any and all claims, liabilities, court awards, judgments, damages, losses, costs, expenses, and attorney's fees incurred as a result of any acts or omissions of the Partner Agency in the performance of this Agreement, except to the extent resulting from negligent acts or omissions on the part of ICCSD.

STATUS OF PARTIES: Nothing in this Agreement is intended to create, or will be deemed or construed to create, any relationship between the parties other than that of independent entities contracting with each other solely for the purpose of effecting the provisions of this Agreement. No joint venture, partnership, employment, or agency relationship exists between ICCSD and Partner Agency as a result of this Agreement, and neither party, nor any of their respective agents, employees, subcontractors, or representatives, will be construed to be the agent, employee, subcontractor, or representative of the other. Neither party has the authority to create any obligations for the other, or to bind the other to any representation, statement, or document. The Partner Agency shall in all instances be considered the employer of the personnel providing the services under this Agreement and shall be responsible for all obligations in connection with this employer-employee relationship, including but not limited to payment of wages and benefits, and the provision of requisite insurance, including, but not limited to, workers' compensation insurance.

ENTIRE AGREEMENT; SEVERABILITY. This Agreement constitutes a complete understanding of the parties with respect to the subject matter herein and supersedes, replaces and merges all prior understandings, promises, representations, and agreements, written or oral,
relating thereto. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then such provision shall be modified to the extent necessary to be valid and enforceable, and all other provisions of this Agreement shall remain in full force and effect.

**NOTICE.** Any notice required or permitted by this Agreement will be deemed to be delivered, and thus effective, when personally received, or three days after being placed in the United States Mail, postage prepaid, and addressed to the party at the addresses set forth on the first page of this Agreement, with attention to the Youth and Family Development Coordinator at ICCSD and Abbie Knight or Director of Kirkwood Kares at Partner Agency.

**STATE LAW AND JURISDICTION.** To the extent not pre-empted by federal law, this Agreement shall be construed in all respects under the laws of the State of Iowa. The parties agree that any litigation arising between them related to this Agreement shall be initiated and maintained in Johnson County, Iowa.

**ASSIGNABILITY.** The Partner Agency's obligations under this Agreement may not be assigned or delegated or transferred in any manner, without the express written consent of ICCSD.

**MISCELLANEOUS.** The parties hereto have executed this Agreement as of the dates shown next to their signatures below. The Partner Agency and ICCSD acknowledge that each of them has carefully read this Agreement, that each of them has had the opportunity to consult an attorney and/or certified public accountant to have any questions concerning this Agreement explained to them, and that each of them understands its final and binding effect, that the only promises made to the Partner Agency and ICCSD to sign this Agreement are those stated in this Agreement and that the Partner Agency and ICCSD are each signing this Agreement voluntarily.

**TERM.** The term of this Agreement shall be for the period **July 1, 2015-June 30, 2017.** Notwithstanding the foregoing provision, either party may terminate this Agreement at any time in advance of the stated term expiration date by providing the other party with at least sixty (60) days’ prior written notification of termination. It is the express intent of the parties that the BASP shall be continued for subsequent school years spanning July 1 to June 30, and the District agrees to notify the Partner Agency no later than May 30 of each year of its intent to renew the Agreement for the subsequent year. If the District does not notify Partner Agency of its intent to renew the Agreement, the Agreement (and the BASP provided hereunder) shall expire at the end of the specified term. Any new Agreement for subsequent terms must be negotiated, agreed upon, and executed by the parties.

**COUNTERPARTS: BINDING.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same instrument. This Agreement is binding upon and shall inure to the benefit of the parties and their respective successors and permitted assigns.
Approved and Agreed:

**ICCSD**

By: **[Signature]**

(Signature)

(Date)

**Director of Health Services**

(Date: 1-6-2016)

By: **[Signature]**

(Chris Lynch)

(Date: ____________)

**Board President**

(Date: 1-6-2016)

**PARTNER AGENCY**

By: **[Signature]**

(Signature)

(Date: 12/10/15)

**BASP Director**

(Date: ____________)

By: **[Signature]**

(Maria Martin)

(Date: 12-10-15)

**BASP Board President**

(Date: ____________)


**Purpose:** The scholarship fund was created to provide opportunities for students to attend the before and after school programs in partnership with the Iowa City Community School District. The tuition scholarships are provided by the Community Education Fund.

**Eligibility and Scholarship Options:** There is a limited number of scholarships available for each academic year, therefore meeting eligibility guidelines may not mean a scholarship will be provided for a qualified family.

Available funding options are:

- **Short Term Scholarships** are available for families waiting for Child Care Assistance approval from the State of Iowa. Short term scholarships are good for 60 days.

- **Long Term Scholarships** are available for families who fall below the monthly income guidelines and are not eligible for Child Care Assistance. The scholarships are available for families who meet income guidelines and/or are experiencing a family emergency, such as homelessness, incarceration, serious illness, etc. Long term scholarships are available for up to one school year.

---

**Tuition Assistance Stipulations:**

- Funding is available for partnership programs of the Iowa City Community School District only.

- Families may apply only once in any 12 month period.

- Gross monthly income limits are based on total household income and number of family members residing in the household.

- Parents must provide an explanation of why the funding is necessary to support the child attending a before and after school program.

---

**How to apply:** Applications are available at the following:

**Short Term**
- Iowa City Community School District partnership Before and After School Programs.

**Long Term**
- Iowa City Community School District Student and Family Advocate Program.

[www.iowacityschools.org](http://www.iowacityschools.org)
For additional information or to fill out an application, contact:

Joan Vanden Berg, Youth and Family Development Coordinator
Iowa City Community School District
VandenBerg.Joan@iowacityschools.org

Amy Minteer, Director of Extended Day Learning
Iowa City Community School District
Minteer.Amy@iowacityschools.org

“Iparticipating in an after school program growing up made a priceless impact on me and my brother. The unforgettable experiences that we shared helped me become the person I am today.”

Chris Paul, NBA All Star Point Guard, Los Angeles Clippers

www.iowacityschools.org
319-688-1000
Iowa City Community School District  
**INTERAGENCY AGREEMENT**

This Agreement is made by and between the Iowa City Community School District (hereafter “ICCSD” or “District”), 1725 N. Dodge Street, Iowa City, Iowa, 52245, and …………. (hereafter “Partner Organization”), further identified below.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Your organization’s name</th>
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<tbody>
<tr>
<td>Address:</td>
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<tr>
<td>City, State, Zip:</td>
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<td>Phone:</td>
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</table>

Pursuant to this Agreement, Partner Organization shall provide a Before/After School Program (“BASP”) for ICCSD. The parties agree that this Agreement will be performed in accordance with the following conditions:

**GENERAL CONDITIONS**

**EXPECTED OUTCOME:**

All students will have access to a safe and enriching out-of-school program which will contribute to their school-day instruction and will address one or more of the District’s Goals:

1) Annually increase the percentage of students who are proficient in Reading, as measured by the Iowa Assessments, with a focus on closing the achievement gap for each sub-group measured under the Elementary and Secondary Education Act.

2) Annually increase the percentage of students who are proficient in Math, as measured by the Iowa Assessments, with a focus on closing the achievement gap for each sub-group measured under the Elementary and Secondary Education Act.

3) Annually improve the educational experiences for all children through culturally inclusive and responsive school environments and classroom instruction, as measured by various student assessments including the Biennial Youth Survey, with a focus on equitable outcomes for students in protected classes.

**SCOPE OF WORK AND SCHEDULE:**

Partner Organization shall provide before and after school and summer programming at the following ICCSD school building(s):

- xxx
Partner Organization Program Schedule:

The Partner Organization will provide programming as listed below or as otherwise mutually agreed upon by the parties.

List of Holidays / No-school days that the program will be open:

Days of Operation for Summer:

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Year AM</td>
<td>(Sample) 7:00</td>
<td>7:50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Year PM</td>
<td>2:55-5:45</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer / No-school Schedule</td>
<td>7:30-5:30</td>
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</tbody>
</table>

The ICCSD Building Administrator or his/her designee will carry-out the following activities to support the partnership:

a. Communication:
   - Meet every other month with the BASP Director or serve as a member of the BASP’s board of directors.
   - Publish in student handbooks, parent newsletters, staff communications and other publications a notice that the ICCSD has an agreement with (partner organization) to provide before and after school and summer programming on-site.
   - Communicate changes in district policies and practices which will have an impact on the operation of the program (i.e. changes in attendance areas, bell schedule, etc…)

b. Provision of Space:
• Provide and maintain dedicated space within the school, **Specific description of designated space** which meets DHS licensing requirements. DHS citations regarding space issues are to be addressed by the building administrator or his/her designee.
• Up to a 2 week notice shall be given to the Director if dedicated space is not available during program hours. The Director needs adequate time to make adjustments so that the program can continue to legally operate.

c. **Collaboration:**

• Include BASP Directors in building professional development opportunities as appropriate. (i.e. PBIS, behavior de-escalation, ALICE training)
• Refer students and families to the program who are in need of after school programming.

**ESC Administration will carry-out the following activities to support the partnership:**

• Provide cultural competency training annually to the BASP Director.
• Provide Adult and Pediatric CPR and First Aid Training annually to BASP staff.
• Provide training on relevant district policies, including confidentiality to ensure compliance with FERPA, annually to BASP Director.
• Process background checks for volunteers.
• Facilitate two meetings a year with Directors to support best practice and exchange information.
• Include BASP staff in communication to families regarding late start, early release and school cancelations.
• Manage the ICCSD Scholarship Fund for BASPs.
• Work to develop additional resources for families to access after school programming.
• Maintain and update program information and links on the District web-site.
• Manage Interagency Agreements.

**Partner Organization will carry out the following:**

**Management**

• Employ a Director, who is to be assigned to the program to handle all operational matters.
• Secure and maintain a license from the Iowa Department of Human Services to provide after school and summer care and comply with all Department of Human Services licensing regulations.
• Coordinate all staffing, supplies, student enrollments, and other aspects of the BASP operations. Operational expenses are the sole responsibility of the Partner Organization.
• Conduct a self-assessment of the standards of care as are adopted by the ICCSD Community Education Advisory Council (See attachment A) and discuss findings with board members, the building administrator and other BASP Directors.
• Document CACFP enrollment or follow Smart Snacks Guidelines as required by the Healthy, Hunger-Free Kids Act of 2010.
• Follow District waitlist guidelines
• By June 15th of each year, provide to the ICCSD Youth and Family Development Coordinator, the goals of the program and a description of how program goals align with District goals and how progress towards the program goals will be monitored. (See attachment B.)
• By September 1st of each year, provide a projected budget to the ICCSD business office. (See attachment C.)
• By August 1st of each year, provide a copy of the organization’s year-end financial statement to the ICCSD business office that includes, at a minimum, income received and detailed expenditures. (See attachment D.)
• By December 1st of each year, provide a copy of the organization’s IRS 990 to the business office.

Communication and Collaboration
• The Director will meet every other month with the building administrator or his /her designee.
• The Director will participate in cultural competency training annually.
• The Director will participate in training annually on relevant district policies, including confidentiality to ensure compliance with FERPA.
• Partner Organization will secure from all parents a signed release of information to exchange information with the ICCSD regarding the students in the program.
• By October 1st of each year, provide a list of staff to the Youth and Family Development Coordinator for all Partner Organization staff, including gender, and racial/ethnic demographics.
• Maintain a program web-site which includes the Partner Agency’s parent handbook, non-discrimination policies, grievance procedures and contact information for the Partner Agency’s Board President.
• By October 1st of each year, provide to building administrator and the Youth and Family Development Coordinator a list of the partner agency’s board members, contact information and their demographic information.

Accessibility
• Set aside slots in the program to serve students experiencing homelessness or other emergency situations. (See attachment E.)
- Refer families to potential sources of funding for the program, either through Child Care Assistance or scholarship funds.
- Assist parents in the application process for State Child Care Assistance.
- Waive registration fees for families on free and reduced lunch.
- By October 1st and May 31st of each year, provide to the Youth and Family Development Coordinator a report of students served in the program, including student demographic information and the number of students receiving scholarships and State Child Care Assistance.
- Include fees for field trips and/or other special events in the tuition of the program.
- Collaborate with the District on grant applications and/or other resource development activities to increase accessibility of the program.

**Compliance with District Policies, federal, state and local laws**

- The Partner Organization agrees to follow all applicable ICCSD policies, including administrative regulation 104 and 908. (See attachments F and G.)
- The Partner Organization shall comply with applicable federal, state, and local laws and regulations. The Partner Organization warrants that in the performance of this Agreement, it will comply with all applicable Federal, State and Local laws, regulations, ordinances.

**ALLOWABLE COST AND PAYMENT**

Partner Organization shall be responsible for providing the services described in this Agreement to students of the District whose families desire such services from Partner Organization. The Partner Organization may establish a fee for the cost of participation. The fee will be established based on staffing costs and other expenses.

Payment of fees established for participation in the BASP shall be the responsibility of the families. The District shall make no financial payments to Partner Organization in connection with the services provided under this Agreement and Partner Organization shall make no claim against the District for any such payments, unless the District and Partner Organization have agreed to blend a district-sponsored program with the Partner Organization that requires compensation for services.

The Partner Organization will make every effort to make the BASP accessible for all families. The Partner Organization will access Child Care Assistance and will offer scholarships and/or a sliding fee scale to support families who have limited ability to pay.

As per administrative policy 908, Community Use of School District Buildings and Grounds, no charge will be assessed to the Partner Organization if programming is of benefit to the school district either through instruction and/or financial contributions and the goals and objectives of the partner organization align with the goals and objectives of the District.
BACKGROUND CHECKS: The Partner Organization shall be responsible for conducting background checks on all employees, contractors, and other paid personnel provided by Partner Organization under this Agreement. The background checks will be conducted in accordance with Department of Human Services licensing regulations, and will include criminal records screening through the Iowa Department of Criminal Investigation and the Iowa Department of Human Services' child abuse registry as well as the Iowa Sex Offender Registry.

All unpaid volunteers providing ongoing services under this Agreement shall be required by Partner Organization to participate in ICCSD’s background check process. Partner Organization shall complete and submit the ICCSD background check form for each volunteer to ICCSD in accordance with the timelines set by ICCSD. The background checks will be conducted by ICCSD in accordance with its usual procedures and standards for volunteers.

Partner Organization agrees that violation of the requirements regarding background checks can result in immediate termination of this Agreement by the District following review of the violation by the District with Partner Organization.

INSURANCE. The Partner Organization shall carry, at all times, and maintain in full force and effect, at its sole expense, General Liability, Professional Liability and Sexual & Physical Abuse Liability insurance in the minimum amount of one million dollars ($1,000,000) per occurrence, and the aggregate of two million dollars ($2,000,000). Furthermore, the Partner Organization shall carry Workers Compensation insurance on its employees in amounts required by law. All such insurance shall be carried with an insurance company with an A.M. Best rating or A- or higher. ICCSD shall be named as an additional insured on the General Liability policy. The Partner Organization shall provide proof of such insurance annually to ICCSD by October 1st of each year.

CONFIDENTIALITY. ICCSD will supply the Partner Organization with confidential information concerning the District and its students only as needed for the reasonable operation of the program and only to the extent permitted by applicable law. The Partner Organization agrees to treat with confidentiality all information provided by and relating to ICCSD and any of its students. The Partner Organization shall use the confidential information solely for the purposes called for under this Agreement and shall ensure that no individual, other than those who have the need for said information in the performance of job duties called for under this Agreement, shall have access to said information. The Partner Organization agrees not to disclose or share said information with any other individual or organization, including, but not limited to, other staff or board members at Partner Organization not associated with the specific BASP, unless an appropriate release of information has been signed by student’s parent, legal guardian, or by an eligible student. The Partner Organization agrees to comply with all applicable confidentiality laws relating to this Agreement, including, but not limited to, the Family Educational Rights and Privacy Act, 20 USC 1232g and corresponding regulations at 34 CFR Part 99. Partner Organization agrees that violation of this provision can result in immediate termination of this Agreement by the District following review of the violation by the District with Partner Organization, and/or that the District, at its sole discretion, may require the Partner Organization immediately reassign any Partner Organization employee that violates this section to an assignment/position that is not associated with the District.
INDEMNIFICATION. The Partner Organization shall defend, indemnify, save, and hold harmless ICCSD, and its directors, officers, employees and agents, from and against any and all claims, liabilities, court awards, judgments, damages, losses, costs, expenses, and attorney's fees incurred as a result of any acts or omissions of the Partner Organization in the performance of this Agreement, except to the extent resulting from negligent acts or omissions on the part of ICCSD.

STATUS OF PARTIES: Nothing in this Agreement is intended to create, or will be deemed or construed to create, any relationship between the parties other than that of independent entities contracting with each other solely for the purpose of effecting the provisions of this Agreement. No joint venture, partnership, employment, or Organization relationship exists between ICCSD and Partner Organization as a result of this Agreement, and neither party, nor any of their respective agents, employees, subcontractors, or representatives, will be construed to be the agent, employee, subcontractor, or representative of the other. Neither party has the authority to create any obligations for the other, or to bind the other to any representation, statement, or document.

The Partner Organization shall in all instances be considered the employer of the personnel providing the services under this Agreement and shall be responsible for all obligations in connection with this employer-employee relationship, including but not limited to payment of wages and benefits, and the provision of requisite insurance, including, but not limited to, workers’ compensation insurance.

ENTIRE AGREEMENT; SEVERABILITY. This Agreement constitutes a complete understanding of the parties with respect to the subject matter herein and supersedes, replaces and merges all prior understandings, promises, representations, and agreements, written or oral, relating thereto. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then such provision shall be modified to the extent necessary to be valid and enforceable, and all other provisions of this Agreement shall remain in full force and effect.

NOTICE. Any notice required or permitted by this Agreement will be deemed to be delivered, and thus effective, when personally received, or received by United States Mail, postage prepaid, certified mail return receipt requested, addressed to the party at the addresses set forth on the first page of this Agreement, with attention to the Youth and Family Development Coordinator at ICCSD and _________________________________ at Partner Organization.

STATE LAW AND JURISDICTION. To the extent not pre-empted by federal law, this Agreement shall be construed in all respects under the laws of the State of Iowa. The parties agree that any litigation arising between them related to this Agreement shall be initiated and maintained in Johnson County, Iowa.

ASSIGNABILITY. The Partner Organization’s obligations under this Agreement may not be assigned or delegated or transferred in any manner, without the express written consent of ICCSD.
MISCELLANEOUS. The parties hereto have executed this Agreement as of the dates shown next to their signatures below. The Partner Organization and ICCSD acknowledge that each of them has carefully read this Agreement, that each of them has had the opportunity to consult an attorney and/or certified public accountant to have any questions concerning this Agreement explained to them, and that each of them understands its final and binding effect, that the only promises made to the Partner Organization and ICCSD to sign this Agreement are those stated in this Agreement and that the Partner Organization and ICCSD are each signing this Agreement voluntarily.

TERM

The term of this Agreement shall be for the period commencing July 1, 2017 and continuing until terminated as follows. Either party may terminate this Agreement at any time by providing the other party with at least ninety (90) days’ prior written notification of termination. It is the intent of the parties that the BASP shall be continued for subsequent school years unless and until terminated by either party.

COUNTERPARTS: BINDING. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same instrument. This Agreement is binding upon and shall inure to the benefit of the parties and their respective successors and permitted assigns.

Approved and Agreed:

Board President

BASP Director

Board President

Director of Learning Supports

Building Administrator(s)
COMMUNITY EDUCATION ADVISORY COUNCIL
FY16 AND FY17 GOALS

1. Support our new immigrant populations by partnering with the community to offer increased opportunities for both students and parents.

Action Steps:
• Collaborate with the Equity Committee and community organizations (i.e. Center for Worker Justice)
• Meet with immigrant groups in the community to gather more information about what currently exists that is helpful and what additional supports are needed
• Meet with community partners (i.e. Department of Human Services, University of Iowa Hospitals and Clinics, Work force Development, local municipalities) about how they are currently serving immigrant families – what are the needs and resources?
• Explore supporting bi-lingual liaisons

2. Maintain and Support the Student and Family Advocate Program in every building. No Student and Family Advocate is to serve more than two buildings.

Action Steps:
1) Have Student and Family Advocates present in May about what has changed in the past year to inform planning for 2016-2017.
2) Student and Family Advocates provide a fall update to share issues / concerns that have emerged.

3. Increase accessibility to Before and After School Programs by reducing barriers to participation, as measured by an increase in participation of students with Drop Out Indicators, on Free / Reduced lunch, and/or receiving Title XIX / Hawk-I.

Action Steps:
1) BASP Directors share program rosters with ICCSD Administration in May.
2) Explore multiple modes of communication to reach all families, including those with language barriers
3) Partner with the district and the community to provide transportation
4) Partner with the district and the community to provide scholarships
5) Continue to pursue grant funds to support after school and summer programming

4. Encourage consistency among the BASP programs by ensuring the commitments made by both the ICCSD and the partner agencies in the Interagency Agreements are being implemented.

Action Steps:
1) Interagency agreement reviewed at monthly BASP Directors’ meetings.