



Iowa City Community School District

Educational Services Center

1725 North Dodge Street • Iowa City, IA 52245 • (319) 688-1000 • Fax (319) 688-1009 • www.iowacityschools.org

Stephen F. Murley
Superintendent of Schools

Ann Feldmann
Assistant Superintendent

Rebecca Furlong
Assistant Superintendent

David Dude, Ph.D.
Chief Operating Officer/
Chief Technology Officer

Craig Hansel, Ph.D.
Chief Financial Officer

R. Chace Ramey, Ph.D., J.D.
Chief Human Resource
Officer

ICCSA Community Education District-Wide Advisory Council
Meeting Wednesday, April 2, 2014
8:30 a.m. – 10:30 a.m.
ESC Meeting Room 113

AGENDA

Approve Minutes from last CEDAC meeting, January 8, 2014 (**Enclosure 1**)

Discussion about board-approved revisions to Council Membership (**Enclosure 2**)
(See attached.)

1. Recruiting new members
2. Time frame
3. New member orientation

Update on 21st CCLC programs and summer

Update on BASP Sub-committee Work
Scholarships / Child Care Assistance

- a. Expectations of parent-board BASPs, community agencies, and
Community Rec departments
- b. Early release for heat

Next meeting, July 2, 2014 (?)



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ICCSA Community Education District-Wide Advisory Council
Meeting January 8, 2014
8:30 a.m. – 10:30 a.m.
Coralville Public Library

MINUTES

CEDAC Members Present: Marcia Bollinger, Pete Wallace, Lynette Jacoby, Sheri Proud, Tracy Mulcahey

Staff Present: Joan Vanden Berg

Joan Vanden Berg convened the meeting at 8:30.

1. Business Meeting

Pete Wallace moved that we approved that the minutes from the October 2nd meeting be approved. Marcia seconded the motion. All members voted in favor of approving the meeting.

Update on BASP Interagency Agreements. Susie shared information with Joan regarding the BASP Interagency Agreements. The following schools returned the Interagency Agreements: Hills, Horn, Longfellow, Penn, Kirkwood, Lucas Coralville Central, Twain and Wood.

Shimek, Lemme, Mann, Weber and Hoover have not yet returned the Interagency Agreements. Sheri asked if there was resistance to signing the agreement. Joan responded that she couldn't answer the question of whether it was resistance or just not getting to it. Sherri observed that they'll be signing the agreement and then be signing another agreement for 2014-2015 in the next few months.

Sheri and Tracy asked about what next steps should be taken for their agreements. Tracy noted that the City of North Liberty has been meeting regularly with the ICCSD regarding the 28E agreements for Garner and the new high school. It was suggested that perhaps our agreement for after school programming could be rolled into those meetings, and we could meet with Coralville separately. Tracy indicated that they were flexible and could certainly meet together with Coralville

if that worked better. Joan will get input from ICCSD administration on which way to proceed.

Joan handed out a budget update for FY14. The document included the approved budget and year-to-date expenditures through December 31, 2013. Joan noted that we appear underspent, but that some expenses have not yet processed, for example we have still not been billed for summer transportation. Additionally, staff costs for the second half of the year will be higher than the first half of the year as some new staff were hired and not paid until September.

Joan stated that she is concerned about summer funding. She received a directive from a consultant at the Iowa Department of Education that dropout prevention funds can no longer be used for summer reading and math for students in first through fourth grades. New Early Literacy funding is available; however, these new funds are to be used to prevent the retention of third grade students and only \$118,000 will be allocated for the entire district. Currently about \$100,000 is going to our summer program. Joan learned of this shortly before break and will advocate with the Department of Education.

Joan also mentioned that having a line item for district-wide administrative costs and professional development for BASPs would be helpful. Marcia indicated that as we look at the new standards we are expecting a lot from our BASP partners and having a resource to offer to would be an appropriate gesture.

Lynette reminded the group that Kate Moreland was going to explore what other districts were doing with their Community Education programming and perhaps a representative from another district present to us. She acknowledged that Kate is no longer with the district. Joan volunteered to contact Kate to see if she made progress on this and follow-up. Our Community Education Committee has had a significant focus on after school and the committee needs to consider if it wants to have a broader focus.

Sheri made a motion to allocate \$5,000 for professional development for the BASPs, Pete seconded the motion. All committee members voted in favor of adding this line item.

Joan shared an update from Susie regarding Steve Murley regarding the terms for CEDAC committee members. Steve suggested that we put together a proposal for membership, terms and structure and take the proposal to the Board's Policy and Engagement Committee, which is chaired by Brian Kirschling. The next meeting is February 4th at 6:30. Joan suggested that she and Susie draft a proposal and share it with CEDAC members via e-mail prior to the February 4th meeting. Committee members agreed to this idea and briefly discussed having staggered terms so that the committee doesn't completely turn-over, with three year terms being optimal.

Joan, Sheri and Tracy provided an update on Out-of-School Initiative. Included in the packet were results from the parent survey. The comments from parents were particularly compelling. Parents' were clearly frustrated with the lack of options for summer and breaks. Focus groups were held in December. The next Out-of-School Initiative will be Monday, January 13th. Focus groups were held with both parents and students. In North Liberty and in Iowa City parent focus

groups were held. Sheri organized groups with youth 5th-6th and 7th-8th at the Coralville Rec Center.

Sheri indicated that they have already taken action as a result of the data collected. As they are planning for summer, they are considering what can be offered the two weeks before school starts when they traditionally have taken a break. The parent survey certainly indicated that this was a difficult time for parents. Rec Center staff are looking at this past practice and are considering the possibility of at least offering programming at one of their three sites.

2. Discussion with BASP Directors about Standards for Quality

At 9:00 the committee was joined by the following BASP program staff:

Matt Fielder, City of North Liberty
Diane Dingbaum, Neighborhood Centers of Johnson County
Krystal Jossell, Hoover
Deb Pierson, Penn
Pat Valgamott, Penn
Erica Eichhorm, Van Allen
Amy Faulkner, Borlaug,
Abbey Sturgell, Horn
Tosha Troutman, Weber
Amy Minter, ESC
Jarrod De Rooi, Wood
Cassandra Elton, Twain
Emily Lennon, Longfellow
Josh Duschner, Hills

Joan thanked the committee of BASP Directors for their hard work on the standards. The committee met five times, analyzing the standards developed by the Iowa Alliance for After school Care and revised them for the Iowa City Community School District.

The committee proposed that the standards could be used as an educational tool for staff and board members to define and understand what best practice is for after school programming. It is our suggestion that the standards would be used primarily as a self-assessment tool. We're not recommending that programs get credentialed from an outside group, but rather that we draw from the expertise that we have in our community. Joan shared that she was pleased to see the exchange of ideas that happened when the BASPs met to work on the standards and is excited to see more support in the future for BASP staff to learn from each other.

CEDAC members and BASP staff members went through all ten standards and made the following comments.

1. Positive Human Relationships

Comments:

- It is important that ALL kids are engaged and have a positive relationship with at least one staff. Measurable outcomes could be established for this.
- Having staff be sensitive to culture and language is important. Programs could use district help with both translation and professional development to create a greater understanding of different cultures.
- Could school day staff be utilized?

2. Appropriate Indoor and Outdoor Environment

- Quiet space for homework help is a huge issue for most programs
- Will these standards be shared with administrators? Will this help protect programs so that they aren't bumped for other activities (i.e. fundraising activities, staff meetings, etc..) which is an issue for most programs. If it is unavoidable to be bumped -- can it be as little as possible and with plenty of notice?

3. Effective Programming

- BASP staff shared examples of how they encourage leadership skills among their youth
- Space dedicated to the program was available in most programs to showcase the students' work
- Has it been determined if there will be ALICE training with the youth?
- Clarified that academic options isn't narrowly defined as tutoring or "skill and drill" -- but a menu of opportunities for students -- maybe science experiments, field trips, book clubs, etc.

4. Strong Partnerships

- Important to have strong relationships with the building principal and the school-day team
- Most programs had a newsletter or some kind of regular communication home to parents

5. Effective Administration

- The group had a lengthy discussion about issues with the fee structure. Frustrations with families not showing up who are on Child Care Assistance and the program taking a financial loss. Do some buildings put a limit on the number of CCA slots? Ideally the demographics of the program mirror that of the school. This is a very big issue, a sub-committee will be formed to work on our policies for making programs accessible, recognizing that programs can't operate at a loss.
- Another lengthy discussion about early release days due to heat. Most programs agreed that they would like to open earlier to accommodate family needs, but staffing is an issue. Another work group needs to meet soon to explore if the district can assist with the staffing issues. Can we use our paras and get them pre-approved from DHS. The

meeting needs to include the district's Human Resources Director. Has the calendar been released yet? Starting school later might be at least a partial solution to the problem.

- It was agreed that quarterly meetings with BASP Directors would be helpful.

6. Effective Staffing and Professional Development

- Clarification that there would be opportunities for professional development for the board of directors.
- Clarification that having a degree is not an issue as it is necessary to get the required points from DHS

7. Youth Development Principles and Practices

- Important to take personal responsibility and educate ourselves on the diverse cultures of our youth

8. Outcome Measurement

- Clarification that this is about the program setting goals and then assessing whether progress has been made towards meeting those goals. Using survey data from parents and youth and other data to objectively measure.

9. Fiscal Management

- Funding may need to be diversified to assist with making the program more accessible to families.

10. Advocacy

- Coordination with the Johnson County Out-of-School Initiative

3. Committee Approval of Standards

Sheri moved that CEDAC adopt the IAA standards of care, as revised by the committee. Lynette seconded the motion.

Discussion

Where do we go from here? We want to make sure that these standards don't just get put on a shelf. The committee is proposing that we have quarterly meetings with BASP Directors, which will be required. Meetings will be used to share ideas and resources and help structure the self-assessment process.

All committee members approved the adoption of the standards. No committee members opposed the motion.

Meeting adjourned at 10:25.

Next meeting, April 2, 2014

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To: ICCSD School Board Policy and Engagement Committee

Date: February 4, 2014

From: The Community Education District-wide Advisory Council (CEDAC)

Regarding: The membership structure of CEDAC

Background information: In June, 2010, the ICCSD Board of Education adopted a resolution to develop a Community Education program pursuant to Iowa Code Chapter 276, the "Iowa Community Education Act." The purpose of this chapter is 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." Such programs can be learning support services, or programs and services that help to decrease barriers to learning. The Iowa City Community School district has a long history of providing such programs and services, typically in collaboration with the community. The Family Resource Centers are one example of a long-standing learning support service that has been developed by the school district and the community. Healthy Kids Community Care school based health clinic, school-based mental health services, Academic Mentoring, 21st Century After School Programs, and use of district facilities by the community are examples of other current initiatives and services that would be included under the Community Education program.

Co-Directors: The ICCSD Board of Education appointed Susie Poulton, Director of Health and Student Services, and Joan Vandenberg, Coordinator of Youth and Family Development, as Co-Directors of the Community Education program.

Advisory Council: Per Iowa Code and the resolution adopted by the Board, the Board appointed a Community Education District-wide Advisory Council (CEDAC), made up of five members, as described below.

The Community Education District-Wide Advisory Council is as follows:

- 1. Resident of Iowa City** – Marcia Bollinger (Neighborhood Services Coordinator, Iowa City) 2-year term
- 2. Resident of Coralville** - Lynette Jacoby (Johnson County Social Services Director) 2-year term
- 3. Resident of North Liberty** – Tracey Mulcahey (Assistant City Administrator, North Liberty) 2-year term
- 4. Resident of Hills/ University Heights/ unincorporated Johnson County** – Pete Wallace (retired Pediatrician, VP of Medical Affairs Mercy Iowa City) 2-year term
- 5. Representative from Iowa City/ North Liberty/ Coralville Recreation Departments** (rotate annually) – Sherri Proud – Coralville

The ICCSD School Board approved these five candidates in January, 2012. Each of these people agreed to serve on the Advisory Council, with two year terms for each except the representative from the city recreation departments was to rotate annually. However, this rotation did not occur. The CEDAC has met at least quarterly or more often as directed by the Council. The first meeting was held in February, 2012.

The terms of the current members of this Council will expire this month. This Council proposes a new membership structure, to allow for overlapping terms, with the start of a term at the beginning of the school year. With members stepping down at the same time, the work of the Council is disrupted as new Council members learn their role and the history of the group. This Council also proposes adding FOUR additional members to provide better representation of the communities.

To minimize this disruption, continue continuity, and add more members, CEDAC proposes a membership structure described below.

Revised Community Education District-Wide Advisory Council:

1. Resident of Iowa City - 2-year term, ending June 30, 2014. New member assigned 2014-2016. (Current - Marcia Bollinger)
2. Resident of Coralville - extend to a 3-year term, ending June 30, 2015. New member assigned 2015-2018. (Current-Lynette Jacoby)
3. Resident of North Liberty - extend to a 3-year term, ending June 30, 2015. New member assigned 2015-2017. (Current - Tracey Mulcahey)
4. Resident of Hills/University Heights/ unincorporated Johnson County - extend to a 3-year term, ending June 30, 2015. (Current- Pete Wallace)
5. Representative from Iowa City/North Liberty/Coralville Recreation Departments - change to a 2-year term, ending June 30, 2014. (Current - Sheri Proud). New member assigned 2014-2016, from North Liberty Recreation Department. New member assigned in 2016, from Iowa City Recreation Department.
6. ADD 4 additional members:
 - a. Resident of Iowa City - 2-year term, July 1, 2014-June 30, 2016
 - b. Resident of Iowa City - 3-year term, July 1, 2014- June 30, 2017
 - c. Resident of Coralville - 2-year term, July 1, 2014 - June 30, 2016
 - d. Resident of North Liberty - 2-year term, July 1, 2014 - June 30, 2016

Stipulations of Terms:

1. Those members with a 2-year term may renew their term one time, with the exception of the Recreation Department representative.
2. Those members with a 3-year term may NOT renew their term.
3. All terms will begin at the beginning of a school year, and end at the end of a school year.