

DISTRICTWIDE PARENT' ORGANIZATION
IOWA CITY COMMUNITY SCHOOL DISTRICT

http://www.edline.net/pages/ICCSD/parents/District_Parents_Organization

Meeting Minutes

February 14, 2018

Attendees Included:

Jamie Walpole, Cynthia Crossett-Powell, Tea Ho, Shawn Eyestone, Brianna Wills, Marisa Keeney, Liz Firmstone, Paul Roseler, Eric Johnson, Amy Kortemeyer, Ruthina Malone, Tara Sterba, Marla Swesey, Ben Brozene, Brad Kelly, Jen Kruse, MK Hayek, Kerri Goers, Mary Murphy, Laura Broffitt, Jackie Marquardt, Desiree Espinoza, Susan Brennan, Sarah Hachtman, Jane Fry, Lisa Glenn, Jenni Mettemeyer, Michael Tilley

Representing:

ICCSD Elementaries: Coralville Central, Lincoln, Hoover, Lemme, Twain, Hills, Shimek, Longfellow, Horn, Weber, Garner, Alexander

ICCSD Junior Highs: North Central (NCJH), Northwest (NWJH), and Southeast Junior (SEJH)

ICCSD High Schools: Liberty, West, and Tate

Other Groups: ESC (Executive Services Center), ICCSD Board of Directors, ICCSD Foundation Transitions/CAPSTO, ICHSAP

I. Gathering time (an opportunity to socialize) (11:30)

- A. Attendees started gathering and socializing at 11:30 at Lucas Elementary in Iowa City.

II. Call to Order (11:45)

- A. **Introductions** - Co-President Tara Sterba welcomed everyone
- B. **Principal Welcome** - Lucas Elementary Principal Ken Turnis welcomed DPO attendees to Lucas Elementary. He talked about the school's initiative called Reading Without Walls. This is an attempt to break down barriers by having students read a book about someone different from oneself, or an unfamiliar topic or in a format not usually chosen. He showed slides of renovations to Lucas and offered to answer questions about Lucas' renovation. It's a geothermal building, it received windows, flooring, LED lighting, new furniture, a secured entrance

(Lucas used to have to buzz people in). He worked with Tricon, a contractor and subcontractors and the communication was “phenomenal.” The staff preplanned extensively for how to deal with the students. Lucas staff and students stayed on site during the renovation and utilized a 10-plex and a 6-plex modular buildings. The 10-plex has been moved but the 6-plex remains. Academically, Lucas had the largest percentage of growth in proficiency--75% of students are proficient in reading, goal is to reach 80% by the end of the year. Lucas did not lose any certified staff members last year. There was some change in the traveling instructors. They have spent time as a school reflecting to see what is thriving. The school quote this year is “learning together.” Last year it was “building together.” The students received shirts. Lucas is 44% Caucasian, 22% African American, 22% Hispanic and has a free and reduced lunch ratio population of 62%.

- C. Tara Sterba thanks the Lucas PTO for coordinating the meeting and the wonderful empanadas.

III. Announcements (11:55)

- A. Tea Ho announced that registration for Iowa City Girls Softball is now available. She also said that the district informed Iowa City Girls Softball that the charge for it to use PeachJar (online service ICCSD uses to share information with ICCSD families & replaces paper that used to be sent home in students’ backpacks) would be \$25 per elementary school. Tea asked what others experiences with PeachJar have been?
- B. Mary Murphy mentioned that registration for Iowa City Boys Baseball is open, and asked those attending to sign a thank you note to be sent to Dr. Art Tate, the Superintendent of the Davenport Community School District and last month’s speaker.
- C. Jamie Walpole stated that the Homeschool Group meeting shared a report on the district website.
- D. Jenni Mettemeyer mentioned that some TREC students may have food insecurity issues and is hoping to start a food bank. She was referred to Ann Browning at Tate and Amanda Cary at Horace Mann, which has a food bank. Representative from the ICHSAP said they share a building and would like to help.

IV. DPO Officer Reports (12:05)

- A. **President** - DPO Co-President Tara Sterba, announced that the March DPO meeting is an evening meeting and will be held on **MARCH 21ST (NOTE, THE**

THIRD WEDNESDAY, NOT SECOND DUE TO SPRING BREAK) at Van Allen. The topic is “Building Community and Restorative Justice.” Jackie Marquart of Van Allen’s PTO offered child care for the March 21st evening meeting. Those interested can email here at jkpto@gmail.com.

- B. DPO Co-President Brad Kelly reminded the attendees that the DPO Board is still looking for two DPO Co-President Elects for next year--it is a three year process moving to DPO Co-Presidents and then Past Presidents. Joining the DPO is fun and being a DPO co-president is a great way to learn about the community. Brad Kelly said to ask questions if interested and that “If we can do it, anyone can do it!”
- C. Eric Johnson explained the DPO would like to continue to scheduling evening meetings twice a year, with a goal to rotate between schools in all three cities.
- D. Mary Kate Pilcher Hayek would like to hear more about Dr. Tate.
- E. **Secretary & approve minutes.** The co-secretaries asked for a show of hands to approve the January 2018 DPO meeting minutes, the minutes were approved, and reminded attendees that index cards are available to use to ask questions. They will be collected after the meeting, and optional as to whether to put names on them.
- F. **Treasurer** - Shared list of schools who still need to pay annual dues: Borlaug, City High, Mann, Grant, Shimek, Tate, Wood.
- G. **President Elect** - President-Elect Miriam Timmer-Hackert shared that being on the board has been a great experience and encourages members to consider joining. Co-President Elect Eric Johnson shared he has enjoyed going to all the schools and working with people from different schools. It has been very rewarding and very valuable.
- H. **Past President. Co-Past President, Tea Ho, reminded those attending that the DPO will once again offer scholarships to seniors who are primarily interested in pursuing careers in K-12 education. Please share this opportunity.** Usually there are two to three students who are awarded scholarships of at least \$1,200. She thanked in advance PTAs/PSTOs for contributing. Every school usually nominates one to four people [submit bio with \$50]. Groups or individuals can also nominate a person to be honored and donate money--this raises the money for the scholarships. Deadline for the scholarship

and to submit honorees is March 9th. All checks should be made out and sent to the ICCSD Foundation.

V. **Iowa City Community School District Reports (12:20)**

- A. **Foundation representative** - Susan Brennan reported that
1. Dine Out for Education on April 5th added The Vue, who asked to be a part of helping the district.
 2. The Crandic Run (new this year) will take place on April 29. [See <http://runcrandic.com/beneficiaries>] This run is a marathon, half marathon, and 5K, which starts at New Bo in Cedar Rapids and ends at Kinnick Stadium. Proceeds are split between ICCSD and the Cedar Rapids Schools for health and wellness. Run will start with a kick-off party at the New Bo Market in Cedar Rapids and finish with a party at Big Grove in Iowa City.
 3. In April, Give and Grow will take place where the University of Iowa Community Credit Union matches member donations up to \$500 a household with a minimum of \$25 to start. UICCU will match up to \$30,000 total.
- B. **School Board Member** Ruthina Malone mentioned that Paul and Sean can answer questions. The board had a busy meeting last night. One of the highlights was that students came to self advocate for a Muslim holiday. Board Member Malone further stated that negotiations are back on track with the secretaries union. There is a work session set up at the next meeting about transportation. The Board plans to work on LGBT issues as the district has lots of work to do and plans to schedule a work session in March to discuss. There is to be a Liberty High Meeting on Monday [happened last month] at 6 p.m. to discuss Christine Grant boundaries. The board is still discussing boundary issues. Ms. Malone encouraged people to contract and speak to the board. The board is also working to re-engage the unions after the misstep, the mistake has been rectified and negotiations are back on track.
- C. **Administration** - Assistant Superintendent Amy Kortemeyer stated that on the “market” side, the district has been doing a lot of work on the attendance boundaries for Christine Grant. The district is also working to communicate with families in transition to the New Hoover--Lincoln and Mann. On the Teaching, Learning, Instructional side, Instructional Design personnel and principals get together one time per month to discuss reading, math, school culture, and behavior. They are looking at FAST and comparing FAST data to Iowa

Assessments. They are thinking about what “market corrections” to make. Amy Kortemeyer wants a strong core.

VI. Topic/Speaker - Paraeducators and substitute teachers -

- A. Lisa Glenn, ICCSD Director of Special Education said they have no formal presentation. Paraeducators and substitutes are important. Paraeducators (Paras) work under teachers and principals who have legal responsibilities for IEPs. Paras could be traveling with a student and they work a lot with adults. With regard to involvement in writing IEPs, they have no responsibility for writing IEPs. IEPs are written with the teacher. Teachers should be working with paras daily for input.
- B. Normally the district does not have paras attend the IEP meetings because paras don't have legal responsibility for IEPs. Sometimes parents ask for paras to come. Ms. Glenn then asked parents--why do you want the para at the IEP meeting? She gave an example: A long time ago a parent wanted a para to come to the IEP meeting because she suspected the child's behavior plan was not followed and wanted the para to say that. Good, but not the right way to gather information. Ms. Glenn states there might be a better way to collect the same data, and it puts the para in an awkward position. The school has “integrity checks.” It would be better if the first point of contact was the principal.
- C. Mary Kate Pilcher Hayek stated one reason we have this as a topic is we want to know what qualifications do paras have? Lisa Glenn said district has been doing some retraining of paras. District does have behavior intervention specialists (new position), that will stay after initial team [name?] pulls out to help retrain personnel. There are two new to district behavior intervention specialists for the district. District also has Instructional Design Strategist/Special Ed Coaches. Each has about five elementaries, and they can flex their schedule to help with issues but are not available for a long period of time.
- D. Michael Tilley asked about how many paras the district had and about turnover? How does ICCSD compare to other districts? Jane Fry said she does not want to speculate on the numbers but around 1014 teachers and greater than 800 paras, the district does hire all year long, and sometimes the district loses paras because they leave and sometimes the paras shift to other jobs so they are still in the district. Michael Tilley suspected the turnover was high. Brianna Wills mentioned the turnover was high. Jane stated ICCSD pays solid wages and does pay full single insurance for personnel who are 60% and above.

- E. Lisa Glenn said some non-mandatory training is available and added some training was inservice with the paras having the option to come in for it. She added the paras were trained for this training. Additionally, the building principals can include paras in training but that this was optional.
- F. Jane Fry stated that getting Bus Training in is challenging and district needs to work with Durham's (bus company's) schedule. The Crisis Prevention Intervention (CPI) trainings are full.
- G. A DPO member asked a question about whether there was continuing education available for substitutes. Jane would like to offer session(s).
- H. Mary Murphy asked about a breakdown between full (60% or more) and part time paras and turnover rates. Jane can get that information. Amy Kortemeyer added that there was "wide variability" with hours for paras.
- I. The Lucas principal added that lunchroom recess supervisors was sometimes a difficult position to fill because it was 2.5 hours and difficult to combine with other para positions. Sometimes, however, they had a lot of people. Lucas has not had a lot of turnover, and what turnover it does have often makes sense. For example, a person moved back to their country, another person received his doctorate and now is a substitute teacher. He does have a 5 hour position now.
- J. Jane Fry presented



- K. The first slide was "DPO Presentation."

Requirements

Substitutes must be certified either with a teaching license issued by the Iowa BOEE or substitute authorization.

Paraeducators must have:

1. A bachelor's or Associate's Degree
2. 48 semester hours with transcripts
3. Paraeducator Certificate from the BOEE
4. Local Formal Assessment that demonstrates proficiency in reading, writing, and math.

- L. During the second slide, Jane Fry addressed how subs can be certified with either a teaching license by the Iowa Board of Education or substitute authorization, e.g. a paraeducator who completes paraeducator training to be a sub.

What is the difference between a substitute teaching license and a substitute authorization?

A substitute teaching license is based on the completion of a teacher education program. The substitute teaching license authorizes the individual to substitute teach on any level, in any area for a maximum of 90 days in one assignment.

The substitute authorization allows a person with a baccalaureate degree to substitute for a maximum of 5 consecutive days and up to 10 days per month in one assignment.

The substitute authorization allows a paraeducator who completes the paraeducator training to substitute in the special education classroom where the person serves as a paraeducator for no more than 5 consecutive days.

The authorization is issued upon the successful completion of the substitute training program.

- M. During the third slide, Jane addressed a sub teaching license versus sub authorization.

Substitute Authorization

- Classes provided by Grant Wood AEA
- Class is a 20-hour course completed over 2 ½ days.
- Training components include: Classroom Management, Strategies for Learning, Diversity and Ethics.
- Must complete the class before being able to begin substituting

- N. During the fourth slide, Jane stated that a sub authorization included classes by Grant Wood AEA, which was a 20 hour course including topics such as classroom management, strategies for learning, and diversity and ethics.

Substitute Services

Frontline is our on-line substitute system.

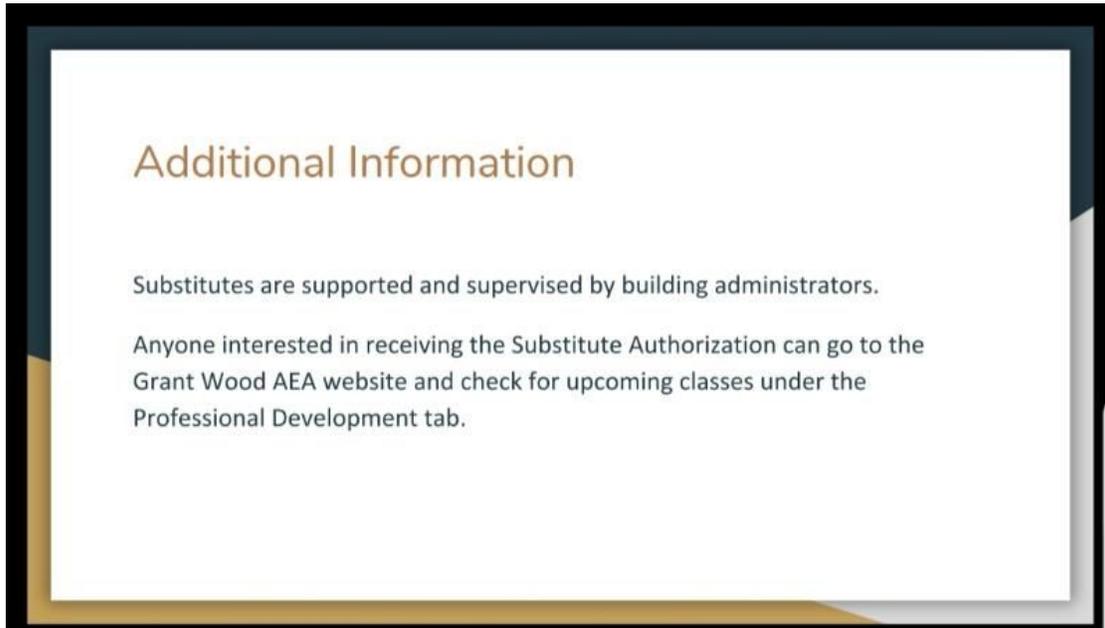
Substitutes complete an orientation and are enrolled into the system either as a paraeducator or a teacher substitute.

They are then able to select substitute openings when absences are posted.

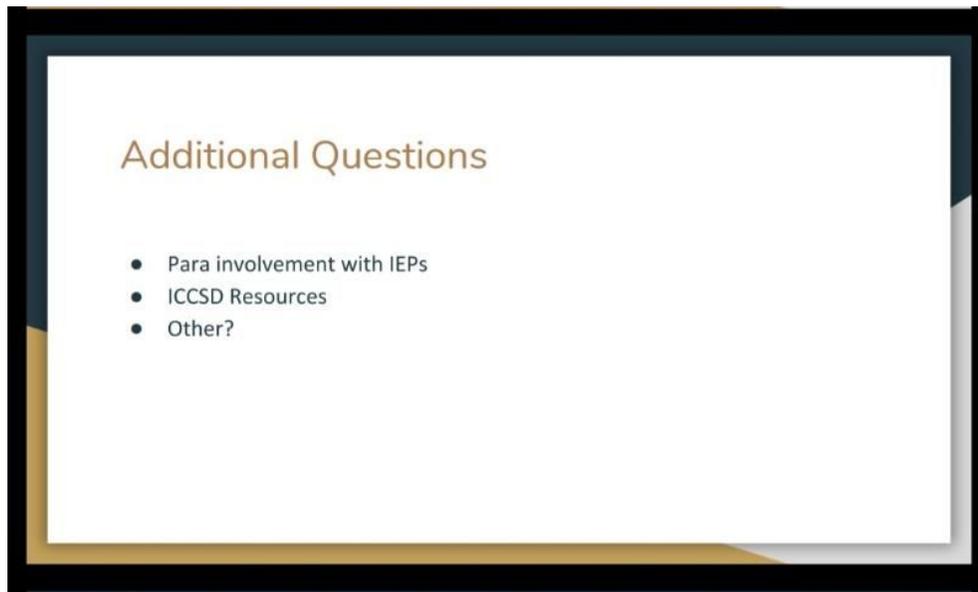
Some substitutes are on preferred lists (teacher or building) which enables them to receive notices when openings are posted.

Teachers can also contact substitutes directly to notify them of an upcoming absence to see if they are available and get them assigned.

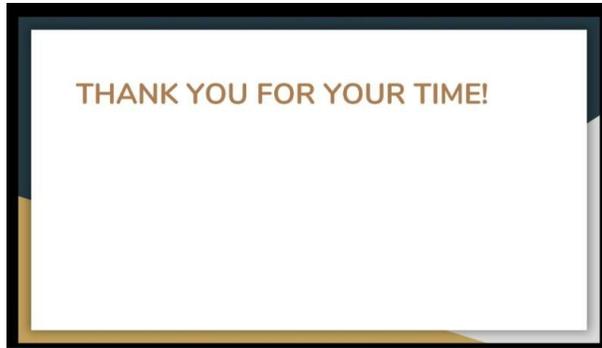
- O. During the fifth slide, Jane Fry discussed substitute services. The District uses frontline. Substitutes can select when to add their name for a position. Sometimes it is challenging to get beneficiaries reported. Some substitutes are on a preferred list for teachers. and the teachers can select substitutes.



- P. Next, Jane presented additional information.



- Q. Jane included a slide on additional questions.



- R. Jane thanked those attending for their time.
- S. Co-DPO President Tara Sterba thanked Jane and asked her to follow up on ?????
Tara Sterba stated if the DPO members have questions, they will be emailed to Jane.

I. Adjournment (1:00)

Respectfully submitted,

By Jenni Mettemeyer and Mary Murphy, DPO Co-Secretaries

Co-Presidents: Tara Sterba*Brad Kelly

Co-Presidents Elect: Miriam Timmer-Hackert*Eric Johnson

Past Co-Presidents: Mary Kate Pilcher-Hayek*Tea Ho

Co-Secretaries: Jenni Mettemeyer*Mary Murphy

Treasurer: Cynthia Crossett-Powell

The next meeting is on March 21, 2018, from 6:00 p.m. to 7:30 p.m. at Van Allen Elementary 170 Abigail Ave., North Liberty, IA 52317

- The topic is Building Community and Restorative Justice
- Approve February 14, 2018 minutes
- Approve Treasurer's report