

# Minutes IC Meeting January 18, 2018

**Meeting attendance:** Laura Alegria, Lourdes Baker, Celia Banks, Jen Bury, Alicia Cabrera, Sandra Citron, Carl Draeger, Gina Crespo, Angie Ernst, Maryellyn Friel, Joyce Gronewold, Erin Hargadon, Ramiro Juarez, Joyce Juenger, Jennifer Misek, Gina Pelletiere, Lisa Rabe, Nicole Senn, Farrah Stephen, Brigid Trimble, Jennifer Williamson, Mary Wojtczak

**Absent:** Annette Acevedo, Sara Elwood, Sherri Hope, Lisa Hopp, Lori Rosengarten, Veronica Ryan

**Guests/Observers:**

**November Minutes:** Motion to approve minutes: Approved. 16 Approve, none opposed, 2 abstained

**Action Item:**

None

**Initial Presentations**

None

**Informational Updates**

**Grant and Travel Policies**

- When applying for any type of grant the grant planning checklist has to be completed, this is located on the intranet.
- Once a grant has been submitted and approved contact Kathy Fitzpatrick, who will help with any reports that need to be generated.
- The biggest problems with smaller grants is if you apply to use the money for X, but then decide you want to use it for Y, you need to go back to the funding source and make you are able to use it for Y. You don't want to compromise the grant money, by not using the money for what you applied for.
- Make sure you spend all the money. We don't want to have to send it back.
- Any type of government grant requires various reports that need to be completed. These types of grants need to be brought to Kathy's attention right away.

*Questions:*

- What about Donors Choose?
  - That is not a grant.
- Are you paid for writing the grant?
  - No.
- Are we worried about competition at the district level?
  - No.
- Regardless of the grant amount we have to use the checklist?
  - Yes.

**Travel Policy**

- Expense policy is online
- Conferences/travel requires pre-approval by cabinet level administrator and must be entered 35 days in advance of the conference/travel.

*Questions:*

- Who has access to P-cards?
  - Some administrators.
- 35 days is part of the policy?
  - Yes, there are no exceptions.
- 35 days. Calendar days?
  - Yes.

**Title III**

- Viewed PowerPoint presentation.
- Title III budget must include funding for instructional activities and professional development.
- Grant period is from: September 1<sup>st</sup> – August 31<sup>st</sup>.
- Eligible students include students born outside of the U.S., P.R. and students in U.S. schools for fewer than 3 full academic years.
- Title III funds are meant to supplement. It is for anything above and beyond, anything extra.
- All funds need to be spent by March 30<sup>th</sup>.

*Questions:*

- Can you give an example of an online support?
  - Raz Kids, A to Z
- Are there set lists of supplemental materials or do they have to be part of the curriculum proposal?
  - It depends.
- This applies to all English Language Learners?
  - Yes.

**Title I**

- The district is required to serve the schools that exceed 75% poverty level.
- Funds for parent involvement is required for title I schools.
- Food is only allowed for parent events and there are limits to what can be purchased.
- All Title I positions need to be posted, for staff to be able to punch in and out.

**Title II**

- Purpose of Title II is to increase student academic achievement through strategies such as improving teacher and principal quality and increasing the number of highly qualified teachers in the classroom and highly qualified principals and assistant principals in schools.
- Data is gathered from various sources in order to allocate Title II funds.

**21<sup>st</sup> Century**

- This is a competitive grant.
- Current sites: Larkin, Kimball, Larsen, Ellis and The Boys and Girls Club.
- The selection criteria require us to reach at least 80 points. With a chance to get 30 extra points.

*Questions:*

- Has there been any interest/plan to record our speakers creating an in district video library for all to access?
  - We have talked about it.
- What is the current allocation of Title II funding?
  - It depends it is between \$700,000 and a million dollars.
- Can the money be transferred into Title I?
  - No.
- ESSA calls for teacher inclusion?
  - We gather teacher feedback from multiple measures.

### **Early Childhood DRDP Selection**

- Assessments need to be authentic. It is ongoing and overtime and it is not a sit and get. We are looking at the whole child.
- Online System was very difficult for teachers to navigate. It was a very time consuming system.
- The assessment committee attended the DRDP training with a coach from California. Committee members then went back to their sites and had conversations with staff members.
- The assessment committee unanimously voted to move to using the DRDP.
- The biggest benefit is that DRDP aligns to the KIDS assessment.

#### *Questions:*

- Who is the KIDS coach?
  - Julie is the KIDS and DRDP coach.
- In what ways are teachers engaging in reflection on and evaluation of the implementation?
  - We have an online Google doc where people share how they are collecting their data. We have also done individual coaching for staff who want it. We have also offered online and after school PD.
- Will there be a group that will review this pilot and decide on continuation? Will there be a survey to get feedback?
  - We do a survey with PD needs. Not specific to DRDP.
- Are you noticing that it aligns to the current curriculum?
  - It aligns very well to our curriculum.
- If you are finding that you want to change things can you change indicators?
  - No. We cannot.
- Can you give information on how the committee was formed? Elected? Volunteered?
  - It was a combination. It began with volunteers. Not limited by size.

### **PD Committee Update**

- PD committee is written into the ETA contract.
- PD website has applications and other PD information.
- There is a PD budget that is used for site and individual applications.

#### *Questions:*

- What is the cut score for pre-approval?
  - 32 points.
- How is the budget determined?
  - It comes from district funds.

- Pre-approved conference clarification?
  - You still have to fill out an application and the timeline still applies.
- It might be helpful if during a PPD a course was offered on how to go to PD.

### **MTSS Update**

- Viewed PowerPoint presentation on MTSS.
- Workgroups include teacher leader and administrator co-leaders.
- Workgroup tasks include: Performing a gap analysis, developing priorities and setting SMART goals.
- The DM group will compile all of the information.

### ***Questions:***

- How were teachers identified for these committees?
  - Cabinet members were asked to write down people they would like to nominate to do the work.
- Why wasn't there a call to committee?
  - The DM structure was shared with ETA.
- I heard that the classroom teacher participation was low?
  - Not true.
- Were workgroup members able to nominate people?
  - No.
- Are their minutes from these meetings?
  - No. The work is turned in.
- What is the communication plan for ESC stakeholders?
  - When the action plan is developed it will then be shared.

### **Summary Statements**

The Instructional Council received an update on Grant and Travel Policies.

The Instructional Council received an update on Title I, II, III and 21<sup>st</sup> Century grants.

The Instructional Council received an update on Early Childhood DRDP Assessment Selection.

The instructional Council received an update on PD Committee.

The Instructional Council received an MTSS update.