

The Board of Directors of the Cedar Falls Community School District in the County of Black Hawk, State of Iowa, met in work session pursuant to the laws and rules of said Board at the James L. Robinson Administrative Center, 1002 West First Street, Cedar Falls, Iowa, at 9:00 a.m. The meeting was called to order by the President and the roll being called there were present Deon Senchina in the chair, and the following named Directors: James Kenyon, Joyce Coil, David Williams, and Jenny Leeper. Others in attendance were: Dr. David Stoakes, Superintendent, Pam Zeigler, Director of Elementary Education, Dan Conrad, Director of Secondary Education, Dr. Adrian Talbot, Director of Human Resources, and Douglas Nefzger, Board Secretary. Administrators in attendance, Jen Hartman, Matt Brummond, Bill Boevers, Jason Wedgbury, Cinde Haskins, Kim Cross, Jon Wiebers, Tara Estep, Rich Powers, Troy Becker, Gary Koenen, Deb Beving, Dana Deines, and Dave Welter. Also in attendance Mike Wells, Jim Janssen, Christine Mangrich, Shane Paige and Joe Kremer.

Dr. Stoakes welcomed everyone and reviewed the brief history of the board administrative council retreat.

Dr. Stoakes divided attendees into four groups. After a short breakout session the group returned and discussed the past year successes including:

- Implementation of Professional Learning Communities (PLC) across the entire District
- Bullying/harassment reporting
- Completion of construction work at Holmes and Peet Junior High schools, as well as continued improvements in other buildings
- Curriculum work due to PLC time
- Effectiveness of staff work during PLC time
- Guidance and leadership of all District administrative staff
- PLC focus on student data on a regular basis

President Senchina shared board goals for the past year including:

- Book study
- Paperless board meetings
- Building the collective will
 1. Visiting professional learning community meetings and reviewing educational processes
 2. Visiting with parent groups (PTA/PTO)
- Superintendent search

The Board members stated they appreciate the communication and advocacy of the District's administration.

Mr. Conrad and Ms. Zeigler reviewed the Professional Learning Communities (PLC) and the Iowa Core Curriculum, focusing on curriculum alignment, staff professional development and improving instruction through collaboration in the Professional Learning Communities.

The goals of the Professional Learning Communities include:

- Focus on learning
- Collaborative culture
- Focus on results

Mr. Conrad and Ms. Zeigler reviewed the following:

Current status of Professional Learning Communities

- Studying the standards/Iowa Core and other National standards
- Identifying the essential skills and concepts consistent across the district
- Creating and implementing common formative assessments
- Using data from common formative assessments to guide interventions for students
- Guaranteed and viable curriculum (all students learning at high levels)

Summary of collaborative team survey for the past school year:

- 95% of teams are committed to working together to ensure all students are learning
- 87% of teams state that working as a collaborative team has improved their ability to better serve students
- 89% have identified essential skills and concepts
- 86% have developed one or more common formative assessments
- 60% have been successful at using data from formative assessments to identify levels of student learning
- 43% of teams have been successful at developing a stronger set of interventions
- 39% of teams have been successful at developing and using a stronger set of enrichments

Next steps for the 2012-2013 school year on a District level:

- “Horizontal” articulation – develop consistency at each grade level and each course
- “Vertical” articulation – scaffold instruction between grade levels and courses
- Expand knowledge base on common formative assessments and summative assessments
- Continue to create and refine common formative assessments
- Implement “interventions” – providing additional time and support for students

Next steps for the 2012-2013 school year on a secondary level:

- Continue refining essential skills and concepts for all courses, including electives
- Refine common formative assessments
- Determine district-wide summative assessments
- Potential change in course offerings

Next steps for the 2012-2013 school year on a elementary level:

- Continue focus on math during collaborative time
- Adopt new curriculum materials in mathematics
- Refine common formative assessments
- Determine district-wide summative assessments
- Begin looking at literacy essential skills and concepts

Paul Farmer from Solutions Tree joined the group by webinar and reflected on the Cedar Falls Community School District Professional Learning Community process over the past school year. Mr. Farmer congratulated the District on the inclusion of board policies and setting policies for the Professional Learning Community process. Cedar Falls Community School staff is embracing the PLC process. Mr. Farmer suggested the following:

- Keep the number of initiatives manageable (the District is currently about at the right number)
- Give adequate time to refine the PLC process in buildings
- Tighten up the requirements for formative assessment
- Read and continue to revise team norms

The group then held a discussion with Mr. Farmer on ideas and processes of training staff and smart goals.

Ms. Mangrich and Pam Zeigler reviewed the Iowa Common Core assessment and reported on the following:

- Essential skills and concepts
- K-6 standards based report cards
 - Setup of grade book in Infinite Campus
 - Grade level templates
- Academic reporting descriptors
- 21st century life-long skills descriptors

Joe Kramer from AEA 267 reported on the new Iowa assessment versus the current ITBS/ITED assessment, the effect of “No Child Left Behind” on norms establishment and the national standard test score that will replace the old 41st percentile rank.

Mr. Kramer distributed information from the University of Iowa on the new norm proficiency in reading and mathematics with the national standard score that equates to the old 41st percentile rank (proficient). Test results with the new Iowa assessment will most likely show a decrease in percentage of individual student proficiency due to the increased rigor and re-norming of the new test. The minimum national standard score will increase from grade to grade as students move through school. For example, minimum proficient score for reading test taken in the spring of the school year for 3rd grade will be 175 and will gradually increase each year with a minimum score of 263 for an 11th grade.

Each building Principal discussed activities in their buildings over the past school year, focusing on individual smart goals that each building has worked on.

Dr. Stoakes congratulated the Principals on their accomplishments this past year. Dr. Stoakes reported the district continues to honor the past, as well as building towards the future and working on the “Good to Great” formula of :

1. Cultivate disciplined people
2. Engage in disciplined thought
3. Take disciplined action
4. Build greatness to last

Dr. Stoakes stated success is not an entitlement. The District should not be distracted by extraneous threats, adventures or opportunities. The District should not confuse big with great and everyone should all think what for who along with continued work in student learning, facilities, and keep a disciplined approach.

Everyone returned to their four groups and shared what they believe they are most proud of in the Cedar Falls Community School District, what sets the District apart and what our hopes and dreams are for the future.

Dr. Stoakes thanked everyone for the opportunity to be a part of the Cedar Falls Community School District over the past six years.

Adjournment

Director Leeper moved and Director Coil seconded the motion to adjourn. Directors voting in favor of the motion: Leeper, Kenyon, Coil, Williams and Senchina. Those voting “no” none. Motion carried. Meeting adjourned at 1:55p.m.

Secretary

President