



Iowa Reading Research Center Advisory Council

Meeting Notes

Date: September 9, 2014

Time: 9:00am-3: 30pm

Grimes Office Building, Room B100

MEMBERS PRESENT: Mike Berenak, Beth Beschorner, Michael Bunde, Kim Buryanek, Salli Forbes, Clark Goltz, Lindsay Grow, Shelly Hanson, Amy Hutchison, Tania Johnson, Shari Kuehl, Jobi Lawrence, Brad McDowell, Geri McMahon, Becky Miles-Polka, Kristen Missall, Sandra Nelson, Barbara Ohlund, Sarah Ramsey, Claudia Reyes-Fry, Wendy Robinson, Nita Schmidt, Barb Shafer, Mary Smock, Dave Tilly, Phil Wise

ADDITIONAL ATTENDEES: Larry Bice (Ad Hoc), Cheryl Cook, Michelle Hosp, Sally Huddle, Thomas Mayes (Ad Hoc), Sara McInerny, Therese York

AGENDA ITEM: Welcome & Meeting Outcomes

Expected Outcome- Meeting outcomes	Michelle Hosp Amy Hutchison	Follow Up None
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Notes: Michelle Hosp began the meeting and initiated the introductions of council members. Hosp introduced the new Iowa Reading Research Center (IRRC) team members to the council. IRRC Chair, Amy Hutchison, introduced new council members. Hutchison also briefly went over the council roles as a review and introduction for new members.

AGENDA ITEM: Networking & Introductions

Expected Outcome- Networking and reflecting on the work of the IRRC	Lead Cheryl Cook	Follow Up None
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Notes: Cheryl Cook introduced the networking activity. Council members dispersed to participate in the activity. Council members came back to full group to begin next activity, which involved looking at their biographies and making appropriate changes.

AGENDA ITEM: Review of Legislation and By-Laws

Expected Outcome- Council will understand the legal aspects of the members.	Lead Sara McInerny Dave Tilly Thomas Mayes	Follow Up
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Notes: Cheryl Cook introduced Sara McInerny and Dave Tilly. Tilly discussed legislation and how the IRRC was established along with:

- Work of the IRRC
- Priorities
- Relationship with the Department of Education
- Location

Tilly shared how the broad relationships work (i.e. between the Center, Department of Education, schools, leadership groups). Tilly briefly mentioned the by-laws can be found on the IRRC website.

Council members discussed and were encouraged to speak with local legislatures and attend the IRRC legislative breakfast in order to “guide” the legislation.

McInerny took over to discuss the priorities of the Center (set by the Advisory/Department of Education) and the need for these collaborative relationships.

Priorities of the Center:

- Evidence-based intervention and instructional strategies- Department of Education is leading this with the support of the Center.
- Intensive Summer Reading Program- The Center is leading this work and will be discussed further in a later portion of this meeting.
- School-community partnerships- The Center is currently doing work with different groups (Family Resources).
- Collaborative active relationships- Currently working with several different groups including: area education agencies (AEAs), institutes of higher education (IHEs), Department of Education, etc.

McInerny further discussed the by-laws for council members. The major components of the by-laws are:

- Membership
- Duties
- Selection of Officers
- Term of Office
- Conflict of Interest

Cook asked council members to speak with their neighbor about their current work and how it relates to the work of the Center. Council members then shared their discussions in regards to the work they are doing/have done within their groups.

Cook introduced Thomas Mayes to discuss the legal aspect of the Council (i.e. regulations, by-laws). Mayes reviewed the purpose of the by-laws and why they are important to the council, especially highlighting the Conflict of Interest portion of the by-laws.

AGENDA ITEM: Public Comment

Expected Outcome Allow for time for public to speak.	Lead Sara McInerny Dave Tilly Thomas Mayes	Follow Up none
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Notes: Thomas Mayes described that the council meetings are “Open” and will include a Public Comment portion. Mayes defined how public comment is built into the meetings and how the process should go (i.e. Chair needs to ask if there are any attendees wishing to speak).

Sara McInerny further described how the Center will incorporate public comment into the meetings:

- Public member will sign in.
- Five minute time limit, of which the chair has the discretion to limit if there are many attendees who wish to speak.
- Must address issues on the agenda.
- If there are multiple attendees from the same organization, one will speak for the group.
- Council is not to engage in interactions or dialogue with the public.
- Persons wishing to speak must sign in.

AGENDA ITEM: IRRC News and Events

Expected Outcome	Lead	Follow Up
Update Council members on IRRC in the news and future events. a) IRRC Team Introductions b) IRRC in the Press c) Communication and Collaboration d) FY15 Communication Plan	Michelle Hosp	

Notes: Cheryl Cook shared news articles and work which the IRRC has been a part of in the past four months, including the Iowa’s Early Warning System for Literacy video (b). Michelle Hosp shared where the video can be found on the IRRC website.

Michelle Hosp shared the discussions between herself and the school members who were part of the Iowa Early Warning System video filmed at Hoover Elementary.

Dave Tilly shared information regarding the assessments and how many districts have currently started using Formative Assessment System for Teachers (FAST) and Iowa TIER, a data system with the capability to house universal screening data. (93,000 students have begun these assessments; 63,000 of these students have completed the assessments). Tilly further discussed the successes and issues within FAST/TIER and the continued growth of the system.

Tilly discussed with the council the database and availability of data from the FAST/Iowa TIER system.

Discussion about the purpose of these assessments and Chapter 279.68 ensued.

Sara McInerny shared the FY15 Communication Plan (d) with the council and asked for their feedback on the document. Council members broke into groups to discuss questions in regards to the Communication Plan:

- Are there any groups we have missed? If so, who are they?
- Please identify the top 4-5 priority groups.

McInerny asked Council members to share out the discussions they had in their groups (see FY15 Communication Plan document).

AGENDA ITEM: Update on IRRC Initiatives

Expected Outcome Update council members on work of the Center.	Lead Cheryl Cook Amy Hutchison Michelle Hosp Sally Huddle Barbara Ohlund	Follow Up
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Notes: IRRC Initiatives:

Cheryl Cook introduced the initiatives of the Center. Initiatives include:

a) Family Resources Project and Rollout

Cook shared that the Family Resource project will be launched this fall, along with the new website refresh. The group discussed promotion and collaboration efforts underway to ensure the successful rollout of the Family Resources, including AEAs, local education agencies (LEAs), and community partners.

Cook and IRRC team member Sally Huddle explained the current work with the Center in collecting mobile applications for review.

b) English Language Learners Family Resources Project

Cheryl Cook referred to the May 2014 Advisory Council meeting and the priority set forth around the need for a specific set of resources for English Language Learners (ELL) and their families. Discussion on the process and current work the Center is doing on the ELL project ensued.

Amy Hutchison and Jobi Lawrence discussed the ELL Small Task Team work process and plan.

c) Struggling Readers

Michelle Hosp shared that the work on Struggling Readers will possibly start at a later time. Hosp shared the Center will look at this work at the end of the year to see what needs done further for Struggling Readers.

d) FAST, IGDIs, and Iowa TIER (IHE trainings)

Michelle Hosp discussed the success of the Early Warning System Trainings for Institutes of Higher Education (IHEs), which the Center held this past year.

Sally Huddle shared the results of a post-training survey the Center sent out to attendees of the Early Warning System training, which showed 96 percent were interested in follow-up webinars.

A video highlighting the participants and work during the IHE training was shown to the Council.

e) Intensive Interventions

Barbara Ohlund shared updates on the Intensive Interventions work. The release date of what interventions could potentially be identified for the state will be September 29, 2014.

f) Intensive Summer Reading Program

Michelle Hosp gave an update on the Intensive Summer Reading Program work and the compilation of guidelines for this work. Hosp shared the upcoming work on the Landscape Assessment, which will be compiled by the three regent universities.

Hosp discussed the process of the Intensive Summer Reading work, which includes:

- Gathering a small task team to assemble and develop guidelines and criteria.
- Identify and work with a national expert; and
- Compilation of landscape assessment by three regent universities.

The guidelines for Intensive Summer Reading Programs will be implemented in 2017 in schools statewide and are targeted to be available Spring 2015. Discussion continued on how this guidance will be used in schools.

AGENDA ITEM: Early Literacy Guidelines

Expected Outcome Discuss guidelines.	Lead Barbara Ohlund	Follow Up
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Notes: Barbara Ohlund shared with the Council where the guidance document can be found as well as the recordings of the webinars on the Iowa Department of Education website. Ohlund shared the major components of Chapter 279.68. Discussion on the definitions of these components (students who are progressing, students at risk, students who exhibit Substantial Deficiency) continued.

Floor was opened up for questions.

The Council further discussed suggested ways to implement Universal Screening and Progress Monitoring. Council members shared ways they had used the Universal Screening and Progress Monitoring assessments in their schools (i.e. Swat Teams).

Next Steps: Those Council members who would like access to the Training Site for Iowa TIER should contact the Iowa Reading Research Center.

AGENDA ITEM: Legislative Update

Expected Outcome Information for Advisory Council.	Lead Phil Wise	Follow Up
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Notes: Phil Wise introduced himself to Council members. Wise discussed Senate File 2284, which was established in 2012. Wise shared legislators will have to connect the dots between:

- Center
- Assessments
- AEAs/LEAs

Legislators will expect the following items:

- Intensive Summer Reading Program (guidance)

Continued discussion on the next legislative session. Major items to focus on for next year's session include:

- Agenda items
- Appropriations for the Center
- Professional Development for schools (funding and tools needed to be successful)
- Future trainings
- Funding for Data Reports and Reading Assessments

Floor was opened up for questions.

Next year's requested budget amount and what work this includes was briefly discussed.

AGENDA ITEM: Advisory Rotation

Expected Outcome Discuss rotation of members.	Lead Sara McInerny Dave Tilly	Follow Up
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Notes: Sara McInerny discussed, per the by-laws, the rotation of council members. McInerny shared how the Center will be monitoring the size of the council in the future by limiting the number of representatives from each “group” (i.e. regent universities, institutes of higher education, community partners). McInerny shared with the council their own personal terms of office.

AGENDA ITEM: Annual Report

Expected Outcome Information for advisory council	Lead Sara McInerny	Follow Up
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Notes: Sara McInerny discussed what the annual report consists of and where last years report can be found on the IRRC website. McInerny shared the process for this year’s annual report:

- Sara McInerny will put together the Annual Report,
- The Center will send the Annual Report to the council for feedback, and
- The final Annual Report will be presented to the council at the December advisory meeting for approval.

AGENDA ITEM: Advisory Council Member Share Out

Expected Outcome Allow for members to share their work.	Lead Cheryl Cook	Follow Up
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Notes: Cheryl Cook asked Council members to share current summer work they are involved in.

Becky Miles-Polka shared summer work for Grade Level Reading Campaign.

Kim Buryanek shared what has been going on with Sioux City Schools this summer (i.e. summer school programs, Camp Imagination, high school completion). Buryanek shared the largest reason for students not attending summer school was transportation.

Amy Hutchison shared summer work for Iowa State University and the Ames Community. Hutchison shared this fall will be the first time Duffelmyer Reading Center is training in the TIER system using the assessments.

Sarah Ramsey shared the summer work of the United Way. This included “Summer in the City” for young children. Governor Branstad came to visit King Elementary School to see the summer work of the United Way and collaborations.

AGENDA ITEM: Closure

Expected Outcome Gather input	Lead Dave Tilly	Follow Up None
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Dave Tilly separated council members into groups of four to answer the following questions:

- What are you hearing about the Center and it’s work?
- What do you want to hear about the Center and it’s work?
- What are you sharing about the Center?

Dave Tilly thanked the IRRC staff and the meeting was adjourned.

Michelle Hosp shared the upcoming meetings for the Council.

Upcoming meetings: December 3, 2014

January 28, 2015- Legislative breakfast

*The legislative breakfast will replace the March 26, 2015, council meeting

May 19, 2015