



## Title of Group Meeting Notes

**Date** May 20, 2014

**Time** 9:00am-3:30pm

**Hy Vee Hall Room** 813

**MEMBERS PRESENT:** Beth Beschorner, Michael Bunde, Kimberly Buryanek, Charlie Bruner, Lea Davidson, Tracy Donohue, Claudia Reyes-Fry, Clark Goltz, Lindsay Grow, Michelle Hosp, Amy Hutchison, Tania Johnson, Shari Kuehl, Jobi Lawrence, Geri McMahon, Penny Milburn, Kristen Missall, Sandra Nelson, Barbara Ohlund, Sarah Ramsey, Nita Schmidt, Deb Tidwell, Dave Tilly, Cathy Wilt, Phil Wise, Sally Huddle

**ADDITIONAL ATTENDEES:** None

### **AGENDA ITEM: Welcome & Meeting Outcomes**

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| Expected Outcome-<br>Meeting outcomes | Lead – Michelle Hosp,<br>Lindsay Grow, Tracy<br>Donohue, and Dave Tilly | Follow Up<br>None |
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**Notes:** Michelle Hosp welcomed advisory council members, Lindsay Grow, current Iowa Reading Research Center (IRRC) Advisory Council Chair, reviewed the agenda and meeting outcomes. Tracy Donohue shared how each item on the agenda is labeled by the types of support the council members can offer the IRRC.

Dave Tilly reviewed the Iowa Administrative Code and discussed the advisory's role as a collective voice to move the state forward for all students.

### **AGENDA ITEM: Networking & Introductions**

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| Expected Outcome<br>Networking and reflecting<br>on the work of the IRRC | Lead<br>Tracy Donohue | Follow Up<br>None |
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**Notes:** Tracy Donohue led the council in a networking activity. Advisory members shared the work of the IRRC they were most excited about. Advisory members identified the following topics: (a) data from Iowa's Early Warning System is changing conversations around data in school buildings in a positive way; (b) the Family

Resource Project; (c) the IRRC’s effective and efficient use of time; (d) the IRRC is well organized and well rounded; (e) there is agreement on the purpose of the IRRC; (f) diverse groups of members with diverse perspectives; (g) legislature is taking notice of how challenging reading instruction is; and (h) respect and recognition of the IRRC. The members also shared what they wanted to see the council focus on in the future including: (a) providing instructional strategies to go with assessments; (b) professional development for teachers; (c) staying the course; (d) focusing on teacher preparation; (e) continued reflection of the make-up of the group; (f) summer intensive literacy project; (g) additional research; (h) incorporating teacher leadership; and (i) building capacity of the Center.

**AGENDA ITEM: Guidelines for Public Comments**

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| Expected Outcome<br>Council will adopt guidelines in regards to public comments during advisory council meetings | Lead<br>Dave Tilly | Follow Up<br>Provide members with a copy of the statutory guide for the Center |
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**Notes:** Dave Tilly presented advisory council members with a draft document of guidelines for public comments during advisory council meetings. Council members asked clarifying questions about the document. Clark Goltz motioned to adopt the guidelines and Barbara Ohlund seconded the motion. The motion carried with 100% affirmative vote.

**AGENDA ITEM: Update on the IRRC**

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| Expected Outcome<br>Introduction of new members as well as updates on the IRRC in the news | Lead<br>Tracy Donohue | Follow Up<br>none |
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**Notes:** Tracy Donohue introduced new IRRC team members Cheryl Cook and Sally Huddle. Tracy shared about the IRRC recent meetings, presentations, and press coverage. A video press conference including Governor Branstad and IRRC director Michelle Hosp was played during the lunch break.

**AGENDA ITEM: Intensive Summer Literacy**

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| Expected Outcome<br>Council member input on the work of the Center around Intensive Summer Literacy work | Lead<br>Tracy Donohue | Follow Up<br>none |
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**Notes:** Tracy Donohue led the advisory council in reviewing the data collected at the last advisory meeting in regards to the Intensive Summer Literacy work. Council members broke into small groups to determine 2-3 big ideas round Intensive Summer Literacy and shared out with the full group. The big ideas the groups identified were: (a) the work is needed; (b) need for shared accountability of summer programming between schools and community partners; (c) concerns about criteria, funding streams, rise in retentions, and transitional classrooms; (d) how will the Intensive Summer Literacy programs be implemented (e.g., what are the core structures needed – identification, assessment, resources, instruction); (d) how do we communicate with families; (e) how do we maintain sustainability; (f) a road map is needed to address the how (e.g., content, structure, meeting the needs of the families); (g) equity of resources from community to community; (h) instruction that is flexible and high quality; (i) effective qualified teacher; and (g) we need a process for ensuring success

**AGENDA ITEM: Rotation of Advisory Council Members**

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| Expected Outcome<br>Adopt a rotation schedule for advisory council members | Lead<br>Dave Tilly | Follow Up<br>The DE and Center will develop a proposal on council membership |
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**Notes:** Dave Tilly shared a handout that proposed a schedule for advisory members rotation off of the council. Dave asked for advisory input on any groups that should be represented as well as groups that may be overrepresented (e.g., several members from one institution). Dave Tilly posed several questions to the council including: (1) what is membership; (2) why do the regent universities have more than one person on the council; (3) is there a rationale for having more than one person from an institution; (4) the IRRC was previously in a stage of development as the IRRC moves into an implementation phase does the advisory council make-up need to look different; (5) how do we utilize ad hoc members rather than having everyone be on the actual advisory; and (6) are there any groups missing that should have a slot (e.g., faith-based organizations)? The council was not ready to vote on the rotation schedule until the council had defined what membership should be represented on the council.

**AGENDA ITEM: Officer nominations**

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| Expected Outcome<br>Newly elected Chair and Vice-Chair | Lead<br>Tracy Donohue | Follow Up<br>none |
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**Notes:** Tracy Donohue led the discussion about voting for the Chair and Vice-Chair and then opened the floor for nominations. Lindsay Grow nominated Amy Hutchinson for the position of Chair. Sarah Ramsey nominated herself. Kim Buryanek was nominated for Vice-Chair by herself and Lindsay Grow nominated Beth Beschorner. Voting took place via a google doc. Amy Hutchinson was elected as the Chair and Kim Buryanek as the Vice-Chair beginning July 1, 2015.

**AGENDA ITEM: IHE training**

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| Expected Outcome<br>FYI for advisory council | Lead<br>Michelle Hosp | Follow Up<br>none |
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**Notes:** Michelle Hosp shared information with the advisory council in regards to the Institute of Higher Education training taking place the following two days.

**AGENDA ITEM: Family Resource Project**

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| Expected Outcome<br>Advisory input on the need for continued work and expansion of the Family Resource Project | Lead<br>Tracy Donohue and Jobi Lawrence | Follow Up<br>none |
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**Notes:** Tracy Donohue reviewed the work the IRRRC has been doing around the family resource project. Jobi Lawrence presented data on Iowa's English Language Learner (ELL) population. The advisory council broke into small groups to discuss if there is a need to expand the Family Resource Project to include resources for families that are ELLs. The advisory council felt the work was need (100% agreement) and reported out their big ideas around this work. The advisories big ideas included: (a) resources must be varied and multiple; (b) do we provide resources in a home language; if so what language; (c) we should consider terminology; (d) using other agencies to reach families; (e) economic impact could be great; and (f) how do we use technology?

**AGENDA ITEM: C4K**

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| Expected Outcome<br>FYI for advisory council | Lead<br>Barbara Ohlund | Follow Up<br>none |
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**Notes:** Barbara gave updates on the Collaborating for Kids (C4K) project including the work the IRRC is supporting around Early Literacy and reading interventions.

**AGENDA ITEM: FY 15 IRRC Priorities**

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| Expected Outcome<br>Input from the advisory council on IRRC priorities | Lead<br>Dave Tilly | Follow Up<br>none |
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**Notes:** Phil Wise gave an update on how the legislative session ended and dollars appropriated to the Center.

Dave Tilly led a discussion on the IRRC priorities. He provided advisory council members with legislative mandates as well as IRRC proposed priorities. The IRRC Advisory Council got into small groups to identify what they felt were the priorities of the Center and then the entire group voted on their top priorities. Dave Tilly will take back the councils input in order to develop the priorities of the Center. The top five priorities identified by the IRRC advisory council were: (1) evidenced-based reading strategies; (2) summer literacy; (3) school partnerships; (4) funding and sustainability; (5) PK inclusion; and (6) proactive summer intervention before 3<sup>rd</sup> grade – numbers 4-6 were a tie.

**AGENDA ITEM: Closure**

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| Expected Outcome<br>Advisory members know how to stay connected with the IRRC | Lead<br>Tracy Donohue | Follow Up<br>none |
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**Notes:** Tracy reviewed the ways to stay connected with the IRRC via social media. Lindsay Grow opened the floor for member updates.