

DUBUQUE COMMUNITY SCHOOL DISTRICT
Educational Programs/Policy Committee

BOARD COMMITTEE MINUTES

This form is used by all multimember committees established by the Board of Education. Before any meeting is held, be sure you have met the requirements of Chapter 1037 Laws of the 67th G.A., 1978 Session, Official Meetings Open to Public.

- I. Complete the Following Before Starting the Meeting
- A. Date agenda was posted for meeting: September 1, 2023
 - B. Date media was emailed agenda: September 1, 2023
 - C. Board Committee: **Educational Programs/Policy Committee**
 - D. Date and Time of Meeting: **September 7, 2023, at 4:30 p.m.**
 - E. Place of Meeting: The Forum
 - F. Attach agenda to this form. Verify that a copy of the agenda has been filed with the Secretary of the Board and the Administrator holding the Committee meeting. If any of the above data does not comply with the open meeting law, do not begin the meeting.

Board members present: Nancy Bradley, Jim Prochaska, Kate Parks, Tami Ryan, Katie Jones and Lisa Wittman.
District representatives present: Amy Hawkins, Shirley Horstman, Brenda Duvel, Mark Burns, Mimi Holesinger, Erica Lovell, Andrea Runde, Ashley Caldwell and Mary Fink.

Nancy Bradley called the meeting to order at 4:30 p.m.

STRATEGIC PLAN

District representatives Brenda Duvel, Brian Kuhle, Mary Fink, and Ashley Caldwell presented to the committee the paraprofessional (para) on-boarding process. Paraprofessionals are a key group that help support students with special needs. The District on-boarding of para's has changed based on a study that was conducted of parents, paras, teachers, and administrators. Mary Fink, secondary special education and Ashley Caldwell, school social worker, stated that the main goal of the study was to create a system of support for paras and ongoing professional learning to help with retention. A para now goes through the hiring process and in addition, they attend a full day of professional learning so they can be ready to work with students on day one. Work continues on revising job descriptions and adding an additional two full days of professional learning. In the future, they will explore para mentors and lead paraprofessional positions. In addition, they hope to design some professional learning around para-teacher collaboration. Brian Kuhle noted that since there are fewer people applying to be paras that it is important to keep all the paras they can. A positive change is that paras are being crossed trained in different areas so they can be utilized in all areas of need. This also provides the para the ability to move to different buildings if a position opens that is a better fit for that person.

EDUCATIONAL PROGRAMS

Purchase/Professional Service Contract with Iowa Vocational Rehabilitation Services for the Transition Alliance Program for the estimated cost of \$218,609.38. Board 9.11.23

Lori Anderson, Special Education, and Brenda Duvel, Director of Special Education updated the committee on the Transition Alliance Program (TAP) contract that has been in place for the last 9 years. This program serves around 300 students who are in special education or have 504 plans. TAP is a federal program with business connections that help students become career and college ready. Iowa Vocational Rehab reimburses the district for half of the monthly costs of the program.

Mimi Holesinger, Director of Behavior and Learning Supports introduced staff members Erica Leavell and Andrea Runde who facilitate the new high school social emotional learning (SEL) curriculum called Character Strong. Once a month, all students participate in the curriculum during home base. This curriculum is evidence based and tightly aligns with the districts mission and promotes student well-being, belonging, and engagement.

Policy #2005 – Oath of Office

Reviewed – Board-9.11.23.

Policy #2006 – Term of Office

Reviewed – Board-9.11.23.

Policy #4606 – Abuse of Students by School District Employees (Annual Review)

Reviewed – Board-9.11.23.

Policy #8059 – Procurement

Revised – Board-9.11.23.

Policy #8102 – Parent Transportation Reimbursement

Reviewed – Board-9.11.23.

Other Items

Superintendent, Amy Hawkins, informed the committee that the District plans to add an enrollment specialist position to the Forum staff.

The meeting adjourned at 5:48 p.m.

Carolyn Mauss, Board Secretary