



**NOTICE OF MEETING**  
The Regular Meeting of the  
**CEDAR RAPIDS CIVIL RIGHTS COMMISSION**

Will Be Held

**Wednesday, July 15, 2015 at 5:30 p.m.**

Civil Rights Commission Office  
50 2nd Avenue Bridge, 4th Floor, Cedar Rapids, IA

**A G E N D A**

- I. Call to Order
- II. Roll Call – Introductions
- III. Public Response
- IV. Approval of Minutes from June Meeting
- V. Report from Chair
  - Finance Committee Appointment
  - State of Equity Cedar Rapids Community School District Follow Up
- VI. Action Items
  - Approval of FY16 Work Plan
- VII. Committee Reports
  - Finance Committee
  - Marion Civil Rights Commission Liaison
- VIII. Summer Internship Partner Update
- IX. Mission Moment – EnerGov
- X. Director’s Report
- XI. Adjournment

**NOTICE: Any person needing visual/audio assistance or language interpretation should contact Civil Rights at 319-286-5036 at least 48 hours prior to the meeting.**

**CEDAR RAPIDS CIVIL RIGHTS COMMISSION (CRCRC)**  
**MEETING MINUTES**  
**June 17, 2015 5:30 p.m.**  
Civil Rights Commission  
50 2<sup>nd</sup> Avenue Bridge  
Cedar Rapids, IA 52401

**Commissioners Present:** Ms. Salma Igram, Vice Chair  
Dr. Emily Bowman  
Ms. Paulette Hall  
Ms. Laura O’Leary  
Ms. Ashley Reynolds  
Mr. Robin Tucker  
Dr. Ruth White  
Mr. Keith Wiggins

**Commissioners Absent:** Mr. Keith Rippy, Chair  
Mr. Leland Freie

**Staff Present:** Ms. LaSheila Yates, Executive Director  
Ms. Janet Abejo, Investigator  
Mr. Bernie Walther, Investigator  
Mr. Johnny Alcivar Zuniga, Outreach Coordinator  
Ms. Alicia Abernathey, Administrative Assistant

**Guests:** Al Rowe

- I. **Call to Order**  
Commissioner Igram, Vice Chair, called the meeting to order at 5:36 p.m.
- II. **Roll Call/Introductions**  
Commissioners, staff and guests introduced themselves.
- III. **Public Response**  
No public was present.
- IV. **Approval of Minutes from May Meeting**  
Commissioner Hall moved to approve the minutes. Commissioner Tucker seconded the motion, which was unanimously approved.
- V. **Report from Chair**  
*State of Equity Report*  
Commissioner Igram stated there is no report as Commissioner Rippy, Chair, was unable to attend.
- VI. **Committee Reports**  
*Outreach and Education*  
Commissioner Bowman stated there is no update, as the Outreach Committee has not met yet.

Commissioner White arrived at 5:39 PM.

*Marion Civil Rights Commission Liaison*

Commissioner Tucker stated the Marion Commission is back up to a full commission with 11 members and May was the one year anniversary of the creation of their commission. They are planning a Roll of the Dice event and are also discussing a retreat to discuss their work plan. Part one of Lawful Source of Income training was provided at the June meeting and part two will be presented at the July meeting. Commissioner Tucker stated the Marion Commission is inviting community members that would benefit from the Lawful Source of Income training.

LaSheila Yates, Executive Director, stated the Lawful Source of Income training is geared toward Commissioners. If others would like the training they will need to contact our office.

**VII. Director's Report**

Ms. Yates stated she is returning full time on June 22<sup>nd</sup> and Janet Abejo has been serving as the lead for the team in her absence. Ms. Yates stated HUD representatives visited the office on June 11<sup>th</sup>.

Janet Abejo, Investigator, stated the visit with HUD went very well. A lot of work went into preparing for the onsite visit and it was a team effort to get the job done. Ms. Abejo stated HUD representatives reviewed housing case files and outreach material related to housing and positive feedback was received. Only a few minor changes were requested with regards to cases. Ms. Abejo stated HUD reviews are completed every two to three years.

Ms. Yates stated staff attended the Cedar Rapids Farmers' Market on June 6<sup>th</sup> and PrideFest on May 30<sup>th</sup>. Upcoming events include the ADA Conference, Latino Festival and Asian Fest. Ms. Yates requested Commissioners who would like to volunteer at events contact Johnny.

Ms. Yates stated an intern started with the Commission and Janet is serving as the lead. The intern will be with the Commission until July 1<sup>st</sup>.

Ms. Yates introduced the newest investigator, Bernie Walther. Mr. Walther provided a background on his education and work experience to the Commission.

**VIII. State of Equity Work Session**

Al Rowe, Kirkwood Community College, presented the proposed work plan from staff and asked if there was anything missing from the 2014-2015 Highlights. Commissioner Tucker suggested the Fair Housing Month Proclamation from April be included in the highlights.

Mr. Rowe, Ms. Yates and Commissioners worked to determine overall goals for Representation in Public Employment, Fair Housing, Education and Commissioners' Efforts. Key action items and ongoing tasks were also identified.

The Commission requested staff make the proposed changes and bring it to the July Commission meeting for review and possible approval.

**IX. Adjournment**

The meeting adjourned at 7:34 p.m.

*Respectfully submitted by Alicia Abernathy*

**CEDAR RAPIDS  
CIVIL RIGHTS COMMISSIONERS  
As of June 25, 2015**

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**CITY COUNCIL LIAISON:**

**SUSIE WEINACHT**

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Numbers following names denote appointment resolutions.

## **Summary of Ed Equity Support in the Cedar Rapids Community School District**

As the landscape of our country is changing, education has been slow to meet the needs of learners who span all the dimensions of diversity. Moreover, linguistic and cultural diversity in the classroom has the potential to augment and enlighten our understanding of ourselves and others. Shifting the focus to being intentional about equity will present challenges, particularly for educators. Without question, the demographic changes in the United States will necessitate some paradigm shifts in how we educate our children. As the District works to deepen its understanding of Educational Equity, we have spent our first year of a three year contract with Ed Equity providing support to leadership and teacher performance; understanding the impact of culture and language on the teaching and learning process and understanding the norms of having courageous conversations to improve school culture. This summary will highlight key areas of focus for the year 2014-2015.

### **Educational Equity focus in CRCSD**

- Districtwide, on-going Leadership Training on culturally conscious strategies
- Community Equity Walks
- Equity Instructional Coaching for Instructional Design Strategists
- Instructional Design Strategists Equity Walks
- Site-Based Equity Professional Development: Washington, Roosevelt, Hoover
- 1 day Focused Equity Professional Learning: Metro, Wilson, Franklin,
- Building Leadership Team Equity Walk: Kennedy, Arthur

### **Mentoring the Manager of Student Equity**

Edwin Javius of Ed Equity has played an integral role in Ken's development during his transition to K-12 education from Higher Ed. Edwin's coaching has helped Ken make a connection on how instruction can lead to gap closures. Through Edwin's guidance, Ken has set in motion the actions that will provide for his direct influence on the culture of CRCSD buildings. As Edwin Javius begins the gradual release of responsibilities, Ken is poised to set, communicate and assess direction in the area of student equity. Ken's response to parents, staff, and colleagues is timely, fair, and comprehensive. His willingness to engage in sometimes difficult conversations and advocate for students are a testament to his knowledge and skills in the area of student equity. Ken has quickly established relationships and credibility in the community. His knowledge and wisdom are routinely sought and respected by families and the community

### **Facilitation/Support of Diversity Committee**

In 2012, the Board of Directors established a Diversity Committee charged with providing recommendations for increased awareness and implementation of equity efforts. The committee has completed the Equity Action Plan which was supported by the Board of Directors. The Equity Action Plan is intended to move the District forward in its equity efforts.

The Community Equity Walk protocol has been well received by building staff and community members. The intended goal is to highlight positive practices across the campus. In addition, the visitation can serve as a means for observing students. The intent is not to evaluate the school and/or teachers or pass judgment on what occurred during the visit. The Equity Action Plan calls for Community Equity Walks to be conducted on an annual basis and the goal, while ambitious, is to walk all 31 schools. To date, the Diversity Committee has conducted Community Equity Walks at the following schools:

- Roosevelt
- Harding
- Johnson
- Jackson
- Cleveland
- Wilson
- McKinley
- Franklin

The Manager of Student Equity has created a strong structure for doing the equity work. His work with the Diversity Committee has strengthened both his skills as an administrator and the District's perception of being student-focused and equity-focused.

### **Site-Based Support**

In its first year with CRCSD, Ed Equity has provided site-based support to three Cohort 1 schools: Washington High School, Roosevelt Middle School and Hoover Elementary. During the site-based school visit, Edwin meets with the leadership team to discuss the instructional support plan around PLC's, Culturally Conscious Instruction and to walk the building/classrooms. The purpose for the site-base visit is to identify and increase the knowledge, skills and actions for all educators to deeply implement conditions, systems and strategies for all students to have a successful educational experience. Increasing the cultural consciousness of site leaders and teachers in implementing equity into their practice.

Through Edwin's work, schools have begun applying the equity lens to their practices so it is explicit. Edwin's work in the schools has been focused on encouraging the sites to adequately prepare all the Instructional Design Strategists for Equity Instructional Leadership. Based on Ed Equity's work with teacher/instructional coaches of equity across the country, the following skill sets are core competencies and intended outcomes:

- Understand and use Race and Culture of the students and teachers to co-plan with teachers in designing responsive Common Core lessons
- Effectively facilitate the use of formative disaggregated data by race, culture, Language and SES

- Effectively observe teacher instruction and provide reflective questions to have teachers reflect on their mind-set (move from fixed to growth) and unconscious bias
- Support the site leadership in 2nd order change process of school transformation
- Successfully facilitate PLC cycle to move from data analysis to instructional actions
- Support teachers in understanding cultural incongruities of school culture and home culture of students that may prohibit a genuine teacher/student relationship and academic performance
- Support teachers in understanding the cultural context that supports the academic, social, emotional and cognitive needs of students
- Utilize observational data as a means of designing culturally responsive lessons and instructional strategies
- Enhance the leadership skills of the PBIS team to help build the capacity of PBIS with their teacher colleagues
- Capacity building with Principals, Instructional Design Strategists and Counselors

### **Equity in School Improvement Planning**

School district leadership, with the supervision of Ed Equity, created the District's Equity Theory of Action. The Theory of Action is a set of assumptions about how we will move the work of equity within the school district from its current state to its desired future. District leadership felt it necessary that our equity initiatives are not operating in isolation. The Theory of Action functions as an equity mission statement. We believe it is important that the communication about equity is coherent throughout the system and that it is congruent.

As a result of the District's work with Ed Equity, each school's School Improvement Plan (SIP) will contain a equity goal focused on building culture. The school's practices in the area of social, emotional, behavioral (SEB) programming are the basis of this goal.

The Cedar Rapids Community School District's Equity and Diversity Committee has gathered input from various sources that guide the crafting of the District Equity Action Plan (EAP). The Equity Action Plan is a complement to the District's strategic plan for district and school improvement. The specified objectives in the plan have been identified to support the District and school sites to identify and take actions to improve structures, practices and performance to close the opportunity gap. The following objectives have been identified:

1. Courageous Equity Leadership Development for district and site administrators
2. Effective use of data to progress monitor student performance and guide instruction
3. Increased community involvement
4. Recruitment/retention and promotion of a diverse workforce
5. Increased high school graduation rates
6. Decreased suspension/expulsions and referrals to Special Education

The Equity Action Plan spans three years, from Academic Year 2015-2016 through Academic Year 2018-2019.

**Next Steps**

The model for year two involves deepening the implementation of the key principles of Equity at the different levels of the system. As identified in the year one assessment, a formal monitoring system will be implemented to measure the frequency, quality and effectiveness of the actions of the participants. Year two will move the equity work to the site level with the development of Site-Based Equity Teams and site level support.

**Specific Action Steps**

- Roll out Equity Theory of Action
- Align Equity Action Plan with School Improvement Plans
- Continue with Community Equity Walks
- Analyze student data to identify areas of focus for students of color, students with disabilities, and students living in poverty:
  - Course enrollment
  - Discipline
  - Achievement

**Pre-Service Equity Training: August 18-21**

- Principals, IDS
- Counselors
- Teachers
  - ES: August 20 - a.m.
  - MS: August 19 – full day
  - HS: August 18 – full day

**Site-Based Support Cohort 2 Schools**

- Jefferson
- McKinley
- Wright
- Hiawatha



# Cedar Rapids Community School District Equity Action Plan 2015

3/17/15

## *Rationale*

The *Equity Gap*<sup>™</sup> is a belief that the racial and diversity achievement gap is an effect of the “gaps” in education. Understanding the inherent inequity in the design of policy, practices, procedures and pedagogies and its direct influence on the academic performance of targeted student groups has caused researchers and educators to view the “gap” from a different lens.

We, as passionate educators, have underscored the multitude of gaps that affect student learning, especially for students of color. The teaching gap, funding gap, communication gap, and teacher efficacy gap are just some of the “gaps” that are the antecedents of the racial achievement gap.

The following *Equity Gap*<sup>™</sup> Action plan is a template to assist the District and school site teams in developing formal structures to ensure school sites design, implement, sustain and institutionalize their Educational Equity initiative(s).

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# Cedar Rapids Community School District

## Equity Action Plan

### 2015

<b>GOAL:</b> Improve the District's climate and culture that demands and supports systemic culturally responsive and equity practices to improve community outreach and student achievement for <i>each</i> student while improving the teaching and learning gap			
<b>OBJECTIVE #1 :</b> Develop and implement a comprehensive professional development support model that improves the District and building administrators' instructional leadership in the area of Educational Equity and Culturally Conscious Practices.			
<b>Expected Results:</b> <ul style="list-style-type: none"> <li>• Identifiable procedures and practices at the district level that addresses Educational Equity</li> <li>• District and building administrators' increased performance in leading Education Equity/Diversity at every level of the school system</li> <li>• 10% increase of at-risk subgroup students scoring proficient or higher on state and local assessments</li> <li>• Increase performance level of teachers in addressing the learning needs of all students with specific attention to identified student groups</li> </ul>			
Equity Action Plans	Timeline	Key Person Responsible	Evidence of Success (What assessment data will be analyzed)
Conduct an Equity/Diversity assessment survey to identify targeted areas to address	May 2014	Manager of Student Equity, Consultant and Key Equity/Diversity Committee members	Baseline data from the survey. Action steps to address key district-wide goals and objectives
Develop a Courageous Equity Leadership Academy for district and site administrators	August 2014	Manager of Student Equity , Consultant and Deputy Superintendent	Training session evaluations, School staff agendas, Report of the various Equity activities from toolkit. On-site teacher evaluations of the identified Equity activities.



# Cedar Rapids Community School District Equity Action Plan 2015

<p>Conduct Equity Survey and use criteria that the Equity/Diversity Committee has developed while doing walk-throughs to define cultural competency and to assess <u>ALL</u> administrators, teachers, and staff. Also, ensure more diversity among district-level personnel to show more diverse input in all decision making processes</p>	<p>End of each of semester</p>	<p>Manager of Student Equity, District Administrators</p>	<p>Results of Equity Survey</p>
<p>Self-reflection/evaluation along with cultural effectiveness assessment scores and coaching to assist staff with ideas and skills to meet the learning needs of <u>ALL</u> student groups. Refine the discipline model to provide restorative practices. Create a positive building culture through positive relationships between students and <u>ALL</u> staff.</p>	<p>On-going End of each of semester</p>	<p>Manager of Student Equity, District Administrators</p>	<p>Self-reflective/evaluation along with cultural effectiveness assessment scores while providing coaching to help close staff deficiencies.</p>



# Cedar Rapids Community School District Equity Action Plan 2015

**GOAL:** Improve the District’s climate and culture that demands and supports systemic culturally responsive and equity practices to improve community outreach and student achievement for *each* student while improving the teaching and learning gap.

**OBJECTIVE #2:** Utilize a district and building protocol using summative and formative data to monitor the progress of targeted student groups; African American, Latino, Disability, Special Ed., low SES and other protected classes.

- Expected Results:**
- Board report of dis-aggregated student achievement progress (summative and formative data) on a quarterly basis
  - Establish face-to-face meetings with district and school leaders on a rotational basis
  - Highlight the progress of targeted schools with most significant gaps in academic and behavior achievement
  - Review dashboard and provide quarterly update of 2-3 specific action items identified in the school’s improvement plan

Equity Action Plans	Timeline	Key Person Responsible	Evidence of Success (What assessment data will be analyzed)
1) Identify metrics for board report to capture core categories to be tracked.	Ongoing (Annual review)	Equity/Diversity Committee, District Administration	Board consistently engages district and the Equity/Diversity Committee in evaluation of progress and opportunities with shared accountability.
2) Establish schedule for district administration to meet with building administrators, ensuring at least one visit per school on an annual basis.	August	District Administration	Diversity incorporated not only in site reviews, but also interim informal updates
3) Determine key factors for individual students most at risk and establish site-level and student-level resources to supplement classroom engagement.	Weekly LST meetings	Building Administration and Faculty	Improved achievement and behavior of at-risk students; improved aggregate results and climate by school; at-risk students report having a personal connection with at least one teacher or administrator
4) Review existing dashboards and develop format to incorporate metrics used for board report.	Semi Annually	Equity/Diversity Committee, & District Administration	Reinforcement of district diversity and framework for ongoing review and progress



# Cedar Rapids Community School District

## Equity Action Plan

### 2015

**GOAL:** Improve the District’s climate and culture that demands and supports systemic culturally responsive and equity practices to improve community outreach and student achievement for *each* student while improving the teaching and learning gap.

**OBJECTIVE #3:** Increase community involvement/engagement to support District-wide initiatives and building School Improvement Plans.

**Expected Results:**

- Establish an Equity Community Walk protocol for schools
- Recruit community members to participate in the district hiring process
- Design and implement a parent advisory group which mirrors the District’s diversity
- Schools present their school improvement plan to the community
- Focus on equity of voice (all stakeholders voices are heard)
- Create a safe and inviting environment for diverse families
- Identify key tasks for parents to improve the school
- Facilitate navigation/familiarity of services and programs – district and school sites
- Family – navigation of services/programs; connection with schools; personal/academic literacy
- Community Partnering – global connection; marketing (action); fiscal empowerment; pipelining (action); keeping talent; cultivating

Equity Action Plans	Timeline	Key Person Responsible	Evidence of Success (What assessment data will be analyzed)
Conduct Equity Community Walk at each school. Create and implement training to support Equity Walks	Started in the Spring of 2014 in targeted schools	Equity/Diversity Committee, Manager of Student Equity	<ul style="list-style-type: none"> <li>• Schedule of Equity Walks</li> <li>• Schedule of training for Equity Walks</li> <li>• Copy of materials used for Equity Walk training</li> </ul>
Identify community partners and inventory their current support of student learning. Create a mechanism for connecting schools’ needs with community partnerships.	By November 2015	Manager of Student Equity	Clearinghouse of needs and community support
Develop parent advisory group that represents and reflects the diversity of students in the district.	By January 2016	Superintendent	<ul style="list-style-type: none"> <li>• Schedule of meetings</li> <li>• Agendas of meetings</li> </ul>



# Cedar Rapids Community School District Equity Action Plan 2015

Evaluate the accessibility of community services and resources including satisfaction surveys. Identify unmet needs.	End of 2015-16 school year	Manager of Student Equity	<ul style="list-style-type: none"> <li>• Copy of survey developed</li> <li>• Report of data collected and analyzed</li> <li>• List of unmet community needs</li> </ul>
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**GOAL:** Improve the District’s climate and culture that demands and supports systemic culturally responsive and equity practices to improve community outreach and student achievement for *each* student while improving the teaching and learning gap.

**OBJECTIVE #4:** Develop and monitor a system to recruit, retain and promote diverse workforce within the District

- Expected Results:**
- Racial make-up of administrators, teachers, and support staff mirrors student make-up
  - New staff of color will remain in the district a minimum of 5 years
  - The percentage of staff of color in each classification is the same as the student body and are promoted to leadership positions within their classification
  - District administrators and teacher recruiting efforts are targeted areas to recruit high quality educators of color
  - New teachers being hired must participate in Equity/Culturally Conscious trainings as part of their professional growth

Equity Action Plans	Timeline	Key Person Responsible	Evidence of Success (What assessment data will be analyzed)
Cultivate homegrown talent – Minority students who have shown interest in teaching starting at a middle school level and moving on to college. Minorities in Teaching- (partnership between UNI and other colleges) to promote local efforts.	7 <sup>th</sup> grade-until graduation. Program Starting 2015 spring for juniors and below. 2 <sup>nd</sup> year 7 <sup>th</sup> -senior year	Manager of Student Equity and appointed individual at each middle and high school	Percentage of program participants who go to college for teaching. Graduation rate for teachers from colleges and assess percentage that are hired back into the school district. This should mirror the adult population of Cedar Rapids. 2 years 10%; 5 years 15%; 10 years 30%
Recruitment of minority students from Historically Black Colleges and Universities (HBCUs)- ,Hispanic Serving Institutions Serving Hispanic other minority institutions, job fairs and state colleges.	Starting the school year of 2014-2015	Human Resources, Manager of Student Equity, schoolboard, Equity/Diversity Committee	Percentage of hired minorities or culturally competent teachers has increased overall. Should reflect student population or 27% whichever is higher.



# Cedar Rapids Community School District Equity Action Plan 2015

<p>A "Welcome to the Corridor" committee for the new minority teachers in the District to allow true reflections and understandings of the city and district expectations. Social committee to help young recruits acclimate to the area with young professional events.</p>	<p>Fall 2015</p>	<p>Manager of Student Equity,</p>	<ul style="list-style-type: none"> <li>• Retention of new recruits percentage to increase by 25% and or retain at the same rate of non-minority teachers... data collection needed.</li> <li>• Packet of welcome information is given including local businesses that support the new recruits interests as well as information on demographics for residential areas within the Cedar Rapids area.</li> </ul>
<p>Cohort program- Mentors in the CRCSD will take the new recruits under their wing in hopes to achieve success and retention.</p>	<p>Created Spring 2015. Implemented for fall 2015 class of teachers.</p>	<p>HR and Manager of Student Equity</p>	<p>Retention of new minority and/or culturally competent teachers has increased by 25% in coupling with welcome and social committees</p>
<p>Create a test or survey that each potential employment candidate from ALL racial and ethnic backgrounds are surveyed to know their competencies to limit bias and cultural understanding and culturally compassionate incoming teachers. (a Meyers Briggs type of cultural competency test that measures biases on race, religion, sex etc.)</p>	<p>Created Spring 2015 implemented during hiring going forward</p>	<p>HR and testing agency</p>	<ul style="list-style-type: none"> <li>• Objective Measure: Percentage of graduation rates increase and percentage of dropouts decreases by 10% each.</li> <li>• Subjective Measure: Spirit of inclusion and school pride increases amongst students, faculty, and community.</li> </ul>



# Cedar Rapids Community School District Equity Action Plan 2015

**GOAL:** Improve the District's climate and culture that demands and supports systemic culturally responsive and equity practices to improve community outreach and student achievement for *each* student while improving the teaching and learning gap.

**OBJECTIVE #5:** Increase the graduation rate at all CRCSD high schools for targeted student groups

**Expected Results:**

- An increase of 15% in graduation rate of targeted student groups at each of the four high schools
- Absence rate will decline for targeted groups by 15% at each high school
- Implementation of a mentoring program connecting targeted student groups with current post-secondary students of targeted student groups
- Design multiple credit recovery programs to support students not on track for graduation

Equity Action Plans	Timeline	Key Person Responsible	Evidence of Success (What assessment data will be analyzed)
Intervention for first year (freshman credit) high school students of targeted group to create a graduation plan.	Starting 2015-2016 During the first semester of a student's freshmen year.	School-based Learning Supports Teams	Documentation of the number of students served and copies of their graduation plans.
Each second year (sophomore credit) high school student of targeted groups is assigned an in-school mentor to address attendance as needed.	Starting 2015-2016 During the first semester of a student's sophomore year.	School-based Learning Supports Teams	<ul style="list-style-type: none"> <li>• List of students paired with a mentor.</li> <li>• Documentation of mentor meetings.</li> </ul>
Identify third year (junior credit) high school students in targeted groups who are not on track to graduate and provide intervention and support.	Starting 2015-2016 During the first semester of a student's junior year.	School-based Learning Supports Teams	<ul style="list-style-type: none"> <li>• Documentation of identified students dates and interventions provided.</li> <li>• Graduation Progress reports for identified students.</li> <li>• Disaggregated graduation rates.</li> </ul>
Refine the selection process of our gifted and talented criteria to achieve a more diverse student body.	School Year 2015-2016	PACT Coordinator, Principals	Demographics of student enrollment of PACT program should reflect demographics of students in the building



# Cedar Rapids Community School District Equity Action Plan 2015

Recruit current post-secondary student of targeted student groups to become mentors for high school students.	Fall semester 2015	School-based Learning Supports Teams	Demographic data from the mentor program and logs of contact.
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**GOAL:** Improve the District's climate and culture that demands and supports systemic culturally responsive and equity practices to improve community outreach and student achievement for *each* student while improving the teaching and learning gap.

**OBJECTIVE #6:** Decrease the suspension rate and referrals to Special Education for targeted student groups by 15%

- Expected Results:**
- Design a clear, multi-system complaint process and collect on-going data
  - Increase number of students of color in gifted and talented programs and AP classes
  - Positive student feedback on climate survey by the target student groups

Equity Action Plans	Timeline	Key Person Responsible	Evidence of Success (What assessment data will be analyzed)
Identify baseline data, collect data for all students and disaggregate by targeted student groups. <ul style="list-style-type: none"> <li>• Identify buildings with disproportionate suspension data</li> <li>• Collect data on other factors that may contribute to behaviors such as: mental health, S.E.S., ADHD, Special Education</li> </ul>	Quarterly	Building Administrators, Facilitators	Collect disaggregated data, review and analyze office referrals, suspensions and referrals to special education
Follow-up with drop outs and re-engage them in school	Quarterly	LS Liaisons, Counselors, Learning Supports Coordinator, I-Jag	Student files/logs, track student to graduation
Administrative survey to see if there was an impact of the intervention, due process, see if parents and students felt like they were listened to <ul style="list-style-type: none"> <li>• Develop evaluation for parents and student after the hearing process</li> </ul>	Monthly/Quarterly	Truancy Officer, Manager of Student Equity, Director of Student Services	Survey results, incorporate survey findings into practice, qualitative and quantitative data.
Principals will review the Gallop data with their building to see how they can improve in areas on the survey.	Annual	Principals	Demographics of the school, review and reflect on current programs.



# Cedar Rapids Community School District Equity Action Plan 2015

**Note: The Equity/Diversity Committee will serve as one of the progress monitoring stakeholders to provide feedback and support to ensure successful implementation of the Goals and Objectives of the Equity Action Plan. Quarterly reports of the progress of the actions will be provided to the Equity/Diversity Committee and the CRCSD Board of Directors.**

## GENERAL INFORMATION

### MISSION

The mission of the Cedar Rapids Civil Rights Commission is: “To secure for all individuals within the City of Cedar Rapids freedom from discrimination because of age, color, creed, disability, familial status, gender identity, marital status, national origin, race, religion, sex, or sexual orientation.”

### VISION

The vision of the Cedar Rapids Civil Rights Commission is: “A Cedar Rapids Community that is welcoming, inclusive and preserves the personal dignity of all people regardless of their age, color, creed, disability, familial status, gender identity, marital status, national origin, race, religion, sex, or sexual orientation so that we all may fulfill our productive capacities.”

### MEETINGS

Scheduled meetings are held on the third Wednesday of every month unless otherwise published, beginning at 5:30 pm in the Veteran’s Memorial Council Chambers.

### COMMISSIONERS

Keith Rippy, Chair	Term thru 2018
Salma Igram, Vice Chair	Term thru 2017
Emily Bowman	Term thru 2016
Leland Freie	Term thru 2017
Laura O’Leary	Term thru 2017
Ashley Reynolds	Term thru 2017
Robin Tucker	Term thru 2016
Ruth White	Term thru 2017
Keith Wiggins	Term thru 2017

### CITY COUNCIL LIAISON

Susie Weinacht

### STAFF

LaSheila Yates	Janet Abejo
Judy Goldberg	Bernie Walther
Johnny Alcivar Zuniga	Alicia Abernathey

## Civil Rights Commission FY16 Work Plan

### FY 2015 Highlights

<b>October 2014</b>	<ul style="list-style-type: none"> <li>• Creation of CRCRC Education &amp; Outreach Plan</li> <li>• Proclamation submitted by the Commission for National Disability in Employment Awareness Month</li> </ul>
<b>November 2014</b>	<ul style="list-style-type: none"> <li>• Commission adopts performance standards for investigations</li> <li>• Relocation to Veteran’s Memorial Building</li> <li>• Hosted Roll of the Dice event in partnership with Mount Mercy University with over 75 participants</li> </ul>
<b>February 2015</b>	<ul style="list-style-type: none"> <li>• Published 2014 Annual Report</li> </ul>
<b>March 2015</b>	<ul style="list-style-type: none"> <li>• Commission adopts performance standards for educational outreach and customer service</li> </ul>
<b>April 2015</b>	<p>Fair Housing Month:</p> <ul style="list-style-type: none"> <li>• Fair Housing Month Celebration and Community Open House</li> <li>• Proclamation submitted by the Commission for Fair Housing Month</li> <li>• Dedication of the Tommy Tucker Conference Room</li> <li>• Award Ceremony for the Fair Housing Media Contest</li> </ul>
<b>June 2015</b>	<ul style="list-style-type: none"> <li>• City Council adopts ordinance change aligning number of Commissioners with City Council size – Effective July 1, 2015</li> </ul>
<b>FY 2015</b>	<ul style="list-style-type: none"> <li>• Staff conducted over 20 trainings related to Know Your Rights and Fair Housing reaching over 540 individuals.</li> <li>• Staff participated in 26 community events.</li> </ul>

## Representation of Public Employment

### Goals and Ongoing Tasks

- Increase awareness of public employment disparities through local data and outreach.

### FY16 Action Items

Item	Cost or resource	Timeline
<ul style="list-style-type: none"> <li>• Continue collaboration with City of Cedar Rapids and Linn County for Human Resources purposes</li> </ul>	Staff	Fiscal year 2016
<ul style="list-style-type: none"> <li>• Develop a 2014 State of Equity executive summary, or one sheeter, and share with City of Cedar Rapids and Linn County</li> </ul>	Staff	Fiscal year 2016

## Fair Housing

### Goals and Ongoing Tasks

- Increase awareness of disproportionality in homeownership.

### FY16 Action Items

Item	Cost or resource	Timeline
<ul style="list-style-type: none"> <li>• Continue Annual Fair Housing activities to possibly include media contest, movie night, Donna the Dolphin, etc.</li> </ul>	As available in FY16 Budget	Fiscal year 2016
<ul style="list-style-type: none"> <li>• Continue participation in Safe CR training</li> </ul>	Staff	Fiscal year 2016
<ul style="list-style-type: none"> <li>• Develop a 2014 State of Equity executive summary, or one sheeter, and share with Landlords of Linn County and Cedar Rapids Area Association of Realtors</li> </ul>	Staff	Fiscal year 2016

# Civil Rights Commission FY16 Work Plan

## Education

### Goals and Ongoing Tasks

- Collaborate with Cedar Rapids Community School District in efforts to reduce academic performance disproportionality.

### FY16 Action Items

Item	Cost or resource	Timeline
<ul style="list-style-type: none"> <li>• Reach out to new superintendent</li> </ul>	Staff and Commissioners	Fiscal year 2016
<ul style="list-style-type: none"> <li>• Collaborate with Cedar Rapids School system to providing updates related to disproportionately in Cedar Rapids school system</li> </ul>	Staff and Commissioners	Fiscal year 2016
<ul style="list-style-type: none"> <li>• Develop a 2014 State of Equity executive summary, or one sheeter, and share with Cedar Rapids Community School District contacts.</li> </ul>	Staff and Commissioners	Fiscal year 2016

## Commissioner Influence

### Goals and Ongoing Tasks

- Investigate effective practices in other communities.
- Use program of work & service standards to influence next year's plan.

### FY16 Action Items

Item	Cost or resource	Timeline
<ul style="list-style-type: none"> <li>• Research what best practices other communities use</li> </ul>	Commissioners	Fiscal year 2016
<ul style="list-style-type: none"> <li>• Evaluate what worked and what didn't work to incorporate change in the next work plan</li> </ul>	Staff and Commissioners	End of Fiscal year 2016

To: La Sheila Yates  
CC: Janet Abejo

From: Budget Analyst – Al Soukup

Date: June 9, 2015

Re: **FYTD15 May 2015 Financial Statements**

**Civil Rights (Operations department 111xxx, Special Revenue FHAP 7936, Special Revenue Seminar 7937):**

**General Fund: Civil Rights (Dept 111XXX): Analysis by Category**

**Revenue:**

- **Per state code – you must meet or exceed your annual budget by June 30<sup>th</sup>.** Total revenues are at **219%** of budget received.

The only budgeted revenue is a \$5,000 payment from Marion as a contribution and 1,500 for various services that could receive \$ for.

- 1,250 received in July is for Speaking at NIACC Hispanic Ed Conf
- 5,000 received in August from Marion
- 3,125 received in August from State of Iowa for contracts – this must be for the employment cases. FY14 = 3,150
- 3,080 received in October from Linn County Leadership Circle
- 4,000 received in November from Silent Women for furniture sold – amended to budget
- 500 received in December for speaking engagement
- 400 received in December for State Case Reimb
- 462.45 billed in January for Marion Rate Model (for Oct & Nov)
- 498.13 billed in February for Marion Rate Model (for Dec)
- \$361.88 billed in April for Marion Rate Model (for Jan.)
- \$989.63 billed in April for Marion Rate Model (for Feb.)
- \$3,125.00 billed in Jan & Apr 2015 for qtrs. ending Dec 14 and Mar 15 to ICRC
- \$523.76 billed in May for Marion Rate Model (for April – **Being revisited to reduce per LaSheila**)
- 

**Expenditure:**

- **Per state code – you can't spend more than your expenditure budget by June 30<sup>th</sup>.** Total expenditures are **82%** spent, at **92%** way through the fiscal year.

**Personal Services: -**

- Overall personal services are **below target** budget based on YTD budget at **77%** spent at **92%** of the way through the fiscal year.
- OT is currently at **40%** spent
- Any remaining balance here cannot be used to be spent in discretionary or any other category.

**Discretionary Non-Personal Services: (Civil Rights should monitor)**

- Overall discretionary services are **ABOVE target** with budget. You have spent **95%** of your budget, **92%** of the way through the fiscal year.
- As long as you do not exceed your total amended budget discretionary expense budget of \$40,000, there will not be an issue in this category. (You can go over/under per accounts, but not in total.) **CR has \$1857 to spend in June in order to stay within budget less \$339 of Admin charges (See Non-Discretionary) or \$1,519.**
  - Moving costs: **Total = 14,796.05**
    - Moving costs billed to Civil Rights for IT = \$13,012.57
    - Moving costs for movers, advertising = \$1,783.48
  - Accounts creating overage not relating to move;
    - Printing, Office Supplies, & Postage

**Non-Discretionary – Fleet & Facilities:** This is for employee parking. Budget was added in January – payments to date are just October and November. This budget amendment adjustment is already done and will be a net zero

effect within the general fund. Coding error allowed Memorial rent to be charged to operating budget. Journal entry in June will correct.

**Non-Discretionary Non-Personal Services: (no action required by Civil Rights – CR does not have to monitor)**

- It should be noted that the internal city billings may not be current but budget will automatically be added for actual costs for Finance, IT, and admin charges. Exception is Admin Charges – Other, which in this case represents \$339 of Charges from IT in April for an Adobe Pro related charge. Since there is no budget for this, it must be covered by discretionary which reduces the amount available for June from \$1,857 to \$1,519.

**Special Revenue Fund: Civil Rights FHAP Grant (fund 7936)**

Revenue: - budget was amended per our discussion of carry over appropriation.

- Total revenues were amended from \$40K to \$239K and are at 101% of the amended as received.
- Annual Federal HUD to be received is budgeted at 35,000 in FY15. **amount received = \$52,030 and has been amended accordingly**
- \$187.1K was amended to grant revenue for various projects within in this fund.

Expenditure: - budget was amended per our discussion in our meeting.

- Total budgeted expenditures is \$239K and you are at 63% spent.
  - Discretionary training budget was amended to 16K to cover FY15 training budget received by HUD, however 105% of this has been spent through May.
  - Non-Discretionary budget of \$31,441.50 was lowered in the amendment by \$2,425.62.
    - Rent in Memorial is based on \$25K per year
    - Note per above that May rent was coded to operation 111X in error-June JE correction

- FUND 7936 - Grant details for \$235K appropriation so **expenditures/revenue must get coded to a project #.** Partially spent in FY14 of \$53,759.25. General Accounting does Grant requests/tracking. – budget amendment in March 2015 was estimated to completed this FY and if spending will extend in to FY16 that budget will need amending also.

CTYCR	793602	HUD - FF207K137012 Outreach	\$49,873
CTYCR	793603	HUD - FF207K137012 Investigatr	\$51,744
CTYCR	793604	HUD-FF207K137012 Conf/Edu Hous	\$25,663
CTYCR	793606	HUD-FF207K137012 Fair Housing	\$53,960
			\$181,241

- Personal Services Budget was added to cover 2 temporary outreach / investigator positions. \$107,476.44. This is at 78% spent. (project 793602 & 793603)
- Discretionary spending for various projects is at 52% spent.

**Special Revenue Fund: Civil Rights Seminars (fund 7937) – no amendment necessary if you are not spending any of this fund balance**

No budget is available in this fund. This fund has not been used in past 5 years with the exception of transfer out to fund 7936 to offset HUD revenue, in order to pay rent & training.

- Fund balance is approximately \$12,000

**Travels/Training account 542102** - Travel BTR's should have coding on each travel

- Operational: 542102-101-111000
  - Budget in FY15 is \$7,500, spent YTD is \$235.00
- FHAP related travels: 542102-7936-793600
  - Budget in FY15 16,000, spent YTD is \$16,823.97
  - Must put CVLRT\_TRAV on travel report** in funding source if FHAP grant is going to cover the costs. **If this does not happen, operations will be charged.**

## CODE CASE ACTIVITY REPORT (CRH-004112-2015)

**Case Type:** Civil Rights - Housing

**Assigned To**

**Opened Date:** 06/15/2015

**Address:**

**Status:** Under Review

**Closed Date:**

Activity Date	Created By	Activity Type	Activity Name	Comments
06/15/2015	Alicia Abernathy	Phone Call	Intake Interview	
	Alicia Abernathy	Letter Sent	Additional Questions for CP	
	Alicia Abernathy	Phone Call	In Person Interview	
	Alicia Abernathy	Intake Interview		Via Phone/In Person
	Alicia Abernathy	Appeal Request Received		In Person
	Alicia Abernathy	TEAPOTS Entry		
	Alicia Abernathy	Letter of Intent		
	Alicia Abernathy	Letter of Intent		
	Alicia Abernathy	Letter of Intent		
06/24/2015	Bernard Walther	Civil Rights Letter		
	Bernard Walther	Letter of Intent		
	Bernard Walther	Letter of Intent		
	Bernard Walther	Letter of Intent		
	Bernard Walther	Commissioner Review		

**Cedar Rapids Commission**  
**Director's Report**  
July 15, 2015

**STAFF UPDATES**

- On July 7<sup>th</sup>, Temporary Education & Outreach Coordinator Johnny Alcívar Zúñiga made a decision to resign from his position and accepted a full-time position in the City's Development Services Department as a Development Services Specialist. His last day of employment with the Commission will be July 17, 2015. We wish him all the best in his future endeavors!  
*Listed below are some of his accomplishments during his time with the department:*
  - Creation of CRCRC's 1<sup>st</sup> Education & Outreach Plan that was approved by the Outreach and Education Committee.
  - Provided leadership to Commissioners and Staff to increase public education by providing over 20 trainings related to Know Your Rights and Fair Housing reaching over 540 individuals.
  - Coordinating the Commissions participation in 26 community events.
  - Organizing the CRCRC's 1<sup>st</sup> Fair Housing Media Contest and Awards Ceremony.
  - Developing a tracking and reporting system for CRCRC public outreach and training.
  - Recommended performance standards for educational outreach and customer service that were adopted by the Commission in March 2015.
  - Served as the lead organizer for the Commission's Movie Night event, with over 25 participants in attendance.
- On June 30<sup>th</sup>, Temporary Investigation and Outreach Specialist Elizabeth Macias' temporary assignment ended with the Commission. We wish her the all the best in her future endeavors!  
*Listed below are some of her accomplishments during her time with the department:*
  - Served as a facilitator for the Commission's Roll of the Dice event in partnership with Mount Mercy University with over 75 participants in attendance.
  - Served as a facilitator for the Commission's Movie Night event, with over 25 participants in attendance.
  - Provided support for the 2015 Fair Housing Month Celebration and Community Open House.
  - Served as the project lead for the CRCRC's Smart Phone Application Redesign that is to be completed by September 30, 2015.
- Please note that the positions were temporary assignments and were funded through HUD grant dollars. The team is currently developing a transitional plan for outreach activities. In addition, some duties will also be transferred to the Public Allies AmeriCorps position.
- The Cedar Rapids Civil Rights Commission has been approved for a Public Allies AmeriCorps position. The person selected for the position will start October 1, 2015 and will support ongoing outreach efforts.
- LaSheila will represent the Cedar Rapids Civil Rights Commission at the HUD National Fair Housing Policy and Training Conference on September 1-3, 2015 in Washington, DC. Please note that her attendance at this conference is required and HUD is only allowing one representative per Commission at this event.

## INFORMATIONAL ITEMS

- **CRCRC Agreements with HUD and ICRC**

On June 12<sup>th</sup> the Cedar Rapids Civil Rights Commission had an onsite HUD Performance Review. During the review, HUD personnel briefly discussed the 28E Agreement with Marion. HUD staff expressed some concerns with Cedar Rapids processing Marion cases since Marion is not a certified Fair Housing Assistant Program (FHAP) agency with HUD. Similarly, the Cedar Rapids Commission has a contract with the Iowa State Commission, which the state was not aware of the 28E Agreement with Marion. On June 29<sup>th</sup>, LaSheila reached out to ICRC to discuss this matter and is currently working with ICRC Director Kristin Johnson to resolve this matter.

### Next Steps

CRCRC staff will transfer cases to ICRC and HUD as needed to avoid any conflict until these issues are resolved. CRCRC staff will continue to provide updates on this matter in the coming months. A meeting has been scheduled with the Iowa State Civil Rights Director Kristin Johnson, City of Marion Assistant City Manager Amanda Kaufman, and Director Yates on Friday, July 10<sup>th</sup> to further discuss this matter.

- **EnerGov System Update**

*Project Lead: Janet*

- The soft implementation for EnerGov case processing for Civil Rights is July 1, 2015 and the official launch is tentatively scheduled for September 1, 2015. Staff met with the City of Cedar Rapids IT personnel Hope Lovera on June 5<sup>th</sup> to discuss Templates and July 7<sup>th</sup> to discuss reports. Hope will be working on high priority templates only. The team is coordinating with Hope to develop the following reports through EnerGov:
  - Workflow History
  - Closed Cases Report
  - Open Cases Report
  - Case log Report
  - Current Cases Open by staff member (internal use only)
  - Investigative Performance Standards Reports:
    - Housing
    - Non-Housing
  - Request Management Inquires Report – Cedar Rapids and Marion Cases
  - Settlements Report
  - HUD Cross-filed Report
- The team will continue to coordinate with IT to develop and implement a process to continually assess the effectiveness of EnerGov. It is imperative the CRCRC uses a systematic process to measure and safeguard desired outcomes.

- **CRCRC's Smart Phone Application Redesign**

*Project Lead: Alicia*

The graphics and design for the Smartphone App were approved on June 4<sup>th</sup>. The App is now in the development phase and is scheduled to be completed by the deadline of September 30, 2015.

## OUTREACH AND EDUCATION

- **Language Access Protocols - CTS LanguageLink Contract**

*Project Lead: Johnny*

Director Yates submitted a draft copy of the CTS LanguageLink contract to the City's Contracts Manager Randy Hartman. The Commission received a HUD grant on 2014 to provide interpretation service for customers. If approved, CTS LanguageLink will provide telephone line interpretation service to the Commission at 62 cents per minute. CTS LanguageLink is also contracted by the State of Iowa nine judicial districts and Linn County Government. Special thanks to Johnny and Judy for working on this project and researching this matter thoroughly.

- **Marion Civil Rights Commission Training**

*Project Lead: Johnny*

The CRCRC staff continues to provide trainings to the Marion Civil Rights Commission at their monthly meetings. At the June and July Marion Commission meetings, Johnny Alcívar Zúñiga provided training on 'Lawful Source of Income' as a protected class. This training was divided into two sessions to provide commissioners time to read and digest the material and bring related questions to the July meeting.

- **Marion Billing**

*Project Lead: LaSheila*

462.45 billed in January for Marion Rate Model (for Oct & Nov 2014)

498.13 billed in February for Marion Rate Model (for Dec 2014)

\$361.88 billed in April for Marion Rate Model (for Jan 2015)

\$989.63 billed in April for Marion Rate Model (for Feb 2015)

\$523.76 billed in May for Marion Rate Model (for Apr 2015)

Total billed to date: **\$2835.85**

## OUTREACH AND EDUCATION

- **MOU Project**

*Project Lead: Johnny*

The CRCRC has successfully completed the Memorandum of Understanding (MOU) relationships which came out of the State of Equity Summit in April 2014. The relationships with local organizations focused on Fair Housing. In June 2015, all of the expectations were met. Today, we can share that all together 160 staff, 489 participants and over 1,313 households received Fair Housing training and/or information as a result of the MOU partnerships.

Respectfully submitted by

LaSheila Yates  
Executive Director

Cedar Rapids Civil Rights Commission Case Report - July 7, 2015

Cases Filed June 2014 - June 2015		
June 2014	5	3 Emp, 2 Hsg
July 2014	10	6 Emp, 4 Hsg
August 2014	0	
September 2014	3	3 Emp
October 2014	4	2 Emp, 1 Hsg, 1 PA
November 2014	0	
December 2014	5	3 Emp, 2 Hsg
January 2015	2	2 Emp
February 2015	2	1 Emp, 1 Hsg
March 2015	10	5 Emp, 4 Hsg, 1 Edu
April 2015	0	
May 2015	0	
June 2015	0	
<b>TOTAL FILED</b>	<b>41</b>	

Cases Closed June 2014 - June 2015		
June 2014	3	1 Emp, 2 Hsg
July 2014	4	2 Emp, 1 Hsg, 1 Edu
August 2014	0	
September 2014	3	2 Emp, 1 Hsg
October 2014	10	7 Emp, 2 Hsg, 1 Edu
November 2014	2	2 Hsg
December 2014	5	4 Emp, 1 Hsg
January 2015	1	1 Emp
February 2015	28	21 Emp, 1 Hsg, 2 Edu, 3 PA, 1 Credit (24 Transferred to ICRC)
March 2015	9	7 Emp, 1 Hsg, 1 Credit
April 2015	3	3 Emp (1 Marion)
May 2015	23	18 Emp, 3 Hsg, 1 Edu, 1 PA (18 Transferred to ICRC - 1 Marion Emp)
June 2015	3	1 Emp, 2 Hsg
<b>TOTAL CLOSED</b>	<b>94</b>	

Settlements June 2014 - June 2015		
June 2014	0	\$ -
July 2014	0	\$ -
August 2014	0	\$ -
September 2014	2	\$ 1,514.00
October 2014	1	\$ 300.00
November 2014	0	\$ -
December 2014	0	\$ -
January 2015	0	\$ -
February 2015	1	\$ 390.00
March 2015	1	\$ 15,000 (Marion)
April 2015	0	\$ -
May 2015	0	\$ -
June 2015	0	\$ -
<b>TOTAL</b>	<b>5</b>	<b>\$ 2,204.00</b>

Case Assignments		
Abejo, Janet	2	2 Hsg (1 Marion)
Goldberg, Judy	2	1 Emp (Marion), 1 Hsg
Walther, Bernie	1	1 Hsg (Marion)
<b>TOTAL ASSIGNED</b>	<b>5</b>	

Additional Case Status		
<b>Out w/Commissioners</b>	0	
<b>Public Hearing</b>	2	2 Hsg (1 Hsg - Marion)
<b>Conciliation in process</b>	0	
<b>Intakes In Process</b>	0	

Average Days of Open Cases	May	June
Including Post PC Finding (i.e. Conciliation, Public Hearing)	211	282
Not including Post PC Finding	158	198



### CASES FILED AND CLOSED: June 2014 - June 2015

For reporting period June 2014 – June 2015, **41 cases** were **filed** with the Cedar Rapids Civil Rights Commission. Of those 41, 25 (62%) were employment, 14 (34%) housing, 1 (2%) public accommodation, 1 (2%) education, and 0 credit.

A total of **94 cases** were **closed** by the Cedar Rapids Civil Rights Commission during the same reporting period. Of those 94, 67 (72%) were employment, 16 (17%) housing, 4 (4%) public accommodation, 5 (5%) education, and 2 (2%) credit. The chart below shows the areas for all cases filed and closed during this reporting period:

