



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

Will Be Held

Wednesday, September 16, 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 August Meeting
- V. Cedar Rapids Community School District State of Equity Update
- VI. Report from Chair
- VII. Action Items
 - Motion authorizing the Executive Director to sign a FY15 Cooperative Agreement with HUD and staff to take additional action as needed to fully execute the agreement.
 - Motion approving the State of Equity Report Update (one-sheeter).
- VIII. Committee Reports
 - Outreach Committee
 - Development & Personnel Committee – Executive Director Performance Appraisal
 - Marion Civil Rights Commission Liaison
- IX. Mission Moment – CTS Language Link
- 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
August 19, 2015 5:30 p.m.
Civil Rights Commission
50 2nd Avenue Bridge
Cedar Rapids, IA 52401

Commissioners Present: Mr. Keith Rippy, Chair
Ms. Salma Igram, Vice Chair
Mr. Leland Freie
Ms. Laura O’Leary
Mr. Robin Tucker
Dr. Ruth White
Mr. Keith Wiggins

Commissioners Absent: Dr. Emily Bowman
Ms. Ashley Reynolds

Staff Present: Ms. LaSheila Yates, Executive Director
Mr. Bernie Walther, Investigator
Ms. Alicia Abernathey, Administrative Assistant

Guests: Conni Huber

I. Call to Order

Commissioner Rippy, Chair, called the meeting to order at 5:37 p.m.

II. Roll Call/Introductions

Commissioners, staff and guests introduced themselves.

III. Public Response

No public response.

IV. Approval of Minutes from July Meeting

Commissioner Igram moved to approve the minutes. Commissioner Freie seconded the motion, which was unanimously approved.

V. Report from Chair

State of Equity Report Update - Education

Commissioner Rippy stated Commissioner White, Executive Director Yates and himself have been meeting with the school district.

Commissioner White stated the school district is very willing to work with the Commission and their staff will be presenting at the September Commission meeting.

LaSheila Yates, Executive Director, stated Commissioner White and herself are attending equity trainings the school district is putting on later this week. Staff from the school district will present Diversity Dashboard data at the September meeting.

VI. **Action Items**

Motion Authorizing the CRCRC Chair to sign a Three Year Service Agreement with the City of Cedar Rapids designating CRCRC Executive Director LaSheila Yates to serve as the City's Chief Diversity Officer and staff to take additional action as needed to fully execute the agreement – Human Resources Director, Conni Huber.

Conni Huber, Human Resources Director, stated the City would like to formally request LaSheila Yates serve as the City's Chief Diversity Officer. As part of the Human Rights Campaign one item identified is to have a human rights person report to the Chief Administrator, which is Jeff Pomeranz, City Manager. Ms. Huber identified the role and responsibilities for the Chief Diversity Officer. Ms. Huber all pointed out disability is not included as the City Manager is the City's lead for concerns involving ADA. Ms. Huber stated the agreement would be a three year agreement.

Commissioner O'Leary moved to authorize the Chair to sign a Three Year Service Agreement with the City of Cedar Rapids designating LaSheila Yates as the City's Chief Diversity Officer. Commissioner Igram seconded the motion, which was unanimously approved.

Approval of FY16 Education and Outreach Action Plan.

Ms. Yates stated the Education and Outreach Action Plan was vetted out through the Outreach Committee and is similar to the plan adopted last year.

Bernie Walther, Investigator, stated the Action Plan aligns with the Commission goals and performance standards. The Action Plan was created keeping in mind the number of staff has been reduced to five members. Major highlights of the plan include translation of brochures to Swahili and Spanish, the smartphone application, Language Link, quarterly trainings for the public, Donna the Dolphin events, Marion outreach and State of Equity follow up.

Commissioner Tucker moved to approve the FY16 Education and Outreach Action Plan. Commissioner Igram seconded the motion, which was unanimously approved.

Motion Authorizing the CRCRC Chair to sign a FY16 Cooperative Agreement with the Iowa Civil Rights Commission and staff to take additional action as needed to fully execute the agreement.

Ms. Yates stated this is a renewal of the annual contract with the Iowa Civil Rights Commission. The contract has not changed from last year and needs to be signed by the Mayor and Chair. It will be placed on the September 8th City Council agenda for approval.

Commissioner Freie moved to authorize the Chair to sign the FY16 Cooperative Agreement with the Iowa Civil Rights Commission. Commissioner White seconded the motion, which was unanimously approved.

VII. **Committee Reports**

Development and Personnel Committee

Commissioner O'Leary stated the Development and Personnel Committee met prior to the regular Commission meeting and discussed the Diversity Officer position and changes to the Executive Director's evaluations. Commissioner O'Leary stated Alicia will email evaluation forms for Commissioners to complete and return prior to LaSheila's performance review.

Commissioner Rippy stated they also discussed reclassifying the Senior Investigator position to Assistant Director. The Commission will review and approve the job description once finalized.

Outreach and Education Committee

No update.

Finance Committee

Commissioner Tucker stated the Finance Committee met to discuss the FY17 budget increases. Increases include additional money for the Assistant Director position and also additional money to have the rent covered by the City rather than through HUD money. Commissioner Tucker stated the Committee also discussed the five year plan.

Marion Civil Rights Commission Liaison

Bret Nilles, Marion Commission Liaison, stated the Marion Commission lost two members and are looking to replace them. The retreat schedule for last weekend was postponed until new members are determined. The Marion Commission is looking into outreach options such as Roll of the Dice or other simulations.

VIII. Davenport Trip Discussion

Ms. Yates stated staff is traveling to Davenport Tuesday, the 25th, and some commissioners will be joining staff on the trip. Ms. Yates stated she wanted to provide Commissioners with the opportunity to have some questions answered and asked Commissioners to complete the form that was being passed around. Ms. Yates stated the focus will not be on operational pieces but on barriers, accomplishments, performance standards, etc.

IX. Performance Standards Tracking Document

Ms. Yates stated the Commission's Performance Standards became effective July 1st. Ms. Yates stated Alicia used the New York Human Rights tracking document and modified it to suite the Commission needs in tracking performance standards. Ms. Yates stated the document was included in the packet and will be used going forward.

X. Director's Report

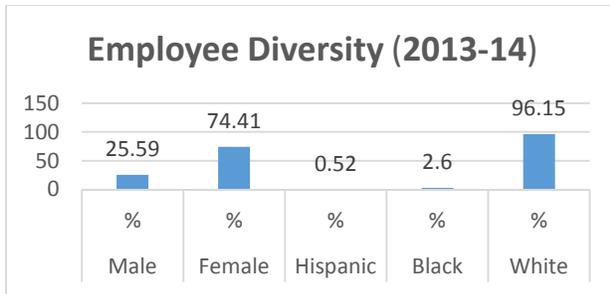
Ms. Yates stated staff had some internal staff trainings such as Real Colors and the Importance of Trust to better understand one another and learn the best ways to communicate with each other. A new departmental vision and new goals have been established for the new fiscal year. Major projects such as EnerGov and the Smartphone Application are still underway.

XI. Adjournment

Commissioner Igram moved to adjourn the meeting at 6:28 p.m. Commissioner Freie seconded the motion, which was unanimously approved.

Respectfully submitted by Alicia Abernathy

Cedar Rapids Community School District Diversity Dashboard

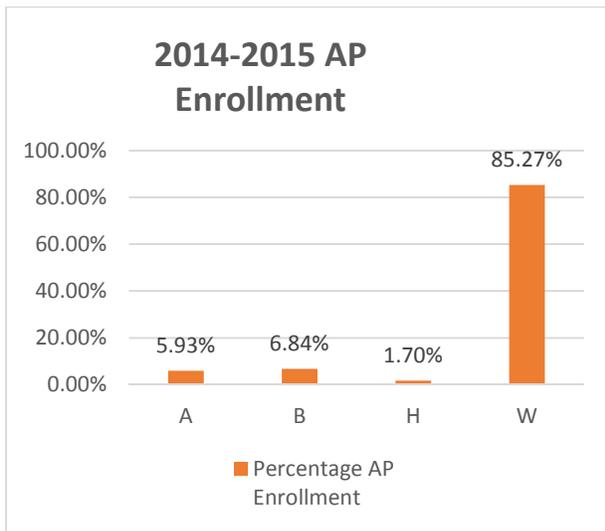
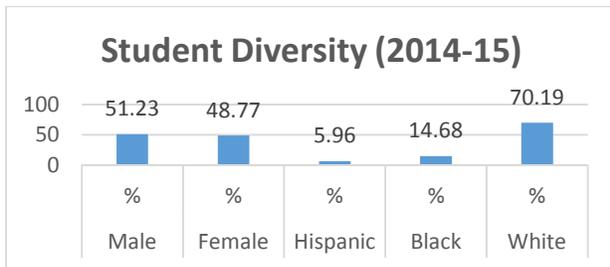


These graphs represents the percentage of employees and students in each ethnic category. The percentages for employees are from 2013-2014 as the 2014-2015 numbers have not been generated from the State yet.

Minority representation of District employees does not reflect that of the student body.

Actions:

- AppliTrack Hiring System
- Recruitment and Retention efforts

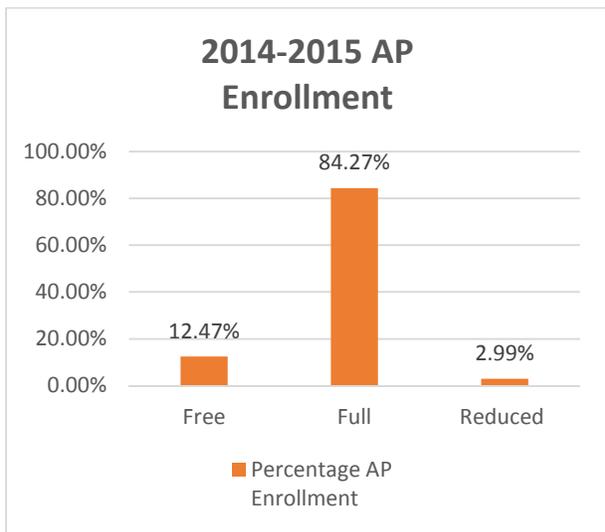


This graph represents the percentage of students in each ethnic category who were enrolled in at least 1 Advanced Placement course in the 2014-2015 school year.

Minority representation in AP classes does not reflect the minority enrollment in the District.

Actions:

- Contract with National Center for Transforming School Counseling
- Goals and strategies developed by counselors to increase minority enrollment in higher level courses



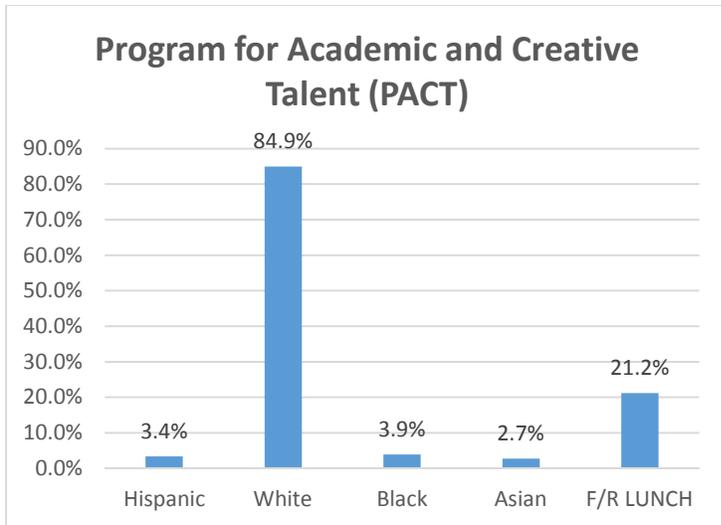
This graph represents the percentage of students on free, reduced, or full-price lunches who were enrolled in at least 1 Advanced Placement course in the 2014-2015 school year.

Low SES representation in AP classes does not reflect the low SES enrollment in the District

Actions:

- Contract with National Center for Transforming School Counseling
- Goals and strategies developed by counselors to increase Low SES enrollment in higher level courses

Cedar Rapids Community School District Diversity Dashboard

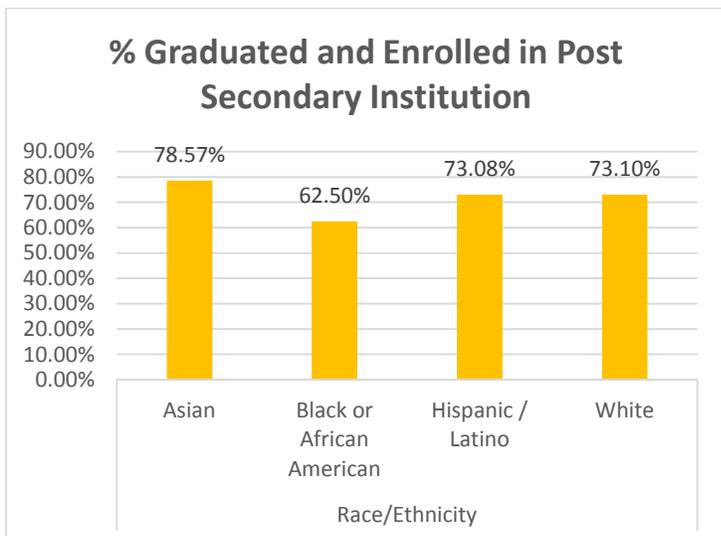


This graph represents the percentage of students in each ethnic category and on free/reduced lunches who participated in the PACT program in the 2014-2015 school year.

Participation in the PACT program does not reflect the minority enrollment in the District.

Actions:

- AAAP
- The Academy and Academy Expansion programs

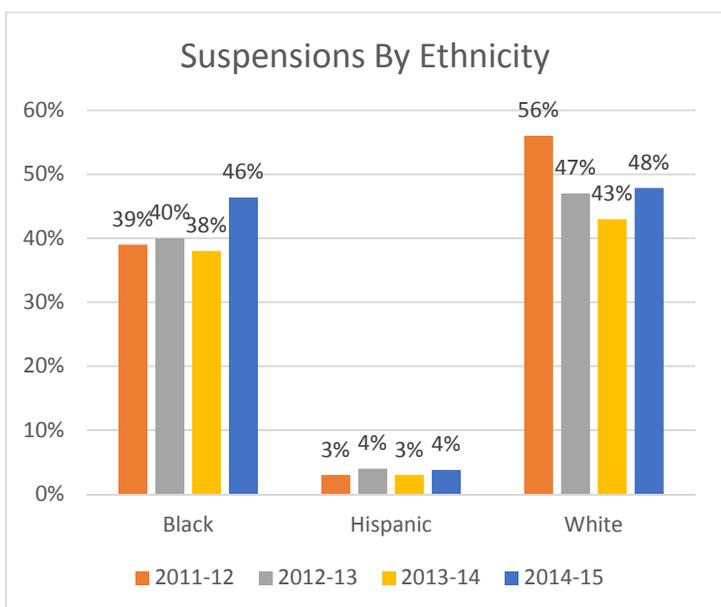


This graph represents the percentage of 2013-2014 graduates who enrolled in a post-secondary institution.

Black students enrolling in post-secondary opportunities lag behind their peers by about 10%

Actions:

- College/Career Readiness Facilitator
- Partnership with Kirkwood CC



This graph represents the percentage of students in each ethnic category who received at least one suspension over the past four years.

While overall suspensions numbers are decreasing, the percentage of black students being suspended has increased.

Actions:

- Addition of Manager of Student Discipline/Attendance
- Restorative Justice



Cedar Rapids Community School District Equity Action Plan 2015

Rationale

The **Equity Gap**[™] 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[™] 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).

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



Cedar Rapids Community School District

Equity Action Plan

2015

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|---|-----------------|--|--|
| <p>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 <i>each</i> student while improving the teaching and learning gap</p> | | | |
| <p>OBJECTIVE #1 : 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.</p> | | | |
| <p>Expected Results:</p> <ul style="list-style-type: none"> • Identifiable procedures and practices at the district level that addresses Educational Equity • District and building administrators’ increased performance in leading Education Equity/Diversity at every level of the school system • 10% increase of at-risk subgroup students scoring proficient or higher on state and local assessments • Increase performance level of teachers in addressing the learning needs of all students with specific attention to identified student groups | | | |
| 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

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| <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"> • Schedule of Equity Walks • Schedule of training for Equity Walks • Copy of materials used for Equity Walk training |
| 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"> • Schedule of meetings • Agendas of meetings |



Cedar Rapids Community School District Equity Action Plan 2015

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| 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"> • Copy of survey developed • Report of data collected and analyzed • List of unmet community needs |
|--|----------------------------|---------------------------|--|

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 th grade-until graduation. Program Starting 2015 spring for juniors and below. 2 nd year 7 th -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

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| <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"> • Retention of new recruits percentage to increase by 25% and or retain at the same rate of non-minority teachers...data collection needed. • 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. |
| <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"> • Objective Measure: Percentage of graduation rates increase and percentage of dropouts decreases by 10% each. • Subjective Measure: Spirit of inclusion and school pride increases amongst students, faculty, and community. |
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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 <i>each</i> student while improving the teaching and learning gap. | | | |
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| OBJECTIVE #5: Increase the graduation rate at all CRCSD high schools for targeted student groups | | | |
| Expected Results: <ul style="list-style-type: none"> • 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"> • List of students paired with a mentor. • Documentation of mentor meetings. |
| 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"> • Documentation of identified students dates and interventions provided. • Graduation Progress reports for identified students. • Disaggregated graduation rates. |
| 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

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| 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) |
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| Identify baseline data, collect data for all students and disaggregate by targeted student groups. <ul style="list-style-type: none"> • Identify buildings with disproportionate suspension data • Collect data on other factors that may contribute to behaviors such as: mental health, S.E.S., ADHD, Special Education | 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"> • Develop evaluation for parents and student after the hearing process | 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.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Region VII
OFFICE OF FAIR HOUSING AND EQUAL OPPORTUNITY
Gateway Tower II, 4th Floor
400 State Avenue
Kansas City, KS 66101-2406

SEP 03 2015

LaSheila Yates, Executive Director
Cedar Rapids Civil Rights Commission
50 Second Avenue Bridge, 7th Floor
Cedar Rapids, IA 52401

Dear Ms. Yates:

SUBJECT: FY2015 Cooperative Agreement

Enclosed are four (4) copies of Cooperative Agreement Number **FF207K157012** for the Fair Housing Assistance Program. The total amount of the agreement is \$64,275.00 for complaint processing, administrative costs, supplemental payments, if any, additional training and partnership funds. The funding amount is based on the following:

- \$ 35,400.00 for Complaint Processing, total of 13 cases
- \$ 0.00 for Supplemental Payment, 0 cases
- \$ 17,875.00 for HUD approved Training
- \$ 11,000.00 Administrative Cost (AC) funds

Please sign three (3) copies and return them to the address below no later than September 23, 2015:

U. S. Department of Housing and Urban Development
Office of Fair Housing and Opportunity
Kansas City Regional Office
400 State Avenue
Kansas City, KS 66101-2406

Civil Rights Commission State of Equity Report Update

August 20, 2015

Executive Summary

Background:

Released in April 2014 by the Cedar Rapids Civil Rights Commission, the State of Equity Report serves as a baseline resource for all community members to make data-informed decisions about where they want the City to assess its progress over time. The goal of the report was to take a snapshot of any disproportionality found throughout systems in Cedar Rapids and Linn County.

Purpose:

The State of Equity Report's purpose is to:

- Serve as a baseline resource to inform community leaders and policymakers on issues of inequality facing our community
 - Take a snapshot of disproportionality found throughout various systems in Cedar Rapids and Linn County
 - Inform local organizations so that they may use the report to work in partnership to attain the City of Cedar Rapids' vision, and support an environment that is welcoming and inclusive.
- City of Cedar Rapids Vision Statement:

Cedar Rapids is a vibrant urban hometown – a beacon for people and businesses invested in building a greater community now and for the next generation.

Local Findings

The 2014 State of Equity Report showed overarching disproportionality within local, state, and national systems and institutions. In a thorough review of the report, the CRCRC prioritized three areas of disproportionality that have a direct impact on our local community. These areas include:

Education:

- Disproportionate participation of racial/ethnic minorities and low income students in Program for Academic and Creative Talent (PACT)
- Disproportionate disciplinary actions for racial/ethnic minorities
- Disproportionate participation of racial/ethnic minorities and low income students in all Advanced Placement courses
- Disproportionate representation of racial/ethnic minorities in senior leadership positions

Representation in Public Employment:

- Disproportionate representation of racial/ethnic minorities in senior leadership positions in public sector organizations analyzed in Linn County

Fair Housing:

- Disproportionate homeownership rates exist between Whites/Caucasians and Blacks/African-Americans in Cedar Rapids

Progress Toward Change

Since September 2014, the Commission has had an opportunity to thoroughly review the report and prioritize local issues that fall within the Commission's scope of services. In order to further examine these critical issues, the Commission has reached out to partner agencies so that they can serve as valuable contributors to strategically address inequality in our community. Some of these entities include the Cedar Rapids Community School District, the Linn County Human Resources Department, and the City of Cedar Rapids Human Resources Department.

Taking Action

Each year, the Commission will develop a plan of action for prioritizing such issues by establishing an annual work plan. In general, work plans allow boards and commissions to address the City Council's priorities, communicate their own priorities, and measure the accomplishments of the board or commission.

In support of local partners that work in systems in which disproportionality has been identified, the CRCRC adopted its first work plan at its July 15, 2015 Commission meeting. Below are the goals adopted by CRCRC as part of its annual work plan.

CRCRC FY16 Goals:

- Increase awareness of public employment disparities through local data and outreach
- Increase awareness of disproportionality in homeownership
- Collaborate with the Cedar Rapids Community School District in efforts to reduce academic performance disproportionality
- Investigate effective practices in other communities
- Use program of work and serve as standards to influence next year's plan

Next Steps

As part of ongoing organizational development, the Cedar Rapids Civil Rights Commission staff will continue to facilitate a dialogue with its Commission members on issues of inequality facing our community. For details on CRCRC actions to date and future activities, please see Attachment 1.

For more information about the 2014 State of Equity Report and the CRCRC FY16 Work Plan, please visit our website at www.Cedar-Rapids.org/CivilRights or feel free to call our office at 319-286-5036.

Attachment 1

State of Equity Report Update: CRCRC Activities

September 14, 2015

| <u>Activity</u> | <u>Start Date</u> | <u>End Date</u> |
|---|-------------------|-----------------|
| 1. CRCRC Executive Director Yates thoroughly reviewed report with a focus on prioritizing local issues that fall within the Commission's scope of services. | 8/1/2014 | 10/6/2014 |
| 2. CRCRC Executive Director Yates held discussions with staff about the report and discussed prioritizing local issues that fall within the Commission's scope of services. | 10/6/2014 | 11/10/2014 |
| 3. CRCRC Executive Director Yates reached out to Al Rowe, Associate Vice President of Institutional Effectiveness at Kirkwood Community College, in regards to facilitating sessions with the Commission to identify next steps for the State of Equity report. | 10/15/2014 | 10/15/2014 |
| 4. CRCRC Executive Director Yates met with Cedar Rapids Community School District (CRCSD) staff for the 2014 State of Equity Report initial discussion. (Education) | 11/12/2014 | 11/12/2014 |
| 5. Mr. Rowe facilitated the first State of Equity Report session with staff. He facilitated a general framework discussion related to strengths, opportunities, aspirations, and results of the report. | 12/10/2014 | 12/10/2014 |
| 6. Mr. Rowe facilitated the second State of Equity Report session with staff. | 12/18/2014 | 12/18/2014 |
| 7. CRCRC Executive Director Yates attended the Public Forum for the Cedar Rapids Community School District Superintendent search at the African American Museum and provided feedback on the 2014 State of Equity Report. (Education) | 12/29/2014 | 12/29/2014 |
| 8. Mr. Rowe facilitated the final State of Equity Report session with staff. Mr. Rowe led an action framework discussion that focused on strategic imperatives and desired outcomes for the report. | 1/13/2015 | 1/13/2015 |
| 9. CRCRC Executive Director Yates attended Middle School GEAR UP 2.0 documentary viewing and provided feedback relating to the 2014 State of Equity Report. (Education) | 1/15/2015 | 1/15/2015 |
| 10. CRCRC Executive Director Yates attended the CRCSD Equity Walk at Wilson Middle School and provided feedback relating to the 2014 State of Equity Report. (Education) | 1/20/2015 | 1/20/2015 |

Attachment 1

State of Equity Report Update: CRCRC Activities

| <u>Activity</u> | <u>Start Date</u> | <u>End Date</u> |
|---|-------------------|-----------------|
| 11. CRCRC Executive Director Yates participated in a stakeholder interview with Morningside Research and Consulting to gather input regarding Housing and Community Issues for the Community Development Block Grant Consolidated Plan at City Hall, and provided feedback relating to the 2014 State of Equity Report. (Fair Housing) | 1/21/2015 | 1/21/2015 |
| 12. The City of Cedar Rapids hosted sessions at the City Services Center and the African American Museum of Iowa to gather input regarding Housing and Community Issues for the Community Development Block Grant Consolidated Plan. CRCRC Executive Director Yates participated and provided feedback relating to the 2014 State of Equity Report. (Fair Housing) | 1/22/2015 | 1/22/2015 |
| 13. CRCRC Executive Director Yates served as a speaker for Lunch and Learn with Big Brothers Big Sisters of Cedar Rapids and East Central Iowa at which she discussed general civil rights issues and 2014 State of Equity Report. (Education) | 1/22/2015 | 1/22/2015 |
| 14. CRCRC Executive Director Yates met with the Linn County Human Resources Department to discuss the Diversity Initiatives group meeting. (Representation in Public Employment) | 2/27/2015 | 2/27/2015 |
| 15. The CRCRC Fair Housing Month advertising campaign began on March 2nd and ended in May of 2015. The commercial was also posted on the CRCRC's social platforms. Staff received various phone calls as a result of the commercial which aired on CBS 2 and FOX 28. (Fair Housing) | 3/2/2015 | 5/31/2015 |
| 16. First Local Government Agencies Diversity Initiatives group meeting. (Representation in Public Employment) | 3/27/2015 | 3/27/2015 |
| 17. CRCRC Executive Director Yates and Education & Outreach Coordinator Johnny Alcívar Zúñiga provided a Fair Housing Month presentation for the Landlords of Linn County. (Fair Housing) | 4/9/2015 | 4/9/2015 |
| 18. CRCRC Executive Director Yates and Education & Outreach Coordinator Johnny Alcívar Zúñiga provided a Fair Housing Month presentation for the Cedar Rapids Area Association of REALTORS. (Fair Housing) | 4/16/2015 | 4/16/2015 |
| 19. Second Local Government Agencies Diversity Initiatives group meeting. (Representation in Public Employment) | 4/24/2015 | 4/24/2015 |

Attachment 1

State of Equity Report Update: CRCRC Activities

| <u>Activity</u> | <u>Start Date</u> | <u>End Date</u> |
|--|-------------------|-----------------|
| 20. CRCSD Chairperson Mary Meisterling, Former Superintendent Dave Benson, Deputy Superintendent Mary Ellen Maske, CRCRC Chair Keith Rippey, CRCRC Commissioner Dr. Ruth White, and CRCRC Executive Director Yates met to discuss the 2014 State of Equity Report. (Education) | 4/28/2015 | 4/28/2015 |
| 21. Initial discussion at the Commission meeting regarding the CRCRC FY16 Work Plan. | 5/20/2015 | 5/20/2015 |
| 22. Second discussion at the Commission meeting regarding the CRCRC FY16 Work Plan. | 6/17/2015 | 6/17/2015 |
| 23. CRCSD Deputy Superintendent Mary Ellen Maske, additional CRCSD Staff, CRCRC Chair Keith Rippey, CRCRC Commissioner Dr. Ruth White, and CRCRC Executive Director Yates met to discuss the 2014 State of Equity Report and updates the Commission would like to receive. (Education) | 6/30/2015 | 6/30/2015 |
| 24. Commission Approved the CRCRC FY16 Work Plan. | 7/15/2015 | 7/15/2015 |
| 25. CRCSD Deputy Superintendent Mary Ellen Maske, additional CRCSD Staff, CRCRC Chair Keith Rippey, CRCRC Commissioner Dr. Ruth White, and CRCRC Executive Director Yates met with new Superintendent Bradley Buck. (Education) | 7/29/2015 | 7/29/2015 |
| 26. CRCRC FY16 Work Plan Presentation at the City Council Public Safety & Youth Services Committee Meeting. | 8/3/2015 | 8/3/2015 |
| 27. The following individuals represented the CRCRC at the CRCSD meetings: Aug 19 – Middle Schools (ELSC 7:30-3:30) - Dr. Ruth White. Aug 21 – Washington HS (WHS 7:30-10:30 a.m. - Dr. Ruth White and CRCRC Executive Director Yates. | 8/19/2015 | 8/21/2015 |
| 28. Motion authorizing the CRCRC Chair to sign a Three Year Service Agreement with the City of Cedar Rapids, designating CRCRC Executive Director Yates to serve as the City's Chief Diversity Officer and staff to take additional action as needed to fully execute the agreement. (Representation in Public Employment) | 8/19/2015 | 8/19/2015 |
| 29. Executive Director Yates began role as Chief Diversity Officer. (Representation in Public Employment) | 8/19/2015 | 8/19/2015 |

Attachment 1

State of Equity Report Update: CRCRC Activities

| <u>Activity</u> | <u>Start Date</u> | <u>End Date</u> |
|---|-------------------|-----------------|
| 30. CRCRC FY16 Work Plan Presentation and Approval at City Council Meeting. | 8/25/2015 | 8/25/2015 |
| 31. Chief Diversity Officer and HR Director begin first phase of the City's Diversity Initiative, including prep, start-up, and establish a Framework. (Representation in Public Employment) | 9/1/2015 | 6/30/2016 |
| 32. Third Diversity Initiatives Meeting Tentatively Scheduled. (Representation in Public Employment) | 9/16/2015 | 9/16/2015 |
| 33. CRCSD staff will present updated information to follow-up the 2014 State of Equity Report at CRCRC September meeting. (Education) | 9/16/2015 | 9/16/2015 |
| 34. CRCSD Staff, CRCRC Chair Keith Rippey, CRCRC Commissioner Dr. Ruth White, and CRCRC Executive Director Yates will meet to review the second data set related to district wide equity and prepare for the February 2016 report. (Education) | 1/2016 | 1/2016 |
| 35. CRCSD Staff submits second data set as related to district wide equity to the CRCRC. (Education) | 2/2016 | 2/2016 |

Agency Outreach Performance

| | | | | | | | |
|--|------|--------|-----------|---------|----------|----------|-----------|
| Performance Indicators: <i>50% of participants rating presentations & events as satisfactory or better</i> | | | | | | | |
| <i>15% of increased knowledge in participants after trainings</i> | | | | | | | |
| | July | August | September | October | November | December | YTD Total |
| % of participants rating presentations & events as satisfactory or better | N/A | N/A | | | | | |
| % of increased knowledge in participants after trainings | N/A | N/A | | | | | |

Agency Customer Service Performance

| | | | | | | | |
|--|------|--------|-----------|---------|----------|----------|-----------|
| Performance Indicators: <i>Average customer service rating of 2.5 or higher on a 5 point scale</i> | | | | | | | |
| | July | August | September | October | November | December | YTD Total |
| Average Intakes customer service rating | N/A | 5 | | | | | |
| Average Investigations customer service rating | N/A | N/A | | | | | |
| Average Outreach customer service rating | N/A | N/A | | | | | |

Agency Case Investigation Performance

| | | | | | | | |
|--|------|--------|-----------|---------|----------|----------|-----------|
| Performance Indicators: <i>85% of non-housing cases investigated in 300 days or less</i> | | | | | | | |
| <i>50% of housing cases investigated in 100 days or less</i> | | | | | | | |
| | July | August | September | October | November | December | YTD Total |
| Cases filed | 0 | 3 | | | | | 3 |
| Intakes in Progress | 3 | 2 | | | | | 5 |
| Cases closed - Housing | 0 | 0 | | | | | 0 |
| - no probable cause determination (%) | N/A | N/A | | | | | N/A |
| - probable cause determination (%) | N/A | N/A | | | | | N/A |
| - administrative closure (%) | N/A | N/A | | | | | N/A |
| - settlement (%) | N/A | N/A | | | | | N/A |
| - public hearing (%) | N/A | N/A | | | | | N/A |
| Number of Housing cases closed on time (100 Days) | N/A | N/A | | | | | N/A |
| % of Housing cases closed on time (100 Days) | N/A | N/A | | | | | N/A |
| Cases closed - Non-Housing | 0 | 0 | | | | | 0 |
| - no probable cause determination (%) | N/A | N/A | | | | | N/A |
| - probable cause determination (%) | N/A | N/A | | | | | N/A |
| - administrative closure (%) | N/A | N/A | | | | | N/A |
| - settlement (%) | N/A | N/A | | | | | N/A |
| - public hearing (%) | N/A | N/A | | | | | N/A |
| Number of Non-Housing cases closed on time (300 Days) | N/A | N/A | | | | | N/A |
| % of Non-Housing cases closed on time (300 Days) | N/A | N/A | | | | | N/A |
| Average age of complaint caseload (days) | N/A | 27 | | | | | 27 |

Cedar Rapids Civil Rights Commission Case Report - September 9, 2015

| Cases Filed August 2014 - August 2015 | | |
|---------------------------------------|-----------|---------------------|
| 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 | |
| July 2015 | 1 | 1 Emp |
| August 2015 | 2 | 1 Emp, 1 Hsg |
| TOTAL FILED | 29 | |

| Cases Closed August 2014 - August 2015 | | |
|--|-----------|---|
| 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 |
| July 2015 | 1 | 1 Emp (Marion) |
| August 2015 | 1 | 1 Hsg (Marion) |
| TOTAL CLOSED | 89 | |

| Settlements August 2014 - August 2015 | | |
|---------------------------------------|----------|--------------------|
| 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 | \$ - |
| July 2015 | 0 | \$ - |
| August 2015 | 0 | \$ - |
| TOTAL | 5 | \$ 2,204.00 |

| Case Assignments | | |
|-----------------------|----------|-------------------------|
| Abejo, Janet | 3 | 1 Emp, 2 Hsg (1 Marion) |
| Goldberg, Judy | 2 | 1 Emp, 1 Hsg |
| Walther, Bernie | 1 | 1 Emp |
| TOTAL ASSIGNED | 6 | |

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

| Average Days of Open Cases | July | August |
|---|------|--------|
| Including Post PC Finding (i.e. Conciliation, Public Hearing) | 355 | 244 |
| Not including Post PC Finding | 271 | 129 |



CASES FILED AND CLOSED: August 2014 - August 2015

For reporting period August 2014 – August 2015, **29 cases** were **filed** with the Cedar Rapids Civil Rights Commission. Of those 29, 18 (63%) were employment, 9 (31%) housing, 1 (3%) public accommodation, 1 (3%) education, and 0 credit.

A total of **89 cases** were **closed** by the Cedar Rapids Civil Rights Commission during the same reporting period. Of those 89, 65 (74%) were employment, 14 (16%) housing, 4 (4%) public accommodation, 4 (4%) education, and 2 (2%) credit. The chart below shows the areas for all cases filed and closed during this reporting period:

