

**Mississippi Bend Area Education Agency**  
**Agency Teams**  
**January 2015**

**Administrative Cabinet** – refers to agency's administrators engaged in common planning, program evaluation, and operational decision-making. The cabinet includes the following administrators: Chief Administrator, Executive Director, Literacy Coordinator, Numeracy Coordinator, Student Engagement Coordinator, MTSS Coordinator, Early Childhood Coordinator, Sector I Coordinator, Sector II Coordinator, Sector III Coordinator, Sector IV Coordinator, Special Education Coordinator, Quality Learning Coordinator, and Assistance-Coordinator of Professional Development. Once a month, the cabinet is expanded to include additional members: Information Technology Coordinator, Business Manager and Human Resources Specialist.

**Autism Resource / Challenging Behaviors Team (AR/CBT)** – refers to a specialized team providing parents, teachers and Agency staff with informational resources regarding the unique learning needs of children with Autism Spectrum Disorders or children with learning styles consistent with Autism Spectrum Disorder or children with challenging behaviors. The team also provides technical assistance in the design and implementation of educational programming and supports for children with Individual Education Plans (IEP) or Individual Family Service Plans (IFSP) per request of the Educational Team.

**Assistive Technology Team** – refers to a team providing supports to building teams in the area of assistive technology (AT), which includes information related to purchase or lease of AT devices, training on specific AT devices, and support and maintenance of the AT loan library.

**Building Collaboration Team (BCT)** – refers to a team of licensed staff assigned to a public school or accredited non-public school that ensure AEA services related to comprehensive school improvement, literacy, numeracy, student engagement, MTSS, child find, and learning supports are meeting the school's teaching and learning needs. The team works with the building principal to coordinate AEA services. A member of the team may also participate on the school's leadership to assist with their school improvement planning and expedite access to AEA resources that meet the school's high priority needs.

**Brain Injury Resource Team** – refers to a team providing consultation for educators and parents who are planning and delivering educational programs to students who have incurred a traumatic brain injury. A resource library of articles, videotapes, pamphlets and books are available.

**C4K-ELI Support Team** – refers to a literacy team supporting K-3 public schools and accredited non-public school with the new §279.68, Early Literacy Implementation, law. The AEA has assigned 50 staff members to provide support for all public schools and accredited non-public schools. The team provides workshops and school-based assistance and coaching.

**Insurance Committee** – refers to an internal team of administrators, licensed staff, and classified staff that engage in planning and resolving employee health insurance issues. The committee makes recommendations to the bargaining group regarding contractual changes to the employee health insurance benefits.

**School Improvement Comprehensive Improvement Network** – refers to the curriculum directors network that meet monthly (September to May) to address the curriculum, instruction, and assessment needs of schools and school districts. The AEA facilitates this network to facilitate networking and support access to AEA services. The meeting also supports needs assessment to identify future teaching and learning needs and feedback regarding the quality of AEA services. The curriculum directors meet on the same day and time as the superintendents' meeting; therefore, occasionally the groups are combined for presentations and important educational topic discussions.

**Solution Focus Bargaining Council** – refers to the internal bargaining group that includes administrators, licensed staff (Professional Service Organization), administrative support, and classified staff (Clerical Workers of America). The group negotiates annually with the Board of Director's representative to address employee contracts, benefits, and wages. The group also serves as an employee advisory committee regarding working conditions and clarification of contract language. The group meets monthly and the agenda is set by the group members.

**Superintendents' Network** – refers to a group of superintendents utilizing *Instructional Rounds*. *School Administrators of Iowa* (SAI) and the AEA system statewide support *Instructional Rounds* networks for superintendents. It is a professional development opportunity to develop leadership skills around implementing effective teaching, learning, and content acquisition. The superintendents engage in member site visits to learn by observing actual classrooms.

**Technology Coordinators Network** – refers to technology coordinators with the school districts meeting monthly to coordinate common planning and learn from each other regarding technology use and effective implementation. The coordinators also engage in discussions related to the technology and internet services provided by the AEA. The network provides an opportunity for planning, implementation, and evaluation of AEA technology services. The AEA also facilitates professional development during the monthly meetings to improve the coordinators skill set.