

# School Leaders of Iowa

## June 2003

### Bureau of Administration and School Improvement Services Iowa Department of Education

(This document is also available on the DE web site.)

<http://www.state.ia.us/educate/ecese/asis/index.html>

"The improvement of understanding is for two ends: first, our own increase of knowledge; secondly, to enable us to deliver that knowledge to others."

-- John Locke

1. **Annual Progress Report (APR) Due August 15, 2003—State Accountability.** The APR checklist, which contains minimum APR reporting requirements for the 2002-03 school year was distributed via e-mail to all schools and school districts in May. Separate APR checklists exist for accredited nonpublic schools and school districts. These requirements can be accessed at the following Department address: <http://www.state.ia.us/educate/ecese/asis/csi/reports.html>.

The Department's May 19 ICN session that covered APR requirements was videotaped and is available through area education agencies. In addition, an APR "questions and answers" document accompanies this update and can soon be accessed on the Department's web site at the same address listed in paragraph one.

Contact: Jeanette McGreevy, 515-281-4750, [jeanette.mcgreevy@ed.state.ia.us](mailto:jeanette.mcgreevy@ed.state.ia.us)

2. **Adequate Yearly Progress (AYP): Approval of Iowa's NCLB Accountability Plan—Federal Accountability.** Last week, the USDE approved Iowa's NCLB Accountability Plan. An ICN will occur this Thursday, June 12, from 1:00-3:00 p.m. to update all districts and area education agencies about the changes and components of Iowa's accountability system. The ICN session will also contain information about the process for determining schools in need of improvement for the 2003-04 school year.

A videotape of Thursday's ICN session will be sent to each AEA as soon as possible. The PowerPoint used in the ICN and an FAQ about Iowa's accountability system will be placed on the Department's web site on the day of the ICN session.

Contact: Judy Jeffrey, 515-281-3331, [judy.jeffrey@ed.state.ia.us](mailto:judy.jeffrey@ed.state.ia.us)

3. **Data Driven Leadership (DDL): \$900 Grant Award.** To date, approximately four hundred superintendents and principals have received the grant award memo. Receipt of the memo is determined by a formula determined according to funding source and then according to completion date of DDL training and the TAGLIT (Taking A Good Look At Instructional Technology) online assessment. The grant award is actually a reimbursement process for expenditures made by the LEAs. To receive reimbursement, superintendents and principals who receive the memo order technology hardware and peripherals (anything "connected" to a computer) from the Iowa AV/Computer Co-op catalog <http://av.co-op.k12.ia.us/>, and software from the Media and Technology Co-op <http://www.iec-ia.org/>. The AV co-op added several requested items to the catalogs for DDL grant participants.

Standard procedures to order are explained on the co-op web-sites. A paper copy of the invoice, a copy of the order form (order placed by the "authorized purchaser" in the district), and the completed certification form is mailed to the Department of Education (DE) in order for the DE to authorize the distribution of the funds to the district. Each principal who successfully completed DDL requirements and TAGLIT, and each superintendent who successfully completed DDL requirements qualifies for the grant award.

Each superintendent or principal qualifies for one grant award only, regardless of shared or multiple building assignments. After the Department processes the required invoice, order form, and certification form, the district receives reimbursement from the AEA, up to \$900 per person listed on the certification form. Expenditures over \$900 are at the discretion of the district, with a cap of \$900 reimbursed through the grant.

Contact: Rick Roghair, 515-281-3750, [rick.roghair@ed.state.ia.us](mailto:rick.roghair@ed.state.ia.us)

4. **Data Driven Leadership: Taking A Good Look At Instructional Technology (TAGLIT) Results.** Principals can access a printable TAGLIT final report for the building at any time after the TAGLIT assessment window closes by doing the following:

- Login to TAGLIT using your login and password and go to the management screen.
- A new message on the screen says, "[click here to get your data summary.](#)" Click on that link.
- To complete responses and to generate the final report: 1) click on the "responses" link, 2) enter the first response; go to the bottom of the screen and click on "submit," 3) enter the second response and go to the bottom of the screen and click on "submit," and 4) continue until all responses are entered.
- It is important to click on the "submit" after each item because TAGLIT times out after 15 minutes since the last "submit." The TAGLIT system indicates receipt of the response after each "submit." It is best to compose responses in a word processing program and then to copy/paste each response into the appropriate text box in the "responses" screen. Click "submit" after each paste. It is possible to modify your responses at any time by accessing the TAGLIT site using your login and password.

At this time, the developers of TAGLIT will generate district level reports by request. If interested, contact Rick Roghair at [rick.roghair@ed.state.ia.us](mailto:rick.roghair@ed.state.ia.us). The fee for this report is undetermined at this time and depends on the number of requests and the size of reports.

5. **Data Driven Leadership: Apple products.** Apple consented to work with the Department through the AV/Computer Co-op. These prices are only for DDL participants and are not available on the 2003 Spring AV/Computer Co-op, as per Apple requirements. Superintendents and principals can only purchase the products listed if he or she received the grant award memo from Rick Roghair. Apple is also advertising an "Apple Iowa State Buy," which has nothing to do with the AV co-op or the DDL offer.

Please note that Exception Number 112596139 is required on the purchase order in order to obtain the DDL savings.

Part Number	Description	Education Unit Price	Education Price	Unit Savings
M8758LL/A	iBook	(12.1"TFT/800MHz/512K L2/128MB/30GB/CD-ROM/VGA-out/Enet/56K/Mac OS X) \$949	\$924	\$25
B7551LL/A	iBook	800 w/AppleCare Protection Plan \$1,132	\$1,082	\$50
M9018LL/A	iBook	(900MHz G3128MB/40GB/CD-RW/DVD 12.1" LCD Combo drive/VGA-out/Enet/56K/Mac OS X) \$1,199	\$1,174	\$25
B7552LL/A	iBook	900 CD-RW w/AppleCare Protection Plan \$1,382	\$1,332	\$50
M9009LL/A	iBook	(900MHz G3256MB/40GB/CD-RW/DVD 14.1" LCDe/VGA-out/Enet/56K/Mac OS) \$1,399	\$1,374	\$25
B7553LL/A	iBook	900 14.1" w/AppleCare Protection Plan		

		\$1,582	\$1,532	\$50
M8813LL/A	iMac	600 15" CRT (while supplies last)		
		\$649	\$624	\$25
B6909LL/A	iMac	600 15" CRT w/ AppleCare (while supplies last)		
		\$768	\$699	\$69
M9105LL/A	iMac	800MHz G4256MB/60GB/Combo DVD-ROM+CD-RW/15" LCD)		
		\$1,199	\$1,149	\$50
B7355LL/A	iMac	800/256 w/APP		
		\$1,318	\$1,243	\$75
M8935LL/A	iMac	1 GHz G4256MB/80GB/SuperDrive/17" LCDGeForce4 MX		
		\$1,699	\$1,649	\$50
B7358LL/A	iMac	1 GHz 17" w/ APP		
		\$1,818	\$1,743	\$75
M8655LL/A	eMac	(700MHz G4128MB/40GBCD-Rom)		
		\$699	\$674	\$25
B6730LL/A	eMac	700/CD-Rom w/AppleCare Protection Plan		
		\$818	\$768	\$50
M8894LL/A	eMac	(700MHz G4128MB/40GBCD-RW)		
		\$749	\$724	\$25
B6907LL/A	eMac	700/CD-RW w/AppleCare Protection Plan		
		\$868	\$818	\$50
M8891LL/A	eMac	700/Combo/128mb		
		\$849	\$824	\$25
B6979LL/A	eMac	700/Combo/128mb w/AppleCare		
		\$968	\$918	\$50
M8892LL/A	eMac	(800MHz G4256MB/60GBSuperDrive)		
		\$1,099	\$1,074	\$25
B6981LL/A	eMac	(800MHz) w/AppleCare Protection Plan		
		\$1,218	\$1,168	\$50
B7376LL/A	Xserve	(60GB) w/AppleCare Premium Service and Support Plan		
		\$3,059	\$2,759	\$300
B7378LL/A	Xserve	(60GB/DP) w/AppleCare Premium Service and Support Plan		
		\$4,059	\$3,659	\$400

3rd party product:

T6094LL/A	Epson PowerLite 53C Projector	\$1,449	\$1,424	\$25
T5643LL/A	InFocus LP240 Projector	\$1,099	\$1,074	\$25
T5644LL/A	InFocus LP70 Projector	\$2,349	\$2,309	\$40
T4965LL/A	InFocus LP 530 DLP XGA Projector - 2000 Lumen	\$2,599	\$2,549	\$50
B7329LL/A	HP LaserJet 4200N Ethernet Laser Printer	\$1,299	\$1,284	\$15
T6436LL/A	HP LaserJet 1300 Laser Printer	\$379	\$369	\$10
T6623LL/A	HP LaserJet 1300N Networked Laser Printer	\$559	\$549	\$10
B7330LL/A	HP LaserJet 4200TN Laser Printer	\$1,499	\$1,484	\$15

Exception Number 112596139 is required on the purchase order in order to obtain the DDL Grant Recipient savings. Without the Exception Number, the order will be delayed. XServes must have AppleCare Premium Service and Support in order to qualify for the savings. All purchase orders must be made out to Apple Computer Inc. and submitted to the Statewide AV Co-op for processing. Orders must be received by the AV Co-op no later than close of business June 13, 2003.

6. **Data Driven Leadership (DDL) Training and Cost.** Until June 30, 2004, those who complete DDL training as a requirement for Evaluator Approval certification receive DDL training at no cost. Those who need DDL for certification are given priority over other registrants. Until June 30, 2004, all others can complete DDL training at any AEA for a fee of \$55 for the one hour of professional development credit. If DDL is available for graduate credit in a specific AEA, fees for graduate credit are at the rate for that post-secondary institution. Beginning July 1, 2004, all persons register for DDL at the standard rate determined by each AEA.

AEAs offer training to participants who are current administrators, who hold current evaluator approval certification, who move into Iowa with evaluator certification from another state, or who are teachers, board members, central office staff, etc. Approved administrative preparation programs offer training to participants registered in the administrative preparation program of that institution.

7. **Evaluator Approval Training for Superintendents, Central Office Staff, AEA Personnel, and Other Persons Not Currently Responsible for Direct Evaluation of Teachers.**

The Department has decided that all personnel seeking evaluator approval (with the exception of athletic directors evaluating only coaches) **will complete the same basic coursework**. There will not be a separate Iowa Evaluator Approval Training Program (IEATP) training for superintendents and central office staff members.

Over the course of the spring 2003 semester a group of superintendents and AEA staff in eastern Iowa participated in a pilot that attempted to gauge the degree to which the basic training could be modified to meet the needs of other categories of evaluators. The Department also collected data from the field on the current IEATP training occurring this spring. Findings from these efforts concluded the following:

- The Department must ensure that specific baseline skills are developed through the implementation of IEATP training. Maintaining a consistent approach to this process of skills development is needed.
- It may be necessary for districts to have the increased capacity to evaluate teachers if needed. Having all administrative personnel trained in the basic model allows more flexibility in a district meeting its obligation for teacher evaluation under Teacher Quality expectations.
- The law requires evaluator training to focus on the Iowa Teaching Standards and Criteria. It could be possible to incorporate the Iowa Standards for Leadership (ISL), but the overall training must still focus primarily on the Iowa Teaching Standards and Criteria. Incorporating the ISL in this scenario could actually lengthen the original training.
- Currently 35-40% of the superintendents statewide have already taken the basic IEATP training. This reduces the "need" for a different training for superintendents or central office staff. Given the current capacity for additional training development and the logistics behind modifying training, retraining trainers, other demands on time and the lack of code compelling this accommodation, it seems prudent to maintain training using the original model.
- Feedback from those superintendents that took the basic IEATP course is positive. They benefited from having the same language and context. The common language and expectations are probably the greatest benefit and argument for everyone completing the same training.

The Department will be working with SAI to collaborate on the development of additional training support for superintendents and other central office staff related to the Iowa Standards for Leadership. This training will support the use of the principal's evaluation tool and the ISL.

8. **Future Iowa Evaluator Approval Training Program (IEATP) Training and Registration Priorities.**

There will be no "summer" IEATP training; however, many AEAs will offer the DDL training component this summer. Contact a local AEA for a schedule of DDL courses. The IEATP course design promotes collaboration, conversation and application of skill with teachers. The training is spread over a period of time to allow local application of knowledge and skills to occur. The ability of participants to apply the skills learned in training is limited in June and July due to the lack of available teaching staff.

IEATP training will begin again in August 2003. Priorities for registration are as follows, in order of highest priority to lowest:

- District administrators hired for the 2003-04 school year that will be evaluating beginning teachers but have not had the IEATP training. This includes candidates from out-of-state and new administrators that have not had the training as a part of their administrative preparation program.
- Other district administrators including superintendents and central office staff that have evaluation duties but have not completed the training. This includes district administrators who are not evaluating teachers but need to renew their evaluator approvals.
- AEA staff including consultants and or administrators (no stipend attached to this category of personnel).

- Nonpublic administrators (no stipend attached to this category of personnel).
  - Any teachers, including those who currently hold evaluator approval.
  - Categories 3-5 will be held on a waiting list until 10 working days prior to the start of training to ensure that any personnel in categories 1 and 2 have access to the process.
- Note: Athletics directors evaluating coaches only will not be accepted into IEATP training during 2003-04. There will be a separate training for this category of evaluator ready by the fall of 2004. Until that time athletic directors can request a year extension to the existing approval from the (Board of Educational Examiners) BOEE. Up to two extensions can be granted.

The statewide schedule of IEATP training will be available soon. There will be two cohorts offered per region during each of the fall and spring semesters of the 2003-04 school year.

9. **Staff Evaluation: Other Categories of Staff with Teaching Contracts (e.g., counselors and media specialists)**. The Department will not be developing different criteria under the Iowa Teaching Standards for other categories of staff on teaching contracts. The Department reviewed work submitted by several districts statewide to determine how various districts were creating expectations for these other categories of staff under the Iowa Teaching Standards. In all cases, districts were able to develop "descriptors" that defined the work of specific categories of staff without revising the existing criteria under each Iowa Teaching Standard.

Therefore, it is expected that districts will be able to conduct comprehensive evaluations as needed with all beginning personnel on teaching contracts as soon as possible. This means that the district will need to "define" local expectations under the Iowa Teaching Standards and Criteria for all categories of staff members on teaching contracts. For samples of how to develop descriptors for other categories of staff on teaching contracts, refer to the following examples developed by the Cedar Rapids CSD at the following web address: <http://www.education.uiowa.edu/CR842/evaluation/index.html>.

10. **Stipends for Completion of Evaluator Approval**. All stipends for district personnel that successfully completed all components of evaluator approval training will be distributed by June 30, 2003. Stipends for those that completed expectations in the fall of 2002 have been distributed to districts. The stipend provision for district personnel sunsets June 30, 2004.

Districts must deduct the individual share of FICA and IPERs from the stipend. The district cannot deduct the district's share of FICA and IPERS from the stipend.

11. **AEA Toolkit for Facilitating Decision-making as Districts Update Local Teacher Evaluation Systems**. The AEA system, in collaboration with SAI, IASB, and the Department, will unveil a resource guide that will assist local districts as they revise/update local teacher evaluation systems to meet expectations under the Teacher Quality legislation. Additionally, each AEA will have a contact person to support the use of this resource guide. This resource guide/toolkit should be available sometime in the late spring or early summer. Local districts must revise teacher evaluation systems to meet Teacher Quality expectations by July 1, 2005.

Contact: Jeff Berger, 515-281-6719, [jeff.berger@ed.state.ia.us](mailto:jeff.berger@ed.state.ia.us)

12. **School Bus Driver Authorization System**. The new School Bus Driver Authorization System (DAS) is now up and running. This is the Department's new electronic system for authorizing persons to become school bus drivers in the State of Iowa. The Department has done away with the School Bus Driver Permit system in favor of the DAS via legislative mandate. DAS includes that following advantages:
- easy to follow format and instructions,
  - fast access to important information concerning a school district's school bus driving staff,
  - ability to quickly add and authorize new drivers to the staff,
  - economical because it eliminates the use of paper,
  - eliminates the lag time normally encountered when using a paper system,
  - offers the ability to go from page to page with the click of the mouse button,
  - provides various "sort" options,
  - provides clear and concise instructions for correcting "error" messages,



- updates from year to year will involve entering little or no new information, and
- available 24/7.

Before attempting to use the DAS, the district will need to have several pieces of information on file for each driver: a copy of the driver's state issued driver's license, a copy of the driver's Medical Examiner's Certificate, and documentation of the driver's last TB test.

The DAS, along with complete instructions, is available on the Department's applications web site at [www.edinfo.state.ia.us](http://www.edinfo.state.ia.us).

Contact: Max Christensen, 515-281-4749, [max.christensen@ed.state.ia.us](mailto:max.christensen@ed.state.ia.us)

13. **Annual School Transportation Report and Nonpublic Reimbursement Claim.** The annual transportation report and the non-public reimbursement claim are now available on this same web site and are due by July 31st.

Contact: Max Christensen, 515-281-4749, [max.christensen@ed.state.ia.us](mailto:max.christensen@ed.state.ia.us)

## Legal Lessons

The contact person for each legal lesson is Carol Greta, 515-281-5295, [carol.greta@ed.state.ia.us](mailto:carol.greta@ed.state.ia.us)

14. **Barker Guidelines Now in Administrative Rules.** For over 25 years, local school boards have been required to abide by an informal set of procedural rules called the "Barker Guidelines" when determining whether to close an attendance center. A related set of guidelines, the "McCoy Guidelines," has been around since 1990 to assist boards in grade realignment matters.

Effective July 2, 2003, both guidelines are in the DE's administrative rules at 281—Iowa Administrative Code chapter 19. To view the full text of the rules, go to <http://www.legis.state.ia.us/Rules/2003/Bulletin/ACB030402.html>. This is a lengthy document; the rules are about 1/5 of the way down the document. Once published in the Iowa Administrative Code, the rules will be available electronically at <http://www.legis.state.ia.us/Rules/2003/iac/281iac/28119/28119.pdf>. (By the time this edition of SLI is published, the rules may be available at the latter URL.)

PLEASE NOTE: **The substance of rules has not changed.** Enforcement of the rules has not changed but has been made easier with the Barker guidelines now comprising formal rules. Also, access by school administrators, board members, and the public will be easier now that the guidelines appear as formal rules in the Iowa Administrative Code.

The seven procedural steps to follow when closing an attendance center are listed below:

1. Establishment by the board of a timeline, working backwards from the anticipated date of the board's final decision;
2. Informing the public that the matter is under consideration;
3. Seeking public input in all study and planning steps;
4. Sufficient research, studying and planning by the board and selected persons and/or groups of such factors as enrollment, transportation costs, finances, program offerings, plant facilities, and staff assignments;
5. Promotion of open and frank public discussion of the facts and issues;
6. Proper record-keeping of all steps taken; and
7. Making the final board decision in open meeting.

The four procedural steps to follow when realigning grades are listed below:

1. Sufficient research, studying, and planning by the board and selected persons and/or groups of such factors as enrollment, transportation costs, finances, program offerings, plant facilities, and staff assignments;

2. Posting of realignment proposal in a prominent place at the affected attendance center(s) and publication of realignment proposal in agenda of an upcoming board meeting;
  3. Promotion of open and frank public discussion of the facts and issues; and
  4. Making the final board decision in open meeting.
15. **Iowa Supreme Court Rules on Transportation Case.** In April, the Iowa Supreme Court issued a ruling in a discretionary transportation case, reversing the decision of the Iowa Department of Education. This ruling involved questions that had not been answered by the courts previously, so it is an important ruling.

The underlying facts involve elementary students who live closer than two miles to their attendance center but who asked the district for discretionary transportation because the children were required to walk along a busy frontage road (business highway U.S. 20). After thoughtful consideration of the request (including the superintendent walking the route), the local board declined to provide the discretionary transportation. A parent group appealed under Iowa Code section 285.12 to the appropriate AEA Board, which reversed the district. The district appealed to the Department, which upheld the AEA. The district took the case to court. NOTE: The appeal to the Department was a director's decision, not a chapter 290 appeal to the State Board of Education.

The Supreme Court stated that the standard of review for chapter 285 appeals (transportation matters that first go to the AEA Board, then to the Department director) is the "abuse of discretion" standard. In other words, as long as the local board did not break the law, its decision must stand, even if the AEA or Department believes that a better decision could have been rendered. In this case, the local board was well within its discretion to say "no" to the transportation request because the children resided within the two mile limit of the school provided for in Iowa Code section 285.1. Therefore, neither the AEA Board nor the Department may substitute its judgment for that of the local board.

This is different from the usual 290 appeals to the State Board of Education, which are heard *de novo* by the State Board. That is, those appeals are heard afresh and the State Board is, per the terms of Iowa Code chapter 290, free to render a decision that it believes to be in the best interest of education. The State Board is free to substitute its judgment for that of the local board in a 290 appeal. While history shows that the State Board attempts to be respectful of the decisions made by local boards in all appeals before it, the Iowa Supreme Court has illuminated an important difference in these two types of appeals.

The full case is *Sioux City Community School District v. Iowa Department of Education*, 659 N.W.2d 563 (2003). It may be viewed electronically at <http://www.judicial.state.ia.us/supreme/opinions/20030402/01-1996.asp?printable=True>.