

School Leaders of Iowa December 2002

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. **Nonpublic Schools Seeking Accreditation.** Nonpublic schools seeking accreditation under 281— IAC Chapter 12 can find the application form, guidelines, and a step-by-step process at the following Department web site address: <http://www.state.ia.us/educate/ecese/asis/nsa/index.html>
Contact: Julie Melcher, 515-281-6293, julie.melcher@ed.state.ia.us
2. **Annual Progress Report (APR) Feedback Reports.** Each school district and accredited nonpublic school that submitted its completed APR and participation rate matrix in September will receive an individual district feedback report and a statewide summary of APR data early in December. The Department will mail these reports to district superintendents and administrators of accredited nonpublic schools. Each area education agency (AEA) will receive APR data for the schools and school districts it serves.
Contact: Jeanette McGreevy, 515-281-4750, jeanette.mcgreevy@ed.state.ia.us
3. **AEA Customer Satisfaction Survey.** Two weeks ago, invitations to participate in the statewide AEA Customer Satisfaction Survey were sent to 17,707 local educators. This customer survey will give AEAs important data about satisfaction and use of services that will allow AEAs to continue to meet the needs of Iowa schools and school districts.

The deadline for participation in this survey is **Friday, December 6**. Please forward reminders to your staff members to encourage their response to this survey. The survey will take between 10-20 minutes and can be completed on line. The web site is included in the original letter of invitation.

Contact: Jeff Berger, 515-281-6719, jeff.berger@ed.state.ia.us

4. **AEA Annual Progress Report Requirements Checklist.** The AEA 2002-03 APR checklist for the APR due in February is on the Department's AEA web site. You can review this addition through the shortcut below provided for your convenience: <http://www.state.ia.us/educate/aea/apr.html>
Contact: Jeff Berger, 515-281-6719, jeff.berger@ed.state.ia.us

Evaluator Approval

5. **Who is responsible for the comprehensive evaluation?** The Department sent a general distribution last week to clarify several issues related to evaluator approval training. One of the documents addressed incorrectly answered the question above by stating the following: "...Districts must use the comprehensive evaluation form developed by the DE for submission to the Board of Educational Examiners at the end of the evaluation cycle for beginning teachers..."

Correct Answer: The comprehensive evaluation forms developed by the Department and completed for each 2nd year teacher should stay in local districts in personnel files. Once the evaluator arrives at a recommendation as a result of the comprehensive evaluation, the evaluator uses the licensing recommendation form on the Board of Educational Examiners (BEE) web site to make the recommendation to the BEE. This form will not be available until February 1, 2003.

6. **Spring Iowa Evaluator Approval Training Program Schedule**. If a district began participation in the Teacher Quality program during the 2001-02 school year, it is each district's obligation to ensure that evaluators making licensure recommendations on 2nd year teachers at the end of the 2002-03 school year are approved under this new process.

- Priorities for registration are the following:
 - First preference is given to administrators evaluating 1st or 2nd year teachers during the 2002-03 school year.
 - Participants in the region get preference over out-of-region participants. Any participant wanting to register for an out-of-region training cohort must contact the regional coordinator of that region for approval. This can only occur on a space available basis.
 - If space is available the registration may include superintendents, district office personnel, AEA personnel, higher education personnel, and non-public school personnel. These decisions will be made at the regional level. Resources still do not permit us to train everyone currently who may still desire a renewal of their evaluator approval in this training during the spring of 2003.
 - Participants are strongly encouraged to have completed Data Driven Leadership (DDL) training prior to or in conjunction with teacher evaluator approval training.
 - Training dates, times, and registration deadlines vary, so please tend carefully to all training information.
- It is the expectation that participants attend all sessions and full days for the training cohort of choice as well as meet all training expectations. If participants are absent more than two training days, they will be asked to start again in the fall of 2003 where available.
- A \$1,000 stipend will be provided to the district of each participant who is **directly** responsible for the evaluation of 1st and 2nd year teachers if they successfully complete the training.
- **Registration Information.** In each region, registration information is available on the listed web site or by using the contact information provided. Registration will be on a first-come, first-serve basis, but priority will be given to evaluators of 1st or 2nd year teachers during the 2002-03 school year. If there is space available, other school personnel will be eligible at the discretion of each region including superintendents, district office personnel, higher education staff, and AEA personnel. Each registrant will indicate a first, second, and third option for training in the event that a particular cohort fills with first preference participants.

South Region (AEAs 13, 14, 15, 16)

Register at <http://www.aea13.org/evaluatorapproval>. Regional Coordinator: David Stickrod. Contact professional development at 712-366-0503.

Central Region (AEA 11)

Register at www.aea11.k12.ia.us/prodev.html. Regional Coordinator: Jim Verlengia. Contact professional development at 515-270-9030.

Northeast Region (AEAs 1, 2, 6, 7)

Register at <http://edservices.aea7.k12.ia.us/sd/>. Regional Coordinator: Ed Redalen. Contact educational services at 319-273-8200.

East Region (AEAs 9 & 10)

Register at <http://www.aea10.k12.ia.us/webfiles/profdev/index.html>. Regional Coordinator: Bonnie Boothroy. Contact professional development at 319-399-6700.

Northwest Region (AEAs 3, 4, 5, 12)

Register at <http://www.aea5.k12.ia.us>. Regional Coordinator: Lou Howell. Contact instructional services at 515-574-5562.

Statewide Training Schedule Iowa Evaluator Approval Training Program Evaluator Approval Re-certification Spring 2003			
Cohort	Location	Dates	Site
Central Region (AEA 11)			
C10	Ankeny	January 6, 20, 27 February 17, 24 March 3	AEA 11 Woodside 6900 NE 14 th Suite 26
C11	Ankeny	January 8, 15, 29 February 12, 19, 26	AEA 11 Woodside 6900 NE 14 th Suite 26
C12	Newton	January 30 Ferrari 13, 20, 27 March 6, 13	Newton Inn Convention Center 2000 West 18 th St. S.
C13	Des Moines (DMPSPD personnel only)	January 8, 15, 22, 29 February 5, 19	Des Moines Title Office 3412 Martin Luther King Parkway
C14	Ames (Open to NSW team schools)	January 7 February 10, 17 March 10, 31 April 29	Heartland Ames Office 511 S. 17 th Street
C15	Johnston (Open to NSW team schools)	January 9 (6445-I); February 6 (6445-I); February 13 (6500-3&4) March 6 (6445-I) March 14 (6445-I) April 10 (6500-3&4)	AEA 11 6445 Corporate Drive 6500 Corporate Drive
East Region (AEA's 9 and 10)			
E9	Bettendorf	January 21 February 5, 18, 27 March 13 April 2	AEA 9
E10	Bettendorf	January 3, 15, 23, 31 February 7, 21	AEA 9 (2/7 @ Davenport CSD Central Office
E11	Cedar Rapids	January 7, 14, 27 February 13, 27 March 3	AEA 10, 33 rd Avenue
E12	Cedar Rapids	January 28 February 4, 18, 25 March 5, 18	AEA 10, 33 rd Avenue (2/25 @ GWAEA 6 th Street Facility)
Northeast Region (AEA's 1, 2, 6, 7)			
NE 13	Elkader	January 14, 21 February 4, 11, 18, 25	AEA 1
NE 14	Clear Lake	January 29 February 6, 20 March 6, 17, 24	AEA 2
NE 15	Grinnell	December 2, 9 January 6, 13, 20, 27	
NE 16	Cedar Falls	January 7, 14 February 4, 11, 25 March 11	AEA 7
Northwest Region (AEA's 3, 4, 5, 12)			
NW 11	Sioux City	January 6, 13, 20, 27, February 3, 10	AEA 12 Room B (Room D on 2/10)
NW 12	Burnside	January 8, 15, 22, 29 February 12, 26	SE Webster 30850 Paragon Ave
NW13	Storm Lake	January 14, 28 February 11, 25	AEA 5 Room ABC (Room 510 alternative location)

		March 11, 25	
NW14	Sioux City	February 27 March 6, 13, 27 April 3, 10	AEA 12 Room B (3/27 @ Room D)
NW15	Sloan	March 15, 29 April 12, 26 May 10, 24	Westwood Community Schools 1000 1 st St. High School Lib
South Region (AEA's 13, 14, 15, 16)			
S11	Atlantic	January 1 ⁵ , 29 February 12, 26 March 12, 19 (Weather make up days March 26 & April 9)	AEA 13
S12	Mount Pleasant	January 1 ⁵ , 29 February 12, 26 March 12, 19 (Weather make up days March 26 & April 9)	Iowa Wesleyan Library
S13	Chariton	January 22 February 5, 19 March 5, 12, 26	Chariton High School Johnson Auditorium Meeting Room

- **Updated Frequently Asked Questions (FAQ) on Teacher Quality now available.** The Department recently completed an upgrade on the Teacher Quality FAQ on the web site. This FAQ has added features for ease of use and contains the most up-to-date information to questions on all topics related to Teacher Quality Program implementation. Access this FAQ at https://www.edinfo.state.ia.us/tcdiscussion/faq_post.asp.

State Board of Education

7. **Student Nonvoting Member to State Board of Education.** A separate e-mail was sent to all LEA superintendents last week with the applications for 10th or 11th grade students interested in applying for the newly created position on the State Board of Education for a nonvoting student member. Superintendents, please get those documents distributed to your high school principals and/or guidance counselors.

This position is open only to public high school students in the 10th or 11th grade who have at least a 3.0 GPA. The full text of the rules will be available after **December 11, 2002**, at www.legis.state.ia.us/Rules/2002/Bulletin/.

8. **Athletic Eligibility.** The State Board of Education recently met regarding the present statewide rule that requires a high school student to be passing at least four courses in order to be eligible to participate in interscholastic athletics. A majority of the Board members decided not to change this state rule, which can be found at 281-Iowa Administrative Code 36.15(2). However, the Board passed a resolution recommending that local boards of education take the following steps regarding their local eligibility policy:
- Review the local policy with the intent of answering the question: "Is this policy meeting the needs of local students?"
 - Consider a policy that requires students to pass all courses to be eligible to participate in interscholastic athletics.
 - Bolster the local policy with academic assistance for students.

The State Board has also, in this resolution, directed the Department to survey high schools after one year to determine whether this resolution has had any effect on local policy.

Student Learning

9. **Annual Condition of Education Report.** The Annual Condition of Education Report is published yearly and provides a descriptive overview of the status of education in Iowa with respect to enrollment, staff, programs, student performance, and school finance. The report provides state summary information and information by enrollment category. In addition, comparisons of current year data are made to base year levels. Where possible, comparisons are also made to the nation and to states contiguous to Iowa with respect to various factors. The current report includes a background demographics section in order to provide a demographic, social, and economic context for education in Iowa.

The focus is on the changes that have taken place over the past several years.

Copies of the Annual Condition of Education Report are distributed to school districts, area education agencies, nonpublic schools, members of the state legislature, school board members, educational organizations, and a wide array of other organizations and individuals. The distribution of reports is handled through the Bureau of Planning, Research, and Evaluation.

You can access the Condition of Education Report at this web site address:

<http://www.state.ia.us/educate/fis/pre/coer/index.html>

10. **Suggested Reading Lists for Parents and Children.** The U.S. Department of Education web site contains suggested reading lists for books that parents can read with their children. Most of these lists include information on books that may be appropriate based upon age and interest.

<http://www.ed.gov/inits/holidays/readinglists.html>

- American Library Association Resources for Parents, Teens, and Kids
- Caldecott Medal Home Page
- Children's Book Council
- Newbery Medal Home Page
- New York Public Library: On Lion for Kids!
- Other Children's Literature Awards
- Parents' Choice
- Smithsonian Magazine's Notable Books for Children, 2001
- The Children's Literature Web Guide

Legal Lessons

The contact person for each legal lesson is Carol Greta, 515-281-5295, carol.greta@ed.state.ia.us

11. **Open Enrollment Appeal Decision.** The State Board of Education decided one open enrollment appeal in November. This appeal involved a student whose parent filed his open enrollment application after the January 1 deadline. The application alleged that the student was harassed; accordingly, the resident district board ruled on the application first. That board approved the application. However, the receiving district board denied the application, solely on the basis that it was filed late.

The lesson from this case is that once the resident district has determined that the application alleging harassment should be granted, the receiving district may deny the application only if it has insufficient classroom space for the student or if the receiving district has a desegregation plan that would be violated by granting the application.

12. **Board Work Sessions and Retreats: Open Meetings.** School boards and other public bodies sometimes use retreats or work sessions apart from regularly-scheduled meetings to discuss policy or examine new ideas. These retreats and work sessions are generally subject to Iowa's Open Meetings Law (Iowa Code chapter 21).

In a recent "Sunshine Advisory," the Iowa Attorney General has issued some legal guidelines for retreats or work sessions:

- a. The Open Meetings Law covers discussions of policy issues (even when no Board vote is taken). A meeting must be open to the public (and an agenda and notice of the time, place, and date of the meeting published) if the quorum of the board deliberates on matters within the scope of the board's policy-making duties.
- b. Boards must hold retreats and work sessions at locations accessible by the public. The location may be less formal than the location of regular meetings, but the public must be able to access the meeting.
- c. Agendas may include a social break (e.g., a meal) which is not open to the public as long as the break is truly social and not a continuation of discussion on policy matters.

The Sunshine Advisory documents are available at the Attorney General's web site:

www.iowaattorneygeneral.org.