



School Leader Update

A MONTHLY JOURNAL
FOR IOWA EDUCATORS

June 2015

Middle school students and Iowa Learning Online

Middle school administrators are discovering that Iowa Learning Online (ILO) courses can be an asset for their advanced students. Though ILO courses are designed for high school students receiving high school credit, middle school enrollments are allowed at the discretion of the local school district.

ILO offers over 40 courses in all high school curriculum areas, including five years of French and Spanish languages. View our [course catalog](#) and contact our [Student Services Consultant](#) if you have questions about our middle school offerings.



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The path to continuous improvement

As someone who grew up in Iowa schools and then went on to work in them, I thought I knew the education landscape pretty well when I took this job nearly two years ago.

And yet I've been thinking of all the Iowans I've met and served with in my time as the state education chief, and it's very humbling. It has been a privilege to lead a system with so many talented and dedicated people.



Brad Buck

In Iowa, we understand the power of a great education and the potential it holds for the future of our students and our state. We're also serious about building on Iowa's foundation of excellence in education.

This journey of continuous improvement and innovation in education was well under way when I arrived in this leadership role. And it will continue when I depart at the end of this month to become superintendent of the Cedar Rapids Community School District.

When I pursued the state director's job, I was drawn to the initiatives that grew out of the 2012 and 2013 legislative sessions – specifically the early literacy initiative, which aims to ensure every student reaches reading proficiency by the end of third grade, and the Teacher Leadership and Compensation System, which aims to ensure every classroom has a great teacher.

Both of these priorities are still in the early stages of implementation, and I'm confident they will lead to impressive results when they are fully in place.

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Quality.
Convenience.
No Cost.



Tips for finalizing Title I budgets

Do you know the most important steps you need to take before finalizing your Title I Budget(s) for 2014-15? We have included that information in our latest updates that you can find on the web [here \(Title I Update web page\)](#).

In addition to information about finalizing your budget, you will find:

- students eligible to participate in Supplemental Educational Services (SES) in a school-wide building, as well as a Targeted Assistance building;
- most common local audit findings that you will want to avoid;
- schedule for fall workshops (dates, locations and a link to register); and
- information about spring updates, which have been replaced with webinars and fall workshops.

And we can't close out 2014-15 without planning for the 2015-16 school year. The Selection of Schools Report will be due Aug. 15.



Title II, Part A funding deadlines looming

Deadlines are closing in for Title II, Part A funding. It is important that each section is read carefully because the Iowa Department of Education continually updates the components of this program.

Improving Teacher Quality Grants: 2014-15 unspent funds.

- Title II Part A funds are intended to be used within a fiscal year.
- If public school districts are anticipating to have unspent funds by June 30, a request for an extension to utilize funds for up to an additional six months must be requested and submitted to the Iowa Department of Education by June 15 along with challenges for spending funds and a description of how these funds are going to be spent by Dec. 30.
- Nonpublic schools unable to spend funds by June 30, will need to submit challenges for spending funds and a plan for professional development services. The request for an extension will need to be submitted to the public school district Title II A contact by June 8.



Consultation process

- Meaningful consultation meetings between public and nonpublic schools are a requirement of Title II, Part A.
- Meetings and decisions regarding the use of funds for professional development services for nonpublic schools should have already occurred for the 2015-16 school year.
- The Iowa Department of Education is anticipating to receive a similar total allocation for the 2015-16 school year.

For guidance on timelines and sample forms on meaningful consultation, go to [Title II, A- guidance](#).

Failure to comply with this requirement will affect the reimbursement process. Contact Isbelia Arzola at isbelia.arzola@iowa.gov for further assistance.

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I also whole-heartedly support efforts to put Iowa's rigorous academic standards in place in classrooms statewide and to make sure our state assessment accurately reflects what is being taught.

The IowaCore.gov website, which launched last fall, is a wonderful guide to the standards for all Iowans. We're also close to completing the first phase of a review of our state standards, which began with science.

A team of Iowa education and business leaders recently recommended the Next Generation Science Standards as the right science standards for Iowa. The team came to this conclusion after much study and a review of feedback from thousands of Iowans. The team is working on a final report for the State Board of Education's consideration.

The conversation around improving our assessment system is moving forward as well. A task force commissioned by the Legislature recommended the Smarter Balanced assessments at the beginning of this year. While there has been no legislative action on assessments this session, the State Board of Education is in the process of determining what authority it has around the assessment issue.

We have a lot going for us in education. And part of that is because of the unprecedented level of teamwork among school districts, area education agencies and the Iowa Department of Education through an infrastructure called Collaborating for Iowa's Kids.

One of our shared priorities is scaling up a multi-tiered system of supports, which relies on early screening, targeted interventions and ongoing decision-making to ensure progress for all students. The focus right now is early literacy, but it will be exciting to watch this approach expand to other content areas and grade levels in the future.

I also look forward to watching several other state initiatives grow, including Iowa Learning Online, competency-based education, and our commitment to STEM education.

In a way, Iowa's education system is like a family. We're in varying stages of development, and we don't always agree on everything. Still, we're all looking out for each other and moving in the same direction.

And we all want the best for our students.

While I look forward to my next role in education, I'm grateful to have experienced this one. I thank the Governor for the opportunity to lead and serve in this capacity, and I've been blessed to work with many amazing educators at the Department.

I hope you all have a wonderful summer and an even better start to the next school year.

A handwritten signature in black ink, reading "Nancy A. Bauer". The signature is written in a cursive style and is enclosed in a thin black rectangular border.

Conference focuses on high-impact learning

Registration is under way for a two-day conference June 22-23 in Des Moines focusing on high-impact learning for students, ranging from standards-based grading to effectively unleashing the statewide standards.



The standards sessions, which will be run by the consultants at the Iowa Department of Education, will be addressed from multiple academic disciplines: literacy, mathematics, science, and social studies.

Sandra Alberti, director of the field impact team for the national Student Achievement Partners, an organization that was instrumental in the development of the state standards, will lead some workshops.

Other sessions include setting the proper culture for learning, creating a guaranteed and viable curriculum, demonstrating effective teaching, developing standards-based grading, and creating competency-based education.

Keynote speakers include Robert J. Marzano, Consuelo Castillo Kickbusch, Jim Rickabaugh and Tim Westerberg.

The sessions are designed for teachers, curriculum directors, and Area Education Agency consultants. Cost is \$340. Register by clicking [here](#). For more information on the statewide standards, go to IowaCore.gov.

Literacy summit is already full

The July 29-30 literacy summit scheduled in Des Moines quickly reached capacity at 500 people with another 50 on a waiting list.

This clearly demonstrates the need for – and high level of interest in – learning with leading researchers in the field of literacy and explicit instruction. Five follow-up webinars with Anita Archer will air throughout the school year to demonstrate the use of explicit instructional routines in literacy.

Due to the overwhelming interest expressed, the Iowa Department of Education will determine further avenues of sharing information about explicit and effective instruction with Area Education Agencies and districts over the coming year. Additional information will be shared as decisions are made. For those registered, the Literacy Summit will be held at the Iowa Events Center, 730 Third St. in Des Moines, opening at 7:30 a.m. each day with coffee and check-in.



Data and Reporting

Save the day for data conference

Plans are in the works for an all-day data conference for Aug. 10.

The conference will include data reporting, data collecting, data collection applications, data usage – the whole data spectrum.

Topics to be covered include Adequate Yearly Progress, Basic Educational Data Survey (BEDS), Competent Private Instruction (CPI), Career and Technical Education (CTE), Early Literacy Implementation (ELI), English language learners (ELL), Regent's Admission Index (RAI), Student Locator Framework (SLF), school finance, Schools in Need of Assistance/District in Need of Assistance (SINA/DINA), special education, Student Reporting in Iowa (SRI), Statewide Voluntary Preschool Program (SWVPP), and Tools for Innovation in Educational Results (TIERS).

Details and location will be forthcoming.



Some SRI reminders for June

Spring Student Reporting in Iowa (SRI) is open for business. A special thanks to the 100 districts and nonpublic schools that took advantage of our test site.

Some reminders for June:

- Get your data onto SRI as soon as possible so you can start reviewing:
 1. Adequate Yearly Progress (AYP)
 - SRI needs to be certified before you can certify AYP.
 - AYP Preliminary Certification deadline: June 19.
 2. Non-fall Supplementary Weighting
 - Make sure all non-fall concurrent enrollment courses have a section FTE populated.
 - If you have students from another district taking courses with you, make sure those courses have a Section FTE populated.
 3. Graduate Verification
 - Do not report a student as a graduate until that student has a signed diploma in hand.
 - IEP students continuing to complete their IEP goals are not graduates.
- Spring SRI Certification deadline is June 18.

If you have questions regarding any of these applications, contact an SRI consultant.

Data and Reporting continued

About 'Dean of Students' positions

Districts will notice a change in reporting requirements regarding individuals assigned to Dean of Students positions starting with the 2015 fall Basic Educational Data Survey (BEDS) report.

The Board of Educational Examiners (BoEE) and Iowa Department of Education staff have determined that moving forward, all positions carrying the Dean of Students title will require an administrator license.

Districts impacted by this change should contact Amy Williamson or Greg Horstmann to work through any licensure or accreditation issues that may arise as a result of this reporting modification.

A letter with more detailed information about Dean of Students positions will be sent out by BoEE Executive Director D.T. Magee this month.

Contact information: Williamson at 515-725-2888 or amy.williamson@iowa.gov, or Horstmann at 515-281-3587 or greg.horstmann@iowa.gov.



Deadline for bullying, harassment data nears



June 30 marks the end of the reporting period for bullying and harassment data for the 2014-15 school year. District superintendents will be contacted to submit certified aggregate counts for their district in early July. Public districts and nonpublic schools will be required to submit total counts for each data element for incidents occurring between July 1, 2014, and June 30, 2015.

Take a moment to ensure you understand the new reporting requirements. Instructions for collecting aggregate counts, examples and a template for building and district use can be found on the [Department's website](#). Make sure to communicate this information to building-level users to help ensure that the data reported are valid and reliable.

If you have questions about this change, contact Meredith MacQuigg at meredith.macquigg@iowa.gov.

Early Childhood Preschool Programs

Department will renew GOLD state license

The Iowa Department of Education will renew the state license for GOLD beginning July 1. Any public school district, non-public accredited school, registered or licensed child care/preschool, registered child development homes, Head Start agency or AEA in Iowa is eligible to participate in the Iowa administrative umbrella agreement with Teaching Strategies for GOLD Online.

The three required checkpoint dates for the 2015-16 school year will be Nov. 13, Feb. 26, and May 27. Programs under the state license follow these checkpoint dates.



Programs enter child data for each of the objectives in each of the developmental areas. In addition, guidance and procedures regarding GOLD may be found on the [Statewide Voluntary Preschool Program web page](#) under the subheading Assessment. Programs receiving state funds to provide preschool services need to follow these procedures.

For more information on the Statewide Voluntary Preschool Program, contact Penny Milburn at penny.milburn@iowa.gov or 515-281-7844, Jennifer Adkins at jennifer.adkins@iowa.gov or 515-725-2219 or Amy Stegeman at amy.stegeman@iowa.gov or 515-725-2273.

Child-care licensing now needs to go through DHS

Due to changes in Iowa Code this legislative session, the option to be exempt from Department of Human Services (DHS) child-care licensing and meet Iowa Department of Education care standards is no longer available.



Between now and Jan. 1, all child-care programming in Iowa school buildings must be licensed by DHS. This includes all child-care programs serving all age groups (infants/toddlers, preschool-age, and school-age) operated by other agencies on school property.

Programs named as extended day, before- or after-school, latch-key, and wrap are included in this requirement.

The Department of Education is working in partnership with the DHS to support a smooth transition. Contact Marsha McBee at mmcbee@dhs.state.ia.us or 515-281-6832 with questions about the licensing process and requirements. To learn more about child-care licensing, go to the [Department of Human Services web site](#).

Nutrition and Health Services

Food-service equipment grants due June 30

Applications for the fiscal year 2015 Equipment Grant, which are meant for food-service equipment, are due June 30.

Iowa received \$205,543 to be awarded to School Food Authorities (SFAs) via a competitive grant process, giving priority to high-needs schools (i.e. schools in underserved areas, schools with limited access to other resources, and age of food service equipment) where 50 percent or more of the enrolled students are eligible for free or reduced-price meals as reported on the Site Enrollment section on IowaCNP last October.

In addition, SFAs must give priority to schools that did not receive a previous National School Lunch Program Equipment Assistance Grant award under the American Recovery and Reinvestment Act of 2009 and the fiscal years 2010, 2013 and 2014 Agriculture Appropriations Acts.

Contact Patti Harding at patti.harding@iowa.gov for assistance.

School meal program summer training opportunities

School food service staff are invited to participate in summer short-course training sessions that will be held in the months of June and July.

These short-course training sessions offered by the Iowa Department of Education in cooperation with Iowa State University will provide credit hours toward the requirements. For more information about course offering, go to the [Summer Short Course webpage](#). Registration is available by clicking [here](#).

For more information, contact Sandra Fiegen at 319-377-1898 or sandra.fiegen@iowa.gov or Jean Easley at 515-725-2627 or jean.easley@iowa.gov.



About the meal program application packet

The fiscal year 2016 Meal Program Application Packet for the National School Lunch Program on IowaCNP will be available in mid-June and will be due by Aug. 7. Contact your area consultant or Patti Harding at patti.harding@iowa.gov if you need assistance.

Setting the minimum price for adult meals next year

The minimum price for an adult meal in fiscal 2016 is \$3.34.

The fiscal 2016 School Food Authorities Application Packet cannot be approved until the adult meal price is at least \$3.34. Please take the necessary action now to ensure compliance.

For more information, contact Patti Harding at patti.harding@iowa.gov.

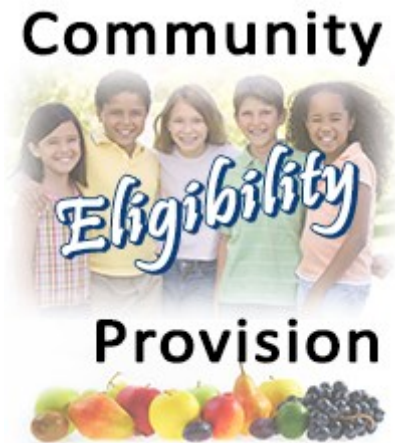
Nutrition and Health Services continued

Some guidance on maximizing free, reduced-price meals

The U.S. Department of Agriculture rolled out a new initiative this past school year called Community Eligibility Provision (CEP) that was intended to enhance the ability of districts to ensure all students have access to good nutrition through the National School Lunch Program.

Eligible buildings may potentially qualify more students for free meals through this program. Buildings accepted into the program are also not required to collect completed free and reduced-price meal applications from parents.

As the guidance below discusses, this requires the district to rethink how it collects information on low socioeconomic status students in CEP buildings. The Iowa Department of Education is requiring CEP buildings to use a household survey to gather information from parents on income eligibility for things like fee waivers and accountability provisions. See the information below and the linked guidance for more information.



Top four questions about Community Eligibility Provision (CEP)

Do I qualify? Qualification for free meals by direct certification, food assistance number, migrant, homeless, foster, and Head Start all contribute to the Identified Student Percentage (ISP) minimum of 40 percent.

Is it financially feasible? While 40 percent of students is the minimum ISP allowed for a school or group of schools to participate, a level closer to 62.5 percent, when all meals are reimbursed at the free level, contributes more funds to sustain the Food Service operations. The calculator on the web page below can estimate reimbursement.

If there are no meal eligibility applications, how do I indicate low socioeconomic status for a student? While no meal eligibility applications may be processed by food service for buildings participating in CEP, the list of students directly certified through the Department of Education download may be provided by the Food Service Department. Information is gathered for students who are not directly certified through the use of household surveys. Best practice ideas include:

- Keep the survey simple.
- Tell the parents what services, benefits this information is used for.
- Have the survey be a part of registration materials.
- Include a checkbox that allows a family to decline and not report income information.

What is the deadline to sign up? Aug. 31 is the deadline. However, earlier decisions are more successful in returning an adequate number of household surveys.

For more information including guidance, a calculator, decision tree, and sample household surveys, check out [Community Eligibility Provision](#).



Legislative Update

Contact Shan Seivert for all legislative items at shanlyn.seivert@iowa.gov or 281-3399.

Compromise at Capitol? Yep.

Well, last month in jest, I mentioned that session had started off frantic and fast and questioned how long this year's session was going to last. Good news...we are entering June and it looks like session may come to an end soon! Since things are happening by the minute, my update will reflect what I know as of the morning of June 2.

Leadership from the House and Senate met in a private session on Friday and announced over the weekend they had reached a deal on spending levels. For the overall budget, they plan to spend \$7.3 billion next year and of that amount, schools will receive an approximately \$106 million increase in funding next year.

Earlier in the session, all the budget bills were assigned to conference committees. Now that spending levels have been established, legislators will be able to move forward with budget work in their conference committees.

While we anxiously await the specific details, I will share some of the activity that happened at the Capitol in the past month. HF 658, which determines the budget for the Department and includes priorities such as the Early Warning System, technical assistance for Teacher Leadership and Compensation implementation, and the online state job posting system, was referred to conference committee. The conference committee members assigned in the House are Dolecheck, Bearinger, Forristall, Nunn, and Winckler. The Senate members include Schoenjahn, Horn, Kraayenbrink, Quirnbach, and Sinclair. There was a difference in the Senate and House version of \$26 million for K-12; the Senate appropriated \$341.35 million and the House came in much lower at \$314.95 million.

The Senate passed SF 510 Standing Appropriations, which addresses state and local finances by making appropriations, providing for fees, legal responsibilities, taxation, and other miscellaneous items. The bill was sent to the House. The representatives passed their version, which included a strike-and-replace amendment S-3202. This means the House replaced the Senate file with its version, and added several priority policy items. The House's version reduced the Senate's version significantly by striking many policy items including Anti-Bullying and Supplemental State Aid. House Speaker Paulsen said if the anti-bullying proposal is addressed, it will be included in standings bill negotiations, not as a stand-alone bill.

Some items in the House's amendment S-3202 that may be of interest are a reduction of \$15 million to the Area Education Agencies, an extension on the repeal of the online learning programs (CAM and Clayton Ridge), and a change in the manner in which Supplemental State Aid is determined. This bill has also been sent to conference committee. The Senate named their leadership to participate: Majority Leader Gronstal, Senate President Jochum, Minority Leader Dix, Minority Whip Whitver and the Appropriations Chair Senator Dovorsky. The House will be represented by Speaker Paulsen, Majority Leader Upmeyer, Appropriations Chair Soderberg, Running-Marquardt, and Hall.

I'll wrap this up in the July School Leader Update. Have a wonderful summer!



Legal Lessons

Contact Nicole Proesch for all Legal Lessons items: nicole.proesch@iowa.gov or 515-281-8661

Summer time...and the living is easy

It's finally summer and we all need a break. So keeping in line with this mentality, I am keeping my June Legal Lessons short this month. For most of you, school is out. It is summer vacation and a great time to get recharged. So take some much needed time for yourselves before you start getting ready for a new school year. I know I plan to.

In this June edition of Legal Lessons, I bring you Federal Educational Rights to Privacy Act (FERPA) for Facebook and other social media and an update on work permits for students.

FERPA for Facebook, other social media

As administrators, you are all aware of the overwhelming amount of social media that is out there these days. Many of you have Facebook, Twitter, and other social media accounts that you use for a variety of reasons. Social media is a great tool for a number of reasons like communication with staff, students, and parents, engaging students in class in a new way, bringing groups together for one common goal, or keeping up with classmates, alumni, family and friends. But social media can also be used in inappropriate ways by administrators, teachers, students, and parents alike. Thus, we all need to be thinking on our feet when we are using these tools.

In recent months, I have seen a lot of inappropriate uses of social media by teachers involving posts about their students. Not only is this a possible ethical violation with the Board of Educational Examiners (BoEE), but this can also constitute a violation of FERPA. Here are some of the inappropriate posts I have come across.

The Top 7 worst posts:

- 1) A teacher posting a picture of a student who put Jolly Ranchers in her hair for picture day and making fun of her hair. This one is especially disheartening since the little girl was so excited to try out her fun idea. Why would anyone want to stop this child's creativity? I think I may put Jolly Ranchers in my hair.
- 2) A teacher who wrote a post mocking a student's name. I would think we could respect the names of our students since the students do not have a choice in the matter.
- 3) A teacher posting a picture of her students' mouths duct-taped shut. It's all fun and games until it's on Facebook.
- 4) A teacher posting pictures of homework of his/her students and mocking the wrong answers. Isn't this supposed to be a teachable moment and not the opportunity to make fun of your students?
- 5) A teacher posting a picture from a note written by a substitute about the behavior of his or her students. Not only is this a lack of respect for your colleagues but the students in your class as well.
- 6) A teacher posting "I sure need a drink (or five) after this week. The kids have been absolutely insane." The BoEE frequently gets complaints from parents on posts such as this. Even if this does not amount to an ethics violation, it is a good reminder that people are watching and reporting your personal/private posts.
- 7) A teacher posting pictures on Facebook holding alcohol or being at a party during "off-work time." This is another complaint received by the BoEE. Yet another reminder that your social media is not as private as you might think.

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Legal Lessons continued

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Tips for staff when using social media on their own time:

- Limit student access to your site. Better yet, prohibit student access to any personal site not maintained solely for instructional purposes.
- Never discuss students or colleagues.
- Never post images of students.
- If using a site for instructional purposes, keep school administrators and parents informed of your use. Make sure at least one other school official has access to edit the site maintained for instructional purposes. Keep up a strictly professional relationship with students on such a site.
- Do not ask to be a student's friend on the student's site and do not accept a student's invitation to be his/her friend. If you accept, tell the student's parent. (If you do not want to tell the parent, this says something about the appropriateness of accepting the invitation.)
- Monitor your site regularly and remove postings that are inappropriate.
- Google yourself to find out what others see. If you don't like what comes up, fix it!
- Do not access your site or other non-school sites using school equipment, time, or other resources.

Make sure you discuss these policies with your teachers and other staff.

Work permits for students

Governor Branstad signed HF397 relating to Child Labor Work Permits into law May 7. Effective today (June 1), school administrators will no longer be issuing Iowa Child Labor Work Permits. Youth, parents and employers will now complete a simplified form. The form and instructions are available on the [Division of Labor website](#). Make the form available to students and parents who visit your offices. Continue to process work permits that have been started by the school.

For questions, contact Karen Pfab with Iowa Workforce at 515-242-5869 or karen.pfab@iwd.iowa.gov.



Calendar

Iowa Learning Online's fall enrollment is open now

The Iowa Department of Education's [Iowa Learning Online](#) has expanded to offer both semesters of a course throughout the year. That means we are offering more than [60 semester-based credits](#) this fall at no cost to your district. The fall semester begins Aug.24 and ends Dec. 18 with enrollments accepted until Aug. 31 at 4 p.m.



June 26 • Spring BEDS closed 9 a.m.

June 30 • Last day to pay PSEO tuition due to eligible postsecondary institutions

It is the policy of the Iowa Department of Education not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, telephone number 515/281-5295; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661, telephone number 312-730-1560, fax 312/730-1576, e-mail: OCR.Chicago@ed.gov



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