



School Leader Update

Iowa Department of Education

October 2007

Resources for Iowa School Leaders

FROM THE DIRECTOR

Iowa NAEP Scores Higher Than National Average

As school leaders, you know that there are many assessments that provide indicators of student achievement. One that has generated national attention recently is the National Assessment of Education Progress (NAEP) test. The 2007 results were released last week.

State scores of the 2007 NAEP test showed improvement for Iowa's students. We all are working hard to increase student achievement and teachers and administrators should be proud of the improved NAEP results. Although NAEP is only a sampling of Iowa students, the results complement the student achievement information gathered from our large-scale state assessment, which also showed gains.

The 2007 NAEP results showed that in reading, the average scale score for the sampled 4th graders was 225, compared to 220 for the nation. This was a statistically significant increase over 2005, when the Iowa score was 221. The average scale score for the sampled 8th graders was 267, compared to 261 for the nation. The Iowa score was the same as 2005.

In math, average scale score for the sampled 4th graders was 243, compared to 239 for the nation. This was a statistically significant increase over 2005, when Iowa's score was 240. The average scale score for the sample group of 8th graders in math was 285, compared to 280 for the nation. In 2005, Iowa's scale score in math for the sample 8th graders was 284.

While the overall NAEP results for 8th grade students demonstrated no significant changes, male students improved significantly in mathematics. The average scale score for males in 2005 was 283 and in 2007 the group had an average scale score of 287. This growth was due to improvement on two of the subtests, number properties and operations and algebra. Female students did not show significant growth on any of the mathematics subtests.

Results for the 2007 State NAEP writing assessment given to 8th grade students in Iowa in 2007 will be released in the spring of 2008.

We have made some gains for which we should celebrate. At the same time, we must continue to raise our student expectations, improve our teaching practices, and continue to provide supports for our struggling students.

In May, Iowa schools selected for the 2009 assessment will be notified. The 2009 assessment will include tests in reading, mathematics, and science at grades 4, 8, and 12. Also included will be a transcript study of 12th grade students. Please know that the Iowa Department of Education website will provide information on the content to be tested.

To learn more about NAEP, please visit the Iowa Department of Education website at: <http://www.iowa.gov/educate/content/view/677/647/>.

NEWS FROM THE DE

Letter Addresses Criminal Background Checks

Last spring, Senate File 277 included and Senate File 601 amended a provision that requires school districts to conduct a criminal background check on all teachers new to the district. Please see the attached document, "Background Check Caution," for clarification regarding this matter.

IJUMP Case Decided by the Supreme Court

The Iowa Supreme Court ruled on September 28 that districts that participate in the IJUMP Fleet Services Program *cannot* use district management levy funds to pay for their participation in IJUMP. The Supreme Court agreed with the Iowa Department of Education (DE) that IJUMP is not an insurance program. There is no loss

protection provided to districts; at best, IJUMP is a budget-billing plan that allows districts to defer payment of fuel costs in excess of the guaranteed price to the next fiscal year. The DE has never discouraged districts from participating in IJUMP; rather, the DE has stated that participation fees cannot be paid from management levy funds. To read the Supreme Court's full decision, go to:

http://www.judicial.state.ia.us/Supreme_Court/Recent_Opinions/20070928/05-1255.pdf.

Medicaid Cost Rates Available on the DE Website

The Medicaid cost rates for local education agencies (LEAs) and area education agencies (AEAs) have been posted on the Iowa Department of Education website at the following link:

<http://www.iowa.gov/educate/content/view/717/588/1/2/>. The rates for dates of service from July 1, 2007 through June 30, 2008 are listed at the top. For claims with dates of service prior to July 1, 2007, scroll down on the same screen to get the rates for the July 1, 2006 through June 30, 2007 fiscal year.

For more information, please contact Dann Stevens, Medicaid Consultant, at 515-281-8505 or dann.stevens@iowa.gov.

Program Offers Teacher the Opportunity to Teach in Taiwan

The Iowa Department of Education has an agreement with the Ministry of Education in the Republic of China (Taiwan) that offers experienced and newly licensed Iowa elementary teachers the opportunity to teach in Taiwanese schools for one academic year. Participants work with local Taiwanese teachers to develop curriculum and teach English to elementary students. Recent participants have found the experience extremely fulfilling and worthwhile. The application and a frequently asked questions document are attached. Applications must be postmarked by April 25, 2008. Contact Jody Crane at 515-281-3333 or jody.crane@iowa.gov for additional information.

Podcast Outlines Iowa State Board of Education's 2008 Legislative Agenda

Several major policy and funding actions were taken during the 2007 Legislative process. Increased rigor was addressed by the expansion of Iowa's Model Core Curriculum; teachers' salaries were greatly enhanced, a step that will help Iowa keep its best and brightest; a quality statewide 4-year-old preschool program was created; and incentives were developed to promote sharing and efficiencies in schools.

The Iowa State Board of Education has already established its legislative priorities for the upcoming year. At this critical juncture, policy stability and the alignment of resources to funded priorities are keys to ensuring that the hopes created by these new initiatives are realized. The State Board of Education believes that Iowa should seize the opportunity ahead and continue to evolve into the system that meets all students' needs in the 21st century.

Please visit the latest in the Iowa Department of Education's [podcast series](#) to learn more about the Iowa State Board of Education's 2008 legislative priorities.

SCHOOL IMPROVEMENT

School Improvement Consultant Assignments as of 2007-2008

A listing of new assignments and new personnel for school improvement is now on the Iowa Department of Education website at <http://www.iowa.gov/educate/content/view/292/367/1/1/>.

Iowa Choices Available Free to School Districts

Iowa Choices is a computer-based, career information system available free to Iowa school districts to meet the state requirement that all 8th graders have a student Core Curriculum Plan (SCCP). Specifically, Choices' portfolio provides a vehicle to meet the SCCP requirement for schools and students. The electronic portal for Iowa Choices is located at: <http://www.ICANSucceed.org/iowachoice/>.

Choices Explorer and Choices Planner will again be provided free to all secondary schools, all Iowa area education agencies (AEAs) and personnel, and post-secondary institutions in Iowa for the school year 2007-2008. This free access is provided by partnership funding with the Iowa College Student Aid Commission (ICSAC), Iowa College Access Center (ICAN), and the Iowa Department of Education. Schools and institutions may contact MaryBeth Griffin (515-725-3425 or marybeth.griffin@iowa.gov) with ICSAC for access information for the school year 2007-2008, as well as any questions concerning Choices Explorer and Choices Planner.

ICAN offers Choices Explorer and Choices Planner training for schools, districts, AEAs, and colleges. For more information or to schedule a training session, call 877-272-4692. If you have questions about the training,

contact Heather Andersen at 515-246-7426 or HAndersen@collegeplanning.org . For further assistance with Iowa Choices and career information, please contact Linda Berg at linda.berg@iowa.gov or 515-242-5032.

DE Offers Waiver and Exemption Requirements and Provides Deadlines

Eight waivers or exemptions that are available from the Iowa Department of Education (DE) include:

- Chapter 12 Exemption for 2008-2009 — Due January 1, 2008
- New Innovative Calendar for 2008-2009 — Due November 1, 2007
- Continued Innovative Calendar for 2008-2009 — Due November 1, 2007
- Early Start Date for 2008-2009 (Completed on the District’s Spring BEDS Report)

The requirements vary slightly for each waiver:

Waiver/ Exemption	Form	Board Approval or Hearing	Deadline
Chapter 12 – General Accreditation Standards 281-IAC 12.9	Paper document located at: http://www.iowa.gov/educate/content/view/483/530/	Board minutes that demonstrate that the local school board has approved the request.	January 1 preceding the school year for which the waiver is requested.
New Innovative Calendar and Continued Innovative Calendar 279.10	Paper document located at: http://www.iowa.gov/educate/content/view/483/530/	Documentation of public hearing	November 1 preceding the school year for which the waiver is requested defined in the Code of Iowa.
Early Start 279.10(4)	Web-based document located on the Spring BEDS Report located at: https://www.edinfo.state.ia.us/securelogin.asp	Assurances that the school district has held a public hearing and that starting school on the earliest starting date specified in Iowa Code section 279.10 subsection 1 will have a significant negative educational impact.	July 1 preceding the school year for which the waiver is requested defined in the Code of Iowa

Common requirements for a public hearing include:

1. Prior publication of date, time, and place of hearing.
2. Purpose(s) of the hearing shall be included in the notice.
3. The specifics of the notice vary. See authoring statues at:
<http://coolice.legis.state.ia.us/Cool-ICE/default.asp?category=billinfo&service=iowaCode> by entering the appropriate chapter and sections.

The public hearing is designed to provide an opportunity for the public to have input on the proposed issue. It can be part of the regular board meeting, or it may be a special board meeting. In either case, the minutes of the meeting shall document that the public was given an opportunity to comment regardless of whether anyone in fact attended or provided input.

Please note that waiver/exemption requests that fail to document the opportunity for public input will be denied. In additional, waiver requests that have a deadline defined by Iowa Code are strictly adhered to. The DE does not have the authority to waive deadlines set in Code.

NIMAC Policy Update: ‘Advance Copy’ File Sets

Effective immediately, the National Instructional Materials Accessibility Center (NIMAC) wishes to advise all publishers, state education agencies (SEAs) and local education agencies (LEAs) that after conferring with the Office of Special Education Programs (OSEP), NIMAC has determined that it will not accept "advance copy" file sets into the repository. "Advance copy" is defined as a version that is made and distributed for review purposes only prior to a final, corrected version that will be made available for use in the classroom. "Advance copy" is not necessarily synonymous with an "A printing" or first printing, because some "A printings" and first printings may

be determined by the publisher to be clean enough for use in the classroom. The determination of the final, corrected version will be made by publishers.

Because "advance copy" versions of instructional materials are not the final versions approved for use in the classroom, they are not appropriate for use in the creation of specialized formats for blind, visually impaired, and print-disabled students. Accepting this version into the repository introduces the risk that specialized formats will be produced using file sets that are not corrected, final versions. Students then receiving these formats could receive a product that is significantly different or inferior to the version received by their non-disabled peers.

NIMAC strongly discourages SEAs and LEAs from requiring publishers to provide certified NIMAS files with bid submissions. Many of these files would have "advance copy" (for review purposes only) status, and these files would not be a final, corrected version for use in the classroom. Contract language that National Instructional Materials Accessibility Standards (NIMAS) files will be submitted to NIMAC by contract start date should be sufficient. NIMAC requests that SEAs and LEAs please keep this policy in mind when drafting language for publisher contracts requiring the submission of files to NIMAC. Please do not require "advance copy" file sets to be submitted as NIMAC will not accept these file sets.

Please contact Steve Maurer at the Iowa Department of Education at steve.maurer@iowa.gov or 515-281-3576, if you have any questions regarding this policy statement.

QUALITY TEACHING

DE and SAI Offer Winter Institute 2008

The School Administrators of Iowa (SAI) is hosting the 2008 Winter Institute in collaboration with the Iowa Department of Education (DE). For registration information go to <http://www.sai-iowa.org/events.html>. This is a one-day event that will be repeated in the following regions on the following dates:

- West Des Moines, West Des Moines Marriott on February 19, 2008
- Coralville, Coralville Marriott on February 20, 2008
- Storm Lake, Kings Point Resort on February 21, 2008

The target audience for these sessions will be school administrators, Teacher Quality Committee members, Professional Development Leadership Team members, central office personnel, and area education agency (AEA) consultants. Team participation is welcome, but not required.

Part I will provide a joint presentation on the Student Achievement and Teacher Quality Program (Senate File 277) issues by DE, SAI, and Iowa State Education Association (ISEA) representatives such as:

- * Technical assistance on regarding the new requirements for the Attendance Center Plans and Individual Teacher Development Plans
- * Frequently Asked Questions about the Teacher Quality Act.

Part II will include updates from the DE about the Iowa Core Curriculum and other state policy developments. Additional information will be available next month.

Please contact Deb Hansen with the DE (515-281-6131 or deb.hansen@iowa.gov) or Kathleen Reyner with SAI at ksreyner@mchsi.com, if you have any questions.

Instruction at the Core of Improved Student Learning Workshop to Be Held

The Instruction at the Core of Improved Student Learning in Middle and High School Mathematics is a workshop that will emphasize effective practices in mathematics instruction and how to lead instructional change at the middle and high school levels. This session is an extension of the learning from the April 4th session with Richard Elmore and the June 7th and August School Administrators of Iowa (SAI) break-out sessions on instruction, but attendance at the prior events is not a required for participation.

Presenters will connect the core characteristics of effective instruction to Iowa's state initiatives in secondary mathematics – Every Student Counts and the Iowa Core Curriculum. Additionally, during this interactive session, we will examine classroom video vignettes, engage in a problem-based instructional task, highlight supporting research, and hear first-hand experiences of practitioners.

The target audience for this workshop would be secondary level administrators, teachers, central office personnel, and area education agency (AEA) consultants. It will be held from 9:00 a.m. to 4:00 p.m. on November 6 at the West Des Moines Sheraton, and November 8 in Cedar Rapids at the Crowne Plaza. To register go to <http://www.trumba.com/calendars/de-sponsored-professional-development?eventid=69511241&view=event>

DVD and Handouts for the Teacher Quality Committee Orientation Sessions Available

The Teacher Quality Committee Orientation sessions presented by the Iowa Department of Education (DE), School Administrators of Iowa (SAI), and the Iowa State Education Association (ISEA) were completed during the week of August 13. The PowerPoint and handouts are available at <http://www.iowa.gov/educate/content/view/295/638/>. A DVD of the session has been produced by the DE and is being distributed upon request.

To request a copy of the DVD contact: Kathy Bosovich, Teaching and Learning, Iowa State Education Association, 777 Third Street, Des Moines, Iowa 50309-1301; 515-471-8052; kbosovich@isea.org.

SF 277 Student Achievement and Teacher Quality Program Guidance Available Online

Additional guidance on SF 277 has been posted on the Iowa Department of Education website at www.iowa.gov/educate/content/blogcategory/56/902/ under Educator Quality. The guidance is a frequently asked questions document that was developed based on the questions raised at the Teacher Quality Committee Orientation meetings that were held the week of August 13. For more information, please contact to Deb Hansen at deb.hansen@iowa.gov. The DE will continue to post answers to our website as they are received.

Disability History Week ICN Sessions

Iowa Public Television will host a series of free Iowa Communication Network (ICN) sessions for students, teachers, and administrators in October for Iowa's Disability History Week. Most sessions are for all students (grades 7-11) and registration only takes five minutes. Teachers and other school staff may learn more and sign up by clicking on the session title on the Iowa Distance Learning database calendar at:

http://www3.iptv.org/iowa_database/cal-default.cfm?&month=10-14-2007

Sessions for students, teachers, and administrators include:

- I Am Who I Am: Changing Perceptions of Disabled Individuals on October 16
- Shedding Light on Blindness on October 17 (grades 1-5)
- Ability Awareness for Students, Teachers, and Administrators
- Traumatic Injury Prevention Strategies for Teens on October 17
- Career Spotlight: Special Education Teacher on October 30

Sessions for teachers and administrators only:

- The CASE for Transition on October 18

If you have questions, contact LaShell Staley with Iowa Public Television at 800-532-1290 or Lashell@iptv.org

LEGAL LESSONS

The contact for all Legal Lessons items is Carol Greta, carol.greta@iowa.gov; 515-281-8661. Past Legal Lessons articles about topics that are universally true and always relevant can be found on the Iowa Department of Education website at <http://www.iowa.gov/educate/content/category/11/411/985/>. You can also view appeal decisions rendered by the State Board of Education or the Director of the Iowa Department of Education between 1991 to present at <https://www.edinfo.state.ia.us/web/appeals.asp?>

Revised Information on Collection OF Bullying/Harassment Data

Attached to this edition of *School Leaders Update* is a revised draft of the reporting document that districts and accredited nonpublic schools will be asked to fill out as part of the spring Basic Educational Data System (BEDS). The draft attached to the September issue did not include a column for reporting complaints of harassment or bullying involving staff or volunteers. This revised draft corrects that oversight.

Immunizations and CPI Students

The September 2007 *School Leader Update* "Legal Lessons" included an item about immunizations and CPI (home schooled) students. The gist of the item was that proofs of immunizations (or acceptable exemption) are to be filed with Form A, Report of PI, the first year a child begins competent private instruction.

Immunizations are governed by the Iowa Department of Public Health (IDPH). Every year, starting in October, IDPH auditors contact school districts to review immunization records. **This does not present a Family Educational Rights and Privacy Act (FERPA) issue for districts.** The IDPH auditors are entitled to these records. There is no reason for district personnel to not cooperate fully with the IDPH auditors.

If a district has a specific question about the immunization audit process, the district may contact Tina Patterson at 515-281-7053 or tpatters@idph.state.ia.us.

Student Disciplinary Records

As part of the Iowa Department of Education's (DE) compliance with No Child Left Behind [specifically 20 U.S.C. section 7165(b)], this agency has provided an assurance to the U.S. Department of Education that Iowa "has a procedure in place to facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, by local educational agencies to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis, in the school."

Iowa's assurance is based on Iowa Code section 279.9A, which required districts to provide to "school officials of a school to which [a] student seeks to transfer or has transferred ... an accurate record of any suspension or expulsion actions taken, and the basis for those actions taken, against the student"

The following points are emphasized:

1. This is a mandate to transfer records regarding out-of-school suspensions or expulsions to the next school. A district retains discretion regarding records of in-school suspensions and lesser disciplinary measures. (In exercising such discretion a good rule-of-thumb is to ask oneself "what would I like to know about this student?")
2. The DE does not interpret section 279.9A to mean that a district may wait for a request specifically for disciplinary records from the next school before it sends such records. Upon a request for "student records" or any generally-phrased request, the district must include copies of records of out-of-school suspensions/expulsions.
3. Retain originals and only send copies!
4. While an attitude of "let the student start with a clean slate at the next school" is understandable, there is truly no discretion about sending copies of records of out-of-school suspensions and expulsions. The goal behind the mandate is to assist the next school in best serving all of the needs of the student.

Terrorist Threat Assessments

From time-to-time, the Intelligence Bureau of the Iowa Department of Public Safety issues Terrorist Threat Assessments regarding schools or school buses. Typically, the Assessment is sent to local law enforcement agencies, who share the information with school districts in their areas. An Assessment does not mean that terrorist activity is likely; indeed, terrorist threats to school children are very rare. Most often, an Assessment is disseminated to the field to serve primarily as a reminder to remain vigilant and to report odd or suspicious behavior. Schools should ensure that all emergency preparation plans are current, are available to local law enforcement, and are workable.

Iowa Gift Law — Ethics Board Opinion

On September 4, the Iowa Ethics and Campaign Disclosure Board responded to a question about how the gift law applies to public school students who desire to give gifts to their teachers. The Ethics Board noted that most of the time, students are not considered to be "restricted donors." That is, a student who does not stand to benefit financially from making the gift is not a restricted donor, and can legally give gifts to the student's teacher(s). The Board also noted that its opinion does not overturn a local school policy prohibiting such gifts. Finally, the Ethics Board noted that a teacher always has the option of donating a gift within 30 days to the school.

The full text of the opinion may be viewed online at http://www.state.ia.us/ethics/legal/adv_opn/2007/07fao09.html.

FUNDING AND GRANTS

Voluntary Preschool Program for Four-Year-Old Children Application Update

The Iowa Department of Education (DE) has awarded 64 district applications for the new Statewide Voluntary Preschool Programs for Four-Year-Old Children. The application requests exceeded the first year of appropriated state funding (\$15,000,000 for FY2008). The estimated requests for funding included in the applications evaluated was a total of \$27,771,064.

An estimated 4,558 preschoolers will be served in these preschool programs beginning no later than October 1, 2007. Approximately 225 licensed early childhood education teachers will be teaching the four-year-old children in these programs.

The Iowa Department of Education Early Childhood Services Bureau will be replicating the same procedures for districts applying for funding in year two (2008-2009) pending funding. Timelines for submitting applications and awarding of funding will be scheduled as early as possible in the spring of 2008 to accommodate districts interested in providing preschool under this program. During the current 2007-2008 school year, districts are encouraged to continue enhancing community partnerships and collaborative efforts to strengthen and meet application requirements.

For additional information, the DE website has an Application Resource Guidance document to facilitate successful completion of the application process. For more information on the Statewide Voluntary Preschool Program for Four-Year-Old Children go to: <http://www.iowa.gov/educate/content/view/940/1103/>. If you have specific questions go to the new early childhood section on the DE website Frequently Asked Questions on the homepage under Quick Links: <http://www.iowa.gov/educate/>.

Training Session Regarding E-rate Scheduled

The E-rate application process for funding year 2008 is tentatively scheduled to begin in November. In order to prepare for the annual application, the Iowa Department of Education (DE) will offer a series of training sessions through the Iowa Communication Network (ICN) beginning in October. The first training sessions are designed to provide basics of the E-rate program and are particularly important for those individuals new to the E-rate program. Given that the program has gone through some modifications that include closer scrutiny of applications, all E-rate contacts are urged to participate. The November *School Leader Update* will provide dates and times for the next series of E-rate training sessions (E-rate 102: Completing form 470 and E-rate 103: Completing form 471).

The following E-rate 101 sessions are repeats and all are from 3:30-4:30 p.m.: Tuesday, October 9; Thursday, October 11; and Wednesday, October 17. To request an ICN site for any of the three repeat E-rate 101 sessions, send an e-mail to Debbie Fiscus at debbie@iptv.org indicating the site and date at which you will attend.

E-rate Technology Plans

The rules of the E-rate program state that prior to filing Form 470, E-rate applicants must have a completed technology plan on file for the year in which they are filing. The major components of the tech plan are included in the district/school Comprehensive School Improvement Plan (CSIP) filed in 2004. However, each year districts/schools must complete the attached E-rate Technology Plan Addendum & Certification to ensure the tech plan is current. Universal Service Administrative Company (USAC) has been requesting evidence that tech plans are actually completed prior to filing Form 470. Therefore, districts must complete these steps to ensure full compliance with E-rate rules:

1. By November 1, 2007, complete the attached template, Iowa Technology Plan Addendum & Certification, to update your tech plan for the 2008-2009 school year. Because costs and revenue sources are unknown at this time, put an estimated budget in Column 4 based upon last year's information.
2. Note that the attached addendum has some information that is pre-populated and must be included: (a) the date the addendum was completed (we entered November 1, 2007, but you may change to an earlier date, if completed prior to November 1) (b) two E-rate services in Column 3 that include services filed for most districts filed at the state level. These include the "digital data transmission services" (Part III circuits) directly paid by the state and "interactive video conferencing discounts" (ensures a per-hour discount when districts use their Iowa Communication Network video classroom).
3. Districts must e-mail the completed addendum to their area education agency (AEA) contact no later than November 1, 2007. Districts should also e-mail a copy to themselves to create a dated paper trail in the event of a Program Integrity Assurance (PIA) review or an audit.
4. After the addendum is sent to the AEA, districts may proceed with the filing of form 470.

For more information, contact Pamela Pfitzenmaier at 515-669-8159 or pam.pfitzenmaier@iowa.gov.

Modified Allowable Growth (Returning Dropouts and Dropout Prevention)

Public school districts with approved Comprehensive School Improvement Plans (CSIPs) on file with the Iowa Department of Education (DE) are eligible for modified allowable growth funds for returning dropouts and dropout prevention services (Iowa Code 257.38). To access the available funds, districts must complete the modified allowable growth application available at the DE's secure website, www.edinfo.state.ia.us. Applications for modified allowable growth must be filed with the DE no later than December 15, 2007 for the 2008-2009 school year.

For more information, contact Susan Walkup at susan.walkup@iowa.gov or 515-281-5718.

Iowa Influenza Surveillance Network Needs Volunteers

The Iowa Department of Public Health (IDPH) is actively seeking volunteers for the Iowa Influenza Surveillance Network (IISN). Each year the department strives to survey at least 15,000 students across Iowa for influenza on a weekly basis. School surveillance has been part of the IISN for several years and is extremely important in identifying flu activity, ages affected by flu, and the locations of influenza outbreaks. For the past two years schools have revealed the peak of the influenza season one week prior to our health care sites. In addition, schools that experienced an influenza outbreak who were in the IISN (and even a few outside of the network) have worked with IDPH and local public health to resolve the outbreak and prevent spread within the community.

To participate in the network IDPH asks that you report the following by close of business every Tuesday into a web-based reporting tool:

- Average number of students enrolled for the reporting week
- Total students absent due to illness for the reporting week
- Common illness complaints (optional)

Tracking starts the first week of October so the first reporting due date would be Tuesday, Oct. 9. To enroll, please provide the following information:

School Name	
School Address/City/Zip	
Grades in School	
Reporting Contact Name	
Reporting Contact Phone	
Email (unless you reply by email)	

You may report for multiple schools, but each school must be tracked and reported separately so we can assess activity by age. All participants receive detailed weekly reports on influenza activity throughout the state and certificates of participation with a summary report at the end of the season.

If you are interested in participating or have additional questions, please contact Meghan Harris at mharris@idph.state.ia.us or 515-281-7134.

Verification in School Meals Programs Due Oct. 1

Local education agencies (LEAs) are reminded that verification samples sizes should be determined October 1 based on the applications in hand on that day. LEAs may choose one of three sampling techniques, based on the results of verification in school year 2006-2007. An EXACT sample size is required; LEAs are not permitted to verify all applications or to verify more or fewer applications than the exact sample. Verification activities must be completed by November 15. The PowerPoint from the training conducted previously is available at <http://www.iowa.gov/educate/content/view/369/904/1/3/>.

For assistance, contact Nancy Christensen at 515-281-5663 or nancy.christensen@iowa.gov.

Study for the Legislature on Student Information Systems Needs Your Input

The Statewide Student Information System Study required by Hour File 468 is underway. What that means is researchers from Parex Consulting Group will be in the field soon seeking the districts' input. Parex Consulting Group is an independent firm hired to gather objective information on the use of student information systems across the state. Please take the time to give them your input. No one is more qualified to answer their inquiries than those who work on the systems and directly know the issue.

The study will use multiple methods to collect both qualitative and quantitative data from a variety of stakeholders that use student information systems across the state. An online survey will be made available to

Project EASIER staff, assistant superintendents or budget officers, and information technology (IT) staff at local education agencies (LEAs) during the month of November. Likewise, a nonprobability sample of staff from these same subpopulations will be invited to focus groups held at three sites around the state during the same month. Also, several series of interviews will be conducted with Iowa Department of Education (DE) Project EASIER staff and the vendors who provide schools the software that creates the extracts for upload to EASIER.

Triangulating stakeholder data will help inform the DE as it develops an IT vision for integrating and utilizing the new information innovations coming in the future that will impact education in Iowa for decades. Further, it will also provide these primary data to the Legislature, so whatever decisions they are making on these systems can be grounded in fact. So please remember to participate; it's important.

Look for more information via email and here at the *School Leader Update*. For more information on HF 468 go to <http://coolice.legis.state.ia.us/Cool-ICE/default.asp?Category=billinfo&Service=Billbook&menu=false&hbill=HF468>.

Fall Project EASIER Data Collection

The official student count day is October 1. The Project EASIER application will be open as a production site on that date. Districts will have until October 31 to upload files and to certify reports. It is important to remember that if files are not created on October 1 it is acceptable to complete data entry and create files after that date. However, the files should be created "as of" October 1 to reflect the official count. The number of districts meeting reporting deadlines has greatly improved over time, and the Iowa Department of Education (DE) is very appreciative of these efforts. Assistance is always available from Project EASIER staff. Call 515-242-5976 to reach a consultant.

Safe and Drug Free Schools Budgets Due October 15

The Safe and Drug Free Schools budgets for school districts are now available to complete and certify at www.edinfo.state.ia.us. The budgets are due October 15, 2007. For questions about programmatic issues, contact Cyndy Erickson at cyndy.erickson@iowa.gov or 515-281-8514.

Cyndy joined the Iowa Department of Education (DE) on September 17 as the new Consultant for Safe and Drug Free Schools. She previously coordinated Safe and Drug Free Schools for Des Moines Public Schools and has had past experience with Safe Schools/Healthy Students, Positive Behaviors Supports, School-Based Youth Services, Middle School Drug and Violence Prevention Coordinators, and a variety of other grants and programs that connect schools with parents and community to ensure success for students and positive school environments.

Tana Mullen will continue to answer fiscal questions related to Safe and Drug Free Schools and can be reached at tana.mullen@iowa.gov or 515-281-5614.

TRANSPORTATION

Transportation of Wheelchair Bound Students Training

The Iowa Department of Education (DE) is working in conjunction with the University of Iowa's Center for Disabilities & Development to bring a series of free training classes to schools in Iowa. These classes will center on the transportation of wheelchair bound students in the areas of tie downs, evacuation, and all types of safety issues dealing with wheelchairs. Transportation directors, school bus drivers, and transportation associates who work with wheelchair bound students are encouraged to attend one of these training sessions. Other school staff members such as Occupational Therapists and Physical Therapists are also encouraged to attend this educational opportunity.

Two basic one-hour presentations will be presented over the Iowa Communications Network (ICN) on November 7 at 11:00 a.m. and 1:00 p.m. with a product demonstration running from 12:00 noon until 1:00 p.m. Attendees may participate in one, two, or all three presentations. Then on November 8 and November 9, all-day on-site full hands-on demonstrations will be given at two sites in the state. Those two sites are yet to be determined, so if your school has an interest in sending someone to one of these on-site hands-on presentations, please contact Max Christensen, because the two sites will be determined according to interest in the project. Additional full-day training presentations will be added on November 12 and November 13 if needed. Registration information along with on-site locations will be available next month right here in *School Leaders Update*.

Attached is a copy of the ICN sites and ICN registration information along with several Ride Safe brochures that will help to explain the presentations in more detail. Again, if you are interested in having staff attend one of the on-site presentations, please contact Max Christensen at 515-281-4749 or max.christensen@iowa.gov.

BOARD OF EDUCATIONAL EXAMINERS

For questions regarding licensure, call 515-281-3245.

Letters of Authority Update

In the past, Letters of Authority have been used by Board of Educational Examiners (BOEE) to grant authority to individuals who were practicing in an area of education or support that previously did not have an endorsement associated with them. Individuals who have been granted these authorities were asked to keep a copy of the letter in their files to verify that they were authorized to practice in their particular field. A copy was also kept by the BOEE. Letters of Authority have been granted in the following areas:

- Teacher: Severe and Profound Mental Disabilities
- Work Experience Coordinator
- Special Education Consultant
- Early Childhood Special Education
- Teacher: Multicategorical Special Education
- Statement of Professional Recognition — Speech Language Pathology
- Statement of Professional Recognition — Physical Therapy
- Statement of Professional Recognition — Occupational Therapy
- Statement of Professional Recognition — Audiologist
- Statement of Professional Recognition — School Social Worker
- Statement of Professional Recognition — Special Education Nurse

What do I need to do if I hold a letter of Authority or a Statement of Professional Recognition, but it does not show up on my license or in the BOEE database? In order to update the BOEE database to include all individuals who were issued a Letter of Authority, and to comply with federal highly qualified teacher legislation, the we ask that individuals who have held one of these letters and wish to maintain this authority, please contact the BOEE.

If you currently hold a teaching license and are in our database, the authority will be added to your license. If you are not in our database, you will need to apply for a license or statement of professional recognition and comply with our federal and state background check requirements. You may view information about your license at www.boee.iowa.gov.

For questions regarding the letters of authority, please contact Michael Cavin at 515-281-3437 or mike.cavin@iowa.gov.

More Flexibility Provided for Substitute Authorizations

The Board of Educational Examiners (BOEE) responded to requests from school districts to allow more flexibility with the substitute authorization for individuals who hold a paraeducator certificate and are serving as a paraeducator in a special education classroom. Previously, the rule allowed the paraeducator to obtain a substitute authorization and substitute in the special education classroom in which the paraeducator was employed only on the middle school, junior high, and high school level. The rule has expanded this authority so that the paraeducator who is serving as a paraeducator in an elementary special education classroom can substitute in that elementary classroom with the substitute authorization.

The rule [282—14.143(272)] states, "Requirements for a substitute authorization. A substitute authorization allows an individual to substitute in a middle school, junior high school, or high school for no more than five consecutive days in one job assignment. An individual who holds a paraeducator certificate and completes the substitute authorization program is authorized to substitute only in the special education classroom in which the individual paraeducator is employed. This special education classroom may be on the elementary school level as well as the middle school, junior high school, or high school level".

For further information, please contact Susan Fischer at 515-281-3605 or susan.fischer@iowa.gov.

Gifted Issues: For Administrators Only Session to be Offered

The Iowa Talented and Gifted Association (ITAG) announces a session *Gifted Issues: For Administrators Only* on Monday, Oct. 8, 2007 from 9:00 a.m. to 1:45 p.m. This special event is in conjunction with the annual Iowa Talented and Gifted Conference at the Hotel Fort Des Moines, Des Moines. A \$50 registration fee includes two keynote addresses, an opportunity for "marketplace" information and learning, refreshments, and lunch. *For Administrators Only* is designed specifically for:

- Superintendents
- Principals
- Directors of Special Programs, Student Services, Special Education, School Improvement, and Curriculum and Instruction
- Area Education Agency (AEA) Chief Administrators, Special Education Directors, and Educational Services Directors, and
- Iowa Department of Education Consultants.

Registration forms may be downloaded from the ITAG website at www.iowatag.org.

For further information contact Mary Schmidt, the President-Elect of the Iowa Talented and Gifted Association, at 515-270-0405 ext. 4375 (or 800-255-0405 ext 4375) or mschmidt@aea11.k12.ia.us

Free Notification System Now Available Through DAS

Every winter Iowa schools and superintendents face the same problem: when bad weather strikes and classes must be cancelled, delayed, or dismissed early, how do we get the word out to parents and guardians, media outlets, daycare centers, and others? And how can it be handled quickly and efficiently, and via a reliable method?

The Iowa School Alerts is a computer application being offered free of charge to school districts. Development of the application has been funded through the state's IOWAccess initiative to provide more e-government services to the citizens of Iowa.

If you are interested in getting your school district on board, or would like more information about Iowa School Alerts, please contact Darrell Fremont, Program Manager in the Iowa Department of Administrative Services-Information Technology Enterprise, at 515-242-6009 or darrell.fremont@iowa.gov. To sign up for the program you will be asked to provide a name and contact information for your district's main point-of-contact (your superintendent or designee), name of your school district, and a list of all the school buildings in your district. A secure, password-protected account will be created for you.

CALENDAR

Deadlines and Dates to Remember

October 8	Iowa Talented and Gifted Annual Conference
October 15-19	Disability History Week
October 15	Safe and Drug Free Schools budget certification deadline
October 16-17	Special Education Law Conference at Iowa State University's Scherman Center (see September issue of <i>School Leader Update</i> for details)
October 19	Iowa Quality Preschool Program Standards ICN session from 8:15 to 11:30 a.m. (see September 2007 <i>School Leader Update</i> for details)
November 6	"The Instruction at the Core of Improved Student Learning in Middle and High School Mathematics" Workshop (West Des Moines Sheraton)
November 8	"The Instruction at the Core of Improved Student Learning in Middle and High School Mathematics" Workshop (Cedar Rapids at the Crowne Plaza)

- January 22 Effective Practices in Secondary Literacy in West Des Moines
(additional details will be forthcoming)
- January 24 Effective Practices in Secondary Literacy in Cedar Rapids
(additional details will be forthcoming)
- March 4 Effective Practices in Secondary Science in West Des Moines
(additional details will be forthcoming)
- March 6 Effective Practices in Secondary Science in Cedar Rapids
(additional details will be forthcoming)

You can view a complete Iowa Department of Education calendar of events at
<http://www.iowa.gov/educate/calendar/calendar.html>.

SCHOOL LEADER UPDATE is produced monthly by the Iowa Department of Education for school leaders of Iowa. Comments and submissions should be sent to Elaine Watkins-Miller at elaine.watkins-miller@iowa.gov or 515/281-5295.

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, the Equal Pay Act of 1973, Title IX, Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act. 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, 111 N. Canal Street, Suite 1053, Chicago, IL 60606-7204.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF EDUCATION
JUDY A. JEFFREY, DIRECTOR

SUBJECT: Criminal background checks required of all newly hired district employees as a result of Senate Files 277 and 601 of 2007

TO: School Superintendents
AEA Chief Administrators

FROM: Judy Jeffrey, Director

DATE: September 25, 2007

Last spring, Senate File 277 included and Senate File 601 amended a provision that requires school districts to conduct a criminal background check on all teachers new to the district. This is the same type of provision currently required of all teachers new to the profession. The specific bill language is as follows:

Section 279.13, subsection 1, paragraph b, enacted by 2007 Iowa Acts, Senate File 277, section 11, is amended to read as follows:

b. (1) Prior to entering into an initial contract with a teacher who holds a license other than an initial license issued by the board of educational examiners under chapter 272, the school district shall either request the division of criminal investigation of the department of public safety to conduct a background investigation of the applicant or request a qualified background screening company accredited by the national association of professional background check screeners to conduct a background check on the applicant. The

(2) If the school district submits a request to the division of criminal investigation pursuant to subparagraph (1), the school district shall require the teacher to submit a completed fingerprint packet, which shall be used to facilitate a national criminal history check. The school district shall submit the packet to the division of criminal investigation of the department of public safety which shall conduct a thorough background investigation of the teacher. The superintendent of a school district or the superintendent's designee shall have access to and shall review the sex offender registry information under section 692A.13, the central registry for child abuse information established under section 235A.14, and the central registry for dependent adult abuse information established under section 235B.5 for information regarding applicants for employment as a teacher.

(3) If the school district submits a request to a qualified background screening company pursuant to subparagraph (1), the background check shall include a national criminal history check, a review of the sex offender registry information under section 692A.13, the central registry for child abuse information established under section 235A.14 as the superintendent's designee under section 235A.15, and the central registry for dependent adult abuse information established under section 235B.5 as the superintendent's designee under section 235B.6 for information regarding applicants for employment as a teacher.

Upon enactment of the statute and through local attempts to comply with these requirements, concerns were raised about using private background screening companies as an option available to school districts and whether the check provided by private providers gives a proper assurance of safety for students in those districts.

Differences between background screens can create differences in the comprehensiveness of the information provided on each newly employed teacher.

1. The screen provided by the Division of Criminal Investigation (DCI) for school districts utilizes both a named-based state records search and a fingerprint-based national search. This differs from private screening company searches, which are name-based. This is a critical difference. Name-based searches are susceptible to problems associated with name changes, as well as circumstances involving the use of a false identity, or various forms of identify theft. The inclusion of fingerprints in the search provides a safeguard by establishing a unique identifier that links an individual with criminal history information, without relying solely on a name.
2. The scope of coverage of screened information is different. DCI is the central repository for the state of Iowa and the only agency that has direct access to FBI records, including information reported from states where criminal history files are confidential as a matter of state law. Consequently, DCI has access to confidential criminal history records that are not accessible by private providers.
3. The DCI check is conducted on state and federal databases that are updated regularly to reflect final disposition of cases. Data drawn from publicly-accessible sources often is not updated regularly to reflect final disposition after an arrest. Relying upon information that does not reflect final disposition could result in erroneous or misleading information being reported.
4. Searches provided by private providers typically include searches of non-criminal information, which conflicts with the original intent of the criminal background screen.

Research on the above issues yielded one additional concern. Federal statutes 42 USC 5119a(a)(1) & (b)(1), when read in concert, suggest that states are authorized to enact statutes requiring background checks on teachers, but if a state does so, it must require the submission of a set of fingerprints. Again, private background screening services do not rely upon fingerprint-based searches, therefore, there is a possibility that the option for the use of private screening services that exists under the new state law, may not be an option that is allowed under federal law. This issue is still being explored.

Accordingly, the Department of Education, in collaboration with the Iowa Senate and the Office of the Governor and Lieutenant Governor, believe you should be aware of the following issues as you make a decision on a course of action related to this newly-enacted requirement:

1. While local districts can still exercise discretion on what provider to use, the national criminal history check conducted through DCI may be the only check that aligns with federal law because it includes a fingerprint-based search. This concern is currently being explored, but it may take some time to arrive at a better understanding of the implications of the new law when considered in light of existing federal law.
2. The second option in this provision – background checks conducted by a private company – will likely be stricken in the next legislative session.
3. It is also possible that in striking this provision, school districts that used a private provider could have to “redo” all checks completed by the private provider, retroactive to the enactment date of the statute.

Please keep in mind this requirement does not pertain to teachers new to the profession with initial licenses. Background checks for those individuals are completed by the Board of Educational Examiners. We hope this clarifies concerns related to this issue.

2007-2008 Anti-Bullying/Harassment Data Collection Spring BEDS

Report the number of written complaints and investigations of these complaints. Input the number of written complaints on the left and the consequences on the right.

Number of Bullying/Harassment investigations where primary motivation for incident was:	Consequences of written complaints where alleged bully/harasser was a student	Consequences of written complaints where alleged bully/harasser was a staff member or volunteer
<input type="checkbox"/> Physical Attributes (includes student's appearance) [Number in the box above should be the same as the total of the numbers in the boxes to the right.]	<input type="checkbox"/> Number unfounded <input type="checkbox"/> Number founded, but no consequences <input type="checkbox"/> Less than or equal to 10 days out-of- school suspension <input type="checkbox"/> Greater than 10 days out-of-school suspension or expulsion <input type="checkbox"/> One or more <u>full</u> days of in-school suspension (ISS) <input type="checkbox"/> Number of other - please specify (Saturday detention; community service; less than a full day of ISS, etc.)	Staff: <input type="checkbox"/> Number unfounded <input type="checkbox"/> Number founded, but no consequences <input type="checkbox"/> Adverse employment consequence (Describe) Volunteer: <input type="checkbox"/> Number unfounded <input type="checkbox"/> Number unfounded but no consequences <input type="checkbox"/> If consequence, describe
<input type="checkbox"/> Real or Perceived Sexual Orientation [Number in the box above should be the same as the total of the numbers in the boxes to the right.]	<input type="checkbox"/> Number unfounded <input type="checkbox"/> Number founded, but no consequences <input type="checkbox"/> Less than or equal to 10 days out-of- school suspension <input type="checkbox"/> Greater than 10 days out-of-school suspension or expulsion <input type="checkbox"/> One or more <u>full</u> days of in-school suspension (ISS) <input type="checkbox"/> Number of other please specify (Saturday detention; community service; less than a full day of ISS, etc.)	Staff: <input type="checkbox"/> Number unfounded <input type="checkbox"/> Number founded, but no consequences <input type="checkbox"/> Adverse employment consequence (Describe) Volunteer: <input type="checkbox"/> Number unfounded <input type="checkbox"/> Number unfounded but no consequences <input type="checkbox"/> If consequence, describe
<input type="checkbox"/> Race/Ethnicity [Number in the box above should be the same as the total of the numbers in the boxes to the right.]	<input type="checkbox"/> Number unfounded <input type="checkbox"/> Number founded, but no consequences <input type="checkbox"/> Less than or equal to 10 days out-of- school suspension <input type="checkbox"/> Greater than 10 days out-of-school suspension or expulsion <input type="checkbox"/> One or more <u>full</u> days of in-school suspension (ISS)	Staff: <input type="checkbox"/> Number unfounded <input type="checkbox"/> Number founded, but no consequences <input type="checkbox"/> Adverse employment consequence (Describe) Volunteer: <input type="checkbox"/> Number unfounded <input type="checkbox"/> Number unfounded but no consequences

	<input type="checkbox"/> Number of other please specify (Saturday detention; community service; less than a full day of ISS, etc.)	<input type="checkbox"/> If consequence, describe
<input type="checkbox"/> Other; please list primary reason [Number in the box above should be the same as the total of the numbers in the boxes to the right.]	<input type="checkbox"/> Number unfounded <input type="checkbox"/> Number founded, but no consequences <input type="checkbox"/> Less than or equal to 10 days out-of- school suspension <input type="checkbox"/> Greater than 10 days out-of-school suspension or expulsion <input type="checkbox"/> One or more <u>full</u> days of in-school suspension (ISS) <input type="checkbox"/> Number of other please specify (Saturday detention; community service; less than a full day of ISS, etc.)	Staff: <input type="checkbox"/> Number unfounded <input type="checkbox"/> Number founded, but no consequences <input type="checkbox"/> Adverse employment consequence (Describe) Volunteer: <input type="checkbox"/> Number unfounded <input type="checkbox"/> Number unfounded but no consequences <input type="checkbox"/> If consequence, describe



TEACHING IN TAIWAN Application Packet

Iowa has implemented an agreement with the Ministry of Education in Republic of China (Taiwan) that will offer experienced and newly licensed Iowa teachers the opportunity to teach in Taiwanese schools for one year. Any licensed Iowa teacher with a K-6 endorsement may apply to participate in this program. This includes new teachers with an initial license.

Applications for the Teaching in Taiwan program must be **postmarked by April 25, 2008**. Send or hand deliver completed applications to:

Jody Crane
Iowa Department of Education
Grimes State Office Building
400 E 14th St
Des Moines IA 50319

Applications should include the following information:

- Completed application (If possible, this should be sent electronically to jody.crane@iowa.gov. Additionally, a hard copy of the application and all other documents should be sent to the address above.)
- Recommendation forms from three references (Included in packet.)
- Resume
- Copy of transcript (This is required only if you graduated within the last two years. For new graduates: a current transcript will suffice; a final transcript can be submitted when available.)
- Copy of teaching certificate (This applies only to current teachers. New teachers will submit a copy once they have received their certificate.)
- Recent photo of yourself (optional)

Criminal Background Check

Those teachers, new or experienced, who have completed a background check through the Board of Educational Examiners (BOEE) after April 25, 2007, have met this requirement. Those who do not meet this requirement can apply for a background check at the time of interviews.

- Check here if you completed a criminal background check after April 25, 2007. Please include your Social Security number so your criminal background check can be accessed.
Social Security # _____

Upon selection, successful candidates will need to submit a health certificate; this requires a thorough physical examination. Because of the time constraints, it is advised that anyone submitting an application also schedule a physical exam and immediately apply for a passport (if you do not hold a current one).
Successful applicants will be assisted in obtaining a visa and work permit.

Interviews will be conducted the weeks of May 5 and 12, 2008. Teachers living a distance from Des Moines have the option of a videoconference interview.

TEACHING IN TAIWAN
(Early August 2008 – Early July 2009)
(Application must be postmarked by April 25, 2008)

I. PERSONAL INFORMATION (please complete **in addition** to attaching resume)

Last Name: _____

First Name: _____

Place and Date of Birth: _____

Home Mailing Address: _____

City: _____ State: _____ Country: _____ ZIP: _____

Telephone Number: _____ Fax: _____

E-mail: _____ Alternate Phone Number: _____

Native Language: _____

Have you ever been convicted of a felony? Yes No If yes, please explain: _____

II. EDUCATION (please complete **in addition** to attaching resume)

Ph.D.: _____ Year Obtained: _____ University: _____

Masters': _____ Year Obtained: _____ University: _____

Bachelors': _____ Year Obtained: _____ University: _____

Other Relevant Education Experience:

III. TEACHING EXPERIENCE (please complete **in addition** to attaching resume)

Iowa Teaching Certificate Number: _____ Total Years of Teaching Experience: _____

If you are or will be a new graduate, have you applied for your Iowa Teaching Certificate? Yes No

If no, please explain (please see FAQ for information regarding licensure for new graduates):

Current Teaching Position (Grade, School, School District): _____

Number of Years in Current Position: _____

Other Relevant Teaching Experience: _____

IV. ADDITIONAL QUALIFICATIONS AND SKILLS (including other foreign language experience)

V. ESSAY

Please provide us with a clear and detailed description (two page maximum) of your reasons for wishing to participate in the Teaching in Taiwan program. Include the objectives you wish to accomplish during your time in Taiwan, and how you hope to use that experience upon your return to the United States.

VI. REFERENCES

Please submit letters of reference from three professional references. Provide each of these references with a copy of the accompanying form to complete and **return to you**. You should include these completed forms with your final application package.

Please use this space to provide us with the names and relevant information of your references.

Reference #1	
Name	
Title	
Organization	
Street Address	
City, State, ZIP	
Telephone	
Relationship to Applicant	
Number of Years of Association	

Reference #2	
Name	
Title	
Organization	
Street Address	
City, State, ZIP	
Telephone	
Relationship to Applicant	
Number of Years of Association	

Reference #3	
Name	
Title	
Organization	
Street Address	
City, State, ZIP	
Telephone	
Relationship to Applicant	
Number of Years of Association	

Signature of Applicant: _____

Date: _____

TEACHING IN TAIWAN Recommendation Form

Applicant: Please provide your references with BLANK copies of this form to complete and return to you. You should submit the completed forms along with the rest of your application package.

Reference: Please complete this form and return it to applicant.

Name of person applying for
Teaching in Taiwan program: _____

Name of person completing
recommendation form: _____

Mailing address: _____

City, state, ZIP: _____ Daytime telephone number: _____

Relationship to applicant: _____

Number of years of association: _____

Please describe your reasons (one page maximum) for recommending this applicant for Teaching in Taiwan, a program in which Iowa teachers will travel to Taiwan to teach English to Taiwanese elementary students for one academic year.

Signature of Reference: _____ Date: _____



TEACHING IN TAIWAN Frequently Asked Questions

Iowa has an agreement with the Ministry of Education in Republic of China (Taiwan) that will offer experienced and newly licensed Iowa teachers the opportunity to teach in Taiwanese schools for up to one academic year.

Q: What is the Teaching in Taiwan program?

A: This program provides Iowa elementary teachers who are native English speakers the opportunity to teach English to students in Taiwan.

Q: Who is eligible to participate?

A: Any licensed Iowa teacher with a K-6 endorsement may apply to participate in this program. This includes new teachers with an initial license. New teachers will be able to complete their Iowa Teaching Standards evaluation requirements upon return. (See additional FAQs below for more information.)

Q: What if I don't graduate until May?

A: May graduates are encouraged to apply. The Iowa Department of Education and the Board of Educational Examiners (BOEE) will work with colleges and universities to expedite the licensure process.

Q: How do I apply for the program?

A: To apply for the Teaching in Taiwan program, you will need to complete and submit a brief application packet. You can obtain a copy of this application packet by visiting <http://www.iowa.gov/educate/content/view/689/927/> or by contacting Jody Crane at jody.crane@iowa.gov or 515-281-3333. All applications must be postmarked by April 25, 2008.

Q: How many Iowa teachers will be accepted for the program?

A: Each year, a selection committee will choose up to 10 Iowa teachers to participate.

Q: When will I be notified if I have been selected to participate in the program?

A: Interviews will be conducted the weeks of May 5 and 12, 2008. Teachers living a distance from Des Moines will have the option of a videoconference interview. Successful applicants will be notified by May 30, 2008.

Q: Will I be required to have a physical examination?

A: Upon selection, successful candidates will need to submit a health certificate; this requires a thorough physical examination. Because of the time constraints, it is advised that anyone submitting an application also schedule a physical examination as soon as possible.

Q: If I'm selected, how long will I be in Taiwan?

A: All teachers selected to participate in this program will sign an 11-month contract to teach in Taiwan. This contract runs from early August 2008 through early July 2009. Specific dates will be available in the near future.

Q: What would my responsibilities be in Taiwan?

A: Each participating Iowa teacher will be paired with a Taiwanese classroom teacher. In addition to providing English language instruction, the Iowa teachers will work with Taiwanese educators to develop curriculum, prepare lesson plans and teaching materials, conduct classes, and evaluate student progress.

Q: How will I be compensated for my work in Taiwan?

A: In addition to your salary, the Taiwanese government will provide Iowa teachers with housing arrangements and a housing allowance. Salaries will be dependent on teaching experience and level of education, according to the following schedule. Salary will be paid in NT (Taiwanese currency). An approximate salary exchange is as follows:

- Holders of Doctoral Degrees: NT\$70,895-\$88,755/month (\$2,196.59-\$2,749.96/month, US Dollars)
- Holders of Masters' Degrees: NT\$67,925-\$84,290/month (\$2,104.57-\$2,611.62/month, US Dollars)
- Holders of Bachelors' Degrees: NT\$60,890-\$75,770/month (\$1,886.60-\$2,347.64/month, US Dollars)

Q: Are benefits included?

A: The Ministry of Education Republic of China will ensure schools will provide teachers with health care benefits including 70% of health insurance and 80% of labor insurance.

Q: Will I have to buy a plane ticket?

A: The Taiwanese government will provide each teacher (and his or her spouse) a roundtrip plane ticket to Taiwan.

Q: What about a passport?

A: You will be required to have a passport. Because it may take several weeks to secure a passport, applicants who do not hold a current passport are encouraged to apply for one immediately.

Q: What kind of documentation will I need to travel to and work in Taiwan?

A: You will need a current passport, visa, and work permit. You will be responsible for the cost of these documents. The Taiwan Ministry of Education will assist participating teachers in applying for a visa and work permit. Further information concerning these documents will be provided to those teachers selected to participate.

Q: Are there any other requirements?

A: Yes, a background check by the Iowa Board of Educational Examiners (BOEE) is required for all applicants. Those teachers, new or experienced, who have completed a background check through the Board of Educational Examiners (BOEE) after April 25, 2007, have met this requirement. Those who do not meet this requirement can apply for a background check at the time of interviews.

Q: How will my participation affect the accumulation of years towards retirement?

A: Assuming that a current (experienced) teacher would be on an educational leave of absence and is vested (four years of service), that teacher may take the leave and return to IPERS covered employment. The teacher may purchase the time upon completion of the leave. (S)he would then get credit for the time, but not the wages that would have been earned had they not taken the leave.

A current teacher who is not vested may purchase the time once s(he) becomes vested. The same procedure would apply to "new" teachers who have not become vested. In the event that the new teacher or the current teacher never becomes vested, the buy-in program would not be applicable.

To apply for a buy-in with IPERS: The employee will need to print the application available at www.ipers.org and return the completed application to IPERS along with documentation of the approved leave of absence. IPERS would then have an actuary calculate a cost for purchasing the leave of absence time. An employee has six months to purchase the leave at that cost. If the leave is not purchased within six months, a new cost must be calculated. An employee is under no obligation to make the purchase.

Q: How will my participation in the program affect my eligibility for a standard Iowa teaching license?

A: For teachers with an initial Iowa license, teaching experience in Taiwan will be accepted by the BOEE toward meeting the requirements for a standard license. If you have questions, contact Susan Fischer at susan.fischer@iowa.gov or (515) 281-3605.

Q: Where can I learn more about Taiwan?

A: <http://www.tecochicago.org/eng/>

Q: Does Iowa currently have teachers in this program?

Four Iowa teachers participated during the 2006-07 school year. Currently, one Iowa teacher is participating in the program. This is what two of them have to say about their experiences:

"The kids are very friendly... and many of them are really bright. They also seem to appreciate my teaching strategies." (Paul)

"My school and kids are great. The teachers and faculty have been wonderful." (Mary)

Q: Who should I contact for more information about the Teaching in Taiwan program?

A: Contact Jody Crane at jody.crane@iowa.gov or 515-281-3333.

Iowa E-rate Technology Plan Addendum & Certification

For E-Rate Funding Purposes

To access E-Rate funds for the funding year that begins July 1, 2008 (2008-09 school year)

1. In order to meet the technology planning requirements for the Universal Service Fund "E-rate" program, school districts and approved non-public schools must have a current approved technology plan. In Iowa, technology plans for public school districts are incorporated into your district's Comprehensive School Improvement Plan (CSIP).
2. In order for you to fully comply with the technology planning components unique to the E-rate program, you will need to complete the enclosed addendum and file it with your Area Education Agency for approval. Note the addendum is valid for the E-rate Funding Year 2008 only (2008-09 school year).
3. Once the addendum is reviewed and certified by your AEA as meeting the "E-rate" requirements, you will receive an approval letter from the Iowa Department of Education. This addendum approval notification, along with the completed addendum and the CSIP used for the E-rate addendum should be kept on file locally.

District Name:		Contact Name:	
Contact Phone:		Contact Email:	

All Iowa districts have an Iowa Department of Education approved technology plan incorporated into the CSIP on file. The following statement provides an update or addendum to the original technology plan contained within your current CSIP plan to comply with the E-Rate Schools and Library Division for funding year 2008.

The E-rate Technology Plan update/addendum has been completed and attached to this certification page. Our district also certifies that all items requested in Funding Year 2008 Form 470 are either included in our CSIP plan or in the attached addendum.

Authorizing Signature

Print Name

Date

Addendum Deadline:
FAX or mail to:
Attn:

Iowa E-rate Technology Plan Addendum & Certification

For E-Rate Funding Purposes

To access E-Rate funds for the funding year that begins July1, 2008 (2008-09 school year)

Please type appropriate, concise responses in each of the blank cells. Only complete those areas necessary to fulfill amendment guidelines (i.e., use only the number of rows needed for your services and associated information). NOTE: text will wrap to fit the cell; however, the cell will not expand beyond its current size. See page 3 for more complete description of each column heading.

#1 Goals & Strategies (reference pages # in old CSIP)	#2 Professional Development (reference pages # in old CSIP)	#3 Telecom, Internet and internal connections services (Type in contents)	#4 Budget Include Estimated Costs & Revenue Sources (attach content)	#5 Monitoring & Evaluation (reference pages # in old CSIP)
<p>Example: Goal A See page 4 of current CSIP plan concerning communication with parents.</p> <p>OR</p> <p>Constant Conversation Question 2 F</p>	<p>Example: See pages 10 of CSIP plan on file for PD alignment with Goal A</p> <p>OR</p> <p>Constant Conversation Question 1 A</p>	<p>Example: <u>Voicemail service:</u> Voicemail is needed for our teachers to keep in contact with parents concerning their child's student achievement in reading and math.</p>	<p>Example: See attached budget.</p> <p>(attach either listing or excerpts from school district budget for the 08-09 school year that relate to this section)</p>	<p>Example: See page 15 of current CSIP plan.</p> <p>OR</p> <p>Constant Conversation Question 4A</p>
<p>Example: Goal B See page 4 of current CSIP plan concerning student achievement in reading.</p> <p>OR</p> <p>Constant Conversation Question 3B</p>	<p>Example: See pages 10 of current CSIP plan on file.</p> <p>OR</p> <p>Constant Conversation Question 2A</p>	<p>Example: <u>Internet service:</u> Internet service is needed to provide our students with access to learning opportunities in non-fiction reading.</p>	<p>Example: See attached budget.</p>	<p>Example: See page 15 of current CSIP plan.</p> <p>OR</p> <p>Constant Conversation Question 2B</p>

**MUST BE COMPLETED AND ON
FILE AT YOUR AEA NO LATER
THAN
NOVEMBER 1, 2007**

**Iowa E-rate Technology Plan
Addendum & Certification**

For E-Rate Funding Purposes

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Please type appropriate, concise responses in each of the blank cells. Only complete those areas necessary to fulfill amendment guidelines (i.e., use only the number of rows needed for your services and associated information). NOTE: text will wrap to fit the cell; however, the cell will not expand beyond its current size. See page 3 for more complete description of each column heading.

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		Interactive video conferencing (required for all AEAs, districts/schools with ICN connections) Digital Data transmission Services (part III circuits) (required for all AEAs, districts/schools with ICN connections) AEAs only – web hosting (see definition)		

Iowa E-rate Technology Plan Addendum & Certification

For E-Rate Funding Purposes

To access E-Rate funds for the funding year that begins July 1, 2008 (2008-09 school year)

E-Rate technology plan components:

(Information in quotations below is adapted from instructions provided by the School and Library Division of the Universal Service Fund Company. For more details, see <http://www.sl.universalservice.org/apply/step2.asp>)

“To qualify as an approved Technology Plan for a Universal Service Fund (E-rate) discount, the technology plan must meet the following five criteria:”

Column 1: Goals and strategies. “The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education.” Find the pages of your CSIP plan that references district goals and list the page numbers in column 1.

Column 2: Professional development: “The plan must have a professional development strategy to ensure that staff know how to use these new technologies to improve education.” Find the pages of your CSIP plan that reference the professional development activities related to technology and list the page numbers in column 2.

Column 3: Telecom, Internet and internal connections services: “The plan must include an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education.” Your CSIP plan likely does NOT include sufficient detail for this column. List each of the services requested in your district’s Funding Year 2008 form 470. Use a separate line for each service but link each service to a specific goal. Note that each district/school MUST include ICN video connections since the Iowa Department of Education files for e-rate discounts on your behalf. The School and Library Division’s definition for **web hosting** is a service provided by an Internet Service Provider (ISP) it is NOT a company selling content nor is it community communication between a district and its community.

Column 4: Budget: “The plan must provide for a sufficient budget to acquire and support the non-discounted elements of the plan: the hardware, software, professional development, and other services that will be needed to implement the strategy.” Your CSIP plan likely does NOT include a budget for school year 2008-09. Attach the budget to your addendum and reference the budget in column 4.

Column 5: Monitoring and evaluation: “The plan must include an evaluation process that enables the school to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.” Find the pages of your CSIP plan that reference monitoring and evaluation of your CSIP plan. List the pages numbers in column 5. 8th grade technology literacy evaluation can be used here if you like.

Transportation of Wheelchair Bound Students Training

We are happy to share with you the information about opportunities covering wheelchair transportation safety and a related product that is being offered through three ICN sessions on Wednesday, November 7th. The ICN locations are listed below.

This offering is made available free of charge. Two RIDE SAFE (brochure attached) sessions will be available through the ICN. They are duplicate, non-product specific, one hour overviews of safe transportation based on WC19 codes. The RIDE SAFE presentation is being provided at 2 different times to allow different audiences to participate. The times are 11:00 to 12 noon and 1:00 to 2:00 on Wednesday, November 7, 2007. A third session from 12 noon to 1:00 will offer a product demonstration.

We request that you register for one or more of the three sessions you are interested in. All of the sites have attendance limits and we need to insure that those limits are not exceeded. To register, go to the CDD website at <http://www.uihealthcare.com/cdd>, click on Continuing Education on the left side bar then the November 7 event to register on-line. If you have any problems accessing the website or registering let me know.

Node	Location
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3	ELKADER-AEA
187	JOHNSTON-AEA
197	SIOUX CITY-AEA
198	CEDAR RAPIDS-AEA
203	MARSHALLTOWN-AEA
219	COUNCIL BLUFFS-SCHOOL FOR DEAF1
237	OTTUMWA-AEA 1
266	BURLINGTON-AEA
352	RED OAK-HS
453	BETTENDORF-AEA
592	SPENCER-PUB LIB
* 827	IOWA CITY-U OF 19

Program Speakers:

Jean Zimmerman, PT

Jean is a tenured faculty member of the National Conference on Transporting Students with Disabilities and presents throughout the United States on topics such as the WC 19 transit wheelchairs, medically complex students, evacuation procedures and transportation of preschool children. Jean has worked with the National Highway Traffic Safety Administration on developing the training curriculum for transportation staff regarding the safe transportation of preschool age children. Jean is currently serving as the Co-Chairperson for the writing committee on Infants, Toddlers and Pre-School Children section for the National School Transportation Specifications and Procedures manual.

Sue Johnson – Director of Education Convaid Inc.

Convaid is a leading manufacturer of WC-19 compliant (transit) wheelchairs for children and adults. Convaid has been a participant in the development and implementation of the WC-19 standard. Sue has provided education throughout the United States regarding WC-19 and wheelchair transportation safety. She will share information from the experts at the University of Michigan, based upon the "Ride Safe" Brochure.

To schedule a workshop, please contact Nancy Smith by email: nancy@convaid.com or by phone at **310-618-0111, ext.180**



Bus Safety & Evacuation

**for OTs, PTs,
& Transportation Personnel**

■ ■ ■

An Educational Triathlon

■ ■ ■

Sponsored by:



www.convaid.com
PO Box 4209
Palos Verdes, CA 90274

This is a one-day workshop intended for school-based PTs, OTs, and transportation personnel.

IMPORTANT INFORMATION FOR SCHOOL THERAPISTS AND TRANSPORTATION PROVIDERS

BUS EVACUATION & TRANSPORTING MEDICALLY COMPLEX CHILDREN

Goals and Objectives of the Session:

1. Identify the roles OTs, PTs, and transportation personnel play in determining safe and appropriate bus transportation for children with special needs.
2. Create evacuation plans for special education buses that carry children with varying needs.
3. Identify adaptive equipment that can safely be used during transportation.
4. Demonstrate the ability to safely evacuate a dependent person from a bus.



CHILD SAFETY SEATS & OTHER SEATING SYSTEMS FOR SCHOOL BUS TRANSPORTATION

Goals and Objectives of the Session:

1. Explain NHTSA requirements and other laws and regulations, re: child passenger safety on the school bus.
2. Identify safety seating equipment available for students with special needs.
3. Describe key components of "best practice" for using child safety seating systems.
4. Explain the NHTSA training and certification curriculum for child passenger safety technicians.



RIDE SAFE: WHEELCHAIR TRANSPORTATION SAFETY

Goals and Objectives of the Session:

1. Explain WC-19 and its impact on the design of a wheelchair.
2. Describe key components of "best practice" for wheelchair transport and reasoning behind them.
3. Identify strategies for evaluating and improving wheelchair transportation safety in complex situations.





Iowa Communications Network

Reservations Report

Selection Criteria: Reservation: 531640

Reservation Number: 531640

Title: RideSafe and Convoid Corporation
Start Date: 11/07/2007
Request Date: 09/07/2007
Requester: Cherie Buelow
Phone: (319) 356-1434
E-Mail: cherie-buelow@uiowa.edu
Account Code: 40504003
Description: Educational information on the safe transport of persons in a wheelchair.

End Date: 11/07/2007
Scheduler: Pam Emerson
Phone: (319) 335-2042 Fax (319) 335-2740
Email: pam-emerson@uiowa.edu
Participants: 120

Audience(s): Postsecondary Educators/Admin

Subject(s): Health Sciences and Medicine

Session Date: Wednesday, November 7, 2007 11:00 to 13:00

Session: 1528004

Committed

Multipoint

		Site Status	Approval Status	Account Code
3	ELKADER-AEA	Committed	Approved	
187	JOHNSTON-AEA	Committed	Approved	
197	SIOUX CITY-AEA	Committed	Approved	
198	CEDAR RAPIDS-AEA	Committed	Approved	
203	MARSHALLTOWN-AEA	Committed	Approved	
219	COUNCIL BLUFFS-SCHOOL FOR DEAF	Committed	Approved	
237	OTTUMWA-AEA1	Committed	Approved	
266	BURLINGTON-AEA	Committed	Approved	
352	RED OAK-HS	Committed	Approved	
453	BETTENDORF-AEA	Committed	Approved	
592	SPENCER-PUB LIB	Committed	Approved	
* 827	IOWA CITY-U OF 19	Committed	Approved	

Total number of sessions: 1

Total number of hours: 2.00

There were 12 sites used a total of 12 times.

Conference Types: 1-Multipoint

Conference Statuses: 1-Committed