

# School Leaders of Iowa

## June 2004

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

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

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

- Comprehensive School Improvement Plan (CSIP) New Web-Based System Now Open.** On Friday, June 4, the Department sent notice through the CSIP e-mail distribution list that the CSIP web site is now open for use by public school districts and accredited nonpublic schools. Schools will not be able to “certify” their CSIP content in the web-based system until beginning September 1. As a result, schools will have the opportunity to make content revisions until then.

  - **Technical Assistance Power Point.** Users of the CSIP web-based system should use the Power Point available at this web site address to assist them in successful use of the system: <http://www.state.ia.us/educate/ecese/asis/csi/system.html>.
  - **Web Site Access—Public School Districts.** Public school districts will use the following web site: <http://www.edinfo.state.ia.us/securelogin.asp>, which takes them to a login screen. Individuals should contact their superintendent for the login and password.
  - **Web Site Access—Accredited Nonpublic Schools.** Accredited nonpublic schools will use the following web site: <http://www.edinfo.state.ia.us/securelogin.asp>, which takes them to a login screen. Individuals should contact the person who completes the certified annual enrollment for their building or system for the login and password.

Contacts: Tom Cooley, 515-242-5132, [tom.cooley@ed.state.ia.us](mailto:tom.cooley@ed.state.ia.us) or Jeanette McGreevy, 515-281-4750, [jeanette.mcgreevy@ed.state.ia.us](mailto:jeanette.mcgreevy@ed.state.ia.us)
- Annual Progress Report (APR) Checklist for the 2003-04 School Year.** On Friday, June 4, the Department distributed the 2003-04 school year APR requirement checklists (one list for public school districts and one list for accredited nonpublic schools). Each public school district and accredited nonpublic school must submit four copies to the Department and one copy of the APR to the chief administrator of the local area education agency by Monday, August 16. A copy of the completed APR checklist must accompany each APR submitted.

The APR checklists and Q&A are available at this web site address:  
<http://www.state.ia.us/educate/ecese/asis/csi/reports.html>  
Contact: Jeanette McGreevy, 515-281-4750, [jeanette.mcgreevy@ed.state.ia.us](mailto:jeanette.mcgreevy@ed.state.ia.us)
- Adequate Yearly Progress (AYP) Web Site Open June 15, 2004.** The Adequate Yearly Progress (AYP) web site will be available for public school districts from June 15, 2004, through July 16, 2004. District staff responsible for entering ITBS/ITED data may access the web site at this address: <http://www.edinfo.state.ia.us> and enter the district's BEDs password and ID.  
Contact: Paul Cahill, 515-281-3944, [paul.cahill@ed.state.ia.us](mailto:paul.cahill@ed.state.ia.us)
- LEA Comprehensive Site Visits for the 2004-05 School Year—Team Member Invitation.** The Department will soon issue the invitation for team members for comprehensive site visits during the 2004-05 school year. Site visit content and process will focus on the CSIP four Constant Conversation Questions:

  - What do data tell us about our student learning needs?
  - What will we do to meet student learning needs?
  - How will know that student learning has changed? (Student Achievement Data)

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- How will we evaluate our programs and services to ensure improved student learning? (Implementation Data)

The list of school to be visited, site visit dates, and the team member invitation form will be distributed to LEAs, AEAs, and other interested stakeholders. The site visit cycles for public schools districts and accredited nonpublic schools will soon be posted on the Department's web site at this address: [http://www.state.ia.us/educate/\\_ecese/asis/index.html](http://www.state.ia.us/educate/_ecese/asis/index.html).

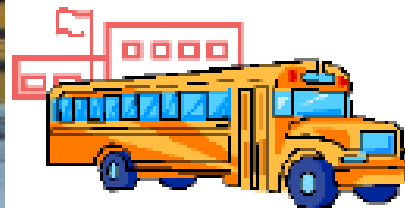
Note: **Team member training will occur in early October at regional sites around the state.**

Contact: Tom Cooley, 515-242-5132, [tom.cooley@ed.state.ia.us](mailto:tom.cooley@ed.state.ia.us)

5. **Competent Private Instruction—Deadline for Reporting Student Progress.** Wednesday, June 30, 2004, is the deadline for families of students receiving CPI to report results of standardized tests or portfolio evaluations to their school district of residence. Standardized test scores should show the national percentile rank and national grade equivalent. Schools district then report these test scores to the Department. Districts shall also submit Form C-1 if the child falls below the 30<sup>th</sup> percentile on the annual assessment.

Contact: Barb Byrd at 515-281-5345 or [barb.byrd@ed.state.ia.us](mailto:barb.byrd@ed.state.ia.us).

6. **School Bus Stop Arm Bill Signed By Governor.** Governor Vilsack signed senate File 2154, the school bus stop arm bill, in a ceremony at the state capitol on May 15. (See photo below.) The new law will take effect on July 1, 2004. If a bus driver gets a description of the vehicle and license plate number, it becomes the responsibility of the owner of that vehicle to identify the driver. If the owner cannot or will not identify the driver, the owner will pay the fine. Many Iowa stakeholders (i.e., DE, IASB, IPTA, as well as local superintendents, bus drivers, and transportation directors) helped make this bill a reality.



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

7. **BEEP Testing Change.** A change in the Bus Emissions Education Program (BEEP) will begin with the next round of testing due to start in August of 2004. The Mirencó Company (the entity doing the BEEP testing) sent letters out to school districts the last week of May informing them of this change. Beginning with the next round of testing, the procedure will no longer be free to school districts, but will come with a \$50 fee per bus, per semester.

BEEP testing is not mandatory, so should your school district decide to no longer participate, Mirencó is asking that you give it written notice so the company can remove your district from its schedule. Send your written notice of intent to not participate to this address: Mirencó, Inc., PO Box 343, Radcliffe, Iowa, 50230. If you have questions, you can contact Mirencó at 1-800-423-9903.

As a reminder, BEEP testing is not a component of the Department's bus inspection process. Mirencó completes its emissions testing at the same time as bus inspections for scheduling convenience.

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

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8. **School Improvement AEA Liaison Assignments for the 2004-05 School Year.** As a result of budget constraints, the Department has re-designed the School Improvement Consultants AEA liaison assignments for the 2004-05 school year. The School Improvement Consultant assigned to each AEA below serves as the primary contact for LEA accreditation issues and attends monthly superintendents' meetings sponsored by the AEA. (Each public school district and accredited nonpublic school in Iowa will continue to have its own monitoring consultant—that list will be posted on the Department's web site soon.)

AEA	School Improvement Consultant	E-mail	Phone
1	TBA	TBA	TBA
267	Eric Heitz	<a href="mailto:eric.heitz@ed.state.ia.us">eric.heitz@ed.state.ia.us</a>	515-281-5001
4	Lois Irwin	<a href="mailto:lois.irwin@ed.state.ia.us">lois.irwin@ed.state.ia.us</a>	515-281-8582
8	Eric Heitz	<a href="mailto:eric.heitz@ed.state.ia.us">eric.heitz@ed.state.ia.us</a>	515-281-5001
9	Barb Byrd	<a href="mailto:barb.byrd@ed.state.ia.us">barb.byrd@ed.state.ia.us</a>	515-281-5345
10	Barb Byrd	<a href="mailto:barb.byrd@ed.state.ia.us">barb.byrd@ed.state.ia.us</a>	515-281-5345
11	Debbie Boring	<a href="mailto:debbie.boring@ed.state.ia.us">debbie.boring@ed.state.ia.us</a>	515-281-3198
12	Lois Irwin	<a href="mailto:lois.irwin@ed.state.ia.us">lois.irwin@ed.state.ia.us</a>	515-281-8582
13	Tom Cooley	<a href="mailto:tom.cooley@ed.state.ia.us">tom.cooley@ed.state.ia.us</a>	515-242-5132
14	Tom Cooley	<a href="mailto:tom.cooley@ed.state.ia.us">tom.cooley@ed.state.ia.us</a>	515-242-5132
15	Julie Melcher	<a href="mailto:julie.melcher@ed.state.ia.us">julie.melcher@ed.state.ia.us</a>	515-281-6293
16	Julie Melcher	<a href="mailto:julie.melcher@ed.state.ia.us">julie.melcher@ed.state.ia.us</a>	515-281-6293

9. **Summary of 2004 Legislation—Education Issues.** The Department has prepared a summary of all 2004 legislation that impacts education. You can access this summary at this address: <http://www.state.ia.us/educate/oofd/legis.html>. The Department is always interested in your feedback. If you have an interest describing possible legislative issues that should be addressed next session, have specific feedback on this document, or simply have questions related to legislation or policy, please contact the Department's legislative liaison, Jeff Berger. Contact: Jeff Berger, 515-281-3399, [jeff.berger@ed.state.ia.us](mailto:jeff.berger@ed.state.ia.us)
10. **Iowa Professional Development Training Manual—Now Available.** The Department's web site now includes a complete training manual for supporting area education agencies and local school districts as they implement professional development for student achievement. This manual provides detailed information for developing a district career development plan that is embedded into a districts' comprehensive school improvement plan (CSIP)—the district's long-term plan for improving student learning. The manual includes an explanation of each component of the Iowa Professional Development Model, recommended steps, tools, and resources for designing, implementing, and evaluating a quality professional development plan.

In the near future, this site will also include case studies of Iowa districts that are currently implementing quality professional development. The case studies will showcase what these districts have in place and what they experienced as they followed a process of setting up professional development designed to accomplish gains in student achievement. This summer, video clips will also be added to the site. These clips will showcase a variety of presenters describing how to make professional development a priority in local school districts and suggestions for ensuring full implementation of the Iowa Professional Development Model. To access the training manual documents go to <http://www.state.ia.us/educate/ecese/tqt/tc/pdmtm/state.htm>.

Contact: Deb Hansen, 515-281-6131, [deb.hansen@ed.state.ia.us](mailto:deb.hansen@ed.state.ia.us)

11. **Presidential Freedom Scholarships.** Presidential Freedom Scholarships are now available for each high school in the country. The Presidential Freedom Scholarship permits two students from each high school to receive up to \$1,000 scholarship in recognition of outstanding leadership in service to their community. With funds appropriated by Congress, the Corporation for National and Community Service (CNCS) provides \$500 for each scholarship, which must be matched with \$500

secured from the community by the participating school. In addition to the scholarship, students receive a letter of recognition and a President's Volunteer Service Award pin. More than 30,000 scholarships have been awarded to students who have strengthened communities by demonstrating outstanding leadership in service. In 2004, expectations are that up to 8,000 Presidential Freedom Scholarships will be made.

The deadline for submitting certification forms is **July 16, 2004** (postmark deadline). Schools are encouraged to submit forms as early as possible.

For more information and how to apply on-line, visit: [www.nationalservice.org/scholarships](http://www.nationalservice.org/scholarships)  
Contact: Joe Herrity, 515-281-3290, [joe.herrity@ed.state.ia.us](mailto:joe.herrity@ed.state.ia.us)

12. **Preservation and Adaptive Re-Use of Iowa's Historic School Buildings by Conversion to Affordable Rental Housing.** School districts who are contemplating the closing of a building are often faced with the question of what to do with the building. One of the considerations could be to convert the building into affordable housing. A private contractor who has acquired the building and applied to the Iowa Finance Authority for assistance may be eligible for assistance.

Low-Income Housing Tax Credits (LIHTC) is a federal corporate income tax credit over a 10-year period. Developers can sell the tax credits to investors and generally receive between 75 to 85 cents per dollar of tax credit. These then can be rented to households not earning more than 60% of the area median income. The Iowa Finance Authority awards these tax credits and are responsible for compliance with and managing the program.

If a district is interested in this process contact, The Iowa Finance Authority, East Grand Office Park, 100 East Grand Avenue, Suite 250, Des Moines 50309. (515) 242-4990 or use this web site: [www.ifahome.com](http://www.ifahome.com). At the home page select "housing program" and then "Low Income Housing Tax Credits" for more information.

Contact: Milt Wilson, 515-281-4743, [milt.wilson@ed.state.ia.us](mailto:milt.wilson@ed.state.ia.us)

13. **Decision-Making Technical Assistance Tools for AYP Student Data, Dropout Status, Diplomas, BEDS, and More.** The Department has created several technical assistance tools for use in decision-making available at the following web site address:  
<http://www.state.ia.us/educate/ecese/nclb/documents.html>

**Tool #1—Flow Chart**

**AYP Student Data Decision-Making Flow Chart: Building, District, and State Reading and Mathematics—Who Counts and Where?** This document contains definitions and a flow chart designed to assist public school districts in determining which students' test scores "count" for adequate yearly progress (AYP) determinations under NCLB and where they "count."

**Tool #2—Talking Points**

**Talking Points Related to Adequate Yearly Progress (AYP).** This document contains an explanation of "confidence intervals" and "safe harbor."

**Tool #3—Decision Matrix**

This document defines the following terms: alternative high school, alternative program, regular diploma, other diploma, and other completer. The document also contains a chart that assists decision-making with regard to the following:

- Student Program and Dropout Status
- Issuance of Diplomas
- Assessing and Reporting Student Performance and Funding
- Basic Education Data Survey Reporting

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

14. **National School Fitness Foundation (NSFF)—Files for Chapter 11 Bankruptcy**

- The U.S. Attorney in Minnesota has asked for and received a Temporary Restraining Order (TRO) against NSFF. The TRO states that there is probable cause to believe that NSFF has committed and continues to commit fraud. Here is a website for a news story on the TRO: <http://www.startribune.com/stories/1592/4789800.html>.
- NSFF filed for Chapter 11 Bankruptcy protection. Filing under Chapter 11 means that the company will try to stay in business and pay its creditors (school districts) a few cents on the dollar of what is owed by NSFF to the schools. **Any district already in a contractual relationship with NSFF should immediately contact its attorney and make the attorney aware of the bankruptcy filing to preserve the district’s rights as a creditor of NSFF.**
- The link to the bankruptcy news story is: <http://www.onnnews.com/Global/story.asp?S=1909533>

15. **K12, Inc.’s “Virtual School Program”**

The board of education of the Pocahontas Area Community School District (“PAC”) voted earlier in May to cease its partnership with K12, Inc., the for-profit Virginia corporation that was providing electronic curricula for PAC’s Home School Assistance Program.

Because K12, Inc. (according to its website) is “working hard to find another school district in Iowa that is willing to serve interested families for the 2004-2005 school year,” here is some information that districts need to know:

- The children who enroll in this program are educated by their parents at home; that is, they receive CPI, competent private instruction. Therefore, the program is a Home School Assistance Program (HSAP).
- Districts are not required to offer a HSAP.
- Families who provide CPI for their children may use open enrollment to access a HSAP.
- The deadline for requesting open enrollment was January 1 for all but entering Kindergarten students (who have until “count day”). The fact that PAC decided after January 1 not to offer its HSAP anymore is NOT “good cause” for families to now file for open enrollment with any other district. “Good cause” is limited to a change in the *resident* district. PAC was not the resident district for any of the children enrolled in its HSAP. (See Iowa Code section 282.18(4)(b) for the statutory definition of “good cause.”)
- All pupils enrolled in a HSAP (whether in their own district or via open enrollment) are funded at .6 per pupil funding.
- K12, Inc. has curriculum developed for grades K-8. For the 2004-05 school year, it does not offer curriculum for grades 9-12.
- Any district that does offer a HSAP is not required to offer an electronic curriculum to students who enroll in the program. Rule 281—IAC 31.4(4)(b) requires only that districts “provide available texts or supplemental instructional materials on the same basis as they are provided to enrolled students when a child is ... in a home school assistance program.”
- A district that offers a HSAP must employ teachers who meet state licensure standards for accredited school personnel pursuant to rule 281—31.4(5). These teachers may supervise the instruction of no more than 40 students or 20 families pursuant to rule 281—31.3(3). Other duties of the teachers are described in rule 281—31.3(2).
- All other rules about HSAPs are accessible at <http://www4.legis.state.ia.us/IAChtml/281.htm>. Scroll down to Chapter 31.

16. **School “Release of Liability” Forms: Worth the Paper on Which They Are Printed?**

Many schools require parents to sign liability release forms before allowing their children to participate in certain extracurricular activities, field trips, and other **non-mandated** school functions. Do these documents really give schools protection from liability if a student is harmed?

Only a few courts (none in Iowa) have faced this issue. The Washington State Supreme Court ruled that such forms violate public policy and are, therefore, invalid. However, the high court in Massachusetts ruled just two years ago that the forms are enforceable.

Until we know what the answer is in Iowa, here are some practical tips if a school uses such forms:

- CYA – consult your attorney.
- CYIC – consult your insurance carrier.
- The form should be as brief and understandable as possible.
- The form should clearly put parents on notice that their signatures waive all negligence claims against the school for injuries related to the activity in question. This should be done only after a school has complied with #1, CYA.

17. **Recent State Board Appeal Decision**

In a case of first impression before it, the State Board of Education was asked to decide whether a local school board had erred in voting to cooperatively share an interscholastic athletic activity with a neighboring district. The parent who appealed did not raise any procedural defects in the vote. She objected to the cooperative sharing agreement because her son did not want to play for the combined team. She also asked that he be given eligibility to play for *any* team of his choice.

The State Board unanimously affirmed the vote of the local school board, which had concluded that it could not field a team on its own. The local board's authority to enter into such an agreement is found in Iowa Code section 280.13A, which states in pertinent part as follows:

If a school district or nonpublic school does not provide an interscholastic activity for its students, the board of directors of that school district or the authorities in charge of the nonpublic school may complete an agreement with another school district or nonpublic school to provide for the eligibility of its students in interscholastic activities provided by that other school district or nonpublic school.

As to the request of the parent for immediate eligibility "wherever" her son wanted to play, the State Board has no authority to grant such a request. The student in question would have eligibility only in his resident district, which chose to offer his sport through a cooperative sharing agreement. The student would be a transfer student at any other program, barring a bona fide change of residence of his family to another district, and would be ineligible under the transfer rules of the State Board in 281—IAC 36.15(3).

**Hot Links—News You Can Use**

**Calendars: Critical Dates and Schedules**

- School Bus Inspection Schedules: 2003-04 School Year  
<http://www.state.ia.us/educate/ecese/asis/trans/calendars.html>
- LEA Comprehensive Site Visit Schedule: 2003-04 School Year  
<http://www.state.ia.us/educate/ecese/asis/csi/calendars.html>

**Comprehensive School Improvement for Student Benefit**

- 281—IAC Chapter 12: General Accreditation Standards for Iowa Schools  
<http://www.state.ia.us/educate/legis/iac28112.pdf>
- Comprehensive School Improvement Plan (CSIP) due September 15, 2004  
<http://www.state.ia.us/educate/ecese/asis/csi/documents.html>

**Parental and Student Choice**

- Competent Private Instruction (Home Schooling) Handbook  
<http://www.state.ia.us/educate/ecese/asis/cpi/index.html>
- Open Enrollment (Handbook and Application)  
<http://www.state.ia.us/educate/ecese/asis/oe/index.html>
- Post-Secondary Enrollment Options (PSEO)  
<http://www.state.ia.us/educate/ecese/asis/pseo/index.html>

**Safe Schools**

- National Clearinghouse for Educational Facilities  
<http://www.edfacilities.org/safeschools/>

**School Profiles**

- <http://www.iowaschoolprofiles.com/>

**Student Progress: Annual Reporting**

- Annual Progress Report (APR)  
<http://www.state.ia.us/educate/ecese/asis/csi/reports.html>
- Annual Yearly Progress (AYP)—Talking Points  
<http://www.state.ia.us/educate/ecese/nclb/doc/ayptp.pdf>

**Waiver Request Processes and Forms**

- Early School Start, New Innovative Calendar, Continued Innovative Calendar, Chapter 12 Accreditation Standards, Foreign Language
- <http://www.state.ia.us/educate/ecese/asis/waivers/index.html>

**Winter Institute—CSIP and Program Evaluation**

- <http://www.state.ia.us/educate/ecese/asis/csi/winter.html>