

School Leaders of Iowa

January 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>

There is no winning, no hope of constant improvement, for you or your people, unless there is involvement. You must love what you do, or else excellence remains an elusive target.

Tom Peters, *A Passion for Excellence*

1. **Comprehensive School Improvement Plan (CSIP)**. The CSIP functions as the district-wide plan for improving student achievement for all Iowa public school districts and accredited nonpublic schools and as the partial program application for multiple state and federal funding for public school districts.

The Department has distributed two CSIP technical assistance packages: 1) CSIP overview and 2) CSIP Constant Conversation Question #1: "What do data tell us about our student learning needs?" Schools can access the technical assistance documents at this Department web site: <http://www.state.ia.us/educate/ecese/asis/csi/documents.html>. Schools must contact their respective area education agencies for copies of each videotape. It is expected that technical assistance packages for CSIP Question #2 ("What do/will we do to meet student learning needs?") and CSIP question #3 (How do/will we know that student learning has changed?) will be distributed some time in January.

Contacts: Jeanette McGreevy, 515-281-4750, jeanette.mcgreevy@ed.state.ia.us

Rita Martens, 515-281-5332, rita.martens@ed.state.ia.us

2. **Learn More About "Distance" Courses for Your Students: Iowa Learning Online**. Iowa Learning Online (ILO), Iowa's resource for Internet and ICN course offerings for high school students, has scheduled several information sessions to help educators understand how ILO works, how it benefits their students, and how they can sign up to provide or receive classes.

All information sessions will be offered via ICN. Contact Debbie Fiscus at IPTV (debbie@iptv.org) with the date and time you want, plus your ICN site. She'll confirm that your site is "booked" via e-mail.

Sessions dates: (All sessions are from 4:00-5:00 p.m.)

Wednesday, Jan. 28

Thursday, Jan. 29

Thursday, Feb. 5

Wednesday, Feb. 11

You can get more information about ILO by visiting www.iowalearningonline.org.

Contact: Pam Pfitzenmaier, 515-242-4180, pam@iptv.otg

3. **School District Sharing and Reorganizing Financial and Timeline Information**. This item contains a summary of school district sharing incentives and a timeline for whole grade sharing, reorganization, and dissolution. This information is also available on the Department's web site at this address: <http://www.state.ia.us/educate/ecese/asis/reorg/index.html>

Weighting and Formulas

Student is Eligible to be Weighted if He/She:

- Attends class in another school district, or
- Attends class taught by a teacher employed by another school district, or
- Attends class taught by a teacher jointly employed by two or more school districts, or
- Attends class in a community college for college credit, or
- Attends class in a regional academy located in the district.

And Under Whole Grade Sharing:

- Attends class in another school district under a whole grade sharing arrangement, or
- Attends class taught by a teacher employed by another school district under a whole grade sharing arrangement, or
- Attends class taught by a teacher jointly employed by two or more school districts under a whole grade sharing arrangement.

Additional Weight

.48 for shared teacher or shared student (not whole grade sharing)

.10 for regional academy, up to total of 15 additional students

Minimum additional students added is 10

Whole Grade Sharing Weight

.10 per student

Formulas

- Shared teachers/students:
 $(\# \text{ Students}) \times (\% \text{ Time}) \times (0.48) \times (\text{District Cost Per Student}) = \$$
- Whole grade sharing:
 $(\# \text{ Students}) \times (.10) \times (\text{District Cost Per Student}) = \$$
- Regional academy:
 $(\# \text{ Students}) \times (\% \text{ Time}) \times (0.48) \times (\text{District Cost Per Student}) = \$$
Maximum FTE students = 15 \$1 million maximum appropriation statewide

Weighting Eligibility Conditions

Shared Teacher/Student

- Student is eligible to be counted for supplementary weighting only if the district does not have a licensed and endorsed teacher available to teach the course(s) being provided.
- Students in districts that are "hosting" the programs are not eligible for supplementary weighting.

Sharing Under Joint Employment

- Joint teacher evaluation process and instruments,
- Joint Phase III Plan, and
- One single salary schedule.

Sharing Under Community College Offered Classes

- Course must supplement, not supplant, high school courses,
- Course must be included in the community college catalog or an amendment or addendum to the catalog,
- Course must be open to all registered community college students, not just high school students,
- Course must be for college credit and the credit must apply toward an associate of arts or associate of science degree, or toward an associate of applied arts or associate of applied science degree, or toward completion of a college diploma program,
- Course must be taught by a teacher meeting community college licensing requirements,
- Course must be taught utilizing the community college course syllabus, and
- Course must be of the same quality as a course offered on a community college campus.

Regional Academy

- Two or more other school districts send students in grades 9-12.
- A regional academy shall include in its curriculum two or more advanced-level courses, which are not part of a vocational-technical program.
- May include in its curriculum vocational-technical programs and a virtual academy.
- An advanced-level course is a course that is above the level of the course units required as minimum curriculum.

Whole Grade Sharing: Districts that were whole grade sharing in 2000-01 and those who were not

- If whole grade sharing in 2000-01:
Eligible for weighting for two years and if the district reorganizes carried into reorganized district for four additional years.
- New whole grade sharing (not whole grade sharing in 2000-01):
Eligible for weighting for three years and if the district reorganizes carried into reorganized district for three additional years.
- Conditions:
Joint board resolution to study reorganizing on or before July 1, 2006.
Submit progress report to School Budget Review Committee.

Tax Payer Incentives

- Uniform levy reduced to \$4.40 per \$1,000 taxable valuation in the first year of reorganization or dissolution. Increased to \$4.90, \$5.15 in succeeding years.
- Conditions:
District enrollment less than 600 students receives full reduction.
District enrollment greater than 600 maximum reduction is equal to reduction in districts under 600 students.

Timelines for Local Districts

Reorganization

Procedure whereby two or more districts become one. Voters decide.

Action	Deadline
Petition filed with the AEA. Signed by at least 20% of register voters or 400 eligible electors, whichever is smaller. Iowa Code section 275.12	
AEA Administrator shall set a final date for filing objections. Iowa Code section 275.14	Within 10 days of the filing
AEA holds hearing. Iowa Code section 275.15	Held within 10 days of the final day set for filing objections
AEA decision. Iowa Code section 275.15	Within the 10 days of the hearing
Appeals may be made to district court. Iowa Code section 275.15	Within 20 days of the publication of the decision
Special Election. Approved by a majority of voters in each district. Iowa Code section 275.18	November 30
Election of Directors. Iowa Code section 275.25	3 rd Tuesday in January
Discussion of outstanding bonds. Iowa Code section 275.29	April 15
Notification of termination of employment. Iowa Code section 279.15	April 30
Reorganization becomes effective. Iowa Code section 275.24	July 1
Discussion of division of assets and liabilities. Iowa Code section 275.29	July 1st-July 15 th

Minimum size for a new school district is 300. Iowa Code section 275.3

Dissolution

Procedure whereby a school district ends the corporate existence. Property is divided between neighboring districts. Voters decide.

Action	Deadline
School board establish a dissolution commission or at least 20% of eligible electors sign a petition requesting. Iowa Code section 275.51	
School board shall establish a dissolution commission and certify with the AEA. Iowa Code section 275.51	
Commission shall hold an organizational meeting and elect a chairperson and vice chairperson. * Iowa Code section 275.52	Not more than 15 days after the appointment.
The commission shall send a copy of its dissolution proposal or shall notify the board it can not agree upon a proposal. Iowa Code section 275.53	Not later than 1 year following the date of the organizational meeting.
Board shall set a hearing date on the proposal. The hearing shall be within 60 days after the dissolution petition was filed with the board. Iowa Code section 275.54	Date shall be set within 10 days of the filing of the proposal with the board. Hearing shall not be more than 60 days after the petition was filed.
Board publishes the date of the hearing. Iowa Code section 275.54	At least 10 days prior to the hearing.
Special Election. Approved by a majority of voters. Iowa Code section 275.55	Not later than 40 days following the date of the final hearing on the dissolution proposal.
Effective date if approved by a majority of voters. Iowa Code section 275.55	July 1

If 95% of the taxable valuation of the dissolving district would be assumed and attached to a single school district, the dissolving school district shall cease further proceedings to dissolve and shall comply with reorganization procedures specified in this chapter. Iowa Code section 275.54

*Dissolution commission may seek assistance from the AEA and Department of Education. Iowa Code section 275.52.

Whole Grade Sharing

Procedure whereby all or a substantial portion of the pupils in any grade in two or more school districts share an educational program for all or a substantial portion of a school day. School Board decision.

Action	Deadline
*Board of directors publicly announce its intent to explore Whole Grade Sharing. Iowa Code section 282.11	At least 90 days prior to signing a whole grade sharing agreement. (End of October)
*Public hearing in each school district. Iowa Code section 282.11	At least 30 days prior to signing. (End of December)
Parent may request the school board send the pupil to another contiguous district because the agreement will not meet the needs of the pupil or that adequate consideration was not given to geographic factors. Iowa Code section 282.11	Within the thirty day period prior to the signing of the agreement.
Parents may apply for open enrollment if the application is signed after January 1 st . Iowa Code section 282.18	Up to 45 days after the agreement is signed
*Board allows or disallows any parent requests to attend another contiguous district. (If any requests filed) Iowa Code section 282.11	Prior to signing the agreement or the request shall be deemed granted.
*Boards sign the agreement. (If an agreement is reached.) Iowa Code section 282.10	No later than February 1 of the school year preceding the school year for which the agreement is to take place.
If the board disallows the parent's request to send the child to a contiguous district, the parent may appeal to	March 1

Action	Deadline
the State Board of Education. Iowa Code section 282.11	
*The district terminating employees as a result of a whole grade sharing agreement shall notify any other district, which is a party to the agreement, of the names and addresses of those terminated. Iowa Code section 280.15	After terminating employees
*If a new position is open within two years, the district must hire any qualified employee that was terminated due to the whole grade sharing agreement. Iowa Code section 280.15	Within two years
*The number of pupils participating in a whole grade sharing agreement shall be determined on the third Friday of September and third Friday of February each school year. Iowa Code section 282.12	Third Friday in September and February each school year.

Additional AEA Responsibility: Changing school boundary lines.

The boundary lines of contiguous school corporations may be changed by the concurrent action of the respective boards of directors at their regular meetings in July, or at special meetings called for that purpose. Such concurrent action shall be subject to the approval of the area education agency board but such concurrent action shall stand approved if the said board does not disapprove such concurrent action within thirty days following receipt of notice thereof. The corporation from which territory is detached shall, after the change, contain not less than four government sections of land. Iowa Code section 274.37

Contact: Eric Heitz, 515-281-5001, eric.heitz@ed.state.ia.us

4. Federal Funding Title V, Part A Innovative Programs: New Iowa Department of Education

Contact. The new Department contact for Title V, Part A federal funds is Del Hoover. He can provide school district technical assistance with this flexible federal funding stream that school districts can use for the following:

- Support local education reform efforts consistent with statewide efforts
- Implement promising educational reform programs and school improvement programs based on scientifically based research
- Provide a continuing source of innovation and education improvement that includes support programs to provide library services and instructional and media materials
- Meet the educational needs of all students
- Develop and implement education programs to improve school, student, and teacher performance, including professional development activities and class size reduction programs.

Reminder: The 2002-2003 Title V budget and report is due on January 1, 2004.

Contact: Del Hoover, 515/281-8402, del.hoover@ed.state.ia.us

5. Title II, Part A Program Requirement Reminder.

All public school districts in Iowa have received Title II, Part A funds. The funds primarily can be used for class-size reduction and/or professional development. Every district in Iowa submitted an application indicating its choices for the expenditure of the funds. Whether or not the district is using any of the funds for professional development, it is STILL REQUIRED to set a portion of the funds aside for professional development for the accredited non-public schools within its district boundaries. A set of directions was included with the original Title II application sent electronically to superintendents last fall. Those directions appear below in case a district needs them to determine allocations for the non-public schools within its boundaries.

The federal guidance for Title II requires public school districts to co-plan with accredited non-public schools for their professional development needs. The accredited non-public school can decide whether it wants to participate with the public school district in its professional development activities. If those activities do not meet the nonpublic school's needs, the district can send the funds to the AEA where professional development would then be provided for the accredited non-public school.

Directions for spending the Title II, Part A funds for 2003-2004:

<p>Program</p>	<p>Title II, Part A Teacher and Principal Training and Recruiting Fund (formerly Eisenhower Math and Science and Federal Class Size Reduction programs)</p>
<p>Program Description</p>	<p>Title II Needs Assessment: The needs assessment required for the Comprehensive School Improvement Plan (CSIP) and professional development meets this requirement.</p> <p>Title II, Part A is intended to provide professional development for teachers and principals that leads to high quality staff members serving children. Section 2123 describes the allowable use of Title II, Part A Funds:</p> <ul style="list-style-type: none"> ◆ Recruiting and retaining highly qualified teachers and principals ◆ Providing professional development activities to improve the quality of the teacher, principal and superintendent work force. ◆ Hiring highly qualified teachers and/or special education teachers in order to reduce class size, particularly in the early grades (although not limited to the early grades). ◆ Carrying out teacher advancement initiatives or activities related to exemplary teachers. <p>A school district can allocate funds to one or more of these areas. Please review the application and guidance for more information.</p>
<p>Location of Your District's Allocation for this Program</p>	<p>Information concerning a district's specific allocation for Title II, Part A can be found at: www.state.ia.us/educate/ecese/ftgp/allocations.html</p>
<p>Title II Part A answers to questions</p>	<p>Please refer to the Guidance Document for Title II, Part A for more details at this web site: www.ed.gov/programs/teacherqual/guidance.doc</p>
<p>Accredited Nonpublic School Participation</p> <p>FORMULA</p>	<p>If your district attendance boundaries include a nonpublic school or schools, the nonpublic school teachers, principals, and other educational personnel are eligible to participate in activities funded by Title II, Part A <i>to the extent the public school district uses funds to provide professional development for teachers and others</i>. A nonpublic school may elect not to participate, may elect to participate in professional development with the LEA, or may elect to receive professional development from the AEA.</p> <p>If the LEA is going to use all or part of Title II, Part A funding for professional development, it must consult with appropriate accredited nonpublic school officials during the design, development, and implementation of the professional development program. The LEA must determine the specific amount of funds to support activities for the nonpublic by the formula described below.</p> <p>If the LEA is going to use Title II, Part A funds for professional development, but the nonpublic elects not to participate with the LEA, the funding must be transferred from the LEA to the AEA. The AEA will then provide the professional development activities for the nonpublic school. Whether the</p>

	<p>LEA or the AEA is providing the professional development activities, the LEA must set aside a portion of the funding to pay for those activities for the nonpublic school according to the following formula:</p> <ol style="list-style-type: none"> a) The LEA must take the amount necessary for its administrative costs off the top of the allocation, THEN determine the distribution for non-public schools, as follows.... b) Identify the amount of funds allocated to and used by both the LEA and nonpublic school(s) for professional development activities that were funded by the Eisenhower and the Class Size Reduction programs, 2001-2002. (correct year) c) Divide that amount by the 2001-2002 (yes, that is correct) LEA and nonpublic student population combined. This amount is the per pupil amount your LEA spent in 2001-2002 for professional development for the Eisenhower and Federal Class size Reduction programs. d) Multiply the figure by the 2001-2002 (again, yes, it is 2001-2002) non-public school student population. e) The resulting amount of funds should be the amount used to provide professional development activities for the nonpublic school in 2003-2004. f) All nonpublic schools must receive professional development services in 2003-2004 from the Title II, Part A public school district allocations to the extent the LEA chooses to use any of the funds for professional development for its teachers and others. The very least a non-public school can receive (in professional development services) is the amount based on what the LEA received for Eisenhower funds in 2001, as determined by the above formula. In other words, all non-public schools are to receive professional development services from this program. <p>See Title IX, section 9501 (b)(3)(B) of ESEA in regard to equitable services for nonpublic schools. Go to the web site www.ed.gov/programs/teacherqual/guidance.doc for detailed information about how to use the Title II, Part A funds.</p> <p>Only the professional development activities under Title II, Part A are subject to the nonpublic school participation requirements referenced above. No funds are distributed directly to the nonpublic schools, but in some cases may go to teachers.</p>
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Contact: Mary Beth Schroeder-Fracek, 515-281-3160, marybeth.schroederfracek@ed.state.ia.us

6. **Charter Schools in Iowa.** Charter schools are part of the state's program of public education and are intended to provide school districts and communities with expanded opportunities to improve student achievement through new and innovative methods of instruction, curriculum, and activities. A charter may be established by creating a new school within an existing public school or converting an existing public school to charter status.

The purpose of charter schools is set forth in Iowa law. Specifically, charters will be designed to accomplish the following:

- a) Improve student learning
- b) Increase learning opportunities for students
- c) Encourage the use of different and innovative methods of teaching.
- d) Require the measurement of learning outcomes and create different and innovative forms of measuring outcomes.
- e) Establish new forms of accountability for schools.

- f) Create new professional opportunities for teacher and other educators, including the opportunity to be responsible for the learning

In an effort to begin a pilot program for public charter schools, the Iowa Department of Education released application materials to Iowa schools in September 2003. Two grants have been approved to begin the *planning phase* for public charters. In conjunction with local boards and a charter advisory committee, these schools will be developing a framework for implementing two new charter schools in the fall of 2004.

Prior to approval of Charter Status (a 3-year approval from the State Board of Education), local charter developers will focus on the foundational details required to open a new school (e.g., staff, curriculum, policies, and learning materials).

Two Proposed Charter Schools in Iowa. The proposed charters would be a part of the Sioux Central and Southeast Webster Community School District. The planning for Charter Status in Sioux Central is focused on an innovative elementary curriculum with a core curriculum of mathematics, science, technology, and fine arts. In contrast, the proposal for Southeast Webster would be a fast track to college curriculum for junior and senior high school students. This proposal is being coordinated with Iowa Central Community College.

Contact person: Laurie Phelan, 515-242-5611, laurie.phalen@ed.state.ia.us

Web site for materials: <http://www.state.ia.us/educate/ecese/asis/chart/index.html>

- 7. **Blue Ribbon Schools: Nominated Iowa Schools.** The Iowa Department of Education recently nominated five Iowa schools for consideration of recognition by the USDE *No Child Left Behind—Blue Ribbon Schools Program*. In July of 2002, the U.S. Secretary of Education Rod Paige announced that schools singled out for national honors would reflect the goals of our nation's new education reforms for high standards and accountability. The *No Child Left Behind—Blue Ribbon Schools Program* honors public and private K-12 schools that are either academically superior in their state or that demonstrate dramatic gains in student achievement when at least 40 percent of students are from a disadvantaged background. "In keeping with the principles of the *No Child Left Behind Act*, we will reward schools based on student achievement results, not process," Paige said. "Schools chosen for the Blue Ribbon will be ones that are meeting our mission to ensure every child learns, and no child is left behind. Blue Ribbon recipients will be national models of excellence that others can learn from."

The program requires schools to meet either of two assessment criteria:

- a) Rank in the top 10% of schools in reading and mathematics performance on the Iowa Tests of Basic Skills or Iowa Tests of Educational Development, or
- b) Show dramatic gain in reading and mathematics (one year) AND have at least 40% of students in the disadvantaged subgroup.

Below are schools nominated for recognition based upon the two criteria:

Top Performing Schools:

Bennett Elementary
Bennett, Iowa
Principal: Tom Corrick

Harris Lake Park Elementary School
Harris Lake Park
Principal: Judith Brueggeman

Significant Student Achievement Improvement with 40% Low SES

East Greene High School
Grand Junction
Principal - Ron Mc Neill

Mark Twain Elementary

Iowa City
Principal - Brad Laures

Lincoln Elementary
Spencer, Iowa
Principal - Lucas DeWitt

8. **Ensuring Safe and Appropriate Transportation for Children with Disabilities.** Being transported to and from school is a major factor for many children with disabilities. Two major national transportation associations have expressed concerns to the U. S. Department of Education that transportation providers are often not included in training related to transporting children with disabilities and that they do not have prior knowledge regarding the needs of some of these children. The Iowa Department of Education has been asked to remind districts of the following:
- If special transportation services are provided, the agency should ensure that a qualified provider either (1) attends the IEP meeting or (2) provides a written recommendation concerning the nature, frequency, and amount of service to be provided to the child. (Appendix A—Notice of Interpretation, IDEA '97)
 - All personnel, who provide required services, including bus drivers, must be appropriately trained. (Analysis of Comments and Changes, IDEA '97, 64 FR 12551)
 - Districts must ensure that there is meaningful and effective communication—before the fact—between school personnel and transportation providers about the transportation needs and potential problems of individual students with disabilities.

For the safety and well being of all children who ride school buses, including children with disabilities, it is crucial that they be appropriately and effectively transported by well-informed and well-trained transportation providers.

Contacts: Dee Ann L. Wilson, 515-281-5766, DeeAnn.Wilson@ed.state.ia.us
Max Christensen, 515-281-4749, max.christensen@ed.state.ia.us

9. **Special Education Students and Graduation Rate.** Students with disabilities who do not graduate until they are 21 will not adversely affect the district's graduation rate. The number of years the special education student is in high school prior to graduating is not calculated in graduation rate. Individual Education Program (IEP) teams should continue to follow IDEA guidelines and identify services for eligible individuals as they need them, up to the maximum age of 21 or when the diploma has been earned.
- Contact: Barb Guy, 515-281-5265, barb.guy@ed.state.ia.us

10. **Iowa Evaluator Approval Training Program: Activities Directors Evaluating Only Coaches.**

Do activities and athletic directors who evaluate only coaches have to complete the Iowa Evaluator Approval Training? Yes, activities and athletic directors who evaluate only coaches and who are seeking evaluator approval in order to conduct these evaluations will need to complete the same Iowa Evaluator Approval Training as all other personnel.

Can an activities and athletic directors who do not have the new Iowa Evaluator Approval be responsible for the final evaluation of coaches? No. An activities director or athletic director who evaluates only coaches and does not have a current (new) evaluator license may take part as a contributing evaluator, but an administrator who does hold a current (new) evaluator's license will need to assume final responsibility in the evaluation of the coach. Coaching and teacher evaluations need to be conducted by someone with a current (new) evaluator approval license.

Registration for the spring 2004 IEATP training sessions has included these activity/athletic directors in the second category of priority for participants to be included in training sessions. (See schedule below) If the athletic director takes part in this spring's training and completes the DDL training (contact the AEA for the most current schedule), he/she will be eligible for a renewal of his/her current (new) evaluator approval license.

Those principals or assistant principals who have completed the two training components (IEATP/DDL) and who are evaluating teachers may also evaluate coaches. The new evaluator approval license will allow them to evaluate both teachers and coaches.

Contact: Warren Weber, (Office) 515-281-3750 (Field) 515-281-7700, warren.weber@ed.state.ia.us

11. Iowa Evaluator Approval Training Program: Statewide Registration/Schedule Spring 2004.

- In each region, registration information is available on the listed web site or by using the contact information provided. Registration will be on a first-come, first-serve basis, but **priority** will be given as follows:
 - a) District administrators hired for the 2003-04 school year that will be evaluating beginning teachers but have not had the IEATP training. This includes candidates from out-of-state and new administrators that have not had the training as a part of their administrative preparation program. This includes superintendents who have not had the IEATP Training.
 - b) Other district administrators and central office staff that have evaluation duties but have not completed the training. This includes district administrators who are not evaluating teachers but need to renew their evaluator approvals and activities directors who evaluate coaches but do not evaluate teachers.
 - c) AEA staff including consultants and or administrators (no stipend attached to this category of personnel).
 - d) Nonpublic administrators (no stipend attached to this category of personnel).
 - e) Any teachers, including those who currently hold evaluator approval.
 - f) Categories "c" through "e" will be held on a waiting list until 10 working days prior to the start of training to ensure that any personnel in categories "a" and "b" have access to the process.
- This will be the last set of cohorts where participants who are employed by a public school will qualify for a stipend upon completion of IEATP and DDL training.
- Each registrant will indicate a first and second option for training in the event that a particular cohort fills with first preference participants.

Cohort	Location	Dates	Site
Central Region (AEA 11)			
Register at www.aea11.k12.ia.us . Click on the Professional Development Catalog link. Regional Coordinator: Lora Wunsch. Contact professional development at 515-270-9030 or 800-362-2720.			
C 22	West Des Moines	Jan 9, 23, 30 Feb 13, 20 Mar 5	West Des Moines CSD, Learning Resource Center
C 23	Ankeny	Jan 12, 26 Feb 2, 16 Mar 1, 8	Heartland AEA, Woodside Branch Office
East Region (AEAs 9 and 10)			
Register at http://www.aea10.k12.ia.us/webfiles/profdev/index.html . Regional Coordinator: Mary Muehl. Contact professional development at 319-399-6700 or 800-332-8488.			
E 22	Cedar Rapids	Jan 20, 27 Feb 9, 18 Mar 2, 9	Grant Wood AEA
E 23	Bettendorf	Jan 7, 20, 27 Feb 9, 23 Mar 2	Mississippi Bend AEA

Northeast Region (AEAs 1, 267)			
Register at http://edservices.aea7.k12.ia.us/sd/ . Regional Coordinator: Ed Redalen. Contact educational services at 319-273-8200 or 800-542-8375.			
NE 22	Cedar Falls	March 22 April 1, 8, 22, 29 May 6	AEA 267
NE 23	Clear Lake	March 24, 30 April 7, 13, 20, 28	AEA 267
Northwest Region (AEAs 4, 8, 12)			
Register at http://www.aa12.k12.ia.us . Regional Coordinator: Judy Keith, Sioux City CSD. Contact at 712-279-6676. Martha Kaufman, AEA 12, at 712-274-6000 or 1-800-352-9040.			
NW 22	Storm Lake	Jan 28 Feb 4, 11, 18, 25 Mar 3	AEA Office
NW 23	Sioux City	Feb 3, 10, 17, 24 Mar 2, 9	AEA 12
South Region (AEAs 13, 14, 15, 16)			
Register at http://www.aa13.org/evaluatorapproval . Regional Coordinator: Joan Crowl. Contact professional development at 712-366-0503 or 800-432-5804.			
S 22	Creston	Jan 29 Feb 17 March 2, 9, 18 April 6 April 15 (snow day)	AEA 14
S 23	Burlington	Jan 14, 28 Feb 11, 25 Mar 10, 24 Snow days: Mar 31 Apr 14, 21	AEA 16

12. Data Driven Leadership (DDL): Reimbursement Eligibility and Purchasing.

- a) The eligibility for a principal's position to receive the DDL reimbursement award of \$900 is based upon two things:
 1. The completion of the DDL training verified to the Department by the trainer.
 2. Having 80% of the teachers in one of the buildings a principal supervises complete the online TAGLIT assessment survey.
- b) The eligibility for the superintendent's position to receive the DDL reimbursement award of \$900 is based upon one thing:
 1. The completion of the DDL training verified to the department by the trainer.
- c) All DDL training is available through each of the AEAs. Please contact them for a schedule of training sessions as needed.
- d) In order for any principal to initiate work with his or her staff to complete the TAGLIT assessment survey online, please contact Warren Weber: (Office) 515-281-3750 (FAX) 515-281-7700, warren.weber@ed.state.ia.us
- e) Once 80% of the teachers in the selected building have completed the survey and a principal would like confirmation of that, contact Warren.
- f) The next step is for the principal and/or superintendent to purchase from the Iowa AV Coop and/or the Iowa Media Coop the hardware/software desired and submit to the department the certification form along with copies of the purchase orders and invoices for each item purchased. All purchases must be made from the Iowa AV Coop <http://av.co-op.k12.ia.us> and the Media and Technology Coop <http://www.iec-ia.org>. These web site addresses are also available on your AEAs web page.

- g) The current fall catalog for the AV Coop **has been extended to February 23, 2003**. The vendor may not include all current items in the extension. Please make your purchases from this catalog by that date.
- h) The beginning date for the spring catalog is currently scheduled for April 1, 2004.
- i) The current catalog prices and inventory for the Media and Technology Coop are in effect until **June 30, 2004** with exceptions as noted on the web page.
- j) Once the department receives the certification form and the attached purchase orders and invoices, the claim is processed and payment is made to the respective Area Education Agency and it in turn forwards payment to the local school.
- k) There is only one award available per principal and per superintendent regardless of the number of buildings or districts that they serve.
- l) The award is provided to the school where the principal or superintendent was located when they completed the DDL training. If a principal or superintendent changed schools between the 2002-03 school year and the 2003-04 school year and had taken the training during the 2002-03 school year that school would be the beneficiary. It is not possible to count the same training for one principal or superintendent in two different districts. It is also not possible to count the training for both the previous and the current principal in the same district without extending the DDL budget beyond its limits. If the previous principal or superintendent took the training while in a district and then their successor takes the training while in the same district, only one award will be allowed the position.
- m) **The Apple products listing expired on December 15, 2003**. Another listing will be requested from Apple for the spring catalog, 2004.
- n) Before any claim for the reimbursement award can be processed for the principal or superintendent's position involved must the eligibility requirements as outlined above the requirements for eligibility must be evident for the principal's or superintendent's position. Without verification of each item needed for eligibility, no reimbursement can be provided and the school/district will be left with the expense of those purchases.
- o) All funding available to support the DDL reimbursement awards expires June 30, 2004. **As a result the deadline for accepting certification forms with attached documentation of purchases from any eligible principal or superintendent will be May 15, 2004.** Please, address this process as soon as possible in order to avoid the loss of reimbursement due to missed deadlines.
- p) Once the order is placed any issues of delivery of product and provision of invoices is between the district and the vendor. If there is a delay in the order and/or the billing, please work with the vendor.
 Contact: Warren Weber, (Office) 515-281-3750 (Field) 515-281-7700,
warren.weber@ed.state.ia.us

13. **TAGLIT Registration**

There are still several hundred buildings/principals that have not yet registered to conduct the TAGLIT online assessment. Beginning in January the department will begin to register those schools without notice and give them a thirty-day window to complete the online assessment. This will be done so they don't windup ineligible for reimbursement at the final deadline of May 15, 2004. In order for any principal to initiate work with his or her staff to complete the TAGLIT assessment survey online, please contact Warren Weber: (Office) 515-281-3750 (FAX) 515-281-7700, warren.weber@ed.state.ia.us.

“Legal Lessons” will be back next month!

Hot Links—News You Can Use—next page!

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>

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>