

School Leaders of Iowa March 2003

Bureau of Administration and School Improvement Services Iowa Department of Education

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

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

"The improvement of understanding is for two ends: first, our own increase of knowledge; secondly, to enable us to deliver that knowledge to others."

-- John Locke

- Iowa Virtual Academy.** Are you interested in learning more about the proposed Iowa Virtual Academy? Join us in one of the following ICN sessions about the Iowa Virtual Academy. These sessions are designed to provide information to educators (teachers and administrators) and school board members. We will respond to questions you might have about the proposed Academy. Sessions are offered at the following dates (each is a repeat):
NOTE: Each session is from 3:30-4:30 p.m.
(Two were held in February)
Tuesday, March 11
Wednesday, March 12
Tuesday, March 18
If you wish to schedule an ICN site at your school (we will add sites at your request), send an e-mail indicating the date and ICN site you prefer to debbie@iptv.org. She will respond via e-mail confirming the date/site.
Note: See the two attachments for Iowa Virtual Academy.
Contact: Pamela Pfitzenmaier at 1-800-532-1290 or pam@iptv.org.
- Board of Educational Examiners.** The March newsletter issued by the Board of Educational Examiners contains information regarding applying for the new evaluator license. In addition, the newsletter provides information regarding the new renewal form for beginning teachers who have been comprehensively evaluated. You can review the newsletter at www.state.ia.us/boee. Scroll down to the "Newsletter" heading.
Contact: Susan Fischer, Licensure Consultant, susan.fischer@ed.state.ia.us.
- Title VI, State Assessment Allocation to School Districts.** All public school districts have received their state assessment allocation and a one-page budget form. Assessment funds are available for use during this school year (including this summer). Districts wishing to extend teacher time above the original contract should list those expenditures under "Purchased Services," Function 1000 on the budget form. Budget forms may be submitted when completed. The Department will make payments after approval.
Contact: Paul Cahill, 515-281-3944, paul.cahill@ed.state.ia.us
- Paraprofessional Requirements.** Paraprofessional requirements, an easy-to-read flow chart, and a listing of Title I schools have been posted on the Department web site at the following address: <http://www.state.ia.us/educate/ecese/asis/ibp/index.html>
Contact: Sandy Hulse, 515-281-3965, sandy.hulse@ed.state.ia.us

Superintendents' Update

5. **School Transportation: DOT Bus Driver Physical.** The Department has been receiving many phone calls about the DOT physical requirements for school bus drivers that will be effective for the next school year.

What is Known.

- The DOT physical, pursuant to Iowa Code section 321.376, will be required for all drivers in the 03-04 school year.
- Drivers can begin to get the DOT physical anytime after May 1st, 2003.
- Drivers must have this physical completed by August 15th, 2003.
- The DOT physical form is available at your local doctor's office, so school transportation offices will no longer need to keep physical forms on hand.
- The physical will be a 2-year physical in most cases, though in some cases it can be limited to less than that due to a doctor's concern about something in a particular patient. This will be at the doctor's discretion.
- The physical can be performed by a MD, DO, Chiropractor, Physician's Assistant, or Advanced Practice Nurse.
- Upon completion of the physical, drivers will no longer be issued an "Iowa School Bus Driver's Permit" as they are now. They will be issued a "Medical Examiner's Certificate" immediately following the physical. The Department of Education will then give each driver an "Authorization" number. This number will be available via the Department of Education web site.
- If you are hiring a new driver between now and May 1st, you still need to follow the current physical system for getting that person licensed.

What is Under Study/Unknown

Question: Will insulin dependent drivers be able to get through the physical and continue to drive a school bus? At present, the answer is yes and no.

YES - The officials at the Iowa Department of Transportation indicate that Iowa does have an "Intra-State Waiver" for insulin dependent drivers IF the condition existed prior to July 29, 1996, AND they also operated a commercial vehicle prior to that date.

NO - If the driver does not fall into the guidelines for the aforementioned "Intra-State Waiver," as of right now, he/she will not be allowed to drive a school bus.

At present, the Department of Education is exploring the pros and cons of a possible limited waiver for all insulin dependent school bus drivers, but currently no waiver exists.

Question: Will schools be sending the Department of Education a copy of the DOT physical for each driver as they do now, a copy of the Medical Examiner's Certificate, or some other form?

Answer: The Department is working on these details. The Department will need verification that each driver has passed his/her physical so the Department can issue an "Authorization" number for each driver. What that verification will be is unclear at this time. The Department is looking at a web-based system, but again, that decision has not been made.

Contact: Max Christensen, 515-281-4749, max.christensen@ed.state.ia.us

6. **Briefing: Improving Academic Achievement by Meeting Student Health Needs.** This briefing is available on the Department's web site:

<http://www.state.ia.us/educate/ecese/cfcs/hpi/documents.html>

The objectives of the briefing are to provide scientific research links between academic achievement and health and encourage discussions on the impact of school health programs on student success.

Contact: Charlotte J. Burt, 515-281-5327, charlotte.burt@ed.state.ia.us

7. **Data Driven Leadership (DDL)**

Training: 1,885 superintendents, principals, central office staff, teachers, AEA/DE staff, and others successfully completed DDL training as of February 21st. Names of successful participants are forwarded to School Administrators of Iowa as each AEA verifies completion.

TAGLIT: Registration of building principals continues. Currently, 1,025 buildings are registered for TAGLIT, with 739 buildings complete, and 375 verified as complete (leader assessment and 80% teacher assessment—student assessment is optional). Completion includes 16,586 teachers and 13,826 students as of January 31, 2003. After viewing the building final report, many principals request re-opening the window to add students—this is possible at any time. Several buildings/districts use information from the final report for School Board, staff, and stakeholder meetings; for posting on the building/district web-site; for grant writing purposes; and for long range planning. District reports are not currently available, but contact the Department if you are interested in an aggregated report.

Grant Award: Those who received the grant award memo may order at this time. Additional memos will be sent as more buildings are verified. The grant requires that the co-op catalogs are the sole source of using funding. Ordering directions are stated in the memo, with appropriate budget codes listed on the memo and on the district certification form attached to the email. Not every award in a district is from the same funding source, so it is important to use the certification form received by each superintendent or principal. The co-ops are currently between catalogs, but each superintendent and principal will receive an update when spring catalogs become available.

Materials Revision: As required by each state, the materials revision process for Data Driven Leadership is nearing completion and AEAs will resume training soon. Contact your AEA for upcoming cohorts.

Contact: Rick Roghair, 515-281-3750, rick.roghair@ed.state.ia.us

8. **Evaluator Approval.**

Fall IEATP Training Survey of Satisfaction Results

During IEATP training in the fall of 2002, training participants were surveyed about their level of satisfaction with the training received. Generally, results indicated strong support of the training. Between 75% and 80% of the participants surveyed characterized the training as above average or excellent. The aggregated results as of December 2002 are included in the following table.

IEATP End of Module Training Summary Survey of Satisfaction Fall 2002						
Region	Excellent	Above Average	Adequate	Fair	Poor	Not Applicable
Module 1						
Northeast	31%	42%	17%	3%	1%	6%
East	36%	41%	15%	4%	0%	4%
South	31%	40%	20%	5%	1%	3%
Central	51%	31%	10%	2%	1%	5%
Northwest	54%	34%	11%	1%	0%	0%
Module 2						
Northeast	38%	40%	17%	3%	0%	3%
East	40%	42%	14%	1%	1%	2%
South	31%	40%	21%	4%	1%	3%
Central	58%	29%	10%	2%	1%	0%
Northwest	59%	21%	14%	3%	2%	1%

Module 3						
Northeast	33%	39%	19%	5%	1%	3%
East	44%	38%	14%	2%	0%	2%
South	47%	35%	13%	2%	1%	2%
Central	54%	30%	13%	0%	1%	2%
Northwest	56%	29%	11%	1%	2%	1%
Overall Totals						
Northeast	34%	40%	18%	3%	1%	4%
East	40%	40%	14%	3%	0%	3%
South	33%	39%	20%	4%	1%	3%
Central	54%	30%	11%	2%	1%	2%
Northwest	57%	26%	12%	2%	2%	1%

\$1000 Stipend Clarification

All school district licensed practitioners who hold a current evaluator approval license and successfully renew their evaluator approval (successfully completing both IEATP and DDL training) will receive the \$1000 stipend. The funds will be distributed in March. The eligibility for the stipend is not dependent upon whether the participant currently evaluates teachers. This excludes AEA employees, nonpublic school employees, and those that hold the approval but are not currently working in school districts.

All licensed practitioners who hold a current evaluator approval and successfully complete the IEATP training and the DDL training will be issued four staff development credits from SAI regardless of whether or not they are eligible for a stipend. The four credits will serve as a basis for the application for renewal to the Board of Educational Examiners. These four staff development credits will renew both the evaluator approval and overall administrative endorsement, if applicable.

Procedure to Renew your Evaluator Approval

There have been questions about how the process works to renew evaluator approvals. Here is the process step-by-step:

- Participants need to successfully complete both IEATP and DDL training.
- Trainers delivering IEATP training will report successful completion of training to SAI and the Department (Warren Weber).
- Trainers delivering DDL training will report to Rick Roghair at the Department, who will then report to SAI.
- Once both successful validations on an individual are submitted to SAI, SAI issues a certificate to the individual participant documenting four (4) staff development credits for the full evaluator approval process.
- Individual participants go to the BOEE web site (<http://www.state.ia.us/boee/>), download the application for renewal, attach a copy of the staff development credit, and the appropriate check (full or prorated) and send the materials to the BOEE.
- The BOEE issues a renewed evaluator approval, and, in the case of certified administrators, renewed administrative licensure.

Note: SAI will periodically forward the list of successful participants to the Department. The Department will use this list to coordinate the distribution of stipends as appropriate.

Procedure to Make the Licensing Recommendation about Beginning Teachers

There have also been questions about how the process works to make the recommendation for beginning teacher licensure resulting from the comprehensive evaluation. Here is the process step-by-step:

- Complete a comprehensive evaluation near the end of the provisional/initial licensing period. This step must be taken. It is not possible to reach a decision on beginning teacher licensing in this process without a comprehensive evaluation. The comprehensive evaluation must determine whether each of the 8 Iowa Teaching Standards is met through addressing the criteria under each standard. A successful comprehensive evaluation also marks the end of the Mentoring and Induction process.
- Determine the licensing recommendation for each beginning teacher after a review of the evidence collected through the comprehensive evaluation process.

- c. If the licensing recommendation is for a standard license, the evaluator signs off on the licensing application for the teacher and the teacher sends the application, with appropriate supporting materials, to the BOEE. The teacher licensing application is available on the BOEE web site at <http://www.state.ia.us/boee/>. The BOEE will verify that the sign-off for the licensing recommendation is completed by an evaluator approved through the revised evaluator approval process.
- d. If the licensing recommendation is for a third year of mentoring and induction, the evaluator and the superintendent sign off on the licensing application for the teacher and the teacher sends the application as above.
- e. If the recommendation is for beginning teacher nonlicensure, the evaluator must download the application for licensure from the BOEE web site, both the evaluator and superintendent sign off on the application, and the form is sent directly to the BOEE.

Notes:

- There is no deadline for the processing of this licensure recommendation. Deadlines for employment decisions are not related to this licensing decision. The teacher simply needs the paperwork processed on the licensure recommendation prior to year three.
- Copies of the comprehensive evaluation should NOT be sent to the BOEE. Those should stay in personnel files in the district.

Sample Comprehensive Evaluations

There are three sample completed beginning teacher comprehensive evaluations on the Department's web site at <http://www.state.ia.us/educate/ecese/tqt/tc/ieatp.html>. These samples are intended to be guidance documents only.

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

Legal Lessons

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

9. **FERPA and "Directory Information."** As educational agencies work to define "directory information," they should keep in mind that the definition does not have to be uniform for the total student population. An LEA, for instance, may define directory information much more restrictively for students in an elementary attendance center than for students in a secondary center. Conversely, using an overly restrictive definition for secondary students (e.g., "we include NO INFORMATION in our definition of directory information") may have the unintended consequence of leaving the school unable to print honor rolls or to include the names of students in programs for extracurricular events (sporting events to music concerts) without consent from the parents or eligible students.
10. **Message from Family Policy Compliance Office (FPCO).** Early in February all LEA superintendents throughout the nation received a letter from the Director of FPCO regarding the LEA's obligations under FERPA and PPRA (the Protection of Pupil Rights Amendment). Included with the letter were sample notices very similar to what IASB has available in its Policy Primer. These notifications must be sent to parents and eligible students annually. The FPCO letter contained much valuable information. If an additional copy is desired, check out FPCO's web site, www.ed.gov/offices/OM/fpco. The site also contains model notices.
11. **Local Policies on Extracurricular Activities.** Last November the State Board of Education passed a resolution calling upon all boards of education to review their local policies regarding eligibility for individual student participation in all extracurricular activities. At the same time, the Board voted not to change the state-wide eligibility rule that requires a student to pass four courses to be eligible to compete in interscholastic athletics. This question has been posed: Why does the state rule concern itself solely with athletics?

The answer lies in the law. Iowa Code §§ 256.46 and 280.13 give the State Board of Education authority to pass eligibility rules for participation in interscholastic athletic contest and competitions only, not music, drama, speech, etc. However, both the Iowa High School Speech Association and

the Iowa High School Music Association are members of Iowa's Unified Federation (along with the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union). Although not required to follow the state rule for eligibility, the IHSSA and IHSMA do so as a courtesy to the other organizations in the Unified Federation.

Local boards may make eligibility rules for their students for all extracurricular activities, even though the State Board can only make rules for athletics.

12. Public Employees and Their Personnel Records.

Employees who work for public employers do not have the same expectation of privacy in some of their personnel information that privately employed persons do. Iowa's Open Records Law (Iowa Code chapter 22) has been interpreted in case law to provide the following guidelines about what information is open and what is not:

OPEN:

- Name
- Business address, phone number, email
- Wages
- Reimbursements for travel, meals, accommodations, etc.
- Cash payment in settlement of an employment dispute
- Promotion or pay increase information
- Vacation, sick leave – number of days used
- Certification or licensure information
- Information about other benefits

NOT OPEN:

- Home address, phone number email
- Gender
- Date of birth
- Social Security Number
- Performance evaluations
- Disciplinary records
- Reason why sick leave was used

This information and more about public records can be found at www.iowaAttorneyGeneral.org (click on "open government").

- 13. Update on Student Member to State Board of Education.** The Department received about 30 applications from Iowa public school sophomores and juniors who desire to be the first student appointed by Governor Vilsack to serve on the State Board of Education. By early April, a list of 2-5 finalists shall be submitted to the governor for appointment in time for the May meeting of the Board. The one-year term for this position runs from May 1 to April 30. If the student appointed is a sophomore, he or she may apply to serve a second year.

Thanks to those whose districts are represented by applicants for encouraging eligible students to apply. States that currently have a student member on their boards speak in glowing terms about their experiences.