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DEPARTMENT OF PUBLIC INSTRUCTION
Des Moines, Iowa

State of Iowa
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Des Moines, Iowa

**A SUGGESTED GUIDE FOR IMPROVEMENT OF
INSTRUCTION THROUGH A CONTINUOUS
PROGRAM OF IN-SERVICE EDUCATION**

STATE OF IOWA

Division of Instruction
Des Moines, Iowa

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Revised, June, 1962

Division of Instruction
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3-816

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Prepared by:

Advisory Sub-Committee

A SUGGESTED GUIDE FOR IMPROVEMENT OF INSTRUCTION THROUGH
A CONTINUOUS PROGRAM OF IN-SERVICE EDUCATION

Improving instruction is a continuous process which comes through a program of in-service education of teachers. The responsibility for initiating and promoting in-service work rests with the administrator of the intermediate unit. This is one of the most important functions of the county superintendent in his leadership role.

In preparing this Suggested Guide, the committee sought to develop a series of guidelines which might be used in planning. There is no attempt to structure your program for improvement of instruction; rather this outline is designed to suggest a framework that would allow each county to make its unique contribution to educational improvement at the local level.

I. Administrators' Planning Session.

A. Representatives for this meeting should be the local school superintendent, or his delegated representative, the county superintendent of schools with representatives of his staff, and the regional consultant from the Department of Public Instruction, if possible.

1. The county superintendent should first arrange with the regional consultant and clear the schedule so that the place, time and date for this meeting can be determined.
2. The letter of invitation from the county superintendent to the local superintendents should emphasize the importance of the meeting and this letter should include the agenda.
3. Each local superintendent should be requested, prior to this meeting, to ascertain from his staff needed areas of study.

B. Agenda.

1. Determination of the areas of study.
 - a. The needs of the county based on staff suggestions should be the basis of determining the year's program of study.
 - b. The assigned task of this administrators' committee is to determine the specific areas of study that will constitute the year's work with the approval of the Department of Public Instruction. Note: in some cases larger schools may, upon recommendation of the county superintendent and with the approval of the Department of Public Instruction, develop their own program.

2. Formation of a planning committee.

a. Staff representation.

It should be the responsibility of the administrators' planning committee to allow for equitable representation from each school, including teachers and administrative personnel.

b. It is the responsibility of the local school administrator to select by some means, appropriate staff members as representatives on the planning committee. (released time is recommended for personnel serving on this committee, particularly where substitutes are required to replace committee members.)

c. The local superintendent shall notify the county superintendent, and provide two weeks prior to this meeting, the names of his faculty members who are to be representatives on the program planning committee.

d. The date, time and place of the first meeting of the planning committee should be determined.

In the event the regional consultant has not been present at the administrator's planning meeting, the county superintendent should invite his consultant to attend the program planning meeting.

II. The county superintendent shall write each member informing him of the date, time, and place of all planning committee meetings.

III. Program planning committee.

A. The purpose of this committee shall be twofold:

1. To outline a recommended program for continuous in-service education for the year which may include several areas of study.
2. To outline a recommended program for in-service education which may provide for the use of consultants on a continuing basis during the year.

B. The county superintendent or his selected representative should preside.

C. The county superintendent should arrange for a recording secretary for all meetings.

D. The agenda.

1. Development of the year's program.

Any in-service program must be more than a "one-shot" affair. The committee is charged with the responsibility of develop-

ing a year's program of in-service education or teachers' workshops which may take several different forms depending upon needs within the county.

GUIDELINES FOR IN-SERVICE TEACHER EDUCATION

- a. A followup meeting in the local school and/or between or among several local faculties for continued discussion of the program for improvement of instruction.
- b. Planned visitations and observations on an inter-school basis.
- c. Organized use of extension specialists.
- d. Make use of resource people in specialized areas.
- e. Opportunity for demonstration teaching.
- f. Panels and symposiums of teachers in certain subject-matter areas. This could be an all-county project or on an inter-school basis.
- g. Presentation of new methods and techniques of instruction including the use of textbook consultants and audio-visual specialists.
- h. Development of Standard 41 (course guides) on a local or all-county basis.
- i. Analysis of the results of the standardized testing program offers a source of information as to what areas of instruction need in-service education.

E. Evaluation.

It is the responsibility of this planning committee to suggest ways and means of evaluating the year's in-service education program as it applies to individual participating schools.

F. Financing the Program.

Develop and recommend a budget to provide for the year's in-service education program, which shall consist of funds provided by local schools as well as funds provided from county Superintendent's office.

IV. All details pertinent to the operation of the improvement of instruction program become the responsibility of the county superintendent. Some of these responsibilities are:

- A. He should submit plans and secure prior approval on personnel to be used. Payment for these services should never be made until this prior approval has been received. Assistant Superintendent Dale Chismore should be notified of these plans.
- B. Contacting and securing personnel to be used in the total in-service program. This should be done through the proper administrative channels in securing qualified personnel.
- C. The regional consultant should be kept advised in such a manner that he will know how plans are progressing.
- D. A final report of completed plans should be made to the regional consultant by June 1. A copy of this report should be sent to Mr. Paul E. Wallace, Director of Supervision.

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Guilford Collison, Regional Consultant
Max Morrison, Regional Consultant

State of Iowa
DEPARTMENT OF PUBLIC INSTRUCTION
Paul F. Johnston, Superintendent
Des Moines 19

May 31, 1962

To: County Superintendents of Schools

Re: Proper Expenditure of Improvement of Instruction Funds

In setting up criteria for reimbursement of an improvement of instruction program it seems logical to define what the term "Improvement of Instruction" means.

IMPROVEMENT OF INSTRUCTION shall mean that, through the media listed below, teachers shall be so instructed that they in turn shall be expected to improve their own teaching in the classroom; that from this instruction they shall become more proficient in teaching techniques, in specific subject matter taught in their classrooms in developing skills, in handling children, in organizing classrooms and classroom procedures, in using state handbooks, in making better and wider use of teaching materials, in wise selection of teaching materials, in remedial teaching programs, and in follow-up work after a testing program where testing was done for purposes of diagnosis and remedy.

DIFFERENTIATION OF TERMS

Improvement of Instruction shall be differentiated from: improvement of administration, improvement of organization, improvement of transportation, and other factors not directly involved in the teaching process.

Improvement of Instruction shall be differentiated from: discussion of teachers' salaries, teachers' group insurance, recruitment of teachers, professional ethics, membership in professional organizations, legislation, or extracurricular activities.

Improvement of Instruction shall be differentiated from: a testing program and test materials where tests are made purely for survey purposes.

Improvement of Instruction shall be differentiated from special education programs and materials.

Improvement of Instruction shall be differentiated from: speeches of general inspiration, talks by sales persons, talks by representatives of local organizations (in general), and viewing moving pictures of a general recreational nature.

Activities and Procedures to be Approved
for Reimbursement from Improvement of Instruction
Funds under Chapter 272, Code 1954

1. Institutes, Workshops, and In-Service Programs

Improving instruction is a continuous process which comes through a program of in-service education of teachers. The responsibility for initiating and promoting in-service work rests with the administrators of intermediate and local units. This is one of the administrator's most important functions.

- a. An institute or workshop representing the initial phase of a continuous in-service program for school personnel.
- b. An institute, workshop, or in-service program involves joint responsibility of the county superintendent and local administrators. (The planned program should be submitted well ahead of time to the Department of Public Instruction for approval).

2. Workshops and Conferences

Directed by the Department of Public Instruction or the county superintendent, and under the leadership of persons approved by the Department of Public Instruction for that work. (For example, introduction of Department of Public Instruction publications, curriculum materials, the discussion of services, etc.)

3. Testing Programs

Directed by the county superintendent as a part of a countywide activity necessary for assisting teachers and improving classroom instruction as a supplement to the local districts' efforts in this area.

4. Instructional Materials Center

Develop an instructional materials center of items not commonly used by teachers in local schools but which are used from time to time by the teacher for enriching instruction. (For example, each school would be expected to possess a 16 mm. movie projector or a strip film projector.)

5. Follow-Up Meetings on In-Service Programs

In-service education days are encouraged. Many schools are contracting their teachers for a period of 185 or 190 days at an annual salary, specifying that the duties shall include 179 days of actual classroom teaching and, in addition, attendance at such meetings as the county superintendent shall designate. Of course, one of these days may be counted as one of the 180 days of school as specified in the Code of Iowa.

Items Not Eligible for Reimbursement
From Improvement of Instruction Funds

Recognizing that many of the following items may have definite value for teachers, nevertheless, it is necessary to exclude the expense connected with the following items from the Improvement of Instruction Fund.

1. Speakers on general inspirational themes.
2. Speakers on topics of general information.
3. Speakers on teachers' welfare, ethics, organization, or activities.
4. Speakers, group leaders, or demonstrators drawn from the group concerned with the meeting.
5. Expenses of instructors to the county superintendents' conferences called by the State Department of Public Instruction.
6. Expenses of delegates, or the county superintendents, to any conference or meeting.
7. Public relations material or literature supplied to the schools for general promotion of good schools.
8. Any item the major nature of which is administrative. (Mileage for planning conferences, etc.)
9. Tests for purely administrative purposes.
10. General library or general and ordinary supplementary instructional books and supplies.
11. Supplies used in a program conducted by the Division of Special Education, or any other division which has its own budget set up for the conduct of its program.
12. Any item not clearly and directly identified with improvement of instruction as defined above.

Procedure in Establishing Claims

Under the regulations, as established by the Department, all claims must be presented on Prior Approval Request forms. These forms will be supplied upon request. Requests must be itemized, showing the name of the vendor and costs in the case of materials, and the names of persons engaged for in-service purposes. Prior Approval Requests for Expenditures from the Improvement of Instruction Fund should be sent to W. Dale Chismore, Assistant Superintendent - Instruction.

A monthly report of the Improvement of Instruction Fund must be filed with the Department of Public Instruction. This report must show balance on hand at the beginning of the month, any receipts, expenditures, and balance on hand at the end of the month.

TO THE COUNTY SUPERINTENDENT

The primary concern relative to the Improvement of Instruction Fund expenditures has been the growing tendency to purchase items of instructional equipment more than services which lend themselves more directly to in-service education of teachers. Although the Department of Public Instruction does not presume to evaluate the categories of expenditures in the various counties, it is fairly clear that the primary intent of the Code (Chapter 272, Section 272.1) is directed toward "teachers' meetings, demonstration teaching or other field work...." In view of the need for improved programs of in-service education, it would seem appropriate that the emphasis on use of the Improvement of Instruction Fund be in the realm of continuous in-service programs and services more directly concerned with teacher improvement and growth.

In the past the Department of Public Instruction has approved expenditures for filmstrips, tests, books, charts, records, science models, and other items which fall appropriately in the realm of the intermediate office. In our judgment it is desirable to interest the County Board in providing more funds for the purchase of these items, and return the Improvement of Instruction Fund emphasis to continuous in-service education programs.

We have occasionally had some rather awkward situations arise because of failure of county superintendents to get Department of Public Instruction prior approval of expenditures. This meant that embarrassment may have resulted, and the county office had to transfer funds to replace the amount of the unapproved expenditure in the Improvement of Instruction Fund. In order to negate similar occurrences in the future, the department suggests that the form 157I-2250SC "Request for Prior Approval of Expenditures from Improvement of Instruction Fund," be submitted before contracting items or services.

Effective immediately it is requested that county superintendents use this form (in triplicate) for proposed expenditures. Two copies of the form should be mailed to W. Dale Chismore, Assistant Superintendent - Instruction, and one will be returned as soon as possible showing that the expenditure will be approved or unapproved.

In-service programs conducted through the county office are the specific responsibility of the county superintendent, including: long-range planning; coordinating planning throughout the county; engaging and assigning consultants; payment for services; and evaluation of programs.

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CHAPTER 272 - IOWA CODE

PROFESSIONAL TEACHERS MEETINGS, DEMONSTRATION TEACHING,
AND FIELD WORK

272.1 Improvement of instruction. The county superintendent shall arrange for such professional teachers' meetings, demonstration teaching or other field work for the improvement of instruction as may best fit the needs of the public schools in his county and as directed by the superintendent of public instruction.

272.2 Plans approved by state superintendent. All arrangements concerning plans for said improvement of instruction shall be subject to the final approval by the superintendent of public instruction.

272.3 Adjournment of schools. The school board of every school district shall allow its teachers to attend said meetings or to participate in such work for not more than one day in each school year without loss of salary.

272.4 Certificate of attendance. The county superintendent shall notify the secretary of the school boards as to the cooperation and attendance of its teachers in said meetings and any teacher failing to attend when requested by the county superintendent to do so, shall forfeit his average daily salary for that day of nonattendance except when excused by the county superintendent for physical disability to perform his duties in the schoolroom.

Note: Since all teachers are required to attend the Improvement of Instruction Institute, or forfeit their salary for the day, it may be considered as a school day.

272.6 Use of fund. No part of this improvement of instruction fund may be used for any other purpose than to pay the expense of the plans formed and approved for this work.

272.7 Disbursement requirements. All disbursements from the fund provided by this chapter shall be by warrants drawn by the county auditor upon the written order of the county superintendent, and said written order must be accompanied by an itemized bill for services rendered or expenses incurred in connection therewith, which bill must be signed and sworn to by the party in whose favor the order is made and must be verified by the county superintendent. All said orders and bills shall be kept on file in the auditor's office until the final settlement of the county superintendent with the board of supervisors at the close of his term of office. No warrant shall be drawn by the auditor in excess of the amount then in the county treasury.

272.8 Itemized account of funds. The county superintendent shall furnish to the county board of supervisors a certified itemized account of all receipts and disbursements for the improvement of instruction. They shall examine and audit the account and publish a summary thereof with the proceedings of the regular June meeting of the board. The county superintendent shall also make such reports to the superintendent of public instruction as required by him.

Your regional consultant will be glad to confer with you on any problem you may have in the area of improvement of instruction.



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