

III. Intermediate Service  
Units (Education)

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AREA EDUCATION AGENCIES

State of Iowa  
DEPARTMENT OF PUBLIC INSTRUCTION  
Grimes State Office Building  
Des Moines, Iowa 50319

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3-956

## SECTION I

### Guidelines and Procedures for Electing the Area Education Agency Board of Directors

Chapter 273, Code of Iowa 1975, directs the Department of Public Instruction to determine the school district populations or portions of a school district population falling within each area education agency director district, thus enabling school district boards of directors to cast properly weighted votes for members of the area education agencies' boards of directors. This work has been completed, and the data appropriate for each area of the state is included.

The method of assigning a numerical value to a local school district board's vote for members of the area education agency board of directors is less than precise in the language of the law. The law does provide that: "The population of each school district or portion shall be determined by the department of public instruction." (Sec. 273.8) In addition, the following language is used:

The board of each separate school district which is located entirely or partially inside an area education agency director district shall cast a vote for director of the area education agency board based upon the ratio that the population of the school district, or portion of the school district, in the director district bears to the total population in the director district. (Sec. 273.8)

The law is mute, though, on how that "ratio" shall be quantified. Because percentages seemed to be the logical way of designating "portions" of populations, it seemed reasonable, then, to relate the "weight" of votes to this mathematical procedure. Thus, it has been "administratively" decided to assign a total of one hundred (100) votes to each director district. Therefore, the directors of each local school district will be able to cast their votes in the same proportion as the district's population is to the total. (Example: Local School District A has 37% of the population in the director district. The directors will cast 37 votes for the candidates of their choice.)

Section 273.8, and related sections of Chapter 1172, 1974 session of the 65th General Assembly, contain specific details concerning the election of the members of the board of directors of the area education agency. For ease of presentation and understanding, the various provisions of these sections are tabulated on the following pages:

1. The board of directors shall be comprised of the same number of directors serving in the respective merged area.
2. The members of the board of directors shall be elected from director districts. The boundaries of these director districts shall be identical in both the area education agency and the merged area.
3. The term of office for a member of the board of directors shall be three years, and said term shall expire the first Monday in October of the appropriate year.
4. The board of directors of the area education agency shall be elected at director district conventions by members of the boards of directors of local school districts. The director district conventions shall be called and the locations of the conventions shall be determined by the area education agency administrator. Annually the director district conventions shall be held within two weeks following the regular school election. Notice of the time, date and place of the director district conventions shall be published by the area education agency administrator at least forty-five days prior to the day of the district conventions in at least one newspaper of general circulation in the merged area.
5. The AEA administrator shall determine the date and the location of the convention.
6. Members of the boards of directors of area education agencies *must be* residents and electors of the director districts. They *may be* members of local school district boards of directors, but *may not be* employees of local school districts or members of merged area boards of directors.
7. Candidates for election may file a "Statement of Candidacy" with the AEA secretary at least ten (10) days prior to the date of the director district convention. However, the filing of such a "Statement" shall not be a prerequisite or eligibility requirement for election to the board of directors. A copy of the DPI prescribed "Statement of Candidacy" will be found on page 21. Each AEA Secretary should reproduce this form in sufficient numbers to fulfill the needs of his respective director districts. A list of the candidates shall be sent to the presidents of the boards of directors of all school districts within the director district.
8. The president of the board of directors of the school district in which the director district convention is being held shall serve as the presiding officer of that convention.
9. Members of each local board of directors " . . . shall cast a vote . . . " for the director of their choice to serve on the area education agency board. This provision, then, in effect prescribes the "unit rule" concept. The law is silent on the method a

local board will use in deciding how to cast "a vote." Therefore, it may be assumed that a local board, under its general rule-making authority for its own government (Sec. 279.8, Code of Iowa), may make this decision. It is suggested, though, that in instances where a majority of members of a local board is unable to attend a director district convention, the board should, by recorded vote, appoint a delegate and an alternate with the authority to cast that board's weighted vote at the respective director district conventions. (See page 24 for a sample resolution if this procedure is used.) An alternate procedure would be to authorize, by recorded vote, any and all board members in attendance at the respective director district conventions to cast the weighted vote. (The sample form mentioned above could be adapted for this alternate procedure.)

10. Vacancies, as defined in Section 277.29, in membership of the AEA board shall be filled for the unexpired portion of the term at a special director district convention called and conducted in the manner provided . . . for regular director district conventions (HF 558, Sec. 10, Acts of the 66th General Assembly).

The remainder of this section contains the following items:

1. Population and voting data for each area--pages 4 through 20.
2. The "Statement of Candidacy"--page 21.
3. A suggested agenda for an area education agency director district convention--page 22.
4. A suggested "official ballot" to be used at director district conventions--page 23.
5. A suggested "Resolution of Certification"-- page 24.
6. Recommended official "election return"-- page 25.

**Population and Voting Data for AEA 1**

These data have been prepared by the staff of the Department of Public Instruction (Sec. 273.8) and are being certified to the school districts of AEA 1 for use in selecting members of the Board of Directors of the Area Education Agency.

<b>Local School District</b>	<b>Official Census Population</b>	<b>Weighted District Vote</b>
<b>Director District 1:</b>		
Riceville	3,406	14.1%
Turkey Valley	1,110	4.3
New Hampton	8,529	35.2
Fredericksburg	2,111	8.7
North Fayette	5,752	23.7
Totals	24,238	100.0%
<b>Director District 2:</b>		
Postville	3,608	14.6%
North Winneshiek	2,123	8.6
South Winneshiek	5,201	21.0
Howard-Winneshiek	10,580	42.7
Valley	3,240	13.1
Totals	24,752	100.0%
<b>Director District 3:</b>		
Allamakee	9,269	36.7%
Eastern Allamakee	3,117	12.4
Decorah	10,685	42.4
Mar-Mac	2,148	8.5
Totals	25,219	100.0%
<b>Director District 4:</b>		
West Central	2,460	10.0%
Fayette	2,590	10.7
Starmont	5,264	21.7
Oelwein	10,609	43.7
Edgewood-Colesburg	3,369	13.9
Totals	24,292	100.0%
<b>Director District 5:</b>		
Guttenberg	3,978	16.1%
Garnavillo	1,931	7.8
M-F-L	3,696	15.0
Central (Clayton)	4,458	18.1
*Western Dubuque	8,306	33.7
*Dubuque	2,298	9.3
Totals	24,667	100.0%
<b>Director District 6:</b>		
Maquoketa Valley	5,222	20.9%
West Delaware	9,462	38.0
*Western Dubuque	10,242	41.1
Totals	24,926	100.0%
<b>Director District 7:</b>		
*Western Dubuque	732	3.0%
*Dubuque	23,273	97.0
Totals	24,005	100.0%
<b>Director District 8:</b>		
*Dubuque	24,681	100.0%
<b>Director District 9:</b>		
*Dubuque	24,749	100.0%

\*Included in more than one elector district

## Population and Voting Data for AEA 2

These data have been prepared by the staff of the Department of Public Instruction (Sec. 273.8) and are being certified to the school districts of AEA 2 for use in selecting members of the Board of Directors of the Area Education Agency.

Local School District	Official Census Population	Weighted District Vote
<b>Director District 1:</b>		
*Mason City	14,894	100.0%
<b>Director District 2:</b>		
*Mason City	15,093	100.0%
<b>Director District 3:</b>		
*Mason City	3,466	23.4%
Clear Lake	7,684	51.8
Ventura	2,159	14.6
Meservey-Thornton	1,512	10.2
Totals	14,821	100.0%
<b>Director District 4:</b>		
*Charles City	11,217	73.0%
Greene	4,144	27.0
Totals	15,361	100.0%
<b>Director District 5:</b>		
*Osage	6,472	41.5%
Rudd-Rockford-M.R.	4,008	25.7
Nora Springs-R.F.	2,773	17.8
*Charles City	2,342	15.0
Totals	15,595	100.0%
<b>Director District 6:</b>		
Dumont	1,806	11.9%
Hampton	6,404	42.0
Sheffield-Chapin	2,420	15.9
Rockwell-Swaledale	2,507	16.5
CAL	2,079	13.7
Totals	15,216	100.0%
<b>Director District 7:</b>		
Garner-Hayfield	3,625	23.5%
Britt	3,463	22.4
Corwith-Wesley	1,303	8.4
Klemme	1,512	9.8
Kanawha	1,561	10.1
Belmond	3,985	25.8
Totals	15,449	100.0%
<b>Director District 8:</b>		
Rake	745	4.8%
Buffalo Center	2,212	14.1
Woden-Crystal Lake	1,406	9.0
Thompson	1,552	9.9
*Lake Mills	4,025	25.7
*Forest City	5,710	36.5
Totals	15,650	100.0%
<b>Director District 9:</b>		
Northwood-Kensett	3,923	27.0%
North Central	3,561	24.5
*Lake Mills	556	3.8
St. Ansgar	5,018	34.5
*Osage	739	5.0
*Forest City	753	5.2
Totals	14,550	100.0%

\*Included in more than one elector district

### Population and Voting Data for AEA 3

These data have been prepared by the staff of the Department of Public Instruction (Sec. 273.8) and are being certified to the school districts of AEA 3 for use in selecting members of the Board of Directors of the Area Education Agency.

Local School District	Official Census Population	Weighted District Vote
<b>Director District 1:</b>		
Burt	1,410	12.3%
Swea City	3,229	28.3
Lakota	1,100	9.6
Leyard	858	7.5
Ringsted	1,212	10.6
Senral	1,915	16.8
Titonka	1,708	14.9
Totals	11,432	100.0%
<b>Director District 2:</b>		
Armstrong	2,008	15.6%
Lincoln Central	1,305	10.1
Estherville	9,578	74.3
Totals	12,891	100.0%
<b>Director District 3:</b>		
Arnolds Park	1,927	16.0%
Harris-Lake Park	2,393	19.9
Milford	2,981	24.7
Spirit Lake	4,746	39.4
Totals	12,047	100.0%
<b>Director District 4:</b>		
Spencer	11,648	100.0%
<b>Director District 5:</b>		
Ayrshire	929	8.5%
Clay Central	1,863	17.0
Ruthven	1,451	13.3
Sioux Valley	1,622	15.2
South Clay	1,726	15.8
Everly	1,734	15.8
Terril	1,571	14.4
Totals	10,936	100.0%
<b>Director District 6:</b>		
Emmetsburg	6,225	53.8%
Graettinger	1,862	16.1
Mallard	1,254	10.8
West Bend	2,238	19.3
Totals	11,579	100.0%
<b>Director District 7:</b>		
Algona	9,748	89.4%
LuVerne	1,156	10.6
Totals	10,904	100.0%

## Population and Voting Data for AEA 4

These data have been prepared by the staff of the Department of Public Instruction (Sec. 273.8) and are being certified to the school districts of AEA 4 for use in selecting members of the Board of Directors of the Area Education Agency.

Local School District	Official Census Population	Weighted District Vote
<b>Director District 1:</b>		
West Sioux	5,138	49.4%
Sioux Center	5,268	50.6
Totals	10,406	100.0%
<b>Director District 2:</b>		
West Lyon	4,586	48.7%
Central Lyon	4,827	51.3
Totals	9,413	100.0%
<b>Director District 3:</b>		
Little Rock	1,347	12.1%
Sibley	4,381	39.4
Ocheyedan	1,220	11.0
Melvin	983	8.8
Hartley	3,193	28.7
Totals	11,124	100.0%
<b>Director District 4:</b>		
Sanborn	2,105	20.2%
Primghar	1,561	15.0
Sutherland	2,301	22.1
Meriden-Cleghorn	1,557	14.9
Marcus	2,894	27.8
Totals	10,418	100.0%
<b>Director District 5:</b>		
Sheldon	7,481	72.6%
Paullina	2,826	27.4
Totals	10,307	100.0%
<b>Director District 6:</b>		
Floyd Valley	3,934	42.8%
Maurice-Orange City	5,251	57.2
Totals	9,185	100.0%
<b>Director District 7:</b>		
Rock Valley	3,877	37.7%
Boyden-Hull	3,912	38.0
George	2,503	24.3
Totals	10,292	100.0%



**Population and Voting Data for AEA 5**

These data have been prepared by the staff of the Department of Public Instruction (Sec. 273.8) and are being certified to the school districts of AEA 5 for use in selecting members of the Board of Directors of the Area Education Agency.

Local School District	Official Census Population	Weighted District Vote
<b>Director District 1:</b>		
Eagle Grove	6,746	36.3%
Clarion	4,658	25.1
Dows	1,787	9.6
Goldfield	1,300	7.0
Boone Valley	1,352	7.3
*Fort Dodge	1,176	6.3
*Twin Rivers	1,559	8.4
Totals	18,578	100.0%
<b>Director District 2:</b>		
Gilmore City-Bradgate	1,930	10.5%
Humboldt	7,458	40.5
*Twin Rivers	420	2.3
Rolfe	1,589	8.6
Havelock-Plover	962	5.2
Pocahontas	3,514	19.1
Laurens	2,539	13.8
Totals	18,412	100.0%
<b>Director District 3:</b>		
Sioux Rapids	1,334	7.0%
Marathon	953	5.0
Rembrandt	666	3.5
Albert City-Truesdale	2,087	11.0
Storm Lake	10,123	53.1
Alta	3,238	17.0
*Crestland	651	3.4
Totals	19,052	100.0%
<b>Director District 4:</b>		
Schaller	1,532	8.1%
*Crestland	1,241	6.5
Sac	4,440	23.4
Odebolt-Arthur	3,209	16.9
Wall Lake	1,823	9.6
Lake View-Auburn	2,778	14.6
Florida	2,024	10.7
New Providence	1,932	10.2
Totals	18,979	100.0%
<b>Director District 5:</b>		
Palmer	802	4.4%
Pomeroy	1,694	9.2
Lytton	1,179	6.4
Manson	3,281	17.8
Rockwell City	3,682	20.0
*Cedar Valley	926	5.0
Lohrville	1,422	7.7
Lake City	3,288	17.8
Northwest Webster	2,161	11.7
Totals	18,435	100.0%
<b>Director District 6:</b>		
*Fort Dodge	15,606	84.6%
*Prairie	2,838	15.4
Totals	18,444	100.0%
<b>Director District 7:</b>		
*Fort Dodge	18,333	100.0%
<b>Director District 8:</b>		
Northeast Hamilton	2,509	12.9%
South Hamilton	4,471	23.0
Stratford	1,503	7.8
Webster City	10,929	56.3
Totals	19,412	100.0%

## AEA 5 (Cont.)

### Director District 9:

East Greene	2,525	13.7%
Jefferson	6,162	33.4
Paton-Churdan	1,968	10.7
*Cedar Valley	622	3.4
Scranton	1,519	8.2
*Prairie	1,866	10.1
Dayton	1,537	8.3
Central Webster	2,254	12.2
Totals	18,453	100.0%

\*Included in more than one elector district

### Population and Voting Data for AEA 6

These data have been prepared by the staff of the Department of Public Instruction (Sec. 273.8) and are being certified to the school districts of AEA 6 for use in selecting members of the Board of Directors of the Area Education Agency.

Local School District	Official Census Population	Weighted District Vote
<b>Director District 1:</b>		
Alden	2,209	15.2%
Iowa Falls	8,629	59.2
Ackley-Geneva	3,728	25.6
Totals	14,566	100.0%
<b>Director District 2:</b>		
Radcliffe	1,762	12.2%
Hubbard	1,722	11.9
Steamboat Rock	877	6.1
Wellsburg	1,799	12.5
Eldora	4,455	30.9
New Providence	646	4.5
Union-Whitten	1,615	11.2
*West Marshall	1,544	10.7
Totals	14,420	100.0%
<b>Director District 3:</b>		
Beaman-Conrad	2,849	19.7%
Green Mountain	936	6.5
L D F	2,138	14.8
Semco	2,057	14.2
Gladbrook	2,075	14.3
*West Marshall	3,763	26.0
*Marshalltown	649	4.5
Totals	14,467	100.0%
<b>Director District 4:</b>		
*Marshalltown	14,657	100.0%
<b>Director District 5:</b>		
*Marshalltown	14,603	100.0%
<b>Director District 6:</b>		
Garwin	1,341	9.4%
South Tama	9,347	65.4
B-G-M	3,602	25.2
Totals	14,290	100.0%
<b>Director District 7:</b>		
Grinnell-Newburg	11,385	80.1%
Montezuma	2,835	19.9
Totals	14,220	100.0%

\*Included in more than one elector district

## Population and Voting Data for AEA 7

These data have been prepared by the staff of the Department of Public Instruction (Sec. 273.8) and are being certified to the school districts of AEA 7 for use in selecting members of the Board of Directors of the Area Education Agency.

Local School District	Official Census Population	Weighted District Vote
<b>Director District 1:</b>		
Plainfield	1,692	7.3%
Allison-Bristow	2,462	10.6
Clarksville	2,293	9.8
Nashua	3,542	15.2
Aplington	2,155	9.2
Tripoli	3,141	13.5
Sumner	4,208	18.0
Wapsie Valley	3,819	16.4
<b>Totals</b>	<b>23,312</b>	<b>100.0%</b>
<b>Director District 2:</b>		
Waverly-Shell Rock	11,818	50.8%
Janesville	3,137	13.5
New Hartford	1,564	6.7
Parkersburg	2,635	11.4
*Cedar Falls	4,095	17.6
<b>Totals</b>	<b>23,249</b>	<b>100.0%</b>
<b>Director District 3:</b>		
Grundy Center	4,253	18.2%
Dike	2,519	10.8
Reinbeck	3,060	13.1
Hudson	2,497	10.7
North Tama	3,825	16.4
Dysart-Geneseo	2,894	12.5
LaPorte City	4,273	18.3
<b>Totals</b>	<b>23,321</b>	<b>100.0%</b>
<b>Director District 4:</b>		
Independence	10,502	44.7%
East Buchanan	2,787	11.8
Jesup	4,868	20.7
Dunkerton	2,419	10.3
Denver	2,939	12.5
<b>Totals</b>	<b>23,515</b>	<b>100.0%</b>
<b>Director District 5:</b>		
*Waterloo	17,819	77.6%
*Cedar Falls	5,132	22.4
<b>Totals</b>	<b>22,951</b>	<b>100.0%</b>
<b>Director District 6:</b>		
*Waterloo	22,638	100.0%
<b>Director District 7:</b>		
*Waterloo	23,019	100.0%
<b>Director District 8:</b>		
*Waterloo	23,773	100.0%
<b>Director District 9:</b>		
*Cedar Falls	23,030	100.0%

\*Included in more than one elector district

### Population and Voting Data for AEA 9

These data have been prepared by the staff of the Department of Public Instruction (Sec. 273.8) and are being certified to the school districts of AEA 9 for use in selecting members of the Board of Directors of the Area Education Agency.

Local School District	Official Census Population	Weighted District Vote
<b>Director District 1:</b>		
*Davenport	29,560	100.0%
<b>Director District 2:</b>		
*Davenport	29,021	100.0%
<b>Director District 3:</b>		
*Bettendorf	1,826	6.2%
*Davenport	27,778	93.8
Totals	29,604	100.0%
<b>Director District 4:</b>		
*North Scott	4,824	16.4%
*Bettendorf	18,908	64.1
*Davenport	5,739	19.5
Totals	29,471	100.0%
<b>Director District 5:</b>		
Delwood	1,683	5.6%
Lost Nation	1,331	4.5
Wheatland	1,670	5.6
Calamus	1,230	4.1
Central	6,631	22.1
Camanche	4,684	15.6
Bennett	1,703	5.7
*North Scott	3,617	12.1
Pleasant Valley	7,412	24.7
Totals	29,961	100.0%
<b>Director District 6:</b>		
*Clinton	29,605	100.0%
<b>Director District 7:</b>		
*Clinton	4,518	15.3%
Northeast	4,884	16.6
Bellevue	4,580	15.6
Andrew	1,796	6.1
Maquoketa	8,761	29.8
Preston	1,987	6.7
East Central	2,924	9.9
Totals	29,450	100.0%
<b>Director District 8:</b>		
*Muscatine	26,102	89.6%
Louisa-Muscatine	3,020	10.4
Totals	29,122	100.0%
<b>Director District 9:</b>		
*Davenport	13,196	44.7%
Durant	3,177	10.8
Wilton	3,696	12.5
West Liberty	5,096	17.3
Columbus	3,593	12.2
*Muscatine	747	2.5
Totals	29,505	100.0%

\*Included in more than one elector district

**Population and Voting Data for AEA 10**

These data have been prepared by the staff of the Department of Public Instruction (Sec. 273.8) and are being certified to the school districts of AEA 10 for use in selecting members of the Board of Directors of the Area Education Agency.

Local School District	Official Census Population	Weighted District Vote
<b>Director District 1:</b>		
Clarence-Lowden	2,940	8.1%
Lincoln	2,924	8.1
Lisbon	2,028	5.6
Midland	2,820	7.8
Olin	1,678	4.6
Oxford Junction	1,284	3.6
Solon	2,847	7.9
Tipton	4,905	13.6
West Branch	3,452	9.5
*Iowa City	11,295	31.2
Totals	36,173	100.0%
<b>Director District 2:</b>		
Anamosa	7,202	20.0%
Center Point	2,386	6.6
Central City	2,784	7.7
Monticello	6,433	17.8
Mount Vernon	5,544	15.4
North Linn	3,705	10.3
Springville	2,892	8.0
Urbana	1,407	3.9
*Cedar Rapids	3,725	10.3
Totals	36,078	100.0%
<b>Director District 3:</b>		
*Iowa City	36,376	100.0%
<b>Director District 4:</b>		
Amana	2,043	5.6%
College	9,205	25.2
Deep River-Millersburg	1,127	3.1
English Valleys	2,926	8.0
H.L.V.	2,588	7.1
Iowa Valley	3,638	9.9
Norway	1,473	4.0
Williamsburg	4,823	13.2
*Cedar Rapids	8,748	23.9
Totals	36,571	100.0%
<b>Director District 5:</b>		
Belle Plaine	4,127	11.4%
Benton	6,549	18.1
Shellsburg	1,269	3.5
Vinton	7,815	21.7
*Cedar Rapids	16,382	45.3
Totals	36,142	100.0%
<b>Director District 6:</b>		
Clear Creek	3,598	9.8%
Highland	3,036	8.3
Lone Tree	2,186	5.9
Mid-Prairie	6,959	18.9
Washington	9,759	26.6
*Iowa City	11,189	30.5
Totals	36,727	100.0%
<b>Director District 7:</b>		
Alburnett	2,418	6.7%
Linn-Mar	6,712	18.6
Marion	15,028	41.6
*Cedar Rapids	11,932	33.1
Totals	36,090	100.0%
<b>Director District 8:</b>		
*Cedar Rapids	36,767	100.0%
<b>Director District 9:</b>		
*Cedar Rapids	35,995	100.0%

\*Included in more than one elector district

**Population and Voting Data for AEA 11**

These data have been prepared by the staff of the Department of Public Instruction (Sec. 273.8) and are being certified to the school districts of AEA 11 for use in selecting members of the Board of Directors of the Area Education Agency.

Local School District	Official Census Population	Weighted District Vote
<b>Director District 1:</b>		
Ames	40,938	67.1%
Ballard	4,277	7.0
Gilbert	2,122	3.5
Nevada	6,686	11.0
Nesco	1,919	3.1
Roland-Story	3,721	6.1
Colo	1,367	2.2
Totals	61,030	100.0%
<b>Director District 2:</b>		
Boone	14,343	23.1%
Central Dallas	1,748	2.8
Dallas	3,231	5.3
Grand	1,165	1.9
Madrid	3,138	5.1
Ogden	3,370	5.5
Perry	8,786	14.3
United	2,376	3.9
Waukee	3,083	5.0
Woodward-Granger	4,028	6.6
Urbandale	14,434	23.5
Dexfield	1,860	3.0
Totals	61,562	100.0%
<b>Director District 3:</b>		
Adel	3,329	5.5%
Adair-Casey	1,942	3.2
Audubon	5,936	9.9
Bayard	1,394	2.3
Carroll	14,257	23.7
Coon Rapids	2,621	4.4
Van Meter	1,424	2.4
Earlham	2,699	4.5
Exira	2,652	4.5
Glidden-Ralston	2,477	4.1
Guthrie Center	3,671	6.1
Manning	3,164	5.3
Stuart-Menlo	3,006	5.0
Panora-Linden	2,377	4.0
Winterset	7,276	12.1
Y-J-B	1,828	3.0
Totals	60,053	100.0%
<b>Director District 4:</b>		
Carlisle	4,434	7.4%
Indianola	13,033	21.6
Knoxville	10,044	16.6
Melcher-Dallas	2,165	3.6
Pella	10,006	16.6
Pleasantville	2,966	4.9
Southeast Warren	2,681	4.4
Twin Cedars	3,084	5.1
Norwalk	3,995	6.6
Martensdale-St. Marys	1,959	3.2
Interstate 35	3,027	5.0
*Des Moines	3,009	5.0
Totals	60,403	100.0%
<b>Director District 5:</b>		
Baxter	1,576	2.6%
Colfax	3,378	5.5
Collins	1,001	1.6
Lynnville-Sully	3,246	5.3
Maxwell	1,710	2.8
Mingo	1,016	1.7
New Monroe	2,631	4.3
Newton	20,633	33.7
Prairie City	2,349	3.8

## AEA 11 (Cont.)

### Director District 5: (Cont.)

Bondurant-Farrar	3,630	5.9
North Polk	2,939	4.8
Southeast Polk	8,857	14.5
Saydel	8,255	13.5
Totals	61,221	100.0%

### Director District 6:

West Des Moines	24,595	41.1%
Johnston	4,362	7.3
Ankeny	11,158	18.6
*Des Moines	19,793	33.0
Totals	59,908	100.0%

### Director District 7:

*Des Moines	62,016	100.0%
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### Director District 8:

*Des Moines	60,958	100.0%
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### Director District 9:

*Des Moines	60,647	100.0%
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\*Included in more than one elector district



Population and Voting Data for AEA 12

These data have been prepared by the staff of the Department of Public Instruction (Sec. 273.8) and are being certified to the school districts of AEA 12 for use in selecting members of the Board of Directors of the Area Education Agency.

Local School District	Official Census Population	Weighted District Vote
<b>Director District 1:</b>		
Akron	2,233	11.1%
Hinton	2,282	11.3
LeMars	12,547	62.1
*Remsen-Union	3,128	15.5
Totals	20,190	100.0%
<b>Director District 2:</b>		
Cherokee	8,816	44.8%
Aurelia	2,347	11.9
Willow	1,693	8.6
Holstein	2,466	12.5
Galva	975	5.0
Ida Grove	3,391	17.2
Totals	19,688	100.0%
<b>Director District 3:</b>		
Westfield	1,094	5.3%
*Sioux City	19,396	94.7
Totals	20,490	100.0%
<b>Director District 4:</b>		
*Sioux City	19,868	100.0%
<b>Director District 5:</b>		
*Sioux City	20,058	100.0%
<b>Director District 6:</b>		
*Sioux City	19,707	100.0%
<b>Director District 7:</b>		
*Remsen-Union	773	3.8%
Kingsley-Pierson	2,887	14.1
Sergeant Bluff-Luton	2,315	11.3
Lawton-Bronson	2,492	12.2
Woodbury Central	2,660	13.0
Eastwood	2,241	11.0
*Sioux City	7,070	34.6
Totals	20,438	100.0%
<b>Director District 8:</b>		
Dow City-Arion	1,540	7.7%
Charter Oak-Ute	2,664	13.4
East Monona	1,112	7.3
West Monona	1,679	23.5
Whiting	1,290	6.5
Maple Valley	1,571	23.0
Westwood	3,708	18.6
Totals	19,894	100.0%
<b>Director District 9:</b>		
Battle Creek	1,543	7.6%
Schleswig	2,288	11.3
Denison	8,859	43.8
Manilla	2,033	10.1
Ar-We-Va	3,319	16.4
Anthon-Oto	2,191	10.8
Totals	20,233	100.0%

\*Included in more than one elector district

Population and Voting Data for AEA 13

These data have been prepared by the staff of the Department of Public Instruction (Sec. 273.8) and are being certified to the school districts of AEA 13 for use in selecting members of the Board of Directors of the Area Education Agency.

Local School District	Official Census Population	Weighted District Vote
<b>Director District 1:</b>		
Clarinda	7,303	38.2%
Farragut	2,223	11.7
Shenandoah	7,413	38.8
South Page	2,164	11.3
Totals	19,103	100.0%
<b>Director District 2:</b>		
Essex	1,630	8.1%
Fremont-Mills	2,299	11.5
Glenwood	7,291	36.3
Hamburg	2,379	11.8
Malvern	2,068	10.3
Nishna Valley	1,852	9.2
Sidney	2,571	12.8
Totals	20,090	100.0%
<b>Director District 3:</b>		
Carson-Macedonia	2,058	10.5%
*Council Bluffs	1,792	9.1
Lewis Central	8,730	44.4
Oakland	2,790	14.2
Treynor	1,642	8.3
Underwood	2,666	13.5
Totals	19,678	100.0%
<b>Director District 4:</b>		
Anita	2,454	12.8%
Atlantic	10,109	52.7
C & M	2,004	10.4
Griswold	4,635	24.1
Totals	19,202	100.0%
<b>Director District 5:</b>		
*Council Bluffs	19,796	100.0%
<b>Director District 6:</b>		
*Council Bluffs	19,037	100.0%
<b>Director District 7:</b>		
*Council Bluffs	20,544	100.0%
<b>Director District 8:</b>		
Dunlap	2,154	10.9%
Logan-Magnolia	2,775	14.0
Tri-Center	3,777	19.0
Missouri Valley	5,204	26.2
West Harrison	2,747	13.8
Woodbine	3,204	16.1
Totals	19,861	100.0%
<b>Director District 9:</b>		
Elk Horn-Kimballton	1,664	8.4%
Hancock-Avoca	2,597	13.2
Harlan	10,481	53.2
Irwin	1,715	8.7
Shelby	1,609	8.2
Walnut	1,639	8.3
Totals	19,705	100.0%

\*Included in more than one elector district

**Population and Voting Data for AEA 14**

These data have been prepared by the staff of the Department of Public Instruction (Sec. 273.8) and are being certified to the school districts of AEA 14 for use in selecting members of the Board of Directors of the Area Education Agency.

Local School District	Official Census Population	Weighted District Vote
<b>Director District 1:</b>		
*Bridgewater-Fontanelle	2,039	23.1%
*Creston	1,169	13.3
*East Union	258	2.9
Greenfield	3,600	40.8
*Orient-Macksburg	1,758	19.9
Totals	8,824	100.0%
<b>Director District 2:</b>		
*Corning	4,412	48.9%
*Creston	344	3.8
*Lenox	400	4.5
*Orient-Macksburg	184	2.0
Prescott	850	9.4
*Red Oak	280	3.1
*Stanton	300	3.3
*Villisca	2,248	25.0
Totals	9,018	100.0%
<b>Director District 3:</b>		
*Clarke	5,826	63.7%
*East Union	1,409	15.4
*Grand Valley	232	2.6
*Mormon Trail	156	1.7
Murray	1,520	16.6
Totals	9,143	100.0%
<b>Director District 4:</b>		
*Central Decatur	3,676	40.4%
*Clarke	260	2.8
*East Union	69	.8
*Lamoni	3,145	34.6
*Mormon Trail	1,943	21.4
Totals	9,093	100.0%
<b>Director District 5:</b>		
*Red Oak	8,215	88.7%
*Stanton	993	10.7
*Villisca	50	.6
Totals	9,258	100.0%
<b>Director District 6:</b>		
*Bedford	87	.9%
*Central Decatur	641	6.9
*Clarke	350	3.8
*Clearfield	187	2.0
*Creston	765	8.2
Diagonal	832	8.9
*East Union	690	7.4
*Grand Valley	1,209	13.0
*Lamoni	7	.1
*Lenox	79	.8
*Mount Ayr	4,469	48.0
Totals	9,316	100.0%
<b>Director District 7:</b>		
*Bedford	4,168	46.6%
*Clearfield	976	10.9
*Corning	232	2.6
*Lenox	1,941	21.7
New Market	1,396	15.6
*Villisca	127	1.4
*Mount Ayr	105	1.2
Totals	8,945	100.0%
<b>Director District 8:</b>		
*Creston	8,234	87.6%
*East Union	1,168	12.4
Totals	9,402	100.0%

\*Included in more than one elector district

**Population and Voting Data for AEA 15**

These data have been prepared by the staff of the Department of Public Instruction (Sec. 273.8) and are being certified to the school districts of AEA 15 for use in selecting members of the Board of Directors of the Area Education Agency.

Local School District	Official Census Population	Weighted District Vote
<b>Director District 1:</b>		
* Cardinal	2,391	14.5%
Pekin	3,432	20.7
Keota	2,770	16.7
Sigourney	4,781	28.9
Tri-County	2,606	15.7
*North Mahaska	583	3.5
Totals	16,563	100.0%
<b>Director District 2:</b>		
*North Mahaska	2,581	15.4%
*Oskaloosa	14,220	84.6
Totals	16,801	100.0%
<b>Director District 3:</b>		
Fairfield	14,211	84.1%
* Cardinal	2,683	15.9
Totals	16,894	100.0%
<b>Director District 4:</b>		
*Ottumwa	17,165	100.0%
<b>Director District 5:</b>		
*Ottumwa	16,807	100.0%
<b>Director District 6:</b>		
*Oskaloosa	1,104	6.6%
Albia	8,418	50.1
Eddyville	3,265	19.4
Hedrick	1,352	8.1
Blakesburg	1,292	7.7
Fremont	1,362	8.1
Totals	16,793	100.0%
<b>Director District 7:</b>		
Chariton	8,243	51.5%
Wayne	4,482	28.0
A C L	878	5.5
*Seymour	1,039	6.5
Russell	1,361	8.5
Totals	16,003	100.0%
<b>Director District 8:</b>		
Centerville	10,619	63.8%
Moravia	2,293	13.8
Moulton-Udell	2,020	12.2
*Seymour	1,698	10.2
Totals	16,630	100.0%
<b>Director District 9:</b>		
Harmony	3,211	19.0%
Van Buren	4,279	25.2
Fox Valley	1,619	9.6
Davis County	7,836	46.2
Totals	16,945	100.0%

\*Included in more than one elector district

### Population and Voting Data for AEA 16

These data have been prepared by the staff of the Department of Public Instruction (Sec. 273.8) and are being certified to the school districts of AEA 16 for use in selecting members of the Board of Directors of the Area Education Agency.

Local School District	Official Census Population	Weighted District Vote
<b>Director District 1:</b>		
Mount Pleasant	11,367	50.3%
New London	2,800	12.4
Danville	2,773	12.3
Waco	3,036	13.4
Winfield-Mt. Union	2,170	9.6
*Burlington	443	2.0
Totals	22,589	100.0%
<b>Director District 2:</b>		
*Burlington	9,572	40.8%
Mediapolis	5,228	22.3
Morning Sun	1,432	6.1
Wapello	3,958	16.9
West Burlington	3,273	13.9
Totals	23,463	100.0%
<b>Director District 3:</b>		
*Burlington	22,656	100.0%
<b>Director District 4:</b>		
*Burlington	2,672	11.9%
*Fort Madison	19,699	88.1
Totals	22,371	100.0%
<b>Director District 5:</b>		
Central	5,114	22.4%
*Fort Madison	967	4.2
Keokuk	16,801	73.4
Totals	22,882	100.0%

\*Included in more than one elector district

**Statement of Candidacy  
for Election to  
Area Education Agency Board of Directors  
Number \_\_\_\_\_**

In the matter of the proposed candidacy for election as a director of Director District No. \_\_\_\_\_ of the Area Education Agency Number \_\_\_\_\_, Board of Directors.

I, \_\_\_\_\_, \_\_\_\_\_, am an elector and resident of the  
(Name) (Address)  
\_\_\_\_\_ and an elector and resident of Director District Number \_\_\_\_\_.  
(Local School District)

First sworn deposed and say:

that I am a duly qualified candidate for Director of Director District Number \_\_\_\_\_ of the Area Education Agency Number \_\_\_\_\_ Board of Directors.

\_\_\_\_\_  
(Signature)

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 197 \_\_\_\_.

\_\_\_\_\_  
(Notary Public)

\_\_\_\_\_ County  
State of Iowa

Note: This "Statement of Candidacy" should be filed with the AEA secretary at least ten days prior to the date of the district convention.

**Suggested Agenda for AEA Director District Conventions**

1. Call to order
2. Appointment of Acting Secretary
3. Roll Call of Each Board Represented in Director District
4. Explanation of Voting Procedure and Appointment of Canvassing Committee
5. Requirements of Eligibility for AEA Board Candidates
  - a. Resident of Director District
  - b. Eligible Voter
  - c. *Not* a Public School District Employee
  - d. *Not* a Member of Merged Area Board
6. Presentation of List of Candidates Who Have Filed by Name and Address
7. Nominations from Floor
8. Casting of Votes by Written Ballot
9. Computation and Canvass of Voting Results by Appointed Canvassing Committee
10. Declaration of Winner
11. Two copies of the election results must be filed with the AEA administrator who called the organizational meeting. One of these copies must be forwarded to the Department of Public Instruction immediately upon receipt by the AEA administrator.

AEA Director District \_\_\_\_\_

\_\_\_\_\_, Presiding

Convention Location \_\_\_\_\_

Date and Time \_\_\_\_\_, 197 \_\_\_\_.

**OFFICIAL BALLOT FOR AEA DIRECTOR DISTRICT CONVENTIONS**

Director District \_\_\_\_\_

I, \_\_\_\_\_, being duly authorized by the \_\_\_\_\_ Community School Board of Directors, hereby cast the weighted vote of that Board for \_\_\_\_\_ as Director of District \_\_\_\_\_ for the Area Education Agency Board of Directors.

Date: \_\_\_\_\_, 197\_\_.

Weighted Vote \_\_\_\_\_



**Resolution  
of  
Certification**

There are some instances where local boards of education will be casting elector votes in five or more elector conventions for election of area education agency boards of directors.

If the local board of education determines that a majority of the board will be unable to attend an elector convention of a director district for an area education agency, they should by recorded board action appoint a delegate and an alternate who will carry the power to cast all of the board's weighted voting power to an elector district candidate.

This certificate should be presented to the chairman of the elector district convention at the time the elector convention is held.

\* \* \* \* \*

I, \_\_\_\_\_, President of the \_\_\_\_\_ Board of Education, certify that on \_\_\_\_\_, 197\_\_, the \_\_\_\_\_ Board of Education adopted a resolution appointing \_\_\_\_\_ as delegate, \_\_\_\_\_ as alternate delegate, with full authority to cast our weighted elector votes for district director at the elector district convention No. \_\_\_ of the Area Education Agency No. \_\_\_ on \_\_\_\_\_, 197\_\_.

Certified on this \_\_\_ day of \_\_\_\_\_, 197\_\_.

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Local School District

**OFFICIAL ELECTION RETURNS FOR  
AEA DIRECTOR DISTRICT CONVENTIONS\***

Area Education Agency  
No. \_\_\_\_\_

Director District  
No. \_\_\_\_\_

I, \_\_\_\_\_, as appointed chairman of Director District Convention Number \_\_\_\_\_ of the Area Education Agency Number \_\_\_\_\_, which was held at the \_\_\_\_\_ of the \_\_\_\_\_ (Facility) on \_\_\_\_\_, 197\_\_, certify on this \_\_\_\_\_ day of \_\_\_\_\_, 197\_\_, that \_\_\_\_\_ (Local School District) (Date and Time) (Name of Candidate), an elector and resident of Director District Number \_\_\_\_\_, received a \*\*majority of the votes cast at the district elector convention.

\_\_\_\_\_  
Chairman, District Elector Convention

\*Two copies of the election results must be filed with the AEA secretary. One of these copies must be forwarded to the Department of Public Instruction, Administration and Finance Division, immediately upon receipt by the AEA secretary.

\*\*Majority of votes cast means the largest number of votes represented and voted at the director district convention.

*II Intermediate Service  
Units (Education)*



# Office of the Governor

STATE CAPITOL  
DES MOINES, IOWA 50319

ROBERT D. RAY  
GOVERNOR

October 16, 1974

Dr. Robert Benton  
Superintendent  
Department of Public Instruction  
Lucas State Office Building  
Des Moines, Iowa

Dear Bob:

I wish I could be with you and the Area Education Agency Board Members for their first meeting.

Since I cannot be with you personally, let me convey my concern and interest by this letter.

First, let me offer my heartiest congratulations to you all on being selected to serve as members of the board of directors of an area education agency. Your selection for this assignment by the local boards in your immediate director districts is an indication of their faith and trust in your abilities to fulfill this important assignment.

Second, let me offer my best wishes to you all as you "launch" this new enterprise. Senate File 1163 which establishes the area education agencies in Iowa is a landmark piece of educational legislation. It will provide a vehicle through which local school districts may better serve the needs of the school students of this state, especially those children needing special education programs. In addition, better media services and a host of other programs and services can be made available to the school districts of this state.

The key to the success of this new venture, however, will depend to a marked degree on the positive working relationships that must be developed between and among the local school districts and the area education agency. Only through cooperation, coordinated planning, and, in many cases, good old fashioned "give-and-take" will the full potential for this new educational agency be realized.

Again, my congratulations and best wishes to you all. May your deliberations and subsequent actions truly enhance the education of the young people of our state.

Sincerely,

*Robert D. Ray*  
Robert D. Ray  
Governor

AREA EDUCATION AGENCY INSTITUTE

Monday, October 21, 1974

Hotel Savery  
Des Moines, Iowa

- 9:00 - 9:30 Registration and Coffee
- 9:30 - 9:45 Welcome - Dr. Richard N. Smith  
Deputy State Superintendent
- 9:45 - 10:30 New Challenges - Dr. Robert D. Benton  
State Superintendent
- 10:30 - 11:00 Frank Vance, Director  
Special Education
- 11:00 - 11:30 Paul Spurlock, Chief  
Educational Media
- 11:30 - 12:00 Paul F. Johnston, Consultant  
Statistical Services (Budget and Budget Forms)
- 12:00 - 1:15 Luncheon
- 1:15 - 2:00 Open Discussion from the Group  
(Coffee available)
- 2:00 - 3:30 Group Questions in Areas of Concern

Guidelines and Departmental Rules

for the

Administration

of

Senate File 1163 (Chapter 1172)

Department of Public Instruction  
October 1974

State of Iowa  
DEPARTMENT OF PUBLIC INSTRUCTION  
Grimes State Office Building  
Des Moines, Iowa 50319

STATE BOARD OF PUBLIC INSTRUCTION

Muriel I. Shepard, President, Allison  
T. J. Heronimus, Vice-President, Grundy Center  
Robert J. Beecher, Creston  
Jolly Ann Davidson, Clarinda  
Ronald P. Hallock, West Des Moines  
Virginia Harper, Fort Madison  
Robert G. Koons, Clinton  
Georgia A. Sievers, Avoca  
John E. van der Linden, Sibley

ADMINISTRATION

Robert D. Benton, State Superintendent, and Executive Officer of the  
State Board of Public Instruction  
David H. Bechtel, Administrative Assistant  
Richard N. Smith, Deputy State Superintendent

Administration Branch

L. N. Jensen, Associate Superintendent  
Gayle C. Obrecht, Director, Administration and Finance Division  
David J. Gilliland, Consultant, Intermediate Unit Resources

Instruction and Professional Education Branch

Donald V. Cox, Associate Superintendent  
Paul L. Spurlock, Chief, Educational Media

Pupil Personnel Services Branch

Drexel D. Lange, Associate Superintendent  
J. Frank Vance, Director, Special Education Division  
Richard E. Fischer, Assistant Director, Area Education, Special Education  
Services

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## Introduction

The 1974 Session of the 65th General Assembly passed Senate File 1163. This law will have different designations in the "1974 Session Laws of Iowa" and the 1975 *Code of Iowa*, but it will be some time before these publications are ready for distribution. Therefore, in this publication, we will continue to refer to it as S.F. 1163.

S.F. 1163 essentially contains the following provisions:

1. The county and joint county school systems will be abolished effective July 1, 1975.
2. Fifteen area education agencies will be created whose boundaries are conterminous with those of the existing fifteen merged area school corporations.
3. Each of the area education agencies will be governed by a board of directors elected by the boards of directors of the local school districts located within the boundaries of the respective area education agencies. The details of this election process are discussed in greater length elsewhere in this publication.
4. The area education agencies "*shall* provide for special education services and media services for the local school districts in the area." (Sec. 3.)
5. The area education agencies *may* provide the following programs and services to local school districts:
  - a. Inservice training programs.
  - b. Educational data processing.
  - c. Research, demonstration projects and models, and educational planning.
  - d. Auxiliary services.
  - e. Other programs.
6. Programs and services of area education agencies will be financed in a variety of ways, but the agencies themselves will have no taxing authority nor fund raising capacity per se. Rather, all funds will be generated by local school districts, either through the foundation aid formula or through local property tax levies, and "fed into" the area education agencies through agreements and/or contracts.



7. The other multitudinous duties formerly carried on by the county and joint county school systems, i.e. teacher certificate registration, reorganization planning and implementation, appeal hearings, etc., have been assigned either to the area education agencies or the Department of Public Instruction.

By design, the discussion above has been very brief and skeletal in nature. Each superintendent has been furnished with a copy of the enrolled bill and should refer to it for specific information. In fact, it is recommended that each superintendent prepare a special notebook for S.F. 1163 that will include a copy of the enrolled bill and the various sections of these *Guidelines and Departmental Rules for the Administration of S.F. 1163* as they are published by the DPI.

Even though S.F. 1163 is commonly referred to as the AEA (area education agency) bill, thus implying that its major thrust is related to the governance and functions of this new public agency, it is extremely important to recognize the somewhat unique roles that have been assigned to local school districts. The major responsibility for most educational programs will still rest with the local school district, but the area education agency will provide a mechanism for coordination, cooperation and, in some cases, the actual operation of programs. This unique blend of local responsibility and area capability should improve educational opportunities for *all* children. Suffice it to say, then, that all people in the educational enterprise should become adequately informed *and* involved as this landmark piece of legislation becomes operational.

This booklet entitled *Guidelines and Departmental Rules for the Administration of S.F. 1163* is being published to fulfill the statutory responsibilities of the Department. Unlike most DPI publications, this booklet will not be "complete" when first issued. Rather, because of the diversity of the tasks assigned to the Department, it will be necessary to produce the booklet in sections and provide copies to you as they "come off the press." Yet, it seems highly desirable to have an "integrated whole" as a finished product; hence, the earlier suggestion of preparing a S.F. 1163 notebook. Specifically, the following major tasks have been assigned to the Department with the planned dates of completion in parentheses:

1. Certification of all census data for use in the election of the area education agency board of directors and other election guidelines and suggested procedures. (July 10, 1974.)
2. Departmental rules and other related materials for the administration of the "media" provisions. (October 1, 1974.)
3. Departmental rules and other related materials for the administration of the "special education" provisions. (October 1, 1974.)
4. Budgeting and accounting guidelines. (September 1, 1974, and December 1, 1974, respectively.)

5. All "other" guidelines. (Not later than January 1, 1975.)

It should be stressed that the dates listed above are very tentative and extensions therefrom may have to be granted. This is particularly true with the promulgation and approval of the Departmental rules listed in items 2 and 3. The Attorney General and the Legislative Rules Committee, according to statute, must be involved in this approval process, and delays often occur when questions are raised or changes are suggested. Suffice it to say that work is proceeding with all "due haste" in fulfilling the Department's responsibilities and duties in this case.

Robert D. Benton, Ed.D.  
State Superintendent of Public Instruction

## SECTION I

### Guidelines and Procedures for Electing the Area Education Agency Board of Directors

The enactment of Senate File 1163 directed the Department of Public Instruction to determine the school district populations or portions of a school district population falling within each area education agency director district, thus enabling school district boards of directors to cast properly weighted votes for members of the newly created area education agencies' boards of directors. This work has been completed, and the data appropriate for each area of the state begin on page 5. Before discussing that information, though, certain general concepts and electoral procedures either implied or provided in the law will be presented.

Among the "implied" provisions of the law are the concerns for the naming or numbering of the area education agencies and their respective director districts, and for the weighting of the votes by local school districts in the election of members to the board of directors of these new agencies. In both of these cases, "administrative decisions" have been made by the State Superintendent. For example, there is no specific provision for the area education agencies to use any other names than "area." There is an "implied" provision, though, that a number should be a part of that "area" designation. The law provides that the boundaries of the area education agencies shall be ". . . conterminous with the boundaries of the merged areas . . ." Thus, it would seem logical that the same number would be a part of the official names of the respective area education agencies and merged areas. To avoid confusion, though, an "administrative decision" has been made to use a Roman numeral to refer to the merged area and an Arabic numeral to refer to the area education agency. (Example: Merged Area I--Area Education Agency 1.) The director districts in both instances, which are also conterminous according to the law, should carry the Arabic numeral designation, however.

The method of assigning a numerical value to a local school district board's vote for members of the area education agency board of directors is less than precise in the language of the law. The law does provide that: "The population of each school district or portion shall be determined by the department of public instruction." (Sec. 10.2) In addition, the following language is used:

The board of each separate school district which is located entirely or partially inside an area education agency director district shall cast a vote for director of the area education agency board based upon the ratio that the population of the school district, or portion of the school district, in the director district bears to the total population in the director district. (Sec. 10.2)

The law is mute, though, on how that "ratio" shall be quantified. Because percentages seemed to be the logical way of designating "portions" of populations, it seemed reasonable, then, to relate the "weight" of votes to this mathematical procedure. Thus, it has been "administratively" decided to assign a total of one hundred (100) votes to each director district. Therefore, the directors of each local school district will be able to cast their votes in the same proportion as the district's population is to the total. (Example: Local School District A has 37% of the population in the director district. The directors will cast 37 votes for the candidates of their choice.)

Another "administrative decision" has been made in answer to the following question:

1. Who will have the responsibility for calling the October 7, 1974 organizational meeting of the newly elected representatives of the director districts? (The law contains this provision: "In the initial board the location of the organization meeting shall be determined by the county superintendent who determined the date and location of the director district convention.")

*Answer:* The county superintendent responsible for calling the majority of the director district conventions in the area shall call the organizational meeting. In case of a tie, the county superintendent representing the greater public school enrollment shall be assigned the responsibility.

Section 10 of S.F. 1163 contains the specific details concerning the election of the members of the board of directors of the area education agency. For ease of presentation and understanding, the various provisions of that section are tabulated below:

1. The board of directors shall be comprised of the same number of directors serving in the respective merged area. (Sec. 10.1)
2. The members of the board of directors shall be elected from director districts. The boundaries of these director districts shall be identical in both the area education agency and the merged area. (Sec. 10.1)
3. The term of office for a member of the board of directors shall be three years, and said term shall expire the first Monday in October of the appropriate year. The exception to this provision relates to the terms of the members of the original board. These directors shall determine their respective terms by lot at the organizational meeting on October 7, 1974" . . . so the terms of one-third of the members, as nearly as may be, shall expire on the first Monday of October of each succeeding year." (Sec. 10.1)
4. The board of directors of the area education agency shall be elected at director district conventions by members of local school district boards of directors. The initial conventions shall be held no later than September 20, 1974. (Sec. 10.1)

5. The superintendent of the county or joint county system which has the largest public school enrollment in the director district shall determine the date and the location of the convention. The location shall be a school facility located within the director district. It may seem a bit unusual for the members of a single school board that has 100% of the votes in two or more director districts to move from one location to another to cast those votes, but to be entirely "legal," the conventions must be held in "a school facility located within the director district." (Sec. 10.2)
6. Members of the boards of directors of area education agencies *must be* residents and electors of the director districts. They *may be* members of local school district boards of directors, but *may not be* employees of local school districts or members of merged area boards of directors. (Sec. 10.2 and Sec. 65)
7. Candidates for election may file a "Statement of Candidacy" with the appropriate county superintendent (the one who is designated to call the director district convention) at least ten (10) days prior to the date of the director district convention. However, the filing of such a "Statement" shall not be a prerequisite or eligibility requirement for election to the board of directors. A copy of the DPI prescribed "Statement of Candidacy" will be found on page 22. Each county superintendent should reproduce this form in sufficient numbers to fulfill the needs of his respective director districts. A list of the candidates shall be sent to the president of the local school board of directors. (Sec. 10.2)
8. The president of the board of directors of the school district in which the director district convention is being held shall serve as the presiding officer of that convention. (Sec. 10.2)
9. Members of each local board of directors ". . . shall cast a vote . . ." for the director of their choice to serve on the area education agency board. This provision, then, in effect prescribes the "unit rule" concept. The law is silent on the method a local board will use in deciding how to cast "a vote." Therefore, it may be assumed that a local board under its general rule-making authority for its own government (Sec. 279.8) Code of Iowa may make this decision. It is suggested, though, that in instances where a majority of members of a local board is unable to attend a director district convention, the board should, by recorded vote, appoint a delegate and an alternate with the authority to cast that board's weighted vote at the respective director district conventions. (See page 25 for a sample resolution if this procedure is used.) An alternate procedure would be to authorize, by recorded vote, any and all board members in attendance at the respective director district conventions to cast the weighted vote. (The sample form mentioned above could be adapted for this alternate procedure.)

The remainder of this section contains the following items:

1. Population and voting data for each area--pages 5 through 21.
2. The "Statement of Candidacy"--page 22.
3. A suggested agenda for an area education agency director district convention--page 23.
4. A suggested "official ballot" to be used at the 1974 director district convention -- page 24.
5. A suggested "Resolution of Certification"--page 25.

## Population and Voting Data for Area I

These data have been prepared by the staff of the Department of Public Instruction (Sec. 10.2) and are being certified to the school districts of Area I for use in selecting members of the Board of Directors of the Area Education Agency.

Local School District	Official Census Population	Weighted District Vote	County Superintendent	January 1974 Enrollment
<b>Director District 1:</b>				
Riceville	3,406	14.1%	Hansen	933
Turkey Valley	4,440	18.3		1,187
New Hampton	8,529	35.2		2,163
Fredericksburg	2,111	8.7		520
North Fayette	5,752	23.7		1,485
Totals	24,238	100.0%		6,288
<b>Director District 2:</b>				
Postville	3,608	14.6%	Hendrickson	1,014
North Winneshiek	2,123	8.6		564
South Winneshiek	5,201	21.0		929
Howard-Winneshiek Valley	10,580	42.7		2,286
Valley	3,240	13.1		796
Totals	24,752	100.0%		5,589
<b>Director District 3:</b>				
Allamakee	9,269	36.7%	Hendrickson	2,309
Eastern Allamakee	3,117	12.4		889
Decorah	10,685	42.4		2,012
Mar-Mac	2,148	8.5		567
Totals	25,219	100.0%		5,777
<b>Director District 4:</b>				
West Central	2,460	10.0%	Hansen	651
Fayette	2,590	10.7		411
Starmont	5,264	21.7		1,279
Oelwein	10,609	43.7		2,447
Edgewood-Colesburg	3,369	13.9		851
Totals	24,292	100.0%		5,639
<b>Director District 5:</b>				
Guttenberg	3,978	16.1%	Potter	904
Garnavillo	1,931	7.8		537
M-F-L	3,696	15.0		956
Central (Clayton)	4,458	18.1		1,079
*Western Dubuque	8,306	33.7		1,469
*Dubuque	2,298	9.3		413
Totals	24,667	100.0%		5,358
<b>Director District 6:</b>				
Maquoketa Valley	5,222	20.9%	Potter	1,324
West Delaware	9,462	38.0		2,547
*Western Dubuque	10,242	41.1		1,810
Totals	24,926	100.0%		5,681
<b>Director District 7:</b>				
*Western Dubuque	732	3.0%	Koppen	130
*Dubuque	23,273	97.0		4,125
Totals	24,005	100.0%		4,255
<b>Director District 8:</b>				
*Dubuque	24,681	100.0%	Koppen	4,378
<b>Director District 9:</b>				
*Dubuque	24,749	100.0%	Koppen	4,392

\*Included in more than one elector district

Note: Cletus Koppen, superintendent of Dubuque County, is designated to call the October 7, 1974, organizational meeting of the Area I Board of Directors.

## Population and Voting Data for Area II

These data have been prepared by the staff of the Department of Public Instruction (Sec. 10.2) and are being certified to the school districts of Area II for use in selecting members of the Board of Directors of the Area Education Agency.

Local School District	Official Census Population	Weighted District Vote	County Superintendent	January 1974 Enrollment
<b>Director District 1:</b>				
*Mason City	14,894	100.0%	Martin	2,939
<b>Director District 2:</b>				
*Mason City	15,093	100.0%	Martin	2,978
<b>Director District 3:</b>				
*Mason City	3,466	23.4%	Martin	687
Clear Lake	7,684	51.8		1,880
Ventura	2,159	14.6		456
Meservey-Thornton	1,512	10.2		313
Totals	14,821	100.0%		3,336
<b>Director District 4:</b>				
*Charles City	11,217	73.0%	Martin	2,608
Greene	4,144	27.0		679
Totals	15,361	100.0%		3,287
<b>Director District 5:</b>				
*Osage	6,472	41.5%	Martin	1,606
Rudd-Rockford-M.R.	4,008	25.7		1,015
Nora Springs-R.F.	2,773	17.8		687
*Charles City	2,342	15.0		545
Totals	15,595	100.0%		3,853
<b>Director District 6:</b>				
Dumont	1,806	11.9%	Miller	314
Hampton	6,404	42.0		1,429
Sheffield-Chapin	2,420	15.9		577
Rockwell-Swaledale	2,507	16.5		607
CAL	2,079	13.7		389
Totals	15,216	100.0%		3,316
<b>Director District 7:</b>				
Garner-Hayfield	3,625	23.5%	Micklick	941
Britt	3,463	22.4		862
Corwith-Wesley	1,303	8.4		430
Klemme	1,512	9.8		317
Kanawha	1,561	10.1		319
Belmond	3,985	25.8		982
Totals	15,449	100.0%		3,851
<b>Director District 8:</b>				
Rake	745	4.8%	Micklick	180
Buffalo Center	2,212	14.1		514
Woden-Crystal Lake	1,406	9.0		310
Thompson	1,552	9.9		340
*Lake Mills	4,025	25.7		929
*Forest City	5,710	36.5		1,439
Totals	15,650	100.0%		3,712
<b>Director District 9:</b>				
Northwood-Kensett	3,923	27.0%	Martin	936
North Central	3,561	24.5		821
*Lake Mills	556	3.8		128
St. Ansgar	5,018	34.5		1,045
*Osage	739	5.0		182
*Forest City	753	5.2		191
Totals	14,550	100.0%		3,303

\*Included in more than one elector district

Note: Morris Martin, superintendent of the Joint County System of Cerro Gordo, Mitchell, Floyd and Worth Counties, is designated to call the October 7, 1974, organizational meeting of the Area II Board of Directors.



## Population and Voting Data for Area III

These data have been prepared by the staff of the Department of Public Instruction (Sec. 10.2) and are being certified to the school districts of Area III for use in selecting members of the Board of Directors of the Area Education Agency

Local School District	Official Census Population	Weighted District Vote	County Superintendent	January 1974 Enrollment
<b>Director District 1:</b>				
Burt	1,410	12.3%	Stuart	261
Swea City	3,229	28.3		472
Lakota	1,100	9.6		211
Leyard	858	7.5		218
Ringsted	1,212	10.6		264
Sentral	1,915	16.8		411
Titonka	1,708	14.9		477
Totals	11,432	100.0%		2,314
<b>Director District 2:</b>				
Armstrong	2,008	15.6%	Christensen	511
Lincoln Central	1,305	10.1		315
Estherville	9,578	74.3		2,237
Totals	12,891	100.0%		3,063
<b>Director District 3:</b>				
Arnolds Park	1,927	16.0%	Johnson	302
Harris-Lake Park	2,393	19.9		473
Milford	2,981	24.7		671
Spirit Lake	4,746	39.4		1,334
Totals	12,047	100.0%		2,780
<b>Director District 4:</b>				
Spencer	11,648	100.0%	Johnson	2,464
<b>Director District 5:</b>				
Ayrshire	929	8.5%	Johnson	269
Clay Central	1,863	17.0		484
Ruthven	1,451	13.3		320
Sioux Valley	1,622	15.2		363
South Clay	1,726	15.8		390
Everly	1,734	15.8		469
Terril	1,571	14.4		373
Totals	10,936	100.0%		2,668
<b>Director District 6:</b>				
Emmetsburg	6,225	53.8%	Christensen	1,347
Graettinger	1,862	16.1		542
Mallard	1,254	10.8		331
West Bend	2,238	19.3		457
Totals	11,579	100.0%		2,677
<b>Director District 7:</b>				
Algona	9,748	89.4%	Stuart	1,904
Lu Verne	1,156	10.6		232
Totals	10,904	100.0%		2,136

Note: George Johnson, superintendent of Clay and Dickinson Counties, would normally be designated to call the October 7, 1974, organizational meeting of the Area III Board of Directors. Due to his illness, Nels Christensen, superintendent of Palo Alto and Emmet counties, is designated to perform this function.

## Population and Voting Data for Area IV

These data have been prepared by the staff of the Department of Public Instruction (Sec. 10.2) and are being certified to the school districts of Area IV for use in selecting members of the Board of Directors of the Area Education Agency.

Local School District	Official Census Population	Weighted District Vote	County Superintendent	January 1974 Enrollment
<b>Director District 1:</b>				
West Sioux	5,138	49.4%	Moser	1,093
Sioux Center	5,268	50.6		940
Totals	10,406	100.0%		2,033
<b>Director District 2:</b>				
West Lyon	4,586	48.7%	Moser	1,098
Central Lyon	4,827	51.3		1,081
Totals	9,413	100.0%		2,179
<b>Director District 3:</b>				
Little Rock	1,347	12.1%	Crosswait	315
Sibley	4,381	39.4		1,032
Ocheyedan	1,220	11.0		248
Melvin	983	8.8		204
Hartley	3,193	28.7		673
Totals	11,124	100.0%		2,472
<b>Director District 4:</b>				
Sanborn	2,105	20.2%	Crosswait	400
Primghar	1,561	15.0		351
Sutherland	2,301	22.1		523
Meriden-Cleghorn	1,557	14.9		412
Marcus	2,894	27.8		735
Totals	10,418	100.0%		2,421
<b>Director District 5:</b>				
Sheldon	7,481	72.6%	Crosswait	1,537
Paullina	2,826	27.4		535
Totals	10,307	100.0%		2,072
<b>Director District 6:</b>				
Floyd Valley	3,934	42.8%	Moser	530
Maurice-Orange City	5,251	57.2		900
Totals	9,185	100.0%		1,430
<b>Director District 7:</b>				
Rock Valley	3,877	37.7%	Moser	698
Boyden-Hull	3,912	38.0		674
George	2,503	24.3		617
Totals	10,292	100.0%		1,989

Note: Duane Moser, superintendent of Sioux and Lyon Counties, is designated to call the October 7, 1974, organizational meeting of the Area IV Board of Directors.

## Population and Voting Data for Area V

These data have been prepared by the staff of the Department of Public Instruction (Sec. 10.2) and are being certified to the school districts of Area V for use in selecting members of the Board of Directors of the Area Education Agency.

Local School District	Official Census Population	Weighted District Vote	County Superintendent	January 1974 Enrollment
<b>Director District 1:</b>				
Eagle Grove	6,746	36.3%	Mecklenburg	1,600
Clarion	4,658	25.1		1,090
Dows	1,787	9.6		371
Goldfield	1,300	7.0		294
Boone Valley	1,352	7.3		325
*Fort Dodge	1,176	6.3		233
*Twin Rivers	1,559	8.4		359
Totals	18,578	100.0%		4,272
<b>Director District 2:</b>				
Gilmore City-Bradgate	1,930	10.5%	Granner	488
Humboldt	7,458	40.5		1,769
*Twin Rivers	420	2.3		96
Rolfe	1,589	8.6		395
Havelock-Plover	962	5.2		254
Pocahontas	3,514	19.1		786
Laurens	2,539	13.8		646
Totals	18,412	100.0%		4,434
<b>Director District 3:</b>				
Sioux Rapids	1,334	7.0%	Orr	304
Marathon	953	5.0		215
Rembrandt	666	3.5		167
Albert City-Truesdale	2,087	11.0		509
Storm Lake	10,123	53.1		1,953
Alta	3,238	17.0		765
*Crestland	651	3.4		113
Totals	19,052	100.0%		4,026
<b>Director District 4:</b>				
Schaller	1,532	8.1%	Dickinson	416
*Crestland	1,241	6.5		218
Sac	4,440	23.4		1,021
Odebolt-Arthur	3,209	16.9		692
Wall Lake	1,823	9.6		420
Lake View-Auburn	2,778	14.6		626
Fonda	2,024	10.7		319
New Providence	1,932	10.2		441
Totals	18,979	100.0%	4,153	
<b>Director District 5:</b>				
Palmer	802	4.4%	Dickinson	223
Pomeroy	1,694	9.2		424
Lytton	1,179	6.4		271
Manson	3,281	17.8		910
Rockwell City	3,682	20.0		869
*Cedar Valley	926	5.0		228
Lohrville	1,422	7.7		308
Lake City	3,288	17.8		731
Northwest Webster	2,161	11.7	442	
Totals	18,435	100.0%	4,406	
<b>Director District 6:</b>				
*Fort Dodge	15,606	84.6%	Mecklenburg	3,137
*Prairie	2,838	15.4		637
Totals	18,444	100.0%		3,774
<b>Director District 7:</b>				
*Fort Dodge	18,333	100.0%	Mecklenburg	3,696
<b>Director District 8:</b>				
Northeast Hamilton	2,509	12.9%	Mecklenburg	541
South Hamilton	4,471	23.0		1,079
Stratford	1,503	7.8		397
Webster City	10,929	56.3		2,482
Totals	19,412	100.0%		4,499

## Area V (Cont.)

### Director District 9:

East Greene	2,525	13.7%	Mitchell	577
Jefferson	6,162	33.4		1,439
Paton-Churdan	1,968	10.7		462
*Cedar Valley	622	3.4		154
Scranton	1,519	8.2		373
*Prairie	1,866	10.1		420
Dayton	1,537	8.3		369
Central Webster	2,254	12.2		497
Totals	18,453	100.0%		4,291

\*Included in more than one elector district

Note: John Mecklenburg, superintendent of the Joint County System of Webster, Wright and Hamilton Counties, is designated to call the October 7, 1974 organizational meeting of the Area V Board of Directors.

## Population and Voting Data for Area VI

These data have been prepared by the staff of the Department of Public Instruction (Sec. 10.2) and are being certified to the school districts of Area VI for use in selecting members of the Board of Directors of the Area Education Agency.

Local School District	Official Census Population	Weighted District Vote	County Superintendent	January 1974 Enrollment
<b>Director District 1:</b>				
Alden	2,209	15.2%	Murray	495
Iowa Falls	8,629	59.2		1,919
Ackley-Geneva	3,728	25.6		850
Totals	14,566	100.0%		3,264
<b>Director District 2:</b>				
Radcliffe	1,762	12.2%	Murray	407
Hubbard	1,722	11.9		398
Steamboat Rock	877	6.1		189
Wellsburg	1,799	12.5		379
Eldora	4,455	30.9		912
New Providence	646	4.5		221
Union-Whitten	1,615	11.2		370
*West Marshall	1,544	10.7		370
Totals	14,420	100.0%		3,246
<b>Director District 3:</b>				
Beaman-Conrad	2,849	19.7%	Ploeger	675
Green Mountain	936	6.5		256
L D F	2,138	14.8		623
Semco	2,057	14.2		497
Gladbrook	2,075	14.3		451
*West Marshall	3,763	26.0		903
*Marshalltown	649	4.5		151
Totals	14,467	100.0%		3,556
<b>Director District 4:</b>				
*Marshalltown	14,657	100.0%	Ploeger	3,365
<b>Director District 5:</b>				
*Marshalltown	14,603	100.0%	Ploeger	3,357
<b>Director District 6:</b>				
Garwin	1,341	9.4%	Stone	322
South Tama	9,347	65.4		2,563
B-G-M	3,602	25.2		916
Totals	14,290	100.0%		3,801
<b>Director District 7:</b>				
Grinnell-Newburg	11,385	80.1%	Ploeger	2,497
Montezuma	2,835	19.9		707
Totals	14,220	100.0%		3,204

\*Included in more than one elector district

Note: Richard Ploeger, superintendent of the Joint County System of Marshall and Poweshiek Counties, is designated to call the October 7, 1974, organizational meeting of the Area VI Board of Directors.

## Population and Voting Data for Area VII

These data have been prepared by the staff of the Department of Public Instruction (Sec. 10.2) and are being certified to the school districts of Area VII for use in selecting members of the Board of Directors of the Area Education Agency.

Local School District	Official Census Population	Weighted District Vote	County Superintendent	January 1974 Enrollment
<b>Director District 1:</b>				
Plainfield	1,692	7.3%	Miller	468
Allison-Bristow	2,462	10.6		619
Clarksville	2,293	9.8		555
Nashua	3,542	15.2		969
Aplington	2,155	9.2		582
Tripoli	3,141	13.5		816
Sumner	4,208	18.0		1,115
Wapsie Valley	3,819	16.4		1,140
Totals	23,312	100.0%		6,264
<b>Director District 2:</b>				
Waverly-Shell Rock	11,818	51.9%	Miller	2,538
Janesville	3,137	13.8		661
New Hartford	1,564	6.8		447
Parkersburg	2,635	11.6		640
*Cedar Falls	3,612	15.9		718
Totals	22,766	100.0%		5,004
<b>Director District 3:</b>				
Grundy Center	4,253	18.2%	Grier	967
Dike	2,519	10.8		712
Reinbeck	3,060	13.1		748
Hudson	2,497	10.7		792
North Tama	3,825	16.4		859
Dysart-Geneseo	2,894	12.5		752
LaPorte City	4,273	18.3		983
Totals	23,321	100.0%		5,813
<b>Director District 4:</b>				
Independence	10,502	44.7%	Grier	2,327
East Buchanan	2,787	11.8		937
Jesup	4,868	20.7		1,318
Dunkerton	2,419	10.3		737
Denver	2,939	12.5		973
Totals	23,515	100.0%		6,292
<b>Director District 5:</b>				
*Waterloo	17,852	77.6%	Grier	3,739
*Cedar Falls	5,167	22.4		1,026
Totals	23,019	100.0%		4,765
<b>Director District 6:</b>				
*Waterloo	22,977	100.0%	Grier	4,797
<b>Director District 7:</b>				
*Waterloo	23,235	100.0%	Grier	4,852
<b>Director District 8:</b>				
*Waterloo	23,206	100.0%	Grier	4,851
<b>Director District 9:</b>				
*Cedar Falls	23,478	100.0%	Grier	4,666

\*Included in more than one elector district

Note: Perry Grier, superintendent of the Joint County System of Black Hawk and Buchanan Counties, is designated to call the October 7, 1974, organizational meeting of the Area VII Board of Directors.

## Population and Voting Data for Area IX

These data have been prepared by the staff of the Department of Public Instruction (Sec. 10.2) and are being certified to the school districts of Area IX for use in selecting members of the Board of Directors of the Area Education Agency.

Local School District	Official Census Population	Weighted District Vote	County Superintendent	January 1974 Enrollment
<b>Director District 1:</b>				
*Davenport	29,560	100.0%	Stout	6,552
<b>Director District 2:</b>				
*Davenport	29,021	100.0%	Stout	6,435
<b>Director District 3:</b>				
*Bettendorf	1,826	6.2%	Stout	501
*Davenport	27,778	93.8		6,155
Totals	29,604	100.0%		6,656
<b>Director District 4:</b>				
*North Scott	4,824	16.4%	Stout	1,603
*Bettendorf	18,908	64.1		5,193
*Davenport	5,739	19.5		1,259
Totals	29,471	100.0%		8,055
<b>Director District 5:</b>				
Delwood	1,683	5.6%	Fowler	507
Lost Nation	1,331	4.5		318
Wheatland	1,670	5.6		443
Calamus	1,230	4.1		393
Central	6,631	22.1		2,094
Camanche	4,684	15.6		1,489
Bennett	1,703	5.7		451
*North Scott	3,617	12.1		1,205
Pleasant Valley	7,412	24.7		2,458
Totals	29,961	100.0%		9,358
<b>Director District 6:</b>				
*Clinton	29,605	100.0%	Fowler	6,094
<b>Director District 7:</b>				
*Clinton	4,518	15.3%	Gran	927
Northeast	4,884	16.6		1,183
Bellevue	4,580	15.6		998
Andrew	1,796	6.1		506
Maquoketa	8,761	29.8		2,115
Preston	1,987	6.7		620
East Central	2,924	9.9		769
Totals	29,450	100.0%		7,118
<b>Director District 8:</b>				
*Muscatine	26,102	89.6%	Stout	6,251
Louisa-Muscatine	3,020	10.4		996
Totals	29,122	100.0%		7,247
<b>Director District 9:</b>				
*Davenport	13,196	44.7%	Stout	2,914
Durant	3,177	10.8		910
Wilton	3,696	12.5		914
West Liberty	5,096	17.3		1,320
Columbus	3,593	12.2		1,003
*Muscatine	747	2.5		180
Totals	29,505	100.0%		7,241

\*Included in more than one elector district

Note: Jerry Stout, superintendent of the Joint County System of Scott and Muscatine Counties, is designated to call the October 7, 1974, organizational meeting of the Area IX Board of Directors.

## Population and Voting Data for Area X

These data have been prepared by the staff of the Department of Public Instruction (Sec. 10.2) and are being certified to the school districts of Area X for use in selecting members of the Board of Directors of the Area Education Agency.

Local School District	Official Census Population	Weighted District Vote	County Superintendent	January 1974 Enrollment
<b>Director District 1:</b>				
Clarence-Lowden	2,940	8.1%	Bode	618
Lincoln	2,924	8.1		757
Lisbon	2,028	5.6		539
Midland	2,820	7.8		650
Olin	1,678	4.6		457
Oxford Junction	1,284	3.6		258
Solon	2,847	7.9		931
Tipton	4,905	13.6		1,213
West Branch	3,452	9.5		968
*Iowa City	11,295	31.2		1,738
Totals	36,173	100.0%		8,129
<b>Director District 2:</b>				
Anamosa	7,202	20.0%	Bode	1,829
Center Point	2,386	6.6		720
Central City	2,784	7.7		852
Monticello	6,433	17.8		1,549
Mount Vernon	5,544	15.4		1,085
North Linn	3,705	10.3		1,075
Springville	2,892	8.0		768
Urbana	1,407	3.9		342
*Cedar Rapids	3,725	10.3		769
Totals	36,078	100.0%		8,989
<b>Director District 3:</b>				
*Iowa City	36,376	100.0%	Bode	5,594
<b>Director District 4:</b>				
Amana	2,043	5.6%	Bode	373
College	9,205	25.2		3,015
Deep River-Millersburg	1,127	3.1		320
English Valleys	2,926	8.0		729
H.L.V.	2,588	7.1		635
Iowa Valley	3,638	9.9		815
Norway	1,473	4.0		467
Williamsburg	4,823	13.2		1,165
*Cedar Rapids	8,748	23.9		1,793
Totals	36,571	100.0%		9,312
<b>Director District 5:</b>				
Belle Plaine	4,127	11.4%	Bode	907
Benton	6,549	18.1		1,675
Shellsburg	1,269	3.5		388
Vinton	7,815	21.7		1,865
*Cedar Rapids	16,382	45.3		3,354
Totals	36,142	100.0%		8,189
<b>Director District 6:</b>				
Clear Creek	3,598	9.8%	Bode	909
Highland	3,036	8.3		823
Lone Tree	2,186	5.9		497
Mid-Prairie	6,959	18.9		1,473
Washington	9,759	26.6		2,172
*Iowa City	11,189	30.5		1,720
Totals	36,727	100.0%		7,594
<b>Director District 7:</b>				
Alburnett	2,418	6.7%	Bode	760
Linn-Mar	6,712	18.6		3,132
Marion	15,028	41.6		2,783
*Cedar Rapids	11,932	33.1		2,445
Totals	36,090	100.0%		9,120
<b>Director District 8:</b>				
*Cedar Rapids	36,767	100.0%	Bode	7,546
<b>Director District 9:</b>				
*Cedar Rapids	35,995	100.0%	Bode	7,383

\*Included in more than one elector district

Note: Dwight Bode, superintendent of the Joint County System of Benton, Cedar, Iowa, Johnson, Linn and Washington Counties, is designated to call the October 7, 1974, organizational meeting of the Area X Board of Directors.



## Population and Voting Data for Area XI

These data have been prepared by the staff of the Department of Public Instruction (Sec. 10.2) and are being certified to the school districts of Area XI for use in selecting members of the Board of Directors of the Area Education Agency.

Local School District	Official Census Population	Weighted District Vote	County Superintendent	January 1974 Enrollment	
<b>Director District 1:</b>					
Ames	40,938	67.1%	Miller	5,760	
Ballard	4,277	7.0		1,162	
Gilbert	2,122	3.5		609	
Nevada	6,686	11.0		1,564	
Nesco	1,919	3.1		428	
Roland-Story	3,721	6.1		1,073	
Colo	1,367	2.2		355	
Totals	61,030	100.0%		10,951	
<b>Director District 2:</b>					
Boone	14,343	23.1%	Jensen	2,841	
Central Dallas	1,748	2.8		378	
Dallas	3,231	5.3		828	
Grand	1,165	1.9		301	
Madrid	3,138	5.1		761	
Ogden	3,370	5.5		863	
Perry	8,786	14.3		1,800	
United	2,376	3.9		455	
Waukee	3,083	5.0		971	
Woodward-Granger	4,028	6.6		784	
Urbandale	14,434	23.5		3,690	
Dexfield	1,860	3.0		630	
Totals	61,562	100.0%		14,302	
<b>Director District 3:</b>					
Adel	3,329	5.5%	Barker	1,125	
Adair-Casey	1,942	3.2		622	
Audubon	5,936	9.9		1,476	
Bayard	1,394	2.3		289	
Carroll	14,257	23.7		1,450	
Coon Rapids	2,621	4.4		619	
Van Meter	1,424	2.4		367	
Earlham	2,699	4.5		578	
Exira	2,652	4.5		556	
Glidden-Ralston	2,477	4.1		519	
Guthrie Center	3,671	6.1		795	
Manning	3,164	5.3		839	
Stuart-Menlo	3,006	5.0		876	
Panora-Linden	2,377	4.0		594	
Winterset	7,276	12.1		1,651	
Y-J-B	1,828	3.0		439	
Totals	60,053	100.0%		12,795	
<b>Director District 4:</b>					
Carlisle	4,434	7.4%	Glasford	1,372	
Indianola	13,033	21.6		2,888	
Knoxville	10,044	16.6		2,293	
Melcher-Dallas	2,165	3.6		561	
Pella	10,006	16.6		1,555	
Pleasantville	2,966	4.9		753	
Southeast Warren	2,681	4.4		861	
Twin Cedars	3,084	5.1		705	
Norwalk	3,995	6.6		1,380	
Martensdale-St. Marys	1,959	3.2		559	
Interstate 35	3,027	5.0		938	
*Des Moines	3,009	5.0		597	
Totals	60,403	100.0%		14,462	
<b>Director District 5:</b>					
Baxter	1,576	2.6%		Glasford	404
Colfax	3,378	5.5	844		
Collins	1,001	1.6	211		
Lynnville-Sully	3,246	5.3	697		
Maxwell	1,710	2.8	358		
Mingo	1,016	1.7	291		
New Monroe	2,631	4.3	772		
Newton	20,633	33.7	4,812		
Prairie City	2,349	3.8	529		

## Area XI (Cont.)

### Director District 5: (Cont.)

Bondurant-Farrar	3,630	5.9		700
North Polk	2,939	4.8		756
Southeast Polk	8,857	14.5		3,353
Saydel	8,255	13.5		2,228
Totals	61,221	100.0%		15,955

### Director District 6:

West Des Moines	24,595	41.1%	Miller	6,529
Johnston	4,362	7.3		1,257
Ankeny	11,158	18.6		3,855
*Des Moines	19,793	33.0		4,016
Totals	59,908	100.0%		15,657

### Director District 7:

*Des Moines	62,016	100.0%	Miller	12,342
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### Director District 8:

*Des Moines	60,958	100.0%	Miller	12,129
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### Director District 9:

*Des Moines	60,647	100.0%	Miller	12,067
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\*Included in more than one elector district

Note: K. W. Miller, superintendent of the Joint County System of Polk and Story Counties, is designated to call the October 7, 1974, organizational meeting of the Area XI Board of Directors.

## Population and Voting Data for Area XII

These data have been prepared by the staff of the Department of Public Instruction (Sec. 10.2) and are being certified to the school districts of Area XII for use in selecting members of the Board of Directors of the Area Education Agency.

Local School District	Official Census Population	Weighted District Vote	County Superintendent	January 1974 Enrollment	
<b>Director District 1:</b>					
Akron	2,233	11.1%	Heacock	572	
Hinton	2,282	11.3		585	
LeMars	12,547	62.1		2,565	
*Remsen-Union	3,128	15.5		454	
Totals	20,190	100.0%		4,176	
<b>Director District 2:</b>					
Cherokee	8,816	44.8%	O'Donnell	1,897	
Aurelia	2,347	11.9		636	
Willow	1,693	8.6		447	
Holstein	2,466	12.5		581	
Galva	975	5.0		242	
Ida Grove	3,391	17.2		815	
Totals	19,688	100.0%		4,618	
<b>Director District 3:</b>					
Westfield	1,094	5.3%	Kinkead	333	
*Sioux City	19,396	94.7		3,950	
Totals	20,490	100.0%		4,283	
<b>Director District 4:</b>					
*Sioux City	19,868	100.0%	Kinkead	3,832	
<b>Director District 5:</b>					
*Sioux City	20,058	100.0%	Kinkead	3,865	
<b>Director District 6:</b>					
*Sioux City	19,707	100.0%	Kinkead	3,798	
<b>Director District 7:</b>					
*Remsen-Union	773	3.8%	Kinkead	112	
Kingsley-Pierson	2,887	14.1		747	
Sergeant Bluff-Luton	2,315	11.3		784	
Lawton-Bronson	2,492	12.2		766	
Woodbury Central	2,660	13.0		667	
Eastwood	2,241	11.0		551	
*Sioux City	7,070	34.6		1,361	
Totals	20,438	100.0%		4,988	
<b>Director District 8:</b>					
Dow City-Arion	1,540	7.7%		Reinhardt	430
Charter Oak-Ute	2,664	13.4	613		
East Monona	1,442	7.3	311		
West Monona	4,679	23.5	1,049		
Whiting	1,290	6.5	320		
Maple Valley	4,571	23.0	1,125		
Westwood	3,708	18.6	875		
Totals	19,894	100.0%	4,723		
<b>Director District 9:</b>					
Battle Creek	1,543	7.6%	O'Donnell	336	
Schleswig	2,288	11.3		552	
Denison	8,859	43.8		1,974	
Manilla	2,033	10.1		566	
Ar-We-Va	3,319	16.4		559	
Anthon-Oto	2,191	10.8		508	
Totals	20,233	100.0%		4,495	

\*Included in more than one elector district

Note: Richard Kinkead, superintendent of Woodbury County, is designated to call the October 7, 1974, organizational meeting of the Area XII Board of Directors.

## Population and Voting Data for Area XIII

These data have been prepared by the staff of the Department of Public Instruction (Sec. 10.2) and are being certified to the school districts of Area XIII for use in selecting members of the Board of Directors of the Area Education Agency.

Local School District	Official Census Population	Weighted District Vote	County Superintendent	January 1974 Enrollment
<b>Director District 1:</b>				
Clarinda	7,303	38.2%	Hensleigh	1,198
Farragut	2,223	11.7		507
Shenandoah	7,413	38.8		1,559
South Page	2,164	11.3		498
Totals	19,103	100.0%		3,762
<b>Director District 2:</b>				
Essex	1,630	8.1%	Fellows	358
Fremont-Mills	2,299	11.5		635
Glenwood	7,291	36.3		1,628
Hamburg	2,379	11.8		501
Malvern	2,068	10.3		450
Nishna Valley	1,852	9.2		458
Sidney	2,571	12.8		497
Totals	20,090	100.0%		4,527
<b>Director District 3:</b>				
Carson-Macedonia	2,058	10.5%	Bones	489
*Council Bluffs	1,792	9.1		407
Lewis Central	8,730	44.4		2,870
Oakland	2,790	14.2		666
Treynor	1,642	8.3		530
Underwood	2,666	13.5		782
Totals	19,678	100.0%		5,744
<b>Director District 4:</b>				
Anita	2,454	12.8%	Brouhard	619
Atlantic	10,109	52.7		2,286
C & M	2,004	10.4		435
Griswold	4,635	24.1		1,094
Totals	19,202	100.0%		4,434
<b>Director District 5:</b>				
*Council Bluffs	19,796	100.0%	Bones	4,546
<b>Director District 6:</b>				
*Council Bluffs	19,037	100.0%	Bones	4,363
<b>Director District 7:</b>				
*Council Bluffs	20,544	100.0%	Bones	4,714
<b>Director District 8:</b>				
Dunlap	2,154	10.9%	Slagle	634
Logan-Magnolia	2,775	14.0		779
Tri-Center	3,777	19.0		959
Missouri Valley	5,204	26.2		1,311
West Harrison	2,747	13.8		676
Woodbine	3,204	16.1		738
Totals	19,861	100.0%		5,097
<b>Director District 9:</b>				
Elk Horn-Kimballton	1,664	8.4%	Brouhard	455
Hancock-Avoca	2,597	13.2		612
Harlan	10,481	53.2		2,336
Irwin	1,715	8.7		460
Shelby	1,609	8.2		394
Walnut	1,639	8.3		347
Totals	19,705	100.0%		4,604

\*Included in more than one elector district

Note: Calvin Bones, superintendent of Pottawattamie County, is designated to call the October 7, 1974, organizational meeting of the Area XIII Board of Directors.

## Population and Voting Data for Area XIV

These data have been prepared by the staff of the Department of Public Instruction (Sec. 10.2) and are being certified to the school districts of Area XIV for use in selecting members of the Board of Directors of the Area Education Agency.

Local School District	Official Census Population	Weighted District Vote	County Superintendent	January 1974 Enrollment	
<b>Director District 1:</b>					
*Bridgewater-Fontanelle	2,039	23.1%	Whitaker	473	
*Creston	1,169	13.3		240	
*East Union	258	2.9		61	
Greenfield	3,600	40.8		818	
*Orient-Macksburg	1,758	19.9		407	
Totals	8,824	100.0%		1,999	
<b>Director District 2:</b>					
*Corning	4,412	48.9%	Whitaker	887	
*Creston	344	3.8		71	
*Lenox	400	4.5		89	
*Orient-Macksburg	184	2.0		43	
Prescott	850	9.4		235	
*Red Oak	280	3.1		59	
*Stanton	300	3.3		79	
*Villisca	2,248	25.0		595	
Totals	9,018	100.0%		2,058	
<b>Director District 3:</b>					
*Clarke	5,826	63.7%	Whitaker	1,338	
*East Union	1,409	15.4		330	
*Grand Valley	232	2.6		49	
*Mormon Trail	156	1.7		42	
Murray	1,520	16.6		343	
Totals	9,143	100.0%		2,102	
<b>Director District 4:</b>					
*Central Decatur	3,676	40.4%	Whitaker	752	
*Clarke	260	2.8		59	
*East Union	69	.8		16	
*Lamoni	3,145	34.6		466	
*Mormon Trail	1,943	21.4		528	
Totals	9,093	100.0%		1,821	
<b>Director District 5:</b>					
*Red Oak	8,215	88.7%	Whitaker	1,742	
*Stanton	993	10.7		263	
*Villisca	50	.6		14	
Totals	9,258	100.0%		2,019	
<b>Director District 6:</b>					
*Bedford	87	.9%	Whitaker	18	
*Central Decatur	641	6.9		131	
*Clarke	350	3.8		81	
*Clearfield	187	2.0		29	
*Creston	765	8.2		162	
Diagonal	832	8.9		214	
*East Union	690	7.4		161	
*Grand Valley	1,209	13.0		257	
*Lamoni	7	.1		1	
*Lenox	79	.8		18	
*Mount Ayr	4,469	48.0		870	
Totals	9,316	100.0%		1,942	
<b>Director District 7:</b>					
*Bedford	4,168	46.6%		Whitaker	865
*Clearfield	976	10.9	153		
*Corning	232	2.6	47		
*Lenox	1,941	21.7	433		
New Market	1,396	15.6	306		
*Villisca	127	1.4	33		
*Mount Ayr	105	1.2	20		
Totals	8,945	100.0%	1,857		
<b>Director District 8:</b>					
*Creston	8,234	87.6%	Whitaker	1,689	
*East Union	1,168	12.4		273	
Totals	9,402	100.0%		1,962	

\*Included in more than one elector district

Note: A. Joe Whitaker, superintendent of Adair, Adams, Clarke, Decatur, Montgomery, Ringgold, Taylor and Union Counties, is designated to call the October 7, 1974, organizational meeting of the Area XIV Board of Directors.

## Population and Voting Data for Area XV

These data have been prepared by the staff of the Department of Public Instruction (Sec. 10.2) and are being certified to the school districts of Area XV for use in selecting members of the Board of Directors of the Area Education Agency.

Local School District	Official Census Population	Weighted District Vote	County Superintendent	January 1974 Enrollment
<b>Director District 1:</b>				
*Cardinal	2,391	14.5%	Molsberry	532
Pekin	3,432	20.7		775
Keota	2,770	16.7		581
Sigourney	4,781	28.9		1,101
Tri-County	2,606	15.7		572
*North Mahaska	583	3.5		122
Totals	16,563	100.0%		3,683
<b>Director District 2:</b>				
*North Mahaska	2,581	15.4%	Molsberry	543
*Oskaloosa	14,220	84.6		2,594
Totals	16,801	100.0%		3,137
<b>Director District 3:</b>				
Fairfield	14,211	84.1%	Molsberry	2,952
*Cardinal	2,683	15.9		598
Totals	16,894	100.0%		3,550
<b>Director District 4:</b>				
*Ottumwa	17,165	100.0%	Hickman	3,635
<b>Director District 5:</b>				
*Ottumwa	16,807	100.0%	Hickman	3,563
<b>Director District 6:</b>				
*Oskaloosa	1,104	6.6%	Starcevich	201
Albia	8,418	50.1		1,915
Eddyville	3,265	19.4		861
Hedrick	1,352	8.1		313
Blakesburg	1,292	7.7		323
Fremont	1,362	8.1		218
Totals	16,793	100.0%		3,831
<b>Director District 7:</b>				
Chariton	8,243	51.5%	Haase	1,856
Wayne	4,482	28.0		884
A C L	878	5.5		151
*Seymour	1,039	6.5		204
Russell	1,361	8.5		318
Totals	16,003	100.0%		3,413
<b>Director District 8:</b>				
Centerville	10,619	63.8%	Starcevich	2,087
Moravia	2,293	13.8		488
Moulton-Udell	2,020	12.2		439
*Seymour	1,698	10.2		332
Totals	16,630	100.0%		3,346
<b>Director District 9:</b>				
Harmony	3,211	19.0%	Hickman	685
Van Buren	4,279	25.2		1,069
Fox Valley	1,619	9.6		307
Davis County	7,836	46.2		1,799
Totals	16,945	100.0%		3,860

\*Included in more than one elector district

Note: Irving Hickman, superintendent of Wapello and Van Buren Counties, is designated to call the October 7, 1974, organizational meeting of the Area XV Board of Directors.

## Population and Voting Data for Area XVI

These data have been prepared by the staff of the Department of Public Instruction (Sec. 10.2) and are being certified to the school districts of Area XVI for use in selecting members of the Board of Directors of the Area Education Agency.

Local School District	Official Census Population	Weighted District Vote	County Superintendent	January 1974 Enrollment
<b>Director District 1:</b>				
Mount Pleasant	11,367	50.3%	Ortmeyer	2,250
New London	2,800	12.4		678
Danville	2,773	12.3		591
Waco	3,036	13.4		758
Winfield-Mt. Union	2,170	9.6		481
*Burlington	443	2.0		87
Totals	22,589	100.0%		4,845
<b>Director District 2:</b>				
*Burlington	9,572	40.8%	Ortmeyer	1,965
Mediapolis	5,228	22.3		1,248
Morning Sun	1,432	6.1		304
Wapello	3,958	16.9		999
West Burlington	3,273	13.9		738
Totals	23,463	100.0%		5,254
<b>Director District 3:</b>				
*Burlington	22,656	100.0%	Ortmeyer	4,648
<b>Director District 4:</b>				
*Burlington	2,672	11.9%	Speas	551
*Fort Madison	19,699	88.1		3,477
Totals	22,371	100.0%		4,028
<b>Director District 5:</b>				
Central	5,114	22.4%	Speas	1,310
*Fort Madison	967	4.2		171
Keokuk	16,801	73.4		3,346
Totals	22,882	100.0%		4,827

\*Included in more than one elector district

Note: Howard Ortmeyer, superintendent of Henry, Des Moines, and Louisa Counties, is designated to call the October 7, 1974, organizational meeting of the Area XVI Board of Directors.

**Statement of Candidacy  
for Election to  
Area Education Agency Board of Directors  
Number \_\_\_\_\_**

In the matter of the proposed candidacy for election as a director of Director District No. \_\_\_\_\_ of the Area Education Agency Number \_\_\_\_\_, Board of Directors.

I, \_\_\_\_\_, \_\_\_\_\_, am an elector and resident of the  
(Name) (Address)  
\_\_\_\_\_ and an elector and resident of Director District Number \_\_\_\_\_.  
(Local School District)

First sworn deposed and say:

that I am a duly qualified candidate for Director of Director District Number \_\_\_\_\_ of the Area Education Agency Number \_\_\_\_\_ Board of Directors.

\_\_\_\_\_  
(Signature)

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 1974.

\_\_\_\_\_  
(Notary Public)

\_\_\_\_\_ County  
State of Iowa

**Note:** This "Statement of Candidacy" should be filed with the county superintendent responsible for calling the district convention at least ten days prior to the date of the district convention.



Suggested Agenda for A.E.A. Director District Conventions - 1974

1. Call to order
2. Appointment of Acting Secretary
3. Roll Call of Each Board Represented in Director District
4. Explanation of Voting Procedure and Appointment of Canvassing Committee
5. Requirements of Eligibility for A.E.A. Board Candidates
  - a. Resident of Director District
  - b. Eligible Voter
  - c. *Not* a Public School District Employee
  - d. *Not* a Member of Merged Area Board
6. Presentation of List of Candidates Who Have Filed by Name and Address
7. Nominations from Floor
8. Casting of Votes by Written Ballot
9. Computation and Canvass of Voting Results by Appointed Canvassing Committee
10. Declaration of Winner
11. Two copies of the election results must be filed with the county superintendent who is designated to call the October 7, 1974 organizational meeting. One of these copies must be forwarded to the Department of Public Instruction immediately upon receipt by the county superintendent.

AEA Director District \_\_\_\_\_

\_\_\_\_\_, Presiding

Convention Location \_\_\_\_\_

Date and Time \_\_\_\_\_, 1974

OFFICIAL BALLOT FOR 1974 A.E.A. DIRECTOR DISTRICT CONVENTIONS

Director District \_\_\_\_\_

I, \_\_\_\_\_, being duly authorized by the \_\_\_\_\_ Community School Board of  
Directors, hereby cast the weighted vote of that Board for \_\_\_\_\_ as Director of  
District \_\_\_\_\_ for the Area Education Agency Board of Directors.

Date: \_\_\_\_\_, 1974

Weighted Vote \_\_\_\_\_

**Resolution  
of  
Certification**

There are some instances where local boards of education will be casting elector votes in five or more elector conventions for election of area education agency boards of directors under Senate File 1163.

If the local board of education determines that a majority of the board will be unable to attend an elector convention of a director district for an area education agency, they should by recorded board action appoint a delegate and an alternate who will carry the power to cast all of the board's weighted voting power to an elector district candidate.

This certificate should be presented to the chairman of the elector district convention at the time the elector convention is held.

\* \* \* \* \*

I, \_\_\_\_\_, President of the \_\_\_\_\_ Board of Education, certify that on \_\_\_\_\_, 1974, the \_\_\_\_\_ Board of Education adopted a resolution appointing \_\_\_\_\_ as delegate, \_\_\_\_\_ as alternate delegate, with full authority to cast our weighted elector votes for district director at the elector district convention No. \_\_\_\_ of the Area Education Agency No. \_\_\_\_ on \_\_\_\_\_, 1974.

Certified on this \_\_\_\_ day of \_\_\_\_\_, 1974.

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Local School District

State of Iowa  
DEPARTMENT OF PUBLIC INSTRUCTION  
Administration and Finance Division  
Grimes State Office Building  
Des Moines, Iowa 50319

ADDENDUM to:

Guidelines and Departmental Rules for the  
Administration of SF 1163

The question has arisen concerning the need for a county board of education election if there is a vacancy on the board of education or if a vacancy has been filled by county board appointment.

The answer to both questions is "yes." A county board of education election will need to be held in September to fill the vacancy on the board of education or an appointed board member position.

SF 1163, Section 1, states: "Terms of office of members of the boards of directors of county school systems and joint county systems expiring on October 7, 1974 are extended until July 1, 1975 and members shall not be elected to county boards of education and joint county boards at the regular school election in 1974, except to fill a vacancy."

Chapter 273.4, Code of Iowa, states: "Vacancies on said board shall be filled at the next regular meeting of the board by appointment by the remaining members of the board until the next annual school election at which election a member shall be elected to fill the vacancy for the balance of the unexpired term."

Enclosed find a supplemental addition to material received entitled "Official Election Returns for 1974 AEA Director District Convention."

"Majority of Votes Cast" means the largest number of votes represented and voted at the director district convention.

OFFICIAL ELECTION RETURNS FOR  
1974 AEA DIRECTOR DISTRICT CONVENTIONS\*

Area Education Agency  
No. \_\_\_\_\_

Director District  
No. \_\_\_\_\_

I, \_\_\_\_\_, as appointed chairman of Director District  
Convention Number \_\_\_\_ of the Area Education Agency Number \_\_\_\_, which was held  
at the \_\_\_\_\_ of the \_\_\_\_\_ on \_\_\_\_\_  
(Facility) (Local School District) (Date  
\_\_\_\_\_, 1974, certify on this \_\_\_\_ day of \_\_\_\_\_, 1974,  
and Time)  
that \_\_\_\_\_, an elector and resident of Director District  
(Name of Candidate)  
Number \_\_\_\_, received a majority of the votes cast at the district elector  
convention.

\_\_\_\_\_  
Chairman, District Elector Convention

\* Two copies of the election results must be filed with the county superintendent who is designated to call the October 7, 1974 organizational meeting. One of these copies must be forwarded to the Department of Public Instruction, Administration and Finance Division, immediately upon receipt by the county superintendent.

SECTION II

PROPOSED RULES

TITLE X

SPECIAL EDUCATION AND GUIDANCE

CHAPTER 12  
SPECIAL EDUCATION

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SCOPE, GENERAL PRINCIPLES AND DEFINITIONS

- 12.1 Scope
- 12.2 General principles
- 12.3 Definitions

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METHODS OF PROVIDING PROGRAMS AND SERVICES

- 12.4 Regular instruction preferred
- 12.5 Special education instructional programs
- 12.6 Itinerant model
- 12.7 Home services; hospital services
- 12.8 Special school provisions
- 12.9 Transportation
- 12.10 Special education centers

DIVISION III

DISTRICT AND AREA RESPONSIBILITIES

- 12.11 School district responsibilities
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DIVISION IV

PLANNING

- 12.13 Content and development of plan
- 12.14 Basis of approval of plan
- 12.15 Approval of plan: exceptions
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- 12.17 Programs and procedures required
- 12.18 Identification, assessment and evaluation
- 12.19 Placement
- 12.20 Scheduling; records
- 12.21 Habilitation and instruction
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- 12.24 Records and reports

DIVISION VI

PERSONNEL

- 12.25 Certification
- 12.26 Authorized personnel
- 12.27 Support personnel ratios
- 12.28 Paraprofessionals

DIVISION VII

FACILITIES, MATERIALS AND EQUIPMENT

- 12.29 Facilities
- 12.30 Materials and equipment

DIVISION VIII

PROGRAM REVIEW

- 12.31 Reports and consultation
- 12.32 Rule exception
- 12.33 State aid

DIVISION IX

PUBLIC PARTICIPATION

- 12.34 Information
- 12.35 Advisory mechanisms and procedures

DIVISION X

FINANCE

- 12.36 Administrative support
- 12.37 Contractual agreements
- 12.38 Research and demonstration projects and models for  
special education program development
- 12.39 Additional services
- 12.40 Extended year or vacation period programs
- 12.41 Special education centers
- 12.42 Program costs



STATE OF IOWA

BOARD OF PUBLIC INSTRUCTION

Pursuant to the authority conferred by section 281.3, Code of Iowa, and for the purpose of implementing Chapter 281, Code of Iowa, Title X of the Rules of the State Department of Public Instruction, which appears at pages 720 through 724 of the 1973 I.D.R., and consists of Chapter 12, is hereby rescinded and the following adopted in lieu thereof.

DIVISION I

AUTHORITY, SCOPE, GENERAL PRINCIPLES AND DEFINITIONS

12.1(257, 281 and 442) Scope. These rules apply to the provision of educational and education-related services to children requiring special education between birth and the age of 21 (and to a maximum allowable age in accord with section 281.8 of the Iowa Code) who are enrolled in the public schools of this state or in non-public schools. In addition, they apply to children who require special education and are being educated at home, in hospitals, or in facilities other than schools, and to persons below or above the compulsory school attendance age, to the extent that programs of special education and related services are required or available pursuant to statute for such persons.

12.2(257, 280 and 281) General Principles.

12.2 (1) Special education programs and services must be made available to all children requiring special education. For all persons referred to in section 12.1 of these rules, required services include screening, assessment and evaluation to ascertain whether a pupil is in need of special education, remedial or supportive instruction and habilitation, counseling or other aid in order to permit each child requiring special education to benefit from an educational program or service or to perform reasonably therein.

12.2 (2) It is the responsibility of school districts to assure special education programs and services adequate to meet the requirements of state statute and these rules. This responsibility shall be met by one or more of the following: by each school district acting for itself; by action of two or more school districts through establishment and maintenance of joint programs; by the area education agency; by contract for services from suitable public or private agencies having the appropriate programs, capacity and competence; or, by any combination of the foregoing. Regardless of the method or methods chosen the individual school district

has the responsibility and is accountable for provision and appropriateness of the programs and services. The appropriateness of special education programs and services shall be determined by the area education agency director of special education.

12.2 (3) To the extent practicable, children requiring special education programs or services shall be educated in the regular school program of the school district; shall receive instruction in classes attended primarily by pupils who are not handicapped; shall receive instructional time equivalent to pupils who are not handicapped; and, shall be furnished such supplemental equipment, facilities, instructional materials and remedial or other services as may be necessary to enable them to perform satisfactorily in the normal environment of the school. Special education instructional classes, facilities, and services shall be provided outside of the regular school program only to the extent that such other locations are necessary for the proper performance of clinical, medical or other services or that performance requires personnel, equipment or facilities which cannot be reasonably and efficiently accommodated on the premises of regular schools.

12.3(281) Definitions. As used in these rules:

12.3 (1) "Department" means the state department of public instruction.

12.3 (2) "Parent" means a natural parent or any other person who has personal guardianship rights and responsibilities for a pupil.

12.3 (3) "Pupil" means a person over seven and under sixteen years of age who pursuant to the statutes of this state is entitled or required to receive a public education; a person under seven or over sixteen years of age who pursuant to the statutes of this state is entitled to receive a public education; and, a person under twenty-one years of age who pursuant to the statutes of this state is entitled or required to receive special education programs and services.

12.3 (4) "'Children requiring special education" are those pupils handicapped in obtaining an education as specified in Chapter 281 of the Iowa Code, and as defined in these rules.

a. "Physical disability" is the inclusive term used in denoting physical or visual impairments of pupils requiring special education programs and services.

(1) Pupils with physical impairments manifest an aberration of an essential body structure, system or function. Included may be disabilities resulting from cardiac, congenital or orthopedic anomalies and conditions, or conditions of unknown or miscellaneous causes.

(2) Pupils with visual impairments are those whose vision deviates from the normal to such an extent that they, in the combined opinion of an educator qualified in the education of the visually impaired and an eye specialist, require special education programs, facilities, or services. Visual acuity and educational functioning are used in determining needs of partially sighted and blind pupils.

b. "Mental disability" is the inclusive term denoting significant deficits in adaptive behavior and sub-average general intellectual functioning. For educational purposes, adaptive behavior refers to the individual's

effectiveness in meeting the demands of his environment and sub-average general intellectual functioning as evidenced by performance greater than one standard deviation below the mean on a reliable individual test of general intelligence valid for the individual pupil.

c. "Emotional disability" is the inclusive term denoting behaviors manifested within the school setting which significantly interfere with the learning process, interpersonal relationships or personal adjustment of the pupil and require provision of special education programs and services. Behaviors indicative of emotional disability may include but are not limited to:

- (1) Withdrawal from social interaction in the school environment.
- (2) Difficulty in maintaining satisfactory interpersonal relationships with peers or adults.
- (3) Consistently inappropriate behavior under normal circumstances.
- (4) General pervasive mood of unhappiness or depression.

d. "Communication disability" is the inclusive term denoting deficits in language, voice, fluency, articulation and hearing.

(1) Impairment in language is a disability in verbal learning resulting in a markedly impaired ability to acquire, use or comprehend spoken, read or written language due to difficulties in acquisition and usage of syntax, morphology, phonology and semantics.

(2) Impairment in voice is an abnormality in pitch, loudness or quality resulting from pathological conditions, psychogenic factors or inappropriate use of the vocal mechanism which interferes with communication or results in maladjustment.

(3) Impairment in fluency is a disruption in the normal flow of verbal expression which occurs frequently, or is markedly noticeable and not readily controllable by the pupil. These disruptions occur to the degree that the pupil or his listeners evidence reactions to the manner of one's communication and one's disruptions so that communication is impeded.

(4) Impairment in articulation is defective production of phonemes which interferes with ready intelligibility of speech.

(5) Impairment in hearing is a loss of auditory sensitivity ranging from mild to profound which may effect one's ability to communicate with others.

(a) "Deaf" pupils include those individuals whose hearing impairment is so severe that they do not learn primarily by the auditory channel even with a hearing aid, and who need extensive specialized instruction in order to develop language, communicative and learning skills.

(b) "Hard of hearing" pupils include those individuals whose level of communicative ability is adequate to allow them to acquire speech, language and to learn by auditory means although they may experience difficulty, under certain circumstances, in oral communication, language and learning skills with or without amplification and who may need various classroom and instructional modifications in order to make full use of school experiences.

e. "Learning disability" is the inclusive term denoting deficiencies which inhibit a pupil's ability to efficiently learn in keeping with his potential by the instructional approaches presented in the usual curriculum and require special education programs and services for educational progress.

These deficiencies occur in the acquisition of learning skills and processes or language skills and processes, including, but not limited to the ability to read, write, spell or arithmetically reason and calculate. These deficiencies may also be manifested in an inability to receive, organize, or express information relevant to school functioning.

The deficiencies displayed by pupils with learning disabilities are not primarily due to sensory deprivation, mental disabilities, severe emotional disabilities, or a different language spoken in the home.

f. "Children who are chronically disruptive" refers to those pupils who, due to marked personal, school, family or community adjustment problems, have been excluded from school, are under judicial jurisdiction and require a self-contained special class program.

12.3 (5) "Children who are handicapped in obtaining an education" are those pupils whose educational potential cannot be adequately realized in the regular school experience without the provision of special education programs or services.

12.3 (6) "Special education programs and services" are all special education activities provided for children requiring special education by the department, area education agency or school district. Special education provides a continuum of program and service options in order to provide the intervention which is required to meet the educational needs of each pupil regardless of his disability.

12.3 (7) "Special education instructional programs are those regular or special education classroom and instructionally related activities for children requiring special education ordinarily provided by the school district but which in some instances, subject to the approval of the department, may be contracted from the area education agency or another public or private agency.

12.3 (8) "Special education support programs and services" are those special education activities including inter-district transportation and other unique service needs as approved by the department which augment, supplement or support regular or special educational programs and services for children requiring special education and which are ordinarily provided by the area education agency but may be provided by contractual arrangement, subject to the approval of the department, by the school district or another qualified public or private agency.

12.3 (9) "Director of special education" means the director of special education of the area education agency.

12.3 (10) "Severely handicapped" are those pupils also termed "profoundly handicapped" who have special education needs which require intensive special education programs and services.

12.3 (11) "Multiple handicaps" are those conditions in which a pupil has two or more disabilities requiring intensive special education programs and services designed to ameliorate the effects of the combined disabilities.

## DIVISION II

### METHODS OF PROVIDING PROGRAMS AND SERVICES

12.4(281) Regular Instruction Preferred. In implementation of section 281.2 of the Iowa Code and these rules, children requiring special education shall attend regular class and receive services in a regular school to the maximum extent possible and appropriate. It is the policy of the department that school districts shall in cooperation with the area education agency, assemble sufficient numbers of children requiring special education in individual regular schools so that they may be efficiently served in conjunction with school programs for non-handicapped pupils.

12.5(281) Special Education Instructional Programs. Special education instructional programs may be of three types:

12.5 (1) Self-contained special class: an educational program serving pupils with similar special education needs to the degree that they require special education instruction on a full time basis. Such pupils ordinarily cannot profit from participation with regularly enrolled pupils in academic subjects but benefit from integration into other school activities.

12.5 (2) Special class with integration: an educational program for children requiring special education with similar educational needs who are enrolled in a special education classroom but who can profit from participation in one or more academic subjects with pupils who are not handicapped. These programs may be operated on a multi-disability basis when approved by the department.

12.5 (3) Resource teaching program: an educational program for children requiring special education who are enrolled in a regular classroom program for most of the school day but who require special education instruction in specific skill areas on a part-time basis. These programs may be operated on a multi-disability basis.

12.6(281) Itinerant Model. Special education programs and services may be provided on an itinerant basis whenever the number and location of pupils to be served does not justify their provision by professional personnel attached on a full-time basis to two or less attendance centers. It shall be a condition precedent to approval of an itinerant program that the director of special education submit evidence satisfactory to the department that the quantity and quality of an itinerant program does and will continue to meet the requirements of each pupil at each location and in the area as a whole.

12.7(281) Home Services; Hospital Services. Pupils whose condition is such as to preclude their attendance at school shall not be denied instruction on account thereof. Instruction and appropriate special education services shall be provided through home or hospital programs. The provision of special education programs and services for homebound or hospitalized pupils will be approved only for those pupils with a disability (or disabilities) which precludes their participation in the regular or special education program conducted in schools or related facilities.

12.8(281) Special School Provisions.

12.8 (1) Special schools for children who cannot be effectively educated in the regular schools shall be maintained by individual school districts; jointly by two or more school districts; by the area education agency; jointly by two or more area education agencies; or, by contractual agreement. In appropriate circumstances, such schools may provide services of a supplementary or support character for regular schools and children in attendance in them.

12.8 (2) School districts may make provision for children requiring special education by contracting with a private school or facility offering competent and appropriate programs and services, but in the case of a particular pupil, the program or service furnished shall be in a private school or facility only if it is impracticable for the school district to provide the program or service pursuant to subdivision (1) of this section.

12.8 (3) The state may provide instruction and related services in special schools which it maintains and operates, but in the case of a particular pupil, consideration will first be given to accommodation of the pupil in a regular school, or in a school maintained and operated pursuant to subdivision (1) of this section.

12.8 (4) When the choice is between accommodating a pupil in a private facility or program or in a state school, the decision shall be made on the basis of the following criteria:

a. The comparative distances of the facilities involved from the pupil's home or regular place of residence.

b. The comparative quality and suitability of the state and private programs being considered.

12.9(281) Transportation. School districts shall make provisions for special transportation for any pupil whose handicap or subsequent special education program or service requires him to be transported to and from or in and about school.

12.10(281) Special Education Centers. Special education centers may be established pursuant to section 281.4(10) of the Iowa Code and subject to approval by the department.

DIVISION III

DISTRICT AND AREA RESPONSIBILITIES

12.11(281) School District Responsibilities.

12.11 (1) To the extent, and in those cases where it is not expressly otherwise provided by state statute, it is the responsibility of each school district to provide each pupil who is a resident thereof with a suitable special education program of instruction and with services incidental thereto. This responsibility may be fulfilled by using the service delivery alternatives and program options as enumerated in Division II of these rules, with the extent and character of pupil need as the chief determinant of the nature and degree of intervention provided.

12.11 (2) School districts, in conjunction with the area education agency or the department, shall implement activities designed to evaluate and improve special education programs and services.

12.11 (3) School districts should cooperate in research activities designed to evaluate and to improve programs and services received by children requiring special education.

12.11 (4) School districts contracting with other districts, area education agency, or private agencies to provide programs for an individual pupil or groups of pupils shall maintain responsibility for pupils receiving such programs or services by:

a. Insuring the adequacy and appropriateness of the program or service provided by requiring and reviewing periodic reports; and,

b. Conditioning payments on the proper delivery of program or service.

12.11 (5) The school district shall assist the area education agency in selecting the site or sites of special education programs and services from among the several schools which may be within the area.

12.11 (6) Policies, rules and procedures pertinent to the provision of special education programs and services shall be filed at the area education agency.

12.12(281) Area Education Agency Responsibilities.

12.12 (1) The area education agency shall develop policy and provide special education programs and services to children requiring special education pursuant to Chapter 1172, Acts of the 65th G.A., 1974 Session, (S.F. 1163) and these rules.

12.12 (2) Area education agencies contracting with school districts, other area education agencies, or private agencies to provide programs or services for individual pupils or groups of pupils shall maintain responsibility for quality of such programs or services by:

a. Insuring the adequacy and appropriateness of the programs or services provided by requiring and reviewing periodic reports; and,

b. Conditioning payments on the proper delivery of programs or services.

12.12 (3) The area education agency shall maintain sufficient records and reports for audit by the department pursuant to section 281.9 of the Iowa Code.

12.12 (4) School district and area education agency policies, rules and procedures pertinent to the provision of special education programs and services shall be filed at the area education agency.

12.12 (5) The area education agency and school districts shall insure that rules pertinent to programs and services, eligibility, equipment, materials, facilities, evaluation, supervision and duties of personnel are observed in extended year or vacation period programs for children requiring special education.



DIVISION IV

PLANNING

12.13(281) Content and Development of Plan.

12.13 (1) On or before November 1, of each year for the school year commencing the following July 1, each area education agency shall submit to the department, on forms provided by it, a plan for providing comprehensive special education programs and services for pupils, and for relating such programs and services to the educational needs of children requiring special education within the area served by the area education agency. The plan shall:

a. Set forth the number of children in the area in need of special education; the number presently receiving it; and the means being employed or proposed to be employed to provide appropriate special education to any child not receiving it but in need thereof.

b. Identify the kinds of special education required to meet the needs of all children in the area; the numbers of children needing each type, and the number presently receiving that type of special education.

c. Provide a statement indicating to what extent the children referred to in response to items a. and b. hereof receive special education (e.g., on a daily basis throughout the school year, on a part-time basis, or at intervals).

d. Survey existing programs, services and facilities and provide an assessment of pupil needs.

e. Identify the goals and objectives of planned programs and services and designate the role of staff to meet these goals and objectives.

f. Specify provisions for the ongoing identification, assessment, evaluation and placement of pupils in appropriate programs and services, the extent of parental involvement, cooperation with appropriate community service agencies, and the use and composition of diagnostic-educational teams for evaluation and placement recommendations.

g. Describe provisions for the orderly development of sequential programs and services including curriculum, instructional resources, administrative/supervisory services, staffing, personnel training, facilities, funding sources, and any plans for cooperative or contractual arrangements.

h. Describe the design for evaluation of programs and services.

i. Be revised and resubmitted annually.

12.13 (2) The plan shall identify, by district, the number of personnel positions, sponsoring agency, and geographical location of programs and services. Names of professional personnel employed to fill the positions shall be submitted to the department by September 15 of the school year in which the plan is in force.

12.13 (3) Special education programs and services shall be preceded by careful planning which insures proper identification of pupils, meeting

of required standards, and continuity of instruction which includes follow-up activities at all levels consistent with needs of each child requiring special education. Consideration shall be given to the number of children requiring special education necessary to produce appropriate groupings according to the nature and severity of disability, ages of pupils, educational objectives at all educational levels, and to the provision for appropriate and continuous identification procedures.

12.13 (4) Written approval shall be obtained from the department prior to initiation of special education programs and services which depend upon the employment of personnel who are employed part-time in special education and part-time in other capacities within the school or part-time in two or more of the special education personnel areas, or, only part-time within the school system.

12.14(281) Basis of Approval of Plan. Department approval of each area education agency plan shall be based on the following:

12.14 (1) Receipt of data and information from which it can reasonably be concluded that there are or will be procedures and resources to provide the programs and services required by state statute and these rules.

12.14 (2) Prior approval of the area education agency plan by the area board of directors.

12.14 (3) Verification of the data and information submitted and supplemental information acquired by site visits, program reviews and otherwise, when deemed appropriate by the department.

12.14 (4) Evidence of school district involvement in the formulation of the area education plan.

12.15(281) Approval of Plan: Exceptions. The department will notify each area education agency in writing of the approval of its plan. If approval is denied, the written notice thereof shall contain a statement of the reasons therefore. A plan may be approved in part, or subject to the remedying of deficiencies or omissions. A plan denied approval in whole or in part shall be revised and resubmitted by the area education agency.

12.16(281) Approval of Plan: Personnel. No plan shall be approved unless the department is satisfied that the personnel resources committed thereto by the area education agency or the participating school district or districts is sufficient for the provision of adequate services. The grounds for requiring increased personnel shall include:

a. Newly identified children requiring special education support services.

b. Referral backlog of pupils who need special education identification and evaluation.

c. Implementation of new models and increased intervention for previously identified pupils.

d. Demographic consideration which make it appear that present staff distributions cannot reasonably service the entire area and its children requiring special education.

DIVISION V

SERVICES AND PROGRAM MANAGEMENT

12.17(281) Programs and Procedures Required. Consistent with provisions of a working environment which will encourage efficient and effective utilization of the professional abilities and time of special educators and the integration of special education programs and services with the instructional and other programs of the school district as a whole, the area education agency and school district shall establish and maintain procedures to provide the programs and services identified herein.

12.18(281) Identification, Assessment and Evaluation. Each area education agency, in conjunction with each school district, shall establish and maintain an ongoing identification, assessment and diagnostic program to insure early identification of and appropriate service for children requiring special education. The program shall include:

12.18 (1) Screening for pupils who may require special education which is consistent with the following:

a. The population to be screened and the screening model(s) used shall be specified.

b. Qualified personnel shall conduct or supervise screening programs. Paraprofessional personnel, after receiving appropriate training, may assist in screening under supervision of a qualified professional.

c. Measures shall be included to secure procedural uniformity by all examiners.

d. Control measures shall be included to validate and, where necessary, to refine screening procedures.

e. Referral for further evaluation shall be arranged for those pupils who show problems significant enough to warrant further diagnostic study.

12.18 (2) A referral system which includes interaction with pupils, teachers, school administrators, parents and others having specific responsibilities for or knowledge of pupils who may require special education. The referral system shall show specific procedures for:

a. Securing initial screening for previously unidentified pupils who may require special education.

b. Obtaining health history, social work services, psychological evaluation, educational evaluation, vision evaluation, language, speech and hearing evaluations and other evaluations considered necessary for pupils as a result of special education screening or assessment.

12.18 (3) Specialized tests, materials and equipment appropriate to the diagnostic process shall be available for use by qualified professionals.

a. When assessment and diagnostic procedures and instruments are selected, adjustments shall be made where necessary to account for sensory and physical differences, emotional and perceptual characteristics, socio-cultural and linguistic background and home environment of pupils. The appropriateness of such procedures and instruments shall be considered in administering such tests and evaluating the results.

b. Tests to determine the intellectual functioning of hearing impaired pupils shall be selected from non-language performance scales standardized on, or adapted for, the hearing impaired.

12.18 (4) A confidential record, subject to audit by the department, registering the name and certified disability of each child requiring special education and shall be maintained by the area education agency and provision made for its periodic revision. Adequate records of the population screened shall be maintained.

12.18 (5) If the screening, assessment and evaluation procedures required by these rules are performed under contract by an agency other than the school district or area education agency, it shall be the duty of the area education agency to assure that these requirements are met.

12.19(281) Placement.

12.19 (1) The area education agency shall have written procedures for the determination of eligibility and placement of pupils in appropriate special education programs and the receipt by pupils of special education services. The area education agency and any school district therein, in discharging its responsibilities in connection with the provisions of special education, shall employ such procedures. They shall include:

a. The utilization of diagnostic-educational teams for evaluation and placement recommendations for children requiring special education instructional programs.

b. The compilation or acquisition of a comprehensive educational evaluation for each pupil which includes recent evaluations of vision, hearing, language and speech, intellect, social functioning, academic status, health history, and other elements as deemed appropriate by the diagnostic-educational team.

c. A process for informing the parents of the results of screening, assessment, diagnosis and which also provides for parental involvement in determining plans for habilitation prior to placement of any child requiring special education.

d. Specified procedures for parental appeal of placement decisions as defined in section 281.6 of the Iowa Code.

e. The director of special education's certification and assignment of the appropriate weighted enrollment factor.

12.19 (2) When decisions for professional programs and services are made for a particular handicapping condition, the appropriate specialist shall have primary responsibility for recommending the type of program model needed, the extent of services to be provided and the frequency of direct/indirect contacts scheduled for the pupil.

12.19 (3) When recommendations for a pupil with emotional disabilities indicate a need for provision of services in a special class, self-contained special class or class for pupils with severe handicaps, a clinical psychologist or psychiatrist, approved by the department, shall be consulted

prior to certification by the director of special education. Such consultation may provide recommendations for additional evaluation, instructional and support services necessary to meet the pupil's needs.

12.19 (4) Placement of each child requiring special education shall be reviewed for appropriateness on an annual basis. When comprehensive re-evaluation is required or requested by school personnel or parent, the pupil shall be referred to the diagnostic-educational team. In either case, written documentation shall be prepared for:

- a. Continuation in the program,
- b. Transfer to a different program or service, or,
- c. Dismissal and follow-up.

12.19 (5) Maximum class size limits are set forth in the following chart and may not exceed the number of pupils indicated.

	Itinerant Teacher	Resource Teaching Programs	Special Class With Integration		Self-Contained Special Class			Severely Handi-capped
			Elementary	Secondary	Preschool	Elementary	Secondary	
Communication Disability	Not An Option	18	12	15	D e p a r t m e n t  A p p r o v a l	8	10*	5
Hearing Impaired	10	Department Approval	10	10		8	10*	5
Emotional Disability	10	18	12	15		8	10*	5
Learning Disability	10	18	12	15		8	10*	5
Mental Disability	Department Approval	18	12	15		8	10*	5
Physical Disability	10	18	12	15		8	10*	5
Visually Impaired	10	Department Approval	12	15		8	10*	5
Chronically Disruptive	Not An Option							5
Multiple Handicaps	Not An Option							5

\* Self-contained special classes at the secondary level may be operated with an enrollment limit of 15 students if a work experience instructor supervises on-the-job work experience and provides related instruction.

NOTE: Chronological Age Range Limitations

1. Resource teaching programs and special classes with integration will be housed in elementary or secondary school facilities and serve pupils of a corresponding age range.
2. Self-contained special classes may be operated at the preschool level or other instructional levels so long as the chronological age range of pupils enrolled does not exceed six (6) years.

12.20(281) Scheduling; Records.

12.20 (1) Within the first 30 days of the school year, each school district, in conjunction with the area education agency, shall provide for the initiation of screening and assessment programs in its schools in order to ascertain which pupils may require special education programs and services.

12.20 (2) Children requiring special education who are pre-registered for the school year or who were enrolled previously and are known to require continued special education of a particular kind or degree shall receive such services or programs as are necessary to permit their satisfactory performance in the education program from the beginning of the school year. Facilities, personnel, classes, supplementary activities, equipment and supplies shall be provided to accomplish this requirement. Necessary programs and services may also be provided to pupils on an extended year basis or in sessions during vacation periods.

12.21(281) Habilitation and Instruction.

12.21 (1) The programs and services provided by special education staff shall be based on and responsive to assessment and diagnostic evaluation of the pupil's case history and present status. The relationship between the special education provided and the overall needs of the child shall be fully considered. The approach shall be interdisciplinary and shall have the objective of improving the capacity of the pupil to learn and function, as nearly as may be, in a normal family and community environment or, if that is not probable of attainment, in the environment most suitable for the pupil.

12.21 (2) The programs and services provided for each child requiring special education shall be contained in a written individualized plan which includes:

a. Establishment of goals and objectives to meet individual needs which are consistent with the pupil's total educational program and curriculum, including opportunities for vocational and career education.

b. Continuous evaluation of the efficacy of the special education program or service provided for each pupil, with resultant redefinition of objectives and habilitative or instructional procedures as needed.

c. The setting forth of the goals and objectives which, when attained, will warrant a change in services provided or dismissal from the program.

d. Reporting pupil status on a periodic basis to parents, teachers and other responsible parties involved.

• 12.22(281) Consultative Services. Special education consultative services include:

12.22 (1) Provision of information and support to classroom teachers, curriculum specialists, special education support personnel and administrators.

12.22 (2) Supervision and training of aides.

12.22 (3) Inservice training of personnel providing or being prepared to provide instructional or related services.

12.22 (4) Parent counseling and instruction.

12.22 (5) Demonstration of instructional or therapeutic procedures and techniques.

12.22 (6) Curriculum development activities.

12.23(281) Coordination Time. Coordination time shall be provided to staff delivering special education programs and services to allow staff to perform necessary professional responsibilities, such as:

12.23 (1) Parent conferences.

12.23 (2) Attendance at inservice professional development activities.

12.23 (3) Consultations with medical, teaching and other professional support personnel.

12.23 (4) Screening, assessing and evaluating pupils referred after the initial identification program has ended.

12.23 (5) Classroom observation of pupils.

12.23 (6) Planning, record keeping and correspondence.

12.24(281) Records and Reports.

12.24 (1) For each pupil, all screening, assessment and evaluation results shall be evaluated promptly, and a full record made and preserved. The record shall show in detail the handicapping condition of the pupil with respect to performance and capability. For children identified as needing special education programs or services, their records shall also show the certified handicapping condition, the program or services required, and the manner of and extent to which they are being provided, together with the course of progress or regression, if any. Such records shall be confidential and neither the records themselves nor information contained therein shall be disclosed to any persons, except for school personnel required to use them in connection with the instruction or treatment of the pupil, the parents of the pupil, or persons authorized by a parent. The parental authorization must be in writing and signed.

12.24 (2) Records initiated in accordance with the foregoing paragraph shall be maintained in a current status.

12.24 (3) The area education agency shall adopt and recommend an individual case record for use by professional staff incorporating the following characteristics:

a. The written program and services planned as required by section 12.21 (2) of these rules.

b. Relevant background data, results of assessment and diagnostic reports.

c. The person responsible for primary management of each case and other participants involved.

d. A chronology of all programs or services rendered. Each item appearing in the record shall be dated and signed by the person providing the program or service.

e. Progress reports for pupils receiving services shall be prepared at regular intervals and shall become part of each pupil's case record. A final summary report shall be prepared at the time when services are terminated.

12.24 (4) Individual case records shall be considered official school records and subject as such to general regulations regarding



such records. They shall be kept in a manner which insures security, continuity and confidentiality. (See Chapter 68A of the Iowa Code.)

12.24 (5) The custodian of case records shall not furnish them, or information from them, to persons not professionally employed by the school district or area education agency, unless the custodian is in receipt of a release signed by the parent authorizing the furnishing of case record information. Such a release shall provide authority for the furnishing of information only to the person or persons specified therein, unless the terms thereof make it clear that the release is a general release. Whenever information is released, a record shall be made and preserved that shows the recipient and the date of transmittal.

12.24 (6) Procedures shall be established to terminate maintenance of individual case records when the instructional and habilitative program is completed and the pupil no longer has need for services. If there is no time period otherwise prescribed, records shall be kept until not less than three years after the pupil has completed the school program or would have reached the maximum age of compulsory school attendance. This does not preclude transfer of records, or copies thereof, to the school district in which the pupil is newly enrolled.

12.24 (7) Records and reports shall be initiated and maintained by the area education agency in order to provide evidence of:

- a. Certification of the existence of an individual's disability for children requiring special education.
- b. Approval for pupil participation in programs or services.
- c. Approval of program and service personnel.
- d. Continuity and sequential development of programs and services.
- e. Nature and extent of present programs and services.
- f. Assessment of present needs and projections for future needs.
- g. Periodic program and services evaluation by staff or outside consultants.
- h. Baseline data for research efforts necessary to improve decision-making program planning and staff performance.

12.24 (8) The area education agency and the school district shall submit to the department records and reports specifically requested.

## DIVISION VI

### PERSONNEL

12.25(281) Certification. Special education personnel shall meet the department certification or recognition requirements for the position employed and shall meet the approval requirements of the department as provided for particular special education services and programs. In addition, any special education personnel who, by the nature of their work, are required to hold a professional or occupational license, certificate, or permit in order to practice or perform the particular duties involved in this state shall be required to hold such license, certificate, or permit.

12.26(281) Authorized Personnel. The following types of special education personnel are authorized to be employed by a school district or area education agency as appropriate. Except as provided in section 12.13 (4) of these rules, the area education agency or school district must employ its authorized personnel on a full time special education assignment to be eligible for special education funding.

12.26 (1) "Director of special education" shall function as an advocate for children requiring special education and serve as an extension of the state division of special education in meeting the intent of the special education mandate and compliance with statutes and rules. The director of special education shall be responsible for the implementation of programs and services for children requiring special education pursuant to provisions of Chapter 1172, Acts of the 65th G.A., 1974 Session, (S.F. 1163, Section 6) and these rules. The director of special education shall be employed on a full-time basis and shall not be assigned the responsibility for any other administrative unit within the area education agency. It shall be the responsibility of the director of special education to report any violation of these rules to the department for appropriate action as provided in the Iowa Code.

12.26 (2) Instructional personnel may be employed to serve as resource teachers, special class teachers, or self-contained classroom teachers in the following areas:

- a. Chronically disruptive,
- b. Communication disability,
- c. Emotional disability,
- d. Hearing impaired,
- e. Learning disability,
- f. Mental disability,
- g. Multiple handicapped,
- h. Physical disability,
- i. Preschool handicapped,
- j. Severely handicapped, and,
- k. Visually impaired.

12.26 (3) The following positions are classified as support personnel:

a. "Assistant director of special education" shall assist the director of special education in the performance of specific area-wide administrative, supervisory and coordinating functions as delegated by the director of special education.

b. "Special education coordinator" shall be a special educator and shall assist the director of special education in coordinating special education programs and services within a school district.

c. "Supervisor" shall be the professional discipline specialist who has been assigned responsibility by the director of special education for the development, maintenance, supervision, improvement and evaluation of professional practices and personnel within a specialty area.

d. "Hearing clinician" shall provide services necessary for the identification and diagnostic evaluation of pupils having hearing impairments and for the planning and providing of special education programs and services for them.

e. "School psychologist" shall provide psychological services for the identification, planning, referral and counseling of children requiring special education programs and services, and consultation with school personnel and parents.

f. "Speech clinician" shall provide clinical language and speech services necessary for identifying, planning, coordinating and carrying out programs and services for pupils with deficits in language, voice, articulation and fluency.

g. "Consultant" shall be the instructional program specialist and shall provide on-going support to instructional programs for children requiring special education through the supervision and evaluation of curriculum and methodology.

h. "Hospital/homebound teacher" shall provide instruction for pupils who are homebound or hospitalized and unable to attend classes.

i. "School social worker" shall serve children requiring special education through group or individual casework practice, consultation with school personnel, and counseling with parents and pupils.

j. "Educational strategist" shall provide assistance to regular classroom teachers in developing intervention strategies for pupils who are mildly handicapped in obtaining an education but can be accommodated in the regular classroom environment.

k. "Itinerant teacher" shall provide supportive instruction on an itinerant basis to children requiring special education.

l. "Occupational therapist" shall provide those specific therapeutic activities needed by handicapped children.

m. "Physical therapist" shall provide those specific therapies prescribed by a physician that are needed by children requiring special education.

n. "Preschool teacher" shall provide specialized instructional programs and assistance for children less than five years of age who require special education programs and services.

o. "School vocational rehabilitation counselor" shall plan and implement vocational habilitation services to children requiring special education.

p. "Special education media specialist" a media specialist who shall provide correlation of media services only for children requiring special education and provide for the development, availability, maintenance and effective utilization of media for special education programs and support services.

q. "Special education nurse" a school nurse who shall provide professional nursing services only to children requiring special education.

r. "Work experience instructor" shall plan and implement a sequential secondary school program which provides on and off-campus work experiences for children requiring special education.

s. Paraprofessional personnel.

1. "Audiometrist" shall provide hearing screening and other specific activities, as approved by the department, and as assigned and supervised by the hearing clinician.

2. "Communication aide" shall provide, under supervision of a speech clinician, certain language, articulation, voice and fluency activities specifically assigned by the supervising speech clinician.

3. Other paraprofessionals as approved by the department.

12.27(281) Support Personnel Ratios. The granting of departmental approval for the employment of special education support personnel shall be determined after reviewing the justification for employment of such personnel as outlined in the area education agency's special education plan. The employment of special education support services personnel shall be based upon service needs and models utilized. Application for staff/pupil ratios smaller than those specified below will require detailed justification as to the unique special education needs that require the granting of a ratio exception.

<u>Position</u>	<u>Ratio</u>
Hearing clinician	1:6,000-12,000 enrollment
School psychologist	1:2,000-2,500 enrollment
Speech clinician	1:1,000-1,500 enrollment
Consultant	1:10-15 instructional programs
Hospital/homebound teacher	1:10 handicapped pupils
School social worker	1:2,500-3,000 enrollment
Educational strategist	1:1,000-1,500 enrollment
Occupational therapist	1:special education facility
Physical therapist	1:special education facility
School vocational rehabilitation counselor	1:5,000 enrollment
Special education media specialist	1-3:area education agency
Special education nurse	1-5:area education agency
Work experience instructor	1:20-35 handicapped pupils

Modifications in these staff/pupil ratios may be approved subject to the following variations:

12.27 (1) Unusual concentration of handicapped children due to the following:

a. Concentration of special education programs and facilities within a community.

b. High risk socio-economic nature of the community.

c. Other unusual situations resulting in a higher or lower than average prevalence of handicapping conditions.

12.27 (2) Severity of the handicapping condition served.

12.27 (3) Geographic distribution of pupils to be served.

12.27 (4) Characteristics of service model or models to be employed.

12.27 (5) Availability and utilization of paraprofessional assistance.

12.27 (6) Administrative, supervisory and clinical support available to special education personnel.

12.27 (7) Additional responsibilities of support personnel such as staffing, screening and supervision.

12.27 (8) Availability of support personnel who provide complementary service in a team approach.

12.28(281) Paraprofessionals. Clinical aides and instructional aides (paraprofessional personnel), as approved by the department, may be employed as ancillary personnel in special education and shall:

12.28 (1) Be at least 18 years of age.

12.28 (2) Complete appropriate pre-service or in-service training specific to the functions to be performed. The area education agency or school district, as the case may be, shall make provision for and require such completion prior to the beginning of service wherever practicable, and within a reasonable time of the beginning of service where the pre-entry completion is not practicable. In addition, the area education agency or school district shall provide such advanced or continuing training or instruction as may be appropriate on an in-service basis.

12.28 (3) Work under the supervision of the appropriate professional.

DIVISION VII

FACILITIES, MATERIALS AND EQUIPMENT

12.29(281) Facilities.

12.29 (1) Each school or other center where special education programs or services are provided shall supply therefor facilities which shall be at least equivalent in quality to regular classrooms in the system, located in buildings housing regularly enrolled pupils of comparable ages and meet the following criteria:

a. Rooms shall be provided for itinerant and permanently-assigned staff and shall be regularly available for their use, of adequate size, with sufficient and appropriate work space, seating space and furnishings.

b. Physical mobility of pupils shall be considered in providing an environment that is architecturally barrier-free.

12.29 (2) Where available space in schools or other centers does not meet these standards, relocatable buildings for special education programs and services may be approved by the department. The use of such buildings shall be subject to reapproval or termination of approval, by the department, at intervals not to exceed one year.

12.29 (3) Special education personnel shall be provided office space, secretarial and clerical assistance and telephone service.

12.30(281) Materials and Equipment.

12.30 (1) Each school district shall make provision for its special education programs and services, building modifications, necessary equipment and materials, including both durable items and expendable supplies; provided that, where an area education agency, pursuant to appropriate arrangements authorized by the laws of this state, furnishes a special education program or service, performance by the area education agency shall be accepted in lieu of performance by the school district.

12.30 (2) Each area education agency or school district operating one or more special education programs or services shall have a comprehensive program in operation under which equipment for those programs and services is acquired, inventoried, maintained, calibrated and replaced on a planned and regular basis.

12.30 (3) The area education agency or school district responsible for the operation of a special education program or service shall provide special aids, equipment, materials, or supplies as necessary and approved by the department, but shall not provide devices prescribed or designed on an individual basis for a particular pupil.

DIVISION VIII

PROGRAM REVIEW

12.31(281) Reports and Consultation.

12.31 (1) Not later than August 1 of each calendar year, each area education agency, on forms provided by the department, shall make a report covering the fiscal year just ended on June 30 to the department containing the following:

a. A narrative summary of the special education programs and services of the area education agency and constituent school districts during the school year just concluded.

b. The number of pupils who, during the school year or any part thereof, were identified to be in need of special education programs and services, listed by resident school district, types of programs and services needed with the number of pupils needing each type.

c. The number of pupils receiving special education, both in total and by each classification for each school district.

d. The reasons for any disparity between the numbers of pupils needing programs and services and the numbers receiving them.

e. Such other information and data as the department may require.

12.31 (2) The department will evaluate each report submitted and may require the reporting area education agency to furnish additional information to ascertain the status of special education programs and services of the area education agency in compliance with the requirements of Chapters 257 and 281 of the Iowa Code and these rules.

12.31 (3) The department shall inform the area education agency in writing if any aspect of its report is unsatisfactory and, in such case, shall include the reasons therefor. At the initiation of the area education agency, school district or the department, conferences and consultations may be held on any matter relating to a report of the special education programs and services of the area education agency.

12.32(281) Rule Exception. When, in unique circumstances, these rules do not provide for the appropriate program for a child requiring special education, the director of special education may request a rule exception from the department. Such a request shall be in writing and include:

12.32 (1) A description of the unique circumstances, and,

12.32 (2) The proposed program or service alternatives.

Department action on a request for a rule exception shall be communicated in writing to the director of special education and, if granted, such an exception shall be valid for one year.

12.33(281) State Aid. Any state aid otherwise available to a school district or area education agency on account of its special education

programs and services, or otherwise, may be suspended or withheld in whole or in part by the department in the case of a school district, area education agency, or other entitled entity to which these rules apply and which district, agency or entity is not in compliance therewith.



DIVISION IX

PUBLIC PARTICIPATION

12.34(281) Information.

12.34 (1) Pupils, parents and the general public are the patrons of special education programs and services provided by school districts and area education agencies. To the end that these patrons may have reasonable opportunity to know of the programs, services and appeal procedures to which they are entitled, the procedures for obtaining them and the manner in which they are being provided, each area education agency shall:

a. Establish and conduct an information program relating to special education programs and services, including their content, methodology and availability.

b. Notify parents of pupils of the times and places where screenings and assessments are to occur to identify children requiring special education.

c. Promptly following each such screening, assessment, or diagnostic evaluation, notify the parents of each pupil screened, assessed or diagnosed of the results thereof as they pertain to the child of such parents. The notification shall include a statement as to whether the child was found to deviate from the norm in any respect and whether a program of treatment or special education service is proposed, together with an explanation of its intended character and duration. If a handicap is identified and no program of treatment or service is proposed, the reasons for making no proposal shall be set forth in the notice.

12.34 (2) Each school district and area education agency shall assure that the professional personnel engaged in its special education programs and services are available for individual conferences with parents. With reference to a child receiving special education, the conferences shall be for the purpose of providing information on the nature of the program, progress or lack thereof on the part of the child, and measures recommended to be taken by the parents and other family members. Parents of children not receiving special education also shall be entitled to a conference with professional personnel, if they desire to ascertain why their children are not receiving special education.

12.35(281) Advisory Mechanisms and Procedures.

12.35 (1) Each area education agency may provide on a regular basis for the receipt of advice from parents and the community at large concerning the education of children requiring special education programs and services and the special needs of such pupils. The area education agency shall inform the department of the method and arrangements which it employs to secure such advice and shall provide such documentation concerning the actual operation thereof as the department may require.

12.35 (2) The area education agency shall prepare, issue, keep in force and from time to time revise or amend rules and procedures whereby parents may obtain a review of decisions made by school authorities concerning the extent and character of special education programs and services provided for or denied to a pupil. Such rules and procedures shall be on file in the office of the school district as a public record, in the offices of the area education agency and a copy thereof shall be available to any resident of the school district without charge, upon request.

DIVISION X

FINANCE

12.36(281) Administrative Support. Administrative costs incurred in behalf of the area education agency special education support services, including facilities for special education support services personnel, shall be included in calculating the cost per pupil to be assessed school districts.

12.37(281) Contractual Agreements. Any special education instructional program not provided directly by a school district or any special education support service not provided by an area education agency can only be provided through a contractual agreement approved by the department.

12.38(281) Research and Demonstration Projects and Models for Special Education Program Development. Applications for aid, whether provided directly from state funds or from federal or other sources, for special education research and demonstration projects and models for program development shall be submitted to the department.

12.39(281) Additional Services. Additional programs and services for children requiring special education made available through the provisions of Chapter 1172, Acts of the 65th G.A., 1974 Session, (S.F. 1163, Section 8) shall be furnished in a manner consistent with these rules.

12.40(281) Extended Year Or Vacation Period Programs. Approved extended year or vacation period programs for special education programs and services, when provided by the area education agency for children requiring special education, shall be funded through procedures as provided for special education support services in section 442.7 of the Iowa Code.

12.41(281) Special Education Centers. Special education centers, diagnostic and prescriptive, are authorized and funded in accord with special education support services provisions of sections 281.4 and 442.7 of the Iowa Code. When the special educational needs of a child have been determined and when the weighted enrollment factor has been certified, the instructional program will be funded in accord with provisions of section 281.9 of the Iowa Code.

12.42(281) Program Costs. The program costs charged by a school district or area education agency for an instructional program for a non-resident child requiring special education shall be the actual costs incurred in providing that program.

### SECTION III

#### Departmental Rules - Media Services

#### DEPARTMENT OF PUBLIC INSTRUCTION

Pursuant to the authority of chapter 257 and chapter 281 of the Code, and chapter 1172, Acts of the 65 G.A., 1974 session (S.F. 1163) the following rules are adopted.

#### CHAPTER

#### AREA EDUCATION AGENCY MEDIA CENTERS

1.1(1172-74) Scope and general principles. For the purposes of these rules the following scope and general principles will be assumed.

1.1(1) Scope. These rules apply to media services which are to be provided by area education agencies to students from prekindergarten through secondary school, to all special education students, and to all teachers of such students.

1.1(2) General principles. Media services shall be made available to all students and teachers of local school districts within the boundaries of a given Area Education Agency and which may be made available to non-public students from prekindergarten through secondary schools.

It is the responsibility of the school districts to provide library media centers and adequate professional and support staff in each attendance center to support that center's curriculum program. To the extent practicable all services shall be provided at the attendance center level. The area education agency shall supplement, support and encourage the development of, but not supplant, these local centers and services.

1.2(1172-74) Acronyms. For the purposes of these rules the following acronyms shall be used.

1.2(1) "AEA" shall mean area education agency.

1.2(2) "AEAMC" shall mean area education agency media center.

1.3(1172-74) Definitions. For the purposes of these rules the following definitions shall be used.

1.3(1) "Analysis of needs" shall mean an assessment of the present holdings and services of local school media centers or attendance centers, the identified needs of those centers, the needs which should be met by the AEAMC, and the degree to which the AEAMC currently meets those needs.

1.3(2) "Consultative services" shall mean those one-to-one and one-to-group professional services related to the AEAMC and offered by AEAMC personnel to its patrons, and, similar services off the premises or concerning local school programs, offered by AEAMC personnel.

1.3(3) "Curriculum laboratory" shall mean a facility where professional assistance is provided instructional staff members in planning and preparing for instruction. It includes, at least on a temporary basis, any pertinent materials in print, non print or other formats, and their support equipment, which will help the user to develop curriculum or instructional plans.

1.3(4) "Department" means state department of public instruction.

1.3(5) "Materials lending library" shall mean those materials, regardless of format, which are purchased for or otherwise designed for loan to school systems being served by the AEA, the storage space, and the preparation, circulation, and borrower services related to the materials.

1.3(6) "Production of media-oriented instructional materials" shall mean production, reproduction, or other preparation, of print or non print instructional materials.

1.3(7) A "professional library" includes both books and other print and non print media on subject areas, methodology and other related topics of value to the educational specialist or practitioner. It further includes space for the use of these materials on the premises, provision for borrowing for use off the premises, opportunity for expansion of the collection through various types of interlibrary loan, and professional assistance for the borrower.

1.3(8) "Services" from an AEAMC shall mean services available to school districts at no additional charge unless otherwise specified in these rules.

1.4(1172-74) Department responsibility. The department shall:

1.4(1) Provide forms, outlines or models for development of AEA program proposals for AEAMC services. These outlines shall be provided not fewer than 60 days before programs are due for approval. The department shall provide models or formats for needs assessment instruments, not fewer than 30 days before these are due to be completed. The department shall also provide other forms, or outlines, as specified in these rules.

1.4(2) Provide program review and approval. Each AEA proposal shall be reviewed in the order received. Each AEA shall be advised of department action in writing. Proposals not approved shall be returned with written comments concerning needed information, clarification or amendment.

1.4(3) Establish a state advisory committee with broad representation to review policy, initiate policy recommendations and suggest priorities.

1.4(4) Provide consultation and evaluation. The department shall provide consultative service to AEAMC staffs regarding their relation to the State and in their service to the schools. It shall assist in inservice planning and participation, in selection of materials and in other appropriate activities. Personnel of the media section of the department shall make at least one consultative visit to each AEAMC each fiscal year. More formal evaluations may be provided at the discretion of the department or on the request of the AEA.

1.5(1172-74) Area Education agency media center responsibility. The AEAMC shall:

1.5(1) Provide a materials lending library which shall contain print and non print materials which may include, but not be limited to, 8mm and 16mm films, filmstrips, slides, transparencies, art and study prints, models, sculpture, realia, framed pictures, multi-media kits, audio and video recordings, books, periodicals, pamphlets, microforms and programmed materials. The AEAMC shall provide for repair and maintenance of all material collections and equipment. There shall be at least one catalog for this collection for each school media center in each local school district with a minimum of one per attendance center. Additional catalogs may be provided at the discretion of the AEAMC. The catalog shall be updated at least annually by supplements or revision and shall be totally revised at least once every three years. The department shall develop minimum standards for AEAMC catalogs with implementation to begin by July 1, 1978. The department shall use an advisory committee in the development of these standards.

1.5(2) Provide a professional library which shall contain those print and non print materials necessary to provide basic reference and research materials. Each AEAMC shall supplement its own professional collections as needed by the use of state and regional information services. Each AEA may also cooperate or contract with other agencies for supplemental services. Such contracts shall be subject to approval by the department. Space shall be provided for educators to use these collections. Professional media assistance shall be available. There shall be one catalog for this collection for each local school media center in each school district with a minimum of one per attendance center. Additional catalogs may be provided at the discretion of the AEAMC. The catalog may be separate or a part of the materials lending library catalog. The catalog shall be updated at least annually by supplements or revision and shall be totally revised at least once every three years.

1.5(3) Supply a curriculum laboratory which shall provide for storage and display of curriculum materials and may circulate these materials. The AEAMC shall purchase, accept on long-term loan, borrow, or transfer from its lending library whatever curriculum materials are needed to maintain a functional collection. Space shall be provided for educators to work with these materials. Professional assistance shall be available. Current lists of materials available for use in the center or for loan shall be maintained.

1.5(4) Provide or contract to provide the following production services:

a. Each AEAMC shall have the capability to provide basic media-oriented materials production services, including but not limited to: dry mounting and laminating; slide photography; transparency production (in both thermal and diazo methods); audio tape duplication; enlarging or reducing teacher materials; offset print services. These services shall not be contracted and shall be provided at the actual cost of materials used.

b. Each AEAMC shall provide, contract, or subcontract to provide, quality and quantity reproduction services and other more sophisticated media services including but not limited to: microfilming services; photography services; TV production and cable programming; motion picture production; video tape duplication; graphic and print services; maintenance of media hardware. The AEAMC may charge actual costs incurred in providing these services.

c. Each AEAMC staff shall include a specialist who can supervise production facilities.

1.5(5) Meet the following requirements for staff, staff employment qualifications, and staff responsibilities:

a. Each AEAMC staff shall include a minimum of two full time media specialists, one of whom shall serve as director. Their specializations shall be complementary. For example, if one has emphasis in library science, the other shall have emphasis in instructional technology.

b. Each AEAMC serving more than 30,000 pupils shall include at least one additional media specialist or qualified media professional as defined in these rules, for each additional 30,000 pupils or major fraction thereof.

c. Minimum employment qualifications for mandated professional staff, whether employed directly or included in a contractual agreement, shall be:

(1) The director shall have a master's degree with endorsement as director of library services or educational media specialist; permanent professional teacher's certificate in Iowa; minimum of three years experience in school media services.

(2) A media specialist shall have a master's degree with endorsement as educational media specialist or director of library services; permanent professional teacher's certificate in Iowa; minimum of two years experience in school media services.

(3) A qualified media professional shall have a master's degree with endorsement as educational media specialist or director of library services; professional teacher's certificate in Iowa.

(4) These criteria shall not be applied to any media employee of county school systems and joint county systems who holds a valid Iowa teacher's certificate or has a master's degree in library science or educational media and whose position terminates on July 1, 1975 and who was employed prior to July 1, 1974.

d. The number and kind of supporting staff members shall be determined by the extent of the approved programs and services provided by the AEAMC. Support staff in each AEAMC may include, but not be limited to: clerical personnel, technicians, aides, delivery and custodial personnel, working under the direction of a professional staff member.

e. In addition each AEA shall provide the professional staff needed for services which are not mandated but are included in its approved media services program.

f. The primary responsibility of the director of the AEAMC shall be the administration, supervision and operation of the AEAMC. However, the director may supervise other programs, or personnel if included as part of the AEA's proposed program for media services and approved by the department. The director of each AEAMC shall be directly responsible to the AEA Administrator.

1.5(6) Provide physical facilities. The physical facilities for each AEAMC may vary depending on the needs of that area. Each shall include space for: the materials lending library, professional library and curriculum laboratory; a media production area which will allow school personnel as well as staff to use selected equipment; office and work areas for staff; preview areas; storage space; and circulation and distribution area. Each AEAMC shall also have: access to a large meeting area which may be shared with other AEA programs; a location that is easily accessible to a loading area, and easy access to parking area. Any major change of facilities, including new construction, remodeling, or relocation, shall provide for physically handicapped persons.

1.5(7) Purchase other materials and equipment necessary for the continued development of its materials lending library; professional library; curriculum laboratory, and production services. In addition each AEA shall purchase the necessary equipment and materials for services which are not mandated but are included in its approved program.

1.5(8) Submit to the department its proposed media services program for the ensuing fiscal year. This proposed program shall follow the format developed by the department and made available to each AEA at least 60 days prior to the due date.

1.5(9) Include in its proposed AEAMC program a summary of its analysis of needs of the local school district media programs with explanation of the relation of the proposed AEAMC program to those needs. Both the model for the analysis and the summary report shall follow formats approved by the department and shall include but not be limited to:

- a. What local materials and equipment are available, and what materials and equipment services are needed from the AEAMC.
- b. What local production services are available, and what production services are needed from the AEAMC.
- c. What local staff is available and what in-service is needed from the AEAMC.

1.5(10) Establish an AEAMC advisory committee which shall meet not fewer than three times a year and which shall include but not be limited to administrators, classroom teachers, curriculum specialists, media specialists and students. Committee membership, tenure, and function shall be included in the AEAMC's program proposal. However, the functions shall include but not be limited to:

- a. Selection of a chairman and a secretary for the committee.
- b. Evaluation of needs assessment and relation of local needs to the AEAMC materials and services.



- c. Review of program and budget.
- d. Recommendation of policy and procedures.
- e. Preview and recommend selection of materials and equipment.
- f. Consideration of other areas of concern identified by the department, the AEA, the AEAMC staff, or the advisory committee itself.

1.5(11) Select all materials purchased for or received by an AEAMC in accordance with a materials selection policy filed by the AEA as part of its proposed program for the AEAMC and approved by the department. In preparation of this policy the AEAMC shall give consideration to at least the following:

- a. The media needs of the local school districts.
- b. Cost effectiveness of circulation of specific titles or media from an AEAMC as opposed to a local school media center.
- c. Cost effectiveness of circulation of specific titles or media from an AEAMC as opposed to use of interlibrary loan or other cooperative activity.
- d. Provision for reconsideration of challenged materials.
- e. Provision for weeding or discarding.

1.5(12) Submit all contractual arrangements for media services to the department for its approval.

1.5(13) Include in its program plans submitted to the department a description of its coordination of services with other divisions of the AEA, with the merged area school, local schools, colleges and universities, and with other library, information, and communication networks. Each AEA shall participate in planning for state level cooperation among AEAMCs and between AEAMCs and other agencies.

1.5(14) Provide for delivery and return by AEA operated or contracted vehicles of all AEAMC circulating materials to each local school district attendance center on at least a twice a week basis during the regular school year. The AEA may contract for local delivery services with any school district that has established at least twice a week delivery to each attendance center in its district.

1.5(15) Submit to the department prior to August 15 of each year an annual report of the AEAMC services for the previous fiscal year. This report shall follow the format developed by the department and made available to each AEA at least 30 days prior to the beginning of the reporting period.

1.5(16) Provide appropriate consultative services. The primary function of the AEAMC consultative services shall be to provide center-related consultation and inservice training. Within the limits of funds available, an AEAMC may also provide other qualified media professionals for related consultation and inservice training which may include but not be limited to:

- a. Providing leadership and working with local school personnel in the planning and equipping of media centers, the selection of the materials and equipment, including planning general facilities for effective use of print and non print materials.

b. Working closely with administrators, consultants, and teachers at the local, area, and state levels in providing workshops in the evaluation, selection, and use of materials and equipment.

c. Cooperating with merged area schools, colleges and universities, and other agencies, on pre-service, extension, and visitation activities.

d. Participating with professional education and media associations in planning, developing and implementing media activities in improving instruction.

INSTRUCTIONS

AREA EDUCATION AGENCY

PROGRAM OF MEDIA SERVICES

Iowa Department of Public Instruction  
Educational Media Section  
Grimes State Office Building  
Des Moines, Iowa 50319  
(515) 281-3475

State of Iowa  
DEPARTMENT OF PUBLIC INSTRUCTION  
Educational Media Section  
Grimes State Office Building  
Des Moines, Iowa 50319

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Board of Public Instruction  
David H. Bechtel, Administrative Assistant  
Richard N. Smith, Deputy State Superintendent

Instruction and Professional Education Branch

Donald V. Cox, Associate Superintendent

Paul L. Spurlock, Chief, Educational Media Section

Betty Jo Buckingham, Library Consultant  
Virgil Kellogg, Audiovisual Consultant  
Russell Blumeyer, ESEA Title II Consultant  
Mary Jo Bruett, Director Project INFORMS  
Gwendolyn N. Nagel, Research Associate  
Connie J. Borlin, Research Associate

## GENERAL INSTRUCTIONS

1. Each AEAMC will prepare its own PROGRAM of MEDIA SERVICES, using the prescribed format of these instructions.
2. Use your own white paper - 8½ x 11. Use only one side of sheet. Staple in upper left corner.
3. Mail three (3) copies to DPI Educational Media Section by November 1, 1974.
4. Format:
  - a. Number or label each page as directed.
  - b. Each page should be titled using the title capitalized in the instructions for that page.
  - c. The narrative following the page number and title is for information only. It states the requirements of the law or departmental rule. Do not include this in your PROGRAM. Include on each page, the information requested under a, b, c, d, etc. of the instructions for each page and printed in script type. Separate each category of information on the page using the appropriate letter (a, b, c, d, etc.) to identify each category.
  - e. If you need extra pages, include them in appropriate sequence and label 1.1, 1.2, etc.
  - f. The PROGRAM of MEDIA SERVICES will conform to the outline (CHECKLIST) included with these instructions.
  - g. Use ESEA Title II Inventory Record included with these instructions as the form for pages 1-A Inventory of lending library materials; 2-A Inventory of professional library materials; 3-A Inventory of curriculum laboratory materials. The same form may be used for each. Complete column 14 only.
  - h. Supplemental forms needed are included with these instructions: Inventory sheets; AF-32 (Budget worksheet - Media Services).

CHECK-LIST (TABLE OF CONTENTS)

Program of Media Services

Cover: Your Choice

Title: Program of Media Services - 1975-76

AEA \_\_\_\_\_

Number

Date Submitted \_\_\_\_\_

- Page i: Identification of AEA
- Page 1: MATERIALS LENDING LIBRARY
- a. Catalogs
  - b. Catalog distribution
  - c. Circulation records
  - d. Booking procedures
- Page 1-A: Inventory of Lending Library Materials
- Page 2: PROFESSIONAL LIBRARY
- a. Inter-agency arrangements
  - b. Contracts with other agencies
  - c. Professional assistance available
  - d. Catalog
  - e. Catalog distribution
- Page 2-A: Inventory of Professional Library Materials
- Page 3: CURRICULUM LABORATORY
- a. Storage and display of materials
  - b. Maintenance of collection
  - c. Professional assistance available
  - d. Current listing of materials
- Page 3-A: Inventory of Curriculum Laboratory Materials
- Page 4: PRODUCTION SERVICES
- a. Services (Basic)
    - 1. Dry mounting and laminating
    - 2. Slide photography
    - 3. Transparency production
    - 4. Audio tape duplication
    - 5. Enlarging or reducing teacher materials
    - 6. Offset print services
  - b. Request procedures
  - c. Services (advanced)
    - 1. Microfilming
    - 2. Photography
    - 3. TV
    - 4. Motion picture production
    - 5. Video tape duplication
    - 6. Graphic art print
    - 7. Media hardware maintenance
  - d. Supervision
  - e. Additional information
- Page 5: STAFF
- a. Personnel
    - 1. Director
    - 2. Media Specialist
    - 3. Additional Media Specialist(s)
    - 4. Qualified Media Professional(s)
    - 5. Support Staff

CHECK-LIST (Table of Contents) (Cont'd)

Page 6: PHYSICAL FACILITIES

- a. Areas
  - 1. Materials lending library
  - 2. Professional library
  - 3. Curriculum laboratory
  - 4. Media production
  - 5. Office and work area
  - 6. Preview
  - 7. Storage
  - 8. Circulation and distribution
- b. Large meeting room
- c. Total AEAMC space
- d. Financial arrangements
- e. Loading area
- f. Parking area
- g. Additional information

Page 7: OTHER MATERIALS AND EQUIPMENT

- a. Plans, continued development
  - 1. Materials lending library
  - 2. Professional library
  - 3. Curriculum laboratory
  - 4. Production services
  - 5. Other media services

Page 8: PROGRAM APPROVAL

- a. Additional information

Page 9: ANALYSIS OF NEEDS

- a. Current procedures
- b. Proposed plans

Page 10: ADVISORY COMMITTEE

- a. Membership, tenure
- b. Additional functions

Page 11: MATERIALS SELECTION POLICY

- a. Policy

Page 12: CONTRACTED SERVICES

- a. List; explanation

Page 13: COORDINATION

- a. Plan

Page 14: DELIVERY SYSTEM

- a. Route information

Page 15: ANNUAL REPORT

- a. Blank

Page 16: CONSULTATIVE SERVICES

- a. Center-related
- b. Field service

ATTACHMENT: Budget (AF-32 Budget worksheet-Media Services)

SPECIFIC INSTRUCTIONS  
PROGRAM OF MEDIA SERVICES

COVER: 8½ x 11 page

TITLE: Program of Media Services

AEA \_\_\_\_\_ (Number)

Date Submitted \_\_\_\_\_

CHECK-LIST (TABLE OF CONTENTS)

Page i: List:

AEA  
NAME  
ADDRESS  
TELEPHONE

AEAMC  
NAME  
ADDRESS  
TELEPHONE

\_\_\_\_\_  
AEA Administrator

\_\_\_\_\_  
AEAMC Director

Names of counties in which students are served:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of public school districts: \_\_\_\_\_  
Number of school district attendance centers: \_\_\_\_\_  
Number of public school students: \_\_\_\_\_

(September enrollment. Refer to School Laws of Iowa. Chapter 442.4)

Page 1 MATERIALS LENDING LIBRARY (1) The materials lending library shall contain print and non-print materials. (2) There shall be at least one catalog for each school media center with a minimum of one per attendance center. Additional catalogs may be provided at the discretion of the AEAMC. (3) The catalog shall be updated at least annually by supplements or revision and shall be totally revised at least once every three years.

- a. List each catalog to be published, the date last revised, supplement date if applicable, and the planned supplement date if applicable.
- b. Explain the distribution of catalogs.
- c. Describe procedures used for maintaining a record of materials circulated.
- d. Describe the process by which the patron may request, reserve, and receive materials from the AEAMC.

Page 1-A Inventory of lending library materials.



Page 2 PROFESSIONAL LIBRARY (1) The professional library shall contain those print and non print materials necessary to provide basic reference and research materials. (2) Each AEAMC shall supplement its own professional collections as needed by the use of state and regional information services. Each AEA may also cooperate or contract with other agencies for supplemental services. (3) Adequate space shall be provided for educators to use these collections. (4) Professional media assistance shall be available. (5) There shall be one catalog for each school media center with a minimum of one per attendance center. Additional catalogs may be provided at the discretion of the AEAMC. The catalog may be separate or a part of the materials lending library catalog. (6) The catalog shall be updated annually by supplements or revision and shall be totally revised at least once every three years.

- a. Describe plans and proposed arrangements with other agencies to supplement AEAMC professional collections.
- b. List contracts or proposed arrangements with other agencies to supplement AEAMC collections and explain the provision of the contracts or proposed arrangements.
- c. Explain how professional media assistance will be available.
- d. State whether a separate catalog is to be provided or whether it is to be part of the materials lending library catalog. If a separate catalog is to be provided, state the date last revised, supplement date if applicable, and the planned supplement date if applicable.
- e. If a separate catalog is provided, explain the distribution of catalogs.

Page 2-A Inventory of professional library materials.

Page 3 CURRICULUM LABORATORY (1) Each AEAMC shall provide for storage and display of curriculum materials and may circulate these materials. (2) The AEAMC shall purchase, accept on long-term loan, borrow, or transfer from its lending library whatever curriculum materials are needed to maintain a functional collection. (3) Adequate space for educators to work with these materials shall be provided. (4) Professional assistance shall be available. (5) Current lists of materials available for use in the center or for loan shall be maintained.

- a. Describe plans for storage and display of materials.
- b. Describe plans for maintaining a functional collection.
- c. Explain how professional assistance will be available.
- d. Describe your method for maintaining a current list of materials available for use in the center or for loan.

Page 3-A Inventory of curriculum laboratory materials.

Page 4 PRODUCTION SERVICES (1) Each AEAMC shall have the capability to provide basic media-oriented materials production services, including but not limited to: dry mounting and laminating; slide photography; transparency production (in both thermal and diazo methods); audio tape duplication; enlarging or reducing teachers materials; offset print services. (2) These services shall not be contracted and shall be provided at the actual cost of materials used. (3) In addition each AEAMC shall have the capability of

providing quality and quantity reproduction services and other more sophisticated media services including but not limited to: microfilming services; photography services; TV production and cable programming; motion picture production; video tape duplication; graphic and print services; maintenance of media hardware. (4) The AEAMC shall either provide such services itself or arrange to contract or sub-contract to provide such services. (6) Each AEAMC staff shall include a competent specialist who can supervise production facilities.

- a. List each of the following services and for each service briefly describe the nature and scope of the service to be provided, and equipment to be used.
  1. Dry mounting and laminating.
  2. Slide photography.
  3. Transparency production.
  4. Audio tape duplication.
  5. Enlarging or reducing teacher materials.
  6. Offset print services.
- b. Explain the procedures for requesting, delivering, and charging.
- c. List each of the following services. If your AEAMC will perform the service, or plans to perform the service, briefly describe the nature and scope of the service, equipment to be used, and procedures for requesting, delivering, and charging. If your AEAMC plans to contract or arrange with others to perform the service, describe the provisions of the proposed contract or agreement and the procedures for requesting, delivering, and charging.
  1. Microfilming.
  2. Photography.
  3. TV production and cable programming.
  4. Motion picture production
  5. Video tape duplication.
  6. Graphic and print.
  7. Maintenance and repair of media hardware.
- d. State who will supervise production facilities.
- e. Provide any additional information that will clarify the nature of the media production services to be provided by your AEAMC. If additional pages are needed, label them 4.1, 4.2, etc.

Page 5 STAFF (1) Each AEA shall employ a minimum of two full time media specialists, one of whom shall serve as director. Their specializations shall be complementary. For example, if one has emphasis in library science, the other shall have emphasis in instructional technology. (2) Each AEAMC serving more than 30,000 pupils shall employ at least one additional media specialist or qualified media professional as defined in these rules, for each additional 30,000 pupils or major fraction thereof. (3) Minimum qualifications for mandated professional staff shall be:

Director

- .Master's Degree with endorsement as director of library services and/or educational media specialist.
- .Permanent professional teacher's certificate in Iowa.
- .A minimum of three years experience in school media services.

#### Media Specialist

- .Master's Degree with endorsement as educational media specialist and/or director of library services.
- .Permanent professional teacher's certificate in Iowa.
- .A minimum of two years experience in school media services.

#### Qualified Media Professionals

- .Master's Degree with endorsement as educational media specialist and/or director of library services.
- .Professional teacher's certificate in Iowa.

#### Current Staff

These criteria shall not be applied to any media employee of county school systems and joint county systems who holds a valid Iowa teacher's certificate or has a master's degree in library science or educational media and whose position terminates on July 1, 1975 and who was employed prior to July 1, 1974.

(4) The number and kind of supporting staff members shall be determined by the extent of the approved programs and services provided by the AEAMC. Support staff in each AEAMC may include, but not be limited to: clerical personnel, technicians, aides, delivery and custodial personnel, working under the direction of a professional staff member. (5) In addition each AEA shall provide the professional staff needed for services which are not mandated but are included in its approved media services program. (6) The primary responsibility of the director of the AEAMC shall be the administration, supervision and operation of the AEAMC. However, the director may supervise other programs, or personnel if included as part of the AEA's proposed program for media services and approved by the department. (7) The director of each AEAMC shall be directly responsible to the AEA Administrator.

- a. *List positions in the following categories and name of person if position is currently filled. If not filled, state VACANCY. State educational and certification qualifications for 1, 2, 3. State experience and area of specialization for 1 and 2. If the director will have other supervisory responsibilities, explain the nature of those responsibilities and the per cent of time to be devoted to them. Briefly state the nature of duties for 3, 4, 5.*
  1. Director
  2. Media Specialist
  3. Additional Media Specialist(s)
  4. Qualified Media Professional(s)
  5. Support Staff
- b. *Briefly describe or illustrate the AEA table of organization in such a way as to explain the relationships and lines of authority between AEAMC personnel and other AEA personnel.*

Page 6 PHYSICAL FACILITIES (1) The physical facilities for each AEAMC may vary depending on the needs of that area. Each shall include adequate space for: the materials lending library; professional library; curriculum laboratory; media production area which will allow school personnel as well as staff to use selected equipment; office and work areas for staff; preview areas; storage space; and circulation and distribution area.

(2) Each AEAMC shall also have: access to a large meeting and/or display area which may be shared with other AEA programs; a location that is easily accessible to a loading area; and easy access to adequate parking area.

(3) Space allocations shall reflect the needs of the required services, the additional services included in each AEA's proposed media services

program, and the space recommendations of the Plan for Progress in the Media Center series, Department of Public Instruction, 1969ff and Media Programs; District and School, American Association of School Librarians and the Association for Educational Communications and Technology, 1974.

- a. List each of the following areas and state the square feet to be allocated to each. If space for an area is not currently available, state plans for providing adequate space for the area. Indicate if areas will share space and state the combined space allocated.
  1. Materials Lending Library
  2. Professional Library
  3. Curriculum Laboratory
  4. Media Production
  5. Office, Work
  6. Preview
  7. Storage
  8. Circulation, Distribution
- b. Describe AEAMC access to large meeting room and/or display area and state whether it will be shared with other AEA programs. If space for this area is not currently available, state plans for providing this area.
- c. State total square feet to be available to AEAMC.
- d. Explain the arrangements for AEAMC to pay for space and operation and maintenance items.
- e. Describe the accessibility to loading area.
- f. Describe the accessibility to parking.
- g. Provide any additional information that will clarify the nature and adequacy of AEAMC physical facilities.

Page 7 OTHER MATERIALS AND EQUIPMENT (1) Each AEA shall purchase the necessary materials and equipment for the continued development of its materials lending library, professional library, curriculum laboratory, and production services. (2) In addition each AEA shall purchase the necessary equipment and materials for services which are not mandated but are included in its program.

- a. Describe your plans for continued development and state general nature and amount of estimated purchases for each of the following: materials lending library, professional library, curriculum laboratory, production services, and other media services. For example: Materials Lending Library, 16mm films, 75¢ per pupil in addition to Title II and County Library funds."

Page 8 PROGRAM APPROVAL (1) Prior to November 1, the AEA shall submit to the department its proposed media services program for the ensuing fiscal year. This proposed program shall include all areas specified in either the law or the department rules governing area education agency media services and shall follow the format developed by the department and made available to each AEA at least 60 days prior to the due date.

- a. Use this page to provide information not specified elsewhere which will clarify the nature of the AEAMC and media services provided.

Page 9 ANALYSIS OF NEEDS Each AEA shall include in its proposed AEAMC program a summary of its analysis of needs of the local school district media programs with explanation of the relation of the proposed AEAMC program to those needs. Both the model for the analysis and the summary report shall follow formats approved by the department and shall include but not be limited to: (1) What local materials and equipment are available, and what materials and equipment services are needed from the AEAMC. (2) What local production services are available, and (3) What production services are needed from the AEAMC; what local staff is available and what in-service is needed from the AEAMC.

- a. *Describe the procedures currently used to determine the media needs of local school districts.*
- b. *Describe your plans proposed for 1, 2, and 3 above and indicate whether you have already developed an instrument or format to determine media needs of local school districts.*

Page 10 ADVISORY COMMITTEE Each AEA board shall establish an AEAMC advisory committee which shall meet not fewer than three times a year and which shall include but not be limited to administrators, classroom teachers, curriculum specialist, media specialists and students. Committee membership, tenure, and function shall be included in the AEAMC's program proposal. However, the functions shall include but not be limited to: selection of a chairman and a secretary for the committee; evaluation of needs assessment and relation of local needs to the AEAMC materials and services; review of program and budget; recommendation of policy and procedure within the confines of the law and the department rules; preview and recommend selection of materials and equipment; and consideration of other areas of concern identified by the department, the AEA, the AEAMC staff, or the advisory committee itself.

- a. *Describe committee membership, and tenure.*
- b. *List additional functions not specified above.*

Page 11 MATERIALS SELECTION POLICY All materials purchased for or received by an AEAMC shall be selected in accordance with a materials selection policy filed by the AEA as part of its proposed program for the AEAMC and approved by the department. In preparation of this policy the AEAMC shall give consideration at least to the following: the media needs of the local school districts; cost effectiveness of circulation of specific titles or media from an AEAMC as opposed to a local school media center; cost effectiveness of circulation of specific titles or media from an AEAMC as opposed to use of interlibrary loan or other cooperative activity; provision for reconsideration of challenged materials; provision for weeding or discarding.

- a. *Use this page for materials selection policy. If policy is already in print, use it as page 11. If more than one page, label 11, 11.1 etc.*

Page 12 CONTRACTED SERVICES All AEA board contractual arrangements for media services shall be approved by the department.

- a. *List and explain current and proposed AEA board contractual arrangements for media services.*

Page 13 COORDINATION AEAMC Program plans submitted by each AEA shall include a description of its coordination of services with other divisions of the AEA, with the merged area school, local schools, colleges and universities, and with other library, information, and communication networks. Each AEA shall participate in planning for state level cooperation among AEAMC's and between AEAMC's and other agencies.

- a. *Describe your plan for coordinating AEAMC services with other divisions of the AEA, other AEAMC's, the merged area school, local schools, colleges and universities, and with other library, information and communication networks.*

Page 14 DELIVERY SYSTEM Each AEA shall provide for efficient and effective delivery by AEA operated vehicles of all AEAMC circulating materials to each attendance center on at least a twice a week basis during the regular school year. However, the AEA may contract for local delivery services with any school district that has established at least twice a week delivery to each attendance center in its district.

- a. *Describe your planned arrangements for delivery of materials. If applicable, explain provisions of contract(s) with school districts for local delivery service.*
- b. *List the number of:*
  - Stops or delivery points*
  - vehicles to be used. (also state whether owned, leased, or contracted by AEA)*
  - Drivers to be employed*
  - Routes (Also state frequency and length of each route.)*
- c. *Provide any additional information that will clarify the nature and adequacy of AEAMC delivery services.*

Page 15 ANNUAL REPORT Each AEA shall submit to the department prior to August 15 of each year an annual report of the AEAMC services for the previous fiscal year. This report shall follow the format developed by the department and made available to each AEA at least 30 days prior to the beginning of the reporting period.

- a. *Include this page in your program proposal. Title the page but leave blank.*

Page 16 CONSULTATIVE SERVICES Each AEAMC shall first provide center-related consultation and/or inservice training as specified in the law and department rules. Within the limits of funds available, an AEAMC may also provide other qualified media professionals for related consultation and/or inservice training which may include but not be limited to: providing leadership and working with local school personnel in the planning and equipping of media centers, the selection of the materials and equipment, including planning general facilities for effective use of print and non print materials; working closely with administrators, consultants, and teachers at the local, area, and state levels in providing workshops in the evaluation, selection and use of materials and equipment; cooperating with merged area schools, colleges and universities, and other agencies, on pre-service, extension and visitation activities; participating with professional education and media associations in planning, developing and implementing media activities in improving instruction.

- a. Describe AEAMC plans for center-related consultation and inservice training and state staff members to be responsible.
- b. Describe plans for related consultation and/or inservice training and state staff members to be responsible.
- c. Explain, if applicable, current or proposed AEAMC contracts with others to provide consultative services to school districts.

ATTACHMENT

BUDGET (AF-32 Budget Worksheet - Media Service)

To provide moneys to pay the costs of media services, each school district shall add to its allowable growth for the school year beginning July 1, 1975 only, an amount equal to the cost per pupil in its area education agency for media services needed by the agency for that year, determined in accordance with the media program plans submitted by the area education agency administrator and approved by the Department of Public Instruction. However, the amount added for each area education agency shall not exceed five dollars per pupil in that area education agency unless a larger amount per pupil was budgeted for media services for pupils in that area education agency for the school year beginning July 1, 1974 and in that case shall not exceed one hundred eight per cent of the amount so budgeted. The amount budgeted for media services for pupils in an area education agency shall be determined by averaging a proportionate part of the expenditures by county school systems and joint county systems formerly serving pupils in the area education agency, based upon the enrollment in the systems compared to the enrollment in the area education agency. If the total amount added to allowable growth for all area education agencies in the state, as otherwise determined under this subsection, exceeds five dollars per pupil in the state, the state comptroller shall reduce the amount for each area ratably so that the total amount does not exceed five dollars per pupil in the state. The department shall make decisions regarding approval of program plans according to the criteria provided in section seven (7) of this Act, and the rules promulgated by the department pursuant to that section and chapter seventeen A (17A) of the Code.

- a. *The AEA administration has been provided a budget package for the total AEA operation. One form included in this package is AF-32 Budget Worksheet - Media Services. This same form (AF-32) will serve as the budget to accompany this description of AEAMC media program. The forms provided the AEA administration are blank except for ruled columns and column headings. Use the format included with these instructions for budget headings.*
- b. *You may insert additional sub-headings appropriate to your program.*  
*Example:*
  - E. *Supplies*
    5. *Media Production*
      - a. *Audio tape*
      - b. *Video tape*
      - c. *Diazo film*
- c. *At the bottom of the last page of AF-32, state the per cent of AEA administrative and operational costs charged to Media Services and the method of pro-rating.*



EXPENDITURES (Objects)

A. SALARIES

1. Professional
  - a. Director of Media
  - b. Media Specialist
  - c. Other - List
2. Support Staff
  - a. Secretary
  - b. Clerk
  - c. Technician
  - d. Driver - Van
  - e. Other - List

SUB-TOTAL (A)

B. EMPLOYEE BENEFITS

1. Social Security
2. IPERS
3. Insurance Programs
4. Workmen's Compensation
5. Other - List

SUB TOTAL (B)

C. TRAVEL

1. AEAMC - In Area
2. AEAMC - Out of Area
3. AEAMC - Out of State

SUB-TOTAL (C)

\*D. OPERATIONAL COSTS

1. Rent
2. Utilities
  - a. Electricity
  - b. Heat
  - c. Telephone
  - d. Water-Sewer
  - e. Other - List
3. Maintenance and Repair of Buildings and Grounds
4. Repair of Media Center Equipment, Furniture
5. Insurance
  - a. Property
  - b. Liability
  - c. Other - List
6. Other - List

SUB-TOTAL (D)

E. SUPPLIES

1. General Office - AEAMC
2. Materials Lending Library
  - a. Van Delivery
  - b. Catalog
3. Professional Library
4. Curriculum Laboratory
5. Media Production
6. Other - List

SUB-TOTAL (E)

F. MATERIALS

1. Print
  - a. Materials Lending Library
  - b. Professional Library
  - c. Curriculum Laboratory
2. Non-Print
  - a. Materials Lending Library
  - b. Professional Library
  - c. Curriculum Laboratory

SUB-TOTAL (F)

G. REPLACEMENT OF EQUIPMENT, FURNITURE

1. AEAMC Equipment, Furniture

SUB-TOTAL (G)

H. CAPITAL OUTLAY

1. AEAMC Equipment, Furniture

SUB-TOTAL (H)

I. CONTRACTED SERVICES

1. Materials Lending Library
  - a. Delivery
2. Media Production
3. Consultative, in-service
4. Other - List

SUB-TOTAL (I)

J. AEA ADMINISTRATION (Pro-Rata)

1. List as Appropriate

SUB-TOTAL (J)

TOTAL (A-J)

K. FEDERAL PROJECTS

1. Title II, ESEA
2. Other - List

SUB-TOTAL (K)

GRAND TOTAL (A-K)

\* You may list pro-rata items under AEA Administration

BUDGET SUMMARY

FORMAT: AF-32 (BUDGET WORKSHEET - MEDIA SERVICES)

EXPENDITURES (Program)

- A. Materials Lending Library
- B. Professional Library
- C. Curriculum Laboratory
- D. Media Production
- E. Delivery
- F. Consultative Services (School-related)
- G. AEA Administration (Pro-rata)
- H. Federal Projects

TOTAL (A-H)

FORMAT: AF-32 (BUDGET WORKSHEET - MEDIA SERVICES)

INCOME

A. ALLOWABLE GROWTH  
1. SUB-TOTAL (A)

B. MISCELLANEOUS  
1. Media Production  
2. Media Hardware Maintenance  
3. Other - List  
SUB-TOTAL (B)

C. FEDERAL PROJECTS  
1. Title II, ESEA  
2. Other - List  
SUB-TOTAL (C)

TOTAL (A-C)

State of Iowa  
 DEPARTMENT OF PUBLIC INSTRUCTION  
 Administration and Finance Division  
 Grimes State Office Building  
 Des Moines, Iowa 50319

Area Education Agency No. \_\_\_\_\_  
 Budget Worksheet-Media Services  
 Details of Expenditures

	Number of Employees	Past Year's Actual 1973-74	Budget 1975-76	Next Year's Budget 1976-77	Second Year's 1977-78
(1)	(2)	(3)	(4)	(5)	(6)

State of Iowa  
 DEPARTMENT OF PUBLIC INSTRUCTION  
 Educational Media Section  
 Grimes State Office Building  
 Des Moines, Iowa 50319

ESEA II LR1

Fiscal Year \_\_\_\_\_

Area Number \_\_\_\_\_

From \_\_\_\_\_

To \_\_\_\_\_

ESEA TITLE II  
 INVENTORY RECORD

Inventory Period:

Type of material	Number of items reported on last inventory	Number of items added since last inventory				Total of columns 1, 2, 3, 4 & 5	Number of items removed since last inventory						Total of columns 7 - 12	Number of items at date of inventory
		Purchased and processed	Exchanged with another area	Returned after reported dropped	Other		Lost	Obsolescent	Worn out	Exchanged with another area	Traded in	Other		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Books:														
Volumes														
Titles														
Periodical														
Subscriptions														
Films: (8mm)														
Prints														
Titles														
Films: (16mm)														
Prints														
Titles														
Filmstrips:														
Prints														
Titles														
Filmstrips: Sound														
Prints														
Titles														
Recordings:														
Disc														
Recordings:														
Tape														
Slides:														
Prints														
Titles														
Transparencies:														
Prepared														
Master Books														
Microfilms														
Maps														
Globes														
Art Prints														
Reproductions														
Simulation Games														
Other														
Other														

SECTION IV

THE BUDGET  
Instructions and Material

State of Iowa  
DEPARTMENT OF PUBLIC INSTRUCTION  
Administration and Finance  
Grimes State Office Building  
Des Moines, Iowa 50319

AREA EDUCATION AGENCY  
(SF 1163)

The Budget

The Act provides in Section four (4), subsection thirteen (13), that one of the statutory duties of the area education agency board is the preparation of a budget.

The language of the subsection is as follows:

"13. Prepare an annual budget estimating income and expenditures for the programs and services as provided in sections one (1) through twelve (12) of this Act and chapter two hundred eighty-one (281) of the Code. The proposed budget shall be submitted to the department of public instruction, on forms provided by the department, no later than December first preceding the next fiscal year for approval. The department shall review the proposed budget and shall prior to January first either grant approval or return the budget without approval with comments of the department included. Any unapproved budget shall be resubmitted to the department for final approval."

The language of the entire Act establishing the area education agency provides for a program and service oriented agency. The specific language of the above quoted subsection of the Act necessitates a budget built on programs and services and a format reflecting this emphasis rather than the normal budget format of past years used by school districts and county school systems.

The budget to be submitted to the Department of Public Instruction will not only cover the aforesaid programs and services, but also, the County Library Fund, Chapter 292 of the Code; the Improvement of Instruction Fund, Chapter 272 of the Code; and all other funds that may legally be received and expended.

The proposed budget shall not reflect the expenditure of funds for responsibilities of the area education agency falling outside of the above set-forth programs and services unless sources of revenue to cover such expenditures are available to the area education agency board.

The preparation of the initial budget will require the cooperation of personnel of the local school districts as well as the assistance of the staffs of county school systems and joint county systems in addition to the Department of Public Instruction carrying out its statutory duties relating to the preparation of the budget.

It will be essential in the preparation of the budget of the area education agency and each of the several schools within the area being served by the agency to coordinate the exchange of data and plans for carrying out the responsibili-

ties required by statute of both local school districts and the area education agency. These statutory responsibilities include: the identification of pupils eligible for special education, weighting of pupils, determination of appropriate instructional programs, the agency to carry out such programs, the facilities to be used, determination of the kind and scope of special education supportive services, media centers and media services to be made available and the tentative identification of other services (inservice training programs, educational data processing, research and demonstration projects, auxiliary services, and other programs and services) which may be provided.

Budgeting for special education instructional programs and supportive services should be done on programs and services approved by the Department of Public Instruction on or before November 1 of each year.

Budgeting for media centers and services should be based on program plans submitted and approved by the Department of Public Instruction.

Budgeting for other services may be done on a tentative basis after discussion with local districts and approval of the Department of Public Instruction based on statutory or budgetary requirements.

Budgeting for services to be furnished by other funds available should be done with the specificity necessary to carry out the objective of the service for which funds are to be received.

The area education agency budget to be submitted to the State Department of Public Instruction for approval will consist of the following:

1. Budget Worksheet - Special Education Supportive Services, Form AF-31
2. Budget Worksheet - Media Services, Form AF-32
3. Budget Worksheet - Other Services (separate worksheet for each service, Form AF-33)
4. Budget Worksheet - Special Education Instructional Program (record only program data if area education agency is going to provide instructional programs), Form AF-34

Note: Special Education Division of the Department of Public Instruction will probably require a budget worksheet on special education instructional programs carried on by local districts before approving programs.

5. School District Budget Worksheet (one for each school district), Form AF-35
6. Summary of School District Budget Worksheets, Form AF-37
7. Budget for County Library Fund - Chapter 292 of the Code (breakdown by counties), Form AF-39



8. Budget for Improvement of Instruction Fund - Chapter 272 of the Code (breakdown by counties), Form AF-40
9. Budget Worksheet - Total Administration Expenditures (to be accompanied by Allocation of Administrative Expenditures related to programs and service, with a further breakdown of allocated administrative expenditure by programs and service for each school district), Form AF-41
10. Budget Summary of Balance Accounts - Assets, Liabilities, and Fund Balances--initial statement to be filed July 1, 1975, but, thereafter, at time of filing other budget items, Form AF-42
11. General Fund Budget Consolidated (SF 1163 and all other funds), Form AF-43

Explanation of entries to be made on each form and each column will be provided in "Instructions Relating to Completion of the Several Forms Making up the Budget Document."

An ideal and complete program and performance budget is one that outlines the purposes and objectives for which funds are requested, the costs of the various programs and services, and the quantitative data that can be used in measuring the accomplishments and work performed under each of the established areas.

The budget forms for the area education agency are predicated on the assumption that a program-oriented accounting system will be adopted and utilized. It should have the capability of generating information which will assist school administrators (state, area education agency, and local) and the respective boards of education in making choices related to optimum allocation of resources among alternative programs or educational needs.

The accounting system should be on an accrual basis to fully accommodate the effective and efficient delivery of programs and services and the use of funds by the area education agency.

The accounting system should be based on the method of a double entry for recording each transaction that is made. The end result of double entry accounting is full disclosure of financial transactions in both detailed and summarized form within a complete self-balancing group of accounts.

The budget is a projected financial plan, disclosing in detail anticipated sources of revenue needed to support the expenditure requirements for a period of time, known as a fiscal year, and the item of classification used should be reflected in the chart of accounts of the accounting system.

Other supportive data on programs and service to provide a better understanding of the financial aspects of the budget may well be requested.

State of Iowa  
DEPARTMENT OF PUBLIC INSTRUCTION  
Administration and Finance Division  
Grimes State Office Building  
Des Moines, Iowa 50319

AREA EDUCATION AGENCY

Data Needed and Steps Necessary in Preparing the Budget

1. Must have identified special education children by districts and total for area.
2. Must identify the three classifications of special education children to determine weighted enrollment for each school district and the area.
3. Must have actual enrollment of September that may be used for aid calculation.
4. Must have an approved instructional program.
5. Must determine what agency "for what children" is going to be responsible for instructional program.
6. Where are instructional programs going to be held?
7. Special Education Supportive Services - The kind of service and scope of such service will be dependent on the special education program approved by the DPI, with the dollar amount per pupil for such services determined by the Department with cooperation of area education personnel.

Personnel, supplies, etc., will need to be developed. Hence, the requirement of Budget Worksheet.

8. Media Center and Services - Need to know budgeted amount for 1974-75.

Need to have an approved plan of services and delivery system.

DPI, with cooperation of area personnel, determines the dollar figures for personnel, materials, etc. Hence, the Budget Worksheet.

Must recognize the budget may, of necessity, be scaled down (because of dollar limitations).

9. Other Services - Kinds of services and the scope of such services to be developed by area education agency and local districts. Budget worksheet for each service necessary. There is a dollar restriction for the first year.
10. Administrative Expense - A budget worksheet covering the kinds of services and scope of such, and the necessary expenditures at the administrative level, is a necessity.

After determination by the Department, with the cooperation of area education officials and local districts, instructional programs (if area is going to operate), supportive services, media services, other activities, Improvement of Instruction Fund, Library Fund, and other legally provided services, the total expenditure for administration will then have to be prorated to each program and service with the proration to be made in relation to the amount budgeted for each program or service. These amounts, by programs and services, to be further allocated to each school district.

11. Budgets for Library Fund and Improvement of Instruction Fund developed by area education officials based on past experience. Expenditures from Library Fund will be for materials for the area media center.

• The budget worksheets will make provision for one year of actual expenditures, budget 1975-76 year for approval, tentative budget for the next year and second year in advance. Initial budget will have figures in only the column for 1975-76 year. Budgets submitted for approval for 1976-77 year will be expected to have figures in every column, especially as they relate to planning and tentative budgets for two years in advance. However, the column "actual expenditures 1974-75" could only have the funds expended that may have been advanced during the fiscal year 1974-75 by the State Comptroller.

#### Revenue Supplied by Local District

1. Special Education Instructional Program

School districts shall pay the costs of special education instructional programs with the moneys available to the districts because of the weighted enrollment. Funds available to the area education agency will be based on contractual arrangement with the local district for the area education agency to provide and operate the instructional program.

2. Special Education Supportive Services

To provide moneys to pay the costs of special education supportive services, each school district shall add to its allowable growth for the school year beginning July 1, 1975, an amount equal to the cost per pupil in its area education agency for services needed by the agency for that year, determined in accordance with program plans submitted by the area director and approved by the Department of Public Instruction.

3. Media Services

To provide moneys to pay the costs of media services, each school district shall add to its allowable growth for the school year beginning July 1, 1975, only, an amount equal to the cost per pupil

in its area education agency for media services needed by the agency for that year, determined in accordance with the media program plans submitted by the area education agency administrator and approved by the Department of Public Instruction. However, the amount added for each area education agency shall not exceed five dollars per pupil in that area education agency unless a larger amount per pupil was budgeted for media services for pupils in that area education agency for the school year beginning July 1, 1974, and in that case, shall not exceed one hundred eight percent of the amount so budgeted. The amount budgeted for media services for pupils in an area education agency shall be determined by averaging a proportionate part of the expenditures by county school systems and joint county systems formerly serving pupils in the area education agency, based upon the enrollment in the systems compared to the enrollment in the area education agency. If the total amount added to allowable growth for all area education agencies in the state, as otherwise determined above, exceeds five dollars per pupil in the state, the State Comptroller shall reduce the amount for each area ratably so that the total amount does not exceed five dollars per pupil in the state.

#### 4. Other Services

To provide moneys to pay the costs of all other services which may be provided through the area education agency, each school district shall add to its allowable growth for the school year beginning July 1, 1975, only, the amount of ten dollars per pupil.

Note: The Department of Public Instruction, in cooperation with the appropriate personnel of the area education agency, shall determine the per pupil amounts for each area education agency, as required under items two (2) and three (3) above.

The State Comptroller shall calculate the amounts needed by each area education agency by multiplying the per pupil amounts needed by each agency under items two (2), three (3), and four (4) given above by the weighted enrollment in the area education agency, and shall calculate the amounts due from each school district to its area education agency by multiplying the per pupil amounts needed by the agency by the weighted enrollment in the school district. The State Comptroller shall deduct the amounts so calculated for each school district from the state aid due to the district pursuant to Chapter four hundred forty-two (442) of the Code and shall pay the amounts to the area education agencies on a quarterly basis during each school year. The State Comptroller shall notify each school district the amount of state aid deducted for this purpose and the balance which will be paid to the district. If a district does not qualify for state aid under Chapter four hundred forty-two (442) of the Code in an amount sufficient to cover its amount due to the area education agency as calculated by the State Comptroller, the school district shall pay the deficiency to the area education agency from other moneys received by the district, on a quarterly basis during each school year.

State of Iowa  
DEPARTMENT OF PUBLIC INSTRUCTION  
Administration and Finance Division  
Grimes State Office Building  
Des Moines, Iowa 50319

AREA EDUCATION AGENCY  
Instructions Relating to Completion  
of the Several Forms Making Up  
The Budget Document

General Instructions

You will note that there are eleven (11) parts in the total budget that has to be submitted to the Department for approval by December 1, 1974.

Each of the eleven parts or forms carries an Administration and Finance number located in the upper left-hand corner--similar to the following--AF-31. There will be detailed explanations of the data to be entered on each form, and the proper column for entering such applicable data.

There are certain basic data and information that you will need to have at hand as you prepare the budget. Review the "Data Needed and Steps Necessary in Preparing the Budget."

Many of the forms will be dependent upon data contained in other forms, which means that the majority of the forms will need to be developed at the same time.

Budget worksheets for the several services will not list specific items of expenditure. Suggested items of expenditure will be listed when directions for each form are enumerated. This is to insure flexibility to meet the special needs of the Area Education Agency, however, three facts should be kept in mind when developing proposed items of expenditure: first, do they meet the nomenclature and requirements of the Rules and Regulations of the Department; second, are they in conformity with guidelines for each service; and third, are the items susceptible to being properly categorized and made a part of the classification of expenditures listed in the "Consolidated Budget," Form AF-43.

It should be further kept in mind that the "totals" of dollars on the several budget worksheets must balance when summarized; or, in case of proration to several other budget worksheets, such as, worksheet on Administration Expenditures, Form AF-41, the total of the prorated amounts balance with the total of the particular worksheet.

You will have the following types of expenditures: Direct Cost, Indirect Cost, and Administrative Expense.

● Direct Costs

Those elements of cost which can be easily, obviously, and conveniently identified with specific activities or programs.

- Indirect Costs

Those elements of cost, necessary in providing a service, which are of such nature that they cannot be readily or accurately identified with the specific service. For example, the custodial staff may clean corridors or spaces in a building which are used jointly by administrative, special services, or activity personnel. In this case, a part of custodial salaries is an indirect expense of each service using the corridors or spaces. However, it is impossible to readily or accurately determine the amount of salary to charge each of the services. The total of these, the method of allocating these costs, and the amount designated, should be made a part of the information supplied to the Department.

Note: To provide the breakdown as indicated above, you may want to use one of the supplementary budget sheets made available.

- Administrative Expense

Those activities which have as their purpose the general direction, execution, and control of the affairs of the Area Education Agency, and are systemwide and not confined to one of the services or activities.

A. Budget Worksheet--Special Education Supportive Services, Form AF-31

Column 1--Items of Expenditure

This column is to be used for listing items of expenditure. The expenditures should be organized into the following general categories, and in the order listed herein:

Salaries, Employee Benefits (list specific benefit, such as IPERS, in total amount but not by individual position), Supplies and Materials, Contracted Services, Travel, Capital Outlay, Debt Service, Other Expense, and then, Indirect Costs (identifying items included), and Administration Cost (prorated on dollar costs of activities or services being provided). This Administration Cost, developed on Form AF-41.

It would facilitate your work if, under salaries, you would list specific types of personnel in this order:

Administrative (directly related to the service), Professional (nonteaching), Instructional, Para-Professional (technicians), and Other Salaries.

Special education regulations provide for the following types of special education personnel to be employed, as appropriate, in an approved program:

Director of Special Education  
Assistant Director of Special Education  
Special Education Coordinator  
Supervisor  
Consultant  
Educational Strategists  
Hearing Clinician  
Diagnostic and Prescriptive Teachers  
Hospital/Homebound Teacher  
Itinerant Teachers  
Occupational Therapist  
Physical Therapist  
Prekindergarten Teachers  
School Psychologist  
School Vocational Rehabilitation Counselor  
School Social Worker  
Special Education Media Specialist  
Special Education Nurse  
Speech Clinician  
Work-experience Instructor  
Audiometrist  
Communication Aide

List specific titles of positions that meet your needs.

- When all items of expenditure are listed, it would facilitate your work to draw horizontal lines and enter subtotals for each category. (See Form AF-43 for illustrations)
- List specific items under other categories mentioned above, such as, Employee Benefits, Supplies and Materials, Contracted Services, etc.

For further guidance, reference could be made to items listed under each category on the Consolidated Budget, Form AF-43.

Column 2--Number of Employees

After each type of personnel listed, indicate the number of persons proposed to be employed: Special Education Director - 1, School Psychologist - 5, etc.

Column 3--Past Year's Actual Expenditure, 1973-74

Make no entry in this column.

Column 4--Budget, 1975-76

Enter the amounts proposed for each item of expenditure listed in column 1. Enter subtotals for each category. Verify the correctness of each figure entered, and the addition on each subtotal and total.

Column 5--Next Year's Budget, 1976-77

In the preparation of the initial budget, leave this column blank.

Column 6--Second Year's Budget, 1977-78

In the preparation of the initial budget, leave this column blank.

Note: The total of the budget (in column 4) will be dependent upon the amount allocated for indirect costs and the proportionate share of administrative expense.

This is only a reminder and refers again to the comments made under column 1. This reminder is applicable to all of the budget worksheets and will not be repeated after each one.

B. Budget Worksheet--Media Services, Form AF-32

Column 1--Items of Expenditure

This column is to be used to list items of expenditure. The directions given under "A" are applicable, except for the specialized personnel that will be necessary to provide "Media Service."

Regulations for media services provide for the following types of media personnel to be employed, as appropriate, in an approved program:

Director of Media Services  
Media Specialist  
Media Professionals  
Other Certificated Media Personnel  
Production Technician  
Film Inspector  
Graphic Artists  
Press Operators  
Other

List specific titles of positions that meet your needs.

- When all items of expenditure are listed, it would facilitate your work to draw horizontal lines and enter sub-totals for each category. (See Form AF-43 for illustration)

Note: There may be specialized types of "Supplies and Materials" relating to media services, and perhaps you should give thought as to what items of expenditure, on Form AF-43, you expect to consolidate the several proposed expenditures.

Column 2--Number of Employees

After each type of personnel listed, indicate the number of persons proposed to be employed: Director - 1, Librarian - 2, etc.



Column 3--Past Year's Actual Expenditure, 1973-74

Leave blank.

Column 4--Budget, 1975-76

Enter the amounts proposed for each item of expenditure listed in column 1. Enter subtotals for each category, verify the correctness of each figure entered and the addition on each subtotal.

Column 5--Next Year's Budget, 1976-77

Leave blank.

Column 6--Second Year's Budget, 1977-78

Leave blank.

C. Budget Worksheet-Other Services and Programs, Form AF-33

Note: Prepare a separate budget worksheet for each; Other Service and Program. If you have several, you may want to make a summary sheet on these.

Column 1 through Column 6

Follow directions, as applicable, given for Forms AF-31 and AF-32 listed under "A" and "B." Be specific on the classification of professional personnel, especially as their competencies relate to the particular service.

D. Budget Worksheet--Special Education Instructional Program, Form AF-34

Column 1 through Column 6

Follow directions, as applicable, given for Forms AF-31 and AF-32 listed under "A" and "B." Be sure to identify correctly the professional personnel.

E. Budget Worksheets--For School Districts, Form AF-35

Special Education Program, Special Education Supportive Services, Media Services, and Other Services, Form AF-35 (consists of two pages). Fill in county and district number for each school district.

Note: This form contains both revenue and expenditures. It is a summary indicator of the revenues proposed to be raised for each program and service with an appropriate balancing figure for the expenditures for each school district in the Area Education Agency.

Column 1

Item description of revenues and expenditures. Starting with the

expenditure items, you will need to know the number of special education children for the district having a weighting of 1.8, the number of children with weighting of 2.2, and the number of children with weighting of 4.4. You will need the "District Cost per Pupil" (obtain from each district as indicated later at end of paragraph) which will be the controlled budget figure used in computing your Foundation Aid. You should read 442.9 as amended by the 65th G.A.(2), SF 1163, because, in many instances, it will require an adjustment to be made in the district cost per pupil. (Enclosed for your reference is the "Summary Information Worksheet, School Budget Review Committee," number 2100-B57045-8/74 [see item 6 ], and the "Explanation to the Budget Summary Information Worksheet," number 2100-B57089-8/74.)

Expenditure Instructions

Page 1

Column 2--Department of Public Instruction Use

Column 3--Resource and Special Class

Enter the product resulting from multiplying 1.8 x children x district cost.

Column 4--Self-contained Class

Enter the product resulting from multiplying 2.2 x children x district cost.

Column 5--Self-contained Class (no integration)

Enter the product resulting from multiplying 4.4 x children x district cost.

Column 6--Totals

Enter totals, and also totals at bottom of sheet--verify the totals.

Page 2

Column 2--Department of Public Instruction Use

Column 3--Special Education Supportive Service

Enter the proposed expenditure.

Column 4--Media Service

Enter the proposed expenditure.

Column 5--Other Services

Enter the proposed expenditure for each proposed service.

Column 6--Totals

Enter totals, and also totals at bottom of sheet--verify the totals.

Revenue

Pages 1 and 2

Columns 3 - 4 - 5

Enter the appropriate breakdown of revenue for each column. The totals for each column must equal the total of expenditures. (This breakdown of revenues should be available from worksheets on local district budget calculations; look at items 22-27.) Revenue on page 2 for columns 4 and 5 will be primarily "property tax".

Column 6--Extend Totals from Columns 3 - 4 - 5. Check totals by cross-footing.

F. Worksheet--Summary of Local Districts, Form AF-37

Enter the totals for each item of revenue, expenditure, and totals taken from Form AF-35. Check your additions and cross-footings.

G. Worksheet--Library Fund (Chapter 292), Form AF-39

Column 1--Items of Revenue and Expenditure

Column 2--Department of Public Instruction Use

Leave blank.

Column 3--Past Year, 1973-74

Leave blank.

Column 4--Budget, 1975-76

Enter your estimate for each item of revenue and expenditure.

Note: You will notice that we are asking you to attach breakdown by counties for the revenue only.

Making an estimate of the revenue and expenditure can be based on past experience of all counties.

Columns 5 and 6

Leave blank (this year).

H. Budget Worksheet--Improvement of Instruction Fund (Chapter 272), Form AF-40

- Follow same general directions as given for the Library Fund.

I. Budget Worksheet--Administration, Form AF-41

Column 1--Items of Expenditures

Reread the definition of administration previously set forth.

List the items of expenditure in the following categories, and in the order listed: Salaries, Employee Benefits, Supplies and Materials, Contracted Services, Capital Outlay, Debt Service, Other Expense, and then Indirect Costs. It would facilitate your work if, under salaries, you would list specific types of personnel in this order, keeping in mind this worksheet relates to Administration: Administrative, Professional, Professional (non-teaching), Para-Professional (technicians), and Other Salaries.

Some examples that may be listed here are:

Administrator  
Assistant Administrator  
Business Manager  
Supervisor of Buildings  
Board of Education:  
    Secretary to Board  
    Treasurer  
Secretaries  
Accountant  
Bookkeeper  
Other Clerical

List specific titles of positions that meet your needs, and that are definitely a part of administration costs and chargeable as a direct cost.

- List under other categories items of expenditure directly attributable to the operation of the board; such as, Publishing Fees, Election Expense, Materials and Supplies, Travel, Inservice, Membership Dues, Contracted Services (audits, legal service).
- List items under other categories, expenditures directly related to the office of the Area Education Agency Administrator, such as, Supplies and Materials, Professional Books and Periodicals, Travel, Employee Benefits, and Indirect Costs.
- Do not include expenditure of funds under Administration to carry out responsibilities of the Area Education Agency falling outside of the statutory programs or services for which sources of revenue are provided.

Column 2--Number of Employees

After each type of personnel listed, indicate the number of persons proposed to be employed: Administrator - 1, Secretaries - 2, etc.

Column 3--Past Year's Actual Expenditure, 1973-74

Make no entry in this column.

Column 4--Budget, 1975-76

Enter the amounts proposed for each item of expenditure listed in column 1. Enter subtotals for each category. Verify the correctness of each figure entered, and the addition on each subtotal and total.

Column 5--Next Year's Budget, 1976-77

Leave blank.

Column 6--Second Year's Budget, 1977-78

Leave blank.

Note: Do not forget to have figures for indirect cost, and use breakdown of indirect costs used for other worksheets indicating proportion allocated to other services.

- Check this worksheet carefully for completeness and accuracy. Before completing other worksheets, determine the allocation of the administrative costs to other services, and for instructional programs that may be carried on by the Agency for local districts.

J. Budget Summary of Balance Accounts--Assets, Liabilities, and Fund Balances, Form AF-42

This form is to be completed as of July 1, 1975, after settlements are made between County Boards of Education, Joint County Boards, and the respective Area Education Agency Board in regard to distribution and transfer of assets and liabilities.

It is assumed that the Area Education Agency, with the cooperation of the employees and the boards of education, will develop an inventory of all equipment and a schedule of all assets and liabilities. Further information and guidelines relating to this form, and the records that should be developed and maintained concerning the classification of items, will be prepared by the Department of Public Instruction in the immediate future.

K. Consolidated Budget, Form AF-43

This form provides a summation of the revenue and expenditures being submitted by the Area Education Agency Board to the Department of Public Instruction for approval. The revenues and expenditures detailed on Budget Worksheets, Forms AF-31 through AF-41, should equal the "totals" entered on this form. For example, the totals relating to "Employee Benefits" on the several worksheets should equal the

subtotal for "Employee Benefits" on this form.

Column 1--Items of Revenue and Expenditure

Revenue and expenditure of the several budget worksheets should be entered in the classification used on this form, Pages 1 through 6.

Column 2--Special Education Instruction

This would contain only a summary of those budget worksheets for instructional programs proposed to be operated by the Area Education Agency. Be sure totals correspond.

Column 3--Special Education Supportive Services

No further explanation needed.

Column 4--Media Services

No further explanation needed.

Column 5--Other Services

No further explanation needed.

Column 6--Trust Fund Services

No entries would be made unless a "gift" or other special fund is made available to the Agency to carry out some special function which is an integral part of the agreement or condition to be performed by the expenditure of such funds. There should be a budget worksheet to cover such service.

Column 7--Library Fund

No further explanation needed.

Column 8--Normal Institute Fund

No further explanation needed.

Column 9--Totals

Verify the accuracy of the totals, and cross-foot to insure that they agree.

L. Supplemental Budget Worksheet

A sheet is included which can be used when it is necessary to have additional pages for many of the budget worksheets.

If used, fill in the following:

1. Insert the proper form number in lefthand corner.
  2. Identify the service by writing in name of the service after "Budget Worksheet \_\_\_\_\_."
  3. Insert the proper number of the page and total number of pages relating to the particular worksheet.
- 
- Provide two copies of all forms and supporting material so that a copy of the approved budget can be returned.
  - You may want to make additional copies for your use with local schools.
  - Retain and preserve your working papers for reference.

SCHOOL DISTRICT \_\_\_\_\_ COUNTY NO. \_\_\_\_\_

TO CALCULATE MAXIMUM BUDGET LIMITS FOR 1975-76		
1. 1974-75 allowable per pupil cost including modified amounts		*1
2. 1974-75 allowable growth	+	*2
3. Area Education allocations: *3		*4
(a) Support services	+	*5
(b) Media services	+	*6
(c) Other services	+	
4. Total A.E.A. allotment	=	
5. Total district cost lost Section 124 HF 1163	-	*7
6. Total district per pupil cost applicable multiplied by		
7. Total formula enrollment (computed below)	x	*8
8. Equals controlled budget (line 6 x line 7) UNLESS	=	
9. Added modified allowable growth in dollars as approved by SBRC	+	*9
10. Equals total controlled budget THEN	=	
11. ADD: (a) Miscellaneous income estimated	+	*10
(b) Unspent amount carried forward	+	*11
(c) Secretary's balance for construction	+	*12
(d) School Budget Review Committee funds	+	*13
12. MAXIMUM TOTAL BUDGET 1975-76	=	*14

TO CALCULATE TOTAL FORMULA ENROLLMENT		
3. 1974-75 best enrollment used		*15
4. January 1975 enrollment estimated or actual		*16
5. Difference (if negative)		
6. January 1975 enrollment estimated or actual		
7. Fifty (50) percent of line 15 if used	+	
8. Twenty-five (25) percent of remaining difference	+	
9. Plus weighted pupil enrollment computed in line 44	+	*17
Equals total formula enrollment (to line 7)	=	

TO CALCULATE FORMULA		
20. Assessed valuation actual or best est. year applicable		*18
21. Controlled budget expenditure limit (line 10) PER PUPIL		*19
22. Foundation level		*20
23. 20 Mills Foundation		
24. State Aid		
25. Sub-total = foundation x formula enrollment (line 7)		
26. Additional to fund maximum controlled budget (21-25)		
27. Additional millage (line 26 divided by line 20)		
28. Twenty Mills		20.000
29. Computed Millage (Line 27 plus 28)		

MAXIMUM LEVY CONSIDERATION		
30. 1970-71 Millage		*21
31. 1970-71 County Millage		*22
32. Total 1970-71 Millage		

TO CALCULATE GUARANTEED AID		
33. Computed Actual Millage (line 29)		
34. Minus 1970-71 Millage	-	
35. Difference	=	
36. Difference (line 35) multiplied by assessed valuation (line 20)		
37. Adjustment to state aid	=	
38. Plus state aid (line 24)	+	
39. Equals adjusted state aid	=	

TO CALCULATE WEIGHTED PUPIL		
40. Special Education resident pupils		
Special Education pupil category weightings:		
41. 1.8 = .8 x No. of resource special education class No. [ ] x .8 =		
42. 2.2 = 1.2 x No. of self-contained class No. [ ] x 1.2 =		
43. 4.4 = 3.4 x No. of self-contained/no integration No. [ ] x 3.4 =		
44. TOTAL WEIGHTED PUPILS (to line 19)		



State of Iowa  
SCHOOL BUDGET REVIEW COMMITTEE  
Grimes State Office Building  
Des Moines, Iowa 50319

EXPLANATION TO THE BUDGET SUMMARY INFORMATION WORKSHEET

(Numbers refer to those on the worksheet)

\*1 District Cost

The district cost base was established by statute from the figures used in 1971-72 proposed budgets. At this time, it was decided through HF 359 that miscellaneous income should not be included in the definition for district cost. The cost figure may be increased in only three ways. First, by the normally assigned growth factor; second, by action of the School Budget Review Committee; and third, by the provisions of SF 1163 where funds are generated in the local school district budget for programs planned and approved by the Area Education Agency Board. The cost figure assigned to the district may also be reduced by the Committee, or by statute as done by SF 1163, Section 124. The district cost relates to the state average district cost only as to the traditional pattern established prior to 1970-71. The cost has increased in a controlled way since that time.

It should be understood that the state average was computed on the basis of total students against total expenditures, less miscellaneous income, for the 1971-72 school year. This state average will be increased in the future by including the average cost for special education support services. Since a good share of smaller school districts had higher costs, the state average being carried forward has approximately two-thirds (2/3) of the districts above and the remainder below that figure since the average was obtained by dividing total proposed dollars by the enrollment at that time.

\*2 Allowable Growth

For the past two years, the district cost has been permitted to increase at a more rapid rate than the language which was presented in the original bill. Five (5) percent for 1973-74, eight (8) percent for 1974-75, and eight (8) percent for 1975-76 are percentages which have been set by special legislative action to compensate for an economic growth pattern which was greater than was inherent with earlier provisions in the law. The growth factor is applied at the state average, and has a greater positive percentage affect on budgets below the state average than those with traditional patterns of expenditure above the average. The above mentioned percentages permit \$45, \$76, and \$82, respectively, for the three years mentioned. Approximately one-third (1/3) of the districts have been permitted by statute to increase at a rate of \$56, \$95, and \$103, respectively, in the corresponding period. Again, it should be

mentioned that the provisions of SF 1163 will raise the district cost when the amounts for each category are known and can be inserted as a firm figure.

\*3 Area Education Agency Allocations

Since the county board of education has been erased as a taxing body which previously funded portions of elementary and secondary education, SF 1163 now obligates local school districts to secure the necessary funds along with their normal budget priorities. The dollar amounts will be communicated to local districts from the Area Education Agency Board which has been elected by board members from each local district. The actual designated dollar amounts to be included in the local district budgets for special education support services, media, and other services which are needed by the Area Education Agency Board are expected to be communicated to the local district in time to certify accurate amounts. If it is necessary to estimate, such an estimation should be slightly more than one may expect the figure to be.

If an estimate of fifteen (15), twenty (20), or twenty-five (25) dollars were to be inserted to the state average, the new foundation level would be as follows:

$$\$1106 + \$15 = \$1121 \times 73\% = \$818$$

$$\$1106 + \$20 = \$1126 \times 73\% = \$822$$

$$\$1106 + \$25 = \$1131 \times 73\% = \$826$$

\*4 Portion of Budget for Special Education Support Services

Since this portion will come largely from state funds and will be built into the state average and the foundation level, it also needs to be identified. This must be done in such a way as to allow the Area Education Agency Board to be in a position to develop a budget, which must later be approved by the Department of Public Instruction before January 1 at the latest, and then this figure used as a yearly guide. The increase to the state average and ultimately to the foundation level is determined by the programs the Area Education Agency and the Department of Public Instruction approve. Since these funds are sent directly to the Area Education Agency by the State Comptroller, but are generated in local school district budgets, it is necessary that the local district have an accurate record of the amount they are contributing. As an example and for estimating purposes, twenty (20) dollars could be inserted for the 1975-76 budget. It should be understood that this figure when placed in the district's budget will vary from area to area, depending on approved programs. However, when the figure is being used to develop a new foundation level, one dollar figure will be used for the state.

\*5 Portion of Budget for Media Services

An amount in a per pupil dollar figure will be determined by the Area Education Agency Board, and approved by the Department of Public Instruction for use in supplying a media service program to the fifteen (15) areas comprising the state of Iowa. Since these per pupil dollars are to be added to the district cost and not to the state average, this will mean the funds will be generated from local taxes in most cases. Only districts receiving guaranteed aid are affected otherwise. However, a provision in SF 1163 requires that the funds generated are to be sent directly to the Area Education Agency Board by the State Comptroller and all local taxes remain in the district, with an adjustment being made to the state aid normally received by the district. Here again, it is necessary that the local district keep an accurate accounting of the funds generated. Again, as an example and for estimating purposes, five (5) dollars could be inserted into the calculation for this category. Here also, the figures which will be ultimately used may be different for areas, but will be the same for every school in a given area.

\*6 Portion of Budget for Other Services

Many programs placed in this category are presently in operation, but the scope of these programs are not uniform throughout the state. It is quite likely that initially ten (10) dollars will be added to each district's cost; and here again, it will have no affect on the state average or foundation level, and the funds will be generated from local taxes. It should be understood that the increase in local taxes may be somewhat compensated due to the fact that the County Board of Education or new Area Education Agency will have no taxing authority. These funds for the programs properly approved are also sent to the Area Education Agency Board by the Comptroller, and thus the local taxes will remain in the district. Here it will also be necessary for the district to have an accurate record of the amount they are contributing. It is quite likely some of the funds accumulated will be carried over into the 1976-77 school year when a better assessment will be available as the needs are determined by the Area Education Agency Board.

\*7 District Cost Loss--SF 1163, Section 124

During the 1975-76 school year, an adjustment is mentioned in SF 1163, Section 124 which in essence says that any reimbursement claimed for special education programs operated beginning July 1, 1974 and carried on by local school systems during that school year will result in a corresponding loss in district cost for the 1975-76 budget. This stipulation refers to programs mentioned in Chapter 281, Sections 9 through 11. It should be understood that the reimbursement mentioned for 281.9 programs and for new and expanded programs starting in 1972-73 and 1973-74 normally coming a year late, will be received during the 1975-76 school year, and will balance the district cost loss for only that year. New and expanded

programs beginning July 1, 1974 will be funded within the year, and not have a balancing amount occurring during the 1975-76 school year. Legislative action may have to be taken regarding this adjustment, as it will be difficult to determine actual district cost until June 30, 1975. It is too late at that time to have this information available when the levy has to be made in late April or early May and for tax collections to begin July 1, 1975 for 1975-76 budgets.

\*8 Total Formula Enrollment

The total formula enrollment includes the normal calculation as has been outlined in Chapter 442, Section 4 and the changes made in HF 1121. In order to include weighting for special education funding purposes, it should be understood that even though the language is not too clear, it must be assumed that the weighting for special education purposes which has been calculated is to be added to any adjustment made to the regular total enrollment count. Otherwise, this extra count, which is supposed to generate funds for special education instruction services, would be involved with the compensation mentioned in HF 1121 for declining enrollment. The total formula enrollment multiplied by the approved district cost becomes the limits of property tax dollars and state aid which will be generated by the controlled budget total. All other funds to be incorporated into the maximum budget will be funded from miscellaneous income actually received or will be from an authorized use of the secretary's balance.

\*9 Modified Allowable Growth

The School Budget Review Committee in legislation passed in the second session of the Sixty-fourth General Assembly, provided the opportunity to alleviate several problems of district growth or innovation through the use of granting allowable growth. This is usually in a total dollar figure, and is applied as an addition to the controlled budget for a given year, and becomes a part of all future budgets. This provides an opportunity to permit a school district to be assured of future funding for projects presented and approved by the Committee. It should be understood that in most cases when granted, it has no affect upon state aid received except in case this allowable total causes a millage to exceed the adjusted 1970-71 levy. In cases where this millage is exceeded, all allowable growth given is additional state aid. Only a relatively small number of school districts are affected by this provision.

\*10 Miscellaneous Income

All revenue not coming from the property tax levy which also included tax loss reimbursement is considered miscellaneous income. State aid, which is a part of the controlled budget, is not to be counted when figuring actual miscellaneous income received, but is listed in that

section of the budget forms. It should be understood that one category of the miscellaneous income when received may be higher and another lower, but these will balance each other in any final calculations. Furthermore, at no time do these receipts, either estimated or actually received, have any affect upon the levy made for local taxes. It is for this reason a district should not subject itself to the need of going through the amending process in order to accommodate larger amounts of miscellaneous income than were expected. All estimates should be high. These funds also are not involved in the calculation of Area Education Agency allotments. The use of clearing accounts are now necessary in the general fund largely where there is a purchase of time certificates or in order to handle disaster transactions over a period longer than one year.

\*11 Unspent Amount Carried Forward

As long as the local budget accounting is on a cash basis closing June 30, it is necessary to determine an amount of the current budget that is unexpended at the end of the school year. At present, it is necessary to re-certify these amounts into any proposed budget, or they will become only unexpended funds which have little or no affect on future local district expenditures. It should be understood that unless an encumbering procedure is developed on the budget forms, most estimates made in January for anticipated carryover figures will be difficult to make. At present, it would seem that high estimates of such amounts would be the only protection a district may have with a very careful inspection to be made on June 1, 1974 to ascertain that the necessary controlled dollars are available to be carried forward.

\*12 Secretary's Balance for Construction

Provisions do exist in Chapter 442, Section 13, subsection 8, whereby a school district may use unexpended cash balance to furnish, equip, or contribute to the construction of a new building. These funds remain in the general fund for accounting purposes. Application first must be made to the School Budget Review Committee, and their approval must be obtained. The Committee has established guidelines which prohibit the remaining unexpended balance from becoming too low and also have limits as to how much non-voted funding should be used for the purposes mentioned above. Any authorization on the above from the Committee must come through a written request for a hearing. Details regarding the hearing request will be sent to the district upon making the request.

\*13 School Budget Review Committee Appropriated Funds

During the first session of the Sixty-fourth General Assembly, \$1,000,000 was appropriated to the Committee for the purpose of meeting requests by local school districts at regularly scheduled hearings, and for situations where were unique and unusual. An additional \$250,000 was appropriated in

the second session of the Sixty-fourth General Assembly. A considerable portion is still available. Local districts should study Chapter 442, Section 13 if they feel that they might have unique and unusual circumstances which might qualify. Any funds allocated to a district from this source are to be considered miscellaneous income, and affect only one year's expenditure limit.

\*14 Maximum Budget

The maximum district expenditure is controlled to the extent that the property tax dollars and state aid are generated by a controlled district cost, and a weighted enrollment which must be computed by statute regulations mentioned in Chapter 442, Section 4, Code of Iowa, and as changed by HF 1121 and SF 1163.

Miscellaneous income which is actually received during the school year will allow the expenditure of a like number of dollars. The unspent amount carried forward is an obligation of the unexpended cash balance, and when expended once, it is no longer available to be considered in this category. Care should be taken that this amount is properly carried forward each year.

Secretary's balance for furnishing, equipping, or contributing to the construction of a new building is a possibility for increasing the maximum budget, if properly authorized.

Other methods for budget increase are through securing funds from the School Budget Review Committee or income surtax voted by local school patrons. Hearings generally are required to secure additional funds from those appropriated to the Committee; however, some guidelines have been prepared to handle such items as use of secretary's balance or backing PL 874 funds not received by the district without a hearing. Amounts to increase or decrease secretary's balance may be obtained through the way in which budget forms are published; and since these amounts do not influence maximum budget limit figures, the procedure needs only local board approval in order to be published prior to the usual budget hearing.

\*15 Best Enrollment

For the past two years, two modifications have been made to the use of the enrollment count for the purpose of using it as the second factor in determining the controlled budget. Legislation provided in HF 359 made it possible to use either the January or the September enrollment. The second session of the Sixty-fourth General Assembly provided a procedure to follow for two years which has been handled in lines 17 and 18 on the Summary Information Worksheet and explained below.

The enrollment base without weighting used when a given budget is processed to determine state aid becomes the base for calculating allowances for a declining enrollment, and the total to which weighting is added for ultimate

use in determining the controlled budget. The January 1975 (estimated or actual) enrollment figure, when used, becomes the lower base, unless that number of pupils is more than the total non-weighted figure used for 1974-75. The 1975-76 computation permits fifty (50) percent of the difference and is the first amount that can be added to the January figure if the enrollment does not drop over five (5) percent. If the decline is more than five (5) percent, only twenty-five (25) percent of the remaining amount can be added in addition to the January figure, and the total given for the first five (5) percent loss in enrollment. It should be understood these calculations are to be made on enrollments which do not include weighting figures for special education students.

\*16 January 1975 Enrollment

The January enrollment will become quite important in relation to 1975-76 budget limits. Due to the change in fiscal collection of taxes, the levy will be made and tax bills distributed prior to July 1, 1975. With this situation prevailing, it will be necessary to make no further use of the September fall enrollment for purposes of arriving at a controlled budget for the above mentioned levy. The January 1975 enrollment count will, of necessity, have to be estimated for most budgeting calculations in developing the 1975-76 budgets. However, if actual figures are not available before publication of the budget estimate, it would be to a district's advantage to have a higher estimate than may be reported in the January enrollment in order that the time-consuming and costly process of amending would not have to take place.

\*17 Weighted Enrollment

All special education students are to be assigned a given classification by the Director of Special Education in the Area Education Agency. This classification is set up into three categories: 1) the resource special class; 2) the self-contained class; and 3) self-contained with no integration class.

It should be understood that when making an index, all resident students are originally given an index of one (1); thus all calculations for weighting placed in the statute must be reduced by 1.0. The weighted enrollment calculated is to be added to any total reached when within the provisions shown in Chapter 442, Section 4, Code of Iowa, as supplemented by HF 1121. Also, in making the calculation for budget, include only those students that have been officially designated by the Director of Special Education and approved by both the Area Education Agency and the State Department of Public Instruction. Basically, the weighting is to occur on students involved in the September fall enrollment.

\*18 Assessed Valuation

The assessed valuation figure to be used for the 1975-76 budget will be the same as the one used to make the calculation for state aid for the

1974-75 budget. Since a portion of the 1974-75 budget was levied with the 1973-74 budget, no levy will be made for that portion of the budget. To compensate for the extra millage imposed during the first six months or for a lesser amount that should have been collected in the same period, an under-levy or over-levy will be made while making the levy for the 1975-76 budget. The 1975-76 budget and future budgets can be based on actual assessed valuations as this figure will be available prior to budget certification. The assessed valuation to use when computing state aid must have the livestock evaluation included, and when computing dollars for the schoolhouse costs, the valuation is less the livestock figure.

\*19 Controlled Budget

The controlled budget is that figure in total expenditure which can be considered to be financed through state aid and local property tax. Most situations where allowable growth has been given by the School Budget Review Committee will increase the controlled budget along with the understanding that the increase will be local funding. Only in instances where this addition of allowable growth causes a district to be eligible for guaranteed aid will these amounts come from extra state funding.

\*20 Foundation Level

The foundation level incorporates the portion of the budget in which the state will participate. During the 1975-76 school year, the percentage of the state average which can be expected from state funds and a twenty (20) mill effort locally is seventy-three (73) percent. Since the special education support services are to be added to the state average and may not be known until after December 15, the example below gives possible calculations and the affect on the foundation level.

1973-74 state average	1974-75 growth factor	1974-75 state average	1975-76 growth factor	1975-76 state average
\$948	\$76	\$1024	\$82	\$1106

$$\$1106 \times 73\% = \$807$$

If \$20 were to be added for special education support services, the calculation for the foundation level would be as follows:

$$\$1106 + \$20 = \$1126 \times 73\% = \$822$$

\*21 The 1970-71 Millage Figure

With the passage of the original foundation plan, the 1970-71 millage rate was chosen as a guideline, and as a maximum figure which would limit the



amount of property tax which could be assessed a given school district patron. Different criteria will have to be determined when the millage figure will no longer be based on assessed valuation (approximately twenty-seven (27) percent), but rather actual dollar valuations. This factor will make no change in the actual dollars available, but may create some confusion when attempting to equate to the 1970-71 millage; and also millage has been somewhat understood as a measure of tax effort. Making this change still does not insure equal appraisal practices, but it does eliminate one step in the calculation. The provision to hold to the 1970-71 millage limit is presently determined as an advantage for some school districts in two ways: 1) those whose controlled budgets, when the formula is calculated, creates a millage greater than the 1970-71 figure; and 2) some districts are affected by this limit of millage being reached and the \$200 provision then has to be applied to the formula calculation because the 1970-71 millage has not been lowered by ten (10) percent when calculating the levy for the controlled budget. It should be understood for budgets being prepared for 1975-76, the County Board of Education millage for the 1970-71 year must be added before the millage which was formerly used as the upper limit of taxing possibility can become a part of the formula calculation.

\*22 County Board of Education Millage

The County Board of Education millage which was assessed for the 1970-71 budget year must be added to that of the local school district in the same year, and this additional amount to the general fund millage only. It can be assumed that this provision in SF 1163 affects very few school districts, but where larger than normal allowable growth factors were allotted this year, some changes are seen in the amount of guaranteed state aid being received by a smaller number of districts which had a traditionally low millage rate in 1970-71. This provision will tend to place the upper limit higher, and reduce a district's eligibility for guaranteed aid.

State of Iowa  
DEPARTMENT OF PUBLIC INSTRUCTION  
Administration and Finance Division  
Grimes State Office Building  
Des Moines, Iowa 50319

Area Education Agency No. \_\_\_\_\_  
Budget Worksheet-Special Education Supportive Services  
Details of Expenditures

Items of Expenditures	Number of Employees	Past Year's Actual 1973-74	Budget 1975-76	Next Year's Budget 1976-77	Second Year's 1977-78
(1)	(2)	(3)	(4)	(5)	(6)

State of Iowa  
DEPARTMENT OF PUBLIC INSTRUCTION  
Administration and Finance Division  
Grimes State Office Building  
Des Moines, Iowa 50319

Area Education Agency No. \_\_\_\_\_  
Budget Worksheet-Media Services  
Details of Expenditures

Items of Expenditures (1)	Number of Employees (2)	Past Year's Actual 1973-74 (3)	Budget 1975-76 (4)	Next Year's Budget 1976-77 (5)	Second Year's 1977-78 (6)

State of Iowa  
DEPARTMENT OF PUBLIC INSTRUCTION  
Administration and Finance Division  
Grimes State Office Building  
Des Moines, Iowa 50319

Area Education Agency No. \_\_\_\_\_  
Budget Worksheet-Special Education Instructional Program  
Details of Expenditures

(Separate worksheet for each Instructional Program--also Summer Programs)

Items of Expenditures (1)	Number of Employees (2)	Past Year's Actual 1973-74 (3)	Budget 1975-76 (4)	Next Year's Budget 1976-77 (5)	Second Year's 1977-78 (6)

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Des Moines, Iowa 50319

Area Education Agency No. \_\_\_\_\_  
Budget Worksheet-Other Services and Programs  
Details of Expenditures

(Must file a separate worksheet for each Program or Service)

Items of Expenditures (1)	Number of Employees (2)	Past Year's Actual 1973-74 (3)	Budget 1975-76 (4)	Next Year's Budget 1976-77 (5)	Second Year's 1977-78 (6)

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Area Education Agency No. \_\_\_\_\_  
Budget Worksheet-Special Education Instructional Program

(Co. & Dist. No.)

\_\_\_\_\_ Community School District

Revenue & Expenditure Items (1)	DEPARTMENT USE (2)	Resource and Special Class 1.8 (3)	Self-Contained 2.2 (4)	Self-Contained (no integration) 4.4 (5)	Total (6)
Revenue:					
Property Tax					
State Funds					
Other					
Total					

Expenditures:

Resource & Special Class  
1.8 x \_\_\_\_\_ Children x  
District Cost

Self-contained Class  
2.2 x \_\_\_\_\_ Children x  
District Cost

Self-contained Class (with  
no integration)  
4.4 x \_\_\_\_\_ Children x  
District Cost

Total


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(Co. & Dist. No.)

Area Education Agency No. \_\_\_\_\_  
 Budget Worksheet-Supportive Services

Revenue & Expenditure Items (1)	DEPARTMENT USE (2)	Special Education Supportive Service (3)	Media Service (4)	Other Services (5)	Total (6)
Revenue:					
Property Tax					
State Funds					
Other					
Total					

Expenditures:					
Special Education Supportive Service					
Media Services					
All Other Services:					
Inservice Training					
Educational Data Processing					
Research, Demonstration, etc.					
Auxiliary Services					
Other Programs (Specify)					
Total					

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Area Education Agency No. \_\_\_\_\_  
Summary of Local Districts Form AF-35  
Budget Worksheet-Special Education Instructional Program

Revenue & Expenditure Items (1)	DEPARTMENT USE (2)	Resource and Special Class 1.8 (3)	Self-Contained 2.2 (4)	Self-Contained (no integration) 4.4 (5)	Total (6)
Revenue:					
Property Tax					
State Funds					
Other					
Total					

Expenditures:

Resource & Special Class  
1.8 x \_\_\_ Children

Self-contained Class  
2.2 x \_\_\_ Children

Self-contained Class (with  
no integration)  
4.4 x \_\_\_ Children

Total




State of Iowa  
 DEPARTMENT OF PUBLIC INSTRUCTION  
 Administration and Finance Division  
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 Des Moines, Iowa 50319

Area Education Agency No. \_\_\_\_\_  
 Summary of Local Districts Form AF-35  
 Budget Worksheet-Supportive Services

Revenue & Expenditure Items (1)	DEPARTMENT USE (2)	Special Education Supportive Service (3)	Media Service (4)	Other Services (5)	Total (6)
Revenue:					
Property Tax					
State Funds					
Other					
Total					

Expenditures:					
Special Education Supportive Service					
Media Services					
All Other Services:					
Inservice Training					
Educational Data Processing					
Research, Demonstration, etc.					
Auxiliary Services					
Other Programs (Specify)					
Total					

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 Administration and Finance Division  
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 Des Moines, Iowa 50319

Area Education Agency No. \_\_\_\_\_  
 Budget Worksheet-Improvement of Instruction Fund (Chapter 272)\*  
 Detail of Revenue and Expenditures  
 \_\_\_\_\_, 197\_\_

Revenue & Expenditure Items (1)	DEPARTMENT USE (2)	Past Year's 1973-74 (3)	Budget 1975-76 (4)	Next Year's Budget 1976-77 (5)	Second Year's Budget 1977-78 (6)
Revenue:					
State Appropriation					
County Appropriation					
Other Receipts					
Total					
Expenditures:					
Institute Expense					
Transfers to Other Counties					
Total					

\*Attach breakdown by counties of revenue and expenditures.

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Area Education Agency No. \_\_\_\_\_  
Budget Worksheet-Library Fund (Chapter 292)\*  
Detail of Revenue and Expenditures  
\_\_\_\_\_ 197 \_\_\_\_\_

Revenue & Expenditure Items (1)	DEPARTMENT USE (2)	Past Year's 1973-74 (3)	Budget 1975-76 (4)	Next Year's Budget 1976-77 (5)	Second Year's Budget 1977-78 (6)
Revenue:					
Withheld by County Auditors					
Other Receipts					
Total					
Expenditures:					
Books					
Materials					
Other					
Total					

\*Attach breakdown by counties for revenue only.

State of Iowa  
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Administration and Finance Division  
Grimes State Office Building  
Des Moines, Iowa 50319

Area Education Agency No. \_\_\_\_\_  
Budget Worksheet-Administration  
Details of Expenditures

Items of Expenditures (1)	Number of Employees (2)	Past Year's Actual 1973-74 (3)	Budget 1975-76 (4)	Next Year's Budget 1976-77 (5)	Second Year's Budget 1977-78 (6)

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Area Education Agency No. \_\_\_\_\_  
 Budget Summary of Balance Accounts-Assets, Liabilities, and Fund Balances  
 Initial Statement to be filed as of July 1, 1975

	273 General Fund	292 Library Fund	272 Improvement of Instruction Fund	Total
(1)	(2)	(3)	(4)	(5)
Assets:				
Cash in Banks				
Petty Cash				
Short-term Investments				
Property Taxes Receivable				
State Funds Receivable				
Federal Funds Receivable				
School District Funds Receivable				
County Funds Receivable				
Inventory				
Long-term Investments				
Prepaid Expenses				
Sub-total				
Land				
Buildings				
Improvement other than Buildings				
Equipment				
Other				
Sub-total				
Total Assets				

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Area Education Agency No. \_\_\_\_\_  
Budget Worksheet- \_\_\_\_\_  
Details of Expenditures

Items of Expenditures (1)	Number of Employees (2)	Past Year's Actual 1973-74 (3)	Budget 1975-76 (4)	Next Year's Budget 1976-77 (5)	Second Year's 1977-78 (6)

State of Iowa  
 DEPARTMENT OF PUBLIC INSTRUCTION  
 Administration and Finance Division  
 Grimes State Office Building  
 Des Moines, Iowa 50319

Area Education Agency No. \_\_\_\_\_  
 Budget Summary of Balance Accounts-Assets, Liabilities, and Fund Balances  
 Initial Statement to be filed as of July 1, 1975

	273 General Fund	292 Library Fund	272 Improvement of Instruction Fund	Total
(1)	(2)	(3)	(4)	(5)
<b>Liabilities:</b>				
<b>Current Liabilities:</b>				
Vouchers Payable				
Accounts Payable				
Contracts Payable				
Interest Payable				
Payroll Deductions & Withholdings				
Accrued Expenses				
Revenues Collected in Advance				
<b>Long-term Liabilities</b>				
Total Liabilities				
Unappropriated Surplus				
Appropriated Surplus				
Total Surplus				
Total Liabilities & Surplus				















## SENATE FILE 1163

## AN ACT

RELATING TO AREA EDUCATION AGENCIES, INCLUDING PROVISIONS TO REPLACE THE COUNTY SCHOOL SYSTEMS AND JOINT COUNTY SYSTEMS WITH AREA EDUCATION AGENCIES, TO REQUIRE THE AREA EDUCATION AGENCIES TO PROVIDE FOR CERTAIN PROGRAMS AND SERVICES FOR THE SCHOOL DISTRICTS, TO TRANSFER CERTAIN FUNCTIONS OF THE COUNTY SCHOOL SYSTEMS AND JOINT COUNTY SYSTEMS TO THE DEPARTMENT OF PUBLIC INSTRUCTION AND TO THE AREA EDUCATION AGENCIES, TO PROVIDE A METHOD FOR IDENTIFICATION OF CHILDREN REQUIRING SPECIAL EDUCATION, TO PROVIDE A METHOD FOR FINANCING PROGRAMS AND SERVICES AND TO PROVIDE COORDINATING AMENDMENTS.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

Section 1. SYSTEM ABOLISHED. The county school systems and joint county systems established pursuant to chapter two hundred seventy-three (273) of the Code are abolished on July 1, 1975. Membership on county and joint county boards of education and employment in county and joint county systems shall terminate on July 1, 1975. Terms of office of members of the boards of directors of county school systems and joint county systems expiring on October 7, 1974 are extended until July 1, 1975 and members shall not be elected to county boards of education and joint county boards at the regular school election in 1974, except to fill a vacancy.

Sec. 2. NEW SECTION. INTENT. It is the intent of the general assembly to provide an effective, efficient, and economical means of identifying and serving children from under five years of age through grade twelve who require special education and any other children requiring special education as defined in section two hundred eighty-one point two (281.2) of the Code; to provide for media services and other programs and services for pupils in grades kindergarten through twelve and children requiring special education as defined

in section two hundred eighty-one point two (281.2) of the Code; to provide a method of financing the programs and services; and to avoid a duplication of programs and services provided by any other school corporation in the state.

Sec. 3. NEW SECTION. AREA EDUCATION AGENCY ESTABLISHED. There is established in each of the several merged areas of the state an area education agency, governed by an area education agency board of directors. The area education agency shall have boundaries which are conterminous with the boundaries of the merged areas as provided in chapter two hundred eighty A (280A) of the Code.

The area education agency board shall furnish educational services and programs to the local school districts as provided in sections one (1) through twelve (12) of this Act and chapter two hundred eighty-one (281) of the Code. The programs and services provided shall be at least commensurate with programs and services existing on the effective date of this Act.

The area education agency board shall provide for special education services and media services for the local school districts in the area.

The area education agency board may provide for the following programs and services to local school districts within the limits of funds available:

1. In-service training programs for employees of school districts and area education agencies, provided at the time programs and services are established they do not duplicate programs and services available in that area from the universities under the state board of regents and from other universities and four-year institutions of higher education in Iowa.

2. Educational data processing pursuant to section two hundred fifty-seven point ten (257.10), subsection fourteen (14), of the Code.

3. Research, demonstration projects and models, and educational planning for children under five years of age through grade twelve and children requiring special education as defined in section two hundred eighty-one point two (281.2) of the Code as approved by the department of public instruc-

tion.

4. Auxiliary services for children under five years of age through grade twelve and children requiring special education as defined in section two hundred eighty-one point two (281.2) of the Code as provided by law.

5. Other programs and services for children under five years through grade twelve and children requiring special education as defined in section two hundred eighty-one point two (281.2) of the Code and for employees of school districts and area education agencies as approved by the department of public instruction.

The board of directors of an area education agency shall not establish programs and services which duplicate programs and services provided by the area schools under the provisions of chapter two hundred eighty A (280A) of the Code. An area education agency shall contract, whenever practicable, with other school corporations for the use of personnel, buildings, facilities, supplies, equipment, programs, and services.

Sec. 4. NEW SECTION. DUTIES OF AREA EDUCATION AGENCY BOARD. The board in carrying out the provisions of section three (3) of this Act shall:

1. Determine the policies of the area education agency for providing programs and services.

2. Be authorized to receive and expend money for providing programs and services as provided in sections one (1) through twelve (12) of this Act and chapter two hundred eighty-one (281) of the Code. All costs incurred in providing the programs and services, including administrative costs, shall be paid from funds received pursuant to sections one (1) through twelve (12) of this Act and chapters two hundred eighty-one (281) and four hundred forty-two (442) of the Code.

3. Provide data and prepare reports as directed by the superintendent of public instruction.

4. Provide for advisory committees as deemed necessary.

5. Be authorized, subject to rules and regulations of the department of public instruction, to provide directly or by contractual arrangement with public or private agencies

for special education programs and services, media services, and other programs and services requested by the local boards of education as provided in this Act, including but not limited to contracts for the area education agency to provide programs or services to the local school districts and contracts for local school districts, other educational agencies, and public and private agencies to provide programs and services to the local school districts in the area education agency in lieu of the area education agency providing such services.

6. Area education agencies may cooperate and contract between themselves to provide special education programs and services to children residing within their respective areas.

7. Be authorized, subject to the approval of the department of public instruction, to lease, receive by gift, and operate and maintain such facilities and buildings as deemed necessary to provide authorized programs and services.

8. Be authorized, subject to the approval of the department of public instruction, to enter into agreements for the joint use of personnel, buildings, facilities, supplies, and equipment with school corporations as deemed necessary to provide authorized programs and services.

9. Be authorized to make application for, accept, and expend state and federal funds that are available for programs of educational benefit approved by the department of public instruction, and cooperate with the department in the manner provided in federal-state plans or department rules and regulations in the effectuation and administration of programs approved by the department, or approved by other educational agencies, which agencies have been approved as a state educational authority.

10. In any county operating a juvenile home, upon request of the county board of supervisors in cooperation with and at the expense of the school districts of residence of the children residing in the home, provide suitable curriculum, teaching staff, books, supplies, and other necessary materials for the instruction of children of school age who are maintained in the juvenile home of the county, as provided

in section two hundred thirty-two point twenty-one (232.21) of the Code.

11. Be authorized to perform all other acts necessary to carry out the provisions and intent of this Act.

12. Employ such personnel as may be required, if any, to carry out the functions of the area education agency which may include the employment of an administrator who shall possess a superintendent's certificate issued under the provisions of section two hundred sixty point nine (260.9) of the Code. The administrator shall be employed pursuant to the provisions of section two hundred seventy-nine point fourteen (279.14) of the Code. The salary range for an area education agency administrator shall be from seventeen thousand dollars to twenty-seven thousand five hundred dollars per annum, including additional benefits, over and above the additional benefits given all full-time employees. The provisions of section two hundred seventy-nine point thirteen (279.13) of the Code shall apply to the area education agency board and to all certificated school employees of the area education agency.

13. Prepare an annual budget estimating income and expenditures for programs and services as provided in sections one (1) through twelve (12) of this Act and chapter two hundred eighty-one (281) of the Code. The proposed budget shall be submitted to the department of public instruction, on forms provided by the department, no later than December first preceding the next fiscal year for approval. The department shall review the proposed budget and shall prior to January first either grant approval or return the budget without approval with comments of the department included. Any unapproved budget shall be resubmitted to the department for final approval.

14. Be authorized to pay, out of funds available to the board reasonable annual dues to an Iowa association of school boards. Membership shall be limited to those duly elected members of the area education agency board.

15. At the request of an employee through contractual agreement the board may arrange for the purchase of an indi-

vidual annuity contract for any of its respective employees from any company the employee may choose that is authorized to do business in this state, and through an Iowa-licensed insurance agent that the employee may select, for retirement or other purposes and may make payroll deductions in accordance with such arrangements for the purpose of paying the entire premium due, and to become due, under the contract. The deductions shall be made in the manner which will qualify the annuity premiums for the benefits afforded under section four hundred three b (403b) of the Internal Revenue Code of 1954 and amendments thereto. The employee's rights under such annuity contract shall be nonforfeitable except for the failure to pay premiums.

16. Be authorized to establish and pay all or any part of the cost of group health insurance plans, nonprofit group medical service plans and group life insurance plans adopted by the board for the benefit of employees of the area education agency, from funds available to the board.

17. Meet quarterly with the members of the board of directors of the merged area in which the area education agency is located to discuss coordination of programs and services and other matters of mutual interest to the two boards.

Sec. 5. NEW SECTION. AREA EDUCATION AGENCY ADMINISTRATOR. Under direction of the board of directors of the area education agency, the administrator of the area education agency shall, in addition to his other duties:

1. Cooperate with boards of directors of local school districts of the area education agency in considering and developing plans for the improvement of the educational programs and services in the area education agency.

2. When requested, provide such other assistance as possible to school districts of the area education agency for the general improvement of their educational programs and



operations.

Sec. 6. NEW SECTION. SPECIAL EDUCATION. There shall be established a division of special education of the area education agency which shall provide for special education programs and services to the local school districts. The division of special education shall be headed by a director of special education who meets certification standards of the department of public instruction. The director of special education shall have the responsibility for implementation of state regulations and guidelines relating to special education programs and services. The director of special education shall have the following powers and duties:

1. Properly identify children requiring special education.
2. Insure that each child requiring special education in the area receives an appropriate special education program or service.
3. Assign appropriate weights for each child requiring special education programs or services as provided in section two hundred eighty-one point nine (281.9) of the Code.
4. Supervise special education support personnel.
5. Provide each school district within the area served and the department of public instruction with a special education weighted enrollment count for the second Friday in January and the second Friday in September of each year.
6. Submit to the department of public instruction special education instructional and support program plans and applications including those for new or expanded programs and services, subject to criteria listed in chapter two hundred eighty-one (281) of the Code, for approval by November first of each year for the school year commencing the following July first.
7. Coordinate the special education program within the

area served.

Sec. 7. NEW SECTION. MEDIA CENTERS.

1. The media centers required under section three (3) of this Act shall contain:
    - a. A materials lending library, consisting of print and nonprint materials.
    - b. A professional library.
    - c. A curriculum laboratory, including textbooks and correlated print and audiovisual materials.
    - d. Capability for production of media-oriented instructional materials.
    - e. Qualified media personnel.
    - f. Appropriate physical facilities.
    - g. Other materials and equipment deemed necessary by the department.
  2. Program plans submitted by the area education agency to the department of public instruction for approval of media centers under this subsection shall include all of the following:
    - a. Evidence that the services proposed are based upon an analysis of the needs of the local school districts in the area.
    - b. Description of the manner in which the services of the area education agency media center will be coordinated with other agencies and programs providing educational media.
    - c. Description of the means for delivery of circulation materials.
    - d. Evidence that the media center fulfills the requirements of subsection one (1) of this section.
- Sec. 8. NEW SECTION. ADDITIONAL SERVICES. If sixty percent of the number of local school boards located in an area education agency, or if local school boards representing sixty percent of the enrollment in the school districts located in the agency, request in writing to the area education agency

board that an additional service be provided them, for pupils in grades kindergarten through twelve or children requiring special education as defined in section two hundred eighty-one point two (281.2) of the Code or for employees or board members of school districts or area education agencies the area education agency board shall arrange for the service to be provided to all school districts in the area within the financial capabilities of the area education agency.

Sec. 9. COUNTY SYSTEMS. County and joint county boards of education and county and joint county school systems shall continue to function through June 30, 1975. During the interval between the October 7, 1974 and June 30, 1975, the area education agency board shall meet with the county or joint county boards located in whole or in part within the merged area and arrange for an orderly transfer of records, assets and liabilities from the respective county or joint county systems to the area education agency as of June 30, 1975. In cases where the boundaries of the area education agency include only a part of a county or joint county system the respective boards shall arrange for a division of assets and liabilities based on the proportionate value of the taxable property of the county or joint county system within and without the boundaries of the area education agency. During the interim between October 7, 1974 and July 1, 1975, the county and joint county boards and their personnel shall furnish full cooperation to the area education agency board in assisting it with the preparation of a budget, the recruitment of personnel and other necessary preliminary matters. Office space and other space furnished by the counties to the several county and joint county boards shall remain available for use by the area education agency board for such period of time as the area education agency board deems continued use of the space to be necessary and convenient. The area education agency board may arrange for the appointment of officers and the hiring of other personnel for terms of office or employment to commence on July 1, 1975, and may employ the administrator of the area education agency,

the area director of special education and the necessary support personnel, including clerical assistance before July 1, 1975 to perform functions necessary for the implementation of sections one (1) through twelve (12) of this Act and chapter two hundred eighty-one (281) of the Code on July 1, 1975.

Any tax revenues collected by a county treasurer or county auditor for a county or joint county system, or funds to be paid by the state of Iowa to a county or joint county system, after July 1, 1975, shall be paid directly to the proper area education agency on behalf of the county or joint county system.

Sec. 10. NEW SECTION. AREA EDUCATION AGENCY BOARD OF DIRECTORS.

1. Board of Directors. The board of directors of an area education agency shall consist of the same number of directors as are authorized to serve on the board of the merged area under the provisions of chapter two hundred eighty A (280A) of the Code, within the area being served by the area education agency. The members of the area education agency board shall be elected from director districts in the manner provided in this section. Each director shall serve a three-year term which expires on the first Monday in October, except that directors elected at the initial election to take office on October 7, 1974 shall determine their respective terms by lot so that the terms of one-third of the members, as nearly as may be, shall expire on the first Monday of October of each succeeding year.

2. Election of Directors. Area education agency directors shall be elected from director districts which are contemporaneous with the director districts for the election of members of the merged area board under chapter two hundred eighty A (280A) of the Code.

The board of directors of the area education agency shall be elected at director district conventions attended by members of the boards of directors of the local school districts located within the director district.

A convention shall be held not later than September 20,

1974 and the date shall be determined by the county superintendent of the county school system or joint county system which has the largest public school enrollment in the director district. The location of each director district convention shall be determined by the county superintendent who determines the date of the director district convention, and the location shall be at a school facility located within the director district. The presiding officer of the director district convention shall be the president of the board of directors of the school district in which the convention is held. A single member shall be elected from each director district. The member of the area education agency board to be elected at the director district convention may be a member of a local school district board of directors and shall be an elector and a resident of the director district, other than school district employees.

After July 1, 1975, the director district conventions shall be called and the locations of the conventions shall be determined by the area education agency superintendent. Annually the director district conventions shall be held within two weeks following the regular school election. Notice of the time, date and place of the director district conventions shall be published by the area education agency superintendent at least forty-five days prior to the day of the district conventions in at least one newspaper of general circulation in the merged area. The cost of publication shall be paid by the area education agency.

The board of each separate school district which is located entirely or partially inside an area education agency director district shall cast a vote for director of the area education agency board based upon the ratio that the population of the school district, or portion of the school district, in the director district bears to the total population in the director district. The population of each school district or portion shall be determined by the department of public instruction.

Vacancies, as defined in section two hundred seventy-seven point twenty-nine (277.29) of the Code, in the membership

of the area education agency board shall be filled for the unexpired portion of the term by the board of the school district in which the member resided.

A candidate for election to the area education agency board may file a statement of candidacy with the area education agency secretary at least ten days prior to the date of the director district convention, on forms prescribed by the department of public instruction. The statement of candidacy shall include the candidate's name, address and school district. The list of candidates shall be sent by the secretary of the area education agency by ordinary mail to the presidents of the boards of directors of all school districts within the director district immediately following the last day for filing the statement of candidacy. The filing of a statement of candidacy shall not be a prerequisite or eligibility requirement for election as an area education agency director. For the initial director district convention the statement of candidacy shall be filed with the county superintendent who determines the date and location of the district convention and he shall send the list of candidates to the presidents of the school boards.

3. Organization. The board of directors of each area education agency shall meet on the first Monday in October at a suitable place designated by the president. Directors whose terms commence at the organization meeting shall qualify by taking the oath of office required by section two hundred seventy-nine point twenty-eight (279.28) of the Code at or before the organization meeting. For the initial board the location of the organization meeting shall be determined by the county superintendent who determined the date and location of the director district convention.

The provisions of section two hundred eighty A point thirteen (280A.13) of the Code relating to organization, officers, appointment of secretary and treasurer, and meetings of the merged area board shall apply to the area education agency board.

4. Quorum. A majority of the members of the board of

directors of the area education agency shall constitute a quorum.

Sec. 11. EMPLOYMENT OF COUNTY SCHOOL SYSTEM AND JOINT COUNTY SYSTEM PERSONNEL. In employing personnel, the area education agency board shall give preference to qualified personnel who seek employment with the area education agency because their employment by county school systems and joint county systems will be terminated on July 1, 1975. Sick leave and vacations accrued by the employee shall be carried over to his employment by the area education agency board. Any employee of an area education agency who was a member of a public retirement system of a school district or county system, other than the Iowa public employees' retirement system established in chapter ninety-seven B (97B) of the Code, shall, if the employee elects in writing to the area education agency board, continue to be a member of that retirement system. Employer contributions required by the retirement system shall be made by the area education agency board.

Sec. 12. NEW SECTION. PAYMENT FOR PROGRAMS AND SERVICES.

1. As used in this section, unless the context requires otherwise:

a. "Allowable growth" means the allowable growth for a school district as computed under section four hundred forty-two point seven (442.7) of the Code.

b. "Enrollment" means the enrollment as determined under section four hundred forty-two point four (442.4) of the Code, and "per pupil" means per pupil in enrollment for years prior to the school year beginning July 1, 1975, and per pupil in weighted enrollment for the school year beginning July 1, 1975, and each succeeding school year.

c. "Weighted enrollment" means the weighted enrollment as determined under section two hundred eighty-one point nine (281.9) of the Code.

2. For the school year beginning July 1, 1975, and each succeeding school year, school districts shall pay for the programs and services provided through the area education agency and shall include expenditures for the programs and

services in their budgets, in accordance with the provisions of this section.

3. School districts shall pay the costs of special education instructional programs with the moneys available to the districts because of weighted enrollment. Special education instructional programs shall be provided at the local level if practicable, or otherwise by contractual arrangements with the area education agency board as provided in section four (4), subsection five (5) of this Act, but in each case the money available through chapter four hundred forty-two (442) of the Code because of weighted enrollment for each child requiring special education instruction shall be made available to the district or agency which provides the special education instructional program to the child, subject to adjustments for transportation or other costs which may be paid by the school district in which the child is enrolled. Each district shall cooperate with its area education agency to provide an appropriate special education instructional program for each child who requires special education instruction, as identified and counted within the certification by the area director of special education or as identified by the area director of special education subsequent to the certification, and shall not provide a special education instructional program to a child who has not been so identified and counted within the certification or identified subsequent to the certification.

4. To provide moneys to pay the costs of special education support services, each school district shall add to its allowable growth for the school year beginning July 1, 1975, an amount equal to the cost per pupil in its area education agency, for special education support services needed by the agency for that year, determined in accordance with the program plans submitted by the area director of special education and approved by the department of public instruction. For each succeeding school year, each school district shall add to its allowable growth an amount equal to the cost per pupil in its area education agency, for additional special education

support services needed by the agency for that year, to serve newly identified children who require the services, determined in accordance with the program plans submitted by the area director of special education and approved by the department of public instruction. The department shall make decisions regarding approval of program plans according to the criteria provided in chapter two hundred eighty-one (281) of the Code, and the rules promulgated by the department pursuant to that chapter and chapter seventeen A (17A) of the Code.

5. To provide moneys to pay the costs of media services, each school district shall add to its allowable growth for the school year beginning July 1, 1975 only, an amount equal to the cost per pupil in its area education agency for media services needed by the agency for that year, determined in accordance with the media program plans submitted by the area education agency administrator and approved by the department of public instruction. However, the amount added for each area education agency shall not exceed five dollars per pupil in that area education agency unless a larger amount per pupil was budgeted for media services for pupils in that area education agency for the school year beginning July 1, 1974, and in that case shall not exceed one hundred eight percent of the amount so budgeted. The amount budgeted for media services for pupils in an area education agency shall be determined by averaging a proportionate part of the expenditures by county school systems and joint county systems formerly serving pupils in the area education agency, based upon the enrollment in the systems compared to the enrollment in the area education agency. If the total amount added to allowable growth for all area education agencies in the state, as otherwise determined under this subsection, exceeds five dollars per pupil in the state, the state comptroller shall reduce the amount for each area ratably so that the total amount does not exceed five dollars per pupil in the state. The department shall make decisions regarding approval of program plans according to the criteria provided in section seven (7) of this Act, and the rules promulgated by the

department pursuant to that section and chapter seventeen A (17A) of the Code.

6. To provide moneys to pay the costs of all other services which may be provided through the area education agency, each school district shall add to its allowable growth for the school year beginning July 1, 1975 only, the amount of ten dollars per pupil.

7. The department of public instruction, in cooperation with the appropriate personnel of the area education agency, shall determine the per pupil amounts for each area education agency, as required under subsections four (4) and five (5) of this section. The state comptroller shall calculate the amounts needed by each area education agency by multiplying the per pupil amounts needed by each agency under subsections four (4), five (5) and six (6) of this section by the weighted enrollment in the area education agency, and shall calculate the amounts due from each school district to its area education agency by multiplying the per pupil amounts needed by the agency by the weighted enrollment in the school district. The state comptroller shall deduct the amounts so calculated for each school district from the state aid due to the district pursuant to chapter four hundred forty-two (442) of the Code and shall pay the amounts to the area education agencies on a quarterly basis during each school year. The state comptroller shall notify each school district the amount of state aid deducted for this purpose and the balance which will be paid to the district. If a district does not qualify for state aid under chapter four hundred forty-two (442) of the Code in an amount sufficient to cover its amount due to the area education agency as calculated by the state comptroller, the school district shall pay the deficiency to the area education agency from other moneys received by the district, on a quarterly basis during each school year.

Sec. 13. Section eleven point eighteen (11.18), unnumbered paragraphs one (1) and two (2), Code 1973, are amended to read as follows:

The financial condition and transactions of all cities and city offices, merged areas, area education agencies, and all school offices in school districts, shall be examined at least once each year. The financial condition and transactions of all towns having a population of seven hundred or more shall be examined at least once every four years. Such examination shall cover the fiscal year next preceding the year in which the audit is conducted. The examination of school offices shall include an audit of activity funds. Examinations may be made by the auditor of state, or in lieu of the examination by state accountants the local governing body whose accounts are to be examined, in case it elects so to do, may contract with, or employ, certified or registered public accountants, certified and registered in the state of Iowa, and pay the same from the proper public funds. If the city, merged area, area education agency or school district elect to have the audit made by certified or registered public accountants, they must so notify the auditor of state within sixty days after the close of the fiscal year to be examined and towns electing to have their audit made by a certified public accountant must so notify the state auditor by resolution of the council designating the name of the person or firm to be employed at least ninety days prior to the end of a fiscal year. Such notification and designation shall remain in effect until rescinded or modified by a subsequent resolution of the town council filed with the state auditor. For town audits to be conducted by certified public accountants, the state auditor shall notify the designated person or firm of the year to be examined at least sixty days prior to the end of the year to be examined. If any city, town, merged area, area education agency or school district does not file such notification with the auditor of state within the required period, the auditor of state is authorized to make the examination and cover any period which has not been previously examined.

Any township or municipal corporation not embraced within the foregoing provisions of this chapter ~~and any school~~

~~corporation in which an annual examination is not required~~ may, on application to the auditor of state, secure an examination of its financial transactions and condition of its funds, or a like examination shall be had on application of one hundred or more taxpayers, or if there are fewer than five hundred taxpayers, then by five percent thereof. ~~The examination in any such school district may be had upon the written request of the county superintendent of schools.~~ In lieu of such examination by state accountants, the local governing body may contract with, or employ, certified or registered public accountants and pay the same from the proper public funds.

Sec. 14. Section sixteen point eighteen (16.18), Code 1973, is amended to read as follows:

16.18 COUNTY SUPERINTENDENTS. The official register shall be distributed, in addition to the foregoing provisions, to the school libraries, ~~through the county superintendent of schools to whom they shall be sent in bulk, and who shall direct their distribution each in his own county.~~

Sec. 15. Section sixteen point twenty-four (16.24), subsection sixteen (16), Code 1973, as amended by Acts of the Sixty-fifth General Assembly, 1973 Session, chapter one hundred twenty-seven (127), section one (1), is amended to read as follows:

16. To the clerk of the district court, the county attorney, the county auditor, the county recorder, county and city assessor, the county treasurer, the sheriff, and the county superintendent of each county administrator of each area education agency in the state and also for use in each courtroom of the district court..... 1 copy

Sec. 16. Section sixty-four point eight (64.8), Code 1973, is amended to read as follows:

64.8 COUNTY OFFICERS. The bonds of the following county officers, viz.: Clerks of the district courts, county attorneys, recorders, auditors, ~~superintendents of schools~~, sheriffs and assessors shall each be in a penal sum of not less than

ten thousand dollars each per annum.

Sec. 17. Section eighty-five point two (85.2), Code 1973, is amended to read as follows:

85.2 COMPULSORY WHEN. Where the state, county, municipal corporation, school corporation, ~~county-board-of-education,~~ area education agency, or city under any form of government is the employer, the provisions of this chapter for the payment of compensation and amount thereof for an injury sustained by an employee of such employer shall be exclusive, compulsory, and obligatory upon both employer and employee, except as otherwise provided in section 85.1. For the purposes of this chapter elected and appointed officials shall be employees.

Sec. 18. Section eighty-five point sixty-one (85.61), subsections one (1) and two (2), Code 1973, are amended to read as follows:

1. "Employer" includes and applies to any person, firm, association, or corporation, state, county, municipal corporation, school corporation, ~~county-board-of-education,~~ area education agency, and the legal representatives of a deceased employer.

2. "Workman" or "employee" means a person who has entered into the employment of, or works under contract of service, express or implied, or apprenticeship, for an employer, every executive officer elected or appointed and empowered under and in accordance with the charter and bylaws of a corporation, including a person holding an official position, or standing in a representative capacity of the employer, and including officials elected or appointed by the state, counties, school districts, ~~county-boards-of-education~~ area education agencies, municipal corporations, or cities under any form of government, and including members of the Iowa highway safety patrol and conservation officers, except as hereinafter specified.

Sec. 19. Section one hundred forty-three point one (143.1), Code 1973, is amended to read as follows:

143.1 AUTHORITY TO EMPLOY. Any local board of health, ~~the-county-board-of-education-of-any-county,~~ area education agency board or the school board of any school district may

employ public health nurses at such periods each year and in such numbers as may be deemed advisable. The board of supervisors of any county, the council of any city or town, or the school board of any school district, or any of them acting in co-operation, may contract with any nonprofit nurses' association for public health nursing service. The compensation and expenses thereof shall be paid out of the general fund of the political subdivision employing said nurses.

Sec. 20. Section two hundred fifty-seven point eighteen (257.18), subsections eleven (11), twelve (12), and twenty-one (21), Code 1973, are amended to read as follows:

11. Prepare for the approval of the state board, such forms and procedures as are deemed necessary to be used by ~~county-boards~~ area education agency boards, district boards, school officials, principals, teachers, and other employees, and to insure uniformity, accuracy, and efficiency in keeping records in both pupil and cost accounting, the execution of contracts, and the submission of reports; furnish, when deemed advisable by him and approved by the state board, those forms which can more economically and efficiently be provided in that manner; and notify the ~~county-board~~ area education agency board, or district board, or school authorities, in any case when any report has not been filed in the manner or on the dates prescribed by law or by regulation of the state board that the school be not approved until the report has been properly filed.

12. Ascertain by inspection, supervision, or otherwise, the condition, needs, and progress of the schools under the supervision of his department and make recommendations to the proper authorities for the correction of deficiencies and the educational and physical improvement of such schools, and recommend to the state board the need for a state audit of the accounts of any school district, ~~county-school-system~~ area education agency, school official, or any school employee handling school funds when it is apparent that such audit should be made. If deemed advisable the state board may call

upon the state auditor to make such an audit and he shall proceed to do so as soon as practicable.

21. Cause to be printed in book form, during the months of June and July in the year 1955 and every four years thereafter, if deemed necessary, all school laws then in force with such forms, rulings, and decisions, and such notes and suggestions as may aid school officers in the proper discharge of their duties. A sufficient number shall be furnished to ~~the county superintendent of each county to supply therein~~ school officers, directors, superintendents, area administrators and others in such numbers as may be reasonably requested.

Sec. 21. Section two hundred fifty-seven point twenty-five (257.25), subsection twelve (12), Code 1973, is amended to read as follows:

12. The state board of public instruction shall remove for cause, after due investigation and notice, any such school, college, or school district failing to comply with such approval standards, rules, and regulations from the approved list; which removal shall, during the period of noncompliance, permit parents of children eligible for school attendance to request the ~~county board of education~~ area education agency board to designate their children to an approved school with the district of residence responsible for the tuition and transportation costs. The ~~county board of education~~ area education agency board is hereby authorized to make such designation. Procedure, insofar as applicable, shall be that provided in chapter 285. In the event a parent of such child so designated is dissatisfied with said designation, appeal may be made to the state superintendent of public instruction as provided in section 285.12. A school, college, or school district which is removed from the approved list in accordance with this section shall be ineligible to receive state financial aid during the period of noncompliance. The state board shall allow a reasonable period of time, which shall be at least one year, for compliance with such approval standards, rules, and regulations, if such school, college,

or school district is making a good faith effort and substantial progress toward full compliance and if the failure to comply is due to factors beyond the control of the board of directors or governing body of such school, college, or school district. In allowing such time for compliance, the board shall follow consistent policies, taking into account the circumstances of each case. The reasonable period of time for compliance may be, but need not be, given prior to the one-year notice requirement that is required under subsection 13 of this section.

Sec. 22. Section two hundred sixty point nine (260.9), subsection one (1), Code 1973, is amended to read as follows:

1. SUPERINTENDENT'S CERTIFICATE. The superintendent's certificate shall be issued to an applicant who has met the requirements for an advanced elementary certificate or an advanced or a standard secondary certificate and who has in addition such other qualifications with reference to special training and experience as the board of educational examiners shall from time to time prescribe. It shall be valid for service ~~as county superintendent, or~~ as superintendent, principal, or teacher in any elementary or secondary school.

The board of educational examiners shall establish a certificate for area education agency administrators. The area education agency administrator's certificate shall be issued to an applicant who has met either of the requirements in two of the four following paragraphs:

a. Five years experience in higher education administration at a two- or four-year college or university which is accredited by the North Central Association of Colleges and Secondary Schools accrediting agency or which has been certified by the North Central Association of Colleges and Secondary Schools accrediting agency as a candidate for accreditation by such agency or as a school giving satisfactory assurance that it has the potential for accreditation and is making progress which, if continued, will result in its achieving accreditation by such agency within a reasonable time; or an earned doctorate in higher education administration.



b. Five years experience in special education administration; or an earned doctorate in special education or any subspecialty thereof.

c. Five years experience in primary or secondary school education; or an earned doctorate in educational administration for the primary or secondary level; and five years teaching experience at any educational level.

d. Five years experience in business or other nonacademic career pursuit; or an earned doctorate in public administration or business administration.

No person shall be issued a temporary or emergency certificate for more than one year; and no education agency shall employ uncertificated administrators, or employ temporary or emergency certificated administrators for more than two consecutive years.

The provisions of this subsection relating to the certification of an area education agency administrator shall not apply to persons holding a superintendent's certificate prior to the effective date of this Act.

Sec. 23. Section two hundred sixty point twenty (260.20), Code 1973, is amended to read as follows:

260.20 REGISTRATION OF CERTIFICATES AND DIPLOMAS. All diplomas and certificates shall be valid in any county area education agency when registered therein, and no person shall teach in any public school whose certificate has not been registered with the county-superintendent administrator of the county area education agency in which the school is located, provided that whenever there is a sufficient number of holders of advanced and standard elementary certificates available to supply the elementary schools in any county area education agency it shall not be incumbent upon the county area education agency superintendent administrator to register limited elementary certificates.

Sec. 24. Section two hundred sixty point twenty-three (260.23), Code 1973, is amended to read as follows:

260.23 REVOCATION BY BOARD. Any ~~diploma-or~~ certificate issued by the board may be suspended or revoked by it for

any cause which would have authorized or required a refusal to grant the same, and the holder shall have ten days' notice by registered mail and be allowed to be present and make defense.

Sec. 25. Section two hundred sixty-two point thirty-two (262.32), Code 1973, is amended to read as follows:

262.32 CONTRACT--TIME LIMIT. Such contracts shall be in writing and shall extend over a period of not to exceed two years, and a copy thereof shall be filed in the office of the superintendent administrator of schools of the county area education agency.

Sec. 26. Section two hundred seventy-two point one (272.1), Code 1973, is amended to read as follows:

272.1 IMPROVEMENT OF INSTRUCTION. The county area education agency superintendent administrator 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 area education agency and as directed by the superintendent of public instruction.

Sec. 27. Section two hundred seventy-two point four (272.4), Code 1973, is amended to read as follows:

272.4 CERTIFICATE OF ATTENDANCE. The county area education agency superintendent administrator shall notify the secretary secretaries of the school boards as to the co-operation and attendance of its teachers in said meetings and any teacher failing to attend when requested by the county area education agency superintendent administrator to do so, shall forfeit his average daily salary for that day of nonattendance, except when excused by the county area education agency superintendent administrator for physical disability to perform his duties in the schoolroom.

Sec. 28. Section two hundred seventy-two point seven (272.7), Code 1973, is amended to read as follows:

272.7 DISBURSEMENT REQUIREMENTS. All disbursements from the fund provided by this chapter shall be by warrants drawn by the county auditor of each county in the area education

agency upon the written order of the county area education agency superintendent administrator, 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 area education agency superintendent administrator. All said orders and bills shall be kept on file in the auditor's office until the final settlement of the county area education agency superintendent administrator with the each board of supervisors in the area education agency 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.

Sec. 29. Section two hundred seventy-two point eight (272.8), Code 1973, is amended to read as follows:

272.8 ITEMIZED ACCOUNT OF FUNDS. The county area education agency superintendent administrator shall furnish to the county board of supervisors of each county in the area education agency 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 area education agency superintendent administrator shall also make such reports to the superintendent of public instruction as required by him.

Sec. 30. Section two hundred seventy-four point four (274.4), Code 1973, is amended to read as follows:

274.4 RECORD OF REORGANIZATION FILED. When an election on the proposition of organizing, reorganizing, enlarging, or changing the boundaries of any school corporation carries by the required statutory margin ~~or any area of less than four sections is attached to any school corporation by order of a county board of education~~, or the boundary lines of contiguous school corporations are changed by the concurrent action of the respective boards of directors, ~~the county superintendent~~, or the secretary of said school corporation, shall file a written description of the new boundaries of

the school corporation in the office of the county auditor of each county in which any portion of the school corporation lies.

Sec. 31. Section two hundred seventy-four point thirteen (274.13), Code 1973, is amended to read as follows:

274.13 ATTACHING TERRITORY TO ADJOINING CORPORATION. In any case where, by reason of natural obstacles, any portion of the inhabitants of any school corporation in the opinion of the county area education agency superintendent administrator cannot with reasonable facility attend school in their own corporation, he shall, by a written order, in duplicate, attach the part thus affected to an adjoining school corporation, the board of the same consenting thereto, one copy of which order shall be at once transmitted to the secretary of each corporation affected thereby, who shall record the same and make the proper designation on the plat of the corporation. Township or county lines shall not be a bar to the operation of this section.

Sec. 32. Section two hundred seventy-four point fourteen (274.14), Code 1973, is amended to read as follows:

274.14 RESTORATION. When the natural obstacles by reason of which territory has been set off by the county area education agency superintendent administrator from one school district and attached to another in the same or an adjoining county, as provided in section 274.13, have been removed, such territory may, upon the concurrence of the respective boards, be restored to the school district from which set off and shall be so restored by said boards upon the written application of two-thirds of the electors residing upon the territory so set off together with the concurrence of the county area education agency superintendent administrator and the board of the school district from which such territory was originally set off by the county area education agency superintendent administrator.

Sec. 33. Section two hundred seventy-four point thirty-seven (274.37), unnumbered paragraph one (1), Code 1973, is amended to read as follows:

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 county area education agency board ~~or boards of education involved~~ but such concurrent action shall stand approved if the county area education agency board ~~or boards of education do~~ 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.

Sec. 34. Section two hundred seventy-four point forty (274.40), Code 1973, is amended to read as follows:

274.40 VESTING OF POWERS TO CONVEY. Whenever a majority of the directors of any school district affected as in section 274.39 have moved from such district and have ceased to be residents thereof thereby creating vacancies on the school board and reducing it to less than a quorum, the powers vested by said section in the board of directors shall vest in the county area education agency board of education and the instrument of conveyance shall be executed on behalf of such school district by the chairman of the county area education agency board of education until an election is called pursuant to chapter two hundred seventy-seven (277) of the Code.

Sec. 35. Section two hundred seventy-four point forty-two (274.42), Code 1973, is amended to read as follows:

274.42 ADJUSTING OF DISTRICT BOUNDARIES. Whenever the federal government, or any agency or department thereof shall have heretofore located or shall hereafter locate ~~in~~ any ~~county an ordinance plant or other~~ project which may be deemed desirable for the development of the national defense or for the purpose of flood control, and for the purpose of so locating such ~~plant or~~ project shall have heretofore determined or shall hereafter determine, that certain real property making up a portion of a school district is required, the ~~county board of education of the county wherein such district~~

~~ies,~~ superintendent of public instruction with the approval of the state board shall have the power by resolution to adjust the boundaries of school districts wherein the federally owned property is located and the boundaries of adjoining school districts so as to effectively provide for the schooling of children residing within all of said districts. A copy of such resolution shall be promptly filed with the board of directors of such adjoining school district or districts and with the board of directors of such school district wherein the federally owned property is located unless such board has been reduced below a quorum in the manner contemplated in section 274.40, in which event such resolution shall be posted in two public places within the altered district.

~~In any case where any school district affected by any project relating to national defense or flood control includes territory in more than one county, or where it is deemed advisable to incorporate in another county, the county boards of education of all counties involved shall meet jointly for the purpose of taking action as provided in this section.~~

Sec. 36. Section two hundred seventy-four point forty-three (274.43), Code 1973, is amended to read as follows:

274.43 RELINQUISHING FUNDS. The officers of the altered district shall relinquish to the proper officers of such adjoining district or districts all funds, claims for taxes, credits, and such other personal property in such a manner as the county board of education superintendent of public instruction shall direct, which said funds, credits, and personal property shall become the property of such adjoining district or districts as enlarged, to be used as the boards of directors of such districts may direct.

Sec. 37. Section two hundred seventy-four point forty-four (274.44), Code 1973, is amended to read as follows:

274.44 DETERMINATION FINAL. The determination of the ~~county board of education of such county wherein such school districts are located,~~ superintendent of public instruction in such matters herein committed to it, shall be final.

Sec. 38. Section two hundred seventy-four point forty-

five (274.45), Code 1973, is amended to read as follows:

274.45 EXPENSE AUDITED AND PAID. The expense of the ~~county-board-of-education~~ superintendent of public instruction in respect to the carrying out of the provisions of sections 274.42 to 274.44, inclusive, shall be ~~audited-and-allowed-by-the-county-board-of-supervisors-and~~ paid from the ~~general-fund-of-the-county~~ funds appropriated to the department of public instruction.

Sec. 39. Section two hundred seventy-four point forty-six (274.46), Code 1973, is amended to read as follows:

274.46 REIMBURSEMENT FOR LOSS OF TAXES. When any school district is enlarged or modified under the provisions of sections 274.42 to 274.44, inclusive, such district shall be entitled to receive reimbursement for loss of taxes as provided by chapter 284. The ~~county-board-of-education~~ superintendent of public instruction shall, when enlarging, modifying or reorganizing any school district as provided under the provisions of sections 274.42 to 274.44, inclusive, designate which lands each district, as enlarged, modified or reorganized, shall be entitled to make application for reimbursement for loss of taxes as provided by chapter 284.

Sec. 40. Section two hundred seventy-five point one (275.1), Code 1973, is amended by striking the section and inserting in lieu thereof the following:

275.1 DECLARATION OF POLICY--SURVEYS. It is declared to be the policy of the state to encourage the reorganization of school districts into such units as are necessary, economical and efficient and which will insure an equal educational opportunity to all children of the state. All area of the state shall be in school districts maintaining twelve grades. If any school district ceases to maintain twelve grades, it shall merge with a contiguous school district within six months or the state board shall attach the school district not maintaining twelve grades to a contiguous district.

If a district is attached, division of assets and liabilities shall be made as provided in sections two hundred seventy-five point twenty-nine (275.29), two hundred seventy-

five point thirty (275.30), and two hundred seventy-five point thirty-one (275.31) of the Code. The area education agency boards may initiate detailed studies and surveys of the school districts within the area education agency and adjacent territory for the purpose of promoting reorganization of school districts in order to effect more economical operation and the attainment of higher standards of education in the schools.

Sec. 41. Section two hundred seventy-five point four (275.4), Code 1973, is amended to read as follows:

275.4 HEARINGS. In making the any studies and surveys ~~required-by-sections-275.1-and-275.2~~ the area education agency board ~~in-each-county~~ shall consult with the officials of affected districts and other citizens, and shall from time to time hold public hearings, and may employ such research and other assistance as it may determine reasonably necessary in order to properly carry on its survey and prepare definite plans of reorganization.

Upon the written request of the county area education agency boards ~~of-education~~ in adopting reorganization plans which conform to the state-wide plan of education and to state laws, the state superintendent of public instruction, subject to the approval of the state board of public instruction, shall cause reorganization plans and suggestions to be prepared and forwarded to the county area education agency superintendents ~~of-schools~~ together with such recommendations as may promote the purposes set forth in section 275.1.

Sec. 42. Section two hundred seventy-five point five (275.5), Code 1973, is amended to read as follows:

275.5 TENTATIVE PLANS. ~~Pending-completion-of-the-final-plans-provided-for-in-sections-275.1-to-275.4-hereof,~~ the ~~county-board-of-education~~ shall prepare and approve tentative plans for reorganization of school districts within the county after consultation with the boards of the various districts in the county and the state department of public instruction. ~~Within-ten-days-after-the-county-board-has-approved-their-tentative-plan-they-shall-file-such-plan-with-the-state-depart-~~

~~ment-of-public-instruction.~~ Any proposal for merger, consolidation or boundary change of local school districts shall first be submitted to the county area education agency board of education for approval before being submitted at an election. The county area education agency board of education shall adopt and file a tentative county plan with the state department of public instruction no later than sixty days after a proposal for merger or consolidation has been presented to them for their approval under this section. Such proposals may provide for reducing an existing school district to less than four government sections and where such proposal is put into effect by election by the method hereinafter provided the county area education agency board shall by resolution attach or subdivide and attach the remaining portion or portions of said district to another school district or districts.

Sec. 43. Section two hundred seventy-five point six (275.6), Code 1973, is amended to read as follows:

275.6 PROGRESSIVE PROGRAM. It is the intent of this chapter that the county area education agency board shall carry on the program of reorganization progressively and shall, insofar as is possible, authorize submission of proposals to the electors as they are developed and approved.

Sec. 44. Section two hundred seventy-five point seven (275.7), Code 1973, is amended to read as follows:

275.7 BUDGET. The county area education agency board of education shall include in the budget submitted each year such sums as it deems necessary to carry on its reorganization work under this chapter.

Sec. 45. Section two hundred seventy-five point eight (275.8), Code 1973, is amended to read as follows:

275.8 CO-OPERATION OF STATE DEPARTMENT--PLANNING JOINT DISTRICTS. The state department of public instruction shall co-operate with the several county area education agency boards of education in making the studies and surveys required hereunder. In the case of controversy over the planning of joint districts, the matter shall be submitted to the state

board of public instruction and its decision may be appealed to a the district court of record in one of the counties involved, by an aggrieved party to the controversy, within thirty days after the decision of the state board of public instruction. Joint districts shall mean districts that lie in two or more adjacent counties area education agencies. An aggrieved party is hereby defined as the board of directors of a school district whose directors are elected at large, or, if said board is elected from director districts, then that membership of the board of directors whose districts are included in the proposed reorganized area, or a county an area education agency board of education.

For purposes of this chapter the planning of joint districts is defined to include all of the following acts:

1. Preparation of a written joint plan in which contiguous territory in two or more counties area education agencies is considered as a part of a potential school district in the county area education agency on behalf of which such county plan is filed with the state department of public instruction by the county area education agency board of education in and for such county.
2. Adoption of such plan at a joint session of the several county area education agency boards of education in whose counties areas such territory is situated.
3. Filing said plan with the state department of public instruction.

For purposes of subsection 1 hereof, joint planning shall be evidenced by filing the following items with the state department of public instruction:

- a. A plat of the entire area of such potential district.
- b. A statement of the number of pupils residing within the area of said potential district enrolled in public schools in the preceding school year.
- c. A statement of the assessed valuation of taxable property located within such potential district.
- d. An affidavit signed on behalf of each of said county boards of education boards of directors of area education

agencies by a member of such board stating the boundaries as shown on such plat have been agreed upon by the respective boards as a part of the over-all county plan of school district reorganization of each such school.

Sec. 46. Section two hundred seventy-five point nine (275.9), unnumbered paragraph two (2), Code 1973, is amended to read as follows:

The provisions of sections 275.1 to 275.5, inclusive relating to studies, surveys, hearings, and adoption of county plans shall constitute a mandatory prerequisite to the effectuation of any proposal for district boundary change. It shall be the mandatory duty of the county area education agency board ~~or joint-county-boards~~ to dismiss the petition if the above provisions are not complied with fully.

Sec. 47. Section two hundred seventy-five point eleven (275.11), Code 1973, is amended to read as follows:

275.11 PROPOSALS INVOLVING TWO OR MORE DISTRICTS. Subject to the approval of the county area education agency board ~~of-education~~ contiguous territory located in two or more school districts may be united into a single district in the manner provided in sections 275.12 to 275.23 hereof.

Sec. 48. Section two hundred seventy-five point twelve (275.12), subsections one (1) and four (4), Code 1973, are amended to read as follows:

1. A petition describing the boundaries, or accurately describing the area included therein by legal descriptions, of the proposed district, which boundaries or area described shall conform to county-plan plans developed or the petition shall request change of the county plan, shall be filed with the area education agency superintendent administrator of schools of the county area education agency in which the greatest number of electors reside. Such petition shall be signed by voters in each existing school district affected or portion thereof equal in number to at least twenty percent of the number of eligible voters or four hundred voters, whichever is the smaller number. School districts affected or portion thereof shall be defined to mean that area to be

included in the plan of the proposed new school district.

4. The county area education agency board ~~or-boards-of education~~ in reviewing such petition as provided in sections 275.15 and 275.16 shall review the proposed method of election of school directors and shall have the duty and authority to change or amend such plan in any manner, including the changing of boundaries of director districts if proposed, or to specify a different method of electing school directors on the basis of area, school population, or assessed valuation as may be required by law, justice, equity, and the interest of the people. In such action the county area education agency board ~~or-boards~~ shall follow the same procedure as is required by sections 275.15 and 275.16 for other action on the petition by the county area education agency board ~~or-boards~~.

Sec. 49. Section two hundred seventy-five point thirteen (275.13), Code 1973, is amended to read as follows:

275.13 AFFIDAVIT--PRESUMPTION. Such petition shall be accompanied by an affidavit showing the number of qualified electors living in each affected district or portion thereof described in the petition and signed by a qualified elector residing in the territory, and if parts of the territory described in the petition are situated in different counties area education agencies, the affidavit shall show separately as to each county area education agency, the number of qualified electors in the part of the county area education agency included in the territory described. The affidavit shall be taken as true unless objections to it are filed on or before the time fixed for filing objections as provided in section 275.14 hereof.

Sec. 50. Section two hundred seventy-five point fourteen (275.14), Code 1973, is amended to read as follows:

275.14 OBJECTION--TIME OF FILING--NOTICE. Within ten days after the petition is filed, the county area education agency superintendent administrator shall fix a final date for filing objections to the petition in the office of the county area education agency superintendent administrator,

and give notice for at least ten days, by one publication in a newspaper published within the territory described in the petition, or if none is published therein, in a newspaper published in the county where the petition is filed, and of general circulation in the territory described. The cost of publication shall be assessed to each district whose territory is involved in the ratio that the number of pupils in enrollment, as defined in section four hundred forty-two point four (442.4) of the Code in each district bears to the total number of pupils in enrollment in the total area involved. Objections shall be in writing in the form of an affidavit and may be made by any person residing or owning land within the territory described in the petition, or who would be injuriously affected by the change petitioned for and shall be on file not later than twelve o'clock noon of the final day fixed for filing objections.

Sec. 51. Section two hundred seventy-five point fifteen (275.15), Code 1973, is amended to read as follows:

275.15 HEARING--DECISION--PUBLICATION OF ORDER. On the final day fixed for filing objections, interested parties may present evidence and arguments, and the county area education agency board of-education shall review the matter on its merits and within five days after the conclusion of any hearing, shall rule on the objections and shall enter an order fixing such boundaries for the proposed school corporation as will in its judgment be for the best interests of all parties concerned, having due regard for the welfare of adjoining districts or dismiss the petition. The county area education agency superintendent administrator shall at once publish this order in the same newspaper in which the original notice was published ~~and file any amendments to the county plan in the same manner as hereinabove provided for the original or tentative county plan.~~ Within twenty days after the publication thereof the decision rendered by the county area education agency board of-education may be appealed to ~~a court of record~~ the district court in the county involved by any school district affected.

Sec. 52. Section two hundred seventy-five point sixteen (275.16), Code 1973, is amended to read as follows:

275.16 HEARING WHEN TERRITORY IN DIFFERENT COUNTIES.

If the territory described in the petition for the proposed corporation lies in more than one county area education agency, the county area education agency superintendent administrator with whom the petition is filed shall fix the time and place and call a joint meeting of the members of all the county area education agency boards of-education-of-the-counties in which any territory of the proposed school corporation lies, to act as a single board for the hearing of the said objections, and a majority of all members of the county area education agencies boards of-education of the different counties area education agencies in which any part of the proposed corporation lies, shall constitute a quorum. The joint boards acting as a single board shall determine whether the petition conforms to county plans or, if the petition requests a change in county plans, whether such change should be made, and shall have the authority to change the plans of any or all the county area education agency boards affected by the petition, and it shall determine and fix boundaries for the proposed corporation as provided in section 275.15 or dismiss the petition. However, if such joint boards cast a tie vote and are unable to agree to an order fixing the boundaries for the proposed school district or to an order to dismiss the petition, the time during which such actions must be taken under the provisions of section 275.15 shall be extended from five days to fifteen days after the conclusion of the hearing under the provisions of section 275.15, and such joint board shall reconvene not less than ten and not more than fifteen days after the conclusion of such hearing. At such hearing the joint board shall reconsider their action and if a tie vote shall again be cast it shall be deemed an order granting the petition and changing the plans of any and all of the county area education agency boards affected by the petition and fixing the boundaries for the proposed school corporation. The county area education agency

superintendent administrator shall at once publish the decision in the same newspaper in which the original notice was published.

In case a controversy arises from such meeting, the county area education agency board or boards or any school district aggrieved may bring the controversy to the state department of public instruction, as provided in section 275.8, within twenty days from the publication of this order, and if said controversy is taken to the state department of public instruction, a ten-day notice in writing shall be given to all county area education agency boards and school districts affected or portions thereof. The state department shall have the authority to affirm the action of the joint boards, to vacate, to dismiss all proceedings or to make such modification of the action of the joint boards as in their judgment would serve the best interest of all the counties area education agency. This decision may be appealed to a ~~court-of-record~~ the district court in one of the counties by any aggrieved party to the controversy as defined in section 275.8, within thirty days after the decision of the state department of public instruction.

The court on appeal shall have the same authority as is granted in this section to the state department of public instruction.

~~The provisions of this section shall apply to all tie votes under any provision of this chapter where a joint meeting of the members of two or more county boards of education are required and to all petitions pending on June 9, 1965.~~

Sec. 53. Section two hundred seventy-five point eighteen (275.18), Code 1973, as amended by Acts of the Sixty-fifth General Assembly, 1973 Session, chapter one hundred thirty-six (136), section two hundred sixty-one (261), is amended to read as follows:

275.18 SPECIAL ELECTION CALLED--TIME. When the boundaries of the territory to be included in a proposed school corporation and the number and method of the election of the school directors of such proposed school corporation have been deter-

mined as herein provided, the county area education agency superintendent administrator with whom such petition is filed shall call a special election in such proposed school corporation within thirty days from the date of the final determination of such boundaries and serve notice on the county commissioner of elections of the county in the proposed school corporation which has the greatest taxable base in the proposed school corporation. The county commissioner of elections shall give notice of the election by one publication in the same newspaper in which previous notices have been published regarding the proposed school reorganization, and in addition thereto, if more than one county is involved, by one publication in a legal newspaper in each county other than that of the first publication, which publication shall be not less than ten nor more than fifteen days prior to the election. In the case of joint districts located in more than one county, no notice for an election shall be published until the time for appeal, which shall be the same as that provided in section 285.12, has expired; and in the event of an appeal, not until the same has been disposed of.

Sec. 54. Section two hundred seventy-five point twenty-three (275.23), Code 1973, as amended by Acts of the Sixty-fifth General Assembly, 1973 Session, chapter one hundred thirty-six (136), section two hundred sixty-two (262), is amended to read as follows:

275.23 CANVASS AND RETURN. The judges of election shall count the ballots, make return to and deposit the ballots with the county commissioner of elections, who shall enter the return of record in his office. The county commissioner of elections shall certify the results of the election to the county area education agency superintendent. If the majority of the votes cast by the qualified electors are in favor of the proposition, as provided in section 275.20, a new school corporation shall be organized. The county area education agency superintendent administrator shall file a written description of the boundaries as provided in section 274.4.



Sec. 55. Section two hundred seventy-five point twenty-five (275.25), unnumbered paragraph one (1), Code 1973, as amended by Acts of the Sixty-fifth General Assembly, 1973 Session, chapter one hundred thirty-six (136), section two hundred sixty-three (263), is amended to read as follows:

If the proposition to establish a new corporation carries under the method hereinabove provided a special election shall be called by the county area education agency superintendent administrator. The county area education agency superintendent administrator shall notify the county commissioner of elections who shall publish notice by one publication in the same newspaper in which the former notices were published. At such election, two directors shall be elected to serve until the next regular election, two until the second, and one until the third regular election thereafter, except in districts which include all or part of a city of fifteen thousand or more population and in districts in which the proposition to establish a new corporation provides for seven directors, three directors shall be elected to serve until the third regular election thereafter, all of whom to serve until such time as their successors are elected and qualified. Provided, however, that in all community school districts which include a city of fifteen thousand or more population and which became effective prior to July 4, 1955, and in all community school districts containing a city which has attained a population of fifteen thousand or more as shown by the most recent decennial federal census, the board of directors shall consist of seven members. Where it becomes necessary to increase the membership of any such board under the provisions hereof, two directors shall be added according to the procedure described in section 277.23. The county board of supervisors shall canvass the votes and the county commissioner of elections report the results to the county area education agency superintendent administrator who shall notify the persons who are elected directors. The new board shall organize within fifteen days following their election upon call of the county area education agency superintendent

administrator. The new board of directors shall have complete control of the employment of all personnel for the newly formed community school district for the ensuing school year. Following the organization of the new board they shall have authority to establish policy, organize curriculum, enter into contracts and complete such other planning and take such action as is essential for the efficient management of the newly formed community school district.

Sec. 56. Section two hundred seventy-five point twenty-six (275.26), Code 1973, as amended by Acts of the Sixty-fifth General Assembly, 1973 Session, chapter one hundred thirty-six (136), section two hundred sixty-four (264), is amended to read as follows:

275.26 PAYMENT OF EXPENSES. If a district is established or changes its boundaries it shall pay all expenses incurred by the area education agency superintendent administrator and the area education agency board of education in connection with the proceedings. The county commissioner of elections shall assess the costs of the election against the district as provided in section forty-seven point three (47.3) of the Code. If the proposition is dismissed or defeated at the election all expenses shall be apportioned among the several districts in proportion to the assessed valuation of property therein.

If the proposed district or boundary change embraces territory in more than one county area education agency such expenses shall be certified to and, if necessary, apportioned among the several districts by the joint area education agency board of education. If in only one county area education agency the certification shall be made by the county area education agency superintendent administrator.

The respective boards to which such expenses are certified shall audit and order the same paid from the general fund. In the event of failure of any board to so audit and pay the expenses certified to it, the county area education agency superintendent administrator shall certify the expenses to the county auditor in the same manner as is provided for

tuition claims in section 282.21 and the funds shall be transferred by the county treasurer from the debtor district to the county area education agency board of education for payment of said expenses.

Sec. 57. Section two hundred seventy-five point twenty-seven (275.27), Code 1973, is amended to read as follows:

275.27 NAMES. School districts created or enlarged under the provisions of this chapter shall be known as community school districts and shall be part of the ~~county school system of the county~~ county area education agency in which the greatest number of electors of said district reside at the time of the special election called for in section 275.18, and this provision pertaining to greatest number of electors shall be in full force and effect any statute to the contrary notwithstanding, and all provisions of the law applicable to the common schools generally shall be applicable to such districts in addition to the powers and privileges conferred by this chapter.

Sec. 58. Section two hundred seventy-five point thirty (275.30), Code 1973, is amended to read as follows:

275.30 ARBITRATION. If the boards cannot agree on such division and distribution, the matters on which they differ shall be decided by disinterested arbitrators, one selected by each board having an interest therein, and if the number thus selected is even, then one shall be added by the county area education agency superintendent administrator. The decision of the arbitrators shall be made in writing and filed with the secretary of the new corporation, and any party to the proceedings may appeal therefrom to the district court by serving notice thereof on such secretary within twenty days after the decision is filed. Such appeal shall be tried in equity and a decree entered determining the entire matter, including the levy, collection, and distribution of any necessary taxes.

Sec. 59. Section two hundred seventy-five point thirty-nine (275.39), Code 1973, is amended to read as follows:

275.39 EXCLUDED TERRITORY INCLUDED IN NEW PETITION.

Territory described in the petition of a proposed reorganization which has been set out of the proposed reorganization by the county area education agency board or the joint boards, as the case may be, and in the event of an appeal, after the decision of the state department of public instruction or the courts as by law provided, may be included in any new petition for reorganization.

Sec. 60. Section two hundred seventy-seven point twenty (277.20), Code 1973, as amended by Acts of the Sixty-fifth General Assembly, 1973 Session, chapter one hundred thirty-six (136), section two hundred seventy (270), is amended by striking the section and inserting in lieu thereof the following:

277.20 CANNVASSING RETURNS. On the next Friday after the school election, the county board of supervisors shall canvass the returns made to the county commissioner of elections from the several precinct polling places and the absentee ballot counting board, ascertain the result of the voting with regard to every matter voted upon and cause a record to be made thereof as required by section fifty point twenty-four (50.24) of the Code. The board shall declare the results of the voting for members of boards of directors of school corporations nominated pursuant to section two hundred seventy-seven point four (277.4) of the Code, and the commissioner shall at once issue a certificate of election to each person declared elected. The board shall also declare the results of the voting on any public question submitted to the voters of a single school district, and the commissioner shall certify the result as required by section fifty point twenty-seven (50.27) of the Code.

The abstracts of the votes cast for members of the board of directors of any merged area, and of the votes cast on any public question submitted to the voters of any merged area, shall be promptly certified by the commissioner to the county commissioner of elections who is responsible under section forty-seven point two (47.2) of the Code for conducting the elections held for that merged area.

Sec. 61. Section two hundred seventy-seven point twenty-eight (277.28), unnumbered paragraph one (1), Code 1973, is amended to read as follows:

Each director elected at a regular district or director district election, as the case may be, shall qualify by taking the oath of office on or before the time set for the organization meeting of the board the third Monday in September, and his election and qualification entered of record by the secretary. The oath may be administered by any qualified member of the board, or the secretary of the board, ~~or the county superintendent of schools,~~ and may be taken in substantially the following form:

Sec. 62. Section two hundred seventy-nine point seven (279.7), unnumbered paragraph one (1), Code 1973, as amended by Acts of the Sixty-fifth General Assembly, 1973 Session, chapter one hundred thirty-six (136), section two hundred seventy-three (273), is amended to read as follows:

In any case where a vacancy or vacancies occur among the elective officers or members of a school board and the remaining members of such board have not filled such vacancy within ten days after the occurrence thereof, or when the board is reduced below a quorum for any cause, the secretary of the board, or if there be no secretary, the county area education agency superintendent administrator of schools shall call a special election in the district, subdistrict, or subdistricts, as the case may be, to fill such vacancy or vacancies. The county commissioner of elections shall publish the notices required by law for such special elections, which election shall be held not sooner than thirty days nor later than forty days thereafter. In any case where the secretary fails for more than three days to call such election, the county superintendent administrator of the area education agency shall call it.

Sec. 63. Section two hundred seventy-nine point eighteen (279.18), Code 1973, is amended to read as follows:

279.18 TUITION. The tuition cost to be mutually agreed upon by the respective boards shall be paid by the home

district and shall be equal to the average cost per elementary child (including both resident and tuition students) in average daily-attendance enrollment in the tuition-receiving district for the preceding year. Such tuition rates shall include expenditures from the general fund for general control, instruction, auxiliary agencies except transportation costs, co-ordinate activities, operation of plant, maintenance of plant, fixed charges including insurance on buildings and contents, capital, interest paid for debt service from the general fund, interest paid for debt service and retirement of bonds from the schoolhouse fund. A pro rata charge for depreciation on buildings shall be made at the rate of two percent per annum on the appraised value, less bonded indebtedness thereon, of all buildings owned by the school corporation and used for elementary school purposes, but not exceeding the maximum tuition rate as determined by the state superintendent of public instruction as prescribed in section 282.24. No depreciation charge shall be made for the portion of the initial cost of buildings and equipment purchased with federal grants. ~~On or before July 15, 1953, the board in each school corporation accepting tuition pupils shall cause its buildings to be appraised and an itemized statement of the results of the appraisal filed with the county superintendent. Such statement shall constitute the basis for the hereinabove provided depreciation charge. Such appraisal shall be made by a board comprised of the county or city assessor and one member appointed by the local school corporation and one member appointed by the county board of education. An appraisal of the value of the buildings in each school corporation shall be completed at least one time each five years.~~

The tuition rates and the computation thereof shall be filed with the county board of education area education agency board not later than July 30 for its review and approval. Receiving districts cannot receive tuition until approval is granted by the county board of education area education agency board. The right of appeal shall be as provided in

section 285.13.

Sec. 64. Section two hundred seventy-nine point thirty-three (279.33), Code 1973, is amended to read as follows:

279.33 OTHER DISTRICTS--FILING STATEMENT. In every school district wherein no newspaper is published, the president and secretary of the board of directors thereof shall file the above statement with the county area education agency superintendent administrator of schools during the second week of July of each year and shall post copies thereof in three conspicuous places in the district.

Sec. 65. Section two hundred eighty A point twelve (280A.12), Code 1973, is amended to read as follows:

280A.12 GOVERNING BOARD. The governing board of a merged area shall be a board of directors composed of one member elected from each director district in the area by the electors of the respective district. Members of the board shall be residents of the district from which elected. Successors shall be chosen at the annual school elections for members whose terms expire on the first Monday in October following such elections. Terms of members of the board of directors shall be three years except that members of the initial board of directors elected at the special election shall determine their respective terms by lot so that the terms of one-third of the members, as nearly as may be, shall expire on the first Monday in October of each succeeding year. Vacancies on the board which occur more than ninety days prior to the next annual school election shall be filled at the next regular meeting of the board by appointment by the remaining members of the board. The member so chosen shall be a resident of the district in which the vacancy occurred and shall serve until the next annual school election, at which election a member shall be elected to fill the vacancy for the balance of the unexpired term. A vacancy shall be defined as in section 277.29. No member shall serve on the board of directors who is a member of a board of directors of a local school district or a member of a county board of education an area education agency board.

Sec. 66. Section two hundred eighty A point fifteen (280A.15), Code 1973, as amended by Acts of the Sixty-fifth General Assembly, 1973 Session, chapter one hundred thirty-six (136), section two hundred seventy-seven (277), is amended by striking the section and inserting in lieu thereof the following:

280A.15 CONDUCT OF ELECTIONS.

1. Regular elections held annually by the merged area for the election of members of the board of directors as required by section two hundred eighty A point twelve (280A.12) of the Code, for the renewal of the three-fourths mill levy authorized in section two hundred eighty A point twenty-two (280A.22) of the Code, or for any other matter authorized by law and designated for election by the board of directors of the merged area, shall be held on the date of the school election as fixed by section two hundred seventy-seven point one (277.1) of the Code. The election notice shall be published as provided in section forty-nine point fifty-three (49.53) of the Code and the election shall be conducted by the county commissioner of elections pursuant to chapters thirty-nine (39) through fifty-three (53) and section two hundred seventy-seven point twenty (277.20) of the Code.

2. Each candidate for member of the board of directors of a merged area shall be nominated by a petition signed by not less than fifty eligible electors of the director district from which the member is to be elected. The petition shall state the number of the director district from which the candidate seeks election, and the candidate's name and status as an eligible elector of the director district. Signers of the petition, in addition to signing their names, shall show their residence, including street and number if any, the school district in which they reside, and the date they signed the petition. Each nomination paper shall have appended to it an affidavit of an eligible elector other than the candidate in substantially the form provided in section forty-three point seventeen (43.17) of the Code, except as to party affiliation. The petition shall include the affidavit of

the candidate being nominated, stating the candidate's name and residence, and that he or she is a candidate, is eligible for the office sought, and if elected will qualify for the office.

3. Nomination papers in behalf of candidates for member of the board of directors of a merged area shall be filed with the secretary of the board not earlier than sixty-five days nor later than five o'clock p.m. on the fortieth day prior to the election at which members of the board are to be elected. The secretary shall deliver all nomination petitions to the county commissioner of elections who is responsible under section forty-seven point two (47.2) of the Code for conducting elections held for the merged area, not later than five o'clock p.m. on the day following the last day on which nomination petitions can be filed.

4. The votes cast in the election shall be canvassed and abstracts of the votes cast shall be certified as required by section two hundred seventy-seven point twenty (277.20) of the Code. In each county whose commissioner of elections is responsible under section forty-seven point two (47.2) of the Code for conducting elections held for a merged area, the county board of supervisors shall convene at ten o'clock a.m. on the last Monday in September, canvass the abstracts of votes cast and declare the results of the voting. The commissioner shall at once issue certificates of election to each person declared elected, and shall certify to the merged area board in substantially the manner prescribed by section fifty point twenty-seven (50.27) of the Code the result of the voting on any public question submitted to the voters of the merged area. Members elected to the board of directors of a merged area shall qualify by taking the oath of office prescribed in section two hundred seventy-seven point twenty-eight (277.28) of the Code.

Sec. 67. Section two hundred eighty A point seventeen (280A.17), unnumbered paragraph one (1), Code 1973, is amended to read as follows:

The board of directors of each merged area shall prepare

an annual budget designating the proposed expenditures for operation of the area vocational school or area community college. The board shall further designate the amounts which are to be raised by local taxation and the amounts which are to be raised by other sources of revenue for such operation. The budget of each merged area shall be submitted to the state board no later than ~~June 4~~ December first preceding the next fiscal year for approval. The state board shall review the proposed budget and shall, prior to ~~July 4~~ January first, either grant its approval or return the budget without approval with the comments of the state board attached thereto. Any unapproved budget shall be resubmitted to the state board for final approval. Upon approval of the budget by the state board, the board of directors shall prorate the amount to be raised by local taxation among the respective ~~county school systems, or parts thereof,~~ districts in the proportion that the value of taxable property in each ~~system, or part thereof,~~ school district bears to the total value of taxable property in the area. The board of directors shall certify the amount so determined to the respective county auditors and the boards of supervisors shall levy a tax sufficient to raise the amount. No tax in excess of three-fourths mill shall be levied on taxable property in a merged area for the operation of an area vocational school or area community college. Taxes collected pursuant to such levy shall be paid by the respective county treasurers to the treasurer of the merged area in the same manner that other school taxes are paid to local school districts.

Sec. 68. Section two hundred eighty-one point two (281.2), Code 1973, is amended by striking the section and inserting in lieu thereof the following:

281.2 DEFINITIONS.

1. "Children requiring special education" means persons under twenty-one years of age, including children under five years of age, who are handicapped in obtaining an education because of physical, mental, emotional, ~~communication~~ or learning disabilities or who are chronically disruptive, as

defined by the rules of the department of public instruction.

2. "Special education" means classroom, home, hospital, institutional, or other instruction designed to meet the needs of children requiring special education as defined in subsection one (1) of this section; transportation and corrective and supporting services required to assist children requiring special education, as defined in subsection one (1) of this section, in taking advantage of, or responding to, educational programs and opportunities, as defined by rules of the department of public instruction.

It is the policy of this state to provide and to require school districts to make provision, as an integral part of public education, for special education opportunities sufficient to meet the needs and maximize the capabilities of children requiring special education. This chapter is not to be construed as encouraging separate facilities or segregated programs designed to meet the needs of children requiring special education when such children can benefit from all or part of the education program as offered by the local school district. To the maximum extent possible, children requiring special education shall attend regular classes and shall be educated with children who do not require special education. Whenever possible, hinderances to learning and to the normal functioning of children requiring special education within the regular school environment shall be overcome by the provision of special aids and services rather than by separate programs for those in need of special education. Special classes, separate schooling or other removal of children requiring special education from the regular educational environment, shall occur only when, and to the extent that the nature or severity of the educational handicap is such that education in regular classes, even with the use of supplementary aids and services, cannot be accomplished satisfactorily. For those children who cannot adapt to the regular educational or home living conditions, and who are attending facilities under chapters two hundred sixty-three (263), two hundred sixty-nine (269) and two hundred

seventy (270) of the Code, upon the request of the board of directors of an area education agency, the department of social services shall provide residential or detention facilities and the area education agency shall provide special education programs and services. The area education agencies shall cooperate with the board of regents to provide the services required by this Act.

Special aids and services shall be provided to children requiring special education who are less than five years of age if the aids and services will reasonably permit the child to enter the educational process or school environment when the child attains school age.

Every child requiring special education shall, if reasonably possible, receive a level of education commensurate with the level provided each child who does not require special education. The cost of providing such an education shall be paid as provided in section twelve (12) of this Act and chapters two hundred eighty-one (281) and four hundred forty-two (442) of the Code. It shall be the primary responsibility of each school district to provide special education to children who reside in that district if the children requiring special education are properly identified, the educational program or service has been approved, the teacher or instructor has been certified, the number of children requiring special education needing that educational program or service is sufficient to make offering the program or service feasible, and the program or service cannot more economically and equably be obtained from the area education agency, another school district, another group of school districts, a qualified private agency, or in cooperation with one or more other districts.

Any funds received by the school district of the child's residence for the child's education, derived from funds received through chapters four hundred forty-two (442) and two hundred eighty-one (281) of the Code and section twelve (12) of this Act shall be paid by the school district of the child's residence to the appropriate education agency, private

agency, or other school district providing special education for the child pursuant to contractual arrangements as provided in section four (4), subsections five (5) and seven (7) of this Act.

Sec. 69. Section two hundred eighty-one point three (281.3), subsections seven (7), eight (8), and nine (9), Code 1973, are amended to read as follows:

7. To provide for certification by ~~competent-medical-and-psychological-authorities~~ the director of special education of the eligibility of children requiring special education for admission to, or discharge from, special schools, classes or instruction.

8. To initiate the establishment of classes for children requiring special education or home study services in hospitals ~~and, nursing, convalescent, juvenile, and private homes, in co-operation with the management thereof~~ and local school districts or ~~county-boards-of-education~~ area education agency boards.

9. To co-operate with school districts or ~~county-boards-of-education~~ area education agency boards in arranging for any child requiring special education to attend school in a district other than the one in which he resides when there is no available special school, class, or instruction in the districts in which he resides.

Sec. 70. Section two hundred eighty-one point three (281.3), subsections three (3) and twelve (12), Code 1973, are amended by striking the subsections and inserting in lieu thereof the following:

3. To adopt rules consistent with the provisions of this chapter for the approval of plans for special education programs and services submitted by the director of special education of the area education agency.

12. To provide for the employment and establish standards for the performance of special education support personnel required to assist in the identification of and educational programs for children requiring special education.

Sec. 71. Section two hundred eighty-one point three

(281.3), Code 1973, is amended by adding the following new subsections:

NEW SUBSECTION. To provide for the establishment of special education research and demonstration projects and models for special education program development.

NEW SUBSECTION. To establish a special education resource, materials and training system for the purposes of developing specialized instructional materials and provide in-service training to personnel employed to provide educational services to children requiring special education.

NEW SUBSECTION. To approve the acquisition and use of special facilities designed for the purpose of providing educational services to children requiring special education.

NEW SUBSECTION. To make rules and regulations to carry out the powers and duties provided for in this section.

Sec. 72. Section two hundred eighty-one point four (281.4), Code 1973, is amended by striking the section and inserting in lieu thereof the following:

**281.4 POWERS OF THE BOARD OF DIRECTORS.** The board of directors of any school district or area education agency, with the approval of the state department of public instruction, may provide special education programs and services as defined in this chapter. If services are provided by the area education agency, with the approval of the department of public instruction, the board of directors of the area education agency with the cooperation of the local school districts within its jurisdiction may:

1. Establish and operate special education programs and classes for the education of children requiring special education.

2. Acquire, maintain, and construct facilities in which to provide education, corrective services, and supportive services for children requiring special education.

3. Make arrangements with participating school districts for the provision of special education, corrective, and supportive services to the children requiring special education residing in the school districts.

4. Employ special education teachers and personnel required to furnish corrective or supportive services to children requiring special education services.

5. Provide transportation for children requiring special education services that are in need of transportation in connection with any programs, classes or services.

6. Receive, administer and expend funds appropriated for its use.

7. Receive, administer and expend the proceeds of any issue of school bonds or other bonds intended wholly or partly for its benefit.

8. Apply for, accept, and utilize grants, gifts or other assistance.

9. Participate in, and make its employees eligible to participate in, any retirement system, group insurance system, or other program of employee benefits, on the same terms as govern school districts and their employees.

10. Do such other things as are necessary and incidental to the execution of any of its powers.

The board of directors of the local district or the area education agency shall employ qualified teachers certified by the authority provided by law as teachers for children requiring such special education. The maximum number of pupils per teacher shall be determined by the board of directors of the local district or the area education agency board in accordance with the rules and regulations of the state department of public instruction.

The board of directors of the local district or the area education agency may establish and operate one or more special education centers to provide diagnostic, therapeutic, corrective, and other services, on a more comprehensive, expert, economic and efficient basis than can be reasonably provided by a single school district. Such services, if offered by the area education agency board, may be provided in the regular schools using personnel and equipment of the area education agency or, whenever it is impractical or inefficient to provide them on the premises of a regular

school, the area education agency may provide services in its own facilities. To the maximum extent feasible, such centers shall be established at and in conjunction with, or in close proximity to one or more elementary and secondary schools. Local districts or the area education agencies may accept diagnostic and evaluation studies conducted by other individuals, hospitals, or centers, if determined to be competent. Children requiring special education services may be identified in any way that the department of public instruction determines to be reliable. Centers established pursuant to this section may contain classrooms and other educational facilities and equipment to supplement instruction and other services to handicapped children in the regular schools, and to provide separate instruction to children whose degree or type of educational handicap makes it impractical or inappropriate for them to participate in classes with normal children.

Sec. 73. Section two hundred eighty-one point five (281.5), Code 1973, is amended by striking unnumbered paragraph one (1).

Sec. 74. Section two hundred eighty-one point six (281.6), Code 1973, is amended to read as follows:

281.6 PARENT'S OR GUARDIAN'S DUTIES. When the school district or ~~county-board-of-education~~ area education agency has provided special education ~~facilities~~ services and programs as provided herein for any child requiring special education, either by admission to a special class or by ~~special-instruction~~ supportive services, it shall be the duty of the parent or guardian to enroll said child for instruction in such special classes or ~~instruction~~ supportive services as may be established, except in the event a doctor's certificate is filed with the secretary of the school district showing that it is inadvisable for medical reasons for the child requiring special education to receive the special education provided; all the provisions and conditions of chapter 299 and amendments thereto shall be applicable to this section, and any violations shall be punishable as provided in said



chapter.

A child, or his parent or guardian, or the school district in which the child resides, may obtain a review of any action or omission of state or local authorities pursuant to the procedures established in chapter two hundred ninety (290) of the Code on the ground that the child has been or is about to be:

1. Denied entry or continuance in a program of special education appropriate to his condition and needs.
2. Placed in a special education program which is inappropriate to his condition and needs.
3. Denied educational services because no suitable program of education or related services is maintained.
4. Provided with special education which is insufficient in quantity to satisfy the requirements of law.
5. Assigned to a program of special education when he is not handicapped.

Sec. 75. Section two hundred eighty-one point nine (281.9), Code 1973, is amended by striking the section and inserting in lieu thereof the following:

281.9 WEIGHTING PLAN.

1. In order to provide funds for the excess costs of instruction of children requiring special education, above the costs of instruction of pupils in a regular curriculum, a special education weighting plan for determining enrollment in each school district is adopted as follows:

- a. Pupils in a regular curriculum are assigned a weighting of one.
- b. Children requiring special education who require special adaptations while assigned to a regular classroom for basic instructional purposes and handicapped pupils placed in a special education class who receive part of their instruction in regular classrooms are assigned a weighting of one and eight-tenths for the school year commencing July 1, 1975.
- c. Children requiring special education who require full-time, self-contained special education placement with little integration into a regular classroom are assigned a weighting

of two and two-tenths for the school year commencing July 1, 1975.

d. Children requiring special education who are severely handicapped or who have multiple handicaps, or who are chronically disruptive, are assigned to a weighting of four and four-tenths for the school year commencing July 1, 1975.

e. Shared-time and part-time pupils of school age who require special education shall be placed in the proper category and counted in the proportion that the time for which they are enrolled or receive instruction for the school year bears to the time that full-time pupils, carrying a normal course schedule, in the same school district, for the same school year are enrolled and receive instruction.

2. The weighting for each category of child multiplied by the number of children in each category in the enrollment of a school district, as identified and certified by the director of special education for the area, determines the weighted enrollment to be used in that district for purposes of computations required under the state school foundation plan in chapter four hundred forty-two (442) of the Code.

3. The weight that a child is assigned under this section shall be dependent upon the required educational modifications necessary to meet the special education needs of the child. Enrollment for the purpose of this section, and all payments to be made pursuant thereto, includes all children for whom a special education program or course is to be provided pursuant to sections one (1) through twelve (12) of this Act and chapter two hundred eighty-one (281) of the Code, whether or not the children are actually enrolled upon the records of a school district.

4. On December 1, 1975, and no later than December first every two years thereafter, for the school year commencing the following July first, the superintendent of public instruction shall report to the school budget review committee the average costs of providing instruction for children requiring special education in the categories of the weighting plan established under this section, and shall make recommendations

to the school budget review committee for needed alterations to make the weighting plan suitable for subsequent school years. The school budget review committee shall establish the weighting plan for each school year after the school year commencing July 1, 1975, and shall report the plan to the superintendent of public instruction. The school budget review committee shall not alter the weighting assigned to pupils in a regular curriculum, but it may increase or decrease the weighting assigned to each category of children requiring special education by not more than two-tenths of the weighting assigned to pupils in a regular curriculum. The department of public instruction shall promulgate rules under chapter seventeen A (17A) of the Code, to implement the weighting plan for each year and to assist in identification and proper indexing of each child in the state who requires special education.

5. The division of special education shall audit the reports required in section six (6) of this Act to determine that all children in the area who have been identified as requiring special education have received the appropriate special education instructional and support services, and to verify the proper identification of pupils in the area who will require special education instructional services during the school year in which the report is filed. The division shall certify to the state comptroller the correct total enrollment of each school district in the state, determined by applying the appropriate pupil weighting index to each child requiring special education, as certified by the directors of special education in each area.

6. The division may conduct an evaluation of the special education instructional program or special education support services being provided by an area education agency, school district, or private agency, pursuant to sections one (1) through twelve (12) of this Act and chapter two hundred eighty-one (281) of the Code, to determine if the program or service is adequate and proper to meet the needs of the child; if the child is benefiting from the program or service; if the

costs are in proportion to the educational benefits being received; and if there are any improvements that can be made in the program or service. A written report of the evaluation shall be sent to the area education agency, school district, or private agency evaluated and to the president of the senate and speaker of the house of representatives of the general assembly.

Sec. 76. Section two hundred eighty-one point eleven (281.11), Code 1973, is amended by striking the section and inserting in lieu thereof the following:

281.11 PROGRAM PLANS. Program plans submitted to the department of public instruction pursuant to section five (5) of this Act for approval shall establish all of the following:

1. That there are sufficient children requiring special education within the area.
2. That the service or program will be provided by the most appropriate educational agency.
3. That the educational agency providing the service or program has employed qualified special educational personnel.
4. That the instruction is a natural and normal progression of a planned course of instruction.
5. That all revenue raised for support of special education instruction and services is expended for actual delivery of special education instruction or services.
6. Other factors as the department may require.

Sec. 77. Section two hundred eighty-two point three (282.3), unnumbered paragraph one (1), Code 1973, is amended to read as follows:

No child under the age of six years on the fifteenth of September of the current school year shall be admitted to any public school unless the board of directors of the school ~~(or the county board of education)~~ shall have adopted and put into effect courses of study for the school year immediately preceding the first grade, approved by the department of public instruction and shall have employed a teacher or

teachers for this work with standards of training approved by the department of public instruction.

Sec. 78. Section two hundred eighty-two point twenty (282.20), unnumbered paragraphs one (1) and three (3), Code 1973, are amended to read as follows:

The school corporation in which such student resides shall pay from the general fund to the secretary of the corporation in which he shall be permitted to enter a tuition fee sufficient to cover the average cost per high school child (including both resident and tuition students) in average daily attendance in the tuition-receiving district in the preceding year. Such tuition rates shall include expenditures from the general fund for general control, instruction, auxiliary agencies except transportation costs, co-ordinate activities, operation of plant, maintenance of plant, fixed charges including insurance on buildings and contents, capital, interest paid for debt service from the general fund, interest paid for debt service and retirement of bonds from the schoolhouse fund. A pro rata charge for depreciation on buildings shall be made at the rate of two percent per annum on the appraised value, less bonded indebtedness thereon, of all buildings owned by the school corporation and used for high school purposes, but not exceeding the maximum tuition rate as determined by the state superintendent of public instruction as prescribed in section 282.24. No depreciation charge shall be made for the portion of the initial cost of buildings and equipment purchased with federal grants. ~~On or before July 15, 1953, the board in each school corporation accepting tuition pupils shall cause its buildings to be appraised and an itemized statement of the results of the appraisal filed with the county superintendent.~~ ~~Such~~ The appraisal and itemized statement of the appraisal filed in 1953 shall be updated commencing July 1, 1975 at least one time every five years and shall constitute the basis for the hereinabove provided depreciation charge. Such appraisal shall be made by a board comprised of the county or city assessor and one member appointed by the local school corporation and one

member appointed by the county-board-of-education area education agency board.

The tuition rates and the computation thereof shall be filed with the county-board-of-education superintendent of public instruction not later than July 30 for ~~its~~ his review and approval. Receiving districts cannot receive tuition until approval is granted by the county-board-of-education superintendent of public instruction. ~~The right of appeal shall be as provided in section 285.13.~~

Sec. 79. Section two hundred eighty-five point one (285.1), subsections six (6), seven (7), nine (9), and thirteen (13), Code 1973, are amended to read as follows:

6. When the school designated for attendance of pupils is engaged in the transportation of pupils, the sending or designating school shall use these facilities and pay the pro rata cost of transportation except that a district sending pupils to another school may make other arrangements when it can be shown that such arrangements will be more efficient and economical than to use facilities of the receiving school, providing such arrangements are approved by the county-board of-education board of the area education agency.

7. If a local board closes either elementary or high school facilities and is approved by the county board of education the area education agency to operate its own transportation equipment, the full cost of transportation shall be paid by the board for all pupils living beyond the statutory walking distance from the school designated for attendance.

9. Distance to school or to a bus route shall in all cases be measured on the public highway only and over the most passable and safest route as determined by the county area education agency board of-education, starting in the roadway opposite the private entrance to the residence of the pupil and ending in the roadway opposite the entrance to the school grounds or designated point on bus route.

13. When a local board fails to pay transportation costs due to another school for transportation service rendered,

the board of the creditor corporation shall file a sworn statement with the county area education agency board of education specifying the amount due. The county area education agency board ~~of-education~~ shall check such claim and if the claim is valid shall certify to the county auditor. The auditor shall transmit to the county treasurer an order directing him to transfer the amount of such claim from the funds of the debtor corporation to the creditor corporation and the treasurer shall pay the same accordingly.

Sec. 80. Section two hundred eighty-five point four (285.4), Code 1973, is amended to read as follows:

285.4 PUPILS SENT TO ANOTHER DISTRICT. ~~On or before July 31, 1949, the~~ The board in districts not maintaining high school facilities shall by record action designate the school or schools for attendance of all high school pupils from their respective districts. In making designations, the local board shall give consideration to the wishes of the majority of the patrons, the adequacy of the facilities and curricular offerings and available bus service to avoid duplication of transportation facilities to different receiving schools.

When a board closes its elementary school facilities for lack of pupils or by action of the board, it shall, if there is a school bus service available in the area, designate for attendance the school operating the buses, provided the board of such school is willing to receive them and the facilities and curricular offerings are adequate. The board of the district where the pupils reside may with the approval of the county area education agency board ~~of-education~~, subject to legal limitations and established uniform standards, designate another rural school and provide their own transportation if the transportation costs will be less than to use the established bus service.

All designations must be submitted to the county area education agency board ~~of-education~~ on or before July 15, for review and approval. The county area education agency board ~~of-education~~ shall after due investigation alter or change designations to make them conform to legal requirements

and established uniform standards for making designations and for locating and establishing bus routes. After designations are made, they will remain the same from year to year except that on or before July 15, of each year, the rural board or parents may petition the county area education agency board for a change of designation to another school. Appeals from the decision of the county area education agency board on designations may be made by either the parents or board to the state superintendent of public instruction as provided in section 285.12 and section 285.13.

Sec. 81. Section two hundred eighty-five point nine (285.9), Code 1973, is amended to read as follows:

285.9 POWERS AND DUTIES OF COUNTY AREA BOARDS. The powers and duties of the respective county area education agency boards ~~of-education~~ shall be to:

1. Enforce all laws and all rules and regulations of the state department of public instruction relating to transportation.
2. Review and approve all transportation arrangements between districts in the county area education agency and in all districts in the county area education agency not operating high schools. If such transportation arrangements, designations, and contracts are not in conformity to law or established uniform standards for the locating and operating of bus routes, the county area education agency board shall, after receiving all facts, make such alterations or changes as necessary to make the arrangements, designations, and contracts conform to the legal and established requirements and shall notify local board of such action.
3. Approve all bus routes outside the boundary of the district of the school operating buses.
4. When a local board fails to make designations and other necessary arrangements for transportation as required by law, the county area education agency board shall, after due notice to the local board, make necessary arrangements in conformity with law and established requirements. Notice shall be given to the local board of the arrangements as made. The

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arrangements shall be binding on the local board which shall pay the costs for service as arranged.

Sec. 82. Section two hundred eighty-five point twelve (285.12), Code 1973, is amended to read as follows:

285.12 DISPUTES--HEARINGS AND APPEALS. In the event of a disagreement between a school patron and the board of the school district, the patron if dissatisfied with the decision of the district board, may appeal the same to the county area education agency board of education, notifying the secretary of the district in writing within ten days of the decision of the board and by filing an affidavit of appeal with the county area education agency board of education within the ten-day period. The affidavit of appeal shall include the reasons for the appeal and points at issue. The secretary of the local board on receiving notice of appeal shall certify all papers to the county area education agency board of education which shall hear the appeal within ten days of the receipt of the papers and decide it within three days of the conclusion of the hearing and shall immediately notify all parties of its decision. Either party may appeal the decision of the county area education agency board to the state superintendent of public instruction by notifying the opposite party and the county area education agency superintendent administrator of schools in writing within five days after receipt of notice of the decision of the county area education agency board of education and shall file with the state superintendent of public instruction an affidavit of appeal, reasons for appeal, and the facts involved in the disagreement. The county area education agency superintendent administrator of schools shall, within ten days of said notice, file with the state superintendent of public instruction all records and papers pertaining to the case, including action of the county area education agency board of education. The state superintendent of public instruction shall hear the appeal within fifteen days of the filing of the records in his office, notifying all parties and the county area education agency superintendent administrator of schools of the time of hearing.

The state superintendent of public instruction shall forthwith decide the same and notify all parties of his decision and return all papers with a copy of the decision to the county area education agency superintendent administrator of schools. The decision of the state superintendent of public instruction shall be subject to appeal to the district court. Any order of the district court shall be subject to appeal to the supreme court in accord with the statutes respecting appeals to that court. Pending final order made by the state superintendent of public instruction, or the district court, or the supreme court, as the case may be, upon any appeal prosecuted to such superintendent or to such courts, the order of the county area education agency board of education from which the appeal is taken shall be operative and be in full force and effect.

Sec. 83. Section two hundred eighty-five point thirteen (285.13), Code 1973, is amended to read as follows:

285.13 DISAGREEMENTS BETWEEN BOARDS. In the event of a disagreement between the board of a school district and the county board of education an area education agency, the board of the school district may appeal to the state superintendent of public instruction and the procedure and times provided for in section 285.12 shall prevail in any such case. The decision of the state superintendent of public instruction shall be subject to appeal to the courts as provided for in section 285.12.

Sec. 84. Section two hundred eighty-five point fifteen (285.15), Code 1973, is amended to read as follows:

285.15 FORFEITURE OF REIMBURSEMENT RIGHTS. The failure of any local district to comply with the provisions of this chapter or any other laws relating to the transportation of pupils, or any rules or regulations made by the state department of public instruction under this chapter or the final decisions of the county area education agency board of education, or the final decisions of the state department of public instruction shall ~~cause such district to forfeit any rights to reimbursement for any transportation costs incurred~~ during the period such failure to comply existed

and forfeit the rights to collect transportation costs from school or parents while operating in such illegal manner. Any superintendent, board, or board member who knowingly operates or permits to be operated any school bus transporting public school pupils in violation of any school transportation law shall be deemed guilty of a misdemeanor.

Sec. 85. Section two hundred eighty-nine point seven (289.7), Code 1973, is amended to read as follows:

289.7 ENFORCEMENT. The enforcement of this chapter shall rest with the school board in the district in which such part-time school, department, or class shall have been established, and the state department of public instruction through its inspectors and the state board for vocational education through its supervisors of vocational education, in conjunction with the county area education agency superintendent administrator of schools, are empowered to require enforcement of the same on the part of school boards.

Sec. 86. Section two hundred ninety point one (290.1), Code 1973, is amended to read as follows:

290.1 APPEAL TO ~~COUNTY-SUPERINTENDENT~~ STATE BOARD. Any person aggrieved by any decision or order of the board of directors of any school corporation in a matter of law or fact may, within thirty days after the rendition of such decision or the making of such order, appeal therefrom to the ~~county-superintendent-of-the-proper-county~~ state board of public instruction; the basis of the proceedings shall be an affidavit filed with the county-superintendent state board by the party aggrieved within the time for taking the appeal, which affidavit shall set forth any error complained of in a plain and concise manner.

Sec. 87. Section two hundred ninety point two (290.2), Code 1973, is amended to read as follows:

290.2 NOTICE--TRANSCRIPT--HEARING. The county-superintendent state board of public instruction shall, within five days after the filing of such affidavit ~~in-his-office~~, notify the secretary of the proper school corporation in writing of the taking of such appeal, who shall, within ten days after

being thus notified, file ~~in-the-office-of-the-county superintendent with the state board~~ a complete certified transcript of the record and proceedings relating to the decision appealed from. Thereupon, the county-superintendent state board shall notify in writing all persons adversely interested of the time when and place where the matter of appeal will be heard ~~by-him~~.

Sec. 88. Section two hundred ninety point three (290.3), Code 1973, is amended to read as follows:

290.3 HEARING--SHORTHAND REPORTER--DECISION. At the time fixed for the hearing, he it shall hear testimony for either party, and may cause the same to be taken down and transcribed by a shorthand reporter, whose fees shall be fixed by the county-superintendent state board and be ~~taxes~~ taxed as a part of the costs in the case, and he it shall make such decision as may be just and equitable, which shall be final unless appealed from as hereinafter provided.

Sec. 89. Section two hundred ninety point four (290.4), Code 1973, is amended to read as follows:

290.4 WITNESSES--FEES--COLLECTION. The county-superintendent state board of public instruction in all matters triable before ~~him~~ it shall have power to issue subpoenas for witnesses, which may be served by any peace officer, compel the attendance of those thus served, and the giving of evidence by them, in the same manner and to the same extent as the district court may do, and such witnesses and officers may be allowed the same compensation as is paid for like attendance or service in such court, which shall be paid out of the general fund of the proper school corporation, upon the certificate of the superintendent to and warrant of the secretary upon the treasurer; but if the superintendent state board is of the opinion that the proceedings were instituted without reasonable cause therefor, or if, in case of an appeal, it shall not be sustained, he it shall enter such findings in the record, and tax all costs to the party responsible therefor. A transcript thereof shall be filed in the office of the clerk of the district court and a judgment entered

thereon by him, which shall be collected as other judgments.

Sec. 90. Section two hundred ninety point five (290.5), Code 1973, is amended by striking the section and inserting in lieu thereof the following:

290.5 DECISION OF STATE BOARD. The decision of the state board shall be final. The state board may adopt rules of procedure for hearing appeals which shall include the power to delegate the actual hearing of the appeal to the superintendent of public instruction and members of his staff designated by him. The record of appeal so heard shall be reviewed by the state board and the decision recommended by the superintendent of public instruction shall be approved by the state board in the manner provided in section two hundred fifty-seven point ten (257.10), subsection four (4), of the Code.

Sec. 91. Section two hundred ninety point six (290.6), Code 1973, is amended to read as follows:

290.6 MONEY JUDGMENT. Nothing in this chapter shall be so construed as to authorize either the ~~county-superintendent-or~~ state board of public instruction to render judgment for money; neither shall they be allowed any other compensation than is now allowed by law. All necessary postage must first be paid by the party aggrieved.

Sec. 92. Section two hundred ninety-one point six (291.6), subsection one (1), Code 1973, is amended to read as follows:

1. PRESERVATION OF RECORDS. File and preserve copies of all reports made ~~to-the-county-superintendent,~~ and all papers transmitted ~~to-him~~ pertaining to the business of the corporation.

Sec. 93. Section two hundred ninety-one point ten (291.10), unnumbered paragraph one (1), Code 1973, is amended to read as follows:

He shall notify the county superintendent of public instruction when each school is to begin and its length of term, and, ten days after the regular July meeting in each year, file with the county superintendent of public instruction a report on blanks prepared for that purpose by the superintendent of public instruction, showing:

Sec. 94. Section two hundred ninety-one point eleven (291.11), Code 1973, is amended to read as follows:

291.11 OFFICERS REPORTED. He shall report to the county superintendent of public instruction, the county auditor, and county treasurer the name and post-office address of the president, treasurer, and secretary of the board as soon as practicable after the qualification of each.

Sec. 95. Section two hundred ninety-one point fifteen (291.15), Code 1973, is amended to read as follows:

291.15 ANNUAL REPORT. He shall make an annual report to the board at its regular July meeting, which shall show the amount of the general fund and the schoolhouse fund held over, received, paid out, and on hand, the several funds to be separately stated, and he shall immediately file a copy of this report with the county superintendent of public instruction and a copy with the county treasurer.

Sec. 96. Section two hundred ninety-two point two (292.2), Code 1973, is amended to read as follows:

292.2 PURCHASE OF BOOKS--DISTRIBUTION. Between the first Monday of July and the first day of October in each year, the ~~county board of education shall expend~~ auditor shall distribute all money withheld ~~by-the-auditor,~~ as provided in section 292.1, in for the purchase of books and materials for the use of the school ~~district~~ districts to the area education agency board for the area media center. ~~The-county board-of-education-may-distribute-the-books-thus-purchased to-the-librarians-of-the-several-school-districts-in-the proportion-that-the-number-of-persons-of-school-age-living in-the-school-district-bears-to-the-number-of-such-persons living-in-the-county,-or-may-entrust-the-custody-of-such-books to-the-county-superintendent-of-schools-to-be-loaned-by-him to-schools-of-the-county-in-the-manner-of-a-circulating library,-provided-that-if-the-circulating-library-method-is adopted,-in-whole-or-in-part,-any-district-maintaining-a-high school-shall,-upon-request-of-its-board-of-directors,-be excluded-therefrom-and-be-allowed-its-distributive-share-of such-books-on-the-basis-first-above-mentioned-in-this-section,~~

Directors of the school districts having permanent libraries shall ~~upon approval by the county superintendent of schools~~, be permitted to make temporary and permanent exchanges of books between school districts or to turn books over to the county area education agency superintendent administrator of schools to become a part of the circulating-library area media center. The county area education agency superintendent administrator shall keep a record of all books in his custody.

Sec. 97. Section two hundred ninety-four point one (294.1), Code 1973, is amended to read as follows:

294.1 QUALIFICATIONS--COMPENSATION PROHIBITED. No person shall be employed as a teacher in a common school ~~which is to receive its distributive share of the school fund~~ without having ~~a certificate of qualification given by the county superintendent of the county in which the school is situated~~, or a certificate ~~or diploma~~ issued by some ~~other~~ officer duly authorized by law.

No compensation shall be recovered by a teacher for services rendered while without such certificate ~~or diploma~~.

Sec. 98. Section two hundred ninety-four point five (294.5), Code 1973, is amended to read as follows:

294.5 REPORTS. The teacher shall file with the county superintendent school superintendent and the superintendent of public instruction such reports and in such manner as he may ~~be require~~ required.

Sec. 99. Section two hundred ninety-seven point eight (297.8), Code 1973, is amended to read as follows:

297.8 EMERGENCY REPAIRS. When emergency repairs costing more than ~~twenty-five-hundred~~ five thousand dollars are necessary in order to prevent the closing of any school, the provisions of the law with reference to advertising for bids shall not apply, and in that event the board may contract for such emergency repairs without advertising for bids; provided, however, that before such emergency repairs can be made to any schoolhouse, it shall be necessary to procure a certificate from the county area education agency superintendent administrator that such emergency repairs are

necessary to prevent the closing of such school.

Sec. 100. Section two hundred ninety-seven point sixteen (297.16), Code 1973, is amended to read as follows:

297.16 APPRAISERS. In case the school district and said owner of the tract from which such school site was taken, do not agree as to the value of such site, the county-superintendent chief judge of the judicial district of the county in which the greater part of such school district is situated, shall, on the written application of either party, appoint three disinterested voters of the county from the list of persons eligible to serve as compensation commissioners to appraise ~~said~~ the site.

Sec. 101. Section two hundred ninety-seven point seventeen (297.17), Code 1973, is amended to read as follows:

297.17 NOTICE. The county superintendent sheriff shall give notice to both parties of the time and place of making such appraisal, which notice shall be served in the same manner and for the same time as for the commencement of action in the district court.

Sec. 102. Section two hundred ninety-seven point eighteen (297.18), Code 1973, is amended to read as follows:

297.18 APPRAISEMENT. Such appraisers shall inspect the premises and, at the time and place designated in the notice, appraise said site in writing, which appraisal, after being duly verified, shall be filed with the county superintendent sheriff.

Sec. 103. Section two hundred ninety-seven point nineteen (297.19), Code 1973, is amended to read as follows:

297.19 PUBLIC SALE. If the owner of the tract from which said site was taken fails to pay the amount of such appraisal to such school district within twenty days after the filing of same with the county superintendent sheriff, the school district may sell said site to any other person at the appraised value, or may sell the same at public sale to the highest bidder.

Sec. 104. Section two hundred ninety-seven point twenty-two (297.22), unnumbered paragraph four (4), Code 1973, is



amended to read as follows:

Before the board of directors may sell, lease or dispose of any property belonging to the school district it shall comply with the requirements set forth in sections 297.15 to 297.20, inclusive, and sections 297.23 and 297.24. Any real estate proposed to be sold shall be appraised by three disinterested freeholders residing in the school district and appointed by the ~~county-superintendent-of-schools~~ chief judge of the judicial district of the county in which said real estate is located from the list of compensation commissioners.

Sec. 105. Section two hundred ninety-seven point twenty-eight (297.28), Code 1973, is amended to read as follows:

297.28 APPRAISERS. In case the executive council and said owner of the tract from which such school site was taken, do not agree as to the value of such site or building, the ~~county-superintendent~~ chief judge of the judicial district of the county in which the greater part of such school site is situated, shall, on the written application of either party, appoint three disinterested voters of the county from the list of compensation commissioners to appraise such site. The county ~~superintendent~~ sheriff shall give notice to both parties of the time and place of making such appraisal, which notice shall be served in the same manner and for the same time as for the commencement of an action in the district court.

Sec. 106. Section two hundred ninety-seven point twenty-nine (297.29), Code 1973, is amended to read as follows:

297.29 REPORT FILED. Such appraisers shall inspect the premises and at the time and place designated in the notice, appraise such site or building in writing, which appraisal, after being duly verified, shall be filed with the ~~county superintendent~~ sheriff.

Sec. 107. Section two hundred ninety-seven point thirty (297.30), Code 1973, is amended to read as follows:

297.30 PUBLIC SALE. If the owner of the tract from which said site was taken fails to pay the amount of such appraise-

ment to such executive council within thirty days after the filing of the same with the ~~county-superintendent~~ sheriff, the executive council may sell said site or building to any other person at the appraised value, or may sell the same at public sale to the highest bidder and the proceeds of such sale are to be added to the permanent school fund of the state.

Sec. 108. Section two hundred ninety-eight point eleven (298.11), unnumbered paragraph one (1), Code 1973, is amended to read as follows:

The county auditor shall, on the first Monday in April and the first Monday in October of each year, apportion the school tax, together with the interest of the permanent school fund and rents on unsold school lands to which the county is entitled as shown in notice from the state comptroller, and all other money in the hands of the county treasurer belonging in common to the schools of the county and not included in any previous apportionment, among the several corporations therein, in proportion to the number of persons of school age, as shown by the ~~report-of-the-county-superintendent-filed-with-him~~ reports filed with the state department of public instruction for the year immediately preceding.

Sec. 109. Section two hundred ninety-nine point three (299.3), Code 1973, is amended to read as follows:

299.3 REPORTS FROM PRIVATE SCHOOLS. Within ten days from receipt of notice from the secretary of the school district within which any private school is conducted, the principal of such school shall, once during each school year, and at any time when requested in individual cases, furnish to such secretary a certificate and report in duplicate of the names, ages, and number of days attendance of each pupil of such school over seven and under sixteen years of age, the course of study pursued by each such child, the texts used, and the names of the teachers, during the preceding year and from the time of the last preceding report to the time at which a report is required. The secretary shall retain one of the reports and file the other ~~in-the-office-of-the-county~~

superintendent with the secretary of the area education agency.

Sec. 110. Section two hundred ninety-nine point twelve (299.12), Code 1973, is amended to read as follows:

299.12 NEGLECT BY TRUANCY OFFICER. Any truancy officer or any director neglecting his duty to enforce the truancy law after written notice so to do served upon him by any citizen of the county or by the county area education agency superintendent administrator shall be liable to a fine not exceeding twenty-five dollars and be removed from such office. The county attorney shall prosecute such persons upon request of the county area education agency superintendent administrator.

Sec. 111. Section three hundred one point five (301.5), Code 1973, is amended to read as follows:

301.5 PURCHASE--EXCHANGE. In the purchasing of textbooks it shall be the duty of the board of directors ~~or the county board of education~~ to take into consideration the books then in use in the respective districts, and they may buy such additional number of said books as may from time to time become necessary to supply their schools, and they may arrange on equitable terms for exchange of books in use for new books adopted.

Sec. 112. Section three hundred one point six (301.6), Code 1973, is amended to read as follows:

301.6 SUIT ON BOND. If at any time the publishers of such books as shall have been adopted by any board of directors ~~or county board of education~~ shall neglect or refuse to furnish such books when ordered by said board in accordance with the provisions of this chapter, at the very lowest price, either contract or wholesale, that such books are furnished any other district or state board, then said board of directors ~~or county board of education~~ may and it is hereby made their duty to bring suit upon the bond given them by the contracting publisher.

Sec. 113. Section three hundred one point seven (301.7), Code 1973, is amended to read as follows:

301.7 BIDS--ADVERTISEMENT. Before purchasing textbooks

from a source other than the publisher and before purchasing supplies under the provisions of this chapter, it shall be the duty of the board of directors ~~or county board of education~~, to advertise, by publishing a notice once each week for two consecutive weeks in one or more newspapers published in the county; said notice shall state the time up to which all bids will be received, the classes and grades for which textbooks and other necessary supplies are to be bought, and the approximate quantity needed.

Sec. 114. Section three hundred one point ten (301.10), Code 1973, is amended to read as follows:

301.10 SAMPLES AND LISTS. Any person or firm desiring to furnish books or supplies under this chapter ~~in any county~~ shall, at or before the time of filing his bid hereunder, ~~deposit in the office of the county superintendent~~ make available samples of all textbooks included in his bid, accompanied with lists giving the lowest wholesale and contract prices for the same. ~~Said samples and lists shall remain in the county superintendent's office, and shall be delivered by him to his successor in office and shall be kept by him in such safe and convenient manner as to be open at all times to the inspection of such school officers, school patrons, and school teachers as may desire to examine the same and compare them with others, for the purpose of use in the public schools.~~

Sec. 115. Section three hundred one point eleven (301.11), Code 1973, is amended to read as follows:

301.11 BOND. The board of directors ~~and county board of education mentioned~~ shall require any person or persons with whom they contract for furnishing any books or supplies to enter into a good and sufficient bond, in such sum and with such conditions and sureties as may be required by such board of directors ~~or county board of education~~, for the faithful performance of any such contract. Bonds of surety companies duly authorized under the laws of Iowa shall be accepted.

Sec. 116. Section three hundred one point twenty-eight

(301.28), Code 1973, is amended to read as follows:

301.28 OFFICERS AND TEACHERS AS AGENTS FOR BOOKS AND SUPPLIES. It shall be unlawful for any school director, officer, area education director, or teacher, ~~or member of the county board of education~~ to act as agent for any school textbooks or school supplies during such term of office or employment, and any school director, officer, area education agency director, or teacher, ~~or member of the county board of education~~ who shall act as agent or dealer in school textbooks or school supplies, during the term of such office or employment, shall be deemed guilty of a misdemeanor, and shall, upon conviction thereof, be fined not less than ten dollars nor more than one hundred dollars, and pay the costs of prosecution.

Sec. 117. Section three hundred thirty-two point nine (332.9), Code 1973, is amended to read as follows:

332.9 OFFICES FURNISHED. The board of supervisors shall furnish the clerk of the district court, sheriff, recorder, treasurer, auditor, county attorney, ~~county superintendent,~~ county surveyor or engineer, and county assessor, with offices at the county seat, but in no case shall any such officer, except the county attorney, be permitted to occupy an office also occupied by a practicing attorney.

Sec. 118. Section three hundred forty-nine point sixteen (349.16), subsection one (1), Code 1973, is amended to read as follows:

1. The proceedings of the board of supervisors, excluding from the publication of said proceedings, its canvass of the various elections, as provided by law; witness fees of witnesses before the grand jury and in the district court in criminal cases, ~~the county superintendent's report.~~

Sec. 119. Section four hundred forty-one point two (441.2), Code 1973, is amended to read as follows:

441.2 CONFERENCE BOARD. In each county and each city having an assessor there shall be established a conference board. In counties the conference board shall consist of the mayors of all incorporated cities and towns in the county

whose property is assessed by the county assessor, ~~members of the county boards of education as now or hereafter constituted~~ one representative from the board of directors of each high school district of the county, who is a resident of the county, said board of directors appointing said representative for a one-year term and notifying the clerk of the conference board as to their representative, and members of the board of supervisors. In cities having an assessor the conference board shall consist of the members of the city council, school board and county board of supervisors. In the counties the chairman of the board of supervisors shall act as chairman of the conference board, in cities having an assessor the mayor of the city council shall act as chairman of the conference board. In any action taken by the conference board, the mayors of all incorporated cities and towns in the county whose property is assessed by the county assessor shall constitute one voting unit, the members of the ~~county or city board of education~~ or one representative from the board of directors of each high school district of the county shall constitute one voting unit, the members of the city council shall constitute one voting unit, and the county board of supervisors shall constitute one voting unit, each unit having a single vote and no action shall be valid except by the vote of not less than two out of the three units. The majority vote of the members present of each unit shall determine the vote of the unit. The assessor shall be clerk of the conference board.

Sec. 120. Section four hundred forty-two point one (442.1), Code 1973, as amended by Acts of the Sixty-fifth General Assembly, 1973 Session, chapter two hundred fifty-eight (258), section one (1), is amended to read as follows:

442.1 STATE SCHOOL FOUNDATION PROGRAM. This chapter establishes a state school foundation program. For each school year, each school district in the state is entitled to receive state school foundation aid, which shall be an amount per pupil equal to the difference between the amount per pupil of foundation property tax in the district, and

the state foundation base or the district cost per pupil, whichever is less. However, for the school years beginning July 1, 1973, and July 1, 1974, only, if the amount so determined for any district is less than two hundred dollars per pupil, the district is entitled to receive not less than two hundred dollars per pupil except when a district's total general fund millage rate is reduced to ninety percent or less of the district's total general fund millage rate for the school year beginning July 1, 1970. However, if this computation is made for the school years beginning July 1, 1975, and July 1, 1976, the general fund levy for each district for the school year which began July 1, 1970, shall be determined by including the levy certified by the county school system or joint county system in which the district was located, for the school year which began July 1, 1970. In this case the district is entitled to receive only that portion of the two hundred dollars per pupil necessary to retain that ten percent reduction. In making computations and payments under this chapter, the state comptroller shall round amounts to the nearest whole dollar.

Sec. 121. Section four hundred forty-two point four (442.4), Code 1973, as amended by Acts of the Sixty-fifth General Assembly, 1973 Session, chapter two hundred fifty-eight (258), section three (3), is further amended by adding the following new unnumbered paragraph:

NEW UNNUMBERED PARAGRAPH. As used in this chapter, "enrollment" means enrollment determined pursuant to this section, "weighted enrollment" means enrollment modified by the special education weighting plan pursuant to section two hundred eighty-one point nine (281.9) of the Code, and "per pupil" means per pupil in enrollment for years prior to the school year beginning July 1, 1975, and "per pupil in weighted enrollment" for the school year beginning July 1, 1975 and each succeeding school year.

Sec. 122. Section four hundred forty-two point seven (442.7), Code 1973, as amended by Acts of the Sixty-fifth General Assembly, 1973 Session, chapter two hundred fifty-

eight (258), section six (6), is further amended by adding the following new unnumbered paragraph:

NEW UNNUMBERED PARAGRAPH. For the school year beginning July 1, 1975, the allowable growth for each district as otherwise determined under this section shall be modified for districts in that area education agency by the addition of the amount to compensate for the costs of special education support services, media services, and other services as provided in section twelve (12), subsections four (4), five (5) and six (6), of this Act. For each succeeding school year the allowable growth, as otherwise determined, is modified for additional special education support services needed by the agency for that year to serve newly identified children who require the services pursuant to section twelve (12), subsection four (4), of this Act. The determination of whether special education support services are for newly identified children or are new and expanded services shall be made by the director of special education in each area education agency, pursuant to rules and regulations adopted and promulgated by the department of public instruction. The determination shall be subject to audit by the department of public instruction.

Sec. 123. Section four hundred forty-two point eight (442.8), Code 1973, as amended by Acts of the Sixty-fifth General Assembly, 1973 Session, chapter two hundred fifty-eight (258), section seven (7), is further amended by adding the following new unnumbered paragraph:

NEW UNNUMBERED PARAGRAPH. For the school year beginning July 1, 1975, the allowable growth added to the state cost per pupil shall be the allowable growth as otherwise computed under section four hundred forty-two point seven (442.7) of the Code, increased by an amount equal to the average of the amounts of allowable growth added for each school district in the state for special education support services provided through the area education agencies under section twelve (12), subsection four (4), of this Act. For each succeeding school year, the allowable growth added to the state cost per pupil

as otherwise computed under section four hundred forty-two point seven (442.7) of the Code shall be increased by an amount equal to the average of the amounts of allowable growth added for each school district in the state for additional special education support services needed for that year to serve newly identified children who require the services, under section twelve (12), subsection four (4) of this Act. The state comptroller shall compute the applicable amount of allowable growth to be added to the state cost per pupil for each school year.

Sec. 124. Section four hundred forty-two point nine (442.9), subsection one (1), paragraphs a, b and c, Code 1973, as amended by Acts of the Sixty-fifth General Assembly, 1973 Session, chapter two hundred fifty-eight (258), section eight (8), are amended to read as follows:

a. The district cost per pupil for the budget year is equal to the district cost per pupil for the base year plus the allowable growth. However, in determining the district cost per pupil for the budget year beginning July 1, 1973, district cost per pupil in the base year means the general fund budget for the school year beginning July 1, 1971, as authorized and funded under Acts of the General Assembly, 1971 Session, chapter seventy-two (72), including additional approved funding authorized by the school budget review committee, less the amount of adjusted miscellaneous income including adjustments pursuant to section four hundred forty-two point twenty-five (442.25) of the Code, divided by the fall enrollment certified in September of 1971, plus the allowable growth for the school year beginning July 1, 1972, as computed on the basis of state cost per pupil excluding miscellaneous income. Also, in determining the district cost per pupil for the budget year beginning July 1, 1975, the amount received by a school district under sections two hundred eighty-one point nine (281.9) through two hundred eighty-one point eleven (281.11) of the Code, as state reimbursement for special education costs for the school year beginning July 1, 1974, shall be deducted.

b. The district cost for the budget year is equal to the district cost per pupil for the budget year multiplied by the weighted enrollment. A school district may not increase its district cost for the budget year except to the extent that excess millage is authorized by the school budget review committee as provided in section 442.13, subsection eight (8).

c. The amount to be raised by the additional school district property tax levy is equal to the district cost for the budget year, less the product of the state or district foundation base and the weighted enrollment. However, said amount shall be adjusted in accordance with the maximum millage provided in section 442.10 and the maximum millage reduction provided in section 442.21.

Sec. 125. Section four hundred forty-two point nine (442.9), Code 1973, as amended by Acts of the Sixty-fifth General Assembly, 1973 Session, chapter two hundred fifty-eight (258), section eight (8), is amended by striking subsection three (3).

Sec. 126. Section four hundred forty-two point ten (442.10), Code 1973, as amended by Acts of the Sixty-fifth General Assembly, 1973 Session, chapter two hundred fifty-eight (258), section nine (9), is amended to read as follows:

442.10 MAXIMUM MILLAGE LEVY. For the purpose of determining the maximum millage levy for the general fund in a school district, the state comptroller shall determine the sum of the foundation property tax levy and the additional property tax levy, in mills. When this total millage levy exceeds the district general fund levy in mills for the school year which began July 1, 1970, he shall adjust the district general fund millage levy to a rate equal to the millage levy for the school year beginning July 1, 1970, except that excess millage authorized by the school budget review committee, as provided in section 442.13, subsection eight (8), may be added to that rate. However, in making this adjustment for the school years beginning July 1, 1975, and July 1, 1976, the general fund levy for each district for the school year

which began July 1, 1970, shall be determined by including the levy certified by the county school system or joint county system in which the district was located, for the school year which began July 1, 1970.

Sec. 127. Section four hundred forty-two point thirteen (442.13), subsection three (3), Code 1973, as amended by Acts of the Sixty-fifth General Assembly, 1973 Session, chapter two hundred fifty-eight (258), section eleven (11), is amended to read as follows:

3. ~~The committee shall meet beginning not later than March first of each year, shall~~ review the proposed budget and certified budget of each school district, and may make recommendations. The committee may make decisions affecting budgets to the extent provided in this chapter. The costs and computations referred to in this section relate to the budget year unless otherwise expressly stated.

Sec. 128. Section four hundred forty-two point thirteen (442.13), Code 1973, as amended by Acts of the Sixty-fifth General Assembly, 1973 Session, chapter two hundred fifty-eight (258), section eleven (11), is amended by striking subsection thirteen (13).

Sec. 129. Section four hundred forty-two point thirteen (442.13), Code 1973, as amended by Acts of the Sixty-fifth General Assembly, 1973 Session, chapter two hundred fifty-eight (258), section eleven (11), is amended by adding the following new subsection:

NEW SUBSECTION. The committee shall review the recommendations of the superintendent of public instruction relating to the special education weighting plan, and shall establish a weighting plan for each school year after the school year commencing July 1, 1975, and report the plan to the superintendent of public instruction.

Sec. 130. Section four hundred sixty-seven B point fourteen (467B.14), Code 1973, is amended to read as follows:

467B.14 ~~ALLOCATION TO COUNTY BOARD OF EDUCATION FUND.~~  
Sixty-five percent of any such payments or payment received from the federal government shall be ~~credited to the county~~

~~board of education fund as created by section 273.13 and the county board of education shall determine the districts of the county which are principally affected in their activities by the federal flood control project involved and shall allocate to the general fund of each said school district the amount of such federal payments paid to the county board of education fund distributed to the general fund of the school districts of the county after the county auditor has determined the districts which are principally affected by the federal flood control project involved in an amount deemed to be the equitable share of each such district and the amount allocated to each school district shall be paid over by the county board of education to the treasurer of such school district.~~

The county ~~board of education~~ auditor shall certify to the executive council of the state the amounts allocated to each school district in the previous year, on January second of the following year. The executive council of the state shall deduct this amount from any tax free land reimbursement claim filed that year under section 284.4; except that in no case shall the deduction result in an amount less than the total of the tax free land reimbursement plus any benefits payable to the school district other than the amounts specified in this paragraph. The remaining ten percent of any such payment received by the county treasurer from the federal government, or so much thereof as may be deemed necessary by the board of supervisors, shall be allocated to the local fire departments of the unincorporated villages, towns, townships and cities of the county which are principally affected by the federal flood control project involved, to be paid and prorated among them as determined by the board of supervisors. If the funds prorated to local fire departments in any county are less than ten percent of the total county share of such federal payments for any year, the amount which exceeds such prorations shall revert back to and be divided equally between the secondary road fund and the ~~county board of education~~ local school district fund.

Sec. 131. Acts of the Sixty-fifth General Assembly, 1973 Session, chapter one hundred thirty-six (136), section eleven (11), is amended to read as follows:

Sec. 11. Chapter thirty-nine (39), Code 1973, is amended by adding the following new section:

NEW SECTION. SCHOOL OFFICERS. Members of ~~county-boards of education~~, boards of directors of community and independent school districts, and boards of directors of merged areas shall be elected at the school election. Their respective terms of office shall be three years, except as otherwise provided by section two hundred eighty A point twelve (280A.12) of the Code.

Sec. 132. Initial operating funds required for payment of salaries and other expenses for planning purposes prior to July 1, 1975, implemented under the provisions of section nine (9) of this Act, shall be advanced to the board of directors of the area education agency by the state comptroller, subject to the approval of the department of public instruction. Any funds advanced shall be deducted from payments by the state comptroller to the area education agency after July 1, 1975.

Sec. 133. Sections two hundred sixty point eighteen (260.18), two hundred sixty point twenty-two (260.22), two hundred sixty point twenty-four (260.24), two hundred sixty point twenty-five (260.25), two hundred sixty point twenty-six (260.26), two hundred seventy-five point forty (275.40), two hundred seventy-nine point thirty-six (279.36), two hundred eighty-one point ten (281.10), two hundred ninety-two point three (292.3), two hundred ninety-two point four (292.4), three hundred one point nineteen (301.19), and three hundred one point twenty (301.20), and chapter two hundred seventy-three (273), Code 1973, are repealed.

Sec. 134. Section two hundred fifty-seven point ten (257.10), subsection fourteen (14), Code 1973, is amended to read as follows:

14. Approve, co-ordinate, and supervise the use of electronic data processing by local school districts, ~~county-or~~

~~joint-county-school-systems~~ area education agency and merged areas. A committee, consisting of the state superintendent of public instruction, the director of the department of general services, the state comptroller, or their designees, and two persons knowledgeable in the area of administrative-instructional computer systems to be appointed by the governor, shall assist and advise the state board of public instruction in approving, co-ordinating and supervising the use of electronic data processing computers by local school districts, ~~county-or-joint-county-school-systems~~ area education agency and merged areas. The committee shall further inventory current practice and prepare and recommend a statewide plan for the use of electronic data processing computers in order to prevent the unnecessary proliferation of computers. These recommendations shall be submitted to the general assembly by December 1 of each year. For purposes of this subsection the term "electronic data processing computers" shall refer to equipment having as a component thereof a memory core to store information.

Sec. 135. Sections one (1) through twelve (12), inclusive, of this Act shall become effective July 1, 1974; and the remaining sections of this Act shall become effective July 1, 1975.

\_\_\_\_\_  
ARTHUR A. NEU  
President of the Senate

\_\_\_\_\_  
ANDREW VARLEY  
Speaker of the House

I hereby certify that this bill originated in the Senate and is known as Senate File 1163, Sixty-fifth General Assembly.

\_\_\_\_\_  
RALPH R. BROWN  
Secretary of the Senate

Approved \_\_\_\_\_, 1974

\_\_\_\_\_  
ROBERT D. RAY  
Governor

AREA EDUCATION AGENCY  
BOARDS OF DIRECTORS  
October 7, 1974

AEA 1

1. Raymond Bodensteiner Rural Route 1, Waucoma, Iowa 52171
2. Kenneth J. Schultz Postville, Iowa 52162
3. Dr. Bill R. Withers Waukon, Iowa 52172
4. Mrs. Marybeth Jaggard 101 Hillside Drive, Oelwein, Iowa 50662
5. Reuben A. Hoth Rural Route, Monona, Iowa 52159
6. James K. Cramer 109 Franklin, Manchester, Iowa 52057
7. Eugene J. Tully 1730 Glen Oak, Dubuque, Iowa 52001
8. Edward R. Duesing 1420 Lincoln, Dubuque, Iowa 52001
9. W. L. (Roy) Schmeichel 1045 Melrose Terrace, Dubuque, Iowa 52001

AEA 2

1. Mrs. Janet Turner RFD #2, Mason City, Iowa 50401
2. Dr. James A. Percival, II 1742 Springview Drive, Mason City, Iowa 50401
3. Mrs. Connie Bieber 606 West 19th Street, Clear Lake, Iowa 50428
4. Harry J. Eastman 300 Seventh Street, Charles City, Iowa 50616
5. Dr. Douglas Loftin 418 North Sixth, Osage, Iowa 50461
6. William Hemm Sheffield, Iowa 50475
7. Norman Madson RFD #3, Britt, Iowa 50423
8. Dr. L. V. Johanson Thompson, Iowa 50478
9. Mrs. Ann Kuhlman 308 North 12th, Northwood, Iowa 50459

AEA 3

1. Harvey C. Larson Rural Route, Armstrong, Iowa 50514
2. Robert Stall 2014 North Seventh, Estherville, Iowa 51334
3. T. R. McGeorge Crandalls Beach, Spirit Lake, Iowa 51360
4. Wayne Burnham 1320 I Avenue East, Spencer, Iowa 51301
5. Kenneth Salton Rural Route, Ruthven, Iowa 51358
6. Leonard Johnson 1307 Palmer, Emmetsburg, Iowa 50536
7. Robert Black Rural Route 1, Algona, Iowa 50511

AEA 4

1. Mrs. Ardene Ver Hoef 1266 Third Avenue, S.E., Sioux Center, Iowa 51250
2. Duane Jongerius 711 South Adams, Rock Rapids, Iowa 51246
3. Peter Runia 922 Third Street, N.E., Sibley, Iowa 51249
4. Roger Leavitt 200 South Locust, Marcus, Iowa 51035
5. C. E. Martin Highway 18, Sheldon, Iowa 51201
6. Joseph J. Rexwinkel 1301 Minnesota, Alton, Iowa 51003
7. George H. Van Beek Rural Route 2, Rock Valley, Iowa 51247

AEA 5

1. David Rouse Eagle Grove, Iowa 50533
2. Roger T. Mickelson Rural Route 1, Humboldt, Iowa 50548
3. A. R. Block 510 Kelvin Road, Storm Lake, Iowa 50588
4. Loren L. Hechtner Sac City, Iowa 50583
5. Norvall DeWitt 141 Grant Street, Rockwell City, Iowa 50579
6. Mrs. Geraldine Fletcher Rural Route 1, Fort Dodge, Iowa 50501
7. Jerome W. Kiliper 847 North 23rd Street, Fort Dodge, Iowa 50501



AEA 5 (Cont.)

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|----|---------------------|--|
| 8. | Charles L. McMurray | 512 Pleasant, Webster City, Iowa 50595 |
| 9. | Warren Robson       | Scranton, Iowa 51462                   |

AEA 6

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|----|-------------------|--|
| 1. | Roger Young       | 1219 River Street, Iowa Falls, Iowa 50126    |
| 2. | Harley Faust      | Rural Route, Hubbard, Iowa 50122             |
| 3. | Daniel Dobbin     | Rural Route, State Center, Iowa 50247        |
| 4. | Reuben Gottfried  | 311 Jerome Street, Marshalltown, Iowa 50158  |
| 5. | William Lane, Jr. | 401 New Salem Road, Marshalltown, Iowa 50158 |
| 6. | Russel Lyon       | Rural Route, Traer, Iowa 50675               |
| 7. | Roger Zimmerman   | 1526 Broad, Grinnell, Iowa 50112             |

AEA 7

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|----|-------------------------|---|
| 1. | James Hartman           | Sumner, Iowa 50674                        |
| 2. | Mrs. Julia Engelbrecht  | 1032 Fourth, S.W., Waverly, Iowa 50677    |
| 3. | William R. Frei         | Rural Route, Reinbeck, Iowa 50669         |
| 4. | Lyle Fletcher           | Highway 20 West, Independence, Iowa 50644 |
| 5. | Frank Mollenhoff        | 1233 Westland, Waterloo, Iowa 50701       |
| 6. | James H. Yagla          | 151 Woodlawn, Waterloo, Iowa 50701        |
| 7. | Mrs. Maxine M. Walthour | 149 Terrace Drive, Waterloo, Iowa 50702   |
| 8. | John Thoma              | 3223 East Donald, Waterloo, Iowa 50701    |
| 9. | Mrs. Ella Mae Gogel     | 2216 Main Street, Cedar Falls, Iowa 50613 |

AEA 9

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|----|--------------------|---|
| 1. | Donald P. Davies   | 3718 North Thornwood, Davenport, Iowa 52806 |
| 2. | Dr. J. Brown White | Rural Route 3, Davenport, Iowa 52804        |
| 3. | Mary Kay Lee       | 1511 Elm Street, Davenport, Iowa 52803      |
| 4. | Patsy Grace        | 2319 Olympia Drive, Bettendorf, Iowa 52722  |
| 5. | Bill Siegmund      | Wheatland, Iowa 52777                       |
| 6. | LaRue Bentz        | 1616 Dubuque Court, Clinton, Iowa 52732     |
| 7. | Bill Lamb          | 215 Thomas Avenue, Maquoketa, Iowa 52060    |
| 8. | Paul Sweitzer      | 1206 Park Drive, Muscatine, Iowa 52761      |
| 9. | Harold Brooks      | 920 North Calhoun, West Liberty, Iowa 52776 |

AEA 10

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|----|------------------|--|
| 1. | Lawrence Ruther  | Clarence, Iowa 52216                               |
| 2. | Raymond Garner   | Ryan, Iowa 52330                                   |
| 3. | Ann M. Feddersen | Rural Route 1, North Liberty, Iowa 52317           |
| 4. | Harland Muller   | Victor, Iowa 52347                                 |
| 5. | Jean Martin      | 105 Fremont Street, S.W., Blainstown, Iowa 52209   |
| 6. | Ralph Kleese     | Rural Route 2, Washington, Iowa 52353              |
| 7. | John Bouslog     | Rural Route 2, Marion, Iowa 52302                  |
| 8. | Lauree Gerber    | 340-19th Street, N.W., Cedar Rapids, Iowa 52403    |
| 9. | Leo Peiffer      | 4330 Eaglemere Ct., S.E., Cedar Rapids, Iowa 52403 |

AEA 11

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|----|-----------------------|-------------------------------------|
| 1. | Dr. William Underhill | 404-25th Street, Ames, Iowa 50010   |
| 2. | E. E. Andrews         | 229 South Greene, Boone, Iowa 50036 |
| 3. | Dr. Michael J. Hall   | Carroll, Iowa 51401                 |
| 4. | Donald C. Vanden Berg | RFD #4, Knoxville, Iowa 50138       |
| 5. | Ragan Brock           | RFD #1, Monroe, Iowa 50170          |

AEA 11 (Cont.)

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|----|--------------------------|---|
| 6. | Ralph I. Lynn            | 3408 Woodland, West Des Moines, Iowa 50265    |
| 7. | Mrs. Winifred D. Carr    | 2819-48th Street, Des Moines, Iowa 50310      |
| 8. | Dean R. Cox              | 3901 East 27th Street, Des Moines, Iowa 50317 |
| 9. | Dr. Richard H. Lampshire | 3719 Wakonda, Des Moines, Iowa 50321          |

AEA 12

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|----|------------------------|---|
| 1. | Elliott C. Lee         | 11 Fifth Street, S.E., LeMars, Iowa 51031       |
| 2. | Lyle Poulson           | 624 North Sherman, Cherokee, Iowa 51012         |
| 3. | E. Harland Soper       | 3510 Lindenwood, Sioux City, Iowa 51104         |
| 4. | Don W. Thompson        | 3908 Forest View Avenue, Sioux City, Iowa 51104 |
| 5. | Mrs. Prudence Randolph | 2814 Nebraska Street, Sioux City, Iowa 51104    |
| 6. | Mrs. Margaret A. Hurst | 2540 South Aubin, Sioux City, Iowa 51106        |
| 7. | Earl Kizzier           | 775 Fairview Drive, Merville, Iowa 51039        |
| 8. | Warren Johnson         | Sloan, Iowa 51055                               |
| 9. | Russell Hyde           | Hillcrest Addition, Denison, Iowa 51442         |

AEA 13

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|----|-----------------|--|
| 1. | F. M. Herring   | Farragut, Iowa 51639                           |
| 2. | Albert Washburn | Hastings, Iowa 51540                           |
| 3. | Grant Hunter    | 14 Pine Crest, Council Bluffs, Iowa 51501      |
| 4. | James R. Tyler  | 1827 Bryn Mawr Circle, Atlantic, Iowa 50022    |
| 5. | Ronald Searcy   | 32 Hilsdale, Council Bluffs, Iowa 51501        |
| 6. | Peter Heiniman  | 2018 Avenue B, Council Bluffs, Iowa 51501      |
| 7. | Gordon Ord      | 439 Houston, Council Bluffs, Iowa 51501        |
| 8. | J. L. Petersen  | 607 North Third Street, Missouri Valley, 51555 |
| 9. | Leo Hough       | 1310 Onyx Drive, Harlan, Iowa 51537            |

AEA 14

- |    |                   |                                       |
|----|-------------------|---------------------------------------|
| 1. | Fred Prichard     | Rural Route 2, Fontanelle, Iowa 50846 |
| 2. | Raymond McConnell | Villisca, Iowa 50864                  |
| 3. | Leo Gonseth       | Murray, Iowa 50174                    |
| 4. | Mike Thompson     | Leon, Iowa 50144                      |
| 5. | James H. Brown    | Red Oak, Iowa 51566                   |
| 6. | Dan Cuning        | Mount Ayr, Iowa 50844                 |
| 7. | Jack Campbell     | Blockton, Iowa 50836                  |
| 8. | Ronald Dunphy     | RFD, Creston, Iowa 50801              |

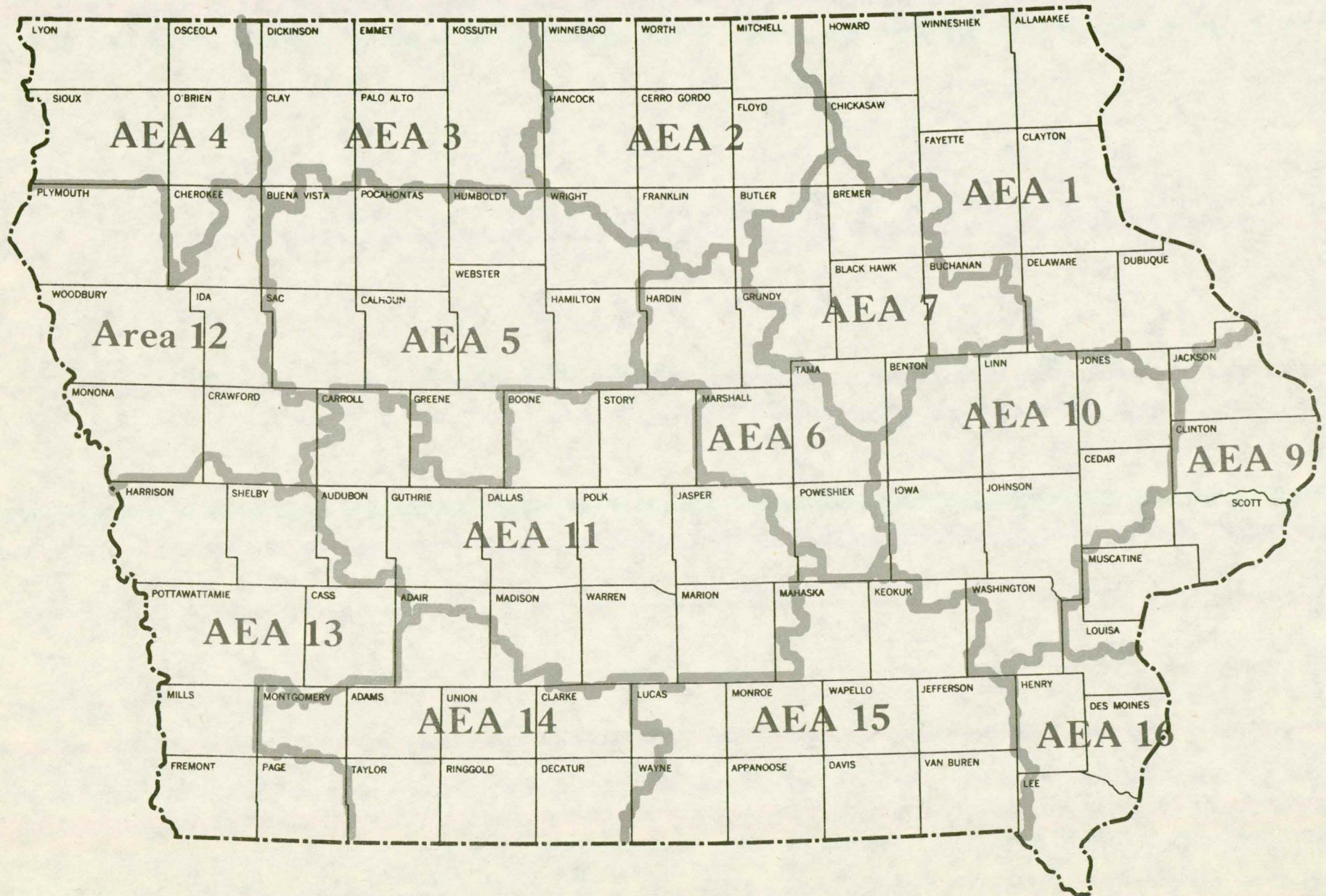
AEA 15

- |    |                     |  |
|----|---------------------|--|
| 1. | Gilbert Dickinson   | Richland, Iowa 52585                           |
| 2. | Bastian Vander Wilt | RFD #3, New Sharon, Iowa 50207                 |
| 3. | H. Roy Lamansky     | RFD #2, Fairfield, Iowa 52556                  |
| 4. | Glen James          | 111 East Golf, Ottumwa, Iowa 52501             |
| 5. | Janet D. Markham    | 707 Glenwood, Ottumwa, Iowa 52501              |
| 6. | Harold Mick         | RFD #5, Albia, Iowa 52531                      |
| 7. | George Holder       | 803 Woodlawn, Chariton, Iowa 50049             |
| 8. | Laura Shopbell      | 120 North 15th Street, Centerville, Iowa 52544 |
| 9. | Robert C. Pedrick   | Douds, Iowa 52551                              |

AEA 16

- |    |                    |   |
|----|--------------------|---|
| 1. | Joseph Mauck       | 603 East Washington, Mt. Pleasant, Iowa 52641 |
| 2. | Kenneth Aspelmeier | Mediapolis, Iowa 52637                        |
| 3. | James Elmer        | 620 Iowa Street, Burlington, Iowa 52601       |
| 4. | Duane Stoyer       | #10 Harmony Court, Fort Madison, Iowa 52627   |
| 5. | Robert L. Pearl    | 736 Hazelhurst Circle, Keokuk, Iowa 52632     |

# Iowa AEA Education Agencies 1974-75



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Area School Superintendents' Meeting Minutes  
Ramada Inn - Downtown  
Des Moines, Iowa  
10:00 a.m.  
Wednesday, November 12, 1975



In Attendance:

Charles Joss, Supt. ....	Area I
Jerry Collingwood .....	Area I
David R. Pierce, Supt. ....	Area II
Chuck Martin, Supt. ....	Area IV
Edwin L. Barbour, Supt. ....	Area V
John J. Prihoda, Supt. ....	Area VI
M. R. Whitehead .....	Area VI
George Bennett, Supt. ....	Area VII
Gerald D. Clemmensen, Supt. ....	Area IX
L. H. Peetz .....	Area IX
Selby A. Ballantyne, Supt. ....	Area X
Kenneth Kupka .....	Area X
Ira Larson .....	Area X
Paul J. Lowery, Supt. ....	Area XI
Jack Ashy .....	Area XI
Robert H. Kiser, Supt. ....	Area XII
Irvin Ludwig .....	Area XII
Robert D. Looft, Supt. ....	Area XIII
John A. Smith .....	Area XIV
Lyle A. Hellyer, Supt. ....	Area XV
Stephen Gerard .....	Area XV
C. W. Callison, Supt. ....	Area XVI
Robert D. Benton, State Supt. ....	DPI
William M. Baley, Associate Supt. .	DPI
Robert Yeager, Chief, Fiscal Control	DPI
Ray D. Stephens, Executive Director	ICASB

The meeting was called to order by President, John J. Prihoda, at 10:00 a.m.

1. Prihoda invited Dr. Benton, our State Superintendent of Public Instruction, to make comments to the group as it pertains to Area School Appropriation concerns.

2. Kiser made Appropriations Committee report.

- a. The Appropriations Committee recommended that fiscal year 1977 appropriations be made at 110% up to \$30,000,000.00; and at 111% up to \$31,000,000.00, and at 112% at \$31,000,000.00 and above.

Clemmensen moved adoption of the Appropriations Committee report. Seconded by Hellyer. A roll call vote was taken:

Area I ....	Yes	Area X ....	No
Area II ....	No	Area XI ...	No
Area III ...	Absent	Area XII...	Yes
Area IV ...	Abstain	Area XIII..	Yes
Area V ....	Yes	Area XIV...	Yes
Area VI ...	Yes	Area XV...	No
Area VII ..	Abstain	Area XVI..	No
Area IX ...	Yes		

Voting results - 7 Yes, 5 No, 2 Abstained, 1 Absent. Motion carried.

Pierce moved to rescind the previous motion and to establish 110% basic support level. The motion was seconded by Ballantyne.

Barbour moved to amend the motion to read, "111% basic support level". Seconded by Kiser. A roll call vote on the amendment was as follows:

Area I ....	Yes	Area X	No
Area II ....	No	Area XI	No
Area III ...	Absent	Area XII	Yes
Area IV....	Abstain	Area XIII	No
Area V ....	Abstain	Area XIV	No
Area VI....	Abstain	Area XV	No
Area VII...	No	Area XVI	Yes
Area IX ...	No		

Voting results - 3 Yes, 8 No, 3 Abstained, 1 Absent. The amendment lost.

A roll call vote was then taken on the main motion as follows:

Area I..... Yes	Area X .... Yes
Area II .... Yes	Area XI ... Yes
Area III ... Absent	Area XII .. No
Area IV.... Yes	Area XIII.. Yes
Area V .... No	Area XIV .. Yes
Area VI ... Yes	Area XV... Yes
Area VII .. Yes	Area XVI.. Yes
Area IX ... No	

Voting results - 11 Yes, 3 No, 1 Absent.

Clemmensen moved that the Secretary be directed to cast a unanimous ballot on the previous motion. Seconded by Lowery. A roll call vote was taken:

Area I .... Yes	Area VI ... Yes
Area II .... Yes	Area VII .. Yes
Area III ... Absent	Area IX ... Yes
Area IV ... Yes	Area X .... No
Area V .... Abstain	

The vote was discontinued with the "No" vote.

- b. Kiser continued the Appropriations Committee report by presenting a second recommendation, which was to hold to the \$500,000.00 grant on a matching fund basis for each area school.

Ballantyne moved that we do not accept the Appropriation Committee's recommendation. Seconded by Lowery. A roll call vote was taken:

Area I .... Yes	Area X .... Yes
Area II ... Yes	Area XI ... Yes
Area III ... Absent	Area XII .. Yes
Area IV ... Yes	Area XIII.. No
Area V .... Yes	Area XIV .. Abstain
Area VI ... No	Area XV... Yes
Area VII .. Yes	Area XVI.. Yes
Area IX ... Yes	

Voting results - 11 Yes, 2 No, 1 Abstained, 1 Absent.

Kiser moved that we acknowledge the top two Area Schools as priorities for capital funding on the basis of the most recent DPI worksheet on a percentage basis by dividing Column 10 into Column 5. Clemmensen seconded the motion.

Ballantyne moved a substitute motion that the DPI determine the need on the basis of info collected, and allocate the funds to the Area Schools accordingly. The substitute motion lost for the want of a second.

Callison moved a substitute motion to support the request for \$18,000,000.00, and to then go as far as you could in the allocation of funds in accordance with the November 6, DPI capital funding worksheet, with specific efforts to clean up and update the formula. Ballantyne seconded the motion.

Barbour moved to amend the substitute motion that we recommend the pursuit of the \$18,000,000.00 funding level, and that the top priority for funding be given to Area I, and that the remaining priorities go on the basis of the November 6, capital funding worksheet, with the information cleaned up and updated. Joss seconded the motion.

Callison withdrew his substitute motion. Ballantyne agreed. A roll call vote was called for:

Area I .... Yes	Area X ... No
Area II .... Yes	Area XI ... No
Area III ... Absent	Area XII .. Yes
Area IV ... Yes	Area XIII .. No
Area V .... Yes	Area XIV .. Yes
Area VI ... Abstain	Area XV... Yes
Area VII .. Yes	Area XVI.. Yes
Area IX ... Yes	

Voting results - 10 Yes, 3 No, 1 Abstained, 1 Absent. The motion carried. This action carried with it the main motion. No further action was required.

The meeting was adjourned for lunch, to reconvene as soon as possible.



President Prihoda called the meeting to order following lunch.

3. The subject of Rules and Regulations for the use of the Tele-Network was introduced.

Kiser moved that the President appoint a three-member committee to set out policies for the use of the Tele-Network, and to review requests made by other groups to use the system. Ballantyne seconded the motion. A roll call vote was taken:

Area I ....	Yes	Area X ....	Yes
Area II ...	Yes	Area XI ...	Yes
Area III ..	Absent	Area XII ..	Yes
Area IV ...	Yes	Area XIII ..	Yes
Area V ....	Yes	Area XIV ..	Yes
Area VI ...	Yes	Area XV ..	Yes
Area VII ..	Yes	Area XVI ..	Yes
Area IX ...	Absent		

Voting results - 13 Yes, 0 No, 2 Absent. The motion carried.

President Prihoda appointed Clemmensen, Pierce, and Looft to serve on the committee. A chairman will be designed at a later date.

4. The subject of the Garson articles in the Des Moines Register and Tribune was introduced.

A consensus opinion was expressed that no action be considered until after all the articles had been printed and read.

5. The subject of Basic Educational Opportunity Grants was introduced.

It was reported that the BEOG was being considered in the House of the Congress on Thursday, and that there was a move abroad by the Private Colleges to change the formula of this law to talk about one-half of tuition costs rather than grants being made on the basis of need. If this were to succeed

November 12, 1975

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in Congress, it would affect funds going to community colleges drastically.

Ballantyne is to call Jack Tirrell at AACJC and have him call Ray Stephens to be patched in on the Tele-Network system for a discussion with the Area School Superintendents on Thursday, November 13, at 9:00 a.m.

6. The meeting adjourned.

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John A. Smith, Secretary

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