



School Leader Update

Iowa Department of Education

July 2007

Resources for Iowa School Leaders

NEWS FROM THE DE

New Postal Regulations for the Iowa Department of Education Mailing Address

Please ensure that you have the correct street address for the Iowa Department of Education (DE). Due to new postal regulations, the post office will not deliver mail with an incorrect street address. When sending mail to the DE, the address should appear exactly as below with no punctuation:

Department of Education
Grimes State Office Building
400 E 14th St
Des Moines IA 50319-0146

LEGISLATIVE UPDATE

Contact Jeff Berger at jeff.berger@iowa.gov or 515-281-3399 for questions regarding legislation or the legislative process.

Legislative Summaries Available Online

The Iowa Department of Education continues to work toward implementation of statutory language passed during the 2007 legislative session. Summaries of legislation, including the "Letter to the Field" can be found at http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=171&Itemid=1013. Additional guidance on changes to Teacher Quality provisions can be found on that site as well.

Grant Opportunities Available

Interested parties should continue to check the Iowa Department of Education (DE) grant website (<http://www.iowa.gov/educate/content/category/15/487/526/>) for competitive grant opportunities created this past legislative session. The DE is in the process of developing additional implementation guidance in the following areas: 1) Administrator Quality, 2) area education agencies (AEA) implementation of Teacher Quality provisions, and 3) School district operational sharing expense supplemental weights. That information will be forwarded as soon as it is ready. For further questions about legislation or implementation of legislative language, please contact Jeff Berger at jeff.berger@iowa.gov or 515-281-3399.

SCHOOL IMPROVEMENT

Site Visit Training for the 2007-2008 School Year

Site visit training sessions are being planned for early autumn. The trainings will be available for schools receiving a site visit during the 2007-2008 school year and for individuals who will be team members. Two sessions will be offered via the Iowa Communications Network (ICN) in early September and October (see chart

below). Face-to-face trainings will also be provided at area education agency (AEA) offices and other selected sites. Locations for the ICN sessions will be available in the August *School Leader Update*. Site visit trainings with an equity focus are also being planned (see chart below).

AEA	DATES/TIMES	LOCATION	SI CONSULTANT
ICN Site Visit Training	September 10 9:00-11:00 a.m. October 1 1:00-3:00 p.m.	Locations to be announced in the August issue of the <i>School Leader Update</i>	Barb Byrd 515-281-5005
Equity Training	September 18 1:00-4:00 p.m. ICN Training October 11 9:00 a.m. - 12:00 p.m.	Des Moines (site TBA) (face-to-face training) ICN sites TBA In the August issue of the <i>School Leader Update</i>	Tom Andersen 515-281-3769

Each school improvement consultant will also conduct training sessions in person (see chart below). Contact the appropriate consultant with questions.

AEA	DATES/TIME	LOCATION	SI CONSULTANT
AEA 1	September 5 9:00-11:30 a.m.	Sector Office AEA 1-Delhi	Holly Barnes 515-242-6173
AEA 1	September 5 2:00-4:30 p.m.	Sector Office AEA 1-Decorah	Holly Barnes 515-242-6173
AEA 267	September 4 9:00-11:00 a.m.	AEA Office Federal Room Clear Lake	Wilma Gajdel 515-281-5332
AEA 267	September 6 9:00-11:00 a.m.	AEA Office Room G Marshalltown	Wilma Gajdel 515-281-5332
AEA 267	September 5 1:30-3:00 p.m.	AEA Office Cedar Falls	Wilma Gajdel 515-281-5332
NW	September 6 12:45-2:30 p.m.	Prime Bank LeMars	Beth Calhoun 515-281-8170
AEA 8	September 5 1:00-3:00 p.m.	Twin Lake Meeting Room Prairie Lakes AEA Pocahontas	Lois Irwin 515-281-8582
AEA 9	October 4 1:00-3:00 p.m.	Bettendorf AEA	Tom Cooley 515-242-5132
AEA 10	September 5 9:00-11:00 a.m. September 7 1:00-3:00 p.m.	Autumn Room Grant Wood AEA Cedar Rapids	Debbie Boring 515-281-3198
AEA 11	September 4 1:00-3:30 p.m. October 5 1:00-3:30 p.m.	West Des Moines Learning Resource Center Room I Heartland AEA Johnston	Julie Melcher 515-281-6293
AEA 13	September 5 1:00-3:00 p.m.	AEA Peterson Center Conference Room 2600 S 9 th St Council Bluffs	Brandie Gean 515-281-4726

AEA	DATES/TIME	LOCATION	SI CONSULTANT
AEA 14	September 6 1:00-3:00 p.m.	Creston AEA	Brandie Gean 515-281-4726
Great Prairie AEA (15-16)	September 5 1:00-3:00 p.m.	Ottumwa AEA	Barb Byrd 515-281-5001
	September 6 9:00-11:00 a.m.	Burlington AEA	
Great Prairie AEA (15-16)	October 2 9:00-11:00 a.m.	Burlington AEA	Barb Byrd 515-281-5001
	October 3 1:00-3:00 p.m.	Ottumwa AEA	

Competent Private Instruction (Home Schooling) ICN Session to be Held

Individuals in districts and area education agencies that are responsible for filing paperwork and filling out forms for home schooling families are encouraged to attend an informational Iowa Communication Network (ICN) session on August 15 from 9:00-11:00 a.m. More information will be coming in the August *School Leader Update*.

QUALITY TEACHING

Information Sessions on Teacher Quality Act

Last month, there was an announcement about the Iowa Department of Education (DE), Iowa State Education Association (ISEA), and School Administrators of Iowa (SAI) hosting four one-day meetings to share information about the changes to the Student Achievement and Teacher Quality Act (Senate File 277).

Attached is additional information about these sessions, along with their dates and locations. This information will also be available in the "Latest News" section on the DE homepage (<http://www.iowa.gov/educate/>), as well as the websites of ISEA (<http://www.ia-sb.org/>) and SAI (www.sai-iowa.org/).

There has been significant interest in the upcoming Teacher Quality Orientation Sessions, and there are two categories of questions that have come up: 1) Who should come to the August orientation, and 2) Who should be on the Teacher Quality Committee? The attached frequently asked questions list should help address these questions.

Please contact Deb Hansen at 515-281-6131 or deb.hansen@iowa.gov for further information.

LEGAL LESSONS

The contact for all Legal Lessons items is Carol Greta at carol.greta@iowa.gov or 515-281-8661.

REMINDER: New Anti-Bullying/Anti-Harassment Policy

All school boards, public and those of accredited nonpublic schools, are to have the new anti-bullying/anti-harassment policy adopted on or before September 1. **This is an accreditation issue.** Failure to adopt a policy with all required components could subject a school or school district to a Phase II visit and possible loss of accreditation. A sample policy is on the websites of the Iowa Department of Education and the Iowa Association of School Boards. Those required elements are as follows:

- A definition of harassment and bullying that is consistent with the definition in the legislation (this is in the sample policy), and which includes all of the following 17 traits/characteristics: real or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical

attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

- A statement declaring harassment and bullying to be against state and school policy, and making the policy applicable to all school employees, volunteers, and students in school, on school property, or at any school function or school-sponsored activity.
- A description of the type of behavior expected from school employees, volunteers, parents or guardians, and students relative to prevention measures, reporting, and investigation of harassment or bullying.
- The consequences and appropriate remedial action for a person who violates the policy.
- A procedure for reporting an act of harassment or bullying, including the identification by job title of the school official responsible for ensuring that the policy is implemented, and the identification of the person or persons responsible for receiving reports of harassment or bullying.
- A procedure for the prompt investigation of complaints, either identifying the school superintendent or the superintendent's designee as the individual responsible for conducting the investigation, including a statement that investigators will consider the totality of circumstances presented in determining whether conduct objectively constitutes harassment or bullying under this section.
- A statement of the manner in which the policy will be publicized.

Nondiscrimination in Education

In addition to the 17 traits or characteristics in the new bullying bill, the Iowa Legislature this year amended the Iowa Civil Rights Act (Iowa Code chapter 216) to add sexual orientation and gender identity. The section (216.9) addressing education now reads in part as follows:

It is an unfair or discriminatory practice for any educational institution [defined any preschool, elementary, secondary, or community college, area education agency, or postsecondary college or university and their governing boards] to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or disability in any program or activity. Such discriminatory practices shall include but not be limited to the following practices: employment; participation in academic, extracurricular, research, intramural, and other programs offered by the educational institution. Nothing in this section shall be construed as prohibiting any bona fide religious institution from imposing qualifications based on religion, sexual orientation, or gender identity when such qualifications are related to a bona fide religious purpose or any institution from admitting students of only one sex.

Community colleges, schools, and school districts need to re-visit their nondiscrimination statements and revise them accordingly. Here is a suggested template for use by community colleges and districts:

It is the policy of the [Name of Public Educational Institution] not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or physical or mental disability in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 19B.11, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Unlawful PPEL Uses

The question has been raised whether districts may use funds generated through the Physical Plant and Equipment Levy (PPEL) to pay salary and benefit costs for school employees who work on projects that are or could be allowable from PPEL.

The answer is “no.” Iowa Code section 298.3 states in part, “Revenue from the regular and voter-approved physical plant and equipment levies shall not be expended for school district employees salaries or travel expenses, supplies, printing costs, or media services, or for any other purpose not expressly authorized in this section.” (Emphasis added.) The Iowa Attorney General’s office has recently stated that this limitation precludes use of PPEL revenue to pay salary and benefit costs for school employees, even if they work on projects that are or could be allowable from PPEL. [NOTE: This is different from SILO revenues because the statute governing school infrastructure local option sales and services tax does not prohibit use of SILO revenue to pay the salary and benefits of a school employee whose activities are solely related to the infrastructure activities outlined in Iowa Code chapter 423E.]

New Rules Adopted for K-12 Library Programs

Chapter 12 accreditation rules have been amended to add standards for a K-12 articulated, sequential library program. The new rule, 12.3(12), states as follows:

12.3(12) Standards for library programs. The board of directors of each school district shall establish a K–12 library program to support the student achievement goals of the total school curriculum.

a. A qualified teacher librarian, licensed by the Board of Educational Examiners, who works with students, teachers, support staff, and administrators shall direct the library program and provide services and instruction in support of the curricular goals of each attendance center. The teacher librarian shall be a member of the attendance center instructional team with special expertise in identifying resources and technologies to support teaching and learning. The teacher librarian and classroom teachers shall collaborate to develop, teach, and evaluate attendance center curricular goals with emphasis on promoting inquiry and critical thinking; providing information literacy learning experiences to help students access, evaluate, use, create, and communicate information; enhancing learning and teaching through technology; and promoting literacy through reader guidance and activities that develop capable and independent readers.

b. The library program shall be regularly reviewed and revised and shall be designed to meet the following goals:

- (1) To provide for methods to improve library collections to meet student and staff needs;
- (2) To make connections with parents and the community;
- (3) To support the district's school improvement plan;
- (4) To provide access to or support for professional development for the teacher librarian;
- (5) To provide current technology and electronic resources to ensure that students become skillful and discriminating users of information;
- (6) To include a current and diverse collection of fiction and nonfiction materials in a variety of formats to support student and curricular needs; and
- (7) To include a plan for annually updating and replacing library materials, supports, and equipment.

c. The board of directors of each school district shall adopt policies to address selection and reconsideration of school library materials; confidentiality of student library records; and legal and ethical use of information resources, including plagiarism and intellectual property rights.

This rule was adopted by the State Board of Education in compliance with new Iowa Code section 256.11(9), requiring the board to establish the above standards. **NOTE** the requirement in paragraph “c” for each public school board to adopt policies “to address selection and reconsideration of school library materials; confidentiality of student library records; and legal and ethical use of information resources, including plagiarism and intellectual property rights.” Iowa Association of School Boards (IASB) is working with the Iowa Department of Education (DE) and with teacher librarians to draft a sample policy. The policy will most likely be available sometime in August. In the meantime, please reference the technical assistance document on the DE's website: <http://www.iowa.gov/educate/content/view/959/493/>.

The program and policy are accreditation requirements, but DE personnel will work with school districts to ensure that all are in compliance. Specific questions about the K-12 library program should be directed to Rita Martens at rita.martens@iowa.gov or 515-281-3145. **Note: Please see the FUNDING AND GRANTS section of this School Leaders Update about a Teacher Librarian Grant that is available.**

Driver Licenses and Dropouts

Last month, an item in the “Legal Lessons” section discussed options available to school administrators regarding students who abuse the conditions of their Minor School Licenses (MSL). The Iowa Department of Transportation (IDOT) has asked that we also remind school leaders of the IDOT's ability and responsibility to suspend any and all licenses of students who have dropped out of school until the student turns 18 or re-enrolls in school (it is possible for students to regain their privilege after re-enrolling in school again). This would include Instruction Permits, Moped Licenses, Minor School Licenses, and Intermediate Licenses. This is found in Iowa Code section 321.213B; the administrative rule for which states as follows:

761—IAC 615.23(2) Suspension for juvenile's failure to attend school.

a. The department shall suspend the driver's license of a person under the age of 18 upon receipt of notification from the appropriate school authority that the person does not attend school.

b. “School” means a public school, an accredited nonpublic school, competent private instruction in accordance with the provisions of Iowa Code chapter 299A, an alternative school or adult education classes.

c. “Appropriate school authority” means the superintendent of a public school or the chief administrator of an accredited nonpublic school, an alternative school or adult education.

- d. The suspension shall continue until the person reaches the age of 18 or until the department receives notification from the appropriate school authority that the person is attending school.
- e. The department may issue to the person a minor's restricted license in accordance with Iowa Code section 321.178 and rule 761-602.25(321) if the person is eligible for the license. This rule is intended to implement Iowa Code sections 232.52(2)"a"(4), 299.1B, 321.213, 321.213A, 321.213B, and 321.215.

A superintendent may (but is not required to) send a letter or e-mail to Steve Tudor (contact information below) including as much identifying information as possible on the student to ensure the action is taken against the appropriate person. (There is no requirement that a superintendent report dropouts to IDOT, but there is a requirement that IDOT take action when it receives such information.) As a reminder, the IDOT system is based on full legal name, date of birth, and social security number so as many of those items as possible would increase certainty.

If you have any questions, contact Steve Tudor at:

Phone: 515-237-3180

E-mail: steven.tudor@iowa.gov

Mail: Office of Driver Services, P.O. Box 9204, Des Moines, IA 50306-9204

E-mails and Iowa's Open Records Law

Iowa Code chapter 22 is Iowa's Open Records law. A public record includes e-mail messages sent and received by a school district (or area education agency or any public) employee on his/her school-owned computer.

Just because the e-mails are public records does not mean that every word within the communication gets released. Items that potentially could be expunged (e.g., omitted by using white-out) may include students' names, parents' names, home addresses, other "home" information, social security numbers, etc. What information – if any – gets expunged depends on the context and intent of the e-mail. Some senders of e-mail to district employees have some limited rights of privacy regarding their identity, again depending on all of the facts and circumstances. School administrators should check with their school attorneys when a request for copies of e-mails (or any public document) is received.

Because e-mails to or from a district employee on a school computer are public, it is wise to remind all employees of this. (If board members communicate to administrators via e-mail, it is prudent to also include them in any reminders.) In addition to the above information, consider including the following in a memorandum to staff:

Your **school computer** is not your property.

- a. E-mails sent/received on your school account are subject to open records law. Remember that any parent may ask to see school e-mail about their child. Avoid this real life e-mail exchange between a school bus driver and a transportation supervisor:
Driver: "You have to do something about the situation with (Student)."
Supervisor: "What's the problem?"
Driver: "His *mother*."
When Mother saw the e-mail, she was not amused.
- b. Personal use such as E-BAY accounts are not allowed. Questionable internet sites are misuse of public property. The media, taxpayers, and any member of the public may ask to see how district employees use their school computers.
- c. Instant messaging (IM'ing) is treated in the same manner as e-mail

Each month, the Iowa Attorney General publishes a "Sunshine Advisory" regarding open meetings and public records. To read these, go to http://www.iowaattorneygeneral.org/sunshine_advisories/index.html.

Camp and Clinic Rule

This time of year, school employees and the public alike have questions about coach/student contact. Below is the "camp and clinic rule" for coaches of high school interscholastic athletics. This rule is in chapter 36, as are all rules governing eligibility of secondary students for competition in interscholastic athletics. The chapter 36 rules are adopted by the State Board of Education, and may be found online at www.legis.state.ia.us/Rules/Current/iac/281iac/28136/28136.pdf.

36.15(6)

- a. School personnel, whether employed or volunteers, of a member or associate member school shall not coach that school's student athletes during the school year in a sport for which the school personnel are currently under contract or are volunteers, outside the period from the official first day of practice through the finals of tournament play. Nor shall volunteer or compensated coaching personnel require students to participate in any activities outside the season of that coach's sport as a condition of participation in the coach's sport during its season.
- b. A summer team or individual camp or clinic held at a member or associate member school facility shall not conflict with sports in season. Summertime coaching activities shall not conflict with sports in season.
- c. A member or associate member school may open its gym or athletic facilities for the purpose of making recreational activities available for all students or the community. When students are participating in open gym in the hours immediately before or after school, school personnel shall be assigned to supervise. Open gyms are subject to the following restrictions:
 - (1) The supervisor shall not engage in any type of coaching nor participate during supervision.
 - (2) Attendance by students is voluntary.
 - (3) Volunteer or paid coaches may not directly or indirectly require the attendance of students or require the performance of activities by students prior to the legal practice period for that coach's sport.
 - (4) Open gym shall not be called or posted for specific sports.
 - (5) An open gym notice shall be posted on the general student information bulletin board and shall be signed or initialed by a school administrator other than the coach supervising the open gym.
- d. Penalty. A school whose volunteer or compensated coaching personnel violate this rule is ineligible to participate in a governing organization-sponsored event in that sport for one year with the violator(s) coaching.

The basics of the rule are as follows:

1. During the summer (school not in session):

Contact between coaches and students is permitted at any time with two restrictions:

- (1) An out-of-season coach may not have contact with a student who is participating in softball or baseball if the contact results in the student missing a softball or baseball practice or game;
- (2) A coach may not require students to participate in any activity during the summertime. Participation will not be considered voluntary in the following examples:
 - a. Attendance is taken at the activity (for example, weightlifting);
 - b. Participation is a condition of lettering, making the varsity team, etc.
 - c. Participation is otherwise rewarded by means such as having one's name printed on the back of one's jersey.

A coach may conduct his/her own camp or clinic, but the following restrictions apply:

- (1) If the coach uses the facilities of his/her employer, the school **MUST** charge actual costs to the coach, and the charge must be in accordance with local board policies for school facility rental.
- (2) Attendance/admission costs paid by the attendees must be paid to the coach, **NOT** to the school. The camp or clinic is **NOT** a school-sponsored activity!

School transportation may be used for summertime activities as long as the transportation is properly leased and the school does not absorb any of the actual costs of the transportation.

School uniforms and equipment may not be used for non-school activities. A former school jersey purchased by a student may be worn.

2. During the school year:

High school coaches (grades 9-12) may not have any contact with high school students outside the season. High school coaches may have contact with students in grades 7-8 at any time and middle school coaches may have contact with high school students.

If a high school coach is present in a facility in which his/her students are participating out-of-season (camps, non-school team practice, Sunday or nighttime open gyms, etc.), the coach violates the contact rule regardless of whether the coach is directly working with his/her students in this setting. Nothing prevents a coach from being a spectator at a regularly scheduled competition, which is open to the general public.

Coaches may supervise, but not instruct or participate at open gyms. By definition, open gyms occur immediately before or after school. A coach's presence at an "open gym" held at any other time, such as weekends, holidays, after the "supperhour" on a school night, etc., during the school year constitutes a contact violation.

Transportation of students to camps, non-school competitions, etc. by a coach is considered contact and is not permitted. School uniforms and equipment may not be used for non-school activities. A former school jersey purchased by a student may be worn.

Red Shirting

The Iowa Department of Education (DE), as well as both athletic organizations, occasionally gets phone calls from parents wanting to know how to “red shirt” their middle school or high school prodigy. In all cases to date, the student has not been struggling academically. That is, there has been no sound academic reason to retain their children. The parents have been very honest about wanting to have their children repeat a grade solely to allow them to gain physical and athletic maturity.

Because we have the eight consecutive semester rule in Iowa, a parent who has his child repeat eighth grade or a higher grade level is merely depriving the child of the “senior” year of competition. The rule states that once a child completes eighth grade for the first time, s/he has eight consecutive semesters of eligibility for secondary interscholastic sports. The exceptions are softball and baseball, which may be played at the secondary level for five consecutive summers.

The following quote is from a 1989 West Virginia Supreme Court decision, describing the practice of red shirting in high school. Feel free to use it and to pass it along as necessary. **“It is the cynical and pernicious manipulation of a student’s academic standing for the derivative athletic glory of adults – over-zealous coaches and parents. ...It is a corrupt and mean-spirited practice.”** That says it all.

Special Education Appeal Decision Summary

This special education due process hearing involved a 13-year-old child who had been enrolled in an Iowa school district beginning in fifth grade through part of seventh grade. This child had a notable history of mental illness, had been under the care of a psychiatrist and saw a counselor regularly, and had significant school absences. During sixth grade (2004-2005 academic year), this child attended school irregularly until early December when the parents began to provide home schooling. At the beginning of seventh grade (2005-2006 academic year), the child was identified as eligible for special education services, and an individualized education program (IEP) was developed.

The current due process hearing concerns the parents’ claim that the school district failed to provide a free and appropriate public education (FAPE) and reported the child’s absences in order to prompt a child in need of assistance (CINA) petition. The parents claimed the school district and area education agency (AEA) personnel took these actions so the family could obtain additional services for which the school district and AEA would not be responsible financially. The child attended school only for a few days and sporadically after the IEP was developed. The family contended that the child’s mental health prevented her from attending school and that homebound instruction was needed. The school district and AEA claimed that the IEP developed in the fall of 2005, which included a goal for improved school attendance and coping supports for the child while at school, were appropriate, and that a physician’s statement regarding need for homebound services would be necessary for those to be initiated. The school district and AEA personnel did not take steps to gather additional assessment information or to reconvene the IEP team to consider modifying the IEP.

The administrative law judge decided the school district and AEA failed to provide FAPE to the child because that, even though the child was not attending school, no attempts were made to gather additional assessment information, modify the IEP, or attempt a different approach on even an interim basis. However, it was found that the school district took appropriate action in reporting the child’s truancy to the county attorney.

You can find the complete hearing decision at http://www.iowa.gov/educate/images/stories/seappeals/mellissa_d_254.pdf. Contact Thomas Mayes (thomas.mayes@iowa.gov or 515-242-5614) or Dee Ann Wilson (deeann.wilson@iowa.gov or 515-281-5766), if you have any questions.

FUNDING AND GRANTS

Teacher Librarian Training Grant

The University of Iowa (UI) School of Library and Information Science (SLIS) has received \$881,692 from the Institute of Museum and Library Services to recruit and educate teacher librarians. SLIS will use these funds to recruit two groups of 20 students who already have teaching certificates for its master’s degree

program in library and information science. They will receive fellowships to fund their degrees. The first cohort will begin in the summer of 2008.

Dr. James Elmborg, director of the SLIS program, will coordinate the grant. Most of the coursework in the master's program will be conducted through distance education systems. Iowa's area education agencies, the State Library of Iowa, and the Iowa Association of School Librarians are partners in the grant and will assist with recruitment and course delivery.

Many details remain to be worked out concerning admissions, timelines, course schedules, and method of delivery. A website will be developed to provide relevant information as these details are available. The grant requirements will be publicized on the website and by other means. Please feel free to share this information with teachers whom you think might be interested in a library career.

Specific questions about this grant should be directed to Rita Martens at rita.martens@iowa.gov or 515-281-3145.

Qualified Zone Academy Bonds Authorization Application

The Iowa Department of Education is pleased to announce the availability of the authorization application for the Qualified Zone Academy Bonds (QZABs) authority for 2007. Iowa currently has \$9,459,000 in QZAB authority from the 2005 and the new 2006 and 2007 allocations. QZABs are an important tool that local education agencies (LEAs) can use to provide resources for improving school facilities and instruction. See attached for the full announcement issued by Iowa Department of Education Director Judy Jeffrey, as well as a copy of the authorization application.

Please contact Gary Schwartz at gary.schwartz@iowa.gov or 515-281-4743, if you have additional questions.

STUDENT HEALTH AND NUTRITION

New Procedure — Important Training for School Meals Programs

Direct certification is a procedure to automatically qualify children from Food Assistance households and those eligible for the Family Investment Program (FIP) for free school meals. This year, local education agencies (LEAs) will be able to access a list of their students who are directly certified as eligible in an online process. *The ability of an LEA to view or download the electronic files is not automatic.*

The Iowa Department of Education (DE) is providing four Iowa Communication Network (ICN) training sessions for LEAs on how to access and use the electronic direct certification program. The dates are July 18 or July 23, and August 2 or August 7. The registration form and ICN locations are at <http://www.iowa.gov/educate/content/view/951/866/>. Districts are strongly encouraged to ensure that appropriate staff members are in attendance.

Please contact Nancy Christensen at nancy.christensen@iowa.gov or 515-281-5663 with questions.

Deadlines and Dates to Remember

August 7, 2007	Second follow-up event for the Instruction at the Core seminar series (see "Instruction at the Core" in the March issue of the <i>School Leader Update</i> for details)
August 8, 2007	School Administrators of Iowa (SAI) Conference Break Out Sessions focusing on Literacy, Math, and Science Core Instructional Practices
August 15, 2007	Competent Private Instruction (Home Schooling) ICN session

You can view a complete Iowa Department of Education calendar of events at <http://www.iowa.gov/educate/calendar/calendar.html>.

SCHOOL LEADER UPDATE is produced monthly by the Iowa Department of Education for school leaders of Iowa. Comments and submissions should be sent to Elaine Watkins-Miller at elaine.watkins-miller@iowa.gov or 515/281-5295.

Teacher Quality Committee Orientation Session

Sponsored by
The Iowa Department of Education, Iowa State Education Association, and
School Administrators of Iowa

The Student Achievement and Teacher Quality Act provides new requirements regarding professional development. New legislation often raises many questions, and this orientation is designed to address such issues and to help administrators and teachers find ways to make the Teacher Quality Committees effective and useful. This session will provide an overview of the roles and responsibilities of Teacher Quality Committees along with other useful information. Committee members will learn and work together during this session.

Participants must attend as a district team with equal numbers of administrators and teachers.

Registration: \$25 per participant
Register by August 3, 2007

To register go to: <https://www.qwaea.org/apps/ProfDev/user/signon.cfm> Enter the 8 digit registration session number for the date and location you will attend. You will also need to provide your social security or driver's license number and either a Visa, MasterCard or school purchase order to complete the registration. Teacher Quality Professional Development funds or district general funds may be used for the registration.

Date/Time	Location	Registration Session #
Aug. 13 9:00 to 4:00	Coralville: Coralville Marriott Hotel 300 E 9 th Street Coralville, IA 52241 PH: 319-688-4000 For directions: http://www.marriott.com/hotels/maps/directions/cidic-coralville-marriott-hotel-and-conference-center/	9177-07-01
Aug. 14 9:00 to 4:00	Mason City: Holiday Inn 2101 4 th Street SW; Hwy 122 W Mason City, IA 50401 PH 641-423-1640 For directions: http://www.kinseth.com/mc_holiday_directions.asp	9177-07-02
Aug. 15 9:00 to 4:00	Council Bluffs: Mid-America Center One Arena Way Council Bluffs, IA 51501 PH 712-326-2265, For directions: http://www.midamericacenter.com/c_directions.asp	9177-07-03
Aug. 17 9:00 to 4:00	West Des Moines: Sheraton 1800 50 th Street West Des Moines, IA 50266 PH 515-223-1800 For directions: http://www.starwoodhotels.com/sheraton/property/area/map.html?propertyID=1557	9177-07-04

For questions or problems regarding the registration procedures call, June Teigland at 1-800-798-9771 ext. 6767. For questions regarding the sessions, contact deb.hansen@iowa.gov or dwilkinson@isea.org.

There has been a lot of interest in the upcoming Teacher Quality Orientation Sessions. (See attached announcement for details.) There are two categories of questions, those that are about who should come to the August orientation, and other questions that are about who should be on the Teacher Quality Committee. The following FAQ should help address questions and concerns being raised at this point in time.

Questions about who should attend the Teacher Quality Committee Orientation

1) Is the training mandatory or required?

No the training is optional.

2) These dates are a problem for our district, what options do we have?

Unfortunately there were no other available dates for the sessions. The full event will be taped, edited, and reproduced on a DVD. To receive a copy of the DVD provide your name and address to

Kathy Bosovich; Iowa State Education Association
777 Third Street, Des Moines, Iowa 50309-1301
Phone (515) 471-8050; Fax (515) 471-8016
email kbosovich@isea.org

3) If we can't go to the region closest to us, may we go to a session in another part of the state?

You may register for any of the sessions, as long as you come as a team.

4) We have a small district and several team members are not available. Can we send only administrators?

No, you must send both administrators and teachers. The intent is to have equal representation. Please make every effort to send a balanced team. A balanced team is important for the activities planned for the orientation, and for getting the committees off to a collaborative start.

5) Can we come to half a day?

We understand everyone has busy schedules. The orientation is designed as a team experience including sections focusing on understanding the roles and responsibilities of the committee with preliminary team work engaging in the content. It is ideal for team members to be able to complete the full orientation. If you have not already done this, you might check with your local Association president to see if she/he prefers having this teacher be part of orientation for one-half of a day or would prefer another person attending.

6) Our district has agreed to have a 14 member team, 7 teachers and 7 administrators. I am wondering if all 14 need to attend the training in August. Some team members can't get away that week.

You may send a smaller team, as long as it has the 50/50 balance.

7) We are still working on forming our team. Can we send a team to the August orientation, and change it later after we finalize our team?

Yes. This would be a local decision.

8) How do I register? To register go to:

<https://www.gwaea.org/apps/ProfDev/user/signon.cfm>

- When you go to the site to register, you will need to log in with your first and last names and either a driver's license number or SSN. If this is your first time on the site, it won't allow you to log in and will then ask you to create a profile.

- Create the profile and submit it.
- The next page has a series of tabs. Click on registration.
- Use the drop-down box to locate the Teacher Quality session you plan to attend. Make sure you know the 8 digit number of the session you plan to attend before getting to this stage since the locations are only identified by the number.
- Scroll down the page and complete the payment information. You'll need Visa, MasterCard or school purchase order
- Click on register
- You will receive an e-mail confirming the registration.

Questions about the Teacher Quality Committee Composition

- 1) What is the recommended size of the Teacher Quality Committee?
There is not a requirement for the size of this committee.
The Teacher Quality Committee (TQC) Design Team (made up of representatives from the Department of Education, Iowa State Education Association, and School Administrators of Iowa) suggest that the goal is to have adequate representation from both stakeholder groups to ensure collaborative decision making. If the team is too small, dialogue will be limited. If the team gets too large, making decisions and facilitating the group becomes more complex.

- 2) When the certified employee organization is selecting teachers to be on the committee, what role groups should be represented?
There is no requirement for selecting role groups.
It is recommended by the TQC Design Team that you try to get representation for elementary, middle, and high school. You may also want to include teachers from various academic content domains and the specializations (e.g., reading, mathematics, science, special education, art, music, physical education, etc.).

- 3) Are there certain attributes we should look for when selecting members?
Again, there is nothing specified in the requirements.
Ideally, for both administrators and teachers you should select individuals who are committed to accomplishing gains in student achievement, knowledgeable about school improvement, enthusiastic about professional development, and skillful in effective meeting processes. Another quality is willing to work collaboratively to support professional development that benefits students and teachers and to shape evaluation processes to be valuable and meaningful.

- 4) We have an efficient professional development team in place. Can the district propose that an existing PD team serve as the TQ committee?
Yes. However, the local association must agree.
The TQC Design Team recognizes that the responsibilities of the Teacher Quality Committees are numerous (The roles and responsibilities will be reviewed at the orientation). The Teacher Quality Committees hopefully will make good decisions that results in professional practices that as a result helps students learn more. There may be current groups in place in a district that can serve as useful advisors to the Teacher Quality Committee on these various responsibilities. As Teacher Quality Committee members attend the orientations, become familiar with the roles and responsibilities it is likely that best answers to some questions we have today will be answered.

Deb Hansen

Professional Development for Teacher Quality

Administrative Consultant
Department of Education
400 E 14th Street
Des Moines, Iowa 50319-0146
515-281-6131
Fax 515-281-7700
deb.hansen@iowa.gov



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF EDUCATION
JUDY A. JEFFREY, DIRECTOR

DATE: June 25, 2007
TO: Local Education Agency Superintendents
FROM: Judy A. Jeffrey, Director
SUBJECT: Announcement of Qualified Zone Academy Bond Authorization
Application 2007

The Iowa Department of Education is pleased to announce the availability of the authorization application for the Qualified Zone Academy Bonds (QZABs) authority for 2007. Iowa currently has \$9,459,000 in QZAB authority from the 2005 and the new 2006 and 2007 allocations. QZABs are an important tool that local educational agencies (LEAs) can use to provide resources for improving school facilities and instruction.

Congress adopted President Bush's proposal to extend the QZAB authority through 2007 as part of the Tax Relief and Health Care Act of 2006 (Public Law 109-432). Under the new law, issuers must reasonably expect to spend 95 percent of QZAB proceeds within five years of a sale and within six months, must expect to enter into a binding commitment with a third party to spend at least 10 percent of the proceeds. Issuers must also comply with arbitrage rebate and information reporting requirements and redeem QZABs within 90 days if the proceeds have not been spent within the five-year period.

QZABs are bonds the Federal Government subsidizes by allowing bondholders to receive tax credits that are approximately equal to the interest that States and communities would pay holders of taxable bonds. As a result, issuers are generally responsible for repayment of just the principal. QZABs were first authorized under Section 226 of the Taxpayer's Relief Act of 1997 (Section 1397E of the Internal Revenue Code).

QZABs may be used for rehabilitating or repairing the school facility in which the academy is established, providing equipment for use at such academy, developing course materials for education to be provided at such academy, and training school teachers and other school personnel in such academy, **but not for new construction**. QZABs can help schools save costs for financing allowable activities.

An eligible Qualified Zone Academy includes any public school (or academic program within a public school) that is established by and operated under the supervision of an eligible local education agency (LEA) to provide education or training below the postsecondary level if:

1. Such public school or program is designed in cooperation with business to enhance the academic curriculum, increase graduation and employment rates, and better prepare students for the rigors of college and the increasingly complex workforce.

2. Students in such public school or program will be subject to the same academic standards and assessments as other students educated by the eligible local education agency.
3. The comprehensive education plan of such public school or program is approved by the eligible local education agency.
4. There is a reasonable expectation (as of the date of issuance of the bonds) that at least 35 percent of the students attending such school or participating in such program will be eligible for free or reduced price lunches under the school lunch program established under the National School Lunch Act.
5. Within six months of bond issuance, the private business contribution requirement should be met with respect to any issue if the eligible local education agency that established the qualified zone academy has written commitments from private entities to make qualified contributions having a present value (as of the date of issuance of the issue) of not less than 10 percent of the proceeds of the issue.
6. The local education agency issuing the QZABs (the Issuer) reasonably expects at the time of issuance of the QZABs that 95% of the QZAB proceeds will be spent for qualified purposes within five years of issuance.

School districts may use the Voted School Physical Plant and Equipment Levy or the Local Option Sales and Services Tax for School Infrastructure to repay the principal. These bonds must also be counted toward the district's debt limit. Bonds from the 2005 allocation must be issued or returned before the allocation expires on December 31, 2007, for the 2006 allocation that expires on December 31, 2008, and for the 2007 allocation, which expires on December 31, 2009.

Authorizations will be made up to a cumulative maximum of \$1,000,000 per project but authorizations for multiple projects in one district may be made at the department's discretion. Authorization to participate in the QZAB program will be made upon receipt of a qualified application "first come – first served" basis. However, if additional allocations become available, priority will be given to districts that previously applied but were not completely authorized.

For additional information on QZABs, see the Frequently Asked Questions at <http://www.ed.gov/pubs/fixschools/faqs.html> .

The QZAB application may be downloaded from the Department's web page at: <http://www.iowa.gov/educate/content/view/144/333/> .

Should you have any questions about the application process, please contact Gary Schwartz, Consultant School Facilities at (515) 281-4743 or gary.schwartz@iowa.gov .

Iowa Department of Education Qualified Zone Academy Bonds (QZABs)

REQUEST FOR AUTHORIZATION TO ISSUE QUALIFIED ZONE ACADEMY BONDS



Two copies of the request with original signatures must be submitted to the Iowa Department of Education. Application period is open.

Electronically submitted or faxed applications will not be accepted.

Iowa Department of Education
Grimes State Office Building 2nd floor
East 14th and Grand Ave.
Des Moines, IA 50319-0146

Contact Person: Gary Schwartz
(515) 281-4743
gary.schwartz@iowa.gov

Qualified Zone Academy Bonds Request for Authorization Information and Instructions

The Federal Taxpayer Relief Act of 1997 created the Qualified Zone Academy Bond Program (QZABs) to provide low or no interest financing for renovating school buildings and purchasing equipment. (New construction does not qualify under this program.)

Iowa has been allocated QZAB authority and the Iowa Department of Education will determine which districts with eligible QZAB projects will be authorized to issue QZAB bonds. QZABs are financial instruments that provide low or no interest bonds that are subsidized by the federal government in the form of tax credits to the bondholder. For more information, see the Frequently Asked Questions at www.ed.gov/pubs/fixschools/faqs.html.

An eligible Qualified Zone Academy includes any public school (or academic program within a public school) that is established by and operated under the supervision of an eligible local education agency (LEA) to provide education or training below the postsecondary level if:

1. Such public school or program is designed in cooperation with business to enhance the academic curriculum, increase graduation and employment rates, and better prepare students for the rigors of college and the increasingly complex workforce.
2. Students in such public school or program will be subject to the same academic standards and assessments as other students educated by the eligible local education agency.
3. The comprehensive education plan of such public school or program is approved by the eligible local education agency.
4. There is a reasonable expectation (as of the date of issuance of the bonds) that at least 35 percent of the students attending such school or participating in such program will be eligible for free or reduced price lunches under the school lunch program established under the National School Lunch Act.
5. Within six months of bond issuance, the private business contribution requirement is met with respect to any issue if the eligible local education that established the qualified zone academy has written commitments from private entities to make qualified contributions having a present value (as of the date issuance of the issue) of not less than 10 percent of the proceeds of the bond.
6. The local education agency issuing the QZABs (the Issuer) reasonably expects at the time of issuance of the QZABs that 95% of the QZAB proceeds will be spent for qualified purposes within five years of issuance.

Qualified contributions (of a type and quality acceptable to the eligible local education agency):

- Equipment for use in the qualified zone academy (including state-of-the-art technology and vocational equipment).
- Technical assistance in developing curriculum or in training teachers in order to promote appropriate market driven technology in the classroom.
- Services of employees as volunteer mentors.

- Internships, field trips, or other educational opportunities outside the academy for students.
- Any other property or service (including cash) specified by the eligible local education agency.

School districts may use the Voted School Physical Plant and Equipment Levy or the Local Option Sales and Services Tax for School Infrastructure to repay the principal.

Districts must complete the request for authorization application, including appropriate assurances page, and submit to the Department of Education. QZAB authority allocations will be made upon receipt of a qualified application on a “first come first served” basis. However, priority will be given to districts that previously applied but were not granted the total amount requested. Incomplete applications will be disqualified and the next application will be considered. The “day of receipt” shall be determined by postmark or if hand delivered, by stamped date of delivery.

Authorizations will be made up to a cumulative maximum of \$1,000,000 per project but authorizations for multiple projects in one district may be made at the department’s discretion.

The following chart identifies deadlines for each year’s allocation.

Year Allocated (by Feds)	QZAB Debt Must be Issued By December 31,
2004	2006
2005	2007
2006	2008
2007	2009

The districts must notify the Iowa Department of Education upon issuance of the QZAB debt. If debt has not been issued within one year after the authorization is received, a status report is required. If a district accepted authorization to issue bonds, and later determines the full amount of bonds will not be issued, the Department must be notified immediately so the authorization can be given to another district before the allocation expires.

Qualified Zone Academy Bonds Application for Authorization

District Name _____ Co. District Number _____

Building Name _____ Building Number _____

Contact Person _____

This is the official QZAB contact person and will receive all QZAB information.

Address _____

Street Address

City _____ IA _____ AEA _____ County _____
State Zip

Contact Phone Number (____) _____ Fax Number (____) _____

E-Mail Address _____

Project description:

Attach a description of the project.

Provide the percent of students eligible for free or reduced price lunches under the school lunch program established under the National School Lunch Act. For the buildings benefiting from the project, use the information on the Iowa Department of Education website at

http://www.iowa.gov/educate/component/option,com_docman/task,cat_view/gid,131/Itemid,55/.

School building: _____ F/R %: _____

School building: _____ F/R %: _____

School building: _____ F/R %: _____

In accordance with the provisions of federal laws and regulations governing Qualified Zone Academy Bonds (QZAB), request is hereby made for an authorization of such QZAB in the amount of _____ dollars (\$_____).

Anticipated date for debt issuance: _____.

I (we) certify under penalty of perjury that to the best of my (our) knowledge, the information in this application is true and correct and is in compliance with statutes and administrative rules of the Iowa Department of Education. The Governing Board of the above named school district has authorized me to sign this request for authorization on its behalf.

Signature of Superintendent: _____

Typed Name of Superintendent: _____ Date: _____

Signature of Board President: _____

Typed Name of Board President: _____ Date: _____

QUALIFIED ZONE ACADEMY BONDS
Assurances and Required Attachments

A district that requests Qualified Zone Academy Bond authority certifies that the proposed project qualifies under the QZAB program and assures the following:

1. Ninety-five percent or more of the QZAB proceeds of such issue will be spent for qualified purposes for the school designated as a Qualified Zone Academy within five years.

Please attach spending plan.

2. The school facility for which the bonds will be issued is a Qualified Zone Academy because the school has at least 35 percent of the student body eligible to receive free/reduced price lunches.

Please attach board resolution for creating the Zone Academy.

3. The bonds issued will be designated for the purpose of issuance as a Qualified Zone Academy Bond.

4. Within six months, the eligible local education agency that established the qualified zone academy has written commitments from private entities to make qualified contributions having a present value (as of the date of issuance of the issue) of not less than 10 percent of the proceeds of the issue.

Please attach a written plan describing the 10% private business contribution of the proceeds of the issue and local community involvement.

5. The bond issuer has written approval of the eligible school district for such bond issuance.
6. The school district understands that they are completely responsible for compliance with all applicable laws and regulations governing the terms and conditions of such bond issuance upon being allocated any funds by the Department of Education.

Signature of Superintendent

Date

Signature of Board President

Date

Note: Applications MUST include:

- a) Application page;
- b) Assurances;
- c) Description of the project;
- d) Board resolution creating the Zone Academy;
- e) Spending plan;
- f) Written plan describing the 10% private business contribution of the proceeds of the issue and local community involvement.