



School Leader Update

Iowa Department of Education

August 2007

Resources for Iowa School Leaders

FROM THE DIRECTOR

Speak, Advocate ... Lead

As our school doors open again this year, our students will rush in with, in most cases, a readiness to begin again. This new beginning can be filled with high expectations, dashed hopes, or soaring new heights. Every administrator and teacher helps decide the ending to that new beginning.

As a leader who can make a difference, I urge you to begin this new school year by speaking, advocating, and leading. As you shake hands, welcome students, and encourage teachers, consider how we, as leaders, make a difference. What can we do to create the very best conditions by which Iowa students will finish a school year through reaching new heights?

First, place your priorities for your work on what matters — the students and the teachers. In each of Iowa's classrooms our future awaits. Students must be our highest priority. They do not have an organized voice, they do not have an association that advocates on their behalf. Their interests are in our hands.

Every student in Iowa deserves a quality teacher. Thus, if students are our first priority, then teachers have to be our next priority.

Teachers have a significant impact on student achievement. Most effective teachers are producing not just a little more growth, but as much as six times the learning gains produced by less effective teachers.

These effects accumulate over the grade levels, with initially similar-achieving students separated by as many as 50 percentile points three years later based solely on the quality of the teachers to which they were assigned. Most importantly, these differences are not explained by differences in the race, socioeconomic, or prior achievement of the students, but mainly by the differences in the quality of the teachers. If this is the research then we must provide the resources and the quality professional development to assist our teachers in becoming even better than they are now.

As a school leader, you have the opportunity to work on ways to give our students educational experiences that engage their minds. You can speak out for what is right for our students, and let others know of what is working in our education system. You can advocate for doing the right things to create the conditions and the opportunities to learn. But speaking and advocating are not enough — we must also not be afraid to admit when efforts are not working and we accept the challenge to make improvement. That's where real leadership is needed.

Change is difficult, but we need to step up to the plate when change is needed.

We now know what leadership behaviors lead to improved student achievement. We know that educational leaders play a very important role in their communities. We know that you make a difference — thus please step forward and speak on behalf of Iowa's students, advocate for the right things, and lead for the future so at the end of the 2007-2008 school year each Iowa student will have reached new heights.

NEWS FROM THE DE

New Administrator for the Division of PK-12 Education

The Iowa Department of Education (DE) welcomes Kevin Fangman as the new administrator for the Division of PK-12 Education Programs. Kevin has had experience working in the areas of reading, early childhood, and elementary education and was the principal at Crestview Elementary School in West Des Moines. He has also held administrative positions in Ames and Ottumwa and has taught in Des Moines. Kevin is highly regarded for

his leadership and management skills as a principal, his knowledge of curriculum, his emphasis on research-based professional development, his collaborative approach to solving problems, and his student-centered focus. Kevin will be starting at the DE on August 1st.

Pam Pfizenmaier is going to spend some transition time with Kevin, and will then continue working for the DE in a new position coordinating special projects. The majority of her work will focus on the e-rate program, Iowa Learning OnLine, and a number of legislatively mandated studies. After the beginning of September, Pam will be telecommuting from eastern Iowa.

Federal Flag at Half Staff Notification Information

On Friday, June 29th, President Bush signed into law H.R. 692, which specifically authorizes the nation's Governors to order federal flags to be flown at half staff in honor of active duty fallen soldiers. Specifically, the new law gives Governors (and the Mayor of the District of Columbia) the authority to proclaim that the U.S. flag shall be flown at half-staff in the event of the death of a member of the armed forces who dies while serving on active duty. H.R. 692 also requires federal government agencies in the state to comply with the Governor's proclamation that the U.S. flag be flown at half-staff in the event of the death of a member of the Armed Forces. This past January, after being sworn into office, Governor Chet Culver issued his first Executive Order calling for state flags to be flown at half staff throughout the state of Iowa to honor fallen Iowa soldiers. The Governor's directive applied to all U.S. and state flags under the control of the state in the event of the death of an Iowa soldier.

For Iowans interested in being informed when flags are to be lowered, please contact the Governor's office at 515-281-0188 or email ryan.dierks@iowa.gov.

For more information on flag etiquette, please reference the Legal Lessons section of the Iowa Department of Education website at www.iowa.gov/educate/content/view/968/985/.

LEGISLATIVE UPDATE

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

Legislation Summary

Summaries of legislation passed and guidance to the field can be found at http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=171&Itemid=1013

Updated Information on Senate File 277 Part II: Administrator Quality Available

On May 18, 2007, the Iowa Department of Education (DE) issued guidance on Senate File (SF) 277 as it applies to Teacher Quality. The purpose of the attached memo is to provide updated information on the portions of the legislation dealing with Administrator Quality. The legislation passed this year expanded the requirements in Iowa Code Chapter 284A.

If you have any questions, contact Dianne Chadwick at 515-281-3718 or dianne.chadwick@iowa.gov

SCHOOL IMPROVEMENT

Title IIA and V Information Workshop Scheduled

An informational workshop, one hour in length, will be offered to assist in completing applications for Title IIA and V. The Iowa Communications Network (ICN) sessions will be held on the following dates and times:

Tuesday, Aug. 21 from 1:00-2:00 p.m.

Wednesday, Aug. 22 from 10:00-11:00 a.m.

Wednesday, Aug. 22 from 1:00-2:00 p.m.

Thursday, Aug. 23 from 4:00-5:00 p.m.

To make a reservation for one of the four sessions being offered contact Angie McClannahan via email at angie.mcclannahan@iowa.gov before August 10 to schedule your local site.

New Module on Sound Test Preparation Practices with the Iowa Tests

Because some test preparation activities can result in inaccurate scores and produce negative consequences for students, teachers, schools, parents, and the community, it is important that teachers and administrators be able to make educationally and ethically defensible decisions about what types of activities can be used for assessment and in what contexts. Additional information to assist Iowa educators in making sound decisions regarding activities associated with preparing students to take the *Iowa Tests of Basic Skills* (ITBS) and *Iowa Tests of Educational Development* (ITED) is now available. This program, designed by Dr. Kris Waltman of the University of Iowa Center for Evaluation and Assessment, is accessible at: <http://www.iowa.gov/educate/content/blogcategory/497/920/>.

The lessons are best delivered in group settings with opportunities for discussion. However, individuals can also access and complete the curriculum. At the conclusion of the program, educators should have greater understanding of how academic ethics, score meaning and use, and educational value are connected to test-preparation activities.

Contact Dianne Chadwick at 515-281-3718 or dianne.chadwick@iowa.gov, if you have any questions.

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 Communications Network (ICN) session on August 15 from 9:00-11:00 a.m. Reserved ICN locations are attached. Please bring the Competent Private Instruction handbook with you. The handbook is located at <http://www.iowa.gov/educate/content/view/301/504/>. **The session will be taped, and tapes will be provided to all area education agencies (AEAs).**

For additional information, contact Elizabeth Calhoun at 515-281-8170 or elizabeth.calhoun@iowa.gov and for additional sites contact Michele Ridout at 515-281-3038 or michele.ridout@iowa.gov

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). Locations for the ICN sessions are attached. Site visit trainings with an equity focus are also being planned (see chart below). Face-to-face trainings will also be provided at area educational agency (AEA) offices and other selected sites; a list of these trainings can be found in the July 2007 issue of [*School Leader Update*](#).

For additional sites, contact Barb Byrd at 515-281-5005 or barb.byrd@iowa.gov

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.	See attachment	Barb Byrd 515-281-5005
Site visit with focus on 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) See attachment	Tom Andersen 515-281-3769

Waivers or Exemptions are Available

As a result of recently passed legislation and to help inform superintendents new to their district or to Iowa, the Iowa Department of Education (DE) is issuing a reminder about the eight waivers or exemptions that a district may request for the 2007-2008 school year. They are as follows:

- Chapter 12 (accreditation rules)
- Foreign Language
- New Innovative Calendar
- Continued Innovative Calendar
- Teacher Librarian and/or Media Program
- Guidance Counselor/Counseling Program
- School Nurse
- Early Start Date (Completed on the district's Spring BEDS Report)

The requirements vary slightly for each waiver. Specific information about these waivers, such as necessary forms to complete and deadlines, can be found at: <http://www.iowa.gov/educate/content/view/483/530/>.

Some of the waivers require a public hearing, which is designed to provide an opportunity for the public to have input on the proposed issue. Waivers that require a public hearing (this is not a complete list) are:

- Whole Grade Sharing Agreements (new or renewable) — Iowa Code chapter 282.11
- Participation in Instructional Support Program — Iowa Code chapter 257.18
- Disposition of Public Property — Iowa Code chapter 297.22

A public hearing can be part of the regular board meeting, or it may be a special board meeting. In either case, the minutes of the meeting shall document that the public was given an opportunity to comment regardless of whether anyone in fact attended or provided input. Common requirements for a public hearing include:

- Prior publication of date, time, and place of hearing.
- Purpose(s) of the hearing shall be included in the notice.
- The specifics of the notice vary. See authoring statutes at <http://www.legis.state.ia.us/IACODE/2003SUPPLEMENT/tablesandindex/> by entering the appropriate chapter and sections.

Please note: Waiver/exemption requests that fail to document the opportunity for public input will be denied. Waiver requests that have a deadline defined by Iowa Code are strictly adhered to. The DE does not have the authority to waive deadlines set in Code.

Please contact Del Hoover at 515-281-8402 or del.hoover@iowa.gov for more information.

QUALITY TEACHING

RFP for Planning Pilots for Career Ladders or Pay-for-Performance Available

Senate File 277 allotted funding to the Iowa Department of Education (DE) to initiate a planning pilot with eight districts to study and design a career ladder program, and with two districts to study and design a pay-for-performance plan. The DE is now accepting applications for funding for local school districts to research, study, and develop pilots designed to identify promising practices related to enhanced teacher compensation career ladder models or pay-for-performance models. The Request for Proposal (RFP) is available at:

<http://www.iowa.gov/educate/content/view/985/1124/>

If you have any questions, contact Dianne Chadwick at 515-281-3718 or dianne.chadwick@iowa.gov.

Openings Remain in Online Biology Class for Struggling Learners

Openings remain in the 2007 fall online general biology class designed for high school students with Individualized Education Programs (IEPs) who need a science credit. The course, which is taught by an Iowa endorsed science teacher and meets the federal highly qualified teacher requirements, was specifically designed for struggling science learners. It was a resounding success when Iowa Learning Online (ILO) piloted the course this past school year with several high school students with and without IEPs. The students' special education teachers serve as onsite coaches as the students perform hands-on labs and complete assignments online. The course, sponsored by the Iowa Department of Education, is provided at no cost to districts. The class description and student registration can be found on the ILO website:

<http://www.iowalearningonline.org/detail.cfm?cID=53&dID=181>.

For additional information, please contact Norma Lynch at 515-281-6038 or norma.lynch@iowa.gov or Arlan Thorson with Iowa Learning Online at 515-238-4765 or athorson@iowalearningonline.org.

Opportunities for Special Education Teacher Endorsements Available

Administrators seeking special education teachers are encouraged to refer interested staff to one of two special education endorsement programs that are offered through joint arrangements among colleges and universities and the Iowa Department of Education (DE). The two programs assist teachers in adding special education endorsements to existing licenses through increased access to necessary coursework from multiple institutions and the opportunity to meet minimum state requirements for endorsements. Once teacher competencies have been met, the DE — rather than an institution of higher education — recommends the teacher for the endorsement.

The Strategist II MD Network is open to any licensed teacher who is interested in gaining an endorsement to teach students with moderate to severe cognitive needs. The network provides opportunities for coursework offered jointly via two teacher preparation programs at satellite campuses around the state and through distance education. The Strategist II MD Network is scheduled to be launched in the fall of 2007.

The Strategist I Network enables teachers with Strategist I Class C licenses to gain full endorsement through coursework over the Iowa Communications Network (ICN), by correspondence, or at any of the campuses or satellite locations of the nine participating institutions of higher education throughout Iowa. The Strategist I Network has been in operation for several years and has assisted numerous teachers in obtaining full Strategist I endorsements. Participants in both networks have access to a counselor who provides transcript analysis and assistance in accessing coursework.

For more information about either of the networks, please contact Norma Lynch at 515-281-6038 or norma.lynch@iowa.gov.

Guide for Effective Paraeducator Practices, Edition II to be Distributed

The *Guide for Effective Paraeducator Practices, Edition II*, will be widely disseminated to the field in late August and early September. The guide, originally published in 1998, has been extensively revised with updates on all legislation impacting paraeducators, information about Iowa's certification programs for paraeducators, research on best practices for paraeducators and their work with certified staff, and a special new section on how to address "challenging situations" among paraeducators and teachers. The intent of the Iowa Department of Education (DE) is for the guide to go to all paraeducators in Iowa and to be made available to all teachers, principals, and area education agency (AEA) staff members that have paraeducator responsibilities. Additional information regarding dissemination of the guide will be provided when publication of the document is completed.

For more information, please contact Norma Lynch with the Iowa Department of Education at 515-281-6038 or Norma.Lynch@iowa.gov.

Third Annual Iowa Positive Behavior Support Conference Scheduled for Oct. 1-2

The 3rd Annual Iowa Behavioral Alliance Conference is scheduled for Oct. 1-2, 2007 at the Scheman Center in Ames. This year's conference includes three breakout sessions specifically for administrators. Rob Horner, University of Oregon will be the key note speaker on Monday. On Tuesday, Laura Riffel, the Behavior Doctor, will use humor to demonstrate ways to bring Positive Behavioral Supports outside the school. In addition, Dr. Cheryl Young, University of Nebraska, will share the program she helped prepare and implement on mentoring as an intervention. To register please visit www.rc4alliance.org, then chose Conferences from the left menu.

For questions, please contact Suana Wessendorf at 515-281-5447 or suana.wessendorf@iowa.gov.

LEGAL LESSONS

The contact for all Legal Lessons items is Carol Greta, carol.greta@iowa.gov; 515-281-8661. Past Legal Lessons articles about topics that are universally true and always relevant can be found on the Iowa Department of Education website at <http://www.iowa.gov/educate/content/category/11/411/985/>.

Training Session on Required Information Regarding Acts of Bullying or Harassment

On Tuesday, Aug. 21, from 1:00-3:00 p.m. there will be a training session conducted over the Iowa Communications Network (ICN) regarding the new reporting requirement in Senate File 61, which is the Anti-bullying/Anti-harassment Law.

All school districts and accredited nonpublic schools are required to collect data on all incidents of bullying and harassment that occur at school or school-sponsored events starting with this school year. While the data will appear on the spring Basic Educational Data Survey (BEDS), superintendents and building principals need to know what information to collect. Thus, the training on August 21 will be led by Carol Greta and Mary Gannon, and will address the legal aspects of the law, such as what incidents must be reported, how are the consequences to be categorized, etc. This training, while not a mandatory training, should be attended by any school administrator who is responsible for investigating incidents of alleged bullying or harassment under the new law. (There will be a later training session on the spring BEDS that will address how the data is to be entered into the system.)

The session will be taped, and tapes provided to all area educational agencies (AEAs). Anyone or any administrative team unable to attend a session on August 21 may obtain a tape from the appropriate AEA. A list of the ICN sites is attached.

Civil Rights Act Change Affects All Schools

The addition of two new protected classes to Iowa's Civil Rights Act (Iowa Code Chapter 216) affects schools, area educational agencies (AEAs), and colleges — both public and nonpublic — in several ways. The two new protected classes are gender identity and sexual orientation. Chapter 216 defines the new protected classes as follows:

"Gender identity" means a gender-related identity of a person, regardless of the person's assigned sex at birth.

"Sexual orientation" means actual or perceived (emphasis added) heterosexuality, homosexuality, or bisexuality.

As "educational institutions," all districts, nonpublic schools, AEAs, community colleges, and all other institutions of higher learning are governed by the provisions of section 216.9, below. The amended education law (with new language underscored) now reads as follows:

216.9 Unfair or discriminatory practices — education.

It is an unfair or discriminatory practice for any educational institution 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:

1. Exclusion of a person or persons from participation in, denial of the benefits of, or subjection to discrimination in any academic, extracurricular, research, occupational training, or other program or activity except athletic programs;
2. Denial of comparable opportunity in intramural and interscholastic athletic programs;
3. Discrimination among persons in employment and the conditions of employment;
4. On the basis of sex, the application of any rule concerning the actual or potential parental, family or marital status of a person, or the exclusion of any person from any program or activity or employment because of pregnancy or related conditions dependent upon the physician's diagnosis and certification.

For the purpose of this section, "educational institution" includes any preschool, elementary, secondary, or community college, area education agency, or postsecondary college or university, and their governing boards. This section does not prohibit an educational institution from maintaining separate toilet facilities, locker rooms, or living facilities for the different sexes so long as comparable facilities are provided. 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.

These new protected classes must be added to the nondiscrimination statement used by an educational institution. For instance, the Iowa Department of Education (DE) revised its nondiscrimination statement to read as follows:

"It is the policy of the Iowa Department of Education not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), 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.).”

[Obviously, the DE’s statement goes beyond 216.9. Other educational institutions are not required to be so broad, but are not prohibited from using the above language.]

Educational institutions need to remember that nondiscrimination includes programs offered such as before- and after-school programs, community education programs, alternative programs, and to related organizations such as booster clubs, student clubs, and parent-teacher organizations (PTOs). (This is not meant to be an exhaustive list.) Note also that if you have an attendance center in which the Boy Scouts meet, the sexual orientation and gender identity provisions of Iowa law do not apply to the Boy Scouts.

And as places of public accommodations, districts, AEAs, and community colleges are also governed by section 216.7. The amended public accommodations law (with new language underscored) now reads as follows:

216.7 Unfair practices — accommodations or services.

1. It shall be an unfair or discriminatory practice for any owner, lessee, sublessee, proprietor, manager, or superintendent of any public accommodation or any agent or employee thereof:
 - a. To refuse or deny to any person because of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or disability the accommodations, advantages, facilities, services, or privileges thereof, or otherwise to discriminate against any person because of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or disability in the furnishing of such accommodations, advantages, facilities, services, or privileges.
 - b. To directly or indirectly advertise or in any other manner indicate or publicize that the patronage of persons of any particular race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or disability is unwelcome, objectionable, not acceptable, or not solicited.

In essence, this law means that the provider of a public accommodation cannot deny service, tell someone to leave or provide different service to a person *because of* that person’s sexual orientation or gender identity (or other listed protected classification). Providers (such as school districts, AEAs, and community colleges) also may not use any advertising tending to indicate that persons of a particular sexual orientation or gender identity are unwelcome.

The DE does not regulate chapter 216. The Iowa Civil Rights Commission (ICRC) is the state agency with authority over complaints that an educational institution or a public accommodation violated the Civil Rights Act. The director of ICRC is Ralph Rosenberg, and he is more than willing to answer specific questions about the new law. Director Rosenberg may be reached at ralph.rosenberg@iowa.gov or 515-242-6537. There are also good resources at ICRC’s Website, <http://www.state.ia.us/government/crc/index.html>.

Blood Lead Poisoning Tests and Dental Screening for Students

Another new law requires that all children, including home schooled children, “receive a blood lead test prior to the age of six and before enrolling in any elementary school in Iowa.” Similar to the immunization requirement, this law is to be governed by the Iowa Department of Public Health, not the Iowa Department of Education (DE). Public Health is not going to enforce the law this school year; Rita Gergely, of the Public Health is writing rules that will implement the law for the 2008-09 school year. Therefore, the DE has not included this in any of the forms provided to schools such as the Report of Competent Private Instruction.

Do not ask for proof of blood lead testing for the 2007-08 school year of any students, including home schooled students. The DE will keep school administrators up-to-date about the rules being drafted by Public Health.

The law requiring a dental screening of children prior to age six does not apply to home schooled students (we do not know why, as neither bill originated with the DE), and is not in effect until July 1, 2008. Again, the DE will post updates.

Common Registration Issues

As we draw near to the beginning of a new school year, here are some issues for you to bear in mind during registration:

A. Proof of student’s date of birth:

1. Districts may require some form of proof of birth date to ensure that child is “school age” (5 on or by September 15 and under age 21).
2. Nothing gives a district the right to require that the proof be a birth certificate.

3. Therefore, reasonable alternatives include an adoption record, certified statement of physician, or anything reasonably reliable.
- B. Kindergarten, first graders:
 1. Iowa Code § 282.3 unequivocally states that a child must be five on or before September 15 to enter Kindergarten and must be six on or before September 15 to enter first grade. This law did not change this past year.
 2. There is an Iowa Attorney General's Opinion (#79-7-3) stating that NO ONE has discretion to overlook this law. That means no exceptions — it doesn't matter that the child moved in from another state where the child has been in kindergarten most of the year already.
 3. One resolution is to enroll the child when legal to do so in kindergarten, and — if appropriate to do so in the district's opinion and only the district's opinion — promote the child to first grade as soon as warranted.
- C. Social Security Numbers: The DE does not require SSNs of students, so neither should schools and school districts!
- D. Legal Names: Rule 12.3(4) states that parents/guardians must register their child using the child's legal name (not, for instance, stepfather's surname).
- E. Addresses:
 1. Do NOT accept only a post office box for an address unless it is known for certain that the family resides in the district. Districts have a right to know who is truly a resident of their district.
 2. In cases where one parent has a No Contact Order protecting him/her from the other parent or from a third party, accept the P.O. Box, but make sure that the parent registering children is a resident of the district. The protected party could, for instance, let the building principal know her street address in return for a guarantee that her child's records will only reflect the P.O. Box.
 3. If all else fails, explain that Iowa Code 282.6 mandates that a district charge tuition of non-resident pupils. A district may assume non-residency until proper residency is proven. That should produce some street addresses.
- F. Immigrant students/ Non-immigrants:
 1. An immigrant student is one born in another country but who lives in the U.S. and intends to make the U.S. his/her home. Immigrant students do not have visas. If they live with a parent or with another relative in the absence of a parent, and they are in the district for purposes of making a home, they are entitled to a tuition-free education. So said the U.S. Supreme Court. Do not ask the student if s/he is here "legally." That is impermissible. If the family resides in the district, educate the children.
 2. On the other hand, non-immigrant students are foreign exchange students or foreign students who DO NOT intent to live in the U.S. They have a visa, and you may ask about the type of visa. If the visa is an F-1, Federal law requires that full tuition be charged. If the visa is a J-1 (foreign exchange student), charging tuition is discretionary.

Attendance Issues

In April of 1997, the Iowa Department of Education (DE) issued Attendance Policy Guidelines. These will be re-issued in full next month. In the meanwhile, here are some key points:

1. A school's primary obligation is the education of its students.
2. A school must set reasonable expectations for student behavior, including school attendance, and may impose reasonable sanctions when those expectations are not met, subject to provision of legal due process.
3. For a secondary student, failure to attend school may be considered as behavior that is subject to disciplinary sanctions. For secondary students less than 16 years of age and their parents, school attendance is a legal obligation. Those over compulsory attendance age who have not dropped out may still be held to the school's local policy on attendance.
4. Students should not be subject to sanctions for failure to attend school if lack of attendance is beyond the control of the student. Some absence should be excused without disciplinary penalty. Illness, school sponsored trips, court appearances, or "unavoidable" occurrences would be examples of excused absences. It is also reasonable to require a doctor's verification of the illness in some circumstances. It is not reasonable to do so in every case since to do so may work a hardship on families with limited or no insurance or families with working parents. Additionally, if a student has frequent absences or prolonged absences due to illness, the district is advised to determine whether or not the student has a handicap or disability under the provisions of Section 504 of the Rehabilitation Act of 1973.

5. Schools may define by policy what are excused and unexcused absences. The determination of whether an absence is excused is made by the school, not by the parent.
6. Excused and unexcused absences should not be combined for the imposition of sanctions under an attendance policy.
7. A school board may adopt a number of "allowable" unexcused absences. Five to seven absences per semester would not seem to be unreasonably low, although this number must be set locally.
8. Significant lack of attendance in a course of study might reasonably be expected to negatively affect academic performance which would negatively affect a student's grade in that course. Grade reductions may result from absences in the following situations:
 - a. Failure to attend make-up sessions as assigned for the completion of make-up work (all students must be given the opportunity to make up missed classwork);
 - b. If points or percentages for attendance and participation are given, the denial of those points or percentages for absenteeism is a reasonable practice.
 - c. Additional work may be assigned to compensate for class time lost due to absences. However, the failure to complete make-up assignments satisfactorily within a reasonable time is a separate act and constitutes grounds for reduced credit.
 - d. The report card should indicate whether grades have been reduced for absences. This answers the criticism that a district's grading system is a misrepresentation of the students' academic achievement.
9. An attendance policy may provide that students will receive no credit after exceeding a number of unexcused absences. Any attendance policy providing that students may be dropped from a class because of excessive unexcused absences should make reasonable provisions for alternative classes or activities within the parameters of the district's resources. The total number of absences that result in being dropped from a class or being given "no-credit" should be "reasonable." Dropping a student from a program after fewer than five or six absences appears to be an unreasonable sanction.

FUNDING AND GRANTS

Iowa Learning Technology Commission Grants to be Available

The 2007 Legislature appropriated another \$500,000 to the Iowa Learning Technology Commission (ILTC) for innovative technology grants to school districts. Applications for this additional round of grants will occur in two parts. Part I will ask interested school districts to submit a Concept Paper that explains the focus of the project, how the project is innovative, and how student learning will be impacted by the effort. This concept paper is due Sept. 14, 2007 and will be submitted electronically by the superintendent through the Edinfo Website (after July 25, 2007).

Using established criteria, the ILTC will invite a number of district proposals to move to Part II of the application process, at which point those invited districts will be given the option to submit a full grant application by November 16, 2007. Final determination of ILTC grant award recipients is scheduled on or around December 10, 2007. Interested school districts can access information about Part I of the application process through the ILTC Website at <http://homepage.mac.com/albodespanish/iltc/iltc.html> or the Iowa Department of Education's Website at <http://www.iowa.gov/educate/content/view/493/526/>.

For additional questions, please contact Jeff Berger at 515-281-3399 or jeff.berger@iowa.gov.

Medicaid

School administrators seeking Medicaid reimbursements for IEP services should know that the new Medicaid cost rates for fiscal year 2007-08 are to be used for Medicaid claims with dates of service on or after July 1, 2007. The rates should be available in the near future and will be available online at the Iowa Department of Education Website. These rates are calculated for the districts and area education agencies (AEAs) based on the previous year's Certified Annual Report.

Local districts (LEAs) and AEAs will also be required to get parental consent prior to the submission of the Medicaid claim. The form is available via the Web IEP application, or on the Iowa Department of Education Website. For each child, there only needs to be one form signed and it would apply to both AEA and LEA services.

For more information or if you have questions, contact Dann Stevens at dann.stevens@iowa.gov or 515-281-8505.

STUDENT HEALTH AND NUTRITION

Food Safety Workshops Scheduled

The Iowa Department of Education has scheduled two additional Food Safety workshops this summer. The training is targeted for school districts that may need help in developing and implementing a Hazard Analysis Critical Control Point (HACCP) Plan using the Process Approach for their schools. The workshops will be approximately four hours in length, registration is required, and space is limited.

Food Safety Workshops

Wednesday, Aug. 8, 8:30 a.m. – 12:30 p.m.

Adams Elementary School, Board Conference Room, 1026 N Adams St, Carroll, Iowa

Friday, Aug. 10, 8:30 a.m. – 12:30 p.m.

South Tama County High School, Fiber Optics Room, 1715 Harding St, Tama, Iowa

If you have questions about these training opportunities or would like to register, call Gail McFarlin at 515-281-6192.

New Direct Certification Process for 2007-2008

Information on students directly certified as eligible for free meals as a result of eligibility for the Family Investment Program (FIP) or Food Assistance will be done electronically in 2007-2008. Household files from the Iowa Department of Human Services (DHS) will be compared to information submitted to Project EASIER. Each local education agency (LEA) will have access electronically to its own list of students directly certified as eligible for free meals. It is expected that at least one LEA representative will attend the direct certification training on these new processes. This training will be offered this summer in conjunction with the Iowa Eligibility Application training.

Contact Nancy Christensen at nancy.christensen@iowa.gov or 515-281-5663 for additional information.

Iowa Citizens' Summit on Childhood Obesity to be Held

The Iowa Citizens' Summit on Childhood Obesity will be held on Saturday, Aug. 25 at the Polk County Convention Center in Des Moines. The event will be the fifth regional meeting held across the country, seeking grassroots input as to how individuals and their communities view the challenge of improving physical activity and nutrition in children. Iowans interested in our kid's health, including parents and guardians, educators, youth (ages 14 and up), business leaders, and other are invited to attend. Town meetings focus on discussion and deliberation among citizens. The event is sponsored by Shaping America's Youth, a nationwide initiative to identify and centralize information on the efforts to reverse the rapidly increasing prevalence of overweight and inactivity among children and adolescents. The Iowa Department of Education is part of the event's local planning committee. For more information, please visit <http://www.shapingamericasyouth.org/Default.aspx>.

NEWS FROM OTHER STATE AGENCIES

Safe Routes to School Funding Available from the Iowa Department of Transportation

The Iowa Department of Transportation (DOT) is accepting applications for Safe Routes to School (SRTS) program funding. The deadline for submitting applications to the DOT's Office of Systems Planning is **October 1, 2007**.

Safe Routes to School (SRTS) is a rising international effort to increase safety and promote walking and bicycling to school through the "5 Es": engineering, education, enforcement, encouragement, and evaluation. The SRTS program can provide limited funds that can be tailored to meet the needs of your school and community.

Additional information about the program and grant opportunities can be found at: <http://www.iowadot.gov/saferoutes/>, or you can contact Kathy Ridnour (515-239-1713 or kathy.ridnour@iowa.gov), if you have any questions.

CALENDAR

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
September 15, 2007	Deadline to submit Annual Progress Report (see "Annual Progress Report Deadline" in the June issue of the <i>School Leader Update</i> for details).

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.



STATE OF IOWA

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

DEPARTMENT OF EDUCATION
JUDY A. JEFFREY, DIRECTOR

DATE: August 1, 2007

TO: Administrators of Public School Districts
AEA Administrators

FROM: Pamela Pfitzenmaier, Ph.D., Administrator
Division of PK-12 Education

SUBJECT: Guidance on Senate File 277 Part II: Administrator Quality

On May 18, 2007, the Iowa Department of Education (DE) issued guidance on Senate File (SF) 277 as it applies to Teacher Quality. The purpose of this memo is to provide updated information on the portions of the legislation dealing with Administrator Quality. The legislation passed this year expanded the requirements in Iowa Code Chapter 284A. The following sections provide additional guidance for schools, school districts, and area education agencies (AEAs).

A. Iowa Standards for School Leaders

The State Board of Education will establish by rule the Iowa Standards for School Leaders including specific criteria under each standard. Since the State Board has supported the Iowa Standards for Leaders and the related criteria developed by the DE in collaboration with partners such as School Administrators of Iowa (SAI) and the Iowa Association of School Boards, it is anticipated there will be no change in the "6 and 35" Iowa Standards and Criteria for School Leaders.

A local school board or AEA board may establish additional administrator standards and related criteria.

The legislation references "Iowa Standards for Schools Administrators." Because the term "Iowa Standards for School Leaders" has been in use for a number of years, this document and all others will use the terms interchangeably.

B. Mentoring and Induction

Legislation passed in 2006 required and provided funding for mentoring and induction for all beginning administrators. The Beginning Administrator Mentoring and Induction Program was created to "promote excellence in school leadership, improve classroom instruction, enhance student achievement, build a supportive environment within school districts, increase the retention of promising school leaders, and promote the personal and professional well-being of administrators." Iowa Code Chapter 284A.2(1)

Question 1: Legislation passed in 2006 required the district to develop an administrator mentoring and induction plan and to include the plan in the district's Comprehensive School Improvement Plan (CSIP). Will districts need to modify the plan in their CSIP given the legislation passed in 2007?

Senate File 277 did make changes in the required components of the administrator beginning and induction plan. Districts will need to review and possibly modify their plan to include the new components. Last year's plan requirements stated, "...[the plan] shall describe the mentor selection process, describe supports for beginning administrators, describe program organization and collaborative structures, provide a budget, provide for sustainability of the program, and provide for program evaluation." Additional components this year require that the plan "...support the Iowa Standards for School Leaders...and beginning administrators' professional and personal needs." If the beginning administrator mentoring and induction plan included in the CSIP does not include the actions or components that support the standards and the beginning administrators' professional growth needs, those changes should be made.

Question 2: Who is considered a beginning administrator?

A beginning administrator is an individual who is employed for the first time as an administrator. Thus, an individual who becomes a principal after being an assistant principal is not considered a first-time administrator unless the assistant principal position was classified as a teaching position or considered a dean of students for which the individual did not have to hold an administrative license. The individual must be considered as holding their first administrative position for which the district, AEA, or the state requires an administrative license. Superintendents are not considered to be beginning administrators.

Question 3: What funding is provided for the Beginning Administrator Mentoring and Induction Program?

The state provides one year (two semesters) of funding to local school districts and AEAs that employ beginning/first-year administrators to support the program. The amount of the support is \$1500 per year (\$750 per semester) per beginning administrator. This amount is the same as was provided in the 2006-07 school year.

Question 4: How is the \$1500 to be utilized by the local school district?

The program is designed to pay the mentor \$1000 (\$500 per semester). The additional \$500 is to be used to cover FICA and IPERS (or other pension) as well as other locally determined purposes to support the mentoring and induction program. The district/AEA may choose to identify a mentor within the district or agency, work with another district or agency to identify a mentor, or work with an educational partner such as SAI. If the district/AEA employing the beginning administrator elects to work with another district or a partner such as SAI to identify a mentor and implement the mentoring/induction program, a contract should be processed.

Question 5: Who is eligible to participate in the Administrator Mentoring and Induction Program?

Beginning (1st year) administrators in Iowa public school districts and AEAs are eligible to participate. Individuals who are part-time administrators ARE eligible to participate. The amount of funding allocated to a district/AEA for a part-time beginning administrator is the same as a full-time administrator.

Question 6: What about a position such as curriculum director? Is this individual eligible to participate?

If a local district or AEA has determined that a position such as curriculum director requires an administrator license and it is the person's first administrative position, then the individual is eligible to participate in the Beginning Administrator Mentoring and Induction Program.

Question 7: What about an individual who has been an administrator in a nonpublic school or an individual who has been an administrator in another state? Is that individual eligible for this program?

An individual who has been an administrator for one full school year or less in either a nonpublic school or a school/district in another state is eligible for the mentoring and induction program in their first year of employment in a public school district or an AEA.

Question 8: What if an individual has already been a principal and is now assuming the role of superintendent for the first time, is this individual eligible?

No, only individuals who are first-time/beginning administrators in a public school district or an AEA in any role are eligible for state funding for this program. However, funding provided through a grant from the Wallace Foundation currently provides mentoring and induction for experienced administrators assuming new roles, such as first-time superintendents.

Question 9: How are the funds disbursed?

As part of the fall BEDS process, a special field was created for the administrator mentoring/induction count. Districts/AEAs identify those administrators who are assuming a position as an administrator for the first time. A similar data collection occurs in January. Each semester funds are disbursed to the employing agencies. Funds for fall semester are likely to be disbursed in November/December. Funds for spring semester are likely to be disbursed in February.

Question 10: Who is eligible to be a mentor for a beginning administrator?

Mentors must have at least four years of successful administrative experience. The mentor may either be a current administrator or a retired administrator. The mentor must have a current administrator license as well as current evaluator approval. The mentor must also "demonstrate professional commitment to both the improvement of teaching and learning and the development of beginning administrators." Iowa Code Chapter 284A.1(4)

C. Evaluation and Licensing

A beginning administrator must have a "comprehensive evaluation" which determines whether a beginning administrator will be recommended for a standard license issued through the Board of Educational Examiners (BOEE). By the end of the beginning administrator's first year of employment, a comprehensive evaluation must be completed to determine if the administrator meets the standards. A district or AEA may allow a beginning administrator a second year to demonstrate competence. Upon notification by the school district or AEA, the BOEE shall grant a beginning administrator a one-year extension for the beginning administrator's initial license. In the case where a beginning administrator is granted a second

year to demonstrate competence, another comprehensive evaluation must be completed to determine if standards are met. The district or AEA that employs the beginning administrator has the responsibility to recommend the beginning administrator for a standard/professional license if it has been determined that s/he demonstrates competence in the Iowa Standards for School Leaders.

Current administrators and those administrators recommended in the future for a standard/professional license must be evaluated a minimum of once every three years to determine continued competence on the Iowa Standards for School Leaders. This evaluation shall include a review of supporting documentation or artifacts aligned with the Iowa Standards and Criteria for School Leaders and the individual administrator's professional development plan. On an annual basis, all administrators with a standard administrator's license must participate in a review that focuses on the goals established in the administrator's individual professional development plan. This process, in cooperation with her/his supervisor, reviews the progress on the established goals and will facilitate any modification necessary.

Senate File 277 requires that beginning July 1, 2008, "...each school board shall provide for evaluations for administrators under individual professional development plans developed in accordance with section 279.23A (see below) and the Iowa Standards for School Administrators and related criteria adopted by the State Board.... (Existing Iowa Code Chapter 279.23A states, "The [local] board shall establish written evaluation criteria and shall establish and annually implement evaluation procedures. The board shall also establish written job descriptions for all supervisory positions.")

Note that the BOEE has established the term "professional administrator license" to differentiate from "standard teaching license." This document uses the terms interchangeably.

Question 11: What happens at the end of the first year if the beginning administrator does not demonstrate competence in the Iowa Standards for School Leaders? May the beginning administrator just leave District A and go to District B after one year without having the District A evaluator contact BOEE? What happens at the end of two years if the beginning administrator does not demonstrate competence?

End of first year: The following are the options available: (a) If following a comprehensive evaluation, the beginning administrator demonstrates competence in the Iowa Standards for School Leaders, the district/AEA must recommend the individual for a standard administrator license. The district/AEA recommends to the BOEE that the beginning administrator be issued a standard/professional administrator license; (b) If following a comprehensive evaluation, the district/AEA determines that a beginning administrator is likely to successfully demonstrate competence in the Iowa Standards for School Leaders, the district/AEA may allow a beginning administrator a second year to demonstrate competence. In such a case, the BOEE must be notified by the district/AEA and a one-year extension of a beginning administrator's initial license is granted. The district may elect to provide an additional year of mentoring and induction, at district expense. (c) If following a comprehensive evaluation, it is determined that a beginning administrator is not likely to demonstrate competence and is not recommended for a one-year extension, the evaluator is obligated to contact the BOEE to not recommend the administrator for a standard/professional administrator license. Regardless of the outcome, the district cannot remain silent at the end of the first year.

End of second year: If a second year of mentoring and induction is used, the following are the options: (a) The district/AEA may recommend the individual for a standard/professional administrator license and the BOEE issues a license upon application and fee payment by the individual; (b) The district/AEA notifies the BOEE that the individual does not meet the standards, at which point the BOEE will not issue a license.

Question 12: If the district recommends to the BOEE that a license not be issued, and the BOEE does not award a license, may the individual continue to work as an administrator?

No, the individual may not continue to work as a school administrator in any district or nonpublic school in Iowa.

Question 13: Does a beginning administrator who is not recommended for a license lose his/her standard license as a teacher?

No, the fact that a beginning administrator does not demonstrate competence on the Iowa Standards for School Leaders does not impact the status of the individual's teaching license.

Question 14: What if an individual who is currently a teacher earns an administrator degree and receives an initial administrator license but remains as a classroom teacher (doesn't take an administrative position)? What should that individual do?

The BOEE recommends that any individual who completes an administrator preparation program and is recommended for licensure as an administrator apply to the BOEE for an initial administrator license, even if s/he does not immediately assume a job as an administrator. The initial administrator license will become inactive if the individual does not assume an administrative position, but the initial administrator license may be renewed at any time in the future if the individual wishes to later assume an administrator position. However, it should be noted that the individual would have to meet any changes in licensure requirements that may occur between the time the initial license was issued and a renewal was sought.

Question 15: How does a beginning administrator in a nonpublic school obtain a professional administrator license?

The beginning administrator employed by a nonpublic school must provide documentation to the BOEE of successful administrator experience for two years. It is suggested that nonpublics provide documentation of successful administrator experience to the candidate for a standard/professional administrator license.

Question 16: Are administrators who possess a professional administrator license and assume a new administrative position required to undergo a summative evaluation in their first year in the new position?

Senate File 277 does not require such an evaluation. However, a local school board shall establish annual evaluation procedures that could include the requirement that a new administrator in their district to undergo an evaluation based on the Iowa Standards in their first year of employment within that district.

Question 17: Are student, teacher and parent survey results required for any part of the evaluation?

No, there is no specific requirement for survey results to be utilized. However, local boards may require that such information is included in the evaluation process.

Question 18: Is there any reference in SF 277 about the multiple sources of information as a basis for the administrator's summative evaluation (like is required of teachers)?

Senate File 277 does not specifically mention the types of evidence that should be included. Local districts have the discretion to determine the types of evidence that are needed. Evaluator Approval Training Program Level II: Evaluation of Administrators will address the recommended types of evidence that may be used.

Question 19: The new legislation frequently mentions the Iowa Standards for School Administrators but doesn't consistently mention the related criteria. Must administrators be evaluated on both the standards and the criteria once adopted by the State Board?

The evaluation must focus on demonstrating competence on the standards. The criteria define more fully the standards and help an evaluator determine if the individual being evaluated is meeting the standard. The local board is required to use, at a minimum, the State Board established standards and criteria in the evaluation, although a local district/AEA board may require additional standards and criteria.

Question 20: Does SF 277 require the use of a portfolio to show evidence of meeting the Iowa Standards for School Administrators?

No, the legislation does not state that a portfolio is required. Each local district/AEA may determine how the supporting evidence of performance is collected and reviewed. Evidence may include observation, documents and other artifacts.

Question 21: Does the evaluation plan for administrators with a professional administrator license need to be included in the district's CSIP?

No.

Question 22: What's the difference between a "comprehensive evaluation" and a "summative evaluation?"

Senate File 277 uses "comprehensive evaluation" specifically for the beginning administrator. A comprehensive evaluation is a summative evaluation based on the Iowa Standards for School Leaders for the purpose of determining whether a beginning administrator should be recommended for a standard/professional license.

A summative evaluation is used to determine whether any administrator is meeting the Iowa Standards for School Leaders. At a minimum, a summative evaluation is required at least once every three years.

D. Evaluator Approval Training Program Level II: Evaluation of Teachers and Evaluator Approval Training Program Level II: Evaluation of Administrators

Legislation passed in 2006 revised Iowa Code Chapter 284.10(5) to require the DE in 2007 to develop and implement an evaluator training certification renewal program for administrators and other practitioners who need to renew evaluator approval. Information about the two new courses in Evaluator Approval Training Program Level II was distributed to school leaders in both the April and May *School Leader Update*. See <http://www.iowa.gov/educate/content/view/854/1006/> for recent *School Leader Updates*.

Question 23: What if my evaluator approval license expires before I am able to take one of the Evaluator Approval Training Renewal Programs?

The BOEE provides for an extension that will be granted for a fee of \$25 for those individuals whose license will expire during the 2007-08 school year. However, the BOEE rule that permits an extension to an existing evaluator approval certificate will sunset on June 30, 2008. Renewal forms may be found at <http://www.boee.iowa.gov/forms/AdminRen.pdf>.

Question 24: What if my evaluator approval license does not expire until 2009, but I complete Evaluator Approval Training Program Level II in 2007-08?

School Administrators of Iowa will have the completion of the course on file. You will not send in the application for renewal until within one year of the expiration of your current evaluator approval license, which, in this case, is 2009.

Question 25: How many credits toward license renewal are earned by completing either of the Evaluator Approval Training Program Level II courses?

Each course is two credits. Four credits every five years are necessary to renew an administrator license. If an individual holds the new evaluator endorsement on their administrator license, at least one evaluator approval renewal course must be completed for renewal of the administrative or evaluator license. An individual could take both Evaluator Approval Training Program Level II: Evaluation of Teachers and Evaluator Approval Training Program Level II: Evaluation of Administrators (two credits for each course) to earn the required four credits, but both courses are not required.

Question 26: What about superintendents who are new to Iowa? How could such an individual earn an evaluator's license?

An individual currently has two options: (a). Take the Evaluator Approval Training Program I; (b). Take the online Evaluator Approval Training Program I. We anticipate that very soon an individual will have a third option: (c). "Test out" of Evaluator Approval Training Program I.

Question 27: For those individuals renewing their evaluator approval license, does it matter which of the two Evaluator Approval Training Program Level II courses is taken?

The BOEE will accept either course for renewal of licensure. However, the DE is advising that individuals select the course most appropriate for their administrative/evaluation responsibilities.

E. Administrator Professional Development

Each school district or AEA Board of Directors shall be responsible for the provision of professional growth programming for district/AEA administrators. Districts may collaborate with other educational partners in the provision of this professional growth. Partners may include, but are not limited to, other school districts, AEAs, professional organizations, higher education institutions, and private providers.

In future months, the DE will be developing technical assistance on administrator professional development supports.

Question 28: How is it determined what type of individual professional development plan is needed for each administrator?

Each district or AEA administrator who holds a standard/professional administrator license shall work in cooperation with his/her evaluator to develop an individual administrator professional development plan. The plan should, at a minimum, be based on the needs of the administrator, the Iowa Standards for School Leaders, and the student achievement goals of the attendance center and school district as stated in the district's CSIP (or AEA Comprehensive Improvement Plan).

Question 29: Do districts receive any state funds to support administrators' professional development plan implementation?

There are no specific earmarked funds from the state for the administrator's professional development plan implementation.

Questions: Contact Dianne Chadwick dianne.chadwick@iowa.gov or 515-281-3718.

Selection Criteria: Reservation: 530271

Reservation Number:		530271	
Title:	Competent Private Instruction	End Date:	08/15/2007
Start Date:	08/15/2007	Scheduler:	MICHELE RIDOUT
Request Date:	06/29/2007	Phone:	(515)281-3038
Requester:	MICHELE RIDOUT	Fax	(515)242-5988
Phone:	(515)281-3038	Email:	Ed.ICN@iowa.gov
E-Mail:	Ed.ICN@iowa.gov	Participants:	160
Account Code:	40270011		
Description:	Beth Calhoun - 515-281-8170		

Audience(s):	K-12 State Employees	Subject(s):	Meeting or Public Hearing
--------------	-------------------------	-------------	---------------------------

Session Date:	Wednesday, August 15, 200	09:00 to 11:00	Session:	1503984	Committed	Multipoint
			Site Status	Approval Status	Account Code	
	20	EMMETSBURG-CC	Committed	Approved		
	22	SHELDON-CC1	Committed	Approved		
	78	SIOUX CITY-CC1	Committed	Approved		
*	115	DES MOINES-DEPT/PUBLIC	Committed	Approved		
	160	JOHNSTON-HS	Committed	Approved		
	173	CRESTON-AEA	Committed	Approved		
	176	CLEAR LAKE-AEA	Committed	Approved		
	198	CEDAR RAPIDS-AEA	Committed	Approved		
	203	MARSHALLTOWN-AEA	Committed	Approved		
	205	COUNCIL BLUFFS-AEA	Committed	Approved		
	237	OTTUMWA-AEA1	Committed	Approved		
	266	BURLINGTON-AEA	Committed	Approved		
	277	FORT DODGE-ST EDMOND-HS	Committed	Approved		
	387	CEDAR FALLS-HS	Committed	Approved		
	414	BETTENDORF-HS1	Committed	Approved		
	535	ELKADER-CENTRAL COMM-HS	Committed	Approved		

Total number of sessions: 1
Total number of hours: 2.00
There were 16 sites used a total of 16 times.

Conference Types: 1-Multipoint
Conference Statuses: 1-Committed

Selection Criteria: Reservation: 530145

Session Date: Monday, September 10, 2007 09:00 To 11:00 Session: 1502578 Multipoint Committed

Reservation Number: 530145 Description: Site Visit Training Sessions and Equity Session.

Account Code: 40270002

Originate:	3	ELKADER-AEA	Committed	Approved
	24	SIOUX CENTER-AEA	Committed	Approved
	115	DES MOINES-DEPT/PUBLIC HEALTH	Committed	Approved
	173	CRESTON-AEA	Committed	Approved
	176	CLEAR LAKE-AEA	Committed	Approved
	187	JOHNSTON-AEA	Committed	Approved
	198	CEDAR RAPIDS-AEA	Committed	Approved
	203	MARSHALLTOWN-AEA	Committed	Approved
	205	COUNCIL BLUFFS-AEA	Committed	Approved
	237	OTTUMWA-AEA1	Committed	Approved
	266	BURLINGTON-AEA	Committed	Approved
	291	SIOUX CITY-EAST-HS	Committed	Approved
	311	DUBUQUE-AEA	Committed	Approved
	453	BETTENDORF-AEA	Committed	Approved
	481	CEDAR FALLS-AEA (CART)	Committed	Approved
494	LYNNVILLE-SULLY-HS	Committed	Approved	
731	DECORAH-N WINNESHIEK-MS/ELEM	Committed	Approved	

Session Date: Monday, October 1, 2007 13:00 To 15:00 Session: 1502579 Multipoint Committed

Reservation Number: 530145 Description: Site Visit Training Sessions and Equity Session.

Account Code: 40270002

Originate:	24	SIOUX CENTER-AEA	Committed	Approved
	142	DES MOINES-DEPT/ED	Committed	Approved
	154	FORT DODGE-AEA	Committed	Approved
	173	CRESTON-AEA	Committed	Approved
	176	CLEAR LAKE-AEA	Committed	Approved
	187	JOHNSTON-AEA	Committed	Approved
	192	DENISON-HS	Committed	Approved
	197	SIOUX CITY-AEA	Committed	Approved
	198	CEDAR RAPIDS-AEA	Committed	Approved
	203	MARSHALLTOWN-AEA	Committed	Approved
	205	COUNCIL BLUFFS-AEA	Committed	Approved
	220	DUBUQUE-ARCHDIOCESE-OES	Committed	Approved
	237	OTTUMWA-AEA1	Committed	Approved
	266	BURLINGTON-AEA	Committed	Approved
	311	DUBUQUE-AEA	Committed	Approved
	453	BETTENDORF-AEA	Committed	Approved
	481	CEDAR FALLS-AEA (CART)	Committed	Approved
484	ALGONA-BISHOP-GARRIGAN-HS	Committed	Approved	

Session Date: Thursday, October 11, 2007 09:00 To 12:00 Session: 1502654 Multipoint Committed

Reservation Number: 530145 Description: Site Visit Training Sessions and Equity Session.

Account Code: 40270002

Originate:	66	GUTHRIE CENTER-HS	Committed	Approved
	77	LEMARS-HS	Committed	Approved
	142	DES MOINES-DEPT/ED	Committed	Approved
	156	CRYSTAL LAKE-WODEN-TITONKA-HS	Committed	Approved
	158	ORANGE CITY-MOC-FLOYD VAL-HS	Committed	Approved
	201	MARSHALLTOWN-HS	Committed	Approved
	205	COUNCIL BLUFFS-AEA	Committed	Approved
	281	CEDAR RAPIDS-CSD-ADMIN	Committed	Approved
	453	BETTENDORF-AEA	Committed	Approved
531	AKRON-WESTFIELD-HS	Committed	Approved	

ICN Sites for the Anti-harassment/Anti-bullying Training

Sioux Center NWAEA office
1382 4th Ave NE, Room 103

Storm Lake, ICCC campus
916 N. Russell, Room 16

Rockwell City-Lytton High School
1000 W. Tonawanda, Room 13 1333
Rockwell City

Grinnell High School
Sunset St., Room 40

Iowa City, UI 1
North Hall, Room 107
North Madison St.

Muscatine Community College
Larson Hall, Room 60
152 Colorado St.

Guthrie Center High School
906 School St., Room 101

Sigourney High School
907 E. Pleasant Valley, Room 201

Central DeWitt High School
425 E. 11th St.

Clear Lake, AEA 267 office
9184B 265th Street, State Room

Emmetsburg High School
2nd and King, Room 122

Sioux City, NWAEA office
1520 Morningside Avenue, Room 206

Marshalltown, AEA 267 office
909 S. 12th Street

Lake Mills High School
102 S 4th Avenue E, Room 41

Fort Madison High School
2001 Avenue B, Room 506

Ottumwa High School
501 E. 2nd, Room 157

Eldora-New Providence High School
1800 24th St., Room 150

Villisca High School
205 S. 4th Ave.

Sheffield-Chapin High School
504 Park St., Sheffield

Woodbine High School
5th and Weare

Estherville High School
1520 Central Ave, Room E-1

Union-LaPorte City High School
200 Adams St.

Cedar Falls High School
1015 Division St., Room 148

Western Dubuque, Epworth High School
5th Avenue West, Room 101

George-Little Rock High School
500 E. Indiana
George

Riverside High School
501 Oakland Ave.
Oakland

Bettendorf, AEA 9 office
729 21st St., Louisa Room

Shenandoah High School
1000 Mustang Dr., Ed May Center

Madrid High School
599 N. Kennedy, Room 115

Creston High School
601 W. Townline Rd., Room 404

New London High School
101 Jack Wilson Dr.

Central Decatur, Leon High School
1201 NE Poplar, Room 103

Schleswig Middle School
714 Date St., Room 402

Central Elkader High School
400 First St NW, Room 119

Eagle Grove, Rbt Blue Middle School
1015 NW 2nd Street

N. Kossuth, Swea City High School
203 Fifth St. North

Centerville High School
600 High Street

S. Winneshiek, Calmar High School
203 W. South St., Room 17

Morning Sun Elementary School
311 Division Street

Cedar Rapids Washington High School
2205 Forest Drive SE, Room 106A

Tipton High School
400 E 6th Street, Room 126

Galva-Holstein High School
519 E. Maple, Room 113, Holstein

Tripoli High School
209 8th Avenue SW

Marcus-Meriden-Cleghorn High School
400 E. Fenton, Room N02, Marcus

Johnston, AEA 11 office
6500 Corporate Drive

Des Moines, Dept of Public Health ICN Room
6th Floor, Lucas Building
321 E. 12th Street
(Origination Site)