



A MONTHLY JOURNAL  
FOR IOWA EDUCATORS

# School Leader Update

October 2009

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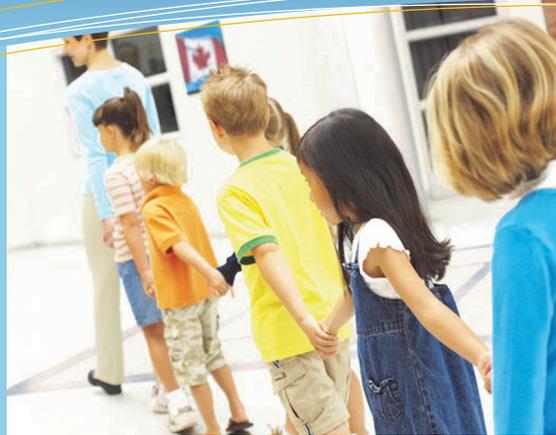
## NCLB STATE REPORT CARD

The Iowa Department of Education (DE) has released The State Report Card for No Child Left Behind for 2008-2009.

The report shows that the overall state percentage of Iowa public school students met the state's annual objectives.

In addition, nearly 80 percent of Iowa's public schools are not designated in need of assistance for the 2008-2009 academic year.

More information and the full report can be found on the DE website at [www.iowa.gov/educate](http://www.iowa.gov/educate).



## Harvard's Wagner speaks to Iowa educators

Last week, many educators across Iowa had the opportunity through the School Administrators of Iowa and Wallace Foundation funding to hear Tony Wagner of Harvard University speak in Des Moines.

He talked about the new skills today's learners must have to be competitive in a global economy. He also addressed the challenge of teaching the "Net Generation" of students, who are motivated differently to learn than other generations of students.



Judy Jeffrey, Director

He said we must change teaching and learning. It rang home here in Iowa, where we are doing just that through the Iowa Core Curriculum.

Wagner said that students will not meet the performance standards for success in college and work unless we improve what happens in classes. This is done, in part, by allowing teachers time to work collaboratively with feedback on the quality of their lessons from their colleagues. Teachers must have the opportunity to observe one another teach and participate in peer coaching. This is aligned with many activities in Iowa schools, from our efforts with Authentic Intellectual Work to Iowa's mentoring program.

Wagner went further. He said that we must have a system of continuous improvement. Iowa has always taken this approach. There are so many pressures to hit a mark or reach a goal. But what happens after that? Educating students for the future is work that is never completed—neither is helping our education system improve.

In Iowa, we are committed to taking ourselves from a high performing state on SAT and ACT tests and in terms of graduation rates to a state that focuses on student learning demonstrated in multiple ways. To do this, our schools must become environments that foster continuous learning, not only for our students but for all educators as well.

—Judy Jeffrey, Director



## YOUR HEART IS IN YOUR HANDS

*Your Heart Is In Your Hands Challenge*, sponsored by the National Lt. Governors Association, invites schools to participate in a web-based, 12-week program of wellness.

The challenge focuses on eating fruits and vegetables and living a more active lifestyle. Participants log on, set goals, and upon meeting their goals within the allotted time, are awarded a bronze, silver, or gold Lt. Governors Medal of Wellness. The program is voluntary, free, and recommended for students in middle or high school, but could also be successful in lower grades. Students may sign up individually or as a group for a fun and rewarding road to wellness.

For more information about how to participate, please visit [www.ltgovernorschallenge.us](http://www.ltgovernorschallenge.us) or contact Troy Price at 515-281-0146 or [troy.price@iowa.gov](mailto:troy.price@iowa.gov).

## October is a month of major deadlines

In October, school districts across Iowa face many reporting deadlines required by both federal and state laws.

The following is information about some of deadlines for the month of October. Please see the Calendar section on page 13 or go to the Iowa Department of Education website [deadline calendar](#) for a complete listing of deadlines.



### **EASIER and Certified Enrollment—**

**October 15:** The deadline for submission of Project EASIER (Electronic Access System for Iowa Education Records) and Certified Enrollment is October 15. The application opens October 1. The EASIER application will now pre-populate districts' Certified Enrollment counts. Districts will not be able to access the Certified Enrollment without first submitting and cleaning its EASIER data. If you have questions or need assistance, please contact any consultant at 515-242-5976. For the latest updates and information, visit the EASIER web page ([http://www.iowa.gov/educate/index.php?option=com\\_content&task=view&id=44&Itemid=310](http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=44&Itemid=310)).

The deadline for certified enrollment *verification* is October 30.

**Certified Annual Report (CAR)—October 15:** The deadline for this report has been extended due to technology issues. Certified Annual Financial Report is a report of financial data required by Iowa Code to be filed annually with the Iowa Department of Education by each school district and area education agency.

**Special Education Supplement (SES)—October 15:** The deadline for the special education supplement has been extended due to technology issues. The SES reports the costs associated with special education.

**Certified Supplementary Weighting—October 15:** The deadline for submission of the certified supplementary weighting report is October 15. The report includes requests for supplementary weighting for shared teachers and classes, supplementary weighting for operational function sharing, and beginning teacher and beginning administrator mentoring and induction.

In addition to the items listed above, the Fall Basic Education Data Survey (BEDS) art 1 certification deadline is October 16 and the BEDS Part 2 certification deadline is October 30.

The Iowa Department of Education thanks school districts in Iowa for their efforts to fulfill these reporting deadlines on time as required by law.

## Receive direct notifications about flags

The Office of the Governor and Lt. Governor of Iowa provides direct notifications regarding orders pertaining to flags flown in Iowa.

Simply go to [www.governor.iowa.gov/administration/outreach.php](http://www.governor.iowa.gov/administration/outreach.php), provide an email address, and check "Flag Notifications." The email recipient will then be notified when the Governor orders flags in the state to be flown at half staff.

## E-rate training sessions now available

The E-rate application process for funding year 2010 (2010-2011 school year) is tentatively scheduled to begin in November. The Iowa Department of Education (DE) will offer a series of training sessions through the Iowa Communications Network (ICN) classrooms and webinars via Adobe Connect Pro beginning in October to prepare for the annual application.

The first training sessions (*E-rate 101*) are designed to provide basics of the E-rate program and are particularly important for those individuals new to the E-rate program. The other two sessions (*E-rate 102* and *E-rate 103*) are designed for all district/school/public library E-rate applicants.

*E-rate 101: Introduction to E-rate* (designed for E-rate newcomers; available via ICN video): All video sessions are repeats and are from 3:30-4:30 p.m., Tuesday, October 13; Wednesday, October 14; and Wednesday, October 21, 2009.

*E-rate 102: Filing Form 470* (for new and returning E-rate contacts; available via ICN video): New this year, the DE will be working with the Iowa Department of Administrative Services to develop some voluntary state master contracts that districts/schools/libraries may use for E-rate services. You are strongly urged to attend one of these information sessions, even if you are experienced with the E-rate application process. All video sessions are repeats and are from 3:30-5:00 p.m., Monday, October 26; Wednesday, October 28; Thursday, October 29; and Thursday, November 5, 2009.

*E-rate 103: Filing Form 471* (for new and returning E-rate contacts; available either via ICN video or Adobe Connect Pro. Information on the Adobe Connect sessions will be available in the November School Leader Update.): All video sessions are repeats and are from 3:30-5:00 p.m., Wednesday, December 2; Thursday, December 3; Wednesday, December 9; and Monday, December 14, 2009.

To request an ICN site for any of the sessions, send an e-mail to Debbie Fiscus at [debbie@iptv.org](mailto:debbie@iptv.org) indicating the sites and dates at which you will attend. For questions about E-rate, please contact Pamela Pfizenmaier Jacobs at 515-975-0071 or [pam.jacobs@iowa.gov](mailto:pam.jacobs@iowa.gov).

## Training for migrant education

Training sessions for migrant education will be held on October 13-15, 2009, from 2:00 – 3:00 p.m., via the Iowa Communications Network (ICN). Each session will focus on the new federal requirement for school districts to complete a Certificate of Eligibility (COE) on each student that they identify as migrant. The content of each session scheduled is identical. Multiple sessions have been scheduled to accommodate the needs of Iowa school districts.

To register for this session, go to [http://www.iptv.org/iowa\\_database/event-detail.cfm?ID=10018](http://www.iptv.org/iowa_database/event-detail.cfm?ID=10018). Read the description of the event, click on "register here" at the bottom of the page, and follow the step-by-step instructions. You are welcome to request any ICN room. Watch your inbox for a confirmation or denial email from an Iowa Public Television (IPTV) scheduler. For questions, please contact Donna Eggleston at 515-281-3999 or [donna.eggleston@iowa.gov](mailto:donna.eggleston@iowa.gov).

## MEDICAID cost rates for LEAs

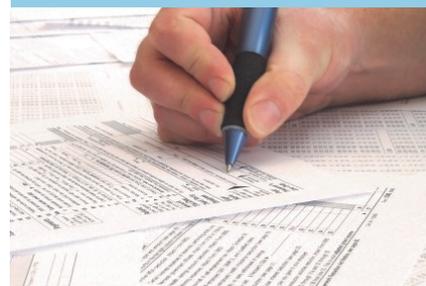
The new Medicaid cost rates for fiscal year 2009-2010 for local education agencies (LEA) are now available.

Rates have been sent to the LEA business managers and have been posted on the Iowa Department of Education (DE) website.

School administrators seeking Medicaid reimbursement for Individualized Education Program services must use the new Medicaid cost rates for fiscal year 2009-2010 for Medicaid claims with dates of service on or after July 1, 2009.

The new Medicaid rates for fiscal year 2009-2010 for Iowa Area Education Agencies are expected to be posted in October 2009 and will be available on the DE website.

For more information or if you have questions, please contact Jim Donoghue at 515-281-8505 or [jim.donoghue@iowa.gov](mailto:jim.donoghue@iowa.gov).





## MULTI-HAZARD planning course

Iowa Homeland Security and Emergency Management will be conducting a *Multi-hazard Planning for Schools Course* December 1-2, 2009, at Camp Dodge in Johnston, Iowa.

There is no charge to attend, and the course will provide the students with the knowledge, skills, and tools they need to develop effective emergency operations plans (EOPs) for schools.

Iowa Homeland Security will reimburse lodging and meals for participants who travel more than 50 miles to attend.

To register please go to <http://hls.extension.iastate.edu/calendar/>.

If you have any questions concerning the course please feel free to contact David Hempen at 515-725-3281 or [david.hempen@iowa.gov](mailto:david.hempen@iowa.gov).

## Iowa High School Project continues

The next phase of the Iowa High School Project (IHSP) will be a movement from awareness on reform efforts to a more articulated effort with schools who are implementing initiatives that have led to documented success.

Iowa's Rapidly Improving Schools (IRIS) will identify 10 to 12 Iowa high schools that have data to demonstrate systemic progress in the use of the Learning Criteria, Professional Development, Focus on Struggling Learners, Iowa Core Curriculum, Characteristics of Effective Instruction, and Using a Systems Approach. IRIS project expectations can be found at <http://www.aea13.org/IowaHighSchoolProject/>.



Project assurances are described in the linked document. Interested parties in the IRIS initiative should carefully review the expectations of the initiative. Participation in the IRIS phase of the Iowa High School Project does not require prior identification as one of the three cadres of schools in the IHSP.

Applications for participation should be received by Mark Draper at [mdraper@aea13.org](mailto:mdraper@aea13.org) no later than Monday, October 26, 2009. Selection of IRIS participants will take place by mid-November with monthly support events throughout the remainder of this academic year.

For questions, contact Mark Draper at [mdraper@aea13.org](mailto:mdraper@aea13.org) or 712-366-4210.

## Speech-language pathologist shortage

During the 2009-2010 school year, in an effort to reduce the shortage and recruit highly qualified speech-language pathologists to work in Iowa public schools, the



Iowa Department of Education (DE) is working with Iowa Area Education Agencies (AEAs) to offer six new \$3,000 "Iowa Grow Your Own Speech-Language Pathologist" career scholarships. Qualified students must be in their last year of graduate school with agreement to work as a speech-language pathologist in one of

Iowa's AEAs.

The DE congratulates Elizabeth Darnell and Morgan Else who were awarded the 2009 "Iowa Grow Your Own Speech-Language Pathologist" graduate student career scholarships. Both students work in the Great Prairie AEA. Elizabeth attended the University of Iowa and Morgan attended the University of Northern Iowa.

Graduate students interested in applying for one of the six \$3,000 scholarships can find the application at [http://www.iowa.gov/educate/index.php?option=com\\_content&task=view&id=592&Itemid=590](http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=592&Itemid=590). For more information, contact Frank Forcucci at 515-281-3527 or [frank.forcucci@iowa.gov](mailto:frank.forcucci@iowa.gov).

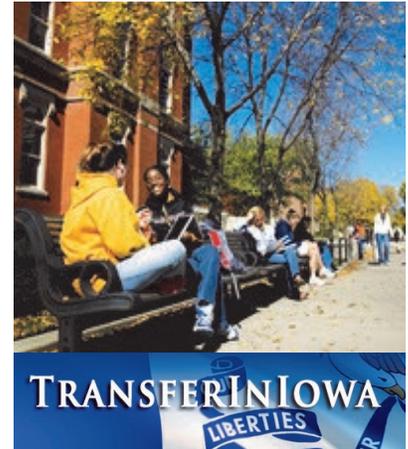
# Transfer in Iowa web portal assists students with transfers

Iowa's Regent universities and community colleges have joined to create a web portal dedicated to assisting students with the transfer process. The site serves as a one-stop resource for students planning their future. The web address is [www.transferiniowa.org](http://www.transferiniowa.org).

Each year, thousands of students transfer from Iowa community colleges to one of the state's Regent universities. Transferring from one college to the next can be a big step, but need not be complicated. The website contains resources helpful in educational planning, as well as information for students to discuss with their counselor or advisor.

The number one question transfer students ask is "How will my credits transfer?" Students can learn about how their community college courses transfer to each of the three state public universities by following the links on the website. The website contains resources explaining statewide articulation agreements and individual program-to-program articulation agreements by community colleges. These resources are useful for students planning to transfer as well as counselors and advisors. In addition to online resources, it's always a good idea for students to discuss their plans with both a community college and university counselor or adviser. Contact information for the office or person responsible for transfer and articulation at each postsecondary institution is available on the site.

School districts should communicate information about the articulation website to all elementary and secondary school students interested in, or potentially interested in, attending a community college or Regent university.



## Responsibilities of the school district equity coordinator

Most of the citations given to school districts during school improvement visits by the Iowa Department of Education (DE) in the past year have been in the area of equity. Accreditation visits and equity reviews have revealed that many districts have relegated the role of the equity coordinator to handling complaints and grievances related to perceived discrimination and harassment. The role of the equity coordinator is critical. Serious attention to the responsibilities of the equity coordinator would assist in eliminating many equity violations.

Title IX of the education amendments of 1972 states, "Each district shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this legislation, including any investigation of any complaint communicated to such recipient alleging its noncompliance with this part or alleging any actions which would be prohibited by this part. The recipient shall notify all its students and employees of the name, office address, and telephone number of the employee or employees appointed pursuant to this paragraph." There is similar language in Section 504 of the Rehabilitation Act of 1973 dealing with discrimination on the basis of disability.

The intent of the legislation is for the equity coordinator to be more than a processor of grievances and complaints. Their role is to keep staff, students, and parents informed about their responsibilities and rights under the law. They monitor programs and activities within the district to ensure that they comply with federal and state equity requirements related to gender, disability, race, color, national origin, religion, creed, age, sexual orientation, gender identity, marital status, and socioeconomic status.

Please contact your Iowa Area Education Agency (AEA) if you or your equity coordinator are unsure about the responsibilities of an equity coordinator. The AEA can provide training and updates for equity coordinators. You may also refer to the Iowa Department of Education website at [http://www.iowa.gov/educate/index.php?option=com\\_content&view=article&id=485:equityeducation&catid=61:accreditation-and-program-approvals&Itemid=1213](http://www.iowa.gov/educate/index.php?option=com_content&view=article&id=485:equityeducation&catid=61:accreditation-and-program-approvals&Itemid=1213) under "Equity Education" where you will find guidance on the role of the equity coordinator.

For questions, please contact Tom Andersen at 515-281-3769 [tom.andersen@iowa.gov](mailto:tom.andersen@iowa.gov).

# Title I, Part A ARRA waivers available to school districts

The Iowa Department of Education (DE) has received permission from the U.S. Department of Education (USDE) to grant the following waivers to Iowa's local school districts. Local school districts may now apply for the waivers directly from the DE.

Information regarding the local education agency (LEAs) waiver application process and sample letters for each waiver request are available on the [DE website under Title I, Part A](#).



## ARRA Reporting

The Iowa Department of Education would like to thank all school districts and area education agencies for their efforts in complying with the first reporting period for the American Recovery and Reinvestment Act (ARRA).

We suspected that the first time through this reporting process would be a learning experience.

With a new reporting system, there was no way to fully anticipate some of the technical difficulties we experienced.

We again appreciate your patience, effort, and understanding.

Please remember to check the Iowa Department of Education website at [http://www.iowa.gov/educate/index.php?option=com\\_content&view=article&id=1731&Itemid=2552](http://www.iowa.gov/educate/index.php?option=com_content&view=article&id=1731&Itemid=2552) for the most up-to-date information.

For questions regarding ARRA reporting, please contact Jim Addy at 515-281-5293 or [jim.addy@iowa.gov](mailto:jim.addy@iowa.gov).

Schools/districts in need of assistance (SINA/DINA) must coordinate the waiver applications with the SINA/DINA State Support Team. LEAs interested in applying for any waiver should "personalize" the application letter and submit on district letterhead. Forward the waiver application letter(s) to [ruth.jones@iowa.gov](mailto:ruth.jones@iowa.gov) or the address on the letter by November 16, 2009.

The following waivers may be granted:

*Waiver of Title I, Part A Statutory and Regulatory Requirements Related to Supplemental Educational Services (SES) and Public School Choice*—Approval of identified LEAs and schools as SES providers. This provision prohibits a state education agency (SEA) from approving as a provider of SES a school identified for improvement, corrective action, or restructuring or an LEA identified for improvement or corrective action. (34 C.F.R. § 200.47(b)(1)(iv)(A),(B).

*Waivers Related to Title I, Part A ARRA Funds*—An LEA's obligation to spend an amount equal to at least 20 percent of its FY 2009 Title I, Part A, Subpart 2 allocation on transportation for public school choice and on SES (20 percent obligation) (ESEA section 1116(b)(10); 34 C.F.R. § 200.48).

*Waivers Related to Title I, Part A ARRA Funds*—The responsibility of a school in improvement to spend 10 percent of its Title I, Part A funds on professional development. (ESEA section 1116(b)(3)(A)(iii); 34 C.F.R. § 200.41.(c)(5).

*Waivers Related to Title I, Part A ARRA Funds*—The responsibility of an LEA in improvement to spend 10 percent of its fiscal year 2009 Title I, Part A, Subpart 2 allocation on professional development. (ESEA section 1116(c)(7)(A)(iii); 34 C.F.R. § 200.52 (a)(3)(iii).

*Waivers Related to Title I, Part A ARRA Funds*—The responsibility of an LEA to calculate the per-pupil amount for SES based on its fiscal year 2009 Title I, Part A, Subpart 2 allocation (per-pupil amount for SES). (ESEA section 1116(e)(6); 34 C.F.R. § 200.48 (c).

*Waivers Related to Title I, Part A ARRA Funds*—The prohibition on an SEA's ability to grant to its LEAs waivers of the carry-over limitation more than once every three years. (ESEA section 1127(b).

## 2009 Blue Ribbon Schools named

The Iowa Department of Education recently announced that five Iowa public schools and one accredited nonpublic school have been identified by the U. S. Department of Education (USDE) as 2009 No Child Left Behind—Blue Ribbon Schools.

The Iowa schools are:

- Central Springs Elementary-Manly Campus, North Central Community School District
- Earlville Elementary School, Maquoketa Valley Community School District
- Horizon Elementary School, Johnston Community School District
- Nixon Elementary School, Cedar Rapids Community School District
- West Lyon High School, West Lyon Community School District
- Resurrection School, Dubuque

The No Child Left Behind-Blue Ribbon Schools program honors public and private elementary, middle, and high schools that are either academically superior or that demonstrate dramatic gains in student achievement to high levels. The public schools were nominated by the Iowa Department of Education.

## Training offer for homeless education

Iowa Public Television (IPTV) is providing Iowa Communications Network (ICN) training for individuals involved in educating students who are homeless.

The training will take place on October 8, 2009, from 2:00-4:00 p.m. It will be available statewide to school districts through the ICN.

The training session will focus on McKinney-Vento Homeless Assistance Act law and Chapter 33 of the Iowa Administrative Code regarding serving homeless students. Time will be given for questions and answers and for information on additional resources that will be available to schools.

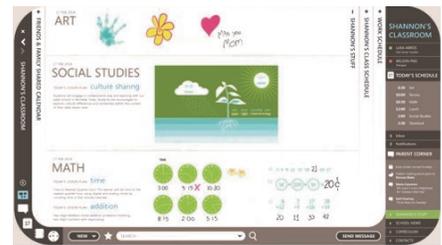
To register for this training, go to [http://www.iptv.org/iowa\\_database/event-detail.cfm?ID=10022](http://www.iptv.org/iowa_database/event-detail.cfm?ID=10022). For questions, please contact Donna Eggleston at 515-281-3999 or [donna.eggleston@iowa.gov](mailto:donna.eggleston@iowa.gov).

## Title II budget application available

The annual budget application for Title II, Part A for the 2009-2010 school year is now available at the Iowa Department of Education's EdInfo secure site. The online application for the program *must be completed by October 23, 2009*. The local education agency (LEA) allocation table is also posted on the Title II A webpage.

Iowa districts must have a plan in place to ensure that through the implementation of various strategies, poor and minority students are not taught at higher rates than other students by inexperienced, unqualified, or out-of-field teachers. Guidance for developing this plan can be found at [http://www.iowa.gov/educate/index.php?option=com\\_content&task=view&id=533&Itemid=1657#Guidance](http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=533&Itemid=1657#Guidance).

For additional information, contact Marietta Rives at 515-281-8278 or [marietta.rives@iowa.gov](mailto:marietta.rives@iowa.gov).



## TECHNOLOGY Task force convened

The State Board of Education and Iowa Department of Education (DE) recognize the pivotal role that technology plays in education as the two entities consider education reform and innovation efforts, and what Iowa must do to prepare our students for the 21st century.

Recognizing the critical role and the evolving nature of technology, the State Board and DE have convened a Technology Task Force to explore how Iowa can facilitate the use of technology to increase student achievement, and how it can prepare students with the technology skills that they will need in order to be successful.

The task force met in September and will continue to meet this fall.

The task force will provide recommendations regarding technology to the State Board.

# Student Health & Nutrition

## School seasonal and H1N1 flu updates

The current recommended school response to possible student absences due to the 2009-2010 seasonal and H1N1 flu is the same as with any contagious illness. When the student is contagious, the student should not attend school for their health and safety and the health and safety of others. As with any illness, schools *may not require* a written physician excuse for the absence to be an excused absence. Recommendations for schools include:



- Schools review and revise attendance policies and procedures to identify and avoid student incentives and penalties for absences for illness (e.g., perfect attendance awards). It is strongly recommended schools discontinue practices awarding students advantages for perfect attendance (e.g., not taking a test), a practice not recommended in any situation.
- All school staff be alert for students who do not feel well and are not able to focus or benefit from school work. If a student appears to have a combination of fever, cough, runny nose, sore throat, and generally not feeling well (fever not always present and rule out allergies), the student may be further evaluated by the school nurse and excluded due to concerns for their health, well being, and safety.
- Continually provide school staff, families, and students with prevention, identification, and updated information. Encourage all to have the seasonal flu vaccination currently available. School staff have the right under the Family Educational Rights and Privacy Act (FERPA) to know who is absent due to illness and public health documented diagnosis if it affects that staff member (i.e., the first grade teacher has been in close contact with the student and could have been exposed to an illness). As with other illness-related absences, if the family wants homework delivered home by another student, the family needs to request the delivery.
- Schools contact their local public health department for possible school site H1N1 vaccination clinics before or after school.

Schools should refer to the information and links on the [Iowa Department of Education \(DE\) website](#) and the Centers for Disease Control and Prevention (CDC) website at <http://www.cdc.gov/h1n1flu/schools/>. The Iowa Department of Public Health also has a new influenza hotline at 1-800-447-1985.

If the flu conditions result in a higher severity situation, further attendance requirements (extended time students are required to be excluded and allowing high-risk students to stay home) will need consideration. The federal government has issued information on the possibility of waivers for the No Child Left Behind (NCLB) requirements related to attendance.

A toll-free Influenza Hotline (1-800-447-1985) has been established to answer your questions about seasonal flu and novel influenza A (H1N1).

## Early childhood and the flu

Early Childhood Statewide Voluntary Preschool Program districts and their community partners are potentially at greater risk for coming in contact with a flu virus due to sharing of toys and the children's forgetfulness to practice good respiratory etiquette and hand hygiene. Information can be found on the Iowa Department of Education (DE) website at [http://www.iowa.gov/educate/index.php?option=com\\_content&view=article&id=1848&catid=838](http://www.iowa.gov/educate/index.php?option=com_content&view=article&id=1848&catid=838).

The Iowa Department of Public Health (IDPH) provides specific information for early childhood programs and child care centers on their website at <http://www.idph.state.ia.us/h1n1>. The website includes cleaning and infection control practices, information for preschool classrooms, recommendations for child care businesses (or preschools), and a sample parent letter. IDPH also encourages those who work with young children to get the seasonal flu shot now and the H1N1 flu shot when it becomes available in the community.

Schools should encourage families of young children to proactively consider other back-up care options for their children if they become ill with the flu and cannot attend the preschool program.

## Student Health & Nutrition

### Serving meals during school closures

The United States Department of Agriculture (USDA) has updated the list of questions and answers related to the option of serving meals in cases of school dismissal related to H1N1 influenza like illness.

School superintendents, food service directors, and school principals are strongly encouraged to review the updated guidance posted on the Iowa Department of Education (DE) website and to review the memo mailed directly to school food authorities on this subject. Advance planning and approval are needed if schools anticipate wanting to serve meals to students in cases of H1N1 related school closures. For questions, please contact Rod Bakken (515-281-4760 or [rod.bakken@iowa.gov](mailto:rod.bakken@iowa.gov)) or Patti Harding (515-281-4754 [patti.harding@iowa.gov](mailto:patti.harding@iowa.gov)).

### Free and reduced price eligibility

Local education agencies (LEAs) must select their verification sample for free and reduced price eligibility based on the applications in hand on October 1, 2009. The U.S. Department of Agriculture (USDA) requires that a sample of an exact size be selected. For more details on verification process, including sample selection, refer to the presentation on the Iowa Department of Education (DE) website at [http://www.iowa.gov/educate/index.php?option=com\\_content&view=category&id=440&Itemid=867](http://www.iowa.gov/educate/index.php?option=com_content&view=category&id=440&Itemid=867) under Nutrition Programs, nutrition learning tools on the right hand side. Contact your area consultant or call Nancy Christensen at 515-281-5663 or [nancy.christensen@iowa.gov](mailto:nancy.christensen@iowa.gov).

Unduplicated counts are based on the LAST operating day in October. For most LEAs, this will be October 30, 2009. The count is reported on the claim for October meals reimbursement. The directions for taking this count are on the Child Nutrition Program (CNP) 2000 Form Download. This count is *different from the certified enrollment count report* due mid-October. For assistance, contact your area consultant or call Patti Harding at 515-281-4754 or [patti.harding@iowa.gov](mailto:patti.harding@iowa.gov).

## Data & Reporting

### School board officers data collection

The School Board Officers Data Collection must be updated by November 1, 2009, with the information from the September 2009 school board elections.

Please ensure all information is accurate including title, name, address, email, phone, and term ending date. Each district or Iowa Area Education Agency should report a chief financial officer/business manager, board secretary, and board treasurer (or a combined secretary/treasurer).

The data collection can be found on the secure website at <https://www.edinfo.state.ia.us/securelogin.asp>. For questions, contact Marsha Keul at 515-281-3993 or [marsha.keul@iowa.gov](mailto:marsha.keul@iowa.gov), or Deborah Darge at 515-281-5295 or [deborah.darge@iowa.gov](mailto:deborah.darge@iowa.gov).

## Grants & Funding



### PRESCHOOL GRANTS

Iowa school districts that received initial Statewide Voluntary Preschool Program for Four-Year-Old Children funding for 2010 will be receiving an agreement to sign based on the Preschool Grant Award child count.

Districts will receive agreements to sign based in October.

The agreement must be signed by the superintendent, board president/designee, and the business manager and submitted to the Iowa Department of Education (DE) prior to the allocation of funding.

All districts awarded during the 2007-2008, 2008-2009, and 2009-2010 school years will participate in the October Certified Enrollment Count (same as school-age report) in order to generate categorical preschool funding for 2010-2011.

For questions, contact Judy Knox Russell at 515-281-4705 or [judy.knox@iowa.gov](mailto:judy.knox@iowa.gov).



## Legal Lessons

The contact for all Legal Lessons items is Carol Greta ([carol.greta@iowa.gov](mailto:carol.greta@iowa.gov) or 515-281-8661).

### Senior Year Plus, Administrative Rules

At its September 9 meeting, the State Board of Education approved final adoption of the administrative rules supporting Iowa Code chapter 261E, Senior Year Plus Programming. The programmatic rules are in Chapter 22, and are online at [http://www.iowa.gov/educate/index.php?option=com\\_content&task=view&id=75&Itemid=1#Chapter%2022](http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=75&Itemid=1#Chapter%2022).

As a result of public comment and/or staff review, the following changes were made to the rules as published on Notice:

The definition of “full time” (now defined as 24 or more credit hours in any one academic year) gives more flexibility to students whose high school is on block scheduling, while not increasing the burden on property taxpayers.

An explanation of “supplement, not supplant” has been added to paragraph 22.4(2)“a.” A parallel change was made to rule 281—22.18(261E) to explain “comparable” course. These are the same concepts.

The requirement that community colleges collect and report the course title and whether the course supplements, rather than supplants, a school district course has been stricken from subrule 22.11(7) (and the remaining paragraphs relettered accordingly) because this is a requirement already imposed on school districts in paragraph 22.4(2)“a.”

A minor change has been made to subrule 22.16(2) (from “under the same terms and conditions” to “on the same basis”) to be consistent with the terminology used in 281—chapter 31, Competent Private Instruction.

Regarding the proficiency of students under competent private instruction, subrule 22.2(2)“b”(3) was amended to direct school districts to accept assessments permitted pursuant to Iowa Code sections 299A.2 or 299A.4. Subrules 22.7(5) and 22.16(2) were amended nonsubstantively for the purpose of reflecting the change to 22.2(2)“b”(3).

Rules 22.2 and 22.16 were amended to clarify that the statutory requirement that students show proficiency as a condition of participation in Senior Year Plus programs does apply to Division V (postsecondary enrollment options) and to advanced placement coursework and career academy courses if those courses are taken for postsecondary credit and secondary credit.

Refer also to the guidance letter about this program that was sent to school administrators on September 25, 2008, and which is available electronically at [http://www.iowa.gov/educate/index.php?option=com\\_content&view=article&id=1531:guidanceupdatesonlegislation&catid=818:minutes](http://www.iowa.gov/educate/index.php?option=com_content&view=article&id=1531:guidanceupdatesonlegislation&catid=818:minutes) (second document down).

## Whole grade sharing agreements – financial missteps

When districts draft a whole grade sharing agreement, the districts must keep in mind the following regarding public funds:

1. The per pupil tuition from the sending district to the receiving district may only be paid from the General Fund.
2. While the whole grade sharing agreement is not the appropriate agreement in which to address revenue sharing, the districts could have a parallel agreement under Iowa Code chapter 423E to address sharing of Local Option Sales and Services Tax (LOSST) revenues and/or under Iowa Code chapter 423F to address sharing of revenues from the statewide penny.
3. The boards of the districts must negotiate Teacher Quality funds. [Iowa Code section 282.10(4), “The boards of the districts shall negotiate as part of the new or existing agreement the disposition of teacher quality funding provided under chapter 284.”]
4. Funds other than Teacher Quality, such as Physical Plant and Equipment Levy (PPEL), may not be shared within a whole grade sharing agreement. If statutory authority exists (state or federal) to share funds, create a separate agreement. Do not do so within the whole grade sharing agreement.



## Open enrollment primer

At the request of several school administrators, here is a summary of the duties of school districts that receive late-filed open enrollment applications. All of the following information comes from the Iowa Department of Education’s (DE’s) Open Enrollment Handbook, at [http://www.iowa.gov/educate/index.php?option=com\\_content&task=view&id=649&Itemid=636](http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=649&Itemid=636). Open enrollment questions are to be directed to Lois Irwin, 515-281-8582 or [lois.irwin@iowa.gov](mailto:lois.irwin@iowa.gov).

The table below indicates which district takes action:

	Receiving District	Resident District
Open enrollment filed on or before March 1	<b>X</b>	
Open enrollment filed after March 1	<b>X</b>	
Open enrollment filed after March 1 and alleges pervasive harassment or severe health need		<b>X</b>
Regardless of when open enrollment filed, resident district has a diversity plan		<b>X</b>

**Notification**—Districts must notify parents of open enrollment deadlines, transportation assistance, and possible loss of athletic eligibility for open enrollment of students by September 30 of each school year. Notification shall also be provided to any parent/guardian who transfers into the district during the school year. It may be helpful to provide information more than one time during the year.

**Board/superintendent action**—The local school board may give superintendents the authority to approve, but not deny applications. If the applicant files under good cause, the board must act within 30 days of receiving the request. The receiving district will notify the resident district and the parent within 15 days of board action to approve or deny an application.

**Denial**—In order to deny open enrollment based on class size of general or special education classrooms, the district must adopt an "insufficient classroom space" policy and review this policy annually. A district can deny an application based on insufficient classroom space, lack of appropriate program (a district does not have to hire additional staff to accommodate an open enrollment applicant), or if a student will be under suspension or expulsion at the time of enrollment.

**Rescind**—A district can rescind an application due to a change in the student’s program that cannot be accommodated by the district without hiring additional staff or due to an increase in enrollment that exceeds a class size policy. *An open enrollment cannot be rescinded based on discipline or attendance.*

**Late filed applications**—The *receiving* district has an obligation to *deny* applications filed after March 1 unless the application meets good cause. The resident district does not have authority to act on an application filed after March 1 unless the applicant claims harassment or severe health need.

**Harassment/Severe Health Need/Diversity Plan**—In the case of applicants that claim harassment or severe health need, the resident district has the authority to approve or deny the application.

**District Appeal Process**—A resident district may appeal a decision of a receiving district’s board to approve a late-filed enrollment request to the director of the DE. If the resident district believes that a receiving district has approved a late-filed open enrollment request without good cause, the resident district may, within 15 days after the board action by the receiving district follow these procedures:

- Submit an appeal to the director of the DE.
- The director, or director’s designee, shall attempt to mediate (telephonic) the dispute to reach approval by both parties.
- The director, or designee, shall conduct a hearing and hear testimony from both boards (and designees).
- The director shall render a decision within 10 days following the hearing.
- The local school board may appeal the director’s decision to the State Board of Education within five days of the decision.

### FERPA, PPRA links to annual notices for districts

The U.S. Department of Education sent the Iowa Department of Education the hyperlinks to the annual notices of local education agencies responsibilities under the *Family Educational Rights and Privacy Act* (FERPA) and the Protection of Pupil Rights Amendment (PPRA).

We hope that you will find this information helpful in protecting parents' and students' privacy rights under FERPA and PPRA.

- <http://www.ed.gov/policy/gen/guid/fpco/doc/chiefsea.doc>
- <http://www.ed.gov/policy/gen/guid/fpco/doc/pprasuper.doc>
- <http://www.ed.gov/policy/gen/guid/fpco/doc/ferparights.doc>
- <http://www.ed.gov/policy/gen/guid/fpco/doc/ppraconsent.doc>
- <http://www.ed.gov/policy/gen/guid/fpco/doc/ppranotice.doc>
- <http://www.ed.gov/policy/gen/guid/fpco/doc/directoryinfo.doc>

FERPA and PPRA are regulated by the federal Family Policy Compliance Office (FPCO), whose new director is Paul Gammill. If schools, parents, or eligible students have any questions about either law, they may call the FPCO at 202-260-3887 or email at [FERPA@ED.Gov](mailto:FERPA@ED.Gov).



### Bus drivers and free meals

There is a widespread practice in the state that whenever an activity bus pulls into a fast food joint with at least a dozen or so students, the driver is going to eat for free.

Because the fast food proprietors make this benefit available to all drivers (not



just public school bus drivers, but also motor coach drivers and nonpublic school bus drivers), there is no gift law violation.

However, it is one thing for a driver to graciously accept the offer when made. It is quite another when a driver demands a

free meal. This has happened often enough to come to the Iowa Department of Education's attention.

Please have your transportation directors tell drivers that a free meal is not a birthright.

When offered, they may accept. But to inform the wait staff that "I get to eat free because I'm the bus driver" is not acceptable behavior.



#### FOOD FOR THOUGHT

The *Press of Atlantic City* reports that a New Jersey public school teacher won't appeal a \$22,000 fine for making a four-minute personal call in class.

The district prohibits teachers from making personal calls while performing assigned duties.

The 120-day salary forfeiture will be based on calendar days and will be deducted from a base salary of about \$70,000.



## Calendar

### ONE-STOP resource

The *Professional Development for Iowa School Leaders* website—<http://iowaschoolleadership.org>—is a resource for Iowa school leader professional development.

Nine key Iowa providers of professional development—including the Iowa Department of Education—post opportunities on this website. The site is funded by the Wallace Foundation Iowa leadership grant.

- October 1
  - Certified Enrollment Count Date (application open)
  - Board Resolutions to Study Reorganization Due (to Su McCurdy or Joyce Thomsen)
  - Whole Grade Sharing First Semester Count Date
- October 15
  - EASIER/Certified Enrollment District Certification Deadline
  - Certified Annual Report (CAR) Deadline
  - Special Education Supplement (SES) Deadline
  - AEA Certified Supplementary Weighting and Mentoring and Induction Due
  - District Certified Supplementary Weighting and Mentoring and Induction Due
  - Nonpublic Certified Enrollment and Textbook services Request Due
- October 16
  - Fall BEDS Part 1 Certification Deadline
- October 30
  - Fall BEDS Part 2 Certification Deadline
  - Certified Enrollment Verification Deadline
- November 1
  - Innovative Calendar Waiver Application Deadline
- November 1
  - School Board Officers Report
- November 1
  - Special Education Student Weighting Calculated
- November 1
  - Whole Grade Share (last day for public notice of board intent)

[Click here](#) for a complete Iowa Department of Education Calendar



[www.iowa.gov/educate](http://www.iowa.gov/educate)

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