

## Keystone AEA Superintendents' Meeting January, 2010

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### FRIENDLY REMINDERS

The following are some friendly reminders based on School Improvement Team site visits this school year. These are things that should be evident at all times, not just during a site visit:

- Requirements for a valid Career and Technical Education (CTE) articulation agreement include that it is signed and dated within the previous five years and that it lists the specific courses articulated.
- Board policies related to equal opportunity in programs must include, at a minimum, all of the following protected classes: race, color, national origin, gender (sex), sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, or creed. (*281—IAC 12.1(1) and Iowa Code 280.3*)
- Board policies related to non-discrimination in employment must include, at a minimum, all of the following protected classes: race, color, age, national origin, gender, disability, religion, creed, sexual orientation, and gender identity. (*Title IX 34CFR 106.9 Section 504 34 CFR 104.8 and Iowa Code 216.6*)
- Some notes about non-discrimination statements included in district publications:

#### SAMPLE NOTIFICATION OF NON-DISCRIMINATION POLICY TO BE PLACED IN ALL SCHOOL DISTRICTS' MAJOR ANNUAL PUBLICATIONS AND ON DISTRICTS' WEBSITES

In school districts major annual publications include Annual Progress Reports (APRs), staff, student, and parent handbooks, coaches' handbooks, registration/course description handbooks, employment applications and information that is sent to agencies that are collaborating with the district in the provision of educational programs. In this era of technology, it must also be included on the district's website. It should be found on the district's home page or linked to the homepage. It is not acceptable to be found only within one or more of the many documents that might be included on the website. In addition once each year the notice should go out in a format that reaches the entire community. This could be a school newsletter that reaches all citizens, or the local print or electronic media. All notifications should include the name and contact information for the district's equity coordinator(s), as well as notification about the district's related grievance procedure.

It is the policy of the \_\_\_\_\_ Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender

identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Name, Title, Address, Phone Number, E-mail Address

- Any district employee who receives a W-2 must have a physical on file. This includes substitute teachers and non-teaching coaches.
- Districts must be able to demonstrate that attendance center and course enrollment data are disaggregated by gender, racial/ethnic background, and disability, and that these data are reviewed annually. During a site visit consultants often find that districts are able to demonstrate they have the required disaggregated data; however, sometimes they find the data for disaggregation exist, but are not readily accessible depending on the school's student management system. Districts must also be able to demonstrate that these data are reviewed annually. Questions regarding how these data are collected and used, with what frequency, by whom, and for what purposes are included within the 2008-09 site visit interview protocol. The intent is to provide greater clarity regarding how the district is addressing the "reviewed annually" requirement.
- School Improvement Advisory Committee  
It may be helpful to provide your SIAC with an annual review of their role and responsibilities. To meet requirements of Iowa Code section 280.12(2) as amended by 2007 Iowa Acts, Senate File 427, section 2, the board shall appoint and charge a school improvement advisory committee to make recommendations to the board. Based on the committee members' analysis of the needs assessment data, they shall make recommendations to the board about the following components:
  1. Major educational needs;
  2. Student learning goals;
  3. Long-range goals that include, but are not limited to, the state indicators that address reading, mathematics, and science achievement; and
  4. Harassment or bullying prevention goals, programs, training, and other initiatives.

Item #4 was added during the 2007 legislation session. This requires the SIAC to analyze needs assessment data and make recommendations to the board regarding harassment or bullying prevention goals, programs, training, and other initiatives (see 281—IAC 12.8(1)(a)(2)). The Iowa Youth Survey data provides one source of data for the SIAC to review.

- School Counseling Program  
Along with the legislation requiring a licensed school counselor, the following requirements were established regarding the counseling program. Each school district must establish a K-12 comprehensive school counseling program. The program must be based on standards in the following areas: academic, career, personal, social. The program's delivery system shall include the following:
  - Embedded in overall curriculum
  - Services through intervention
  - Individual student planning - Choices
  - Management activities to enhance the school counseling program, including professional development

## **SELECTED INFORMATION FROM THE CONDITION OF EDUCATION REPORT**

**Attached** is a document containing selected state average information from the 2009 Condition of Education Report that may be interesting for your review.

## **IOWA YOUTH SURVEY TREND REPORTS**

The 2008 Iowa Youth Survey Trend reports were emailed to district Superintendents the week of December 21<sup>st</sup>. The Trend Reports compare district data from the 1999, 2002, 2005, and 2008 reports.

## **CERTIFICATE OF ELIGIBILITY (COE) FOR “ELIGIBLE MIGRANT” STUDENTS**

As a reminder, any District that has identified any students as “eligible migrant”, is required to complete a Certificate of Eligibility (COE) for each of these students. The completed COEs must be sent to Donna Eggleston, State Migrant Education Program Coordinator, for approval. Unless the COEs have been sent to and approved by the State MEP Coordinator, identified migrant students **cannot** receive free meals through the District’s food service.

Please contact Donna Eggleston at 515-281-3999 or at [donna.eggleston@iowa.gov](mailto:donna.eggleston@iowa.gov) if there are any questions about this requirement.

## **FALL BEDS – NEW AND IMPROVED APPLICATION MAKES DEBUT IN 2010**

To: Leader Contact  
Fr: Marlene Dorenkamp and Mike Baethke  
Re: Fall BEDS 2010-11 – Press Release

### **Fall BEDS – New and Improved Application Makes Debut in 2010**

The Department of Education will bring the Fall BEDS application into the 21<sup>st</sup> century by unveiling a new edition for fall 2010 reporting. The new application, constructed on the Microsoft ASP.NET application framework, will offer the end-users an array of options not available in the current application. Data entry and correction will be streamlined. Sorting mechanisms and a filtering structure will easily bring relevant data to the forefront for review, verification, and/or validation.

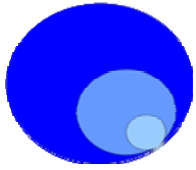
The current Fall BEDS application has been “online” since the late-nineties and can no longer meet the demands of 21<sup>st</sup> century data collection. New federal mandates and reporting requirements have necessitated a level of sophistication for data collection not previously required. New collection elements related to licensed and non-licensed staff will be initiated as well as revisions in the areas of staff positions and assignments. Specifically, non-licensed staff data will be collected on an individual basis. Also, FTE data will be collected on all staff at the new program level for greater accuracy and accountability.

The Microsoft ASP.NET application will offer districts a significant enhancement in the data-entry process. The current method of manual data entry will be enhanced with a more user-friendly interface and increased functionality. In addition, the new application will allow districts to “upload” data directly to Fall BEDS from some of the human resources applications utilized in the state.

As a department, we are looking forward to “rolling out” the new Fall BEDS - 2010 application. Training will be available in the fall of 2010, and districts are encouraged to send all personnel who will be using the new application for reporting staff data.

Marlene Dorenkamp, Educational Consultant  
Mike Baethke, Consultant

January 2010 Superintendent Meeting Notes



Rescheduled

## **IDM: How to Get Started!**

**Statewide training For Schools and AEAs**

**For Whom:** School leadership teams wanting to know about IDM & AEA folks who are working with schools ready to engage in IDM

**By Whom:** Shannon Harken and Wendy Robinson from Heartland AEA who have trained multiple school cohort teams

**When:** **Jan 25 (Mon.)** and **Jan 26 (Tues.)** 9:00am -3:30pm

**Where:** West Des Moines Christian Church

4501 George Mills Civic Pkwy, West Des Moines (515) 223-1639 Link to map:

<http://maps.google.com/maps?hl=en&um=1&ie=UTF8&q=West+Des+Moines+Christian+Church&fb=1&cid=0,0,5642983294299707540&near=West+Des+Moines,+IA&ei=4sO7Sri5OdgOtge4tcTFDO&sa=X&oi=manybox&resnum=3&ct=10>

**Why:** The purpose of this training is to help school and AEA teams understand what is needed to start a strong IDM process within a school. The elements of consensus building, infrastructure, and implementation will be thoroughly discussed along with other practical strategies.

This is a 6 day training that has been condensed and compressed into 2 days of intensive information. Teams will be presented with practical information and given time to be engaged in interactive work and discussions. The goal is to send teams home prepared!

**RSVP:** **Jan 8th** – Please email or call Joan Twedt

[Joan.Twedt@iowa.gov](mailto:Joan.Twedt@iowa.gov)

515-281-3176

**DATES TO REMEMBER**

January 1, 2010	Due Chapter 12 Exemption--Effective for the 2010-2011 School Year.
January 1, 2010	Reorganization or Dissolution effective on next July 1 - last day to notify Dept of Ed
January 6, 2010	EASIER Winter Test Site Closes Contact: Carla Schimelfenig at (515) 281-3111or <a href="mailto:carla.schimelfenig@iowa.gov">carla.schimelfenig@iowa.gov</a>
January 11, 2010 9 AM	EASIER Winter Collection
January 29, 2010 5 PM	EASIER Winter Collection Closes
February 1, 2010	Dropout Prevention Program - last day to resubmit an unapproved application
February 1, 2010	Whole Grade Sharing Agreement - last day for board to sign

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