

**Keystone AEA
Superintendents' Meeting
October 7, 2009**

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TEAM MEMBERS STILL NEEDED FOR SITE VISITS



Your participation on site visit teams is greatly appreciated. We are still in need of team members for the following site visits:

2009-2010 Site Visits: Team Members Needed

School/District	Site Visit Dates	Minimum Number of Team Members Needed
Notre Dame Catholic School (Cresco)	February 23-24, 2010	1
St. Joseph (New Hampton)	February 25-26, 2010	2
St. Francis Xavier (Dyersville)	March 23-24, 2010	1
West Central (Maynard)	April 13-15, 2010	2-3

For more information and to sign up to participate as a team member on a site visit:
http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=1558&Itemid=2342

FROM IOWA CHOICES TO IHAVEAPLANIOWA

IHAVEAPLANIOWA (www.ihaveaplaniowa.gov) is the new bigger and enhanced version for career information (and 8th grade plan) and scholarship/loan information. The larger version wraps both Iowa Choices Explorer and Planner with even more features and possible student portfolio sections and school/counselor reporting for data. Please contact the Iowa College Student Aid Commission trainers for your area of Iowa for the technical aspects of this career and financial information system. They are able to assist and train your school counselors and other educators with the new system technology for students, parents, and educators.

Iowa Code 279.61 passed in 2008, builds and enhances the 8th grade plan requirements for their career planning process. To facilitate the transition for students to utilize the electronic system, the 8th graders create and build a career portfolio, and continue each year in school to revise or revamp their career and course plan. Each succeeding year, the goal of this plan is for the student to add more state components to their student portfolio as well as information on the completion of the courses that support the Iowa Core Curriculum, and state and local graduation requirements.

More guidance from the DE will be coming this fall on the implementation of this integrated system.

For additional information contact Linda Berg at linda.berg@iowa.gov or 515-242-5032.

NEW EMPHASIS ON “HIGHLY QUALIFIED” SPECIAL EDUCATION TEACHERS

Beginning in the 2009-10 school year, a new emphasis will be placed on the implementation of highly qualified special education teacher requirements under NCLB and IDEA. The emphasis will take place through school improvement visits that will incorporate targeted questions regarding teacher assignment reports submitted by districts to the Iowa Department of Education’s Basic Educational Data Survey (BEDS). The Iowa DE anticipates that the increased emphasis will result in some districts receiving commendations and others being referred to their area education agency for targeted technical assistance. A related resource is the recently published brochure, entitled *Iowa’s Co-Teaching and Collaborative Consultation Models*, available with a companion document that outlines highly qualified special education teacher requirements ([Legal HQT Requirements for Students with IEPs](#)). The brochure was developed in response to teacher and administrator requests for an easily accessible straightforward description of Iowa’s consultative and collaborative teaching models. You may request multiple copies of the documents by contacting Norma Lynch at Norma.Lynch@iowa.gov or 515-281-6038, or you can download electronic copies at http://www.iowa.gov/educate/index.php?option=com_content&view=article&id=941&Itemid=2603

ROLE OF THE EQUITY COORDINATOR

By far the most numerous citations in school improvement visits in the past years have been in the area of equity. It has come to our attention during accreditation visits and equity reviews that in many districts the role of the equity coordinator has been relegated to handling complaints and grievances related to perceived discrimination or harassment. The role of the equity coordinator is critical. Serious attention to the responsibilities of the equity coordinator would assist in eliminating most of those 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.

It is clear the intent of the legislation is for the equity coordinator to be more than a receiver of complaints and a grievance processor. Their role is to keep staff, students and parents informed about their responsibilities and rights under the law and to 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.

Although the designation of a coordinator does not diminish the ultimate legal responsibility of an agency’s governing body and chief executive officer, it establishes responsibility and accountability for coordinating and monitoring the activities necessary to ensure compliance with educational equity laws. It is the responsibility of the chief executive officer to ensure that an equity coordinator has been named and that they are carrying out their responsibilities under the law. The effectiveness of the educational equity coordinator is critical to an agency’s efforts to comply with civil rights related requirements. It is essential that the designated employee’s job description and annual objectives include their equity-related responsibilities.

Coordination responsibilities must be pro-active and go far beyond solely investigating the complaints of students, parents, and employees. Coordinator responsibilities extend through every aspect of an agency’s policies, programs, and practices. However they can be placed into six basic categories. They are:

1. **Knowledge of Federal and State Laws:** To develop and maintain a working knowledge of Title IX (gender equity), Section 504 and Americans with Disabilities Act (disability equity), Title VI of the Civil rights Act (race/national origin equity) and relevant state laws.\
2. **Policies and Procedures:** To ensure that the agency has the required board policies and grievance procedures in place.

3. **Dissemination of Information:** To ensure that information about the non-discrimination policies, harassment/bullying/hazing policies the name and contact information for the equity coordinator(s), and information about the related grievance procedure is disseminated annually to board members, administrators and all employees, students, parents, and applicants for employment. This information must be included in all major annual publications and the district's website.
4. **Professional Development:** To arrange for the training of staff and students that will make them aware of their rights under the legislation as well as assist them to carry out their responsibilities under the law.
5. **Facilitate the Grievance Process:** To mediate conflicts and to ensure prompt and effective processing of complaints through the facilitation of the agency's board adopted civil rights grievance procedure.
6. **Monitoring:** To monitor the agency's compliance with the legislation by reviewing and disseminating disaggregated student achievement data, building and course enrollment data, student activity data, and employment and personnel data. Membership on district advisory committees should be monitored for gender balance, the inclusion of individuals representing diverse racial/ethnic groups, as well as persons with disabilities.

If you are unsure, or your equity coordinator is unsure of what their responsibilities are please contact your AEA for assistance. They can provide training and updates for equity coordinators. You may also refer to the Department of Education's Website under "Equity Education" http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=485&Itemid=1213 where you will find guidance on the role of the equity coordinator.

For further information, contact Tom Andersen at tom.andersen@iowa.gov or 515-281-3769.

WAIVERS RELATED TO TITLE I, PART 1, ARRA FUNDS

The Iowa Department of Education has received permission from the US Department of Education to grant the following waivers to Iowa's local school districts. Local school districts with Title I schools identified as SINA may now apply for the waivers directly from the Iowa Department of Education. Information regarding the LEA waiver application process is available on the Iowa Department of Education website under Title I, Part A.

http://www.iowa.gov/educate/index.php?option=com_content&view=article&id=1731&Itemid=2552#waivers

Sample letters for each waiver request are provided there.

SINA/DINA schools 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 or the address on the letter by November 16, 2009.

Waiver of Title I, Part A Statutory and Regulatory Requirements Related to SES* (Supplemental Education Services) and Public School Choice - Approval of identified LEAs and schools as SES providers. This provision prohibits an 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 FY 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 FY 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 carryover limitation more than once every three years. (ESEA section 1127(b).

*SES – SINA 3 schools must provide the option for either Supplemental Education Services or school choice. If SES are provided they must be provided outside the school day, not by a teacher from the identified building, and from an approved provider.

For additional information, contact Rick Bartosh, DE Title I Consultant, at richard.bartosh@iowa.gov or 515-281-0368.

K-12 PLANNING RESOURCES FOR THE 2009-2010 INFLUENZA SEASON

The following is an abbreviated version of the September 1 memo directed to superintendents, school board members, K-12 principals, school nurses, and K-12 teachers and school employees.

The Iowa Department of Education (DE) and the Iowa Department of Public Health (IDPH) are working together to prepare for the 2009-2010 influenza season and are providing the following materials to assist Iowa's K-12 school officials in their 2009-2010 influenza season planning.

From the US Centers for Disease Control and Prevention (CDC):

- 1) Technical Report for State and Local Public Health Officials and School Administrators on CDC Guidance for School (K-12) Responses to Influenza During the 2009-2010 School Year Link to report: www.cdc.gov/h1n1flu/schools/technicalreport.htm
- 2) Preparing for the Flu: A Communication Toolkit for Schools (Grades K-12) available at: www.cdc.gov/h1n1flu/schools/toolkit/pdf/schoolflutoolkit.pdf

From IDPH and DE:

- 3) Environmental cleaning and disinfection resources for influenza available at: <http://www.idph.state.ia.us/h1n1/schools.asp>
 - These documents provide recommendations for prioritizing cleaning efforts and clarify the types of cleaning products appropriate for influenza.
- 4) Letter template for schools to distribute to parents/guardians accessible at: <http://www.idph.state.ia.us/h1n1/schools.asp>
- 5) Advice for talking to students about influenza fact sheet accessible at: <http://www.idph.state.ia.us/h1n1/schools.asp>
- 6) Description of school reporting and surveillance systems
 - School absenteeism reporting: schools are asked to report absenteeism when 10 percent or more of the total enrollment is absent on any given day
 - Reports can be made by calling the IDPH Center for Acute Disease Epidemiology at (800) 362-2735 or by faxing the form available at the following link to (515) 281-5698: http://www.idph.state.ia.us/adper/common/pdf/iowa_school_absenteeism.pdf
 - The Iowa Influenza Surveillance Network (IISN) is recruiting schools to participate in the surveillance program. Additional information is available at: http://www.idph.state.ia.us/adper/common/pdf/flu/flu_brochure.pdf
 - The CDC has developed an online novel influenza A (H1N1)-related school dismissal reporting system. For a description of this online system visit: <http://www.idph.state.ia.us/h1n1/schools.asp>

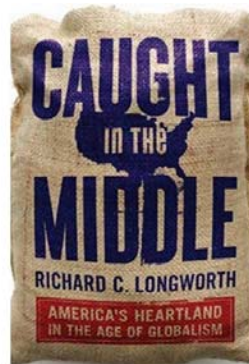
Additional Resources

- 7) The U.S. Department of Agriculture announced circumstances in which schools and community organizations may continue to provide reimbursable meals to low-income children during school closures related to novel influenza A (H1N1). The DE will contact district school food authorities with this information.
- 8) CDC Seasonal flu and vaccine information and links to vaccine information statements
<http://www.cdc.gov/flu/protect/keyfacts.html>
- 9) Face masks. General Use of Face-Masks and Respirators to Prevent Influenza, May 2009 at http://www.idph.state.ia.us/h1n1/common/pdf/h1n1_guidelines_on_masks_respirators.pdf
Interim Recommendations for Facemask and Respirator use to reduce influenza transmission, August 2009 at <http://www.cdc.gov/h1n1flu/masks.html>
- 10) U.S. Department of Education recommendations, questions, and answers on continuity of learning should dismissal be necessary available at <http://www.ed.gov/adminis/lead/safety/emergencyplan/pandemic/index.html>

Please continually check for the influenza-like illnesses (ILI) updates at CDC <http://www.cdc.gov>. The CDC is a reliable, current information source and you may sign up for emails alerting you of updates.

Finally, we encourage you to access the IDPH website frequently for Iowa-specific updates. There is a page on the IDPH influenza website dedicated to K-12 School Guidance. All of the resources outlined in this memorandum are available on that web page. If you have any questions, please contact the Centers for Acute Disease Epidemiology at the Iowa Department of Public Health (800-362-2736) or Charlotte Burt at the Iowa Department of Education (charlotte.burt@iowa.gov).

JUST MIGHT BE WORTH READING/VIEWING...



DATES TO REMEMBER

October 1	Certified Enrollment Count Date (The certified enrollment count is taken on the first day of October every year, or the following Monday if the first falls on a weekend. The data collection is located at www.edinfo.state.ia.us and is due no later than October 15.)
October 1	Whole Grade Sharing Certification Date
October 1	EASIER/Certified Enrollment collection open, 8 AM
October 15	EASIER/Certified Enrollment District Count Deadline
October 15	Certified Enrollment Count Date
October 15	Nonpublic Textbook Services Request
October 16	Fall BEDS Part 1 Certification Deadline
October 30	Fall BEDS Part 2 Certification Deadline
November 1	Certified Enrollment – last day to amend report
November 1	Innovative Calendar Waiver Application (New and Continued) Deadline
November 1	School Board Officers Report
November 1	Special Education Weighting Calculated
November 1	Whole Grade Share – last day for public notice of board intent

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