

**AEA 9
SUPERINTENDENTS' MEETING
October, 2010**

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ITBS/ITED ASSURANCE LETTER

Annually, the Iowa Department of Education is required to obtain the signature of each school district superintendent assuring that proper testing procedures and administration for assessments used to meet the reporting requirements of the No Child Left Behind Act are followed. By signing the attached document, superintendents assure they will take appropriate steps if district staff do not adhere to the guidelines and they will notify the Iowa Department of Education. If you have not already done so, please print the attachment, sign it, and return it to: Tana Mullen, Iowa Department of Education, Grimes State Office Building, 400 E. 14th Street, Des Moines, Iowa 50319 or email it to tana.mullen@iowa.gov, or FAX it to Tana Mullen at 515-242-6025. This must be completed by October 29. Thank you for your attention to this requirement.

For your convenience, a copy of the ITBS/ITED Assurance Letter is included at the end of this document.

TEAM MEMBERS ARE NEEDED FOR SITE VISITS

The Department of Education invites you to participate as a team member for one (or more) site visits. Participation in a site visit can broaden one's perspective of school improvement efforts and help form partnerships with other educators. In addition, it assists in understanding the site visit process as team members prepare for their own visit. Districts with visits scheduled during the 2011-2012 school year may wish to serve on a site visit team this school year. Following is the list of districts scheduled for a site visit during the 2011-2012 school year:

- Andrew CSD
- Davenport CSD
- Northeast CSD
- Preston CSD
- Wilton CSD
- John F Kennedy Catholic School (Davenport)
- Sacred Heart School (Maquoketa)
- St Paul the Apostle School (Davenport)

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. Please sign up as soon as possible.

2010-2011 Site Visits: Team Members Needed

School/District	Site Visit Dates	Additional LEA Team Members Needed
Central Clinton CSD	November 16-18, 2010	2
Camanche CSD	January 25-27, 2011	2

SITE VISIT TRAINING VIDEO CLIPS

The Bureau of Accreditation and Improvement Services has produced training for districts, schools, and team members regarding accreditation site visits, as well as training for site visits with an Equity focus. Training is available via video clips located on the Iowa Department of Education Web site: http://www.iowa.gov/educate/index.php?option=com_content&view=article&id=2038. Training via video clips is intended to provide easy access to information about the site visit process, documents, schedule, and other helpful information.

WHOLE GRADE SHARING (WGS) REMINDER

A friendly reminder for districts considering entering into whole grade sharing agreements:

A minimum of 90 days prior to signing an agreement, the district involved shall publicly announce their intent to negotiate a sharing agreement. For a district to meet the February 1 deadline, the districts involved should publicly announce their intentions by the end of October – IC 282.11.

ANNUAL PROGRESS REPORT (APR) – NEW FEATURE

There is a new “button” on the Student Achievement Data portion of the APR. This button is only available to schools/districts and can be accessed only with secure log-in privileges. By clicking on this button, schools/districts will have access to achievement data for subgroups with an “n” size of fewer than 10 students. This is for school/district use only. Graphs of “n” sizes with fewer than 10 students should not be copied and pasted into publications available to the public.

District:

School Building:

REMINDER: ONLY CERTAIN APPLICATIONS AVAILABLE OCTOBER 5 - 20

Please be aware of the following message on the EdInfo site:

Due to the additional surge or spike in usage during the Fall collection period, the Iowa Department of Education has implemented a plan to only make available certain applications during October 5th through October 20th. All other reports and/or applications will not be accessible during this time period, but will reopen after October 20th. The applications that will remain open are:

Project EASIER Fall 2010	PEACE (Project EASIER And Certified Enrollment)	Certified Supplementary Weighting	Certified Enrollment/Nonpublic
Commodities	Direct Free Lunch Certification	State ID	Security
Title 1	CSIP Addendum		

We encourage you to submit your data early. We are sorry for any inconvenience and appreciate your patience and understanding.

PARENT POWER from the US DEPARTMENT OF EDUCATION

Studies of successful schools report that parent involvement is a major factor in their outcomes, including closing the achievement gap between various groups of students. The President of the United States is asking that parents make education a priority and a legacy for their family. The publication, **Parent Power**, provides useful information to parents on how this can be accomplished. By adopting the principles explained in the book and taking the steps indicated for each age group, parents will be able to help their child learn at each step of the way and ensure success in school and in life. The US Department of Education's new publication, **Parent Power**, is available at the following link:

<http://www2.ed.gov/parents/academic/help/parentpower/booklet.pdf>

DATES TO REMEMBER

October 1	Board Resolutions to Study Reorganization Due
October 1	Whole Grade Sharing Count Date for First Semester Tuition
October 1	EASIER/Certified Enrollment Site Open
October 5-6	Assumption High School Site Visit
October 15	EASIER/Certified Enrollment Certification Deadline
October 15	AEA Supplementary Weighting & Teacher FTE Due
October 15	Nonpublic Certified Enrollment Count Due
October 15	Nonpublic Textbook Services Request
October 19	DE/AEA School Counseling Consultant's ICN
October 19	EASIER/Certified Inter-District Resolution Open
October 27	Finance Roundtable
October 29	EASIER/Certified Inter-District Resolution Deadline
November 1	Innovative Calendar Waiver Application (New and Continued) Deadline
November 1	School Board Officers Report Due
November 1	Special Education Student 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>

It is the policy of the Iowa Department of Education not to discriminate on the basis of race, creed, color, sex, 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.).

If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, 400 E 14th St, Des Moines IA 50319-0146, telephone number 515-281-5295, or the Director of the Office for Civil Rights, U.S. Department of Education, 111 N. Canal Street, Suite 1053, Chicago, IL 60606-7204.



STATE OF IOWA

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

DEPARTMENT OF EDUCATION
KEVIN FANGMAN, ACTING DIRECTOR

Test Administration Assurance for 2010-2011 Assurance for Proper and Ethical Test Administration

ADMINISTRATION OF TESTS

In the administration of standardized tests, it is a violation of test security to do any of the following:

1. Provide inappropriate test preparation such as any of the following:
 - a. Copy, reproduce, or use in any manner any portion of any secure test booklet, for any reason.
 - b. **Share an actual test instrument in any form. This includes using old copies of the ITBS/ITED.**
 - c. Use test preparation materials or strategies developed specifically for Annual Progress Reporting or the Annual Yearly Progress report.
2. Deviate from the test administration procedures specified in the test examiner's manual.
3. Provide inappropriate assistance to students during the test administration.
4. Make test answers available to students.
5. Change or fill in answers on student answer documents.
6. Provide inaccurate data on student answer documents.
7. Engage in any practice to artificially raise student scores without actually improving underlying student achievement.
8. Participate in, direct, aid, counsel, assist, encourage, or fail to report any of the acts prohibited in this policy.

After testing is completed, test booklets are to be returned according to procedures outlined by Iowa Testing Programs in the materials.

CONSEQUENCES OF TEST ADMINISTRATION VIOLATIONS

If a violation of test administration protocol occurs, as determined by the superintendent following an investigation of allegations of irregularities, the superintendent shall determine whether the integrity of the testing program has been jeopardized, whether some or all of the test results are invalidated, and whether a teacher or administrator has violated the Code of Ethics of the Iowa Board of Educational Examiners as found at 282—Iowa Administrative Code, Chapter 25.

Reports of students cheating on assessments shall be submitted to the building principal for investigation and disciplinary procedures.

A staff member found to have committed testing irregularities shall be subject to discipline in accordance with law and Board policy. If the staff member is a licensee of the Board of Educational Examiners, the superintendent shall make a timely report to that Board.

If the superintendent believes that assessment results are invalid, the superintendent shall make a timely report to the Iowa Department of Education.

I, _____, Superintendent of _____ School District,
(Superintendent's Name) (Name of School District)

assure that proper testing procedures and administration for assessments used to meet the reporting requirements of the No Child Left Behind Act are followed in my school district. I will take appropriate steps outlined above if district staff does not adhere to these guidelines and notify the Iowa Department of Education.

Superintendent's Signature

Date

Return this form by October 30, 2010, to: Tana Mullen
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