

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

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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/schools scheduled for a site visit during the 2011-2012 school year:

- o Andrew CSD
- o Davenport CSD
- o Northeast CSD
- o Preston CSD
- o Wilton CSD
- o John F Kennedy Catholic School (Davenport)
- o Sacred Heart School (Maquoketa)
- o 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 by September 15.

2010-2011 Site Visits: Team Members Needed

School/District	Site Visit Dates	Minimum Number of Team Members Needed
Assumption High School	October 5-6, 2010	4
Central Clinton CSD	November 16-18, 2010	6
Camanche CSD	January 25-27, 2011	6

SITE VISIT/EQUITY VISIT TRAINING SESSIONS

Orientation for School Improvement Visits

Schools and districts scheduled for a site visit during the 2010-2011 school year, as well as those volunteering to be a member of a site visit team, are strongly encouraged to attend a face-to-face training session. The face-to-face training date and time for Mississippi Bend AEA is **September 2 from 1:00-3:00 PM**. The training will be held at the AEA in the Yoder Room

In addition to the trainings in each AEA, we are in the process of developing site visit training video clips which will be posted on the DE website. Information about these video clips will be available soon.

Materials needed for the school improvement part of the training will be available on the Department of Education website.

http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=1558&Itemid=2342

Separate Orientation for School Improvement Visits with an Equity Focus

The face-to-face training for visits with an equity focus will be held on September 22 from 1:00 to 3:30 in the State Board Room, Grimes State Office Building, in Des Moines. Districts scheduled for a visit with a focus on equity are strongly encouraged to attend this face-to-face session which will include the information needed to prepare for both the school improvement and the equity component of the visit. It has been our experience that the face-to-face sessions generate important dialogue and questions and possibly allow for more in-depth planning for the visit. Materials needed for the equity portion of the training were sent to the districts with their initial notification letter.

In addition to the September 22 training, we are in the process of developing training video clips which will be posted on the DE website. Information about these video clips will be available soon.

SITE VISIT LESSONS: ANNUAL COLLECTION AND REVIEW OF ATTENDANCE CENTER, PROGRAM, AND COURSE ENROLLMENT DATA

One of the requirements frequently found to be out of compliance during site visits relates to the annual collection and review of attendance center, program, and course enrollment data disaggregated by gender, racial/ethnic background, and disability (see 281—IAC 12.1[1]). Specifically, districts are asked to provide the following pieces of evidence to help clarify how the district is addressing the “reviewed annually” requirement:

- a summary of attendance center, program, and course enrollment-related trends noted over the past three years; and
- a description of how these data are collected and used, with what frequency, by whom, and for what purposes.

This requirement is grounded in the district’s responsibility to ensure equal opportunity in programs is provided to all students regardless of race, color, national origin, gender, sexual orientation, gender identity, socioeconomic status, disability, religion, or creed. Federal and state legislation speaks to the need of physical access to a quality education for all children. Chapter 12 of Iowa Administrative Code requires districts to take steps to integrate students in attendance centers, programs, and courses on the basis of racial/ethnic background, gender, and disability. It also speaks to the need for access plus support services to help students with special needs achieve success. Gender segregation, racial isolation, and disability isolation do not constitute a violation of law in and of themselves; however, when these conditions exist the district is required to do a review of its policies and practices to ensure they are not contributing to the isolation or segregation. In addition, steps must be taken by counselors and teachers to recruit students into the course, program, or activity.

The required evidence (see “bulleted” items above) should provide documentation of the district’s efforts to provide equal opportunity in programs to all students.

SITE VISIT LESSONS: REQUIRED EQUITY NOTIFICATION STATEMENTS

Some of the issues most frequently found out-of-compliance during a site visit relate to required equity policies/statements.

Districts/schools are required to have board policies ensuring equal opportunity in programs is provided to all students and districts are required to have policies ensuring non-discrimination in employment. These policies must address each of the traits/characteristics required in Code.

In addition, each year districts are required to include a non-discrimination statement in a newspaper or newsletter that goes to all community members, as well as in major written publications such as parent, student, employee handbooks; registration handbooks; brochures about the district; website; and school newsletters. This can be one statement addressing both non-discrimination in programs (students) and non-discrimination in employment. Following is a sample notification of non-discrimination statement that includes all required protected classes:

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

The form attached below may be helpful in double-checking the district's board policies and written publications to ensure all protected classes have been included in the required statements.

PROTECTED CLASSES FORM



2010-11 protected classes chart.doc

SITE VISIT LESSONS: INDIVIDUAL TEACHER PROFESSIONAL DEVELOPMENT PLANS

Another document reviewed during the site visit is the Individual Teacher Professional Development Plan. Plans must:

- be based on relevant Iowa teaching standards that support the student achievement goals of the attendance center and district
- be based on the needs of the teacher
- include goals that go beyond those required under the attendance center plan
- be developed by the teacher in collaboration with the teacher's evaluator

Generally, plans meet the above requirements.

In addition, there must be an annual meeting between the teacher's evaluator and the teacher to review the goals and refine the plan. While interviewees typically report these meetings occur, documentation of these meetings is often not available. The most effective way to document these annual meetings is for the teacher and their evaluator to sign and date the plan at the time of the meeting.

SITE VISIT LESSONS: AIM

Districts often have questions about evidence to meet the requirement they have worked with publishers to address Accessible Instructional Materials (AIM). AIM requirements apply regardless of whether the district has students who are blind or who have print disabilities. **Local school districts must require publishers to send National Instructional Materials Access Standards (NIMAS) filesets to the National Instructional Materials Access Center (NIMAC). Note that there is no additional charge to the local school districts.**

Following is suggested language to include with purchase orders:

By agreeing to deliver the materials marked with "NIMAS" on this contract or purchase order, the publisher agrees to prepare and submit, on or before ___/___/___ a NIMAS fileset to the NIMAC that complies with the terms and procedures set forth by the NIMAC. Should the vendor be a distributor of the materials and not the publisher, the distributor agrees to immediately notify the publisher of its obligation to submit NIMAS filesets of the purchased products to the NIMAC. The files will be used for the production of specialized formats as permitted under the law for students with print disabilities. Please note that the delivery of print versions should not be delayed in cases where the NIMAS fileset has yet to be validated and cataloged by the NIMAC.

*For additional information about NIMAS, please refer to <http://nimas.cast.org>
For additional information about the NIMAC, refer to <http://nimac.us>*

We would also be interested in learning about accessible versions of your instructional materials that may be available for purchase to support students with print disabilities who do not qualify for specialized formats created with files available from the NIMAC.

NAEP UPDATE

The NAEP will be administered in grades 4, 8, and 12 during the six week period starting January 24, 2011. Principals of schools selected for the NAEP assessment were sent the date for administration in their building in June. In mid-September, building principals will receive additional details about the assessment including access to the MyNAEP website. The website (<https://www.mynaep.com/>) is also available for superintendents or district assessment coordinators to track the progress of NAEP in the schools selected in your district. The site is password protected. To access the site, request the MySchool Registration ID for your district from Dianne Chadwick, Iowa NAEP State Coordinator, at dianne.chadwick@iowa.gov.

CSIP CERTIFICATION: ALL DISTRICTS AND NON-PUBLIC SCHOOLS

Every year the state legislature introduces and adopts new legislation that affects schools and school districts. Many times new legislation requires verification through assurances on the web-based Comprehensive School Improvement Plan (CSIP) or through reporting requirements on the web-based Annual Progress Report (APR). To ensure that assurances and requirements are current for school and school district purposes and for viewing by the public, the Department of Education requires annual certification of CSIPs. The district/school is allowed to certify on or after September 1, 2010. Certification due date is September 15, 2010. **The September 15, 2010, deadline applies to all school districts and non-public schools.** For questions and assistance, please contact me at (515) 242-5132 or tom.cooley@iowa.gov.

ANNUAL PROGRESS REPORT

The secure website is currently available for updating all APRs for both public districts and nonpublic schools. The district/school may certify on or after September 1, 2010. The deadline for submitting the Annual Progress Report (APR) is September 15, 2010. The Iowa Test of Basic Skills/Iowa Test of Educational Development test data for public and non-public accredited districts/schools will be pre-populated soon. If you have any questions regarding APR, please contact Holly Barnes at (515) 242-6173 or holly.barnes@iowa.gov.

REMINDER: Annual goals must be written for groups of 10 or more students and goal results may only be reported for groups of 10 or more students. In situations where grade levels or subgroups have 10 or fewer students, it may be appropriate to write goals and report results across grade levels.

WAIVERS AND EXEMPTIONS REMINDER

Four waivers or exemptions are available for schools or districts that find themselves with unique circumstances or needs. Guidance counselor and school nurse waivers are no longer available. The four areas that are available include the following:

- Foreign Language
- General Accreditation Standards
- New and Innovative Calendar and Continued innovative Calendar
- Early Start Date (done on Spring BEDS)

Information concerning procedures, timelines, and forms regarding each of the above waivers is provided on the DE website using this link:

http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=483&Itemid=530

The following link provides guidance for questions regarding **student fees**:

http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=1438&Itemid=2434

The following link provides guidance for questions regarding **PE exemptions** for students (see Frequently Asked Questions):

http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=982&Itemid=1122

The following is a link to the DE's website and Frequently Asked Questions:

<http://www.iowa.gov/educate/support/index.php?m=knowledgebase&a=view>

APPROPRIATE PARAEDUCATOR SERVICES

In response to numerous inquiries seeking clarification on appropriate duties and roles of paraeducators, the Iowa Department of Education has developed the *Appropriate Paraeducator Services Matrix* that outlines parameters of suitable assignments for paraeducators (e.g., aides and associates) in general and special education settings.

The document provides direction on issues that are frequently raised by parents, teachers, administrators, and paraeducators regarding paraeducator roles in instruction, assessment, unsupervised settings, and other related areas. The *Appropriate Paraeducator Services Matrix* can be found at http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=773&Itemid=1297

2010-11 INFLUENZA AND WHOOPING COUGH VACCINATIONS

To minimize school illness and absences school districts across Iowa are working together with their community partners (local public health, visiting nurse services, and others) to provide flu and whooping cough immunizations for students, staff, families, and community members as needed.

The Iowa Department of Public Health recommends **ALL** people six months of age and older receive the 2010-2011 influenza vaccination. Specific individual recommendations vary and the vaccination should begin as soon as available. It takes up to two weeks for full protection to develop after vaccination, and this protection lasts up to a year. Influenza vaccine may be given at the same time as other vaccines.

Sporadic whooping cough (pertussis) cases continue in Iowa. To reduce the risk of disease transmission, a booster for tetanus, diphtheria, and pertussis (Tdap) is recommended every 10 years for children and adults aged 19-64. To educate students, parents, teachers, and school staff a kit is available, "Tools for Schools," <http://www.nasn.org/Default.aspx?tabid=258>. Contact your community partners to plan school/community immunization opportunities.

WEBINAR: SCHOOL NURSE AND SCHOOL HEALTH SERVICES, 2010-2011

Following are highlights of the School Nurse and School Health Services Webinar conducted in August.

School Dental Screenings. Iowa Code 135.17, 641 IAC 51 amendments:

- Applies to enrolling kindergarten and 9th grade students only—not transfer students
- A screening for kindergarten is valid from age 3 years to four months after enrollment date
- A screening for 9th grade is valid from one year prior to enrollment to four months after enrollment date
- Screenings performed by out-of-state providers are acceptable
- Authorized providers (dentists, dental hygienists, physicians, physician assistants, and registered nurses) may transfer information to the approved Iowa Department of Public Health (IDPH) Certificate of Dental Screening from another form. Note: Recorder must sign, include credentials on the certificate, and attach non-IDPH form.
- "Treatment Needs" definitions are revised for the screening section of the Certificate of Dental Screening
- Audit deadline date now May 31

IDPH School Dental Screening website has a new flyer (English and Spanish) for family outreach, new FAQ fact sheet, and a revised IDPH Certificate of Dental Screening. Note: Previous versions of the IDPH Certificate of Dental Screening will be accepted; however, if a provider is transferring information from a non-IDPH form, the revised IDPH certificate is recommended because it includes a line for "recorder". For more information, contact: Sara Schlievert, sschliev@idph.state.ia.us, 866-528-4020, 515-281-7630, or visit the website http://www.idph.state.ia.us/hpcdp/oral_health_school_screening.asp

Iowa Medication Administration Course

The medication administration basic course is available to Iowa School employees. To access the course enter the district code for the AEA professional development system. Ask your technology personnel for the code. The course is for school personnel to whom authorized health practitioners have delegated the administration of medication at school and in school activities. The *Medication Administration in Iowa Schools* is an online education course designed to partially meet laws and assist schools to provide student medication administration safely and effectively. The course contains basic medication administration step-by-step procedures. After successful completion of the seventeen units with a 100% score, the person prints a certificate. Then the person takes the certificate to the school nurse to complete the skills demonstration and successfully complete the certification.

Directions to access the online training at the new location:

1. Go to the Heartland home page at <http://www.aea11.k12.ia.us>
 2. Click on the link to Online Trainings under Home tab.
 3. Click on the link for the entrance to Online Training System.
- For questions, contact: Your AEA OR Heartland Professional Development, 1-800-255-0405, Ext. 14701

Clinical Laboratory Improvement Amendments (CLIA)

The Federal CLIA law (U.S.C. 42 §263a, 42CFR Part 493) requires schools to have a certificate of waiver to exam materials from the human body to provide information for diagnosis, prevention, or treatment of any disease, impairment, or assessment of health (for example, blood glucose, urine testing, and throat swab). The law applies to a school nurse or other qualified school personnel, following health care provider orders and manufacturer's instructions, administering certain tests at school and in school activities. The Iowa Department of Education has a *CLIA Certificate of Waiver* applying to Iowa schools under the jurisdiction of the Department. Instead of each district applying for a certificate of waiver, the certificate of waiver issued to the Iowa Department of Education covers all schools carrying out the examination of materials from the human body. CLIA information http://www.cms.gov/CLIA/08_Certificate_of_%20Waiver_Laboratory_Project.asp#TopOfPage

GOOD LABORATORY PRACTICES

- 1) Keep manufacturer's product test insert available to testing personnel. Use insert; do not use old product inserts
- 2) Follow manufacturer's collection/handling instructions
 - a) Store at proper temperature
 - b) Use appropriate collection containers
- 3) Properly identify student
 - a) Match name on specimen the student's name
 - b) Match name on record with student
- 4) Label specimen with a unique identifier
- 5) Discuss any preparation for test with the student
- 6) Read product insert prior to performing the test
- 7) Follow storage requirements. If storing the kit at room temperature changes expiration date, write new expiration date on kit
- 8) Do not mix components of different kits
- 9) Record test results in proper place, not on unidentified post-it notes/pieces of scrap paper that can be misplaced
 - a) Record results according to product insert instructions
 - b) Spell out positive/negative or pos/neg because symbolic representations can be altered (e.g., – can be altered to a +)
 - c) Include name of test, month-day-year test was performed, and initials of testing personnel
 - d) If same test is performed multiple times in one day, include time of each test
- 10) Perform any instrument maintenance as directed by manufacturer

Medicaid Presumptive Eligibility for Children

DHS is including school nurses as "Qualified Entities (QE-provider approved by DHS)" that can determine Presumptive Medicaid Eligibility for children. DHS is finalizing their online application system for Presumptive Eligibility for Children, an initial Medicaid application for children (completed by the parent/guardian or teenage child applying for himself) asking basic information on demographics, citizenship, household size, and income.

Once the application is signed, it is given to a QE to enter the information in an online Iowa Medicaid Portal Access System. The QE enters information and the system determines the child's Medicaid Eligibility instantly. The QE then prints and gives a Notice of Decision with a valid State ID (Medicaid number) to the family. Currently, the QEs are local hawk-i outreach coordinators. DHS is expanding the QEs to medical provider offices, school nurses, and other local public health/child health staff.

When the Medicaid eligibility is determined or denied instantly, the system pushes the family's application to a local DHS office for further formal Medicaid (parents would need to prove citizenship/identity and

verify income) processing. The online training to become a Qualified Entity is approximately 20 minutes long and can be accessed 24/7 for viewing. Once the school nurse is trained as a QE, they are given access to the Iowa Medicaid Portal Access (online application system) and can enter the family's application for instant Presumptive Medicaid Eligibility for children. Details are in development and school nurses will be notified when QE eligibility information is available.

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DATES TO REMEMBER

September 1	Open Enrollment – Last day to file timely open enrollment for kindergarten student
September 2	Site Visit Training Session for AEA 9, 1 – 3:00 PM, Yoder Room
September 3	EASIER/Certified Enrollment Test Site Open, 11 AM
September 13	SBRC Meeting
September 15	Date by which a student must be school age for Certified Enrollment
September 15	CAR & SES Due
September 16	Iowa State Board of Education Meeting
September 22	Equity site visit training, State Board Room, 1 – 3:30 PM
September 27	EASIER/Certified Enrollment Test Site Closes
September 30	Districts must notify all parents within the district of the following dates according to rules 291—IAC 17.3(2): a. Open enrollment b. Transportation assistance c. Right to appeal to State Board if original request to open enroll was based on repeated acts of harassment or serious health condition of the student. d. Possible loss of athletic eligibility for open enrolled students.
October 1	Board Resolutions to Study Reorganization Due
October 1	Whole Grade Sharing Count Date for First Semester
October 1	EASIER/Certified Enrollment Site Opens
October 15	EASIER/Certified Enrollment Certification Deadline
October 15	AEA Supplemental Weighting & Teacher FTE Due
October 15	Nonpublic Certified Enrollment Count Due
October 15	Nonpublic Textbook Services Request

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, Des Moines, IA 50319-0146, telephone number 515/281-5295; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661, telephone number 312-730-1560, fax 312/730-1576, e-mail: OCR.Chicago@ed.gov