

AEA 9 SUPERINTENDENTS' MEETING December 2010

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IOWA TEACHING STANDARDS AMENDED

At its May 13, 2010, meeting, the State Board of Education adopted changes to the criteria under Iowa's Teacher Standards. The amendments strengthen Iowa's commitment to using student performance data to evaluate educators.

They specifically address Iowa Administrative Code Chapter 83, "Teacher and Administrator Quality Programs." The changes include the statements that a teacher (additions in italics):

- provides *multiple forms of evidence* of student learning *and growth* to students, families, and staff. (Under Standard 1)
- *provides an analysis of student learning and growth based on teacher created tests and authentic measures as well as any standardized and district-wide tests.* (Under Standard 7)

All changes made may be viewed at

http://www.iowa.gov/educate/index.php?option=com_docman&task=doc_download&gid=9467&Itemid=1507.

The Notice of Intended Action was published in the February 10, 2010, and a public hearing was held on March 2, 2010. No written or oral comments were received.

For questions, please contact Kevin Fangman at kevin.fangman@iowa.gov

GUIDANCE FOR MODIFIED ALLOWABLE GROWTH ONLINE APPLICATION

On each page of the Modified Allowable Growth (MAG) on-line application, you will find a **Help** button. When you click on the button, a new web page opens up in a new browser window. The application web browser will remain open. There are four sections: 1) provides information on the purpose of funding and what a tiered system of supports might look like; 2) guidance for completing individual forms on the application; 3) definitions of evidence based practices and professional development examples for dropout prevention and 4) a link to the DE website for Diverse Learners/Dropout Prevention. You will find help and guidance for each of the six forms required on the application.

IOWA EVALUATOR APPROVAL TRAINING PROGRAM III – UPDATE

During the past two years, the Evaluator Advisory Committee represented by schools, area education agencies (AEAs), colleges/universities, School Administrators of Iowa (SAI), Iowa Association of School Boards (IASB), Board of Educational Examiners (BoEE), and the Department of Education (DE) have been meeting to analyze data regarding evaluation, reading and reflecting on research, seeking best practices in evaluation that improve teaching and learning, and designing Evaluator Approval Level III. As the new calendar year approaches, the DE will be unveiling Evaluator Approval Level III for those professionals who will need to renew their administrator/evaluator license and have successfully completed Evaluator Approval Level I and II prior to January 2011. At the same time, the DE will be combining Levels I and II into an online course, *iEvaluate*.

Evaluator Approval Level III

The training for Evaluator Approval Level III will look somewhat different than the previous training for Evaluator Approval Levels I and II. Beginning January 2012, the four credits required to renew an administrator/evaluator's license will be completed by selecting from a menu of required modules that will enhance the skills necessary to be an effective instructional leader and evaluator. Each administrator/evaluator will successfully complete one common learning module - ***Assessing Academic Rigor*** – for two required renewal credits. The additional two credits required to renew an administrative/evaluator license will be earned by selecting from any one of the additional modules:

- ***Fierce Conversations (available in all AEAs)***
- ***Increasing the Effectiveness of Leadership Teams (release date Spring 2011)***
- ***Employee Discipline/Intensive Assistance Plans***
- ***Developing Professional Development Plans that Impact Teaching and Learning***
- ***Leadership Skills for Beating the Odds***

Not all modules are fully developed at this time, so it is suggested that individuals watch the DE, SAI, BoEE, and their respective AEA websites for more information.

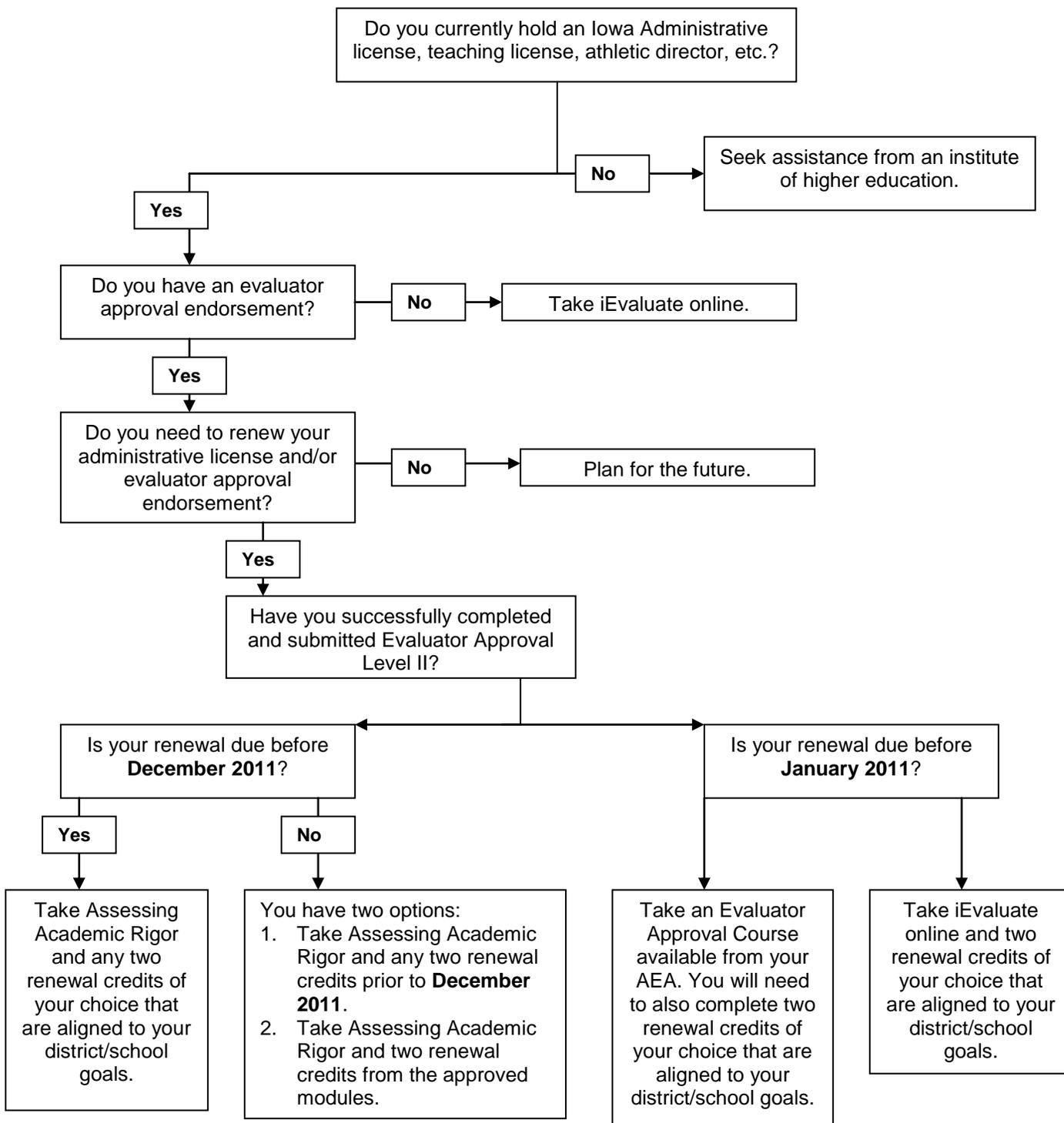
The DE does understand that some professionals have already completed two hours of credit toward this renewal and are awaiting information from the DE about future evaluator training to complete the four required renewal credits. To accommodate those individuals, the DE will allow a professional to use hours accumulated prior to December 31, 2011, plus the *Assessing Academic Rigor*** module to meet requirements for renewal of administrator/evaluator licensure. Any hours completed after December 31, 2011, other than the required modules may not be used toward renewal.

New Online Training

As of January 2011, the DE will sunset the Level I and II face-to face training for anyone needing an administrator/evaluator license and provide the training through an online course, ***iEvaluate – Teacher*** or ***iEvaluate – Administrator***. This training will continue to focus on the Iowa Teaching Standards, the Iowa Standards for School Leaders, effective evaluation skill sets, the individual professional development plan, ethics, etc. If you are currently in a preparation program at an Iowa college/university, the necessary training will be a part of your coursework; however, if you are new to Iowa, you will need to complete this newly developed online training that is appropriate to your current position.

For more information regarding the Evaluator Approval Program in Iowa, please see the DE, SAI, BoEE, or your respective AEA website or contact Matt Ludwig, leadership consultant, at 515.281.3750 or matt.ludwig@iowa.gov.

IOWA EVALUATOR PROCESS – EFFECTIVE JANUARY 2011



IOWA EVALUATOR APPROVAL TRAINING PROGRAM III – FREQUENTLY ASKED QUESTIONS

Participants - Course Registration and Responsibilities

What is Evaluator Approval Level III?

Answer: A third level of Evaluator Renewal that includes a common learning module in addition to a menu of optional modules related to evaluation, coaching, and improving teaching and learning that required for administrator/evaluator's license.

Who is eligible for completing courses in Evaluator Approval Level III?

Answer:

This course is for any individual who has completed and submitted Evaluator II: Evaluation of Teachers and/or Evaluator II: Evaluation of Administrators and has renewed his/her evaluator approval with the BOEE (Board of Educational Examiners).

What are the modules that a participant may take to complete the requirement for Evaluator Approval Level III?

Answer: Each participant must complete four credits for renewal of his/her evaluator approval. The courses must come from the approved list:

- *Assessing Academic Rigor* (2 credits) – Required
- AND one of the following:**
- *Fierce Conversations* (2 credits)
 - *Developing Professional Development and Individual Professional Development Plans that Impact Teaching and Learning* (2 credits)
 - *Employee Discipline/Intensive Assistance Plans* (2 credits)
 - *Increasing the Effectiveness of Leadership Teams* (2 credits)
 - *Leadership Skills for Beating the Odds* (2 credits)

Having already completed two additional credits, may I use those two additional credits and the **Assessing Academic Rigor** course for renewal?

Answer: Yes, the Iowa Department of Education (DE) does understand that some professionals have already completed two additional hours and were awaiting information from the DE about future evaluator training to complete the necessary four renewal credits. To accommodate those individuals, the DE will allow a professional to use credits accumulated prior to December 31, 2011, plus the **Assessing Academic Rigor** module for renewal purposes. Any credits completed after December 31, 2011, must be from one of the optional modules.

How do participants register for the courses related to Evaluator Approval Level III?

Answer: Each participant will register through an AEA offering the desired course.

What is the charge for participation in each course?

Answer: Each course fee qualifying for Evaluator Approval Level III is \$275.00 plus any potential resource/book charge.

Who is responsible for paying for the \$275 for each course?

Answer: The administrator completing each course is responsible for either paying for each course or arranging for payment of the course.

What additional costs will a participant have for each course?

Answer: Each participant is responsible for the resource/book needed for the course and any travel expenses.

Are there pre-assignments for the courses?

Answer: This will vary from course to course.

What if a participant misses a class? What are the attendance requirements?

Answer: Please check your schedule. The AEAs will not be offering these courses simultaneously, so it will be difficult to make up course time and work. A participant **MUST** complete all 30 hours of the course to receive the credits. An attendance policy/procedure will be provided with each course.

How are participants graded?

Answer: Participants must complete all assignments at a minimum designation of satisfactory based on a rubric and attend all classes to minimum expectations for each course.

How does a participant get his/her certificate to provide to the BOEE (Board of Educational Examiners)?

Answer: The enrolling AEA will provide to SAI a list of individuals who have satisfactorily completed course requirements. SAI will then issue a certificate of completion. The participant is required to submit the SAI certificate to the BOEE when ready to update his/her license.

AEA Responsibilities**Is there an AEA point person for communication with trainers?**

Answer: The Evaluator Advisory committee will seek the name/contact information for a point person from each AEA. This information will be shared with each trainer, whose contact information will be shared with the AEA point person. These individuals will work together to establish delivery of the course(s) in each AEA; they will also assure the course(s) offered, including their dates and sites, are noted on the leadership web site, <http://www.iowaschoolleadership.org/>

What are AEA responsibilities for each course, based on the \$275.00 paid to the AEA by each participant?

Answer: The AEA is responsible for the following based on the \$275.00 enrollment fee of each participant:

- Registration and communication regarding the training logistics
- SAI Notification: Each AEA will share a list of participants who completed the course, including mailing address and folder number, to SAI in addition to \$10 for each participant who completed the course satisfactorily.
- Materials & equipment - Please contact your respective AEA Professional Development Coordinator.
- Printing, with blackline/copy ready masters available at a designated web site available to AEA contact and certified trainers/facilitators
- Fee for facilitators/trainers: \$1750 for each of the two trainers/facilitators
- Expenses for facilitators/trainers: travel, lodging of each trainer/facilitator, as needed
- Site costs

Is there a certain number of participants that is a cap for the trainer/facilitator stipend of \$1750 for each trainer/facilitator? A minimum number?

Answer: Each facilitator/trainer will be paid \$1750 for 20-24 participants. To assure that AEAs do not lose any money providing the course, they should offer the course with a minimum of 20 participants. If, however, they are able to minimize expenses shared above, they could consider a lower number of participants for each course, particularly in some of the smaller AEAs

Additional Information**Who is on the Evaluator Advisory Committee?**

Answer: Mike Book (ISU), Jeff Burchfield (principal), Chris Day (consultant), Bill Decker (superintendent), Mary Delagardelle (IASB), Peg Erke (principal), Sharon Kurns (AEA), Jan Norgaard (AEA), Lou Howell (consultant), Kim Huckstadt (superintendent), Carol Lensing (consultant), Matt Ludwig (DE), George Maurer (BoEE), Cathy Molumby (superintendent), Tom Narak (superintendent), Nick Ouellette (principal), Marietta Rives (DE), Mary Beth Schroeder Fracek (DE), Dan Smith (SAI), Ann Sullivan (AEA), Jere Vyverberg (superintendent), Warren Weber (consultant)

Who are the trainers? How were trainers selected for Assessing Academic Rigor?

Answer: Since Assessing Academic Rigor will be required for all, it was the first module developed. Trainer application information was provided through SAI, the DE, and the AEAs. Applications were submitted and reviewed by a sub-committee of the Evaluator Advisory committee. The following criteria were considered: statewide balance across the AEAs, role balance (representatives from within AEAs, as well as individuals with experience as an educational practitioner), reference recommendations, trainer experience (Evaluator I/II or other courses/experiences with similar expectations). The list of selected trainers was approved by the Evaluator Advisory committee, each AEA’s Ed. Services director, and AEA chief administrators.

How many trainers are there for each course?

Answer: The current plan is that each course will have two trainers (one individual with district leadership experience and one with professional development experience) unless there are extenuating circumstances.

Who will be the trainers for the other modules? When will the other modules be developed?

Answer: As each module is developed and ready for rollout, applications will be accepted for the role of trainer for that module. Information will be provided through the AEAs, SAI, and the DE regarding a timeline for development of the modules.

If a trainer is an employee and is on contract with an agency when the training is offered, where does the money for the facilitators/trainers charges go?

Answer: If the employee is being paid his/her per diem through the organization’s contract, then the stipend portion of the fee would remain with the organization.

How do we assure consistency in delivery and content across the state in each of the courses provided?

Answer: The Iowa Department of Education will provide an approved syllabus and common training and materials for all trainers. All participants will be asked to complete an online evaluation upon completion of each course.

IOWA EVALUATOR APPROVAL TRAINING PROGRAM III – SCENARIO MATRIX

Scenario	Next Steps for Administrator/Evaluator
<p>#1 - I have taken Evaluator II (Evaluation of Teacher or Evaluation of Administrator) and have completed the two additional credits for licensure renewal but have not submitted my renewal paperwork with the BOEE because my license does not expire until 2012.</p>	<p><i>If you have complete but not submitted your Evaluator Approval Level II, there are no rule changes.</i> Submit your renewal paperwork to the BOEE when it is time for your renewal. You will then have met the renewal requirements for the next five years. There is no need to take the Evaluator III at this time. You will need to take Evaluator III when it is time to renew your license the next time. *Note: You cannot apply for renewal until you are within 1 year of your expiration date.</p>
<p>#2 - I have not taken either of the Evaluator II courses and need to renew my administrative license by the summer of 2011.</p>	<p>Sign up through your AEA for any Evaluator II classes being taught Fall of 2010 and be sure you have completed the two additional credits (your choice) needed for re-licensure. Beginning January, 2011, Evaluator I & II will be in combined courses (iEvaluate – Teacher or iEvaluate – Administrator) and will only be available online if not a part of your preparation program.</p>
<p>#3 – I have taken an Evaluator II course, submitted it along with the other 2 credits to the BOEE, and am planning on retiring in two years. Do I need to take any of the Evaluator III classes?</p>	<p>If your license is valid upon your retirement, no, you do not have to complete Evaluator III. You may want to consider keeping your license current by renewing it when it comes due, but that is your choice.</p>

Scenario	Next Steps for Administrator/Evaluator
#4 - If someone has Evaluator "New" on his/her license and it expires in 2011, what does this person take to renew?	He/she needs to take Evaluator II or iEvaluate online, have two additional credits (of their choice), and then submit the course evidence to the BOEE for licensure renewal.
#5 - How long do I have to complete the four credits required for Evaluator III?	A professional has five years, the length of time your license is valid, to complete any renewal coursework. The window for renewal only exists one year prior to expiration of the license. <i>For example: If your renewal is due in 2013, to avoid penalty you must renew from your birth month 2012 to your birth month 2013.</i>
#6 - Do I need to take any of the Evaluator III courses during the 2010-2011 school year?	No, not unless your license expires in 2011 and your previous licensure renewal included the submission of your course completion of Evaluator Approval Level II and the two additional credits. Evaluator Approval Level II was not rolled out until the 2007-2008 school year, so very few administrators would need to renew under Evaluator Approval Level III until 2012-2013.
#7 - May I go ahead and complete the required <i>Assessing Academic Rigor</i> course this school year even if I don't have to renew my license until 2012 or after?	Absolutely, as long as you have completed and submitted your Evaluator II coursework as well as the two other credits (of your choice), you are free to start taking the coursework required for Evaluator Approval Level III.
#8 - When will the other modules for Evaluator Approval Level III be available for sign up?	The DE will provide ongoing information as each additional module is developed and ready to be rolled out. Check the DE, SAI, BOEE, and respective AEA websites for future updates.
#9 - If I took Fierce Conversations during the 2009-2010 school year, can that course count towards my Evaluator Approval Level III?	Yes, contact your AEA's certified Fierce trainer to find out if you will need to complete any additional requirements to receive the two hours of credit.
#10 - For Evaluator Approval Level III, will everyone have to go through <i>Assessing Academic Rigor</i> and then have options to complete the additional 2 credits?	Yes. Please see the November 2010 School Leader Update, the DE, SAI, BOEE, and your respective AEA website for further guidance.
#11 - Do I have to take Evaluator Approval Level II before taking the Evaluator Approval Level III courses?	Yes, Evaluator Approval Level I and II are pre-requisites for taking Evaluator Approval Level III.
#12 - What is the effective date for the transition to Evaluator Approval Level III?	Effective January 2012 the only renewal requirements accepted will be the <i>Assessing Academic Rigor</i> and one of the other Evaluator Approval Level III modules.
#13 - I need to renew my license before December 2011, and I have had Evaluator Approval Levels I and II. What do I do?	You need to submit Evaluator Approval Level II and two additional renewal credits of your choice.
#14 - I just graduated from an Iowa approved School Leadership Program at a college/university. Do I need to take Evaluator Approval Level III?	Your initial license will need renewed in 5 years. You will then need to successfully complete iEvaluate – Teachers or iEvaluate – Administrators (online). Evaluator Approval Level III will be required five years after iEvaluate completion.
#15 – I am a licensed administrator from another state. I have accepted a position as an Iowa administrator/evaluator. What do I need to do to complete administrator/evaluator license requirements?	Contact the BOEE or Matt Ludwig, Leadership Consultant, at the Iowa Department of Education.

Scenario	Next Steps for Administrator/Evaluator
#16 - I have an expired Iowa administrator/evaluator license, and I would like to renew it. What are the requirements I need to meet to renew?	Considerations: <ol style="list-style-type: none"> 1. If your license is not a "New" Iowa Evaluator license, you will need to complete one of the iEvaluate online courses. 2. You have a "New" Iowa Evaluator license that has expired. You will need to complete one of the iEvaluate online courses.

SCHOOL COUNSELING CONFERENCE, APRIL 2011

Maximizing the Principal-Counselor Relationship to Increase Student Achievement

When:

April 5, 2011, 9 AM to 2:30 PM; Elementary/K-12 Principal - Counselor Teams
 April 6, 2011, 9 AM to 2:30 PM; Secondary School Principal - Counselor Teams

Location:

Courtyard by Marriott, 2405 SE Creekview Dr, Ankeny

About the Speaker – Dr. Peggy Hines, Education Trust:

As the director of the Ed Trust’s National Center for Transforming School Counseling, Peggy consults with state departments of education, universities, and school districts. She is the former director of the school counselor program at Indiana State University and past president of the Indiana School Counselor Association. She was a member of the writing team for the American School Counselors Association’s National Model for School Counseling Programs and one of the developers of the MetLife Foundation’s National School Counselor Training Initiative. Peggy also was cofounder of the American Student Achievement Institute.

Intended Outcomes:

- Examine the level of congruity regarding each others’ roles in increasing student achievement using data secured from Iowa principals and counselors.
- Identify best practices based on the ASCA standards and in actual districts/buildings that have successfully redesigned the relationships between principals and counselors.
- Develop an action plan that each principal-counselor team will implement targeting specific strategies to help students be college, career and citizenship ready. The plan will use local achievement data, goals developed by the Iowa School Counseling Association and Iowa Core content.

Registration:

Cost is \$80/person (includes materials and lunch); register online at www.sai-iowa.org/events.

The registration for the first 150 counselors is waived if accompanied by their administrator.

If you have any questions, please contact Jan Kuhl at 515-281-3552 or janice.kuhl@iowa.gov.

TEAM MEMBERS STILL NEEDED FOR SITE VISITS

We are still in need of team members for the following site visits:

District	Site Visit Dates	Team Members Needed
Camanche CSD	January 25-27, 2011	2

Following is the list of districts scheduled for a site visit during the 2011-2012 school year:

2011-2012	Andrew	Davenport
Northeast	Preston	Wilton
Sacred Heart School (Maquoketa)	John F. Kennedy Catholic School, Davenport	St. Paul the Apostle School, Davenport

DATES TO REMEMBER

December 1	Juvenile Home Requests for Educational Program Services
December 1	SBRC Application – Increased Enrollment, Open Enrollment Out & LEP
December 6	2009-2010 Dropout Verification Open
December 13	SBRC meeting
December 15, 5:00 PM	All online applications for Modified Allowable Growth – last day to submit application or \$0 will be submitted to the SBRC in March 2011
December 16	2009-2010 Dropout Verification Deadline
January 1, 2011	Chapter 12 Exemptions for the 2011-2012 School Year Due
January 1, 2011	Empowerment (ECI) Payment Schedule
January 1, 2011	Juvenile Home Educational Program Budget
January 1, 2011	Reorganization or Dissolution effective on next July 1 – last day to notify DE
January 31, 2011	Nonpublic School Transportation Reimbursement Claim – 1 st semester

You can view a complete Iowa Department of Education calendar of events at

<http://www.iowa.gov/educate/calendar/calendar.html>

AFFIRMATIVE ACTION POLICY

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