

**Central Rivers AEA
SUPERINTENDENTS' MEETING
November 2018**

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EMERGING EDUCATORS CONFERENCE

The 4th Annual Emerging Educators Conference will be held on Friday, February 1st, 2019 at Simpson College in Indianola. This conference is intended to support pre-service and early career teachers along with the teacher leaders and administrator who support them. The goals of the conference are to:

- Coach educators on innovative techniques, strategies, and methods
- Advocate for powerful student learning and teacher instruction
- Empower education leaders to lead teachers

The 2018 & 2010 National Teachers of the Year, Mandy Manning and Sarah Brown Wessling, will both give keynote speeches and lead a breakout session! The [flyer](#) contains additional information.

UNIVERSAL PRESCHOOL, AEA AND K-12 DESK AUDITS

Universal desk audits are due December 15. The audits are available to administrators through Consolidated and Accountability Support Application (CASA). Information on accessing the desk audits and guidance documents are available on the [website](#). Contact your school improvement consultant with questions.

IOWA LEARNING ONLINE (ILO)

Winter's coming, so we're dreaming of spring instead. Enrollment is open now for Iowa Learning Online's [Spring Cohorts A & B](#). Cohort A is from January 2nd to May 7th and Cohort B is from January 16th to May 17th. Each term includes a three (3) week trial/grace period so that students and schools can make sure it is a good match. View our website for more information on our [Branch Out](#) service, where ILO provides the infrastructure and high school course, and the local school provides the teacher. Teachers gain valuable professional development and experience to create or improve their own local digital lessons and courses.

LEADING, TEACHING, LEARNING SERVICES

Biliteracy Seal: A new law passed last session to offer the biliteracy seal to districts to honor students who graduate from high school literate in 2 or more languages, one being English. The guidance is [here](#). We would love 100% participation from districts.

Computer Science is Elementary: The Computer Science is Elementary is a new opportunity through the Governor's Office, DE and Governor's STEM Advisory Council. The goal of the program is to transform six high-poverty elementary schools into showcases of outstanding computer science education, including career exploration with employer partners. Each school will serve as a statewide resource to other schools. The selected schools will receive a \$50,000 grant to help fund professional learning, curriculum development, site visits, district costs, and staffing. The application template, scoring rubric, and Frequently Asked Questions are all [available online](#). The application window is January 15 through March 15. Districts will be notified during summer 2019 and awards must be used by June 30, 2021.

Core Advocates Professional Learning: ELA and mathematics educators are being encouraged to participate in the 2018-19 Iowa Core Advocate monthly webinars that provide deeper understanding of [the Shifts](#) necessary to implement Iowa's Academic Standards in ELA/literacy and mathematics and where to find and best use standards-aligned resources, tools, and instructional practices. This year's webinars will integrate content from previous webinars with new learning to ensure we meet the needs of all participants. The webinars begin next week; access a complete schedule with times under the "Webinars" tab on the Iowa Core Advocate [website](#). Educators may join in the conversation on Twitter: [@iacoreadvocates](#) and access an archive of webinar recordings under the "Learn" tab.

Early Childhood: Attached, please find the [webinars](#) for IQPPS [Guidance](#) for the Desk Audit, specifically noting that many items are asking for evidence at a district level as compared to the previous classroom level review. Questions can be directed to Kimberly Villotti (Kimberly.villotti@iowa.gov) or Jennifer Adkins (Jennifer.adkins@iowa.gov).

Fine Arts: Five free self-paced professional development modules on Iowa's Fine Arts Standards were released on September 24th and are now available at [AEA Learning Online](#). The modules, designed by our statewide Fine Arts Leadership Team, aim to ensure that all educators across our state have equitable access to an understanding of Iowa's Fine Arts Standards, as well as supports and resources. Educators can choose to take modules individually or all together, as may benefit their stage of implementation, needs, and contexts. A license renewal credit option is available for \$105; interested educators can enroll in all the modules as a credit bearing course with an added coursework requirement. The modules, available on AEA Learning Online, are: Module 1: Introducing Iowa's Fine Arts Standards, Module 2: Understanding Iowa's Fine Arts Standards, Module 3: Applying and Connecting Iowa's Fine Arts Standards, Module 4: Assessing Iowa's Fine Arts Standards, and Module 5: Resources for Implementing Iowa's Fine Arts Standards.

In addition, Iowa's Fine Arts Leadership Team recently met on October 5th in Des Moines to begin planning our first ever statewide Iowa Arts Education Summit, co-sponsored by the Iowa Department of Education, Iowa Arts Council, and Iowa Alliance for Arts Education. The Summit will be held on June 20th, 2019 at the FFA Enrichment Center in Ankeny.

Mathematics: Bill McCallum (author of standards, Illustrative, and IM/OUR) is returning to Iowa on November 8th, 2018 to deep dive the coherence of the math standards with the Statewide Mathematics Leadership Team from 9 am - 3 pm in Huxley, Iowa. This supports the statewide work to strengthen our standards implementation, Building Block #2. There are a few seats left. There is no charge for this day. We will continue to learn about the standards, progressions, and algebra pathways to increase college and career readiness. [RSVP](#) - if you would like to attend.

Science: [Implementation plan](#) reminders 1.) By the end of 2018-19 school districts are to be implementing the Iowa Core Science Standards in grades K-5 and 9-12, plus one middle school grade (6-8) of the district's choosing. 2.) K-5 - Starting this year all curricular and instructional decisions should be made using the new standards. This does not mean every lesson must be completely 3D or perfectly aligned but should be moving in that direction. 3.) MS - at least one grade level must be using the new standards for all students in that grade and the district should have a plan for

implementing at the other levels. 4.) HS - All standards for all students. The district must have a plan that all students in 9th grade will have a curriculum aligned with the new standards. a.) The district is not obligated to change requirements for students currently in 10-12. b.) If the school does not have pathway(s) where students will have a curriculum that is aligned to all standards, they will need to make adjustments in order to be in compliance

EARLY LITERACY SURVEY OF ALL IOWA ELEMENTARY SCHOOLS

It has been six years since the passage of Iowa's early literacy law, and elementary schools have made considerable changes in their curriculum and practices during that time. To better understand the literacy instruction occurring in classrooms today, the Iowa Reading Research Center (IRRC) is conducting a survey. The survey includes approximately 50 items that ask respondents to identify elements of their core literacy program such as the materials, class sizes, and amount of time spent on reading and writing instruction. Additionally, the survey asks for information about literacy interventions and summer literacy programs.

On November 12, the IRRC will email a survey hyperlink to all elementary school principals. One administrator per building will complete the survey, either the principal or the principal's designee who is most informed about the school's literacy instruction. The survey is estimated to take 20 minutes to complete. **All surveys are due by November 26.**

Anonymized and aggregated results will be shared statewide—the responses of individual schools will **not** be identified. School personnel can use the survey results to reflect on their literacy programming compared with the average responses across the state. The IRRC and Area Education Agencies can use the information to plan the supports and professional development that will align with school practices.

The IRRC appreciates the help of superintendents in publicizing this survey and encouraging principals to ensure the survey is completed for their school. Emails can get lost in busy administrators' inboxes, so your support and effort will be critical to obtaining enough information to truly understand the current literacy practices in Iowa. If you have questions, please contact IRRC Director Deborah Reed at deborah-reed@iowareadingresearch.org.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION, §19B.11

Again this year, each school district, area education agency, and community college in the state will be able to complete a report to the Department describing 1.) the standards/programs in place for equal employment opportunity (EEO) and 2.) the accomplishments of Affirmative Action.

19B.11(3) Each school district, area education agency, and community college in the state shall submit to the director of the department of education an annual report of the accomplishments and programs of the district, agency, or community college.

FOOD SERVICE

A fact sheet for superintendents related to using a Food Service Management Company (FSMC) is included at the end of this newsletter.

RESOURCES

[Homeless Education](#)

[Iowa Reading Research Center](#)

[ESSA School Improvement Timeline \(webinar links\)](#)

DATES TO REMEMBER

November 1	Last date for public notice of board intent to whole grade share (282.11). Must be not less than 90 days before signing the agreement.	Barb Byrd barb.byrd@iowa.gov
November 1	School Board Officers Report Due (291.11)	Marcia Krieger marcia.krieger@iowa.gov
November 1 (even years)	Two year application for year round school due (Iowa Code 279.10)	Cindy Butler cindy.butler@iowa.gov
November 9	Exhibits and requests for hearing at the December SBRC meeting due.	Kassandra Cline kassandra.cline@iowa.gov
November 14	On-line School Association Reporting due.	Rob Olsen rob.olsen@iowa.gov
Not later than the last allowable election date of the calendar year prior to the calendar year in which the reorganization will take effect on July 1	Last date for an election to reorganize effective July 1 (Iowa Code 275.18)	Carla Schimelfenig carla.schimelfenig@iowa.gov
November 15	Title I Comparability Report Due	Geri McMahon geri.mcmahon@iowa.gov
November 15	National School Lunch Program (NSLP) Verification process must be completed	Deb Linderblood Deb.Linderblood@iowa.gov
November 30	Number of Public and Private School Students Qualifying for Free Lunches report due	Geri McMahon geri.mcmahon@iowa.gov
December 1	Last date to submit on-line School Budget Review Committee (SBRC) Application for Modified Supplemental Amount (MSA) for Increased Enrollment, Open Enrollment Out, and Limited English Proficient Excess Costs, for Districts that want MSA (IAC 289 - 6.3(3)"h")	Carla Schimelfenig carla.schimelfenig@iowa.gov
December 1	First semester parental claim forms for nonpublic transportation reimbursement due from parents to district.	Max Christensen Max.Christensen@iowa.gov
December 1	SBRC Application Deadline for Modified Supplemental Amount (MSA) for Increased Enrollment, Open Enrollment Out, and Limited English Proficient beyond 5 years of weighting, for Districts that want MSA (IAC 289--6.3(3)"h")	Carla Schimelfenig carla.schimelfenig@iowa.gov
December 11	December School Budget Review Committee (SBRC) Meeting	Kassandra Cline kassandra.cline@iowa.gov
December 15	Dropout Verification Date	Margaret Hanson Margaret.Hanson@iowa.gov Rachel Kruse Rachel.Kruse@iowa.gov
December 15	Local Education Agency (LEA), Area Education Agency (AEA) and	Cindy Butler

	Nonpublic School Improvement Universal Desk Audit Items due in CASA (IAC 281 - 12 and 281 - 72)	cindy.butler@iowa.gov
January 15	Last day to submit on-line application for modified supplemental amount for the next year's At-Risk, Returning Dropout/Dropout Prevention program due for districts that want MSA (257.40, IAC 289--6.3(3)"i")	Steve Crew steve.crew@iowa.gov Rob Olson Rob.olson@iowa.gov

Additional information at [Deadlines](#) or [Calendar](#).

AFFIRMATIVE ACTION POLICY

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Food Service Management Company (FSMC) Fact Sheet

If your district is considering contracting with a FSMC for nutrition services it is important to remember that the agreement for Child Nutrition Programs (CNP) is between the State Agency (SA) and the School Food Authority (SFA). Therefore, all responsibility for CNP operations remains with the school district.

What to know before you procure FSMC services:

- Before you start the process of procuring FSMC services you must contact the SA.
- The RFP process to procure FSMC services must begin no later than the last day of February in order to use the FSMC services the following school year.
- Procuring FSMC services is a complex and time consuming process.
- If an FSMC assists in any way with the RFP for FSMC services, then that FSMC cannot submit a proposal.
- The Food Service Director (FSD) is usually an employee of the FSMC. The district must have an employee of their own who acts as a second FSD and is referred to as the Program Director (PD). The PD must meet hiring standards and meet training requirements of at least twelve hours per year, including at least eight hours of food safety training every five years.
- You must use state prototype bid documents.
- You may choose between a Fixed Price or Cost Reimbursable Contract. Oversight and Monitoring of a Cost Reimbursable Contract is much more time consuming and requires more experience than a Fixed Price Contract.

The SFA's responsibilities continue after a contract has been awarded:

- The SFA must ensure that the FSMC utilizes a minimum of 95% of the USDA Foods (commodities) entitlement. The SFA must also reconcile the value of USDA Foods received against credit for USDA Foods from the FSMC at least twice a year and submit documentation of the reconciliation to the SA.
- An Advisory Committee must be established and meet at least twice a year. The Committee must consist of FSMC, parents, students, and teachers who meet to assist in menu planning.
- The SFA must monitor the FSMC twice a year for compliance. The monitor forms must be submitted to the SA.
- All menu changes must be approved by the SFA in writing.
- The SFA must establish all meal and a la carte prices.
- The SFA must file claims, distribute benefit applications, maintain the Benefit Issuance List of free and reduced students, conduct verification, and maintain control of the non-profit account.
- The SFA must reconcile FSMC invoices before payment.
- The SFA must ensure all terms and conditions of the Contract are observed.
- All costs for a Cost Reimbursable Contract must be verified at least twice a year.
- SFAs with Cost Reimbursable Contracts must ensure that all rebates, credits, and discounts are credited to the non-profit account.
- The SFA must ensure that meal patterns are met, accurate and complete food production records are maintained, Offer vs Serve is correctly implemented, Smart Snack documentation is on file, and proper food safety practices are followed.

For more information, including webinars covering procurement and oversight of FSMC services, please visit the following website:

<https://www.educateiowa.gov/pk-12/nutrition-programs/procurement-child-nutrition-programs/food-service-management-company-fsmc>