

# Certified Supplementary Weighting Instructions October 1, 2010

**Due October 15, 2010**

Complete data collection on the web at <http://www.edinfo.state.ia.us/>

## Sharing Students, Teachers and Classes and Sharing Operational Functions

***For detailed information beyond these instructions, consult Iowa Code section 257.11, Iowa Administrative Code Chapter 281—97, and the Senior Year Plus (SYP) guidance manual on the Department of Education’s website.***

### Form 1

## Supplementary Weighting for Resident Public Students in Eligible Sharing Arrangements (Partial Sharing)

If the district is requesting supplementary weighting for resident students in a regular school program, during the regular school year, this form must be completed. A resident student is eligible for supplementary weighting if one of the following conditions is met, subject to certain limitations:

- A. Attends class in another school district, or
- B. Attends class taught by a teacher employed by another school district, or
- C. Attends class taught by a teacher jointly employed by two or more school districts, or
- D. Attends class in a regional academy located in the district.
- E. Attends class in another school district under whole-grade-sharing, or
- F. Attends class taught by a teacher employed by another school district under whole-grade-sharing, or
- G. Attends class taught by a teacher jointly employed by two or more school districts under whole-grade-sharing, or
- H. Attends an ICN class provided by a community college, or
- I. Attends an ICN class provided by another school district, or
- J. Attends an ICN class provided by your district to other school districts, or
- K. Attends a community college class for college credit (Iowa Code section 257.11(2) and Iowa Administrative Code Chapter 97), or

**All conditions except K are reported on the first add screen on form 1. Condition K is the only one reported on the second add screen on form.1.**

Sharing conditions E through G for whole grade sharing are available for supplementary weighting under certain circumstances. Those conditions are described later.

In all eligible supplementary weighting, other than whole-grade sharing, include only instructional time (seat time). Do not include any time for transportation. Do not use the percent of time for which the teacher is employed/contracted.

In all eligible supplementary weighting, the same course or sharing arrangement cannot be entered for more than one type of supplementary weighting.

In all cases, supplementary weighting is only available if the SBRC certifies to the Department of Management that the sharing of teachers or classes would not be implemented if the supplementary weighting were not available (257.11(2)).

**Do not include on form 1 the following ineligible students/programs:**

- Non-resident students tuitioned in except those counted by your district that are 9-12 CPI students dual enrolled for classes.
- Resident students taking courses during summer or interim sessions.

- Special education students enrolled in special education programs or classes.
- At-risk students enrolled in at-risk programs or classes are ineligible for all at-risk programs or classes. The weighting for those programs and classes are included directly on the aid and levy worksheet through a formula and are not included for supplementary weighting here.
- Students enrolled in alternative schools or alternative programs are ineligible for that alternative school or alternative program. These programs and classes are part of the at-risk funding provided on the aid and levy and are not included for supplementary weighting here.
- Whole grade sharing in students.
- Open enrolled in students except those counted by your district that are 9-12 CPI students dual enrolled for classes.
- Nonpublic students except those counted by your district as nonpublic shared time students in public classes.
- Resident students in courses or programs taught by teachers employed by your district unless the employment meets the criteria of joint employment with another school district or if the criteria are met for students attending class in a community college.
- Resident students participating in shared services rather than classes (health, guidance, media/library...). Services are not classes and are not eligible.
- Resident students participating in any sharing arrangement where the sharing partner is not an Iowa public school district or an Iowa public community college.
- Resident students taking courses under the post secondary enrollment option are ineligible for those PSEO courses. Refer to the website for a chart of criteria to distinguish a PSEO course from a 28E agreement/contract course. [http://www.iowa.gov/educate/index.php?option=com\\_content&task=view&id=1349&Itemid=2412](http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=1349&Itemid=2412)
- Students enrolled in a community college GED program (this program is available only to high school dropouts) or in the community college's own high school completion program operated under Iowa Code section 260C.1 (this program is available only to post high school age students). In order for students to participate in a GED program at a community college, those students must be high school dropouts. Public school districts may not count or weight students that have dropped out of school. Authority to provide a GED program is granted by Iowa Code to the community college but is not granted to the public school district.
- Any student who was eligible to receive a diploma with the class in which that student was enrolled and that class has graduated and that student continues enrollment in the district to take courses provided by the district, or offered by a community college, or to take PSEO classes.

### **Inter-District Sharing**

**If a resident student attends class in another school district (Conditions A), or attends class taught by a teacher employed by another school district (Conditions B), that student is eligible to be counted for supplementary weighting only if the district does not have a licensed and endorsed teacher available to teach the course(s) being provided.**

Resident students in districts that are hosting the programs, which are not community college courses provided by the community college, are not eligible for supplementary weighting. Hosting is determined by location of the program within the district. A district cannot be designated as the host for a program or class provided outside of its own district boundaries.

If the sharing arrangement is condition A or condition B, the teacher of the class cannot also be an employee of your district.

The only supplementary weighting for inter-district sharing for which students in whole grade sharing might be eligible would be whole grade sharing supplementary weighting.

### **Joint Employment**

**If a resident student attends classes taught by a teacher jointly employed with another district (Conditions C), all of the following conditions of joint employment must be met if the student is to be eligible for supplementary weighting:**

1. Joint teacher evaluation process and instruments,
2. Joint teacher professional development plan, and
3. One single salary schedule.

(10 D.o.E. Appeal Decision 219, and the Decision in the Matter of the Garwin and Green Mountain School Districts).

“The General Assembly chose the term ‘joint employment’ with the full knowledge of its legal meaning, and, indeed, did not equate it with mere ‘sharing’ of the salary and benefits of selected personnel by two more school districts.” (10 D.o.E. Appeal Decision 219).

If two or more school districts each employ the same teacher on a part-time basis, this is not a jointly employed teacher. If one school district purchases the services of a teacher employed by another district, this is not a jointly employed teacher.

One single salary schedule has been interpreted as meaning the same lanes and steps, even if the dollar amounts are not identical.

Except for joint employment contracts that meet all of the requirements of a joint teacher evaluation process and instructions; a joint staff development plan; and one single salary schedule, no two or more districts shall list each other for the same shared classes/programs or shared teachers.

### **Regional Academy**

If a resident student attends class in a regional academy located in your resident district (Condition D), the student is eligible for supplementary weighting of 0.1 FTE in the following situation:

- The school district that establishes a regional academy shall be eligible to assign supplementary weighting of 0.1 for its resident students attending classes at the academy for the portion of time that the student attends shared academy classes.
- The maximum total weighting allowed is 30 FTE.
- The class is not eligible for supplementary weighting under any other sharing condition.
- The minimum total weighting is 15 FTE **IF** a district meets the requirements of a regional academy **AND** in addition includes career-technical courses to which Iowa districts send students in grades 9-12. If the district does not meet the requirement, then the FTE is the amount generated without a minimum.
- *The department will enter the minimums and maximums after districts have filed their certified enrollment.*

The sending districts would not report their students as “regional academy.” Those districts would be sending students under Condition A or B.

A regional academy is an educational program established by a school district (not a community college) to which two or more other school districts send students in grades 9-12. A regional academy shall include in its curriculum two or more advanced-level courses, which are not part of a career-technical program, and **in addition may** include in its curriculum career-technical programs, Internet-based coursework and ICN coursework. An advanced-level course is a course that is above the level of the course units required as minimum curriculum in Iowa Administrative Code Chapter 281—12 in the host district. The ICN courses would be included under Condition J and therefore would not be included under Condition D.

A regional academy cannot be established by a community college; regional academies are school district programs.

The sending and receiving districts may not be whole-grade sharing partners. If two or more sending districts are whole-grade sharing partners, those are counted as one sending partner for purposes of determining eligibility for supplementary weighting.

The resident students in the host district must not be eligible for supplementary weighting under any other supplementary weighting plan for the regional academy classes.

### **Whole-Grade Sharing**

If a resident student attends class in another school district (Condition E) or attends class taught by a teacher employed by another school district (Condition F) or attends classes taught by a teacher jointly employed with another district (Condition G) under a whole-grade sharing contract, the student is eligible for supplementary weighting in the following situation:

- The school district is participating in a whole-grade sharing arrangement in the current school year, and the affected boards adopt a resolution to study the question of undergoing a reorganization or dissolution to take effect on or before July 1, 2014, will be eligible for supplementary weighting of 0.1 for a maximum of three years for resident students participating in the whole-grade sharing. Receipt of supplementary weighting for a second and third

year shall be conditioned upon submission of information resulting from the study to the SBRC indicating progress toward the objective of reorganization on or before July 1, 2014. The report on progress is due August 1.

The whole-grade sharing agreement must be implemented and the joint board resolution must be adopted on or before the October 1 on which date the whole-grade sharing supplementary weighting is requested on Form 1. The districts must be contiguous. If two or more districts are not contiguous to each other, all districts separating those districts must be a part to the whole-grade sharing arrangement and be participants in the joint board resolution. The board resolution will be included in the board minutes showing official action taken by the board.

For the second or third year of whole-grade sharing supplementary weighting the report to the SBRC showing adequate progress toward reorganization must be submitted by August 1 before the October 1 on which date the whole-grade sharing supplementary weighting is requested. The SBRC will review and accept or reject the report as showing adequate progress toward reorganization at the Committee's first following regularly scheduled meeting.

The years of supplementary weighting for whole-grade sharing are not required to be consecutive years. However, the final year in which supplementary weighting may be added on October 1 for whole-grade sharing shall not be later than the school year that begins on July 1, 2014.

Whole-grade sharing is defined as an arrangement in which all or a substantial portion of the students in any grade are shared with one or more other school districts for all or a substantial portion of a school day pursuant to a whole-grade sharing agreement executed under Iowa Code sections 280.10 through 280.12. Whole-grade sharing may either be one-way or two-way sharing. If students in any grade are whole-grade shared with one or more other districts, even in the absence of an agreement executed pursuant to Code, then students in that grade level are only eligible for supplementary weighting under certain circumstances and then only at a weighting of 0.1 rather than .48. Students in whole-grade sharing, whether in or out, are not eligible for supplementary weighting under any other supplementary weighting plan except attending community college courses for college credit if the course is qualifying.

A district that discontinues grades pursuant to section 282.7 is deemed to be whole-grading sharing the students in those discontinued grades.

If the district has students open enrolled to its whole-grade sharing partner district in the same grades that are shared, those students would continue to be open enrolled out students unless the open enrollment is terminated by the parent or guardian. This is true, even if the other students in the same grade are whole-grade shared to the same district. The open enrolled out students in the whole grade shared grades are not eligible for supplementary weighting.

Supplementary weighting for whole-grade sharing is available under certain circumstances for a limited time. That weighting can be carried forward following reorganization as a reorganization incentive; however, the incentive is not included on the certified enrollment forms after reorganization. Instead, it will be entered on the aid and levy worksheet by the Department of Management.

### **ICN Classes**

Resident students may be counted for supplementary weighting at 0.05, rather than 0.48, if they meet one of the following three conditions:

- Receive a virtual community college class via ICN video services. The community college class must be a course eligible for supplementary weighting (Condition H).
- Receive a virtual class provided by another school district via ICN video services (Condition I).
- Attend a virtual class provided by the resident district to students in one or more other Iowa school districts via ICN video services (Condition J).

These classes are classes that are not eligible for supplementary weighting under any other supplementary weighting plan.

If students are sent to another district/community college class for a portion of the class and the balance of the class is offered over the ICN, the resident district will enter that as 2 separate classes: once for the portion offered over the ICN at a weighting of 0.05, and the rest of the class time as a standard 0.48/0.46/0.70 shared classes.

One-half of the ICN supplementary weighting must be reserved for payment to the teacher of the ICN class. See the administrative rules for the procedures for this payment.

### **Community College Classes (Concurrent Enrollment) – Entered on the Second Add Screen Only**

**If a resident student attends a community college-offered class (Condition K), all of the following conditions must be met for that student to be eligible to be counted for supplementary weighting:**

1. Course must supplement, not supplant, high school courses,
2. Course must be included in the community college catalog or an amendment or addendum to the catalog,
3. Course must be open to all registered community college students, not just high school students,
4. Course must be for college credit and the credit must apply toward an associate of arts or associate of science degree, or toward an associate of applied arts or associate of applied science degree, or toward completion of a college diploma program,
5. Course must be taught by an instructor employed or contracted by the community college who meets the requirements of Iowa Code section 261E.3,
6. Course must be taught utilizing the community college course syllabus, and
7. Course must result in student work and assessment that meets college-level expectations.
8. If the Postsecondary Course Audit Committee determines that the course does not meet the standards established by the committee, the course is not eligible for supplementary weighting.
9. Student shall not be enrolled full-time.
10. Student shall not be an ineligible student for supplementary weighting or for SYP (senior year plus).

A community college is defined as a publicly supported school. Not all courses provided by a community college are eligible for supplementary weighting. For example, community colleges provide alternative school and at-risk programs, high school completion programs, contracted high school classes, GED programs, extended high school programs, PSEO courses, articulated voc-tech courses where receipt of credit is postponed, or courses for which the parent or guardian pays a fee or tuition. Those programs or courses are not eligible for supplementary weighting under Condition K.

“Supplant” includes replacing a substantially similar course that was offered at the high school in the preceding year or the second preceding year, or if the community college offers a course required by the school district in order to meet the minimum accreditation standards in Iowa Code section 256.11.

Advanced placement high school courses, even if the community college will grant college credit, with or without testing, are not shared classes eligible for supplementary weighting. However, a community college course that is eligible for concurrent enrollment supplementary weighting, might also be labeled as an advanced placement course at the high school.

Some concurrent enrollment classes are not eligible for supplementary weighting, including but not limited to:

- Studio-type courses (personalized “performance” lessons) such as individualized music, dance, or art lessons
- Independent or individualized study or personalized courses, self-directed, special/honor/individual projects
- Physical education (PEA)
- Varsity athletics (PEC)
- Student development courses (SDV)
- CCN less than 100 or HS equivalent courses
- ROTC

Concurrent enrollment classes must have a set time, measurable seat time, and interactivity. Regularly offered correspondence and internet courses are not considered independent study.

For assistance in distinguishing a supplementary weighting class from a PSEO class or for assistance in determining if a class offered by the community college is eligible for supplementary weighting, consult the charts at this web address: [http://www.iowa.gov/educate/index.php?option=com\\_content&task=view&id=1628&Itemid=2435](http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=1628&Itemid=2435)

Be sure to review the senior year plus (SYP) guidance and FAQs and Chapters 281—22 and 281—97 of the Iowa Administrative Code for specific questions related to delivery of concurrent enrollment classes and their eligibility for supplementary weighting.

## Add Screens

- **THERE ARE TWO ADD BUTTONS. THE SECOND ONE IS ONLY FOR CONCURRENT ENROLLMENT COURSES. THE FIRST ADD BUTTON IS ALL OF THE OTHER SHARING OPTIONS FOR STUDENTS OR TEACHERS.**

- **SHARED OPERATIONAL FUNCTION SHARING GOES ON Form 2, NOT Form 1.**

#### **FIRST ADD SCREEN on Form 1:**

Click the **FIRST** add button to go to an entry screen.

#### **Form 1, First Add Screen, Sharing Condition.**

Select one of the follow Condition codes from the dropdown menu:

- Resident student attends class in another school district excluding whole-grade sharing,
- Resident student attends class taught by a teacher employed by another school district excluding whole-grade sharing,
- Resident student attends class taught by a teacher jointly employed by two or more school districts excluding whole-grade sharing,
- Resident student attends class in a regional academy operated by and located in the district. (Only the host district is eligible to select this condition.)
- Resident student attends class in another school district under whole-grade sharing,
- Resident student attends class taught by a teacher employed by another school district under whole-grade sharing,
- Resident student attends class taught by a teacher jointly employed by two or more school districts under whole-grade sharing, or
- Resident student attends a community college-offered class for college or dual credit that supplements, not supplants, the high school courses, and is taught via the ICN video network. (ICN is the only sharing condition under the first add screen that may be a community college-offered class.)
- Resident student attends a class offered by another school district that is taught via the ICN video network.
- Resident student attends a class offered by the district to students in other districts and is taught via the ICN video network. (Only the host district is eligible to select this condition.)

No single course or sharing arrangement can be entered more than once.

#### **Form 1, First Add Screen, Sharing District or Community College Name.**

Enter the name and number of the public school district or Iowa Community College (in the case of ICN only) with which your district shares. Community college numbers are 4-digit numbers beginning with "99." If the sharing condition is an in-district regional academy or in-district provided ICN, enter your own district name and number for each subject/course.

#### **Form 1, First Add Screen, Course Code.**

Select the most similar subject/course code or name from the dropdown menu. Do not enter any codes for services. Use individual course names; do not group courses under any single course name. Each individual course/section should be listed separately. Do not use "multi-interdisciplinary studies," except for secondary whole-grade-sharing arrangements.

#### **Form 1, First Add Screen, Grade Span.**

Select the start grade from the dropdown menu.

Select the end grade from the dropdown menu.

#### **Form 1, First Add Screen, Class Periods in a Year of this Class.**

Enter the number of class periods for this class in the school year using a 180 day school year. For example, if the district has a 2-semester class that meets for 1 period 3 times a week, the number of class periods for this class would be 108. This is calculated as 3 weekly periods x 36 weeks = 108 total periods.

For an elementary-level class, convert the minutes of class to periods for purposes of this calculation.

For community college ICN courses, do not determine class periods by using a credit-equivalent. Class periods are based on seat time in the class, not credit granted. Do not enter a number that exceeds the total class periods available in a school year below.

Do not use Carnegie Unit equivalents for any courses, whether district, ICN, or community college courses, to determine class periods.

Your district will be required to explain any semester course for which your district has reported more than 90 class periods (or 45 block class periods) or to explain any full-year course for which your district has reported more than 180 class periods (90 block class periods). You will be contacted by email.

### **Form 1, First Add Screen, Total Class Periods Available in a School Year.**

From the dropdown menu, select the total number of class periods in a year that most closely matches your district.

Block (4 blocks per day) scheduling for 180 days = 720 total “periods” per school year.

Block (5 blocks per day) scheduling for 180 days = 900 total “periods” per school year.

6 periods per day for 180 days = 1080 total periods per school year.

7 periods per day for 180 days = 1260 total periods per school year.

8 periods per day for 180 days = 1440 total periods per school year.

9 periods per day for 180 days = 1620 total periods per school year.

Each class period needs to be considered separately to get the correct FTE. For example, a teacher having 4 out of 8 classes daily with 10 students in each class does not have 40 students for 4 class periods. That teacher has 40 students for the number of times that one of the classes will be held.

$(1 \text{ period} \times 180 \text{ days}) / (8 \text{ periods} \times 180 \text{ days}) = 180/1440$ . This is the number of periods for each student.

If the class met 3 times per week instead of daily and met for 1 semester instead of 2 semesters, that teacher has 40 students for the number of times that one of the classes will be held.

$(1 \text{ period} \times 3 \text{ days} \times 18 \text{ weeks}) / (8 \text{ periods} \times 180 \text{ days}) = 541/1440$ . That is the number of periods for each student.

If each class met for a different number of days, then each class would have to be calculated separately on different rows.

### **Form 1, First Add Screen, Number of Resident Students in Class.**

For sharing conditions A through D, enter the number of resident students enrolled in the shared class in another district, or enrolled in a shared class taught by a teacher employed by another school district, or enrolled in a shared class taught by a teacher jointly employed by another district, or enrolled in a class at a community college for college credit under a sharing agreement. For sharing condition E, enter the number of resident students enrolled in classes shared with other districts and taught at a regional academy that your district offers.

### **Form 1, First Add Screen, Weighting Factor and FTE.**

When the update button is clicked, the FTE will be calculated using the correct weighting factor.

The supplementary weighting factor for district-to-district sharing is 0.48, except for whole-grade sharing, regional academy, and ICN classes. The weighting factor for whole-grade sharing and for hosting a regional academy is 0.10. Hosting a regional academy has a maximum FTE allowed of 30.0, and a minimum of 15.0 under certain conditions. The minimum will be entered by the Department of Education if the district does not have enough student-FTE reported in actual classes shared and if the district is eligible for the minimum. The weighting factor for ICN classes is 0.05.

The formula to determine supplementary weighting is to multiply the quotient of the number of class periods in a year of this class divided by the total class periods available in a school year times the number of resident students in the shared class times the appropriate weighting factor.

Repeat this sequence of add—update until all eligible shared classes have been entered.

*After the certified supplementary weighting enrollment has been edited and regional academy eligibility has been verified by the Department of Education, an adjustment will be entered on Form 1 for the minimum or maximum.*

## **SECOND ADD SCREEN ON Form 1 (Community College Courses only, excluding ICN)**

### **Form 1, Second Add Screen, Sharing Condition.**

There is not a dropdown menu to select from because the only sharing available on this add screen is:

- Resident student attends a community college-offered class for college or dual credit that supplements, not supplants, the high school courses.

No single course or sharing arrangement can be entered more than once.

### **Form 1, Second Add Screen, Community College Name.**

Enter the name and number of the Iowa Community College with which your district shares. Community college numbers are 4-digit numbers beginning with “99.”

CLICK THE “UPDATE” BUTTON SO THAT THE DISCIPLINES WILL BE AVAILABLE IN A DROPDOWN MENU FOR THE COMMUNITY COLLEGE YOU CHOSE.

#### **Form 1, Second Add Screen, Discipline.**

Select from the dropdown menu the discipline for your shared course. For a chart of course titles by discipline, go to the following webpage: [http://www.iowa.gov/educate/index.php?option=com\\_content&task=view&id=1349&Itemid=2412](http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=1349&Itemid=2412)

CLICK THE “UPDATE” BUTTON SO THAT THE COURSE TITLES WILL BE AVAILABLE IN A DROPDOWN MENU FOR THE DISCIPLINE YOU CHOSE.

#### **Form 1, Second Add Screen, Course Title.**

Select the course title from the dropdown menu. Do not enter any codes for services. Use individual course names; do not group courses under any single course name. Each individual course/section should be listed separately.

Developmental courses (SDV) do not generate supplementary weighting. These course are included in the list of course titles so districts will know which courses are developmental—do not add these courses.

*If you have selected the correct discipline but your course title is not available in the dropdown menu, email Su McCurdy with the course title and discipline you are trying to enter, so that she can work with IT and the community college staff to add courses as appropriate. [Su.McCurdy@iowa.gov](mailto:Su.McCurdy@iowa.gov) Do not include the course under any other course title.*

#### **Form 1, Second Add Screen, Grade Span.**

Select the start grade from the dropdown menu.

Select the end grade from the dropdown menu.

#### **Form 1, Second Add Screen, Class Periods in a Year of this Class.**

Enter the number of class periods for this class in the school year. This will need to be converted from the community college schedule to your district’s schedule using a 180 day school year. The easiest way to calculate this is to determine from the community college schedule the number of minutes that course is scheduled (seat time for credit), then divide that total by the number of minutes in one period in your district. Round to the nearest whole number. For example: If the community college course is 60 minutes long and meets three times a week for 16 weeks, that would be  $60 \times 3 \times 16 = 2880$  total minutes of class for this course at the community college. To convert to the district equivalent class periods, divide the total community college minutes by the number of minutes in one period at the high school. If the high school class period is 50 minutes, then the conversion would be  $2880/50 = 57.6$ , rounded to 58 class periods in a year of this class.

Do not determine class periods by using a credit-equivalent. Class periods are based on seat time in the class, not credit granted. Do not enter a number that is equal to or exceeds the total class periods available in a school year below.

Your district will be required to explain any semester course for which your district has reported more than 90 class periods (or 45 block class periods) or to explain any full year course for which your district has reported more than 180 class periods (90 block class periods). Your district will be contacted by email.

#### **Form 1, Second Add Screen, Total Class Periods Available in a School Year.**

From the dropdown menu, select the total number of class periods in a year that most closely matches your district.

Block (4 blocks per day) scheduling for 180 days = 720 total “periods” per school year.

Block (5 blocks per day) scheduling for 180 days = 900 total “periods” per school year.

6 periods per day for 180 days = 1080 total periods per school year.

7 periods per day for 180 days = 1260 total periods per school year.

8 periods per day for 180 days = 1440 total periods per school year.

9 periods per day for 180 days = 1620 total periods per school year.

Each course needs to be considered separately to get the correct FTE.

#### **Form 1, Second Add Screen, Number of Resident Students in Class.**

Enter the number of resident students enrolled in a class at a community college for college credit under a sharing agreement.

**Form 1, Second Add Screen, Weighting Factor and FTE.**

When the update button is clicked, the FTE will be calculated using the correct weighting factor.

The weighting factor for district-to-community college sharing is 0.46 for liberal arts and science courses and is 0.70 for career-technical courses.

The formula to determine supplementary weighting is to multiply the quotient of the number of class periods in a year of this class divided by the total class periods available in a school year times the number of resident students in the shared class times the appropriate weighting factor.

Repeat this sequence of add—update until all eligible concurrent enrollment classes have been entered.

## Form 2

### Supplementary Weighting for Resident Public Students when the District is in One or More Eligible Operational Function Sharing Arrangements

Operational function sharing means sharing of managerial personnel in the discrete operational function areas of superintendent management, business management, human resource management, student transportation management, or facility operation and maintenance management.

*For specific requirements for each discrete operational function area, refer to Chapter 281--97 of the Iowa Administrative Code and Iowa Code section 257.11. For questions regarding Operational Function Sharing arrangements, contact Joyce Thomsen at [Joyce.Thomsen@iowa.gov](mailto:Joyce.Thomsen@iowa.gov) or 515-242-5612.*

The opportunity to include shared operational functions for supplementary weighting is available up to 5 years, beginning with the 2007-2008 school year through the 2012-2013 school year. The supplementary weighting for funding is phased out at 20% each year over the 5 years. The Department will enter the phase-out adjustment after districts have filed their certified supplementary weighting enrollment forms.

In order to receive the second through the fifth year of supplementary weighting, the district/AEA must show cost savings on its certified annual report (CAR-COA upload). The department will verify the cost savings pursuant to Rules when the CAR-COA is certified. If the district does not show cost savings, the supplementary weighting will be deleted from Form 2.

The weighting is calculated as the certified enrollment (actual enrollment) times the weighting factor of 0.02. There is a maximum of 40 FTE and a minimum of 10 FTE, for all sharing arrangements added together, before the application of the phase out. *The department will enter the minimums and maximums after districts have filed their certified enrollment.*

AEAs can participate in the Operational Function Sharing program for a supplementary weighting dollar amount. The minimum is \$50,000 and the maximum is \$200,000 for an AEA.

#### **Add Screen**

Click the add button to go to an entry screen.

#### **Form 2, Sharing Condition.**

Select one of the follow Condition codes from the dropdown menu:

- Superintendent Management
- Business Management
- Human Resource Management
- Student Transportation Management
- Facility Operations and Maintenance Management

Operational function sharing personnel shall not include clerical, librarians, counselors, nurses, curriculum directors, teachers, aides, principals, board officers, school improvement or technology directors, school bus mechanics or drivers, custodians, or similar personnel classifications. Operational function sharing also does not include sharing of programs or facilities.

Do not enter the same individual in more than one shared operational function. Do not enter the same operational function more than once.

The options of "adjustment" or "phase out" are restricted to Department of Education staff entries.

#### **Form 2, Normal annual contract hours for a full-time position.**

Enter the total annual contract hours that are customary for a full-time employee in this operational function category.

#### **Form 2, Hours contracted/utilized by your district.**

Enter the number of hours of the total annual contract hours reported above that your district contracts or utilizes this person in a management capacity in this operational function category. To be eligible for supplementary weighting these hours utilized by your district must be at least 20% of the total annual full-time contracts hours that are customary for a full-time employee in this operational function category.

**Form 2, Enter Partner 1 district number.**

Eligible partners include:

- Another LEA, enter its district number.
- An AEA, enter its district number.
- A Community College, enter its district number.
- A city or town, enter 0001.
- A county, enter 0002.
- Malcolm Price Laboratory School, enter 0003.
- Iowa Braille and Sight Saving School, enter 0004.
- Iowa School for the Deaf, enter 0005.
- Iowa State University, enter 0006.
- University of Iowa, enter 0007.
- University of Northern Iowa, enter 0008.

Sharing partners must be contiguous to the partner holding the employment contract on the shared individual. To be eligible for supplementary weighting these hours utilized by at least one partner must be at least 20% of the total annual full-time contract hours that are customary for a full-time employee in this operational function category.

**Form 2, Enter the hours contract/utilized by Partner 1.**

Enter the number of hours of the total annual contract hours reported above that Partner 1 contracts or utilizes this person in a management capacity of this operational function category.

*Continue entering the Partners' district numbers and number of hours contracted/utilized for any additional Partners 2 through 5.*

**Form 2, Indicate who holds the employment contract.**

Indicate by clicking which entity, your district or one of your partners, holds the employment contract on the shared individual in this operational function category.

Including your district as a partner, only one partner shall hold the employment contract with the shared individual, but no more than one partner shall hold an employment contract with the shared individual. The individual shared cannot be a private contractor or an employee of a private contractor.

*After the certified supplementary weighting enrollment form has been edited and verified by the Department of Education, an adjustment will be entered on Form 2 for the minimum or maximum weighting and for the phase-out weighting.*

Use the dropdown menu to go to the next form.

### **Form 3 INFORMATIONAL ONLY Resident Students Attending Accredited Nonpublic Schools**

The information for Row 3 of the summary form comes from information submitted by the nonpublic schools directly to the Department of Education. Students on this form are limited to those students that reside within your district boundaries. This information will be entered on your form automatically as the information is input by the accredited nonpublic schools on their certified enrollment forms. Your district may browse form 3 to see which nonpublic schools have submitted data and the number of students reported as residents of your district. This form is browse only. If there are discrepancies with your district records, contact the nonpublic school to discuss the student enrollment status so that both of you agree on the information reported by the nonpublic school.

The accredited nonpublic schools are to report students by their Iowa districts of residence who are enrolled in their accredited nonpublic schools. Enrollments are reported by each individual nonpublic schools rather than system wide.

- Include only students who are residents of the State of Iowa. Do not include students from other states or students from other countries attending the school on a foreign student exchange program.
- A student can be a resident student in only one school district.
- Count each student as 1.0 even if the student is also counted as a shared time nonpublic student enrolled in a public school district.
- Include only students who are of school age.

- Do not include 4-year-old preschool students in the statewide voluntary 4-year-old preschool program even if the non-public is a community partner.
- Include students enrolled in accredited or specially approved nonpublic schools but do not include students enrolled in non-accredited schools.

Use the dropdown menu to select the next form.

**Form 4**  
**INFORMATIONAL ONLY**  
**Students Attending an Accredited Nonpublic School Located Within Your District**  
**on Whose Behalf the Nonpublic School is Requesting Textbook Services**

The information for Row 4 of the summary form comes from information submitted by the accredited nonpublic schools directly to the Department of Education. The students on this form include all Iowa resident students, regardless of the districts in which the students reside, that are attending the nonpublic school that is located within your district. The information is entered on your forms automatically as the accredited nonpublic schools certify their enrollments. Your district may browse Form 4 to see which nonpublic schools located in your district have submitted data and the number of students reported on whose behalf textbook services have been requested. This form is browse only. If there are discrepancies with your district records, contact the nonpublic school to discuss the student enrollment status so that both of you agree on the information reported by the nonpublic school.

Textbooks and textbook substitutes adopted and purchased by the board of a public school district are made available, to the extent funds are appropriated by the legislature, to students enrolled in accredited nonpublic school located within the boundaries of the public school district regardless of the district of residence of those students. "Textbooks" means books and loose-leaf or bound manuals, systems of reusable instructional materials or combinations of books and supplementary instructional materials which convey information to the student or otherwise contribute to the learning process, or electronic textbooks, including but not limited to computer software, applications using computer-assisted instruction, interactive videodisc, and other computer courseware and magnetic media.

- The nonpublic school must be an accredited or specially approved school.
- The students included must all be Iowa residents.
- The authorities in charge of the accredited nonpublic school must make a request for textbook services to the public school district in which it is located on behalf of the school's enrolled students. **This form 4 is considered to be that request to your district and no other written request is required.**
- The nonpublic schools shall certify their enrollments taken on October 1 to the Department of Education on or before October 15.
- The textbooks and textbook substitutes must be adopted and purchased by the public school district. The nonpublic school cannot receive cash from the public school district for textbooks, even as a reimbursement.
- The textbooks and textbook substitutes must be nonsectarian and nonreligious.
- The public school district must have received funds for the nonpublic school from the appropriation or have funds remaining from the prior year/s' appropriation for the nonpublic school before the nonpublic school may receive services.

The Department of Education is required to provide to the public school district the maximum dollar amount it has available from the appropriation to be used for textbook services. This notification will occur on or after October 15, after all accredited nonpublic schools have certified to the Department of Education. The per pupil amount is determined by dividing the total appropriation by the total number of students in all Iowa accredited nonpublic schools that have requested to participate in the textbook program. The appropriation is limited. This means that once the public school districts are notified of the amount of the appropriation allocated to them, there is no funding left to be allocated on behalf of nonpublic schools that filed late.

Use the dropdown menu to select the next form.

## Certification

On the bottom of the certified supplementary weighting summary report, enter the name and contact information of the person who can answer questions concerning the completion of this Certified Supplementary Weighting Report. Print the form and retain a copy in the district records (AEA records in the case of an AEA).

You, the district, is responsible for including only courses and students that are eligible for supplementary weighting within your district. Clicking the “certify” button on the web based data collection, signifies “signing” the certification form, and no further paperwork is necessary. The district will not be given credit for having completed the form until the information has been certified. Once the data have been certified, data can no longer be changed. Data will, however, still be browsable.

### Questions:

For questions regarding Operational Function Sharing arrangements, contact Joyce Thomsen at [Joyce.Thomsen@iowa.gov](mailto:Joyce.Thomsen@iowa.gov) or 515-242-5612.

For questions regarding sharing students and teachers or concurrent enrollment, contact Su McCurdy at [Su.McCurdy@iowa.gov](mailto:Su.McCurdy@iowa.gov) or 515-281-4738.

Email is a better method for quick response during the September to November time period due to the high volume of contacts during the data collection season.