



2019-2020 Area Education Agency Desk Audit

Purpose:

Area Education Agencies (AEA), working toward continuous improvement of instruction and student learning, assure ongoing alignment with state standards for area education programs. The timely submission by an area education agency of information required by the department on forms provided by the department. Iowa Code 273.10

Deadline:

December 15, 2019

Submission:

K-12 Desk Audit information will be submitted through the [Consolidated Accountability and Support Application \(CASA\)](#) which is available through the [education portal](#).

AEA Desk Audit Requirements:

Item	Description	Law and/or rule	Example
School Community Planning	Support for school-community planning, including a means of assessing needs, establishing shared direction and implementing program plans and reporting progress.	Iowa Code 273.11(2)(a)	Customer satisfaction survey List of community partners and activities Calendars Meeting agendas Communications with schools, districts, and/or community partners
Professional Development	Professional development (PD) programs that respond to current needs.	Iowa Code 273.11(2)(b)	Survey of district PD needs PD calendar or course catalog noting the offerings matched to district needs Schedule of consultants delivering PD to districts
Curriculum, Instruction, and Assessment	Support for curriculum development, instruction, and assessment for reading, language arts, mathematics and science, using research-based methodologies.	Iowa Code 273.11(2)(c)	A list of internal AEA teams and services addressing Iowa Core Mathematics, Literacy, Science, Data Teams, etc. Agendas for data training (EdInsight, etc.) Plans for and/or personnel assigned to supporting Teacher Leadership and Compensation (TLC) work

Item	Description	Law and/or rule	Example
			Plans for and/or personnel for supporting Multi-tiered System of Supports (MTSS)
Diverse Learners	Special education services ... assist school districts in the area to establish programs for gifted and talented children.	Iowa Code 273.2(4)	Students with Disabilities: 504 supports and procedures, Individuals with Disabilities Education Act (IDEA) supports and procedures, including Child Find English Language Learners: AEA services description (i.e., calendar, agendas, inservice), FTE allocation and job description At-risk: AEA services description (i.e., calendar, agendas, inservice), FTE allocation and job description Coordinated Early Intervening Services (CEIS) plan Gifted and Talented: AEA services description (i.e., calendar, agendas, inservice), FTE allocation and job description
Media, Technology, Leadership, Multi-Cultural Gender Fair	Support for instructional media services that supplement and support local district media centers and services. Support for school technology planning and staff development for implementing instructional technologies. Provide assistance to school districts for the general improvement of their educational programs and operations.	Iowa Code 273.11(2)(f) Iowa Code 273.11(2)(g) Iowa Code 273.4(2)	Summary of circulations and/or technology data Annual nondiscrimination notice, website and policy links Schedule of leadership PD/meetings Listing of media services/technology services available Supporting districts in strategic planning (i.e., invitation, agenda, powerpoint, etc)
Management Services	May provide services to school districts. These services may include, but not limited to, superintendency services, personnel services, business management services, special maintenance services, and transportation services.	Iowa Code 273.7A	An example of district request and services provided An example of AEA request and services provided The protocol for district requests, if no requests have occurred
Comprehensive Improvement Plan	The AEA has a comprehensive improvement plan informed by a needs assessment.	281 IAC-72.9	This may include the AEA's action plan informed by the AEA Assessment of the Infrastructure for MTSS Implementation (AAIMI)

Iowa Department of Education guidance should be viewed as advisory unless it's specifically authorized by state statute, according to Iowa Code section 256.9A as enacted by Senate File 475. This does not apply to administrative rules, declaratory orders, or materials required by federal law or courts.

Contacts:

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