

**Contact: Jeananne Schild
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**IOWA BRAILLE AND SIGHT SAVING SCHOOL
AND STATEWIDE SYSTEM FOR VISION SERVICES**

Actions Requested: Consider approval of the following:

- (1) Intergovernmental Agreement between the Board of Regents and the State Board of Education
- (2) Intergovernmental Agreement between the Board of Regents, State Board of Education, Department for the Blind and Association of Area Education Agencies
- (3) Statement of Responsibilities for the Superintendent/Administrator of the Statewide System for Vision Services
- (4) Establishment of a search and screen committee for the position of Superintendent/Administrator of the Statewide System for Vision Services
- (5) Revised 2007-08 faculty pay matrix

Executive Summary:

In 2005-06, a Coordinating Council, jointly appointed by the Board of Regents, State of Iowa, and the State Board of Education, developed recommendations for a preferred future for services to blind and visually impaired children of Iowa. One of these recommendations was to centralize administration and coordination of service providers, assistive technology, and regional centers to allow for the allocation of available resources to achieve maximum effectiveness. Meetings were held with representatives of the Iowa Department of Education, the Iowa Department for the Blind, and Iowa's Area Education Agencies to develop a Statewide System for Vision Services.

Goals of the Statewide System for Vision Services were developed as follows:

- Provide equitable access to a continuum of high quality services for all students in Iowa who are blind or visually impaired, including those with multiple disabilities;
- Assure an adequate supply of highly trained teachers of the visually impaired and orientation and mobility specialists;
- Assure adequate and professional supervision, ongoing professional development and equitable job assignments for professionals working with blind and visually impaired students;
- Eliminate duplication in service delivery by creating a seamless coordinated system of services to blind and visually impaired students across multiple funding sources and agencies responsible for this population;
- Maintain a center of excellence in Iowa for discipline specific expertise at IBSSS.

The Coordinating Council determined that a centralized system to provide management and coordination of the statewide system was essential for the following reasons:

- Number of agencies with legal responsibilities for providing services to this population;
- Small number of students (approximately 400 statewide);
- Challenges of service delivery in the rural areas of Iowa;
- Highly technical nature of the services;
- Difficulty in recruiting staff; and
- Need for high quality teacher preparation and ongoing professional development.

In order to create the Statewide System for Vision Services, five items are being submitted for consideration by the Board.

- (1) Intergovernmental Agreement [Attachment A] that would allow the Department of Education to contract with the Board of Regents, State of Iowa, for 40% of the time of the Superintendent of Iowa Braille and Sight Saving School for the purpose of administering the Iowa Statewide System for Vision Services.
- (2) Intergovernmental Agreement [Attachment B] to enable the development of an Iowa Statewide System for Vision Services through the collaborative efforts of the Board of Regents, State of Iowa, the Iowa Department of Education, Iowa's Area Education Agencies and the Iowa Department for the Blind.
- (3) Statement of Responsibilities for the Superintendent/Administrator of Statewide System for Vision Services [Attachment C].
- (4) Creation of a search and screen advisory committee chaired by a member of the Board of Regents to assist and advise the Board of Regents in the search for a Superintendent of IBSSS who would also serve as the administrator of the Statewide System for Vision Services.
- (5) If the Board approves the Intergovernmental Agreement, it is necessary to revise the 2007-08 faculty matrix [Attachment D] to accommodate the salaries of the teachers of the visually impaired who would be moving to IBSSS from the various AEAs. The yellow highlights on the matrix indicate the cells added to accommodate those AEA salaries. Movement by the AEA teachers to IBSSS is voluntary on the part of the teachers.

The Intergovernmental Agreement (Attachment B) would create a Management Committee which would provide direction for the development, operation, maintenance and improvement of the Statewide System for Vision Services. The membership of the Management Committee would consist of the Superintendent/Administrator of Statewide Services and representatives of the Department of Education, the Department for the Blind, and the AEAs.

The Statement of Responsibilities for the Superintendent/Administrator of the Statewide System for Vision Services has been circulated widely in Iowa to those who have an interest in services to blind and visually impaired students. The Statement of Responsibilities outlines the continuing responsibilities for serving as the Superintendent of the Iowa Braille and Sight Savings School and reflects the additional responsibilities of serving as the Administrator of the statewide system.

Interim Superintendent Schild intends not to seek reappointment to her position at the end of the fiscal year or as soon as the Superintendent/Administrator of Statewide Services is hired.

In order to allow input from the various stakeholders in the statewide system, Interim Superintendent Schild recommends that the search and screen advisory committee include the following members:

- A member of the Board of Regents who will serve as chair
- The Chief of the Bureau of Student and Family Services of the Department of Education,
- The Director of the Iowa Department for the Blind
- An administrator of one of the Area Education Agencies
- A parent of a blind or visually impaired student
- A professional member of the IBSSS staff

The meetings of the committee would be considered public meetings with notice of the meetings posted in compliance with state open meetings law. Staff assistance to the committee would be provided by staff in the Board Office. The committee would make regular reports to the Board President and the Board.

The duties of the search and screen committee would include:

- To assist and advise the Board of Regents in the search for the Superintendent of the Iowa Braille and Sight Saving School/Administrator of the Statewide System for Vision Services;
- To develop criteria to be used to evaluate applications for the position of the Superintendent of the Iowa Braille and Sight Saving School/Administrator of the Statewide System for Vision Services;
- To conduct a broad advertising campaign including, but not limited to, appropriate professional groups, associations, other special schools and providers of services to those who are blind or visually impaired, the major educational media, affirmative action sources, and major state and national media;
- To evaluate the nominations and applications;
- To recommend, without ranking, at least three prospects who best meet the Board of Regents criteria to the Board and to transfer the records of the same to the Board. The recommendations shall include a detailed explanation of the rationale for the recommendations and supporting information.

INTERGOVERNMENTAL AGREEMENT

By and between

BOARD OF REGENTS, STATE OF IOWA

(Governing body of Iowa Braille and Sight Saving School)

And

**DEPARTMENT OF EDUCATION BUREAU OF STUDENT AND FAMILY
SERVICES**

Pursuant to the provisions of Chapter 262, Chapter 256, and Chapter 28E, Code of Iowa, pertaining to the Board of Regents, the Department of Education and Joint Exercise of Governmental Powers, this agreement is entered into between the Board of Regents, State of Iowa (BOR), governing body of the Iowa Braille and Sight Saving School (IBSSS) and the Iowa Department of Education, Bureau of Student and Family Services (Department).

Whereas, Chapters 262, 256, and 28E, Code of Iowa, permit cooperative agreements between state departments and the two parties to this agreement will assume the responsibilities outlined below.

- A. The BOR agrees the Superintendent of IBSSS shall additionally serve as the Administrator of the Iowa Statewide System for Vision Services commencing July 1, 2008.
- B. These services are to be made available to the Department as approved by the Executive Director of the Board of Regents. Arrangements for extended services, if any, will be discussed separately and mutually agreed upon by both parties, and the Department will be billed accordingly.
- C. The Superintendent, serving as the Administrator of the Iowa Statewide System for Vision Services under this agreement, will be responsible for providing leadership to accomplish the following goals:
 1. Provide equitable access to a continuum of higher quality services;
 2. Assure an adequate supply of highly trained teachers and orientation and mobility specialists;
 3. Assure adequate supervision and professional development opportunities; and
 4. Eliminate duplication and competition in service delivery.

- D. The Superintendent will devote forty percent (40%) of his/her time to serving as the Administrator of the Iowa Statewide System for Vision Services. Under this agreement, forty percent (40%) of the Superintendent's salary and fringe benefits will be taken from the Department of Education's State Vision Grant that the Department of Education funds through federal appropriations. Should the Department of Education 1) no longer receive federal funding to devote to the State Vision Grant or, 2) have restrictions placed on the federal funding resulting in the discontinuing of salary payment or, 3) discontinue funding the State Vision Grant or, 4) fail to provide for salary reimbursement or, 5) provide funding at a level inadequate for salary reimbursement as outlined above, then this agreement shall be terminated.
- E. IBSSS will document in its quarterly reports to the BOR and the Department the activities undertaken by the Superintendent in support of his/her responsibilities as Administrator of the Statewide Vision System.
- F. The BOR shall be responsible for hiring the Superintendent of IBSSS/Administrator of the Iowa Statewide System for Vision Services pursuant to Chapter 262.9(2). The BOR shall set the qualifications for the position of Superintendent of IBSSS, salary, and conduct performance evaluations with input and counsel from the Department in all of the aforementioned areas. The BOR shall have final authority in all areas of employment including, but not limited to, hiring, evaluations, salary and termination.
- G. The BOR shall seek to employ a Superintendent of IBSSS/Administrator of the Iowa Statewide System for Vision Services who is fully qualified and competent to serve as the Administrator of the Iowa Statewide System for Vision Services. The BOR will require the Superintendent to render services that will comply with current state/federal statutes, and Board of Regents and IBSSS procedures. The Superintendent will serve only as an employee of the BOR and not as an employee of the Department.
- H. The BOR agrees to consider in good faith any request for replacement of the Superintendent acting in the capacity as the Administrator of the Iowa Statewide System for Vision Services by the Department.
- I. The IBSSS will provide the necessary office space and professional and administrative support services to the individual assigned to fulfill the services set forth in this agreement.
- J. The Iowa Code, Chapter 669 (2007) establishes the terms of liability coverage for Superintendent assigned to provide services as the Administrator of the Iowa Statewide System for Vision Services requested by the Department.
- K. In compliance with Chapter 28E, the parties agree and state as follows:
 - 1. This agreement shall begin on July 1, 2008, and will be reviewed annually. The agreement will terminate on June 30, 2013, unless extended by the parties.
 - 2. A separate legal or administrative entity is not intended to be created by this agreement.

3. The purpose of this agreement and undertaking is to establish an Administrator for the Iowa Statewide System for Vision Services to provide leadership among the different entities providing services to the blind and visually impaired children of Iowa.
4. The parties to this agreement do not anticipate the purchase of property as part of this agreement.
5. Either party may terminate this agreement by providing thirty (30) days notice. The Department shall reimburse IBSSS for services rendered up to the date of termination.
6. The Executive Director of the Board of Regents, State of Iowa, or his/her designee, and the Director of the Department of Education, or his/her designee, will be jointly responsible for the administration of the services set forth herein.

Board President or Authorized Designee
Board of Regents, State of Iowa

Date

Director or Authorized Designee
Department of Education

Date

INTERGOVERNMENTAL AGREEMENT

By and between

BOARD OF REGENTS, STATE OF IOWA

(Governing body of Iowa Braille and Sight Saving School)

And

IOWA DEPARTMENT OF EDUCATION

And

IOWA AREA EDUCATION AGENCIES

And

IOWA DEPARTMENT FOR THE BLIND

The Board of Regents, State of Iowa (BOR), the governing body for the Iowa Braille and Sight Saving School (IBSSS), the Iowa Department of Education (DOE), the Iowa Area Education Associations (AEA), and the Iowa Department for the Blind (Blind) agree to work cooperatively to provide appropriate programs and services for Iowa's students who are blind or visually impaired in accordance with all applicable federal and state statutes and regulations. To provide the services agreed upon, the aforementioned parties shall develop an Iowa Statewide System of Vision Services.

Whereas, Chapters 262, 256, 273, 216B and 28E, Code of Iowa, permit cooperative agreements between state departments, the parties to this agreement will assume the responsibilities outlined below to develop the Iowa Statewide System of Vision Services:

1. The Superintendent of IBSSS shall serve as the Administrator of the Iowa Statewide System for Vision Services commencing July 1, 2008 and ending June 30, 2013.
2. A Management Committee will be formed to provide direction for the development, operation, maintenance and improvement of an Iowa Statewide System for Vision Services.
3. The Management Committee shall be comprised of the following members:
 - a. The Superintendent of IBSSS/Administrator of the Iowa Statewide System for Vision Services who in the capacity of Administrator shall serve as the Executive Officer of the Management Committee;

- b. An AEA chief administrator who shall serve as chair of the Management Committee;
 - c. An AEA director of special education;
 - d. The bureau chief of the Bureau of Early Childhood Services, and
 - e. The Director of the Department of the Blind.
4. The Management Committee shall have the authority to make recommendations to the participating agencies regarding changes that will provide for the allocation of available resources to achieve maximum effectiveness in providing vision services to the blind and visually impaired students of Iowa.
 5. The Management Committee will be advised by regional coordinators who are working directly with the teachers of the visually impaired and the orientation and mobility specialists. The regional coordinators will be responsible for providing to the Management Committee information and views from those who directly serve Iowa's blind and visually impaired students.
 6. The Management Committee shall conduct business pursuant to the "Operating Procedures" attached to this document.
 7. In compliance with Chapter 28E, the parties agree and state as follows:
 - a. This agreement shall begin on July 1, 2008, and will be reviewed annually. The agreement will terminate if the Iowa Statewide System for Vision Services is discontinued.
 - b. A separate legal or administrative entity is not intended to be created by this agreement.
 - c. The purpose of this agreement and undertaking is to establish an Administrator for the Iowa Statewide System for Vision Services to provide leadership among the different entities providing services to the blind and visually impaired children of Iowa.
 - d. The parties to this agreement do not anticipate the purchase of property as part of this agreement.
 - e. Either party may terminate this agreement by providing thirty (30) days notice. The Department shall reimburse IBSSS for services rendered up to the date of termination.
 - f. The Executive Director of the Board of Regents, State of Iowa, or his/her designee, and the Director of the Department of Education, or his/her designee, will be jointly responsible for the administration of the services set forth herein.

Board President or Authorized Designee
Board of Regents, State of Iowa

Date

Director or Authorized Designee
Iowa Department of Education

Date

Iowa Area Education Associations

Date

Director or Authorized Designee
Iowa Department for the Blind

Date

Iowa Statewide System for Vision Services

Operating Procedures

1. Introduction

In 2006, the Coordinating Council for Vision Services in Iowa, a joint effort of the Board of Regents and the State Board of Education, was given the responsibility for making recommendations for improving the effectiveness and efficiency of services to blind and visually impaired students in Iowa. One of the recommendations arising from this study was to centralize administration and coordination of service providers, assistive technology, and regional centers to allow for the allocation of available resources to achieve maximum effectiveness. The Management Committee is being established as a body to provide direction for the development, operation, maintenance and improvement of a Statewide System for Vision Services.

2. Management Committee

A. Membership

1. Standing Members:

- a. The Superintendent and Administrator of Statewide Services (who shall serve as the Executive Officer),
- b. The Bureau Chief of Early Childhood Services or designee,
- c. The Bureau Chief of Children, Family and Community Services, or designee, and
- d. The Director of the Iowa Department for the Blind, or designee

2. Rotating Members [AEA Chief Administrators and AEA Special Education Directors will select their representatives, rotating members shall have terms of four (4) years set on the state fiscal year, staggered by two (2) years between the members, as initially determined by the Management Committee, and a person shall not be limited in the number of terms he/she may serve]:

- a. One AEA Chief Administrator (who shall serve as the Chairperson)
- b. One AEA Special Education Director

3. Ad hoc membership

- a. IBSSS Regional Administrators

B. Authority and Responsibilities

1. Policy Development

- a. The Management Committee shall have the authority, as permitted by law, to recommend the development, amendment and repeal of policies necessary for the operation of the Statewide System for Serving Blind and Visually Impaired Students.

2. Commitment of Funding

- a. The Management Committee will not have the authority to commit funding. The Management Committee will make recommendations to the appropriate agency or agencies for their consideration when resource allocation is an issue.

3. Changes in Statewide System

- a. The Management Committee will have the responsibility to make recommendations to the participating agencies (Area Education Agencies, Department of Education, Iowa Braille and Sight Saving School and Iowa Department for the Blind) regarding changes to improve the efficiency and the effectiveness of the statewide system. These include, but are not limited to:
 - i. Data collection,
 - ii. Staffing ratios,
 - iii. Unmet needs of eligible students,
 - iv. Professional development of staff,
 - v. Recruitment and retention of staff,
 - vi. Programming and service options for students, and
 - vii. Resource allocation.

4. Changing Committee Composition

- a. The Management Committee will have the responsibility to recommend changes to the composition or membership of the committee based on its needs as viewed by the committee. Any changes must be approved by the signors to the agreement creating the Management Committee.

C. Meetings

1. Chairing of Meetings

- a. The Chairperson, with assistance from the Executive Officer, will be responsible for the development of the Management Committee meeting agendas and will chair the meetings.

2. Meeting Schedule

- a. Meetings will be scheduled monthly, provided an agenda is developed.
- b. Meetings may be called on as an "as needed" basis as determined by the Chairperson or by written request by at least fifty percent of the membership.

3. Open Meetings

- a. The meetings of the committee would be considered public meetings with notice of the meetings posted in compliance with state open meetings law.

4. Rules of Order

- a. Robert's Rules of Order will be used in the conduct of the committee business meetings. By exception to Robert's Rules of Order, the Chairperson and the

Executive Officer will exercise the same rights as any other member in any phase of the transaction of committee business.

4. Meeting Minutes

- a. Minutes of each meeting will be recorded and distributed to each participating agency and all professional staff serving blind and visually impaired students in Iowa.

5. Meeting Quorum

- a. A simple majority of the total committee membership shall constitute a quorum.

6. Meeting Format

- a. The Management Committee may elect to conduct committee meetings using "face to face" teleconferencing, The Iowa Communications Network or through any other format that, in their judgment, will provide for effective communication among and between the committee members.

7. Standing Agenda Item

- a. The Management Committee will receive reports regarding the status of the statewide system from each of the Regional Administrators at each meeting.

8. Rules of Voting

- a. Each member of the Management Committee, except for ad hoc members, shall have one vote on any issue placed before the committee requiring a vote. The Management Committee Chairperson and Executive Officer shall vote on all issues.

STATEMENT OF RESPONSIBILITIES AND QUALIFICATIONS

Superintendent, Iowa Braille and Sight Saving School and Administrator of the Statewide System for Vision Services

The Superintendent, Iowa Braille and Sight Saving School/Administrator of the Statewide System for Vision Services serves at the pleasure of the Board of Regents, State of Iowa.

The Iowa Braille and Sight Saving School, located in Vinton, Iowa, and established in 1852, has a long and venerable history in serving students who are blind and visually impaired.

The Iowa Braille and Sight Saving School, under the governance of the Board of Regents, State of Iowa, is a fully accredited school for children who are blind, visually impaired or who have additional disabilities, and who are residents of the State of Iowa. The school serves children and youth from birth through age 21. The school in Vinton offers residential services during the school week and transportation to and from school to home on weekends. The school also offers a range of services in collaboration with the Department of Education, the Area Education Agencies, and the Department for the Blind that are accessible to students across the state. These include such things as: Vision Itinerant teaching, Orientation and Mobility instructors, Low Vision Clinics, Library and Instructional Materials, an Assistive Device Center, Parent and Professional Development opportunities, math and literacy consultations, early childhood consultations, and technology consultations. The school also offers a range of expanded learning opportunities for students through week-end and summer program options.

Through an intergovernmental agreement with the Department of Education, the Superintendent serves as the administrator of the Statewide System for Vision Services. A management committee for Iowa's Statewide System for Vision Services which is representative of all the administrative agencies who serve blind and visually impaired students provides direction for this component of the position responsibility. These agencies include:

- Iowa Department of Education: The Department of Education works with the State Board of Education to provide oversight, supervision, and support for the state education system that includes public schools, accredited non-public schools, area education agencies, community colleges and teacher preparation programs.
- Area Education Agencies: Iowa has 10 Area Education Agencies (AEAs) The AEAs function as intermediate units providing educational services and support to local schools. Established in 1974 by the Iowa Legislature, AEAs are responsible for providing all support service personnel required to deliver appropriate special education programs in Iowa school districts. This includes teachers of the visually impaired and orientation and mobility specialists.
- Iowa Department for the Blind: The Department for the Blind offers integrated services that blind and severely visually impaired Iowans need to live independently and work competitively. Among the services available to eligible students are: assisting in planning the transition from school to adult life, transcribing print materials to Braille or recorded formats, and circulating books and magazines on cassette tape, Braille or large print.

The goals of the statewide system for vision services are to provide equitable access to a continuum of high quality services, assure an adequate supply of highly trained teachers and orientation and mobility specialists, assure adequate supervision and professional development opportunities and eliminate duplication and competition in service delivery by creating a seamless, coordinated system of services to blind and visually impaired across the multiple funding sources and agencies responsible for this population.

Required Qualifications:

Advanced degree, masters with doctorate preferred, in visual impairments, special education or a related field.

Eligible for, or commitment to obtain, certification in Iowa as a special education director or school superintendent.

Five years experience in supervising programs or services for students with visual impairments.

Preferred Experience and Attributes:

An understanding and appreciation for the role of a residential school as both an educational entity and a resource to all Iowa's students who are blind or visually impaired, their families, special and general educators and other service providers.

An understanding and appreciation for the role of area education agencies (intermediate units) in providing appropriate programs and services to students who are blind or visually impaired in local school districts or through regional centers.

An understanding and appreciation for the role of the Iowa Department of Education in providing general oversight, data collection, and direction for all special education programs and services.

An understanding and appreciation for the role of the Iowa Department for the Blind in providing transition services to teen-aged and young adult students as they grow toward vocations, higher education and adult independence.

An understanding and appreciation for the importance of early intervention programs and services, increased family involvement and cooperative agreements with others who serve infants and young children.

Demonstrated involvement and success in the management of complex educational environments; in this instance, to provide leadership across administrative entities to create a seamless education system for students who are blind or visually impaired, and to provide leadership for implementing the National Agenda for students who are blind or visually impaired.

Demonstrated involvement and success in key administrative areas of strategic planning, fiscal management, administrative management and external relations.

Skilled in recruiting, professional development, performance management, support and retention of qualified staff.

Skilled in promoting effective programs and curriculum and in supporting all staff in their use of data bases, test scores and their interpretation, graduation rates, transition outcomes, etc.

Is personally characterized by outstanding written and verbal communication skills, poise under pressure, integrity, openness to new ideas, energy and sensitivity to student and staff needs.

Iowa Braille and Sight Saving School
Faculty Salary Matrix
2007-08

Track Degree	I BA	II BA+15	III BA+30	IV MA	V MA+15	VI MA+30	VII ED SPEC
Beginning	32,981	34,630	36,279	39,577	41,226	42,875	44,524
Step 1	33,640	35,322	37,004	40,368	42,050	43,732	45,414
Step 2	34,313	36,029	37,744	41,176	42,891	44,607	46,323
Step 3	34,999	36,749	38,499	41,999	43,749	45,499	47,249
Step 4	35,699	37,484	39,269	42,839	44,624	46,409	48,194
Step 5	36,413	38,234	40,055	43,696	45,517	47,337	49,158
Step 6	37,142	38,999	40,856	44,570	46,427	48,284	50,141
Step 7	37,884	39,779	41,673	45,461	47,355	49,250	51,144
Step 8	38,642	40,574	42,506	46,370	48,303	50,235	52,167
Step 9	39,415	41,386	43,356	47,298	49,269	51,239	53,210
Step 10	40,203	42,213	44,223	48,244	50,254	52,264	54,274
Step 11	41,007	43,058	45,108	49,209	51,259	53,309	55,360
Step 12	41,827	43,919	46,010	50,193	52,284	54,376	56,467
Step 13	42,664	44,797	46,930	51,197	53,330	55,463	57,596
Step 14	43,517	45,693	47,869	52,221	54,397	56,572	58,748
Step 15	44,388	46,607	48,826	53,265	55,484	57,704	59,923
Step 16	45,275	47,539	49,803	54,330	56,594	58,858	61,122
Step 17	46,181	48,490	50,799	55,417	57,726	60,035	62,344
Step 18	47,104	49,460	51,815	56,525	58,881	61,236	63,591
Step 19	48,047	50,449	52,851	57,656	60,058	62,460	64,863
Step 20	49,007	51,458	53,908	58,809	61,259	63,710	66,160

PLUS Certifications:

ACVREP

\$900

For individuals with an appropriate PH. D., the Superintendent has the authority to pay 10% above the person's relative position on the Ed. Spec. track.