



Operational Function Sharing

Updated October 8, 2024

Overview

Operational function sharing is an incentive for districts and AEAs to reduce costs by sharing personnel in the areas of superintendent management, business management, human resources management, transportation management, operations and maintenance management, curriculum director, master social worker, independent social worker, school counselor, work-based learning coordinator, special education director, mental health professional who holds a statement of professional recognition from the Board of Educational Examiners (BOEE), school resource officer, or college and career transition counselor or coordinator. In order to provide additional funding to increase student opportunities and redirect more resources to student programming for school districts and AEAs that share operational functions, a district or AEA that shares with a political subdivision (e.g., district, AEA, city, county) one or more eligible operational functions for at least twenty percent of the school year shall be assigned the supplementary weighting of each shared operational function. The maximum annual supplementary weighting that can be generated by a district is 21 FTEs ([Iowa Code § 257.11\(5\)](#)). Beginning with FY25 reporting, [House File \(HF\) 2615](#) (Iowa Acts 2024) modified Iowa Code section 257.11 to not include any supplementary weighing generated for a college and career transition counselor or coordinator toward the maximum 21 FTEs. If a district has an eligible sharing arrangement for a college and career transition counselor or coordinator, supplementary weighting may generate up to 23 FTEs.

Reporting Requirements

Both the district that holds the shared employee's contract and the district purchasing a portion of the shared employee's contract must report the employee in the Fall BEDS Staff application in order for the sharing to appear in the Operational Sharing application.

- The district that holds the contract reports the individual's entire salary, benefits, and FTE according to the employee's contract.
- The district purchasing a portion of the contract reports the combined amounts of salary and benefits in the "purchased amount" field. This field is located on the Edit Assignment screen where the district selects the shared status. The district purchasing the service also reports the individual's FTE according to the portion being purchased. The FTE field is located on the Edit Position screen.
- For districts sharing a position or purchasing part of a contract from another political subdivision (sharing code 4), the employee will be reported as a shared staff member with another governmental subdivision within the Fall BEDS Staff application.
- For new sharing arrangements involving governmental entities that are not another Iowa public school district or AEA, please submit a copy of the sharing contract and job description to ted.bauer@iowa.gov.

Sharing arrangements reported for the 2024-2025 school year will generate supplementary weighting for the 2025-2026 school year.

Eligible Positions

Sharing arrangements that qualify for shared operational function supplementary weighting are limited to the following position codes in Fall BEDS Staff:

- Superintendent (9 FTEs)
 - 511 - Superintendent
- Business Management (each district can generate supplementary weighting for only one of the following) (4 FTEs)
 - 612 - School Business Official (each district can only have one SBO)
 - 133 - Other Business Official
 - 112 - Board Secretary
- HR Manager (4 FTEs)
 - 134 - HR Manager
- Transportation Director (4 FTEs)
 - 167 - Transportation Director
- Operation & Maintenance Director (4 FTEs)
 - 168 - Operations Director
- Curriculum Director (2 FTEs)
 - 633 - Director/Coordinator/Department Head
- Counselor (2 FTEs)
 - 721 – Counselor
- Social Worker (2 FTEs)
 - 624 – Social Worker
 - 198 - Social Worker (Non-BoEE licensed)
- Special Education Director (2 FTEs)
 - 515 - Special Education Director
- Workplace Learning Coordinator (2 FTEs)
 - 633 - Director/Coordinator/Department Head, assignment 50040
- Mental Health Professional with Statement of Professional Recognition (SPR) from BoEE (2 FTEs)
 - 621 - Mental Health Professional
- School Resource Officer (2 FTEs)
 - 190 - SRO
- College and Career Transition Counselor or Coordinator (2 FTEs)*
 - 199 - CCT Coordinator (non-licensed)
 - 720 - CCT Counselor (licensed)

*Does not count toward the limit of 21 FTE supplementary weighting generated.

Questions

Questions relating to eligible sharing arrangements can be directed to Ted Bauer at ted.bauer@iowa.gov or 515-979-5468.

Questions relating to completion of the Fall BEDS Staff or Operational Sharing applications can be directed to Shelly Wolterman at shelly.neese@iowa.gov or 515-336-3859.