Operational Function Sharing

October 23, 2026

Eligible districts and area education agencies (AEAs) may generate supplementary weighting for operational function sharing as a financial incentive to share personnel. Eligible sharing partners are political subdivisions (e.g., district, AEA, city, county). Eligible sharing arrangements are limited to those that are shared for a minimum of the equivalent of twenty percent of the school year and within the list of eligible positions.

Supplementary Weighting Generated

The maximum annual supplementary weighting that can be generated by a district is 25 FTEs. Supplementary weighing generated for a college and career transition counselor or coordinator does not count toward the maximum 25 FTEs. If a district has an eligible sharing arrangement for a college and career transition counselor or coordinator, supplementary weighting may generate up to 27 FTEs (Iowa Code § 257.11(5)). Sharing arrangements reported for the 2026-2027 school year will generate supplementary weighting for the 2027-2028 school year.

Reporting Requirements

Both the district/AEA that holds the shared employee's contract and the district/AEA 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/AEA that holds the contract reports the individual's entire salary, benefits, and FTE according to the employee's contract.
- The district/AEA 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 shared status is selected. The district/AEA 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.
- Districts/AEAs that share a position or are purchasing part of a contract from another political subdivision (sharing code 4), will report the employee as a shared staff member with another governmental subdivision within the Fall BEDS Staff application.
- Evidence (e.g., contract, job description) of new sharing arrangements with political subdivisions must be sent to ted.bauer@iowa.gov.

Eligible Positions

The list of positions eligible to generate supplementary weighting for operational function sharing are limited to the positions listed below. The position codes in Fall BEDS Staff are listed for quick reference.

- Superintendent (9 FTEs)
  - 511 - Superintendent
- Business Management (one of the options below) (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) – must have master's or independent license
  - 624 – Social Worker – with statement of Profession Recognition (SPR) from BoEE
  - 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 25 FTE supplementary weighting generated.

Operational Function Sharing Tips

1. Ensure the agreement is in place, approved, and commencing on the normal start date for the position based on the length of the contract for a returning employee in that position.
2. The entity holding the contract may not give away a portion of their employee's contract. The purchasing entity must pay for the portion of the contract that is being purchased (minimum 20% of salary and benefits is required for the sharing to be an eligible sharing arrangement for supplementary weighting).
3. Any new contract with a governmental entity that is not another Iowa public school district or AEA must include the responsibilities the person will perform for each organization.
4. All eligible operational function sharing arrangements must be entered correctly in Fall BEDS Staff each fall. This includes:
5. Information in the Operational Sharing application is populated from Fall BEDS Staff. Once the Operational Sharing application is available, the information can be reviewed and certified. Any changes required in the Operational Sharing application must be made in the Fall BEDS Staff application. The deadline to certify Fall BEDS Staff and Operational Sharing is October 30 each year.

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.