

**Operational Sharing due date is November 13, coinciding with the due date of the Fall BEDS Staff collection.**

The Operational Sharing application is currently under construction. As with other applications, the Operational Sharing application is populated from Fall BEDS Staff. The only action required by a district in the Operational Sharing application will be to certify. Therefore, it is important to ensure data are correctly entered into Fall BEDS Staff. The information listed below is an attempt to consolidate the information you will need to enter in Fall BEDS Staff for the purpose of populating the Operational Sharing application.

From Fall BEDS Staff, [A-Z Special Topics](#), page 19:

## OPERATIONAL SHARING

### a. Eligible Positions

Iowa Code 257.11, subsection 5, paragraph a, subparagraph (1) was amended to allow a master social worker or an independent licensed social worker to be included as an eligible position for generating supplementary weighting under operational sharing. A district that shares a master social worker or an independent licensed social worker, licensed under Iowa Code chapters 147 or 154C, will generate supplementary weighting equivalent to three pupils.

Districts may share staff but the only sharing arrangements that qualify for shared operational function supplementary weighting are limited to the following positions:

- Superintendents (8 FTEs)
  - 510 - AEA Chief Administrator
  - 511 - Superintendent
- Business Management (each district can generate supplementary weighting for only one of the following) (5 FTEs)
  - 612 - School Business Official (each district can only have
  - 133 - Other Business Official
  - 112 - Board Secretary (districts will only get funding for 1)
- HR Manager (5 FTEs)
  - 134 - HR Manager (districts will only get weighting for 1)
- Transportation Director (5 FTEs)
  - 167 - Transportation Director (districts should only have 1)
- Operation & Maintenance Director (5 FTEs)
  - 168 - Operations Director (districts should only have 1)
- Curriculum Director (3 FTEs)
  - 633 - Director/Coordinator/Department Head
  - Please note DO NOT use the Content/Curriculum Consultant position to report your curriculum director (s)!
- Counselor (3 FTEs)
  - 721 – Counselor
- Social Worker (3 FTEs)
  - 624 – Social Worker

- 198– Social Worker (no BOEE folder)

## b. Weighting

Each district that enters into an eligible sharing agreement with an eligible sharing partner or eligible sharing partners will generate supplementary weighting as designated above. A district can only generate supplementary weighting for sharing one individual per position. If an individual holds two eligible operational sharing assignments and is shared with another district for both assignments, only one of the two positions will generate supplementary weighting, assuming the minimum 20%-time requirement is met. Each district can generate no more than 21 FTEs.

From the [Shared Staff document](#),

## Shared Staff

For districts who are sharing staff, there will be a primary district who holds the contract and the secondary district who is purchasing the services (and possibly more than one secondary district). The following options will appear in the Shared drop-down box in the 'Add/Edit Assignment' pop-up-box.

Please note:

- Sharing is based on the assignment, not the position.
- Previous year's sharing assignments have been cleared out.

The screenshot shows the 'Edit Assignment' form with the following fields and values:

- Building/School\***: [Redacted]
- Subject Area\***: 60 - Regular Education Instruction(PK-8)
- Course\***: 009 - English/Language Arts
- Shared Status\***: Not Shared
- Number of Sections\***: Not Shared
- Grades\***: 6 | 7 | 8 | 9 | 10 | 11 | 12

The 'Shared Status\*' dropdown menu is open, showing the following options:

- Not Shared
- We hold employee's contract & assignment is in both districts
- We hold employee's contract & assignment is in district purchasing services ONLY
- We are the district purchasing services & assignment is in both districts
- We are the district purchasing services & assignment is in district purchasing services ONLY
- Sharing a Statewide Voluntary PK Program (SWVPP) with a Non-Public
- We are sharing with other governmental subdivisions
- We are sharing with a private provider

At the bottom of the form, there are navigation links: All | None | PK-5 | 6-8 | 9-12

## Add/Edit Sharing Steps

**IMPORTANT:** The primary district (contract holder) should enter the shared staff FIRST. This is especially important for sharing non-certified staff who don't have unique folder numbers to link with.

STEPS	CONTRACT HOLDER	PURCHASER
STEP 1	Primary District enters shared staff <b>demographic information and assignment ONLY</b> . In most cases the Contract Holder reports 1.0 FTE and the full salary. <b>WARNING:</b> Do not activate the sharing option yet. *If the staff person was reported last year, the sharing information has been cleared out – do not do anything about the sharing arrangement yet!	
STEP 2		Purchasing District enters a NEW STAFF with the actual FTE and salary/benefits being purchased. * If the staff person was reported last year, the sharing information has been cleared out.
STEP 3		Purchasing District enters a <b><u>position and assignment</u></b> for shared staff. Save! <b>WARNING: Do not enter the sharing information until the assignment has been saved.</b>
STEP 4		<ul style="list-style-type: none"> <li>• Purchasing District edits the staff assignment and enters the sharing option</li> <li>• Note: For non-certified staff the system will look for a matching name (since they have no folder number) in the primary district.</li> <li>• If you are doing it correctly, you will see one of the following messages:               <ul style="list-style-type: none"> <li>○ Perfect match found Please click add to proceed, or</li> <li>○ Partial matches found please contact sharing district and verify the spelling of name's and birth date or select the person below and click add. Note: Your record will be changed to reflect chosen person</li> </ul> </li> <li>• <b>WARNING:</b> If the demographic information is DIFFERENT, the purchasing district will select the demographic information from the <b><u>primary</u></b> district and their (erroneous) information will be overwritten.</li> <li>• <b>Enter the purchased amount in the field (new).</b></li> <li>• Since the contract holder has NOT yet entered the shared assignment, a sharing error will appear.</li> </ul>
STEP 5	The Contract holder finally edits sharing data in the staff assignment pop-up box. <b>NOTE: All sharing errors should go away after both districts complete their entries.</b>	

**HINTS:**

- BOTH districts need to indicate sharing in Fall BEDS Staff
- The primary (contract-holding) district reports the full FTE and the full salary/benefits.

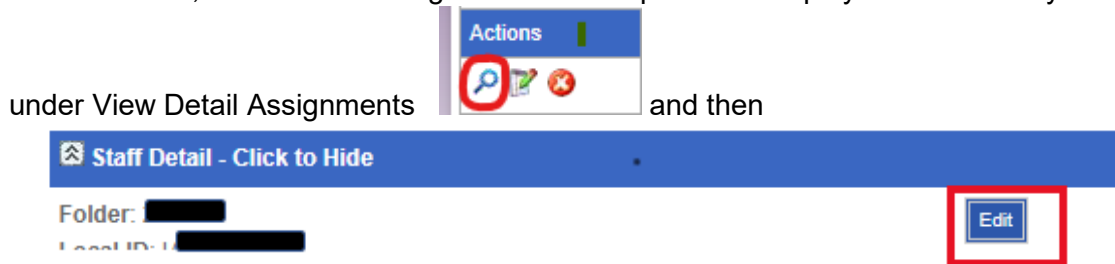
- The shared district(s) report the purchased amount of salary and benefits in the pop-up box field.
- If staff members are shared amongst multiple districts, the contract holder reports the total FTE. Each purchasing district reports the FTE amount purchased along with the salary/benefits paid. The shared arrangement must be provided by the contract-holding district and each of the purchasing districts. But, the purchasing districts only need to provide the sharing arrangement with the contract-holding district.

### OPERATIONAL SHARING:

- There must be a total of at least .20 FTE for the shared position in each district, Max weighting is limited to 21 student FTEs.
- If you are the purchasing district and you already have a staff member in the position you are trying purchase from another district, neither district will receive funding since the purchasing district already has someone in place that can perform those duties
- Districts can get funding for ONLY ONE person per function for specific positions only. For details on which positions are eligible for Operational Sharing dollars, please see FBS A-Z Special Topics.
- For additional information on operational sharing, please contact [Carla.Schimelfenig@iow.gov](mailto:Carla.Schimelfenig@iow.gov).

### Contract Holding District

As a reminder, the district holding the contract reports the employee's total salary and benefits





Salary and benefits information is reported according to the contract issued to the individual (total salary and benefits). *These amounts will not all be 0 for the contract holder.*

Contract/Work Days*	<input type="text" value="0"/>
Teacher Leader Days	<input type="text" value="0"/>
Base Salary/Pay	<input type="text" value="0"/>
Extra Compensation	<input type="text" value="0"/>
Teacher Leader Supplement	<input type="text" value="0"/>
Prof. Development	<input type="text" value="0"/>
Retirement Benefits	<input type="text" value="0"/>
Health Benefits	<input type="text" value="0"/>
Other Benefits	<input type="text" value="0"/>

The FTE on the position is the individual's total FTE for that position. The FTE will include the FTE portion being purchased by other districts.

Example:



Actions	Position	FTE
 	Superintendent	FTE: 1.000

## Purchasing District

The district purchasing a portion of a contract from another district will not report salary and benefits information under View Detail Assignment. Staff Detail should look like this:






Total Pay: \$0  
 Regular Salary: \$0  
 Extra Salary: \$0  
 Teacher Leader Supplement: \$0  
 Professional Development: \$0  
 Retirement Benefits: \$0  
 Health Benefits: \$0  
 Other Benefits: \$0  
 Previous Salary: \$0

The district purchasing a portion of a contract from another district will report the FTE on the position according to the amount being purchased:

Actions	Position	FTE
 	Superintendent	FTE: 0.500

## Identifying the Position as a Shared Position

Both districts will identify the sharing by editing the assignment.

Actions	Position	FTE
 	Superintendent	FTE: (
<b>+ Add Assignment</b>		
Actions	Course	
  	Administration (Superintendent, Asst Superintenden (40001)	

When the shared status selected indicates the sharing involves another district, the sharing partner must be identified.

- If the reporting entity is the contract holder, all sharing partners purchasing a portion of the individual's contract must be identified.
- If the reporting entity is the district purchasing the contract, only the district holding the individual's contract is to be identified as the shared district.

When the shared status selected indicates the district is purchasing services, the purchase amount box appears. Enter the total amount (salary plus benefits) the district will pay for their portion of the contract.

### Edit Assignment

**Edit Assignment**

**Building/School\*** Schaller-Crestland Comm School District(0000) ▼

**Subject Area\*** 40 - Administrator ▼

**Course\*** 001 - Administration (Superintendent, Asst Superinte ▼

**Shared Status\*** We are the district purchasing services & assignmer ▼

**Purchase Amount** 0

Shared District(s) No shared districts listed

Add Shared District -- Select -- ▼