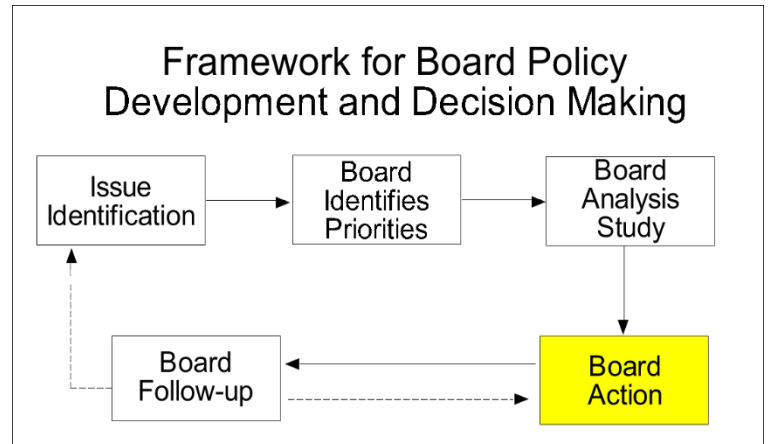


Iowa State Board of Education

Executive Summary

November 15, 2023



Agenda Item: School Administration Manager (SAM) Authorization Preparation Program Approval (National SAM Innovation Project)

State Board Priority: Improving Teacher and Leader Preparation

State Board Role/Authority: The State Board of Education sets standards and approves preparation programs leading to School Administration Manager certification. Iowa Administrative Code 281-82(272).

Presenter(s): Maryam Rod Szabo, Administrative Consultant
Bureau of Community Colleges and Postsecondary Readiness

Attachment(s): One

Recommendation: It is recommended the State Board award full approval to National SAM Innovation Project to offer its SAM authorization preparation program in Iowa until the next State Board review, due in academic year 2029-2030.

Background: SAM authorization administrative rules were developed in 2013 to ensure quality training for school administrative staff, including staff who support principals, superintendents and other administrators in a PK-12 setting. SAM Innovation project is the only provider of this training in Iowa. Evidence of meeting the requirements was reviewed in accordance with Iowa Administrative Code chapter 82.



**School Administration Manager Authorization Preparation
Approval**
National SAM Innovation Project

November 15, 2023

State of Iowa
Department of Education
Grimes State Office Building
400 E. 14th Street
Des Moines, IA 50319-0146

State Board of Education

Brooke Axiotis, Des Moines
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Mary Meisterling, Cedar Rapids
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Sophia Van Houten, student member, Ida Grove

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McKenzie Snow, Director and Executive Officer of the
State Board of Education

Division of Higher Education

Vacant, Division Administrator

Bureau of Community Colleges and Postsecondary Readiness

Jeremy Varner, Bureau Chief
Amy Gieseke, Section Chief
Maryam Rod Szabo, Administrative Consultant

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Introduction

Iowa Administrative Code 281- 82.2(272) requires that organizations eligible to provide a school administration manager (SAM) training program leading to Iowa SAM authorization be reviewed by the Iowa Department of Education (Department) to ensure compliance with Iowa Code chapter 82.

Any organization that seeks the Iowa State Board of Education (State Board) approval of its training program for SAMs shall file evidence of the extent to which its training and support meet the standards contained in this chapter. Such evidence shall be demonstrated through a written self-evaluation report and an evaluation conducted by the Department. Only approved programs may recommend candidates for SAM authorization. This authorization is not required for school staff, unless they are listed as SAMs employee for the participating schools.

An initial School Administration Training authorization is offered to SAMs who are hired in SAMs capacity. This authorization is good for three years. Upon completion of SAMS training from National SAM Innovation Project courses and evidence of meeting the competencies, those with an initial authorization can apply for a standard SAM authorization which is valid for five years and then can be renewed upon completion of renewal credits. The National SAM Innovation Project (NSIP) nonprofit organization that offers this program nationwide is seeking the State Board's approval. Currently, there are no other public or private institutions offering this training in Iowa, or many other states. During the COVID-19 pandemic, NSIP decreased annual service fees for schools that utilized their program. The total number of initial authorizations issued by the Bureau of Educational Examiners from 2014 to 2023 was 148, and a total of 83 standard authorizations have been awarded since 2014.

In the summer of 2023, NSIP submitted a report to Department consultants demonstrating program alignment with Iowa standards. Department consultants reviewed the program's standards, and attached evidence for compliance. Later the consultant met with program representatives to review additional evidence within the coursework.

It was determined that the NSIP meets the requirements of this program as stated in Iowa Administrative Code chapter 281-82.4(272).

Recommendation to the State Board	Approval
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Summary of SAM Authorization Preparation Program Review

281—82.4(272) Governance and resources standard. An organization's governance structure and resources shall adequately support the training of School Administration Managers SAMs to meet professional, state, and organizational standards in accordance with the following provisions.

NSIP, as a 501(c)(3) nonprofit, has a governing board that sets policy for the organization aligned with its mission and vision. This organization consists of a director, coaches and mentors who provide a variety of tools to support SAMs' success. NSIP reports using \$450,000 annually to improve and maintain its time-change software, TimeTrack®, and other resources. TimeTrack® was demonstrated to the program consultant during the review process.

This program provides access to TimeTrack®, one-on-one coaching and one-on-one training for the participating school administrators and their support staff to maximize time. They guide the

appropriate delegation of administrators' responsibilities to maintain a balance between administrative and instructional responsibilities. NSIP coaches who provide training for administrators, SAMs and other staff are current or former school administrators.

281—82.5(272) Trainer and coach standard. Trainer and coach qualifications and performance shall facilitate the professional development of SAMs in accordance with the following provisions.

NSIP coaches are experienced current or former school district leaders. All coaches hired after 2019 also have NSIP experience. NSIP coaches are provided multiple training opportunities and monthly meetings by the mentors.

The time-change software allows NSIP coaches to utilize self- and SAM team assessment rubrics. Coaches' mentors then use these rubrics to help improve the coaches' performance with SAMs.

281—82.6(272) Assessment system and organization evaluation standard. An organization's assessment system shall monitor individual candidate performance and use the performance data in concert with other information to evaluate and improve the organization and its program. The actual annual evaluation of each SAM shall be performed by the administrator or the administrator's designee, and the evaluation shall be conducted in accordance with the standards set forth in rule 281-82.7(272).

NSIP utilizes TimeTrack® for assessment. It is a cloud-based system for time management and also serves as a collection point for both time management and narrative information. The system layout is similar to a calendar with tools, rubrics and questions that allow for reflection, data collection and report preparation.

Membership is required for school administrators to access the TimeTrack® tool and other coaching support. NSIP conducts biennial surveys to receive feedback from school districts. By the end of each academic year, school districts may determine whether they will participate in NSIP the following year. Examples of school districts' feedback were shared with the program consultant during the review.

281—82.7(272) School administration manager knowledge and skills standards and criteria. SAMs shall demonstrate the content knowledge and professional knowledge and skills in accordance with the following standards and supporting criteria. Please provide evidence of how each topic is being introduced, reinforced, and assessed.

NSIP provides training and tools to support candidates in preparation of the knowledge, skills and criteria required by the rules. These are skills that an administrative manager needs to be successful. The inclusion of technological tools and resources further supports the success of those who participate in this program. NSIP coaches work with school personnel to personalize these tools to match the needs of each school district.