

BOARD MEMBERS – PLEASE BRING iPADS TO THE MEETING

**STATE OF IOWA
BOARD OF EDUCATIONAL EXAMINERS
March 7 & 8, 2013**

2012-2013 BOEE Goals

- | |
|---|
| <p><u>Goal 1:</u> The Board will develop rules for practitioner licensure that maintain high standards, are research based and provide flexibility in attainment.</p> <p><u>Goal 2:</u> The Board will develop a communication plan for the dissemination of information to its constituent groups.</p> <p><u>Goal 3:</u> The board will develop a plan to align BOEE goals with the Iowa Department of Education and Iowa colleges of education.</p> |
|---|

Thursday, March 7, 2013

BoEE Work Session

West Des Moines Public Library (Community Room)
4000 Mills Civic Pkwy West Des Moines, IA 50265
10:00 a.m. – 4:00 p.m.

March 8, 2013

Regular Meeting

Grimes State Office Building – 400 E.14th St.
Des Moines, IA 50319-0147
Second Floor State Board Room

AGENDA

Times are approximate

- | | | |
|-------------------|---|--------------|
| 7:30 a.m. | Professional Practices Committee Meeting – State Board Room | |
| 8:30 a.m. | Executive Committee Meeting – Room 3SW | |
| 9:30 a.m. | 1. Call Meeting to Order | |
| 9:35 a.m. | 2. Approve the Agenda | Tab A |
| 9:40 a.m. | 3. Consent Agenda | Tab B |
| | a. Minutes from January 17, 2013 Meeting | |
| 9:45 a.m. | 4. Professional Practices - Licensee Discipline – Closed Session –
<u>Board Members Only</u> (roll call) | |
| 11:45 a.m. | 5. Open Session – Results of closed session announced | |
| | a. Approve closed session minutes from January 17, 2013 Meeting | |
| 11:55 a.m. | 6. Communication from the Public | |
| 12:05 p.m. | 7. Board Communications | |
| | a. Board Member Reports | |
| | b. Executive Director’s Report | |
| | 1. Financial update | Tab C |
| | 2. Digitizing professional practices packets | |
| | 3. New Software RFP | |
| 12:20 p.m. | 8. Lunch for Board Members (Conference Rm. 3N) | |
| 12:50 p.m. | 9. Rules [Iowa Administrative Code – Chapter 282 (272)] | |

a. Adopt

1. None

ARRC Review Pending

1. IAC – 282—Amend 13.9 Teacher Intern License (International Teachers) **Tab D**

b. Notice

1. IAC – 282—Amend 25.3(1)e - Student Abuse **Tab E**
2. IAC – 282—Amend 25.3(6) and (7) and 11.4(1)(d) Prohibited grounds for discrimination and failure to comply with a Board order **Tab F**
3. IAC – 282—Amend 22.1(3), 22.2b, 23.2, 13.9(2), 22.2(1) Expiration date changes **Tab G**

c. Items for Discussion

1. IAC – 282—Amend 22.6 - Transitional Coaching Authorization **Tab H**
2. IAC – 282—Amend 18.12 Preliminary Administrator License **Tab I**
3. IAC 282 Chapter 22.1—Coaching Authorization & 13.28(9) Coaching Endorsement--20.3(7) Renewal **Tab J**
4. Amend IAC 282 Chapter 22.7—Authorizations (Classroom driving instructor authorization) **Tab K**
5. Amend IAC 282 Chapter 13.3(6) Applicants from Non-Iowa Institutions who have Attained National Board **Tab L**
6. IAC – 282—Amend 13.17(4) Military Exchange License **Tab M**
7. IAC – 282—Amend 22.3(7) – School Business Officials **Tab N**
8. IAC – 282—Amend 18.9 – Area and Grade Levels of Administrator Endorsements Renumbering **Tab O**
9. IAC – 282—Amend 19.7 – Renewal of Administrator Licenses **Tab P**
10. IAC – 282—Amend 18.12 – Extension of Administrator Exchange, Class B, and Class A Licenses **Tab Q**
11. IAC – 282—Amend Chapter 13.28(3)—Content Specialist **Tab R**

1:10 p.m. 10. **Waivers** **Tab S**

1. PFW 13-03 Curtis Cain (Tab 1)

1:30 p.m. 11. **Reports/Approvals**

1. Legislative Update
2. Board Orientation in June (20-21)
3. Board Retreat (August) Agenda Items **Tab T**
4. Board Operating Guidelines **Tab U**
5. Paraeducator Licensure Update – Mike Cavin
6. Exhibit Sheets Report – Joanne Tubbs
7. Future Board Meeting Dates **Tab V**

2:00 p.m. 12. **Adjourn**

Next Meeting – April 5, 2013

(Governor Branstad and Lieutenant Governor Reynolds Scheduled to Attend)

1 Oscar Ortiz moved, with a second by Julio Almanza, that in **case number 12-61**, the
2 Board find probable cause to establish a violation of the following provisions of the
3 Code of Professional Conduct and Ethics, 282 IAC – Chapter 25.3(6)(c) and (d), and
4 order this case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

5
6 Jason Glass moved, with a second by Larry Hill, that in **case number 12-71**, the Board
7 find that the evidence gathered in the investigation, including witness statements and
8 the documentary evidence, does not substantiate the allegations in the complaint, and
9 that the Board therefore lacks probable cause to proceed with this matter. Roll call vote:
10 Almanza – no; Duehr – yes; Garcia-Van Auken – yes; Glass – yes; Hill – no; Ortiz – yes;
11 Overholtzer – no; Smith – yes; Stevens – yes; Trueg – yes; Wortmann – yes. **MOTION**
12 **CARRIED.** (Darcy Lane left the room during the discussion of this case in closed
13 session.)

14
15 Julio Almanza moved, with a second by Oscar Ortiz, that in **case number 12-73**, the
16 Board find that the evidence gathered in the investigation, including witness
17 statements and the documentary evidence, does not substantiate the allegations in the
18 complaint, and that the Board therefore lacks probable cause to proceed with this
19 matter. Roll call vote: Almanza – yes; Duehr – recused; Garcia-Van Auken – yes; Glass
20 – yes; Hill – yes; Ortiz – yes; Overholtzer – yes; Smith – yes; Stevens – yes; Trueg –
21 recused; Wortmann – yes. **MOTION CARRIED.**

22
23 Oscar Ortiz moved, with a second by Julio Almanza, that in **case number 12-74**, the
24 Board find that, although one or more of the allegations in the complaint may be
25 substantiated by the witnesses interviewed in the course of the investigation [and/or]
26 the documents gathered in the course of the investigation, and the allegations may
27 constitute a technical violation of the board’s statute or administrative rules; the
28 evidence before the board indicates that the alleged violation was an isolated incident.
29 Roll call vote: Almanza – yes; Duehr – recused; Garcia-Van Auken – yes; Glass – yes;
30 Hill – yes; Ortiz – yes; Overholtzer – yes; Smith – yes; Stevens – yes; Trueg – yes;
31 Wortmann – yes. **MOTION CARRIED.**

32

1 Julio Almanza moved, with a second by Oscar Ortiz, that in **case number 12-75**, the
2 Board find that the evidence gathered in the investigation, including witness
3 statements and the documentary evidence, does not substantiate the allegations in the
4 complaint, and that the Board therefore lacks probable cause to proceed with this
5 matter. Roll call vote: Almanza – yes; Duehr – recused; Garcia-Van Auken – yes; Glass
6 – yes; Hill – yes; Ortiz – yes; Overholtzer – yes; Smith – yes; Stevens – yes; Trueg – yes;
7 Wortmann – yes. **MOTION CARRIED.**

8

9 Oscar Ortiz moved, with a second by Tammy Duehr, that in **case number 12-89**, the
10 Board find probable cause to establish a violation of the following provisions of the
11 Code of Professional Conduct and Ethics, 282 IAC – Chapter 25.3(1)(e)(4), and order
12 this case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

13

14 Tammy Duehr moved, with a second by Oscar Ortiz, that in **case number 12-91**, the
15 Board find probable cause to establish a violation of the following provisions of the
16 Code of Professional Conduct and Ethics, 282 IAC – Chapter 25.3(1)(e)(4), and order
17 this case set for hearing. Roll call vote: Almanza – yes; Duehr – yes; Garcia-Van Auken
18 – yes; Glass – yes; Hill – yes; Ortiz – yes; Overholtzer – yes; Smith – yes; Stevens – yes;
19 Trueg – yes; Wortmann – no. **MOTION CARRIED.**

20

21 Julio Almanza moved, with a second by Oscar Ortiz, that in **case number 12-98**, the
22 Board find probable cause to establish a violation of the following provisions of the
23 Code of Professional Conduct and Ethics, 282 IAC – Chapter 25.3(1)(b)(2) and
24 25.3(4)(a) and (d), and order this case set for hearing. **MOTION CARRIED**
25 **UNANIMOUSLY.**

26

27 Julio Almanza moved, with a second by Oscar Ortiz, that in **case number 12-100**, the
28 Board find that, although one or more of the allegations in the complaint may be
29 substantiated by the witnesses interviewed in the course of the investigation [and/or]
30 the documents gathered in the course of the investigation, and the allegations may
31 constitute a technical violation of the board’s statute or administrative rules; the
32 evidence before the board indicates that adequate steps have been taken to remedy

1 the violation and to ensure that incidents of a similar nature do not occur in the
2 future. **MOTION CARRIED UNANIMOUSLY.**

3
4 Tammy Duehr moved, with a second by Julio Almanza, that in **case number 12-101**,
5 the Board find probable cause to establish a violation of the following provisions of the
6 Code of Professional Conduct and Ethics, 282 IAC – Chapter 25.3(1)(e)(4), and order
7 this case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

8
9 Julio Almanza moved, with a second by Tammy Duehr, that in **case number 12-107**,
10 the Board find that the evidence gathered in the investigation, including witness
11 statements and the documentary evidence, does not substantiate the allegations in the
12 complaint, and that the Board therefore lacks probable cause to proceed with this
13 matter. **MOTION CARRIED UNANIMOUSLY.**

14
15 Julio Almanza moved, with a second by Oscar Ortiz, that in **case number 12-111**, the
16 Board find that the evidence gathered in the investigation, including witness
17 statements and the documentary evidence, does not substantiate the allegations in the
18 complaint, and that the Board therefore lacks probable cause to proceed with this
19 matter. **MOTION CARRIED UNANIMOUSLY.**

20
21 Brenda Garcia-Van Auken moved, with a second by Tammy Duehr, that in **case**
22 **number 12-118**, the Board find probable cause to establish a violation of the following
23 provisions of the Code of Professional Conduct and Ethics, 282 IAC – Chapter
24 25.3(1)(e)(4), and order this case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

25
26 Brenda Garcia-Van Auken moved, with a second by Tammy Duehr, that in **case**
27 **number 12-124**, the Board find probable cause to establish a violation of the following
28 provisions of the Code of Professional Conduct and Ethics, 282 IAC – Chapter
29 25.3(1)(e)(4), and order this case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

30
31 Oscar Ortiz moved, with a second by Tammy Duehr, that in **case number 12-132**, the
32 Board find probable cause to establish a violation of the following provisions of the Code

1 of Professional Conduct and Ethics, 282 IAC – Chapter 25.3(1)(e)(4) and 25.3(6)(c), and
2 order this case set for hearing. **MOTION CARRIED UNANIMOUSLY.** (Duane Magee left
3 the room during the discussion of this case in closed session.)
4

5 Tammy Duehr moved, with a second by Brenda Garcia-Van Auken, that in **case**
6 **number 12-133**, the Board find that, although one or more of the allegations in the
7 complaint may be substantiated by the witnesses interviewed in the course of the
8 investigation [and/or] the documents gathered in the course of the investigation, and
9 the allegations may constitute a technical violation of the board’s statute or
10 administrative rules; the evidence before the Board indicates that the alleged violation
11 was an isolated incident and adequate steps have been taken to remedy the violation
12 and to ensure that incidents of a similar nature do not occur in the future. The Board
13 will not pursue formal disciplinary action in this matter. Roll call vote: Almanza – yes;
14 Duehr – yes; Garcia-Van Auken – yes; Glass – yes; Hill – yes; Ortiz – recused;
15 Overholtzer – yes; Smith – yes; Stevens – yes; Trueg – yes; Wortmann – yes. **MOTION**
16 **CARRIED.**
17

18 Julio Almanza moved, with a second by Oscar Ortiz, that in **case number 12-**
19 **42, In the Matter of Jason Heinz**, the Board accepts the proposed decision in
20 all particulars and issue an Order adopting the proposed decision as the final
21 decision of the Board. **MOTION CARRIED UNANIMOUSLY.** (Julie Bussanmas
22 left the room during the discussion of this case in closed session.)
23

24 Tammy Duehr moved, with a second by Julio Almanza, that in **case number 12-32,**
25 the Board accepts the Respondent’s waiver of hearing and voluntary surrender and
26 that the Board issue an order permanently revoking the Respondent’s license with no
27 possibility of reinstatement. **MOTION CARRIED UNANIMOUSLY.**
28

29 Oscar Ortiz moved, with a second by Tammy Duehr, that in **case number 12-68,**
30 the Board accepts the Respondent’s waiver of hearing and voluntary surrender and
31 that the Board issue an order permanently revoking the Respondent’s license with no
32 possibility of reinstatement. **MOTION CARRIED UNANIMOUSLY.**

1 Julio Almanza moved, with a second by Oscar Ortiz, that in case number 11-95,
2 the Board accepts the Respondent's waiver of hearing and voluntary surrender and
3 that the Board issue an order permanently revoking the Respondent's license with no
4 possibility of reinstatement. **MOTION CARRIED UNANIMOUSLY.**

5
6 Tammy Duehr moved, with a second by Julio Almanza, that in case number 12-16,
7 the Board accepts the Respondent's waiver of hearing and voluntary surrender and
8 that the Board issue an order permanently revoking the Respondent's license with no
9 possibility of reinstatement. **MOTION CARRIED UNANIMOUSLY.**

10
11 Tammy Duehr moved, with a second by Oscar Ortiz, to extend the 180-day deadline
12 for issuance of the final decision in case number 12-91, based upon the amount of
13 time needed to complete the investigation. **MOTION CARRIED UNANIMOUSLY.**

14
15 Oscar Ortiz moved, with a second by Tammy Duehr, to extend the 180-day deadline
16 for issuance of the final decision in case number 12-93, based upon the amount of
17 time needed to complete the investigation. **MOTION CARRIED UNANIMOUSLY.**

18
19 Oscar Ortiz moved, with a second by Tammy Duehr, to extend the 180-day deadline
20 for issuance of the final decision in case number 12-94, based upon the amount of
21 time needed to complete the investigation. **MOTION CARRIED UNANIMOUSLY.**

22
23 Julio Almanza moved, with a second by Oscar Ortiz, to extend the 180-day deadline
24 for issuance of the final decision in case number 12-97, based upon the amount of
25 time needed to complete the investigation. **MOTION CARRIED UNANIMOUSLY.**

26
27 Tammy Duehr moved, with a second by Brenda Garcia-Van Auken, to extend the 180-
28 day deadline for issuance of the final decision in case number 12-98, based upon the
29 amount of time needed to complete the investigation and the delay in scheduling the
30 hearing. **MOTION CARRIED UNANIMOUSLY.**

31
32 Oscar Ortiz moved, with a second by Tammy Duehr, to extend the 180-day deadline for
33 issuance of the final decision in case number 12-99, based upon the delay in

1 scheduling the hearing. Roll call vote: Almanza – yes; Duehr – yes; Garcia-Van Auken –
2 recused; Glass – yes; Hill – yes; Ortiz – yes; Overholtzer – yes; Smith – yes; Stevens –
3 yes; Trueg – yes; Wortmann – yes. **MOTION CARRIED.** (Julie Bussanmas left the room
4 during the discussion of this case in closed session.)

5
6 Tammy Duehr moved, with a second by Julio Almanza to extend the 180-day deadline
7 for issuance of the final decision in **case number 12-101**, based upon the amount of
8 time needed to complete the investigation and the delay in scheduling the hearing.

9 **MOTION CARRIED UNANIMOUSLY.**

10
11 Richard Wortmann moved, with a second by Laura Stevens, that in **case number 10-**
12 **56**, the Board grant the Respondent’s request for reinstatement and issue an order
13 stating the basis for the suspension no longer exists and it will be in the public
14 interest for the license to be reinstated. Roll call vote: Almanza – yes; Duehr – yes;
15 Garcia-Van Auken – yes; Glass – yes; Hill – yes; Ortiz – yes; Overholtzer – yes; Smith –
16 yes; Stevens – yes; Trueg – recused; Wortmann – yes. **MOTION CARRIED.**

17
18 Tammy Duehr moved, with a second by Julio Almanza, to approve the closed session
19 minutes of November 15, 2012 and December 19, 2012. **MOTION CARRIED**

20 **UNANIMOUSLY.**

21
22 (Note: Case No. 10-56 was discussed in open session.)

23
24 Communication from the Public:

25 Matt Carver, Legal Services Director of School Administrators of Iowa (SAI); Dr. Jim
26 Sutton; Cal Halliburton, Dan Smith, Director of SAI and Christy Hickman, Staff
27 Attorney of Iowa State Education Association (ISEA) addressed the Board regarding
28 the proposed rule on the agenda for alternative superintendent and AEA administrator
29 licensure.

30
31 Board Communications:

32 Carol Trueg attended the Mississippi Bend AEA Superintendent Meeting because they
33 had questions regarding the function of the Board of Educational Examiners.

1 Larry Hill suggested that one or two board members attend the superintendent
2 meetings to share the role of the BOEE and to address any concerns they may have
3 regarding the BOEE's role/function. Duane Magee may call on board members as
4 issues arise to attend different AEAs and present a perspective that's different than
5 the in-house staff. Board members concurred that this was a good idea.

6
7 Executive Director's Report:

8 Mr. Magee reviewed the financial report with the Board.

9
10 Mr. Magee updated the Board regarding digitizing the professional practices packet.
11 He has had several conversations with DAS/ITE regarding the direction the State is
12 going in terms of mobile device accessibility and information management. He's very
13 hopeful that we can get our protective website soon and upload our professional
14 packet so that we no longer have to mail hard copies of the packet.

15
16 Update on the new software RFP as it relates to finance – we have a large balance in
17 our fund and we're hopeful that a good portion of that can go to our new online
18 system. In the upcoming weeks, we have three vendors who will present their
19 software packages to the DE and the BOEE. We are hopeful that we can get an
20 integrated job posting board, applicant management and license system that is one
21 company and integrated together.

22
23 Mr. Magee will be communicating with the Board Operating Guidelines Committee
24 (Larry Hill, Mary K. Overholtzer, Richard Wortmann and Bev Smith) regarding
25 updating and reviewing the guidelines.

26
27 Mr. Magee, Susan Fischer and Darcy Lane went through board orientation with
28 Brenda Garcia-Van Auken on January 16th.

29
30 Mr. Magee updated the Board regarding the online program licensing audit of Clayton
31 Ridge and CAM - they are meeting all requirements in regards to licensure.

1 Rules:

2 Adopt:

3 Carol Trueg moved, with a second by Julio Almanza, to adopt the proposed changes to
4 Chapter 13.16(1) Substitute Teacher. **MOTION CARRIED UNANIMOUSLY.**

5

6 Laura Stevens moved, with a second by Richard Wortmann, to adopt the proposed
7 changes to Chapter 11.7(1) Delivery (Notice of Hearing). **MOTION CARRIED**
8 **UNANIMOUSLY.**

9

10 Carol Trueg moved, with a second by Larry Hill, to adopt the proposed changes to
11 Chapter 18.5(3) Specific Requirements for a Professional Administrator License.
12 **MOTION CARRIED UNANIMOUSLY.**

13

14 Larry Hill moved, with a second by Carol Trueg, to adopt the proposed changes to
15 Chapter 19.6 Evaluator and Endorsement Requirements for Out-of-State Applicants.
16 **MOTION CARRIED UNANIMOUSLY.**

17

18 Richard Wortmann moved, with a second by Laura Stevens to adopt the proposed
19 changes to Chapter 17.4 Requirements for a Class D Career and Technical License.
20 **MOTION CARRIED UNANIMOUSLY.**

21

22 Notice:

23 Jason Glass moved, with a second by Carol Trueg, to file under Notice of Intended
24 Action, the proposed changes to Chapter 13.9 Teacher Intern License. **MOTION**
25 **CARRIED UNANIMOUSLY.**

26

27 Larry Hill moved, with a second by Richard Wortmann, to table the proposed changes
28 to Chapter 18.12 Preliminary Administrator License. This rule will be brought back
29 for further discussion at a work session scheduled for March 7, 2013. **MOTION**
30 **CARRIED UNANIMOUSLY.**

31

32

33

1 Items for Discussion:

2 The proposed changes to Chapter 25.3(1)e Student Abuse were discussed and will be
3 brought back at a future meeting to file under notice of intended action.

4
5 The proposed changes to Chapters 25.3(6) and (7) and 11.4(1)(d) Prohibited grounds
6 for discrimination and failure to comply with a board order were discussed and will be
7 brought back at a future meeting to file under notice of intended action.

8
9 The proposed changes to Chapters 22.1(3), 22.2b, 23.2, 13.9(2) and 22.2(1) Expiration
10 date changes were discussed and will be brought back at a future meeting to file
11 under notice of intended action.

12
13 Mr. Magee discussed a proposal for a Transitional Coaching Authorization. The Board
14 did support this proposal and would like to move forward. This will be brought back
15 at a future meeting for further review and discussion.

16
17 Petitions for Waiver:

18 Larry Hill moved, with a second by Laura Stevens, that in **PFW 12-17 Paula Jo Wolfe**,
19 the Board deny the Petition for Waiver. Reasons for denial: Within her Petition for
20 Waiver, Ms. Wolfe stated she wanted to improve her professional teaching career as a
21 journalism teacher at the same time that she was completing the requirements for
22 renewal. She indicated that the Reynolds Institute is a prestigious and rigorous
23 program so she obtained a fellowship there believing that the university would offer
24 credits that would be acceptable for renewal. Ms. Wolfe indicated it will be an undue
25 hardship to complete more course work for renewal which will be time consuming and
26 costly. The Board reviewed the syllabus regarding the credit awarded for the fellowship
27 and noted that the information stated “participants will receive eight units of
28 continuing-education credit from Arizona State University at no cost to them.” Thus
29 since there was no financial cost for Ms. Wolfe to complete this fellowship, it would not
30 be a financial hardship to complete acceptable renewal course work instead. The
31 renewal application explicitly states that no continuing education units are accepted
32 for renewal so the Board determined it is not a hardship to require Ms. Wolfe to follow
33 the same rules as everyone else. The Board reviewed other Petitions for Waivers for

1 renewal credit. The Board reviewed five Petitions for Waivers that aligned with the
2 current Petition for Waiver in that the petitioner completed professional development
3 or continuing education units. The Board denied these Petitions for Waivers. The
4 Board reviewed a Petition for a Waiver that was granted for an out of state applicant
5 who did not understand that the only professional development credits accepted for
6 renewal were licensure renewal credits through an Iowa Area Education Agency and it
7 was deemed a hardship for the out of state licensee to return to Iowa to obtain
8 licensure renewal credits. The Board determined that this Petition did not align with
9 the current Petition since Ms. Wolfe has submitted Iowa Area Education Agency
10 licensure renewal credits in the past. The Board also discussed six Petitions for Waiver
11 from individuals who all completed the same class that at one time was offered for
12 college credit and then the class was only offered for continuing education units. The
13 Board discussed these Petitions and also determined that they did not align with the
14 current Petition since there was not a change in the offering of credit. The Board
15 discussed the rules regarding acceptable licensure renewal credits in an approved
16 licensure renewal program, which is included in 282-20.13(5). The Board determined
17 it would be prejudicial to accept the continuing education units for renewal of a
18 teaching license because 20.13(5)d indicates that the only acceptable renewal credits
19 are completed through approved renewal programs which have been previously
20 approved by the Board of Educational Examiners. Thus the Board determined it
21 would not retroactively accept renewal credits that have already been completed. In
22 the Petition for Waiver, Ms. Wolfe indicated that her students are already benefiting
23 from the knowledge and skills she gained attending this fellowship. She has improved
24 her use of technology in her classes and has improved her students' learning. Ms.
25 Wolfe also attended classes in journalistic ethics and copyright law, which is a benefit
26 to the district. The Board reviewed the rules for acceptable renewal credits. The
27 continuing education units that Ms. Wolfe completed were not previously approved as
28 part of a licensure renewal program. The Board accepts undergraduate or graduate
29 credits from regionally accredited colleges; however, the fellowship was not offered for
30 graduate credit. The Board ensures the safety and welfare of the students by
31 enforcing these standards for renewal credit. The information on the application
32 clearly states that continuing education units are not accepted for renewal credit.

1 Roll call vote: Almanza – yes; Duehr – recused; Garcia-Van Auken – yes; Glass – yes;
2 Hill – yes; Ortiz – yes; Overholtzer – no; Smith – yes; Stevens – yes; Trueg – yes;
3 Wortmann – yes. **MOTION CARRIED.**

4

5 Legislative Reception Review:

6 The reception was held today, Thursday, January 17, 2013, 7:30 a.m. -9:00 a.m., in
7 the Capitol Rotunda. It was well attended and several members of the education
8 committee stopped by. Mr. Magee spoke with several senators and representatives
9 regarding our budget and not scooping it due to our RFP. He also spoke to them
10 about the governor’s ed. reform plan and support for the plan.

11

12 Reports/Approvals:

13 Legislative Update: We have one bill that is in front of the legislature, which is the
14 revision of the 180-day rule.

15 Report on Shortage Areas: Mr. Magee shared a draft of the letter that will go out from
16 Director Glass and the D.E. to the U.S. Department of Education.

17 Board Orientation – June 20-21: Mr. Magee asked the Board to provide him feedback
18 regarding the orientation – that they have that time available.

19 Board Retreat – August: Board members should consider possible agenda items for the
20 retreat and email them to Mr. Magee. Also, would they like to conduct the retreat off
21 site? If so, where?

22

23 The governor and lieutenant governor will be attending the April 5th board meeting to
24 discuss the education reform plan.

25

26 The next board meeting is scheduled for Friday, March 8th and a work session is
27 scheduled for Thursday, March 7th, to discuss the alternative superintendent and AEA
28 administrator licensure. Mr. Magee will get information out to the Board for the work
29 session.

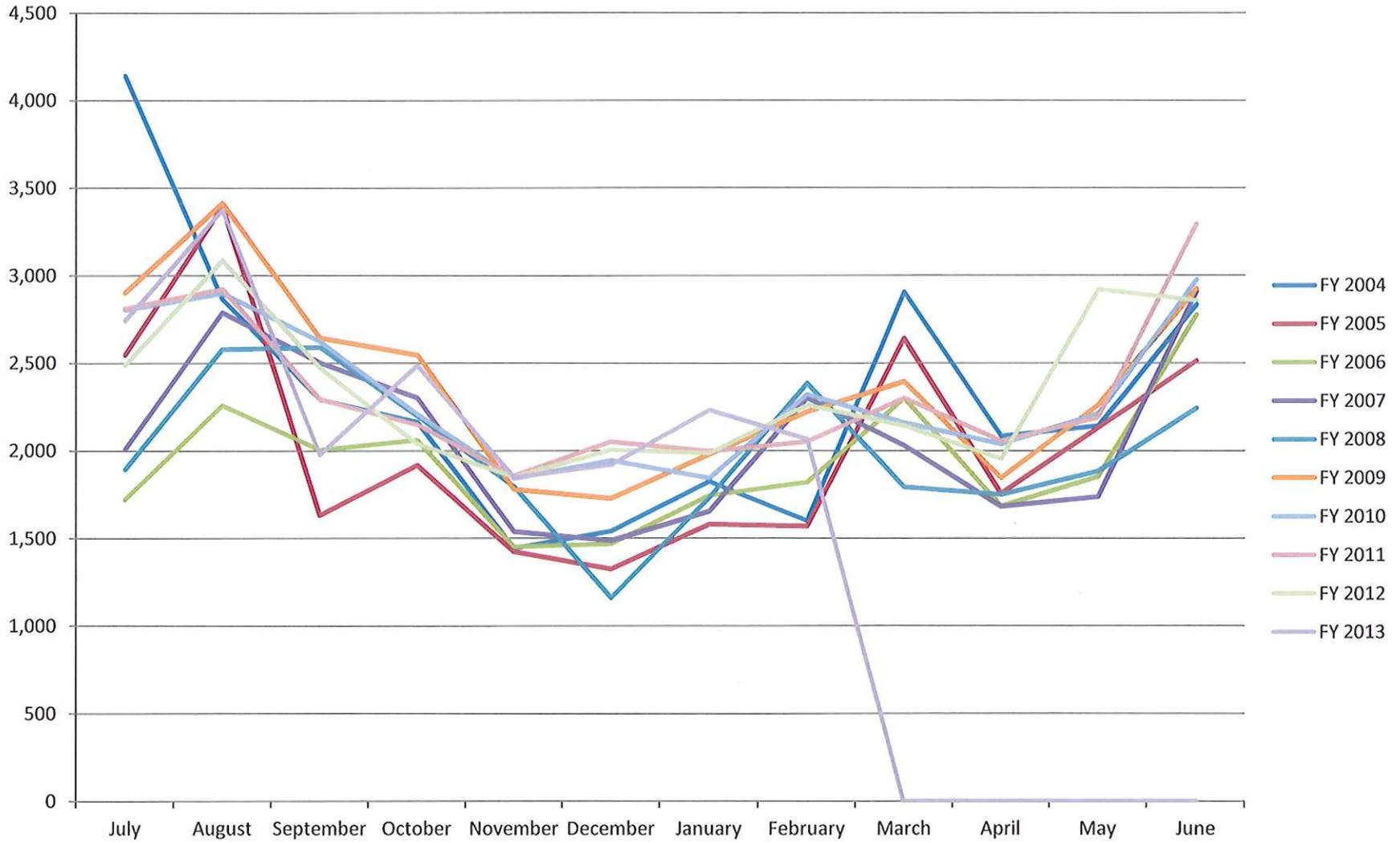
30

31 There being no further business, the meeting was adjourned at 1:45 p.m.

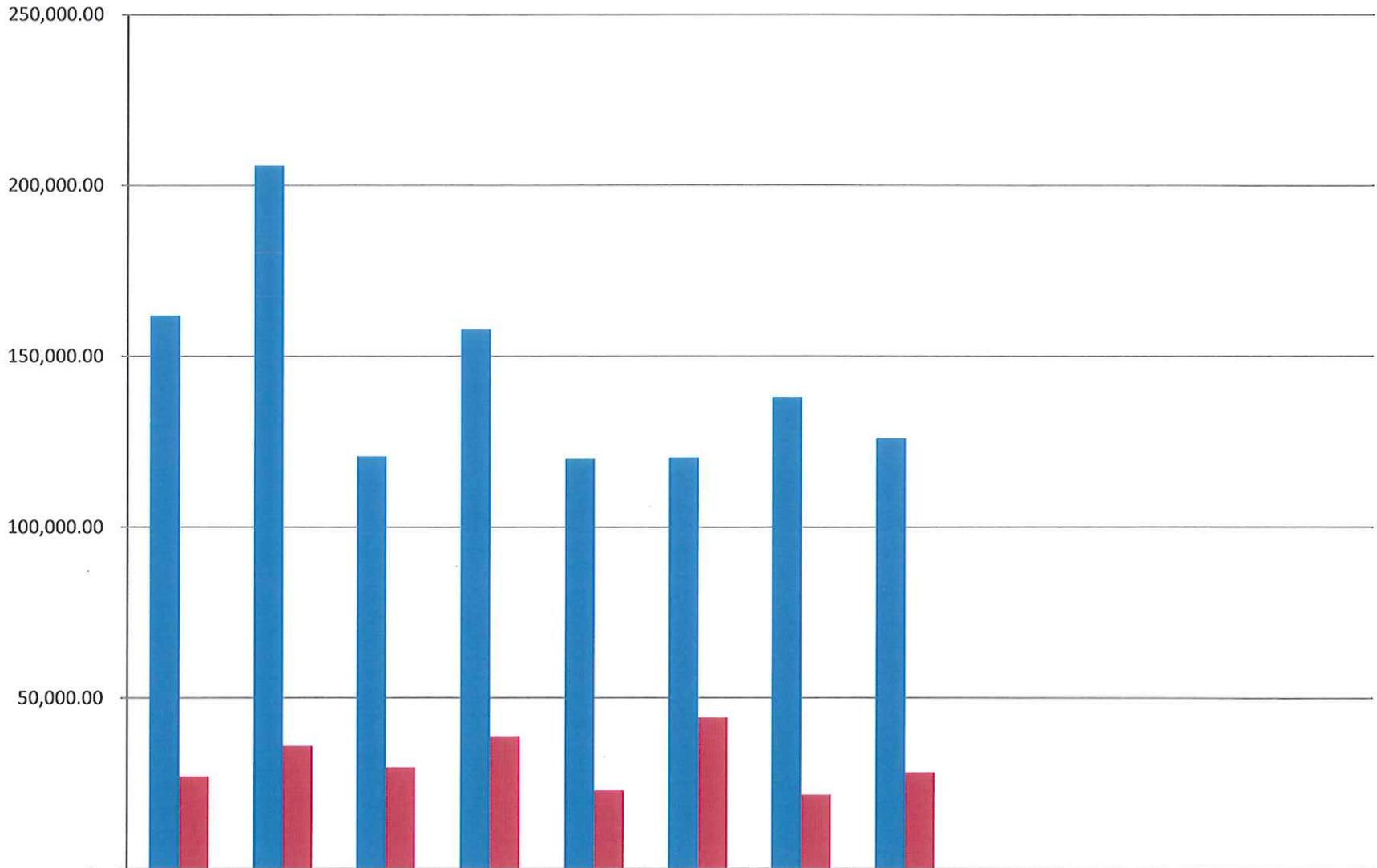
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33

BoEE Licenses Issued by Month



Receipts July 2012-June 2013



	July 12	Aug 12	Sept 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	Apr 13	May 13	Jun 13
Licensure Fees	161,866.	205,833.	120,780.	157,945.	119,925.	120,369.	138,111.	126,014.				
DCI Check Fee	26,988.0	35,966.0	29,593.0	38,714.0	22,802.0	44,213.0	21,625.0	28,186.5				

Board of Education Examiners SFY 13 Financial Reporting by Orgn/Month

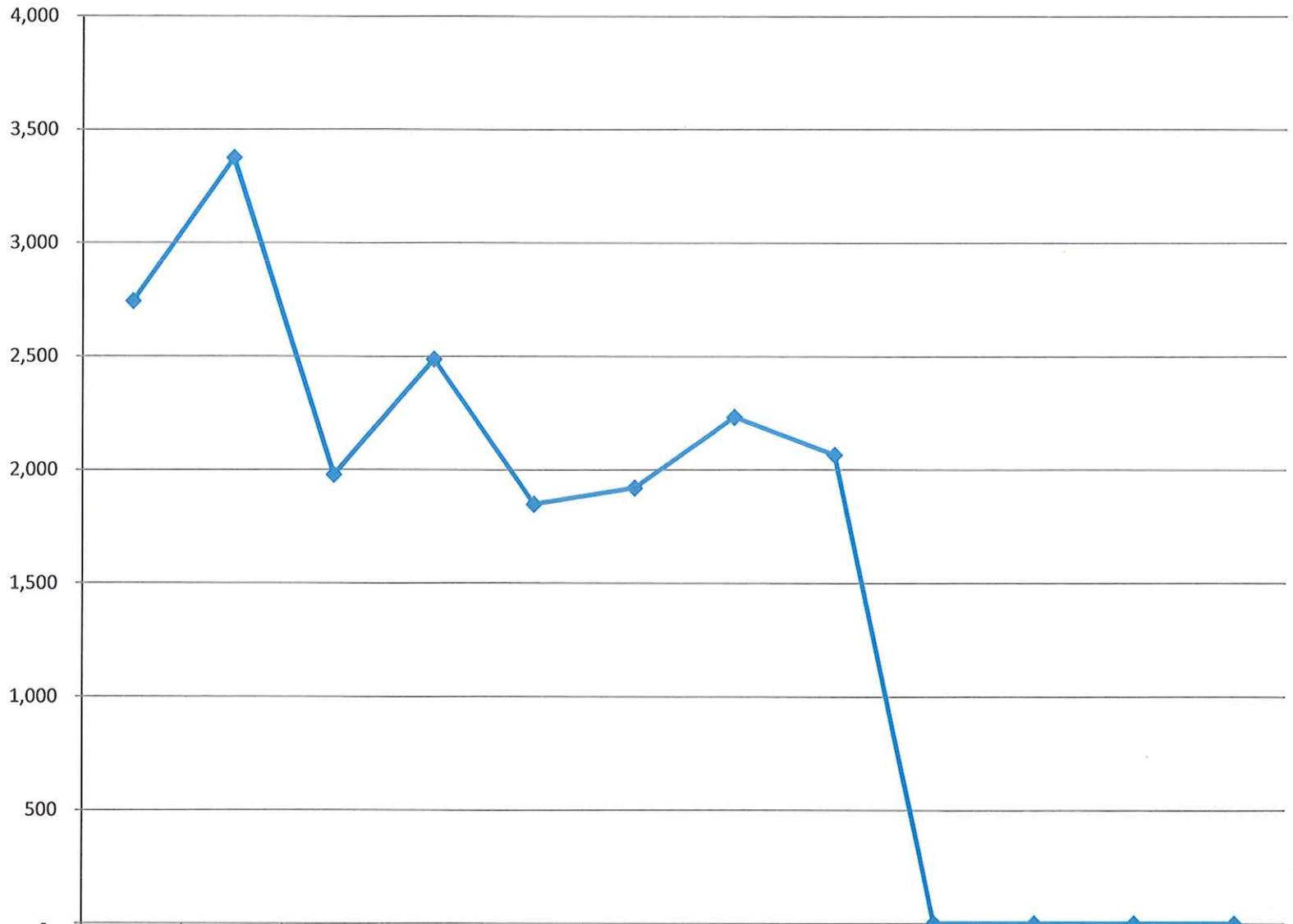
Licensure Fees (orgn 9397)

	July 12	Aug 12	Sept 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	Apr 13	May 13	Jun 13	Total
Receipts													
Brought Fwd from 12	100,000.00	947,214.01	-	-	-	-	-	-	-	-	-	-	1,047,214
Carry Fwd to 14													-
401 Licensure Fees	161,866.50	205,833.00	120,780.75	157,945.00	119,925.00	120,369.00	138,111.00	126,014.50					1,150,845
704 DCI Check Fee	26,988.00	35,966.00	29,593.00	38,714.00	22,802.00	44,213.00	21,625.00	28,186.50					248,088
BoEE Total Receipts	288,854.50	1,189,013.01	150,373.75	196,659.00	142,727.00	164,582.00	159,736.00	154,201.00	-	-	-	-	2,446,146
Expenditures													
401 Licensure Fees (GenFund)	53,544.50	68,139.00	39,958.25	52,372.00	39,647.00	39,874.00	45,531.00	41,704.00	-	-	-	-	380,770
101 Personal Services	72,086.39	118,517.98	118,562.20	161,862.97	92,204.82	111,189.91	110,506.70	109,953.04					894,884
202 In-State Travel	300.50	-	2,747.81	1,965.65	969.94	2,659.30	3,679.75	1,327.68					13,651
203 Assigned Vehicle	-	651.72	279.67	627.51	436.11	369.88	284.24	232.20					2,881
204 Vehicle Depreciation	-	200.00	200.00	200.00	200.00	200.00	22,130.60	200.00					23,331
205 Out-of-State Travel	-	-	-	2,143.91	1,096.27	-	-	-					3,240
301 Office Supplies	5,013.50	1,664.70	124.93	238.34	268.36	38.88	1,578.30	496.25					9,423
309 Printing & Binding	-	4,120.18	1,625.36	289.11	7,174.33	1,951.00	-	431.00					15,591
313 Postage	-	2,930.54	3,125.29	1,952.41	2,140.99	2,050.52	2,095.02	2,405.96					16,701
401 Communications	96.78	786.09	735.29	716.61	796.50	793.12	725.97	764.11					5,414
402 Rentals	1,345.00	-	326.94	-	-	326.94	-	-					1,999
405 Professional Services	-	-	24,287.00	340.00	300.00	98.00	1,379.82	8,971.60					35,376
406 Outside Services	50.00	80.07	-	-	393.57	-	653.04	85.96					1,263
407 Intra-State Transfers	-	-	-	-	-	-	-	-					-
408 Advertising	-	-	326.00	395.00	-	-	-	-					721
409 Outside Repairs/Services	451.98	-	-	-	581.41	-	-	567.61					1,601
414 Other Agency Reimb	-	290.68	275.04	1,196.36	348.86	1,192.61	516.91	262.86					4,083
416 ITE Reimbursement	-	1,436.70	1,672.72	2,164.46	1,478.82	1,278.07	1,442.00	1,449.97					10,923
418 IT Contracted Services	-	-	218.54	4,217.07	1,129.83	192.32	175.82	171.52					6,105
432 Gov Trfr Attorney Gen	-	3,333.33	3,483.21	3,436.38	3,340.02	4,985.19	3,357.41	3,333.33					25,269
433 Gov Trfr Auditor	-	-	-	-	94.59	-	258.81	-					353
434 Gov Trfr Other Agencies	-	20,763.00	-	49,481.44	28,997.00	21,081.74	32,891.81	19,011.00					172,226
502 Office Equipment	-	-	-	-	-	-	-	-					-
503 Equipment Non-Inventory	-	-	-	-	-	-	-	-					-
510 IT Equipment & Software	12,668.00	-	317.32	-	40.00	-	-	19,250.73					32,276
602 SWICAP/Other Expense	-	-	520.64	975.70	11,094.00	445.82	1,005.09	-					14,041
Total Expenditures	92,012.15	154,774.99	158,827.96	232,202.92	153,085.42	148,853.30	182,681.29	168,914.82	-	-	-	-	1,291,353
Excess (Deficiency) of Revenue over Expenditures	96,842.35	87,024.01	(8,454.21)	(35,543.92)	(10,358.42)	15,728.70	(22,945.29)	(14,713.82)	-	-	-	-	107,579
Beginning Cash Balance	100,000.00	196,842.35	1,231,080.37	1,222,626.16	1,187,082.24	1,176,723.82	1,192,452.52	1,169,507.23	1,154,793.41	1,154,793.41	1,154,793.41	1,154,793.41	
Ending Cash Balance	196,842.35	1,231,080.37	1,222,626.16	1,187,082.24	1,176,723.82	1,192,452.52	1,169,507.23	1,154,793.41	1,154,793.41	1,154,793.41	1,154,793.41	1,154,793.41	1,154,793

Licensure Fee Receipts by Accounting Source and Month SFY 13

Acct	Class	Description	July 12	Aug 12	Sept 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	Apr 13	May 13	Jun 13	Jun+30	Jun+60	Total
		Brought Fwd not included															
I54	401	Licensure Fees %	161,866.50	205,833.00	120,780.75	157,945.00	119,925.00	120,369.00	138,111.00	126,014.50	-	-	-	-	-	-	#####
I54	704	DCI Check Fee	26,988.00	35,966.00	29,593.00	38,714.00	22,802.00	44,213.00	21,625.00	28,186.50	-	-	-	-	-	-	248,087.50
Gen Fund	401	Licensure Fees	53,544.50	68,139.00	39,958.25	52,372.00	39,647.00	39,874.00	45,531.00	41,704.00							380,769.75
		Net Receipts	<u>242,399.00</u>	<u>309,938.00</u>	<u>190,332.00</u>	<u>249,031.00</u>	<u>182,374.00</u>	<u>204,456.00</u>	<u>205,267.00</u>	<u>195,905.00</u>	-	-	-	-	-	-	#####
0914	401	Refunds	65.00	713	565	631.00	535.00	413.00	790.00	623.00							4,335.00

Total # Licenses Issued



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Total # Licenses Issued	2,744	3,375	1,978	2,487	1,848	1,919	2,231	2,065	-	-	-	-

Number of Licenses Issued by Month

	July	August	September	October	November	December	January	February	March	April	May	June	Total number of Licenses Issued
FY 2004	4,142	2,867	2,293	2,164	1,443	1,541	1,825	1,600	2,906	2,082	2,141	2,834	27,838
<i>Running Total</i>	4,142	7,009	9,302	11,466	12,909	14,450	16,275	17,875	20,781	22,863	25,004	27,838	
FY 2005	2,547	3,394	1,631	1,916	1,423	1,324	1,579	1,567	2,640	1,753	2,130	2,511	24,415
<i>Running Total</i>	2,547	5,941	7,572	9,488	10,911	12,235	13,814	15,381	18,021	19,774	21,904	24,415	
FY 2006 Actual	1,722	2,259	2,005	2,062	1,452	1,469	1,744	1,820	2,299	1,683	1,851	2,776	23,142
<i>Running Total</i>	1,722	3,981	5,986	8,048	9,500	10,969	12,713	14,533	16,832	18,515	20,366	23,142	
FY 2007 Actual	2,008	2,788	2,503	2,302	1,538	1,486	1,654	2,300	2,028	1,680	1,736	2,910	* 26,747
<i>Running Total</i>	2,008	4,796	7,299	9,601	11,139	12,625	14,279	16,579	18,607	20,287	22,023	24,933	
FY 2008 Actual	1,895	2,580	2,592	2,199	1,795	1,161	1,733	2,384	1,792	1,748	1,883	2,242	*27,344
<i>Running Total</i>	1,895	4,475	7,067	9,266	11,061	12,222	13,955	16,339	18,131	19,879	21,762	24,004	
FY 2009 Actual	2,902	3,413	2,644	2,547	1,779	1,726	1,979	2,221	2,393	1,844	2,259	2,923	28,630
<i>Running Total</i>	2,902	6,315	8,959	11,506	13,285	15,011	16,990	19,211	21,604	23,448	25,707	28,630	
FY 2010 Actual	2,804	2,899	2,626	2,210	1,842	1,944	1,843	2,321	2,158	2,037	2,211	2,976	27,871
<i>Running Total</i>	2,804	5,703	8,329	10,539	12,381	14,325	16,168	18,489	20,647	22,684	24,895	27,871	
FY 2011 Actual	2,812	2,923	2,294	2,149	1,857	2,051	1,996	2,050	2,299	2,055	2,189	3,293	27,968
<i>Running Total</i>	2,812	5,735	8,029	10,178	12,035	14,086	16,082	18,132	20,431	22,486	24,675	27,968	
FY 2012 Actual	2,490	3,087	2,475	2,041	1,849	2,005	1,985	2,259	2,141	1,951	2,920	2,857	28,060
<i>Running Total</i>	2,490	5,577	8,052	10,093	11,942	13,947	15,932	18,191	20,332	22,283	25,203	28,060	
FY 2013 Actual	2,744	3,375	1,978	2,487	1,848	1,919	2,231	2,065	0	0	0	0	18,647
<i>Running Total</i>	2,744	6,119	8,097	10,584	12,432	14,351	16,582	18,647	18,647	18,647	18,647	18,647	
Proj FY13 for Budget	2,604	2,890	2,324	2,194	1,641	1,588	1,794	2,033	2,314	1,860	2,050	2,808	26,100
<i>Running Total</i>	2,604	5,494	7,818	10,012	11,653	13,240	15,035	17,067	19,382	21,242	23,292	26,100	

Obligations vs. Budget Report

Budget Fiscal Year: 2013

	Total Obligations FY-To-Date	SY 13 Spending Plan	Budget Balance	Percent of Budget Received /Spent
Resources:				
Balance Forward	\$ 1,047,214	\$ -		
Receipts				
Salary adj				
401 Fees, Lic. & Permits	\$ 1,150,845	\$ 1,739,848		
704 Other	\$ 248,088	\$ 360,000		
Total Resources:	\$ 2,446,146	\$ 2,099,848	\$ 700,916	66.62%
<i>(Total Revenue)</i>	<u><u>\$ 1,398,932</u></u>			
Expenditures:				
101 Personal Services	\$ 894,884	\$ 1,547,226	\$ 652,342	57.84%
202 In-State Travel	\$ 13,651	\$ 25,000	\$ 11,349	54.60%
203 Assigned Vehicle	\$ 2,881	\$ 4,000	\$ 1,119	72.03%
204 Vehicle Depreciation	\$ 23,331	\$ 3,000	\$ (20,331)	777.69%
205 Out-of-State Travel	\$ 3,240	\$ 20,000	\$ 16,760	16.20%
301 Office supplies	\$ 9,423	\$ 10,000	\$ 577	94.23%
309 Printing & Binding	\$ 15,591	\$ 15,000	\$ (591)	103.94%
313 Postage	\$ 16,701	\$ 40,000	\$ 23,299	41.75%
401 ICN/Communications	\$ 5,414	\$ 15,000	\$ 9,586	36.10%
402 Rentals	\$ 1,999	\$ 3,500	\$ 1,501	57.11%
405 Professional Services	\$ 35,376	\$ 20,000	\$ (15,376)	176.88%
406 Outside Services	\$ 1,263	\$ 5,000	\$ 3,737	25.25%
407 Trans to Other agency	\$ -	\$ -	\$ -	#DIV/0!
408 Advertising	\$ 721	\$ 3,000	\$ 2,279	24.03%
409 Outside Repairs/Ser	\$ 1,601	\$ 5,000	\$ 3,399	32.02%
414 Other Agency Reimb	\$ 4,083	\$ 15,000	\$ 10,917	27.22%
416 ITD Reimbursement	\$ 10,923	\$ 20,000	\$ 9,077	54.61%
418 IT Contracted services	\$ 6,105	\$ 400,000	\$ 393,895	1.53%
432 Gov Transfer AG	\$ 25,269	\$ 35,000	\$ 9,731	72.20%
433 Gov Transfer Auditor	\$ 353	\$ 10,000	\$ 9,647	3.53%
434 Gov Trans Other Agency	\$ 172,226	\$ 300,000	\$ 127,774	57.41%
502 Equipment Inventory	\$ -	\$ 5,000	\$ 5,000	0.00%
503 Equipment Non-Inven	\$ -	\$ 3,000	\$ 3,000	0.00%
510 IT Equipment	\$ 32,276	\$ 60,000	\$ 27,724	53.79%
602 SWICAP	\$ 14,041	\$ 30,000	\$ 15,959	46.80%
705 Refunds	\$ 4,335	\$ 5,000	\$ 665	86.70%
Carryover		\$ -		
Expenditure Subtotal	\$ 1,295,688	\$ 2,598,726	\$ 1,303,038	49.86%

FY 2013 Actual Number of Licenses Issued per Month

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Issued
Duplicate Lic - Online	39	58	34	29	25	12	27	23					247
Late Fees - online	17	33	15	17	9	7	20	6					124
Master Ed - Online	135	117	85	94	91	60	146	86					814
Prof Adm - Online	9	7	5	8	12	15	14	12					82
Prof Service License	4	10	4	4	3	5	6	9					45
Standard Lic - Online	224	282	185	215	193	145	280	198					1,722
Background	320	425	400	528	300	637	289	399					3,298
Background in Office	119	160	67	85	66	55	54	38					644
Initial Teacher lic	182	287	338	421	184	619	230	303					2,564
Extended initial	18	20	22	19	15	23	31	25					173
Standard License	319	340	235	235	154	147	215	216					1,861
Master Ed	191	175	131	185	172	155	219	201					1,429
Professional Adm	44	46	34	40	37	16	59	58					334
Coach Authorization	270	443	186	305	292	142	255	242					2,135
Substitute License	130	104	113	139	116	87	118	113					920
Substitute Auth	67	104	115	133	107	62	57	39					684
Endorsement	177	333	113	103	81	93	115	112					1,127
Duplicate Lic	16	30	12	13	14	10	22	18					135
Tx Evaluation	224	213	66	102	57	78	101	110					951
Late Payment	81	165	126	365	428	123	88	82					1,458
Out-of-state T or A	153	151	44	62	37	61	94	75					677
Out-of-country	0	0	0	1	3	0	1	2					7
BTW Driving Instr	6	5	1	4	12	29	14	15					86
Class A	37	56	40	54	48	38	80	91					444
Class B	201	304	85	144	78	31	24	15					882
Class E	45	51	22	28	19	6	15	11					197
Class G	4	4	1	2	0	1	1	0					13
Coach Auth Extend	14	23	6	18	10	3	7	9					90
Evaluator (New)	3	2	0	5	6	2	1	1					20
Initial Admn Lic	2	45	3	5	1	3	14	6					79
Extended initial Adm	0	0	0	0	0	0	0	0					0
Career & Tech	4	3	1	2	1	1	2	0					14
Paraeducator	131	96	47	40	35	34	38	31					452
Para Add Con	21	12	5	3	6	5	6	1					59
Orientation & Mobility	0	0	0	0	0	0	0	0					0
SPR	49	38	30	63	33	28	30	32					303
Teacher Intern Lic	2	2	1	0	1	0	3	1					10
Initial Prof Service	6	9	1	3	4	1	1	3					28
Professional Service	12	5	8	8	1	6	3	7					50
PSL - Class A	5	0	0	0	0	0	1	0					6
PSL - Class B	0	0	0	0	0	0	0	0					0
IPREP-Portfolio Review	0	0	1	0	0	1	1	0					3
SBO	0	0	4	1	1	1	0	3					10
Over Payment	2	17	2	2	9	6	5	4					47
Total # Licenses Issued	2,744	3,375	1,978	2,487	1,848	1,919	2,231	2,065	-	-	-	-	18,643
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Issued

FY 2012 Actual Revenue for each License Issued

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Rev
Duplicate Lic - Online	\$ 702	\$ 1,044	\$ 612	\$ 522	\$ 450	\$ 216	\$ 486	\$ 414					\$ 4,446
Late Fees - online	\$ 650	\$ 1,975	\$ 975	\$ 1,425	\$ 800	\$ 375	\$ 700	\$ 200					\$ 7,100
Master Ed - Online	\$ 11,880	\$ 10,296	\$ 7,480	\$ 8,272	\$ 8,008	\$ 5,280	\$ 12,848	\$ 7,568					\$ 71,632
Prof Adm - Online	\$ 792	\$ 616	\$ 440	\$ 704	\$ 1,056	\$ 1,320	\$ 1,323	\$ 1,056					\$ 7,307
Prof Service License	\$ 352	\$ 880	\$ 352	\$ 352	\$ 264	\$ 440	\$ 528	\$ 792					\$ 3,960
Standard Lic - Online	\$ 19,712	\$ 24,816	\$ 16,280	\$ 18,920	\$ 16,984	\$ 12,760	\$ 24,640	\$ 17,424					\$ 151,536
Background	\$ 20,800	\$ 27,646	\$ 26,000	\$ 34,294	\$ 19,500	\$ 41,418	\$ 18,785	\$ 25,960					\$ 214,403
Background in Office	\$ 6,188	\$ 8,320	\$ 3,484	\$ 4,420	\$ 3,432	\$ 2,860	\$ 2,801	\$ 1,976					\$ 33,481
Initial Teacher lic	\$ 15,435	\$ 24,415	\$ 28,750	\$ 35,785	\$ 15,640	\$ 52,615	\$ 19,550	\$ 25,750					\$ 217,940
Extended initial	\$ 450	\$ 500	\$ 550	\$ 475	\$ 375	\$ 575	\$ 775	\$ 625					\$ 4,325
Standard License	\$ 27,115	\$ 28,865	\$ 19,978	\$ 19,970	\$ 13,090	\$ 12,495	\$ 18,250	\$ 18,342					\$ 158,105
Master Ed	\$ 16,260	\$ 14,875	\$ 11,135	\$ 15,715	\$ 14,620	\$ 13,175	\$ 18,615	\$ 17,085					\$ 121,480
Professional Adm	\$ 3,740	\$ 3,910	\$ 2,890	\$ 3,400	\$ 3,145	\$ 1,360	\$ 5,015	\$ 4,930					\$ 28,390
Coach Authorization	\$ 22,910	\$ 37,640	\$ 15,770	\$ 25,889	\$ 24,820	\$ 12,070	\$ 21,710	\$ 20,550					\$ 181,359
Substitute License	\$ 11,035	\$ 16,235	\$ 9,605	\$ 11,815	\$ 9,860	\$ 7,395	\$ 10,030	\$ 9,605					\$ 85,580
Substitute Auth	\$ 5,695	\$ 8,840	\$ 9,775	\$ 11,300	\$ 9,135	\$ 5,270	\$ 4,845	\$ 3,315					\$ 58,175
Endorsement	\$ 8,830	\$ 16,635	\$ 5,650	\$ 5,150	\$ 4,035	\$ 4,650	\$ 5,750	\$ 5,600					\$ 56,300
Duplicate Lic	\$ 240	\$ 450	\$ 180	\$ 195	\$ 210	\$ 150	\$ 330	\$ 270					\$ 2,025
Tx Evaluation	\$ 13,440	\$ 12,767	\$ 3,973	\$ 6,145	\$ 3,420	\$ 4,680	\$ 6,060	\$ 6,600					\$ 57,085
Late Payment	\$ 2,015	\$ 4,130	\$ 3,142	\$ 9,135	\$ 10,705	\$ 3,085	\$ 2,210	\$ 2,050					\$ 36,472
Out-of-state T or A	\$ 13,005	\$ 12,835	\$ 3,740	\$ 5,269	\$ 3,146	\$ 5,185	\$ 7,990	\$ 6,375					\$ 57,545
Out-of-country	\$ -	\$ -	\$ -	\$ 85	\$ 255	\$ -	\$ 85	\$ 170					\$ 595
BTW Driving Instr	\$ 240	\$ 200	\$ 40	\$ 160	\$ 480	\$ 1,160	\$ 560	\$ 600					\$ 3,440
Class A	\$ 3,145	\$ 4,725	\$ 3,400	\$ 4,590	\$ 4,080	\$ 3,230	\$ 6,800	\$ 7,735					\$ 37,705
Class B	\$ 17,115	\$ 25,805	\$ 7,225	\$ 12,240	\$ 6,605	\$ 2,635	\$ 2,045	\$ 1,275					\$ 74,945
Class E	\$ 6,795	\$ 7,610	\$ 3,235	\$ 4,160	\$ 2,905	\$ 965	\$ 2,295	\$ 1,630					\$ 29,595
Class G	\$ 340	\$ 340	\$ 85	\$ 170	\$ -	\$ 85	\$ 85	\$ -					\$ 1,105
Coach Auth Extend	\$ 570	\$ 920	\$ 240	\$ 720	\$ 400	\$ 120	\$ 280	\$ 360					\$ 3,610
Evaluator (New)	\$ 255	\$ 170	\$ -	\$ 425	\$ 510	\$ 170	\$ 85	\$ 85					\$ 1,700
Initial Admn Lic	\$ 170	\$ 3,825	\$ 255	\$ 425	\$ 85	\$ 255	\$ 1,190	\$ 510					\$ 6,715
Extended initial Adm	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
Career & Tech	\$ 340	\$ 255	\$ 85	\$ 170	\$ 85	\$ 85	\$ 170	\$ -					\$ 1,190
Paraeducator	\$ 5,240	\$ 3,840	\$ 1,880	\$ 1,600	\$ 1,400	\$ 1,360	\$ 1,520	\$ 1,240					\$ 18,080
Para Add Con	\$ 525	\$ 300	\$ 125	\$ 75	\$ 150	\$ 125	\$ 150	\$ 25					\$ 1,475
Orientation & Mobility	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
SPR	\$ 4,165	\$ 3,230	\$ 2,550	\$ 5,355	\$ 2,805	\$ 2,380	\$ 2,550	\$ 2,720					\$ 25,755
Teacher Intern Lic	\$ 250	\$ 250	\$ 125	\$ -	\$ 125	\$ -	\$ 375	\$ 125					\$ 1,250
Initial Prof Service	\$ 510	\$ 765	\$ 85	\$ 255	\$ 340	\$ 85	\$ 85	\$ 255					\$ 2,380
Professional Service	\$ 1,055	\$ 425	\$ 680	\$ 680	\$ 85	\$ 510	\$ 255	\$ 595					\$ 4,285
PSL- Class A	\$ 425	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85	\$ -					\$ 510
PSL- Class B	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
IPREP-Portfolio Review	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ 500	\$ 500	\$ -					\$ 1,500
SBO	\$ -	\$ -	\$ 340	\$ 85	\$ 85	\$ 85	\$ -	\$ 255					\$ 850
Over Payment	\$ 78	\$ 474	\$ 130	\$ 70	\$ 347	\$ 205	\$ 63	\$ 36					\$ 1,403
Grand Total	\$ 242,464	\$ 310,824	\$ 191,741	\$ 250,417	\$ 183,437	\$ 201,329	\$ 202,419	\$ 194,103	\$ -	\$ -	\$ -	\$ -	\$ 1,776,734
Background Total	\$ 26,988	\$ 35,966	\$ 29,484	\$ 38,714	\$ 22,932	\$ 44,278	\$ 21,586	\$ 27,936	\$ -	\$ -	\$ -	\$ -	\$ 247,884
BoEE Revenue	\$ 161,607	\$ 206,144	\$ 121,693	\$ 158,777	\$ 120,379	\$ 117,788	\$ 135,625	\$ 124,625	\$ -	\$ -	\$ -	\$ -	\$ 1,146,638
General Fund Total	\$ 53,869	\$ 68,715	\$ 40,564	\$ 52,926	\$ 40,126	\$ 39,263	\$ 45,208	\$ 41,542	\$ -	\$ -	\$ -	\$ -	\$ 382,213
BoEE+GenFund	\$ 215,476	\$ 274,858	\$ 162,257	\$ 211,703	\$ 160,505	\$ 157,051	\$ 180,833	\$ 166,167	\$ -	\$ -	\$ -	\$ -	\$ 1,528,850

MEMO

Date: March 8, 2013

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282 Chapter 13.9(10) Requirements for a teacher intern license
– ARRC Review

Representatives from the University of Northern Iowa presented information to the Board of Educational Examiners at the November board meeting requesting assistance for international teachers to be allowed to complete a modified teacher intern program in order to obtain licensure. This rule proposal would authorize the international teachers to complete the teacher intern course requirements while teaching in the international school.

Currently eligible for ARRC review.

13.9(10) Requirements to obtain a teacher intern license if teaching in an international school.

- a. Hold a baccalaureate degree from an accredited institution.
- b. Meet the requirements of at least one of the board's secondary (5-12) teaching endorsements listed in rule 282—13.28(272).
- c. Successfully complete the teacher intern program requirements listed in subrule 13.9(4)a(1)-(7), 13.9(4)a(9) and 13.9(4)b(1)-(4) through a four year college or university and approved by the state board of education.

13.9(11) Requirements to convert the teacher intern license to the initial license if teaching in an international school.

a. An initial license shall be issued upon application provided that the teacher intern has met all of the following requirements:

- (1) Successful completion of the coursework and competencies in the teacher intern program approved by the state board of education.
- (2) Verification that the teacher intern served successfully for a minimum of 160 days.

MEMO

Date: March 8, 2013

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282 Rule 25.3(1)(e) Student abuse - Notice

Below is proposed language for amending Chapter 25 to prohibit romantic and/or sexual relationships between licensees and former students for 180 days following the student's graduation, if the licensee and the student had a direct and/or supervisory relationship prior to the student's graduation. In its current form, the proposed amendment adds an additional ethics violation under rule 25.3(1)(e) ("Student abuse") specifically for students no longer enrolled in a school district.

I recommend that the proposed amendments to IAC 282 25.3(1)(e) student abuse be filed under Notice of Intended Action.

282—25.3(1) Standard I—conviction of crimes, sexual or other immoral conduct with or toward a student, and child and dependent adult abuse. Violation of this standard includes:

...

e. Student abuse. Licensees shall maintain professional relationships with all students, both inside and outside the classroom. The following acts or behavior constitutes unethical conduct without regard to the existence of a criminal charge or conviction:

...

(7) Committing or soliciting any sexual or otherwise indecent act or soliciting, encouraging, or consummating a romantic relationship with any person who was a student within 180 days prior to any conduct alleged in the complaint, if that person was personally acquainted with the respondent, was taught by the respondent, or was supervised by the respondent in any school activity when that person was a student.

MEMO

Date: March 8, 2013

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282—25.3(6) and (7) Prohibited grounds for discrimination and failure to comply with a Board order, 282—11.4(1)(d) Who may initiate a complaint - Notice

The first proposed amendment adds “creed” to the list of bases on which a licensee may not discriminate. The purpose of this addition is to mirror the list of protected classes in Iowa Code section 216.9, the section of the Iowa Civil Rights Act concerning education.

The second proposed amendment adds “failing to comply with a board order” as a basis for licensee discipline. This would address situations in which a licensee receives a deferred suspension but fails to satisfy the required conditions. The amendment would create an independent basis for discipline, so the licensee would have the opportunity for a hearing regarding their failure to comply with the terms of the deferred suspension.

The third proposed amendment would allow the executive director to file a complaint when a licensee fails to comply with a board order.

I recommend that the proposed amendments to IAC 282 25.3(6) and (7) prohibited grounds for discrimination and failure to comply with a Board order, 282—11.4(1)(d) be filed under Notice of Intended Action.

25.3(6) *Standard VI—unethical practice toward other members of the profession, parents, students, and the community.* Violation of this standard includes:

...

e. Engaging in any act of illegal discrimination, or otherwise denying a student or practitioner participation in the benefits of any program on the grounds of race, **creed**, color, religion, age, sex, sexual orientation, gender identity, disability, marital status, or national origin.

25.3(7) *Standard VII—compliance with state law governing obligations to state or local governments, student loan obligations, ~~and~~ child support obligations, **and board orders**.* Violation of this standard includes:

...

d. Failing to comply with a board order.

11.4(1) Who may initiate. The following entities may initiate a complaint:

...

d. The executive director of the board of educational examiners if the following circumstances have been met:

(1) The executive director receives information that a practitioner:

...

7. Has assigned another practitioner to perform services for which the practitioner is not properly licensed; and/or

8. Has failed to comply with a board order as prohibited by rule 282—25.3(7)(d);
and

(2) The executive director verifies the information or the alleged misconduct through review of official records maintained by the board, a court, the department of human services registry of founded child abuse reports, the practitioner licensing authority of another state, the department of education, the local school district, area education agency, or authorities in charge of the nonpublic school, or the executive director is presented with the falsified license; and

(3) No other complaint has been filed.

MEMO

Date: March 8, 2013

To: Board Members

From: Duane T Magee, Executive Director and Susan Fischer

RE: Proposed Rules: IAC 282-22.1(3), 22.2b, 23.2, 13.9(2), 22.2(1) Expiration date changes - Notice

These rule changes are proposed to authorize the following licenses to expire at the end of the birth month which aligns with teaching licenses that expire at the end of the birth month.

I recommend that the proposed amendments to IAC 282 22.1(3), 22.2b, 23.2, 13.9(2), 22.2(1) expiration date changes be filed under Notice of Intended Action.

282—22.1(272) Coaching authorization.

22.1(3) Validity. The coaching authorization shall be valid for five years, ~~and it shall expire five years from the date of issuance.~~

282—22.2(272) Substitute authorization.

b. Validity. The substitute authorization shall be valid for three years, ~~and it shall expire three years from the date of issuance.~~

282—23.2(272,321) Validity. ~~All fees are nonrefundable as set out in 282—Chapter 12.~~ The behind-the-wheel driving instructor authorization shall be valid for one ~~calendar~~ year, ~~and it shall expire one year after issue date.~~

THIS RULE JUST NEEDED CLARIFICATION SO THE INTERNSHIP YEAR WILL ALIGN WITH THE SCHOOL YEAR

282—13.9(272) Teacher intern license.

13.9(2) Term. The term of the teacher intern license will be one school year ~~from the date of issuance.~~

THIS SUBSTITUTE AUTHORIZATION RULE NEEDS TO BE CHANGED TO ALIGN WITH RENEWAL REQUIREMENTS FOR OTHER LICENSES.

282-22.2(1)

(1) Renewal units. Applicants for renewal of the substitute authorization must provide verification of a minimum of two semester hours of renewal credits units equivalent to 30 clock hours.

MEMO

Date: March 8, 2013

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282 Chapter 22.6—Coaching Authorization – Discussion

School districts often have difficulties finding coaches who have completed all of the coaching authorization classes when a last minute opening occurs. This rule will allow a person to begin coaching if requested by the school district and if the applicant is enrolled in the coaching authorization course work. This proposal has been discussed with the Athletic Directors Association and the Iowa High School Boys and Girls Athletic Unions.

282—22.6(272) Transitional coaching authorization.

A transitional coaching authorization may be issued to an individual who is unable to meet all of the requirements for the full coaching authorization and the individual is offered a coaching position in an Iowa School District.

22.6(1)Application process.

Any person interested in the transitional coaching authorization shall submit an application to the board of educational examiners. Application materials are available from the office of the board of educational examiners or online at <http://www.boee.iowa.gov/>.

22.6(2)Requirements.

Applicants for the transitional coaching authorization shall have completed the following requirements:

a. Minimum age.

Applicants must have attained a minimum age of 18 years and hold a high school diploma or GED.

b. Iowa division of criminal investigation background check.

Applicants must have successfully completed an Iowa division of criminal investigation background check. The background check fee will be assessed to the applicant.

b. National criminal history background check.

Applicants must have successfully completed a national criminal history background check. The background check fee will be assessed to the applicant.

c. Enrollment in the coaching authorization program or coaching course work.

d. Verification of employment by athletic director and one additional district administrator.

22.6(3)Validity.

The transitional coaching authorization shall be valid for twelve months, and it is nonrenewable. The transitional coaching authorization allows an individual to coach any sport in the school district requesting the transitional coaching authorization.

22.6(4)Conversion.

The transitional coaching authorization may be converted to a coaching authorization upon application and verification of successful completion of the requirements set forth in 22.1(2).

MEMO

Date: March 8, 2013

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282 Chapter 18.12 Preliminary Administrator License--
Discussion

The proposals listed below would allow an alternative pathway for license applicants seeking a superintendent or AEA chief administrator position in Iowa. The four proposal options will be discussed at the March 7 work session.

Requirements listed in red are the additions to the original proposal. Purple and blue notes are additional information.

Option #1

This option, based on the original proposal, adds course work requirements prior to the applicant beginning the position and course work to be completed during the term of the license.

282—18.12(272)

Preliminary administrator license.

18.12(1)Authorization.

The holder of this license is authorized to serve as a superintendent from the prekindergarten level through grade twelve or as an AEA chief administrator. NOTE: This license does not permit general teaching, school service, or administration at any level except that level or area for which the practitioner holds the specific endorsement(s).

18.12(2) Term

The term of the preliminary administrator license will be for three years.

18.12(3)Eligibility Requirements:

A preliminary administrator license valid for three years may be issued to an applicant who:

- a. Holds a master's degree or an advanced degree beyond a master's degree from a regionally accredited institution.
- b. Successfully passes a background check conducted in accordance with section 256.102, subsection 8 (or 282-18.1).

- c. Has at least five recent years of successful, relevant experience as a professional educator or management experience in business, industry; local, state, or federal government; or the military service of the United States of America.
- d. Has at least five recent years of executive level leadership experience, executive defined as part of the upper cabinet or leadership team in an organization.
- e. Obtains employment as a superintendent or area education agency administrator in a school district or area education agency with an instructional leader who holds teaching or administrative licensure.

f. **Completion of approved course work in school finance and school law.**

18.12(4) Requirements to convert preliminary administrator license to the professional administrator license.

- a. Complete a beginning mentoring and induction program with a mentor who is a superintendent or area education agency administrator, as appropriate.
- b. Complete the state approved evaluator approval training required by Iowa Code section 284.10.
- c. Successfully complete three years of experience as a superintendent or area education agency administrator.

d. **Complete approved course work in collective bargaining and negotiations.**

18.12(3)f. or 18.12(4)d. Other course work options:

- +Foundations of Educational Administration
- +Public Records-confidentiality, employee information, student records etc
- +Intro to Student Issues-bullying, discrimination, athletics, curriculum, calendars/schedules, attendance-locations, requirements, consequences, discipline,
- +Knowledge of federal, state, and local agencies such as BOEE, IASB, SAI, DE, ISEA
- +Curriculum development/Iowa Core/Common Core

Option #2

This option, based on the original proposal, provides an opportunity for the school district and the applicant to present information to a Board Committee regarding the leadership skills of the applicant and how this applicant can utilize these leadership skills to benefit the specific school district. Vermont has a portfolio assessment option for administrators that may be adapted for this option. This option also authorizes the Board to collaborate with SAI to provide training on educational issues for the applicant to complete during the term of the license.

282—18.12(272)

Preliminary administrator license.

18.12(1) Authorization.

The holder of this license is authorized to serve as a superintendent from the prekindergarten level through grade twelve or as an AEA chief administrator. NOTE: This license does not permit general teaching, school service, or administration at any level except that level or area for which the practitioner holds the specific endorsement(s).

18.12(2) Term

The term of the preliminary administrator license will be for three years.

18.12(3) Eligibility Requirements:

A preliminary administrator license valid for three years may be issued to an applicant who:

- a. Holds a master's degree or an advanced degree beyond a master's degree from a regionally accredited institution.
- b. Successfully passes a background check conducted in accordance with section 256.102, subsection 8 (or 282-18.1).
- c. Has at least five recent years of successful, relevant experience as a professional educator or management experience in business, industry; local, state, or federal government; or the military service of the United States of America.
- d. Has at least five recent years of executive level leadership experience, executive defined as part of the upper cabinet or leadership team in an organization.
- e. Obtains employment as a superintendent or area education agency administrator in a school district or area education agency with an instructional leader who holds teaching or administrative licensure.

f. Submit portfolio verifying competencies related to leadership standards to Board of Educational Examiners. This portfolio of work may be defended to the Board Preliminary Administrator Committee by the applicant and the school district verifying the documented need to hire this applicant and how this applicant meets the needs of the school district.

(1) Developing a shared vision of learning through articulation, implementation, and stewardship. The applicant will demonstrate how a shared vision was created for the organization where employed as an executive leader.

(2) Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth. The applicant will demonstrate how a positive culture was nurtured at the organization where employed as an executive leader.

(3) Ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment. The applicant will demonstrate efficient, effective, safe practices at the organization where employed as an executive leader.

(4) Collaborating with school staff, families, community members and boards of directors; responding to diverse community interests and needs; and mobilizing community resources. The applicant will demonstrate collaboration skills utilized in the organization where employed as an executive leader.

(5) Acting with integrity, fairness, and in an ethical manner. The applicant will demonstrate human relations skills at the organization where employed as an executive leader.

(6) Understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context. The applicant will demonstrate working with other stakeholders outside of the organization where employed as an executive leader.

Perhaps requirement “f” could waive the executive leadership requirement in “d” for educators if the educator can document leadership experience.

18.12(4) Requirements to convert preliminary administrator license to the professional administrator license.

- a. Complete a beginning mentoring and induction program with a mentor who is a superintendent or area education agency administrator, as appropriate.
- b. Complete the state approved evaluator approval training required by Iowa Code section 284.10.
- c. Successfully complete three years of experience as a superintendent or area education agency administrator.
- d. Complete Board approved SAI training in educational issues.

Option #3

This option, based on the original proposal, includes a written assessment of the applicant's leadership skills. This assessment may also be used to assess an educator's leadership skills that may waive the requirement for executive leadership experience.

282—18.12(272)

Preliminary administrator license.

18.12(1) Authorization.

The holder of this license is authorized to serve as a superintendent from the prekindergarten level through grade twelve or as an AEA chief administrator. NOTE: This license does not permit general teaching, school service, or administration at any level except that level or area for which the practitioner holds the specific endorsement(s).

18.12(2) Term

The term of the preliminary administrator license will be for three years.

18.12(3) Eligibility Requirements:

A preliminary administrator license valid for three years may be issued to an applicant who:

- a. Holds a master's degree or an advanced degree beyond a master's degree from a regionally accredited institution.
- b. Successfully passes a background check conducted in accordance with section 256.102, subsection 8 (or 282-18.1).
- c. Has at least five recent years of successful, relevant experience as a professional educator or management experience in business, industry; local, state, or federal government; or the military service of the United States of America.
- d. Has at least five recent years of executive level leadership experience, executive defined as part of the upper cabinet or leadership team in an organization.
- e. Obtains employment as a superintendent or area education agency administrator in a school district or area education agency with an instructional leader who holds teaching or administrative licensure.
- f. Meet the cut score set by the Iowa Board of Educational Examiners for the Praxis Educational Leadership test based on the ISLLC standards in these areas: "determining educational needs, curriculum design and instructional improvement, staff development and program evaluation, school management, and individual and group leadership skills."

More information about the Praxis test can be found at: <http://www.ets.org/Media/Tests/PRAXIS/pdf/0410.pdf>

Perhaps requirement "f" may waive the requirement "d" for educators who do not meet the executive leadership requirement

There may be other testing possibilities to consider

18.12(4) Requirements to convert preliminary administrator license to the professional administrator license.

- a. Complete a beginning mentoring and induction program with a mentor who is a superintendent or area education agency administrator, as appropriate.
- b. Complete the state approved evaluator approval training required by Iowa Code section 284.10.
- c. Successfully complete three years of experience as a superintendent or area education agency administrator.
- d. Complete course work in school law and school finance.

Option #4

This option, based on the original proposal, includes meeting the competency requirements included in the current endorsement requirements through the mentoring and induction program and by completing the content requirements during the term of the license.

282—18.12(272)

Preliminary administrator license.

18.12(1) Authorization.

The holder of this license is authorized to serve as a superintendent from the prekindergarten level through grade twelve or as an AEA chief administrator. NOTE: This license does not permit general teaching, school service, or administration at any level except that level or area for which the practitioner holds the specific endorsement(s).

18.12(2) Term

The term of the preliminary administrator license will be for three years.

18.12(3) Eligibility Requirements:

A preliminary administrator license valid for three years may be issued to an applicant who:

- a. Holds a master's degree or an advanced degree beyond a master's degree from a regionally accredited institution.
- b. Successfully passes a background check conducted in accordance with section 256.102, subsection 8 (or 282-18.1).
- c. Has at least five recent years of successful, relevant experience as a professional educator or management experience in business, industry; local, state, or federal government; or the military service of the United States of America.
- d. Has at least five recent years of executive level leadership experience, executive defined as part of the upper cabinet or leadership team in an organization.
- e. Obtains employment as a superintendent or area education agency administrator in a school district or area education agency with an instructional leader who holds teaching or administrative licensure.

18.12(4) Requirements to convert preliminary administrator license to the professional administrator license.

- a. Complete a beginning mentoring and induction program with a mentor who is a superintendent or area education agency administrator, as appropriate. The competencies met through the mentoring program shall include:
 - (1) Developing a shared vision of learning through articulation, implementation, and stewardship.
 - (2) Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.
 - (3) Ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

(4)Collaborating with school staff, families, community members and boards of directors; responding to diverse community interests and needs; and mobilizing community resources.

(5)Acting with integrity, fairness, and in an ethical manner.

(6)Understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

b. Complete the state approved evaluator approval training required by Iowa Code section 284.10.

c. Successfully complete three years of experience as a superintendent or area education agency administrator.

d. Complete the following course work: (current minimum requirements)

(1)Models, theories, and practices that provide the basis for leading educational systems toward improving student performance.

(2)Federal, state and local fiscal policies related to education.

(3)Human resources management, including recruitment, personnel assistance and development, evaluation and negotiations.

(4)Current legal issues in general and special education.

(5)Noninstructional support services management including but not limited to transportation, nutrition and facilities.

MEMO

Date: March 8, 2013

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282 Chapter 22.1—Coaching Authorization – 13.28(9) Coaching Endorsement--20.3(7) Renewal--Discussion

Concerns have been raised on the increased number of concussions suffered by student athletes. Legislators have requested a change in the licensure rules for coaching in lieu of legislation requiring concussion training to be completed annually by coaches.

The first proposed rule would add the concussion training requirement when obtaining the coaching authorization and when renewing the authorization.

282—22.1(272) Coaching authorization.

A coaching authorization allows an individual to coach any sport in a middle school, junior high school, or high school.

22.1(1)Application process. Any person interested in the coaching authorization shall submit records of credit to the board of educational examiners for an evaluation in terms of the required courses or contact hours. Application materials are available from the office of the board of educational examiners, online at <http://www.boee.iowa.gov/>, or from institutions or agencies offering approved courses or contact hours.

22.1(2)Requirements. Applicants for the coaching authorization shall have completed the following requirements:

a. Credit hours .Applicants must complete credit hours in the following areas:

(1)Successful completion of 1 semester credit hour or 10 contact hours in a course relating to knowledge and understanding of the structure and function of the human body in relation to physical activity.

(2)Successful completion of 1 semester credit hour or 10 contact hours in a course relating to knowledge and understanding of human growth and development of children and youth in relation to physical activity.

(3) Successful completion of 2 semester credit hours or 20 contact hours in a course relating to knowledge and understanding of the prevention and care of athletic injuries and medical and safety problems relating to physical activity.

(4) Successful completion of 1 semester credit hour or 10 contact hours relating to knowledge and understanding of the techniques and theory of coaching interscholastic athletics.

(5) Beginning on or after July 1, 2000, each applicant for an initial coaching authorization shall have successfully completed 1 semester hour or 15 contact hours in a course relating to the theory of coaching which must include at least 5 contact hours relating to the knowledge and understanding of professional ethics and legal responsibilities of coaches.

(6) Successful completion of the concussion training approved by the Iowa High School Athletic Association or Iowa Girls High School Athletic Union.

b. Minimum age.

Applicants must have attained a minimum age of 18 years.

c. Iowa division of criminal investigation background check.

Applicants must have successfully completed an Iowa division of criminal investigation background check. The background check fee will be assessed to the applicant.

d. National criminal history background check.

Applicants must have successfully completed a national criminal history background check. The background check fee will be assessed to the applicant.

22.1(3) Validity.

The coaching authorization shall be valid for five years. ~~and it shall expire five years from the date of issuance.~~

22.1(4) Renewal.

The authorization may be renewed upon application and verification of successful completion of:

a. Renewal activities.

(1) ~~In addition to the child and dependent adult abuse training listed below, applicants for renewal must~~ Successfully complete ~~four~~ five planned renewal activities/courses related to athletic coaching approved in accordance with guidelines approved by the board of educational examiners.

(2) Annually complete the concussion training approved by the Iowa High School Athletic Association or the Iowa Girls High School Athletic Union. Completion of the concussion training may be waived if the applicant is not serving as a coach. Attendance at the annual concussion training may be used for a maximum of one planned activity required in 22.1(4)a(1).

~~(2)A one-year extension of the holder's coaching authorization will be issued if all requirements for the renewal of the coaching authorization have not been met. This extension is not renewable. The fee for this extension is found in 282—Chapter 12282—Chapter 12.~~

(3)Child and dependent adult abuse training.

Every renewal applicant must submit documentation of completion of the child and dependent adult abuse training approved by the state abuse education review panel. This certification may be used for a maximum of one planned activity/course required in 22.1(4)a(1).A waiver of this requirement may apply if ~~under the following conditions with appropriate documentation of any of the following:~~

~~(1)A person is engaged in active duty in the military service of this state or of the United States.~~

~~(2)The application of this requirement would impose an undue hardship on the person for whom the waiver is requested.~~

~~(3)A person is practicing a licensed profession outside this state.~~

~~(4)A person is otherwise subject to circumstances that would preclude the person from satisfying the approved child and dependent adult abuse training in this state.~~

~~(5)The person has previously renewed a license or another authorization issued by the board of educational examiners and, at that time, reported the completion, within the past five years, of child and dependent adult abuse training approved by the state abuse education review panel.~~

(b)A one-year extension of the holder's coaching authorization will be issued if all requirements for the renewal of the coaching authorization have not been met. The applicant must complete the concussion training approved by the Iowa High School Athletic Association or the Iowa Girls High School Athletic Union before serving as the coach.This extension is not renewable. The fee for this extension is found in [282—Chapter 12](#).

22.1(5)Revocation and suspension.

Criteria of professional practice and rules of the board of educational examiners shall be applicable to the holders of the coaching authorization. An ethics complaint may be filed if a practitioner begins coaching a sport without current concussion training.

22.1(6)Approval of courses.

Each institution of higher education, private college or university, merged area school or area education agency wishing to offer the semester credit or contact hours for the coaching authorization must submit course descriptions for each offering to the board of educational examiners for approval. After initial approval, any changes by agencies or institutions in course offerings shall be filed with the board of educational examiners.

This proposed rule will include the requirement for concussion training to add the coaching endorsement.

13.28(29)Athletic coach.

K-12. An applicant for the coaching endorsement must hold a teacher's license with one of the teaching endorsements.

a.Authorization.

The holder of this endorsement may serve as a head coach or an assistant coach in kindergarten and grades one through twelve.

b.Program requirements.

(1)One semester hour college or university course in the structure and function of the human body in relation to physical activity, and

(2)One semester hour college or university course in human growth and development of children and youth as related to physical activity, and

(3)Two semester hour college or university course in athletic conditioning, care and prevention of injuries and first aid as related to physical activity, and

(4)One semester hour college or university course in the theory of coaching interscholastic athletics.

(5)Successful completion of the concussion training approved by the Iowa High School Athletic Association or Iowa Girls High School Athletic Union.

The final rule proposal requires concussion training as part of the renewal requirements for a person with a teaching license and the coaching endorsement.

282—20.3(272) Renewal of licenses.

20.3(7) *Renewal of teaching license that includes a coaching endorsement.*

Each applicant for the renewal of a teaching license that includes a coaching endorsement shall annually complete the concussion training approved by the Iowa High School Athletic Association or the Iowa Girls High School Athletic Union. Attendance at the annual concussion trainings during the term of the license may be used for a maximum of one renewal credit. Completion of the concussion training may be waived if the applicant is not serving as a coach during the term of the license.

MEMO

Date: March 8, 2013

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282 Chapter 22.7--Authorizations - Discussion

Representative Rob Taylor has expressed interest in legislation that would allow active and retired law enforcement officers to teach driver's education in the classroom. Greg Horstmann and Darcy Lane shared with Representative Taylor that the Board could consider creating a pathway for these officers through the administrative rules process rather than through legislation. Below is a preliminary proposal for an authorization that would be available to active and retired law enforcement officers. This proposal is modeled after the coaching and substitute authorizations.

Classroom driving instructor authorization. A classroom driving instructor authorization allows an individual who is an active or retired law enforcement officer to teach driver's education courses in the classroom.

22.7(1) Application process. Any person interested in the classroom driving instructor authorization shall submit records of credit to the board of educational examiners for an evaluation in terms of the required courses or contact hours. Application materials are available from the office of the board of educational examiners, online at <http://www.boee.iowa.gov/> or from institutions or agencies offering approved courses or contact hours.

a. Requirements. Applicants for the classroom driving instructor authorization shall meet the following requirements:

(1) Authorization program. Applicants must complete a board of educational examiners-approved classroom driving instructor authorization program consisting of the following components and totaling a minimum of 15 clock hours:

1. Classroom management. This component includes an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.

2. Strategies for learning. This component includes understanding and using a variety of learning strategies to encourage students' development of critical thinking, problem solving, and performance skills.

3. Diversity. This component includes understanding how students differ in their approaches to learning and creating learning opportunities that are equitable and are adaptable to diverse learners.

4. Ethics. This component includes fostering relationships with parents, school colleagues, and organizations in the larger community to support students' learning and development and to be aware of the board's rules of professional practice and competent performance.

(2) Degree or certificate. Applicants must have achieved an associate's degree or

baccalaureate degree from a regionally accredited institution. Applicants must also submit documentation of their status as an active or retired law enforcement officer.

(3) Minimum age. Applicants must have attained a minimum age of 21 years.

(4) Iowa division of criminal investigation background check. Applicants must have successfully completed an Iowa division of criminal investigation background check. The background check fee will be assessed to the applicant.

(5) National criminal history background check. Applicants must have successfully completed a national criminal history background check. The background check fee will be assessed to the applicant.

b. Validity. The classroom driving instructor authorization shall be valid for three years, and it shall expire three years from the date of issuance.

c. Renewal. The authorization may be renewed upon application and verification of successful completion of:

(1) Renewal units. Applicants for renewal of the classroom driving instructor authorization must provide verification of completion of the refresher course for renewal of the behind-the-wheel driving instructor authorization provided by the Department of Transportation.

(2) Child and dependent adult abuse training. Every renewal applicant must submit documentation of completion of the child and dependent adult abuse training approved by the state abuse education review panel.

22.7(2) *Revocation and suspension.* Criteria of professional practice and rules of the board of educational examiners shall be applicable to the holders of the classroom driving instructor authorization.

22.7(3) *Approval of courses.* Each institution of higher education, private college or university, merged area school or area education agency wishing to offer the semester credit or contact hours for the classroom driving instructor authorization must submit course descriptions for each offering to the board of educational examiners for approval. After initial approval, any changes by agencies or institutions in course offerings shall be filed with the board of educational examiners.

MEMO

Date: March 8, 2013

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282 Chapter 13.3(6) Applicants from Non-Iowa Institutions who have Attained National Board Certification – Discussion

We are proposing a rule change to authorize a person who has attained National Board Certification to obtain an Iowa teaching license with the equivalent endorsement.

We have received applications from individuals who completed a program from a state approved but not regionally accredited institution and have achieved National Board Certification but are ineligible for an Iowa teaching license. The staff has reviewed the content areas for National Board Certification and has created an equivalency chart for the endorsement areas. This rule will honor the achievement of National Board Certification.

13.3(6)

Requirements for applicants from out-of-state teacher preparation programs who have attained National Board Certification.

An applicant who holds a valid license from another state and who has attained National Board Certification must:

a. Hold a baccalaureate degree with a minimum cumulative grade point average of 2.50 on a 4.0 scale from an accredited institution.

b. Provide a valid out-of-state teaching license based on a state-approved teacher preparation program.

c. Provide a recommendation from a regionally accredited institution, department of education, or a state's standards board indicating the completion of a state approved teacher preparation program.

d. Provide an official institutional transcript(s).

e. Meet the recency requirements listed in [13.10\(3\)](#).

f. Provide verification of successfully passing the Iowa mandated assessment(s) by meeting the minimum score set by the Iowa Department of Education if the teacher preparation program was completed on or after January 1, 2013. If the teacher preparation program was completed prior to January 1, 2013, the applicant must provide verification of successfully passing the mandated assessment(s) in the state in which the

applicant is currently licensed or pass the Iowa mandated assessment(s) by meeting the minimum score set by the Iowa Department of Education.

g. Provide valid, current National Board Certification. If through a transcript analysis the professional education core requirements set forth in 282-13.18(4) “a” to “m” and 13.18(5) and the content endorsement requirements pursuant to 282—13.26-13.28 and 14.2 and the Iowa requirements are not met, the applicant may be eligible for the equivalent Iowa endorsement areas, as designated by the Iowa Board of Educational Examiners, based on the National Board Certification.

MEMO

Date: March 8, 2013

To: Board Members

From: Duane T. Magee, Executive Director and Dr. Mary Lou Nosco, Licensure Consultant

RE: Amend IAC 282 Chapter 13.17 Military Exchange License – Discussion

The purpose of this rule is to make it easier for military spouses, and for recent military veterans and their spouses to teach in the state of Iowa. Military spouses who are graduates of traditional teacher prep programs may teach for three years on Military Exchange license. Recent Veterans and their spouses who are graduates of traditional teacher prep programs will receive one-year regional exchange license. Military spouses, recent veterans and their spouses who are graduates of nontraditional teacher prep programs may receive substitute licenses and the initial review for the portfolio review will be completed. Total fees for anyone applying under this rule will be \$85

I recommend that the proposed amendments to IAC 282 Chapter 13.17 Military Exchange License be added to the April meeting agenda for Notice.

282—13.17(4) Military exchange license.

a. Spouses of active duty military applying under 13.3(2), a three-year non-renewable military exchange license may be issued to the applicant under the following conditions:

(1) The applicant has completed a traditional teacher preparation program at a regionally accredited and state approved two or four year college.

(2) The applicant is the holder of a valid and current or an expired teaching license from another state.

(3) The applicant must provide verification of their connection or their spouse's connection to the military by providing a copy of current military orders with either a marriage license or a copy of a military ID card for spouse.

(4) This license may be converted to a one-year regional exchange license upon application and fees.

b. Recent veterans (five years) or their spouses applying under 13.3(2), a five year teaching license or a one-year exchange license may be issued to eligible applicants.

Veterans must provide a copy of their DD 214 and spouses must provide a copy of their veteran's DD 214 and their marriage license.

c. Spouses of active duty military, recent veterans or their spouses applying under 13.3(3) who are not currently eligible for a teaching license will be issued a substitute license and the initial review for the portfolio process will be completed. Applicants must provide the verification of connection to the military outlined in 13.17(4) a. 3 or 13.17(4)b.

d. Fees for licenses, background check and evaluation issued pursuant to 13.17(4) will be limited to the fee outlined in 12.1.(272) 2.

Memo

Date: March 8, 2013

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282 Chapter 22.3(7) School Business Official Authorization Renewal Requirements - Discussion

The Iowa Association of School Business Officials has recommended that the original rule proposal for School Business Official Authorization Renewal Requirements be revised to require renewal credits to be earned during the term of the license instead of one credit per year of the license.

22.3(7) *Renewal.* The authorization may be renewed upon application and verification of successful completion of:

a. Renewal activities.

- (1) In addition to the child and dependent adult abuse mandatory reporter training listed below, the applicant for renewal must complete 4 semester hours of credit or the equivalent contact hours (1 semester hour is equivalent to 15 contact hours) within the three years licensure period, ~~with a minimum of 1 semester hour or its equivalent completed in each year of the authorization.~~
- (2) Failure to complete requirements for renewal ~~in each calendar year~~ will require a petition for waiver from the board. ~~The applicant must petition the board for waiver of the annual requirement.~~

MEMO

Date: March 8, 2013

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282 Chapter 18.9(1)9, 18.9(2)8, 18.9(3)8, and 18.10(2)6 Class B License Renumbering – Discussion

This rule revision is needed to align Class B licensure rules with the desired BoEE practice to combine content and competencies under one section. Content and competencies are not separated within college courses and should not be separated in BoEE administrative rules.

282—18.9 (272) Area and grade levels of administrator endorsements.

18.9(1) PK-12 principal and PK-12 supervisor of special education.

a. Authorization. The holder of this endorsement is authorized to serve as a principal of programs serving children from birth through grade twelve, a supervisor of instructional special education programs for children from birth to the age of 21, and a supervisor of support for special education programs for children from birth to the age of 21 (and to a maximum allowable age in accordance with Iowa Code section [256B.8](#)).

b. Program requirements.

- (1) Degree—master’s.
- (2) Content: Completion of a sequence of courses and experiences which may have been a part of, or in addition to, the degree requirements.
 1. Knowledge of early childhood, elementary, early adolescent and secondary level administration, supervision, and evaluation.
 2. Knowledge and skill related to early childhood, elementary, early adolescent and secondary level curriculum development.
 3. Knowledge of child growth and development from birth through adolescence and developmentally appropriate strategies and practices of early childhood, elementary, and adolescence, to include an observation practicum.
 4. Knowledge of family support systems, factors which place families at risk, child care issues, and home-school community relationships and interactions designed to promote parent education, family involvement, and interagency collaboration.
 5. Knowledge of school law and legislative and public policy issues affecting children and families.
 6. Completion of evaluator training component.
 7. Knowledge of current issues in special education administration.
 8. Planned field experiences in elementary and secondary school administration, including special education administration.

9. (3) Competencies: Completion of a sequence of courses and experiences which may have been a part of, or in addition to, the degree requirements. A school administrator is an educational leader who promotes the success of all students by accomplishing the following competencies.

a. 1. Facilitates the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.

b. 2. Advocates, nurtures, and sustains a school culture and instructional program conducive to student learning and staff professional growth.

c. 3. Ensures management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

d. 4. Collaborates with families and community members, responds to diverse community interests and needs, and mobilizes community resources.

e. 5. Acts with integrity, fairness, and in an ethical manner.

f. 6. Understands, responds to, and influences the larger political, social, economic, legal, and cultural context.

c. Other.

(1) The applicant must have had three years of teaching experience at the early childhood through grade twelve level.

(2) Graduates from out-of-state institutions who are seeking initial Iowa licensure and the PK-12 principal and PK-12 supervisor of special education endorsement must meet the requirements for the standard license in addition to the experience requirements.

18.9(2) PK-8 principal—out-of-state applicants. This endorsement is only for applicants from out-of-state institutions.

a. Authorization.

The holder of this endorsement is authorized to serve as a principal of programs serving children from birth through grade eight.

b. Program requirements.

(1) Degree—master's.

(2) Content: Completion of a sequence of courses and experiences which may have been a part of, or in addition to, the degree requirements.

1. Knowledge of early childhood, elementary, and early adolescent level administration, supervision, and evaluation.
2. Knowledge and skill related to early childhood, elementary, and early adolescent level curriculum development.
3. Knowledge of child growth and development from birth through early adolescence and developmentally appropriate strategies and practices of early childhood, elementary, and early adolescence, to include an observation practicum.

4. Knowledge of family support systems, factors which place families at risk, child care issues, and home-school community relationships and interactions designed to promote parent education, family involvement, and interagency collaboration.
5. Knowledge of school law and legislative and public policy issues affecting children and families.
6. Planned field experiences in early childhood and elementary or early adolescent school administration.
7. Completion of evaluator training component.

8.3 Competencies: Completion of a sequence of courses and experiences which may have been a part of, or in addition to, the degree requirements. A school administrator is an educational leader who promotes the success of all students by accomplishing the following competencies.

a.1 Facilitates the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.

b.2 Advocates, nurtures, and sustains a school culture and instructional program conducive to student learning and staff professional growth.

c.3 Ensures management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

d.4 Collaborates with families and community members, responds to diverse community interests and needs, and mobilizes community resources.

e.5 Acts with integrity, fairness, and in an ethical manner.

f.6 Understands, responds to, and influences the larger political, social, economic, legal, and cultural context.

c. Other. The applicant must have had three years of teaching experience at the early childhood through grade eight level.

18.9(3)5-12 principal—out-of-state applicants. This endorsement is only for applicants from out-of-state institutions.

a. Authorization. The holder of this endorsement is authorized to serve as a principal in grades five through twelve.

b. Program requirements.

(1) Degree—master's.

(2) Content: Completion of a sequence of courses and experiences which may have been a part of, or in addition to, the degree requirements.

1. Knowledge of early adolescent and secondary level administration, supervision, and evaluation.

2. Knowledge and skill related to early adolescent and secondary level curriculum development.
3. Knowledge of human growth and development from early adolescence through early adulthood, to include an observation practicum.
4. Knowledge of family support systems, factors which place families at risk, and home-school community relationships and interactions designed to promote parent education, family involvement, and interagency collaboration.
5. Knowledge of school law and legislative and public policy issues affecting children and families.
6. Planned field experiences in early adolescence or secondary school administration.
7. Completion of evaluator training component.

8.3 Competencies: Completion of a sequence of courses and experiences which may have been a part of, or in addition to, the degree requirements. A school administrator is an educational leader who promotes the success of all students by accomplishing the following competencies.

a.1 Facilitates the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.

b.2 Advocates, nurtures, and sustains a school culture and instructional program conducive to student learning and staff professional growth.

c.3 Ensures management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

d.4 Collaborates with families and community members, responds to diverse community interests and needs, and mobilizes community resources.

e.5 Acts with integrity, fairness, and in an ethical manner.

f.6 Understands, responds to, and influences the larger political, social, economic, legal, and cultural context.

c. Other. The applicant must have had three years of teaching experience at the secondary level (5-12).

282—18.10 (272) Superintendent/AEA administrator.

18.10(1) Authorization. The holder of this endorsement is authorized to serve as a superintendent from the prekindergarten level through grade twelve or as an AEA administrator. NOTE: This authorization does not permit general teaching, school service, or administration at any level except that level or area for which the practitioner holds the specific endorsement(s).

18.10(2) Program requirements.

a. Degree—specialist (or its equivalent: A master's degree plus at least 30 semester hours of planned graduate study in administration beyond the master's degree).

*b.*Content. Through completion of a sequence of courses and experiences which may have been part of, or in addition to, the degree requirements, the administrator has knowledge and understanding of:

(1) Models, theories, and practices that provide the basis for leading educational systems toward improving student performance.

(2) Federal, state and local fiscal policies related to education.

(3) Human resources management, including recruitment, personnel assistance and development, evaluation and negotiations.

(4) Current legal issues in general and special education.

(5) Noninstructional support services management including but not limited to transportation, nutrition and facilities.

~~(6)~~ *e.* Practicum in PK-12 school administration. In the coursework and the practicum, the administrator facilitates processes and engages in activities for:

a. ~~(1)~~ Developing a shared vision of learning through articulation, implementation, and stewardship.

b. ~~(2)~~ Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

c. ~~(3)~~ Ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

d. ~~(4)~~ Collaborating with school staff, families, community members and boards of directors; responding to diverse community interests and needs; and mobilizing community resources.

e. ~~(5)~~ Acting with integrity, fairness, and in an ethical manner.

f. ~~(6)~~ Understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

18.10(3)

Administrative experience.

a. The applicant must have had three years of experience as a building principal.

b. Other administrative experience. PK-12 or area education agency administrative experience is acceptable if the applicant acquires the three years' experience while holding a valid administrator license.

[ARC [8248B](#), IAB 11/4/09, effective 10/12/09]

Suggested Evaluator Rule Changes

MEMO

Date: March 8, 2013

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282 Chapter 19.7(1) Renewal of Administrator Licenses – Discussion

This rule revision is needed to align BoEE administrative rules with Iowa Code 284.10.4:

The board of educational examiners shall require certification as a condition of issuing or renewing an administrator's license.

282—19.7 (272) Renewal of administrator licenses.

19.7(1) Each applicant for renewal of an administrator license shall have completed the evaluator endorsement requirements. ~~A waiver of this requirement may apply if a person submits appropriate documentation of either of the following:~~

~~a. A person is engaged in active duty in the military service of this state or of the United States.~~

~~b. A person is practicing as a licensed professional educator outside this state.~~

19.7(2) Extension of an administrator license:

a. May be granted to an applicant who has not completed the new evaluator renewal training course before the expiration date on the applicant's license; and

b. May be granted for a one-year period.

MEMO

Date: March 8, 2013

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282 Chapter 18.12 Class E License – Discussion

This suggested rule revision adds a Class E (extension option) to chapter 18 for Administrator Exchange, Class B, and Class A licenses. This license was not included in the administrator licensing rules when the teacher and administrator rules were separated into different chapters.

282—18.12

(272) Specific requirements for a Class E license. A nonrenewable license valid for one year may be issued to an individual as follows:

18.12(1) Expired license. Based on an expired Class A, Class B, or administrator exchange license, the holder of the expired license shall be eligible to receive a Class E license upon application and submission of all required materials.

18.12(2) Application. The application process will require transcripts of coursework completed during the term of the expired license, a program of study indicating the coursework necessary to obtain full licensure, and registration for coursework to be completed during the term of the Class E license. The Class E license will be denied if the applicant has not completed any coursework during the term of the Class A, Class B, or administrator exchange license unless extenuating circumstances are verified.

MEMO

Date: March 8, 2013

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282 Chapter 13.28(3)—Content Specialist--Discussion

The educational reform discussion addresses instructional coaches or master teachers of content. The only endorsement offered by the Board of Educational Examiners for specialists is a reading specialist endorsement. Thus a Content Specialist Endorsement is being proposed so an applicant may obtain an endorsement in a specific content area in which the applicant has completed coursework, professional development and professional experience.

13.28(30)*Content Specialist Endorsement*. The applicant must have met the requirements for the standard license and a teaching endorsement.

a. *Authorization*. The holder of this endorsement is authorized to serve as a content specialist in the specific content listed in kindergarten and grades one through twelve.

b. Requirements.

(1) Hold a master's degree in the content area or complete 30 semester hours of college course work in the content area.

(2) Complete 15 semester hours of credit in Professional Development in 3 or more of the following areas:

- a. Using research-based content teaching strategies
- b. Integrating appropriate technology into the learning experiences for this specific content
- c. Engaging the learner in this content through knowledge of learner needs and interests
- d. Using reflective thinking to solve problems in this content area
- e. Making data-driven decisions in this content area
- f. Utilizing project based learning in this content area
- g. Developing critical thinking skills in this content area
- h. Forming partnerships to collaborate with content experts within the community
- i. Relating content with other content areas
- j. Facilitating content learning in large and small teams
- k. Implementing RTI to close achievement gaps in this content area

(3) Complete an Internship/externship/ professional experience in content area for a minimum of 90 contact hours.

Date: March 8, 2013

To: Board Members

From: Darcy Lane

Re: Reminders regarding petitions for waiver

The administrative rule that sets forth the criteria you must consider in deciding whether to grant a petition for waiver is as follows:

282—6.4(17A) Criteria for waiver or variance. In response to a petition completed pursuant to rule 6.6(17A), the board may in its sole discretion issue an order waiving in whole or in part the requirements of a rule if the board finds, based on clear and convincing evidence, all of the following:

1. The application of the rule would impose an undue hardship on the person for whom the waiver is requested;
2. The waiver from the requirements of the rule in the specific case would not prejudice the substantial legal rights of any person;
3. The provisions of the rule subject to the petition for a waiver are not specifically mandated by statute or another provision of law; and
4. Substantially equal protection of public health, safety, and welfare will be afforded by a means other than that prescribed in the particular rule for which the waiver is requested.

The Board must find **all four factors** exist in a given case in order to grant the petition for waiver. Therefore, discussion of the petition should focus on the four factors listed in the rule, address them individually, and conclude with a finding on each one.

The attached summary has been prepared by Board staff to aid in your discussion, and any recommendations it may contain are not binding.

Petition for Waiver

Name: Curtis Cain

License: Folder #

Application for an administrator license was denied.

Reason for Waiver: Wishes to waive the three year teaching experience requirement. Mr. Cain has one year of teaching experience and has been an active K-12 district administrator since 2002 in Missouri and Kansas.

Rule Citation: 282—18.5(272)

Specific requirements for a professional administrator license.

A professional administrator license valid for five years may be issued to an applicant who does all of the following:

18.5(1) Completes the requirements in 18.4(2) “a” to “g.”

282—18.4(272)

General requirements for an administrator license.

18.4(2)

Specific requirements for an initial administrator license for applicants who have completed a teacher preparation program.

An initial administrator license valid for one year may be issued to an applicant who:

a. Is the holder of or is eligible for a standard license; and

b. Has three years of teaching experience...

Rationale: Mr. Cain completed his master’s degree and doctorate of philosophy in educational administration from Iowa State University. He has served as a K-12 curriculum director in Missouri and associate superintendent in Kansas.

Hardship: Mr. Cain was informed in 2002 that he did not qualify for the principal endorsement due to the lack of teaching experience. He accepted a job working in the School Improvement Model Center working with Iowa teachers researching, creating and revising curricular objectives. Then he utilized these skills as a curriculum and professional development director in Missouri and associate superintendent in Kansas. The hardship would be that if the experience is not waived, he would be unable to secure a K-12 administrative position in Iowa.

Prejudice to Others: Mr. Cain believes there would be no prejudice to others if the rule was waived.

Safety and welfare of others: Mr. Cain has passed background checks so there is no threat to the public safety. He believes his educational background and training will assure the safety of all stakeholders in any district where he is hired.

Recommendation: Deny the waiver

Rationale: The Board changed the teaching requirements from five years to three years several years ago and has held firm to the requirement for three years of teaching experience for the principal endorsement.

Hardship: Mr. Cain was informed in 2002 that he did not meet the requirement for teaching experience for the administrative license and the principal endorsement yet never pursued the attainment of a teaching position to complete that requirement. A desire to return to the state of Iowa to work is not a hardship.

Prejudice to Others:

These petitions for a waiver all entail the requirements for teaching experience for the principal endorsement:

01-03 William Smith was denied a waiver for the elementary principal endorsement because he did not have elementary teaching experience. He served as superintendent/elementary principal in Nebraska for five years.

02-26 Chad Steimle's petition for a waiver to obtain an administrative license was granted. He taught religion classes for nine years without a teaching license. Licensure is not required to teach religion classes.

02-27 Edwin Termuende was denied a waiver for elementary principal because he did not have three years of elementary teaching experience. Experience at the level was required.

03-05 Edwin Termuende's petition was granted based on pending legislation in changing requirements for the K-12 principal endorsement.

04-03 Greg Davis was denied a waiver for a principal endorsement. He had over ten years of experience as a substitute and a central office administrator.

05-01 Sandra La Rue was denied a waiver for the principal endorsement because she did not have three years of experience. She documented other experiences with students.

10-08 Shereen Bender was denied a waiver for a principal endorsement. She has two years of international teaching experience.

10-25 Keith Ellingson's petition for a waiver for the principal endorsement was granted. He served as an activities/athletic director which requires a teaching or administrative license.

12-02 Mark Young was denied a waiver for the administrative license. Mr. Young has two years of teaching experience and documented experiences representing children in proceedings in juvenile court.

Safety and welfare of others: Mr. Cain is submitting the application for the principal endorsement and superintendent endorsement. We have received the verification from Iowa State University indicating Mr. Cain completed the principal course work in 2002 but we do not have verification that Mr. Cain completed a superintendent program at Iowa State University. In reviewing the transcripts, we do not find that the course work aligns with the current requirements.

2013 BoEE Board Retreat Items

1. Hold the retreat in Dubuque
2. Any licensure issues that emerge from the education reform legislative process
3. Ethics training and teacher preparation
 - a. Stand alone course?
 - b. Integrated into existing courses?

**IOWA BOARD OF
EDUCATIONAL EXAMINERS**

Operating Guidelines

DRAFT

Adopted: May 04, 2007
Revised: May 1, 2008
Reviewed: June 24, 2011

Comment [d1]: March 8, 2013

State of Iowa
BOARD OF EDUCATIONAL EXAMINERS
Grimes State Office Building
Des Moines, Iowa
50319-0146

Members of the Board

Comment [d2]: Merle Johnson and Marianne Mickelson removed

Dr. Beverly A. Smith, Chair, Waterloo CSD, Associate Superintendent
Julio Almanza, Davenport, Retired Superintendent
Tammy S. Duehr, Dubuque CSD, Teacher
Brenda Garcia-Van Auken, Muscatine, Public Member
Jason Glass, Director, Iowa Department of Education
Dr. Larry D. Hill, Thompson, Retired Administrator
Oscar J. Ortiz, Chariton CSD, Teacher
Mary K. Overholtzer, Mount Ayr CSD, Teacher
Laura A. Stevens, Okoboji CSD, Teacher
Carol S. Trueg, Holy Family Catholic Schools, Chief Administrator
Richard E. Wortmann, Ottumwa CSD, Teacher

Administration

Duane T. Magee, Executive Director

It is the policy of the Iowa Board of Educational Examiners not to discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, sexual orientation or marital status in its programs or employment practices. If you have questions or grievances related to this policy, please contact the Executive Director, Board of Educational Examiners, Grimes State Office Building, 400 E. 14th St., Des Moines, Iowa 50319-0147. Telephone: 515.281.5849

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Preface

This document contains operational guidelines for the internal management of the Iowa Board of Educational Examiners. The purpose of these operating guidelines is to provide the members of the board with a reference to assist them in performing their statutory duties, responsibilities and to help the public and constituents understand the role of the board. These guidelines are designed to:

1. Provide newly appointed board members with an overview of the role of the board, helping them understand the scope of their duties and responsibilities.
2. Enable the board to effectively carry out its leadership role as educational advocates and policy-makers, ensuring that policies exist that promote educational quality throughout the state.
3. Provide for an efficient and effective operation of meetings.
4. Outline board officer duties and procedures for electing board officers.
5. Address interaction among board members, internal board relationships and board/agency relationships.
6. Outline the board's decision-making process.
7. Address effective and open communication and handling of public concerns.
8. Address opportunities for board development.
9. Ensure accountability through an orderly process of planning and goal setting.

The Board of Educational Examiners

The Board of Educational Examiners helps ensure educator quality through high licensing standards for Pre-K through grade 12 teachers, administrators and other educators. The 11-member Board serves as:

- An independent licensing agency, created in 1989, helping to safeguard schoolchildren by establishing professional and ethics standards for Iowa’s educators.
- A self-financed agency that relies solely on revenues from licensing fees and receives no state appropriations
- A resource to other professional education organizations, answering questions and concerns of teachers, school board members and administrators regarding licensure and ethics.

Who Serves on the Board?

The Governor appoints the board and is ratified by the Senate. By Code, nine of eleven members must be licensed educators, four of whom are administrators and the majority of the board must be teachers. Two are public members, of which one must have school board experience.

Mission

The mission of the Iowa Board of Educational Examiners is to establish and enforce rigorous standards for Iowa educational practitioners to effectively address the needs of students.

Beliefs Statements

We Believe:

- that an effective licensure system is efficient, innovative, and responsive to needs of students and educators.
- in collaboration with other organizations to improve professional development and preparation programs.
- that education is a profession.
- that establishing ethical standards protects students and practitioners.

I. Organizational Meeting

A well-defined and understood organizational structure and related procedures are essential to the proper functioning of the board.

General Guidelines for Board Members:

A. Organizational Meeting

The organization of the board shall occur at the regular June meeting. Election of officers shall be included as an agenda item for that meeting.

B. Board Officers

Officers for the board shall be chair and vice-chair. The executive director shall serve as chief executive officer and an agency staff member will serve as recording secretary.

C. Election of Officers

The executive director shall serve as temporary chairperson at the organizational meeting until the chair is elected. Each board member may place one name in nomination for chair. Any board member may be elected to the position of chair or vice-chair. A ballot for chair will be distributed to the members of the board and the signed ballot will be collected by the board's secretary, recorded and announced. The same process for the election of vice-chair will be repeated during the meeting.

D. Term of Office

The term of office for each elected position shall be one year, with no limit as to the number of terms any one individual may serve.

E. Chair vacant

If the chair becomes vacant, the vice-chair shall automatically fill the vacancy and a replacement for the vice-chair shall be elected.

F. Duties of the chair shall be as follows:

1. Work with the executive director to develop meeting agendas.
2. Preside at board meetings.
3. Appoint all board committees.
4. Form new committees as the need arises.
5. Properly instruct all assigned committee members as to the duties, responsibilities, scope and term of the assignment.
6. Work closely with the executive director and appropriate staff to ensure proper liaison between the board and the agency.
7. Attend outside meetings and functions as needed.
8. Provide effective leadership and direction.
9. Assign members to serve as representatives of the board to external groups and organizations.
10. Call special meetings as needed.
11. Vote on matters before the board as the other members.
12. Perform duties as prescribed by law or by action of the board.

13. Work with board members to schedule meetings that all members can attend reflecting professional and personal conflicts.

G. Duties of the Vice-chair shall be as follows:

1. Perform the duties of the chair during his/her absence.
2. Fill the vacancy of the chair if such occurs during a term of office.
3. Assume other responsibilities as assigned by the chair.

H. Committees of the Board

1. The board shall have the following standing committees: executive committee, professional practices committee, and operating guidelines committee. The chair shall select committee members to reflect the make up of the board, annually.
 - a. Executive committee (4 members)
 1. Serve as an advisory committee to the executive director.
 2. Identify issues and future agenda items.
 - b. Professional Practices committee (4 members)
 1. Review complaints and results of investigations alleging or implying a violation of a statute or rule under the jurisdiction of the board.
 2. Determine if probable cause exists or not and make a recommendation to the board.
 - c. Operating Guidelines Committee (4 members)
 1. Review / revise the board's operating guidelines every year.

I. Removal of a board member from office:

Board members may be removed from office in accordance with Iowa Code Section 66.1A, 69.15 and 272.3 Membership.

II. Meeting Procedures

Board meetings shall be conducted in an open and orderly fashion. Agendas and supportive information will be openly publicized in advance of the meeting to encourage meaningful dialogue. Timetables will be established and followed to the greatest degree possible in addressing agenda items. The chair shall be provided with appropriate procedures and authority to maintain an orderly process at all times.

General Guidelines for Board Members:

A. Agendas

1. Robert's Rules of Order shall guide the operational meeting procedures.
2. The board chair and the executive director will develop meeting agendas cooperatively.

3. Individual board members may suggest an item for inclusion on the agenda by conferring with the chair and / or the executive director.
4. The agenda should be posted on the website at least one-week prior to board meeting. The agenda and supporting information will be sent to each board member one week in advance of the meeting.
5. The agenda will be posted in the Grimes State Office Building 24 hours prior to the scheduled meeting time.
6. The agenda will be organized generally as follows: call to order; consent items; licensee discipline; public comments; communication; rules (adoption, notice and discussion items); reports; petitions for waiver and adjournment.
7. Items listed under the consent agenda will be considered to be routine and will be acted on by the board in one motion. A member of the board or the executive director may request specific items to be discussed and/or removed from the consent agenda.

Comment [d3]: Agenda order revised

B. Voting

1. All voting members of the board may vote on all matters coming before them for consideration. All members of a committee may vote on all matters coming before the committee for consideration.
2. No member may vote by proxy.
3. Voting by the board and its committees shall be by voice unless a roll call vote is requested by a member, in which case the vote shall be taken as requested. Roll call votes shall be required for professional practice issues.
4. A majority of those present and voting shall be necessary to carry a motion before the board or a committee.
5. On any issue not requiring a roll call vote, the vote of the members of the board shall be recorded either as a unanimous vote or by identifying the members taking each position. A member may abstain from voting and the abstention will be recorded.
6. When a potential conflict of interest exists, the board member concerned may ask for recusal that will then be recorded.
7. A majority vote shall decide the issue and that shall become the official position of the board. An issue that has been voted on by the board may be brought back for a vote when a majority of the members request a review.

C. Public Participation

1. A person who wishes to address the board shall fill out a card provided at the door, and given to the board secretary prior to the meeting.

2. As a general guideline, a limit of five (5) minutes will be allotted for any presentation made under the public comment agenda item. If a large group of individuals request to address a specific issue, the chair may limit the number of speakers. At that time, members of the public may present comments, suggestions or concerns, even if the concerns do not relate to a specific item on the agenda. Remarks by board members should be limited to requests for further information, as any issue not on the agenda might necessitate staff research and may need to be placed on a subsequent agenda before the board takes action.
3. If an issue raised during the public comment section will require the preparation of an agenda item, it will be referred to the executive director of the board for such preparation and the person raising the issue will be informed of the date of the meeting when it will appear on the agenda.
4. When the stated subject of public comment is on the agenda, the speaker may be heard either at the time stated on the agenda for public comment or at the time the agenda item is discussed by the board, to be determined at the discretion of the chair of the board. When addressing the board, each speaker should begin by stating his/her name and or what organization he / she is representing.

D. Board Member Reports (Communication section of the agenda)

1. It shall be the responsibility of any board member to keep the other members informed on developments related to the board's work. Board members may prepare written reports, which may be included with board meeting materials.
2. A member on special assignment should be prepared to recommend what he/she thinks the appropriate actions should be, if an action is required.
3. Board reports should be informative; yet concise.

E. Administrative Rules

The board has jurisdiction to adopt rules in areas of educational licensure. Iowa Administrative Code Chapter 282 is designated as the agency's identification number for the board's rules. An administrative rule, duly adopted, has the effect of law.

The process for rule adoption is as follows:

1. The board, assisted by the executive director, may propose rules as a result of direction from the General Assembly, or as a result of its own evaluation of need provided the board has statutory authority.
2. Proposed rules will be drafted by agency staff for the board with the assistance of legal counsel.

Comment [d4]: Board was changed to lowercase throughout the document.

3. Once drafted, rules will be presented to the board for a first review. The purpose of the first reading is to provide information to the board. At the next regular meeting, the proposed rules will be presented to the board for filing of a notice of intended action. A public hearing will be scheduled prior to adoption of the rules.
4. Rules adopted by the board will be filed with the administrative rules coordinator and the Code Editor and become effective thirty-five days thereafter, unless emergency adoption is required or unless a later effective date is provided for in the rule(s).

F. Kinds of Meetings

All meetings of the board shall comply with the open meetings law. The board may conduct the following kinds of sessions:

1. Regular meeting – as approved by the board.
2. Special meeting – a meeting that may be called at any time, with concurrence of a majority of the board.
3. Work session – any meeting or part of a meeting scheduled to consider special board projects and information items.
4. Annual retreat – a meeting for reflection, goal setting, priority setting, and board development activities in conjunction with a regular meeting.
5. Executive session – any meeting or part of a meeting that is closed to certain persons for deliberation on certain matters as specified in the public meetings law. Generally, no final action shall be taken or any decision made while in executive session.
6. Telephone conference meeting – a meeting conducted by telephone to deal with specific, limited, necessary matters. In compliance with the public meetings law, members of the press or public must be permitted access. The individuals allowed access must pay actual expenses necessitated by public access.
7. Other Electronic Transmission meeting – a regularly scheduled meeting or a special meeting called to deal with specific, limited necessary matters, may be held using the appropriate technology.

G. Executive Director for the Board of Educational Examiners

The executive director is responsible for exercising general supervision over the agency to the extent that it is necessary to ascertain compliance with provisions of the Iowa Code and Administrative Rules.

1. The governor shall appoint an executive director of the board as stated in Iowa Code Chapter 272.5 (2) Compensation of board – executive director.

Comment [d5]: Revised to reflect new process for selecting the executive director

2. The executive director is the chief administrator of the agency and performs the function of executive officer as defined in the position description questionnaire (PDQ).
3. The executive director's salary and benefits are determined by the Job Classification System of the Department of Administrative Services.
4. The executive director is evaluated by the Board Chair with input from the board.

III. Board Expectations

Collaboration is imperative in order to develop and sustain a high quality education system that serves the needs of students, families, and citizens across the state. The board will work together and form alliances that support the board's work. Each member of the board shares the responsibility for developing a positive, interactive environment.

General Guidelines for Board Members:

A. Leadership

The board, the executive director of the board and staff shall provide leadership and direction for future educational development in this state. In so doing, they will:

1. Procure adequate resources to support improvement.
2. Communicate high levels of support, commensurate with available resources aimed at increasing and/or improving the educational licensure system.
3. Form strong alliances with all parties interested in the development of a comprehensive educational licensure system.
4. Remain current in their knowledge of or seek appropriate counsel on the provisions of the School Laws and School Rules of Iowa.
5. Participate in meetings in order to be informed and engaged in decision-making. Board members should be in attendance at all meetings and that attendance will be documented in the minutes. Inconsistent attendance will be brought to the individual's attention by the board chair. Attendance policies shall be covered during new board member orientation.
 - a. Alternative forms of attendance will be permitted in exceptional circumstances.

B. Board Relationships

1. Internal board relationships:
 - a. The democratic process shall be used in making board decisions. A majority vote shall decide the issue and that shall become the official position of the board.
 - b. Each board member will remain receptive to divergent views of other members and will look for and recognize the positive contributions, efforts, and skills of each team member.

- c. Board members will demonstrate respect through listening, verbal and nonverbal communications.
- d. Board members will maintain a sense of hope, optimism, and humor in working together.
- 2. Board / executive director relationships. Board members will:
 - a. Recognize the unique roles of the executive director and board members.
 - b. Look to the executive director for leadership, guidance and direction.
 - c. Route requests for staff assistance or attendance at board meetings through the executive director.
 - d. Establish positive relationships.
- 3. Board/public relationships:
 - a. Be mindful of the board's role as representatives of the public.
 - b. Recognize public concerns.
 - c. Interact with the public in a positive, diplomatic manner.
 - d. Establish positive public relationships to ensure a quality educational system in Iowa.

IV. Decision Making

A well-defined and clearly understood process is needed if orderly and effective decisions are to be made by the board in a timely manner.

General Guidelines for Board Members:

The executive director will use the following procedure to assist the board in the decision-making process:

- A.** Clearly define the issue under consideration.
- B.** Determine that the issue is appropriate for board consideration.
- C.** Present the issue to the board in a timely manner.
- D.** Review all pertinent facts concerning the situation.
- E.** Collect input from parties affected by the decision.
- F.** Organize and analyze collected data.
- G.** Present solution(s) to the board with a recommendation and rationale with a cost estimate when appropriate.
- H.** Provide a plan for implementation, monitoring and evaluation. This plan may include a timeline for bringing the issue back to the board for further consideration.
- I.** Communicate the decision to those affected.

V. Special Assignments for Board Members

As a general practice, the board shall operate as a "committee of the whole." However, there are circumstances, when the chair and / or the executive director will make committee assignments.

General Guidelines for Board Members:

- A.** In making such assignments, the chair and/or the executive director shall give consideration to the background, interests, experience,

availability and accessibility of the assignee(s). Consideration will also be given to gender balance, balancing by statutory position on the board, and balancing these assignments among members of the board.

- B.** Assignments shall be accompanied by an explanation of the purpose, responsibility charges and granted authority.
- C.** Each assignment will carry a clearly specified length of service.
- D.** Board members will provide reports at the appropriate time(s).
- E.** Assignees should represent the interests of the board to the best of their ability and knowledge but should refrain from officially committing to a formal board position until formal action or the delegation of authority supports such a commitment.

VI. Effective and Open Communication

Effective communication is essential to achieving board goals.

General Guidelines for Board Members:

- A.** Information discussed in executive session will remain confidential. Sharing such information with unauthorized persons at any time is unacceptable.
- B.** If significant issues will be covered in a meeting, board members may expect that the executive director will make every effort to inform them prior to the issue becoming public.
- C.** Board members may expect that the executive director and staff will follow through on information requested by the board when it is requested through the appropriate channels.

VII. Handling Public Concerns

Board members are readily accessible to the public, especially in their own local area and thus public concerns will frequently be expressed to them.

It is generally not wise to attempt to resolve the problem until comprehensive information is obtained on the issue. The following guidelines are designed to assist board members handle public concerns in a tactful, orderly and effective way.

General Guidelines for Board Members:

- A.** Listen to the individual or group concern and clearly define the concern.
- B.** Ask if he or she has discussed the issue with the person immediately responsible.
- C.** Advise that the board has established a process for handling concerns and direct them to the appropriate personnel and / or the website.
- D.** Report the full details of the concern to the executive director in a timely manner, and ask that he/she keep the board informed of developments.
- E.** Correspondence or communications relating to the business of the board, received by members of the board from individuals or

organizations, shall be forwarded to the chair and executive director if it appears that the correspondence was sent to only one board member.

- F. If an individual board member is ever contacted regarding a professional practices case, the board member shall immediately inform the party that such contact is inappropriate and can prejudice the process. The board member shall report the contact to the executive director and / or chair of the board, and shall use discretion as to whether or not abstention from voting on the issue is necessary or advisable.

VIII. Planning, Goal Setting and Accountability

The board recognizes the importance of planning in determining the direction of education policymaking at the state level.

General Guidelines for Board Members:

- A. In order to achieve their goals, the board is committed to thoughtful planning, implementation, collection and consideration of data, evaluation, accountability, and reporting of results.
- B. The board will collaborate with the education constituencies and develop policies that support its long-term plan
- C. The board's agenda is the primary vehicle for doing its work.
- D. The board and the agency will report on progress made toward goals on a regular basis.
- E. Plans, goals and priorities will be reviewed and revised on a regular basis.

IX. Board Development

It is essential to good board service to increase and enhance skills and to understand education issues in making policy decisions.

General Guidelines for Board Members:

- A. Professional development for the board members permits them to:
 1. Increase their knowledge and understanding of emerging education issues;
 2. Compare various states' approaches to addressing similar issues and solving common problems;
 3. Expand their networking opportunities to exchange ideas and gain new perspectives on issues;
 4. Explore issues in real world settings, outside the context of board meetings; and
 5. Mobilize the board with new strategies for achieving the board's agenda. (Adapted from NASBE Boardmanship Review, "The Importance of Board Member Development," February, 1999).
- B. Board development goals will be set on an annual basis to ensure continued growth and development as board members.
- C. In addition to the board meeting agenda items that relate specifically to board priorities and are designed to develop an understanding and

knowledge base for policy making, there are several additional ways that board members can obtain development:

1. Board study or work sessions
2. Conference attendance and participation
3. Task force or commission participation
4. Reports and other written materials
5. Technology or internet-based development

D. Orientation of New Members

The executive director of the board shall orient each new member concerning the board's functions, general policies, administrative rules and procedures as soon as possible.

1. The new member shall be given selected material to assist in orienting him/her to the work of the board.
2. The new member shall be given selected material to familiarize him/her with relevant provisions of state government, including the gift law.
3. The incoming new member shall be invited to meet with the executive director and other personnel to discuss operations of the agency.
4. Orientation will be a structured process occurring over time and new board members will be directed to resources so they can do additional exploration on their own.
5. Current board members may and are encouraged to attend orientation sessions.

E. Each new board member will be assigned a mentor.

IOWA BOARD OF EDUCATIONAL EXAMINERS

Board Meeting Calendar Fiscal Year 2014

Day(s) of week Date	Location	Other Information	# of Wks. Between Meetings
July 2013			
Thursday & Friday, August 8-9, 2013	Grimes Bldg.	Board Retreat	- weeks
Wednesday, September 11, 2012 or Friday, September 13	Grimes Bldg.	Telephonic Meeting at 4 p.m. (if needed)	
Friday, October 11, 2013	Grimes Bldg.		- weeks
Friday, November 8, 2013	Grimes Bldg.		- weeks
Wednesday, December 11, 2013 or Friday, December 13, 2013	Grimes Bldg.	Telephonic Meeting at 4 p.m. (if needed)	
Thursday, January 16, 2014	Capitol Rotunda & Grimes Bldg	Legislative Reception	- weeks
Wednesday, February 12, 2014 or Friday, February 14, 2014	Grimes Bldg	Telephonic Meeting at 4 p.m. (if needed)	
Friday, March 7, 2014	Grimes Bldg.		- weeks
Friday, April 11, 2014	Grimes Bldg.	Meeting (if needed)	
Friday, May 9, 2014	Grimes Bldg.		- weeks
Thursday & Friday, June 19-20, 2014	Grimes Bldg.	Board Orientation	- weeks
July 2013 NO MEETING			
Thursday & Friday, August 7-8, 2014	Grimes Bldg.	Board Retreat	- weeks