

**STATE OF IOWA
BOARD OF EDUCATIONAL EXAMINERS**

Friday, May 9, 2014

2013-2014 BOEE Goals

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

**Telephonic Meeting
Grimes State Office Building – 400 E.14th St.
Des Moines, IA 50319-0147
3rd Floor – BOEE Conference Room (3SW)**

- 4:00 p.m. Call Meeting to Order**
- Approve the Agenda** **Tab A**
- Consent Agenda**
- a. Minutes from April 11, 2014 **Tab B**
- Professional Practices - Licensee Discipline – Closed Session – Board Members Only (roll call)**
- Open Session – Results of closed session announced**
- a. Approve closed session minutes from April 11, 2014
- Communication from the Public**
- Rules [Iowa Administrative Code – Chapter 282 (272)]**
- a. Adopt**
1. None
- b. ARRC Review Pending**
1. IAC 282—Amend 25.3(1)e —Student Abuse (Session Delay) **Tab C**
2. IAC 282 Chapter 22.6 — School administration manager authorization. **Tab D**
3. Amend IAC 282 Chapter 11.6 — Ruling on the initial inquiry (regarding probable cause) **Tab E**
- c. Notice**
1. None
- d. Items for Discussion**
1. None
- Board Communications**
- a. Board Member Reports
- b. Executive Director's Report
1. NASDTEC Conference Attendance

Waivers

1. PFW 14-05 Jean Lin Hussey

Tab F

Reports/Approvals

1. Retreat/Meeting in June (19&20)
2. Board Retreat Agenda Items
3. Board Operating Guidelines
4. Future Board Meeting Dates

Tab G

Tab H

Tab I

4:30 p.m. Adjournment

Next Meeting – June 19-20, 2014 (Board Retreat and Meeting)

The meeting will be held at the James Robinson Administrative Center, 1002 W. 1st Street, Cedar Falls

1 Roll call vote: Buck – absent; Duehr – yes; Dutcher – yes; Garcia-Van Auken – yes;
2 Overholtzer – yes; Pattee – yes; Prescott – yes; Stevens – yes; Sullivan – yes; Wortmann
3 – yes. **MOTION CARRIED.**

4

5 Tammy Duehr moved, with a second by Brenda Garcia-Van Auken, that in **case**
6 **number 13-130**, the Board find probable cause to establish a violation of the
7 following provisions of the Code of Professional Conduct and Ethics, 282 IAC –
8 Chapter 25.3(3)(e) and 25.3(6)(b), and order this case set for hearing. **MOTION**
9 **CARRIED UNANIMOUSLY.**

10

11 Anne Sullivan moved, with a second by Tammy Duehr, that in **case number**
12 **14-15**, the Board find probable cause to establish a violation of the following
13 provisions of the Code of Professional Conduct and Ethics, 282 IAC –Chapter
14 25.3(6)(c), (d), and (h), and order this case set for hearing. Roll call vote: Buck –
15 absent; Duehr – yes; Dutcher – yes; Garcia-Van Auken – yes; Overholtzer – yes;
16 Pattee – recused; Prescott – yes; Stevens – yes; Sullivan – yes; Wortmann – yes.
17 **MOTION CARRIED.**

18

19 Brenda Garcia-Van Auken moved, with a second by Tammy Duehr, that in **case**
20 **number 14-16**, the Board find probable cause to establish a violation of the
21 following provisions of the Code of Professional Conduct and Ethics, 282 IAC –
22 Chapter 25.3(6)(c) and (d) and 25.3(8)(a), and order this case set for hearing.
23 Roll call vote: Buck – absent; Duehr – yes; Dutcher – yes; Garcia-Van Auken –
24 yes; Overholtzer – yes; Pattee – recused; Prescott – yes; Stevens – yes; Sullivan –
25 yes; Wortmann – yes. **MOTION CARRIED.**

26

27 Tammy Duehr moved, with a second by Anne Sullivan, that in **case number**
28 **13-146**, the Board find probable cause to establish a violation of the following
29 provisions of the Code of Professional Conduct and Ethics, 282 IAC –Chapter
30 25.3(4)(a) and (e), and order this case set for hearing. **MOTION CARRIED**
31 **UNANIMOUSLY.**

32

1 Brenda Garcia-Van Auken moved, with a second by Anne Sullivan, that the
2 Board not initiate review of the proposed decision in **case number 13-62**, and
3 allow the proposed decision to become the final decision of the Board unless an
4 appeal is taken by one of the parties within the time allowed by rule. **MOTION**
5 **CARRIED UNANIMOUSLY.** (September Lau left the room during the discussion
6 of this case in closed session.)

7
8 Anne Sullivan moved, with a second by Tammy Duehr, that in **case number 11-61**,
9 the Board accept the settlement submitted by the parties, and issue an Order
10 incorporating the agreement of the parties and imposing the agreed upon sanction.
11 Roll call vote: Buck – absent; Duehr – yes; Dutcher – yes; Garcia-Van Auken – no;
12 Overholtzer – no; Pattee – no; Prescott – yes; Stevens – yes; Sullivan – yes; Wortmann –
13 no. **MOTION CARRIED.**

14
15 Brenda Garcia-Van Auken moved, with a second by Anne Sullivan, to extend the 180-
16 day deadline for issuance of the final decision in **case number 13-129**, based upon
17 the amount of time needed to complete the investigation due to pending criminal
18 charges. **MOTION CARRIED UNANIMOUSLY.**

19
20 Case number 13-09 was discussed in open session.

21 Background regarding this case: The board received a complaint alleging that the
22 respondent had not completed required progress monitoring and had submitted
23 falsified data regarding IEPs for her students. The board found probable cause to
24 proceed to hearing on April 1, 2013, and on September 13, 2013, accepted a
25 stipulation and order that imposed a two-year period of license probation with a
26 progress monitor, as well as a requirement to take the ethics course and a data-
27 gathering course approved by the executive director. The coursework was to have
28 been completed within six months of the date of the order (March 13, 2014). On
29 March 31, 2014, the board received an update from the respondent's progress
30 monitor. The update stated that the respondent had completed the ethics course, but
31 board staff has not received proof of completion to date. The update also stated that
32 the respondent had been unable to find a data-gathering course and requested
33 assistance. On April 7, 2014, board staff received a request for an extension of time

1 for the respondent to complete her coursework requirements. Andy Pattee moved,
2 with a second by Richard Wortmann, that the board grant the request for an extension
3 of time to comply with the final order in **case number 13-09**. **MOTION CARRIED**
4 **UNANIMOUSLY.**

5
6 Andy Pattee moved, with a second by Mary K. Overholtzer, to approve the closed
7 session minutes for March 14, 2014. **MOTION CARRIED UNANIMOUSLY.**

8
9 Communication from the Public:

10 None.

11
12 Rules:

13 Adopt:

14 Richard Wortmann moved, with a second by Anne Sullivan, to adopt the proposed
15 changes, with the edits noted, to chapter 11.4 – Complaint – Who may initiate.
16 **MOTION CARRIED UNANIMOUSLY.**

17
18 Andy Pattee moved, with a second by Richard Wortmann, to adopt the proposed
19 changes to chapter 13.17(1) and 13.3(6) – Out-of-state applicant licensure
20 requirements. **MOTION CARRIED UNANIMOUSLY.**

21
22 Notice:

23 None.

24
25 Items for Discussion:

26 The proposed change to chapter 22.2 Substitute authorization was discussed and will
27 be brought back for further discussion at the June retreat.

28
29 The proposed changes to chapter 14 — Special education endorsement requirements
30 were discussed and will be brought back for further discussion at the June retreat.

31
32 The proposed changes to chapter 22 — Activities administration authorization were
33 discussed and will be brought back for further discussion at the June retreat.

1 The proposed change to chapter 22.3 – School Business Official, was discussed and
2 will be brought for notice at a future meeting.

3
4 Stakeholder Presentation:

5 Montessori Presentation by: Rita Schneider, Director, Iowa Montessori Training
6 Center (Ret.); Ramona Thompson, Elementary II Coordinator, Cowles Montessori
7 School; Ann Ghrist, Administrator, Sayre Montessori School; Stephen Murley,
8 Superintendent, Iowa City Community School District (via phone). The board will
9 further discuss Montessori programs, including practitioner preparation, licensing and
10 nontraditional preparation options. There will also be future discussion about the
11 possibility to adopt criteria for Montessori education program practitioner
12 endorsements.

13
14 Board Member Reports:

15 The board thanked Tammy Duehr for her eight years of service as a board member –
16 her term ends on April 30, 2014. Executive Director Magee presented Tammy with a
17 Certificate of Service as well as a Certificate of Recognition from the governor’s office.
18 Tammy will be greatly missed.

19
20 Executive Director’s Report

21 Executive Director Magee reviewed the financial report.

22
23 Executive Director Magee updated the Board regarding TeachIowa.gov. As of April
24 11th, there are over 9,500 applicants in the system and over 3,000 job postings.
25 Positive comments continue to come in from the field.

26
27 The National Association of State Directors of Teacher Education and Certification
28 (NASDTEC) conference will be held June 8-10, 2014, in Kansas City. Executive
29 Director Magee will invite three board members to attend the conference as well as
30 BoEE consultants. Presentation topics will include ethics, licensure, and teacher
31 preparation. There will also be two interesting and provocative keynoters - Dr.
32 Frederick (Rick) Hess who is the author of the popular Education Week blog, "**Rick**

1 **Hess Straight Up,**” and Dr. John Merrow, PBS commentator and president of
2 *Learning Matters*, an independent production company based in New York City.

3
4 Petitions for Waiver:

5 None.

6
7 Reports/Approvals

8 Phil Wise was not available to provide a legislative update.

9
10 Board Orientation/Retreat/Meeting in June: The board orientation for our newest
11 board member, Sara Arnold, will take place following today’s meeting. The June
12 retreat and board meeting will take place on June 19-20 at the James Robinson
13 Administrative Center (Cedar Falls Community School District Offices), 1002 W. 1st
14 Street in Cedar Falls. Retreat topics will include: Goals for 2014-15; Any licensure
15 issues that emerge from the education reform legislative process; Ethics training and
16 teacher preparation; AD Authorization; Special Ed. rule revisions; Substitute
17 authorization revisions; Review DiSC with Dr. Buck; Licensure renewal options.

18
19 Board Operating Guidelines: The final draft was reviewed. Brenda Garcia-Van Auken
20 moved, with a second by Andy Pattee, to approve the Board Operating Guidelines with
21 the noted updates. **MOTION CARRIED UNANIMOUSLY.**

22
23 Future Board Meeting Dates: A draft of the board meeting dates for FY 15 was
24 reviewed. Board members were asked to submit the dates of their district’s spring
25 break for 2015 so that we can determine the best date in March for the board meeting.
26 Some members suggested moving the telephonic meetings to Wednesdays. The
27 calendar will be brought back for further review at the May meeting.

28
29 The upcoming May 9, 2014, board meeting will be changed to a telephonic board
30 meeting beginning at 4 p.m.

31
32 There being no further business, Anne Sullivan moved, with a second by Jay Prescott,
33 to adjourn the meeting. Meeting adjourned at 12 noon.

ARRC PENDING MEMO

Date: May 9, 2014

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282—25.3(1) Student abuse – Session delay

On October 11, 2013, the board voted to adopt changes to 282 IAC 25.3(1) regarding student abuse (specifically, relationships between licensees and former students). The adoption notice was published as ARC 1170C in the November 13, 2013 edition of the Iowa Administrative Bulletin. On December 10, 2013, the Administrative Rules Review Committee voted for a session delay on this rulemaking. Therefore, the changes adopted by the board will go into effect at the close of the 2014 legislative session unless there is legislation passed on this subject. Board staff will monitor any legislation introduced that would affect this rulemaking and will update board members as needed.

EDUCATIONAL EXAMINERS BOARD[282]

Adopted and Filed

Pursuant to the authority of Iowa Code section 272.2, the Board of Educational Examiners hereby amends Chapter 25, "Code of Professional Conduct and Ethics," Iowa Administrative Code.

This amendment prohibits romantic or sexual relationships between licensees and former students for 90 days following the student's last date of enrollment, if the licensee and the student previously had a direct and supervisory relationship. The amendment adds an additional ethics violation under paragraph 25.3(1)"e" ("Student abuse") specifically for students no longer enrolled in a school district.

Notice of Intended Action was published in the Iowa Administrative Bulletin as ARC 0992C on September 4, 2013.

A public hearing was held on September 25, 2013, with written comment accepted until 4 p.m. on September 27, 2013. No one attended the public hearing. Board staff received one written comment in support of the amendment from the Iowa Girls' High School Athletic Union.

This amendment is identical to that published under Notice.

After analysis and review of this rule making, there is no anticipated impact on jobs.

This amendment is intended to implement Iowa Code section 272.2(1)"a."

This amendment will become effective December 18, 2013.

The following amendment is adopted.

Amend subrule 25.3(1) as follows:

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:

a. to d. No change.

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:

(1) to (4) No change.

(5) Furnishing alcohol or illegal or unauthorized drugs or drug paraphernalia to any student or knowingly allowing a student to consume alcohol or illegal or unauthorized drugs in the presence of the licensee; ~~or~~

(6) Failing to report any suspected act of child or dependent adult abuse as required by state law; ~~or~~

(7) Committing or soliciting any sexual conduct as defined in Iowa Code section 709.15(3)"b" or soliciting, encouraging, or consummating a romantic relationship with any person who was a student within 90 days prior to any conduct alleged in the complaint, if that person was taught by the practitioner or was supervised by the practitioner in any school activity when that person was a student.

[Filed 10/16/13, effective 12/18/13]

[Published 11/13/13]

EDITOR'S NOTE: For replacement pages for IAC, see IAC Supplement 11/13/13.

ARRC PENDING MEMO

Date: May 9, 2014

To: Board Members

From: Duane T. Magee, Executive Director

RE: IAC 282—22.6 – School Administration Manager Authorization

The enclosed noticed rules were filed under Notice of Intended Action and published as ARC 1379C on March 19, 2014. A public hearing is set for April 9, 2014, and the Administrative Rules Review Committee will review the proposed change on April 4, 2014. The earliest possible adoption date is April 23, 2014. The published notice is attached.

EDUCATIONAL EXAMINERS BOARD[282]

Notice of Intended Action

Twenty-five interested persons, a governmental subdivision, an agency or association of 25 or more persons may demand an oral presentation hereon as provided in Iowa Code section 17A.4(1)"b."

Notice is also given to the public that the Administrative Rules Review Committee may, on its own motion or on written request by any individual or group, review this proposed action under section 17A.8(6) at a regular or special meeting where the public or interested persons may be heard.

Pursuant to the authority of Iowa Code section 272.2, the Board of Educational Examiners hereby gives Notice of Intended Action to amend Chapter 22, "Authorizations," Iowa Administrative Code.

The proposed amendment adds an experience requirement to convert the initial School Administration Manager authorization to a standard School Administration Manager authorization. This requirement will also include a verification that the applicant has met the competencies and skills verified by the supervising administrator and will align the conversion requirements to the requirements to convert an initial teaching or initial administrator license.

Any interested person may make written comments or suggestions on the proposed amendment before 4 p.m. on Friday, April 11, 2014. Written comments and suggestions should be addressed to Kim Cunningham, Board Secretary, Board of Educational Examiners, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa 50319-0147, or sent by e-mail to kim.cunningham@iowa.gov, or by fax to (515)281-7669.

Any interested party or persons may present their views either orally or in writing at the public hearing that will be held Wednesday, April 9, 2014, at 1 p.m. in Room 3 Southwest, Third Floor, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa.

At the hearing, persons will be asked to give their names and addresses for the record and to confine their remarks to the subject of the proposed amendment. Persons who wish to make oral presentations at the public hearing may contact the Executive Director, Board of Educational Examiners, at the above address, or at (515)281-5849, prior to the date of the public hearing.

Any person who intends to attend the public hearing and requires special accommodations for specific needs, such as a sign language interpreter, should contact the office of the Executive Director at (515)281-5849.

This amendment is subject to waiver pursuant to 282—Chapter 6.

After analysis and review of this rule making, there is no anticipated impact on jobs.

This amendment is intended to implement Iowa Code section 272.2(1)"a."

The following amendment is proposed.

Amend subrule 22.6(5) as follows:

22.6(5) Specific requirements for a standard school administration manager authorization. The initial school administration manager authorization shall be converted to the standard school administration manager authorization provided the following requirements are met.

a. Training. A school administration manager shall attend an approved training program at the onset of the individual's hire as a school administration manager. The training for school administration managers is set forth in 281—subrule 82.7(2).

b. Experience. An applicant shall complete one year of experience as a school administration manager in an Iowa school. The supervising administrator shall verify this experience and the applicant's completion of the required competencies.

b. c. Competencies. Applicants shall demonstrate completion of or competency in the following:

(1) Each school administration manager shall demonstrate competence in technology appropriate to the school administration manager position. The school administration manager will:

1. Become proficient in the use of the approved time-tracking software tool;

2. Schedule the administrator's time using the approved software, update and reconcile the calendar daily, and attempt to pre-calendar the administrator at or above the administrator's goal; and

3. Regularly schedule, review, and reflect with the administrator on the graphs and data provided through the software.

(2) Each school administration manager shall demonstrate appropriate personal skills. The school administration manager:

1. Is an effective communicator with all stakeholders, including but not limited to colleagues, community members, parents, and students;

2. Works effectively with employees, students, and stakeholders;

3. Maintains confidentiality when dealing with student, parent, and staff issues;

4. Clearly understands the administrator's philosophy of behavior expectations and consequences; and

5. Maintains an environment of mutual respect, rapport, and fairness.

ARRC PENDING MEMO

Date: May 9, 2014

To: Board Members

From: Duane T. Magee, Executive Director

RE: IAC 282—11.6 – ruling on the initial inquiry (regarding probable cause)

The enclosed noticed rules were filed under Notice of Intended Action and published as ARC 1378C on March 19, 2014. A public hearing is set for April 9, 2014, and the Administrative Rules Review Committee will review the proposed change on April 4, 2014. The earliest possible adoption date is April 23, 2014. The published notice is attached.

EDUCATIONAL EXAMINERS BOARD[282]

Notice of Intended Action

Twenty-five interested persons, a governmental subdivision, an agency or association of 25 or more persons may demand an oral presentation hereon as provided in Iowa Code section 17A.4(1)"b."

Notice is also given to the public that the Administrative Rules Review Committee may, on its own motion or on written request by any individual or group, review this proposed action under section 17A.8(6) at a regular or special meeting where the public or interested persons may be heard.

Pursuant to the authority of Iowa Code section 272.2, the Board of Educational Examiners hereby gives Notice of Intended Action to amend Chapter 11, "Complaints, Investigations, Contested Case Hearings," Iowa Administrative Code.

The proposed amendment states that the Board "may," rather than "shall," set a case for hearing if there is probable cause of a violation of the Code of Professional Conduct and Ethics. The proposed amendment also sets forth factors for the Board to consider in determining whether to set a case for hearing.

Any interested person may make written comments or suggestions on the proposed amendment before 4 p.m. on Friday, April 11, 2014. Written comments and suggestions should be addressed to Kim Cunningham, Board Secretary, Board of Educational Examiners, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa 50319-0147, or sent by e-mail to kim.cunningham@iowa.gov, or by fax to (515)281-7669.

Any interested party or persons may present their views either orally or in writing at the public hearing that will be held Wednesday, April 9, 2014, at 1 p.m. in Room 3 Southwest, Third Floor, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa.

At the hearing, persons will be asked to give their names and addresses for the record and to confine their remarks to the subject of the proposed amendment. Persons who wish to make oral presentations at the public hearing may contact the Executive Director, Board of Educational Examiners, at the above address, or at (515)281-5849, prior to the date of the public hearing.

Any person who intends to attend the public hearing and requires special accommodations for specific needs, such as a sign language interpreter, should contact the office of the Executive Director at (515)281-5849.

This amendment is subject to waiver pursuant to 282—Chapter 6.

After analysis and review of this rule making, there is no anticipated impact on jobs.

This amendment is intended to implement Iowa Code section 272.2(4).

The following amendment is proposed.

Amend rule 282—11.6(272) as follows:

282—11.6(272) Ruling on the initial inquiry. Upon review of the investigator's report, the board may take any of the following actions:

11.6(1) Reject the case. If a determination is made by the board to reject the case, the complaint shall be returned to the complainant along with a statement specifying the reasons for rejection. A letter of explanation concerning the decision of the board shall be sent to the respondent.

11.6(2) Require further inquiry. If determination is made by the board to order further inquiry, the complaint and recommendations by the investigator(s) shall be returned to the investigator(s) along with a statement specifying the information deemed necessary.

11.6(3) Accept the case. If a determination is made by the board that probable cause exists to conclude that the criteria of professional practices or the criteria of competent performance have been violated, notice ~~shall~~ may be issued, pursuant to rule 282—11.7(17A,272), and a formal hearing ~~shall~~ may be conducted in accordance with rules 282—11.7(17A,272) to 282—11.21(17A,272), unless a

voluntary waiver of hearing has been filed by the respondent pursuant to the provisions of subrule 11.4(6). In determining whether to issue a notice of hearing, the board may consider the following:

a. Whether the alleged violation is of sufficient magnitude to warrant a hearing by the board.

b. Whether there is sufficient evidence to support the complaint.

c. Whether the alleged violation was an isolated incident.

d. Whether adequate steps have been taken at the local level to ensure similar behavior does not occur in the future.

11.6(4) Release of investigative report. If the board finds probable cause of a violation, the investigative report will be available to the respondent upon request. Information contained within the report is confidential and may be used only in connection with the disciplinary proceedings before the board.

Date: May 9, 2014

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: Jean Lin Hussey

License: Folder # 988329

Hussey does not currently hold any form of BOEE licensure.

Reason for Waiver: The rule regarding the preliminary native language teaching authorization requires the applicant to provide verification of passing the mandated assessment in the content area of the applicant's native language. Hussey has not passed this exam and therefore seeks a waiver of the assessment requirement.

Rule Citation:

282—22.5 (272) Preliminary native language teaching authorization.

22.5(1) Authorization. The preliminary native language teaching authorization is provided to noneducators entering the education profession to teach their native language as a foreign language in grades K-6 or grades 7-12.

22.5(2) Application process. Any person interested in the preliminary native language teaching authorization shall submit the application to the board of educational examiners for an evaluation. Application materials are available from the office of the board of educational examiners online at <http://www.boee.iowa.gov/>.

22.5(3) Requirements.

- a. The applicant must have completed a baccalaureate degree.
- b. Iowa division of criminal investigation background check. The applicant must have successfully completed an Iowa division of criminal investigation background check. The background check fee will be assessed to the applicant.
- c. National criminal history background check. The applicant must have successfully completed a national criminal history background check. The background check fee will be assessed to the applicant.
- d. The applicant must obtain a recommendation from a school district administrator verifying that the school district wishes to hire the applicant. Before the applicant is hired, the school district administrator must verify that a diligent search was completed to hire a fully licensed teacher for the position.
- e. During the term of the authorization, the applicant must complete board-approved training in the following:
 - (1) Methods and techniques of teaching. Develop skills to use a variety of learning strategies that encourage students' development of critical thinking, problem solving, and performance skills. The methods course must include specific methods and techniques of teaching a foreign language and must be appropriate for the level of endorsement.
 - (2) Curriculum development. Develop an understanding of how students differ in their approaches to learning and create learning opportunities that are equitable and adaptable to diverse learners.

(3) Measurement and evaluation of programs and students. Develop skills to use a variety of authentic assessments to measure student progress.

(4) Classroom management. Develop an understanding of individual and group motivation and behavior which creates a learning environment that encourages positive social interactions, active engagement in learning, and self-motivation.

(5) Code of ethics. Develop an understanding of how to foster relationships with parents, school colleagues, and organizations in the larger community to support students' learning and development and become aware of the board's rules of professional practice and code of ethics.

(6) Diversity training for educators. Develop an understanding of and sensitivity to the values, beliefs, lifestyles and attitudes of individuals and the diverse groups found in a pluralistic society, including preparation that contributes to the education of individuals with disabilities and the gifted and talented.

f. The applicant must be assigned a mentor by the hiring school district. The mentor must have four years of teaching experience in a related subject area.

g. Assessment of native language. The applicant must provide verification of successfully passing the Iowa-mandated assessment(s) by meeting the minimum score set by the Iowa department of education. The cut score may not be waived by the board.

Staff recommendation: Deny the waiver.

Hardship: The native language teaching authorization was created to provide a pathway for native speakers of a foreign language to teach that language to students. The preliminary authorization does not require any verification of competency in the native language other than the assessment mandated by the Department of Education. The assessment at issue in this petition is the ETS Praxis II exam in Chinese (Mandarin): World Language. The Pinyin system used in the test is used by Taiwan, China, and the United Nations.

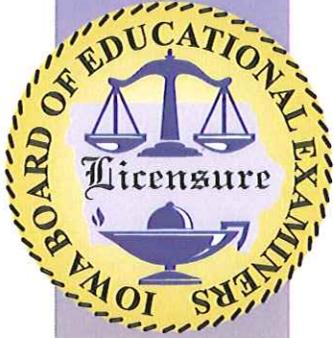
Prejudice to Others: The preliminary native language teaching authorization is relatively new. Therefore, there have been no waiver requests to date regarding the rule in question. The waiver request Hussey refers to in her petition related to the international exchange license. That license requires the applicant to have completed a teacher preparation program in their native country and traveled to the United States as a participant in a teacher exchange program. The international exchange license is limited in duration, and if the holder wishes to continue teaching in the United States beyond the term of the international exchange license he or she must meet all requirements for full teacher licensure, including passing the mandated assessments.

Safety and welfare of others: The assessment requirement at issue is intended to ensure knowledge of content in the language the applicant wishes to teach. The rule does not include any other mechanism for ensuring this knowledge of content.

BoEE Retreat Agenda Items

June 19 & 20, 2014

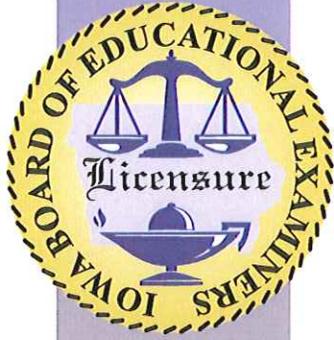
- 1.Goals 2014-15
- 2.Any licensure issues that emerge from the education reform legislative process
- 3.Ethics training and teacher preparation – offer rule revisions
 - a.Stand alone course?
 - b.Integrated into existing courses?
- 4.AD Authorization
- 5.Special Ed. rule revisions
- 6.Substitute authorization revisions
- 7.Review DiSC – Brad
- 8.Licensure renewal options



IOWA BOARD OF EDUCATIONAL EXAMINERS

Operating Guidelines

Adopted: May 04, 2007
Revised: April 11, 2014
Reviewed: April 11, 2014



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

Members of the Board

Laura A. Stevens, Chair, Okoboji CSD, Teacher
Richard E. Wortmann, Vice Chair, Ottumwa CSD, Teacher
Sara J. Arnold, Cedar Rapids CSD, Teacher
Brenda Garcia-Van Auken, Muscatine, Public Member
Dr. Brad Buck, Director, Iowa Department of Education
Dr. Larry D. Hill, Thompson, Administrator
Mary K. Overholtzer, Winterset CSD, Teacher
Dan Dutcher, Waukee, Public Member
Ann Lebo, Grundy Center CSD, Teacher
Dr. Jay Prescott, Grand View University, Administrator
Dr. Anne Sullivan, Des Moines CSD, Administrator
Dr. Andy Pattee, Cedar Falls CSD, Administrator

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, gender identity, national origin, sex, disability, religion, creed, age, sexual orientation, political party affiliation, or potential parental, family 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

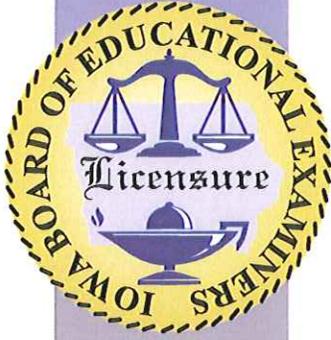
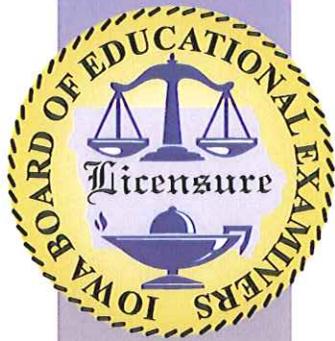


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Preface

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 12-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 the appointees are ratified by the Senate. By Code, nine of twelve 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. The remaining member is the Director of the Department of Education or her/his designee.

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 makeup 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, reports/approvals 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.

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 in the minutes. The board member will leave the board room during the discussion of and voting on the agenda item.
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 and ethics. 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.
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. Petition for Waiver (refer to section X)

G. 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.
8. Legislative reception – a meeting will be held annually in January to allow board members to meet with legislators at the Capitol.

H. 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.
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).

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.
- G. The board will host work sessions as needed to receive feedback from interested stakeholders regarding proposals before the board.
- H. All media requests must be directed to the executive director.

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.
- F. The board may request presentations from stakeholders and subject area experts about goal area work and other proposals before the board.

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.
 - i. New board members will receive a sample board packet after his/her appointment date in order to become familiar with a typical board meeting materials.
 2. The new member shall be given selected material to familiarize him/her with relevant provisions of state government, including the gift law, and registered lobbying.
 - i. New board members will be advised about the differences between Iowa Code and Iowa Administrative Rules.
 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.
- D.** Each new board member will be assigned a mentor.
- X. Petition for Waiver Guidelines**
- A.** A waiver will not be reviewed until an application from a petitioner has been received and denied by staff.
- B.** Petitions for waiver received by the BoEE staff will be analyzed by the executive director, staff attorney, and the consultant assigned to the waiver by the executive director.

- C. The consultant assigned to the waiver, in consultation with the staff attorney and executive director, will write a summary report for the board with the following sections:
1. Name
 2. License
 3. Reason for waiver
 4. Rule citation
 5. Rationale
 6. Hardship
 7. Prejudice to others
 8. Safety and welfare to others
 9. Recommendation
 10. Rationale (including hardship, prejudice to others, and safety and welfare to others)
- D. The administrative rule that sets forth the criteria you must consider in deciding whether to grant a petition for waiver is as follows:
- E. **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.
- F. 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.
- G. The attached summary has been prepared by Board staff to aid in your discussion, and any recommendations it may contain are not binding.

IOWA BOARD OF EDUCATIONAL EXAMINERS

Board Meeting Calendar Fiscal Year 2015

Day(s) of week Date	Location	Other Information
July 2014 NO MEETING		
Friday, August 8, 2014	Grimes Bldg.	
Wednesday, September 10, 2014	Grimes Bldg.	Telephonic Meeting at 4 p.m. (if needed)
Friday, October 10, 2014	Grimes Bldg.	
Friday, November 7, 2014	Grimes Bldg.	
Wednesday, December 10, 2014	Grimes Bldg.	Telephonic Meeting at 4 p.m. (if needed)
Wednesday, January 28, 2015*	Capitol Rotunda & Grimes Bldg	Legislative Reception *Changed from last year due to possible inauguration festivities during the 1 st or 2 nd wk. of session. We are currently reserved for the 28 th .
Friday, February 13, 2015	Grimes Bldg	
Wednesday, March 11, 2015 OR Friday, March 13, 2015	Grimes Bldg.	<i>Possible</i> Telephonic Meeting at 4 p.m.
Friday, April 10, 2015	Grimes Bldg.	
Friday, May 8, 2015	Grimes Bldg.	
Thursday & Friday, June 18-19, 2015	Grimes Bldg.	Board Orientation Board Retreat Board Meeting
July 2015 NO MEETING		
Friday, August 7, 2015	Grimes Bldg.	