

**STATE OF IOWA**  
**BOARD OF EDUCATIONAL EXAMINERS**  
Grimes State Office Building – 400 E.14th St.  
Second Floor State Board Room  
Des Moines, IA 50319-0147

**2015-2016 BoEE Goals**

- Goal 1: The Board will develop rules for practitioner licensure that maintain high standards, are research based, and provide flexibility in attainment in all credential types, especially in shortage areas.
- Goal 2: The Board will develop a plan to require ongoing ethics training for all licensees.
- Goal 3: The Board will develop a communication plan for the dissemination of information to its constituent groups.

**Board Meeting**

**Friday, October 9, 2015**

**AGENDA**

*Times are approximate*

- 7:30 a.m. Professional Practices Committee – State Board Room**
- 8:30 a.m. Executive Committee – Conference Room 3SW**
- 9:00 a.m. Call Meeting to Order**
- Approve the Agenda** **Tab A**
- Consent Agenda** **Tab B**
- a. Minutes from August 7, 2015 board meeting
- Professional Practices - Licensee Discipline – Closed Session – Board Members Only (roll call)**
- Open Session**
- a. Results of closed session announced
- b. Approve closed session minutes from August 7, 2015 board meeting
- c. Reinstatement(s)
1. Case No. 12-121 Jeff Smallwood
2. Case No. 13-92 Robert Brown II
- Board Communications**
- a. Board Member Reports
- b. Legislative Update – Phil Wise
- c. Executive Director’s Report **Tab C**
1. Financial Update
2. Licensing System Update
3. BoEE Professional Practices Data
4. National Board for Professional Teaching Standards Letter **Tab D**
- Communication from the Public**

<b>11:00 a.m.</b>	<b>Stakeholder Presentation –</b> Jim Scharff, Executive Director, Iowa Association of School Business Officials	<b>Tab E</b>
<b>12:05 p.m.</b>	<b>Lunch for Board Members</b>	
	<b>Rules [Iowa Administrative Code – Chapter 282 (272)]</b>	
	<b>a. <i>Adopt</i></b>	
	1. IAC 282 Chapter 12 – Fee increase	<b>Tab F</b>
	2. IAC 282 Chapters 13, 15, 16, 18, 20, 22, 23, 24, and 27 – Background check procedures	<b>Tab G</b>
	<b>b. <i>ARRC Review Pending</i></b>	
	1. IAC 282 Chapter 14 K-12 Special education endorsement; specializations, ARC 1884C – Session Delay	<b>Tab H</b>
	<b>c. <i>Notice</i></b>	
	1. IAC 282 Chapters 13 and 27 – Counseling internships and practicums	<b>Tab I</b>
	<b>d. <i>Items for Discussion</i></b>	
	1. IAC 282 Chapter 24 – Paraeducator Area of Concentration	<b>Tab J</b>
	<b>Waivers</b>	
	1. PFW 15-14 Christie VanWey	<b>Tab K</b>
	<b>Reports/Approvals</b>	
	1. 2015-2016 Board Priorities	<b>Tab L</b>
	2. NASDTEC Interstate Agreement for Educator Licensure – 2015-2020	<b>Tab M</b>
	3. Recommendation to put Board Chair’s Signature on BoEE Credentials	<b>Tab N</b>
<b>2:30 p.m.</b>	<b>Adjournment</b>	

**Next Meeting will be Friday, November 6, 2015**



1 Larry Hill moved, with a second by Dan Dutcher, that in **case number 15-82**, 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: Arnold – yes; Behrens – yes; Carroll – abstain; Dutcher – yes;  
6 Garcia – yes; Hill – yes; Overholtzer – yes; Sullivan – recused; Wortmann – yes.  
7 **MOTION CARRIED.**

8  
9 Larry Hill moved, with a second by Sara Arnold that in **case number 15-80**, the Board  
10 find probable cause to establish a violation of the following provisions of the Code of  
11 Professional Conduct and Ethics, 282 IAC – Chapter 25.3(1)(e)(1) and 25.3(6)(c), and  
12 order this case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

13  
14 Dan Dutcher moved, with a second by Larry Hill that in **case number 15-87**, the  
15 Board find that, although one or more of the allegations in the complaint may be  
16 substantiated by the witnesses interviewed in the course of the investigation [and/or]  
17 the documents gathered in the course of the investigation, and the allegations may  
18 constitute a technical violation of the board’s statute or administrative rules; the  
19 evidence before the board indicates that adequate steps have been taken to remedy  
20 the violation and to ensure that incidents of a similar nature do not occur in the  
21 future. The Board will not pursue formal disciplinary action in this matter. **MOTION**  
22 **CARRIED UNANIMOUSLY.**

23  
24 Larry Hill moved, with a second by Sara Arnold, that in **case number 15-95**, the  
25 Board find probable cause to establish a violation of the following provisions of the  
26 Code of Professional Conduct and Ethics, 282 IAC – Chapter 25.3(7)(d), and order this  
27 case set for hearing. Roll call vote: Arnold – yes; Behrens – yes; Carroll – abstain;  
28 Dutcher – yes; Garcia – yes; Hill – yes; Overholtzer – yes; Sullivan – recused;  
29 Wortmann – yes. **MOTION CARRIED.** (Duane Magee left the room during the  
30 discussion of this case in closed session.)

31 Sara Arnold moved, with a second by Dan Dutcher that in **case number 15-97**, the  
32 Board find probable cause to establish a violation of the following provisions of the

1 Code of Professional Conduct and Ethics, 282 IAC – Chapter 25.3(4)(a) and (b), and  
2 order this case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

3

4 Larry Hill moved, with a second by Dan Dutcher that in **case number 15-109**, the  
5 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(3)(b) and (e), and  
7 order this case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

8

9 Larry Hill moved, with a second by Dan Dutcher, that in **case number 15-23**, 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)(b)(2) and  
12 25.3(6)(c) and (m), and order this case set for hearing. **MOTION CARRIED**  
13 **UNANIMOUSLY.**

14

15 Sara Arnold moved, with a second by Dan Dutcher, that in **case number 15-61**, the  
16 Board find that, although one or more of the allegations in the complaint may be  
17 substantiated by the witnesses interviewed in the course of the investigation [and/or]  
18 the documents gathered in the course of the investigation, and the allegations may  
19 constitute a technical violation of the board’s statute or administrative rules; the  
20 evidence before the board indicates that adequate steps have been taken to remedy  
21 the violation and to ensure that incidents of a similar nature do not occur in the  
22 future. The Board will not pursue formal disciplinary action in this matter. **MOTION**  
23 **CARRIED UNANIMOUSLY.**

24

25 Larry Hill moved, with a second by Sara Arnold, that in **case number 15-64**, the  
26 Board find that, although one or more of the allegations in the complaint may be  
27 substantiated by the witnesses interviewed in the course of the investigation [and/or]  
28 the documents gathered in the course of the investigation, and the allegations may  
29 constitute a technical violation of the board’s statute or administrative rules; the  
30 evidence before the board indicates that adequate steps have been taken to remedy  
31 the violation and to ensure that incidents of a similar nature do not occur in the  
32 future. The Board will not pursue formal disciplinary action in this matter. **MOTION**  
33 **CARRIED UNANIMOUSLY.**

1 Larry Hill moved, with a second by Sara Arnold, that in **case number 15-65**, the  
2 Board find that, although one or more of the allegations in the complaint may be  
3 substantiated by the witnesses interviewed in the course of the investigation [and/or]  
4 the documents gathered in the course of the investigation, and the allegations may  
5 constitute a technical violation of the board's statute or administrative rules; the  
6 evidence before the board indicates that adequate steps have been taken to remedy  
7 the violation and to ensure that incidents of a similar nature do not occur in the  
8 future. The Board will not pursue formal disciplinary action in this matter. **MOTION**  
9 **CARRIED UNANIMOUSLY.**

11 Sara Arnold moved, with a second by Larry Hill, that in **case number 15-66**, the  
12 Board find that, although one or more of the allegations in the complaint may be  
13 substantiated by the witnesses interviewed in the course of the investigation [and/or]  
14 the documents gathered in the course of the investigation, and the allegations may  
15 constitute a technical violation of the board's statute or administrative rules; the  
16 evidence before the board indicates that adequate steps have been taken to remedy  
17 the violation and to ensure that incidents of a similar nature do not occur in the  
18 future. The Board will not pursue formal disciplinary action in this matter. **MOTION**  
19 **CARRIED UNANIMOUSLY.**

21 Sara Arnold moved, with a second by Dan Dutcher, that in **case number 15-68**, the  
22 Board find that the evidence gathered in the investigation, including witness  
23 statements and the documentary evidence, does not substantiate the allegations in the  
24 complaint, and that the Board therefore lacks probable cause to proceed with this  
25 matter. **MOTION CARRIED UNANIMOUSLY.** (Darcy Lane left the room during the  
26 discussion of this case in closed session.)

28 Larry Hill moved, with a second by Sara Arnold, that in **case number 15-83**, the  
29 Board find that the evidence gathered in the investigation, including witness  
30 statements and the documentary evidence, does not substantiate the allegations in the  
31 complaint, and that the Board therefore lacks probable cause to proceed with this  
32 matter. **MOTION CARRIED UNANIMOUSLY.**

1 Larry Hill moved, with a second by Dan Dutcher, that in **case number 15-84**, 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. **MOTION CARRIED UNANIMOUSLY.**

6  
7 Sara Arnold moved, with a second by Larry Hill, that in **case number 15-85**, the  
8 Board find that the evidence gathered in the investigation, including witness  
9 statements and the documentary evidence, does not substantiate the allegations in the  
10 complaint, and that the Board therefore lacks probable cause to proceed with this  
11 matter. **MOTION CARRIED UNANIMOUSLY.**

12  
13 Dan Dutcher moved, with a second by Sara Arnold, that in **case number 15-93**, the  
14 Board find that, although one or more of the allegations in the complaint may be  
15 substantiated by the witnesses interviewed in the course of the investigation [and/or]  
16 the documents gathered in the course of the investigation, and the allegations may  
17 constitute a technical violation of the board's statute or administrative rules; the  
18 evidence before the board indicates that adequate steps have been taken to remedy  
19 the violation and to ensure that incidents of a similar nature do not occur in the  
20 future. The Board will not pursue formal disciplinary action in this matter. **MOTION**  
21 **CARRIED UNANIMOUSLY.**

22  
23 Sara Arnold moved, with a second by Dan Dutcher, that in **case number 15-94**, the  
24 Board find probable cause to establish a violation of the following provisions of the  
25 Code of Professional Conduct and Ethics, 282 IAC – Chapter 25.3(4)(b), and order this  
26 case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

27  
28 Dan Dutcher moved, with a second by Larry Hill, that in **case number 15-96**, the  
29 Board find probable cause to establish a violation of the following provisions of the  
30 Code of Professional Conduct and Ethics, 282 IAC – Chapter 25.3(4)(b), and order this  
31 case set for hearing. Roll call vote: Arnold – recused; Behrens – yes; Carroll – abstain;  
32 Dutcher – yes; Garcia – yes; Hill – yes; Overholtzer – yes; Sullivan – yes; Wortmann –  
33 yes. **MOTION CARRIED.**

1 Dan Dutcher moved, with a second by Larry Hill, that in **case number 15-99**, the  
2 Board find that, although one or more of the allegations in the complaint may be  
3 substantiated by the witnesses interviewed in the course of the investigation [and/or]  
4 the documents gathered in the course of the investigation, and the allegations may  
5 constitute a technical violation of the board’s statute or administrative rules; the  
6 evidence before the board indicates that adequate steps have been taken to remedy  
7 the violation and to ensure that incidents of a similar nature do not occur in the  
8 future. The Board will not pursue formal disciplinary action in this matter. **MOTION**  
9 **CARRIED UNANIMOUSLY.**

10  
11 Dan Dutcher moved, with a second by Sara Arnold, that in **case number 15-102**, the  
12 Board find that, although one or more of the allegations in the complaint may be  
13 substantiated by the witnesses interviewed in the course of the investigation [and/or]  
14 the documents gathered in the course of the investigation, and the allegations may  
15 constitute a technical violation of the board’s statute or administrative rules; the  
16 evidence before the board indicates that adequate steps have been taken to remedy  
17 the violation and to ensure that incidents of a similar nature do not occur in the  
18 future. The Board will not pursue formal disciplinary action in this matter. Roll call  
19 vote: Arnold – yes; Behrens – yes; Carroll – abstain; Dutcher – yes; Garcia – yes; Hill –  
20 recused; Overholtzer – yes; Sullivan – yes; Wortmann – yes. **MOTION CARRIED.**

21  
22 Sara Arnold moved, with a second by Larry Hill, that in **case number 15-105**, the  
23 Board find that, although one or more of the allegations in the complaint may be  
24 substantiated by the witnesses interviewed in the course of the investigation [and/or]  
25 the documents gathered in the course of the investigation, and the allegations may  
26 constitute a technical violation of the board’s statute or administrative rules; the  
27 evidence before the board indicates that adequate steps have been taken to remedy  
28 the violation and to ensure that incidents of a similar nature do not occur in the  
29 future. The Board will not pursue formal disciplinary action in this matter. **MOTION**  
30 **CARRIED UNANIMOUSLY.**

31 Larry Hill moved, with a second by Dan Dutcher, that in **case number 14-95**, the  
32 Board accept the Respondent’s waiver of hearing and voluntary surrender and that the

1 Board issue an order permanently revoking the Respondent’s license with no  
2 possibility of reinstatement. **MOTION CARRIED UNANIMOUSLY.**

3  
4 Dan Dutcher moved, with a second by Sara Arnold, that in **case number 14-87**, the  
5 Board accept the Respondent’s waiver of hearing and voluntary surrender and that the  
6 Board issue an order permanently revoking the Respondent’s license with no  
7 possibility of reinstatement. **MOTION CARRIED UNANIMOUSLY.**

8  
9 Larry Hill moved, with a second by Sara Arnold, that in **case number 14-150**, the  
10 Board accept the agreement submitted by the parties, and issue an Order  
11 incorporating the agreement of the parties and imposing the agreed upon sanction.  
12 **MOTION CARRIED UNANIMOUSLY.**

13  
14 Sara Arnold moved, with a second by Larry Hill, that in **case number 14-54**, the  
15 Board accept the agreement submitted by the parties, and issue an Order  
16 incorporating the agreement of the parties and imposing the agreed upon sanction.  
17 **MOTION CARRIED UNANIMOUSLY.**

18  
19 Dan Dutcher moved, with a second by Larry Hill, that in **case number 15-36**, the  
20 Board accept the agreement submitted by the parties, and issue an Order  
21 incorporating the agreement of the parties and imposing the agreed upon sanction.  
22 Roll call vote: Arnold – yes; Behrens – yes; Carroll – abstain; Dutcher – yes; Garcia –  
23 yes; Hill – yes; Overholtzer – yes; Sullivan – recused; Wortmann – yes. **MOTION**  
24 **CARRIED.**

25  
26 Sara Arnold moved, with a second by Dan Dutcher, that in **case number 14-159**, the  
27 Board accept the agreement submitted by the parties, and issue an Order  
28 incorporating the agreement of the parties and imposing the agreed upon sanction.  
29 **MOTION CARRIED UNANIMOUSLY.**

30  
31 Larry Hill moved, with a second by Dan Dutcher, that in **case number 15-15**, the  
32 Board accept the agreement submitted by the parties, and issue an Order  
33 incorporating the agreement of the parties and imposing the agreed upon sanction.

1 Roll call vote: Arnold – yes; Behrens – yes; Carroll – abstain; Dutcher – yes; Garcia –  
2 yes; Hill – yes; Overholtzer – yes; Sullivan – recused; Wortmann – yes. **MOTION**  
3 **CARRIED.**

4

5 Sara Arnold moved, with a second by Dan Dutcher, that the Board not initiate review  
6 of the proposed decision in **case number 15-24, In the Matter of Nancy Smith**, and  
7 allow the proposed decision to become the final decision of the Board unless an appeal  
8 is taken by one of the parties within the time allowed by rule. **MOTION CARRIED**  
9 **UNANIMOUSLY.**

10

11 Larry Hill moved, with a second by Brenda Garcia, that in **case number 14-79**, the  
12 Board direct conflicts counsel to draft an opinion revising the proposed decision to  
13 include a one-year deferred suspension pending completion of the ethics for educators  
14 training through ISEA and the board-approved anger management course and uphold  
15 the one-year suspension imposed by the proposed decision. Roll call vote: Arnold –  
16 yes; Behrens – yes; Carroll – abstain; Dutcher – yes; Garcia – yes; Hill – yes;  
17 Overholtzer – no; Sullivan – recused; Wortmann – yes. **MOTION CARRIED.** (Gretchen  
18 Kraemer, Conflicts Counsel, was present via phone, during the discussion of this case  
19 in closed session. Darcy Lane and Renner Walker left the room during the discussion  
20 of this case in closed session.)

21

22 Dan Dutcher moved, with a second by Sara Arnold, that in **case number 14-04**, the  
23 Board adopt the revised decision presented by the conflicts counsel. **MOTION**  
24 **CARRIED UNANIMOUSLY.** (Diane Stahle, Conflicts Counsel, as well as her legal  
25 intern, were present via phone, during the discussion of this case in closed session.  
26 Darcy Lane and Renner Walker left the room during the discussion of this case in  
27 closed session.)

28

29 Larry Hill moved, with a second by Dan Dutcher, to extend the 180-day deadline for  
30 issuance of the final decision in **case number 15-23**, based upon the need to schedule  
31 and conduct the hearing and the need to review the proposed decision. **MOTION**  
32 **CARRIED UNANIMOUSLY.**

33

1 Sara Arnold moved, with a second by Larry Hill, to extend the 180-day deadline for  
2 issuance of the final decision in case number 15-29, based upon the need to schedule  
3 and conduct the hearing and the need to review the proposed decision. **MOTION**  
4 **CARRIED UNANIMOUSLY.**

5  
6 Larry Hill moved, with a second by Dan Dutcher, to extend the 180-day deadline for  
7 issuance of the final decision in case number 15-31, based upon the amount of time  
8 needed to complete the investigation due to pending criminal charges. **MOTION**  
9 **CARRIED UNANIMOUSLY.**

10  
11 Sara Arnold moved, with a second by Larry Hill, to extend the 180-day deadline for  
12 issuance of the final decision in case number 15-35, based upon the need to schedule  
13 and conduct the hearing and the need to review the proposed decision. **MOTION**  
14 **CARRIED UNANIMOUSLY.**

15  
16 Larry Hill moved, with a second by Dan Dutcher, to extend the 180-day deadline for  
17 issuance of the final decision in case number 15-62, based upon the amount of time  
18 needed to complete the investigation due to pending criminal charges. **MOTION**  
19 **CARRIED UNANIMOUSLY.**

20  
21 The following cases were discussed in open session:

22 Background/Discussion: The board reviewed the proposed decision in this case  
23 today. They elected to not initiate review unless an appeal is taken by one of the  
24 parties within the time allowed by rule. Larry Hill moved, with a second by Sara  
25 Arnold, to extend the 180-day deadline for issuance of the final decision in case  
26 number 15-24, based upon the need to allow the respondent to initiate review within  
27 the time allowed by rule if desired. **MOTION CARRIED UNANIMOUSLY.**

28  
29 Background/Discussion: The hearing in this case is set for September 29, 2015.  
30 Sara Arnold moved, with a second by Larry Hill, to extend the 180-day deadline for  
31 issuance of the final decision in case number 15-30, based upon the need to conduct  
32 the hearing and the need to review the proposed decision. **MOTION CARRIED**  
33 **UNANIMOUSLY.**

1 Background/Discussion: The hearing in this case is set for August 25, 2015.  
2 Larry Hill moved, with a second by Dan Dutcher, to extend the 180-day deadline for  
3 issuance of the final decision in **case number 15-46**, based upon the need to conduct  
4 the hearing and the need to review the proposed decision. **MOTION CARRIED**  
5 **UNANIMOUSLY.**

6  
7 Larry Hill moved, with a second by Sara Arnold, that the Board approve the closed  
8 session minutes from June 19, 2015. **MOTION CARRIED UNANIMOUSLY.**

9  
10 Board Member Reports

11 Mary K. Overholtzer complimented Joanne Tubbs, BoEE Lead Consultant, regarding  
12 her ethics presentation to the Professional Educators of Iowa (PEI).

13  
14 The BoEE was a presenter at the recent School Administrators of Iowa (SAI)  
15 conference. There were two sessions held and both were well-attended.

16  
17 Legislative Update

18 Phil Wise provided a legislative update.

19  
20 Executive Director's Report

21 Executive Director Magee reviewed the financial report.

22  
23 The board reviewed the BoEE Accomplishments from July 1, 2014 through June 30,  
24 2015 - It was a very productive year. Executive Director Magee appreciated the  
25 support of the board and staff as he served as the NASDTEC president.

26  
27 The board reviewed the DiSC profiles of the two newest board members – Kathy  
28 Behrens and Linda Carroll.

29  
30 The Model Code of Ethics for Educators (MCEE) was shared with the board. The  
31 MCEE provides additional framework as we continue our discussion regarding ethics.  
32 The Ethics Taskforce/Work Group will be meeting on August 11<sup>th</sup>. Board Member

1 Larry Hill, representatives from various stakeholder groups, as well as national  
2 experts, will be in attendance at the ethics meeting.

3  
4 Executive Director Magee distributed a report to the board from Bree Elscott, the  
5 BoEE's summer intern. Bree was unable to attend the meeting due to her work  
6 schedule. She provided the board a brief synopsis of the various projects she  
7 completed during her internship.

8  
9 Communication from the Public

10 Jim and Jean Hussey addressed the board regarding Ms. Hussey's petition for waiver  
11 (PFW 15-11) which is on today's agenda. They also provided the board with a written  
12 copy of their statements.

13  
14 Stakeholder Presentation – Iowa Learning Online (ILO)

15 Presenters were Gwen Nagel, Director of ILO, and Gayle Wortmann, Lead Teacher and  
16 consultant on the administrative team for K-12 for ILO. ILO is a state-run system that  
17 has provided high-quality online courses to school districts since 2004. It is an  
18 initiative of the Iowa Department of Education. The courses meet state standards and  
19 are taught by Iowa-licensed teachers.

20  
21 Rules

22 Adopt:

23 Larry Hill moved, with a second by Sara Arnold, to adopt the proposed changes to IAC  
24 282 Chapter 20.5(2)f and 20.6(2)f – Specific renewal requirements for the standard  
25 license and master educator license. **MOTION CARRIED UNANIMOUSLY.**

26  
27 Brenda Garcia moved, with a second by Anne Sullivan, to adopt the proposed changes  
28 to IAC 282 Chapter 22.11(1) – Authorization extension. **MOTION CARRIED**  
29 **UNANIMOUSLY.**

1 ARRC Review Pending

2 IAC 282 Chapter 14 – Special Education Endorsement Requirements (1884C) –  
3 (Currently under a session delay until the adjournment of the 2016 General  
4 Assembly.)

5  
6 Notice:

7 Larry Hill moved, with a second by Sara Arnold, to file under notice of intended action,  
8 the proposed changes to 282 Chapter 12 – Fees increase. This change includes a  
9 \$4.00 increase. Roll call vote: Arnold – yes; Behrens – yes; Carroll – abstain; Dutcher  
10 – absent; Garcia – yes; Hill – yes; Overholtzer – no; Sullivan – yes; Wortmann – yes.

11 **MOTION CARRIED.**

12  
13 Larry Hill moved, with a second by Mary K. Overholtzer, to file under notice of  
14 intended action, the proposed changes to 282 Chapters 13, 15, 16, 18, 20, 22, 23, 24,  
15 and 27 – Background check procedures. **MOTION CARRIED UNANIMOUSLY.**

16  
17 Items for Discussion

18 IAC 282 Chapters 13 and 27 – Counseling internships and practicums. These are  
19 proposed changes to the number of practicum and internship hours for adding the K-  
20 8 and 5-12 Professional School Counselor endorsement to both an Iowa teaching  
21 license and an Iowa Professional Service License. Currently Iowa requires 500 hours  
22 at the K-8 level and 500 hours at the 5-12 level. This equates to approximately 12.5  
23 weeks for each endorsement or 25 weeks for both. This significantly exceeds the  
24 required 100 hour practicum and 600 hour internship required by the Council for  
25 Accreditation of Counseling and Related Educational Programs (CACREP) who sets the  
26 national standards for counseling. These changes would bring Iowa into alignment  
27 with national standards and cease imposing an undue hardship on individuals  
28 seeking both endorsements. This will move forward to notice at an upcoming meeting.

29  
30 Petitions for Waiver

31 Mary K. Overholtzer moved, with a second by Sara Arnold, that in **PFW 15-10 Jeffrey**  
32 **Maskevich**, the Board grant the waiver. Reasons for granting: Jeffrey Maskevich  
33 requested a waiver of the rule for the substitute authorization (282 IAC 22.2(272)). Mr.

1 Maskevich attended Iowa State University but did not receive a degree from that  
2 institution. He later attended Sangre de Cristo Seminary in Westcliffe, CO, where he  
3 completed 105 semester credit hours and obtained a degree in Biblical Studies.  
4 Sangre de Cristo Seminary is not a regionally-accredited institution for purposes of the  
5 substitute authorization degree requirement. It is accredited by the Association of  
6 Reformed and Theological Seminaries. Based on the limited authority granted by the  
7 substitute authorization, as well as Mr. Maskevich's experience working with students  
8 and training professionals in various contexts, the Board finds it would be an undue  
9 hardship to deny Mr. Maskevich's request to waive the requirement of a bachelor's  
10 degree from a regionally accredited institution. The Board has granted waivers in  
11 similar cases. In light of this precedent, the Board found granting the waiver would  
12 not cause prejudice to the substantial legal rights of any person. The substitute  
13 authorization carries limited authority, as the holder cannot serve for extended periods  
14 of time in one assignment. The Board finds that Mr. Maskevich has presented clear  
15 and convincing evidence that waiving the rule in question to grant him this  
16 authorization would not compromise public health, safety, or welfare. **MOTION**  
17 **CARRIED UNANIMOUSLY.**

18  
19 Brenda Garcia moved, with a second by Anne Sullivan, that in **PFW 15-11 Jean Lin**  
20 **Hussey**, the Board grant the waiver. Reasons for granting: Jean Lin Hussey  
21 requested a waiver of the rule for the preliminary native language teaching  
22 authorization (282 IAC 22.5(272)). Ms. Hussey immigrated to the United States from  
23 Taiwan in 1986. In 2010, she received a bachelor's degree in elementary education  
24 from William Penn University, but has not obtained teacher licensure to date because  
25 she has not passed the assessments required to complete a teacher preparation  
26 program. In order to obtain the preliminary native language teaching authorization,  
27 an applicant must achieve the set cut score on the applicable assessment approved by  
28 the Iowa Department of Education. The applicable assessment for teaching Chinese is  
29 the ETS Praxis II exam in Chinese (Mandarin): World Language. Ms. Hussey  
30 attempted this exam once and did not achieve the cut score set by the Department of  
31 Education. Ms. Hussey filed a previous petition for waiver (PFW 14-05) that was  
32 denied by the Board. This current petition contains additional information, including  
33 documentation of an independent evaluation of Ms. Hussey's Chinese language skills

1 conducted by Scott Cook, the Chair of Chinese Studies at Grinnell College. Based on  
2 the additional information provided since Ms. Hussey's submission of PFW 14-05,  
3 particularly the independent evaluation conducted by Mr. Cook, the Board finds that  
4 enforcement of the assessment requirement would impose an undue hardship under  
5 the extremely unique circumstances presented. The preliminary native language  
6 teaching authorization is relatively new. Aside from Ms. Hussey's previous petition,  
7 the Board has considered no other petitions for waiver of the requirement at issue  
8 here. In light of the unique circumstances presented in the current petition for waiver,  
9 the Board finds that granting the waiver would not cause prejudice to the substantial  
10 legal rights of others. The Board does not anticipate that these circumstances will be  
11 replicated in the future, and does not intend the ruling on this petition to serve as  
12 precedent in cases that are only somewhat similar. In light of the additional evidence  
13 presented in the current petition, the Board finds that equal protection of public  
14 health, safety, and welfare will be afforded by a means other than that prescribed in  
15 the particular rule for which the waiver is sought. This conclusion is based primarily  
16 on the following facts: Ms. Hussey is a native speaker of Chinese. Though she did not  
17 complete a teacher preparation program, she earned a degree in education at William  
18 Penn University. Ms. Hussey's difficulty in passing the required assessment is based  
19 at least in part on the fact that she is not familiar with the Romanization system  
20 utilized by the assessment. Finally, Ms. Hussey was independently evaluated by a  
21 professor of Chinese Studies, and this professor provided a letter to the Board  
22 attesting to her skills in this area. (Jean Lin Hussey and her husband, Jim Hussey,  
23 were present. Both of them addressed the board during the "Communication from  
24 the Public" portion of the meeting.) Roll call vote: Arnold – no; Behrens – yes; Carroll –  
25 abstain; Dutcher – absent; Garcia – yes; Hill – no; Overholtzer – yes; Sullivan – yes;  
26 Wortmann – abstain. **MOTION CARRIED.**

27  
28 Larry Hill moved, with a second by Richard Wortmann, that in **PFW 15-12 Eric Boge**,  
29 the Board deny the waiver. Reasons for denying: Eric Boge requested a waiver of Iowa  
30 Code sections 272.9 and 272.31. Mr. Boge holds a master educator license with  
31 endorsements in World History, Psychology, Sociology, and Instructional Strategist I:  
32 Mild/Moderate. Mr. Boge states in his petition that he would like the Board to "waive  
33 all the (15) credits for Strategist II." Presumably, this refers to the requirements for

1 the Strategist II endorsement set forth in 282 Iowa Administrative Code r. 14.2. This  
2 rule does not require a particular number of credits; the number of credits for the  
3 endorsement desired is dependent on the teacher preparation program attended and  
4 any prior coursework completed by the applicant. The Board finds that Mr. Boge has  
5 not provided clear and convincing evidence that the application of the rule would pose  
6 an undue hardship. The information he provided on the petition in reference to this  
7 factor is vague and perfunctory. Mr. Boge does not cite any other similar petitions for  
8 waiver in his petition. In reference to this factor in his petition, he states that the  
9 ramifications of a waiver would be “[a] stress free teacher!” He has not met his burden  
10 to establish this factor by clear and convincing evidence. In lieu of providing evidence  
11 related to this factor, Mr. Boge’s petition calls the associated question “ridiculous” and  
12 provides no information. He has not met his burden to provide clear and convincing  
13 evidence on this factor. **MOTION CARRIED UNANIMOUSLY.**

14  
15 Sara Arnold moved, with a second by Anne Sullivan, that in **PFW 15-13 John**  
16 **Klaessy**, the Board grant the waiver. Reasons for granting: John Klaessy requested a  
17 waiver of the rule regarding extension of a teacher intern license. Mr. Klaessy holds a  
18 coaching authorization, substitute authorization, and teacher intern license. His  
19 teacher intern license expired on July 31, 2015. Mr. Klaessy had lined up a co-  
20 teaching opportunity to meet the internship requirement of the teacher intern program  
21 during the 2014-2015 school year, but the cooperating teacher then backed out due to  
22 a change in circumstances. Mr. Klaessy now has another offer to co-teach and meet  
23 the program requirement during the upcoming school year. However, the rules do not  
24 allow for an extension of the teacher intern license under the circumstances. If the  
25 waiver is not granted, Mr. Klaessy notes that he will have no option to complete the  
26 teacher intern program and he will have to return to a traditional teacher preparation  
27 program. The board has not reviewed any similar petitions for waiver. Mr. Klaessy  
28 stated that his situation is unique and would not prejudice the substantial legal rights  
29 of any other person. Also, The Iowa intern program coordinators are working  
30 collaboratively with the Iowa Department of Education to revise the administrative  
31 rules regarding such programs, and the proposed changes, in their current form,  
32 would alleviate this particular problem for future candidates. Mr. Klaessy notes that  
33 he has been working successfully in the district where he hopes to complete his co-

1 teaching requirement as a coach and substitute teacher. **MOTION CARRIED**  
2 **UNANIMOUSLY.**

3  
4 Reports/Approvals

5 Board Goals for 2015-16

6 Goal 1: The Board will develop rules for practitioner licensure that maintain high  
7 standards, are research based, and provide flexibility in attainment in all credential  
8 types, especially in shortage areas.

9 Goal 2: The Board will develop a plan to require ongoing ethics training for all  
10 licensees.

11 Goal 3: The Board will develop a communication plan for the dissemination of  
12 information to its constituent groups.

13  
14 Anne Sullivan moved, with a second by Sara Arnold, to approve the 2015-16 board  
15 goals. **MOTION CARRIED UNANIMOUSLY.**

16  
17 CTE Authorizations

18 The BoEE staff recommended that the board formally approve the list of Career and  
19 Technical Education authorization areas as identified by the National Association of  
20 State Directors of Career Technical Education Consortium (NASDTEC). The  
21 description, can be found on NASDCTEc's web site: [http://www.careertech.org/who-](http://www.careertech.org/who-we-are)  
22 [we-are](http://www.careertech.org/who-we-are)

23  
24 Anne Sullivan moved, with a second by Sara Arnold, to approve the CTE  
25 authorizations. **MOTION CARRIED UNANIMOUSLY.**

26  
27 Board Member Technology Upgrade

28 The board reviewed a price quote for laptops (HP tablet PC) for each board member. A  
29 sample of the laptop was shared with the board. The iPads that board members  
30 currently use are near the end of their life cycle and need to be replaced. We hope to  
31 have the laptops by the October meeting.

1 Richard Wortmann moved, with a second by Sara Arnold, to approve the technology  
2 upgrade. Roll call vote: Arnold – yes; Behrens – yes; Carroll – abstain; Dutcher –  
3 absent; Garcia – yes; Hill – yes; Overholtzer – no; Sullivan – yes; Wortmann – yes.

4 **MOTION CARRIED.**

5  
6 Semi-Annual Waiver Report was reviewed by the board. The report lists the petitions  
7 for waiver from January 31, 2015 through July 30, 2015. The report states the rule  
8 and statute rules it is intended to implement; number of times a waiver was  
9 granted/denied; and, summary of reasons for granting/denying the waiver, comments  
10 on effect of waivers on general applicability of the rule. The report was prepared by  
11 Darcy Lane.

12  
13 BoEE Consultant Presentations for 2014-05 was reviewed by the board. The  
14 presentations are given regarding licensure and ethics. The report was compiled by  
15 Joanne Tubbs.

16  
17 Teacher Candidates by Endorsements was reviewed by the board. The report  
18 represented the number of endorsements issued. The Iowa Department of Education,  
19 Bureau of Educator Quality prepared the report.

20  
21 People Recommended from an Iowa Institute from July 1, 2014 through June 30,  
22 2015. This report was reviewed by the board. Jeff DeBruin, BoEE IT Specialist,  
23 compiled this data from the BoEE database.

24  
25 Program Completers (Initial Licensure) from Iowa Educator Preparation Programs  
26 The latest data available was from 2013-14. The numbers represented people  
27 licensed, not the number of endorsements. This report was prepared by The Iowa  
28 Department of Education, Bureau of Educator Quality.

29  
30 Legislative, Administrative Code, and Other Priorities

31 Chair Richard Wortmann distributed a list of priorities to the board that were  
32 determined at the June board retreat. Each board member was asked to check each  
33 of the priorities they believe the board should pursue during the next fiscal year.

1 Board Operating Guidelines

2 The Board Operating Guidelines was updated to include the two newest board  
3 members, Kathy Behrens and Linda Carroll; adding the title of Chair to Richard  
4 Wortmann and Vice Chair to Brenda Garcia; update page 13, adding letter “D” to  
5 section VI; and, on page 14, adding letter “G” to section VIII.

6

7 Anne Sullivan moved, with a second by Sara Arnold, to approve the updated Board  
8 Operating Guidelines. **MOTION CARRIED UNANIMOUSLY.**

9

10 Committee Appointment

11 Chair Richard Wortmann assigned Linda Carroll to the Executive Committee.

12

13 There being no further business, Sara Arnold moved, with a second by Anne Sullivan  
14 to adjourn the meeting. Meeting adjourned at 2:20 p.m. **MOTION CARRIED**  
15 **UNANIMOUSLY.**

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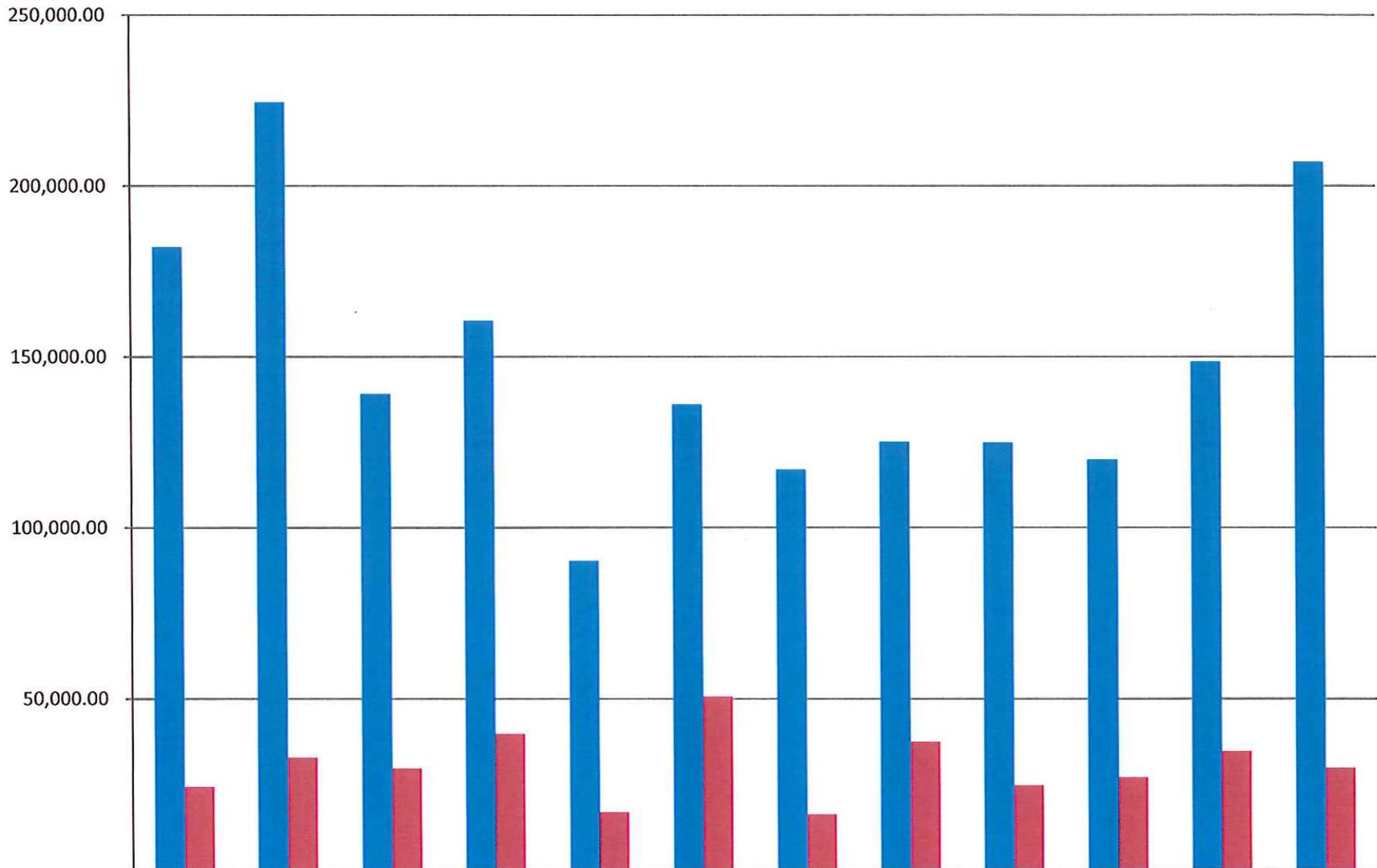
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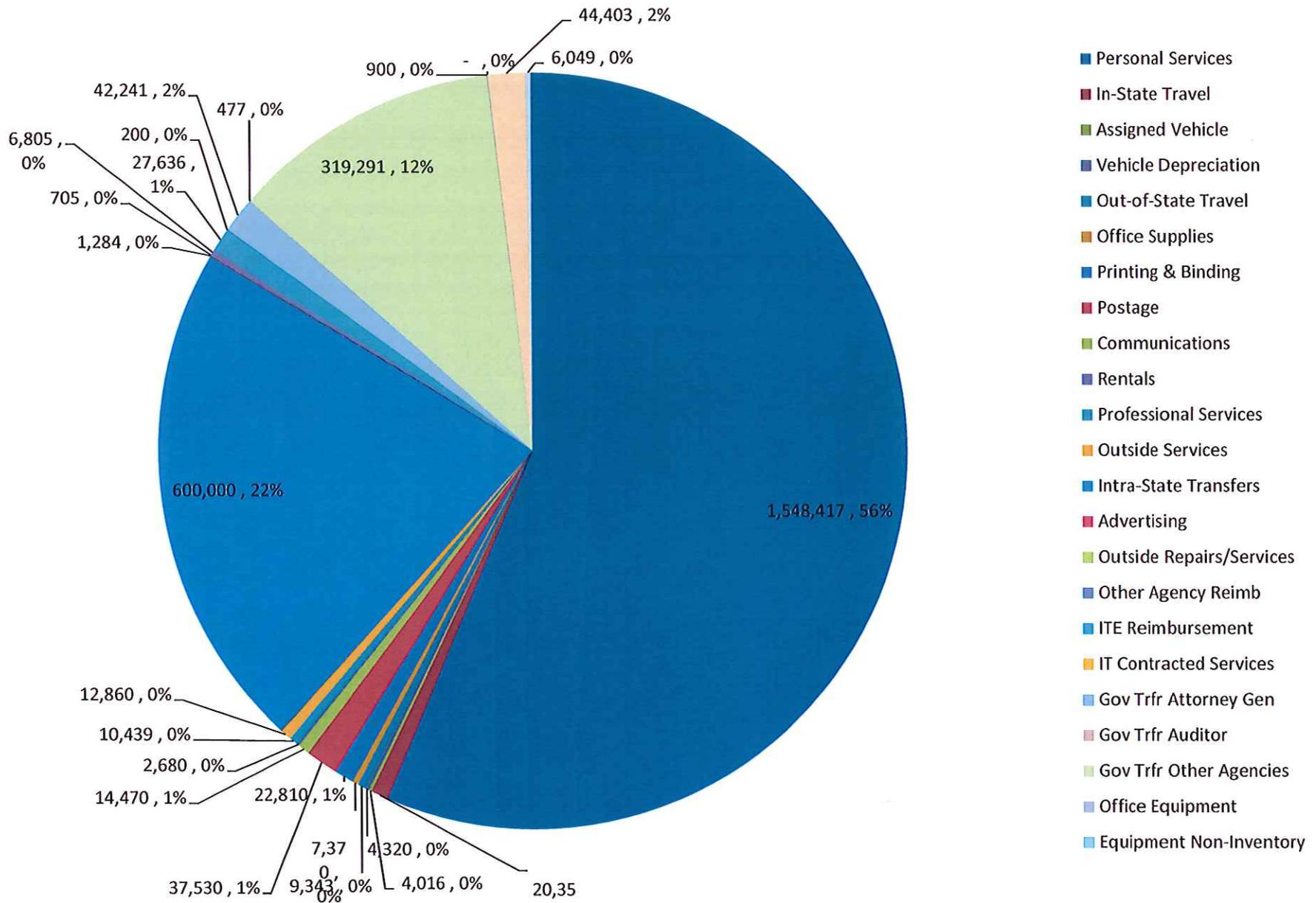
**FINANCIAL  
REPORT  
FY15**

## Receipts July 2014-June 2015

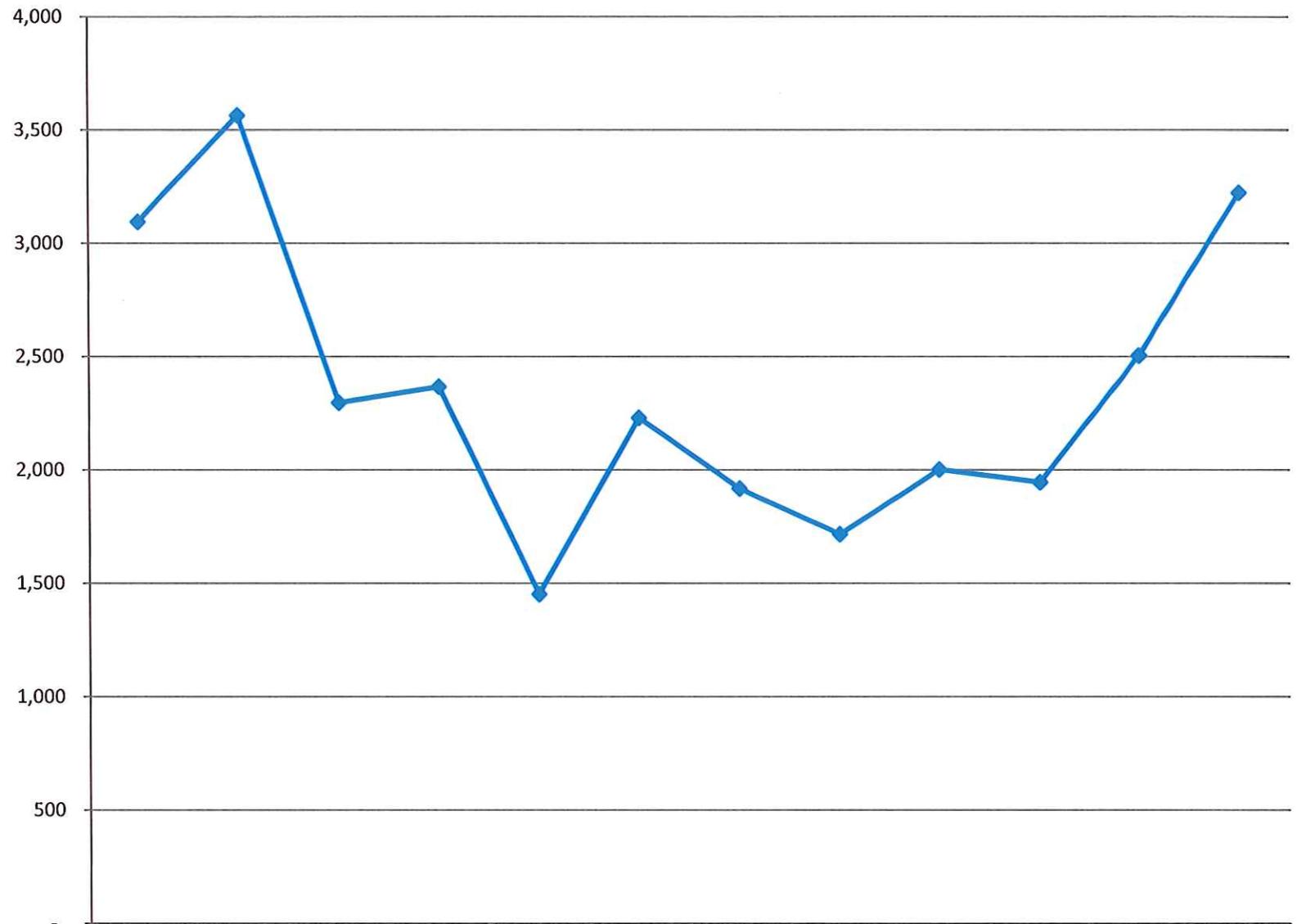


	July 14	Aug 14	Sept 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15
Licensure Fees	182,151.	224,507.	139,162.	160,516.	90,340.5	136,049.	117,003.	125,124.	124,909.	119,934.	148,560.	207,000.
DCI Check Fee	24,258.0	32,798.0	29,666.0	39,728.0	16,796.0	50,608.0	16,250.0	37,362.0	24,635.0	26,975.0	34,567.0	29,848.0

# Expenditures July 2014-June 2015

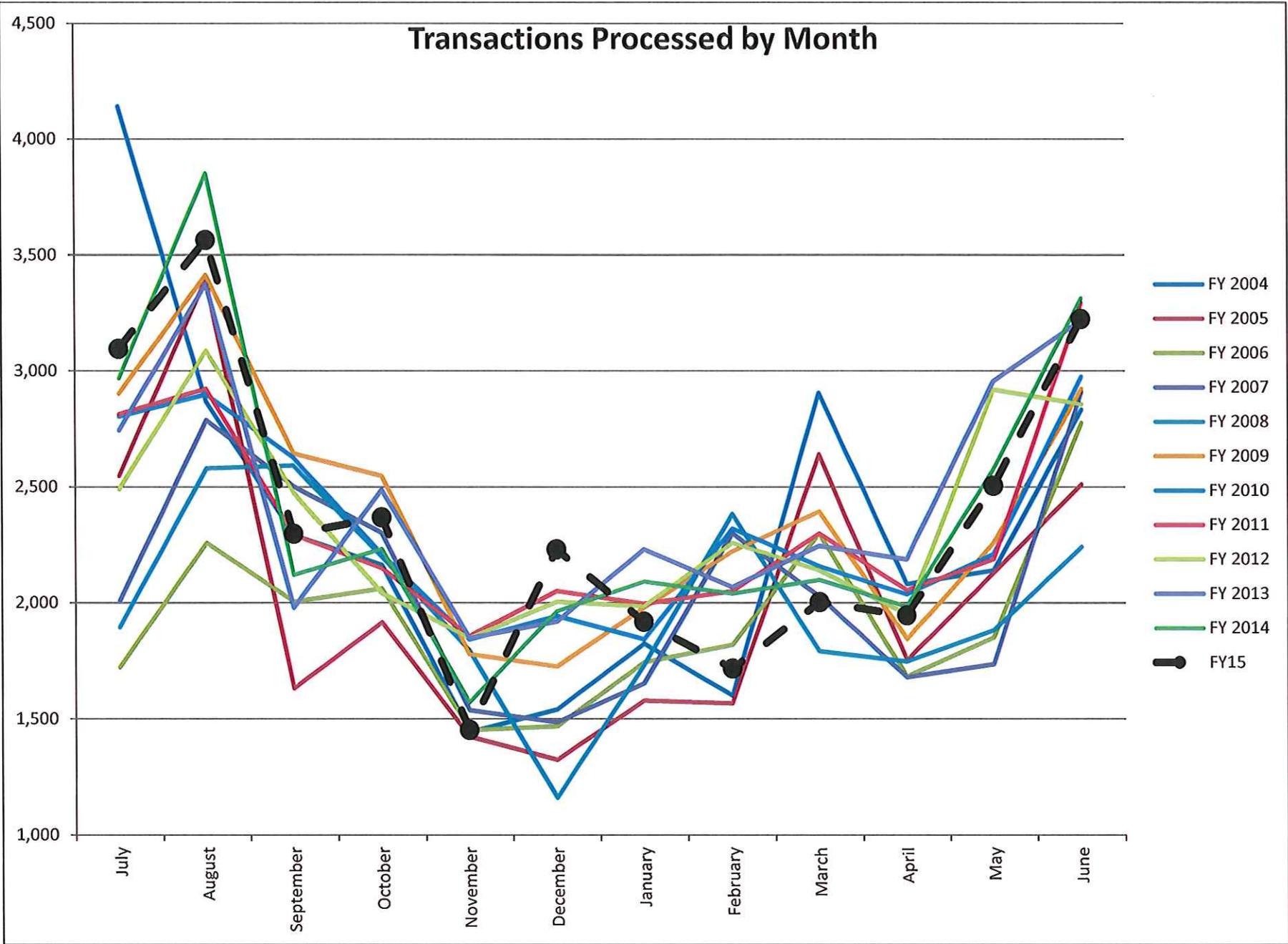


### Total # of Transactions FY15



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Total # Licenses Issued	3,095	3,564	2,297	2,368	1,452	2,230	1,918	1,717	2,003	1,946	2,505	3,224

# Transactions Processed by Month



Board of Education Examiners SFY 15 Financial Reporting by Orgn/Month

FY 15 Balance Sheet / Cash Flow Chart

Licensure Fees (orgn 9397)	July 14	Aug 14	Sept 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jun+30	Jun+60	Total
<b>Receipts</b>															
Brought Fwd from 14	100,000.00	1,076,209.26	-	-	-	-	-	-	-	-	-	-	-	-	1,176,209
Carry Fwd to 16												(570,693.41)	(100,000.00)	(470,693.41)	(570,693)
234 Gov Transfer in Other Agcy			63.75		63.75							210.00		145.00	338
401 Licensure Fees	182,151.25	224,507.25	139,162.50	160,516.50	90,340.50	136,049.25	117,003.75	125,124.50	124,909.25	119,934.00	148,560.25	207,000.00	9,701.25	(420.00)	1,775,259
704 DCI Check Fee	24,258.00	32,798.00	29,666.00	39,728.00	16,796.00	50,608.00	16,250.00	37,362.00	24,635.00	26,975.00	34,567.00	29,848.00	1,300.00	-	363,491
BoEE Total Receipts	206,409.25	257,305.25	168,892.25	200,244.50	107,200.25	186,657.25	133,253.75	162,486.50	149,544.25	146,909.00	183,127.25	237,058.00	11,001.25	(275.00)	2,139,088
401 Licensure Fees (GenFund)	60,179.75	74,254.75	46,053.75	53,140.50	29,842.75	45,028.75	38,561.25	41,419.50	41,285.75	39,655.00	49,149.75	68,610.00	3,203.75	-	587,162
<b>Expenditures</b>															
101 Personal Services	68,313.68	117,136.94	192,754.77	101,882.80	116,397.55	116,332.53	120,501.39	120,470.60	189,831.87	121,544.42	102,583.76	180,666.25	59,040.88	-	1,548,417
202 In-State Travel	134.25	134.35	1,821.45	2,103.43	1,688.24	303.91	2,437.95	2,616.40	578.38	2,875.61	2,757.06	2,907.07	1,705.54	-	20,358
203 Assigned Vehicle	20.01	302.51	243.48	482.12	707.19	175.91	245.73	99.44	415.29	1,772.49	169.66	(617.50)	(781.17)	-	4,016
204 Vehicle Depreciation	-	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	720.00	360.00	-	4,320
205 Out-of-State Travel	-	-	-	2,930.10	1,391.16	256.09	-	-	-	-	1,427.20	3,338.43	(657.20)	-	9,343
301 Office Supplies	5,000.00	157.81	397.40	477.58	72.71	167.12	11.11	328.80	338.30	-	637.01	(217.87)	(384.50)	-	7,370
309 Printing & Binding	-	1,332.00	2,524.04	5,166.18	1,304.00	56.00	331.40	2,541.10	2,153.00	2,478.00	536.35	4,367.70	1,298.00	-	22,810
313 Postage	-	3,732.21	4,255.43	3,540.45	3,421.81	2,137.51	2,617.70	2,863.61	2,441.64	2,699.13	2,595.81	7,224.56	4,278.07	-	37,530
401 Communications	471.39	1,161.41	1,184.74	941.61	1,089.35	1,124.65	1,108.97	1,124.82	1,102.18	1,118.16	1,169.68	2,862.74	1,744.73	-	14,470
402 Rentals	1,410.00	309.78	75.00	-	328.37	56.41	-	-	-	-	500.00	-	-	-	2,680
405 Professional Services	-	100.00	120.00	652.70	6,182.08	176.29	648.66	671.26	705.03	705.03	812.29	370.56	-	-	10,439
406 Outside Services	-	380.76	1,914.92	2,297.70	2,249.78	451.00	1,787.94	25.00	1,966.74	346.21	1,408.85	33.47	-	-	12,860
407 Intra-State Transfers	-	-	-	-	-	-	-	-	-	-	-	600,000.00	-	600,000.00	600,000
408 Advertising	1,229.02	-	-	-	-	-	-	-	-	-	-	55.01	-	55.01	1,284
409 Outside Repairs/Services	192.98	-	-	137.14	-	-	93.61	-	-	124.24	-	157.28	157.28	-	705
414 Other Agency Reimb	-	346.26	1,013.26	346.26	346.26	1,013.26	346.26	343.26	1,010.26	343.26	343.26	1,353.52	343.26	-	6,805
416 ITE Reimbursement	-	2,186.32	3,477.26	6,052.48	(4,296.13)	2,430.58	2,212.96	1,882.52	2,344.21	2,447.63	2,610.19	6,287.54	2,804.43	700.69	27,636
418 IT Contracted Services	-	-	-	-	-	-	200.00	-	-	-	-	-	-	-	200
432 Gov Trfr Attorney Gen	-	3,333.33	3,334.36	3,333.33	3,333.33	4,917.78	3,333.33	3,536.41	3,333.33	3,389.72	3,636.26	6,760.07	3,356.33	43.01	42,241
433 Gov Trfr Auditor	-	-	-	-	-	96.14	-	116.49	-	-	41.72	222.54	-	222.54	477
434 Gov Trfr Other Agencies	-	-	48,581.00	27,020.74	6,019.19	42,998.00	48,149.00	20,765.49	24,764.00	20,338.52	27,292.14	53,363.28	26,665.66	83.62	319,291
502 Office Equipment	-	-	-	-	-	-	-	-	-	-	900.00	-	-	-	900
503 Equipment Non-Inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
510 IT Equipment & Software	17,821.00	10,208.00	181.00	-	-	840.00	2,532.76	3,235.87	2,459.02	-	3,813.06	3,312.27	(15,691.61)	-	44,403
602 SWICAP/Other Expense	-	-	701.88	714.38	440.91	863.44	-	989.22	-	384.49	418.32	1,536.20	605.41	-	6,049
Total Expenditures	94,592.33	141,181.68	262,949.99	158,459.00	141,035.80	174,756.62	186,918.77	161,970.29	233,098.22	160,926.91	154,010.62	874,703.12	84,845.11	601,104.87	2,744,603
Excess (Deficiency) of Revenue over Expenditures	111,816.92	116,123.57	(94,121.49)	41,785.50	(33,899.30)	11,900.63	(53,665.02)	516.21	(83,553.97)	(14,017.91)	29,116.63	(637,645.12)	(73,843.86)	(601,379.87)	(605,643)
Beginning Cash Balance	100,000.00	211,816.92	1,404,149.75	1,310,092.01	1,351,877.51	1,318,041.96	1,329,942.59	1,276,277.57	1,276,793.78	1,193,239.81	1,179,221.90	1,208,338.53	570,693.41	-	-
Ending Cash Balance	211,816.92	1,404,149.75	1,310,092.01	1,351,877.51	1,318,041.96	1,329,942.59	1,276,277.57	1,276,793.78	1,193,239.81	1,179,221.90	1,208,338.53	570,693.41	-	-	(605,516)

June +30 expenses are anticipated expenses

Licensure Fee Receipts by Accounting Source and Month SFY 15

Acct	Class	Description	July 14	Aug 14	Sept 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jun+30	Jun+60	Total
		Brought Fwd not included															
153	234	Licensure Fees % - Other Agcy	-	-	63.75	-	63.75	-	-	-	-	-	-	(80.00)	-	145.00	192.50
154	401	Licensure Fees %	182,151.25	224,507.25	139,162.50	160,516.50	90,340.50	136,049.25	117,003.75	125,124.50	124,909.25	119,934.00	148,560.25	198,138.75	9,701.25	(420.00)	1,775,679.00
154	704	DCI Check Fee	24,258.00	32,798.00	29,666.00	39,728.00	16,796.00	50,608.00	16,250.00	37,362.00	24,635.00	26,975.00	34,567.00	28,548.00	1,300.00	-	363,491.00
Gen Fund	401	Licensure Fees	60,179.75	74,254.75	46,053.75	53,140.50	29,842.75	45,028.75	38,561.25	41,419.50	41,285.75	39,655.00	49,149.75	65,406.25	3,203.75		587,181.50
		Net Receipts	<u>266,589.00</u>	<u>331,560.00</u>	<u>214,946.00</u>	<u>253,385.00</u>	<u>137,043.00</u>	<u>231,686.00</u>	<u>171,815.00</u>	<u>203,906.00</u>	<u>190,830.00</u>	<u>188,584.00</u>	<u>232,277.00</u>	<u>292,013.00</u>	<u>14,205.00</u>	<u>(275.00)</u>	<u>2,726,544.00</u>
0914	401	Refunds	50.00	-	465.00	380.00	1,700.00	1,120.00	895.00	847.00	410.00	1,175.00	845.00	1,280.00	585.00		9,752.00

### Number of Transactions Processed by Month

**Record Year In Green**

	July	August	September	October	November	December	January	February	March	April	May	June	Total number of Licenses Issued
<b>FY 2016 Actual</b>	3,095	3,564	2,297	2,368	1,452	2,230	1,918	1,717	2,003	1,946	2,505	3,224	28,319
<i>Running Total</i>	3,095	6,659	8,956	11,324	12,776	15,006	16,924	18,641	20,644	22,590	25,095	28,319	
<b>FY 2014 Actual</b>	2,968	3,862	2,120	2,232	1,571	1,964	2,092	2,040	2,099	1,984	2,576	3,314	28,812
<i>Running Total</i>	2,968	6,820	8,940	11,172	12,743	14,707	16,799	18,839	20,938	22,922	25,498	28,812	
<b>FY 2013 Actual</b>	2,744	3,375	1,978	2,488	1,849	1,920	2,231	2,068	2,246	2,188	2,955	3,219	29,262
<i>Running Total</i>	2,744	6,119	8,097	10,585	12,434	14,354	16,585	18,653	20,899	23,087	26,043	29,262	
<b>FY 2012 Actual</b>	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	
<b>FY 2011 Actual</b>	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	
<b>FY 2010 Actual</b>	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	
<b>FY 2009 Actual</b>	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	
<b>FY 2008 Actual</b>	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	
<b>FY 2007 Actual</b>	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	
<b>FY 2006 Actual</b>	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	
<b>FY 2005 Actual</b>	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	
<b>FY 2004 Actual</b>	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	
<b>Proj FY16 for Budget</b>	2,489	3,057	2,287	2,215	1,696	1,705	1,884	2,103	2,210	1,892	2,271	2,902	27,281
<i>Running Total</i>	2,489	5,546	7,833	10,048	11,743	13,448	15,332	17,435	19,644	21,637	23,808	26,710	

**Obligations vs. Budget Report**  
**Budget Fiscal Year: 2015**

	Total Obligations FY-To-Date	SY 15 Spending Plan	Budget Balance	Percent of Budget Received /Spent
<b>Resources:</b>				
Balance Forward	\$ 1,176,209	\$ 1,176,209		
Receipts				
Salary adj				
401 Fees, Lic. & Permits	\$ 1,775,259	\$ 1,735,513		
704 Other	\$ 363,491	\$ 360,000		
<b>Total Resources:</b>	<b>\$ 3,314,959</b>	<b>\$ 3,271,722</b>	<b>\$ 1,132,972</b>	<b>65%</b>
<i>(Total Revenue)</i>	<u><u>\$ 2,138,750</u></u>			
<b>Expenditures:</b>				
101 Personal Services	\$ 1,548,417	\$ 1,533,123	\$ (15,294)	<b>101%</b>
202 In-State Travel	\$ 20,358	\$ 25,000	\$ 4,642	<b>81%</b>
203 Assigned Vehicle	\$ 4,016	\$ 5,000	\$ 984	<b>80%</b>
204 Vehicle Depreciation	\$ 4,320	\$ 4,000	\$ (320)	<b>108%</b>
205 Out-of-State Travel	\$ 9,343	\$ 20,000	\$ 10,657	<b>47%</b>
301 Office supplies	\$ 7,370	\$ 12,000	\$ 4,630	<b>61%</b>
309 Printing & Binding	\$ 22,810	\$ 15,000	\$ (7,810)	<b>152%</b>
313 Postage	\$ 37,530	\$ 38,000	\$ 470	<b>99%</b>
401 ICN/Communications	\$ 14,470	\$ 15,000	\$ 530	<b>96%</b>
402 Rentals	\$ 2,680	\$ 3,500	\$ 820	<b>77%</b>
405 Professional Services	\$ 10,439	\$ 26,000	\$ 15,561	<b>40%</b>
406 Outside Services	\$ 12,860	\$ 5,000	\$ (7,860)	<b>257%</b>
407 Trans to Other agency	\$ 600,000	\$ -	\$ (600,000)	<b>#DIV/0!</b>
408 Advertising	\$ 1,284	\$ 3,000	\$ 1,716	<b>43%</b>
409 Outside Repairs/Ser	\$ 705	\$ 4,000	\$ 3,295	<b>18%</b>
414 Other Agency Reimb	\$ 6,805	\$ 12,000	\$ 5,195	<b>57%</b>
416 ITD Reimbursement	\$ 27,636	\$ 22,000	\$ (5,636)	<b>126%</b>
418 IT Contracted services	\$ 200	\$ 100,000	\$ 99,800	<b>0%</b>
432 Gov Transfer AG	\$ 42,241	\$ 41,000	\$ (1,241)	<b>103%</b>
433 Gov Transfer Auditor	\$ 477	\$ 8,000	\$ 7,523	<b>6%</b>
434 Gov Trans Other Agency	\$ 319,291	\$ 360,000	\$ 40,709	<b>89%</b>
502 Equipment Inventory	\$ 900	\$ 3,100	\$ 2,200	<b>29%</b>
503 Equipment Non-Inven	\$ -	\$ 19,000	\$ 19,000	<b>0%</b>
510 IT Equipment	\$ 44,403	\$ 60,000	\$ 15,597	<b>74%</b>
602 SWICAP	\$ 6,049	\$ 20,000	\$ 13,951	<b>30%</b>
705 Refunds	\$ 9,752	\$ 8,000	\$ (1,752)	<b>122%</b>
<b>Carryover</b>		\$ -		
<b>Expenditure Subtotal</b>	<b>\$ 2,754,355</b>	<b>\$ 2,361,723</b>	<b>\$ (392,632)</b>	<b>117%</b>
<i>Revenue Less Expenditures</i>	<u><u>\$ (615,605)</u></u>			

(off from Finance report by  
\$8,000+ due to inclusion of  
refunds)

FY 2015 Actual Revenue for each License Issued

**FY 2015 Actual Number of Transactions Processed per Month**

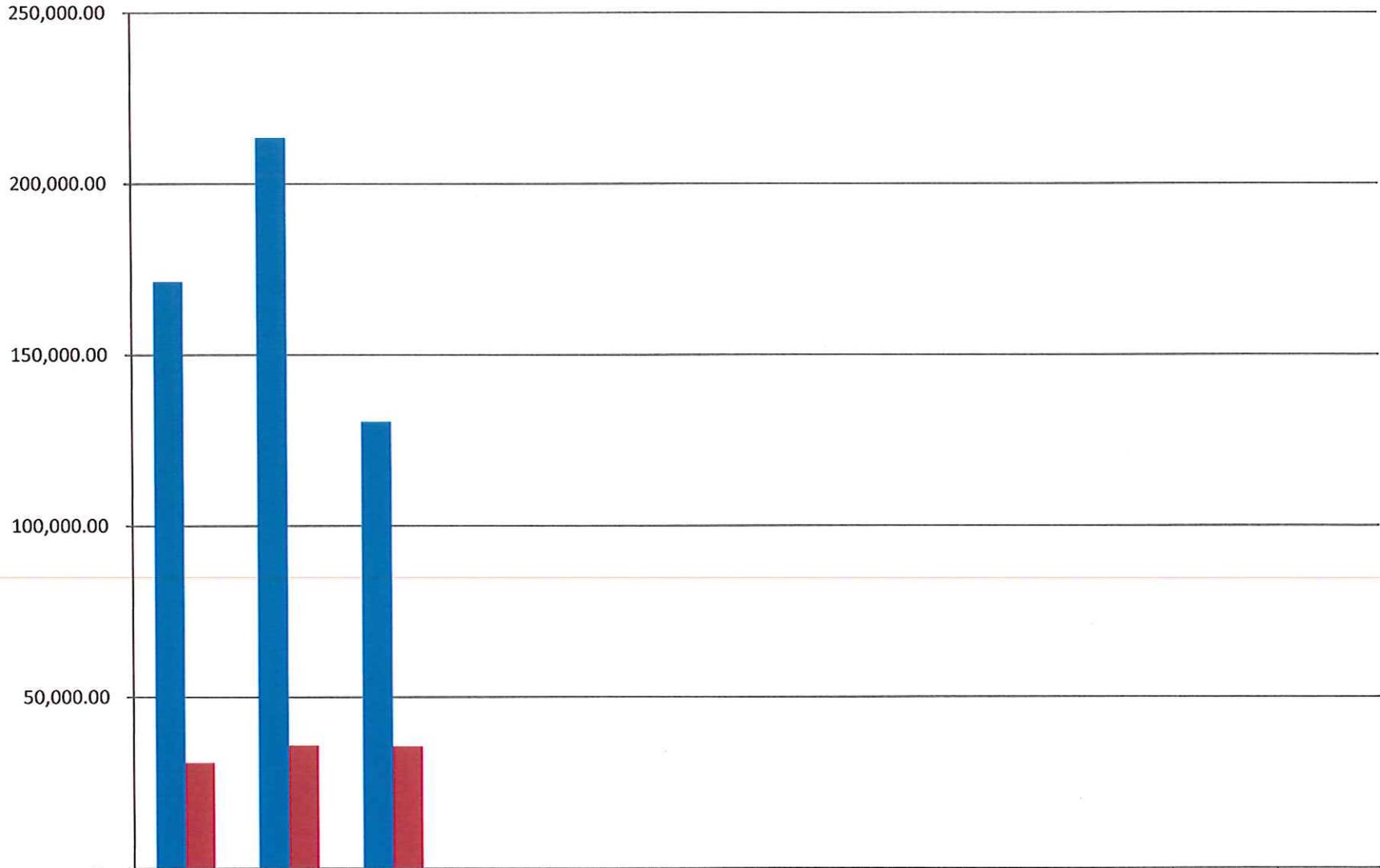
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Issued
Duplicate Lic - Online	32	41	20	20	16	9	32	12	26	25	32	22	287
Late Fees - online	23	21	8	5	3	7	8	7	10	9	9	7	117
Master Ed - Online	127	139	95	83	78	77	105	72	82	78	108	140	1,184
Prof Adm - Online	19	10	15	14	10	19	19	6	18	9	20	20	179
Prof Service License	5	8	5	2	3	8	7	6	4	8	9	6	71
Standard Lic - Online	270	252	154	147	154	154	210	154	160	144	201	224	2,224
Background	259	382	374	533	214	712	171	589	369	395	495	411	4,904
Background in Office	113	127	90	51	41	58	66	0	0	0	0	0	546
Initial Teacher lic	192	254	287	422	103	633	174	429	201	218	367	178	3,458
Extended initial	16	31	20	34	21	36	41	45	35	17	24	20	340
Standard License	259	419	217	171	133	145	138	158	168	146	181	344	2,479
Master Ed	180	195	190	140	96	161	164	152	158	150	167	199	1,952
Professional Adm	125	75	79	73	54	58	75	61	51	53	73	108	885
Coach Authorization	315	501	267	316	225	198	225	269	334	261	205	249	3,365
Substitute License	123	207	151	147	93	80	119	106	88	87	73	109	1,383
Substitute Auth	57	107	114	82	67	63	80	79	72	74	47	73	915
Endorsement	204	288	108	116	54	121	132	134	82	82	211	245	1,777
Duplicate Lic	31	29	14	18	5	11	15	11	18	17	5	10	184
Tx Evaluation	196	180	89	97	53	68	63	107	127	120	122	175	1,397
Late Payment	117	191	100	346	124	84	61	88	83	82	65	49	1,390
Out-of-state T or A	150	125	68	76	41	65	58	74	84	75	71	123	1,010
Out-of-country	1	0	2	8	0	1	1	1	4	5	2	2	27
BTW Driving Instr	13	10	3	5	13	28	11	22	17	18	20	11	171
Class A	266	89	119	126	78	103	124	94	129	169	313	501	2,111
Class B	255	306	105	142	41	29	24	15	28	38	60	165	1,208
Class E	37	54	25	30	10	8	4	9	17	19	36	56	305
Class G	1	3	5	2	2	0	0	0	1	2	4	4	24
Coach Auth Extend	7	14	5	8	4	4	4	3	4	6	2	2	63
Evaluator (New)	0	6	0	0	0	0	0	0	0	0	1	0	7
Initial Admn Lic	0	11	11	1	0	0	0	4	2	0	1	5	35
Extended initial Adm	0	0	0	0	0	0	0	0	0	0	0	0	0
Career & Tech	3	2	4	1	2	2	2	1	0	2	1	2	22
Paraeducator	143	114	72	42	59	110	43	36	29	57	56	99	860
Para Add Con	15	28	3	3	5	9	4	3	1	7	18	21	117
Orientation & Mobility	0	0	0	0	0	0	0	1	0	0	0	1	2
SPR	18	28	15	15	6	11	14	24	18	19	22	24	214
Teacher Intern Lic	7	6	1	2	0	0	0	0	0	0	4	5	25
Initial Prof Service	2	11	1	0	0	0	0	4	1	2	4	7	32
Professional Service	21	13	19	9	11	6	14	8	8	11	16	29	165
PSL - Class A	2	0	0	1	0	0	0	1	0	2	1	4	11
PSL - Class B	0	0	0	0	0	0	0	0	0	0	0	0	0
IPREP-Portfolio Review	1	0	0	0	0	0	0	0	1	2	0	0	4
SBO	0	2	6	4	9	12	11	22	25	20	24	29	164
Native Language Authorization	0	1	1	0	0	0	0	0	1	0	2	2	7
SAM	2	4	1	8	6	0	1	0	0	0	0	1	23
IJAG Authorization	0	1	6	3	0	1	1	0	6	2	1	7	28
Activities Admin. Auth.							3	7	3	1	1	2	17
Over Payment	5	4	4	5	3	2	1	2	0	4	0	0	30
<b>Total # Licenses Issued</b>	<b>3,095</b>	<b>3,564</b>	<b>2,297</b>	<b>2,368</b>	<b>1,452</b>	<b>2,230</b>	<b>1,918</b>	<b>1,717</b>	<b>2,003</b>	<b>1,946</b>	<b>2,505</b>	<b>3,224</b>	<b>28,732</b>
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Issued

**FY 2015 Actual Revenue for each Transaction Processed**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Rev
Duplicate Lic - Online	\$ 576	\$ 738	\$ 360	\$ 360	\$ 288	\$ 162	\$ 576	\$ 216	\$ 468	\$ 450	\$ 576	\$ 396	\$ 5,166
Late Fees - online	\$ 1,200	\$ 1,125	\$ 550	\$ 425	\$ 200	\$ 175	\$ 325	\$ 300	\$ 725	\$ 725	\$ 825	\$ 425	\$ 7,000
Master Ed - Online	\$ 11,176	\$ 12,232	\$ 8,360	\$ 7,304	\$ 6,864	\$ 6,776	\$ 9,240	\$ 6,336	\$ 7,216	\$ 6,864	\$ 9,504	\$ 12,320	\$ 104,192
Prof Adm - Online	\$ 1,672	\$ 880	\$ 1,320	\$ 1,232	\$ 880	\$ 1,672	\$ 1,672	\$ 528	\$ 1,584	\$ 792	\$ 1,757	\$ 1,760	\$ 15,749
Prof Service License	\$ 440	\$ 704	\$ 440	\$ 176	\$ 264	\$ 704	\$ 616	\$ 528	\$ 352	\$ 704	\$ 792	\$ 528	\$ 6,248
Standard Lic - Online	\$ 23,760	\$ 22,176	\$ 13,552	\$ 12,936	\$ 13,552	\$ 13,552	\$ 18,480	\$ 13,552	\$ 14,080	\$ 12,672	\$ 17,688	\$ 19,712	\$ 195,712
Background	\$ 16,848.00	\$ 24,842.00	\$ 24,310.00	\$ 34,645.00	\$ 13,897	\$ 46,267	\$ 11,115	\$ 38,259	\$ 23,985	\$ 25,675	\$ 32,162	\$ 26,728	\$ 318,733
Background in Office	\$ 5,876.00	\$ 6,604.00	\$ 4,680.00	\$ 2,652.00	\$ 2,132	\$ 3,016	\$ 3,432	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,392
Initial Teacher lic	\$ 16,320.00	\$ 21,585.00	\$ 24,395.00	\$ 35,850.00	\$ 8,755	\$ 53,845	\$ 14,790	\$ 36,465	\$ 17,110	\$ 18,530	\$ 31,195	\$ 15,165	\$ 294,005
Extended initial	\$ 400.00	\$ 775.00	\$ 500.00	\$ 850.00	\$ 525	\$ 900	\$ 1,025	\$ 1,125	\$ 875	\$ 425	\$ 600	\$ 500	\$ 8,500
Standard License	\$ 22,015.00	\$ 35,620.00	\$ 18,440.00	\$ 14,540.00	\$ 11,305	\$ 12,325	\$ 11,730	\$ 13,425	\$ 14,300	\$ 12,410	\$ 15,385	\$ 29,240	\$ 210,735
Master Ed	\$ 15,300.00	\$ 16,575.00	\$ 16,150.00	\$ 11,900.00	\$ 8,160	\$ 13,685	\$ 13,935	\$ 12,920	\$ 13,430	\$ 12,750	\$ 14,200	\$ 16,940	\$ 165,945
Professional Adm	\$ 10,625.00	\$ 6,375.00	\$ 6,715.00	\$ 6,195.00	\$ 4,590	\$ 4,930	\$ 6,375	\$ 5,185	\$ 4,335	\$ 4,505	\$ 6,170	\$ 9,180	\$ 75,180
Coach Authorization	\$ 26,790.00	\$ 42,603.00	\$ 22,660.00	\$ 26,890.00	\$ 19,125	\$ 16,790	\$ 19,125	\$ 22,845	\$ 28,370	\$ 22,145	\$ 17,420	\$ 21,125	\$ 285,888
Substitute License	\$ 10,455.00	\$ 17,595.00	\$ 12,835.00	\$ 12,495.00	\$ 7,905	\$ 6,800	\$ 10,115	\$ 9,010	\$ 7,480	\$ 7,395	\$ 6,205	\$ 9,265	\$ 117,555
Substitute Auth	\$ 4,845.00	\$ 9,095.00	\$ 9,685.00	\$ 6,970.00	\$ 5,695	\$ 5,355	\$ 6,800	\$ 6,715	\$ 6,120	\$ 6,290	\$ 3,995	\$ 6,205	\$ 77,770
Endorsement	\$ 10,200.00	\$ 14,400.00	\$ 5,375.00	\$ 5,785.00	\$ 2,700	\$ 6,060	\$ 6,600	\$ 6,700	\$ 4,100	\$ 4,100	\$ 10,550	\$ 12,250	\$ 88,820
Duplicate Lic	\$ 465.00	\$ 435.00	\$ 210.00	\$ 270.00	\$ 75	\$ 165	\$ 225	\$ 165	\$ 270	\$ 255	\$ 75	\$ 150	\$ 2,760
Tx Evaluation	\$ 11,740.00	\$ 10,773.00	\$ 5,340.00	\$ 5,820.00	\$ 3,180	\$ 4,080	\$ 3,780	\$ 6,420	\$ 7,630	\$ 7,230	\$ 7,320	\$ 10,500	\$ 83,813
Late Payment	\$ 2,920.00	\$ 4,770.00	\$ 2,605.00	\$ 8,645.00	\$ 3,100	\$ 2,090	\$ 1,515	\$ 2,190	\$ 2,085	\$ 2,045	\$ 1,625	\$ 1,215	\$ 34,705
Out-of-state T or A	\$ 12,785.00	\$ 10,640.00	\$ 5,780.00	\$ 6,460.00	\$ 3,484	\$ 5,525	\$ 4,930	\$ 6,310	\$ 7,140	\$ 6,375	\$ 6,055	\$ 10,485	\$ 85,969
Out-of-country	\$ 85.00	\$ -	\$ 170.00	\$ 680.00	\$ -	\$ 85	\$ 85	\$ 85	\$ 340	\$ 425	\$ 170	\$ 170	\$ 2,295
BTW Driving Instr	\$ 520.00	\$ 400.00	\$ 120.00	\$ 200.00	\$ 520	\$ 1,120	\$ 440	\$ 880	\$ 680	\$ 720	\$ 800	\$ 440	\$ 6,840
Class A	\$ 22,610.00	\$ 7,565.00	\$ 10,115.00	\$ 10,710.00	\$ 6,630	\$ 8,755	\$ 10,540	\$ 7,990	\$ 10,965	\$ 14,365	\$ 26,605	\$ 42,610	\$ 179,460
Class B	\$ 21,675.00	\$ 25,985.00	\$ 8,890.00	\$ 12,070.00	\$ 3,510	\$ 2,465	\$ 2,040	\$ 1,275	\$ 2,375	\$ 3,230	\$ 5,100	\$ 14,025	\$ 102,640
Class E	\$ 5,505.00	\$ 8,110.00	\$ 3,785.00	\$ 4,480.00	\$ 1,480	\$ 1,230	\$ 670	\$ 1,330	\$ 2,595	\$ 2,830	\$ 5,335	\$ 8,360	\$ 45,710
Class G	\$ 85.00	\$ 255.00	\$ 425.00	\$ 170.00	\$ 170	\$ -	\$ -	\$ -	\$ 85	\$ 170	\$ 340	\$ 340	\$ 2,040
Coach Auth Extend	\$ 280.00	\$ 550.00	\$ 200.00	\$ 320.00	\$ 160	\$ 160	\$ 160	\$ 120	\$ 160	\$ 230	\$ 80	\$ 80	\$ 2,500
Evaluator (New)	\$ -	\$ 510.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85	\$ -	\$ 595
Initial Admn Lic	\$ -	\$ 935.00	\$ 935.00	\$ 85.00	\$ -	\$ -	\$ -	\$ 340	\$ 170	\$ -	\$ 85	\$ 425	\$ 2,975
Extended Initial Adm	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Career & Tech	\$ 255.00	\$ 170.00	\$ 340.00	\$ 85.00	\$ 170	\$ 170	\$ 170	\$ 85	\$ -	\$ 170	\$ 85	\$ 170	\$ 1,870
Paraeducator	\$ 5,720.00	\$ 4,560.00	\$ 2,880.00	\$ 1,680.00	\$ 2,360	\$ 4,400	\$ 1,705	\$ 1,440	\$ 1,160	\$ 2,280	\$ 2,240	\$ 3,960	\$ 34,385
Para Add Con	\$ 375.00	\$ 700.00	\$ 75.00	\$ 75.00	\$ 125	\$ 225	\$ 100	\$ 75	\$ 25	\$ 175	\$ 450	\$ 525	\$ 2,925
Orientation & Mobility	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85	\$ -	\$ -	\$ -	\$ 85	\$ 170
SPR	\$ 1,530.00	\$ 2,380.00	\$ 1,275.00	\$ 1,275.00	\$ 510	\$ 935	\$ 1,190	\$ 2,040	\$ 1,530	\$ 1,615	\$ 1,870	\$ 2,040	\$ 18,190
Teacher Intern Lic	\$ 875.00	\$ 750.00	\$ 125.00	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 465	\$ 675	\$ 3,140
Initial Prof Service	\$ 170.00	\$ 935.00	\$ 85.00	\$ -	\$ -	\$ -	\$ -	\$ 340	\$ 85	\$ 170	\$ 340	\$ 595	\$ 2,720
Professional Service	\$ 1,785.00	\$ 1,105.00	\$ 1,615.00	\$ 765.00	\$ 935	\$ 510	\$ 1,190	\$ 680	\$ 680	\$ 935	\$ 1,395	\$ 2,465	\$ 14,060
PSL- Class A	\$ 170.00	\$ -	\$ -	\$ 85.00	\$ -	\$ -	\$ -	\$ 85	\$ -	\$ 170	\$ 85	\$ 340	\$ 935
PSL- Class B	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
IPREP-Portfolio Review	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 1,000	\$ -	\$ -	\$ 2,000
SBO	\$ -	\$ 170.00	\$ 510.00	\$ 335.00	\$ 765	\$ 1,020	\$ 935	\$ 1,870	\$ 2,125	\$ 1,700	\$ 2,040	\$ 2,465	\$ 13,935
Native Language Authorization	\$ -	\$ 85.00	\$ 85.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85	\$ -	\$ 170	\$ 170	\$ 595
SAM	\$ 170.00	\$ 340.00	\$ 85.00	\$ 680.00	\$ 510	\$ -	\$ 85	\$ -	\$ -	\$ -	\$ -	\$ 85	\$ 1,955
IJAG	\$ -	\$ 85.00	\$ 543.00	\$ 255.00	\$ -	\$ 85	\$ 85	\$ -	\$ 510	\$ 170	\$ 85	\$ 595	\$ 2,413
Activities Admin. Auth.							\$ 255	\$ 595	\$ 255	\$ 85	\$ 85	\$ 170	\$ 1,445
Over Payment	\$ 66.00	\$ 95.00	\$ 206.00	\$ 156.00	\$ 25.00	\$ 28.00	\$ 13.00	\$ 115.00	\$ -	\$ 99.00	\$ -	\$ -	\$ 803.00
Grand Total	\$ 268,784	\$ 316,227	\$ 216,626	\$ 236,756	\$ 134,546	\$ 226,062	\$ 166,064	\$ 208,624	\$ 185,980	\$ 182,876	\$ 232,009	\$ 284,879	\$ 2,659,433
Background Total	\$ 22,724	\$ 31,446	\$ 28,990	\$ 37,297	\$ 16,029	\$ 49,283	\$ 14,547	\$ 38,259	\$ 23,985	\$ 25,675	\$ 32,162	\$ 26,728	\$ 347,125
BoEE Revenue	\$ 184,545	\$ 213,586	\$ 140,727	\$ 149,594	\$ 88,888	\$ 132,584	\$ 113,638	\$ 127,774	\$ 121,496	\$ 117,901	\$ 149,885	\$ 193,613	\$ 1,734,231
General Fund Total	\$ 61,515	\$ 71,195	\$ 46,909	\$ 49,865	\$ 29,629	\$ 44,195	\$ 37,879	\$ 42,591	\$ 40,499	\$ 39,300	\$ 49,962	\$ 64,538	\$ 578,077
BoEE+GenFund	\$ 246,060	\$ 284,781	\$ 187,636	\$ 199,459	\$ 118,517	\$ 176,779	\$ 151,517	\$ 170,365	\$ 161,995	\$ 157,201	\$ 199,847	\$ 258,151	\$ 2,312,308
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Issued

**FINANCIAL  
REPORT  
FY16**

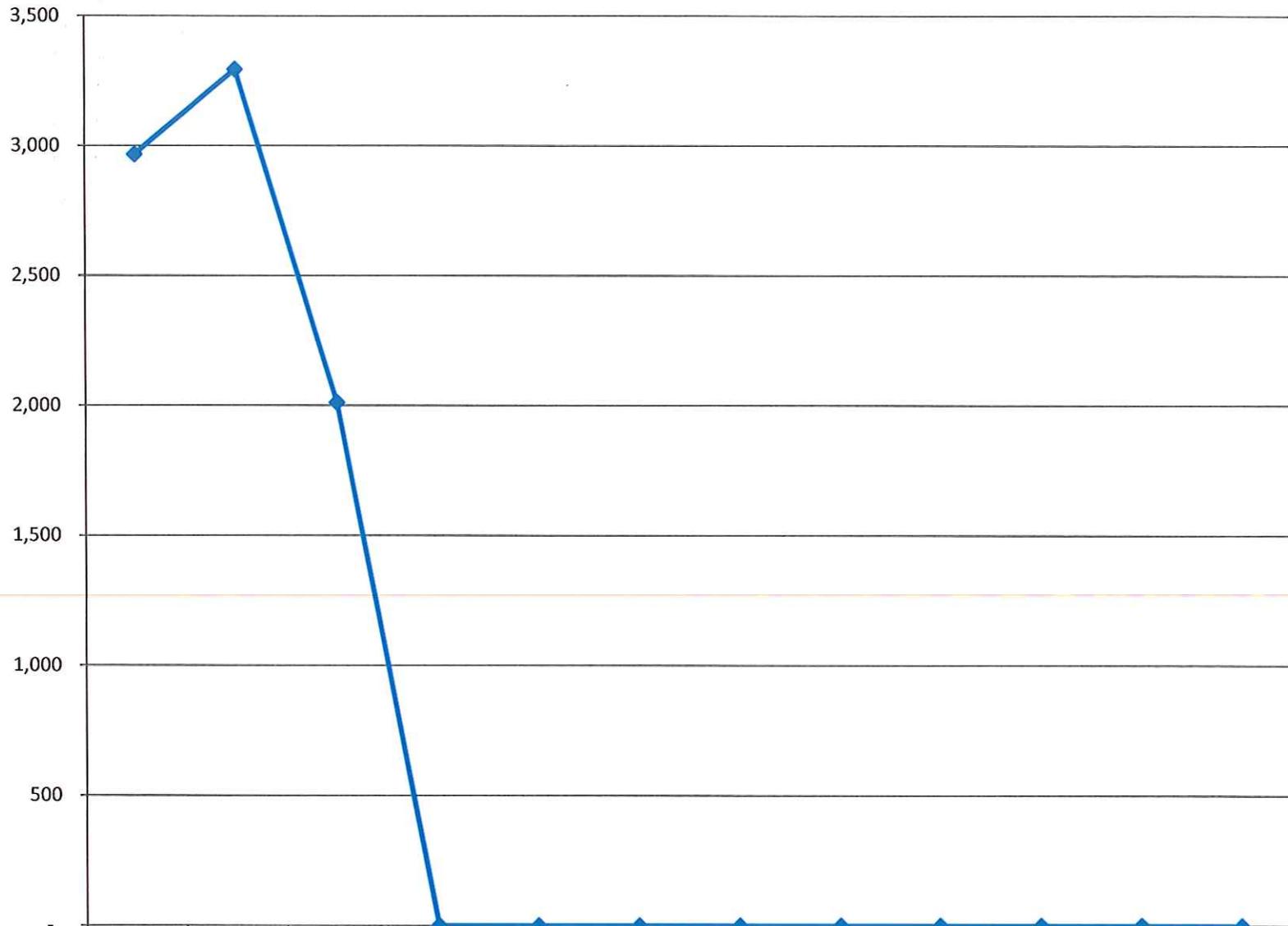
## Receipts July 2015-June 2016



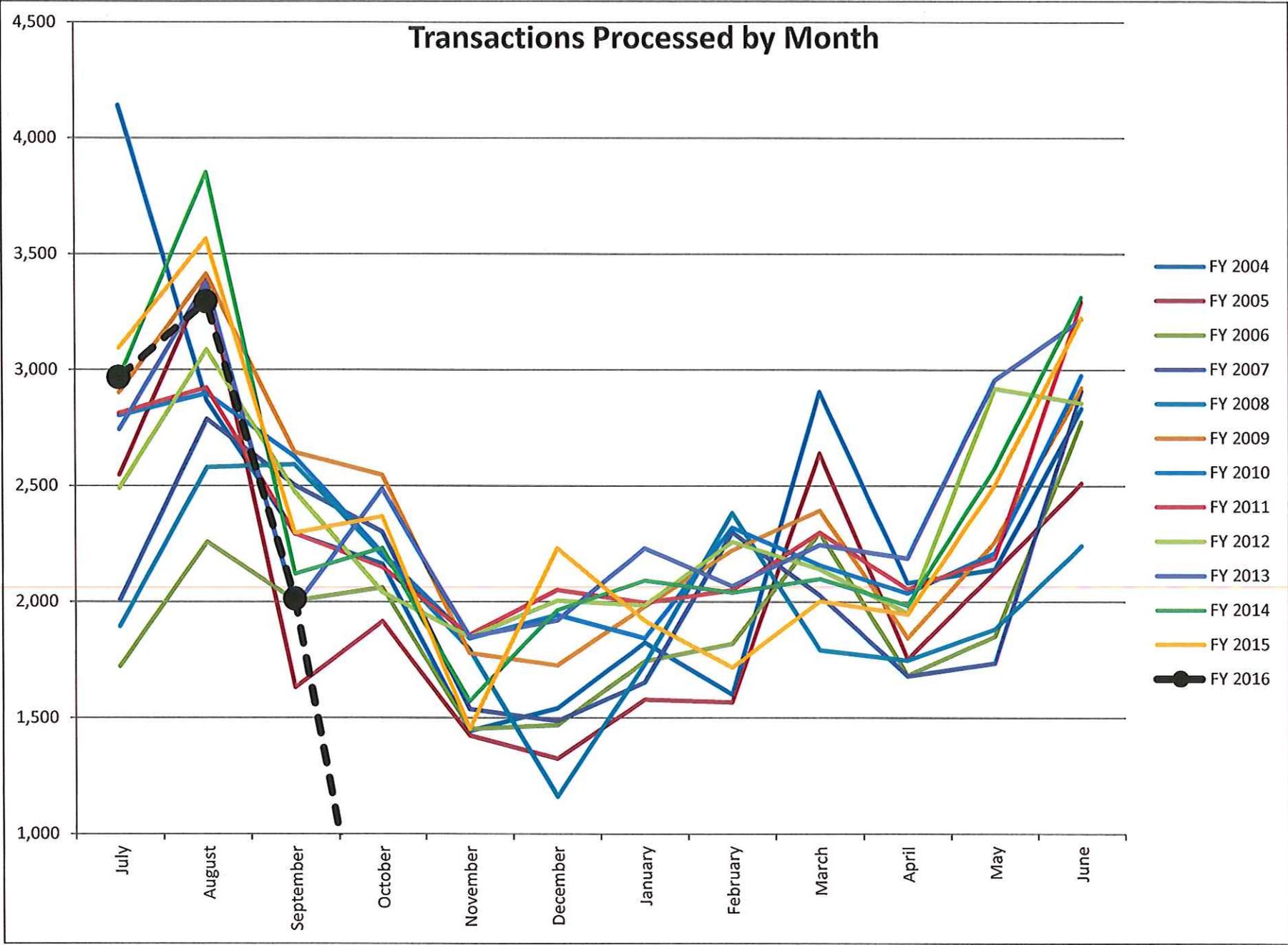
	July 15	Aug 15	Sept 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16
Licensure Fees	171,398.	213,417.	130,405.									
DCI Check Fee	30,793.0	35,840.0	35,630.0									



### Total # of Transactions FY16



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Total # Licenses Issued	2,967	3,294	2,012	-	-	-	-	-	-	-	-	-



FY 16 Balance Sheet / Cash Flow Chart															
Licensure Fees (orgn 9397)	July 15	Aug 15	Sept 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jun+30	Jun+60	Total
<b>Receipts</b>															
Brought Fwd from 14	100,000.00	470,693.41	-	-	-	-	-	-	-	-	-	-	-	-	570,693
Carry Fwd to 16	-	-	-	-	-	-	-	-	-	-	-	(100,000.00)	(100,000.00)	-	(100,000)
234 Gov Transfer in Other Agcy	-	85.00	-	-	-	-	-	-	-	-	-	-	-	-	85
401 Licensure Fees	171,398.25	213,417.75	130,405.50	-	-	-	-	-	-	-	-	-	-	-	515,222
704 DCI Check Fee	30,793.00	35,840.00	35,830.00	-	-	-	-	-	-	-	-	-	-	-	102,263
BoEE Total Receipts	202,191.25	249,342.75	166,035.50	-	-	-	-	-	-	-	-	-	-	-	617,570
401 Licensure Fees (GenFund)	56,611.75	70,545.25	43,083.50	-	-	-	-	-	-	-	-	-	-	-	170,241
<b>Expenditures</b>															
101 Personal Services	65,311.23	123,266.77	192,171.67	-	-	-	-	-	-	-	-	50,000.00	50,000.00	-	430,750
202 In-State Travel	-	1,125.61	908.61	-	-	-	-	-	-	-	-	-	-	-	2,034
203 Assigned Vehicle	-	149.15	131.35	-	-	-	-	-	-	-	-	3,000.00	3,000.00	-	3,281
204 Vehicle Depreciation	-	360.00	360.00	-	-	-	-	-	-	-	-	276.00	276.00	-	996
205 Out-of-State Travel	1,669.64	-	(354.43)	-	-	-	-	-	-	-	-	360.00	360.00	-	1,675
301 Office Supplies	5,222.46	8.28	10.75	-	-	-	-	-	-	-	-	150.00	150.00	-	5,391
309 Printing & Binding	1,284.81	-	396.92	-	-	-	-	-	-	-	-	-	-	-	1,682
313 Postage	-	3,817.71	3,440.84	-	-	-	-	-	-	-	-	3,350.00	3,350.00	-	10,609
401 Communications	-	1,108.02	1,163.28	-	-	-	-	-	-	-	-	722.00	722.00	-	2,993
402 Rentals	2,128.06	-	75.00	-	-	-	-	-	-	-	-	-	-	-	2,203
405 Professional Services	40.00	168.90	50.00	-	-	-	-	-	-	-	-	780.00	780.00	-	1,039
406 Outside Services	-	-	6,475.02	-	-	-	-	-	-	-	-	110.00	110.00	-	6,585
407 Intra-State Transfers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
408 Advertising	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
409 Outside Repairs/Services	428.97	-	-	-	-	-	-	-	-	-	-	-	-	-	429
414 Other Agency Reimb	-	44.00	13,950.81	-	-	-	-	-	-	-	-	-	-	-	-
416 ITE Reimbursement	-	3,345.20	2,476.53	-	-	-	-	-	-	-	-	2,700.00	2,700.00	-	8,522
418 IT Contracted Services	-	-	30,000.00	-	-	-	-	-	-	-	-	-	-	-	30,000
432 Gov Trfr Attorney Gen	-	-	6,690.74	-	-	-	-	-	-	-	-	3,950.00	3,950.00	-	10,641
433 Gov Trfr Auditor	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
434 Gov Trfr Other Agencies	-	-	44,514.00	-	-	-	-	-	-	-	-	30,000.00	30,000.00	-	74,514
502 Office Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
503 Equipment Non-Inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
510 IT Equipment & Software	18,713.00	-	31,607.07	-	-	-	-	-	-	-	-	-	-	-	50,320
602 SWICAP/Other Expense	-	-	49.70	-	-	-	-	-	-	-	-	490.00	490.00	-	540
Total Expenditures	94,798.17	133,393.64	334,117.86	-	-	-	-	-	-	-	-	96,194.00	96,194.00	-	658,504
Excess (Deficiency) of Revenue over Expenditures	107,393.08	115,949.11	(168,082.36)	-	-	-	-	-	-	-	-	(96,194.00)	(96,194.00)	-	(40,934)
Beginning Cash Balance	100,000.00	207,393.08	794,035.60	625,953.24	625,953.24	625,953.24	625,953.24	625,953.24	625,953.24	625,953.24	625,953.24	625,953.24	529,759.24	-	-
Ending Cash Balance	207,393.08	794,035.60	625,953.24	625,953.24	625,953.24	625,953.24	625,953.24	625,953.24	625,953.24	625,953.24	625,953.24	529,759.24	-	-	(40,934)

June +30 expenses are anticipated expenses

Licensure Fee Receipts by Accounting Source and Month SFY 15

Acct	Class	Description	July 15	Aug 15	Sept 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jun+30	Jun+60	Total
		Brought Fwd not included															
I53	234	Licensure Fees % - Other Agcy	-	85.00	-	-	-	-	-	-	-	-	-	-	-	-	85.00
I54	401	Licensure Fees %	171,398.25	213,417.75	130,405.50	-	-	-	-	-	-	-	-	-	-	-	515,221.50
I54	704	DCl Check Fee	30,793.00	35,840.00	35,630.00	-	-	-	-	-	-	-	-	-	-	-	102,263.00
Gen Fund	234	Licensure Fees % - Other Agcy	-	30.00	-	-	-	-	-	-	-	-	-	-	-	-	30.00
Gen Fund	401	Licensure Fees	56,611.75	70,545.25	43,083.50	-	-	-	-	-	-	-	-	-	-	-	170,240.50
		Net Receipts	<u>258,803.00</u>	<u>319,918.00</u>	<u>209,119.00</u>	-	-	-	-	-	-	-	-	-	-	-	<u>787,840.00</u>
0914	401	Refunds	238.00	1,070.00	636.00												1,944.00

**Obligations vs. Budget Report**  
**Budget Fiscal Year: 2015**

	Total Obligations FY-To-Date	SY 15 Spending Plan	Budget Balance	Percent of Budget Received /Spent
<b>Resources:</b>				
Balance Forward Receipts	\$ 570,693	\$ 1,176,209		
Salary adj				
401 Fees, Lic. & Permits	\$ 515,222	\$ 1,735,513		
704 Other	\$ 102,263	\$ 360,000		
<b>Total Resources:</b>	<b>\$ 1,188,178</b>	<b>\$ 3,271,722</b>	<b>\$ 2,654,238</b>	<b>19%</b>
<i>(Total Revenue)</i>	<u><u>\$ 617,485</u></u>			
<b>Expenditures:</b>				
101 Personal Services	\$ 430,750	\$ 1,533,123	\$ 1,102,373	28%
202 In-State Travel	\$ 2,034	\$ 25,000	\$ 22,966	8%
203 Assigned Vehicle	\$ 3,281	\$ 5,000	\$ 1,720	66%
204 Vehicle Depreciation	\$ 996	\$ 4,000	\$ 3,004	25%
205 Out-of-State Travel	\$ 1,675	\$ 20,000	\$ 18,325	8%
301 Office supplies	\$ 5,391	\$ 12,000	\$ 6,609	45%
309 Printing & Binding	\$ 1,682	\$ 15,000	\$ 13,318	11%
313 Postage	\$ 10,609	\$ 38,000	\$ 27,391	28%
401 ICN/Communications	\$ 2,993	\$ 15,000	\$ 12,007	20%
402 Rentals	\$ 2,203	\$ 3,500	\$ 1,297	63%
405 Professional Services	\$ 1,039	\$ 26,000	\$ 24,961	4%
406 Outside Services	\$ 6,585	\$ 5,000	\$ (1,585)	132%
407 Trans to Other agency	\$ -	\$ -	\$ -	#DIV/0!
408 Advertising	\$ -	\$ 3,000	\$ 3,000	0%
409 Outside Repairs/Ser	\$ 429	\$ 4,000	\$ 3,571	11%
414 Other Agency Reimb	\$ 14,301	\$ 12,000	\$ (2,301)	119%
416 ITD Reimbursement	\$ 8,522	\$ 22,000	\$ 13,478	39%
418 IT Contracted services	\$ 30,000	\$ 100,000	\$ 70,000	30%
432 Gov Transfer AG	\$ 10,641	\$ 41,000	\$ 30,359	26%
433 Gov Transfer Auditor	\$ -	\$ 8,000	\$ 8,000	0%
434 Gov Trans Other Agency	\$ 74,514	\$ 360,000	\$ 285,486	21%
502 Equipment Inventory	\$ -	\$ 3,100	\$ 3,100	0%
503 Equipment Non-Inven	\$ -	\$ 19,000	\$ 19,000	0%
510 IT Equipment	\$ 50,320	\$ 60,000	\$ 9,680	84%
602 SWICAP	\$ 540	\$ 20,000	\$ 19,460	3%
705 Refunds	\$ 1,944	\$ 8,000	\$ 6,056	24%
<b>Carryover</b>		\$ -		
<b>Expenditure Subtotal</b>	<b>\$ 660,448</b>	<b>\$ 2,361,723</b>	<b>\$ 1,701,275</b>	<b>28%</b>
<i>Revenue Less Expenditures</i>	<u><u>\$ (42,963)</u></u>			

(off from Finance report by \$8,000+ due to inclusion of refunds)

FY 2015 Actual Revenue for each License Issued

Number of Transactions Processed by Month

Record Year in Green

	July	August	September	October	November	December	January	February	March	April	May	June	Total number of Licenses Issued
FY 2016	2,967	3,294	2,012	0	0	0	0	0	0	0	0	0	8,273
Running Total	2,967	6,261	8,273	8,273	8,273	8,273	8,273	8,273	8,273	8,273	8,273	8,273	
FY 2015	3,095	3,564	2,297	2,368	1,452	2,230	1,918	1,717	2,003	1,946	2,505	3,224	28,319
Running Total	3,095	6,659	8,956	11,324	12,776	15,006	16,924	18,641	20,644	22,590	25,095	28,319	
FY 2014	2,968	3,852	2,120	2,232	1,571	1,964	2,092	2,040	2,099	1,984	2,576	3,314	28,812
Running Total	2,968	6,820	8,940	11,172	12,743	14,707	16,799	18,839	20,938	22,922	25,498	28,812	
FY 2013	2,744	3,375	1,978	2,488	1,849	1,920	2,231	2,068	2,246	2,188	2,958	3,219	29,262
Running Total	2,744	6,119	8,097	10,585	12,434	14,354	16,585	18,653	20,899	23,087	26,043	29,262	
FY 2012	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
Running Total	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 2011	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
Running Total	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 2010	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
Running Total	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 2009	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
Running Total	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 2008	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
Running Total	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 2007	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
Running Total	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 2006	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
Running Total	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 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
Running Total	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 2004	4,142	2,867	2,293	2,164	1,443	1,541	1,825	1,600	2,908	2,082	2,141	2,834	27,838
Running Total	4,142	7,009	9,302	11,466	12,909	14,450	16,275	17,875	20,781	22,863	25,004	27,838	
Proj FY16 for Budget	2,544	3,103	2,288	2,229	1,673	1,753	1,887	2,068	2,191	1,897	2,292	2,931	27,281
Running Total	2,544	5,647	7,935	10,164	11,837	13,590	15,476	17,544	19,735	21,632	23,925	26,856	

FY 2015 Actual Number of Transactions Processed per Month

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Issued
Duplicate Lic - Online	33	37	19										89
Late Fees - online	14	17	5										36
Master Ed - Online	139	147	80										366
Prof Adm - Online	22	13	11										46
Prof Service License	9	10	11										30
Standard Lic - Online	213	223	131										567
Background	430	401	468										1,299
Background - Renewal			671										671
Initial Teacher lic	143	182	324										649
Extended initial	16	29	16										61
Standard License	369	318	259										946
Master Ed	187	213	164										564
Professional Adm	50	23	23										96
Coach Authorization	347	464	213										1,024
Substitute License	144	163	144										451
Substitute Auth	79	94	119										292
Endorsement	173	288	80										541
Duplicate Lic	27	40	13										80
Tx Evaluation	186	143	59										388
Late Payment	73	194	89										356
Out-of-state T or A	126	76	29										230
Out-of-country	0	0	12										12
BTW Driving Instr	10	7	4										21
Class A	149	94	55										298
Executive Director Decision	13	53	6										72
Class B	196	310	93										599
Class E	35	40	4										79
Class G	3	12	3										18
Coach Auth Extend	7	9	0										16
Evaluator License	0	6	3										9
Renew Evaluator License	1	2	0										3
Initial Admn Lic	9	58	15										82
Extended Initial Adm	1	1	0										2
Renew Initial Administrator	5	2	3										10
Convert Initial Administrator	5	10	2										17
Renew Professional Administrator	11	19	3										33
Extend Professional Administrator	1	4	0										5
Administrator Exchange	8	2	3										13
Extend Administrator Exchange	0	1	1										2
Convert Administrator Exchange	0	0	0										0
Class B Administrator	4	1	4										9
Add Endorsement to Admin	0	0	0										0
CTE Authorization	2	2	3										7
Initial CTE Authorization	4	1	0										5
Paraeducator	128	81	37										246
Paraeducator Add Concentration	19	14	7										40
Orientation and Mobility Specialist	1	0	0										1
Statement of Professional Recognition	29	36	22										87
Teacher Intern License	11	3	0										14
Initial Prof Service	4	10	4										18
Professional Service	22	20	10										52
PSL - Class A	3	2	0										5
PSL - Class B	0	0	0										0
IPREP-Portfolio Review	0	1	0										1
SBO	21	27	23										71
Native Language Authorization	0	2	0										2
SAM	0	0	0										0
IJAG Authorization	0	1	0										1
Activities Admin. Auth.	2	1	0										3
Over Payment	3	12	5										20
<b>Total # Licenses Issued</b>	<b>2,967</b>	<b>3,294</b>	<b>2,012</b>	<b>-</b>	<b>8,273</b>								
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Issued

FY 2015 Actual Revenue for each Transaction Processed

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Rev
Duplicate Lic - Online	\$ 594	\$ 666	\$ 152										\$ 1,412
Late Fees - online	\$ 650	\$ 1,200	\$ 125										\$ 1,975
Master Ed - Online	\$ 12,232	\$ 12,936	\$ 7,118										\$ 32,286
Prof Adm - Online	\$ 1,936	\$ 1,144	\$ 978										\$ 4,058
Prof Service License	\$ 792	\$ 880	\$ 979										\$ 2,651
Standard Lic - Online	\$ 18,744	\$ 19,624	\$ 11,659										\$ 50,027
Background	\$ 27,891.00	\$ 29,852.00	\$ 35,095.00										\$ 92,838
Background - Renewal			\$ 671.00										\$ 671
Initial Teacher Lic	\$ 12,165.00	\$ 15,460.00	\$ 27,540.00										\$ 55,165
Extended initial	\$ 400.00	\$ 725.00	\$ 400.00										\$ 1,525
Standard License	\$ 31,366.00	\$ 27,030.00	\$ 21,991.00										\$ 80,387
Master Ed	\$ 15,911.00	\$ 18,105.00	\$ 13,940.00										\$ 47,956
Professional Adm	\$ 4,262.00	\$ 1,955.00	\$ 1,955.00										\$ 8,172
Coach Authorization	\$ 29,520.00	\$ 39,425.00	\$ 18,135.00										\$ 87,080
Substitute License	\$ 12,245.00	\$ 13,855.00	\$ 12,240.00										\$ 38,340
Substitute Auth	\$ 6,717.00	\$ 7,990.00	\$ 10,115.00										\$ 24,822
Endorsement	\$ 8,650.00	\$ 14,400.00	\$ 4,000.00										\$ 27,050
Duplicate Lic	\$ 405.00	\$ 600.00	\$ 195.00										\$ 1,200
Tx Evaluation	\$ 11,135.00	\$ 8,580.00	\$ 3,540.00										\$ 23,255
Late Payment	\$ 1,834.00	\$ 4,844.00	\$ 2,215.00										\$ 8,893
Out-of-state T or A	\$ 10,741.00	\$ 6,380.00	\$ 2,465.00										\$ 19,586
Out-of-country	\$ -	\$ -	\$ 1,020.00										\$ 1,020
BTW Driving Instr	\$ 400.00	\$ 280.00	\$ 160.00										\$ 840
Class A	\$ 12,675.00	\$ 7,990.00	\$ 4,675.00										\$ 25,340
Executive Director Decision	\$ 1,105.00	\$ 4,505.00	\$ 510.00										\$ 6,120
Class B	\$ 16,635.00	\$ 26,350.00	\$ 7,905.00										\$ 50,890
Class E	\$ 5,295.00	\$ 5,936.00	\$ 600.00										\$ 11,831
Class G	\$ 255.00	\$ 1,010.00	\$ 255.00										\$ 1,520
Coach Auth Extend	\$ 280.00	\$ 360.00	\$ -										\$ 640
Evaluator License	\$ -	\$ 510.00	\$ 255.00										\$ 765
Renew Evaluator License	\$ 86.00	\$ 170.00	\$ -										\$ 256
Initial Adm Lic	\$ 765.00	\$ 4,930.00	\$ 1,275.00										\$ 6,970
Extended initial Adm	\$ 85.00	\$ 85.00	\$ -										\$ 170
Renew Initial Administrator	\$ 426.00	\$ 170.00	\$ 255.00										\$ 851
Convert Initial Administrator	\$ 425.00	\$ 850.00	\$ 170.00										\$ 1,445
Renew Professional Administrator	\$ 935.00	\$ 1,615.00	\$ 255.00										\$ 2,805
Extend Professional Administrator	\$ 85.00	\$ 340.00	\$ -										\$ 425
Administrator Exchange	\$ 680.00	\$ 170.00	\$ 255.00										\$ 1,105
Extend Administrator Exchange	\$ -	\$ 85.00	\$ 85.00										\$ 170
Convert Administrator Exchange	\$ -	\$ -	\$ -										\$ -
Class B Administrator	\$ 340.00	\$ 85.00	\$ 340.00										\$ 765
Add Endorsement to Admin	\$ -	\$ -	\$ -										\$ -
CTE Authorization	\$ 170.00	\$ 170.00	\$ 255.00										\$ 595
Initial CTE Authorization	\$ 340.00	\$ 85.00	\$ -										\$ 425
Paraeducator	\$ 5,122.00	\$ 3,240.00	\$ 1,495.00										\$ 9,857
Paraeducator Add Concentration	\$ 475.00	\$ 350.00	\$ 175.00										\$ 1,000
Orientation & Mobility Specialist	\$ 85.00	\$ -	\$ -										\$ 85
Statement of Professional Recognition	\$ 2,465.00	\$ 3,060.00	\$ 1,870.00										\$ 7,395
Teacher Intern License	\$ 1,355.00	\$ 295.00	\$ -										\$ 1,650
Initial Professional Service	\$ 340.00	\$ 850.00	\$ 340.00										\$ 1,530
Professional Service	\$ 1,872.00	\$ 1,700.00	\$ 850.00										\$ 4,422
PSL- Class A	\$ 255.00	\$ 170.00	\$ -										\$ 425
PSL- Class B	\$ -	\$ -	\$ -										\$ -
IPREP-Portfolio Review	\$ -	\$ 375.00	\$ -										\$ 375
SBO	\$ 1,786.00	\$ 2,295.00	\$ 1,955.00										\$ 6,036
Native Language Authorization	\$ -	\$ 170.00	\$ -										\$ 170
SAM	\$ -	\$ -	\$ -										\$ -
IJAG	\$ -	\$ 85.00	\$ -										\$ 85
Activities Admin. Auth.	\$ 170.00	\$ 85.00	\$ -										\$ 255
Over Payment	\$ 89.00	\$ 76.00	\$ 139.00	\$ 156.00	\$ 25.00	\$ 28.00	\$ 13.00	\$ 115.00	\$ -	\$ 99.00	\$ -	\$ -	\$ 740.00
Grand Total	\$ 263,166	\$ 294,098	\$ 200,602	\$ 156	\$ 25	\$ 28	\$ 13	\$ 115	\$ -	\$ 99	\$ -	\$ -	\$ 758,322
Background Total	\$ 27,891	\$ 29,852	\$ 35,766	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93,609
BoEE Revenue	\$ 176,471	\$ 198,185	\$ 123,627	\$ 117	\$ 19	\$ 21	\$ 10	\$ 86	\$ -	\$ 74	\$ -	\$ -	\$ 498,610
General Fund Total	\$ 58,824	\$ 66,062	\$ 41,209	\$ 39	\$ 6	\$ 7	\$ 3	\$ 29	\$ -	\$ 25	\$ -	\$ -	\$ 166,203
BoEE+GenFund	\$ 235,295	\$ 264,246	\$ 164,836	\$ 156	\$ 25	\$ 28	\$ 13	\$ 115	\$ -	\$ 99	\$ -	\$ -	\$ 664,813
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Issued

# NATIONAL BOARD

*for Professional Teaching Standards®*

Dear Iowa Educator,

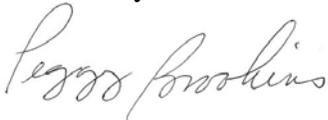
Congratulations on achieving your Iowa teaching certificate. On behalf of the National Board, I would like to welcome you to the profession. As a teacher, you will have the profound ability to shape our future by inspiring your students to love learning, reach higher, and achieve great things. But with this ability comes an added responsibility. This is a critical moment as educators work to take the profession to the next level, where accomplished teachers are at the forefront of important decisions that affect policy, practice, and education for all students.

National Board Certification is the key to unlocking this vision. Today, 110,000 teachers nationwide, including 709 teachers in Iowa and three recent Iowa State Teachers of the Year, are Board certified. They have demonstrated that they have met the highest standards for accomplished practice through a performance-based, peer-reviewed process created by teachers. Study after study shows that their students learn more, and across the country, Board-certified teachers are transforming teaching and learning. Imagine the impact if Board certification became the norm for all teachers. We are working to put every aspiring and new teacher on a path to achieving Board certification and, ultimately, to leading in the profession.

Picture yourself on that path. As a licensed Iowa teacher, you are eligible to become a National Board candidate once you have three years of experience in the classroom. As an additional incentive, Iowa teachers who achieve National Board Certification are eligible for an annual bonus of up to \$2,500, depending on funds appropriated by the legislature. Fee support is also available for teachers pursuing certification. I invite you to learn more about Board certification by visiting our candidate website at [boardcertifiedteachers.org](http://boardcertifiedteachers.org).

Together, we can build a teaching profession that commands the respect, autonomy, and authority it deserves. Again, congratulations, and best wishes as you undertake the fulfilling and challenging work of bringing along the next generation of Iowans.

Sincerely,



Peggy Brookins, NBCT  
Interim President & CEO

# 3<sup>rd</sup> year Review of School Business Official (SBO) authorization renewal

Friday, October 9, 2015

## Who / What is a School Business Official (SBO)

K-12 and AEA Business Manger, CFO, Director of Finance, Board Secretary....

## What is Iowa Association of School Business Officials (IASBO)

Originated in 1962 as subgroup of ASBO International

**Mission: (our ideal)** To provide programs and services that promote the highest standards of school business management practices and professional growth.

**Vision: (our dream)** To support the needs of our members by equipping them to be leaders in their schools, profession and community.

### Values: (our foundation)

**Honesty:** We will tell the truth in every situation. We will not manipulate the facts to serve our own or another's special interest.

**Integrity:** We will conduct ourselves based on the highest moral and ethical principles. We will say what we mean and do what we say.

**Fairness:** We will consider the needs of everyone affected by the decisions we make. We will fight for those whose voice is not heard.

**Objectivity:** We will make decisions without regard for our personal emotion or interest. We will be a trusted source of information for other members and our organizations.

**Cooperation:** We will work together whenever possible. We will encourage the open sharing of ideas and resources among our members and our organizations.



### Services provided:

Two major conferences per year

One special topic conference per year

Monthly webinars directed to new SBO but open to all – task list oriented

Quarterly electronic newsletters

Webinars for credit

Frequent direct emails on items of specific and timely interest

Website with support resources

Annual projects / documents (appropriate fund balances, recruitment and evaluation, segregation of duties, task list calendars with linked resources, 403b promotion and training, etc.)

### Membership 2015

415 – members earning credit for SBO authorization renewal

85 – members in other capacities (payroll, purchasing, etc.)

42 – associate (state and related association staff) and retired

### Staff

Two at 2/3 FTE each

## IASBO Executive Director / Presenter - James Scharff, Ph.D.

Iowa Teacher – 3 yrs - middle school and high school mathematics

Iowa Principal – 4 years

Iowa Superintendent – 12 yrs

Iowa Director of Finance & Support Services – 15 yrs

IASBO Executive Director – 14 yrs

ISU clinical professor in school finance and personnel – 9 yrs

Director of Iowa School Business Management Academy (ISBMA) – 9 yrs

## **SBO Preparation Need identified**

- Wide range of responsibilities
- Wide range of preparation
- Wide range of capabilities
- Responsibility for management and accountability of large amounts of public fund  
(nearly half of state general fund and half of local property taxes)
- Continually increasing federal, state and GASB reporting standards and requirements

## **Process to authorization**

Iowa School Business Management Academy voluntary certification program begun 2008

## **Legislation**

Approve SBO legislation – 2010

## **DE and BOEE Rules – 2011 - Advisory group structured by BOEE And D.E.**

### **Initial authorization**

- Associates degree in business or accounting (which includes 9 hours of accounting)
- OR 60 semester hours of coursework in business or accounting (which includes 9 hours of accounting)
- Minimum age of 18
- Clear Iowa and Federal criminal records

### **Temporary Initial authorization**

- Associates degree in business or accounting (which includes 6 hours of accounting)
- OR 60 semester hours of coursework in business or accounting (which includes 6 hours of accounting)
- Minimum age of 18
- Clear Iowa and Federal criminal records

### **Authorization completion program through ISBMA at ISU**

2 yr

135 contact hours –

Specific course / sessions – ISBMA, IASBO

Accounting concepts: fund accounting, account codes, Uniform Financial Accounting manual

Accounting cycles: budgets, payroll-benefits, purchasing/inventory, cash management of receipts/disbursements, financial reporting, investments

Technology: manage accounting systems, proficiency in understanding and use of systems technology and related programs

Regulatory: school policies and procedures, Uniform Administrative Procedures manual, public records law, records management, school law, employment law, construction and bidding law

Personal skills: effective communication, interpersonal skills, ethical conduct, information management, ability to analyze and evaluate, ability to recognize and safeguard confidential information, accurate and timely performance

Elective sessions – IASBO, ISFLIC

Mentor – 1 yr

Completion of mandatory child and dependent adult abuse training

Existing SBO provided “grandfather” authorization July 2012

3 yr Renewal – Iowa ASBO approved as renewal provider in addition to college / university credits

4 credits / 60 contact hours every 3 yrs

1 credit = 15 contact hrs

**IASBO Renewal Credit approval process** (sample on attachment A)

- Instructor criteria 2 of 8
- Title
- Description
- Learning objectives
- Applicable standards and criteria (attachment B)
  - 9 standards
  - 65 criteria
- Syllabus / outline
- IASBO review and approval
- BOEE review and approval

**Iowa ASBO management of SBO credit renewal data July 2012 – June 2015 (initial 3 yr cycle)**

Cooperate with other resources to accumulate contact hours  
(ISFLC/UNI, ISBMA/ISU, ISFIS, ISEA, IASB)

Total contact hours offered = 493

Total renewal contact hours recorded = 41,833

Total individuals earning any credit = 527 (includes retired and recently employed)

Average # contact hours earned = 80.5

Most contact hours earned = 217

Median contact hours earned = 73

**Classes / sessions determined by:**

- Post conference attendee surveys
- Board annual review of session offerings, participation, standards addressed, etc.
- Department of Education and State Auditor Office suggestions
- Attendance at other state conferences to identify applicable topics and presenters

**Annual evaluation of the renewal program via participant survey**

1. Satisfaction with variety and quality of offerings and instructors
 

	Variety	Quality
Agree	97%	98%
Disagree	3%	2%
2. Level of enhancement to their professional skills
 

Strongly agree	99%
Disagree	1%
3. Application of concepts learned in renewal sessions - 151
4. Suggestions for future sessions - 79
5. Specific examples of how attendees' personal professional skills have been improved as a result of the renewal courses - 124

**Attachment A**



**IOWA ASBO RENEWAL CREDIT COURSE  
INSTRUCTOR QUALIFICATIONS AND COURSE INFORMATION**

Instructor Name: Danielle Jess Haindfield Application date: 01/20/15  
Home Address: 1701 S. 50<sup>th</sup> Place West Des Moines, IA 50265  
City State Zip

Current Work Address:  
Employer: Ahlers & Cooney, P.C.  
Street: 100 Court Avenue, Suite 600 Des Moines IA 50309  
City State Zip  
Cell / Work Phone: 515-246-0374  
E-mail Address: dhaindfield@ahlerslaw.com

Trainings and/or expertise qualifying you to be an instructor for the course you are proposing.

**Completion of at least two of the following areas are required to meet BOEE criteria to allow credit toward SBO authorization renewal.**

1. Highest College Degree
  - a. University Drake University Law School
  - b. Degree: J.D.
  - c. Major: Law
  - d. Year awarded: 1999
2. C.P.A. designation  /\_/\_/ yes  /\_x/\_/ no
3. School Business Official authorization  /\_/\_/ yes  /\_x/\_/ no
4. Minimum of two yrs experience in the specialty of the presentation topic
  - a. Topic: Preparing for the Worse—Best Practices in Construction Projects
  - b. Years of direct experience: 15

Nature of experience: : Lawyer specializing in education, employment and construction law for Iowa K-12 school districts, community colleges and other municipal clients; Member of Faculty for Iowa School Business Management Academy and General Counsel to Iowa Association of School Business Officials; teach courses covering variety of educational law issues.

5. Recognition by the SBO advisory committee as possessing specific skill and knowledge related to the session topic
6. Position in a state or regulatory agency pertaining to the topic
  - a. Agency: N.A.
  - b. Title \_\_\_\_\_
  - c. Years of service: \_\_\_\_\_

7. Graduate of Iowa School Business Management Academy:  /\_ / yes     /x / no
8. Private / corporate specialist in the session topic
- Company: Ahlers & Cooney, P.C.
  - Job Title: Attorney
  - Activity performed qualifying as a specialist in the area: Legal counsel representing and counseling numerous school districts and other public sector clients on contracting, public bidding/construction/ employment and education law.

### Session Basic Information

Course / session title: Preparing for the Worse—Best Practices in Construction Projects

Brief description of the course / session to include in informational materials to assist attendees in preparation for the session:

This session will cover reasons and causes as to why construction projects go bad and what schools can do proactively both before and during to be prepared and how they can preserve their rights and claims under the AIA contract documents.

Identify the learning goals/objectives

- 1 – The participant will understand the various issues that most commonly cause problems on construction projects and how best to protect the District against them when drafting contracts and specifications.
- 2 – The participant will be able to manage and implement the claims making process under the AIA contract documents.
- 3 – The participant will know what documentation will be required to prove damages or liability against a contractor if a project goes bad.

### standards that will be addressed in this session:

- Standard 4 Demonstrates compliance with applicable federal, state, and local laws.**
- c. Has a working knowledge of laws applicable to school districts and area education agencies.
  - e. Understands and implements bidding and construction laws.
- Standard 6 Demonstrates appropriate personal skills.**
- e. Is able to analyze, evaluate, and solve problems.
- Standard 8 Fulfills professional responsibilities established by the school district**
- a. Adheres to school board policies, district procedures, and contractual obligations and ensures that applicable district policies are not in conflict with state law.
  - d. Is able to contribute to cost/benefit analyses.

To be completed by IASBO staff:

Date of course / session: 3-25-15                      Contact Hours Renewal Credit: 1

Location of course / session: Ames

Delivery method:     Face to face     Webinar     Other: \_\_\_\_\_

File code / designation: LR151

IASBO Approval signature. \_\_\_\_\_  \_\_\_\_\_ Date: \_\_3-2-15\_\_  
BOEE approval received on: \_\_2-26-15\_\_

**BEST PRACTICES IN CONSTRUCTION  
PREPARING FOR THE WORST...WHEN A CONSTRUCTION PROJECT GOES BAD**

DANIELLE HAINDFIELD  
AHLERS & COONEY, P.C.  
100 COURT AVENUE, SUITE 600  
DES MOINES, IOWA 50309  
(515) 243-7611  
[dhaindfield@ahlerslaw.com](mailto:dhaindfield@ahlerslaw.com)

- I. The Underlying Causes—How Do Construction Projects Go Bad?
- A. Contract Forms and Absence of Contracts
    1. Lack of detailed specifications or ambiguity in specifications
    2. AIA forms which are not modified to protect the Owner
  - B. Defective Workmanship by Contractor
    1. Failure to follow specifications
    2. Poor quality workmanship
  - C. Architect/Engineer Involvement
    1. Improper/ambiguous specifications
    2. Design errors
    3. Insufficient oversight, evaluation, observation of work
    4. Premature approval of Contractor pay applications
  - D. Extra Work and Impact of Change Orders
    1. Ambiguous specifications
    2. Inadequate definitions in scope of work
    3. Unknown conditions
    4. Contractor markup
  - E. Delay Claims and Impact on Schedule
    1. Weather
    2. Project sequencing
    3. Subcontractor performance
    4. Poor management from Contractor
  - F. Subcontractor Claims
    1. When subcontractors and suppliers aren't being paid—work doesn't get done.
    2. Iowa Code Chapter 573 claims (not liens) are administrative headaches.

**Attachment B**  
**Iowa School Business Official Standards and Criteria**  
**281—81.7(256) School business official knowledge and skills standards and criteria.**

**Standard 1. Each school business official shall demonstrate an understanding of Uniform Financial Accounting, governmental GAAP accounting, and statutory concepts. The school business official:**

- a. Is responsible for understanding and adhering to the Uniform Financial Accounting Manual and the current, accepted chart of accounts;
  - (1) Codes all salaries and benefits to the appropriate function, program, and project (if applicable) on a monthly basis; Demonstrates an understanding of Uniform Financial Accounting, Governmental GAAP accounting, and statutory concepts.
  - (2) Ensures revenues, expenditures, and expenses are appropriately coded to the correct account on a monthly basis;
  - (3) Ensures balance sheet items are properly coded as directed.
- b. Understands and ensures implementation of state and federal law related to employment, personnel, and payroll.
- c. Has an understanding of all projects and grants for which the district receives funding.
- d. Understands the certified budgeting process and the content and purpose of each section of the aid and levy worksheet as well as other certified budget forms.
- e. Understands the concept of spending authority.

**Standard 2. Each school business official shall demonstrate the ability to implement effective internal controls and accounting processes. The school business official:**

- a. Provides data on a monthly basis in sufficient detail as to be informative and useful for decision makers and stakeholders in providing educational and co- and extracurricular programs.
- b. Ensures delivery, on a monthly basis, of a statement of receipts, disbursements, and amount on hand for every fund.
- c. Ensures reconciliation of bank statements on a monthly basis.
- d. Consistently follows the procedure by which products and services may be purchased (state bidding requirements, purchase orders, and purchasing processes).
- e. Ensures that an annual line item budget that aligns with the district-certified budget revenues and expenditures is completed in a timely manner for each fund.
- f. Maintains an itemized statement no more than five years old of the appraised value of all buildings and other capital assets and a list of historical costs.
- g. Invests moneys not needed as authorized under Iowa Code and district policy.
- h. Uses only depositories approved by the local school board.
- i. Makes payments only to the person entitled to the payment and only for verified bills.
- j. Understands and implements the various mechanisms by which to borrow money as well as the appropriate account coding and repayment processes.
- k. Is able to produce budget forecasts and analyses of spending.
- l. Is capable of preparing employee collective bargaining costing models and estimates.

**Standard 3. Each school business official shall demonstrate an understanding of and compliance with federal, state, and local reporting requirements. The school business official:**

- a. Produces for the local school board periodic reports reflecting a financial statement in relation to spending authority and published budget control lines.
- b. Ensures that an accurate and separate account of each fund is maintained.
- c. Ensures the filing of all quarterly and annual payroll taxes and reports in a timely fashion, including but not limited to IRS Forms 941, 1099, W-2, and W-3 and OMB Circular A-87.
- d. Files with the department of education, the department of management, and the state auditor all required reports in a timely fashion.
- e. Understands the local collective bargaining agreement as well as nonemployee contracts.

**Standard 4. Each school business official shall demonstrate compliance with applicable federal, state, and local laws. The school business official:**

- a. Understands the district board's policies and procedures and effectively implements applicable policies and procedures.
- b. Implements effective records management processes and procedures.
- c. Has a working knowledge of laws applicable to school districts and area education agencies.
- d. Understands and implements employment laws.
- e. Understands and implements bidding and construction laws.
- f. Understands and implements pension processes, including but not limited to retirement plans, IPERS, and 403B investments.
- g. Ensures that the school board president's and secretary's signatures are on all checks and that the school board president's signature is on all contracts.
- h. Ensures that billing for all tuition items is completed on the current prescribed timeline.
- i. Manages scheduling and preparation for the local audit, including any request for proposals for audit services as applicable.

**Standard 5. Each school business official shall demonstrate competence in technology appropriate to the school business official position. The school business official:**

- a. Effectively manages an integrated accounting system for fund accounting by the district and is able to assess technology needs for fiscal management issues.
- b. Maintains all funds in one integrated accounting system.
- c. Displays a working knowledge of other software programs if required to be used by the school business official.
- d. Is able to use Word, database, and spreadsheet documents effectively to meet district needs.
- e. Displays competence in using the department's secured Web site for reporting purposes and has attended applicable training sessions on its use.
- f. Is able to upload the chart of accounts and understands the relationship of the chart of accounts to the other reports, including but not limited to the special education supplement, the annual report on use of sales tax revenue, and the annual transportation report. This duty includes testing the functionality of accounts used for accuracy. The testing is carried out in a manner that allows for identification of issues prior to the actual submission deadline.

**Standard 6. Each school business official shall demonstrate appropriate personal skills. The school business official:**

- a. Is an effective communicator with all stakeholders, including but not limited to colleagues, policy makers, community members, and parents.
- b. Works effectively with employees and stakeholders.
- c. Ensures the timely flow of information.
- d. Maintains confidentiality with personal, restricted and embargoed information.
- e. Is able to analyze, evaluate, and solve problems.
- f. Timely and accurately performs the duties of a school business official.
- g. Maintains an environment of mutual respect, rapport, and fairness.
- h. Participates in and contributes to a school culture that focuses on improved student learning.

**Standard 7. Each school business official shall engage in professional growth. The school business official:**

- a. Stays current with accounting technologies and the department's financial reporting system.
- b. Demonstrates habits and skills of continuous inquiry and learning.
- c. Works collaboratively to improve professional practice.
- d. Applies research, knowledge, and skills acquired from professional development opportunities to improve practice.
- e. Engages with administration on an annual review of the effectiveness of district accounting and reporting processes and on an individual performance evaluation consistent with district policy.
- f. If the school business official has not earned full authorization as a school business official, participates in the school business official mentoring program.

**Standard 8. Each school business official shall fulfill professional responsibilities established by the school district. The school business official:**

- a. Adheres to school board policies, district procedures, and contractual obligations and ensures that applicable district policies are not in conflict with state law.
- b. Demonstrates professional and ethical conduct as defined by state law and district policy.
- c. Contributes to efforts to achieve district goals.
- d. Is able to contribute to cost/benefit analyses.
- e. Participates in the board of educational examiners ethics program.
- f. Follows the code of professional conduct and ethics and the rights and responsibilities described in 282—Chapters 25 and 26 of the Iowa Administrative Code.

**Standard 9. If a school business official is also employed as the secretary or treasurer of the school board, the school business official shall:**

- a. Take the oath of office within ten days following appointment.
- b. File a bond and ensure the level of coverage is adequate.
- c. Hold office until a successor has been appointed and qualified.
- d. Publish minutes, bills, and salaries on a timely basis.
- e. Ensure that the department, the county auditor, and the treasurer are informed timely of the names and addresses for board officers as well as any changes therein.
- f. File and preserve copies of all required reports and all papers transmitted pertaining to the business of the school corporation, including all certificates, reports, and proofs related to compulsory education.
- g. Maintain separate books for minutes and elections and ensure that the records are complete.
- h. Deliver all claims to the board for audit and allowance.

## ADOPTION MEMO

**Date: October 9, 2015**

**To: Board Members**

**From: Duane T. Magee, Executive Director**

**RE: Amend IAC 282 Chapter 12 – Fee Increase**

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The 2015 General Assembly passed legislation during the 2015 legislative session that transfers \$600,000 to the Iowa Department of Education from the Iowa Board of Educational Examiners in order to pay for the “I Have a Plan Iowa” software (Conference Committee Report on HF 658 section 52 <http://coolice.legis.iowa.gov/Cool-ICE/default.asp?Category=billinfo&ga=86&Service=BillBook&hbill=CCH658>).

The appropriation of these funds will leave the BoEE with a cash balance of approximately \$550,000 to start fiscal year 2016.

The recommendation to the board is to increase all licensure fees by \$4. Raising the fees will provide the BoEE with additional dollars to rebuild this agency’s cash reserves and enhance the BoEE’s revenue stream as the agency anticipates increased expenses that will exceed existing revenue in future fiscal years if revenues are not increased. The last time the board raised fees was on 7/29/2005 when the board raised typical licensure fees from \$60 to \$85.

Below is an estimate of the amount of revenue generated from this proposed fee change:

Total anticipated revenue generated: \$122,773 (An estimated number of transactions of 30,693 multiplied by \$4)

\$92,080 will remain with the BoEE (\*75% of licensure fees remain with the agency)

\$30,693 will flow to the state’s general fund (\*25% of licensure fees are deposited to the state’s general fund)

\*See Iowa Code 272.10 (<https://www.legis.iowa.gov/docs/code/272.10.pdf>)

A public hearing was held on September 23, 2015. There were no attendees at the public hearing. The board has received one written comment in opposition to the proposed changes, submitted by the Iowa State Education Association.

CHAPTER 12  
FEES

**282—12.1(272) Issuance of licenses, certificates, authorizations, and statements of professional recognition.** All application and licensure fees are nonrefundable. The fee for the issuance of a license, certificate, statement of professional recognition, or authorization shall be ~~\$85~~ ~~\$89~~ unless otherwise specified below:

1. Class E emergency license shall be ~~\$150~~ ~~\$154~~.
2. Paraeducator certificate shall be ~~\$40~~ ~~\$44~~.
3. Behind-the-wheel authorization shall be ~~\$40~~ ~~\$44~~.

[ARC 9743B, IAB 9/7/11, effective 10/12/11; ARC 2017C, IAB 6/10/15, effective 7/15/15]

**282—12.2(272) Fees for the renewal or extension of licenses, certificates, statements of professional recognition, and authorizations.** The fee for the renewal or extension of a license, certificate, statement of professional recognition, or authorization shall be ~~\$85~~ ~~\$89~~ unless otherwise specified below:

1. The renewal of the paraeducator certificate shall be ~~\$40~~ ~~\$44~~.
2. The renewal of the behind-the-wheel authorization shall be ~~\$40~~ ~~\$44~~.
3. A one-year extension for renewal of a coaching authorization shall be ~~\$40~~ ~~\$44~~.
4. A one-year extension of the initial license shall be ~~\$25~~ ~~\$29~~. This extension may be issued if the applicant needs one additional year to meet the experience requirement for the standard license, but has met Iowa teaching standards, pursuant to rule 282—20.4(272).
5. A ~~\$25~~ ~~\$29~~ fee for an extension of the initial administrator license, which may be issued instead of renewing the initial administrator license if the applicant verifies one of the criteria listed in 282—subrule 20.8(2).

[ARC 9743B, IAB 9/7/11, effective 10/12/11; ARC 2017C, IAB 6/10/15, effective 7/15/15]

**282—12.3(272) Evaluation fee.** Each application from an out-of-state institution for initial licensure shall include, in addition to the basic fee for the issuance of a license, a one-time nonrefundable ~~\$60~~ ~~\$64~~ evaluation fee. Each application or request for a statement of professional recognition shall include a one-time nonrefundable ~~\$60~~ ~~\$64~~ evaluation fee.

**282—12.4(272) Adding endorsements.**

**12.4(1) Fee for each added endorsement.** The fee for each additional endorsement to a license following the issuance of the initial license and endorsement(s) shall be ~~\$50~~ ~~\$54~~. The fee for each additional endorsement added to a paraeducator certificate shall be ~~\$25~~ ~~\$29~~.

**12.4(2) Fee for transcript review.** Applicants may ask the board of educational examiners to analyze transcripts if the applicant believes all requirements have been met. Applicants who request board of educational examiners transcript analysis shall be assessed a ~~\$60~~ ~~\$64~~ transcript evaluation fee for each new endorsement requested. This fee shall be in addition to the fee for adding the endorsement.

[ARC 2017C, IAB 6/10/15, effective 7/15/15]

**282—12.5(272) Duplicate licenses, authorizations, and statements of professional recognition.** The fee for the issuance of a duplicate practitioner's license, certificate, statement of professional recognition, or authorization shall be ~~\$15~~ ~~\$19~~.

[ARC 2017C, IAB 6/10/15, effective 7/15/15]

**282—12.6(272) Late fees.**

**12.6(1)** An additional fee of ~~\$25~~ ~~\$29~~ per calendar month, not to exceed ~~\$150~~ ~~\$174~~, shall be imposed if an application for renewal or conversion of a Class A, B, or E license or a statement of professional recognition (SPR) is submitted after the date of expiration of a practitioner's license. Waiver of the late fee will be granted only upon a showing of extraordinary circumstances rendering imposition of the fee unreasonable.

**12.6(2)** Failure to hold an endorsement. An additional fee of ~~\$25~~ ~~\$29~~ per calendar month, not to exceed

~~\$150~~ ~~\$174~~, shall be imposed if the practitioner holds a valid Iowa license, but does not hold an endorsement for the type of service for which the practitioner is employed.

**12.6(3)** Failure to hold valid Iowa license or authorization. An additional fee of ~~\$100~~ ~~\$104~~ per calendar month, not to exceed ~~\$500~~ ~~\$524~~, shall be imposed if the practitioner does not hold a valid Iowa license or authorization. The fee will begin to be assessed on the first day of the school year for which the practitioner is employed until the practitioner submits a completed application packet for the appropriate license. The penalty will enforce Iowa Code section 272.7. Waiver of the fee will be granted only upon a showing of extraordinary circumstances rendering imposition of the fee unreasonable.

[ARC 2017C, IAB 6/10/15, effective 7/15/15]

**282—12.7(272) Fees nonrefundable.** All fees as set out in this chapter are nonrefundable.

**282—12.8(272) Portfolio review and evaluation fees.** The fee for review and evaluation of an applicant portfolio is set as follows:

**12.8(1)** For the professional education core, the portfolio review and evaluation fee shall be ~~\$500~~ ~~\$504~~.

**12.8(2)** For content endorsement, the portfolio review and evaluation fee shall be ~~\$250~~ ~~\$254~~.

[ARC 8606B, IAB 3/10/10, effective 4/14/10]

**282—12.9(272) Retention of incomplete applications.**

**12.9(1)** *Timeline for complete application materials to be submitted.* Upon receipt of an incomplete application, the executive director will send a letter of deficiencies to the applicant stipulating that complete application materials must be submitted to the board office within 45 days of the date the letter is received. If the materials are not received within that timeline, the application process will be closed. If the applicant submits information after the 45-day deadline, the application process requires submission of a complete set of application materials and fees, including late fees if applicable, for practicing with an expired license, without the proper endorsement, or without an Iowa board-issued license.

**12.9(2)** *Background check.* The background check fee will be valid for one year. If a license is not issued within one year of a completed background check, the background check shall be considered void.

**12.9(3)** *Timeline for audited online renewals.* Upon receipt of notification that the online renewal application has been audited, the applicant shall have 30 days to submit the official transcripts and mandatory reporter verification to the board office. If the materials are not received within that timeline, the applicant will be notified that the application process is closed. If the applicant submits information after the 30-day deadline, the application process requires submission of a complete set of application materials and fees. If the license expires during the 30-day deadline and the applicant is teaching, the school district will be notified that the applicant's license is expired and the individual shall not continue teaching until the complete application materials are submitted to the board office.

**12.9(4)** *Request for additional time.* If the applicant is not able to submit the application materials by the deadline, the applicant may contact the executive director with a request for additional time. The applicant must submit verification as to the need for the additional time. The executive director will review the request and provide a written decision either approving or denying the request.

[ARC 9386B, IAB 2/23/11, effective 3/30/11; ARC 2017C, IAB 6/10/15, effective 7/15/15]

**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(2), the Board of Educational Examiners hereby gives Notice of Intended Action to amend Chapter 12, “Fees,” Iowa Administrative Code.

During the 2015 legislative session, the General Assembly passed 2015 Iowa Acts, House File 658, section 52, which transfers \$600,000 to the Department of Education from the Board of Educational Examiners in order to pay for the “I Have a Plan Iowa” software. The appropriation of these funds will leave the Board with a cash balance of approximately \$550,000 to start fiscal year 2016.

In light of these developments, the Board proposes to increase all licensure fees by \$4. Raising the fees will provide the Board with additional dollars to rebuild the Board’s cash reserves and enhance its revenue stream as the agency anticipates increased expenses that will exceed existing revenue in future fiscal years if revenues are not increased. The last time the Board raised fees was in 2005, when the Board raised typical licensure fees from \$60 to \$85.

Any interested person may make written comments or suggestions on the proposed amendment before 4 p.m. on Friday, September 25, 2015. 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](mailto: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, September 23, 2015, at 1 p.m. in Room B50, Basement, 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(2).

The following amendment is proposed.

Amend 282—Chapter 12 as follows:

CHAPTER 12  
FEES

**282—12.1(272) Issuance of licenses, certificates, authorizations, and statements of professional recognition.** All application and licensure fees are nonrefundable. The fee for the issuance of a license, certificate, statement of professional recognition, or authorization shall be ~~\$85~~ \$89 unless otherwise specified below:

1. Class E emergency license shall be ~~\$150~~ \$154.
2. Paraeducator certificate shall be ~~\$40~~ \$44.
3. Behind-the-wheel authorization shall be ~~\$40~~ \$44.

**282—12.2(272) Fees for the renewal or extension of licenses, certificates, statements of professional recognition, and authorizations.** The fee for the renewal or extension of a license, certificate, statement of professional recognition, or authorization shall be ~~\$85~~ \$89 unless otherwise specified below:

1. The renewal of the paraeducator certificate shall be ~~\$40~~ \$44.
2. The renewal of the behind-the-wheel authorization shall be ~~\$40~~ \$44.
3. A one-year extension for renewal of a coaching authorization shall be ~~\$40~~ \$44.
4. A one-year extension of the initial license shall be ~~\$25~~ \$29. This extension may be issued if the applicant needs one additional year to meet the experience requirement for the standard license, but has met Iowa teaching standards, pursuant to rule 282—20.4(272).
5. A ~~\$25~~ \$29 fee for an extension of the initial administrator license, which may be issued instead of renewing the initial administrator license if the applicant verifies one of the criteria listed in 282—subrule 20.8(2).

**282—12.3(272) Evaluation fee.** Each application from an out-of-state institution for initial licensure shall include, in addition to the basic fee for the issuance of a license, a one-time nonrefundable ~~\$60~~ \$64 evaluation fee. Each application or request for a statement of professional recognition shall include a one-time nonrefundable ~~\$60~~ \$64 evaluation fee.

**282—12.4(272) Adding endorsements.**

**12.4(1) Fee for each added endorsement.** The fee for each additional endorsement to a license following the issuance of the initial license and endorsement(s) shall be ~~\$50~~ \$54. The fee for each additional endorsement added to a paraeducator certificate shall be ~~\$25~~ \$29.

**12.4(2) Fee for transcript review.** Applicants may ask the board of educational examiners to analyze transcripts if the applicant believes all requirements have been met. Applicants who request board of educational examiners transcript analysis shall be assessed a ~~\$60~~ \$64 transcript evaluation fee for each new endorsement requested. This fee shall be in addition to the fee for adding the endorsement.

**282—12.5(272) Duplicate licenses, authorizations, and statements of professional recognition.** The fee for the issuance of a duplicate practitioner's license, certificate, statement of professional recognition, or authorization shall be ~~\$15~~ \$19.

**282—12.6(272) Late fees.**

**12.6(1)** An additional fee of ~~\$25~~ \$29 per calendar month, not to exceed ~~\$150~~ \$174, shall be imposed if an application for renewal or conversion of a Class A, B, or E license or a statement of professional recognition (SPR) is submitted after the date of expiration of a practitioner's license. Waiver of the late fee will be granted only upon a showing of extraordinary circumstances rendering imposition of the fee unreasonable.

**12.6(2)** Failure to hold an endorsement. An additional fee of ~~\$25~~ \$29 per calendar month, not to exceed ~~\$150~~ \$174, shall be imposed if the practitioner holds a valid Iowa license, but does not hold an endorsement for the type of service for which the practitioner is employed.

**12.6(3)** Failure to hold valid Iowa license or authorization. An additional fee of ~~\$100~~ \$104 per calendar month, not to exceed ~~\$500~~ \$520, shall be imposed if the practitioner does not hold a valid Iowa license or authorization. The fee will begin to be assessed on the first day of the school year for which the practitioner is employed until the practitioner submits a completed application packet for the appropriate license. The penalty will enforce Iowa Code section 272.7. Waiver of the fee will be granted only upon a showing of extraordinary circumstances rendering imposition of the fee unreasonable.

**282—12.7(272) No change.**

**282—12.8(272) Portfolio review and evaluation fees.** The fee for review and evaluation of an applicant portfolio is set as follows:

**12.8(1)** For the professional education core, the portfolio review and evaluation fee shall be ~~\$500~~ \$504.

12.8(2) For content endorsement, the portfolio review and evaluation fee shall be ~~\$250~~ \$254.

~~282—12.9(272)~~ No change.

These rules are intended to implement Iowa Code chapter 272.



RECEIVED  
EXECUTIVE DIRECTOR  
BOARD OF EDUCATIONAL EXAMINERS

SEP 25 2015

September 25, 2015

Iowa Board of Educational Examiners  
c/o Kim Cunningham, Board Secretary  
Grimes State Office Bldg.  
400 East 14<sup>th</sup> St.  
Des Moines, IA 50319-0147

Dear Members of the Iowa Board of Educational Examiners:

On behalf of the members of the Iowa State Education Association, I write in opposition to the proposal to increase licensure fees, *Notice of Intended Action* ARC 2131C. Under this new proposal, licensure fees for teachers, paraeducators, school counselors and other educators would increase by \$4. The Board's stated purpose for the fee increase is to rebuild cash reserves after the General Assembly appropriated \$600,000 from Board reserves to fund the Department of Education initiative, *I Have a Plan Iowa*. While we appreciate the Board's desire to maintain the funds granted by Iowa Code § 272.10 (75% of licensure fees remain with Board to fund Board activities), educators across the state should not be called upon to shoulder the Board's desire to once again build up excess reserves.

Funds maintained by the Board were last transferred out of Board coffers in 2009. At that time, \$750,000 was transferred to the General Fund. In 2009, the Board began the fiscal year with a cash balance of nearly one million dollars. Use of Board monies to appropriate funds to other agencies does not appear to be a common occurrence and has occurred when the Board's cash balance becomes excessive. We would hope that the Board would set a fee structure that is sufficient to maintain its activities without unnecessarily accumulating funds that could remain with our members and their families.

The Board will begin the next fiscal year with a cash balance of approximately \$550,000, but has not articulated why this financial position is insufficient to carry out its statutory obligations. As such, we feel an increase in licensure fees is not necessary at this time.

Thank you for your consideration.

Sincerely,

  
Tammy E. Wawro  
President

Students  
& Parents



Schools Teachers

## ADOPTION MEMO

**Date:** October 9, 2015

**To:** Board Members

**From:** Duane T. Magee, Executive Director

**RE:** Amend IAC 282 Chapters 13, 15, 16, 18, 20, 22, 23, 24, 27

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This language provides the necessary update to administrative rules to reflect the amended Iowa Code Ch. 272.2(17) regarding the review of the Iowa court information system during background checks. The language also provides necessary clean-up to other chapters by creating a singular reference for all background check procedures.

A public hearing was held on September 23, 2015. There were no attendees at the public hearing and no written comments have been received to date.

**282—13.1(272) All applicants desiring Iowa licensure.** Licenses, **authorizations, certificates, and statements of professional recognition** are issued upon application filed on a form provided by the board of educational examiners and upon completion of the following:

**13.1(1) National criminal history background check.** An initial applicant will be required to submit a completed fingerprint packet that accompanies the application to facilitate a national criminal history background check. The fee for the evaluation of the fingerprint packet will be assessed to the applicant.

**13.1(2) Iowa division of criminal investigation background check.** An Iowa division of criminal investigation background check will be conducted on initial applicants. The fee for the evaluation of the DCI background check will be assessed to the applicant.

**13.1(3) Registries and records.** A check of the following registries and records will be conducted on initial applicants: the sex offender registry under Iowa Code section 692A.121, the central registry for child abuse information established under Iowa Code chapter 235A, the dependent adult abuse records maintained under Iowa Code chapter 235B, and the information in the Iowa court information system available to the general public. The fee for registries and records checks will be assessed to the applicant.

**13.1(3) (4) Temporary permits.** The executive director may issue a temporary permit to an applicant for any type of license, certification, or authorization issued by the board, after receipt of a fully completed application; determination that the applicant meets all applicable prerequisites for issuance of the license, certification, or authorization; and satisfactory evaluation of the Iowa criminal history background check. The temporary permit shall serve as evidence of the applicant's authorization to hold a position in Iowa schools, pending the satisfactory completion of the national criminal history background check. The temporary permit shall expire upon issuance of the requested license, certification, or authorization or 90 days from the date of issuance of the permit, whichever occurs first, unless the temporary permit is extended upon a finding of good cause by the executive director.

**282—15.7(272) Other special education practitioner endorsements.**

**15.7(6) Orientation and mobility specialist.**

*a. Authorization.* The holder of this license is authorized to teach pupils with a visual impairment (see Iowa Code section 256B.2), including those pupils who are deaf-blind.

*b. Provisional orientation and mobility license.* The provisional license is valid for three years. An applicant must:

**(6) Have completed the background check requirements set forth in 282—13.1.**

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**282—16.1(272) Statement of professional recognition (SPR).** The following are authorizations requiring or permitting statements of professional recognition and licenses obtained from the professional licensure division, department of public health, or the board of nursing:

1. School audiologist.
2. School nurse.
3. School occupational therapist.
4. School physical therapist.
5. School social worker.
6. Special education nurse.
7. Speech-language pathologist.

**16.2 Application.** Statements of professional recognition are issued upon application filed on a form provided by the board of educational examiners and upon completion of the background check requirements set forth in 282—13.1.

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**282—18.1(272) All applicants desiring an Iowa administrator license.** Administrator licenses are issued upon application filed on a form provided by the board of educational examiners and upon completion of the following:

**18.1(1) National criminal history background check.** An initial applicant will be required to submit a completed fingerprint packet that accompanies the application to facilitate a national criminal history background check. The fee for the evaluation of the fingerprint packet will be assessed to the applicant.

**Applicants must complete the background check requirements set forth in 282—13.1.**

**18.1(2) Iowa division of criminal investigation background check.** An Iowa division of criminal investigation background check will be conducted on initial applicants. The fee for the evaluation of the DCI background check will be assessed to the applicant.

**18.1(3)(2) Temporary permits.**

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**20.3(3) Background check.** Every renewal **or conversion** applicant is required to submit a completed application form with the applicant's signature to facilitate a check of the sex offender registry information under Iowa Code section 692A.121, the central registry for child abuse information established under Iowa Code chapter 235A, **and the dependent adult abuse records maintained under Iowa Code chapter 235B, and the Iowa court information system.** The board may assess the applicant a fee no greater than the costs associated with obtaining and evaluating the background check.

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

*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. ~~Applicants must complete the background check requirements set forth in 282—13.1.~~

~~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.~~

#### **282—22.2 (272) Substitute authorization.**

**22.2(1) Application process.** Any person interested in the substitute 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 substitute authorization shall meet the following requirements:

(4) ~~Iowa division of criminal investigation b~~ 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. ~~Applicants must complete the background check requirements set forth in 282—13.1.~~

(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.

#### **282—22.3(272) School business official authorization**

**22.3(4) Specific requirements for an initial school business official authorization.** Applicants for an initial school business official authorization shall have completed the following requirements:

*c. Iowa division of criminal investigation b* 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. ~~Applicants must complete the background check requirements set forth in 282—13.1.~~

*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.

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

**22.5(3) Requirements.**

*b. Iowa division of criminal investigation b* 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. ~~Applicants must complete the background check requirements set forth in 282—13.1.~~

*e. 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.

#### **282—22.7(272) School administration manager authorization.**

**22.7(3) Application process.** Any person interested in the school administration manager authorization shall submit to the board of educational examiners an application which includes a written verification of employment from a school district administrator. Application materials are available from the office of the board of educational examiners, online at <http://www.boee.iowa.gov/>.

A person serving as a school administration manager prior to July 1, 2014, is eligible for the standard school administration manager authorization, subject to the Iowa division of criminal investigation and national criminal history background checks. The person will be assessed the background check fee. The

school administration manager must have completed the school administration manager training and be listed on the Basic Educational Data Survey as a school administration manager by October 31, 2013. The application fee for such persons will be waived if the application is received prior to June 30, 2014

**22.7(4) Specific requirements for an initial school administration manager authorization.** Applicants for an initial school administration manager authorization shall have completed the following requirements:  
*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. **Applicants must complete the background check requirements set forth in 282—13.1.**

*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.

#### **282—22.8(272) iJAG authorization.**

##### **22.8(3) Requirements.**

*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. **Applicants must complete the background check requirements set forth in 282—13.1.**

*e. 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.

#### **282—22.10(272) Activities administration authorization**

**22.10(1) Application process.** Any person interested in the activities administration authorization shall submit an application and records of credit to the board of educational examiners for an evaluation 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>.

*e. 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. **Applicants must complete the background check requirements set forth in 282—13.1.**

*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.

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**282—23.1 (272,321) Requirements.** Applicants for the behind-the-wheel driving instructor authorization shall meet the following requirements:

**23.1(1) Qualifications.** To qualify for the behind-the-wheel driving instructor authorization, the applicant must:

*d. Applicants must complete the background check requirements set forth in 282—13.1.*

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**282—24.1(272) Paraeducator certificates.** Iowa paraeducator certificates are issued upon application filed on a form provided by the board of educational examiners. **Applicants must complete the background check requirements set forth in 282—13.1.**

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**282—27.2 (272) Requirements for a professional service license.**

**27.2(1) *Initial professional service license.*** An initial professional service license valid for two years may be issued to an applicant for licensure to serve as a school audiologist, school psychologist, school social worker, speech-language pathologist, supervisor of special education (support), director of special education of an area education agency, or school counselor who:

**e. Completes the background check requirements set forth in 282—13.1.**

DTM/jt

## 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(17), the Board of Educational Examiners hereby gives Notice of Intended Action to amend Chapter 13, "Issuance of Teacher Licenses and Endorsements," Chapter 15, "Special Education Support Personnel Authorizations," Chapter 16, "Statements of Professional Recognition (SPR)," Chapter 18, "Issuance of Administrator Licenses and Endorsements," Chapter 20, "Renewals," Chapter 22, "Authorizations," Chapter 23, "Behind-the-Wheel Driving Instructor Authorization," Chapter 24, "Paraeducator Certificates," and Chapter 27, "Issuance of Professional Service Licenses," Iowa Administrative Code.

The proposed amendments update administrative rules to reflect changes to Iowa Code section 272.2(17), which was amended by 2015 Iowa Acts, Senate File 131, regarding the review of information in the Iowa court information system during background checks. The amendments also streamline several rules by creating a single reference for all background check procedures.

Any interested person may make written comments or suggestions on the proposed amendments before 4 p.m. on Friday, September 25, 2015. 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](mailto: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, September 23, 2015, at 1 p.m. in Room B50, Basement, 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 amendments. 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.

These amendments are subject to waiver pursuant to 282—Chapter 6.

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

These amendments are intended to implement Iowa Code section 272.2(17) as amended by 2015 Iowa Acts, Senate File 131.

The following amendments are proposed.

ITEM 1. Amend rule 282—13.1(272) as follows:

**282—13.1(272) All applicants desiring Iowa licensure.**

**13.1(1) Licenses, authorizations, certificates, and statements of professional recognition.** Licenses, authorizations, certificates, and statements of professional recognition are issued upon application filed on a form provided by the board of educational examiners and upon completion of the following:

**13.1(1) a. National criminal history background check.** An initial applicant will be required to submit a completed fingerprint packet that accompanies the application to facilitate a national criminal history background check. The fee for the evaluation of the fingerprint packet will be assessed to the applicant.

**13.1(2) b.** *Iowa division of criminal investigation background check.* An Iowa division of criminal investigation (DCI) background check will be conducted on initial applicants. The fee for the evaluation of the DCI background check will be assessed to the applicant.

**c.** *Registries and records check.* A check of the following registries and records will be conducted on initial applicants: the sex offender registry under Iowa Code section 692A.121, the central registry for child abuse information established under Iowa Code chapter 235A, the central registry for dependent adult abuse information maintained under Iowa Code chapter 235B, and the information in the Iowa court information system available to the general public. The fee for checks of these registries and records will be assessed to the applicant.

**13.1(3) 13.1(2) Temporary permits.** The executive director may issue a temporary permit to an applicant for any type of license, certification, or authorization issued by the board, after receipt of a fully completed application; determination that the applicant meets all applicable prerequisites for issuance of the license, certification, or authorization; and satisfactory evaluation of the Iowa criminal history background check. The temporary permit shall serve as evidence of the applicant's authorization to hold a position in Iowa schools, pending the satisfactory completion of the national criminal history background check. The temporary permit shall expire upon issuance of the requested license, certification, or authorization or 90 days from the date of issuance of the permit, whichever occurs first, unless the temporary permit is extended upon a finding of good cause by the executive director.

ITEM 2. Adopt the following new subparagraph **15.7(6)“b”(6)**:

(6) Have completed the background check requirements set forth in rule 282—13.1(272).

ITEM 3. Amend rule 282—16.1(272) as follows:

**282—16.1(272) Statement of professional recognition (SPR).**

**16.1(1)** The following are authorizations requiring or permitting statements of professional recognition and licenses obtained from the professional licensure division, department of public health, or the board of nursing:

1. a. School audiologist.
2. b. School nurse.
3. c. School occupational therapist.
4. d. School physical therapist.
5. e. School social worker.
6. f. Special education nurse.
7. g. Speech-language pathologist.

**16.1(2) Application.** Statements of professional recognition are issued upon application filed on a form provided by the board of educational examiners and upon completion of the background check requirements set forth in rule 282—13.1(272).

ITEM 4. Amend rule 282—18.1(272) as follows:

**282—18.1(272) All applicants desiring an Iowa administrator license.**

**18.1(1) Administrator licenses.** Administrator licenses are issued upon application filed on a form provided by the board of educational examiners and upon completion of ~~the following:~~

~~**18.1(1) National criminal history background check.** An initial applicant will be required to submit a completed fingerprint packet that accompanies the application to facilitate a national criminal history background check. The fee for the evaluation of the fingerprint packet will be assessed to the applicant. the background check requirements set forth in rule 282—13.1(272).~~

~~**18.1(2) Iowa division of criminal investigation background check.** An Iowa division of criminal investigation background check will be conducted on initial applicants. The fee for the evaluation of the DCI background check will be assessed to the applicant.~~

**18.1(3) 18.1(2) Temporary permits.** The executive director may issue a temporary permit to an applicant for any type of license, certification, or authorization issued by the board, after receipt of a fully completed application, including certification from the applicant of completion of the Praxis II

examination, if required; determination that the applicant meets all applicable prerequisites for issuance of the license, certification, or authorization; and satisfactory evaluation of the Iowa criminal history background check. The temporary permit shall serve as evidence of the applicant's authorization to hold a position in Iowa schools, pending the satisfactory completion of the national criminal history background check and the board's receipt of verification of completion of the Praxis II examination. The temporary permit shall expire upon issuance of the requested license, certification, or authorization or 90 days from the date of issuance of the permit, whichever occurs first, unless the temporary permit is extended upon a finding of good cause by the executive director.

ITEM 5. Amend subrule 20.3(3) as follows:

**20.3(3) Background check.** Every renewal applicant for renewal or conversion is required to submit a completed application form with the applicant's signature to facilitate a check of the sex offender registry information under Iowa Code section 692A.121, the central registry for child abuse information established under Iowa Code chapter 235A, and the central registry for dependent adult abuse records information maintained under Iowa Code chapter 235B, and the Iowa court information system. The board may assess the applicant a fee no greater than the costs associated with obtaining and evaluating the background check.

ITEM 6. Amend subrule 22.1(2) as follows:

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

a. and b. No change.

c. ~~Iowa division of criminal investigation background~~ 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. Applicants must complete the background check requirements set forth in rule 282—13.1(272).

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.

ITEM 7. Amend paragraph 22.2(1)"a" as follows:

a. **Requirements.** Applicants for the substitute authorization shall meet the following requirements:

(1) to (3) No change.

(4) ~~Iowa division of criminal investigation background~~ 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. Applicants must complete the background check requirements set forth in rule 282—13.1(272).

(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.

ITEM 8. Amend subrule 22.3(4) as follows:

**22.3(4) Specific requirements for an initial school business official authorization.** Applicants for an initial school business official authorization shall have completed the following requirements:

a. and b. No change.

c. ~~Iowa division of criminal investigation background~~ 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. Applicants must complete the background check requirements set forth in rule 282—13.1(272).

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.

ITEM 9. Amend paragraph 22.5(3)"b" as follows:

b. ~~Iowa division of criminal investigation background~~ 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. The applicant must complete the background check requirements set forth in rule 282—13.1(272).~~

ITEM 10. Rescind paragraph 22.5(3)“c.”

ITEM 11. Reletter paragraphs 22.5(3)“d” to “g” as 22.5(3)“c” to “f.”

ITEM 12. Amend subrule 22.5(6) as follows:

**22.5(6) Conversion.** The preliminary native language teaching authorization may be converted to a native language teaching authorization. The applicant must provide official transcripts verifying the completion of the coursework required in 22.5(3)“e.” “d.”

ITEM 13. Amend subrules 22.7(3) and 22.7(4) as follows:

**22.7(3) Application process.** Any person interested in the school administration manager authorization shall submit to the board of educational examiners an application which includes a written verification of employment from a school district administrator. Application materials are available from the office of the board of educational examiners; online at <http://www.boee.iowa.gov/>.

~~A person serving as a school administration manager prior to July 1, 2014, is eligible for the standard school administration manager authorization, subject to the Iowa division of criminal investigation and national criminal history background checks. The person will be assessed the background check fee. The school administration manager must have completed the school administration manager training and be listed on the Basic Educational Data Survey as a school administration manager by October 31, 2013. The application fee for such persons will be waived if the application is received prior to June 30, 2014.~~

**22.7(4) Specific requirements for an initial school administration manager authorization.** Applicants for an initial school administration manager authorization shall have completed the following requirements:

a. and b. No change.

c. ~~Iowa division of criminal investigation background 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. Applicants must complete the background check requirements set forth in rule 282—13.1(272).~~

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.~~

ITEM 14. Amend paragraph 22.8(3)“b” as follows:

b. ~~Iowa division of criminal investigation background 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. The applicant must complete the background check requirements set forth in rule 282—13.1(272).~~

ITEM 15. Rescind paragraph 22.8(3)“c.”

ITEM 16. Reletter paragraphs 22.8(3)“d” to “f” as 22.8(3)“c” to “e.”

ITEM 17. Amend subrule 22.10(1) as follows:

**22.10(1) Application process.** Any person interested in the activities administration authorization shall submit an application and records of credit to the board of educational examiners for an evaluation 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](http://www.boee.iowa.gov/).

a. and b. No change.

c. ~~Iowa division of criminal investigation background 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. Applicants must complete the background check requirements set forth in rule 282—13.1(272).~~

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.~~

ITEM 18. Adopt the following new paragraph **23.1(1)“d”**:

*d.* Complete the background check requirements set forth in rule 282—13.1(272).

ITEM 19. Amend rule 282—24.1(272) as follows:

**282—24.1(272) Paraeducator certificates.** Iowa paraeducator certificates are issued upon application filed on a form provided by the board of educational examiners. Applicants must complete the background check requirements set forth in rule 282—13.1(272).

ITEM 20. Adopt the following new paragraph **27.2(1)“e”**:

*e.* Completes the background check requirements set forth in rule 282—13.1(272).

Administrative  
Rules  
Review  
Committee

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INTEROFFICE MEMORANDUM

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**TO:** Darcy Lane  
Board of Educational Examiners

**FROM:** Jack Ewing, Legal Counsel - Administrative Rules Review Committee

**SUBJECT:** Session delay: K-12 special education endorsement; specializations, ARC 1884C

**DATE:** 03/10/2015

At its March 6, 2015 meeting, the Administrative Rules Review Committee voted to delay the effective date of **ARC 1884C** until the adjournment of the **2016** legislative session. ARC 1884C establishes a new optional K-12 special education endorsement and new optional special education specializations. Existing endorsements and specializations are unaffected.

Committee members questioned whether adoption of a new, broad special education endorsement, even if optional, is appropriate, whether the holder of such an endorsement would be adequately trained to provide special education instruction, and whether students requiring special education instruction would be best served under these standards.

This filing will go into effect upon the adjournment of the **2016** session of the General Assembly if the General Assembly does not take action relating to this filing.

Please contact me at 281-6048 if you would like to discuss this issue further.

ARRC agenda reference:

**EDUCATIONAL EXAMINERS BOARD[282]**

EDUCATION DEPARTMENT[281]"umbrella"

K-12 special education endorsement; specializations, 14.2 Filed [ARC 1884C](#) .....2/18/15

1493

**EDUCATIONAL EXAMINERS BOARD[282]**

**Adopted and Filed**

Pursuant to the authority of Iowa Code section 272.2(1)“a,” the Board of Educational Examiners hereby amends Chapter 14, “Special Education Endorsements,” Iowa Administrative Code.

A committee of school administrators, special education teachers, Area Education Agency staff, Department of Education staff, and Board of Educational Examiners staff met over several months to examine possible changes to the existing special education endorsements. Based on recommendations from this committee, the Board set forth proposed amendments in a Notice of Intended Action published in the Iowa Administrative Bulletin on September 3, 2014, as **ARC 1602C**.

Under the proposed amendments, the K-12 Special Education endorsement would have replaced the current instructional strategist I and II endorsements. The newly created K-12 Special Education endorsement increases specific preparation requirements of special education teachers (both in general education and special education preparation), addresses the noncategorical delivery models of special education, and includes coverage of Iowa’s specific special education issues and practices.

A public hearing was held on September 24, 2014, with written comment accepted until September 26, 2014. Written comments received after September 26, 2014, were provided to the Board.

The Board received approximately 250 written comments on the proposed amendments. At the public hearing on September 24, 2014, 52 people signed in and 15 spoke in opposition to the proposed amendments. The primary themes of the public input were: (1) opposition to eliminating current endorsements and requiring currently licensed teachers to take necessary coursework to obtain the proposed K-12 endorsement, and (2) the breadth of the proposed K-12 endorsement.

Based on this input and in response to the expressed concern about the proposed amendments not allowing for the grandfathering-in of those currently licensed individuals who hold other special education endorsements, the Board has elected to make the K-12 Special Education endorsement an option but not a requirement. With the amendment adopted herein, no action is taken on the currently available endorsements (that is, the Board did not adopt the amendments proposed in Item 1 of the Notice). The amendment adopted by the Board adds a new endorsement, K-12 Special Education, and an option for individuals to add specializations. These specializations may only be added to a license with the new K-12 Special Education endorsement. Based on public comment, the Board has added new paragraph 14.2(11)“f” to create an optional specialization in learning disabilities.

There is an agencywide waiver provision available in 282—Chapter 6.

The Board of Educational Examiners adopted this amendment on January 15, 2015.

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 March 25, 2015.

The following amendment is adopted.

Adopt the following **new** subrules 14.2(10) and 14.2(11):

**14.2(10) K-12 special education.** This endorsement authorizes instruction in all K-12 special education programs without regard to the instructional model for all students identified with disabilities, except students with visual or hearing impairments. The applicant must present evidence of having completed coursework to meet the following program requirements.

a. Foundations of special education. To include cultural and instructional characteristics of students with disabilities, current issues, special education law, individualized education plans, history of special education, inclusive practices, and Iowa service delivery models.

b. Assessment, diagnosis and evaluation. To include diagnostic, formative, and summative assessments (both general and alternate), adaptive behavior skills, data usage in program decision making, and interpretation of standardized assessment.

c. Methods for teaching general education core curriculum. To include one course each in methods for elementary math and literacy.

d. Academic methods and strategies. To include evidence-based models for providing instructional methodologies, adaptation, accommodation and intensive interventions of the K-12 general education curriculum for students with disabilities (including concepts reflected in the Iowa Core essential elements for individuals with significant intellectual disabilities). The methodology for remediation of literacy and math skills must be included.

e. Preparation in research-based assessment and intervention practices. To include applied behavior analysis (ABA), behavior intervention planning (BIP), cognitive behavioral strategies (e.g., CBM, rational emotive education), de-escalation techniques (e.g., Mandt, CPI), functional behavioral assessment (FBA), and positive behavior interventions and supports (PBIS), in order to increase or promote language and communication development; emotional and social health; positive social interaction, personal satisfaction, and self-determination; decision-making skills; and independent functioning at school and home and in the community.

f. Collaborative and transition partnerships. To include awareness of the services, networks, and organizations available including transitional support K-12; preparation in working with parents and families, community agencies, service providers, and support staff including paraeducators; strategies for working with general classroom teachers and knowledge of the collaborative and consultative roles of special education teachers in the integration of individuals with disabilities into the general curriculum and classroom; and special emphasis on transitions of students to postsecondary environments.

g. Assistive/instructional technology. To include preparation in the use of assistive and instructional technology to assist students with moderate to significant disabilities to access the core curriculum and address compensatory or individualized needs, including accessible instructional materials.

h. Student teaching across all grade levels (K-12) with students with disabilities.

**14.2(11) *Special education specializations.*** Specializations allow the applicant to demonstrate expanded knowledge and skills with specific disability categories. The following specializations are not endorsements and are not required for specific assignments, but may be used by local school districts and nonpublic schools in specific settings. Specializations may be added to a teaching license by the completion of an additional 15 credit hours dedicated to the specialization beyond the special education endorsement requirements.

a. Intellectual disabilities: Fifteen credit hours of coursework dedicated to characteristics, instructional methodology, assessment, and transition of K-12 students with intellectual disabilities.

b. Autism spectrum disorders: Fifteen credit hours of coursework dedicated to characteristics, instructional methodology, assessment, and transition of K-12 students with autism spectrum disorders.

c. Behavioral/emotional disorders: Fifteen credit hours of coursework dedicated to characteristics, instructional methodology, assessment, and transition of K-12 students with behavior/emotional disorders.

d. Multiple disabilities: Fifteen credit hours of coursework dedicated to characteristics, instructional methodology, assessment, and transition of K-12 students with multiple disabilities.

e. Physical disabilities: Fifteen credit hours of coursework dedicated to characteristics, instructional methodology, assessment, and transition of K-12 students with physical disabilities.

f. Learning disabilities: Fifteen credit hours of coursework dedicated to characteristics, instructional

methodology, assessment, and transition of K-12 students with learning disabilities.

[Filed 1/27/15, effective 3/25/15]

[Published 2/18/15]

## NOTICE MEMO

**Date:** October 9, 2015

**To:** Board Members

**From:** Duane T. Magee, Executive Director

**RE:** Amend IAC 282 Chapter 13.28(26)c(12), 13.28(27)c(2), 27.3(1)c(2), and 27.3(2)c(2) to reduce the number of practicum and internship hours required for Professional School Counselors and bring it into alignment with national standards

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These are proposed changes to the number of practicum and internship hours for adding the K-8 and 5-12 Professional School Counselor endorsement to both an Iowa teaching license and an Iowa Professional Service License. Currently Iowa requires 500 hours at the K-8 level and 500 hours at the 5-12 level. This equates to approximately 12.5 weeks for each endorsement or 25 weeks for both. This significantly exceeds the required 100 hour practicum and 600 hour internship required by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) who sets the national standards for counseling. These changes would bring Iowa into alignment with national standards and cease imposing an undue hardship on individuals seeking both endorsements.

**282—13.28(26)c.(12)** Teaching and counseling practicum. ~~The school counselor demonstrates competency in conducting classroom sessions with elementary and middle school students. The practicum consisting of a minimum of 500 contact hours provides opportunities for the prospective counselor, under the supervision of a licensed professional school counselor, to engage in a variety of activities in which a regularly employed school counselor would be expected to participate including, but not limited to, individual counseling, group counseling, developmental classroom guidance, and consultation.~~ Candidates will complete a pre-service supervised practicum for a minimum of 100 hours and at least 40 of these hours must be direct service. Candidates will complete a supervised internship for a minimum of 600 hours and at least 240 of these hours must be direct service. For candidates seeking both the K-8 and 5-12 professional school counselor endorsements, a minimum of 100 hours of the practicum or internship experiences listed above must be completed at each of the desired endorsement levels.

**282—13.28(27)c.(2)** The teaching and counseling practicum. ~~The school counselor demonstrates competency in conducting classroom sessions with middle and secondary school students. The practicum consisting of a minimum of 500 contact hours provides opportunities for the prospective counselor, under the supervision of a licensed professional school counselor, to engage in a variety of activities in which a regularly employed school counselor would be expected to participate including, but not limited to,~~

individual counseling, group work, developmental classroom guidance, and consultation. The candidate will complete a pre-service supervised practicum and an internship that meets the requirements set forth in 282-13.28(26)c(12).

**282—27.3(1)c.(2)** The teaching and counseling practicum. The school counselor demonstrates competency in conducting classroom sessions with elementary and middle school students. The practicum consisting of a minimum of 500 contact hours provides opportunities for the prospective counselor, under the supervision of a licensed professional school counselor, to engage in a variety of activities in which a regularly employed school counselor would be expected to participate including, but not limited to, individual counseling, group counseling, developmental classroom guidance, and consultation. The candidate will complete a pre-service supervised practicum and an internship that meets the requirements set forth in 282-13.28(26)c(12).

**282—27.3(2) c. (2)** The teaching and counseling practicum. The school counselor demonstrates competency in conducting classroom sessions with middle and secondary school students. The practicum consisting of a minimum of 500 contact hours provides opportunities for the prospective counselor, under the supervision of a licensed professional school counselor, to engage in a variety of activities in which a regularly employed school counselor would be expected to participate including, but not limited to, individual counseling, group work, developmental classroom guidance, and consultation. The candidate will complete a pre-service supervised practicum and an internship that meets the requirements set forth in 282-13.28(26)c(12).

mln/DT

## DISCUSSION MEMO

**Date:** October 9, 2015

**To:** Board Members

**From:** Duane T. Magee, Executive Director

**RE:** Amend IAC 282 Chapter 24 – Paraeducator area of concentration

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A committee of Paraeducator Preparation Program staff members, Department of Education staff, and Board of Educational Examiners staff met over several months to examine possible changes to the Early Childhood Paraeducator area of concentration. If the proposal is adopted, it would replace the current Early Childhood Paraeducator area of concentration.

### 24.4(1)

*Early childhood—prekindergarten through grade 3.* The paraeducator shall successfully complete the following list of competencies ~~so that, under the direction and supervision of a qualified classroom teacher, the paraeducator will be able to:~~

~~a. Reinforce skills, strategies, and activities involving individuals or small groups.~~

~~b. Participate as a member of the team responsible for developing service plans and educational objectives for parents and their children.~~

~~c. Listen to and communicate with parents in order to gather information for the service delivery team.~~

~~d. Demonstrate knowledge of services provided by health care providers, social services, education agencies, and other support systems available to support parents and provide them with the strategies required to gain access to these services.~~

~~e. Demonstrate effective strategies and techniques to stimulate cognitive, physical, social, and language development in the student.~~

~~f. Gather information as instructed by the classroom teacher about the performance of individual children and their behaviors, including observing, recording, and charting, and share information with professional colleagues.~~

~~g. Communicate and work effectively with parents and other primary caregivers.~~

**a. Foundations: Under the supervision of a licensed education professional the paraeducator will:**

1. Know and understand young children's typical and atypical developmental stages, and needs at each stage.
2. Recognize multiple influences on young children's development and learning.
3. Recognize developmentally appropriate practices for interactions and education of young children.

*b.* Learning environment: Under the supervision of a licensed education professional the paraeducator will:

1. Describe the elements of environments that support children's learning and well-being.
2. Demonstrate skills, strategies, and activities involving individuals or small groups to reinforce instruction from a licensed teacher.
3. Set up environments that are safe, inclusive, and responsive to children's developmental strengths, interests and needs.

*c.* Content and instruction: Under the supervision of a licensed education professional the paraeducator will:

1. Recognize effective strategies and techniques to stimulate cognitive, physical, social, emotional, and language development for each child-student in a developmentally appropriate way.
2. Know and understand the Iowa Early Learning Standards by describing what young children know and do in order to provide experiences and interactions to promote learning.
3. Gather information as instructed by the classroom teacher about individual children's development, learning and behaviors including observing, recording, and charting.

*d.* Emotional and behavioral: Under the supervision of a licensed education professional the paraeducator will:

1. Gather information as instructed by the classroom teacher to identify children's skills to provide appropriate levels of support needed for them to access, participate and engage in activities.
2. Implement teacher designed intervention plans to promote positive social relationships, interactions and behaviors that are age and developmentally appropriate.

*e.* Professional Relationships: Under the supervision of a licensed education professional the paraeducator will:

1. Demonstrate the ability to collaborate with educational team to systematically and regularly exchange information to support problem solving, planning, and implementing instruction and individualized interventions.
2. Demonstrate the ability to establish relationships with children and their families that are respectful, supportive and sensitive to all families.
3. Demonstrate a collaborative relationship with the teacher to support children's learning.

4. Demonstrate knowledge of community services and agencies available to assist families.

f. Ethical and Professional practice: Under the supervision of a licensed education professional the paraeducator will:

1. Demonstrate knowledge of Iowa Early Learning Standards and the preschool program standards being implemented which may be Iowa's quality Preschool Program Standards, Head Start Program Performance Standards and NAEYC Program Standards and Accreditation Criteria.

Date: October 9, 2015

To: Board Members

From: Darcy Lane

Re: Reminders regarding petitions for waiver

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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:** Christie VanWey

**License:** Folder # 1023405

VanWey's application for an initial school business official authorization was denied.

**Reason for Waiver:** VanWey holds an associate's degree in Liberal Arts. She has 33 hours of coursework in business and 9 hours of coursework in accounting. The rule for the initial SBO authorization requires an associate's degree in business or accounting, or 60 semester hours of coursework in business or accounting of which 9 semester hours must be in accounting.

**Rule Citation:** 282—22.3(4)

**Specific requirements for an initial school business official authorization.**

Applicants for an initial school business official authorization shall have completed the following requirements:

- a. *Education.* Applicants must have a minimum of an associate's degree in business or accounting or 60 semester hours of coursework in business or accounting of which 9 semester hours must be in accounting. If the applicant has not completed 9 semester hours in accounting but has 6 or more semester hours in accounting, the applicant may be issued a temporary school business official authorization valid for one year.

**Rationale:** VanWey has completed a significant amount of the required coursework, and has approximately ten years of business management/accounting experience. Her work experience includes a position handling accounts receivable and payroll for the Linn-Mar Community School District.

**Hardship:** VanWey has accepted a position with the Alburnett Community Schools as business manager. (The district currently shares an SBO with another district.) Denial of her licensure application will prevent her from entering the SBO licensure program through IASBO, and obtaining an SBO mentor.

**Prejudice to Others:** VanWey believes there would be no prejudice to others if the Board chose to grant the waiver. She cites one previous petition for waiver of the initial school business official authorization educational requirements. In PFW 13-05, the board granted a waiver to Kristina Smith, who had a bachelor's degree in Health Care Administration. Smith had 6 hours of accounting coursework, 24 hours of business/management coursework, and a comparable amount of experience. The board granted the waiver with the understanding that Smith would complete fulfill the education requirements during the term of her initial SBO authorization.

**Safety and welfare of others:** With regard to this factor, VanWey cites her significant coursework in business, management, and accounting, her relevant work experience, and

letters of reference from the Alburnett superintendent and the Linn-Mar business manager.

**Recommendation:** The staff recommends that the board grant a conditional waiver, requiring VanWey to complete one of the following within the term of her initial SBO authorization: (1) an associate's degree in business or accounting; (2) 60 hours of coursework in business; or (3) a bachelor's degree in business or accounting.

**MODEL MOTIONS:**

**GRANT THE WAIVER:** I move that the board issue an order finding that the criteria in rule 282—6.4 have been met, and granting Petition for Waiver number 15-14, with the condition that the petitioner, within the term of the initial SBO authorization, complete an associate's degree in business or accounting, 60 hours of coursework in business, or a bachelor's degree in business or accounting.

**DENY THE WAIVER:** I move that the board deny Petition for Waiver number 15-14 because the petition has not provided clear and convincing evidence of the following criteria:

- The application of the rule would impose an undue hardship on the person for whom the waiver is requested.
- The waiver from the requirements of the rule in the specific case would not prejudice the substantial legal rights of any person.
- The provisions of the rule subject to the petition for a waiver are not specifically mandated by statute or another provision of law.
- 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.

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

## **Proposed 2015-2016 BoEE Priorities**

### **Legislative Priorities:**

Avoid appropriating BoEE funds.

Modify Iowa Code so that a smaller percentage of BoEE revenue goes to the state's general fund.

Encourage the General Assembly to provide funding for the TeachIowa.gov system.

Modify Iowa Code to make the possession of alcohol or drugs or being under the influence of alcohol or drugs on school grounds a mandatory ethics complaint.

### **Administrative Code Priorities:**

Change experience requirements for principals to a combination of teaching and administration, similar to the rule for superintendents.

Change jurisdictional rules to address frivolous complaints by allowing the executive director to review investigative reports before the board makes a probable cause determination.

### **Other Priorities:**

Work with the Iowa court system to make Iowa Courts Online Search more user friendly.

Begin asking on background checks if an applicant has ever had a sanction for another type of professional license.

Extend licensure renewal credits to the following areas:

National leadership positions in education

# NASDTEC INTERSTATE AGREEMENT FOR EDUCATOR LICENSURE 2015-2020

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## SECTION I: PURPOSE

The purpose of this Interstate Agreement is to provide a mechanism to inform the Membership and the public of Jurisdiction- Specific Requirements for educator licensure in each Member Jurisdiction.

## SECTION II: ASSUMPTIONS

- Education is a regulated profession.
- Each Member Jurisdiction has the authority to establish professional and ethical standards for preparation, licensure and continuing development of educators.
- Each Member Jurisdiction has the responsibility to adhere to federal requirements and guidelines regarding the qualification of educators.
- Understanding licensure requirements of the different Member Jurisdictions facilitates professional educator mobility.
- The term “reciprocity” is often inappropriately applied to educator mobility between Member Jurisdictions.
- As licensure criteria differ from Member Jurisdiction to Member Jurisdiction, an educator’s license from one Member Jurisdiction is not automatically "exchanged" for a license in another Member Jurisdiction.
- Minimum essential components of an approved educator preparation program are completion of a:
  - bachelor’s degree (either prior to admission to the program or as part of the program);
  - supervised clinical practice; and
  - planned program of study.

A Member Jurisdiction may impose additional components to meet its own standards.

- Recognition of national certification of educators, for example the National Board for Professional Teaching Standards, is at the discretion of Member Jurisdictions.
- The terms defined in this Interstate Agreement provide a common vocabulary which Member Jurisdictions agree to use in disseminating information nationally and internationally.
- The Interstate Agreement is not intended to alter, amend or regulate individual Member Jurisdiction licensure requirements.

**SECTION III: DEFINITIONS**

For purposes of this Interstate Agreement, the following terms are defined as:

A. **“Accredited Institution”** means a college or university which awards a baccalaureate or higher degree and, if located within the United States, is fully accredited by one of the following regional accrediting bodies:

1. Middle States Association of Colleges and Schools;
2. New England Association of Schools and Colleges;
3. North Central Association of Colleges and Schools;
4. Northwest Association of Schools and Colleges;
5. Southern Association of Colleges and Schools; and
6. Western Association of Schools and Colleges.

If the college or university does not have regional accreditation as detailed above, consideration of the educator for licensure is at the discretion of the Member Jurisdiction.

B. **“Administrator”** means an educator whose primary duties may include :

1. the supervision of programs or curriculum; or
2. supervision or management of a local educational agency, a school building, a school program, or a school system.

C. **“Approved program”** means a planned program of study leading to licensure in the appropriate Member Jurisdiction. Approved programs may be either traditional or non-traditional. A non-traditional program is a post-baccalaureate program in which the candidate may be employed as an educator prior to completion of the program, as defined by the USDOE.

<b>TEACHER</b>	<i>Traditional Program</i>	<i>Non-Traditional Program</i>
<b>Rigorous Admission Standards</b>	Yes	Yes—including a bachelor's degree earned prior to admission
<b>Conferred Degree Upon Program Completion</b>	Yes or No	Yes or No
<b>Delivered By An IHE</b>	Yes	Yes or No
<b>Supervised Clinical Practice</b>	Yes	Yes but may differ from a traditional program
<b>May Be Employed As An Educator While Completing Program</b>	No	Yes

<b>ADMINISTRATOR</b>	<i>Traditional Program</i>	<i>Non-Traditional Program</i>
<b>Rigorous Admission Standards</b>	Yes—including a bachelor's degree or higher earned prior to admission	Yes—including a bachelor's degree or higher earned prior to admission
<b>Conferred Degree Upon Program Completion</b>	Yes or No	Yes or No
<b>Delivered By An IHE</b>	Yes	Yes or No
<b>Supervised Clinical Practice</b>	Yes	Yes but may differ from a traditional program
<b>May Be Employed As An Educator While Completing Program</b>	Yes or No	Yes

*Note: A program approved in one Member Jurisdiction may not lead to licensure in another Member Jurisdiction.*

D. **“Educator”** is categorized as a teacher, administrator or support professional who may be required by the Member Jurisdiction to hold a license. A Member Jurisdiction may recognize additional categories of licensure (e.g. Career and Technical educators) not addressed by this Interstate Agreement.

E. **“Experience”** means employment and licensure as required by the Member Jurisdiction.

F. **“Jurisdiction-specific requirement”** (JSR) means any criterion beyond the minimum essential components required by a Member Jurisdiction for licensure. The following is a non-inclusive list of JSRs:

- grade-point average;
- testing or other forms of assessment;
- mentoring;
- supervised and evaluated pre-service or professional experience;
- course delivery methodology;
- program approval comparability;
- specific coursework;
- valid license, as defined by the Receiving Member Jurisdiction,
- post-baccalaureate coursework or degrees;
- continuing professional development;
- moral fitness or character; or
- citizenship.

G. **“Stages of Administrator License”** are described below and are general categories of licensure. Member Jurisdictions may or may not offer these stages of licensure or require licensure to be eligible for certain school administrator work assignments.

1. **“Stage 1 Administrator License”** means a license issued to an individual who holds a minimum of a Bachelor’s degree, has met approved school administrator

preparation program admission requirements, but has not met the jurisdiction specific requirements of the issuing Member Jurisdiction.

2. **“Stage 2 Administrator License”** means a license issued to an individual who has completed an approved school administrator preparation program, but has not met the jurisdiction-specific requirements for a Stage 3 license of the issuing Member Jurisdiction.
3. **“Stage 3 Administrator License”** means a license issued to an individual who holds a minimum of a Master’s degree and has met all Jurisdiction Specific Requirements for licensure, including endorsements when applicable.

H. **“Stages of Teacher Licensure”** are described below and are general categories of licensure. Member Jurisdictions may or may not have licenses available in each stage.

1. **“Stage 1 Teacher License”** means a license issued to an individual who holds a minimum of a Bachelor’s degree, has met approved teacher preparation program admission requirements, but has not met the jurisdiction-specific requirements of the issuing Member Jurisdiction.
2. **“Stage 2 Teacher License”** means a license issued to an individual who holds a minimum of a Bachelor’s degree, has completed an approved teacher preparation program, but has not met the jurisdiction-specific requirements for a Stage 3 license of the issuing Member Jurisdiction.
3. **“Stage 3 Teacher License”** means a license issued to an individual who holds a minimum of a Bachelor’s degree, has completed an approved teacher preparation program and has met all jurisdiction-specific requirements of the issuing Member Jurisdiction.
4. **“Stage 4 Teacher License”** means a license issued to an individual who holds a minimum of a Master’s degree or the equivalent, has completed an approved teacher preparation program and has met any jurisdiction-specific requirements beyond those required for the Stage 3 License of the issuing Member Jurisdiction.

I. **“License”** means certificate, credential or other similar term designated by the Member Jurisdiction.

J. **“Member Jurisdiction”** means an entity which is a voting member of NASDTEC.

K. **“School”** means an institution, other than a home school, which offers instruction for students of any grade, birth-Grade 12, which satisfies the compulsory attendance requirements of the Member Jurisdiction in which the institution is located.

L. **“Support Professional”** means a person, other than a teacher or administrator, who is required to hold an educator license based upon at least a bachelor’s degree.

M. **“Teacher”** means a person whose primary responsibility is to instruct students or as otherwise defined by the Member Jurisdiction.

## **SECTION IV: DUTIES OF MEMBER JURISDICTIONS**

In signing this Interstate Agreement, Member Jurisdictions agree to:

- A. Adopt and enforce quality standards for approved programs;
- B. Maintain and publish a current listing of programs approved within the Member Jurisdiction;
- C. Apply Jurisdiction-Specific Requirements equitably to applicants completing approved programs in any other Member Jurisdiction;
- D. Agree in principle to the "Assumptions" set forth in this Interstate Agreement;
- E. Agree in principle to the "Minimum Essential Components";
- F. In addition to the signing the NASDTEC Interstate Agreement for Educator Licensure, each Member Jurisdiction signs the NASDTEC Educator Information Clearinghouse Agreement, agreeing to notify the NASDTEC Educator Information Clearinghouse immediately upon denial, suspension, revocation, or surrender of an educator's License for reasons other than failing to meet academic requirements.

## **SECTION V: PROCEDURE FOR MEMBER PARTICIPATION**

- A. Each Member Jurisdiction shall complete a Jurisdiction-Specific Requirement (JSR) Index for each educator category in the form and timeframe as directed by the NASDTEC Executive Director.
- B. Each Member Jurisdiction shall revise the Jurisdiction-Specific Requirement Index immediately in the event that its licensure criteria are amended or modified.
- C. The NASDTEC Executive Director shall compile a Master Index reflecting all Member Jurisdiction's Jurisdiction-Specific Requirements for distribution and for posting on the NASDTEC web site.

## **SECTION VI: DURATION OF THE INTERSTATE AGREEMENT**

- A. This Interstate Agreement shall have duration until September 30 of each year ending in a five or a zero, unless terminated as provided below. The Interstate Agreement shall be automatically renewed in the then-current format for each subsequent five-year period unless written notice of intent not to renew is given to the Executive Director of NASDTEC by July 1 of the final year of an Interstate Agreement period.
- B. A Member Jurisdiction may withdraw from the Interstate Agreement upon one year's written notice to the Executive Director of NASDTEC who shall in turn notify all other affected Member Jurisdictions. It shall be incumbent upon the Executive Director to notify other Member Jurisdictions.

## SECTION VII: MISCELLANEOUS TERMS

A. The NASDTEC Executive Board, by and through the Chair of the NASDTEC Interstate Agreement Committee, shall be responsible for administration and interpretation of this Interstate Agreement.

B. NASDTEC recognizes the fluidity of educator preparation and licensure laws, regulations and policies in Member Jurisdictions. It is NASDTEC's intent to maintain the JSR Index as a current and accurate reflection of each Member Jurisdiction's requirements. However, circumstances beyond the control of NASDTEC may, on occasion, inhibit the accuracy of the Master Index. Accordingly, it is recommended that users of the JSR Index refer to Member Jurisdictions' websites to confirm specific requirements. Further, it is understood that this Interstate Agreement and the JSR Index are provided to facilitate the exchange of information and are not intended to supplant or supersede individual jurisdiction's authority.

## SECTION VIII: MEMBER JURISDICTION-SPECIFIC LICENSURE REQUIREMENTS

Driven by the Assumptions identified in Section II of this document, as of October, 2010, NASDTEC Member Jurisdictions recognize the complex nature of the Interstate Agreement, and the public's need for clear, accurate information when moving from one Member Jurisdiction to another. Member Jurisdictions agree to make Levels of Licensure and Jurisdiction Specific Requirements (JSR) clear to each other and the public by completing and maintaining the JSR Index. This Index is intended to provide information to anyone seeking educator licensure in a Member Jurisdiction, whether prepared through a traditional or non-traditional pathway. It identifies specific requirements beyond the NASDTEC-identified "Minimum Essential Components" for educator preparation. A Member Jurisdiction's laws and regulations in place at the time of application for licensure supersede information provided here.

The JSR Index templates are provided in separate documents.

## SECTION IX: ASSURANCES

The signatory to this Interstate Agreement hereby assures that he or she is authorized to sign on behalf of the Member Jurisdiction and that the Interstate Agreement, Jurisdiction Specific Requirements and Addendum (when completed) have been reviewed and accepted by those individuals or entities responsible for licensure of educators in this Member Jurisdiction.

### **APPROVED AND ACKNOWLEDGED BY:**

<b>Member Jurisdiction (State):</b>	
<b>Name:</b>	<b>Title:</b>
<b>Signature:</b>	<b>Date:</b>
<b>Jurisdiction Contact:</b>	
<b>Email:</b>	<b>Phone:</b>

STATE OF IOWA  
BOARD OF EDUCATIONAL EXAMINERS

Sample License

First Middle Last

Folder Number 399999

Issue Date 10/09/2015

Expiration Date 10/09/2015



www.boee.iowa.gov

First Middle Last  
400 E. 14<sup>th</sup> St.  
Des Moines, IA

50319

**IMPORTANT!**

If there are any corrections, please contact our office at (515)281-3245 within 30 days. Any corrections after that date will require a fee.

It is your responsibility to provide a copy of your license to your administrator

**TO TEST FOR AUTHENTICITY:**

The wallet card and certificate have an embossed gold foil seal stating "IOWA BOARD OF EDUCATIONAL EXAMINERS LICENSURE". The face of the certificate has a green security background that may read "COPY" when faxed or copied. The original document is printed on paper that has an artificial watermark on the reverse side; when held at an angle it reads: PROTECTED DOCUMENT.

# State of Iowa

## Board of Educational Examiners Sample License

First Middle Last

Sample Endorsement

Folder Number 399999 License Issue Date 10/09/2015 Expiration Date 10/09/2015



Richard E. Wortmann, Board Chair  
Board of Educational Examiners

Duane T. Magee, Executive Director  
Board of Educational Examiners

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