

**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

2016-2017 BoEE Goals

- Goal 1: The Board will continue to recommend a plan to require ongoing ethics training for all licensees.
- Goal 2: The Board will develop rules for practitioner licensure that maintain high standards, are research based, provide flexibility in attainment, and provide support for school districts including recruitment and retention in special education and other shortage areas.
- Goal 3: The Board will continue to implement a communication plan for the dissemination of information to its constituent groups including the use of social media and electronic communication.

AGENDA
TIMES ARE APPROXIMATE

February 10, 2017
(amended 02.09.17)

9:00 a.m. Call Meeting to Order

Approve the Agenda

[Tab A](#)

Consent Agenda

- a. Minutes from January 12, 2017 board meeting

[Tab B](#)

Communication Regarding Extension of 180-day Timeline

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 January 12, 2017 board meeting
- c. Reinstatement(s)
 - 1. Case No. 14-83 Jenny Turner
 - 2. Case No. 10-65 Samantha Grosenheider

Communication from the Public

Board Communications

- a. Board Member Reports
- b. Legislative Update – Phil Wise
- c. Executive Director’s Report
 - 1. Licensing System Update
 - 2. Financial Update
 - 3. Agenda Items for Board Meeting/Retreat – June 15-16, 2017
 - 4. Board Operating Guidelines Committee (Carroll, Overholtzer and Schmidt)

[Tab C](#)

- 11:00 a.m. Stakeholder Presentation
Special Education Model School, Thomas Mayes, DE Attorney,
Division of Learning and Results
- 12:05 p.m. Lunch for Board Members
- Rules [Iowa Administrative Code – Chapter 282 (272)]
- a. *Adopt*
 - 1. None
 - b. *ARRC Review Pending*
 - 1. None
 - c. *Notice*
 - 1. IAC 282 Chapters 1, 12, 13, 20, 22 – Code clean up [Tab D](#)
 - 2. IAC 282 Chapters 13, 24 – Elem. Ed., Multioccupations, CTE authorization, paraeducator, autism [Tab E](#)
 - d. *Items for Discussion*
 - 1. IAC 282 Chapters 13, 22, and 27 – Ethics training as a requirement for standard license [Tab F](#)
- Waivers
- 1. None
- Reports/Approvals
- 1. Recommendation for Background Check Fee Increase [Tab G](#)
 - 2. Future Meeting Dates [Tab H](#)
- 2:00 p.m. Adjournment

Upcoming Meetings

Wednesday, March 7, 2017, telephonic – if needed

Friday, April 7, 2017

1 **MOTION CARRIED UNANIMOUSLY.** (Dr. Lebo left the room during the discussion of
2 this case in closed session.)

3
4 Jay Prescott moved, with a second by Kathy Behrens, that in **case number 16-150**,
5 the Board find that the evidence gathered in the investigation, including witness
6 statements and the documentary evidence, does not substantiate the allegations in the
7 complaint, and that the Board therefore lacks probable cause to proceed with this
8 matter. **MOTION CARRIED UNANIMOUSLY.**

9
10 Kathy Behrens moved, with a second by Erin Schoening, that in **case number 16-40**,
11 the Board find probable cause to establish a violation of the following provisions of the
12 Code of Professional Conduct and Ethics, 282 IAC – Chapter 25.3(1)(b), 25.3(2)(a),
13 25.3(6)(c) and order this case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

14
15 Jay Prescott moved, with a second by Erin Schoening, that in **case number 16-160**,
16 the Board find probable cause to establish a violation of the following provisions of the
17 Code of Professional Conduct and Ethics, 282 IAC – Chapter 25.3(2)(b) and order this
18 case set for hearing. Roll call vote: Behrens – yes; Overholtzer – yes; Prescott – yes;
19 Schmidt – yes; Schoening – yes; Sullivan – recused; Yedlik – yes. **MOTION CARRIED.**

20
21 Erin Schoening moved, with a second by Kathy Behrens, that in **case number 15-**
22 **183**, the Board find probable cause to establish a violation of the following provisions
23 of the Code of Professional Conduct and Ethics, 282 IAC – Chapter 25.3(1)(b)(1) and
24 (1)(e)(4), 25.3(1)(d) and 25.3(6)(c) and order this case set for hearing. **MOTION**
25 **CARRIED UNANIMOUSLY.**

26
27 Kathy Behrens moved, with a second by Jay Prescott, that in **case number 16-134**,
28 the Board accept the agreement submitted by the parties, and issue an Order
29 incorporating the agreement of the parties and imposing the agreed upon sanction.
30 **MOTION CARRIED UNANIMOUSLY.**

1 Kathy Behrens moved, with a second by Erin Schoening, that the Board not initiate
2 review of the proposed decision in **case number APP 16-12, In the Matter of Kari**
3 **Bappe**, and allow the proposed decision to become the final decision of the Board
4 unless an appeal is taken by one of the parties within the time allowed by rule.

5 **MOTION CARRIED UNANIMOUSLY.** (Jordan Esbrook and Ann Lebo left the room
6 during the discussion of this case in closed session.)

7
8 Jay Prescott moved, with a second by Erin Schoening, that the Board not initiate
9 review of the proposed decision in **case number 16-22, In the Matter of Adam**
10 **Haacke**, and allow the proposed decision to become the final decision of the Board
11 unless an appeal is taken by one of the parties within the time allowed by rule.

12 **MOTION CARRIED UNANIMOUSLY.** (Ann Lebo left the room during the discussion of
13 this case in closed session.)

14
15 Kathy Behrens moved, with a second by Jay Prescott, to extend the 180-day deadline
16 for issuance of the final decision in **case number 16-120**, based upon the amount of
17 time needed to complete the investigation due to pending criminal charges. **MOTION**
18 **CARRIED UNANIMOUSLY.**

19
20 Mary Kay Overholtzer moved, with a second by Katherine Schmidt, that the Board
21 approve the closed session minutes for November 4, 2016 and December 7, 2016. Roll
22 call vote: Behrens – yes; Overholtzer – yes; Prescott – yes; Schmidt – yes; Schoening –
23 abstain (for the November minutes); Sullivan – yes; Yedlik – yes. **MOTION CARRIED.**

24
25 The following cases were discussed in open session.

26
27 Jay Prescott moved, with a second by Erin Schoening, that in **case number 12-81**,
28 the Board grant the Respondent’s request for reinstatement and issue an order
29 stating the basis for the suspension no longer exists and it will be in the public
30 interest for the license to be reinstated. **MOTION CARRIED UNANIMOUSLY.**

31 (Respondent was suspended for a minimum period of three years per an order issued
32 August 9, 2013. The order states he is eligible for reinstatement as of August 2016,

1 provided he completes boundaries counseling and Ethics for Educators. He has
2 submitted documentation of completion.)

3
4 Kathy Behrens moved, with a second by Jay Prescott, that in **case number 15-161**,
5 the Board grant the Respondent’s request for reinstatement and issue an order
6 stating the basis for the suspension no longer exists and it will be in the public
7 interest for the license to be reinstated. **MOTION CARRIED UNANIMOUSLY.**

8 (Respondent was suspended per an order issued August 22, 2016. The order states
9 he is eligible for reinstatement as of October 16, 2016, provided he completes Ethics
10 for Educators. He has submitted documentation of completion.)

11
12 Erin Schoening moved, with a second by Kathy Behrens, that in **case number 10-**
13 **43**, the Board grant the Respondent’s request for reinstatement and issue an order
14 stating the basis for the suspension no longer exists and it will be in the public
15 interest for the license to be reinstated. **MOTION CARRIED UNANIMOUSLY.**

16 (Respondent was suspended for a minimum period of five years per an order issued
17 November 18, 2011. The order states she is eligible for reinstatement as of November
18 2016, provided she establishes, to the satisfaction of the board, that this type of
19 ethical violation will not recur. She has submitted a reinstatement request to the
20 board for consideration.)

21
22 Communication from the Public

23 None.

24
25 Board Member Reports

26 None.

27
28 Legislative Update

29 Phil Wise provided the Board with an update. The BoEE is asking for “being on school
30 premises or at a school-sponsored activity involving students while under the
31 influence of, possessing, using, or consuming illegal drugs, unauthorized drugs, or
32 alcohol” to be added to the list of disciplinary actions taken against a licensed school

1 employee that are required under Code section 272.15 to be reported to the Board of
2 Educational Examiners.

3
4 Executive Director's Report

5 Dr. Lebo thanked Vice Chair Anne Sullivan for chairing today's meeting since Andy
6 Pattee was unable to attend.

7
8 Licensing System Update: We currently have the coaching renewals online and have
9 been using them as a pilot until we place all of the renewal applications online. We
10 are working out a few glitches but overall it appears to be efficient and working well.
11 Once all applications are online it will change our process and workflow. There will be
12 less mail; no longer accepting paper applications and fewer walk-ins. The capabilities
13 of the new system are much more user friendly, helpful to staff and easy to access for
14 staff and practitioners.

15
16 Dr. Lebo reviewed the financial report, which included financial projections provided
17 in the FY16 Fees Report that indicate expenditures will continue to exceed revenues.
18 While significant cuts have helped stabilize our cash balance, the Board will have
19 insufficient funds by FY19 without additional changes.

20
21 Background Check Fees: The Board is considering a possible increase in the
22 background check fee. The Board has the authority to adjust its background check
23 fees without going through the rulemaking process in order to cover expenses directly
24 related to background checks. A modest increase in the background check fees for
25 renewals only could help offset increased costs related to background check
26 procedures. After discussing and reviewing this information, the Board feels an
27 increase is justified. This will be brought back to the Board for more discussion,
28 recommended fee increase amount, and possible approval at the February meeting.

29
30 Board Meeting and Retreat – June 15-16, 2017: There was discussion on where to
31 hold the June meeting and retreat. Possible locations: Forest City (Waldorf); Grand
32 View College. The majority of the Board felt it best to stay in the Des Moines area this
33 year due to financial reasons. Hosting at Grand View College was the most favorable.

1 We will look into bringing in speakers; possible tour of Central Campus facility. The
2 Board was encouraged to send retreat agenda topics to Dr. Lebo.

3

4 Legislative Reception: The reception was well attended this morning and we received
5 positive feedback.

6

7 Google Transition: Board members liked the ease of accessibility to review board
8 materials and professional practices documents.

9

10 Rules

11 Adopt:

12 None.

13

14 ARRC Review Pending

15 None.

16

17 Notice:

18 None.

19

20 Items for Discussion

21 IAC Chapters 1, 12, 13, 20, 22 – Code clean up. As part of our agency’s annual review
22 of our administrative rule chapters, corrections are recommended, which include
23 accurate language for appointing our executive director, fees no longer in service, and
24 additional minor corrections. This will move forward to notice at an upcoming meeting.

25

26 IAC 282 Chapters 13, 22, and 27 – Ethics training as a requirement for standard
27 license. One of the paramount goals of the Board is to create clear guidelines and
28 expectations for code of conduct and ethics education for educators. This series of
29 revised changes will allow educators to complete current and relevant training as a
30 condition of transitioning from an initial to a standard license or authorization.

31 Authorizations not listed below already include ethics training as a requirement.

32 Chapter 272.2 also states that the board shall provide this training to any person who
33 holds a license, certificate, authorization, or statement of professional recognition.

1 Discussion will continue.

2

3 IAC Chapters 13, 18, 22, 23, 27 – Expiration dates. In order to better serve new Iowa
4 educators by allowing additional and consistent time frames for expiration dates,
5 changes to the above-mentioned chapters were proposed. This will move forward to
6 notice at an upcoming meeting.

7 IAC 282 Chapters 13, 24 – Elementary Ed., multioccupations, CTE, paraeducator,
8 autism: As part of our agency’s annual review of our requirements, endorsement
9 review committees were formed whose members included current teachers,
10 administrators, education stakeholder groups, and the Iowa Department of Education.
11 The following changes have been recommended by the review committees:

- 12 • Endorsement revisions for the multioccupations endorsement.
- 13 • A new CTE Technology endorsement to reflect the desire to recognize specified
14 technology courses as part of a comprehensive CTE program, and to have a
15 highly qualified instructors teaching the courses moving forward. This proposal
16 also aligns with the CTE redesign outlined in HF 2392, specifically to align
17 secondary CTE offerings to in-demand occupations to meet the needs of
18 employers. It will also support the Future Ready Iowa initiative outlined by Gov.
19 Branstad and Lt. Governor Reynolds last fall.
- 20 • A new autism spectrum paraeducator certificate.

21 This will move forward to notice at an upcoming meeting.

22

23 Petitions for Waiver

24 None.

25

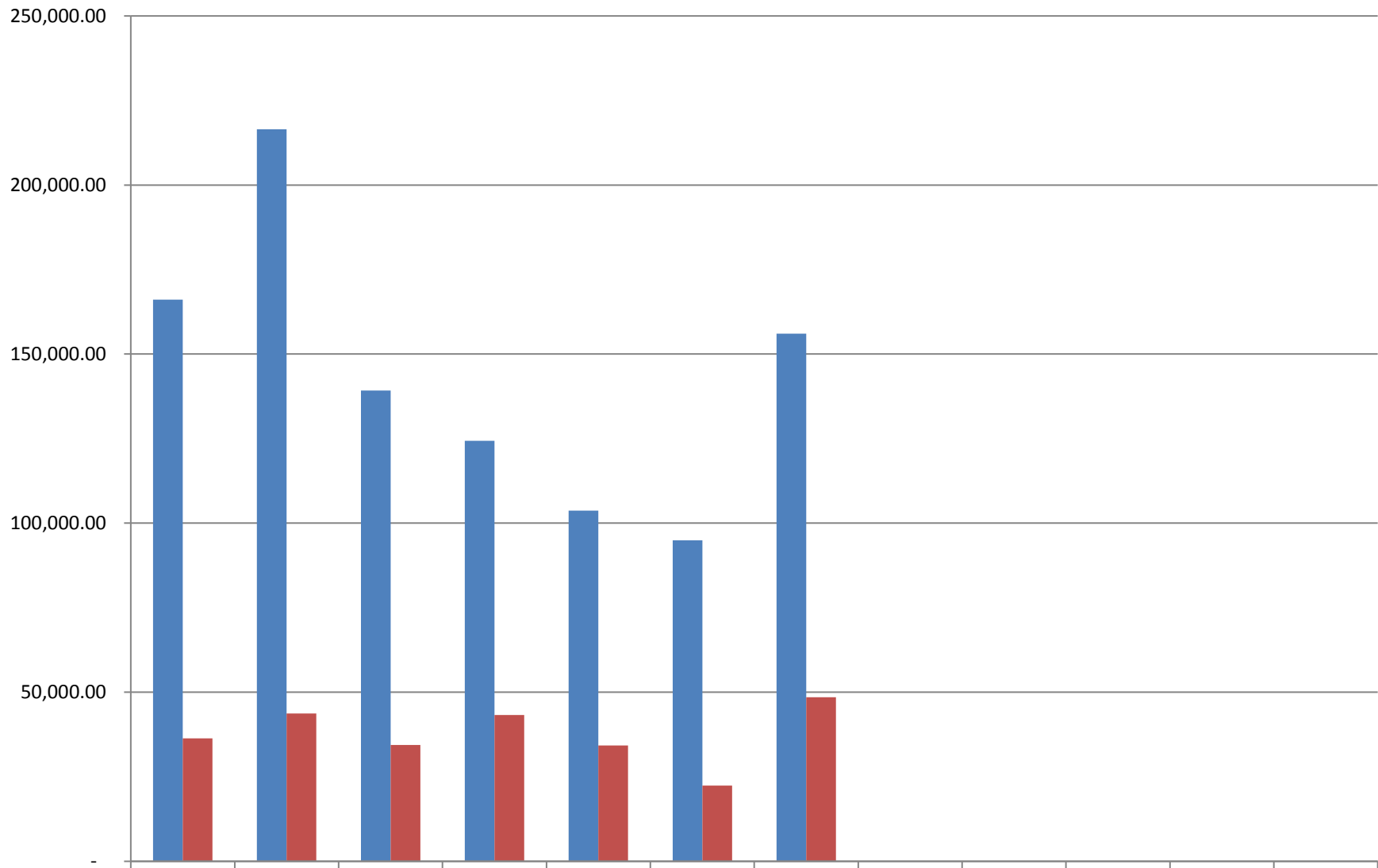
26 Reports/Approvals

27 The Board reviewed the following reports: Summary Waiver Report (January 30,
28 2017); Home Base Iowa Annual Report 2016; Iowa Code 272.29 BoEE Annual Rules
29 Report 2017; and, Iowa Code 272.10 BoEE Annual Fees Report FY 2016.

30

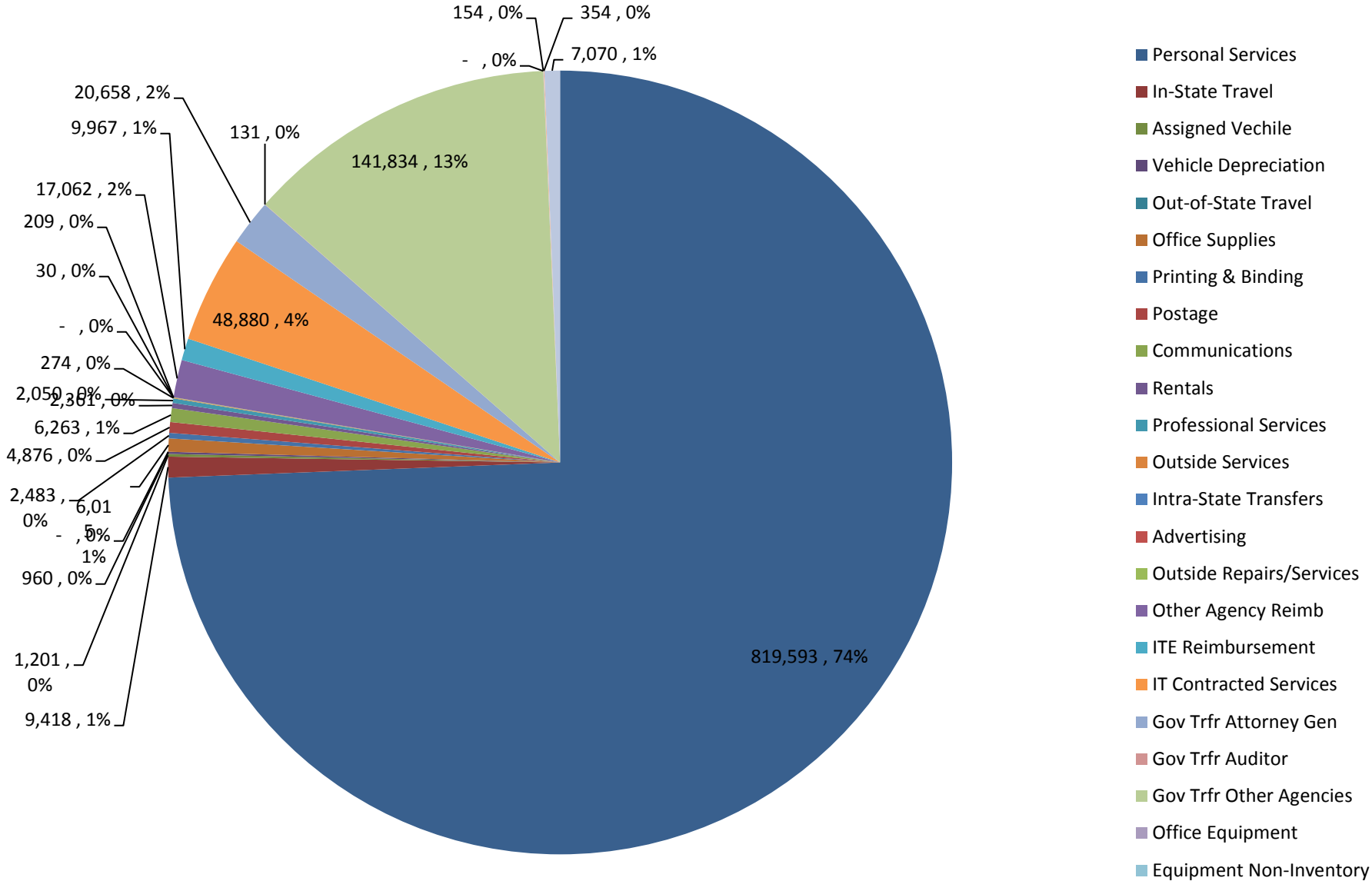
31 There being no further business, Mary K. Overholtzer moved, with a second by Sara
32 Yedlik to adjourn the meeting. Meeting adjourned at 11:15 a.m. **MOTION CARRIED**
33 **UNANIMOUSLY.**

Receipts July 2016-June 2017



Licensure Fees	166,086.	216,452.	139,230.	124,386.	103,715.	94,948.5	156,042.					-
DCI Check Fee	36,325.0	43,743.0	34,384.0	43,258.0	34,221.3	22,428.0	48,561.0					-

Expenditures July 2016-June 2017

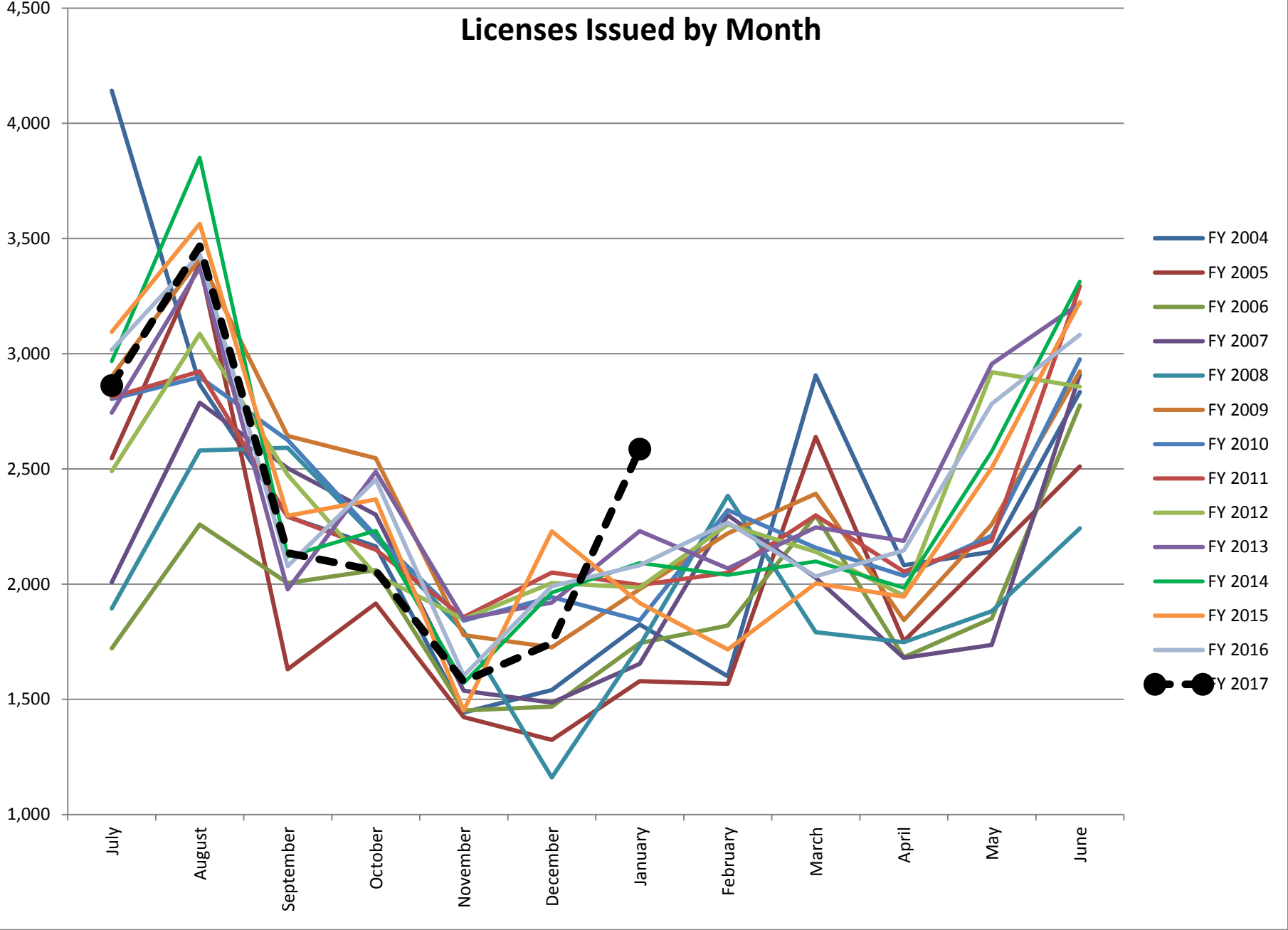


Total # Licenses Issued FY17



	16	10	11	9	8	22	31					
Total # Transactions Processed	2,965	3,663	2,268	2,256	1,631	1,795	2,586	0	0	0	0	0

Licenses Issued by Month



FY 17 Balance Sheet / Cashflow Chart

Licensure Fees (orgn 9397)	July 16	Aug 16	Sept 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jun+30	Jun+60	Total
Receipts															
Brought Fwd from 16	100,000.00	493,216.76	-	-	-	-	-	-	-	-	-	-	-	-	593,217
Carry Fwd to 18	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
234 Gov Transfer in Other Agcy	-	-	138.75	-	-	-	63.75	-	-	-	-	-	-	-	203
401 Licensure Fees	166,086.75	216,452.25	139,230.25	124,386.00	103,715.25	94,948.50	156,042.60	-	-	-	-	-	-	-	1,000,862
704 DCI Check Fee	36,325.00	43,743.00	34,384.00	43,258.00	34,221.36	22,428.00	48,561.00	-	-	-	-	-	-	-	262,920
BoEE Total Receipts	302,411.75	753,412.01	173,753.00	167,644.00	137,936.61	117,376.50	204,667.35	-	-	-	-	-	-	-	1,263,984
401 Licensure Fees (GenFund)	54,302.25	70,641.75	-	40,608.00	33,904.75	31,044.50	50,779.25	-	-	-	-	-	-	-	281,281
Expenditures															
101 Personal Services	48,538.23	176,709.60	98,519.00	108,069.77	108,157.04	108,106.16	171,493.52	-	-	-	-	-	-	-	819,593
202 In-State Travel	-	3,669.39	2,556.40	1,081.69	132.56	1,775.97	201.92	-	-	-	-	-	-	-	9,418
203 Assigned Vehicle	-	110.15	142.09	279.88	325.21	212.85	130.37	-	-	-	-	-	-	-	1,201
204 Vehicle Depreciation	-	160.00	160.00	160.00	160.00	160.00	160.00	-	-	-	-	-	-	-	960
205 Out-of-State Travel	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
301 Office Supplies	4,750.82	159.87	53.75	-	1,045.28	5.08	-	-	-	-	-	-	-	-	6,015
309 Printing & Binding	-	56.00	1,903.00	-	524.00	-	-	-	-	-	-	-	-	-	2,483
313 Postage	-	1,076.73	1,013.77	861.00	821.39	652.01	451.50	-	-	-	-	-	-	-	4,876
401 Communications	-	1,004.95	1,128.84	1,058.69	1,066.64	963.79	1,040.30	-	-	-	-	-	-	-	6,263
402 Rentals	1,515.00	696.24	75.00	-	75.00	-	-	-	-	-	-	-	-	-	2,361
405 Professional Services	-	49,218.90	-	340.83	376.36	(48,540.90)	655.29	-	-	-	-	-	-	-	2,050
406 Outside Services	-	-	-	66.18	65.60	142.18	-	-	-	-	-	-	-	-	274
407 Intra-State Transfers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
408 Advertising	-	-	-	-	29.81	-	-	-	-	-	-	-	-	-	30
409 Outside Repairs/Services	-	17.34	-	104.35	-	-	87.39	-	-	-	-	-	-	-	209
414 Other Agency Reimb	-	15,682.75	638.00	35.00	35.00	636.00	35.00	-	-	-	-	-	-	-	17,062
416 ITE Reimbursement	-	1,402.39	2,114.88	1,670.65	1,603.40	1,593.57	1,581.62	-	-	-	-	-	-	-	9,967
418 IT Contracted Services	-	-	-	-	-	48,880.00	-	-	-	-	-	-	-	-	48,880
432 Gov Trfr Attorney Gen	-	-	7,141.26	3,333.33	3,509.85	3,333.33	3,340.16	-	-	-	-	-	-	-	20,658
433 Gov Trfr Auditor	-	-	-	-	58.49	-	72.63	-	-	-	-	-	-	-	131
434 Gov Trfr Other Agencies	-	-	19,728.00	48,949.25	11,713.00	45,137.00	16,306.50	-	-	-	-	-	-	-	141,834
502 Office Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
503 Equipment Non-Inventory	-	-	-	-	-	-	153.58	-	-	-	-	-	-	-	154
510 IT Equipment & Software	141.41	53.20	113.36	-	46.09	-	-	-	-	-	-	-	-	-	354
602 SW/CAP/Other Expense	-	-	1,944.12	3,764.90	-	1,360.86	-	-	-	-	-	-	-	-	7,070
Total Expenditures	54,945.46	250,017.51	137,231.47	169,775.52	129,744.72	164,417.90	195,709.78	-	-	-	-	-	-	-	1,101,842
Excess (Deficiency) of Revenue over Expenditures	147,466.29	10,177.74	36,521.53	(2,131.52)	8,191.89	(47,041.40)	8,957.57	-	-	-	-	-	-	-	162,142
Beginning Cash Balance	-	740,683.05	750,860.79	787,382.32	785,250.80	793,442.69	746,401.29	755,358.86	755,358.86	755,358.86	755,358.86	755,358.86	755,358.86	-	-
Ending Cash Balance	247,466.29	750,860.79	787,382.32	785,250.80	793,442.69	746,401.29	755,358.86	755,358.86	755,358.86	755,358.86	755,358.86	755,358.86	755,358.86	-	162,142

June +30 expenses are anticipated expenses

Licensure Fee Receipts by Accounting Source and Month SFY 14

Acct	Class	Description	July 16	Aug 16	Sept 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jun+30	Jun+60	Total
		Brought Fwd not included															
I54	234	Licensure Fees % - Other Agcy	-	-	138.75	-	-	-	63.75	-	-	-	-	-	-	-	202.50
I54	401	Licensure Fees %	166,086.75	216,452.25	139,230.25	124,386.00	103,715.25	94,948.50	156,042.60	-	-	-	-	-	-	-	1,000,861.60
I54	704	DCI Check Fee	36,325.00	43,743.00	34,384.00	43,258.00	34,221.36	22,428.00	48,561.00	-	-	-	-	-	-	-	262,920.36
Gen Fund	234	Licensure Fees % - Other Agcy	-	-	21.25	-	-	-	21.25	-	-	-	-	-	-	-	42.50
Gen Fund	401	Licensure Fees	54,302.25	70,641.75	44,595.75	40,608.00	33,904.75	31,044.50	50,758.00	-	-	-	-	-	-	-	325,855.00
		Net Receipts	<u>256,714.00</u>	<u>330,837.00</u>	<u>218,370.00</u>	<u>208,252.00</u>	<u>171,841.36</u>	<u>148,421.00</u>	<u>255,446.60</u>	-	-	-	-	-	-	-	<u>1,589,881.96</u>
0914	401	Refunds	-	613.00	1,111.00		964.00		501.00								3,189.00

Number of Licenses Issued by Month

	July	August	September	October	November	December	January	February	March	April	May	June	Total number of Licenses Issued
FY 2017	2862	3,467	2136	2059	1578	1744	2586						
Running Total	2862	6,329	8,465	10,524	12,102	13,846	16,432						
FY 2016 Actual	3,017	3,432	2,078	2,454	1,603	1,991	2,082	2,267	2,034	2,147	2,783	3,082	28,970
Running Total	3,017	6,449	8,527	10,981	12,584	14,575	16,657	18,924	20,958	23,105	25,888	28,970	
FY 2015 Actual	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 Actual	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 Actual	2,744	3,375	1,978	2,488	1,849	1,920	2,231	2,068	2,246	2,188	2,956	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 Actual	2,490	3,087	2,475	2,041	1,849	2,005	1,985	2,259	2,141	1,951	2,920	2,857	28,060
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 Actual	2,812	2,923	2,294	2,149	1,857	2,051	1,996	2,050	2,299	2,055	2,189	3,293	27,968
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 Actual	2,804	2,899	2,626	2,210	1,842	1,944	1,843	2,321	2,158	2,037	2,211	2,976	27,871
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 Actual	2,902	3,413	2,644	2,547	1,779	1,726	1,979	2,221	2,393	1,844	2,259	2,923	28,630
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 Actual	1,895	2,580	2,592	2,199	1,795	1,161	1,733	2,384	1,792	1,748	1,883	2,242	27,344
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 Actual	2,008	2,788	2,503	2,302	1,538	1,486	1,654	2,300	2,028	1,680	1,736	2,910	26,747
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 Actual	1,722	2,259	2,005	2,062	1,452	1,469	1,744	1,820	2,299	1,683	1,851	2,776	23,142
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	2,906	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 FY for Budget	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
Running Total	2,489	5,546	7,833	10,048	11,743	13,448	15,332	17,435	19,644	21,537	23,808	26,710	

Obligations vs. Budget Report
Budget Fiscal Year: 2017

	Total Obligations FY-To-Date	SY 17 Spending Plan	Budget Balance	Percent of Budget Received /Spent
Resources:				
Balance Forward	\$ 593,217			
Receipts				
Salary adj				
401 Fees, Lic. & Permits	\$ 1,000,862	\$ 2,216,828		
704 Other	\$ 262,920	\$ 364,418		
Total Resources:	\$ 1,856,999	\$ 2,581,246	\$ 1,317,464	49%
<i>(Total Revenue)</i>	<u><u>\$ 1,263,782</u></u>			
Expenditures:				
101 Personal Services	\$ 819,593	\$ 1,434,838	\$ 615,245	57%
202 In-State Travel	\$ 9,418	\$ 15,000	\$ 5,582	63%
203 Assigned Vehicle	\$ 1,201	\$ 9,000	\$ 7,799	13%
204 Vehicle Depreciation	\$ 960	\$ 1,920	\$ 960	50%
205 Out-of-State Travel	\$ -	\$ 10,000	\$ 10,000	0%
301 Office supplies	\$ 6,015	\$ 12,000	\$ 5,985	50%
309 Printing & Binding	\$ 2,483	\$ 5,000	\$ 2,517	50%
313 Postage	\$ 4,876	\$ 9,500	\$ 4,624	51%
401 ICN/Communications	\$ 6,263	\$ 15,000	\$ 8,737	42%
402 Rentals	\$ 2,361	\$ 3,000	\$ 639	79%
405 Professional Services	\$ 2,050	\$ 15,000	\$ 12,950	14%
406 Outside Services	\$ 274	\$ 5,000	\$ 4,726	5%
407 Trans to Other agency	\$ -	\$ -	\$ -	
408 Advertising	\$ 30	\$ 2,000	\$ 1,970	1%
409 Outside Repairs/Ser	\$ 209	\$ 4,000	\$ 3,791	5%
414 Other Agency Reimb	\$ 17,062	\$ 24,000	\$ 6,938	71%
416 ITD Reimbursement	\$ 9,967	\$ 28,000	\$ 18,033	36%
418 IT Contracted services	\$ 48,880	\$ 97,760	\$ 48,880	50%
432 Gov Transfer AG	\$ 20,658	\$ 41,000	\$ 20,342	50%
433 Gov Transfer Auditor	\$ 131	\$ 8,000	\$ 7,869	2%
434 Gov Trans Other Agency	\$ 141,834	\$ 325,000	\$ 183,166	44%
502 Equipment Inventory	\$ -	\$ 5,000	\$ 5,000	0%
503 Equipment Non-Inven	\$ 154	\$ 3,100	\$ 2,946	5%
510 IT Equipment	\$ 354	\$ 30,000	\$ 29,646	1%
602 SWICAP	\$ 7,070	\$ 8,000	\$ 930	88%
705 Refunds	\$ 3,189	\$ 12,000	\$ 8,811	27%
Carryover		\$ -		
Expenditure Subtotal	\$ 1,105,031	\$ 2,123,118	\$ 1,018,087	52%
<i>CY Revenue Less Expenditures</i>	<u><u>\$ 158,751</u></u>			
<i>Estimated Carry Forward</i>	<u><u>\$ 751,967</u></u>			

FY 2017 Actual Number of Transactions Processed per Month

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Issued
Frontline													
SBO Processing fee	4	2	2		1	1							10
Paraeducator Processing Fee	38	31	16	20	8	15	10						138
SPR Processing fee	20	6	9	1	5	5	8						54
O and M Evaluation Fee						1							1
BWD Authorization Processing Fee	1	4		1	1	2	3						12
School Nurse SPR Processing Fee	5	5	3	3	3	2	2						23
Coaching Authorization Processing Fee	173	206	101	116	84	83	115						878
Substitute Authorization Processing Fee	61	142	108	98	75	50	98						632
AD Authorization Processing Fee	1	1	1		1	1							5
Intern Processing Fee	1	6	1										8
SAM Processing Fee	1	7	6	4	5	1							24
Out of State Teacher License Processing Fee	88	74	30	47	21	33	59						352
Coaching Authorization Renewal Processing Fee						4	96						100
Native Speaker Processing fee		2				2	1						5
Convenience Fee	649	940	486	494	323	283	515						3690
Renewal Background Check Fee						3	91						94
Military Discount	10	8	4	4	1	1	6						34
Background Check (In Office)	140	157	90	106	66	62	98						719
Background Check (Mailed)	189	258	154	150	107	106	164						1128
Class B Admin Processing Fee	4	5	1	1	2	2	2						17
C and T Processing Fee		3	2	2	1	1	2						11
Executive Director Decision Processing Fee	43	65	17	10	7	8	17						167
O and M Processing Fee						1							1
Class B Processing Fee	123	244	85	80	28	27	41						628
Transitional Coaching Processing							4						4
Class G Processing Fee	2	8	3	1	1	2	3						20
Admin Evaluation Fee	6	8	2	5	6	5	10						42
SBO Evaluation Fee	4	2	2		1	1							11
Late Fee (Endorsed/Expired)		1	13	59	12	4	11						97
Admin Processing Fee	6	8	2	5	6	5	10						42
PSL Processing Fee	6	2	6	1	4	3	6						28
Substitute License Processing fee	80	121	86	68	61	38	63						517
School Psy Evaluation Fee	1				3		1						4
PSL Evaluation Fee	6	2	6	1	4	3	6						28
Sub License Out of State Processing fee	13	26	12	10	6	8	12						87
Standard/Master/PSL/C, T/O, M Renewal Fee							1						1
Transcript Analysis Fee	88	74	29	47	21	33	59						371
Late Fee (No License)		2	1										3
School Psy Intern Processing Fee	1						1						2
Evaluator Processing Fee	1	4	4	1	4	3	4						20
Prof. Adm. - Online	9	11	7	9	9	7	16						88
Duplicate Lic - Online	17	48	29	38	31	38	127						328
Late Payment	25	14	2	11	3	4	5						64
Master Ed - Online	161	169	110	115	107	83	171						916
Prof. Service License	8	5	6	7	8	6	8						48
Standard Lic - Online	242	252	166	156	138	137	215						1,306
Background	129	110	136	315	248	274	175						1,447
Background-Renewal	1,012	1,149	736	696	605	586	758						5,542
Initial	145	140	226	272	140	323	171						1,417
Extend Initial	14	22	16	22	21	26	47						168
Standard	406	386	200	188	174	171	264						1,789
Master Educator	184	186	176	129	102	112	193						1,082
Professional Administrator	0	1			0	0	0						2
Coaching Authorization	181	267	156	185	174	123	83						1,168
Substitute	62	101	65	68	55	45	52						448
Substitute Authorization	31	53	39	43	29	34	38						267
Endorsement	151	280	140	82	67	108	225						1,053
Duplicate	22	24	20	15	10	12	17						120
Tx Evaluation	65	92	52	29	33	24	46						341
Late Payment	88	189	119	130	39	44	48						657
Out of State Teacher or Administrator	20	10	0	3	1	2	1						37
Out of Country	0	0	0	0	0	0	0						0
Behind the Wheel Driving Instructor	10	8	8	7	14	14	19						80
Class A	60	103	42	47	32	39	61						384
Executive Director Decision License	18	9	0	0	0	0	0						27
Class B	67	30	9	2	1	1	2						112
Class E	20	40	16	14	6	5	5						106
Class G	3	1	0	0	0	0	0						4
Authorization Extension	1	0	4	2	3	3	3						16
Coaching Authorization Extension	4	12	0	7	3	4	5						35
Evaluator License	2	2	1	0	1	0	1						7
Renew Evaluator License	0	1	0	0	2	0	0						3
Initial Administrator License	20	19	25	13	5	10	28						120
Extend Initial Administrator	3	0	1	1	0	0	0						4
Renew Initial Administrator	3	7	1	5	1	3	4						24
Convert Initial Administrator	4	10	11	6	5	7	6						49
Renew Professional Administrator	15	20	20	17	14	14	21						121
Extend Professional Administrator	2	4	3	7	2	3	6						27
Administrator Exchange	3	0	1	0	0	0	0						4
Extend Administrator Exchange	0	0	0	0	0	0	0						0
Convert Administrator Exchange	3	2	2	2	2	1	3						15
Class B Administrator	5	0	0	0	0	0	0						5
Add Endorsement to Admin	0	0	0	0	0	0	0						0
CTE Authorization	7	1	0	0	1	0	1						10
Initial CTE Authorization	1	0	0	0	0	0	1						2
Paraeducator	45	40	20	15	11	9	9						149
Paraeducator Add Concentration	9	8	3	4	1	2	0						27
Orientation and Mobility Specialist License	0	0	0	0	0	0	0						0
Statement of Professional Recognition SPR	16	10	11	9	8	22	31						107

NOTICE MEMO

Date: February 10, 2017

To: Board Members

From: Ann Lebo, Executive Director

RE: Amend IAC 282 Chapters 1, 11, 12, 13, 18, 20, 22

As part of our agency's annual review of our administrative rule chapters, the following corrections are recommended, which include accurate language for appointing the executive director of the agency, fees no longer in service, and additional minor corrections.

ITEM 1. Amend rule 282—282-1.2(272) as follows:

282—1.2(272,17A) Organization and method of operation.

1.2(1)-1.2(2) No change.

1.2(3) Executive director. ~~The executive director is appointed by the board and acts as executive head of the agency. The governor shall appoint an executive director of the board of educational examiners subject to confirmation by the senate. The director shall possess a background in education licensure and administrative experience and shall serve at the pleasure of the governor.~~

The executive director acts as executive head of the agency and is responsible for the administration of the board.

1.2(4)-1.2(5) No change.

ITEM 2. Amend rule 282—282-11.4 as follows:

282—11.4 (17A,272) Complaint.

11.4(1)-11.4(3) No change.

11.4(4) Amendment or withdrawal of complaint. A complaint or any specification thereof may be amended or withdrawn by the complainant at any time, unless the complaint was filed in accordance with the mandatory reporting requirements set forth in §272.15 1-2. The parties to a complaint may mutually agree to the resolution of the complaint at any time in the proceeding prior to issuance of a final order by the board. The resolution must be committed to a written agreement and filed with the board. The agreement is not subject to approval by the board, but shall be acknowledged by the board and may be incorporated into an order of the board.

11.4(5)-11.4(9) No change.

ITEM 3. Amend rule 282—282-12(272) as follows:

282—12.1-12.2 No change.

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 evaluation fee. ~~Each application or request for a statement of professional recognition shall include a one-time nonrefundable \$60 evaluation fee.~~

282—12.4-12.5. No change.

282—12.6(272) Late fees.

12.6(1) An additional fee of \$25 per calendar month, not to exceed \$150, 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)-(3) No change.

282—12.7 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.

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

282—12.9(272) No change.

ITEM 4. Amend rule 282-13.17(1)(272) as follows:

282—13.17(272) Specific requirements for exchange licenses.

13.17(1) *Teacher exchange license.*

a. For an applicant applying under 13.5(2), a ~~one~~two-year nonrenewable exchange license may be issued to the applicant under any of the following conditions:

(1)-(3) No change.

b. No change.

13.17(2)-(3) No change.

ITEM 5. Amend rule 282-18.4(272) as follows:

18.4(1)-(3) no change.

18.4(4) *Specific requirements for an initial administrator license for applicants who have completed a professional service endorsement.* An initial administrator license valid for one year may be issued to an applicant who:

a. – e. no change.

f. Has completed the professional education core in 281—paragraphs 79.15(5)“~~b~~a” to “k”; and
g. no change.

ITEM 6. Amend rule 282-18.6(272) as follows:

282—18.6(272) Specific requirements for an administrator prepared out of state. An applicant seeking Iowa licensure who completes an administrator preparation program from a recognized non-Iowa institution shall verify the requirements of rules 282—18.1(272) and 282—18.4(272) through traditional course-based preparation program and transcript review. A recognized non-Iowa administrator preparation institution is one that is state-approved and is accredited by the regional accrediting agency for the territory in which the institution is located. Applicants must hold and submit a copy of a valid or expired regular administrator certificate or license in the state in which the preparation was completed, exclusive of a temporary, emergency or substitute license or certificate.

18.6(1) Administrator exchange license. A one-year nonrenewable administrator exchange license may be issued to an individual who has not met any of the following requirements:
a. Professional core requirements. The applicant has not completed all of the required courses in the professional core in 281—subrules 79.15(2) and 79.15(3) and 281—paragraphs 79.15(5) “*b*” to “*k*.”

b. – d. no change.

18.6(2) no change.

ITEM 7. Amend rule 282—282-20.8(272) as follows:

282—20.8(272) Specific renewal requirements for the initial administrator license. In addition to the provisions set forth in this rule, an applicant must meet the general requirements set forth under rule 282—20.3(272).

20.8(1) Requirements. If an applicant meets all requirements for the professional administrator license except for the requirements in 282—subrule 18.4(1)-5(3), the initial administrator license may be renewed upon written request. A second renewal may be granted if the holder of the initial administrator license has not met the requirements in 282—subrule 18.4(1)-5(3), and if the license holder can provide evidence of employment as a PK-12 administrator, which meets the experience requirement.

20.8(2) No change.

ITEM 8. Amend rule 282—282-22(272) as follows:

282.22.1-2(272) No change.

282—22.3(272) School business official authorization.

22.3(1)-(5) No change.

22.3(6) Validity.

a. The initial school business official authorization shall be valid for two years ~~from the date of issuance.~~

b. The standard school business official authorization shall be valid for three years, ~~and it shall expire three years from the date of issuance on the last day of the practitioner’s birth month.~~

22.3(7)-(9) No change.

282—22.4(272) No change.

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

22.5(1)-(3) No change.

22.5(4) Validity. This authorization is valid for three years. No ~~Class B licenses~~ conditional licenses may be issued to applicants holding the preliminary native language teaching authorization. No additional endorsement areas may be added ~~unless the requirements in 22.5(3) are met.~~

22.5(5)-(8) No change.

282—22.6-11(272) No change.

AL/jt

NOTICE MEMO

Date: February 10, 2017

To: Board Members

From: Ann Lebo, Executive Director

RE: Amend IAC 282 Chapters 13, 24

As part of our agency's annual review of our requirements, endorsement review committees were formed whose members included current teachers, administrators, education stakeholder groups, and the Iowa Department of Education. The following changes have been recommended by the review committees:

1. Rescind the rules for the PK-3 endorsement that has since been updated and replaced.
2. Revise the elementary education endorsement to reflect recent legislation around the need for increased teacher preparation regarding reading difficulties including dyslexia.
3. Revise the multioccupations endorsement to make it more attainable for current teachers.
4. Create a new CTE Technology endorsement to reflect the desire to recognize specified technology courses as part of a comprehensive CTE program, and to have a highly qualified instructors teaching the courses moving forward. This proposal also aligns with the CTE redesign outlined in HF 2392, specifically to align secondary CTE offerings to in-demand occupations to meet the needs of employers. It will also support the Future Ready Iowa initiative outlined by Gov. Branstad and Lt. Governor Reynolds last fall.
5. Create a new autism spectrum paraeducator certificate.

ITEM 1. Amend rule 282—282-13.26(272) as follows:

13.26 (1)-(2) No change.

13.26(3) *Teacher—prekindergarten through grade three, including special education.*
Rescinded.

282—13.26(4) *Teacher—elementary classroom.* ~~Effective September 1, 2015, the following requirements apply to persons who wish to teach in the elementary classroom:~~

a. Authorization. The holder of this endorsement is authorized to teach in kindergarten and grades one through six.

b. Content.

(1) no change.

(2) At least 9 semester hours in literacy development which must include:

1. Content:

● Oral and written communication development, linguistics including phonology and phonological awareness, sound-symbol association, syllable types, morphology, syntax and semantics and the relationship of these components to typical and atypical reading development and reading instruction;

● Phonemic awareness;

● Word identification including phonics and orthography;

● Fluency;

● Vocabulary;

- Comprehension;
- Writing mechanics;
- Writing conventions;
- Writing process;
- Children’s literature.
- ~~Oral and written communication skills for the twenty-first century.~~

2. Methods:

- Assessment, diagnosis and evaluation of student learning in literacy, including the knowledge of the signs and symptoms of dyslexia and other reading difficulties;
- Integration of the language arts (to include reading, writing, speaking, viewing, and listening);
- Integration of technology in teaching and student learning in literacy;
- Current best-practice, research-based approaches of literacy instruction strategies and instructional technology for designing and delivering effective instruction, including appropriate interventions, groupings, remediation, assistive technology, and classroom accommodations for all students including students with dyslexia and other difficulties;
- Classroom management as it applies to literacy methods;
- Pre-student teaching clinical experience in teaching literacy.

(3)-(9) no change.

ITEM 2. Amend rule 282—282-13.28(272) as follows:

13.28(1)-(32) No change.

13.28(33) *Multioccupations.* Completion of any 5-12 endorsement and, in addition thereto, coursework in foundations of career and technical education, ~~and~~ coordination of cooperative programs, and competency-based curriculum development. work experience which meets one of the following:

- Four thousand hours of career and technical experience in two or more ~~occupations~~ careers, or
- One thousand hours of work experience or externships in two or more careers and two or more years of teaching experience at the PK-12 level.

The multioccupations endorsement ~~also~~ authorizes the holder to supervise students in cooperative programs, ~~school-to-work~~ work-based learning programs, and similar programs in which the student is placed in school-sponsored, on-the-job situations.

13.28(34) *CTE Information Technology. 5-12.*

a. Authorization. The holder of this endorsement is authorized to teach career and technical education information technology, computer science, and computer programming courses.

b. Program Requirements. Applicants must hold a valid Iowa teaching license with at least one other teaching endorsement.

c. Content. A minimum of 12 semester hours of computer science to include coursework in the following:

1. Data representation and abstraction to include primitive data types, static and dynamic data structures, and data types and stores
2. Designing, developing, testing and refining algorithms to include proficiency in two or more programming paradigms

3. Systems and networks to include operating systems, networks, mobile devices, and machine-level data representation

d. Methods. A content area methods course is required as per 13.29(1) which should include the following effective teaching and learning strategies for information technology:

1. Curriculum development including recognizing and defining real-world computational problems; computing concepts and constructs; developing and using abstractions; creating, testing, and refining computational artifacts; and problem solving strategies in computer science

2. Project-based methodologies that support active and authentic learning, fostering an inclusive computing culture, collaborative groupings, and opportunities for creative and innovative thinking

3. Communication about computing including multiple forms of media

4. Digital citizenship including the social, legal, ethical, safe and effective use of computer hardware, software, peripherals, and networks

e. Career and Technical Education (CTE) methods. A minimum of six semester hours of career and technical curriculum and methods to include:

1. Foundations of career and technical education

2. Methods of career and technical education

3. Evaluation and Assessment of career and technical programs

The career and technical methods coursework is not required if the educator holds another career and technical endorsement.

f. Waive coursework requirements. During the first year of implementation, the coursework requirements may be waived if the practitioner demonstrates relevant content knowledge mastery and successful teaching experience in this endorsement area through criteria established by the board of educational examiners.

ITEM 3. Amend rule 282—282-24.4(272) as follows:

282—24.4(272) Paraeducator area of concentration. An area of concentration is not required but optional. Applicants must currently hold or have previously held an Iowa paraeducator generalist certificate. Applicants may complete one or more areas of concentration but must complete at least 45 clock hours in each area of concentration.

24.4(1)-(7) No change.

24.4(8) Autism Spectrum Disorder

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

(1) Demonstrate an understanding of the components of education plans (IEP, BIP, FBA, 504)

(2) Identify common characteristics of students with autism spectrum disorder (communication, social, restricted interest and behavior) and how they compare to typical children.

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

- (1) Assist in structuring the environment to meet the needs of students with autism spectrum disorder.
 - (2) Implement schedules and educational programs prescribed by the licensed teacher with integrity.
- c. Content and instruction: Under the supervision of a licensed education professional the paraeducator will:
- (1) Implement the educational/academic/communication accommodations/adaptations/supports assigned by a teacher.
 - (2) Provide opportunities for students with autism spectrum disorders to initiate and respond to interaction in large and small interactions in academic settings.
 - (3) Provide opportunities for students with autism spectrum disorders to initiate and respond and participate in interactions in large and small groups in authentic situations.
 - (4) Gather and maintain data on student academic performance as directed by a licensed teacher.
 - (5) Assist educational staff in developing accommodations/adaptations and self-determination skills to increase student independence.
- d. Emotional and behavioral: Under the supervision of a licensed education professional the paraeducator will:
- (1) Understand and identify the function of a behavior (e.g. antecedents, behaviors, consequences).
 - (2) Collect data on student behavior and related environmental stimuli, based on the concepts of antecedents, behavior and consequences.
 - (3) Implement antecedent strategies on student behavior as defined by the licensed educator.
 - (4) Reinforce and practice replacement behaviors, as defined by the licensed educator.
 - (5) Responds to problem behaviors in a consistent manner as defined by the licensed educator.
 - (6) Gather and maintain data on student social/behavioral performance as directed by a licensed teacher.
- e. Professional Relationships: Under the supervision of a licensed education professional the paraeducator will:
- (1) Demonstrate the ability to support students with autism viewpoints/perspective and be empathetic to learning style.
 - (2) Respond to challenging behaviors in a respectful/empathetic manner.
- f. Ethical and professional practice. Under the supervision of a licensed education professional the paraeducator will,
- (1) Know and understand the expectations of confidentiality in regard to student information and social media usage.
 - (2) Know and understand the legal constructs of the IEP/ IDEA etc.

AL/jt

DISCUSSION MEMO

Date: February 10, 2017

To: Board Members

From: Dr. Ann Lebo, Executive Director

RE: Ethics Training as a requirement for standard licensure and professional administrator license

One of the paramount goals of the Board is to create clear guidelines and expectations for code of conduct and ethics education for educators. This series of revised changes will allow educators to complete current and relevant training as a condition of transitioning from an initial to a standard license or authorization. Authorizations not listed below already include ethics training as a requirement. Chapter 272.2 also states that the board shall provide this training to any person who holds a license, certificate, authorization, or statement of professional recognition.

282—13.7(272) Specific requirements for a standard license. A standard license valid for five years may be issued to an applicant who:

1. Meets the general requirements set forth in subrule 13.5(1), and
2. Shows evidence of successful completion of a state-approved mentoring and induction program by meeting the Iowa teaching standards as determined by a comprehensive evaluation and two years' successful teaching experience. In lieu of completion of an Iowa state-approved mentoring and induction program, the applicant must provide evidence of three years' successful teaching experience in an Iowa nonpublic school or three years' successful teaching experience in an out-of-state K-12 educational setting; and
3. Provides documentation of completion of a code of professional conduct and ethics training approved by the Board of Educational Examiners. The training must be completed after the issuance of the initial license and be no more than three years old at the time of application. Approved training will consist of the following:
 - a. The Iowa Code of Professional Conduct and Ethics set forth in 282-25 (272) and the Code of Rights and Responsibilities set forth in 282-26 (272) to include any relevant legislative updates.
 - b. The Model Code of Ethics for Educators as a national framework for professional responsibility and uniform guidance, centered on the principles which define the critical dimensions of ethical practice expected of the professional educator.
 - c. Ethical best practices, educator mindfulness, self-reflection and decision-making; setting the groundwork for self-regulation and self-accountability through interactive, authentic scenarios to include determining risk.
 - d. Research-based training that consists of a minimum of four hours and which includes an approved comprehensive assessment.

282—18.5 (272) Specific requirements for a professional administrator license. A professional administrator license valid for five years may be issued to an applicant who does all of the following:

18.5(3) Completes one year of administrative experience in an Iowa public school and completes the administrator mentoring program while holding an administrator license, or successfully completes two years of administrative experience in a nonpublic or out-of-state school setting, and provides documentation of completion of a code of professional conduct and ethics training approved by the Board of Educational Examiners. The training must be completed after the issuance of the initial license and be no more than three years old at the time of application.

22.7(5) Specific requirements for a standard school administration manager authorization. The initial school administration manager authorization shall be converted to the standard school administration manager authorization provided the following requirements are met.

a. Training.

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

(2). Complete a of a code of professional conduct and ethics training approved by the Board of Educational Examiners. The training must be completed after the issuance of the initial school administration manager authorization and be no more than three years old at the time of application.

27.2(2) Standard professional service license. A standard professional service license valid for five years may be issued to an applicant who:

a. Completes requirements listed under 27.2(1)“*a*” to “*d*.”

b. Shows evidence of successful completion of a state-approved mentoring and induction program by meeting the Iowa standards as determined by a comprehensive evaluation and two years' successful service experience in an Iowa public school. In lieu of completion of an Iowa state-approved mentoring and induction program, the applicant must provide evidence of three years' successful service area experience in an Iowa nonpublic school or three years' successful service area experience in an out-of-state K-12 educational setting.

c. Meets the recency requirement of 282—subparagraph 13.5(2)“*b*”(4).

d. Provides documentation of completion of a code of professional conduct and ethics training approved by the Board of Educational Examiners. The training must be completed after the issuance of the initial license and be no more than three years old at the time of application.

/JT

My recommendation to the Board is that we approve a \$9 background check fee increase to cover our existing and increasing costs. The total cost charged to an applicant would increase from \$1 to \$10. The application fee would remain the same at \$85. This would represent a \$9 increase for renewal applications only.

The following information addresses the combined staffing and outside services costs related to the background check process:

FY 16 Iowa Department of Inspection and Appeals: \$21,735.64

FY 15 Iowa Department of Inspection and Appeal: \$17,705.57

(\$4,030.07 increase from FY15-FY16)

DIA costs are related to hearings. As we've seen the number of appeals and denials increase from a 10-year average of 3 to 19 in 2016, we expect these costs to continue to rise.

Estimated staffing costs directly related to this work: \$40,000-\$70,000. These costs cover the amount of staff time needed to conduct these required background checks, as outlined in the rationale provided below.

Total Estimated Costs: \$60,000-\$90,000 annually

A \$9 increase would produce an additional estimated \$81,765. Since \$1 is already allocated towards these costs, the combined total would give us roughly \$90,850 in revenue to cover expenses directly related to the background check process.

*The following information has been discussed at previous meetings and is included for reference as part of this recommendation.

Rationale for Considering a Possible Background Check Fee Increase

2015 legislation requiring the BoEE to check Iowa Courts online for all renewal applications has led to increases in denials and appeal hearings along with the amount of time BoEE staff spend on each renewal application.

We currently charge \$1 to cover background checks for renewals. Since this additional background check process has simply been added to an already increased workload for our consultants and remaining support staff, sustainability is a concern. We want to be certain we are sufficient and thorough in our background check process to help ensure the safety of students.

The Board has the authority to adjust its background check fees without going through the rulemaking process in order to cover expenses directly related to background checks. A modest increase in the background check fees for renewals only could help offset increased costs related to background check procedures.

History of Appeals and Denials

2016 - 19
2015 - 4
2014 - 7
2013 - 3
2012 - 6
2011 - 3
2010 - 1
2009 - 1
2008 - 3
2007 - 1
2006 - 2

Possible Fee Increase Options

Estimated increases in revenue based on FY16 Background Renewals total of 9,085:

\$4 increase provides \$36,340 (\$90)

\$9 increase provides \$81,765 (\$95 fee)

\$10 increase provides \$90,850 (\$96 fee)

\$14 increase provides \$127,190 (\$100 Fee)

Since this proposed increase would be for renewals only, it would not create additional costs for new teachers.

Current Workflow

For the Iowa Courts Online checks, consultants and Sherry check their own applicants (for their own work flow), resulting in about one or two hours per week per person, with the exception of coaching and basic renewals.

Coaching requires 5-6 hours per week to check Iowa Courts Online.

Teaching renewals are placed into a shared work basket, and Joanne checks Iowa Courts Online for each renewal. This takes about 6-7 hours per week during the summer, and 3-4 hours per week the remaining months. Renewals are then divided among consultants and processed.

Summary of Iowa Courts Online hours:

- Sherry – 5 hours per week (some coaching and online renewals)
- Steve – 5 to 6 hours per week
- Joanne – 3 to 4 hours per week (6-7 in the summer)
- Dave – 1 hour per week (2 in the summer)
- Linda – 1 hour per week (2 in the summer)
- Mike – 1 hour per week (2 in the summer)
- Greg – 1 hour per week (2 in the summer)

Consultants also check Iowa Courts Online for new Iowa graduates – about 2000 per year, which takes about 50 hours of consultant time x avg hourly rate of \$38 = \$1,900

- o Total Weekly Hours: 19 hours x \$38 = \$722 (x 40 weeks Sept-May) = \$28,880
- o Total Summer Hours: 26 hours x \$38 = \$988 (x 12 weeks June-Aug) = \$11,856
- o Total Cost: \$40,736 estimated annual expense +\$1,900 = \$42,636

\$38 estimated consultant avg hourly rate (\$80,000 salary)

\$19 estimated clerk avg hourly rate (\$40,000 salary)

Estimated total cost to replace Clerk Position: \$70,000-\$75,000

	*Projected Expenditures (Based on existing reductions with no increases in FTE or added expenditures)	Projected Revenues (with no changes to <u>BoEE</u> fees or % of licensure fees retained)	Projected Revenues less Projected Expenditures	Estimated Starting <u>BoEE</u> Cash Reserves	Estimated Ending Cash Reserves
FY 2017	\$2,123,118	\$2,083,920	\$(39,198)	\$740,683	\$701,485
FY 2018	\$2,217,597	\$2,083,920	\$(133,677)	\$701,485	\$567,808
FY 2019	\$2,316,280	\$2,083,920	\$(232,360)	\$567,808	\$335,448
FY 2020	\$2,419,354	\$2,083,920	\$(335,434)	\$335,448	\$14
FY 2021	\$2,527,015	\$2,083,920	\$(443,095)	\$14	\$(443,081)
*Based on a 4.45% average expenditure increase per year and a 5-year revenue average.					

IOWA BOARD OF EDUCATIONAL EXAMINERS

Board Meeting Calendar Fiscal Year 2018

Day(s) of week Date	Location	Other Information
July 2017 NO MEETING		
Friday, August 4, 2017	Grimes Bldg.	
Wednesday, September 6, 2017	Grimes Bldg.	Telephonic Meeting at 4 p.m. (if needed)
Friday, October 6, 2017	Grimes Bldg.	
Friday, November 3, 2017	Grimes Bldg.	
Wednesday, December 6, 2017	Grimes Bldg.	Telephonic Meeting at 4 p.m. (if needed)
Thursday, January 11, 2018	Capitol Rotunda & Grimes Bldg	Legislative Reception
Friday, February 9, 2018	Grimes Bldg	
Wednesday, March 7, 2018	Grimes Bldg.	Telephonic Meeting at 4 p.m. (if needed)
Friday, April 6, 2018	Grimes Bldg.	
Friday, May 11, 2018	Grimes Bldg.	
Thursday & Friday, June 14-15, 2018	Grimes Bldg.	Board Orientation Board Retreat Board Meeting
July 2018 NO MEETING		
Friday, August 3, 2018	Grimes Bldg.	