

**STATE OF IOWA**  
**BOARD OF EDUCATIONAL EXAMINERS**

Grimes State Office Building – 400 E.14<sup>th</sup> St.  
Conference Room B100  
Des Moines, IA 50319-0147

**November 14, 2012**

**2012-2013 BOEE Goals**

Goal 1: The Board will develop rules for practitioner licensure that maintain high standards, are research based and provide flexibility in attainment.

Goal 2: The Board will develop a communication plan for the dissemination of information to its constituent groups.

Goal 3: The board will develop a plan to align BOEE goals with the Iowa Department of Education and Iowa colleges of education.

<i>7:15 a.m.</i>	<i>Professional Practices Committee Meeting</i>	<i>B100</i>
<i>7:45 a.m.</i>	<i>Executive Committee Meeting</i>	<i>3SW</i>

**AGENDA**

(amended 11.13.12)

**Times are approximate**

- |                   |   |              |
|-------------------|---|--------------|
| <b>8:15 a.m.</b>  | 1. <b>Call Meeting to Order</b>   |              |
| <b>8:20 a.m.</b>  | 2. <b>Approve the Agenda</b>  | <b>Tab A</b> |
| <b>8:25 a.m.</b>  | 3. <b>Consent Agenda</b>  | <b>Tab B</b> |
|                   | a. Minutes of October 15, 2012 Board Meeting  |              |
| <b>8:30 a.m.</b>  | 4. <b>Work Session -- State Board of Education to Meet with Board of Educational Examiners to Discuss Standards for Teaching and Leadership, and Coordination of Educator Preparation Programs and Licensure.</b> |              |
| <b>9:30 a.m.</b>  | 5. <b>Break</b>   |              |
| <b>9:40 a.m.</b>  | 6. <b>Professional Practices - Licensee Discipline – Closed Session – <u>Board Members Only</u> (Roll call)</b>   |              |
| <b>10:40 a.m.</b> | 7. <b>Open Session – Results of Closed Session Announced</b>  |              |
|                   | a. Approve Closed Session Minutes   |              |
| <b>10:55 a.m.</b> | 8. <b>Communication from the Public</b>   |              |
| <b>11:05 a.m.</b> | 9. <b>Board Communications</b>  |              |
|                   | a. Board Member Reports   |              |
|                   | b. NASDTEC Conference Report  |              |
|                   | c. Executive Director’s Report  | <b>Tab C</b> |
|                   | 1. Report on Oct. 24th Meeting with Iowa Board of Regents Academic Affairs Committee and the BOEE Executive Committee   |              |
|                   | 2. Financial Update   |              |
|                   | 3. Digitizing Professional Practices Packets  |              |
|                   | 4. Other  |              |





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

3  
4 Tammy Duehr moved, with a second by Marianne Mickelson, that in **case number 12-**  
5 **16**, the Board find probable cause to establish a violation of the following provisions of  
6 the Code of Professional Conduct and Ethics, 282 IAC 25.3(1)(b)(1) and order this case  
7 set for hearing. **MOTION CARRIED UNANIMOUSLY.**

8  
9 Marianne Mickelson moved, with a second by Tammy Duehr, that in **case number 12-**  
10 **17**, the Board find that, although one or more of the allegations in the complaint may  
11 be substantiated by the witnesses interviewed in the course of the investigation  
12 [and/or] the documents gathered in the course of the investigation, and the allegations  
13 may constitute a technical violation of the Board’s statute or administrative rules; the  
14 evidence before the Board indicates that adequate steps have been taken to remedy  
15 the violation and to ensure that incidents of a similar nature do not occur in the  
16 future. The Board will not pursue formal disciplinary action in this matter. **MOTION**  
17 **CARRIED UNANIMOUSLY.**

18  
19 Tammy Duehr moved, with a second by Marianne Mickelson, that in **case number 12-**  
20 **30**, the Board finds that, although one or more of the allegations in the complaint may  
21 be substantiated by the witnesses interviewed in the course of the investigation  
22 [and/or] the documents gathered in the course of the investigation, and the allegations  
23 may constitute a technical violation of the Board’s statute or administrative rules; the  
24 evidence before the Board indicates that this has been handled at the local level and  
25 litigated. The Board will not pursue formal disciplinary action in this matter. Roll call  
26 vote: Almanza – recused; Duehr – yes; Hill – yes; Mickelson – yes; Ortiz – yes;  
27 Overholtzer – yes; Trueg – yes; Wortmann – yes. **MOTION CARRIED.**

28  
29 Oscar Ortiz moved, with a second by Marianne Mickelson, that in **case number 12-**  
30 **32**, the Board find probable cause to establish a violation of the following provisions of  
31 the Code of Professional Conduct and Ethics, 282 IAC 25.3(1)(b)(1) and order this case  
32 set for hearing. **MOTION CARRIED UNANIMOUSLY.**

1 Julio Almanza moved, with a second by Tammy Duehr, that in **case number 12-37**,  
2 the Board find probable cause to establish a violation of the following provisions of the  
3 Code of Professional Conduct and Ethics, 282 IAC 25.3(1)(b)(1) and order this case set  
4 for hearing. **MOTION CARRIED UNANIMOUSLY.**

5  
6 Julio Almanza moved, with a second by Oscar Ortiz, that in **case number 12-68**,  
7 the Board finds probable cause to establish a violation of the following provisions of  
8 the Code of Professional Conduct and Ethics, 282 IAC 25.3(1)(e)(3), (4), (5) and order  
9 this case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

10  
11 Tammy Duehr moved, with a second by Marianne Mickelson, that in **case number 12-**  
12 **80**, the Board find probable cause to establish a violation of the following provisions of  
13 the Code of Professional Conduct and Ethics, 282 IAC 25.3(1)(e)(5) and 25.3(6)(c) and  
14 order this case set for hearing. **MOTION CARRIED UNANIMOUSLY.** (Duane T.  
15 Magee, Executive Director, left the room and did not take part in the discussion of this  
16 case.)

17  
18 Tammy Duehr moved, with a second by Marianne Mickelson, that in **case number 12-**  
19 **85**, the Board finds that although one or more of the allegations in the complaint may  
20 be substantiated by the witnesses interviewed in the course of the investigation  
21 [and/or] the documents gathered in the course of the investigation, and the allegations  
22 may constitute a technical violation of the Board's statute or administrative rules; the  
23 evidence before the Board indicates that adequate steps have been taken to remedy  
24 the violation and to ensure that incidents of a similar nature do not occur in the  
25 future. The Board will not pursue formal disciplinary action in this matter. **MOTION**  
26 **CARRIED UNANIMOUSLY.**

27  
28 Marianne Mickelson moved, with a second by Oscar Ortiz, that in **case number 12-**  
29 **47**, the 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 Tammy Duehr moved, with a second by Marianne Mickelson, that in **case number 12-**  
2 **48**, the 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 Marianne Mickelson moved, with a second by Tammy Duehr, that in **case number 12-**  
8 **49**, the 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 Julio Almanza moved, with a second by Tammy Duehr, that in **case number 12-50**,  
14 the Board find that the evidence gathered in the investigation, including witness  
15 statements and the documentary evidence, does not substantiate the allegations in the  
16 complaint, and that the Board therefore lacks probable cause to proceed with this  
17 matter. Roll call vote: Almanza – yes; Duehr – yes; Hill – yes; Mickelson – yes; Ortiz –  
18 yes; Overholtzer – recused; Trueg – yes; Wortmann – yes. **MOTION CARRIED.**  
19 (Duane T. Magee, Executive Director and Mary K. Overholtzer left the room during  
20 discussion of this case.)

21  
22 Oscar Ortiz moved, with a second by Marianne Mickelson, that in **case number 12-**  
23 **51**, the Board find that the evidence gathered in the investigation, including witness  
24 statements and the documentary evidence, does not substantiate the allegations in the  
25 complaint, and that the Board therefore lacks probable cause to proceed with this  
26 matter. **MOTION CARRIED UNANIMOUSLY.**

27  
28 Marianne Mickelson moved, with a second by Tammy Duehr, that in **case number 12-**  
29 **52**, the Board find that the evidence gathered in the investigation, including witness  
30 statements and the documentary evidence, does not substantiate the allegations in the

1 complaint, and that the Board therefore lacks probable cause to proceed with this  
2 matter. **MOTION CARRIED UNANIMOUSLY.**

3

4 Julio Almanza moved, with a second by Marianne Mickelson, that in **case number 12-**  
5 **53**, 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 Tammy Duehr moved, with a second by Julio Almanza, that in **case number 12-54**,  
11 the Board find that the evidence gathered in the investigation, including witness  
12 statements and the documentary evidence, does not substantiate the allegations in the  
13 complaint, and that the Board therefore lacks probable cause to proceed with this  
14 matter. **MOTION CARRIED UNANIMOUSLY.**

15

16 Tammy Duehr moved, with a second by Julio Almanza, that in **case number 12-55**,  
17 the Board find that the evidence gathered in the investigation, including witness  
18 statements and the documentary evidence, does not substantiate the allegations in the  
19 complaint, and that the Board therefore lacks probable cause to proceed with this  
20 matter. **MOTION CARRIED UNANIMOUSLY.**

21

22 Oscar Ortiz moved, with a second by Julio Almanza, that in **case number 12-56**, the  
23 Board find that the evidence gathered in the investigation, including witness  
24 statements and the documentary evidence, does not substantiate the allegations in the  
25 complaint, and that the Board therefore lacks probable cause to proceed with this  
26 matter. **MOTION CARRIED UNANIMOUSLY.**

27

28 Oscar Ortiz moved, with a second by Marianne Mickelson, that in **case number 12-**  
29 **57**, the Board find that the evidence gathered in the investigation, including witness  
30 statements and the documentary evidence, does not substantiate the allegations in the

1 complaint, and that the Board therefore lacks probable cause to proceed with this  
2 matter. **MOTION CARRIED UNANIMOUSLY.**

3  
4 Tammy Duehr moved, with a second by Marianne Mickelson, that in **case number 12-**  
5 **62**, 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 Oscar Ortiz moved, with a second by Tammy Duehr, that in **case number 12-69**, the  
11 Board find that the evidence gathered in the investigation, including witness  
12 statements and the documentary evidence, does not substantiate the allegations in the  
13 complaint, and that the Board therefore lacks probable cause to proceed with this  
14 matter. **MOTION CARRIED UNANIMOUSLY.**

15  
16 Tammy Duehr moved, with a second by Oscar Ortiz, that in **case number 12-72**, the  
17 Board find probable cause to establish a violation of the following provisions of the  
18 Code of Professional Conduct and Ethics, 282 IAC 25.3(2)(b), 25.3(6)(c), and order this  
19 case set for hearing. **MOTION CARRIED UNANIMOUSLY.** (Duane T. Magee,  
20 Executive Director, left the room during discussion of this case.)

21  
22 Oscar Ortiz moved, with a second by Marianne Mickelson, that in **case number 10-66**,  
23 the Board accept the Respondent's waiver of hearing and voluntary surrender and that  
24 the Board issue an order permanently revoking the Respondent's license with no  
25 possibility of reinstatement. **MOTION CARRIED UNANIMOUSLY.**

26  
27 Julio Almanza moved, with a second by Marianne Mickelson, that in **case number 11-**  
28 **39**, the Board accept the Respondent's waiver of hearing and voluntary surrender and  
29 that the Board issue an order permanently revoking the Respondent's license with no  
30 possibility of reinstatement. **MOTION CARRIED UNANIMOUSLY.**

31  
32 Tammy Duehr moved, with a second by Marianne Mickelson, that in **case**  
33 **number 11-04**, the Board accept the stipulation and settlement submitted by

1 the parties, and issue an Order incorporating the agreement of the parties and  
2 imposing the agreed upon sanction. Roll call vote: Almanza – recused; Duehr –  
3 yes; Hill – yes; Mickelson – yes; Ortiz – yes; Overholtzer – yes; Trueg – yes;  
4 Wortmann – yes. **MOTION CARRIED.**

5  
6 Tammy Duehr moved, with a second by Julio Almanza, that the Board not initiate  
7 review of the proposed decision in **case number 11-92, In the Matter of Michael**  
8 **Lyons**, and allow the proposed decision to become the final decision of the Board  
9 unless an appeal is taken by one of the parties within the time allowed by rule.

10 **MOTION CARRIED UNANIMOUSLY.** (Julie Bussanmas, Assistant Attorney General,  
11 left the room and did not participate in the discussion of this case.)

12  
13 Tammy Duehr moved, with a second by Oscar Ortiz, to extend the 180-day deadline  
14 for issuance of the final decision in **case number 12-42**, based upon the delay  
15 necessary for receipt and review of the proposed decision. **MOTION CARRIED**  
16 **UNANIMOUSLY.** (Respondent filed a Resistance to Extension of 180-day Deadline and  
17 Request for Hearing and the State filed a response. The Complaint was filed with the  
18 Board of Educational Examiners on April 26, 2012. On October 9, 2012, the  
19 Respondent filed a Resistance to Extension of 180-day Deadline and Request for  
20 Hearing, arguing the Board did not have good cause to extend the deadline. The State  
21 filed a response on October 11, 2012. The Board finds good cause exists in this case  
22 for extension of the 180-day deadline. After the Complaint was filed on April 26, 2012,  
23 the Board found probable cause to move forward to hearing at its meeting on June 22,  
24 2012. A Statement of Charges was issued on July 24, 2012. The hearing date was  
25 selected based on the first available date of the administrative law judge assigned to  
26 the case. The hearing took place on September 25, 2012, and the parties are now  
27 awaiting a proposed decision. There is good cause to extend the deadline based on the  
28 amount of time necessary to resolve this case and the need for the parties to receive  
29 and review the proposed decision of the administrative law judge.) (Julie Bussanmas,  
30 Assistant Attorney General, left the room and did not participate in the discussion of  
31 this case.)

1 Marianne Mickelson moved, with a second by Tammy Duehr, to extend the 180-day  
2 deadline for issuance of the final decision in **case number 12-45**, based upon the  
3 extraordinary amount of time needed to complete the investigation and delay in  
4 scheduling the hearing. **MOTION CARRIED UNANIMOUSLY.**

5  
6 Oscar Ortiz moved, with a second by Marianne Mickelson, to extend the 180-day  
7 deadline for issuance of the final decision in **case number 12-46** based upon the  
8 extraordinary amount of time needed to complete the investigation and delay in  
9 scheduling the hearing. **MOTION CARRIED UNANIMOUSLY.**

10  
11 Tammy Duehr moved, with a second by Oscar Ortiz, to extend the 180-day deadline  
12 for issuance of the final decision in **case number 12-61** based upon the extraordinary  
13 amount of time needed to complete the investigation and pending ruling on the  
14 Respondent's motion to dismiss. **MOTION CARRIED UNANIMOUSLY.** (Respondent  
15 filed a Resistance to Extension of 180-day Deadline and Request for Hearing. The  
16 Complaint was filed with the Board of Educational Examiners on May 7, 2012. On  
17 October 8, 2012, the Respondent filed a Resistance to Extension of 180-day Deadline  
18 and Request for Hearing, arguing the Board did not have good cause to extend the  
19 deadline. The Board finds good cause exists in this case for extension of the 180-day  
20 deadline. After the Complaint was filed on May 7, 2012, the Respondent filed a motion  
21 to dismiss on June 6, 2012. The Board considered this motion at its meeting on June  
22 22, 2012, and issued an order denying the motion on September 28, 2012. The  
23 consideration of the Respondent's motion to dismiss caused delay in the resolution of  
24 this case.)

25  
26 Oscar Ortiz moved, with a second by Tammy Duehr, to extend the 180-day deadline  
27 for issuance of the final decision in **case number 12-63**, based upon the  
28 extraordinary amount of time needed to complete the investigation and a delay due  
29 to pending criminal charges. **MOTION CARRIED UNANIMOUSLY.**

30  
31 Oscar Ortiz moved, with a second by Marianne Mickelson, to approve the closed  
32 session minutes of August 9-10, 2012 and September 5, 2012 (special telephonic  
33 meeting). **MOTION CARRIED UNANIMOUSLY.**

1 Communication from the Public:

2 Dwight Watson, Dean of the College of Education and Kent Johnson, Dean of  
3 Continuing and Distance Education, from the University of Northern Iowa addressed  
4 the Board regarding the International Teacher Licensure Program. They are seeking  
5 permission to implement the Iowa International Teacher Licensure Program (IITLP),  
6 which would be made available to teachers at U.S. regionally-accredited American and  
7 International schools.

8  
9 Board Reports:

10 None.

11  
12 Executive Director's Report:

13 Mr. Magee introduced the BOEE's new attorney, Darcy Lane. Darcy joined the staff on  
14 Friday, September 28<sup>th</sup>.

15  
16 A joint work session is scheduled for Wednesday, November 14<sup>th</sup>, with the State Board  
17 of Education. Mr. Magee and Dr. Glass will be working on the agenda.

18  
19 On Wednesday, October 24<sup>th</sup>, there will be a meeting with the BOEE Executive  
20 Committee members and the Academic Affairs Committee for the Board of Regents.  
21 This will be more of a presentation by our committee to their committee.  
22 Presentation/discussion topics will include: program approvals, ethics training and  
23 teacher preparation role in ethics training.

24  
25 Mr. Magee reviewed the financial report.

26  
27 Statistics regarding music and art endorsements were discussed.

28  
29 Possible new endorsement areas were discussed – Transliterator, Athletic Trainer,  
30 Activities Director, Mental Health Counselor, Dean of Students, SAMS, At-Risk  
31 Coordinator, Early Childhood Director, Alternative Early Childhood Teacher Assistant.

1 The DiSC group profiles were provided to the Board. This is about understanding  
2 each other and how we interact and work with people who have a different behavior  
3 profile than we may have and also understanding ourselves.

4  
5 Mr. Magee informed the Board that Geri McMahon, BOEE Consultant, left to accept a  
6 position with the DE as an Administrative Consultant with Title I.

7  
8 A question brought up by the Board at the August meeting – How do we know that  
9 online programs at Clayton-Ridge and CAM are using properly licensed teachers and  
10 administrators? Amy Williamson, Chief of the Bureau of School Improvement with the  
11 DE, indicated that each of the schools would have site visits this year.

12  
13 Jim McNellis, BOEE Investigator, has been reaching out to other states to see what  
14 they do regarding the “30-day” rule (relationship with a former student). Early reports  
15 indicate that states are envious of the rule that we have in place because many other  
16 states do not have anything in place. Jim will provide a report to the Board in the  
17 future.

18  
19 Should there be a representative from higher education on our Board? Mr. Magee  
20 went to the Governor’s Office about this question since they appoint members to our  
21 Board. There is nothing in rule that precludes a higher ed. representative from being  
22 on the Board. It’s just a matter that they have to fill one of the areas as a public  
23 member who is not a licensed practitioner or, they can be a licensed practitioner  
24 working as a professor. They just have to meet the requirements.

25  
26 Mr. Magee is involved in ongoing conversations regarding the entire board packet  
27 being in electronic format and dealing with the security issue. Discussions continue  
28 with the DE, DAS-ITE, and Board of Medicine since they have a procedure in place.

29  
30 Rules:

31 Julio Almanza moved, with a second by Larry Hill, to adopt the proposed changes to  
32 Chapter 19.7(1) Renewal of Administrator Licenses. **MOTION CARRIED**

33 **UNANIMOUSLY.**

1 Richard Wortmann moved, with a second by Larry Hill, to adopt the proposed changes  
2 to Chapter 13.28(17) Science. **MOTION CARRIED NANIMOUSLY.**

3  
4 Marianne Mickelson moved, with a second by Mary K. Overholtzer, to adopt the  
5 proposed changes to Chapter 13.26(5) Teacher-Elementary Classroom. **MOTION**  
6 **CARRIED UNANIMOUSLY.**

7  
8 Marianne Mickelson moved, with a second by Richard Wortmann to adopt the  
9 proposed changes to Chapter 14.2(4), 14.2(6) and 14.2(7) Intellectual Disabilities.  
10 **MOTION CARRIED UNANIMOUSLY.**

11  
12 Julio Almanza moved, with a second by Marianne Mickelson, to adopt the proposed  
13 changes to Chapter 13.28(12) 5-8 Algebra for HS Credit. **MOTION CARRIED**  
14 **UNANIMOUSLY.**

15  
16 Larry Hill moved, with a second by Julio Almanza, to file under Notice of Intended  
17 Action, the proposed changes to Chapter 18 Issuance of Administrator Licenses and  
18 Endorsements. **MOTION CARRIED UNANIMOUSLY.**

19  
20 Julio Almanza moved, with a second by Marianne Mickelson, to file under Notice of  
21 Intended Action, the proposed changes to Chapter 22.5 Native Language Teaching  
22 Authorization. **MOTION CARRIED UNANIMOUSLY.**

23  
24 Richard Wortmann moved, with a second by Tammy Duehr, to file under Notice of  
25 Intended Action, the proposed changes to Chapter 13.1(3), 13.3(2), 13.3(3), 13.4,  
26 13.17(1) Testing for Out-of-State Applicants. **MOTION CARRIED UNANIMOUSLY.**

27  
28 Items for Discussion:

29 The proposed changes to Chapter 13.16(1) Substitute Teacher Requirements were  
30 discussed and will move forward to Notice at a future meeting.

31  
32 The proposed changes to Chapter 11.7(1) Delivery (Notice of Hearing) were discussed  
33 and will move forward to Notice at a future meeting.

1 The International Teacher Intern Program Proposal from UNI was discussed and will  
2 return for further discussion.

3  
4 Petitions for Waiver:

5 Larry Johnson moved, with a second by Julio Almanza, that in **PFW 12-02, Mark**  
6 **Young**, the Board deny the Petition for Waiver. (On January 4, 2012, Mark Young filed  
7 a Petition requesting waiver of the rules for the administrative license. The Petition  
8 was incomplete and Mr. Young submitted additional documentation on February 7,  
9 2012. The Board considered the Petition, and supporting documentation provided by  
10 the Petitioner at its March 9, 2012, meeting. The Petition for Waiver was DENIED.  
11 Mr. Young filed an Application for Leave to Present Evidence in the District Court for  
12 Cerro Gordo County. Following a hearing on August 13, 2012, the court remanded  
13 the waiver request to the Board to allow Young to submit additional evidence. On  
14 September 7, 2012, Mark Young filed a Petition and additional evidence requesting  
15 waiver of the rules for the administrative license.) Mr. Young was present and  
16 addressed the Board. Reasons for denial: The Board changed the requirements for  
17 administrative licensure from 5 years of teaching experience to three years of  
18 experience several years ago. The Board also developed specific rules indicating that a  
19 Class B conditional license in administration would not be issued if the person did not  
20 have the three years of teaching experience. These rules have been in place for several  
21 years so Mr. Young should have been aware of the fact that three years of teaching  
22 experience are required for an administrator license. Mr. Young indicated that Drake  
23 University personnel did not share that information with him. Mr. Young did not  
24 provide evidence that it would be difficult to find a job. However, he has not  
25 completed his administrative program yet so he has not attempted to find a position.  
26 The Board reviewed past waivers which show a preponderance of board orders denying  
27 the waiver of petitioners who had not completed three years of teaching experience.  
28 The board orders that were granted were based on the petitioners verifying experiences  
29 they completed which were evaluated using the Iowa teaching standards. The Board  
30 reviewed additional letters of recommendation that Mr. Young submitted regarding his  
31 experiences. The letters indicate Mr. Young is a successful school board member, he  
32 is doing well in his administrative course work, and he is a strong legal advocate for  
33 juveniles. The Board indicated these are all commendable experiences but they do not

1 include the specific competencies that relate to the Iowa teaching standards and thus  
2 would equate to a third year of teaching experience. Three years of teaching  
3 experience are required for an individual to become tenured or off probation. Thus it  
4 is a very minimum standard of experience in order to become a principal. In addition,  
5 Mr. Young's teaching experience was completed two decades ago so requiring a third  
6 year of recent teaching experience would be beneficial due to the changing cultural  
7 environment of teaching. A Board member noted that an administrator who has not  
8 recently served as a teacher is not aware of current cultural concerns such as bullying  
9 and thus would not have many of the experiences necessary for the position. One of  
10 the Board members indicated that a successful administrator must have credibility  
11 with teachers. If the person has not completed recent or varied teaching experience,  
12 the teachers may not accept the educational decisions rendered by this administrator  
13 because the administrator lacks teaching experience. A Board member stated some  
14 information could only be gained by serving in the classroom because they are not  
15 taught in college programs. The Board indicated that the role of the principal has  
16 changed from management to instructional leadership. Thus if a person has not  
17 completed several years of teaching experience, the person does not have the depth of  
18 knowledge related to curriculum and instruction. The Board indicated it was very  
19 admirable that Mr. Young represents children in need of assistance but they did not  
20 believe that experience is equivalent to teaching experience. They indicated that all  
21 individuals should be advocates for children. The Board also indicated serving on a  
22 school board would be good experience for a potential administrator but again it is not  
23 the equivalent of teaching experience. When the Board adopted rules that changed  
24 the requirement of five years of teaching experience to three years of teaching  
25 experience in order to serve as a principal, they were adamant to draw a hard line at  
26 the three years of teaching experience. The Board felt it would be a "slippery slope" to  
27 allow a person with only two years of teaching experience to obtain an administrator  
28 license. The Board indicated that the legislature has not passed any laws regarding an  
29 alternative pathway for administration so there is no way of knowing if the alternative  
30 pathway would also include a different requirement for experience. The Board felt that  
31 to truly protect the public health, safety, and welfare of students that a person should  
32 have three years of teaching experience so the person has breadth and depth of  
33 knowledge of curriculum, instruction, and cultural issues that affect today's students.

1 The Board indicated that it would be willing to review a petition for a waiver of the  
2 rules for a Class B conditional license for Mr. Young. This may allow him the  
3 opportunity to serve as an administrator and teacher in order to meet the  
4 requirements for the full administrative licensure. Roll call vote: Almanza – yes;  
5 Duehr – yes; Hill – yes; Mickelson – yes; Ortiz – yes; Overholtzer – no; Trueg – yes;  
6 Wortmann – yes. **MOTION CARRIED.**

7  
8 Julio Almanza moved, with a second by Richard Wortmann, that in **PFW 12-14,**  
9 **Charletta Sudduth**, the Board approve the Petition for Waiver. Reasons for approval:  
10 The Board found that it would be an undue hardship to require Ms. Sudduth to  
11 complete another program because she already completed one that substantially  
12 complies with the requirements for state approval. The Board discussed the fact that  
13 Iowa only has two state approved programs for school social work. They were  
14 informed that the special education licensure consultant reviewed the course work  
15 and experiences that Ms. Sudduth completed and indicated that she has met the state  
16 minimum requirements. Ms. Sudduth did complete a social work program and has  
17 completed over 20 semester hours of education course work in her doctorate course  
18 work in curriculum and instruction. Thus she has met all of the requirements except  
19 that the University of Northern Iowa program is not approved by the Iowa Department  
20 of Education. The Iowa Department of Education has approved other preparation  
21 programs at the University of Northern Iowa for teacher licensure as well as for  
22 professional service licensure. It is just that the school social work preparation  
23 program has never been submitted for approval. The program Ms. Sudduth completed  
24 is nationally accredited so the integrity of the licensure standards would be upheld.  
25 The Board has promulgated rules and standards for licensure. The rule from which  
26 Ms. Sudduth seeks a waiver is not specifically mandated by statute or any other  
27 provision of law, and, accordingly, may be waived by the Board. Ms. Sudduth  
28 indicated since she graduated from an accredited institution and has 13 years of  
29 experience working with young children and their families that everyone would benefit  
30 if she could coach and support the early childhood teaching staff. Ms. Sudduth  
31 indicates she will not be working directly with students so their welfare will not be  
32 compromised. The Board stated that Ms. Sudduth would complete a background  
33 check and would not be working directly with students. Thus the safety and welfare of

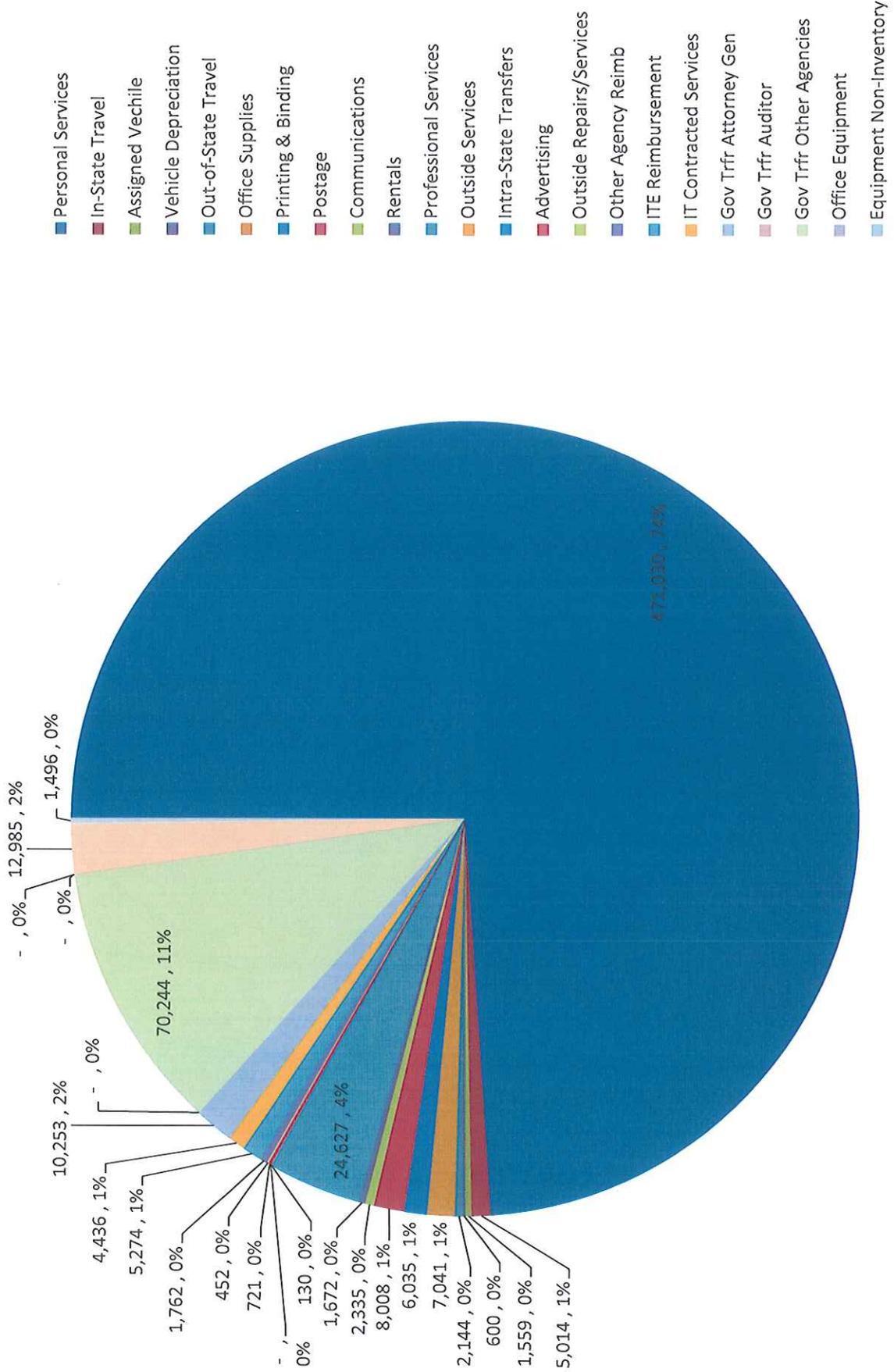
1 the students would not be at risk. She is aware of best practice of working with  
2 students due to her doctorate work. The Board does not see any threat of public  
3 health, safety or welfare. **MOTION CARRIED UNANIMOUSLY.**

4  
5 The legislative agenda and legislative reception will be held on January 17, 2013.  
6 There will be more discussion regarding the agenda and reception at the November  
7 meeting.

8  
9 There being no further business, Carol Trueg asked for a motion to adjourn the  
10 meeting. Larry Hill moved, with a second by Julio Almanza. **MOTION CARRIED**  
11 **UNANIMOUSLY.** The meeting was adjourned at 1:50 p.m.



# Expenditures July 2012-June 2013



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

Licensure Fees (orgn 9397)		July 12	Aug 12	Sept 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	Apr 13	May 13	Jun 13	Total
<b>Receipts</b>														
	Brought Fwd from 12		947,214.01											1,047,214
	Carry Fwd to 14													
	401 Licensure Fees	161,866.50	205,833.00	120,780.75	157,945.00									646,425
	704 DCI Check Fee	26,988.00	35,966.00	29,593.00	38,714.00									131,261
	BOEE Total Receipts	288,854.50	1,189,013.01	150,373.75	196,659.00									1,824,900
	401 Licensure Fees (GenFund)	53,544.50	68,139.00	39,958.25	52,372.00									214,014
<b>Expenditures</b>														
	101 Personal Services	72,086.39	118,517.98	118,562.20	161,862.97									471,030
	202 In-State Travel	300.50	-	2,747.81	1,965.65									5,014
	203 Assigned Vehicle	-	651.72	279.67	627.51									1,559
	204 Vehicle Depreciation	-	200.00	200.00	200.00									600
	205 Out-of-State Travel	-	-	-	2,143.91									2,144
	301 Office Supplies	5,013.50	1,664.70	124.93	238.34									7,041
	309 Printing & Binding	-	4,120.18	1,625.36	289.11									6,035
	313 Postage	-	2,930.54	3,125.29	1,952.41									8,008
	401 Communications	96.78	786.09	735.29	716.61									2,335
	402 Rentals	1,345.00	-	326.94	-									1,672
	405 Professional Services	-	-	24,287.00	340.00									24,627
	406 Outside Services	50.00	80.07	-	-									130
	407 Intra-State Transfers	-	-	-	-									-
	408 Advertising	-	-	326.00	395.00									721
	409 Outside Repairs/Services	451.98	-	-	-									452
	414 Other Agency Reimb	-	290.68	275.04	1,196.36									1,762
	416 ITE Reimbursement	-	1,436.70	1,672.72	2,164.46									5,274
	418 IT Contracted Services	-	-	218.54	4,217.07									4,436
	432 Gov Trfr Attorney Gen	-	3,333.33	3,483.21	3,436.38									10,253
	433 Gov Trfr Auditor	-	-	-	-									-
	434 Gov Trfr Other Agencies	-	20,763.00	-	49,481.44									70,244
	502 Office Equipment	-	-	-	-									-
	503 Equipment Non-Inventory	-	-	-	-									-
	510 IT Equipment & Software	12,668.00	-	317.32	-									12,985
	602 SWICAP/Other Expense	-	-	520.64	975.70									1,496
	Total Expenditures	92,012.15	154,774.99	158,827.96	232,202.92									637,818
	Excess (Deficiency) of													
	Revenue over Expenditures	96,842.35	87,024.01	(8,454.21)	(35,543.92)									139,868
	Beginning Cash Balance	100,000.00	196,842.35	1,231,080.37	1,222,626.16	1,187,082.24	1,187,082.24	1,187,082.24	1,187,082.24	1,187,082.24	1,187,082.24	1,187,082.24	1,187,082.24	1,187,082.24
	Ending Cash Balance	196,842.35	1,231,080.37	1,222,626.16	1,187,082.24	1,187,082.24	1,187,082.24	1,187,082.24	1,187,082.24	1,187,082.24	1,187,082.24	1,187,082.24	1,187,082.24	1,187,082.24

Licensure Fee Receipts by Accounting Source and Month SFY 13

Acct	Class	Description	July 12	Aug 12	Sept 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	Apr 13	May 13	Jun 13	Jun+30	Jun+60	Total	
		Brought Fwd not included																
I54	401	Licensure Fees %	161,866.50	205,833.00	120,780.75	157,945.00	-	-	-	-	-	-	-	-	-	-	-	646,425.25
I54	704	DCI Check Fee	26,988.00	35,966.00	29,593.00	38,714.00	-	-	-	-	-	-	-	-	-	-	-	131,261.00
Gen Fund	401	Licensure Fees	53,544.50	68,139.00	39,958.25	52,372.00	-	-	-	-	-	-	-	-	-	-	-	214,013.75
		Net Receipts	242,399.00	309,938.00	190,332.00	249,031.00	-	-	-	-	-	-	-	-	-	-	-	991,700.00
0914	401	Refunds	65.00	713	565	631.00												1,974.00

## MEMO

**Date: October 15, 2012**

**To: Board Members**

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

**RE: Amend IAC 282 Chapter 18 Issuance of Administrator Licenses and Endorsements - Notice**

---

We are proposing three rule changes to Chapter 18. The first change is proposed because not every out-of-state applicant is a first-time administrator. The changes to rule 18.7 are to address the inconsistency of rules between an administrator exchange license and a Class A license for administrators. The last rule is added because when the rules were reorganized several years ago the Class E license for administrators was mistakenly left out.

**I recommend that the proposed amendments to IAC 282 Chapter 18 Issuance of Administrator Licenses and Endorsements be filed under Notice of Intended Action.**

**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)(1) and 18.4(2)“a” through c” and “e” through “g” 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.

**18.6(1) Specific requirements.** A one-year nonrenewable administrator exchange license may be issued to an individual who completes the requirements in paragraphs 18.4(2)“a” through “c” and “f” and satisfies the following:

- a. Has completed a state-approved, regionally accredited administrator preparation program in a college or university approved by the state board of education or the state licensing agency in the individual’s preparation state; and
- b. Has the recommendation for the specific license and endorsement(s) from the designated recommending official at the recognized non-Iowa institution where the preparation was completed; and
- c. Holds and submits a copy of a valid regular administrator certificate or license in the state in which the preparation was completed, exclusive of a temporary, emergency or substitute license or certificate; and
- d. Meets the experience requirements for the administrator endorsement(s). Verified successful completion of three years of full-time teaching experience in other states, on a valid license, shall be considered equivalent experience necessary for the principal endorsement. Verified successful completion of six years of full-time teaching and administrative experience in other states, on a valid license, shall be considered equivalent experience for the superintendent endorsement provided that at least three

years were as a teacher and at least three years were as a building principal or other PK-12 districtwide administrator; and

*e.* Is not subject to any pending disciplinary proceedings in any state; and

*f.* Complies with all requirements with regard to application processes and payment of licensure fees.

### **282—18.7(272) Specific requirements for a Class A license.**

**18.7(1)** A nonrenewable Class A **administrator exchange** license valid for one year may be issued to an applicant who has completed an administrator preparation program under any one of the following conditions:

**a.18.7(1)** *Professional core requirements.*

The individual has not completed all of the required courses in the professional core, 282—paragraphs 13.18(4)“a” through “j.”

**b.18.7(2)** *Human relations component.*

The individual has not completed an approved human relations component.

**c.18.7(3)** *Regular administrator certificate or license in the state in which the preparation was completed.*

The individual has applied for a regular administrator certificate or license in the state in which the administrator preparation was completed but has not received it yet.

*Based on an expired Iowa certificate or license, exclusive of a Class A or Class B license.*

The holder of an expired license, exclusive of a Class A or Class B license, shall be eligible to receive a Class A license upon application. This license shall be endorsed for the type of service authorized by the expired license on which it is based.

**d.18.7(4)** *Based on evaluator requirement.*

The applicant has not completed the approved evaluator training requirement.

**18.7(2)** A nonrenewable Class A license valid for one year may be issued to an applicant based on an expired Iowa professional administrator license.

*a.* The holder of an expired license, exclusive of a Class A or Class B license, shall be eligible to receive a Class A license upon application. This license shall be endorsed for the type of service authorized by the expired license on which it is based.

*b.* Renewal.

The holder of an expired administrator license who is currently under contract with an Iowa educational unit (area education agency/local education agency/local school district) and who does not meet the renewal requirements for the administrator license held shall be required to secure the signature of the superintendent or designee before the license will be issued. If the superintendent does not meet the renewal requirements, the superintendent shall be required to secure the signature of the school board president before the license will be issued.

**18.7(5)(3)** *Authorization.*

Each Class A license shall be limited to the area(s) and level(s) of administration as determined by an analysis of the application, the transcripts, and the license or certificate held in the state in which the basic preparation for the administrator license was completed.

**18.7(6)(4)**

*Conversion.*

Each applicant receiving the one-year Class A license must complete any identified licensure deficiencies in order to be eligible for an initial administrator or professional administrator license in Iowa.

18.7(7) *Renewal.* The holder of an expired administrator license who is currently under contract with an Iowa educational unit (area education agency/local education agency/local school district) and who does not meet the renewal requirements for the administrator license held shall be required to secure the signature of the superintendent or designee before the license will be issued. If the superintendent does not meet the renewal requirements, the superintendent shall be required to secure the signature of the school board president before the license will be issued.

**282—18.12(272) Specific requirements for a Class E license.**

A nonrenewable license valid for one year may be issued to an individual as follows:

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

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

## MEMO

**Date: October 15, 2012**

**To: Board Members**

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

**RE: Amend IAC 282 Chapter 22.5 Preliminary Native Language Teaching Authorization - Notice**

---

The Board moved rules forward in 2011 that were similar to these rules. Those rules were tabled at a request of the legislature because the belief was that the education reform legislation would include alternative licensure. There was no alternative licensure that became law during the 2012 legislative session. The language below mirrors the career and technical license language and is a pathway for native speakers to teach. There continue to be many calls from the field in favor of an option for schools to hire native speakers.

**I recommend that the proposed amendments to IAC 282 Chapter 22.5 Preliminary Native Language Teaching Authorization be filed under Notice of Intended Action.**

**282-22.5(272) Preliminary Native Language Teaching Authorization.**

*22.5(1) Authorization.* The Preliminary Native Language Teaching Authorization is provided to noneducators entering the education profession to teach the applicant's native language as a foreign language in grades K-6 or grades 7-12.

*22.5(2) Application process.* Any person interested in the Preliminary Native Language Teaching Authorization shall submit the application to the board of educational examiners for an evaluation. Application materials are available from the office of the board of educational examiners, online at <http://www.boee.iowa.gov/>

*22.5(3) Requirements.*

- a. The applicant has completed a baccalaureate degree.
- b. Iowa division of criminal investigation background check. Applicants must have successfully completed an Iowa division of criminal investigation background check. The background check fee will be assessed to the applicant.
- c. 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.

d. The applicant must have the recommendation from a school district administrator verifying that the school district wishes to hire the applicant. The school district administrator must verify a diligent search was completed to hire a fully licensed teacher for this position.

e. During the term of the authorization, the applicant must complete Board approved training in the following:

(1)Methods and techniques of teaching. Develop skills to use a variety of learning strategies that encourage students' development of critical thinking, problem solving, and performance skills. The methods course must include specific methods and techniques of teaching a foreign language and must be appropriate for the level of endorsement.

(2)Curriculum development. Develop an understanding of how students differ in their approaches to learning and create learning opportunities that are equitable and adaptable to diverse learners.

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

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

(5)Code of ethics. Develop an understanding of how to foster relationships with parents, school colleagues, and organizations in the larger community to support student's learning and development and become aware of the Board's rules of Professional Practice and Code of Ethics.

(6)Diversity training for educators. Develop understanding and sensitivity of the values, beliefs, lifestyles and attitudes of individuals and the diverse groups found in a pluralistic society including preparation that

contributes to the education of individuals with disabilities and the gifted and talented.

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

g. *Assessment of native language.* The applicant must provide verification of successfully passing the Iowa mandated assessment(s) by meeting the minimum score set by the Iowa Department of Education. The cut score may not be waived by the Board.

22.5(4)*Validity.* This authorization is valid for three years. No Class B licenses may be issued to applicants holding the Preliminary Native Language Teaching Authorization. No additional endorsement areas may be added unless the requirements in 25.5(3) are met.

22.5(5). *Renewal.* The authorization is nonrenewable.

22.5(6) *Conversion.* The Preliminary Native Language Teaching Authorization may be converted to Native Language Teaching Authorization. The applicant must provide official transcripts verifying the completion of the course work required in 22.5(3)e.

22.5(6) *Revocation and suspension.* Criteria of professional practice and rules of the board of educational examiners shall be applicable to the holders of the Preliminary Native Language Teaching Authorization. A complaint may be filed against the teacher and administrator of a school district that hires this applicant to teach without the valid authorization.

22.5(7) *Approval of courses.* Each institution of higher education, private college or university, community college or area education agency wishing to offer the training for the Preliminary Native Language Teaching Authorization must submit course descriptions for each offering to the board of educational examiners for approval. After initial approval, any changes by agencies or institutions in course offerings shall be filed with the board of educational examiners.

## MEMO

**Date: October 15, 2012**

**To: Board Members**

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

**RE: Amend IAC 282 Chapter 13 Issuance of Teacher Licenses and Endorsements - Notice**

---

These changes will incorporate the Department of Education's new assessment requirements for candidates for Iowa licensure. The change to 13.1(3) removes references to the Praxis II examination. The changes to 13.3(2) and 13.3(3) add the new assessment requirements to the provisions regarding out-of-state applicants, and the change to 13.4 does the same with regard to foreign applicants. We need to have these changes in place by January 1, 2013.

**I recommend the amendments to IAC 282 Chapter 13 Issuance of Teacher Licenses and Endorsements be filed under Notice of Intended Action.**

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

Licenses are issued upon application filed on a form provided by the board of educational examiners and upon completion of the following:

**13.1(3)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.

**282—13.3(272) Applicants from non-Iowa institutions.**

**13.3(2)** *Requirements for applicants from non-Iowa traditional teacher preparation programs.*

Provided all requirements for Iowa licensure have been met through a state-approved regionally accredited teacher education program at the graduate or undergraduate level in which college or university credits were given and student teaching was required, the applicant shall:

- a. Provide a recommendation for the specific license and endorsement(s) from the designated recommending official at the recognized institution where the preparation was completed, and
- b. Submit a copy of a valid regular teaching certificate or license exclusive of a temporary, emergency or substitute license or certificate, and
- c. Provide verification of successfully passing the Iowa mandated assessment(s) tests by meeting the minimum score set by the Iowa Department of Education if the teacher preparation program was completed on or after January 1, 2013. If the teacher preparation program was completed prior to January 1, 2013, the applicant must provide verification of successfully passing the mandated tests in the state in which the applicant is currently licensed if the applicant has fewer than three years of teaching experience, or pass the Iowa mandated assessment(s) by meeting the minimum score set by the Iowa Department of Education.

**13.3(3)** *Requirements for applicants from out-of-state nontraditional teacher preparation programs.*

An applicant who holds a valid license from another state and whose preparation was completed through a state-approved nontraditional teacher preparation program must:

- a. Hold a baccalaureate degree with a minimum cumulative grade point average of 2.50 on a 4.0 scale from a regionally accredited institution.
- b. Provide a valid out-of-state teaching license based on a state-approved nontraditional teacher preparation program.
- c. Provide a recommendation from a regionally accredited institution, department of education, or a state's standards board indicating the completion of an approved nontraditional teacher preparation program.
- d. Provide an official institutional transcript(s) to be analyzed for the requirements necessary for full Iowa licensure based on 13.9(4)"a"(1) to (7), 13.9(4)"c"(1) to (5), 13.18(2), 282—13.28(272), and 282—14.2(272).
- e. Meet the recency requirements listed in 13.10(3).

f. Provide verification of successfully passing the Iowa mandated assessment(s) by meeting the minimum score set by the Iowa Department of Education if the nontraditional teacher preparation program was completed on or after January 1, 2013. If the nontraditional teacher preparation program was completed prior to January 1, 2013, the applicant If the applicant has fewer than three years of teaching experience, must provide verification from the state licensing agency/department in the state where the nontraditional teacher preparation program was completed indicating that the applicant has successfully passed that state's mandated tests or pass the Iowa mandated assessment(s) by meeting the minimum score set by the Iowa Department of Education.

g. Complete a student teaching or internship experience or verify three years of teaching experience.

h. If through a transcript analysis the professional education core requirements set forth in 13.9(4)"a"(1) to (7), 13.9(4)"c"(1) to (5), and 13.18(2) and the content endorsement requirements pursuant to 282—13.28(272) may be identified by course titles, published course descriptions, and grades, then the transcripts will be reviewed to determine the applicant's eligibility for an Iowa teaching license. However, if the professional education core requirements of 13.9(4)"a"(1) to (7), 13.9(4)"c"(1) to (5), and 13.18(2) and the content endorsement requirements cannot be reviewed in this manner, a portfolio review and evaluation process will be utilized.

#### **282—13.4 (272)**

##### **Applicants from foreign institutions.**

An applicant for initial licensure whose preparation was completed in a foreign institution must obtain a course-by-course credential evaluation report completed by one of the board-approved credential evaluation services and then file this report with the board of educational examiners for a determination of eligibility for licensure.

After receiving the notification of eligibility by the Iowa Board of Educational examiners, the applicant must provide verification of successfully passing the Iowa mandated assessment(s) by meeting the minimum score set by the Iowa Department of Education.

#### **282—13.17(272)**

##### **13.17(1)One-year teacher exchange license.**

a. For an applicant applying under 13.3(2), a one-year nonrenewable exchange license may be issued to the applicant under the following conditions:

(1) The applicant has completed a state-approved, regionally accredited teacher education program; and

(2) The applicant has the recommendation for the specific license and endorsement(s) from the designated recommending official at the recognized non-Iowa institution where the preparation was completed; and

(3) The applicant holds and submits a copy of a valid and current certificate or license in the state in which the preparation was completed or in which the applicant is currently teaching, exclusive of a temporary, emergency or substitute license or certificate;

1. If the applicant's out-of-state license is expired, a one-year teacher exchange license may be issued and the lack of a valid and current out-of-state license will be listed as a deficiency;
2. If the applicant submits verification that the applicant has applied for and will receive the applicant's first teaching license and is waiting for the processing or printing of a valid and current out-of-state license, a regional exchange license may be issued and the lack of a valid and current out-of-state license will be listed as a deficiency; and

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

If the applicant has fewer than three years of teaching experience or is being recommended for a K-6 elementary education endorsement, the applicant must verify successful completion of mandated tests in the state in which the applicant is currently licensed; and

(5) Each exchange license shall be limited to the area(s) and level(s) of instruction as determined by an analysis of the application, the transcripts and the license or certificate held in the state in which the basic preparation for licensure was completed or of the application and the credential evaluation report. The applicant must have completed at least 75 percent of the endorsement requirements through a two- or four-year institution in order for the endorsement to be included on the exchange license; and

(6) The applicant is not subject to any pending disciplinary proceedings in any state or country; and

(7) The applicant complies with all requirements with regard to application processes and payment of licensure fees.

## MEMO

**Date:** Nov. 14, 2012

**To:** Board Members

**From:** Duane T Magee, Executive Director and Mary Lou Nosco, Ed. D.

**RE: Proposed Rules: IAC 282 Chapter 13.16(1) Specific requirements for a substitute teacher's license - Notice**

---

We have had applicants who have completed a nontraditional teacher preparation program and have one or more years of teaching experience who apply for a substitute license or for full licensure. In many cases the best we can offer them is a substitute authorization. This change would allow someone in these circumstances to be issued a substitute license.

### **282—13.16 (272) Specific requirements for a substitute teacher's license.**

**13.16(1) *Substitute teacher requirements.*** A substitute teacher's license may be issued to an individual who:

a. Has completed a traditional teacher preparation program and been the holder of, or presently holds, a license in Iowa; or holds or held a regular teacher's license or certificate in another state, exclusive of temporary, emergency, or substitute certificate or license, or a certificate based on an alternative certification program; or

b. Has successfully completed all requirements of an approved teacher education program, but did not apply for an Iowa teacher's license at the time of completion of the approved program; or

c. Holds a valid or expired teaching certificate based on a nontraditional teacher preparation program, is able to verify three years of teaching experience and provide passing scores for their state's mandated tests. License will contain a disclaimer stating that the holder of this license may not be eligible for full Iowa teaching licensure.

## MEMO

**Date: November 14, 2012**

**To: Board Members**

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

**RE: Amend IAC 282 Chapter 11.7(1) Notice of hearing - Notice**

---

This proposed rule change is to bring our service requirements in line with Iowa Code section 17A.12. First class mail is not sufficient for service of a Notice of Hearing. This rule change will not change actual agency practice because we do not use first class mail to deliver notices of hearing.

**282—11.7 (17A,272) Notice of hearing.**

**11.7(1) Delivery.** Delivery of the notice of hearing constitutes the commencement of the contested case proceeding. Delivery may be executed by:

- a. Personal service as provided in the Iowa Rules of Civil Procedure; or
- b. certified mail, return receipt requested; or
- ~~e. first class mail; or~~
- ~~d.~~ Publication, as provided in the Iowa Rules of Civil Procedure.

## MEMO

**Date: November 14, 2012**

**To: Board Members**

**From: Duane T. Magee, Executive Director, Greg Horstmann, Consultant, and Susan Fischer, Administrative Consultant**

**RE: Amend IAC 282 Chapter 18.5 Specific Requirements for a Professional Administrator License – Notice**

---

We are proposing a rule change to align the rule with practice. The rules did not specifically indicate that the applicant must complete one year of administrative experience in order to convert the initial administrator license to the professional administrator license. The rule only listed the competencies that must be obtained. This is basically a cleanup rule to clarify the requirements.

**I recommend that the proposed amendments to IAC 282 Chapter 18 Administrator licenses be filed under Notice of Intended Action.**

**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:

**18.5(1)** Completes the requirements in 18.4(2)“a” to “g”; and

**18.5(2)** Successfully meets each standard listed below:

*a.-d. No change*

**18.5(3) Completes one year of administrative experience in an Iowa public school, completes the administrator mentoring program and holds an administrator license with an administrative endorsement or successfully completes two years of administrative experience in a non-public or out-of-state school setting.**

## MEMO

**Date: November 14, 2012**

**To: Board Members**

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

**RE: Amend IAC 282 Chapter 19.6 Evaluator License and Endorsement Requirements for Out-of-State Applicants – Notice**

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We are proposing a rule change to align the rules in Ch. 19 regarding evaluator licensure requirements with the rules in Ch. 18 with the administrator licensure requirements. The Ch. 18 rules were filed under notice at the October 2012, Board meeting. These changes will align the two chapters with the same wording for the licenses. This is basically a cleanup rule to align the requirements.

**I recommend that the proposed amendments to IAC 282 Chapter 19.6 Evaluator License and Endorsement Requirements for Out-of-State Applications be filed under Notice of Intended Action.**

**282—19.6(272) Out-of-state applicants.**

An out-of-state applicant who seeks an administrator license after July 1, 2003, will be granted a Class A **administrator exchange** license valid for one year in order to complete the evaluator endorsement requirements. ~~If the person does not hold an administrator license in the state where the person completed the administrative program, then a Class A license will be granted.~~ The Class A **administrator exchange** license is valid for one year and is nonrenewable. The requirements for the evaluator endorsement must be met before the issuance of the **initial or professional** administrator license.

## MEMO

**Date: November 14, 2012**

**To: Board Members**

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

**RE: Amend IAC 282 Chapter 17.4 Requirements for a Class D Career and Technical License – Notice**

---

In 2009, the Board eliminated the option for a Class D occupational license. (282—13.13(272) Specific requirements for a Class D occupational license. Rescinded IAB 7/29/09, effective 9/2/09.) However, we need to propose a rule change to eliminate a similar rule in Ch. 17 for the conditional career and technical license. This is just a cleanup rule change.

**I recommend that the proposed amendments to IAC 282 Chapter 17.4 Requirements for a Class D career and technical license be filed under Notice of Intended Action.**

**~~282—17.4(272) Requirements for a Class D career and technical license. A two year Class D career and technical license may be issued to an applicant who has not met all of the experience requirements for the initial career and technical license.~~**

## MEMO

**Date: November 14, 2012**

**To: Board Members**

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

**RE: Amend IAC 282 Chapter 13.9 Teacher Intern – Discussion**

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After the discussion at the October 2012, Board meeting with the University of Northern Iowa regarding international teachers, we are proposing discussion on a rule change for the teacher intern license. An option was added to 13.9(10) which would allow individuals who are teaching in accredited American and international schools outside of the US who have not completed a traditional teacher preparation program to complete the teacher intern requirements on the job and become licensed teachers.

We are also proposing a rule change to incorporate past discussions on a career and professional alternative license into the teacher intern rules. Iowa Code authorizes the BOEE to approve alternative options for licensure. IAC 272.2# 13. “Adopt rules to provide for nontraditional preparation options for licensing persons who hold a bachelor's degree from an accredited college or university, who do not meet other requirements for licensure.” Options for a school district, area education agency or community college to offer the teacher intern program were included.

In 13.3(9), an option is provided for individuals who are not able to complete all of the teacher intern requirements to begin serving as a teacher of record in unique circumstances.

### **282—13.9(272)Teacher intern license.**

#### **13.9(1)Authorization.**

The teacher intern is authorized to teach in grades 7 to 12.

#### **13.9(2)Term.**

The term of the teacher intern license will be one year from the date of issuance. This license is nonrenewable. The fee for the teacher intern license is in 282—Chapter 12.

#### **13.9(3)Teacher intern requirements.**

A teacher intern license shall be issued upon application provided that the following requirements have been met. The applicant shall:

- a. Hold a baccalaureate degree with a minimum cumulative grade point average of 2.50 on a 4.0 scale from a regionally accredited institution.
- b. Meet the requirements of at least one of the board's secondary (5-12) teaching endorsements listed in rule 282—13.28(272).
- c. Possess a minimum of three years of postbaccalaureate work experience. An authorized official at the approved teacher intern program ~~or college university with an~~ will evaluate this experience.
- d. Successfully complete the teacher intern program requirements listed in subrule 13.9(4) through a four year college or university and approved by the state board of education or successfully complete the teacher intern program requirements listed in subrule 13.9(4) through an Iowa community college, Iowa area education agency or Iowa school district and approved by the Iowa Board of Educational Examiners.
- e. Successfully pass a basic skills test at the level approved by the teacher education institution.

**13.9(4)Program requirements.**

The teacher intern shall:

- a. Complete the following requirements prior to the internship year:
  - (1)Learning environment/classroom management. The intern uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.
  - (2)Instructional planning. The intern plans instruction based upon knowledge of subject matter, students, the community, curriculum goals, and state curriculum models.
  - (3)Instructional strategies. The intern understands and uses a variety of instructional strategies to encourage students' development of critical thinking, problem solving, and performance skills. These strategies include preparation in the integration of reading strategies into the content area.
  - (4)Student learning. The intern understands how students learn and develop and provides learning opportunities that support intellectual, career, social, and personal development.
  - (5)Diverse learners. The intern understands how students differ in their approaches to learning and creates instructional opportunities that are equitable and are adaptable to diverse learners which must include preparation that contributes to the education of individuals with disabilities and the gifted and talented.
  - (6)~~Collaboration, ethics and relationships. The intern fosters relationships with parents, school colleagues, and organizations in the larger community to support students' learning and development.~~
  - (7)Assessment. The intern understands and uses formal and informal assessment strategies to evaluate the continuous intellectual, social, and physical development of the learner.
  - (8)Field experiences that provide opportunities for interaction with students in an environment that supports learning in context. These experiences shall total at least 50 contact hours in the field prior to the beginning of the academic year of the candidate's initial employment as a teacher intern.
  - (9)Provide verification of successfully passing the Iowa mandated assessment(s) by meeting the minimum score set by the Iowa Department of Education.

~~b. Complete four semester hours of a teacher intern seminar during the teacher internship year to include support and extension of coursework from the teacher intern program~~

~~e. Complete the coursework and competencies in the following areas :~~

(1) Foundations, reflection, and professional development. The intern continually evaluates the effects of the practitioner's choices and actions on students, parents, and other professionals in the learning community and actively seeks out opportunities to grow professionally.

(2) Communication. The intern uses knowledge of effective verbal, nonverbal, and media communication techniques, and other forms of symbolic representation, to foster active inquiry and collaboration and to support interaction in the classroom.

~~(3) Exceptional learner program, which must include preparation that contributes to the education of individuals with disabilities and the gifted and talented. Collaboration, ethics and relationships. The intern fosters relationships with parents, school colleagues, and organizations in the larger community to support students' learning and development.~~

~~(4) Preparation in the integration of reading strategies into the content area.~~

~~(5) Computer technology related to instruction.~~

~~(6) An advanced study of the items set forth in 13.9(4) "a" (1) to (7) above.~~

**13.9(5) Local school district requirements.**

The local school district shall:

a. Provide an offer of employment to an individual who has been evaluated by an Iowa college, Iowa university, Iowa community college, Iowa area education agency or Iowa school district for eligibility or acceptance in the teacher intern program.

b. Participate in a mentoring and induction program. The mentoring program may be completed remotely if the individual is serving in an international school.

c. Provide a district mentor for the teacher intern.

d. Provide other support and supervision, as needed, to maximize the opportunity for the teacher intern to succeed.

e. Not overload the teacher intern with extracurricular duties not directly related to the teacher intern's teaching assignment.

f. Provide evidence to the board from a licensed evaluator that the teacher intern is participating in a mentoring and induction program.

g. At the board's request, provide information including, but not limited to, the teacher intern selection and preparation program, institutional support, local school district mentor, and local school district support.

**13.9(6)**

*Requirements to convert the teacher intern license to the initial license.*

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

(1) Successful completion of the coursework and competencies in the teacher intern program approved by the state board of education or the Iowa Board of Educational Examiners.

(2) Verification from a licensed evaluator that the teacher intern served successfully for a minimum of 160 days.

(3) Verification from a licensed evaluator that the teacher intern is participating in a mentoring and induction program and is being assessed on the Iowa teaching standards.

(4) Recommendation by the recommending official ~~a college or university~~ offering an approved teacher intern program that the individual is eligible for an initial license.

(5) At the board's request, the teacher intern shall provide to the board information including, but not limited to, the teacher intern selection and preparation program, institutional support, local school district mentor, and local school district support.

b. The teacher intern year will count as one of the years that is needed for the teacher intern to convert the initial license to the standard license if the conditions listed in paragraph 13.9(6)“a” have been met.

**13.9(7)***Requirements to obtain the initial license if the teacher intern does not complete the internship year.*

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

(1) Option #1:

1. Successful completion of the coursework and competencies in the teacher intern program approved by the state board of education; and
2. Verification by a college or university that the teacher intern successfully completed the college's or university's state-approved student teaching requirements; and
3. Recommendation by a college or university offering an approved teacher intern program that the individual is eligible for an initial license.

(2) Option #2:

1. Successful completion of the coursework and competencies in the teacher intern program approved by the state board of education ~~or the Iowa Board of Educational Examiners~~; and
2. Verification by the approved teacher intern program that the teacher intern successfully completed 40 days of paid substitute teaching; and
3. Verification by the teacher intern program that the teacher intern successfully completed 40 days of co-teaching; and
4. Recommendation by the approved teacher intern program that the individual is eligible for an initial license.

b. At the board's request, the teacher intern shall provide to the board information including, but not limited to, the teacher intern selection and preparation program, institutional support, local school district mentor, and local school district support.

**13.9(8)**

*Requirements to extend the teacher intern license if the teacher intern does not complete all of the education coursework during the term of the teacher intern license.*

a. A one-year extension of the teacher intern license may be issued upon application provided that the teacher intern has met both of the following requirements:

(1) Successful completion of 160 days of teaching experience during the teacher internship.

(2) Verification by the recommending official at the approved teacher intern program that the teacher intern has not completed all of the coursework required for the initial license.

b. Only one year of teaching experience during the term of the teacher intern license or the extension of a teacher intern license may be used to convert the teacher intern license to a standard teaching license.

**13.9(9) Requirements to obtain a pre-teacher intern license if the teacher intern is not able to complete all of the requirements in 13.9(4)a before the internship year.**

**a. A one year pre-teacher intern license may be issued upon application provided that the following requirements are met:**

- 1. The school district that wishes to hire the teacher intern must verify a diligent search was completed and no fully licensed teacher applied for the position.**
- 2. The school district meets all requirements in 13.9(5) for the pre-intern year.**
- 3. The teacher intern must meet all of the requirements in 13.9(3)a-c.**
- 4. The teacher intern must be enrolled in an approved teacher intern program.**
- 5. The Board of Educational Examiners must approve this placement prior to the start of the school year.**

**b. The teaching experience completed during the term of the pre-teacher intern license may not be used to convert the license to a standard teaching license.**

**c. Upon completion of the requirements in 13.9(4)a, the teacher intern may apply to convert the pre-teacher intern license to the teacher intern license.**

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

**a. Hold a baccalaureate degree from an accredited institution.**

**b. Meet the requirements of at least one of the board's secondary (5-12) teaching endorsements listed in rule 282—13.28(272).**

**c. Successfully complete the teacher intern program requirements listed in subrule 13.9(4)a(1)-(7), 13.9(4)a(9) and 13.9(4)b(1)-(4) through a four year college or university and approved by the state board of education.**

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

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

**(1) Successful completion of the coursework and competencies in the teacher intern program approved by the state board of education.**

**(2) Verification that the teacher intern served successfully for a minimum of 160 days.**

**(3) Recommendation by the recommending official at a college or university offering an approved teacher intern program that the individual meets the Iowa teaching standards and is eligible for an initial license.**

## MEMO

**Date: November 14, 2012**

**To: Board Members**

**From: Duane T. Magee, Executive Director and Mike Cavin, Consultant**

**RE: Proposed Options for Changes to the Special Education Licensure Structure - Discussion**

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### **Background:**

Our current system was developed in the late 1990's and implemented in the early 2000's. It replaced a system of licensure which included over 16 different categorical endorsements and condensed these down into 5 primary endorsements with a handful of additional endorsement for small population of low incidence disabilities (Visual, Hearing impairments etc).

This system, although less than prior systems, still relies on a labeling or classification system that the state as a whole has moved away from. The current field utilizes a weighting system to define the severity of the student's disability, not the label of the disability category. Districts and AEA's find it difficult in defining how and when one student requires the services of one special education teacher over another.

A considerable achievement gap currently exists between students with disabilities and students without disabilities in many areas, especially in literacy and math. A stronger focus on content preparation among teachers being prepared as special education teachers has been suggested as one option to assist in closing this gap. Our current requirements do not specify areas of content for all special education endorsements and many times these are infused into methods courses.

Some states, Pennsylvania for example, have required the completion of specific methods/curriculum course work of many of their special education teachers in math, reading, and writing etc. Other states, Texas for example, have required a minimum of number of content courses in their special education teachers college course load (e.g. two courses in language arts and two courses in math etc.).

Below are three options for a new structure of special education licensure.

**Option I:**

Leave the system as is.

K-8 Mild/Moderate  
5-12 Mild/Moderate  
K-12 Behavior Disorder/Learning Disabilities  
K-12 Intellectual Disabilities

Re-vamp the competency requirements with more specific content requirements. Remove the student teaching requirement, if a teacher already holds a teaching license at the appropriate grade level. This might free up hours to increase content course work without adding to the hours of the endorsements.

Details to be developed by a committee of preparation program, teachers, administrators, and Department of Education staff.

**Option II:**

Create a two tier system.

K-8 and 5-12 (or a K-12) Mild/Moderate  
K-12 Severe (combination BD/LD/ID)

This would clear-up confusion in the field as to when a Strategist II BD/LD or ID is required for an assignment.

One possibility, all teachers complete a mild/moderate preparation and can add the severe authority with the addition of 9-12 hours. Downside, difficult to go straight to severe if hired on a conditional.

Details to be developed by a committee of preparation program, teachers, administrators, and Department of Education staff.

**Option III:**

Create a one endorsement special education system.

K-12 Special Education

For all positions except Hearing Impairment, Visual Impairment, Early Childhood Special Education.

Details to be developed by a committee of preparation program, teachers, administrators, and Department of Education staff.

## **Petition for Waiver**

**Name:** Tracy Sandbothe

**Folder:** 356239

Holds a standard license for Spanish. Obtained a Class B license for all business in 2009. Holds an extension valid until January 2013.

**Reason for Waiver:** Ms. Sandbothe holds a BA in Business Administration and is working through Drake University to complete the requirements for the all business endorsement. Drake University has indicated that she must complete a business communications class. Ms. Sandbothe believes she has met this requirement through a speech class and presentations she completed through her BA in business administration. In addition to this course work, she believes her experiences should be accepted. Ms. Sandbothe provided oral presentations in her Spanish and education classes, and has communication experience as a salesperson, personal banker, and corporate trainer.

**Rule Citation:**

282-13.28(3)

*Business—all.*

5-12. Completion of 30 semester hours in business to include 6 semester hours in accounting, 3 semester hours in business law to include contract law, 3 semester hours in computer and technical applications in business, 6 semester hours in marketing to include consumer studies, 3 semester hours in management, 6 semester hours in economics, and 3 semester hours in business communications to include formatting, language usage, and oral presentation. Coursework in entrepreneurship and in financial literacy may be a part of, or in addition to, the coursework listed above.

**Hardship:** Ms. Sandbothe would incur additional costs to complete the course. Taking a course would take time away from preparing for her current students.

**Prejudice to others:**

Ms. Sandbothe does not believe that waiving this requirement would be to any one's detriment. She thinks she is in a unique situation due to her experience in corporate training, sales and personal banking.

**Safety and welfare of others:**

Ms. Sandbothe indicated since she has 10 years of teaching experience in addition to her corporate training, sales, and banking experience. Her students would not be affected if she does not take this class. Her experience outweighs the knowledge gained in the class.

**Recommendation:** Approve the waiver.

**Hardship:** Ms. Sandbothe has experience in corporate training, sales and personal banking, so it would be a hardship to complete a class when she has met the same competencies through course work and experiences.

**Prejudice to others:**

When a person is completing the endorsement requirements through a college program, the Board staff relies on the college program recommending official to determine if all course work requirements are met. We provided that option to Ms. Sandbothe indicating that if Drake University accepted these courses and experiences as meeting the business communications requirements, then we would accept Drake University's recommendation for the endorsement. However, Drake University has indicated to Ms. Sandbothe that it will not waive the requirement on the basis of the course work and experiences Ms. Sandbothe has completed. The only recourse then available is the waiver. The Board has reviewed similar waivers:

*06-18 Micahel Carey. Board waived the course in oral communication required for the English endorsement. Carey had been a poet in residence and creativity instructor for 18 years and included information on numerous speaking events.*

*07-09 Mary Huber. Board waived the requirements of oral communication required for the English endorsement. Huber helped design and teach an oral communications course at the community college. She completed business consulting training classes which involved giving presentations.*

*07-20 Todd Stabenow. Board waived the requirement for the business law class. Stabenow had experience in the area of contract law with the financial services industry.*

Ms. Sandbothe has verified business communications in the area of corporate training, sales and banking. These experiences in addition to her speech class would meet the competencies of a business communications class.

**Safety and welfare of others:**

Ms. Sandbothe has been a teacher for years so the safety and welfare of the students would not be at risk. She has completed corporate training so she is aware of appropriate business communications and can share those experiences with her students.

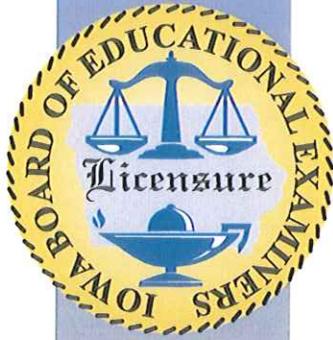


# IOWA BOARD OF EDUCATIONAL EXAMINERS

## **Code of Iowa 272.29 Annual Administrative Rules Review Report**

The executive director shall annually review the administrative rules adopted pursuant to this chapter and related state laws. The executive director shall submit the executive director's findings and recommendations in a report every three years to the board and the chairpersons and ranking members of the senate and house standing committees on education and the joint appropriations subcommittee on education by January 15.

**January 15, 2013**



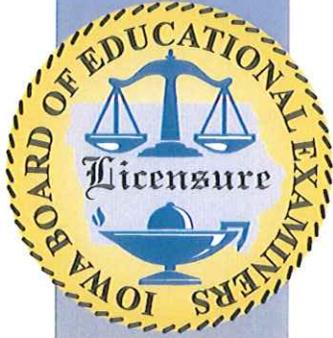
**State of Iowa**  
**BOARD OF EDUCATIONAL EXAMINERS**  
Grimes State Office Building  
400 E. 14<sup>th</sup> Street  
Des Moines, Iowa  
50319-0147

## **Members of the Board**

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**Vacant Position**, Public Member

**Duane T. Magee, Executive Director**  
[Duane.Magee@iowa.gov](mailto:Duane.Magee@iowa.gov)  
515-281-5849

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



## **Mission**

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

## **Beliefs Statements**

We Believe:

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

Adopted: June 2001  
Reviewed: June 11, 2009  
Revised: August 13, 2010

## **Introduction**

In 1989, the Iowa Board of Educational Examiners became an autonomous body. The Iowa Board of Educational Examiners is charged with the overall responsibility of regulating the licensure standards for teachers, administrators, paraeducators, and coaches. The Board consists of twelve members appointed by the Governor, and confirmed by the Iowa Senate, to four-year terms. Five members are licensed teachers, four members are licensed administrators, two public members and the director from the department of education or her/his designee.

The board sets standards for the issuance of licenses, certificates, and authorizations to practitioners, sets standards for license renewal, investigates ethics complaints that meet jurisdictional requirements that are filed with the board, conducts disciplinary hearings, and monitors compliance of licensees with orders issued by the board. In the last fifteen (15) years, the fewest number of licenses issued was 19,856 and the highest number was 28,630. The Board also maintains a code of professional conduct and ethics, as well as a code of educator rights and responsibilities. The Board considers approximately 80-120 educator discipline cases each year.

To carry out its mission, the board adopts rules and establishes standards for practitioners pursuant to the authority under Iowa Code section 272. The board makes recommendations for rules regarding the practice, discipline, education, and licensure of educational practitioners pursuant to Iowa Code section 272. The licensure rules are in Chapters 13-27 of the Iowa Administrative Code Section 282. The code of professional conduct and ethics and the code of rights and responsibilities rules are in Chapter 25 and Chapter 26 of the Iowa Administrative Code. The following report of the executive director's findings and recommendations is compiled pursuant to Iowa Code section 272.29.

## Criteria for Review

All rules subject to regulatory review have been evaluated according to the following criteria.

### **A. Need**

- (1) What is the objective of the rule for the board and the public?
- (2) Is the rule effective in meeting its objective?
- (3) Is the rule broader than necessary to accomplish its objective?
- (4) Is the rule necessary to protect the public health, safety, or welfare?
- (5) Is the rule outdated?
- (6) Is the rule duplicative?
- (7) Have laws or other circumstances changed to the extent the rule should be amended or repealed?
- (8) Have complaints about the rule been received?
- (9) Does the rule create barriers for some applicants?

### **B. Clarity**

- (1) Is the rule clear and concise?
- (2) Do the board, licensees, and the public readily understand the rule?
- (3) Does the rule conflict with the authority or rules of another agency?

### **C. Intent and Statutory Authority**

- (1) What is the statutory authority for the rule?
- (2) Is the rule necessary to comply with the statute that authorizes it?
- (3) Is the rule consistent with the legislative intent of the statute?
- (4) Is there a need to develop additional legislative authorization in order to protect the public health, safety, and welfare?

### **D. Cost**

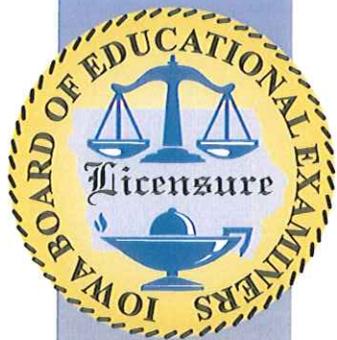
- (1) Are there quantifiable costs and benefits to the rule?
- (2) Are there qualitative costs and benefits to the rule?
- (3) Does the benefit of the rule exceed the costs of the rule?
- (4) Is there a less burdensome way to achieve the positive result of the rule?

**E. Fairness**

- (1) Is the rule applied consistently and predictably?
- (2) Is the rule fair in its application?
- (3) Are additional protections needed?
- (4) Should it be modified to eliminate or minimize any disproportionate impacts on the regulated community?
- (5) Should it be possible to waive compliance with the rule under certain circumstances?

**Board of Educational Examiners [272]  
Iowa Administrative Code 282  
Rule Amendment: FY 2012**

<b>Chapter</b>	<b>Rule</b>	<b>Effective Date</b>	<b>Amendment</b>
13.11	Specific requirements for a Class B license	August 3, 2011	Clarifies what constitutes a valid license for individuals seeking a Class B license (Class B licenses may not be issued to individuals who hold a substitute license or authorization, a statement of professional recognition, a career and technical license or endorsement, a behind-the-wheel authorization, or an intern license)
22.3	School business official authorization	August 3, 2011	Establishes a new authorization for school business officials in compliance with new statutory requirements
11.39	Denial of application during a pending professional practices case	September 14, 2011	Provides that the executive director may deny an application for a Class B license if the applicant is currently under investigation and probable cause has been determined by the board
12.1, 12.2	Issuance of licenses and statements of professional recognition; Fees for the renewal of licenses	October 12, 2011	Establishes fees for acquiring and renewing the professional service license
13.17	One-year teacher exchange license	December 7, 2011	Addresses out-of-state applicants who cannot receive the license in a timely manner; permits the applicant a full year to produce the out-of-state license; however, verification that the license is being processed will be required before the Class A license is issued
13.28(12)	Mathematics	December 7, 2011	Allows a holder of the physics endorsement to easily add the mathematics endorsement
13.9(7)	Requirements to obtain the initial license if the teacher intern does not complete the internship year	January 18, 2012	Addresses the issue of prospective interns who are unable to secure a paid intern position
Chapters 1, 3, 5, 10, 11, 13, 15, 17, 20, 25	Multiple rules	April 11, 2012	These amendments to several chapters incorporated changes to numbering and language in the Iowa Rules of Civil Procedure, eliminated reference to repealed statutory provisions, and corrected numerous citations to the Iowa Code.
11.35(2)"a" and 25.3(1)"b"	Disqualifying criminal convictions	April 11, 2012	Updates the rules pertaining to disqualifying criminal convictions to reflect 2011 Iowa Acts, Senate File 120 (regarding enticing a minor and human trafficking)
Iowa Code section 272.15	Reporting requirements—complaints	July 1, 2012	Expands mandatory reporting of employee misconduct to include soliciting, encouraging, or consummating a romantic or otherwise inappropriate relationship with a student, falsifying student grades, test scores, or other official information or material, and converting public property or funds to the personal use of the school employee

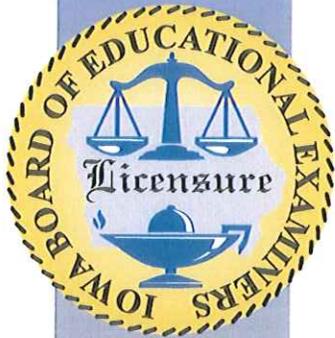


# BOARD OF EDUCATIONAL EXAMINERS

## **Code of Iowa Chapter 272.10 Fees**

4. The Board shall submit a detailed annual financial report by January 1 to the chairpersons and ranking members of the joint appropriations subcommittee on education and the legislative services agency.

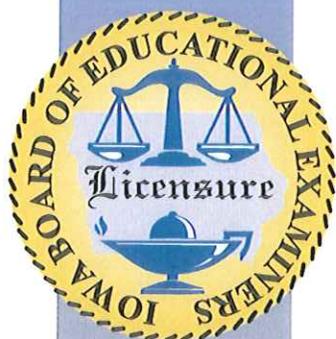
**January 1, 2013**



## Board of Educational Examiners

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**State of Iowa**  
**BOARD OF EDUCATIONAL EXAMINERS**

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**Members of the Board**

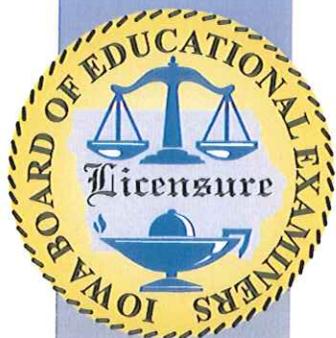
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**Julio Almanza**, Davenport, Retired Administrator  
**Tammy S. Duehr**, Dubuque, Teacher  
**Brenda Garcia-Van Auken**, Muscatine, Public Member  
**Dr. Jason Glass**, Department of Education, Director  
**Dr. Larry Hill**, Thompson, Retired Administrator  
**Oscar J. Ortiz**, Chariton, Teacher  
**Mary K. Overholtzer**, Mount Ayr, Teacher  
**Carol S. Trueg**, Dubuque-Holy Family Catholic Schools, Chief Administrator  
**Richard E. Wortmann**, Ottumwa, Teacher  
**Vacant Position**, Public Member

**Duane T. Magee, Executive Director**

[Duane.Magee@iowa.gov](mailto:Duane.Magee@iowa.gov)

515-281-5849

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



## **Mission**

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

## **Beliefs Statements**

We Believe:

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

Adopted: June 2001  
Reviewed: June 11, 2009  
Revised: August 13, 2010

## **Principles for the Board of Educational Examiners Budgeting Process**

### **Identify a vision and knowledge of the service needs:**

1. Identify the vision of what the BoEE should be.
2. Identify the service and the capital needs of the BoEE.

### **Policies, Goals, Priorities, and Resource Utilizations plans:**

3. Identify fiscal and economic policy and goals to meet the vision and needs of the BoEE.
4. Identify the service and capital policy and goals to meet the vision and needs of the BoEE.
5. Identify strategies for managing the BoEE's fiscal process.

### **Prepare and adopt a fiscal budget that integrates vision, policy, and goals with strategies that are consistent with the current fee structure.**

6. Develop and implement a process that prepares a revenue and expenditure plan that is based on the vision, policy and goals of the Board.
7. Establish a plan for forecasting anticipated revenues on a yearly and multiple year basis.

### **Monitor and control the utilization of resources in meeting the Board's goals.**

8. Monitor and control the utilization of resources (expenditures) monthly and make budget adjustments quarterly.
9. When possible identify external factors that may impact the utilization of resources.
10. Make adjustments to the goals if budget adjustments cannot meet the anticipated revenues.

### Assumptions

**The Board of Educational Examiners' budget was built on the following assumptions since the Board does not receive an appropriation from the Legislature:**

1. **The budget was built on the assumption that approximately \$500,000 would be deposited to the General Fund.**
2. The budget was built on the assumption that 26,000 applications would be processed during FY 2012.
3. 2004 and 2005 legislation changed the revenue stream for the Board. Since that legislation, the Board has taken a conservative position in estimating revenues since prior to 2004 expenditures exceeded revenues.
4. The budget would also include the assessment of \$20,000 in late fees.
5. The Board would **not** have to increase licensing fees to educators for at least 4 to 7 years from FY 2006.
6. Since the Board **does not receive an appropriation**, the Board needs a cash carryover to pay its bills at the start of a new fiscal year and end the current fiscal year.
7. Since the Board is fee based, the Board needs \$250,000 to end one fiscal year and needs \$250,000 to start the next fiscal year.
8. Since the Board **does not receive an appropriation**, a carryover (cash balance) of at least \$500,000 is needed to ensure that the operations of the Board are not jeopardized should a catastrophic reduction in license applications occur.
9. By having a carryover balance of at least \$500,000, the Board has ample time to anticipate the best course of action when faced with unexpected changes in the licensure budgeting process.
10. Technology has increased the effective and efficient use of resources; however, continued development of the application / processing system needs continued funding.

## FINDINGS

1. **The General Fund received a deposit of \$ \$565,268 from the Board of Educational Examiners. (Exhibit 6)**
2. Enhancements in the technology infrastructure have allowed the application processing time to be significantly reduced.
  - a. New graduates from Iowa teacher preparation institutions will receive their license within one week of being recommended by the teacher preparation institution if there is no “hit” at the DCI for the criminal background check or the following registries: child abuse registry, dependent adult abuse registry, or the sex abuse registry.
  - b. An online renewal application is completed and the license is received by the teacher and administrator within one week of submission, if there is no “hit” on the child abuse registry, dependent adult abuse registry, or the sex abuse registry and if no audit is required.
  - c. The above activities account for approximately 25% of the Board’s processing activity.
3. During FY 2012, the Board processed over 1,600 applications above the budget projection. This is the third year in a row that the numbers of applications processed have exceeded the projected budget number. The additional 1,600 licenses generated approximately \$136,000 over the anticipated revenue.
4. Late Fees were approximately \$33,000 above the projection.
5. During the FY 2006 legislative session, legislation was passed requiring the Board to check the sex abuse registry, child abuse registry, and the dependent adult abuse registry when renewing a license. The cost for accessing those files with the DCI was absorbed by the Board.
6. Approximately 3,000 renewals were completed online and 350 duplicate licenses were issued online.
7. The addition of the live scan finger print equipment has reduced the turnaround time from 4 to 16 weeks to less than one week.

8. The Board has taken the appropriate action to backup all documents under its jurisdiction.
9. The Board revised its retention schedule with the State Archivist and developed model policy in the processing of paper documents.
10. The Board has implemented a process to have change on hand for practitioners who visit the office and desire to pay for a fee in cash.
11. The Board has begun the process to purchase a credit/debit card machine and begin accepting credit/debit card payments in the office.
12. The Board's web site upgrade has been completed.
13. Exhibit 8 is the budget for FY 2012.
14. Exhibit 9 is the budget for FY 2013.

## RECOMMENDATIONS

1. Maintaining an adequate carryover is essential to the financial stability of the agency. Without an adequate carryover, the Board would not be able to pay its bills at the beginning of the new fiscal year; and, if the projected revenue falls below expectations, the Board would not be able to carry out its responsibilities at the end of the fiscal year.
2. The Board needs continued flexibility in meeting national trends in alternative and non-traditional preparation programs. An example of this flexibility is the Board has initiated a portfolio assessment process that required employing two additional staff to meet this need. Without the additional staff and the assessment process, the Board would not have been able to provide the services necessary to meet the increased demand from non-traditional applicants and therefore out-of-state applicants would not have been able to use the non-traditional preparation or experience in seeking an Iowa license.
3. This is the seventh year the Board of Educational Examiners has not received an appropriation and the data collected during those years is not adequate to determine a long-term trend for predicting resources; therefore, any short-term changes may adversely impact the ability of the agency to perform its essential function. A minimum of ten years of data would be needed to adequately establish a trend for this agency. The agency has seen the number of applications processed in a year as low as 19,856 and as high as 28,630. This would represent a variance of approximately 8,774 licenses issued in a fiscal year which would represent a change in revenue of approximately \$700,000
4. Continue updating current technology to be more responsive to customer needs and strengthen the system as a communication tool in processing licenses. The cost to upgrade this system could involve a significant expenditure of BoEE resources.
5. **An added benefit** from the revenue of the additional licenses processed during FY 2012 permits the Board to continue with the same fee, without an increase, for an additional year or more.

6. Develop an orientation and a class for teachers and administrators that will address ethics and licensure issues.
7. Convene a statewide symposium on practitioner licensure.
8. The Board's current financial status will permit the Board to take on additional responsibility; such as, but not limited to, the development of other courses to be used as a remediation tool in administering professional practice decisions.

## APPENDICES

- Exhibit 1: History - Number of Licenses Issued by Type
- Exhibit 2: FY 2012 – Actual Number of Licenses Issued per Month by Licensure Type
- Exhibit 3: Total Number of Licenses Issued by Month
- Exhibit 4: FY 12 – Balance Sheet / Cash flow Chart
- Exhibit 5: Obligations vs. Budget Report
- Exhibit 6: Projected Revenue and Expenditures
- Exhibit 7: Projected Agency Revenue and Expenditures Forecast without General Fund Dollars
- Exhibit 8: FY 12 Budget
- Exhibit 9: FY 13 Budget

## History - Number of Licenses Issued by Type

Lic. code	Type of License	FY98	FY99	FY00	FY01	FY02	FY03	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12
10	Initial	4,124	4,353	5,831	4,858	4,059	4,135	4,173	4,508	4,014	3,918	3841	3,965	3,514	3,774	3,806
	Extended Initial Teacher Lic												221	198	220	231
15	Standard	7,460	7,835	6,738	6,624	6,656	7,857	7,157	6,717	5,539	7,238	7871	6,959	6,504	6,081	5,881
20	Master Educator	1,239	1,431	1,281	1,437	1,775	1,959	2,690	1,912	1,886	2,208	2203	3,285	2,647	2,910	2,994
40	Substitute	2,318	1,787	1,513	1,345	1,299	1,126	1,540	1,310	1,048	1,253	1361	1,506	1,400	1,414	1,450
60/70	Post-Secondary	146	276	208	182	134	95	34	5	-	15	0	NA	NA	NA	NA
50&55	Career & Tech									31	5	18	21	10	19	17
80's	SPR	117	74	100	65	58	41	30	36	47	285	193	98	152	196	295
25	Administrator	585	585	559	597	708	1,280	1,008	593	460	396	728	1,266	955	802	806
	Initial Adm Lic												72	104	63	131
	Extended Initial Adm Lic												13	2	1	-
45	AEA Administrator	4	7	2	8	9	5	8	2	NA						
44	Evaluator	133	110	140	575	250	1,345	918	973	244	219	195	40	27	14	19
38	Exchange License T or A	390	344	295	319	221	107	115	109	935	934	857	911	885	976	958
	Out-of-Country												26	26	29	24
30	Class A License	579	681	576	840	680	723	678	598	322	195	176	180	592	532	528
35	Class B License	620	703	629	967	963	717	743	673	718	650	1054	983	955	1,172	1,087
39	Class C License	115	138	297	163	99	59	32	47	455	449	544	538	233	NA	NA
61	Class D License	0	0	1	1	1	0	0	1	4	14	6	-	1	NA	NA
36	Class E License	236	271	266	200	193	207	273	238	267	239	252	275	337	383	392
33	Class G License										12	12	13	19	19	23
90	Coaching Authorization	1,920	1,847	2,185	1,918	2,274	2,218	2,166	2,348	2,332	2,670	2480	2,715	2,840	3,151	3,315
91	Coaching Authorization Ext.	0	4	98	226	195	266	289	260	183	169	155	185	173	156	149
	Evaluation Fee						107	0	-	1,034	975	954	1,090	1,107	1,434	1,553
	Duplicate License						532	612	545	377	632	575	626	592	563	579
	Endorsements						1,628	3,440	1,916	1,689	1,734	2060	1,820	2,228	2,121	1,915
	Teacher Intern								-	10	9	15	17	14	13	20
94	Substitute Authorization	0	0	0	0	0	377	644	722	751	1,665	981	601	936	748	751
93	Paraeducator	0	0	1	48	206	558	1195	808	638	601	599	894	986	754	691
	Para adding areas con									72	171	100	174	226	152	172
92	BTW Authorization	0	0	1	36	76	92	93	93	87	92	114	130	134	142	143
	Orientation & Mobility												6	2	-	4
	Initial Prof Service													15	39	46
	Professional Service													53	81	73
	PSL_ Class A													1	5	6
	IPREP - Portfolio Review													3	4	1
	Background Checks						6,368	7,046	6,244	5,948	5,961	5420	6,016	5,681	5,937	6,275
	<b>TOTAL</b>	<b>19,986</b>	<b>20,446</b>	<b>20,721</b>	<b>20,409</b>	<b>19,856</b>	<b>25,434</b>	<b>27,838</b>	<b>24,414</b>	<b>23,143</b>	<b>26,747</b>	<b>27,344</b>	<b>28,630</b>	<b>27,871</b>	<b>27,968</b>	<b>27,930</b>

**FY 2012 Actual Number of Licenses Issued per Month**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Issued
Background	282	403	524	373	470	681	232	630	392	350	569	301	5,207
Background in Office	128	146	107	102	59	89	58	54	71	68	84	102	1,068
Initial Teacher lic	170	222	400	254	219	626	200	553	285	249	461	167	3,806
Extended initial	18	21	13	14	26	19	24	28	17	13	18	20	231
Standard License	308	343	291	225	217	168	213	230	257	332	518	517	3,619
Standard Lic - Online	238	197	167	149	170	145	219	153	181	149	229	265	2,262
Master Ed	169	145	175	145	127	109	148	156	130	144	184	204	1,836
Master Ed - Online	113	114	83	102	86	64	112	78	96	75	111	124	1,158
Professional Adm	51	67	66	48	60	45	50	55	59	50	82	67	700
Prof Adm - Online	8	9	10	8	11	11	11	8	10	5	6	9	106
Coach Authorization	277	382	287	253	274	265	223	247	347	235	285	240	3,315
Substitute License	124	227	166	129	131	84	125	118	81	84	83	98	1,450
Substitute Auth	48	105	102	94	59	63	60	54	64	38	38	26	751
Endorsement	191	278	162	120	89	99	138	124	123	120	222	249	1,915
Duplicate Lic	27	40	19	14	14	9	12	11	12	13	6	12	189
Duplicate Lic - Online	31	49	39	26	11	18	33	36	49	39	35	24	390
Tx Evaluation	178	183	114	86	69	71	92	133	124	123	147	233	1,553
Late Payment	133	243	208	283	305	146	99	133	76	90	108	78	1,902
Late Payment - online	13	17	12	6	8	6	16	6	8	5	9	16	122
Out-of-state T or A	121	129	70	50	36	37	63	76	64	69	87	156	958
Out-of-country	4	1	1	2	0	4	2	2	0	5	1	2	24
BTW Driving Instr	7	7	1	5	12	24	19	20	7	9	20	12	143
Class A	52	53	44	50	40	35	55	47	51	30	34	37	528
Class B	131	250	119	122	80	28	37	14	31	37	87	151	1,087
Calss E	25	51	36	42	32	25	20	25	15	20	44	57	392
Class G	10	3	1	0	0	0	4	3	1	0	1	0	23
Coach Auth Extend	17	17	13	9	25	9	10	5	11	12	15	6	149
Evaluator (New)	2	0	1	2	0	1	3	2	1	0	3	4	19
Initial Admn Lic	7	23	5	6	0	0	30	4	19	6	11	20	131
Extended initial Adm	0	0	0	0	0	0	0	0	0	0	0	0	0
Career & Tech	3	2	3	2	2	1	0	0	0	1	1	2	17
Paraeducator	103	100	36	44	27	20	33	34	45	61	96	92	691
Para Add Con	14	23	18	5	6	3	7	9	28	4	50	5	172
Orientation & Mobility	1	1	0	0		0	0	0	0	0	1	1	4
SPR	25	25	21	24	22	17	32	27	25	15	27	35	295
Teacher Intern Lic	7	1	0	1	1	0	3	0	2	1	3	1	20
Initial Prof Service	2	7	3	0	1	0	3	3	2	5	4	16	46
Professional Service	6	11	9	10	2	5	4	4	3	7	7	5	73
PSL - Class A	2	1	0	0	0	0	0	0	0	0	3	0	6
PSL - Class B	0	0	0	0	0	0	0	0	0	0	0	0	0
IPREP-Portfolio Review	0	0	0	0	0	0	0	0	1	0	0	0	1
Over Payment	5	4	9	15	3	4	7	3	7	6	2	5	70

**Number of Licenses Issued by Month**

	July	August	September	October	November	December	January	February	March	April	May	June	Total number of Licenses Issued
<b>FY 2004</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>	<b>4,142</b>	<b>7,009</b>	<b>9,302</b>	<b>11,466</b>	<b>12,909</b>	<b>14,450</b>	<b>16,275</b>	<b>17,875</b>	<b>20,781</b>	<b>22,863</b>	<b>25,004</b>	<b>27,838</b>	
<b>FY 2005</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>	<b>2,547</b>	<b>5,941</b>	<b>7,572</b>	<b>9,488</b>	<b>10,911</b>	<b>12,235</b>	<b>13,814</b>	<b>15,381</b>	<b>18,021</b>	<b>19,774</b>	<b>21,904</b>	<b>24,415</b>	
<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>	<b>1,722</b>	<b>3,981</b>	<b>5,986</b>	<b>8,048</b>	<b>9,500</b>	<b>10,969</b>	<b>12,713</b>	<b>14,533</b>	<b>16,832</b>	<b>18,515</b>	<b>20,366</b>	<b>23,142</b>	
<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>	<b>2,008</b>	<b>4,796</b>	<b>7,299</b>	<b>9,601</b>	<b>11,139</b>	<b>12,625</b>	<b>14,279</b>	<b>16,579</b>	<b>18,607</b>	<b>20,287</b>	<b>22,023</b>	<b>24,933</b>	
<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	*27344
<i>Running Total</i>	<b>1,895</b>	<b>4,475</b>	<b>7,067</b>	<b>9,266</b>	<b>11,061</b>	<b>12,222</b>	<b>13,955</b>	<b>16,339</b>	<b>18,131</b>	<b>19,879</b>	<b>21,762</b>	<b>24,004</b>	
<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>	<b>2,902</b>	<b>6,315</b>	<b>8,959</b>	<b>11,506</b>	<b>13,285</b>	<b>15,011</b>	<b>16,990</b>	<b>19,211</b>	<b>21,604</b>	<b>23,448</b>	<b>25,707</b>	<b>28,630</b>	
<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>	<b>2,804</b>	<b>5,703</b>	<b>8,329</b>	<b>10,539</b>	<b>12,381</b>	<b>14,325</b>	<b>16,168</b>	<b>18,489</b>	<b>20,647</b>	<b>22,684</b>	<b>24,895</b>	<b>27,871</b>	
<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>	<b>2,812</b>	<b>5,735</b>	<b>8,029</b>	<b>10,178</b>	<b>12,035</b>	<b>14,086</b>	<b>16,082</b>	<b>18,132</b>	<b>20,431</b>	<b>22,486</b>	<b>24,675</b>	<b>27,968</b>	
<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>	<b>2,490</b>	<b>5,577</b>	<b>8,052</b>	<b>10,093</b>	<b>11,942</b>	<b>13,947</b>	<b>15,932</b>	<b>18,191</b>	<b>20,332</b>	<b>22,283</b>	<b>25,203</b>	<b>28,060</b>	

**FY 12 Balance Sheet / Cashflow Chart**

	July	August	Sept.	October	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
<b>Resources:</b>													
Balance Forward from 11	\$ 100,000	\$ 823,038											\$ 923,038
Carry FWD FY 13													
## Fees, Lic. & Permits	\$ 146,736	\$ 185,361	\$ 152,217	\$ 127,517	\$ 119,769	\$ 124,624	\$ 120,058	\$ 137,044	\$ 127,559	\$ 116,723	\$ 173,631	\$ 176,643	\$ 1,707,881
## Other	\$ 24,986	\$ 33,722	\$ 39,728	\$ 29,489	\$ 33,592	\$ 48,776	\$ 17,966	\$ 43,758	\$ 29,042	\$ 26,299	\$ 41,338	\$ 26,364	\$ 395,060
<b>BoEE Total Resources:</b>	<b>\$ 271,722</b>	<b>\$ 1,042,121</b>	<b>\$ 191,945</b>	<b>\$ 157,006</b>	<b>\$ 153,361</b>	<b>\$ 173,400</b>	<b>\$ 138,024</b>	<b>\$ 180,802</b>	<b>\$ 156,601</b>	<b>\$ 143,022</b>	<b>\$ 214,969</b>	<b>\$ 203,007</b>	<b>\$ 3,025,980</b>
## GenFund	\$ 48,531	\$ 61,396	\$ 50,434	\$ 42,246	\$ 39,595	\$ 41,354	\$ 39,635	\$ 45,400	\$ 42,125	\$ 38,633	\$ 57,487	\$ 58,433	\$ 565,268
<b>Expenditures:</b>													
## Personal Services	\$ 65,734	\$ 106,699	\$ 117,643	\$ 99,852	\$ 154,688	\$ 84,594	\$ 103,235	\$ 118,302	\$ 108,110	\$ 110,588	\$ 179,286	\$ 159,100	\$ 1,407,831
## In-State Travel		\$ 3,220	\$ -	\$ 1,999	\$ 2,793	\$ 1,967	\$ 2,194	\$ 781	\$ 2,498	\$ 2,498	\$ 3,028	\$ 2,041	\$ 23,019.05
## Assigned Vehicle		\$ 121	\$ 197	\$ 791	\$ 299	\$ 331	\$ 218	\$ 295	\$ 139	\$ 206	\$ 187	\$ 343	\$ 3,127.87
## Vehicle Depreciation			\$ 400	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 400	\$ 2,400.00
## Out-of-State Travel			\$ -	\$ 3,533	\$ 198	\$ 997	\$ -	\$ 1,392	\$ -	\$ -	\$ 3,237	\$ 1,328	\$ 10,685.48
## Office supplies	\$ 5,140		\$ 61	\$ 128	\$ 884	\$ 1,044	\$ 173	\$ 274	\$ 271	\$ 68	\$ 5,260	\$ (4,468)	\$ 8,835.92
## Printing & Binding			\$ 653	\$ 345	\$ 1,302	\$ 3,894	\$ 10	\$ 36	\$ 296	\$ -	\$ 1,322	\$ 734	\$ 8,591.35
## Postage		\$ 2,205	\$ 3,110	\$ 2,580	\$ 2,126	\$ 2,077	\$ 2,044	\$ 2,353	\$ 1,748	\$ 2,128	\$ 1,980	\$ 5,751	\$ 28,103.59
## ICN/Communications	\$ 458	\$ 963	\$ 928	\$ 902	\$ 933	\$ 885	\$ 915	\$ 957	\$ 992	\$ 929	\$ 914	\$ 1,646	\$ 11,420.90
## Rentals	\$ 1,345	\$ 312	\$ 70	\$ -	\$ -	\$ 242	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,969.88
## Professional Services		\$ 830	\$ 350	\$ -	\$ 1,277	\$ 200	\$ 400	\$ 437	\$ 3,134	\$ 1,476	\$ 704	\$ 190	\$ 8,997.21
## Outside Services		\$ 118	\$ 220	\$ -	\$ 37	\$ 55	\$ 56	\$ -	\$ -	\$ 50	\$ -	\$ 784	\$ 1,319.58
## Trans to Other agency			\$ -	\$ 3,773	\$ 236	\$ -	\$ -	\$ (4,009)	\$ -	\$ -	\$ -	\$ -	\$ -
## Advertising			\$ 615	\$ -	\$ 113	\$ 277	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,005.14
## Outside Repairs/Ser	\$ 319		\$ -	\$ -	\$ 447	\$ -	\$ 276	\$ -	\$ 445	\$ -	\$ 252	\$ -	\$ 1,739.06
## Reimbursements Agencies	\$ -	\$ 243	\$ 1,101	\$ 301	\$ 305	\$ 1,068	\$ 254	\$ 338	\$ 1,143	\$ 304	\$ 318	\$ 1,560	\$ 6,935.17
## ITE Reimbursement		\$ 1,381	\$ 1,350	\$ 1,672	\$ 1,527	\$ 1,511	\$ 1,508	\$ 1,782	\$ 2,142	\$ 1,661	\$ 1,684	\$ 4,886	\$ 21,102.62
## IT Contracted services			\$ 203	\$ 196	\$ 180	\$ 178	\$ 173	\$ 158	\$ 198	\$ 153	\$ 188	\$ 584	\$ 2,212.81
## Gov Transfer AG		\$ 5,001	\$ 2,594	\$ 2,585	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,506	\$ 2,572	\$ 2,541	\$ 5,024	\$ 30,322.03
## Gov Trans Auditor		\$ -	\$ -	\$ -	\$ 28	\$ -	\$ 213	\$ -	\$ -	\$ 171	\$ -	\$ 257	\$ 668.91
## Gov Trans Other Agencies		\$ 53,402	\$ 31,769	\$ 23,331	\$ 26,375	\$ 35,734	\$ 26,503	\$ 32,335	\$ 24,168	\$ 25,015	\$ 68,989	\$ 347,620.08	
## Equipment Inventory			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
## Equipment Non-Inven			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26	\$ 25.79
## IT Equipment	\$ 10,254		\$ 21	\$ 295	\$ 1,953	\$ 8,993	\$ -	\$ 3,471	\$ 8,530	\$ -	\$ 344	\$ 50	\$ 33,911.09
## SWICAP			\$ 1,019	\$ 381	\$ -	\$ 12,628	\$ 332	\$ -	\$ 843	\$ 398	\$ 302	\$ 1,019	\$ 16,920.91
## Refunds	\$ -	\$ -	\$ 400	\$ 450	\$ 395	\$ 535	\$ 455	\$ 500	\$ 250	\$ 387	\$ 745	\$ 1,065	\$ 5,182.00
<b>Expenditure Subtotal</b>	<b>\$ 83,249</b>	<b>\$ 116,093</b>	<b>\$ 186,346</b>	<b>\$ 151,311</b>	<b>\$ 195,443</b>	<b>\$ 150,014</b>	<b>\$ 150,435</b>	<b>\$ 155,770</b>	<b>\$ 165,528</b>	<b>\$ 147,570</b>	<b>\$ 226,761</b>	<b>\$ 250,245</b>	<b>\$ 1,978,765</b>
<b>Excess (Deficiency) of Rev over Expend</b>	<b>\$ 88,473</b>	<b>\$ 926,028</b>	<b>\$ 5,599</b>	<b>\$ 5,695</b>	<b>\$ (42,082)</b>	<b>\$ 23,386</b>	<b>\$ (12,411)</b>	<b>\$ 25,032</b>	<b>\$ (8,927)</b>	<b>\$ (4,547)</b>	<b>\$ (11,792)</b>	<b>\$ (47,238)</b>	<b>\$ 1,047,214</b>
<b>Beginning Cash Balance</b>	<b>\$ 100,000</b>	<b>\$ 188,473</b>	<b>\$ 1,114,501</b>	<b>\$ 1,120,100</b>	<b>\$ 1,125,794</b>	<b>\$ 1,083,712</b>	<b>\$ 1,107,098</b>	<b>\$ 1,094,688</b>	<b>\$ 1,119,720</b>	<b>\$ 1,110,792</b>	<b>\$ 1,106,245</b>	<b>\$ 1,094,452</b>	
<b>Ending Cash Balance</b>	<b>\$ 188,473</b>	<b>\$ 1,114,501</b>	<b>\$ 1,120,100</b>	<b>\$ 1,125,794</b>	<b>\$ 1,083,712</b>	<b>\$ 1,107,098</b>	<b>\$ 1,094,688</b>	<b>\$ 1,119,720</b>	<b>\$ 1,110,792</b>	<b>\$ 1,106,245</b>	<b>\$ 1,094,452</b>	<b>\$ 1,047,214</b>	

## Obligations vs. Budget Report

Budget Fiscal Year: 2012

	Total Obligations FY-To-Date	SY 12	Spending Plan	Budget Balance	Percent of Budget Received /Spent
<b>Resources:</b>					
Balance Forward	\$ 923,038	\$	-		
Receipts					
Salary adj					
401 Fees, Lic. & Permits	\$ 1,707,881.16	\$	1,739,848		
704 Other	\$ 395,060.00	\$	360,000		
<b>Total Resources:</b>	<b>\$ 3,025,979.50</b>	<b>\$</b>	<b>2,099,848</b>	<b>\$ (926,132)</b>	<b>144.10%</b>
<b>Expenditures:</b>					
101 Personal Services	\$ 1,407,831.04	\$	1,405,848	\$ (1,983)	100.14%
202 In-State Travel	\$ 23,019.05	\$	25,000	\$ 1,981	92.08%
203 Assigned Vehicle	\$ 3,127.87	\$	4,000	\$ 872	78.20%
204 Vehicle Depreciation	\$ 2,400.00	\$	3,000	\$ 600	80.00%
205 Out-of-State Travel	\$ 10,685.48	\$	20,000	\$ 9,315	53.43%
301 Office supplies	\$ 8,835.92	\$	10,000	\$ 1,164	88.36%
309 Printing & Binding	\$ 8,591.35	\$	17,000	\$ 8,409	50.54%
313 Postage	\$ 28,103.59	\$	40,000	\$ 11,896	70.26%
401 ICN/Communications	\$ 11,420.90	\$	15,000	\$ 3,579	76.14%
402 Rentals	\$ 1,969.88	\$	3,500	\$ 1,530	56.28%
405 Professional Services	\$ 8,997.21	\$	17,500	\$ 8,503	51.41%
406 Outside Services	\$ 1,319.58	\$	2,500	\$ 1,180	52.78%
407 Trans to Other agency	\$ -	\$	-	\$ -	#DIV/0!
408 Advertising	\$ 1,005.14	\$	3,000	\$ 1,995	33.50%
409 Outside Repairs/Ser	\$ 1,739.06	\$	8,000	\$ 6,261	21.74%
414 Other Agency Reimb	\$ 6,935.17	\$	15,000	\$ 8,065	46.23%
416 ITD Reimbursement	\$ 21,102.62	\$	35,000	\$ 13,897	60.29%
418 IT Contracted services	\$ 2,212.81	\$	20,000	\$ 17,787	11.06%
432 Gov Transfer AG	\$ 30,322.03	\$	30,000	\$ (322)	101.07%
433 Gov Transfer Auditor	\$ 668.91	\$	10,000	\$ 9,331	6.69%
434 Gov Trans Other Agency	\$ 347,620.08	\$	317,500	\$ (30,120)	109.49%
502 Equipment Inventory	\$ -	\$	5,000	\$ 5,000	0.00%
503 Equipment Non-Inven	\$ 25.79	\$	3,000	\$ 2,974	0.86%
510 IT Equipment	\$ 33,911.09	\$	60,000	\$ 26,089	56.52%
602 SWICAP	\$ 16,920.91	\$	30,000	\$ 13,079	56.40%
705 Refunds	\$ 5,182.00	\$	4,500	\$ (682)	115.16%
<b>Carryover</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>		
<b>Expenditure Subtotal</b>	<b>\$ 1,978,765.48</b>	<b>\$</b>	<b>2,099,848</b>	<b>\$ 121,083</b>	<b>94.23%</b>

## Projected Revenue and Expenditures

	Actual FY 2006	Actual FY 2007	Actual FY 2008	Actual FY 2009	Actual FY 2010	Actual FY 2011	Actual FY 2012	Projected FY 2013	Projected FY2014
<b>Resources:</b>									
Balance Forward	\$ 6,533	\$ 186,971	\$ 751,218	\$ 999,099	\$ 465,147	\$ 695,116	\$ 923,038	\$ 1,047,213	\$ 745,475
Appropriations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Receipts									
Salary adj		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Fees, Lic. & Permits*	\$ 1,869,711	\$ 2,095,686	\$ 2,185,116	\$ 2,330,805	\$ 2,219,966	\$ 2,261,510	\$ 2,273,149	\$ 2,284,515	\$ 2,295,938
Other	\$ 304,913	\$ 308,963	\$ 278,178	\$ 315,462	\$ 359,189	\$ 373,742	\$ 395,060	\$ 417,578	\$ 441,380
<b>Total Resources:</b>	<b>\$ 2,174,624</b>	<b>\$ 2,591,620</b>	<b>\$ 3,214,512</b>	<b>\$ 3,645,367</b>	<b>\$ 3,044,303</b>	<b>\$ 3,330,368</b>	<b>\$ 3,591,248</b>	<b>\$ 3,749,306</b>	<b>\$ 3,482,793</b>
<b>Expenditures:</b>									
General Office**	\$ 1,204,206	\$ 1,103,643	\$ 1,457,624	\$ 1,598,423	\$ 1,518,807	\$ 1,550,106	\$ 1,631,145	\$ 2,112,703	\$ 2,218,338
DCI/FBI Bkgd checks	\$ 213,726	\$ 214,339	\$ 213,824	\$ 247,658	\$ 277,854	\$ 294,463	\$ 347,620	\$ 320,000	\$ 345,000
Inter State Transfers				\$ 754,000					
<b>General Fund 25%</b>	<b>\$ 502,194</b>	<b>\$ 522,420</b>	<b>\$ 543,965</b>	<b>\$ 580,139</b>	<b>\$ 552,526</b>	<b>\$ 562,760</b>	<b>\$ 565,268</b>	<b>\$ 571,129</b>	<b>\$ 573,984</b>
<b>Expenditure Subtotal</b>	<b>\$ 1,920,126</b>	<b>\$ 1,840,402</b>	<b>\$ 2,215,413</b>	<b>\$ 3,180,220</b>	<b>\$ 2,349,187</b>	<b>\$ 2,407,329</b>	<b>\$ 2,544,034</b>	<b>\$ 3,003,831</b>	<b>\$ 3,137,322</b>
<b>Revenue minus Expenditures</b>	<b>\$ 254,498</b>	<b>\$ 751,218</b>	<b>\$ 999,099</b>	<b>\$ 465,145</b>	<b>\$ 695,116</b>	<b>\$ 923,038</b>	<b>\$ 1,047,214</b>	<b>\$ 745,475</b>	<b>\$ 345,471</b>
Carryover Unlimited	\$186,971.11	\$751,218.11	\$999,099.08	\$465,145.28	\$695,116.01	\$923,037.54	\$1,047,214.02	\$745,475.01	\$345,470.77
<b>Balance to General Fund</b>	<b>\$ 67,527.22</b>								
<b>Total to General Fund</b>	<b>\$569,720.99</b>	<b>\$522,420.00</b>	<b>\$543,965.00</b>	<b>\$580,139.30</b>	<b>\$552,526.00</b>	<b>\$562,760.06</b>	<b>\$ 565,268.08</b>	<b>\$571,128.75</b>	<b>\$573,984.39</b>

\*\* Assumes 5.0% annual increase in General Office expenditures

Assumes the number of licenses issued each year at 23, 590

Based on an \$85 application fee.

**Projected Agency Revenue and Expenditures Forecast without General Fund Dollars**

	Actual FY 2001-02	Actual FY 2002-03	Actual FY 2003-04	Actual FY 2004-05	Actual FY 2005-06	Actual FY 2006-07	Actual FY 2007-08	Actual FY 2008-09	Actual FY 2009-10	Actual FY 2010-11	Actual FY 2011-12
<b>Resources:</b>											
Balance Forward	\$ 93,336	\$ 50,273	\$ 34,116	\$ 0	\$ 6,533	\$ 186,971	\$ 751,218	\$ 999,099	\$ 465,148	\$ 695,116	\$ 923,038
Appropriations	\$ 42,975	\$ 41,688	\$ 40,974	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Receipts											
Salary adj		\$ 1,014	\$ -	\$ -							
Fees, Lic. & Permits	\$ 521,239	\$ 567,778	\$ 594,865	\$ 606,630	\$ 1,367,517	\$ 1,573,266	\$ 1,641,152	\$ 1,750,666	\$ 1,667,440	\$ 1,698,750	\$ 1,707,881
Other	\$ 218,718	\$ 230,206	\$ 251,694	\$ 254,944	\$ 304,913	\$ 308,963	\$ 278,178	\$ 315,462	\$ 359,189	\$ 373,742	\$ 395,060
<b>Total Resources:</b>	<b>\$ 782,932</b>	<b>\$ 840,686</b>	<b>\$ 887,533</b>	<b>\$ 861,574</b>	<b>\$ 1,672,430</b>	<b>\$ 2,069,200</b>	<b>\$ 2,670,547</b>	<b>\$ 3,065,228</b>	<b>\$ 2,491,777</b>	<b>\$ 2,767,608</b>	<b>\$ 3,025,980</b>
<b>Expenditures:</b>											
General Office	\$ 556,843	\$ 581,434	\$ 648,004	\$ 616,220	\$ 1,204,206	\$ 1,103,643	\$ 1,457,624	\$ 2,352,423	\$ 1,518,807	\$ 1,550,106	\$ 1,631,145
DCI/FBI Bkgd checks	\$ 269,152	\$ 275,409	\$ 273,644	\$ 238,821	\$ 213,726	\$ 214,339	\$ 213,814	\$ 247,658	\$ 277,854	\$ 294,463	\$ 347,620
<b>Expenditure Subtotal</b>	<b>\$ 825,995</b>	<b>\$ 856,843</b>	<b>\$ 921,648</b>	<b>\$ 855,041</b>	<b>\$ 1,417,932</b>	<b>\$ 1,317,982</b>	<b>\$ 1,671,438</b>	<b>\$ 2,600,081</b>	<b>\$ 1,796,661</b>	<b>\$ 1,844,569</b>	<b>\$ 1,978,765</b>
<b>Resources minus Expenditures =</b>	<b>\$ (43,063)</b>	<b>\$ (16,157)</b>	<b>\$ (34,115)</b>	<b>\$ 6,533</b>	<b>\$ 254,498</b>	<b>\$ 751,218</b>	<b>\$ 999,099</b>	<b>\$ 465,165</b>	<b>\$ 695,116</b>	<b>\$ 923,038</b>	<b>\$ 1,047,213</b>
<b>Carry Forward</b>	<b>\$ 50,273</b>	<b>\$ 34,116</b>	<b>\$ 0</b>	<b>\$ 6,533</b>	<b>\$ 186,971</b>	<b>\$ 751,218</b>	<b>\$ 999,099</b>	<b>\$ 465,165</b>	<b>\$ 695,116</b>	<b>\$ 923,038</b>	<b>\$ 1,047,213</b>
<b>FTE Positions</b>											
FTE Budgeted	9.00	7.00	7.00	7.00	12.00	12.00	14.00	18.00	16.00	16.00	16.00
FTE Used	6.36	6.53	6.73	6.73	12.00	12.00	15.00	17.00	15.00	15.00	16.00

The number of FTE's does not include the number of part time or contracted employees for the Live Scan (fingerprint) program.

Board of Educational Examiners SFY 11 Budget

SFY 12 Spending Plan Board of Education Examiners - after Layoff plan a Appropriation Unit # 0154		Licensure Fees Total 0001-9397
Revenue		
Appropriation		-
Brought FWD 11		900,000
501 Fees		1,450,000
704 Misc Receipts		360,000
Total Funds Available		2,710,000
Expenditures		
	FTE's	18
101 Personal Services		1,450,000
101 SERIP		40,830
202 In-State Travel		25,000
203 Assigned Vehicle Operation		4,000
204 Vehicle Depreciation		3,000
205 Out-of-State Travel		20,000
301 Office Supplies		10,000
309 Printing & Binding		17,000
313 Postage		40,000
401 Communications/ ICN		15,000
402 Rentals		3,500
405 Professional Services		20,000
406 Outside Services		320,000
407 Intra State Transfer		-
408 Advertising		3,000
409 Outside Repairs/Services		8,000
414 Other Agency Reimb		15,000
416 ITE Reimbursement		35,000
417 Workers Compensation		-
418 IT Contracted Services		20,000
432 Gov Transfer to Att General		35,000
433 Gov Transfer to Auditor of State		10,000
434 Gov Transfer to Other Agencies		290,000
502 Office Equipment		5,000
503 Equipmment Non-Inventory		3,000
510 Data Processing		60,000
602 IDC/SWICAP/Other Expense		30,000
801 State Aid (Pass Through)		-
Total Expenditures		2,482,330
Estimated Carry Forward 13 (E8-E38)		227,670

Do not use budget in shaded areas

Board of Educational Examiners SFY 12 Budget

SFY 13 Spending Plan Board of Education Examiners - after Layoff plan app Appropriation Unit # 0154		Licensure Fees Total 0001-9397
Revenue		
Appropriation		-
Brought FWD 12		1,047,214
501 Fees		1,739,848
704 Misc Receipts		360,000
Total Funds Available		3,147,062
Expenditures		
	FTE's	16
101 Personal Services		1,493,579
101 SERIP		53,647
202 In-State Travel		25,000
203 Assigned Vehicle Operation		4,000
204 Vehicle Depreciation		3,000
205 Out-of-State Travel		20,000
301 Office Supplies		10,000
309 Printing & Binding		15,000
313 Postage		40,000
401 Communications/ ICN		15,000
402 Rentals		3,500
405 Professional Services		20,000
406 Outside Services		5,000
407 Intra State Transfer		-
408 Advertising		3,000
409 Outside Repairs/Services		5,000
414 Other Agency Reimb		15,000
416 ITE Reimbursement		20,000
417 Workers Compensation		-
418 IT Contracted Services		400,000
432 Gov Transfer to Att General		35,000
433 Gov Transfer to Auditor of State		10,000
434 Gov Transfer to Other Agencies		300,000
502 Office Equipment		5,000
503 Equipment Non-Inventory		3,000
510 Data Processing		60,000
602 IDC/SWICAP/Other Expense		30,000
801 State Aid (Pass Through)		-
Total Expenditures		2,593,726
Estimated Carry Forward 14 (E8-E38)		553,336

Ends FY15

Do not use budget in shaded areas  
Calculations in cells highlighted

**MEMO**

**Date: November 14, 2012**

**To: Board Members**

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

**RE: Reports/Approvals – Report on Teacher Candidates by Endorsement**

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This is an annual report of teacher candidates by endorsements currently in the system. Larry Bice, Administrative Consultant for the Iowa Department of Education Bureau of Educator Quality, updated the data contained in this report.

# TEACHER CANDIDATES BY ENDORSEMENT

from  
**ANNUAL SUMMARY REPORT ON PRACTITIONER PREPARATION**  
 Iowa Department of Education  
 Division of Learning and Results  
 Bureau of Educator Quality

2010-11 numbers are reported by HE Practitioner Preparation Programs at completion of 2010-2011 academic year  
 2011-12 numbers are reported by IHE Practitioner Preparation Programs as a projection before the 2011-12 academic year

End. #	Grade	Endorsement Name	2006-2007 (actual)	2007-2008 (actual)*	2008-2009 (current)**	2009-2010 (current)	2010-11 reported	2011-12 projected
100	Pre K-3	Tchr. Birth-3 Incl. Spec. Ed	59	185	155	196	185	273
101	K - 12	Athletic Coach	179	162	307	200	289	323
102	K - 6	Teacher Elem. Classroom	1351	1200	1254	1291	1230	1570
103	PK - K	Teacher, PK - K Classroom	41	50	46	78	78	64
104	K - 12	ESL Teacher	79	56	37	128	105	110
106	PK - 3	P K -3 Classroom Teacher	160	158	49	32	62	45
107	K - 12	Talented and Gifted	30		6	41	109	80
108	K - 6	School Media Specialist	1		4	5	3	1
109	7 - 12	School Media Specialist	1		2	1	2	1
112	7 - 12	Agriculture	15	12	10	13	29	30
113	K - 6	Art	81	82	75	66	73	86
114	7 - 12	Art	81	91	72	65	69	35
115	7 - 12	Business - General	32	24	27	11		
116	7 - 12	Business - Office	7	5	3			
117	7 - 12	Business - Marketing/Mgmt.	20	11	8	3	0	1
118	7 - 12	Driver and Safety Ed	22	18	3	8	27	10
119	K - 6	English/Language Arts	202	170	260	244	236	244
120	7 - 12	English/Language Arts	199	175	173	161	190	184
121	K - 6	Chinese					0	0
122	7 - 12	Chinese		2		2	1	0
123	K - 6	French	1	1		1	0	0
124	7 - 12	French	14	8	6	8	9	12
125	K - 6	German	1			1	0	0
126	7 - 12	German	4	4	4	4	4	4
127	K - 6	Japanese					0	0
128	7 - 12	Japanese	1	1			1	0
129	K - 6	Latin					0	0
130	7-12	Latin	1			4	1	0
131	K - 6	Russian		1			0	0
132	7 - 12	Russian	1	1			0	0
133	K - 6	Spanish	38	22	32	29	27	26
134	7 - 12	Spanish	62	63	52	53	46	71
135	K - 6	Language (Other)		2			0	0
136	7 - 12	Language (Other)					0	0

End. #	Grade	Endorsement Name	2006-2007 (actual)	2007-2008 (actual)*	2008-2009 (current)**	2009-2010 (current)	2010-11 reported	2011-12 projected	
137	K - 6	Health	37	37	28	33	31	83	
138	7 - 12	Health	57	46	52	57	64	93	
139	7 - 12	Home Economics – General (Family & Consumer Science)	14	20	16	13	21	20	
140	7 - 12	Industrial Technology	21	14	10	15	10	28	
141	7 - 12	Journalism	4	8	8	10	10	4	
142	K - 6	Mathematics	122	94	104	88	107	220	
143	7 - 12	Mathematics	124	105	132	96	121	151	
144	K - 6	Music	138	93	97	151	134	121	
145	7 - 12	Music	83	104	103	147	132	120	
146	K - 6	Physical Education	118	96	101	114	137	158	
147	7 - 12	Physical Education	119	98	204	123	132	159	
148	K - 6	Reading	670	677	682	806	858	947	
149	7 - 12	Reading	50	63	17	79	99	78	
150	K - 6	Science - Basic	42	38	28	38	31	45	
151	7 - 12	Biological	68	62	84	79	91	103	
152	7 - 12	Chemistry	39	33	53	41	45	44	
153	7 - 12	Earth Science	26	14	17	15	16	25	
154	7 - 12	General Science	37	43	129	59	50	59	
155	7 - 12	Physical Science	27	25	177	28	34	26	
156	7 - 12	Physics	14	13	20	15	22	21	
157	7 - 12	American Government	85	109	226	43	57	45	
158	7 - 12	American History	171	158	145	147	152	179	
159	7 - 12	Anthropology	2	2	3	1	5	4	
160	7 - 12	Economics	6	6	10	7	7	6	
161	7 - 12	Geography	5	7	13	2	6	4	
162	K - 6	History	21	13	3	3	5	6	
163	7 - 12	Psychology	31	40	33	28	22	20	
164	K - 6	Social Studies	154	195	209	222	198	182	
165	7 - 12	Sociology	18	12	24	15	18	9	
166	7 - 12	World History	131	135	122	133	125	152	
167	K - 6	Speech Comm/Theatre	1	7	4	5	2	12	
168	7 - 12	Speech Comm/Theatre	11	14	11	5	16	17	
169	PK - 6	Principal	42	90		146			
170	7 - 12	Principal	42	90		146			
171	PK - 12	Superintendent	43	41		30	28	39	
172	K - 6	Counselor	39	347		40	43	52	
173	7 - 12	Counselor	46	45		40	52	59	
174	K - 12	School Media Specialist	2	5	2	21	29	61	
175	PK - 12	School Nurse					0	0	

End. #	Grade	Endorsement Name	2006-2007 (actual)	2007-2008 (actual)*	2008-2009 (current)**	2009-2010 (current)	2010-11 reported	2011-12 projected	
176	K - 12	Reading Specialist	5	5		6	2	2	
180	5 - 12	Italian					0	1	
182	5 - 8	Middle School	126	123	128	183			
184	5 - 8	All Science I	7	2	1	3	3	3	
185	7 - 12	All Science II	8	8	4	4	13	6	
186	7 - 12	All Social Studies	20	31	52	57	60	97	
188	9 - 12	Portuguese				1	0	0	
189	PK-12	Principal and Supervisor of Special Education	77	97		15	76	74	
201	K - 6	Behavioral Disorders							
202	7 - 12	Behavioral Disorders							
204	K - 6	Mental Disabil Mild/Mod							
205	7 - 12	Mental Disabil Mild/Mod							
207	K - 12	MD: Mod/Severe/Profound							
208	K - 6	Learning Disabilities							
209	7 - 12	Learning Disabilities							
211	K - 6	Physically Handicapped							
221	K - 6	Multicat Resource Mild	19						
222	7 - 12	Multicat Resource Mild	2						
223	PK - K	Early Child Spec Ed							
225	K - 6	Multicat Spec Class Intg							
226	7 - 12	Multicat Spec Class Intg							
230	ITINERANT	Hosp/Home Serv.							
233	K - 12	Supv. Sp. Ed/Inst.					0	0	
234	7 - 12	Work Exp. Coordinator	2	2		1	6	1	
235	B - 21	School Audiologist					0	0	
236	B - 21	School Psychologist	1	2		4	10	10	
237	B - 21	Speech - Lang. Pathologist	8	3		16	11	0	
239		Director of Special Education	1	1			1	0	
240	B - 21	School Social Worker	13	5		8	4	4	
241	AGES 5-21	Consultant: MD	3						
242	AGES 5-21	Consultant: BD	2						
243	AGES 5-21	Consultant: LD	1						
244	AGES 5-21	Consultant: PH							
245	AGES 5-21	Consultant: HI							
246	AGES 5-21	Consultant: VI							
247	BIRTH - 6	Consultant: ECSE	1						
248	AGES 5-21	Consultant: MCR	3						
249	AGES 5-21	Consultant: MC-SCI	2						
250	AGES 5-21	Special Ed Consultant	23	15		1	3	1	
254	SUPERVIS.	School Audiologist							

End. #	Grade	Endorsement Name	2006-2007 (actual)	2007-2008 (actual)*	2008-2009 (current)**	2009-2010 (current)	2010-11 reported	2011-12 projected	
260	K – 6	Instructional Strategist I: Mild and Moderate	185	212	298	274	277	314	
261	7 – 12	Instructional Strategist I: Mild and Moderate	61	148	20	77	97	105	
262	Pk - K	PK-K and Special Education			50	48	37	29	
263	K – 12	Instructional Strategist II: Behavioral Disorders/Learning Disabilities	29	58	18	63	91	86	
264	K – 12	Instructional Strategist II: Mental Disabilities		49	8	32	46	72	
265	K – 12	Instructional Strategist II: Physical Disabilities							
267	B-21	Birth-21 Visually Impaired					3	0	
300	7 - 12	Agri. Science/ Agri. Business	15	12	10	13	29	28	
301	7 - 12	Marketing/Dist. Education					0	0	
302	7 - 12	Office Education					0	0	
303	7 - 12	Consumer/Homemaking ED	12	16	14	10	15	14	
304	7 - 12	Occupational Home EC	12	16	14	10	15	14	
305	5 - 12	Multioccupations					7	1	
307	7 - 12	Trade and Industrial					0	0	
311		Media Specialist							
1171	5 - 12	Business All			15	25	38	36	
1201	5-12	5-12 Language Arts All					0	0	
1821	5 - 8	5-8 Middle School Language Arts					30	49	
1822	5-8	Middle School Mathematics					33	62	
1823	5 - 8	5-8 Middle School Science					23	57	
1824	5 - 8	Middle School Social Studies					44	60	