

**STATE OF IOWA
BOARD OF EDUCATIONAL EXAMINERS**

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

January 16 & 17, 2013

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.

January 16, 2013

- | | | |
|------------------|---|-------------------------|
| 4:00 p.m. | Professional Practices Committee Meeting | State Board Room |
| 6:30 p.m. | Legislative Reception Planning Meeting | Alba |
| 8:00 p.m. | Executive Committee Meeting will follow the Legislative Reception Planning Meeting | Alba |

January 17, 2013

- | | | |
|------------------|---|------------------------|
| 7:30 a.m. | Legislative Reception – 7:30 – 9:00 a.m. | Capitol Rotunda |
|------------------|---|------------------------|

AGENDA

Times are approximate

- | | | |
|-------------------|---|--------------|
| 9:30 a.m. | 1. Call Meeting to Order | |
| 9:35 a.m. | 2. Approve the Agenda | Tab A |
| 9:40 a.m. | 3. Consent Agenda | Tab B |
| | a. Minutes of November 14, 2012 and December 19, 2012
Special Telephonic Board Meeting | |
| 9:45 a.m. | 4. Professional Practices - Licensee Discipline – Closed Session – <u>Board Members Only</u> (roll call) | |
| 11:45 a.m. | 5. Open Session – Results of closed session announced | |
| | a. Approve closed session minutes | |
| 11:55 a.m. | 6. Communication from the Public | |
| 12:05 p.m. | 7. Board Communications | |
| | a. Board Member Reports | |
| | 1. Carol Truog Mississippi Bend AEA Superintendent Meeting | |
| | b. Executive Director’s Report | |
| | 1. Financial update | Tab C |
| | 2. Digitizing professional practices packets | |
| | 3. New Software RFP | |

- | | | | |
|-------------------|-----|--|--------------|
| | | 4. Board Operating Guidelines Committee meeting | Tab D |
| | | 5. Online program licensing audit update | |
| 12:20 p.m. | 8. | Lunch for Board Members (Conference Rm. 3N) | |
| 12:50 p.m. | 9. | Rules [Iowa Administrative Code – Chapter 282 (272)] | |
| | | <i>a. Adopt</i> | |
| | | 1. IAC – 282—Amend 13.16(1) Substitute Teacher | Tab E |
| | | 2. IAC – 282—Amend 11.7(1) Delivery (Notice of Hearing) | Tab F |
| | | 3. IAC – 282—Amend 18.5(3) Specific requirements for a professional administrator license | Tab G |
| | | 4. IAC – 282—Amend 19.6 Evaluator and Endorsement Requirements for Out-of-State Applicants | Tab H |
| | | 5. IAC – 282—Amend 17.4 Requirements for a Class D Career and Technical License | Tab I |
| | | ARRC Review Pending | |
| | | None | |
| | | <i>b. Notice</i> | |
| | | 1. IAC – 282—Amend 13.9 Teacher Intern License (International Teachers) | Tab J |
| | | 2. IAC – 282—Amend 18.12 Preliminary Administrator License – emergency filing | Tab K |
| | | <i>c. Items for Discussion</i> | |
| | | 1. IAC – 282—Amend 25.3(1)e - Student Abuse | Tab L |
| | | 2. IAC – 282—Amend 25.3(6) and (7) and 11.4(1)(d) Prohibited grounds for discrimination and failure to comply with a Board order | Tab M |
| | | 3. IAC – 282—Amend 22.1(3), 22.2b, 23.2, 13.9(2), 22.2(1) Expiration date changes | Tab N |
| | | 4. Transitional Coaching Authorization | |
| 1:10 p.m. | 10. | Waivers | Tab O |
| | | 1. PFW 12-17 Paula Jo Wolfe (Tab 1) | |
| 1:20 p.m. | 11. | Legislative Reception Review | |
| 1:30 p.m. | | Reports/Approvals | |
| | | 1. Legislative Update | |
| | | 2. Report on Shortage Areas – Draft Letter | Tab P |
| | | 3. Board Orientation in June (20-21) | |
| | | 4. Board Retreat (August) Agenda Items | |
| 2:00 p.m. | 12. | Adjourn | |

Next Meeting – February 6, 2013
(Telephonic – if needed)

1 work, communication is key to maintaining an effective and coordinated system that
2 produces quality educators and school leaders. Department Director Jason Glass
3 talked about the purpose and goal of the work session. State Board members and
4 BOEE members introduced themselves.

5
6 Glass and BOEE Executive Director Duane Magee shared information about their
7 respective boards and agencies. State Board President Rosie Hussey and BOEE
8 President Bev Smith talked about their boards' goals and priorities.

9
10 There was a dialogue session where comments and conversation centered around how
11 often the BOEE looks at licensure requirements and what the process is to change the
12 requirements, if teacher preparation programs are properly preparing teachers, ethics
13 support, how both boards' priorities are interwoven, teacher shortage areas, if tension
14 exists with alternative licensure, if there is a way to help new teachers entering the
15 profession to understand the challenges of teaching, renewal requirements and
16 professional development, teacher retention, reciprocity with other states, if Iowa's
17 licensure requirements make it difficult for potential excellent teachers from other
18 states to get Iowa licensure, administrator licensure, and the School Administration
19 Manager Project (SAMs).

20
21 After a short recess the BOEE resumed its meeting. Since the State Board was having
22 its meeting also, Dr. Glass was not present for the remainder of the BOEE meeting.

23
24 Richard Wortmann moved, with a second by Julio Almanza, that the Board go into
25 closed session for the purposes of discussing whether to initiate licensee disciplinary
26 proceedings and discussing the decision to be rendered in a contested case, pursuant
27 to Iowa Code sections 21.5(1)(d) and 21.5(1)(f). Roll call vote: Almanza – yes; Garcia-
28 Van Auken – yes; Hill – yes; Overholtzer – yes; Smith – yes; Stevens – yes; Trueg – yes;
29 Wortmann – yes. **MOTION CARRIED.**

30
31 Julio Almanza moved, with a second by Mary K. Overholtzer, that in **case number 11-**
32 **95**, the Board find probable cause to establish a violation of the following provisions of
33 the Code of Professional Conduct and Ethics, 282 IAC –Chapter 25.3(1)(b)(1),

1 25.3(1)(b)(2), and 25.3(1)(e)(3), and order this case set for hearing. **MOTION CARRIED**
2 **UNANIMOUSLY.**

3
4 Richard Wortmann moved, with a second by Mary K. Overholtzer, that in **case**
5 **number 12-64**, the Board finds that, although one or more of the allegations in the
6 complaint may be substantiated by the witnesses interviewed in the course of the
7 investigation [and/or] the documents gathered in the course of the investigation, and
8 the allegations may constitute a technical violation of the board's statute or
9 administrative rules; the evidence before the board indicates that the alleged violation
10 was an isolated incident. The Board will not pursue formal disciplinary action in this
11 matter. Roll call vote: Almanza – yes; Garcia-Van Auken – yes; Hill – yes; Overholtzer –
12 yes; Smith – yes; Stevens – yes; Trueg – recused; Wortmann – yes. **MOTION**
13 **CARRIED.**

14
15 Julio Almanza moved, with a second by Mary K. Overholtzer, that in **case number 12-**
16 **65**, the Board find probable cause to establish a violation of the following provisions of
17 the Code of Professional Conduct and Ethics, 282 IAC 25.3(2)(b) and order this case
18 set for hearing. **MOTION CARRIED UNANIMOUSLY.**

19
20 Julio Almanza moved, with a second by Richard Wortmann, that in **case number 12-**
21 **70**, the Board find that the evidence gathered in the investigation, including witness
22 statements and the documentary evidence, does not substantiate the allegations in the
23 complaint, and that the Board therefore lacks probable cause to proceed with this
24 matter. **MOTION CARRIED UNANIMOUSLY.**

25
26 Mary K. Overholtzer moved, with a second by Richard Wortmann, that in **case**
27 **number 12-81**, the Board find probable cause to establish a violation of the following
28 provisions of the Code of Professional Conduct and Ethics, 282 IAC 25.3(1)(c), (e)(3)
29 and (4), 282 IAC 25.3(6)(c) and order this case set for hearing. Roll call vote: Almanza –
30 yes; Garcia-Van Auken – yes; Hill – yes; Overholtzer – yes; Smith – yes; Stevens – yes;
31 Trueg – yes; Wortmann – no. **MOTION CARRIED.**

1 Richard Wortmann moved, with a second by Julio Almanza, that in **case number 12-**
2 **86**, the Board finds that the evidence gathered in the investigation, including witness
3 statements and the documentary evidence, does not substantiate the allegations in the
4 complaint, and that the Board therefore lacks probable cause to proceed with this
5 matter. Roll call vote: Almanza – yes; Garcia-Van Auken – yes; Hill – yes; Overholtzer –
6 yes; Smith – yes; Stevens – yes; Trueg – recused; Wortmann – yes. **MOTION**
7 **CARRIED.**

8
9 Richard Wortmann moved, with a second by Mary K. Overholtzer, that in **case**
10 **number 12-87**, the Board find probable cause to establish a violation of the following
11 provisions of the Code of Professional Conduct and Ethics, 282 IAC 25.3(1)(e)(4), and
12 order this case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

13
14 Richard Wortmann moved, with a second by Julio Almanza, that in **case number 12-**
15 **96**, the Board finds that the evidence gathered in the investigation, including witness
16 statements and the documentary evidence, does not substantiate the allegations in the
17 complaint, and that the Board therefore lacks probable cause to proceed with this
18 matter. Roll call vote: Almanza – yes; Garcia-Van Auken – yes; Hill – yes; Overholtzer –
19 recused; Smith – yes; Stevens – yes; Trueg – yes; Wortmann – yes. **MOTION**
20 **CARRIED.**

21
22 Julio Almanza moved, with a second by Richard Wortmann, that in **case number 12-**
23 **99**, the Board find probable cause to establish a violation of the following provisions of
24 the Code of Professional Conduct and Ethics, 282 IAC 25.3(1)(b)(2), and order this
25 case set for hearing. Roll call vote: Almanza – yes; Garcia-Van Auken – recused; Hill –
26 yes; Overholtzer – recused; Smith – yes; Stevens – yes; Trueg – yes; Wortmann – yes.
27 **MOTION CARRIED.**

28
29 Julio Almanza moved, with a second by Mary K. Overholtzer, that in **case number 12-**
30 **40**, the Board accept the stipulation and settlement submitted by the parties, and
31 issue an Order incorporating the agreement of the parties and imposing the agreed
32 upon sanction. **MOTION CARRIED UNANIMOUSLY.**

33

1 Julio Almanza moved, with a second by Mary K. Overholtzer, that in **case number 12-**
2 **41**, the Board accept the stipulation and settlement submitted by the parties, and
3 issue an Order incorporating the agreement of the parties and imposing the agreed
4 upon sanction. **MOTION CARRIED UNANIMOUSLY.**

5
6 Richard Wortmann moved, with a second by Mary K. Overholtzer, that in **case number**
7 **12-31**, the Board accept the proposed settlement agreement, and issue an order
8 imposing the agreed upon sanction. **MOTION CARRIED UNANIMOUSLY.**

9
10 Julio Almanza moved, with a second by Richard Wortmann, that the Board not initiate
11 review of the proposed decision in **case number 12-42, In the Matter of Jason Heinz,**
12 and allow the proposed decision to become the final decision of the Board unless an
13 appeal is taken by one of the parties within the time allowed by rule. **MOTION**
14 **CARRIED UNANIMOUSLY.** (Julie Bussanmas and Jim McNellis left the room during
15 the discussion of this case in closed session.)

16
17 Richard Wortmann moved, with a second by Mary K. Overholtzer, to extend the 180-
18 day deadline for issuance of the final decision in **case number 12-65**, based upon the
19 extraordinary amount of time needed to complete the investigation and schedule the
20 hearing. **MOTION CARRIED UNANIMOUSLY.**

21
22 Richard Wortmann moved, with a second by Julio Almanza, to extend the 180-day
23 deadline for issuance of the final decision in **case number 12-66**, based upon delay
24 in the investigation due to a request for continuance by the Respondent. **MOTION**
25 **CARRIED UNANIMOUSLY.**

26
27 Richard Wortmann moved, with a second by Mary K. Overholtzer, to extend the 180-
28 day deadline for issuance of the final decision in **case number 12-71**, based upon
29 the extraordinary amount of time needed to complete the investigation. **MOTION**
30 **CARRIED UNANIMOUSLY.**

31
32 Richard Wortmann moved, with a second by Mary K. Overholtzer, to extend the 180-
33 day deadline for issuance of the final decision in **case number 12-73**, based upon the

1 extraordinary amount of time needed to complete the investigation. **MOTION**
2 **CARRIED UNANIMOUSLY.**

3

4 Richard Wortmann moved, with a second by Mary K. Overholtzer, to extend the 180-
5 day deadline for issuance of the final decision in **case number 12-74**, based upon
6 the extraordinary amount of time needed to complete the investigation. **MOTION**
7 **CARRIED UNANIMOUSLY.**

8

9 Richard Wortmann moved, with a second by Mary K. Overholtzer, to extend the 180-
10 day deadline for issuance of the final decision in **case number 12-75**, based upon
11 the extraordinary amount of time needed to complete the investigation. **MOTION**
12 **CARRIED UNANIMOUSLY.**

13

14 Mary K. Overholtzer moved, with a second by Julio Almanza, to extend the 180-day
15 deadline for issuance of the final decision in **case number 12-78**, based upon the
16 extraordinary amount of time needed to complete the investigation. **MOTION**
17 **CARRIED UNANIMOUSLY.**

18

19 Mary K. Overholtzer moved, with a second by Julio Almanza, to extend the 180-day
20 deadline for issuance of the final decision in **case number 12-79**, based upon the
21 extraordinary amount of time needed to complete the investigation. **MOTION**
22 **CARRIED UNANIMOUSLY.**

23

24 Julio Almanza moved, with a second by Richard Wortmann, to extend the 180-day
25 deadline for issuance of the final decision in **case number 12-68**, based upon the
26 need to conduct the hearing and review the proposed decision. **MOTION CARRIED**
27 **UNANIMOUSLY.** (Julie Bussanmas and Jim McNellis left the room during the
28 discussion of this case in closed session.)

29

30 Julio Almanza moved, with a second by Richard Wortmann, to extend the 180-day
31 deadline for issuance of the final decision in **case number 12-72**, based upon the
32 need to conduct the hearing and review the proposed decision. **MOTION CARRIED**

1 **UNANIMOUSLY.** (Duane Magee, Julie Bussanmas and Jim McNellis left the room
2 during the discussion of this case in closed session.)

3
4 Julio Almanza moved, with a second by Richard Wortmann, to extend the 180-day
5 deadline for issuance of the final decision in **case number 12-80**, based upon the
6 need to conduct the hearing and review the proposed decision. **MOTION CARRIED**

7 **UNANIMOUSLY.** (Duane Magee, Julie Bussanmas and Jim McNellis left the room
8 during the discussion of this case in closed session.)

9
10 Richard Wortmann moved, with a second by Mary K. Overholtzer, that in **case**
11 **number 10-34**, the Board grant the Respondent's request for reinstatement and issue
12 an order stating he has discharged all requirements of his prior suspension. **MOTION**
13 **CARRIED UNANIMOUSLY.**

14
15 Laura Stevens moved, with a second by Larry Hill, to approve the closed session
16 minutes of October 15, 2012. **MOTION CARRIED UNANIMOUSLY.**

17
18 (Note: Cases 12-68, 12-72, 12-80 and 10-34 were discussed in open session.)

19
20 Communication from the Public:

21 None.

22
23 Board Reports:

24 None.

25
26 NASDTEC Conference Report:

27 Darcy Lane, Jim McNellis and Julie Bussanmas attended the NASDTEC professional
28 practices conference in Cincinnati on October 17-19, 2012. The conference is
29 attended by investigators, prosecutors and attorneys from various states. It is
30 beneficial to talk with counterparts in other states to see what issues they are facing.

1 Executive Director's Report:

2 Duane Magee and Bev Smith presented at the October 24, 2012, Board of Regents
3 meeting. They shared information regarding our history and goals; our concerns
4 regarding disconnect with licensure and contact time; requirements to become
5 licensed in the state; and, our desire for the BOEE to align with the Department of
6 Education and with the Board of Regents.

7
8 Mr. Magee reviewed the financial report with the Board.

9 Mr. Magee updated the Board regarding digitizing the professional practices packet.
10 He will continue to meet with ITE and DAS regarding security that needs to be in
11 place. This is ongoing but we are making progress. We are also visiting with other
12 agencies regarding their process.

13
14 The Board was reminded that photos would be taken of them during the January 17th
15 meeting.

16
17 A dinner/meeting will be scheduled for January 16th to discuss the agenda and talking
18 points for the legislative reception on January 17th.

19
20 Mr. Magee read and shared a thank you note he received from Charletta Sudduth
21 regarding the Board granting her waiver at the October board meeting.

22
23 Due to the recent resignations of Marianne Mickelson and Merle Johnson, we will need
24 to review committee assignments for the Professional Practices Committee and the
25 Executive Committee. Any board members who are interested in being on either of
26 these committees should contact Mr. Magee.

27
28 Mr. Magee changed the format of the agenda to include those rules that are pending
29 ARC review. This is just to let board members know where we are in the process.

1 Rules:

2 Carol Trueg moved, with a second by Larry Hill, to file under Notice of Intended Action,
3 the proposed changes to Chapter 13.16(1) Substitute Teacher. **MOTION CARRIED**
4 **UNANIMOUSLY.**

5
6 Carol Trueg moved, with a second by Laura Stevens, to file under Notice of Intended
7 Action, the proposed changes to Chapter 11.7(1) Delivery (Notice of Hearing). **MOTION**
8 **CARRIED UNANIMOUSLY.**

9
10 Julio Almanza moved, with a second by Laura Stevens, to file under Notice of Intended
11 Action, the proposed changes to Chapter 18.5(3) Specific Requirements for a
12 Professional Administrator License. **MOTION CARRIED UNANIMOUSLY.**

13
14 Julio Almanza moved, with a second by Carol Trueg, to file under Notice of Intended
15 Action, the proposed changes to Chapter 19.6 Evaluator and Endorsement
16 Requirements for Out-of-State Applicants. **MOTION CARRIED UNANIMOUSLY.**

17
18 Mary K. Overholtzer moved, with a second by Carol Trueg, to file under Notice of
19 Intended Action, the proposed changes to Chapter 17.4 Requirements for a Class D
20 Career and Technical License. **MOTION CARRIED UNANIMOUSLY.**

21
22 Items for Discussion:

23 The proposed changes to Chapter 13.9 Teacher Intern License were discussed.
24 Discussion will continue and will be brought back at a future meeting.

25
26 Mike Cavin reviewed a Special Education Endorsement Review Proposal that is being
27 developed by a committee consisting of preparation program representatives, teachers,
28 administrators and Department of Education staff. He reviewed three options for a
29 new structure of special education licensure. Mr. Cavin will take the
30 recommendations from the Board to the committee and this will be brought back to
31 the Board for further discussion.

1 Petitions for Waiver:

2 Carol Trueg moved, with a second by Julio Almanza, that in **PFW 12-16, Tracy**
3 **Sandbothe**, the Board approve the Petition for Waiver. Reasons for approval:

4 The Board indicated that Ms. Sandbothe has experience in corporate training, sales
5 and personal banking, so it would be a hardship to complete a class when she has met
6 the same competencies through course work and experiences. The Board reviewed the
7 work experience that Ms. Sandbothe verified in the area of corporate training, sales
8 and banking. These experiences in addition to her speech class and other business
9 classes would meet the competencies of a business communications class so there
10 would be no prejudice to the rights of others. The Board has reviewed similar waivers
11 that have been granted on the basis of experience in lieu of course work. Ms.
12 Sandbothe does not see any threat of public health, safety or welfare if her waiver is
13 granted. The Board agreed that public health, safety, and welfare will not be
14 substantially compromised or placed at risk as a result of the Board's granting of a
15 waiver in this case. Ms. Sandbothe has been a teacher for years so the safety and
16 welfare of the students would not be at risk. She has completed corporate training so
17 she is aware of appropriate business communications and can share those
18 experiences with her students. Tracy Sandbothe, has provided sufficient
19 documentation to meet the criteria for granting of a waiver from the existing standard
20 to add the all business endorsement, contained in 282 IAC ch. 13. **MOTION**
21 **CARRIED UNANIMOUSLY.**

22
23 Legislative Agenda and Legislative Reception:

24 Scheduled for Thursday, January 17, 2013, 7:30 a.m. -9:00 a.m., Capitol Rotunda.

25 Topics of discussion:

- 26 • administrators from out of state
27 • scooping the BOEE budget
28 • 180-day rule – Pursuant to Iowa code section 272.2(15), complaints before the
29 Board must be resolved within 180 days, unless good cause can be shown for an
30 extension of this limitation. Mr. Magee and Darcy Lane are working on revisions to
31 this limitation – we are the only board in the state that has this limitation.
32 • 30-day rule – This involves the issue of grooming that leads to an inappropriate
33 relationship between a practitioner and a student. Jim McNellis researched what

1 other states have and most have no timeline. Other states are interested in what
2 we do. We will begin to draft language regarding this for the Board to review.

3
4 Reports/Approvals:

5 Carol Trueg moved, with a second by Laura Stevens, to approve the Annual
6 Administrative Rules Review Report (Code of Iowa 272.29). **MOTION CARRIED**
7 **UNANIMOUSLY.**

8
9 Julio Almanza moved, with a second by Richard Wortmann, to approve the Fees
10 Report (Code of Iowa 272.10). **MOTION CARRIED UNANIMOUSLY.**

11 The Board reviewed the Report on Teacher Candidates by Endorsement which was
12 prepared by Dr. Larry Bice. This report outlines the number of candidates who are
13 emerging from the colleges of education with certain endorsements and helps to frame
14 what areas there are shortages.

15
16 Larry Hill moved, with a second by Mary K. Overholtzer, to amend the board meeting
17 calendar to change the December telephonic meeting from December 12, 2012 to
18 December 19, 2012 at 4:00 p.m. **MOTION CARRIED UNANIMOUSLY.**

19
20 There being no further business, Bev Smith asked for a motion to adjourn the
21 meeting. Carol Trueg moved, with a second by Richard Wortmann. **MOTION**
22 **CARRIED UNANIMOUSLY.** The meeting was adjourned at 1:45 p.m.

1 hearing; and the delay necessary to allow review of the proposed decision. Roll call
2 vote: Almanza – yes; Duehr – yes; Garcia-Van Auken – yes; Glass – recused; Hill –
3 yes; Ortiz – yes; Overholtzer – yes; Stevens – yes. **MOTION CARRIED.**

4
5 Larry Hill moved, with a second by Julio Almanza, to extend the 180-day deadline for
6 issuance of the final decision in **case number 12-87**, based upon the amount of time
7 needed to complete the investigation; the delay in scheduling the hearing; and the
8 delay necessary to allow review of the proposed decision. Roll call vote: Almanza – yes;
9 Duehr – yes; Garcia-Van Auken – yes; Glass – yes; Hill – yes; Ortiz – yes; Overholtzer –
10 yes; Stevens – yes. **MOTION CARRIED.**

11
12 Oscar Ortiz moved, with a second by Julio Almanza, to extend the 180-day deadline
13 for issuance of the final decision in **case number 12-89**, based upon the amount of
14 time needed to complete the investigation. Roll call vote: Almanza – yes; Duehr – yes;
15 Garcia-Van Auken – yes; Glass – yes; Hill – yes; Ortiz – yes; Overholtzer – yes; Stevens
16 – yes. **MOTION CARRIED.**

17
18 Rules:

19 Larry Hill moved, with a second by Mary K. Overholtzer, to adopt the proposed
20 changes to Chapter 13.1(3), 13.3(2), 13.3(3), 13.4 and 13.17(1)(a) – Testing for Out-Of-
21 State Applicants. **MOTION CARRIED UNANIMOUSLY.**

22
23 Julio Almanza moved, with a second by Brenda Garcia-Van Auken, to adopt the
24 proposed changes to Chapter 18 – Issuance of Administrator Licenses and
25 Endorsements. **MOTION CARRIED UNANIMOUSLY.**

26
27 Jason Glass moved, with a second by Mary K. Overholtzer, to adopt the proposed
28 changes to Chapter 22.5 – Native Language Teaching Authorization. **MOTION**
29 **CARRIED UNANIMOUSLY.**

30
31 Board Member Comments:

32 None.

1 Reminders:

2 Board members who are up for reappointment and would like to serve a second term
3 should send paperwork to Lynn McRoberts, Director of Boards and Commissions with
4 the Governor's Office.

5
6 The Professional Practices Committee will meet at 4:00 p.m. on Wednesday,
7 January 16, due to the Legislative Reception at 7:30 a.m. on Thursday, January 17,
8 followed by the board meeting at 9:30 a.m. Mr. Magee will visit with Dr. Smith
9 regarding assigning a board member(s) to the Committee to replace Dr. Mickelson
10 since she is no longer on the Board.

11
12 A dinner/meeting is scheduled for Wednesday, January 16 at 6:30 p.m., to discuss
13 talking points for the legislative reception. The Executive Committee will meet
14 following dinner.

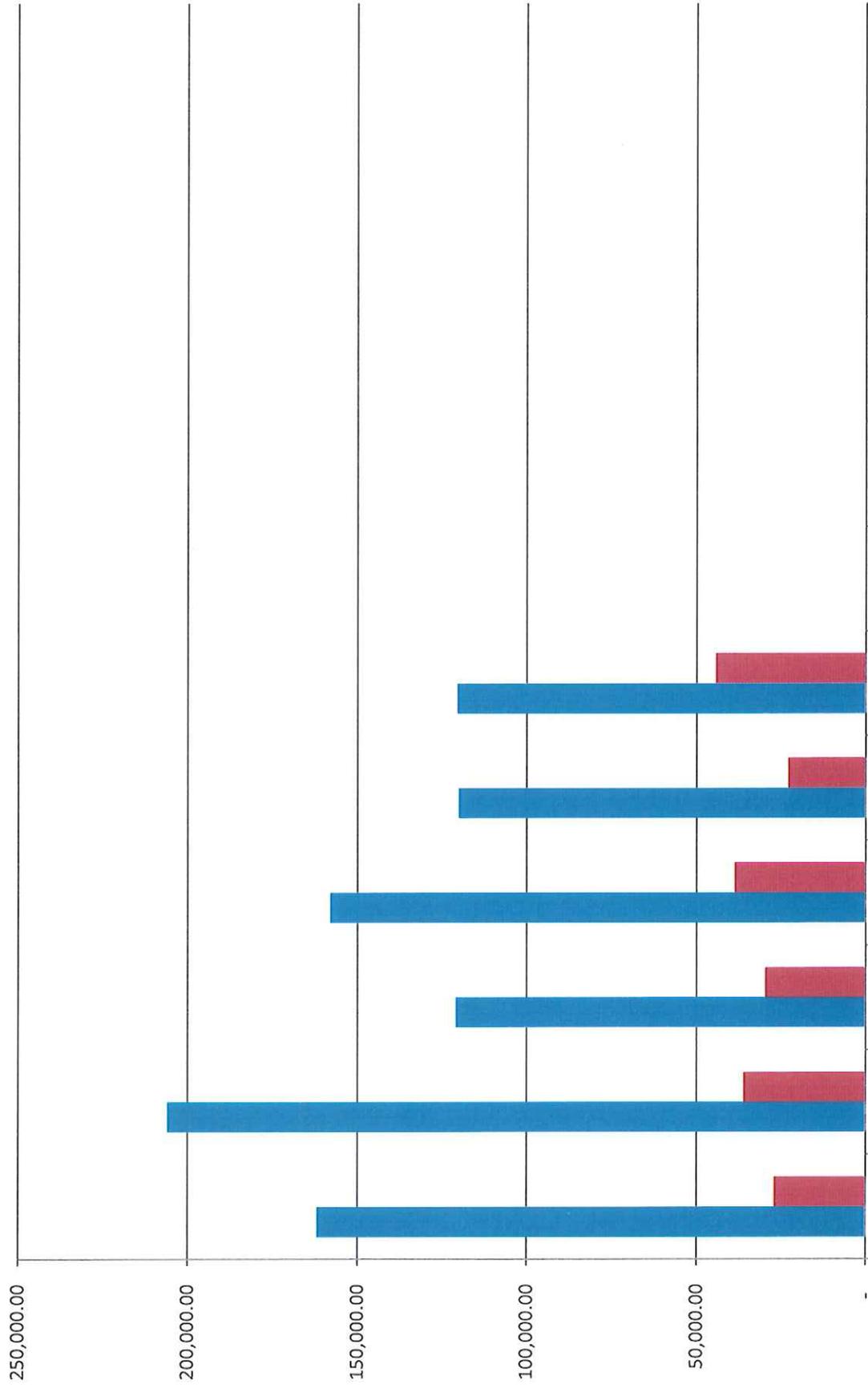
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16 Photos of the board members will be taken on Thursday, January 17, during the
17 board meeting.

18
19 The Governor and Lt. Governor would like to attend one of our upcoming meetings.
20 The dates they have available are February 6 and April 5. Since February 6 is a
21 scheduled telephonic meeting, Mr. Magee suggested April 5. The board agreed to the
22 April 5 meeting date.

23
24 There being no further business, Laura Stevens asked for a motion to adjourn the
25 meeting. Larry Hill moved, with a second by Mary K. Overholtzer. **MOTION**
26 **CARRIED UNANIMOUSLY.** The meeting adjourned at 4:40 p.m.

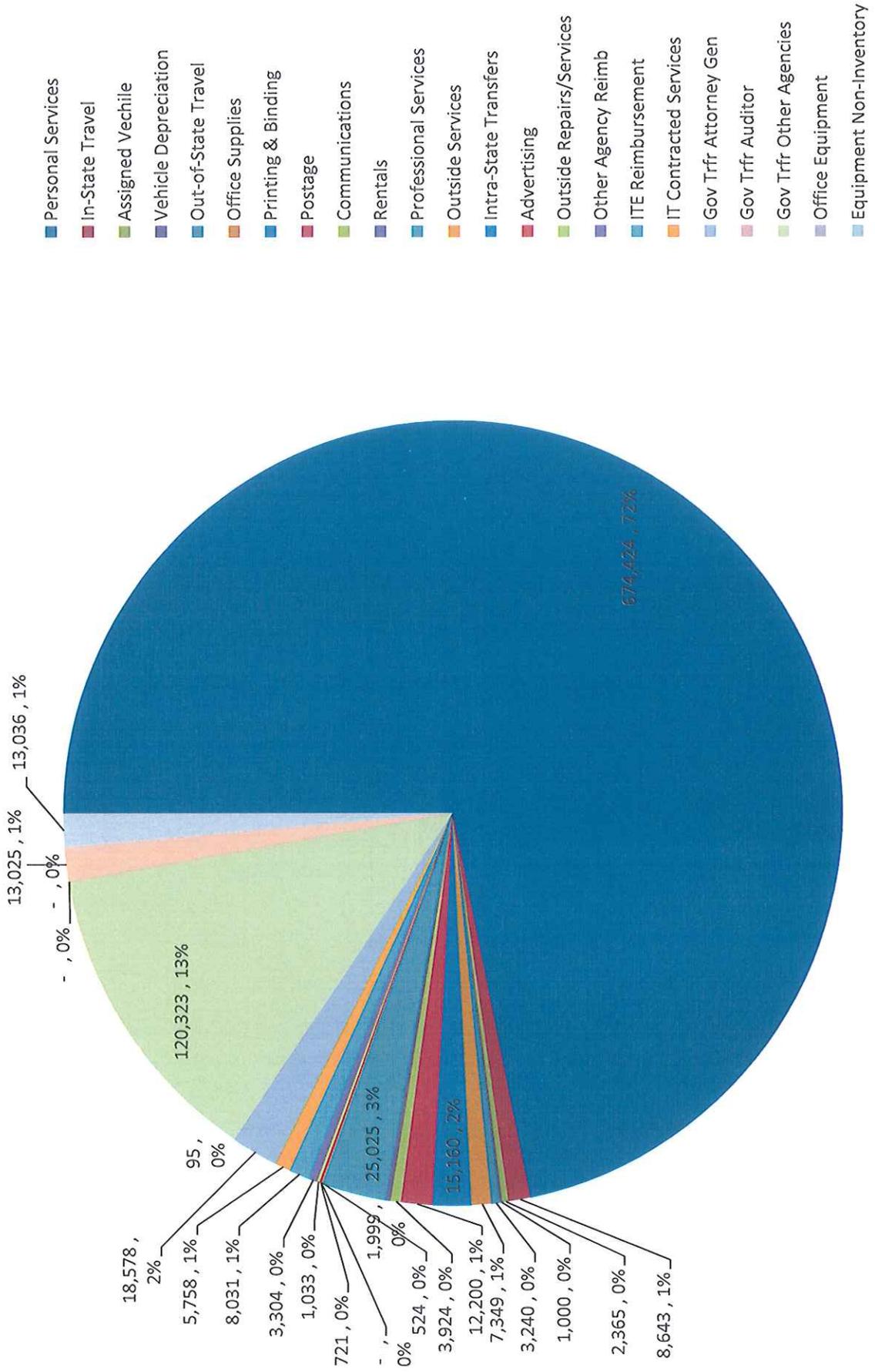
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Receipts July 2012-June 2013



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

Expenditures July 2012-June 2013



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

Licensure Fees (orgn 9397)		July 12	Aug 12	Sept 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	Apr 13	May 13	Jun 13	Total
Receipts														
	Brought Fwd from 12	100,000.00	947,214.01	-	-	-	-	-	-	-	-	-	-	1,047,214
	Carry Fwd to 14	-	-	-	-	-	-	-	-	-	-	-	-	-
401	Licensure Fees	161,866.50	205,833.00	120,780.75	157,945.00	119,925.00	120,369.00	-	-	-	-	-	-	886,719
704	DCI Check Fee	26,988.00	35,966.00	29,593.00	38,714.00	22,802.00	44,213.00	-	-	-	-	-	-	198,276
	BoEE Total Receipts	288,854.50	1,189,013.01	150,373.75	196,659.00	142,727.00	164,582.00	-	-	-	-	-	-	2,132,209
401	Licensure Fees (GenFund)	53,544.50	68,139.00	39,958.25	52,372.00	39,647.00	39,874.00	-	-	-	-	-	-	293,535
Expenditures														
101	Personal Services	72,086.39	118,517.98	119,562.20	161,862.97	92,204.82	111,189.91	-	-	-	-	-	-	674,424
202	In-State Travel	300.50	-	2,747.81	1,965.65	969.94	2,659.30	-	-	-	-	-	-	8,643
203	Assigned Vehicle	-	651.72	279.67	627.51	436.11	369.88	-	-	-	-	-	-	2,365
204	Vehicle Depreciation	-	200.00	200.00	200.00	200.00	200.00	-	-	-	-	-	-	1,000
205	Out-of-State Travel	-	-	-	2,143.91	1,096.27	-	-	-	-	-	-	-	3,240
301	Office Supplies	5,013.50	1,664.70	124.93	238.34	268.36	38.88	-	-	-	-	-	-	7,349
309	Printing & Binding	-	4,120.18	1,625.36	289.11	7,174.33	1,951.00	-	-	-	-	-	-	15,160
313	Postage	-	2,930.54	3,125.29	1,952.41	2,140.99	2,050.52	-	-	-	-	-	-	12,200
401	Communications	96.78	786.09	735.29	716.61	796.50	793.12	-	-	-	-	-	-	3,924
402	Rentals	1,345.00	-	326.94	-	-	326.94	-	-	-	-	-	-	1,999
405	Professional Services	-	-	24,287.00	340.00	300.00	98.00	-	-	-	-	-	-	25,025
406	Outside Services	50.00	80.07	-	-	393.57	-	-	-	-	-	-	-	524
407	Intra-State Transfers	-	-	-	-	-	-	-	-	-	-	-	-	-
408	Advertising	-	-	326.00	395.00	-	-	-	-	-	-	-	-	721
409	Outside Repairs/Services	451.98	-	-	-	581.41	-	-	-	-	-	-	-	1,033
414	Other Agency Reimb	-	290.68	275.04	1,196.36	348.86	1,192.61	-	-	-	-	-	-	3,304
416	ITE Reimbursement	-	1,436.70	1,672.72	2,164.46	1,478.82	1,278.07	-	-	-	-	-	-	8,031
418	IT Contracted Services	-	-	218.54	4,217.07	1,129.83	192.32	-	-	-	-	-	-	5,758
432	Gov Trfr Attorney Gen	-	3,333.33	3,483.21	3,436.38	3,340.02	4,985.19	-	-	-	-	-	-	18,578
433	Gov Trfr Auditor	-	-	-	-	94.59	-	-	-	-	-	-	-	95
434	Gov Trfr Other Agencies	-	20,763.00	-	49,481.44	28,997.00	21,081.74	-	-	-	-	-	-	120,323
502	Office Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-
503	Equipment Non-inventory	-	-	-	-	-	-	-	-	-	-	-	-	-
510	IT Equipment & Software	12,668.00	-	317.32	-	40.00	-	-	-	-	-	-	-	13,025
602	SW/CAP/Other Expense	-	-	520.64	975.70	11,094.00	445.82	-	-	-	-	-	-	13,036
	Total Expenditures	92,012.15	154,774.99	158,827.96	232,202.92	153,083.42	148,853.30	-	-	-	-	-	-	939,757
	Excess (Deficiency) of													
	Revenue over Expenditures	96,842.35	87,024.01	(8,454.21)	(35,543.92)	(10,358.42)	15,728.70	-	-	-	-	-	-	145,239
	Beginning Cash Balance	100,000.00	196,842.35	1,231,080.37	1,222,626.16	1,187,082.24	1,176,723.82	1,192,452.52	1,192,452.52	1,192,452.52	1,192,452.52	1,192,452.52	1,192,452.52	1,192,452.52
	Ending Cash Balance	196,842.35	1,231,080.37	1,222,626.16	1,187,082.24	1,176,723.82	1,192,452.52	1,192,452.52	1,192,452.52	1,192,452.52	1,192,452.52	1,192,452.52	1,192,452.52	1,192,452.52

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																
154	401	Licensure Fees %	161,866.50	205,833.00	120,780.75	157,945.00	119,925.00	120,369.00	-	-	-	-	-	-	-	-	-	886,719.25
154	704	DCI Check Fee	26,988.00	35,966.00	29,593.00	38,714.00	22,802.00	44,213.00	-	-	-	-	-	-	-	-	-	198,276.00
Gen Fund	401	Licensure Fees	53,544.50	68,139.00	39,958.25	52,372.00	39,647.00	39,874.00	-	-	-	-	-	-	-	-	-	283,534.75
		Net Receipts	242,399.00	309,938.00	190,332.00	249,031.00	182,374.00	204,456.00	-	-	-	-	-	-	-	-	-	#####
0914	401	Refunds	65.00	713	565	631.00	535.00	413.00										2,922.00

Number of Licenses Issued by Month

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

Obligations vs. Budget Report

Budget Fiscal Year: 2013

	Total Obligations FY-To-Date	SY 13 Spending Plan	Budget Balance	Percent of Budget Received /Spent
Resources:				
Balance Forward Receipts	\$ 1,047,214	\$ -		
Salary adj				
401 Fees, Lic. & Permits	\$ 886,719	\$ 1,739,848		
704 Other	\$ 198,276	\$ 360,000		
Total Resources:	\$ 2,132,209	\$ 2,099,848	\$ 1,014,853	51.67%
<i>(Total Revenue)</i>	<u><u><u>1,084,995</u></u></u>			
Expenditures:				
101 Personal Services	\$ 674,424	\$ 1,547,226	\$ 872,802	43.59%
202 In-State Travel	\$ 8,643	\$ 25,000	\$ 16,357	34.57%
203 Assigned Vehicle	\$ 2,365	\$ 4,000	\$ 1,635	59.12%
204 Vehicle Depreciation	\$ 1,000	\$ 3,000	\$ 2,000	33.33%
205 Out-of-State Travel	\$ 3,240	\$ 20,000	\$ 16,760	16.20%
301 Office supplies	\$ 7,349	\$ 10,000	\$ 2,651	73.49%
309 Printing & Binding	\$ 15,160	\$ 15,000	\$ (160)	101.07%
313 Postage	\$ 12,200	\$ 40,000	\$ 27,800	30.50%
401 ICN/Communications	\$ 3,924	\$ 15,000	\$ 11,076	26.16%
402 Rentals	\$ 1,999	\$ 3,500	\$ 1,501	57.11%
405 Professional Services	\$ 25,025	\$ 20,000	\$ (5,025)	125.13%
406 Outside Services	\$ 524	\$ 5,000	\$ 4,476	10.47%
407 Trans to Other agency	\$ -	\$ -	\$ -	#DIV/0!
408 Advertising	\$ 721	\$ 3,000	\$ 2,279	24.03%
409 Outside Repairs/Ser	\$ 1,033	\$ 5,000	\$ 3,967	20.67%
414 Other Agency Reimb	\$ 3,304	\$ 15,000	\$ 11,696	22.02%
416 ITD Reimbursement	\$ 8,031	\$ 20,000	\$ 11,969	40.15%
418 IT Contracted services	\$ 5,758	\$ 400,000	\$ 394,242	1.44%
432 Gov Transfer AG	\$ 18,578	\$ 35,000	\$ 16,422	53.08%
433 Gov Transfer Auditor	\$ 95	\$ 10,000	\$ 9,905	0.95%
434 Gov Trans Other Agency	\$ 120,323	\$ 300,000	\$ 179,677	40.11%
502 Equipment Inventory	\$ -	\$ 5,000	\$ 5,000	0.00%
503 Equipment Non-Inven	\$ -	\$ 3,000	\$ 3,000	0.00%
510 IT Equipment	\$ 13,025	\$ 60,000	\$ 46,975	21.71%
602 SWICAP	\$ 13,036	\$ 30,000	\$ 16,964	43.45%
705 Refunds	\$ 2,922	\$ 5,000	\$ 2,078	58.44%
Carryover				
Expenditure Subtotal	\$ 942,679	\$ 2,598,726	\$ 1,656,047	36.27%

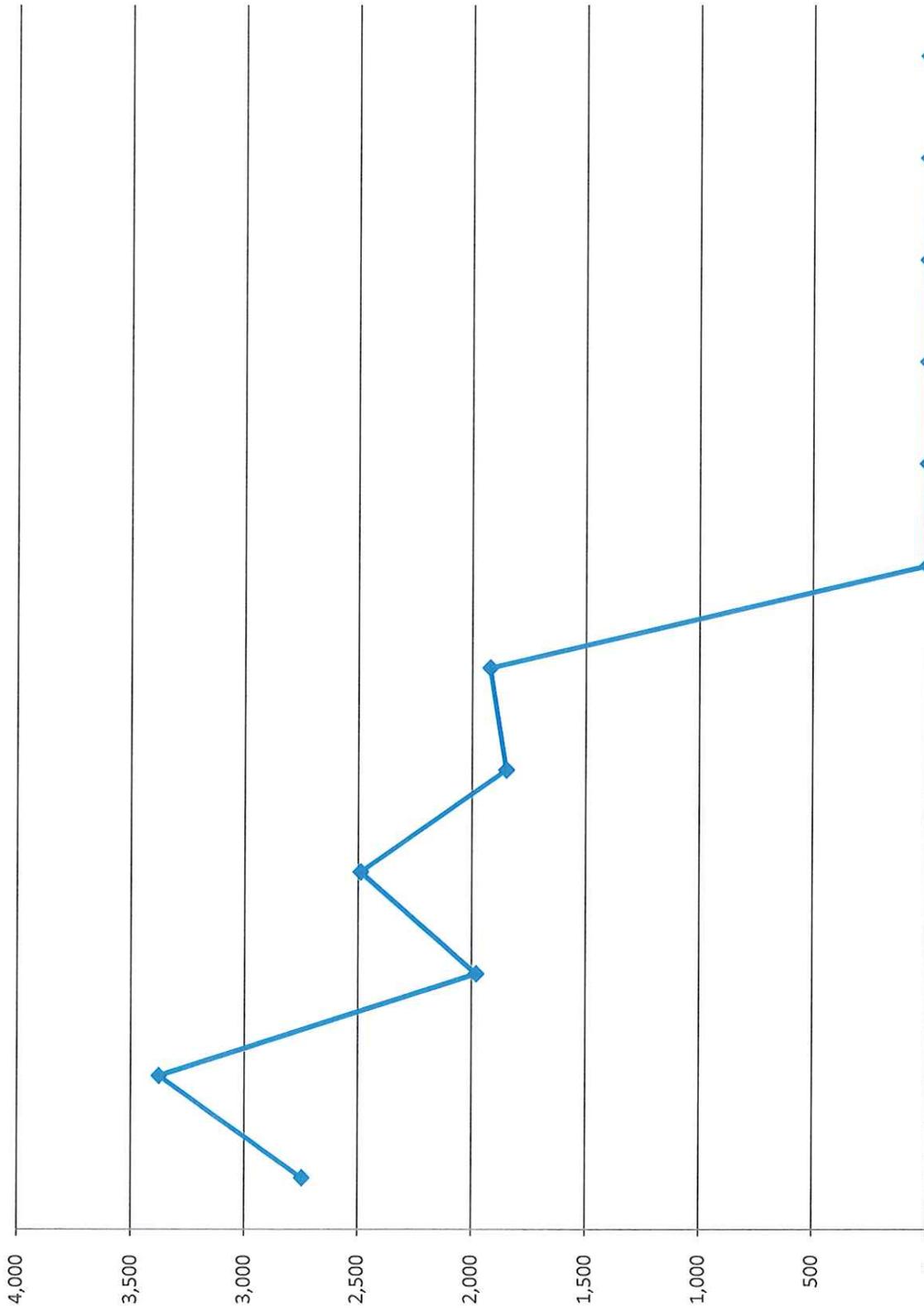
FY 2013 Actual Number of Licenses Issued per Month

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Issued
Duplicate Lic - Online	39	58	34	29	25	12							197
Late Fees - online	17	33	15	17	9	7							98
Master Ed - Online	135	117	85	94	91	60							582
Prof Adm - Online	9	7	5	8	12	15							56
Prof Service License	4	10	4	4	3	5							30
Standard Lic - Online	224	282	185	215	193	145							1,244
Background	320	425	400	528	300	637							2,610
Background in Office	119	160	67	85	66	55							552
Initial Teacher lic	182	287	338	421	184	619							2,031
Extended initial	18	20	22	19	15	23							117
Standard License	319	340	235	235	154	147							1,430
Master Ed	191	175	131	185	172	155							1,009
Professional Adm	44	46	34	40	37	16							217
Coach Authorization	270	443	186	305	292	142							1,638
Substitute License	130	104	113	139	116	87							689
Substitute Auth	67	104	115	133	107	62							588
Endorsement	177	333	113	103	81	93							900
Duplicate Lic	16	30	12	13	14	10							95
Tx Evaluation	224	213	66	102	57	78							740
Late Payment	81	165	126	365	428	123							1,288
Out-of-state T or A	153	151	44	62	37	61							508
Out-of-country	0	0	0	1	3	0							4
BTW Driving Instr	6	5	1	4	12	29							57
Class A	37	56	40	54	48	38							273
Class B	201	304	85	144	78	31							843
Class E	45	51	22	28	19	6							171
Class G	4	4	1	2	0	1							12
Coach Auth Extend	14	23	6	18	10	3							74
Evaluator (New)	3	2	0	5	6	2							18
Initial Admn Lic	2	45	3	5	1	3							59
Extended initial Adm	0	0	0	0	0	0							0
Career & Tech	4	3	1	2	1	1							12
Paraeducator	131	96	47	40	35	34							383
Para Add Con	21	12	5	3	6	5							52
Orientation & Mobility	0	0	0	0	0	0							0
SPR	49	38	30	63	33	28							241
Teacher Intern Lic	2	2	1	0	1	0							6
Initial Prof Service	6	9	1	3	4	1							24
Professional Service	12	5	8	8	1	6							40
PSL - Class A	5	0	0	0	0	0							5
PSL - Class B	0	0	0	0	0	0							0
IPREP-Portfolio Review	0	0	1	0	0	1							2
SBO	0	0	4	1	1	1							7
Over Payment	2	17	2	2	9	6							38
Total # Licenses issued	2,744	3,375	1,978	2,487	1,848	1,919	-	-	-	-	-	-	14,347

FY 2012 Actual Revenue for each License Issued

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Rev
Duplicate Lic - Online	\$ 702	\$ 1,044	\$ 612	\$ 522	\$ 450	\$ 216							\$ 3,546
Late Fees - online	\$ 650	\$ 1,975	\$ 975	\$ 1,425	\$ 800	\$ 375							\$ 6,200
Master Ed - Online	\$ 11,880	\$ 10,296	\$ 7,480	\$ 8,272	\$ 8,008	\$ 5,280							\$ 51,216
Prof Adm - Online	\$ 792	\$ 616	\$ 440	\$ 704	\$ 1,056	\$ 1,320							\$ 4,928
Prof Service License	\$ 352	\$ 880	\$ 352	\$ 352	\$ 264	\$ 440							\$ 2,640
Standard Lic - Online	\$ 19,712	\$ 24,816	\$ 16,280	\$ 18,920	\$ 16,984	\$ 12,760							\$ 109,472
Background	\$ 20,800	\$ 27,646	\$ 26,000	\$ 34,294	\$ 19,500	\$ 41,418							\$ 169,658
Background in Office	\$ 6,188	\$ 8,320	\$ 3,484	\$ 4,420	\$ 3,432	\$ 2,860							\$ 28,704
Initial Teacher lic	\$ 15,435	\$ 24,415	\$ 28,750	\$ 35,785	\$ 15,640	\$ 52,615							\$ 172,640
Extended initial	\$ 450	\$ 500	\$ 550	\$ 475	\$ 375	\$ 575							\$ 2,925
Standard License	\$ 27,115	\$ 28,865	\$ 19,978	\$ 19,970	\$ 13,090	\$ 12,495							\$ 121,513
Master Ed	\$ 16,260	\$ 14,875	\$ 11,135	\$ 15,715	\$ 14,620	\$ 13,175							\$ 85,780
Professional Adm	\$ 3,740	\$ 3,910	\$ 2,890	\$ 3,400	\$ 3,145	\$ 1,360							\$ 18,445
Coach Authorization	\$ 22,910	\$ 37,640	\$ 15,770	\$ 25,889	\$ 24,820	\$ 12,070							\$ 139,099
Substitute License	\$ 11,035	\$ 16,235	\$ 9,605	\$ 11,815	\$ 9,860	\$ 7,395							\$ 65,945
Substitute Auth	\$ 5,695	\$ 8,840	\$ 9,775	\$ 11,300	\$ 9,135	\$ 5,270							\$ 50,015
Endorsement	\$ 8,830	\$ 16,635	\$ 5,650	\$ 5,150	\$ 4,035	\$ 4,650							\$ 44,950
Duplicate Lic	\$ 240	\$ 450	\$ 180	\$ 195	\$ 210	\$ 150							\$ 1,425
Tx Evaluation	\$ 13,440	\$ 12,767	\$ 3,973	\$ 6,145	\$ 3,420	\$ 4,680							\$ 44,425
Late Payment	\$ 2,015	\$ 4,130	\$ 3,142	\$ 9,135	\$ 10,705	\$ 3,085							\$ 32,212
Out-of-state T or A	\$ 13,005	\$ 12,835	\$ 3,740	\$ 5,269	\$ 3,146	\$ 5,185							\$ 43,180
Out-of-country	\$ -	\$ -	\$ -	\$ 85	\$ 255	\$ -							\$ 340
BTW Driving Instr	\$ 240	\$ 200	\$ 40	\$ 160	\$ 480	\$ 1,160							\$ 2,280
Class A	\$ 3,145	\$ 4,725	\$ 3,400	\$ 4,590	\$ 4,080	\$ 3,230							\$ 23,170
Class B	\$ 17,115	\$ 25,805	\$ 7,225	\$ 12,240	\$ 6,605	\$ 2,635							\$ 71,625
Class E	\$ 6,795	\$ 7,610	\$ 3,235	\$ 4,160	\$ 2,905	\$ 965							\$ 25,670
Class G	\$ 340	\$ 340	\$ 85	\$ 170	\$ -	\$ 85							\$ 1,020
Coach Auth Extend	\$ 570	\$ 920	\$ 240	\$ 720	\$ 400	\$ 120							\$ 2,970
Evaluator (New)	\$ 255	\$ 170	\$ -	\$ 425	\$ 510	\$ 170							\$ 1,530
Initial Admn Lic	\$ 170	\$ 3,825	\$ 255	\$ 425	\$ 85	\$ 255							\$ 5,015
Extended initial Adm	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ -
Career & Tech	\$ 340	\$ 255	\$ 85	\$ 170	\$ 85	\$ 85							\$ 1,020
Paraeducator	\$ 5,240	\$ 3,840	\$ 1,880	\$ 1,600	\$ 1,400	\$ 1,360							\$ 15,320
Para Add Con	\$ 525	\$ 300	\$ 125	\$ 75	\$ 150	\$ 125							\$ 1,300
Orientation & Mobility	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ -
SPR	\$ 4,165	\$ 3,230	\$ 2,550	\$ 5,355	\$ 2,805	\$ 2,330							\$ 20,485
Teacher Intern Lic	\$ 250	\$ 250	\$ 125	\$ -	\$ 125	\$ -							\$ 750
Initial Prof Service	\$ 510	\$ 765	\$ 85	\$ 255	\$ 340	\$ 85							\$ 2,040
Professional Service	\$ 1,055	\$ 425	\$ 680	\$ 680	\$ 85	\$ 510							\$ 3,435
PSL- Class A	\$ 425	\$ -	\$ -	\$ -	\$ -	\$ -							\$ 425
PSL- Class B	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ -
IPREP-Portfolio Review	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ 500							\$ 1,000
SBO	\$ -	\$ -	\$ 340	\$ 85	\$ 85	\$ 85							\$ 595
Over Payment	\$ 78	\$ 474	\$ 130	\$ 70	\$ 347	\$ 205							\$ 1,304
Grand Total	\$ 242,464	\$ 310,824	\$ 191,741	\$ 250,417	\$ 183,437	\$ 201,329	\$ -	\$ 1,380,212					
Background Total	\$ 26,988	\$ 35,966	\$ 29,484	\$ 38,714	\$ 22,932	\$ 44,278	\$ -	\$ 196,362					
BoEE Revenue	\$ 161,607	\$ 206,144	\$ 121,693	\$ 158,777	\$ 120,379	\$ 117,788	\$ -	\$ 886,388					
General Fund Total	\$ 53,869	\$ 68,715	\$ 40,564	\$ 52,926	\$ 40,126	\$ 39,263	\$ -	\$ 295,463					
BoEE+GenFund	\$ 215,476	\$ 274,858	\$ 162,257	\$ 211,703	\$ 160,505	\$ 157,051	\$ -	\$ 1,181,850					

Total # Licenses Issued



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

Date: January 17, 2013
To: Board Members
From: Dr. Beverly Smith, Board Chair
Re: Committee Assignments for FY 13 - revised

Executive Committee

Bev Smith
Laura Stevens
Carol Trueg
Jason Glass
Duane Magee, Executive Director

Professional Practices Committee

Julio Almanza
Tammy Duehr
Brenda Garcia-Van Auken
Oscar Ortiz
Duane Magee, Executive Director
Darcy Lane, Attorney/Investigator
Jim McNellis, Investigator
Julie Bussanmas, Assistant Attorney General

Board Operating Guidelines

Larry Hill
Mary K. Overholtzer
Bev Smith
Richard Wortmann

EDUCATIONAL EXAMINERS BOARD[282]

Notice of Intended Action

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

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

Pursuant to the authority of Iowa Code section 272.2, the Board of Educational Examiners hereby gives Notice of Intended Action to amend Chapter 13, "Issuance of Teacher Licenses and Endorsements," Iowa Administrative Code.

This proposed amendment addresses the issue of applicants who have completed a nontraditional teacher preparation program and have one or more years of teaching experience and who apply for a substitute teacher's license or for full licensure. Currently, in many cases such applicants can only obtain a substitute authorization. This amendment would allow an applicant in these circumstances to be issued a substitute license.

Any interested party or persons may present their views either orally or in writing at the public hearing that will be held Wednesday, January 9, 2013, at 1 p.m. in Room 3 Southwest, Third Floor, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa.

At the hearing, persons will be asked to give their names and addresses for the record and to confine their remarks to the subject of the proposed amendment. Persons who wish to make oral presentations at the public hearing may contact the Executive Director, Board of Educational Examiners, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa 50319-0147, or at (515)281-5849, prior to the date of the public hearing.

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

Any interested person may make written comments or suggestions on the proposed amendment before 4 p.m. on Friday, January 11, 2013. Written comments and suggestions should be addressed to Kim Cunningham, Board Secretary, Board of Educational Examiners, at the above address, or sent by e-mail to kim.cunningham@iowa.gov, or by fax to (515)281-7669.

After analysis and review of this rule making, no adverse impact on jobs has been found.

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

The following amendment is proposed.

Amend subrule 13.16(1) as follows:

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 provides passing scores on tests mandated by the state that issued the certificate. The license issued will contain a disclaimer stating that the holder of this license may not be eligible for full Iowa teaching licensure.

EDUCATIONAL EXAMINERS BOARD[282]

Notice of Intended Action

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

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

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

This proposed amendment will remove first-class mail as an option for delivery of a notice of hearing. First-class mail is not sufficient under Iowa Code chapter 17A. The proposed amendment will not change agency practice because the Board of Educational Examiners does not use first-class mail to deliver notices of hearing.

Any interested party or persons may present their views either orally or in writing at the public hearing that will be held Wednesday, January 9, 2013, at 1 p.m. in Room 3 Southwest, Third Floor, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa.

At the hearing, persons will be asked to give their names and addresses for the record and to confine their remarks to the subject of the proposed amendment. Persons who wish to make oral presentations at the public hearing may contact the Executive Director, Board of Educational Examiners, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa 50319-0147, or at (515)281-5849, prior to the date of the public hearing.

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

Any interested person may make written comments or suggestions on the proposed amendment before 4 p.m. on Friday, January 11, 2013. Written comments and suggestions should be addressed to Kim Cunningham, Board Secretary, Board of Educational Examiners, at the above address, or sent by e-mail to kim.cunningham@iowa.gov, or by fax to (515)281-7669.

After analysis and review of this rule making, no adverse impact on jobs has been found.

This amendment is intended to implement Iowa Code section 272.13(1).

The following amendment is proposed.

Amend subrule 11.7(1) as follows:

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
- ~~c. First class mail; or~~
- d. c. Publication, as provided in the Iowa Rules of Civil Procedure.

EDUCATIONAL EXAMINERS BOARD[282]

Notice of Intended Action

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

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

Pursuant to the authority of Iowa Code section 272.2, the Board of Educational Examiners hereby gives Notice of Intended Action to amend Chapter 18, “Issuance of Administrator Licenses and Endorsements,” Iowa Administrative Code.

This proposed amendment will align the rule with current agency practice. The current rule does 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 proposed amendment will clarify the requirements.

Any interested party or persons may present their views either orally or in writing at the public hearing that will be held Wednesday, January 9, 2013, at 1 p.m. in Room 3 Southwest, Third Floor, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa.

At the hearing, persons will be asked to give their names and addresses for the record and to confine their remarks to the subject of the proposed amendment. Persons who wish to make oral presentations at the public hearing may contact the Executive Director, Board of Educational Examiners, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa 50319-0147, or at (515)281-5849, prior to the date of the public hearing.

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

Any interested person may make written comments or suggestions on the proposed amendment before 4 p.m. on Friday, January 11, 2013. Written comments and suggestions should be addressed to Kim Cunningham, Board Secretary, Board of Educational Examiners, at the above address, or sent by e-mail to kim.cunningham@iowa.gov, or by fax to (515)281-7669.

After analysis and review of this rule making, no adverse impact on jobs has been found.

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

The following amendment is proposed.

Amend rule 282—18.5(272) as follows:

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. to d. No change.

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

EDUCATIONAL EXAMINERS BOARD[282]

Notice of Intended Action

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

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

Pursuant to the authority of Iowa Code section 272.2, the Board of Educational Examiners hereby gives Notice of Intended Action to amend Chapter 19, “Evaluator Endorsement and License,” Iowa Administrative Code.

This proposed amendment will align the wording of the rules in Chapter 19 regarding evaluator licensure requirements with the wording of the rules in Chapter 18 regarding administrator licensure requirements. The relevant amendments to Chapter 18 were filed under Notice following the Board’s meeting on October 15, 2012, and published as ARC 0444C in the November 14, 2012, Iowa Administrative Bulletin.

Any interested party or persons may present their views either orally or in writing at the public hearing that will be held Wednesday, January 9, 2013, at 1 p.m. in Room 3 Southwest, Third Floor, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa.

At the hearing, persons will be asked to give their names and addresses for the record and to confine their remarks to the subject of the proposed amendment. Persons who wish to make oral presentations at the public hearing may contact the Executive Director, Board of Educational Examiners, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa 50319-0147, or at (515)281-5849, prior to the date of the public hearing.

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

Any interested person may make written comments or suggestions on the proposed amendment before 4 p.m. on Friday, January 11, 2013. Written comments and suggestions should be addressed to Kim Cunningham, Board Secretary, Board of Educational Examiners, at the above address, or sent by e-mail to kim.cunningham@iowa.gov, or by fax to (515)281-7669.

After analysis and review of this rule making, no adverse impact on jobs has been found.

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

The following amendment is proposed.

Amend rule 282—19.6(272) as follows:

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.

EDUCATIONAL EXAMINERS BOARD[282]

Notice of Intended Action

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

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

Pursuant to the authority of Iowa Code section 272.2, the Board of Educational Examiners hereby gives Notice of Intended Action to amend Chapter 17, “Career and Technical Endorsements and Licenses,” Iowa Administrative Code.

In 2009, the Board of Educational Examiners eliminated the option for a Class D occupational license. The Board now proposes an amendment to eliminate a similar rule in Chapter 17 for the conditional career and technical license.

Any interested party or persons may present their views either orally or in writing at the public hearing that will be held Wednesday, January 9, 2013, at 1 p.m. in Room 3 Southwest, Third Floor, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa.

At the hearing, persons will be asked to give their names and addresses for the record and to confine their remarks to the subject of the proposed amendment. Persons who wish to make oral presentations at the public hearing may contact the Executive Director, Board of Educational Examiners, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa 50319-0147, or at (515)281-5849, prior to the date of the public hearing.

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

Any interested person may make written comments or suggestions on the proposed amendment before 4 p.m. on Friday, January 11, 2013. Written comments and suggestions should be addressed to Kim Cunningham, Board Secretary, Board of Educational Examiners, at the above address, or sent by e-mail to kim.cunningham@iowa.gov, or by fax to (515)281-7669.

After analysis and review of this rule making, no adverse impact on jobs has been found.

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

The following amendment is proposed.

Rescind and reserve rule **282—17.4(272)**.

MEMO

Date: January 17, 2013

To: Board Members

From: Duane T. Magee, Executive Director

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

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

I recommend that the proposed amendments to IAC 282 Chapter 13.9(10) Requirements for a teacher intern license be filed under Notice of Intended Action.

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

a. Hold a baccalaureate degree from an accredited institution.

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

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

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

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

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

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

MEMO

Date: January 17, 2013

To: Board Members

From: Duane T Magee, Executive Director and Susan Fischer

**RE: Proposed Rules: IAC 282 Chapter 18.12 Preliminary Administrator License
- Notice**

This rule change would allow applicants who meet certain criteria to serve as superintendents and AEA administrators without following the traditional pathway into these positions. This rule change would allow Iowa school districts and AEAs to consider leaders who emerge in other professions as is currently the practice in other states. The recommendation is to seek emergency implementation of these rules in order to allow Iowa districts to consider non-traditional candidates during the current hiring season.

I recommend that the proposed amendments to IAC 282 Chapter 18.12 Preliminary administrator license be filed under Notice of Intended Action.

282—18.12(272)

Preliminary administrator license.

18.12(1) Authorization.

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

18.12(2) Term

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

18.12(3) Eligibility Requirements:

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

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

e. Obtains employment as a superintendent or area education agency administrator in a school district or area education agency with an instructional leader who holds teaching or administrative licensure.

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

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

MEMO

Date: January 17, 2013

To: Board Members

From: Duane T. Magee, Executive Director

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

Below is proposed language for amending Chapter 25 to prohibit romantic and/or sexual relationships between licensees and former students for 180 days following the student's graduation, if the licensee and the student had a direct and/or supervisory relationship prior to the student's graduation. In its current form, the proposed amendment adds an additional ethics violation under rule 25.3(1)(e) ("Student abuse") specifically for recently-graduated students.

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

...

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

...

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

MEMO

Date: January 17, 2013

To: Board Members

From: Duane T. Magee, Executive Director

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

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

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

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

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

...

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

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

...

d. Failing to comply with a board order.

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

...

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

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

...

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

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

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

(3) No other complaint has been filed.

MEMO

Date: January 17, 2013

To: Board Members

From: Duane T Magee, Executive Director and Susan Fischer

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

THESE RULE CHANGES ARE PROPOSED TO AUTHORIZE THE FOLLOWING LICENSES TO EXPIRE AT THE END OF THE BIRTH MONTH WHICH ALIGNS WITH TEACHING LICENSES THAT EXPIRE AT THE END OF THE BIRTH MONTH.

282—22.1(272) Coaching authorization.

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

282—22.2(272) Substitute authorization.

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

282—23.2(272,321) Validity. ~~All fees are nonrefundable as set out in 282—Chapter 12.~~

The behind-the-wheel driving instructor authorization shall be valid for one ~~calendar~~ year, ~~and it shall expire one year after issue date.~~

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

282—13.9(272) Teacher intern license.

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

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

282-22.2(1)

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

Date: January 17, 2013

To: Board Members

From: Darcy Lane

Re: Reminders regarding petitions for waiver

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

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

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

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

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

Petition for Waiver

Name: Paula Wolfe

Folder: 307135

Holds a standard license valid until March 2013.

Reason for Waiver: Ms. Wolfe obtained continuing education units (c.e.u.'s) from Arizona State University for coursework completed as a Fellow of the America Society of News Editors Reynolds Institute at the Walter Cronkite School of Journalism and Mass Communication at ASU. However, the Board of Educational Examiners rules do not allow for the acceptance of c.e.u. credits for renewal.

Rule Citation 282—20.5

(272) Specific renewal requirements for the standard license.

20.5(2)

Six units are needed for renewal. These units may be earned in any combination listed as follows:

- a.* One unit may be earned for each semester hour of graduate credit, completed from a regionally accredited institution, which leads toward the completion of a planned master's, specialist's, or doctor's degree program.
- b.* One unit may be earned for each semester hour of graduate or undergraduate credit, completed from a regionally accredited institution, which may not lead to a degree but which adds greater depth/breadth to present endorsements held.
- c.* One unit may be earned for each semester hour of credit, completed from a regionally accredited institution, which may not lead to a degree but which leads to completion of requirements for an endorsement not currently held.
- d.* One unit may be earned upon completion of each licensure renewal course or activity approved through guidelines established by the board of educational examiners.
- e.* Four units may be earned for successful completion of the National Board for Professional Teaching Standards certification. This certification may be used one time for either the standard or the master educator license.
- f.* One unit may be earned upon successful acquisition of three points from the following activities:
 - (1) Mentoring a full-semester student teacher (12 or more weeks) is worth two points.
 - (2) Mentoring a half-semester student teacher (less than 12 weeks) is worth one point.
 - (3) Mentoring a practicum student or practicum students (early field experience) equivalent to 60 contact hours (hours may be accrued over several semesters) is worth one point.
 - (4) Attending (from start to finish) a cooperating teachers' workshop in conjunction with mentoring a student teacher or practicum student is worth one point.
 - (5) Serving as a multiyear member of a teacher education program's advisory committee is worth one point.

Hardship: Ms. Wolfe wanted to improve her professional teaching career as a journalism teacher at the same time that she was completing the requirements for renewal. She indicates that the Reynolds Institute is a prestigious and rigorous program so she obtained a fellowship there believing that the university would offer credits that would be acceptable for renewal. Ms. Wolfe indicates it will be an undue hardship to complete more course work for renewal which will be time consuming and costly.

Prejudice to others:

Ms. Wolfe believes there would be no ramifications to others if the waiver is granted.

Safety and welfare of others:

Ms. Wolfe indicates that her students are already benefiting from the knowledge and skills she gained attending this fellowship. She has improved her use of technology in her classes and has improved her students' learning. Ms. Wolfe also attended classes in journalistic ethics and copyright law which is a benefit to the district.

Recommendation: Deny the waiver.

The renewal form states in #6 in the requirements: "The only coursework acceptable for renewal from a non-Iowa institution is coursework that has been completed for undergraduate or graduate credit. Please be aware that some institutions may indicate that the course work is graduate level course work, but graduate credit is not provided. Professional development units are provided instead. Professional development units and staff development credits completed at a non-Iowa institution are not acceptable. Continuing education units (C.E.U.s) are not acceptable for renewal." Thus the Board has clearly communicated what types of credits are acceptable for renewal. The information listed on the syllabus that Ms. Wolfe provided indicates under the heading "credit" that "there is no grade for this experience, and this experience doesn't offer the option of graduate credit." These two communications should have warranted a call to the Board office if there was a question about whether this credit would be acceptable for renewal purposes.

Hardship: Under the syllabus heading of "credit" for the fellowship, the information states "participants will receive eight units of continuing-education credit from Arizona State University at no cost to them." Thus since there was no financial cost for Ms. Wolfe to complete this fellowship, it would not be a financial hardship to complete acceptable renewal course work instead.

Prejudice to others:

Petitions for waivers:

02-21. The Board accepted professional development credit through the University of California Santa Cruz Extension in 2002. Based on course descriptions, the Board found the courses the petitioner took at the University of California Santa Cruz were substantially equivalent to Iowa AEA classes approved for renewal credit. Because the

petitioner lived out of state and therefore could not attend approved AEA classes, her only other option for renewal credits would be to complete post-secondary course work for credit.

02-22 , 03-12 and 03-23. The Board denied professional development credit completed through the University of the Pacific.

03-01. The Board denied completion of professional development courses completed through Loyola Marymount College.

08-16. The Board denied continuing education units for experience as an AP exam reader.

08-39 through 08-45. The Board approved the waivers for the continuing education units offered through St. Ambrose University due to the misunderstanding of the area education agency who at one time accepted the same St. Ambrose course work and provided staff development credit through the AEA.

The rules regarding acceptable licensure renewal credits in an approved licensure renewal program are included in 20.13(5). It appears that it would be prejudicial to accept the continuing education units for renewal of a teaching license because 20.13(5)d indicates that the only acceptable renewal credits are completed through approved renewal programs which have been previously approved by the Board of Educational Examiners. Thus the Board should not retroactively accept renewal credits that have already been completed.

20.13(5)

Licensure renewal courses.

a. Licensure renewal courses are planned experiences, activities, and studies designed to develop skills, techniques, knowledge, and understanding of educational research and best practice and to model best practices in professional and organizational development. These courses support school improvement processes and practices and provide for the development of leadership in education. Approved courses and programs must be designed to follow the terms of the renewal requirements set forth for teacher and administrator license renewal in rules 282—20.5(272), 282—20.6(272), and 282—20.9(272). The following indicators of quality will be used in evaluating the approved license renewal programs:

- (1) The courses address specific student, teacher, and school needs evidenced in local school improvement plans; or
- (2) The courses assist teachers in improving student learning; or
- (3) The courses assist teachers in improving teaching evidenced through the adoption or application of practices, strategies, and information.

b. Approved teacher licensure renewal programs must offer and conduct a minimum of ten different courses for teachers during the calendar year, and approved administrator licensure renewal programs must conduct a minimum of five different courses for administrators during the calendar year.

c. A minimum of 15 scheduled clock hours of contact with the instructor, study groups or action research teams equal one renewal unit. Only whole units may be submitted to the board of educational examiners for license renewal.

d. Only renewal units offered through board of educational examiners-approved licensure renewal programs will be accepted for license renewal.

(The entire list of rules on licensure renewal programs is included at the end of the waiver summary.)

Safety and welfare of others:

The Board has developed guidelines for renewal credits to be accepted. Those guidelines are listed in Ch. 20.13 The c.e.u. credit that Ms. Wolfe completed was not approved as part of a licensure renewal program. The Board accepts undergraduate or graduate credits from regionally accredited colleges. The fellowship was not offered for graduate credit. The Board ensures the safety and welfare of the students by enforcing these standards for renewal credit. The information on the application clearly states that continuing education units are not accepted for renewal credit.

282—20.13(272)

Licensure renewal programs.

20.13(1)Application process.

These rules are to be followed in the preparation and submission of proposals for licensure renewal programs. The application materials must be returned to the board of educational examiners for review and approval. Once the application has been submitted, it will be reviewed, and the applicant agency will be notified of approval or nonapproval and any deficiencies.

20.13(2)

Application for licensure renewal program.

a. The application shall contain evidence that the local board of directors (the boards of directors in consortium-based applications) has given formal approval to the development and implementation of the program and the allocation of program resources.

b. The application shall identify the criteria used in selecting faculty/instructors for the licensure renewal programs. These criteria shall include qualifications, experiences (relevant to the nature of the program), preparation and licensure status.

c. There must be evidence of a current survey using multiple data sources that includes, but is not limited to, district and building school improvement goals as well as staff needs and an explanation of procedures used to derive such needs; this documentation must be furnished as a part of the application for a licensure renewal program.

d. Programs developed by eligible agencies shall be based on evidence gathered from the survey referenced in paragraph "c" above.

e. Program objectives must be derived from identified educational needs in the district or districts or special groups to be served; these objectives shall be developed by the eligible agency seeking approval under licensure renewal programs.

f. Each application must include procedures for program evaluation; this evaluation must include faculty/instructor as well as course/activity evaluation. Program and course/activity evaluation shall include, but not be limited to, participant perceptions.

g. Evaluation. The evaluation shall include participant perception and, whenever possible, observation data collection techniques and analyses are required for each approved licensure renewal program.

20.13(3)Eligible agencies/institutions.

a. Teacher renewal.

(1) Area education agencies, local education agencies, individually or in consortium arrangements.

(2) Approved nonpublic districts, individually or in consortium arrangements.

(3) Iowa educational professional organizations.

(4) Iowa colleges and universities approved for teacher education.

b. Administrator renewal.

(1) Area education agencies, local education agencies, individually or in consortium arrangements.

(2) Approved nonpublic districts, individually or in consortium arrangements.

(3) Iowa educational professional organizations.

(4) Iowa colleges and universities approved for teacher education.

20.13(4)Authority.

The acceptance of licensure renewal credit is provided in rules 282—20.5(272), 282—20.6(272), and 282—20.9(272).

20.13(5)

Licensure renewal courses.

a. Licensure renewal courses are planned experiences, activities, and studies designed to develop skills, techniques, knowledge, and understanding of educational research and best practice and to model best practices in professional and organizational development. These courses support school improvement processes and practices and provide for the development of leadership in education. Approved courses and programs must be designed to follow the terms of the renewal requirements set forth for teacher and administrator license renewal in rules 282—20.5(272), 282—20.6(272), and 282—20.9(272). The following indicators of quality will be used in evaluating the approved license renewal programs:

- (1) The courses address specific student, teacher, and school needs evidenced in local school improvement plans; or
- (2) The courses assist teachers in improving student learning; or
- (3) The courses assist teachers in improving teaching evidenced through the adoption or application of practices, strategies, and information.

b. Approved teacher licensure renewal programs must offer and conduct a minimum of ten different courses for teachers during the calendar year, and approved administrator licensure renewal programs must conduct a minimum of five different courses for administrators during the calendar year.

c. A minimum of 15 scheduled clock hours of contact with the instructor, study groups or action research teams equal one renewal unit. Only whole units may be submitted to the board of educational examiners for license renewal.

d. Only renewal units offered through board of educational examiners-approved licensure renewal programs will be accepted for license renewal.

20.13(6)

Licensure renewal advisory committee.

Licensure renewal programs must be developed with the assistance of a licensure renewal advisory committee.

a. Membership of the advisory committee.

Once the advisory committee is established, matters pertaining to the term of membership shall be spelled out through established procedures. The advisory committee shall consist of no fewer than five members. The licensure renewal coordinator shall forward the current updated list of licensure renewal advisory committee members to the board of educational examiners upon request.

(1) The licensure renewal advisory committee shall include the following persons for teacher/administrator renewal programs:

1. Elementary and secondary classroom teachers.
2. Local administrators: elementary or secondary principals, curriculum director or superintendent.
3. Higher education representative from a college or university offering an approved teacher education program.

4. Other categories may also be appointed: community college teaching faculty, students, area education agency staff members, school board members, members of educational professional organizations, business/industry representatives, community representatives, representatives of substitute teachers.

(2)The make-up of the membership should reflect the ratio of teachers to administrators within an agency or organization offering an approved licensure renewal program. The membership should reflect the general population by a balance of gender and race and shall be balanced between urban and rural districts.

(3)The licensure renewal coordinator shall be a nonvoting advisory committee member.

(4)Disputes about the appropriate composition of the membership of the licensure renewal advisory committee shall be resolved through local committee action.

b. Responsibilities of licensure renewal advisory committee.

The licensure renewal advisory committee shall be involved in:

(1)The ongoing area education agency, local district, or other agency staff development needs assessment.

(2)The design and development of an original application for a license renewal program.

(3)The development of criteria for the selection of course instructors; and these criteria shall include, but not be limited to, academic preparation, experience and certification status.

(4)The annual evaluation of licensure renewal programs.

20.13(7)

Licensure renewal coordinator.

*a.*Each agency or organization offering an approved licensure renewal program shall identify a licensed (elementary or secondary) professional staff member who shall be designated as coordinator for the program. This function must be assigned; no application will be approved unless this function has been assigned.

b. Responsibilities of licensure renewal coordinators:

(1)File all reports as requested by the board of educational examiners.

(2)Serve as a contact person for the board of educational examiners.

(3)Be responsible for the development of licensure renewal programs which address the professional growth concerns of the clientele.

(4)Be responsible for the approval of all courses or units offered for licensure renewal.

(5)Maintain records of approved courses as conducted and of the names of the qualifying participants.

(6)Maintain a list of all course offerings and approved instructors and forward the list to the board of educational examiners.

(7)Provide a record of credit for each participant and maintain a cumulative record of credits earned for each participant for a minimum of ten years.

(8)Be responsible for informing participants of the reporting procedures for renewal credits/units earned.

20.13(8)

Organization and administration.

*a.*Local school districts are encouraged to work cooperatively with their respective area education agency in assessing needs and designing and conducting courses.

b. The board of educational examiners reserves the right to evaluate any course, to require submission of evaluation data and to conduct sufficient on-site evaluation to ensure high quality of licensure renewal programs.

c. Agencies or institutions developing new programs shall submit a letter of intent prior to the submission of an application. The application must be filed at least three months prior to the initiation of any planned licensure renewal program.

d. Once a program is approved, the coordinator shall approve all course offerings for licensure renewal units.

e. Initial approval may be for one to three years. Continuing approval may be granted for five-year terms. Continuing approval may involve board of educational examiners sponsored team visits.

f. Records retention. Each approved staff development agency/institution shall retain program descriptions, course activities, documentation of the qualifications of delivery personnel, evaluation reports, and completed renewal units for a period of ten years. This information shall be kept on file in the offices of the area education agency licensure renewal coordinators and shall be made available to the board of educational examiners upon request.

g. Monitoring and evaluation. Each approved licensure renewal program will be monitored by the board of educational examiners to determine the extent to which the program meets/continues to meet program standards and is moving toward the attainment of program objectives. This will include an annual report which shall include an annotated description of the courses provided, evidence of the collaborative efforts used in developing the courses, evidence of the intended results of the courses, and the data for demonstrating progress toward the intended results.



STATE OF IOWA

TERRY BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF EDUCATION
JASON E. GLASS, DIRECTOR

December 6, 2012

Andrea C. Baird
Program Officer
Office of Postsecondary Education/Higher Education Programs
U.S. Department of Education
1990 K Street, NW, Room 6143
Washington, DC 20006-8225

Dear Ms. Baird:

By this letter I am proposing teacher shortage areas in our state to assist the United States Department of Education in the designation of these teacher shortage areas. I am requesting that this proposal cover the 2013 – 2014 school years.

In submitting this letter I am providing the following information and assurances:

1. Staff members of the Division of PK-12 Education in the Iowa Department of Education; the Iowa Board of Educational Examiners; and the College Student Aid Commission have written objective standards in developing these proposed teacher shortage areas;
2. In developing these shortage areas, the staff consulted with nonprofit elementary (K-8) and secondary (5-12) school officials within the state;
3. With 1,470 total shortage positions, the percentage of Iowa's proposed teacher shortage areas, at 4.05 percent, does not exceed the designated limit of 5 percent. Supporting documentation of these shortage areas meets the requirements in 34 CFR 682.210(q)(6)(iv) in that the methodology and priority areas are provided.
4. These shortage areas were determined using information from the 2011-2012 school year;
5. The name and original signature of the CSSO can be found in the signature section of this letter.

The contact person for this matter is:

Mary Lou Nosco
Educational Consultant for Licensure
Board of Educational Examiners
Grimes State Office Building
400 E. 14th Street
Des Moines, IA 50319-0147
Phone: 515-725-2146
Fax: 515-281-7669

6. Below is the information for the proposed shortage areas for the State of Iowa:
 - a. State of Iowa
 - b. 2011-2012 School Year
 - c. Prepared: December 3, 2012
 - d. Total of FTE teaching positions in Iowa: 36,294 (Table 3-1, 2011-12 Condition of Education Report)

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e. Statewide shortage areas by discipline:

Special Education ¹ :	FTE 674 ^a	1.86% ^b
Early Childhood Special Education Pre-Kindergarten - Kindergarten		
Instructional Strategist I Mild/Moderate		
Instructional Strategist II Behavior Disorder/Learning Disabilities		
Instructional Strategist II Mental Disabilities		
Instructional Strategist II Physical Disabilities		
Itinerant Hearing Impaired Birth to 21		
Itinerant Visually Impaired Birth to 21		

Regular Education:

Early Childhood	FTE 143 ^a	.39% ^b
English as a Second Language (K-12)	FTE 44 ^a	.12% ^b
Family and Consumer Sciences	FTE 14 ^a	.04% ^b
Guidance Counselor (K-8 & 5-12)	FTE 60 ^a	.17% ^b
Health (5-12)	FTE 59 ^a	.16% ^b
Industrial Technology	FTE 14 ^a	.04% ^b
Mathematics (5-12)	FTE 64 ^a	.18% ^b
Middle School	FTE 146 ^a	.40% ^b
Science (5-12) (all areas)	FTE 91 ^a	.25% ^b
Talented & Gifted (K-12)	FTE 104 ^a	.29% ^b
Teacher Librarian (K-8 & 5-12)	FTE 56 ^a	.15% ^b

^a Number of administrative decision and Class B and E licenses issued and advertised openings in 2011-2012

^b Percent of total number of teachers computed on number of openings and teachers on administrative decision and Class B and E licenses issued 2011-2012

(Data on advertised openings were compiled from a website managed by the Iowa Department of Education from July of 2011 through June of 2012.)

¹ All special education areas are recognized as teaching shortage areas in Iowa.

Thank you for your consideration of this report.

Sincerely,

Jason E. Glass
Director

cc: Mary Lou Nosco, Consultant, Iowa Board of Educational Examiners