

**PLEASE NOTE THAT THE
STATE OF IOWA
BOARD OF EDUCATIONAL EXAMINERS
MEETING ON
June 20 and 21, 2013
WILL BE HELD IN THE
DUBUQUE COMMUNITY SCHOOLS'
DISTRICT OFFICE LOCATED AT
2300 CHANEY ROAD, DUBUQUE, IA 52001**

**STATE OF IOWA
BOARD OF EDUCATIONAL EXAMINERS**

**June 20 and 21, 2013
Dubuque Community Schools District Office
2300 Chaney Road, Dubuque, IA 52001**

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.

Board Orientation and Retreat
June 20, 2013
2300 Chaney Road, Dubuque, IA 52001
Board Room

AGENDA

Times are approximate

- 9:00 a.m.** **New Board Member Orientation**
- 12:00 p.m.** **Begin Retreat with all Board Members**
Lunch
- **Presentation – Tania Johnson, 2013 Iowa Teacher of the Year**
 - **Begin Goal Setting**
 1. Any licensure issues that emerge from the education reform legislative process
 2. Ethics training and teacher preparation
 - a. Stand alone course?
 - b. Integrated into existing courses?
- 1:30 p.m.** **Presentation from Dubuque Community Schools and Clarke University – Yearlong Clinical Student Teaching Experience**
- 2:30 p.m.** **Continue Goal Setting**
- 4:30 p.m.** **Adjourn**
- 4:30 p.m.** **Professional Practices Committee will meet following the Board Retreat (4:30 p.m. – 6:00 p.m)**
- 6:30 p.m.** **Dinner at Vinny Vanucchi’s (180 Main St., Dubuque)**

Regular Meeting
June 21, 2013
2300 Chaney Road, Dubuque, IA 52001
Board Room

AGENDA

Times are approximate

- 8:30 a.m. Executive Committee Meeting – Room 1C**
- 9:00 a.m. Call Meeting to Order**
- 9:05 a.m. Approve the Agenda** **Tab A**
- 9:10 a.m. Consent Agenda**
- a. Minutes from May 3, 2013 Meeting **Tab B**
 - b. Minutes from May 15, 2013 Telephonic Meeting
- 9:15 a.m. Professional Practices - Licensee Discipline – Closed Session – Board Members Only (roll call)**
- 10:15 a.m. Open Session – Results of closed session announced**
- a. Approve closed session minutes from May 3, 2013 Meeting
 - b. Approve closed session minutes from May 15, 2013 Telephonic Meeting
- 10:30 a.m. Board Communications**
- a. Board Member Reports
 - b. Executive Director’s Report
- 1. Financial update **Tab C**
 - a. FY14 Budget
 - 2. Digitizing professional practices packets
 - 3. New software RFP
 - 4. Staffing update
- 10:45 a.m. Communication from the Public**
- 10:50 a.m. Rules [Iowa Administrative Code – Chapter 282 (272)]**
- a. *Adopt*
 - 1. IAC – 282—Amend 25.3(6) and (7) and 11.4(1)(d) **Tab D**
Prohibited grounds for discrimination and failure to comply with a Board order – Earliest Board Adoption Date – 5/8/13
 - 2. IAC – 282—Amend 22.1(3), 22.2b, 23.2, 13.9(2), 22.2(1) **Tab E**
Expiration date changes – Earliest Board Adoption Date – 5/8/13
 - 3. IAC 282 Chapter 22.1—Coaching Authorization & 13.28(9) **Tab F**
Coaching Endorsement Concussion Training--20.3(7)
Renewal– Earliest Board Adoption Date – 6/5/2013
 - 4. IAC 282 Chapter 13.3(6) Applicants from Non-Iowa **Tab G**
Institutions who have Attained National Board Certification–
Earliest Board Adoption Date – 6/5/2013
 - 5. IAC – 282—Amend 13.17(4) Military Exchange License– **Tab H**
Earliest Board Adoption Date – 6/5/2013
 - 6. IAC – 282—Amend 22.3(7) – School Business Officials– **Tab I**
Earliest Board Adoption Date – 6/5/2013
 - 7. IAC – 282—Amend 18.9 – Area and Grade Levels of **Tab J**
Administrator Endorsements Renumbering– Earliest Board
Adoption Date – 6/5/2013

- | | | |
|-------------------|--|------------------------------|
| | 8. IAC – 282—Amend 19.7 – Renewal of Administrator Licenses – Earliest Board Adoption Date – 6/5/2013 | Tab K |
| | 9. IAC – 282—Amend 18.12 – Extension of Administrator Exchange, Class B, and Class A Licenses– Earliest Board Adoption Date – 6/5/2013 | Tab L
Tab M |
| | 10. IAC – 282—Amend Chapter 13.28(3)—Content Specialist– Earliest Board Adoption Date – 6/5/2013 | |
| | b. ARRC Review Pending | |
| | 1. IAC – 282—Amend 25.3(1)e - Student Abuse – Earliest Board Adoption Date – 5/8/13 | Tab N |
| | 2. IAC 282 Chapter 13.28(8)—Health—Earliest Board Adoption Date – 7/3/2013 | Tab O |
| | 3. IAC 282 Chapter 13.28(14) —Physical Education—Earliest Board Adoption Date – 7/3/2013 | Tab P |
| | 4. IAC 282 Chapter 13.28(13) —Music—Earliest Board Adoption Date – 7/3/2013 | Tab Q |
| | c. Notice | |
| | 1. IAC 282 Chapter 22.2—Substitute Authorization | Tab R |
| | 2. IAC 282—Chapter 22.6—School Administrator Managers (SAMs) | Tab S |
| | 3. IAC 282—Chapter 13.3, 13.3(3) & 13.17(1)—Applicants from non-Iowa Institutions | Tab T |
| | 4. IAC 282—Chapter 13.28(17)—All Science Endorsement (5-12) | Tab U |
| | d. Items for Discussion | |
| | 1. IAC 282 Chapter 18.10 (1) & (3)—Superintendent/AEA Administrator | Tab V |
| | 2. IAC 282—Chapter 25.3(6)(f) —Regarding Solicitation | Tab W |
| | 3. STEM Endorsements | Tab X |
| | a. 5-8 STEM | |
| | b. K-8 STEM | |
| | c. K-12 STEM Specialist | |
| | d. Engineering | |
| | 4. IAC 282—Chapter 13.8—Specific requirements for a master educator’s license | Tab Y |
| 11:30 p.m. | Waivers | |
| | 1. PFW 13-07 David Mitchell | Tab Z |
| 11:40 p.m. | Reports/Approvals | |
| | 1. Legislative Update | |
| | 2. Chair Appoints Committee Assignments | Tab Z1 |
| | a. Executive Committee | |
| | b. Professional Practices Committee | |
| | c. Operating Guidelines Committee | |
| | 3. Continue Discussion on Thursday’s Topics (if needed) | |
| 12:00 p.m. | Adjournment | |
| | Box Lunch | |

1 Mary K. Overholtzer moved, with a second by Dan Dutcher, to approve the consent
2 agenda. **MOTION CARRIED UNANIMOUSLY.**

3
4 Richard Wortmann moved, with a second by Tammy Duehr, that the Board go into
5 closed session for the purposes of discussing whether to initiate licensee disciplinary
6 proceedings and the decision to be rendered in a contested case, pursuant to Iowa
7 Code sections 21.5 (d) and (f). Roll call vote: Duehr – yes; Dutcher – yes; Garcia-Van
8 Auken – yes; Glass – yes; Hill – yes; Lebo – yes; Overholtzer – yes; Pattee – yes;
9 Prescott – yes; Stevens – yes; Sullivan – yes; Wortmann – yes. **MOTION CARRIED.**

10
11 Brenda Garcia-Van Auken moved, with a second by Tammy Duehr, that in case
12 number 12-63, the Board find probable cause to establish a violation of the following
13 provisions of the Code of Professional Conduct and Ethics, 282 IAC – Chapter
14 25.3(1)(b)(1), and order this case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

15
16 Larry Hill moved, with a second by Richard Wortmann, that in case number 13-07,
17 the Board find that, the Board find probable cause to establish a violation of the
18 following provisions of the Code of Professional Conduct and Ethics, 282 IAC –
19 Chapter 25.3(1)(e)(3) and (4) and 25.3(6)(c), and order this case set for hearing.
20 **MOTION CARRIED UNANIMOUSLY.**

21
22 Tammy Duehr moved, with a second by Brenda Garcia-Van Auken, that in case
23 number 13-08, the Board find that the evidence gathered in the investigation,
24 including witness statements and the documentary evidence, does not substantiate
25 the allegations in the complaint, and that the Board therefore lacks probable cause to
26 proceed with this matter. **MOTION CARRIED UNANIMOUSLY.**

27
28 Brenda Garcia-Van Auken moved, with a second by Richard Wortmann, that in case
29 number 13-12, the Board find probable cause to establish a violation of the following
30 provisions of the Code of Professional Conduct and Ethics, 282 IAC – Chapter
31 25.3(2)(b) and 25.3(6)c, and order this case set for hearing. **MOTION CARRIED**
32 **UNANIMOUSLY.** (Duane Magee left the room during the discussion of this case in
33 closed session.)

1 Larry Hill moved, with a second by Tammy Duehr, that in **case number 13-04** the
2 Board accept the stipulation and settlement submitted by the parties, and issue an
3 Order incorporating the agreement of the parties and imposing the agreed upon
4 sanction. **MOTION CARRIED UNANIMOUSLY.**

5

6 Richard Wortmann moved, with a second by Brenda Garcia-Van Auken, that in **case**
7 **number 12-89**, the Board accept the stipulation and settlement submitted by the
8 parties, and issue an Order incorporating the agreement of the parties and imposing
9 the agreed upon sanction. **MOTION CARRIED UNANIMOUSLY.**

10

11 Larry Hill moved, with a second by Tammy Duehr, that the Board not initiate review of
12 the proposed decision in **case numbers 12-45 and 12-46**, and allow the proposed
13 decision to become the final decision of the Board unless an appeal is taken by one of
14 the parties within the time allowed by rule. **MOTION CARRIED UNANIMOUSLY.**
15 (Julie Bussanmas left the room during the discussion of this case in closed session.)

16

17 Tammy Duehr moved, with a second by Richard Wortmann, that in **case number 12-**
18 **98**, the Board accept the Respondent's waiver of hearing and voluntary surrender and
19 that the Board issue an order permanently revoking the Respondent's license with no
20 possibility of reinstatement. **MOTION CARRIED UNANIMOUSLY.**

21

22 Tammy Duehr moved, with a second by Larry Hill, to extend the 180-day deadline for
23 issuance of the final decision in **case number 12-131**, based upon the amount of time
24 needed to complete the investigation due to pending criminal charges. **MOTION**
25 **CARRIED UNANIMOUSLY.**

26

27 Richard Wortmann moved, with a second by Brenda Garcia-Van Auken, to extend the
28 180-day deadline for issuance of the final decision in **case number 12-136**, based
29 upon the need to schedule a hearing and delay necessary to allow review of the
30 proposed decision. **MOTION CARRIED UNANIMOUSLY.**

31

1 Richard Wortmann moved, with a second by Brenda Garcia-Van Auken, to extend the
2 180-day deadline for issuance of the final decision in **case number 12-137** based
3 upon the need to schedule a hearing and delay necessary to allow review of the
4 proposed decision. **MOTION CARRIED UNANIMOUSLY.**

5
6 Tammy Duehr moved, with a second by Larry Hill, that the Board return to open
7 session. **MOTION CARRIED UNANIMOUSLY.**

8
9 (Case No. 12-124 was discussed in open session. Julie Bussanmas did not
10 participate in the discussion.)

11
12 Richard Wortmann moved, with a second by Tammy Duehr, to extend the 180-day
13 deadline for issuance of the final decision in **case number 12-124**, based upon the
14 need to conduct the hearing and the delay necessary to allow review of the proposed
15 decision. Procedural history: The Board found probable cause to proceed to hearing
16 at its meeting on January 17, 2013. Hearing is set for May 22, 2013. **MOTION**
17 **CARRIED UNANIMOUSLY.**

18
19 Tammy Duehr moved, with a second by Brenda Garcia-Van Auken, to approve the
20 closed session minutes of April 5, 2013 and the special telephonic minutes of April 17,
21 2013. **MOTION CARRIED UNANIMOUSLY.**

22
23 Board Reports:

24 Jason Glass reported that in the coming week the State Board of Education will review
25 three proposals for changes to practitioner preparation accreditation in Iowa.

26
27 Regarding education reform and the discussion of alternative licensure - Director
28 Glass and the governor are opposed to removing the authority of the BOEE to make
29 any decisions regarding alternative licensure and putting it in the control of the
30 legislature. Discussions will continue.

1 Executive Director's Report:

2 Praxis: The rules written are broad-based as it relates to what the requirements are
3 for out-of-state and out-of-country applicants in Iowa so that the BOEE is aligned with
4 the Department of Education (DE).

5
6 Mr. Magee reviewed the financial report with the Board.

7
8 Digitizing professional practices packets: Board members were asked to continue to
9 update us on any issues they are having with the electronic professional practices
10 documents. We will continue to work with DAS ITE and migrate to better set up
11 where we will have more functionality to modify, make notes, etc. on PDF documents.

12
13 New software RFP: Aspex Solutions is the vendor that has been selected. The
14 contract will be finalized soon. The software will include: job posting, applicant
15 tracking and licensing system.

16
17 Superintendent compensation: Mr. Magee drafted language regarding superintendent
18 compensation and shared it with the Board. The DE, School Administrators of Iowa
19 (SAI) and Iowa Association of School Boards (IASB) also provided their input. The
20 letter will be distributed to superintendent contacts through the DE, SAI and IASB.

21
22 Staff update: The BOEE is short one staff member – an administrative consultant.
23 Mr. Magee has conducted interviews and a decision will be made soon.

24
25 Mr. Magee shared a document he received at Iowa Association of Colleges for Teacher
26 Education (IACTE) regarding a statement from the American Association of College
27 and Teacher Ed. and American Federation of Teachers as it relates to student teaching
28 issues and teacher preparation recommendations.

29
30 Public Comment:

31 None.

1 Rules:

2 Adopt:

3 None.

4

5 Notice:

6 Larry Hill moved, with a second by Richard Wortmann, to adopt the proposed changes
7 to Chapter 13.28(8) Health. **MOTION CARRIED UNANIMOUSLY.**

8

9 Richard Wortmann moved, with a second by Brenda Garcia-Van Auken, to adopt the
10 proposed changes to Chapter 13.28(14) Physical Education. **MOTION CARRIED**
11 **UNANIMOUSLY.**

12

13 Larry Hill moved, with a second by Dan Dutcher, to adopt the proposed changes to
14 Chapter 13.28(13) Music. **MOTION CARRIED UNANIMOUSLY.**

15

16 Items for Discussion:

17 The proposed changes to Chapter 18.10 Superintendent/AEA Administrator were
18 discussed and will be brought back for further discussion.

19

20 The proposed changes to Chapter 22.2 Substitute Authorization were discussed and
21 will be brought back at a future meeting to file under notice of intended action.

22

23 The discussion regarding Chapter 25.3(6)(f) on solicitation will continue. A
24 collaborative letter with IASB, ISEA and SAI will be developed.

25

26 The discussion regarding Chapter 22.6 School Administrator Managers (SAMs) was
27 discussed and will be brought back at a future meeting to file under notice of intended
28 action. (These rules are to accompany rule 281 – 82.1(272) Standards of School
29 Administration Manager Programs, adopted by the department of education.)

30

31 The proposed changes to Chapters 13.3, 13.3(3) and 13.17(1) Applicants from non-
32 Iowa institutions were discussed and will be brought at a future meeting to file under
33 notice of intended action.

1 Development of STEM endorsements for 5-8 STEM, K-8 STEM, K-12 STEM specialist
2 and engineering were discussed and will be brought back at a future meeting to file
3 under notice of intended action.

4
5 Petitions for Waiver:

6 Larry Hill moved, with a second by Mary K. Overholtzer, that in **PFW 13-05 Kristina**
7 **Smith**, the Board grant the Petition for Waiver. Reasons for granting: Ms. Smith has
8 been offered a position for which the school business official authorization is required.
9 She states it would be an undue hardship for her to have to decline this position.
10 Loss of a job opportunity because one does not meet licensure requirements would
11 not, standing alone, be an undue hardship. However, in this case the Board found it
12 would be an undue hardship for Ms. Smith to have to decline this job because she has
13 relevant work experience, has completed a substantial amount of the required
14 coursework, and would be able to meet the rule's requirements within the first two
15 years of her employment. The Board found that granting the requested waiver in this
16 case would not prejudice the substantial legal rights of any other individuals. Ms.
17 Smith submitted letters of recommendation from Chris Hoover (superintendent, South
18 Winneshiek Community Schools) and Amy Boothe (current school business official,
19 South Winneshiek Community Schools). Both believe Ms. Smith is well-qualified for
20 the school business official position. Additionally, the district will require Ms. Smith
21 to complete her Associate's Degree in accounting within the first two years of her
22 employment, become a member of IASBO and work with a mentor, attend and
23 graduate from the school business official academy, and complete four months of
24 training with Ms. Boothe, the current school business official. Based on these facts,
25 the Board indicated the public health, safety, and welfare will not be substantially
26 compromised or placed at risk as a result of the Board's granting of a waiver in this
27 case. **MOTION CARRIED UNANIMOUSLY.**

28
29 Mary K. Overholtzer moved, with a second by Dan Dutcher, that in **PFW 13-06 Kristi**
30 **Clark**, the Board grant the Petition for Waiver. Reasons for granting:
31 If Ms. Clark is unable to obtain the career and technical endorsement it is likely her
32 current position would be reduced. Loss of a job opportunity because one does not
33 meet licensure requirements would not, standing alone, be an undue hardship.

1 However, the Board felt the hardship if the waiver were denied in this case would be
2 undue, based on Ms. Clark's experience in the health occupations field (albeit outside
3 the past five years as stated in the rule) and the actions she has taken to remain
4 connected to that field since beginning her teaching career. Granting Ms. Clark's
5 petition for waiver would not prejudice the substantial legal rights of any other
6 individuals. Within her Petition for Waiver, Ms. Clark detailed her past experiences in
7 the health occupations field, and her efforts to remain informed of developments in
8 that field while teaching. She also included letters of recommendation from an
9 administrator and a former student. Both letters indicated Ms. Clark is
10 knowledgeable in the area of health occupations and is an effective teacher. The Board
11 indicated the public health, safety, and welfare will not be substantially compromised
12 or placed at risk as a result of the Board's granting of a waiver in this case. **MOTION**
13 **CARRIED UNANIMOUSLY.**

14
15 Reports/Approvals

16 Legislative Update: Phil Wise updated the Board regarding current legislation – Senate
17 File 337, the suicide prevention training. Phil Wise and Duane Magee also updated the
18 Board regarding the language on the 180-day complaints.

19
20 Board Orientation/Retreat – June 20-21: This will be held in Dubuque. During the
21 retreat there will be a presentation from Dubuque Community Schools and Clarke
22 University regarding Yearlong Clinical Student Teaching Experience.

23
24 Board Operating Guidelines: Richard Wortmann moved, with a second by Dan
25 Dutcher, to approve the Board Operating Guidelines. **MOTION CARRIED**
26 **UNANIMOUSLY.**

27
28 Board Meeting Dates for FY 14: Brenda Garcia-Van Auken moved, with a second by
29 Mary K. Overholtzer, to approve the Board Meeting Dates for FY 14. **MOTION**
30 **CARRIED UNANIMOUSLY.**

1 Committee Assignments:

2 Forms were distributed to board members to list their committee of choice – Executive
3 Committee, Professional Practices Committee or Operating Guidelines Committee.
4 Laura Stevens will review and email the board members with their assignment.

5

6 There being no further business, Laura Stevens asked for a motion to adjourn the
7 meeting. Brenda Garcia-Van Auken moved, with a second by Richard Wortmann. The
8 meeting was adjourned at 1:50 p.m.

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1 unless an appeal is taken by one of the parties within the time allowed by rule.

2 **MOTION CARRIED UNANIMOUSLY.**

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4 Andy Pattee moved, with a second by Jay Prescott, that in **case number 12-121**, the
5 Board accept the stipulation and settlement submitted by the parties, and issue an
6 Order incorporating the agreement of the parties and imposing the agreed upon
7 sanction. Roll call vote: Duehr – yes; Hill – no; Lebo – yes; Overholtzer – no; Pattee –
8 yes; Prescott – yes; Stevens – yes; Sullivan – yes. **MOTION CARRIED.** (Larry Hill
9 indicated that he was not comfortable with the one-year suspension and believes it
10 should be more severe. Mary K. Overholtzer concurred.)

11

12 Duane Magee gave a short legislative update regarding ed. reform.

13

14 There being no further business, Laura Stevens asked for a motion to adjourn the
15 meeting. Anne Sullivan moved, with a second by Larry Hill. The meeting was
16 adjourned at 4:20 p.m.

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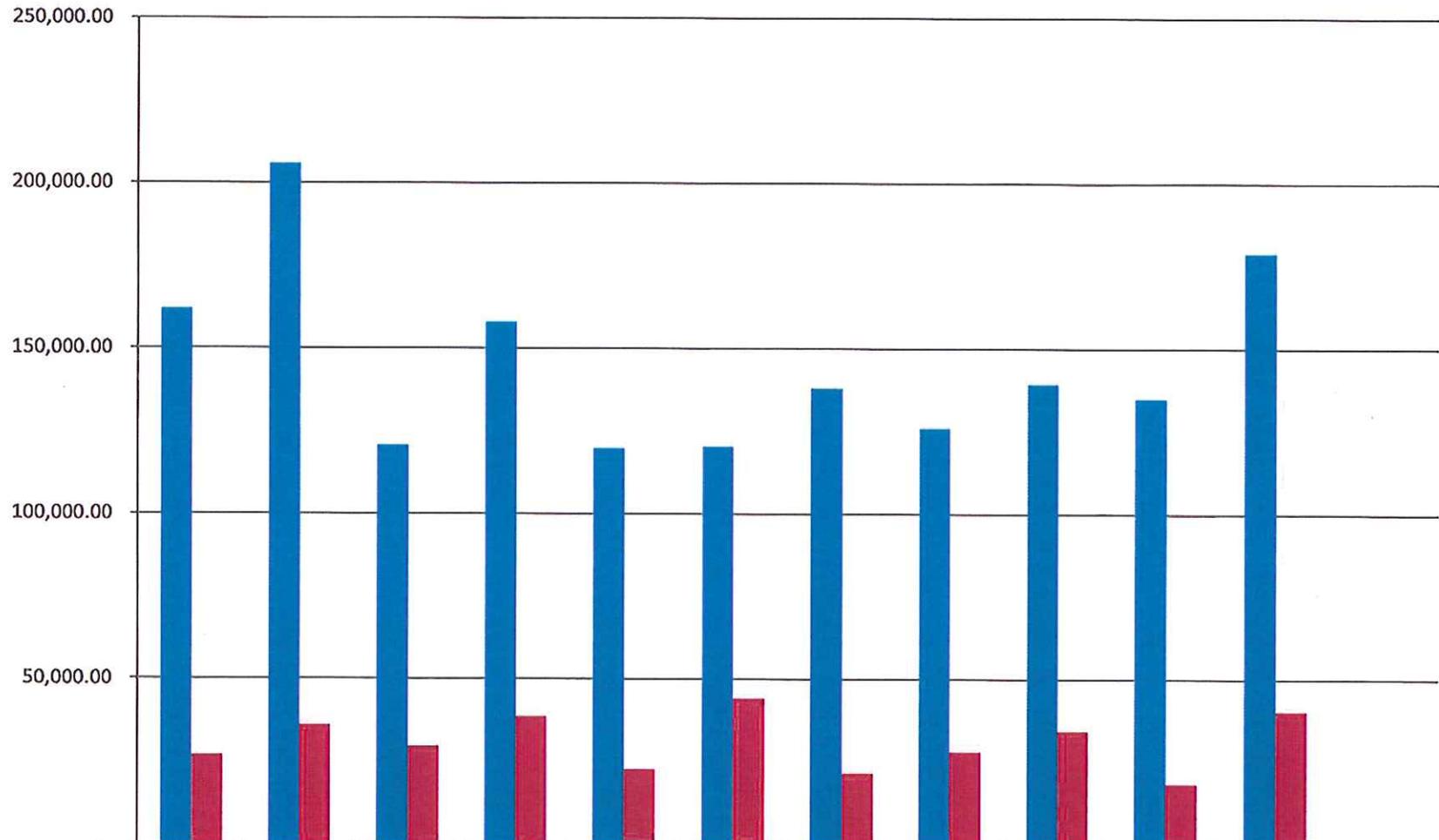
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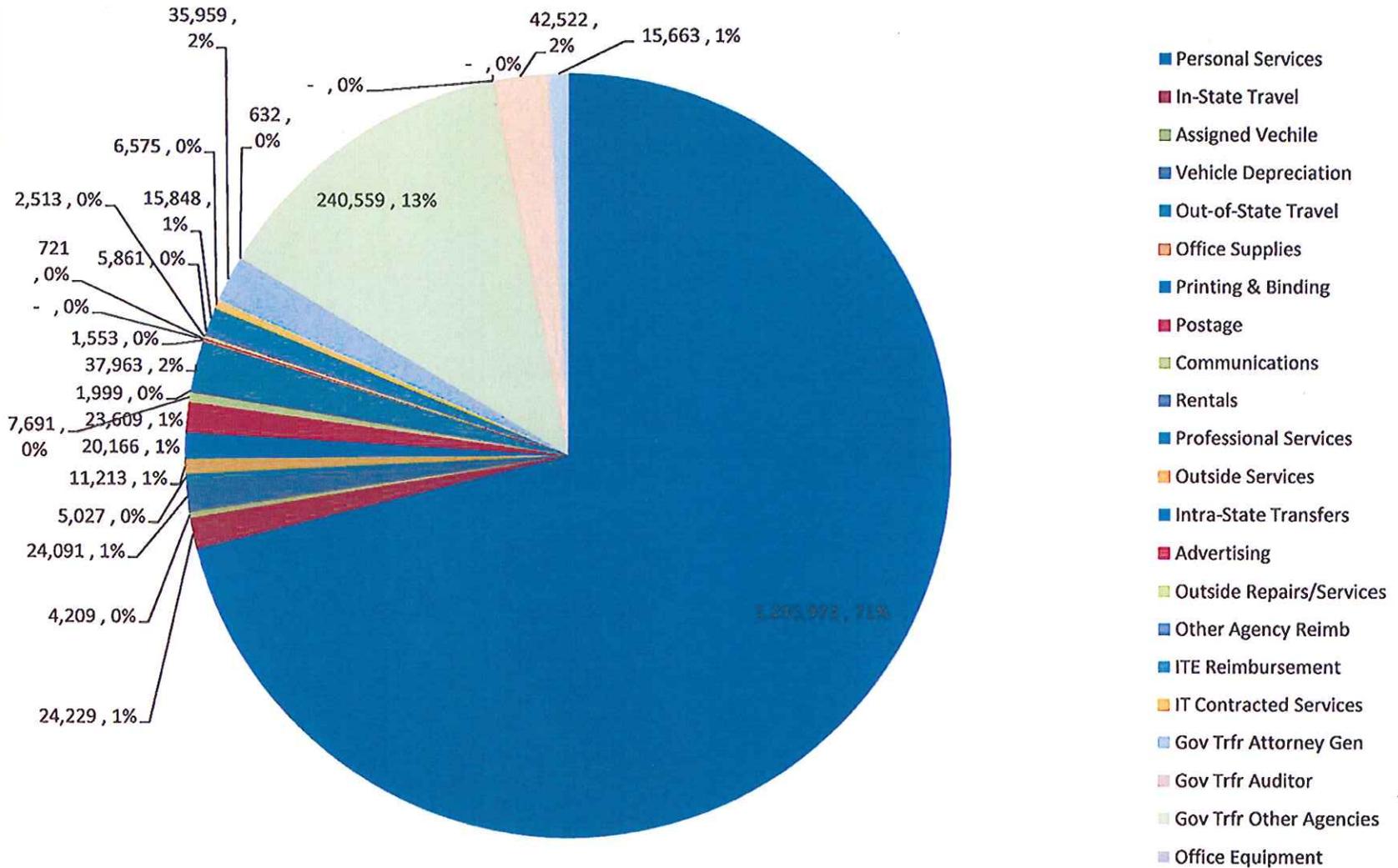
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Receipts July 2012-June 2013

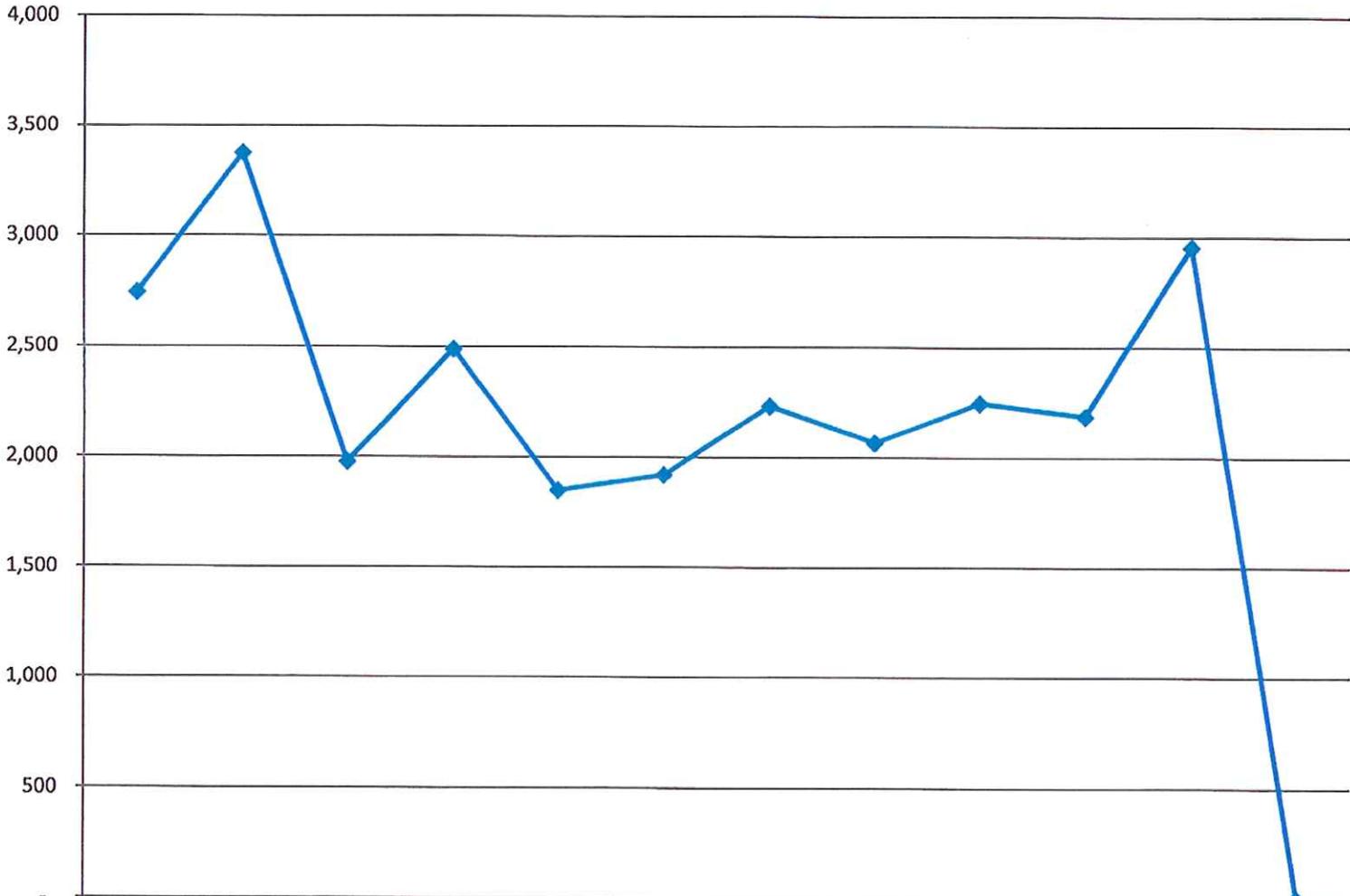


	July 12	Aug 12	Sept 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	Apr 13	May 13	Jun 13
Licensure Fees	161,866.	205,833.	120,780.	157,945.	119,925.	120,369.	138,111.	126,014.	139,344.	134,971.	178,809.	
DCI Check Fee	26,988.0	35,966.0	29,593.0	38,714.0	22,802.0	44,213.0	21,625.0	28,186.5	34,368.0	18,567.5	40,573.0	

Expenditures July 2012-June 2013

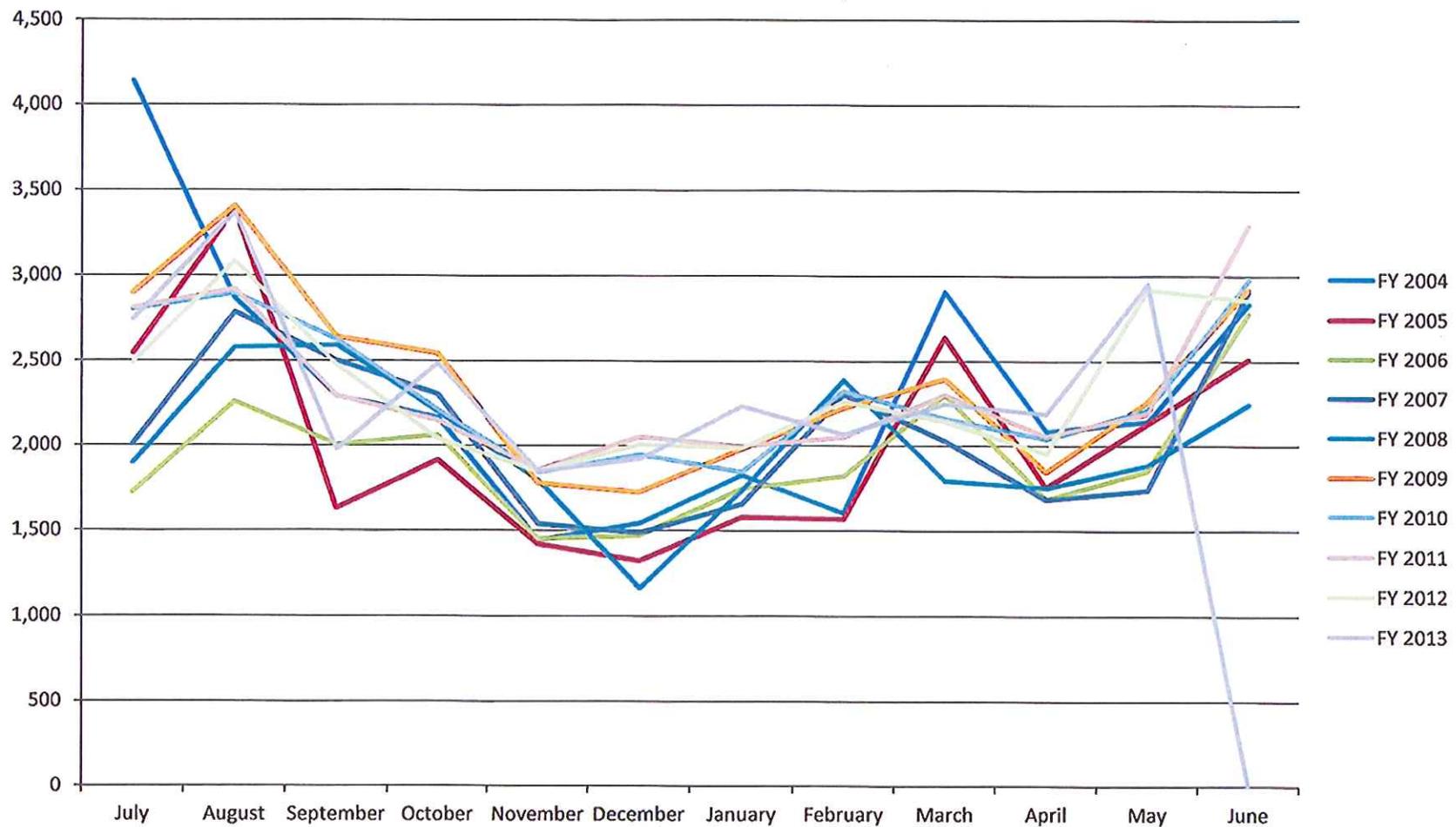


Total # Licenses Issued FY13



	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	2,231	2,065	2,245	2,185	2,953	-

BoEE Licenses Issued by Month



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

Licensure Fees (orgn 9397)

	July 12	Aug 12	Sept 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	Apr 13	May 13	Jun 13	Total
Receipts													
Brought Fwd from 12	100,000.00	947,214.01	-	-	-	-	-	-	-	-	-	-	1,047,214
Cary Fwd to 14													-
401 Licensure Fees	161,866.50	205,833.00	120,780.75	157,945.00	119,925.00	120,369.00	138,111.00	128,014.50	139,344.00	134,971.00	178,809.75		1,603,970
704 DCI Check Fee	26,988.00	35,966.00	29,593.00	38,714.00	22,802.00	44,213.00	21,625.00	28,186.50	34,368.00	18,567.50	40,573.00		341,696
BoEE Total Receipts	288,854.50	1,189,013.01	150,373.75	196,659.00	142,727.00	164,582.00	159,738.00	154,201.00	173,712.00	153,538.50	219,382.75	-	2,992,780
401 Licensure Fees (GenFund)	53,544.50	68,139.00	39,958.25	52,372.00	39,847.00	39,874.00	45,531.00	41,704.00	46,018.00	44,585.50	59,138.25	-	530,512
Expenditures													
101 Personal Services	72,086.39	118,517.98	118,562.20	161,862.97	92,204.82	111,189.91	110,506.70	109,953.04	111,385.03	198,979.43	90,724.61		1,295,973
202 In-State Travel	300.50	-	2,747.81	1,965.65	969.94	2,659.30	3,679.75	1,327.68	3,081.87	3,738.11	3,768.69		24,229
203 Assigned Vehicle	-	651.72	279.67	627.51	436.11	369.88	284.24	232.20	199.54	674.44	453.83		4,209
204 Vehicle Depreciation	-	200.00	200.00	200.00	200.00	200.00	22,130.60	200.00	200.00	200.00	360.00		24,091
205 Out-of-State Travel	-	-	-	2,143.91	1,096.27	-	-	-	-	1,787.29	-		5,027
301 Office Supplies	5,013.50	1,664.70	124.93	238.34	268.36	38.88	1,578.30	498.25	406.76	1,054.91	327.73		11,213
309 Printing & Binding	-	4,120.18	1,625.36	289.11	7,174.33	1,951.00	-	431.00	225.00	60.34	4,290.07		20,166
313 Postage	-	2,930.54	3,125.29	1,952.41	2,140.99	2,050.52	2,095.02	2,405.96	2,357.82	2,147.27	2,403.67		23,609
401 Communications	96.78	786.09	735.29	716.61	796.50	793.12	725.97	764.11	804.60	719.83	761.60		7,691
402 Rentals	1,345.00	-	326.94	-	-	326.94	-	-	-	-	-		1,999
405 Professional Services	-	-	24,287.00	340.00	300.00	98.00	1,379.82	8,971.60	650.00	300.00	1,636.41		37,963
406 Outside Services	50.00	80.07	-	-	393.57	-	653.04	85.96	-	290.00	-		1,553
407 Intra-State Transfers	-	-	-	-	-	-	-	-	-	-	-		-
408 Advertising	-	-	328.00	395.00	-	-	-	-	-	-	-		721
409 Outside Repairs/Services	451.98	-	-	-	581.41	-	-	567.61	-	912.23	-		2,513
414 Other Agency Reimb	-	290.68	275.04	1,196.36	348.86	1,192.61	516.91	262.86	1,215.61	280.86	280.86		5,861
416 ITE Reimbursement	-	1,436.70	1,672.72	2,164.46	1,478.82	1,278.07	1,442.00	1,449.97	1,364.55	2,070.75	1,489.88		15,848
418 IT Contracted Services	-	-	218.54	4,217.07	1,129.83	192.32	175.82	171.52	210.79	163.64	95.00		6,575
432 Gov Trfr Attorney Gen	-	3,333.33	3,483.21	3,436.38	3,340.02	4,985.19	3,357.41	3,333.33	3,538.85	3,818.11	3,333.33		35,959
433 Gov Trfr Auditor	-	-	-	94.59	-	-	258.81	-	-	-	278.51		632
434 Gov Trfr Other Agencies	-	20,763.00	-	49,481.44	28,997.00	21,081.74	32,891.81	19,011.00	20,522.00	31,238.23	16,572.48		240,559
502 Office Equipment	-	-	-	-	-	-	-	-	-	-	-		-
503 Equipment Non-Inventory	-	-	-	-	-	-	-	-	-	-	-		-
510 IT Equipment & Software	12,668.00	-	317.32	-	40.00	-	-	19,250.73	1,031.36	5,667.00	3,547.70		42,522
602 SWICAP/Other Expense	-	-	520.64	975.70	11,094.00	445.82	1,005.09	-	633.55	437.45	551.20		15,663
Total Expenditures	92,012.15	154,774.99	158,827.96	232,202.92	153,085.42	148,853.30	182,681.29	168,914.82	147,827.33	254,539.89	130,855.55	-	1,824,576
Excess (Deficiency) of Revenue over Expenditures	96,842.35	87,024.01	(8,454.21)	(35,543.92)	(10,358.42)	15,728.70	(22,945.29)	(14,713.82)	25,884.67	(101,001.39)	88,527.20	-	120,990
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	1,169,507.23	1,154,793.41	1,180,678.08	1,079,676.69	1,169,203.89	
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	1,169,507.23	1,154,793.41	1,180,678.08	1,079,676.69	1,168,203.89		1,168,204

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	Total
		Brought Fwd not included													
I54	401	Licensure Fees %	161,866.50	205,833.00	120,780.75	157,945.00	119,925.00	120,369.00	138,111.00	126,014.50	139,344.00	134,971.00	178,809.75	-	1,603,969.50
I54	704	DCI Check Fee	26,988.00	35,966.00	29,593.00	38,714.00	22,802.00	44,213.00	21,625.00	28,186.50	34,368.00	18,567.50	40,573.00	-	341,596.00
Gen Fund	401	Licensure Fees	53,544.50	68,139.00	39,958.25	52,372.00	39,647.00	39,874.00	45,531.00	41,704.00	46,018.00	44,585.50	59,138.25		530,511.50
		Net Receipts	<u>242,399.00</u>	<u>309,938.00</u>	<u>190,332.00</u>	<u>249,031.00</u>	<u>182,374.00</u>	<u>204,456.00</u>	<u>205,267.00</u>	<u>195,905.00</u>	<u>219,730.00</u>	<u>198,124.00</u>	<u>278,521.00</u>	-	<u>2,476,077.00</u>
0914	401	Refunds	65.00	713	565	631.00	535.00	413.00	790.00	623.00	220.00	-	808.00		5,363.00

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
<i>Running Total</i>	4,142	7,009	9,302	11,466	12,909	14,450	16,275	17,875	20,781	22,863	25,004	27,838	
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
<i>Running Total</i>	2,547	5,941	7,572	9,488	10,911	12,235	13,814	15,381	18,021	19,774	21,904	24,415	
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
<i>Running Total</i>	1,722	3,981	5,986	8,048	9,500	10,969	12,713	14,533	16,832	18,515	20,366	23,142	
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
<i>Running Total</i>	2,008	4,796	7,299	9,601	11,139	12,625	14,279	16,579	18,607	20,287	22,023	24,933	
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
<i>Running Total</i>	1,895	4,475	7,067	9,266	11,061	12,222	13,955	16,339	18,131	19,879	21,762	24,004	
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
<i>Running Total</i>	2,902	6,315	8,959	11,506	13,285	15,011	16,990	19,211	21,604	23,448	25,707	28,630	
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
<i>Running Total</i>	2,804	5,703	8,329	10,539	12,381	14,325	16,168	18,489	20,647	22,684	24,895	27,871	
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
<i>Running Total</i>	2,812	5,735	8,029	10,178	12,035	14,086	16,082	18,132	20,431	22,486	24,675	27,968	
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
<i>Running Total</i>	2,490	5,577	8,052	10,093	11,942	13,947	15,932	18,191	20,332	22,283	25,203	28,060	
FY 2013 Actual	2,744	3,375	1,978	2,487	1,848	1,919	2,231	2,065	2,245	2,185	2,953	0	26,030
<i>Running Total</i>	2,744	6,119	8,097	10,584	12,432	14,351	16,582	18,647	20,892	23,077	26,030	26,030	
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
<i>Running Total</i>	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	\$ 1,047,214	\$ -		
Receipts				
Salary adj				
401 Fees, Lic. & Permits	\$ 1,603,970	\$ 1,739,848		
704 Other	\$ 341,596	\$ 360,000		
Total Resources:	\$ 2,992,780	\$ 2,099,848	\$ 154,283	92.65%
<i>(Total Revenue)</i>	<u><u>\$ 1,945,566</u></u>			
Expenditures:				
101 Personal Services	\$ 1,295,973	\$ 1,547,226	\$ 251,253	83.76%
202 In-State Travel	\$ 24,229	\$ 25,000	\$ 771	96.92%
203 Assigned Vehicle	\$ 4,209	\$ 4,000	\$ (209)	105.23%
204 Vehicle Depreciation	\$ 24,091	\$ 3,000	\$ (21,091)	803.02%
205 Out-of-State Travel	\$ 5,027	\$ 20,000	\$ 14,973	25.14%
301 Office supplies	\$ 11,213	\$ 10,000	\$ (1,213)	112.13%
309 Printing & Binding	\$ 20,166	\$ 15,000	\$ (5,166)	134.44%
313 Postage	\$ 23,609	\$ 40,000	\$ 16,391	59.02%
401 ICN/Communications	\$ 7,691	\$ 15,000	\$ 7,310	51.27%
402 Rentals	\$ 1,999	\$ 3,500	\$ 1,501	57.11%
405 Professional Services	\$ 37,963	\$ 20,000	\$ (17,963)	189.81%
406 Outside Services	\$ 1,553	\$ 5,000	\$ 3,447	31.05%
407 Trans to Other agency	\$ -	\$ -	\$ -	#DIV/0!
408 Advertising	\$ 721	\$ 3,000	\$ 2,279	24.03%
409 Outside Repairs/Ser	\$ 2,513	\$ 5,000	\$ 2,487	50.26%
414 Other Agency Reimb	\$ 5,861	\$ 15,000	\$ 9,139	39.07%
416 ITD Reimbursement	\$ 15,848	\$ 20,000	\$ 4,152	79.24%
418 IT Contracted services	\$ 6,575	\$ 400,000	\$ 393,425	1.64%
432 Gov Transfer AG	\$ 35,959	\$ 35,000	\$ (959)	102.74%
433 Gov Transfer Auditor	\$ 632	\$ 10,000	\$ 9,368	6.32%
434 Gov Trans Other Agency	\$ 240,559	\$ 300,000	\$ 59,441	80.19%
502 Equipment Inventory	\$ -	\$ 5,000	\$ 5,000	0.00%
503 Equipment Non-Inven	\$ -	\$ 3,000	\$ 3,000	0.00%
510 IT Equipment	\$ 42,522	\$ 60,000	\$ 17,478	70.87%
602 SWICAP	\$ 15,663	\$ 30,000	\$ 14,337	52.21%
705 Refunds	\$ 5,363	\$ 5,000	\$ (363)	107.26%
Carryover	\$ -	\$ -		
Expenditure Subtotal	\$ 1,829,939	\$ 2,598,726	\$ 768,787	70.42%

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	27	23	22	40	24		333
Late Fees - online	17	33	15	17	9	7	20	6	5	7	14		150
Master Ed - Online	135	117	85	94	91	60	146	86	100	87	137		1,138
Prof Adm - Online	9	7	5	8	12	15	14	12	12	13	17		124
Prof Service License	4	10	4	4	3	5	6	9	3	5	9		62
Standard Lic - Online	224	282	185	215	193	145	280	198	232	194	245		2,393
Background	320	425	400	528	300	637	289	399	461	240	573		4,572
Background in Office	119	160	67	85	66	55	54	38	50	44	54		792
Initial Teacher lic	182	287	338	421	184	619	230	303	435	162	525		3,686
Extended initial	18	20	22	19	15	23	31	25	25	14	19		231
Standard License	319	340	235	235	154	147	215	216	195	236	273		2,565
Master Ed	191	175	131	185	172	155	219	201	182	213	197		2,021
Professional Adm	44	46	34	40	37	16	59	58	56	72	92		554
Coach Authorization	270	443	186	305	292	142	255	242	268	279	233		2,915
Substitute License	130	104	113	139	116	87	118	113	97	107	108		1,232
Substitute Auth	67	104	115	133	107	62	57	39	65	41	30		820
Endorsement	177	333	113	103	81	93	115	112	102	111	244		1,584
Duplicate Lic	16	30	12	13	14	10	22	18	21	14	11		181
Tx Evaluation	224	213	66	102	57	78	101	110	111	126	133		1,321
Late Payment	81	165	126	365	428	123	88	82	83	85	65		1,691
Out-of-state T or A	153	151	44	62	37	61	94	75	81	88	83		929
Out-of-country	0	0	0	1	3	0	1	2	1	1	0		9
BTW Driving Instr	6	5	1	4	12	29	14	15	13	11	18		128
Class A	37	56	40	54	48	38	80	91	108	209	311		1,072
Class B	201	304	85	144	78	31	24	15	20	25	74		1,001
Class E	45	51	22	28	19	6	15	11	9	20	27		253
Class G	4	4	1	2	0	1	1	0	0	1	0		14
Coach Auth Extend	14	23	6	18	10	3	7	9	10	6	7		113
Evaluator (New)	3	2	0	5	6	2	1	1	3	0	1		24
Initial Admn Lic	2	45	3	5	1	3	14	6	2	7	9		97
Extended initial Adm	0	0	0	0	0	0	0	0	0	0	0		0
Career & Tech	4	3	1	2	1	1	2	0	1	3	1		19
Paraeducator	131	96	47	40	35	34	38	31	39	48	71		610
Para Add Con	21	12	5	3	6	5	6	1	4	15	14		92
Orientation & Mobility	0	0	0	0	0	0	0	0	0	0	0		0
SPR	49	38	30	63	33	28	30	32	16	19	20		358
Teacher Intern Lic	2	2	1	0	1	0	3	1	0	2	2		14
Initial Prof Service	6	9	1	3	4	1	1	3	2	2	4		36
Professional Service	12	5	8	8	1	6	3	7	10	14	11		85
PSL - Class A	5	0	0	0	0	0	1	0	0	0	3		9
PSL - Class B	0	0	0	0	0	0	0	0	0	0	0		0
IPREP-Portfolio Review	0	0	1	0	0	1	1	0	0	0	0		3
SBO	0	0	4	1	1	1	0	3	1	3	3		17
Native Language Authorization											0		
Over Payment	2	17	2	2	9	6	5	4	1	4	6		58
Total # Licenses Issued	2,744	3,375	1,978	2,487	1,848	1,919	2,231	2,065	2,245	2,185	2,953	-	26,026
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Issued

FY 2013 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	\$ 486	\$ 414	\$ 396	\$ 720	\$ 432		\$ 5,994
Late Fees - online	\$ 650	\$ 1,975	\$ 975	\$ 1,425	\$ 800	\$ 375	\$ 700	\$ 200	\$ 275	\$ 225	\$ 400		\$ 8,000
Master Ed - Online	\$ 11,880	\$ 10,296	\$ 7,480	\$ 8,272	\$ 8,008	\$ 5,280	\$ 12,848	\$ 7,568	\$ 8,800	\$ 7,656	\$ 12,056		\$ 100,144
Prof Adm - Online	\$ 792	\$ 616	\$ 440	\$ 704	\$ 1,056	\$ 1,320	\$ 1,323	\$ 1,056	\$ 1,056	\$ 1,144	\$ 1,496		\$ 11,003
Prof Service License	\$ 352	\$ 880	\$ 352	\$ 352	\$ 264	\$ 440	\$ 528	\$ 792	\$ 264	\$ 440	\$ 792		\$ 5,456
Standard Lic - Online	\$ 19,712	\$ 24,816	\$ 16,280	\$ 18,920	\$ 16,984	\$ 12,760	\$ 24,640	\$ 17,424	\$ 20,416	\$ 17,072	\$ 21,560		\$ 210,584
Background	\$ 20,800	\$ 27,646	\$ 26,000	\$ 34,294	\$ 19,500	\$ 41,418	\$ 18,785	\$ 25,960	\$ 29,965	\$ 15,627	\$ 37,245		\$ 297,240
Background in Office	\$ 6,188	\$ 8,320	\$ 3,484	\$ 4,420	\$ 3,432	\$ 2,860	\$ 2,801	\$ 1,976	\$ 2,600	\$ 2,288	\$ 2,808		\$ 41,177
Initial Teacher lic	\$ 15,435	\$ 24,415	\$ 28,750	\$ 35,785	\$ 15,640	\$ 52,615	\$ 19,550	\$ 25,750	\$ 36,980	\$ 13,770	\$ 44,625		\$ 313,315
Extended initial	\$ 450	\$ 500	\$ 550	\$ 475	\$ 375	\$ 575	\$ 775	\$ 625	\$ 625	\$ 350	\$ 475		\$ 5,775
Standard License	\$ 27,115	\$ 28,865	\$ 19,978	\$ 19,970	\$ 13,090	\$ 12,495	\$ 18,250	\$ 18,342	\$ 16,540	\$ 20,060	\$ 23,205		\$ 217,910
Master Ed	\$ 16,260	\$ 14,875	\$ 11,135	\$ 15,715	\$ 14,620	\$ 13,175	\$ 18,615	\$ 17,085	\$ 15,485	\$ 18,140	\$ 16,745		\$ 171,850
Professional Adm	\$ 3,740	\$ 3,910	\$ 2,890	\$ 3,400	\$ 3,145	\$ 1,360	\$ 5,015	\$ 4,930	\$ 4,760	\$ 6,120	\$ 7,820		\$ 47,090
Coach Authorization	\$ 22,910	\$ 37,640	\$ 15,770	\$ 25,869	\$ 24,820	\$ 12,070	\$ 21,710	\$ 20,550	\$ 22,800	\$ 23,710	\$ 19,830		\$ 247,699
Substitute License	\$ 11,035	\$ 16,235	\$ 9,605	\$ 11,815	\$ 9,860	\$ 7,395	\$ 10,030	\$ 9,605	\$ 8,245	\$ 9,095	\$ 9,180		\$ 112,100
Substitute Auth	\$ 5,695	\$ 8,840	\$ 9,775	\$ 11,300	\$ 9,135	\$ 5,270	\$ 4,845	\$ 3,315	\$ 5,553	\$ 3,485	\$ 2,550		\$ 69,763
Endorsement	\$ 8,830	\$ 16,635	\$ 5,650	\$ 5,150	\$ 4,035	\$ 4,650	\$ 5,750	\$ 5,600	\$ 5,100	\$ 5,550	\$ 12,195		\$ 79,145
Duplicate Lic	\$ 240	\$ 450	\$ 180	\$ 195	\$ 210	\$ 150	\$ 330	\$ 270	\$ 315	\$ 210	\$ 165		\$ 2,715
Tx Evaluation	\$ 13,440	\$ 12,767	\$ 3,973	\$ 6,145	\$ 3,420	\$ 4,680	\$ 6,060	\$ 6,600	\$ 6,660	\$ 7,560	\$ 7,980		\$ 79,285
Late Payment	\$ 2,015	\$ 4,130	\$ 3,142	\$ 9,135	\$ 10,705	\$ 3,085	\$ 2,210	\$ 2,050	\$ 2,080	\$ 2,125	\$ 1,625		\$ 42,302
Out-of-state T or A	\$ 13,005	\$ 12,835	\$ 3,740	\$ 5,269	\$ 3,146	\$ 5,185	\$ 7,990	\$ 6,375	\$ 6,885	\$ 7,480	\$ 7,055		\$ 78,965
Out-of-country	\$ -	\$ -	\$ -	\$ 85	\$ 255	\$ -	\$ 85	\$ 170	\$ 85	\$ 85	\$ -		\$ 765
BTW Driving Instr	\$ 240	\$ 200	\$ 40	\$ 160	\$ 480	\$ 1,160	\$ 560	\$ 600	\$ 520	\$ 440	\$ 720		\$ 5,120
Class A	\$ 3,145	\$ 4,725	\$ 3,400	\$ 4,590	\$ 4,080	\$ 3,230	\$ 6,800	\$ 7,735	\$ 9,180	\$ 17,765	\$ 26,435		\$ 91,085
Class B	\$ 17,115	\$ 25,805	\$ 7,225	\$ 12,240	\$ 6,605	\$ 2,635	\$ 2,045	\$ 1,275	\$ 1,700	\$ 2,125	\$ 6,290		\$ 85,060
Class E	\$ 6,795	\$ 7,610	\$ 3,235	\$ 4,160	\$ 2,905	\$ 965	\$ 2,295	\$ 1,630	\$ 1,310	\$ 3,045	\$ 4,115		\$ 38,065
Class G	\$ 340	\$ 340	\$ 85	\$ 170	\$ -	\$ 85	\$ 85	\$ -	\$ -	\$ 85	\$ -		\$ 1,190
Coach Auth Extend	\$ 570	\$ 920	\$ 240	\$ 720	\$ 400	\$ 120	\$ 280	\$ 360	\$ 400	\$ 240	\$ 280		\$ 4,530
Evaluator (New)	\$ 255	\$ 170	\$ -	\$ 425	\$ 510	\$ 170	\$ 85	\$ 85	\$ 255	\$ -	\$ 85		\$ 2,040
Initial Admn Lic	\$ 170	\$ 3,825	\$ 255	\$ 425	\$ 85	\$ 255	\$ 1,190	\$ 510	\$ 170	\$ 595	\$ 765		\$ 8,245
Extended initial Adm	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Career & Tech	\$ 340	\$ 255	\$ 85	\$ 170	\$ 85	\$ 85	\$ 170	\$ -	\$ 85	\$ 255	\$ 85		\$ 1,615
Paraeducator	\$ 5,240	\$ 3,840	\$ 1,880	\$ 1,600	\$ 1,400	\$ 1,360	\$ 1,520	\$ 1,240	\$ 1,560	\$ 1,920	\$ 2,840		\$ 24,400
Para Add Con	\$ 525	\$ 300	\$ 125	\$ 75	\$ 150	\$ 125	\$ 150	\$ 25	\$ 100	\$ 375	\$ 350		\$ 2,300
Orientation & Mobility	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
SPR	\$ 4,165	\$ 3,230	\$ 2,550	\$ 5,355	\$ 2,805	\$ 2,380	\$ 2,550	\$ 2,720	\$ 1,360	\$ 1,615	\$ 1,700		\$ 30,430
Teacher Intern Lic	\$ 250	\$ 250	\$ 125	\$ -	\$ 125	\$ -	\$ 375	\$ 125	\$ -	\$ 250	\$ 250		\$ 1,760
Initial Prof Service	\$ 510	\$ 765	\$ 85	\$ 255	\$ 340	\$ 85	\$ 85	\$ 255	\$ 170	\$ 170	\$ 340		\$ 3,060
Professional Service	\$ 1,055	\$ 425	\$ 680	\$ 680	\$ 85	\$ 510	\$ 255	\$ 595	\$ 850	\$ 1,190	\$ 935		\$ 7,260
PSL- Class A	\$ 425	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85	\$ -	\$ -	\$ -	\$ 255		\$ 765
PSL- Class B	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
IPREP-Portfolio Review	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ 500	\$ 500	\$ -	\$ -	\$ 250	\$ 250		\$ 2,000
SBO	\$ -	\$ -	\$ 340	\$ 85	\$ 85	\$ 85	\$ -	\$ 255	\$ 85	\$ 255	\$ 255		\$ 1,445
Native Language Authorization											\$ -		
Over Payment	\$ 78	\$ 474	\$ 130	\$ 70	\$ 347	\$ 205	\$ 63	\$ 36	\$ 3	\$ 151	\$ 383		\$ 1,940
Grand Total	\$ 242,464	\$ 310,824	\$ 191,741	\$ 250,417	\$ 183,437	\$ 201,329	\$ 202,419	\$ 194,103	\$ 213,633	\$ 193,638	\$ 276,572	\$ -	\$ 2,460,577
Background Total	\$ 26,988	\$ 35,966	\$ 29,484	\$ 38,714	\$ 22,932	\$ 44,278	\$ 21,586	\$ 27,936	\$ 32,565	\$ 17,915	\$ 40,053	\$ -	\$ 338,417
BoEE Revenue	\$ 181,607	\$ 206,144	\$ 121,693	\$ 158,777	\$ 120,379	\$ 117,788	\$ 135,625	\$ 124,625	\$ 135,801	\$ 131,792	\$ 177,389	\$ -	\$ 1,591,620
General Fund Total	\$ 53,869	\$ 68,715	\$ 40,564	\$ 52,926	\$ 40,126	\$ 39,263	\$ 45,208	\$ 41,542	\$ 45,267	\$ 43,931	\$ 59,130	\$ -	\$ 530,540
BoEE+GenFund	\$ 215,476	\$ 274,858	\$ 162,257	\$ 211,703	\$ 160,505	\$ 157,051	\$ 180,833	\$ 166,167	\$ 181,068	\$ 175,723	\$ 236,519	\$ -	\$ 2,122,160

MEMO

Date: June 21, 2013

To: Board Members

From: Duane T. Magee, Executive Director

**RE: Amend IAC 282—25.3(6) and (7); 282—11.4(1)(d); Prohibited grounds for
discrimination and failure to comply with a board order -- Adopt**

The enclosed noticed rules were filed under Notice of Intended Action and published as ARC 0677C on April 3, 2013. A public hearing was held on April 24, 2013, with written comment accepted until 4 p.m. on April 26, 2013. No one attended the public hearing and no written comments were received. The published Notice of Intended Action is attached.

EDUCATIONAL EXAMINERS BOARD[282]

Notice of Intended Action

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

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

Pursuant to the authority of Iowa Code section 272.2, the Board of Educational Examiners hereby gives Notice of Intended Action to amend Chapter 11, “Complaints, Investigations, Contested Case Hearings,” and Chapter 25, “Code of Professional Conduct and Ethics,” Iowa Administrative Code.

The first proposed amendment would allow the Executive Director of the Board of Educational Examiners to file an ethics complaint when a licensee fails to comply with a Board order. The second proposed amendment would add “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 found in Iowa Code section 216.9, the section of the Iowa Civil Rights Act concerning education. The second proposed amendment would also add failure to comply with a Board order as a basis for licensee discipline. This change 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 failure to comply with a Board order could lead to an ethics complaint and a contested case proceeding.

Any interested party or persons may present their views either orally or in writing at the public hearing that will be held Wednesday, April 24, 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 amendments. 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 amendments before 4 p.m. on Friday, April 26, 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.

These amendments are intended to implement Iowa Code section 272.2(1)“a.”

The following amendments are proposed.

ITEM 1. Amend subrule 11.4(1) as follows:

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

a. to c. No change.

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:

1. to 6. No change.

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 282—paragraph 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.

e. and *f.* No change.

ITEM 2. Amend subrules 25.3(6) and 25.3(7) as follows:

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

a. to *d.* No change.

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.

f. to *r.* No change.

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:

a. to *c.* No change.

d. Failing to comply with a board order.

MEMO

Date: June 21, 2013

To: Board Members

From: Duane T. Magee, Executive Director

**RE: Amend IAC 282—22.1(3), 22.2(b), 23.2, 13.9(2), and 22.2(1); Expiration Date
Changes -- Adopt**

The enclosed noticed rules were filed under Notice of Intended Action and published as ARC 0676C on April 3, 2013. A public hearing was held on April 24, 2013, with written comment accepted until 4 p.m. on April 26, 2013. No one attended the public hearing and no written comments were received. The published Notice of Intended Action is attached.

EDUCATIONAL EXAMINERS BOARD[282]

Notice of Intended Action

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

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

Pursuant to the authority of Iowa Code section 272.2, the Board of Educational Examiners hereby gives Notice of Intended Action to amend Chapter 13, “Issuance of Teacher Licenses and Endorsements,” Chapter 22, “Authorizations,” and Chapter 23, “Behind-the-Wheel Driving Instructor Authorization,” Iowa Administrative Code.

These amendments are proposed to authorize the affected licenses to expire at the end of the holder’s birth month, which aligns with teaching licenses that expire at the end of the birth month. These amendments also clarify the type of credits that are acceptable for renewal of the substitute authorization.

Any interested party or persons may present their views either orally or in writing at the public hearing that will be held Wednesday, April 24, 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 amendments. 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 amendments before 4 p.m. on Friday, April 26, 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.

These amendments are intended to implement Iowa Code section 272.7.

The following amendments are proposed.

ITEM 1. Amend subrule 13.9(2) as follows:

13.9(2) Term. The term of the teacher intern license will be one school year ~~from the date of issuance~~. This license is nonrenewable. The fee for the teacher intern license is in 282—Chapter 12.

ITEM 2. Amend subrule 22.1(3) as follows:

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

ITEM 3. Amend paragraph 22.2(1)“b” as follows:

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

ITEM 4. Amend subparagraph 22.2(1)“c”(1) as follows:

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

ITEM 5. Amend rule 282—23.2(272,321) as follows:

~~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. The behind-the-wheel driving instructor authorization shall be valid only if the holder continues to be qualified under 282—subrule 23.1(1).~~

MEMO

Date: June 21, 2013

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282—13.28(9), 20.3(7), and 22.1; Concussion Training -- Adopt

The enclosed noticed rules were filed under Notice of Intended Action and published as ARC 0696C on May 1, 2013. A public hearing was held on May 22, 2013, with written comment accepted until 4 p.m. on May 24, 2013. No one attended the public hearing. The Board received written comments from the Iowa High School Girls Athletic Union and the Iowa High School Athletic Association, both in support of the rule. The published Notice of Intended Action is attached.



IOWA HIGH SCHOOL ATHLETIC ASSOCIATION

P.O. BOX 10, BOONE, IA 50036-0010
(515) 432-2011 FAX (515) 432-2961
www.iahhsaa.org

RICHARD WULKOW, IHSAA Executive Director

DAVID ANDERSON, Assistant Executive Director
TODD THARP, Assistant Executive Director
CHAD ELSBERRY, Director of Community Outreach

ALAN BESTE, Assistant Executive Director
ROGER BARR, Director of Officials
BUD LEGG, Information Director

May 14, 2013

Duane Magee
Executive Director
Iowa Board of Educational Examiners
Grimes State Office Building
400 East 14th Street
Des Moines, IA 50319-0147

RECEIVED
EXECUTIVE DIRECTOR
BOARD OF EDUCATIONAL EXAMINERS

MAY 14 2013

Dear Director Magee:

In 2011, the Iowa legislature took a major step toward protecting Iowa's students who participate in extracurricular interscholastic activities, i.e. athletics, cheerleading, and dance, by passing into law, Iowa Code, Chapter 32, Section 280.13C, "EXTRACURRICULAR INTERSCHOLASTIC ACTIVITIES — CONCUSSION AND BRAIN INJURY POLICIES". In part, Section 280.13C of the Iowa Code requires extracurricular interscholastic coaches to understand the risks, signs, symptoms, and behaviors consistent with a concussion or brain injury, including the danger of continuing to participate in extracurricular interscholastic activities after a student suffers a concussion or brain injury. It is the opinion of the Iowa High School Athletic Association that mandatory, annual, concussion education for 7-12 extracurricular interscholastic coaches is the best way for coaches to achieve the understanding required to protect these students. With the proposed revision to Iowa's Administrative Code, the BoEE would have the authority necessary to ensure this annual education requirement.

The Iowa High School Athletic Association and Iowa Girls High School Athletic Union have made written commitments to work with the BoEE to monitor the annual requirement for coach's concussion education in such a way that it would require only minimal additional work by the BoEE. With the IHSAA and IGHSU monitoring the educational process and the BoEE having the authority to file an ethics complaint against practitioners without current concussion training, students participating in extracurricular interscholastic activities will be safer than they ever have in the past.

The Iowa High School Athletic Association urges you to approve this concussion rule revision proposed by the Board of Educational Examiners.

If you have any questions please don't hesitate to contact me.

Sincerely,

Richard Wulkow
Executive Director



Iowa Girls' High School Athletic Union

5000 Westown Pkwy, Ste 150 West Des Moines, Iowa 50266
 Phone: (515) 288-9741 Fax: (515) 284-1969
 www.ighsau.org

RECEIVED
 EXECUTIVE DIRECTOR
 BOARD OF EDUCATIONAL EXAMINERS

MAY 15 2013

IGHSAU Board of Directors

Greg Ebeling, President
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Dr. Greg Thomas
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IGHSAU Administrative Staff

Mike Dick
 Executive Director

Karon Brown
 Senior Associate Director

Craig Thoen
 Associate Director

May 15, 2013

Duane Magee
 Executive Director
 Iowa Board of Educational Examiners
 Grimes State Office Building
 400 E. 14th Street
 Des Moines, Iowa 50319

Dear Mr. Magee:

Please allow this to be a letter of support for the Concussion education protocol being proposed. The Iowa Girls' High School Athletic Union is committed to moving Iowa forward with regard to educational training on concussions believing that safety and the general welfare of all participants is the initial concern.

Both the IGHSAU and IHSAA have worked closely with the BoEE in hopefully determining a procedure and protocol to insure proper and adequate training for the coaches of all sports. With Al Bestø, IHSAA Assistant Executive Director of the IHSAA, leading the way---we believe we have a procedure in place to provide instruction regarding the signs, symptoms, and management of concussions. The use of an on-line course provided by the National Federation of High Schools called, "Concussion in Sports---What You Need to Know", will be utilized. This course is free of charge and can provide a completion certificate when completed which would be used in the compliance process.

It is our plan to have this process in place for the 13-14 school year for all head coaches of all varsity sports. It is then the intent that all coaches of all levels 7-12 grade would be required to complete this for the 14-15 school year. Thereafter, all coaches would be required to complete this course on an annual basis. It is our belief that this process will provide for better concussion education, training, and management for our student-athletes going forward.

We greatly appreciate the positive working relationship that has existed between the IGHSAU, IHSAA, and BoEE during this process. Together we believe we "can make a difference".

Respectfully,

Mike Dick

Mike Dick
 IGHSAU Executive Director

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,” and Chapter 22, “Authorizations,” Iowa Administrative Code.

Concerns have been raised regarding the increased number of concussions suffered by student athletes. Legislators have requested a change in the licensure rules for coaching in lieu of legislation requiring concussion training to be completed annually by coaches. These proposed amendments add concussion training as an element in obtaining and renewing a coaching authorization. The proposed amendments also add concussion training as a requirement to add the coaching endorsement to a teaching license.

Any interested person may make written comments or suggestions on the proposed amendments before 4 p.m. on Friday, May 24, 2013. Written comments and suggestions should be addressed to Kim Cunningham, Board Secretary, Board of Educational Examiners, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa 50319-0147, or sent by e-mail to kim.cunningham@iowa.gov, or by fax to (515)281-7669.

Any interested party or persons may present their views either orally or in writing at the public hearing that will be held Wednesday, May 22, 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 amendments. Persons who wish to make oral presentations at the public hearing may contact the Executive Director, Board of Educational Examiners, at the above address, or at (515)281-5849, prior to the date of the public hearing.

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

These amendments are subject to waiver pursuant to 282—Chapter 6, “Waivers or Variances from Administrative Rules.”

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

These amendments are intended to implement Iowa Code sections 272.2(1)“a” and 272.31(4).

The following amendments are proposed.

ITEM 1. Amend subrule 13.28(29) as follows:

13.28(29) Athletic coach. K-12. An applicant for the coaching endorsement must hold a teacher’s license with one of the teaching endorsements.

a. Authorization. The holder of this endorsement may serve as a head coach or an assistant coach in kindergarten and grades one through twelve.

b. Program requirements.

(1) One semester hour college or university course in the structure and function of the human body in relation to physical activity, and

(2) One semester hour college or university course in human growth and development of children and youth as related to physical activity, and

(3) Two semester hour college or university course in athletic conditioning, care and prevention of injuries and first aid as related to physical activity, and

(4) One semester hour college or university course in the theory of coaching interscholastic athletics, and

(5) Successful completion of the concussion training approved by the Iowa High School Athletic Association or Iowa Girls High School Athletic Union.

ITEM 2. Amend rule 282—22.1(272) as follows:

282—22.1(272) Coaching authorization. A coaching authorization allows an individual to coach any sport in a middle school, junior high school, or high school.

22.1(1) Application process. Any person interested in the coaching authorization shall submit records of credit to the board of educational examiners for an evaluation in terms of the required courses or contact hours. Application materials are available from the office of the board of educational examiners, online at <http://www.boee.iowa.gov/>, or from institutions or agencies offering approved courses or contact hours.

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

a. Credit hours. Applicants must complete credit hours in the following areas:

(1) Successful completion of 1 semester credit hour or 10 contact hours in a course relating to knowledge and understanding of the structure and function of the human body in relation to physical activity.

(2) Successful completion of 1 semester credit hour or 10 contact hours in a course relating to knowledge and understanding of human growth and development of children and youth in relation to physical activity.

(3) Successful completion of 2 semester credit hours or 20 contact hours in a course relating to knowledge and understanding of the prevention and care of athletic injuries and medical and safety problems relating to physical activity.

(4) Successful completion of 1 semester credit hour or 10 contact hours relating to knowledge and understanding of the techniques and theory of coaching interscholastic athletics.

(5) Beginning on or after July 1, 2000, each applicant for an initial coaching authorization shall have successfully completed 1 semester credit hour or 15 contact hours in a course relating to the theory of coaching which must include at least 5 contact hours relating to the knowledge and understanding of professional ethics and legal responsibilities of coaches.

(6) Successful completion of the concussion training approved by the Iowa High School Athletic Association or Iowa Girls High School Athletic Union.

b. Minimum age. Applicants must have attained a minimum age of 18 years.

c. Iowa division of criminal investigation background check. Applicants must have successfully completed an Iowa division of criminal investigation background check. The background check fee will be assessed to the applicant.

d. National criminal history background check. Applicants must have successfully completed a national criminal history background check. The background check fee will be assessed to the applicant.

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

22.1(4) Renewal. The authorization may be renewed upon application and verification of successful completion of:

a. Renewal activities. Applicants for renewal of a coaching authorization must:

(1) ~~In addition to the child and dependent adult abuse training listed below, applicants for renewal must~~ Successfully complete ~~four~~ five planned renewal activities/courses related to athletic coaching approved in accordance with guidelines approved by the board of educational examiners. Additionally, each applicant for the renewal of a coaching authorization shall have completed one renewal activity/course relating to the knowledge and understanding of professional ethics and legal responsibilities of coaches.

~~(2) A one-year extension of the holder's coaching authorization will be issued if all requirements for the renewal of the coaching authorization have not been met. This extension is not renewable. The fee for this extension is found in 282—Chapter 12.~~

(2) Annually complete the concussion training approved by the Iowa High School Athletic Association or the Iowa Girls High School Athletic Union. Completion of the concussion training may be waived if the applicant is not serving as a coach. Attendance at the annual concussion training may be used for a maximum of one planned activity/course required in 22.1(4) "a"(1).

~~b. (3) Child Complete child and dependent adult abuse training. Every renewal applicant must submit documentation of completion of the child and dependent adult abuse training approved by the state abuse education review panel. This certification may be used for a maximum of one planned activity/course required in 22.1(4) "a"(1). A waiver of this requirement may apply under the following conditions with appropriate documentation of any of the following: if~~

~~(1) A person is engaged in active duty in the military service of this state or of the United States.~~

~~(2) The application of this requirement would impose an undue hardship on the person for whom the waiver is requested.~~

~~(3) A person is practicing a licensed profession outside this state.~~

~~(4) A person is otherwise subject to circumstances that would preclude the person from satisfying the approved child and dependent adult abuse training in this state.~~

~~(5) The person has previously renewed a license or another authorization issued by the board of educational examiners and, at that time, reported the completion, within the past five years, of child and dependent adult abuse training approved by the state abuse education review panel.~~

b. A one-year extension of the applicant's coaching authorization may be issued if all requirements for the renewal of the coaching authorization have not been met. The applicant must complete the concussion training approved by the Iowa High School Athletic Association or the Iowa Girls High School Athletic Union before serving as a coach. The one-year extension is not renewable. The fee for this extension is found in 282—Chapter 12.

22.1(5) Revocation and suspension. Criteria of professional practice and rules of the board of educational examiners shall be applicable to the holders of the coaching authorization. An ethics complaint may be filed if a practitioner begins coaching a sport without current concussion training.

22.1(6) Approval of courses. Each institution of higher education, private college or university, merged area school or area education agency wishing to offer the semester credit or contact hours for the coaching authorization must submit course descriptions for each offering to the board of educational examiners for approval. After initial approval, any changes by agencies or institutions in course offerings shall be filed with the board of educational examiners.

MEMO

Date: June 21, 2013

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282—13.3(6); National Board Certification -- Adopt

The enclosed noticed rules were filed under Notice of Intended Action and published as ARC 0706C on May 1, 2013. A public hearing was held on May 22, 2013, with written comment accepted until 4 p.m. on May 24, 2013. No one attended the public hearing and no written comments were received. The published Notice of Intended Action is attached.

EDUCATIONAL EXAMINERS BOARD[282]

Notice of Intended Action

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

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

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

This amendment would authorize a person who has attained National Board Certification to obtain an Iowa teaching license with the equivalent endorsement. The Board has received applications from individuals who have attained National Board Certification but are ineligible for an Iowa teaching license because they completed a program from an institution that is state-approved but not regionally accredited. The Board staff has reviewed the content areas for National Board Certification and has created an equivalency chart for the endorsement areas. This proposed amendment would honor the achievement of National Board Certification.

Any interested person may make written comments or suggestions on the proposed amendment before 4 p.m. on Friday, May 24, 2013. Written comments and suggestions should be addressed to Kim Cunningham, Board Secretary, Board of Educational Examiners, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa 50319-0147, or sent by e-mail to kim.cunningham@iowa.gov, or by fax to (515)281-7669.

Any interested party or persons may present their views either orally or in writing at the public hearing that will be held Wednesday, May 22, 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, at the above address, or at (515)281-5849, prior to the date of the public hearing.

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

This amendment is subject to waiver pursuant to 282—Chapter 6, “Waivers or Variances from Administrative Rules.”

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

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

The following amendment is proposed.

Amend rule 282—13.3(272) as follows:

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

13.3(1) to 13.3(5) No change.

13.3(6) Requirements for applicants whose preparation was completed through out-of-state teacher preparation programs and who have attained National Board Certification. An applicant who holds a valid license from another state and who has attained National Board Certification must:

a. Hold a baccalaureate degree with a minimum cumulative grade point average of 2.50 on a 4.0 scale from an accredited institution.

b. Provide a valid out-of-state teaching license based on a state-approved teacher preparation program.

c. Provide a recommendation from a regionally accredited institution, a state department of education, or a state's standards board indicating the completion of a state-approved teacher preparation program.

d. Provide an official institutional transcript(s).

e. Meet the recency requirements listed in 13.10(3).

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

g. Provide valid, current National Board Certification. If through a transcript analysis the professional education core requirements set forth in 13.18(4) "a" to "m" and 13.18(5), the content endorsement requirements set forth in 282—13.26(272) to 282—13.28(272) and 282—14.2(272), and the Iowa requirements are not met, the applicant may be eligible for the equivalent Iowa endorsement areas, as designated by the Iowa board of educational examiners, based on the National Board Certification.

MEMO

Date: June 21, 2013

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282—13.17(4); Military Exchange License -- Adopt

The enclosed noticed rules were filed under Notice of Intended Action and published as ARC 0705C on May 1, 2013. A public hearing was held on May 22, 2013, with written comment accepted until 4 p.m. on May 24, 2013. No one attended the public hearing and no written comments were received. The published Notice of Intended Action is attached.

Based on questions from the Administrative Code editing staff, Board staff recommends the following changes to the language published under notice, to clarify the requirements of the rule:

- 13.17(4)(b) *Recent veterans (retired or discharged within the past five years as of the date of application) or their spouses applying under 13.3(2).* A five-year teaching license or a one-year exchange license may be issued to ~~an eligible applicant~~ an applicant who meets the requirements of 282—17.17(4)(a)(1) and (2).
- 13.17(4)(c) *Spouses of active duty military, recent veterans or recent veterans' spouses applying under 13.3(3).* ~~An applicant who is not currently eligible for a teaching license~~ If the applicant has completed a nontraditional teacher preparation program but is not eligible for a teaching license, the applicant will be issued a substitute license, and the initial review for the portfolio review process will be completed by board staff. An applicant must provide verification of connection to the military outlined in 13.17(4)"a"(3) or 13.17(4)"b".

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.”⁵

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.

The purpose of this amendment is to make it easier for military spouses and recent military veterans and their spouses to teach in the state of Iowa. Military spouses who are graduates of traditional teacher preparation programs may teach for three years if they obtain the proposed military exchange license. Recent veterans and their spouses who are graduates of traditional teacher preparation programs will receive one-year regional exchange licenses. Military spouses and recent veterans and their spouses who are graduates of nontraditional teacher preparation programs may receive substitute licenses, and the initial review for the portfolio review process will be completed by Board staff. Total fees for anyone applying under proposed subrule 13.17(4) will be \$85.

Any interested person may make written comments or suggestions on the proposed amendment before 4 p.m. on Friday, May 24, 2013. Written comments and suggestions should be addressed to Kim Cunningham, Board Secretary, Board of Educational Examiners, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa 50319-0147, or sent by e-mail to kim.cunningham@iowa.gov, or by fax to (515)281-7669.

Any interested party or persons may present their views either orally or in writing at the public hearing that will be held Wednesday, May 22, 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, at the above address, or at (515)281-5849, prior to the date of the public hearing.

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

This amendment is subject to waiver pursuant to 282—Chapter 6, “Waivers or Variances from Administrative Rules.”

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

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

The following amendment is proposed.

Adopt the following new subrule 13.17(4):

13.17(4) Military exchange license.

a. Spouses of active duty military applying under 13.3(2). A three-year nonrenewable military exchange license may be issued to the applicant under the following conditions:

- (1) The applicant has completed a traditional teacher preparation program at a regionally accredited and state-approved two- or four-year college.
- (2) The applicant is the holder of a valid and current or an expired teaching license from another state.

(3) The applicant provides verification of the applicant's connection to or the applicant's spouse's connection to the military by providing a copy of current military orders with either a marriage license or a copy of a military ID card for the applicant's spouse.

(4) This license may be converted to a one-year regional exchange license upon application and payment of fees.

b. Recent veterans (retired or discharged within the past five years as of the date of application) or their spouses applying under 13.3(2). A five-year teaching license or a one-year exchange license may be issued to an eligible applicant. A veteran must provide a copy of the veteran's DD 214. A spouse must provide a copy of the veteran spouse's DD 214 and the couple's marriage license.

c. Spouses of active duty military, recent veterans or recent veterans' spouses applying under 13.3(3). An applicant who is not currently eligible for a teaching license will be issued a substitute license, and the initial review for the portfolio review process will be completed by board staff. An applicant must provide verification of connection to the military outlined in 13.17(4) "a"(3) or 13.17(4) "b."

d. Fees. Fees for the background check, evaluation and license issued pursuant to 13.17(4) will be limited to the fee outlined in rule 282—12.1(272), paragraph "2."

MEMO

Date: June 21, 2013

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282—22.3(7); School Business Officials -- Adopt

The enclosed noticed rules were filed under Notice of Intended Action and published as ARC 0704C on May 1, 2013. A public hearing was held on May 22, 2013, with written comment accepted until 4 p.m. on May 24, 2013. No one attended the public hearing and no written comments were received. The published Notice of Intended Action is attached.

EDUCATIONAL EXAMINERS BOARD[282]

Notice of Intended Action

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

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

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

The Iowa Association of School Business Officials has recommended that the rule regarding School Business Official authorization renewal requirements be revised to require renewal credits to be earned during the term of the license instead of one credit per year of the license term.

Any interested person may make written comments or suggestions on the proposed amendment before 4 p.m. on Friday, May 24, 2013. Written comments and suggestions should be addressed to Kim Cunningham, Board Secretary, Board of Educational Examiners, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa 50319-0147, or sent by e-mail to kim.cunningham@iowa.gov, or by fax to (515)281-7669.

Any interested party or persons may present their views either orally or in writing at the public hearing that will be held Wednesday, May 22, 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, at the above address, or at (515)281-5849, prior to the date of the public hearing.

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

This amendment is subject to waiver pursuant to 282—Chapter 6, “Waivers or Variances from Administrative Rules.”

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

This amendment is intended to implement Iowa Code section 272.31.

The following amendment is proposed.

Amend subrule 22.3(7) as follows:

22.3(7) *Renewal.* The authorization may be renewed upon application and verification of successful completion of:

a. Renewal activities.

(1) In addition to the child and dependent adult abuse mandatory reporter training listed below, the applicant for renewal must complete 4 semester hours of credit or the equivalent contact hours (1 semester hour is equivalent to 15 contact hours) within the three years, with a minimum of 1 semester hour or its equivalent completed in each year of the authorization -year licensure period.

(2) Failure to complete requirements for renewal ~~in each calendar year~~ will require a petition for waiver from the board. ~~The applicant must petition the board for waiver of the annual requirement.~~

b. No change.

MEMO

Date: June 21, 2013

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282—18.9; Administrator endorsement renumbering -- Adopt

The enclosed noticed rules were filed under Notice of Intended Action and published as ARC 0703C on May 1, 2013. A public hearing was held on May 22, 2013, with written comment accepted until 4 p.m. on May 24, 2013. No one attended the public hearing and no written comments were received. The published Notice of Intended Action is attached.

EDUCATIONAL EXAMINERS BOARD[282]

Notice of Intended Action

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

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

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

These amendments would align Class B licensure rules with the desired Board practice of combining content and competencies under one description. Content and competencies are not separated within college courses and should not be separated in the Board’s administrative rules.

Any interested person may make written comments or suggestions on the proposed amendments before 4 p.m. on Friday, May 24, 2013. Written comments and suggestions should be addressed to Kim Cunningham, Board Secretary, Board of Educational Examiners, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa 50319-0147, or sent by e-mail to kim.cunningham@iowa.gov, or by fax to (515)281-7669.

Any interested party or persons may present their views either orally or in writing at the public hearing that will be held Wednesday, May 22, 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 amendments. Persons who wish to make oral presentations at the public hearing may contact the Executive Director, Board of Educational Examiners, at the above address, or at (515)281-5849, prior to the date of the public hearing.

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

These amendments are subject to waiver pursuant to 282—Chapter 6, “Waivers or Variances from Administrative Rules.”

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

These amendments are intended to implement Iowa Code section 272.2(1)“a.”

The following amendments are proposed.

ITEM 1. Amend rule 282—18.9(272) as follows:

282—18.9(272) Area and grade levels of administrator endorsements.

18.9(1) PK-12 principal and PK-12 supervisor of special education.

a. Authorization. The holder of this endorsement is authorized to serve as a principal of programs serving children from birth through grade twelve, a supervisor of instructional special education programs for children from birth to the age of 21, and a supervisor of support for special education programs for children from birth to the age of 21 (and to a maximum allowable age in accordance with Iowa Code section 256B.8).

b. Program requirements.

(1) Degree—master’s.

(2) Content: Completion of a sequence of courses and experiences which may have been a part of, or in addition to, the degree requirements.

1. Knowledge of early childhood, elementary, early adolescent and secondary level administration, supervision, and evaluation.

2. Knowledge and skill related to early childhood, elementary, early adolescent and secondary level curriculum development.

3. Knowledge of child growth and development from birth through adolescence and developmentally appropriate strategies and practices of early childhood, elementary, and adolescence, to include an observation practicum.

4. Knowledge of family support systems, factors which place families at risk, child care issues, and home-school community relationships and interactions designed to promote parent education, family involvement, and interagency collaboration.

5. Knowledge of school law and legislative and public policy issues affecting children and families.

6. Completion of evaluator training component.

7. Knowledge of current issues in special education administration.

8. Planned field experiences in elementary and secondary school administration, including special education administration.

(3) 9. Competencies: Completion of a sequence of courses and experiences which may have been a part of, or in addition to, the degree requirements. A school administrator is an educational leader who promotes the success of all students by accomplishing the following competencies.

1. • Facilitates the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.

2. • Advocates, nurtures, and sustains a school culture and instructional program conducive to student learning and staff professional growth.

3. • Ensures management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

4. • Collaborates with families and community members, responds to diverse community interests and needs, and mobilizes community resources.

5. • Acts with integrity, fairness, and in an ethical manner.

6. • Understands, responds to, and influences the larger political, social, economic, legal, and cultural context.

c. *Other.*

(1) The applicant must have had three years of teaching experience at the early childhood through grade twelve level.

(2) Graduates from out-of-state institutions who are seeking initial Iowa licensure and the PK-12 principal and PK-12 supervisor of special education endorsement must meet the requirements for the standard license in addition to the experience requirements.

18.9(2) PK-8 principal—out-of-state applicants. This endorsement is only for applicants from out-of-state institutions.

a. *Authorization.* The holder of this endorsement is authorized to serve as a principal of programs serving children from birth through grade eight.

b. *Program requirements.*

(1) Degree—master's.

(2) Content: Completion of a sequence of courses and experiences which may have been a part of, or in addition to, the degree requirements.

1. Knowledge of early childhood, elementary, and early adolescent level administration, supervision, and evaluation.

2. Knowledge and skill related to early childhood, elementary, and early adolescent level curriculum development.

3. Knowledge of child growth and development from birth through early adolescence and developmentally appropriate strategies and practices of early childhood, elementary, and early adolescence, to include an observation practicum.

4. Knowledge of family support systems, factors which place families at risk, child care issues, and home-school community relationships and interactions designed to promote parent education, family involvement, and interagency collaboration.

5. Knowledge of school law and legislative and public policy issues affecting children and families.

6. Planned field experiences in early childhood and elementary or early adolescent school administration.

7. Completion of evaluator training component.

~~(3)~~ 8. Competencies: Completion of a sequence of courses and experiences which may have been a part of, or in addition to, the degree requirements. A school administrator is an educational leader who promotes the success of all students by accomplishing the following competencies.

~~1.~~ 1. Facilitates the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.

~~2.~~ 2. Advocates, nurtures, and sustains a school culture and instructional program conducive to student learning and staff professional growth.

~~3.~~ 3. Ensures management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

~~4.~~ 4. Collaborates with families and community members, responds to diverse community interests and needs, and mobilizes community resources.

~~5.~~ 5. Acts with integrity, fairness, and in an ethical manner.

~~6.~~ 6. Understands, responds to, and influences the larger political, social, economic, legal, and cultural context.

c. *Other.* The applicant must have had three years of teaching experience at the early childhood through grade eight level.

18.9(3) 5-12 principal—out-of-state applicants. This endorsement is only for applicants from out-of-state institutions.

a. *Authorization.* The holder of this endorsement is authorized to serve as a principal in grades five through twelve.

b. *Program requirements.*

(1) Degree—master's.

(2) Content: Completion of a sequence of courses and experiences which may have been a part of, or in addition to, the degree requirements.

1. Knowledge of early adolescent and secondary level administration, supervision, and evaluation.

2. Knowledge and skill related to early adolescent and secondary level curriculum development.

3. Knowledge of human growth and development from early adolescence through early adulthood, to include an observation practicum.

4. Knowledge of family support systems, factors which place families at risk, and home-school community relationships and interactions designed to promote parent education, family involvement, and interagency collaboration.

5. Knowledge of school law and legislative and public policy issues affecting children and families.

6. Planned field experiences in early adolescence or secondary school administration.

7. Completion of evaluator training component.

~~(3)~~ 8. Competencies: Completion of a sequence of courses and experiences which may have been a part of, or in addition to, the degree requirements. A school administrator is an educational leader who promotes the success of all students by accomplishing the following competencies.

~~1.~~ 1. Facilitates the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.

~~2.~~ 2. Advocates, nurtures, and sustains a school culture and instructional program conducive to student learning and staff professional growth.

~~3.~~ 3. Ensures management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

~~4.~~ 4. Collaborates with families and community members, responds to diverse community interests and needs, and mobilizes community resources.

~~5.~~ 5. Acts with integrity, fairness, and in an ethical manner.

~~6.~~ 6. Understands, responds to, and influences the larger political, social, economic, legal, and cultural context.

~~c.~~ c. *Other:* The applicant must have had three years of teaching experience at the secondary level (5-12).

ITEM 2. Amend rule 282—18.10(272) as follows:

282—18.10(272) Superintendent/AEA administrator.

18.10(1) Authorization. The holder of this endorsement is authorized to serve as a superintendent from the prekindergarten level through grade twelve or as an AEA administrator. NOTE: This authorization 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).

18.10(2) Program requirements.

a. Degree—specialist (or its equivalent: A master’s degree plus at least 30 semester hours of planned graduate study in administration beyond the master’s degree).

b. Content. Through completion of a sequence of courses and experiences which may have been part of, or in addition to, the degree requirements, the administrator has knowledge and understanding of:

(1) Models, theories, and practices that provide the basis for leading educational systems toward improving student performance.

(2) Federal, state and local fiscal policies related to education.

(3) Human resources management, including recruitment, personnel assistance and development, evaluation and negotiations.

(4) Current legal issues in general and special education.

(5) Noninstructional support services management including but not limited to transportation, nutrition and facilities.

~~e.~~ (6) Practicum in PK-12 school administration. In the coursework and the practicum, the administrator facilitates processes and engages in activities for:

~~(1)~~ 1. Developing a shared vision of learning through articulation, implementation, and stewardship.

~~(2)~~ 2. Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

~~(3)~~ 3. Ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

~~(4)~~ 4. Collaborating with school staff, families, community members and boards of directors; responding to diverse community interests and needs; and mobilizing community resources.

~~(5)~~ 5. Acting with integrity, fairness, and in an ethical manner.

~~(6)~~ 6. Understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

18.10(3) No change.

MEMO

Date: June 21, 2013

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282—19.7; Renewal of administrator licenses -- Adopt

The enclosed noticed rules were filed under Notice of Intended Action and published as ARC 0702C on May 1, 2013. A public hearing was held on May 22, 2013, with written comment accepted until 4 p.m. on May 24, 2013. No one attended the public hearing and no written comments were received. The published Notice of Intended Action is attached.

EDUCATIONAL EXAMINERS BOARD[282]

Notice of Intended Action

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

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

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

This amendment is necessary to align the Board’s administrative rules with Iowa Code section 284.10(4), which states that the Board shall require evaluator training certification as a condition of issuing or renewing an administrator license.

Any interested person may make written comments or suggestions on the proposed amendment before 4 p.m. on Friday, May 24, 2013. Written comments and suggestions should be addressed to Kim Cunningham, Board Secretary, Board of Educational Examiners, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa 50319-0147, or sent by e-mail to kim.cunningham@iowa.gov, or by fax to (515)281-7669.

Any interested party or persons may present their views either orally or in writing at the public hearing that will be held Wednesday, May 22, 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, at the above address, or at (515)281-5849, prior to the date of the public hearing.

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

This amendment is not subject to waiver.

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

This amendment is intended to implement Iowa Code section 284.10(4).

The following amendment is proposed.

Amend rule 282—19.7(272) as follows:

282—19.7(272) Renewal of administrator licenses.

19.7(1) Each applicant for renewal of an administrator license shall have completed the evaluator endorsement requirements. ~~A waiver of this requirement may apply if a person submits appropriate documentation of either of the following:~~

~~*a.*—A person is engaged in active duty in the military service of this state or of the United States.~~

~~*b.*—A person is practicing as a licensed professional educator outside this state.~~

19.7(2) Extension of an administrator license:

a. May be granted to an applicant who has not completed the new evaluator renewal training course before the expiration date on the applicant’s license; and

b. May be granted for a one-year period.

MEMO

Date: June 21, 2013

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282—18.12; Extension of administrator exchange, Class B, and Class A licenses -- Adopt

The enclosed noticed rules were filed under Notice of Intended Action and published as ARC 0701C on May 1, 2013. A public hearing was held on May 22, 2013, with written comment accepted until 4 p.m. on May 24, 2013. No one attended the public hearing and no written comments were received. The published Notice of Intended Action is attached.

EDUCATIONAL EXAMINERS BOARD[282]

Notice of Intended Action

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

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

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

Proposed rule 282—18.12(272) adds a Class E license (extension option) to Chapter 18 for Administrator Exchange, Class B, and Class A licenses. This license was inadvertently omitted from the administrator licensing rules when the teacher and administrator rules were separated into different chapters.

Any interested person may make written comments or suggestions on the proposed rule before 4 p.m. on Friday, May 24, 2013. Written comments and suggestions should be addressed to Kim Cunningham, Board Secretary, Board of Educational Examiners, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa 50319-0147, or sent by e-mail to kim.cunningham@iowa.gov, or by fax to (515)281-7669.

Any interested party or persons may present their views either orally or in writing at the public hearing that will be held Wednesday, May 22, 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 rule. Persons who wish to make oral presentations at the public hearing may contact the Executive Director, Board of Educational Examiners, at the above address, or at (515)281-5849, prior to the date of the public hearing.

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

This rule is subject to waiver pursuant to 282—Chapter 6, “Waivers or Variances from Administrative Rules.”

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

This rule is intended to implement Iowa Code section 272.2(1)“a.”

The following amendment is proposed.

Adopt the following **new** rule 282—18.12(272):

282—18.12(272) Specific requirements for a Class E license. A nonrenewable Class E license valid for one year may be issued to an individual as follows.

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

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

MEMO

Date: June 21, 2013

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282—13.28(3); Content Specialist -- Adopt

The enclosed noticed rules were filed under Notice of Intended Action and published as ARC 0700C on May 1, 2013. A public hearing was held on May 22, 2013, with written comment accepted until 4 p.m. on May 24, 2013. No one attended the public hearing and no written comments were received. The published Notice of Intended Action is attached.

Board staff recommends a one-word change to the language published under notice. Rule 13.28(30)(b)(3) as published requires applicants to “[c]omplete an internship, externship, and professional experience for a minimum of 90 contact hours in the content area.” The “and” should be changed to “or”.

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.

The education reform discussion addresses instructional coaches and master teachers of content. The only endorsement offered by the Board of Educational Examiners for specialists is a reading specialist endorsement. Thus a content specialist endorsement is being proposed so that an applicant may obtain an endorsement in a specific content area in which the applicant has completed coursework, professional development, and professional experience.

Any interested person may make written comments or suggestions on the proposed amendment before 4 p.m. on Friday, May 24, 2013. Written comments and suggestions should be addressed to Kim Cunningham, Board Secretary, Board of Educational Examiners, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa 50319-0147, or sent by e-mail to kim.cunningham@iowa.gov, or by fax to (515)281-7669.

Any interested party or persons may present their views either orally or in writing at the public hearing that will be held Wednesday, May 22, 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, at the above address, or at (515)281-5849, prior to the date of the public hearing.

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

This amendment is subject to waiver pursuant to 282—Chapter 6, “Waivers or Variances from Administrative Rules.”

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

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

The following amendment is proposed.

Adopt the following new subrule 13.28(30):

13.28(30) Content specialist endorsement. The applicant must have met the requirements for the standard license and a teaching endorsement.

a. Authorization. The holder of this endorsement is authorized to serve as a content specialist in kindergarten and grades one through twelve in the specific content listed on the authorization.

b. Requirements.

(1) Hold a master’s degree in the content area or complete 30 semester hours of college course work in the content area.

(2) Complete 15 semester hours of credit in professional development in three or more of the following areas:

1. Using research-based content teaching strategies;
2. Integrating appropriate technology into the learning experiences for the specific content;
3. Engaging the learner in the content through knowledge of learner needs and interests;

4. Using reflective thinking to solve problems in the content area;
 5. Making data-driven decisions in the content area;
 6. Utilizing project-based learning in the content area;
 7. Developing critical thinking skills in the content area;
 8. Forming partnerships to collaborate with content experts within the community;
 9. Relating content with other content areas;
 10. Facilitating content learning in large and small teams;
 11. Implementing response to intervention (RTI) to close achievement gaps in the content area.
- (3) Complete an internship, externship, and professional experience for a minimum of 90 contact hours in the content area.

ARRC MEMO

Date: June 21, 2013

To: Board Members

From: Duane T. Magee, Executive Director and Darcy Lane, Attorney

RE: Amend IAC 282 Rule 25.3(1)(e) Student Abuse

The ARRC had reservations about the proposed revision to IAC 282 Rule 25.3(1)(e). Below is the original language published under notice along with several recommendations based on conversations with members of the ARRC.

Language published under notice:

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.

Reduce number of days:

(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~~90 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.

Remove “personally acquainted with”:

(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.

Provide cross reference to define “sexual or otherwise indecent act”:

(7) Committing or soliciting any sexual or otherwise indecent actsex act as defined in Iowa Code section 702.17 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.

Iowa Code section 702.17 defines “sex act” or “sexual activity” as: “any sexual contact between two or more persons by: penetration of the penis into the vagina or anus; contact between the mouth and genitalia or by contact between the genitalia of one person and the genitalia or anus of another person; contact between the finger or hand of one person and the genitalia or anus of another person, except in the course of examination or treatment by a person licensed pursuant to chapter 148, 148C, 151, or 152; or by use of artificial sexual organs or substitutes therefor in contact with the genitalia or anus.”

All revisions together:

(7) Committing or soliciting any sexual or otherwise indecent actsex act as defined in Iowa Code section 702.17 or soliciting, encouraging, or consummating a romantic relationship with any person who was a student within 18090 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.

Cunningham, Kim [BOEE]

From: Lane, Darcy [BOEE]
Sent: Wednesday, April 24, 2013 12:47 PM
To: Cunningham, Kim [BOEE]
Subject: FW: BoEE Rule Change Proposal

Here's the public comment we received from PEI.

From: Magee, DT [BOEE]
Sent: Tuesday, April 23, 2013 2:46 PM
To: Lane, Darcy [BOEE]
Subject: FW: BoEE Rule Change Proposal

Hi Darcy,
Public comment for the 180 day rule.
D.T.

Duane T. Magee
Executive Director
Iowa Board of Educational Examiners
Office: (515) 281-5849
Fax: (515) 281-7669
Duane.Magee@iowa.gov
www.boee.iowa.gov
Grimes State Office Building
400 E. 14th Street
Des Moines, IA
50319-0147

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From: Jim Hawkins [<mailto:jim@peiowa.org>]
Sent: Monday, April 22, 2013 4:58 PM
To: Magee, DT [BOEE]
Subject: BoEE Rule Change Proposal

Duane Magee
Executive Director
Iowa Board of Educational Examiners

Dear Mr. Magee,

On behalf of Professional Educators of Iowa, we believe that the 180 day no-contact proposal is fitting and right within the PEI code of ethics. We understand that the purpose is to protect vulnerable young adults who may be enthralled or captivated by the mature advances of an adult who has been functioning as their role-model as an instructor in a pk-12 school. Considering a rare exception will be the task of the board to use reasonable judgment with exceptional circumstances.

Jim Hawkins, Director
Professional Educators of Iowa
974 73rd St. Suite 30
Windsor Heights, IA 50324
515-221-2330

NOTE: Professional Educators of Iowa (PEI) is a professional organization focused on students and advancing the professionalism of educators. PEI is a non-profit, non-partisan, professional organization serving current, retired, and future educators including teachers, administrators, and school support personnel, as well as those in higher education, all of whom are valuable and contributing members of the school community. PEI promotes teachers as professionals who perform a valued public service. PEI does not engage in non-education political activity that may violate members' personal beliefs. PEI takes positions on education issues after surveying members and receiving a majority vote in support or opposition.

April 17, 2013

Public Comment

The Carlisle Community School District heartily supports the Notice of Intended Action to amend the BOEE's administrative rules to prohibit relationships between teachers and former students until the former student has been out of school for 180 days. The district has faced such a situation in which a teacher and student, by their admission, became intimate on day 31 after the student's graduation. It is our belief that while maybe not intimate, more than a proper student/teacher relationship likely happened while the student was still enrolled. It is our belief that the 180 days would allow for time to pass without the daily contact afforded at school.

Diana Whited
Human Resource Director
Carlisle Community Schools



IOWA HIGH SCHOOL ATHLETIC ASSOCIATION

P.O. BOX 10, BOONE, IA 50036-0010
(515) 432-2011 FAX (515) 432-2961
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RICHARD WULKOW, IHSAA Executive Director

DAVID ANDERSON, Assistant Executive Director
TODD THARP, Assistant Executive Director
CHAD ELSBERRY, Director of Community Outreach

ALAN BESTE, Assistant Executive Director
ROGER BARR, Director of Officials
BUD LEGG, Information Director

April 24, 2013

RECEIVED
EXECUTIVE DIRECTOR
BOARD OF EDUCATIONAL EXAMINERS

APR 26 2013

Duane T. Magee, Executive Director
Iowa Board of Educational Examiners
400 E. 14th Street
Des Moines, IA 50319-0147

Dear Duane:

The Board of Control of the Iowa High School Athletic Association appreciated the opportunity to meet with you today regarding the proposed revision of Administrative Code 282-25.3(1) e. (7). As you know, the Board of Control is composed of nine (9) members all being either a superintendent, principal, athletic administrator or school board member. One member is non-voting and represents the Iowa Department of Education.

After hearing your presentation and having the opportunity to ask questions and offer input, the Board of Control showed unanimous consensus in support of the language in the proposed rule. The Board of Control prefers each reported violation being reviewed on a case by case basis.

The Board of Control and the administrative staff of the Iowa High School Athletic Association were pleased to offer our input and greatly appreciate the cooperation of the B.O.E.E. in other matters of common concern.

Sincerely,

Brett Nanninga
Chairperson, Board of Control

ARRC MEMO

Date: June 21, 2013
To: Board Members
From: Duane T. Magee, Executive Director
RE: Amend IAC 282 Chapter 13.28(8)—Health Endorsement Requirements

The changes to the Health endorsements have been recommended by the Health work group facilitated by Joanne Tubbs.

13.28(8)

Health.

K-8 and 5-12. Completion of 24 semester hours in health to include coursework in public or community health, ~~consumer health~~ personal wellness, substance abuse, family life education, mental/emotional health, and human nutrition. A current certificate of CPR training is required in addition to the coursework requirements.

For holders of physical education or family and consumer science endorsements: 18 credit hours in health to include coursework in public or community health, ~~consumer health~~ personal wellness, substance abuse, family life education, mental/emotional health, and human nutrition. A current certificate of CPR training is required in addition to the coursework requirements.

ARRC MEMO

Date: June 21, 2013

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282 Chapter 13.28(14)—Physical Education Requirements

The changes to the Physical Education endorsements have been recommended by the Physical Education work group facilitated by Joanne Tubbs.

13.28(14)

Physical education.

a. K-8.

Completion of 24 semester hours in physical education to include coursework in human anatomy, human physiology, movement education, ~~adapted~~ adaptive physical education, ~~physical education in the elementary school~~, personal wellness, human growth and development of children related to physical education, and first aid and emergency care. A current certificate of CPR training is required in addition to the coursework requirements.

b. 5-12.

Completion of 24 semester hours in physical education to include coursework in human anatomy, kinesiology, human physiology, human growth and development related to maturational and motor learning, ~~adapted~~ adaptive physical education, curriculum, assessment, and administration of physical education, ~~assessment processes in physical education~~, personal wellness, and first aid and emergency care. A current certificate of CPR training is required in addition to the coursework requirements.

ARRC MEMO

Date: June 21, 2013

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282 Chapter 13.28(13)—Music Endorsement Requirements

The changes to the Music endorsements have been recommended by the Music work group facilitated by Joanne Tubbs.

13.28(13)

Music.

a. K-8.

Completion of 24 semester hours in music to include coursework in music theory (at least two courses), music history, ~~and~~ applied music, and a methods course in each of the following: general, vocal, and instrumental music.

b. 5-12.

Completion of 24 semester hours in music to include coursework in music theory (at least two courses), music history (at least two courses), applied music, ~~and~~ conducting, and a methods course in each of the following: general, vocal, and instrumental music.

NOTICE MEMO

Date: June 21, 2013

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282 Chapter 22.2 Substitute Authorization

The suggested revisions to the substitute authorization rule will create more precise guidelines for districts regarding the length of time a licensee with a substitute authorization may serve in one classroom.

282—22.2

[\(272\)](#)

Substitute authorization.

A substitute authorization allows an individual to substitute in a middle school, junior high school, or high school for no more than five consecutive days **and no more than 10 days in a 30 day period**, in one job assignment, **for a regularly assigned teacher absent. A school district administrator may file a written request with the board for an extension of the 10-day limit in one assignment on the basis of documented need and benefit to the instructional program. The licensure committee will review the request and provide a written decision either approving or denying the request.**

An individual who holds a paraeducator certificate and completes the substitute authorization program is authorized to substitute only in the special education classroom in which the individual paraeducator is employed. This special education classroom may be on the preschool or elementary school level as well as the middle school, junior high school or high school level.

NOTICE MEMO

Date: June 21, 2013

To: Board Members

From: Duane T. Magee, Executive Director

RE: IAC 282—22.6 – School Administration Manager Authorization

These rules are to accompany rule 281—82.1(272), Standards for School Administration Manager Programs, adopted by the Department of Education.

282—22.6(272)

School administration manager authorization.

22.6(1)*Application for authorization.*

Effective July 1, 2014, a person who is interested in a school administration manager authorization will be required to apply for an authorization. This includes a Model 1 SAM, a person who is hired to be a full time SAM and who is authorized to assume the responsibilities of a SAM; a Model 2 SAM, a person whose position in the school is reconfigured to include the responsibilities of being a SAM and is authorized as a SAM; and a Model 3 SAM, a person who is a secretary/administrative assistant and is also authorized as a SAM.

22.6(2)*Responsibilities.*

A school administration manager authorization allows an individual to assist a school administrator in performing non-instructional administrative type duties.

22.6(3)*Application process.*

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

Persons serving as a school administration manager prior to July 1, 2014, are eligible for the standard school administration manager authorization subject to the Iowa Division of criminal investigation and national criminal history background checks. These individuals will be assessed the background check fee. The school administration manager must have completed the school administration training and be listed on the Basic Educational Data Survey as a school administration manager by October 31, 2013, which will then waive the application fee if the application is received prior to June 30, 2014.

22.6(4)*Specific requirements for an initial school administration manager authorization.*

Applicants for an initial school administration manager authorization shall have completed the following requirements:

a. Education.

Applicants must hold a high school degree or GED.

b. Minimum age.

Applicants must have attained a minimum age of 18 years.

c. Iowa division of criminal investigation background check.

Applicants must have successfully completed an Iowa division of criminal investigation background check. The background check fee will be assessed to the applicant.

d. National criminal history background check.

Applicants must have successfully completed a national criminal history background check. The background check fee will be assessed to the applicant.

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

a. Training.

A school administration manager shall attend an approved training program at the onset of their hire as a school administration manager. The training for school administration managers is set forth in rules 281-82.7(2).

b. Competencies.

Applicants shall demonstrate completion of or competency in the following:

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

- a. will become proficient in the use of the approved time tracking software tool
- b. will schedule the principal's time using the approved software, daily update and reconcile the calendar, and attempt to pre-calendar the administrator at or above their goal
- c. will regularly schedule, review, and reflect with the principal on the graphs and data provided through the software.

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

- a. is an effective communicator with all stakeholders, including but not limited to colleagues, community members, parents, and students
- b. works effectively with employees, students, and stakeholders
- c. maintains confidentiality when dealing with student, parent, and staff issues
- d. clearly understands administrator's philosophy of behavior expectations and consequences.
- e. maintains an environment of mutual respect, rapport, and fairness

22.6(6)*Validity.*

a. The initial school administration manager authorization shall be valid for three years.

b. The standard school administration manager authorization shall be valid for five years.

22.6(7)*Renewal.*

(1) The initial school administration manager authorization may be renewed once if the applicant has not previously had employment as a school administration manager but can now provide evidence of employment as a school administration manager.

(2)The standard school administration manager authorization may be renewed upon application and verification of successful completion of the following:

*a.*Renewal activities. The applicant for renewal must complete three semester hours of credit through authorized SAMS training or online training courses approved by the board of educational examiners in collaboration with the department of education.

*b.*Child and dependent adult abuse mandatory reporter training. Every renewal applicant must submit documentation of completion of the child and dependent adult abuse mandatory reporter training approved by the state abuse education review panel. A waiver of this requirement may apply under any of the following appropriately documented conditions:

(1)The person is engaged in active duty in the military service of this state or of the United States.

(2)The person has previously renewed a license or another authorization issued by the board of educational examiners and, at that time, reported the completion, within the past five years, of child and dependent adult abuse mandatory reporter training approved by the state abuse education review panel.

22.6(8) *Extension.* A one year extension of the school administration manager authorization may be issued if the applicant does not meet the renewal requirements. The applicant must secure the signature of the superintendent or designee before the extension will be issued.

22.6(9) *Revocation and suspension.*

Criteria of professional practice and rules of the board of educational examiners shall be applicable to the holders of the school administration manager authorization.

22.6(10) *Approval of courses.*

Each institution of higher education, private college or university, community college, area education agency and professional organization that wishes to offer the semester credit hours for the school administration manager authorization must submit course descriptions for each offering to the board of educational examiners for approval. After initial approval, any changes by agencies or institutions in course offerings shall be filed with the board of educational examiners.

NOTICE MEMO

Date: June 21, 2013

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 28 Chapter 13.3, 13.3(3), and 13.17(1) – Applicants from non-Iowa institutions

The proposal is to remove the requirement for full and valid out of state licensure.

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

13.3(2) b. Submit a copy of a valid **or expired** regular teaching certificate or license exclusive of a temporary, emergency or substitute license or certificate, and

282—13.3(3) Requirements for applicants from out-of-state nontraditional teacher preparation programs.

b. Provide a valid **or expired** out-of-state teaching license based on a state-approved nontraditional teacher preparation program.

282—13.17(1) One-year teacher exchange license.

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

~~1. If the applicant's out of state license is expired, a one year teacher exchange license may be issued and the lack of a valid and current out of state license will be listed as a deficiency;~~

~~(7) c. If the lack of a current out of state license was listed as a deficiency, the one year teacher exchange license shall not be converted or extended until a valid and current out of state license is presented to remove the deficiency.~~

NOTICE MEMO

Date: June 21, 2013

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282—13.28(17) Science

Rule 13.28(17) was recently amended, in part to adjust the requirements for the “All science” endorsement. In the previous rule-making documents, the endorsement was mistakenly titled “All science 9-12”. It should be titled “All science 5-12”.

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

13.28(17) Science.

a. through h.: no change

i. All science. 95-12.

Required coursework.

(1) Completion of 36 semester hours of credit in science to include the following:

1. Nine semester hours of credit in earth and space science to include the following essential concepts and skills:

- Understand and apply knowledge of energy in the earth system.
- Understand and apply knowledge of geochemical cycles.
- Understand and apply knowledge of the origin and evolution of the earth system.
- Understand and apply knowledge of the origin and evolution of the universe.

2. Nine semester hours of credit in life science/biological science to include the following essential concepts and skills:

- Understand and apply knowledge of the cell.
- Understand and apply knowledge of the molecular basis of heredity.
- Understand and apply knowledge of the interdependence of organisms.
- Understand and apply knowledge of matter, energy, and organization in living systems.
- Understand and apply knowledge of the behavior of organisms.
- Understand and apply knowledge of biological evolution.

3. Nine semester hours of credit in physics/physical science to include the following essential concepts and skills:

- Understand and apply knowledge of the structure of atoms.
- Understand and apply knowledge of the structure and properties of matter.
- Understand and apply knowledge of motions and forces.
- Understand and apply knowledge of interactions of energy and matter.
- Understand and apply knowledge of conservation of energy and increase in disorder.

4. Nine semester hours of credit in chemistry to include the following essential concepts and skills:

- Understand and apply knowledge of chemical reactions.
- Be able to design and conduct scientific investigations.

(2) Pedagogy competencies.

1. to 4. No change.

DISCUSSION MEMO

Date: June 21, 2013

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282 Chapter 18.10 Superintendent/AEA Administrator
Experience Requirements

The suggested revision would provide for multiple options for superintendent/AEA chief administrator applicants to demonstrate required educational experience.

282—18.10

[\(272\)](#)

Superintendent/AEA administrator.

18.10(1)

Authorization.

The holder of this endorsement is authorized to serve as a superintendent from the prekindergarten level through grade twelve or as an AEA administrator. NOTE: This authorization 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)...

18.10(3)

Administrative experience. The applicant must meet one of the following:

a. The applicant must have had three years of experience as a building principal.

b. The applicant must have three years of other administrative experience in any of the following areas: PK-12 regional education agency administrative experience, PK-12 state department of education administrative experience, PK-12 educational licensing board administrative experience or PK-12 building/district administrative experience while holding a valid Iowa administrator license.

c. The applicant must have six years of teaching and administrative experience provided that at least two years were teaching experience and one year was administrative experience.

DISCUSSION MEMO

Date: June 21, 2013
To: Licensed Iowa Educators
From: Duane Magee, Executive Director, Iowa Board of Educational Examiners
Subject: Tutoring, lessons, and activity camps

The Board of Educational Examiners (“BOEE”) is authorized under Iowa Code section 272.2 to “develop a code of professional rights and responsibilities, practices, and ethics” for all licensed educators. Pursuant to this code section, the BOEE has developed the Code of Professional Conduct and Ethics, which is found in 282 Iowa Administrative Code Chapter 25.

Rule 282—25.3(6)(f) of the Code of Professional Conduct and Ethics states it is an ethical violation for any licensee to “[s]olicit[] students or parents of students to purchase equipment, supplies, or services from the practitioner for the practitioner’s personal advantage.” Ethical violations can lead to a complaint before the BOEE and possible sanctions against a person’s license. With this memorandum, the BOEE seeks to provide guidance on rule 25.3(6)(f), as it pertains to licensees who would like to tutor students, provide music or other types of lessons, or conduct activity camps for pay.

In 2010, the BOEE issued guidance on rule 25.3(6)(f) that focused on the definition of the word “solicit”—to approach with a request or plea. The example of unethical behavior provided was a teacher announcing in class that students should join her detassling crew over the summer, or passing out fliers asking them to join. The element of solicitation remains the key to this rule. Licensees cannot advertise or offer to sell products or services to students or parents of students, and should always be wary of situations that may create the appearance of a conflict of interest. This rule is intended to avoid situations where licensees use their professional positions to seek out money-making opportunities from students or parents of students.

However, the rule is not intended to foreclose all possibilities for licensees to earn extra income using their skills and talents. The BOEE understands that many licensees do provide tutoring services, lessons, or activity camps for students for pay, whether during the summer months or after school. In many cases, these are valuable opportunities for students, and licensees may be the most qualified people in the area to provide them. If a student or parent of a student approaches a licensee and inquires about this sort of arrangement, the licensee should always check with an administrator and consult local district policy. The licensee should also be mindful of rule 282—25.3(4) of the Code of Professional Conduct and Ethics concerning misuse of public funds and property. In situations where a licensee uses school facilities for tutoring, lessons, or camps, there should be some compensation paid by the licensee to the school district. The rental fee does not need to be burdensome. Many districts already have facility rental policies in place, so the licensee should examine those prior to beginning the activity in question.

The BOEE has received very few formal ethics complaints citing rule 25.3(6)(f). Therefore, there is very little precedent for these types of cases, and the BOEE cannot assure licensees that certain behaviors would never lead to a complaint. The most important thing to remember is that licensees

cannot solicit students or parents of students to purchase products or services. The best course of action for any licensee who, without solicitation, is offered an opportunity to make extra money through tutoring or lessons, is to check with a local district administrator. If the licensee is still uncertain about the propriety of the proposed tutoring, lessons, or other arrangements, the licensee should contact BOEE attorney Darcy Lane at darcy.lane@iowa.gov or 515.242.6506.

DISCUSSION MEMO

Date: June 21, 2013

To: Board Members

From: Duane T. Magee, Executive Director, and Dr. Kris Kilibarda, Governor's STEM Advisory Council

RE: STEM Endorsements

In December, a licensure subcommittee of the Governor's STEM Advisory Council, consisting of science, math, industrial technology practitioners, administrators, as well as higher education, DE, and BOEE representatives met to recommend licensure rules to support implementation of Iowa's STEM initiative. The subcommittee recommends the following four sets of rules which will create K-8 and 5-8 STEM endorsements, a K-12 STEM Specialist (modeled after the Board's Content Specialist discussions), a Career and Technical license for engineering, and a 5-12 Engineering endorsement.

13.28(31) STEM Endorsements

a. STEM K-8.

(1) *Authorization.* The holder of this endorsement is authorized to teach science, mathematics, and integrated STEM courses in grades K-8.

(2) *Program requirements.* Be the holder of the Teacher-Elementary Classroom endorsement.

(3) *Content.*

1. Completion of a minimum of twelve semester hours of college level science.
2. Completion of a minimum of twelve semester hours of college level math (or the completion of Calculus I) to include coursework in computer programming.
3. Completion of a minimum of three semester hours of coursework in content and/or pedagogy of engineering and technological design that include engineering design processes or programming logic and problem-solving models. This can be met through either (a) or (b)
 - a. engineering and technological design courses for education majors
 - b. technology or engineering content coursework
4. Completion of a minimum of six semester hours of required coursework in STEM curriculum and methods to include the following essential concepts and skills:
 - Comparing and contrasting the nature and goals of each of the STEM disciplines
 - Promoting learning through purposeful, authentic, real world connections
 - Integration of content and context of all four areas
 - Interdisciplinary/trans-disciplinary approaches to teaching (including but not limited to problem-based learning and project-based learning)
 - Curriculum and standards mapping

- Engaging the subject-matter experts (including but not limited to: colleagues, parents, higher education faculty/students, business partners, and informal education agencies) in STEM experiences in and out of the classroom
 - Assessment of integrative learning approaches
 - Information literacy skills in STEM
 - Processes of science and scientific Inquiry
 - Mathematical problem-solving models
 - Communicating to a variety of audiences
 - Classroom management in project-based classrooms
 - Instructional strategies for the inclusive classroom
 - Computational thinking
 - Mathematical and technological modeling
5. Completion of a STEM field experience of a minimum of 30 contact hours that may be met through the following:
- completing a STEM research experience
 - participating in a STEM internship at a STEM business or informal education organization
 - leading a STEM extracurricular activity

b. STEM 5-8

(1) *Authorization.* The holder of this endorsement is authorized to teach science, mathematics, and integrated STEM courses in grades 5-8.

(2) *Program requirements.* Be the holder a 5-12 science, math, or industrial technology endorsement or 5-8 middle school math or science endorsement.

(3) *Content.*

1. Completion of a minimum of twelve semester hours of college level science.
2. Completion of a minimum of twelve semester hours of college level math (or the completion of Calculus I) to include coursework in computer programming.
3. Completion of a minimum of three semester hours of coursework in content and/or pedagogy of engineering and technological design that include engineering design processes or programming logic and problem-solving models. This can be met through either (a) or (b)
 - a. engineering and technological design courses for education majors
 - b. technology or engineering content coursework
4. Completion of a minimum of six semester hours of required coursework in STEM curriculum and methods to include the following essential concepts and skills:
 - Comparing and contrasting the nature and goals of each of the STEM disciplines
 - Promoting learning through purposeful, authentic, real world connections
 - Integration of content and context of all four areas
 - Interdisciplinary/trans-disciplinary approaches to teaching (including

- but not limited to problem-based learning and project-based learning)
- Curriculum and standards mapping
 - Engaging the subject-matter experts (including but not limited to: colleagues, parents, higher education faculty/students, business partners, and informal education agencies) in STEM experiences in and out of the classroom
 - Assessment of integrative learning approaches
 - Information literacy skills in STEM
 - Processes of science and scientific Inquiry
 - Mathematical problem-solving models
 - Communicating to a variety of audiences
 - Classroom management in project-based classrooms
 - Instructional strategies for the inclusive classroom
 - Computational thinking
 - Mathematical and technological modeling
5. Completion of a STEM field experience of a minimum of 30 contact hours that may be met through the following:
- completing a STEM research experience
 - participating in a STEM internship at a STEM business or informal education organization
 - leading a STEM extracurricular activity

c. STEM Specialist/Coach K-12

(1) *Authorization.* The holder of this endorsement is authorized to serve as a STEM specialist in kindergarten and grades one through twelve.

(2) *Program requirements.*

1. The applicant must have met the requirements for a standard Iowa teaching license and a teaching endorsement in math, science, engineering, industrial technology, or agriculture.
2. Hold a master's degree from a regionally accredited institution. The master's degree must be in math, science, engineering or technology or another area with at least twelve hours of college level science and at least twelve hours of college level math (or completion of Calculus I) to include coursework in computer programming.

(3) *Content.*

1. Completion of a minimum of three semester hours of coursework in content and/or pedagogy of engineering and technological design that include engineering design processes or programming logic and problem-solving models. This can be met through either (a) or (b)
 - a. engineering and technological design courses for education majors
 - b. technology or engineering content coursework
2. Complete nine semester hours in professional development to include the following

essential concepts and skills:

- a. STEM Curriculum and Methods:
 - Comparing and Contrasting the nature and goals of each of the STEM disciplines
 - Promoting learning through purposeful, authentic, real world connections
 - Integration of content and context of all four areas
 - Interdisciplinary/trans-disciplinary approaches to teaching (including but not limited to problem-based learning and project based learning)
 - Curriculum/standards mapping
 - Assessment of integrative learning approaches
 - Information Literacy Skills in STEM
 - Processes of Science/Scientific Inquiry
 - Mathematical problem-solving models
 - Classroom Management in project-based classrooms
 - Instructional strategies for the inclusive classroom
 - Computational thinking
 - Mathematical and technological modeling
 - b. STEM Experiential Learning
 - Engaging the subject-matter experts (including but not limited to: colleagues, parents, higher education faculty/students, business partners, and informal education agencies) in STEM experiences in and out of the classroom
 - STEM research experiences
 - STEM internship at a STEM business or informal education organization.
 - STEM extracurricular activity
 - Communicating to a variety of audiences
 - c. Leadership in STEM
 - STEM curriculum development and assessment
 - Curriculum mapping
 - Assessment of student engagement
 - STEM across the curriculum
 - Research on best practices in STEM
 - STEM curriculum accessibility for all students
3. Complete an internship/externship professional experience or prior professional experience in STEM for a minimum of 90 contact hours.

(for teachers who want to add the engineering endorsement)

13.28(30) Engineering

- (1) Completion of 24 semester hours in engineering coursework
- (2) Methods and strategies of STEM instruction or methods of teaching science or mathematics.

(for non-teachers who want to teach engineering)

Career and Technical License:

17.1(3)

Specialized secondary career and technical endorsement programs.

These are bachelor's degree programs which include specific preparation in career and technical teacher education.

c. Engineering.

- (1) Completion of a baccalaureate degree in engineering.
- (2) Demonstrated career and technical competence in engineering by completion of a minimum of 4,000 hours of practical, hands-on experience in engineering.
- (3) Coursework in foundations of career and technical education, planning and implementing courses and curriculum, methods and strategies of STEM instruction, and assessment of STEM programs and students.

DISCUSSION MEMO

Date: June 21, 2013

To: Board Members

From: Duane T. Magee, Executive Director

RE: Amend IAC 282 Chapter 13.8—Master Educator’s License Requirements

Our current language does not indicate that the required master’s degree needs to be earned from a regionally accredited college or university. This language provides clarity and consistency with our existing requirements for degrees earned.

282—13.8

[\(272\)](#)

Specific requirements for a master educator’s license.

A master educator’s license is valid for five years and may be issued to an applicant who:

1. Is the holder of or is eligible for a standard license as set out in rule [282—13.7\(272\)](#), and
2. Verifies five years of successful teaching experience, and
3. Completes one of the following options:
 - o Master’s degree **from a regionally accredited college or university** in a recognized endorsement area, or
 - o Master’s degree **from a regionally accredited college or university** in curriculum, effective teaching, or a similar degree program which has a focus on school curriculum or instruction

Date: June 21, 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: David Mitchell

License: Folder # 343032

Mr. Mitchell holds a Career and Technical License (expiration date 3/31/2018) with endorsements in 5-12 Food Service and 5-12 Building Trades. He also holds a Behind the Wheel Driving Instructor Authorization (expiration date 6/4/14). His application to add the classroom driver's education endorsement was denied.

Reason for Waiver: Mr. Mitchell would like to teach the classroom portion of driver's education courses. He would like the Board to waive the requirement that all endorsements added to a Career and Technical License must be "in occupations and specialty 'fields' that are recognized in career and technical service areas and career cluster areas."

Rule Citation: **282—17.2(272) Requirements for the initial career and technical secondary license.** This license is valid for five years. This license is provided to noneducators entering the education profession to instruct in occupations and specialty "fields" that are recognized in career and technical service areas and career cluster areas.

Rationale: Mr. Mitchell took the coursework to prepare for the classroom portion of driver's education, because he was unaware he could not add this endorsement to a Career and Technical License. He believes he is well-qualified to teach the classroom portion of driver's education, and the current classroom teacher in his district is nearing retirement.

Hardship: Mr. Mitchell lists the following hardships: his inability to earn extra income as a driver's education instructor, wasted time and resources spent on taking the coursework, and non-achievement of a personal goal.

Prejudice to Others: In his application, Mr. Mitchell states he believes that if the Board were to grant his request for a waiver there would be only positive consequences and no prejudice to the rights of others.

Safety and welfare of others: Mr. Mitchell believes granting this waiver would increase the safety and welfare of others, because he is a well-prepared driver's education instructor and a positive role model for students. He enclosed a letter of recommendation that confirms he is "enthusiastic, caring, and relates well with students and staff" in his current position as a Plant Operations Manager and supervisor of the food services program at Midland Park School (State Training School).

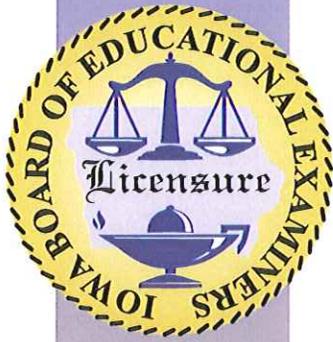
Recommendation: Deny the waiver

Rationale: The Career and Technical License is designed for specific types of endorsements, as stated in rule 282—17.2. Allowing an applicant to add the classroom driver’s education endorsement to a career and technical license would open a door to requests from other CTE licensees who could request to add endorsements previously only issued to people with full teaching licenses.

Hardship: Mr. Mitchell does cite some hardships in his application, but the Board must find *undue* hardship in order to grant the petition for waiver. Arguably, not being able to take a job because one lacks the proper endorsement is not an undue hardship. Nearly all applicants for waivers are facing this situation. Mr. Mitchell also points to wasted time and resources in taking the classroom driving instructor coursework. Board staff could have informed him before he took these courses that he would not be eligible to add the classroom driver’s education endorsement.

Prejudice to Others: There are no previous waiver requests on file that address this issue. Granting the waiver could cause prejudice to others in the form of disparate treatment, because other CTE licensees are not able to add endorsements reserved for those who hold a teaching license.

Safety and welfare of others: Mr. Mitchell has stated he would be an effective classroom driver’s education teacher and a good role model, and this is likely true. However, granting this request for waiver would create precedent that could allow future petitioners to argue they should be able to add any endorsement to a Career and Technical license. This is not the intent of the Career and Technical chapter, and it is possible that harm to the safety and welfare of students could result.



Date: June 21, 2013

To: Board Members

From: Laura Stevens, Board Chair

Re: Committee Assignments for FY 14

The committee assignments for FY 14 are as follows:

Executive Committee

Laura Stevens
Jason Glass (DE Director or Designee)
Dan Dutcher
Andy Pattee
Richard Wortmann
Duane Magee, Executive Director

Professional Practices Committee

Tammy Duehr
Brenda Garcia-Van Auken
Ann Lebo
Anne Sullivan
Duane Magee, Executive Director
Darcy Lane, Attorney/Investigator
Jim McNellis, Investigator
Julie Bussanmas, Assistant Attorney General

Board Operating Guidelines

Larry Hill
Mary K. Overholtzer
Jay Prescott