

STATE OF IOWA
BOARD OF EDUCATIONAL EXAMINERS
Educational Leadership and Support Center (ELSC)
2500 Edgewood Rd. NW, Cedar Rapids, IA 52405

2018-2019 BoEE Goals

- Goal 1: The Board will develop rules for practitioner licensure that maintain high standards, are research based, and provide flexibility in attainment in all credential types, especially in shortage areas.
- Goal 2: The Board will address Special Education requirements.
- Goal 3: The Board will review secondary endorsement criteria in response to shortages.

BOARD RETREAT - AGENDA

Thursday, June 20, 2019

TIMES ARE APPROXIMATE

Lunch on your own

1:00 p.m. Call Meeting to Order by Board Chair

Discussion/Work Session

- a. NASDTEC Reciprocity
 - a. [Interstate Agreement](#)
- b. Micro-Credentialing
 - a. [NEA Stacks](#)
- c. October 18, 2019 Board Mtg.-Reschedule to October 25, 2019
- d. [2018-2019 Accomplishments](#)
- e. [FY20 Goals and Legislative Priorities](#)
- f. [FY20 Board Presentations](#)
 - a. [FY19 Board Presentations](#)

2:00 p.m. Presentation: Teacher Preparation Programs
Coe College - Dr. Nancy Hayes and Sarah Kress
Mt. Mercy College - Dr. Jennifer Rasmussen
Cornell College - Cindy Postler and Kate Kauper

3:00 p.m. Presentation: Every Learner: Future Ready! - Cedar Rapids
Community School District - Joy Briscoe, HR Diversity Recruiter
and Noreen Bush, Deputy Superintendent

Tour of Educational Leadership and Support Center (ELSC)

4:00 p.m. Discussion/Work Session (continued)

- a. [FY20 Board Committee Assignments](#)
- b. "The Life of a Case" - Allison Schmidt, AAG

4:30 p.m. Adjourn
Professional Practices Committee will meet following the Board Retreat

6:00 p.m. Dinner - The Longbranch Restaurant (90 Twixt Town Rd., Cedar Rapids)

STATE OF IOWA
BOARD OF EDUCATIONAL EXAMINERS
Iowa BIG
415 12th Avenue SE, Cedar Rapids, IA 52401

BOARD MEETING - AGENDA
Friday, June 21, 2019

TIMES ARE APPROXIMATE

- 9:00 a.m.** **Call Meeting to Order by Executive Director**
- Board Officer Election (2019-2021) (Chair and Vice Chair)**
- Approve the Agenda** [Tab A](#)
- Consent Agenda**
- a. Minutes from May 17, 2019 board meeting [Tab B](#)
- Professional Practices - Licensee Discipline – Closed Session – Board Members Only (roll call)**
- Open Session**
- a. Results of closed session announced
- b. Approve closed session minutes from May 17, 2019 board meeting
- c. Reinstatement(s)
1. Case No. 18-122 Corry Valeika
- Communication from the Public**
- Board Communications**
- a. Board Member Reports
- b. Executive Director’s Report
1. Legislative Update [Tab C](#)
2. Licensure Update [Tab D](#)
3. Financial Update
4. FY 20 Budget
5. Agency Update
6. NASDTEC Conference, Denver, CO (June 2-4, 2019)
7. Micro-Credential Summit, Louisville, KY (June 18-19, 2019)
8. NASDTEC Professional Practices Institute (PPI) - October 16-18, 2019 (San Antonio, TX)
- 11:00 a.m.** **Presentation: Iowa BIG, Trace Pickering, Executive Director**
- Tour of Iowa BIG**
- 12:00 p.m.** **Lunch for Board Members**

12:30 p.m. Rules [Iowa Administrative Code - Chapter 282 (272)]

- a. ***Adopt***
 - 1. None
- b. ***ARRC Review Pending***
 - 1. IAC 282 Chapter 22 - Pre-Service Substitute License (ARC 4501C) [Tab E](#)
 - 2. IAC 282 Chapter 13 - Temporary Initial (ARC 4502C) [Tab F](#)
 - 3. IAC 282 Chapters 9, 25 - Student Loan Default (ARC 4503C) [Tab G](#)
 - 4. IAC 282 Multiple Chapters - Mandatory Reporter Changes (ARC 4504C) [Tab H](#)
- c. ***Notice***
 - 1. IAC 292 Chapter 11 - Mandatory Filing - 30-day filing [Tab I](#)
- d. ***Items for Discussion***
 - 1. None

Waivers

- 1. PFW 19-05 Eric Knost [Tab J](#)

Reports/Approvals

- 1. Chair Appoints Committee Assignments
 - a. Executive Committee
 - b. Professional Practices Committee
 - c. Operating Guidelines Committee
- 2. 2018-19 Consultant Presentations [Tab K](#)
- 3. Continue Discussion on Thursday's Topics (if needed)

2:00 p.m. Adjournment

UPCOMING MEETINGS:

No Meeting in July

Wednesday, August 7, 2019 (telephonic)

Friday, September 13, 2019

1 Behrens – yes; Bice – yes; Harper – yes; Overholtzer – yes; Schipper – yes; Schoening –
2 yes; Voss – yes; Williamson – yes; Yedlik – yes. **MOTION CARRIED UNANIMOUSLY.**

3

4 Sara Yedlik moved, with a second by Tony Voss, that in **case number 18-181**, the
5 Board find that, although one or more of the allegations in the complaint may be
6 substantiated by the witnesses interviewed in the course of the investigation [and/or]
7 the documents gathered in the course of the investigation, and the allegations may
8 constitute a technical violation of the board’s statute or administrative rules; the
9 evidence before the board indicates that the alleged violation was an isolated incident.

10 The Board will not pursue formal disciplinary action in this matter. Roll call vote:

11 Athay – yes; Behrens – yes; Bice – yes; Harper – yes; Overholtzer – no; Schipper – yes;
12 Schoening – yes; Voss – yes; Williamson – yes; Yedlik – yes. **MOTION CARRIED.** (Dr.

13 Lebo left the room during the discussion of this case in closed session.)

14

15 Tony Voss moved, with a second by Sara Yedlik, that in **case number 18-155**, the
16 Board find probable cause to establish a violation of the following provisions of the
17 Code of Professional Conduct and Ethics, 282 IAC rules 25.3(7)(d), and order this case
18 set for hearing. **MOTION CARRIED UNANIMOUSLY.** (Dr. Lebo left the room during
19 the discussion of this case in closed session.)

20

21 David Schipper moved, with a second by Sara Yedlik that in **case number 19-30**, the
22 Board find probable cause to establish a violation of the following provisions of the
23 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(2)(b), and order this case
24 set for hearing. Roll call vote: Athay – yes; Behrens – yes; Bice – yes; Harper – yes;
25 Overholtzer – yes; Schipper – yes; Schoening – recused; Voss – yes; Williamson – yes;
26 Yedlik – yes. **MOTION CARRIED.**

27

28 Tony Voss moved, with a second by Sara Yedlik, that in **case number 19-27**, the
29 Board find probable cause to establish a violation of the following provisions of the
30 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(5)(a)(2), and order this
31 case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

32

1 Tony Voss moved, with a second by David Schipper, that in **case number 19-26**, the
2 Board find probable cause to establish a violation of the following provisions of the
3 Code of Professional Conduct and Ethics, 282 IAC rules 25.3(6)(c) and (d), and order
4 this case set for hearing. Roll call vote: Athay – yes; Behrens – yes; Bice – yes; Harper
5 – recused; Overholtzer – yes; Schipper – yes; Schoening – yes; Voss – yes; Williamson –
6 yes; Yedlik – yes. **MOTION CARRIED.**

7
8 Tony Voss moved, with a second by Sara Yedlik, that in **case number 19-13**, the
9 Board find probable cause to establish a violation of the following provisions of the
10 Code of Professional Conduct and Ethics, 282 IAC rules 25.3(1)(e)(4) and 25.3(6)(c),
11 and order this case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

12
13 Sara Yedlik moved, with a second by David Schipper, that in **case number 19-10**, the
14 Board find probable cause to establish a violation of the following provisions of the
15 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(2)(b), and order this case
16 set for hearing. **MOTION CARRIED UNANIMOUSLY.**

17
18 David Schipper moved, with a second by Tony Voss, that in **case number 18-183**, the
19 Board find probable cause to establish a violation of the following provisions of the
20 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(2)(a) and (b), and order
21 this case set for hearing. Roll call vote: Athay – yes; Behrens – yes; Bice – yes; Harper
22 – yes; Overholtzer – yes; Schipper – yes; Schoening – yes; Voss – yes; Williamson –
23 recused; Yedlik – yes. **MOTION CARRIED.**

24
25 Tony Voss moved, with a second by Sara Yedlik, that in **case number 19-24**, the
26 Board find probable cause to establish a violation of the following provisions of the
27 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(1)(e)(1) and 25.3(6)(c), and
28 order this case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

29
30 Larry Bice moved, with a second by Sara Yedlik, that in **case number 18-178**, the
31 Board find that the evidence gathered in the investigation, including witness
32 statements and the documentary evidence, does not substantiate the allegations in the

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

3
4 Sara Yedlik moved, with a second by Larry Bice, that in **case number 18-179**, the
5 Board find that the evidence gathered in the investigation, including witness
6 statements and the documentary evidence, does not substantiate the allegations in the
7 complaint, and that the Board therefore lacks probable cause to proceed with this
8 matter. **MOTION CARRIED UNANIMOUSLY.**

9
10 David Schipper moved, with a second by Tony Voss, that in **case number 19-14**, the
11 Board find probable cause to establish a violation of the following provisions of the
12 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(1)(e)(4), and order this
13 case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

14
15 Tony Voss moved, with a second by Sara Yedlik, that in **case number 19-37**, the
16 Board find that, although one or more of the allegations in the complaint may be
17 substantiated by the witnesses interviewed in the course of the investigation [and/or]
18 the documents gathered in the course of the investigation, and the allegations may
19 constitute a technical violation of the board's statute or administrative rules; the
20 evidence before the board indicates that the alleged violation was an isolated incident,
21 and adequate steps have been taken to remedy the violation and to ensure that
22 incidents of a similar nature do not occur in the future. The Board will not pursue
23 formal disciplinary action in this matter. **MOTION CARRIED UNANIMOUSLY.**

24
25 Sara Yedlik moved, with a second by Tony Voss, that in **case number 19-38**, the
26 Board find that, although one or more of the allegations in the complaint may be
27 substantiated by the witnesses interviewed in the course of the investigation [and/or]
28 the documents gathered in the course of the investigation, and the allegations may
29 constitute a technical violation of the board's statute or administrative rules; the
30 evidence before the board indicates that adequate steps have been taken to remedy
31 the violation and to ensure that incidents of a similar nature do not occur in the
32 future. The Board will not pursue formal disciplinary action in this matter. **MOTION**
33 **CARRIED UNANIMOUSLY.**

1 David Schipper moved, with a second by Tony Voss, that in **case number 19-16**, the
2 Board find that the evidence gathered in the investigation, including witness
3 statements and the documentary evidence, does not substantiate the allegations in the
4 complaint, and that the Board therefore lacks probable cause to proceed with this
5 matter. Roll call vote: Athay – yes; Behrens – yes; Bice – yes; Harper – recused;
6 Overholtzer – no; Schipper – yes; Schoening – no; Voss – yes; Williamson – yes; Yedlik
7 – yes. **MOTION CARRIED.**

8
9 Tony Voss moved, with a second by Sara Yedlik, that the Board accept the
10 respondent’s waiver of hearing and voluntary surrender in **case number 19-29**, and
11 that the Board issue an order permanently revoking the license with no possibility of
12 reinstatement. **MOTION CARRIED UNANIMOUSLY.**

13
14 Sara Yedlik moved, with a second by Tony Voss, that in **case number 18-191**, the
15 Board accept the agreement submitted by the parties, and issue an Order
16 incorporating the agreement of the parties and imposing the agreed upon sanction.
17 **MOTION CARRIED UNANIMOUSLY.**

18
19 Tony Voss moved, with a second by Larry Bice, that in **case number 19-09**, the Board
20 accept the agreement submitted by the parties, and issue an Order incorporating the
21 agreement of the parties and imposing the agreed upon sanction. Roll call vote: Athay
22 – yes; Behrens – yes; Bice – yes; Harper – yes; Overholtzer – yes; Schipper – recused;
23 Schoening – yes; Voss – yes; Williamson – yes; Yedlik – yes. **MOTION CARRIED.**

24
25 Sara Yedlik moved, with a second by Tony Voss, that the Board not initiate review of
26 the proposed decision in **case number 18-97, In the Matter of Amy Skinner**, and
27 allow the proposed decision to become the final decision of the Board unless an appeal
28 is taken by one of the parties within the time allowed by rule. **MOTION CARRIED**
29 **UNANIMOUSLY.** (Allison Schmidt left the room during the discussion of this case in
30 closed session.)

31
32 Tony Voss moved, with a second by Sara Yedlik, that the Board accept the proposed
33 decision in **case number 17-191, In the Matter of Adam Macke**, as the final

1 decision of the board. **MOTION CARRIED UNANIMOUSLY.** (Allison Schmidt left the
2 room during the discussion of this case in closed session.)

3
4 Sara Yedlik moved, with a second by Tony Voss, that the Board extend the 180-day
5 deadline for issuance of the final decision in **case number 18-169**, based upon the
6 need to conduct the hearing set for August 8, 2019, and the need to review the
7 proposed decision. Roll call vote: Athay – yes; Behrens – yes; Bice – yes; Harper – yes;
8 Overholtzer – yes; Schipper – yes; Schoening – recused; Voss – yes; Williamson – yes;
9 Yedlik – yes. **MOTION CARRIED.** (Allison Schmidt left the room during the
10 discussion of this case in closed session.)

11
12 Tony Voss moved, with a second by David Schipper, that the Board extend the 180-
13 day deadline for issuance of the final decision in **case number 18-170**, based upon
14 the amount of time needed to complete the investigation. Roll call vote: Athay – yes;
15 Behrens – yes; Bice – yes; Harper – yes; Overholtzer – yes; Schipper – yes; Schoening –
16 recused; Voss – yes; Williamson – yes; Yedlik – yes. **MOTION CARRIED.** (Allison
17 Schmidt left the room during the discussion of this case in closed session.)

18
19 Sara Yedlik moved, with a second by David Schipper, that the Board extend the 180-
20 day deadline for issuance of the final decision in **case number 18-171**, based upon
21 the amount of time needed to complete the investigation due to pending criminal
22 charges. **MOTION CARRIED UNANIMOUSLY.** (Allison Schmidt left the room during
23 the discussion of this case in closed session.)

24
25 Tony Voss moved, with a second by Sara Yedlik, that the Board extend the 180-day
26 deadline for issuance of the final decision in **case number 18-172**, based upon the
27 need to schedule the hearing and the need to review the proposed decision. **MOTION**
28 **CARRIED UNANIMOUSLY.** (Dr. Ann Lebo and Allison Schmidt left the room during
29 the discussion of this case in closed session.)

30
31 Sara Yedlik moved, with a second by Tony Voss, that the Board extend the 180-day
32 deadline for issuance of the final decision in **case number 18-173**, based upon the
33 need to schedule the hearing and the need to review the proposed decision. **MOTION**

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

3
4 Tony Voss moved, with a second by Sara Yedlik, that the Board extend the 180-day
5 deadline for issuance of the final decision in **case number 18-182**, based upon the
6 need to conduct the hearing set for August 15, 2019, and the need to review the
7 proposed decision. Roll call vote: Athay – yes; Behrens – recused; Bice – yes; Harper –
8 yes; Overholtzer – yes; Schipper – yes; Schoening – yes; Voss – yes; Williamson – yes;
9 Yedlik – yes. **MOTION CARRIED.** (Allison Schmidt left the room during the
10 discussion of this case in closed session.)

11
12 Sara Yedlik moved, with a second by Tony Voss, that the Board extend the 180-day
13 deadline for issuance of the final decision in **case number 18-183**, based upon the
14 need to schedule the hearing and the need to review the proposed decision. Roll call
15 vote: Athay – yes; Behrens – yes; Bice – yes; Harper – yes; Overholtzer – yes; Schipper
16 – yes; Schoening – yes; Voss – yes; Williamson – recused; Yedlik – yes. **MOTION**
17 **CARRIED.** (Allison Schmidt left the room during the discussion of this case in closed
18 session.)

19
20 Sara Yedlik moved, with a second by Tony Voss, that the Board extend the 180-day
21 deadline for issuance of the final decision in **case number 18-184**, based upon the
22 need to conduct the hearing set for June 17, 2019, and the need to review the
23 proposed decision. **MOTION CARRIED UNANIMOUSLY.** (Allison Schmidt left the
24 room during the discussion of this case in closed session.)

25
26 Tony Voss moved, with a second by Sara Yedlik, that the Board extend the 180-day
27 deadline for issuance of the final decision in **case number 18-185**, based upon the
28 need to conduct the hearing set for July 30, 2019, and the need to review the
29 proposed decision. **MOTION CARRIED UNANIMOUSLY.** (Allison Schmidt left the
30 room during the discussion of this case in closed session.)

31
32 Tony Voss moved, with a second by David Schipper, that the Board extend the 180-
33 day deadline for issuance of the final decision in **case number 18-186**, based upon

1 the need to schedule the hearing, and the need to review the proposed decision.
2 **MOTION CARRIED UNANIMOUSLY.** (Allison Schmidt left the room during the
3 discussion of this case in closed session.)
4

5 Tony Voss moved, with a second by Sara Yedlik, that the Board extend the 180-day
6 deadline for issuance of the final decision in **case number 18-188**, based upon the
7 need to conduct the hearing set for June 24, 2019, and the need to review the
8 proposed decision. **MOTION CARRIED UNANIMOUSLY.** (Allison Schmidt left the
9 room during the discussion of this case in closed session.)
10

11 Sara Yedlik moved, with a second by Tony Voss, that the Board extend the 180-day
12 deadline for issuance of the final decision in **case number 18-193**, based upon the
13 need to conduct the hearing set for July 8, 2019, and the need to review the proposed
14 decision. **MOTION CARRIED UNANIMOUSLY.** (Allison Schmidt left the room during
15 the discussion of this case in closed session.)
16

17 Sara Yedlik moved, with a second by Dave Schipper, that the Board extend the 180-
18 day deadline for issuance of the final decision in **case number 18-199**, based upon
19 the need to conduct the hearing set for July 25, 2019, and the need to review the
20 proposed decision. **MOTION CARRIED UNANIMOUSLY.** (Allison Schmidt left the
21 room during the discussion of this case in closed session.)
22

23 Sara Yedlik moved, with a second by David Schipper, that the Board approve the
24 closed session minutes from April 12, 2019. **MOTION CARRIED UNANIMOUSLY.**
25

26 Communication from the Public

27 None.
28

29 Board Member Reports

30 Sara Yedlik is excited that the board will be in Cedar Rapids on June 20-21 for the
31 board retreat and board meeting. The Cedar Rapids Community School is honored to
32 be hosting.
33

1 Executive Director's Report – Dr. Lebo

2 Legislative Update: Dr. Lebo provided an overview of bills that have passed that affect
3 education and/or licensure.

4
5 Agency Update: We are continuing to transition our IT support to OCIO; changing our
6 networks and servers.

7
8 The board members received Chromebooks replacing their laptops.

9
10 We are continuing to look at the potential to relocate but there is nothing definitive at
11 this time. Confidentiality and security are the primary reasons to relocate.

12
13 Licensing System Update: Frontline has been closed down and applications are now
14 being processed in the new system. We have received a quote to continue support and
15 storage from Salesforce and there is no increase in the cost.

16
17 Financial Update: Dr. Lebo reviewed the financial report.

18
19 Dr. Lebo attended the CCSSO TLLC Meeting on May 7-8, 2019 to Salt Lake City, UT
20 on behalf of the Department of Education as the Chief Talent Officer. She provided an
21 update to the Board regarding topics discussed at the meeting regarding teacher
22 shortages, licensure issues, national recruiting, coherence and strategies.

23
24 Dr. Lebo and Joanne Tubbs will be attending the NASDTEC Annual Conference in
25 Denver, CO on June 2-4, 2019. There will be several sessions on reciprocity,
26 licensure expectations, teacher preparation and in-services. They will provide an
27 update to the Board regarding the conference at our June retreat/meeting.

28
29 Dr. Lebo and Dr. Linda Espey will be attending the Micro-Credential Summit in
30 Louisville, KY on June 18-19, 2019. This year's forum will bring together
31 representation from local, state and national education organizations to discuss
32 progress made in various states which use micro-credentials as one component of a

1 continuous professional learning system. Dr. Lebo will provide an update to the Board
2 regarding the summit at our June retreat/meeting.

3
4 The board meeting and retreat is scheduled for June 20-21, 2019, in Cedar Rapids.
5 The retreat will take place at the Educational Leadership and Support Center (ELSC)
6 on June 20th and the board meeting will take place on June 21st at Iowa BIG. We will
7 be touring the ELSC and Iowa BIG; hearing presentations from the area colleges
8 regarding their teacher preparation programs; and representatives of the Cedar Rapids
9 Community School District will present regarding, “Every Learner: Future Ready!”

10
11 Stakeholder Presentation

12 Beginning teachers, as well as their mentors, from the West Branch Community
13 School District and Perry Community District, shared their experiences regarding their
14 pathway to licensure; how prepared they felt when they started in the profession;
15 licensure issues now as far as adding endorsements, conditional licensure, etc.;;
16 importance of ethics.

17
18 Stakeholder Presentation

19 Aileen Sullivan, 2018 Iowa Teacher of the Year, shared her experiences as teacher of
20 the year.

21
22 Rules

23 Adopt:

24 None.

25
26 ARRC Review Pending:

27 None.

28
29 Notice:

30 Tony Voss moved, with a second by Larry Bice, to notice the proposed changes to IAC
31 282 Chapter 22.2(4) – Preservice Substitute Authorization with the exception of the
32 sentence, “If the requirements in 22.2(4)(a) are not maintained during the term of this

1 authorization, the authorization will become void.” **MOTION CARRIED**
2 **UNANIMOUSLY.**

3
4 Tony Voss moved, with a second by Larry Bice, to notice the proposed changes to IAC
5 282 Chapter 13.6 – Temporary Initial. **MOTION CARRIED UNANIMOUSLY.**

6
7 Tony Voss moved, with a second by Larry Bice, to notice the proposed changes to IAC
8 282 Chapter 25.3(7) – Student Loan. **MOTION CARRIED UNANIMOUSLY.**

9
10 Sara Yedlik moved, with a second by David Schipper, to notice the proposed changes
11 to IAC 282 Chapters 15, 19, 22, 23, 24 – Mandatory Reporter. **MOTION CARRIED**
12 **UNANIMOUSLY.**

13
14 Items for Discussion:

15 IAC 282 Chapter 11 – Mandatory Reporting – 30-day filing. The proposed amendment
16 is intended to implement House File 637, which states that required reports of
17 misconduct under Iowa Code section 272.15 shall be submitted within thirty days of
18 the disciplinary action or awareness of misconduct that necessitated the report. The
19 amendment below is to 282—11.37 regarding mandatory reporting. Other potential
20 (and optional) rule changes in response to this bill include:

- 21 • Adding a specific disciplinary ground to the Code of Professional Conduct and
22 Ethics for failing to make a required report (currently this would be a complaint
23 under 282—25.3(6)(m) regarding compliance with applicable state laws)
- 24 • Adding failure to make a required report as a permissive ground for denial of an
25 application under 282—11.35
- 26 • Adding to 282—11.4 which sets out scenarios in which the Executive Director
27 can file a complaint

28
29 Petition for Waiver

30 None.

1 Reports/Approvals

2 Tony Voss moved, with a second by David Schipper, to approve the updates to the
3 Board Operating Guidelines. **MOTION CARRIED UNANIMOUSLY.**

4

5 Joanne Tubbs reviewed Micro-Externships for Educators as renewal credit. A
6 maximum of one renewal unit may be earned for each unique content-related micro-
7 externship approved by the employing Iowa school district. The externship must be a
8 minimum of 40 hours. Renewal credits may not be earned if college credits are also
9 earned for the same externship. Tony Voss moved, with a second by Larry Bice, to
10 approve the Micro-Externships for Educators as renewal credit. **MOTION CARRIED**
11 **UNANIMOUSLY.**

12

13 Ethics Training Feedback – Joanne Tubbs updated the Board and shared her feedback
14 from districts who have utilized our ethics training.

15

16 There being no further business, Tony Voss moved, with a second by David Schipper,
17 to adjourn the meeting at 2:25 p.m.

18

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33

To: BoEE - Executive Director, Dr. Ann Lebo
 cc: Dave Heuton, Mirela Jusic

From: Mike Cornelison

Date: June 3, 2019

Re: **FY 2019 FINANCIAL ANALYSIS**
Period 11 - May 2019

NOTE 1: Cash Balance Review

Unit	Current Cash Balance	Projected FYE Cash Balance
9397 - BoEE	\$907,876	\$754,424
2217 - Teachers Cert Clrg	0	0
	<u>\$907,876</u>	<u>\$754,424</u>

Areas to Monitor:

RED:



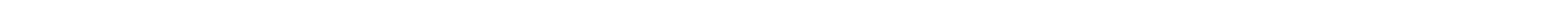
YELLOW:

Replacement cost for Frontline licensing system (FY19 is final year of 6 year agreement)
 OCIO consulting fees for the BoEE IT assessment and licensure system.
 BoEE office relocation tbd (not included in FY19 forecast).



GREEN:

FY20 & FY21 budgets submitted to DOM on October 1.
 Governor's Budget Hearing held November 15.
 FY20 Budget true-up in May/June.



Outstanding issues that may affect the financial statements

Questions and review of financials:

Accounting conventions:

Financial statements have been prepared on the cash basis.
 For Fiscal 2019, July & December are "3 Payroll" months.
 Budget or forecast updates will be discussed during the monthly financial review meetings and will be included in the next months financials.

Other Information:

mike.cornelison@iowa.gov

515-336-9435

Fund: 0001 General Fund

Unit: 9397

Sub Unit: Blank

Appropriation: WZ9

Board of Educational Examiners

FY 2019

EDas Customer Number: 1100

Percent of Year Complete 92%

Obj/Rev Class	Obj/Rev Class Name	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	HO13	HO14	HO15	YTD	End of Year Forecast	Annual Budget	Percent of Budget	Percent of Budget
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Actual	(C=A+B)	(D)	To Date
	Balance Brought Forward from Prior Year	100,000	937,544														1,037,544	1,037,544	998,096		
	Balance Carried Forward to Next Year																				
Revenue Collected																					
234	Gov Transfer In Other Agencies	-	-	-	-	246	-	-	-	-	-	-	54	-	-	-	246	300	300	82%	100%
401	Fees, Licenses & Permits	175,527	244,213	146,757	158,457	120,797	108,233	152,157	121,453	121,073	145,382	178,594	237,156	-	-	-	1,672,641	1,909,797	2,100,000	80%	91%
704	Other	44,573	58,965	54,079	56,311	40,885	41,335	46,126	43,419	42,968	62,656	44,844	51,478	-	-	-	536,161	587,639	617,231	87%	95%
Total Revenues:		220,100	303,178	200,836	214,768	161,928	149,568	198,283	164,872	164,041	208,038	223,438	288,688	-	-	-	2,209,048	2,497,736	2,717,531	81%	92%
Total Resources		320,100	1,240,722	200,836	214,768	161,928	149,568	198,283	164,872	164,041	208,038	223,438	288,688	-	-	-	3,246,592	3,535,280	3,715,627		
Expenditures																					
101	Personal Services	110,742	100,414	115,763	116,280	115,687	180,462	106,841	110,223	100,578	114,804	114,839	116,535	64,094	-	-	1,286,632	1,467,262	1,511,881	85%	97%
202	In State Travel	-	1,432	637	3,093	1,791	620	1,903	-	1,278	1,349	2,453	315	341	-	-	14,556	15,212	10,000	146%	152%
203	State Vehicle Operation	-	50	-	812	-	-	-	-	-	-	-	100	-	-	-	863	963	1,200	72%	80%
204	State Vehicle Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,920	0%	0%
205	Out Of State Travel	-	-	(470)	2,729	(55)	-	-	642	-	2,736	1,005	2,400	-	-	-	6,586	8,986	5,000	132%	180%
301	Office Supplies	-	5,684	52	335	82	340	87	309	109	6,551	227	970	(3,650)	-	-	13,774	11,094	12,000	115%	92%
303	Equipment Maintenance Supplies	-	-	-	-	-	-	-	-	-	-	-	4,000	-	-	-	-	4,000	8,000	0%	50%
308	Other Supplies	-	131	-	-	-	-	57	-	610	-	-	-	-	-	-	798	798	8,000	0%	0%
309	Printing & Binding	-	-	51	-	103	182	1	177	-	-	1	370	65	-	-	514	949	1,000	51%	95%
313	Postage	-	573	702	447	530	447	391	611	559	441	524	700	625	-	-	5,225	6,550	8,000	65%	82%
401	Communications	-	1,932	1,163	1,175	1,271	1,184	1,184	1,185	1,185	1,186	1,184	1,200	1,200	-	-	12,649	15,049	15,000	84%	100%
402	Rentals	1,860	-	-	235	-	75	-	-	-	1,550	-	750	(1,300)	-	-	3,721	3,171	5,000	74%	63%
405	Prof & Scientific Services	-	50	-	268	98	264	50,206	(48,800)	368	150	126	725	655	-	-	2,731	4,111	7,000	39%	59%
406	Outside Services	-	149	-	69	10	44	35	45	96	-	-	870	600	-	-	447	1,917	15,000	3%	13%
408	Advertising & Publicity	-	-	-	48	-	-	-	-	-	-	-	-	-	-	-	48	48	2,000	2%	2%
409	Outside Repairs/Service	-	-	-	-	-	-	-	-	-	-	-	-	300	-	-	-	300	1,000	0%	30%
414	Reimbursements To Other Agency	-	617	1,679	8,744	4,417	2,889	3,309	3,212	3,500	3,795	4,798	3,600	3,600	-	-	36,960	44,160	5,000	739%	883%
416	ITD Reimbursements	-	4,516	1,453	3,122	4,108	47,244	150,923	99,563	12,050	126,125	121,969	102,500	47,200	-	-	571,072	720,772	15,000	3807%	4805%
418	IT Outside Services	-	-	-	39,205	-	-	-	48,800	-	-	-	-	-	-	-	88,005	88,005	800,000	11%	11%
432	Attorney General Reimbursement	-	-	6,667	3,333	4,722	3,485	3,333	3,333	3,337	3,335	3,333	3,333	4,333	-	-	34,879	42,545	45,000	78%	95%
433	Gov Transfer Auditor of State	-	-	-	-	-	-	-	-	-	-	-	-	200	-	-	-	200	1,000	0%	20%
434	Gov Transfer Other Agencies	-	-	22,124	28,779	37,362	-	46,270	-	17,296	42,906	24,594	21,751	21,751	21,756	-	219,332	284,590	742,200	30%	38%
501	Equipment	-	-	-	-	-	-	-	-	-	-	-	5,000	-	-	-	-	5,000	10,000	0%	50%
502	Office Equipment	-	-	-	-	-	-	-	-	-	-	-	500	-	-	-	-	500	2,000	0%	25%
503	Equipment-Non Inventory	-	-	-	-	-	-	-	-	-	-	-	-	500	-	-	-	500	2,000	0%	25%
510	IT Equipment & Software	-	-	2,702	-	-	-	-	-	-	899	4,868	3,980	1,390	-	-	8,468	13,838	20,000	42%	69%
602	Other Expenses & Obligations	-	-	4,366	5,407	3,329	3,420	2,748	2,572	3,424	2,853	2,940	2,500	6,380	-	-	31,059	39,939	30,000	104%	133%
702	Fees	-	30	-	-	-	-	-	-	-	-	-	-	-	-	-	30	30	-	0%	0%
705	Refunds-Other	-	-	-	50	-	-	-	95	-	135	85	-	-	-	-	365	365	3,000	12%	12%
Total Expenditures:		112,603	115,578	156,887	214,131	173,455	240,656	367,287	221,966	144,294	308,911	282,947	267,099	153,284	21,756	-	2,338,716	2,780,856	3,279,201	71%	85%
Current Month Operations		107,497	187,599	43,949	637	(11,528)	(91,088)	(169,004)	(57,094)	19,747	(100,873)	(59,510)	21,588	(153,284)	(21,756)	-	(129,668)	(283,120)	(561,670)		
Cash Balance		207,497	1,332,640	1,376,589	1,377,226	1,365,698	1,274,610	1,105,606	1,048,512	1,068,258	967,385	907,876	929,464	776,180	754,424	754,424		754,424	436,426		

FOOTNOTES

Expenditures

- 101 Personal Services - July & December have 3 payroll warrants written.
- 202 In State Travel - Employee travel and Board Meeting expense. \$1,053 of the May expense is for the Board Meeting.
- 205 Out of State Travel - May expense is for the TLLC and School Leadership event in Salt Lake City.
- 301 Office Supplies - April expense includes the FY20 NASDTEC membership fee. This expense will be moved to FY20 in HO13.
- 308 Other Supplies - March expense is for Board members pictures & frames.
- 401 Communication - Cell phone and ICN Voice usage.
- 402 Rentals - April expense is for exhibit booths for the SAI & IASB events.
- 405 Prof & Scientific Services - payments to school districts for Board Member per diem & substitute reimbursements. January expense includes the Frontline license fee for the 2nd half of FY2019 of \$48,800. This cost was moved to Exp Class 418 in February.
- 414 Reimbursements to Other Agencies - Association fee & DAS services. May expense includes \$1,190 for Space Planning Services.
- 416 ITD Reimbursements - I/3 Admin & OCIO Services. May expense includes Carahsoft fees of \$116,312 for Salesforce implementation, in addition to OCIO consulting fees of \$3,387 related to the licensure system and the IT assessment. Forecasted expense is for licensing system replacement.
- 418 IT Outside Services - Actual expense is for Frontline licensing fees for FY2019. Budgeted expense is for licensing system replacement.
- 434 Gov Transfer Other Agencies - DCI criminal history & background checks.
- 510 IT Equipment & Software - May expense is for the IBM Content Manager subscription & support renewal.

Job Class	Board Members
14000-001	vacant
14000-002	Sara J Yedlik
14000-003	Anthony D Voss
14000-004	vacant
14000-005	Erin K Schoening
14000-006	vacant
14000-007	Floyd E Athay
14000-008	Mary K Overholtzer
14000-009	Ryan J Williamson
14000-010	David M Schipper
14000-011	Kathy J Behrens
14000-012	David A Harper

Job Class	Employee Name	9397
00018-002	Clerk-Specialist Sarah A Robinson	1.00
00018-003	Clerk-Specialist Sharon S Jensen	1.00
00018-004	Clerk-Specialist Danielle N Brookes	1.00
00121-001	Info Tech Specialist 4 Jeff S Debruin	1.00
00697-001	Investigator 4 James P McNellis	1.00
00705-801	Admin Intern vacant	0.00
01071-001	Education Program Consultant Steven C Mitchell	1.00
01071-005	Education Program Consultant Michael D Cavin	1.00
01071-006	Education Program Consultant Gregory S Horstman	1.00
01071-007	Education Program Consultant Linda Hunt Espey	1.00
01071-008	Education Program Consultant David D Wempen	1.00
31038-002	Exec Dir/Ed Examiners Board Ann E Lebo	1.00
31513-001	Admin Consultant Joanne K Tubbs	1.00
90645-001	Attorney 3 Darcy K Hathaway	1.00
95002-001	Secretary 3 Kimberly K Cunningham	1.00

Total Budgeted FTEs 14.00

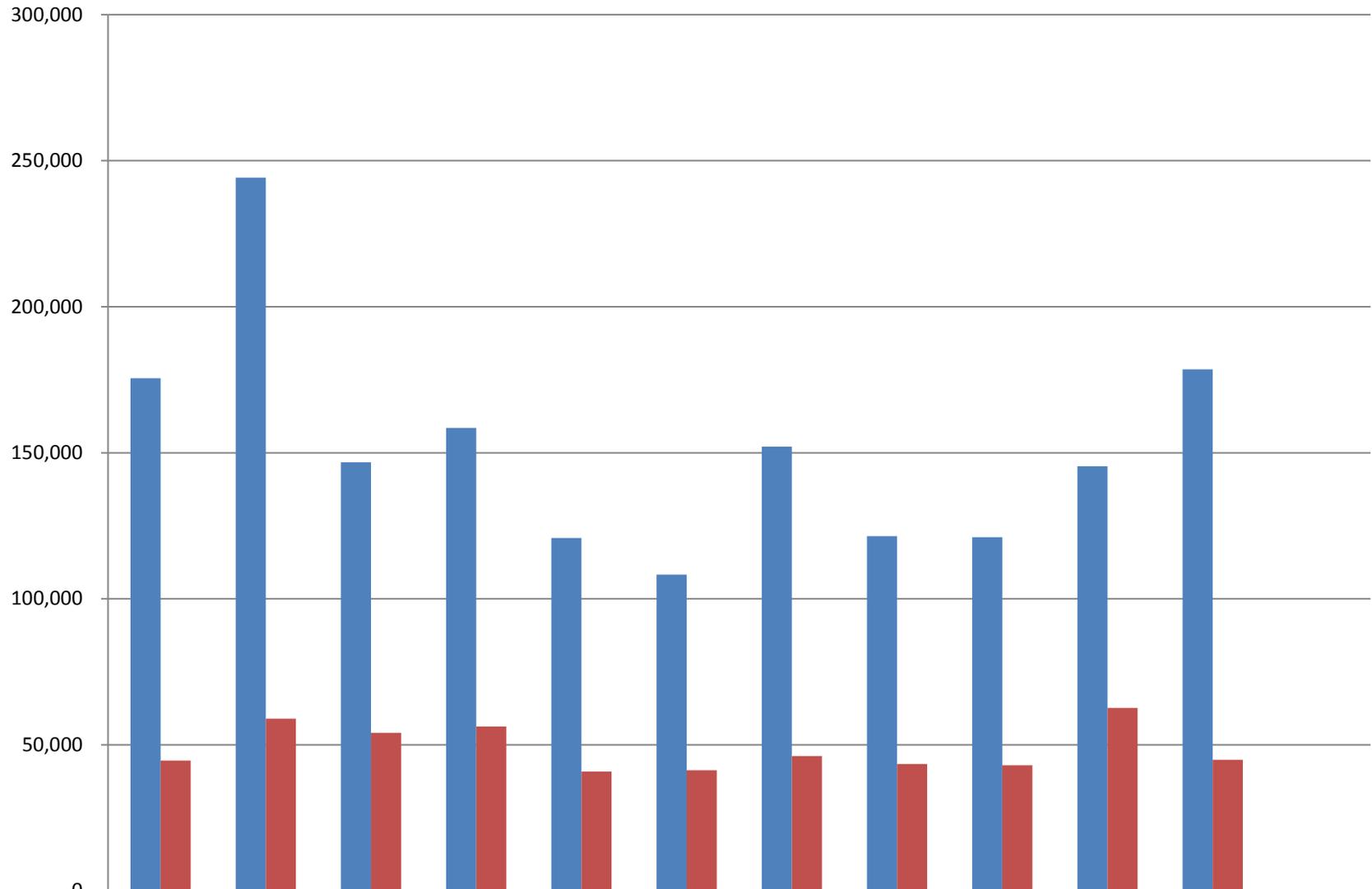
Fund: 0001 General Fund
 Unit: 9397
 Sub Unit: Blank
 Appropriation: WZ9

Board of Educational Examiners

Obj/Rev Class	Obj/Rev Class Name	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	HO13	HO14	HO15	YTD
		Actual	Forecast	Forecast	Forecast	Forecast	Actual										
	Appropriation																
	BBF																
Revenue Collected																	
234	Gov Transfer In Other Agencies	0	0	0	0	246	0	0	0	0	0	0	0	0	0	0	246
401	Licensure Fees	175,527	244,213	146,757	158,457	120,797	108,233	152,157	121,453	121,073	145,382	178,594	0	0	0	0	1,672,641
704	DCI Check Fees	44,573	58,965	54,079	56,311	40,885	41,335	46,126	43,419	42,968	62,656	44,844	0	0	0	0	536,161
Total Revenues:		220,100	303,178	200,836	214,768	161,928	149,568	198,283	164,872	164,041	208,038	223,438	-	-	-	-	2,209,048
234 Gen Fund	Licensure Fees % - Other Agcy	0	0	0	0	22	0	0	0	0	0	0					22
401 Gen Fund	Licensure Fees	55,964	77,781	45,191	50,194	38,467	34,431	48,399	38,635	38,591	46,217	56,699					530,568
Total General Fund		55,964	77,781	45,191	50,194	38,489	34,431	48,399	38,635	38,591	46,217	56,699	0	0	0	0	530,590
Total Receipts		276,064	380,959	246,027	264,962	200,416	183,998	246,683	203,507	202,631	254,255	280,137	-	-	-	-	2,739,638

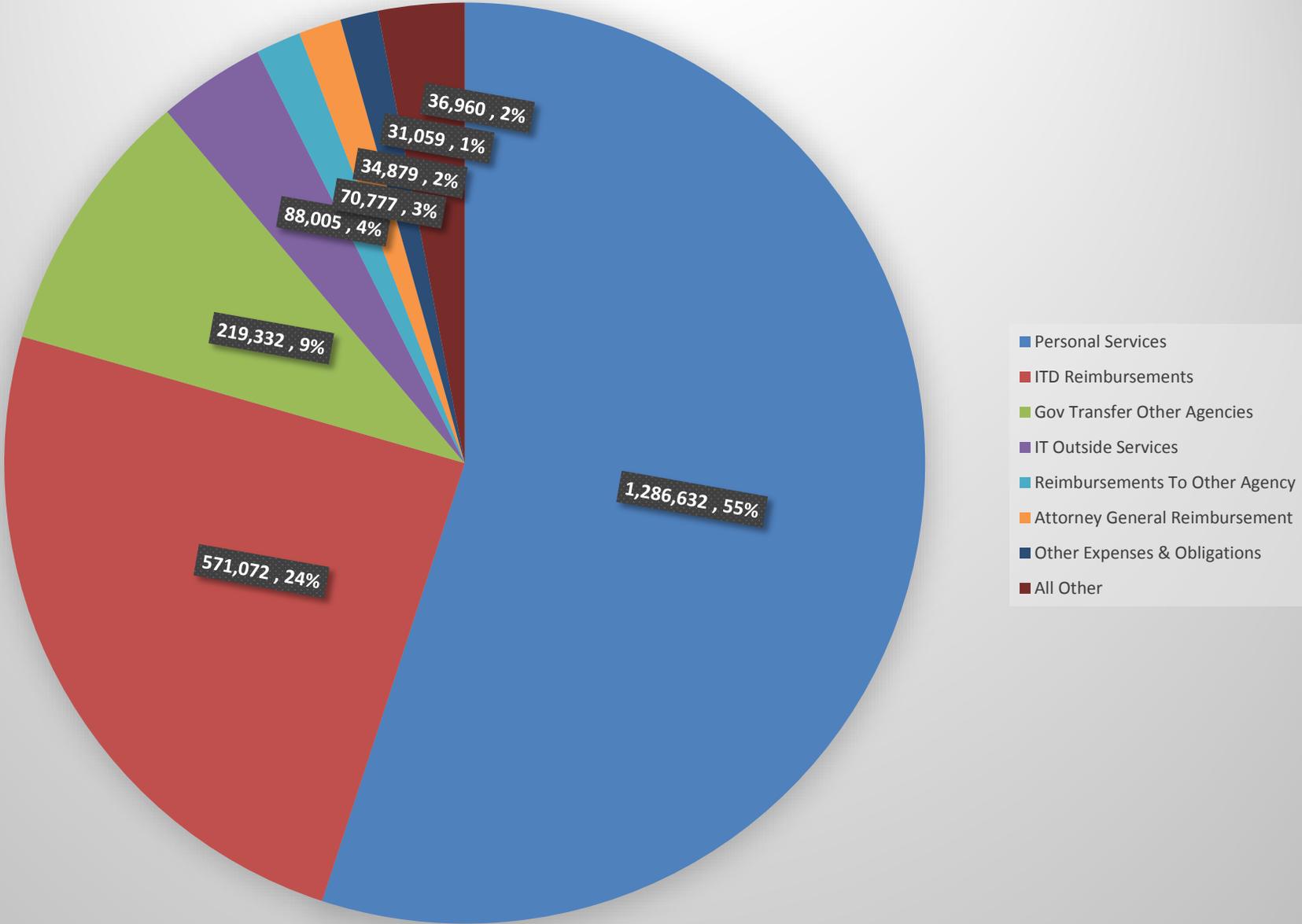
Note -
 General Fund 0001-996-2820

Receipts July 2018-June 2019



■ Licensure Fees	175,527	244,213	146,757	158,457	120,797	108,233	152,157	121,453	121,073	145,382	178,594	0
■ DCI Check Fees	44,573	58,965	54,079	56,311	40,885	41,335	46,126	43,419	42,968	62,656	44,844	0

Expenditures July 2018-June 2019



Obligations vs. Budget Report
Budget Fiscal Year: 2019

	Actual To-Date	FY-Encumbered	Total Obligations FY-TO-Date	FY 19 Budget	Budget Balance	Percent of Budget Received /Spent
Resources -						
Balance Forward	1,037,544		1,037,544	998,096		
234 Gov Transfer In Other Agencies		246	246	300		
401 Fees, Licenses & Permits	1,672,641		1,672,641	2,100,000		
704 Other	536,161		536,161	617,231		
Total Resources	\$3,246,592	\$0	\$3,246,592	\$3,715,627		
(Total Revenues)	<u>\$2,209,048</u>	<u>\$0</u>	<u>\$2,209,048</u>	<u>\$2,717,531</u>	\$508,483	81%
Expenditures -						
101 Personal Services	1,286,632		1,286,632	1,511,881	225,249	85%
202 In State Travel	14,556		14,556	10,000	(4,556)	146%
203 State Vehicle Operation	863		863	1,200	337	72%
204 State Vehicle Depreciation	0		0	1,920	1,920	0%
205 Out Of State Travel	6,586		6,586	5,000	(1,586)	132%
301 Office Supplies	13,774		13,774	12,000	(1,774)	115%
303 Equipment Maintenance Supplies	0		0	8,000	8,000	0%
308 Other Supplies	798		798	0	(798)	100%
309 Printing & Binding	514		514	1,000	486	51%
313 Postage	5,225		5,225	8,000	2,775	65%
401 Communications	12,649		12,649	15,000	2,351	84%
402 Rentals	3,721		3,721	5,000	1,279	74%
405 Prof & Scientific Services	2,731		2,731	7,000	4,269	39%
406 Outside Services	447		447	15,000	14,553	3%
408 Advertising & Publicity	48		48	2,000	1,952	2%
409 Outside Repairs/Service	0		0	1,000	1,000	0%
414 Reimbursements To Other Agency	36,960		36,960	5,000	(31,960)	739%
416 ITD Reimbursements	571,072		571,072	15,000	(556,072)	3807%
418 IT Outside Services	88,005		88,005	800,000	711,995	11%
432 Attorney General Reimbursement	34,879		34,879	45,000	10,121	78%
433 Gov Transfer Auditor of State	0		0	1,000	1,000	0%
434 Gov Transfer Other Agencies	219,332		219,332	742,200	522,868	30%
501 Equipment	0		0	10,000	10,000	0%
502 Office Equipment	0		0	2,000	2,000	0%
503 Equipment-Non Inventory	0		0	2,000	2,000	0%
510 IT Equipment & Software	8,468		8,468	20,000	11,532	42%
602 Other Expenses & Obligations	31,059		31,059	30,000	(1,059)	104%
702 Fees	30		30	0	(30)	100%
705 Refunds-Other	365		365	3,000	2,635	12%
Total Expenditures	<u>\$2,338,716</u>	<u>\$0</u>	<u>\$2,338,716</u>	<u>\$3,279,201</u>	<u>\$940,485</u>	<u>71%</u>
CY Revenue Less Expenditures	<u>(\$129,668)</u>					
Estimated Carry Forward	<u>\$907,876</u>					

Board of Educational Examiners

Department: 286

Fund: 0001

Unit: 9397

Appropriation: WZ9

5/1/2019

		FY18		FY19		FY19
		Actual	Change	Budget	Change	Forecast
01B	BBF Funds	836,246	161,850	998,096	39,448	1,037,544
Revenue Collected						
234	Gov Transfer In Other Agencies	593	(293)	300	0	300
401	Fees, Licenses & Permits	2,002,124	97,876	2,100,000	(176,197)	1,923,803
704	Other	619,940	(2,709)	617,231	(24,387)	592,844
Total Revenues:		2,622,656	94,875	2,717,531	(200,585)	2,516,946
Expenditures						
101	Personal Services	1,470,428	41,453	1,511,881	(42,923)	1,468,958
202	In State Travel	16,483	(6,483)	10,000	3,220	13,220
203	State Vehicle Operation	1,087	113	1,200	(237)	963
204	State Vehicle Depreciation	160	1,760	1,920	(1,920)	0
205	Out Of State Travel	10,260	(5,260)	5,000	4,581	9,581
301	Office Supplies	11,034	966	12,000	(293)	11,708
303	Equipment Maintenance Supplies	0	8,000	8,000	(4,000)	4,000
308	Other Supplies	0	0	0	798	798
309	Printing & Binding	8,341	(7,341)	1,000	(27)	973
313	Postage	6,099	1,901	8,000	(1,300)	6,700
401	Communications	11,756	3,244	15,000	65	15,065
402	Rentals	6,055	(1,054)	5,000	(979)	4,021
405	Prof & Scientific Services	1,056	5,945	7,000	(2,201)	4,799
406	Outside Services	11,889	3,110	15,000	(11,782)	3,217
407	Intra-State Transfers	6,655	(6,655)	0	0	0
408	Advertising & Publicity	1,534	466	2,000	(1,952)	48
409	Outside Repairs/Service	500	500	1,000	(335)	665
414	Reimbursements To Other Agency	3,384	1,616	5,000	37,962	42,962
416	ITD Reimbursements	15,895	(895)	15,000	697,303	712,303
418	IT Outside Services	97,910	702,090	800,000	(711,995)	88,005
432	Attorney General Reimbursement	42,837	2,163	45,000	(2,455)	42,545
433	Gov Transfer Auditor of State	145	855	1,000	(200)	800
434	Gov Transfer Other Agencies	589,030	153,170	742,200	(460,454)	281,746
501	Equipment	50,685	(40,685)	10,000	0	10,000
502	Office Equipment	0	2,000	2,000	(1,500)	500
503	Equipment-Non Inventory	0	2,000	2,000	(1,500)	500
510	IT Equipment & Software	13,766	6,234	20,000	(9,029)	10,971
602	Other Expenses & Obligations	44,207	(14,207)	30,000	9,409	39,409
702	Fees	0	0	0	30	30
705	Refunds-Other	0	3,000	3,000	(2,720)	280
Total Expenditures:		2,421,195	858,006	3,279,201	(504,433)	2,774,768
Current Year Operations		201,461	(763,131)	(561,670)	303,848	(257,822)
94B	Balance Carry Forward	1,037,707	(601,281)	436,426	343,296	779,722

Board of Educational Examiners

Department: 286

Fund: 0001

Unit: 9397

Appropriation: WZ9

		FY19	Lic System	Office	Other	FY20
		Forecast	Transition	Relocation	Changes	Revised Bgt
01B	BBF Funds	1,037,544			(257,822)	779,722
Revenue Collected						
234	Gov Transfer In Other Agencies	300				300
401	Fees, Licenses & Permits	1,923,803			(23,803)	1,900,000
704	Other	592,844			(42,844)	585,000
Total Revenues:		2,516,946	0	0	(66,647)	2,485,300
Expenditures						
101	Personal Services	1,468,958			55,894	1,524,852
202	In State Travel	13,220			6,780	20,000
203	State Vehicle Operation	963			37	1,000
204	State Vehicle Depreciation	0				0
205	Out Of State Travel	9,581			10,419	20,000
301	Office Supplies	11,708			292	12,000
303	Equipment Maintenance Supplies	4,000				4,000
308	Other Supplies	798			5,002	5,800
309	Printing & Binding	973			27	1,000
313	Postage	6,700				6,700
401	Communications	15,065			185	15,250
402	Rentals	4,021			5,979	10,000
405	Prof & Scientific Services	4,799			1	4,800
406	Outside Services	3,217			83	3,300
407	Intra-State Transfers	0				0
408	Advertising & Publicity	48			52	100
409	Outside Repairs/Service	665			5,335	6,000
414	Reimbursements To Other Agency	42,962		125,000	36,038	204,000
416	ITD Reimbursements	712,303	(537,476)		173	175,000
418	IT Outside Services	88,005	(88,005)			0
432	Attorney General Reimbursement	42,545			2,455	45,000
433	Gov Transfer Auditor of State	800				800
434	Gov Transfer Other Agencies	281,746			18,254	300,000
501	Equipment	10,000				10,000
502	Office Equipment	500		12,500		13,000
503	Equipment-Non Inventory	500				500
510	IT Equipment & Software	10,971		12,500	39,029	62,500
602	Other Expenses & Obligations	39,409			591	40,000
702	Fees	30				30
705	Refunds-Other	280				280
Total Expenditures:		2,774,768	(625,481)	150,000	186,626	2,485,913
Current Year Operations		(257,822)	625,481	(150,000)	(253,273)	(613)
94B	Balance Carry Forward	779,722				779,109

Board of Educational Examiners

Department: 286

Fund: 0001

Unit: 9397

Appropriation: WZ9

		FY20		FY20		FY21		FY22
		Preliminary		Revised		Revised		Revised
		Budget	Change	Budget	Change	Budget	Change	Budget
01B	BBF Funds	818,374	(38,651)	779,722	(16,677)	763,045	93,890	856,935
Revenue Collected								
234	Gov Transfer In Other Agencies	300	0	300		300		300
401	Fees, Licenses & Permits	2,009,247	(109,247)	1,900,000		1,900,000		1,900,000
704	Other	610,839	(25,839)	585,000		585,000		585,000
Total Revenues:		2,620,386	(135,086)	2,485,300	0	2,485,300	0	2,485,300
Expenditures								
101	Personal Services	1,540,916	(0)	1,540,916	14,433	1,555,349	31,107	1,586,456
202	In State Travel	10,000	10,000	20,000		20,000		20,000
203	State Vehicle Operation	1,200	(200)	1,000		1,000		1,000
204	State Vehicle Depreciation	0	0	0		0		0
205	Out Of State Travel	5,000	15,000	20,000		20,000		20,000
301	Office Supplies	12,000	(1)	12,000		12,000		12,000
303	Equipment Maintenance Supplies	8,000	(4,000)	4,000		4,000		4,000
308	Other Supplies	0	5,800	5,800		5,800		5,800
309	Printing & Binding	1,000	0	1,000		1,000		1,000
313	Postage	8,000	(1,300)	6,700		6,700		6,700
401	Communications	15,000	250	15,250		15,250		15,250
402	Rentals	5,000	5,000	10,000		10,000		10,000
405	Prof & Scientific Services	7,000	(2,200)	4,800		4,800		4,800
406	Outside Services	15,000	(11,699)	3,300		3,300		3,300
408	Advertising & Publicity	2,000	(1,900)	100		100		100
409	Outside Repairs/Service	1,000	5,000	6,000		6,000		6,000
414	Reimbursements To Other Agency	33,617	170,383	204,000	(120,000)	84,000	5,000	89,000
416	ITD Reimbursements	23,516	151,484	175,000	10,000	185,000	10,000	195,000
418	IT Outside Services	100,000	(100,000)	0		0		0
432	Attorney General Reimbursement	45,000	(0)	45,000		45,000		45,000
433	Gov Transfer Auditor of State	1,000	(200)	800		800		800
434	Gov Transfer Other Agencies	286,795	13,205	300,000	10,000	310,000	10,000	320,000
501	Equipment	10,000	0	10,000		10,000		10,000
502	Office Equipment	2,000	11,000	13,000	(12,500)	500		500
503	Equipment-Non Inventory	2,000	(1,500)	500		500		500
510	IT Equipment & Software	20,000	42,500	62,500	(12,500)	50,000		50,000
602	Other Expenses & Obligations	30,000	10,000	40,000		40,000		40,000
702	Fees	30	0	30		30		30
705	Refunds-Other	0	280	280		280		280
Total Expenditures:		2,185,074	316,903	2,501,977	(110,567)	2,391,410	56,107	2,447,517
Current Year Operations		435,311	(451,989)	(16,677)	110,567	93,890	(56,107)	37,783
94B	Balance Carry Forward	1,253,685	(490,640)	763,045	93,890	856,935	37,783	894,717

PENDING MEMO

Date: June 21, 2019

To: Board Members

From: Dr. Ann Lebo, Executive Director

RE: Amend IAC 282 Chapter 22

The proposed adoption would create a new preservice substitute authorization to allow certain teacher preparation candidates to serve as substitute teachers.

EDUCATIONAL EXAMINERS BOARD[282]

Notice of Intended Action

Proposing rule making related to preservice substitute authorization and providing an opportunity for public comment

The Educational Examiners Board hereby proposes to amend Chapter 22, “Authorizations,” Iowa Administrative Code.

Legal Authority for Rule Making

This rule making is proposed under the authority provided in Iowa Code section 272.2.

State or Federal Law Implemented

This rule making implements, in whole or in part, Iowa Code section 272.2.

Purpose and Summary

The proposed amendments would create a new preservice substitute authorization to allow certain teacher preparation candidates to serve as substitute teachers.

Fiscal Impact

This rule making has no fiscal impact to the State of Iowa.

Jobs Impact

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

Waivers

Any person who believes that the application of the discretionary provisions of this rule making would result in hardship or injustice to that person may petition the Board for a waiver of the discretionary provisions, if any, pursuant to 282—Chapter 6.

Public Comment

Any interested person may submit written comments concerning this proposed rule making. Written comments in response to this rule making must be received by the Board no later than 4:30 p.m. on July 12, 2019. Comments should be directed to:

Kimberly Cunningham
Board of Educational Examiners
Grimes State Office Building
400 East 14th Street
Des Moines, Iowa 50319-0147
Fax: 515.281.7669
Email: kim.cunningham@iowa.gov

Public Hearing

A public hearing at which persons may present their views orally or in writing will be held as follows:

July 10, 2019
1 p.m.

Room 3 Southwest
Grimes State Office Building
Des Moines, Iowa

Persons who wish to make oral comments at the public hearing may be asked to state their names for the record and to confine their remarks to the subject of this proposed rule making.

Any persons who intend to attend the public hearing and have special requirements, such as those related to hearing or mobility impairments, should contact the Board and advise of specific needs.

Review by Administrative Rules Review Committee

The Administrative Rules Review Committee, a bipartisan legislative committee which oversees rule making by executive branch agencies, may, on its own motion or on written request by any individual or group, review this rule making at its [regular monthly meeting](#) or at a special meeting. The Committee's meetings are open to the public, and interested persons may be heard as provided in Iowa Code section 17A.8(6).

The following rule-making action is proposed:

Adopt the following **new** subrule 22.2(4):

22.2(4) Preservice substitute authorization. A nonrenewable preservice substitute authorization may be issued to applicants who do not meet the requirements in subrule 22.2(1) but who are enrolled in a state-approved Iowa teacher preparation program.

a. Requirements. Eligible applicants for the preservice substitute authorization shall meet the following requirements:

(1) Recommendation from the designated recommending official at the Iowa institution where the applicant is enrolled as a teacher preparation candidate. The recommending official will verify the following for each applicant:

1. Full admission into a teacher preparation program, which must include passing scores on entry assessments.

2. Junior or senior standing.

3. Exemplary classroom readiness as identified by the teacher preparation program.

(2) Background check. Applicants must complete the background check requirements set forth in rule 282—13.1(272).

(3) Minimum age. Applicants must have attained a minimum age of 21 years.

b. Validity. The preservice substitute authorization is valid for a maximum of two years. Holders of this authorization may not use substituting experience to supplant required field experiences or student teaching. This authorization may not be renewed or extended.

PENDING MEMO

Date: June 21, 2019

To: Board Members

From: Dr. Ann Lebo, Executive Director

RE: Amend IAC 282 Chapter 13.6

The proposed amendment is intended to implement 2019 Iowa Acts, SF 159 which directs the Iowa Board of Educational Examiners to adopt rules to create a non-renewable initial one-year license for applicants who have met all licensure requirements with the exception of a passing score on the required assessments.

EDUCATIONAL EXAMINERS BOARD[282]

Notice of Intended Action

Proposing rule making related to temporary initial licensure and providing an opportunity for public comment

The Educational Examiners Board hereby proposes to amend Chapter 13, “Issuance of Teacher Licenses and Endorsements,” Iowa Administrative Code.

Legal Authority for Rule Making

This rule making is proposed under the authority provided in Iowa Code section 272.2.

State or Federal Law Implemented

This rule making implements, in whole or in part, Iowa Code section 272.2 and 2019 Iowa Acts, Senate File 159.

Purpose and Summary

The proposed amendment is intended to implement 2019 Iowa Acts, Senate File 159, which directs the Iowa Board of Educational Examiners to adopt rules to create a nonrenewable initial one-year license for applicants who have met all licensure requirements with the exception of a passing score on the required assessments.

Fiscal Impact

This rule making has no fiscal impact to the State of Iowa.

Jobs Impact

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

Waivers

The required assessment may not be waived except through the process outlined in 2019 Iowa Acts, Senate File 159, section 6.

Public Comment

Any interested person may submit written comments concerning this proposed rule making. Written comments in response to this rule making must be received by the Board no later than 4:30 p.m. on July 12, 2019. Comments should be directed to:

Kimberly Cunningham
Board of Educational Examiners
Grimes State Office Building
400 East 14th Street
Des Moines, Iowa 50319-0147
Fax: 515.281.7669
Email: kim.cunningham@iowa.gov

Public Hearing

A public hearing at which persons may present their views orally or in writing will be held as follows:

July 10, 2019
1 p.m.

Room 3 Southwest
Grimes State Office Building
Des Moines, Iowa

Persons who wish to make oral comments at the public hearing may be asked to state their names for the record and to confine their remarks to the subject of this proposed rule making.

Any persons who intend to attend the public hearing and have special requirements, such as those related to hearing or mobility impairments, should contact the Board and advise of specific needs.

Review by Administrative Rules Review Committee

The Administrative Rules Review Committee, a bipartisan legislative committee which oversees rule making by executive branch agencies, may, on its own motion or on written request by any individual or group, review this rule making at its [regular monthly meeting](#) or at a special meeting. The Committee's meetings are open to the public, and interested persons may be heard as provided in Iowa Code section 17A.8(6).

The following rule-making action is proposed:

Amend rule 282—13.6(272) as follows:

282—13.6(272) Specific requirements for an initial license. An initial license valid for a minimum of two years with an expiration date of June 30 may be issued to an applicant who meets the general requirements set forth in rule 282—13.5(272).

13.6(1) For an applicant applying pursuant to subrule 13.5(1), a nonrenewable temporary initial license may be issued if the applicant presents an assessment waiver issued by the director of the Iowa department of education within 30 days of the waiver issuance. The applicant must meet the assessment requirement in order to apply for full Iowa licensure.

13.6(2) For an applicant applying pursuant to subrule 13.5(2), a nonrenewable temporary initial license may be issued to the applicant if all requirements have been met with the exception of the assessments pursuant to subparagraph 13.5(2)“b”(2). The applicant must meet the assessment requirement in order to apply for full Iowa licensure.

13.6(3) The temporary initial license shall be valid for one year from the date of issuance. This license is nonrenewable and may not be extended. This license may only be issued if the applicant provides an affidavit from the administrator of an Iowa school district or accredited nonpublic school verifying that an offer of a teaching contract has been made and that the employer made every reasonable and good-faith effort to employ a fully licensed teacher for the specified subject and was unable to employ such a teacher.

PENDING MEMO

Date: June 21, 2019

To: Board Members

From: Dr. Ann Lebo, Executive Director

RE: Amend IAC 282 Chapter 25.3(7) – Standard VII

The proposed amendment is intended to implement 2019 Iowa Acts, SF 304 which eliminates the suspension or revocation of a license issued to a person who is in default or is delinquent on repayment or a service obligation under federal or state postsecondary educational loans or public or private services-conditional postsecondary tuition assistance solely on the bases of such default or delinquency.

EDUCATIONAL EXAMINERS BOARD[282]

Notice of Intended Action

Proposing rule making related to student loan default and providing an opportunity for public comment

The Educational Examiners Board hereby proposes to amend Chapter 9, “Student Loan Default/Noncompliance with Agreement for Payment of Obligation,” Chapter 11, “Complaints, Investigations, Contested Case Hearings,” and Chapter 25, “Code of Professional Conduct and Ethics,” Iowa Administrative Code.

Legal Authority for Rule Making

This rule making is proposed under the authority provided in Iowa Code section 272.2.

State or Federal Law Implemented

This rule making implements, in whole or in part, Iowa Code section 272.2 and 2019 Iowa Acts, Senate File 304.

Purpose and Summary

The proposed amendments are intended to implement 2019 Iowa Acts, Senate File 304, which eliminates the suspension or revocation of a license issued to a person who is in default or is delinquent on repayment or a service obligation under federal or state postsecondary educational loans or public or private services-conditional postsecondary tuition assistance solely on the basis of such default or delinquency.

Fiscal Impact

This rule making has no fiscal impact to the State of Iowa.

Jobs Impact

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

Waivers

Any person who believes that the application of the discretionary provisions of this rule making would result in hardship or injustice to that person may petition the Board for a waiver of the discretionary provisions, if any, pursuant to 282—Chapter 6.

Public Comment

Any interested person may submit written comments concerning this proposed rule making. Written comments in response to this rule making must be received by the Board no later than 4:30 p.m. on July 12, 2019. Comments should be directed to:

Kimberly Cunningham
Board of Educational Examiners
Grimes State Office Building
400 East 14th Street
Des Moines, Iowa 50319-0147
Fax: 515.281.7669
Email: kim.cunningham@iowa.gov

Public Hearing

A public hearing at which persons may present their views orally or in writing will be held as follows:

July 10, 2019
1 p.m.

Room 3 Southwest
Grimes State Office Building
Des Moines, Iowa

Persons who wish to make oral comments at the public hearing may be asked to state their names for the record and to confine their remarks to the subject of this proposed rule making.

Any persons who intend to attend the public hearing and have special requirements, such as those related to hearing or mobility impairments, should contact the Board and advise of specific needs.

Review by Administrative Rules Review Committee

The Administrative Rules Review Committee, a bipartisan legislative committee which oversees rule making by executive branch agencies, may, on its own motion or on written request by any individual or group, review this rule making at its [regular monthly meeting](#) or at a special meeting. The Committee's meetings are open to the public, and interested persons may be heard as provided in Iowa Code section 17A.8(6).

The following rule-making actions are proposed:

ITEM 1. Rescind and reserve **282—Chapter 9**.

ITEM 2. Amend subparagraph **11.4(1)“e”(1)** as follows:

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

1. to 7. No change.

8. Has failed to comply with a board order as prohibited by 282—paragraph ~~25.3(7)“d”~~ 25.3(7)“c”; and

ITEM 3. Amend subrule 25.3(7) as follows:

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

a. Failing to comply with 282—Chapter 8 concerning payment of debts to state or local governments.

~~*b.* Failing to comply with 282—Chapter 9 concerning repayment of student loans.~~

~~*c.*~~ *b.* Failing to comply with 282—Chapter 10 concerning child support obligations.

~~*c.*~~ *d.* Failing to comply with a board order.

PENDING MEMO

Date: June 21, 2019

To: Board Members

From: Dr. Ann Lebo, Executive Director

RE: Amend IAC 282 Chapters 15, 19, 20, 22, 23, 24

The proposed amendments are intended to implement 2019 Iowa Acts, HF 731 which amended Iowa Code sections 232.69 and 235B.16 by modifying the mandatory child abuse and dependent adult abuse training requirements.

EDUCATIONAL EXAMINERS BOARD[282]

Notice of Intended Action

Proposing rule making related to abuse identification and reporting training and providing an opportunity for public comment

The Educational Examiners Board hereby proposes to amend Chapter 15, “Special Education Support Personnel Authorizations,” Chapter 19, “Evaluator Endorsement and License,” Chapter 20, “Renewals,” Chapter 22, “Authorizations,” Chapter 23, “Behind-the-Wheel Driving Instructor Authorization,” and Chapter 24, “Paraeducator Certificates,” Iowa Administrative Code.

Legal Authority for Rule Making

This rule making is proposed under the authority provided in Iowa Code section 272.2.

State or Federal Law Implemented

This rule making implements, in whole or in part, Iowa Code section 272.2 and sections 232.69 and 235B.16 as amended by 2019 Iowa Acts, House File 731.

Purpose and Summary

The proposed amendments are intended to implement 2019 Iowa Acts, House File 731, which amends Iowa Code sections 232.69 and 235B.16 by modifying the mandatory child abuse and dependent adult abuse identification and reporting training requirements.

Fiscal Impact

This rule making has no fiscal impact to the State of Iowa.

Jobs Impact

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

Waivers

Training requirements for mandatory reporters are set forth in Iowa Code sections 232.69 and 235B.16 and therefore cannot be waived.

Public Comment

Any interested person may submit written comments concerning this proposed rule making. Written comments in response to this rule making must be received by the Board no later than 4:30 p.m. on July 12, 2019. Comments should be directed to:

Kimberly Cunningham
Board of Educational Examiners
Grimes State Office Building
400 East 14th Street
Des Moines, Iowa 50319
Fax: 515.281.7669
Email: kim.cunningham@iowa.gov

Public Hearing

A public hearing at which persons may present their views orally or in writing will be held as follows:

July 10, 2019
1 p.m.

Room 3 Southwest
Grimes State Office Building
Des Moines, Iowa

Persons who wish to make oral comments at the public hearing may be asked to state their names for the record and to confine their remarks to the subject of this proposed rule making.

Any persons who intend to attend the public hearing and have special requirements, such as those related to hearing or mobility impairments, should contact the Board and advise of specific needs.

Review by Administrative Rules Review Committee

The Administrative Rules Review Committee, a bipartisan legislative committee which oversees rule making by executive branch agencies, may, on its own motion or on written request by any individual or group, review this rule making at its [regular monthly meeting](#) or at a special meeting. The Committee's meetings are open to the public, and interested persons may be heard as provided in Iowa Code section 17A.8(6).

The following rule-making actions are proposed:

ITEM 1. Amend subparagraph **15.7(6)“d”(2)** as follows:

(2) ~~Submit documentation of completion of the child and dependent adult abuse training approved by the state abuse education review panel trainings pursuant to 282—subrule 20.3(4). A waiver of this requirement may apply under the following conditions with appropriate documentation of any of the following:~~

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.~~

ITEM 2. Amend subrule 19.8(1) as follows:

19.8(1) ~~Child and dependent adult abuse training trainings.~~ All applicants renewing an evaluator license must submit documentation of completion of the child and dependent adult abuse ~~training approved by the state abuse education review panel trainings pursuant to 282—subrule 20.3(4). A waiver of this requirement may apply if a person submits appropriate documentation of any of the following:~~

- a. ~~A person is engaged in active duty in the military service of this state or of the United States.~~
- b. ~~The application of this requirement would impose an undue hardship on the person for whom the waiver is requested.~~
- c. ~~A person is practicing a licensed profession outside this state.~~
- d. ~~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.~~

ITEM 3. Amend subrule 20.3(4), introductory paragraph, as follows:

20.3(4) ~~Child and dependent adult abuse training trainings.~~ Every renewal applicant must submit documentation of completion of the child and dependent adult abuse ~~training trainings approved by the state abuse education review panel department of human services. The completion documentation must be no more than three years old at the time of application.~~ A waiver of this requirement may apply under the following conditions with appropriate documentation of any of the following:

ITEM 4. Amend subparagraph **22.1(4)“a”(3)** as follows:

(3) Complete child and dependent adult abuse ~~training trainings.~~ Every renewal applicant must submit documentation of completion of the child and dependent adult abuse ~~training approved by the state abuse education review panel trainings pursuant to 282—subrule 20.3(4). This certification~~

These trainings combined may be used for a maximum total of one planned activity/course required in 22.1(4)“a”(1). A waiver of this requirement may apply if a person is engaged in active duty in the military service of this state or of the United States.

ITEM 5. Amend subparagraph **22.1(7)“b”(4)** as follows:

~~(4) Successful completion of an approved the child and dependent adult abuse mandatory reporter training course trainings pursuant to 282—subrule 20.3(4).~~

ITEM 6. Amend subparagraph **22.2(1)“c”(2)** as follows:

~~(2) Child and dependent adult abuse training trainings. Every renewal applicant must submit documentation of completion of the child and dependent adult abuse training approved by the state abuse education review panel trainings pursuant to 282—subrule 20.3(4). A waiver of this requirement may apply under the following conditions with appropriate documentation of any of the following:~~

- ~~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.~~

ITEM 7. Amend paragraph **22.3(7)“b”** as follows:

~~b. Child and dependent adult abuse mandatory reporter training trainings. 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 trainings pursuant to 282—subrule 20.3(4). 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 application of this requirement would impose an undue hardship on the person for whom the waiver is requested.~~
- ~~(3) The person is practicing in a licensed profession outside this state.~~
- ~~(4) The person is otherwise subject to circumstances that would preclude the person from satisfying the approved child and dependent adult abuse mandatory reporter 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 mandatory reporter training approved by the state abuse education review panel.~~

ITEM 8. Amend subparagraph **22.7(7)“b”(2)** as follows:

~~(2) Child and dependent adult abuse mandatory reporter training trainings. 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 trainings pursuant to 282—subrule 20.3(4). 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.~~

ITEM 9. Amend subrule 23.5(3) as follows:

~~**23.5(3)** Effective September 1, 2002, the child Child and dependent adult abuse training approved by the state abuse education review panel trainings pursuant to 282—subrule 20.3(4). A waiver of this requirement may apply under the following conditions with appropriate documentation of any of the following:~~

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

~~*b.*—The application of this requirement would impose an undue hardship on the person for whom the waiver is requested.~~

~~*c.*—The person is practicing a licensed profession outside this state.~~

~~*d.*—The person is otherwise subject to circumstances that would preclude the person from satisfying the approved child and dependent adult abuse training in this state.~~

~~*e.*—The person has previously renewed a license or 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.~~

ITEM 10. Amend subrule 24.6(2) as follows:

24.6(2) All applicants renewing a paraeducator certificate must submit documentation of completion of the child and dependent adult abuse training approved by the state abuse education review panel trainings pursuant to 282—subrule 20.3(4). A waiver of this requirement may apply under the following conditions with appropriate documentation of any of the following:

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

~~*b.*—The application of this requirement would impose an undue hardship on the person for whom the waiver is requested.~~

~~*c.*—A person is practicing a licensed profession outside this state.~~

~~*d.*—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.~~

NOTICE MEMO

Date: June 21, 2019

To: Board Members

From: Dr. Ann Lebo, Executive Director

RE: Amend IAC 282—11.37 regarding mandatory reporting of misconduct

The proposed amendment is intended to implement House File 637, which states that required reports of misconduct under Iowa Code section 272.15 shall be submitted within thirty days of the disciplinary action or awareness of misconduct that necessitated the report.

Amend rule 282—11.37(272) as follows:

282—11.37(272) Mandatory reporting of contract nonrenewal or termination or resignation based on allegations of misconduct. The board of directors of a school district or area education agency, the superintendent of a school district or the chief administrator of an area education agency, and the authorities in charge of a nonpublic school shall report to the board any instance of disciplinary action taken against a person who holds a license, certificate, or authorization issued by the board for conduct that would constitute a violation of 282—subparagraphs 25.3(1)“e”(4), 25.3(2), 25.3(3)“e”, or 25.3(4)“b”. In addition, the board of directors of a school district or area education agency, the superintendent of a school district or the chief administrator of an area education agency, and the authorities in charge of a nonpublic school shall report to the board the nonrenewal or termination, for reasons of alleged or actual misconduct, of a person’s contract executed under Iowa Code sections 279.12, 279.13, 279.15 through 279.21, 279.23, and 279.24, and the resignation of a person who holds a license, certificate, or authorization issued by the board as a result of or following an incident or allegation of misconduct that, if proven, would constitute a violation of 282—subparagraphs 25.3(1)“b”(1), 25.3(1)“e”(4), 25.3(2), 25.3(3)“e”, or 25.3(4)“b”, when the board or reporting official has a good-faith belief that the incident occurred or the allegation is true.

11.37(1) Method of reporting. The report required by this rule may be made by completion and filing of the complaint form described in subrule 11.4(2) or by the submission of a letter to the executive director of the board which includes: the full name, address, telephone number, title and signature of the reporter; the full name, address, and telephone number of the person who holds a license, certificate or authorization issued by the board; a concise statement of the circumstances under which the termination, nonrenewal, or resignation occurred; the date action was taken which necessitated the report, including the date of disciplinary action taken, nonrenewal or termination of a contract for reasons of alleged or actual misconduct, or resignation of a person following an incident or allegation of misconduct as required under Iowa Code section 272.15(1), or awareness of alleged misconduct as required under Iowa Code section 272.15(2); and any additional information or documentation which the reporter believes will be relevant to assessment of the report pursuant to subrule 11.37(4).

11.37(2) *Timely reporting required.* The report required by this rule shall be filed within ~~60~~ 30 days ~~of the date of local board action on the termination or resignation.~~ of the date action was taken which necessitated the report or awareness of the alleged misconduct under Iowa Code section 272.15(2).

11.37(3) *Confidentiality of report.* Information reported to the board in accordance with this rule is privileged and confidential, and, except as provided in Iowa Code section 272.13, is not subject to discovery, subpoena, or other means of legal compulsion for its release to a person other than the respondent and the board and its employees and agents involved in licensee discipline, and is not admissible in evidence in a judicial or administrative proceeding other than the proceeding involving licensee discipline.

11.37(4) *Action upon receipt of report.*

a. Upon receipt of a report under this rule, the executive director of the board shall review the information reported to determine whether a complaint investigation should be initiated.

b. In making this determination, the executive director shall consider the nature and seriousness of the reported misconduct in relation to the position sought or held, the time elapsed since the misconduct, the degree of rehabilitation, the likelihood that the individual will commit the same misconduct again, and the number of reported incidents of misconduct.

c. If the executive director determines a complaint should not be initiated, no further formal action will be taken and the matter will be closed.

d. If the executive director determines a complaint investigation should be initiated, the executive director shall assign the matter for investigation pursuant to rule 282—11.5(272).

11.37(5) *Proceedings upon investigation.* From the time of initiation of an investigation, the matter will be processed in the same manner as a complaint filed under rule 282—11.4(17A,272).

Date: June 21, 2019

To: Board Members

From: Darcy Hathaway

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: Dr. Eric Knost

License: Folder # 1049192

Dr. Knost holds an Administrator Exchange License valid through 1/31/21 with endorsements in PK-12 Superintendent and AEA Administrator and PK-12 Principal/PK-12 Special Education Supervisor.

Reason for Waiver: Dr. Knost is asking the Board to waive the requirement that he complete a stand-alone course addressing current issues in special education administration. (He currently holds an Exchange license with this course as a deficiency.) His request is based on his past work experience in school administration.

Rule Citation:

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.

....

7. Knowledge of current issues in special education administration.

Staff recommendation: Neutral

Rationale: Upon review of Dr. Knost's application materials, staff determined he did not meet the requirement cited above. It is within the Board's discretion to determine whether the Petition for Waiver provides clear and convincing evidence of the four waiver factors in 282 IAC 6.4.

The Board has previously granted a similar waiver—PFW 12-01—to a superintendent who had extensive past work experience as a school administrator, including as a Director of Special Education.

BOEE CONSULTANT PRESENTATIONS 2018-19			
Month	Staff Member	Topic	Audience
August	Joanne Tubbs/Darcy Hathaway	Ethics	SAI
August	All Consultants	BoEE Updates	SAI Conference
August	Joanne Tubbs	Ethics	Indianola CSD
August	Joanne Tubbs	Ethics	WDM CSD
August	Joanne Tubbs	Ethics	UNI Superintendents
August	MIke Cavin	Ethics	Sioux City
August	Linda Espey	Licensure/ethics	Teachers from Spain
August	Linda Espey & David Wempen	Licensure/ethics	Bangladesh group visiting Dsm
August	Horstmann & Dr. Lebo	Licensure/ethics	Corydon CSD
August	Steve Mitchell	Coaching Licensure	New ADs workshop Boone
September	All Consultants	BoEE Updates	AEA superintendent meetings
September	Joanne Tubbs	Licensure/Ethics	Upper Iowa
September	Joanne Tubbs	Ethics	Grinnell CSD
September	Joanne Tubbs	Licensure/Ethics	Dordt
September	Joanne Tubbs	Licensure/Ethics	Northwestern
September	Joanne Tubbs	Licensure/Ethics	Morningside
September	Joanne Tubbs	Licensure/Ethics	Briar Cliff
September	Joanne Tubbs	Licensure/Ethics	Coe
September	Mike Cavin	Licensure/Ethics	Upper Iowa Waterloo and Fayette
September	Mike Cavin	Licensure/Ethics	BVU Storm Lake
September	Mike Cavin	Licensure/Ethics	BVU Ft. Dodge
September	Dave Wempen	Licensure/Ethics	Dubuque Colleges
September	Steve Mitchell	Ethics/Licensure	Grandview Coaches
October	All Consultants	BoEE Updates	AEA superintendent meetings
October	Joanne Tubbs	Licensure/Ethics	Luther
October	Joanne Tubbs	Licensure/Ethics	BVU
October	Joanne Tubbs	Licensure/Ethics	Coe

October	Joanne Tubbs	Licensure/Ethics	RAPIL	
October	Joanne Tubbs	Licensure/Ethics	Simpson	
October	Mike Cavin	Licensure/Ethics	BVU Ottumwa	
October	Linda Espey	Licensure/Ethics	Waldorf	
October	Linda Espey	Licensure	Drake	
October	Linda Espey	Licensure/Ethics	William Penn distance cohort	
October	Linda Espey	Licensure/Ethics	Grand View	
October	Linda Espey	Licensure/Ethics	Upper Iowa Quad city cohort	
October	Dave Wempen	Licensure/Ethics	Mt. Mercy	
October	Dave Wempen	Licensure/Ethics	DMACC, Ames center	
October	Dave Wempen	Licensure/Ethics	UNI	
October	Mike Cavin	Licensure/Ethics	UNI	
October	Greg Horstmann	Licensur / Ethics	SAU	
October	Steve Mitchell	Coaching Licensure	SE Fall District AD meeting	
October	Steve Mitchell	Coaching Licensure	Central IA Fall Districl AD meeting	
November	All Consultants	BoEE Updates	AEA superintendent meetings	
November	All Consultants	BoEE Updates	IASB conference booth	
November	Joanne Tubbs	Licensure/Ethics	Central College	
November	Mike Cavin	Licensure/Ethics	BVU Council Bluffs	
December	All Consultants	BoEE Updates	AEA superintendent meetings	
December	Joanne Tubbs	Licensure/Ethics	Iowa State	
December	Joanne Tubbs	Ethics	Iowa Arts Educators	
December	Joanne Tubbs	Ethics	IACTE	
December	Joanne Tubbs	Ethics	SE Warren	
January	All Consultants	BoEE Updates	AEA superintendent meetings	
January	Joanne Tubbs	Licensure/Ethics	Faith Baptist	
January	Joanne Tubbs	Licensure/Ethics	Upper Iowa	
January	Mike Cavin	Licensure/Ethics	BVU Storm Lake	

January	Linda Espey	Licensure/Ethics	Upper Iowa Quad City cohort	
February	All Consultants	BoEE Updates	AEA superintendent meetings	
February	Joanne Tubbs	Ethics	New Teacher Conference	
February	Joanne Tubbs	Licensure/Ethics	Coe	
February	Joanne Tubbs	Licensure/Ethics	IA Wesleyan	
February	Joanne Tubbs	Ethics	IACTE	
February	Mike Cavin	Licensure	Simpson	
February	Mike Cavin	Licensure	Dubuque Colleges	
February	Dave Wempen	Licensure/Ethics	Dubuque Colleges	
February	Mike Cavin	Licensure	UNI	
February	Dave Wempen	Licensure/Ethics	UNI	
March	All Consultants	BoEE Updates	AEA superintendent meetings	
March	Joanne Tubbs	Ethics	IACTE	
March	Joanne Tubbs	Licensure/Ethics	Simpson	
March	Linda Espey	Licensure/Ethics	Grand View	
March	Linda Espey	Licensure/Ethics	William Penn Distance cohort	
March	Linda Espey	Licensure/Ethics	Luther	
March	Linda Espey	Licensure/Ethics	Waldorf	
March	Greg Horstmann	Licensure/Ethics	SAU	
March	Steve Mitchell	Coaching Licensure	AD Convention Coralville	
March	Steve Mitchell	AD Licensure Presentation	Grandview - Des Moines	
April	All Consultants	BoEE Updates	AEA superintendent meetings	
April	Joanne Tubbs	Ethics	IACTE	
April	Joanne Tubbs	Licensure/Ethics	Central	
April	Joanne Tubbs	Ethics	Drake	
April	Joanne Tubbs	Licensure/Ethics	IASPA	
April	Joanne Tubbs	Licensure/Ethics	Urban HR group	
April	Mike Cavin	Ethics	Sibley/Ocheydan Schools	

April	Linda Espey	Licensure	Drake	
April	Dave Wempen	MOC updates	Business Educators conference	
April	Dave Wempen	MOC updates	Governor's Future Ready IA summit	
April	Steve Mitchell	Coaching Auth Program mtg	NIACC- Mason City	
May	All Consultants	BoEE Updates	AEA superintendent meetings	
May	Joanne Tubbs	Licensure/Ethics	Iowa State	
May	Joanne Tubbs	Ethics	East Warren	
May	Dave Wempen	Licensure/Ethics	Grinnell College	
May	Darcy Hathaway/Dr. Lebo	Ethics	Central Rivers AEA	
June	Joanne Tubbs	Ethics	IACTE	
July	Greg Horstmann/Dr. Lebo	Licensure and Ethics	SAI New Adm. (three days)	
July	Steve Mitchell	Coach Licenses	New AD Workshop	