

STATE OF IOWA
BOARD OF EDUCATIONAL EXAMINERS

701 E. Court Ave., Suite A
Des Moines, IA 50309

2020-2021 BoEE Goals

- Goal 1: The Board will revise Special Education endorsements based on data from focus groups.
- Goal 2: The Board will advocate for support of special education teachers.
- Goal 3: The Board will develop guidance in the complaint filing process for clarity and conciseness.

BOARD MEETING AGENDA

TIMES ARE APPROXIMATE

September 11, 2020

This meeting will be conducted electronically.

To access the meeting visit: Iowa Board of Educational Examiners - [Facebook Live Stream](#)

8:00 a.m.

Call Meeting to Order

Approve the Agenda

Tab A

Consent Agenda

- a. Minutes from August 5, 2020 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 August 5, 2020
- c. Reinstatement(s)
 - 1. None
- d. Request to Amend Board Order
 - 1. Case No. 19-42 Nick Hemann

Communication from the Public

(If you wish to address the board, please contact Kim Cunningham, Board Secretary, by 8:30 a.m. at kim.cunningham@iowa.gov)

Board Communications

- a. Board Member Reports
- b. Executive Director's Report
 - 1. Legislative Update
 - 2. Agency Update
 - 3. Licensure Update
 - 4. Financial Update
 - a. FY 20
 - b. FY 21

Tab C

Tab D

Rules [Iowa Administrative Code – Chapter 282 (272)]

- a. ***Adopt***
 - 1. None
- b. ***ARRC Review Pending***
 - 1. IAC 282 Chapters 12 and 13 - Military Exchange License Fee (ARC 5168C) **Tab E**
 - 2. IAC 282 Chapters 13, 22, 24 - Substitute Authorization (ARC 5169C) **Tab F**
- c. ***Notice***
 - 1. IAC 282 Chapters 13, 18, 22, 27 (HF 2627) Reciprocity **Tab G**
 - 2. IAC 282 Chapter 22 (HF 2454) Career and Technical **Tab H**
 - 3. IAC 282 Chapter 25 (SF 2360) Ethics Code **Tab I**
 - 4. IAC 282 Chapters 1-6, 11 (HF 2389) Waivers **Tab J**
 - 5. IAC Chapters 13, 15, 18, 22, 23 Endorsement Changes **Tab K**
- d. ***Items for Discussion***
 - 1. IAC 282 Chapter 13, Dyslexia Specialist **Tab L**

Waivers

- 1. PFW 20-03 Anthony O. Metzgar **Tab M**

Reports/Approvals

- 1. Summary Waiver Report (Darcy Hathaway)
- 2. Board Operating Guidelines **Tab N**
- 3. FY 21 Board Goals (listed at the top of the agenda)

1:00 p.m.

Adjournment

UPCOMING MEETINGS (via Zoom):

Friday, October 23, 2020
Wednesday, November 18, 2020, 4:00 p.m., if needed
Friday, December 11, 2020

1 incorporating the agreement of the parties and imposing the agreed upon sanction.
2 **MOTION CARRIED UNANIMOUSLY.**

3
4 Kristen Rickey moved, with a second by Kathy Behrens, that in **case number 20-02**,
5 the Board accept the agreement submitted by the parties, and issue an Order
6 incorporating the agreement of the parties and imposing the agreed upon sanction.
7 **MOTION CARRIED UNANIMOUSLY.**

8
9 Kathy Behrens moved, with a second by Larry Bice, that in **case number 20-11**, the
10 Board accept the agreement submitted by the parties, and issue an Order
11 incorporating the agreement of the parties and imposing the agreed upon sanction.
12 **MOTION CARRIED UNANIMOUSLY.**

13
14 Larry Bice moved, with a second by Kristen Rickey, that in **case number 20-50**, 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 Kathy Behrens moved, with a second by Kristen Rickey, that the Board accept the
20 respondent's waiver of hearing and voluntary surrender in **case number 19-185**, and
21 that the Board issue an order permanently revoking the license with no possibility of
22 reinstatement. **MOTION CARRIED UNANIMOUSLY.**

23
24 Kathy Behrens moved, with a second by Larry Bice, to extend the 180-day deadline for
25 issuance of the final decision in **case number 20-19**, based upon the need to conduct
26 the hearing and the need to review the proposed decision. **MOTION CARRIED**
27 **UNANIMOUSLY.** (Jesse Ramirez left the room during the discussion of this case in
28 closed session.)

29
30 Larry Bice moved, with a second by Kathy Behrens, to extend the 180-day deadline for
31 issuance of the final decision in **case number 20-27**, based upon the amount of time
32 needed to complete the investigation. **MOTION CARRIED UNANIMOUSLY.** (Jesse
33 Ramirez left the room during the discussion of this case in closed session.)

1 Kristen Rickey moved, with a second by Larry Bice, to extend the 180-day deadline for
2 issuance of the final decision in **case number 20-32**, based upon the need to conduct
3 the hearing and the need to review the proposed decision. **MOTION CARRIED**
4 **UNANIMOUSLY.** (Jesse Ramirez left the room during the discussion of this case in
5 closed session.)

6
7 Kathy Behrens moved, with a second by Larry Bice, to approve the closed session
8 minutes for June 26, 2020. **MOTION CARRIED UNANIMOUSLY.**

9
10 The following requests for reinstatement were discussed in open session:

11 Case number 19-178, Joel Eddleman – The final order, issued April 17, 2020, imposed
12 a reprimand and a minimum three-month suspension, with a requirement to complete
13 an ethics course and substance abuse evaluation (for an alcohol-related complaint).

14 Mr. Eddleman’s request was denied at the last meeting because the suspension period
15 had not elapsed. The minimum period for the suspension is now up. Larry Bice
16 moved, with a second by Kristen Rickey, that the Board grant the respondent’s request
17 for reinstatement in **case number 19-178**, and issue an order stating that the basis
18 for the suspension no longer exists and it will be in the public interest for the license
19 to be reinstated. **MOTION CARRIED UNANIMOUSLY.**

20
21 Case Number 18-03, Jennifer Callahan – Respondent had two complaints alleging the
22 use of a student organization credit card for personal expenses. The agreement
23 imposed a reprimand, minimum nine-month suspension, and completion of the ethics
24 course. The suspensions have now lapsed and respondent has completed the ethics
25 course. Kathy Behrens moved, with a second by Larry Bice, that the Board grant the
26 respondent’s request for reinstatement in **case number 18-03** and issue an order
27 stating that the basis for the suspension no longer exists and it will be in the public
28 interest for the license to be reinstated. **MOTION CARRIED UNANIMOUSLY.**

29
30 Case Number 19-45, Nathan Smith - Complaint alleged inappropriate text
31 communications with a student while respondent was under the influence of alcohol.
32 The agreement imposed a reprimand, minimum three-month suspension, and an
33 ethics course, and required documentation of attendance at substance abuse recovery

1 meetings. Larry Bice moved, with a second by Kathy Behrens, that the Board grant
2 the respondent's request for reinstatement in **case number 19-45**, and issue an order
3 stating that the basis for the suspension no longer exists and it will be in the public
4 interest for the license to be reinstated. **MOTION CARRIED UNANIMOUSLY.**

5
6 Case Number 19-169, Heather Hovey - Complaint alleged respondent was under the
7 influence of alcohol at school. The agreement imposed a reprimand, minimum three-
8 month suspension, and substance abuse evaluation. Kathy Behrens moved, with a
9 second by Kristen Rickey, grant the respondent's request for reinstatement in **case**
10 **number 19-169**, and issue an order stating that the basis for the suspension no
11 longer exists and it will be in the public interest for the license to be reinstated.

12 **MOTION CARRIED UNANIMOUSLY.**

13
14 The following request to amend board order was discussed in open session.

15 Case Number 18-193, Bracken Smith – The complaint involved a coach (respondent)
16 who drank alcohol at a clinic that took place out of state. Respondent was ordered to
17 complete the ethics course within one year per the settlement agreement in 18-193.
18 He has requested additional time, after staff reached out to him to inquire about his
19 ethics transcript. The Board noted that the Respondent had approximately nine
20 months to complete the course before widespread closures associated with COVID-19
21 began in the state, and the Respondent did not reach out to the Board office to inquire
22 about whether alternate options for taking the course would be available. (The Board
23 has allowed respondents to complete the required ethics course online during the
24 pandemic.) Larry Bice moved, with a second by Rhonda McRina, that the Board deny
25 the respondent's request to amend the final board order in **case number 18-193**.

26 **MOTION CARRIED UNANIMOUSLY.**

27
28 Communication from the Public

29 Margaret Buckton is a partner with Iowa School Finance Information Services (ISFIS)
30 and a lobbyist for the Urban Education Network (UEN) of Iowa and the Rural School
31 Advocates of Iowa (RSAI). On behalf of the RSAI, she expressed their strong support
32 for the proposed administrative rules on today's agenda regarding the Substitute
33 Authorization which expands the possibility for others to become substitutes and lifts

1 some of the time limitations on substitutes being in the classroom. RSAI also
2 supports the proposed rule amendment regarding reciprocity – granting licensure to
3 out of state applicants under certain conditions (HF 2627).

4
5 Board Member Reports

6 None.

7
8 Executive Director’s Report

9 Legislative Update: Staff is working to implement the rule changes due to the
10 legislative mandates (HF 2627; HF 2454; SF 2360; HF 2389) which are on today’s
11 agenda.

12
13 Agency Update: We are still operating with limited staff in the office – many staff are
14 working remotely. The office is still closed to walk-ins except those that have an
15 appointment with a staff member. Fingerprinting is still suspended at this time.

16
17 Financial Update: Mike Cavin reviewed the financial report.

18
19 Licensure Update: We are receiving a large number of conditional licensure
20 applications with processing time around five days to issue. Renewal applications are
21 being processed within approximately three weeks.

22
23 Interim Executive Director Cavin will be sending out a draft for the Board’s review of
24 the possible goals for FY 21 that were recommended at the June retreat.

25
26 Rules

27 Adopt:

28 None.

29
30 ARRC Review Pending:

31 None.

1 Notice:

2 Larry Bice moved, with a second by Kristen Rickey, that the Board Notice the proposed
3 changes to IAC 282 Chapters 12 and 13 – Military Exchange License Fee. **MOTION**
4 **CARRIED UNANIMOUSLY.**

5

6 Dave Harper moved, with a second by Kathy Behrens, that the Board Notice the
7 proposed changes to IAC 282 Chapters 13, 22, 24 – Substitute Authorization.

8 **MOTION CARRIED UNANIMOUSLY.**

9

10 Items for Discussion:

11 IAC Chapters 13, 18, 22, 27 Reciprocity, Denials - 2020 Iowa Acts, House File 2627,
12 directs the BoEE to update language to grant licensure to out of state applicants
13 under certain conditions. This will move forward to notice at an upcoming meeting.

14

15 IAC Chapter 22 Career and Technical - 2020 Iowa Acts, House File 2454, updated the
16 qualifications for community college career and technical instructors. The proposed
17 rule changes would update the same qualifications for high school career and
18 technical instructors in order to provide consistency. This will move forward to notice
19 at an upcoming meeting.

20

21 IAC Chapter 25 Ethics Code - 2020 Iowa Acts, Senate File 2360, directs the BoEE to
22 update language regarding unethical practice under certain conditions. This will move
23 forward to notice at an upcoming meeting.

24

25 IAC Chapters 1-6, 11 Waivers - The proposed amendments update our address in
26 various chapters and update language regarding waivers pursuant to 2020 Iowa Acts,
27 House File 2389. This will move forward to notice at an upcoming meeting.

28

29 IAC Chapters 13, 15, 18, 22, 23 Endorsement Changes - The proposed amendments
30 update teacher endorsement areas, move the orientation and mobility specialist to the
31 authorizations chapter, update the administrator endorsements to align with national
32 standards, and update the behind the wheel authorization to remove redundant

1 requirements already listed within the Iowa Department of Transportation chapters.
2 This will move forward to notice at an upcoming meeting.

3

4 Petition for Waiver

5 None.

6

7 Reports/Approvals

8 None.

9

10 There being no further business, Larry Bice moved, with a second by Chad Janzen, to
11 adjourn the meeting at 5:40 p.m. **MOTION CARRIED UNANIMOUSLY.**

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To: BoEE - Interim Executive Director, Mike Cavin
cc: Dave Heuton, Mirela Jusic

From: Mike Cornelison

Date: August 3, 2020

Re: **FY 2020 FINANCIAL ANALYSIS**
Period 13 - July 2020

NOTE 1: Cash Balance Review

Unit	Current Cash Balance	Projected FYE Carry Forward
9397 - BoEE	\$797,519	\$889,814
2217 - Teachers Cert Clrg	0	0
	<u>\$797,519</u>	<u>\$889,814</u>

Areas to Monitor:

RED:

YELLOW:

GREEN:

Office move to 701 E. Court Ave completed October 30.
BoEE 30th Anniversary Celebration Event held December 13.
FY21 Budget Update completed July 9.

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 2020, July, December & June 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 2020

EDas Customer Number: 1100
Percent of Year Complete 108%

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	Actual	Actual	Forecast	Forecast	Forecast	(C=A+B)	(D)	To Date
	Balance Brought Forward from Prior Year	100,000	709,643	5,950													815,593	815,593	779,722		
	Balance Carried Forward to Next Year													(100,000)	(789,814)		(100,000)	(889,814)	(768,909)		
Revenue Collected																					
234	Gov Transfer In Other Agencies	-	-	-	-	-	3,400	-	-	2,150	777	650	1,300	-	-	-	8,277	8,277	300	2759%	2759%
401	Fees, Licenses & Permits	166,551	213,121	114,349	110,083	120,933	125,349	143,035	108,719	108,103	107,131	161,963	201,203	7,132	-	-	1,687,671	1,687,671	1,900,000	89%	89%
704	Other	42,768	50,710	34,485	37,790	51,551	48,975	47,235	37,875	37,185	27,600	39,800	48,005	2,005	-	-	505,984	505,984	585,000	86%	86%
Total Revenues:		309,319	973,473	154,784	147,873	172,484	177,724	190,270	146,594	147,438	135,508	202,413	250,508	(90,863)	(789,814)	-	2,917,524	2,127,710	2,496,113	117%	85%
Expenditures																					
101	Personal Services	111,528	99,621	113,519	113,465	117,203	179,734	96,653	111,653	106,136	101,611	105,397	171,625	14,222	-	-	1,442,366	1,442,366	1,524,852	95%	95%
202	In State Travel	-	223	1,452	819	2,000	1,953	2,550	1,547	1,821	-	-	-	-	-	-	12,365	12,365	20,000	62%	62%
203	State Vehicle Operation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000	0%	0%
205	Out Of State Travel	-	-	-	1,983	1,170	-	-	468	458	236	-	-	-	-	-	4,315	4,315	20,000	22%	22%
301	Office Supplies	1,000	4,641	-	260	55	826	106	910	595	336	4,809	155	(4,436)	-	-	9,257	9,257	12,000	77%	77%
302	Facility Maintenance Supplies	-	-	-	-	1,130	647	282	25	21	96	30	65	81	-	-	2,376	2,376	3,000	79%	79%
303	Equipment Maintenance Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,000	0%	0%
308	Other Supplies	30	-	-	-	568	-	261	950	-	-	167	-	-	-	-	1,976	1,976	5,800	34%	34%
309	Printing & Binding	-	25	-	-	632	1,545	20	1	1,051	38	-	40	915	-	-	4,266	4,266	1,000	426%	426%
311	Food	-	-	-	-	-	280	-	-	-	-	-	-	-	-	-	280	280	-	0%	0%
313	Postage	-	508	517	476	359	725	408	710	748	720	673	795	621	-	-	7,259	7,259	6,700	108%	108%
401	Communications	-	1,189	1,189	1,218	19,799	907	9,897	1,710	894	2,394	1,655	1,531	1,577	-	-	43,961	43,961	43,250	102%	102%
402	Rentals	-	75	245	-	-	9,908	4,917	4,917	4,917	6,482	-	9,083	-	-	-	40,543	40,543	57,000	71%	71%
403	Utilities	-	-	-	-	-	317	307	264	236	166	134	145	-	-	-	1,569	1,569	3,000	52%	52%
405	Prof & Scientific Services	-	-	418	50	368	238	940	-	585	450	400	50	1,815	-	-	5,314	5,314	15,000	35%	35%
406	Outside Services	33	-	965	-	1,748	622	3,949	1,075	393	358	399	494	-	-	-	10,036	10,036	9,300	108%	108%
408	Advertising & Publicity	-	-	48	-	-	-	-	-	-	62	-	-	-	-	-	158	158	100	158%	158%
409	Outside Repairs/Service	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,000	0%	0%
414	Reimbursements To Other Agency	-	5,550	5,865	5,443	6,335	4,183	244	2,065	1,949	2,302	1,927	2,032	2,467	-	-	40,361	40,361	104,000	39%	39%
416	ITD Reimbursements	-	6,970	6,793	1,950	67,814	12,219	2,058	4,459	2,133	2,066	2,761	4,474	18,980	-	-	132,677	132,677	157,000	85%	85%
418	IT Outside Services	-	1,475	1,475	850	1,475	2,100	1,275	1,275	1,402	1,275	1,275	1,275	1,275	-	-	16,430	16,430	18,000	91%	91%
432	Attorney General Reimbursement	-	-	6,688	-	6,669	3,335	3,436	3,336	3,346	3,333	3,333	3,333	3,333	-	-	40,143	40,143	45,000	89%	89%
433	Gov Transfer Auditor of State	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	800	0%	0%
434	Gov Transfer Other Agencies	-	18,519	-	24,712	19,035	22,154	1,191	51,393	18,423	16,494	29,051	8,400	16,709	-	-	226,081	226,081	300,000	75%	75%
501	Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000	0%	0%
502	Office Equipment	-	-	-	-	1,128	-	-	-	-	-	-	-	-	-	-	1,128	1,128	1,500	75%	75%
503	Equipment-Non Inventory	-	-	-	-	38,296	11	-	-	-	-	278	-	22	-	-	38,607	38,607	79,500	49%	49%
510	IT Equipment & Software	-	7,920	-	-	-	-	-	-	-	899	5,036	-	(13,180)	7,705	-	675	8,380	8,000	8%	105%
602	Other Expenses & Obligations	-	-	3,573	4,671	2,452	2,632	2,850	2,800	3,274	2,564	2,384	2,410	7,583	-	-	37,193	37,193	40,000	93%	93%
702	Fees	-	-	-	85	-	-	-	-	-	-	-	-	-	-	-	-	-	30	0%	0%
705	Refunds-Other	-	-	-	85	-	-	85	85	160	75	95	85	-	-	-	670	670	280	239%	239%
Total Expenditures:		112,590	146,715	142,748	155,982	287,109	245,183	131,708	189,643	148,541	142,236	159,527	205,993	52,029	7,705	-	2,120,005	2,127,711	2,496,113	85%	85%
Current Month Operations		196,728	826,758	12,036	(8,109)	(114,625)	(67,459)	58,562	(43,049)	(1,104)	(6,728)	42,886	44,515	(142,892)	(797,519)	-	797,519	(0)	0	0	0
Cash Balance		196,728	1,023,487	1,035,523	1,027,413	912,788	845,329	903,891	860,842	859,738	853,010	895,896	940,411.31	797,519	(0)	(0)	797,519	(0)	0	0	0

FOOTNOTES

Revenues

234 **Gov Transfer In Other Agencies** - includes WebSpec reimbursement.

Expenditures

- 101 **Personal Services** - July, December & June have 3 payroll warrants written.
- 202 **In State Travel** - Employee travel and Board Meeting expense.
- 301 **Office Supplies** - May expense includes the FY21 NASDTEC membership fee. This expense was moved to FY21 in HO13.
- 309 **Printing & Binding - HO13** expense includes #9, #10, & 10x13 brown manilla envelopes.
- 401 **Communication** - Cell phone and ICN Voice usage.
- 402 **Rentals** - Facility lease & exhibit booths for trade events. April expense includes booth rentals for the SAI & IASB events. June expense includes 2 facility lease payments and a refund for the SAI event booth rental.
- 405 **Prof & Scientific Services** - payments to school districts for Board Member per diem & substitute reimbursements. HO13 expense includes consulting services paid to Mary Stevens of \$1,665.
- 406 **Outside Services** - Includes the office cleaning service.
- 414 **Reimbursements to Other Agencies** - DAS services.
- 416 **ITD Reimbursements** - I/3 Admin & OCIO Services. May expense includes the Chrome Management Console annual license fee. June expense includes VOD support for Feb & Apr. HO13 expense includes VOD support for Sept 2019 & May 2020, Salesforce implementation services (July 2019), Vertiba Sr Project Manager services (Sept 2019), and Software Engineer services (April 2020).
- 418 **IT Outside Services** - WebSpec Design costs, & Insight desktop support.
- 434 **Gov Transfer Other Agencies** - DCI criminal history & background checks. May expense includes an unpaid charge from October.
- 503 **Equipment-Non Inventory** - Budgeted expense includes computer replacements for staff, which will be delayed to FY21.
- 510 **IT Equipment & Software** - April expense is for the annual Zoom subscription fee. May expense is for the IBM Content Manager annual subscription & support renewal. The HO13 credit & HO14 adjustment moves a portion of those expenses to FY21.
- 602 **Other Expenses & Obligations** - TOS credit card processing fees.

Job Class	Board Members
14000-001	Kristen M Rickey
14000-002	Sara J Yedlik
14000-003	Anthony D Voss
14000-004	Timothy W Bower
14000-005	Erin K Schoening
14000-006	Larry Bice DOE
14000-007	Rhonda McRina
14000-008	Vacant
14000-009	Ryan J Williamson
14000-010	Chad W Janzen
14000-011	Kathy J Behrens
14000-012	David A Harper

Job Class

00018-002	Clerk-Specialist	Vacant (Klavins)	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 3	Cynthia D Dennis	1.00
00705-801	Admin Intern	vacant	0.00
01071-001	Education Program Consultant	Steven C Mitchell	1.00
01071-005	Education Program Consultant	vacant (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	Interim Exec Dir/BOEE	Michael D Cavin	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

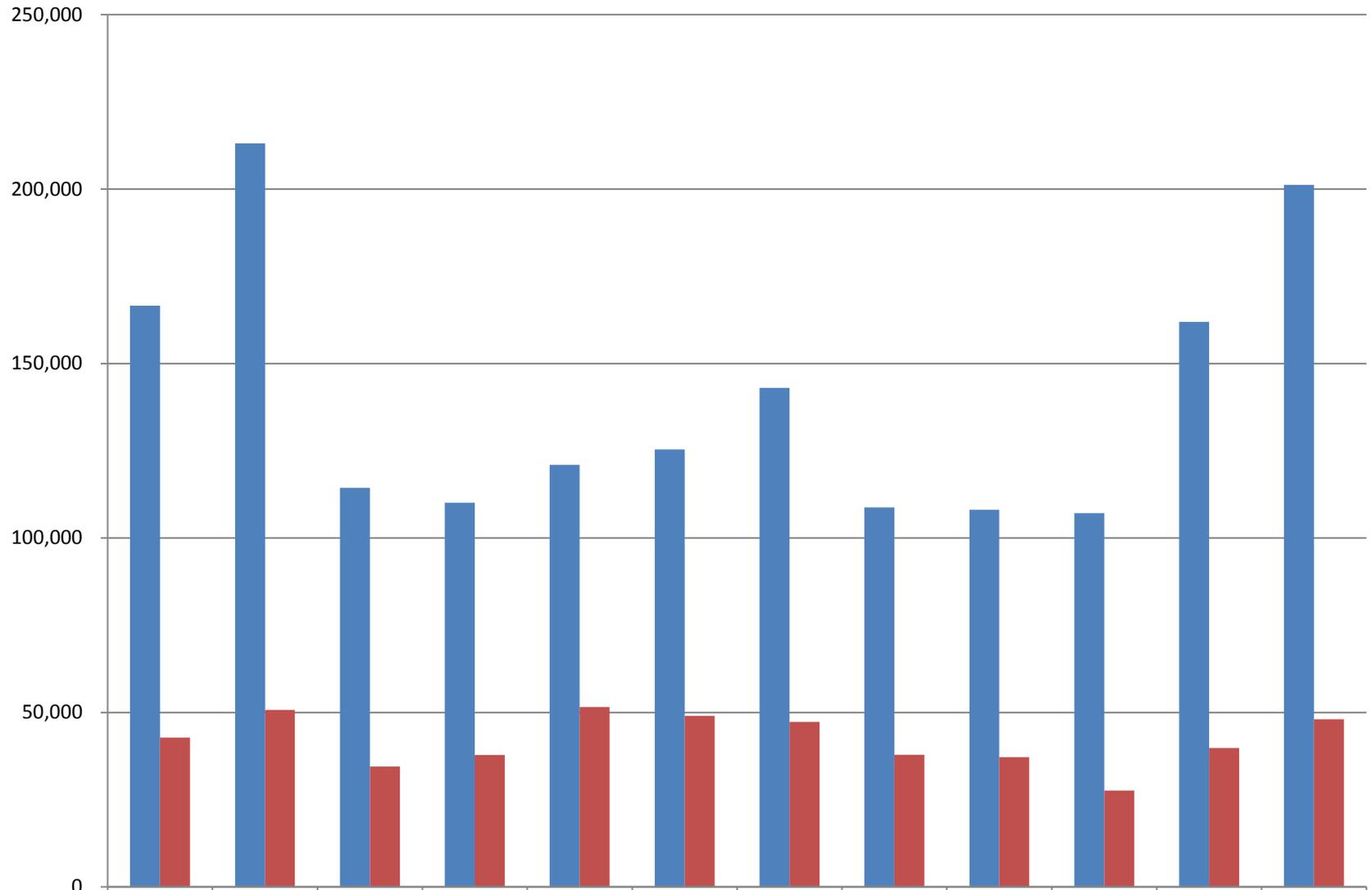
Sub Unit: Blank

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	Actual	Forecast	Forecast	Actual											
	Appropriation																
	BBF																
Revenue Collected																	
234	Gov Transfer In Other Agencies	0	0	0	0	0	3,400	0	0	2,150	777	650	1,300	0	0	0	8,277
401	Licensure Fees	166,551	213,121	114,349	110,083	120,933	125,349	143,035	108,719	108,103	107,131	161,963	201,203	7,132	0	0	1,687,671
704	DCI Check Fees	42,768	50,710	34,485	37,790	51,551	48,975	47,235	37,875	37,185	27,600	39,800	48,005	2,005	0	0	505,984
Total Revenues:		209,319	263,831	148,834	147,873	172,484	177,724	190,270	146,594	147,438	135,508	202,413	250,508	9,137	-	-	2,201,932
234 Gen Fund	Licensure Fees % - Other Agcy	0	0	0	0	0	0	0	0	0	0	0	0	0			0
401 Gen Fund	Licensure Fees	52,557	67,718	36,396	34,993	38,464	39,957	45,350	34,561	34,335	34,066	51,449	63,973	2,271			536,090
Total General Fund		52,557	67,718	36,396	34,993	38,464	39,957	45,350	34,561	34,335	34,066	51,449	63,973	2,271	0	0	536,090
Total Receipts		261,876	331,549	185,230	182,866	210,948	217,681	235,620	181,155	181,773	169,574	253,862	314,480	11,408	-	-	2,738,022

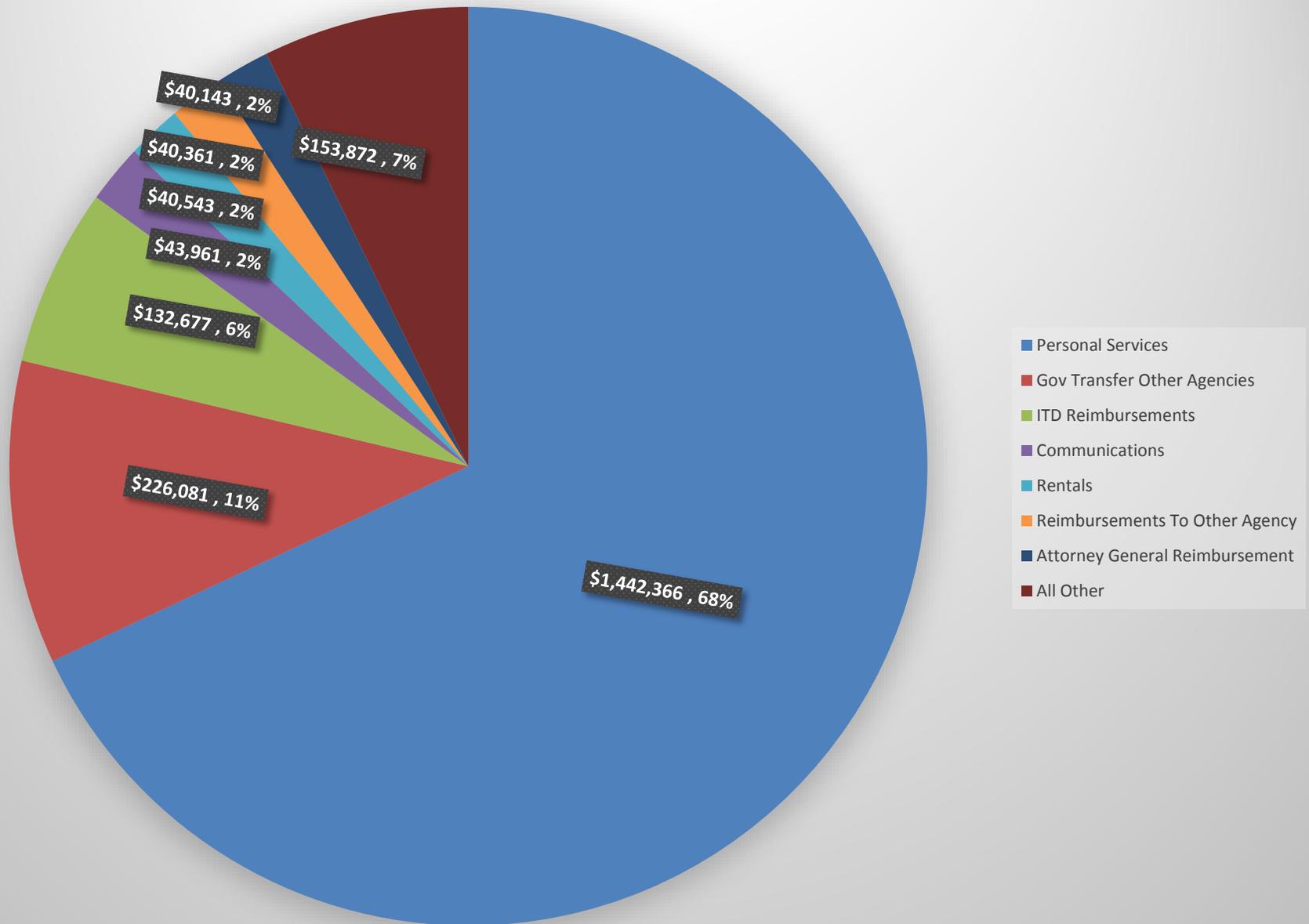
Note -
General Fund 0001-996-2820

Receipts July 2019-June 2020



■ Licensure Fees	166,551	213,121	114,349	110,083	120,933	125,349	143,035	108,719	108,103	107,131	161,963	201,203
■ DCI Check Fees	42,768	50,710	34,485	37,790	51,551	48,975	47,235	37,875	37,185	27,600	39,800	48,005

Expenditures July 2019-June 2020



Obligations vs. Budget Report
Budget Fiscal Year: 2020

	Actual To-Date	FY-Encumbered	Total Obligations FY-To-Date	FY 20 Budget	Budget Balance	Percent of Budget Received /Spent
Resources -						
Balance Forward	815,593		815,593	779,722		
234 Gov Transfer In Other Agencies	8,277		8,277	300		
401 Fees, Licenses & Permits	1,687,671		1,687,671	1,900,000		
704 Other	505,984		505,984	585,000		
Total Resources	\$3,017,524	\$0	\$3,017,524	\$3,265,022		
(Total Revenues)	<u>\$2,201,932</u>	<u>\$0</u>	<u>\$2,201,932</u>	<u>\$2,485,300</u>	\$283,368	89%
Expenditures -						
101 Personal Services	1,442,366		1,442,366	1,524,852	82,486	95%
202 In State Travel	12,365		12,365	20,000	7,635	62%
203 State Vehicle Operation	0		0	1,000	1,000	0%
205 Out Of State Travel	4,315		4,315	20,000	15,685	22%
301 Office Supplies	9,257		9,257	12,000	2,743	77%
302 Facility Maintenance Supplies	2,376		2,376	3,000	0	79%
303 Equipment Maintenance Supplies	0		0	4,000	4,000	0%
308 Other Supplies	1,976		1,976	5,800	3,824	34%
309 Printing & Binding	4,266		4,266	1,000	(3,265)	426%
311 Food	280		280	0	(280)	100%
313 Postage	7,259		7,259	6,700	(559)	108%
401 Communications	43,961		43,961	43,250	(711)	102%
402 Rentals	40,543		40,543	57,000	16,457	71%
403 Utilities	1,569		1,569	3,000	1,431	52%
405 Prof & Scientific Services	5,314		5,314	15,000	9,687	35%
406 Outside Services	10,036		10,036	9,300	(736)	108%
408 Advertising & Publicity	158		158	100	(58)	158%
409 Outside Repairs/Service	0		0	6,000	6,000	0%
414 Reimbursements To Other Agency	40,361		40,361	104,000	63,639	39%
416 ITD Reimbursements	132,677		132,677	157,000	24,323	85%
418 IT Outside Services	16,430		16,430	18,000	1,570	91%
432 Attorney General Reimbursement	40,143		40,143	45,000	4,857	89%
433 Gov Transfer Auditor of State	0		0	800	800	0%
434 Gov Transfer Other Agencies	226,081		226,081	300,000	73,919	75%
501 Equipment	0		0	10,000	10,000	0%
502 Office Equipment	1,128		1,128	1,500	372	75%
503 Equipment-Non Inventory	38,607		38,607	79,500	40,893	49%
510 IT Equipment & Software	675		675	8,000	7,325	8%
602 Other Expenses & Obligations	37,193		37,193	40,000	2,808	93%
702 Fees	0		0	30	30	0%
705 Refunds-Other	670		670	280	(390)	239%
Total Expenditures	<u>\$2,120,005</u>	<u>\$0</u>	<u>\$2,120,005</u>	<u>\$2,496,113</u>	<u>\$375,483</u>	<u>85%</u>
CY Revenue Less Expenditures	<u>\$81,926</u>					
Estimated Carry Forward	<u>\$897,519</u>					

To: BoEE - Interim Executive Director, Mike Cavin
 cc: Dave Heuton, Mirela Jusic

From: Mike Cornelison

Date: August 3, 2020

Re: **FY 2021 FINANCIAL ANALYSIS**
Period 1 - July 2020

NOTE 1: Cash Balance Review

Unit	Current Cash Balance	Projected FYE Carry Forward
9397 - BoEE	\$218,485	\$881,276
	<u>\$218,485</u>	<u>\$881,276</u>

Areas to Monitor:

RED:

YELLOW:

GREEN:

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 2021, December & June 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 2021

EDas Customer Number: 1100
Percent of Year Complete 8%

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	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	(C=A+B)	(D)	To Date
	Balance Brought Forward from Prior Year	100,000	789,814	-													100,000	889,814	908,323		
	Balance Carried Forward to Next Year													(100,000)	(781,276)		-	(881,276)	(866,953)		
Revenue Collected																					
234	Gov Transfer In Other Agencies	-	-	-	-	289	3,989	-	-	2,523	912	763	1,525	-	-	-	-	10,000	10,000	0%	100%
401	Fees, Licenses & Permits	170,412	223,931	127,849	131,489	118,361	114,372	144,539	112,703	112,214	123,642	166,752	206,651	-	-	-	170,412	1,752,916	1,750,000	10%	100%
704	Other	49,150	55,401	44,737	47,534	46,693	45,619	47,160	41,064	40,488	45,591	42,757	48,839	-	-	-	49,150	555,031	550,000	9%	101%
Total Revenues:		319,562	1,069,145	172,586	179,023	165,343	163,980	191,699	153,767	155,225	170,145	210,271	257,015	(100,000)	(781,276)	-	319,562	2,326,485	2,351,371	14%	99%
Expenditures																					
101	Personal Services	77,975	120,277	120,277	120,277	120,277	180,416	120,277	120,277	120,277	120,277	120,277	180,416	24,055	-	-	77,975	1,545,359	1,569,620	5%	98%
202	In State Travel	-	500	1,500	1,000	2,000	2,000	2,500	1,500	2,000	2,000	2,000	1,500	1,000	-	-	-	20,000	20,000	0%	100%
203	State Vehicle Operation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	0%
205	Out Of State Travel	-	-	2,000	2,000	1,500	1,000	1,000	2,000	2,500	1,000	2,500	2,500	2,000	-	-	-	20,000	20,000	0%	100%
301	Office Supplies	4,500	500	1,000	100	100	1,000	100	1,000	600	400	5,000	200	(4,500)	-	-	4,500	10,000	10,000	45%	100%
302	Facility Maintenance Supplies	-	-	-	-	1,000	500	300	-	500	100	-	100	500	-	-	-	3,000	3,000	0%	100%
303	Equipment Maintenance Supplies	-	-	250	-	-	250	-	-	250	-	-	250	-	-	-	-	1,000	1,000	0%	100%
308	Other Supplies	-	-	-	500	-	-	-	500	-	-	-	500	-	-	-	-	1,500	1,500	0%	100%
309	Printing & Binding	-	-	100	-	650	1,550	-	-	1,100	-	-	100	-	-	-	-	3,500	3,500	0%	100%
311	Food	-	-	-	-	-	-	-	-	-	-	300	-	-	-	-	-	300	300	0%	100%
313	Postage	-	500	500	500	400	700	500	700	800	700	700	800	700	-	-	-	7,500	7,500	0%	100%
401	Communications	-	1,650	1,650	1,650	1,750	1,650	1,650	1,650	1,650	1,650	1,750	1,650	1,650	-	-	-	20,000	20,000	0%	100%
402	Rentals	4,917	5,020	6,170	4,920	4,920	5,020	4,920	6,420	5,920	6,430	6,920	5,920	1,500	-	-	4,917	68,997	69,000	7%	100%
403	Utilities	206	400	400	300	400	400	400	400	300	200	200	300	-	-	-	206	3,906	4,000	5%	98%
405	Prof & Scientific Services	-	1,000	1,000	500	1,000	1,000	500	1,000	1,000	500	1,000	1,000	500	-	-	-	10,000	10,000	0%	100%
406	Outside Services	299	300	1,000	300	300	1,000	300	300	750	300	300	750	100	-	-	299	5,999	6,000	5%	100%
408	Advertising & Publicity	-	75	-	-	75	-	-	-	-	100	-	-	-	-	-	-	250	250	0%	100%
409	Outside Repairs/Service	-	-	-	500	-	-	500	-	-	-	-	-	500	-	-	-	2,000	2,000	0%	100%
414	Reimbursements To Other Agency	-	3,500	3,500	3,500	3,500	3,000	3,500	3,500	3,500	3,500	3,500	3,500	2,000	-	-	-	40,000	40,000	0%	100%
416	ITD Reimbursements	-	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	-	-	-	150,000	150,000	0%	100%
418	IT Outside Services	-	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	-	-	-	18,000	18,000	0%	100%
432	Attorney General Reimbursement	-	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	-	-	-	45,000	45,000	0%	100%
433	Gov Transfer Auditor of State	-	-	-	-	-	-	-	-	-	-	-	-	400	-	-	-	400	400	0%	100%
434	Gov Transfer Other Agencies	-	21,000	21,000	23,000	21,000	21,000	23,000	21,000	21,000	23,000	21,000	21,000	23,000	-	-	-	260,000	260,000	0%	100%
501	Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	0%
502	Office Equipment	-	-	-	-	-	250	-	-	250	-	-	-	-	-	-	-	500	500	0%	100%
503	Equipment-Non Inventory	-	-	-	18,000	20,000	-	-	-	-	2,000	-	-	-	-	-	-	40,000	40,000	0%	100%
510	IT Equipment & Software	13,180	(4,705)	-	-	-	-	-	-	-	1,000	-	-	-	-	-	13,180	9,475	9,000	146%	105%
602	Other Expenses & Obligations	-	3,000	3,500	3,500	3,500	3,500	3,000	3,500	3,500	3,500	3,500	3,500	2,500	-	-	-	40,000	40,000	0%	100%
702	Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	0%
705	Refunds-Other	-	100	100	-	100	100	-	100	100	-	100	100	-	-	-	-	800	800	0%	100%
Total Expenditures:		101,077	170,867	181,697	198,297	200,222	242,086	180,197	181,597	183,747	185,407	186,797	241,836	73,655	-	-	101,077	2,327,485	2,351,371	4%	99%
Current Month Operations		218,485	898,279	(9,111)	(19,275)	(34,879)	(78,106)	11,501	(27,830)	(28,522)	(15,263)	23,474	15,179	(173,655)	(781,276)	-	218,485	(1,000)	-	-	-
Cash Balance		218,485	1,116,764	1,107,653	1,088,378	1,053,499	975,392	986,894	959,064	930,541	915,279	938,752	953,931.26	780,276	(1,000)	(1,000)	-	0	0	0	0

FOOTNOTES

Revenues

234 Gov Transfer In Other Agencies - includes WebSpec reimbursement.

Expenditures

- 101 Personal Services - December & June have 3 payroll warrants written.
- 202 In State Travel - Employee travel and Board Meeting expense.
- 301 Office Supplies - July expense includes the FY21 NASDTEC membership fee.
- 401 Communication - Cell phone and ICN Voice usage.
- 402 Rentals - Facility lease & exhibit booths for trade events.
- 405 Prof & Scientific Services - payments to school districts for Board Member per diem & substitute reimbursements.
- 406 Outside Services - Includes the office cleaning service.
- 414 Reimbursements to Other Agencies - DAS services.
- 418 IT Outside Services - WebSpec Design costs, & Insight desktop support.
- 434 Gov Transfer Other Agencies - DCI criminal history & background checks.
- 503 Equipment-Non Inventory - Budgeted expense includes computer replacements for staff.
- 510 IT Equipment & Software - July expense & August adjustment are the FY21 portions of the Livescan, Zoom & IBM Content Manager subscriptions.
- 602 Other Expenses & Obligations - TOS credit card processing fees.

Job Class	Board Members
14000-001	Kristen M Rickey
14000-002	Sara J Yedlik
14000-003	Anthony D Voss
14000-004	Timothy W Bower
14000-005	Erin K Schoening
14000-006	Larry Bice DOE
14000-007	Rhonda McRina
14000-008	Vacant
14000-009	Ryan J Williamson
14000-010	Chad W Janzen
14000-011	Kathy J Behrens
14000-012	David A Harper

Job Class

Job Class	Employee Name	9397
00018-002 Clerk-Specialist	Vacant (Klavins)	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 3	Cynthia D Dennis	1.00
00705-801 Admin Intern	vacant	0.00
01071-001 Education Program Consultant	Steven C Mitchell	1.00
01071-005 Education Program Consultant	vacant (Cavin)	1.00
01071-006 Education Program Consultant	Gregory S Horstman	1.00
01071-007 Education Program Consultant	Linda Hunt Espy	1.00
01071-008 Education Program Consultant	David D Wempen	1.00
31038-002 Interim Exec Dir/BOEE	Michael D Cavin	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	Actual													
	Appropriation																
	BBF																
Revenue Collected																	
234	Gov Transfer In Other Agencies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
401	Licensure Fees	170,412	0	0	0	0	0	0	0	0	0	0	0	0	0	0	170,412
704	DCI Check Fees	49,150	0	0	0	0	0	0	0	0	0	0	0	0	0	0	49,150
Total Revenues:		219,562	-	-	-	-	-	-	-	-	-	-	-	-	-	-	219,562
234 Gen Fund	Licensure Fees % - Other Agcy	0	0	0	0	0	0	0	0	0	0	0	0				0
401 Gen Fund	Licensure Fees	54,187															54,187
Total General Fund		54,187	0	54,187													
Total Receipts		273,749	-	-	-	-	-	-	-	-	-	-	-	-	-	-	273,749

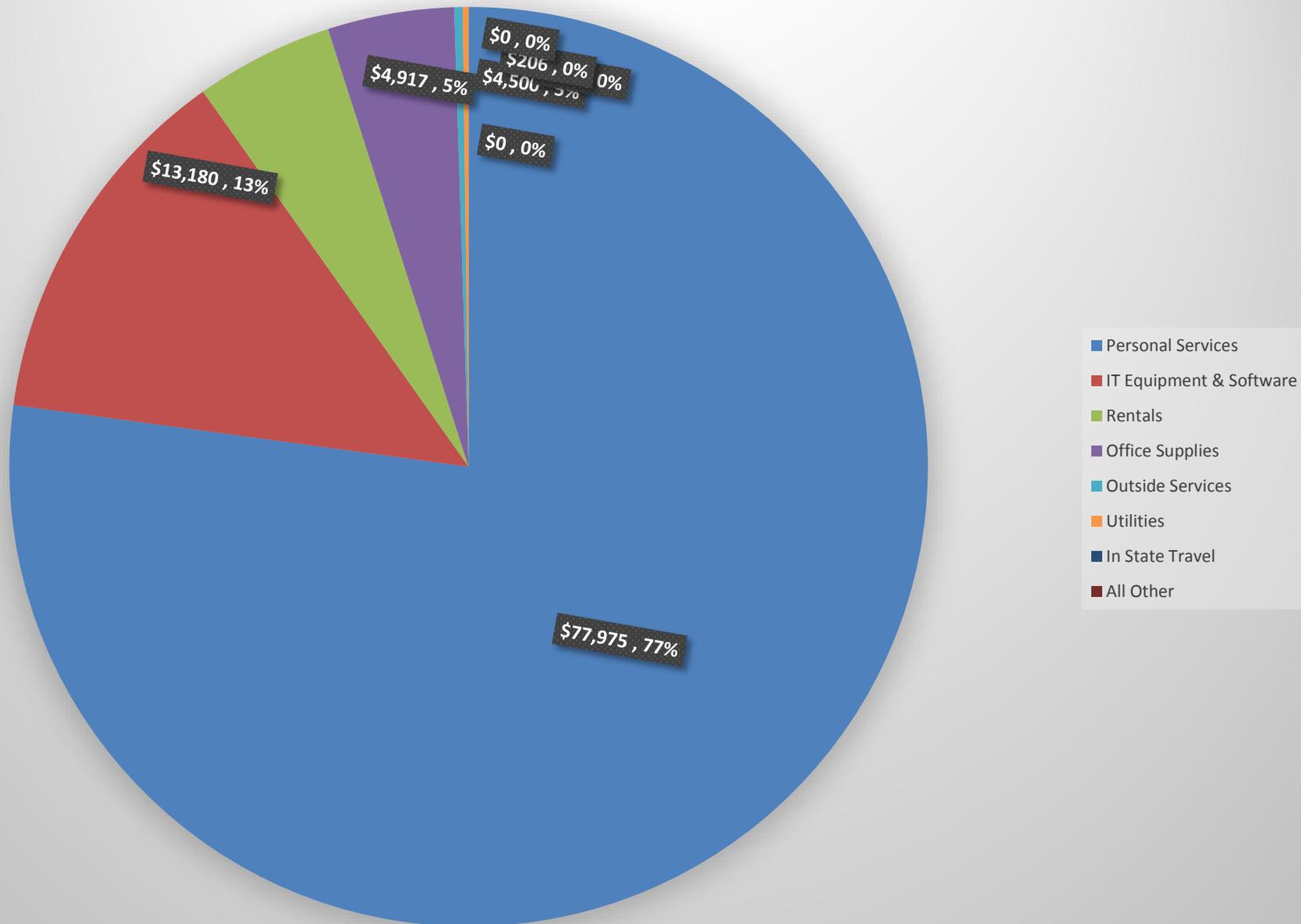
Note -
General Fund 0001-996-2820

Receipts July 2020-June 2021



	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
■ Licensure Fees	170,412	0	0	0	0	0	0	0	0	0	0	0
■ DCI Check Fees	49,150	0	0	0	0	0	0	0	0	0	0	0

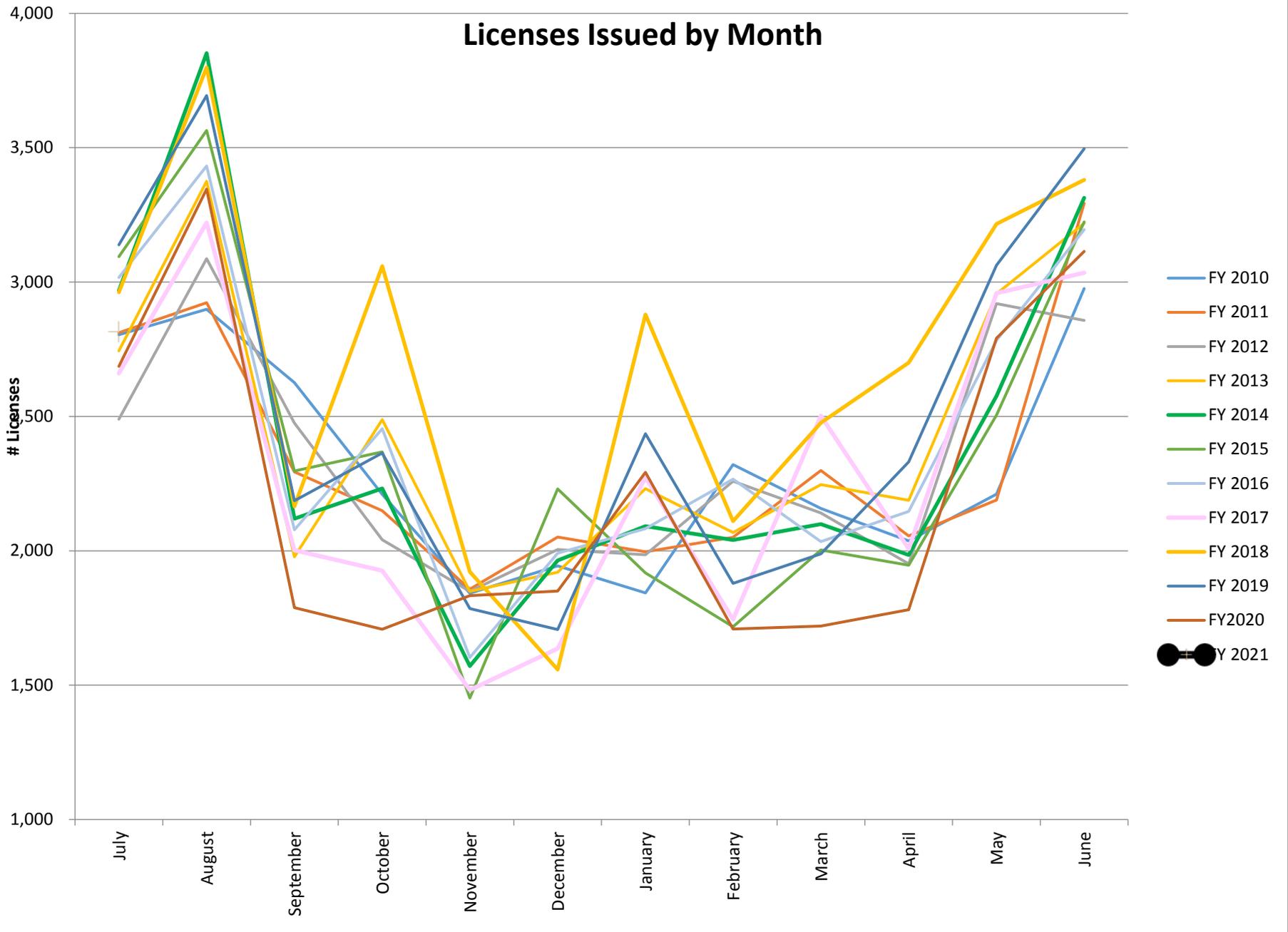
Expenditures July 2020-June 2021



Obligations vs. Budget Report
Budget Fiscal Year: 2021

	Actual To-Date	FY-Encumbered	Total Obligations FY-To-Date	FY 21 Budget	Budget Balance	Percent of Budget Received /Spent
Resources -						
Balance Forward	100,000		100,000	908,323		
234 Gov Transfer In Other Agencies		0	0	10,000		
401 Fees, Licenses & Permits	170,412		170,412	1,750,000		
704 Other	49,150		49,150	550,000		
Total Resources	\$319,562	\$0	\$319,562	\$3,218,324		
(Total Revenues)	<u>\$219,562</u>	<u>\$0</u>	<u>\$219,562</u>	<u>\$2,310,000</u>	\$2,090,438	10%
Expenditures -						
101 Personal Services	77,975		77,975	1,569,620	1,491,644	5%
202 In State Travel	0		0	20,000	20,000	0%
203 State Vehicle Operation	0		0	0	0	100%
205 Out Of State Travel	0		0	20,000	20,000	0%
301 Office Supplies	4,500		4,500	10,000	5,500	45%
302 Facility Maintenance Supplies	0		0	3,000	0	0%
303 Equipment Maintenance Supplies	0		0	1,000	1,000	0%
308 Other Supplies	0		0	1,500	1,500	0%
309 Printing & Binding	0		0	3,500	3,500	0%
311 Food	0		0	300	300	0%
313 Postage	0		0	7,500	7,500	0%
401 Communications	0		0	20,000	20,000	0%
402 Rentals	4,917		4,917	69,000	64,083	7%
403 Utilities	206		206	4,000	3,795	5%
405 Prof & Scientific Services	0		0	10,000	10,000	0%
406 Outside Services	299		299	6,000	5,702	5%
408 Advertising & Publicity	0		0	250	250	0%
409 Outside Repairs/Service	0		0	2,000	2,000	0%
414 Reimbursements To Other Agency	0		0	40,000	40,000	0%
416 ITD Reimbursements	0		0	150,000	150,000	0%
418 IT Outside Services	0		0	18,000	18,000	0%
432 Attorney General Reimbursement	0		0	45,000	45,000	0%
433 Gov Transfer Auditor of State	0		0	400	400	0%
434 Gov Transfer Other Agencies	0		0	260,000	260,000	0%
501 Equipment	0		0	0	0	100%
502 Office Equipment	0		0	500	500	0%
503 Equipment-Non Inventory	0		0	40,000	40,000	0%
510 IT Equipment & Software	13,180		13,180	9,000	(4,180)	146%
602 Other Expenses & Obligations	0		0	40,000	40,000	0%
702 Fees	0		0	0	0	100%
705 Refunds-Other	0		0	800	800	0%
Total Expenditures	\$101,077	\$0	\$101,077	\$2,351,371	\$2,247,294	4%
CY Revenue Less Expenditures	<u>\$118,485</u>					
Estimated Carry Forward	<u>\$218,485</u>					

Licenses Issued by Month



Number of Licenses Issued by Month

	July	August	September	October	November	December	January	February	March	April	May	June	Total number of Licenses Issued
FY 2021	2,815												
Running Total	2,815	2,815	2,815	2,815	2,815	2,815	2,815	2,815	2,815	2,815	2,815	2,815	
FY 2020	2,687	3,346	1,788	1,708	1,833	1,850	2,292	1,709	1,720	1,781	2,791	3,114	26,619
Running Total	2,687	6,033	7,821	9,529	11,362	13,212	15,504	17,213	18,933	20,714	23,505	26,619	
FY 2019	3,139	3,694	2,186	2,364	1,785	1,707	2,436	1,879	1,989	2,331	3,063	3,496	30,069
Running Total	3,139	6,833	9,019	11,383	13,168	14,875	17,311	19,190	21,179	23,510	26,573	30,069	
FY 2018	2,962	3,799	2,165	3,059	1,922	1,558	2,879	2,110	2,476	2,700	3,216	3,380	32,226
Running Total	2,962	6,761	8,926	11,985	13,907	15,465	18,344	20,454	22,930	25,630	28,846	32,226	
FY 2017	2,660	3,221	2,002	1,926	1,482	1,636	2,273	1,744	2,502	2,007	2,959	3,035	27,447
Running Total	2,660	5,881	7,883	9,809	11,291	12,927	15,200	16,944	19,446	21,453	24,412	27,447	
FY 2016 Actual	3,017	3,432	2,078	2,454	1,603	1,991	2,082	2,267	2,034	2,147	2,783	3,195	29,083
Running Total	3,017	6,449	8,527	10,981	12,584	14,575	16,657	18,924	20,958	23,105	25,888	29,083	
FY 2015 Actual	3,095	3,564	2,297	2,368	1,452	2,230	1,918	1,717	2,003	1,946	2,505	3,224	28,319
Running Total	3,095	6,659	8,956	11,324	12,776	15,006	16,924	18,641	20,644	22,590	25,095	28,319	
FY 2014 Actual	2,968	3,852	2,120	2,232	1,571	1,964	2,092	2,040	2,099	1,984	2,576	3,314	28,812
Running Total	2,968	6,820	8,940	11,172	12,743	14,707	16,799	18,839	20,938	22,922	25,498	28,812	
FY 2013 Actual	2,744	3,375	1,978	2,488	1,849	1,920	2,231	2,068	2,246	2,188	2,956	3,219	29,262
Running Total	2,744	6,119	8,097	10,585	12,434	14,354	16,585	18,653	20,899	23,087	26,043	29,262	
FY 2012 Actual	2,490	3,087	2,475	2,041	1,849	2,005	1,985	2,259	2,141	1,951	2,920	2,857	28,060
Running Total	2,490	5,577	8,052	10,093	11,942	13,947	15,932	18,191	20,332	22,283	25,203	28,060	
FY 2011 Actual	2,812	2,923	2,294	2,149	1,857	2,051	1,996	2,050	2,299	2,055	2,189	3,293	27,968
Running Total	2,812	5,735	8,029	10,178	12,035	14,086	16,082	18,132	20,431	22,486	24,675	27,968	
FY 2010 Actual	2,804	2,899	2,626	2,210	1,842	1,944	1,843	2,321	2,158	2,037	2,211	2,976	27,871
Running Total	2,804	5,703	8,329	10,539	12,381	14,325	16,168	18,489	20,647	22,684	24,895	27,871	
FY 2009 Actual	2,902	3,413	2,644	2,547	1,779	1,726	1,979	2,221	2,393	1,844	2,259	2,923	28,630
Running Total	2,902	6,315	8,959	11,506	13,285	15,011	16,990	19,211	21,604	23,448	25,707	28,630	

ARRC REVIEW PENDING

Date: 9/11/2020

To: Board Members

From: Mike Cavin, Interim Executive Director

RE: Amend IAC 282 Chapters 12 and 13

The proposed amendments remove the military exchange license issuance fee, which will reduce fees for military exchange license applicants and streamline accounting.

The following rule-making actions are proposed:

ITEM 1:

Amend subrule 282-12.1(272) as follows:

282—12.1 (272) Issuance of licenses, certificates, authorizations, and statements of professional recognition. All application and licensure fees are nonrefundable. The fee for the issuance of a license, certificate, statement of professional recognition, or authorization shall be \$85 unless otherwise specified below:

1. Class E emergency license shall be \$150.
2. Paraeducator certificate shall be \$40.
3. Behind-the-wheel authorization shall be \$40.
4. Military exchange license shall not require a fee for issuance.

ITEM 2:

Amend subrule 282—13.17(3)(272) as follows:

13.17(3) Military exchange license.

a. - e. No change.

f. Fees. ~~Fees for the background check, evaluation and license issued pursuant to 13.17(3) will be limited to the fee outlined in rule 282—12.1(272) for the issuance of a license.~~

EDUCATIONAL EXAMINERS BOARD[282]

Notice of Intended Action

Proposing rule making related to military exchange license issuance fee and providing an opportunity for public comment

The Educational Examiners Board hereby proposes to amend Chapter 12, "Fees," and 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.

Purpose and Summary

The proposed amendments remove the military exchange license issuance fee, which will reduce fees for military exchange license applicants and streamline accounting.

Fiscal Impact

The Board issues approximately 25 military exchange licenses per year. This amendment would reduce the Board's collections by \$10 per military exchange license, for a total estimated fiscal impact of approximately \$250 per year.

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 October 2, 2020. Comments should be directed to:

Kimberly Cunningham
Board of Educational Examiners
701 East Court Avenue, Suite A
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:

September 30, 2020
1 p.m.

Board Room
701 East Court Avenue, Suite A
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 rule 282—12.1(272) as follows:

282—12.1(272) Issuance of licenses, certificates, authorizations, and statements of professional recognition. All application and licensure fees are nonrefundable. The fee for the issuance of a license, certificate, statement of professional recognition, or authorization shall be \$85 unless otherwise specified below:

1. Class E emergency license shall be \$150.
2. Paraeducator certificate shall be \$40.
3. Behind-the-wheel authorization shall be \$40.
4. Military exchange license shall not require a fee for issuance.

ITEM 2. Rescind paragraph 13.17(3)"f."

ARRC REVIEW PENDING

Date: 9/11/2020

To: Board Members

From: Mike Cavin, Interim Executive Director

RE: Amend IAC 282 Chapters 13, 22, 24

The proposed amendments will add substitute authority to holders of the career and technical authorization, professional service license, and native language teaching authorization, remove the day limit for substitute authorization holders, change the degree requirement from a bachelor's degree to an associate's degree or 60 semester hours, allow for reciprocity, and add a substitute authorization as an area of concentration for paraeducators.

The following rule-making actions are proposed:

ITEM 1:

Amend subrule 282-13.16 as follows:

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

13.16(1) - (2) No change.

13.16(3) *Authorization*. The holder of a substitute license is authorized to substitute teach in any school system in any position in which a regularly licensed teacher is employed except in the driver's education classroom. In addition to the authority inherent in the initial, standard, master educator, professional administrator, regional exchange, full career and technical authorization, full native language teaching authorization, professional service license, and permanent professional licenses and the endorsement(s) held, the holder of one of these regular licenses may substitute on the same basis as the holder of a substitute license while the regular license is in effect. The executive director may grant permission for a substitute to serve outside of a substitute's regular authority under unique circumstances.

ITEM 2:

Amend subrule 282-22.2 as follows:

282—22.2(272) Substitute authorization. A substitute authorization allows an individual to substitute in grades PK-12 ~~for no more than 5 consecutive days and no more than 10 days in a 30-day period in one job assignment~~ for a regularly assigned teacher who is absent, except in the driver's education classroom. ~~A school district administrator may file a written request with the board for an extension of the 10-day limit in one job 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 without a bachelor's degree and completes the substitute authorization program is authorized to substitute only in the special education classroom in which the individual paraeducator is employed. For these individuals, the authorization will appear on the paraeducator certificate and will not include separate renewal requirements.~~

22.2(1) Application process. Any person interested in the substitute 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 www.boee.iowa.gov or from institutions or agencies offering approved courses or contact hours.

a. Requirements. Applicants for the substitute authorization shall meet the following requirements:

(1) Authorization program. Applicants must complete a board of educational examiners-approved substitute authorization program consisting of the following components and totaling a minimum of 15 clock hours:

1. Classroom management. This component includes an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.

2. Strategies for learning. This component includes understanding and using a variety of learning strategies to encourage students' development of critical thinking, problem solving, and performance skills.

3. Diversity. This component includes understanding how students differ in their approaches to learning and creating learning opportunities that are equitable and are adaptable to diverse learners.

4. Ethics. This component includes fostering relationships with parents, school colleagues, and organizations in the larger community to support students' learning and development and to be aware of the board's rules of professional practice and competent performance.

5. An applicant under this section shall be granted a substitute authorization and will not be subject to the authorization program coursework if the following additional requirements have been met:

a. Verification of Iowa residency, or, for military spouses, verification of a permanent change of military installation.

b. Valid or expired substitute authorization in good standing from another state without pending disciplinary action, valid for a minimum of one year, exclusive of a temporary, emergency license or certificate.

(2) Degree or certificate. Applicants must have achieved ~~at least one of the following:~~ a minimum of an associate's degree or 60 semester hours of college coursework from a regionally-accredited institution.

~~1. Hold a baccalaureate degree or higher from a regionally accredited institution.~~

~~2. Completed an approved paraeducator certification program and hold a paraeducator certificate.~~

(3) - (4) No change.

~~22.2(2)-22.2(3)~~ No change.

~~22.2(4)~~ *Preservice substitute authorization.* Rescind and reserve.

ITEM 3:

Amend subrule 282-24.4 as follows:

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

~~24.4(1)-24.4(8)~~ No change.

24.4(9) Paraeducator substitute authorization. An individual who holds a paraeducator certificate and completes the substitute authorization requirements set forth in 282-22.2 but who

does not meet the degree requirement in 282—22.2(1)a(2) is authorized to substitute only in the special education classroom in which the individual paraeducator is employed.

EDUCATIONAL EXAMINERS BOARD[282]

Notice of Intended Action

**Proposing rule making related to substitute authorizations
and providing an opportunity for public comment**

The Educational Examiners Board hereby proposes to amend Chapter 13, "Issuance of Teacher Licenses and Endorsements," Chapter 22, "Authorizations," 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.

Purpose and Summary

The proposed amendments will add substitute authority to holders of the career and technical education authorization, professional service license, and native language teaching authorization; remove the day limit for substitute authorization holders; change the degree requirement from a bachelor's degree to an associate's degree or 60 semester hours of college coursework from a regionally accredited institution; allow for reciprocity; and add a substitute authorization as an area of concentration for paraeducators.

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 October 2, 2020. Comments should be directed to:

Kimberly Cunningham
Board of Educational Examiners
701 East Court Avenue, Suite A
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:

September 30, 2020
1 p.m.

Board Room
701 East Court Avenue, Suite A
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 rule 282—13.16(272) as follows:

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

13.16(1) and 13.16(2) No change.

13.16(3) Authorization. The holder of a substitute license is authorized to substitute teach in any school system in any position in which a regularly licensed teacher is employed except in the driver's education classroom. In addition to the authority inherent in the initial, standard, master educator, professional administrator, regional exchange, full career and technical education authorization, full native language teaching authorization, professional service license, and permanent professional licenses and the endorsement(s) held, the holder of one of these regular licenses may substitute on the same basis as the holder of a substitute license while the regular license is in effect. The executive director may grant permission for a substitute to serve outside of a substitute's regular authority under unique circumstances.

ITEM 2. Amend rule 282—22.2(272) as follows:

282—22.2(272) Substitute authorization. A substitute authorization allows an individual to substitute in grades PK-12 ~~for no more than 5 consecutive days and no more than 10 days in a 30-day period in one job assignment~~ for a regularly assigned teacher who is absent, except in the driver's education classroom. ~~A school district administrator may file a written request with the board for an extension of the 10-day limit in one job 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 without a bachelor's degree and completes the substitute authorization program is authorized to substitute only in the special education classroom in which the individual paraeducator is employed. For these individuals, the authorization will appear on the paraeducator certificate and will not include separate renewal requirements.~~

22.2(1) Application process. Any person interested in the substitute 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 www.boec.iowa.gov or from institutions or agencies offering approved courses or contact hours.

a. Requirements. Applicants for the substitute authorization shall meet the following requirements:

(1) Authorization program. Applicants must complete a board of educational examiners-approved substitute authorization program consisting of the following components and totaling a minimum of 15 clock hours:

1. Classroom management. This component includes an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.

2. Strategies for learning. This component includes understanding and using a variety of learning strategies to encourage students' development of critical thinking, problem solving, and performance skills.

3. Diversity. This component includes understanding how students differ in their approaches to learning and creating learning opportunities that are equitable and are adaptable to diverse learners.

4. Ethics. This component includes fostering relationships with parents, school colleagues, and organizations in the larger community to support students' learning and development and to be aware of the board's rules of professional practice and competent performance.

(2) Degree or certificate. Applicants must have achieved at least one of the following: a minimum of an associate's degree or 60 semester hours of college coursework from a regionally accredited institution.

~~1.—Hold a baccalaureate degree or higher from a regionally accredited institution.~~

~~2.—Completed an approved paraeducator certification program and hold a paraeducator certificate.~~

(3) and (4) No change.

b. Additional requirements. An applicant under this subrule shall be granted a substitute authorization and will not be subject to the authorization program coursework if the following additional requirements have been met:

(1) Verification of Iowa residency or, for military spouses, verification of a permanent change of military installation.

(2) Valid or expired substitute authorization in good standing from another state without pending disciplinary action, valid for a minimum of one year, exclusive of a temporary, emergency license or certificate.

b. c. Validity. The substitute authorization shall be valid for five years.

e. d. Renewal. The authorization may be renewed upon application and verification of successful completion of:

(1) Renewal units. Applicants for renewal of the substitute authorization must provide verification of a minimum of two licensure renewal units or semester hours of renewal credits.

(2) Child and dependent adult abuse trainings. Every renewal applicant must submit documentation of completion of the child and dependent adult abuse trainings pursuant to 282—subrule 20.3(4).

~~22.2(2) and 22.2(3) No change.~~

~~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.~~

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

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

24.4(1) to 24.4(8) No change.

24.4(9) Paraeducator substitute authorization. An individual who holds a paraeducator certificate and completes the substitute authorization requirements set forth in rule 282—22.2(272) but who does not meet the degree requirement in subparagraph 22.2(1)“a”(2) is authorized to substitute only in the special education classroom in which the individual paraeducator is employed.

NOTICE MEMO

Date: 9/11/2020

To: Board Members

From: Mike Cavin, Interim Executive Director

RE: Amend IAC 282 Chapters 13, 18, 22, 27

2020 Iowa Acts, House File 2627, directs the board of educational examiners to update language to grant licensure to out of state applicants under certain conditions. [HF2627](#)

ITEM 1:

Amend subrule 13.5 as follows:

282—13.5(272) Teacher licenses.

13.5(1) No change.

13.5(2) *Applicants from non-Iowa institutions.*

a.-e. No change.

f. An applicant under this section or 13.5(3) shall be granted an Iowa teaching license and will not be subject to additional assessments or coursework deficiencies if the following additional requirements have been met:

1. Verification of Iowa residency, or, for military spouses, verification of a permanent change of military installation.

2. Valid or expired regular teaching certificate or license in good standing from another state without pending disciplinary action, valid for a minimum of one year, exclusive of a temporary, emergency or substitute license or certificate. Endorsements shall be granted based on comparable Iowa endorsements, and endorsement requirements may be waived in order to grant the most comparable endorsement.

3. Passing test scores for the required assessments for the state where the teaching license was issued.

13.5(3) *Applicants from foreign institutions.* An applicant for initial licensure whose preparation was completed in a foreign institution must additionally obtain a course-by-course credential evaluation report completed by one of the board-approved credential evaluation services and then file this report with the Iowa board of educational examiners for a determination of eligibility for licensure. After receiving the notification of eligibility by the Iowa board of educational examiners, the applicant must provide verification of successfully passing the Iowa-mandated

assessment(s) ~~by meeting the minimum score set by the Iowa department of education pursuant to 13.5(2)b(2).~~

ITEM 2:

Rescind and reserve subrule 282—13.15(272).

ITEM 3:

Amend subrule 13.16 as follows:

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

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

~~a.~~ Has completed a ~~traditional~~ teacher preparation program and been the holder of, or presently holds, or is eligible to hold, a license in Iowa; ~~or~~

~~b.~~ Holds a valid or expired teaching certificate based on a nontraditional teacher preparation program, is able to verify three years of teaching experience, and provides passing scores on tests mandated by the state that issued the certificate. The license issued will contain a disclaimer stating that the holder of this license may not be eligible for full Iowa teaching licensure.

13.16(2) - 13.16(3) No change.

ITEM 4:

Amend subrule 18.6 as follows:

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

18.6(1) No change.

18.6(2) No change.

18.6(3) *License without deficiencies.* An applicant under this section shall be granted an Iowa administrator license and will not be subject to coursework deficiencies if the following additional requirements have been met:

1. Verification of Iowa residency, or, for military spouses, verification of a permanent change of military installation.

2. Valid or expired administrator certificate or license in good standing without pending disciplinary action from another state, valid for a minimum of one year, exclusive of a temporary, emergency or substitute license or certificate. Endorsements shall be granted based on comparable Iowa endorsements, and endorsement requirements may be waived in order to grant the most comparable endorsement.

ITEM 5:

Amend subrule 22.1 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) No change.

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

a. - c No change.

d. Applicants who hold a coaching license, certificate, or authorization from at least one other issuing jurisdiction in another state will not be subject to additional coursework if the following requirements have been met:

1. Verification of Iowa residency in the state of Iowa, or, for military spouses, verification of a permanent change of military installation.

2. Valid or expired equivalent license in good standing from another state without pending disciplinary action, valid for a minimum of one year, exclusive of a temporary, emergency or substitute license or certificate.

ITEM 6:

Adopt the following new subrules:

27.2(4) Professional Service Exchange License.

a. For an applicant applying under 27.1, a two-year nonrenewable exchange license may be issued to the applicant if the applicant has met at least 75% of the minimum coursework requirements for licensure but has some coursework deficiencies. At any time during the term of the exchange license, the applicant may apply to be fully licensed if the applicant has completed all requirements and is eligible for full licensure.

b. An applicant under this section shall be granted an Iowa professional service license and will not be subject to coursework deficiencies if the following additional requirements have been met:

1. Verification of Iowa residency, or, for military spouses, verification of a permanent change of military installation.

2. Valid or expired equivalent license in good standing from another state without pending disciplinary action, valid for a minimum of one year, exclusive of a temporary, emergency or substitute license or certificate. Endorsements shall be granted based on comparable Iowa endorsements, and endorsement requirements may be waived in order to grant the most comparable endorsement.

27.2(5) Class G license. A nonrenewable Class G license valid for one year may be issued to an individual who must complete a school counseling practicum or internship in an approved program in preparation for the professional school counselor endorsement. The Class G license may be issued under the following limited conditions: 1. Verification of a baccalaureate degree from a regionally accredited institution. 2. Verification from the institution that the individual is admitted and enrolled in a school counseling program. 3. Verification that the individual has completed the coursework and competencies required prior to the practicum or internship. 4. Written documentation of the requirements listed in “1” to “3” above, provided by the official at the institution where the individual is completing the approved school counseling program and forwarded to the Iowa board of educational examiners with the application form for licensure.

NOTICE MEMO

Date: 9/11/2020

To: Board Members

From: Mike Cavin, Interim Executive Director

RE: Amend IAC 282 Chapter 22

2020 Iowa Acts, [House File 2454](#), updated the qualifications for community college career and technical instructors. The proposed rule changes below would update the same qualifications for high school career and technical instructors in order to provide consistency.

ITEM 1.

Amend subrule 22.9 as follows:

282—22.9(272) Requirements for the career and technical secondary authorization.

22.9(1) to 22.9(2). No change.

22.9(3) Specific requirements for the initial career and technical secondary authorization.

a. - b. No change.

c. ~~An applicant for this authorization must have completed 6,000 hours of recent and relevant career and technical experience in the teaching endorsement area sought. If the candidate also holds a bachelor's degree, the experience requirement is 4,000 hours. Applicants shall meet one of the following qualifications:~~

1. 6,000 hours of recent and relevant experience;
2. 4,000 hours of recent and relevant experience if the applicant holds a baccalaureate degree;
3. 3,000 hours of recent and relevant experience if the applicant holds an associate's degree in the teaching endorsement area sought, if such a degree is considered terminal for that field of instruction;
4. Hold a baccalaureate or graduate degree or closely related degree in the teaching endorsement area sought;
5. Hold a baccalaureate degree in any area of study if at least 18 of the credit hours were completed in the teaching endorsement area sought.

~~This Recent and relevant experience shall have been accrued within the ten years prior to the date of application. Experience that does not meet these criteria may be considered at the discretion of the executive director. In subjects for which state registration, certification or licensure is required, the applicant must hold the appropriate license, registration or certificate before the initial career and technical secondary authorization or the career and technical secondary authorization will be issued.~~

d. - e. No change.

22.9(4)-(8) No change.

NOTICE MEMO

Date: 9/11/2020

To: Board Members

From: Mike Cavin, Interim Executive Director

RE: Amend IAC 282 Chapter 25

2020 Iowa Acts, [Senate File 2360](#), directs the board of educational examiners to update language regarding unethical practice under certain conditions.

Amend subrule 25.3(6) 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.* - *r.* No change.
- s.* Failure of an administrator to protect the safety of staff and students,
- t.* Failure of an administrator to meet mandatory reporter obligations
- u.* Refusal of a practitioner to implement provisions of an individualized education program or behavioral intervention plan
- v.* Habitual nonparticipation in professional development by the practitioner.

NOTICE MEMO

Date: 9/11/2020

To: Board Members

From: Mike Cavin, Interim Executive Director

RE: Amend IAC 282 Chapters 1, 2, 3, 4, 5, 6, 11

The proposed amendments update our address in various chapters and update language regarding waivers pursuant to 2020 Iowa Acts, House File 2389. [HF 2389](#)

ITEM 1:

Amend subrule 1.2 as follows:

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

1.2(1)-(4) No change.

1.2(5) *Conduct of business.* The ordinary business of the board is conducted at its regular meetings generally held at ~~the Grimes State Office Building, Des Moines, Iowa~~ 701 E. Court Ave., Suite A, Des Moines, IA 50309.

a. - i. No change.

j. Information, submissions or requests. General inquiries regarding the board, requests for forms and other documents and all other requests and submissions may be addressed to the Executive Director, Board of Educational Examiners, ~~Grimes State Office Building, Des Moines, Iowa 50319-0147~~ 701 E. Court Ave., Suite A, Des Moines, IA 50309.

ITEM 2:

Amend Chapter 2 as follows:

CHAPTER 2

PETITIONS FOR RULE MAKING

The board of educational examiners hereby adopts the petitions for rule making segments of the Uniform Administrative Rules which are printed in the first volume of the Iowa Administrative Code, with the following amendments:

282—2.1 (17A) Petition for rule making. In lieu of the words “(designate office)”, insert “The Board of Educational Examiners, ~~Grimes State Office Building, third floor~~ 701 E. Court Ave., Suite A, Des Moines, IA 50309”. In lieu of the words “(AGENCY NAME)”, the heading on the petition form should read:

“BOARD OF EDUCATIONAL EXAMINERS”

282—2.3 (17A) Inquiries. Inquiries concerning the status of a petition for rule making may be made to the Executive Director of the Board of Educational Examiners, ~~Grimes State Office Building, Des Moines, Iowa 50319-0147~~ 701 E. Court Ave., Suite A, Des Moines, IA 50309.

These rules are intended to implement Iowa Code section 17A.7.

ITEM 3:

Amend Chapter 3 as follows:

CHAPTER 3

DECLARATORY ORDERS

[Prior to 5/16/90, see Professional Teaching Practices Commission[287] Ch 1]

The board of educational examiners hereby adopts the declaratory orders segment of the Uniform Rules on Agency Procedure printed in the first volume of the Iowa Administrative Code, with the following amendments:

282—3.1(17A) Petition for declaratory order. Throughout the rule, in lieu of the words “(designate agency)”, insert “the Board of Educational Examiners, ~~Grimes State Office Building~~ 701 E. Court Ave., Suite A, Des Moines, IA 50309”. In lieu of the words “(AGENCY NAME)”, in the heading on the petition insert “BEFORE THE BOARD OF EDUCATIONAL EXAMINERS”.

282—3.2(17A) No change.

282—3.3(17A) No change.

282—3.5(17A) Inquiries. In lieu of the words “(designate official by full title and address)”, insert “Executive Director, Board of Educational Examiners, ~~Grimes State Office Building, third floor~~ 701 E. Court Ave., Suite A, Des Moines, IA 50309”.

These rules are intended to implement Iowa Code section 17A.9.

ITEM 4:

Amend Chapter 4 as follows:

CHAPTER 4

AGENCY PROCEDURE FOR RULE MAKING

The board of educational examiners hereby adopts the agency procedure for rule making segment of the Uniform Rules on Agency Procedure printed in the first volume of the Iowa Administrative Code, with the following amendments:

282—4.3 - 4.4 (17A) No change.

282—4.5(17A) Public participation.

4.5(1) Written comments. In lieu of the words “(identify office and address)”, insert “Executive Director, Board of Educational Examiners, ~~Grimes State Office Building~~, 701 E. Court Ave., Suite A, Des Moines, IA 50309”.

4.5(5) Accessibility. In lieu of the words “(designate office and phone number)”, insert “the executive director at (515)281-5849”.

282—4.6(17A) Regulatory analysis.

4.6(2) Mailing list. In lieu of the words “(designate office)”, insert “Board of Educational Examiners, ~~Grimes State Office Building~~, 701 E. Court Ave., Suite A, Des Moines, IA 50309”.

282—4.11(17A) Concise statement of reasons.

4.11(1) General. In lieu of the words “(specify the office and address)”, insert “Board of Educational Examiners, ~~Grimes State Office Building~~, 701 E. Court Ave., Suite A, Des Moines, IA 50309”.

282—4.13(17A) No change.

ITEM 5:

Amend subrule 5.3 as follows:

282—5.3 (22,272) Request for access to records.

5.3(1) Location of record. In lieu of the words “(insert agency head)”, insert “office where the record is kept”. In lieu of the words “(insert agency name and address)”, insert “Board of Educational Examiners, ~~Grimes State Office Building~~, 701 E. Court Ave., Suite A, Des Moines, IA 50309”.

5.3(2) No change.

5.3(7) No change.

ITEM 6:

Amend Chapter 6 as follows:

CHAPTER 6

WAIVERS ~~OR VARIANCES~~ FROM ADMINISTRATIVE RULES

282—6.1(17A) Definition. For purposes of this chapter, a “waiver ~~or variance~~” means action by the board which suspends in whole or in part the requirements or provisions of a rule as applied to an identified person on the basis of the particular circumstances of that person. For simplicity, the term “waiver” shall include both a “waiver” ~~and a “variance.”~~

282—6.2(17A)- 282—6.3(17A) No change.

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.

282—6.5(17A) - 282—6.11(17A) No change.

282—6.12(17A) Summary reports. Submission of waiver information. ~~Semiannually, the board shall prepare a summary report~~ The board shall submit information about granted waivers to the internet site pursuant to Iowa Code Section 17A.9A within sixty days. The internet site shall identify ~~identifying~~ the rules for which a waiver has been granted or denied, the number of times a waiver was granted or denied for each rule, a citation to the statutory provisions implemented by the rules, and a general summary of the reasons justifying the board’s actions on waiver requests. If practicable, the report shall detail the extent to which the granting of a waiver has affected the general applicability of the rule itself. ~~Copies of this report shall be available for public inspection and shall be provided semiannually to the administrative rules coordinator and the administrative rules review committee.~~

282—6.13(17A) - 282—6.16(17A) No change.

ITEM 7:

Amend subrule 11.4 as follows:

282—11.4(17A,272) Complaint.

11.4(1) - (2) No change.

11.4(3) *Required copies—place and time of filing the complaint.*

a. A copy of the complaint must be filed with the board.

b. The complaint must be delivered personally or by mail to the office of the board. The current office address is ~~the Grimes State Office Building, Third Floor, Des Moines, Iowa 50319-0147~~ 701 E. Court Ave., Suite A, Des Moines, IA 50309.

c. Timely filing is required in order to ensure the availability of witnesses and to avoid initiation of an investigation under conditions which may have been significantly altered during the period of delay. The conduct upon which it is based must have occurred or been discovered by the complainant within three years of filing of the complaint unless good cause is shown for an extension of this limitation.

11.4(4) - 11.4(9) No change.

ITEM 8:

Amend subrule 11.14 as follows:

282—11.14(17A,272) Service and filing of pleadings and other papers.

11.14(1) - (2) No change.

11.14(3) *Filing—when required.* After the notice of hearing, all documents in a contested case proceeding shall be filed with the Board of Educational Examiners, ~~Grimes State Office Building, Des Moines, Iowa 50319-0147~~ 701 E. Court Ave., Suite A, Des Moines, IA 50309. All documents that are required to be served upon a party shall be filed simultaneously with the board.

11.14(4) - (5) No change.

NOTICE MEMO

Date: 9/11/2020

To: Board Members

From: Mike Cavin, Interim Executive Director

RE: Amend IAC 282 Chapters 13, Chapter 15, Chapter 18, Chapter 22, Chapter 23

The proposed amendments update teacher endorsement areas, move the orientation and mobility specialist to the authorizations chapter, update the administrator endorsements to align with national standards, and update the behind the wheel authorization to remove redundant requirements already listed within the Iowa Department of Transportation chapters.

ITEM 1:

Amend subrule 13.28 as follows:

282—13.28(272) Minimum content requirements for teaching endorsements.

13.28(1) - (6) No change.

13.28(7) ~~Foreign~~ World language. K-8 and 5-12. Completion of 24 semester hours in each ~~foreign~~ world language for which endorsement is sought.

13.28(8) - (17) No change.

13.28(18) *Social sciences*.

a.-k. No change.

l. Social Sciences – Basic. 5-12. Completion of 27 semester hours to include nine semester hours in each of American history, world history, and American government. Holders of the 5-12 Social Sciences - Basic may add the following endorsements with six semester hours per endorsement area: 5-12 economics, 5-12 geography, 5-12 psychology, or 5-12 sociology.

13.28(19) - (24) No change.

13.28(25) *American Sign Language endorsement*.

a. Authorization. The holder of this endorsement is authorized to teach American Sign Language in kindergarten and grades one through twelve.

b. Content. Completion of 18 semester hours of coursework in American Sign Language to include the following:

- (1) Second language acquisition.
- (2) Sociology of the deaf community.
- (3) Linguistic structure of American Sign Language.
- (4) Language teaching methodology specific to American Sign Language.
- (5) Teaching the culture of deaf people.
- (6) Assessment of students in an American Sign Language program.

~~*c. Other.* Be the holder of or be eligible for one other teaching endorsement.~~

13.28(26) - (29) No change.

Rescind and reserve subrule **13.28(30)**.

13.28(31) - (35) No change.

ITEM 2:

Rescind and reserve subrule **282—15.7(272)**.

ITEM 3:

Amend 282—18(272) as follows:

282—18.1 - 18.4 (272) No change.

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

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

18.5(2) Successfully meets each standard listed below pursuant to 281—83.10(284A).

~~*a. Shared vision.* An educational leader promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community. The administrator:~~

~~(1) In collaboration with others, uses appropriate data to establish rigorous, concrete goals in the context of student achievement and instructional programs.~~

~~(2) Uses research and best practices in improving the educational program.~~

~~(3) Articulates and promotes high expectations for teaching and learning.~~

~~(4) Aligns and implements the educational programs, plans, actions, and resources with the district’s vision and goals.~~

~~— (5) — Provides leadership for major initiatives and change efforts.~~
~~— (6) — Communicates effectively to various stakeholders regarding progress with school improvement plan goals.~~

~~— b. — *Culture of learning.* An educational leader promotes the success of all students by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development. The administrator:~~

~~— (1) — Provides leadership for assessing, developing and improving climate and culture.~~
~~— (2) — Systematically and fairly recognizes and celebrates accomplishments of staff and students.~~

~~— (3) — Provides leadership, encouragement, opportunities and structure for staff to continually design more effective teaching and learning experiences for all students.~~

~~— (4) — Monitors and evaluates the effectiveness of curriculum, instruction and assessment.~~

~~— (5) — Evaluates staff and provides ongoing coaching for improvement.~~

~~— (6) — Ensures that staff members have professional development that directly enhances their performance and improves student learning.~~

~~— (7) — Uses current research and theory about effective schools and leadership to develop and revise the administrator's professional growth plan.~~

~~— (8) — Promotes collaboration with all stakeholders.~~

~~— (9) — Is easily accessible and approachable to all stakeholders.~~

~~— (10) — Is highly visible and engaged in the school community.~~

~~— (11) — Articulates the desired school culture and shows evidence about how it is reinforced.~~

~~— c. — *Management.* An educational leader promotes the success of all students by ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment. The administrator:~~

~~— (1) — Complies with state and federal mandates and local board policies.~~

~~— (2) — Recruits, selects, inducts, and retains staff to support quality instruction.~~

~~— (3) — Addresses current and potential issues in a timely manner.~~

~~— (4) — Manages fiscal and physical resources responsibly, efficiently, and effectively.~~

~~— (5) — Protects instructional time by designing and managing operational procedures to maximize learning.~~

~~— (6) — Communicates effectively with both internal and external audiences about the operations of the school.~~

~~— d. — *Family and community.* An educational leader promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources. The administrator:~~

~~— (1) — Engages family and community by promoting shared responsibility for student learning and support of the education system.~~

~~— (2) — Promotes and supports a structure for family and community involvement in the education system.~~

~~— (3) — Facilitates the connections of students and families to the health and social services that support a focus on learning.~~

18.5(3) No change.

282—18.6-18.8 No change.

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. No change.
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. Candidates who successfully complete a building-level educational leadership preparation program understand and demonstrate the capacity to promote the current and future success and well-being of each student and adult by applying the knowledge, skills, and commitments necessary to:

1. ~~Knowledge of early childhood, elementary, early adolescent and secondary level administration, supervision, and evaluation.~~ Collaboratively lead, design, and implement a school mission, vision, and process for continuous improvement that reflects a core set of values and priorities that include data use, technology, equity, diversity, digital citizenship, and community (Mission, Vision, and Improvement).

2. ~~Knowledge and skill related to early childhood, elementary, early adolescent and secondary level curriculum development.~~ Advocate for ethical decisions and cultivate and enact professional norms (Ethics and Professional Norms).

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.~~ Develop and maintain a supportive, equitable, culturally responsive, and inclusive school culture (Equity, Inclusiveness, and Cultural Responsiveness) to include meeting the needs of all learners, as well as ensuring teachers meet the needs of diverse learners, including:

a. Students from diverse ethnic, racial and socioeconomic backgrounds.

b. Students with disabilities, including preparation in developing and implementing individualized education programs and behavioral intervention plans, preparation for educating individuals in the least restrictive environment and identifying that environment, and strategies that address difficult and violent student behavior and improve academic engagement and achievement.

c. Students who are struggling with literacy, including those with dyslexia.

d. Students who are gifted and talented.

e. English language learners.

f. Students who may be at risk of not succeeding in school. This preparation will include classroom management addressing high-risk behaviors including, but not limited to, behaviors related to substance abuse.

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.~~ Evaluate, develop, and implement coherent systems of curriculum, instruction, data systems, supports, and assessment (Learning

and Instruction).

5. ~~Knowledge of school law and legislative and public policy issues affecting children and families.~~ Strengthen student learning, support school improvement, and advocate for the needs of their school and community (Community and External Leadership).

6. ~~Completion of evaluator training component.~~ Improve management, communication, technology, school-level governance, and operation systems to develop and improve data-informed and equitable school resource plans and to apply laws, policies, and regulations, including a dedicated course in current issues of special education administration (Operations and Management).

7. ~~Knowledge of current issues in special education administration.~~ Build the school's professional capacity, engage staff in the development of a collaborative professional culture, and improve systems of staff supervision, evaluation, support, and professional learning, including the completion of Iowa evaluator training (Building Professional Capacity).

8. ~~Planned field experiences in elementary and secondary school administration, including special education administration.~~ Successfully complete an internship under the supervision of knowledgeable, expert practitioners that engages candidates in multiple and diverse school settings and provides candidates with coherent, authentic, and sustained opportunities to synthesize and apply the knowledge and skills pursuant to this section in ways that approximate the full range of responsibilities required of building-level leaders and enable them to promote the current and future success and well-being of each student and adult in their school, including planned experiences in elementary and secondary administration with special education administration.

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.~~

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

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

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

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

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

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

c. No change.

282—18.10 (272) Superintendent/AEA administrator.

18.10(1) No change.

18.10(2) *Program requirements.*

a. No change.

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 candidates who successfully complete a district-level educational leadership preparation program~~ understand and demonstrate the capacity to promote the current and future success and well-being of each student and adult by applying the knowledge, skills, and commitments necessary to:

(1) ~~Models, theories, and practices that provide the basis for leading educational systems toward improving student performance.~~ Collaboratively lead, design, and implement a district mission, vision, and process for continuous improvement that reflects a core set of values and priorities that include data use, technology, values, equity, diversity, digital citizenship, and community (District Mission, Vision, and Improvement).

(2) ~~Federal, state and local fiscal policies related to education.~~ Advocate for ethical decisions and cultivate professional norms and culture (Ethics and Professional Norms).

(3) ~~Human resources management, including recruitment, personnel assistance and development, evaluation and negotiations.~~ Develop and maintain a supportive, equitable, culturally responsive, and inclusive district culture (Equity, Inclusiveness, and Cultural Responsiveness) to include meeting the needs of all learners, as well as ensuring teachers meet the needs of diverse learners, including:

a. Students from diverse ethnic, racial and socioeconomic backgrounds.

b. Students with disabilities, including preparation in developing and implementing individualized education programs and behavioral intervention plans, preparation for educating individuals in the least restrictive environment and identifying that environment, and strategies that address difficult and violent student behavior and improve academic engagement and achievement.

c. Students who are struggling with literacy, including those with dyslexia.

d. Students who are gifted and talented.

e. English language learners.

f. Students who may be at risk of not succeeding in school. This preparation will include classroom management addressing high-risk behaviors including, but not limited to, behaviors related to substance abuse.

(4) ~~Current legal issues in general and special education.~~ Evaluate, design, cultivate, and implement coherent systems of curriculum, instruction, data systems, supports, assessment, and instructional leadership (Learning and Instruction).

(5) ~~Noninstructional support services management including but not limited to transportation, nutrition and facilities.~~ Understand and engage families, communities, and other constituents in the work of schools and the district and to advocate for district, student, and community needs (Community and External Leadership).

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

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

~~2. Advocating, nurturing, and sustaining a school culture and instructional program~~

conducive to student learning and staff professional growth.

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

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

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

~~6. Understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context. Develop, monitor, evaluate, and manage data-informed and equitable district systems for operations, resources, technology, and human capital management, including instructional and non-instructional district support services (Operations and Management).~~

(7) Cultivate relationships, lead collaborative decision making and governance, and represent and advocate for district needs in broader policy conversations (Policy, Governance, and Advocacy).

(8) Successfully complete an internship under the supervision of knowledgeable, expert practitioners that engages candidates in multiple and diverse district settings and provides candidates with coherent, authentic, and sustained opportunities to synthesize and apply the knowledge and skills identified in this section in ways that approximate the full range of responsibilities required of district-level leaders and enable them to promote the current and future success and well-being of each student and adult in their district.

18.10(3) No change.

282—18.11 (272) Director of special education of an area education agency.

18.11(1) No change.

18.11(2) *Program requirements.*

~~a. *Degree—specialist or its equivalent master's degree.* An applicant must hold a master's degree plus at least 32 semester hours of planned graduate study in administration or special education beyond the master's degree.~~

~~b. *Endorsement.* An applicant must hold or meet the requirements for one of the following:~~

~~(1) PK-12 principal and PK-12 supervisor of special education (see rule 282—18.9(272));~~

~~(2) Supervisor of special education—instructional (see rule 282—15.5(272));~~

~~(3) Professional service administrator (see 282—subrule 27.3(5)); or~~

~~(4) A letter of authorization for special education supervisor issued prior to October 1, 1988.~~

~~c. *Content.* An applicant must have completed a sequence of courses and experiences of at least 24 additional semester hours, which may have been part of, or in addition to, the degree requirements to include the following:~~

~~(1) Knowledge of federal, state and local fiscal policies related to education. Understand and demonstrate the capacity to advocate for ethical decisions and cultivate professional norms and culture.~~

~~(2) Knowledge of school plant/facility planning.~~

~~(3) (2) Knowledge of human resources management, including recruitment, personnel assistance and development, evaluations and negotiations. Develop and maintain a safe, supportive, equitable, culturally responsive, and inclusive district culture.~~

~~(4) (3) Knowledge of models, theories and philosophies that provide the basis for educational systems. Collaboratively lead, design, and implement a district mission, vision, and process for continuous improvement that reflects a core set of values and priorities that include data use, technology, values, equity, diversity, digital citizenship, and community.~~

~~(5) (4) Knowledge of current issues in special education and special education administration.~~

~~(6) (5) Knowledge of special education school law and legislative and public policy issues affecting children and families.~~

~~(7) (6) Knowledge of the powers and duties of the director of special education of an area education agency as delineated in Iowa Code section 273.5.~~

~~(8) (7) Practicum in administration and supervision of special education programs.~~

d. Experience. An applicant must meet the experience requirement set forth in 18.10(3).

e. —Competencies. Through completion of a sequence of courses and experiences which may have been part of, or in addition to, the degree requirements, the director of special education accomplishes the following:

~~(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 educational staff, families and community members; responds to diverse community interests and needs; and mobilizes community resources.~~

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

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

~~(7) Collaborates and assists in supporting integrated work of the entire agency.~~

18.11(3) No change.

282—18.12-18.15 (272) No change.

ITEM 4:

Adopt the following new subrule 282—22.12(272):

282—22.12(272) Orientation and mobility authorization.

282—22.12(1) Authorization. The holder of this authorization may teach pupils with a visual impairment (see Iowa Code section 256B.2), including those pupils who are deaf-blind.

22.12(2) Initial orientation and mobility authorization. The initial authorization is valid for three years. An applicant must:

(1) Hold a baccalaureate or master's degree from an approved state and regionally accredited program in orientation and mobility or equivalent coursework.

(2) Have completed an approved human relations component.

(3) Have completed the exceptional learner program, which must include preparation that contributes to the education of students with disabilities and students who are gifted and talented.

(4) Have completed a minimum of 21 semester credit hours in the following areas:

1. Medical aspects of blindness and visual impairment, including sensory motor.

2. Psychosocial aspects of blindness and visual impairment.

3. Child development.

4. Concept development.

5. History of orientation and mobility.

6. Foundations of orientation and mobility.

7. Orientation and mobility instructional methods and assessments.

8. Techniques of orientation and mobility.

9. Research or evidence-based practices in orientation and mobility.

10. Professional issues in orientation and mobility, including legal issues.

(5) Have completed at least 350 hours of fieldwork and training under the supervision of the university program.

(6) Have completed the background check requirements set forth in rule 282—13.1(272).

22.12(3) Standard orientation and mobility license. An applicant must:

(1) Complete the requirements set forth in paragraph 22.12(2).

(2) Verify successful completion of a three-year probationary period.

22.12(4) Renewal of orientation and mobility license. Renewal requirements for the career and technical secondary authorization. Applicants must meet the renewal requirements set forth in rule 282—20.3(272) and 282—subrule 20.5(2).

22.12(5) Exception. An orientation and mobility specialist is not eligible for any administrator license in either general education or special education.

ITEM 5:

Amend 282—23.1(272,321) as follows:

282—23.1(272,321) Requirements. Applicants for the behind-the-wheel driving instructor authorization shall meet the following requirements:

23.1(1) *Qualifications.* To qualify for the behind-the-wheel driving instructor authorization, the applicant must:

a. Be at least 25 years of age. Meet the requirements set forth by the Iowa Department of Transportation pursuant to 761-634.6(321).

~~_____ b. Hold a valid driver's license that permits unaccompanied driving, other than a motorized bicycle license or a temporary restricted license.~~

~~_____ c. Have a clear driving record for the previous two years. A clear driving record means that the individual has:~~

~~_____ (1) Not been identified as a candidate for driver's license suspension under the habitual violator provisions of rule ~~761—615.13(321)~~ or serious violation provisions of rule ~~761—615.17(321)~~.~~

~~_____ (2) No driver's license suspensions, revocations, denials, cancellations, disqualifications, or bars.~~

~~_____ (3) Not committed an offense which results in driver's license suspension, revocation, denial, cancellation, disqualification, or bar.~~

~~_____ (4) No record of an accident for which the individual was convicted of a moving traffic violation.~~

~~*db.* Complete the background check requirements set forth in rule 282—13.1(272).~~

~~23.1(2) *Approved coursework.* The applicant shall successfully complete a behind-the-wheel driving instructor course approved by the department of transportation. At a minimum, classroom instruction shall include at least 12 clock hours of observed behind-the-wheel instruction and 24 clock hours of classroom instruction to include psychology of the young driver, behind-the-wheel teaching techniques, ethical teaching practices, and route selection.~~

~~23.1(3)(2) *Classroom instruction.* To be eligible to provide classroom instruction, holders of the behind-the-wheel driving instructor authorization must additionally hold a valid or expired initial, standard, exchange, or master educator license with endorsement for driver education as set forth in 282—subrule 13.28(4).~~

282—23.2(272,321) Validity. No change.

282—23.3(272,321) Approval of courses. No change.

282—23.4(272,321) Application process. Any person interested in the behind-the-wheel driving instructor authorization shall submit records of completion of a department of transportation-approved program to the board of educational examiners for an evaluation of completion of coursework and all other requirements. ~~Application materials are available from the board of educational examiners or the department of transportation or from institutions or agencies offering department of transportation approved courses.~~

282—23.5(272,321) Renewal. All fees are nonrefundable. The behind-the-wheel driving instructor authorization may be renewed upon application and verification of successful completion of: the child and dependent adult abuse trainings pursuant to 282—subrule 20.3(4).

~~23.5(1) Providing behind-the-wheel instruction for a minimum of 12 clock hours during the previous school year; and~~

~~_____ 23.5(2) Successful participation in at least one department of transportation sponsored or department of transportation approved behind-the-wheel instructor refresher course; and~~

~~_____ 23.5(3) Child and dependent adult abuse trainings pursuant to 282—subrule 20.3(4).~~

282—23.6(272,321) Revocation and suspension. No change.

NOTICE MEMO

Date: 9/11/2020

To: Board Members

From: Mike Cavin, Interim Executive Director

RE: Amend IAC 282 Chapter 13, Dyslexia Specialist

2020 Iowa Acts, [Senate File 2356](#), directs the Iowa Board of Educational Examiners to collaborate with the Iowa Reading Research Center to create a dyslexia specialist endorsement.

The following rule change is proposed:

Adopt the following new subrule 282-13.28(36):

282-13.28(36) *Dyslexia Specialist*. K-12. The applicant must have met the requirements for the standard license and have completed at least three years of post-baccalaureate teaching experience in a K-12 setting.

- a. *Authorization*. The holder of this endorsement is authorized to serve as a dyslexia specialist in kindergarten and grades one through twelve.
- b. *Content*. Completion of 18 semester hours in dyslexia strategies to include the following:

(1) Knowledge of dyslexia. The dyslexia specialist will have knowledge of dyslexia and:

1. Understand the tenets of the International Dyslexia Association's definition of dyslexia including the neurobiological nature and cognitive-linguistic correlates.
2. Identify distinguishing characteristics of dyslexia and commonly co-occurring disorders including dysgraphia, dyscalculia, attention deficit hyperactivity disorder, expressive and/or receptive language disorders, etc.
3. Recognize that dyslexia may present differently along a continuum of severity and impact depending upon age, grade, and compensatory factors.
4. Understand federal and state laws that pertain to dyslexia, including use of the word dyslexia within school settings and documentation.
5. Understand common misconceptions regarding characteristics of and interventions for dyslexia.

(2) Psychology of language and reading. The dyslexia specialist will understand the highly complex processes by which children learn to speak, read, and write, including language acquisition, linguistics, and the structure of written language including phonological processing, phonics, orthography, morphology, syntax, and semantics as well as the relationship of these components to typical and atypical reading and writing development and instruction for students with dyslexia.

(3) Curriculum and instruction. The dyslexia specialist will use appropriate instructional approaches and materials as well as integrated, comprehensive, explicit, and systematic literacy instruction to support student learning in reading and writing including the following:

1. Instruction utilizing multisensory and multimodal strategies (visual, auditory, kinesthetic, and tactile), systematic and cumulative instruction, direct instruction, diagnostic and prescriptive teaching, as well as synthetic and analytic instruction.
2. Instructional approaches supported by the science of reading for the following areas: phonological processing, phonics, fluency, comprehension, vocabulary, spelling, and writing.
3. Creation of a dyslexia-friendly learning environment (within or outside the regular classroom) utilizing evidence-based accommodations and modifications to meet the needs of students with dyslexia, including appropriate interventions, remediation, assistive technology, and classroom accommodations for students with dyslexia.
4. Use of data to determine effectiveness of the instruction and curriculum along with student responsiveness to it.

(4) Assessment, diagnosis, and evaluation. The dyslexia specialist will be confident using a variety of formal assessment tools and practices to evaluate students' reading and writing abilities in a variety of domains.

1. Demonstrate an understanding of the literature and research related to assessments and their purposes (including the strengths and limitations of assessments) and assessment tools for screening, diagnosis, progress monitoring, and measuring outcomes. Demonstrate an understanding of the signs and symptoms of reading difficulties, including but not limited to dyslexia; and also demonstrate an understanding of norms and student benchmarks.
2. Select, administer, and interpret assessments for specific purposes including screening students at risk for dyslexia and identifying students who display a profile of dyslexia.
 - a. Understand the features of standardized norm-referenced assessments.
 - b. Understand the importance of selecting reliable and valid assessments to evaluate typical and atypical reading development.
 - c. Interpret various scores derived from standardized norm-referenced and criterion-referenced assessments.
3. Use assessment information to plan and evaluate instruction including appropriate interventions, remediation, assistive technology, and classroom accommodations for students with dyslexia and other difficulties. This will include the use of multiple data sources for analysis, instructional planning, examining the effectiveness of specific intervention practices, and examining students' responses to interventions.
4. Communicate assessment results and implications to a variety of audiences including staff, parents, and students.
5. Understand appropriate IEP goals and 504 plans for students who display characteristics of dyslexia.

(5) Practicum in dyslexia. The dyslexia specialist will participate in elementary and secondary practicum experiences with instructors who have experience with and are currently serving students who display characteristics of dyslexia. The cooperating teacher must be approved by the Iowa Reading Research Center. The practicum must include:

1. Supervised administration of norm-referenced literacy assessments

2. Practice composing a report of literacy assessment results that will include interpretation of the results and instructional recommendations
3. Supervised delivery of systematic, explicit, and multisensory intervention for students with characteristics of dyslexia
4. Practice composing a report of students' response to intervention

Date: September 11, 2020

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: Anthony Metzgar

License: Folder # 1106461

Metzgar has recently been issued a coaching authorization. Once his application is processed, he will also be issued a Temporary Initial License.

Reason for Waiver: Metzgar is requesting a waiver of the assessment requirement for out-of-state applicants and/or the three-year experience requirement. Staff has notified Metzgar that the Indiana assessment he provided does not meet the board's requirements. Some of his experience was completed while he did not hold a teaching license, and therefore does not meet the experience requirement.

Rule Citation:

13.5(2) Applicants from non-Iowa institutions.

a. Definitions. "Nontraditional" means any method of teacher preparation that falls outside the traditional method of preparing teachers, that provides at least a one- or two-year sequenced program of instruction taught at regionally accredited and state-approved colleges or universities, that includes commonly recognized pedagogy classes being taught for course credit, and that requires a student teaching component. "Proficiency," for the purposes of paragraph 13.5(2)"e," means that an applicant has passed all parts of the standard. "Recognized non-Iowa teacher preparation institution" means an institution that is state-approved and is accredited by the regional accrediting agency for the territory in which the institution is located.

b. In addition to the requirements set forth in subrule 13.5(1), an applicant from a non-Iowa institution:

(1) Shall submit a copy of a valid or expired regular teaching certificate or license exclusive of a temporary, emergency or substitute license or certificate.

(2) **Shall 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, and the applicant has verified fewer than three years of valid out-of-state teaching experience.** If the teacher preparation program was completed prior to January 1, 2013, or if the applicant has verified three years of valid out-of-state teaching experience, the applicant must provide verification of successfully passing the mandated assessment(s) in the state in which the applicant is currently licensed (or verify highly qualified status) or must provide verification of successfully passing the Iowa-mandated assessment(s) by meeting the minimum score set by the Iowa department of education.

Staff recommendation and rationale: The staff recommendation would be to deny the waiver, based on a lack of undue hardship and potential prejudice to other applicants who have not received credit for assessments other than the Iowa-mandated assessment or

experience completed while not fully licensed. Metgar is eligible for a temporary initial license, and therefore eligible to begin teaching. The board has not previously accepted out-of-state assessments in lieu of the Iowa-mandated assessment, and has not previously accepted teaching experience completed prior to obtaining a teaching license.

**IOWA BOARD OF
EDUCATIONAL EXAMINERS**

Operating Guidelines

DRAFT

Revised: May 17, 2019
Reviewed: May 17, 2019
Adopted: May 4, 2007

State of Iowa
BOARD OF EDUCATIONAL EXAMINERS
Grimes State Office Building
Des Moines, Iowa
50319-0146

Members of the Board

Floyd Athay, Ames Christian School, Administrator
Kathy Behrens, Kuemper Catholic Schools, Teacher
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Administration

Michael D. Cavin, Interim Executive Director

It is the policy of the Iowa Board of Educational Examiners not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). If you have questions or complaints related to compliance with this policy by the Iowa Board of Educational Examiners, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319-0146, telephone number: 515-281-5295, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, telephone number: 312-730- 1560, FAX number: 312-730-1576, TDD number: 877-521-2172, email: OCR.Chicago@ed.gov.

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Preface

This document contains operational guidelines for the internal management of the Iowa Board of Educational Examiners. The purpose of these operating guidelines is to provide the members of the board with a reference to assist them in performing their statutory duties, responsibilities, and to help the public and constituents understand the role of the board. These guidelines are designed to:

1. Provide board members with an overview of the role of the board, helping them understand the scope of their duties and responsibilities.
2. Enable the board to effectively carry out its leadership role as educational advocates and policy-makers, ensuring that policies exist that promote educational quality throughout the state.
3. Provide for an efficient and effective operation of meetings.
4. Outline board officer duties and procedures for electing board officers.
5. Address interaction among board members, internal board relationships and board/agency relationships.
6. Outline the board's decision-making process.
7. Address effective and open communication and handling of public concerns.
8. Address opportunities for board development.
9. Ensure accountability through an orderly process of planning and goal setting.

The Board of Educational Examiners

The Board of Educational Examiners helps ensure educator quality through high licensing standards for Pre-K through grade 12 teachers, administrators and other educators. The 12-member Board serves as:

- An independent licensing agency, created in 1989, helping to safeguard schoolchildren by establishing professional and ethical standards for Iowa's educators.
- A self-financed agency that relies solely on revenues from licensing fees and receives no state appropriations.
- A resource to other professional education organizations, answering questions and concerns of teachers, school board members, other educators, and administrators regarding licensure and ethics.

Who Serves on the Board?

The Governor appoints the board and appointees are ratified by the Senate. By Code, nine of twelve members must be licensed educators, four of whom are administrators and the majority of the licensed practitioner members shall be non-administrative practitioners. Two are public members, of which one must have school board experience. The remaining member is the Director of the Department of Education or her/his designee.

Mission

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

Beliefs Statements

We believe:

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

I. Organizational Meeting

A well-defined and understood organizational structure and related procedures are essential to the proper functioning of the board.

General Guidelines for Board Members:

A. Organizational Meeting

The organization of the board shall occur at the regular June meeting. Election of officers shall be included as an agenda item for that meeting.

B. Board Officers

Officers for the board shall be chair and vice-chair. The executive director shall serve as chief executive officer and an agency staff member will serve as recording secretary.

C. Election of Officers

The executive director shall serve as temporary chairperson at the organizational meeting until the chair is elected. Each board member may place one name in nomination for chair. Any board member may be elected to the position of chair or vice-chair. A ballot for chair will be distributed to the members of the board and the signed ballot will be collected by the board's secretary, recorded, and announced. The same process for the election of vice-chair will be repeated during the meeting. The executive director, or other board member, may also chair any other meeting upon a majority vote of the board members if this would be more practical due to remote participation by board members or other unique circumstances.

Commented [1]: Do we do signed ballots? Maybe we did remotely, but normally follow this procedure?

D. Term of Office

The term of office for each elected position shall be two years, per IAC 282--1.2(5)(a), with no limit as to the number of terms any one individual may serve.

E. Chair vacant

If the chair becomes vacant, the vice-chair shall automatically fill the vacancy and a replacement for the vice-chair shall be elected.

F. Duties of the chair shall be as follows:

1. Work with the executive director to develop meeting agendas.
2. Preside at board meetings.
3. Appoint all board committees.
4. Form new committees as the need arises.
5. Properly instruct all assigned committee members as to the duties, responsibilities, scope, and term of the assignment.
6. Work closely with the executive director and appropriate staff to ensure proper liaison between the board and the agency.
7. Attend outside meetings and functions as needed.
8. Provide effective leadership and direction.
9. Assign members to serve as representatives of the board to

external groups and organizations.

10. Call special meetings as needed.
11. Vote on matters before the board as the other members.
12. Perform duties as prescribed by law or by action of the board.
13. Work with board members to schedule meetings that all members can attend reflecting professional and personal conflicts.

G. Duties of the Vice-chair shall be as follows:

1. Perform the duties of the chair during his/her absence.
2. Fill the vacancy of the chair if such occurs during a term of office.
3. Assume other responsibilities as assigned by the chair.

H. Committees of the Board

1. The board shall have the following standing committees: executive committee, professional practices committee, and operating guidelines committee. The chair shall select committee members to reflect the makeup of the board, annually.
 - a. Executive committee (4 members)
 1. Serve as an advisory committee to the executive director.
 2. Identify issues and future agenda items.
 - b. Professional Practices committee (4 members)
 1. Review complaints and results of investigations alleging or implying a violation of a statute or rule under the jurisdiction of the board.
 2. Determine if probable cause exists or not and make a recommendation to the board.
 - c. Operating Guidelines Committee (4 members)
 1. Review / revise the board's operating guidelines every year.

Commented [2]: Do we need to discuss if a member changes positions? IE - Teacher to Admin

I. Removal of a board member from office:

Board members may be removed from office in accordance with Iowa Code Section 66.1A, 69.15 and 272.4 Membership.

II. Meeting Procedures

Board meetings shall be conducted in an open and orderly fashion. Agendas and supportive information will be openly publicized in advance of the meeting to encourage meaningful dialogue. Timetables will be established and followed to the greatest degree possible in addressing agenda items. The chair shall be provided with appropriate procedures and authority to maintain an orderly process at all times.

General Guidelines for Board Members:

A. Agendas

1. Robert's Rules of Order shall guide the operational meeting procedures.

2. The board chair and the executive director will develop meeting agendas cooperatively.
3. Individual board members may suggest an item for inclusion on the agenda by conferring with the chair and / or the executive director.
4. The agenda should be posted on the website at least three days prior to board meeting. The agenda and supporting information will be sent to each board member within one week of the meeting.
5. The agenda will be posted in the Grimes State Office Building 24 hours prior to the scheduled meeting time.
6. The agenda will be organized generally as follows: call to order; consent items; licensee discipline; board communication; communication from the public; rules (adoption, notice and discussion items); petitions for waiver; reports/approvals and adjournment.
7. Items listed under the consent agenda will be considered to be routine and will be acted on by the board in one motion. A member of the board or the executive director may request specific items to be discussed and/or removed from the consent agenda.

Commented [3]: to the board

B. Voting

1. All voting members of the board may vote on all matters coming before them for consideration. All members of a committee may vote on all matters coming before the committee for consideration.
2. No member may vote by proxy.
3. Voting by the board and its committees shall be by voice unless a roll call vote is requested by a member, in which case the vote shall be taken as requested.
4. A majority of those present and voting shall be necessary to carry a motion before the board or a committee.
5. On any issue not requiring a roll call vote, the vote of the members of the board shall be recorded either as a unanimous vote or by identifying the members taking each position. A member may abstain from voting and the abstention will be recorded.
6. When a potential conflict of interest exists, the board member concerned may ask for recusal that will then be recorded in the minutes. The board member will leave the board room during the closed session discussion and abstain from voting and discussion on the agenda item in open session.
7. A majority vote shall decide the issue and that shall become the official position of the board. An issue that has

been voted on by the board may be brought back for a vote when a majority of the members request a review.

C. Public Participation

1. A person who wishes to address the board shall fill out a card provided at the door, and given to the board secretary prior to the meeting.
2. As a general guideline, a limit of five (5) minutes will be allotted for any presentation made under the public comment agenda item. If a large group of individuals request to address a specific issue, the chair may limit the number of speakers. At that time, members of the public may present comments, suggestions or concerns, even if the concerns do not relate to a specific item on the agenda. Remarks by board members should be limited to requests for further information, as any issue not on the agenda might necessitate staff research and may need to be placed on a subsequent agenda before the board takes action.
3. If an issue raised during the public comment section will require the preparation of an agenda item, it will be referred to the executive director of the board for such preparation and the person raising the issue will be informed of the date of the meeting when it will appear on the agenda.
4. When the stated subject of public comment is on the agenda, the speaker may be heard either at the time stated on the agenda for public comment or at the time the agenda item is discussed by the board, to be determined at the discretion of the chair of the board. When addressing the board, each speaker should begin by stating his/her name and or what organization he/she is representing.

D. Board Member Reports (Communication section of the agenda)

1. It shall be the responsibility of any board member to keep the other members informed on developments related to the board's work. Board members may prepare written reports, which may be included with board meeting materials.
2. A member on special assignment should be prepared to recommend what he/she thinks the appropriate actions should be, if an action is required.
3. Board reports should be informative, yet concise.

E. Administrative Rules

The board has jurisdiction to adopt rules in areas of educational licensure and ethics. Iowa Administrative Code Chapter 282 is designated as the agency's identification number for the board's rules. An administrative rule, duly adopted, has the effect of law. The process for rule adoption is as follows:

1. The board, assisted by the executive director, may propose rules as a result of direction from the General Assembly, or as a result of its own evaluation of need provided the board has statutory authority.
2. Proposed rules will be drafted by agency staff for the board with the assistance of legal counsel.
3. Once drafted, rules will be presented to the board for a first review. The purpose of the first reading is to provide information to the board. At the next regular meeting, the proposed rules will be presented to the board for filing of a notice of intended action. A public hearing will be scheduled prior to adoption of the rules.
4. Rules adopted by the board will be filed with the administrative rules coordinator and the Code Editor and become effective thirty-five days thereafter, unless emergency adoption is required or unless a later effective date is provided for in the rule(s).

F. Petition for Waiver (refer to section X)

G. Kinds of Meetings

All meetings of the board shall comply with the open meetings law. The board may conduct the following kinds of sessions:

1. Regular meeting – as approved by the board.
2. Special meeting – a meeting that may be called at any time, with concurrence of a majority of the board.
3. Work session – any meeting or part of a meeting scheduled to consider special board projects and information items.
4. Annual retreat – a meeting for reflection, goal setting, priority setting, and board development activities in conjunction with a regular meeting.
5. Executive session – any meeting or part of a meeting that is closed to certain persons for deliberation on certain matters as specified in the public meetings law. Generally, no final action shall be taken or any decision made while in executive session.
6. Telephone conference meeting – a meeting conducted by telephone to deal with specific, limited, necessary matters. In compliance with the public meetings law, members of the press or public must be permitted access. The individuals allowed access must pay actual expenses necessitated by public access.
7. Other Electronic Transmission meeting – a regularly scheduled meeting or a special meeting called to deal with specific, limited necessary matters, may be held using the appropriate technology.
8. Legislative reception – a meeting will be held annually in January to allow board members to meet with legislators at

Commented [4]: According to this statement, we can only use electronic meetings (Zoom) for "limited necessary matters." Perhaps we need to rethink this statement. Perhaps a statement about board member safety or when it is not advised for public safety? What should the parameters be for when we can meet electronically for an entire meeting?

Commented [5R4]: Perhaps the wording could be: "Electronic meetings may be held at the discretion of the Executive Director. Electronic meeting may be held in emergency situations or when the health and safety of the board is jeopardized by meeting in person."

Could add a statement "in consultation with the Director of the Department of Education."

Commented [6R4]: I agree

the Capitol to communicate and advocate with legislators on legislative priorities developed by the BOEE.

H. Executive Director for the Board of Educational Examiners

The executive director is responsible for exercising general supervision over the agency to the extent that it is necessary to ascertain compliance with provisions of the Iowa Code and Administrative Rules.

1. The Governor shall appoint an executive director of the board as stated in Iowa Code Chapter 272.5 (2) Compensation of board – executive director.
2. The executive director is the chief administrator of the agency and performs the function of executive officer as defined in the position description questionnaire (PDQ).

III. Board Expectations

Collaboration is imperative in order to develop and sustain a high quality education system that serves the needs of students, families, and citizens across the state. The board will work together and form alliances that support the board’s work. Each member of the board shares the responsibility for developing a positive, interactive environment.

Commented [7]: What does this mean? Alliances could have a negative connotation.

General Guidelines for Board Members:

A. Leadership

The board, the executive director of the board, and staff shall provide leadership and direction for future educational development in this state. In so doing, they will:

1. Procure adequate resources to support improvement.
2. Communicate high levels of support, commensurate with available resources aimed at increasing and/or improving the educational licensure system.
3. Form strong alliances with all parties interested in the development of a comprehensive educational licensure system.
4. Remain current in their knowledge of or seek appropriate counsel on the provisions of the School Laws and School Rules of Iowa.
5. Participate in meetings in order to be informed and engaged in decision-making. Board members should be in attendance at all meetings and that attendance will be documented in the minutes. Inconsistent attendance will be brought to the individual’s attention by the board chair. Attendance policies shall be covered during new board member orientation.
 - a. Alternative forms of attendance will be permitted in exceptional circumstances.

Commented [8]: Should we list what those alternative forms could be?

B. Board Relationships

1. Internal board relationships:
 - a. The democratic process shall be used in making board decisions. A majority vote shall decide the issue and that

- shall become the official position of the board.
 - b. Each board member will remain receptive to divergent views of other members and will look for and recognize the positive contributions, efforts, and skills of each team member.
 - c. Board members will demonstrate respect through listening, verbal, and nonverbal communications.
 - d. Board members will maintain a sense of hope, optimism, and humor in working together.
2. Board/executive director relationships. Board members will:
- a. Recognize the unique roles of the executive director and board members.
 - b. Look to the executive director for leadership, guidance, and direction.
 - c. Route requests for staff assistance or attendance at board meetings through the executive director.
 - d. Establish positive relationships.
3. Board/public relationships:
- a. Be mindful of the board's role as representatives of the public.
 - b. Recognize public concerns.
 - c. Interact with the public in a positive, diplomatic manner.
 - d. Establish positive public relationships to ensure a quality educational system in Iowa.

IV. Decision Making

A well-defined and clearly understood process is needed if orderly and effective decisions are to be made by the board in a timely manner.

General Guidelines for Board Members:

The executive director will use the following procedure to assist the board in the decision-making process:

- A.** Clearly define the issue under consideration.
- B.** Determine that the issue is appropriate for board consideration.
- C.** Present the issue to the board in a timely manner.
- D.** Review all pertinent facts concerning the situation.
- E.** Collect input from parties affected by the decision.
- F.** Organize and analyze collected data.
- G.** Present solution(s) to the board with a recommendation and rationale with a cost estimate when appropriate.
- H.** Provide a plan for implementation, monitoring, and evaluation. This plan may include a timeline for bringing the issue back to the board for further consideration.
- I.** Communicate the decision to those affected.

V. Special Assignments for Board Members

As a general practice, the board shall operate as a “committee of the whole.” However, there are circumstances, when the chair and/or the executive director will make committee assignments.

General Guidelines for Board Members:

- A. In making such assignments, the chair and/or the executive director shall give consideration to the background, interests, experience, availability, and accessibility of the assignee(s). Consideration will also be given to gender balance, balancing by statutory position on the board, and balancing these assignments among members of the board.
- B. Assignments shall be accompanied by an explanation of the purpose, responsibility, charges, and granted authority.
- C. Each assignment will carry a clearly specified length of service.
- D. Board members will provide reports at the appropriate time(s).
- E. Assignees should represent the interests of the board to the best of their ability and knowledge but should refrain from officially committing to a formal board position until formal action or the delegation of authority supports such a commitment.

VI. Effective and Open Communication

Effective communication is essential to achieving board goals.

General Guidelines for Board Members:

- A. Information discussed in executive session will remain confidential. Sharing such information with unauthorized persons at any time is unacceptable.
- B. If significant issues will be covered in a meeting, board members may expect that the executive director will make every effort to inform them prior to the issue becoming public.
- C. Board members may expect that the executive director and staff will follow through on information requested by the board when it is requested through the appropriate channels.
- D. The board will develop a plan to align BoEE goals with the Iowa Department of Education, the Governor’s office, the Legislature, and Iowa colleges of education.

VII. Handling Public Concerns

Board members are readily accessible to the public, especially in their own local area, and thus public concerns will frequently be expressed to them. It is generally not wise to attempt to resolve the problem until comprehensive information is obtained on the issue. The following guidelines are designed to help board members handle public concerns in a tactful, orderly, and effective way.

General Guidelines for Board Members:

- A. Listen to the individual or group concern and clearly define the concern.
- B. Ask if s/he has discussed the issue with the person immediately responsible.
- C. Advise that the board has established a process for handling concerns and direct them to the appropriate personnel and/or the website.
- D. Report the full details of the concern to the executive director in a timely manner and ask that s/he keep the board informed of developments.
- E. Correspondence or communications relating to the business of the board, received by members of the board from individuals or organizations, shall be forwarded to the chair and executive director if it appears that the correspondence was sent to only one board member.
- F. If an individual board member is ever contacted regarding a professional practices case, the board member shall immediately inform the party that such contact is inappropriate and can prejudice the process. The board member shall report the contact to the executive director and/or chair of the board, and shall use discretion as to whether or not abstention from voting on the issue is necessary or advisable.
- G. The board will host work sessions as needed to receive feedback from interested stakeholders regarding proposals before the board.
- H. All media requests must be directed to the executive director.

VIII. Planning, Goal Setting, and Accountability

The board recognizes the importance of planning in determining the direction of education policy making at the state level.

General Guidelines for Board Members:

- A. In order to achieve their goals, the board is committed to thoughtful planning, implementation, collection, and consideration of data, evaluation, accountability, and reporting of results.
- B. The board will collaborate with education constituencies and develop policies that support long-term planning.
- C. The board's agenda is the primary vehicle for doing its work.
- D. The board and the agency will report on progress made toward goals on a regular basis.
- E. Plans, goals, and priorities will be reviewed and revised on a regular basis.
- F. The board may request presentations from stakeholders and subject area experts about goal area work and other proposals before the board.
- G. The board will approve legislative priorities at the August meeting.

IX. Board Development

It is essential to good board service to increase and enhance skills and to understand education issues in making policy decisions.

General Guidelines for Board Members:

- A. Professional development for the board members permits them to:
1. Increase their knowledge and understanding of emerging education issues;
 2. Compare various states' approaches to addressing similar issues and solving common problems;
 3. Expand their networking opportunities to exchange ideas and gain new perspectives on issues;
 4. Explore issues in real world settings, outside the context of board meetings; and
 5. Mobilize the board with new strategies for achieving the board's agenda. (Adapted from NASBE Boardmanship Review, "The Importance of Board Member Development," February, 1999).
- B. Board development goals will be set on an annual basis to ensure continued growth and development as board members.
- C. In addition to the board meeting agenda items that relate specifically to board priorities and are designed to develop an understanding and knowledge base for policy making, there are several additional ways that board members can obtain development:
1. Board study or work sessions
 2. Conference attendance and participation
 3. Task force or commission participation
 4. Reports and other written materials
 5. Technology or internet-based development
- D. Orientation of New Members
- The executive director of the board shall orient each new member concerning the board's functions, general policies, administrative rules, and procedures as soon as possible.
1. The new member shall be given selected material to assist in orienting him/her to the work of the board.
 - i. New board members will receive a sample board packet after his/her appointment date in order to become familiar with a typical board meeting materials.
 2. The new member shall be given selected material to familiarize him/her with relevant provisions of state government, including the gift law, and registered lobbying.
 - i. New board members will be advised about the differences between Iowa Code and Iowa Administrative Rules.
 3. The incoming new member shall be invited to meet with the executive director and other personnel to discuss operations of the agency.

Commented [9]: Where should we place the renewal credit we receive towards our BOEE licensure. Maybe it does not need to be in the guidelines.

Commented [10R9]: It should...somehow I missed this.

4. Orientation will be a structured process occurring over time and new board members will be directed to resources so they can do additional exploration on their own.
5. Current board members may and are encouraged to attend orientation sessions.

X. Petition for Waiver Guidelines

- A.** A waiver will not be reviewed until an application from a petitioner has been received and denied by staff.
- B.** Petitions for waiver received by the BoEE staff will be analyzed by the executive director, staff attorney, and the consultant assigned to the waiver by the executive director.
- C.** The consultant assigned to the waiver, in consultation with the staff attorney and executive director, will write a summary report for the board with the following sections:
 1. Name
 2. License
 3. Reason for waiver
 4. Rule citation
 5. Rationale
 6. Hardship
 7. Prejudice to others
 8. Safety and welfare to others
 9. Recommendation
 10. Rationale (including hardship, prejudice to others, and safety and welfare to others)
- D.** The administrative rule that sets forth the criteria you must consider in deciding whether to grant a petition for waiver is as follows:
- E.** **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.

- F. 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.
- G. The summary prepared by Board staff is to aid in your discussion. Any recommendations it may contain are not binding.

DRAFT