

11:00 a.m.	Stakeholder Presentation - Petra Lange, teacher, SURJ leader, sponsor and founder of CORE (Community of Racial Equity); Orlando Fuentes, North senior and Al Exito leader; Gift Fulbel, Lincoln senior and CORE leader	
12:00 p.m.	Break	
12:30 p.m.	Rules [Iowa Administrative Code – Chapter 282 (272)]	
	a. <i>Adopt</i>	
	1. IAC 282 Chapters 12 and 13 - Military Exchange License Fee (ARC 5168C)	Tab F
	2. IAC 282 Chapters 13, 22, 24 - Substitute Authorization (ARC 5169C)	Tab G
	b. <i>ARRC Review Pending</i>	
	1. IAC 282 Chapters 13, 18, 22, 27 (HF 2627) Reciprocity (ARC 5216C)	Tab H
	2. IAC 282 Chapter 22 (HF 2454) Career and Technical (ARC 5215C)	Tab I
	3. IAC 282 Chapter 25 (SF 2360) Ethics Code (ARC 5214C)	Tab J
	4. IAC 282 Chapters 1-6, 11 (HF 2389) Waivers (ARC 5213C)	Tab K
	5. IAC 282 Chapters 13, 15, 18, 22, 23 Endorsement Changes (ARC 5212C)	Tab L
	c. <i>Notice</i>	
	1. IAC 282 Chapter 13, Dyslexia Specialist	Tab M
	d. <i>Items for Discussion</i>	
	1. None	
	Waivers	
	1. PFW 20-04 Eva Carr	Tab N
	2. PFW 20-05 Kayla Cranston	Tab O
	Reports/Approvals	
	1. Board Operating Guidelines (Darcy Hathaway)	Tab P
	2. Program Completers (for initial licensure) from Iowa Educator Preparation Programs - August 2020 (Dr. Larry Bice)	Tab Q
	3. Educator Program Completers by Endorsement - August 2020 (Dr. Larry Bice)	Tab R
	4. People Recommended from an Iowa Institution - July 1, 2019 - June 20, 2020	Tab S
2:00 p.m.	Adjournment	

UPCOMING MEETINGS TO BE HELD VIA ZOOM:

Wednesday, November 18, 2020, 4:00 p.m.
Friday, December 11, 2020

1 Code of Professional Conduct and Ethics, 282 IAC rules 25.3(3)(c) and 25.3(6)(c), and
2 order this case set for hearing. Roll call vote: Behrens – no; Bice – yes; Bower – yes;
3 Harper – yes; Janzen – yes; McRina – yes; Rickey – yes; Schoening – yes; Voss – yes;
4 Yedlik – yes. **MOTION CARRIED.**

5
6 Larry Bice moved, with a second by Kathy Behrens, that in **case number 20-87**, the
7 Board find that, although one or more of the allegations in the complaint may be
8 substantiated by the witnesses interviewed in the course of the investigation [and/or]
9 the documents gathered in the course of the investigation, and the allegations may
10 constitute a technical violation of the board’s statute or administrative rules; the
11 evidence before the board indicates that adequate steps have been taken to remedy
12 the violation and to ensure that incidents of a similar nature do not occur in the
13 future. The Board will not pursue formal disciplinary action in this matter. **MOTION**
14 **CARRIED UNANIMOUSLY.**

15
16 Kathy Behrens moved, with a second by Kristen Rickey, that in **case number 20-59**,
17 the Board find that the evidence gathered in the investigation, including witness
18 statements and the documentary evidence, does not substantiate the allegations in the
19 complaint, and that the Board therefore lacks probable cause to proceed with this
20 matter. **MOTION CARRIED UNANIMOUSLY.**

21
22 Kathy Behrens moved, with a second by Larry Bice, that in **case number 20-67**, the
23 Board find probable cause to establish a violation of the following provisions of the
24 Code of Professional Conduct and Ethics, 282 IAC rules 25.3(4)(b), and order this case
25 set for hearing. **MOTION CARRIED UNANIMOUSLY.**

26
27 Kristen Rickey moved, with a second by Larry Bice, that in **case number 20-74**, the
28 Board find that, although one or more of the allegations in the complaint may be
29 substantiated by the witnesses interviewed in the course of the investigation [and/or]
30 the documents gathered in the course of the investigation, and the allegations may
31 constitute a technical violation of the board’s statute or administrative rules; the
32 evidence before the board indicates that the alleged violation was an isolated incident,
33 and adequate steps have been taken to remedy the violation and to ensure that

1 incidents of a similar nature do not occur in the future. The Board will not pursue
2 formal disciplinary action in this matter. **MOTION CARRIED UNANIMOUSLY.** (Mike
3 Cavin left the room during the discussion of this case in closed session.)
4

5 Kristen Rickey moved, with a second by Kathy Behrens, that in **case number 20-27,**
6 the Board find probable cause to establish a violation of the following provisions of the
7 Code of Professional Conduct and Ethics, 282 IAC rules 25.3(1)(e)(1) and 25.3(6)(c),
8 and order this case set for hearing. **MOTION CARRIED UNANIMOUSLY.**
9

10 Kristen Rickey moved, with a second by Kathy Behrens, that the Board accept the
11 respondent's waiver of hearing and voluntary surrender in **case number 19-157,** and
12 that the Board issue an order permanently revoking the license with no possibility of
13 reinstatement. **MOTION CARRIED UNANIMOUSLY.**
14

15 Kathy Behrens moved, with a second by Larry Bice, that the Board accept the
16 respondent's waiver of hearing and voluntary surrender in **case number 19-86,** and
17 that the Board issue an order permanently revoking the license with no possibility of
18 reinstatement. **MOTION CARRIED UNANIMOUSLY.**
19

20 Kathy Behrens moved, with a second by Larry Bice, that in **case number 20-03,** the
21 Board accept the agreement submitted by the parties, and issue an Order
22 incorporating the agreement of the parties and imposing the agreed upon sanction.
23 **MOTION CARRIED UNANIMOUSLY.**
24

25 Larry Bice moved, with a second by Kathy Behrens, that in **case number 19-158,** the
26 Board accept the agreement submitted by the parties, and issue an Order
27 incorporating the agreement of the parties and imposing the agreed upon sanction.
28 **MOTION CARRIED UNANIMOUSLY.**
29

30 Kristen Rickey moved, with a second by Larry Bice, that in **case number 19-120,** the
31 Board accept the agreement submitted by the parties, and issue an Order
32 incorporating the agreement of the parties and imposing the agreed upon sanction.
33 **MOTION CARRIED UNANIMOUSLY.**

1 Kathy Behrens moved, with a second by Larry Bice, that in **case number 20-52**, the
2 Board accept the agreement submitted by the parties, and issue an Order
3 incorporating the agreement of the parties and imposing the agreed upon sanction.
4 **MOTION CARRIED UNANIMOUSLY.**

5
6 Kathy Behrens moved, with a second by Kristen Rickey, that the Board not initiate
7 review of the proposed decision in **case number 19-148, In the Matter of Brandy**
8 **Stangl**, and allow the proposed decision to become the final decision of the Board
9 unless an appeal is taken by one of the parties within the time allowed by rule. Roll
10 call vote: Behrens – yes; Bice – yes; Bower – yes; Harper – recused; Janzen – yes;
11 McRina – yes; Rickey – yes; Schoening – yes; Voss – yes; Yedlik – yes. **MOTION**
12 **CARRIED.** (Jesse Ramirez left the room during the discussion of this case in closed
13 session.)

14
15 Larry Bice moved, with a second by Kathy Behrens, that the Board not initiate review
16 of the proposed decision in **case number 20-13, In the Matter of Michael Yauney**,
17 and allow the proposed decision to become the final decision of the Board unless an
18 appeal is taken by one of the parties within the time allowed by rule. Roll call vote:
19 Behrens – yes; Bice – yes; Bower – yes; Harper – yes; Janzen – yes; McRina – yes;
20 Rickey – yes; Schoening – recused; Voss – yes; Yedlik – yes. **MOTION CARRIED.**
21 (Jesse Ramirez left the room during the discussion of this case in closed session.)

22
23 Kathy Behrens moved, with a second by Kristen Rickey, to extend the 180-day
24 deadline for issuance of the final decision in **case number 20-51**, based upon the
25 amount of time needed to complete the investigation due to a pending law enforcement
26 investigation. **MOTION CARRIED UNANIMOUSLY.** (Jesse Ramirez left the room
27 during the discussion of this case in closed session.)

28
29 Kathy Behrens moved, with a second by Larry Bice, to approve the closed session
30 minutes for August 5, 2020. **MOTION CARRIED UNANIMOUSLY.**

31
32 The following request to amend a board order was discussed in open session:

1 Case number 19-42: Nick Hemann had a previous case before the Board and was
2 ordered to complete an ethics course per the settlement agreement. He has requested
3 an extension to complete the course, and provided verification of his registration for an
4 upcoming session in October. Tony Voss moved, with a second by Dave Harper, that
5 the Board amend the final order in **case number 19-42**, to allow the respondent until
6 October 31, 2020, to provide proof of completion of the required ethics course. Roll
7 call vote: Behrens – no; Bice – yes; Bower – yes; Harper – yes; Janzen – yes; McRina –
8 yes; Rickey – yes; Schoening – yes; Voss – yes; Yedlik – yes. **MOTION CARRIED.**

9
10 Communication from the Public

11 Anthony Metzgar addressed the Board regarding his petition for waiver which is on
12 today's agenda and will be discussed later in the meeting.

13
14 Board Member Reports

15 None.

16
17 Executive Director's Report

18 Legislative Update: Nothing to report at this time.

19
20 Agency Update: We began the process to hire a clerk specialist. Staff are reviewing
21 the applications and we hope to have the position filled by October/November. Staff
22 are conducting ethics presentations, via Zoom, at superintendent meetings, colleges,
23 etc. We received verbal confirmation and support from the governor's staff regarding
24 the two pending rules on today's agenda.

25
26 Licensure Update: Per the Governor's proclamation, we are continuing to issue
27 extensions from licensees, if requested. The proclamation does not allow a license to
28 expire during the COVID-19 pandemic. Staff continues to work diligently on issuing
29 extensions, renewals and conditional licenses.

30
31 Financial Update: Mike Cavin reviewed the financial report.

1 Rules

2 Adopt:

3 None.

4

5 ARRC Review Pending:

6 IAC 282 Chapters 12 and 13 – Military Exchange License Fee. The proposed
7 amendments remove the military exchange license issuance fee, which will reduce fees
8 for military exchange license applicants and streamline accounting.

9

10 IAC 282 Chapters 13, 22, 24 – Substitute Authorization. The proposed amendments
11 will add substitute authority to holders of the career and technical authorization,
12 professional service license, and native language teaching authorization, remove the
13 day limit for substitute authorization holders, change the degree requirement from a
14 bachelor’s degree to an associate’s degree or 60 semester hours, allow for reciprocity,
15 and add a substitute authorization as an area of concentration for paraeducators.

16

17 Notice:

18 Larry Bice moved, with a second by Tony Voss, that the Board Notice the proposed
19 changes to IAC 282 Chapters 13, 18, 22, 27 (HF 2627) Reciprocity. **MOTION**
20 **CARRIED UNANIMOUSLY.**

21

22 Tony Voss moved, with a second by Kristen Rickey, that the Board Notice the proposed
23 changes to IAC 282 Chapter 22 (HF 2454) Career and Technical. **MOTION CARRIED**
24 **UNANIMOUSLY.**

25

26 Larry Bice moved, with a second by Tim Bower, that the Board Notice the proposed
27 changes to IAC 282 Chapter 25 (SF 2360) Ethics Code. **MOTION CARRIED**
28 **UNANIMOUSLY.**

29

30 Tony Voss moved, with a second by Dave Harper, that the Board Notice the proposed
31 changes to IAC 282 Chapters 1-6, 11 (HF 2389) Waivers. **MOTION CARRIED**
32 **UNANIMOUSLY.**

33

1 Tony Voss moved, with a second by Larry Bice, that the Board Notice the proposed
2 changes to IAC 282 Chapters 13, 15, 18, 22, 23 Endorsement Changes. **MOTION**
3 **CARRIED UNANIMOUSLY.**

4
5 Items for Discussion:

6 IAC 282 Chapter 13, Dyslexia Specialist. 2020 Iowa Acts, Senate File 2356, directs
7 the Iowa Board of Educational Examiners to collaborate with the Iowa Reading
8 Research Center to create a dyslexia specialist endorsement. (Dr. Deborah Reed,
9 Director of the Iowa Reading Research Center, was present, via Zoom, to answer any
10 questions the Board had regarding this proposed rule.) This will move forward to
11 Notice at an upcoming meeting.

12
13 Petition for Waiver

14 Dave Harper moved, with a second by Tony Voss, that the Board grant **PFW 20-03,**
15 **Anthony Metzgar.** Roll call vote: Behrens – yes; Bice – no; Bower – yes; Harper – yes;
16 Janzen – yes; McRina – yes; Rickey – yes; Schoening – yes; Voss – yes; Yedlik – yes.
17 **MOTION CARRIED.** Reasons for granting: Anthony Metzgar requested a waiver of
18 the rule regarding applicants from non-Iowa institutions. Mr. Metzgar has been
19 issued a temporary initial license, which allows the holder one year to complete Iowa’s
20 assessment requirement. Mr. Metzgar did not verify the three years of valid out-of-
21 state teaching experience required to exempt him from the assessment requirement in
22 282 IAC r. 13.5(2). Some of his out-of-state experience was completed prior to holding
23 a license, and therefore is not considered applicable by the Board. He has successfully
24 completed Indiana’s required teacher licensure assessment, but has not yet completed
25 Iowa’s. The Board finds that application of the experience requirement rule under the
26 unique circumstances presented by Mr. Metzgar’s petition would pose an undue
27 hardship. Mr. Metzgar has verified two years of valid out-of-state teaching experience.
28 However, he also served as a classroom teacher for two years prior to receiving a
29 license, through a nontraditional teacher preparation program. The Board finds that
30 granting the waiver of the experience requirement only, under the unique
31 circumstances presented, would not cause prejudice to the rights of others. Mr.
32 Metzgar has verified a significant amount of successful experience. He has also
33 successfully completed another state’s required licensing assessment, and has gained

1 a teaching license in two other states. Given the totality of the circumstances
2 presented in Mr. Metzgar’s petition, the Board finds that waiving the experience
3 requirement would not substantially compromise public health, safety, and welfare.
4 the Board concludes that the Petitioner, Anthony Metzgar, has met the criteria for
5 granting of a waiver from the rule regarding the experience requirement for applicants
6 from non-Iowa institutions, contained in 282 IAC ch. 13.

7
8 Reports/Approvals

9 Darcy Hathaway reviewed the Summary Waiver Report. In the past, Darcy prepared a
10 report two times per year regarding waivers that were submitted to the Board.

11 Waivers are now entered into the online system on the Iowa Legislature’s website, as
12 they happen, and are accessible to the public. Therefore, from this point forward, we
13 will no longer prepare the twice-a-year report.

14
15 The Board reviewed/discussed revisions to the Board Operating Guidelines. The
16 proposed revisions will be made and returned to the Board for their final
17 review/approval at the October meeting.

18
19 Mike Cavin reviewed the board goals for FY 21.

20
21 There being no further business, Tony Voss moved, with a second by Larry Bice, to
22 adjourn the meeting at 12:06 p.m. **MOTION CARRIED UNANIMOUSLY.**

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

From: Mike Cornelison

Date: September 1, 2020

Re: **FY 2020 FINANCIAL ANALYSIS
Period 14 - August 2020**

NOTE 1: Cash Balance Review

Unit	Current Cash Balance	Projected FYE Carry Forward
9397 - BoEE	\$0	\$882,269
2217 - Teachers Cert Clrg	0	0
	<u>\$0</u>	<u>\$882,269</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.
Final year-end carry forward of funds to FY21 was completed August 28.

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 117%

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	Actual	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)	(782,269)		(882,269)	(882,269)	(768,909)		
Revenue Collected																					
234	Gov Transfer In Other Agencies	-	-	-	-	-	3,400	-	-	2,150	777	650	1,300	-	650	-	8,927	8,927	300	2976%	2976%
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	-	-	1,687,670	1,687,670	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)	(781,619)	-	2,135,905	2,135,905	2,496,113	86%	86%
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	-	33	-	10,069	10,069	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	1,015	-	133,693	133,693	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	7,146	-	233,227	233,227	300,000	78%	78%
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	-	-	-	-	-	-	22	-	-	38,607	38,607	79,500	49%	49%
510	IT Equipment & Software	-	7,920	-	-	-	-	-	-	-	899	5,036	-	(13,180)	7,705	-	8,380	8,380	8,000	105%	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	15,900	-	2,135,905	2,135,905	2,496,113	86%	86%
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)	-	-	-	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	797,519	0	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). HO14 included VOD charges for June, and a credit for a portion of the cost for the Chrome Management Console license, which was moved to FY21.
- 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	Vacant
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

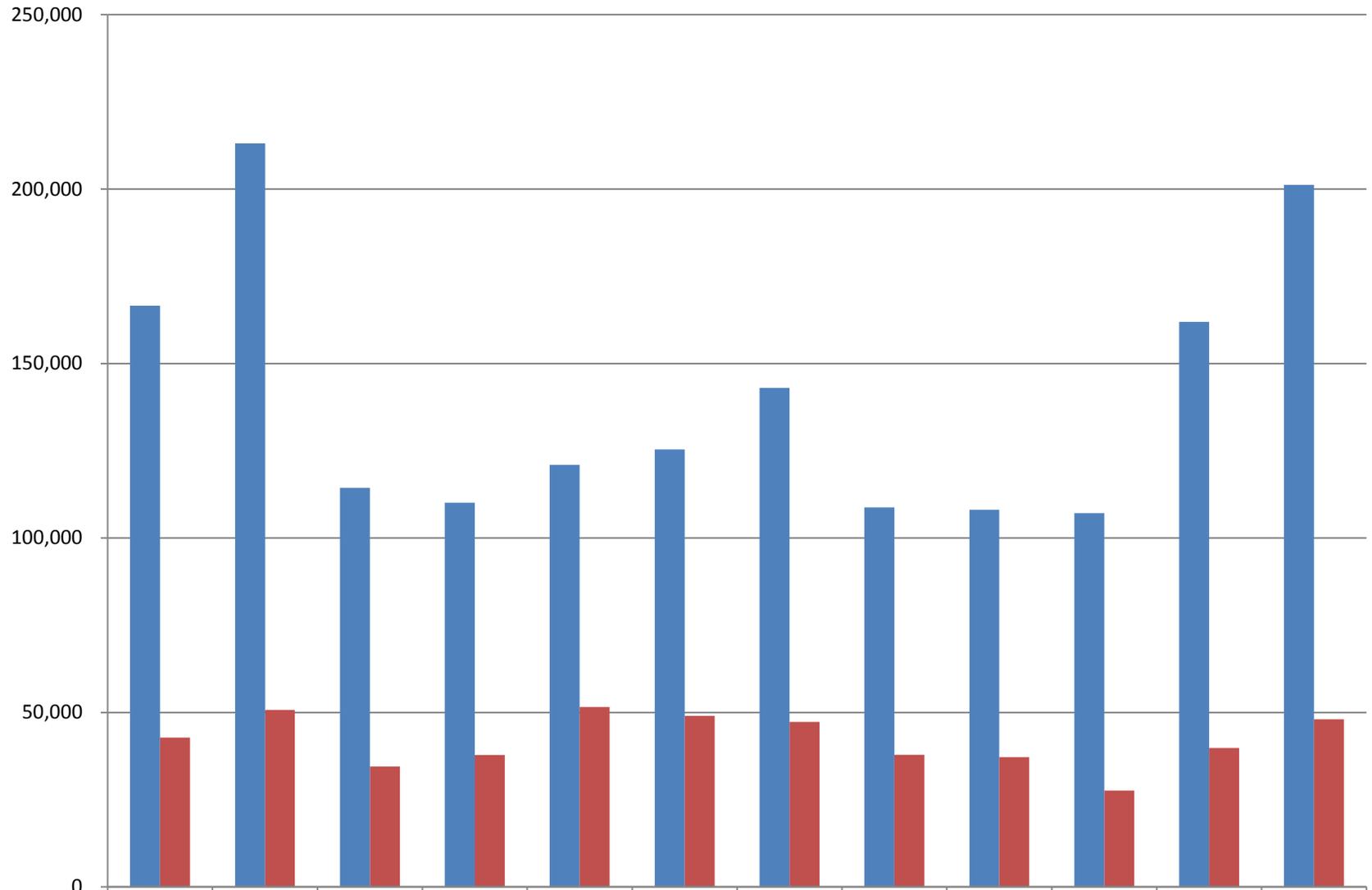
Sub Unit: Blank

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	Actual	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	650	0	8,927
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	1,687,670
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	650	-	2,202,581
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	650	-	2,738,672

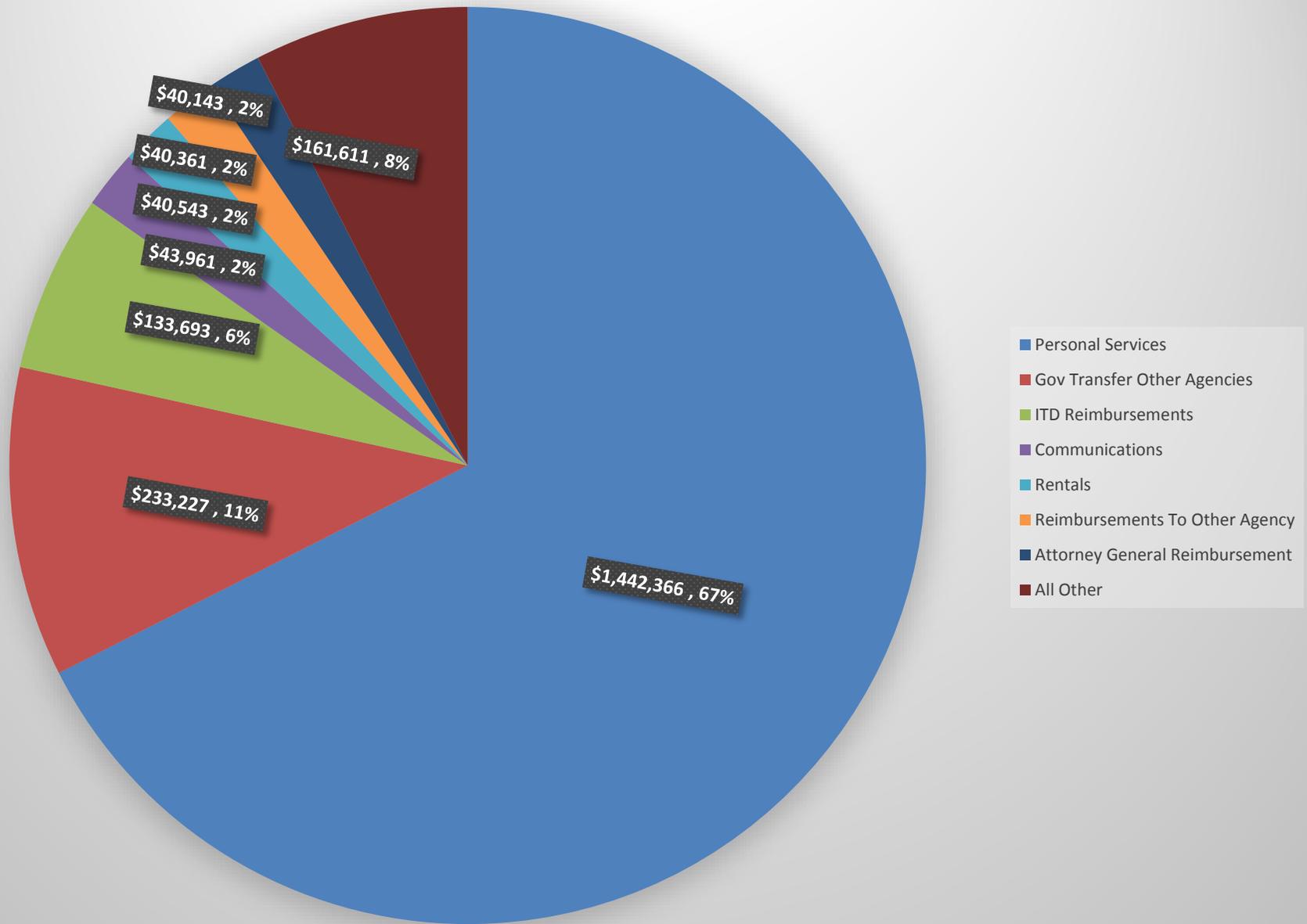
Note -
General Fund 0001-996-2820

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	8,927		8,927	300		
401 Fees, Licenses & Permits	1,687,670		1,687,670	1,900,000		
704 Other	505,984		505,984	585,000		
Total Resources	\$3,018,174	\$0	\$3,018,174	\$3,265,022		
(Total Revenues)	<u>\$2,202,581</u>	<u>\$0</u>	<u>\$2,202,581</u>	<u>\$2,485,300</u>	\$282,718	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	10,069		10,069	9,300	(769)	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	133,693		133,693	157,000	23,307	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	233,227		233,227	300,000	66,773	78%
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	8,380		8,380	8,000	(380)	105%
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	\$2,135,905	\$0	\$2,135,905	\$2,496,113	\$359,584	86%
CY Revenue Less Expenditures	<u>\$66,676</u>					
Estimated Carry Forward	<u>\$882,269</u>					

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

From: Mike Cornelison

Date: October 1, 2020

Re: **FY 2020 FINANCIAL ANALYSIS
 Period 15 - September 2020**

NOTE 1: Cash Balance Review

Unit	Current Cash Balance	FYE Carry Forward
9397 - BoEE	\$0	\$882,269
2217 - Teachers Cert Clrg	0	0
	<u>\$0</u>	<u>\$882,269</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.
 Final year-end carry forward of funds to FY21 was completed August 28.

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 125%

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	Actual	Actual	Actual	(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)	(782,269)		(882,269)	(882,269)	(768,909)		
Revenue Collected																					
234	Gov Transfer In Other Agencies	-	-	-	-	-	3,400	-	-	2,150	777	650	1,300	-	650	-	8,927	8,927	300	2976%	2976%
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	-	-	1,687,670	1,687,670	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)	(781,619)	-	2,135,905	2,135,905	2,496,113	86%	86%
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	-	33	-	10,069	10,069	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	1,015	-	133,693	133,693	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	7,146	-	233,227	233,227	300,000	78%	78%
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	-	-	38,607	38,607	79,500	49%	49%
510	IT Equipment & Software	-	7,920	-	-	-	-	-	-	-	899	5,036	-	(13,180)	7,705	-	8,380	8,380	8,000	105%	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	15,900	-	2,135,905	2,135,905	2,496,113	86%	86%
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)	-	-	-	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	797,519	0	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). HO14 included VOD charges for June, and a credit for a portion of the cost for the Chrome Management Console license, which was moved to FY21.
- 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	Vacant
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
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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
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01071-006	Education Program Consultant	Gregory S Horstman	1.00
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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

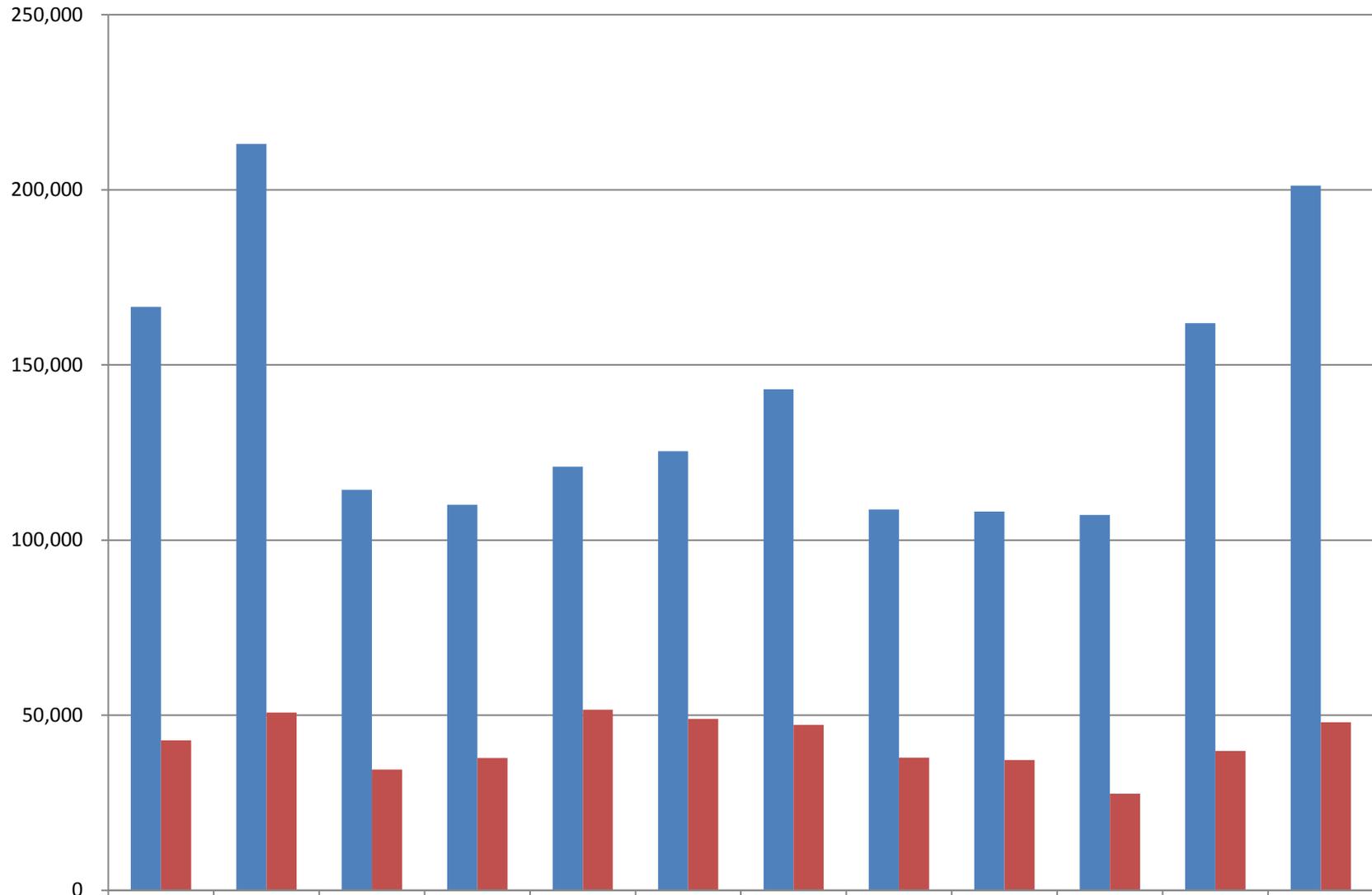
Sub Unit: Blank

Appropriation: WZ9 Board of Eduational 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	Actual	Actual	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	650	0	8,927
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	1,687,670
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	650	-	2,202,581
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	650	-	2,738,672

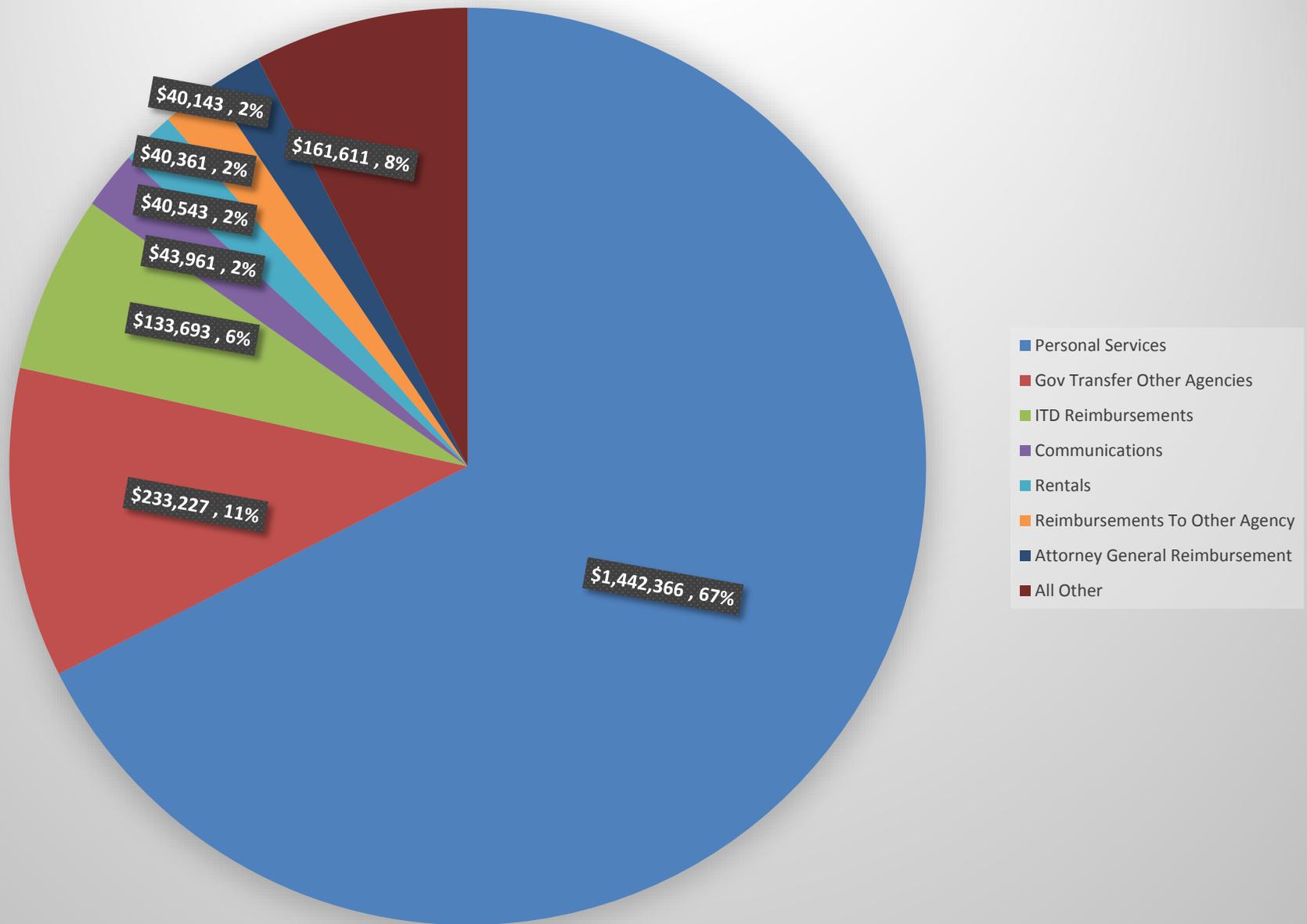
Note -
General Fund 0001-996-2820

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	8,927		8,927	300		
401 Fees, Licenses & Permits	1,687,670		1,687,670	1,900,000		
704 Other	505,984		505,984	585,000		
Total Resources	\$3,018,174	\$0	\$3,018,174	\$3,265,022		
(Total Revenues)	<u><u>\$2,202,581</u></u>	<u><u>\$0</u></u>	<u><u>\$2,202,581</u></u>	<u><u>\$2,485,300</u></u>	\$282,718	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	10,069		10,069	9,300	(769)	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	133,693		133,693	157,000	23,307	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	233,227		233,227	300,000	66,773	78%
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	8,380		8,380	8,000	(380)	105%
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><u>\$2,135,905</u></u>	<u><u>\$0</u></u>	<u><u>\$2,135,905</u></u>	<u><u>\$2,496,113</u></u>	<u><u>\$359,584</u></u>	86%
CY Revenue Less Expenditures	<u><u>\$66,676</u></u>					
Estimated Carry Forward	<u><u>\$882,269</u></u>					

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

From: Mike Cornelison

Date: September 1, 2020

Re: **FY 2021 FINANCIAL ANALYSIS
Period 2 - August 2020**

NOTE 1: Cash Balance Review

Unit	Current Cash Balance	Projected FYE Carry Forward
9397 - BoEE	\$1,116,220	\$881,276
	<u>\$1,116,220</u>	<u>\$881,276</u>

Areas to Monitor:

RED:

YELLOW:

GREEN: FY21 Budget Update completed July 9.
Year-end Funds Carry-Forward to FY21 completed August 28.

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 17%

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	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	782,269	-													882,269	882,269	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	196,205	127,849	131,489	118,361	114,372	144,539	112,703	112,214	123,642	166,752	206,651	-	-	-	366,617	1,725,190	1,750,000	21%	99%
704	Other	49,150	67,065	44,737	47,534	46,693	45,619	47,160	41,064	40,488	45,591	42,757	48,839	-	-	-	116,215	566,696	550,000	21%	103%
Total Revenues:		319,562	1,045,539	172,586	179,023	165,343	163,980	191,699	153,767	155,225	170,145	210,271	257,015	(100,000)	(781,276)	-	1,365,101	2,302,879	2,351,371	58%	98%
Expenditures																					
101	Personal Services	77,975	110,318	106,638	120,277	120,277	180,416	120,277	120,277	120,277	120,277	120,277	180,416	24,055	-	-	188,293	1,521,760	1,569,620	12%	97%
202	In State Travel	-	30	1,500	1,000	2,000	2,000	2,500	1,500	2,000	2,000	2,000	1,500	1,000	-	-	30	19,530	20,000	0%	98%
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	1,980	1,000	100	100	1,000	100	1,000	600	400	5,000	200	(4,500)	-	-	6,480	11,480	10,000	65%	115%
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	-	110	-	500	-	-	-	500	-	-	-	500	-	-	-	110	1,610	1,500	7%	107%
309	Printing & Binding	-	40	100	-	650	1,550	-	-	1,100	-	-	100	-	-	-	40	3,540	3,500	1%	101%
311	Food	-	-	-	-	-	-	-	-	-	-	300	-	-	-	-	-	300	-	0%	100%
313	Postage	-	942	500	500	400	700	500	700	800	700	700	800	700	-	-	942	7,942	7,500	13%	106%
401	Communications	-	1,584	1,650	1,650	1,750	1,650	1,650	1,650	1,650	1,650	1,750	1,650	1,650	-	-	1,584	19,934	20,000	8%	100%
402	Rentals	4,917	-	11,090	4,920	4,920	5,020	4,920	6,420	5,920	6,430	6,920	5,920	1,500	-	-	4,917	68,897	69,000	7%	100%
403	Utilities	206	240	400	300	400	400	400	400	300	200	200	300	-	-	-	446	3,746	4,000	11%	94%
405	Prof & Scientific Services	-	100	1,000	500	1,000	1,000	500	1,000	1,000	500	1,000	1,000	500	-	-	100	9,100	10,000	1%	91%
406	Outside Services	299	626	1,000	300	300	1,000	300	300	750	300	300	750	100	-	-	925	6,325	6,000	15%	105%
408	Advertising & Publicity	-	-	-	-	75	-	-	-	-	-	100	-	-	-	-	-	175	250	0%	70%
409	Outside Repairs/Service	-	-	-	500	-	-	500	-	-	-	-	-	-	-	-	-	500	2,000	0%	100%
414	Reimbursements To Other Agency	-	2,432	3,500	3,500	3,500	3,000	3,500	3,500	3,500	3,500	3,500	3,500	2,000	-	-	2,432	38,932	40,000	6%	97%
416	ITD Reimbursements	-	8,825	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	-	-	8,825	146,325	150,000	6%	98%
418	IT Outside Services	-	1,275	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	-	-	1,275	17,775	18,000	7%	99%
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	-	-	-	41,250	45,000	0%	92%
433	Gov Transfer Auditor of State	-	-	-	-	-	-	-	-	-	-	-	-	400	-	-	-	400	400	0%	100%
434	Gov Transfer Other Agencies	-	19,401	21,000	23,000	21,000	21,000	23,000	21,000	21,000	23,000	21,000	21,000	23,000	-	-	19,401	258,401	260,000	7%	99%
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	(98)	-	-	-	-	-	-	-	1,000	-	-	-	-	-	13,082	14,082	9,000	145%	156%
602	Other Expenses & Obligations	-	-	3,500	3,500	3,500	3,500	3,000	3,500	3,500	3,500	3,500	3,500	2,500	-	-	-	37,000	40,000	0%	93%
702	Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	0%
705	Refunds-Other	-	-	100	-	100	100	-	100	100	-	100	100	-	-	-	-	700	800	0%	88%
Total Expenditures:		101,077	147,805	172,978	198,297	200,222	242,086	180,197	181,597	183,747	185,407	186,797	241,836	73,655	-	-	248,881	2,295,703	2,351,371	11%	98%
Current Month Operations		218,485	897,735	(392)	(19,275)	(34,879)	(78,106)	11,501	(27,830)	(28,522)	(15,263)	23,474	15,179	(173,655)	(781,276)	-	1,116,220	7,176	-	-	-
Cash Balance		218,485	1,116,220	1,115,829	1,096,554	1,061,675	983,568	995,070	967,240	938,717	923,455	946,928	962,107.26	788,452	7,176	7,176	-	-	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. August expense includes the annual PESBA dues.
- 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	Vacant
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

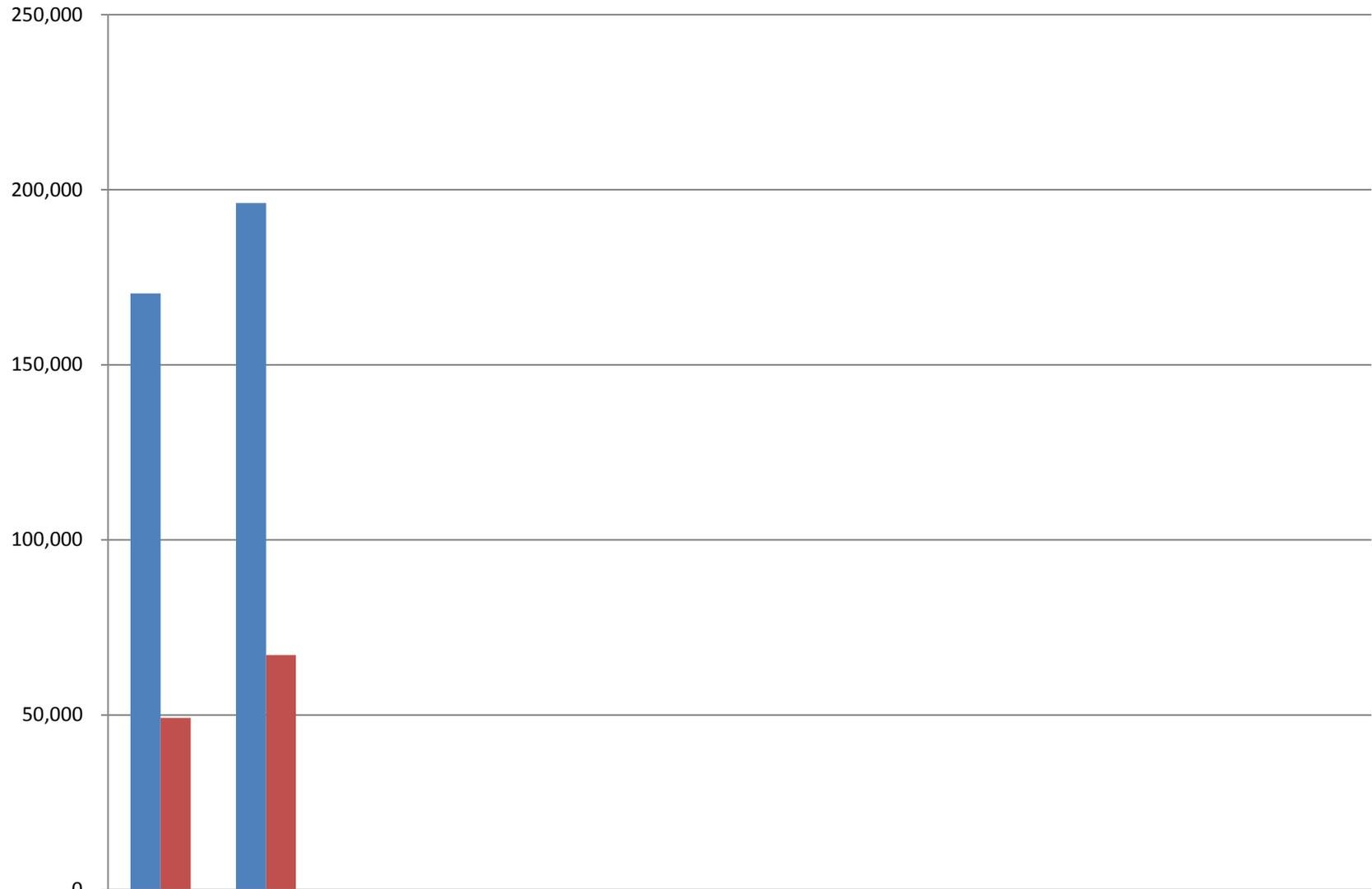
Sub Unit: Blank

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	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	196,205	0	0	0	0	0	0	0	0	0	0	0	0	0	366,617
704	DCI Check Fees	49,150	67,065	0	0	0	0	0	0	0	0	0	0	0	0	0	116,215
Total Revenues:		219,562	263,270	-	-	-	-	-	-	-	-	-	-	-	-	-	482,832
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	62,319														116,506
Total General Fund		54,187	62,319	0	116,506												
Total Receipts		273,749	325,589	-	-	-	-	-	-	-	-	-	-	-	-	-	599,338

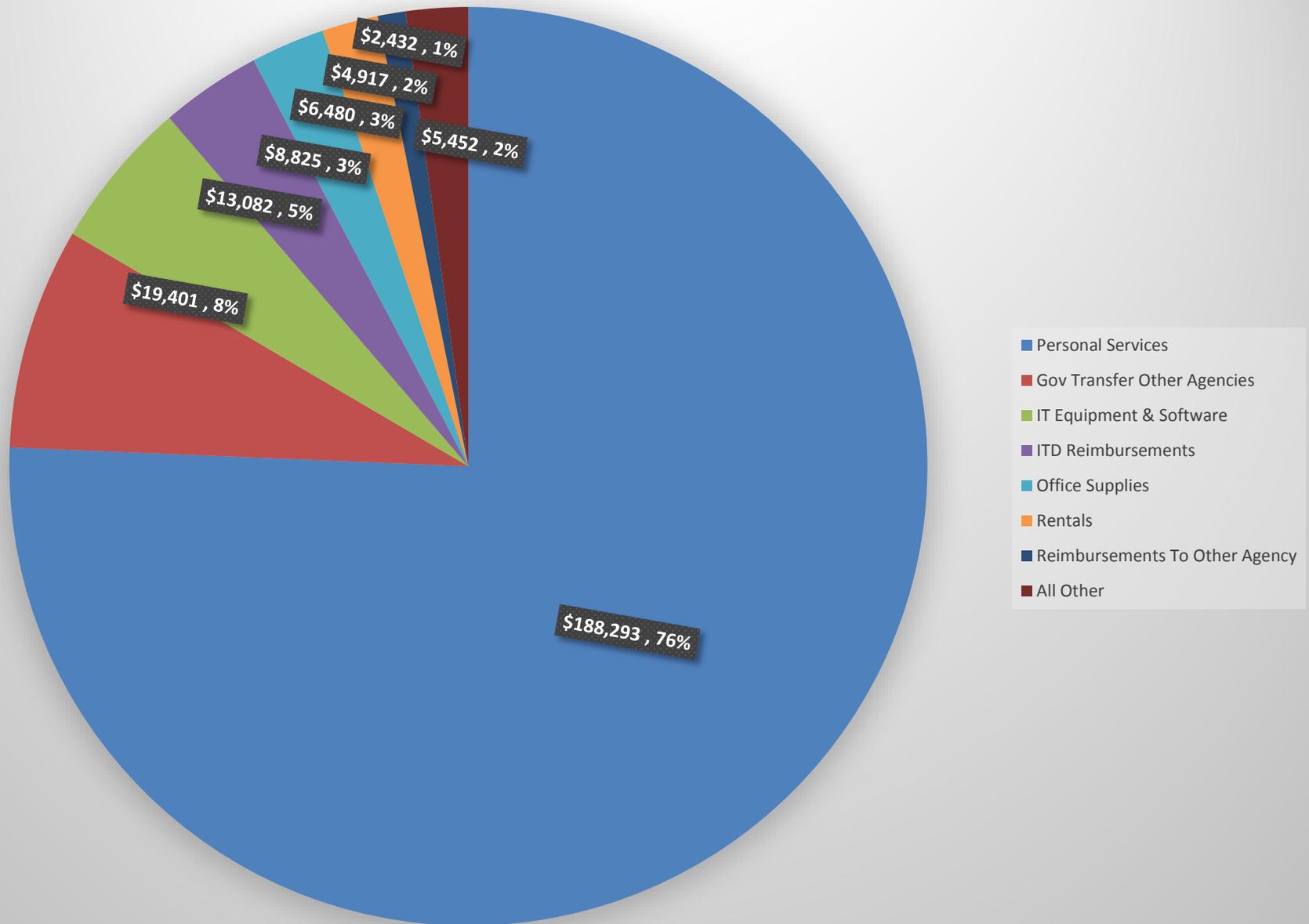
Note -
General Fund 0001-996-2820

Receipts July 2020-June 2021



■ Licensure Fees	170,412	196,205	0	0	0	0	0	0	0	0	0	0
■ DCI Check Fees	49,150	67,065	0	0	0	0	0	0	0	0	0	0

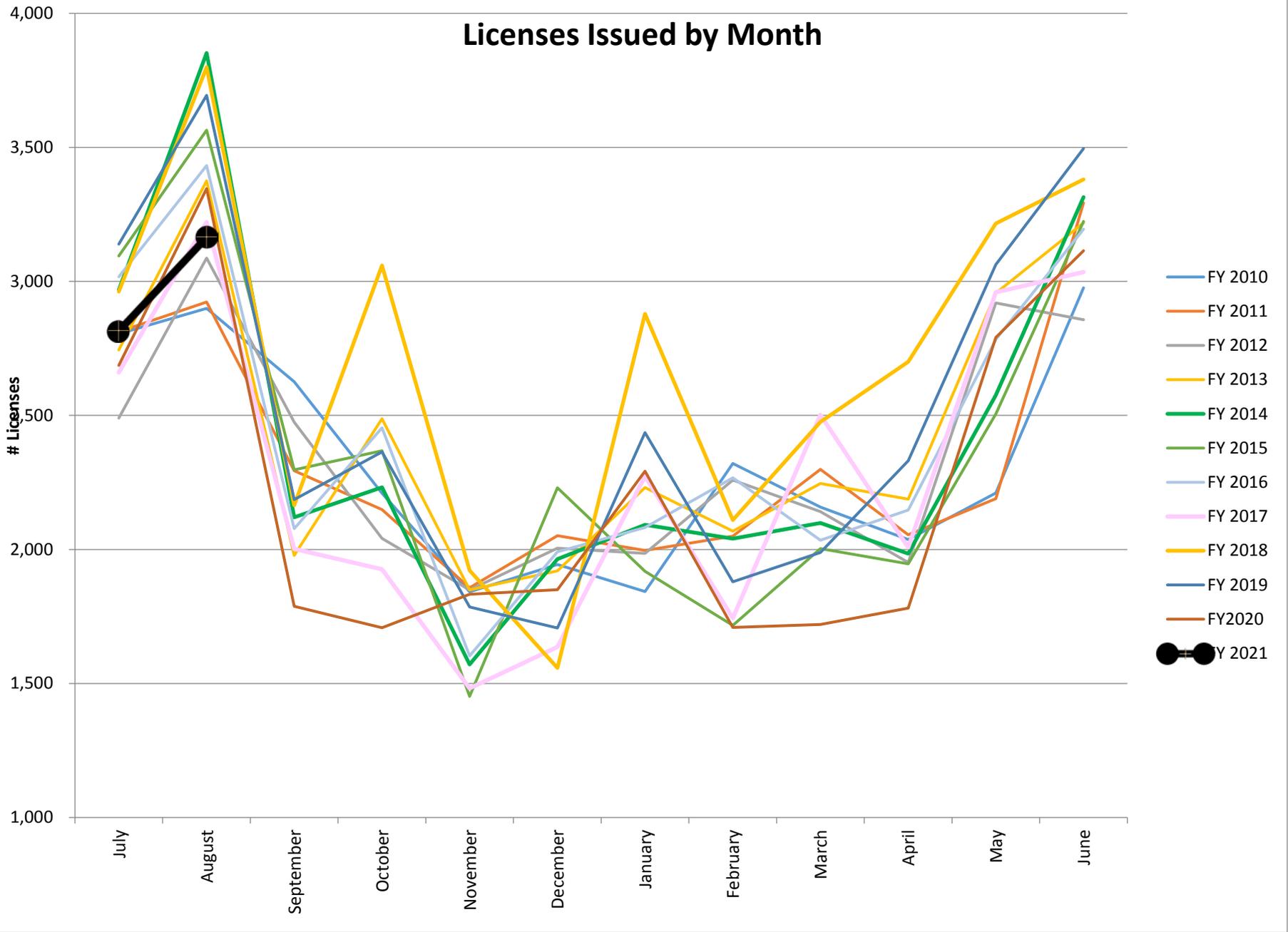
Expenditures July 2020-June 2021



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	882,269		882,269	908,323		
234 Gov Transfer In Other Agencies		0	0	10,000		
401 Fees, Licenses & Permits	366,617		366,617	1,750,000		
704 Other	116,215		116,215	550,000		
Total Resources	\$1,365,101	\$0	\$1,365,101	\$3,218,324		
(Total Revenues)	<u>\$482,832</u>	<u>\$0</u>	<u>\$482,832</u>	<u>\$2,310,000</u>	\$1,827,168	21%
Expenditures -						
101 Personal Services	188,293		188,293	1,569,620	1,381,327	12%
202 In State Travel	30		30	20,000	19,970	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	6,480		6,480	10,000	3,520	65%
302 Facility Maintenance Supplies	0		0	3,000	0	0%
303 Equipment Maintenance Supplies	0		0	1,000	1,000	0%
308 Other Supplies	110		110	1,500	1,390	7%
309 Printing & Binding	40		40	3,500	3,461	1%
311 Food	0		0	300	300	0%
313 Postage	942		942	7,500	6,558	13%
401 Communications	1,584		1,584	20,000	18,416	8%
402 Rentals	4,917		4,917	69,000	64,083	7%
403 Utilities	446		446	4,000	3,554	11%
405 Prof & Scientific Services	100		100	10,000	9,900	1%
406 Outside Services	925		925	6,000	5,076	15%
408 Advertising & Publicity	0		0	250	250	0%
409 Outside Repairs/Service	0		0	2,000	2,000	0%
414 Reimbursements To Other Agency	2,432		2,432	40,000	37,569	6%
416 ITD Reimbursements	8,825		8,825	150,000	141,175	6%
418 IT Outside Services	1,275		1,275	18,000	16,725	7%
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	19,401		19,401	260,000	240,599	7%
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	13,082		13,082	9,000	(4,082)	145%
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	\$248,881	\$0	\$248,881	\$2,351,371	\$2,099,490	11%
CY Revenue Less Expenditures	<u>\$233,951</u>					
Estimated Carry Forward	<u>\$1,116,220</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	3,165											
Running Total	2,815	5,980	5,980	5,980	5,980	5,980	5,980	5,980	5,980	5,980	5,980	5,980	
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	

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

From: Mike Cornelison

Date: October 1, 2020

Re: **FY 2021 FINANCIAL ANALYSIS
 Period 3 - September 2020**

NOTE 1: Cash Balance Review

Unit	Current Cash Balance	Projected FYE Carry Forward
9397 - BoEE	<u>\$1,161,437</u>	<u>\$881,276</u>
	<u>\$1,161,437</u>	<u>\$881,276</u>

Areas to Monitor:

RED:

YELLOW:

GREEN:

FY21 Budget Update completed July 9.
 Year-end Funds Carry-Forward to FY21 completed August 28.
 GAAP Package submitted September 15.
 FY22 & FY23 Budgets submitted to DOM September 29.

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 25%

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	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Actual	(C=A+B)	(D)	To Date
	Balance Brought Forward from Prior Year	100,000	782,269	-													882,269	882,269	908,323		
	Balance Carried Forward to Next Year													(100,000)	(781,276)		-	(881,276)	(866,953)		
Revenue Collected																					
234	Gov Transfer In Other Agencies	-	-	650	-	289	3,989	-	-	2,523	912	763	1,525	-	-	-	650	10,650	10,000	6%	106%
401	Fees, Licenses & Permits	170,412	196,205	140,993	131,489	118,361	114,372	144,539	112,703	112,214	123,642	166,752	206,651	-	-	-	507,610	1,738,333	1,750,000	23%	99%
704	Other	49,150	67,065	66,475	47,534	46,693	45,619	47,160	41,064	40,488	45,591	42,757	48,839	-	-	-	182,690	588,434	550,000	33%	107%
Total Revenues:		319,562	1,045,539	208,118	179,023	165,343	163,980	191,699	153,767	155,225	170,145	210,271	257,015	(100,000)	(781,276)	-	1,573,219	2,338,410	2,351,371	67%	99%
Expenditures																					
101	Personal Services	77,975	110,318	103,262	106,638	120,277	180,416	120,277	120,277	120,277	120,277	120,277	180,416	24,055	-	-	291,555	1,504,745	1,569,620	19%	96%
202	In State Travel	-	30	-	1,000	2,000	2,000	2,500	1,500	2,000	2,000	2,000	1,500	2,000	-	-	30	19,030	20,000	0%	95%
203	State Vehicle Operation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	0%
205	Out Of State Travel	-	-	-	2,000	1,500	1,000	1,000	2,000	2,500	2,000	2,500	2,500	2,000	-	-	-	19,000	20,000	0%	95%
301	Office Supplies	4,500	1,980	165	100	100	1,000	100	1,000	600	400	5,000	200	(4,500)	-	-	6,646	10,646	10,000	66%	106%
302	Facility Maintenance Supplies	-	188	-	-	1,000	500	300	-	500	100	-	100	500	-	-	188	3,188	3,000	6%	106%
303	Equipment Maintenance Supplies	-	-	-	-	-	250	-	-	250	-	-	250	-	-	-	-	750	1,000	0%	75%
308	Other Supplies	-	110	-	500	-	-	-	500	-	-	-	500	-	-	-	110	1,610	1,500	7%	107%
309	Printing & Binding	-	40	-	-	650	1,550	-	-	1,100	-	-	100	-	-	-	40	3,440	3,500	1%	98%
311	Food	-	-	-	-	-	-	-	-	-	-	300	-	-	-	-	-	300	-	0%	100%
313	Postage	-	942	1,049	500	400	700	500	700	800	700	700	800	700	-	-	1,991	8,491	7,500	27%	113%
401	Communications	-	1,584	1,564	1,650	1,750	1,650	1,650	1,650	1,650	1,650	1,750	1,650	1,650	-	-	3,149	19,849	20,000	16%	99%
402	Rentals	4,917	-	9,833	4,920	4,920	5,020	4,920	6,420	5,920	6,430	6,920	5,920	1,500	-	-	14,750	67,640	69,000	21%	98%
403	Utilities	206	240	210	300	400	400	400	400	300	300	300	300	-	-	-	656	3,756	4,000	16%	94%
405	Prof & Scientific Services	-	100	4,297	500	1,000	1,000	500	1,000	1,000	500	1,000	1,000	500	-	-	4,397	12,397	10,000	44%	124%
406	Outside Services	299	626	419	300	300	1,000	300	300	750	300	300	750	100	-	-	1,343	5,743	6,000	22%	96%
408	Advertising & Publicity	-	-	-	-	75	-	-	-	-	100	-	-	-	-	-	-	175	250	0%	70%
409	Outside Repairs/Service	-	-	-	500	-	-	500	-	-	500	-	-	-	-	-	-	2,000	2,000	0%	100%
414	Reimbursements To Other Agency	-	2,432	3,483	3,500	3,500	3,000	3,500	3,500	3,500	3,500	3,500	3,500	2,000	-	-	5,915	38,915	40,000	15%	97%
416	ITD Reimbursements	-	8,825	2,182	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	-	-	11,007	136,007	150,000	7%	91%
418	IT Outside Services	-	1,275	1,275	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	-	-	2,550	17,550	18,000	14%	98%
432	Attorney General Reimbursement	-	-	6,667	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	-	-	6,667	44,167	45,000	15%	98%
433	Gov Transfer Auditor of State	-	-	-	-	-	-	-	-	-	-	-	-	400	-	-	-	400	400	0%	100%
434	Gov Transfer Other Agencies	-	19,401	25,247	23,000	21,000	21,000	23,000	21,000	21,000	23,000	21,000	21,000	23,000	-	-	44,648	262,648	260,000	17%	101%
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	(98)	-	-	-	-	-	-	-	1,000	-	-	-	-	-	13,082	14,082	9,000	145%	156%
602	Other Expenses & Obligations	-	-	3,058	3,500	3,500	3,500	3,000	3,500	3,500	3,500	3,500	3,500	2,500	-	-	3,058	36,558	40,000	8%	91%
702	Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	0%
705	Refunds-Other	-	-	-	-	100	100	-	100	100	-	100	100	-	-	-	-	600	800	0%	75%
Total Expenditures:		101,077	147,805	162,901	184,658	200,222	242,086	180,197	181,597	183,747	186,507	186,897	241,836	74,655	-	-	411,782	2,274,187	2,351,371	18%	97%
Current Month Operations		218,485	897,735	45,217	(5,635)	(34,879)	(78,106)	11,501	(27,830)	(28,522)	(16,363)	23,374	15,179	(174,655)	(781,276)	-	1,161,437	64,224	-	-	-
Cash Balance		218,485	1,116,220	1,161,437	1,155,802	1,120,922	1,042,816	1,054,318	1,026,487	997,965	981,602	1,004,976	1,020,155.05	845,500	64,224	64,224	-	-	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. August expense includes the annual PESBA dues.

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.

September expense includes a fee of \$#,868 paid to Forensic Data Solutions.

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	Vacant
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

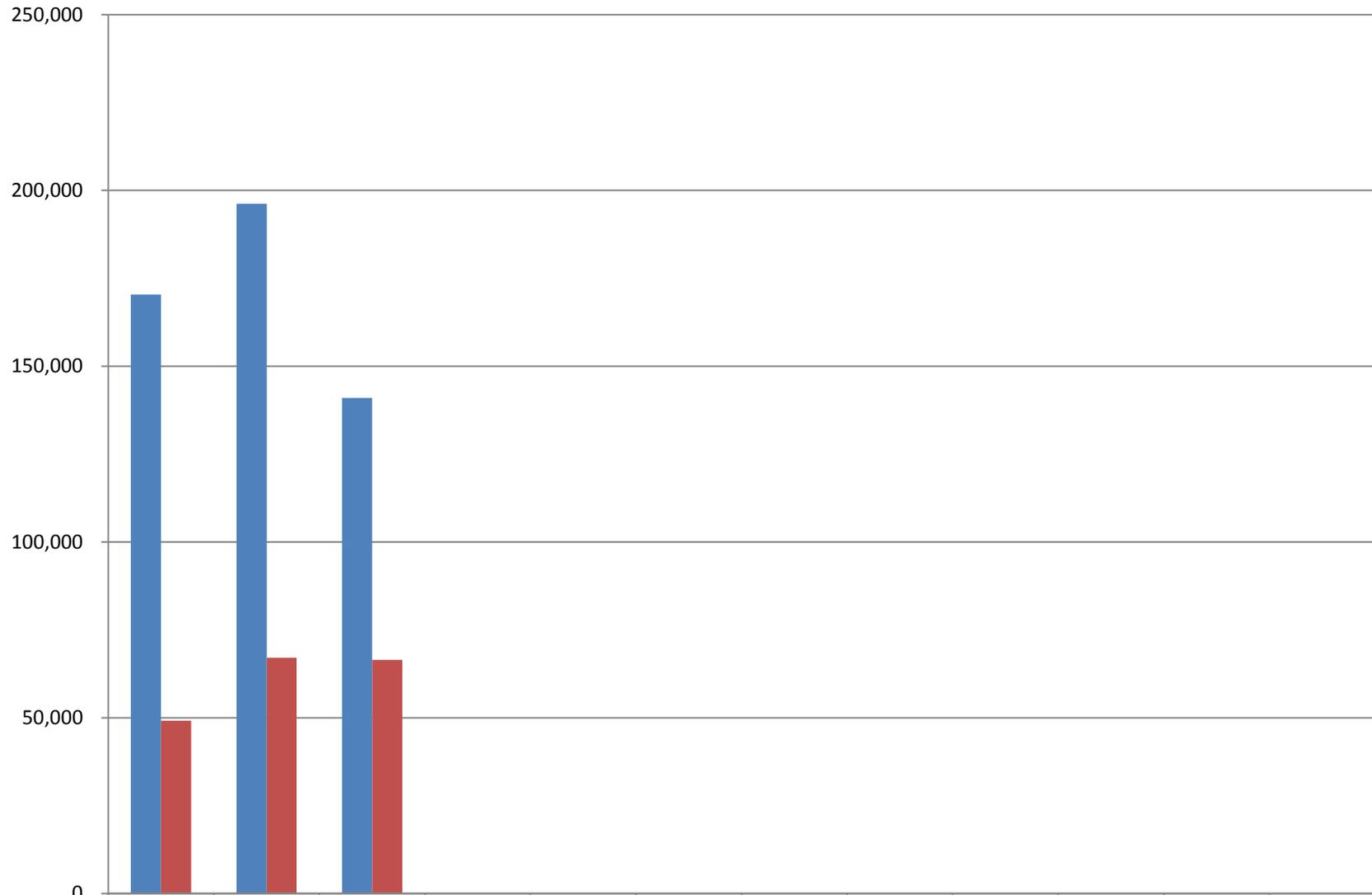
Sub Unit: Blank

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	Actual	Actual	Forecast	Actual											
	Appropriation																
	BBF																
Revenue Collected																	
234	Gov Transfer In Other Agencies	0	0	650	0	0	0	0	0	0	0	0	0	0	0	0	650
401	Licensure Fees	170,412	196,205	140,993	0	0	0	0	0	0	0	0	0	0	0	0	507,610
704	DCI Check Fees	49,150	67,065	66,475	0	0	0	0	0	0	0	0	0	0	0	0	182,690
Total Revenues:		219,562	263,270	208,118	-	-	-	-	-	-	-	-	-	-	-	-	690,950
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	62,319	44,763													161,268
Total General Fund		54,187	62,319	44,763	0	161,268											
Total Receipts		273,749	325,589	252,880	-	-	-	-	-	-	-	-	-	-	-	-	852,218

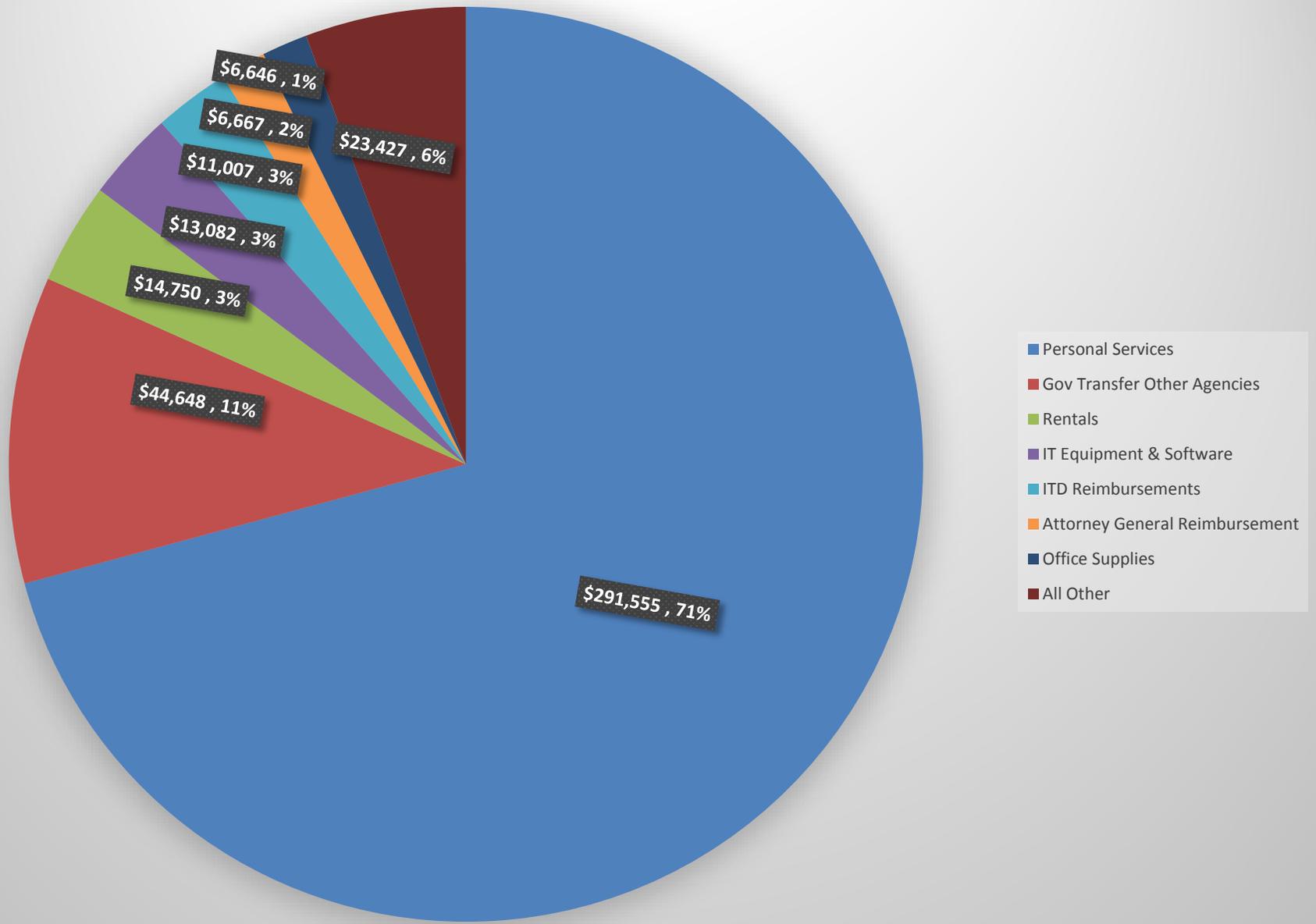
Note -
General Fund 0001-996-2820

Receipts July 2020-June 2021



	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Licensure Fees	170,412	196,205	140,993	0	0	0	0	0	0	0	0	0
DCI Check Fees	49,150	67,065	66,475	0	0	0	0	0	0	0	0	0

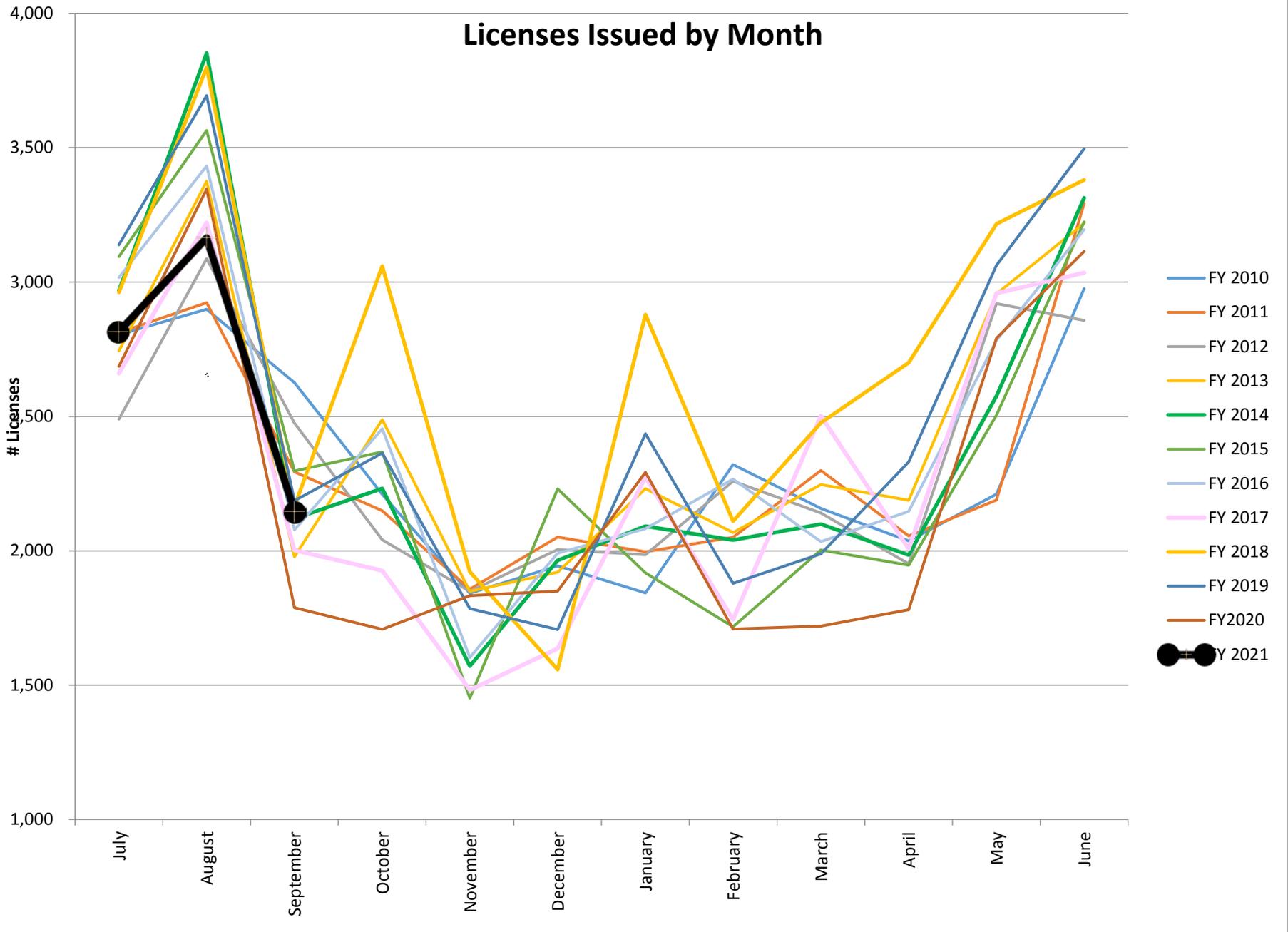
Expenditures July 2020-June 2021



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	882,269		882,269	908,323		
234 Gov Transfer In Other Agencies	650		650	10,000		
401 Fees, Licenses & Permits	507,610		507,610	1,750,000		
704 Other	182,690		182,690	550,000		
Total Resources	\$1,573,219	\$0	\$1,573,219	\$3,218,324		
(Total Revenues)	<u>\$690,950</u>	<u>\$0</u>	<u>\$690,950</u>	<u>\$2,310,000</u>	\$1,619,050	30%
Expenditures -						
101 Personal Services	291,555		291,555	1,569,620	1,278,064	19%
202 In State Travel	30		30	20,000	19,970	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	6,646		6,646	10,000	3,355	66%
302 Facility Maintenance Supplies	188		188	3,000	0	6%
303 Equipment Maintenance Supplies	0		0	1,000	1,000	0%
308 Other Supplies	110		110	1,500	1,390	7%
309 Printing & Binding	40		40	3,500	3,461	1%
311 Food	0		0	300	300	0%
313 Postage	1,991		1,991	7,500	5,509	27%
401 Communications	3,149		3,149	20,000	16,851	16%
402 Rentals	14,750		14,750	69,000	54,250	21%
403 Utilities	656		656	4,000	3,344	16%
405 Prof & Scientific Services	4,397		4,397	10,000	5,603	44%
406 Outside Services	1,343		1,343	6,000	4,657	22%
408 Advertising & Publicity	0		0	250	250	0%
409 Outside Repairs/Service	0		0	2,000	2,000	0%
414 Reimbursements To Other Agency	5,915		5,915	40,000	34,086	15%
416 ITD Reimbursements	11,007		11,007	150,000	138,992	7%
418 IT Outside Services	2,550		2,550	18,000	15,449	14%
432 Attorney General Reimbursement	6,667		6,667	45,000	38,333	15%
433 Gov Transfer Auditor of State	0		0	400	400	0%
434 Gov Transfer Other Agencies	44,648		44,648	260,000	215,352	17%
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	13,082		13,082	9,000	(4,082)	145%
602 Other Expenses & Obligations	3,058		3,058	40,000	36,942	8%
702 Fees	0		0	0	0	100%
705 Refunds-Other	0		0	800	800	0%
Total Expenditures	\$411,782	\$0	\$411,782	\$2,351,371	\$1,936,777	18%
CY Revenue Less Expenditures	<u>\$279,168</u>					
Estimated Carry Forward	<u>\$1,161,437</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	3,165	2,146										
Running Total	2,815	5,980	8,126	8,126	8,126	8,126	8,126	8,126	8,126	8,126	8,126	8,126	
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	

ADOPTION MEMO

Date: 10/23/2020

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 proposed amendments were published in the 9/9/20 edition of the Iowa Administrative Bulletin. A public hearing was set for 9/30/20. No one attended the public hearing and the board did not receive any written comments.

The Administrative Rules Review Committee reviewed these proposed changes at its meeting on October 13, 2020, and did not raise any questions or concerns.

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 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 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 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, authorizations, and statements of professional recognition. All application and licensure fees are nonrefundable. The fee for the issuance of a license, statement of professional recognition, or authorization shall be \$85 unless otherwise below:

1. Class E emergency license shall be \$150.
2. Paraeducator 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.”**

ADOPTION MEMO

Date: 10/23/2020

To: Board Members

From: Mike Cavin, Interim Executive Director

RE: Amend IAC 282 Chapters 13, 22, 24

The proposed amendments would 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 proposed amendments were published in the 9/9/20 edition of the Iowa Administrative Bulletin. A public hearing took place on 9/30/20. No one attended the public hearing. The board received five written comments. Two were in support (from school administrators) and three were in full or partial opposition (IASB, ISEA, and an individual administrator). The Board also received public comment at its August meeting in support of the proposal on behalf of the Rural School Advocates of Iowa.

The Administrative Rules Review Committee reviewed these proposed changes at its meeting on October 13, 2020. Several members of the committee indicated concern with the proposal and expressed a preference for legislative action rather than agency action on this topic. A representative of the Iowa Association of School Boards voiced concern over the removal of the day limit for substitute authorization holders, but indicated the Association's willingness to work with the Board to make potential changes. A representative of the Iowa State Education Association raised concerns with the proposal and urged further study of how the current emergency proclamation has played out in districts before implementing any permanent changes.

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 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 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 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 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) 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 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 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 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 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 of 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.

(2) Degree or 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 program and hold a paraeducator~~

(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) V of Iowa residency or, for military spouses, 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

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

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

(1) Renewal units. Applicants for renewal of the substitute authorization must provide 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 of~~ _____ at the Iowa institution where the applicant is enrolled as a teacher preparation candidate. The recommending of _____ 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~~ _____ 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 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

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 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.



Cunningham, Kim <kim.cunningham@iowa.gov>

IASB Comments on Substitute and Para Educator Authorization

1 message

Phil Jeneary <pjeneary@ia-sb.org>

Wed, Sep 30, 2020 at 2:11 PM

To: "kim.cunningham@iowa.gov" <kim.cunningham@iowa.gov>

Hi Kim,

Please see the attached comments from IASB regarding Chapter 22 and Chapter 24 changes. We are happy to discuss in detail further suggestions.

Let me know if you have any questions.

Thank you!

Phil

Phil Jeneary
Government Relations Director
Iowa Association of School Boards

6000 Grand Ave., Ste. A, Des Moines, IA 50312-1417

email pjeneary@ia-sb.org
direct (515) 247-7027

cell (641) 230-0199
web www.ia-sb.org

NOTICE: This communication and any response to it may constitute a public record, and therefore, may be available upon request under Iowa public records law, Iowa Code Chapter 22.

**IASB Sub and Para Comments.docx**

117K



6000 Grand Avenue, Ste. A
Des Moines, Iowa 50312

direct (515) 288-1991

toll-free 1-800-795-4272

fax (515) 243-4992

September 30, 2020

Kimberly Cunningham
Board of Educational Examiners
701 E. Court Ave, Suite A
Des Moines, IA 50319

Dear Ms. Cunningham,

The Iowa Association of School Boards (IASB) represents over 1,900 school board members from nearly every public-school district in the state. On their behalf, we offer the following comments and concerns with the proposed recommendations on the amendments to Iowa Administrative Code 282, Chapter 22, Substitute Authorizations and Chapter 24, Paraeducator Certificates.

IASB's specific comments on Chapter 22 (Authorization) are as follows:

22.2(272) Substitute Authorization: This section outlines what classes and grade levels a substitute is authorized to teach. The rule was amended to eliminate the number of consecutive days and total number of days in a thirty-day period that someone with a substitute authorization can teach. The rule also eliminates the waiver to extend a substitute job assignment. IASB appreciates the intent of flexibility for schools as districts have been challenged with finding substitutes, a challenge that has been exacerbated during this global pandemic. However, IASB opposes this rule as drafted. Allowing a person with a substitute authorization and no additional teacher training to essentially work in a classroom with no limits is concerning. Based on the language of the proposed rules, someone with less education and teacher training could serve as a substitute for a longer duration than an individual with a substitute license.

24.4(9) Paraeducator Substitute Authorization: This new section outlines the experience needed by a paraeducator to substitute in a special education classroom in which they are employed. Paraeducators and special education teachers have historically been hard to fill positions for school districts for a host of reasons. IASB appreciates the intent to give districts additional flexibility to staff these positions. However, our concern, again, is that this rule allows a paraeducator to serve as a substitute with no limit on the length of time. This potentially puts an individual in a special education classroom who does not have the same pedagogy training or educational background as a licensed teacher. Given the complex needs of special education students, the board should not lower these standards. IASB opposes this rule as drafted.



6000 Grand Avenue, Ste. A
Des Moines, Iowa 50312
direct (515) 288-1991
toll-free 1-800-795-4272
fax (515) 243-4992

The IASB appreciates the opportunity to give our input on behalf of school districts across the state over the substitute authorization and paraeducator substitute authorization rules.

It is our goal to work with the Iowa Board of Educational Examiners to address the issues listed above and ensure a smooth transition for school districts across the state of Iowa. We look forward to providing any additional details or answer any questions you have.

Sincerely,

A handwritten signature in cursive script, which appears to read 'Phil Jeneary'. The signature is written in black ink and is positioned above the printed name.

Phil Jeneary
Government Relations Director, Iowa Association of School Boards

SEP 30 2020

777 Third Street
Des Moines, IA
50309-1301
tel 515-471-8000
fax 515-471-8017
www.isea.org

September 30, 2020

Iowa Board of Educational Examiners
c/o Kim Cunningham, Board Secretary
701 East Court Avenue
Des Moines, Iowa 50309

RE: Comment on *Notice of Intended Action*, ARC 5169C

An affiliate of the
National Education
Association

Dear Members of the Iowa Board of Educational Examiners:

As the President of the Iowa State Education Association, and on behalf of thousands of education professionals serving in Iowa's Pre-K-12 public schools, Area Education Agencies, Community Colleges, as well as retired members and student members engaged in teacher preparation programs, I write to you in opposition of the Iowa Board of Educational Examiners' proposed amendment of Iowa Administrative Code sections 282-13.16, 22.2. and 24.4, *Notice of Intended Action*, ARC 5169C. I also write as a thirty-year veteran teacher, on a leave of absence from the West Des Moines Community Schools, with a deep sense of concern that this amendment would significantly diminish the qualifications of individuals allowed to serve as substitute teachers at all educational levels.

During my thirty years of teaching I had the privilege of working with amazing substitute teachers who were valued partners in the education of my students. The important part of that collaboration was my active role in developing lesson plans, preparing materials and providing guidance on what I expected my students to engage in while I was not in the classroom. Most of these substitute assignments were for fewer than five days and were done sporadically throughout the school year. Even so, I always knew that when I returned to the classroom, I would need to assess what needed to be reviewed or re-taught from the materials I left with my substitute teacher.

From this perspective, I reviewed your proposal to codify much of the Governor's pandemic emergency rules for substitute teachers and make them a permanent part of our school community policies. While I understand the need for flexibility during the unprecedented times in which we find ourselves, I cannot in good conscience support these changes indefinitely.

At this time, there is a lack of data on the number of substitute teachers and schools that have taken advantage of the relaxed requirements; the efficacy of the changes as implemented by school districts; and the impact of these changes on our students. These relaxed requirements for qualifying as a substitute teacher have not been in place for even half of a school year. Before we implement such changes permanently, we need more data on which to base our decisions. At a minimum, we need to know how many substitute teachers were licensed under the temporary rules and what the experience of district leaders, teachers and students in working with these substitute teachers has been.

It is prudent to allow this temporary rule to be fully evaluated before any recommendations are made about extending it indefinitely. Our students deserve our careful consideration of any lessening in the qualifications of those who will lead their learning, in some cases, for a long period of time.

A thoughtful survey of district leaders, teacher leaders, and teaching colleagues should be conducted to determine the efficacy of the substitute teachers that were assigned under the Governor's pandemic emergency rules. Since these substitute teachers are spending more time leading classroom learning, it is imperative that we determine how effective they have been in providing instruction aligned with the Iowa Core and evaluated in relation to all necessary student competencies.

Data on how districts utilized these newly authorized substitute teachers is also imperative. We need to know how many consecutive days these substitutes worked within each classroom, at what grade level, and the subjects to which they were assigned. It is important to know whether these substitute teachers were utilized in the elementary or secondary level. Given the short period of time the Governor's pandemic emergency rules have been in place, we are making decisions without sufficient information.

We are living and teaching in unprecedented times. We are all dealing with significant alterations in our daily lives and some families are struggling to survive the pandemic and ensuing economic crisis. Our students are not immune to these stressors. In fact, our students are impacted by the stressors in their homes, what they see in the media, and what is happening in their schools.

At a time of constant change, our students need a teacher with a strong foundation in dealing with the social and emotional needs of students. Even the most experienced teachers are searching out professional learning to help them better meet the mental health needs of their students. It is wholly unwise to bring individuals into our classrooms under these loosened rules when they lack the benefit of appropriate, foundational training in dealing with the complex needs of students. Frankly, it is unfair to both students and the substitute teacher. We need educators with more, not less, training on meeting students' emotional needs at this critical time.

The impacts of this pandemic and ensuing social discourse have highlighted the significant inequities that exist in our educational systems. A focus on equity is imperative. Highly trained teachers are working to assure their students' learning environment demonstrates cultural competency and inclusiveness. Any licensure requirement for substitute teachers should address this important issue and our education system must ensure that our most disadvantaged students are not constantly learning under the instruction of substitute teachers.

Finally, the research is clear that the effectiveness of the teacher in each classroom has a direct impact on student learning outcomes. Our unified goal should be to ensure that every person assigned to lead instruction in our classrooms is highly trained to meet the needs of all students. If we have a shortage of highly qualified educators to meet this very important goal,

Iowa Board of Educational Examiners
September 30, 2020
Page Three

we need to address that issue rather than create new problems by diminishing the qualifications of the persons educating our children.

I urge you to reject the amendment of Iowa Administrative Code sections 282-13.16, 22.2, and 24.4, which would lower the qualifications of substitute teachers. The leaders and staff of the ISEA stand ready to collaborate with you on strategies to recruit and retain highly qualified educators and to support well trained substitutes in our schools.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Mike Beranek". The signature is written in a cursive, flowing style.

Mike Beranek,
President



Cunningham, Kim <kim.cunningham@iowa.gov>

Fwd: proposed substitute teaching licensure

1 message

Cavin, Mike <mike.cavin@iowa.gov>

Mon, Oct 5, 2020 at 12:13 PM

To: Kim Cunningham <Kim.Cunningham@iowa.gov>, Darcy Hathaway <Darcy.Hathaway@iowa.gov>

Sorry, forgot to include you on this communication.

Mike

----- Forwarded message -----

From: Cavin, Mike <mike.cavin@iowa.gov>

Date: Mon, Oct 5, 2020 at 11:54 AM

Subject: Fwd: proposed substitute teaching licensure

To: Zimmer, Mike <zimmermike@pleasval.org>

Mr. Zimmer,

Thank you for your comments.

Please be aware, there are no changes in our rule proposal to lower the age requirement for the Substitute Authorization. All licensure/certification issued by our office, with the exception of the Paraeducator Certification and Coaching Authorization, requires the applicant to be at least 21 years old. The reduction to 20 years of age for the Substitute Authorization currently in effect, is due to a proclamation from the Governor. We do not intend to continue with this rule proposal.

Mike Cavin

----- Forwarded message -----

From: Cunningham, Kim <kim.cunningham@iowa.gov>

Date: Mon, Oct 5, 2020 at 8:07 AM

Subject: Fwd: proposed substitute teaching licensure

To: Mike Cavin <mike.cavin@iowa.gov>, Darcy Hathaway <darcy.hathaway@iowa.gov>

Kim Cunningham, Board Secretary
Iowa Board of Educational Examiners
701 E. Court Ave., Suite A
Des Moines, IA 50309-4941
Phone: 515.281.5849

NOTICE TO RECIPIENT: THIS MESSAGE AND ANY RESPONSE TO IT MAY CONSTITUTE A PUBLIC RECORD, AND THEREFORE, MAY BE AVAILABLE UPON REQUEST IN ACCORDANCE WITH IOWA PUBLIC RECORDS LAW, IOWA

CODE CHAPTER 22.

----- Forwarded message -----

From: **Zimmer, Mike** <zimmermike@pleasval.org>

Date: Mon, Oct 5, 2020 at 7:47 AM

Subject: proposed substitute teaching licensure

To: <kim.cunningham@iowa.gov>

Cc: Strusz, Brian <StruszBrian@pleasval.org>, Lewis, Cindy <lewiscindy@pleasval.org>

Ms. Cunningham,

Whenever I propose or encounter a new proposal, I always run it through the worst possible scenario and if we can live that scenario, we're probably on the right track. The proposal to allow an individual to receive a substitute license with only an AA or 60 hours of education does not meet that benchmark. There are a number of High Schools in Iowa that offer so many concurrent community college courses that graduating students are receiving or close to receiving their two-year associates degree at the same time they receive their High School diploma. I do NOT believe it would be in the best interest of any school district to have a substitute teacher placed at the secondary level who would be the same age or quite possibly younger than the students they serve. The proposal needs to add an age limit to resolve this as there are older two-year degree recipients who could handle substitute teaching. I would set the age limit at 22 with a specific number of college courses in education to include: classroom management (to include educational law), educational psychology and classroom assessment.

Just my \$0.02.

Respectfully,

Mike Zimmer
Director of Secondary Education
Pleasant Valley CSD
563-332-4040

--

Michael Cavin, Interim Executive Director

Board of Educational Examiners

701 E Court Ave

Des Moines IA 50309

✉: mike.cavin@iowa.gov

📞: 515.281.3437

-

NOTICE TO RECIPIENT: THIS MESSAGE AND ANY RESPONSE TO IT MAY CONSTITUTE A PUBLIC RECORD, AND THEREFORE, MAY BE AVAILABLE UPON REQUEST IN ACCORDANCE WITH IOWA PUBLIC RECORDS LAW, IOWA CODE CHAPTER 22.

--

Michael Cavin, Interim Executive Director



Cunningham, Kim <kim.cunningham@iowa.gov>

proposed substitute teaching licensure

1 message

Zimmer, Mike <zimmermike@pleasval.org>

Mon, Oct 5, 2020 at 7:46 AM

To: kim.cunningham@iowa.gov

Cc: "Strusz, Brian" <StruszBrian@pleasval.org>, "Lewis, Cindy" <lewiscindy@pleasval.org>

Ms. Cunningham,

Whenever I propose or encounter a new proposal, I always run it through the worst possible scenario and if we can live that scenario, we're probably on the right track. The proposal to allow an individual to receive a substitute license with only an AA or 60 hours of education does not meet that benchmark. There are a number of High Schools in Iowa that offer so many concurrent community college courses that graduating students are receiving or close to receiving their two-year associates degree at the same time they receive their High School diploma. I do NOT believe it would be in the best interest of any school district to have a substitute teacher placed at the secondary level who would be the same age or quite possibly younger than the students they serve. The proposal needs to add an age limit to resolve this as there are older two-year degree recipients who could handle substitute teaching. I would set the age limit at 22 with a specific number of college courses in education to include: classroom management (to include educational law), educational psychology and classroom assessment.

Just my \$0.02.

Respectfully,

Mike Zimmer
Director of Secondary Education
Pleasant Valley CSD
563-332-4040



Cunningham, Kim <kim.cunningham@iowa.gov>

Substitute Authorization Rule Change

1 message

Mike Van Sickle <mvansickle@staff.louisa-muscatine.k12.ia.us>
To: kim.cunningham@iowa.gov

Thu, Oct 1, 2020 at 11:57 AM

Kim,

I wanted to email you to let you know that I strongly support this rule change.

Thanks for you work on this,
Mike Van Sickle
Superintendent, L-M Schools



Cunningham, Kim <kim.cunningham@iowa.gov>

Thank you for your amendment proposal

1 message

Knoche, Shane <shane.knoche@north-scott.k12.ia.us>

Fri, Oct 2, 2020 at 12:22 PM

To: kim.cunningham@iowa.gov

I wanted to thank you for this proposed amendment:

Substitute Authorization (reducing the degree requirements to AA or 60 hours of post-secondary education and eliminating the number of days clause)

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.

This amendment allows us to fill substitute needs internally with faculty that know our building and students. The ability to do so is crucial at a difficult time to find enough let alone good substitutes.

Sincerely,

Shane Knoche

Shane R. Knoche
North Scott High School Principal
200 S. First St.
Eldridge, IA 52748
(563) 285 - 3201

We will have to repent in this generation not merely for the vitriolic words and actions of the bad people, but for the appalling silence of the good people.

Martin Luther King, Jr.

ARRC REVIEW PENDING

Date: 10/23/20

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 for granting licensure to out of state applicants under certain conditions.

These proposed amendments were published as 5216C in the 10/7/20 edition of the Iowa Administrative Bulletin. A public hearing is set for 10/28/20 at 1:00 p.m. in the BoEE boardroom at 701 E. Court Avenue, Suite A, Des Moines, IA 50309.

EDUCATIONAL EXAMINERS BOARD[282]

Notice of Intended Action

**Proposing rule making related to licensure for out-of-state applicants
and providing an opportunity for public comment**

The Educational Examiners Board hereby proposes to amend Chapter 13, “Issuance of Teacher Licenses and Endorsements,” Chapter 18, “Issuance of Administrator Licenses and Endorsements,” Chapter 22, “Authorizations,” and Chapter 27, “Issuance of Professional Service Licenses,” Iowa Administrative Code.

Legal Authority for Rule Making

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

State or Federal Law Implemented

This rule making implements, in whole or in part, Iowa Code section 272.2 and 2020 Iowa Acts, House File 2627.

Purpose and Summary

2020 Iowa Acts, House File 2627, directs the Board to update language for granting licensure to out-of-state applicants under certain conditions. These proposed amendments implement those changes throughout the Board’s rules.

Fiscal Impact

This rule making has no 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 30, 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:

October 28, 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 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 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—13.5(272) as follows:

282—13.5(272) Teacher licenses. A license may be issued to an applicant who the general requirements set out in subrule 13.5(1) and the requirements set out for each license.

13.5(1) No change.

13.5(2) Applicants from non-Iowa institutions.

a. to *e.* No change.

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

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

(2) Valid or expired regular teaching 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 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 this report with the Iowa board of educational examiners for a determination of eligibility for licensure. After receiving the of eligibility by the Iowa board of educational examiners, the applicant must provide of successfully passing the Iowa-mandated assessment(s) by ~~meeting the minimum score set by the Iowa department of education pursuant to subparagraph 13.5(2) "b"(2).~~

ITEM 2. Rescind and reserve rule **282—13.15(272)**.

ITEM 3. Amend subrule 13.16(1) as follows:

13.16(1) Substitute teacher requirements. A substitute teacher's license may be issued to an individual who provides ~~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 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 _____ 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 _____. The license issued will contain a disclaimer stating that the holder of this license may not be eligible for full Iowa teaching licensure.~~

ITEM 4. Amend rule 282—18.6(272) as follows:

282—18.6(272) 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 _____ or license in ~~the another state in which the preparation was completed,~~ exclusive of a temporary, emergency or substitute license or

18.6(1) and 18.6(2) No change.

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

a. V _____ of Iowa residency, or, for military spouses, _____ of a permanent change of military installation.

b. Valid or expired administrator _____ 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 _____ 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. Adopt the following **new** paragraph **22.1(2)“d”**:

d. License without deficiencies. Applicants who hold a coaching license, _____ 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) V _____ of Iowa residency in the state of Iowa, or, for military spouses, _____ 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 _____

ITEM 6. Adopt the following **new** subrule 27.2(4):

27.2(4) Professional service exchange license.

a. For an applicant applying under rule 282—27.1(272), a two-year nonrenewable exchange license may be issued to the applicant if the applicant has met at least 75 percent of the minimum coursework requirements for licensure but has some coursework _____. 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 _____ if the following additional requirements have been met:

(1) V _____ of Iowa residency, or, for military spouses, _____ 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 _____ Endorsements shall be granted based on comparable Iowa endorsements, and endorsement requirements may be waived in order to grant the most comparable endorsement.

ITEM 7. Adopt the following **new** subrule 27.2(5):

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:

- a. V of a baccalaureate degree from a regionally accredited institution.
- b. V from the institution that the individual is admitted and enrolled in a school counseling program.
- c. V that the individual has completed the coursework and competencies required prior to the practicum or internship.
- d. Written documentation of the requirements listed in paragraphs 27.2(5) “a” to “c,” provided by the of 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.

ARRC REVIEW PENDING

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.

These proposed amendments were published as 5215C in the 10/7/20 edition of the Iowa Administrative Bulletin. A public hearing is set for 10/28/20 at 1:00 p.m. in the BoEE boardroom at 701 E. Court Avenue, Suite A, Des Moines, IA 50309.

EDUCATIONAL EXAMINERS BOARD[282]

Notice of Intended Action

**Proposing rule making related to career and technical instructor and providing
an opportunity for public comment**

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

Legal Authority for Rule Making

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

State or Federal Law Implemented

This rule making implements, in whole or in part, Iowa Code section 272.2 and 2020 Iowa Acts, House File 2454.

Purpose and Summary

2020 Iowa Acts, House File 2454, updates the _____ for community college career and technical instructors. The proposed amendment updates the same _____ in the Board’s rules for high school career and technical instructors in order to provide consistency.

Fiscal Impact

This rule making has no _____ 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 30, 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:

October 28, 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 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 needs.

Review by Administrative Rules Review Committee

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

The following rule-making action is proposed:

Amend paragraph **22.9(3)“c”** as follows:

~~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~~

- (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 of instruction;
- (4) Hold a baccalaureate or graduate degree or closely related degree in the teaching endorsement area sought; or
- (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, or licensure is required, the applicant must hold the appropriate license, registration or before the initial career and technical secondary authorization or the career and technical secondary authorization will be issued.

NOTICE MEMO

Date: October 23, 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.

These proposed amendments were published as 5214C in the 10/7/20 edition of the Iowa Administrative Bulletin. A public hearing is set for 10/28/20 at 1:00 p.m. in the BoEE boardroom at 701 E. Court Avenue, Suite A, Des Moines, IA 50309.

EDUCATIONAL EXAMINERS BOARD[282]

Notice of Intended Action

**Proposing rule making related to unethical practice
and providing an opportunity for public comment**

The Educational Examiners Board hereby proposes to amend Chapter 25, “Code of Professional Conduct and Ethics,” Iowa Administrative Code.

Legal Authority for Rule Making

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

State or Federal Law Implemented

This rule making implements, in whole or in part, Iowa Code section 272.2 and 2020 Iowa Acts, Senate File 2360.

Purpose and Summary

2020 Iowa Acts, Senate File 2360, directs the Board to update language regarding unethical practice under certain conditions. These proposed amendments implement those changes.

Fiscal Impact

This rule making has no 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 30, 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:

October 28, 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 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 needs.

Review by Administrative Rules Review Committee

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

The following rule-making action is proposed:

Amend 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. to 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 the practitioner to implement provisions of an individualized education program or behavioral intervention plan.
- v. Habitual nonparticipation in professional development by the practitioner.

ARRC REVIEW PENDING

Date: 10/23/2020

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.

These proposed amendments were published as 5213C in the 10/7/20 edition of the Iowa Administrative Bulletin. A public hearing is set for 10/28/20 at 1:00 p.m. in the BoEE boardroom at 701 E. Court Avenue, Suite A, Des Moines, IA 50309.

EDUCATIONAL EXAMINERS BOARD[282]

Notice of Intended Action

**Proposing rule making related to agency address and waivers
and providing an opportunity for public comment**

The Educational Examiners Board hereby proposes to amend Chapter 1, “General,” Chapter 2, “Petitions for Rule Making,” Chapter 3, “Declaratory Orders,” Chapter 4, “Agency Procedure for Rule Making,” Chapter 5, “Public Records and Fair Information Practices,” Chapter 6, “Waivers or Variances from Administrative Rules,” and Chapter 11, “Complaints, Investigations, Contested Case Hearings,” Iowa Administrative Code.

Legal Authority for Rule Making

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

State or Federal Law Implemented

This rule making implements, in whole or in part, Iowa Code section 272.2 and 2020 Iowa Acts, House File 2389.

Purpose and Summary

The proposed amendments update the Board’s address in various chapters and update language regarding waivers pursuant to 2020 Iowa Acts, House File 2389.

Fiscal Impact

This rule making has no 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 30, 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:

October 28, 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 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 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—1.2(272,17A) as follows:

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

1.2(1) to 1.2(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 Of Building,~~ 701 East Court Avenue, Suite A, Des Moines, Iowa 50309.

a. to 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 Of Building, Des Moines, Iowa 50319-0147~~ 701 East Court Avenue, Suite A, Des Moines, Iowa 50309.

This rule is intended to implement Iowa Code chapter 272.

ITEM 2. Amend **282—Chapter 2** as follows:

CHAPTER 2
PETITIONS FOR RULE MAKING
[Prior to 5/16/90, see Professional Teaching Practices Commission[287] Ch 1]

The board of educational examiners hereby adopts the petitions for rule making segments of the Uniform Administrative Rules which are ~~printed in the volume of the Iowa Administrative Code~~ published at www.legis.iowa.gov/docs/publications/ACOD/767403.pdf on the General Assembly's website, with the following amendments:

282—2.1(17A) Petition for rule making. In lieu of the words “(designate of insert “The Board of Educational Examiners, ~~Grimes State Of Building, third~~ 701 East Court Avenue, Suite A, Des Moines, Iowa 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 Of Building, Des Moines, Iowa 50319-0147~~ 701 East Court Avenue, Suite A, Des Moines, Iowa 50309.

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

ITEM 3. Amend **282—Chapter 3**, preamble, as follows:

The board of educational examiners hereby adopts the declaratory orders segment of the Uniform Rules on Agency Procedure ~~printed in the~~ ~~_____ volume of the Iowa Administrative Code~~ published at www.legis.iowa.gov/docs/publications/ACOD/767403.pdf on the General Assembly’s website, with the following amendments:

ITEM 4. Amend rule 282—3.1(17A) as follows:

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 Of~~ ~~Building~~ 701 East Court Avenue, Suite A, Des Moines, Iowa 50309”. In lieu of the words “(AGENCY NAME)”, in the heading on the petition insert “BEFORE THE BOARD OF EDUCATIONAL EXAMINERS”.

ITEM 5. Amend rule 282—3.5(17A) as follows:

282—3.5(17A) Inquiries. In lieu of the words “(designate of _____ by full title and address)”, insert “Executive Director, Board of Educational Examiners, ~~Grimes State Of~~ ~~Building, Des Moines, Iowa 50319-0147~~ 701 East Court Avenue, Des Moines, Iowa 50319”.

ITEM 6. Amend **282—Chapter 4**, preamble, as follows:

The board of educational examiners hereby adopts the agency procedure for rule making segment of the Uniform Rules on Agency Procedure ~~printed in the~~ ~~_____ volume of the Iowa Administrative Code~~ published at www.legis.iowa.gov/docs/publications/ACOD/767403.pdf on the General Assembly’s website, with the following amendments:

ITEM 7. Amend rule 282—4.5(17A) as follows:

282—4.5(17A) Public participation.

4.5(1) Written comments. In lieu of the words “(identify of _____ and address)”, insert “Executive Director, Board of Educational Examiners, ~~Grimes State Of~~ ~~Building, Des Moines, Iowa 50319-0147~~ 701 East Court Avenue, Suite A, Des Moines, Iowa 50309”.

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

ITEM 8. Amend rule 282—4.6(17A) as follows:

282—4.6(17A) Regulatory analysis.

4.6(2) Mailing list. In lieu of the words “(designate of _____ insert “Board of Educational Examiners, ~~Grimes State Of~~ ~~Building, Des Moines, Iowa 50319-0147~~ 701 East Court Avenue, Suite A, Des Moines, Iowa 50309”.

ITEM 9. Amend rule 282—4.11(17A) as follows:

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

4.11(1) General. In lieu of the words “(specify the of _____ and address)”, insert “Board of Educational Examiners, ~~Grimes State Of~~ ~~Building, Des Moines, Iowa 50319-0147~~ 701 East Court Avenue, Suite A, Des Moines, Iowa 50309”.

ITEM 10. Amend **282—Chapter 5**, preamble, as follows:

The board of educational examiners hereby adopts, with the following exceptions and amendments, rules of the Governor’s Task Force on Uniform Rules of Agency Procedure relating to public records and fair information practices which are ~~printed in the~~ ~~_____ volume of the Iowa Administrative Code~~ published at www.legis.iowa.gov/docs/publications/ACOD/767403.pdf on the General Assembly’s website.

ITEM 11. Amend subrule 5.3(1) as follows:

5.3(1) Location of record. In lieu of the words “(insert agency head)”, insert “of _____ where the record is kept”. In lieu of the words “(insert agency name and address)”, insert “Board of Educational

Examiners, ~~Grimes State Of — Building, Des Moines, Iowa 50319-0147~~ 701 East Court Avenue, Suite A, Des Moines, Iowa 50309”.

ITEM 12. Amend **282—Chapter 6**, title, as follows:

WAIVERS OR VARIANCES FROM ADMINISTRATIVE RULES

ITEM 13. Amend rule 282—6.1(17A) as follows:

282—6.1(17A) 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 person on the basis of the particular circumstances of that person. ~~For simplicity, the term “waiver” shall include both a “waiver” and a “variance.”~~

ITEM 14. Amend rule 282—6.4(17A) as follows:

282—6.4(17A) Criteria for waiver ~~or variance~~. In response to a petition completed pursuant to rule ~~282—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 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 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 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.

ITEM 15. Amend rule 282—6.12(17A) as follows:

282—6.12(17A) Summary reports. Submission of waiver information. ~~Semiannually, the board shall prepare a summary report identifying~~ The board shall submit information about granted and denied waivers to the Internet site pursuant to Iowa Code section 17A.9A within 60 days. The Internet site shall identify 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 and the extent to which the granting of the waiver has established a precedent for additional waivers. ~~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.~~

ITEM 16. Amend rule 282—11.4(17A,272) as follows:

282—11.4(17A,272) Complaint.

11.4(1) and **11.4(2)** No change.

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

- a. A copy of the complaint must be with the board.
- b. The complaint must be delivered personally or by mail to the of of the board. The current of address is the ~~Grimes State Of — Building, Third Floor, Des Moines, Iowa 50319-0147~~ 701 East Court Avenue, Suite A, Des Moines, Iowa 50309.

c. Timely is required in order to ensure the availability of witnesses and to avoid initiation of an investigation under conditions which may have been 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 of the complaint unless good cause is shown for an extension of this limitation.

11.4(4) to **11.4(9)** No change.

ITEM 17. Amend subrule 11.14(3) as follows:

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 Of Building, Des Moines, Iowa 50319-0147~~ 701 East Court Avenue, Suite A, Des Moines, Iowa 50309. All documents that are required to be served upon a party shall be served simultaneously with the board.

ARRC REVIEW PENDING

Date: 10/23/20

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.

These proposed amendments were published as 5212C in the 10/7/20 edition of the Iowa Administrative Bulletin. A public hearing is set for 10/28/20 at 1:00 p.m. in the BoEE boardroom at 701 E. Court Avenue, Suite A, Des Moines, IA 50309.

EDUCATIONAL EXAMINERS BOARD[282]

Notice of Intended Action

**Proposing rule making related to endorsements and 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 15, “Special Education Support Personnel Authorizations,” Chapter 18, “Issuance of Administrator Licenses and Endorsements,” Chapter 22, “Authorizations,” Chapter 23, “Behind-the-Wheel Driving Instructor Authorization,” and Chapter 27, “Issuance of Professional Service Licenses,” 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 update teacher endorsement areas, move the orientation and mobility specialist authorization to Chapter 22, update the administrator endorsements to align with national standards, and update the behind-the-wheel driving instructor authorization to remove redundant requirements already listed within the Iowa Department of Transportation chapters of the Iowa Administrative Code.

Fiscal Impact

This rule making has no 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 30, 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:

October 28, 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 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 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—13.28(272) as follows:

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

13.28(1) to 13.28(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) to 13.28(17) No change.

13.28(18) *Social sciences.*

a. to k. No change.

l. Social sciences—basic. 5-12. Completion of 27 semester hours to include 9 semester hours in each of American history, world history, and American government. Holders of the 5-12 social sciences—basic endorsement may add the following endorsements with 6 semester hours per endorsement area: 5-12 economics, 5-12 geography, 5-12 psychology, or 5-12 sociology.

13.28(19) to 13.28(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 to American Sign Language.
- (5) Teaching the culture of deaf people.
- (6) Assessment of students in an American Sign Language program.

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

13.28(26) to 13.28(29) No change.

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

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

b. Requirements.

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

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

1. Using research-based content teaching strategies;
2. Integrating appropriate technology into the learning experiences for the content;
3. Engaging the learner in the content through knowledge of learner needs and interests;
4. Using thinking to solve problems in the content area;
5. Making data-driven decisions in the content area;
6. Utilizing project-based learning in the content area;
7. Developing critical thinking skills in the content area;
8. Forming partnerships to collaborate with content experts within the community;
9. Relating content with other content areas;
10. Facilitating content learning in large and small teams;
11. Implementing response to intervention (RTI) to close achievement gaps in the content area.

(3) Complete an internship, externship, or professional experience for a minimum of 90 contact hours in the content area.

13.28(31) to 13.28(35) No change.

ITEM 2. Rescind and reserve rule **282—15.7(272)**.

ITEM 3. Amend rule 282—18.5(272) as follows:

282—18.5(272) requirements for a professional administrator license. A professional administrator license valid for 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." rule 282—18.4(272).

18.5(2) Successfully meets each standard listed below: pursuant to rule 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, effective 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 financial and physical resources responsibly, effectively, 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.

ITEM 4. Amend paragraph **18.9(1)“b”** as follows:

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 reflect 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:

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

- Students who are struggling with literacy, including those with dyslexia.
- Students who are gifted and talented.
- English language learners.
- 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 — 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, effective 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 ————— the larger political, social, economic, legal, and cultural context.

ITEM 5. Amend subrule 18.10(2) as follows:

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 _____ 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 _____ 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:

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

2. 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 dif _____ and violent student behavior and improve academic engagement and achievement.

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

4. Students who are gifted and talented.

5. English language learners.

6. 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: Develop, monitor, evaluate, and manage data-informed and equitable district systems for operations, resources, technology, and human capital management, including instructional and noninstructional district support services (Operations and Management).

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, ef _____ 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 _____ the larger political, social, economic, legal, and cultural context.

(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 _____ 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.

ITEM 6. Amend subrule 18.11(2) as follows:

18.11(2) Program requirements.

~~a. Degree—specialist or its equivalent master's. 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 which may have been part of, or in addition to, the degree requirements of at least 24 additional semester hours to include the following:~~

~~(1) Knowledge of federal, state and local ——— 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 ——— 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, ef ——— 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 ——— the larger political, social, economic, legal, and cultural context.~~

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

ITEM 7. Rescind rule 282—22.12(272) and adopt the following **new** rule in lieu thereof:

282—22.12(272) Orientation and mobility authorization.

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:

- a. Hold a baccalaureate or master's degree from an approved state and regionally accredited program in orientation and mobility or equivalent coursework.
- b. Have completed an approved human relations component.
- c. 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.
- d. 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.
- e. Have completed at least 350 hours of _____ and training under the supervision of the university program.
- f. 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:

- a. Complete the requirements set forth in subrule 22.12(2).
- b. 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 8. Amend rule 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 rule 761—34.6(321).~~

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

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

~~(1) Not been _____ 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, _____ or bars.~~

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

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

~~a. b. 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)~~ **23.1(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).

ITEM 9. Amend rule 282—23.4(272,321) as follows:

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.~~

ITEM 10. Amend rule 282—23.5(272,321) as follows:

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

ITEM 11. Amend paragraph **27.3(7)“a”** as follows:

a. Authorization. An individual who meets the requirements of ~~282—paragraph 15.7(5)“b” or 282—subrule 16.6(2)~~ is authorized to serve as a school social worker to pupils from birth to age 21 (and to a maximum allowable age in accordance with Iowa Code section 256B.8).



Cunningham, Kim <kim.cunningham@iowa.gov>

Fwd: Letter to BOEE

1 message

Cavin, Mike <mike.cavin@iowa.gov>
To: Kim Cunningham <Kim.Cunningham@iowa.gov>

Thu, Sep 10, 2020 at 6:33 AM

----- Forwarded message -----

From: Langguth, Nancy J <nancy-langguth@uiowa.edu>
Date: Wed, Sep 9, 2020 at 6:43 PM
Subject: Letter to BOEE
To: mike.cavin@iowa.gov <mike.cavin@iowa.gov>, joanne.tubbs@iowa.gov <joanne.tubbs@iowa.gov>

Hello, Mike and Joanne.

Attached please find a letter to the BOEE relative to proposed changes to **Iowa Administrative Code 282-13.28(272) Minimum content requirements for teaching endorsements**, for which notice has been included in materials for the Board's September 11, 2020 meeting.

Many thanks for sharing our faculty's perspective on these proposed changes with the BOEE as appropriate.

Most sincerely,

Nancy Langguth

Nancy Langguth, Ph.D. (she/her/hers)
Associate Dean for Teacher Education and Student Services

Clinical Professor

COLLEGE OF EDUCATION

N310 Lindquist Center North

Iowa City, IA 52242-1529

nancy-langguth@uiowa.edu

319-335-5363 office

education.uiowa.edu



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Michael Cavin, Interim Executive Director

Board of Educational Examiners

701 E Court Ave

Des Moines IA 50309

: mike.cavin@iowa.gov

: 515.281.3437

NOTICE TO RECIPIENT: THIS MESSAGE AND ANY RESPONSE TO IT MAY CONSTITUTE A PUBLIC RECORD, AND THEREFORE, MAY BE AVAILABLE UPON REQUEST IN ACCORDANCE WITH IOWA PUBLIC RECORDS LAW, IOWA CODE CHAPTER 22.

 **BOEE_20200910_Comments on proposed amendments to Chapter 13.pdf**
25K



College of Education

Office of Student Services

University of Iowa
N310 Lindquist Center
240 S. Madison St.
Iowa City, Iowa 52242-1529
319-335-5359
education.uiowa.edu

September 10, 2020

Board of Educational Examiners
701 E Court Ave
Des Moines, IA 50309

Dear Members of the Board of Educational Examiners:

We have reviewed proposed changes to **Iowa Administrative Code 282-13.28(272) Minimum content requirements for teaching endorsements**, for which notice has been included in materials for the Board's September 11, 2020 meeting. Two of the proposed changes relate to programs offered by the University of Iowa College of Education.

13.28(7) Foreign World language: Faculty of our program are supportive of this change. Further, earlier this year, they sought and received permission from the University of Iowa Provost to re-name their program to World Language Education.

13.28(18). Social Sciences – Basic. 5-12: Faculty of our program are supportive of the creation of this new endorsement, as it adds flexibility to the preparation of Social Studies Education teacher candidates who would like to be able to teach multiple subjects.

Thank you all for the contribution you and BOEE staff make to the preparation and credentialing of teachers.

Sincerely,

A handwritten signature in cursive script that reads 'Nancy Langguth'.

Nancy Langguth, PhD
Associate Dean for Teacher Education and Student Services
nancy-langguth@uiowa.edu
319-335-5363

NOTICE MEMO

Date: 10/23/2020

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: October 23, 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: Eva Carr

License: Folder # 1108609

Carr applied for a substitute authorization on September 1, 2020. The application was denied.

Reason for Waiver: The rule for the substitute authorization requires a baccalaureate degree from a regionally accredited institution. Carr holds a baccalaureate degree from Tennessee Temple University (now Carolina University), which is not regionally accredited.

Rule Citation:

282—22.2 (272) Substitute authorization.

(2) Degree or certificate. Applicants must have achieved at least one of the following:

1. Hold a baccalaureate degree from a regionally accredited institution.

Staff recommendation: Grant the waiver

Rationale: The Board has previously granted several requests for waiver of the substitute authorization rule to individuals who have a baccalaureate degree from a college that is accredited by a religious accrediting agency.

The Board has granted waivers in similar cases, including:

- 11-26: waiver for substitute authorization granted; petitioner attended Columbia Southern University, an accredited member of the Distance Education and Training Council.
- 12-03: waiver for substitute authorization granted; petitioner attended Barclay College, accredited by Association of Biblical Higher Education.
- 13-12: waiver for substitute authorization granted, petitioner attended Calvary Bible College, accredited by Association of Biblical Higher Education.
- 18-01: waiver for substitute authorization granted; petitioner attended Northland International University, accredited by the Transnational Association of Christian Colleges and Schools.
- The Petitioner lists additional similar granted petitions in her filing.

Date: October 23, 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: Kayla Cranston

License: Folder # 1108641

Cranston applied for a substitute authorization on in September of 2020. The application was denied.

Reason for Waiver: The rule for the substitute authorization requires a baccalaureate degree from a regionally accredited institution. Cranston holds a baccalaureate degree from West Coast Baptist College, which is not regionally accredited.

Rule Citation:

282—22.2 (272) Substitute authorization.

(2) Degree or certificate. Applicants must have achieved at least one of the following:

1. **Hold a baccalaureate degree from a regionally accredited institution.**

Staff recommendation: Grant the waiver

Rationale: The Board has previously granted several requests for waiver of the substitute authorization rule to individuals who have a baccalaureate degree from a college that is accredited by a religious accrediting agency.

The Board has granted waivers in similar cases, including:

- 11-26: waiver for substitute authorization granted; petitioner attended Columbia Southern University, an accredited member of the Distance Education and Training Council.
- 12-03: waiver for substitute authorization granted; petitioner attended Barclay College, accredited by Association of Biblical Higher Education.
- 13-12: waiver for substitute authorization granted, petitioner attended Calvary Bible College, accredited by Association of Biblical Higher Education.
- 18-01: waiver for substitute authorization granted; petitioner attended Northland International University, accredited by the Transnational Association of Christian Colleges and Schools.

IOWA BOARD OF EDUCATIONAL EXAMINERS

Operating Guidelines

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

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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.

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.

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 **the** 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.

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 in accordance with Iowa Code section 21.8.
8. Legislative reception – a meeting will be held annually in

January to allow board members to meet with legislators at 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 **alliancesrelationships** that support the board’s work. Each member of the board shares the responsibility for developing a positive, interactive environment.

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 **alliancesrelationships** 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, **including but not limited to attendance via conference call or video-conferencing technology**, will be permitted in exceptional circumstances.

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.

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.

Program Completers (for initial licensure) from Iowa Educator Preparation Programs
 August 2020 report using 2018-2019 data
 Iowa Department of Education, Bureau of Leading, Teaching, Learning Services

Note: Numbers represent people completing programs, not number of endorsements

Institution	Early Childhood Only	Elementary Only	Secondary Only	K-12* (Art, Music, PE and ESL)	TOTAL Completers (Teacher)	Change from last year
Briar Cliff U		11	2	2	17	+
Buena Vista U	6	49	32	10	97	-
Central C		23	6	6	35	-
Clarke U		15	5	3	23	+
Coe C		21	6	16	43	+
Cornell C		5	8	5	18	+
Dordt U		32	8	14	54	+
Drake U		15	24	16	55	-
Emmaus C		6	2	3	11	+
Faith C		1	1	0	2	-
Graceland U		40	1	3	44	+
Grand View U		15	4	4	23	-
Grinnell C		NA	6	0	6	NC
ISU	19	190	71	26	325	-
Iowa Wesleyan U		6	0	4	10	-
Loras C		27	12	2	41	-
Luther C		22	13	26	61	-
Morningside U		28	11	10	49	+
Morningside Intern			15		15	+
Mt Mercy U	0	22	9	0	31	-
Northwestern C		34	6	5	45	-
RAPIL Intern			32		32	+
St Ambrose U	6	24	13	2	45	-
Simpson C		26	12	19	57	+
U of Dubuque		11	4	7	22	-
U of Iowa		115	60	23	198	+

Institution	Early Childhood Only	Elementary Only	Secondary Only	K-12* (Art, Music, PE and ESL)	TOTAL Completers (Teacher)	Change from last year
UNI	14	279	100	69	462	-
Upper Iowa U	16	49	14	14	93	+
Waldorf U		5	3	4	12	+
Wartburg C		11	9	22	42	-
Wm Penn U		21	6	3	30	-
TOTAL	61(-)	1103(+)	497(-)	318(+)	1996(+)	

* Art, Music, PE include people who earned both elementary and secondary endorsements
+/- indicates direction of change since previous year

Educational Leadership Program Completers 2018-2019

Institution	Principal PK-12	Superintendent
Dordt U	9	
Drake U	39	3
ISU	3	
IPLA	29	
Northwestern C	0	
SAU	0	
UI	8	5
UNI	0*	11*
Viterbo	28	
TOTAL	67(-)	19(-)

* Data is suspect

Educator Program Completers by Endorsement
August 2020 report using 2018-2019 data
Iowa Department of Education, Bureau of Leading, Teaching, Learning Services

This table represents the number of endorsements issued, NOT the number of people licensed. Numbers include endorsements issued to currently licensed teachers.

End. #	Grade	Endorsement Name	2014-15	2015-16	2016-17	2017-18	2018-19
100	Pre K-3	Tchr. Birth-3 Incl. Spec. Ed	168	166	139	133	85
101	K - 12	Athletic Coach	222	178	190	194	186
102	K - 8	Teacher Elem. Classroom	1138	1086	1159	1079	1139
103	PK - K	Teacher, PK - K Classroom	60	51	59	56	40
104	K - 12	ESL Teacher	225	174	225	150	240
106	PK - 3	P K -3 Classroom Teacher	24	45	36	33	23
107	K - 12	Talented and Gifted	101	95	101	53	61
108	K-8	School Media Specialist	3	1	3	0	1
109	5-12	School Media Specialist	3	0	4	0	2
112	5-12	Agriculture	19	17	21	19	34
113	K-8	Art	57	28	49	42	41
114	5-12	Art	56	31	45	37	38
118	5-12	Driver and Safety Ed	32	22	18	31	10
119	K-8	English/Language Arts	183	220	254	246	220
120	5-12	English/Language Arts	157	143	143	145	132
121	K-8	Chinese	2	4	0	0	0
122	5-12	Chinese	2	4	0	1	0
123	K-8	French	3	1	1	0	0
124	5-12	French	6	5	2	4	3
125	K-8	German	0	1	1	0	0
126	5-12	German	3	2	3	1	1
127	K-8	Japanese	2	1	0	1	0
128	5-12	Japanese	2	3	0	1	1
129	K-8	Latin	0	1	0	0	0
130	5-12	Latin	0	1	0	0	0

End. #	Grade	Endorsement Name	2014-15	2015-16	2016-17	2017-18	2018-19
131	K-8	Russian	0	0	0	0	0
132	5-12	Russian	0	0	0	1	0
133	K-8	Spanish	34	26	29	16	25
134	5-12	Spanish	49	41	41	32	37
135	K-8	Language (Other)	0	0	0	0	0
136	5-12	Language (Other)	2	1	0	0	0
137	K-8	Health	25	40	32	28	35
138	5-12	Health	60	74	71	76	81
139	5-12	Family & Consumer Science	24	23	21	11	14
140	5-12	Industrial Technology	8	7	7	9	9
141	5-12	Journalism	6	4	5	2	6
142	K-8	Mathematics	132	95	123	133	125
143	5-12	Mathematics	118	190	103	78	86
144	K-8	Music	123	144	97	122	135
145	5-12	Music	120	145	103	120	136
146	K-8	Physical Education	99	111	94	103	109
147	5-12	Physical Education	104	107	106	105	110
148	K-8	Reading	815	785	868	856	806
149	5-12	Reading	71	51	59	49	53
150	K-8	Science - Basic	23	19	14	24	18
151	5-12	Biology	105	75	89	83	95
152	5-12	Chemistry	56	39	41	45	34
153	5-12	Earth Science	18	13	13	23	17
156	5-12	Physics	18	11	16	20	18
157	5-12	American Government	36	49	42	38	33
158	5-12	American History	102	106	109	99	84
159	5-12	Anthropology	0	2	2	2	1
160	5-12	Economics	4	2	5	2	2

End. #	Grade	Endorsement Name	2014-15	2015-16	2016-17	2017-18	2018-19
161	5-12	Geography	3	1	1	2	1
162	K-8	History	8	2	1	0	2
163	5-12	Psychology	16	10	18	10	9
164	K-8	Social Studies	105	78	109	109	109
165	5-12	Sociology	9	7	16	4	6
166	5-12	World History	106	103	95	90	78
167	K-8	Speech Comm/Theatre	1	0	0	3	1
168	5-12	Speech Comm/Theatre	9	17	7	6	2
171	PK - 12	Superintendent	25	24	14	20	19
172	K-8	Counselor	51	59	42	81	69
173	5-12	Counselor	55	63	47	80	58
174	K - 12	School Media Specialist	19	33	18	14	13
175	PK - 12	School Nurse	0	0	0	0	0
176	K - 12	Reading Specialist	25	15	39	33	50
180	5 - 12	Italian	0	0	0	0	0
185	5-12	All Science	25	5	24	16	17
186	5-12	All Social Studies	56	59	62	45	69
188	5 - 12	Portuguese	0	0	0	0	2
189	PK-12	Principal	127	106	137	105	67*
234	5-12	Work Exp. Coordinator	13	8	22	43	14
235	B - 21	School Audiologist	0	0	0	0	0
236	B - 21	School Psychologist	10	11	13	7	5
237	B - 21	Speech - Language Pathologist	11	0	3	3	4
239	B-21	Director of Special Education	0	0	0	0	0
240	B - 21	School Social Worker	4	6	4	3	7
250	5-21	Special Ed Consultant	41	53	72	72	51
260	K – 8	Instructional Strategist I: Mild and Moderate	330	296	245	225	273
261	5 – 12	Instructional Strategist I: Mild and Moderate	116	108	134	152	93

End. #	Grade	Endorsement Name	2014-15	2015-16	2016-17	2017-18	2018-19
262	PK - K	PK-K and Special Education	38	38	2	0	21
263	K – 12	Instructional Strategist II: LD/BD	149	131	126	174	118
264	K – 12	Instructional Strategist II: ID	71	133	137	107	124
266	B-21	Hearing Impaired	0	0	0	0	0
267	B-21	Visually Impaired	0	0	0	0	0
279	5-12	CTE Info Technology			0	0	0
974	5-12	Engineering			2	7	0
975	K-8	K-8 STEM	1	0	3	6	3
976	5-8	5-8 STEM	0	0	1	5	0
977	K-12	K-12 STEM Specialist	1	1	1	0	0
1171	5 - 12	Business All	28	24	26	24	18
1201	5-12	Language Arts All	1	1	1	3	8
1421	5-8	Algebra for HS credit	0	0	5	0	7
1541	5-12	Basic Science	24	16	19	21	14
1821	5 - 8	Middle School Language Arts	63	67	52	71	51
1822	5 - 8	Middle School Mathematics	81	92	83	95	82
1823	5 - 8	Middle School Science	95	113	99	90	91
1824	5 - 8	Middle School Social Studies	83	89	79	79	62

* Data is suspect

Endorsement Type ID	Name	Count of Practitioner License ID
100	PK-3 Teacher, Regular Education/Special Education - 100	41
1001	PK-3 Birth through grade three, Inclusive Settings - 1001	64
101	K-12 Athletic Coach - 101	163
1011	Athletic Coach - 1011 - 1011	6
102	K-6 Teacher Elementary Classroom - 102	1063
103	PK-K Teacher, PreKindergarten-Kindergarten Classroom - 103	45
104	K-12 English as a Second Language - 104	106
106	PK-3 Teacher, PK-3 Classroom - 106	8
107	PK-12 Talented and Gifted - 107	10
108	K-8 Elementary School Teacher Librarian - 108	1
109	5-12 Secondary School Teacher Librarian - 109	1
112	5-12 Agriculture - 112	24
113	K-8 Art - 113	40
114	5-12 Art - 114	37
1171	5 - 12 Business - All - 1171	23
118	5-12 Driver and Safety Education - 118	1
119	K-8 English/Language Arts - 119	204
120	5-12 English/Language Arts - 120	123
1201	5 - 12 Language Arts - All - 1201	8
122	5-12 Chinese - 122	2
123	K-8 French - 123	1
124	5-12 French - 124	3
126	5-12 German - 126	1
128	5-12 Japanese - 128	1
133	K-8 Spanish - 133	28
134	5-12 Spanish - 134	44
137	K-8 Health - 137	20
138	5-12 Health - 138	62
139	5-12 Family and Consumer Sciences - General - 139	18
140	5-12 Industrial Technology - 140	19
141	5-12 Journalism - 141	1
142	K-8 Mathematics - 142	111
1421	5-8 Algebra for H.S. Credit - 1421	10
143	5-12 Mathematics - 143	72
144	K-8 Music - 144	110
145	5-12 Music - 145	110
146	K-8 Physical Education - 146	85
147	5-12 Physical Education - 147	87
148	K-8 Reading - 148	658
149	5-12 Reading - 149	32
150	K-8 Science-Basic - 150	10
151	5-12 Biological Science - 151	89
152	5-12 Chemistry - 152	46
153	5-12 Earth Science - 153	19
1541	5-12 Basic Science - 1541	26
156	5-12 Physics - 156	23

Endorsement Type ID	Name	Count of Practitioner License ID
157	5-12 American Government - 157	35
158	5-12 American History - 158	104
159	5-12 Anthropology - 159	2
160	5-12 Economics - 160	3
161	5-12 Geography - 161	2
162	K-8 History - 162	3
163	5-12 Psychology - 163	19
164	K-8 Social Studies - 164	62
165	5-12 Sociology - 165	9
166	5-12 World History - 166	97
167	K-8 Speech Communications/Theatre - 167	1
168	5-12 Speech Communications/Theatre - 168	4
174	K-12 School Teacher Librarian - 174	2
1821	5 - 8 Middle School Language Arts - 1821	50
1822	5 - 8 Middle School Mathematics - 1822	68
1823	5 - 8 Middle School Science - 1823	75
1824	5 - 8 Middle School Social Studies - 1824	65
185	5-12 All Science - 185	19
186	5-12 All Social Sciences - 186	88
208	K-8 Learning Disabilities - 208	1
234	5-12 Work Experience Coordinator - 234	4
240	B-21 School Social Worker - 240	1
260	K-8 Instructional Strategist I: Mild/Moderate - 260	225
261	5-12 Instructional Strategist I: Mild/Moderate - 261	54
262	PK-K Early Childhood Special Education - 262	32
263	K-12 Instructional Strategist II: BD/LD - 263	34
264	K-12 Instructional Strategist II: ID - 264	48
267	Birth-21 Visually Impaired - 267	2
278	5-12 Computer Science - 278	1
305	5-12 Multioccupations - 305	15
974	5-12 Engineering - 974	2
975	K-8 STEM - 975	2
976	5-8 STEM - 976	3