

**STATE OF IOWA**  
**BOARD OF EDUCATIONAL EXAMINERS**

Grimes State Office Building – 400 E.14th St.  
Second Floor State Board Room  
Des Moines, IA 50319-0147

**2016-2017 BoEE Goals**

- Goal 1: The Board will continue to recommend a plan to require ongoing ethics training for all licensees.
- Goal 2: The Board will develop rules for practitioner licensure that maintain high standards, are research based, provide flexibility in attainment, and provide support for school districts including recruitment and retention in special education and other shortage areas.
- Goal 3: The Board will continue to implement a communication plan for the dissemination of information to its constituent groups including the use of social media and electronic communication.

**Board Meeting**

**Friday, October 7, 2016**

**AGENDA**

*TIMES ARE APPROXIMATE*

**7:30 a.m. Professional Practices Committee – State Board Room**

**8:30 a.m. Executive Committee – Conference Room 3SW**

**9:00 a.m. Call Meeting to Order**

**Approve the Agenda**

**Tab A**

**Consent Agenda**

- a. Minutes from August 5, 2016 board meeting and September 7, 2016 special telephonic board meeting

**Tab B & C**

**Professional Practices - Licensee Discipline – Closed Session – Board Members Only (roll call)**

**Open Session**

- a. Results of closed session announced
- b. Approve closed session minutes from August 5, 2016 board meeting and September 7, 2016 special telephonic board meeting
- c. Reinstatement(s)
  - 1. None

**Communication from the Public**

**Board Communications**

- a. Board Member Reports
- b. Legislative Update – Phil Wise
- c. Executive Director’s Report
  - 1. Cindy Diehl Yang, Director, Center for Educational Transformation, The University of Northern Iowa
  - 2. Financial Update
  - 3. Licensing System Update
  - 4. Legislative Platform

**Tab D**

11:00 a.m.	<b>Stakeholder Presentation</b>	
	Iowa BIG – Trace Pickering, Administrator	
11:30 a.m.	Waukee’s APEX Program – Michelle Hill, Director	
12:05 p.m.	<b>Lunch for Board Members</b>	
	<b>Rules [Iowa Administrative Code – Chapter 282 (272)]</b>	
	<b>a. Adopt</b>	
	1. IAC 282 Chapters 13 and 22 – Transitional coaching authorization and CPR requirement	<b>Tab E</b>
	2. IAC 282 Chapter 13 – Specific requirements for a standard license	<b>Tab F</b>
	<b>b. <i>ARRC Review Pending</i></b>	
	1. None	
	<b>c. <i>Notice</i></b>	
	1. None	
	<b>d. <i>Items for Discussion</i></b>	
	1. IAC 282 Chapter 13 – Requirements for exchange licenses, early childhood and multioccupations	<b>Tab G</b>
	2. IAC 282 Chapters 13, 22, and 27 – Ethics training as a requirement for standard license	<b>Tab H</b>
	3. IAC 282 Chapter 24 – Paraeducator preparation requirements	<b>Tab I</b>
	<b>Waivers</b>	
	1. PFW 16-13 Steven Robinson	<b>Tab J</b>
	<b>Reports/Approvals</b>	
	1. Semi-Annual Waiver Report – July 30, 2016	<b>Tab K</b>
	2. Professional Practices Institute (PPI)	
2:00 p.m.	<b>Adjournment</b>	

**Next Meeting**  
**Friday, November 4, 2016**



1 constitute a technical violation of the board's statute or administrative rules; the  
2 evidence before the board indicates that adequate steps have been taken to remedy  
3 the violation and to ensure that incidents of a similar nature do not occur in the  
4 future. The Board will not pursue formal disciplinary action in this matter. Roll call  
5 vote: Behrens – yes; Buckman – yes; Dutcher – yes; Hill – yes; Overholtzer – yes; Pattee  
6 – yes; Schoening – yes; Sullivan– recused. **MOTION CARRIED.**

7  
8 Dan Dutcher moved, with a second by Erin Schoening that in **case number 16-104**,  
9 the Board find that, although one or more of the allegations in the complaint may be  
10 substantiated by the witnesses interviewed in the course of the investigation [and/or]  
11 the documents gathered in the course of the investigation, and the allegations may  
12 constitute a technical violation of the board's statute or administrative rules; the  
13 evidence before the board indicates that adequate steps have been taken to remedy  
14 the violation and to ensure that incidents of a similar nature do not occur in the  
15 future. The Board will not pursue formal disciplinary action in this matter. Roll call  
16 vote: Behrens – yes; Buckman – yes; Dutcher – yes; Hill – yes; Overholtzer – yes; Pattee  
17 – yes; Schoening – yes; Sullivan– recused. **MOTION CARRIED.**

18  
19 Erin Schoening moved, with a second by Dan Dutcher that in **case number 16-56**,  
20 the Board find probable cause to establish a violation of the following provisions of the  
21 Code of Professional Conduct and Ethics, 282 IAC – Chapter 25.3(1)(e)(4), and order  
22 this case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

23  
24 Kathy Behrens moved, with a second by Dan Dutcher, that in **case number 16-76**,  
25 the Board find probable cause to establish a violation of the following provisions of the  
26 Code of Professional Conduct and Ethics, 282 IAC – Chapter 25.3(1)(e)(4) and order  
27 this case set for hearing. Roll call vote: Behrens – yes; Buckman – yes; Dutcher – yes;  
28 Hill – yes; Overholtzer – yes; Pattee – yes; Schoening – recused; Sullivan– yes.  
29 **MOTION CARRIED.**

30  
31 Erin Schoening moved, with a second by Dan Dutcher that in **case number 16-92**,  
32 the Board find that the evidence gathered in the investigation, including witness  
33 statements and the documentary evidence, does not substantiate the allegations in the

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

3

4 Kathy Behrens moved, with a second by Dan Dutcher that in **case number 16-93**, the  
5 Board find probable cause to establish a violation of the following provisions of the  
6 Code of Professional Conduct and Ethics, 282 IAC – Chapter 25.3(2)(b), and order this  
7 case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

8

9 Kathy Behrens moved, with a second by Dan Dutcher that in **case number 16-42**, the  
10 Board find that the evidence gathered in the investigation, including witness  
11 statements and the documentary evidence, does not substantiate the allegations in the  
12 complaint, and that the Board therefore lacks probable cause to proceed with this  
13 matter. Roll call vote: Behrens – yes; Buckman – yes; Dutcher – yes; Hill – no;  
14 Overholtzer – no; Pattee – no; Schoening – yes; Sullivan– yes. **MOTION CARRIED.**

15

16 Kathy Behrens moved, with a second by Dan Dutcher, that in **case number 16-43**,  
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. Roll call vote: Behrens – yes; Buckman – yes; Dutcher – yes; Hill – no;  
21 Overholtzer – no; Pattee – yes; Schoening – yes; Sullivan– yes. **MOTION CARRIED.**

22

23 Kathy Behrens moved, with a second by Dan Dutcher, that in **case number 16-44**,  
24 the Board find that the evidence gathered in the investigation, including witness  
25 statements and the documentary evidence, does not substantiate the allegations in the  
26 complaint, and that the Board therefore lacks probable cause to proceed with this  
27 matter. Roll call vote: Behrens – yes; Buckman – yes; Dutcher – yes; Hill – yes;  
28 Overholtzer – no; Pattee – yes; Schoening – yes; Sullivan– yes. **MOTION CARRIED.**

29

30 Kathy Behrens moved, with a second by Dan Dutcher, that in **case number 16-45**,  
31 the Board find that the evidence gathered in the investigation, including witness  
32 statements and the documentary evidence, does not substantiate the allegations in the

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

3  
4 Kathy Behrens moved, with a second by Dan Dutcher, that in **case number 16-46**,  
5 the Board find that the evidence gathered in the investigation, including witness  
6 statements and the documentary evidence, does not substantiate the allegations in the  
7 complaint, and that the Board therefore lacks probable cause to proceed with this  
8 matter. Roll call vote: Behrens – yes; Buckman – yes; Dutcher – yes; Hill – yes;  
9 Overholtzer – no; Pattee – no; Schoening – yes; Sullivan– yes. **MOTION CARRIED.**

10  
11 Kathy Behrens moved, with a second by Dan Dutcher, that in **case number 16-50**,  
12 the Board find that the evidence gathered in the investigation, including witness  
13 statements and the documentary evidence, does not substantiate the allegations in the  
14 complaint, and that the Board therefore lacks probable cause to proceed with this  
15 matter. Roll call vote: Behrens – yes; Buckman – yes; Dutcher – yes; Hill – yes;  
16 Overholtzer – no; Pattee – yes; Schoening – yes; Sullivan– yes. **MOTION CARRIED.**

17  
18 Kathy Behrens moved, with a second by Dan Dutcher, that in **case number 16-51**,  
19 the Board find that the evidence gathered in the investigation, including witness  
20 statements and the documentary evidence, does not substantiate the allegations in the  
21 complaint, and that the Board therefore lacks probable cause to proceed with this  
22 matter. **MOTION CARRIED UNANIMOUSLY.**

23  
24 Erin Schoening moved, with a second by Kathy Behrens, that in **case number 16-**  
25 **103**, the Board find probable cause to establish a violation of the following provisions  
26 of the Code of Professional Conduct and Ethics, 282 IAC – Chapter 25.3(1)(e)(6), and  
27 order this case set for hearing. Roll call vote: Behrens – yes; Buckman – yes; Dutcher  
28 – yes; Hill – yes; Overholtzer – no; Pattee – yes; Schoening – yes; Sullivan– yes.  
29 **MOTION CARRIED.**

30  
31 Dan Dutcher moved, with a second by Kathy Behrens, that in **case number 15-83**,  
32 the Board find that the evidence gathered in the investigation, including witness  
33 statements and the documentary evidence, does not substantiate the allegations in the

1 complaint, and that the Board therefore lacks probable cause to proceed with this  
2 matter. Roll call vote: Behrens – yes; Buckman – yes; Dutcher – yes; Hill – no;  
3 Overholtzer – yes; Pattee – yes; Schoening – recused; Sullivan– yes. **MOTION**  
4 **CARRIED.**

5

6 Dan Dutcher moved, with a second by Kathy Behrens, that in **case number 15-84**,  
7 the Board find that the evidence gathered in the investigation, including witness  
8 statements and the documentary evidence, does not substantiate the allegations in the  
9 complaint, and that the Board therefore lacks probable cause to proceed with this  
10 matter. Roll call vote: Behrens – yes; Buckman – yes; Dutcher – yes; Hill – yes;  
11 Overholtzer – yes; Pattee – yes; Schoening – recused; Sullivan– yes. **MOTION**  
12 **CARRIED.**

13

14 Kathy Behrens moved, with a second by Erin Schoening, that in **case number 16-37**,  
15 the Board accept the Respondent’s waiver of hearing and voluntary surrender and that  
16 the Board issue an order permanently revoking the Respondent’s license with no  
17 possibility of reinstatement. **MOTION CARRIED UNANIMOUSLY.** (Darcy Hathaway  
18 left the room during the discussion of this case in closed session.)

19

20 Kathy Behrens moved, with a second by Dan Dutcher, that in **case number 14-82**,  
21 the 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 Dan Dutcher moved, with a second by Erin Schoening, that in **case number 14-83**,  
26 the 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 Kathy Behrens moved, with a second by Dan Dutcher, that in **case number 16-55**,  
31 the 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 Erin Schoening moved, with a second by Kathy Behrens, that the Board not initiate  
2 review of the proposed decision in **case number 15-161, In the Matter of Robb**  
3 **Pfohl**, and allow the proposed decision to become the final decision of the Board  
4 unless an appeal is taken by one of the parties within the time allowed by rule.

5 **MOTION CARRIED UNANIMOUSLY.**

6  
7 Dan Dutcher moved, with a second by Kathy Behrens, that the board grant the State's  
8 motion to dismiss in **case number 15-152**, and issue an order dismissing the charges  
9 against the respondent and closing the case. **MOTION CARRIED UNANIMOUSLY.**

10  
11 Dan Dutcher moved, with a second by Erin Schoening, to extend the 180-day deadline  
12 for issuance of the final decision in **case number 16-24**, based upon the amount of  
13 time needed to complete the investigation. **MOTION CARRIED UNANIMOUSLY.**

14  
15 Kathy Behrens moved, with a second by Dan Dutcher, to extend the 180-day deadline  
16 for issuance of the final decision in **case number 16-30**, based upon the amount of  
17 time needed to complete the investigation. **MOTION CARRIED UNANIMOUSLY.**

18  
19 Erin Schoening moved, with a second by Kathy Behrens, to extend the 180-day  
20 deadline for issuance of the final decision in **case number 16-34**, based upon the  
21 amount of time needed to complete the investigation. **MOTION CARRIED**  
22 **UNANIMOUSLY.**

23  
24 Dan Dutcher moved, with a second by Erin Schoening, to extend the 180-day deadline  
25 for issuance of the final decision in **case number 16-35**, based upon the amount of  
26 time needed to complete the investigation. **MOTION CARRIED UNANIMOUSLY.**

27  
28 Kathy Behrens moved, with a second by Dan Dutcher, to extend the 180-day deadline  
29 for issuance of the final decision in **case number 16-36**, based upon the amount of  
30 time needed to complete the investigation. Roll call vote: Behrens – yes; Buckman –  
31 yes; Dutcher – yes; Hill – yes; Overholtzer – yes; Pattee – yes; Schoening – yes;  
32 Sullivan– recused. **MOTION CARRIED.**

1 Kathy Behrens moved, with a second by Erin Schoening, to extend the 180-day  
2 deadline for issuance of the final decision in case number 16-40, based upon the  
3 amount of time needed to complete the investigation due to pending criminal charges.  
4 Roll call vote: Behrens – yes; Buckman – yes; Dutcher – yes; Hill – yes; Overholtzer –  
5 yes; Pattee – recused; Schoening – yes; Sullivan – yes. **MOTION CARRIED.**

6  
7 Dan Dutcher moved, with a second by Kathy Behrens, to extend the 180-day deadline  
8 for issuance of the final decision in case number 16-41, based upon the need to  
9 schedule the hearing and the need to review the proposed decision. **MOTION**  
10 **CARRIED UNANIMOUSLY.**

11  
12 Dan Dutcher moved, with a second by Kathy Behrens, to extend the 180-day deadline  
13 for issuance of the final decision in case number 16-54, based upon the amount of  
14 time needed to complete the investigation due to a pending state audit. **MOTION**  
15 **CARRIED UNANIMOUSLY.**

16  
17 Erin Schoening moved, with a second by Kathy Behrens, to extend the 180-day  
18 deadline for issuance of the final decision in case number 16-56, based upon the  
19 need to schedule the hearing and the need to review the proposed decision. **MOTION**  
20 **CARRIED UNANIMOUSLY.**

21  
22 Dan Dutcher moved, with a second by Erin Schoening, to extend the 180-day deadline  
23 for issuance of the final decision in case number 16-64, based upon the amount of  
24 time needed to complete the investigation due to pending criminal charges. **MOTION**  
25 **CARRIED UNANIMOUSLY.**

26  
27 Kathy Behrens moved, with a second by Dan Dutcher, to extend the 180-day deadline  
28 for issuance of the final decision in case number 16-73, based upon the amount of  
29 time needed to complete the investigation due to delays by the district in providing  
30 necessary documents. **MOTION CARRIED UNANIMOUSLY.**

31  
32 Kathy Behrens moved, with a second by Erin Schoening, to extend the 180-day  
33 deadline for issuance of the final decision in case number 16-74, based upon the

1 need to schedule the hearing and the need to review the proposed decision. **MOTION**  
2 **CARRIED UNANIMOUSLY.**

3  
4 Kathy Behrens moved, with a second by Dan Dutcher, to extend the 180-day deadline  
5 for issuance of the final decision in **case number 16-76**, based upon the need to  
6 schedule the hearing and the need to review the proposed decision. Roll call vote:  
7 Behrens – yes; Buckman – yes; Dutcher – yes; Hill – yes; Overholtzer – yes; Pattee –  
8 yes; Schoening – recused; Sullivan – yes. **MOTION CARRIED.**

9  
10 The following case was discussed in open session (since a Notice of Hearing was  
11 issued) and was provided as an FYI.

12 **Case No. APP 16-06:** Applicant Scott Harlan had applied for a coaching authorization  
13 and was denied due to his background check. Mr. Harlan had appealed and the case  
14 was set for hearing. He then requested a continuance for the hearing which the  
15 administrative law judge denied and Mr. Harlan then submitted a withdrawal of his  
16 application. Thus, this will not move forward to hearing and the case will be closed.

17  
18 Larry Hill moved, with a second by Mary K. Overholtzer, that the Board approve the  
19 closed session minutes for June 17, 2016. **MOTION CARRIED UNANIMOUSLY.**

20  
21 Stakeholder Presentation

22 Pradeep Kotamraju, Career and Technical Education (CTE) Bureau Chief, with the  
23 Department of Education, provided an update to the Board regarding CTE  
24 Redesign/House File 2392. Also present from CTE was Eric St. Clair and Lisa Stange.  
25 The redesign will raise the quality of secondary career and technical education  
26 programs statewide, better prepare students for success beyond high school, help  
27 Iowa meet the needs of employers, and set a new vision for students in Iowa to  
28 graduate ready for college or career training and jobs.

29  
30 Board Member Reports

31 Anne Sullivan attended the School Administrators of Iowa (SAI) conference and really  
32 appreciated the BoEE's presentation - It was very informative and well attended. Dr.

1 Sullivan suggested video recording the presentation and have it available for mentor-  
2 teacher first meeting or new teacher workshop/orientation.

3  
4 Larry Hill announced that Waldorf University has hired a replacement for his position  
5 as the Director of Business Online Program, Online and Residential Adjunct Professor.  
6 (Dr. Hill had been filling in until a permanent replacement was hired.) Dr. Hill will  
7 remain as Associate Dean.

8  
9 Legislative Update

10 Phil Wise provided a legislative update to the board. The focus for the upcoming  
11 legislative session is a sustained long term funding structure. We will begin drafting  
12 legislation in November.

13  
14 Executive Director's Report

15 Dr. Lebo reviewed the financial report.

16  
17 BoEE Staff: As of July 1, 2016, we decreased a support staff position due to the lay-  
18 off of our receptionist. As of August 31, 2016, we will lose another support staff  
19 position due to retirement (which will not be filled at this time). (In the fall of 2015,  
20 there was also a retirement of a support staff which has not been filled.) Due to the  
21 decrease in staff, we will be unable to maintain the quality of service we provided in  
22 the past. Also, the role of the consultants will change due to the shortage of support  
23 staff.

24  
25 BoEE Accomplishments: The board was provided a list of BoEE accomplishments/  
26 highlights for 2015-2016.

27  
28 New licensure system update: Mike Cavin and Jeff DeBruin updated the Board  
29 regarding the new licensing system (Frontline). All applications (for new licensure) are  
30 on Frontline except for new Iowa graduates. Work is in progress with the various Iowa  
31 institutions regarding interfaces as to how they will interact with the new system and  
32 how they will recommend new graduates. Progress continues as we move to have  
33 licensure renewals online by the end of the year.

1 DiSC Profile: Dr. Lebo provided the board with an update showing new board  
2 members as well as those that left to give the board a sense of what we looked like as a  
3 board and what we look like now.

4  
5 Additional: Bree Elscott, BoEE Intern, will be leaving August 18<sup>th</sup>. Prior to her  
6 departure she will be doing some research and preparing data regarding professional  
7 practices. Dr. Lebo shared a document with the board regarding probable cause  
8 determination, standards violations, etc.

9  
10 Communication from the Public

11 Susan Fischer, Regents Alternative Pathway to Iowa Licensure (RAPIL) Coordinator  
12 and Melina Mena-Davis addressed the board regarding Ms. Davis' waiver request  
13 which was reviewed at this meeting.

14  
15 Rules

16 Adopt:

17 None.

18  
19 ARRC Review Pending

20 None.

21  
22 Notice:

23 Larry Hill moved, with a second by Anne Sullivan, to file under notice of intended  
24 action, the proposed changes to IAC 282 Chapters 13 and 22 – Transitional coaching  
25 authorization and CPR requirement. **MOTION CARRIED UNANIMOUSLY.**

26  
27 Mary K. Overholtzer moved, with a second by Tom Buckman, to file under notice of  
28 intended action, the proposed changes to IAC 282 Chapter 13 – Specific requirements  
29 for a standard license. **MOTION CARRIED UNANIMOUSLY.**

30  
31 Items for Discussion

32 IAC 282 Chapter 13 – Requirements for exchange licenses, early childhood and  
33 multioccupations. The proposed updates would: add an additional year to the

1 regional-exchange license to allow more time for applicants to complete required  
2 coursework; strike language removing old language for endorsement 100 PK-3  
3 Including Special Education; and, update the coursework and work experience  
4 requirements for the multioccupational endorsement. Discussion will continue.

5  
6 IAC 282 Chapters 13, 22, and 27 – Ethics training as a requirement for standard  
7 license. One of the paramount goals of the Board is to create clear guidelines and  
8 expectations for code of conduct and ethics education for educators. This series of  
9 revised changes will allow educators to complete current and relevant training as a  
10 condition of transitioning from an initial to a standard license or authorization.

11 Chapter 272.2 also states that the Board shall provide this training to any person who  
12 holds a license, certificate, authorization, or statement of professional recognition.

13 Discussion will continue.

14  
15 IAC 282 Chapter 24 – Paraeducator preparation requirements. Recommendations for  
16 changes are based on a review of current national standards and expectations in the  
17 field. Changes are based on input from Iowa’s parareducator preparation programs,  
18 Iowa Department of Education staff, teachers, administrators and practicing  
19 paraeducators. Discussion will continue.

20  
21 Petitions for Waiver

22 Larry Hill moved, with a second by Mary K. Overholtzer, that in **PFW 16-09 Melina**  
23 **Mena-Davis**, the Board deny the waiver. Reasons for denial: The Board received a  
24 Petition requesting a waiver of the rule for the Spanish endorsement. Ms. Mena-Davis  
25 holds a preliminary native language speaker authorization. She applied for a teacher  
26 intern license and was denied because she does not have the required 24 hours of  
27 credit for the Spanish endorsement. Ms. Mena-Davis asks the board to waive the  
28 missing hours of Spanish credit based on her preliminary native language speaker  
29 authorization, which she obtained by, among other things, passing a Praxis content  
30 test on Spanish language skills. The Petition states that denial of the waiver would  
31 require Ms. Mena-Davis to incur additional costs and finish the teacher intern  
32 program with a different cohort. The board acknowledged these facts but noted in its  
33 discussion that there are pathways available for the petitioner to obtain the teacher

1 intern license. The Petition argues there would be no prejudice to others as a result of  
2 waiving the cited rule. The board has previously granted a waiver of the cited rule  
3 (PFW 13-14). However, the petitioner in that case had already completed a teacher  
4 preparation program, held other endorsements on his master educator license, and  
5 had completed a Spanish immersion program including 100 hours of classroom time  
6 in addition to 18 of the required credit hours. The petitioner was admitted to the  
7 teacher intern program despite a Department of Education administrative rule that  
8 requires a transcript analysis to determine whether teacher intern candidates meet the  
9 requirements for at least one Board of Educational Examiners endorsement. See 281  
10 Iowa Admin. Code r. 77.11(2)(a). Iowa Code prohibits the Department from waiving  
11 any of its rules setting forth standards for practitioner preparation. See Iowa Code §  
12 256.7. The Board does not have authority to waive Department of Education rules.  
13 See 282 Iowa Admin Code r. 6.3 (“The board may grant a waiver from a rule only if the  
14 board has jurisdiction over the rule and the requested waiver is consistent with  
15 applicable statutes, constitutional provisions, or other provisions of law.”). This  
16 prohibition is based on Iowa Code section 17A.9A. In light of this information, the  
17 Board finds that granting the petition would essentially circumvent Department of  
18 Education rules in violation of Iowa Code. Regarding protection of public health,  
19 safety, and welfare: The Board did not discuss this factor, having found the petition  
20 did not provide clear and convincing evidence to establish the third factor. The Board  
21 concludes that the Petitioner, Melina Mena-Davis, has not met the criteria for granting  
22 of a waiver from the rules regarding the Spanish endorsement. Roll call vote: Behrens  
23 – yes; Buckman – yes; Dutcher – yes; Hill – yes; Overholtzer – yes; Pattee – recused;  
24 Schoening – yes; Sullivan – yes. **MOTION CARRIED.**

25  
26 Anne Sullivan moved, with a second by Mary K. Overholtzer, that in **PFW 16-10 Caleb**  
27 **Plumb**, the Board grant the waiver. Reasons for granting: The Board received a  
28 Petition from Caleb Plumb requesting a waiver of the rule for the substitute  
29 authorization. Mr. Plumb holds a bachelor’s degree from Central Christian College,  
30 which is not regionally accredited. Mr. Plumb has successfully completed the  
31 substitute authorization course. Based on the limited authority granted by the  
32 substitute authorization, the Board finds it would create an undue hardship if it were  
33 to deny Mr. Plumb’s request to waive the requirement of a bachelor’s degree from a

1 regionally accredited institution. The Board has granted waivers in similar cases. In  
2 light of this precedent, the Board found granting the waiver would not cause prejudice  
3 to the substantial legal rights of any person. The substitute authorization carries  
4 limited authority, as the holder cannot serve for extended periods of time in one  
5 assignment. The Board finds that Mr. Plumb has presented clear and convincing  
6 evidence that waiving the rule in question to grant him this authorization would not  
7 compromise public health, safety, or welfare. The Board concludes that the Petitioner,  
8 Caleb Plumb, has met the criteria for granting of a waiver from the rules regarding the  
9 substitute authorization. Roll call vote: Behrens – yes; Buckman – yes; Dutcher – yes;  
10 Hill – no; Overholtzer – yes; Pattee – yes; Schoening – yes; Sullivan – yes. **MOTION**  
11 **CARRIED.**

12  
13 Anne Sullivan moved, with a second by Dan Dutcher, that in **PFW 16-11 Pamela**  
14 **Schuman**, the Board deny the waiver. Reasons for denial: The Board received a  
15 Petition from Pamela Schumann requesting a waiver of the rule requiring a copy of a  
16 valid or expired regular teaching certificate or license exclusive of a temporary,  
17 emergency or substitute license or certificate to receive an Iowa license when prepared  
18 out of state. Ms. Schumann holds an expired regional exchange license and an  
19 expired paraeducator certificate. Her application to convert the regional exchange  
20 license was denied because she does not have a license in Arizona, where she  
21 completed her teacher preparation. Ms. Schumann states that the college she  
22 attended, Grand Canyon University, “is refusing to sign off on documents due to  
23 changes they have made since graduating in 2012.” She has been unable to obtain an  
24 Arizona teaching license. The petition states Ms. Schumann would face undue  
25 hardship if the petition is denied. While the denial of the waiver request certainly  
26 creates a hardship, the board finds that the hardship is not undue. Completion of a  
27 teacher preparation program is a very significant licensure requirement, and the board  
28 is reluctant to disregard Arizona requirements on the basis of the information  
29 available. The board granted Ms. Schumann a regional exchange license in 2012. At  
30 the time, she indicated in a letter that she was waiting on test scores only, and would  
31 then be licensed in Arizona. It is not clear from the petition exactly why she has been  
32 unable to obtain the Arizona license. Prejudice to the rights of others: The petition  
33 argues there would be no prejudice to the rights of others as a result of granting a

1 waiver in this case. However, the board has previously denied similar waiver requests.  
2 In light of this precedent, the board finds that granting a waiver in this case would  
3 cause prejudice to the substantial legal rights of other individuals who have been  
4 unable to obtain Iowa teacher licensure due to assessment obstacles and other  
5 licensure obstacles out of state. The board finds that it lacks clear and convincing  
6 evidence to conclude that it has statutory authority to grant the waiver as requested.  
7 Per Iowa Code section 272.8, regarding out-of-state and out-of-country licensure, “The  
8 board may issue a license to an applicant from another state or country *if the*  
9 *applicant files evidence of the possession of the required or equivalent requirements with*  
10 *the board*” (emphasis added). Protection of public health, safety, and welfare: Having  
11 found the previous three factors absent, the board did not make a specific finding on  
12 this final factor. The Board concludes that the Petitioner, Pamela Schumann, has not  
13 met the criteria for granting of a waiver from the rules regarding the Iowa teaching  
14 license. **MOTION CARRIED UNANIMOUSLY.**

15

16 Larry Hill moved, with a second by Anne Sullivan, that in **PFW 16-12 Kevin Stein**,  
17 the Board conditionally grant the waiver. Reasons for granting: The Board received a  
18 Petition from Kevin Stein requesting a waiver of the rule regarding the school business  
19 official (“SBO”) authorization. Mr. Stein holds a bachelor’s degree in Psychology and  
20 Sociology and is currently applying to obtain an associate’s degree in accounting from  
21 NIACC. He has several years of work experience in business and accounting, to  
22 include serving as the business manager for Belmond-Klemme schools since August of  
23 2015. Denial of the waiver would prevent Mr. Stein from entering the SBO licensure  
24 program through IASBO (the Iowa Association of School Business Officials), and  
25 obtaining an SBO mentor. Mr. Stein believes there would be no prejudice to others if  
26 the Board chose to grant the waiver. In PFW 13-05, the board granted a waiver to a  
27 petitioner who had a bachelor’s degree in Health Care Administration. The petitioner  
28 had 6 hours of accounting coursework, 24 hours of business/management  
29 coursework, and work experience comparable to Mr. Stein’s. The board granted the  
30 waiver with the understanding that the petitioner would fulfill the education  
31 requirements during the term of her initial SBO authorization. The board also granted  
32 a waiver to another petitioner under similar circumstances in PFW 15-14. Mr. Stein  
33 has completed a substantial amount of the coursework required for the initial

1 authorization, and has also gained relevant experience through his position with  
2 Belmont-Klemme. He intends to continue pursuing coursework and professional  
3 development in relevant subjects. Based upon all of the above considerations, the  
4 Board concludes that the Petitioner, Kevin Stein, has met the criteria for granting of a  
5 waiver from the rule regarding the initial SBO authorization, provided he completes an  
6 associate's degree in business or accounting during the term of the authorization. The  
7 Petition for Waiver is **CONDITIONALLY GRANTED. MOTION CARRIED**  
8 **UNANIMOUSLY.**

9  
10 Reports/Approvals

11 Salary for Executive Director: Anne Sullivan moved, with a second by Mary K.  
12 Overholtzer, to approve Executive Director Lebo's salary of \$110,000 (as set by the  
13 Governor) and encourage that the salary be reviewed after six months to be sure the  
14 salary is competitive with other executive staff (with the same level of responsibility)  
15 within state government. **MOTION CARRIED UNANIMOUSLY.**

16  
17 Board Goals: The board reviewed the 2016-2017 goals which were set at the June  
18 retreat.

19  
20 BoEE Consultant Presentations: The board reviewed the presentations that were  
21 conducted by BoEE staff during 2015-2016.

22  
23 Dr. Larry Bice, DE Consultant for Accreditation and Program Approval, reviewed the  
24 following reports: Teacher Candidates by Endorsements; People Recommended from  
25 an Iowa Institute (July 1, 2015-June 30, 2016); Program Completers (Initial Licensure)  
26 from Iowa Educator Preparation Programs.

27  
28 2016-2017 Legislative and Administrative Code Priorities: The board reviewed these  
29 priorities which were recommended at the June retreat.

30  
31 FY 17 Committee Assignments: At the June retreat, board members ranked their  
32 committee choices and submitted them to Dr. Pattee. After review, Dr. Pattee assigned

1 board members to the various committees (Executive Committee, Professional  
2 Practices Committee and Board Operating Guidelines Committee).

3  
4 Professional Practices Institute (PPI) will be held in Des Moines this year. Three board  
5 members (Erin, Dan and Kathy), Darcy Hathaway, Dr. Lebo and Jordan Esbrook will  
6 be attending.

7  
8 There being no further business, Tom Buckman moved, with a second by Erin  
9 Schoening to adjourn the meeting. Meeting adjourned at 1:40 p.m. **MOTION**  
10 **CARRIED UNANIMOUSLY.**

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1 Larry Hill moved, with a second by Mary K. Overholtzer, that in **case number 16-12**,  
2 the Board accept the stipulation and settlement submitted by the parties, and issue  
3 an Order incorporating the agreement of the parties and imposing the agreed upon  
4 sanction. **MOTION CARRIED UNANIMOUSLY.**

5  
6 Sara Yedlik moved, with a second by Erin Schoening, that in **case number 15-78**, the  
7 Board accept the Respondent's waiver of hearing and voluntary surrender and that the  
8 Board issue an order permanently revoking the Respondent's license with no  
9 possibility of reinstatement. **MOTION CARRIED UNANIMOUSLY.**

10  
11 Anne Sullivan moved, with a second by Kathy Behrens, that the Board not initiate  
12 review of the proposed decision in **case number APP 16-04, In the Matter of Patrick**  
13 **Rowan**, and allow the proposed decision to become the final decision of the Board  
14 unless an appeal is taken by one of the parties within the time allowed by rule.  
15 **MOTION CARRIED UNANIMOUSLY.**

16  
17 Kathy Behrens moved, with a second by Sara Yedlik, that the Board not initiate review  
18 of the proposed decision in **case number APP 16-05, In the Matter of Christopher**  
19 **Archer**, and allow the proposed decision to become the final decision of the Board  
20 unless an appeal is taken by one of the parties within the time allowed by rule.  
21 **MOTION CARRIED UNANIMOUSLY.**

22  
23 The following cases were discussed in open session:

24  
25 Background/Discussion: Request for reinstatement, Leroy Berentschot, case number  
26 15-160: Respondent's license was suspended for nine months (effective the date of his  
27 resignation from his last teaching position) per a Stipulation and Order accepted by  
28 the board on April 8, 2016. He was ordered to complete anger management  
29 counseling, seclusion and restraint training, and an ethics course. He has submitted  
30 documentation of these activities.

31  
32 Sara Yedlik moved, with a second by Katherine Schmidt, that in **case number 15-**  
33 **160**, the Board grant the Respondent's request for reinstatement and issue an order

1 stating the basis for the suspension no longer exists and it will be in the public  
2 interest for the license to be reinstated. **MOTION CARRIED UNANIMOUSLY.**

3  
4 Background/Discussion: Request for extension, Todd Verwers, case number 14-53:  
5 Respondent was ordered to complete 15 hours in Ethics for Educators per the  
6 settlement agreement. After being notified that he had missed the deadline to submit  
7 proof of completion of the course, Respondent requested an extension, stating the  
8 course has not been offered in central Iowa recently, and traveling any significant  
9 distance to attend the course outside of central Iowa would be a financial and  
10 logistical challenge for his family.

11  
12 Mary K. Overholtzer moved, with a second by Linda Carroll, that in **case number 14-**  
13 **53**, the Board deny the petition for an extension of time. **MOTION CARRIED**  
14 **UNANIMOUSLY.**

15  
16 Communication from the Public

17 None.

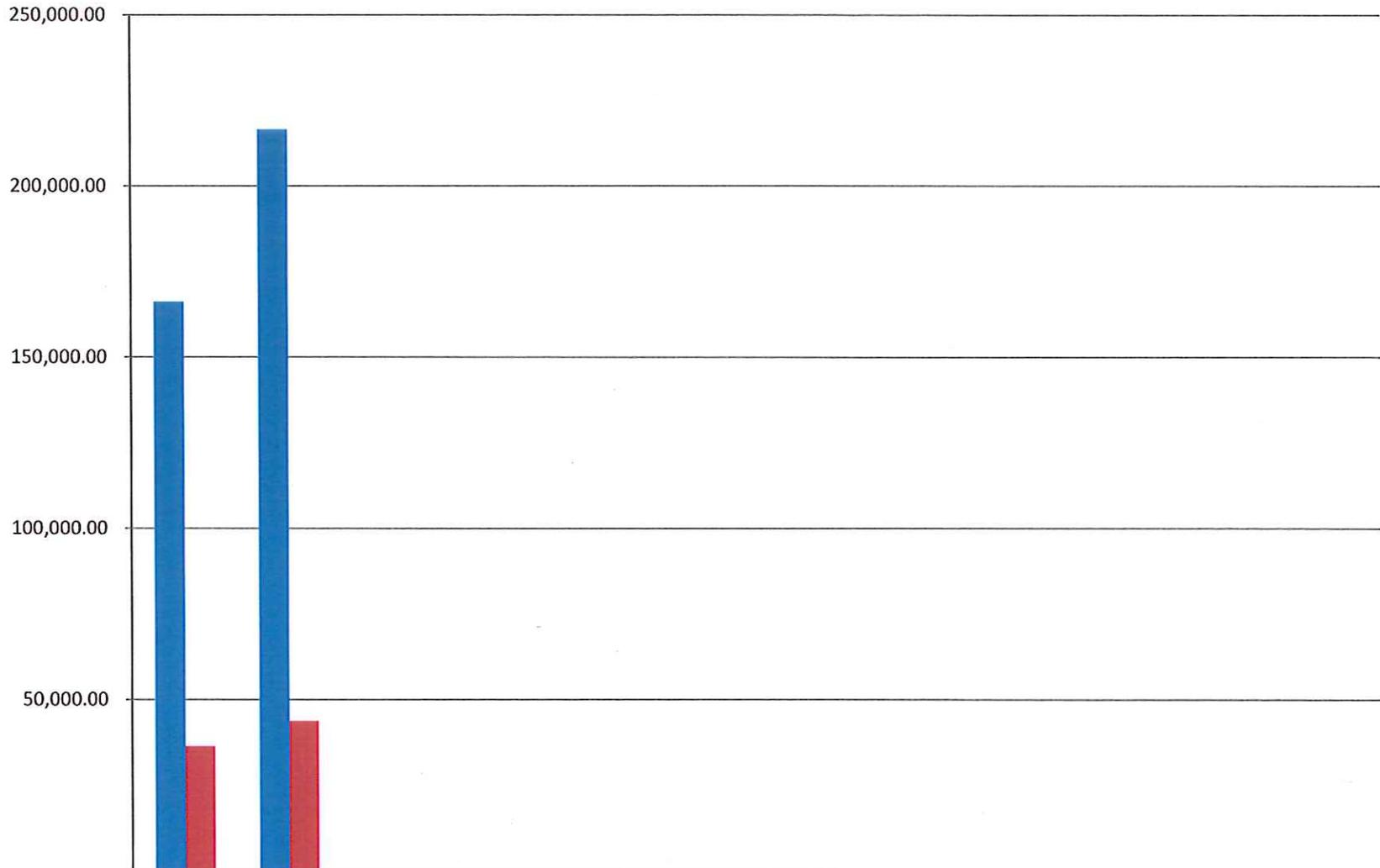
18  
19 There being no further business, Mary K. Overholtzer moved, with a second by Sara  
20 Yedlik to adjourn the meeting. Meeting adjourned at 4:30 p.m. **MOTION CARRIED**  
21 **UNANIMOUSLY.**

Board of Educational Examiners (BOEE)  
Cash Balance  
13-Year History

	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>	<u>2004</u>
BOEE Beginning Cash Balance	570,694	1,176,209	1,156,232	1,047,214	923,038	695,115	465,146	999,099	751,217	186,971	5,130	-	34,116
State Appropriation													40,974
Total Revenues	1,961,426	2,139,088	2,151,248	2,165,193	2,102,941	2,072,492	2,026,630	2,066,128	1,919,330	1,882,229	1,672,430	860,357	846,559
Total Expenditures	1,938,925	2,744,602	2,131,271	2,056,175	1,978,765	1,844,569	1,796,661	2,600,081	1,671,448	1,317,983	1,418,113	855,227	880,675
Surplus (Shortage)	22,501	(605,515)	19,977	109,018	124,176	227,923	229,969	(533,953)	247,882	564,246	254,317	5,130	40,974
BOEE Ending Cash Balance	593,195	570,694	1,176,209	1,156,232	1,047,214	923,038	695,115	465,146	999,099	751,217	186,971	5,130	-
Percentage Change	4%	-51%	2%	10%	13%	33%	49%	-53%	33%	302%	3545%		

Total Revenue (BoEE and General Fund)	31,821,400.63
BoEE Revenue	23,866,050.47
General Fund Revenue	7,955,350.16
Average Yearly Expenses	1,774,630.69
Number of Years of Average Expenditures	4.48
Average Yearly Appropriation	150,444.44
Average Yearly Expenses Less Appropriations	1,624,186.24
Number of Years of Average Expenditures	4.90

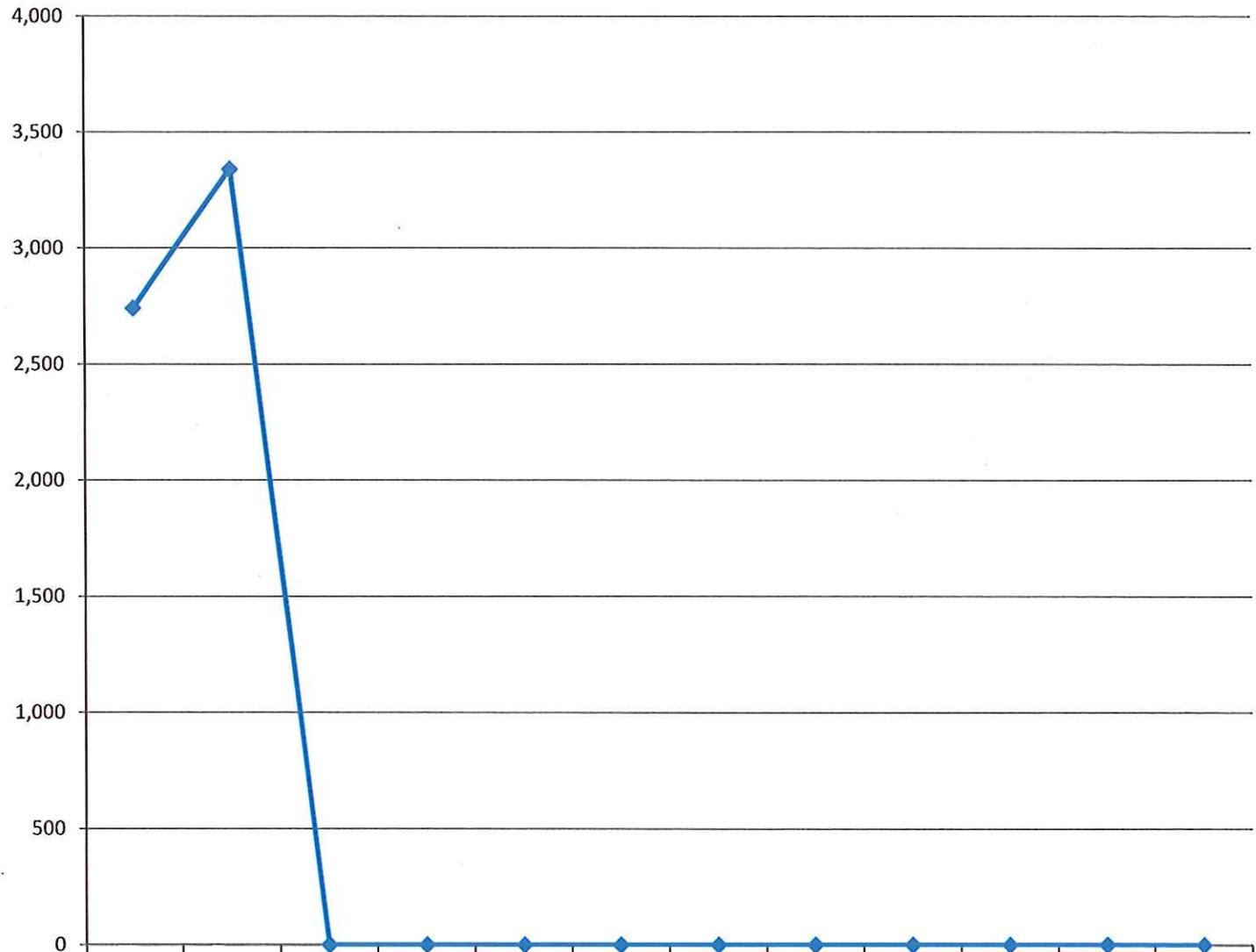
### Receipts July 2016-June 2017



	July 16	Aug 16	Sept 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17
Licensure Fees	166,086.	216,452.										-
DCI Check Fee	36,325.0	43,743.0										-

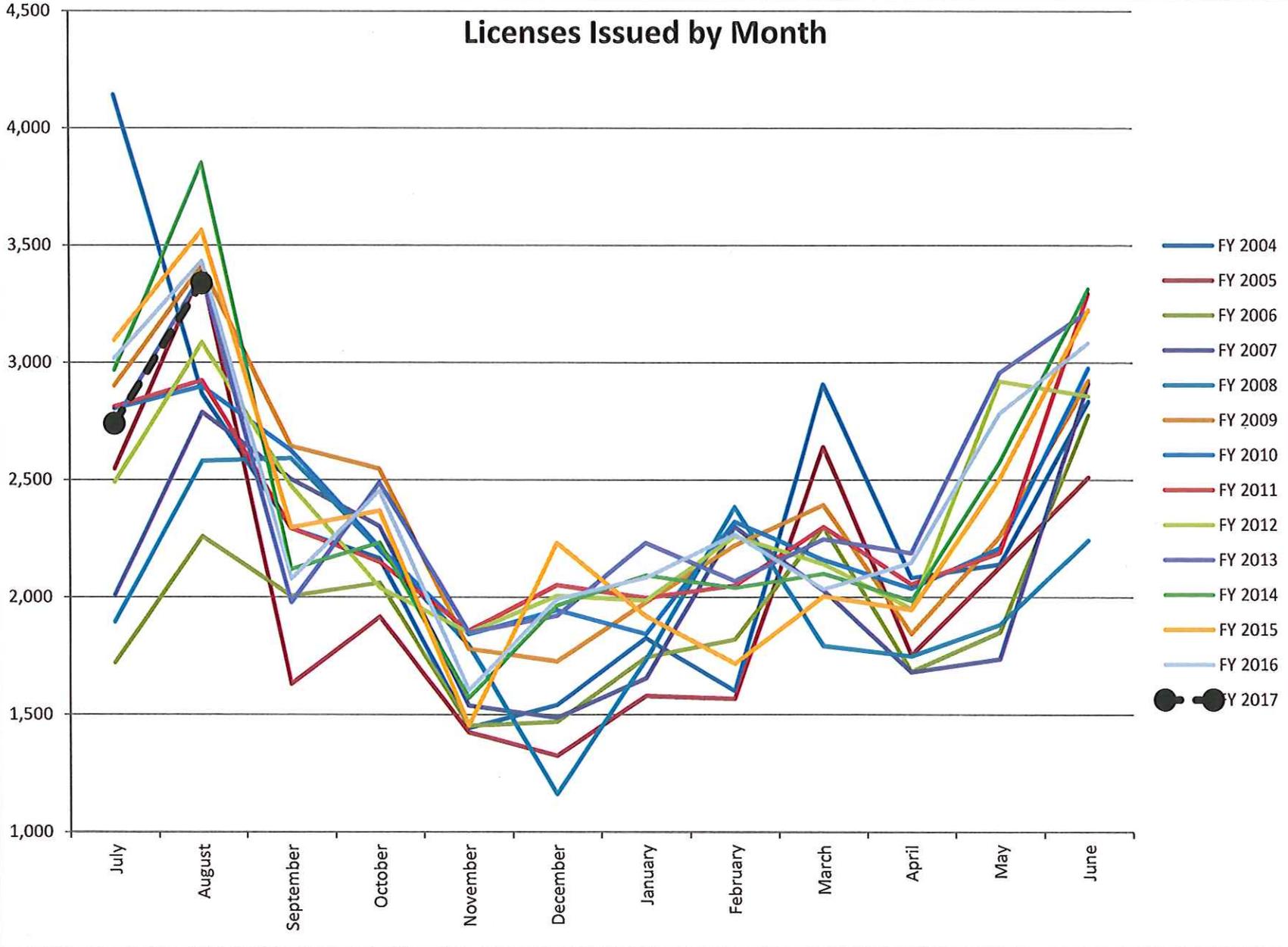


### Total # Licenses Issued FY17



Toal # Transactions Processed	2,740	3,339												
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### Licenses Issued by Month



Board of Education Examiners SFY 16 Financial Reporting by Orgn/Month

FY 17 Balance Sheet / Cashflow Chart

Licensure Fees (orgn 9397)	July 16	Aug 16	Sept 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jun+30	Jun+60	Total
<b>Receipts</b>															
Brought Fwd from 16	100,000.00	493,216.76	-	-	-	-	-	-	-	-	-	-	-	-	593,217
Carry Fwd to 18	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
234 Gov Transfer in Other Agcy	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
401 Licensure Fees	166,086.75	216,452.25	-	-	-	-	-	-	-	-	-	-	-	-	382,539
704 DCI Check Fee	36,325.00	43,743.00	-	-	-	-	-	-	-	-	-	-	-	-	80,068
BoEE Total Receipts	302,411.75	753,412.01	-	-	-	-	-	-	-	-	-	-	-	-	462,607
<b>Expenditures</b>															
401 Licensure Fees (GenFund)	54,302.25	70,641.75	-	-	-	-	-	-	-	-	-	-	-	-	124,944
101 Personal Services	48,538.23	176,709.60	-	-	-	-	-	-	-	-	-	-	-	-	225,248
202 In-State Travel	-	3,669.39	-	-	-	-	-	-	-	-	-	-	-	-	3,669
203 Assigned Vehicle	-	110.15	-	-	-	-	-	-	-	-	-	-	-	-	110
204 Vehicle Depreciation	-	160.00	-	-	-	-	-	-	-	-	-	-	-	-	160
205 Out-of-State Travel	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
301 Office Supplies	4,750.82	159.87	-	-	-	-	-	-	-	-	-	-	-	-	4,911
309 Printing & Binding	-	56.00	-	-	-	-	-	-	-	-	-	-	-	-	56
313 Postage	-	1,076.73	-	-	-	-	-	-	-	-	-	-	-	-	1,077
401 Communications	-	1,004.95	-	-	-	-	-	-	-	-	-	-	-	-	1,005
402 Rentals	1,515.00	696.24	-	-	-	-	-	-	-	-	-	-	-	-	2,211
405 Professional Services	-	49,218.90	-	-	-	-	-	-	-	-	-	-	-	-	49,219
406 Outside Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
407 Intra-State Transfers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
408 Advertising	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
409 Outside Repairs/Services	-	17.34	-	-	-	-	-	-	-	-	-	-	-	-	17
414 Other Agency Reimb	-	15,682.75	-	-	-	-	-	-	-	-	-	-	-	-	15,683
416 ITE Reimbursement	-	1,402.39	-	-	-	-	-	-	-	-	-	-	-	-	1,402
418 IT Contracted Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
432 Gov Trfr Attorney Gen	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
433 Gov Trfr Auditor	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
434 Gov Trfr Other Agencies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
502 Office Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
503 Equipment Non-Inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
510 IT Equipment & Software	141.41	53.20	-	-	-	-	-	-	-	-	-	-	-	-	195
602 SWICAP/Other Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	54,945.46	250,017.51	-	-	-	-	-	-	-	-	-	-	-	-	304,963
Excess (Deficiency) of Revenue over Expenditures	147,466.29	10,177.74	-	-	-	-	-	-	-	-	-	-	-	-	157,644
Beginning Cash Balance	-	740,683.05	750,860.79	750,860.79	750,860.79	750,860.79	750,860.79	750,860.79	750,860.79	750,860.79	750,860.79	750,860.79	750,860.79	-	-
Ending Cash Balance	247,466.29	750,860.79	750,860.79	750,860.79	750,860.79	750,860.79	750,860.79	750,860.79	750,860.79	750,860.79	750,860.79	750,860.79	750,860.79	-	157,644

June +30 expenses are anticipated expenses

Licensure Fee Receipts by Accounting Source and Month SFY 14

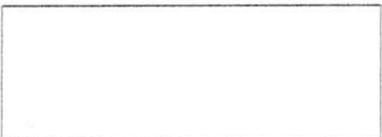
Acct	Class	Description	July 16	Aug 16	Sept 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jun+30	Jun+60	Total
		Brought Fwd not included															
I54	234	Licensure Fees % - Other Agcy	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
I54	401	Licensure Fees %	166,086.75	216,452.25	-	-	-	-	-	-	-	-	-	-	-	-	382,539.00
I54	704	DCI Check Fee	36,325.00	43,743.00	-	-	-	-	-	-	-	-	-	-	-	-	80,068.00
Gen Fund	234	Licensure Fees % - Other Agcy	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Gen Fund	401	Licensure Fees	54,302.25	70,641.75	-	-	-	-	-	-	-	-	-	-	-	-	124,944.00
		Net Receipts	<u>256,714.00</u>	<u>330,837.00</u>	-	-	-	-	-	-	-	-	-	-	-	-	<u>587,551.00</u>
0914	401	Refunds	-	613.00													613.00

**Number of Licenses Issued by Month**

	July	August	September	October	November	December	January	February	March	April	May	June	Total number of Licenses Issued
FY 2017	2740	3,339											
Running Total	2740	6,079											
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	3,082	28,970
Running Total	3,017	6,449	8,527	10,981	12,584	14,575	16,657	18,924	20,958	23,105	25,888	28,970	
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	
FY 2008 Actual	1,895	2,580	2,592	2,199	1,795	1,161	1,733	2,384	1,792	1,748	1,883	2,242	27,344
Running Total	1,895	4,475	7,067	9,266	11,061	12,222	13,955	16,339	18,131	19,879	21,762	24,004	
FY 2007 Actual	2,008	2,788	2,503	2,302	1,538	1,486	1,654	2,300	2,028	1,680	1,736	2,910	26,747
Running Total	2,008	4,796	7,299	9,601	11,139	12,625	14,279	16,579	18,607	20,287	22,023	24,933	
FY 2006 Actual	1,722	2,259	2,005	2,062	1,452	1,469	1,744	1,820	2,299	1,683	1,851	2,776	23,142
Running Total	1,722	3,981	5,986	8,048	9,500	10,969	12,713	14,533	16,832	18,515	20,366	23,142	
FY 2005	2,547	3,394	1,631	1,916	1,423	1,324	1,579	1,567	2,640	1,753	2,130	2,511	24,415
Running Total	2,547	5,941	7,572	9,488	10,911	12,235	13,814	15,381	18,021	19,774	21,904	24,415	
FY 2004	4,142	2,867	2,293	2,164	1,443	1,541	1,825	1,600	2,906	2,082	2,141	2,834	27,838
Running Total	4,142	7,009	9,302	11,466	12,909	14,450	16,275	17,875	20,781	22,863	25,004	27,838	
Proj FY145for Budget	2,489	3,057	2,287	2,215	1,696	1,705	1,884	2,103	2,210	1,892	2,271	2,902	27,281
Running Total	2,489	5,546	7,833	10,048	11,743	13,448	15,332	17,435	19,644	21,537	23,808	26,710	

**Obligations vs. Budget Report**  
Budget Fiscal Year: 2017

	Total Obligations FY-To-Date	SY 17 Spending Plan	Budget Balance	Percent of Budget Received /Spent
<b>Resources:</b>				
Balance Forward	\$ 100,000	\$ 593,216		
Receipts				
Salary adj				
401 Fees, Lic. & Permits	\$ 382,539	\$ 2,216,828		\$ 13,040,165
704 Other	\$ 80,068	\$ 364,418		
<b>Total Resources:</b>	<b>\$ 562,607</b>	<b>\$ 3,174,462</b>	<b>\$ 2,711,855</b>	<b>14.57%</b>
<i>(Total Revenue)</i>	<u><u>\$ 462,607</u></u>			
<b>Expenditures:</b>				
101 Personal Services	\$ 225,248	\$ 1,434,838	\$ 1,209,590	15.70%
202 In-State Travel	\$ 3,669	\$ 15,000	\$ 11,331	24.46%
203 Assigned Vehicle	\$ 110	\$ 9,000	\$ 8,890	1.22%
204 Vehicle Depreciation	\$ 160	\$ 1,920	\$ 1,760	8.33%
205 Out-of-State Travel	\$ -	\$ 10,000	\$ 10,000	0.00%
301 Office supplies	\$ 4,911	\$ 12,000	\$ 7,089	40.92%
309 Printing & Binding	\$ 56	\$ 5,000	\$ 4,944	1.12%
313 Postage	\$ 1,077	\$ 9,500	\$ 8,423	11.33%
401 ICN/Communications	\$ 1,005	\$ 15,000	\$ 13,995	6.70%
402 Rentals	\$ 2,211	\$ 3,000	\$ 789	73.71%
405 Professional Services	\$ 49,219	\$ 15,000	\$ (34,219)	328.13%
406 Outside Services	\$ -	\$ 5,000	\$ 5,000	0.00%
407 Trans to Other agency	\$ -	\$ -	\$ -	#DIV/0!
408 Advertising	\$ -	\$ 2,000	\$ 2,000	0.00%
409 Outside Repairs/Ser	\$ 17	\$ 4,000	\$ 3,983	0.43%
414 Other Agency Reimb	\$ 15,683	\$ 24,000	\$ 8,317	65.34%
416 ITD Reimbursement	\$ 1,402	\$ 28,000	\$ 26,598	5.01%
418 IT Contracted services	\$ -	\$ 97,760	\$ 97,760	0.00%
432 Gov Transfer AG	\$ -	\$ 41,000	\$ 41,000	0.00%
433 Gov Transfer Auditor	\$ -	\$ 8,000	\$ 8,000	0.00%
434 Gov Trans Other Agency	\$ -	\$ 325,000	\$ 325,000	0.00%
502 Equipment Inventory	\$ -	\$ 2,500	\$ 2,500	0.00%
503 Equipment Non-Inven	\$ -	\$ 3,100	\$ 3,100	0.00%
510 IT Equipment	\$ 195	\$ 30,000	\$ 29,805	0.65%
602 SWICAP	\$ -	\$ 8,000	\$ 8,000	0.00%
705 Refunds	\$ 613	\$ 12,000	\$ 11,387	5.11%
<b>Carryover</b>		\$ -		
<b>Expenditure Subtotal</b>	<b>\$ 305,576</b>	<b>\$ 2,120,618</b>	<b>\$ 1,815,042</b>	<b>14.41%</b>
<b>Revenue Less Expenditures</b>	<u><u>\$ 157,031</u></u>			



FY 2017 Actual Number of Transactions Processed per Month

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Issued
Frontline													
SBO Processing fee	4	2											
Paraeducator Processing Fee	37	29											
SPR Processing fee	20	6											
BWD Authorization Processing Fee	0	4											
School Nurse SPR Processing Fee	5	4											
Coaching Authorization Processing Fee	172	203											
Substitute Authorization Processing Fee	61	138											
AD Authorization Processing Fee	1	1											
Intern Processing Fee	1	6											
SAM Processing Fee	1	7											
Native Speaker Processing fee	0	2											
License Processing Fee	87	71											
Class B Admin Processing Fee	4	5											
C and T Processing Fee	0	3											
Executive Director Decision Processing Fee	42	63											
Class B Processing Fee	122	238											
Class G Processing Fee	2	8											
Admin Processing Fee	6	8											
PSL Processing Fee	6	2											
Substitute License Processing fee	79	114											
Sub License Out of State Processing fee	13	24											
School Pay Intern Processing Fee	1	0											
Prof Adm - Online	9	11											20
Duplicate Lic - Online	17	48											65
Master Ed - Online	161	169											330
Prof Service License	8	5											13
Standard Lic - Online	242	252											494
Initial	145	140											285
Extend Initial	14	22											36
Standard	406	386											792
Master Educator	184	186											370
Professional Administrator	0	1											1
Coaching Authorization	181	267											448
Substitute	62	101											163
Substitute Authorization	31	53											84
Endorsement	151	280											431
Duplicate	22	24											46
Tx Evaluation	65	82											147
Out of State Teacher or Administrator	20	10											30
Out of Country	0	0											0
Behind the Wheel Driving Instructor	10	8											18
Class A	60	103											163
Executive Director Decision License	18	9											27
Class B	67	30											97
Class E	20	40											60
Class G	3	1											4
Authorization Extension	1	0											1
Coaching Authorization Extension	4	12											16
Evaluator License	2	2											4
Renew Evaluator License	0	1											1
Initial Administrator License	20	19											39
Extend Initial Administrator	2	0											2
Renew Initial Administrator	3	7											10
Convert Initial Administrator	4	10											14
Renew Professional Administrator	15	20											35
Extend Professional Administrator	2	4											6
Administrator Exchange	3	0											3
Extend Administrator Exchange	0	0											0
Convert Administrator Exchange	3	2											5
Class B Administrator	5	0											5
Add Endorsement to Admin	0	0											0
CTE Authorization	7	1											8
Initial CTE Authorization	1	0											1
Paraeducator	45	40											85
Paraeducator Add Concentration	9	8											17
Orientation and Mobility Specialist License	0	0											0
Statement of Professional Recognition SPR	16	10											26

Frontline	FY 2017 Actual Revenue for each Transaction Processed												Total Rev
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
SBO Processing fee	\$ 340.00	\$ 170.00											
Paraprofessor Processing Fee	\$ 1,450.00	\$ 1,145.00											
SPR Processing Fee	\$ 1,700.00	\$ 510.00											
BVD Authorization Processing Fee	\$ -	\$ 160.00											
School Nurse SPR Processing Fee	\$ 425.00	\$ 340.00											
Coaching Authorization Processing Fee	\$ 14,630.00	\$ 17,255.00											
Substitute Authorization Processing Fee	\$ 5,100.00	\$ 11,730.00											
AD Authorization Processing Fee	\$ 85.00	\$ 85.00											
Intern Processing Fee	\$ 85.00	\$ 510.00											
SAM Processing Fee	\$ 85.00	\$ 595.00											
Native Speaker Processing fee	\$ -	\$ 170.00											
License Processing Fee	\$ 7,395.00	\$ 6,035.00											
Class B Admin Processing Fee	\$ 340.00	\$ 425.00											
Q and T Processing Fee	\$ -	\$ 255.00											
Executive Director Decision Processing Fee	\$ 3,570.00	\$ 5,355.00											
Class B Processing Fee	\$ 10,370.00	\$ 20,145.00											
Class C Processing Fee	\$ 170.00	\$ 650.00											
Admin Processing Fee	\$ 510.00	\$ 450.00											
PSL Processing Fee	\$ 510.00	\$ 170.00											
Substitute License Processing fee	\$ 6,715.00	\$ 9,690.00											
Sub License Out of State Processing fee	\$ 1,105.00	\$ 2,040.00											
School Pkry Intern Processing Fee	\$ -	\$ 85.00											
Prof Adm - Online	\$ 501.00	\$ 978.00											\$ 1,780
Duplicate Lic - Online	\$ 308.00	\$ 864.00											\$ 1,170
Life Fees - online	\$ 775.00	\$ 1,450.00											\$ 2,225
Master Ed - Online	\$ 14,929.00	\$ 15,041.00											\$ 29,970
Prof Service License	\$ 712.00	\$ 445.00											\$ 1,157
Standard Lic - Online	\$ 21,538.00	\$ 22,428.00											\$ 43,966
Background	\$ 9,675.00	\$ 8,250.00											\$ 17,925
Background - Renewal	\$ 1,012.00	\$ 1,149.00											\$ 2,161
Initial	\$ 12,325.00	\$ 11,883.00											\$ 24,208
Extend Initial	\$ 350.00	\$ 550.00											\$ 900
Standard	\$ 34,510.00	\$ 32,830.00											\$ 67,340
Master Educator	\$ 15,643.00	\$ 15,810.00											\$ 31,453
Professional Administrator	\$ -	\$ 85.00											\$ 85
Coaching Authorization	\$ 15,580.00	\$ 22,730.00											\$ 38,310
Substitute	\$ 5,270.00	\$ 8,555.00											\$ 13,825
Substitute Authorization	\$ 2,635.00	\$ 4,505.00											\$ 7,140
Endorsement	\$ 7,550.00	\$ 14,000.00											\$ 21,550
Duplicate	\$ 330.00	\$ 380.00											\$ 690
Tr Evaluation	\$ 3,500.00	\$ 5,520.00											\$ 9,420
Life Payment	\$ 2,189.00	\$ 4,718.00											\$ 6,907
Out of State Teacher or Administrator	\$ 1,700.00	\$ 850.00											\$ 2,550
Out of Country	\$ -	\$ -											\$ -
Behind the Wheel Driving Instructor	\$ 400.00	\$ 320.00											\$ 720
Class A	\$ 5,125.00	\$ 8,755.00											\$ 13,880
Executive Director Decision License	\$ 1,530.00	\$ 765.00											\$ 2,295
Class B	\$ 5,695.00	\$ 2,550.00											\$ 8,245
Class E	\$ 2,927.00	\$ 5,959.00											\$ 8,886
Class G	\$ 255.00	\$ 85.00											\$ 340
Authorization Extension	\$ 85.00	\$ -											\$ 85
Coaching Authorization Extension	\$ 160.00	\$ 430.00											\$ 643
Evaluator License	\$ 170.00	\$ 170.00											\$ 340
Renew Evaluator License	\$ -	\$ 85.00											\$ 85
Initial Administrator License	\$ 1,700.00	\$ 1,615.00											\$ 3,315
Extend Initial Administrator	\$ 170.00	\$ -											\$ 170
Renew Initial Administrator	\$ 255.00	\$ 595.00											\$ 850
Convert Initial Administrator	\$ 340.00	\$ 850.00											\$ 1,190
Renew Professional Administrator	\$ 1,275.00	\$ 1,700.00											\$ 2,975
Extend Professional Administrator	\$ 170.00	\$ 340.00											\$ 510
Administrator Exchange	\$ 255.00	\$ -											\$ 255
Extend Administrator Exchange	\$ -	\$ -											\$ -
Convert Administrator Exchange	\$ 255.00	\$ 170.00											\$ 425
Class B Administrator	\$ 425.00	\$ -											\$ 425
Add Endorsement to Admin	\$ -	\$ -											\$ -
CTE Authorization	\$ 595.00	\$ 85.00											\$ 680
Initial CTE Authorization	\$ 55.00	\$ -											\$ 55
Paraprofessor	\$ 1,800.00	\$ 1,596.00											\$ 3,396
Paraprofessor Add Concentration Orientation and Mobility Specialist	\$ 225.00	\$ 200.00											\$ 425.00
License	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 372,358
Statement of Professional Recognition SPR	\$ 1,360.00	\$ 850.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,068
Teacher Intern License	\$ 765.00	\$ 255.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 264,234
Initial Professional Service License	\$ 765.00	\$ 340.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 88,078
Professional Service License	\$ 1,275.00	\$ 1,155.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 352,313
PSL - Class A	\$ 340.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## **ADOPTION MEMO**

**Date: October 7, 2016**

**To: Board Members**

**From: Dr. Ann Lebo, Executive Director**

**RE: Amend IAC 282 Chapters 13 and 22**

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### **EDUCATIONAL EXAMINERS BOARD[282]**

#### **Adopted and Filed**

Pursuant to the authority of Iowa Code section 272.2(1)"a", the Board of Educational Examiners hereby gives Notice of Intended Action to amend Chapter 13, "Issuance of Teacher Licenses and Endorsements", and Chapter 22, "Authorizations", Iowa Administrative Code.

The proposed amendments reflect the requirement for the board to adopt rules as a result of recent legislative changes to Iowa Code section 272.31. Language has been added to allow for the issuance of a transitional coaching authorization. The Board has also added language requiring coaches to obtain certified CPR training.

The proposed changes were published in the August 31, 2016 edition of the Iowa Administrative Bulletin as ARC 2690C. A public hearing was held on September 21, 2016. No one attended the public hearing. The board received three supportive written comments from the American Heart Association, the Iowa Medical Society, and the Iowa Athletic Trainers' Society. The amendments are identical to those published under Notice of Intended Action.

The amendments regarding CPR certification are subject to waiver pursuant to 282—Chapter 6. The amendments regarding the transitional coaching authorization are not subject to waiver, as they are required by statute.

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

These amendments are intended to implement Iowa Code sections 272.2(1)"a" and 272.31 2016 Iowa Acts, House File 228.

These amendments will become effective December 14, 2016.

The following amendments are adopted.

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

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

*a. No change.*

*b. Program requirements.*

(1)-(4) no change.

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

(6) Successful completion of CPR training as verified by a current certificate.

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

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

**22.1(1)** No change.

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

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

(1)-(6) *no change.*

(7) Successful completion of CPR training as verified by a current certificate.

*b. and c.* No change.

**22.1(3)** No change.

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

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

(1)-(3) No change.

(4) Successfully complete CPR training as verified by a current certificate. This certification may be used for a maximum of one planned activity/course required in 22.1(4)"a"(1).

*b.* No change.

**22.1 (5)-(6)** No change.

**22.1(7) Transitional coaching authorization.**

*a. Application process.* Any person interested in the transitional coaching authorization shall submit a complete application verifying the requirements listed below. Application materials are available from the board of educational examiners online at <http://www.boee.iowa.gov/>.

*b. Requirements.* Applicants for the transitional coaching authorization shall have completed each of the following requirements:

(1) verification that the applicant has not completed the coursework required for a coaching authorization.

(2) verification of an offer of a coaching position by a school or a consortium of schools that will additionally verify that:

a. no fully authorized coaching candidates were found after a diligent search,  
b. the transitional coach will supervised by a licensed athletic director, administrator, or other practitioner serving in a supervisory role during the first two weeks of employment, and  
c. the supervisor will evaluate the performance of the transitional coach using an evaluation form available on the school's website.

(3) successful completion of an approved shortened course of training related to the code of professional rights and responsibilities, practices, and ethics specifically developed for transitional coaches.

(4) successful completion of an approved child and dependent adult abuse mandatory reporter training course.

(5) successful completion of a nationally recognized concussion in youth sports training course.

(6) verification that the applicant has attained a minimum age of 21 years.

(7) verification of completion of the background check requirements set forth in rule 282—13.1(272).

c. *Validity.* The transitional coaching authorization shall be valid for no more than one year and shall be valid only in the school or consortium of schools making the offer of the coaching position.

d. *Renewal.* The transitional coaching authorization is non-renewable.

e. *Revocation and suspension.* Criteria of professional practice and rules of the board of educational examiners shall apply to holders of a transitional coaching authorization. An ethics

complaint may be filed if a practitioner begins coaching a sport without current concussion training.

AL/jt

**EDUCATIONAL EXAMINERS BOARD[282]**

**Notice of Intended Action**

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

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

Pursuant to the authority of Iowa Code section 272.2(1)“a,” the Board of Educational Examiners hereby gives Notice of Intended Action to amend Chapter 13, “Issuance of Teacher Licenses and Endorsements,” and Chapter 22, “Authorizations,” Iowa Administrative Code.

The proposed amendments reflect the requirement for the Board to adopt rules as a result of recent legislative changes to Iowa Code section 272.31. Language has been added to allow for issuance of a transitional coaching authorization. The Board has also added language requiring coaches to obtain certified CPR training.

Any interested person may make written comments or suggestions on the proposed amendments before 4 p.m. on Friday, September 23, 2016. Written comments and suggestions should be addressed to Kim Cunningham, Board Secretary, Board of Educational Examiners, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa 50319; or sent by e-mail to [kim.cunningham@iowa.gov](mailto:kim.cunningham@iowa.gov); or by fax to (515)281-7669.

Any interested party or persons may present their views either orally or in writing at the public hearing that will be held Wednesday, September 21, 2016, at 1 p.m. in Room 3 Southwest, Third Floor, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa.

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

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

These amendments regarding CPR certification are subject to waiver pursuant to 282—Chapter 6. The amendments regarding the transitional coaching authorization are not subject to waiver, as they are required by statute.

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

These amendments are intended to implement Iowa Code sections 272.2(1)“a” and 272.31 as amended by 2016 Iowa Acts, House File 228.

The following amendments are proposed.

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

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

a. No change.

b. *Program requirements.*

(1) to (4) No change.

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

(6) A current certificate of CPR training.

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

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

**22.1(1)** No change.

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

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

(1) to (6) No change.

(7) Successful completion of CPR training as verified by a current certificate.

*b. and c.* No change.

**22.1(3)** No change.

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

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

(1) to (3) No change.

(4) Provide a current certificate of CPR training.

*b.* No change.

**22.1(5) and 22.1(6)** No change.

**22.1(7) Transitional coaching authorization.**

*a. Application process.* Any person interested in the transitional coaching authorization shall submit a complete application verifying the requirements listed below. Application materials are available from the board of educational examiners online at <http://www.boee.iowa.gov/>.

*b. Requirements.* Applicants for the transitional coaching authorization shall have completed each of the following requirements:

(1) Verification that the applicant has not completed the coursework required for a coaching authorization.

(2) Verification of an offer of a coaching position by a school or a consortium of schools that will additionally verify that:

1. No fully authorized coaching candidates were found after a diligent search,

2. The transitional coach will be supervised by a licensed athletic director, administrator, or other practitioner serving in a supervisory role during the first two weeks of employment, and

3. The supervisor will evaluate the performance of the transitional coach using an evaluation form available on the school's Web site.

(3) Successful completion of an approved shortened course of training related to the code of professional rights and responsibilities, practices, and ethics specifically developed for transitional coaches.

(4) Successful completion of an approved child and dependent adult abuse mandatory reporter training course.

(5) Successful completion of a nationally recognized concussion in youth sports training course.

(6) Verification that the applicant has attained a minimum age of 21 years.

(7) Verification of completion of the background check requirements set forth in rule 282—13.1(272).

*c. Validity.* The transitional coaching authorization shall be valid for no more than one year and shall be valid only in the school or consortium of schools making the offer of the coaching position.

*d. Renewal.* The transitional coaching authorization is nonrenewable.

*e. Revocation and suspension.* Criteria of professional practice and rules of the board of educational examiners shall apply to holders of a transitional coaching authorization. An ethics complaint may be filed if a practitioner begins coaching a sport without current concussion training.

Cunningham, Kim [BOEE]

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**From:** Tibben, Dennis <dtibben@iowamedical.org>  
**Sent:** Monday, September 19, 2016 10:26 AM  
**To:** Cunningham, Kim [BOEE]  
**Subject:** ARC 2690C Coaching – Transitional Authorization, Certificate of CPR Training  
**Attachments:** IMS Comments - ARC 2690C Coaching CPR Certification.pdf

Kim,

Attached, please find comments from the Iowa Medical Society re: ARC 2690C Coaching – Transitional Authorization, Certificate of CPR Training. Please let me know if you have trouble accessing the file.

Thank you!

**Dennis Tibben**

Director of Government Affairs

Iowa Medical Society

515 E. Locust, Suite 400

Des Moines, IA 50309

Direct: 515.421.4779

Cell: 712.249.4116

Fax: 515.223.0590

Email: [dtibben@iowamedical.org](mailto:dtibben@iowamedical.org)

Online at **IMS**     

Core Purpose: To assure the highest quality health care in Iowa through our role as physician and patient advocate.

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Des Moines, IA 50309  
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September 19, 2016

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Kim Cunningham, Board Secretary  
Board of Educational Examiners  
Grimes State Office Building  
Des Moines, Iowa 50309  
Via email: kim.cunningham@iowa.gov

RE: Notice of Intended Action ARC 2690C Coaching – Transitional Authorization, Certificate of CPR Training

Dear Ms. Cunningham:

On behalf of the more than 6,400 physician, resident, and medical student members of the Iowa Medical Society (IMS), thank you for this opportunity to comment on the Iowa Board of Educational Examiners' (BOEE) noticed rules requiring individuals with a coaching endorsement or authorization to maintain current certification in cardiopulmonary resuscitation (CPR) training. The core purpose of the Iowa Medical Society is to assure the highest quality health care in Iowa through our role as physician and patient advocate. It is through this lens that IMS approaches public policy development.

IMS supports the noticed rule changes and applauds the BOEE's swift action to enact meaningful protections for the health and well-being of Iowa's student athletes. While student athlete collapse is rare, it can be a catastrophic occurrence. A coach with proper CPR training can make a significant difference, rendering appropriate aid until emergency medical professionals arrive. As you know, every graduating senior in the state of Iowa since 2012 has been required to receive CPR training prior to graduation. IMS strongly supported the enactment of this requirement and believes that these existing high school training programs will easily allow those coaches who do not already possess a current CPR certification to quickly come in compliance with this new requirement.

We thank the BOEE staff for the collaborative manner in which they approached development of these noticed rules. IMS looks forward to continued collaboration with the BOEE as we pursue future public policy measures that will help keep Iowa's youth safe and healthy.

Sincerely,

Clare M. Kelly  
Executive Vice President & CEO

Cunningham, Kim [BOEE]

---

**From:** Dustin Briggs <dustinb@kineticedgept.com>  
**Sent:** Wednesday, September 21, 2016 11:16 AM  
**To:** Cunningham, Kim [BOEE]  
**Cc:** Frank Neu; Floy, Brad W; Doug Struyk; James Carney; Shannon Henson  
**Subject:** Letter of Support for Administrative Rule Change 2690C  
**Attachments:** CPR letter.pdf

Miss Cunningham,

Attached you will find a letter of support for the 1pm meeting today regarding Administrative Rule Change 2690C from the Iowa Athletic Trainers' Society. Thank you for your time.

Sincerely,  
Dustin Briggs



**Dustin Briggs, MS, ATC, LAT, CSCS, NRAEMT**  
Health and Injury Management & Prevention Coordinator  
P: (866) 588-0230  
[www.KineticEdgePT.com](http://www.KineticEdgePT.com)

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To: Present parties in Grimes State Office Building Room 3 SW on September 21, 2016 at 1pm

Re: Public Hearing on amending rules regarding CPR certification for coaches

From: Dustin Briggs, Past President of the Iowa Athletic Trainers' Society

Date: 9/15/16

The Iowa Athletic Trainers' Society (IATS) has worked alongside other organizations including the Iowa Medical Society, Iowa High School Athletic Association, and Iowa Girls High School Athletic Union to increase safety and wellness of student athletes across Iowa. We as an executive committee of the IATS, ardently support the proposed rule change for coaching authorizations and coaching endorsements to become CPR and AED certified.

Currently there are 25 states where similar laws and rules have taken effect already and makes sense as high school students in the state of Iowa must go through a recognized CPR course prior to graduation in Iowa. With fewer than 16% of high schools having a full time athletic trainer on site to provide emergency care and school nurses only available during regular school hours this is a huge step in promoting a safer environment for all of our students in Iowa.

In the last year and half Iowa has seen two student athletes die during athletic participation both at practice and at games and two student athletes have also been saved by quick action by CPR trained licensed health care providers. This rule change can have lasting impacts on saving lives and increasing needed protection of one of our most precious resources, our young students in this state.

Again the IATS, supports the proposed rule change for requiring CPR and AED certification for all state of Iowa High School Coaches.

Sincerely,

A handwritten signature in cursive script that reads "Dustin Briggs".

Dustin Briggs, MS, ATC, LAT, CSCS, AEMT  
Past President of the Iowa Athletic Trainers' Society

Cunningham, Kim [BOEE]

---

**From:** Stacy Frelund <Stacy.Frelund@heart.org>  
**Sent:** Friday, September 23, 2016 2:55 PM  
**To:** Cunningham, Kim [BOEE]  
**Subject:** CPR Rule Change for Coaches  
**Attachments:** CPR for coaches 2016 Rule (002).docx

Kim,

Attached is a letter of support from the American Heart Association on requiring CPR training for coaches in Iowa. Thanks so much for your work on this.

Stacy Frelund, MPP  
Government Relations Director- Iowa  
**American Heart Association, Midwest Affiliate**  
5000 Westown Parkway, Suite. 340, West Des Moines, Iowa 50266  
Phone [\(515\) 414-3207](tel:5154143207)  
Cell [\(515\) 401-7582](tel:5154017582)  
[Stacy.frelund@heart.org](mailto:Stacy.frelund@heart.org)

Giggling with my girls is why



**American Heart Association** | **American Stroke Association**

life is why™



Kim Cunningham  
Board Secretary  
Board of Educational Examiners  
Grimes State Office Building  
East 14th Street and Grand Avenue  
Des Moines, Iowa 50319

Kim,

The American Heart Association is submitting this letter of support to the Board of Education Examiners for the inclusion of the requirement of CPR training for coaches in Iowa in the Chapter 13, "Issuance of Teacher Licenses and Endorsements," and Chapter 22, "Authorizations," Iowa Administrative Code. This CPR requirement for coaches is a tool that will help them be prepared for emergency situations.

Sudden cardiac arrest can happen to anyone at any time. Many victims appear healthy with no known heart disease or other risk factors. Brain death and permanent death start to occur in just 4 to 6 minutes after someone experiences cardiac arrest.

300,000 people suffer out-of-hospital cardiac arrests each year in the U.S. This is why it is critically important to have more lowans trained to conduct CPR the minutes before an ambulance arrives.

We have heard many stories where a bystander does not know what to do when someone goes down with a cardiac arrest. CPR helps fully prepare that bystander to act and learn what they need to save a life. Anyone can be trained to do CPR, the training is simple and easy. It allows those bystanders to feel calm and prepared in those emergency situation when we need a hero to emerge and act fast.

When it comes to saving a life, minutes are critical. The impact of this rule change will have a lasting impact on the countless lives that will be saved for generations to come. Thanks again for your work on this rule change and we look forward to hearing from you about implementation of this rule.

Sincerely,

Stacy Frelund  
Iowa Government Relations Director  
American Heart Association  
American Stroke Association

**ADOPTION MEMO**

**Date: October 7, 2016**

**To: Board Members**

**From: Dr. Ann Lebo, Executive Director**

**RE: Amend IAC 282 Chapter 13**

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**EDUCATIONAL EXAMINERS BOARD[282]**

**Adopted and Filed**

Pursuant to the authority of Iowa Code section 272.2(1)"a", the Board of Educational Examiners hereby gives Notice of Intended Action to amend Chapter 13, "Issuance of Teacher Licenses and Endorsements," Iowa Administrative Code.

The proposed amendment reflects the requirement for the board to adopt rules as a result of recent legislative changes to Iowa Code section 272.28. Language has been added to allow additional educational settings to be used as evidence of successful teaching experience required to achieve a standard teaching license.

The proposed changes were published in the August 31, 2016 edition of the Iowa Administrative Bulletin as ARC 2689C. A public hearing was held on September 21, 2016. No one attended the public hearing and no written comments were received. The amendments are identical to those published under Notice of Intended Action.

This amendment is not subject to waiver, as it is required by statute.

The Board of Educational Examiners adopted this amendment on October 7, 2016.

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

This amendment is intended to implement Iowa Code section 272.2(1)"a" and 272.28 as amended by 2016 Iowa Acts, Senate File 2323.

This amendment will become effective December 14, 2016.

The following amendment is adopted.

ITEM 1. Amend rule 282—13.7(272) as follows:

**282—13.7(272) Specific requirements for a standard license.** A standard license valid for five years may be issued to an applicant who:

1. Meets the general requirements set forth in rule 282—13.5(272), and
2. Shows evidence of successful completion of a state-approved mentoring and induction program by meeting the Iowa teaching standards as determined by a comprehensive evaluation and two years' successful teaching experience within the applicant's approved endorsement area(s). In lieu of completion of an Iowa state-approved mentoring and induction program, the applicant must provide evidence of three years' successful teaching experience ~~in an Iowa nonpublic school or three years' successful teaching experience in an out-of-state K-12 educational setting.~~ within the applicant's approved endorsement area(s) at any of the following:

- An accredited nonpublic school in this state.
- A preschool program approved by the United States department of health and human services.
- Preschool programs at school districts approved to participate in the preschool program under Iowa Code chapter 256C.
- Shared visions programs receiving grants from the child development coordinating council under Iowa Code section 256A.3.
- Preschool programs receiving moneys from the school ready children grants account of the early childhood Iowa fund created in Iowa Code section 256I.11.
- An out-of-state PK-12 educational setting.

**EDUCATIONAL EXAMINERS BOARD[282]**

**Notice of Intended Action**

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

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

Pursuant to the authority of Iowa Code section 272.2(1)“a,” the Board of Educational Examiners hereby gives Notice of Intended Action to amend Chapter 13, “Issuance of Teacher Licenses and Endorsements,” Iowa Administrative Code.

The proposed amendment reflects the requirement for the Board to adopt rules as a result of recent legislative changes to Iowa Code section 272.28. Language has been added to allow additional educational settings to be used as evidence of successful teaching experience required to achieve a standard teaching license.

Any interested person may make written comments or suggestions on the proposed amendment before 4 p.m. on Friday, September 23, 2016. Written comments and suggestions should be addressed to Kim Cunningham, Board Secretary, Board of Educational Examiners, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa 50319; or sent by e-mail to [kim.cunningham@iowa.gov](mailto:kim.cunningham@iowa.gov); or by fax to (515)281-7669.

Any interested party or persons may present their views either orally or in writing at the public hearing that will be held Wednesday, September 21, 2016, at 1 p.m. in Room 3 Southwest, Third Floor, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa.

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

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

This amendment is not subject to waiver, as it is required by statute.

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

This amendment is intended to implement Iowa Code sections 272.2(1)“a” and 272.28 as amended by 2016 Iowa Acts, Senate File 2323.

The following amendment is proposed.

Amend rule 282—13.7(272) as follows:

**282—13.7(272) Specific requirements for a standard license.** A standard license valid for five years may be issued to an applicant who:

1. Meets the general requirements set forth in rule 282—13.5(272), and
2. Shows evidence of successful completion of a state-approved mentoring and induction program by meeting the Iowa teaching standards as determined by a comprehensive evaluation and two years’ successful teaching experience within the applicant’s approved endorsement area(s). In lieu of completion of an Iowa state-approved mentoring and induction program, the applicant must provide evidence of three years’ successful teaching experience ~~in an Iowa nonpublic school or three years’ successful teaching experience in an out-of-state K-12 educational setting.~~ within the applicant’s approved endorsement area(s) at any of the following:

- An accredited nonpublic school in this state.

- A preschool program approved by the United States Department of Health and Human Services.
- Preschool programs at school districts approved to participate in the preschool program under Iowa Code chapter 256C.
- Shared visions programs receiving grants from the child development coordinating council under Iowa Code section 256A.3.
- Preschool programs receiving moneys from the school ready children grants account of the early childhood Iowa fund created in Iowa Code section 256I.11.
- An out-of-state PK-12 educational setting.

## DISCUSSION MEMO

Date: October 7, 2016

To: Board Members

From: Dr. Ann Lebo, Executive Director

RE: Amend IAC 282 Chapter 13

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This updated administrative rule language reflects the following:

- adds an additional year to the regional-exchange license to allow more time for applicants to complete required coursework
- strikes language removing old language for endorsement 100 PK-3 Including Special Education
- updates the coursework and work experience requirements for the multi-occupational endorsement

### **282—13.17 (272) Specific requirements for exchange licenses.**

#### **13.17(1) Teacher exchange license.**

a. For an applicant applying under 13.5(2), a ~~one~~ **two**-year nonrenewable exchange license may be issued to the applicant under any of the following conditions:

(1)-(3) no change.

b. no change.

#### **282—13.26(3) Teacher—prekindergarten through grade three, including special education.**

**Recinded.**

**13.28(33) Multioccupations.** Completion of any 5-12 endorsement and, in addition thereto, coursework in foundations of career and technical education, **and** coordination of cooperative programs, and ~~competency-based curriculum development.~~ **work experience which meets one of the following.**

**a. Four thousand hours of career and technical experience in two or more ~~occupations~~ careers, or**

**b. One thousand hours of work experience or externships in two or more careers and two or more years of teaching experience at the PK-12 level.**

The multioccupations endorsement ~~also~~ authorizes the holder to supervise students in cooperative programs, ~~school-to-work~~ **work-based learning** programs, and similar programs in which the student is placed in school-sponsored, on-the-job situations.

## DISCUSSION MEMO

**Date:** October 7, 2016

**To:** Board Members

**From:** Dr. Ann Lebo, Executive Director

**RE:** Ethics Training as a requirement for standard licensure and professional administrator license

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One of the paramount goals of the Board is to create clear guidelines and expectations for code of conduct and ethics education for educators. This series of revised changes will allow educators to complete current and relevant training as a condition of transitioning from an initial to a standard license or authorization. Authorizations not listed below already include ethics training as a requirement. Chapter 272.2 also states that the board shall provide this training to any person who holds a license, certificate, authorization, or statement of professional recognition.

**282—13.7(272) Specific requirements for a standard license.** A standard license valid for five years may be issued to an applicant who:

1. Meets the general requirements set forth in subrule 13.5(1), and
2. Shows evidence of successful completion of a state-approved mentoring and induction program by meeting the Iowa teaching standards as determined by a comprehensive evaluation and two years' successful teaching experience. In lieu of completion of an Iowa state-approved mentoring and induction program, the applicant must provide evidence of three years' successful teaching experience in an Iowa nonpublic school or three years' successful teaching experience in an out-of-state K-12 educational setting; and
3. Provides documentation of completion of a code of professional conduct and ethics training approved by the Board of Educational Examiners. The training must be completed after the issuance of the initial license and be no more than three years old at the time of application. Approved training will consist of the following:
  - a. The Iowa Code of Professional Conduct and Ethics set forth in 282-25 (272) and the Code of Rights and Responsibilities set forth in 282-26 (272) to include any relevant legislative updates.
  - b. The Model Code of Ethics for Educators as a national framework for professional responsibility and uniform guidance, centered on the principles which define the critical dimensions of ethical practice expected of the professional educator.
  - c. Ethical best practices, educator mindfulness, self-reflection and decision-making; setting the groundwork for self-regulation and self-accountability through interactive, authentic scenarios to include determining risk.
  - d. Research-based training that consists of a minimum of four hours and which includes an approved comprehensive assessment.

**282—18.5 (272) Specific requirements for a professional administrator license.** A professional administrator license valid for five years may be issued to an applicant who does all of the following:  
**18.5(3)** Completes one year of administrative experience in an Iowa public school and completes the administrator mentoring program while holding an administrator license, or successfully completes two years of administrative experience in a nonpublic or out-of-state school setting, and provides documentation of completion of a code of professional conduct and ethics training approved by the Board of Educational Examiners. The training must be completed after the issuance of the initial license and be no more than three years old at the time of application.

**22.7(5) Specific requirements for a standard school administration manager authorization.** The initial school administration manager authorization shall be converted to the standard school administration manager authorization provided the following requirements are met.

*a. Training.*

**(1)** A school administration manager shall attend an approved training program at the onset of the individual's hire as a school administration manager. The training for school administration managers is set forth in 281—subrule 82.7(2) **and**

**(2). Complete a of a code of professional conduct and ethics training approved by the Board of Educational Examiners. The training must be completed after the issuance of the initial school administration manager authorization and be no more than three years old at the time of application.**

**27.2(2) Standard professional service license.** A standard professional service license valid for five years may be issued to an applicant who:

*a.* Completes requirements listed under 27.2(1)“*a*” to “*d*.”

*b.* Shows evidence of successful completion of a state-approved mentoring and induction program by meeting the Iowa standards as determined by a comprehensive evaluation and two years' successful service experience in an Iowa public school. In lieu of completion of an Iowa state-approved mentoring and induction program, the applicant must provide evidence of three years' successful service area experience in an Iowa nonpublic school or three years' successful service area experience in an out-of-state K-12 educational setting.

*c.* Meets the recency requirement of 282—subparagraph 13.5(2)“*b*”(4).

**d. Provides documentation of completion of a code of professional conduct and ethics training approved by the Board of Educational Examiners. The training must be completed after the issuance of the initial license and be no more than three years old at the time of application.**

/JT

## DISCUSSION MEMO

**Date:** October 7, 2016

**To:** Board Members

**From:** Dr. Ann Lebo, Executive Director

**RE:** Amend IAC 282 Chapter 24 Paraeducator preparation requirements

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The following recommendations for changes are based on a review of current national standards and expectations in the field. Changes are based on input from Iowa's paraeducator preparation programs, Iowa Department of Education staff, teachers, administrators and practicing paraeducators.

### 24.4(8)

#### *Autism Spectrum Disorder*

The paraeducator shall successfully complete the following list of competencies so that, under the direction and supervision of a qualified classroom teacher, the paraeducator will be able to:

- a. **Foundations:** Under the supervision of a licensed education professional the paraeducator will:
  1. Demonstrate an understanding of the components of education plans (IEP, BIP, FBA, 504)
  2. Identify common characteristics of students with autism spectrum disorder (communication, social, restricted interest and behavior) and how they compare to typical children.
  
- b. **Learning environment:** Under the supervision of a licensed education professional the paraeducator will:
  1. Assist in structuring the environment to meet the needs of students with autism spectrum disorder.
  2. Implement schedules and educational programs prescribed by the licensed teacher with integrity.
  
- c. **Content and instruction:** Under the supervision of a licensed education professional the paraeducator will:
  1. Implement the educational/academic/communication accommodations/adaptations/supports assigned by a teacher.
  2. Provide opportunities for students with autism spectrum disorders to initiate and respond to interaction in large and small interactions in academic settings.

3. Provide opportunities for students with autism spectrum disorders to initiate and respond and participate in interactions in large and small groups in authentic situations.
4. Gather and maintain data on student academic performance as directed by a licensed teacher.
5. Assist educational staff in developing accommodations/adaptations and self-determination skills to increase student independence.

d. Emotional and behavioral: Under the supervision of a licensed education professional the paraeducator will:

1. Understand and identify the function of a behavior (e.g. antecedents, behaviors, consequences).
2. Collect data on student behavior and related environmental stimuli, based on the concepts of antecedents, behavior and consequences.
3. Implement antecedent strategies on student behavior as defined by the licensed educator.
4. Reinforce and practice replacement behaviors, as defined by the licensed educator.
5. Responds to problem behaviors in a consistent manner as defined by the licensed educator.
6. Gather and maintain data on student social/behavioral performance as directed by a licensed teacher.

e. Professional Relationships: Under the supervision of a licensed education professional the paraeducator will:

1. Demonstrate the ability to support students with autism viewpoints/perspective and be empathetic to learning style.
2. Respond to challenging behaviors in a respectful/empathetic manner.

f. Ethical and professional practice. Under the supervision of a licensed education professional the paraeducator will,

1. Know and understand the expectations of confidentiality in regard to student information and social media usage.
2. Know and understand the legal constructs of the IEP/ IDEA etc.

Date: October 7, 2016

To: Board Members

From: Darcy Hathaway

Re: Reminders regarding petitions for waiver

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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:** Steven Robinson

**License:** Robinson is not currently licensed by the BoEE.

**Reason for Waiver:** Robinson's application for an administrator license was denied because his teacher preparation program was not regionally accredited. Therefore, he does not meet the requirement that applicants for Iowa administrative licensure must hold or be eligible to hold a teaching license. He is currently employed as an administrator at Ankeny Christian Academy. This position does not require licensure, but Robinson would like to be licensed to serve as an administrator in Iowa public schools as well.

**Rule Citation:**

282—18.4(272) General requirements for an administrator license.

18.4(1) *Eligibility for applicants who have completed a teacher preparation program.*

Applicants for the administrator license must first comply with the requirements for all Iowa practitioners set out in 282—Chapter 13.

(Chapter 13 requires completion of an approved/regionally accredited teacher preparation program.)

**Staff recommendation:** Deny the waiver

**Rationale:** The petitioner has not completed a regionally accredited teacher preparation program. Granting the waiver could set an undesirable precedent resulting in increased petitions from out-of-state teacher licensure candidates who have not completed a regionally accredited preparation program.

**Hardship:** The petition states denial would prevent Robinson from serving as an administrator in a public, accredited Iowa school.

**Prejudice to Others:** The petition argues there would be no prejudice to the rights of others as a result of granting a waiver in this case. The petition does not cite any similar waivers granted by the board in the past.

**Safety and welfare of others:** The Board must decide whether waiving the rule in question would provide substantially equal protection of public health, safety, and welfare. The petition argues public health, safety, and welfare would not be compromised.

# Summary Waiver Report



July 30, 2016

## MEMBERS OF THE BOARD

State of Iowa  
Iowa Board of Educational Examiners  
Grimes State Office Building  
400 E. 14<sup>th</sup> Street  
Des Moines, IA 50319-0146

### **Members of the Board**

**Dr. Andy R. Pattee**, Chair, Cedar Falls CSD, Superintendent  
**Dr. Anne M. Sullivan**, Vice Chair, Des Moines CSD, Administrator  
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### **Administration**

**Dr. Ann Lebo** - Executive Director

It is the policy of the Iowa Board of Educational Examiners not to discriminate on the basis of race, color, gender identity, national origin, sex, disability, religion, creed, age, sexual orientation, political party affiliation, or potential parental, family or marital status in its programs or employment practices. If you have questions or grievances related to this policy, please contact the Executive Director, Board of Educational Examiners, Grimes State Office Building, 400 E. 14th St., Des Moines, Iowa 50319-0147. Telephone: 515.281.5849

# Mission

The mission of the Iowa Board of Educational Examiners is to establish and enforce rigorous 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.

Adopted: June 2001

Reviewed: June 11, 2009

Revised: August 13, 2010

**Board of Educational Examiners [272]  
Iowa Administrative Code 282  
Petitions for Waiver 1/30/16 through 7/31/16**

<b>Rule and statute rule is intended to implement</b>	<b>Times granted/denied</b>	<b>Summary of reasons for granting or denying the waiver, comments on effect of waivers on general applicability of the rule</b>
282—13.5(1)(b), Iowa Code section 272.2(1), 256.16	Denied once	The petitioner in Waiver Request 16-07 had attended an Iowa teacher preparation program at a satellite campus in Missouri. She was unable to obtain an Iowa teaching license (required to become licensed to teach in Missouri) because she had not passed the required assessments for program completion. The board denied the request, finding it did not have authority to waive the assessment requirement, which is in statute.
282—13.5(1)(f)(272), Iowa Code section 272.2(1)	Granted once	The petitioner in Waiver Request 16-02 had completed a teacher preparation program in the state of New York. He was denied an Iowa license because he was unable to provide a recommendation for the specific license and endorsements for which he would be qualified in Iowa from the designated recommending official at his teacher preparation program. Upon further review, board staff was able to verify independently that the petitioner had completed the teacher preparation program and passed all required assessments in New York. He had attempted for several months to contact the New York State Department of Education (the designated recommending official for his alternative teacher preparation program), and had received no response.
282—22.2(272), Iowa Code section 272.2(1)	Granted once	In Waiver Requests 16-04, 16-05, 16-06, and 16-08, the board granted waivers of the requirement that an applicant for the substitute authorization (which allows for limited authority in short-term assignments only) hold a bachelor's degree from a regionally accredited institution. The petitioner in 16-04 held a bachelor's degree from a Christian college that was accredited through a religious accrediting agency. The petitioner in 16-05 did not meet the bachelor's degree requirement, but did hold a Doctor of Veterinary Science degree from Iowa State University. The petitioner in 16-06 held a bachelor's degree from an institution accredited by the Distance Education and Training Council. Finally, the petitioner in 16-08 did not meet the bachelor's degree requirement, but did hold a master's degree from a regionally accredited institution.
282—22.10(272), Iowa Code section 272.2(1)	Granted once	In Waiver Request 16-01, the board waived the requirement that an applicant for the activities administration authorization must hold a baccalaureate degree or higher in athletic administration or a related field. The petitioner had begun work as an assistant activities director in good faith, believing based on Board and Department of Education-issued guidance available at the time that he would be able to eventually serve as the primary activities director without taking additional coursework. The Board and the Department subsequently issued joint guidance clarifying the requirements for serving as an activities director. The petitioner held a bachelor's degree in communications and a master's degree in teaching. He had four years of directly relevant work experience and had also served as a high school athletic coach.

All Board orders regarding petitions for waiver are available on the Board's website at <https://www.iowaonline.state.ia.us/ppd/SearchWaivers.aspx>. Board staff can provide additional information upon request. Please contact Darcy Hathaway, attorney for the Board, at 515.242.6506 or [darcy.hathaway@iowa.gov](mailto:darcy.hathaway@iowa.gov).