



## BoEE Quarterly Newsletter – May 2016

Welcome to all of the educators who are receiving this newsletter for the first time! We hope you all find this quarterly newsletter to be a useful and valued resource.

**Please take a moment now to visit our website and update your contact information.** Go to [www.boee.iowa.gov](http://www.boee.iowa.gov) and click “update my information” in the left column.

The “Search for a license” tool is helpful to see your license type and expiration date. The FAQ page replaces the old BoEE handbook and has the most current and relevant information for educators in a user-friendly format.

## Elimination of Printed Licenses

**As of July 1, the BoEE will no longer print and mail licenses.** This is part of our transition to the online licensing system. The online version of the license is always the most accurate, as a license may have had a sanction or change since the last printed copy. Here is an example of a license that, if presented in the original hard-copy format, would appear to be valid through 2019. The online search function reveals that it has been permanently revoked.

	1/14/16: Final Order-Vol Surr-Lic permanently revoked (25.3(3)e & 25.3(3)a)	^
	11/7/14: Ltr of Reprimand (25.3(3)e)	v
License	License Suspended or Revoked	Expiration Date

Local district central office personnel records required for Iowa Department of Education accreditation should still contain a printed screen shot of the most recent licensure viewing.

## Renewal Units for Cooperating Teachers

The BoEE has approved a new renewal unit system for serving as a cooperating teacher. A maximum of two renewal units may be earned in this manner. Colleges will provide an official renewal unit certificate.

Serving as a cooperating teacher for a 14 week or more student teaching experience and completing requirements as defined by the higher education institution is worth one renewal unit.

Serving as a cooperating teacher for a 7-13 week student teaching experience and completing requirements as defined by the higher education institution is worth one-half renewal unit.

Serving as a cooperating teacher for **90 hours** of clinical experiences (pre-student teaching field experiences where the candidate is involved in the classroom beyond observation, e.g., methods, practicum or internship experiences) is worth one-half renewal unit and **180 hours** is worth one renewal unit.

## How Can I Speed Up My Application?

The BoEE understands the need for timely turnarounds when processing applications. Due to the volume of applications we receive, it is important to consider the following strategies to ensure a smooth transaction:

1. **Submit renewal applications two months prior to the expiration date.** We normally process requests much more quickly, however background checks can sometimes cause delays up to 4-6 weeks.
2. **Please follow the instructions carefully,** and submit a complete application, including official transcripts and not “certificates of completion”.
3. **We are now checking Iowa Courts Online, so be certain to disclose all convictions requested on the application form.**
4. **Resist calling our office for “status updates”.** We are happy to assist educators with questions, however each status update inquiry prevents us from processing an application request.

## Conditional Licensure

Many licensed educators are considering new assignments for the next school year; however, it is important to only work within your endorsement areas. It is sometimes possible to branch into new areas through conditional licensure.

Conditional licensure falls into two categories: Class B and Executive Director Decisions. Both applications are \$85 and will require an administrator signature. If submitted after Sept. 1, a late fee of \$25 per month will be required.

**Class B:** If the teacher has half of the credits needed for an endorsement in a shortage area or two-thirds of the credits needed in a non-shortage area, they are eligible for a two-year Class B license.

**Executive Director Decisions:** If a teacher does not have the credits necessary for a Class B license, they can apply for the Executive Director Decision. Additionally, the administrator must show that the district performed due diligence in trying to hire a fully endorsed teacher for the position. It is highly unusual to issue an Executive Director Decision license in a non-shortage area.

Administrators should report assignments accurately to the Department of Education through the annual BEDS reporting system. Sometimes an error message will occur, which is a signal that the educator may not be properly licensed for the assignment. This is a great opportunity to call the BoEE to talk about conditional licensure—we are here to help!

## Hiring Recent Graduates

Iowa now requires passing test scores on two Praxis II exams or edTPA before candidates are eligible for licensure beginning with graduates after January 1, 2013. Candidates must pass a pedagogy exam and a content exam. **No temporary or provisional licensure will be issued without passing test scores.** The candidates must pass the approved chosen Iowa assessments using Iowa's cut scores.

If candidates already have an Iowa teaching license, you can be assured that they have met the testing requirements. You may search for a candidate's license by using the [search function](#) on our website. **Districts should use this function for all new hires to verify licensure, endorsements, and that no disciplinary action is currently in force against a license, such as a suspension or revocation.**

## A Note from the Executive Director - Duane Magee

June 30 will mark my last day with the BoEE, as I have accepted a position as superintendent in the Norwalk school district. The past four years have been an amazing experience for me and a wonderful opportunity to serve educators and students across Iowa. There have been several key education initiatives with which I have had the good fortune to be involved, including the launch of the Iowa Teacher Leadership and Compensation System and TeachIowa.gov. I believe these and other initiatives will have a transformational effect on education in Iowa for years to come.

During my time at the BoEE I have visited school districts and nonpublic schools across all areas of our great state and met amazing educators during those visits. Serving as the BoEE Executive Director, I have also seen the worst side of educator behavior. Despite seeing the bad choices that some educators make, I remain optimistic for this profession and the overwhelming majority of educators who are highly ethical, put students first, and work tirelessly to educate Iowa's most valuable resource, our children.

Finally, thank you to the BoEE staff members who work with little to no fanfare and have created a high functioning and efficient state agency. Thank you to the past and current BoEE board members for serving our profession and making some very tough decisions. Thank you to Governor Branstad and Lieutenant Governor Reynolds for choosing me to serve in this position, Dr. Glass, Dr. Buck, and Dr. Wise for helping to forge a strong partnership between the DE and the BoEE, and the Iowa Senate for confirming me to this position. Most of all, thank you to all of the educators across Iowa who have taught me so much over the past four years.

Yours in service,

D.T.

## Case Summaries

The BoEE has asked that the board staff provide summaries of recently finalized ethics cases in this quarterly newsletter. Final orders in disciplinary matters before the board are public record per Iowa Code section 272.13. The board's aim is to inform the field about current and recurring ethical issues, with an eye toward continuing mindfulness about the ethics code and prevention of future complaints. Final orders are indexed on the [board's website](#).

In case number **15-96**, the respondent was charged with misuse of public funds; specifically, the complaint alleged combining of public funds with personal funds. The respondent reached a settlement which will impose a public reprimand and require completion of a fifteen-hour course in educator ethics. <http://www.boee.iowa.gov/board/orders/2015/15-96.pdf>

In case number **15-148**, the respondent was charged with misuse of school property. The complaint alleged the respondent drove a school vehicle to a private home where he became involved in a dispute unrelated to school business. As a result of this dispute, the respondent was arrested and the school vehicle was impounded. The respondent ultimately pled guilty to Serious Assault and Criminal Mischief. The settlement agreement imposes a reprimand and an indefinite suspension. The respondent must complete a fifteen-hour course in educator ethics and anger-management counseling prior to applying for reinstatement.

<http://www.boee.iowa.gov/board/orders/2015/15-148.pdf>

In case numbers **14-22 and 14-23**, which were consolidated for hearing, the respondents were a superintendent and a dean of students. The complaints alleged that the dean of students, under the supervision of the superintendent, had been performing administrative duties for which he was not properly licensed. The final decision imposes a reprimand for both respondents, as well as deferred suspensions to be vacated upon completion of a fifteen-hour course in educator ethics.

<http://www.boee.iowa.gov/board/orders/2014/14-23.pdf>

In case number **15-16**, the respondent voluntarily surrendered his coaching authorization after being found guilty of Sexual Exploitation by a School Employee. The board order permanently revokes the authorization with no possibility of reinstatement.

<http://www.boee.iowa.gov/board/orders/2015/15-16.pdf>

In case number **15-155**, the complaint alleged the respondent may have falsified student grades by helping a student prepare for a test using some questions taken from the test itself. The settlement imposes a reprimand and requires completion of a fifteen-hour course in educator ethics.

<http://www.boee.iowa.gov/board/orders/2015/15-16.pdf>

In case number **15-160**, the complaint alleged the respondent pulled a student from the student's desk and pushed the student against the chalkboard in the classroom. The settlement imposes a reprimand and a suspension of at least nine months. Prior to applying for reinstatement, the respondent must complete a fifteen-hour course in educator ethics, seclusion and restraint training, and anger-management counseling.

<http://www.boee.iowa.gov/board/orders/2015/15-160.pdf>

In case number **15-123**, the respondent allegedly directed an associate to complete credit-recovery work for a student while the student was absent. The settlement imposes a reprimand and a three-month suspension. The respondent must also complete a fifteen-hour course in educator ethics and an approved course in special education law.

<http://www.boee.iowa.gov/board/orders/2015/15-123.pdf>

In case number **15-162**, the respondent had a student as a contact on the social media platform SnapChat. During a period of time when the respondent could not account for the whereabouts of his phone, the student received an inappropriate photo from the respondent's SnapChat account. The respondent denied sending the photo but acknowledged not exercising proper control over the phone. The settlement imposes a reprimand and requires completion of a fifteen-hour course in educator ethics.

<http://www.boee.iowa.gov/board/orders/2015/15-162.pdf>

In case number **15-35**, the complaint alleged the respondent submitted unsupported mileage claims and misled district investigators when questioned about the claims. The settlement imposes a reprimand and a suspension for a minimum period of two years. Prior to seeking reinstatement, the respondent must complete a fifteen-hour course in educator ethics and a mental health evaluation, and must reimburse the district for the unsupported claims.

<http://www.boee.iowa.gov/board/orders/2015/15-35.pdf>

In case number **15-23**, the complaint alleged the respondent sent a frustrated text to a co-worker in which he mentioned bringing a gun to school the next day to "make a scene." The respondent was ultimately convicted of First Degree Harassment. The final decision imposes an indefinite suspension. Prior to applying for reinstatement, the respondent must be discharged from probation for the harassment charge, and must demonstrate that the no-contact order with his former employing school district is no longer in place. The respondent must also provide a mental health evaluation prior to seeking reinstatement from the board.

<http://www.boee.iowa.gov/board/orders/2015/15-23.pdf>

In case number **15-189**, the respondent was charged with converting public property to personal use by using a school credit card to reserve lodging for a personal trip. The settlement imposes a reprimand and two year suspension of the respondent's coaching authorization, and requires completion of a fifteen-hour course in Educator Ethics prior to any application for reinstatement.

<http://www.boee.iowa.gov/board/orders/2015/15-189.pdf>

In case numbers **15-150, 15-188, and 15-166**, the respondents were suspended for failure to meet financial obligations to the Iowa Department of Revenue.

<http://www.boee.iowa.gov/board/orders/2015/15-150.pdf>

<http://www.boee.iowa.gov/board/orders/2015/15-188.pdf>

<http://www.boee.iowa.gov/board/orders/2015/15-166.pdf>