

Minnesota Attorney General: Administrative Rules Proceedings

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Version 3
August 20, 2018

#451 Board of Teaching

RULES REVIEW CHECKLIST

DATE RULES RECEIVED 7/24 Temporary Rule _____

Resubmitted and Received 1-30-79 - §3.086 Part

DUE DATE 8/11 / 2-9-79

a. Returned to Agency w/o filing w/Secy of State 8/14

b. Approved 8/13 Date Sent Back to Agency _____

- - - -

Attorney General

Randy Sayer
Office of the Secretary of State

February 6, 1979

Lee E. Sheehy
Special Assistant
Attorney General

296-1288

In the Matter of the Adoption of 5 MCAR § 3.086 Relating to Rules Governing the Licensing of Teachers for American Indian Language and/or History and Culture

The Order Adopting the above-captioned rules was filed on or about December 14, 1978, when these rules were served for minor modifications from a large group of unrelated rules simultaneously promulgated by the agency.

If you have any questions, please call me.

LES:mb

5 MCAR § 3.086 Teachers of American Indian language and/or American Indian history and culture. (All new material.)

A. The Board of Teaching shall, in accordance with M.S. 126.49 and the provisions of this rule, authorize the issuance of a license to teach an American Indian language and/or an American Indian history and culture to any person who has achieved and demonstrated competence in an American Indian language and/or knowledge and understanding of an American Indian history and culture.

Nothing in this rule shall prohibit a school board from employing a person to teach an American Indian language and/or an American Indian history and culture who does not hold a license authorized by this rule.

B. An application for a license authorized by this rule may be submitted by persons on their own behalf or may be submitted by the superintendent or other authorized official of a school district, or a nonsectarian nonpublic, tribal or alternative school offering a curriculum reflective of American Indian culture, on behalf of a person who has demonstrated competence in an American Indian language and/or knowledge and understanding of an American Indian history and culture. The application shall specify the language, and/or the history and culture, and grade levels to be taught by the applicant and shall also include the following:

1. Certified copies of resolutions attesting to the competence in an American Indian language and/or the knowledge and understanding of an American Indian history and culture of the applicant from at least two of the following:

a. The tribal government governing the tribe or community speaking the language and/or representing the history and culture for which licensure is requested,

b. The reservation business committee serving the tribe or community speaking the language and/or representing the history and culture for which licensure is requested,

c. The local Indian education committee serving the tribe or community speaking the language and/or representing the history and culture for which licensure is requested,

d. Other bodies governing or serving the tribe or community speaking the language and/or representing the history and culture for which licensure is requested,

OR

e. Two certified statements from authorized officials of professional or learned societies, organizations, or institutions who are qualified to assess the competence of the applicant in the language and/or the knowledge and understanding of the applicant of the history and culture for which licensure is requested; that they have assessed the applicant and the applicant is competent in the language for which licensure to teach is requested and/or possesses knowledge and understanding of the history and culture for which licensure to teach is requested; and

2. A processing fee as established by the Board of Teaching.

C. Each license issued hereunder authorizes the holder to teach an American Indian language and/or an American Indian history and culture at the grade levels approved by the Board of Teaching.

D. Each license shall be valid for a one-year period and renewable for one year increments. Notwithstanding any rule to the contrary the individual applicant shall show evidence of professional growth by the acquisition of 15 renewal units approved and granted by the local continuing education committee prior to the date of each renewal application.

E. The Board of Teaching shall review this rule at least every five years following enactment. The initial review shall include specific proposals for a rule authorizing issuance of a standard two-year entrance license.

APPROVED AS TO FORM AND LEGALITY

FEB. — 6 1979 19___

WARREN SPANNAUS, ATTORNEY GENERAL

BY Lee E. Sherry

SPECIAL ASSISTANT ATTORNEY GENERAL

STATE OF MINNESOTA
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FILED
FEB - 6 1979
Joan Anderson Growe
Secretary of State
12:40 PM

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TO : Lee Sheehy
Special Assistant Attorney General

FROM : Kenneth L. Peatross, Executive Secretary
MINNESOTA BOARD OF TEACHING

K Peatross

DATE : January 24, 1979

SUBJECT: In the matter of 5 MCAR § 3.086

Pursuant to the rules of the Office of the Attorney General, I hereby resubmit for final approval by the Office of the Attorney General the above captioned rule of the Board of Teaching heard at public hearing on October 28-29, 1977.

The rule has been amended by the Board of Teaching in compliance with the recommendations contained in your correspondence dated December 14, 1978. Attached for your review and approval and five (5) copies of the proposed rule 5 MCAR § 3.086.

Following your review of the above captioned rule, I shall appreciate notification from you of the approval status.

If you have any questions with respect to the rule herewith resubmitted for approval, please do not hesitate to call me.

KLP/nad

Attachments

cc: Donald J. Mueting
Special Assistant Attorney General

RECEIVED
JAN 30 1979
ADMINISTRATIVE AGENCIES

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE PETER ERICKSON
HEARING EXAMINER
OFFICE OF HEARING EXAMINER

IN THE MATTER OF: The proposed adoption, amendment or repeal of Rules of the Board of Teaching governing Requirements for Issuance and Renewal of all Licenses, Qualifications Physical Education and Health Teachers, Suspension or Revocation of Licenses to Teach, Appeal to the Minnesota Board of Teaching, Social Studies in Secondary Schools, Science for Grades 5-9 and Grades 7-12, Human Relations Components in all Programs Leading to Licensure in Education, Issuance and Renewal of all Licenses; Fees, Teachers of Art, Teachers of Family Life Education, Teachers of American Indian Language and Culture, Code of Ethics, Continuing Education/Relicensure, Career Licensure in Teaching, Nursery School Teachers, Licensure of Prekindergarten Teachers and Prekindergarten Assistant Teachers, Teachers of Industrial Arts, Elementary School Counselors, Secondary School Counselors, Teachers in Middle Schools

Board's EXHIBIT NO. 10
DATE 10-28-77
NANCY J. DUEHN

NOTICE OF HEARING

NOTICE IS HEREBY GIVEN that a public hearing will be held pursuant to Minn. Stat. Section 15.0412 subd. 4 (Supp. 1977), in the above-entitled matter in the State Office Building, Auditorium, St. Paul, Minnesota 55101 on Friday, October 28, 1977, and Saturday, October 29, 1977, commencing at 9:00 a.m., on each day and continuing until all representatives of associations or other interested groups or persons have had an opportunity to be heard concerning the adoption of the proposed rules captioned above by submitting either oral or written data, statements or arguments. Written material may be submitted without appearing at the hearing and may be submitted and recorded in the hearing record for five (5) days after the public hearing ends.

Notice of Hearing

The Board proposes to adopt, amend, or repeal rules governing Requirements for Issuance and Renewal of all Licenses, Qualifications Physical Education and Health Teachers, Suspension or Revocation of Licenses to Teach, Appeal to the Minnesota Board of Teaching, Social Studies in Secondary Schools, Science for Grades 5-9 and Grades 7-12, Human Relations Components in all Programs Leading to Licensure in Education, Issuance and Renewal of all Licenses; Fees, Teachers of Art, Teachers of Family Life Education, Teachers of American Indian Language and Culture, Code of Ethics, Continuing Education/Relicensure, Career Licensure in Teaching, Nursery School Teachers, Licensure of Prekindergarten Teachers and Prekindergarten Assistant Teachers, Teachers of Industrial Arts, Elementary School Counselors, Secondary School Counselors, Teachers in Middle Schools. The authority of the Board to promulgate the proposed rules is found in Minn. Stat., chs. 15 and 125, as amended. A copy of the proposed amendments and repeals is attached hereto.

Under Minn. Stat. Sections 10A.01 subd. 11 and 10A.03 (1976) any individual engaged for pay or other consideration for the purpose of representing persons or associations attempting to influence administrative action, such as the promulgation of these rules, must register with the State Ethical Practices Board as a lobbyist within five (5) days of the commencement of such activity by the individual.

Public comment will be accepted after presentation of each of the proposed rules. After the presentation of the last rule, 5 MCAR 3.054 Teachers in Middle Schools, general and specific public comment on any and all of the above captioned rules will be accepted.

Copies of the proposed rules are now available and may be obtained by writing to:

Minnesota Board of Teaching
607 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Additional copies of the proposed rules will be available at the door on the date of the hearing.

STATE OF MINNESOTA
BOARD OF TEACHING
Executive Secretary

Repeal. [§ 3.001 Requirements for issuance and renewal of all licenses.]

§ 3.001 Requirements for the issuance and renewal of all licenses. (All new material.)

A. Licenses to teach in Minnesota may be granted to persons who complete approved programs leading to teacher licensure in Minnesota institutions which are approved by the Minnesota board of teaching to prepare persons for teacher licensure.

B. An applicant must qualify separately for each licensure area and provide evidence of satisfactory completion of a program in each licensure area and provide evidence of satisfactory completion of a program in each licensure area which has been approved by the Minnesota board of teaching.

C. The initial license which may be issued in any licensure area is an entrance license, valid for two years.

D. There are three exceptions to the requirement that the initial license which may be issued in any licensure area must be an entrance license. For these three exceptions, a continuing license for each licensure area may be granted to:

1. An applicant who holds a life or continuing license as a secondary school classroom teacher who subsequently completes an approved program in an additional classroom teaching licensure area at the secondary school level.

2. An applicant who holds a life or continuing license as an elementary school classroom teacher or a secondary school classroom teacher who completes an approved program as a middle school classroom teacher in the same licensure area or in a different licensure area.

3. An applicant who holds a life or continuing license to teach who completes an approved program in an additional licensure area for which the licensure rule specifies that the applicant must hold a license to teach as a requirement for the issuance of the additional license.

E. When one year of teaching experience is not completed prior to the expiration of an entrance license, another entrance license in that licensure area may be issued upon application. If an entrance license in any licensure area is allowed to lapse, it may be renewed, upon application, until the applicant has had one year of teaching experience in that licensure area after which time an applicant must qualify for a continuing license.

F. A continuing license, valid for five years, may be issued to an applicant who has completed at least one year of teaching experience in a licensure area while holding an entrance license, as verified by the local continuing education committee. When a licensure area is added to a continuing license already in force, the expiration date becomes that already established for the continuing license in force.

G. Any person who applies for the renewal of a continuing license who has not, at any time during the five-year period immediately preceding, been employed in the licensure area for which the license is valid shall furnish evidence of having been granted 120 renewal units as verified by the local continuing education committee.

H. If a continuing license in any area is allowed to lapse, one of the following may be issued:

1. A continuing license based upon verification by a local continuing education committee that the applicant has been granted 120 renewal units, during the five-year period immediately preceding the application, or

2. A continuing license based upon evidence that the applicant earned at least 12 quarter or 8 semester hours of credit, in the licensure area where application is being made, during the five-year period immediately preceding the application, or

3. A one-year renewal of the lapsed continuing license based upon evidence that the applicant has been offered a position contingent upon holding a valid license. In order to qualify for a continuing license at the end of one year, the applicant shall provide evidence that at least 12 quarter or 8 semester hours of credit have been earned in the licensure area where application is being made during the five-year period immediately preceding the date of application for the continuing license.

I. Continuing licenses, valid for five years, may be renewed according to the rules of the board of teaching pertaining to continuing education.

J. Substitute teachers.

1. A long call substitute teacher is one who teaches for 15 or more consecutive days in a single classroom or teaching assignment. Long call substitute teachers shall hold an entrance or continuing license to teach for each licensure area taught.

2. Short call substitute licenses to teach, valid for five years, may be issued to a previously licensed applicant which shall authorize teaching on a day-to-day basis not to exceed 15 consecutive days in a single classroom or teaching assignment. A short call substitute license may be renewed upon application.

§ 3.003 Issuance and renewal of all licenses; fees.

A. All licenses to teach shall be issued and/or renewed in accordance with Minnesota Statute 125.05 and criteria established in rules of the board of teaching and shall be valid for the period of time specified in rules of the board of teaching:

1. Limited license – valid for 1 year.

2. Entrance license – valid for 2 years.

3. Continuing license – valid for 5 years.

4. Career license – valid for 10 years.

B. All licenses to teach shall bear the date of issue and the date of expiration and may be renewed on or before July 1 in the year of expiration.

C. After July 1 in the year of expiration, all licenses to teach not renewed shall be deemed expired and no longer valid for teaching.

D. Each application for the issuance and/or renewal of a license to teach shall be accompanied by a processing fee in the amount of twenty dollars ($20.00). Such fees shall be paid to the commissioner of education who shall deposit them with the state treasurer, as provided by law, and report each month to the commissioner of finance the amount of fees collected.

E. The fee shall be nonrefundable for applicants not qualifying for a license, provided however, that the fee shall be refundable by the state treasurer in those cases in which the applicant already holds a valid unexpired license.

F. This rule shall become effective on July 1, 1977.

§ 3.004 Career licensure in teaching. (All new material.)

A career license in teaching shall be granted to an applicant who has met the requirements set forth in this rule. The career license shall be valid so long as the holder meets the requirements set forth in this rule.

A career license attests to the commitment of the holder to teaching as a career and to planned personal professional growth and development.

A. An initial career license shall be granted to an applicant who holds a continuing teaching license or a life teaching license and who has met the following requirements:

1. Has earned at least a master's degree or a fifth year certificate from a regionally accredited college or university in the teaching field(s) or area(s) in which continuing licensure or life licensure is held or in professional education programs which have as their focus the improvement of the instructional/learning process, or

2. Has earned at least a baccalaureate degree and has earned at least 450 renewal units in accordance with the procedures set forth in 5 MCAR § 3.005 and has earned such units in at least five of the experiences outlined in 5 MCAR § 3.005 E.1. and/or the local continuing education committee guidelines, and

3. Has engaged in full-time teaching for a minimum of 12 consecutive years including a maximum of 2 years of school board approved leave while holding a license valid for the position(s) in which the experience was obtained, and

4. Has taught in the general area for which career licensure is requested for at least three of the preceding five years, and

5. Has paid such processing fees as may be established by the board of teaching.

B. Once obtained, a career license shall be the property of the holder for life, and shall not be suspended or revoked except for those causes authorized under applicable Minnesota statutes or rules.

1. Withdrawal from active teaching for a period of at least five years or failure to fulfill the responsibilities of a career license shall authorize the board of teaching to designate the holder's license as inactive. In this event the license's status shall revert to that credential held prior to the attainment of the career license, and shall be subject to those requirements as may be outlined in 5 MCAR § 3.005.

2. An inactive license held by career or life licensed teachers may be converted to active status by the affirmation of growth experiences and upon endorsement by the local committee as outlined below.

C. Teachers holding life licensure in the state of Minnesota may qualify for a career license by meeting the requirements of A. above, except that: units may have been earned during the preceding five calendar years or experiences in lieu of renewal units may be accepted as outlined in D.3.

D. The privilege and high professional stature accorded to holders of the career license carry the responsibility and obligation for service to the teaching profession as well as for continued professional growth. These areas of responsibility include:

1. Participation in pre-service and in-service instruction and service on college or university advisory committees.

2. Supervision of interns, student teachers, and entry-level licensees during these field experiences and/or probationary periods of licensure.

3. Continued professional growth throughout the licensee's career. The holder of a career license shall remain registered with the local committee and shall, at each ten-year interval following the granting of the license, affirm to the local committee such growth experiences as:

a. May meet those requirements established for holders of a continuing license

OR

b. May indicate at least two significant contributions to the development of the teaching

profession during the preceding five-year periods. Significant contributions to the profession shall include:

(1) Participation on college or university advisory committees.

(2) Instruction in pre-service or in-service education courses.

(3) Membership on task forces, advisory committees, boards or commissions whose primary responsibility is in the area of public education.

(4) Involvement in the student teaching or internship programs of colleges or universities approved to prepare teachers in the state of Minnesota.

(5) Publication of a professional article in a recognized educational journal.

(6) Contribution in a significant form to the curriculum of a school district, college or university, or profession.

(7) Leadership relating directly to teaching or professional development in professional associations, learned societies, or curriculum groups at a state, regional, or national level.

(8) Other professional accomplishments which are classified by the local committee as significant contributions within the meaning of this section.

E. The local committee shall have the responsibility for:

1. Receiving and forwarding to the director of licensing at ten-year intervals affidavits and career licensure renewal forms together with processing fees submitted by applicants for or holders of career licenses.

2. Endorsing original applications for career licensure in those instances where applicants have met the requirements of this rule.

3. Accepting subsequent written affirmations of growth by the career licensee without regard to evidence or prior approval, but consistent with such other guidelines as the local committee might establish.

4. Reporting to the board of teaching such violations in the affirmations of growth as may require the designation of such licenses as inactive.

F. The provisions of 5 MCAR § 3.001 shall govern the issuance and renewal of the career license.

G. The provisions of M.S. 125.09 shall apply to the initial issuance and maintenance of career licenses issued according to the provisions of this rule.

Repeal. [§ 3.005 – § 3.015]

§ 3.005 Continuing education/relicensure. (All new material.)

A. The provisions of this rule apply only to persons licensed by the board of teaching.

B. A continuing license, valid for five years, shall be issued to an applicant who holds a valid entrance license and who has met the requirements for the issuance of the continuing license as set forth in rules of the board of teaching. A continuing license is required for those subjects and grades where life licensure has not been granted.

C. Pursuant to procedures specified in this rule, a valid continuing license may be renewed for a subsequent period of five years when an applicant presents evidence of having been granted 120 renewal

units during the five-year period immediately preceding the date on which the requested renewal is to be made effective.

D. Applicants who do not qualify for a continuing license.

1. An applicant having teaching experience who transfers from another state and who does not hold a valid Minnesota license must obtain an entrance license.

2. An applicant who once held a Minnesota entrance or continuing license in a field and has allowed it to lapse may be issued an entrance license in that field.

3. An applicant holding a continuing or life license in one education area and who wishes to engage in another education area for which the applicant is not presently licensed may be issued a continuing license for the additional area upon meeting the requirements for that license.

E. Renewal units.

1. Experiences for which renewal units may be granted are listed below. Renewal units must be earned in two or more of the following categories.

a. College courses and related work.

b. Supervision of clinical experiences.

c. Attendance at professional meetings.

d. Attendance at lectures by persons with expertise in the areas for which licensure is requested.

e. Systematic, purposeful observation during visits to schools.

f. Volunteer work in professional organizations or situations related to the areas for which licensure is requested.

g. Development of demonstrations or curriculum innovations for use with student teachers or in in-service programs.

h. Creative endeavor (art, music, writing) related to the individual's licensure.

i. Publication of professional articles in a professional journal in an appropriate field.

j. Travel related to the professional licensure areas. Prior approval of this experience shall be obtained.

k. Maintenance and evaluation of an annotated log or record of activities with a class or group.

l. Exchange situations to gain experience with students at another age, ability, socio-economic level or in another subject for which the teacher is qualified.

m. Attendance at and participation in in-service meetings with opportunity for staff members in various roles (college faculty, community persons) to work together.

n. Participation in in-service meetings to include active staff planning and involvement (demonstrations with student exhibits, explanation of special or new techniques).

o. Direct involvement, individually or within a group, to research, plan, and implement innovative educational practices.

p. Planning and production of television or other special programs for use in the schools.

q. Leadership experiences, which involve the exercise and/or development of new or broader skills and sensitivities to the school, community, and profession.

r. Membership on state and local committees involved with licensure, teacher education, or professional standards.

s. Additional kinds of experiences may be approved. These experiences shall be experiences especially appropriate for a particular school district or a particular education area.

2. The local committee may grant renewal units and allow accumulation of renewal units for the experiences listed in 1., above. Maximum renewal unit allocations for specific experiences identified below are to be used as a guide for allocating renewal units for other experiences.

a. One quarter credit (when related to professional growth) equals ten renewal units.

b. One semester credit (when related to professional growth) equals fifteen renewal units.

c. Supervision of the clinical experiences of a college student for one quarter or one semester equals ten renewal units, provided that no more than thirty such renewal units may be granted in any five-year period.

d. One week of approved travel equals ten renewal units, provided that no more than thirty such renewal units may be granted in any five-year period.

e. A one-day workshop, seminar, or conference equals up to five renewal units based on type of experience, involvement, and outcome product.

3. Experiences for renewal unit credit must aid the applicant in maintaining and improving general, academic, or professional qualifications.

4. An applicant requesting renewal of a license to teach must earn a minimum of 120 renewal units during each five-year licensure period from July 1 of the year of issuance to June 30 of the year of expiration. An applicant may not bank renewal units for purposes of relicensure, but may accumulate renewal units according to provisions relating to career licensure.

5. In cases where local school board policies require further education on a periodic basis, such education shall be evaluated in the same manner as other experiences and may apply as renewal units.

6. An applicant who seeks renewal of a continuing license for two or more areas shall allocate at least 30 renewal units to each of the licensure areas for a total of no fewer than 120 units, with priority given to work in areas where the candidate is employed during the licensure period. Those candidates possessing administrative licensure may allocate units for the renewal of teaching licensure in this same manner.

7. One hundred twenty units for renewal shall be required for licenses expiring July 1, 1978, and thereafter.

F. The state committee for continuing education/relicensure.

1. The state committee shall be selected and constituted by the board of teaching as follows:

a. Four full-time licensed classroom teachers.

b. One full-time vocationally-licensed classroom teacher.

c. One person currently serving on a local school board.

d. One licensed school administrator.

e. One teacher educator.

f. One member of the lay public.

g. A department of education staff member selected by the board of teaching shall be an ex officio, non-voting member.

2. The terms of office of voting members of the state committee shall be three calendar years.

3. The state department of education shall provide clerical and staff assistance for the state committee. Expenses incurred by the state committee shall be paid by the board of teaching.

4. At the first meeting in each calendar year, the state committee shall elect a chairman and secretary whose duties shall be established by the state committee.

5. Meetings may be called by the chairman of the committee, by the board of teaching, or by written request of four or more of the members. Written notice of each meeting shall be sent to each member of the committee and shall be mailed at least five days prior to the date of the meeting.

6. A quorum shall be more than fifty percent of the total voting membership of the committee. A majority vote of those voting members present shall be sufficient to take action.

7. The duties of the state committee are as follows:

a. Establish rules for its own operation in accordance with law.

b. Review annually the criteria for granting renewal units identified in this rule.

c. Review decisions and interpretations on guidelines at request of local continuing education committees.

d. Consider and decide appeals from decisions of local committees.

e. Review statewide in-service education needs.

f. Provide all pertinent information to the board of teaching in cases of appeal to that board.

g. Perform such other duties as the board of teaching may direct.

8. All rules, interpretations and decisions promulgated by the state committee shall be subject to the final authority of the board of teaching.

G. Local committees for continuing education/relicensure.

1. A local committee shall be established in each Minnesota public school district with membership as follows:

a. Five persons licensed by the board of teaching who hold at least a baccalaureate degree, to be elected by the licensed teaching faculty. Nominations may be by building, grade level, or other appropriate categories, provided that all eligible persons have a fair and equitable chance for selection.

b. One licensed person who holds an administrator's license, representing the elementary and secondary administration, to be elected by the licensed administrators employed by the district.

c. One resident of the district who is not an employee of the district, to be designated by the local school board. School board members are not considered to be employees of the district.

2. All members of an appropriate voting group shall be notified of the meeting at which the elections are to be held at least five days prior to the meeting. The meeting shall be held at a convenient time and place and elections shall be by secret ballot.

3. In districts where either teachers or administrators with the specified qualifications are not available for service on the local committee, the superintendent will report the situation to the board of teaching who shall make special provisions for establishing a continuing education committee.

4. Members of the local committee shall be elected in May of each year for terms to begin no later than the following September 1. The term of office of members of the local committee shall be two years.

5. The local committee shall hold its organizational meeting no later than September of each year. At the organizational meeting the local committee shall elect a chairman and secretary whose duties shall be established by the local committee.

a. Up to three days per month may be provided by the local school district to each local committee member to attend local committee meetings.

b. Clerical assistance and supplies as requested by the local committee may be provided by the local school district in sufficient amount to enable the local committee to comply with the record keeping and reporting required by the rule.

6. A quorum shall be more than fifty percent of the total voting membership of the committee. A majority vote of those voting members present shall be sufficient to take action. Meetings may be called by the chairman of the committee or by written request of three or more of the members. Notice of meetings shall be provided to each member of the committee at least five days prior to the date of the meeting, and shall be posted or otherwise advertised in such a manner as to provide reasonable notice to those teachers subject to the actions of the committee.

7. The duties of the local committee are as follows:

a. Set rules for its own operation and establish such written guidelines as may be necessary to implement those duties outlined in this section. These rules and guidelines shall not be in conflict with law or other provisions of this rule.

b. Determine the number of renewal units to be granted for experiences, in accordance with the maximum renewal unit allocations identified in this rule.

c. Act, within a reasonable time, upon requests for recommendation for renewal of the continuing license by determining whether the applicant has met the requirements of this rule.

d. Endorse the application for renewal of the continuing license of each qualified applicant and return the endorsed application to the applicant, who will forward it to the director of licensing.

e. Provide supporting evidence to the state committee when an appeal is taken from a decision of the local committee.

f. Provide recommendations to appropriate personnel concerning the in-service needs of the district.

g. Evaluate procedures and criteria for granting renewal units and make recommendations for modifications to the director of licensing during February of each year. Recommendations will be referred to the state committee.

h. Forward to the director of licensing verification of the membership of the local committee on an annual basis by November 1 of each year.

i. Forward to the director of licensing a copy of the local committee guidelines. Guidelines shall be forwarded at least every five years, and whenever substantial changes are made.

j. Verify one year of successful teaching experience for individuals on an entrance license. Successful teaching shall be determined by satisfying one or more of the following three criteria:

(1) A teacher receives an offer of a contract for the ensuing year.

(2) A teacher gains tenure or acquires a continuing contract.

(3) Supportive evidence is presented from supervisory personnel, professional colleagues, and/or administrators.

k. Evaluate the experiences and certify the acceptable applications of all requests for career licensure.

l. Accept the affirmations of career licenses, and certify an active or inactive status.

m. Initiate and maintain a current file of all career licenses within the local committee's area of responsibility.

n. Provide those services and reports that may be required from time to time by the board of teaching.

8. It shall be the responsibility of the person seeking the renewal of a continuing license to submit the application and supporting materials to the local committee of the employing school district, in accordance with procedures and due dates established by that committee.

9. If a licensed person employed by one school district becomes employed by a different district during a renewal period, units already earned and granted during that renewal period shall forthwith be transferred to the local committee for the new district. Such units shall be accepted by that committee.

10. Renewal units will be granted by the committee of the district where the applicant was employed at the time that the experience was completed. In the case of a person who has not been employed by a school district for a period of time, renewal units will be granted by the committee of the district where the applicant was once employed; or where the applicant currently resides if accepted by the local committee. Persons who have never been employed on a continuing basis by a school district shall affiliate with the local committee in the district in which they reside.

11. Each local committee shall be provided with current information regarding changes in board of teaching rules which pertain to licensure in education by the director of licensing.

12. Option for formation of joint local committees.

a. Two or more districts situated in close proximity to each other shall have the option of joining together to establish a joint local committee.

b. A plan for two or more districts to formulate a joint local committee shall be drawn up by a committee consisting of two teachers, one administrator, and one school board member or a designee, from each participating district, and be ratified by at least seventy percent of the licensed personnel employed by each participating district. The plan shall provide for fair representation of all licensed personnel and insofar as possible, shall be consistent with G.1. and other provisions of this rule.

c. The ratified plan shall be submitted by the superintendent of the district employing the largest number of licensed personnel to the director of licensing.

d. The joint local committee, if approved by the state committee, shall be treated as any local committee and shall comply with all provisions of this rule.

13. Nonpublic schools.

a. Licensed personnel in a nonpublic school may establish a local committee for the same purpose as local committees established by public school districts. Licensed personnel in two or more nonpublic schools may combine to form a local committee upon the agreement of seventy percent of the licensed personnel in each school. The chairman of the committee shall submit to the director of licensing, on an annual basis no later than November 1 of each year, verification of the membership of the committee and verification of the school or schools whose personnel have established the committee.

b. Licensed personnel in one or more nonpublic schools may join with an appropriate public school district in the establishment of a local committee, provided that seventy percent of the licensed personnel from each nonpublic school and seventy percent of the licensed personnel employed by the public school district agree to such a committee. The superintendent of the district shall submit to the director of licensing, verification of the membership of the committee and verification of the nonpublic schools whose personnel has joined in the establishment of the committee.

c. Insofar as possible, the committees authorized in a. and b., above, shall be established and shall function in the same manner as provided in this rule for committees of public school districts and in such way as to provide fair representation for all licensed personnel and objective evaluation of requests for renewal of licenses.

14. Vocational teachers.

a. The criteria for licensure renewal contained in the Minnesota state plan for vocational-technical education shall replace the provisions of E.1.

b. Vocational teachers shall be subject to the continuing or career education structure as outlined in the Minnesota state plan for vocational-technical education. Such licensure shall be recommended by the local vocational committee. Vocational teachers employed in school districts or state board approved vocational or cooperative center currently employing a combination of individuals with standard and vocational licenses shall select one of the options listed below. The selection of alternatives shall be made by a vote of these teachers currently using vocational licensure, and such election shall originally be supervised by the chairman of the local continuing education committee.

(1) Vocational teachers may be subject to the local committee as established in G.1., except that five vocationally-licensed vocational teachers currently teaching full-time on a valid vocational license, as elected in secret ballot by the district or state board approved vocational or cooperative center vocationally licensed teachers, shall be the teaching faculty members on the committee whenever issues of vocational licensure arise.

(2) A separate local vocational committee, subject to all of the provisions of G., may be formed by election of the vocational teachers, along with representation from the public and administration. This option shall be limited to those school districts or state board approved vocational or cooperative center utilizing twenty five (25) or more vocational licensees.

(3) Vocational teachers in two or more districts or state board approved vocational or cooperative centers situated in close proximity may operate under the provisions of G.1., and may select either option (1) or (2).

c. The membership of the state committee for continuing education/relicensure shall be reconstituted in those instances involving appeals on vocational licensure to substitute four vocationally licensed teachers currently teaching full-time on a valid vocational license for the four full-time classroom teachers. Such members shall be selected by the Minnesota board of teaching. In such cases, the committee shall be known as the state committee for vocational continuing education/relicensure, and shall meet in

conjunction with the standard state committee when informed of such a need by the director of licensing. A coordinator for vocational continuing education, who shall serve as an ex officio, non-voting member during vocational appeals, shall be appointed by the commissioner of education.

d. Colleges or universities which prepare teachers for licensure in education may, if at least twenty of its faculty members apply for teacher licensure, either form a local committee or combine with other colleges or universities to form joint committees. The structure and guidelines of such committees shall be subject to the approval of the state committee.

H. Right of appeal.

1. An appeal may be made to the state committee where an applicant has not been granted the requested number of renewal units. To initiate the appeal process, an applicant must appeal to the state committee within twenty days after notification of the decision of the local committee. In cases where the applicant has not been granted the required number of renewal units for relicensure, local committees shall not endorse the application for renewal of the continuing license.

a. In the event that the renewal units under appeal result in loss of licensure, it shall be the responsibility of the appellant to inform the director of licensing of such loss of licensure. The director of licensing shall extend the previous continuing license until all avenues of administrative appeal have been exhausted.

2. The applicant making the appeal may submit written evidence in support of the appeal and may appear before the state committee. The local committee shall present written evidence supporting its decision and may also send a representative to appear before the state committee.

3. If the decision of the local committee is upheld by the state committee, an appeal may be made to the board of teaching within twenty (20) days of the notification of the appellant of the decision of the state committee.

I. Evaluation.

1. The functions of the state committee and the local committee shall be evaluated by the board of teaching during each calendar year which is divisible by five.

J. Effective date: July 1, 1978.

Repeal. [Chapter Two: Licenses; Suspension or Revocation of License to Teach § 3.020 – § 3.031]

Chapter Two: Appeals. (All new material.)

§ 3.020 Appeal to the Minnesota board of teaching.

A. All persons denied issuance or renewal of teaching licenses, and all Minnesota teacher preparing institutions denied program or college approval, and all persons licensed by the Minnesota board of teaching whose appeals are denied by the state committee for continuing education/relicensure, are hereby entitled to a hearing pursuant to Minnesota Statutes chapter 15 on such denial and to a final decision by the Minnesota board of teaching.

B. A person or an institution entitled to a hearing under the provisions of this rule shall file a written request for such hearing with the executive secretary of the board of teaching within thirty (30) days from the date of the denial. Failure to file a written request for a hearing within thirty (30) days constitutes a waiver of the individual's right to a hearing.

C. This rule shall be effective July 1, 1978.

§ 3.041 Human relations components in all programs leading to licensure in education.

C. Programs may be approved which vary in curricular design provided that program components meet the requirements in A. and B., above, and that these components provide education personnel who are recommended for licensure with the knowledge, skills, and understandings specified in rules for each licensure area. When the term competency is used, it is understood that other appropriate terms which refer to learning outcomes may be substituted. Examples of such terms are: knowledge, skills, and understandings.

Repeal. [Chapter Four: Licensure; Elementary Education] Chapter Four: Licensure; Elementary Education and Middle School Teaching

Repeal. [Chapter Five: Licensure; Secondary Education] Chapter Five: Licensure; Secondary Education and Kindergarten Through Grade 12 Subjects

§ 3.052 Nursery school teachers.

Repeal. Effective July 1, 1978.

[A.3. Licensed kindergarten and elementary school teachers who have not prepared to teach in nursery school but who wish to do so, shall take one course in nursery school education either as a part of, or in excess of, the requirements for kindergarten and/or elementary education. In addition, they must have 2 semester (3 quarter) hours of credit in student teaching in nursery school.]

Repeal. Effective July 1, 1978 [A.4.] A.3.

Repeal. Effective July 1, 1978.

[C. Temporary (limited) permit. A temporary (limited) permit may be issued to a person not fully meeting the requirements for a provisional license upon the written request of the director of the nursery school or the chairman of the sponsoring board certifying that a qualified person is not available and requesting permission to employ said applicant. This permit may be renewed annually for not more than five years provided the applicant shall meet in-service training requirements of the state board of education (8 quarter hours of credit earned during the period of the temporary (limited) permit).]

§ 3.053 Licensure of prekindergarten teachers and prekindergarten assistant teachers. (All new material.)

A. Prekindergarten teacher.

1. The prekindergarten teacher is licensed to teach a group of children on a daily basis as well as plan and coordinate the instructional program which addresses the intellectual, emotional, social, cultural, and physical needs of the children in the prekindergarten classroom.

a. Prekindergarten teacher licensure may be issued to an applicant who has completed the following:

(1) A baccalaureate degree (B.A. or B.S.) from an accredited college or university, and

(2) The requirements of a prekindergarten teacher preparation program approved by the Minnesota board of teaching. The prekindergarten teacher preparation program shall include 18 semester or 27 quarter hours of the course work which is listed below. These courses may be taken as a part of, or in addition to, the baccalaureate degree.

b. The prekindergarten teacher preparation program shall include the following:

(1) Prekindergarten education, early childhood, preschool, or nursery school education course work. A minimum of 10 semester or 15 quarter hours shall be in prekindergarten education and shall include course work in:

(a) Theory

(b) Curriculum

(c) Classroom management

(d) Teacher – child relations

(e) Home – school relations

(f) A minimum of 2 semester or 3 quarter hours shall be in student teaching at the prekindergarten level.

(2) Child development/child psychology and parent-child relations. A minimum of 6 semester or 9 quarter hours shall be course work in:

(a) Child development/child psychology which shall include the study of infants and young children with emphasis on

(i) Stages of development

(ii) Individual differences in rates and styles of learning

(iii) Assessment, record keeping, and observation skills.

(b) Parent-child relations shall include

(i) The study of the child in the family

(ii) The family as a social/cultural unit.

(3) Guided electives. A minimum of 2 semester or 3 quarter hours shall be course work in one of the following:

(a) Child health, nutrition, and safety

(b) Infant development

(c) Young children with special needs.

b. Prekindergarten teacher licensure requirements for kindergarten/elementary teachers are as follows:

(1) Licensed kindergarten and elementary teachers who desire prekindergarten licensure shall complete a program of 14 semester or 21 quarter hours of prekindergarten teacher preparation, as part of, or in addition to previous teaching preparation.

(2) The program requirements shall include:

(a) A minimum of 6 semester or 9 quarter hours in prekindergarten education, including not fewer than 2 semester or 3 quarter hours of credit in student teaching at the prekindergarten level.

(b) A minimum of 6 semester or 9 quarter hours of course work in child development/child psychology and parent-child relations.

(c) A minimum of 2 semester or 3 quarter hours of credit in one of the following:

(i) Child health, nutrition, and safety

(ii) Infant development

(iii) Young children with special needs.

c. Continuing licensure may be granted to a candidate who

(1) Possesses a previously issued valid and appropriate entrance license and

(2) Has completed the equivalent of one school year of full-time teaching experience at the prekindergarten level.

d. The continuing license may be renewed according to the rules of the board of teaching pertaining to continuing education.

e. All persons licensed under this rule shall meet the human relations requirements as outlined in rules of the board of teaching.

f. This rule shall become effective July 1, 1984, for all entrance licenses.

B. Prekindergarten assistant teacher.

1. The prekindergarten assistant teacher is licensed to teach a group of children on a daily basis under the direct supervision of a licensed prekindergarten teacher. The prekindergarten assistant teacher takes an active part in planning and implementing the instructional program, but does not assume overall responsibility for the program.

a. Prekindergarten assistant teacher licensure may be issued to an applicant who has completed the following:

(1) 60 semester or 90 quarter hours or an associate of arts or associate of science degree from an accredited college or university, and

(2) The requirements of a prekindergarten assistant teacher preparation program approved by the Minnesota board of teaching. The prekindergarten assistant teacher preparation program shall include 12 semester or 18 quarter hours of the course work or its equivalent which is listed below. These courses may be taken as part of, or in addition to, the 60 semester or 90 quarter hours or associate of arts or associate of science degree.

b. The prekindergarten assistant teacher preparation program shall include the following:

(1) Prekindergarten education including early childhood, preschool, or nursery school education course work. A minimum of 6 semester or 9 quarter hours shall be in prekindergarten education and shall include course work in:

(a) Theory

(b) Curriculum

(c) Classroom management

(d) Teacher – child relations

(e) Home – school relations

(f) A minimum of 2 semester or 3 quarter hours shall be in student teaching at the prekindergarten level.

(2) Child development/child psychology and parent-child relations. A minimum of 4 semester or 6 quarter hours shall be course work in:

(a) Child development/child psychology which shall be course work in study of developmental characteristics of infants and young children with emphasis on:

(i) Stages of development

(ii) Individual differences in rates of styles and learning.

(b) Parent-child relations shall include:

(i) The study of the child in the family

(ii) The family as a social/cultural unit

(iii) Assessment, record keeping, and observation skills.

(3) Guided electives. A minimum of 2 semester or 3 quarter hours shall be course work in one of the following:

(a) Child health, nutrition, and safety

(b) Infant development

(c) Young children with special needs.

c. Continuing licensure may be granted to a candidate who:

(1) Possesses a previously issued valid and appropriate entrance license, and

(2) Has completed the equivalent of one school year of full-time teaching experience at the prekindergarten level.

d. The continuing license may be renewed according to the rules of the board of teaching pertaining to continuing education.

e. All persons licensed under this rule shall meet the human relations requirements as outlined in rules of the board of teaching.

f. This rule shall become effective July 1, 1984, for all entrance licenses.

§ 3.054 Teachers in middle schools. (All new material.)

A. A teacher who teaches in a middle school shall hold a valid Minnesota elementary classroom teaching license or secondary classroom teaching license. In addition, except as provided in B. of this rule, a teacher teaching in a middle school shall complete a preparation program, approved by the board of teaching, leading to the licensure of middle school teachers.

1. A teacher holding a valid Minnesota elementary classroom teaching license shall complete an approved program leading to the licensure of middle school teachers consisting of a minimum of 24 quarter hours or the equivalent. Such programs shall include all of the following areas:

a. Philosophy and organization of the middle school

b. Adolescent psychology

c. Interdisciplinary planning

d. Special learning and behavior problems

e. Teaching experience with adolescents

f. A minimum of 12 quarter hours or the equivalent of course work in a single subject field.

2. A teacher holding a valid Minnesota secondary classroom teaching license shall complete an approved program leading to the licensure of middle school teachers consisting of a minimum of 24 quarter hours or the equivalent. Such programs shall include all of the following areas:

a. Philosophy and organization of a middle school

b. Pre-adolescent psychology

c. Developmental reading

d. Interdisciplinary planning

e. Remedial reading

f. Special learning and behavior problems

g. Teaching experience with pre-adolescents.

B. Provisions of this rule shall not be interpreted to prevent a teacher from teaching in a middle school at those grade levels for which valid Minnesota classroom teaching licensure is held or to require such teacher to secure additional licensure to continue to teach at those grade levels in a middle school for which valid Minnesota classroom teaching licensure is held.

C. Minnesota colleges and universities approved to prepare teachers and which request approval of a program according to this rule shall provide evidence that programs to prepare middle school teachers submitted for approval have been developed with participation from elementary and secondary teachers, middle school administrators, students, and interested citizens. Such programs shall also include:

1. A statement of philosophy which sets forth the view of the institution with respect to the middle school.

2. An enumeration of the specific knowledge, skills, and understandings to be developed in the proposed program.

3. A description of program components which includes statements specifically relating individual components of the program to the philosophy and outcomes enumerated under 1. and 2., above.

4. A plan for assessing learning outcomes for individual candidates for licensure.

D. All approved programs leading to middle school teacher licensure shall include a description of the way in which practicing teachers may have their teaching experience and teacher preparation in those areas enumerated in A. above, evaluated and credited by an institution maintaining an approved program leading to middle school teacher licensure. Such evaluation may include previous teaching experience and/or previous teacher preparation.

E. Persons holding a valid Minnesota elementary or secondary classroom entrance teaching license may be issued an entrance middle school teaching license upon the completion of the requirements of A.1. or 2. of this rule.

F. Persons holding a valid Minnesota elementary or secondary classroom continuing or life teaching license may be issued a continuing middle school teaching license upon the completion of the requirements of A.1. or 2. of this rule.

G. The first and subsequent continuing middle school teaching licenses may be issued to persons who have completed the requirements of A.1. or 2. of this rule and who meet the requirements of the board of teaching for the issuance of the first and/or subsequent Minnesota elementary or secondary classroom continuing teaching licenses.

H. From July 1, 1978, until July 1, 1983, any person licensed by the Minnesota board of teaching for any of the grade levels in a middle school where the person is assigned to teach is granted authority to teach areas and subjects specified by the duly issued licenses at any of the grade levels in the middle school regardless of grade level restrictions on the license currently held.

I. Provision H. of this rule shall be effective July 1, 1978. All other provisions shall become effective July 1, 1983.

§ 3.065 Science for grades 5-9 and grades 7-12.

H. Programs may be approved which vary in curricular design provided that program components meet the requirements in A., B., C., D., E., F., and G., above, and that these components provide education personnel who are recommended for licensure with the knowledge, skills, and understandings specified in rules for each licensure area. When the term competency is used, it is understood that other appropriate terms which refer to learning outcomes may be substituted. Examples of such terms are: knowledge, skills, and understandings.

Repeal. [H.] I.

Repeal. [I.] J.

§ 3.068 Social studies in secondary schools.

E. Programs may be approved which vary in curricular design provided that program components meet the requirements in A., B., C., and D., above, and that these components provide education personnel who are recommended for licensure with the knowledge, skills, and understandings specified in rules for each licensure area. When the term competency is used, it is understood that other appropriate terms which refer to learning outcomes may be substituted. Examples of such terms are: knowledge, skills, and understandings.

Repeal. [E.] F.

Repeal. [F.] G.

Repeal. [G.] H.

§ 3.072 Qualifications, physical education and health teachers.

A.4. Student teaching. Public school instructional experience at both elementary (k-6) and secondary (7-12) school levels [should] shall be included.

§ 3.073 [Teacher] Teachers of industrial [education] arts. This rule applies to all persons who teach industrial [education] arts in grades 5-12.

A. All candidates for licensure to teach industrial [education] arts must hold a baccalaureate degree and have successfully completed a program of teacher education which has been approved by the [state department of education] Minnesota board of teaching.

B. Programs submitted for approval shall include all of the following:

1. A list of program objectives regarding the development of technical knowledge and skill.

2. A list of program objectives regarding the development of educational knowledge and teaching competency.

3. A description of program components describing the activities that are designed to achieve the program objectives.

4. A description of the plan for assessing whether candidates for licensure have developed the required knowledge and skills.

5. A description of the program of clinical experiences for student teachers and interns.

C. The two program options shall include at least the minimum requirements as listed in sections 1. and 2. which follow:

1. A middle school industrial [education] arts teaching license (valid for teaching grades 5-9) may be granted upon the completion of an industrial [education] arts teacher education program in which the portions of the program dealing with a., below constitute at least one-third of the total baccalaureate program and in which there are the following components:

a. Development of technical skills and knowledge in the areas of [graphic] communications, manufacturing, energy, [and] construction, and transportation, together with career information, and a knowledge of the socio-economic aspects, of the cultural functions, and of the organizational strategies related to the areas mentioned above. and

b. The selection, adaptation, evaluation and use of strategies and materials for teaching of industrial [education] arts so that teaching-learning situations for which the teacher is responsible will be consistent with general knowledge about teaching and learning and will be appropriate both to the special needs of the learners and the special characteristics of industrial [education] arts. and

c. Completion of a supervised practicum teaching experience in [middle school] industrial arts. and

d. A minimum of [one thousand (1000)] one thousand twenty (1020) hours of industrial wage earning experience appropriate to the skills and knowledges involved in the subjects included in the approved program and approved by the teacher education institution or the completion of a minimum of five hundred (500) hours of participation in an industrial internship supervised by the teacher education institution.

2. A secondary school industrial [education] arts teaching license (valid for teaching grades 9-12) may be granted upon the applicant's completion of an industrial [education] arts teacher education program in which the portions of the program dealing with a. and b., below constitutes at least one-third of the total baccalaureate program and in which there are the following components:

a. The development of basic technical skills and knowledge in the areas of [graphic] communications, manufacturing, energy, [and] construction, and transportation, together with career information and a knowledge of the socio-economic aspects, of the cultural functions related to the areas mentioned above. with

b. A concentration in at least one of the above identified areas. A concentration implies participation in learning experiences designed to develop in-depth knowledge and technical skill. and

c. The selection, adaptation, evaluation and use of strategies and materials for the teaching of industrial [education] arts so that teaching-learning situations for which the teacher is responsible will be consistent with general knowledge about teaching and learning and will be appropriate both to the special needs of the learners and the special characteristics of industrial [education] arts. and

d. Completion of a supervised practicum teaching experience in [a senior high school or secondary vocational center] industrial arts. and

e. A minimum of [fifteen hundred (1500)] fifteen hundred thirty (1530) hours of industrial wage earning experience in the area of concentration appropriate to the skills and knowledges involved in the subjects included in the approved program and approved by the teacher education institution or the completion of a minimum of seven hundred fifty (750) hours of participation in an industrial internship supervised by the teacher education institution. and

f. The provisions of this rule shall not limit teaching to the area of concentration only.

D. Programs may be approved which vary in curricular design provided that program components meet the requirements in A., B., and C., above, and that these components provide education personnel who are recommended for licensure with the knowledge, skills, and understandings specified in rules for each licensure area. When the term competency is used, it is understood that other appropriate terms which refer to learning outcomes may be substituted. Examples of such terms are: knowledge, skills, and understandings.

[D.] E. Issuance of continuing (five-year) license.

1. Persons trained in Minnesota institutions with approved programs in industrial [education] arts may receive a continuing license by meeting requirements of appropriate rules. (§ 3.001).

2. Persons trained in another state in a regionally accredited institution may receive an entrance license and are subject to the existing requirements for moving from an entrance to a continuing license (§ 3.001). These persons shall also have their pre-service training program reviewed by the state department of education and complete recommended work, if any is necessary, to make their training consistent with that described above before a continuing license may be granted. It is recommended that this review is made early in the entrance license period.

[E.] F. Renewal of continuing (five-year) license. The continuing license may be renewed according to rules of the board of teaching pertaining to continuing education. [§ § 3.005-3.015.]

[F.] G. This provision is effective July 1, 1979, for all applicants for entrance licenses.

§ 3.074 Teachers of art. (All new material.)

A. For the purpose of this rule, art education shall consist of:

1. The visual arts which are ideas, experiences, and processes which lead to the creation of two-dimensional and three-dimensional objects. and

2. Instructional programs in art in which learners perceive and respond to sensory qualities of visual art; recognize and accept art as a basic realm of human experience; produce original and imaginative works of art; develop an understanding of art heritage; and form sensitive, reasoned, critical judgments about the significance and aesthetic quality of art.

B. All candidates recommended for licensure to teach art shall hold a baccalaureate degree and have satisfactorily completed a program in art education which has been approved by the Minnesota board of teaching and is appropriate to their teaching assignment (kindergarten-grade 12, pre-kindergarten-grade 6, grade 7-grade 12).

C. Intent. It is the intent of this rule to preclude the teaching of art by persons with a minor in art or less than the preparation specified in this rule.

1. An exception to this rule shall be the teaching of art by a licensed elementary school teacher employed in pre-kindergarten-grade 6 working in a team or other cooperative arrangement whose teaching assignment in art is not more than 33% of a full-time teaching assignment.

D. To be eligible for approval in art education, a program shall include:

1. A written rationale which sets forth the view of the preparing institution with respect to the role of teachers of art.

2. Evidence that the programs in art education submitted for approval have been developed with participation from the college departments involved with the proposed art education program; from pre-kindergarten, kindergarten, elementary, and secondary school teachers; from school administrators; as well as from art education candidates and interested citizens.

3. An enumeration of specific knowledge, skills, and understandings for teachers of art to be developed in a proposed art education program. The program components shall be designed to effectively provide candidates recommended for licensure with knowledge, skills, and understandings in the following:

a. Art studio.

(1) A proficiency in a diversity of media and material skills with major studio emphasis as defined for each licensure program in E.1., 2., 3., of this rule.

(2) The skill to communicate and use both two-dimensional and three-dimensional visual art elements and principles.

b. Art history, aesthetics, criticism.

(1) A working knowledge of past and contemporary theories of art.

(2) A broad knowledge of art history and criticism with research skills in at least one period of art history.

(3) The skill to instill an awareness of cultural heritages.

(4) An understanding of the philosophic positions of leading art philosophers and artists.

c. Art education.

(1) A working knowledge of past and contemporary theories of art education.

(2) A commitment to a role as advocate of creativity.

(3) The skills to recognize and provide for individual differences among students, including the broad spectrum of the exceptional student.

(4) A knowledge of visual, emotional, and physical growth patterns of students.

(5) The skills to effectively budget for an art program and manage art classroom procedures.

(6) The ability and skills to understand and promote the interdisciplinary relationship of art to other curricular areas.

(7) The s[redacted] to develop evaluation techniques relat[redacted] o art education.

(8) A knowledge of appropriate behavior and art product expectancies for identified stages of student development.

(9) The ability to utilize effective public relations skills with administrators, other professional staff, school support staff, and community.

(10) The ability to effectively utilize human and community resources such as practicing professional artists and designers.

(11) The ability to develop a variety of art curricula appropriate to various instructional levels and settings.

(12) A knowledge of state and federal safety regulations and laws as applied to the use of art media, tools, and equipment.

(13) The skill to use audio-visual techniques as applied to the teaching of art at all instructional levels.

(14) The skill to effectively utilize research procedures in art education.

(15) The ability to relate art education to the total life experience of all students.

(16) The ability to effectively relate to students and demonstrate concern for the learning needs of students.

4. A written description of program components which includes statements which relate individual program components to the knowledge, skills, and understandings to be developed by candidates for licensure in art education.

5. A written plan for assessing the level of performance of each candidate recommended for licensure in art education which ascertains the development of all the specified knowledge, skills, and understandings.

6. Programs may be approved which vary in curricular design provided that program components meet the requirements in D.1., 2., 3., 4., and 5., above, and that these components are designed to provide candidates who are recommended for licensure in art education with the knowledge, skills, and understandings for each licensure program as specified in E.1., 2., and 3., of this rule.

E. Licenses for the teaching of art are issued for one or more of the following school levels: kindergarten through grade 12, pre-kindergarten through grade 6, grade 7 through grade 12.

1. All candidates recommended for licensure as teachers of art for kindergarten through grade 12 shall have satisfactorily completed approved programs which include all of the following:

a. Learning experiences in art studio, art history, aesthetics, criticism, and art education which are equivalent to not less than 40% of the baccalaureate degree program.

b. Experience in six or more diverse art studio areas with emphasis in at least two.

c. Learning experiences in the professional education sequence including all of the following:

(1) Child growth and development

(2) Adolescent growth and development

(3) Information media

(4) School organization

(5) Alternative education.

d. Field experiences including:

(1) Pre-student teaching field experiences in art education in kindergarten, elementary school, middle school or junior high school, and high school.

(2) Student teaching experience shall consist of full school day experiences under the supervision of a licensed teacher of art at both the kindergarten through grade 6 level and the grade 7 through grade 12 level for a minimum of six weeks at one level and an additional minimum of four weeks at the other level.

2. All candidates recommended for licensure as teachers of art for pre-kindergarten through grade 6 shall have satisfactorily completed approved programs which include all of the following:

a. Learning experiences in art studio, art history, aesthetics, criticism, and art education which are equivalent to not less than 33% of the baccalaureate degree program.

b. Experience in six or more diverse art studio areas with emphasis in at least one.

c. Learning experiences in the professional education sequence including all of the following:

(1) Early childhood development

(2) Child growth and development

(3) Information media

(4) School organization

(5) Alternative education.

d. Field experiences including:

(1) Pre-student teaching field experiences in art education in pre-kindergarten, kindergarten, primary grades (grades 1-2-3), and upper elementary grades (grades 4-5-6).

(2) Student teaching experience shall consist of full school day experiences under the supervision of a licensed teacher of art at the pre-kindergarten, primary grades (grades 1-2-3), and upper elementary grades (grades 4-5-6) levels for a minimum of ten weeks.

(3) A candidate for licensure as a teacher of art who has completed student teaching requirements for another elementary teaching license may, upon satisfying all other requirements of this rule, student teach for a minimum of five weeks under the supervision of a licensed teacher of art to be recommended for licensure as a teacher of art for pre-kindergarten through grade 6.

3. All candidates recommended for licensure as teachers of art for grade 7 through grade 12 shall have satisfactorily completed approved programs which include all of the following:

a. Learning experiences in art studio, art history, aesthetics, criticism, and art education which are equivalent to not less than 33% of the baccalaureate degree program.

b. Experience in six or more diverse art studio areas with emphasis in at least two.

c. Learning experiences in the professional education sequence including all of the following:

(1) Adolescent growth and development

(2) Information media

(3) School organization

(4) Alternative education.

d. Field experiences including:

(1) Pre-student teaching field experiences in art education in junior high school and high school.

(2) Student teaching experience shall consist of full school day experiences under the supervision of a licensed teacher of art at the junior high school and/or the high school level for a minimum of a total of ten weeks.

F. The issuance of the first continuing license is contingent upon:

1. Possession by the candidate of a valid and appropriate entrance license, and

2. One year of teaching experience in art.

G. The continuing license may be renewed according to general rules of the board of teaching pertaining to continuing licensure.

H. This rule is effective July 1, 1983, for all applicants for entrance licenses. All persons holding a license as a teacher of art prior to July 1, 1983, based on less than major preparation who have not acquired necessary credits for a major in art prior to July 1, 1983, shall meet the requirements of this rule at the time of the first renewal after July 1, 1983.

§ 3.085 Teachers of family life education. (All new material.)

A. Family life education.

1. As used in this rule, the term family means two persons or more related by blood, marriage, or adoption residing together.

2. Family life education in elementary and secondary schools is a systematic instructional program to encourage individuals and families in their growth toward self-understanding, and to increase their ability to sustain meaningful interpersonal relationships. Family life education deals with the behavior of individuals acting singly and in groups, with the aim of such education being to enable people of all ages and life styles to live constructive and satisfying lives in a pluralistic society.

3. Courses in family life education in elementary and secondary schools provide instruction with content concerning family relationships, including marriage preparation, in one or more of the following areas: family structure and function; parenting and parent education; relationships within the family and relationships of the family and its members to society; development of human sexuality.

B. Each person who provides instruction in family life education at the secondary level shall hold licensure as a teacher of family life education if one half or more of the content of any one course taught is in one or more areas of family life education as defined in A.3.

Each person who provides instruction in family life education at the elementary level shall hold licensure as a teacher of family life education if one-third or more of the person's annual classroom teaching assignment is in one or more of the areas of family life education as defined in A.3.

C. All candidates for entrance licenses as teachers of family life education shall:

1. Hold a baccalaureate degree, and

2. Hold a valid license as a classroom teacher at the grade levels where assignments may be made to teach family life education, and

3. Satisfactorily complete a family life education program, approved by the Minnesota board of teaching, consisting of at least 27 quarter hours, or the equivalent, which includes at least 3 quarter hours, or the equivalent, in each of the following areas:

a. Family structure and function

b. Parent education

c. Relationships within the family and relationships of the family and its members to society

d. Development of human sexuality

e. Curriculum, methods, and materials for family life education

or

be recommended by an approved institution on the basis of experience and preparation in family life education for which credit has been granted.

D. Continuing licensure.

1. The issuance of the first continuing license is contingent upon the candidate's possession of a previously issued valid and appropriate entrance license.

2. The continuing license may be renewed according to rules of the Minnesota board of teaching pertaining to continuing education.

E. Evidence shall be provided to show that programs submitted for approval have been developed with appropriate participation from elementary school teachers, secondary school teachers, and administrators in schools which work with the preparation institutions as well as from students and interested citizens. Programs submitted for approval shall include the following:

1. A statement of rationale which sets forth the view of the institution with respect to the role of family life educators.

2. Enumeration of specific knowledge, skills, and understandings to be developed in the proposed program.

3. A description of program components which includes statements which specifically relate individual components of the program to the learning outcomes required of prospective family life educators.

4. A plan for assessing learning outcomes for individual candidates for licensure.

F. Programs may be approved which vary in curricular design provided that program components meet the requirements in C., above, and that these components provide education personnel who are

recommended for licensure with the knowledge, skills, and understandings specified in rules for each licensure area. When the term competency is used, it is understood that other appropriate terms which refer to learning outcomes may be substituted. Examples of such terms are: knowledge, skills, and understandings.

G. All approved programs in family life education shall include a description of the way in which teachers who hold licenses on July 1, 1980, may have their experience and preparation in family life education evaluated by a preparation institution. The approved program for that institution shall be the basis for determining areas in which experience and preparation are equivalent to the approved program.

H. This rule is effective July 1, 1983, for all applicants for entrance licenses.

§ 3.086 Teachers of American Indian language and culture. (All new material.)

A. Upon the recommendation of the school board of a Minnesota school district, the board of teaching shall in accordance with this rule authorize the issuance of a license to teach an American Indian language and culture to any person who has achieved and demonstrated competence in teaching an American Indian language and culture.

Nothing in this rule shall prohibit a school board from employing a person to teach an American Indian language and culture who does not hold the license authorized by this rule.

B. An application for a license authorized by this rule shall be submitted by the superintendent or other authorized official of a school district on behalf of an individual who has demonstrated competence in teaching an American Indian language and culture. The application shall indicate the specific language, culture, and grade levels to be taught by the applicant, and shall also include the following:

1. An affidavit of the applicant attesting that the candidate is fluent in speaking an American Indian language and has demonstrated competence in the areas of listening, comprehension, reading, and writing the language for which licensure is requested and has a thorough knowledge and understanding of the culture of people who speak the language as natives; and

2. Certified copies of resolutions attesting to the applicant's competence from at least two of the following: the tribal government governing the tribe or community speaking the language for which licensure is requested, the reservation business committee serving the tribe or community speaking the language for which licensure is requested, the local Indian education committee serving the tribe or community speaking the language for which licensure is requested, or other body governing or serving the tribe or community speaking the language for which licensure is requested, or two (2) certified statements from authorized officials of professional or learned societies, organizations, or institutions who are qualified to assess the applicant's competence to teach the language and culture for which licensure is requested; that they have assessed the applicant and the applicant is competent to teach the language and culture of the American Indian language for which licensure to teach is requested; and

3. Certified copies of the resolution adopted by the school board of its intention to employ the applicant to teach the American Indian language and culture; and

4. A processing fee as established by the board of teaching.

C. Each application for licensure shall be sent to the director of teacher licensing who shall review it and recommend appropriate action to a committee of the board of teaching. The committee shall determine the validity of the application, review all material submitted, and shall decide on behalf of the board whether the license should be issued.

D. The license issued hereunder authorizes the holder to teach the American Indian language and culture at the grade levels approved by the board of teaching for the school district which forwards the application.

E. The license shall be valid for a one-year period and renewable for one year increments upon the

receipt by the director of teacher licensing of a certified copy of the resolution adopted by the school board of its intention to reemploy the applicant and notwithstanding any rule to the contrary the individual applicant shall show evidence of professional growth by the acquisition of 15 renewal units approved and granted by the local continuing education committee prior to the date of the application.

F. The board of teaching shall review this rule at least every five years following enactment. The initial review shall include specific proposals for a rule authorizing issuance of a standard two-year entrance license.

G. This rule shall become effective July 1, 1978.

Repeal. [§ 3.102 Counselors, secondary schools.]

§ 3.102 School counselors, secondary. (All new material.)

A. Qualifications for licensure. All candidates recommended for licensure as a school counselor, secondary, shall complete all of the following requirements:

1. Have satisfactorily completed a master's degree program in school guidance and counseling of not less than the equivalent of 54 quarter hours of credit in a secondary counselor preparation program approved by the Minnesota board of teaching.

2. Have satisfactorily completed practica in school guidance and counseling at the secondary school levels. Practica shall be under the supervision of counselor educators from an approved college guidance and counseling program. Practica shall be in a secondary school setting for a minimum of 300 clock hours and 100 hours in supervision for a total of 400 hours. Practica experiences are in addition to internship experiences described in A.4. of this rule.

3. Hold a valid license to teach in the public schools of Minnesota.

4. Have completed two years of teaching experience. Candidates holding a valid license to teach in the public schools of Minnesota but who have not completed two years of teaching experience shall complete the equivalent of a full-time, one school year internship in school guidance and counseling at the secondary school level. The internship shall be under the supervision of a practicing, resident, licensed secondary school counselor who has at least two years of counseling experience at the secondary school level. Supervision shall also be provided by counselor educators from an approved college guidance and counseling program. The internship shall be based on a written agreement among the intern, the approved school counselor preparation institution, and the employing school district. The provisions of the internship agreement shall be forwarded to the board of teaching in writing as part of the program for each college approved to recommend candidates for licensure as a school counselor.

5. Have at least 2000 hours of accumulated work experience outside of the field of education.

B. The graduate level program in school guidance and counseling completed by all candidates recommended for licensure as a school counselor shall contain components designed to provide candidates with knowledge, skills, and understandings in all of the following:

1. Counseling.

a. The knowledge of a variety of counseling philosophies and skills and an understanding of their application with adolescents and adults.

b. The ability to recognize the need for help and to intervene effectively as a helping person toward meeting the unique needs of all students, including exceptional students.

c. The utilization of appropriate counseling skills with individuals and groups to facilitate their human growth and development. Such developmental goals shall include:

(1) Ability to differentiate feelings

(2) Recognition of strengths and limitations

(3) Awareness of alternatives and their implications

(4) Ability to make decisions and value choices and accept responsibility for them

(5) Skill in open interpersonal communication including non-verbal behavior

(6) Acquisition of coping skills.

d. The effective use of group processes including the ability to identify objectives and to facilitate communication, group cohesiveness, and personal growth.

e. The knowledge of family systems and utilization of counseling skills to facilitate student and family development.

f. The understanding of cultural differences.

2. Consulting.

a. The knowledge of a variety of consultation models and their application in practice in secondary schools.

b. The knowledge of the learning process and the ability to participate with school staff in developing alternative learning approaches, including remedial, and adapting school curriculum toward meeting the unique needs of secondary students.

c. The ability to orient parents to the school program and help them understand the student's aptitudes, abilities, interests, and attitudes as related to educational and career planning, academic achievement, personal-social development, and total school progress.

d. The knowledge and ability to make referrals to community agencies and utilize businesses, educational institutions, and other helping professionals.

e. The knowledge and ability to utilize results of evaluative studies including follow-up as a consultant in program development and/or revision at the secondary level.

f. The knowledge and ability to serve as a staff resource to aid in the implementation of developmental-career curriculum and employability skills training in the classroom.

g. The knowledge and ability to design, initiate, and conduct in-service training programs for staff personnel relative to development of adolescents.

3. Developmental-career guidance.

a. The understanding of the basic principles of child and adolescent growth and development, including physical. emotional, cognitive, ego, moral, career, and social.

b. The knowledge of curriculum content and processes and the skills to organize and conduct classroom guidance activities which facilitate personal and career development.

c. The knowledge and ability to assist students in developing self-awareness, self-understanding, and self-acceptance.

d. Knowledge and ability to assist students, individually and/or in groups, in exploring

educational and occupational information in view of their aptitudes, interests, and personal-social needs in choosing career and avocational goals.

e. The knowledge of educational, occupational, and employment trends for purposes of assisting students in program planning and selection.

f. The ability to assist in the coordination of educational and job placement for students, graduates, and school leavers.

4. Evaluation and assessment.

a. The knowledge and ability to conduct and interpret the results of formal and informal measurement procedures in the cognitive, affective, psychological, and social aspects of adolescents.

b. The knowledge of, and the ability to use, a variety of evaluation procedures including follow-up studies for individual and institutional decision making.

c. The ability to assist students and parents to use information derived from educational measurement including career and vocational assessment services in planning and decision making.

d. The knowledge and ability to identify and assess secondary student developmental needs.

5. Guidance program development, coordination, and management.

a. The knowledge and ability to formulate guidance and counseling program goals and priorities.

b. The knowledge and ability to initiate, coordinate, and interpret a counseling and guidance program to meet the developmental needs of all students.

c. The knowledge and ability to coordinate the counseling and guidance program with the instructional program and student support services.

d. The knowledge of organizational theory relating to change and humanization of social systems.

e. The ability to apply the principles of personnel management in supervising the functioning of all personnel assigned to the guidance program.

f. The knowledge and ability to evaluate guidance programs and report the results to appropriate individuals.

C. An institution applying for approval of its counselor education program shall include in its application:

1. A written rationale which sets forth the view of the preparing institution with respect to the role of school counselors.

2. An enumeration of specific knowledge, skills, and understandings for school counselors to be developed in a proposed school guidance and counseling program. Included shall be knowledge, skills, and understandings enumerated in B.1., 2., 3., 4., and 5., above.

3. A written description of program components which includes statements which relate individual program components to the knowledge, skills, and understandings to be developed by candidates for licensure in school guidance and counseling.

4. A written plan for assessing the level of performance of each candidate recommended for licensure in school guidance and counseling which ascertains the development of specified knowledge, skills, and understandings.

5. Programs may be approved which vary in curricular design provided that program components meet the requirements in C.1., 2., 3., and 4., above, and that these components provide candidates who are recommended for licensure in school guidance and counseling with the knowledge, skills, and understandings which are enumerated in B.1., 2., 3., 4., and 5., of this rule.

6. A list of its qualified staff and other institutional resources.

D. The issuance of the first continuing license is contingent upon:

1. Possession by the candidate of a valid and appropriate entrance license, and

2. One year of school counseling experience.

E. The continuing license may be renewed according to the rules of the board of teaching pertaining to continuing education.

F. This rule is effective July 1, 1982, for all applicants for entrance licenses.

G. All persons holding a license as a secondary school counselor prior to July 1, 1982, may continue to hold and renew such licenses according to the continuing education licensure rules of the board of teaching.

H. All programs for preparation of school counselors shall be submitted for approval to the Minnesota board of teaching and shall include a description of the procedures by which persons who hold elementary school counselor entrance, continuing, or life licensure and wish to be licensed as a secondary school counselor may have their experience and preparation in school guidance and counseling evaluated to determine the areas where such experience and preparation are equivalent to the approved programs as well as the areas where additional preparation may be required. In every case, the requirement shall be at least the equivalent of 18 quarter hours of credit of preparation, including a minimum of 6 quarter hours of practica experience. The remaining credits shall be selected from the areas specified in B.1., 2., 3., 4., and 5., of this rule. Candidates may be recommended for licensure as an elementary school counselor according to this provision.

Repeal. [§ 3.103 Counselors, elementary schools.]

§ 3.103 School counselors, elementary. (All new material.)

A. Qualifications for licensure. All candidates recommended for licensure as a school counselor, elementary, shall complete all of the following requirements:

1. Have satisfactorily completed a master's degree program in school guidance and counseling of not less than the equivalent of 54 quarter hours of credit in an elementary school counselor preparation program approved by the Minnesota board of teaching.

2. Have satisfactorily completed practica in school guidance and counseling at the elementary school level. Practica shall be under the supervision of counselor educators from an approved college guidance and counseling program. Practica shall be in an elementary school setting for a minimum of 300 clock hours and 100 hours in supervision for a total of 400 hours. Practica experiences are in addition to internship experiences described in A.4. of this rule.

3. Hold a valid license to teach in the public schools of Minnesota.

4. Have completed two years of teaching experience. Candidates holding a valid license to teach in the public schools of Minnesota but who have not completed two years of teaching experience shall complete the equivalent of a full-time, one school year internship in school guidance and counseling at the elementary school level. The internship shall be under the supervision of a practicing, resident, licensed elementary school counselor who has at least two years of counseling experience at the elementary school level. Supervision shall also be provided by counselor educators from an approved college guidance and counseling program. The internship shall be based on a written agreement among the intern, the approved school counselor preparation institution, and the employing school district. The provisions of the internship agreement shall be forwarded to the board of teaching in writing as part of the program proposal and shall become a component of the approved program for each college approved to recommend candidates for licensure as a school counselor.

5. Have at least 2000 hours of accumulated work experience outside of the field of education.

B. The graduate level program in school guidance and counseling completed by all candidates recommended for licensure as a school counselor shall contain components designed to provide candidates with knowledge, skills, and understandings in all of the following:

1. Counseling.

a. The knowledge of a variety of counseling philosophies and skills and an understanding of their application with children and adults.

b. The ability to recognize the need for help and to intervene effectively as a helping person toward meeting the unique needs of all students, including exceptional students.

c. The utilization of appropriate counseling skills with individuals and groups to facilitate their human growth and development. Such developmental goals shall include:

(1) Ability to differentiate feelings

(2) Recognition of strengths and limitations

(3) Awareness of alternatives and their implications

(4) Ability to make decisions and value choices and accept responsibility for them

(5) Skill in open interpersonal communication including non-verbal behavior

(6) Acquisition of coping skills.

d. The knowledge and ability to use play media for guidance and assessment.

e. The effective use of group processes including the ability to identify objectives and to facilitate communication, group cohesiveness, and personal growth.

f. The knowledge of family systems and utilization of counseling skills to facilitate student and family development.

g. The understanding of cultural differences.

2. Consulting.

a. The knowledge of a variety of consultation models and their application in practice in elementary schools.

b. The knowledge of the learning process and the ability to participate with school staff

in developing alternative learning approaches, including remedial, and adapting school curriculum toward meeting the unique needs of elementary students.

c. The ability to orient parents to the school program and help them understand the student's aptitudes, abilities, interests, and attitudes as related to personal-social development, total school progress, academic achievement, and educational planning and career awareness.

d. The knowledge and ability to make referrals to community agencies, utilize businesses, educational institutions, and other helping professionals.

e. The knowledge and ability to utilize results of evaluative studies as a consultant in program development and/or revision at the elementary level.

f. The knowledge and ability to serve as a staff resource to aid in the implementation of developmental-career curriculum in the classroom.

g. The knowledge and ability to design, initiate, and conduct in-service training programs for staff personnel relative to development of children.

3. Developmental-career guidance.

a. The understanding of the basic principles of child development, including physical, emotional, cognitive, ego, moral, career, and social.

b. The knowledge of curriculum content and processes and the skills to organize and conduct classroom guidance activities which facilitate personal and career development.

c. The knowledge and ability to assist students in developing self-awareness, self-understanding, and self-acceptance.

d. The knowledge and ability to assist students in personal-social needs and career awareness.

4. Evaluation and assessment.

a. The knowledge and ability to conduct and interpret the results of formal and informal measurement procedures in cognitive, affective, and psycho-motor domains of children.

b. The knowledge of, and the ability to use, a variety of evaluation procedures for individual and institutional decision making.

c. The ability to assist students and parents to use information derived from educational measurement in planning and decision making.

d. The knowledge and ability to identify and assess developmental needs of children.

5. Guidance program development, coordination, and management.

a. The knowledge and ability to formulate guidance and counseling program goals and priorities.

b. The knowledge and ability to initiate, coordinate, and interpret a counseling and guidance program to meet the developmental needs of all students.

c. The knowledge and ability to coordinate the counseling and guidance program with the instructional program and student support services.

d. The knowledge of organizational theory relating to change and humanization of social systems.

e. The ability to apply the principles of personnel management in supervising the functioning of all personnel assigned to the guidance program.

f. The knowledge and ability to evaluate guidance programs and report the results to appropriate individuals.

C. An institution applying for approval of its counselor education programs shall include in its application:

1. A written rationale which sets forth the view of the preparing institution with respect to the role of school counselors.

2. An enumeration of specific knowledge, skills, and understandings for school counselors to be developed in a proposed school guidance and counseling program. Included shall be knowledge, skills, and understandings enumerated in B.1., 2., 3., 4., and 5., above.

3. A written description of program components which includes statements which relate individual program components to the knowledge, skills, and understandings to be developed by candidates for licensure in school guidance and counseling.

4. A written plan for assessing the level of performance of each candidate recommended for licensure in school guidance and counseling which ascertains the development of specified knowledge, skills, and understandings.

5. Programs may be approved which vary in curricular design provided that program components meet the requirements in C.1., 2., 3., and 4., above, and that these components provide candidates who are recommended for licensure in school guidance and counseling with the knowledge, skills, and understandings which are enumerated in B.1, 2., 3., 4., and 5., of this rule.

6. A list of its qualified staff and other institutional resources.

D. The issuance of the first continuing license is contingent upon:

1. Possession by the candidate of a valid and appropriate entrance license; and

2. One year of school counseling experience.

E. The continuing license may be renewed according to the rules of the board of teaching pertaining to continuing education.

F. This rule is effective July 1, 1982, for all applicants for entrance licenses.

G. All persons holding a license as an elementary school counselor prior to July 1, 1982, may continue to hold and renew such licenses according to the continuing education licensure rules of the board of teaching.

H. All programs for preparation of school counselors shall be submitted for approval to the Minnesota board of teaching and shall include a description of the procedures by which secondary counselors who hold entrance, continuing, or life licensure and wish to be licensed as an elementary school counselor may have their experience and preparation in school guidance and counseling evaluated to determine the areas where such experience and preparation are equivalent to the approved programs as well as the areas where additional preparation may be required. In every case, the requirement shall be at least the equivalent of 18 quarter hours of credit of preparation including a minimum of 6 quarter hours of practica experience. The remaining credits shall be selected from the areas specified in B.1., 2., 3., 4., and 5., of this rule. Candidates may be recommended for licensure as a secondary school counselor according to this provision.

§ 3.130 Code of ethics for Minnesota teachers. (All new material.)

A. Each teacher upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics, which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation.

This code shall apply to all persons licensed according to rules established by the Minnesota board of teaching.

B. Standards of professional conduct.

1. A teacher shall provide professional educational services in a non-discriminatory manner regardless of age, sex, national origin, race, color, creed, religion, disability, or status with regard to public assistance, and/or marriage.

2. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.

3. A teacher shall protect the right of individual privacy in accordance with existing law.

4. A teacher shall take reasonable disciplinary action in exercising the authority to maintain classroom management in order to provide an atmosphere conducive to learning.

5. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.

6. A teacher delegates authority for teaching responsibilities only to licensed personnel.

7. A teacher shall not deliberately distort subject matter in order to promote the personal views of the teacher.

8. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.

9. A teacher shall not knowingly make false or malicious statements about students or colleagues.

10. A teacher shall accept contractual teaching assignments only in those areas for which that teacher is licensed.

C. Complaints, investigation and hearing.

1. The enforcement of the provisions of the code of ethics for Minnesota teachers shall be in accord with M.S. 214.10.

M.S. 214.10 Complaints; investigation and hearing.

Subd. 1. Receipt of complaint. The executive secretary of a board, a board member or any other person who performs services for the board who receives a complaint or other communication, whether oral or written, which complaint or communication alleges or implies a violation of a statute or rule which the board is empowered to enforce, shall promptly forward the substance of the communication on a form prepared by the attorney general to the designee of the attorney general responsible for providing legal services to the board. Before proceeding further with the communication, the designee of the attorney general may require the complaining party to state his complaint in writing on a form prepared by the attorney general. Complaints which relate to matters within the jurisdiction of

another governmental agency shall be forwarded to that agency by the executive secretary. An officer of that agency shall advise the executive secretary of the disposition of that complaint. A complaint received by another agency which relates to a statute or rule which a licensing board is empowered to enforce shall be forwarded to the executive secretary of the board to be processed in accordance with this section.

Subd. 2. Investigation and hearing. The designee of the attorney general providing legal services to a board shall evaluate the communications forwarded to him by the board or its members or staff. If the communication alleges a violation of statute or rule which the board is to enforce, the designee is empowered to investigate the facts alleged in the communication. In the process of evaluation and investigation, he shall consult with or seek the assistance of the executive secretary or, if the board determines, a member of the board who has been designated by the board to assist the designee. He may also consult with or seek the assistance of any other qualified persons who are not members of the board who the designee believes will materially aid in the process of evaluation or investigation. The executive secretary or the consulted board member may attempt to correct improper activities and redress grievances through education, conference, conciliation and persuasion, and in these attempts he may be assisted by the designee of the attorney general. If the attempts at correction or redress do not produce satisfactory results in the opinion of the executive secretary or the consulted board member, or if after investigation the designee providing legal services to the board, the executive secretary or the consulted board member believes that the communication and the investigation suggest illegal or unauthorized activities warranting board action, he shall inform the executive secretary of the board who shall schedule a disciplinary hearing in accordance with Minnesota statutes, chapter 15. Before the designee of the attorney general or the executive secretary may direct the holding of a disciplinary hearing, he shall have considered the recommendations of the consulted board member. Before scheduling a disciplinary hearing, the executive secretary must have received a verified written complaint from the complaining party. A board member who was consulted during the course of an investigation may participate at the hearing but may not vote on any matter pertaining to the case. The executive secretary of the board shall promptly inform the complaining party of the final disposition of the complaint. Nothing in this section shall preclude the board from scheduling, on its own motion, a disciplinary hearing based upon the findings or report of the board's executive secretary, a board member or the designee of the attorney general assigned to the board. Nothing in this section shall preclude a member of the board or its executive secretary from initiating a complaint.

Subd. 3. Discovery; subpoenas. In all matters pending before it relating to its lawful regulation activities, a board may issue subpoenas and compel the attendance of witnesses and the production of all necessary papers, books, records, documents, and other evidentiary material. Any person failing or refusing to appear or testify regarding any matter about which he may be lawfully questioned or produce any papers, books, records, documents, or other evidentiary materials in the matter to be heard, after having been required by order of the board or by a subpoena of the board to do so may, upon application to the district court in any district, be ordered to comply therewith. The chairman of the board acting on behalf of the board may issue subpoenas and any board member may administer oaths to witnesses, or take their affirmation. Depositions may be taken within or without the state in the manner provided by law for the taking of depositions in civil actions. A subpoena or other process or paper may be served upon any person named therein, anywhere within the state by any officer authorized to serve subpoenas or other process or paper in civil actions, with the same fees and mileage and in the same manner as prescribed by law for service of process issued out of the district court of this state. Fees and mileage and other costs shall be paid as the board directs.

2. When oral complaints alleging violations of the code of ethics are received, the executive secretary of the Minnesota board of teaching shall request the complaining party to submit the complaint in writing within 10 days.

3. Upon the receipt of a complaint in writing alleging violations of the code of ethics, the teacher named in the complaint shall be notified in writing within 10 days of the receipt of the complaint.

4. The teacher shall be entitled to be represented by the teacher's own counsel or representative at each stage of the investigation and hearing.

D. Enforcement procedures.

1. The Minnesota board of teaching may in its discretion impose one or more of the following penalties when it has found a violation of the code of ethics. These actions shall be taken only after all previous efforts at remediation have been exhausted.

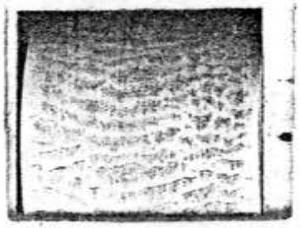
a. A letter of censure from the board of teaching may be sent to the person determined to be in violation of the standards of the code of ethics. A copy of the letter shall be filed with the Minnesota board of teaching. Such letters shall be kept on file for a period of time not to exceed one calendar year.

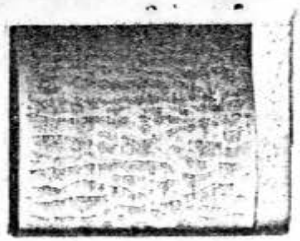
b. The board of teaching may enter into agreements with teachers accused of violating the code of ethics which would suspend or terminate proceedings against the teacher on conditions agreeable to both parties.

c. A teacher who has been found to have violated the code of ethics may be placed on probationary licensure status for a period of time to be determined by the board of teaching. The board may impose conditions on the teacher during the probationary period which are to be directed toward improving the teacher's performance in the area of the violation. During this period, the teacher's performance or conduct will be subject to review by the board of teaching or its designee. Such review will be directed toward monitoring the teacher's activities or performance with regard to whatever conditions may be placed on the teacher during the probationary period. Before the end of the probationary period the board of teaching shall decide to extend or terminate the probationary licensure status or to take further disciplinary actions as are consistent with this rule.

d. The license to teach of the person determined to be in violation of the standards of the code of ethics may be suspended for a period of time determined by the Minnesota board of teaching.

e. The license to teach of the person determined to be in violation of the standards of the code of ethics may be revoked by the Minnesota board of teaching.





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DOLORES WINDINGSTAD
Route #1, Box 41
Dawson, Minnesota 56232

September 25, 1978

Mr. Lee Sheehy
Special Assistant Attorney General
Room G-19K
Administration Building
St. Paul, Minnesota 55155

Dear Mr. Sheehy:

Pursuant to the rules of the Office of the Attorney General, I hereby resubmit for final approval by the Office of the Attorney General the attached rules which have been amended by the Board of Teaching in compliance with the recommendations contained in your correspondence dated August 11, 1978.

5 MCAR § 3.086 Rule governing the licensure of teachers of American Indian language and culture will be amended by the Board of Teaching according to your recommendations and will be resubmitted to your office for final approval at a later date.

The complete hearing record is also enclosed pursuant to the requirements of the Office of the Attorney General.

Sincerely,

Kenneth L. Peatross

Kenneth L. Peatross, Executive Secretary
MINNESOTA BOARD OF TEACHING

KLP/pac
Enclosures

cc: Donald J. Mueting
Special Assistant Attorney General

Duane Harves
Chief Hearing Examiner

Repeal. [5 MCAR § 3.001 Requirements for issuance and renewal of all licenses.]

5 MCAR § 3.001 Requirements for the issuance and renewal of all licenses. (All new material.)

A. Licenses to teach in Minnesota shall be granted to persons who otherwise meet all requirements of applicable statutes and rules and who complete approved programs leading to teacher licensure in Minnesota institutions which are approved by the Minnesota board of teaching to prepare persons for teacher licensure.

B. An applicant must qualify separately for each licensure area for which application is made and provide evidence of satisfactory completion of a program in such licensure area which has been approved by the Minnesota board of teaching.

C. The initial license which shall be issued in any licensure area is an entrance license, valid for two years.

D. There are three exceptions to the requirement that the initial license which shall be issued in any licensure area must be an entrance license. For these three exceptions, a continuing license for each licensure area shall be granted to:

1. An applicant who holds a life or continuing license as a secondary school classroom teacher who subsequently completes an approved program in an additional classroom teaching licensure area at the secondary school level.

2. An applicant who holds a life or continuing license as an elementary school classroom teacher or a secondary school classroom teacher who completes an approved program as a middle school classroom teacher in the same licensure area or in a different licensure area.

3. An applicant who holds a life or continuing license to teach who completes an approved program in an additional licensure area for which the licensure rule specifies that the applicant must hold a license to teach as a requirement for the issuance of the additional license.

E. When one year of teaching experience is not completed prior to the expiration of an entrance license, another entrance license in that licensure area shall be issued upon application. If an entrance license in any licensure area is allowed to lapse, it shall be renewed, upon application, until the applicant has had one year of teaching experience in that licensure area after which time an applicant must qualify for a continuing license.

F. A continuing license, valid for five years, shall be issued to an applicant who has completed at least one year of teaching experience in a licensure area while holding an entrance license, as verified by the local continuing education committee. When a licensure area is added to a continuing license already in force, the expiration date becomes that already established for the continuing license in force.

G. Any person who applies for the renewal of a continuing license who has not, at any time during the five-year period immediately preceding, been employed

in the licensure area for which the license is valid shall furnish evidence of having been granted 120 renewal units as verified by the local continuing education committee.

H. If a continuing license in any area is allowed to lapse, one of the following shall be issued upon application:

1. A continuing license based upon verification by a local continuing education committee that the applicant has been granted 120 renewal units, during the five-year period immediately preceding the application, or

2. A continuing license based upon evidence that the applicant earned at least 12 quarter or 8 semester hours of credit, in the licensure area where application is being made, during the five-year period immediately preceding the application, or

3. A one-year renewal of the lapsed continuing license based upon evidence that the applicant has been offered a position contingent upon holding a valid license. In order to qualify for a continuing license at the end of one year, the applicant shall provide evidence that at least 12 quarter or 8 semester hours of credit have been earned in the licensure area where application is being made during the five-year period immediately preceding the date of application for the continuing license.

I. Continuing licenses, valid for five years, shall be renewed upon application according to the rules of the board of teaching pertaining to continuing education.

J. Substitute teachers.

1. A long call substitute teacher is one who teaches for 15 or more consecutive days in a single classroom or teaching assignment. Long call substitute teachers shall hold an entrance or continuing license to teach for each licensure area taught.

2. Short call substitute licenses to teach, valid for five years, shall be issued to a previously licensed applicant which shall authorize teaching on a day-to-day basis not to exceed 15 consecutive days in a single classroom or teaching assignment. A short call substitute license may be renewed upon application.

5 MCAR § 3.041 Human relations components in all programs leading to licensure in education.

C. Programs shall be approved which vary in curricular design provided that program components meet the requirements in A. and B., above, and that these components provide education personnel who are recommended for licensure with the knowledge, skills, and understandings specified in rules for each licensure area. When the term competency is used, it is understood that other appropriate terms which refer to learning outcomes may be substituted. Examples of such terms are: knowledge, skills, and understandings.

5 MCAR § 3.054 Teachers in middle schools. (All new material.)

A. A teacher who teaches in a middle school shall hold a valid Minnesota elementary classroom teaching license or secondary classroom teaching license.

In addition, except as provided in B. of this rule, a teacher teaching in a middle school shall complete a preparation program, approved by the board of teaching, leading to the licensure of middle school teachers.

1. A teacher holding a valid Minnesota elementary classroom teaching license shall complete an approved program leading to the licensure of middle school teachers consisting of a minimum of 24 quarter hours or the equivalent. Such programs shall include all of the following areas:

a. Philosophy and organization of the middle school

b. Adolescent psychology

c. Interdisciplinary planning

d. Special learning and behavior problems

e. Teaching experience with adolescents

f. A minimum of 12 quarter hours or the equivalent of course work in a single subject field.

2. A teacher holding a valid Minnesota secondary classroom teaching license shall complete an approved program leading to the licensure of middle school teachers consisting of a minimum of 24 quarter hours or the equivalent. Such programs shall include all of the following areas:

a. Philosophy and organization of a middle school

b. Pre-adolescent psychology

c. Developmental reading

d. Interdisciplinary planning

e. Remedial reading

f. Special learning and behavior problems

g. Teaching experience with pre-adolescents.

B. Provisions of this rule shall not be interpreted to prevent a teacher from teaching in a middle school at those grade levels for which valid Minnesota classroom teaching licensure is held or to require such teacher to secure additional licensure to continue to teach at those grade levels in a middle school for which valid Minnesota classroom teaching licensure is held.

C. Minnesota colleges and universities approved to prepare teachers and which request approval of a program according to this rule shall provide evidence that programs to prepare middle school teachers submitted for approval have been developed with participation from elementary and secondary teachers, middle school administrators, students, and interested citizens. Such programs shall also include:

1. A statement of philosophy which sets forth the view of the institution with respect to the middle school.

2. An enumeration of the specific knowledge, skills, and understandings to be developed in the proposed program.

3. A description of program components which includes statements specifically relating individual components of the program to the philosophy and outcomes enumerated under 1. and 2., above.

4. A plan for assessing learning outcomes for individual candidates for licensure.

D. All approved programs leading to middle school teacher licensure shall include a description of the way in which practicing teachers may have their teaching experience and teacher preparation in those areas enumerated in A. above, evaluated and credited by an institution maintaining an approved program leading to middle school teacher licensure. Such evaluation may include previous teaching experience and/or previous teacher preparation.

E. Applicants holding a valid Minnesota elementary or secondary classroom entrance teaching license shall be issued an entrance middle school teaching license upon the completion of the requirements of A. 1. or 2. of this rule.

F. Applicants holding a valid Minnesota elementary or secondary classroom continuing or life teaching license shall be issued a continuing middle school teaching license upon the completion of the requirements of A. 1. or 2. of this rule.

G. The first and subsequent continuing middle school teaching licenses shall be issued to applicants who have completed the requirements of A. 1. or 2. of this rule and who meet the requirements of the board of teaching for the issuance of the first and/or subsequent Minnesota elementary or secondary classroom continuing teaching licenses.

H. From July 1, 1978, until July 1, 1983, any person licensed by the Minnesota board of teaching for any of the grade levels in a middle school where the person is assigned to teach is granted authority to teach areas and subjects specified by the duly issued licenses at any of the grade levels in the middle school regardless of grade level restrictions on the license currently held.

I. Except for provision H., all provisions of this rule shall become effective July 1, 1983.

5 MCAR § 3.065 Science for grades 5-9 and grades 7-12.

H. Programs shall be approved which vary in curricular design provided that program components meet the requirements in A., B., C., D., E., F., and G., above, and that these components provide education personnel who are recommended for licensure with the knowledge, skills, and understandings specified in rules for each licensure area. When the term competency is used, it is understood that other appropriate terms which refer to learning outcomes may be substituted. Examples of such terms are: knowledge, skills, and understandings.

Repeal. [H.] I.

Repeal. [I.] J.

5 MCAR § 3.068 Social studies in secondary schools.

E. Programs shall be approved which vary in curricular design provided that program components meet the requirements in A., B., C., and D., above, and that these components provide education personnel who are recommended for licensure with the knowledge, skills, and understandings specified in rules for each licensure area. When the term competency is used, it is understood that other appropriate terms which refer to learning outcomes may be substituted. Examples of such terms are: knowledge, skills, and understandings.

Repeal. [E.] F.

Repeal. [F.] G.

Repeal. [G.] H.

5 MCAR § 3.072 Qualifications, physical education and health teachers.

A. 4. Student teaching. [Public] school instructional experience at both elementary (k-6) and secondary (7-12) school levels [should] shall be included.

5 MCAR § 3.085 Teachers of family life education. (All new material.)

A. Family life education.

1. As used in this rule, the term family means two persons or more related by blood, marriage, or adoption residing together.

2. Family life education in elementary and secondary schools is a systematic instructional program to encourage individuals and families in their growth toward self-understanding, and to increase their ability to sustain meaningful interpersonal relationships. Family life education deals with the behavior of individuals acting singly and in groups, with the aim of such education being to enable people of all ages and life styles to live constructive and satisfying lives in a pluralistic society.

3. Courses in family life education in elementary and secondary schools provide instruction with content concerning family relationships, including marriage preparation, in one or more of the following areas: family structure and function; parenting and parent education; relationships within the family and relationships of the family and its members to society; development of human sexuality.

B. Each person who provides instruction in family life education at the secondary level shall hold licensure as a teacher of family life education if one half or more of the content of any one course taught is in one or more areas of family life education as defined in A. 3.

Each person who provides instruction in family life education at the elementary level shall hold licensure as a teacher of family life education if one-third or more of the person's annual classroom teaching assignment is in one or more of the areas of family life education as defined in A. 3.

C. All candidates for entrance licenses as teachers of family life education shall:

1. Hold a baccalaureate degree, and

2. Hold a valid license as a classroom teacher at the grade levels where assignments may be made to teach family life education, and

3. Satisfactorily complete a family life education program, approved by the Minnesota board of teaching, consisting of at least 27 quarter hours, or the equivalent, which includes at least 3 quarter hours, or the equivalent, in each of the following areas:

a. Family structure and function

b. Parent education

c. Relationships within the family and relationships of the family and its members to society

d. Development of human sexuality

e. Curriculum, methods, and materials for family life education

or

be recommended by an approved institution on the basis of experience and preparation in family life education for which credit has been granted.

D. Continuing licensure.

1. The issuance of the first continuing license is contingent upon the candidate's possession of a previously issued valid and appropriate entrance license.

2. The continuing license shall be renewed upon application according to rules of the Minnesota board of teaching pertaining to continuing education.

E. Evidence shall be provided to show that programs submitted for approval have been developed with appropriate participation from elementary school teachers, secondary school teachers, and administrators in schools which work with the preparation institutions as well as from students and interested citizens. Programs submitted for approval shall include the following:

1. A statement of rationale which sets forth the view of the institution with respect to the role of family life educators.

2. Enumeration of specific knowledge, skills, and understandings to be developed in the proposed program.

3. A description of program components which includes statements which specifically relate individual components of the program to the learning outcomes required of prospective family life educators.

4. A plan for assessing learning outcomes for individual candidates for licensure.

F. Programs shall be approved which vary in curricular design provided that program components meet the requirements in C., above, and that these components provide education personnel who are recommended for licensure with the knowledge, skills, and understandings specified in rules for each licensure area. When the term competency is used, it is understood that other appropriate terms which refer to learning outcomes may be substituted. Examples of such terms are: knowledge, skills, and understandings.

G. All approved programs in family life education shall include a description of the way in which teachers who hold licenses on July 1, 1980, may have their experience and preparation in family life education evaluated by a preparation institution. The approved program for that institution shall be the basis for determining areas in which experience and preparation are equivalent to the approved program.

H. This rule is effective July 1, 1983, for all applicants for entrance licenses.

APPROVED AS TO FORM AND LEGALITY
OCT. 13 1978 19
WARREN SPANNAUS ATTORNEY GENERAL
BY
SPECIAL ASSISTANT ATTORNEY GENERAL

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
OCT 16 1978
Joan Anderson Growe
Secretary of State
10:05AM

ADMIN 1000 (Rev. 1/78)

STATE OF MINNESOTA

DEPARTMENT ATTORNEY GENERAL

Office Memorandum

TO : KENNETH L. PEATROSS
Executive Secretary
Minnesota Board of Teaching

DATE: December 14, 1978

FROM : LEE E. SHEEHY
Special Assistant
Attorney General

PHONE: 296-1288

SUBJECT: In the Matter of the Proposed Adoption of 5 MCAR Sections 3.005 - 3.015, 3.005 (new), 3.052, 3.053, 3.020 - 3.031, 3.020 (new), 3.074, 3.003, 3.086 (new), and 3.130 (new)

The above-captioned rules have been resubmitted to this office for review. With the exceptions noted below, the rules have been approved as to form and legality. I have taken the liberty of filing those rules approved by this office. Approved rules include 3.130 (new), 3.052, 3.053, 3.020 - 3.031, 3.020 (new), 3.074, and 3.003. These rules have been filed with the Secretary of State. Note that they have NOT been filed with the State Register; this must be done promptly by your agency.

Upon receipt and before transmittal to the State Register, it is important that you recheck these rules as to:

1. Affixation of the stamps of the Attorney General and Secretary of State to the last page of the Rules;

2. Coverage of these stamps of all rules submitted and approved except as noted herein; and

3. Inclusion of all pages of the rules in the approved set.

The rules which have not been approved by this office, nor filed with the Secretary of State, and the reasons for this action are as follows:

I. 3.005 F (3): As I discussed in my memorandum dated October 13, 1978, to agency counsel, agencies may not create task forces whose expenses are reimbursed and who serve a formal function in agency decision making without statutory authority authorizing the expenditure of State funds for such purposes. For example, Minn. Stat. § 15.0593 (1977 supp.) authorized the Governor to create by Executive Order advisory task forces in his office whose expenses may be paid. Although the agency has demonstrated statutory authority for the local licensing committee, it has still failed to show this office authority permitting

implementation of the "State Task Force for Continuing Education/ Relicensure." While this office grants great deference to agency discretion, agency rules do have the force and effect of law. Prior to approving rules as to form and legality, this office must be assured that the agency has the authority by statute to undertake the actions evidenced in the rules. This office is again requesting further evidence of the agency's authority for implementation of such a State Task Force and the payment of expenses to its members.

II. Section 3.086: While the agency has addressed some matters raised by my memorandum dated August 11, 1978, to agency counsel, the rule resubmitted relating to licensure of teachers of American Indian language and culture must be disapproved for the following reasons:

Subdivision A of the rule once more ignores the apparent statutory dichotomy that a person may be licensed to teach either American Indian language or American Indian culture. Secondly, the statutory licensing standard for teachers of American Indian culture has nothing to do with "achieved and demonstrated competence." The statutory term "competence" refers to an applicants abilities in the area of the American Indian language. The statute sets forth other standards relative to knowledge and understanding of American Indian history and culture.

Subdivision B of the rule perpetuates errors pointed out in my memorandum dated August 11, 1978. Specifically, B (1) requires any application for a license to be accompanied by an Affidavit of a school official attesting to the applicant's lingual skills and knowledge of the culture and history. This requirement is improper for two reasons. First, it fails to recognize the statutory dichotomy for licensure of a teacher of either American Indian language or American Indian culture and history. According to this provision, one must be competent in both areas to receive any license. Secondly, Subdivision B (1) conditions the granting of any license upon an applicant's ability to obtain certification from a school administrator (who is not required to have any expertise in the area of the subject matter to be taught) without any apparent need or statutory authority for such a requirement. The statute does permit the agency to establish requirements for applicants relating to academic study and training. See Minn. Stat. § 126.49, Subd. 1 (b). However, Subdivision B (2) of the rule appears to address these academic qualification requirements. The requirements of the rule in Subdivision B (1) seem redundant, unnecessary and improper given the provisions of (2). The agency may not condition granting of a license upon the applicant's ability to obtain some school administrator's concurrence with the application unless the agency shows the relationship of this requirement to its statutory authority to establish academic study and training requisites for potential applicants.

If you have any questions, do not hesitate to call me.

LES/bw
cc: Duane Harves
Chief Hearing Examiner

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE PETER ERICKSON
HEARING EXAMINER
OFFICE OF HEARING EXAMINER

IN THE MATTER OF: The proposed adoption, amendment, or repeal of rules of the Board of Teaching governing Suspension or Revocation of Licenses to Teach, Appeal to the Minnesota Board of Teaching, Issuance and Renewal of all Licenses; Fees, Teachers of Art, Continuing Education/Relicensure

FINDINGS OF FACT AND CONCLUSIONS

The Minnesota Board of Teaching hereby adopts by reference, the findings of fact and conclusions of the Hearing Examiner in the above entitled matter.

STATE OF MINNESOTA
BOARD OF TEACHING

Kenneth L. Peatross

Kenneth L. Peatross, Executive Secretary
MINNESOTA BOARD OF TEACHING

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE PETER ERICKSON
HEARING EXAMINER
OFFICE OF HEARING EXAMINER

IN THE MATTER OF: The proposed adoption, amendment or repeal of Rules of the Board of Teaching governing Requirements for Issuance and Renewal of all Licenses, Qualifications Physical Education and Health Teachers, Suspension or Revocation of Licenses to Teach, Appeal to the Minnesota Board of Teaching, Social Studies in Secondary Schools, Science for Grades 5-9 and Grades 7-12, Human Relations Components in all Programs Leading to Licensure in Education, Issuance and Renewal of all Licenses; Fees, Teachers of Art, Teachers of Family Life Education, Teachers of American Indian Language and Culture, Code of Ethics, Continuing Education/Relicensure, Career Licensure in Teaching, Nursery School Teachers, Licensure of Prekindergarten Teachers and Prekindergarten Assistant Teachers, Teachers of Industrial Arts, Elementary School Counselors, Secondary School Counselors, Teachers in Middle Schools

RECEIVED
JUN 21 1978
OFFICE OF HEARING EXAMINERS

ORDER ADOPTING RULES

The above-entitled matter came on for hearing before the Board of Teaching of the State of Minnesota on the 28th and 29th days of October, 1977, at 9:00 a.m. in the State Office Building Auditorium, St. Paul, Minnesota, after proper notice required by M.S. 1976, Section 15.0412 was served upon all persons, associations and other interested groups registered with the Secretary of State for that purpose.

After affording interested persons an opportunity to present written and oral data, statements and arguments, having heard all of the testimony, having considered all of the evidence adduced and upon the records, files and proceedings herein, and

applicable statutory standards or criteria, and having confirmed the need for the above captioned rules and the reasonableness thereof.

NOW, THEREFORE, IT IS ORDERED that the existing rules identified as 5 MCAR § 3.001 Requirements for Issuance and Renewal of All Licenses, 5 MCAR § 3.102 Counselors, Secondary Schools and 5 MCAR § 3.103 Counselors, Elementary Schools, are hereby repealed and the rules identified as 5 MCAR § 3.001 Requirements for the Issuance and Renewal of all Licenses, 5 MCAR § 3.041 Human Relations Components in all Programs Leading to Licensure in Education, 5 MCAR § 3.054 Teachers in Middle Schools, 5 MCAR § 3.065 Science for Grades 5-9 and Grades 7-12, 5 MCAR § 3.068 Social Studies in Secondary Schools, 5 MCAR § 3.072 Qualifications Physical Education and Health Teachers, 5 MCAR § 3.085 Teachers of Family Life Education, 5 MCAR § 3.086 Teachers of American Indian Language and Culture, 5 MCAR § 3.102 School Counselors, Secondary and 5 MCAR § 3.103 School Counselors, Elementary, are adopted or amended this 17th day of March, 1978, pursuant to the authority vested in the Board of Teaching.

STATE OF MINNESOTA
BOARD OF TEACHING

Kathryn C. Rayburn, Chairman

Joseph J. Moren, Vice Chairman

MINNESOTA BOARD OF TEACHING
607 CAPITOL SQUARE BUILDING
550 CEDAR STREET
ST. PAUL, MINNESOTA 55101
(612) 296-2415

KENNETH L. PEATROSS
EXECUTIVE SECRETARY

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Rochester, Minnesota 55901

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DOLORES WINDINGSTAD
Route #1, Box 41
Dawson, Minnesota 56232

July 12, 1978

Mr. Lee Sheehy
Special Assistant Attorney General
Room G-19 K
Administration Building
St. Paul, Minnesota 55155

Dear Mr. Sheehy:

Pursuant to the rules of the Office of the Attorney General, I hereby submit for final approval by the Office of the Attorney General rules heard at public hearing on October 28-29, 1977, which have been adopted by the Minnesota Board of Teaching and approved by the Minnesota Board of Education.

The rules submitted for final approval are attached to the Affidavit of Howard B. Casmey. Because of the number of rules heard at public hearing on October 28-29, 1977, the rules will be submitted for approval by the Office of the Attorney General in three parts.

The complete hearing record is also enclosed pursuant to the requirements of the Office of the Attorney General.

Sincerely,

Kenneth L. Peatross

Kenneth L. Peatross, Executive Secretary
MINNESOTA BOARD OF TEACHING

KLP/nad

Enclosures

cc: Donald J. Mueting
Special Assistant Attorney General

AN EQUAL OPPORTUNITY EMPLOYER

STATE OF MINNESOTA
OFFICE OF HEARING EXAMINERS
ROOM 300 – 1745 UNIVERSITY AVENUE
ST. PAUL, MINNESOTA 55104
(612) 296-6910

June 22, 1978

Mr. Kenneth L. Peatross
Executive Secretary
Minnesota Board of Teaching
607 Capitol Square Building
St. Paul, Minnesota 55101

Re: BT-78-001-PE

Dear Mr. Peatross:

Enclosed please find the documents which you submitted to us for review on the issue of substantial change together with the Report of the Chief Hearing Examiner, pursuant to Minn. Stat. § 15.052, Subd. 3.

Yours very truly,

DUANE R. HARVES
Chief Hearing Examiner

DRH:sh
Enc.

STATE OF MINNESOTA
OFFICE OF HEARING EXAMINERS

FOR THE BOARD OF TEACHING

IN THE MATTER OF THE PROPOSED ADOPTION, AMENDMENT OR REPEAL OF RULES OF THE BOARD OF TEACHING GOVERNING REQUIREMENTS FOR ISSUANCE AND RENEWAL OF ALL LICENSES, QUALIFICATIONS PHYSICAL EDUCATION AND HEALTH TEACHERS, SUSPENSION OR REVOCATION OF LICENSES TO TEACH, APPEAL TO THE MINNESOTA BOARD OF TEACHING, SOCIAL STUDIES IN SECONDARY SCHOOLS, SCIENCE FOR GRADES 5-9 AND GRADES 7-12, HUMAN RELATIONS COMPONENTS IN ALL PROGRAMS LEADING TO LICENSURE IN EDUCATION, ISSUANCE AND RENEWAL OF ALL LICENSES; FEES, TEACHERS OF ART, TEACHERS OF FAMILY LIFE EDUCATION, TEACHERS OF AMERICAN INDIAN LANGUAGE AND CULTURE, CODE OF ETHICS, CONTINUING EDUCATION/ RELICENSURE, CAREER LICENSURE IN TEACHING, NURSERY SCHOOL TEACHERS, LICENSURE OF PREKINDERGARTEN TEACHERS AND PREKINDERGARTEN ASSISTANT TEACHER, TEACHERS OF INDUSTRIAL ARTS, ELEMENTARY SCHOOL COUNSELORS, SECONDARY SCHOOL COUNSELORS, TEACHERS IN MIDDLE SCHOOLS.

REPORT OF THE
CHIEF HEARING EXAMINER

WHEREAS, hearings were held on October 28 and 29, 1977, before Peter C. Erickson, a Hearing Examiner of the State Office of Hearing Examiners, on the above-entitled matter in compliance with Minn. Stat. § 15.0412, Subd. 4; and

WHEREAS, the Report of Hearing Examiner made pursuant to Minn. Stat. § 15.052, Subd. 3, was issued to the Board of Teaching on January 18, 1978; and

WHEREAS, the Board of Teaching has now determined to adopt some of the rules heard on the dates above, pursuant to Minn. Stat. § 15.0412, Subd. 4, which rules are more specifically enumerated in the Order Adopting Rules dated March 17, 1978; and

WHEREAS, the Board of Teaching has submitted said rules to the Chief Hearing Examiner for review pursuant to Minn. Stat. § 15.052, Subd. 4, and Rule HE 107; and

WHEREAS, the Chief Hearing Examiner finds that the final proposed rules are not substantially different from those proposed at the public hearing and that the Board of Teaching has met all requirements of Minn. Stat. § 15.0412, Subd. 4.

NOW, THEREFORE, upon receipt of this Report, the Board of Teaching has the responsibility of submitting the complete hearing record and the rules as adopted by the Board to the Attorney General and to publish in the State Register, all pursuant to Minn. Stat. § 15.0412, Subd. 4.

Dated this 22nd day
of June, 1978.

DUANE R. HARVES
Chief Hearing Examiner

MINNESOTA BOARD OF TEACHING
607 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-2415

Brand's EXHIBIT NO. 11

DATE 10-28-77

NANCY J. DUEHN

KENNETH L. PEATROSS
EXECUTIVE SECRETARY

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2475 Dodd Road
St. Paul, Minnesota 55120

DOLORES WINDINGSTAD
Route #1, Box 41
Dawson, Minnesota 55232

TO : Peter Erickson, Hearing Examiner

FROM : Kenneth L. Peatross, Executive Secretary
MINNESOTA BOARD OF TEACHING

K Peatross

DATE : October 3, 1977

SUBJECT: Board of Teaching Licensure Rule Hearing
October 28-29, 1977

This is to advise you that notice of the proposed adoption, amendment or repeal of rules governing teacher licensure in Minnesota together with proposed rules scheduled for public hearing on October 28-29, 1977, were published in the August 29, 1977, edition of the Minnesota State Register.

The Board of Teaching will propose the following motions at the public hearing:

--That proposed amendment of 5 MCAR § 3.073 Rules Governing the Licensure of Teachers of Industrial Education, which is cited on pages 17-19 of the rules for hearing, be withdrawn from consideration.

--That the following correction be made in proposed 5 MCAR § 3.053 Rules Governing the Licensure of Prekindergarten Teachers and Prekindergarten Assistant Teachers, which is cited on pages 13-14 of the proposed rules for hearing:

[b.] c. Prekindergarten teacher licensure requirements for kindergarten/elementary teachers are as follows:

(1) Licensed kindergarten and elementary teachers who desire prekindergarten licensure shall complete a program of 14 semester or 21 quarter hours of prekindergarten teacher preparation, as part of, or in addition to previous teaching preparation.

(2) The program requirements shall include:

(a) A minimum of 6 semester or 9 quarter hours in prekindergarten education, including not fewer than 2 semester or 3 quarter hours of credit in student teaching at the prekindergarten level.

(b) A minimum of 6 semester or 9 quarter hours of course work in the child development/child psychology and parent-child relations.

(c) A minimum of 2 semester or 3 quarter hours of credit in one of the following:

(i) Child health, nutrition, and safety

(ii) Infant development

(iii) Young children with special needs.

[c.] d. Continuing licensure may be granted to a candidate who

(1) Possesses a previously issued valid and appropriate entrance license and

(2) Has completed the equivalent of one school year of full-time teaching experience at the prekindergarten level.

[d.] e. The continuing license may be renewed according to the rules of the board of teaching pertaining to continuing education.

[e.] f. All persons licensed under this rule shall meet the human relations requirements as outlined in rules of the board of teaching.

[f.] g. This rule shall become effective July 1, 1984, for all entrance licenses.

--That 5 MCAR § 3.003 proposed amendment to Rules Governing the Issuance and Renewal of all Licenses; Fees provision E. cited on page 2 of the proposed rules for hearing be revised to read:

E. The fee shall be nonrefundable for applicants not qualifying for a license, except the fee is refundable when the applicant for a license already holds the license for which application is made and that license does not expire in the year the application is submitted.

--That 5 MCAR § 3.001 proposed rules governing the Requirements for Issuance and Renewal of all Licenses provision B. cited on page 1 of the proposed rules for hearing be revised to read:

B. An applicant must qualify separately for each licensure area for which application is made and provide evidence of satisfactory completion of a program in such licensure area which has been approved by the Minnesota Board of Teaching.

--That 5 MCAR § 3.005 proposed rules governing Continuing Education/Relicensure provision 14. a. which is cited on page 10 of the proposed rules for hearing be revised to read:

a. The criteria for licensure renewal contained in the Minnesota state plan for vocational-technical education or successor rules shall replace the provisions of E. 1.

--That 5 MCAR § 3 052 rules governing Nursery School Teachers be repealed effective July 1, 1984, when the provisions of 5 MCAR § 3.053 rules governing Licensure of Prekindergarten Teachers and Prekindergarten Assistant Teachers becomes effective.

KLP/nad

cc: Donald Mueting
Board of Teaching Members

CERTIFICATE OF BOARD'S AUTHORIZING RESOLUTION

I, KATHRYN C. RAYBURN, do hereby certify that I am the Chairman of the Minnesota Board of Teaching, a board duly authorized under the laws of the State of Minnesota, and that the following is a true, complete, and correct copy of a resolution adopted at a meeting of the Board duly and properly called and held on the 11th day of August, 1977, that a quorum was present at said meeting, that a majority of those present voted for the resolution, and that said resolution is set forth in the minutes of said meeting and has not been rescinded or modified:

RESOLVED that Kenneth L. Peatross, Executive Secretary of the Minnesota Board of Teaching, be and hereby is granted the authority and directed to call a hearing for the purpose of promulgating rules of the Board, including the enactment, amendment, or repeal of rules relating to: Code of Ethics, Teachers of Family Life Education, Requirements for Issuance and Renewal of all Licenses, Qualifications Physical Education and Health Teachers, Teachers in Middle Schools, Suspension or Revocation of Licenses to Teach, Appeal to the Minnesota Board of Teaching, Continuing Education/Relicensure, Career Licensure in Teaching, Nursery School Teachers, Licensure of Prekindergarten Teachers and Prekindergarten Assistant Teachers, Teachers of Industrial Arts, Social Studies in Secondary Schools, Science for Grades 5-9 and Grades 7-12, Human Relations Components in all Programs Leading to Licensure in Education, Elementary School Counselors, Secondary School Counselors, Teachers of Art, Teachers of American Indian Language and Culture, Issuance and Renewal of all Licenses; Fees, as well as perform any and all acts incident thereto, including but without being limited thereto, signing an order for hearing and notice of

EXHIBIT NO. 1

DATE 10-28-77

NANCY J. DUEHN

hearing, as well as securing a hearing examiner for all hearings.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 11th day of August, 1977.

Kathryn Rayburn

Chairman, Minnesota Board of Teaching

Joseph J. McCrew

Attest by one other officer

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE PETER ERICKSON
HEARING EXAMINER
OFFICE OF HEARING EXAMINER

IN THE MATTER OF: The proposed adoption, amendment or repeal of Rules of the Board of Teaching governing Requirements for Issuance and Renewal of all Licenses, Qualifications Physical Education and Health Teachers, Suspension or Revocation of Licenses to Teach, Appeal to the Minnesota Board of Teaching, Social Studies in Secondary Schools, Science for Grades 5-9 and Grades 7-12, Human Relations Components in all Programs Leading to Licensure in Education, Issuance and Renewal of all Licenses; Fees, Teachers of Art, Teachers of Family Life Education, Teachers of American Indian Language and Culture, Code of Ethics, Continuing Education/Relicensure, Career Licensure in Teaching, Nursery School Teachers, Licensure of Prekindergarten Teachers and Prekindergarten Assistant Teachers, Teachers of Industrial Arts, Elementary School Counselors, Secondary School Counselors, Teachers in Middle Schools

Board's EXHIBIT NO. 5
DATE 10-24-77
NANCY J. DUEHN

ORDER FOR HEARING

The Board of Teaching deems it necessary to consider adoption, amendment, or repeal of the proposed rules captioned above pursuant to the authority vested in the Board by Minnesota Statutes, Chapter 15, as amended, and Minnesota Statutes, Chapter 125, as amended.

NOW, THEREFORE, IT IS ORDERED on this 16th day of August, 1977, that a public hearing on the proposed rules captioned above be held in the State Office Building, Auditorium, St. Paul, Minnesota 55101, on Friday, October 28, 1977, and Saturday, October 29, 1977, commencing at 9:00 a.m., on each day and continuing until all representatives of associations or other interested groups or persons have had an opportunity to be heard.

IT IS FURTHER ORDERED that notice of said hearing be given to all representatives of associations or other interested groups or persons who have registered their names with the Secretary of State for that purpose.

IT IS FURTHER ORDERED that the notice of said hearing be published in the State Register.

STATE OF MINNESOTA
BOARD OF TEACHING

BY Kenneth L Peatross

Kenneth L. Peatross, Executive Secretary

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE PETER ERICKSON
HEARING EXAMINER
OFFICE OF HEARING EXAMINER

IN THE MATTER OF: The proposed adoption, amendment or repeal of Rules of the Board of Teaching governing Requirements for Issuance and Renewal of all Licenses, Qualifications Physical Education and Health Teachers, Suspension or Revocation of Licenses to Teach, Appeal to the Minnesota Board of Teaching, Social Studies in Secondary Schools, Science for Grades 5-9 and Grades 7-12, Human Relations Components in all Programs Leading to Licensure in Education, Issuance and Renewal of all Licenses; Fees, Teachers of Art, Teachers of Family Life Education, Teachers of American Indian Language and Culture, Code of Ethics, Continuing Education/Relicensure, Career Licensure in Teaching, Nursery School Teachers, Licensure of Prekindergarten Teachers and Prekindergarten Assistant Teachers, Teachers of Industrial Arts, Elementary School Counselors, Secondary School Counselors, Teachers in Middle Schools

Grant's EXHIBIT NO. 6
DATE 10-28-77
NANCY J. DUEHN

NOTICE OF HEARING

NOTICE IS HEREBY GIVEN that a public hearing will be held pursuant to Minn. Stat. Section 15.0412 subd. 4 (Supp. 1977), in the above-entitled matter in the State Office Building, Auditorium, St. Paul, Minnesota 55101 on Friday, October 28, 1977, and Saturday, October 29, 1977, commencing at 9:00 a.m., on each day and continuing until all representatives of associations or other interested groups or persons have had an opportunity to be heard concerning the adoption of the proposed rules captioned above by submitting either oral or written data, statements or arguments. Written material may be submitted without appearing at the hearing and may be submitted and recorded in the hearing record for five (5) days after the public hearing ends.

The Board proposes to adopt, amend, or repeal rules governing Requirements for Issuance and Renewal of all Licenses, Qualifications Physical Education and Health Teachers, Suspension or Revocation of Licenses to Teach, Appeal to the Minnesota Board of Teaching, Social Studies in Secondary Schools, Science for Grades 5-9 and Grades 7-12, Human Relations Components in all Programs Leading to Licensure in Education, Issuance and Renewal of all Licences; Fees, Teachers of Art, Teachers of Family Life Education, Teachers of American Indian Language and Culture, Code of Ethics, Continuing Education/Relicensure, Career Licensure in Teaching, Nursery School Teachers, Licensure of Prekindergarten Teachers and Prekindergarten Assistant Teachers, Teachers of Industrial Arts, Elementary School Counselors, Secondary School Counselors, Teachers in Middle Schools. The authority of the Board to promulgate the proposed rules is found in Minn. Stat., chs. 15 and 125, as amended. A copy of the proposed amendments and repeals is attached hereto.

Under Minn. Stat. Sections 10A.01 subd. 11 and 10A.03 (1976) any individual engaged for pay or other consideration for the purpose of representing persons or associations attempting to influence administrative action, such as the promulgation of these rules, must register with the State Ethical Practices Board as a lobbyist within five (5) days of the commencement of such activity by the individual.

Public comment will be accepted after presentation of each of the proposed rules. After the presentation of the last rule, 5 MCAR 3.054 Teachers in Middle Schools, general and specific public comment on any and all of the above captioned rules will be accepted.

Copies of the proposed rules are now available and may be obtained by writing to:

Minnesota Board of Teaching
607 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Additional copies of the proposed rules will be available at the door on the date of the hearing.

STATE OF MINNESOTA
BOARD OF TEACHING

By Kenneth L. Peatross
Kenneth L. Peatross, Executive Secretary

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE PETER ERICKSON
HEARING EXAMINER
OFFICE OF HEARING EXAMINER

IN THE MATTER OF: The proposed adoption, amendment or repeal of Rules of the Board of Teaching governing Requirements for Issuance and Renewal of all Licenses, Qualifications Physical Education and Health Teachers, Suspension or Revocation of Licenses to Teach, Appeal to the Minnesota Board of Teaching, Social Studies in Secondary Schools, Science for Grades 5-9 and Grades 7-12, Human Relations Components in all Programs Leading to Licensure in Education, Issuance and Renewal of all Licenses; Fees, Teachers of Art, Teachers of Family Life Education, Teachers of American Indian Language and Culture, Code of Ethics, Continuing Education/Relicensure, Career Licensure in Teaching, Nursery School Teachers, Licensure of Prekindergarten Teachers and Prekindergarten Assistant Teachers, Teachers of Industrial Arts, Elementary School Counselors, Secondary School Counselors, Teachers in Middle Schools

Board EXHIBIT NO. 7
DATE 10-28-77
NANCY J. DUEHN

The Board of Teaching deems it necessary to consider adoption, amendment or repeal of the proposed rules captioned above pursuant to the authority vested in the Board by Minnesota Statutes, Chapter 15, as amended, and Minnesota Statutes, Chapter 125, as amended.

The public hearing on the proposed rules captioned above will be held on Friday, October 28, 1977, and Saturday, October 29, 1977, commencing at 9:00 a.m. on each day.

It is estimated that the public hearing will continue until 6:00 p.m. on the dates cited above and that approximately 250 to 300 persons will be in attendance.

STATE OF MINNESOTA
BOARD OF TEACHING

BY Kenneth L. Peatross

Kenneth L. Peatross, Executive Secretary

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE PETER ERICKSON
HEARING EXAMINER
OFFICE OF HEARING EXAMINER

IN THE MATTER OF: The proposed adoption, amendment or repeal of Rules of the Board of Teaching governing Requirements for Issuance and Renewal of all Licenses, Qualifications Physical Education and Health Teachers, Suspension or Revocation of Licenses to Teach, Appeal to the Minnesota Board of Teaching, Social Studies in Secondary Schools, Science for Grades 5-9 and Grades 7-12, Human Relations Components in all Programs Leading to Licensure in Education, Issuance and Renewal of all Licenses; Fees, Teachers of Art, Teachers of Family Life Education, Teachers of American Indian Language and Culture, Code of Ethics, Continuing Education/Relicensure, Career Licensure in Teaching, Nursery School Teachers, Licensure of Prekindergarten Teachers and Prekindergarten Assistant Teachers, Teachers of Industrial Arts, Elementary School Counselors, Secondary School Counselors, Teachers in Middle Schools

AFFIDAVIT

Nancy A. Dippel, being first duly sworn on oath deposes and says:

1. That she is the secretary for the Board of Teaching of the State of Minnesota.

2. That on the 20th day of September, 1977, she went to the Office of the Secretary of State for the State of Minnesota and requested a current list of all representatives of associations or other interested groups or persons who had registered their names with the Secretary of State for the purpose of obtaining notices of public hearings relating to the promulgation of rules pursuant to Minn. Stat. § 15.0412 (1976).

Board's EXHIBIT NO. 2

DATE 10-28-77

NANCY J. DUEHN

3. That on the 20th day of September, in response to the above request, the Secretary of State provided her with a list of 492 labels and eleven pages of names and addresses which constitutes the complete list of persons, associations, and other interested groups who as of 9:30 o'clock a.m. on the 20th day of September, 1977 had requested that their names be placed on file for the purposes set out in paragraph 2 above.

FURTHER AFFIANT SAYETH NOT.

Nancy A. Dippel

Nancy A. Dippel

Subscribed and sworn to before me

this 28th day of September, 1977.

LUANA VADNAIS
NOTARY PUBLIC-MINNESOTA
RAMSEY COUNTY
My Comm. Expires June 16, 1984

Luana Vadnais

Notary Public

STATE OF MINNESOTA

COUNTY OF RAMSEY

IN THE MATTER OF THE PROPOSED ADOPTION, AMENDMENT OR REPEAL OF RULES OF THE BOARD OF TEACHING GOVERNING REQUIREMENTS FOR ISSUANCE AND RENEWAL OF ALL LICENSES, QUALIFICATIONS PHYSICAL EDUCATION AND HEALTH TEACHERS, SUSPENSION OR REVOCATION OF LICENSES TO TEACH, APPEAL TO THE MINNESOTA BOARD OF TEACHING, SOCIAL STUDIES IN SECONDARY SCHOOLS, SCIENCE FOR GRADES 5-9 AND GRADES 7-12, HUMAN RELATIONS COMPONENTS IN ALL PROGRAMS LEADING TO LICENSURE IN EDUCATION, ISSUANCE AND RENEWAL OF ALL LICENSES; FEES, TEACHERS OF ART, TEACHERS OF FAMILY LIFE EDUCATION, TEACHERS OF AMERICAN INDIAN LANGUAGE AND CULTURE, CODE OF ETHICS, CONTINUING EDUCATION/RE-LICENSURE, CAREER LICENSURE IN TEACHING, NURSERY SCHOOL TEACHERS, LICENSURE OF PREKINDERGARTEN TEACHERS AND PREKINDERGARTEN ASSISTANT TEACHERS, TEACHERS OF INDUSTRIAL ARTS, ELEMENTARY SCHOOL COUNSELORS, SECONDARY SCHOOL COUNSELORS, TEACHERS IN MIDDLE SCHOOLS

CERTIFICATE

I hereby certify that the attached 3 Sheets 492 labels constitute the complete list of persons, associations, and other interested groups who as of 9:30 o'clock A.m., this 30th day of September 1977, have requested pursuant to Minn. Stat. § 15.0412 (1976) that their names be placed on file with the Secretary of State for the purpose of receiving notice of public hearing on proposed rules on the subject captioned above.

SECRETARY OF STATE
Joan Anderson Growe
By Cheri L. Mattson

Board's EXHIBIT NO. 3

DATE 10-28-77

NANCY J. DUEHN

STATE OF MINNESOTA
COUNTY OF RAMSEY

CERTIFICATE

In the matter of the Proposed Adoption
of Rules of _____ Division
Governing DEPT. OF EDUCATION

I hereby certify that the attached 9 sheets constitute the complete list of persons, associations, and other interested groups who as of 9:30 o'clock A .M, this 20th day of September, 19 77, have requested pursuant to M.S. 19 74, 15.0412 _____, that their names be placed on file with the Secretary of State for the purpose of receiving notice of public hearing on proposed rules on the subject captioned above.

Secretary of State

Joan Anderson Growe

By Cheri L. Mattson

The Following Names on the General Mailing List can be sent through Interoffice Mail

Andrew, Mark, State Senate, 235 State Capitol

Anti-Trust Div., Attorney General, 160 State Office Bldg.

Brubacher, Richard, Comm. Adm., 208 Adm. Bldg.

Christiansen, Fredrik, Rm 505, Capitol Square Bldg.

Coleman, Nicholas, 208 State Capitol

Consumer Services Dept. Comm., 5th Floor, Metro Square Bldg.

Develop Disabilities Programs, State Plan, 101 Capitol Square Bldg.

Dispatch Pioneer Press, Press Rm, State Capitol

Ethics Comm., Rm 410, State Office Bldg.

Giel, David, Rm B-28, State Capitol

House Appropriations Comm., Rm 109 State Capitol

Human Rights, 200 Capitol Square Bldg.

Human Services 414 Lafayette Rd., 5th Floor

Knapp, J.A., Rm 3, Capitol

Leg. Ref. Lib-Z. Dewitt, Rm 111, State Capitol

Levey, Jess, Met. State Univ., Metro Square Bldg., Rm 121

McLellan, Larkin, 215 Adm. Bldg. St. Capitol

Malone, E.I., Comm. Labor & Industry, 444 Lafayette Rd., 5th Floor

Met. Waste Control Comm., 350 Metro Square Bldg.
Metropolitan Council Library, 300 Metro Square

Minn Comm for Handicapped, Metro Square
Minn Pollution Control Agency, 1935 W Co Rd B2, Roseville
Minn State Retirement System, 529 Jackson St
Minn Water Resources Bd, Rm 206, 555 Wabasha St.

Mpls Star Press Room, State Capitol

Office of the Governor, 130 State Capitol

St. Paul Bur Hlth Dr P Cox, 555 Cedar St.

Schmidt, H.W. Teachers Retirement, 302 Capitol Square Bldg.
Schutz, Linda, Rm 328 Capitol Bldg.

Senate Coun. Office, Room 480, State Office Bldg.
Senate Finance Comm., 113 State Capitol
Senate Gov. Op. Comm. Rm 303, State Capitol
Senator Robert J. Tennessen, 309 State Capitol

Vandervoort, T.J., Met. Waste, 350 Metro Square Bldg.

Whitlock, Marshall, Rm. 3, State Capitol

ADDITIONAL NAMES FOR GENERAL MAILING LIST

Senate Counsel, Room 480, State Office Bldg. St. Paul, MN 55155
Karls, Allin M., 2333 University Ave SE, Mpls 55414

Independent School District 518, P.O. Box C, Worthington 56187

Nielsen, Lloyd C., Supt. Roseville Area Schools, 1251 W. Co. Rd. B-2, Roseville 55113

Nypen, Burton L., Supt., Ortonville Public Schools, Box 247, Ortonville 56278
O'Neil, James F., Supt., Ind. School Dist.#638, Sanborn 56083

Park Rapids Area Schools Dist.#309, Park Rapids 56470 ATTN: Fred Bettner

Schmidt, H. A., Supt. Ind. School Dist. #314, Braham, MN 55006

Shelstad, Roger,&Holm, Don, Renville Public School, Renville 56284

So.St.Paul Public Schools, 125-6th Ave. N., So.St.Paul 55075 ATTN: Roger Buettn

Barbara LaMont, Min. Geology Bldg. Room 107, U of M Duluth, Duluth Mn 55812

Agre, Dr. Courtland L., Augsburg College, Mpls.

Anderson, Agnes M., Marshall

Anderson, Mrs. Donald B., 3030 Scott Ave. N., Mpls

Antolak, Thomas J., 234 Kennard St., St. Paul 55106

Bastian, Gary W., Senate IRC, 110 State Office Bldg., St. Paul 55155

Beckman, Vernon E., Dept. Speech & Theatre Arts, Mankato St. Coll., Mankato 5600

Bemidji St. Coll., Placement Bureau Office, Bemidji 56601

Berg, Catherine, 1340 Brainerd Ave., Duluth

Berry, Ed, Box 144, Emmons 56029

Bethel Coll., Ed. Dept., Johnson, Thomas J., 3900 Bethel Dr., St. Paul 55112

Blair, Mary, & Patricia Boyd, St. Luke's Hospital, 915 E. 1st Str., Duluth 55805

Block, Robert, Ind. Sch. Dist. #318 Grand Rapids, MN 55744

Bloomington Pub. Schs., Vernon Humbert, 10025 Penn Ave. S., Bloomington 55431

Borgen, N. John, S. Central MN Uniserv Cluster, 423 3rd Ave. S.E. Rochester

Brant, Elaine E., 2099 LaCrossee, St. Paul

Brown, LeRoy, 145 Univ. Ave. St. Paul 55103

Bundgaard, Axel, Physical Ed., St. Olaf College, Northfield, MN 55057

Card Glenn H., Stowe Jr. High School, Duluth

Catholic Ed. Center - Supt. & Coord., 251 Summit Ave., St. Paul 55102

Christensen, Dr. Donald, Ind. Sch. Dist. #196, Rosemount 55068

Cofell, William L., St. John's Univ., Collegeville

Curtis, Dr. E. Louise, Proff. Ed., U of M, Morris 56267

Davoli, Raymond M., St. Paul Tech. Voc. Inst., 235 Marshall Ave., St. Paul 55102

Day, Paul M., Senior High School, Fairbault

Deephaven Montessori School, Inc., 188 S. Circle A Dr., Wayzata 55391

Diocese of St. Paul, 244 Dayton Ave., St. Paul

Diocensan Education Center, Att: Supt., 526 N. Highland Ave., New Ulm 56073

Dittes, Ruth M., 9560 Trail E. Road, Mpls. 55420

Doty, Dr. Ralph R., Dept. Ed., College of St. Scholastica, Duluth 55811

Erwin, Ray, Box 365, R. 4, Stillwater 55082

Faust, C.E., Mankato State College, Mankato 56001

Frank, Dr. Otto, Dean Sch. Education, Winona State College, Winona 55987

Gavin, Dr. Gordon, Mankato, State College, Mankato 56001

Gettinger D.E., Stillwater Senior High, 523 W. Marsh. St., Stillwater 55082

Gilbert, Rev., John R., 251 Summit Avenue, St. Paul 55102

~~Gillett, Dean, Graduate School, St. Cloud State College, St. Cloud 56301~~

Goldberg, Paula, 5315 James Ave. S., Mpls 55419

Grant, Claribel, 2017 S.E. 2nd Ave., Austin 55912

Habiger, Rt. Rev., Msgr. James D., 275 Harriet St., Winona 55987

Hale, Rodney, Ind. Sch. Dist. #833, 8040 80th St. S. Cottage Grove 55016

Hamlin, Marjorie, M. (Dr.), 2190 N. Pascal, Apt. 205, Roseville 55113

Hansen, Mrs. Joyce, John Clark Elementary School, Rockville 56369

Kinstler, Mrs. Ann, 555 Cedar St., St. Paul 55101

Kockelman, Ron P., Alexandria Pub. Sch., Alexandria 56308

Krupey, Joyce E., Senate Research, Rm 475, State Off. Bldg., St. Paul 55155

Kurtz, Mrs. Kirsten, MN Nurses Assn., 1821 Univ. Ave., St. Paul 55104

Lachelt, Ruth, Ind. Sch. Dist #738, Holdingford 56340

Larson, Principal Harold, Mtka High Sch., 18301 Hwy #7, Mtka. 55343

Library School, U Of M, 3 Walter Library, Mpls 55455

Maag, Raymond E., 122 W. Franklin, Rm. 525, Mpls. 55404

Miller, Dr. Joseph W., Box 144, Moorhead State College, Moorhead 56560

Mpls. Gas Company, 739 Marquette Ave., Mpls. 55402

Mpls. & Henn. Cty. Mental Health Clinic, 619 S. 5th St., Mpls. 55415

MN Ass'n for Ed. Young Children Rm. 373 S., Griggs-Midway Bldg., 1821 Univ. St. Paul, 55104

Kinstler, Mrs. Ann, 555 Cedar St., St. Paul 55101

Kockelman, Ron P., Alexandria Pub. Sch., Alexandria 56308

Krupey, Joyce E., Senate Research, Rm 475, State Off. Bldg., St. Paul 55155

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Mpls. & Henn. Cty. Mental Health Clinic, 619 S. 5th St., Mpls. 55415

MN Ass'n for Ed. Young Children Rm. 373 S., Griggs-Midway Bldg., 1821 Univ. St. Paul, 55104

Mn Assn of Sch. Personnel Administrators, Att: James W. Andress, 4148 Winnetka Ave. N. Mpls. 55427

MN Ass. Secondary Sch. Principals., Att: David Meade, Suite 350, Hanover Bldg., 480 Cedar St., St. Paul 55101

~~MN Education Ass'n., 41 Sherburne Ave., St. Paul 55103~~

MN School Bus Operators Ass'n., Fairbault

MN School of Real Estate, 8900 Penn Ave. S., Mpls 55431

MN State Advisory Council for Voc. Ed., 2850 Metro Dr., Suite 315, Bloomington 55420

Mueller, Maria, Lyndale Elementary School, 3333 Grand Ave S., Mpls 55408

Neihart, Dr. Marjorie, Ind. Sch. Dist. #625, St. Paul Pub. Sch., 360 Colborne St. Paul 55102

Nielsen, Lloyd C., Supt.Roseville Area Schools, 1251 W.Co. Rd.B-2,Roseville 55113

Nordrum, Lee M., Audiovisual Center, Moorhead State College, Moorhead 56560

Norsted, LeRoy V., Independent School Dist. #279, Osseo 55369

Nydahl, Dr. Theodore L., Dean of Arts & Science, Mankato State College, Mankato 56001

Nypen, Burton L., Supt. Ortonville Public Schools, Box 247, Ortonville 56278

O'Neil, James F., Supt., Ind. School Dist.#638, Sanborn 56083

Ostern, Bill, 513 South Section, Spring Valley 55975

Park Rapids Area Schools Dist.#309, Park Rapids 56470 ATTN: Fred Bettner

Peterson, Florence, 2187 Erin Court, New Brighton 55112

[redacted]

Rasmussen School of Business, Att: W.C. Nemitz, 15 W 5th St, St. Paul 55102

~~Rayburn, Kathryn, 513 32nd St. N.E., Rochester 55901~~

Richfield Pub. Schools, J.B. Michel, 70th & Harriet Ave., Richfield 55423

Rieder, Rev., David, 810 St., Germaine St., St. Cloud, 56301

Rivers, Geo. T., 2513 Orchard Lane, White Bear Lake, 55110

Robbins, Dr. Glaydon D., Moorhead State College, Moorhead 56560

Rosenmeier & Simonett, 72 Broadway, Little Falls 56345

Runbeck, Dr. Junet E., Bethel College, 3900 Bethel Drive, St. Paul 55112

St. Paul Federation of Teachers, Att: J.D. Robinson, 555 Wabasha, Rm. 212, St. Paul 55102

Sause, Mrs. Carolyn A., 4223 Heathcote Rd., Wayzata 55391

~~Scarborough, Bill, U of M, Div. Ed., Morris 56267~~

Schmidt, H. A., Supt. Ind. School Dist. #314, Braham, MN 55006

Schroeder, Erlen O., Lutheran High School, Mayer 55360

Shelstad, Roger, & Holm, Don, Renville Public School, Renville 56284

Shimitz, Richard A., Ind. Sch. Dist. #425, Silver Lake 55381

Sister Marilyn Micke, Ed. Center, 2410 Morris Thomas Rd., Duluth 55811

Smith, Robert L., 812 Osceola Ave., St. Paul 55105

So.St.Paul Public Schools, 125-6th Ave.N., So.St.P ul 55075 ATTN: Roger Buettner

~~Southwest MN State College, Att: K.L. Peatross, Marshall 56258~~

Stalder, Mrs. Eliz., Jackson School, 437 Edmund Ave., St. Paul 55103

Stuart, Roy O., Art Instruction Schools, 500 S. 4th St., Mpls 55415

Swedberg, Alan K., Director of Special Serv., Box 100, Moorhead 56560

Turner, Mrs. Marian, 303 3rd St., Chatfield 55923

Tyler, Mrs. Helen, Mpls. Public Schools, 807 NE Bdwy, Mpls 55413

Verrill, John E. Prof ., Dept. Secondary Ed., UM, Duluth 55812

Ward, Rt. Rev. Msgr. John, 526 N. Highland Ave., New Ulm 56073

White, Kenneth E., Dept. Education, Hamline Univ., St. Paul 55101

Whitten, Anne M., 1299 Grand Ave., Apt. 305, St. Paul

Wicks, Larry E., Rochester Education Assn., Rochester 55901

Wilken, Claudius W., St. Paul Pub. Schs., 360 Colborne, 4th Flr., St. Paul 55102

Wilkens, Kenneth G., Dept. Comm. & Theatre Arts, St. Olaf College, Northfield 55057

Wollins, Dr. Richard, Southwest MN State College, Marshall 56258

ALBERT, AA CALDER CORP
356 JACKSON ST
ST PAUL MN
55101

ALLENDORF MARSHALL
220 GRAIN EX 400 SIXTH
MPLS MN
55415

AM INST PROF GEOLOGISTS
2201 PRINCETON AVE
ST PAUL MN
55105

ANCHOR BLOCK COMPANY
PO BOX 3360
ST PAUL MN
55165

ANDERSON JAMES
7703 NORMANDALE RD
MPLS MN
55435

ANDERSON MARY
4425 RUTLEDGE AVE
EDINA MN
55436

ANTHONY DICK WDSM RADIO
230 E SUPR ST
DULUTH MN
55102

ANTI-TRUST DIV.ATTY GEN.
160 STATE OFF BLDG
ST PAUL MN
55155

ARROWHEAD REG. DEV COMM.
211 W 2ND ST
DULUTH MN
55802

ARROWHEAD REGIONAL DEV CO
200 ARROWHEAD PLACE
DULUTH MN
55802

ASSOCIATED GEN CONTROF MN
48 E 8TH STREET
ST PAUL MN
55101

ASSN OF MINN COUNTIES
55 SHERBURNE AVE #203
ST PAUL MN
55103

BABCOCK LOCHER NELSON ET AL
118 E MAIN ST
ANOKA MN
55303

BADALICH JOHN P
2025 THOMPSON AVE
SO ST PAUL MN
55075

BECK PAT
953 HYACINTH AVE
ST PAUL MN
55106

BEGALKA D REV
212 N ELK ST
BELLE PLAINE MN
56011

ALLERS JOHN
1501 W 80TH ST SUITE210
BLOOMINGTON MN
55431

AMER CAMPING ASSN
3639-21/2 ST N.E.
MPLS MN
55418

ANDERSON HERBERT
418 8TH ST. SO.
VIRGINIA MN
55792

ANDERSON HAROLD
BOX 3047
MANKATO MN
56001

ANDERSON STANFORD P
14600 MINNETONKA BLVD
MINNETONKA MN
55343

ARNOLD ROBERT MESPA
41 SHERBURNE
ST PAUL MN
55103

ARROWHEAD ECONOMIC OP AGENCY
CO S BRUSTUN BOX 1066
VIRGINIA MN
55792

ARVER JOHN A
2467 COHANCY
ST PAUL MN
55113

ASMUSSEN,DENNIS,MPIRG
3036 UNIV AVE SE
MPLS MN
55414

ASSN RESIDENCES FOR RETARDED
459 RICE SUITE 301
ST PAUL MN
55103

BARRETT FRED
ST LOUIS CO COURT HOUSE
DULUTH MN

BARTHOLOW HAROLD E FIRE CHF
2600 109 AVE N W
COON RAPIDS MN
55433

BERGE-IT ALF
300 ROANOKE BLDG
MPLS MN
55402

BERGSETH THOMAS
1011 NICOLLET MALL
MPLS MN
55403

BEUTEL ROBERT
2200 SILVER LAKE RD
NEW BRIGHTON MN
55112

BLADIN PAPER CO W J LICKE
115 1ST ST SW
GRAND RAPIDS MN
55744

BOHRER DONALD
5880 BACON AVE
INVER GROVE H TS
55075

BOLTON MALCOLM
422 ALDRICH AVE NO
MPLS MN
55405

BRICK PHILIP D
807 SELLWOOD BLDG
DULUTH MN
55802

BRIGGS & MORGAN - B F FRI
2200 W 1ST NATL BK BLDG
ST PAUL MN
55101

BROWN D M GOODRIDGE PUB SCH
IND DIST #561
GOODRIDGE MN
56725

BROWN H D
4961 KINGSBERRY LANE
MINNETONKA MN
55343

BUSCH NOEL
SUITE 705 510 MARQUETTE
MPLS MN
55402

BUCHHOLTZ CHARLES
5044 BRENT AVE E
INV GRV HTS MN
55075

BUR NATL AFFAIRS INC
1231 25TH ST NW
WASHINGTON DC
20037

CAIRNS JOHN A
47TH FLR IDS CENTER
MPLS MN
55402

CARLSON CARL L
7516 80TH ST S
COTTAGE GROVE MN
55016

CARTER LOCEY & ASSOC
2353 N RIDE ST
ST PAUL MN
55113

CHAMBER OF COMMERCE
30 SO 1ST AVE EAST
ELY MN
55731

CHILDS J L
4012 LYNN AVE S
MPLS MN
55416

CHRISTIAN SCI COMM ON PUB
1821 UNIV AVE SUITE 271
ST PAUL MN
55104

CITY CLERK
386 CITY HALL
ST PAUL MN
55102

CITIZENS LEAGUE
530 SYNDICATE BLDG
MPLS MN
55402

CLAUSEN PHILLIP
2307 STANDISH ST
ST PAUL MN
55108

CLAWSON CONNIE
HELP CT 317-17TH AV SE
MPLS MN

BEMIDJI STATE COLLEGE
PLACEMENT BUR.J.C.BRADY
BEMIDJI MN
56601

BENSONI PETER USW OF AM.
609 PROVIDENCE BLDG.
DULUTH MN

BERGUSON & LOFGREN
MN GAS 700 LINDEN W
MPLS MN
55403

BEST FLANAGAN ET AL
4040 IDS CENTER
MPLS MN
55402

BLOMQUIST BARRY L

NORTH BRANCH MN
55056

BLOOMINGTON CITY CLERK
2215 W OLD SHAKOPEE RD
BLOOMINGTON MN
55431

BOWMAN & BRUNS ATTN P MASON
1616 PIONEER BLDG
ST PAUL MN
55101

BREHL JAMES W
332 HAMM BLDG
ST PAUL MN
55102

BROEKER JOHN
2850METRO DR. SUITE 504
BLOOMINGTON MN
55420

BROOKS WILLIAM F JR
854 MIDLAND BK BLDG
MPLS MN
55401

BRUBACHER RICHARD COMM ADM
208 ADM BLDG
ST PAUL MN
55101

BRUNING C.R.DEPT.CLINIC.EXP.
BURTON HALL
MPLS. MN
55455

BURGER ALBERT
600 DEGREE OF HONOR BLD
ST PAUL MN
55101

BUR.ENGR.IND.DIV. MR.KIBIGER
219 N. 2ND ST.
MPLS. MN

CABLE COMM SYST-H SARRAZIN
BOX 777
HECTOR MN
55342

CAIN RUTH
730 E 38TH ST
MPLS MN
55407

CARLSON VERNE E
BOX 755 CITY HALL
WILLMAR MN
56201

CARRISON DALE K
MANKATO STATE COLLEGE
MANKATO MN
56001

CHAVARRIA ADAM
1325 W 251/2 ST APT 206
MPLS MN
55405

CHERCHES CHRIS CITY MGR
5005 MTKA BLVD
ST LOUIS PARK MN
55416

CHRISTIANSEN FREDRIK
RM 505 CAPITOL SQ BLDG
ST PAUL MN
55155

CHRYSALIS CENTER FOR WOMEN
2104 STEVENS AVE S
MPLS MN
55404

CITY OF ROBBINSDALE
C LARSON 4221 LAKE RD
ROBBINSDALE MN
55422

CLARKSON J.B.
2350 I.D.S. CENTER
MINNEAPOLIS MN
55402

COLEMAN NICHOLAS
208 STATE CAPITOL
ST PAUL MN
55155

COLLIN LAURENCE
RT 2
ISANTI MN
55040

CONSUMER SERVICES DEPT COMM
5TH FLR METRO SQ BLDG
ST PAUL MN
55101

COUNTY ATTYS COUNCIL
95 SHERBURNE AVE S203
ST PAUL MN
55103

CUSHMAN J S DAYTON HUDSON
700 NICOLLET MALL
MPLS MN
55402

DANKERS, KENNETH
1200 WEST FOURTH STREET
RED WING MN
55066

DANIELSON RODNEY L
418 AUDITORIUM
ST PAUL MN
55102

DICKINSON MRS JOANNE
BOX 1065
MARSHALL MN
56258

DIEHL JOHN
26 KENWOOD PKWY
ST PAUL MN
55105

DOUGLAS BELL ET AL
2212 AM.NATL BK BLDG
ST PAUL MN
55102

DOW CHEMICAL
47 BLDG
MIDLAND MI
48640

DUPONT MIKE
5720 EXCELSIOR BLVD
MPLS MN
55416

DZUGAN KEN ST PAUL PLANNING
421 WABASHA ST
ST PAUL MN
55102

EBELING EDWARD H.
161 W. MAIN
PERHAM MN
56573

EICHTEN DANIEL
3794 HAZEL
WHITE BEAR LK MN
55110

ELMER EDWIN W
2901 PLEASANT AVE
MPLS MN
55408

EMERICK RICHARD A
1908 IDS CENTER
MPLS MN
55402

ERDMAN ROGER TENNANT CO
701 N LILAC DR
MPLS MN
55441

ERNEST K LEHMANN & ASSOC.
1409 WILLOW ST.
MPLS MN
55403

EVANS CHAS.L. PRENTICE-HALL
ENGELWOOD CLIFFS
NEW JERSEY

FAEGRE & BENSON ATTN LIBR
1300 NW BANK BLDG
MPLS MN
55402

FARMERS ELEVATOR ASSN
852 GRAIN EXCH BLDG
MPLS MN
55415

COMMUNITY DESIGN CENTER
118 E 26TH ST
MPLS MN
55404

CONCORDIA COLLEGE
DEAN
MOORHEAD MN
56560

CRAVEN NORMAN
10637 THOMAS AVE S
BLOOMINGTON MN
55431

CROW WING CO PLANNING & A
COURT HOUSE
BRAINERD MN
56401

DAHLKE LOIS M
118 S EAGLE ST
BELLE PLAINE MN
56011

DAILEY THOMAS ECONOMICS L
370 WABASHA ST
ST PAUL MN
55102

DAYTON CHAS SIERRA CLUB
800 MIDLAND BANK BLDG
MPLS MN
55401

DEVELOP DISABILITIES PROG
STATE PLAN 101 CAP SQ
ST PAUL MN
55155

DISPATCH PIONEER PRESS
PRESS RM STATE CAPITOL
ST PAUL MN
55101

DORSEY MARQUART
2400 1ST NATL BANK BLDG
MPLS MN
55402

DUDLEY E H
RT 7 BOX 122
EXCELSIOR MN
55331

DUNN OLIVER PLUMBERS LOC
708 SO 10TH ST
MPLS MN
55404

E CENTRAL REG. DEV. COMM
COURTHOUSE 18 N VINE ST
MORA MN
55051

ELDER DR JAMES B
11140 WASHBURN AVE SO
BLOOMINGTON MN
55431

ELDRED R W ARMOUR & CO
UNION STOCK YARDS
SO ST PAUL MN
55075

ENNIS A F BOISE CASCADE
PO BOX 713
INTL FALLS MN
56649

ENV SERV-GEN RESOURCE COR
6340 INDUSTRIAL DR
HOPKINS MN
55343

ESSE KENNETH
4801 W 50TH ST
EDINA MN
55424

ETHICS COMM
RM 410 STATE OFF BLDG
ST PAUL MN
55155

EWING MRS WM
42 ASTAR RD
BABBITT MN
55706

FARRELL FRANK BUR NOR
RM 1180 176 E 5TH ST
ST PAUL MN
55101

FELHABER R S
W 1ST NATL BANK BLDG
ST PAUL MN
55101

FILTER LOREN
BOX 36
BRITT MN
55701

FINLEY JAMES F
920 MINN BLDG
ST PAUL MN
55101

FITZPATRICK LEO
8138 HENSLOWE AVE S
COTTAGE GROVE MN
55016

FLEMING FREDERICK A
1860 HIGHLAND PARKWAY
ST PAUL MN
55116

FORSBERG AGR SERV
518 SUMMIT AVE
NEW ULM MN
56073

FOX W.E. LINDQUIST & VENNUM
4200 IDSCTR 80 S.8TH ST
MINNEAPOLIS MN
55402

FREDLUND MRS PHYLLIS
RR 4 BOX 37
CANBY MN
56220

FREDRIKSON BYRON ET AL
47TH FLR IDS CENTER M
PLS MN
55402

GALVIN M J JR
W2162 1ST NATL BK BLDG
ST PAUL MN
55101

GEO A HORMEL & CO LAW DEPT
PO BOX 800
AUSTIN MN
55912

GIEL DAVID
RM B-28 STATE CAPITOL
ST PAUL MN
55155

GODIN RALPH J
3824 47TH AVE SO
MPLS MN
55406

GOODMAN DF TEL CABLE TV
302 E SUPERIOR
DULUTH MN
55802

GREATER MET AREA HOSPITALITY
5152 CEDAR AVE S
MPLS MN
55417

GREEN DEL CITY MGR
BLOOMINGTON CITY HALL
BLOOMINGTON MN
55431

GRUMMERT REV DONALD
1435 ADAMS ST
MPLS MN
55413

GUSTAFSON DAN-LABOR TEMPLE
312 CENTRAL
MPLS MN
55414

H B FULLER CO
2400 KASOTA AVE
ST PAUL MN
55108

HAFNER DR A J
BOX393 MAYO U OF M
MPLS MN
55455

HANSON ETHEL
2813 85TH AVE N
MPLS MN
55444

HAROLD J WESTIN CONSTRUCTORS
45 E 8TH ST
ST PAUL MN
55101

HAYES, THOMAS W
700 SELLWOOD BLG
DULUTH MN
55812

HART PATRICK V
112 E LIBERTY BOX 3271
MANKATO MN
56001

FINNEGAN J.R.
55 E. 4TH
ST.PAUL MN
55101

FITZGERALD DR BOB
3007 LYNDALE AVE S
MPLS MN
55408

FLADLAND CLINT MN L&P BUR
795 RAYMOND AVE
ST PAUL MN
55114

FORBES GORDON MINN RRS AS
203 HANOVER 480 CEDAR
ST PAUL MN
55101

FRANKLIN ROBERT B MPLS TRIB
426 PORTLAND
MPLS MN
55415

FREDIN CONRAD M
811 FIRST NATL BK BLDG
DULUTH MN
55802

FRIESEN MILLER A
RAHR BD 624 13TH ST S
VIRIGINIA MN
55792

FRISON FRANK NECA
RM 305 200 SO ROBERT
ST PAUL MN
55107

GARDNER HDW - R A JOHNSON
515 WASHINGTON AVE N
MPLS MN
55401

GEBERT K L
220 GRAIN EXCH
MPLS MN
55415

GLEESON MICHAEL
909 SOC SC BLDG U OF M
MPLS MN
55455

GLEN. HILLS HOSP.R.VAN HA
3901 GOLDEN VALLEY RD.
MPLS. MN
55422

GRAHAM THOS H
854 MIDLAND BK BLDG
MPLS MN
55401

GRANATH MARVIN -HONEYWELL
2701 4TH AVE SO
MPLS MN
55408

GREEN GARY J
41 SHERBURNE AVE
ST PAUL MN
55102

GREEN JANET
9773 N SHORE DR
DULUTH MN
55804

GUSTAFSON WALLACE
BOX 567
WILLMAR MN
56201

HALLBERG LEE & MCCABE
4927 34TH AVE S
MPLS MN
55417

HANFT PHILIP M
1200 ALWORTH BLDG
DULUTH MN
55802

HARRY RICK
RT 1 BOX 138
KETTLE RIVER MN
55757

HAUN DR J W GEN MILLS
PO BOX 1113
MPLS MN
55440

HARTFELDT WILL
434 HAMM BLDG
ST PAUL MN
55102

HAVEN ROBT TWIN TN TREATM
1706 UNIV AVE
ST PAUL MN
55104

HEAD & TRUHN
1007 SOO LINE BLDG
MPLS MN
55402

HEADWATERS REG DEV. COMM
BOX 584 MEMORIAL HEALTH
BEMIDJI MN
56601

HEARING EX.OFF. M GREENBERG
1745 UNIV AVE
ST PAUL MN
55104

HEIM PAUL M
3944 IDS CENTER 80 S 8
MPLS MN
55402

HENDRICKSON A WM
100 FREEMAN DRIVE
ST PETER MN
56082

HENDRICKSON MRS VIRGINIA
3324 COUNTRY WOOD DR
BURNSVILLE MN
55337

HOLMES EUSTIS ET AL
4610 IDS CENTER
MPLS MN
55402

HOPKINS WM.B. DIR.MISCCA
3915 GOLDEN VALLEY ROAD
GOLDEN VALLEY MN
55422

HOULE MELVIN
881 W HWY 96
SHOREVIEW MN
55112

HOUSE APPROPRIATIONS COMM
RM 109 STATE CAPITOL
ST PAUL MN
55101

HUMAN SERVICES
414 LAFFAYETTE RD 5THFL
ST PAUL MN
55101

HUSEBYE, CRAIG J.
5036 FRANCE S.
EDINA MN
55410

HYLAND DEAN
1501 W 50TH ST
MPLS MN
55419

INGVALSON VERN MN.FARM BU
1976 WOODDALE BOX 43370
ST PAUL MN
55164

INS FED OF MINN
902 SOO LINE BLDG
MPLS MN
55402

IVERSON DR JOS DEPT ED
ST OLAF COLLEGE
NORTHFIELD MN
55057

IZAAK WALTON MN DIV
111 E FRANKLIN RM-210
MPLS MN
55404

JENOS INC
525 LAKE AVE SO
DULUTH MN
55801

JENSEN ARTHUR,CITY CLK
2215 W OLD SHAKOPEE RD
BLOOMINGTON MN
55431

JOHANSEN BUS SERV INC
19 DAYTON RD
CHAMPLIN MN
55316

JOHNSON & SANDERSON
ST MARYS HOSPITAL
ROCHESTER MN
55901

JOHNSON LEROY
9939 BLUEBIRD ST NW
COON RAPIDS MN
55433

JOHNSON M.D. FRUNDT & FRUNDT

BLUE EARTH MN
56013

HEALTH MANPOWER C LARSON
717 DELAWARE ST SE
MPLS MN
55440

HEANEY BILL
30 W SUPERIOR ST
DULUTH MN
55802

HEISENFELT WM
BOX 516
BEMIDJI MN
56601

HELTZER JAMES DAYTON HUDS
777 NICOLLET MALL
MPLS MN
55402

HINRICHSEN PATRICK
MANKATO FREE PRESS
MANKATO MN
56001

HOLEY GEO AERONAUTICS
DOWNTOWN AIRPORT
ST PAUL MN
55107

HORNER WALDORF - KAZIUKEWICZ
PO BOX 3260
ST PAUL MN
55165

HOLT JOHN
517 4TH ST NW
FARIBUALT MN
55021

HULSTRAND ANDERSON & LARSON
PO BOX 130
WILLMAR MN
56201

HUMAN RIGHTS
200 CAPITOL SQ BLDG
ST PAUL MN
55101

HUTCHISON R.M. ANOKA CO.COMP
COURT HOUSE
ANOKA MN
55303

HYDROLOGIST
CHIPPEWA NATL FOREST
CASS LAKE MN
56633

IMAGE
BOX 3215
ST PAUL MN
55165

INGEBRIGTSEN DR K H
23 SE 4TH ST
MPLS MN
55414

INTERSTATE POWER RW STEELE
1000 MAIN ST
DUBUQUE IA
52001

IUOE LOC 49 CHAS SWENSON
2580 UNIV AVE
ST PAUL MN
55101

JAIN NIRMAL ENIV PROCESS
1220 GLENWOOD AVE
MPLS MN
55405

JENSEN CARL A
127 E MAIN ST
SLEEPY EYE MN
56085

JENSEN MRS GAYNOLD
111 WEST 107TH ST
MPLS MN
55420

JOHNSON CLARENCE IBEW LU 292
3615 37TH AVE S
MPLS MN
55406

JOHNSON G ROBERT
4344 IDS CENTER
MPLS MN
55402

JOHNSON LANCE J
265 S LAFAYETTE RD
ST PAUL MN
55107

KABLE RICHARD W

BETHEL MN
55006

KAVANEY RICHARD
1220 NORTHERN FED BLDG
ST PAUL MN
55102

KEILY CANILE
3549 V2 PLEASANT AVE
MPLS MN
55408

KJERVIK DIANE
4302 POWEL HALL U OF M
MPLS MN

KNOPP TIMOTHY
COLLEGE FORESTRY U OF M
ST PAUL MN
55108

KNUTSON DR KEITH,BIOLOGY DPT
ST CLOUD STATE
ST CLOUD MN
56301

KOPP MRS VERNON
2050 65TH ST E
INVER GR HGHT MN
55075

KRAMER ERNEST W
717 DELAWARE ST SE
MPLS MN
55440

KROON H CLIFTON
210 E WALNUT
MANKATO MN
56001

KUHL CARL
4421 4TH ST NE
COL HEIGHTS MN
55421

LABELLE JUANITA MRS
5816 AQUILA AVE NO
NEW HOPE MN
55428

LAKE SUPERIOR INDUSTRIAL BUR
828 FIRST AM. BK. BLDG.
DULUTH MN
55802

LAPP LAZAR LAURIE ET AL
1200 BUILDERS EXCHANGE
MINNEAPOLIS MN
55402

LEAGUE MN MUNIC
300 HANOVER 480 CEDAR
ST PAUL MN
55101

LEAGUE WOMEN VOTERS OF MINN
555 WABASHA
ST PAUL MN
55102

LEAVEY THOS
829 22ND AVE SE
MPLS MN
55414

LEWIS DR.G.M JR.
ABBOTT 110 E 18TH ST
MPLS MN
55403

LOCKNER GARY
R R 1 BOX 23
BAUDETTE MN
56623

LOOS CALVIN J
6809 LYNDALE AVE SO
MPLS MN
55423

LYNCH DONALD SIBLEY CO
184 E 6TH ST
ST PAUL MN
55102

MAHOF RICK CARTER
2850 METRO DR SUITE 431
BLOOMINGTON MN
55420

MALECKI JAMES
1 SO STATE ST
NEW ULM MN
56073

KEABLE MIKE
909 6TH AVE N
ST CLOUD MN
56301

KEENAN RICHARD J
4444 IDS BLDG
MPLS MN
55402

KLOSTER MARION PEAVEY CO
730 2ND AVE S
MPLS MN
55402

KLUZ STEVEN J
1910 1ST NATL BK BLDG
MPLS MN
55402

KNUTSON R N GRANNIS ETAL
F J SCHULT BLDG
ST ST PAUL MN
55075

KOLLER MR & MRS ERWIN A
1568 DULUTH ST
ST PAUL MN
55108

KROEGER CHARLES
122 NW 7TH STREET
FARIBAULT MN
55021

KRONLOKKEN J E
10048 NORD RD
BLOOMINGTON MN
55437

KVB ENGINEERING INC
600 S CO RD 18
MPLS MN
55426

LANAHAN E F - SIBLEY CO
184 E 6TH ST
ST PAUL MN
55101

LANGVIN DAVID
7500 80TH ST S
COTTAGE GROVE MN
55016

LARSON C L
3800 MINNEHAHA AVE SO
MPLS MN
55406

LARSON HANS P DIV HOSP SE
717 DELAWARE ST SE
MPLS MN
55440

LEG.REF.LIB-Z. DEWITT
RM 111 STATE CAPITOL
ST PAUL MN
55155

LEVEY JESS MET STATE UNIV
METRO SQ RM 121
ST PAUL MN
55101

LIBBEY LEONARD
BOX 17011 NOKOMIS STA
MPLS MN
55417

LINDALL & JONATHAN DEVELO
VILLAGE ONE CENTER
CHASKA MN
55318

LOWE DOUG
2701 N LEXINGTON AVE
ROSEVILLE MN
55113

LUTH SOC SERVICE OF MN
2414 PARK AVE
MPLS MN
55404

MADSON HUGH
AETNA 212 S 6TH ST
MPLS MN
55402

MALONE E I COMM LABOR & INDU
444 LAFAYETTE RD 5TH FL
ST PAUL MN
55101

MANKATO STAT STUDENT SENA
CENTENNIAL STUDENT UN
MANKATO MN
56001

MANKATO STATE STUDENT ASSN
BOX 58 MANKATO COLLEGE
MANKATO MN
56001

MANTHEY T J PICKANDS MATHER
1100 SUPERIOR AVE
CLEVELAND OH
44114

MAUL WARREN E
320 S 4TH ST
MPLS MN
55415

MAYO FOUNDATION G ORWOLL
200 FIRST AVE NW
ROCHESTER MN
55901

MCFADDEN G H DISPATCH-PRESS
55 E 4TH ST
ST PAUL MN
55101

MCKIBBON MRS SHIRLEY
11 EVERGREEN LN
BABBITT MN
55706

MET. WASTE CONTOL COMM.
350 METRO SQ BLG
ST PAUL MN
55101

MEIEROTTO, JOAN
1794 SO LEXINGTON
ST PAUL MN
55118

MEYER HERBERT
10824 ZENITH AVE S
BLOOMINGTON MN
55431

MEYERLE KATHLEEN
345 RAMSEY ST
ST PAUL MN
55102

MILLER RICHARD A
1020 PLYMOUTH BLDG
MPLS MN
55402

MILLER TOM
2311 PILLSBURY AVE S
MPLS MN
55404

MINN ASSN COOPERATIVES
55 SHERBURNE AVE
ST PAUL MN
55103

MINN ASSN ELEC COOPERATIVES
4901 W 77TH ST
MPLS MN
55435

MINN ASSN WATERSHED DIST'S

ADA MN
56510

MINN CHAP ASSOC BLDRS-CONTRS
7204 W 27TH ST
MPLS MN
55426

MINN DEPT HEALTH J C MCKASY
717 DELAWARE S E
MPLS MN
55440

MINNESOTA FARMERS UNION
1717 UNIVERSITY AVE
ST PAUL MN
55104

MINN HEREFORD-LJ SCHAFER

BUFFALO LAKE MN
55314

MINN. HOTEL & MTR. ASSN
2001 UNIVERSITY AVE
ST PAUL MN

MINN LAND USE COMMITTEE
4344 IDS CENTER
MPLS MN
55402

MINN LP GAS ASSN
7515 WAYZATA BLVD 106
MPLS MN
55426

MINN PETROLEUM COUNCIL
1020 NORTHERN FED BLDG
ST PAUL MN
55102

MINN POLLUTION CONTROL AGCY
1935 W CO RD B2
ROSEVILLE MN
55113

MARÉMAN MARGARET M
1117 COMMERCE BLDG
ST PAUL MN
55101

MASTOR & MATTSON
315 PEAVEY BLDG
MPLS MN
55402

MCCLURG EUNICE
1061 109TH AVE NE
BLAINE MN
55434

MCDONALD PHILIP M
2077 SELBY AVE
ST PAUL MN
55104

MCLELLAN LARKIN
215 ADM BLDG ST CAPITOL
ST PAUL MN
55101

MCNEILLY GREG MNDSVIEW ED
41 SHERBURNE AVE
ST PAUL MN
55103

MET TER MEN ASSN A ROSENTHAL
1821 UNIV AVE
ST PAUL MN
55104

METROPOLITAN COUNCIL LIBR
300 METRO SQUARE
ST PAUL MN
55155

MIDLAND GLASS-HD SPURLING
PO BOX 69
SHAKOPEE MN
55379

MILLER PAUL J PHARMACY SE
ST MARYS HOSP
ROCHESTER MN
55901

MINN APT ASSN
GRIGGS-MIDWAY BLDG
ST PAUL MN
55104

MINN ASPHALT PAVEMENT ASS
555 WABASHA RM 209
ST PAUL MN
55102

MINN. ASSN. PET RETAILERS
1115 2ND AVE. SO.
MINNEAPOLIS MN
55403

MINN ASSN VOL SOC SERVICE
1821 UNIV SUITE 389
ST PAUL MN
55114

MINN COMM FOR HANDICAPPED
METRO SQ 492 7TH & ROBT
ST PAUL MN
55101

MINN COMMUNITY DEVELOP SE
512 RCSSMOR BLDG
ST PAUL MN
55101

MINN FOOD RETAILERS ASSN
555 WABASHA
ST PAUL MN
55101

MINN GOV ENG COUNCIL
2400 SHERWOOD HILL RD
MINNETONKA MN
55343

MINN HOUSING INST N T CARTER
1573 SELBY AVE APT 101
ST PAUL MN
55104

MINN HWYS MANAGEMENT SERV
407 HWY BLDG
ST PAUL MN
55101

MINNE MINE CREDIT UNION
3000 HUDSON PK S 100
ST PAUL MN
55119

MINN.MTR.TRANSP. .J.N.D
1821 UNIV.
ST.PAUL MN
55104

MINN POULTRY & HATCHERY ASSN
BOX 158
MADELIA MN
56062

MN REP STATE CENTRAL COMM
555 WABASHA AVE
ST PAUL MN
55102

MINN RESTAURANT ASS
2001 UNIVERSITY AVE.
ST PAUL MN
55104

MINN RETAIL[illegible]ED INS
131 METRC SP
ST PAUL MN
55101

MINN STATE BAR ASSN
100 MINN FED BLDG
MPLS MN
55402

MINN STATE BD PHARMACY
717 DELAWARE ST SE #351
MPLS MN
55414

MINN STATE RETIREMENT SYSTEM
529 JACKSON ST
ST PAUL MN
55101

MINN TEAMSTERS CREDIT UNION
2021 HENN AVE E
MPLS MN
55413

MINN VETERANS MED ASSN
2175 W HWY 36
ROSEVILLE MN
55113

MINN WATER RESOURCES BD
RM 206 555 WABASHA ST
ST PAUL MN
55102

MN. ASN.C&IND H.D.PETERSON
480 CEDAR ST.
ST.PAUL MN
55101

MN AFL-CIC L.O. LASHOMB
175 AURORA
ST PAUL MN
55103

MN PUB INT RESEARCH GROUP
3036 UNIV AVE SE
MPLS MN
55414

MN SOC SERV ASS J HOOD
614 PORTLAND
ST PAUL MN
55102

MOFFITT R C
RM 301 M MPLS CITYHALL
MPLS MN
55415

MOOD R BLOOMINGTON HLTH DEPT
10200 PENN SO
BLOMINGTON MN
55431

MOTOR VEHICLE MFRS ASSN
411 MAIN ST (215)
ST PAUL MN
55102

MPIRG
BOX 45 ST MARYS COLLEGE
WINONA MN
55987

MPLS STAR PRESS ROOM
STATE CAPITOL
ST PAUL MN
55101

MPLS TRIBUNE CITY DESK
425 PORTLAND AVE
MPLS MN
55415

NASS GEO V HENN CO GEN HOSP
5TH AND PORTLAND AVE
MPLS MN
55415

NATL FAMILY INS CO
2147 UNIV AVE
ST PAUL MN
55114

NCEC INC C/O DR DAHLBERG
CONCORDIA COLLEGE
MOORHEAD MN
56560

NEREN MADONNA
376 NEAL AVE S
AFTON MN
55001

NEUMAN RALPH W
RT 2 BOX 125
EMBARRASS MN
55732

MINN RETAIL HARDWARE ASSN
3033 EXCELSIOR BLVD 313
MPLS MN
55416

MINN SOCIETY ARCHITECTS A
NW NATL BK BLDG
ST PAUL MN
55101

MINN STATE EMP UNION COUNC 6
236 E PLATO BLVD
ST PAUL MN
55107

MINN STATE MEDICAL ASSOC
STE 900 AM NATL BK BLDG
STPAUL MN
55101

MINN TBR PRODUCERS ASSN
200 CHRISTIE BLDG
DULUTH MN
55802

MINN. TURKEY GROWERS ASSN
2383 UNIV AVE
ST PAUL MN
55114

MINN-WISC BOUNDARY AREA COMM
600 2ND ST
HUDSON WI
54016

MN AUTOMOBILE DEALERS ASS
277 UNIV AVE
ST PAUL MN
55103

MN. BD OF NURSING
717 DELAWARE ST SE
MPLS MN
55414

MN ELECTRICAL ASSN
3100 HUMBOLT SO
MPLS MN
55408

MN STATE SER BLIND-K NATARDY
1745 UNIVERSITY AVE
ST PAUL MN
55104

MIXA FRANK LK MNTKA CONS
402 E LAKE ST
WAYZATA MN
55391

MORTON BUILDINGS INC
R #1
FOLEY MN
56329

MOSS DR JEROME
125 PEIK 159 PILLSBURY
MPLS MN
55455

MPLS ASSN RETARDED CITIZENS
3100 W LAKE ST
MPLS MN
55416

MPLS CITY ATTORNEY
325M CITY HALL
MPLS MN
55415

MT OLIVET ROLLING ACRES
R 1 BOX 576
EXCELSIOR MN
55331

MURPHY DIANA E
4200 IDS-LINDQUIST VENN
MPLS MN
55402

NATL CAR RENTAL ATT D MITZEL
5501 GREEN VALLEY DR
MPLS MN
55437

NATL COUNCIL JEWISH WOMEN
4330 CEDAR LK RD
MPLS MN
55416

NEDELL HAROLD - MEINEKE
6300 W LOOP S SUITE 200
BELLAIRE TX
77401

NELSON JOHN
4809 180TH ST N
HUGO MN
55038

NIELSEN STOCK & BLACKBURN
415 730 BLDG
MPLS MN

NO SUB MONTESSORI-S SADDL
2487 HELEN COURT
NO ST PAUL MN
55109

NORTH CENTRAL ELEC ASSN
PO BOX 202
BATTLE LAKE MN
56515

NURSING HOME ADMRS BD EXAMRS
RM 340 717 DELAWARE SE
MPLS MN
55414

NW BELL TEL CO LEGAL DEPT
224 S 5TH ST RM 2000
MPLS MN
55402

NW COUNTRY ELEVATOR ASSN
802 GRAIN EXCH BLDG
MPLS MN
55415

O'BRIEN J.DENNIS
1100 1ST NATL.BANK BLDG
MINNEAPOLIS MN
55402

OLSON KATHLEEN
192 SEYMOUR AVE SE
MPLS MN
55414

OSTRUM DONALD E
PO BOX 33163
COON RAPIDS MN
55433

PATTISON ORVIS
BOX 645
WILLMAR MN
56201

PAYNE COL ALVIN

DEGRAFF MN
56233

PFEIFER AND SHULTZ, INC
1433 UTICA AVE S
MPLS MN
55416

PHAR MFGRS ASSN WM D PATTON
1155 15TH ST NW
WASHINGTON DC DC
20005

POPOVICH PETER S
314 MINN BLDG
ST PAUL MN
55101

PORTER DAVID
3002 27 AVE S
MPLS MN
55406

POSS DONALD G
6301 SHINGLE CREEK PKWY
BROOKLYN CTR MN
55430

POYZER ROBT
BOX 675
FERGUS FALLS MN
56357

PULSCHER RBT SPRINGSTED INC
813 OSBORN BLDG
ST PAUL MN
55102

RALPH BURKE ASSOCIATES
7710 COMPUTER #S101
MPLS MN
55435

RAMSEY CO MEDICAL SOC
908 AM NATL BK BLDG
ST PAUL MN
55101

REARDON MRS HELEN
1125 S E 6TH ST
WILLMAR MN
56201

REID DAVID H
6469 N GRAHAM RD
INDIANAPOLIS IN
46220

REGION NINE DEV. COMM.
709 N FRONT ST
MANKATO MN
56001

REINO O LAINE 3M COMPANY
3M CENTER
ST PAUL MN
55101

NURSING HOME RES ADV CO.
111 E FRANKLIN S210
MPLS MN
55404

NW REG. DEV. COMM
425 WOODLAND AVE
CROOKSTON MN
56716

OFFICE OF THE GOVERNOR
130 STATE CAPITOL
ST PAUL MN
55101

OTTER TAIL POWER CO.
215 S. CASCADE ST.
FERGUS FALLS MN
56537

PAYNE WM B
2400 FIRST NATL BK BLDG
MPLS MN
55402

PHILLIPS LEGISLATIVE SERVICE
459 RICE ST
ST PAUL MN
55103

PORTER LYLE O

TRACY MN
56175

PRAUSE JOS.C.
2220 105TH AVE.N.W.
COON RAPIDS MN
55433

RAUENHORST CORP-C ANDERSON
7900 XERXES S. S-2200
MPLS MN
55431

RED OWL STORES INC
215 E EXCELSIOR AVE
HOPKINS MN
55343

RENNER R.H. ST PAUL AREA CC
300 OSBORN BLDG.
ST PAUL MN
55102

NUTTER JULIA
743 W MONTANA
ST PAUL MN
55117

NYQUIST DEAN A
3707 53RD PL N
BROOKLYN CTR MN
55429

OLOFSON ARTHUR MBO & MAI
927 SOO LINE BLDG
MPLS MN
55402

PETERSON GARY
854 MIDLAND BK BLDG
MPLS MN
55401

PINNETTI NICK M HALEY & A
40 CENTRAL PARK S
NEW YORK NY
10019

PORT AUTH CITY OF ST PAUL
330 MINNESOTA BLDG
ST PAUL MN
55101

PROCTOR&GAMBLE L THEOHAR
IVORYDALE TECH CENTER
CINCINNATI OH
45217

RADMAN RICHARD-LABOR TEMP
418 AUDITORIUM
ST PAUL MN
55102

REAGAN MICHAEL
% MINN LEARNING CTR
BRAINERD MN
56401

REGION FIVE REG. DEV. COM
102 6TH ST N
STAPLES MN
56479

RENQUIST ARTHUR NSP CO
414 NICOLLET MALL
MPLS MN
55401

RICHARDSON THOS
7851 METRO PKWY S 103
MPLS MN
55420

RICHARDS MONTGOMERY ET AL
1430 RAND TOWER
MPLS MN
55402

ROBBIE JOSEPH
904 CARGILL BLDG NO CTR
MPLS MN
55402

ROBERTS DR ALAN
BOX 297 MAYO U OF M
MPLS MN
55455

ROSS ROY J
CLK TREAS
LITCHFIELD MN
55355

ROWLEY STEPHEN
4305 15TH AVE S
MPLS MN
55407

SAN SIMEON DEVELOP CORP
OLD 1ST STATE BK BLDG
PAYNESVILLE MN

SANFORD S M
7000 PORTLAND AVE
RICHFIELD MN
55423

ST PAUL BUR HLTH DR P COX
555 CEDAR ST
ST PAUL MN
55101

ST PAUL FOOD RETAILERS ASSN
1220 ARCADE
ST PAUL MN
55106

SCHAEN ETHEL
1745 UNIVERSITY AVE
ST PAUL MN
55104

SCHLICHT REV ROBT
611 W MAIN ST
BELLE PLAINE MN
56011

SCHMIDT LARRY WCCO-TV NEWS
50 S 9TH ST
MPLS MN
55402

SCHMIDT WARREN WELLCOME MHS
GARDEN CITY
MN
56034

SCHWARTAU NEAL METH HOSP
201 W CENTER ST
ROCHESTER MN
55901

SCHWERMAN EARL JR
1535 8TH AVE SE
ROCHESTER MN
55901

SCHROEDER ALFRED H
2172 CARROLL AVE
ST PAUL MN
55104

SELECTVISION INC FR VALENTIN
1 DAG HAMMARSKJOLD PL
NEW YORK NY
10017

SENATE GOV OP COMM
RM 303 STATE CAPITOL
ST PAUL MN
55155

SHABATURA EUGENE H
2833 LAKE AVE SO
DULUTH MN
55811

SILVERMAN JUDITH
8545 W 28TH ST
ST LOUIS PARK MN
55426

SITE ENGINEER INC
12 OLD DEERFIELD RD
WELCH MN
55089

SMERIKA WM.
BOISE CASCADE PAPERS
INTL FALLS MN
56649

SMITH MICHAEL
128 PLEASANT STREET SE
MPLS MN
55455

RIEKE DAVID
PO BOX 9311
MPLS MN
55440

ROBERTS DAVID E
1260 NW NATL BK BLDG
ST PAUL MN
55101

RUDY FLOYD
118 AVE C
CLOQUET MN
55720

SAX DOVE & STENSON
310 ENDICOTT BLDG
ST PAUL MN
55101

SW REGIONAL DEV COMM
2811 BDWY
SLAYTON MN
56172

SCHMIDT D R MN ASSN REALTORS
6101 WAYZATA BLVD
MPLS MN
55416

SCHNEIDER MAHLON
GREEN GIANT
LESUEUR MN
56058

SCHWINN ROBT.P.
1400 SOO LINE BLDG.
MPLS. MN
55402

ROE DAVID
175 AURORA
ST PAUL MN
55103

ROSS ALFRED
6356 WARE RD
LINO LAKES MN
55014

SE MN REG DEV COMM
301 MARQ BK BLDG
ROCHESTER MN
55901

SCARBOROUGH WILLIAM
DIV.ED. U.M.
MORRIS MN
56267

SCHMIDT H W TCHRS RETIREM
302 CAPITOL SQ BLDG
ST PAUL MN
55101

SCHUTZ LINDA
RM 328 CAPITOL BLDG
ST PAUL MN
55155

SCHNEIDER & NEESER
706 1ST ST SO PO BX 876
WILLMAR MN
56201

SHARP BOB
4125 HIGHWOOD RD
ST LOUIS PK MN
55416

SIX EAST REG. DEV. COMM.
311 W 6TH ST
WILLMAR MN
56201

SNELL LYN
BOX 314
EDEN VALLEY MN
55329

SHAW ROBERT M
616 MOBIL OIL BLDG
MPLS MN
55402

SIX W REG. DEV. COMM
128 W SORENSON
APPLETON MN
56208

SNYDER, R.W. U OF M
RM 248C CLASS OFF BLDG.
ST PAUL MN
55108

STANSFIELD APLENE LAND [illegible]
PO BOX 116
MPLS MN
55440

STATE BD VETERINARY EXAMI
C/O DR A C SPANNAUS DVM
WACONIA MN

STOLPESTAD BROWN & SMITH
1550 NW BK BLDG
ST PAUL MN
55101

STUPKA & MOREM
MIDTOWN BLDG
AUSTIN MN
55912

SUMMIT NATL BANK D L MORRILL
205 AURORA AVE
ST PAUL MN
55103

SUSSEL CO.ATTN:TED SCHWEN
1850 COMO AVE.
ST PAUL MN
55108

SWANSON GERALD H
212 CITY HALL
ROCHESTER MN
55901

SWANSON MORTIMER C
5824 FRANCE AVE S
EDINA MN
55410

TENNESSEN SEN ROBERT J
RM 309 STATE CAPITOL
ST PAUL MN
55165

THOMPSON CONRAD
1107 23RD ST NW
ROCHESTER MN
55901

TOUCHE ROSS & CO K H STOCKE
780 NORTHSTAR CNTR
MPLS MN
55402

TWIN CITIES PIPING IND AS
2829 UNIV SE SUITE 304
MPLS MN
55414

UNION STOCK YARDS
ATTN PRES
SO ST PAUL MN
55075

UTLEY JOHN
4610 IDS CENTER
MPLS MN
55402

VAN DRAKE STEPHEN R
BOX 353
PELICAN RAPID MN
56572

VAN EVERA MUNDT ET AL
700 TORREY BLDG
DULUTH MN
55802

VILLAGE OF WOODBURY
2100 RADIO DRIVE
WOODBURY MN
55042

VOSS REV GORDON O
11120 NE 7TH ST
BLAINE MN
55434

WALTERS THOS H
4510 W 77TH ST STE 235
MPLS MN
55435

WELK G V NORTHERN STATES
414 NICOLLET MALL
MPLS MN
55401

WELLINGTON R R SKELLY OIL
PO BOX 1650
TULSA OK
75102

WHITLOCK A G
ECON LAB OSBORN BLDG
ST PAUL MN
55102

SODERBERG HAROLD J
1500 MIDWEST PLAZA BLDG
MPLS MN
55402

SODERMAN ANTHONY
1414 FOSHAY TOWER
MPLS MN
55402

STD AM LIFE & ANNUITY CO
3801 W 50TH ST
MPLS MN
55410

STEELWORKERS CREDIT UNION
BOX 250
BABBITT MN
55706

SULLIVAN J KIRK
PO BOX 200
BOISE ID
83701

SULLIVAN JEANETTE
CDIC SW STATE UNIV
MARSHALL MN
56258

SWANSON BURT E
W-2162 1ST NATL BK BLDG
ST PAUL MN
55101

SWANSON DALE
P O BOX 339
FOREST LAKE MN
55025

TATE VERN 3M CO
3M CENTER 220/6W
ST PAUL MN
55101

THOMPSON HESSIAN ET AL
1500 MIDWEST PLAZA BLDG
MPLS MN
55402

TIMESAVERS INC ATT R S VOLD
5270 HANSON COURT
MPLS MN
55422

TWIN CITY RETAIL DRUGGIST AS
2388 UNIV AVE
ST PAUL MN
55104

VANDERVOORT T J MET WASTE
350 METRO SQUARE BLDG
ST PAUL MN
55101

VERRILL JOHN E
DEPT SECONDARY ED UOF M
DULUTH MN
55812

VIITALA, W.C. HONEYWELL
HONEYWELL PLAZA
MPLS MN
55408

VOS LEROY
2137 BURNS AVE
ST PAUL MN
55119

WANQUIST ALLEN
RM 252 FEDERAL BLDG
ST PAUL MN
55101

WATERS, DONNA M.
110506 WINDMILL COURT
CHASKA MN
55318

WEST CENTRAL REG. DEV.
ADM BLDG,COMMUNITY COLL
FERGUS FALLS MN
56537

WESTIN CHAS W
220 MEDICAL ARTS BLDG
DULUTH MN
55802

WM.MITCHEL COLLEGE LAW LIB.
2100 SUMMIT AVE.
ST.PAUL MN
55105

WILEY ENTERPRISES
101 5TH AVE SE
OSSEO MN
55369

WOLKERSTORTER THEODORE
676 17TH AVE NW
NEW BRIGHTON MN
55112

WOZNIAK D D
401 FIRST FED BLDG
ST PAUL MN
55101

WHITLOCK MARSHALL
RM 3 CAPITOL BLDG
ST PAUL MN
55155

WILCOX J PATRICK
1220 NORTHERN FED BLDG
ST PAUL MN
55102

WILSON R GARY PPG INDUSTR
1 GATEWAY CENTER
PITTSBURGH PA
15222

WIS FEEDER PIG MARKET CO-OP

FRANCIS CREEK WI

WYANT CLINTON W ATTY

ATKIN MN
56431

ZIMMERMAN & OFFERMAN
CAMBRIDGE STATE HOSP
CAMBRIDGE MN
55008

STATE OF MINNESOTA

COUNTY OF RAMSEY

IN THE MATTER OF: The proposed adoption, amendment or repeal of Rules of the Board of Teaching governing Requirements for Issuance and Renewal of all Licenses, Qualifications Physical Education and Health Teachers, Suspension or Revocation of Licenses to Teach, Appeal to the Minnesota Board of Teaching, Social Studies in Secondary Schools, Science for Grades 5-9 and Grades 7-12, Human Relations Components in all Programs Leading to Licensure in Education, Issuance and Renewal of all Licenses; Fees, Teachers of Art, Teachers of Family Life Education, Teachers of American Indian Language and Culture, Code of Ethics, Continuing Education/Relicensure, Career Licensure in Teaching, Nursery School Teachers, Licensure of Prekindergarten Teachers and Prekindergarten Assistant Teachers, Teachers of Industrial Arts, Elementary School Counselors, Secondary School Counselors, Teachers in Middle Schools

BOARD EXHIBIT NO. 4

DATE 10-28-77

NANCY J. DUEHN

AFFIDAVIT OF MAILING

Nancy A. Dippel, being first duly sworn, deposes and says:

That on the 26th day of September, 1977, at the City of St. Paul, County of Ramsey, State of Minnesota, she served the attached Notice of Hearing by depositing in the United States Mail at said City of St. Paul, a true and correct copy thereof, properly enveloped, with postage prepaid, to all persons and associations at the addresses listed on the attached Certificate of the Secretary of State.

Nancy A. Dippel

NANCY A. DIPPEL

Subscribed and sworn to before me

this 26 day of September, 1977.

Luana Vadnais

LUANA VADNAIS
NOTARY PUBLIC-MINNESOTA
RAMSEY COUNTY
My Comm. Expires June 16, 1984

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE PETER ERICKSON
HEARING EXAMINER
OFFICE OF HEARING EXAMINER

IN THE MATTER OF: The proposed adoption, amendment or repeal of Rules of the Board of Teaching governing Requirements for Issuance and Renewal of all Licenses, Qualifications Physical Education and Health Teachers, Suspension or Revocation of Licenses to Teach, Appeal to the Minnesota Board of Teaching, Social Studies in Secondary Schools, Science for Grades 5-9 and Grades 7-12, Human Relations Components in all Programs Leading to Licensure in Education, Issuance and Renewal of all Licenses; Fees, Teachers of Art, Teachers of Family Life Education, Teachers of American Indian Language and Culture, Code of Ethics, Continuing Education/Relicensure, Career Licensure in Teaching, Nursery School Teachers, Licensure of Prekindergarten Teachers and Prekindergarten Assistant Teachers, Teachers of Industrial Arts, Elementary School Counselors, Secondary School Counselors, Teachers in Middle Schools

Board's EXHIBIT NO. 9
DATE 10-28-77
NANCY J. DUEHN

STATEMENT OF EVIDENCE

In addition to the STATEMENT OF NEED which is available for inspection or purchase at the Office of Hearing Examiners, 1745 University Avenue, St. Paul, Minnesota 55104 and in support thereof, the Board of Teaching will introduce the following evidence and will call the following expert witnesses to testify:

5 MCAR § 3.001 RULES GOVERNING REQUIREMENTS FOR THE ISSUANCE AND RENEWAL OF ALL LICENSES, AND 5 MCAR § 3.003 RULES GOVERNING ISSUANCE AND RENEWAL OF ALL LICENSES; FEES:

Kathryn Rayburn, Chairman
Minnesota Board of Teaching
Rochester, Minnesota

Kathryn Rayburn will testify providing justification for the proposed rules

and will demonstrate that the provisions of the rule are reasonable and set forth in rule administrative procedures for the issuance of licenses to teach.

Kathryn Rayburn will testify concerning statutory provisions requiring the Board of Teaching to establish by rule the type and the period of time for which each license issued is valid.

5 MCAR § 3.004 RULES GOVERNING CAREER LICENSURE IN TEACHING:

Edward Rapp, Member
Minnesota Board of Teaching
Coon Rapids, Minnesota

Edward Rapp will testify providing a rationale for establishing a career license in teaching and will demonstrate that the standards for the issuance of the license are reasonable.

Edward Rapp will contend that provisions of the rule will establish high standards for career teachers in Minnesota and will thereby assure parents and students that teachers holding a career license to teach have met requirements which qualify them to provide a high quality of instruction in Minnesota schools.

5 MCAR § 3.005 RULES GOVERNING CONTINUING EDUCATION/RELICENSURE:

Joseph Moren, Vice-Chairman
Minnesota Board of Teaching
Hibbing, Minnesota

Joseph Moren will testify providing justification for the standards for Continuing Education requirements for Minnesota teachers.

Joseph Moren will demonstrate that the rule establishes reasonable requirements which assure the public that continuing professional growth is required to maintain teacher licensure in Minnesota.

5 MCAR § 3.020 RULES GOVERNING APPEAL TO THE MINNESOTA BOARD OF TEACHING:

Edward Rapp, Member
Minnesota Board of Teaching
Coon Rapids, Minnesota

Edward Rapp will testify concerning the provisions of the rule which are established to afford persons and institutions access to contested case processes and procedures in the appeal of actions and decisions of the Board of Teaching.

5 MCAR § 3.041 RULES GOVERNING HUMAN RELATIONS COMPONENTS IN ALL PROGRAMS LEADING TO LICENSURE IN EDUCATION, AND 5 MCAR § 3.065 RULES GOVERNING SCIENCE FOR GRADES 5-9 AND GRADES 7-12, AND 5 MCAR § 3.068 RULES GOVERNING SOCIAL STUDIES IN SECONDARY SCHOOLS:

Lowell Gillett, Member
Minnesota Board of Teaching
St. Cloud, Minnesota

Lowell Gillett has served as a member of the Board of Teaching since the Board was established in 1973. He has been involved in teacher education for the past fourteen years serving as a member of the teacher education faculty, Dean of the College of Education, and Dean of the School of Graduate Studies at St. Cloud State University.

Lowell Gillett will testify justification for the amendment of the above captioned rules in terms of establishing that the proposed language of the amendment is a reasonable provision and provides clarification of the requirements of existing rules.

5 MCAR § 3.053 RULES GOVERNING LICENSURE OF PREKINDERGARTEN TEACHERS AND PREKINDERGARTEN ASSISTANT TEACHERS:

Daniel Gartrell, Director
Child Development Training Program
Bemidji State University
Bemidji, Minnesota

Daniel Gartrell is a consulting member of the Early Childhood Education Study Committee called by the Board of Teaching during 1976-77. The committee was charged with the responsibility to formulate a proposed licensure rule.

Daniel Gartrell will contend that the proposed rule is reasonable and will improve the quality of prekindergarten teaching in Minnesota while having no deleterious effects upon licensed nursery school teachers which amending of licensure rule can produce.

Daniel Gartrell will establish justification for:

The repeal of the temporary permit for nursery school teachers,

The repeal of the option for licensed kindergarten and elementary school teachers to attain nursery school licensure,

The delineation of course work options within the prekindergarten preparation program,

The retention of the baccalaureate degree plus, or including, 18 semester or 27 quarter hours of prekindergarten teacher preparation from an institution having an approved program as the requirement for regular licensure for prekindergarten teaching.

Daniel Gartrell will testify putting into perspective the rapidly developing field of Early Childhood Education in Minnesota.

5 MCAR § 3.054 RULES GOVERNING TEACHERS IN MIDDLE SCHOOLS:

Michael McGlinch, Principal
Highview Junior High School
New Brighton, Minnesota

Michael McGlinch will testify concerning the provisions of the rule contending that the rule provides a reasonable standard for licensure of teachers in the emerging middle schools of Minnesota.

Michael McGlinch will demonstrate that the standards for endorsement of elementary and secondary teaching licenses for middle school teaching will assure qualified and competent licensed teachers for Minnesota middle schools which are established to serve the educational and developmental needs of preadolescent students in Minnesota school districts.

5 MCAR § 3.072 RULES GOVERNING QUALIFICATIONS, PHYSICAL EDUCATION AND HEALTH TEACHERS:

Carl Knutson, Supervisor
Health, Physical Education and Safety
Minnesota Department of Education
St. Paul, Minnesota

Carl Knutson will testify concerning the justification of amending the rule to require student teaching at both the elementary school and secondary school levels for persons to be licensed as kindergarten through grade 12 teachers of physical education.

5 MCAR § 3.074 RULES GOVERNING TEACHERS OF ART:

James Brutger, Chairman
Department of Art
University of Minnesota
Duluth, Minnesota

James Brutger will establish that the rule is justified and reasonable in terms of licensure standards for teachers of art. Art education is part of the instructional curriculum of all Minnesota schools, therefore, standards of licensure must be established in order to assure parents and students that licensed teachers are competent and qualified for teaching art.

James Brutger will demonstrate that the existing void in licensure requirements does not provide an adequate basis for establishing and maintaining preparation programs for teachers of art in Minnesota teacher preparing institutions.

5 MCAR § 3.085 RULES GOVERNING TEACHERS OF FAMILY LIFE EDUCATION:

Matrene Woodard, Teacher
Mayo High School
Rochester, Minnesota

Martrene Woodard is a member of the Family Life Education Task Force called by the Board of Teaching and charged with the responsibility to formulate a

a proposed licensure rule.

Martrene Woodard will demonstrate that the rule addresses, in a reasonable manner, a void in licensure standards for a teaching field which is increasing in Minnesota schools.

5 MCAR § 3.086 RULES GOVERNING TEACHERS OF AMERICAN INDIAN LANGUAGE AND CULTURE:

William Gardner, Member
Minnesota Board of Teaching
St. Louis Park, Minnesota

William Gardner is Chairman of the Standards and Rules Committee of the Board of Teaching. The Standards and Rules Committee is charged with the responsibility of reviewing all proposed teacher licensure rules and making recommendations to the Board of Teaching.

William Gardner will demonstrate that the proposed rule specifically addresses, in a reasonable manner, a statutory mandate for the Board to establish standards of licensure for teachers of American Indian Language and Culture.

5 MCAR § 3.102 RULES GOVERNING SCHOOL COUNSELORS, SECONDARY AND 5 MCAR § 3.103 RULES GOVERNING SCHOOL COUNSELORS, ELEMENTARY:

Elvera Springer, Chairman
School Counselor Task Force
Robbinsdale, Minnesota

Elvera Springer is Chairman of the School Counselor Task Force called by the Board of Teaching and charged with the responsibility to formulate revised rules governing the licensure of elementary school counselors and secondary school counselors.

Elvera Springer will demonstrate that the revised rules address in a reasonable manner, the licensure standards for school counselors which will assure effective counselor service in Minnesota schools at the elementary school and secondary school levels.

5 MCAR § 3.130 RULES GOVERNING CODE OF ETHICS FOR MINNESOTA TEACHERS:

Margery Harris, Secretary
Minnesota Board of Teaching
Minneapolis, Minnesota

Margery Harris is Chairman of the Ethics Committee of the Board of Teaching. The Ethics Committee is charged with the responsibility of recommending a Code of Ethics for Minnesota Teachers to the Board of Teaching and monitoring the administration of a Code of Ethics.

Margery Harris will testify concerning statutory provisions requiring the Board of Teaching to establish by rule a Code of Ethics covering standards

of professional teaching practices including performance and methods of enforcement.

Margery Harris will demonstrate that the Code of Ethics establishes reasonable and equitable standards of conduct and performance.

Margery Harris will substantiate that the provisions of M.S. 214.10 Complaints, investigation and hearings are essential to be included in the rule, in order to establish for Minnesota teachers, a complete and accurate process and procedure for the implementation and administration of the Code of Ethics for Minnesota teachers.

The Board of Teaching will cite the following statutes:

1. M.S. 125.185
2. M.S. 214.06
3. M.S. 214.10
4. M.S. 126.49 (Supp. 1977)

Kenneth L. Peatross

Kenneth L. Peatross, Executive Secretary
MINNESOTA BOARD OF TEACHING

Date: 9/30/77

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE PETER ERICKSON
HEARING EXAMINER
OFFICE OF HEARING EXAMINER

IN THE MATTER OF: The proposed adoption, amendment, or repeal of rules of the Board of Teaching governing Requirements for the Issuance and Renewal of all Licenses, Human Relations Components in all Programs Leading to Licensure in Education, Teachers in the Middle Schools, Science for Grades 5-9 and Grades 7-12, Social Studies in Secondary Schools, Qualifications Physical Education and Health Teachers, Teachers of Family Life Education, Teachers of American Indian Language and Culture

FINDINGS OF FACT AND CONCLUSIONS

The Minnesota Board of Teaching hereby adopts by reference, the findings of fact and conclusions of the Hearing Examiner in the above entitled matter.

STATE OF MINNESOTA
BOARD OF TEACHING

Kenneth L. Peatross

Kenneth L. Peatross, Executive Secretary
MINNESOTA BOARD OF TEACHING

STATE OF MINNESOTA

BOARD OF TEACHING

CERTIFICATE OF BOARD'S ADOPTION
OF RULES RESOLUTION

I, Margery H. Harris, do hereby certify that I am secretary of the Board of Teaching, a board duly authorized under the laws of the State of Minnesota, and that the following is a true, complete, and correct copy of a resolution adopted at a meeting of the Board on July 21, 1978, that a quorum was present at said meeting; that a majority of those present voted for the resolution; that said resolution is set forth in the minutes of said meeting and has not been rescinded or modified.

> "RESOLVED that the Board of Teaching affirms that Kathryn Rayburn, Chairman, and Joseph Moren, Vice Chairman, were authorized to sign on behalf of the Board of Teaching the Order Adopting Rules relating to the rules adopted by the Board on March 17, 1978, and that Kenneth Peatross, Executive Secretary, was authorized to sign on behalf of the Board of Teaching an Order adopting by reference Hearing Examiner's Findings of Fact and Conclusions relating to the rules, adopted by the Board on March 17, 1978."

IN WITNESS WHEREOF, I have hereunto subscribed my name this 21st day of July, 1978.

Margery H. Harris
Secretary

ATTEST:

Joseph J. Moren
Vice Chairman

STATE OF MINNESOTA

COUNTY OF RAMSEY

BEFORE PETER ERICKSON
HEARING EXAMINER
OFFICE OF HEARING EXAMINER

IN THE MATTER OF: The proposed adoption, amendment or repeal of Rules of the Board of Teaching governing Requirements for Issuance and Renewal of all Licenses, Qualifications Physical Education and Health Teachers, Suspension or Revocation of Licenses to Teach, Appeal to the Minnesota Board of Teaching, Social Studies in Secondary Schools, Science for Grades 5-9 and Grades 7-12, Human Relations Components in all Programs Leading to Licensure in Education, Issuance and Renewal of all Licenses; Fees, Teachers of Art, Teachers of Family Life Education, Teachers of American Indian Language and Culture, Code of Ethics, Continuing Education/Relicensure, Career Licensure in Teaching, Nursery School Teachers, Licensure of Prekindergarten Teachers and Prekindergarten Assistant Teachers, Teachers of Industrial Arts, Elementary School Counselors, Secondary School Counselors, Teachers in Middle Schools

EXHIBIT NO. 8

DATE 10-28-77

NANCY J. DUEHN

STATEMENT OF NEED

Some of the above captioned rules are amendments to existing rules and others are new rules of the Board of Teaching. The last time any of the above captioned rules were amended was 1976.

THE NEED TO REPEAL EXISTING 5 MCAR § 3.001 RULES GOVERNING REQUIREMENTS FOR ISSUANCE AND RENEWAL OF ALL LICENSES AND ADOPT PROPOSED 5 MCAR § 3.001 RULES GOVERNING REQUIREMENTS FOR THE ISSUANCE AND RENEWAL OF ALL LICENSES ARISES:

Because the existing rule contains obsolete provisions related to the issuance and renewal of licenses to teach, and

Because the proposed rule clarifies and places in rule administrative procedures and practices for the issuance and renewal of licenses to teach, and

Because the proposed rule makes provision for the addition of teaching fields to an issued license to teach, and

Because the proposed rule establishes procedures whereby holders of life and/or continuing licenses to teach may add teaching endorsements to an issued license, and

Because the proposed rule establishes requirements and standards for the renewal of the entrance or first two-year license to teach, and

Because the proposed rule establishes the procedure whereby persons not actively teaching may re-enter the profession and resume a teaching career, and

Because the proposed rule establishes procedures whereby school districts may employ licensed substitute teachers, and

Because the proposed rule establishes requirements and standards for the licensure of long call and short call substitute teachers.

THE NEED TO AMEND EXISTING 5 MCAR § 3.003 RULES GOVERNING ISSUANCE AND RENEWAL OF ALL LICENSES; FEES ARISES:

Because the Board of Teaching has established in proposed rule standards for the issuance of a career license to teach, and

Because M.S. 214.06, Subd. 2 requires that the Board of Teaching establish by rule the period of time for which each license is valid and the processing fee required for the issuance of each license to teach.

THE NEED TO ADOPT PROPOSED 5 MCAR § 3.004 RULES GOVERNING CAREER LICENSURE IN TEACHING ARISES:

Because, with the elimination of life licensure for teachers in the

State of Minnesota in 1969 and thereafter, only a single level of licensure exists for licensed teachers, and

Because the continuing license establishes only minimal continuing education requirements, and fails to provide recognition and incentive to those teachers whose professional growth and activity greatly exceed the minimum levels, and

Because significant professional contributions should be encouraged as one of the highest elements in any system of professional growth and activity, and

Because paperwork, rather than the professional growth experience requirement, has proven to be the greatest source of criticism from members of the teaching profession in their evaluations of the continuing education system, and

Because recognition for outstanding preparation and performance on the part of a classroom teacher has heretofore been predicated upon that teacher leaving the classroom to accept such reward and recognition, and

Because licenses in the profession of teaching generally stress only the privileges, rather than the obligations, involved in the licensure of readiness to practice in the profession, and

Because today teachers holding life licensure in the State of Minnesota are beyond the control of present rules regarding continuing education and professional growth, and

Because only a system of licensure designed to attract, on a voluntary basis, these teachers can hope to bring the greatest portion of the profession under the umbrella of career-long professional growth, and

Because the highest attainment in teaching should be permanent licensure, subject to continued high professional standards and regular growth

activities, which includes commitments to continuing education and teaching practice, and

Because both the teaching profession and its clientele, the people of Minnesota, stand to benefit from a system of licensure that emphasizes service as an obligation of the holder of a career license to teach.

THE NEED TO REPEAL 5 MCAR § 3.020 - 3.031 RULES GOVERNING LICENSES; SUSPENSION OR REVOCATION OF LICENSES TO TEACH AND ADOPT PROPOSED 5 MCAR § 3.020 RULES GOVERNING APPEAL TO THE MINNESOTA BOARD OF TEACHING ARISES:

Because M.S. 214.10 Subds. 1 and 2 make the provisions of 5 MCAR § 3.020 - 3.031 obsolete, and

Because existing rules do not provide a formal avenue of appeal for those individuals or teacher preparing institutions to appeal actions and decisions of the Board of Teaching, and

Because Minnesota Statutes, Chapter 15, provide the process for hearing contested cases before the Board of Teaching, and

Because the opportunity for formal appeal should reasonably be extended to all persons subject to the rules of the Board of Teaching governing the issuance and the renewal of licenses to teach as well as to teacher preparing institutions subject to the rules of the Board of Teaching governing the approval of teacher preparing institutions and teacher education programs.

THE NEED TO REPEAL, EFFECTIVE JULY 1, 1978, 5 MCAR § 3.052 A. 3. and C. RULES GOVERNING NURSERY SCHOOL TEACHERS AND ADOPT PROPOSED 5 MCAR § 3.053 RULES GOVERNING LICENSURE OF PREKINDERGARTEN TEACHERS AND PREKINDERGARTEN ASSISTANT TEACHERS ARISES:

Because the rule governing nursery school teachers was last amended in 1966, and

Because since that time early childhood education has undergone much

development and diversification in Minnesota, and

Because repeal of 5 MCAR § 3.052 A. 3. C. as of July 1, 1978, and replacement of 5 MCAR § 3.052 with the proposed rule governing licensure of prekindergarten teachers and prekindergarten assistant teachers as of July 1, 1984, provides an effective balance between improvement of the quality of prekindergarten teaching and avoidance of undue hardship to present licensed teachers, and

Because 5 MCAR § 3.052 A. 3. permitted licensed kindergarten and elementary school teachers with minimal preparation in prekindergarten education provided by two course experiences to gain nursery school teacher licensure, and

Because teaching prekindergarten children is now recognized to require special knowledge and skills in relation to the intellectual, emotional, social, and physical needs of very young children, not afforded by two courses alone. Thus, while it is proposed that licensed kindergarten and elementary school teachers could receive provisional nursery school licensure until 1984, full teacher licensure for nursery school on the basis of 5 MCAR § 3.052 A. 3. will be deleted as of July 1, 1978, and

Because few, if any, nursery school teachers at this time hold a temporary license according to 5 MCAR § 3.052 C., the need for the temporary license has diminished, and

Because persons qualifying for provisional or full nursery school licensure able to fill new positions are numerous, and

Because the factor of improved quality of nursery school teaching weighed against the factor of possible hardship to existing temporary license holders warrants deletion of 5 MCAR § 3.052 C. as of July 1, 1978, and

Because many prekindergarten teachers presently holding provisional licensure would lose positions if provisional licensure were ended immediately, and

Because licensed kindergarten and elementary teachers desiring prekindergarten licensure after July 1, 1978, may need additional time to obtain it, 5 MCAR § 3.052 C. governing provisional nursery school licensure should be kept in place until the proposed rule 5 MCAR § 3.053 becomes effective, and

Because the magnitude of the functions performed by adults in effective prekindergarten practice warrants low child to adult ratios, an overlapping of instructional/developmental tasks, and the organized division of labor, other adults besides the holder of full teacher licensure are called upon to discharge professional educational responsibilities in prekindergarten programs. As a category increasingly supported in early childhood literature, the proposed rule thus will grant a new level of licensure to assistant teachers who will work under the supervision of licensed prekindergarten teachers in prekindergarten classrooms. Prekindergarten assistant teacher preparation will include an approved program of 12 semester hours or 18 quarter hours of field-related credit taken as part of or in addition to 60 semester hours or 90 quarter hours from an approved college or university. The prekindergarten assistant teacher licensure, as part of the proposed rule, will be put in place by July 1, 1984, and

Because of recent development and diversification in the field of prekindergarten education, it has become necessary to more clearly frame alternatives for the prekindergarten licensure preparation program. Thus, in the proposed rule a minimum of 6 semester or 9 quarter hours in the child development/family relations areas and a guided elective course of 2 semester or 3 quarter hours in the child health, infant development, or special needs in early childhood areas will need to be completed for licensure by July 1, 1984, and

Because general education is a significant part of effective pre-kindergarten teacher preparation, the necessary 18 semester or 27 quarter hours as set forth for licensure in 5 MCAR § 3.052 will not be expanded, but will be kept at the same level of requirement in the proposed rule 5 MCAR § 3.053.

THE NEED TO ADOPT PROPOSED 5 MCAR § 3.054 RULES GOVERNING TEACHERS IN MIDDLE SCHOOLS ARISES:

Because no rule presently exists for the licensure of teachers at the middle school level, and

Because there are presently approximately 35 middle schools in the State of Minnesota which are no longer secondary schools, but which rather are a combination of those levels requiring separate licensure for teachers, and

Because the practice rather than the rule exists related to teaching in the middle schools in areas and levels outside that provided in licensure rule, and

Because the needs of the students at the middle school level will be best served by a system of licensure which requires preparation by the teacher in areas which recognize the unique learning requirements of students at that age and level of development, and

Because a license, granted only to holders of elementary or secondary licensure, which provides a guarantee of those skills and understandings that are not inherent in the preparation required for previous licensure can best insure that teachers possess the qualifications necessary to teach in the combined levels of the middle school, and

Because, until such time as teachers may be able to conform with the rule establishing the requirements for licensure at the middle school level, authority must be established for the practice of teaching at levels other than those provided under existing licensure rules in order for such schools to

continue in operation.

THE NEED TO AMEND 5 MCAR § 3.041 RULES GOVERNING HUMAN RELATIONS COMPONENTS IN ALL PROGRAMS LEADING TO LICENSURE IN EDUCATION, 5 MCAR § 3.065 RULES GOVERNING SCIENCE FOR GRADES 5-9 AND GRADES 7-12, AND 5 MCAR § 3.068 RULES GOVERNING SOCIAL STUDIES IN SECONDARY SCHOOLS ARISES:

Because of the need to bring these rules into conformity with other rules adopted by the Board of Teaching, and

Because these amendments reflect the philosophical concepts developed by the Board and adopted as the official Statement of Philosophy on April 18, 1975. The pertinent citation from this Statement of Philosophy is found in section VI C. "Alternative teacher education programs within the State of Minnesota are essential in affording options for teacher candidates.", and

Because for a number of years prior to the formation of the Board of Teaching, rules governing specific teaching fields were developed and adopted using the language of competency based teacher education (CBTE), and

Because the original intent for the use of competency language in the rules was to focus the teacher preparation programs on the learning outcomes which were adjudged to be necessary for the beginning teacher, and

Because it was not the intention of these rules to designate a single model for the preparation of teachers, and

Because this competency language, coupled with the controversy surrounding CBTE, particularly as many of its more vocal proponents have espoused the view that CBTE did require a particular type of preparation program containing certain specified characteristics, has led to real concern on the part of the teachers of the state, the teacher preparing institutions, and the Board of Teaching that the existing language severely restricted the flexibility of the colleges and universities to design and implement preparation

programs based on other modes of instruction, and

Because it is the contention of most professionals in the field and of the Board of Teaching that there is no one best way to prepare teachers, and

Because the proposed change in language in these three rules is consistent with this position and is designed to provide colleges and universities with the flexibility necessary to implement varying approaches for the preparation of teachers, to initiate innovations, and to conduct the experimentation necessary to provide a continuous infusion of new ideas in the preparation of teachers, and

Because the addition of these statements does not change the intent of the rules that is to focus upon learning outcomes, and

Because these statements do clarify the meaning of the term "competency" to include a variety of curricular designs which may be appropriate for the purpose of satisfying the rule.

THE NEED TO AMEND 5 MCAR § 3.072 RULES GOVERNING QUALIFICATIONS, PHYSICAL EDUCATION AND HEALTH TEACHERS ARISES:

Because existing rules permit persons completing approved programs to be licensed to teach physical education in grades kindergarten through grade 12, and

Because existing rules do not require persons to complete student teaching experiences at both the elementary school and secondary school levels as a standard for licensure, yet a license is issued which permits teaching at both levels, and

Because completion of student teaching at both levels will enable licensed persons to develop skills to design and implement a comprehensive and sequential physical education program for students in grades kindergarten through grade 12, and

Because most Minnesota school districts employ licensed persons to teach physical education at the elementary school level or the secondary school level and in some cases both levels without that person having been requested prior to licensure to complete student teaching at both levels.

THE NEED TO ADOPT PROPOSED 5 MCAR § 3.074 RULES GOVERNING TEACHERS OF ART ARISES:

Because there is no existing rule governing the standards of preparation and licensure for teachers of art, and

Because existing licensure practice makes provision for only one level of licensure which is kindergarten through grade 12 for all teachers of art, and

Because existing approved programs for teachers of art in teacher preparing institutions vary in terms of requirements and standards for the licensure of teachers of art, and

Because the practice of teaching art in Minnesota schools requires that licensure rules make provision for comprehensive licensure for kindergarten through grade 12, as well as specialized licensure for prekindergarten through grade 6 and for grade 7 through grade 12, and

Because teacher preparing institutions are entitled to have preparation and licensure standards set forth in rule in order to submit programs for approval, and

Because persons applying for licensure as teachers of art are entitled to have standards of licensure set forth in rule, and

Because Minnesota parents and students are entitled to assurances that persons employed in Minnesota schools to teach art meet minimally acceptable requirements in terms of competence and preparation.

THE NEED TO ADOPT PROPOSED 5 MCAR § 3.086 RULES GOVERNING TEACHERS OF AMERICAN INDIAN LANGUAGE AND CULTURE ARISES:

Because M.S. 126.49 (Supp. 1977) mandates the Board of Teaching to grant licenses to those who qualify as teachers of American Indian Language and Culture under requirements established by the Board of Teaching, and

Because public school districts in the State of Minnesota have instituted programs in American Indian Language and Culture, under the provisions of M.S. 126.49 (Supp. 1977), and

Because persons who teach in such programs need direction in order to meet requirements for training and preparation necessary to provide adequate instruction for Minnesota children and adolescents, and

Because Minnesota parents and students are entitled to assurances that persons employed by a school district to teach in programs in American Indian Language and Culture meet minimally accepted requirements in terms of competence, training and preparation, and

Because there is no current rule governing the licensure of Teachers of American Indian Language and Culture.

THE NEED TO REPEAL 5 MCAR § 3.102 RULES GOVERNING COUNSELORS, SECONDARY SCHOOLS AND 5 MCAR § 3.103 RULES GOVERNING COUNSELORS, ELEMENTARY SCHOOLS AND ADOPT PROPOSED 5 MCAR § 3.102 RULES GOVERNING SCHOOL COUNSELORS, SECONDARY AND 5 MCAR § 3.103 RULES GOVERNING SCHOOL COUNSELORS, ELEMENTARY ARISES:

Because the last rules for secondary school counselors were developed in 1958 to be implemented in 1963. This is a long time ago and many societal changes have made the earlier preparation program ineffective and obsolete, and

Because by their own initiative counselor preparation institutions have made many revisions in their preparation programs to update counseling skills in dealing with more recent problems that counselors meet, and

Because although the previous elementary counselor preparation rule is more recent, members of the task force felt that the preparation program should be very similar at both levels, allowing only for different techniques to be used at the different age levels as needed. Permission was requested from the Minnesota Board of Teaching and granted to work on these two rules simultaneously. An attempt was made to create a K-12 rule but this created too long a preparation program to be practical. This created a need to keep two rules but to find a method whereby counselors prepared at one of these levels would have available a definite designated program to move to the other level, and

Because this would help provide counseling services for students, kindergarten through grade 12, in the many small schools and would help solve the problem of who is qualified to counsel in the middle schools that have been developing, and

Because there are population shifts, this rule is specifically designed to help counselors shift from one level to another, and

Because the scope of counseling services has increased over the years. An increasing number of students come from troubled and broken homes. In addition students are involved at earlier ages with drug, alcohol and sex problems. The counselor has been forced to become more actively involved with the total family. The task force considered the many publics the counselor must serve. The counselor is designated to help students, parents, teachers, administrators and persons in referral services in the community. The idea of working with all these significant others is to enhance and insure that the student has every opportunity to succeed. This rule is specifically designed to train a counselor who will be competent in these areas, and

Because the proposed rules are accompanied by very specific and extensive

guidelines to help the colleges implement the new rules. It is understood that institutions may use somewhat different techniques in the preparation program, but they must insure that the graduate of the program has developed skills specified in the proposed rule, and

Because this will assure more consistency of competencies than we have at the present time, and

Because the existing rules simply stated that the counselor in preparation be prepared in a certain area. This often resulted in having a course by that name meet the requirement, and

Because school counseling was very new in 1963, and the number of professionals in the field was small, and

Because since that time counseling has grown and come into the fore and much has been learned about the preparation the counselor needs from experiences over these years, and

Because the proposed rules when adopted will assure that a counselor prepared under the provisions of the rules and licensed will be able to render adequate counseling services and better meet the needs of students and other publics served, and

Because it is also expected that the new preparation program will serve as an incentive for counselors now in the field who were prepared many years ago to return to school to take new courses that will be offered to up-date their skills.

THE NEED TO ADOPT PROPOSED 5 MCAR § 3.130 RULES GOVERNING CODE OF ETHICS FOR MINNESOTA TEACHERS ARISES:

Because M.S. 125.185 charges the Board of Teaching to develop a Code of Ethics covering standards of professional teaching practices including performance and methods of enforcement, and

Because the teaching profession is composed of members who have a commitment to the student, to the public, and to the profession, and

Because the teacher accepts the responsibility to practice the profession of education according to professional and ethical standards, and

Because the teachers of Minnesota should assist in maintaining the integrity of the teaching profession, and

Because the teacher exerts every effort to enhance the stature of the profession, to improve service, to promote a climate in which the exercise of professional judgment is encouraged and to achieve conditions which attract persons worthy of the trust to careers in teaching, and

Because the Code of Ethics for teachers adopted by the Minnesota Teaching Practices Commission M.S. 125.183 (1967) was abolished when the Minnesota Board of Teaching was established in 1973, and

Because of the large number of teachers involved, the proposed code includes M.S. 214.10., Complaints, investigation and hearings, in its entirety so teachers may be apprised of the contents of M.S. 214.10 and the effect it has upon the implementation and administration of the Code of Ethics.

THE NEED TO REPEAL 5 MCAR § 3.005 - 3.015 RULES GOVERNING CONTINUING EDUCATION AND ADOPT PROPOSED 5 MCAR § 3.005 RULES GOVERNING CONTINUING EDUCATION/ RELICENSURE ARISES:

Because the function of the state committee as well as that of the local committee must be evaluated, by a task force established under the provisions of 5 MCAR § 3.014, once every five years, and

Because the duties of the local and state committees, originally established under the authority of Edu 540-551, has since been placed under the rules of the Minnesota Board of Teaching, and

Because the responsibility and authority for licensing and continuing

education of teachers in Minnesota, under the provisions of M.S. 125.185, must be assumed by the Board of Teaching, and

Because superintendents and principals, by legislative mandate, had to be removed from the scope of the continuing education rules, and

Because many of the dates and preliminary instructions contained in the original rule no longer serve a function in a continuing education system that has entered its second cycle, and

Because some of the provisions of the original rules were ambiguous and created questions in the minds of both teachers attempting to comply with the rules and local committees attempting to enforce the procedures contained therein, and

Because the original rule allowed the local committees broad discretion in the granting of renewal units, and because the legislature has reserved such discretion to the Minnesota Board of Teaching, and

Because the composition of the state committee did not provide for representation from either vocational education or from local school boards, and

Because the method of selection of state committee members did not comply with legislative intent, and

Because the duties of the state committee, as established under the previous Board of Education rules, were too narrow to serve the needs of teachers or to function in a manner intended by the Board of Teaching, and

Because the composition of the local committee did not properly reflect the legislative removal of administrators from under the control of the committee, and

Because the previous rule listed departments and positions in the state education agency that are no longer in existence, and

Because the duties of the local committee did not provide for those expanded functions proposed in this rule, and

Because the previous continuing education rules made no provision for the administrative service involved in the relicensing of vocational teachers, and

Because the inclusion of vocational teachers requires a process whereby their professional growth experiences may be evaluated by a representative committee of their peers, and

Because the state committee for continuing education needs, when considering appeals and interpretations in matters affecting vocational teachers, the advice of an administrator versed in the vocational licensure process, and

Because previous rules made no provision for teachers on college and university faculties who might wish to avail themselves of the continuing education process involved in relicensure, and

Because the former rule contained no protection for the licensure status of teachers awaiting appeal of actions affecting such status, and

Because the administrative details contained in the rules made no provision for the implementation of career licensure, and

Because the improvement and expansion of continued growth for the teachers of Minnesota must eventually result in improved instruction for the students in this state.

THE NEED TO ADOPT 5 MCAR § 3.085 TEACHERS OF FAMILY LIFE EDUCATION ARISES:

Because there is no existing rule governing the licensure of teachers of family life education, and

Because licensure in family life education has only been required of those home economics teachers holding vocational licensure, and

Because teachers with little or no preparation are teaching family life education under various course titles, and

Because nonlicensed personnel with little or no preparation in

family life education are teaching family life education in various specialized school programs, and

Because students need qualified teachers teaching a family life course which will affect their attitudes and behavior throughout their participation in a family life, and

Because school districts are entitled to know who is qualified to teach the family life education courses being offered, and

Because administrators have not supervised the placement of a family life education course in the curriculum where teachers who are qualified could teach it, and

Because vocational home economics family life education licensure should be coordinated with Board of Teaching family life education licensure rule so that all home economics teachers will be required to have the same background in family life education since this is a course found in many home economics curricula in the state. All home economics programs in this state are not considered to be vocational programs, and

Because preparation needed to teach a complete course in family life education should be specified. At times a teacher may have had extensive preparation in only one of the five areas specified under C. 3. of the rule and has had little or no preparation in the other four areas yet teaches all five areas in a complete course of family life education, and

Because school districts must realize the importance of a family life education course and the importance of a qualified person teaching it. Family life education must be seen with the same importance in a curriculum as english, math, and science, and

Because elementary classroom teachers should have a course of study as a guide for qualifying themselves for teaching family life education. Licensure would not be required unless the teacher were serving as the elementary

family life education instructor in all classes and moved from class to class, and

Because family life education is being stressed from many directions in our society and it seems to be a positive course measured by student interest, parent interest, and community interest, therefore, many teachers want to teach family life education based on having been a member of a family, and

Because a student graduating from college with a degree in family life education should be able to be licensed in this selected field of study rather than social studies, home economics, or some other related field of study.

Kenneth L. Peatross

Kenneth L. Peatross, Executive Secretary
MINNESOTA BOARD OF TEACHING

Date: 9/30/77

STATEMENT OF COMPLIANCE WITH

MANUAL OF RULE MAKING PROCEDURES

I, Special Assistant Attorney General Donald J. Mueting, do hereby declare that I have examined the proposed rules and all related documents and that, based on them and my personal familiarity with the applicable procedures, the Manual of Rule Making Procedures has been followed. Any exceptions are noted below.

Donald J. Mueting
Special Assistant Attorney General

Dated: 6/26/78

ADMIN 1009 (Rev. 1/78)

STATE OF MINNESOTA

DEPARTMENT OFFICE OF HEARING EXAMINERS

Office Memorandum

TO : LEE SHEEHY
Special Assistant Attorney General

DATE: Sept. 12, 1978

FROM : DUANE R. HARVES
Chief Hearing Examiner

PHONE: 8100

SUBJECT: BOARD OF TEACHING RULES

While I have not found the above-referenced rules to contain substantial changes nor have I found a failure to comply with § 15.0412, Subd. 4, I thought you would like to see a copy of what I will be attempting to do in all rule hearings in the future to assist you in your review of rules.

I am trying to get my Hearing Examiners "brainwashed" into helping me look for the many "mays" in rules at the time of the hearing as opposed to subsequent to the hearing. The particular rules in question here were presented at hearing 11 months ago and the examiner's report was issued in January.

DRH:sh
Enc.

RECEIVED
SEP 13 19
ATTORNEY GENERAL
ADMINISTRATIVE AGENCIES

STATE OF MINNESOTA
OFFICE OF HEARING EXAMINERS

FOR THE BOARD OF TEACHING

IN THE MATTER OF THE PROPOSED ADOPTION, AMENDMENT OR REPEAL OF RULES OF THE BOARD OF TEACHING GOVERNING REQUIREMENTS FOR ISSUANCE AND RENEWAL OF ALL LICENSES, QUALIFICATIONS, PHYSICAL EDUCATION AND HEALTH TEACHERS, SUSPENSION OR REVOCATION OF LICENSES TO TEACH, APPEAL TO THE MINNESOTA BOARD OF TEACHING, SOCIAL STUDIES IN SECONDARY SCHOOLS, SCIENCE FOR GRADES 5-9 AND GRADES 7-12, HUMAN RELATIONS COMPONENTS IN ALL PROGRAMS LEADING TO LICENSURE IN EDUCATION, ISSUANCE AND RENEWAL OF ALL LICENSES; FEES, TEACHERS OF ART, TEACHERS OF FAMILY LIFE EDUCATION, TEACHERS OF AMERICAN INDIAN LANGUAGE AND CULTURE, CODE OF ETHICS, CONTINUING EDUCATION/RELICENSURE, CAREER LICENSURE IN TEACHING, NURSERY SCHOOL TEACHERS, LICENSURE OF PREKINDERGARTEN TEACHERS AND PREKINDERGARTEN ASSISTANT TEACHERS, TEACHERS OF INDUSTRIAL ARTS, ELEMENTARY SCHOOL COUNSELORS, SECONDARY SCHOOL COUNSELORS, TEACHERS IN MIDDLE SCHOOLS.	REPORT OF THE CHIEF HEARING EXAMINER

The above-entitled matter was submitted to the Chief Hearing Examiner for review pursuant to the provisions of Minn. Stat. § 15.052, Subd. 4, and Minn. Rule HE 107, on Thursday, September 7, 1978. This review is limited to ensuring compliance with Minn. Stat. § 15.0412, Subd. 4, and to determine whether or not the rules as finally adopted are substantially different from those proposed prior to the hearing.

Based upon a review of the record, the Chief Hearing Examiner makes the following:

FINDINGS OF FACT

1. A Notice of Hearing was published in the State Register and mailed to all persons who had registered with the Secretary of State at least 30 days prior to the first day of hearing.

2. The full text of the proposed new rules and amendments to existing rules were published at least 30 days prior to the first day of hearing.

3. All documents required to be filed prior to the hearing pursuant to Minn. Rule HE 103 were filed 24 days prior to the hearing. However, no persons requested an opportunity to review the documents 25 days prior to the hearing and, therefore, no prejudice can be shown by any persons for the failure of the Board to comply with Minn. Rule HE 103 by one day.

The Hearing Examiner issued his report on January 18, 1978, and the Board of Teaching, in an undated Findings of Fact and Conclusions adopted by reference the Findings of Fact and Conclusions of the Hearing Examiner in part, and by separate Findings of Fact relating to 5 MCAR § 3.130 made its own Findings of Fact and Conclusions. On July 31, 1978, the Minnesota Board of Education approved the rules of the Board of Teaching as they were submitted to the Chief Hearing Examiner.

4. A review of the rules as proposed for final adoption indicates that the Board has used the word "may" in numerous areas granting the various boards and committees discretion without establishing sufficient standards or criteria under which this discretion will be exercised. In each instance, prior to submission of the rules to the Attorney General for final review, the Board should change the term "may" to "shall" or add appropriate standards or criteria. The following is a listing of those rules wherein the Chief Hearing Examiner has found the term used where the Board should make the change: 3.053A.1.a., 3.053A.1.d., 3.053B.1.a,c and d, 3.005C, 3.005D.2 and 3, 3.005E.2, 3.005G.5.b, and 3.074G.

5. In several areas, the rules contain an effective date of July 1, 1978. This date should either be deleted or, if the Board desires to delay effectiveness of certain of the rules, amend it to reflect that desire. The rules will be automatically effective after filing with the Secretary of State and five days after publication in the State Register, unless the Board desires to delay as indicated above.

Based upon the foregoing Findings of Fact, the Chief Hearing Examiners makes the following:

CONCLUSIONS

1. That the rules as finally adopted are not substantially different from those as proposed and that the Board has complied with the provisions of Minn. Stat. § 15.0412, Subd. 4.

While the Hearing Examiner concluded that certain items in 5 MCAR § 3.130 were unreasonable (see Hearing Examiner Report, Conclusions number 13) the Board has made its own Findings on those issues and has made a Finding of reasonableness. Both issues appear, to the Chief Hearing Examiner, to be policy decisions based upon facts presented at the hearing. State agencies must be free to exercise their discretion in determining policy questions as long as the policy is supported by facts and which facts are presented at the hearing.

2. That should the Board amend the rules as discussed in Finding 4 above and Finding 5 above, the Board need not resubmit the rules to the Chief Hearing Examiner for review for such changes would not be substantial changes.

NOW, THEREFORE, it shall be the responsibility of the Board of Teaching to submit the rules to the Attorney General for his review pursuant to Minn. Stat. § 15.0412, Subd. 4, and following his approval, to publish in the State Register.

Dated this 12th day
September, 1978.

DUANE R. HARVES
Chief Hearing Examiner