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MEMORANDUM

To: Utah State Board of Education

From: Ben Rasmussen, Director of Law and Professional Practices

Date: June 25, 2018

Re: Public Hearing on Proposed Rule R277-301, Educator Licensing

This memorandum will serve to outline the procedures that will be followed in conjunction with the public hearing scheduled for July 12, 2018 regarding proposed rule R277-301. Pursuant to R15-1-5(2), I have been appointed as hearing officer for this public hearing.

The public hearing will commence at 3:00 p.m. in the Board Room at the Utah State Board of Education, 250 East 500 South, Salt Lake City, Utah and will continue for at least one hour. The hearing, however, will end no later than 5:00 p.m.

Interested parties are encouraged to submit written comments, statements, or other feedback, which will be made part of the hearing record and posted on the State Board of Education's website. Written comment should be submitted by email to rule.comments@schools.utah.gov or may be mailed to the Board's secretary, Lorraine Austin, at the address below. Written comment to be posted prior to the hearing will be accepted until close of business, Tuesday, July 10, 2018.

The Utah Education Association, which requested the public hearing, will be permitted to present its comments first, and will be initially given 20 minutes.

Other parties will be permitted to present as time allows, with priority given to those individuals who request to be heard in advance by emailing Ms. Austin, at lorraine.austin@schools.utah.gov, by close of business Wednesday, July 11, 2018. Individuals should provide their name and address, and indicate whether they wish to speak in favor of or in opposition to the proposed rule. A signup sheet will also be available at the hearing.

Individuals may be allowed between 2-3 minutes as determined by the hearing officer. Individuals speaking on behalf of an organization, other than those who have filed a formal request for hearing, may be allowed five minutes to speak in lieu of individual group members presenting. An individual may not yield time to another speaker. Those making public comment

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are encourage to avoid restating points made in previous comments and to avoid reading written comments that may be submitted to the hearing officer.

Following the hearing, the Board will continue to accept written comment by email or mail through close of business July 19, 2018.

It is anticipated that the hearing record will be submitted to the full Board for consideration at the Board's August 2, 2018 meeting. Further questions regarding the conduct of the hearing may be directed to the hearing officer at ben.rasmussen@schools.utah.gov.