

**STATE OF IOWA
BOARD OF EDUCATIONAL EXAMINERS**

Grimes State Office Building, Room B100
400 E. 14th Street
Des Moines, IA

2023-2024 BoEE Goals

- Goal 1: Explore options for conditional licensure for non-prepared individuals enrolled in preparation programs.
- Goal 2: Expand remediation trainings available for ethical violations.
- Goal 3: Expansion of ethics and grooming presentations to LEA's.

**BOARD RETREAT AGENDA
Thursday, June 20, 2024**

1:00 p.m.	Call Meeting to Order	
	Approve the Agenda	Tab A
	Legal Overview- Kristi Traynor and Beth Myers	
2:15 p.m.	Break	
2:30 p.m.	Coaching Discussion: How to Spot a Good Coach- Coach Loran Storts	
3:30 p.m.	Committee Discussions	
4:30 p.m.	Adjourn	
5:30 p.m.	Dinner – The Latin King (2200 Hubbell Ave, Des Moines)	

1 Kristen Rickey moved, with a second by Kathy Behrens, that in **case number 24-82**,
2 the Board find probable cause to establish a violation the Code of Professional
3 Conduct and Ethics, 282 IAC rule 25.3(3)c, e, 25.3(6)l and m, and order this case set
4 for hearing. **MOTION CARRIED UNANIMOUSLY**

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6 Kristen Rickey moved, with a second by Kathy Behrens, that in **case number 24-61**,
7 the Board finds that the evidence gathered in the investigation, including witness
8 statements and the documentary evidence, does not substantiate the allegations in the
9 complaint, and that the Board therefore lacks probable cause to proceed with this
10 matter. **MOTION CARRIED UNANIMOUSLY**

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12 Kathy Behrens moved, with a second by Kristen Rickey, that in **case number 24-62**,
13 the Board finds that the evidence gathered in the investigation, including witness
14 statements and the documentary evidence, does not substantiate the allegations in the
15 complaint, and that the Board therefore lacks probable cause to proceed with this
16 matter. **MOTION CARRIED UNANIMOUSLY**

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18 Kristen Rickey moved, with a second by Kathy Behrens, that in **case number 24-63**,
19 the Board finds that the evidence gathered in the investigation, including witness
20 statements and the documentary evidence, does not substantiate the allegations in the
21 complaint, and that the Board therefore lacks probable cause to proceed with this
22 matter. **MOTION CARRIED UNANIMOUSLY**

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24 Kathy Behrens moved, with a second by Kristen Rickey, that in **case number 24-64**,
25 the Board finds that the evidence gathered in the investigation, including witness
26 statements and the documentary evidence, does not substantiate the allegations in the
27 complaint, and that the Board therefore lacks probable cause to proceed with this
28 matter. **MOTION CARRIED UNANIMOUSLY**

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30 Eric St Clair moved, with a second by Kathy Behrens, that in **case number 24-92**, the
31 Board find probable cause to establish a violation of the Code of Professional Conduct
32 and Ethics, 282 IAC rule 25.3(3)e, 25.3(6)m & u, 25.3(8)a & b and order this case set
33 for hearing. **MOTION CARRIED UNANIMOUSLY**

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Kathy Behrens moved, with a second by Eric St Clair, that in **case number 24-74**, the Board find probable cause to establish a violation of the Code of Professional Conduct and Ethics, 282 IAC rule 25.3(4)b &e, 25.3(6)f and order this case set for hearing.

MOTION CARRIED UNANIMOUSLY

Kristen Rickey moved, with a second by Kathy Behrens, that in **case number 24-56**, the Board finds that the evidence gathered in the investigation, including witness statements and the documentary evidence, does not substantiate the allegations in the complaint, and that the Board therefore lacks probable cause to proceed with this matter. **MOTION CARRIED UNANIMOUSLY**

Eric St Clair moved, with a second by Kristen Rickey that in **case number 23-222**, the Board return the complaint and investigative report to the investigator to gather further information, and return the case to the Board for further consideration.

MOTION CARRIED UNANIMOUSLY

Kathy Behrens moved, with a second by Kristen Rickey, that in **case number 24-49**, the Board find probable cause to establish a violation of the Code of Professional Conduct and Ethics, 282 IAC rule 25.3(2)b, and order this case set for hearing. Roll call vote: Behrens – yes; Janzen – recused; Rickey – yes; St Clair – yes; Weldon – yes; Zylstra – yes; Lock – yes; Brus - yes **MOTION CARRIED**

Kathy Behrens moved, with a second by Kristen Rickey, that in **case number 24-50**, the Board find probable cause to establish a violation of the Code of Professional Conduct and Ethics, 282 IAC rule 25.3(2)b, and order this case set for hearing. Roll call vote: Behrens – yes; Janzen – recused; Rickey – yes; St Clair – yes; Weldon – yes; Zylstra – yes; Lock – yes; Brus - yes **MOTION CARRIED**

Kathy Behrens moved, with a second by Kristen Rickey, that in **case number 24-51**, the Board find probable cause to establish a violation of the Code of Professional Conduct and Ethics, 282 IAC rule 25.3(2)b, and order this case set for hearing. Roll

1 call vote: Behrens – yes; Janzen – recused; Rickey – yes; St Clair – yes; Weldon – yes;
2 Zylstra – yes; Lock – yes; Brus - yes **MOTION CARRIED**

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4 Kristen Rickey moved, with a second by Eric St Clair, that in **case number 24-67**, the
5 Board find probable cause to establish a violation of the Code of Professional Conduct
6 and Ethics, 282 IAC rule 25.3(2)a, and order this case set for hearing. **MOTION**
7 **CARRIED UNANIMOUSLY**

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9 Eric St Clair moved, with a second by Kristen Rickey, that in **case number 23-233**,
10 the Board find probable cause to establish a violation of the Code of Professional
11 Conduct and Ethics, 282 IAC rule 25.3(4)a and order this case set for hearing.
12 **MOTION CARRIED UNANIMOUSLY**

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14 Kristen Rickey moved, with a second by Kathy Behrens, that in **case number 24-88**,
15 the Board find probable cause to establish a violation of the Code of Professional
16 Conduct and Ethics, 282 IAC rule 25.3(5)a(2), and order this case set for hearing.
17 **MOTION CARRIED UNANIMOUSLY**

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19 Director Cavin recused from closed session discussion of case 24-101.

20 Eric St Clair moved, with a second by Kristen Rickey that in **case number 24-101**, the
21 board, find probable cause to establish a violation of the Code of Professional Conduct
22 and Ethics, 282 IAC rule 25.3(6)m & 25.3(8)a, and order this case set for hearing.
23 **MOTION CARRIED UNANIMOUSLY**

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25 Kristen Rickey moved, with a second by Kathy Behrens, that in **case number 22-119**,
26 the Board find probable cause to establish a violation of the Code of Professional
27 Conduct and Ethics, 282 IAC rule 25.3(1)e(4) and 25.3(8)a & b, and order this case set
28 for hearing. **MOTION CARRIED UNANIMOUSLY**

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30 Eric St Clair moved, with a second by Kathy Behrens, that in **case number 24-75**, the
31 Board find probable cause to establish a violation of the Code of Professional Conduct
32 and Ethics, 282 IAC rule 25.3(6)l, r & s and order this case set for hearing. **MOTION**
33 **CARRIED UNANIMOUSLY**

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Kristen Rickey moved, with a second by Kathy Behrens, that in **case number 24-76**, the Board find probable cause to establish a violation of the Code of Professional Conduct and Ethics, 282 IAC rule 25.3(6)l, r & s, and order this case set for hearing.

MOTION CARRIED UNANIMOUSLY

Kathy Behrens moved, with a second by Eric St Clair, that in **case number 24-77**, the Board find probable cause to establish a violation of the Code of Professional Conduct and Ethics, 282 IAC rule 25.3(6)l, r & s and order this case set for hearing. **MOTION**

CARRIED UNANIMOUSLY

Eric St Clair moved, with a second by Kathy Behrens, that in **case number 23-168**, the Board finds that the evidence gathered in the investigation, including witness statements and the documentary evidence, does not substantiate the allegations in the complaint, and that the Board therefore lacks probable cause to proceed with this matter. **MOTION CARRIED UNANIMOUSLY**

Kathy Behrens moved, with a second by Kristen Rickey, that in **case number 24-100**, the Board find that, although one or more of the allegations in the complaint may be substantiated by the witnesses interviewed in the course of the investigation and the documents gathered in the course of the investigation, and the allegations may constitute a technical violation of the board’s statute or administrative rules; the evidence before the board indicates that adequate steps have been taken to remedy the violation and to ensure that incidents of a similar nature do not occur in the future. The Board will not pursue formal disciplinary action in this matter. **MOTION**

CARRIED UNANIMOUSLY

Director Cavin left during closed session discussion of case number 23-190.

Kristen Rickey moved, with a second by Kathy Behrens, that in **case number 23-190**, the Board find probable cause to establish a violation of the Code of Professional Conduct and Ethics, 282 IAC rule 25.3(1)a & 25.3(8)a, and order this case set for hearing. Roll call vote: Behrens – yes; Janzen – yes; Rickey – yes; St Clair – recused;

Weldon – yes; Zylstra – yes; Lock – yes; Brus - yes **MOTION CARRIED**

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Eric St Clair moved, with a second by Kristen Rickey, that in **case number 23-113**, the Board find probable cause to establish a violation of the Code of Professional Conduct and Ethics, 282 IAC rule 25.3(6)m & 25.3(8)a, and order this case set for hearing. **MOTION CARRIED UNANIMOUSLY**

Kathy Behrens moved, with a second by Kristen Rickey that in **case number 23-117**, the Board find probable cause to establish a violation of the Code of Professional Conduct and Ethics, 282 IAC rule 25.3(1)e(1), 25.3(6) c, d, m, & 25.3(8) a & b, and order this case set for hearing. **MOTION CARRIED UNANIMOUSLY**

Kristen Rickey moved, with a second by Kathy Behrens, that **in case number 23-120** the Board finds that the evidence gathered in the investigation, including witness statements and the documentary evidence, does not substantiate the allegations in the complaint, and that the Board therefore lacks probable cause to proceed with this matter. **MOTION CARRIED UNANIMOUSLY**

Eric St Clair moved, with a second by Kristen Rickey, that in **case number 23-164**, the Board find probable cause to establish a violation of the Code of Professional Conduct and Ethics, 282 IAC rule 25.3(5)a(2), and order this case set for hearing. **MOTION CARRIED UNANIMOUSLY**

Kathy Behrens moved, with a second by Eric St Clair, that in **case number 23-179**, the Board find probable cause to establish a violation of the Code of Professional Conduct and Ethics, 282 IAC rule 25.3(5)a(2), and order this case set for hearing. **MOTION CARRIED UNANIMOUSLY**

Kristen Rickey moved, with a second by Eric St Clair, that in **case number 23-200**, the Board finds that the evidence gathered in the investigation, including witness statements and the documentary evidence, does not substantiate the allegations in the complaint, and that the Board therefore lacks probable cause to proceed with this matter. **MOTION CARRIED UNANIMOUSLY**

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Kristen Rickey moved, with a second by Kathy Behrens, that in **case number 23-192**, the Board finds that the evidence gathered in the investigation, including witness statements and the documentary evidence, does not substantiate the allegations in the complaint, and that the Board therefore lacks probable cause to proceed with this matter. **MOTION CARRIED UNANIMOUSLY**

Eric St Clair moved, with a second by Kathy Behrens, that in **case number 24-99**, the Board find probable cause to establish a violation of the Code of Professional Conduct and Ethics, 282 IAC rule 25.3(1)e(1), 25.3(6)c & m, and order this case set for hearing. **MOTION CARRIED UNANIMOUSLY**

Kathy Behrens moved, with a second by Kristen Rickey, that the Board accept the respondent’s waiver of hearing and voluntary surrender in **case number 23-17**, and that the Board issue an order permanently revoking the license with no possibility of reinstatement. **MOTION CARRIED UNANIMOUSLY**

Kathy Behrens moved, with a second by Eric St Clair, that in **case number 23-136**, the Board accept the agreement submitted by the parties, and issue an Order incorporating the agreement and imposing the agreed upon sanction. **MOTION CARRIED UNANIMOUSLY**

Eric St Clair moved, with a second by Kristen Rickey, that in **case numbers 23-172**, the Board accept the agreement submitted by the parties, and issue an Order incorporating the agreement and imposing the agreed upon sanction. **MOTION CARRIED UNANIMOUSLY**

Kristen Rickey moved, with a second by Kathy Behrens, that in **case number 24-07**, the Board accept the agreement submitted by the parties, and issue an Order incorporating the agreement and imposing the agreed upon sanction. **MOTION CARRIED UNANIMOUSLY**

1 Eric St Clair moved, with a second by Kathy Behrens, that in **case number 24-29**, the
2 Board accept the agreement submitted by the parties, and issue an Order
3 incorporating the agreement and imposing the agreed upon sanction. **MOTION**
4 **CARRIED UNANIMOUSLY**

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6 Kathy Behrens moved, with a second by Kristen Rickey, that in **case number 23-230**,
7 the Board accept the agreement submitted by the parties, and issue an Order
8 incorporating the agreement and imposing the agreed upon sanction. **MOTION**
9 **CARRIED UNANIMOUSLY**

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11 Kristen Rickey moved, with a second by Eric St Clair, that in **case number 24-38**, the
12 Board accept the agreement submitted by the parties, and issue an Order
13 incorporating the agreement and imposing the agreed upon sanction. **MOTION**
14 **CARRIED UNANIMOUSLY**

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16 Kathy Behrens moved, with a second by Eric St Clair, to accept the signed consents to
17 waive the deadline in **case numbers 23-218, 23-221, 23-222, 23-223, 23-225, 23-**
18 **226, 23-227, 23-232, and 23-233**, and issue an order extending the deadline.
19 **MOTION CARRIED UNANIMOUSLY**

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21 Kristen Rickey moved, with a second by Eric St Clair, to extend the 180-day deadline
22 for issuance of the final decision in **case number 23-208** based upon the amount of
23 time needed to complete the investigation and conclude the contested case process,
24 due to the seriousness of the accused violation which is of such a magnitude,
25 additional time is required to complete a comprehensive investigative and conclude the
26 contested case process. The Respondent did not file an objection to the extension even
27 though given an opportunity to object. **MOTION CARRIED UNANIMOUSLY**

28
29 Eric St Clair moved, with a second by Kathy Behrens, to extend the 180-day deadline
30 for issuance of the final decision in **case number 23-209** based upon the amount of
31 time needed to complete the investigation and conclude the contested case process.
32 The Respondent does not object to the extension. **MOTION CARRIED UNANIMOUSLY**

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1 Kathy Behrens moved, with a second by Kristen Rickey, to extend the 180-day
2 deadline for issuance of the final decision in **case number 23-210** based upon the
3 amount of time needed to complete the investigation and conclude the contested case
4 process. The Respondent did not file an objection to the extension even though given
5 an opportunity to object. **MOTION CARRIED UNANIMOUSLY**

6
7 Eric St Clair moved, with a second by Kathy Behrens, to extend the 180-day deadline
8 for issuance of the final decision in **case number 23-212** based upon the seriousness
9 of the accused violation is of such a magnitude, additional time is required to complete
10 a comprehensive investigative and conclude the contested case process. Retaining
11 this pending licensing matter ensures that any potential threats or risks to students
12 are thoroughly evaluated while also guaranteeing the educator has the opportunity to
13 dispute the alleged ethical wrongdoing. Retaining this pending licensing matter
14 reinforces the significance of due process for both the complainant and the respondent
15 within the licensing disciplinary system. **MOTION CARRIED UNANIMOUSLY**

16
17 Eric St Clair moved, with a second by Kathy Behrens to extend the 180-day deadline
18 for issuance of the final decision in **case number 23-213** based upon the seriousness
19 of the accused violation is of such a magnitude, additional time is required to complete
20 a comprehensive investigation and conclude the contested case process. Justice
21 would not be served by dismissing a pending complaint concerning alleged ethical
22 wrongdoing of an educator given the need to maintain safe learning environments for
23 Iowa students. Retaining this pending licensing matter reinforces the significance of
24 due process for both the Complainant and the Respondent within the license
25 disciplinary system. **MOTION CARRIED UNANIMOUSLY**

26
27 Kristen Rickey moved, with a second by Kathy Behrens, to extend the 180-day
28 deadline for issuance of the final decision in **case number 23-216** based upon the
29 amount of time needed to complete the investigation and conclude the contested case
30 process. The Respondent did not file an objection to the extension even though given
31 an opportunity to object. **MOTION CARRIED UNANIMOUSLY**

1 Kathy Behrens moved, with a second by Kristen Rickey to extend the 180-day deadline
2 for issuance of the final decision in case number 23-220 based upon the amount of
3 time needed to complete the investigation and conclude the contested case process.
4 The Respondent did not file an objection to the extension even though given an
5 opportunity to object. **MOTION CARRIED UNANIMOUSLY**

6
7 Kristen Rickey moved, with a second by Eric St Clair to extend the 180-day deadline
8 for issuance of the final decision in case number 23-224 based upon the amount of
9 time needed to complete the investigation and conclude the contested case process.
10 The Respondent did not file an objection to the extension even though given an
11 opportunity to object. **MOTION CARRIED UNANIMOUSLY**

12
13 Kathy Behrens moved, with a second by Kristen Rickey to extend the 180-day deadline
14 for issuance of the final decision in case number 23-228 based upon the amount of
15 time needed to complete the investigation and conclude the contested case process;
16 The Respondent did not file an objection to the extension even though given an
17 opportunity to object. **MOTION CARRIED UNANIMOUSLY**

18
19 Eric St Clair moved, with a second by Kathy Behrens, to extend the 180-day deadline
20 for issuance of the final decision in case number 23-231 based upon the amount of
21 time needed to complete the investigation and conclude the contested case process.
22 The Respondent did not file an objection to the extension even though given an
23 opportunity to object. **MOTION CARRIED UNANIMOUSLY**

24
25 Kristi Traynor and Andrew Steffensmeier recused during the closed session
26 discussion of the following 180-day cases:

27
28 Kathy Behrens moved, with a second by Kristen Rickey, to extend the 180-day
29 deadline for issuance of the final decision in case number 23-214 based upon the
30 need to schedule the hearing and conclude the contested case process. The
31 Respondent does not object to the extension. **MOTION CARRIED UNANIMOUSLY**

1 Kristen Rickey moved, with a second by Eric St Clair, to extend the 180-day deadline
2 for issuance of the final decision in case number 23-215 based upon the need to
3 schedule the hearing and conclude the contested case process. The Respondent did
4 not file an objection to the extension even though given an opportunity to object.

5 **MOTION CARRIED UNANIMOUSLY**

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7 Kathy Behrens moved, with a second by Eric St Clair, to extend the 180-day deadline
8 for issuance of the final decision in case number 23-219 based upon the need to
9 schedule the hearing and conclude the contested case process. The Respondent did
10 not file an objection to the extension even though given an opportunity to object.

11 **MOTION CARRIED UNANIMOUSLY**

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13 Eric St Clair moved, with a second by Kristen Rickey to approve the closed
14 session minutes for April 19, 2024. **MOTION CARRIED UNANIMOUSLY**

15
16 Request for Reinstatement: **Case no. 23-51 In the matter of Andrea Rhum.** Ms.
17 Rhum was alleged of being on school premises or at a school sponsored activity
18 involving students while under the influence, possessing or consuming alcohol. Her
19 sanction included: a written reprimand, a deferred suspension of her license for a
20 minimum of three months, attendance at an ethics class and a substance abuse
21 evaluation. The deferred suspension period began September 8, 2023. Ms. Rhum
22 applied for reinstatement on April 3, 2024, has met the timeline of the suspension and
23 fulfilled the requirements of the disciplinary order. Ms. Rhum was not present before
24 the board. Kristen Rickey moved, with a second by Eric St Clair, that the board grant
25 the reinstatement of the license in case number 23-51 because the need for the
26 suspension no longer exists and it is in the public interest to reinstate the license and
27 further moved that the Board authorize the Executive Director to sign the
28 reinstatement consistent with the Board's decision. **MOTION CARRIED**

29 **UNANIMOUSLY**

30
31 Request for Reinstatement: **Case no. 23-13 In the matter of Larry Martin.** Mr.
32 Martin was alleged, while acting as Principal, to have forged the signature of a teacher
33 on a performance evaluation. His sanction included: a written reprimand, a

1 suspension of his professional administrator license for a minimum of 3-months and
2 completion of a course in professional development emphasizing the technical aspects
3 and requirements of teacher evaluations and plans. The suspension period began
4 November 8, 2023. Mr. Martin applied for reinstatement on May 2, 2024, has met the
5 timeline of the suspension and fulfilled the requirements of the disciplinary order. Mr.
6 Martin was not present before the board. Eric St Clair moved, with a second by Kathy
7 Behrens, that the board grant the reinstatement of the license in **case number 23-13**
8 because the need for the suspension no longer exists and it is in the public interest to
9 reinstate the license and further moved that the Board authorize the Executive
10 Director to sign the reinstatement consistent with the Board’s decision. **MOTION**
11 **CARRIED UNANIMOUSLY**

12
13 Request for Reinstatement: **Case no. 22-175 In the matter of Troy Markin.** Mr.
14 Markin was alleged to have been on school premises or at a school-sponsored activity
15 involving students while under the influence of, possessing, using or consuming
16 alcohol. His sanction included: a written reprimand, a 1-year minimum suspension
17 of his license, completion of an ethics course, a substance abuse evaluation and
18 mental health evaluation. The suspension period began April 21, 2023. Mr. Markin
19 applied for reinstatement on May 2, 2024, has met the timeline of the suspension and
20 fulfilled the requirements of the disciplinary order. Mr. Markin was not present before
21 the board. Kristen Rickey moved, with a second by Kathy Behrens, that the board
22 approve reinstatement of the license in **case number 22-175** because the need for the
23 suspension no longer exists and it is in the public interest to reinstate the license and
24 further moved that the Board authorize the Executive Director to sign the
25 reinstatement consistent with the Board’s decision. Roll call vote: Behrens – yes;
26 Janzen – no; Rickey – yes; St Clair – yes; Weldon -yes; Zylstra – yes; Lock – yes; Brus –
27 yes; **MOTION CARRIED**

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29 Communication from the Public:

30 None

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32 Board Member Reports:

1 Greg Horstmann, BoEE investigator and Consultant will be retiring at the end of the
2 month. Chad Janzen recognized and thanked Greg for his service to the Board.

3
4 Executive Director's Report

5 Legislative Report:

6 Joanne Tubbs is working on any rules required from the legislation that have passed
7 and will continue to be signed. The rules should be on the June Agenda. The
8 Department of Education is compiling, and will distribute, a summary of passed
9 legislation and their impact on Iowa Schools. The Work Based Learning bill has been
10 signed, allowing the BoEE to file emergency rules and enact the CTE clusters
11 immediately. Joanne has completed the first run through of all Rules to be submitted
12 under Executive Order 10 and BoEE staff is reviewing each chapter.

13
14 Agency Update

15 The position for Education Program Consultant for Administrative licensure has been
16 approved by both the Department of Ed and DAS and has been advertised. The new
17 investigator position has also been approved and will be advertised later this month or
18 early June. This position cannot be staffed until July 1, 2024.

19
20 Financial Report

21 Financials have been included. For FY 24, we are behind about 17% due to a
22 combination of factors such as the new renewal process for those with a masters
23 degree and 10 years of teaching experience, and a decrease in applications.

24
25 License Report

26 Renewals are about 4 weeks out. This is also the season for new Iowa graduate
27 teaching applications.

28
29 The June retreat and meeting will take place in Des Moines in the Grimes Building,
30 Room B100. Work will focus on goals and committees. Dinner reservations have been
31 made at Latin King for the evening after the retreat.

32
33 Rules

1 Joanne Tubbs gave an overview of the Amendment to IAC 282 Chapter 22-
2 Authorizations. The BoEE is being directed by a work-based bill to file this emergency
3 rule and it allows for the creation of a Career and Technical cluster endorsement. The
4 Board provided feedback for suggested clarifications. Kristen Rickey moved, with a
5 second by Ryan Weldon, to approve notice of the amended language as adjusted
6 during the board meeting for IAC 282 Chapter 22- Authorizations as presented.

7

8 Petition for Waiver

9 Kristen Rickey moved, with a second by Kathy Behrens, that the Board partially grant

10 **PFW 24-05 Jessica Gutzman**. Ms. Gutman may apply for removal of the
11 endorsement at the end of the 2024-2025 academic year. **MOTION CARRIED**

12 **UNANIMOUSLY.** Reasons for approving: On April 12, 2024 the Board received a
13 Petition from Ms. Gutzman requesting a waiver of the requirements to remove an
14 endorsement. Ms. Gutzman added the Strategist II Intellectual Disability endorsement
15 to her license several years ago. The last time she held the position using the Strat II
16 endorsement was four years ago during the 2018-19 school year. Ms. Gutzman's
17 license expires in 2026 and the earliest she could renew her license and remove the
18 endorsement is September 1, 2025. Ms. Gutzman stated in her application that she
19 would rather be a substitute rather than continue to be assigned a Strat II position.
20 The Board determined it would be difficult to not be assigned to a position that does
21 not use the Instructional Strategist II endorsement for five years when there is a
22 shortage of special education teachers. There are no prejudices to others for granting
23 this waiver and the rule from which Jessica Gutzman seeks a waiver is not specifically
24 mandated by statute or any other provision of law, and, accordingly, may be waived by
25 the Board. The public health, safety and welfare is protected by giving the district a
26 year to find someone else to serve in this position.

27

28 Kristen Rickey moved, with a second by Ryan Weldon, that the Board grant **PFW 24-**

29 **06 Julie Perkins**. Roll call vote: Behrens – recused; Janzen – yes; Rickey – yes; St
30 Clair – yes; Weldon – yes; Zylstra – yes; Lock – yes; **MOTION CARRIED.** Reasons for
31 approving: On May 1, 2024 the Board received a Petition from Ms. Perkins requesting
32 a waiver for a Content Specialist Authorization. Ms. Perkins did not take teacher
33 preparation classes. In order to add the Content Specialist Authorization, the

1 applicant must have a master's degree or higher in the endorsement area. Ms.
2 Perkins has a doctorate in medicine. She would like to obtain the Science-Biological
3 5-12 authorization. Ms. Perkins has many classes required to get this endorsement.
4 The Board found Ms. Perkin's degree is essentially a biology degree. There are no
5 prejudices to others for granting this waiver. The rule from which Ms. Perkins seeks a
6 waiver is not specifically mandated by statute or any other provision of law, and,
7 accordingly, may be waived by the Board. Ms. Perkins has the knowledge of the
8 subject area. She is seeking to fill a position that has been open for over two years.

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10 Reports

11 NONE

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13 There being no further business, Kristen Rickey moved, with a second by Eric St Clair,
14 to adjourn the meeting at 1:47 p.m. **MOTION CARRIED UNANIMOUSLY.**

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

From: Mike Cornelison

Date: June 6, 2024

Re: **FY 2024 FINANCIAL ANALYSIS**
Period 11 -May 2024

NOTE 1: Cash Balance Review

Unit	Current Cash Balance	Projected FYE Carry Forward
9397 - BoEE	\$1,566,473	\$1,532,008
	<u>\$1,566,473</u>	<u>\$1,532,008</u>

Areas to Monitor:

RED:

YELLOW:

GREEN: Final Y-E Cash Carry Forward to FY2024 completed in August.
FY2023 GAAP Package completed August 31.

Outstanding issues that may affect the financial statements

Questions and review of financials:

Accounting conventions:

Financial statements have been prepared on the cash basis.
For Fiscal 2024, October & April are "3 Payroll" months.
Budget or forecast updates will be discussed during the monthly financial review meetings and will be included in the next months financials.

Other Information:

mike.cornelison@iowa.gov 515-336-9435

Fund: 0001 General Fund

Unit: 9397
Sub Unit: Blank

Appropriation: 154 Board of Educational Examiners

FY 2024

eDAS Customer Number: 1100
Percent of Year Complete 92%

Obj/Rev Class	Obj/Rev Class Name	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	HO13	HO14	HO15	YTD	End of Year Forecast	Annual Budget	Percent of Budget	Percent of Budget
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Actual	(C=A+B)	(D)	To Date
	Balance Brought Forward from Prior Year	100,000	1,596,717	-													1,696,717	1,696,717	1,637,177		
	Balance Carried Forward to Next Year													(100,000)	(1,432,008)		-	(1,532,008)	(1,222,273)		
Revenue Collected																					
234	Gov Transfer In Other Agencies	-	-	-	-	120	-	120	74	-	-	-	4,840	-	-	-	314	5,154	6,500	5%	79%
401	Fees, Licenses & Permits	155,033	198,935	141,664	122,289	103,442	107,060	143,671	119,445	114,367	138,334	200,738	257,755	-	-	-	1,544,976	1,802,731	1,950,000	79%	92%
501	Refunds & Reimbursements	-	-	-	765	-	-	-	-	-	-	-	-	-	-	-	765	765	-	0%	0%
704	Other	54,965	57,355	53,168	42,250	40,345	40,103	54,790	40,655	41,715	49,350	54,602	61,155	-	-	-	529,299	590,453	680,000	78%	87%
Total Revenues:		309,998	1,853,007	194,832	165,304	143,907	147,163	198,581	160,173	156,082	187,684	255,340	323,749	(100,000)	(1,432,008)	-	3,772,071	2,563,812	3,051,404	124%	84%
Expenditures																					
101	Personal Services	55,300	151,311	128,220	201,762	131,840	112,002	138,959	139,306	138,040	226,509	119,104	129,191	49,448	-	-	1,542,354	1,720,993	1,643,026	94%	105%
202	In State Travel	-	1,817	47	1,609	661	2,516	-	1,024	1,727	2,141	1,375	2,000	2,500	-	-	12,917	17,417	20,000	65%	87%
205	Out Of State Travel	-	20	525	505	(525)	530	-	870	-	-	-	2,000	2,500	-	-	1,925	6,425	20,000	10%	32%
301	Office Supplies	-	4,500	62	1,500	299	155	262	305	405	128	6,000	100	(6,000)	-	-	13,615	7,715	10,000	136%	77%
302	Facility Maintenance Supplies	-	-	-	-	-	-	-	-	-	-	-	-	250	-	-	-	250	1,000	0%	25%
308	Other Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	400	0%	0%
309	Printing & Binding	-	-	-	-	-	-	-	0	-	-	-	600	100	-	-	0	700	3,500	0%	20%
311	Food	-	17	-	-	-	-	-	-	-	-	-	100	450	-	-	17	567	1,000	2%	57%
313	Postage	-	365	492	368	347	309	425	487	508	422	542	800	1,000	-	-	4,264	6,064	12,500	34%	49%
401	Communications	-	1,614	1,614	1,615	1,616	1,616	1,616	1,616	1,616	1,616	1,615	1,700	1,700	-	-	16,152	19,552	20,000	81%	98%
402	Rentals	4,917	6,527	4,917	4,917	-	5,759	5,250	5,250	5,250	10,500	5,250	6,250	5,250	-	-	58,535	70,035	71,500	82%	98%
403	Utilities	196	186	195	137	172	252	316	-	309	453	166	250	300	-	-	2,382	2,932	4,000	60%	73%
405	Prof & Scientific Services	-	150	200	311	161	561	473	-	250	523	661	500	500	-	-	3,292	4,292	5,000	66%	86%
406	Outside Services	346	346	653	346	595	360	552	10	728	724	360	500	-	-	-	5,019	5,519	6,000	84%	92%
408	Advertising & Publicity	-	-	-	-	-	-	-	-	-	-	-	200	-	-	-	-	-	200	0%	100%
409	Outside Repairs/Service	-	-	-	-	-	-	-	-	-	-	-	-	250	-	-	-	250	1,000	0%	25%
414	Reimbursements To Other Agency	-	2,917	3,297	2,840	1,809	2,026	2,576	1,335	2,250	2,285	2,536	2,400	2,400	-	-	23,872	28,672	25,000	95%	115%
416	ITD Reimbursements	-	177,061	1,987	1,942	1,614	1,621	1,595	1,633	1,514	2,635	2,000	1,650	1,650	-	-	193,602	196,902	550,000	35%	36%
418	IT Outside Services	-	1,305	655	82,719	650	16,681	1,298	3,603	1,305	1,305	1,305	3,200	2,500	-	-	110,829	116,529	35,000	317%	333%
432	Attorney General Reimbursement	-	-	-	-	-	-	21,478	8,597	4,296	-	4,296	4,296	-	-	-	38,666	47,257	85,000	45%	56%
434	Gov Transfer Other Agencies	-	16,692	21,034	11,155	17,534	8,940	15,381	12,834	10,070	15,813	10,264	16,000	15,000	-	-	139,716	170,716	455,000	31%	38%
501	Equipment	-	-	-	-	-	-	6,282	-	161	(161)	-	-	-	-	-	6,282	6,282	6,500	97%	97%
502	Office Equipment	-	-	-	-	-	-	-	-	(415)	-	-	-	-	-	-	(415)	(415)	250	-166%	-166%
503	Equipment-Non Inventory	-	-	-	-	-	-	-	-	-	-	-	16,500	-	-	-	-	16,500	16,500	0%	100%
510	IT Equipment & Software	-	1,486	-	-	43	423	-	-	22	1,049	-	1,500	(2,287)	-	-	3,023	2,236	12,000	25%	19%
602	Other Expenses & Obligations	130	-	4,123	4,958	2,625	2,809	2,596	2,630	3,325	2,876	2,838	3,200	3,300	-	-	28,910	35,410	42,000	69%	84%
702	Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30	0%	0%
705	Refunds-Other	-	-	85	75	-	-	85	85	-	310	-	510	340	-	-	640	1,490	5,000	13%	30%
Total Expenditures:		60,889	366,314	168,106	316,760	159,441	156,559	199,141	179,584	171,776	268,713	158,313	193,446	85,447	-	-	2,205,597	2,484,491	3,051,405	72%	81%
Current Month Operations		249,108	1,486,692	26,726	(151,456)	(15,534)	(9,396)	(560)	(19,411)	(15,694)	(81,029)	97,027	130,303	(185,447)	(1,432,008)	-	1,566,473	79,321	(1)		
Encumbrances								(6,282)													
Cash Balance		249,108	1,735,801	1,762,527	1,611,071	1,589,255	1,579,859	1,585,581	1,566,170	1,550,475	1,469,446	1,566,473	1,696,776	1,511,329	79,321	79,321			(1)		

FOOTNOTES

Revenues

234 Gov Transfer In Other Agencies - Includes WebSpec Reimbursement.

Expenditures

- 101 Personal Services** - October & April have 3 payroll warrants written.
- 202 In State Travel** - Employee travel and Board Meeting expense.
- 301 Office Supplies** - May is National Association of State Directors moved in HO13 to FY25.
- 401 Communication** - Cell phone and ICN Voice, Data & Internet usage.
- 402 Rentals** - Facility lease & exhibit booths for trade events. April contains facility lease payments for 2 months.
- 405 Prof & Scientific Services** - payments to school districts for Board Member per diem & substitute reimbursements.
- 406 Outside Services** - Includes the office cleaning service.
- 414 Reimbursements to Other Agencies** - DAS services. Apr includes the quarterly Workers Comp allocation of \$901.
- 416 ITD Reimbursements** - April expense includes maintenance fees to US Bank for Jan & Feb.
- 434 Gov Transfer Other Agencies** - DCI criminal history & background checks & DIA services.
- 502 Office Equipment** - April credit is a rebate for the new copier.
- 503 Equipment-Non Inventory** - Forecast includes the purchase of 12 Chromebooks.
- 510 IT Equipment & Software** - April expense is for the annual Zoom license fee.
- 602 Other Expenses & Obligations** - TOS credit card processing fees.

Job Class	Board Members
105263 14000	vacant
105264 14000	Timothy W Bower
105265 14000	Miranda R Brus
105266 14000	Michael C Lock
105267 14000	Kathy J Behrens
105268 14000	Davis L Eidahl
139184 14000	Pam Bleam
139185 14000	vacant
139186 14000	Chad W Janzen
133187 14000	Kristen M Rickey
139188 14000	Daniel J Zylstra
139189 14000	Ryan M Weldon
	<i>Eric A St Clair DOE</i>
Total	13

Job Class	Employee Name	Budgeted	Filled
105254 00018 Clerk-Specialist	Jessica Kurtz Naylor	1.00	1.00
105255 00018 Clerk-Specialist	Sharon S Jensen	1.00	1.00
105256 00018 Clerk-Specialist	Danielle N Brookes	1.00	1.00
142330 00018 Clerk-Specialist	Alivia Bullis	1.00	1.00
105257 00121 Info Tech Specialist 4	Jeff S Debruin	1.00	1.00
105258 00697 Investigator 3	Cynthia D Dennis	1.00	1.00
147733 00696 Investigator 2	Lori L Lavorato	0.00	1.00
105259 01071 Education Program Consultant	Kelly Jo Krogh Faga	1.00	1.00
105260 01071 Education Program Consultant	Gregory S Horstman	1.00	1.00
144601 01071 Education Program Consultant	Geri McMahon	1.00	1.00
105262 01071 Education Program Consultant	David D Wempen	1.00	1.00
105269 31038 Executive Director/BOEE	Michael D Cavin	1.00	1.00
105270 31513 Admin Consultant	Joanne K Tubbs	1.00	1.00
144600 00645 Attorney 3	Beth A Myers	1.00	1.00
105272 95002 Secretary 3	Meredith Hawk	1.00	1.00
Total FTEs		14.00	15.00

Fund: 0001 General Fund
 Unit: 9397
 Sub Unit: Blank
 Appropriation: I54

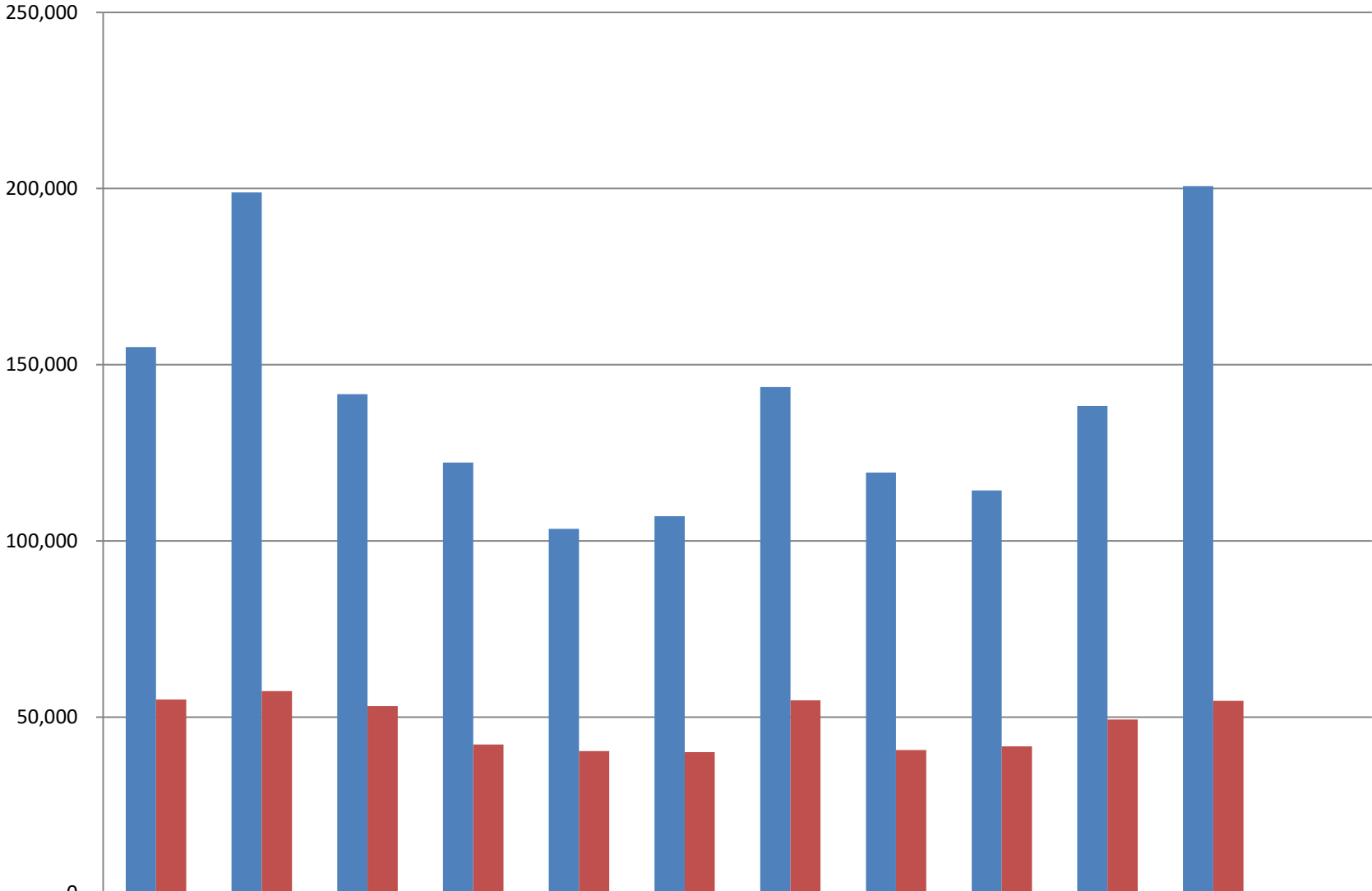
Board of Educational Examiners

Obj/Rev Class	Obj/Rev Class Name	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	HO13	HO14	HO15	YTD
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Actual
Appropriation																	
BBF																	
Revenue Collected																	
234	Gov Transfer In Other Agencies	0	0	0	0	120	0	120	74	0	0	0	0	0	0	0	314
401	Licensure Fees	155,033	198,935	141,664	122,289	103,442	107,060	143,671	119,445	114,367	138,334	200,738	0	0	0	0	1,544,976
501	Refunds & Reimbursements	0	0	0	765	0	0	0	0	0	0	0	0	0	0	0	765
704	DCI Check Fees	54,965	57,355	53,168	42,250	40,345	40,103	54,790	40,655	41,715	49,350	54,602	0	0	0	0	529,299
Total Revenues:		209,998	256,290	194,832	165,304	143,907	147,163	198,581	160,173	156,082	187,684	255,340	-	-	-	-	2,075,354
234 Gen Fund	Licensure Fees % - Other Agcy								21								21
401 Gen Fund	Licensure Fees	48,808	62,606	44,609	38,545	32,554	33,686	45,171	37,654	35,996	43,543						423,171
Total General Fund		48,808	62,606	44,609	38,545	32,554	33,686	45,171	37,675	35,996	43,543	0	0	0	0	0	423,193
Total Receipts		258,805	318,896	239,441	203,849	176,461	180,849	243,752	197,848	192,078	231,227	255,340	-	-	-	-	2,498,546
	YTD vs Prior Year	-13%	-19%	-16%	-15%	-17%	-16%	-16%	-15%	-17%	-15%	-13%					

Note -
 General Fund 0001-996-2820

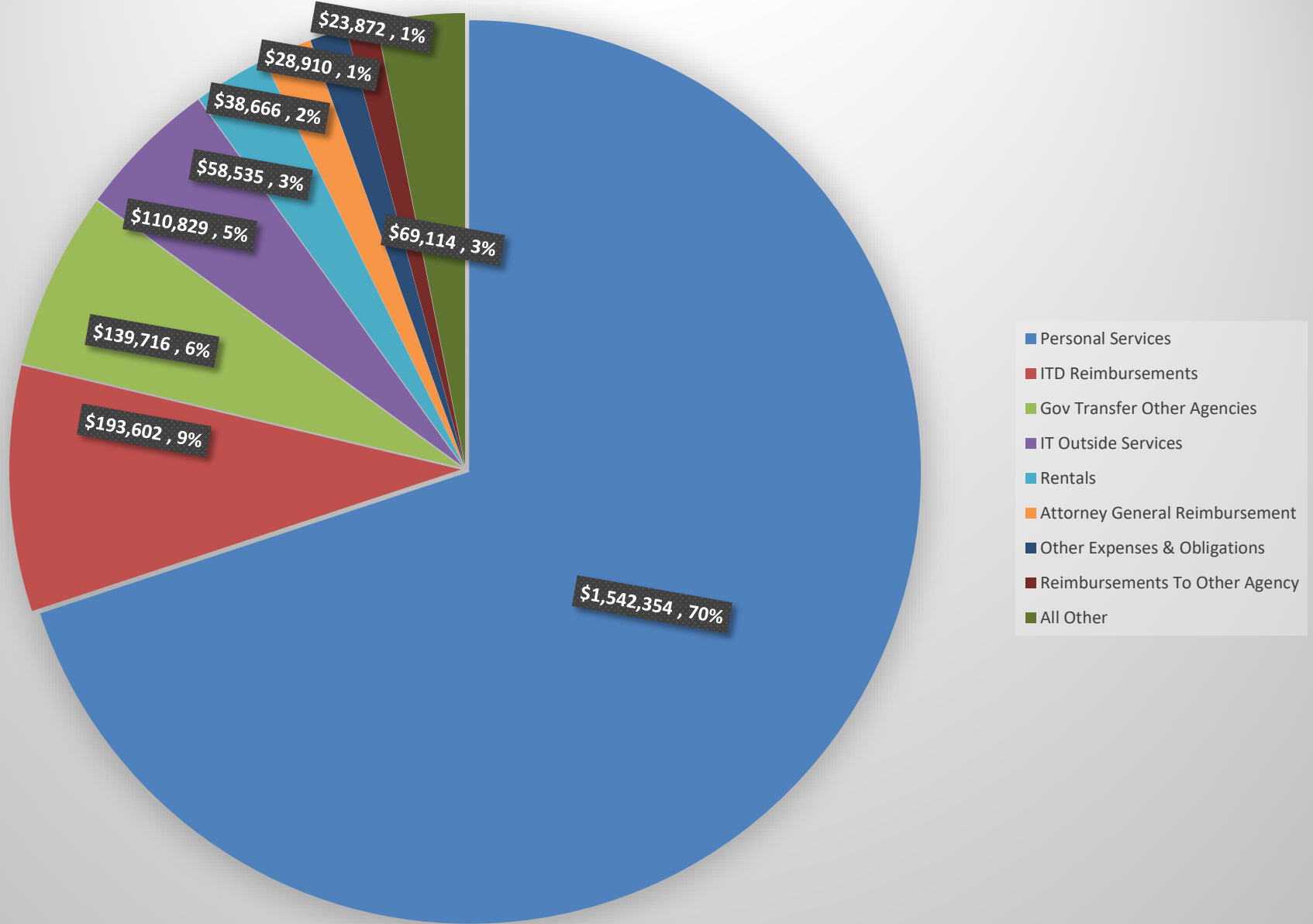
Prior Year																	
Obj/Rev Class	Obj/Rev Class Name	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	HO13	HO14	HO15	YTD
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Appropriation																	
BBF																	
Revenue Collected																	
234	Gov Transfer In Other Agencies	0	0	6,480	0	0	0	0	86	94	0	0	0	0	14,095	0	20,755
401	Licensure Fees	182,210	251,971	133,519	129,308	146,325	116,068	171,526	128,579	161,010	137,246	140,916	277,678	19,641	0	0	1,995,997
704	DCI Check Fees	58,735	79,675	74,390	57,195	59,250	47,235	62,905	44,640	57,105	45,750	42,075	61,105	4,460	0	0	694,520
Total Revenues:		240,945	331,646	214,388	186,503	205,575	163,303	234,431	173,305	218,208	182,996	182,991	338,783	24,101	14,095	0	2,711,271
234 Gen Fund	Licensure Fees % - Other Agcy			21					29	6							56
401 Gen Fund	Licensure Fees	57,934	80,056	42,561	41,151	46,495	36,871	54,509	40,871	51,189	43,608	44,769	88,245	6,265	0	0	634,524
Total General Fund		57,934	80,056	42,583	41,151	46,495	36,871	54,509	40,900	51,195	43,608	44,769	88,245	6,265	0	0	634,580
Total Receipts		298,879	411,702	256,971	227,654	252,070	200,174	288,940	214,205	269,403	226,604	227,760	427,028	30,366	14,095	0	3,345,851

Receipts July 2023-June 2024



	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
■ Licensure Fees	155,033	198,935	141,664	122,289	103,442	107,060	143,671	119,445	114,367	138,334	200,738	0
■ DCI Check Fees	54,965	57,355	53,168	42,250	40,345	40,103	54,790	40,655	41,715	49,350	54,602	0

Expenditures July 2023-June 2024

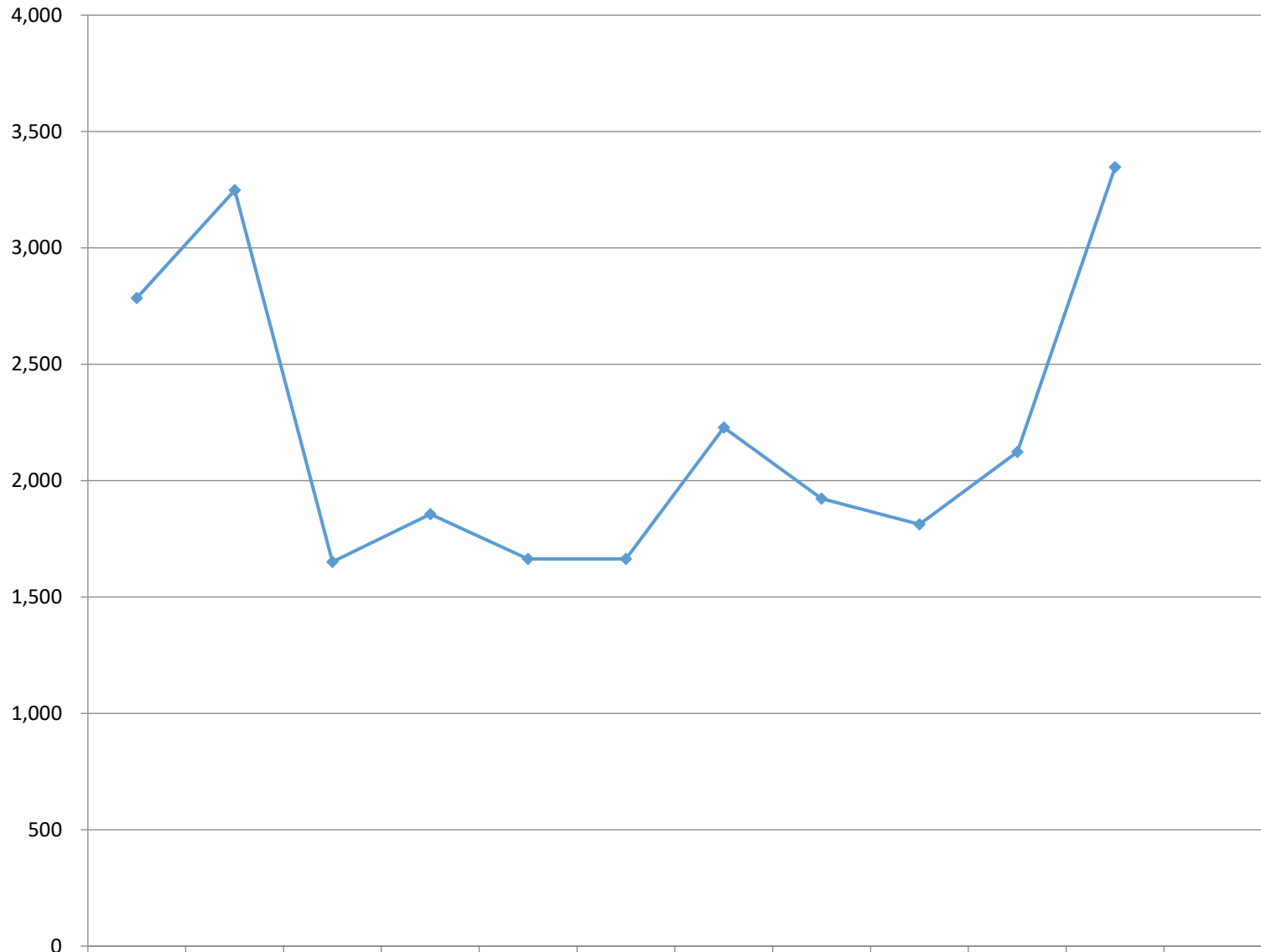


Obligations vs. Budget Report

Budget Fiscal Year: 2024

	Actual To-Date	FY-Encumbered	Total Obligations FY-To-Date	FY 24 Budget	Budget Balance	Percent of Budget Received /Spent
Resources -						
Balance Forward	1,696,717		1,696,717	1,637,177		
234 Gov Transfer In Other Agencies	314		314	6,500		
401 Fees, Licenses & Permits	1,544,976		1,544,976	1,950,000		
704 Other	529,299		529,299	680,000		
Total Resources	\$3,771,306	\$0	\$3,771,306	\$4,273,677		
(Total Revenues)	<u><u>\$2,074,589</u></u>	<u><u>\$0</u></u>	<u><u>\$2,074,589</u></u>	<u><u>\$2,636,500</u></u>	\$561,911	79%
Expenditures -						
101 Personal Services	1,542,354		1,542,354	1,643,026	100,672	94%
202 In State Travel	12,917		12,917	20,000	7,083	65%
205 Out Of State Travel	1,925		1,925	20,000	18,075	10%
301 Office Supplies	13,615		13,615	10,000	(3,615)	136%
302 Facility Maintenance Supplies	0		0	1,000	0	0%
308 Other Supplies	0		0	400	400	0%
309 Printing & Binding	0		0	3,500	3,500	0%
311 Food	17		17	1,000	983	2%
313 Postage	4,264		4,264	12,500	8,236	34%
401 Communications	16,152		16,152	20,000	3,848	81%
402 Rentals	58,535		58,535	71,500	12,965	82%
403 Utilities	2,382		2,382	4,000	1,618	60%
405 Prof & Scientific Services	3,292		3,292	5,000	1,708	66%
406 Outside Services	5,019		5,019	6,000	981	84%
408 Advertising & Publicity	0		0	200	200	0%
409 Outside Repairs/Service	0		0	1,000	1,000	0%
414 Reimbursements To Other Agency	23,872		23,872	25,000	1,128	95%
416 ITD Reimbursements	193,602		193,602	550,000	356,398	35%
418 IT Outside Services	110,829		110,829	35,000	(75,829)	317%
432 Attorney General Reimbursement	38,666		38,666	85,000	46,334	45%
434 Gov Transfer Other Agencies	139,716		139,716	455,000	315,284	31%
501 Equipment	6,282		6,282	6,500	218	97%
502 Office Equipment	(415)		(415)	250	665	-166%
503 Equipment-Non Inventory	0		0	16,500	16,500	0%
510 IT Equipment & Software	3,023		3,023	12,000	8,977	25%
602 Other Expenses & Obligations	28,910		28,910	42,000	13,090	69%
702 Fees	0		0	30	30	0%
705 Refunds-Other	640		640	5,000	4,360	13%
Total Expenditures	<u><u>\$2,205,597</u></u>	<u><u>\$0</u></u>	<u><u>\$2,205,597</u></u>	<u><u>\$3,051,405</u></u>	<u><u>\$844,808</u></u>	<u><u>72%</u></u>
CY Revenue Less Expenditures	<u><u>(\$131,009)</u></u>					
Estimated Carry Forward	<u><u>\$1,565,708</u></u>					

Total # Licenses Issued FY24



Total # Transactions Processed

July
2,785

Aug
3,248

Sept
1,651

Oct
1,856

Nov
1,664

Dec
1,664

Jan
2,228

Feb
1,923

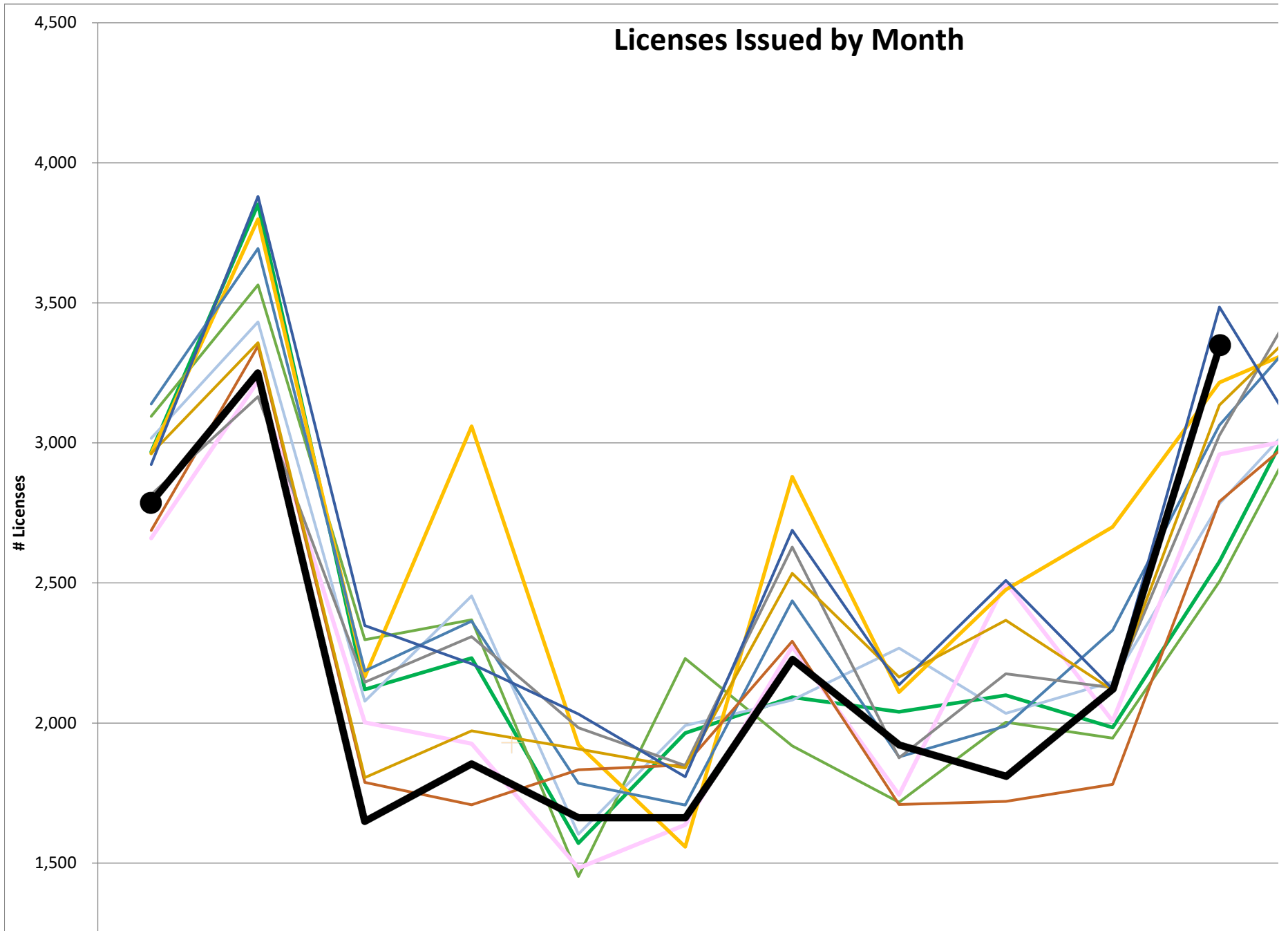
Mar
1,812

Apr
2,123

May
3,347

June

Licenses Issued by Month



Number of Licenses Issued by Month

	July	August	September	October	November	December	January	February	March	April	May	June	Total number of Licenses Issued
FY 2024	2,785	3,248	1,651	1,856	1,664	1,664	2,228	1,923	1,812	2,123	3,347		24,301
Running Total	2,785	6,033	7,684	9,540	11,204	12,868	15,096	17,019	18,831	20,954	24,301	24,301	
FY 2023	2,923	3,880	2,348	2,211	2,032	1,808	2,688	2,136	2,509	2,121	3,485	2,865	31,006
Running Total	2,923	6,803	9,151	11,362	13,394	15,202	17,890	20,026	22,535	24,656	28,141	31,006	
FY 2022	2,962	3,358	1,805	1,972	1,907	1,839	2,534	2,164	2,367	2,117	3,135	3,505	29,665
Running Total	2,962	6,320	8,125	10,097	12,004	13,843	16,377	18,541	20,908	23,025	26,160	29,665	
FY 2021	2,815	3,165	2,146	2,308	1,983	1,848	2,628	1,876	2,176	2,126	3,027	3,684	29,782
Running Total	2,815	5,980	8,126	10,434	12,417	14,265	16,893	18,769	20,945	23,071	26,098	29,782	
FY 2020	2,687	3,346	1,788	1,708	1,833	1,850	2,292	1,709	1,720	1,781	2,791	3,114	26,619
Running Total	2,687	6,033	7,821	9,529	11,362	13,212	15,504	17,213	18,933	20,714	23,505	26,619	
FY 2019	3,139	3,694	2,186	2,364	1,785	1,707	2,436	1,879	1,989	2,331	3,063	3,496	30,069
Running Total	3,139	6,833	9,019	11,383	13,168	14,875	17,311	19,190	21,179	23,510	26,573	30,069	
FY 2018	2,962	3,799	2,165	3,059	1,922	1,558	2,879	2,110	2,476	2,700	3,216	3,380	32,226
Running Total	2,962	6,761	8,926	11,985	13,907	15,465	18,344	20,454	22,930	25,630	28,846	32,226	
FY 2017	2,660	3,221	2,002	1,926	1,482	1,636	2,273	1,744	2,502	2,007	2,959	3,035	27,447
Running Total	2,660	5,881	7,883	9,809	11,291	12,927	15,200	16,944	19,446	21,453	24,412	27,447	
FY 2016 Actual	3,017	3,432	2,078	2,454	1,603	1,991	2,082	2,267	2,034	2,147	2,783	3,195	29,083
Running Total	3,017	6,449	8,527	10,981	12,584	14,575	16,657	18,924	20,958	23,105	25,888	29,083	
FY 2015 Actual	3,095	3,564	2,297	2,368	1,452	2,230	1,918	1,717	2,003	1,946	2,505	3,224	28,319
Running Total	3,095	6,659	8,956	11,324	12,776	15,006	16,924	18,641	20,644	22,590	25,095	28,319	
FY 2014 Actual	2,968	3,852	2,120	2,232	1,571	1,964	2,092	2,040	2,099	1,984	2,576	3,314	28,812
Running Total	2,968	6,820	8,940	11,172	12,743	14,707	16,799	18,839	20,938	22,922	25,498	28,812	
FY 2013 Actual	2,744	3,375	1,978	2,488	1,849	1,920	2,231	2,068	2,246	2,188	2,956	3,219	29,262
Running Total	2,744	6,119	8,097	10,585	12,434	14,354	16,585	18,653	20,899	23,087	26,043	29,262	

FY2024 Actual Number of Transactions Processed per Month

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Issued
Add - Add Administrator Endorsement (Iowa Institution)	7	1	5	3		6	9		5	8	8		52
Add - Add Administrator Endorsement (Out of State Institution)		0		1		1	2	0	0	0	1		5
Add - Add Concentration Para	17	15	12	1	7	8	8	7	8	8	11		102
Add - Add Teaching Endorsement (Iowa institution will be recommendatation)	78	98	32	39	18	74	105	69	38	64	201		816
Add - Add Teaching Endorsement (state min. requirements or non-Iowa institution)	38	64	26	16	14	17	35	27	32	45	69		383
Convert - Exchange to a Full License	9	13	4	6	4	3	2	7	5	2	8		63
Convert - Exchange to a Full License (Reciprocity Only)	7	4	6	3	3	3	2	1	3	2	2		36
Convert - Initial Career and Tech/Prelim. Native Language Speaker to Full Auth.	2	6	2	5	1		4	1	2	1	2		26
Convert - Initial School Administrative Manager to Full SAM			1		1	2							4
Convert - Standard to Master Educator	89	98	74	60	59	60	109	71	82	100	97		899
Convert - Temporary or Initial School Business Official to next SBO level	2	3	2	3		4	1	5	2	9	4		35
Convert Initial Administrator to Professional Administrator	12	3	4	2	1						4	48	74
Convert Initial Teacher/PSL to Standard/PSL	173	81	15	20	17	20	40	32	48	169	752		1,367
Extension - Extension of Class A Class B or Admin Exchange License	19	59	7	16	8	4	4	5	9	14	19		164
Extension - Extension of Coaching Authorization	43	38	24	24	19	15	19	12	20	12	6		232
Extension - Extension of Full Authorization (not coaching)	2	4	2	4	5	7	4	4	7	9	1		49
Extension - Extension of Initial Teacher/Admin (experience met within one year)	15	22	3	6	1	2	2	6	7	25	57		146
Extension - Extension of Standard Master Prof Admin or Auth (not coach)	53	122	38	69	52	48	53	60	41	41	59		636
Extension - Final Extension of Initial Teacher (not meeting teaching standards)	3	6	1	1	1					2	11		25
New - Conditional License: Class B - Administrator	8	8	2	4		4	1				8		35
New - Conditional License: Class B - Teacher General Education	100	155	23	62	19	14	15	20	9	25	57		499
New - Conditional License: Class B - Teacher Special Education	75	102	29	24	9	5	12	8	10	21	38		333
New - Conditional License: Executive Director Design - Special Education	31	42	5	13	6	8	8	1	1	2	9		126
New - Content Specialist Authorization (Step 1 Transcript Eval)	0	0		0	0	0	0	0	0	0	0		0
New - Content Specialist Authorization (Step 2 "Processing")	2	2		1	1			1			2		9
New - Executive Director Decision License	38	58	14	20	7	9	6	1		6	13		172
New - First Activities Administrator Authorization	1						1	3	1		3		9
New - First Administrator License (Out of State Preparation)	7	10	7	9	4	4	14	15	11	14	12		107
New - First Behind the Wheel Driving Instructor Authorization	3	10	6	3	2	3	5	1	1	2	4		40
New - First Career and Technical Authorization	22	13	1	6	3	4	2	3	8	10	12		84
New - First Class G License (counseling internship needed - Out of State only)	4	1	2	1			1	3	0		1		13
New - First Coaching Authorization (in lieu of a coaching on a teaching license)	248	287	131	184	184	143	157	181	200	190	172		2,077
New - First Evaluator License (do not use if applying for/hold admin. license)	5	3	4	1		2	1	1		2	5		24
New - First iJAG Authorization	1	13	1	5	1	2	2		6	6	3		40
New - First Intern School Psychologist	5										2		7
New - First Iowa Administrator License (Iowa Institution)	19	39	17	17	7	12	13	11	11	8	25		179
New - First Iowa Substitute License (holds valid/expired Iowa teaching license)	54	96	46	33	26	28	42	26	24	33	26		434
New - First Iowa Substitute License (Out of State is not seeking teaching license)	9	18	16	11	6	12	12	8	3	4	6		105
New - First Iowa Teaching Counseling or Class G license (Iowa Institution)	59	66	143	135	238	224	332	240	253	158	264		2,112
New - First Iowa Teaching License (Out of Country Step 1 Transcript Eval)	0	0	0	0		0	0	0	0	0	0		0
New - First Iowa Teaching License (Out of Country Step 2 "Processing")	10	9	3	3	2	2	2	6	4	11	5		57
New - First Iowa Teaching License (Out of State Institution)	120	84	33	34	27	36	60	53	53	73	94		667
New - First Native Language Speaker Authorization	2	4		1			1			2			10
New - First Orientation and Mobility License		1					2						3
New - First Paraeducator Certificate	41	83	32	33	37	44	20	22	26	47	46		431
New - First Prof Svc License: Counsel (Out of State Institution)	5	2	1	1		1	1	2		1	2		16
New - First Professional Service Counseling SLP School Psy etc (Out of State)	5	4	2		2	2	1	2			3		21
New - First SAM Authorization	0	1		1					1				3
New - First School Business Official Authorization: Temporary or Initial SBO	2	3	2	1	4	6	3	3	3	1	4		32
New - First Statement of Professional Recognition - Other	34	23	11	19	1	5	4	4	5	10	12		128
New - First Statement of Professional Recognition - School Nurse	5	10	5	3	3	2			4	36	9		77
New - First Substitute Authorization (have not completed teacher prep program)	180	305	225	225	236	241	267	224	166	168	135		2,372
New - First Teacher Intern License (Iowa Preparation Only)	19	60	2	2	2	1	9	3	8	5	27		138
New - First Work Based Learning Supervisor Authorization		1		2			2		2	1			8
New - International Exchange Teaching License: Teachers from Spain			11	1									12
New - Preservice Substitute Authorization	1	1											2
New - Temporary Initial license (Iowa grad only)													0
New - Transitional Coaching Authorization (has not completed coaching auth)	12	19	8	13	16	5	4	11	14	4	5		111
Renew - Behind the Wheel	13	6	6	16	33	40	14	9	9	15	17		178
Renew Activities Administrator Authorization	1	1				1		1					4
Renew - Administrator/Evaluator License	50	20	17	19	18	20	27	8	10	14	13		216
Renew - Coaching Authorization	153	198	132	156	129	81	129	171	128	147	146		1,570
Renew - iJAG Authorization		1								1			2
Renew - Initial Admin	13	9	2	4	1	2	1	3	11	13	19		78
Renew - Initial Teacher Initial Admin or Initial Professional Service License	36	34	16	20	7	12	15	17	16	24	59		256
Renew License or Authorization - Advanced Degree and 10 Years Experience		1	0	0	0	3	0	2	0	3	0		9
Renew - Para Certification	17	22	15	13	9	11	26	16	11	14	27		181
Renew - School Administrator Manager (Initial or Full SAM)	1	1		1				1	1				5
Renew - School Business Authorization (Full SBO)	5	4	4	5	6	3	8	7	18	6	9		75
Renew - Standard Master Professional Service Career and Technical or OM	455	429	247	275	257	236	345	283	254	266	374		3,421
Renew - Statement of Professional Recognition	11	23	14	12	13	13	16	9	8	16	19		154
Renew - Substitute Authorization	40	56	29	37	22	26	36	30	29	31	17		353
Renew - Substitute License or Substitute Authorization	68	74	52	54	42	30	50	56	29	35	36		526
Transcript Analysis Fee	226	199	77	97	73	93	162	150	155	183	251		1,666
Other Printed Copy of License	13	12	3	3	7	4	5	4	6	5	13		75
Misc Fee/Overpayment	2	3	1	7	4	4	11	6		3	4		45
Late Fee (Endorsed/Expired)	113	109	31	103	43	15	14	15	17	12	17		489
Late Fee (No License)													0
Military Discount													0
Convenience Fee	3,295	3,743	1,944	2,245	2,025	1,947	2,657	2,223	2,149	2,479	3,701		28,408
Background Renewal	1,679	1,497	920	1,007	911	832	1,256	1,022	988	1,246	2,035		13,393
Background	617	784	532	530	593	545	653	563	538	555	537		6,447
Total # Transactions Processed	2,785	3,248	1,651	1,856	1,664	1,664	2,228	1,923	1,812	2,123	3,347	0	24,301

FY2024 Actual Revenue for each Transaction Processed

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Rev
Add - Add Administrator Endorsement (Iowa Institution)	\$ 350	\$ 50	\$ 250	\$ 150		\$ 300	\$ 450		\$ 250	\$ 400	\$ 400		\$ 2,600
Add - Add Administrator Endorsement (Out of State Institution)				\$ 50		\$ 50	\$ 100				\$ 50		\$ 250
Add - Add Concentration Para	\$ 425	\$ 375	\$ 300	\$ 25	\$ 175	\$ 200	\$ 200	\$ 175	\$ 200	\$ 200	\$ 275		\$ 2,550
Add - Add Teaching Endorsement (Iowa institution will be recommendation)	\$ 3,890	\$ 4,900	\$ 1,600	\$ 1,950	\$ 900	\$ 3,700	\$ 5,250	\$ 3,450	\$ 1,900	\$ 3,200	\$ 10,050		\$ 40,790
Add - Add Teaching Endorsement (state min. requirements or non-Iowa institution)	\$ 1,900	\$ 3,200	\$ 1,300	\$ 800	\$ 700	\$ 850	\$ 1,750	\$ 1,350	\$ 1,600	\$ 2,250	\$ 3,450		\$ 19,150
Convert - Exchange to a Full License	\$ 765	\$ 1,105	\$ 340	\$ 510	\$ 340	\$ 255	\$ 170	\$ 595	\$ 425	\$ 170	\$ 680		\$ 5,355
Convert - Exchange to a Full License (Reciprocity Only)	\$ 595	\$ 340	\$ 510	\$ 255	\$ 255	\$ 255	\$ 170	\$ 85	\$ 255	\$ 170	\$ 170		\$ 3,060
Convert - Initial Career and Tech/Prelim. Native Language Speaker to Full Auth.	\$ 170	\$ 510	\$ 170	\$ 425	\$ 85		\$ 340	\$ 85	\$ 170	\$ 85	\$ 170		\$ 2,210
Convert - Initial School Administrative Manager to Full SAM			\$ 85		\$ 85	\$ 170							\$ 340
Convert - Standard to Master Educator	\$ 7,565	\$ 8,330	\$ 6,290	\$ 5,100	\$ 5,015	\$ 5,100	\$ 9,265	\$ 6,035	\$ 6,970	\$ 8,500	\$ 8,245		\$ 76,415
Convert - Temporary or Initial School Business Official to next SBO level	\$ 170	\$ 255	\$ 170	\$ 255		\$ 340	\$ 85	\$ 425	\$ 170	\$ 765	\$ 340		\$ 2,975
Convert Initial Administrator to Professional Administrator	\$ 1,020	\$ 255	\$ 340	\$ 170	\$ 85					\$ 340	\$ 4,080		\$ 6,290
Convert Initial Teacher/PSL to Standard/PSL	\$ 14,705	\$ 6,885	\$ 1,275	\$ 1,700	\$ 1,445	\$ 1,700	\$ 3,400	\$ 2,720	\$ 4,080	\$ 14,365	\$ 63,920		\$ 116,195
Extension - Extension of Class A Class B or Admin Exchange License	\$ 2,850	\$ 8,850	\$ 1,050	\$ 2,400	\$ 1,200	\$ 600	\$ 600	\$ 750	\$ 1,350	\$ 2,100	\$ 2,850		\$ 24,600
Extension - Extension of Coaching Authorization	\$ 1,720	\$ 1,520	\$ 960	\$ 960	\$ 760	\$ 600	\$ 760	\$ 480	\$ 800	\$ 480	\$ 240		\$ 9,280
Extension - Extension of Full Authorization (not coaching)	\$ 170	\$ 340	\$ 170	\$ 340	\$ 425	\$ 595	\$ 340	\$ 340	\$ 595	\$ 765	\$ 85		\$ 4,165
Extension - Extension of Initial Teacher/Admin (experience met within one year)	\$ 375	\$ 550	\$ 75	\$ 150	\$ 25	\$ 50	\$ 50	\$ 150	\$ 175	\$ 625	\$ 1,425		\$ 3,650
Extension - Extension of Standard Master Prof Admin or Auth (not coach)	\$ 4,505	\$ 10,370	\$ 3,230	\$ 5,865	\$ 4,420	\$ 4,080	\$ 4,505	\$ 5,100	\$ 3,485	\$ 3,485	\$ 5,015		\$ 54,060
Extension - Final Extension of Initial Teacher (not meeting teaching standards)	\$ 255	\$ 510	\$ 85	\$ 85	\$ 60					\$ 170	\$ 935		\$ 2,100
New - Conditional License: Class B - Administrator	\$ 680	\$ 680	\$ 170	\$ 340		\$ 340	\$ 85				\$ 680		\$ 2,975
New - Conditional License: Class B - Teacher General Education	\$ 8,450	\$ 13,175	\$ 1,955	\$ 5,270	\$ 1,615	\$ 1,190	\$ 1,275	\$ 1,640	\$ 765	\$ 1,215	\$ 4,845		\$ 42,305
New - Conditional License: Class B - Teacher Special Education	\$ 6,375	\$ 8,620	\$ 2,465	\$ 2,040	\$ 765	\$ 425	\$ 1,020	\$ 680	\$ 850	\$ 1,785	\$ 3,230		\$ 28,255
New - Conditional License: Executive Director Design - Special Education	\$ 2,635	\$ 3,570	\$ 425	\$ 1,105	\$ 510	\$ 680	\$ 680	\$ 85	\$ 85	\$ 170	\$ 765		\$ 10,710
New - Content Specialist Authorization (Step 1 Transcript Eval)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
New - Content Specialist Authorization (Step 2 "Processing")	\$ 170	\$ 170		\$ 85	\$ 85			\$ 85			\$ 170		\$ 765
New - Executive Director Decision License	\$ 3,230	\$ 4,930	\$ 1,190	\$ 1,700	\$ 595	\$ 765	\$ 510	\$ 85		\$ 510	\$ 1,105		\$ 14,620
New - First Activities Administrator Authorization	\$ 85					\$ 85	\$ 255		\$ 85		\$ 255		\$ 765
New - First Administrator License (Out of State Preparation)	\$ 595	\$ 850	\$ 595	\$ 765	\$ 340	\$ 340	\$ 1,190	\$ 1,275	\$ 935	\$ 1,190	\$ 1,020		\$ 9,095
New - First Behind the Wheel Driving Instructor Authorization	\$ 120	\$ 400	\$ 240	\$ 120	\$ 80	\$ 120	\$ 200	\$ 40	\$ 40	\$ 80	\$ 160		\$ 1,600
New - First Career and Technical Authorization	\$ 1,870	\$ 1,105	\$ 85	\$ 510	\$ 255	\$ 340	\$ 170	\$ 255	\$ 680	\$ 850	\$ 1,020		\$ 7,140
New - First Class G License (counseling internship needed - Out of State only)	\$ 340	\$ 85	\$ 170	\$ 85			\$ 85	\$ 255	\$ -		\$ 85		\$ 1,105
New - First Coaching Authorization (in lieu of a coaching on a teaching license)	\$ 21,080	\$ 24,345	\$ 11,135	\$ 15,590	\$ 15,640	\$ 12,155	\$ 13,285	\$ 15,385	\$ 17,000	\$ 16,150	\$ 14,620		\$ 176,385
New - First Evaluator License (do not use if applying for/hold admin. license)	\$ 425	\$ 255	\$ 340	\$ 85		\$ 170	\$ 85	\$ 85		\$ 170	\$ 425		\$ 2,040
New - First IJAG Authorization	\$ 85	\$ 1,105	\$ 85	\$ 425	\$ 85	\$ 170	\$ 170		\$ 510	\$ 510	\$ 255		\$ 3,400
New - First Intern School Psychologist	\$ 425										\$ 170		\$ 595
New - First Iowa Administrator License (Iowa Institution)	\$ 1,615	\$ 3,315	\$ 1,445	\$ 1,445	\$ 595	\$ 1,020	\$ 1,105	\$ 935	\$ 935	\$ 680	\$ 2,125		\$ 15,215
New - First Iowa Substitute License (holds valid/expired Iowa teaching license)	\$ 4,590	\$ 8,160	\$ 3,910	\$ 2,805	\$ 2,210	\$ 2,380	\$ 3,570	\$ 2,210	\$ 2,040	\$ 2,805	\$ 2,210		\$ 36,890
New - First Iowa Substitute License (Out of State is not seeking teaching license)	\$ 765	\$ 1,530	\$ 1,360	\$ 935	\$ 510	\$ 1,020	\$ 1,020	\$ 680	\$ 255	\$ 340	\$ 510		\$ 8,925
New - First Iowa Teaching Counseling or Class G license (Iowa Institution)	\$ 5,015	\$ 5,610	\$ 12,155	\$ 11,475	\$ 20,230	\$ 19,040	\$ 28,220	\$ 20,400	\$ 21,505	\$ 13,430	\$ 22,440		\$ 179,520
New - First Iowa Teaching License (Out of Country Step 1 Transcript Eval)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
New - First Iowa Teaching License (Out of Country Step 2 "Processing")	\$ 850	\$ 765	\$ 255	\$ 255	\$ 170	\$ 170	\$ 170	\$ 510	\$ 340	\$ 935	\$ 425		\$ 4,845
New - First Iowa Teaching License (Out of State Institution)	\$ 10,200	\$ 7,090	\$ 2,805	\$ 2,890	\$ 2,295	\$ 3,060	\$ 5,100	\$ 4,505	\$ 4,505	\$ 6,205	\$ 7,990		\$ 56,645
New - First Native Language Speaker Authorization	\$ 170	\$ 340		\$ 85			\$ 85			\$ 170			\$ 850
New - First Orientation and Mobility License		\$ 85					\$ 170						\$ 255
New - First Paraeducator Certificate	\$ 1,640	\$ 3,320	\$ 1,280	\$ 1,320	\$ 1,480	\$ 1,760	\$ 800	\$ 880	\$ 1,040	\$ 1,880	\$ 1,840		\$ 17,240
New - First Prof Svc License: Counsel (Out of State Institution)	\$ 425	\$ 170	\$ 85	\$ 85		\$ 85	\$ 85	\$ 170		\$ 85	\$ 170		\$ 1,360
New - First Professional Service Counseling SLP School Psy etc (Out of State)	\$ 425	\$ 340	\$ 170		\$ 170	\$ 170	\$ 85	\$ 170			\$ 255		\$ 1,785
New - First SAM Authorization	\$ -	\$ 85		\$ 85					\$ 85				\$ 255
New - First School Business Official Authorization: Temporary or Initial SBO	\$ 170	\$ 255	\$ 170	\$ 85	\$ 340	\$ 510	\$ 255	\$ 255	\$ 255	\$ 85	\$ 340		\$ 2,720
New - First Statement of Professional Recognition - Other	\$ 2,890	\$ 1,955	\$ 935	\$ 1,615	\$ 85	\$ 425	\$ 340	\$ 340	\$ 425	\$ 850	\$ 1,020		\$ 10,880
New - First Statement of Professional Recognition - School Nurse	\$ 425	\$ 850	\$ 425	\$ 255	\$ 255	\$ 170			\$ 340	\$ 3,060	\$ 765		\$ 6,545
New - First Substitute Authorization (have not completed teacher prep program)	\$ 15,300	\$ 25,925	\$ 19,125	\$ 19,125	\$ 20,060	\$ 20,460	\$ 22,695	\$ 19,040	\$ 14,110	\$ 14,280	\$ 11,475		\$ 201,595
New - First Teacher Intern License (Iowa Preparation Only)	\$ 1,615	\$ 5,100	\$ 170	\$ 170	\$ 170	\$ 85	\$ 765	\$ 255	\$ 680	\$ 425	\$ 2,295		\$ 11,730
New - First Work Based Learning Supervisor Authorization		\$ 85		\$ 170			\$ 110		\$ 170	\$ 85			\$ 620
New - International Exchange Teaching License: Teachers from Spain			\$ 935	\$ 85									\$ 1,020
New - Preservice Substitute Authorization	\$ 85	\$ 85											\$ 170
New - Temporary Initial License (Iowa grad only)													\$ -
New - Transitional Coaching Authorization (has not completed coaching auth)	\$ 1,020	\$ 1,615	\$ 680	\$ 1,105	\$ 1,360	\$ 425	\$ 340	\$ 935	\$ 1,190	\$ 340	\$ 425		\$ 9,435
Renew - Behind the Wheel	\$ 520	\$ 240	\$ 240	\$ 640	\$ 1,320	\$ 1,600	\$ 560	\$ 360	\$ 360	\$ 600	\$ 680		\$ 7,120
Renew Activities Administrator Authorization	\$ 85	\$ 85				\$ 85		\$ 85					\$ 340
Renew - Administrator/Evaluator License	\$ 4,250	\$ 1,700	\$ 1,445	\$ 1,615	\$ 1,530	\$ 1,700	\$ 2,295	\$ 680	\$ 850	\$ 1,190	\$ 1,105		\$ 18,360
Renew - Coaching Authorization	\$ 13,005	\$ 16,830	\$ 11,220	\$ 13,260	\$ 10,965	\$ 6,885	\$ 10,965	\$ 14,535	\$ 10,880	\$ 12,495	\$ 12,410		\$ 133,450
Renew - iJAG Authorization		\$ 85									\$ 85		\$ 170
Renew - Initial Admin	\$ 1,105	\$ 765	\$ 170	\$ 340	\$ 85	\$ 170	\$ 85	\$ 255	\$ 935	\$ 1,105	\$ 1,615		\$ 6,630
Renew - Initial Teacher Initial Admin or Initial Professional Service License	\$ 3,060	\$ 2,865	\$ 1,360	\$ 1,700	\$ 595	\$ 1,020	\$ 1,275	\$ 1,445	\$ 1,360	\$ 2,040	\$ 5,015		\$ 21,735
Renew License or Authorization - Advanced Degree and 10 Years Experience		\$ 85	\$ -	\$ -	\$ -	\$ 135	\$ -	\$ 90	\$ -	\$ 135	\$ -		\$ 445
Renew - Para Certification	\$ 680	\$ 880	\$ 600	\$ 520	\$ 360	\$ 440	\$ 1,040	\$ 640	\$ 440	\$ 560	\$ 1,080		\$ 7,240
Renew - School Administrator Manager (Initial or Full SAM)	\$ 85	\$ 85		\$ 85				\$ 85	\$ 85				\$ 425
Renew - School Business Authorization (Full SBO)	\$ 425	\$ 340	\$ 340	\$ 425	\$ 510	\$ 255	\$ 680	\$ 595	\$ 1,530	\$ 510	\$ 765		\$ 6,375
Renew - Standard Master Professional Service Career and Technical or OM	\$ 38,675	\$ 36,465	\$ 20,995	\$ 23,275	\$ 21,845	\$ 20,060	\$ 29,325	\$ 24,055	\$ 21,590	\$ 22,610	\$ 31,790		\$ 290,685
Renew - Statement of Professional Recognition	\$ 935	\$ 1,955	\$ 1,190	\$ 1,020	\$ 1,105	\$ 1,105	\$ 1,360	\$ 765	\$ 680	\$ 1,360	\$ 1,615		\$ 13,090
Renew - Substitute Authorization	\$ 3,400	\$ 4,760	\$ 2,465	\$ 3,145	\$ 1,870	\$ 2,210	\$ 3,060	\$ 2,550	\$ 2,465	\$ 2,635	\$ 1,445		\$ 30,005
Renew - Substitute License or Substitute Authorization	\$ 5,780	\$ 6,290	\$ 4,420	\$ 4,590	\$ 3,570	\$ 2,550	\$ 4,250	\$ 4,760	\$ 2,465	\$ 2,975	\$ 3,060		\$ 44,710
Transcript Analysis Fee	\$ 13,560	\$ 11,940	\$ 4,620	\$ 5,820	\$ 4,370	\$ 5,580	\$ 9,720	\$ 9,000	\$ 9,280	\$ 10,980	\$ 15,060		\$ 99,930
Other Printed Copy of License	\$ 195	\$ 180	\$ 45	\$ 45	\$ 105	\$ 60	\$ 75	\$ 60	\$ 90	\$ 75	\$ 195		\$ 1,125
Misc Fee/Overpayment	\$ 135	\$ 285	\$ 25	\$ 380	\$ 130	\$ 195	\$ 720	\$ 380		\$ 160	\$ 205		\$ 2,615
Late Fee (Endorsed/Expired)	\$ 3,375	\$ 4,725	\$ 1,525	\$ 6,875	\$ 2,575	\$ 1,425	\$ 1,190	\$ 1,275	\$ 1,225	\$ 950	\$ 1,050		\$ 26,190
Late Fee (No License)													\$ -
Military Discount													\$ -
Convenience Fee	\$ 9,885	\$ 11,229	\$ 5,832	\$ 6,735	\$ 6,075	\$ 5,841	\$ 7,971	\$ 6,669	\$ 6,447	\$ 7,437	\$ 11,103		\$ 85,224
Background Renewal	\$ 37,415	\$ 31,310	\$ 20,240	\$ 21,950	\$ 20,590	\$ 18,760	\$ 29,710	\$ 21,980	\$ 22,840	\$ 27,460	\$ 35,820		\$ 288,075
Background	\$ 26,240	\$ 31,340	\$ 20,660	\$ 20,600	\$ 21,950	\$ 19,925	\$ 23,815	\$ 20,460	\$ 19,370	\$ 20,145	\$ 19,155		\$ 243,660
Grand Total	\$ 298,005	\$ 338,764	\$ 180,352	\$ 206,320	\$ 185,425	\$ 176,321	\$ 239,286	\$ 203,874	\$ 194,142	\$ 222,772	\$ 328,638	\$ -	\$ 2,573,889
Background Total	\$ 63,655</												

EO 10 Summary - [BoEE Draft Chapter Revisions](#)

Chapter	Content changes	Org. Word Count	New Word Count	Reduction	Shall/Must reduction
Chapter 1 – Organization and Operation	Removed redundant language - mirrors DE language	660	330	-330	Shall: 8 to zero Must: 1 to zero
Chapter 2 – Agency Procedures and Petitions for Rulemaking	Removed redundant language - mirrors DE language	195	198	+3	Shall: none Must: none
Chapter 3 – Declaratory Orders	Removed redundant language - mirrors DE language	241	173	-68	Shall: none Must: none
Chapter 4 – Reserved.	Moved to Chapter 2	295	0	-295	Shall: none Must: none
Chapter 5 – Public Records and Fair Information Practices	Removed redundant language	2435	1368	-1067	Shall: 2 to zero Must: none
Chapter 6 - Waivers	Removed redundant language	1938	1325	-613	Shall: 27 to zero Must: 1 to zero
Chapter 7 – Proof of Legal Presence	Removed redundant language – refer to federal policy	953	230	-723	Shall: 2 to zero Must: none
Chapter 8 – Debts to State and Local Government	Removed shall/must	1026	996	-30	Shall: 21 to zero Must: 4 to zero
Chapter 9 – Background Checks and Issuance	New chapter to eliminate redundant language – all background check and accreditation language here	0	578	+578	Shall: ----- Must: -----
Chapter 10 – Child Support Non-Compliance	Removed shall/must	1057	1019	-38	Shall: 21 to zero Must: 2 to zero
Chapter 11 – Complaints	<ul style="list-style-type: none"> -Added “in person hearing” definition -Updated jurisdiction timeline to match new code -Added school human resource directors to those who can file complaints -Added typed signatures and electronic filings as acceptable -Clarified that a complaint resolution can be agreed to prior to a finding of PC unless it is a required reporting area -Allows illegal acts to be reported to proper authorities -Adds abuse as a required reporting area and moves non-licensed staff suspected felony reporting to BoEE -Removed redundant code language 	12398	10495	-1903	Shall: 150 to 1 Must: 35 to 30
Chapter 12 – Fees	Removed redundant language	1520	781	-739	Shall: 23 to zero Must: 3 to zero

Chapter 13 – Teacher Licenses and Endorsements	Removed redundant code language Eliminated exchange license Added temporary initial license Changed teacher intern license to two years Moved early childhood inclusive to Ch. 14	20,325	9437	-10,888	Shall: 31 to zero Must: 42 to zero
Chapter 14 – Special Education Endorsements	Added special ed (instructional) to Ch. 14	7739	7669	-70	Shall: 2 to zero Must: 52 to zero
Chapter 15 – Reserved.	Moved to Ch. 14	911	0	-911	Shall: 1 to zero Must: 10 to zero
Chapter 16 – Statements of Professional Recognition (SPR)	Removed redundant language	2489	528	-1961	Shall: 11 to zero Must: 31 to zero
Chapter 17 – Reserved.	-----	-----			-----
Chapter 18 – Administrator Licenses and Endorsements	Removed redundant code language Eliminated exchange license Updated Director of Special Education endorsement	4186	1788	-2398	Shall: 12 to zero Must: 20 to zero
Chapter 19 – Evaluator License and Endorsement	Removed redundant language	750	156	-594	Shall: 6 to zero Must: 6 to zero
Chapter 20 – Renewals and Extensions	Removed redundant language Removed dependent adult abuse training Added all renewal options to this chapter	4035	1279	-2756	Shall: 33 to zero Must: 26 to zero
Chapter 21 – Conditional Endorsements	Moved conditional license language to one chapter Added options for adding endorsement based on code changes (reciprocity and alt. prep)	0	735	+735	Shall: none Must: none
Chapter 22 – Limited Authorizations	Removed redundant code language Added CTE cluster option from code directive	9125	3292	-5833	Shall: 74 to zero Must: 96 to zero
Chapter 23 – Behind the Wheel Authorization	Removed redundant language	501	179	-322	Shall: 6 to zero Must: 3 to zero
Chapter 24 – Paraeducator Certificates	Removed redundant language	3820	3167	-653	Shall: 20 to zero Must: 5 to zero
Chapter 25 – Code of Professional Conduct and Ethics	Removed redundant language Added clarifying language from code	2593	2349	-244	Shall: 6 to zero Must: none
Chapter 26 – Code of Rights and Responsibilities	Removed redundant language	593	576	-17	Shall: 13 to zero Must: none
Chapter 27 – Professional Service Licenses	Removed redundant language	3890	1519	-2371	Shall: 7 to zero Must: 25 to zero
Totals:		83,675	50,167	-33,508 (-40%)	Shall: 470 to 1 Must: 367 to 30

Chapter 11 changes:

<p>Added "in person hearing" definition</p> <p>Updated jurisdiction timeline to match new code HF2487 – Division IV</p> <p>Added school human resource directors to those who can file complaints</p> <p>Clarified that a complaint resolution can be agreed to prior to a finding of PC unless it is a required reporting area</p> <p>Allows illegal acts to be reported to proper authorities HF2487 – Division III</p>	<p><i>"In-person hearing"</i> means an appeal hearing where the administrative law judge and appellant are physically present in the same location but witnesses are not required to be physically present.</p> <p>11.3(5) The complaint must be filed within three years of the occurrence of the conduct upon which it is based or discovery of the conduct by the complainant unless good cause can be shown for extension of this limitation, or unless the conduct constitutes conduct described in section 256.160, subsection 1, paragraph "a", subparagraph (1), subparagraph division (a).</p> <p>11.4(1) <i>Who may initiate.</i> The following entities may initiate a complaint:</p> <ol style="list-style-type: none">a. Licensed practitioners.b. School human resource directors. <p>11.4(4) <i>Amendment or withdrawal of complaint.</i> A complaint or any specification thereof may be amended or withdrawn by the complainant at any time, unless the complaint was filed in accordance with the mandatory required reporting requirements set forth in Iowa Code sections 256.146, 256.160, and 279.73. The parties to a complaint may mutually agree to the resolution of the complaint at any time in the proceeding prior to issuance of a final order by the board prior to a finding of probable cause, unless the complaint was filed in accordance with the required reporting requirements set forth in Iowa Code sections 256.146, 256.160, and 279.73.</p> <p>11.4(9) <i>Confidentiality.</i> Confidentiality requirements are set forth in Iowa Code 256.158. Records related to written complaints will be collected and retained and will be evaluated if a similar complaint has been filed against the same licensed practitioner. A finding of probable cause, a final written decision, and a finding of fact by the board in a disciplinary proceeding constitute a public record.</p>
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<p>Adds abuse as a required reporting area and moves non-licensed staff suspected felony reporting to BoEE HF2487 – Division I and Division III</p> <p>Adds probation as a disciplinary action</p>	<p>282—11.37(256) Mandatory Required reports. Reports are required to be made pursuant to Iowa Code sections 256.146, 256.160, and 279.73.</p> <p>282—11.33(256) Methods of discipline. The board has the authority to impose the following disciplinary sanctions:</p> <p>4. Probation.</p>
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Chapter 13 changes:

<p>Added temporary initial license HF 255 Changed teacher intern license to two years HF 255</p>	<p>282—13.2(256) Initial license. 13.2(1) Temporary initial license. A temporary initial license valid for a minimum of two years with an expiration date of June 30 may be issued to an applicant who meets the requirements set forth in Iowa Code section 256.166 and rule 282—13.1(256).</p> <p>282—13.5(256) Teacher intern license. 13.5(2) Term. The term of the teacher intern license will be two school years. This license is nonrenewable.</p> <p>13.5(4) Teacher intern extension and experience. <i>b.</i> Two years of teaching experience during the term of the teacher intern license or extension may be used toward the experience requirement for the standard teaching license.</p>
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Chapter 20 changes:

<p>Removed dependent adult abuse training (not required - 235B.16).</p>	<p>No new language – removed from rules.</p>
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Chapter 21 changes:

<p>Added options for adding endorsement based on code changes (reciprocity and alt. prep) HF 614 and HF 255</p>	<p>21.3(1) Adding an endorsement. To add an endorsement to an existing license, the applicant will follow one of these options: <i>b.</i> Option 2. Apply for a review of transcripts, out of state licensure, or approved assessment score reports by the board of educational examiners' staff to determine if Iowa requirements have been met.</p>
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Chapter 22 changes:

<p>Added CTE cluster option from code SF2411</p>	<p>(6) For a career and technical cluster endorsement, meet one of the above qualifications and at least 2,000 hours of recent and relevant experience or 9 semester hours each in two additional areas within the cluster endorsement. Combinations of experience and education may be approved by the executive director.</p>
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Chapter 25 changes:

<p>Added clarifying language from code HF2487 – Division I</p>	<p>(4) Soliciting, encouraging, or consummating any of the following:</p> <ol style="list-style-type: none">1. A sexual or physical relationship with a student.2. Grooming behavior toward a student.3. An otherwise inappropriate relationship with a student.
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