

**STATE OF IOWA
BOARD OF EDUCATIONAL EXAMINERS**

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

2024-2025 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 MEETING AGENDA
Friday, August 9, 2024**

TIMES ARE APPROXIMATE

8:30 a.m.

Call Meeting to Order and Roll Call

Approve the Agenda

TAB A

Approve the Consent Agenda

- a. Minutes for June 20-21, 2024 board retreat and board meeting

TAB B

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

Open Session

- a. Results of closed session announced
- b. Approve closed session minutes for June 21, 2024
- c. Reinstatement(s)
 - 1. 22-111 Hallie Eller

Communication from the Public

Board Communications

- a. Board Member Reports
- b. Executive Director's Report
 - 1. Legislative Update
 - 2. Agency Update
 - 3. Licensure Update
 - 4. Financial Update
 - a. FY24 June 2024

TAB C

12:00 p.m.

Lunch for Board Members

12:30 p.m.

Rules [Iowa Administrative Code – Chapter 282 (272)]

a. *Adopt*

- 1. Amend IAC 282 Chapter 22- Authorizations

TAB D

b. *ARRC Review Pending*

- 1. None

c. Notice

1. None

d. Items for Discussion

1. Red Tape Review

TAB E

Waivers

1. None

Reports/Approvals

1. None

1:30 p.m.

Adjournment

UPCOMING MEETINGS

Friday, September 13, 2024

Friday, October 18, 2024

Friday, November 15, 2024

1 **STATE OF IOWA**
2 **BOARD OF EDUCATIONAL EXAMINERS**
3 **701 E. Court Ave., Suite A**
4 **Des Moines, Iowa 50309**

5
6 **Minutes**
7 **Board Retreat – June 20, 2024**
8 **and**
9 **Board Meeting - June 21, 2024**
10

11 The Board of Educational Examiners (Board or BoEE) held its board retreat on
12 June 20, 2024, at the Grimes State Office Building at 400 E. 14th St., Des Moines, IA
13 50319. Kathy Behrens, Board Vice Chair, called the retreat to order. Members
14 attending were Kristen Rickey, Pam Bleam (arrived at 2:10 p.m.), Eric St Clair, Ryan
15 Weldon, Daniel Zylstra, and Miranda Brus. Also, in attendance was Mike Cavin,
16 Executive Director and Beth Myers, Attorney/ Investigator, Lori Lavorato, Investigator,
17 Assistant Attorney General, Andrew Steffensmeier. Davis Eidahl, Dr. Michael Lock,
18 Chad Janzen, and Tim Bower were unable to attend.

19
20 Discussion/Work Session included the following:
21

22 Legal Overview

23 Beth Myers and Andrew Steffensmeier gave an overview of the role and responsibility
24 of the Board in reviewing investigations.
25

26 Coaching Discussion

27 Coach Loran Storts presented to the Board on the qualities and attributes of a highly
28 qualified coach, as well as some trainings and resources to support coaches in their
29 work.
30

31 Committee Discussion:

32 Board members discussed committee formations for FY 25. Board members will be
33 assigned to four committees: Executive Committee; Professional Practices Committee;

1 Operating Guidelines Committee and 180-day Committee. Mike Cavin and Chad
2 Janzen will determine/assign Board members to the various committees.

3
4 The work session ended at 4:48 p.m.

5
6 The Board of Educational Examiners (Board or BoEE) held its board meeting meeting
7 on June 21, 2024. Dr. Davis Eidahl, Board Member, called the meeting to order at
8 8:36 a.m. due to technical difficulties. Members attending were Kathy Behrens, Pam
9 Bleam, Kristen Rickey, Eric St Clair, Ryan Weldon, Daniel Zylstra and Miranda Brus.
10 Also in attendance was Mike Cavin, Executive Director, Beth Myers,
11 Attorney/Investigator, Diane Dennis, and Lori Lavorato, Investigators, and Andrew
12 Steffensmeier, Assistant Attorney General. Tim Bower, Chad Janzen and Dr. Michael
13 Lock were unable to attend.

14
15 Daniel Zylstra moved, with a second by Kristen Rickey, to approve the agenda.

16 **MOTION CARRIED UNANIMOUSLY**

17
18 Kristen Rickey moved, with a second by Kathy Behrens to approve the consent agenda
19 (minutes for May 17, 2024). **MOTION CARRIED UNANIMOUSLY.**

20
21 Kristen Rickey moved, with a second by Eric St Clair, that the Board go into closed
22 session for the purpose of discussing closed session minutes whether to initiate
23 licensee disciplinary proceedings, the decision to be rendered in a contested case,
24 confidential health information, and mental health information, pursuant to Iowa
25 Code sections 21.5(1)(a), (d), and (f). Roll call vote: Behrens – yes; Bleam – yes; Eidahl
26 – yes; Rickey – yes; St Clair – yes; Weldon – yes; Zylstra – yes; Brus – yes. **MOTION**
27 **CARRIED UNANIMOUSLY**

28
29 The Board returned to open session at 12:07 p.m.

30
31 Kristen Rickey moved, with a second by Kathy Behrens, that in **case number 24-105**
32 the Board find that the evidence gathered in the investigations, including witness
33 statements and the documentary evidence, does not substantiate the allegations in the

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

3

4 Eric St Clair moved, with a second by Kristen Rickey, that in **case number 24-122**,
5 the Board find probable cause to establish a violation of the Code of Professional
6 Conduct and Ethics, 282 IAC rule 25.3(6)c & s, and order this case set for hearing.

7 **MOTION CARRIED UNANIMOUSLY**

8

9 Pam Blead moved, with a second by Kathy Behrens, that in **case number 24-66**, the
10 Board find probable cause to establish a violation of the Code of Professional Conduct
11 and Ethics, 282 IAC rules 25.3(1)b(1)4, 25.3(6)c, and order this case set for hearing.

12 **MOTION CARRIED UNANIMOUSLY**

13

14 Kathy Behrens moved, with a second by Kristen Rickey, that in **case number 23-225**,
15 **23-226, and 23-227**, the Board accept the motion to dismiss and dismiss the matter
16 for lack of jurisdiction and that the Executive Director issue an order consistent with
17 the Board's discussion. **MOTION CARRIED UNANIMOUSLY**

18

19 Kristen Rickey moved, with a second by Kathy Behrens, that in **case number 23-193**,
20 the Board finds that the evidence gathered in the investigation, including witness
21 statements and the documentary evidence, does not substantiate the allegations in the
22 complaint, and that the Board therefore lacks probable cause to proceed with this
23 matter. **MOTION CARRIED UNANIMOUSLY**

24

25 Kristen Rickey moved, with a second by Kathy Behrens, that in **case number 23-194**
26 the Board finds that the evidence gathered in the investigation, including witness
27 statements and the documentary evidence, does not substantiate the allegations in the
28 complaint, and that the Board therefore lacks probable cause to proceed with this
29 matter. **MOTION CARRIED UNANIMOUSLY**

30

31 Eric St Clair moved, with a second by Kathy Behrens, that in **case number 24-106**
32 the Board find probable cause to establish a violation of the Code of Professional

1 Conduct and Ethics, 282 IAC rule 25.3(3)e, and order this case set for hearing.

2 **MOTION CARRIED UNANIMOUSLY**

3
4 Pam Blead moved, with a second by Eric St Clair, that in **case number 24-111**, 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)b, and order this case set for hearing. **MOTION**

7 **CARRIED UNANIMOUSLY**

8
9 Eric St Clair moved, with a second by Kristen Rickey, that in **case number 23-201**,
10 the Board finds that the evidence gathered in the investigation, including witness
11 statements and the documentary evidence, does not substantiate the allegations in the
12 complaint, and that the Board therefore lacks probable cause to proceed with this
13 matter. **MOTION CARRIED UNANIMOUSLY**

14
15 Pam Blead moved, with a second by Kathy Behrens, that in **case number 23-202** the
16 Board finds that the evidence gathered in the investigation, including witness
17 statements and the documentary evidence, does not substantiate the allegations in the
18 complaint, and that the Board therefore lacks probable cause to proceed with this
19 matter. **MOTION CARRIED UNANIMOUSLY**

20
21 Pam Blead moved, with a second by Kristen Rickey, that in **case number 23-203**, the
22 Board finds that the evidence gathered in the investigation, including witness
23 statements and the documentary evidence, does not substantiate the allegations in the
24 complaint, and that the Board therefore lacks probable cause to proceed with this
25 matter. **MOTION CARRIED UNANIMOUSLY**

26
27 Kristen Rickey moved, with a second by Pam Blead, that in **case number 23-206** the
28 Board finds that the evidence gathered in the investigation, including witness
29 statements and the documentary evidence, does not substantiate the allegations in the
30 complaint, and that the Board therefore lacks probable cause to proceed with this
31 matter. **MOTION CARRIED UNANIMOUSLY**

1 Eric St Clair moved, with a second by Kathy Behrens, that in **case number 24-103**,
2 the Board find probable cause to establish a violation of the Code of Professional
3 Conduct and Ethics, 282 IAC rule 25.3(1)e(1), 25.3(6)c & m, and order this case set for
4 hearing. **MOTION CARRIED UNANIMOUSLY**

5
6 Pam Blead moved, with a second by Kristen Rickey, that in **case number 23-182**, the
7 Board, find probable cause to establish a violation of the Code of Professional Conduct
8 and Ethics, 282 IAC rule 25.3(6)m and 25.3(8)a, and order this case set for hearing.

9 **MOTION CARRIED UNANIMOUSLY**

10
11 Kathy Behrens moved, with a second by Kristen Rickey, that the Board deny the
12 motion to strike the amendments to the initial complaint in **case number 23-191** and
13 find that the evidence gathered in the investigation, including witness statements and
14 the documentary evidence, does not substantiate the allegations in the complaint, and
15 that the Board therefore lacks probable cause to proceed with this matter. **MOTION**

16 **CARRIED UNANIMOUSLY**

17
18 Kristen Rickey moved, with a second by Kathy Behrens, that in **case number 23-204**,
19 the Board find probable cause to establish a violation of the Code of Professional
20 Conduct and Ethics, 282 IAC rule 25.3(6)o, and order this case set for hearing.

21 **MOTION CARRIED UNANIMOUSLY**

22
23 Kristen Rickey moved, with a second by Pam Blead, that in **case number 23-205**, the
24 Board find probable cause to establish a violation of the Code of Professional Conduct
25 and Ethics, 282 IAC rule 25.3(5)a(3) & 25.3(6)j and order this case set for hearing.

26 **MOTION CARRIED UNANIMOUSLY**

27
28 Eric St Clair moved, with a second by Kathy Behrens, that in **case number 23-213**,
29 the Board finds that the evidence gathered in the investigation, including witness
30 statements and the documentary evidence, does not substantiate the allegations in the
31 complaint, and that the Board therefore lacks probable cause to proceed with this
32 matter. **MOTION CARRIED UNANIMOUSLY**

1 Eric St Clair moved, with a second by Kathy Behrens, that in **case number 23-212**
2 the Board finds that the evidence gathered in the investigation, including witness
3 statements and the documentary evidence, does not substantiate the allegations in the
4 complaint, and that the Board therefore lacks probable cause to proceed with this
5 matter. **MOTION CARRIED UNANIMOUSLY**

6
7 Pam Blead moved, with a second by Eric St Clair, that in **case number 23-218**, the
8 Board find that, although one or more of the allegations in the complaint may be
9 substantiated by the witnesses interviewed in the course of the investigation and/or
10 the documents gathered in the course of the investigation, and the allegations may
11 constitute a technical violation of the Board's statute or administrative rules; the
12 evidence before the Board indicates that adequate steps have been taken to remedy
13 the violation and to ensure that incidents of a similar nature do not occur in the
14 future. The Board will not pursue formal disciplinary action in this matter. **MOTION**
15 **CARRIED UNANIMOUSLY**

16
17 Kathy Behrens moved, with a second by Pam Blead, that in **case number 24-102**, the
18 Board find probable cause to establish a violation of the Code of Professional Conduct
19 and Ethics, 282 IAC rule 25.3(5)a(2), and order this case set for hearing. **MOTION**
20 **CARRIED UNANIMOUSLY**

21
22 Pam Blead moved, with a second by Kathy Behrens, that in **case number 23-231**, the
23 Board finds that the evidence gathered in the investigation, including witness
24 statements and the documentary evidence, does not substantiate the allegations in the
25 complaint, and that the Board therefore lacks probable cause to proceed with this
26 matter. **MOTION CARRIED UNANIMOUSLY**

27
28 Kathy Behrens moved, with a second by Eric St Clair, that in **case number 23-216**,
29 the Board find probable cause to establish a violation of the Code of Professional
30 Conduct and Ethics, 282 IAC rule 25.3(8) a & b, and order this case set for hearing.
31 **MOTION CARRIED UNANIMOUSLY**

1 Kristen Rickey moved, with a second by Kathy Behrens, that the Board accept the
2 respondent's waiver of hearing and voluntary surrender in **case number 24-115**, and
3 issue an order permanently revoking the license with no possibility of reinstatement.

4 **MOTION CARRIED UNANIMOUSLY**

5

6 Kathy Behrens moved, with a second by Eric St Clair, that the Board accept the
7 respondent's waiver of hearing and voluntary surrender in **case number 24-55** and
8 issue an order permanently revoking the license with no possibility of reinstatement.

9 **MOTION CARRIED UNANIMOUSLY**

10

11 Kristen Rickey moved, with a second by Pam Bleam, that in **case number 23-175** 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**

15

16 Eric St Clair moved, with a second by Kathy Behrens, that in **case number 23-235**
17 the Board accept the agreement submitted by the parties, and issue an Order
18 incorporating the agreement and imposing the agreed upon sanction. **MOTION**

19 **CARRIED UNANIMOUSLY**

20

21 Kathy Behrens moved, with a second by Pam Bleam, that in **case numbers 23-147 &**
22 **185** the Board accept the agreement submitted by the parties, and issue an Order
23 incorporating the agreement and imposing the agreed upon sanction. **MOTION**

24 **CARRIED UNANIMOUSLY**

25

26 Kristen Rickey moved, with a second by Pam Bleam, that in **case number 23-215**, the
27 Board accept the agreement submitted by the parties, and issue an Order
28 incorporating the agreement and imposing the agreed upon sanction. **MOTION**

29 **CARRIED UNANIMOUSLY**

30

31 Eric St Clair moved, with a second by Kathy Behrens, that in **case number 23-140**,
32 the Board accept the agreement submitted by the parties, and issue an order
33 incorporating the agreement and imposing the agreed upon sanction. Roll call vote:

1 Behrens – yes; Blead – yes; Eidahl – recused; Rickey – yes; St Clair – yes; Weldon –
2 yes; Zylstra – yes; Brus – yes. **MOTION CARRIED**

3
4 Kristen Rickey moved, with a second by Kathy Behrens, that in **case number 23-187**,
5 the Board reject the agreement submitted by the parties, and return the case for
6 further proceedings consistent with this decision. **MOTION CARRIED**
7 **UNANIMOUSLY**

8
9 Kathy Behrens moved, with a second by Eric St Clair, that in **case number 24-19** the
10 Board accept the agreement submitted by the parties, and issue an Order
11 incorporating the agreement and imposing the agreed upon sanction. **MOTION**
12 **CARRIED UNANIMOUSLY**

13
14 Pam Blead moved, with a second by Kristen Rickey, that in **case number 24-35** the
15 Board accept the agreement submitted by the parties, and issue an Order
16 incorporating the agreement and imposing the agreed upon sanction. **MOTION**
17 **CARRIED UNANIMOUSLY**

18
19 Kristen Rickey moved, with a second by Eric St Clair, that in **case number 23-57** the
20 Board accept the agreement submitted by the parties, and issue an Order
21 incorporating the agreement and imposing the agreed upon sanction. Roll call vote:
22 Behrens – yes; Blead – yes; Eidahl – yes; Rickey – yes; St Clair – yes; Weldon – yes;
23 Zylstra – recused; Brus – yes. **MOTION CARRIED**

24
25 Kristen Rickey moved, with a second by Kathy Behrens, to accept the signed consents
26 to waive the deadline in **case numbers 24-20, 24-21, 24-22, 24-37, and 24-43**, and
27 issue an order extending the deadline. **MOTION CARRIED UNANIMOUSLY**

28
29 Kathy Behrens moved, with a second by Eric St Clair, to extend the 180-day deadline
30 for issuance of the final decision in **case number 24-03** based upon the amount of
31 time needed to complete the investigation and conclude the contested case process.
32 The Respondent did not file an objection to the extension even though given an
33 opportunity to object. **MOTION CARRIED UNANIMOUSLY**

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Kathy Behrens moved, with a second by Pam Bleam, to extend the 180-day deadline for issuance of the final decision in **case number 24-05** based upon based upon the amount of time needed to complete the investigation and conclude the contested case process. The Respondent did not file an objection to the extension even though given an opportunity to object. **MOTION CARRIED UNANIMOUSLY**

Kristen Rickey moved, with a second by Eric St Clair, to extend the 180-day deadline for issuance of the final decision in **case number 24-06** based upon based upon the amount of time needed to complete the investigation and conclude the contested case process. The Respondent did not file an objection to the extension even though given an opportunity to object. **MOTION CARRIED UNANIMOUSLY**

Kristen Rickey moved, with a second by Pam Bleam to extend the 180-day deadline for issuance of the final decision in **case number 24-08** based upon the amount of time needed to complete the investigation and conclude the contested case process. The Respondent did not file an objection to the extension even though given an opportunity to object. **MOTION CARRIED UNANIMOUSLY**

Kathy Behrens moved, with a second by Eric St Clair, to extend the 180-day deadline for issuance of the final decision in **case number 24-15** based upon the amount of time needed to complete the investigation and conclude the contested case process. The Respondent did not file an objection to the extension even though given an opportunity to object. **MOTION CARRIED UNANIMOUSLY**

Eric St Clair moved, with a second by Pam Bleam, to extend the 180-day deadline for issuance of the final decision in **case number 24-17** based upon the amount of time needed to complete the investigation and conclude the contested case process. Respondent does not object to the extension. Roll call vote: Behrens – yes; Bleam – yes; Eidahl – yes; Rickey – recused; St Clair – yes; Weldon – yes; Zylstra – yes; Brus – yes. **MOTION CARRIED**

1 Kristen Rickey moved, with a second by Kathy Behrens, to extend the 180-day
2 deadline for issuance of the final decision in case number 24-18 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 Pam Bleam, to extend the 180-day deadline for
8 issuance of the final decision in case number 24-24 based upon the amount of time
9 needed to complete the investigation and conclude the contested case process. The
10 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
14 deadline for issuance of the final decision in case number 24-25 based upon the
15 amount of time needed to complete the investigation and conclude the contested case
16 process. The Respondent does not object to the extension. **MOTION CARRIED**
17 **UNANIMOUSLY**

18
19 Kristen Rickey moved, with a second by Pam Bleam, to extend the 180-day deadline
20 for issuance of the final decision in case number 24-30 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 Eric St Clair moved, with a second by Kathy Behrens, to extend the 180-day deadline
26 for issuance of the final decision in case number 24-32 based upon the amount of
27 time needed to complete the investigation and conclude the contested case process.
28 The Respondent did not file an objection to the extension even though given an
29 opportunity to object. **MOTION CARRIED UNANIMOUSLY**

30
31 Pam Bleam moved, with a second by Kristen Rickey, to extend the 180-day deadline
32 for issuance of the final decision in case number 24-39 based upon the amount of
33 time needed to complete the investigation and conclude the contested case process.

1 The Respondent did not file an objection to the extension even though given an
2 opportunity to object. **MOTION CARRIED UNANIMOUSLY**

3
4 Kathy Behrens moved, with a second by Eric St Clair, to extend the 180-day deadline
5 for issuance of the final decision in case number 24-42 based upon the amount of
6 time needed to complete the investigation and conclude the contested case process.
7 The Respondent did not file an objection to the extension even though given an
8 opportunity to object. **MOTION CARRIED UNANIMOUSLY**

9
10 Andrew Steffensmeier recused during the closed session discussion of the
11 following 180-day cases:

12
13 Eric St Clair moved, with a second by Kristen Rickey to extend the 180-day deadline
14 for issuance of the final decision in case number 24-04 based upon the need to hold
15 the hearing and conclude the contested case process. The respondent did not file an
16 objection to the extension even though given an opportunity to object. **MOTION**
17 **CARRIED UNANIMOUSLY**

18
19 Kathy Behrens moved, with a second by Pam Bleam, to extend the 180-day deadline
20 for issuance of the final decision in case number 24-33 based upon the need to hold
21 the hearing and conclude the contested case process. The Respondent does not object
22 to the extension. **MOTION CARRIED UNANIMOUSLY**

23
24 Kathy Behrens moved, with a second by Pam Bleam to extend the 180-day deadline
25 for issuance of the final decision in case number 23-234 based upon the need to
26 schedule the hearing and conclude the contested case process. The Respondent does
27 not object to the extension. **MOTION CARRIED UNANIMOUSLY**

28
29 Kristen Rickey moved, with a second by Eric St Clair, to extend the 180-day deadline
30 for issuance of the final decision in case number 24-23 based upon the need to
31 schedule the hearing and conclude the contested case process. The Respondent
32 would not be prejudiced by the additional time necessary to resolve the pending
33 complaint given that investigative information remains confidential pending the final

1 decision. The respondent did not file an objection to the extension even though given
2 an opportunity to object. **MOTION CARRIED UNANIMOUSLY**

3
4 Pam Bleam moved, with a second by Kathy Behrens, to extend the 180-day deadline
5 for issuance of the final decision in **case number 24-01** based upon the need to
6 schedule the hearing and conclude the contested case process. The Respondent did
7 not file an objection to the extension even though given an opportunity to object.
8 Allowing more time for resolution of the complaint assures due process for the
9 Respondent. **MOTION CARRIED UNANIMOUSLY**

10
11 Kristen Rickey moved, with a second by Eric St Clair to extend the 180-day deadline
12 for issuance of the final decision in **case number 24-40** based upon the need to
13 schedule the hearing and conclude the contested case process. The Respondent did
14 not file an objection to the extension even though given an opportunity to object.
15 Retaining this pending licensing matter reinforces the significance of due process for
16 both the complainant and the respondent within the licensing disciplinary system.
17 **MOTION CARRIED UNANIMOUSLY**

18
19 Kathy Behrens moved, with a second by Pam Bleam to extend the 180-day deadline
20 for issuance of the final decision in **case number 24-41** based upon the need to
21 schedule the hearing and conclude the contested case process. The Respondent did
22 not file an objection to the extension even though given an opportunity to object.
23 Justice would not be served by dismissing a pending complaint concerning alleged
24 ethical wrongdoing of an educator given the need to maintain safe learning
25 environments for Iowa students. **MOTION CARRIED UNANIMOUSLY**

26
27 Kristen Rickey moved, with a second by Eric St Clair to approve the closed
28 session minutes for May 17, 2024. **MOTION CARRIED UNANIMOUSLY**

29
30 Request for Reinstatement: **Case no. 23-93, In the matter of Brandon Lessenger.**
31 Mr. Lessenger admitted to possessing alcohol while at the State Bowling Tournament
32 and while being responsible for supervising the District's student-athletes. His
33 sanction included: a written reprimand, a deferred suspension of three months,

1 completion of a substance abuse evaluation. Mr. Lessenger applied for reinstatement
2 on June 4, 2024, has met the timeline of the suspension and fulfilled the
3 requirements of the disciplinary order. Mr. Lessenger was not present before the
4 Board. Kristen Rickey moved, with a second by Kathy Behrens, that the Board grant
5 the reinstatement of the license in **case number 23-93** as the reason for the
6 suspension no longer exists and reinstatement is in the public interest, and further
7 move that the Board authorize the Executive Director to sign the reinstatement order
8 consistent with the Board’s discussion. **MOTION CARRIED UNANIMOUSLY**

9
10 Request for Reinstatement: **Case no. 23-230, In the matter of Patrick Farley**. Mr.
11 Farley reported to work under the influence of alcohol and possessed alcohol in his
12 personal vehicle on school grounds. His sanction included: a written reprimand, a
13 two-year suspension that could become deferred once the Respondent submits a
14 negative PEth test. During the deferred suspension the Respondent will submit
15 quarterly, negative PEth test results and unscheduled BAC breath tests each month
16 and must complete an ethics course. Mr. Farley applied for reinstatement on June 3,
17 2024, has submitted a negative PEth test, and has completed the ethics course. He is
18 eligible for the deferred suspension. Mr. Farley was not present before the Board.
19 Kristen Rickey moved, with a second by Pam Bleam, that the Board grant the
20 reinstatement of the license in **case number 23-230** as the reason for the suspension
21 no longer exists and reinstatement is in the public interest, and further move that the
22 Board authorize the Executive Director to sign the reinstatement order consistent with
23 the Board’s discussion. **MOTION CARRIED UNANIMOUSLY**

24
25 Communication from the Public:

26 A parent spoke to the Board about a school event that happened to her son.

27
28 Board Member Reports:

29 None

30
31 Executive Director’s Report

32 Legislative Report:

1 Joanne has completed the first run through of all Rules to be submitted under
2 Executive Order 10. Please review and be ready to discuss in August. Code change
3 suggestions are being evaluated for FY 25.

4

5 Agency Update:

6 There were 56 applicants for the Education Program Consultant position that has
7 been advertised. The first stage of the application evaluations are being worked
8 through with interviews to follow. Two investigators may be hired and the positions
9 have been posted.

10

11 Financial Report

12 Financials have been included. For FY 24, finances are currently behind about 13%.
13 Last month finances were behind by 17%.

14

15 License Report

16 Renewals are about 4 weeks out. May was the highest month of the year with over
17 3,300 applications. 1052 initial licenses were issued in May from Iowa Preparation
18 programs, which was down just a little compared to 2023, when 1132 were issued.

19

20 Dr. Kristen Ricky is retiring this month. Director Cavin thanked Dr. Rickey for her
21 years of service and acknowledged that her commitment to the profession, experience
22 and knowledge has been a critical asset to this Board. Director Cavin wished her well
23 in her retirement and presented her with a plaque and certificate of recognition.

24

25 Director Cavin thanked the Board for their work this last year and their support to
26 him, as well as Joanne Tubbs during her service as Interim Executive Director.

27

28 Rules

29 Amend IAC 282 Chapter 22- Authorizations is Pending for ARRC Review.

30

31 Red Tape Review: Executive Order 10 directs agencies to review all administrative
32 rules and directs removal of redundant language and restrictive terms. All BoEE rule

1 chapters have been revised and Joanne Tubbs presented an overview of the first draft
2 of the changes.

3

4 Petition for Waiver

5 NONE

6

7 Reports

8 NONE

9

10 There being no further business Kristen Rickey moved, with a second by Eric St Clair,
11 to adjourn the meeting at 1:27 p.m. **MOTION CARRIED UNANIMOUSLY.**

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

From: Mike Cornelison

Date: July 1, 2024

Re: **FY 2024 FINANCIAL ANALYSIS**
Period 12 -June 2024

NOTE 1: Cash Balance Review

Unit	Current Cash Balance	Projected FYE Carry Forward
9397 - BoEE	\$1,621,204	\$1,523,207
	<u>\$1,621,204</u>	<u>\$1,523,207</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: 100%

Financial performance table with columns for months (JULY-APR), forecast (HO13-HO15), YTD, and budget metrics (Annual Budget, Percent of Budget, Percent of Forecasted EOY). Rows include Revenue Collected and Expenditures.

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.
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 - Budget includes the purchase of 12 Chromebooks.
510 IT Equipment & Software - April expense is for the annual Zoom license fee. June expense is for the purchase of 15 laptops.
602 Other Expenses & Obligations - TOS credit card processing fees.

Job Class Board Members table listing job IDs, titles, and names of board members.

Job Class Employee Name Budgeted Filled table listing job IDs, titles, employee names, and budget vs filled status.

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

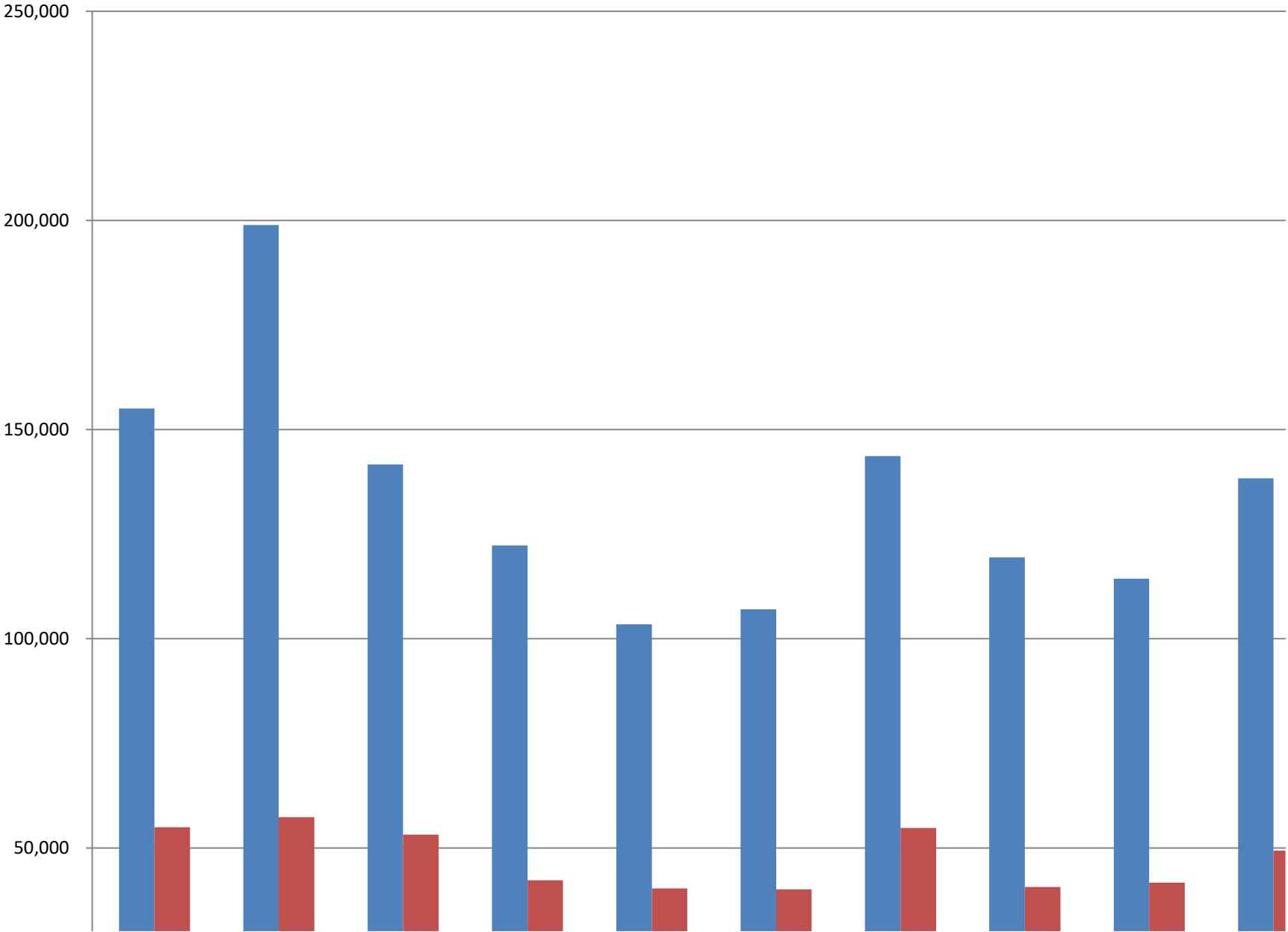
Board of Educational Examiners

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	Actual	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	177,830	0	0	0	1,722,807
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	50,500	0	0	0	579,799
Total Revenues:		209,998	256,290	194,832	165,304	143,907	147,163	198,581	160,173	156,082	187,684	255,340	228,330	-	-	-	2,303,684
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	63,244	56,129				542,544
Total General Fund		48,808	62,606	44,609	38,545	32,554	33,686	45,171	37,675	35,996	43,543	63,244	56,129	0	0	0	542,565
Total Receipts		258,805	318,896	239,441	203,849	176,461	180,849	243,752	197,848	192,078	231,227	318,584	284,459	-	-	-	2,846,249
	YTD vs Prior Year	-13%	-19%	-16%	-15%	-17%	-16%	-16%	-15%	-17%	-15%	-11%	-14%				

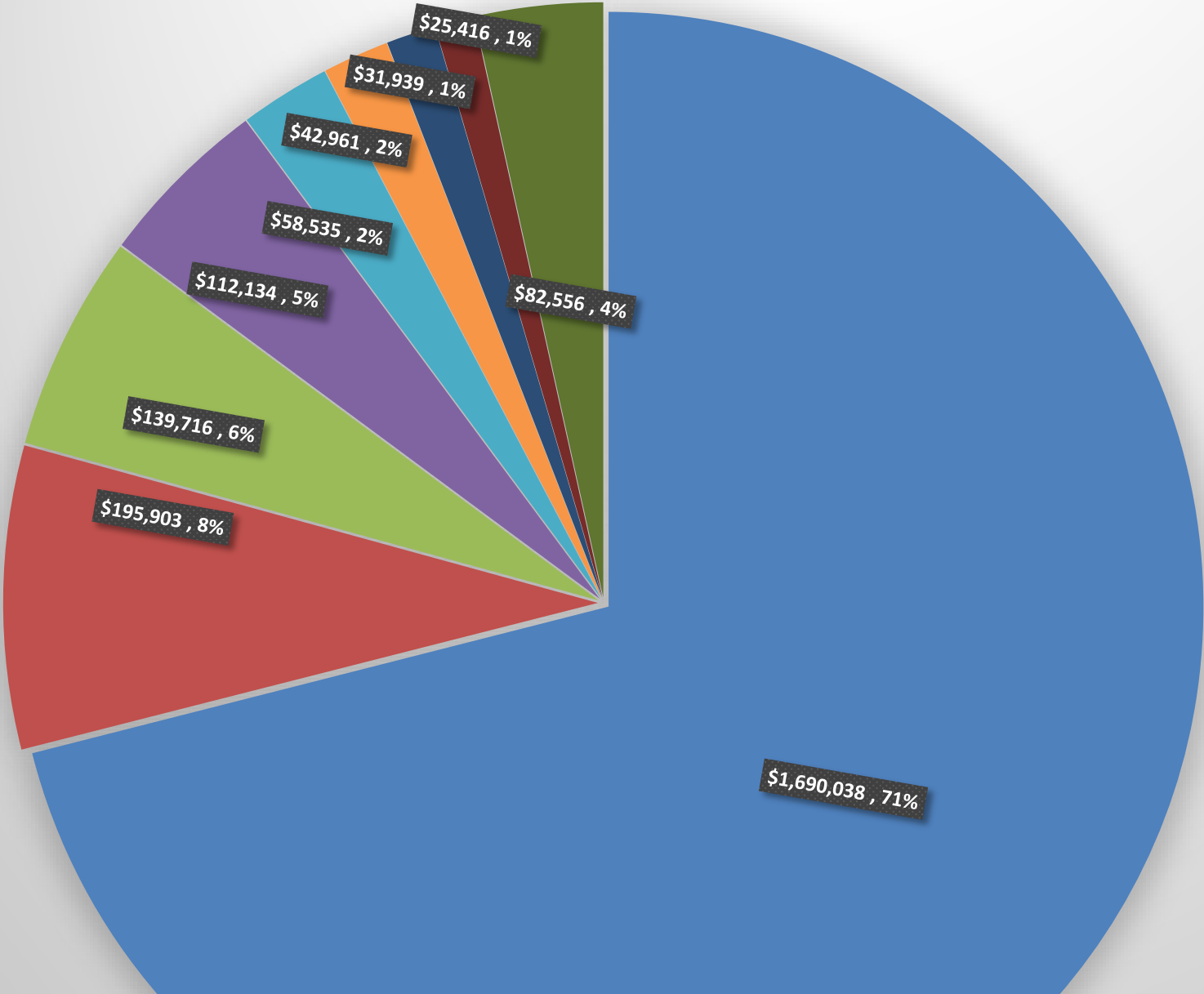
Note -
 General Fund 0001-996-2820

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



Expenditures July 2023-June 2024

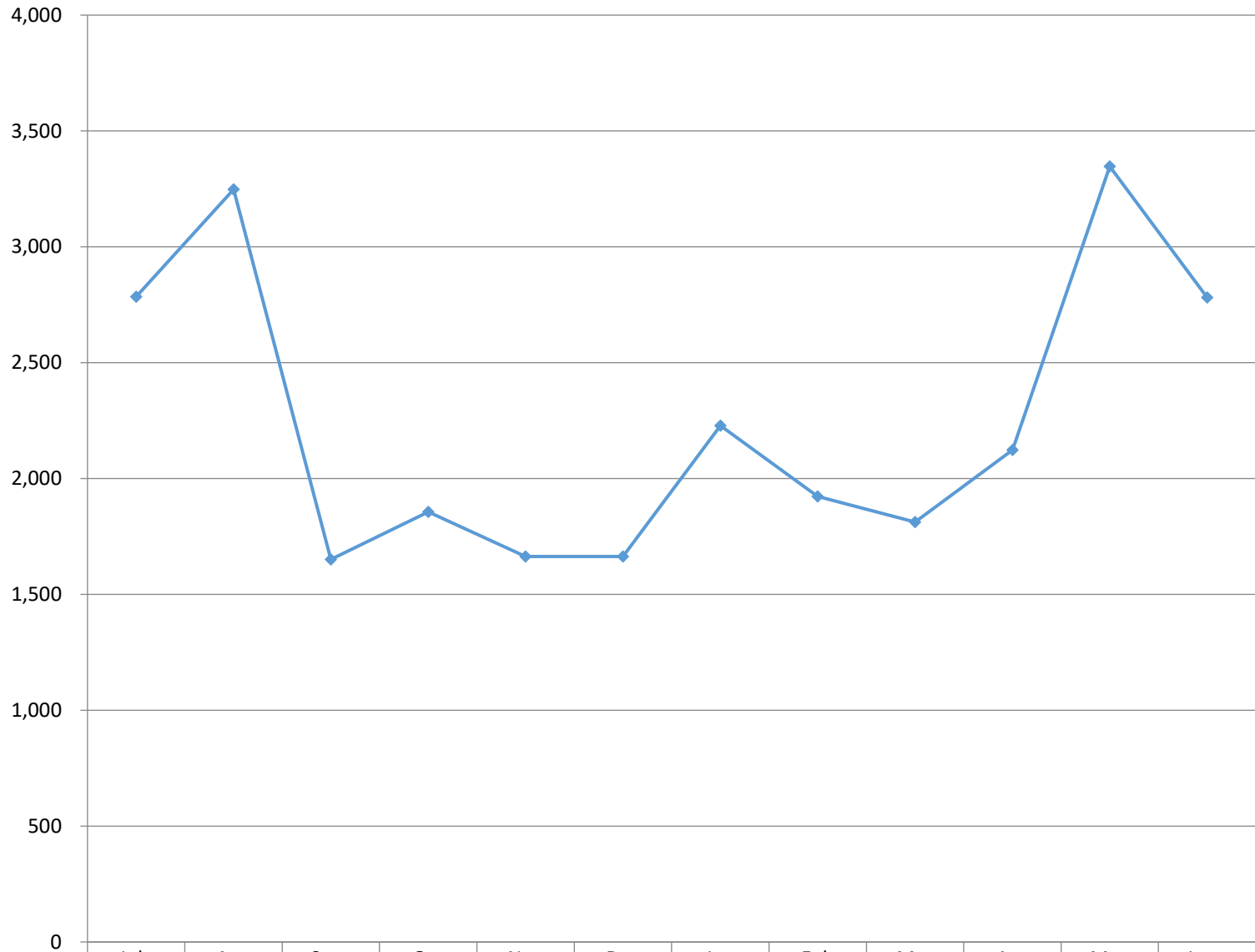


Obligations vs. Budget Report

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	1,722,807		1,722,807	1,950,000		
704 Other	579,799		579,799	680,000		
Total Resources	\$3,999,636	\$0	\$3,999,636	\$4,273,677		
(Total Revenues)	<u>\$2,302,919</u>	<u>\$0</u>	<u>\$2,302,919</u>	<u>\$2,636,500</u>	\$333,581	87%
Expenditures -						
101 Personal Services	1,690,038		1,690,038	1,643,026	(47,012)	103%
202 In State Travel	14,090		14,090	20,000	5,910	70%
205 Out Of State Travel	1,925		1,925	20,000	18,075	10%
301 Office Supplies	13,713		13,713	10,000	(3,713)	137%
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	4,720		4,720	12,500	7,780	38%
401 Communications	17,768		17,768	20,000	2,232	89%
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	3,453		3,453	5,000	1,547	69%
406 Outside Services	5,029		5,029	6,000	971	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	25,416		25,416	25,000	(416)	102%
416 ITD Reimbursements	195,903		195,903	550,000	354,097	36%
418 IT Outside Services	112,134		112,134	35,000	(77,134)	320%
432 Attorney General Reimbursement	42,961		42,961	85,000	42,039	51%
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	12,952		12,952	12,000	(952)	108%
602 Other Expenses & Obligations	31,939		31,939	42,000	10,061	76%
702 Fees	0		0	30	30	0%
705 Refunds-Other	640		640	5,000	4,360	13%
Total Expenditures	<u>\$2,379,197</u>	<u>\$0</u>	<u>\$2,379,197</u>	<u>\$3,051,405</u>	<u>\$671,208</u>	<u>78%</u>
CY Revenue Less Expenditures	<u>(\$76,278)</u>					
Estimated Carry Forward	<u>\$1,620,439</u>					

Total # Licenses Issued FY24



Total # Transactions Processed

July

Aug

Sept

Oct

Nov

Dec

Jan

Feb

Mar

Apr

May

June

2,785

3,248

1,651

1,856

1,664

1,664

2,228

1,923

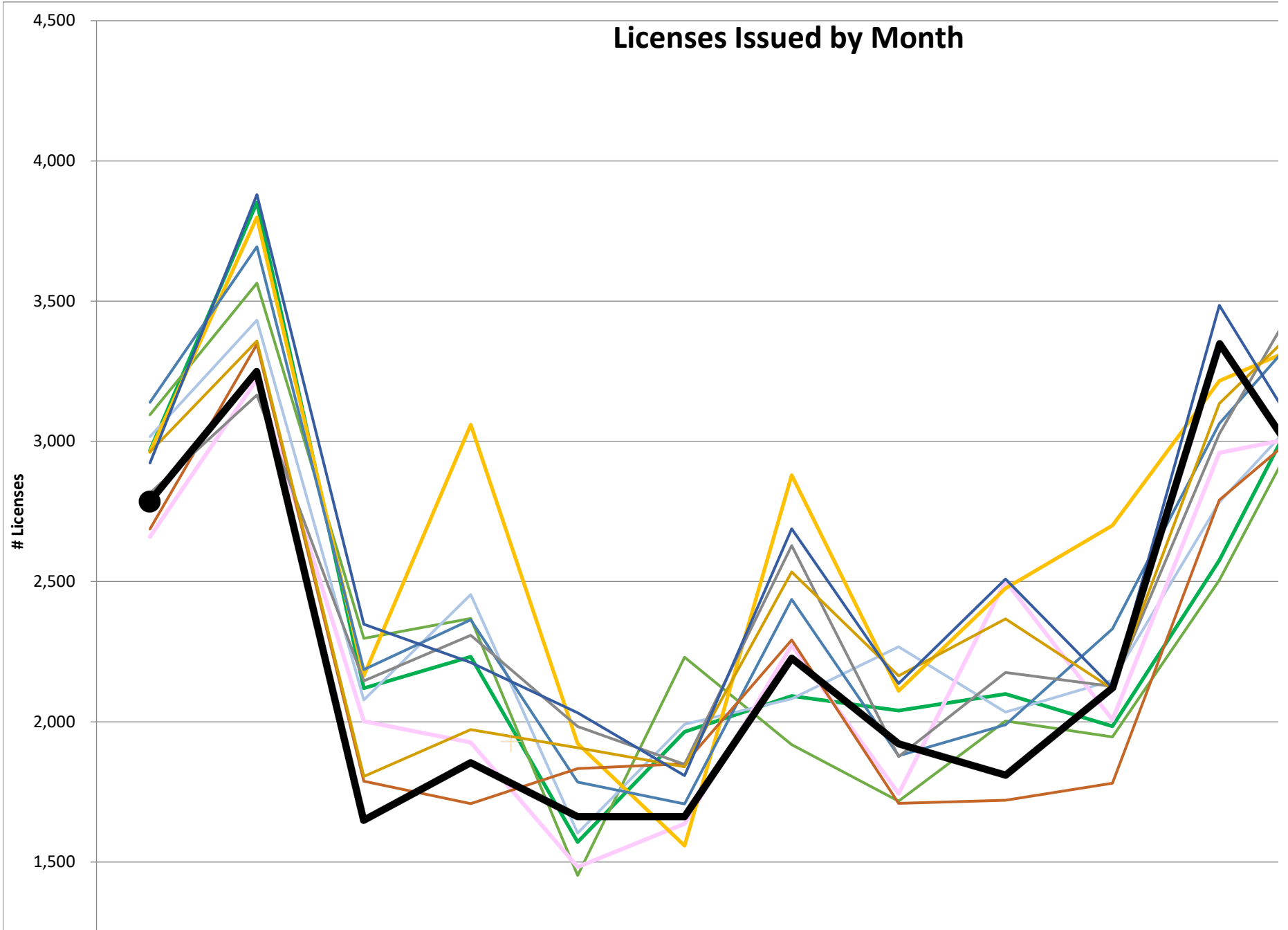
1,812

2,123

3,347

2,781

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	2,781	27,082
Running Total	2,785	6,033	7,684	9,540	11,204	12,868	15,096	17,019	18,831	20,954	24,301	27,082	
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	7	59
Add - Add Administrator Endorsement (Out of State Institution)		0		1		1	2	0	0	0	1	0	5
Add - Add Concentration Para	17	15	12	1	7	8	8	7	8	8	11	8	110
Add - Add Teaching Endorsement (Iowa institution will be recommendatation)	78	98	32	39	18	74	105	69	38	64	201	98	914
Add - Add Teaching Endorsement (state min. requirements or non-Iowa institution)	38	64	26	16	14	17	35	27	32	45	69	31	414
Convert - Exchange to a Full License	9	13	4	6	4	3	2	7	5	2	8	5	68
Convert - Exchange to a Full License (Reciprocity Only)	7	4	6	3	3	3	2	1	3	2	2	1	37
Convert - Initial Career and Tech/Prelim. Native Language Speaker to Full Auth.	2	6	2	5	1		4	1	2	1	2	2	28
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	98	997
Convert - Temporary or Initial School Business Official to next SBO level	2	3	2	3		4	1	5	2	9	4	5	40
Convert Initial Administrator to Professional Administrator	12	3	4	2	1					4	48	115	189
Convert Initial Teacher/PSL to Standard/PSL	173	81	15	20	17	20	40	32	48	169	752	545	1,912
Extension - Extension of Class A Class B or Admin Exchange License	19	59	7	16	8	4	4	5	9	14	19	23	187
Extension - Extension of Coaching Authorization	43	38	24	24	19	15	19	12	20	12	6	13	245
Extension - Extension of Full Authorization (not coaching)	2	4	2	4	5	7	4	4	7	9	1	4	53
Extension - Extension of Initial Teacher/Admin (experience met within one year)	15	22	3	6	1	2	2	6	7	25	57	55	201
Extension - Extension of Standard Master Prof Admin or Auth (not coach)	53	122	38	69	52	48	53	60	41	41	59	32	668
Extension - Final Extension of Initial Teacher (not meeting teaching standards)	3	6	1	1	1					2	11	7	32
New - Conditional License: Class B - Administrator	8	8	2	4		4	1				8	9	44
New - Conditional License: Class B - Teacher General Education	100	155	23	62	19	14	15	20	9	25	57	65	564
New - Conditional License: Class B - Teacher Special Education	75	102	29	24	9	5	12	8	10	21	38	56	389
New - Conditional License: Executive Director Design - Special Education	31	42	5	13	6	8	8	1	1	2	9	23	149
New - Content Specialist Authorization (Step 1 Transcript Eval)	0	0		0	0	0	0	0	0	0	0	0	0
New - Content Specialist Authorization (Step 2 "Processing")	2	2		1	1			1			2	5	14
New - Executive Director Decision License	38	58	14	20	7	9	6	1		6	13	23	195
New - First Activities Administrator Authorization	1						1	3	1		3	1	10
New - First Administrator License (Out of State Preparation)	7	10	7	9	4	4	14	15	11	14	12	12	119
New - First Behind the Wheel Driving Instructor Authorization	3	10	6	3	2	3	5	1	1	2	4	7	47
New - First Career and Technical Authorization	22	13	1	6	3	4	2	3	8	10	12	20	104
New - First Class G License (counseling internship needed - Out of State only)	4	1	2	1			1	3	0		1	3	16
New - First Coaching Authorization (in lieu of a coaching on a teaching license)	248	287	131	184	184	143	157	181	200	190	172	147	2,224
New - First Evaluator License (do not use if applying for/hold admin. license)	5	3	4	1		2	1	1		2	5	2	26
New - First iJAG Authorization	1	13	1	5	1	2	2		6	6	3	1	41
New - First Intern School Psychologist	5										2	2	9
New - First Iowa Administrator License (Iowa Institution)	19	39	17	17	7	12	13	11	11	8	25	23	202
New - First Iowa Substitute License (holds valid/expired Iowa teaching license)	54	96	46	33	26	28	42	26	24	33	26	33	467
New - First Iowa Substitute License (Out of State is not seeking teaching license)	9	18	16	11	6	12	12	8	3	4	6	5	110
New - First Iowa Teaching Counseling or Class G license (Iowa Institution)	59	66	143	135	238	224	332	240	253	158	264	94	2,206
New - First Iowa Teaching License (Out of Country Step 1 Transcript Eval)	0	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	3	60
New - First Iowa Teaching License (Out of State Institution)	120	84	33	34	27	36	60	53	53	73	94	103	770
New - First Native Language Speaker Authorization	2	4		1			1			2		3	13
New - First Orientation and Mobility License		1					2						3
New - First Paraeducator Certificate	41	83	32	33	37	44	20	22	26	47	46	29	460
New - First Prof Svc License: Counsel (Out of State Institution)	5	2	1	1		1	1	2		1	2	3	19
New - First Professional Service Counseling SLP School Psy etc (Out of State)	5	4	2		2	2	1	2			3	1	22
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	6	38
New - First Statement of Professional Recognition - Other	34	23	11	19	1	5	4	4	5	10	12	17	145
New - First Statement of Professional Recognition - School Nurse	5	10	5	3	3	2			4	36	9	6	83
New - First Substitute Authorization (have not completed teacher prep program)	180	305	225	225	236	241	267	224	166	168	135	120	2,492
New - First Teacher Intern License (Iowa Preparation Only)	19	60	2	2	2	1	9	3	8	5	27	25	163
New - First Work Based Learning Supervisor Authorization		1		2			2		2	1		4	12
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	2	113
Renew - Behind the Wheel	13	6	6	16	33	40	14	9	9	15	17	12	190
Renew Activities Administrator Authorization	1	1				1		1					4
Renew - Administrator/Evaluator License	50	20	17	19	18	20	27	8	10	14	13	26	242
Renew - Coaching Authorization	153	198	132	156	129	81	129	171	128	147	146	130	1,700
Renew - iJAG Authorization		1								1			2
Renew - Initial Admin	13	9	2	4	1	2	1	3	11	13	19	17	95
Renew - Initial Teacher Initial Admin or Initial Professional Service License	36	34	16	20	7	12	15	17	16	24	59	63	319
Renew License or Authorization - Advanced Degree and 10 Years Experience		1	0	0	0	3	0	2	0	3	0	2	11
Renew - Para Certification	17	22	15	13	9	11	26	16	11	14	27	16	197
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	11	86
Renew - Standard Master Professional Service Career and Technical or OM	455	429	247	275	257	236	345	283	254	266	374	330	3,751
Renew - Statement of Professional Recognition	11	23	14	12	13	13	16	9	8	16	19	10	164
Renew - Substitute Authorization	40	56	29	37	22	26	36	30	29	31	17	11	364
Renew - Substitute License or Substitute Authorization	68	74	52	54	42	30	50	56	29	35	36	33	559
Transcript Analysis Fee	226	199	77	97	73	93	162	150	155	183	251	218	1,884
Other Printed Copy of License	13	12	3	3	7	4	5	4	6	5	13	10	85
Misc Fee/Overpayment	2	3	1	7	4	4	11	6		3	4	9	54
Late Fee (Endorsed/Expired)	113	109	31	103	43	15	14	15	17	12	17	4	493
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	3,119	31,527
Background Renewal	1,679	1,497	920	1,007	911	832	1,256	1,022	988	1,246	2,035	1,843	15,236
Background	617	784	532	530	593	545	653	563	538	555	537	433	6,880
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	2,781	27,082

ADOPTION MEMO

Date: August 9, 2024

To: Board Members

From: Mike Cavin, Executive Director

RE: Amend IAC 282 Chapter 22 - Authorizations

The following amendments will allow a new endorsement option for career and technical authorizations.

ITEM 1. Amend paragraph **282.22.9(3)“c”** as follows:

- c. Applicants ~~shall~~ will meet one of the following qualifications:
- (1) 6,000 hours of recent and relevant experience;
 - (2) 4,000 hours of recent and relevant experience if the applicant holds a baccalaureate degree;
 - (3) 3,000 hours of recent and relevant experience if the applicant holds an associate’s degree in the teaching endorsement area sought, if such a degree is considered terminal for that field of instruction;
 - (4) Hold a baccalaureate or graduate degree or closely related degree in the teaching endorsement area sought; or
 - (5) Hold a baccalaureate degree in any area of study if at least 18 of the credit hours were completed in the teaching endorsement area sought.
 - (6) For a career and technical cluster endorsement, meet one of the above qualifications, and at least 2000 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.

Recent and relevant experience ~~shall~~ will have been accrued within the ten years prior to the date of application. Experience that does not meet these criteria may be considered at the discretion of the executive director. In subjects for which state registration, certification or licensure is required, the applicant ~~must~~ will hold the appropriate license, registration or certificate before the initial career and technical secondary authorization or the career and technical secondary authorization will be issued.

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 -Corrected discovery language -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 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>-Corrected discovery language</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> <p>282—11.15(17A,256) Discovery.</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>11.15(1) The following Iowa Rules of Civil Procedure applicable to discovery are available for use in contested cases: 1.1701, 1.507, 1.509, 1.510, 1.511 and 1.512.</p> <p>11.15(2) A party may file a motion to compel or other motion related to discovery in accordance with this subrule. Any motion filed with the presiding officer relating to discovery shall allege that the moving party has previously made a good-faith attempt to resolve the discovery issues involved with the opposing party. Motions in regard to discovery shall be ruled upon by the presiding officer. Opposing parties shall be afforded the opportunity to respond within ten days of the filing of the motion unless the time is lengthened or shortened by the presiding officer. The presiding officer may rule on the basis of the written motion and any response or may order argument on the motion</p> <p>11.15(3) Evidence obtained in such discovery may be used in contested case proceedings if the evidence would otherwise be admissible in the contested case proceedings.</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</p>	<p>282—13.2(256) Initial license.</p> <p>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>
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Chapter 20 changes:

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

Added options for adding endorsement based on code changes (reciprocity and alt. prep) HF 614 and HF 255	21.3(1) Adding an endorsement. To add an endorsement to an existing license, the applicant will follow one of these options: b. 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.
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Chapter 22 changes:

Added CTE cluster option from code SF2411	(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.
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Chapter 25 changes:

Added clarifying language from code HF2487 – Division I	(4) Soliciting, encouraging, or consummating any of the following: 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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