

**STATE OF IOWA**  
**BOARD OF EDUCATIONAL EXAMINERS**  
Grimes State Office Building, State Board Room  
400 E. 14<sup>th</sup> 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, November 15, 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 October 22, 2024 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 October 22, 2024
- c. Reinstatement(s)
  - 1. 24-29 Kevin Newton
  - 2. 24-01 Reece Reams
  - 3. 23-111 Matthew Evans

**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. FY25 September 2024
    - b. FY25 October 2024

TAB C  
TAB D

**12:00 p.m.**

**Lunch for Board Members**

12:30 p.m.

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

**a. *Adopt***

1. None

**b. *ARRC Review Pending***

1. Red Tape Review

**c. *Notice***

1. None

**d. *Items for Discussion***

1. None

**Waivers**

1. PFW 24-07 Jedd Sherman

TAB E

**Reports/Approvals**

1. None

1:30 p.m.

**Adjournment**

**UPCOMING MEETINGS AND LOCATIONS:**

Friday, December 13, 2024 - Ola Babcock Miller Building, Room 310  
Friday January 17, 2025 – Grimes State Office Building, State Board Room  
Friday February 14, 2025 - Grimes State Office Building, Room B100



1 Kathy Behrens moved, with a second by Pam Bleam, that in **case numbers 24-109**,  
2 the Board find that the evidence gathered in the investigations, including witness  
3 statements and the documentary evidence, does not substantiate the allegations in the  
4 complaints, and that the Board therefore lacks probable cause to proceed with this  
5 matter. **MOTION CARRIED UNANIMOUSLY**

6  
7 Kathy Behrens moved, with a second by Miranda Brus that in **case number 24-112**,  
8 the Board find probable cause to establish a violation of the Code of Professional  
9 Conduct and Ethics, 282 IAC rule 25.3(1)e(4), 25.3(6) c, d, 25.3(8) a & b, and order the  
10 Board staff to proceed with the case. **MOTION CARRIED UNANIMOUSLY**

11  
12 Kathy Behrens moved, with a second by Miranda Brus, that in **case number 24-116**,  
13 the Board find probable cause to establish a violation of the Code of Professional  
14 Conduct and Ethics, 282 IAC rules 25.3(6) s & t, and order the Board staff to proceed  
15 with the case. **MOTION CARRIED UNANIMOUSLY**

16  
17 Kathy Behrens moved, with a second by Miranda Brus, that in **case number 24-117**,  
18 the Board find probable cause to establish a violation of the Code of Professional  
19 Conduct and Ethics, 282 IAC rules 25.3(6) s & t, and order the Board staff to proceed  
20 with the case. **MOTION CARRIED UNANIMOUSLY**

21  
22 Kathy Behrens moved, with a second by Miranda Brus, that in **case number 24-118**,  
23 the Board find 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 Miranda Brus, that in **case number 24-119**,  
29 the Board find probable cause to establish a violation of the Code of Professional  
30 Conduct and Ethics, 282 IAC rules 25.3(6) s & t, and order the Board staff to proceed  
31 with the case. **MOTION CARRIED UNANIMOUSLY**

32

1 Miranda Brus moved, with a second by Eric St Clair, that in **case number 24-120**, the  
2 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. Roll call vote: Behrens – no, Bleam – yes, Eidahl – yes; Janzen – yes; St Clair –  
6 yes; Weldon – yes; Brus – yes; **MOTION CARRIED**

7  
8 Kathy Behrens moved, with a second by Miranda Brus, that in **case number 24-121**,  
9 the Board find probable cause to establish a violation of the Code of Professional  
10 Conduct and Ethics, 282 IAC rules 25.3(6) s & t, and order the Board staff to proceed  
11 with the case. **MOTION CARRIED UNANIMOUSLY**

12  
13 Eric St Clair moved, with a second by Ryan Weldon, that in **case number 24-114**, the  
14 Board find probable cause to establish a violation of the Code of Professional Conduct  
15 and Ethics, 282 IAC rule 25.3(2) b, and order the Board staff to proceed with the case.  
16 **MOTION CARRIED UNANIMOUSLY**

17  
18 Ryan Weldon moved, with a second by Pam Bleam, that in **case number 24-94**, the  
19 Board find probable cause to establish a violation of the Code of Professional Conduct  
20 and Ethics, 282 IAC rule 25.3(3)c, 25.3(6) d & m, 25.3(8) a & b and order the Board  
21 staff to proceed with the case. **MOTION CARRIED UNANIMOUSLY**

22  
23 Davis Eidahl moved, with a second by Pam Bleam, that in **case number 24-108**, the  
24 Board find probable cause to establish a violation of the Code of Professional Conduct  
25 and Ethics, 282 IAC rule 25.3(4)a, b, c, & e, and order the Board staff to proceed with  
26 the case. **MOTION CARRIED UNANIMOUSLY**

27  
28 Eric St Clair moved, with a second by Ryan Weldon, that in **case number 24-104**, the  
29 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**

33

1 Davis Eidahl moved, with a second by Pam Bleam, that in case number 24-98, the  
2 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 Kathy Behrens moved, with a second by Ryan Weldon, that in case numbers 24-86,  
8 24-138, and 24-148 the board find probable cause to establish a violation of the Code  
9 of Professional Conduct and Ethics, 282 IAC rule 25.3(2) b. **MOTION CARRIED**  
10 **UNANIMOUSLY**

11  
12 Eric St Clair moved, with a second by Kathy Behrens, that the Board accept the  
13 respondent's waiver of hearing and voluntary surrender in case number 24-171 and  
14 24-176 and issue an order permanently revoking the license with no possibility of  
15 reinstatement. Roll call vote: Behrens – yes, Bleam – yes, Eidahl – yes; Janzen –  
16 recused; St Clair – yes; Weldon – yes; Brus – yes; **MOTION CARRIED**

17  
18 Kathy Behrens moved, with a second by Miranda Brus, that the Board accept the  
19 respondent's waiver of hearing and voluntary surrender in case number 24-110 &  
20 172, and issue an order permanently revoking the license with no possibility of  
21 reinstatement. **MOTION CARRIED UNANIMOUSLY**

22  
23 Ryan Weldon moved, with a second by Eric St Clair, that the Board accept the  
24 respondent's waiver of hearing and voluntary surrender in case number 23-103, and  
25 issue an order permanently revoking the license with no possibility of reinstatement.  
26 **MOTION CARRIED UNANIMOUSLY**

27  
28 Kathy Behrens moved, with a second by Eric St Clair, that the Board accept the  
29 respondent's waiver of hearing and voluntary surrender in case number 23-105. and  
30 issue an order permanently revoking the license with no possibility of reinstatement.  
31 **MOTION CARRIED UNANIMOUSLY**

1 Ryan Weldon moved, with a second by Miranda Brus, that the Board accept the  
2 respondent's waiver of hearing and voluntary surrender in case number 23-58 & 23-  
3 117 and issue an order permanently revoking the license with no possibility of  
4 reinstatement. **MOTION CARRIED UNANIMOUSLY**

5  
6 Eric St Clair moved, with a second by Miranda Brus, that in case numbers 23-128  
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**

10  
11 Kathy Behrens moved, with a second by Miranda Brus, to accept the signed consents  
12 to waive the deadline in case numbers 24-124, and 24-127 and issue orders  
13 extending the deadline. **MOTION CARRIED UNANIMOUSLY**

14  
15 Kathy Behrens moved, with a second by Pam Bleam, to extend the 180-day deadline  
16 for issuance of the final decision in case number 24-112 based upon the amount of  
17 time needed to complete the case process, probable cause of an ethical violation has  
18 been determined by the Board. Additional time is needed to complete the process, and  
19 Respondent did not file an objection to the extension even though given an  
20 opportunity to object. **MOTION CARRIED UNANIMOUSLY**

21  
22 Kathy Behrens moved, with a second by Ryan Weldon, to extend the 180-day deadline  
23 for issuance of the final decision in case number 24-114 based upon probable cause  
24 of an ethical violation has been determined by the Board. Additional time is needed to  
25 complete the process, and the Respondent does not object to the extension. **MOTION**  
26 **CARRIED UNANIMOUSLY**

27  
28 Kathy Behrens moved, with a second by Eric St Clair, to extend the 180-day deadline  
29 for issuance of the final decision in case number 24-116 based upon probable cause  
30 of an ethical violation has been determined by the Board. Additional time is needed to  
31 complete the process, and the Respondent does not object to the extension. **MOTION**  
32 **CARRIED UNANIMOUSLY**

1 Kathy Behrens moved, with a second by Miranda Brus, to extend the 180-day deadline  
2 for issuance of the final decision in case number 24-117 based upon probable cause  
3 of an ethical violation has been determined by the Board. Additional time is needed to  
4 complete the process, and the Respondent did not object to the extension even though  
5 given an opportunity to object. **MOTION CARRIED UNANIMOUSLY**

6  
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 24-119 based upon probable cause  
9 of an ethical violation has been determined by the Board. Additional time is needed to  
10 complete the process, and the Respondent does not object to the extension. **MOTION**  
11 **CARRIED UNANIMOUSLY**

12  
13 Eric St Clair moved, with a second by Ryan Weldon, to extend the 180-day deadline  
14 for issuance of the final decision in case number 24-121 based upon probable cause  
15 of an ethical violation has been determined by the Board. Additional time is needed to  
16 complete the process, and the Respondent did not object to the extension even though  
17 given an opportunity to object. **MOTION CARRIED UNANIMOUSLY**

18  
19 Eric St Clair moved, with a second by Miranda Brus, to extend the 180-day deadline  
20 for issuance of the final decision in case number 24-126 based upon the amount of  
21 time needed to complete the investigation and conclude the contested case process,  
22 the seriousness of the accused violation is of such a magnitude, additional time is  
23 required to complete a comprehensive investigation and conclude the case process,  
24 and dismissal of the case would undermine public trust in educational licenses and  
25 would result in disparate treatment of similar ethic violations. **MOTION CARRIED**  
26 **UNANIMOUSLY**

27  
28 Ryan Weldon moved, with a second by Kathy Behrens, to extend the 180-day deadline  
29 for issuance of the final decision in case number 24-113 based upon the need to  
30 conclude the case process, and justice would not be served by dismissing a pending  
31 complaint concerning alleged ethical wrongdoing of an educator given the need to  
32 maintain safe learning environments for Iowa students. **MOTION CARRIED**  
33 **UNANIMOUSLY**



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Eric St Clair moved, with a second by Ryan Weldon, to extend the 180-day deadline for issuance of the final decision in **case number 24-122** based upon the need to complete the case process and dismissal of the case would undermine public trust in educational licenses and would result in disparate treatment of similar ethical violations. **MOTION CARRIED UNANIMOUSLY**

Kathy Behrens moved, with a second by Eric St Clair, to approve the closed session minutes for September 13, 2024. **MOTION CARRIED UNANIMOUSLY**

Request for Reinstatement:

Case No. 23-235, In the Matter of Cody Nelson. Mr. Nelson abandoned his contract as alleged in the complaint. He received a sanction of: suspension of his license for 30 days. Mr. Nelson has submitted an application for reinstatement on October 3, 2024 and he is eligible for reinstatement of his license. Mr. Nelson was not present before the board. Ryan Weldon moved, with a second by Kathy Behrens, that the Board grant the application for reinstatement as the reason for the suspension no longer exists and reinstatement is in the public interest. I further move that the Board authorize the Executive Director to sign the reinstatement order consistent with the Board’s discussion. **MOTION CARRIED UNANIMOUSLY**

Case No. 23-57, In the Matter of Chandra Clark. Ms. Clark, during school hours, printed copies of social media posts and anonymously sent them to parents. She admitted to using the district’s computer and printer for this purpose and pled guilty to Harassment in the Third Degree, judgement was deferred and her record expunged by the Court. She received a sanction of: a public reprimand, a suspension for a minimum of 30 days from August 7, 2024, complete a 15-hour ethics course and meet with Dr. Haverland. Ms. Clark submitted an application for reinstatement on September 30, 2024. She has completed all requirements and is eligible for reinstatement of her license. Ms. Clark was present before the board. Kathy Behrens moved, with a second by Pam Blead, that the Board grant the application for reinstatement as the reason for the suspension no longer exists and reinstatement is in the public interest. I further move that the Board authorize the Executive Director

1 to sign the reinstatement order consistent with the Board's discussion. **MOTION**  
2 **CARRIED UNANIMOUSLY**

3  
4 Case No. 21-44, In the Matter of Kathryn Schmidt. Ms. Schmidt struck a student on  
5 the side of the face and pulled the student's hair when her ring got tangled while  
6 demonstrating inappropriate behavior. Ms. Schmidt denies, and does not admit any  
7 ethical violations or any other allegations in the complaint but acknowledges that the  
8 allegations, if proven would constitute grounds for discipline. She received a sanction  
9 of: amended charges, public reprimand, a restriction on her license so that she shall  
10 not be the sole licensee in a classroom for a minimum of one year, which will continue  
11 until there is full reinstatement of her license, a mental health evaluation, complete a  
12 15-hour ethics course, and a course in classroom discipline. Ms. Schmidt applied for  
13 reinstatement on October 7, 2024 She has completed all requirements and is eligible  
14 for reinstatement of her license. Ms. Schmidt was not present before the board.

15 Ryan Weldon moved, with a second by Pam Bleam, that the Board grant the  
16 application for reinstatement as the reason for the suspension no longer exists and  
17 reinstatement is in the public interest. I further move that the Board authorize the  
18 Executive Director to sign the reinstatement order consistent with the Board's  
19 discussion. **MOTION CARRIED UNANIMOUSLY**

20  
21 Communication from the Public:

22 None

23  
24 Rules:

25 Eric St Clair moved, with a second by Kathy Behrens to approve the rules for notice.

26 **MOTION CARRIED UNANIMOUSLY**

27  
28 There being no further business, Eric St Clair moved, with a second by Kathy  
29 Behrens, to adjourn the meeting at 6:12 p.m. **MOTION CARRIED UNANIMOUSLY.**

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

From: Mike Cornelison

Date: October 8, 2024

Re: **FY 2025 FINANCIAL ANALYSIS**  
**Period 3 -September 2025**

**NOTE 1: Cash Balance Review**

Unit	Current Cash Balance	Projected FYE Carry Forward
9397 - BoEE	\$1,625,230	\$1,500,000
	<u>\$1,625,230</u>	<u>\$1,500,000</u>

**Areas to Monitor:**

**RED:**

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**YELLOW:**

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**GREEN:** Final Y-E Cash Carry Forward to FY2025 completed in August.  
FY2024 GAAP Package completed September 6.

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**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 2025, Novemeber and May 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:**

[shantel.billington1@iowa.gov](mailto:shantel.billington1@iowa.gov)

515-661-7066

Fund: 0001 General Fund

Unit: 9397

Sub Unit: Blank

Appropriation: 154 Board of Educational Examiners

FY 2025

eDAS Customer Number: 35 with DE  
Percent of Year Complete: 25%

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	FY 25 Annual Budget	Percent of Budget	Percent of Budget
		Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Actual	(Columns D+R)	(-)	To Date
	Balance Brought Forward from Prior Year	100,000	1,404,152	-													1,504,152	1,504,152	1,554,181		
	Balance Carried Forward to Next Year													(100,000)	(1,400,000)		-	(1,500,000)	(1,081,719)		
<b>Revenue Collected</b>																					
234	Gov Transfer In Other Agencies	-	99	-	-	-	-	-	-	-	-	-	-	-	-	-	99	99	6,000	2%	2%
401	Fees, Licenses & Permits	174,862	205,578	117,550	122,000	103,000	107,000	143,000	119,000	114,000	139,000	201,000	118,000	-	-	-	497,990	1,663,990	1,800,000	28%	92%
501	Refunds & Reimbursements	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	0%
704	Other	49,155	58,365	43,370	42,000	40,000	40,000	55,000	40,000	42,000	49,000	55,000	50,500	-	-	-	150,890	564,390	590,000	26%	96%
<b>Total Revenues:</b>		<b>324,017</b>	<b>1,668,193</b>	<b>160,920</b>	<b>164,000</b>	<b>143,000</b>	<b>147,000</b>	<b>198,000</b>	<b>159,000</b>	<b>156,000</b>	<b>188,000</b>	<b>256,000</b>	<b>168,500</b>	<b>(100,000)</b>	<b>(1,400,000)</b>	<b>-</b>	<b>2,153,130</b>	<b>2,232,630</b>	<b>2,868,462</b>	<b>75%</b>	<b>78%</b>
<b>Expenditures</b>																					
101	Personal Services	90,181	137,081	142,002	147,126	220,690	147,126	147,126	147,126	147,126	147,126	220,690	147,126	72,117	-	-	369,264	1,912,643	1,912,643	19%	100%
202	In State Travel	-	-	720	-	-	-	-	-	-	-	-	-	-	-	-	720	720	21,000	3%	3%
205	Out Of State Travel	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20,000	0%	0%
301	Office Supplies	-	154	69	-	-	-	-	-	-	-	6,000	-	-	-	-	223	6,223	10,500	2%	59%
302	Facility Maintenance Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000	0%	0%
308	Other Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	0%
309	Printing & Binding	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,500	0%	0%
311	Food	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	0%
313	Postage	-	261	803	-	-	-	-	-	-	-	-	-	-	-	-	1,064	1,064	12,500	9%	9%
401	Communications	-	1,619	1,616	-	-	-	-	-	-	-	-	-	-	-	-	3,236	3,236	20,000	16%	16%
402	Rentals	-	5,250	5,250	5,250	5,250	5,250	5,250	5,250	5,250	5,250	5,250	5,250	5,250	-	-	10,500	63,000	71,500	15%	88%
403	Utilities	-	187	180	-	-	-	-	-	-	-	-	-	-	-	-	367	367	4,000	9%	9%
405	Prof & Scientific Services	-	-	1,538	-	-	-	-	-	-	-	-	-	-	-	-	1,538	1,538	5,000	31%	31%
406	Outside Services	-	-	945	-	-	-	-	-	-	-	-	-	-	-	-	945	945	6,000	16%	16%
408	Advertising & Publicity	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	200	0%	0%
409	Outside Repairs/Service	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000	0%	0%
414	Reimbursements To Other Agency	-	1,230	1,906	-	-	-	-	-	-	-	-	-	-	-	-	3,137	3,137	8,000	39%	39%
416	ITD Reimbursements	-	1,388	186,489	-	-	-	-	-	-	-	-	-	-	-	-	187,877	187,877	210,000	89%	89%
418	IT Outside Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,000	0%	0%
432	Attorney General Reimbursement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	54,000	0%	0%
434	Gov Transfer Other Agencies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	320,000	0%	0%
501	Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	0%
502	Office Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	0%
503	Equipment-Non Inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	0%
510	IT Equipment & Software	-	-	229	-	-	-	-	-	-	-	-	-	-	-	-	229	229	32,268	1%	1%
602	Other Expenses & Obligations	-	-	3,788	-	-	-	-	-	-	-	-	-	-	-	-	3,788	3,788	42,000	9%	9%
702	Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	0%
705	Refunds-Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000	0%	0%
<b>Total Expenditures:</b>		<b>90,181</b>	<b>147,171</b>	<b>345,536</b>	<b>152,376</b>	<b>225,940</b>	<b>152,376</b>	<b>152,376</b>	<b>152,376</b>	<b>152,376</b>	<b>152,376</b>	<b>231,940</b>	<b>152,376</b>	<b>77,367</b>	<b>-</b>	<b>-</b>	<b>582,888</b>	<b>2,184,767</b>	<b>2,785,111</b>	<b>21%</b>	<b>78%</b>
<b>Current Month Operations</b>		<b>233,836</b>	<b>1,521,023</b>	<b>(184,616)</b>	<b>11,624</b>	<b>(82,940)</b>	<b>(5,376)</b>	<b>45,624</b>	<b>6,624</b>	<b>3,624</b>	<b>35,624</b>	<b>24,060</b>	<b>16,124</b>	<b>(177,367)</b>	<b>(1,400,000)</b>	<b>-</b>	<b>1,570,242</b>	<b>47,863</b>	<b>83,351</b>		
<b>Encumbrances</b>																					
<b>Cash Balance</b>		<b>233,836</b>	<b>1,754,859</b>	<b>1,570,242</b>	<b>1,581,866</b>	<b>1,498,926</b>	<b>1,493,550</b>	<b>1,539,174</b>	<b>1,545,798</b>	<b>1,549,422</b>	<b>1,585,046</b>	<b>1,609,106</b>	<b>1,625,230</b>	<b>1,447,863</b>	<b>47,863</b>	<b>47,863</b>			<b>83,351</b>		

**FOOTNOTES**

**Revenues**

**234 Gov Transfer In Other Agencies** - Includes WebSpec Reimbursement.

**Expenditures**

- 101 Personal Services** - November & May have 3 payroll payments.
- 202 In State Travel** - Employee travel and Board Meeting expense.
- 301 Office Supplies** - In May, will pay next year's National Association of State Directors membership (approx. \$6,000).
- 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. Work Comp now paid by DE.
- 416 ITD Reimbursements** - Includes US Bank fees.
- 434 Gov Transfer Other Agencies** - DCI criminal history & background checks & DIA services.
- 502 Office Equipment** -
- 503 Equipment-Non Inventory** -
- 510 IT Equipment & Software** - April 2025 will have 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>
<b>Total</b>	<b>13</b>

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	1.00	1.00
105259 01071 Education Program Consultant	Kelly Jo Krogh Faqa	1.00	1.00
105260 01071 Education Program Consultant	Joshua Moser	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
<b>Total FTEs</b>		<b>15.00</b>	<b>15.00</b>

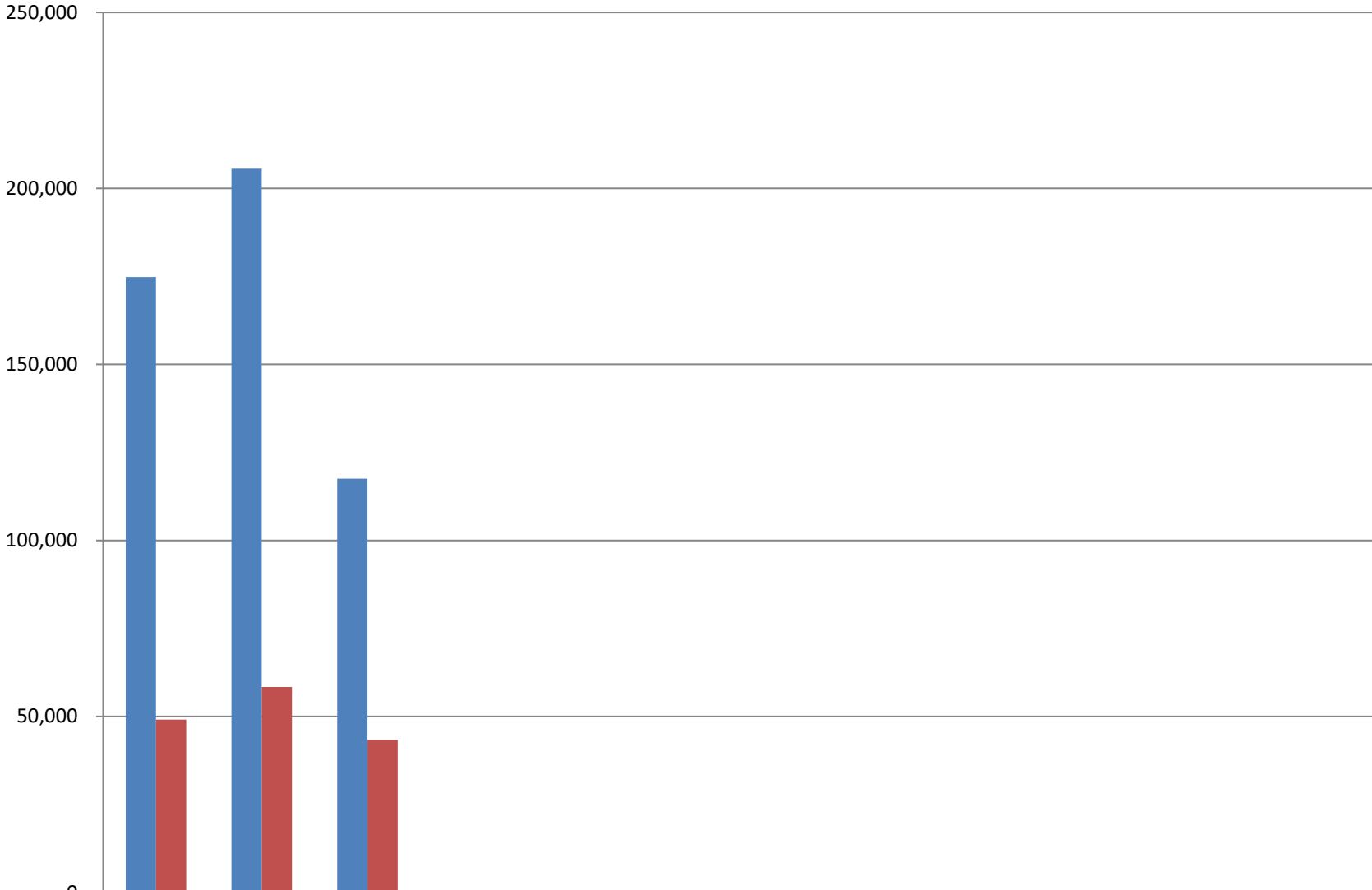
Fund: 0001 General Fund  
 Unit: 9397  
 Sub Unit: Blank  
 Appropriation: I54  
 Obj/Rev Class: Obj/Rev Class Name

		Board of Educational Examiners															
		JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	HO13	HO14	HO15	YTD
		Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Actual
Appropriation																	
BBF																	
<b>Revenue Collected</b>																	
234	Gov Transfer In Other Agencies	0	99	0	0	0	0	0	0	0	0	0	0	0	0	0	99
401	Licensure Fees	174,862	205,578	117,550	0	0	0	0	0	0	0	0	0	0	0	0	497,990
501	Refunds & Reimbursements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
704	DCI Check Fees	49,155	58,365	43,370	0	0	0	0	0	0	0	0	0	0	0	0	150,890
<b>Total Revenues:</b>		<b>224,017</b>	<b>264,042</b>	<b>160,920</b>	-	-	-	-	-	-	-	-	-	-	-	-	<b>648,978</b>
234 Gen Fund	Licensure Fees % - Other Agcy								0								0
401 Gen Fund	Licensure Fees	55,051	64,841	37,046	0	0	0	0	0	0	0	0	0				156,939
<b>Total General Fund</b>		<b>55,051</b>	<b>64,841</b>	<b>37,046</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>156,939</b>
<b>Total Receipts</b>		<b>279,068</b>	<b>328,883</b>	<b>197,966</b>	-	-	-	-	-	-	-	-	-	-	-	-	<b>805,917</b>
YTD vs Prior Year		8%	5%	-1%													

Note -  
 General Fund 0001-996-2820

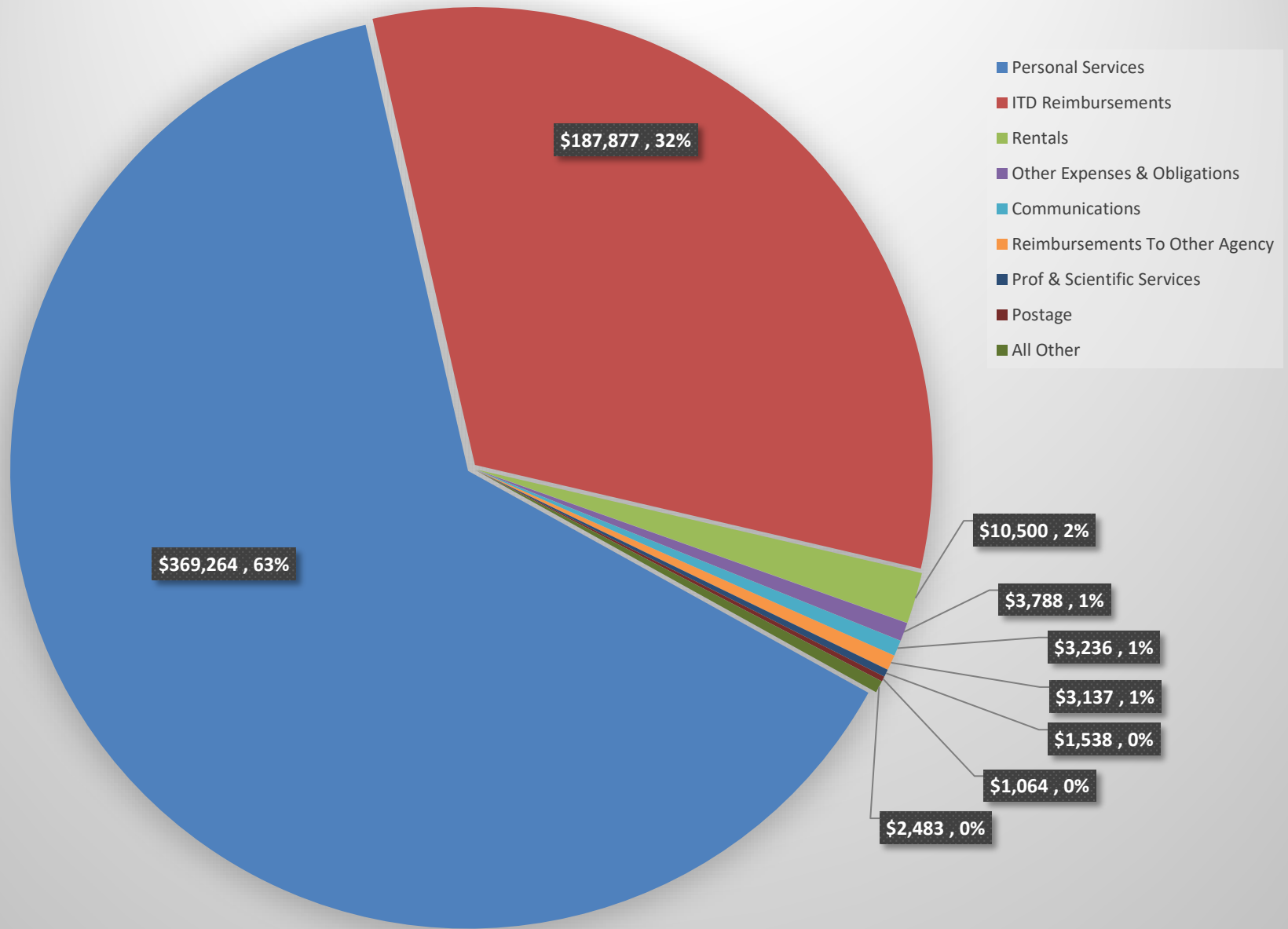
<b>Prior Year FY24</b>																	
Obj/Rev Class	Obj/Rev Class Name	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	HO13	HO14	HO15	YTD
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Appropriation																	
BBF																	
<b>Revenue Collected</b>																	
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	40	0	0	1,722,847
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	(2)	0	0	579,796
<b>Total Revenues:</b>		<b>209,998</b>	<b>256,290</b>	<b>194,832</b>	<b>165,304</b>	<b>143,907</b>	<b>147,163</b>	<b>198,581</b>	<b>160,173</b>	<b>156,082</b>	<b>187,684</b>	<b>255,340</b>	<b>228,330</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>2,303,722</b>
234 Gen Fund	Licensure Fees % - Other Acvy								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	9			542,553
<b>Total General Fund</b>		<b>48,808</b>	<b>62,606</b>	<b>44,609</b>	<b>38,545</b>	<b>32,554</b>	<b>33,686</b>	<b>45,171</b>	<b>37,675</b>	<b>35,996</b>	<b>43,543</b>	<b>63,244</b>	<b>56,129</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>542,574</b>
<b>Total Receipts</b>		<b>258,805</b>	<b>318,896</b>	<b>239,441</b>	<b>203,849</b>	<b>176,461</b>	<b>180,849</b>	<b>243,752</b>	<b>197,848</b>	<b>192,078</b>	<b>231,227</b>	<b>318,584</b>	<b>284,459</b>	<b>47</b>	<b>0</b>	<b>0</b>	<b>2,846,296</b>

### Receipts July 2024-June 2025



	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Licensure Fees	174,862	205,578	117,550	0	0	0	0	0	0	0	0	0
DCI Check Fees	49,155	58,365	43,370	0	0	0	0	0	0	0	0	0

# Expenditures July 2024-June 2025



## Obligations vs. Budget Report

### Budget Fiscal Year: 2025

		Actual	FY-	Total	FY 25	Budget	Percent of
		To-Date	Encumbered	Obligations	Budget	Balance	Budget
				FY-To-Date			Received
							/Spent
<b>Resources -</b>							
	Balance Forward	1,504,152		1,504,152	1,554,181		
234	Gov Transfer In Other Agencies		99	99	6,000		
401	Fees, Licenses & Permits	497,990		497,990	1,800,000		
704	Other	150,890		150,890	590,000		
	Total Resources	<b>\$2,153,130</b>	<b>\$0</b>	<b>\$2,153,130</b>	<b>\$3,950,181</b>		
	(Total Revenues)	<u>\$648,978</u>	<u>\$0</u>	<u>\$648,978</u>	<u>\$2,396,000</u>	\$1,747,022	27%
<b>Expenditures -</b>							
101	Personal Services	369,264		369,264	1,912,643	1,543,379	19%
202	In State Travel	720		720	21,000	20,281	3%
205	Out Of State Travel	0		0	20,000	20,000	0%
301	Office Supplies	223		223	10,500	10,277	2%
302	Facility Maintenance Supplies	0		0	1,000	0	0%
308	Other Supplies	0		0	0	0	0%
309	Printing & Binding	0		0	3,500	3,500	0%
311	Food	0		0	0	0	0%
313	Postage	1,064		1,064	12,500	11,436	9%
401	Communications	3,236		3,236	20,000	16,764	16%
402	Rentals	10,500		10,500	71,500	61,000	15%
403	Utilities	367		367	4,000	3,633	9%
405	Prof & Scientific Services	1,538		1,538	5,000	3,462	31%
406	Outside Services	945		945	6,000	5,055	16%
408	Advertising & Publicity	0		0	200	200	0%
409	Outside Repairs/Service	0		0	1,000	1,000	0%
414	Reimbursements To Other Agency	3,137		3,137	8,000	4,863	39%
416	ITD Reimbursements	187,877		187,877	210,000	22,123	89%
418	IT Outside Services	0		0	25,000	25,000	0%
432	Attorney General Reimbursement	0		0	54,000	54,000	0%
434	Gov Transfer Other Agencies	0		0	320,000	320,000	0%
501	Equipment	0		0	0	0	0%
502	Office Equipment	0		0	0	0	0%
503	Equipment-Non Inventory	0		0	0	0	0%
510	IT Equipment & Software	229		229	32,268	32,039	1%
602	Other Expenses & Obligations	3,788		3,788	42,000	38,212	9%
702	Fees	0		0	0	0	0%
705	Refunds-Other	0		0	5,000	5,000	0%
	Total Expenditures	<b>\$582,888</b>	<b>\$0</b>	<b>\$582,888</b>	<b>\$2,785,111</b>	<b>\$2,201,223</b>	<b>21%</b>
	CY Revenue Less Expenditures	<u>\$66,091</u>					
	Estimated Carry Forward	<u>\$1,570,242</u>					



**Expenditures**  
**Budget Fiscal Year: 2025**

Actual  
Obligations  
FY-To-Date

**Resources -**

Balance Forward	1,504,152
234 Gov Transfer In Other Agencies	99
401 Fees, Licenses & Permits	497,990
704 Other	150,890
Total Resources	<b><u>\$2,153,130</u></b>
<i>(Total Revenues)</i>	<b><u><u>\$648,978</u></u></b>

**Expenditures -**

101 Personal Services	369,264	1 Personal Services	\$369,264
202 In State Travel	720	2 ITD Reimbursements	\$187,877
205 Out Of State Travel	0	3 Rentals	\$10,500
301 Office Supplies	223	4 Other Expenses & Obligations	\$3,788
302 Facility Maintenance Supplies	0	5 Communications	\$3,236
308 Other Supplies	0	6 Reimbursements To Other Agency	\$3,137
309 Printing & Binding	0	7 Prof & Scientific Services	\$1,538
311 Food	0	8 Postage	\$1,064
313 Postage	1,064	All Other	\$2,483
401 Communications	3,236		
402 Rentals	10,500	Total Expenditures	\$582,888
403 Utilities	367		
405 Prof & Scientific Services	1,538		
406 Outside Services	945		
408 Advertising & Publicity	0		
409 Outside Repairs/Service	0		
414 Reimbursements To Other Agency	3,137		
416 ITD Reimbursements	187,877		
418 IT Outside Services	0		
432 Attorney General Reimbursement	0		
434 Gov Transfer Other Agencies	0		
501 Equipment	0		
502 Office Equipment	0		
503 Equipment-Non Inventory	0		
510 IT Equipment & Software	229		
602 Other Expenses & Obligations	3,788		
702 Fees	0		
705 Refunds-Other	0		
Total Expenditures	\$582,888		
CY Revenue Less Expenditures	<b><u><u>\$66,091</u></u></b>		
Estimated Carry Forward	<b><u><u>\$1,570,242</u></u></b>		

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

From: Mike Cornelison

Date: November 1, 2024

Re: **FY 2025 FINANCIAL ANALYSIS**  
**Period 4 -October 2025**

**NOTE 1: Cash Balance Review**

Unit	Current Cash Balance	Projected FYE Carry Forward
9397 - BoEE	\$1,595,039	\$1,500,000
	<u>\$1,595,039</u>	<u>\$1,500,000</u>

**Areas to Monitor:**

**RED:**

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**YELLOW:**

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**GREEN:** Final Y-E Cash Carry Forward to FY2025 completed in August.  
FY2024 GAAP Package completed September 6.

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**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 2025, Novemeber and May 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:**

[shantel.billington1@iowa.gov](mailto:shantel.billington1@iowa.gov)

515-661-7066

Fund: 0001 General Fund

Unit: 9397

Sub Unit: Blank

Appropriation: 154 Board of Educational Examiners

FY 2025

eDAS Customer Number: 35 with DE  
Percent of Year Complete 33%

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	FY 25 Annual Budget	Percent of Budget	Percent of Budget
		Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Actual	(Columns D+R)	(-)	To Date
	Balance Brought Forward from Prior Year	100,000	1,404,152	-													1,504,152	1,504,152	1,554,181		
	Balance Carried Forward to Next Year													(100,000)	(1,400,000)			(1,500,000)	(1,081,719)		
<b>Revenue Collected</b>																					
234	Gov Transfer In Other Agencies	-	99	-	-	-	-	-	-	-	-	-	-	-	-	-	99	99	6,000	2%	2%
401	Fees, Licenses & Permits	174,862	205,578	117,550	125,126	103,000	107,000	143,000	119,000	114,000	139,000	201,000	118,000	-	-	-	623,116	1,667,116	1,800,000	35%	93%
501	Refunds & Reimbursements	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	0%
704	Other	49,155	58,365	43,370	45,381	40,000	40,000	55,000	40,000	42,000	49,000	55,000	50,500	-	-	-	196,271	567,771	590,000	33%	96%
<b>Total Revenues:</b>		<b>324,017</b>	<b>1,668,193</b>	<b>160,920</b>	<b>170,508</b>	<b>143,000</b>	<b>147,000</b>	<b>198,000</b>	<b>159,000</b>	<b>156,000</b>	<b>188,000</b>	<b>256,000</b>	<b>168,500</b>	<b>(100,000)</b>	<b>(1,400,000)</b>	<b>-</b>	<b>2,323,637</b>	<b>2,239,137</b>	<b>2,868,462</b>	<b>81%</b>	<b>78%</b>
<b>Expenditures</b>																					
101	Personal Services	90,181	137,081	142,002	232,777	147,126	147,126	147,126	147,126	147,126	147,126	220,690	147,126	72,117	-	-	602,041	1,924,730	1,912,643	31%	101%
202	In State Travel	-	-	720	1,602	-	-	-	-	-	-	-	-	-	-	-	2,321	2,321	21,000	11%	11%
205	Out Of State Travel	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20,000	0%	0%
301	Office Supplies	-	154	69	493	-	-	-	-	-	-	6,000	-	-	-	-	716	6,716	10,500	7%	64%
302	Facility Maintenance Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000	0%	0%
308	Other Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	0%
309	Printing & Binding	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,500	0%	0%
311	Food	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	0%
313	Postage	-	261	803	628	-	-	-	-	-	-	-	-	-	-	-	1,692	1,692	12,500	14%	14%
401	Communications	-	1,619	1,616	894	-	-	-	-	-	-	-	-	-	-	-	4,130	4,130	20,000	21%	21%
402	Rentals	-	5,250	5,250	5,250	5,250	5,250	5,250	5,250	5,250	5,250	5,250	5,250	5,250	-	-	15,750	63,000	71,500	22%	88%
403	Utilities	-	187	180	187	-	-	-	-	-	-	-	-	-	-	-	554	554	4,000	14%	14%
405	Prof & Scientific Services	-	-	1,538	-	-	-	-	-	-	-	-	-	-	-	-	1,538	1,538	5,000	31%	31%
406	Outside Services	-	-	945	360	-	-	-	-	-	-	-	-	-	-	-	1,305	1,305	6,000	22%	22%
408	Advertising & Publicity	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	200	0%	0%
409	Outside Repairs/Service	-	-	-	102	-	-	-	-	-	-	-	-	-	-	-	102	102	1,000	10%	10%
414	Reimbursements To Other Agency	-	1,230	1,906	1,522	-	-	-	-	-	-	-	-	-	-	-	4,659	4,659	8,000	58%	58%
416	ITD Reimbursements	-	1,388	186,489	2,380	-	-	-	-	-	-	-	-	-	-	-	190,256	190,256	210,000	91%	91%
418	IT Outside Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,000	0%	0%
432	Attorney General Reimbursement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	54,000	0%	0%
434	Gov Transfer Other Agencies	-	-	-	11,519	-	-	-	-	-	-	-	-	-	-	-	11,519	11,519	320,000	4%	4%
501	Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	0%
502	Office Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	0%
503	Equipment-Non Inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	0%
510	IT Equipment & Software	-	-	229	66	-	-	-	-	-	-	-	-	-	-	-	296	296	32,268	1%	1%
602	Other Expenses & Obligations	-	-	3,788	4,859	-	-	-	-	-	-	-	-	-	-	-	8,648	8,648	42,000	21%	21%
702	Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	0%
705	Refunds-Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000	0%	0%
<b>Total Expenditures:</b>		<b>90,181</b>	<b>147,171</b>	<b>345,536</b>	<b>262,638</b>	<b>152,376</b>	<b>152,376</b>	<b>152,376</b>	<b>152,376</b>	<b>152,376</b>	<b>152,376</b>	<b>231,940</b>	<b>152,376</b>	<b>77,367</b>	<b>-</b>	<b>-</b>	<b>845,526</b>	<b>2,221,465</b>	<b>2,785,111</b>	<b>30%</b>	<b>80%</b>
<b>Current Month Operations</b>		<b>233,836</b>	<b>1,521,023</b>	<b>(184,616)</b>	<b>(92,131)</b>	<b>(9,376)</b>	<b>(5,376)</b>	<b>45,624</b>	<b>6,624</b>	<b>3,624</b>	<b>35,624</b>	<b>24,060</b>	<b>16,124</b>	<b>(177,367)</b>	<b>(1,400,000)</b>	<b>-</b>	<b>1,478,111</b>	<b>17,672</b>	<b>83,351</b>		
<b>Encumbrances</b>																					
<b>Cash Balance</b>		<b>233,836</b>	<b>1,754,859</b>	<b>1,570,242</b>	<b>1,478,111</b>	<b>1,468,735</b>	<b>1,463,359</b>	<b>1,508,983</b>	<b>1,515,607</b>	<b>1,519,231</b>	<b>1,554,855</b>	<b>1,578,915</b>	<b>1,595,039</b>	<b>1,417,672</b>	<b>17,672</b>	<b>17,672</b>			<b>83,351</b>		

**FOOTNOTES**

**Revenues**

**234 Gov Transfer In Other Agencies** - Includes WebSpec Reimbursement.

**Expenditures**

- 101 Personal Services** - November & May have 3 payroll days. Based on timing, the 3 withdrawals happened in October.
- 202 In State Travel** - Employee travel and Board Meeting expense.
- 301 Office Supplies** - In May, will pay next year's National Association of State Directors membership (approx. \$6,000).
- 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. Work Comp now paid by DE.
- 416 ITD Reimbursements** - Includes US Bank fees.
- 434 Gov Transfer Other Agencies** - DCI criminal history & background checks & DIA services.
- 502 Office Equipment** -
- 503 Equipment-Non Inventory** -
- 510 IT Equipment & Software** - April 2025 will have 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>
<b>Total</b>	<b>13</b>

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	1.00	1.00
105259 01071 Education Program Consultant	Kelly Jo Krogh Faqa	1.00	1.00
105260 01071 Education Program Consultant	Joshua Moser	1.00	1.00
144601 01071 Education Program Consultant	Geri McMahon	1.00	1.00
105262 01071 Education Program Consultant	David D Wempfen	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
<b>Total FTEs</b>		<b>15.00</b>	<b>15.00</b>

Fund: 0001 General Fund  
 Unit: 9397  
 Sub Unit: Blank  
 Appropriation: I54  
 Obj/Rev Class: Obj/Rev Class Name

Board of Educational Examiners

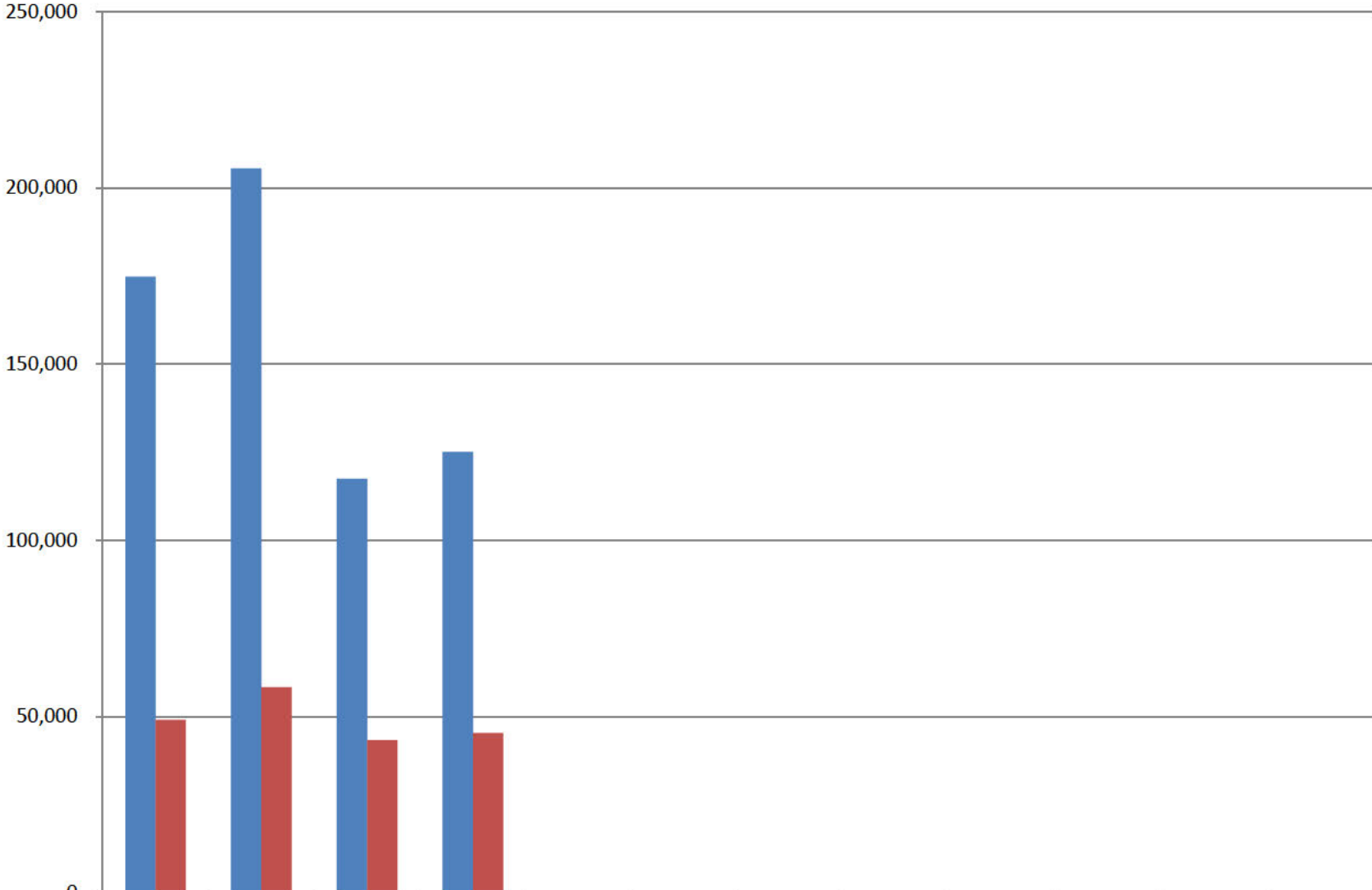
	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	HO13	HO14	HO15	YTD
	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Actual
Appropriation																
BBF																
<b>Revenue Collected</b>																
234	0	99	0	0	0	0	0	0	0	0	0	0	0	0	0	99
401	174,862	205,578	117,550	125,126	0	0	0	0	0	0	0	0	0	0	0	623,116
501	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
704	49,155	58,365	43,370	45,381	0	0	0	0	0	0	0	0	0	0	0	196,271
<b>Total Revenues:</b>	<b>224,017</b>	<b>264,042</b>	<b>160,920</b>	<b>170,508</b>	-	-	-	-	-	-	-	-	-	-	-	<b>819,486</b>
234 Gen Fund		21						0								21
401 Gen Fund	55,051	64,820	37,046	39,423	0	0	0	0	0	0	0	0	0	0	0	196,340
<b>Total General Fund</b>	<b>55,051</b>	<b>64,841</b>	<b>37,046</b>	<b>39,423</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>196,361</b>
<b>Total Receipts</b>	<b>279,068</b>	<b>328,883</b>	<b>197,966</b>	<b>209,930</b>	-	-	-	-	-	-	-	-	-	-	-	<b>1,015,847</b>
		YTD vs Prior Year	8%	5%	-1%	-1%										

Note -  
 General Fund 0001-996-2820

Prior Year FY24

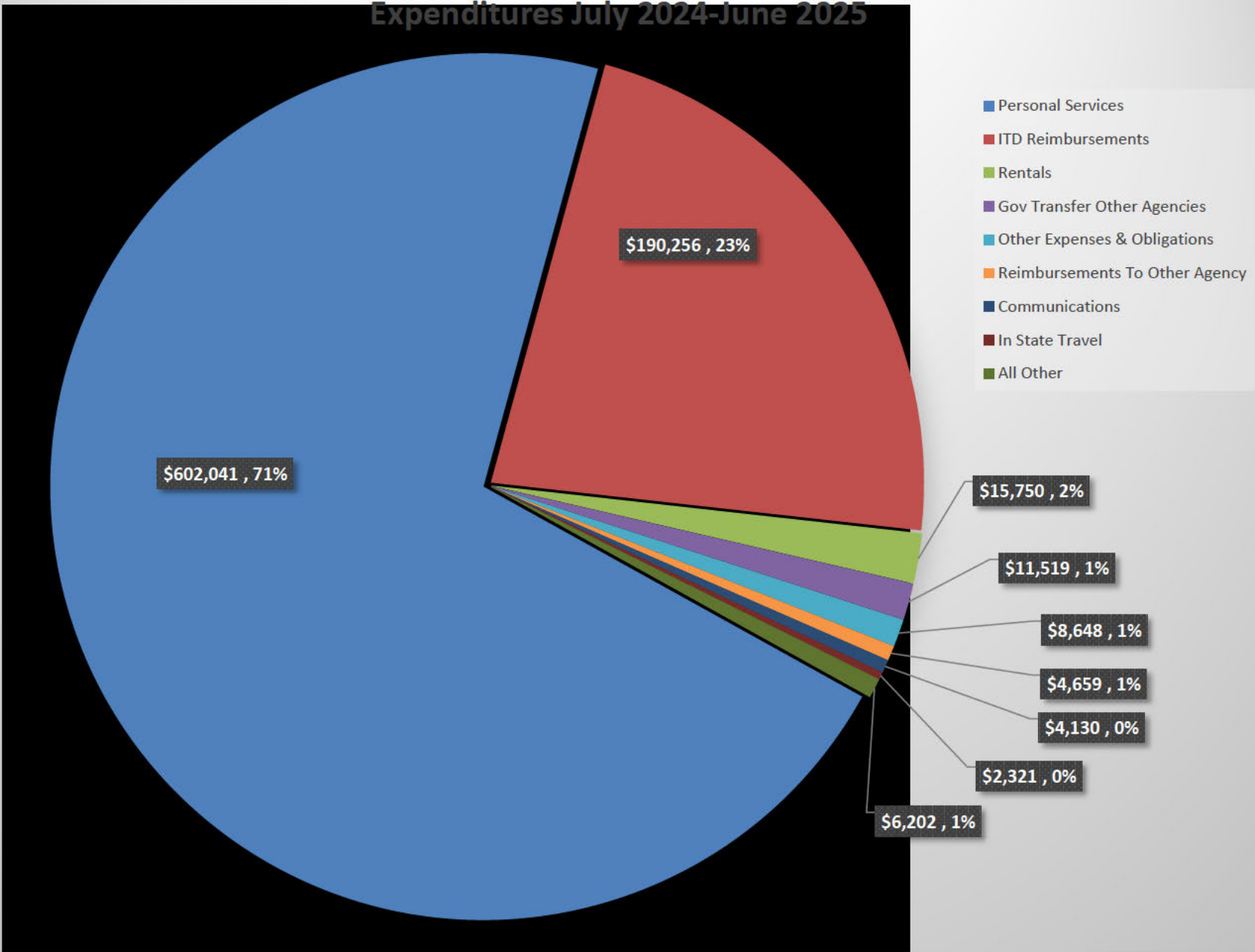
Obj/Rev Class	Obj/Rev Class Name	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	HO13	HO14	HO15	YTD
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Appropriation																	
BBF																	
<b>Revenue Collected</b>																	
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	40	0	0	1,722,847
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	(2)	0	0	579,796
<b>Total Revenues:</b>		<b>209,998</b>	<b>256,290</b>	<b>194,832</b>	<b>165,304</b>	<b>143,907</b>	<b>147,163</b>	<b>198,581</b>	<b>160,173</b>	<b>156,082</b>	<b>187,684</b>	<b>255,340</b>	<b>228,330</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>2,303,722</b>
234 Gen Fund	Licensure Fees % - Other Acqy								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	9			542,553
<b>Total General Fund</b>		<b>48,808</b>	<b>62,606</b>	<b>44,609</b>	<b>38,545</b>	<b>32,554</b>	<b>33,686</b>	<b>45,171</b>	<b>37,675</b>	<b>35,996</b>	<b>43,543</b>	<b>63,244</b>	<b>56,129</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>542,574</b>
<b>Total Receipts</b>		<b>258,805</b>	<b>318,896</b>	<b>239,441</b>	<b>203,849</b>	<b>176,461</b>	<b>180,849</b>	<b>243,752</b>	<b>197,848</b>	<b>192,078</b>	<b>231,227</b>	<b>318,584</b>	<b>284,459</b>	<b>47</b>	<b>0</b>	<b>0</b>	<b>2,846,296</b>

### Receipts July 2024-June 2025



■ Licensure Fees	174,862	205,578	117,550	125,126	0	0	0	0	0	0	0	0
■ DCI Check Fees	49,155	58,365	43,370	45,381	0	0	0	0	0	0	0	0

# Expenditures July 2024-June 2025



## Obligations vs. Budget Report

### Budget Fiscal Year: 2025

	Actual To-Date	FY-Encumbered	Total Obligations FY-To-Date	FY 25 Budget	Budget Balance	Percent of Budget Received /Spent
<b>Resources -</b>						
Balance Forward	1,504,152		1,504,152	1,554,181		
234 Gov Transfer In Other Agencies		99	99	6,000		
401 Fees, Licenses & Permits	623,116		623,116	1,800,000		
704 Other	196,271		196,271	590,000		
Total Resources	<b>\$2,323,637</b>	<b>\$0</b>	<b>\$2,323,637</b>	<b>\$3,950,181</b>		
(Total Revenues)	<u>\$819,486</u>	<u>\$0</u>	<u>\$819,486</u>	<u>\$2,396,000</u>	\$1,576,514	34%
<b>Expenditures -</b>						
101 Personal Services	602,041		602,041	1,912,643	1,310,602	31%
202 In State Travel	2,321		2,321	21,000	18,679	11%
205 Out Of State Travel	0		0	20,000	20,000	0%
301 Office Supplies	716		716	10,500	9,784	7%
302 Facility Maintenance Supplies	0		0	1,000	0	0%
308 Other Supplies	0		0	0	0	0%
309 Printing & Binding	0		0	3,500	3,500	0%
311 Food	0		0	0	0	0%
313 Postage	1,692		1,692	12,500	10,808	14%
401 Communications	4,130		4,130	20,000	15,870	21%
402 Rentals	15,750		15,750	71,500	55,750	22%
403 Utilities	554		554	4,000	3,446	14%
405 Prof & Scientific Services	1,538		1,538	5,000	3,462	31%
406 Outside Services	1,305		1,305	6,000	4,695	22%
408 Advertising & Publicity	0		0	200	200	0%
409 Outside Repairs/Service	102		102	1,000	898	10%
414 Reimbursements To Other Agency	4,659		4,659	8,000	3,341	58%
416 ITD Reimbursements	190,256		190,256	210,000	19,744	91%
418 IT Outside Services	0		0	25,000	25,000	0%
432 Attorney General Reimbursement	0		0	54,000	54,000	0%
434 Gov Transfer Other Agencies	11,519		11,519	320,000	308,481	4%
501 Equipment	0		0	0	0	0%
502 Office Equipment	0		0	0	0	0%
503 Equipment-Non Inventory	0		0	0	0	0%
510 IT Equipment & Software	296		296	32,268	31,972	1%
602 Other Expenses & Obligations	8,648		8,648	42,000	33,352	21%
702 Fees	0		0	0	0	0%
705 Refunds-Other	0		0	5,000	5,000	0%
Total Expenditures	<b>\$845,526</b>	<b>\$0</b>	<b>\$845,526</b>	<b>\$2,785,111</b>	<b>\$1,938,585</b>	<b>30%</b>
CY Revenue Less Expenditures	<u>(\$26,040)</u>					
Estimated Carry Forward	<u>\$1,478,111</u>					

**Expenditures**  
**Budget Fiscal Year: 2025**

Actual  
Obligations  
FY-To-Date

**Resources -**

Balance Forward	1,504,152
234 Gov Transfer In Other Agencies	99
401 Fees, Licenses & Permits	623,116
704 Other	196,271
Total Resources	<b><u>\$2,323,637</u></b>
(Total Revenues)	<b><u><u>\$819,486</u></u></b>

**Expenditures -**

101 Personal Services	602,041	1 Personal Services	\$602,041
202 In State Travel	2,321	2 ITD Reimbursements	\$190,256
205 Out Of State Travel	0	3 Rentals	\$15,750
301 Office Supplies	716	4 Gov Transfer Other Agencies	\$11,519
302 Facility Maintenance Supplies	0	5 Other Expenses & Obligations	\$8,648
308 Other Supplies	0	6 Reimbursements To Other Agency	\$4,659
309 Printing & Binding	0	7 Communications	\$4,130
311 Food	0	8 In State Travel	\$2,321
313 Postage	1,692	All Other	\$6,202
401 Communications	4,130		
402 Rentals	15,750	Total Expenditures	\$845,526
403 Utilities	554		
405 Prof & Scientific Services	1,538		
406 Outside Services	1,305		
408 Advertising & Publicity	0		
409 Outside Repairs/Service	102		
414 Reimbursements To Other Agency	4,659		
416 ITD Reimbursements	190,256		
418 IT Outside Services	0		
432 Attorney General Reimbursement	0		
434 Gov Transfer Other Agencies	11,519		
501 Equipment	0		
502 Office Equipment	0		
503 Equipment-Non Inventory	0		
510 IT Equipment & Software	296		
602 Other Expenses & Obligations	8,648		
702 Fees	0		
705 Refunds-Other	0		
Total Expenditures	\$845,526		
CY Revenue Less Expenditures	<b><u><u>(\$26,040)</u></u></b>		
Estimated Carry Forward	<b><u><u>\$1,478,111</u></u></b>		



NOV 04 2024

**IOWA BOARD OF EDUCATIONAL EXAMINERS**

**PETITION FOR WAIVER**

**Chapter 6 – Waivers or Variances from Administrative Rules**

**General Directions:**

- Please print clearly or type on the form. The information is provided in this format to the Board of Educational Examiners for review. If the information is not legible, the petition will not be submitted to the Board.
- The petition must be complete. If any criterion is left blank, the petition for a waiver will not be submitted to the Board.
- Provide clear and convincing evidence for all sections of the petition for a waiver.

**Section A. PETITIONER'S INFORMATION.**

Name: Jedd Thomas Sherman

Case No. 24-07  
(to be completed by Board)

Address:

Date: November 4th, 2024

Folder Number (if known): 350791

Home Phone with Area Code:

Work Phone with Area Code: {

**Section B. 282—6.4(17A) CRITERIA FOR WAIVER OR VARIANCE.**

- **Denial of application.** In order for a petition for a waiver to be reviewed, the petitioner must have submitted an application to the Board of Educational Examiners and the determination has been provided to the petitioner that the petitioner is not eligible for the action to be completed based on a Board of Educational Examiners' rule. Please indicate when you submitted the application:

- Waiver rule. In response to a petition completed pursuant to rule 6.6(17A), the board may in its sole discretion issue an order waiving in whole or in part the requirements of a rule if the board finds, based on clear and convincing evidence, all of the following:
  1. The application of the rule would impose an undue hardship on the person for whom the waiver is requested;
  2. The waiver from the requirements of the rule in the specific case would not prejudice the substantial legal rights of any person;
  3. The provisions of the rule subject to the petition for a waiver are not specifically mandated by statute or another provision of law; and
  4. Substantially equal protection of public health, safety, and welfare will be afforded by a means other than prescribed in the particular rule for which the waiver is requested.

**Section C. BOARD DISCRETION. 282—6.10(1)**

- Board's decision. The final decision on whether the circumstances justify the granting of a waiver shall be made at the sole discretion of the board, upon consideration of all relevant factors. Each petition for a waiver shall be evaluated by the board based on the unique, individual circumstances set out in the petition.
- Appeal of Board's decision. Once a decision is rendered by the Board, the decision is final. If you wish to contest the decision, you must do so in district court.

**Section D. BURDEN OF PERSUASION. 282—6.10(2)**

- Be thorough. Please complete the petition for a waiver in detail. This is the document that the Board will utilize in determining the outcome of your petition for a waiver. Do not assume that the Board will have any information that is not included on this waiver. If the information is not provided on the petition for a waiver, the information is not shared with the Board for its review.
- Support. You may attach additional pages to provide more documentation than what could be included in the spaces provided.
- Burden of proof. The burden of persuasion rests with the petitioner to demonstrate by clear and convincing evidence that the board should exercise its discretion to grant a waiver from a board rule.
- Board meeting agenda. Please be aware that if you wish to attend the Board meeting at which your petition for a waiver is included on the agenda, you are welcome to speak at the public comment time on the agenda. You do not present the information to the Board regarding your petition during the agenda time set aside for your petition. That is the time that the Board will review the written information you have provided. If the Board asks you a question, you may respond.
- New information. If new information is provided at the Board meeting that was not included in the petition for a waiver, please be aware that the Board may table the discussion on your petition while reviewing the new information provided.

**Section E. RULE INFORMATION**

- Cite the specific rule or rules that you are requesting the Board to waive. You may find the rules on the Board of Educational Examiners' website: [www.boee.iowa.gov](http://www.boee.iowa.gov)  
Click on the link for "Rules and Code" and scroll to the rule that you wish to waive.

**Citation: 13.28(7) World Language. K-8 and 5-12. Completion of 24 semester hours in each world language for which endorsement is sought.**

**2. Provide a description of the rule or rules that you are requesting the Board to waive:**

**Description:**

**Normally, I see nothing wrong with earning 24 credits, and I did. However, after I spent a year taking a sequence of four French courses, I learned that my 24 credits were insufficient. Please see attached document and supporting artifacts for a more detailed description.**

↳ Artifact 1 MCC Transcript

**Section F. WAIVER INFORMATION**

**1. In your own words, provide a brief narrative of your specific request. Provide clear and convincing evidence.**

**Please see attached document.**

Artifact 2

**2. In your own words, provide a brief narrative of the hardship that the Board's rule(s) would impose upon you (not the school district, not the area education agency, nor the local board of directors):**

**Please see attached document.**

3. To your knowledge, would any substantial legal rights be affected for other individuals by waiving this rule(s)? If the rule is waived, what would be the consequences? If this decision would become a precedent for others, what would be the ramifications?

**Please see attached document.**

4. How would the equal protection of public health, safety and welfare be afforded if this waiver were granted? What are the benefits for your students if your waiver is granted? What are the benefits for other students? What are the benefits for the school district? How will you ensure that the welfare of your students will not be compromised if the waiver is granted? How will this decision protect the profession and the integrity of the licensure standards? How will this decision ensure the delivery of highly qualified content for enhanced student learning?

**Please see attached document.**

5. What time period are you requesting for this waiver?

6. Does anyone else possess knowledge relevant to this waiver request? (If yes, list name, address and telephone number.) Your administrator/colleague/ other professional may submit a letter of support for your petition. Include the letter with the petition for a waiver.

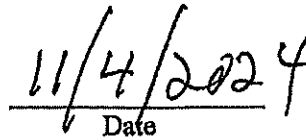
**Please see associated artifact.**

7. Please review the board waivers on the Board of Educational Examiners' website: [www.boee.iowa.gov](http://www.boee.iowa.gov) to determine if the board has reviewed a similar petition for a waiver and the outcome. Cite the similar petition(s) to support your request for a petition of a waiver of the rules.

**Section G. RELEASE OF INFORMATION:** I authorize any persons with knowledge of the relevant or important facts relating to the requested waiver to release any information to the Iowa Board of Educational Examiners.

**Section H. ACCURACY AND TRUTH:** I certify that the information on this Petition for Waiver is true and complete to the best of my knowledge. I understand that any misrepresentation of facts may result in the denial of this Petition.

  
Petitioner's Signature

  
Date

This Petition is to be submitted to: Board of Educational Examiners, 701 E. Court Ave., Suite A, Des Moines, IA 50319-0147.

Artifact 2

Iowa Board of Educational Examiners

Petition for Waiver (Supplemental Document)

Chapter 6 - Waivers or Variances from Administrative Rules

Jedd Thomas Sherman

Folder # 350791

Section F. Waiver Information

1. In your own words, provide a brief narrative of your specific request. Provide clear and convincing evidence.

I wish to be endorsed in French. On March 10th, 2023 I emailed Ms. Joanne Tubbs, asking if the 24 credit sequence would be accepted from Metropolitan Community College of Omaha. Based on her response of March 13th, I was under the impression that it would be accepted. See attached emails. *Artifacts 3 & 4*

I have many endorsements on my Iowa teaching license. As a result, I have submitted many transcripts to the BOEE. In none of these prior experiences have I ever been told that the credits listed on my transcripts were not worth the amount noted. In other words, a 3 credit course has always been worth 3 credits, a 4 credit course worth 4 credits, etc.

In July of this year, I was asked to teach French. The administration asked because the building had a high enrollment for French for the 2024-25 school year. The district had looked for several months for a half-time French teacher but was unable to find one. I said yes to the request knowing that I was almost done with my 24 credit French program at Metropolitan Community College in Omaha, Nebraska.

The final course would not finish until the third week of August. After contacting Mr. Weimpen, it was determined that I should get a conditional license for French since there was not sufficient time to get fully endorsed for the school year. After applying for the conditional license, no one explained my deficiencies or explained what was needed to make up those deficiencies. Having sent the transcripts from MCC for the conditional license, I was confident that I could get the full endorsement the following month. I figured that once MCC had truly closed the summer session, then I would be able to apply for the full endorsement on my Master Educator license with my transcript of 24 credits.

I would never have thought that the 24 credit sequence in an accredited institution would not be worth 24 credits.

2. In your own words, provide a brief narrative of the hardship that the Board's rule would impose upon you:

I spent a year earning 24 credits in French. I did not pay for 16 credits, as Mr. Wempen suggests. Instead, I paid for 24 credits and those 24 credits cost over \$2,400. It did not have to be 24 credits; it could have been a four course sequence of just 12 credits to meet the requirement of my Master's program. And if I had the correct information from the BOEE consultant, I may have decided not to do it at all. But it would have been MY choice.

Instead, like a game of piñata, I was blindfolded and had to swing at the target without knowing if I was close, even though I had asked the BOEE in advance. Not only was my agency taken away from me with incomplete information, but a year of my time. I started in August, 2023 and worked hard EVERY WEEK AFTER SCHOOL to complete these credits. I can assure you that I worked hours and hours on the French credits while working two jobs (Spanish teacher at Southview MS and ESL teacher at DMACC).

In addition to the hardships of lost time and out-of-pocket expenses, there is the cost of earning 36 credits for the Master's in Spanish at New Mexico State University, or NMSU. I am only about halfway done and when I continue with the Spanish program, the total out of pocket expenses for me is an additional \$7,524. Based on Mr. Wempen's analysis, I will need five credits more, which may mean two more classes of three credits apiece. The last thing I need is an additional bill for French classes because I am DEFICIENT.

Artifact 5

Many colleagues would say:

"You are 59 years old, you should stop learning. You are going to retire anyway!"

However, I want to learn. I feel that this is a punishment for my hard work and good intentions and this will impose a needless hardship on me and my family because of misunderstood communication. I pay the educational bills and put in the time, yet yet my efforts are DEFICIENT in the eyes of the BOEE. Please keep in mind that as a holder of a Master Educator license, I do not even have to do this type of coursework. This is above and beyond the expectations of the license, yet the BOEE declares it deficient.

3. To your knowledge, would any substantial legal rights be affected for other individuals by waiving this rule? If the rule is waived, what would be the consequences? If this decision would become a precedent for others, what would be the ramifications?

Please waive this rule for me. I know that the BOEE is worried about precedent. But wouldn't you say that I am UNPRECEDENTED? Are there many 59 year olds on a Master Educator License earning a Master's in Spanish?

In my position, I could easily do nothing by law. I do not have to continue with grad classes on my Master Educator license. Yet here I am, earning 24 credits of French, 12 more than needed by NMSU, so as to make the most of a Master's program requirement, which greatly benefits the students of Ankeny.

As a result of this misunderstanding, I think there should be a new BOEE practice. The practice should be that the BOEE consultants include in their communications similar to mine a clear statement that says the following:

**In order to ensure your success in obtaining a license and the desired endorsements, please know that all credits must be earned at an accredited institution that meets the following definition of a college credit: (Insert definition here.) It is the responsibility of the educator to verify with the institution that the credits issued by the institution adheres to the definition that we have noted here before taking the course.**

Iowa needs a large licensed pool of highly qualified educators. A process of unclear communication will slow down the licensing of good educators. However, if people know the expectations in a clear manner, then the high standards of Iowa can be met and the education of our 40,000 students will only get better.



4. What are the benefits for your students if your waiver is granted? What are the benefits for the school district? How will you ensure that the welfare of your students will not be compromised if the waiver is granted? How will this decision protect the profession and the integrity of the licensure standards? How will this decision ensure the delivery of highly qualified content for enhanced student learning?

Our district cannot find French and Spanish teachers easily. If I have both endorsements, we can meet the needs of ever-changing enrollment with great flexibility. I do not believe that we are compromising the quality of the teacher for the students. I am a solid speaker of French, conversationally speaking, and can meet the demands of the assignment (French 1). I currently teach English as a Second Language at DMACC and have done so at the community college level for almost five years. In that time, there have been ESL students from French-speaking countries whom I have helped through the French language.

5. What time period are you requesting for this waiver?
6. Does anyone else possess knowledge relevant to this waiver request?

Yes, my supervisor, Nicole Kuhns, is submitting a supporting document.

7. Please review the board waivers on the Board of Educational Examiners' website. Cite the similar petition to support your request for a petition for a waiver of the rules.