

**STATE OF IOWA  
BOARD OF EDUCATIONAL EXAMINERS**

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

**2022-2023 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  
January 11, 2024**

*TIMES ARE APPROXIMATE*

8:30 a.m.

Call Meeting to Order

Introduction of New Members

**Approve the Agenda**

**TAB A**

Board Meeting Procedures

**Approve the Consent Agenda**

- a. Minutes for December 15, 2023 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 December 15, 2023
- c. Reinstatement(s)
  - 1. 23-05 Ralph Skinner
  - 2. 21-100 Brandon Kirchhoff
  - 3. 21-86 McKenzie Huseman

**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. FY 24 - December

**TAB C**

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. Amend IAC 282 Chapter 11, COMPLAINTS, INVESTIGATIONS, CASE HEARINGS, Amend IAC 282 Chapter 12, FEES

**TAB D**

**c. *Notice***

1. None

**d. *Items for Discussion***

1. None

**Waivers**

1. None

**Reports/Approvals**

1. Fees Report
2. Rules Report

**TAB E**

**TAB F**

1:30 p.m.

**Adjournment**

**UPCOMING MEETINGS**

**Friday, February 23, 2024  
Wednesday, March 20, 2024  
Friday, April 19, 2024**



1 substantiated by the witnesses interviewed in the course of the investigation [and/or]  
2 the documents gathered in the course of the investigation, and the allegations may  
3 constitute a technical violation of the board’s statute or administrative rules; the  
4 evidence before the board indicates that adequate steps have been taken to remedy  
5 the violation and to ensure that incidents of a similar nature do not occur in the  
6 future. The Board will not pursue formal disciplinary action in this matter. **MOTION**  
7 **CARRIED UNANIMOUSLY.**

8  
9 Eric St Clair moved, with a second by Pam Bleam, that in **case number 23-144**, the  
10 Board find probable cause to establish a violation of the following provisions of the  
11 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(6)c, and order this case  
12 set for hearing. Roll call vote: Behrens – yes; Bleam – yes; Eidahl – No; Janzen – yes;  
13 McRina – yes; Rickey – no; St Clair – yes **MOTION CARRIED.**

14  
15 Eric St Clair moved, with a second by Pam Bleam, that in **case number 23-145**, the  
16 Board find probable cause to establish a violation of the following provisions of the  
17 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(6)c, and order this case  
18 set for hearing. Roll call vote: Behrens – yes; Bleam – yes; Eidahl – yes; Janzen – yes;  
19 McRina – yes; Rickey – no; St Clair – yes **MOTION CARRIED.**

20  
21 Eric St Clair moved, with a second by Pam Bleam, that in **case numbers 23-106**, the  
22 Board find probable cause to establish a violation of the following provisions of the  
23 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(6)c, d and 25.3(8)a & b  
24 and order this case set for hearing. **MOTION CARRIED UNANIMOUSLY**

25  
26 Kristen Rickey moved, with a second by Pam Bleam, that in **case numbers 23-107**,  
27 the Board find that the evidence gathered in the investigation, including witness  
28 statements and the documentary evidence, does not substantiate the allegations in the  
29 complaint, and that the Board therefore lacks probable cause to proceed with this  
30 matter. **MOTION CARRIED UNANIMOUSLY**

31  
32 Kristen Rickey moved, with a second by Eric St Clair, that in **case number 23-108**,  
33 the Board find that the evidence gathered in the investigation, including witness

1 statements and the documentary evidence, does not substantiate the allegations in the  
2 complaint, and that the Board therefore lacks probable cause to proceed with this  
3 matter. **MOTION CARRIED UNANIMOUSLY**

4  
5 Kristen Rickey moved, with a second by Pam Bleam, that in **case numbers 23-109**,  
6 the Board finds that the evidence gathered in the investigation, including witness  
7 statements and the documentary evidence, does not substantiate the allegations in the  
8 complaints, and that the Board therefore lacks probable cause to proceed with these  
9 matters. **MOTION CARRIED UNANIMOUSLY**

10  
11 Eric St Clair moved, with a second by Kristen Rickey, that **in case number 23-110**,  
12 the Board finds that the evidence gathered in the investigation, including witness  
13 statements and the documentary evidence, does not substantiate the allegations in the  
14 complaint, and that the Board therefore lacks probable cause to proceed with this  
15 matter. **MOTION CARRIED UNANIMOUSLY**

16  
17 Pam Bleam moved, with a second by Kristen Rickey, that in **case number 23-104**, the  
18 Board find probable cause to establish a violation of the following provisions of the  
19 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(3)e, and order this case  
20 set for hearing. **MOTION CARRIED UNANIMOUSLY**

21  
22 Kristen Rickey moved, with a second by Pam Bleam, that in **case number 23-114**, 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 Pam Bleam moved, with a second by Eric St Clair, that in **case number 23-103**, the  
29 Board return the complaint and investigative report to the investigator to gather  
30 further information, and return the case to the Board for further consideration.  
31 **MOTION CARRIED UNANIMOUSLY**

1 Kristen Rickey moved, with a second by Pam Bleam, that in **case number 23-53**, the  
2 Board accept the agreement submitted by the parties, and issue an Order  
3 incorporating the agreement of the parties and imposing the agreed upon sanction.  
4 **MOTION CARRIED UNANIMOUSLY.**

5  
6 Pam Bleam moved, with a second by Eric St Clair, that in **case number 23-28**, the  
7 Board accept the agreement submitted by the parties, and issue an Order  
8 incorporating the agreement of the parties and imposing the agreed upon sanction.  
9 **MOTION CARRIED UNANIMOUSLY.**

10  
11 Pam Bleam moved, with a second by Kristen Rickey, that in **case number 23-149**, the  
12 Board accept the agreement submitted by the parties, and issue an Order  
13 incorporating the agreement of the parties and imposing the agreed upon sanction.  
14 **MOTION CARRIED UNANIMOUSLY.**

15  
16 Eric St Clair moved, with a second by Pam Bleam, that in **case number 23-102**, the  
17 Board accept the agreement submitted by the parties, and issue an Order  
18 incorporating the agreement of the parties and imposing the agreed upon sanction.  
19 **MOTION CARRIED UNANIMOUSLY.**

20  
21 Kristen Rickey moved, with a second by Pam Bleam, that in **case number 21-137**, the  
22 Board accept the agreement submitted by the parties, and issue an Order  
23 incorporating the agreement of the parties and imposing the agreed upon sanction.  
24 **MOTION CARRIED UNANIMOUSLY.**

25  
26 Eric St Clair moved, with a second by Kristen Rickey, that in **case number 23-111**,  
27 the Board accept the agreement submitted by the parties, and issue an Order  
28 incorporating the agreement of the parties and imposing the agreed upon sanction.  
29 **MOTION CARRIED UNANIMOUSLY.**

30  
31 Kristen Rickey moved, with a second by Pam Bleam, that in **case number 23-150**, the  
32 Board accept the agreement submitted by the parties, and issue an Order

1 incorporating the agreement of the parties and imposing the agreed upon sanction.

2 **MOTION CARRIED UNANIMOUSLY.**

3  
4 Eric St. Clair moved, with a second by Kristen Rickey, that in **case number 23-148**,  
5 the Board accept the agreement submitted by the parties, and issue an Order  
6 incorporating the agreement of the parties and imposing the agreed upon sanction.

7 **MOTION CARRIED UNANIMOUSLY.**

8  
9 Kristen Rickey moved, with a second by Eric St Clair, that in **case number 23-151**,  
10 the Board accept the agreement submitted by the parties, and issue an Order  
11 incorporating the agreement of the parties and imposing the agreed upon sanction.

12 **MOTION CARRIED UNANIMOUSLY.**

13  
14 Kristen Rickey moved, with a second by Pam Blead, that in **case number 23-23**, the  
15 Board accept the agreement submitted by the parties, and issue an Order  
16 incorporating the agreement of the parties and imposing the agreed upon sanction.

17 **MOTION CARRIED UNANIMOUSLY.**

18  
19 Eric St Clair moved, with a second by Kristen Rickey, that in **case number 22-50**, the  
20 Board accept the agreement submitted by the parties, and issue an Order  
21 incorporating the agreement of the parties and imposing the agreed upon sanction.

22 **MOTION CARRIED UNANIMOUSLY.**

23  
24 Kristen Rickey moved, with a second by Pam Blead, to accept the signed consents to  
25 waive the deadline in **case numbers 23-112 and 23-120**, and issue an order  
26 extending the deadline. **MOTION CARRIED UNANIMOUSLY.**

27  
28 Kristen Rickey moved, with a second by Eric St Clair, to extend the 180-day deadline  
29 for issuance of the final decision in **case number 23-103** based upon the amount of  
30 time needed to complete the investigation and conclude the contested  
31 case process and allowing more time for resolution of the complaint assures due  
32 process for the Respondent. **MOTION CARRIED UNANIMOUSLY.**

1 Eric St Clair moved, with a second by Pam Bleam to extend the 180-day deadline for  
2 issuance of the final decision in **case number 23-104** based upon the need to  
3 schedule the hearing and conclude the contested case process and justice would not  
4 be served by dismissing a pending complaint concerning ethical wrongdoing of this  
5 educator. **MOTION CARRIED UNANIMOUSLY.**

6  
7 Pam Bleam moved, with a second by Kristen Rickey to extend the 180-day deadline for  
8 issuance of the final decision in **case number 23-106** based upon need to hold the  
9 hearing and conclude the contested case process and the Respondent would not be  
10 prejudiced by the additional time necessary to resolve the pending complaint given  
11 that investigative information remains confidential pending the final decision.

12 **MOTION CARRIED UNANIMOUSLY.**

13  
14 Eric St Clair moved, with a second by Pam Bleam, to extend the 180-day deadline for  
15 issuance of the final decision in **case number 23-113** based upon the amount of time  
16 needed to complete the investigation and conclude the contested case process and  
17 allowing more time for resolution of the complaint assures due process for the  
18 Respondent. **MOTION CARRIED UNANIMIOUSLY.**

19  
20 Kristen Rickey moved, with a second by Pam Bleam, to extend the 180-day deadline  
21 for issuance of the final decision in **case number 23-116** based upon the amount of  
22 time needed to complete the investigation and conclude the contested case process  
23 and allowing more time for resolution of the complaint assures due process for the  
24 Respondent. **MOTION CARRIED UNANIMOUSLY.**

25  
26 Kristen Rickey moved, with a second by Pam Bleam, to extend the 180-day deadline  
27 for issuance of the final decision in **case number 23-117** based upon a pending  
28 conclusion of a criminal case. **MOTION CARRIED UNANIMOUSLY**

29  
30 Eric St. Clair moved, with a second by Kristen Rickey, to extend the 180-day deadline  
31 for issuance of the final decision in **case number 23-119** based upon the amount of  
32 time needed to complete the investigation and conclude the contested case process

1 and allowing more time for resolution of the complaint assures due process for the  
2 Respondent. **MOTION CARRIED UNANIMOUSLY.**

3  
4 Kristi Traynor and Andrew Steffensmeier recused during the closed session discussion  
5 of the following 180-day cases:

6  
7 Kristen Rickey moved, with a second by Eric St. Clair, to extend the 180-day deadline  
8 for issuance of the final decision in case number 23-105 based upon the need to  
9 schedule the hearing and conclude the contested case process and justice would not  
10 be served by dismissing a pending complaint concerning ethical wrongdoing of an  
11 educator. **MOTION CARRIED UNANIMOUSLY.**

12  
13 Pam Blead moved, with a second by Kristen Rickey to extend the 180-day deadline for  
14 issuance of the final decision in case number 23-115 based upon the need to  
15 schedule the hearing and conclude the contested case process and justice would not  
16 be served by dismissing a pending complaint concerning ethical wrongdoing of this  
17 educator. **MOTION CARRIED UNANIMOUSLY.**

18  
19 Kristen Rickey moved, with a second by Pam Blead, to extend the 180-day deadline  
20 for issuance of the final decision in case number 23-118 based upon need to  
21 schedule the hearing and conclude the contested case process and justice would not  
22 be served by dismissing a pending complaint concerning ethical wrongdoing of this  
23 educator. **MOTION CARRIED UNANIMOUSLY.**

24  
25 Kristen Rickey moved, with a second by Eric St. Clair, that the Board approve the  
26 closed session minutes from November 8, 2023. **MOTION CARRIED UNANIMOUSLY**

27  
28 Requests for Reinstatement:

29 **Case No. 23-52** In the Matter of Mark Griffin. Mr. Griffin was alleged to have been at  
30 school or at a school sponsored activity under the influence of alcohol. He received a  
31 sanction of: a written reprimand, deferred suspension for three months, completion of  
32 a 15-hour ethics course and to undergo a substance abuse evaluation. The deferred  
33 suspension period has elapsed and Mr. Griffin has completed all requirements.

1 Nathan Arnold, attorney for Mr. Griffin, was present and addressed the board. Eric St  
2 Clair moved, with a second by Pam Bleam, that in **case 23-52** the board approve the  
3 Respondent's request for reinstatement and issue an order stating that the basis for  
4 the suspension no longer exists and it will be in the public interest for the license to be  
5 reinstated. **MOTION CARRIED UNANIMOUSLY.**

6  
7 **Case No. 21-86**, In the Matter of McKenzie Huseman. Ms. Huseman was alleged of  
8 physical abuse of a student. She received a sanction of: written reprimand and  
9 suspension of 2 years, completion of a 15-hour ethics course. Ms. Huseman was  
10 present and addressed the board. Katie Schoolen was also present before the board in  
11 representing Ms. Huseman. Ms. Huseman was suspended for a minimum of two  
12 years, beginning June 22, 2021 and completed the ethics course. An evaluation was  
13 completed as part of an order that was issued outside of the board. The board felt a  
14 copy of this evaluation would help determine if it is in the public interest to reinstate  
15 because the need no longer exists. The board encouraged the applicant to bring the  
16 requested evaluation before the board at the next meeting. Kristen Rickey moved,  
17 with a second by Eric St Clair, that in **case 21-86** the board deny the Respondent's  
18 request for reinstatement because it has not been shown clearly that the basis for the  
19 suspension no longer exists and that it's in the public interest to reinstate the license.  
20 **MOTION CARRIED UNANIMOUSLY.** After reconsideration of case 22-111, Katie  
21 Schoolen stated she had received additional information regarding the evaluation the  
22 board is requesting to review for the reinstatement for Ms. Huseman. Chad Janzen,  
23 Board Chair, stated the Board has not been provided the evaluation in question and  
24 has requested to see the evaluation document and therefore the application would not  
25 be reconsidered without further motion from the Board.

26  
27 **Case No. 22-137**, In the Matter of Abigail Kessler. Ms. Kessler was alleged of vacating  
28 a contract. She received a sanction of: written reprimand, a suspension of 3 months  
29 and completion of a 15-hour ethics course. Ms. Kessler was not present before the  
30 board and has completed all requirements. Eric St Clair moved, with a second by Pam  
31 Bleam, that in **case 22-137** the board approve the Respondent's request for  
32 reinstatement and issue and order stating that the basis for the suspension no longer

1 exists and it will be in the public interest for the license to be reinstated. **MOTION**  
2 **CARRIED UNANIMOUSLY**

3  
4 **Case No. 22-111**, In the Matter of Hallie Eller. Ms. Eller was alleged of engaging in  
5 inappropriate communication with students after consuming alcohol in light of the  
6 professional boundaries required of her. She received a sanction of: written  
7 reprimand, a deferred suspension of 6 months, completion of a 15-hour ethics course,  
8 completion of a mental health evaluation and substance abuse evaluation.

9 Respondent applied for reinstatement prior to the board's regular meeting on  
10 December 15, 2023. The application included documentation of the required ethics  
11 class, and evaluations. Ms. Eller was not present before the board. Eric St Clair  
12 moved, with a second by Kristen Rickey that in **case 22-111** the board approve  
13 reinstatement of the license because the need for the suspension no longer exists and  
14 it is in the public interest to reinstate the license. A vote was taken: Janzen and  
15 Bleam voted – yes; Behrens, Eidahl, McRina, Rickey and St. Clair voted – no. **MOTION**

16 **CARRIED**. During consideration of companion case 22-112, it was noted the  
17 application for reinstatement was considered before the end of the deferred  
18 suspension. Ms. Eller's 6-month deferred suspension began on September 8, 2023.  
19 Ms. Eller prematurely applied for reinstatement as six months had not yet passed.  
20 Reinstatement was submitted to the board at this time due to the 90-day time period  
21 to complete evaluations that was stated in the order. The Board felt requests for  
22 reinstatement should not be made until the period of suspension has passed. Eric St  
23 Clair moved, with a second by Kristen Rickey, to reconsider the decision in **case 22-**  
24 **111 MOTION CARRIED UNANIMOUSLY**. The board reconsidered the decision to  
25 approve the reinstatement in this case due to the 6-month deferred suspension period  
26 still being in effect. Eric St Clair moved, with a second by Kristen Rickey, that in **case**  
27 **22-111**, the board deny the reinstatement of the license because it is not clear that  
28 the need for the suspension no longer exists due to the initial penalty not being  
29 completed. **MOTION CARRIED UNANIMOUSLY**.

30  
31 **Case No. 22-112**, In the Matter of Holly Hoelting. Ms. Hoelting was alleged of  
32 engaging in inappropriate communication with students after consuming alcohol in  
33 light of the professional boundaries required of her. She received a sanction of:

1 written reprimand; deferred suspension of 6 months; completion of a 15-hour ethics  
2 course, completion of a mental health evaluation and a substance abuse evaluation.  
3 Ms. Hoelting applied for reinstatement prior to the board’s regular meeting on  
4 December 15, 2023. The application included documentation of the required ethics  
5 class, and evaluations. Ms. Hoelting prematurely applied for reinstatement; six  
6 months has not yet passed. Ms. Hoelting did not appear before the board. Nathan  
7 Arnold, attorney for Ms. Hoelting was present and spoke on her behalf before the  
8 board. Kristen Rickey moved, with a second by Pam Bleam, that in **case 22-112**, the  
9 board deny the Respondent’s request for reinstatement because it has not been shown  
10 that the it is in the public interest to reinstate the license because the initial penalty  
11 has not been completed in terms of the timeline of the suspension. **MOTION**  
12 **CARRIED UNANIMOUSLY.**

13  
14  
15 Communication from the Public:

16 None

17  
18 Board Member Reports:

19 Kristen Rickey was a part of the University of Iowa College of Education  
20 commencement yesterday evening and there are 100 new teachers.

21  
22 Executive Director’s Report

23 Legislative Report:

24 Proposed Legislation work has begun by Eric St Clair, who serves as the legislative  
25 liaison for the Department of Education. Some of the proposals include the  
26 elimination of the short course for Transitional Coaching, modifying confidentiality to  
27 allow BoEE to refer complaint and investigation to law enforcement and expand  
28 mandatory reporting to include student abuse and add definition of grooming. Other  
29 proposed legislation includes modifying the 3-years limitation on complaints in cases  
30 where the individual was a minor in an inappropriate relationship. This allows  
31 individual to file a complaint as an adult against an educator who committed an  
32 inappropriate relationship as a minor.

1 Agency Update:

2 Mike has resumed working regularly and Joanne will gradually transition away from  
3 serving as the interim director. The first round of interviews for our new investigator  
4 position were this week. The second round with Director Snow should occur very soon.  
5 We hope to have our additional board members very soon.

6

7 Financial Report:

8 Financials have been included. Please reach out if you have any questions. Revenues  
9 are down so far this FY, primarily due to the fee reduction for the new renewal option.

10

11 License Report:

12 All applications are generally caught up with little to no wait time, with the exception  
13 of the new renewal option due to the overwhelming response (3-4 weeks). All  
14 applications with licenses expiring soon will be processed on time. Iowa graduate  
15 recommendations will start to come in this week.

16

17 NASDTEC Conference:

18 Joanne will attend a January NASDTEC conference for the science of reading and  
19 registered apprenticeship programs. NASDTEC is covering all of Joanne's costs.

20

21 Rules

22 Rules have been filed and noticed and no action is needed today for IAC 282 Chapter  
23 11, COMPLAINTS, INVESTIGATIONS, CASE HEARINGS, Amend IAC 282 Chapter 12,  
24 FEES.

25

26 Reports

27 The Iowa Home Based Annual Report and the Iowa Licensure Renewal Programs  
28 Annual Report were provided.

29

30 There being no further business, Eric St Clair moved, with a second by Kristen Rickey,  
31 to adjourn the meeting at 12:05 p.m. **MOTION CARRIED UNANIMOUSLY.**

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

From: Mike Cornelison

Date: January 2, 2024

Re: **FY 2024 FINANCIAL ANALYSIS**  
**Period 6 -December 2023**

**NOTE 1: Cash Balance Review**

Unit	Current Cash Balance	Projected FYE Carry Forward
9397 - BoEE	\$1,579,859	\$1,446,856
	<u>\$1,579,859</u>	<u>\$1,446,856</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](mailto:mike.cornelison@iowa.gov) 515-336-9435

Fund: 0001 General Fund

Unit: 9397  
Sub Unit: Blank

Appropriation: I54 Board of Educational Examiners

FY 2024

EDas Customer Number: 1100  
Percent of Year Complete: 50%

Obj/Rev Class	Obj/Rev Class Name	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	HO13	HO14	HO15	YTD	End of Year Forecast	Annual Budget	Percent of Budget	Percent of Budget
		Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Actual	(C=A+B)	(D)	To Date							
	Balance Brought Forward from Prior Year	100,000	1,596,717	-													1,696,717	1,696,717	1,637,177		
	Balance Carried Forward to Next Year													(100,000)	(1,346,856)		-	(1,446,856)	(1,222,273)		
<b>Revenue Collected</b>																					
234	Gov Transfer In Other Agencies	-	-	-	-	120	-	998	63	69	-	-	4,840	-	-	-	120	6,089	6,500	2%	94%
401	Fees, Licenses & Permits	155,033	198,935	141,664	122,289	103,442	107,060	164,621	134,813	157,693	137,389	169,386	257,755	-	-	-	828,422	1,850,080	1,950,000	42%	95%
501	Refunds & Reimbursements	-	-	-	765	-	-	-	-	-	-	-	-	-	-	-	765	765	-	0%	0%
704	Other	54,965	57,355	53,168	42,250	40,345	40,103	62,790	49,819	59,545	49,128	50,768	61,155	-	-	-	288,186	621,390	680,000	42%	91%
<b>Total Revenues:</b>		<b>309,998</b>	<b>1,853,007</b>	<b>194,832</b>	<b>165,304</b>	<b>143,907</b>	<b>147,163</b>	<b>228,409</b>	<b>184,695</b>	<b>217,307</b>	<b>186,517</b>	<b>220,154</b>	<b>323,749</b>	<b>(100,000)</b>	<b>(1,346,856)</b>	<b>-</b>	<b>2,814,210</b>	<b>2,728,185</b>	<b>3,051,404</b>	<b>92%</b>	<b>89%</b>
<b>Expenditures</b>																					
101	Personal Services	55,300	151,311	128,220	201,762	131,840	112,002	130,193	137,957	137,957	198,237	137,957	137,957	52,823	-	-	780,436	1,713,518	1,643,026	47%	104%
202	In State Travel	-	1,817	47	1,609	661	2,516	1,000	1,000	2,000	1,000	2,500	2,000	2,500	-	-	6,650	18,650	20,000	33%	93%
205	Out Of State Travel	-	20	525	505	(525)	530	2,000	2,000	1,500	1,000	3,000	2,000	2,500	-	-	1,055	15,055	20,000	5%	75%
301	Office Supplies	-	4,500	62	1,500	299	155	400	600	600	300	5,000	100	(4,500)	-	-	6,515	9,015	10,000	65%	90%
302	Facility Maintenance Supplies	-	-	-	-	-	-	250	-	-	250	-	-	250	-	-	-	750	1,000	0%	75%
308	Other Supplies	-	-	-	-	-	-	-	-	-	-	300	-	-	-	-	-	300	400	0%	75%
309	Printing & Binding	-	-	-	-	-	-	200	300	200	200	600	600	100	-	-	-	2,200	3,500	0%	63%
311	Food	-	17	-	-	-	-	50	50	50	50	50	100	450	-	-	17	817	1,000	2%	82%
313	Postage	-	365	492	368	347	309	900	800	1,000	1,200	800	800	1,000	-	-	1,881	8,381	12,500	15%	67%
401	Communications	-	1,614	1,614	1,615	1,616	1,616	1,650	1,650	1,650	1,700	1,700	1,700	1,700	-	-	8,074	19,824	20,000	40%	99%
402	Rentals	4,917	6,527	4,917	4,917	-	5,759	5,250	6,250	5,250	6,250	5,250	6,250	5,250	-	-	27,035	66,785	71,500	38%	93%
403	Utilities	196	186	195	137	172	252	400	400	300	250	250	250	300	-	-	1,138	3,288	4,000	28%	82%
405	Prof & Scientific Services	-	150	200	311	161	561	350	500	350	400	500	350	500	-	-	1,384	4,334	5,000	28%	87%
406	Outside Services	346	346	653	346	595	360	500	700	400	400	600	400	-	-	-	2,646	5,646	6,000	44%	94%
408	Advertising & Publicity	-	-	-	-	-	-	-	-	-	-	-	100	-	-	-	-	100	200	0%	50%
409	Outside Repairs/Service	-	-	-	-	-	-	250	-	-	250	-	-	250	-	-	-	750	1,000	0%	75%
414	Reimbursements To Other Agency	-	2,917	3,297	2,840	1,809	2,026	2,200	1,300	2,200	2,100	2,100	2,100	2,100	-	-	12,890	26,990	25,000	52%	108%
416	ITD Reimbursements	-	177,061	1,987	1,942	1,614	1,621	2,000	2,000	2,000	2,000	2,000	2,000	2,000	-	-	184,225	198,225	550,000	33%	36%
418	IT Outside Services	-	1,305	655	82,719	650	16,681	1,600	6,700	1,400	1,400	1,400	3,200	2,500	-	-	102,011	120,211	35,000	291%	343%
432	Attorney General Reimbursement	-	-	-	-	-	-	42,000	7,000	7,000	8,000	7,000	7,000	7,000	-	-	-	85,000	85,000	0%	100%
434	Gov Transfer Other Agencies	-	16,692	21,034	11,155	17,534	8,940	40,000	35,000	40,000	40,000	35,000	45,000	45,000	-	-	75,355	355,355	455,000	17%	78%
501	Equipment	-	-	-	-	-	-	6,282	-	-	-	-	-	-	-	-	-	6,282	6,500	0%	97%
502	Office Equipment	-	-	-	-	-	-	250	-	-	-	-	-	-	-	-	-	250	250	0%	100%
503	Equipment-Non Inventory	-	-	-	-	-	-	2,500	14,000	-	-	-	-	-	-	-	-	16,500	16,500	0%	100%
510	IT Equipment & Software	-	1,486	-	-	43	423	-	-	1,500	-	-	-	(1,500)	-	-	1,952	1,952	12,000	16%	16%
602	Other Expenses & Obligations	130	-	4,123	4,958	2,625	2,809	3,900	3,000	3,700	3,200	3,700	3,200	3,300	-	-	14,646	38,645	42,000	35%	92%
702	Fees	-	-	-	-	-	-	-	30	-	-	-	-	-	-	-	-	30	30	0%	100%
705	Refunds-Other	-	-	85	75	-	-	340	510	340	510	340	510	340	-	-	160	3,050	5,000	3%	61%
<b>Total Expenditures:</b>		<b>60,889</b>	<b>366,314</b>	<b>168,106</b>	<b>316,760</b>	<b>159,441</b>	<b>156,559</b>	<b>244,465</b>	<b>221,747</b>	<b>209,397</b>	<b>268,696</b>	<b>210,047</b>	<b>215,617</b>	<b>123,863</b>	<b>-</b>	<b>-</b>	<b>1,228,069</b>	<b>2,721,903</b>	<b>3,051,405</b>	<b>40%</b>	<b>89%</b>
<b>Current Month Operations</b>		<b>249,108</b>	<b>1,486,692</b>	<b>26,726</b>	<b>(151,456)</b>	<b>(15,534)</b>	<b>(9,396)</b>	<b>(16,056)</b>	<b>(37,053)</b>	<b>7,910</b>	<b>(82,180)</b>	<b>10,106</b>	<b>108,132</b>	<b>(223,863)</b>	<b>(1,346,856)</b>	<b>-</b>	<b>1,586,141</b>	<b>6,282</b>	<b>(1)</b>		
<b>Encumbrances</b>								<b>6,282</b>													
<b>Cash Balance</b>		<b>249,108</b>	<b>1,735,801</b>	<b>1,762,527</b>	<b>1,611,071</b>	<b>1,589,255</b>	<b>1,579,859</b>	<b>1,563,803</b>	<b>1,526,751</b>	<b>1,534,660</b>	<b>1,452,481</b>	<b>1,462,587</b>	<b>1,570,719</b>	<b>1,346,856</b>	<b>(0)</b>	<b>(0)</b>				<b>(1)</b>	

**FOOTNOTES**

**Revenues**

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

**Expenditures**

- 101 Personal Services** - October & April have 3 payroll warrants written. S Mitchell vacation/sick payout in October.
- 202 In State Travel** - Employee travel and Board Meeting expense.
- 205 Out Of State Travel** - December includes a NASDTEC event registration (B Myers)
- 401 Communication** - Cell phone and ICN Voice 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.
- 418 IT Outside Services** - WebSpec Design costs, & Insight desktop support.  
October & December expense includes \$95,484 for a Professional Practices update & migration to the Salesforce system.  
The cost for this project was budgeted in Expense Class 416.
- 434 Gov Transfer Other Agencies** - DCI criminal history & background checks & DIA services.
- 501 Equipment** - Forecast is for a copier replacement.
- 503 Equipment-Non Inventory** - Forecast includes the purchase of 12 Chromebooks.
- 602 Other Expenses & Obligations** - TOS credit card processing fees.

Job Class	Board Members
105263 14000	Vacant
105264 14000	Timothy W Bower
105265 14000	Vacant
105266 14000	Rhonda McRina
105267 14000	Kathy J Behrens
105268 14000	Davis L Eidahl
133116 14000	Kristen M Rickey
139184 14000	Pam Bleam
139185 14000	Vacant
139186 14000	Chad W Janzen
139188 14000	Vacant
139189 14000	Vacant
	<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	Vacant (new position)	0.00	0.00
105259 01071 Education Program Consultant	Kelly Jo Krogh Faga	1.00	1.00
105260 01071 Education Program Consultant	Gregory S Horstman	1.00	1.00
144601 01071 Education Program Consultant	Geri McMahon	1.00	1.00
105262 01071 Education Program Consultant	David D Wempen	1.00	1.00
105269 31038 Executive Director/BOEE	Michael D Cavin	1.00	1.00
105270 31513 Admin Consultant	Joanne K Tubbs	1.00	1.00
144600 00645 Attorney 3	Beth A Myers	1.00	1.00
105272 95002 Secretary 3	Meredith Hawk	1.00	1.00
<b>Total FTEs</b>		<b>14.00</b>	<b>14.00</b>

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

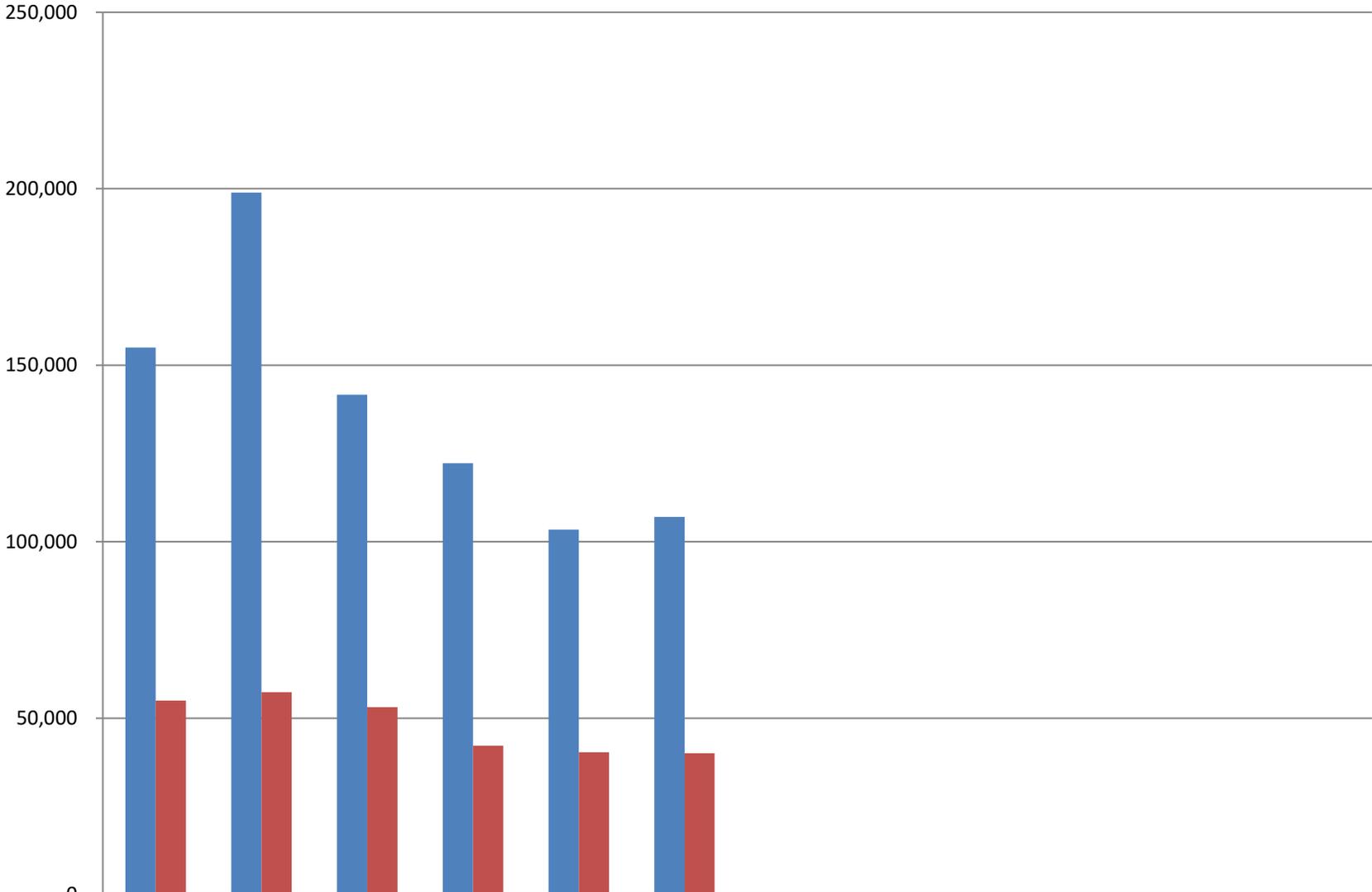
Board of Educational Examiners

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	Forecast	Actual									
Appropriation																		
BBF																		
<b>Revenue Collected</b>																		
234	Gov Transfer In Other Agencies	0	0	0	0	120	0	0	0	0	0	0	0	0	0	0	0	120
401	Licensure Fees	155,033	198,935	141,664	122,289	103,442	107,060	0	0	0	0	0	0	0	0	0	0	828,422
501	Refunds & Reimbursements	0	0	0	765	0	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	0	0	0	0	0	0	0	0	0	0	288,186
<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>1,117,493</b>
234 Gen Fund	Licensure Fees % - Other Agcy																	0
401 Gen Fund	Licensure Fees	48,808	62,606	44,609	38,545	32,554	33,686											260,808
<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>0</b>	<b>260,808</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>1,378,301</b>
	YTD vs Prior Year	-13%	-19%	-16%	-15%	-17%	-16%											

Note -  
 General Fund 0001-996-2820

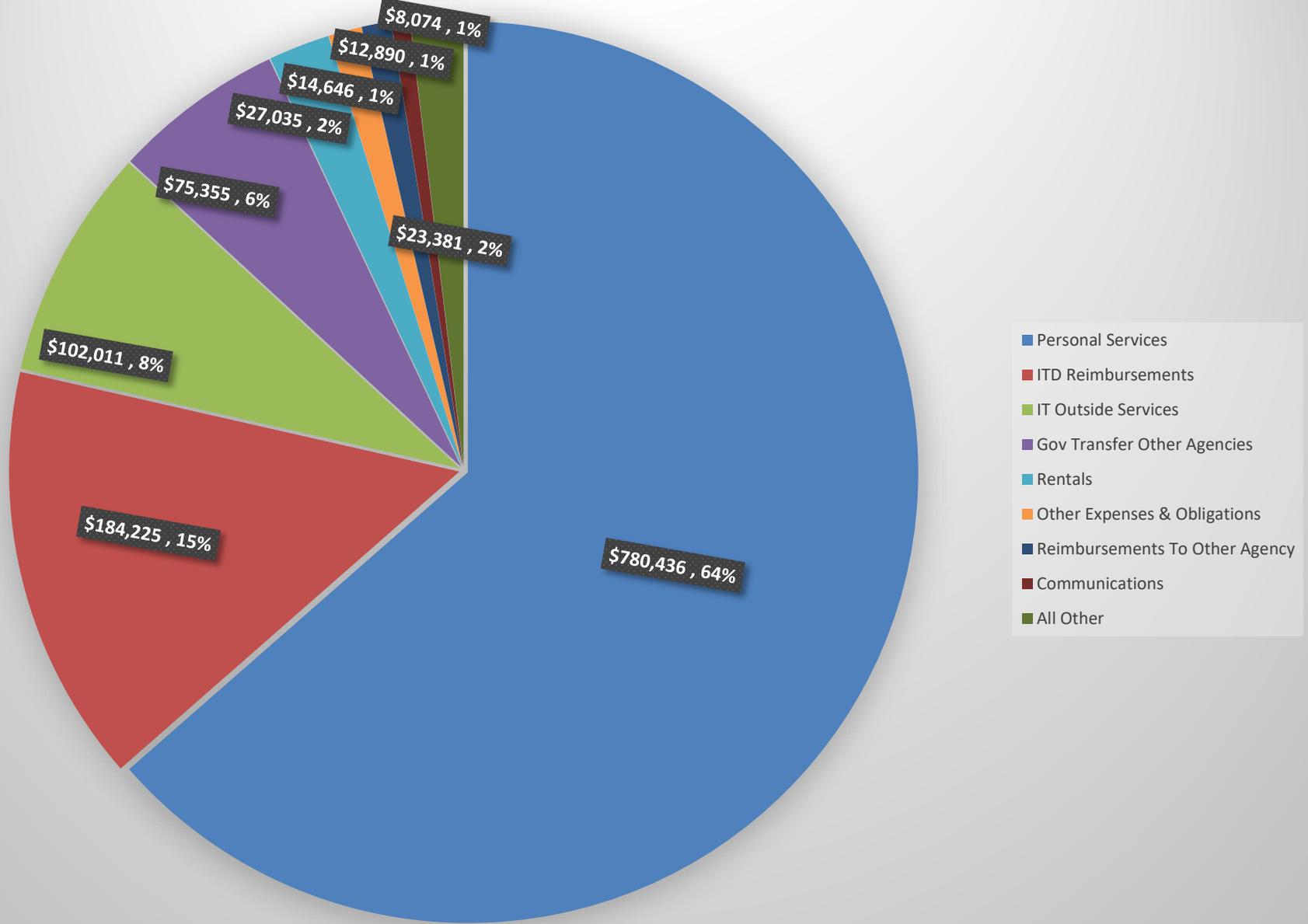
Prior Year																	
Obj/Rev Class	Obj/Rev Class Name	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	HO13	HO14	HO15	YTD
		Actual	Actual	Actual	Actual	Actual											
Appropriation																	
BBF																	
<b>Revenue Collected</b>																	
234	Gov Transfer In Other Agencies	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
<b>Total Revenues:</b>		<b>240,945</b>	<b>331,646</b>	<b>214,388</b>	<b>186,503</b>	<b>205,575</b>	<b>163,303</b>	<b>234,431</b>	<b>173,305</b>	<b>218,208</b>	<b>182,996</b>	<b>182,991</b>	<b>338,783</b>	<b>24,101</b>	<b>14,095</b>	<b>0</b>	<b>2,711,271</b>
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
<b>Total General Fund</b>		<b>57,934</b>	<b>80,056</b>	<b>42,583</b>	<b>41,151</b>	<b>46,495</b>	<b>36,871</b>	<b>54,509</b>	<b>40,900</b>	<b>51,195</b>	<b>43,608</b>	<b>44,769</b>	<b>88,245</b>	<b>6,265</b>	<b>0</b>	<b>0</b>	<b>634,580</b>
<b>Total Receipts</b>		<b>298,879</b>	<b>411,702</b>	<b>256,971</b>	<b>227,654</b>	<b>252,070</b>	<b>200,174</b>	<b>288,940</b>	<b>214,205</b>	<b>269,403</b>	<b>226,604</b>	<b>227,760</b>	<b>427,028</b>	<b>30,366</b>	<b>14,095</b>	<b>0</b>	<b>3,345,851</b>

### Receipts July 2023-June 2024



■ Licensure Fees	155,033	198,935	141,664	122,289	103,442	107,060	0	0	0	0	0	0
■ DCI Check Fees	54,965	57,355	53,168	42,250	40,345	40,103	0	0	0	0	0	0

# Expenditures July 2023-June 2024

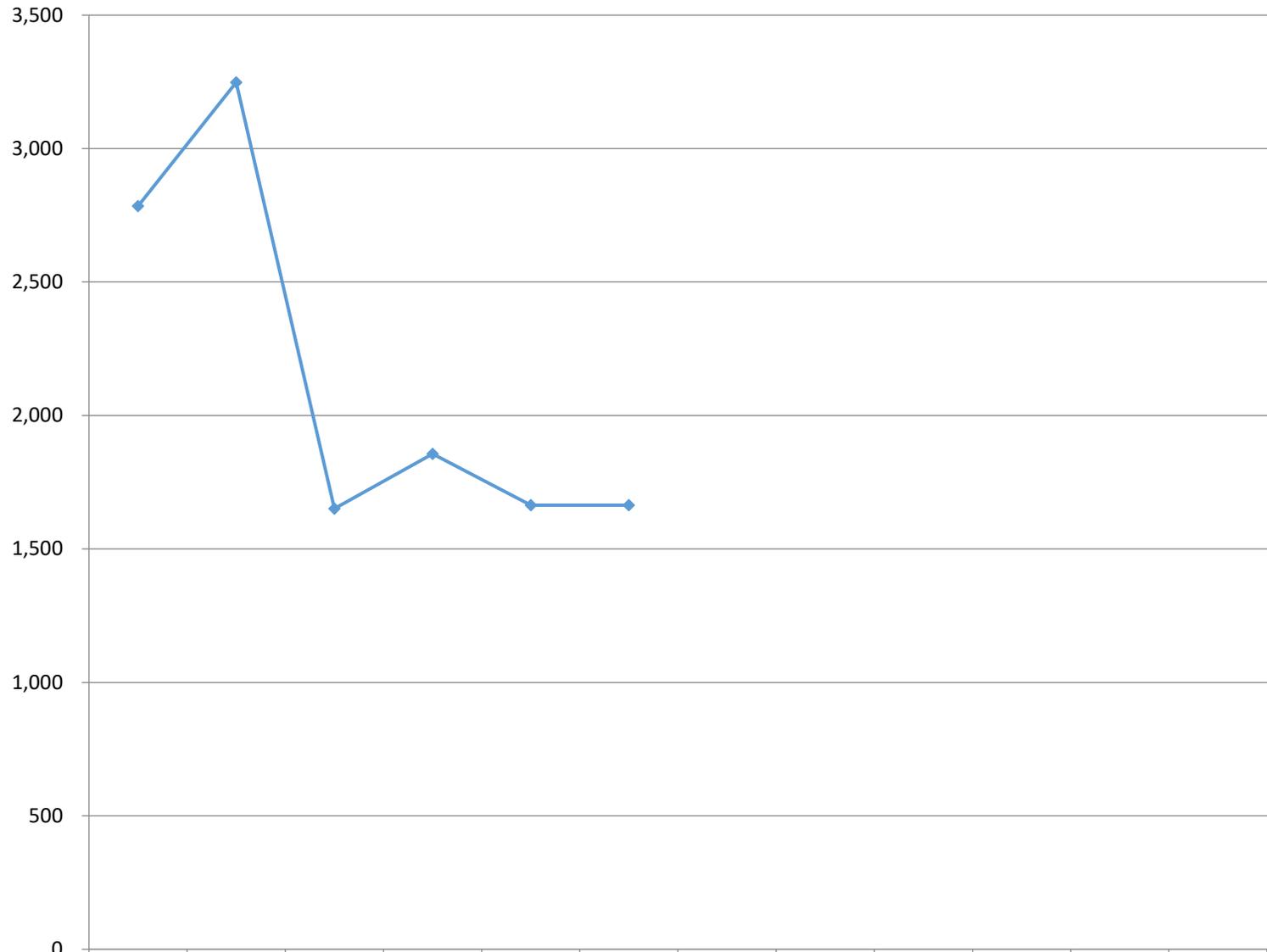


## Obligations vs. Budget Report

### Budget Fiscal Year: 2024

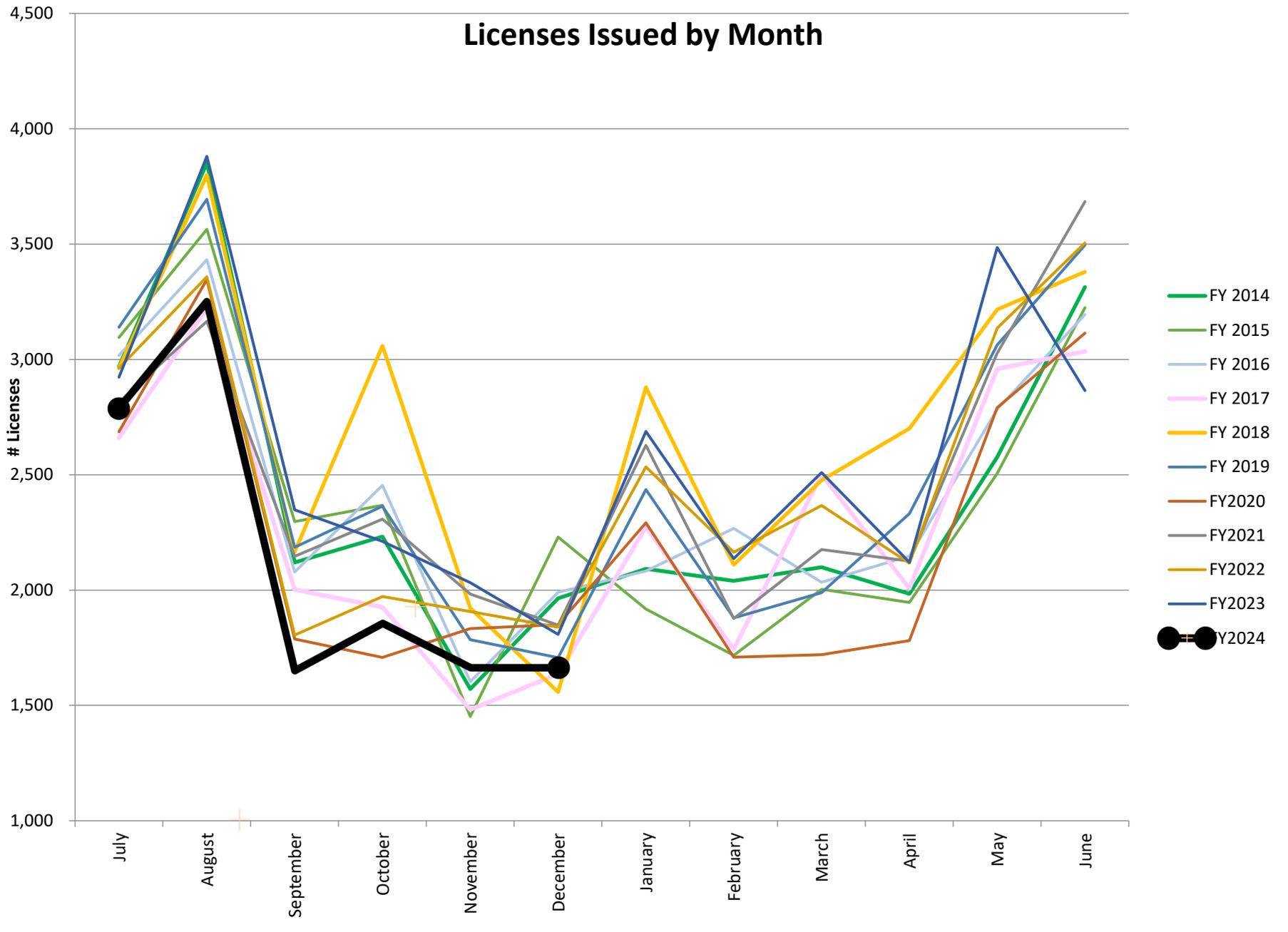
		Actual	FY-	Total	FY 24	Budget	Percent of
		To-Date	Encumbered	Obligations	Budget	Balance	Budget
				FY-To-Date			Received
							/Spent
<b>Resources -</b>							
	Balance Forward	1,696,717		1,696,717	1,637,177		
234	Gov Transfer In Other Agencies	120		120	6,500		
401	Fees, Licenses & Permits	828,422		828,422	1,950,000		
704	Other	288,186		288,186	680,000		
	Total Resources	<b>\$2,813,445</b>	<b>\$0</b>	<b>\$2,813,445</b>	<b>\$4,273,677</b>		
	(Total Revenues)	<u><u>\$1,116,728</u></u>	<u><u>\$0</u></u>	<u><u>\$1,116,728</u></u>	<u><u>\$2,636,500</u></u>	\$1,519,772	42%
<b>Expenditures -</b>							
101	Personal Services	780,436		780,436	1,643,026	862,590	47%
202	In State Travel	6,650		6,650	20,000	13,350	33%
205	Out Of State Travel	1,055		1,055	20,000	18,945	5%
301	Office Supplies	6,515		6,515	10,000	3,485	65%
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%
313	Postage	1,881		1,881	12,500	10,619	15%
401	Communications	8,074		8,074	20,000	11,926	40%
402	Rentals	27,035		27,035	71,500	44,465	38%
403	Utilities	1,138		1,138	4,000	2,862	28%
405	Prof & Scientific Services	1,384		1,384	5,000	3,616	28%
406	Outside Services	2,646		2,646	6,000	3,354	44%
408	Advertising & Publicity	0		0	200	200	0%
409	Outside Repairs/Service	0		0	1,000	1,000	0%
414	Reimbursements To Other Agency	12,890		12,890	25,000	12,110	52%
416	ITD Reimbursements	184,225		184,225	550,000	365,775	33%
418	IT Outside Services	102,011		102,011	35,000	(67,011)	291%
432	Attorney General Reimbursement	0		0	85,000	85,000	0%
434	Gov Transfer Other Agencies	75,355		75,355	455,000	379,645	17%
501	Equipment	0	6,282	6,282	6,500	218	97%
502	Office Equipment	0		0	250	250	0%
503	Equipment-Non Inventory	0		0	16,500	16,500	0%
510	IT Equipment & Software	1,952		1,952	12,000	10,048	16%
602	Other Expenses & Obligations	14,646		14,646	42,000	27,354	35%
702	Fees	0		0	30	30	0%
705	Refunds-Other	160		160	5,000	4,840	3%
	Total Expenditures	\$1,228,052	\$6,282	\$1,234,334	\$3,050,406	\$1,815,072	40%
	CY Revenue Less Expenditures	<u><u>(\$111,324)</u></u>					
	Estimated Carry Forward	<u><u>\$1,585,393</u></u>					

### Total # Licenses Issued FY24



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Total # Transactions Processed	2,785	3,248	1,651	1,856	1,664	1,664						

# 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
<b>FY 2024</b>	2,785	3,248	1,651	1,856	1,664	1,664							12,868
<b>Running Total</b>	2,785	6,033	7,684	9,540	11,204	12,868	12,868	12,868	12,868	12,868	12,868	12,868	
<b>FY 2023</b>	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
<b>Running Total</b>	2,923	6,803	9,151	11,362	13,394	15,202	17,890	20,026	22,535	24,656	28,141	31,006	
<b>FY 2022</b>	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
<b>Running Total</b>	2,962	6,320	8,125	10,097	12,004	13,843	16,377	18,541	20,908	23,025	26,160	29,665	
<b>FY 2021</b>	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
<b>Running Total</b>	2,815	5,980	8,126	10,434	12,417	14,265	16,893	18,769	20,945	23,071	26,098	29,782	
<b>FY 2020</b>	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
<b>Running Total</b>	2,687	6,033	7,821	9,529	11,362	13,212	15,504	17,213	18,933	20,714	23,505	26,619	
<b>FY 2019</b>	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
<b>Running Total</b>	3,139	6,833	9,019	11,383	13,168	14,875	17,311	19,190	21,179	23,510	26,573	30,069	
<b>FY 2018</b>	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
<b>Running Total</b>	2,962	6,761	8,926	11,985	13,907	15,465	18,344	20,454	22,930	25,630	28,846	32,226	
<b>FY 2017</b>	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
<b>Running Total</b>	2,660	5,881	7,883	9,809	11,291	12,927	15,200	16,944	19,446	21,453	24,412	27,447	
<b>FY 2016 Actual</b>	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
<b>Running Total</b>	3,017	6,449	8,527	10,981	12,584	14,575	16,657	18,924	20,958	23,105	25,888	29,083	
<b>FY 2015 Actual</b>	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
<b>Running Total</b>	3,095	6,659	8,956	11,324	12,776	15,006	16,924	18,641	20,644	22,590	25,095	28,319	
<b>FY 2014 Actual</b>	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
<b>Running Total</b>	2,968	6,820	8,940	11,172	12,743	14,707	16,799	18,839	20,938	22,922	25,498	28,812	
<b>FY 2013 Actual</b>	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
<b>Running Total</b>	2,744	6,119	8,097	10,585	12,434	14,354	16,585	18,653	20,899	23,087	26,043	29,262	





## PENDING MEMO

**Date:** December 15, 2023

**To:** Board Members

**From:** Mike Cavin, Executive Director

**RE:** Amend IAC 282 Chapter 11, COMPLAINTS, INVESTIGATIONS, CASE HEARINGS, Amend IAC 282 Chapter 12, FEES

---

2023 Iowa Acts, HF 430 directs the board of educational examiners to adopt rules related to investigations, retention of records, public notice, and the evaluation of past complaints.

2023 Iowa Acts HF 672 created a new renewal option with a reduced fee.

Item 1: Amend subrule 11.4(9) as follows:

11.4(9) Confidentiality. All complaint files, investigation files, other investigation reports, and other investigation information in the possession of the board or its employees or agents, which relate to licensee discipline, are privileged and confidential, and are not subject to discovery, subpoena, or other means of legal compulsion for their release to a person other than the respondent and the board and its employees and agents involved in licensee discipline, and are not admissible in evidence in a judicial or administrative proceeding other than the proceeding involving licensee discipline. However, investigative information in the possession of the board or its employees or agents which is related to licensee discipline may be disclosed to appropriate licensing authorities within this state, the appropriate licensing authorities in another state, the District of Columbia, or a territory or country in which the licensee is licensed or has applied for a license. Records related to written complaints shall be collected and retained and shall 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 is constitute a public record.

Item 2: Amend rule 282—11.5(272) as follows:

282—11.5 (272) Investigation of complaints or license reports. The chairperson of the board or the chairperson's designee may request an investigator to investigate the complaint or report received by the board from another state, territory or other jurisdiction concerning license or certificate revocation or suspension pursuant to subrule 11.4(7); providing that the jurisdictional requirements have been met on the face of the complaint. The investigation shall be limited to the allegations contained on the face of the complaint. The investigator may consult an assistant attorney general concerning the investigation or evidence produced from the investigation. Upon completion of the investigation, the investigator shall prepare a report of the investigation for consideration by the board in determining whether probable cause exists. The investigation of the

complaint shall be finalized even if the licensed practitioner resigns or surrenders the practitioner's license, certificate, authorization, or statement of recognition during the investigation. The board shall investigate whether or not an administrator who is employed by the school that employs a licensed practitioner who is the subject of an investigation initiated under Iowa Code section 272.15(1)"a" as amended by 2023 Iowa Acts, House File 430, filed a written complaint and whether or not the administrator was required to report to the board pursuant to Iowa Code 272.15 as amended by 2023 Iowa Acts, House File 430.

3. Amend rule 282—12.2(272) as follows

282—12.2(272) Fees for the renewal or extension of licenses, certificates, statements of professional recognition, and authorizations. The fee for the renewal or extension of a license, certificate, statement of professional recognition, or authorization shall be \$85 unless otherwise specified below:

1. The renewal of the paraeducator certificate shall be \$40.
2. The renewal of the behind-the-wheel authorization shall be \$40.
3. A one-year extension for renewal of a coaching authorization shall be \$40.
4. A one-year extension of the initial license shall be \$25. This extension may be issued if the applicant needs one additional year to meet the experience requirement for the standard license, but has met Iowa teaching standards, pursuant to rule 282—20.4(272).
5. A \$25 fee for an extension of the initial administrator license, which may be issued instead of renewing the initial administrator license if the applicant verifies one of the criteria listed in 282—subrule 20.8(2).
6. The fee for the renewal of a license, certificate, statement of professional recognition, or authorization for practitioners with a master's degree or higher who have ten or more years of experience in education shall be \$50.



December 15, 2023

# Fees Report

Board of Educational Examiners

State of Iowa  
Department of Education  
Grimes State Office Building  
400 E. 14<sup>th</sup> Street  
Des Moines, IA 50319-0146

## **Administration**

McKenzie Snow, Director and Executive Officer of the State Board of Education

## **Educational Examiners Board**

Chad Janzen, Chair, Sergeant Bluff-Luton CSD, Superintendent  
Kathy Behrens, Vice Chair, Carroll Kuemper Catholic Schools, Teacher  
Pam Bleam, Manson Northwest Webster CSD, Elementary Counselor  
Tim Bower, Fairfield, Public Member  
Rhonda McRina, Waterloo, Public Member  
Dr. Kristen Rickey, West Delaware CSD, Superintendent  
Davis Eidahl, Solon CSD, Superintendent  
Eric St. Clair, Iowa Department of Education

Mike Cavin – Executive Director

It is the policy of the Iowa Department of Education not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C.§§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). If you have questions or complaints related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319-0146, telephone number: 515-281-5295, or the Director of the Office for Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, telephone number: 312-730-1560, FAX number: 312-730-1576, TDD number: 800-877-8339, email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

# Budget Assumptions and Findings

1. Licensure fees cover all costs for the Board. The Board does not receive an appropriation from the Legislature.
2. 2004 and 2005 legislation changed the revenue stream for the Board, requiring 25% of licensure fees to be deposited directly into the General Fund. Prior to 2004, expenditures exceeded revenues. Average annual deposits are approximately \$600,000.
3. The Board committed to not increasing licensing fees to educators for at least 4 to 7 years from FY06. The Board is currently in year 18 without a licensure fee increase.
4. Costs related to investigations and the prosecution of complaints are not within our control. Annual costs exceed \$275,000.
5. FY06 legislation requires the Board to check the sex offender registry, child abuse registry, and the dependent adult abuse registry when renewing a license. FY16 legislation added checks of Iowa Courts Online for all renewal applications. As a result, background check fees for renewals only were increased from \$1 to \$10 in FY17 to help offset these additional costs.
6. We currently employ 14 FTE and have a 13-member board appointed by the Governor.
7. The Board must maintain a cash carryover to cover costs. A minimum balance of \$600,000 would cover three months of average expenditures, excluding General Fund deposit expenditures, should a catastrophic reduction in license applications occur.
8. Technology has increased our effective and efficient use of resources. The online licensing system requires approximately \$120,000 to operate annually. This cost was offset by the reduction of one consultant staff position and the elimination of paper credential mailings.
9. The contract for our previous licensure system expired in June of 2019 and was replaced with a state contract managed through OCIO, better aligning our services and licensing needs. Continued revisions and updates will be required to maintain the effectiveness and simplify the use for our customers.
10. 2023 Iowa Acts, HF 672 requires a new licensure renewal option for educators with an advanced degree and 10 years or more experience. This is estimated to reduce BoEE revenues by \$116,000 per year starting in FY2024, which may decrease the number of FTE positions within the BoEE by 1.0 position. Additionally, there will be an estimated decrease of \$37,000 to the general fund.

# Budget Forecast

## Board of Educational Examiners

Department: 286										
Fund: 0001										
Unit: 9397										
Appropriation: WZ9										
		<b>FY23</b>		<b>FY24</b>		<b>FY25</b>		<b>FY26</b>		<b>FY27</b>
		<b>Actual</b>	<b>Change</b>	<b>Budget</b>	<b>Change</b>	<b>Budget</b>	<b>Change</b>	<b>Budget</b>	<b>Change</b>	<b>Budget</b>
<b>04B</b>	<b>BBF Funds</b>	<b>1,434,767</b>	202,410	<b>1,637,177</b>	(514,904)	<b>1,122,273</b>	(242,654)	<b>879,619</b>	(276,983)	<b>602,635</b>
<b>Revenue Collected</b>										
234	Gov Transfer In Other Agencies	20,755	(14,255)	6,500	(0)	6,500	0	6,500	0	6,500
401	Fees, Licenses & Permits	1,995,997	(45,997)	1,950,000	0	1,950,000	0	1,950,000	0	1,950,000
704	Other	694,520	(14,520)	680,000	0	680,000	(0)	680,000	0	680,000
<b>Total Revenues:</b>		<b>2,711,271</b>	(74,771)	<b>2,636,500</b>	0	<b>2,636,500</b>	0	<b>2,636,501</b>	0	<b>2,636,501</b>
<b>Expenditures</b>										
101	Personal Services	1,600,280	42,746	1,643,026	136,416	1,779,442	30,661	1,810,103	35,566	1,845,669
202	In State Travel	12,176	7,824	20,000	(0)	20,000	(0)	20,000	0	20,000
205	Out Of State Travel	5,758	14,242	20,000	(0)	20,000	0	20,000	0	20,000
301	Office Supplies	9,369	631	10,000	0	10,000	(1)	10,000	0	10,000
302	Facility Maintenance Supplies	0	1,000	1,000	0	1,000	0	1,000	0	1,000
308	Other Supplies	0	400	400	0	400	0	400	0	400
309	Printing & Binding	2,592	907	3,500	1	3,500	(0)	3,500	0	3,500
311	Food	99	901	1,000	(0)	1,000	0	1,000	0	1,000
313	Postage	11,856	644	12,500	0	12,500	0	12,500	0	12,500
401	Communications	19,367	633	20,000	(0)	20,000	(0)	20,000	0	20,000

402	Rentals	59,505	11,995	71,500	1,333	72,833	(1,333)	71,500	0	71,500
403	Utilities	2,826	1,174	4,000	(0)	4,000	0	4,000	0	4,000
405	Prof & Scientific Services	2,827	2,173	5,000	(0)	5,000	0	5,000	0	5,000
406	Outside Services	5,165	835	6,000	0	6,000	(0)	6,000	0	6,000
408	Advertising & Publicity	92	107	200	1	200	(0)	200	0	200
409	Outside Repairs/Service	0	1,000	1,000	0	1,000	0	1,000	0	1,000
414	Reimbursements to Other Agency	31,286	(6,286)	25,000	(0)	25,000	1	25,000	0	25,000
416	ITD Reimbursements	201,754	348,246	550,000	(295,000)	255,000	5,000	260,000	5,000	265,000
418	IT Outside Services	33,055	1,945	35,000	0	35,000	0	35,000	0	35,000
432	Attorney General Reimbursement	57,928	27,072	85,000	(0)	85,000	0	85,000	0	85,000
434	Gov Transfer Other Agencies	336,322	118,678	455,000	(0)	455,000	0	455,000	0	455,000
502	Office Equipment	0	250	250	0	250	0	250	0	250
503	Equipment-Non Inventory	0	23,000	23,000	(15,000)	8,000	0	8,000	0	8,000
510	IT Equipment & Software	9,402	2,598	12,000	(0)	12,000	(0)	12,000	0	12,000
602	Other Expenses & Obligations	45,364	(3,364)	42,000	0	42,000	(0)	42,000	0	42,000
702	Fees	30	0	30	0	30	0	30	0	30
705	Refunds-Other	2,270	2,730	5,000	0	5,000	0	5,000	0	5,000
<b>Total Expenditures:</b>		<b>2,449,321</b>	602,084	<b>3,051,405</b>	(172,251)	<b>2,879,154</b>	34,330	<b>2,913,484</b>	40,566	<b>2,954,050</b>
<b>Current Year Operations</b>		<b>261,950</b>	(676,856)	<b>(414,905)</b>	172,251	<b>(242,654)</b>	(34,329)	<b>(276,983)</b>	(40,566)	<b>(317,549)</b>
<b>91B</b>	<b>Balance Carry Forward</b>	<b>1,696,717</b>	(474,445)	<b>1,222,272</b>	(342,653)	<b>879,619</b>	(276,983)	<b>602,635</b>	(317,549)	<b>285,086</b>

# Revenues and Expenditures

	FY2023	FY2022	FY2021	FY2020	FY2019	FY2018	FY2017	FY2016	FY2015	FY2014	FY2013
Balance Forward from Prior Years	\$1,434,766	\$1,241,860	\$882,269	\$815,593	\$1,037,544	\$836,246	\$593,217	\$570,694	\$1,176,209	\$1,156,232	\$1,047,214
Receipts											
Gov Transfer in Other Agencies	\$20,755	\$2,300	\$6,744	\$8,927	\$6,196	(\$70)	\$321	\$600	\$338	\$0	\$0
Fees, Lic. & Permits	\$2,630,577	\$2,481,000	\$2,466,096	\$2,223,760	\$2,506,034	\$2,640,601	\$2,402,398	\$2,366,770	\$2,362,441	\$2,376,318	\$2,394,796
Other	\$694,520	\$641,369	\$669,828	\$505,984	\$586,567	\$620,625	\$454,700	\$448,835	\$363,491	\$364,476	\$365,286
<b>Total Receipts</b>	<b>\$3,345,852</b>	<b>\$3,124,669</b>	<b>\$3,142,668</b>	<b>\$2,738,671</b>	<b>\$3,098,797</b>	<b>\$3,261,156</b>	<b>\$2,857,419</b>	<b>\$2,816,205</b>	<b>\$2,726,270</b>	<b>\$2,740,794</b>	<b>\$2,760,082</b>
<b>less: General Fund Receipts</b>	<b>(\$634,580)</b>	<b>(\$598,198)</b>	<b>(\$594,734)</b>	<b>(\$536,090)</b>	<b>(\$603,924)</b>	<b>(\$638,663)</b>	<b>(\$587,499)</b>	<b>(\$582,569)</b>	<b>(\$587,182)</b>	<b>(\$589,546)</b>	<b>(\$594,889)</b>
Revenues	\$2,711,272	\$2,526,471	\$2,547,934	\$2,202,581	\$2,494,873	\$2,622,493	\$2,269,920	\$2,233,636	\$2,139,088	\$2,151,248	\$2,165,193
Expenditures	\$2,459,321	\$2,333,565	\$2,188,343	\$2,135,905	\$2,716,824	\$2,421,195	\$2,026,891	\$2,211,113	\$2,744,603	\$2,131,271	\$2,056,175
<b>Revenues less Expenditures</b>	<b>\$251,951</b>	<b>\$192,906</b>	<b>\$359,591</b>	<b>\$66,676</b>	<b>(\$221,951)</b>	<b>\$201,298</b>	<b>\$243,029</b>	<b>\$22,523</b>	<b>(\$605,515)</b>	<b>\$19,977</b>	<b>\$109,018</b>
Balance Carried Forward to Next Year	\$1,686,717	\$1,434,766	\$1,241,860	\$882,269	\$815,593	\$1,037,544	\$836,246	\$593,217	\$570,694	\$1,176,209	\$1,156,232

\*The fluctuation in revenues less expenditures highlights the importance of maintaining a cash balance beyond the minimum of \$600,000 to allow time for corrective action and prevent the need to increase fees.

# Licenses Issued

	July	August	September	October	November	December	January	February	March	April	May	June	Total number of Licenses Issued
<b>FY 2023</b>	2,923	3,880	2,348	2,211	2,032	1,808	2,688	2,136	2,509	2,121	3,485	2,865	<b>31,006</b>
<b>FY 2022</b>	2,962	3,358	1,805	1,972	1,907	1,839	2,534	2,164	2,367	2,117	3,135	3,505	<b>29,665</b>
<b>FY 2021</b>	2,815	3,165	2,146	2,308	1,983	1,848	2,628	1,876	2,176	2,126	3,027	3,684	<b>29,782</b>
<b>FY 2020</b>	2,687	3,346	1,788	1,708	1,833	1,850	2,292	1,709	1,720	1,781	2,791	3,114	<b>26,619</b>
<b>FY 2019</b>	3,139	3,694	2,186	2,364	1,785	1,707	2,436	1,879	1,989	2,331	3,063	3,496	<b>30,069</b>
<b>FY 2018</b>	2,962	3,799	2,165	3,059	1,922	1,558	2,879	2,110	2,476	2,700	3,216	3,380	<b>32,226</b>
<b>FY 2017</b>	2,660	3,221	2,002	1,926	1,482	1,636	2,273	1,744	2,502	2,007	2,959	3,035	<b>27,447</b>
<b>FY 2016</b>	3,017	3,432	2,078	2,454	1,603	1,991	2,082	2,267	2,034	2,147	2,783	3,195	<b>29,083</b>
<b>FY 2015</b>	3,095	3,564	2,297	2,368	1,452	2,230	1,918	1,717	2,003	1,946	2,505	3,224	<b>28,319</b>
<b>FY 2014</b>	2,968	3,852	2,120	2,232	1,571	1,964	2,092	2,040	2,099	1,984	2,576	3,314	<b>28,812</b>
<b>FY 2013</b>	2,744	3,375	1,978	2,488	1,849	1,920	2,231	2,068	2,246	2,188	2,956	3,219	<b>29,262</b>

# Licenses Issued by Type

ID	License Title	2023*	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
10	Initial License	2443	2846	2556	2311	2527	2791	2679	3028	3342	3723	3309
12	One-Year Conditional	23	15	20	16	13	10	40	36	34	34	33
14	International Exchange License	12	13		18	8	11	23	26	28	23	13
15	Standard License	5443	5355	5735	5702	6237	6005	5885	6017	5927	6626	6851
18	License Suspended or Revoked	28	44	24	46	40	45	58	92	489		
20	Master Educator License	4243	4142	4199	3991	4369	4371	3866	3656	3398	3496	4080
24	Initial Administrator License	361	291	324	313	259	239	284	251	273	319	352
25	Professional Administrator License	713	573	579	719	730	589	454	484	597	720	787
27	Authorization Extension	39		5	5	36	14	25	21	3		
28	Executive Director Decision	404	320	138	278	142	120	283	319	228	284	219
30	Class A License	3	7	11	70	698	740	1387	1168	1051	1090	1019
31	Administrator Exchange License	14	36	66	62	91	93	106	65	83	63	71
33	Class G	48	49	14	33	31	21	35	28	39	38	27
34	Teacher Intern License	112	67	69	37	48	48	44	36	34	20	22
35	Class B License	950	927	787	911	887	860	945	1170	1405	923	933
36	Class E Emergency License (Extension of B)	115	93	70	107	108	85	152	130	167	193	189

ID	License Title	2023*	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
37	Class E Emergency License (Extension of A)	51	7	3	10	46	40	84	67	108	150	138
38	Regional Exchange License	14	92	143	213	259	403	450	599	517	524	539
40	Substitute License	1058	1058	1009	1213	1411	1544	1403	1499	1489	1619	1703
41	Evaluator-(NEW) License	40	38	33	33	40	58	58	39	37	50	54
47	iJAG Authorization	41	56	27	14	9	10	9	9	19	13	
48	Military Exchange License	1	9	10	14	12	29	36	41	23	18	3
49	Activities Administration Authorization	22	30	17	15	15	13	6	7	18		
50	Initial Career and Technical Authorization	121	111	76	47	31	49	40	21	17	23	19
52	Preliminary Native Language Teaching Authorization	11	14	9	7	8	8	6	2	11	7	1
53	Initial School Administrative Manager Authorization	5	13	19	14	27	16	28	29	17	20	
54	School Administrative Manager Authorization	5	7	8	12	6	6	3	2		48	
55	Career and Technical Authorization	27	19	23	14	22	17	14	6	9	21	18
56	Native Language Teaching Authorization	14	11	9	3	6	7	10	3	2		
59	Transitional Coaching Authorization	75	72	40	69	40	61	67				
76	Initial Professional Service License	121	127	153	123	117	135	126	128	112	132	107

ID	License Title	2023*	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
77	Professional Service License	306	243	332	276	283	265	232	244	254	220	223
79	Orientation and Mobility Specialist	4	5	3	4	4	1	5	3	2	1	5
89	Statement of Professional Recognition	334	476	329	294	220	395	425	215	249	148	264
90	Coaching Authorization	3462	3255	3180	3188	2927	3227	3137	3464	3325	3512	3180
91	Coaching Authorization Extension	326	264	188	274	181	117	145	42	59	79	102
92	Behind the Wheel Driving Instructor Authorization	200	141	126	158	188	133	185	171	173	171	160
93	Paraeducator Certificate	755	420	580	579	622	551	591	643	705	1035	798
94	Substitute Authorization	2310	2501	2980	936	1432	1519	1354	1375	1201	899	810
95	School Business Official Authorization	64	160	141	26	207	127	38	110	255	27	1
96	Temporary Initial School Business Official Authorization	8	2	7	4	3	1	5	2	4	1	4
97	Initial School Business Official Authorization	28	30	25	30	23	17	17	30	18	25	24
	Temporary Initial License	N/A	96	156								
	Initial Content Specialist Authorization	12										
	Temporary Work-Based Learning Supervisor Authorization	2										
	Work-Based Learning Supervisor Authorization	3										
	Extensions of Existing Licenses	846	624	629								
	Totals	25,217	24,659	25,459	22,135	24,366	26,812	24,743	25,287	25,727	26,304	26,069

\*Through November 16, 2023, for this report

# Annual Rules Report

Board of Educational Examiners



January 11, 2024

State of Iowa  
Department of Education  
Grimes State Office Building  
400 E. 14<sup>th</sup> Street  
Des Moines, IA 50319-0146

## **Administration**

McKenzie Snow, Director and Executive Officer of the State Board of Education

## **Educational Examiners Board**

Chad Janzen, Chair, Sergeant Bluff-Luton CSD, Superintendent  
Kathy Behrens, Vice Chair, Carroll Kuemper Catholic Schools, Teacher  
Pam Bleam, Manson Northwest Webster CSD, Elementary Counselor  
Tim Bower, Fairfield, Public Member  
Rhonda McRina, Waterloo, Public Member  
Dr. Kristen Rickey, West Delaware CSD, Superintendent  
Davis Eidahl, Solon CSD, Superintendent  
Eric St. Clair, Iowa Department of Education

Mike Cavin – Executive Director

It is the policy of the Iowa Department of Education not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). If you have questions or complaints related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319-0146, telephone number: 515-281-5295, or the Director of the Office for Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, telephone number: 312-730-1560, FAX number: 312-730-1576, TDD number: 800-877-8339, email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

## **BUREAU OF EDUCATIONAL EXAMINERS**

The Bureau of Educational Examiners exclusively licenses the state's preK-12 education practitioners. Authority of the bureau includes establishing criteria for licensure (including but not limited to issuance and renewal requirements), creation of application and renewal forms, creation of licenses that authorize different instructional functions or specialties, development of a code of professional rights, responsibilities, practice, and ethics, and the authority to develop any other classifications, distinctions, and procedures which may be necessary to exercise licensing duties.

The board enforces its adopted rules through revocation or suspension of a license or other disciplinary action. Appeals are heard by the board regarding application, renewal, suspension, or revocation of licenses.

The board is made up of 13 members. Four members must be from the general public, including two parents, one member must be the Director of the Department of Education or the director's designee, and eight members must be licensed practitioners, including three administrators, four teachers, and one educator from an accredited nonpublic school. Members of the board are appointed to terms of four years. The Director of the Department of Education or the director's designee serves until the director's term of office expires.

## Criteria for Review

All rules subject to regulatory review have been evaluated according to the following criteria.

### A. NEED

---

1. What is the objective of the rule for the Board and the public?
2. Is the rule effective in meeting its objective?
3. Is the rule broader than necessary to accomplish its objective?
4. Is the rule necessary to protect the public health, safety, or welfare?
5. Is the rule outdated?
6. Is the rule duplicative?
7. Have laws or other circumstances changed to the extent the rule should be amended or repealed?
8. Have complaints about the rule been received?
9. Does the rule create barriers for some applicants?

### B. CLARITY

---

1. Is the rule clear and concise?
2. Do the Board, licensees, and the public readily understand the rule?
3. Does the rule conflict with the authority or rules of another agency?

### C. INTENT AND STATUTORY AUTHORITY

---

1. What is the statutory authority for the rule?
2. Is the rule necessary to comply with the statute that authorizes it?
3. Is the rule consistent with the legislative intent of the statute?
4. Is there a need to develop additional legislative authorization in order to protect the public health, safety, and welfare?

### D. COST

---

1. Are there quantifiable costs and benefits to the rule?
2. Are there qualitative costs and benefits to the rule?
3. Does the benefit of the rule exceed the costs of the rule?
4. Is there a less burdensome way to achieve the positive result of the rule?

### E. FAIRNESS

---

1. Is the rule applied consistently and predictably?
2. Is the rule fair in its application?
3. Are additional protections needed?
4. Should the rule be modified to eliminate or minimize any disproportionate impacts on the regulated community?
5. Should it be possible to waive compliance with the rule under certain circumstances?

**Board of Educational Examiners (272)****Iowa Administrative Code 282****Rules adopted in 2023**

<b>Rule/ARC #</b>	<b>Subject</b>	<b>Effective Date</b>	<b>Purpose</b>
282—13.5(3) 282—22.15 27.2(5)“c” 6867C	Testing, advanced degree pathway, Class G requirements	March 15, 2023	This rule making allows out-of-country applicants to be exempt from Praxis testing if they hold a license in another country or a degree in education, allows candidates with a master’s degree or higher to obtain a content specialist authorization, and changes the requirements for a Class G license to 75 percent of coursework completion.
282—14.2(10) 6868C	Special Education - All Endorsement	March 15, 2023	This rule making created an optional K-12 Special Education Instructional Strategist—All endorsement.
282—22.14 6869C	Work-based learning program supervision authorization	March 15, 2023	This rule making directed the Board to create a work-based learning program supervision authorization
282—13.1(1) 282—13.5(2) 282—13.6(1) to 13.6(3) 282—13.17(1) 282—18.6 282—22.1(2)“d.” 282—22.2(1) 282—22.4 282—27.2 6870C	Reciprocity	March 15, 2023	2022 Iowa Acts, Senate File 2383, provided updated language for reciprocity laws. This rule making implements those updates.