

**STATE OF IOWA**  
**BOARD OF EDUCATIONAL EXAMINERS**  
Grimes State Office Building, State Board Room  
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**  
**December 15, 2023**

*TIMES ARE APPROXIMATE*

8:30 a.m.

Call Meeting to Order

**Approve the Agenda**

**TAB A**

**Approve the Consent Agenda**

- a. Minutes for November 8, 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 November 8, 2023
- c. Reinstatement(s)
  - 1. 23-52 Mark Griffin
  - 2. 21-86 McKenzie Huseman
  - 3. 22-137 Abigail Kessler
  - 4. 22-111 Hallie Eller
  - 5. 22-112 Holly Hoelting

**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 - November

**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. Iowa Home Based Annual Report
2. Iowa Licensure Renewal Programs Annual Report

**TAB E**

**TAB F**

1:30 p.m.

**Adjournment**

**UPCOMING MEETINGS**

**Thursday, January 11, 2024**

**Friday, February 23, 2024**

**Wednesday, March 20, 2024**

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

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**Minutes**  
**November 8, 2023**

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The Board of Educational Examiners (Board or BoEE) held a meeting on November 8, 2023. Chad Janzen, Board Chair, called the meeting to order at 8:45 a.m. to allow the board to reach quorum. Members attending were Kathy Behrens, Pam Blean, Tim Bower (via Zoom), Davis Eidahl, Kristen Rickey, and Eric St Clair. Also in attendance was Joanne Tubbs, Interim Executive Director, Beth Myers, Attorney/Investigator, Kristi Traynor and Andrew Steffensmeier, Assistant Attorney Generals. Rhonda McRina was unable to attend.

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Kristen Rickey moved, with a second by Eric St Clair, to approve the agenda.

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**MOTION CARRIED UNANIMOUSLY.**

Kristen Rickey moved, with a second by Eric St Clair to approve the consent agenda (minutes for October 13, 2023). **MOTION CARRIED UNANIMOUSLY.**

Eric St Clair moved, with a second by Kristen Rickey that the Board go into closed session for the purpose of discussing closed session minutes whether to initiate licensee disciplinary proceedings, the decision to be rendered in a contested case, confidential health information, and mental health information, pursuant to Iowa Code sections 21.5(1)(a) and (f). Roll call vote: Behrens – yes; Blean – yes; Bower – yes; Eidahl- yes; Janzen – yes; Rickey – yes; St Clair – yes. **MOTION CARRIED UNANIMOUSLY.**

Kristen Rickey moved, with a second by Pam Blean, that in **case number 23-80**, the Board find that, although one or more of the allegations in the complaint may be substantiated by the witnesses interviewed in the course of the investigation [and/or]

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

7  
8 Eric St Clair moved, with a second by Tim Bower, that in **case number 23-97**, the  
9 Board find probable cause to establish a violation of the following provisions of the  
10 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(6)c, m, and t, and order  
11 this case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

12  
13 Eric St Clair moved, with a second by Kathy Behrens, that in **case number 22-161**,  
14 the Board find probable cause to establish a violation of the following provisions of the  
15 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(1)b(2), and order this case  
16 set for hearing. Roll call vote: Behrens – yes; Bleam – no; Bower – yes; Eidahl – yes;  
17 Janzen – no; Rickey – no; St Clair – yes **MOTION CARRIED.**

18  
19 Eric St Clair moved, with a second by Kristen Rickey, that in **case numbers 22-64**,  
20 the Board find probable cause to establish a violation of the following provisions of the  
21 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(1)d and order this case  
22 set for hearing. **MOTION CARRIED UNANIMOUSLY.**

23  
24 Kristen Rickey moved, with a second by Tim Bower, that in **case number 23-136**, the  
25 Board find probable cause to establish a violation of the following provisions of the  
26 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(5)a(2), and order this case  
27 set for hearing. **MOTION CARRIED UNANIMOUSLY.**

28  
29 Eric St Clair moved, with a second by Kristen Rickey, that in **case number 23-148**,  
30 the Board find probable cause to establish a violation of the following provisions of the  
31 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(2)b, and order this case  
32 set for hearing. **MOTION CARRIED UNANIMOUSLY.**

1 Eric St Clair moved, with a second by Kristen Rickey, that in **case number 23-149** the  
2 Board find probable cause to establish a violation of the following provisions of the  
3 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(2)b, and order this case  
4 set for hearing. **MOTION CARRIED UNANIMOUSLY.**

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6 Eric St Clair moved, with a second by Kristen Rickey, that in **case number 23-150**,  
7 the Board find probable cause to establish a violation of the following provisions of the  
8 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(2)b, and order this case  
9 set for hearing. **MOTION CARRIED UNANIMOUSLY.**

10

11 Eric St Clair moved, with a second by Kristen Rickey, that in **case number 23-151**,  
12 the Board find probable cause to establish a violation of the following provisions of the  
13 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(2)b, and order this case  
14 set for hearing. **MOTION CARRIED UNANIMOUSLY.**

15

16 Kristen Rickey moved, with a second by Tim Bower, that in **case number 23-121** the  
17 Board finds that the evidence gathered in the investigation, including witness  
18 statements and the documentary evidence, does not substantiate the allegations in the  
19 complaint, and that the Board therefore lacks probable cause to proceed with this  
20 matter. **MOTION CARRIED UNANIMOUSLY.**

21

22 Kristen Rickey moved, with a second by Pam Bleam, that in **case number 23-122** 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 Kristen Rickey moved, with a second by Pam Bleam, that in **case number 23-123** 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 Pam Blead moved, with a second by Eric St Clair, that in **case number 23-100**, the  
2 Board find that, although one or more of the allegations in the complaint may be  
3 substantiated by the witnesses interviewed in the course of the investigation [and/or]  
4 the documents gathered in the course of the investigation, and the allegations may  
5 constitute a technical violation of the board's statute or administrative rules; the  
6 evidence before the board indicates that the alleged violation was an isolated incident,  
7 and adequate steps have been taken to remedy the violation and to ensure that  
8 incidents of a similar nature do not occur in the future. The Board will not pursue  
9 formal disciplinary action in this matter. **MOTION CARRIED UNANIMOUSLY.**

10  
11 Kristen Rickey moved, with a second by Eric St Clair, that in **case numbers 23-82 &**  
12 **23-85** the Board find that the evidence gathered in the investigation, including  
13 witness statements and the documentary evidence, does not substantiate the  
14 allegations in the complaint, and that the Board therefore lacks probable cause to  
15 proceed with this matter. **MOTION CARRIED UNANIMOUSLY.**

16  
17 Eric St Clair moved, with a second by Tim Bower, that in **case number 23-128**, 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)a, and order this case  
20 set for hearing. **MOTION CARRIED UNANIMOUSLY.**

21  
22 Kristen Rickey moved, with a second by Eric St Clair, that in **case number 23-125** the  
23 Board return the complaint and investigative report to the investigator to gather  
24 further information, and return the case to the Board for further consideration.  
25 **MOTION CARRIED UNANIMOUSLY.**

26  
27 Kristen Rickey moved, with a second by Tim Bower, that in **case number 23-99**, the  
28 Board find probable cause to establish a violation of the following provisions of the  
29 Code of Professional Conduct and Ethics, 282 IAC rule 24.3(3)e, 25.3(4)a, and 25.3(8)  
30 a & b, and order this case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

31  
32 Kristen Rickey moved, with a second by Tim Bower, that in **case number 23-98**, the  
33 Board find probable cause to establish a violation of the following provisions of the

1 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(3)e, 25.3(8)a & b, and  
2 order this case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

3  
4 Eric St Clair moved, with a second by Pam Bleam, that in **case number 23-165**, the  
5 Board find probable cause to establish a violation of the following provisions of the  
6 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(2)b, and order this case  
7 set for hearing. **MOTION CARRIED UNANIMOUSLY.**

8  
9 Pam Bleam moved, with a second by Kristen Rickey, that in **case number 23-87** the  
10 Board finds that the evidence gathered in the investigation, including witness  
11 statements and the documentary evidence, does not substantiate the allegations in the  
12 complaint, and that the Board therefore lacks probable cause to proceed with this  
13 matter. **MOTION CARRIED UNANIMOUSLY.**

14  
15 Eric St Clair moved, with a second by Kristen Rickey, that in **case numbers 23-170**  
16 **and 23-171**, the Board consolidate these cases as they involve common parties and  
17 questions of fact and law and find probable cause to establish a violation of the  
18 following provisions of the Code of Professional Conduct and Ethics, 282 IAC rule  
19 25.3(1)b(1)2, and order this case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

20  
21 Pam Bleam moved, with a second by Tim Bower, that in **case number 23-89** the Board  
22 find that, although one or more of the allegations in the complaint may be  
23 substantiated by the witnesses interviewed in the course of the investigation [and/or]  
24 the documents gathered in the course of the investigation, and the allegations may  
25 constitute a technical violation of the board's statute or administrative rules; the  
26 evidence before the board indicates that the alleged violation is not of sufficient  
27 magnitude to warrant a hearing. The Board will not pursue formal disciplinary action  
28 in this matter. Roll call: Behrens – no; Bleam – yes; Bower – yes; Eidahl – yes; Janzen  
29 – yes; Rickey – no; St Clair – no **MOTION CARRIED.**

30  
31 Eric St Clair moved, with a second by Kristen Rickey, that in **case number 23-161**,  
32 the Board find probable cause to establish a violation of the following provisions of the

1 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(2)b and order this case  
2 set for hearing. **MOTION CARRIED UNANIMOUSLY.**

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4 Kristen Rickey moved, with a second by Eric St Clair, that in **case number 23-176** the  
5 Board find probable cause to establish a violation of the following provisions of the  
6 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(2)b, 25.3(6)c and order  
7 this case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

8  
9 Kristi Traynor and Andrew Steffensmeier recused during the discussion of **case**  
10 **number 23-79** in closed session. Kristen Rickey moved, with a second by Pam Bleam,  
11 that in **case number 23-79** the Board refer the decisions on the pending motions to  
12 the designated Administrative Law Judge and upload the previously filed motions,  
13 resistances, and order assigning to the pending motions to the Administrative law  
14 Judge to the electronic docketing system. **MOTION CARRIED UNANIMOUSLY.**

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16 Kristen Rickey moved, with a second by Eric St Clair, that the Board accept the  
17 respondent's waiver of hearing and voluntary surrender in **case number 22-120** and  
18 that the Board issue an order permanently revoking the license with no possibility of  
19 reinstatement. **MOTION CARRIED UNANIMOUSLY.**

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21 Kristen Rickey moved, with a second by Pam Bleam, that in **case number 23-101** 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 22-148** the  
27 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 22-165**, 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 23-46**, the  
5 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 Pam Blead moved, with a second by Eric St Clair, that in **case number 23-13** the  
10 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 Eric St Clair moved, with a second by Pam Blead, that in **case number 22-166** 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 Kristen Rickey moved, with a second by Pam Blead, that in **case number 23-15** 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 Eric St Clair moved, with a second by Kristen Rickey, that in **case number 22-198** the  
25 Board accept the agreement submitted by the parties, and issue an Order  
26 incorporating the agreement of the parties and imposing the agreed upon sanction.  
27 Roll call: Behrens- yes; Blead – yes; Bower – yes; Eidahl – yes; Janzen – recused;  
28 Rickey – yes; St Clair – yes **MOTION CARRIED.**

29  
30 Kristen Rickey moved, with a second by Pam Blead, that in **case number 23-73** the  
31 Board accept the agreement submitted by the parties, and issue an Order  
32 incorporating the agreement of the parties and imposing the agreed upon sanction.  
33 **MOTION CARRIED UNANIMOUSLY.**

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Kristen Rickey moved, with a second by Pam Bleam, that in **case number 23-72** the Board accept the agreement submitted by the parties, and issue an Order incorporating the agreement of the parties and imposing the agreed upon sanction.

**MOTION CARRIED UNANIMOUSLY.**

Pam Bleam moved, with a second by Tim Bower, that in **case number 22-37** the Board accept the agreement submitted by the parties, and issue an Order incorporating the agreement of the parties and imposing the agreed upon sanction.

**MOTION CARRIED UNANIMOUSLY.**

Eric St Clair moved, with a second by Pam Bleam, that in **case number 23-67** the Board accept the agreement submitted by the parties, and issue an Order incorporating the agreement of the parties and imposing the agreed upon sanction.

**MOTION CARRIED UNANIMOUSLY.**

Kristen Rickey moved, with a second by Pam Bleam, that in **case number 22-192** the Board accept the agreement submitted by the parties, and issue an Order incorporating the agreement of the parties and imposing the agreed upon sanction.

**MOTION CARRIED UNANIMOUSLY.**

Kristen Rickey moved, with a second by Pam Bleam, that the Board not initiate review of the proposed decision in **case number 23-32** and allow the proposed decision to become the final decision of the Board unless an appeal is taken by one of the parties within the time allowed by rule. **MOTION CARRIED UNANIMOUSLY.**

Kristen Rickey moved, with a second by Eric St Clair, to extend the 180-day deadline for issuance of the final decision in **case number 23-95** based upon the amount of time needed to complete the investigation and conclude the contested case process and because the Respondent has requested an extension be granted in order to have the case properly reviewed. **MOTION CARRIED UNANIMOUSLY**

1 Eric St Clair moved, with a second by Tim Bower to extend the 180-day deadline for  
2 issuance of the final decision in case number 23-90 in order to not interfere with the  
3 criminal proceedings. **MOTION CARRIED UNANIMOUSLY**

4  
5 Kristen Rickey moved, with a second by Pam Bleam to extend the 180-day deadline for  
6 issuance of the final decision in case number 23-96 based upon the amount of time  
7 needed to complete the investigation and conclude the contested case process and due  
8 to recently received new information by the board's investigators. **MOTION CARRIED**  
9 **UNANIMOUSLY**

10  
11 Eric St Clair moved, with a second by Tim Bower to extend the 180-day deadline for  
12 issuance of the final decision in case number 23-97 based upon the need to schedule  
13 the hearing and conclude the contested case process and allowing more time for  
14 resolution of the complaint ensures due process for the Respondent. **MOTION**  
15 **CARRIED UNANIMOUSLY**

16  
17 Kristen Rickey moved, with a second by Pam Bleam to extend the 180-day deadline for  
18 issuance of the final decision in case number 23-98 based upon the need to schedule  
19 the hearing and conclude the contested case process and because justice would not  
20 served by dismissing a pending complaint concerning ethical wrongdoings of this  
21 educator. **MOTION CARRIED UNANIMOUSLY**

22  
23 Kristen Rickey moved, with a second by Pam Bleam to extend the 180-day deadline for  
24 issuance of the final decision in case number 23-99 based upon the need to schedule  
25 the hearing and conclude the contested case process and because justice would not be  
26 served by dismissing a pending complaint concerning ethical wrongdoing of this  
27 educator. **MOTION CARRIED UNANIMOUSLY**

28  
29 Kristi Traynor and Andrew Steffensmeier recused during the discussion for the  
30 following 180-day extensions in closed session:

31  
32 Pam Bleam moved, with a second by Eric St Clair to extend the 180-day deadline for  
33 issuance of the final decision in case number 23-74 based upon need to schedule the

1 hearing and conclude the contested case process and because Respondent has asked  
2 for an extension. **MOTION CARRIED UNANIMOUSLY**

3  
4 Kristin Rickey moved, with a second by Eric St Clair to extend the 180-day deadline  
5 for issuance of the final decision in case number 23-75 based upon need to schedule  
6 the hearing and conclude the contested case process and justice would not be served  
7 by dismissing a pending complaint concerning ethical wrongdoing of this educator.

8 **MOTION CARRIED UNANIMOUSLY**

9  
10 Eric St Clair moved, with a second by Pam Bleam to extend the 180-day deadline for  
11 issuance of the final decision in case number 23-76 based upon need to schedule the  
12 hearing and conclude the contested case process and the Respondent would not be  
13 prejudiced by the additional time necessary to resolve the pending complaint given  
14 that investigative information remains confidential pending the final decision.

15 **MOTION CARRIED UNANIMOUSLY**

16  
17 Pam Bleam moved, with a second by Kristen Rickey to extend the 180-day deadline for  
18 issuance of the final decision in case number 23-79 based upon the need to hold the  
19 hearing and conclude the contested case process. **MOTION CARRIED UNANIMOUSLY**

20  
21 Kristin Rickey moved, with a second by Eric St Clair to extend the 180-day deadline  
22 for issuance of the final decision in case number 23-88 based upon the need to hold  
23 the hearing and conclude the contested case process. **MOTION CARRIED**

24 **UNANIMOUSLY**

25  
26 Pam Bleam moved, with a second by Kristen Rickey to extend the 180-day deadline for  
27 issuance of the final decision in case number 23-92 based upon the need to schedule  
28 the hearing and conclude the contested case process. **MOTION CARRIED**

29 **UNANIMOUSLY**

30  
31 Eric St Clair moved, with a second by Pam Bleam to extend the 180-day deadline for  
32 issuance of the final decision in case number 23-93 based upon the need to schedule

1 the hearing and conclude the contested case process. **MOTION CARRIED**  
2 **UNANIMOUSLY**

3  
4 Eric St Clair moved, with a second by Pam Blead to extend the 180-day deadline for  
5 issuance of the final decision in **case number 23-94** based upon the need to schedule  
6 the hearing and conclude the contested case process. **MOTION CARRIED**  
7 **UNANIMOUSLY**

8  
9 Kristen Rickey moved, with a second by Tim Bower to extend the 180-day deadline for  
10 issuance of the final decision in **case number 23-102** based upon the need to  
11 schedule the hearing and conclude the contested case process and allowing more time  
12 for resolution of the complaint assures due process for the Respondent. **MOTION**  
13 **CARRIED UNANIMOUSLY**

14  
15 Kristen Rickey moved, with a second by Pam Blead, that the Board approve the closed  
16 session minutes from October 13, 2023. **MOTION CARRIED UNANIMOUSLY**

17  
18 Request for Reinstatement: Case No. 22-83, In the Matter of Anthony Whitaker. Mr.  
19 Whitaker was accused of encouraging an inappropriate relationship with a student  
20 based on the respondent's contact with a student while they were working and  
21 providing his personal phone number. His sanction included: license suspension for a  
22 minimum of 60 days from the date of the final decision, completion of a mental health  
23 evaluation that includes an assessment of his ability to establish and maintain  
24 appropriate boundaries and completion of the ethics course. Mr. Whitaker's license  
25 has been suspended since June 28, 2023 and he has applied for reinstatement  
26 October 18, 2023. Mr. Whitaker was not present before the board. In reviewing the  
27 information that was submitted, it was unclear whether the criteria behind the mental  
28 health screening was satisfied. Eric St Clair moved, with a second by Kathy Behrens,  
29 that in **case 22-83**, the board deny the Respondent's request for reinstatement. Roll  
30 call vote: Behrens – yes; Blead – yes; Bower – yes; Eidahl – yes; Janzen – yes; Rickey  
31 – recused; St Clair -yes. **MOTION CARRIED.**

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1 Communication from the Public:

2 None

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4 Board Member Reports:

5 Chad Janzen recognized and commended Joanne Tubbs for her work serving as  
6 Interim Executive Director.

7  
8 Dr. Kristen Rickey announced that she will be retiring from her position as  
9 superintendent at the end of the year. This will also end her term serving on the  
10 Board of Educational Examiners. She is concerned for the board's ability to make  
11 quorum once she retires, if new members are not yet appointed.

12  
13 Executive Director's Report

14 Eric St. Clair is the legislative liaison for the Department of Education and is working  
15 on our proposals. Joanne has begun the initial investigation into our rule re-writes as  
16 required by the Governor's Executive Order.

17  
18 Kelly Faga has been hired as the new program consultant. She started on October 27  
19 and is working primarily with coaching authorizations but will also add professional  
20 service licensure. A second full-time investigator position is being advertised for the  
21 BoEE.

22  
23 Financials have been included. Please reach out if you have any questions. FY 23  
24 came out about 6% above previous year. Upgrades are complete for our online  
25 application system. Goals were to improve customer interaction, streamline  
26 processing, and improve casefile and waiver searching capabilities.

27  
28 Renewals are just over 2-3 weeks out. Conditionals are at 3-5 days in most cases if  
29 complete applications are submitted. Online requests for use of subs to start a school  
30 year in a vacancy, extended time for sub authorization holders, and expansion of  
31 Paraeducator's ability to substitute are open. As of Tuesday, November 7, 2023, 190  
32 requests were made to use a sub authorization holder in a long-term position and 350  
33 requests have been made to fill open positions with substitutes temporarily.

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Beth attended Professional Practices Institute in October. Joanne will attend the winter symposium in January (registered apprenticeships and science of reading). Joanne received a grant from NASDTEC and all expenses will be covered.

Rules

Kristen Rickey moved, with a second by Kathy Behrens, that the Board Notice the proposed rule making as written to IAC 282 Chapter 11, COMPLAINTS, INVESTIGATIONS, CASE HEARINGS, Amend IAC 282 Chapter 12, FEES. **MOTION CARRIED UNANIMOUSLY.**

Petition for Waiver

Eric St Clair moved, with a second by Pam Bleam, that the board grant **PFW 23-11 Kristine Sutton**. Roll call: Behrens – recused; Bleam – yes; Eidahl - no; Bower – yes; Rickey – yes; Janzen – yes; St Clair - yes **MOTION CARRIED**. Reasons for granting: On November 1, 2023, the Board received a Petition from Sutton requesting a waiver of the rule for the requirements of an extension of an Initial License. Ms. Sutton holds a substitute license, and a conditional one-year license. The conditional license expired on June 30, 2023. The substitute license is valid until November 30, 2028. Ms. Sutton was denied another year on her initial license. She has had an initial license for three years, but has not secured a sign off to convert her initial license to a standard license. Ms. Sutton is currently subbing and that district supports her getting this extension. She was put on administrative leave last year at a different district and was not allowed to complete the mentoring and induction program nor did she receive a comprehensive evaluation. Ms. Sutton was not able to use the last three months of the extension of her initial license. Ms. Sutton would not be able to use the degree she worked to obtain. The Board was unable to identify any person whose rights would be prejudiced by granting this waiver. The rule from which Kristine Sutton seeks a waiver is not specifically mandated by statute or any other provision of law, and, accordingly, may be waived by the Board. Ms. Sutton’s principal said she was going to work with her. She had letters of support from the principal and instructional coach. They have also observed her teaching and have a better understanding of her teaching. Katie Schoolen, attorney for the petitioner, was

1 present to speak before the Board. Tammy Turner, current Principal for the  
2 petitioner, also spoke to the Board via Zoom.

3

4 There being no further business, Eric St Clair moved, with a second by Pam Bleam, to  
5 adjourn the meeting at 2:56 p.m. **MOTION CARRIED UNANIMOUSLY.**



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

From: Mike Cornelison

Date: December 7, 2023

Re: **FY 2024 FINANCIAL ANALYSIS**  
**Period 5 - November 2023**

**NOTE 1: Cash Balance Review**

Unit	Current Cash Balance	Projected FYE Carry Forward
9397 - BoEE	\$1,589,255	\$1,415,426
	<u>\$1,589,255</u>	<u>\$1,415,426</u>

**Areas to Monitor:**

**RED:**

---

**YELLOW:**

---

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

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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 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: 42%

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	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Actual	(C=A+B)	(D)	To Date
	Balance Brought Forward from Prior Year	100,000	1,596,717	-													1,696,717	1,696,717	1,637,177		
	Balance Carried Forward to Next Year													(100,000)	(1,315,426)			-	(1,415,426)	(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	117,611	164,621	134,813	157,693	137,389	169,386	257,755	-	-	-	721,362	1,860,631	1,950,000	37%	95%
501	Refunds & Reimbursements	-	-	-	765	-	-	-	-	-	-	-	-	-	-	-	765	765	-	0%	0%
704	Other	54,965	57,355	53,168	42,250	40,345	49,114	62,790	49,819	59,545	49,128	50,768	61,155	-	-	-	248,083	630,401	680,000	36%	93%
<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>166,725</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>(1,315,426)</b>	<b>-</b>	<b>2,667,047</b>	<b>2,779,177</b>	<b>3,051,404</b>	<b>87%</b>	<b>91%</b>
<b>Expenditures</b>																					
101	Personal Services	55,300	151,311	128,220	201,762	131,840	137,957	137,957	137,957	137,957	198,237	137,957	137,957	52,823	-	-	668,434	1,747,239	1,643,026	41%	106%
202	In State Travel	-	1,817	47	1,609	661	2,000	1,000	1,000	2,000	1,000	2,500	2,000	4,133	-	-	4,133	18,133	20,000	21%	91%
205	Out Of State Travel	-	20	525	505	(525)	2,000	2,000	2,000	1,500	1,000	3,000	2,000	2,500	-	-	525	16,525	20,000	3%	83%
301	Office Supplies	-	4,500	62	1,500	299	500	400	600	300	5,000	100	(4,500)	-	-	-	6,360	9,360	10,000	64%	94%
302	Facility Maintenance Supplies	-	-	-	-	-	-	250	-	-	250	-	-	250	-	-	-	750	1,000	0%	75%
308	Other Supplies	-	-	-	-	-	-	-	-	-	-	200	-	-	-	-	-	200	400	0%	50%
309	Printing & Binding	-	-	-	-	-	200	200	300	200	200	100	600	100	-	-	-	1,900	3,500	0%	54%
311	Food	-	17	-	-	-	50	50	50	50	50	50	50	450	-	-	17	817	1,000	2%	82%
313	Postage	-	365	492	368	347	900	900	800	1,000	1,200	800	800	1,000	-	-	1,572	8,972	12,500	13%	72%
401	Communications	-	1,614	1,614	1,615	1,616	1,650	1,650	1,650	1,650	1,700	1,700	1,700	1,700	-	-	6,458	19,858	20,000	32%	99%
402	Rentals	4,917	6,527	4,917	4,917	-	11,500	5,250	6,250	5,250	6,250	5,250	6,250	250	-	-	21,277	67,527	71,500	30%	94%
403	Utilities	196	186	195	137	172	350	400	400	300	250	250	300	250	-	-	866	3,386	4,000	22%	85%
405	Prof & Scientific Services	-	150	200	311	161	350	350	500	350	400	500	350	500	-	-	823	4,123	5,000	16%	82%
406	Outside Services	346	346	653	346	595	500	500	700	400	400	600	400	-	-	-	2,286	5,786	6,000	38%	96%
408	Advertising & Publicity	-	-	-	-	-	100	-	-	-	-	-	100	-	-	-	-	200	200	0%	100%
409	Outside Repairs/Service	-	-	-	-	-	250	-	-	-	250	-	-	-	-	-	-	500	1,000	0%	50%
414	Reimbursements To Other Agency	-	2,917	3,297	2,840	1,809	2,100	2,200	1,300	2,200	2,100	2,100	2,100	2,100	-	-	10,863	27,063	25,000	43%	108%
416	ITD Reimbursements	-	177,061	1,987	1,942	1,614	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	-	-	182,604	198,604	550,000	33%	36%
418	IT Outside Services	-	1,305	655	82,719	650	4,000	1,600	6,700	1,400	1,400	3,200	2,500	-	-	-	85,330	107,530	35,000	244%	307%
432	Attorney General Reimbursement	-	-	-	-	-	35,000	7,000	7,000	7,000	8,000	7,000	7,000	-	-	-	-	85,000	85,000	0%	100%
434	Gov Transfer Other Agencies	-	16,692	21,034	11,155	17,534	40,000	40,000	35,000	40,000	40,000	35,000	45,000	45,000	-	-	66,415	386,415	455,000	15%	85%
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	2,000	-	-	1,500	-	-	-	(1,500)	-	-	1,529	3,529	12,000	13%	29%
602	Other Expenses & Obligations	130	-	4,123	4,958	2,625	3,300	3,900	3,000	3,700	3,200	3,700	3,200	3,300	-	-	11,836	39,136	42,000	28%	93%
702	Fees	-	-	-	-	-	-	-	30	-	-	-	-	-	-	-	-	30	30	0%	100%
705	Refunds-Other	-	-	85	75	-	510	340	510	340	510	340	510	340	-	-	160	3,560	5,000	3%	71%
<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>255,999</b>	<b>222,197</b>	<b>207,747</b>	<b>209,397</b>	<b>268,696</b>	<b>209,447</b>	<b>215,567</b>	<b>118,613</b>	<b>-</b>	<b>-</b>	<b>1,071,510</b>	<b>2,779,177</b>	<b>3,051,405</b>	<b>35%</b>	<b>91%</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>(89,274)</b>	<b>6,211</b>	<b>(23,053)</b>	<b>7,910</b>	<b>(82,180)</b>	<b>10,706</b>	<b>108,182</b>	<b>(218,613)</b>	<b>(1,315,426)</b>	<b>-</b>	<b>1,595,537</b>	<b>0</b>	<b>(1)</b>		
<b>Encumbrances</b>							<b>6,282</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>1,506,262</b>	<b>1,512,474</b>	<b>1,489,421</b>	<b>1,497,331</b>	<b>1,415,151</b>	<b>1,425,858</b>	<b>1,534,039</b>	<b>1,315,426</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.
- 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 expense is 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
	Investigator 2	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 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>14.00</b>	<b>14.00</b>

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

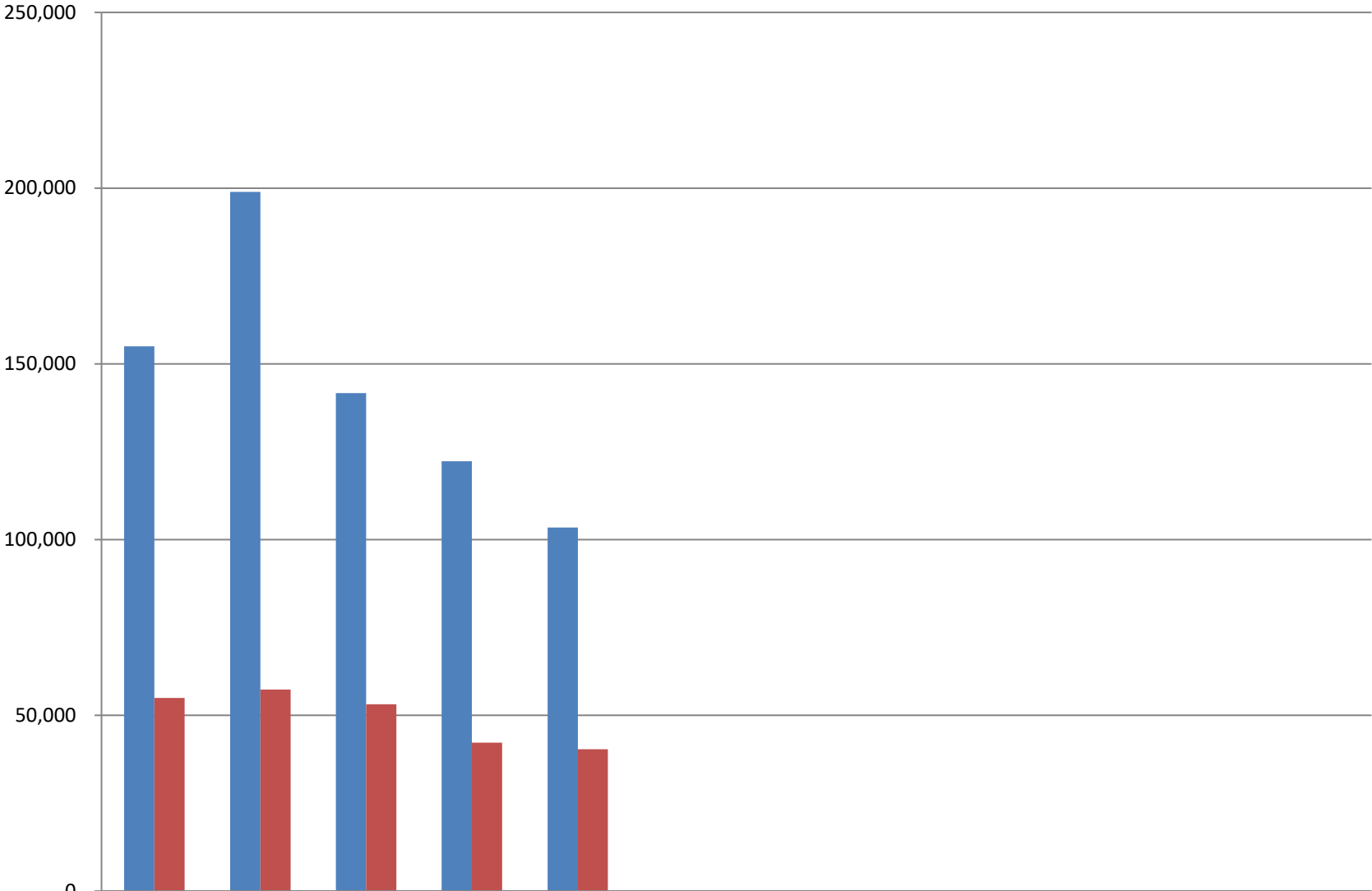
Board of Educational Examiners

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	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	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	120
401	Licensure Fees	155,033	198,935	141,664	122,289	103,442	0	0	0	0	0	0	0	0	0	0	721,362
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	0	0	0	0	0	0	0	0	0	0	248,083
<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>970,330</b>
234 Gen Fund	Licensure Fees % - Other Agcy																0
401 Gen Fund	Licensure Fees	48,808	62,606	44,609	38,545	32,554											227,122
<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>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>227,122</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>1,197,452</b>
	YTD vs Prior Year	-13%	-19%	-16%	-15%	-17%											

Note -  
 General Fund 0001-996-2820

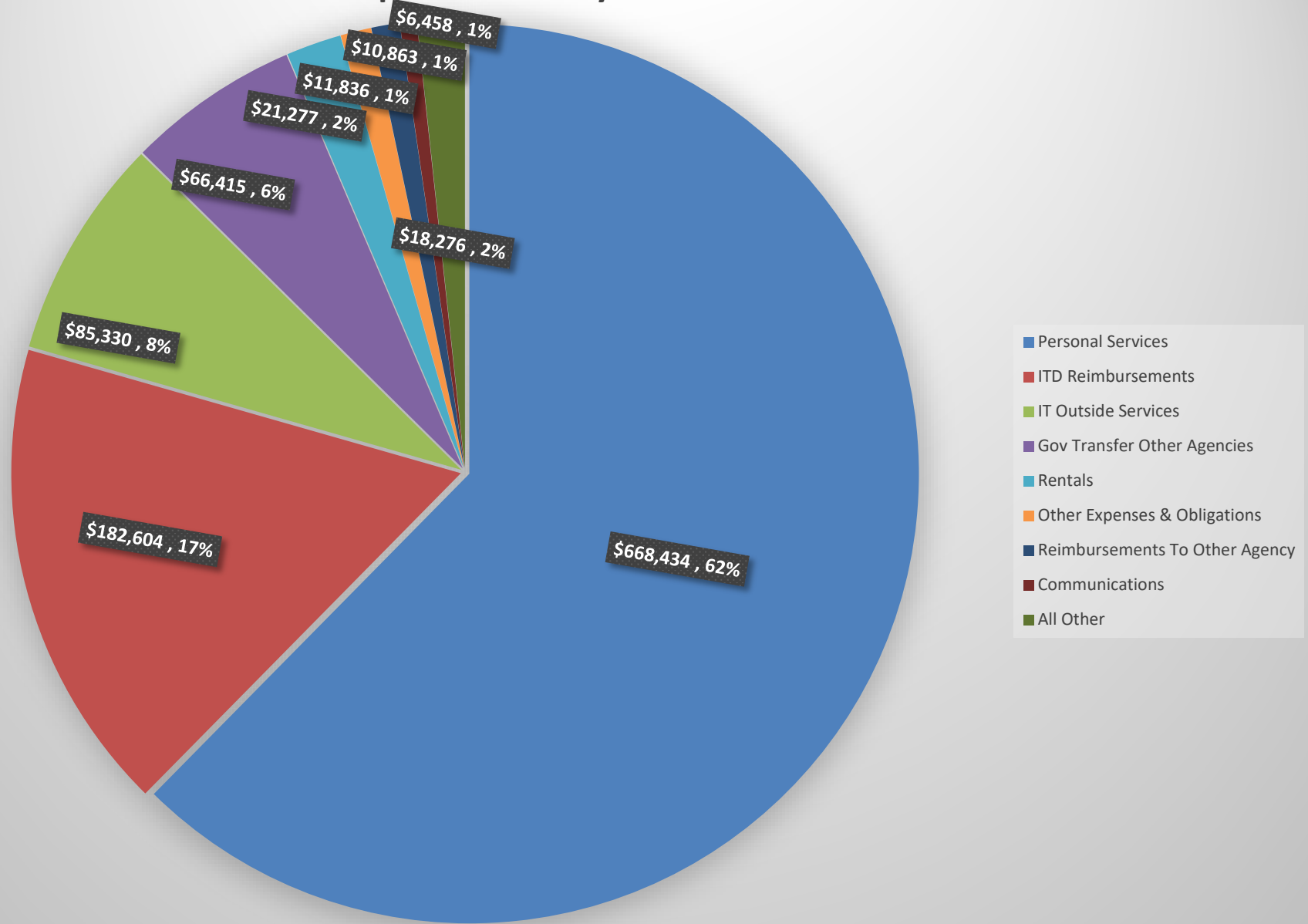
<i>Prior Year</i>																	
Obj/Rev Class	Obj/Rev Class Name	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	HO13	HO14	HO15	YTD
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Appropriation																	
BBF																	
<b>Revenue Collected</b>																	
234	Gov Transfer In Other Agencies	0	0	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	0	0	0	0	0	0	0
■ DCI Check Fees	54,965	57,355	53,168	42,250	40,345	0	0	0	0	0	0	0

# Expenditures July 2023-June 2024



## Obligations vs. Budget Report

### Budget Fiscal Year: 2024

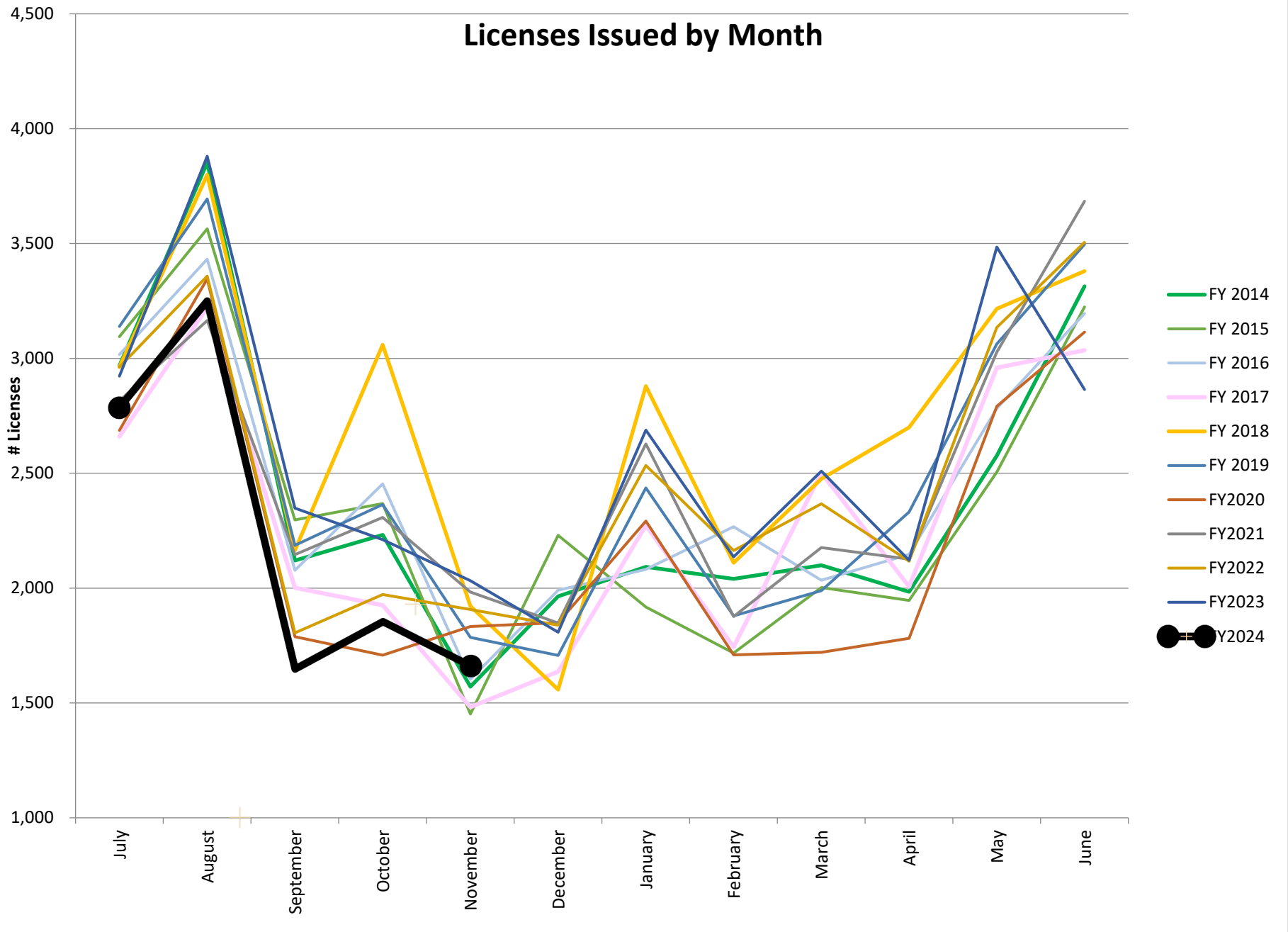
		Actual	FY-	Total	FY 24	Budget	Percent of
		To-Date	Encumbered	Obligations	Budget	Balance	Budget
				FY-To-Date			Received
							/Spent
<b>Resources -</b>							
	Balance Forward	1,696,717		1,696,717	1,637,177		
234	Gov Transfer In Other Agencies	120		120	6,500		
401	Fees, Licenses & Permits	721,362		721,362	1,950,000		
704	Other	248,083		248,083	680,000		
	Total Resources	<b>\$2,666,282</b>	<b>\$0</b>	<b>\$2,666,282</b>	<b>\$4,273,677</b>		
	(Total Revenues)	<u>\$969,565</u>	<u>\$0</u>	<u>\$969,565</u>	<u>\$2,636,500</u>	\$1,666,935	37%
<b>Expenditures -</b>							
101	Personal Services	668,434		668,434	1,643,026	974,592	41%
202	In State Travel	4,133		4,133	20,000	15,867	21%
205	Out Of State Travel	525		525	20,000	19,475	3%
301	Office Supplies	6,360		6,360	10,000	3,640	64%
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	1,572		1,572	12,500	10,928	13%
401	Communications	6,458		6,458	20,000	13,542	32%
402	Rentals	21,277		21,277	71,500	50,223	30%
403	Utilities	886		886	4,000	3,114	22%
405	Prof & Scientific Services	823		823	5,000	4,177	16%
406	Outside Services	2,286		2,286	6,000	3,714	38%
408	Advertising & Publicity	0		0	200	200	0%
409	Outside Repairs/Service	0		0	1,000	1,000	0%
414	Reimbursements To Other Agency	10,863		10,863	25,000	14,137	43%
416	ITD Reimbursements	182,604		182,604	550,000	367,396	33%
418	IT Outside Services	85,330		85,330	35,000	(50,330)	244%
432	Attorney General Reimbursement	0		0	85,000	85,000	0%
434	Gov Transfer Other Agencies	66,415		66,415	455,000	388,585	15%
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	1,529		1,529	12,000	10,471	13%
602	Other Expenses & Obligations	11,836		11,836	42,000	30,164	28%
702	Fees	0		0	30	30	0%
705	Refunds-Other	160		160	5,000	4,840	3%
	Total Expenditures	<u>\$1,071,493</u>	<u>\$6,282</u>	<u>\$1,077,775</u>	<u>\$3,050,406</u>	<u>\$1,971,631</u>	35%
	CY Revenue Less Expenditures	<u><u>(\$101,928)</u></u>					
	Estimated Carry Forward	<u><u>\$1,594,789</u></u>					

### Total # Licenses Issued FY24



Total # Transactions Processed	2,785	3,248	1,651	1,856	1,664							
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# 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								11,204
<b>Running Total</b>	2,785	6,033	7,684	9,540	11,204	11,204	11,204	11,204	11,204	11,204	11,204	11,204	
<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

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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.

**Home Base Iowa  
Licensed Professions and Occupations  
Annual Report**

**December 1, 2023**



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)

## Background of Military Exchange Licenses

The Board of Educational Examiners (BoEE) developed the Military Exchange License in 2013 to assist with portability of teacher licensure for military spouses and recent veterans. The 2023 data shows that 63 military applicants received benefits. This is a significant increase from 2022, when 39 military applicants received benefits. The data for the 63 military family applicants in 2023 are presented below. Four applicants received career and technical licensure based on military experience. The other 59 applicants qualified for a regular Iowa teaching license based on their teacher preparation program. The processing fee for a license (\$85) is waived for all military family applicants.

Iowa Code Section 272C.4.13:

*Beginning December 15, 2016, annually file a report with the governor and the general assembly providing information and statistics on credit received by individuals for education, training, and service pursuant to subsection 11 information and statistics on licenses and provisional licenses issued pursuant to subsection 12.*

## Credit Received by Individuals for Education, Training, and Service in 2023

### Veterans Received Licensure Based on Credit for Military Experience

Four veterans received licensure based on credit for military experience and education:

- Folder numbers 804794, 1127874, 1128805, and 1131111 received Career and Technical Licenses in Military Science, based on hours of work-related experience in the military.



## Veterans Received Benefits Toward Receiving their Iowa Teaching License in 2023

31 veterans received benefits toward getting their Iowa teaching license:

Status	License	Folder #		Status	License	Folder #
Veteran	Initial	1039540		Veteran	Standard	1105077
Veteran	Initial	1044917		Veteran	Standard	1126902
Veteran	Initial	1111375		Veteran	Standard	1127019
Veteran	Initial	1113320		Veteran	Standard	1127261
Veteran	Initial	1117170		Veteran	Standard	1128221
Veteran	Initial	1124163		Veteran	Standard	1130280
Veteran	Initial	1125266		Veteran	Standard	1130818
Veteran	Initial	1126424		Veteran	Master	1121717
Veteran	Initial	1129339		Veteran	Master	1124897
Veteran	Initial	1130504		Veteran	Master	1125981
Veteran	Initial	1130941		Veteran	Master	1126904
Veteran	Initial	1131456		Veteran	Master	1127690
Veteran	Initial	1131482		Veteran	Master	1128248
Veteran	Initial	1131913		Veteran	Master	1128463
Veteran	Initial	1132300		Veteran	Master	1131759
				Veteran	Master	808710

## Military Spouses Received Benefits Toward Receiving their Iowa Teaching License in 2023

28 military spouses received benefits toward getting their Iowa teaching license:

Status	License	Folder #		Status	License	Folder #
Spouse	Initial	1023101		Spouse	Standard	1128650
Spouse	Initial	1125759		Spouse	Standard	1129308
Spouse	Initial	1126127		Spouse	Standard	1129803
Spouse	Initial	1126136		Spouse	Standard	1130314
Spouse	Initial	1127455		Spouse	Standard	1130442
Spouse	Initial	1129946		Spouse	Standard	1130783
Spouse	Initial	1129952		Spouse	Standard	1131026
Spouse	Initial	1130202		Spouse	Standard	1131789
Spouse	Initial	1130743		Spouse	Standard	1132599
Spouse	Standard	1122041		Spouse	Master	1127939
Spouse	Standard	1045369		Spouse	Master	1129255
Spouse	Standard	1125090		Spouse	Master	1129982
Spouse	Standard	1125811		Spouse	Master	1130186
Spouse	Standard	1128386		Spouse	Master	1132798



# Iowa Licensure Renewal Programs

2023 Annual Report

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

## **Administration**

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

# Approved Iowa Licensure Renewal Programs

AEA Learning Online
Central Rivers AEA
Grant Wood AEA (GWAEA)
Great Prairie AEA (GPAEA)
Green Hills AEA (GHAEA)
Heartland AEA
Keystone AEA
Mississippi Bend AEA (MBAEA)
Northwest AEA (NWAEA)
Prairie Lakes AEA (PLAEA)
Iowa Safe Schools
Iowa State Education Association (ISEA)
Members Impacting Students/Improving Curriculum (MISIC)
Professional Educators of Iowa (PEI)
School Administrators of Iowa (SAI)
Cedar Rapids Community School District
Norwalk Community Schools
Waterloo Community School District
West Des Moines Community Schools

## Course Offerings from October 1, 2022 to September 30, 2023

*Approved teacher licensure renewal programs must conduct a minimum of ten different courses for teachers during the calendar year. Agencies providing only administrative licensure renewal must provide a minimum of five different courses during the calendar year.*

**AEA Learning Online:** From October 1, 2022 to September 30, 2023, we offered 208 facilitated online, catalog courses (Over 85 unique offerings). This included courses for both teachers and administrators, and in 21 different subject areas. In addition, we offered over 80 different self-paced courses in a wide array of disciplines, including, but not limited to: Agriculture, Fine Arts, Assessment, At-risk, CTE, Classroom management, Computer Science, Counseling, Diverse Learners, Diversity, Early Childhood, Economics/financial literacy, English/Language Arts, ESL, Foreign Language, Gifted and Talented, Health and Physical Education, Information Literacy Instructional Strategies, Leadership, Math, Reading, Science, Social Emotional, Social Studies, Special Education, Substitute Teaching, Technology Integration, Technology Literacy, Work-based learning, Writing

**Central Rivers AEA:** From Oct 1, 2022-Sept 30, 2023, CRAEA offered 171 License renewal courses options with 251 total sections. We offered courses ranging from TAG, to multiple content areas, social- emotional, special education, ELs, SDI, Early Childhood, Substitute Authorization, in addition to offerings for instructional coaches and administrators.

**Grant Wood AEA (GWAEA):** 194 of 450 Professional Learning Opportunities at GWAEA were offered for License Renewal Credit. These courses represented a wide range of topics including curriculum content areas (math, literacy science, social studies, art, music, physical education), school improvement areas, social emotional behavioral health, professional administrator topics, diverse learning needs (English language learners, students on the Autism spectrum, Dyslexia) early childhood, technology integration, equity and culture diversity.

**Great Prairie AEA (GPAEA):** 202 professional learning opportunities were offered totaling 2405 participants. Of those professional learning opportunities offered, 140 were offered for renewal credit. Of the 140 renewal credit courses offered, 90 renewal courses were held. Our renewal courses offered included the areas of Early Childhood, CTE Courses in partnership with Southeastern Community College, science, English Learners, evaluator courses, math, special education, behavior, and literacy. We worked with districts to provide district-sponsored courses such as book studies and coaching cycles. Several of the in-district book studies focused on building a positive culture in the districts. We also offered the Paraeducator Certification Courses and Substitute Authorization. The cancelled courses due to low enrollment included courses in the area of science, computer science, sports psychology, paraeducator area of concentrations, Substitute Authorization (Dec-Apr), and one evaluator course. Our non-credit bearing offerings included Non-Violent Crisis, Iowa Alternate Assessment, Youth Mental Health First Aid, Instructional Coaches' Conference, and Tier 1 SEBH.

**Green Hills AEA (GHAEA):** Green Hills AEA offered 160 courses in a variety of areas including the following: Career and Technical, Early Childhood, Fine Arts, Human Relations, Instructional Practices, Leadership, Literacy, Mathematics, Mentoring/Induction, Science, Social Emotional, Special Education, and Technology.

**Heartland AEA:** Heartland AEA held 145 different courses offered 263 times.

**Keystone AEA:** Keystone AEA offered a total of 87 courses offered for credit during the period from October 1, 2022 to September 30, 2023. There were a total of 590 participants in the classes that were held. Of the classes offered, 56 were actually held and 31 were cancelled. The class topics ranged from Building a Thinking Classroom in Mathematics, School Counselor Networking, Navigating Autism, and Physical Computing. Please use this link to see the full list: [https://docs.google.com/spreadsheets/d/1mFOiV0rJLrYnAulrIFy-e\\_OVtMouBEvEY2IN\\_8rsSRI/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1mFOiV0rJLrYnAulrIFy-e_OVtMouBEvEY2IN_8rsSRI/edit?usp=sharing)

**Mississippi Bend AEA (MBAEA):** 111 total PD MBAEA offered included: 49 Licensure Renewal (12 cancelled); 4 Learning Team; 16 Grad Credit (4 cancelled); 61 Workshops (25 cancelled)

**Northwest AEA (NWAEA):** Northwest AEA offered 75 unique courses between October 1, 2022 and September 30, 2023 with a total of 99 sections. The courses were on many different topics, such as the Science of Reading, Mentoring and Induction, paraeducator training, early childhood, autism spectrum disorder, SIOP/ELL, SEBH, and SDI, to name a few.

**Prairie Lakes AEA (PLAEA):** 163 total courses were offered. 82 of the courses were Area-Wide to support Prek- Grade 12 teachers, librarians, para-educators, substitute teachers, and administrators. Courses including but not limited to the following: Cognitive Coaching Level 1 (Course 201131 with Evaluator Approval Credit) Cognitive Coaching Level 2 (Course 201296 with Evaluator Approval Credit) Facilitation Training (Course 204326) Fierce Conversations (Course 201155 with Evaluator Approval Credit) LETRS® (Language Essentials for Teachers of Reading and Spelling) in this link: LETRS Courses Scope & Sequence: [https://docs.google.com/document/d/1OuvyEy\\_FPnoMgA2xmL\\_OM4Y6Plt4CnAINiINBy2ioMk/edit](https://docs.google.com/document/d/1OuvyEy_FPnoMgA2xmL_OM4Y6Plt4CnAINiINBy2ioMk/edit) New Teacher Center Professional Learning Series Year 1, (Course 205147), Jaymie Randel, Coaching Coordinator Paraeducator Training, (flier:<https://www.smores.com/dcku7>)

Positive Behavioral Interventions & Supports, (Course 204190, 181683, 181684, 181685) Melissa Wurth, SEBH Consultant  
Substitute Authorization Training, (Course 181682)

Area Wide Networking Opportunities:

Reflect and Refine Coaching Practices (R2), (Course 204998), Jaymie Randel, Coaching Coordinator

PLAEA EL Instructor Network, (Course 215966), Jackie Christensen, EL & Title III Consultant

2023 /2024 Media Advisory Learning, (Course 216086), Jeanette White, Librarian Consultant

PBIS Coaches Meetings, (Course 204206), Melissa Wurth, SEBH Consultant

**Iowa Safe Schools:** We currently offer 57 courses through Safe Schools Academy (an Iowa Safe Schools program). Each of the classes ranged from 1-3 license renewal credits, and all of them are sorted into one of three categories: Diversity and Inclusion; Safety, Support, and Wellness; and Civil and Social Engagement.

**Iowa State Education Association (ISEA):** The Iowa State Education Association (ISEA) Academy continues to provide educators with the opportunity to participate in a variety of learning opportunities, training, tools, and community support for educators to engage students, nurture justice, and excel in their profession. ISEA prides itself on the ability to offer support and advocacy for educators in every stage of their career to help them grow into their passion and be leaders for their students. The ISEA Academy offered 158 License Renewal courses from October 1, 2022, to September 30, 2023. Many courses are offered on a cyclical/repeated basis and for a graduate credit option. ISEA partners with the National Education Association (NEA) as a state affiliate to provide the NEA Microcredentials that are created by national subject-matter experts. ISEA courses represented a wide range of topics including curriculum content areas such as literacy, social studies, arts, financial literacy, music, social-emotional behavioral health, teacher leadership, technology supports for the classroom, support classes for National Board Certification, ethics, and classroom management. Some courses were sponsored through local education associations or as district-level learning.

**Members Impacting Students/Improving Curriculum (MISIC):** MISIC offered courses in three major categories:

- Courses developed and facilitated by the MISIC team (2)
- Courses offered in partnership with four other organizations:
  - o Building Trauma Sensitive Schools, Jen Alexander (3 different courses)
  - o ISASP Rangefinding, Pearson (2 different courses)
  - o North Central Coaching Consortium (1)
  - o Technology in our School, Next Gen Technology (3 different courses)
- MISIC's micro-credential bundles (10)

**Professional Educators of Iowa (PEI):** PEI provide ten course offerings on a variety of educational issues. These offerings included educator ethics, legal issues, structured literacy, leadership, dyslexia, and PTSD.

**School Administrators of Iowa (SAI):** SAI provides school leaders the opportunity to engage in a variety of credit-bearing, learning opportunities. Our members can bundle any 3 full day workshops or Short Stack Series for a renewal credit. From October 1, 2022 to September 30, 2023, members could choose from 14 options (some repeats) covering a range of topics from addressing and preventing staff burnout to legal issues to The Four Essential Roles of Leadership® to teacher evaluation and plans of awareness/assistance to pre-conference focused on culture to our Women in Leadership conference. Additionally, we provided credit-bearing opportunities to those involved as mentors in our mentoring program. We continue to partner with ISFLC to provide credit for a professional development program for Iowa superintendents to deepen their financial knowledge and develop fiscal management and leadership skills.

**Cedar Rapids Community School District:** 12 courses were offered that focused on a variety of courses.

**Norwalk Community Schools:** We have offered 13 courses this year through our Canvas learning management system. We had 88 teachers enrolled in course this year. We have a variety of offerings aligned to our district goals such as PLC, SRG, instructional coaching, special education and high reliability schools.

**Waterloo Community School District:** We annually provide a Summer Learning Academy for 3-5 days for all staff. They can choose from a variety of courses. Teachers who sign up for one licensure credit (\$45) must have 15 seat hours.

**West Des Moines Community Schools:** Throughout the school year, we continue to offer a multitude of courses.  
Building Thinking Classrooms in Mathematics (Grades K-12), Empowering Instruction, Equity 101: Foundations of Diversity, Equity and Inclusion + , The Essential 10: A Look at Effective Instructional Practices, Examining: "Leading Literate Lives", Examining: "Meaningful Small Groups in Math, Grades K-5" , Executive Functioning: Essential Skills for Learning and Life  
How Leadership Works, Leverage Leadership & Collective Efficacy Cycles  
Meeting the Needs of Refugee and Immigrant Students Through Culturally Responsive Teaching  
Mentoring Matters I, Mentoring Matters II, MTSS - Tier 1/Universal - LNDs Year 3  
Onward: Cultivating Emotional Resilience in Educators, Reading and Writing with English Learners  
Reflective Teaching for the 2nd Year, Initial License Teacher  
Veteran SDI Training

How many course offerings were offered within local school districts to meet that school district's improvement goals?

<b>AEA Learning Online:</b> 22
<b>Central Rivers AEA:</b> 104 License Renewal courses were offered in district
<b>Grant Wood AEA (GWAEA):</b> 98
<b>Great Prairie AEA (GPAEA):</b> 49 in-district offerings were held of 56 that were offered.
<b>Green Hills AEA (GHAEA):</b> 66
<b>Heartland AEA:</b> 242 courses
<b>Keystone AEA:</b> There were 13 courses offered within local school districts to meet that school district's improvement goals. They included courses on personalized learning, poverty and how it affects students, and leadership.
<b>Mississippi Bend AEA (MBAEA):</b> The subject category is based on all classes offered from October 1, 2022 - September 30-2023. Some of these classes were offered for more than one subject area and all for credit types including: district only, workshops, Licensure Renewal, Graduate credit (Drake, Morningside, and Grand View University). Not all classes offered have been ran due to a variety of reasons, including: change in schedule, low enrollment, etc.
<b>Northwest AEA (NWAEA):</b> Local school districts offered 40 unique courses between October 1, 2022 through September 30, 2023.
<b>Prairie Lakes AEA (PLAEA):</b> 81 course sections were offered within local school districts (In-District course sections) to meet that school district's improvement goals which is approximately 50% of the total courses.  Approximately 48% of the In-District course sections were offered from the Instructional Coaching Courses Scope & Sequence: <a href="https://docs.google.com/document/d/1LZW0R6Rgl7DXdRpJ_o0aHTDxguaHkcnKCSBBi0Yyf1c/edit">https://docs.google.com/document/d/1LZW0R6Rgl7DXdRpJ_o0aHTDxguaHkcnKCSBBi0Yyf1c/edit</a>  We have seen growing interest in Differentiated Learning Opportunities Based on Teacher Inquiry (Course 190399 and 20182), Jaymie Randel, Coaching Coordinator  Spencer CSD offers the courses in this link: License Renewal Credit Options Fall 22-23: <a href="https://docs.google.com/document/d/1FsAPndaJj_nhQCJ4UTlIrhm6gm-D9dqkilbUB94bB0Q/edit">https://docs.google.com/document/d/1FsAPndaJj_nhQCJ4UTlIrhm6gm-D9dqkilbUB94bB0Q/edit</a>
<b>Iowa Safe Schools:</b> N/A
<b>Iowa State Education Association (ISEA):</b> ISEA Academy offered 24 courses within local school districts to meet that school district's improvement goals.
<b>Members Impacting Students/Improving Curriculum (MISIC):</b> 28
<b>Professional Educators of Iowa (PEI):</b> Ethics for Educators - Grand View Christian School
<b>School Administrators of Iowa (SAI):</b> N/A
<b>Cedar Rapids Community School District:</b> 12
<b>Norwalk Community Schools:</b> All courses are aligned with the district improvement goals.
<b>Waterloo Community School District:</b> 46
<b>West Des Moines Community Schools:</b> All courses supported the district's improvement goals and strategic plan priorities.



Explain the ongoing needs assessment process, including data sources used.

**AEA Learning Online:** One element of the needs assessment process for AEA Learning Online (ALO) includes monthly meetings with the AEA LO Operations Team (Agenda). The Operations Team is composed of AEA Learning team members and representation from the AEA's. The focus of these meetings include:

- Identifying ways that AEA Learning Online can add value to the system (Identifying AEA pain points and considering ways that ALO can help eliminate these pain points)
- Providing input on how ALO can partner with content
- Providing ALO input on how ALO can partner with infrastructure (delivery)
- Feedback regarding courses, structure, methodology
- Communicating ALO products and services with the field.

This committee provides valuable insight into the needs of districts and AEA's.

Running agenda link: <https://docs.google.com/document/d/1vUbXAYSRK68Sx0f3Jd6e488NtYAqgCjM8zcMEAabZRw/edit>

Addition of new feedback feature for self-paced courses.

Since ALO has made an effort to expand its self-paced, on-demand course options we have also implemented a new feedback feature for self-paced courses. At the end of a course participants can leave a 0-5 star rating and provide additional comments. This system has allowed us to rapidly address any issues related to a course as well as identify patterns around online courses.

**Central Rivers AEA:** Through a review and theme analysis of district ESSA plans, advisories and networks Central Rivers AEA has identified needs in supporting schools in universal instruction, chronic absenteeism, social emotional learning, engaging students, and evidenced based practice.

**Grant Wood AEA (GWAEA):** GWAEA uses data collected from a variety of sources as part of an on-going needs assessment process. All Regional Administrators meet with districts annually to complete an annual district service plan. Information related to professional learning and district/building goals is shared with the PL office as appropriate.

Additionally, a third of our districts participate in annual focus group conversations. Professional learning needs is one of several topics discussed. Feedback and recommendations are communicated to our office.

Curriculum consultant groups (Science, Literacy, Math, Social Studies), school improvement, instructional coaching and administrator groups, and groups that support diverse learning needs (special education, ELL, T&G, AT, Tech Integration. etc.) provide feedback on current learning needs for AEA staff and district staff based on their on-going feedback on current learning needs continuous improvement process.

Learning survey information is collected after each course and workshop and formative assessment data is encouraged during each workshop. This data is reviewed regularly for feedback and recommendations.

**Great Prairie AEA (GPAEA):** GPAEA gathers ongoing input from several stakeholders including members of the PD Advisory, Superintendent Network, Curriculum Network, etc and utilizes data sources such as EdInsight, Panorama, and Iowa School Performance Profiles to make decisions regarding professional development offerings. The survey data collected through the Professional Learning System is also reviewed to determined professional development needs.

**Green Hills AEA (GHAEA):** We use the Iowa Professional Development Model as our continuous improvement model. We ask for district feedback once each year regarding PL opportunities and the match to current and future district needs. We require each of our GHAEA disciplinary teams to submit a Continuous Improvement Plan which indicates the team's personal growth needs, the needs of our agency overall, and the needs of the stakeholders we serve.

**Heartland AEA:** We use feedback from various groups including Curriculum Network, Superintendent's Advisory, internal Heartland staff groups, PL surveys we collect and phone calls we receive. Our CIA team will be looking through data from course evaluations to determine what courses districts would like to see us offer.

We also collect and look through all of our course offerings and evaluation data to determine future needs and improvements to programming here at Heartland. We do have a low rate of return on evaluations of courses, but our system has a feature that reminds participants to fill out an evaluation. We asked the group to provide feedback on the evaluation process and give us ideas for improvement in this area. As always, our staff is attuned to the needs of the schools and educators and is on the cutting edge of offering professional learning to meet those needs. Our staff brings ideas from the districts to us and we try to find instructors to teach the courses they would like to see.

**Keystone AEA:** The Licensure Renewal team receives input from AEA staff and LEA individuals as to district and area-wide needs; reviews those suggestions and shares it with appropriate AEA contacts, and looks at feedback from PD courses offered during the current year. For example, as math curriculums continue to change to meet the needs of changing learners and their way of thinking the math consultants added multiple sections to their M\*Powering Secondary Math Students course to accommodate for more in-depth study for classroom teachers. The team has continued to work with instructors and districts to create virtual courses so that learning and training can continue with the lack of subs for teachers to travel to participate.

<p><b>Mississippi Bend AEA (MBAEA):</b> The Professional Learning team receives feedback and requests from our AEA staff, Staff Development Advisory Council, LEA individuals and/or teams for agency-wide district needs. Surveys are also collected within the Professional Learning system for each class and reviewed by the instructor and department.</p>
<p><b>Northwest AEA (NWAEA):</b> A survey (<a href="https://bit.ly/3tdz6fn">https://bit.ly/3tdz6fn</a>) was sent in the spring to all participants of professional development offerings at Northwest AEA. 97 people responded to the survey. Additionally, input from our Advisory Committee members, including our graduate partners and paraeducators who serve on the committee, is used to assess the ongoing needs.</p>
<p><b>Prairie Lakes AEA (PLAEA):</b> We collect data from multiple sources to determine the needs of our District educators, PLAEA staff, substitute teachers and aspiring educators for professional development with Licensure Renewal Credit. This data includes PLAEA needs assessment data, Customer Satisfaction Survey, professional development evaluation feedback, PD Advisory feedback as well as other State agencies. PLAEA Licensure Renewal Team systematically receives feedback through PLAEA cabinet, Regional Administrators, Department chairs and School Improvement Facilitators. Regional Administrators receive and share feedback in the form of a needs assessment process from their District Superintendents, Principals, and Collaborative Teams. This feedback is communicated and used to determine ongoing needs. PLAEA consultants work collaboratively with Districts to establish learning opportunities that support school goals. Course syllabus are created and sections are developed to offer Licensure Renewal Credit for the needed learning opportunity. The Professional Development offices review data to determine which Districts are served and reach out to all Districts to provide learning for credit. The Licensure Renewal Team and Collaborative Teams analyze needs based on the data and make recommendations on priorities for focus of professional development.</p>
<p><b>Iowa Safe Schools:</b> There is an optional course evaluation at the end of each course. We collected 1,195 surveys between 10/1/22 and 9/30/23. These surveys collect both feedback on the course the participant recently concluded, and also what they would like to see from courses in the future (topics, themes, etc.). Using this information and current events, and trends from our course catalog we develop new courses to respond directly to these needs.</p>
<p><b>Iowa State Education Association (ISEA):</b> The ISEA Academy advisory (BBTLE) committee represents Iowa regions or “councils” and Iowa educator voices from across the state to assess the needs of the regional councils in their role on the committee. These representatives provide information from focus groups, council meetings, and one-to-one targeted conversations with educators related to the continuous improvement process for the ISEA Academy professional learning content. ISEA uses survey data analysis and feedback from current course participants to provide additional information for improvement changes and suggestions for new course offerings.</p>
<p><b>Members Impacting Students/Improving Curriculum (MISIC):</b> The ongoing needs assessment process includes input from the LRC Advisory Committee (twice a year), MISIC’s Board of Directors (3 times a year), MISIC’s Regional Steering Committee Members, MISIC staff (monthly), LRC participants through surveys upon course completion, feedback from conference and workshop participants, and feedback from partner-providers.</p>
<p><b>Professional Educators of Iowa (PEI):</b> PEI conducts an annual survey of our membership related to educational issues. The survey questions are used to help assess teacher needs and what can be offered to help those needs. <a href="https://tinyurl.com/37ebztx3">https://tinyurl.com/37ebztx3</a></p>
<p><b>School Administrators of Iowa (SAI):</b> SAI usually engages in a bi-annual needs assessment survey from which data are collected that inform the professional learning planning process; however, due to COVID, we have not conducted a needs assessment in the past couple of years. We have relied on feedback we gather following each professional learning event, our annual conference survey data, data we collect at our district meetings, and formal and informal feedback we collect from both our Executive Committee, which meets monthly, and Representative Council, which meets five times per year. We also gather feedback from our Executive Leaders group comprised of approximately 275 superintendents. Furthermore, our professional learning advisory helps keep us abreast of emerging needs in the field.</p> <p>Data we collect from our mentoring program also serves to inform our professional learning platform, and the anecdotal information we gain from visiting districts contributes to our understanding of what our members need. Additionally, I belong to two national groups of role-alike colleagues. We engage in monthly conversations about educational issues of prominence and how we ensure our members have opportunity to experience learning related to these issues. These data and experiences help us ensure we are targeting the prioritized needs of our members with our offerings.</p>
<p><b>Cedar Rapids Community School District:</b> Our system is evaluated annually using two different tools. First, we survey all teachers who engaged in the program (instructors and students) on offerings and quality. Second, we survey individual participants on the quality and satisfaction with each individual course. Finally, we examine the alignment with the strategic plan on an on-going basis to determine course offerings and needs.</p>
<p><b>Norwalk Community Schools:</b> All teachers were given a survey in the Fall of 2022 to identify areas of personalized professional learning they may be interested in for the next school year to earn license renewal credits. Teachers were asked about general topics as well as what instructional strategies they would like to have more learning about.</p>
<p><b>Waterloo Community School District:</b> We look at our student data and needs based on curricular areas, especially core subjects. We also request information from staff as to what is needed.</p>
<p><b>West Des Moines Community Schools:</b> Needs assessment is based on data analysis of courses taken, requests for additional courses, and needs identified through professional learning surveys and our mentoring and induction program.</p>

## What changes were made to the licensure renewal program based on the data collected?

**AEA Learning Online:** Changes made to the license renewal program based on the data collected include the following:

- Addition/Expansion of Self-paced courses with an instructor. In 2021 and 2022, we saw a decline in enrollment in facilitated, online courses. The feedback we received was that the dedicated time for participants to engage in a facilitated course that had a start and an end date was challenging. To address this issue we expanded our self-paced, on-demand course offerings. Self-paced, on-demand options offer participants the ability to start and finish a course at any time with the support of an instructor.

The Addition of a the new feedback feature for self-paced courses has led to the following:

- Better user experiences. Participants are able to work at their own pace (without deadlines), but with the support of an instructor.
- Streamlining the course creation process so we are able to diversify our self-paced course offerings. By analyzing what users are saying we can build the things that work well for them from the start.

**Central Rivers AEA:** Based on the need to provide strong universal instruction, we coordinated efforts to offer LETRS training with approximately 500 participants and illustrative Mathematics courses for credit. We also recognized a need to continue the support for instructional coaches and offered a two-day Connecting the Dots Conference. This conference's theme was You Matter and included four strands, Leadership, Instruction, Mindset and Wellness. Featured speakers included Tina Boogren, Trevor Regan, Paul Emrich France, Shannon Suldo and many local educators. We offered this opportunity for LR credit as well. We are also currently house over 220 content pieces of learning in our on-demand system. This system includes 15 micro-credentialed learning opportunities that are offered for 1 LR credit. These micro-credentials are in response to a need to support areas such as the Science of Reading, Acceleration of Learning and the social emotional needs of staff.

**Grant Wood AEA (GWAEA):** We have continued to emphasize the importance of MTSS structures and SEBH content and critical components of student engagement, social emotional learning, student voice and choice, and feedback. We have also increased our substitute authorization courses and are able to offer paraeducator certification training again.

While moving more courses back to face-to-face in 2021, we are still offering options via hybrid (zoom) when applicable. The biggest piece of feedback we are getting right now is that schools are unable to find substitute teachers, which is preventing them from attending face-to-face classes. Our PL office is also working on building on a microcredential library to meet the needs of teachers, where they can engage in short pieces of learning on their own time while still having the option of earning renewal credits if they choose.

**Great Prairie AEA (GPAEA):** During PD Advisory there was a discussion regarding the lack of literacy courses. The literacy team is now offering EC LETRS, LETRS, The Writing Revolution and Science of Reading.

**Green Hills AEA (GHAEA):** Changes made to the license renewal program based on the data collected include the following:

- Addition/Expansion of Self-paced courses with an instructor. In 2021 and 2022, we saw a decline in enrollment in facilitated, online courses. The feedback we received was that the dedicated time for participants to engage in a facilitated course that had a start and an end date was challenging. To address this issue we expanded our self-paced, on-demand course offerings. Self-paced, on-demand options offer participants the ability to start and finish a course at any time with the support of an instructor.

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**Heartland AEA:** We offer more courses via a hybrid model using Canvas as requested by districts.

We are working with esc Works to develop a new registration system due to feedback from various groups. They would like to have a system, that is easier to navigate, group registration, PayPal, better catalog navigation, and the ability to keep links off the catalog as needed.

We have moved our para courses from Moodle to Canvas for ease of use.

We have added a course for Elementary Paras specifically.

**Keystone AEA:** Keystone has continued to offer virtual as well as face-to-face courses for renewal. Teachers appreciate not having to travel and districts appreciate not having to look for subs. Keystone has also continued to offer the substitute authorization course to meet district needs. The micro credential course has continued to be a good fit for our teachers so Keystone continues to add new and relevant micro credential offerings from literacy, social emotional health, computer science and more. (Follow this link for more information on micro credentials at Keystone: <https://www.keystoneaea.org/educators/classes-workshops-and-trainings/micro-credentialing>). As schools continue to make changes due to staff shortages our micro-credentials now include learning around coaching and co-teaching. Artificial Intelligence (AI) is also in the micro-credential offerings with more to be added in 2023-2024. The statewide group continues to look at ways to increase participation by offering courses statewide with coordinated instruction across multiple AEAs.

**Mississippi Bend AEA (MBAEA):** The Staff Development Advisory Committee is an integral part of our course design and deciding factor for needs. Based on requests from LEA's and collaborative conversations throughout the year, professional development increases and adjusts to meet needs.

**Northwest AEA (NWAEA):** The survey indicated that teachers wanted additional courses in the following areas, with the most requested areas first: Math/SOAR/Numeracy Project (10), Technology/Google/AI (5), Science of Reading (5) Behavior/Restorative Practices (5), Kindergarten/early childhood strategies/GOLD (4), APL (4), Foundational literacy (3), Student Mental Health/Trauma Informed (3), Writing (2), Graphic design/art (2), Comprehension (2), ELL/SIOP (2), Interventions for Strat 1 and 2 (2), and The Happiness Advantage/Energy Bus Book studies (2). Participants also indicated that they would like more online/self-paced options.

Many of these courses were offered. Information about the desire/need for these courses was shared with the Educational Services Consultants and the SEBH Coaches at Northwest AEA. They were encouraged to continue teaching the courses and/or create new courses--especially if they could be offered via Zoom, Hybrid, or online/self-paced so teachers wouldn't have to find a substitute. This information will also be shared with the Advisory Committee in November as well.

**Prairie Lakes AEA (PLAEA):** The changes made to the licensure renewal program based on the data collected include:

Promoting the use of instructional framework needs including the following course offering:

Using an Instructional Framework to Refine Teacher Evaluation and Provide Feedback that Promotes a Growth Mindset (Course 182397, written by J. Randel, approved January 2020)

Additional course syllabus were developed for Administrators because of requests for evaluator approval credit. These courses are available upon demand:

Prairie Lakes Leadership Network (written by J. Randel, submitted October 2023 and waiting on approved)

Using an Instructional Framework to Refine Teacher Evaluation and Provide Feedback that Promotes a Growth Mindset (Course 182397, written by J. Randel, approved January 2020)

Professional Standards that Support Students' Academic Success and Well-Being (Course 201371, written by J. Randel, April 2021)

Utilizing Instructional Frameworks to Strengthen Instruction and Improve Student Learning (Course 204899, written by J. Randel, February 2023)

Principles and Practices for Positive Leadership (Course 215809, written by J. Randel, August 2023)

Paraeducator Title II Grant for Paraeducator Professional Development Certification courses was received and delivered.

The data also indicated the need for continued support in the following areas:

Improved communication of learning opportunities. A document of Area-Wide professional offering including a link to a flier/smome with registration information.

Flexibility in delivery and timing due to substitute teacher shortages. For example: PLAEA EL Network Zoom meeting from 3:30- 4:30?

Coaching Scope & Sequence in this link: Instructional Coaching Courses Scope &

Sequence:[https://docs.google.com/document/d/1LZW0R6Rgl7DXdRpJ\\_o0aHTDxguaHkcncKCSBBi0Yyf1c/edit](https://docs.google.com/document/d/1LZW0R6Rgl7DXdRpJ_o0aHTDxguaHkcncKCSBBi0Yyf1c/edit)

**Iowa Safe Schools:** In addition to adding courses, we are continuing to add webinars and interactive learning opportunities to increase the engagement participants feel with the class, as many people said this is something that would make the courses more enjoyable and meaningful.

**Iowa State Education Association (ISEA):** Based on a review of data collected, the ISEA Academy Advisory Committee (BBTLE) recommended that more courses be offered on Mental Health and Social-Emotional well-being of students and educators, mentoring and instructional coaching, special ed law, and leadership aligned with the NEA Leadership Competencies. New classes were added on the topic of special ed law, dealing with student anxiety, mental health issues/trauma, and well-being. Several local associations created professional learning groups to create



learning around social justice issues and improve intercultural competency. More courses were offered in a live Zoom format or a hybrid version of live Zoom meetings with asynchronous online learning. A review of all license renewal/graduate-level courses are reviewed to ensure rigor and high standards of teaching and learning. Due to feedback received, there are more courses being redesigned for more time and a “self-paced” model of delivery.

**Members Impacting Students/Improving Curriculum (MISIC):** Data and feedback from districts indicated a high need to (re)emphasize effective curriculum, instruction, and assessment practices within the changing school environment. Districts expressed a desire to better

- design academic content and instruction to ensure relevance and deep understanding of complex topics (curriculum)
- leverage tools, pedagogies, and resources to account for learner variability and enhance the learner experience (instruction)
- collect learner data to inform instruction and improve the efficacy, expediency, and efficiency of learning (assessment)

In response to the expressed needs, MISIC developed course offerings, worked with districts to fulfill their learning needs through district courses, and partnered with other entities to provide learning opportunities focused on

- Assessing student progress and using student data to inform instructional adjustments (ISASP workshop)
- The alignment and interaction of curriculum, instruction, and assessment and its impact on student learning. (Focus on What Matters Workshop)
- Responding to individual teacher learning needs (micro-credential offerings)

**Professional Educators of Iowa (PEI):** Stress among students and teachers was an observation from the annual survey. PEI added a class on PTSD and Love Languages of students.

**School Administrators of Iowa (SAI):** Based upon member feedback, we are continuing to offer both in-person and virtual options for learning. We also applied to have our Four Essential Roles of Leadership® course include Evaluator Approval in order to meet an identified need. In response to our data, we are offering this Four Essential Roles at various locations around the state this year. We did not have sufficient numbers to move our field test group of Masterminds for 2nd Year Elementary Principals forward; however, we intend to expand the audience and offer this option after the first of the year. We recognize the need for a personalized, problem-based approach to learning and know that the Masterminds experience provides that.

**Cedar Rapids Community School District:** Feedback was used to add new courses as well help teachers improve the student experience in each of their individual courses.

**Norwalk Community Schools:** The information was used to begin to develop courses that we can also offer in in the summer. We utilized the data to continue to develop courses for teams aligned to district, building and individual goals.

**Waterloo Community School District:** We feel that the vastness and array of topics offered makes our renewal program a very strong one for all instructors. They have a smorgasbord of options to choose from that they feel will best improve their instruction, but also their administrators give input on areas that would be most beneficial for them to take.

**West Des Moines Community Schools:** New classes were added and some were offered again based on needs that were identified through the school improvement process, as well as aligning to our district strategic plan and priority six. These included courses to support culturally diverse and immigrant populations, as well as strengthening core instruction. We found that this summer and this fall some courses aren't full enough to run. We believe the new legislation may be impacting, and we'll continue to monitor.