

STATE OF IOWA
BOARD OF EDUCATIONAL EXAMINERS
Grimes State Office Building, State Board Room
400 E. 14th 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
Wednesday, November 8, 2023

TIMES ARE APPROXIMATE

8:30 a.m.

Call Meeting to Order

Approve the Agenda

TAB A

Approve the Consent Agenda

- a. Minutes for October 13, 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 October 13, 2023
- c. Reinstatement(s)
 - 1. Case No. 22-83 Anthony Whitaker

Communication from the Public

Board Communications

- a. Board Member Reports
- b. Executive Director's Report
 - 1. Legislative Update
 - 2. Agency Update
 - 3. Licensure Update
 - 4. Financial Update
 - a. FY24 August 2023
 - b. FY24 September 2023

TAB C

TAB D

12:00 p.m.

Lunch for Board Members

12:30 p.m.

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

- a. *Adopt*
 - 1. None
- b. *ARRC Review Pending*
 - 1. None

c. Notice

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

TAB E

d. Items for Discussion

1. None

Waivers

1. PFW 23-11 Kristine Sutton

TAB F

Reports/Approvals

1. None

1:30 p.m.

Adjournment

UPCOMING MEETINGS

Friday, December 15, 2023

Thursday, January 11, 2024

Friday, February 23, 2024

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Eric St Clair moved, with a second by Kristen Rickey, that in **case number 23-156**, move that the Board accept the respondent’s waiver of hearing and voluntary surrender in **case number 23-156**, and that the Board issue an order permanently revoking the license with no possibility of reinstatement. **MOTION CARRIED UNANIMOUSLY.**

Eric St Clair moved, with a second by Tim Bower, that in **case number 23-44** 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 Eric St Clair, that in **case number 22-125** 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 Tim Bower, that in **case number 21-95** 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 Kristen Rickey, that in **case number 23-61** 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.**

Kristi Traynor and Andrew Steffensmeier recused during the discussion for the 180-day extensions in closed session.

Kristen Rickey moved, with a second by Tim Bower, to extend the 180-day deadline for issuance of the final decision in **case number 23-57** based upon the amount of time

1 needed to complete the investigation due to the pending criminal case and judicial
2 review and conclude the contested case process. **MOTION CARRIED UNANIMOUSLY**

3
4 Kristen 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 23-58** based upon the need to
6 schedule the hearing and conclude the contested case process and because probable
7 cause was just found by the Board of Educational Examiners on August 2, 2023. The
8 parties have yet to engage in discussions regarding the possible resolution of the
9 complaint. Justice would not be served by dismissing a pending complaint concerning
10 the ethical wrongdoing of this licensed teacher. Further, the Respondent would not be
11 prejudiced by the additional time necessary to resolve the pending complaint,
12 especially given that investigative information remains confidential pending the final
13 decision of the agency and that criminal charges are pending concerning the same
14 incident at issue in this matter. **MOTION CARRIED UNANIMOUSLY**

15
16 Eric St Clair moved, with a second by Tim Bower, to extend the 180-day deadline for
17 issuance of the final decision in **case number 23-59** based upon the need to schedule
18 the hearing and conclude the contested case process. In addition, probable cause was
19 just found by the Board of Educational Examiners on August 2, 2023. The parties
20 have yet to engage in discussions regarding possible resolution of the complaint and
21 further the Respondent would not be prejudiced by the additional time necessary to
22 resolve the pending complaint, especially given that the investigative information
23 remains confidential pending the final decision of the agency. **MOTION CARRIED**
24 **UNANIMOUSLY**

25
26 Eric St Clair moved, with a second by Kristen Rickey, to extend the 180-day deadline
27 for issuance of the final decision in **case number 23-65** based upon the amount of
28 time needed to complete the investigation due to the pending criminal case and
29 conclude the contested case process. **MOTION CARRIED UNANIMOUSLY**

30
31
32 Eric St Clair moved, with a second by Kristen Rickey, to extend the 180-day deadline
33 for issuance of the final decision in **case number 23-66** based upon the need to

1 schedule the hearing and conclude the contested case process. In addition, probable
2 cause was just found by the Board of Educational Examiners on August 2, 2023. The
3 parties have yet to engage in discussions regarding possible resolution of the
4 complaint. Further, the Respondent would not be prejudiced by the additional time
5 necessary to resolve the pending complaint, especially given that the investigative
6 information remains confidential pending the final decision of the agency. **MOTION**

7 **CARRIED 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 23-67** based upon the need to schedule
11 the hearing and conclude the contested case process. In addition, probable cause was
12 just found by the Board of Educational Examiners on September 8, 2023. The parties
13 have yet to engage in discussions regarding possible resolution of the complaint.
14 Further, the Respondent would not be prejudiced by the additional time necessary to
15 resolve the pending complaint, especially given that the investigative information
16 remains confidential pending the final decision of the agency. **MOTION CARRIED**

17 **UNANIMOUSLY**

18
19 Eric St Clair moved, with a second by Kristen Rickey, that the Board approve the
20 closed session minutes from August 2, 2023. **MOTION CARRIED UNANIMOUSLY**

21
22 Communication from the Public:

23 None

24
25 Board Member Reports:

26 None

27
28 Executive Director's Report

29 Interim Director, Joanne Tubbs delivered the Director's Report. No members of the
30 public attended the public hearing that was held October 11th for pending rules. No
31 comments have been received to date. A position offer has been extended to fill the
32 open Program Consultant Role and Dr. Kelly Faga has accepted the position offer. Her
33 start date will be October 27, 2023.

1 The position for a new Investigator will be posted soon as well. Renewal applications
2 are approximately 2-3 weeks out. BEDS (Basic Educational Data Survey) review has
3 begun. Consultants are presenting on Licensure and Ethics throughout the state to
4 teacher prep programs at colleges and universities. Beth Myers will be attending a PPI
5 NASDTEC conference next week. Interim Director Tubbs anticipates attending a
6 NASDTEC winter symposium in January, with the focus being on the science of
7 reading and registered apprenticeship programs.

8
9 Petition for Waiver

10 Kristen Rickey moved, with a second by Eric St Clair, that the board deny **PFW 23-10**
11 **Kristine Sutton**. Roll call: Behrens – recused; Bleam – yes; Eidahl -yes; Bower – yes;
12 Rickey – yes; Janzen – yes; St Clair - yes **MOTION CARRIED**. Reasons for denying:
13 On August 30, 2023, the Board received a Petition from Sutton requesting a waiver of
14 the rule for the requirements of an extension of an Initial License. Ms. Sutton holds a
15 substitute license, and a conditional one-year license. The conditional license expired
16 on June 30, 2023. The substitute license is valid until November 30, 2028. Ms.
17 Sutton was denied another year on her initial license. She has had an initial license
18 for three years, but has not secured a sign off to convert her initial license to a
19 standard license. Ms. Sutton is currently subbing and that district supports her
20 getting this extension. She was put on administrative leave last year at a different
21 district and was not allowed to complete the mentoring and induction program nor did
22 she receive a comprehensive evaluation. The Board did not find that there was undue
23 hardship as Ms. Sutton could get another job. The Board found that she was already
24 given a third year and they could not override the decision of two different districts as
25 this would be a prejudice to the rights of others. The rule from which Ms. Sutton
26 seeks a waiver is not specifically mandated by statute or any other provision of law,
27 and, accordingly, may be waived by the Board. The Board found there were concerns
28 about the health and safety of students and they could not override the decision of two
29 different districts that Ms. Sutton did not meet the criteria.

30
31 There being no further business, Tim Bower moved, with a second by Eric St Clair, to
32 adjourn the meeting at 11:14 a.m. **MOTION CARRIED UNANIMOUSLY**.

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

From: Mike Cornelison

Date: September 1, 2023

Re: **FY 2024 FINANCIAL ANALYSIS**
Period 02 - August 2023

NOTE 1: Cash Balance Review

| Unit | Current Cash Balance | Projected FYE Carry Forward |
|-------------|----------------------|-----------------------------|
| 9397 - BoEE | \$1,735,801 | \$1,238,778 |
| | <u>\$1,735,801</u> | <u>\$1,238,778</u> |

Areas to Monitor:

RED:

YELLOW:

GREEN:

FY2024 Budget Update entered in I/3 Budget in June.
 Final Y-E Cash Carry Forward to FY2024 completed in August.
 FY2023 GAAP Package completed August 31.

Outstanding issues that may affect the financial statements

Questions and review of financials:

Accounting conventions:

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

Other Information:

mike.cornelison@iowa.gov

515-336-9435

Fund: 0001 General Fund

Unit: 9397

Sub Unit: Blank

Appropriation: I54 Board of Educational Examiners

FY 2024

EDas Customer Number: 1100
Percent of Year Complete 17%

| 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 | Forecast | Forecast | Forecast | 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) | (1,138,778) | | - | (1,238,778) | (1,222,273) | | |
| Revenue Collected | | | | | | | | | | | | | | | | | | | | | |
| 234 | Gov Transfer In Other Agencies | - | - | 4,841 | 529 | - | - | 998 | 63 | 69 | - | - | - | - | - | - | - | 6,500 | 6,500 | 0% | 100% |
| 401 | Fees, Licenses & Permits | 155,033 | 198,935 | 126,310 | 126,798 | 139,139 | 117,611 | 164,621 | 134,813 | 157,693 | 137,389 | 169,386 | 257,755 | - | - | - | 353,967 | 1,885,483 | 1,950,000 | 18% | 97% |
| 704 | Other | 54,965 | 57,355 | 58,625 | 52,016 | 58,827 | 49,114 | 62,790 | 49,819 | 59,545 | 49,128 | 50,768 | 61,155 | - | - | - | 112,320 | 664,106 | 680,000 | 17% | 98% |
| Total Revenues: | | 309,998 | 1,853,007 | 189,777 | 179,344 | 197,966 | 166,725 | 228,409 | 184,695 | 217,307 | 186,517 | 220,154 | 318,909 | (100,000) | (1,138,778) | - | 2,163,004 | 3,014,029 | 3,051,404 | 71% | 99% |
| Expenditures | | | | | | | | | | | | | | | | | | | | | |
| 101 | Personal Services | 55,300 | 151,311 | 127,629 | 183,370 | 127,629 | 127,629 | 127,629 | 127,629 | 127,629 | 183,370 | 127,629 | 127,629 | 48,847 | - | - | 206,612 | 1,643,227 | 1,643,026 | 13% | 100% |
| 202 | In State Travel | - | 1,817 | 1,200 | 2,000 | 1,000 | 2,000 | 1,000 | 1,000 | 2,000 | 1,000 | 2,500 | 2,000 | 2,500 | - | - | 1,817 | 20,017 | 20,000 | 9% | 100% |
| 205 | Out Of State Travel | - | 20 | 2,000 | 1,000 | 1,000 | 2,000 | 1,000 | 2,000 | 1,500 | 1,000 | 3,000 | 2,000 | 2,500 | - | - | 20 | 19,020 | 20,000 | 0% | 95% |
| 301 | Office Supplies | - | 4,500 | 600 | 300 | 100 | 500 | 400 | 600 | 600 | 300 | 5,000 | 100 | (4,500) | - | - | 4,500 | 8,500 | 10,000 | 45% | 85% |
| 302 | Facility Maintenance Supplies | - | - | - | 250 | - | - | 250 | - | - | 250 | - | - | 250 | - | - | - | 1,000 | 1,000 | 0% | 100% |
| 308 | Other Supplies | - | - | - | - | 200 | - | - | - | - | - | 200 | - | - | - | - | - | 400 | 400 | 0% | 100% |
| 309 | Printing & Binding | - | - | 1,500 | 200 | - | 200 | - | 300 | - | 200 | 100 | 600 | 100 | - | - | - | 3,200 | 3,500 | 0% | 91% |
| 311 | Food | - | 17 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 450 | - | - | 17 | 967 | 1,000 | 2% | 97% |
| 313 | Postage | - | 365 | 1,500 | 1,400 | 1,100 | 900 | 900 | 800 | 1,200 | 1,000 | 800 | 800 | 1,000 | - | - | 365 | 11,765 | 12,500 | 3% | 94% |
| 401 | Communications | - | 1,614 | 1,650 | 1,650 | 1,650 | 1,650 | 1,650 | 1,650 | 1,650 | 1,700 | 1,700 | 1,700 | 1,700 | - | - | 1,614 | 19,964 | 20,000 | 8% | 100% |
| 402 | Rentals | 4,917 | 6,527 | 4,920 | 5,920 | 5,250 | 6,250 | 5,250 | 6,250 | 5,250 | 6,250 | 5,250 | 6,250 | 250 | - | - | 11,443 | 68,533 | 71,500 | 16% | 96% |
| 403 | Utilities | 196 | 186 | 300 | 300 | 300 | 350 | 400 | 400 | 300 | 250 | 250 | 250 | 300 | - | - | 382 | 3,782 | 4,000 | 10% | 95% |
| 405 | Prof & Scientific Services | - | 150 | 350 | 350 | 500 | 350 | 350 | 500 | 350 | 400 | 500 | 350 | 500 | - | - | 150 | 4,650 | 5,000 | 3% | 93% |
| 406 | Outside Services | 346 | 346 | 800 | 600 | 700 | 500 | - | 700 | 400 | 400 | 600 | 400 | - | - | - | 692 | 5,792 | 6,000 | 12% | 97% |
| 408 | Advertising & Publicity | - | - | - | - | - | 100 | - | - | - | - | - | 100 | - | - | - | - | 200 | 200 | 0% | 100% |
| 409 | Outside Repairs/Service | - | - | - | 250 | - | - | 250 | - | - | - | 250 | - | - | - | - | - | 750 | 1,000 | 0% | 75% |
| 414 | Reimbursements To Other Agency | - | 2,917 | 2,200 | 2,200 | 2,200 | 2,100 | 2,200 | 1,300 | 2,200 | 2,100 | 2,100 | 2,100 | 2,100 | - | - | 2,917 | 25,717 | 25,000 | 12% | 103% |
| 416 | ITD Reimbursements | - | 177,061 | 3,000 | 3,000 | 40,000 | 40,000 | 44,000 | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 | - | - | 177,061 | 547,061 | 550,000 | 32% | 99% |
| 418 | IT Outside Services | - | 1,305 | 3,600 | 7,100 | 2,300 | 4,000 | 1,600 | 1,700 | 1,400 | 1,400 | 1,400 | 3,200 | 2,500 | - | - | 1,305 | 31,505 | 35,000 | 4% | 90% |
| 432 | Attorney General Reimbursement | - | - | 7,000 | 7,000 | 7,000 | 7,000 | 7,000 | 7,000 | 7,000 | 8,000 | 7,000 | 7,000 | 7,000 | - | - | - | 78,000 | 85,000 | 0% | 92% |
| 434 | Gov Transfer Other Agencies | - | 16,692 | 45,000 | 40,000 | 45,000 | 35,000 | 40,000 | 35,000 | 35,000 | 40,000 | 35,000 | 35,000 | 45,000 | - | - | 16,692 | 446,692 | 455,000 | 4% | 98% |
| 502 | Office Equipment | - | - | - | - | - | 250 | - | - | - | - | - | - | - | - | - | - | 250 | 250 | 0% | 100% |
| 503 | Equipment-Non Inventory | - | - | - | 14,000 | - | 9,000 | - | - | - | - | - | - | - | - | - | - | 23,000 | 23,000 | 0% | 100% |
| 510 | IT Equipment & Software | - | 1,486 | - | - | - | 2,000 | - | - | 1,500 | - | - | - | (1,500) | - | - | 1,486 | 3,486 | 12,000 | 12% | 29% |
| 602 | Other Expenses & Obligations | 130 | - | 5,800 | 5,600 | 3,100 | 3,300 | 3,900 | 3,000 | 3,700 | 3,200 | 3,700 | 3,200 | 3,300 | - | - | 130 | 41,930 | 42,000 | 0% | 100% |
| 702 | Fees | - | - | - | - | - | - | - | 30 | - | - | - | - | - | - | - | - | 30 | 30 | 0% | 100% |
| 705 | Refunds-Other | - | - | 340 | 510 | 340 | 510 | 340 | 510 | 340 | 510 | 340 | 510 | 340 | - | - | - | 4,590 | 5,000 | 0% | 92% |
| Total Expenditures: | | 60,889 | 366,314 | 209,439 | 277,050 | 239,419 | 245,639 | 238,169 | 230,419 | 231,869 | 291,830 | 237,119 | 233,239 | 152,637 | - | - | 427,203 | 3,014,029 | 3,051,405 | 14% | 99% |
| Current Month Operations | | 249,108 | 1,486,692 | (19,661) | (97,706) | (41,453) | (78,914) | (9,760) | (45,724) | (14,561) | (105,313) | (16,965) | 85,671 | (252,637) | (1,138,778) | - | 1,735,801 | (0) | (1) | | |
| Cash Balance | | 249,108 | 1,735,801 | 1,716,139 | 1,618,433 | 1,576,980 | 1,498,067 | 1,488,307 | 1,442,583 | 1,428,022 | 1,322,709 | 1,305,744 | 1,391,415 | 1,138,778 | (0) | (0) | | | (1) | | |

FOOTNOTES

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

Expenditures
101 Personal Services - October & April have 3 payroll warrants written.
202 In State Travel - Employee travel and Board Meeting expense.
301 Office Supplies - August expense is the FY24 NASDTEC membership fee of \$4,500.
401 Communication - Cell phone and ICN Voice usage.
402 Rentals - Facility lease & exhibit booths for trade events. August expense includes booth rental for the SAI & IASB 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.
416 ITD Reimbursements - August expense includes the Salesforce renewal \$166,414 and the Google licenses renewal. Forecast includes cost for a Professional Practices update & migration to the Salesforce system.
418 IT Outside Services - WebSpec Design costs, & Insight desktop support.
434 Gov Transfer Other Agencies - DCI criminal history & background checks & DIA services.
510 IT Equipment & Software - August expense is for the IDEMIA maintenance & support and the FY24 portion of the Zoom license fee.
602 Other Expenses & Obligations - TOS credit card processing fees.

| Job Class | Board Members |
|---------------------|--------------------|
| 105263 14000 | Timothy I McKinney |
| 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 |
| Eric A St Clair DOE | |
| Total | 13 |

| Job Class | Employee Name | 9397 | |
|----------------------------|------------------------------|--------------------|------|
| 105254 00018 | Clerk-Specialist | Jessica L Kurtz | 1.00 |
| 105255 00018 | Clerk-Specialist | Sharon S Jensen | 1.00 |
| 105256 00018 | Clerk-Specialist | Danielle N Brookes | 1.00 |
| 142330 00018 | Clerk-Specialist | Alivia Bullis | 1.00 |
| 105257 00121 | Info Tech Specialist 4 | Jeff S Debruin | 1.00 |
| 105258 00697 | Investigator 3 | Cynthia D Dennis | 1.00 |
| 105259 01071 | Education Program Consultant | Steven C Mitchell | 1.00 |
| 105260 01071 | Education Program Consultant | Gregory S Horstman | 1.00 |
| 144601 01071 | Education Program Consultant | Geri McMahon | 1.00 |
| 105262 01071 | Education Program Consultant | David D Wempen | 1.00 |
| 105269 31038 | Executive Director/BOEE | Michael D Cavin | 1.00 |
| 105270 31513 | Admin Consultant | Joanne K Tubbs | 1.00 |
| 144600 00645 | Attorney 3 | Beth Myers | 1.00 |
| 105272 95002 | Secretary 3 | Meredith Hawk | 1.00 |
| Total Budgeted FTEs | | 14.00 | |

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

Board of Educational Examiners

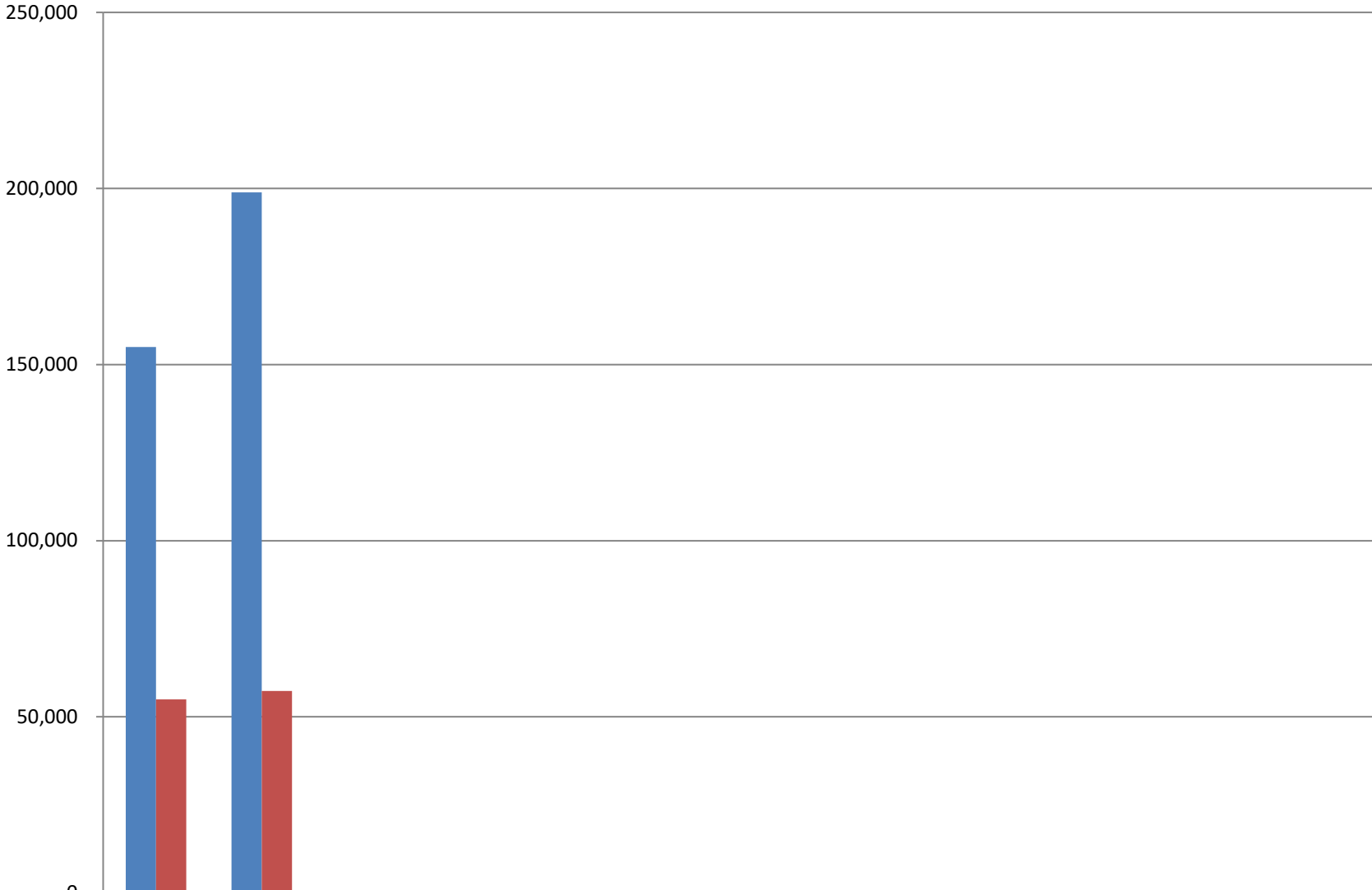
| Obj/Rev Class | Obj/Rev Class Name | JULY | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | HO13 | HO14 | HO15 | YTD |
|---------------------------|--------------------------------|----------------|----------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------------|
| | | Actual | Actual | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Actual |
| Appropriation | | | | | | | | | | | | | | | | | |
| BBF | | | | | | | | | | | | | | | | | |
| Revenue Collected | | | | | | | | | | | | | | | | | |
| 234 | Gov Transfer In Other Agencies | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 401 | Licensure Fees | 155,033 | 198,935 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 353,967 |
| 704 | DCI Check Fees | 54,965 | 57,355 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 112,320 |
| Total Revenues: | | 209,998 | 256,290 | - | - | - | - | - | - | - | - | - | - | - | - | - | 466,287 |
| 234 Gen Fund | Licensure Fees % - Other Agcy | | | | | | | | | | | | | | | | 0 |
| 401 Gen Fund | Licensure Fees | 48,808 | 62,606 | | | | | | | | | | | | | | 111,414 |
| Total General Fund | | 48,808 | 62,606 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 111,414 |
| Total Receipts | | 258,805 | 318,896 | - | - | - | - | - | - | - | - | - | - | - | - | - | 577,701 |
| | <i>YTD vs Prior Year</i> | -13% | -19% | | | | | | | | | | | | | | |

Note -
 General Fund 0001-996-2820

Prior Year

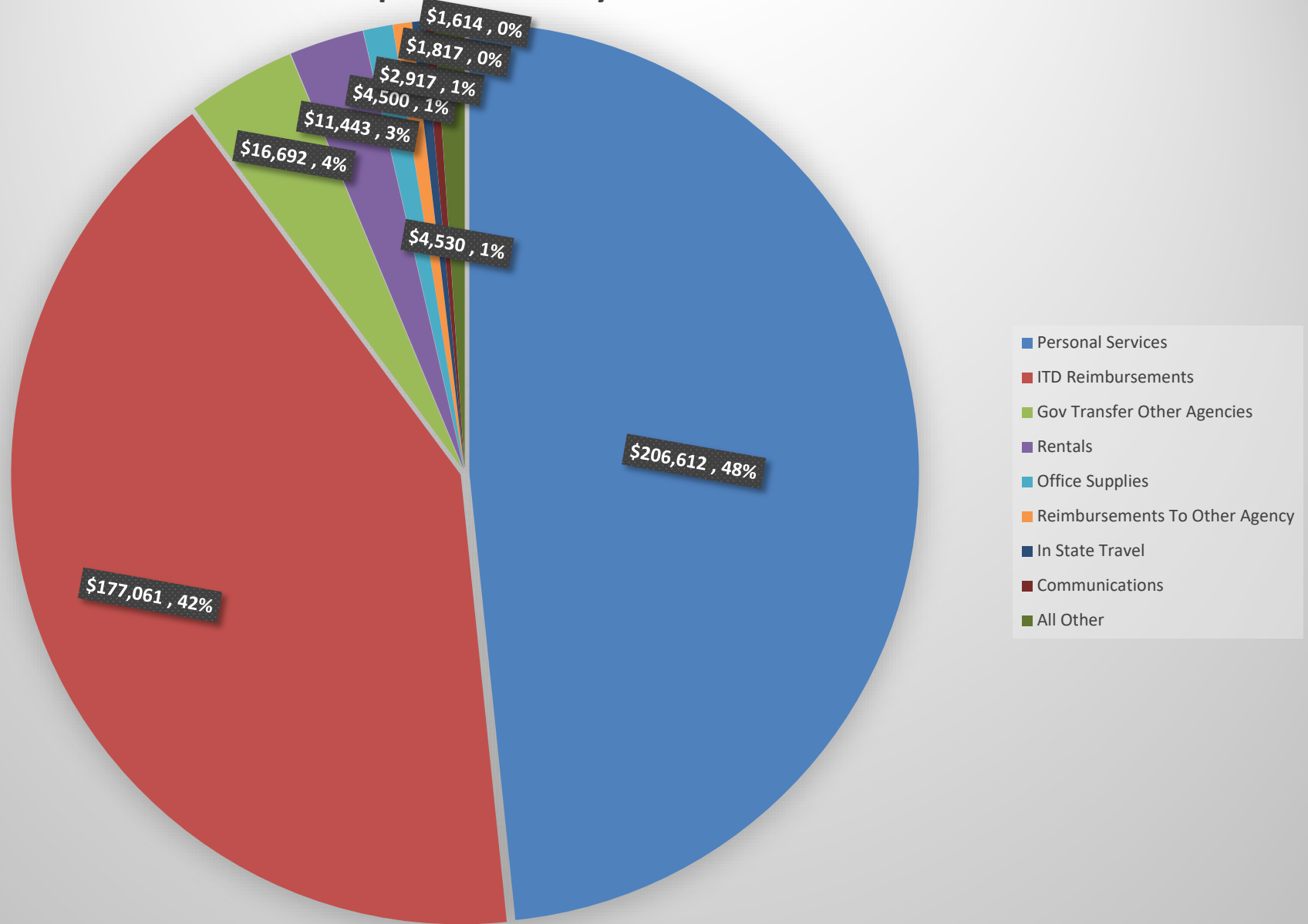
| Obj/Rev Class | Obj/Rev Class Name | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | HO13 | HO14 | HO15 | YTD |
|---------------------------|--------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------|----------|----------|------------------|
| | | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual |
| Appropriation | | | | | | | | | | | | | | | | | |
| BBF | | | | | | | | | | | | | | | | | |
| Revenue Collected | | | | | | | | | | | | | | | | | |
| 234 | Gov Transfer In Other Agencies | 0 | 0 | 6,480 | 0 | 0 | 0 | 0 | 86 | 94 | 0 | 0 | 0 | 0 | 0 | 0 | 6,660 |
| 401 | Licensure Fees | 182,210 | 251,971 | 133,519 | 129,308 | 146,325 | 116,068 | 171,526 | 128,579 | 161,010 | 137,246 | 140,916 | 277,678 | 19,641 | 0 | 0 | 1,995,997 |
| 704 | DCI Check Fees | 58,735 | 79,675 | 74,390 | 57,195 | 59,250 | 47,235 | 62,905 | 44,640 | 57,105 | 45,750 | 42,075 | 61,105 | 4,460 | 0 | 0 | 694,520 |
| Total Revenues: | | 240,945 | 331,646 | 214,388 | 186,503 | 205,575 | 163,303 | 234,431 | 173,305 | 218,208 | 182,996 | 182,991 | 338,783 | 24,101 | 0 | 0 | 2,697,176 |
| 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 | | | 634,524 |
| Total General Fund | | 57,934 | 80,056 | 42,583 | 41,151 | 46,495 | 36,871 | 54,509 | 40,900 | 51,195 | 43,608 | 44,769 | 88,245 | 6,265 | 0 | 0 | 634,580 |
| Total Receipts | | 298,879 | 411,702 | 256,971 | 227,654 | 252,070 | 200,174 | 288,940 | 214,205 | 269,403 | 226,604 | 227,760 | 427,028 | 30,366 | 0 | 0 | 3,331,756 |

Receipts July 2023-June 2024



| | | | | | | | | | | | | |
|------------------|---------|---------|---|---|---|---|---|---|---|---|---|---|
| ■ Licensure Fees | 155,033 | 198,935 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ■ DCI Check Fees | 54,965 | 57,355 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Expenditures July 2023-June 2024



Obligations vs. Budget Report

Budget Fiscal Year: 2024

| | Actual To-Date | FY-Encumbered | Total Obligations FY-To-Date | FY 24 Budget | Budget Balance | Percent of Budget Received /Spent |
|------------------------------------|--------------------|---------------|------------------------------|--------------------|--------------------|-----------------------------------|
| Resources - | | | | | | |
| Balance Forward | 1,696,717 | | 1,696,717 | 1,637,177 | | |
| 234 Gov Transfer In Other Agencies | 0 | | 0 | 6,500 | | |
| 401 Fees, Licenses & Permits | 353,967 | | 353,967 | 1,950,000 | | |
| 704 Other | 112,320 | | 112,320 | 680,000 | | |
| Total Resources | \$2,163,004 | \$0 | \$2,163,004 | \$4,273,677 | | |
| (Total Revenues) | <u>\$466,287</u> | <u>\$0</u> | <u>\$466,287</u> | <u>\$2,636,500</u> | \$2,170,213 | 18% |
| Expenditures - | | | | | | |
| 101 Personal Services | 206,612 | | 206,612 | 1,643,026 | 1,436,415 | 13% |
| 202 In State Travel | 1,817 | | 1,817 | 20,000 | 18,183 | 9% |
| 205 Out Of State Travel | 20 | | 20 | 20,000 | 19,980 | 0% |
| 301 Office Supplies | 4,500 | | 4,500 | 10,000 | 5,500 | 45% |
| 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 | 365 | | 365 | 12,500 | 12,135 | 3% |
| 401 Communications | 1,614 | | 1,614 | 20,000 | 18,386 | 8% |
| 402 Rentals | 11,443 | | 11,443 | 71,500 | 60,057 | 16% |
| 403 Utilities | 382 | | 382 | 4,000 | 3,618 | 10% |
| 405 Prof & Scientific Services | 150 | | 150 | 5,000 | 4,850 | 3% |
| 406 Outside Services | 692 | | 692 | 6,000 | 5,308 | 12% |
| 408 Advertising & Publicity | 0 | | 0 | 200 | 200 | 0% |
| 409 Outside Repairs/Service | 0 | | 0 | 1,000 | 1,000 | 0% |
| 414 Reimbursements To Other Agency | 2,917 | | 2,917 | 25,000 | 22,083 | 12% |
| 416 ITD Reimbursements | 177,061 | | 177,061 | 550,000 | 372,939 | 32% |
| 418 IT Outside Services | 1,305 | | 1,305 | 35,000 | 33,695 | 4% |
| 432 Attorney General Reimbursement | 0 | | 0 | 85,000 | 85,000 | 0% |
| 434 Gov Transfer Other Agencies | 16,692 | | 16,692 | 455,000 | 438,308 | 4% |
| 502 Office Equipment | 0 | | 0 | 250 | 250 | 0% |
| 503 Equipment-Non Inventory | 0 | | 0 | 23,000 | 23,000 | 0% |
| 510 IT Equipment & Software | 1,486 | | 1,486 | 12,000 | 10,514 | 12% |
| 602 Other Expenses & Obligations | 130 | | 130 | 42,000 | 41,870 | 0% |
| 702 Fees | 0 | | 0 | 30 | 30 | 0% |
| 705 Refunds-Other | 0 | | 0 | 5,000 | 5,000 | 0% |
| Total Expenditures | <u>\$427,186</u> | <u>\$0</u> | <u>\$427,186</u> | <u>\$3,050,406</u> | <u>\$2,622,219</u> | 14% |
| CY Revenue Less Expenditures | <u>\$39,101</u> | | | | | |
| Estimated Carry Forward | <u>\$1,735,818</u> | | | | | |

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

From: Mike Cornelison

Date: September 1, 2023

Re: **FY 2023 FINANCIAL ANALYSIS**
Period 14 - August 2023

NOTE 1: Cash Balance Review

| Unit | Current Cash Balance | Projected FYE Carry Forward |
|-------------|----------------------|-----------------------------|
| 9397 - BoEE | \$0 | \$1,696,717 |
| | \$0 | \$1,696,717 |

Areas to Monitor:

RED:

YELLOW:

GREEN:

FY2024 Budget Update entered in I/3 Budget in June.
Partial Cash Carry Forward to FY24 completed July 3.
Final Y-E Cash Carry Forward completed in August.

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 2023, November & May are "3 Payroll" months.
Budget or forecast updates will be discussed during the monthly financial review meetings and will be included in the next months financials.

Other Information:

mike.cornelison@iowa.gov

515-336-9435

Fund: 0001 General Fund
 Unit: 9397
 Sub Unit: Blank
 Appropriation: WZ9

Board of Educational Examiners

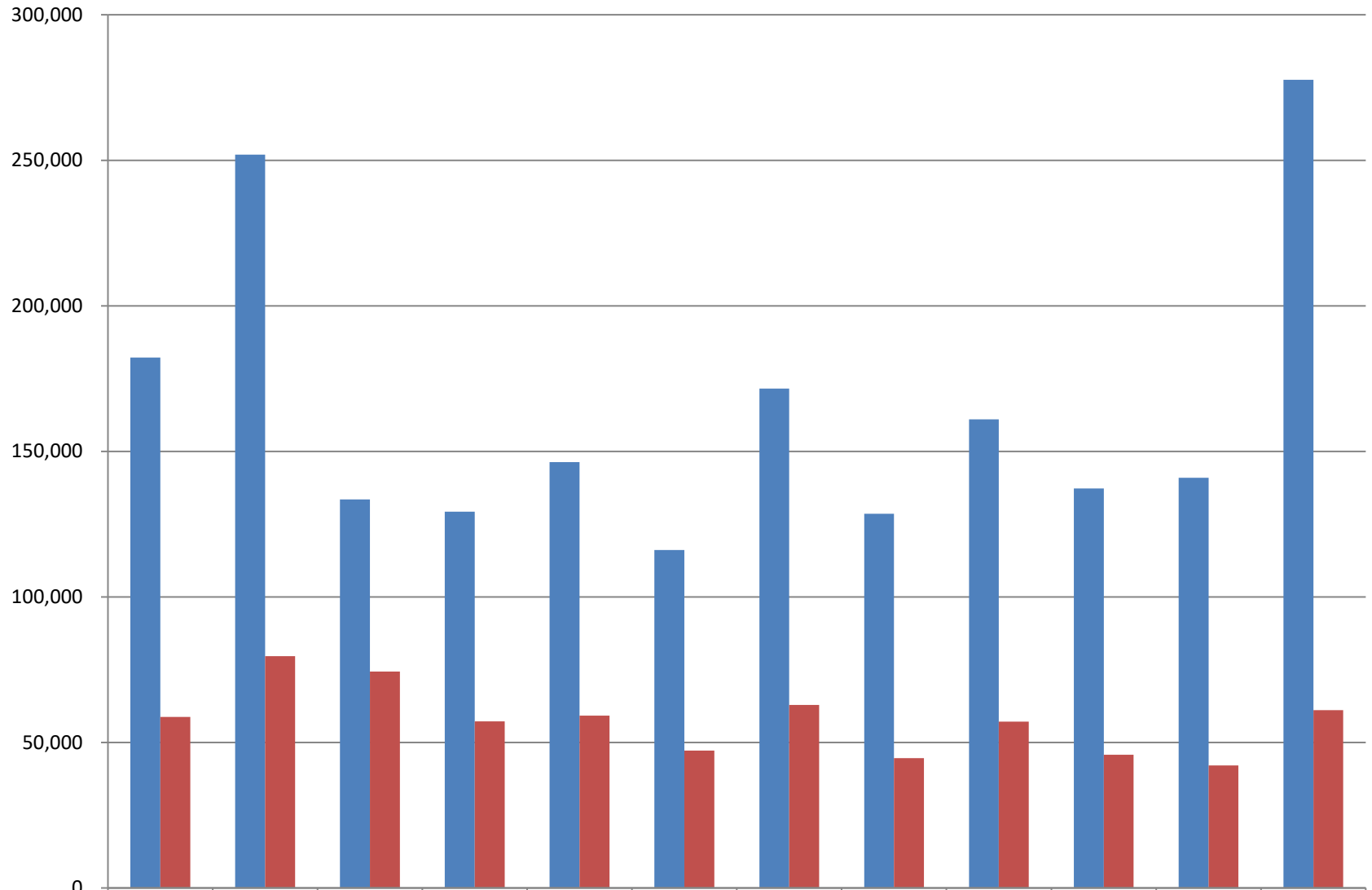
| Obj/Rev Class | Obj/Rev Class Name | JULY | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | HO13 | HO14 | HO15 | YTD |
|---------------------------|--------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------|----------|----------|------------------|
| | | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Forecast | Forecast | Actual |
| Appropriation | | | | | | | | | | | | | | | | | |
| BBF | | | | | | | | | | | | | | | | | |
| Revenue Collected | | | | | | | | | | | | | | | | | |
| 234 | Gov Transfer In Other Agencies | 0 | 0 | 6,480 | 0 | 0 | 0 | 0 | 86 | 94 | 0 | 0 | 0 | 0 | 0 | 0 | 6,660 |
| 401 | Licensure Fees | 182,210 | 251,971 | 133,519 | 129,308 | 146,325 | 116,068 | 171,526 | 128,579 | 161,010 | 137,246 | 140,916 | 277,678 | 19,641 | 0 | 0 | 1,995,997 |
| 704 | DCI Check Fees | 58,735 | 79,675 | 74,390 | 57,195 | 59,250 | 47,235 | 62,905 | 44,640 | 57,105 | 45,750 | 42,075 | 61,105 | 4,460 | 0 | 0 | 694,520 |
| Total Revenues: | | 240,945 | 331,646 | 214,388 | 186,503 | 205,575 | 163,303 | 234,431 | 173,305 | 218,208 | 182,996 | 182,991 | 338,783 | 24,101 | - | - | 2,697,176 |
| 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 | | | 634,524 |
| Total General Fund | | 57,934 | 80,056 | 42,583 | 41,151 | 46,495 | 36,871 | 54,509 | 40,900 | 51,195 | 43,608 | 44,769 | 88,245 | 6,265 | 0 | 0 | 634,580 |
| Total Receipts | | 298,879 | 411,702 | 256,971 | 227,654 | 252,070 | 200,174 | 288,940 | 214,205 | 269,403 | 226,604 | 227,760 | 427,028 | 30,366 | - | - | 3,331,756 |
| | <i>YTD vs Prior Year</i> | 7% | 12% | 17% | 16% | 15% | 13% | 12% | 10% | 9% | 8% | 4% | 6% | 7% | | | |

Note -
 General Fund 0001-996-2820

Prior Year

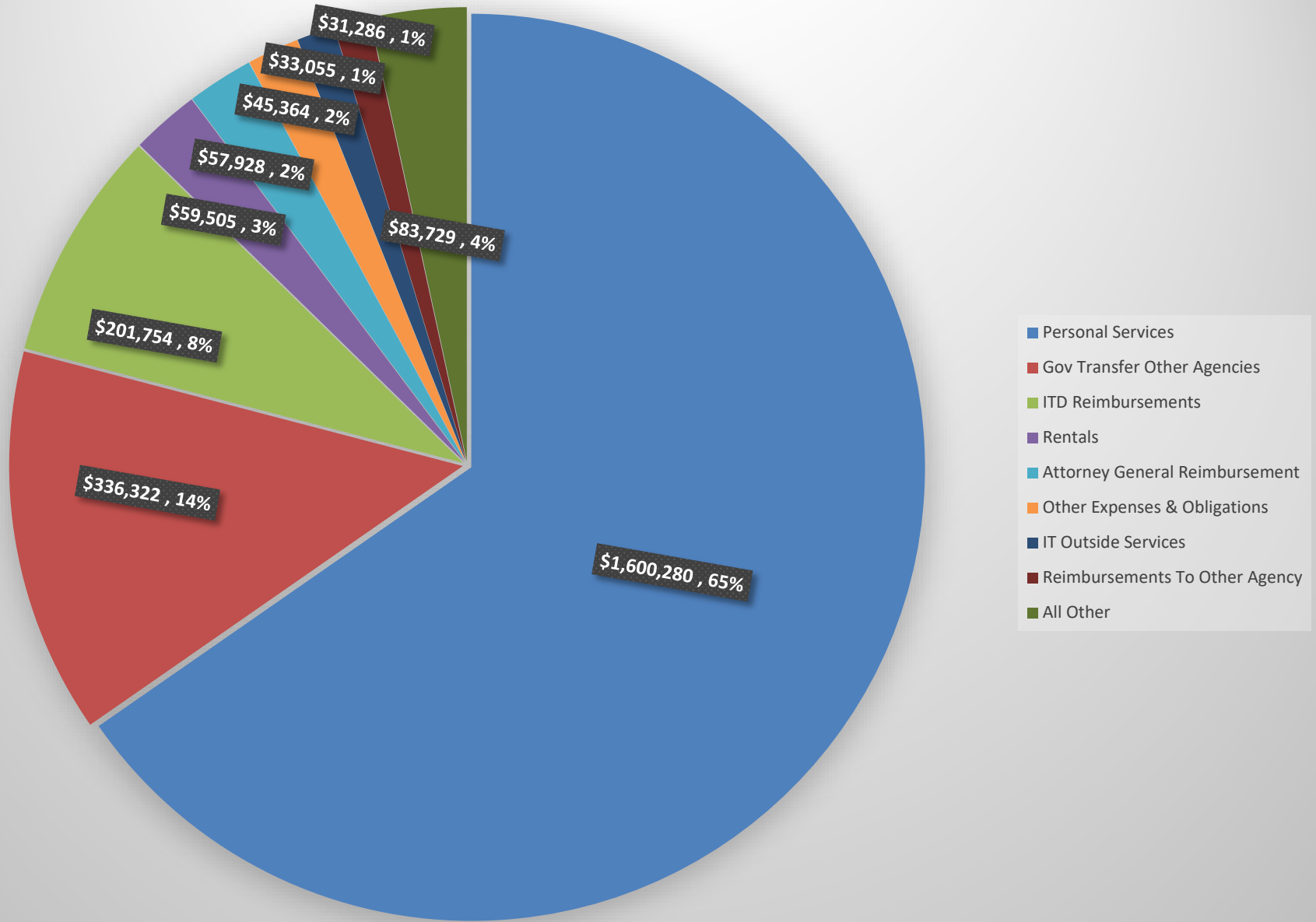
| Obj/Rev Class | Obj/Rev Class Name | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | HO13 | HO14 | HO15 | YTD |
|---------------------------|--------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------|----------|----------|------------------|
| | | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual |
| Appropriation | | | | | | | | | | | | | | | | | |
| BBF | | | | | | | | | | | | | | | | | |
| Revenue Collected | | | | | | | | | | | | | | | | | |
| 234 | Gov Transfer In Other Agencies | 0 | 0 | 139 | 724 | 0 | 0 | 1,364 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,226 |
| 401 | Licensure Fees | 173,645 | 220,325 | 116,441 | 121,618 | 129,021 | 116,677 | 154,249 | 138,207 | 151,056 | 134,639 | 194,287 | 232,402 | 0 | 0 | 0 | 1,882,566 |
| 704 | DCI Check Fees | 49,240 | 63,275 | 40,345 | 44,605 | 55,880 | 48,885 | 59,980 | 52,860 | 59,430 | 50,397 | 57,282 | 58,580 | 0 | 0 | 0 | 640,759 |
| Total Revenues: | | 222,885 | 283,600 | 156,925 | 166,947 | 184,901 | 165,562 | 215,593 | 191,067 | 210,486 | 185,036 | 251,569 | 290,982 | 0 | 0 | 0 | 2,525,551 |
| 234 Gen Fund | Licensure Fees % - Other Agcy | | | 21 | 21 | | | 21 | | | | | | | | | 64 |
| 401 Gen Fund | Licensure Fees | 55,224 | 70,029 | 36,978 | 38,656 | 40,990 | 37,045 | 49,011 | 43,975 | 48,004 | 42,803 | 61,464 | 73,956 | | | | 598,134 |
| Total General Fund | | 55,224 | 70,029 | 36,999 | 38,678 | 40,990 | 37,045 | 49,033 | 43,975 | 48,004 | 42,803 | 61,464 | 73,956 | 0 | 0 | 0 | 598,198 |
| Total Receipts | | 278,109 | 353,629 | 193,924 | 205,624 | 225,891 | 202,607 | 264,625 | 235,042 | 258,489 | 227,838 | 313,033 | 364,938 | 0 | 0 | 0 | 3,123,749 |

Receipts July 2022-June 2023



| | JULY | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| ■ 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 |
| ■ 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 |

Expenditures July 2022-June 2023



Obligations vs. Budget Report
Budget Fiscal Year: 2023

| | Actual To-Date | FY-Encumbered | Total Obligations FY-To-Date | FY 23 Budget | Budget Balance | Percent of Budget Received /Spent |
|------------------------------------|--------------------|---------------|------------------------------|--------------------|----------------|-----------------------------------|
| Resources - | | | | | | |
| Balance Forward | 1,434,767 | | 1,434,767 | 1,318,052 | | |
| 234 Gov Transfer In Other Agencies | 20,755 | | 20,755 | 5,000 | | |
| 401 Fees, Licenses & Permits | 1,995,997 | | 1,995,997 | 1,969,312 | | |
| 704 Other | 694,520 | | 694,520 | 635,000 | | |
| Total Resources | \$4,146,038 | \$0 | \$4,146,038 | \$3,927,365 | | |
| (Total Revenues) | <u>\$2,711,271</u> | <u>\$0</u> | <u>\$2,711,271</u> | <u>\$2,609,313</u> | (\$101,959) | 104% |
| Expenditures - | | | | | | |
| 101 Personal Services | 1,600,280 | | 1,600,280 | 1,629,632 | 29,352 | 98% |
| 202 In State Travel | 12,176 | | 12,176 | 20,000 | 7,824 | 61% |
| 205 Out Of State Travel | 5,758 | | 5,758 | 20,000 | 14,242 | 29% |
| 301 Office Supplies | 9,369 | | 9,369 | 10,350 | 981 | 91% |
| 302 Facility Maintenance Supplies | 0 | | 0 | 1,500 | 0 | 0% |
| 308 Other Supplies | 0 | | 0 | 400 | 400 | 0% |
| 309 Printing & Binding | 2,592 | | 2,592 | 3,500 | 907 | 74% |
| 313 Postage | 11,856 | | 11,856 | 12,000 | 144 | 99% |
| 401 Communications | 19,367 | | 19,367 | 20,000 | 633 | 97% |
| 402 Rentals | 59,505 | | 59,505 | 69,750 | 10,245 | 85% |
| 403 Utilities | 2,826 | | 2,826 | 4,000 | 1,174 | 71% |
| 405 Prof & Scientific Services | 2,827 | | 2,827 | 6,000 | 3,173 | 47% |
| 406 Outside Services | 5,165 | | 5,165 | 46,200 | 41,035 | 11% |
| 408 Advertising & Publicity | 92 | | 92 | 200 | 107 | 46% |
| 409 Outside Repairs/Service | 0 | | 0 | 1,000 | 1,000 | 0% |
| 414 Reimbursements To Other Agency | 31,286 | | 31,286 | 35,000 | 3,714 | 89% |
| 416 ITD Reimbursements | 201,754 | | 201,754 | 270,000 | 68,246 | 75% |
| 418 IT Outside Services | 33,055 | | 33,055 | 18,000 | (15,055) | 184% |
| 432 Attorney General Reimbursement | 57,928 | | 57,928 | 50,500 | (7,428) | 115% |
| 434 Gov Transfer Other Agencies | 336,322 | | 336,322 | 330,000 | (6,323) | 102% |
| 502 Office Equipment | 0 | | 0 | 250 | 250 | 0% |
| 503 Equipment-Non Inventory | 0 | | 0 | 4,000 | 4,000 | 0% |
| 510 IT Equipment & Software | 9,402 | | 9,402 | 15,000 | 5,598 | 63% |
| 602 Other Expenses & Obligations | 45,364 | | 45,364 | 40,000 | (5,364) | 113% |
| 702 Fees | 30 | | 30 | 30 | 0 | 100% |
| 705 Refunds-Other | 2,270 | | 2,270 | 1,000 | (1,270) | 227% |
| Total Expenditures | \$2,449,223 | \$0 | \$2,449,223 | \$2,608,311 | \$157,588 | 94% |
| CY Revenue Less Expenditures | <u>\$262,049</u> | | | | | |
| Estimated Carry Forward | <u>\$1,696,816</u> | | | | | |

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

From: Mike Cornelison

Date: October 2, 2023

Re: **FY 2023 FINANCIAL ANALYSIS**
Period 15 - September 2023

NOTE 1: Cash Balance Review

| Unit | Current Cash Balance | Projected FYE Carry Forward |
|-------------|----------------------|-----------------------------|
| 9397 - BoEE | \$0 | \$1,696,717 |
| | \$0 | \$1,696,717 |

Areas to Monitor:

RED:

YELLOW:

GREEN:

FY2024 Budget Update entered in 1/3 Budget in June.
 Partial Cash Carry Forward to FY24 completed July 3.
 Final Y-E Cash Carry Forward completed in August.

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 2023, November & May are "3 Payroll" months.
 Budget or forecast updates will be discussed during the monthly financial review meetings and will be included in the next months financials.

Other Information:

mike.cornelison@iowa.gov

515-336-9435

| Obj/Rev Class | Obj/Rev Class Name | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | HO13 | HO14 | HO15 | YTD | End of Year Forecast | Annual Budget | Percent of Budget | Percent of Budget |
|----------------------------|---|----------------|------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|--------------------|----------|------------------|----------------------|------------------|-------------------|-------------------|
| | | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | (C=A+B) | (D) | To Date |
| | Balance Brought Forward from Prior Year | 100,000 | 1,334,767 | - | | | | | | | | | | | | | 1,434,767 | 1,434,767 | 1,318,052 | | |
| | Balance Carried Forward to Next Year | | | | | | | | | | | | | (100,000) | (1,596,717) | | (1,696,717) | (1,696,717) | (1,217,121) | | |
| Revenue Collected | | | | | | | | | | | | | | | | | | | | | |
| 234 | Gov Transfer In Other Agencies | - | - | 6,480 | - | - | - | - | 86 | 94 | - | - | - | - | 14,095 | - | 20,755 | 20,755 | 5,000 | 415% | 415% |
| 401 | Fees, Licenses & Permits | 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 | - | - | 1,995,997 | 1,995,997 | 1,969,312 | 101% | 101% |
| 704 | Other | 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 | - | - | 694,520 | 694,520 | 635,000 | 109% | 109% |
| Total Revenues: | | 340,945 | 1,666,413 | 214,388 | 186,503 | 205,575 | 163,303 | 234,431 | 173,305 | 218,208 | 182,996 | 182,991 | 338,783 | (75,899) | (1,582,622) | - | 2,449,321 | 2,449,321 | 2,710,244 | 90% | 90% |
| Expenditures | | | | | | | | | | | | | | | | | | | | | |
| 101 | Personal Services | 80,049 | 125,769 | 125,823 | 125,754 | 198,103 | 107,166 | 133,379 | 108,451 | 108,559 | 122,586 | 197,992 | 115,470 | 51,178 | - | - | 1,600,280 | 1,600,280 | 1,629,632 | 98% | 98% |
| 202 | In State Travel | - | 805 | 1,889 | 2,092 | 466 | 1,652 | 32 | 545 | 1,597 | 592 | 2,507 | - | - | - | - | 12,176 | 12,176 | 20,000 | 61% | 61% |
| 205 | Out Of State Travel | - | 2,195 | - | 186 | - | 158 | 1,644 | - | 24 | - | - | 1,552 | - | - | - | 5,758 | 5,758 | 20,000 | 29% | 29% |
| 301 | Office Supplies | 164 | 6,000 | 391 | 209 | 67 | 441 | 333 | - | 592 | 288 | 4,658 | 65 | 347 | (4,185) | - | 9,369 | 9,369 | 10,350 | 91% | 91% |
| 302 | Facility Maintenance Supplies | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 1,500 | 0% | 0% |
| 308 | Other Supplies | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 400 | 0% | 0% |
| 309 | Printing & Binding | - | 228 | 1,420 | 104 | - | - | - | 232 | - | - | 28 | 518 | 64 | - | - | 2,592 | 2,592 | 3,500 | 74% | 74% |
| 311 | Food | - | - | 18 | 33 | - | 48 | - | - | - | - | - | - | - | - | - | 99 | 99 | 1,000 | 10% | 10% |
| 313 | Postage | - | 1,045 | 1,482 | 1,323 | 1,062 | 824 | 777 | 833 | 965 | 1,218 | 776 | 817 | 733 | - | - | 11,856 | 11,856 | 12,000 | 99% | 99% |
| 401 | Communications | - | 1,614 | 1,614 | 1,613 | 1,612 | 1,614 | 894 | 2,334 | 1,614 | 1,614 | 1,615 | 1,614 | 1,614 | - | - | 19,367 | 19,367 | 20,000 | 97% | 97% |
| 402 | Rentals | 4,917 | 4,917 | 5,017 | 5,222 | 4,917 | 5,017 | - | 9,833 | 4,917 | 4,917 | 4,917 | 4,917 | - | - | - | 59,505 | 59,505 | 69,750 | 85% | 85% |
| 403 | Utilities | 182 | 187 | 178 | 137 | 217 | 299 | - | 786 | 273 | 196 | 176 | 193 | - | - | - | 2,826 | 2,826 | 4,000 | 71% | 71% |
| 405 | Prof & Scientific Services | - | - | 495 | 350 | - | 345 | - | 300 | 495 | 200 | 445 | 145 | - | 50 | - | 2,827 | 2,827 | 6,000 | 47% | 47% |
| 406 | Outside Services | 333 | 333 | 333 | 561 | 657 | 346 | - | 692 | 346 | 346 | 729 | 346 | 141 | - | - | 5,165 | 5,165 | 46,200 | 11% | 11% |
| 408 | Advertising & Publicity | - | - | - | - | - | 92 | - | - | - | - | - | - | - | - | - | 92 | 92 | 200 | 46% | 46% |
| 409 | Outside Repairs/Service | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 1,000 | 0% | 0% |
| 414 | Reimbursements To Other Agency | - | 3,434 | 2,523 | 3,605 | 2,601 | 2,026 | 2,721 | 1,339 | 2,617 | 2,743 | 2,717 | 2,745 | 2,214 | - | - | 31,286 | 31,286 | 35,000 | 89% | 89% |
| 416 | ITD Reimbursements | - | 173,582 | 2,695 | 2,714 | 2,340 | 2,365 | 2,338 | 2,394 | 2,474 | 3,122 | 2,476 | 2,520 | 3,260 | (525) | - | 201,754 | 201,754 | 270,000 | 75% | 75% |
| 418 | IT Outside Services | - | 4,558 | 3,450 | 6,913 | 2,131 | 3,850 | - | 3,263 | 1,305 | 1,305 | 1,324 | 3,118 | 1,838 | - | - | 33,055 | 33,055 | 18,000 | 184% | 184% |
| 432 | Attorney General Reimbursement | - | - | 9,183 | 4,586 | 4,587 | 6,422 | - | 9,440 | 4,589 | 5,230 | 4,711 | 4,584 | 4,596 | - | - | 57,928 | 57,928 | 50,500 | 115% | 115% |
| 434 | Gov Transfer Other Agencies | - | 26,409 | 42,223 | 32,800 | 23,090 | 27,546 | - | 55,489 | 20,397 | 24,723 | 28,947 | 31,159 | 23,540 | - | - | 336,322 | 336,322 | 330,000 | 102% | 102% |
| 502 | Office Equipment | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 250 | 0% | 0% |
| 503 | Equipment-Non Inventory | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 4,000 | 0% | 0% |
| 510 | IT Equipment & Software | 8,386 | 1,453 | - | - | - | - | - | - | 1,049 | - | - | - | - | (1,486) | - | 9,402 | 9,402 | 15,000 | 63% | 63% |
| 602 | Other Expenses & Obligations | - | - | 4,343 | 5,564 | 3,058 | 3,308 | 3,074 | 2,961 | 3,663 | 3,200 | 3,725 | 3,191 | 9,263 | 14 | - | 45,364 | 45,364 | 40,000 | 113% | 113% |
| 702 | Fees | - | - | - | - | - | - | - | 30 | - | - | - | - | - | - | - | 30 | 30 | 30 | 100% | 100% |
| 705 | Refunds-Other | - | 160 | 405 | 330 | 295 | - | 305 | 190 | 85 | 170 | 175 | 115 | 40 | - | - | 2,270 | 2,270 | 1,000 | 227% | 227% |
| Total Expenditures: | | 94,031 | 352,689 | 203,481 | 194,096 | 245,361 | 165,005 | 143,854 | 199,112 | 155,562 | 172,451 | 257,916 | 173,068 | 98,827 | (6,131) | - | 2,449,321 | 2,449,321 | 2,609,311 | 94% | 94% |
| Current Month Operations | | 246,915 | 1,313,724 | 10,908 | (7,593) | (39,786) | (1,703) | 90,577 | (25,807) | 62,646 | 10,545 | (74,924) | 165,715 | (174,726) | (1,576,491) | - | - | - | 100,933 | | |
| Cash Balance | | 246,915 | 1,560,639 | 1,571,547 | 1,563,953 | 1,524,168 | 1,522,465 | 1,613,042 | 1,587,235 | 1,649,881 | 1,660,426 | 1,585,502 | 1,751,216 | 1,576,491 | 0 | 0 | | | | | |

FOOTNOTES

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

Expenditures
101 Personal Services - November & May have 3 payroll warrants written.
202 In State Travel - Employee travel and Board Meeting expense.
205 Out of State Travel - June expense is for Mike Cavin's trip to a NASDTEC conference.
301 Office Supplies - May expense includes the FY24 NASDTEC membership fee of \$4,500.
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.
434 Gov Transfer Other Agencies - DCI criminal history & background checks & DIA services.
602 Other Expenses & Obligations - TOS credit card processing fees.

| Job Class | Board Members |
|--------------|---------------------|
| 133116 14000 | Kristen M Rickey |
| 105263 14000 | Timothy I McKinney |
| 139185 14000 | Anthony D Voss |
| 105264 14000 | Timothy W Bower |
| 105265 14000 | Erin K Schoening |
| 139188 14000 | Eric A St Clair DOE |
| 105266 14000 | Rhonda McRina |
| 139184 14000 | Pam Bleam |
| 139189 14000 | Vacant |
| 139186 14000 | Chad W Janzen |
| 105267 14000 | Kathy J Behrens |
| 105268 14000 | Davis L Eidahl |

| Job Class | Employee Name | 9397 |
|----------------------------|------------------------------|-------------------------|
| 105254 00018 | Clerk-Specialist | Jessica L Kurtz 1.00 |
| 105255 00018 | Clerk-Specialist | Sharon S Jensen 1.00 |
| 105256 00018 | Clerk-Specialist | Danielle N Brookes 1.00 |
| 142330 00018 | Clerk-Specialist | Alivia Bullis 1.00 |
| 105257 00121 | Info Tech Specialist 4 | Jeff S Debruin 1.00 |
| 105258 00697 | Investigator 3 | Cynthia D Dennis 1.00 |
| 00705-801 | Admin Intern | vacant 0.00 |
| 105259 01071 | Education Program Consultant | Steven C Mitchell 1.00 |
| 139183 01071 | Education Program Consultant | vacant (Cavin) 0.00 |
| 105260 01071 | Education Program Consultant | Gregory S Horstman 1.00 |
| 144601 01071 | Education Program Consultant | Geri McMahon 1.00 |
| 105262 01071 | Education Program Consultant | David D Wempen 1.00 |
| 105269 31038 | Executive Director/BOEE | Michael D Cavin 1.00 |
| 105270 31513 | Admin Consultant | Joanne K Tubbs 1.00 |
| 144600 00645 | Attorney 3 | Beth Myers 1.00 |
| 105272 95002 | Secretary 3 | Meredith Hawk 1.00 |
| Total Budgeted FTEs | | 14.00 |

Fund: 0001 General Fund
 Unit: 9397
 Sub Unit: Blank
 Appropriation: WZ9

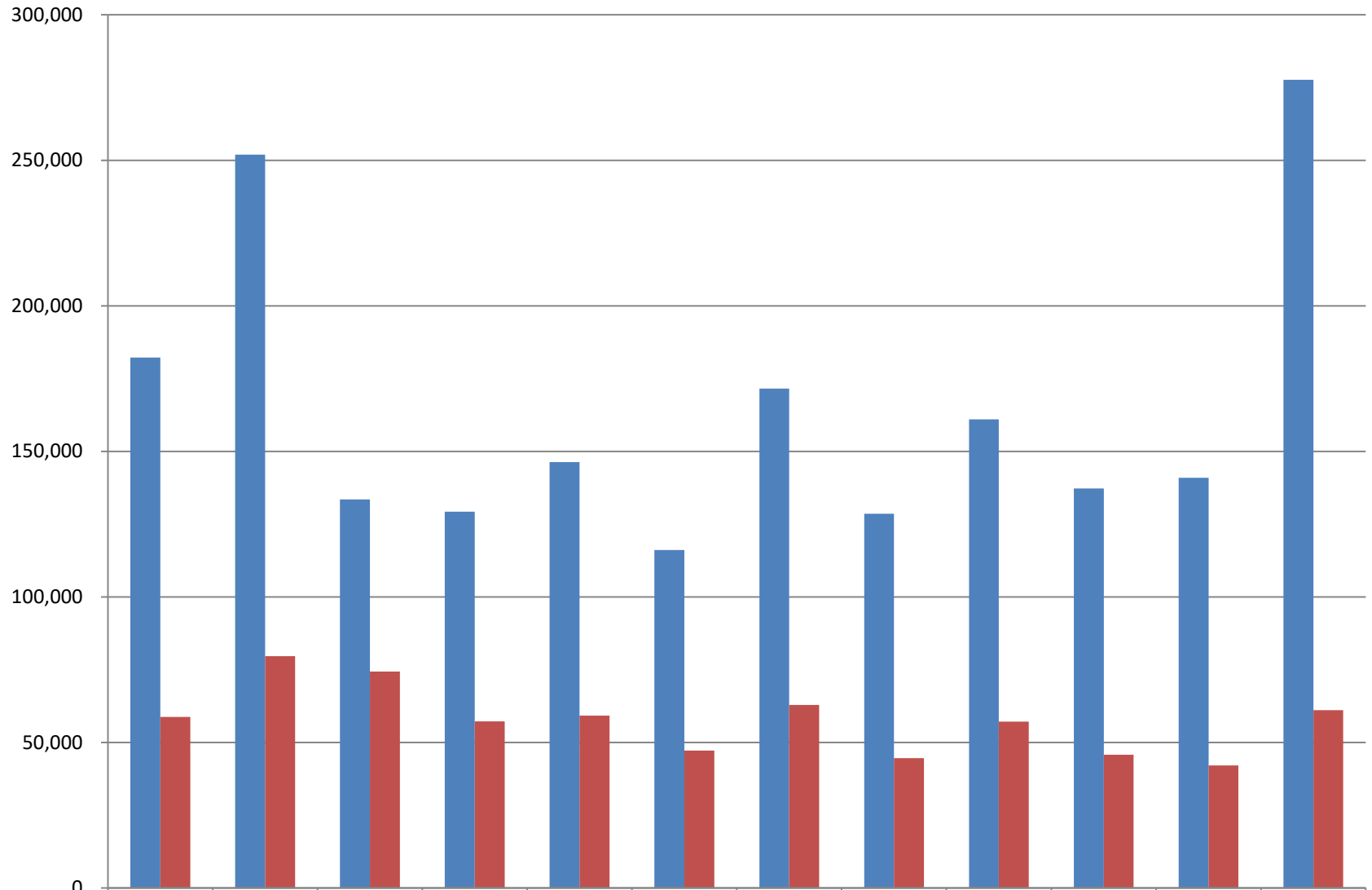
Board of Educational Examiners

| Obj/Rev Class | Obj/Rev Class Name | JULY | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | HO13 | HO14 | HO15 | YTD |
|---------------------------|--------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------|----------|----------|------------------|
| | | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Forecast | Forecast | Actual |
| Appropriation BBF | | | | | | | | | | | | | | | | | |
| Revenue Collected | | | | | | | | | | | | | | | | | |
| 234 | Gov Transfer In Other Agencies | 0 | 0 | 6,480 | 0 | 0 | 0 | 0 | 86 | 94 | 0 | 0 | 0 | 0 | 0 | 0 | 6,660 |
| 401 | Licensure Fees | 182,210 | 251,971 | 133,519 | 129,308 | 146,325 | 116,068 | 171,526 | 128,579 | 161,010 | 137,246 | 140,916 | 277,678 | 19,641 | 0 | 0 | 1,995,997 |
| 704 | DCI Check Fees | 58,735 | 79,675 | 74,390 | 57,195 | 59,250 | 47,235 | 62,905 | 44,640 | 57,105 | 45,750 | 42,075 | 61,105 | 4,460 | 0 | 0 | 694,520 |
| Total Revenues: | | 240,945 | 331,646 | 214,388 | 186,503 | 205,575 | 163,303 | 234,431 | 173,305 | 218,208 | 182,996 | 182,991 | 338,783 | 24,101 | - | - | 2,697,176 |
| 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 | | | 634,524 |
| Total General Fund | | 57,934 | 80,056 | 42,583 | 41,151 | 46,495 | 36,871 | 54,509 | 40,900 | 51,195 | 43,608 | 44,769 | 88,245 | 6,265 | 0 | 0 | 634,580 |
| Total Receipts | | 298,879 | 411,702 | 256,971 | 227,654 | 252,070 | 200,174 | 288,940 | 214,205 | 269,403 | 226,604 | 227,760 | 427,028 | 30,366 | - | - | 3,331,756 |
| | YTD vs Prior Year | 7% | 12% | 17% | 16% | 15% | 13% | 12% | 10% | 9% | 8% | 4% | 6% | 7% | | | |

Note -
General Fund 0001-996-2820

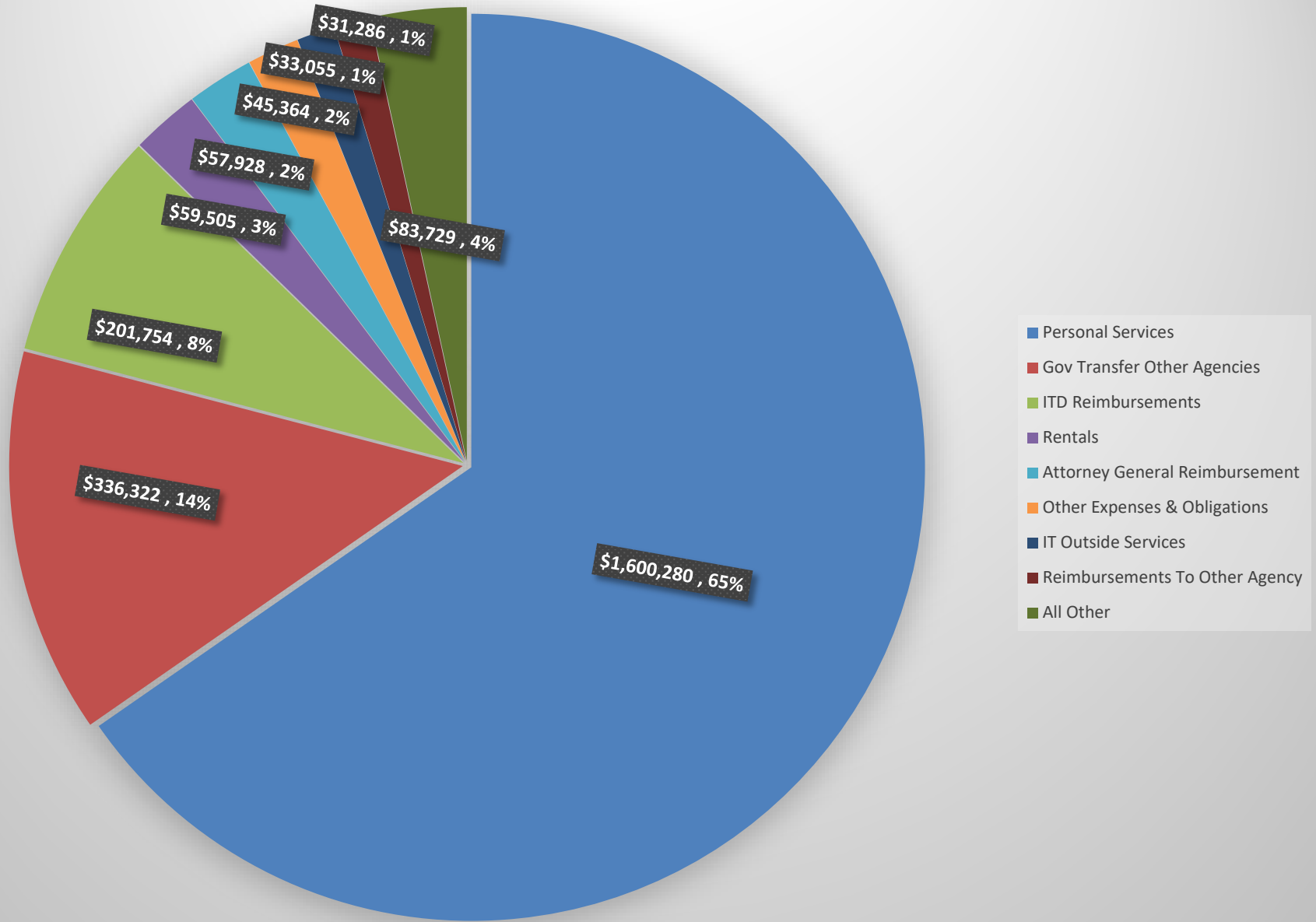
| Obj/Rev Class | Obj/Rev Class Name | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | HO13 | HO14 | HO15 | YTD |
|---------------------------|--------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------|----------|----------|------------------|
| | | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual |
| Appropriation BBF | | | | | | | | | | | | | | | | | |
| Revenue Collected | | | | | | | | | | | | | | | | | |
| 234 | Gov Transfer In Other Agencies | 0 | 0 | 139 | 724 | 0 | 0 | 1,364 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,226 |
| 401 | Licensure Fees | 173,645 | 220,325 | 116,441 | 121,618 | 129,021 | 116,677 | 154,249 | 138,207 | 151,056 | 134,639 | 194,287 | 232,402 | 0 | 0 | 0 | 1,882,566 |
| 704 | DCI Check Fees | 49,240 | 63,275 | 40,345 | 44,605 | 55,880 | 48,885 | 59,980 | 52,860 | 59,430 | 50,397 | 57,282 | 58,580 | 0 | 0 | 0 | 640,759 |
| Total Revenues: | | 222,885 | 283,600 | 156,925 | 166,947 | 184,901 | 165,562 | 215,593 | 191,067 | 210,486 | 185,036 | 251,569 | 290,982 | 0 | 0 | 0 | 2,525,551 |
| 234 Gen Fund | Licensure Fees % - Other Agcy | | | 21 | 21 | | | 21 | | | | | | | | | 64 |
| 401 Gen Fund | Licensure Fees | 55,224 | 70,029 | 36,978 | 38,656 | 40,990 | 37,045 | 49,011 | 43,975 | 48,004 | 42,803 | 61,464 | 73,956 | | | | 598,134 |
| Total General Fund | | 55,224 | 70,029 | 36,999 | 38,678 | 40,990 | 37,045 | 49,033 | 43,975 | 48,004 | 42,803 | 61,464 | 73,956 | 0 | 0 | 0 | 598,198 |
| Total Receipts | | 278,109 | 353,629 | 193,924 | 205,624 | 225,891 | 202,607 | 264,625 | 235,042 | 258,489 | 227,838 | 313,033 | 364,938 | 0 | 0 | 0 | 3,123,749 |

Receipts July 2022-June 2023



| | JULY | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| ■ 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 |
| ■ 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 |

Expenditures July 2022-June 2023



Obligations vs. Budget Report
Budget Fiscal Year: 2023

| | Actual To-Date | FY-Encumbered | Total Obligations FY-To-Date | FY 23 Budget | Budget Balance | Percent of Budget Received /Spent |
|------------------------------------|--------------------|---------------|------------------------------|--------------------|----------------|-----------------------------------|
| Resources - | | | | | | |
| Balance Forward | 1,434,767 | | 1,434,767 | 1,318,052 | | |
| 234 Gov Transfer In Other Agencies | 20,755 | | 20,755 | 5,000 | | |
| 401 Fees, Licenses & Permits | 1,995,997 | | 1,995,997 | 1,969,312 | | |
| 704 Other | 694,520 | | 694,520 | 635,000 | | |
| Total Resources | \$4,146,038 | \$0 | \$4,146,038 | \$3,927,365 | | |
| (Total Revenues) | <u>\$2,711,271</u> | <u>\$0</u> | <u>\$2,711,271</u> | <u>\$2,609,313</u> | (\$101,959) | 104% |
| Expenditures - | | | | | | |
| 101 Personal Services | 1,600,280 | | 1,600,280 | 1,629,632 | 29,352 | 98% |
| 202 In State Travel | 12,176 | | 12,176 | 20,000 | 7,824 | 61% |
| 205 Out Of State Travel | 5,758 | | 5,758 | 20,000 | 14,242 | 29% |
| 301 Office Supplies | 9,369 | | 9,369 | 10,350 | 981 | 91% |
| 302 Facility Maintenance Supplies | 0 | | 0 | 1,500 | 0 | 0% |
| 308 Other Supplies | 0 | | 0 | 400 | 400 | 0% |
| 309 Printing & Binding | 2,592 | | 2,592 | 3,500 | 907 | 74% |
| 313 Postage | 11,856 | | 11,856 | 12,000 | 144 | 99% |
| 401 Communications | 19,367 | | 19,367 | 20,000 | 633 | 97% |
| 402 Rentals | 59,505 | | 59,505 | 69,750 | 10,245 | 85% |
| 403 Utilities | 2,826 | | 2,826 | 4,000 | 1,174 | 71% |
| 405 Prof & Scientific Services | 2,827 | | 2,827 | 6,000 | 3,173 | 47% |
| 406 Outside Services | 5,165 | | 5,165 | 46,200 | 41,035 | 11% |
| 408 Advertising & Publicity | 92 | | 92 | 200 | 107 | 46% |
| 409 Outside Repairs/Service | 0 | | 0 | 1,000 | 1,000 | 0% |
| 414 Reimbursements To Other Agency | 31,286 | | 31,286 | 35,000 | 3,714 | 89% |
| 416 ITD Reimbursements | 201,754 | | 201,754 | 270,000 | 68,246 | 75% |
| 418 IT Outside Services | 33,055 | | 33,055 | 18,000 | (15,055) | 184% |
| 432 Attorney General Reimbursement | 57,928 | | 57,928 | 50,500 | (7,428) | 115% |
| 434 Gov Transfer Other Agencies | 336,322 | | 336,322 | 330,000 | (6,323) | 102% |
| 502 Office Equipment | 0 | | 0 | 250 | 250 | 0% |
| 503 Equipment-Non Inventory | 0 | | 0 | 4,000 | 4,000 | 0% |
| 510 IT Equipment & Software | 9,402 | | 9,402 | 15,000 | 5,598 | 63% |
| 602 Other Expenses & Obligations | 45,364 | | 45,364 | 40,000 | (5,364) | 113% |
| 702 Fees | 30 | | 30 | 30 | 0 | 100% |
| 705 Refunds-Other | 2,270 | | 2,270 | 1,000 | (1,270) | 227% |
| Total Expenditures | \$2,449,223 | \$0 | \$2,449,223 | \$2,608,311 | \$157,588 | 94% |
| CY Revenue Less Expenditures | <u>\$262,049</u> | | | | | |
| Estimated Carry Forward | <u>\$1,696,816</u> | | | | | |

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

From: Mike Cornelison

Date: October 2, 2023

Re: **FY 2024 FINANCIAL ANALYSIS**
Period 3 - September 2023

NOTE 1: Cash Balance Review

| Unit | Current Cash Balance | Projected FYE Carry Forward |
|-------------|----------------------|-----------------------------|
| 9397 - BoEE | \$1,762,527 | \$1,173,387 |
| | <u>\$1,762,527</u> | <u>\$1,173,387</u> |

Areas to Monitor:

RED:

YELLOW:

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

Outstanding issues that may affect the financial statements

Questions and review of financials:

Accounting conventions:

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

Other Information:

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

Fund: 0001 General Fund
 Unit: 9397
 Sub Unit: Blank
 Appropriation: 154 Board of Educational Examiners

FY 2024

EDas Customer Number: 1100
 Percent of Year Complete 25%

| Obj/Rev Class | Obj/Rev Class Name | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | HO13 | HO14 | HO15 | YTD | End of Year Forecast | Annual Budget | Percent of Budget | Percent of Budget | |
|---------------------------------|---|----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------------|------------|------------------|----------------------|------------------|-------------------|-------------------|----------------|
| | | Actual | Actual | Actual | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Actual | (C=A+B) | (D) | To Date | Forecasted EOY |
| | 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) | (1,073,387) | - | - | (1,173,387) | (1,222,273) | | | |
| Revenue Collected | | | | | | | | | | | | | | | | | | | | | | |
| 234 | Gov Transfer In Other Agencies | - | - | - | 529 | - | - | 998 | 63 | 69 | - | - | 4,840 | - | - | - | 6,499 | 6,500 | 0% | 100% | | |
| 401 | Fees, Licenses & Permits | 155,033 | 198,935 | 141,664 | 126,798 | 139,139 | 117,611 | 164,621 | 134,813 | 157,693 | 137,389 | 169,386 | 257,755 | - | - | - | 495,631 | 1,900,837 | 1,950,000 | 25% | 97% | |
| 704 | Other | 54,965 | 57,355 | 53,168 | 52,016 | 58,827 | 49,114 | 62,790 | 49,819 | 59,545 | 49,128 | 50,768 | 61,155 | - | - | - | 165,488 | 658,649 | 680,000 | 24% | 97% | |
| Total Revenues: | | 309,998 | 1,853,007 | 194,832 | 179,344 | 197,966 | 166,725 | 228,409 | 184,695 | 217,307 | 186,517 | 220,154 | 323,749 | (100,000) | (1,073,387) | - | 2,357,836 | 3,089,315 | 3,051,404 | 77% | 101% | |
| Expenditures | | | | | | | | | | | | | | | | | | | | | | |
| 101 | Personal Services | 55,300 | 151,311 | 128,220 | 183,370 | 135,393 | 135,393 | 135,393 | 135,393 | 135,393 | 194,546 | 135,393 | 135,393 | 51,836 | - | - | 334,831 | 1,712,337 | 1,643,026 | 20% | 104% | |
| 202 | In State Travel | - | 1,817 | 47 | 2,000 | 1,000 | 2,000 | 1,000 | 1,000 | 2,000 | 1,000 | 2,500 | 2,000 | 2,500 | - | - | 1,864 | 18,864 | 20,000 | 9% | 94% | |
| 205 | Out Of State Travel | - | 20 | 525 | 1,000 | 1,000 | 2,000 | 1,000 | 2,000 | 1,500 | 1,000 | 3,000 | 2,000 | 2,500 | - | - | 545 | 17,545 | 20,000 | 3% | 88% | |
| 301 | Office Supplies | - | 4,500 | 62 | 300 | 100 | 500 | 400 | 600 | 600 | 300 | 5,000 | 100 | (4,500) | - | - | 4,562 | 7,962 | 10,000 | 46% | 80% | |
| 302 | Facility Maintenance Supplies | - | - | - | 250 | - | - | - | 250 | - | - | - | - | 250 | - | - | - | 1,000 | 1,000 | 0% | 100% | |
| 308 | Other Supplies | - | - | - | - | 200 | - | - | - | - | - | 200 | - | - | - | - | - | 400 | 400 | 0% | 100% | |
| 309 | Printing & Binding | - | - | - | 200 | 200 | 200 | 200 | 300 | 200 | 200 | 100 | 600 | 100 | - | - | - | 2,300 | 3,500 | 0% | 66% | |
| 311 | Food | - | 17 | - | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | - | - | 17 | 917 | 1,000 | 2% | 92% | |
| 313 | Postage | - | 365 | 492 | 1,400 | 1,100 | 900 | 900 | 800 | 1,000 | 1,200 | 800 | 800 | 1,000 | - | - | 857 | 10,757 | 12,500 | 7% | 86% | |
| 401 | Communications | - | 1,614 | 1,614 | 1,650 | 1,650 | 1,650 | 1,650 | 1,650 | 1,650 | 1,700 | 1,700 | 1,700 | 1,700 | - | - | 3,228 | 19,928 | 20,000 | 16% | 100% | |
| 402 | Rentals | 4,917 | 6,527 | 4,917 | 5,920 | 5,250 | 6,250 | 5,250 | 6,250 | 5,250 | 6,250 | 5,250 | 6,250 | 250 | - | - | 16,360 | 68,530 | 71,500 | 23% | 96% | |
| 403 | Utilities | 196 | 186 | 195 | 300 | 300 | 350 | 400 | 400 | 300 | 250 | 250 | 250 | 300 | - | - | 577 | 3,677 | 4,000 | 14% | 92% | |
| 405 | Prof & Scientific Services | - | 150 | 200 | 350 | 500 | 350 | 350 | 500 | 350 | 400 | 500 | 350 | 500 | - | - | 350 | 4,500 | 5,000 | 7% | 90% | |
| 406 | Outside Services | 346 | 346 | 653 | 600 | 700 | 500 | - | 700 | 400 | 400 | 600 | 400 | - | - | - | 1,345 | 5,645 | 6,000 | 22% | 94% | |
| 408 | Advertising & Publicity | - | - | - | - | - | 100 | - | - | - | - | - | 100 | - | - | - | - | 200 | 200 | 0% | 100% | |
| 409 | Outside Repairs/Service | - | - | - | 250 | - | - | 250 | - | - | - | - | - | - | - | - | - | 750 | 1,000 | 0% | 75% | |
| 414 | Reimbursements To Other Agency | - | 2,917 | 3,297 | 2,200 | 2,200 | 2,100 | 2,200 | 1,300 | 2,200 | 2,100 | 2,100 | 2,100 | 2,100 | - | - | - | 6,214 | 26,814 | 25,000 | 25% | 107% |
| 416 | ITD Reimbursements | - | 177,061 | 1,987 | 3,000 | 40,000 | 40,000 | 44,000 | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 | - | - | 179,048 | 546,048 | 550,000 | 33% | 99% | |
| 418 | IT Outside Services | - | 1,305 | 655 | 7,100 | 2,300 | 4,000 | 1,600 | 6,700 | 1,400 | 1,400 | 1,400 | 3,200 | 2,500 | - | - | 1,961 | 33,561 | 35,000 | 6% | 96% | |
| 432 | Attorney General Reimbursement | - | - | - | 21,000 | 7,000 | 7,000 | 7,000 | 7,000 | 7,000 | 8,000 | 7,000 | 7,000 | 7,000 | - | - | - | 85,000 | 85,000 | 0% | 100% | |
| 434 | Gov Transfer Other Agencies | - | 16,692 | 21,034 | 40,000 | 45,000 | 40,000 | 40,000 | 35,000 | 40,000 | 40,000 | 35,000 | 45,000 | 45,000 | - | - | 37,726 | 442,726 | 455,000 | 8% | 97% | |
| 502 | Office Equipment | - | - | - | - | - | 250 | - | - | - | - | - | - | - | - | - | - | 250 | 250 | 0% | 100% | |
| 503 | Equipment-Non Inventory | - | - | - | 14,000 | - | 9,000 | - | - | - | - | - | - | - | - | - | - | 23,000 | 23,000 | 0% | 100% | |
| 510 | IT Equipment & Software | - | 1,486 | - | - | 8,500 | 2,000 | - | - | 1,500 | - | - | - | (1,500) | - | - | - | 1,486 | 11,986 | 12,000 | 12% | 100% |
| 602 | Other Expenses & Obligations | 130 | - | 4,123 | 5,600 | 3,100 | 3,300 | 3,900 | 3,000 | 3,700 | 3,200 | 3,700 | 3,200 | 3,300 | - | - | 4,253 | 40,253 | 42,000 | 10% | 96% | |
| 702 | Fees | - | - | - | - | - | - | - | 30 | - | - | - | - | - | - | - | - | 30 | 30 | 0% | 100% | |
| 705 | Refunds-Other | - | - | 85 | 510 | 340 | 510 | 340 | 510 | 340 | 510 | 340 | 510 | 340 | - | - | 85 | 4,335 | 5,000 | 2% | 87% | |
| Total Expenditures: | | 60,889 | 366,314 | 168,106 | 291,050 | 255,883 | 258,403 | 246,133 | 243,183 | 244,833 | 303,006 | 244,883 | 251,003 | 155,626 | - | - | 595,309 | 3,089,315 | 3,051,405 | 20% | 101% | |
| Current Month Operations | | 249,108 | 1,486,692 | 26,726 | (111,706) | (57,917) | (91,678) | (17,725) | (58,488) | (27,526) | (116,489) | (24,730) | 72,746 | (255,626) | (1,073,387) | - | 1,762,527 | (0) | (1) | | | |
| Cash Balance | | 249,108 | 1,735,801 | 1,762,527 | 1,650,820 | 1,592,903 | 1,501,225 | 1,483,500 | 1,425,012 | 1,397,485 | 1,280,996 | 1,256,267 | 1,329,013 | 1,073,387 | (0) | (0) | | | (1) | | | |

FOOTNOTES

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

Expenditures
101 Personal Services - October & April have 3 payroll warrants written.
202 In State Travel - Employee travel and Board Meeting expense.
301 Office Supplies - August expense is the FY24 NASDTEC membership fee of \$4,500 (paid in FY23).
401 Communication - Cell phone and ICN Voice usage.
402 Rentals - Facility lease & exhibit booths for trade events. August expense includes booth rental for the SAI & IASB 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.
416 ITD Reimbursements - August expense includes the Salesforce renewal \$166,414 and the Google licenses renewal. Forecast includes cost for a Professional Practices update & migration to the Salesforce system.
418 IT Outside Services - WebSpec Design costs, & Insight desktop support.
434 Gov Transfer Other Agencies - DCI criminal history & background checks & DIA services.
503 Equipment-Non Inventory - Forecast includes a copier replacement and 12 Chromebooks.
510 IT Equipment & Software - August expense is for the IDEMIA maintenance & support and the FY24 portion of the Zoom license fee (paid in FY23).
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> |
| Total | 13 |

| Job Class | Employee Name | Budgeted | Filled |
|-------------------|--|--------------|--------------|
| 105254 00018 | Clerk-Specialist Jessica L Kurtz | 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 Vacant (new position) | 0.00 | 0.00 |
| 105259 01071 | Education Program Consultant Steven C Mitchell | 1.00 | 1.00 |
| 105260 01071 | Education Program Consultant Gregory S Horstman | 1.00 | 1.00 |
| 144601 01071 | Education Program Consultant Geri Mcmahon | 1.00 | 1.00 |
| 105262 01071 | Education Program Consultant David D Wempen | 1.00 | 1.00 |
| 105269 31038 | Executive Director/BOOE Michael D Cavin | 1.00 | 1.00 |
| 105270 31513 | Admin Consultant Joanne K Tubbs | 1.00 | 1.00 |
| 144600 00645 | Attorney 3 Beth A Myers | 1.00 | 1.00 |
| 105272 95002 | Secretary 3 Meredith Hawk | 1.00 | 1.00 |
| Total FTEs | | 14.00 | 14.00 |

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

Board of Educational Examiners

| Obj/Rev Class | Obj/Rev Class Name | JULY | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | HO13 | HO14 | HO15 | YTD |
|---------------------------|--------------------------------|----------------|----------------|----------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------------|
| | | Actual | Actual | Actual | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Forecast | Actual |
| Appropriation BBF | | | | | | | | | | | | | | | | | |
| Revenue Collected | | | | | | | | | | | | | | | | | |
| 234 | Gov Transfer In Other Agencies | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 401 | Licensure Fees | 155,033 | 198,935 | 141,664 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 495,631 |
| 704 | DCI Check Fees | 54,965 | 57,355 | 53,168 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 165,488 |
| Total Revenues: | | 209,998 | 256,290 | 194,832 | - | - | - | - | - | - | - | - | - | - | - | - | 661,119 |
| 234 Gen Fund | Licensure Fees % - Other Agcy | | | | | | | | | | | | | | | | 0 |
| 401 Gen Fund | Licensure Fees | 48,808 | 62,606 | 44,609 | | | | | | | | | | | | | 156,023 |
| Total General Fund | | 48,808 | 62,606 | 44,609 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 156,023 |
| Total Receipts | | 258,805 | 318,896 | 239,441 | - | - | - | - | - | - | - | - | - | - | - | - | 817,142 |

YTD vs Prior Year

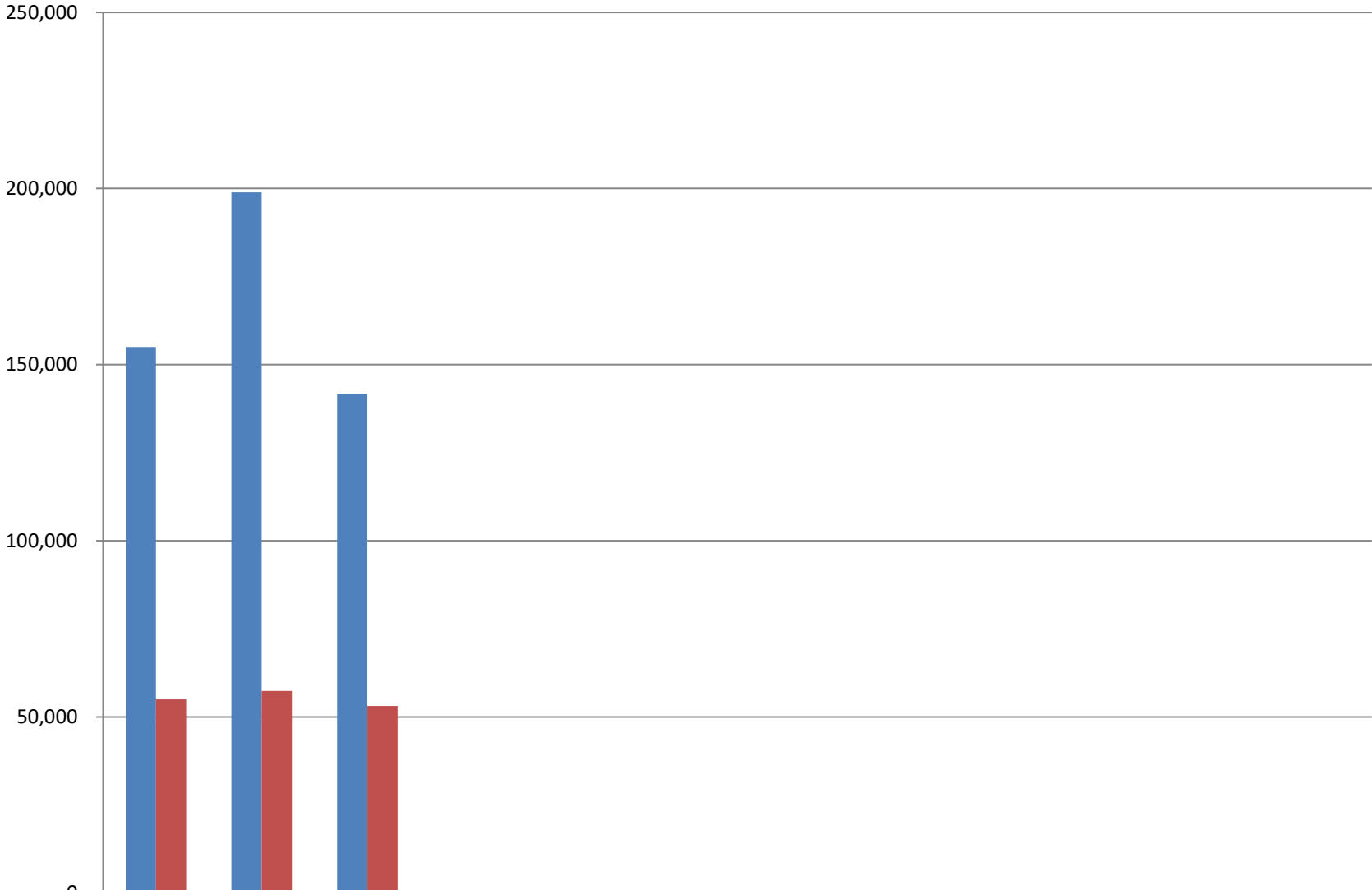
-13% -19% -16%

Note -
General Fund 0001-996-2820

Prior Year

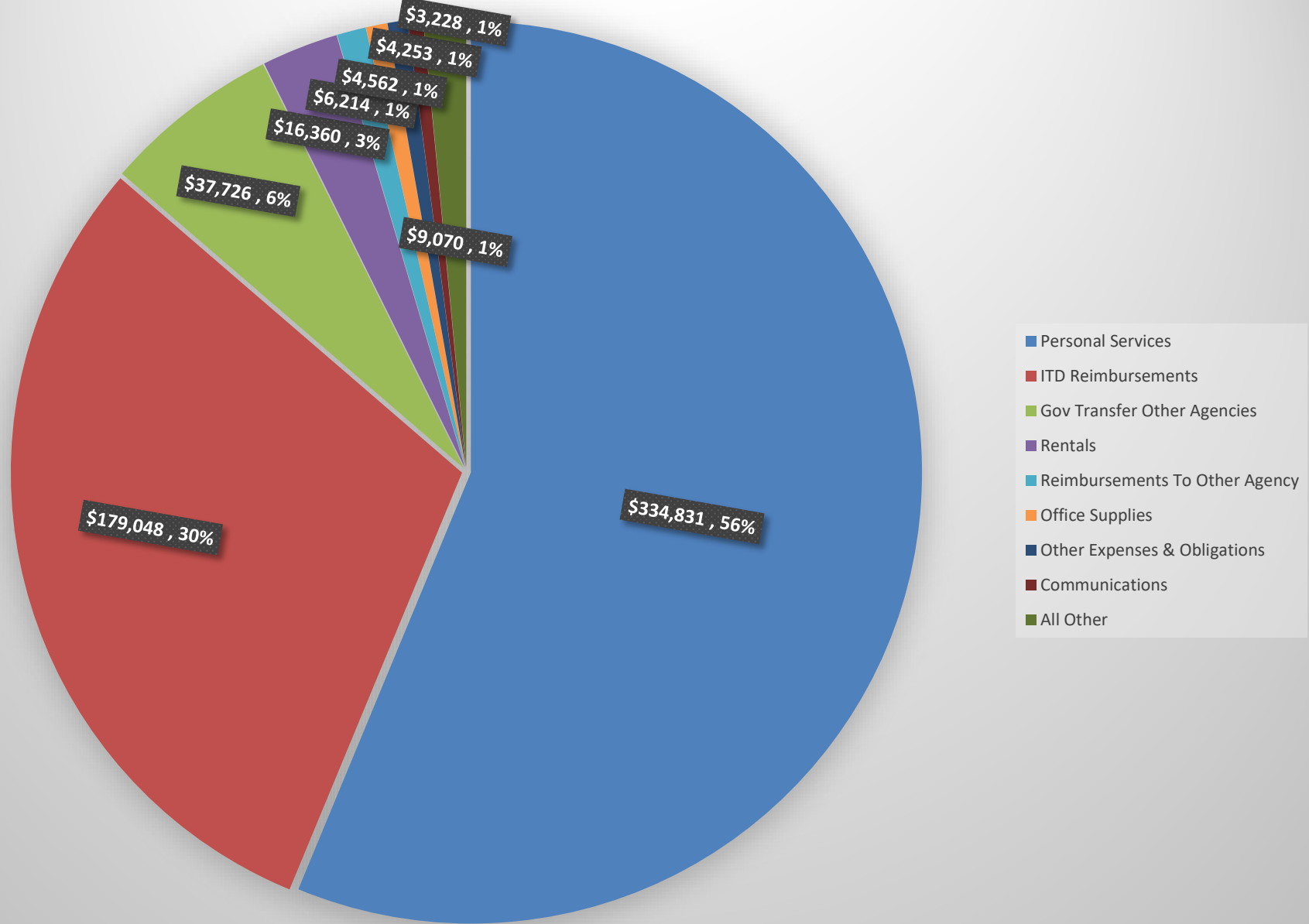
| Obj/Rev Class | Obj/Rev Class Name | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | HO13 | HO14 | HO15 | YTD |
|---------------------------|--------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|--------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

Receipts July 2023-June 2024



| | | | | | | | | | | | | |
|------------------|---------|---------|---------|---|---|---|---|---|---|---|---|---|
| ■ Licensure Fees | 155,033 | 198,935 | 141,664 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ■ DCI Check Fees | 54,965 | 57,355 | 53,168 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Expenditures July 2023-June 2024

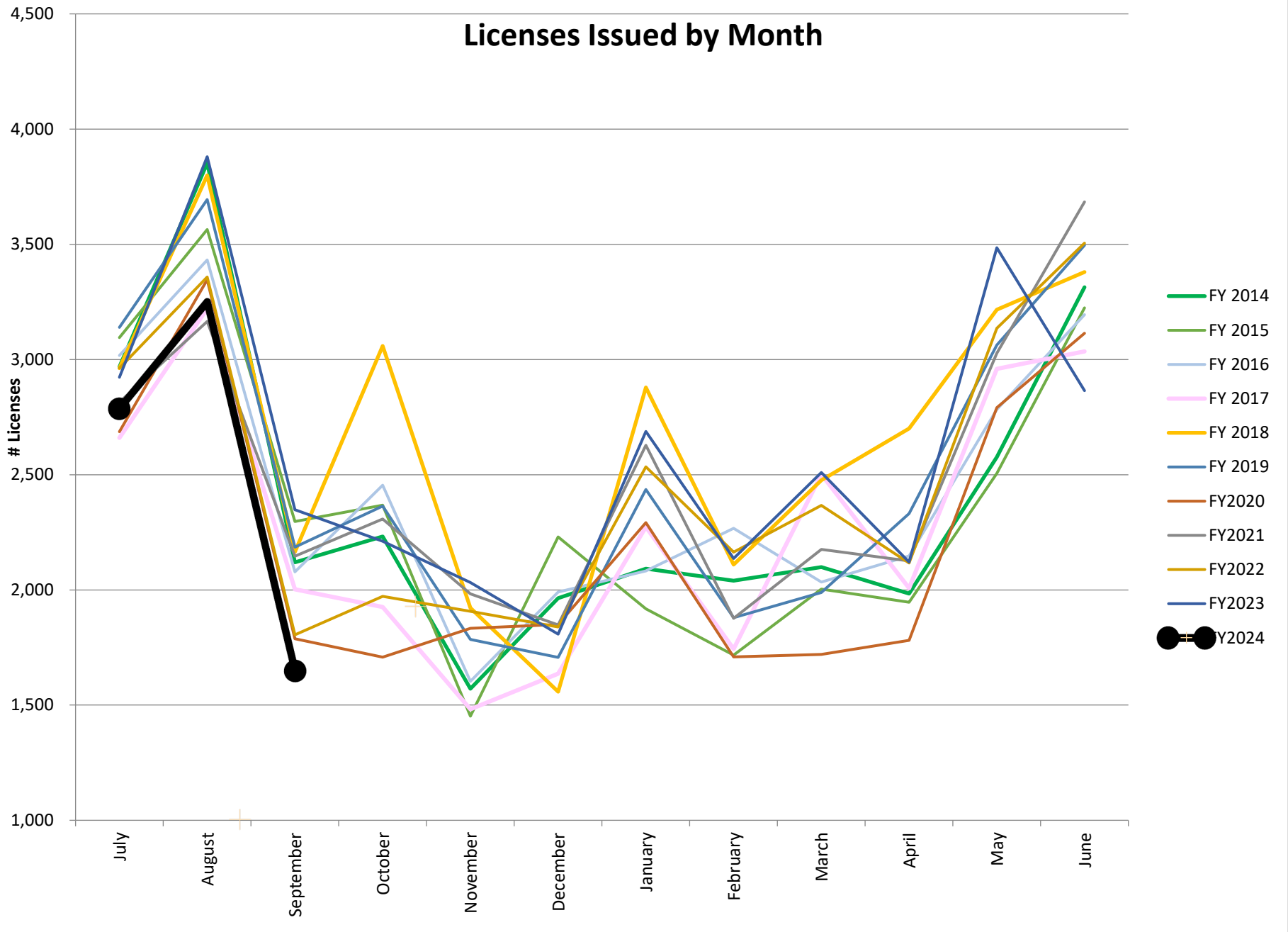


Obligations vs. Budget Report

Budget Fiscal Year: 2024

| | Actual To-Date | FY-Encumbered | Total Obligations FY-To-Date | FY 24 Budget | Budget Balance | Percent of Budget Received /Spent |
|------------------------------------|--------------------|---------------|------------------------------|--------------------|----------------|-----------------------------------|
| Resources - | | | | | | |
| Balance Forward | 1,696,717 | | 1,696,717 | 1,637,177 | | |
| 234 Gov Transfer In Other Agencies | 0 | | 0 | 6,500 | | |
| 401 Fees, Licenses & Permits | 495,631 | | 495,631 | 1,950,000 | | |
| 704 Other | 165,488 | | 165,488 | 680,000 | | |
| Total Resources | \$2,357,836 | \$0 | \$2,357,836 | \$4,273,677 | | |
| (Total Revenues) | \$661,119 | \$0 | \$661,119 | \$2,636,500 | \$1,975,381 | 25% |
| Expenditures - | | | | | | |
| 101 Personal Services | 334,831 | | 334,831 | 1,643,026 | 1,308,195 | 20% |
| 202 In State Travel | 1,864 | | 1,864 | 20,000 | 18,136 | 9% |
| 205 Out Of State Travel | 545 | | 545 | 20,000 | 19,455 | 3% |
| 301 Office Supplies | 4,562 | | 4,562 | 10,000 | 5,438 | 46% |
| 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 | 857 | | 857 | 12,500 | 11,643 | 7% |
| 401 Communications | 3,228 | | 3,228 | 20,000 | 16,772 | 16% |
| 402 Rentals | 16,360 | | 16,360 | 71,500 | 55,140 | 23% |
| 403 Utilities | 577 | | 577 | 4,000 | 3,423 | 14% |
| 405 Prof & Scientific Services | 350 | | 350 | 5,000 | 4,650 | 7% |
| 406 Outside Services | 1,345 | | 1,345 | 6,000 | 4,655 | 22% |
| 408 Advertising & Publicity | 0 | | 0 | 200 | 200 | 0% |
| 409 Outside Repairs/Service | 0 | | 0 | 1,000 | 1,000 | 0% |
| 414 Reimbursements To Other Agency | 6,214 | | 6,214 | 25,000 | 18,786 | 25% |
| 416 ITD Reimbursements | 179,048 | | 179,048 | 550,000 | 370,952 | 33% |
| 418 IT Outside Services | 1,961 | | 1,961 | 35,000 | 33,039 | 6% |
| 432 Attorney General Reimbursement | 0 | | 0 | 85,000 | 85,000 | 0% |
| 434 Gov Transfer Other Agencies | 37,726 | | 37,726 | 455,000 | 417,274 | 8% |
| 502 Office Equipment | 0 | | 0 | 250 | 250 | 0% |
| 503 Equipment-Non Inventory | 0 | | 0 | 23,000 | 23,000 | 0% |
| 510 IT Equipment & Software | 1,486 | | 1,486 | 12,000 | 10,514 | 12% |
| 602 Other Expenses & Obligations | 4,253 | | 4,253 | 42,000 | 37,747 | 10% |
| 702 Fees | 0 | | 0 | 30 | 30 | 0% |
| 705 Refunds-Other | 85 | | 85 | 5,000 | 4,915 | 2% |
| Total Expenditures | \$595,292 | \$0 | \$595,292 | \$3,050,406 | \$2,454,114 | 20% |
| CY Revenue Less Expenditures | <u>\$65,827</u> | | | | | |
| Estimated Carry Forward | <u>\$1,762,544</u> | | | | | |

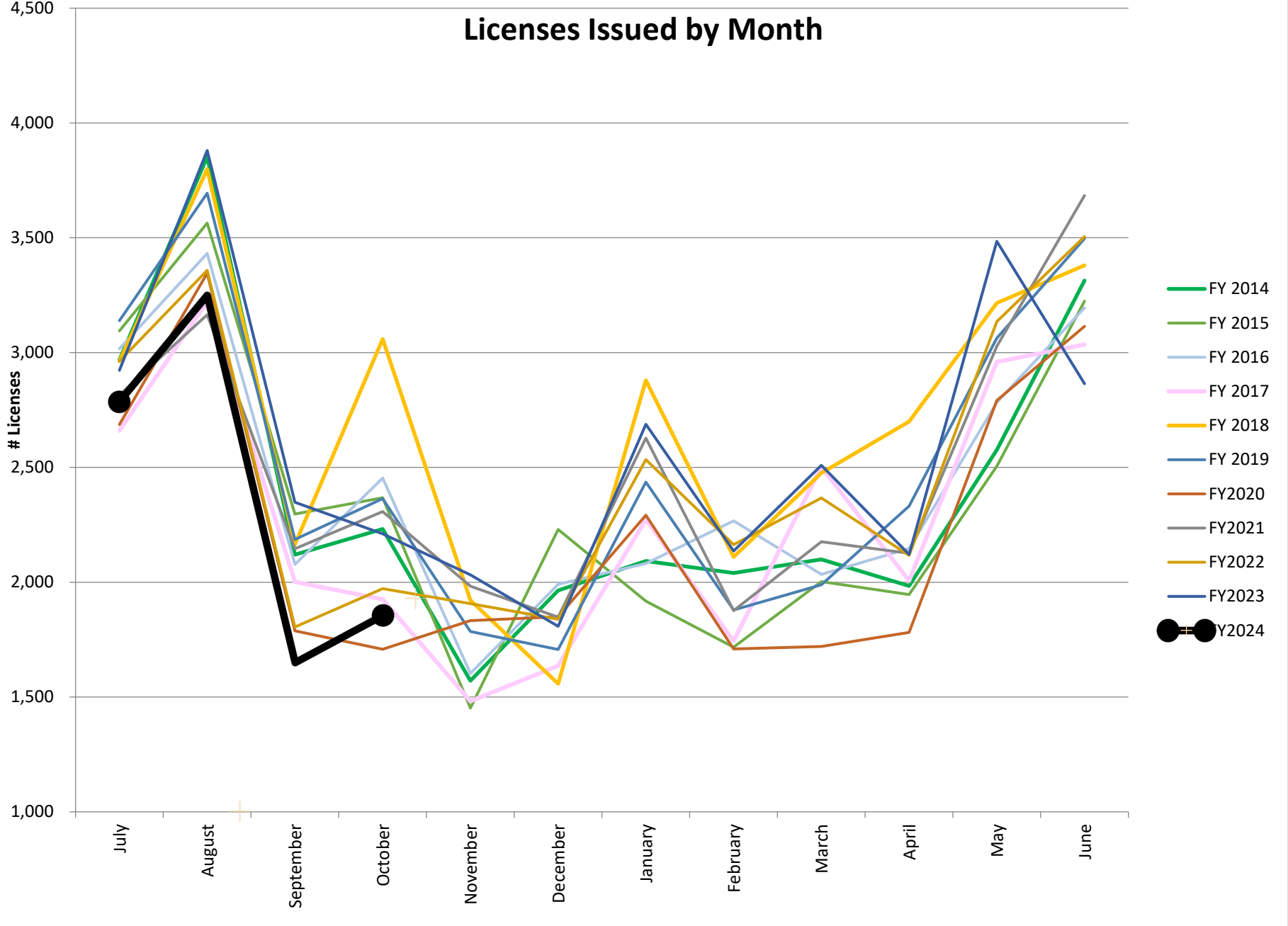
Licenses Issued by Month



Number of Licenses Issued by Month

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

Licenses Issued by Month



Number of Licenses Issued by Month

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

NOTICE MEMO

Date: November 8, 2023

To: Board Members

From: Mike Cavin, Executive Director

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

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

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

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

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

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

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

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

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

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

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

Date: November 8, 2023

To: Board Members

From: Joanne Tubbs

Re: Reminders regarding petitions for waiver

The administrative rule that sets forth the criteria you must consider in deciding whether to grant a petition for waiver is as follows:

282—6.4(17A) Criteria for waiver. In response to a petition completed pursuant to rule 282—6.6(17A), the board may in its sole discretion issue an order waiving in whole or in part the requirements of a rule if the board finds, based on clear and convincing evidence, all of the following:

1. The application of the rule would impose an undue hardship on the person for whom the waiver is requested;
2. The waiver from the requirements of the rule in the specific case would not prejudice the substantial legal rights of any person;
3. The provisions of the rule subject to the petition for a waiver are not specifically mandated by statute or another provision of law; and
4. Substantially equal protection of public health, safety, and welfare will be afforded by a means other than that prescribed in the particular rule for which the waiver is requested.

The Board must find **all four factors** exist in a given case in order to grant the petition for waiver. Therefore, discussion of the petition should focus on the four factors listed in the rule, address them individually, and conclude with a finding on each one.

NOV 01 2023

IOWA BOARD OF EDUCATIONAL EXAMINERS

PETITION FOR WAIVER

Chapter 6 – Waivers or Variances from Administrative Rules

General Directions:

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

Section A. PETITIONER'S INFORMATION.

Name: Kristine Sutton

Case No. 23-11
(to be completed by Board)

Address: [REDACTED]

Date: 11/1/23

Folder Number (if known): 1100846

Home Phone with Area Code: [REDACTED]
Work Phone with Area Code: [REDACTED]

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

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

- Waiver rule. In response to a petition completed pursuant to rule 6.6(17A), the board may in its sole discretion issue an order waiving in whole or in part the requirements of a rule if the board finds, based on clear and convincing evidence, all of the following:

1. The application of the rule would impose an undue hardship on the person for whom the waiver is requested;
2. The waiver from the requirements of the rule in the specific case would not prejudice the substantial legal rights of any person;
3. The provisions of the rule subject to the petition for a waiver are not specifically mandated by statute or another provision of law; and
4. Substantially equal protection of public health, safety, and welfare will be afforded by a means other than prescribed in the particular rule for which the waiver is requested.

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

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

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

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

Section E. RULE INFORMATION

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

Citation:

282 I.A.C. 13.7(2)

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

Description:

Shows evidence of successful completion of a state-approved mentoring and induction program or mentoring through a state-approved career, leadership, and compensation framework by meeting the Iowa teaching standards as determined by a comprehensive evaluation and two years' successful teaching experience within the applicant's approved endorsement area(s).

Section F. WAIVER INFORMATION

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

Board members, I am requesting the Iowa BOEE to grant me an additional three months to obtain my initial teaching license.

My initial license includes endorsements for K-6 Elementary Classroom and K-8 Instructional Strategist I: Mild Moderate. In the first two years of my initial license, I was employed by the Davenport Community School District. There, I worked as a Strat II teacher on a conditional license. I did not find success in Davenport and had many struggles. As a result, the district would not convert my initial license to a standard license.

In 2022, I was provided a one-year extension of my initial. I worked as a Strat I teacher at Clear Creek Amana during the 2022-23 school year. Because my experience at Davenport was riddled with professional challenges due to my lack of preparedness for a Strat II position, this position was, in reality, my "first" year of teaching. Unfortunately, my personality did not "mesh" with my principal. My time at Clear Creek was peppered with hostile interactions with my principal. As a result, I began treatment with a counselor. It was determined I suffer from ADHD and I was placed on medication, which I believe has greatly improved my focus and ability to teach. Despite these interactions, I was informed by both my instructional coach and principal that I was making strides towards obtaining the principal's "sign off" on my license. In January 2023, I was informed by my principal that the district had made the decision not to offer me a contract for the following year. She told me, however, that if I continued to work on and make progress towards the goals that had been outlined for me, that she would sign off on my license. At this point, the principal had done my second observation, but it was not complete because I had not had the opportunity to enter documentation supporting my demonstration of the teaching standards.

Shortly after this meeting, in early March 2023, I, unfortunately, made a mistake and referred to a student as a "Gomer." My use of this term was, in no way, meant to be derogatory. This comment was in reference to the television character Gomer Pyle, who I always viewed to be silly. So, when I used this word in connection with this student, I merely meant the student was acting silly. As a result, the district placed me on paid administrative leave and I was not allowed to return to my classroom for the remainder of the year. Consequently, I was never provided with a summative evaluation. There was no disciplinary action taken against me, nor was there a complaint filed with the BOEE, both of which are indicative that the District did not view mistake as a "fatal" error. I made several requests and reasonable offers to the administrator to be allowed to complete necessary steps to convert my license, but was denied the ability to do so. In an attempt to resolve the issues, my attorney reached out by phone to my Induction Coach at Clear Creek Amana. She revealed that she believes if I had the opportunity to finish

the 2022-23 school year that I would have been able to meet all of the goals and my license would have been converted. *See*, Attachment 1.

Currently, I am working as a long-term substitute in a General Education classroom at Muscatine Community School District. If I am able to obtain this **three-month** waiver, I will be formally evaluated by the administration. My experience in Muscatine has been very positive and I have many supports in place to find success at Muscatine. Furthermore, because my third year at Clear Creek Amana was shortened by about four months, I was not provided a full year on my extension that was granted by the Board in 2022. I simply want the opportunity to convert my initial license and to prove that I am an effective teacher. The year extension I was provided in 2022 to convert my initial license was cut short a total of three months. I feel I should be provided the entire year to demonstrate I am worthy of a standard teaching license in the state of Iowa.

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

I worked very hard to obtain an education degree. I have excessive debt as a result of my pursuit to be a teacher. If I am denied this opportunity to complete my third-year extension, I will have more difficulty paying my loans and will result in a waste of the time, diligence, and money spent on obtaining my degree in education. I am in the right place at Muscatine and know I will find success if provided the opportunity by the Board.

Furthermore, after attempting to become pregnant for two years, my husband and I have finally found success and I am currently pregnant. Health insurance is even more important for our family as a result. Denial of the waiver will cause an extreme detriment to me, my husband, and my unborn child.

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

To my knowledge no other individuals' rights would be affected by the granting of this waiver, nor would there be any negative consequences. If this is not granted, however, I will be shorted three months of the extension granted by the Board in 2022. This would set a negative precedent for applicants in the future who may have an administrator with whom the licensee had personal differences and, as a result, was refused to allow the licensee the full year to convert their initial license to a standard license. Additionally, a waiver was granted in Waiver Request No. 23-08, which had facts similar to my case. To deny my request would be in direct conflict with the granting of Waiver Request No. 23-08. *See*, Attachment 2.

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

I have been with this group of students at Muscatine since the beginning of the year as a long-term substitute. The students benefit from my instruction because of my knowledge, upbeat personality, and ability to connect with them individually. These characteristics are paramount in the success of my students. By granting this waiver, you will ensure continuity not only for the students in my current

classroom, but also for future students of the school district. The public health, safety, and welfare will not be substantially compromised or placed at risk as a result of the Board granting a waiver.

I have had many successes at Muscatine and my colleagues and administration want me to be a permanent addition to the staff. The district intends to hire me if I am able to convert my initial license to a standard license. I have had, and will continue to have, success here. The circumstances leading to this request have been unfortunate and I have not received a fair shake. I am in a classroom assignment that is aligned with my certification. I am in a healthy school environment with supportive administrators and colleagues. I, personally, have addressed my medical conditions that previously implicated my ability to perform. I am simply asking the Board provide me the opportunity to finish my third year extension that was granted in 2022.

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

I am requesting a waiver of three months.

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

Yes.

Tammi Turner, Principal, McKinley Elementary School, Muscatine CSD

[REDACTED]

Letter of support attached. See, Attachment 3.

Hannah Mackey, Induction Coach, McKinley Elementary School, Muscatine CSD

[REDACTED]

Letter of support attached. See, Attachment 4.

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

02-09

03-13

23-08

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

Yes.

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

Yes.

Yes.

Kristine Sutton
Petitioner's Signature

10.31.2023
Date

This Petition is to be submitted to: Board of Educational Examiners, 701 E. Court Ave., Suite A, Des Moines, IA 50309-4941.
Waiver form revised - Dec. 2011.doc.certifdrive