

**STATE OF IOWA**  
**BOARD OF EDUCATIONAL EXAMINERS**  
Grimes State Office Building, State Board Room  
400 E. 14<sup>th</sup> Street  
Des Moines, IA

**2022-2023 BoEE Goals**

- Goal 1: Explore options for conditional licensure for non-prepared individuals enrolled in preparation programs.
- Goal 2: Expand remediation trainings available for ethical violations.
- Goal 3: Expansion of ethics and grooming presentations to LEA's.

**BOARD MEETING AGENDA**  
**Wednesday, August 2, 2023**

*TIMES ARE APPROXIMATE*

**8:30 a.m.**

**Call Meeting to Order**

**Introduction of Department of Education Director, McKenzie Snow**

**Approve the Agenda**

**Tab A**

**Approve the Consent Agenda**

- a. Minutes for June 27, 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 June 27, 2023
- c. Reinstatement(s)
  - 1. 21-44 Kathryn Schmitt
  - 2. 21-100 Brandon Kirchhoff
  - 3. 12-137 Kevin Johnston

**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. FY23 May
    - b. FY23 June
    - c. FY24 Budget

**Tab C**

**Tab D**

**Tab E**

**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. None

**d. *Items for Discussion***

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

**Tab F**

**Waivers**

1. PFW 23-05 Brian Kingrey
2. PFW 23-06 Riley Jakob Coy Kluver
3. PFW 23-07 Jarred Herring

**Tab G**

**Tab H**

**Tab I**

**Reports/Approvals**

1. None

1:30 p.m.

**Adjournment**

**UPCOMING MEETINGS**

**Friday, September 8, 2023**

**Friday, October 13, 2023**

**Wednesday, November 8, 2023, Zoom if needed**

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

5 **Minutes**  
6 **June 27, 2023**  
7

8  
9 Due to legislative changes to the Board Membership, Director Cavin called the meeting  
10 to order to nominate and elect a new Board Chair and Vice Chair.  
11

12 The Board of Educational Examiners (Board or BoEE) held a Zoom meeting on June  
13 27, 2023. This meeting was held to avoid requiring board members' travel and  
14 expenses and to meet professional practice deadlines regarding 180-day extensions.  
15 Executive Director Cavin called the meeting to order. Members attending were Kathy  
16 Behrens, Pam Bleam, Tim Bower, Davis Eidahl, Chad Janzen, Rhonda McRina, Kristin  
17 Rickey, Eric St Clair. Also in attendance was Beth Myers, BoEE Attorney and Kristi  
18 Traynor, Assistant Attorney General.  
19

20 Director Cavin requested nominations for Board Chair for Board of Educational  
21 Examiners for FY24. Tim Bower moved, with a second by Kristin Rickey, to nominate  
22 Chad Janzen as Board Chair. There were no other nominations.  
23 Kristin Rickey moved, with a second by Rhonda McRina, to appoint Chad Janzen as  
24 Board Chair. **MOTION CARRIED UNANIMOUSLY.** Chad Janzen is the Chair of the  
25 Board.  
26

27 Director Cavin requested nominations for Vice Chair for Board of Educational  
28 Examiners for FY24. Kristin Rickey moved, with a second by Rhonda McRina, to  
29 nominate Kathy Behrens as Vice Chair. There were no other nominations  
30 Rhonda McRhina moved, with a second by Kristin Rickey, to appoint Kathy Behrens  
31 as Board Chair. **MOTION CARRIED UNANIMOUSLY.** Kathy Behrens is the Vice  
32 Chair of the Board.  
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34 Appointments to committee assignments will be discussed at a future meeting.

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Kristin Rickey moved, with a second by Tim Bower, to approve the agenda. **MOTION CARRIED UNANIMOUSLY.**

Rhonda McRina moved, with a second by Kristin Rickey, to approve the consent agenda (minutes for May 19, 2023). **MOTION CARRIED UNANIMOUSLY.**

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

Kristin Rickey moved, with a second by Kathy Behrens, that the Board accept the respondent’s waiver of hearing and voluntary surrender in **case number 22-197**, and that the Board issue an order permanently revoking the license with no possibility of reinstatement. **MOTION CARRIED UNANIMOUSLY**

Eric St Clair move, with a second by Kathy Behrens, that in **case number 22-123** the Board accepts the agreement submitted by the parties, and issues 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 Kathy Behrens, that in **case number 22-129** the Board accepts the agreement submitted by the parties, and issues an Order incorporating the agreement of the parties and imposing the agreed upon sanction. **MOTION CARRIED UNANIMOUSLY**

Kristin Rickey moved, with a second by Kathy Behrens, that in **case number 22-69** the Board accepts the agreement submitted by the parties, and issues an Order incorporating the agreement of the parties and imposing the agreed upon sanction. **MOTION CARRIED UNANIMOUSLY**

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Kathy Behrens moved, with a second by Kristin Rickey, that in **case number 22-109** the Board accepts the agreement submitted by the parties, and issues an Order incorporating the agreement of the parties and imposing the agreed upon sanction.

**MOTION CARRIED UNANIMOUSLY**

Kristin Rickey moved, with a second by Kathy Behrens, that in **case number 23-06** the Board accepts the agreement submitted by the parties, and issues an Order incorporating the agreement of the parties and imposing the agreed upon sanction.

**MOTION CARRIED UNANIMOUSLY**

Kristin Rickey moved, with a second by Eric St Clair, that in **case number 23-05** the Board accepts the agreement submitted by the parties, and issues an Order incorporating the agreement of the parties and imposing the agreed upon sanction.

**MOTION CARRIED UNANIMOUSLY**

Kristin Rickey moved, with a second by Kathy Behrens, that in **case numbers 22-133 & 23-134** the Board accepts the agreement submitted by the parties, and issues 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 Kathy Behrens, that in **case number 23-04** the Board accepts the agreement submitted by the parties, and issues an Order incorporating the agreement of the parties and imposing the agreed upon sanction.

**MOTION CARRIED UNANIMOUSLY**

Kristin Rickey moved, with a second by Kathy Behrens, that in **case number 23-79**, the Board table discussion and action on the agreement filed by the parties and return the matter to the Board for further consideration at the next meeting. **MOTION**

**CARRIED UNANIMOUSLY**

Kristi Traynor recused during the discussion of the Proposed Decision for case no. 22-118 and 22-83 and remained recused for the 180-day extensions in closed session.

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Eric St Clair moved, with a second by Kristin Rickey, that the Board adopt the proposed decision in **case number 22-118, In the Matter of RILEY BARRETT**, and allow the proposed decision to become the final decision of the Board. **MOTION CARRIED UNANIMOUSLY**

Kathy Behrens moved, with a second by Eric St Clair, that the Board adopt the proposed decision in **case number 22-83**, and allow the proposed decision to become the final decision of the Board. Roll call vote: Behrens – yes; Blead – yes; Bower – yes; Eidahl- yes; Janzen – yes; Rickey – recused; McRina – yes; St Clair – yes. **MOTION CARRIED**

Eric St Clair moved, with a second by Kathy Behrens, to extend the 180-day deadline for issuance of the final decision in **case number 23-01** based upon the need to schedule the hearing and conclude the contested case process. **MOTION CARRIED UNANIMOUSLY**

Kristin Rickey moved, with second by Kathy Behrens, to extend the 180-day deadline for issuance of the final decision in **case number 23-02** based upon the need to schedule the hearing and conclude the contested case process. **MOTION CARRIED UNANIMOUSLY**

Eric St Clair moved, with a second by Kathy Behrens, to extend the 180-day deadline for issuance of the final decision in **case number 23-07** based upon the time needed to complete the scheduled hearing and conclude the contested case process. **MOTION CARRIED UNANIMOUSLY**

Kristin Rickey moved, with a second by Eric St Clair, to extend the 180-day deadline for issuance of the final decision in **case number 23-08** based upon the need to schedule the hearing and conclude the contested case process. **MOTION CARRIED UNANIMOUSLY**

1 Kathy Behrens moved, with a second by Kristin Rickey, to extend the 180-day  
2 deadline for issuance of the final decision in case number 23-10 based upon the need  
3 to schedule the hearing and conclude the contested case process. **MOTION CARRIED**  
4 **UNANIMOUSLY**

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6 Eric St Clair moved, with a second by Kathy Behrens, to extend the 180-day deadline  
7 for issuance of the final decision in case number 23-12 based upon the need to  
8 schedule the hearing and conclude the contested case process. **MOTION CARRIED**  
9 **UNANIMOUSLY**

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11 Kathy Behrens moved, with a second by Kristin Rickey, to extend the 180-day  
12 deadline for issuance of the final decision in case number 23-13 based upon the need  
13 to schedule the hearing and conclude the contested case process. **MOTION CARRIED**  
14 **UNANIMOUSLY**

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16 Eric St Clair moved, with a second by Kristin Rickey, to extend the 180-day deadline  
17 for issuance of the final decision in case number 23-14 based upon choose one or  
18 more: a) the amount of time needed to complete the investigation and conclude the  
19 contested case process; The Criminal Case is still pending. **MOTION CARRIED**  
20 **UNANIMOUSLY**

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22 Kristin Rickey moved, with a second by Eric St Clair, to extend the 180-day deadline  
23 for issuance of the final decision in case number 23-15 based upon the need to  
24 schedule the hearing and conclude the contested case process. **MOTION CARRIED**  
25 **UNANIMOUSLY**

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27 Kathy Behrens moved, with a second by Kristin Rickey, to extend the 180-day  
28 deadline for issuance of the final decision in case number 23-16 based upon the time  
29 needed to complete the scheduled hearing and conclude the contested case. Roll call  
30 vote: Behrens – yes; Blear – recused; Bower – yes; Eidahl- yes; Janzen – yes; Rickey –  
31 yes; McRina – yes; St Clair – yes. **MOTION CARRIED**

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1 Eric St Clair moved, with a second by Kathy Behrens, to extend the 180-day deadline  
2 for issuance of the final decision in case number 23-17 based upon the amount of  
3 time needed to complete the investigation and conclude the contested case process;  
4 The criminal case is still pending. **MOTION CARRIED UNANIMOUSLY**

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6 Kristin Rickey moved, with a second by Kathy Behrens, that the Board approve the  
7 closed session minutes from May 19, 2023. **MOTION CARRIED UNANIMOUSLY**

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9 Request for Reinstatement: **Case No. 21-93 In the Matter of Allen Stroh**. Mr. Stroh  
10 was alleged to have been on school premises or at a school-sponsored activity  
11 involving students while under the influence of, possess, using or consuming alcohol.  
12 He received a sanction of a written reprimand, suspension of his license for one year,  
13 with all but three months deferred. During the one-year suspension period, Dr. Stroh  
14 was required to provide an unscheduled BAC Breath Test during school hours, and  
15 complete a 15 hours Ethics for Educators course. The Respondent has completed all  
16 requirements and requests that his license be reinstated. The Respondent is eligible  
17 for reinstatement. Kristin Rickey moved, with a second by Kathy Behrens, that in  
18 case number 21-93, the Board grants the Respondent’s request for reinstatement and  
19 issues an order stating the basis for the suspension no longer exists and it will be in  
20 the public interest for the license to be reinstated. **MOTION CARRIED**  
21 **UNANIMOUSLY**

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23 Communication from the Public

24 None.

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26 Board Communications

27 Board Member Reports

28 None

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30 Executive Director’s Report

31 None

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33 Discussion



1 Chad Janzen requested if there is an update of a timeline for future appointments of  
2 new board members to be made. Director Cavin advised there are no updates at this  
3 time but that there are five seats that are still open. Of these open positions: two will  
4 be parents, two will be teachers and 1 will be a non-public school employee.  
5 Attendance at future meetings by current board members will be critical since quorum  
6 has increased to 7 members.

7

8 The June Retreat and in-person board meeting was cancelled due to a delay in  
9 appointments of board members after House File 430 went into effect. A review of  
10 numerous investigative reports had been scheduled for the June board meeting;  
11 however, due to the importance of involved discussion by board members on these  
12 cases, Investigative reports are not reviewed during Zoom meetings and have been  
13 slated for a future in-person meeting. The next in-person board meeting is currently  
14 scheduled for September. Director Cavin requested an in-person, full Board meeting  
15 on August 4<sup>th</sup> be held, rather than the scheduled Zoom meeting on August 2<sup>nd</sup>. Board  
16 members expressed preference for a full, in-person meeting on August 2<sup>nd</sup> at 8:30 a.m.

17

18 Newly appointed Department of Education Director Snow has been invited and plans  
19 in the near future to attend an upcoming board meeting. Director Cavin will be  
20 meeting with her to discuss the work and role of the board.

21

22 As part of the legislation that was passed this session, one change involved the BoEE  
23 reporting out when probable cause was determined by the board, rather than  
24 reporting out only final decisions. Since this legislation has gone into effect, this  
25 information has been made public in the license search public notes information.  
26 Director Cavin further explained this law also requires those who are hiring for open  
27 positions must search for this information before extending an offer to an applicant.

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29 There being no further business, Kristin Rickey moved, with a second by Davis Eidahl,  
30 to adjourn the meeting at 3:18 p.m. **MOTION CARRIED UNANIMOUSLY.**

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

From: Mike Cornelison

Date: June 1, 2023

Re: **FY 2023 FINANCIAL ANALYSIS**  
**Period 11 - May 2023**

**NOTE 1: Cash Balance Review**

Unit	Current Cash Balance	Projected FYE Carry Forward
9397 - BoEE	\$1,585,502	\$1,637,177
	<u>\$1,585,502</u>	<u>\$1,637,177</u>

**Areas to Monitor:**

**RED:**

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**YELLOW:**

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**GREEN:**

Partial Carry Forward to FY23 completed July 1.  
Year-End Carry Forward to FY23 completed August 31.  
FY24 Budget submitted to DOM September 29.

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**Outstanding issues that may affect the financial statements**

**Questions and review of financials:**

**Accounting conventions:**

Financial statements have been prepared on the cash basis.  
For Fiscal 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](mailto: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	Forecast	Forecast	Forecast	Forecast	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)	(1,537,177)		-	(1,637,177)	(1,217,121)		
<b>Revenue Collected</b>																					
234	Gov Transfer In Other Agencies	-	-	6,480	-	-	-	-	86	94	-	-	-	-	-	-	6,660	6,660	5,000	133%	133%
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	234,240	-	-	-	1,698,678	1,932,918	1,969,312	86%	98%
704	Other	58,735	79,675	74,390	57,195	59,250	47,235	62,905	44,640	57,105	45,750	42,075	56,728	-	-	-	628,955	685,683	635,000	99%	108%
<b>Total Revenues:</b>		<b>340,945</b>	<b>1,666,413</b>	<b>214,388</b>	<b>186,503</b>	<b>205,575</b>	<b>163,303</b>	<b>234,431</b>	<b>173,305</b>	<b>218,208</b>	<b>182,996</b>	<b>182,991</b>	<b>290,968</b>	<b>(100,000)</b>	<b>(1,537,177)</b>	<b>-</b>	<b>3,769,059</b>	<b>2,422,850</b>	<b>2,710,244</b>	<b>139%</b>	<b>89%</b>
<b>Expenditures</b>																					
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	126,497	48,447	-	-	1,433,632	1,608,577	1,629,632	88%	99%
202	In State Travel	-	805	1,889	2,092	466	1,652	32	545	1,597	592	2,507	2,000	2,500	-	-	12,176	16,676	20,000	61%	83%
205	Out Of State Travel	-	2,195	-	186	-	158	-	-	24	-	-	4,000	2,500	-	-	4,206	10,706	20,000	21%	54%
301	Office Supplies	164	6,000	391	209	67	441	333	-	592	288	4,658	500	(4,500)	-	-	13,141	9,141	10,350	127%	88%
302	Facility Maintenance Supplies	-	-	-	-	-	-	-	-	-	-	-	-	500	-	-	-	500	1,500	0%	33%
308	Other Supplies	-	-	-	-	-	-	-	-	-	-	-	200	-	-	-	-	200	400	0%	50%
309	Printing & Binding	-	228	1,420	104	-	-	-	232	-	-	28	200	100	-	-	2,011	2,311	3,500	57%	66%
311	Food	-	-	18	33	-	48	-	-	-	-	-	-	200	-	-	99	299	1,000	10%	30%
313	Postage	-	1,045	1,482	1,323	1,062	824	777	833	965	1,218	776	1,000	1,000	-	-	10,306	12,306	12,000	86%	103%
401	Communications	-	1,614	1,614	1,613	1,612	1,614	894	2,334	1,614	1,614	1,615	1,650	1,650	-	-	16,140	19,440	20,000	81%	97%
402	Rentals	4,917	4,917	5,017	5,222	4,917	5,017	-	9,833	4,917	4,917	4,917	8,420	250	-	-	54,588	63,258	69,750	78%	91%
403	Utilities	182	187	178	137	217	299	-	786	273	196	176	300	300	-	-	2,633	3,233	4,000	66%	81%
405	Prof & Scientific Services	-	-	495	350	-	345	-	300	495	200	445	500	500	-	-	2,631	3,631	6,000	44%	61%
406	Outside Services	333	333	333	561	657	346	-	692	346	346	729	500	500	-	-	4,678	5,678	46,200	10%	12%
408	Advertising & Publicity	-	-	-	-	-	92	-	-	-	-	-	50	-	-	-	92	142	200	46%	71%
409	Outside Repairs/Service	-	-	-	-	-	-	-	-	-	-	-	500	-	-	-	-	500	1,000	0%	50%
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	2,900	2,900	-	-	26,326	32,126	35,000	75%	92%
416	ITD Reimbursements	-	173,582	2,695	2,714	2,340	2,365	2,338	2,394	2,474	3,122	2,476	10,000	10,000	-	-	196,500	216,500	270,000	73%	80%
418	IT Outside Services	-	4,558	3,450	6,913	2,131	3,850	-	3,263	1,305	1,305	1,324	1,500	1,500	-	-	28,099	31,099	18,000	156%	173%
432	Attorney General Reimbursement	-	-	9,183	4,586	4,587	6,422	-	9,440	4,589	5,230	4,711	4,585	4,585	-	-	48,748	57,918	50,500	97%	115%
434	Gov Transfer Other Agencies	-	26,409	42,223	32,800	23,090	27,546	-	55,489	20,397	24,723	28,947	25,000	25,000	-	-	281,624	331,624	330,000	85%	100%
502	Office Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	250	0%	0%
503	Equipment-Non Inventory	-	-	-	-	-	-	-	-	-	-	-	-	1,000	-	-	-	1,000	4,000	0%	25%
510	IT Equipment & Software	8,386	1,453	-	-	-	-	-	-	1,049	-	-	-	(1,500)	-	-	10,888	9,388	15,000	73%	63%
602	Other Expenses & Obligations	-	-	4,343	5,564	3,058	3,308	3,074	2,961	3,663	3,200	3,725	3,500	3,250	-	-	32,896	39,646	40,000	82%	99%
702	Fees	-	-	-	-	-	-	-	30	-	-	-	-	-	-	-	30	30	30	100%	100%
705	Refunds-Other	-	160	405	330	295	-	305	190	85	170	175	250	-	-	-	2,115	2,365	1,000	212%	237%
<b>Total Expenditures:</b>		<b>94,031</b>	<b>352,689</b>	<b>203,481</b>	<b>194,096</b>	<b>245,361</b>	<b>165,005</b>	<b>143,854</b>	<b>199,112</b>	<b>155,562</b>	<b>172,451</b>	<b>257,916</b>	<b>194,052</b>	<b>100,682</b>	<b>-</b>	<b>-</b>	<b>2,183,558</b>	<b>2,478,292</b>	<b>2,609,311</b>	<b>84%</b>	<b>95%</b>
<b>Current Month Operations</b>		<b>246,915</b>	<b>1,313,724</b>	<b>10,908</b>	<b>(7,593)</b>	<b>(39,786)</b>	<b>(1,703)</b>	<b>90,577</b>	<b>(25,807)</b>	<b>62,646</b>	<b>10,545</b>	<b>(74,924)</b>	<b>96,916</b>	<b>(200,682)</b>	<b>(1,537,177)</b>	<b>-</b>	<b>1,585,502</b>	<b>(55,442)</b>	<b>100,933</b>		
<b>Cash Balance</b>		<b>246,915</b>	<b>1,560,639</b>	<b>1,571,547</b>	<b>1,563,953</b>	<b>1,524,168</b>	<b>1,522,465</b>	<b>1,613,042</b>	<b>1,587,235</b>	<b>1,649,881</b>	<b>1,660,426</b>	<b>1,585,502</b>	<b>1,682,418</b>	<b>1,481,735</b>	<b>(55,442)</b>	<b>(55,442)</b>			<b>100,933</b>		

**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.  
 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.  
 416 ITD Reimbursements - Forecast includes cost for a Professional Practices update & migration to the Salesforce system.  
 April expense includes \$700 for the Resultant - Chrome Management Console annual license renewal.  
 418 IT Outside Services - WebSpec Design costs, & Insight desktop support.  
 432 Attorney General Reimbursement - April expense includes \$644 for transcription services.  
 434 Gov Transfer Other Agencies - DCI criminal history & background checks.  
 510 IT Equipment & Software - March expense is for the annual Zoom license renewal.  
 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

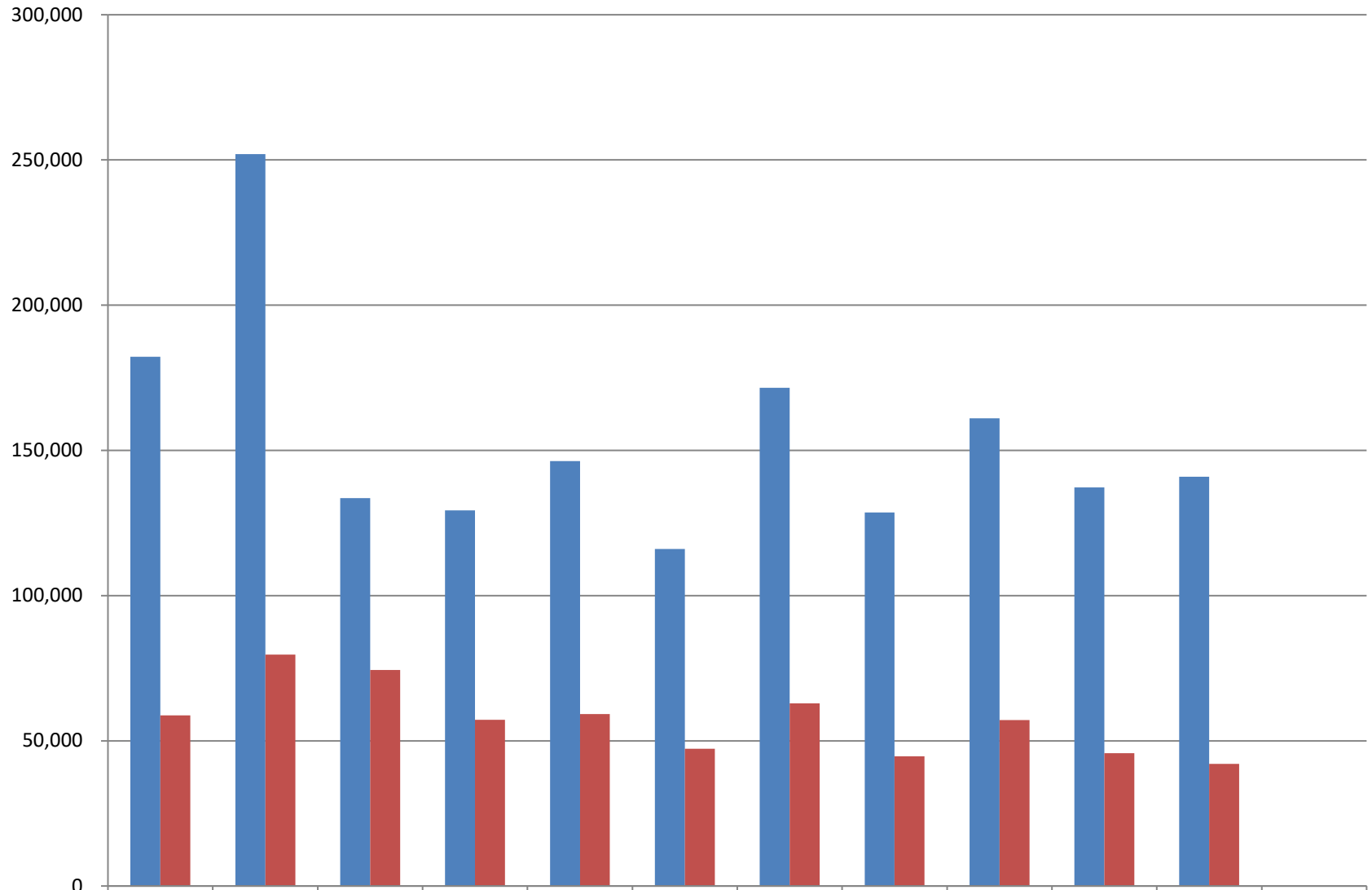
Obj/Rev Class	Obj/Rev Class Name	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	HO13	HO14	HO15	YTD
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Actual
Appropriation BBF																	
<b>Revenue Collected</b>																	
234	Gov Transfer In Other Agencies	0	0	6,480	0	0	0	0	86	94	0	0	0	0	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	0	0	0	0	1,698,678
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	0	0	0	0	628,955
<b>Total Revenues:</b>		<b>240,945</b>	<b>331,646</b>	<b>214,388</b>	<b>186,503</b>	<b>205,575</b>	<b>163,303</b>	<b>234,431</b>	<b>173,305</b>	<b>218,208</b>	<b>182,996</b>	<b>182,991</b>	-	-	-	-	<b>2,334,292</b>
234 Gen Fund	Licensure Fees % - Other Agcy			21					29	6							56
401 Gen Fund	Licensure Fees	57,934	80,056	42,561	41,151	46,495	36,871	54,509	40,871	51,189	43,608	44,769					540,014
<b>Total General Fund</b>		<b>57,934</b>	<b>80,056</b>	<b>42,583</b>	<b>41,151</b>	<b>46,495</b>	<b>36,871</b>	<b>54,509</b>	<b>40,900</b>	<b>51,195</b>	<b>43,608</b>	<b>44,769</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>540,070</b>
<b>Total Receipts</b>		<b>298,879</b>	<b>411,702</b>	<b>256,971</b>	<b>227,654</b>	<b>252,070</b>	<b>200,174</b>	<b>288,940</b>	<b>214,205</b>	<b>269,403</b>	<b>226,604</b>	<b>227,760</b>	-	-	-	-	<b>2,874,362</b>
	<i>YTD vs Prior Year</i>	7%	12%	17%	16%	15%	13%	12%	10%	9%	8%	4%					

Note -  
General Fund 0001-996-2820

Prior Year

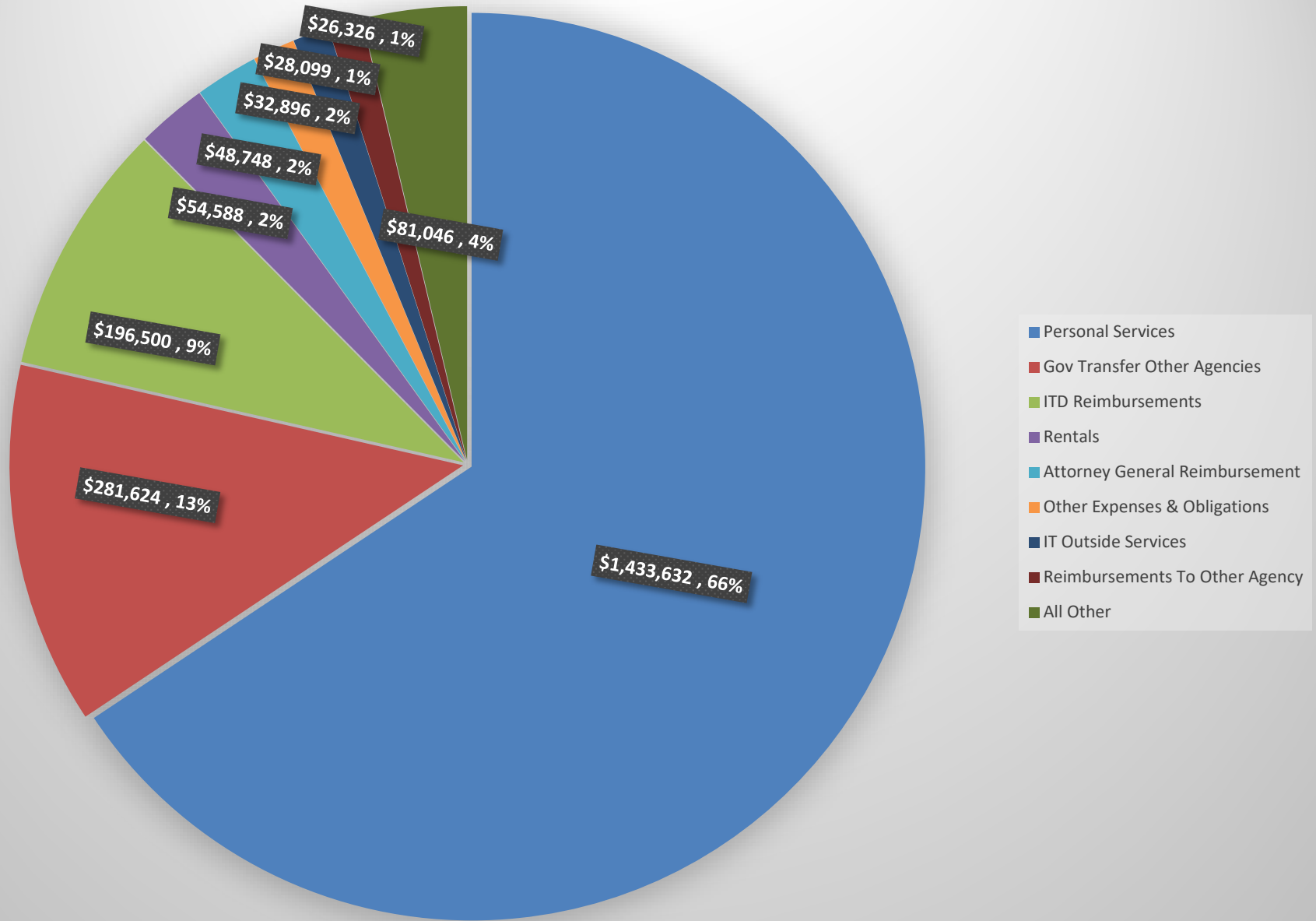
Obj/Rev Class	Obj/Rev Class Name	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	HO13	HO14	HO15	YTD
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Appropriation BBF																	
<b>Revenue Collected</b>																	
234	Gov 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
<b>Total Revenues:</b>		<b>222,885</b>	<b>283,600</b>	<b>156,925</b>	<b>166,947</b>	<b>184,901</b>	<b>165,562</b>	<b>215,593</b>	<b>191,067</b>	<b>210,486</b>	<b>185,036</b>	<b>251,569</b>	<b>290,982</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,525,551</b>
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
<b>Total General Fund</b>		<b>55,224</b>	<b>70,029</b>	<b>36,999</b>	<b>38,678</b>	<b>40,990</b>	<b>37,045</b>	<b>49,033</b>	<b>43,975</b>	<b>48,004</b>	<b>42,803</b>	<b>61,464</b>	<b>73,956</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>598,198</b>
<b>Total Receipts</b>		<b>278,109</b>	<b>353,629</b>	<b>193,924</b>	<b>205,624</b>	<b>225,891</b>	<b>202,607</b>	<b>264,625</b>	<b>235,042</b>	<b>258,489</b>	<b>227,838</b>	<b>313,033</b>	<b>364,938</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,123,749</b>

## 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	0
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	0

## Expenditures July 2022-June 2023

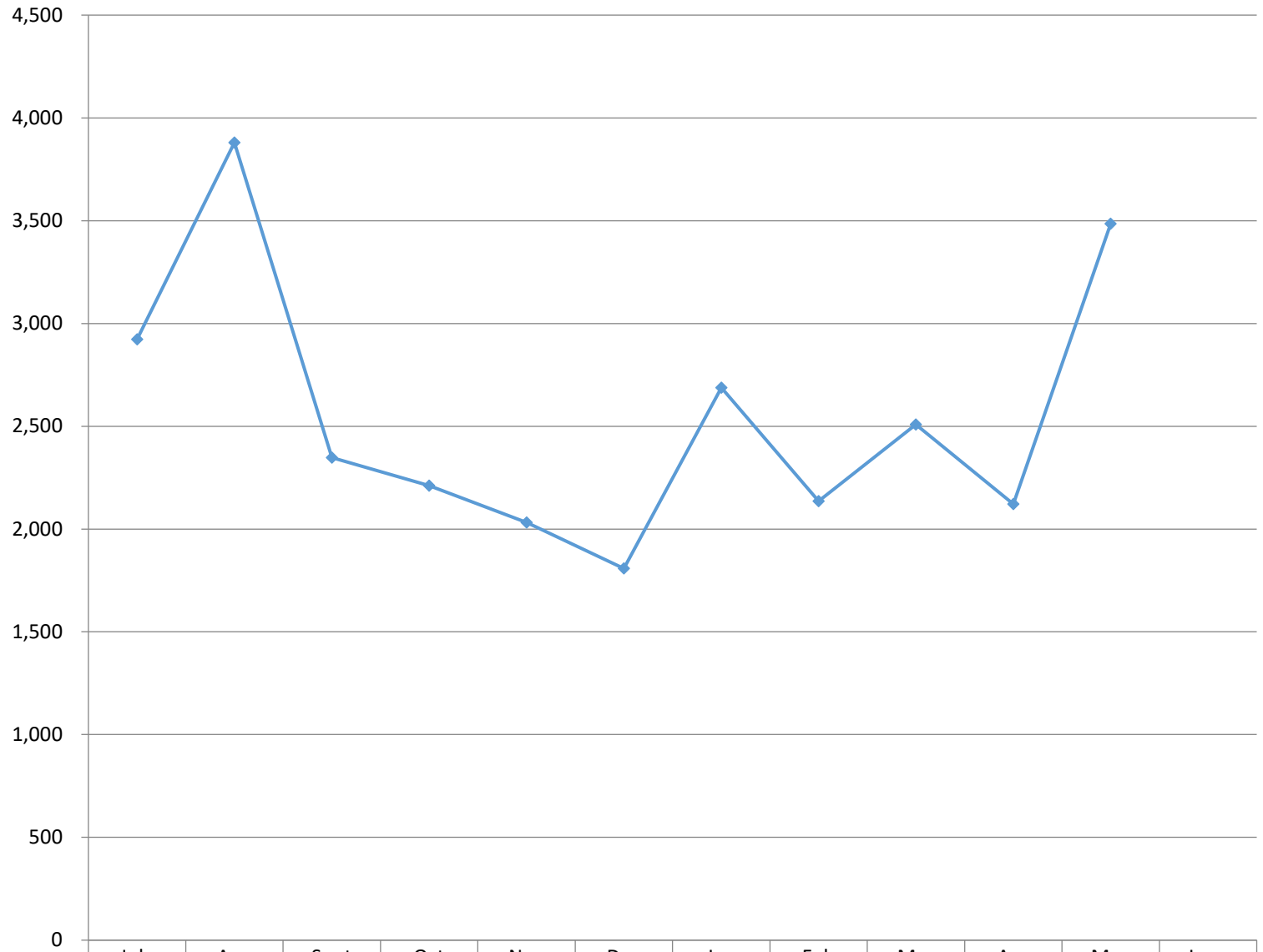


## Obligations vs. Budget Report

### Budget Fiscal Year: 2023

	Actual To-Date	FY-Encumbered	Total Obligations FY-To-Date	FY 23 Budget	Budget Balance	Percent of Budget Received /Spent
<b>Resources -</b>						
Balance Forward	1,434,767		1,434,767	1,318,052		
234 Gov Transfer In Other Agencies	6,660		6,660	5,000		
401 Fees, Licenses & Permits	1,698,678		1,698,678	1,969,312		
704 Other	628,955		628,955	635,000		
Total Resources	<b>\$3,769,059</b>	<b>\$0</b>	<b>\$3,769,059</b>	<b>\$3,927,365</b>		
(Total Revenues)	<u>\$2,334,292</u>	<u>\$0</u>	<u>\$2,334,292</u>	<u>\$2,609,313</u>	\$275,020	89%
<b>Expenditures -</b>						
101 Personal Services	1,433,632		1,433,632	1,629,632	196,000	88%
202 In State Travel	12,176		12,176	20,000	7,824	61%
205 Out Of State Travel	4,206		4,206	20,000	15,794	21%
301 Office Supplies	13,141		13,141	10,350	(2,791)	127%
302 Facility Maintenance Supplies	0		0	1,500	0	0%
308 Other Supplies	0		0	400	400	0%
309 Printing & Binding	2,011		2,011	3,500	1,489	57%
313 Postage	10,306		10,306	12,000	1,695	86%
401 Communications	16,140		16,140	20,000	3,861	81%
402 Rentals	54,588		54,588	69,750	15,162	78%
403 Utilities	2,633		2,633	4,000	1,367	66%
405 Prof & Scientific Services	2,631		2,631	6,000	3,369	44%
406 Outside Services	4,678		4,678	46,200	41,522	10%
408 Advertising & Publicity	92		92	200	107	46%
409 Outside Repairs/Service	0		0	1,000	1,000	0%
414 Reimbursements To Other Agency	26,326		26,326	35,000	8,673	75%
416 ITD Reimbursements	196,500		196,500	270,000	73,501	73%
418 IT Outside Services	28,099		28,099	18,000	(10,099)	156%
432 Attorney General Reimbursement	48,748		48,748	50,500	1,752	97%
434 Gov Transfer Other Agencies	281,624		281,624	330,000	48,376	85%
502 Office Equipment	0		0	250	250	0%
503 Equipment-Non Inventory	0		0	4,000	4,000	0%
510 IT Equipment & Software	10,888		10,888	15,000	4,112	73%
602 Other Expenses & Obligations	32,896		32,896	40,000	7,104	82%
702 Fees	30		30	30	0	100%
705 Refunds-Other	2,115		2,115	1,000	(1,115)	212%
Total Expenditures	<u>\$2,183,459</u>	<u>\$0</u>	<u>\$2,183,459</u>	<u>\$2,608,311</u>	<u>\$423,352</u>	84%
CY Revenue Less Expenditures	<u>\$150,834</u>					
Estimated Carry Forward	<u>\$1,585,600</u>					

### Total # Licenses Issued FY23



Total # Transactions Processed

2,923

3,880

2,348

2,211

2,032

1,808

2,688

2,136

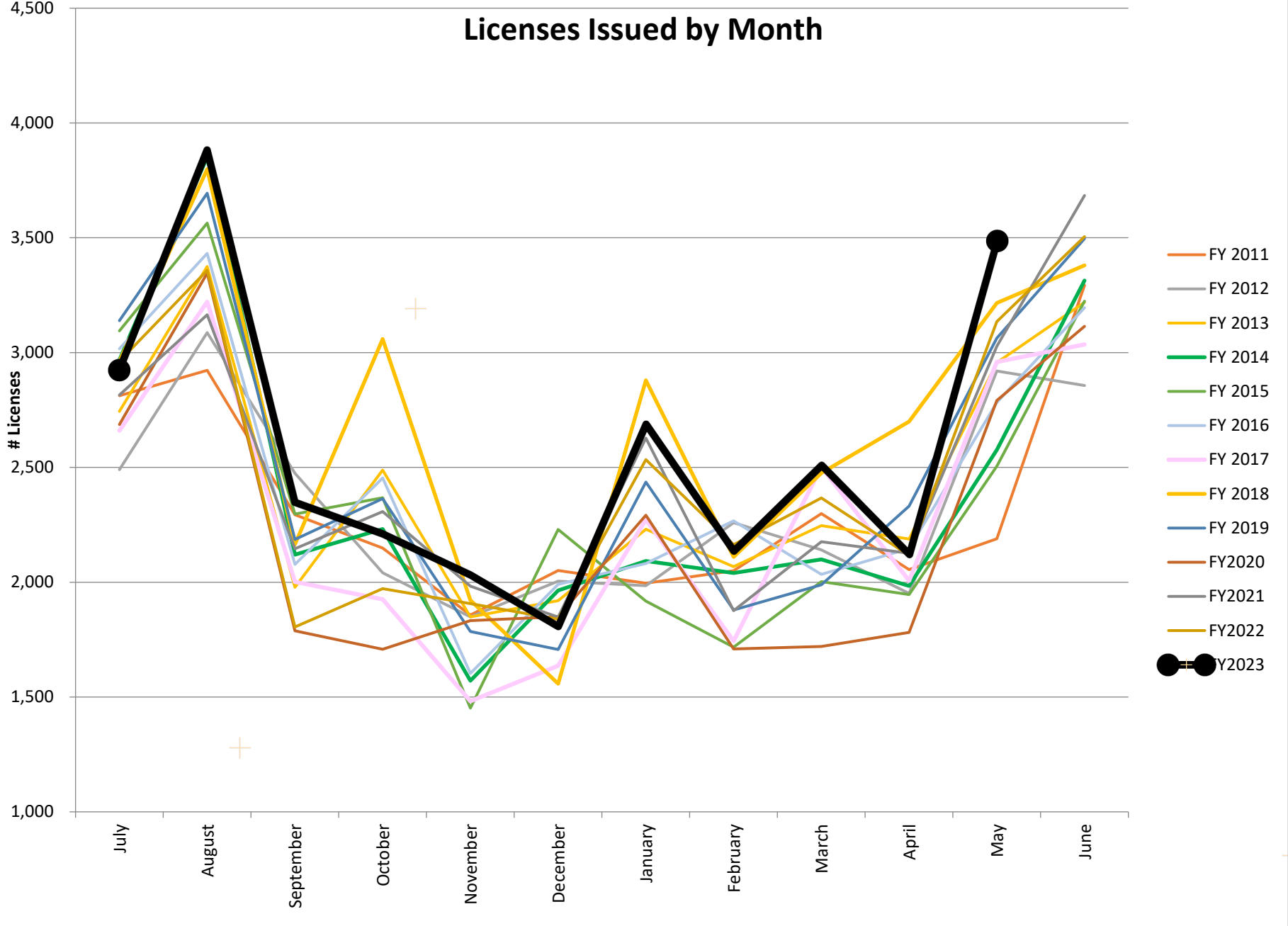
2,509

2,121

3,485



# Licenses Issued by Month



**Number of Licenses Issued by Month**

	July	August	September	October	November	December	January	February	March	April	May	June	Total number of Licenses Issued
<b>FY 2023</b>	2,923	3,880	2,348	2,211	2,032	1,808	2,688	2,136	2,509	2,121	3,485		28,141
<b>Running Total</b>	2,923	6,803	9,151	11,362	13,394	15,202	17,890	20,026	22,535	24,656	28,141	28,141	
<b>FY 2022</b>	2,962	3,358	1,805	1,972	1,907	1,839	2,534	2,164	2,367	2,117	3,135	3,505	29,665
<b>Running Total</b>	2,962	6,320	8,125	10,097	12,004	13,843	16,377	18,541	20,908	23,025	26,160	29,665	
<b>FY 2021</b>	2,815	3,165	2,146	2,308	1,983	1,848	2,628	1,876	2,176	2,126	3,027	3,684	29,782
<b>Running Total</b>	2,815	5,980	8,126	10,434	12,417	14,265	16,893	18,769	20,945	23,071	26,098	29,782	
<b>FY 2020</b>	2,687	3,346	1,788	1,708	1,833	1,850	2,292	1,709	1,720	1,781	2,791	3,114	26,619
<b>Running Total</b>	2,687	6,033	7,821	9,529	11,362	13,212	15,504	17,213	18,933	20,714	23,505	26,619	
<b>FY 2019</b>	3,139	3,694	2,186	2,364	1,785	1,707	2,436	1,879	1,989	2,331	3,063	3,496	30,069
<b>Running Total</b>	3,139	6,833	9,019	11,383	13,168	14,875	17,311	19,190	21,179	23,510	26,573	30,069	
<b>FY 2018</b>	2,962	3,799	2,165	3,059	1,922	1,558	2,879	2,110	2,476	2,700	3,216	3,380	32,226
<b>Running Total</b>	2,962	6,761	8,926	11,985	13,907	15,465	18,344	20,454	22,930	25,630	28,846	32,226	
<b>FY 2017</b>	2,660	3,221	2,002	1,926	1,482	1,636	2,273	1,744	2,502	2,007	2,959	3,035	27,447
<b>Running Total</b>	2,660	5,881	7,883	9,809	11,291	12,927	15,200	16,944	19,446	21,453	24,412	27,447	
<b>FY 2016 Actual</b>	3,017	3,432	2,078	2,454	1,603	1,991	2,082	2,267	2,034	2,147	2,783	3,195	29,083
<b>Running Total</b>	3,017	6,449	8,527	10,981	12,584	14,575	16,657	18,924	20,958	23,105	25,888	29,083	
<b>FY 2015 Actual</b>	3,095	3,564	2,297	2,368	1,452	2,230	1,918	1,717	2,003	1,946	2,505	3,224	28,319
<b>Running Total</b>	3,095	6,659	8,956	11,324	12,776	15,006	16,924	18,641	20,644	22,590	25,095	28,319	
<b>FY 2014 Actual</b>	2,968	3,852	2,120	2,232	1,571	1,964	2,092	2,040	2,099	1,984	2,576	3,314	28,812
<b>Running Total</b>	2,968	6,820	8,940	11,172	12,743	14,707	16,799	18,839	20,938	22,922	25,498	28,812	
<b>FY 2013 Actual</b>	2,744	3,375	1,978	2,488	1,849	1,920	2,231	2,068	2,246	2,188	2,956	3,219	29,262
<b>Running Total</b>	2,744	6,119	8,097	10,585	12,434	14,354	16,585	18,653	20,899	23,087	26,043	29,262	
<b>FY 2012 Actual</b>	2,490	3,087	2,475	2,041	1,849	2,005	1,985	2,259	2,141	1,951	2,920	2,857	28,060
<b>Running Total</b>	2,490	5,577	8,052	10,093	11,942	13,947	15,932	18,191	20,332	22,283	25,203	28,060	
<b>FY 2011 Actual</b>	2,812	2,923	2,294	2,149	1,857	2,051	1,996	2,050	2,299	2,055	2,189	3,293	27,968
<b>Running Total</b>	2,812	5,735	8,029	10,178	12,035	14,086	16,082	18,132	20,431	22,486	24,675	27,968	
<b>FY 2010 Actual</b>	2,804	2,899	2,626	2,210	1,842	1,944	1,843	2,321	2,158	2,037	2,211	2,976	27,871
<b>Running Total</b>	2,804	5,703	8,329	10,539	12,381	14,325	16,168	18,489	20,647	22,684	24,895	27,871	

FY2023 Actual Number of Transactions Processed per Month

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Issued
Add - Add Administrator Endorsement (Iowa Institution)		4	2	2	4	2	12		4	2	8		40
Add - Add Administrator Endorsement (Out of State Institution)	0			0		1	0	2			0		3
Add - Add Concentration Para	15	23	17	7	7	10	12	16	6	4	6		123
Add - Add Teaching Endorsement (Iowa institution will be recommendation)	66	106	22	22	27	62	87	62	45	38	135		672
Add - Add Teaching Endorsement (state min. requirements or non-Iowa institution)	58	72	28	25	18	25	37	25	25	35	69		417
Convert - Exchange to a Full License	14	24	5	9	10	9	12	13	16	9	12		133
Convert - Exchange to a Full License (Reciprocity Only)	4	6	3	3	4	4	7	4	4	6	8		53
Convert - Initial Career and Tech/Prelim. Native Language Speaker to Full Auth.	1	3	2	3	2	1	1	2	3				18
Convert - Initial School Administrative Manager to Full SAM											1		1
Convert - Standard to Master Educator	87	126	81	63	71	52	101	84	89	78	137		969
Convert - Temporary or Initial School Business Official to next SBO level	1	1	3	2	2	1	1	4	3	1			19
Convert Initial Administrator to Professional Administrator	12	9	0		2	1	1	2	1	1	28		57
Convert Initial Teacher/PSL to Standard/PSL	135	88	11	16	20	10	26	26	60	111	633		1,136
Extension - Extension of Class A Class B or Admin Exchange License	27	36	4	11	19	4	7	10	9	15	24		166
Extension - Extension of Coaching Authorization	24	72	22	34	41	14	28	27	40	21	23		346
Extension - Extension of Full Authorization (not coaching)	2	5	6	5	9	2	9	7	8	3	3		59
Extension - Extension of Initial Teacher/Admin (experience met within one year)	12	8	1	4	2	3	5	3	6	17	47		108
Extension - Extension of Standard Master Prof Admin or Auth (not coach)	81	140	62	71	72	53	67	76	81	62	75		840
Extension - Final Extension of Initial Teacher (not meeting teaching standards)	2	3									5		10
New - Conditional License: Class B - Administrator	10	12	0	0	1		2	0	4	3	10		42
New - Conditional License: Class B - Teacher General Education	74	165	26	32	50	15	17	26	30	30	47		512
New - Conditional License: Class B - Teacher Special Education	69	88	20	17	15	9	8	10	10	24	54		324
New - Conditional License: Executive Director Design - Special Education	24	45	4	3	11	5	6	5	7	5	14		129
New - Content Specialist Authorization (Step 1 Transcript Eval)											0		0
New - Content Specialist Authorization (Step 2 "Processing")										2	2		4
New - Executive Director Decision License	32	61	12	15	12	5	9		2	6	19		173
New - First Activities Administrator Authorization			1		1	1	2	5	10	1	1		22
New - First Administrator License (Out of State Preparation)	14	7	2	6	5	7	12	13	10	10	11		97
New - First Behind the Wheel Driving Instructor Authorization	2	3	5	4	6	5	6	2		4	10		47
New - First Career and Technical Authorization	13	16	3	1	3	2	2	2	8	14	19		83
New - First Class G License (counseling internship needed - Out of State only)	2	5	1		1	2			1	1	4		17
New - First Coaching Authorization (in lieu of a coaching on a teaching license)	224	243	156	206	150	129	155	181	228	170	176		2,018
New - First Evaluator License (do not use if applying for/hold admin. license)	2	4	2	8	2	2		5	2	3	2		32
New - First IJAG Authorization	11	7	5	6		2	1	6	4	2	1		45
New - First Intern School Psychologist	2									1	2		5
New - First Iowa Administrator License (Iowa Institution)	8	38	20	11	9	12	21	10	24	9	17		179
New - First Iowa Substitute License (holds valid/expired Iowa teaching license)	41	93	60	56	41	21	48	28	35	33	34		490
New - First Iowa Substitute License (Out of State is not seeking teaching license)	13	25	11	10	11	11	13	9	4	9	5		121
New - First Iowa Teaching Counseling or Class G license (Iowa Institution)	146	98	177	327	147	289	235	223	242	171	274		2,329
New - First Iowa Teaching License (Out of Country Step 1 Transcript Eval)	0	0	0	0	0	0	0	0	0	0	0		0
New - First Iowa Teaching License (Out of Country Step 2 "Processing")	1	3	1		2	1	2	1	5	6	3		25
New - First Iowa Teaching License (Out of State Institution)	147	87	35	38	28	19	53	55	63	62	68		655
New - First Native Language Speaker Authorization	5	3				1	1			2	3		15
New - First Orientation and Mobility License													0
New - First Paraeducator Certificate	27	103	442	49	56	27	127	27	17	34	41		950
New - First Prof Svc License: Counsel (Out of State Institution)	6	4	2	1	1	2	2		1	2	3		24
New - First Professional Service Counseling SLP School Psy etc (Out of State)	6	9		1	0	1	2	1	1	3	1		25
New - First SAM Authorization	6	1			3						1		12
New - First School Business Official Authorization: Temporary or Initial SBO	3	1	2	8			8	3	3	2	5		35
New - First Statement of Professional Recognition - Other	22	33	17	21	10	4	6	5	5	9	8		140
New - First Statement of Professional Recognition - School Nurse	4	10	6	1	2	1	4	4	5	5	9		51
New - First Substitute Authorization (have not completed teacher prep program)	168	417	257	225	280	229	241	157	200	124	104		2,402
New - First Teacher Intern License (Iowa Preparation Only)	13	37	2	3	1	8	2	3	5	1	12		87
New - First Work Based Learning Supervisor Authorization									1	1			2
New - International Exchange Teaching License: Teachers from Spain		14											14
New - Preservice Substitute Authorization				2	1								3
New - Temporary Initial license (Iowa grad only)	1								0		1		2
New - Transitional Coaching Authorization (has not completed coaching auth)	13	26	3	14	12	5	10	12	15	12	7		129
Renew - Behind the Wheel	4	6	4	10	21	39	30	13	16	9	14		166
Renew Activities Administrator Authorization	1								1				2
Renew - Administrator/Evaluator License	34	37	25	24	20	34	40	38	37	29	40		358
Renew - Coaching Authorization	111	190	95	144	126	87	148	113	163	115	106		1,398
Renew - iJAG Authorization			1	1					1				3
Renew - Initial Admin	10	4	4	3		1	3	9	11	11	18		74
Renew - Initial Teacher Initial Admin or Initial Professional Service License	59	50	5	18	12	7	17	19	29	42	59		317
Renew - Para Certification	15	18	21	9	9	10	19	14	22	13	20		170
Renew - School Administrator Manager (Initial or Full SAM)	1	1											2
Renew - School Business Authorization (Full SBO)	2	4	3	6	3	3	4	2	3	3	3		36
Renew - Standard Master Professional Service Career and Technical or OM	657	804	454	471	509	431	769	551	634	507	775		6,562
Renew - Statement of Professional Recognition	18	39	32	24	34	16	24	24	14	14	14		253
Renew - Substitute Authorization	31	46	33	23	25	16	27	34	23	16	17		291
Renew - Substitute License or Substitute Authorization	61	93	44	45	34	25	54	38	51	31	34		510
Transcript Analysis Fee	269	204	86	90	68	70	145	125	162	167	203		1,589
Other Printed Copy of License	12	11	3	5	8	3	9	9	11	6	4		81
Misc Fee/Overpayment	1	3		3	4	3	2	2	2	1	2		23
Late Fee (Endorsed/Expired)	83	94	49	56	85	17	15	13	14	9	2		437
Late Fee (No License)													0
Military Discount													0
Convenience Fee	2,873	3,840	1,968	2,188	2,080	1,807	2,576	2,088	2,463	2,076	3,410		27,369
Background Renewal	1,260	1,549	825	872	910	747	1,285	994	1,179	995	1,913		12,529
Background	652	861	929	697	547	546	633	505	601	466	514		6,951
<b>Total # Transactions Processed</b>	<b>2,923</b>	<b>3,880</b>	<b>2,348</b>	<b>2,211</b>	<b>2,032</b>	<b>1,808</b>	<b>2,688</b>	<b>2,136</b>	<b>2,509</b>	<b>2,121</b>	<b>3,485</b>	<b>0</b>	<b>28,141</b>



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

From: Mike Cornelison

Date: July 3, 2023

Re: **FY 2023 FINANCIAL ANALYSIS**  
**Period 12 - June 2023**

**NOTE 1: Cash Balance Review**

Unit	Current Cash Balance	Projected FYE Carry Forward
9397 - BoEE	\$1,585,502	\$1,657,984
	<u>\$1,585,502</u>	<u>\$1,657,984</u>

**Areas to Monitor:**

**RED:**

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**YELLOW:**

---

**GREEN:**

FY2024 Budget Update entered in 1/3 Budget in June.  
Partial Carry Forward to FY24 completed July 3.

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**Outstanding issues that may affect the financial statements**

**Questions and review of financials:**

**Accounting conventions:**

Financial statements have been prepared on the cash basis.  
For Fiscal 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](mailto:mike.cornelison@iowa.gov)

515-336-9435

Fund: 0001 General Fund  
 Unit: 9397  
 Sub Unit: Blank  
 Appropriation: WZ9 Board of Educational Examiners

FY 2023

EDas Customer Number: 1100  
 Percent of Year Complete 100%

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	Forecast	Forecast	Forecast	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)	(1,557,984)		-	(1,657,984)	(1,217,121)		
<b>Revenue Collected</b>																					
234	Gov Transfer In Other Agencies	-	-	6,480	-	-	-	-	86	94	-	-	-	-	-	-	6,660	6,660	5,000	133%	133%
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	-	-	-	1,976,356	1,976,356	1,969,312	100%	100%
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	-	-	-	690,060	690,060	635,000	109%	109%
<b>Total Revenues:</b>		<b>340,945</b>	<b>1,666,413</b>	<b>214,388</b>	<b>186,503</b>	<b>205,575</b>	<b>163,303</b>	<b>234,431</b>	<b>173,305</b>	<b>218,208</b>	<b>182,996</b>	<b>182,991</b>	<b>338,783</b>	<b>(100,000)</b>	<b>(1,557,984)</b>	<b>-</b>	<b>4,107,842</b>	<b>2,449,858</b>	<b>2,710,244</b>	<b>152%</b>	<b>90%</b>
<b>Expenditures</b>																					
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	48,447	-	-	1,549,102	1,597,550	1,629,632	95%	98%
202	In State Travel	-	805	1,889	2,092	466	1,652	32	545	1,597	592	2,507	-	2,500	-	-	12,176	14,676	20,000	61%	73%
205	Out Of State Travel	-	2,195	-	186	158	1,644	-	-	24	-	-	1,552	2,500	-	-	5,758	8,258	20,000	29%	41%
301	Office Supplies	164	6,000	391	209	67	441	333	-	592	288	4,658	65	(4,500)	-	-	13,207	8,707	10,350	128%	84%
302	Facility Maintenance Supplies	-	-	-	-	-	-	-	-	-	-	-	-	500	-	-	-	500	1,500	0%	33%
308	Other Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	400	0%	0%
309	Printing & Binding	-	228	1,420	104	-	-	-	232	-	-	28	518	100	-	-	2,528	2,628	3,500	72%	75%
311	Food	-	-	18	33	-	48	-	-	-	-	-	-	200	-	-	99	299	1,000	10%	30%
313	Postage	-	1,045	1,482	1,323	1,062	824	777	833	965	1,218	776	817	1,000	-	-	11,122	12,122	12,000	93%	101%
401	Communications	-	1,614	1,614	1,613	1,612	1,614	894	2,334	1,614	1,614	1,615	1,614	1,650	-	-	17,753	19,403	20,000	89%	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	250	-	-	59,505	59,755	69,750	85%	86%
403	Utilities	182	187	178	137	217	299	-	786	273	196	176	193	300	-	-	2,826	3,126	4,000	71%	78%
405	Prof & Scientific Services	-	-	495	350	-	345	-	300	495	200	445	145	500	-	-	2,777	3,277	6,000	46%	55%
406	Outside Services	333	333	333	561	657	346	-	692	346	346	729	346	500	-	-	5,024	5,524	46,200	11%	12%
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	2,900	-	-	29,072	31,972	35,000	83%	91%
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	2,550	-	-	199,020	201,570	270,000	74%	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	1,500	-	-	31,217	32,717	18,000	173%	182%
432	Attorney General Reimbursement	-	-	9,183	4,586	4,587	6,422	-	9,440	4,589	5,230	4,711	4,584	4,585	-	-	53,332	57,917	50,500	106%	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	25,000	-	-	312,783	337,783	330,000	95%	102%
502	Office Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	250	0%	0%
503	Equipment-Non Inventory	-	-	-	-	-	-	-	-	-	-	-	-	1,000	-	-	-	1,000	4,000	0%	25%
510	IT Equipment & Software	8,386	1,453	-	-	-	-	-	-	1,049	-	-	-	(1,500)	-	-	-	9,388	15,000	73%	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	3,250	-	-	36,087	39,337	40,000	90%	98%
702	Fees	-	-	-	-	-	-	-	30	-	-	-	-	-	-	-	30	30	30	100%	100%
705	Refunds-Other	-	160	405	330	295	-	305	190	85	170	175	115	-	-	-	2,230	2,230	1,000	223%	223%
<b>Total Expenditures:</b>		<b>94,031</b>	<b>352,689</b>	<b>203,481</b>	<b>194,096</b>	<b>245,361</b>	<b>165,005</b>	<b>143,854</b>	<b>199,112</b>	<b>155,562</b>	<b>172,451</b>	<b>257,916</b>	<b>173,068</b>	<b>93,232</b>	<b>-</b>	<b>-</b>	<b>2,356,626</b>	<b>2,449,858</b>	<b>2,609,311</b>	<b>90%</b>	<b>94%</b>
<b>Current Month Operations</b>		<b>246,915</b>	<b>1,313,724</b>	<b>10,908</b>	<b>(7,593)</b>	<b>(39,786)</b>	<b>(1,703)</b>	<b>90,577</b>	<b>(25,807)</b>	<b>62,646</b>	<b>10,545</b>	<b>(74,924)</b>	<b>165,715</b>	<b>(193,232)</b>	<b>(1,557,984)</b>	<b>-</b>	<b>1,751,216</b>	<b>0</b>	<b>100,933</b>		
<b>Cash Balance</b>		<b>246,915</b>	<b>1,560,639</b>	<b>1,571,547</b>	<b>1,563,953</b>	<b>1,524,168</b>	<b>1,522,465</b>	<b>1,613,042</b>	<b>1,587,235</b>	<b>1,649,881</b>	<b>1,660,426</b>	<b>1,585,502</b>	<b>1,751,216</b>	<b>1,557,984</b>	<b>0</b>	<b>0</b>			<b>100,933</b>		

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.  
**416 ITD Reimbursements** - April expense includes \$700 for the Resultant - Chrome Management Console annual license renewal.  
**418 IT Outside Services** - WebSpec Design costs, & Insight desktop support.  
**432 Attorney General Reimbursement** - April expense includes \$644 for transcription services.  
**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
<b>Total Budgeted FTEs</b>		<b>14.00</b>

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

Board of Educational Examiners

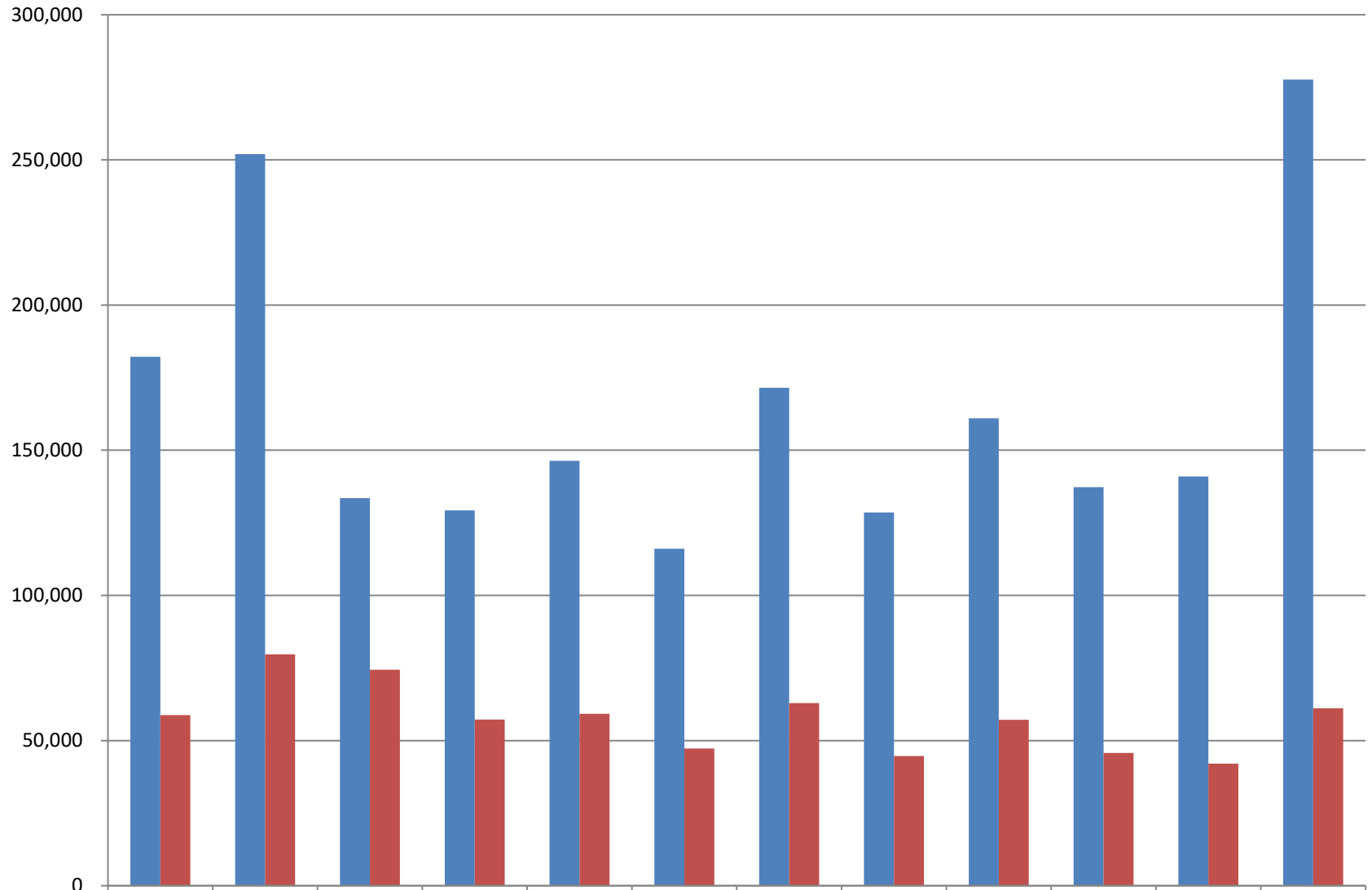
Obj/Rev Class	Obj/Rev Class Name	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	HO13	HO14	HO15	YTD
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Actual
Appropriation																	
BBF																	
<b>Revenue Collected</b>																	
234	Gov Transfer In Other Agencies	0	0	6,480	0	0	0	0	86	94	0	0	0	0	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	0	0	0	1,976,356
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	0	0	0	690,060
<b>Total Revenues:</b>		<b>240,945</b>	<b>331,646</b>	<b>214,388</b>	<b>186,503</b>	<b>205,575</b>	<b>163,303</b>	<b>234,431</b>	<b>173,305</b>	<b>218,208</b>	<b>182,996</b>	<b>182,991</b>	<b>338,783</b>	-	-	-	<b>2,673,075</b>
234 Gen Fund	Licensure Fees % - Other Agcy			21					29	6							56
401 Gen Fund	Licensure Fees	57,934	80,056	42,561	41,151	46,495	36,871	54,509	40,871	51,189	43,608	44,769	88,245				628,259
<b>Total General Fund</b>		<b>57,934</b>	<b>80,056</b>	<b>42,583</b>	<b>41,151</b>	<b>46,495</b>	<b>36,871</b>	<b>54,509</b>	<b>40,900</b>	<b>51,195</b>	<b>43,608</b>	<b>44,769</b>	<b>88,245</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>628,315</b>
<b>Total Receipts</b>		<b>298,879</b>	<b>411,702</b>	<b>256,971</b>	<b>227,654</b>	<b>252,070</b>	<b>200,174</b>	<b>288,940</b>	<b>214,205</b>	<b>269,403</b>	<b>226,604</b>	<b>227,760</b>	<b>427,028</b>	-	-	-	<b>3,301,390</b>
	YTD vs Prior Year	7%	12%	17%	16%	15%	13%	12%	10%	9%	8%	4%	6%				

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																	
<b>Revenue Collected</b>																	
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
<b>Total Revenues:</b>		<b>222,885</b>	<b>283,600</b>	<b>156,925</b>	<b>166,947</b>	<b>184,901</b>	<b>165,562</b>	<b>215,593</b>	<b>191,067</b>	<b>210,486</b>	<b>185,036</b>	<b>251,569</b>	<b>290,982</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,525,551</b>
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
<b>Total General Fund</b>		<b>55,224</b>	<b>70,029</b>	<b>36,999</b>	<b>38,678</b>	<b>40,990</b>	<b>37,045</b>	<b>49,033</b>	<b>43,975</b>	<b>48,004</b>	<b>42,803</b>	<b>61,464</b>	<b>73,956</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>598,198</b>
<b>Total Receipts</b>		<b>278,109</b>	<b>353,629</b>	<b>193,924</b>	<b>205,624</b>	<b>225,891</b>	<b>202,607</b>	<b>264,625</b>	<b>235,042</b>	<b>258,489</b>	<b>227,838</b>	<b>313,033</b>	<b>364,938</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,123,749</b>

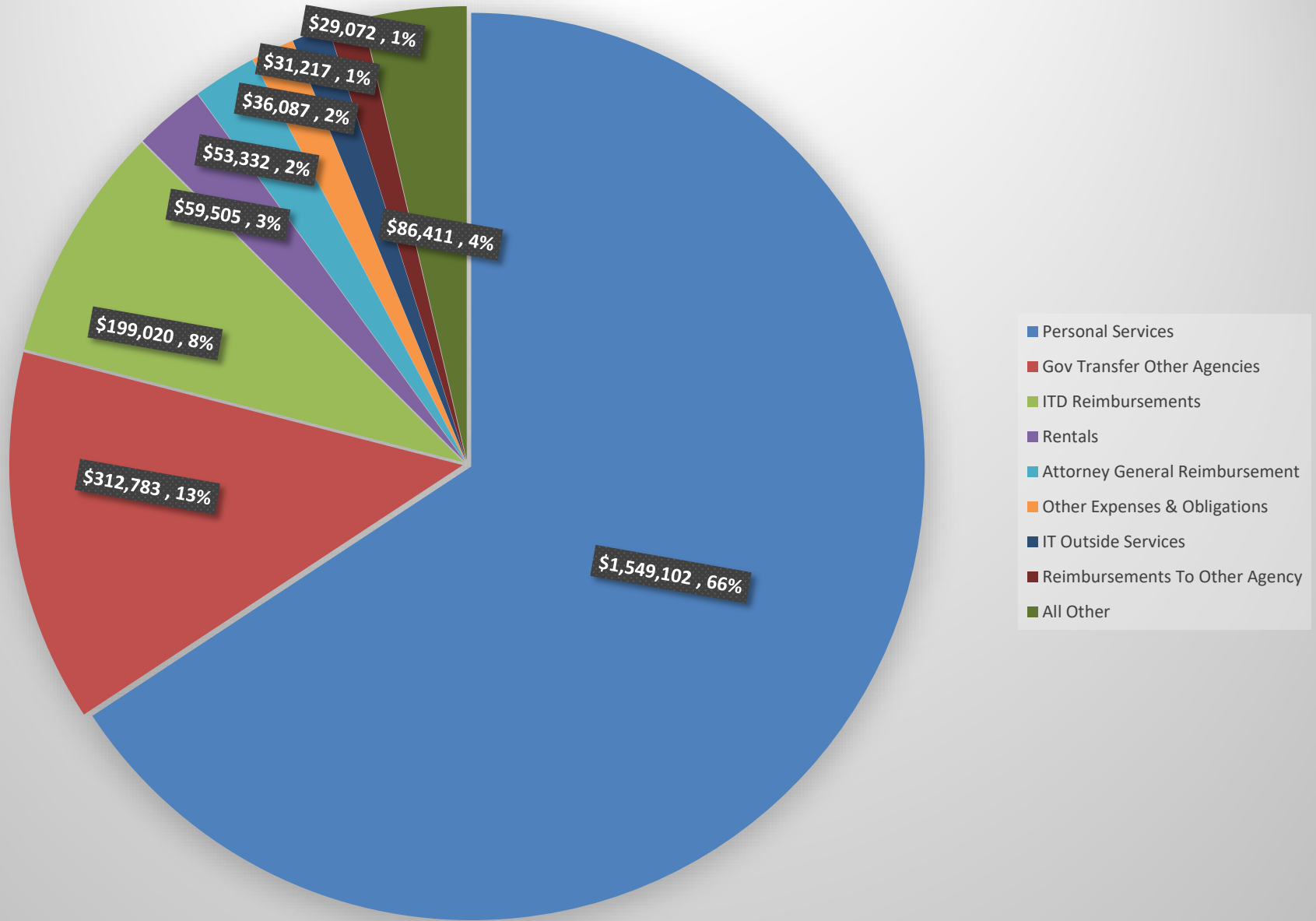
## Receipts July 2022-June 2023



■ 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

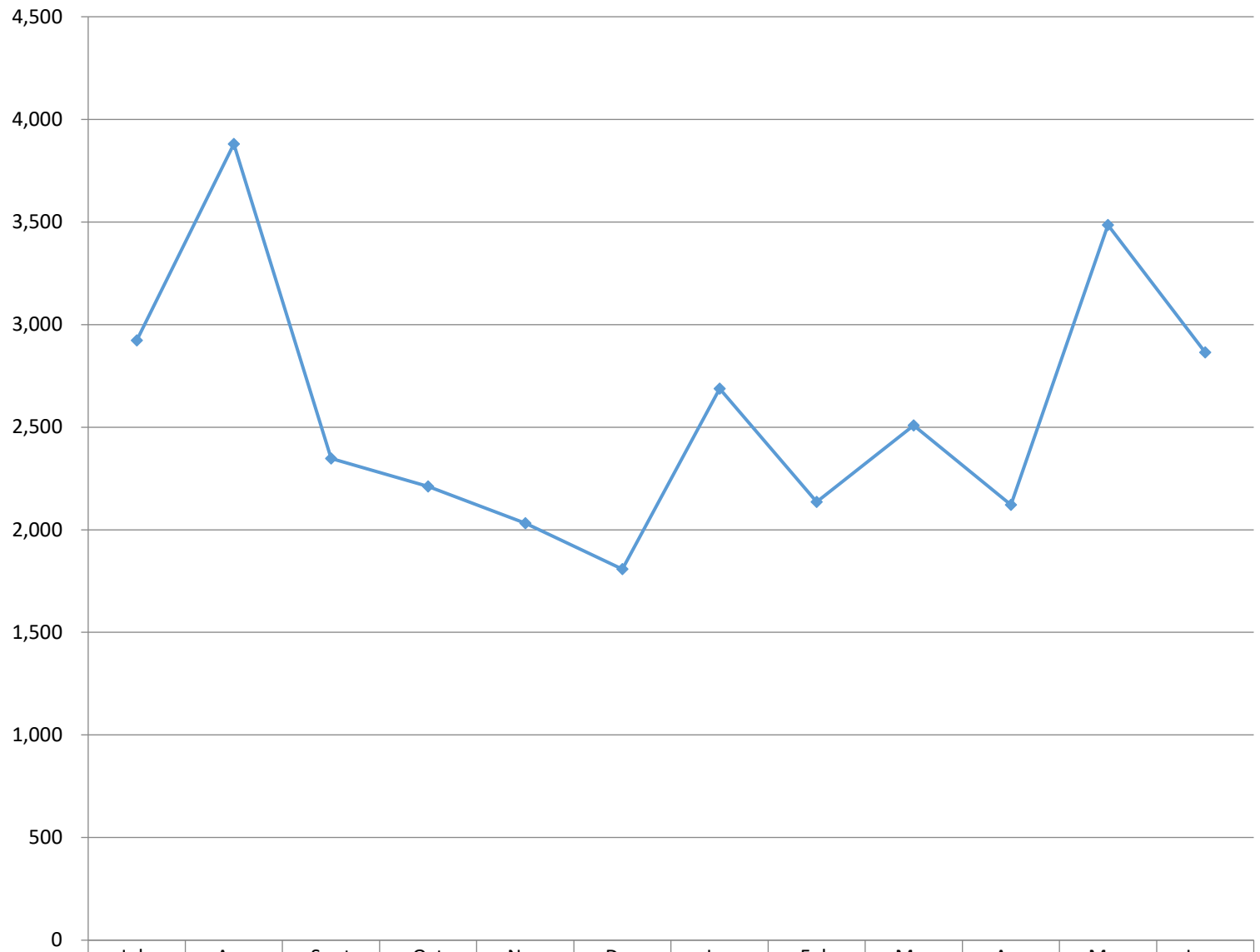


## Obligations vs. Budget Report

### Budget Fiscal Year: 2023

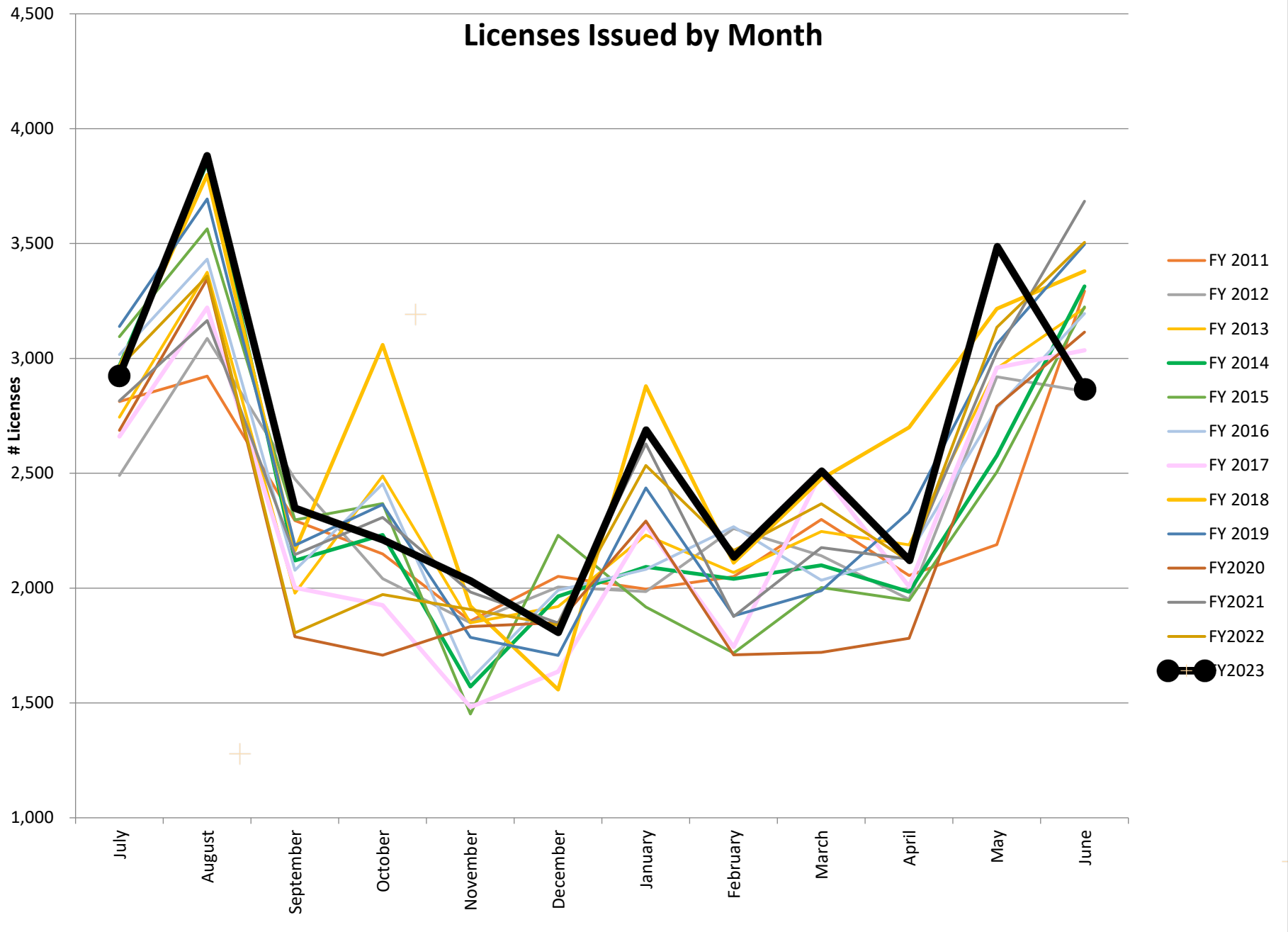
	Actual To-Date	FY-Encumbered	Total Obligations FY-To-Date	FY 23 Budget	Budget Balance	Percent of Budget Received /Spent
<b>Resources -</b>						
Balance Forward	1,434,767		1,434,767	1,318,052		
234 Gov Transfer In Other Agencies	6,660		6,660	5,000		
401 Fees, Licenses & Permits	1,976,356		1,976,356	1,969,312		
704 Other	690,060		690,060	635,000		
Total Resources	<b>\$4,107,842</b>	<b>\$0</b>	<b>\$4,107,842</b>	<b>\$3,927,365</b>		
(Total Revenues)	<u>\$2,673,075</u>	<u>\$0</u>	<u>\$2,673,075</u>	<u>\$2,609,313</u>	(\$63,763)	102%
<b>Expenditures -</b>						
101 Personal Services	1,549,102		1,549,102	1,629,632	80,530	95%
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	13,207		13,207	10,350	(2,857)	128%
302 Facility Maintenance Supplies	0		0	1,500	0	0%
308 Other Supplies	0		0	400	400	0%
309 Printing & Binding	2,528		2,528	3,500	971	72%
313 Postage	11,122		11,122	12,000	878	93%
401 Communications	17,753		17,753	20,000	2,247	89%
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	2,777		2,777	6,000	3,223	46%
406 Outside Services	5,024		5,024	46,200	41,176	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	29,072		29,072	35,000	5,928	83%
416 ITD Reimbursements	199,020		199,020	270,000	70,981	74%
418 IT Outside Services	31,217		31,217	18,000	(13,217)	173%
432 Attorney General Reimbursement	53,332		53,332	50,500	(2,832)	106%
434 Gov Transfer Other Agencies	312,783		312,783	330,000	17,217	95%
502 Office Equipment	0		0	250	250	0%
503 Equipment-Non Inventory	0		0	4,000	4,000	0%
510 IT Equipment & Software	10,888		10,888	15,000	4,112	73%
602 Other Expenses & Obligations	36,087		36,087	40,000	3,913	90%
702 Fees	30		30	30	0	100%
705 Refunds-Other	2,230		2,230	1,000	(1,230)	223%
Total Expenditures	<u>\$2,356,527</u>	<u>\$0</u>	<u>\$2,356,527</u>	<u>\$2,608,311</u>	<u>\$250,284</u>	<u>90%</u>
CY Revenue Less Expenditures	<u><u>\$316,548</u></u>					
Estimated Carry Forward	<u><u>\$1,751,315</u></u>					

### Total # Licenses Issued FY23



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Total # Transactions Processed	2,923	3,880	2,348	2,211	2,032	1,808	2,688	2,136	2,509	2,121	3,485	2,865

# Licenses Issued by Month



**Number of Licenses Issued by Month**

	July	August	September	October	November	December	January	February	March	April	May	June	Total number of Licenses Issued
<b>FY 2023</b>	2,923	3,880	2,348	2,211	2,032	1,808	2,688	2,136	2,509	2,121	3,485	2,865	31,006
<b>Running Total</b>	2,923	6,803	9,151	11,362	13,394	15,202	17,890	20,026	22,535	24,656	28,141	31,006	
<b>FY 2022</b>	2,962	3,358	1,805	1,972	1,907	1,839	2,534	2,164	2,367	2,117	3,135	3,505	29,665
<b>Running Total</b>	2,962	6,320	8,125	10,097	12,004	13,843	16,377	18,541	20,908	23,025	26,160	29,665	
<b>FY 2021</b>	2,815	3,165	2,146	2,308	1,983	1,848	2,628	1,876	2,176	2,126	3,027	3,684	29,782
<b>Running Total</b>	2,815	5,980	8,126	10,434	12,417	14,265	16,893	18,769	20,945	23,071	26,098	29,782	
<b>FY 2020</b>	2,687	3,346	1,788	1,708	1,833	1,850	2,292	1,709	1,720	1,781	2,791	3,114	26,619
<b>Running Total</b>	2,687	6,033	7,821	9,529	11,362	13,212	15,504	17,213	18,933	20,714	23,505	26,619	
<b>FY 2019</b>	3,139	3,694	2,186	2,364	1,785	1,707	2,436	1,879	1,989	2,331	3,063	3,496	30,069
<b>Running Total</b>	3,139	6,833	9,019	11,383	13,168	14,875	17,311	19,190	21,179	23,510	26,573	30,069	
<b>FY 2018</b>	2,962	3,799	2,165	3,059	1,922	1,558	2,879	2,110	2,476	2,700	3,216	3,380	32,226
<b>Running Total</b>	2,962	6,761	8,926	11,985	13,907	15,465	18,344	20,454	22,930	25,630	28,846	32,226	
<b>FY 2017</b>	2,660	3,221	2,002	1,926	1,482	1,636	2,273	1,744	2,502	2,007	2,959	3,035	27,447
<b>Running Total</b>	2,660	5,881	7,883	9,809	11,291	12,927	15,200	16,944	19,446	21,453	24,412	27,447	
<b>FY 2016 Actual</b>	3,017	3,432	2,078	2,454	1,603	1,991	2,082	2,267	2,034	2,147	2,783	3,195	29,083
<b>Running Total</b>	3,017	6,449	8,527	10,981	12,584	14,575	16,657	18,924	20,958	23,105	25,888	29,083	
<b>FY 2015 Actual</b>	3,095	3,564	2,297	2,368	1,452	2,230	1,918	1,717	2,003	1,946	2,505	3,224	28,319
<b>Running Total</b>	3,095	6,659	8,956	11,324	12,776	15,006	16,924	18,641	20,644	22,590	25,095	28,319	
<b>FY 2014 Actual</b>	2,968	3,852	2,120	2,232	1,571	1,964	2,092	2,040	2,099	1,984	2,576	3,314	28,812
<b>Running Total</b>	2,968	6,820	8,940	11,172	12,743	14,707	16,799	18,839	20,938	22,922	25,498	28,812	
<b>FY 2013 Actual</b>	2,744	3,375	1,978	2,488	1,849	1,920	2,231	2,068	2,246	2,188	2,956	3,219	29,262
<b>Running Total</b>	2,744	6,119	8,097	10,585	12,434	14,354	16,585	18,653	20,899	23,087	26,043	29,262	
<b>FY 2012 Actual</b>	2,490	3,087	2,475	2,041	1,849	2,005	1,985	2,259	2,141	1,951	2,920	2,857	28,060
<b>Running Total</b>	2,490	5,577	8,052	10,093	11,942	13,947	15,932	18,191	20,332	22,283	25,203	28,060	
<b>FY 2011 Actual</b>	2,812	2,923	2,294	2,149	1,857	2,051	1,996	2,050	2,299	2,055	2,189	3,293	27,968
<b>Running Total</b>	2,812	5,735	8,029	10,178	12,035	14,086	16,082	18,132	20,431	22,486	24,675	27,968	
<b>FY 2010 Actual</b>	2,804	2,899	2,626	2,210	1,842	1,944	1,843	2,321	2,158	2,037	2,211	2,976	27,871
<b>Running Total</b>	2,804	5,703	8,329	10,539	12,381	14,325	16,168	18,489	20,647	22,684	24,895	27,871	

FY2023 Actual Number of Transactions Processed per Month

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Issued
Add - Add Administrator Endorsement (Iowa Institution)		4	2	2	4	2	12		4	2	8	4	44
Add - Add Administrator Endorsement (Out of State Institution)	0			0		1	0	2			0	0	3
Add - Add Concentration Para	15	23	17	7	7	10	12	16	6	4	6	7	130
Add - Add Teaching Endorsement ( Iowa institution will be recommendatation)	66	106	22	22	27	62	87	62	45	38	135	77	749
Add - Add Teaching Endorsement (state min. requirements or non-Iowa institution)	58	72	28	25	18	25	37	25	25	35	69	47	464
Convert - Exchange to a Full License	14	24	5	9	10	9	12	13	16	9	12	10	143
Convert - Exchange to a Full License (Reciprocity Only)	4	6	3	3	4	4	7	4	4	6	8	4	57
Convert - Initial Career and Tech/Prelim. Native Language Speaker to Full Auth.	1	3	2	3	2	1	1	2	3			4	22
Convert - Initial School Administrative Manager to Full SAM											1		1
Convert - Standard to Master Educator	87	126	81	63	71	52	101	84	89	78	137	89	1,058
Convert - Temporary or Initial School Business Official to next SBO level	1	1	3	2	2	1	1	4	3	1		4	23
Convert Initial Administrator to Professional Administrator	12	9	0		2	1	1	2	1	1	28	96	153
Convert Initial Teacher/PSL to Standard/PSL	135	88	11	16	20	10	26	26	60	111	633	614	1,750
Extension - Extension of Class A Class B or Admin Exchange License	27	36	4	11	19	4	7	10	9	15	24	18	184
Extension - Extension of Coaching Authorization	24	72	22	34	41	14	28	27	40	21	23	13	359
Extension - Extension of Full Authorization (not coaching)	2	5	6	5	9	2	9	7	8	3	3	2	61
Extension - Extension of Initial Teacher/Admin (experience met within one year)	12	8	1	4	2	3	5	3	6	17	47	31	139
Extension - Extension of Standard Master Prof Admin or Auth (not coach)	81	140	62	71	72	53	67	76	81	62	75	55	895
Extension - Final Extension of Initial Teacher (not meeting teaching standards)	2	3									5	7	17
New - Conditional License: Class B - Administrator	10	12	0	0	1		2	0	4	3	10	3	45
New - Conditional License: Class B - Teacher General Education	74	165	26	32	50	15	17	26	30	30	47	53	565
New - Conditional License: Class B - Teacher Special Education	69	88	20	17	15	9	8	10	10	24	54	48	372
New - Conditional License: Executive Director Design - Special Education	24	45	4	3	11	5	6	5	7	5	14	9	138
New - Content Specialist Authorization (Step 1 Transcript Eval)											0	0	0
New - Content Specialist Authorization (Step 2 "Processing")										2	2	3	7
New - Executive Director Decision License	32	61	12	15	12	5	9		2	6	19	21	194
New - First Activities Administrator Authorization			1		1	1	2	5	10	1	1	1	23
New - First Administrator License (Out of State Preparation)	14	7	2	6	5	7	12	13	10	10	11	12	109
New - First Behind the Wheel Driving Instructor Authorization	2	3	5	4	6	5	6	2		4	10	2	49
New - First Career and Technical Authorization	13	16	3	1	3	2	2	2	8	14	19	17	100
New - First Class G License (counseling internship needed - Out of State only)	2	5	1		1	2			1	1	4	3	20
New - First Coaching Authorization (in lieu of a coaching on a teaching license)	224	243	156	206	150	129	155	181	228	170	176	120	2,138
New - First Evaluator License (do not use if applying for/hold admin. license)	2	4	2	8	2	2		5	2	3	2	2	34
New - First IJAG Authorization	11	7	5	6		2	1	6	4	2	1		45
New - First Intern School Psychologist	2									1	2	3	8
New - First Iowa Administrator License (Iowa Institution)	8	38	20	11	9	12	21	10	24	9	17	19	198
New - First Iowa Substitute License (holds valid/expired Iowa teaching license)	41	93	60	56	41	21	48	28	35	33	34	28	518
New - First Iowa Substitute License (Out of State is not seeking teaching license)	13	25	11	10	11	11	13	9	4	9	5	9	130
New - First Iowa Teaching Counseling or Class G license (Iowa Institution)	146	98	177	327	147	289	235	223	242	171	274	79	2,408
New - First Iowa Teaching License (Out of Country Step 1 Transcript Eval)	0	0	0	0	0	0	0	0	0	0	0	1	1
New - First Iowa Teaching License (Out of Country Step 2 "Processing")	1	3	1		2	1	2	1	5	6	3	9	34
New - First Iowa Teaching License (Out of State Institution)	147	87	35	38	28	19	53	55	63	62	68	87	742
New - First Native Language Speaker Authorization	5	3				1	1			2	3		15
New - First Orientation and Mobility License													0
New - First Paraeducator Certificate	27	103	442	49	56	27	127	27	17	34	41	46	996
New - First Prof Svc License: Counsel (Out of State Institution)	6	4	2	1	1	2	2		1	2	3	4	28
New - First Professional Service Counseling SLP School Psy etc (Out of State)	6	9		1	0	1	2	1	1	3	1	3	28
New - First SAM Authorization	6	1			1	3					1	2	14
New - First School Business Official Authorization: Temporary or Initial SBO	3	1	2	8			8	3	3	2	5	3	38
New - First Statement of Professional Recognition - Other	22	33	17	21	10	4	6	5	5	9	8	22	162
New - First Statement of Professional Recognition - School Nurse	4	10	6	1	2	1	4	4	5	5	9	11	62
New - First Substitute Authorization (have not completed teacher prep program)	168	417	257	225	280	229	241	157	200	124	104	85	2,487
New - First Teacher Intern License (Iowa Preparation Only)	13	37	2	3	1	8	2	3	5	1	12	13	100
New - First Work Based Learning Supervisor Authorization									1	1			2
New - International Exchange Teaching License: Teachers from Spain		14											14
New - Preservice Substitute Authorization				2	1								3
New - Temporary Initial license (Iowa grad only)	1								0		1		2
New - Transitional Coaching Authorization (has not completed coaching auth)	13	26	3	14	12	5	10	12	15	12	7	2	131
Renew - Behind the Wheel	4	6	4	10	21	39	30	13	16	9	14	9	175
Renew Activities Administrator Authorization	1								1				2
Renew - Administrator/Evaluator License	34	37	25	24	20	34	40	38	37	29	40	33	391
Renew - Coaching Authorization	111	190	95	144	126	87	148	113	163	115	106	102	1,500
Renew - iJAG Authorization			1	1					1				3
Renew - Initial Admin	10	4	4	3		1	3	9	11	11	18	27	101
Renew - Initial Teacher Initial Admin or Initial Professional Service License	59	50	5	18	12	7	17	19	29	42	59	64	381
Renew - Para Certification	15	18	21	9	9	10	19	14	22	13	20	15	185
Renew - School Administrator Manager (Initial or Full SAM)	1	1											2
Renew - School Business Authorization (Full SBO)	2	4	3	6	3	3	4	2	3	3	3	4	40
Renew - Standard Master Professional Service Career and Technical or OM	657	804	454	471	509	431	769	551	634	507	775	555	7,117
Renew - Statement of Professional Recognition	18	39	32	24	34	16	24	24	14	14	14	6	259
Renew - Substitute Authorization	31	46	33	23	25	16	27	34	23	16	17	18	309
Renew - Substitute License or Substitute Authorization	61	93	44	45	34	25	54	38	51	31	34	38	548
Transcript Analysis Fee	269	204	86	90	68	70	145	125	162	167	203	192	1,781
Other Printed Copy of License	12	11	3	5	8	3	9	9	11	6	4	7	88
Misc Fee/Overpayment	1	3		3	4	3	2	2	2	1	2	4	27
Late Fee (Endorsed/Expired)	83	94	49	56	85	17	15	13	14	9	2	5	442
Late Fee (No License)													0
Military Discount													0
Convenience Fee	2,873	3,840	1,968	2,188	2,080	1,807	2,576	2,088	2,463	2,076	3,410	2,785	30,154
Background Renewal	1,260	1,549	825	872	910	747	1,285	994	1,179	995	1,913	1,695	14,224
Background	652	861	929	697	547	546	633	505	601	466	514	399	7,350
<b>Total # Transactions Processed</b>	<b>2,923</b>	<b>3,880</b>	<b>2,348</b>	<b>2,211</b>	<b>2,032</b>	<b>1,808</b>	<b>2,688</b>	<b>2,136</b>	<b>2,509</b>	<b>2,121</b>	<b>3,485</b>	<b>2,865</b>	<b>31,006</b>





**Board of Educational Examiners**

Department: 286

Fund: 0001

Unit: 9397

Appropriation: WZ9

4/30/2023

		<b>FY22</b>		<b>FY23</b>		<b>FY23</b>
		<b>Actual</b>	<b>Change</b>	<b>Budget</b>	<b>Change</b>	<b>Forecast</b>
<b>04B</b>	<b>BBF Funds</b>	<b>1,241,860</b>	185,504	<b>1,427,364</b>	7,403	<b>1,434,767</b>
<b>Revenue Collected</b>						
234	Gov Transfer In Other Agencies	2,300	2,700	5,000	1,659	6,660
401	Fees, Licenses & Permits	1,882,802	(22,802)	1,860,000	117,240	1,977,240
704	Other	641,369	(6,369)	635,000	60,137	695,137
<b>Total Revenues:</b>		<b>2,526,471</b>	(26,471)	<b>2,500,000</b>	179,037	<b>2,679,037</b>
<b>Expenditures</b>						
101	Personal Services	1,497,099	132,533	1,629,632	(37,331)	1,592,301
202	In State Travel	15,397	4,604	20,000	(3,831)	16,169
205	Out Of State Travel	6,135	13,866	20,000	(7,294)	12,706
301	Office Supplies	10,429	(79)	10,350	(866)	9,483
302	Facility Maintenance Supplies	684		1,500	(900)	600
308	Other Supplies	177	223	400	(200)	200
309	Printing & Binding	5,151	(1,652)	3,500	(1,216)	2,283
311	Food	260	739	1,000	(501)	499
313	Postage	11,157	843	12,000	530	12,530
401	Communications	19,051	949	20,000	(525)	19,475
402	Rentals	61,793	7,957	69,750	(5,159)	64,592
403	Utilities	2,828	1,172	4,000	(593)	3,407
405	Prof & Scientific Services	4,166	1,834	6,000	(2,314)	3,686
406	Outside Services	5,290	40,910	46,200	(40,751)	5,448
408	Advertising & Publicity	33	167	200	(57)	142
409	Outside Repairs/Service	0	1,000	1,000	(500)	500
414	Reimbursements To Other Agency	27,068	7,932	35,000	(2,690)	32,310
416	ITD Reimbursements	194,416	75,584	270,000	(45,477)	224,524
418	IT Outside Services	21,349	(3,350)	18,000	13,275	31,275
432	Attorney General Reimbursement	51,257	(757)	50,500	7,292	57,792
434	Gov Transfer Other Agencies	342,274	(12,275)	330,000	4,677	334,677
502	Office Equipment	0	250	250	0	250
503	Equipment-Non Inventory	1,016	2,984	4,000	(3,000)	1,000
510	IT Equipment & Software	12,905	2,095	15,000	(5,612)	9,388
602	Other Expenses & Obligations	42,492	(2,492)	40,000	(829)	39,171
702	Fees	30	0	30	0	30
705	Refunds-Other	1,108	(108)	1,000	1,190	2,190
<b>Total Expenditures:</b>		<b>2,333,565</b>	274,930	<b>2,609,311</b>	(132,684)	<b>2,476,627</b>
<b>Current Year Operations</b>		<b>192,906</b>	(301,401)	<b>(109,310)</b>	311,721	<b>202,410</b>
<b>91B</b>	<b>Balance Carry Forward</b>	<b>1,434,767</b>	(116,713)	<b>1,318,054</b>	319,124	<b>1,637,177</b>



**Board of Educational Examiners**

Department: 286

Fund: 0001

Unit: 9397

Appropriation: WZ9

		<b>FY23</b>	<b>Document</b>	<b>Future Yr</b>	<b>Other</b>	<b>FY24</b>
		<b>Forecast</b>	<b>Trfr Project</b>	<b>Adjustment</b>	<b>Changes</b>	<b>Revised Bgt</b>
<b>04B</b>	<b>BBF Funds</b>	<b>1,434,767</b>			202,410	<b>1,637,177</b>
<b>Revenue Collected</b>						
234	Gov Transfer In Other Agencies	6,660			(160)	6,500
401	Fees, Licenses & Permits	1,977,240			(27,240)	1,950,000
704	Other	695,137			(15,137)	680,000
<b>Total Revenues:</b>		<b>2,679,037</b>	0	0	(42,537)	<b>2,636,500</b>
<b>Expenditures</b>						
101	Personal Services	1,592,301			50,725	1,643,026
202	In State Travel	16,169			3,831	20,000
205	Out Of State Travel	12,706			7,294	20,000
301	Office Supplies	9,483			517	10,000
302	Facility Maintenance Supplies	600			400	1,000
308	Other Supplies	200			200	400
309	Printing & Binding	2,283			1,217	3,500
311	Food	499			501	1,000
313	Postage	12,530			(30)	12,500
401	Communications	19,475			525	20,000
402	Rentals	64,592			6,908	71,500
403	Utilities	3,407			593	4,000
405	Prof & Scientific Services	3,686			1,314	5,000
406	Outside Services	5,448			552	6,000
408	Advertising & Publicity	142			58	200
409	Outside Repairs/Service	500			500	1,000
414	Reimbursements To Other Agency	32,310		(10,000)	2,690	25,000
416	ITD Reimbursements	224,524	300,000		25,476	550,000
418	IT Outside Services	31,275			3,725	35,000
432	Attorney General Reimbursement	57,792		25,000	2,208	85,000
434	Gov Transfer Other Agencies	334,677		110,000	10,323	455,000
502	Office Equipment	250				250
503	Equipment-Non Inventory	1,000		21,000	1,000	23,000
510	IT Equipment & Software	9,388			2,612	12,000
602	Other Expenses & Obligations	39,171			2,829	42,000
702	Fees	30				30
705	Refunds-Other	2,190			2,810	5,000
<b>Total Expenditures:</b>		<b>2,476,627</b>	300,000	146,000	128,778	<b>3,051,405</b>
<b>Current Year Operations</b>		<b>202,410</b>	(300,000)	(146,000)	(171,315)	<b>(414,905)</b>
<b>91B</b>	<b>Balance Carry Forward</b>	<b>1,637,177</b>				<b>1,222,273</b>

**Board of Educational Examiners**

Department: 286

Fund: 0001

Unit: 9397

Appropriation: WZ9

		<b>FY24</b>		<b>FY24</b>		<b>FY25</b>		<b>FY26</b>
		<b>Original</b>	<b>Change</b>	<b>Revised</b>	<b>Change</b>	<b>Revised</b>	<b>Change</b>	<b>Revised</b>
		<b>Budget</b>		<b>Budget</b>		<b>Budget</b>		<b>Budget</b>
<b>04B</b>	<b>BBF Funds</b>	<b>1,318,054</b>	319,124	<b>1,637,177</b>	(414,905)	<b>1,222,273</b>	(140,554)	<b>1,081,719</b>
<b>Revenue Collected</b>								
234	Gov Transfer In Other Agencies	5,000	1,499	6,500		6,500		6,500
401	Fees, Licenses & Permits	1,860,000	90,000	1,950,000		1,950,000		1,950,000
704	Other	635,000	45,000	680,000		680,000		680,000
<b>Total Revenues:</b>		<b>2,500,000</b>	136,500	<b>2,636,500</b>	0	<b>2,636,500</b>	0	<b>2,636,500</b>
<b>Expenditures</b>								
101	Personal Services	1,663,854	(20,828)	1,643,026	34,316	1,677,342	32,808	1,710,150
202	In State Travel	20,000	(0)	20,000		20,000		20,000
205	Out Of State Travel	20,000	(0)	20,000		20,000		20,000
301	Office Supplies	10,350	(349)	10,000		10,000		10,000
302	Facility Maintenance Supplies	1,500	(500)	1,000		1,000		1,000
308	Other Supplies	400	0	400		400		400
309	Printing & Binding	3,500	1	3,500		3,500		3,500
311	Food	1,000	(0)	1,000		1,000		1,000
313	Postage	12,000	500	12,500		12,500		12,500
401	Communications	20,000	(0)	20,000		20,000		20,000
402	Rentals	72,417	(918)	71,500	1,333	72,833	0	72,833
403	Utilities	4,000	(0)	4,000		4,000		4,000
405	Prof & Scientific Services	6,000	(1,000)	5,000		5,000		5,000
406	Outside Services	46,200	(40,199)	6,000		6,000		6,000
408	Advertising & Publicity	200	1	200		200		200
409	Outside Repairs/Service	1,000	0	1,000		1,000		1,000
414	Reimbursements To Other Agency	35,000	(10,000)	25,000		25,000		25,000
416	ITD Reimbursements	275,000	274,999	550,000	(295,000)	255,000	5,000	260,000
418	IT Outside Services	18,000	17,000	35,000		35,000		35,000
432	Attorney General Reimbursement	50,500	34,500	85,000		85,000		85,000
434	Gov Transfer Other Agencies	330,000	125,000	455,000		455,000		455,000
502	Office Equipment	250	0	250		250		250
503	Equipment-Non Inventory	4,000	19,000	23,000	(15,000)	8,000		8,000
510	IT Equipment & Software	15,000	(3,000)	12,000		12,000		12,000
602	Other Expenses & Obligations	40,000	2,000	42,000		42,000		42,000
702	Fees	30	0	30		30		30
705	Refunds-Other	1,000	4,000	5,000		5,000		5,000
<b>Total Expenditures:</b>		<b>2,651,200</b>	400,205	<b>3,051,405</b>	(274,351)	<b>2,777,054</b>	37,808	<b>2,814,862</b>
<b>Current Year Operations</b>		<b>(151,200)</b>	(263,705)	<b>(414,905)</b>	274,351	<b>(140,554)</b>	(37,808)	<b>(178,362)</b>
<b>91B</b>	<b>Balance Carry Forward</b>	<b>1,166,854</b>	55,419	<b>1,222,273</b>	(140,554)	<b>1,081,719</b>	(178,362)	<b>903,357</b>

Class	Code	Job Title	Employee Name	Original		FY24		Updated		FY25		Updated	
				FTE	Budget	FTE	Budget	FTE	Budget	FTE	Budget	FTE	Budget
00018	Clerk-Specialist	Danielle N Brookes	1	81,873	554	1	82,427	1,731	1	84,158	1,767	1	85,925
		Jessical L Kurtz	1	66,969	1,317	1	68,286	1,434	1	69,720	1,464	1	71,184
		Sharon S Jensen	1	79,211	862	1	80,073	1,682	1	81,755	1,717	1	83,471
		Meredith Hawk	1	76,753	(76,753)								
		Alivia Bullis			56,164	1	56,164	1,179	1	57,343	1,204	1	58,548
	<b>Job Class Total</b>		<b>4</b>	<b>304,806</b>	<b>(17,856)</b>	<b>4</b>	<b>286,950</b>	<b>6,026</b>	<b>4</b>	<b>292,976</b>	<b>6,152</b>	<b>4</b>	<b>299,128</b>
00121	Information Technology Speci	Jeff S Debruin	1	139,805	835	1	140,640	2,953	1	143,593	3,015	1	146,609
	<b>Job Class Total</b>		<b>1</b>	<b>139,805</b>	<b>835</b>	<b>1</b>	<b>140,640</b>	<b>2,953</b>	<b>1</b>	<b>143,593</b>	<b>3,015</b>	<b>1</b>	<b>146,609</b>
00697	Investigator 3	Cynthia D Dennis	1	107,711	574	1	108,285	2,274	1	110,559	2,322	1	112,881
	<b>Job Class Total</b>		<b>1</b>	<b>107,711</b>	<b>574</b>	<b>1</b>	<b>108,285</b>	<b>2,274</b>	<b>1</b>	<b>110,559</b>	<b>2,322</b>	<b>1</b>	<b>112,881</b>
01071	Education Program Consultant	Vacant (Cavin)		0	0		0	0		0	0		0
		Geri McMahan	1	136,276	673	1	136,949	2,876	1	139,825	2,936	1	142,761
		Gregory S Horstman	1	124,481	661	1	125,142	2,628	1	127,770	2,683	1	130,453
		Steven C Mitchell	1	136,367	791	1	137,158	2,880	1	140,038	2,941	1	142,979
		David D Wempen	1	136,276	690	1	136,966	2,876	1	139,842	2,937	1	142,779
	<b>Job Class Total</b>		<b>4</b>	<b>533,400</b>	<b>2,815</b>	<b>4</b>	<b>536,215</b>	<b>11,261</b>	<b>4</b>	<b>547,476</b>	<b>11,497</b>	<b>4</b>	<b>558,973</b>
31038	Exec Dir/Educational Examiner	Michael D Cavin	1	165,220	(3,665)	1	161,555	3,393	1	164,948	3,464	1	168,412
	<b>Job Class Total</b>		<b>1</b>	<b>165,220</b>	<b>(3,665)</b>	<b>1</b>	<b>161,555</b>	<b>3,393</b>	<b>1</b>	<b>164,948</b>	<b>3,464</b>	<b>1</b>	<b>168,412</b>
31513	Administrative Consultant	Joanne K Tubbs	1	153,281	718	1	153,999	3,234	1	157,233	3,302	1	160,535
	<b>Job Class Total</b>		<b>1</b>	<b>153,281</b>	<b>718</b>	<b>1</b>	<b>153,999</b>	<b>3,234</b>	<b>1</b>	<b>157,233</b>	<b>3,302</b>	<b>1</b>	<b>160,535</b>
00645	Attorney 3	Nicole Proesch	1	176,211	(176,211)								
		Beth Myers			155,014	1	155,014	3,255	1	158,269	3,324	1	161,593
	<b>Job Class Total</b>		<b>1</b>	<b>176,211</b>	<b>(21,197)</b>	<b>1</b>	<b>155,014</b>	<b>3,255</b>	<b>1</b>	<b>158,269</b>	<b>3,324</b>	<b>1</b>	<b>161,593</b>
95002	Secretary 3	Kimberly K Cunningham	1	83,420	(83,420)								
		Meredith Hawk			91,452	1	91,452	1,920	1	93,372	1,961	1	95,333
	<b>Job Class Total</b>		<b>1</b>	<b>83,420</b>	<b>8,032</b>	<b>1</b>	<b>91,452</b>	<b>1,920</b>	<b>1</b>	<b>93,372</b>	<b>1,961</b>	<b>1</b>	<b>95,333</b>
	SLIP Retiree	Kimberly K Cunningham		0	8,916		8,916	0		8,916	(2,229)		6,687
	<b>Job Class Total</b>		<b>0</b>	<b>0</b>	<b>8,916</b>	<b>0</b>	<b>8,916</b>	<b>0</b>	<b>0</b>	<b>8,916</b>	<b>(2,229)</b>	<b>0</b>	<b>6,687</b>
	<b>Unit Total</b>		<b>14</b>	<b>1,663,854</b>	<b>(20,828)</b>	<b>14</b>	<b>1,643,026</b>	<b>34,316</b>	<b>14</b>	<b>1,677,342</b>	<b>32,808</b>	<b>14</b>	<b>1,710,150</b>

Kim Cunningham Retirement Date 12/31/2022  
 Estimated SLIP Beginning Balance 24686.25  
 Employee Only Monthly Premium 743  
 # of Months of SLIP Coverage 33.225101

## DISCUSSION MEMO

**Date:** August 2, 2023

**To:** Board Members

**From:** Mike Cavin, Executive Director

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

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

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

Item 1: Amend 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, paragraph "a" filed a written complaint and whether or not the administrator was required to report to the board pursuant to Iowa Code 272.15.

Item 2: 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 finding of fact by the board in a disciplinary proceeding is a public record.

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.

JUL 17 2023

**IOWA BOARD OF EDUCATIONAL EXAMINERS**

**PETITION FOR WAIVER**

Chapter 6 -- Waivers or Variances from Administrative Rules

**General Directions:**

- o 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.
- o The petition must be complete. If any criterion is left blank, the petition for a waiver will not be submitted to the Board.
- o Provide clear and convincing evidence for all sections of the petition for a waiver.

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

Name: Dr. Brian Dale Kingrey

Case No. 23-05  
(to be completed by Board)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: July 15, 2023

Folder Number (if known): 964676

Home Phone with Area Code:

Work Phone with Area Code:

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

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

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

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

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

**Board's decision.** The final decision on whether the circumstances justify the granting of a waiver shall be made at the sole discretion of the board, upon consideration of all relevant factors. Each petition for a waiver shall be evaluated by the board based on the unique, individual circumstances set out in the petition.

**Appeal of Board's decision.** Once a decision is rendered by the Board, the decision is final. If you wish to contest the decision, you must do so in district court.

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

**Be thorough.** Please complete the petition for a waiver in detail. This is the document that the Board will utilize in determining the outcome of your petition for a waiver. Do not assume that the Board will have any information that is not included on this waiver. If the information is not provided on the petition for a waiver, the information is not shared with the Board for its review.

**Support.** You may attach additional pages to provide more documentation than what could be included in the spaces provided.

**Burden of proof.** The burden of persuasion rests with the petitioner to demonstrate by clear and convincing evidence that the board should exercise its discretion to grant a waiver from a board rule.

**Board meeting agenda.** Please be aware that if you wish to attend the Board meeting at which your petition for a waiver is included on the agenda, you are welcome to speak at the public comment time on the agenda. You do not present the information to the Board regarding your petition during the agenda time set aside for your petition. That is the time that the Board will review the written information you have provided. If the Board asks you a question, you may respond.

**New information.** If new information is provided at the Board meeting that was not included in the petition for a waiver, please be aware that the Board may table the discussion on your petition while reviewing the new information provided.

## Section E. RULE INFORMATION

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

**Citation:**

281-12.4 (256) School Personnel.

License/certificate and endorsement standards required in this rule relate to licenses/certificates and endorsements issued by the state board of educational examiners. The following standards shall apply to personnel employed in accredited schools.

12.4(1) Instructional professional staff. Each person who holds a license/certificate endorsed for the service for which that person is employed shall be eligible for classification as a member of the instructional professional staff.

12.4(3) Basis for approval of professional staff. Each member of the professional staff shall be classified as either instructional or noninstructional. An instructional professional staff member shall be regarded as approved when holding either an appropriate license/certificate with endorsement or endorsements, or a license/certificate with an endorsement statement, indicating the specific teaching assignments that may be given. A noninstructional professional staff member shall be regarded as approved when holding a statement of professional recognition for the specific type of noninstructional professional school service for which employed.

12.4(8) Teacher. A teacher shall be defined as a member of the instructional professional staff who holds a license/certificate endorsed for the type of position in which employed. A teacher diagnoses, prescribes, evaluates, and directs student learnings in terms of the school's objectives, either singly or in concert with other professional staff members; shares responsibility with the total professional staff for developing educational procedures and student activities to be used in achieving the school's objectives; supervises educational aides who assist in serving students for whom the teacher is responsible; and evaluates or assesses student progress during and following instruction in terms of the objectives sought, and uses this information to develop further educational procedures.

12.4(10) Record of license/certificate or statement of professional recognition. The board shall require each administrator, teacher, support service staff member, and noninstructional professional staff member on its staff to supply evidence that each holds a license/certificate or statement of professional recognition which is in force and valid for the type of position in which employed.

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

**Description:**

The rule(s) I am requesting the Board to waive are related to the specific coursework requirements related to Endorsements 144 & 145 (Music K-8, Music 5-12). I am asking that the Board waive the requirement to take the course "Instrumental Band Methods" as well as the course that covers "Applied Music."

Within the Music Endorsement, teachers are licensed for *both* band and choir. Due to the fact that these two veins of music are far from equivalent in terms of preparation and performance, I would like the endorsement split. That is to say, make one endorsement at the 5-12 level for band and one for choral ensembles.



## Section F. WAIVER INFORMATION

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

In an effort to provide music coursework/experiences in a small district, I have returned to the classroom to earn necessary credits to complete a program of study that will award me the Endorsements 144 and 145 (Music K-8; Music 5-12). Due to the fact that I'm a non-traditional student at this juncture in my life, it has been difficult to find colleges and coursework that will allow me to piecemeal an endorsement program within the given time constraints of a Class B License.

At this time, I have completed 22 of the 24 required credits. The courses I have remaining are related to methods and applied music. Specifically: Methods of Instrumental Music (Band 5-12), and Applied Music (singing in an ensemble or voice lessons). I have two credits remaining to complete the 24-credit hour program of study. Yes, I'm requesting the last two credits I have to complete be waived.

Never do I intend to direct a band at any age level, and therefore do not need it on my endorsement. I wish Iowa, like neighboring states, would split the music endorsement into two - one for instrumental bands and one for vocal ensembles. However, the issue I have at this time is the one course related to instrumental methods of band. For the position I hold - K-12 Music (K-8 General Music; 5-12 Choir) - I do not need any coursework related to band or methods of teaching it. The only reason it's required of me is because it's written into the program of study. Further, although the Applied Music portion of the endorsement does apply to my teaching role - 5-12 choir, I do not see the need for it at this time. That is to say, the Applied Music coursework consists of either: a) singing in an ensemble, or b) taking voice lessons. While I sang in ensembles directly following college, it was not for credit. I could; however, have the college write a letter indicating I did participate for two full semesters. Therefore, I have fulfilled the Applied Music portion of the endorsement in a non-traditional method.

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):

The hardship I face includes the following:

- a) Enrolling in two courses that are offered on-campus, in-person, during the school day
  - i) In order to complete the two remaining courses, I need to enroll in two classes at Central College during the Fall '23 semester. The Methods of Instrumental Band course is offered fall semester only, so I cannot wait to take it in a later semester, knowing my Class B License lapses June 30, 2024.
  - ii) Enrolling in these two courses takes me away from my duties as a district FTE in the fine arts department. In doing so, students will receive less time in the fine arts because I'm required to attend courses offsite twice weekly, at 4 hours loss weekly to overall programming.
- b) Programming
  - i) If programming schedules do not change as a result of my required time on-campus, a substitute will be needed to cover my courses. In a time where substitutes are scarce, positions outside the fine arts department will require the substitute teacher instead of my courses. As a result, programming will go unfulfilled - not just by my absence but also by the lack of substitutes. In addition, creating substitute plans would prove difficult because that substitute would be the *actual teacher* all semester; I would never see those groups of students.

- c) Payment and *Need* of the two remaining courses
- i) In my undergraduate and graduate programs I have taken well over 100 courses, not credits, courses. Yes, this was my choice, and I enjoy being a lifelong learner. However, the burden of incurring yet more debt for additional coursework is daunting. Because I have to take the two remaining courses close to home (on-campus), the coursework must be at a private college that is able to charge more than a state university. During my time in postsecondary education, I have earned five degrees and five to seven endorsements, depending on how you count them.
    - 1) Degrees
      - (a) Bachelor's of Arts (BA) - Elementary Education, K-6
      - (b) Master's of Arts in Education (MAE) - Early Childhood Education, Birth-Grade 3
      - (c) Master's of Arts in Education (MAE) - Literacy Education, K-12
      - (d) Advanced Studies Certificate (ASC) - Administration, PK-12
      - (e) Educational Doctorate (Ed.D.) - Educational Leadership & Postsecondary Education
    - 2) Endorsements
      - (a) Elementary Teacher, K-6
      - (b) Early Childhood, PK-K
      - (c) Reading, K-8
      - (d) Reading Specialist, K-12
      - (e) Administrator, K-12 (tied to)
      - (f) Supervisor of Special Education, K-12
      - (g) Evaluator, K-12
      - (h) *CONDITIONAL: Music, K-8*
      - (i) *CONDITIONAL: Music, 5-12*

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?

I do not think any legal rights would be in jeopardy if this waiver were approved. The consequences of waiving this rule would be that I could immediately continue my teaching of general music and choir without the need to return to the college classroom to complete two courses - one that is geared only for instrumental band, a course in which I do not teach, and one that is related to singing in ensembles and/or the option of voice lessons. After being in the field for nearly 20 years, voice lessons are not necessarily a need of mine. Further, participation in continuing education courses and workshops provide me the ability to sing with ensembles; these experiences, however, are not reflected by actual college course credit.

If this decision became precedent, I think you would have more people seeking to teach music at the K-12 level. Band and Choir are worlds apart in terms of methodology and performance. Therefore, licensing/endorsing teachers of each area instead of both together would allow musicians to feature their best craft - singing or playing an instrument. In addition, if these programs were split in terms of instrumental band and choir, students wishing to complete both programs could complete a "unified" endorsement program, a hybrid like those implemented today, perhaps.

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?

This waiver does not seek to change the current status of equal protection of public health, safety, and welfare. The benefits for my students if my waiver is granted includes access to a highly qualified teacher all day everyday. In addition, I would be able to remain on-campus within my district and meet with students to a greater degree, whether that is in the K-6 setting or in the 7-12 setting. The elementary setting would allow more time and teaching of general music, while time at the middle and high school settings would allow more individual time with students in voice lessons and music theory courses. Other students not enrolled in my courses would benefit as well in terms of additional course offerings such as: a) Guidance, b) PE, c) Library, d) Art, e) Talented and Gifted, and f) a variety of Career & Technical Education (CTE) courses. This benefit would occur for other students because the master schedule would be aligned with my courses, and students would be offered choices in their scheduling.

Benefits to the school district number many:

- a) Full Course Offerings
- b) Master Schedule intact
- c) Zero Need for Substitute (Music Teacher out of class twice weekly for 4 hours total)
- d) Zero Costs related to Substitute Teacher
- e) K-12 Programming Expanded
- f) Fully Licensed Music Teacher (no longer on a Conditional, Class B License)

If this waiver is granted, the welfare of my students is enhanced. That is to say, requiring me to fulfill the program of study is what is detrimental to my students and their learning. If this waiver is granted, then I'm in the classroom all day everyday, which only benefits the students and their musical experiences. Taking me out of the classroom to attend two remaining courses in my program of study would compromise the welfare of my students.

In approving this decision, the fine arts component of the curriculum is further affirmed. That is to say, allowing me to waive the instrumental band portion of the music endorsement because I am a choir teacher only would encourage colleges/universities to alter their programs of study to speak to either band or choir. Again, as mentioned above, if students want certification in both band and choir, they could complete a program similar to what is required today. As someone who has earned the terminal degree in the field, I know what it means to be a lifelong learner and to push oneself to mastery. I take great pride in my postsecondary experiences, learning, and abilities, and I know what each of those earned degrees and endorsements means in terms of licensure. By granting this waiver I do not believe that the program of study for music education will be "watered down." Instead, I believe you will find a greater number of new teachers who prefer band or choir and choose their tract.

As a teacher of nearly two decades, and one who has earned five degrees, I am already deemed a highly qualified teacher under Iowa's statutes. By granting this request, I will continue to provide high quality programming by being present in the classroom each day. Because I do not teach instrumental band, or ever will, there's no need for concern that what is being waived will negatively impact student learning. I am not part of the instrumental band programming within my school or district, other than through active collaboration. As a result, I can continue to strengthen my chosen area of choir with this waiver.

5. What time period are you requesting for this waiver?  
I find this question a bit ambiguous in nature. Therefore, I'm providing a few examples of time periods.
- a) In terms of a decision from the Board, no later than August 20, 2023 in case fall enrollment in college coursework is still required
  - b) In terms of coursework, the fall semester 2023
  - c) In terms of Conditional, Class B License, by June 30, 2024

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.
- Mr. Scott Bridges, Superintendent  
Melcher-Dallas Community School District  
210 S Main St  
Melcher-Dallas, Iowa 50163  
641.947.3151  
[bridgess@melcher-dallas.k12.ia.us](mailto:bridgess@melcher-dallas.k12.ia.us)

7. Please review the board waivers on the Board of Educational Examiners' website: [www.boee.iowa.gov](http://www.boee.iowa.gov) to determine if the board has reviewed a similar petition for a waiver and the outcome. Cite the similar petition(s) to support your request for a petition of a waiver of the rules.
- Upon review, I could not find anything similar to this request. There were requests for substitute authorization and endorsement/licensure programs from out-of-state entities, but none that I could find related to my specific query.

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

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

Brian Dale Kingrey  
Petitioner's Signature

July 15, 2023  
Date

This Petition is to be submitted to: Board of Educational Examiners, 701 E. Court Ave., Suite A, Des Moines, IA 50309-4941.

JUL 20 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: Riley Jakob Coy Kluver

Case No. 23-06

(to be completed by Board)

Address:

Date: 06/15/2023

Folder Number (if known): \_\_\_\_\_

Home Phone with Area Code:

Work Phone with Area Code: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

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

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

Dave Wempen approved me for an initial CTE for automotive, but denied me for welding on May 17 2023.

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

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

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

- Board's decision. The final decision on whether the circumstances justify the granting of a waiver shall be made at the sole discretion of the board, upon consideration of all relevant factors. Each petition for a waiver shall be evaluated by the board based on the unique, individual circumstances set out in the petition.

- Appeal of Board's decision. Once a decision is rendered by the Board, the decision is final. If you wish to contest the decision, you must do so in district court.

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

- Be thorough. Please complete the petition for a waiver in detail. This is the document that the Board will utilize in determining the outcome of your petition for a waiver. Do not assume that the Board will have any information that is not included on this waiver. If the information is not provided on the petition for a waiver, the information is not shared with the Board for its review.

- Support. You may attach additional pages to provide more documentation than what could be included in the spaces provided.

- Burden of proof. The burden of persuasion rests with the petitioner to demonstrate by clear and convincing evidence that the board should exercise its discretion to grant a waiver from a board rule.

- Board meeting agenda. Please be aware that if you wish to attend the Board meeting at which your petition for a waiver is included on the agenda, you are welcome to speak at the public comment time on the agenda. You do not present the information to the Board regarding your petition during the agenda time set aside for your petition. That is the time that the Board will review the written information you have provided. If the Board asks you a question, you may respond.

- New information. If new information is provided at the Board meeting that was not included in the petition for a waiver, please be aware that the Board may table the discussion on your petition while reviewing the new information provided.

#### Section E. RULE INFORMATION

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

Citation: 22.9(3) Specific requirements for the initial career and technical secondary authorization. Section C. (3) (5)

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

Description:

(3) 3,000 hours of recent and relevant experience if the applicant holds an associate's degree in the teaching endorsement area sought, if such a degree is considered terminal for that field of instruction.

(5) Hold a baccalaureate degree in any area of study if at least 18 of the credit hours were completed in the teaching endorsement area sought.

#### Section F. WAIVER INFORMATION

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

I would like the board to waive the requirements for the Initial Career and Technical Authorization, specifically the ones above. I do not meet the requirements at this time but have a portion of the requirements. I have roughly 3,000 welding hours from my time at Mr. Muffler from July 2018-September 2022. I have 8 college welding credit hours from some dual credit courses with Western Iowa Tech Community College that I took in 2017-2018. I will be teaching mostly automotive at Le Mars Community High School in Le Mars Iowa, but they would like me to teach one, very basic, introductory welding class to students. All the welding coursework in that class is also a direct correlation to the automotive industry. I had roughly 6500 automotive repair hours at Mr. Muffler from the dates mentioned prior. Being in Iowa, winter weather causes us to use salt on the roads. This leads to rust and corrosion. Torches and welding are used daily in the automotive repair industry, especially in 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):

If I were unable to get waived for the requirements, I would not be able to teach the class. I would not have time to go take more college classes before the school year. If I were able to make time for the classes, I would still not be able to pay for them. I am taking a \$25,000+ pay cut to teach at the school.

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 rights would be affected. I do not believe there would be any consequences if this were to be waived. I believe that this could have positive ramifications. I believe if other technicians or welders were to see that the board will work with people like myself that they might consider switching to a position teaching the trades to the youth. Trades and industries programs are dying in schools.

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?

Working in the automotive and heavy equipment industry, I have seen some things. Safety is of the utmost importance for all students. The students will gain knowledge from an introductory welding class that will help them decide if welding is something they want to do before taking college classes or pursuing an apprenticeship. It will also provide them with a better understanding of welding if they pursue the field. The school district will benefit by continuing to have a great Trades and Industries program. The community is very proud and generous of the T and I program at Le Mars. If I were to not accept the job and change my career, there would be a high chance of the program ending. The district does not want that to happen. I will ensure the welfare of the students will not be compromised because I want to teach these classes and set the students up for success. This program gave me everything. I want to return the favor and keep a great program alive. I want to give the students as much help and knowledge as I can. I am proof that you can go into the industry after taking these classes and skipping formal college. I hope to unlock the drive and passion for industries in these kids the same way my teacher did. This decision will protect the profession and the integrity of the licensure standards because I believe my case is different. It is different because automotive and welding programs are closely related and it is preventing a program from closing.



5. What time period are you requesting for this waiver?  
August 2023 to the end of the initial Career and Technical authorization period.

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.

Mark Iverson LCHS Principal Le Mars IA 712-540-8994  
Paul Fischer Former T and I teacher Le Mars IA 712-540-9634

7. Please review the board waivers on the Board of Educational Examiners' website: [www.boee.iowa.gov](http://www.boee.iowa.gov) to determine if the board has reviewed a similar petition for a waiver and the outcome. Cite the similar petition(s) to support your request for a petition of a waiver of the rules. There have been no waivers for rule 22.9.

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

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



\_\_\_\_\_  
Petitioner's Signature

Date 06/20/23

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

JUL 24 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: Jarred Herring

Case No. 23-07  
(to be completed by Board)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: 7/24/2023

Folder Number (if known): 1006528

Home Phone with Area Code: \_\_\_\_\_

Work Phone with Area Code: \_\_\_\_\_

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

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

Application Submitted June 16th, 2023

Application Denied June 21st, 2023

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

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

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

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

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

**Section E. RULE INFORMATION**

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

Citation:

282.22.10

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

Description:

**(1) Degree. A baccalaureate degree or higher in athletic administration or related field is required**

**Section F. WAIVER INFORMATION**

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

My name is Jarred Herring I am currently employed at Dowling Catholic High School and serve as the Assistant Athletic Director and Head Boys Track and Field Coach. I have just completed my first year as the Assistant Athletic Director. Prior to this role, I spent four years as Dowling Catholic's Student Support Specialist (Assistant Dean of Students). I received my Bachelor's degree in Psychology and Family Services from the University of Northern Iowa in May 2012. During my time as a student at UNI, I was a four-year participant in football and track & field. I received All-American honors in my junior season of track and was selected as a team captain by my peers in my senior football season. Upon graduation, I obtained my coaching authorization in the summer of 2012. I have been coaching high school athletics for the last eleven years, and for the last eight years, I have been a Head Track and Field coach. I was the head boys and girls coach at Des Moines Hoover High School from 2015 to 2018 and have been the head boys track Coach at Dowling Catholic since the 2019 season. In 2022 I was able to guide the Dowling Catholic boys program to its first state championship in school history.

In 2016 I completed my Masters's degree in Organizational Leadership, which I received from Olivet Nazarene University. As I compared and contrasted the content covered between my master's in organizational leadership and the approved master's degree in Athletic Administration, I found significant overlap in the content covered. I believe that my degree, coupled with my applied skills, knowledge, and abilities demonstrated in my past and current roles, combined with my commitment to continuing education through the National Interscholastic Athletic Administrators Association (NIAAA) is a clear indication of my preparedness to fulfill the duties assigned to an individual who possesses an Activities Administrator Authorization. In my role as Assistant Athletic Director, my job responsibilities include scheduling for all high school and middle school athletic teams (23+ teams), onboarding and continual support of all head coaches, supervision of athletic contests, management of event workers and officials, and oversight of our school online ticketing platform. I also support our Athletic Director, Tom Wilson (support letter attached)

with communicating and upholding the mission, vision, and values of the Dowling Catholic Athletic Department and Dowling Catholic High School.

Following the review of my Activities Administrator Authorization application and the evaluation of my undergraduate and graduate transcripts, I received a reason for denial on June 21st that listed two reasons:

- Degrees are not related specifically enough to athletics
- Two missing LTI courses #502 and #508

Upon receiving this denial and the above rationale, I completed LTI courses #502 and #508 via the NIAAA on June 27th and July 14th. With my proactive completion of the two courses mentioned above, attainment of a postgraduate degree with significant overlap to the Masters in Athletic Administration, and practicum training as an Assistant Athletic Director and Head Coach: my specific request is that the Board waive the rule that "a baccalaureate degree or higher in athletic administration or related field is required"; Consequently, granting this waiver would allow me to obtain the Activities Administrator Authorization successfully.

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):

The denial of this waiver would have a profound impact and place financial hardship on my family and me. In 2016 I completed my master's degree. In 2016 I also was married and completed my higher education before having family responsibilities, as I knew the demands of my career choice would take me away from home. Since 2016 my family has expanded, and I now have two small children ages two and five, and a wife who works outside the home. My wife and I are both employed full-time. We work not only to provide for our children but also to diligently pay off the remaining balances on the student loan debt we incurred in pursuit of higher education.

In my research into the cost of pursuing a second postgraduate degree to meet the content-specific focus of athletic administration, the associated expense of two additional years of course study, combined with childcare costs, current student loan debt, and the significant amount of time and undue burden placed on my children and wife with my work-related absences from home, seeking a second degree is not a viable option for my family.

Although another postgraduate degree is not feasible for me, I am committed to and excited about continuing my education through LTI classes provided by the NIAAA. I also intend to pursue the Athletic Administrator Certification provided by the NIAAA. As a NIAAA and Iowa High School Athletic Directors Association member, these courses are accessible at a much more affordable cost.

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?

I am unaware of any legal rights that would be affected for any other individuals by waiving this rule in my case. Waiving this rule would be a benefit not only for me but also for other young professionals who take a non-traditional route to work in education (specifically in athletics and activities). Obtaining the Activities Administrator Authorization would provide me with a path for long-term professional and personal growth within the school setting in Iowa. When I began taking classes for my Master's in Organizational Leadership in 2014, I wanted to lead and make a difference in an organization, but I was unsure what that would or could

look like. I also had a desire to have a positive impact on the lives of youth in my community. The desire to positively impact youth is why I have spent the entirety (eleven years) of my professional career coaching high school athletics and working with students either directly within the scope of a school building or via an agency that partners with students and families. I have been fortunate to have many positive adult mentors and encountered most of them through participating in Athletics and Activities at the high school and collegiate levels. Over time, my career and life experiences have helped me narrow the focus of my vocational purpose. My purpose in work is to assist students in finding their interests and purpose and to encourage them to pursue excellence in those areas through engagement in athletics and activities. As an Activities and or Athletic Director, I would have the ability to lead a department with this purpose in mind. Regarding ramifications for others, I believe others may have a passion for making a difference as an Activities or Athletic Director but did not initially take the correct avenue to pursue it. In that case, this decision could provide that avenue.

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?

Through the granting of this waiver, the students I currently serve would benefit from having an Administrator who is committed to their success and committed to working in education. As I stated earlier, obtaining the Activities Administrator Authorization would provide me with a path for long-term professional and personal growth within the school setting in Iowa. With the authorization, I could continue learning and growing in my current assistant role while setting the goal of one day becoming an Athletic or Activities Director and leading a department with professionalism and integrity.

In my role as Athletic Director, many of my students and others would have access to an Administrator with a different cultural background. For others, it may be the first time they have an administrator they feel culturally connected to, which may bring a new sense of confidence and security in education. Exposure to different thoughts, beliefs, and cultural backgrounds could promote open-mindedness and critical thinking for all students. One of my proudest accomplishments in education is being the co-creator of Dowling Catholic's Student Activist Award. I co-created this award with a colleague with the goal of challenging and encouraging our student body to look outside of themselves and commit to making a difference in their community. Beyond the social and cultural impact, all students would benefit from an Activities and or Athletic director leading with the proper perspective on Athletics and Activities. Athletics and Activities should be used as a tool to enhance student learning. For some, I believe extracurricular activities have been overemphasized and academic rigor deemphasized.

Dowling Catholic would benefit from the future opportunity to elevate me to the Athletic Director position if they saw fit. Doing so could provide continuity as I am already committed to the mission, vision, and values of Dowling Catholic. As a coach, moderator, and assistant athletic director, I already possess first-hand knowledge of strengths, weaknesses, and opportunities for growth within the department.

I would personally ensure that the welfare of my students was not compromised by continuing to work and lead with professionalism, character, and integrity. I will always work to provide a safe environment for all students while working to identify and eliminate potential barriers to success and engagement. A decision to grant this waiver would protect the profession and the integrity of licensure standards by holding to the standard that high educational attainment, ability, and competence are required. The expectation that Activities and or Athletic Directors have an understanding of Organizational Leadership, Athletic Safety,

Coaching theory, Legal Issues, and the Evaluation of Programs and Personnel should not be compromised. I have gained requisite knowledge and understanding in these areas through my postgraduate degree, employment in the high school setting (coaching included), and through completion of NIAAA LTI courses (which I will continue taking).

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

Immediately

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.

Letters of support have been attached to this submission

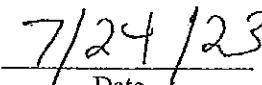
7. Please review the board waivers on the Board of Educational Examiners' website: [www.boee.iowa.gov](http://www.boee.iowa.gov) to determine if the board has reviewed a similar petition for a waiver and the outcome. Cite the similar petition(s) to support your request for a petition of a waiver of the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

23-02 Tyann Wolfensberger  
22-10 Nick Mulder  
16-01 Matt Eichhorn

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

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

  
\_\_\_\_\_  
Petitioner's Signature

  
\_\_\_\_\_  
Date

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