

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

2022-2023 BoEE Goals

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

BOARD MEETING AGENDA
Friday, February 24, 2023

TIMES ARE APPROXIMATE

8:30 a.m.

Call Meeting to Order

Approve the Agenda

Tab A

Approve the Consent Agenda

- a. Minutes for January 19, 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 January 19, 2023
- c. Reinstatement(s)
 - 1. Case no.19-46 Brandi Helleur
 - 2. Case no. 21-105 Jennifer Turner
 - 3. Case no. 19-56 Sean Farmer
 - 4. Case no. 22-65 Angela Rowan
- d. Request for Extension
 - 1. Case no. 21-100 Brandon Kirchhoff

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 December
 - b. FY23 January
 - 5. Motion to dismiss prior to determination of probable cause
 - 6. NASDTEC June 11 – 13 Phoenix, AZ

Tab C

Tab D

12:00 p.m.

Lunch for Board Members

12:30 p.m.

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

a. *Adopt*

1. None

b. *ARRC Review Pending*

1. None

c. *Notice*

1. None

d. *Items for Discussion*

1. None

Waivers

1. PFW 23-01 Colleen Hansen

Tab E

Request

None

Reports/Approvals

None

1:30 p.m.

Adjournment

UPCOMING MEETINGS

Wednesday, March 22, 2023 (Zoom Mtg., if needed)

Friday, April 21, 2023

Friday May 19, 2023

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

5 **Minutes**
6 **January 19, 2023**
7
8

9 The Board of Educational Examiners (Board or BoEE) held a meeting on January 19,
10 2023. Tony Voss (via Zoom), Board Chair, called the meeting to order. Members
11 attending were Kathy Behrens (via Zoom), Pam Bleam (via Zoom), Dave Harper (via
12 Zoom), Tim McKinney, Kristen Rickey (via Zoom), Erin Schoening (via Zoom), Chad
13 Janzen (via Zoom), Tim Bower (joined via Zoom at 10:38 a.m.). Also in attendance was
14 Mike Cavin, Executive Director, Nicole Proesch, Attorney/ Investigator, Diane Dennis,
15 Investigator, Greg Horstmann, Investigator and Kristi Traynor, Assistant Attorney
16 General. Eric St Clair, and Rhonda McRina were unable to attend.

17
18 David Harper moved, with a second by Kristin Rickey, to approve the agenda.

19 **MOTION CARRIED UNANIMOUSLY.**

20
21 Kristin Rickey moved, with a second by David Harper, to approve the consent agenda
22 (minutes for December 16, 2022). **MOTION CARRIED UNANIMOUSLY.**

23
24 Kristen Rickey moved, with a second by Kathy Behrens, that the Board go into closed
25 session for the purpose of discussing closed session minutes, whether to initiate
26 licensee disciplinary proceedings, the decision to be rendered in a contested case,
27 confidential health information, and mental health information, pursuant to Iowa
28 Code sections 21.5(1)(a), (d), and (f). Roll call vote: Behrens – yes; Bleam – yes;
29 Harper- yes; Janzen – yes; McKinney – yes; Rickey – yes; Schoening – yes; Voss - yes.

30 **MOTION CARRIED UNANIMOUSLY.**

31
32 Dave Harper moved, with a second by Kathy Behrens, that in **case number 22-175**
33 the Board finds the Board find probable cause to establish a violation of the following

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

3
4 Kristin Rickey moved, with a second by Dave Harper, that in **case number 22-178**,
5 the Board find probable cause to establish a violation of the following provisions of the
6 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(5)(a)(2), and order this
7 case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

8
9 Kathy Behrens moved, with a second by Dave Harper, that in **case number 22-152**,
10 the Board find probable cause to establish a violation of the following provisions of the
11 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(3)(a) & (c), and order this
12 case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

13
14 Kristin Rickey moved, with a second by Kathy Behrens, in **case number 22-126**, the
15 Board find probable cause to establish a violation of the following provisions of the
16 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(8)(a), and order this case
17 set for hearing. The Respondent's Motion to Dismiss is denied. **MOTION CARRIED**
18 **UNANIMOUSLY.**

19
20 Kristen Rickey moved, with a second by Kathy Behrens, that in **case number 22-189**,
21 the Board find probable cause to establish a violation of the following provisions of the
22 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(2)(b), and order this case
23 set for hearing. Roll call vote: Behrens – yes; Bleam – yes; Janzen – yes; McKinney – yes;
24 Rickey – yes; Schoening – yes; Voss – yes; Harper - recused. **MOTION CARRIED.**

25
26 Kristin Rickey moved, with a second by Kathy Behrens, that in **case number 22-188**,
27 the Board find that, although one or more of the allegations in the complaint may be
28 substantiated by the witnesses interviewed in the course of the investigation [and/or]
29 the documents gathered in the course of the investigation, and the allegations may
30 constitute a technical violation of the board's statute or administrative rules; the
31 evidence before the board indicates that the alleged violation was an isolated incident,
32 and that adequate steps have been taken to remedy the violation and to ensure that

1 incidents of a similar nature do not occur in the future. The Board will not pursue
2 formal disciplinary action in this matter. **MOTION CARRIED UNANIMOUSLY.**

3
4 Kathy Behrens moved, with a second by Kristin Rickey, that in **case number 22-176,**
5 the Board finds that the evidence gathered in the investigation, including witness
6 statements and the documentary evidence, does not substantiate the allegations in the
7 complaint, and that the Board therefore lacks probable cause to proceed with this
8 matter. **MOTION CARRIED UNANIMOUSLY.**

9
10 Kristin Rickey moved, with a second by Dave Harper, that in **case number 21-170,**
11 the Board find probable cause to establish a violation of the following provisions of the
12 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(5)(a)(2), and order this
13 case set for hearing. **MOTION CARRIED UNANIMOUSLY.**

14
15 Dave Harper moved, with a second by Kristin Rickey, that in **case number 22-162,**
16 the Board finds that the evidence gathered in the investigation, including witness
17 statements and the documentary evidence, does not substantiate the allegations in the
18 complaint, and that the Board therefore lacks probable cause to proceed with this
19 matter. **MOTION CARRIED UNANIMOUSLY.**

20
21 Dave Harper moved, with a second by Kathy Behrens, that in **case number 22-159,**
22 the Board finds that the evidence gathered in the investigation, including witness
23 statements and the documentary evidence, does not substantiate the allegations in the
24 complaint, and that the Board therefore lacks probable cause to proceed with this
25 matter. **MOTION CARRIED UNANIMOUSLY.**

26
27 Kathy Behrens moved, with a second by Dave Harper, that in **case number 22-193,**
28 the Board find probable cause to establish a violation of the following provisions of the
29 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(6)(c), and order this case
30 set for hearing. Roll call vote: Behrens – yes; Blean – yes; Bower- yes; Harper – yes;
31 Janzen – recused; McKinney – yes; Rickey – no; Schoening – yes; Voss - yes. **MOTION**
32 **CARRIED.**

1 Kathy Behrens moved, with a second by Erin Schoening, that in **case number 22-**
2 **174**, the Board find probable cause to establish a violation of the following provisions
3 of the Code of Professional Conduct and Ethics, 282 IAC rule 25.3(6)(s) and order this
4 case set for hearing. Roll call vote: Behrens – yes; Blear – yes; Bower- yes; Harper –
5 no; Janzen – no; McKinney – yes; Rickey – no; Schoening – yes; Voss - yes. **MOTION**
6 **CARRIED.**

7
8 Kristen Rickey moved, with a second by Dave Harper, that in **case number 22-181**,
9 the Board finds that the evidence gathered in the investigation, including witness
10 statements and the documentary evidence, does not substantiate the allegations in the
11 complaint, and that the Board therefore lacks probable cause to proceed with this
12 matter. **MOTION CARRIED UNANIMOUSLY.**

13
14 Kathy Behrens moved, with a second by Dave Harper, that in **case number 22-182**,
15 the Board finds that the evidence gathered in the investigation, including witness
16 statements and the documentary evidence, does not substantiate the allegations in the
17 complaint, and that the Board therefore lacks probable cause to proceed with this
18 matter. **MOTION CARRIED UNANIMOUSLY.**

19
20 Dave Harper moved, with a second by Kathy Behrens, that in **case number 22-183**,
21 the Board finds that the evidence gathered in the investigation, including witness
22 statements and the documentary evidence, does not substantiate the allegations in the
23 complaint, and that the Board therefore lacks probable cause to proceed with this
24 matter. **MOTION CARRIED UNANIMOUSLY.**

25
26 Kathy Behrens moved, with a second by Dave Harper, that in **case number 22-155**,
27 the Board finds that the evidence gathered in the investigation, including witness
28 statements and the documentary evidence, does not substantiate the allegations in the
29 complaint, and that the Board therefore lacks probable cause to proceed with this
30 matter. Roll call vote: Behrens – yes; Blear – yes; Bower- yes; Harper – yes; Janzen –
31 yes; McKinney – no; Rickey – yes; Schoening – yes; Voss - yes. **MOTION CARRIED.**

1 Kristin Rickey moved, with a second by Kathy Behrens, that the Board accept the
2 respondent's waiver of hearing and voluntary surrender in **case number 21-90**, and
3 that the Board issue an order permanently revoking the license with no possibility of
4 reinstatement. **MOTION CARRIED UNANIMOUSLY.**

5
6 Kathy Behrens moved, with a second by Dave Harper, that the Board accept the
7 respondent's waiver of hearing and voluntary surrender in **case number 22-55**, and
8 that the Board issue an order permanently revoking the license with no possibility of
9 reinstatement. **MOTION CARRIED UNANIMOUSLY.**

10
11 Kristin Rickey moved, with a second by Kathy Behrens, that the Board accept the
12 agreement submitted by the parties in **case number 22-143**, and issues an Order
13 incorporating the agreement of the parties and imposing the agreed upon sanction.
14 **MOTION CARRIED UNANIMOUSLY.**

15
16 Kathy Behrens moved, with a second by Kristin Rickey, that the Board accept the
17 agreement submitted by the parties in **case number 21-147**, and issues an Order
18 incorporating the agreement of the parties and imposing the agreed upon sanction.
19 **MOTION CARRIED UNANIMOUSLY.**

20
21 Dave Harper moved, with a second by Kathy Behrens, that the Board accept the
22 agreement submitted by the parties in **case number 22-88**, and issues an Order
23 incorporating the agreement of the parties and imposing the agreed upon sanction.
24 **MOTION CARRIED UNANIMOUSLY.**

25
26 Kathy Behrens moved, with a second by Dave Harper, that the Board accept the
27 agreement submitted by the parties in **case number 22-107**, and issues an Order
28 incorporating the agreement of the parties and imposing the agreed upon sanction.
29 **MOTION CARRIED UNANIMOUSLY.**

30
31 Kristin Rickey moved, with a second by Kathy Behrens, that in **case number 22-190**,
32 the Board issues an order that the Motion to Dismiss will be submitted for
33 consideration when the matter is brought to the Board for a determination of probable

1 cause. Roll call vote: Behrens – yes; Bleam – yes; Bower- yes; Harper – yes; Janzen –
2 recused; McKinney – yes; Rickey – yes; Schoening – yes; Voss - yes. **MOTION**
3 **CARRIED.**

4
5 (Kristi Traynor left the room during the discussion for the 180-day extensions in
6 closed session)

7
8 David Harper moved, with a second by Kristin Rickey, that the Board extend the 180-
9 day deadline for issuance of the final decision in **case number 22-129** based upon the
10 need to schedule the hearing and conclude the contested case process. **MOTION**
11 **CARRIED UNANIMOUSLY.**

12
13 Kristin Rickey moved, with a second by Kathy Behrens, that the Board extend the
14 180-day deadline for issuance of the final decision in **case number 22-130**, based
15 upon the amount of time needed to complete the criminal investigation and conclude
16 the contested case process. **MOTION CARRIED UNANIMOUSLY.**

17
18 Kathy Behrens moved, with a second by Kristin Rickey, that the Board extend the
19 180-day deadline for issuance of the final decision in **case number 22-131**, based
20 upon the amount of time needed to complete the criminal investigation and conclude
21 the contested case process. **MOTION CARRIED UNANIMOUSLY.**

22
23 David Harper moved, with a second by Kathy Behrens, that the Board extend the 180-
24 day deadline for issuance of the final decision in **case number 22-132**, based upon
25 the need to schedule the hearing and conclude the contested case process. **MOTION**
26 **CARRIED UNANIMOUSLY.**

27
28 Kathy Behrens moved, with a second by Kristin Rickey, that the Board extend the
29 180-day deadline for issuance of the final decision in **case number 22-133 and 22-**
30 **134**, based upon the need to schedule the hearing and conclude the contested case
31 process. **MOTION CARRIED UNANIMOUSLY.**

1 David Harper moved, with a second by Kathy Behrens, that the Board extend the 180-
2 day deadline for issuance of the final decision in **case number 22-135**, based upon
3 the amount of time needed to complete the criminal investigation and conclude the
4 contested case process. Roll call vote: Behrens – yes; Blear – yes; Bower- yes; Harper
5 – yes; Janzen – recused; McKinney – yes; Rickey – yes; Schoening – yes; Voss - yes.

6 **MOTION CARRIED.**

7

8 Kathy Behrens moved, with a second by David Harper, that the Board extend the 180-
9 day deadline for issuance of the final decision in **case number 22-139**, based upon
10 the need to schedule the hearing and conclude the contested case process. **MOTION**

11 **CARRIED UNANIMOUSLY.**

12

13 David Harper moved, with a second by Kristin Rickey, that the Board extend the 180-
14 day deadline for issuance of the final decision in **case number 22-141**, based upon
15 the need to schedule the hearing and conclude the contested case process. **MOTION**

16 **CARRIED UNANIMOUSLY.**

17

18 David Harper moved, with a second by Kristin Rickey, that the Board extend the 180-
19 day deadline for issuance of the final decision in **case number 22-142**, based upon
20 the need to schedule the hearing and conclude the contested case process. **MOTION**

21 **CARRIED UNANIMOUSLY.**

22

23 Kathy Behrens moved, with a second by David Harper, that the Board extend the 180-
24 day deadline for issuance of the final decision in **case number 22-144**, based upon
25 the need to hold the hearing and conclude the contested case process. **MOTION**

26 **CARRIED UNANIMOUSLY.**

27

28 Kristin Rickey moved, with a second by Kathy Behrens, that the Board approve the
29 closed session minutes for December 16, 2022. **MOTION CARRIED UNANIMOUSLY.**

30

31 Request for reinstatement (discussed in open session):

32 **Case No. 21-76**, in the matter of Rogelio Plascencia. The Respondent was accused of
33 failing to protect the health and safety of students and having an inappropriate

1 relationship with a student. The Respondent received a public reprimand, a
2 suspension of his license for 1 year, completion of a 15 hour in person ethics course,
3 and to undergo a mental health evaluation and complete boundaries counseling. The
4 Respondent has completed all requirements and requests that his license be
5 reinstated. Kristen Rickey moved, with a second by Kathy Behrens, that in **case**
6 **number 21-76**, the Board grants the Respondent's request for reinstatement and
7 issues an order stating the basis for the suspension no longer exists and it will be in
8 the public interest for the license to be reinstated. Roll call: Behrens – yes; Bleam-
9 yes; Bower- unable to vote due to technical issues with Zoom; Harper- no; Janzen –
10 yes; McKinney – no; Rickey – yes; Schoening – yes; Voss- no **MOTION CARRIED.**

11

12 Kristin Rickey moved, with a second by Kathy Behrens to table **case number 19-46**,
13 in the matter of Brandy Helleur, the due to the time frame for the reinstatement not
14 having been met. **MOTION CARRIED UNANIMOUSLY.**

15

16 **Case No. 21-58**, in the matter of Bethany Taylor. The Respondent created a hostile
17 work environment and exercised a lack of professionalism in her class. This created
18 conditions harmful to students' learning. The Respondent received a public
19 reprimand, a suspension of her license for 1 year, completion of a 15 hour in person
20 ethics course, and undergo a mental health evaluation and follow through with
21 treatment. The Respondent has completed all requirements and requests that her
22 license be reinstated. She has provided a written statement with this request. The
23 Respondent previously requested reinstatement in December 2022 and it was denied
24 by the Board due to the need for more information. The Board felt that the updated
25 letter that was submitted for this meeting provided the information that was needed.
26 Kathy Behrens moved, with a second by Kristin Rickey, that in **case number 21-58**,
27 the Board grants the Respondent's request for reinstatement and issues an order
28 stating the basis for the suspension no longer exists and it will be in the public
29 interest for the license to be reinstated. **MOTION CARRIED UNANIMOUSLY.**

30

31 Communication from the Public

32 None.

33

1 Board Member Reports

2 The Legislative Reception that had been scheduled to take place this morning was
3 canceled due to inclement weather. Executive Director Cavin stated that it would not
4 be rescheduled; however, he stated an invitation to schedule meetings has been
5 extended to the chairs of the Education Committee, to see if they would like to meet
6 with select Board members and BoEE staff to discuss any issues or concerns.

7
8 Executive Director's Report

9 Legislative Update:

10 Many education-related bills have been released in the past few weeks. Discussions
11 on re-alignment of State Government continues to progress. The bill is still being
12 drafted and not many details are available at this time but it will encompass every
13 state agency.

14
15 Executive Order 10 was released last week. It stipulates that no new rules can be
16 made moving forward unless they support positive changes. It also required Iowa
17 Administrative Code rules to be re-evaluated among all agencies and aims to eliminate
18 duplicate statements in Administrative Code. The exceptions for the creation of new
19 rules includes: any rules that were already proposed may continue to move forward
20 and also allows for new rules that are ordered by the Legislature.

21
22 Bills that have been introduced include HF 4, SSB 1049, HF 10, SSB 1037 and SF 81.
23 HF 4 is an expansion of teacher intern licensure. SSB 1049 would offer grants for
24 Intern programs and the expansion of issuance of Intern licensure. HF 10 requires
25 mandatory reporting of individuals who have violated laws. It is similar to a bill in
26 2022 and would require the BoEE to inform districts of individuals who are under
27 investigation once probable cause has been found, rather than once an initial
28 investigation has been filed. SSB 1037 removes gender balance on State Boards and
29 SF 81 is an expansion of the Stereotyping and Scapegoating ban. It includes
30 contractors who deliver content and required BoEE to take action against a licensee
31 and allows civil court action (including fines).

1 Agency Update:

2 Meredith Hawk has completed her first month in the Board Secretary role since Kim
3 Cunningham's retirement. Interviews were held for a new Clerk Specialist and an offer
4 has been made. More details will be discussed at the next meeting. Nicole Proesch's
5 last day as attorney for the agency is today. We have advertised and received a
6 number of great candidates. We will interview the last week of January/first week of
7 February and hope to have someone in place soon. Kristi Traynor has graciously
8 volunteered support in the interim.

9
10 Financial Update:

11 We are currently in good shape. Income is tapering off due to a slowdown in the
12 season but we are still at 15% over annual revenue projections. This will slide off over
13 the next few months. We have located a vendor for IT support for our licensing
14 system. We have contracted 150 hours to upgrade our system and fix bugs. It is not a
15 major overhaul, rather routine maintenance.

16
17 Licensure Update

18 Licensure is slowing down and it will be quieter for the next few months but will
19 increase again in March and April. There was a high volume of December graduates in
20 December and January and those were able to be issued quickly. Renewals are being
21 issued in about 2 weeks. There are still many phone calls and emails being received
22 regarding out-of-country licensure due to recruitment efforts.

23
24 NASDTEC Annual meeting in will be held in Phoenix June 11-13th. We are able to
25 take a Board member if interested.

26
27 Rules

28 Adopt:

29 Joanne Tubbs introduced each rule that was before the board for adoption and
30 included a brief summary of each rule as well.

31
32 **IAC 282 Chapters 13, 18, 22, 27 Reciprocity (ARC 6677C)** This rule updates the
33 language for Reciprocity laws and this rule making implements that legislation.

1 Kristin Rickey moved, with a second by Erin Schoening, to adopt IAC 282 Chapters
2 13, 18, 22, 27 Reciprocity rules. **MOTION CARRIED UNANIMOUSLY.**

3
4 **IAC 282 Chapter 22 Work-Based Learning (ARC 6678C)** SF 2383 directs our agency
5 to create a Work-based Learning Program Supervisor Authorization and this
6 rulemaking implements that legislation. Dave Harper moved, with a second by Kristin
7 Rickey, to adopt IAC 282 Chapters 22 Work-Based Learning rules. **MOTION CARRIED**
8 **UNANIMOUSLY.**

9
10 **IAC 282 Chapter 14 Special Education (ARC 6679C)** This proposed rulemaking will
11 create an optional K-12 Special Education All Endorsement. Some public comments
12 were received in favor of the rule and also one person spoke at the rules review
13 committee in person. Also, one question was received from the rules committee
14 membership hoping to ensure that the requirements have not been lessened. Joanne
15 Tubbs explained this rule is more of a re-bundling so that all requirements remain but
16 it will be easier to facilitate at the higher education level and for an educator to
17 navigate. Ms. Tubbs also clarified that the endorsement requires 30 semester hours.
18 Kristin Rickey moved, with a second by Dave Harper, to adopt IAC 282 Chapter 14
19 Special Education rules. **MOTION CARRIED UNANIMOUSLY.**

20
21 **IAC 282 Chapters 13, 22, 27 Advanced Degrees, Out of Country, Counseling (ARC**
22 **6680C)** This rule is in response to a number of waivers that have been submitted the
23 past few years. This rule would allow out-of-country applicants to be exempt from
24 PRAXIS testing if they hold a license in another country, would allow candidates with
25 a Master's Degree or higher to obtain a Content Specialist Authorization and would
26 change the requirements for a Class G License (School Counselors) to 75% of
27 coursework completion. Dave Harper moved, with a second by Kristin Rickey, to
28 adopt IAC 282 Chapter 14 Special Education rules. **MOTION CARRIED**
29 **UNANIMOUSLY.**

30
31 ARRC Review Pending:

32 None.

1 Notice:

2 None.

3

4 Discussion:

5

6 Petition for Waiver

7 None.

8

9 Reports/Approvals

10 The Fees Report and Annual Rules Report were available in the agenda packet for
11 review. These are both Legislatively required reports that have already been submitted
12 to the Legislature. The Fees Report give a year end summary and overall picture of the
13 agency. Page four specifically addresses the reasons for our budget and what it costs
14 for the agency to operate. The Annual Rules Report gives an overall summary of the
15 work that has been done and the impact of the Board over the past year.

16

17 There being no further business, Kristin Rickey moved, with a second by Dave Harper,
18 to adjourn the meeting at 12:26 p.m. **MOTION CARRIED UNANIMOUSLY.**

19

20

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

From: Mike Cornelison

Date: January 3, 2023

Re: **FY 2023 FINANCIAL ANALYSIS**
Period 06 - December 2022

NOTE 1: Cash Balance Review

Unit	Current Cash Balance	Projected FYE Carry Forward
9397 - BoEE	\$1,522,465	\$1,501,439
	<u>\$1,522,465</u>	<u>\$1,501,439</u>

Areas to Monitor:

RED:

YELLOW:

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.

Outstanding issues that may affect the financial statements

Questions and review of financials:

Accounting conventions:

Financial statements have been prepared on the cash basis.
 For Fiscal 2023, November & May are "3 Payroll" months.
 Budget or forecast updates will be discussed during the monthly financial review meetings and will be included in the next months financials.

Other Information:

mike.cornelison@iowa.gov

515-336-9435

Fund: 0001 General Fund

Unit: 9397

Sub Unit: Blank

Appropriation: WZ9 Board of Educational Examiners

FY 2023

EDas Customer Number: 1100
Percent of Year Complete 50%

Obj/Rev Class	Obj/Rev Class Name	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	HO13	HO14	HO15	YTD	End of Year Forecast	Annual Budget	Percent of Budget	Percent of Budget
		Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	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)	(1,401,439)		-	(1,501,439)	(1,217,121)		
Revenue Collected																					
234	Gov Transfer In Other Agencies	-	-	6,480	-	-	-	-	-	-	-	-	-	-	-	-	6,480	6,480	5,000	130%	130%
401	Fees, Licenses & Permits	182,210	251,971	133,519	129,308	146,325	116,068	149,617	131,468	142,827	132,575	185,239	234,240	-	-	-	959,401	1,935,367	1,969,312	49%	98%
704	Other	58,735	79,675	74,390	57,195	59,250	47,235	57,021	48,517	52,854	46,798	51,529	56,728	-	-	-	376,480	689,928	635,000	59%	109%
Total Revenues:		340,945	1,666,413	214,388	186,503	205,575	163,303	206,639	179,985	195,682	179,373	236,768	290,968	(100,000)	(1,401,439)	-	2,777,128	2,565,103	2,710,244	102%	95%
Expenditures																					
101	Personal Services	80,049	125,769	125,823	125,754	198,103	107,166	127,404	126,112	126,112	126,112	181,488	126,112	48,585	-	-	762,665	1,624,590	1,629,632	47%	100%
202	In State Travel	-	805	1,889	2,092	466	1,652	2,000	1,000	2,000	1,300	2,000	2,000	2,500	-	-	6,903	19,703	20,000	35%	99%
205	Out Of State Travel	-	2,195	-	186	158	1,644	2,500	1,000	1,500	2,000	2,000	4,000	2,500	-	-	4,182	19,682	20,000	21%	98%
301	Office Supplies	164	6,000	391	209	67	441	-	-	500	500	750	5,000	500	-	-	7,270	10,020	10,350	70%	97%
302	Facility Maintenance Supplies	-	-	-	-	-	-	-	300	-	-	100	100	500	-	-	-	1,000	1,500	0%	67%
308	Other Supplies	-	-	-	-	-	-	-	-	-	-	-	200	-	-	-	-	200	400	0%	50%
309	Printing & Binding	-	228	1,420	104	-	-	200	300	600	200	-	200	100	-	-	1,752	3,352	3,500	50%	96%
311	Food	-	-	18	33	-	48	100	-	200	-	200	-	200	-	-	99	799	1,000	10%	80%
313	Postage	-	1,045	1,482	1,323	1,062	824	1,000	1,000	1,000	1,000	1,000	1,000	1,000	-	-	5,736	12,736	12,000	48%	106%
401	Communications	-	1,614	1,614	1,613	1,612	1,614	1,650	1,650	1,650	1,750	1,650	1,650	1,650	-	-	8,068	19,718	20,000	40%	99%
402	Rentals	4,917	4,917	5,017	5,222	4,917	5,017	5,250	5,250	5,750	7,250	6,250	8,420	250	-	-	30,005	68,425	69,750	43%	98%
403	Utilities	182	187	178	137	217	299	350	350	350	350	350	300	300	-	-	1,201	3,551	4,000	30%	89%
405	Prof & Scientific Services	-	-	495	350	-	345	500	500	500	500	500	500	500	-	-	1,191	4,691	6,000	20%	78%
406	Outside Services	333	333	333	561	657	346	500	500	600	10,500	20,500	10,500	500	-	-	2,584	46,164	46,200	6%	100%
408	Advertising & Publicity	-	-	-	-	-	92	-	-	50	-	-	50	-	-	-	92	192	200	46%	96%
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	2,900	2,900	2,900	3,000	2,900	2,900	2,900	-	-	14,189	34,589	35,000	41%	99%
416	ITD Reimbursements	-	173,582	2,695	2,714	2,340	2,365	2,800	2,800	3,000	3,000	3,500	3,000	3,000	-	-	183,696	204,796	270,000	68%	76%
418	IT Outside Services	-	4,558	3,450	6,913	2,131	3,850	1,500	1,500	1,500	1,500	1,500	1,500	1,500	-	-	20,901	31,401	18,000	116%	174%
432	Attorney General Reimbursement	-	-	9,183	4,586	4,587	6,422	4,585	4,585	4,585	4,585	4,585	4,585	4,585	-	-	24,778	56,873	50,500	49%	113%
434	Gov Transfer Other Agencies	-	26,409	42,223	32,800	23,090	27,546	24,000	30,000	29,000	30,000	32,000	25,000	25,000	-	-	152,068	347,068	330,000	46%	105%
502	Office Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	250	0%	0%
503	Equipment-Non Inventory	-	-	-	-	-	-	-	-	1,000	-	-	-	1,000	-	-	-	2,000	4,000	0%	50%
510	IT Equipment & Software	8,386	1,453	-	-	-	-	-	2,000	-	-	-	-	(1,500)	-	-	9,839	11,839	15,000	66%	79%
602	Other Expenses & Obligations	-	-	4,343	5,564	3,058	3,308	3,250	3,250	3,500	3,250	3,250	3,500	3,250	-	-	16,273	39,523	40,000	41%	99%
702	Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30	0%	0%
705	Refunds-Other	-	160	405	330	295	-	-	-	250	-	-	250	-	-	-	1,190	1,690	1,000	119%	169%
Total Expenditures:		94,031	352,689	203,481	194,096	245,361	165,005	180,489	185,497	186,547	198,647	268,773	196,667	93,820	-	-	1,254,663	2,565,103	2,609,311	48%	98%
Current Month Operations		246,915	1,313,724	10,908	(7,593)	(39,786)	(1,703)	26,149	(5,512)	9,135	(19,274)	(32,005)	94,301	(193,820)	(1,401,439)	-	1,522,465	(0)	100,933		
Cash Balance		246,915	1,560,639	1,571,547	1,563,953	1,524,168	1,522,465	1,548,614	1,543,102	1,552,237	1,532,963	1,500,958	1,595,259	1,401,439	(0)	(0)			100,933		

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 - December expense includes lodging for a NASDTEC event for C Dennis & N Proesch, travel expense for a PESBA event for M Cavin, and travel expense for a conference in Omaha, NE for N Proesch.
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. Forecast includes cost for a Professional Practices update & migration to the Salesforce system.
414 Reimbursements to Other Agencies - DAS services.
418 IT Outside Services - WebSpec Design costs, & Insight desktop support.
432 Attorney General Reimbursement - December expense includes travel expenses for a Boise trip for K Traynor.
434 Gov Transfer Other Agencies - DCI criminal history & background checks.
602 Other Expenses & Obligations - TOS credit card processing fees.

Job Class	Board Members
133116 14000	Kristen M Rickey
105263 14000	Timothy I McKinney
130062 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
133381 14000	Chad W Janzen
105267 14000	Kathy J Behrens
105268 14000	David A Harper

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	Meredith Hawk 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	Nicole Proesch 1.00
105272 95002	Secretary 3	Kimberly K Cunningham 1.00
		Total Budgeted FTEs 14.00

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

Board of Educational Examiners

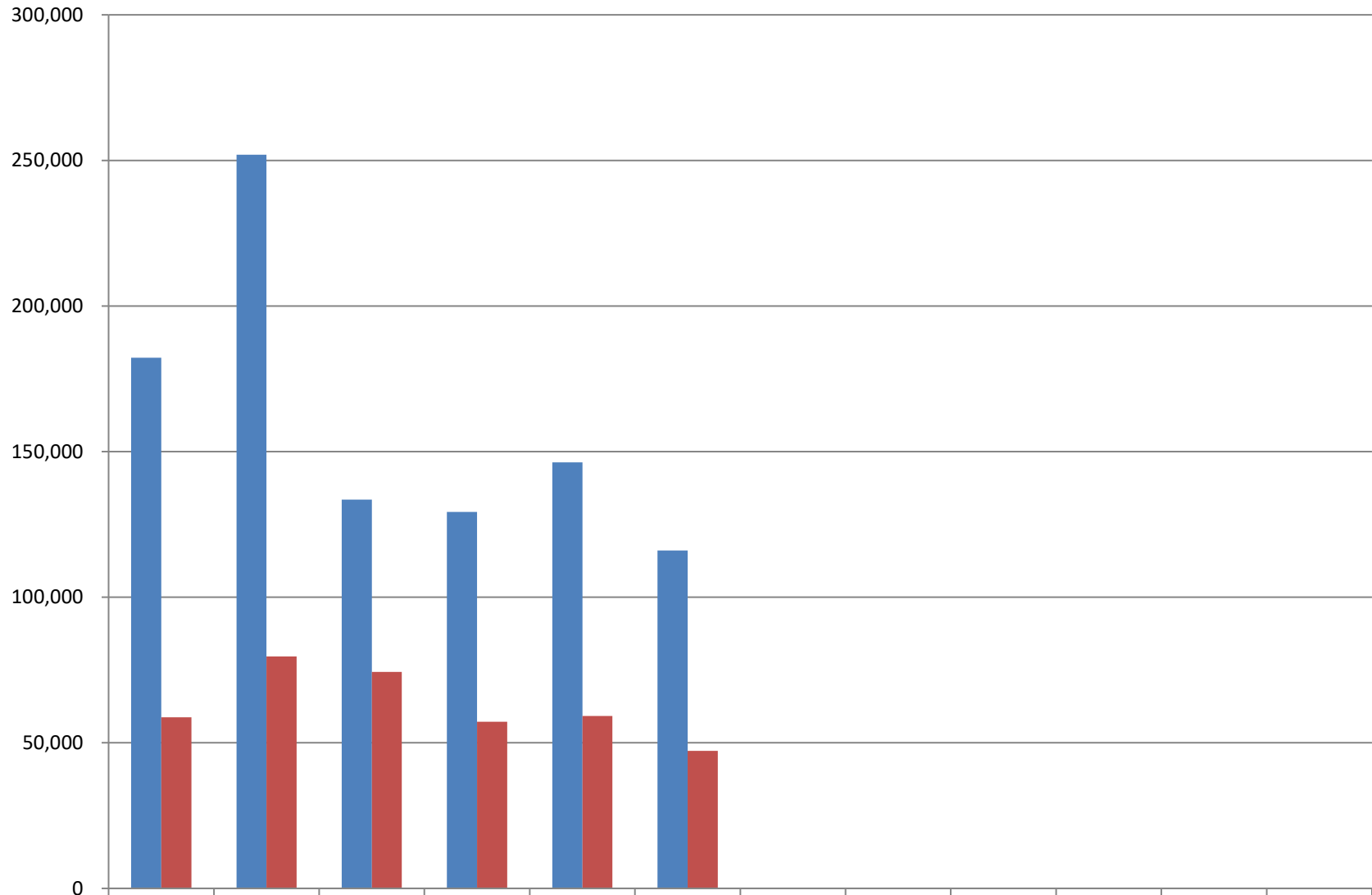
Obj/Rev Class	Obj/Rev Class Name	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	HO13	HO14	HO15	YTD
		Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Actual
Appropriation BBF																	
Revenue Collected																	
234	Gov Transfer In Other Agencies	0	0	6,480	0	0	0	0	0	0	0	0	0	0	0	0	6,480
401	Licensure Fees	182,210	251,971	133,519	129,308	146,325	116,068	0	0	0	0	0	0	0	0	0	959,401
704	DCI Check Fees	58,735	79,675	74,390	57,195	59,250	47,235	0	0	0	0	0	0	0	0	0	376,480
Total Revenues:		240,945	331,646	214,388	186,503	205,575	163,303	-	-	-	-	-	-	-	-	-	1,342,361
234 Gen Fund	Licensure Fees % - Other Agcy			21													21
401 Gen Fund	Licensure Fees	57,934	80,056	42,561	41,151	46,495	36,871										305,069
Total General Fund		57,934	80,056	42,583	41,151	46,495	36,871	0	0	0	0	0	0	0	0	0	305,090
Total Receipts		298,879	411,702	256,971	227,654	252,070	200,174	-	-	-	-	-	-	-	-	-	1,647,451
	YTD vs Prior Year	7%	12%	17%	16%	15%	13%										

Note -
General Fund 0001-996-2820

Prior Year

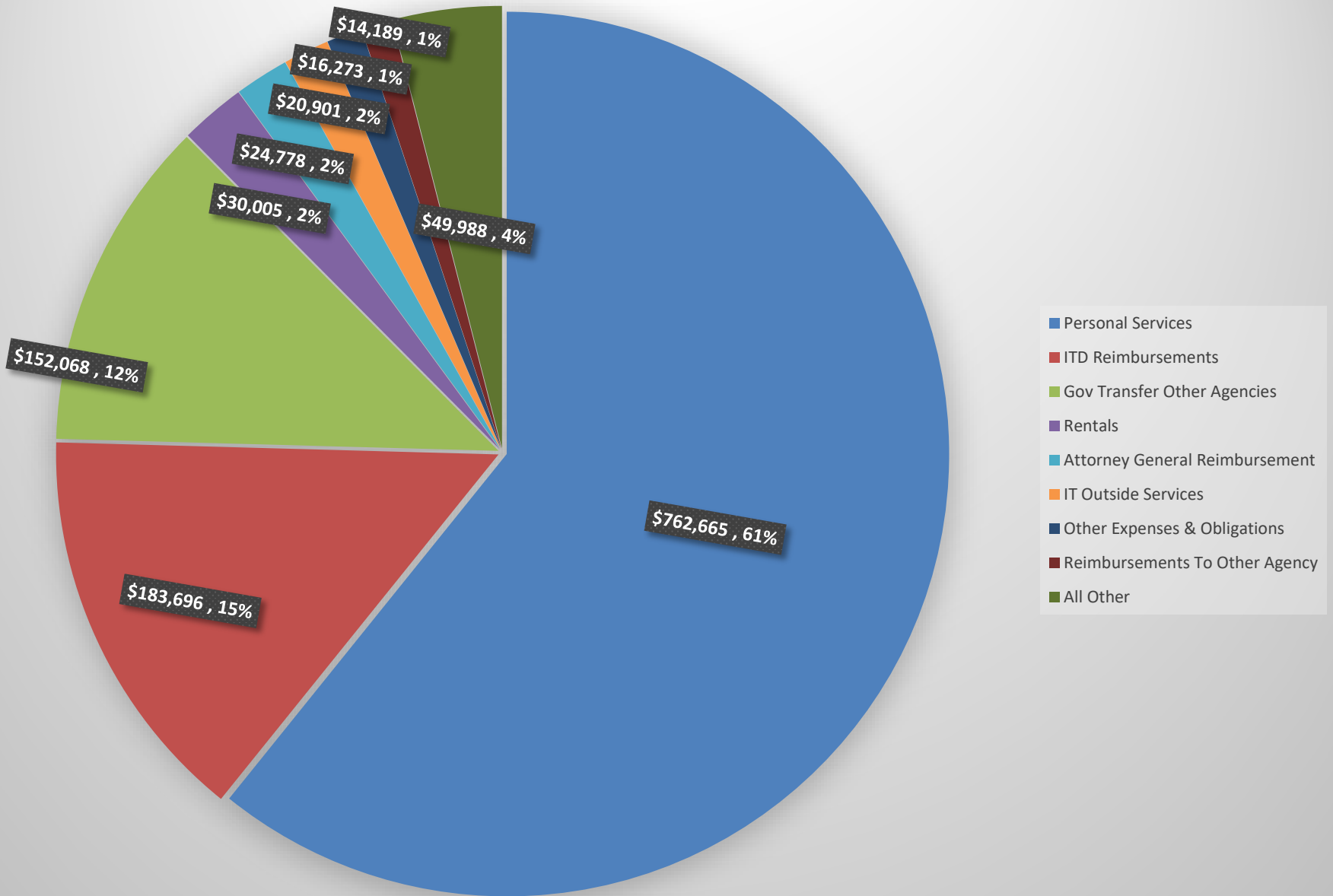
Obj/Rev Class	Obj/Rev Class Name	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	HO13	HO14	HO15	YTD
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Appropriation BBF																	
Revenue Collected																	
234	Gov Transfer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

Receipts July 2022-June 2023



■ Licensure Fees	182,210	251,971	133,519	129,308	146,325	116,068	0	0	0	0	0	0
■ DCI Check Fees	58,735	79,675	74,390	57,195	59,250	47,235	0	0	0	0	0	0

Expenditures July 2022-June 2023

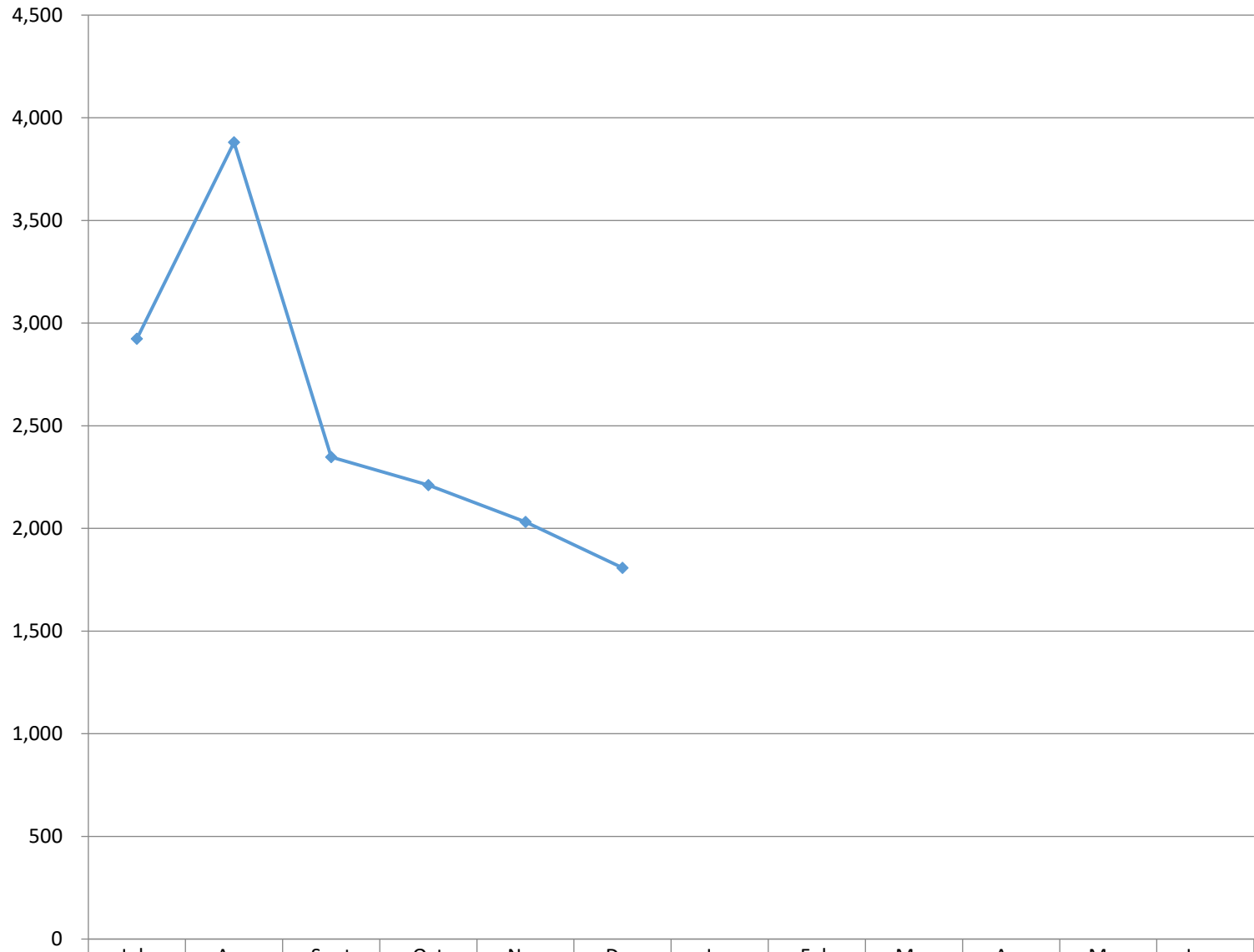


Obligations vs. Budget Report

Budget Fiscal Year: 2023

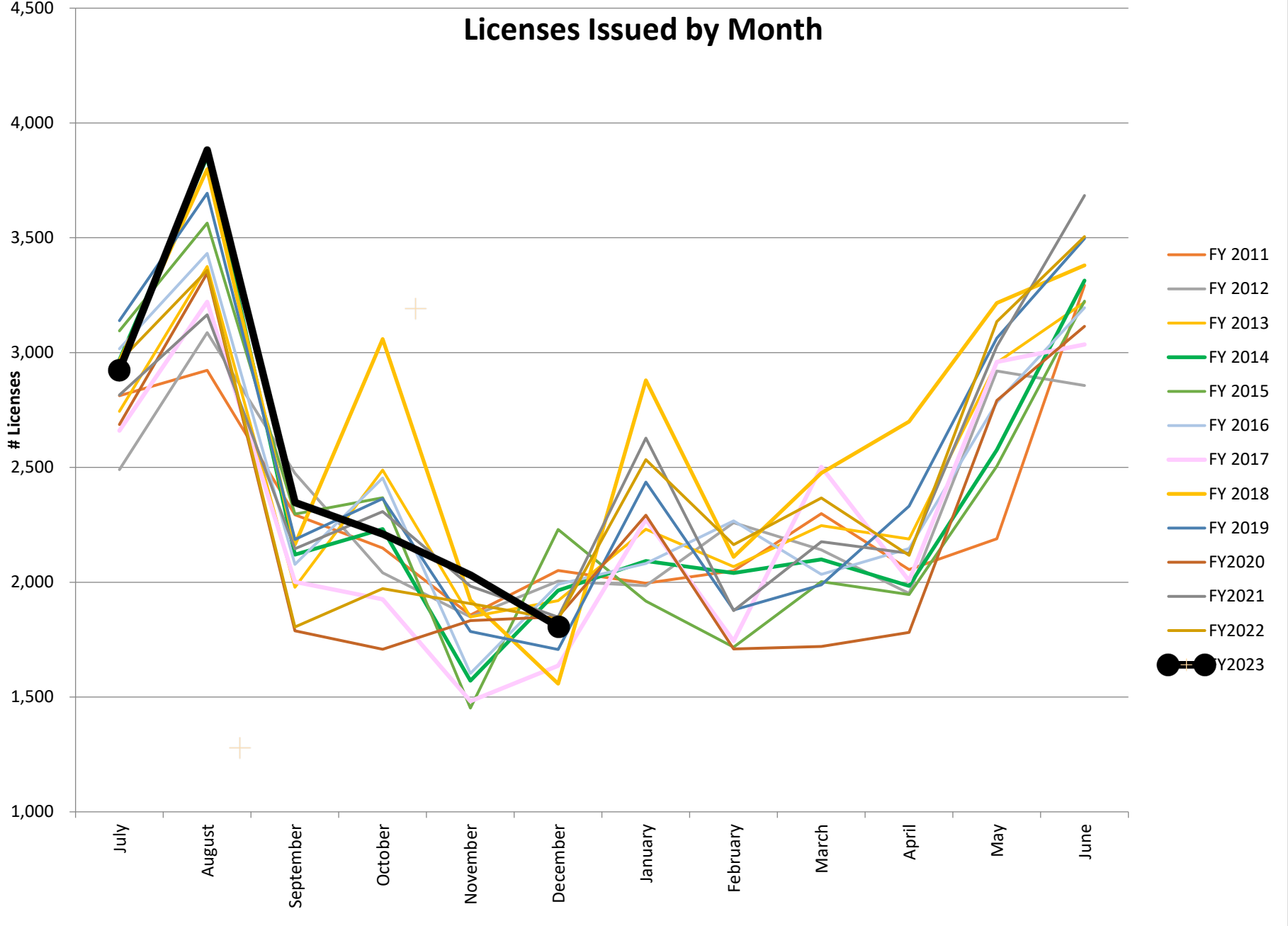
	Actual To-Date	FY-Encumbered	Total Obligations FY-To-Date	FY 23 Budget	Budget Balance	Percent of Budget Received /Spent
Resources -						
Balance Forward	1,434,767		1,434,767	1,318,052		
234 Gov Transfer In Other Agencies	6,480		6,480	5,000		
401 Fees, Licenses & Permits	959,401		959,401	1,969,312		
704 Other	376,480		376,480	635,000		
Total Resources	\$2,777,128	\$0	\$2,777,128	\$3,927,365		
(Total Revenues)	<u><u>\$1,342,361</u></u>	<u><u>\$0</u></u>	<u><u>\$1,342,361</u></u>	<u><u>\$2,609,313</u></u>	\$1,266,952	51%
Expenditures -						
101 Personal Services	762,665		762,665	1,629,632	866,967	47%
202 In State Travel	6,903		6,903	20,000	13,097	35%
205 Out Of State Travel	4,182		4,182	20,000	15,818	21%
301 Office Supplies	7,270		7,270	10,350	3,080	70%
302 Facility Maintenance Supplies	0		0	1,500	0	0%
308 Other Supplies	0		0	400	400	0%
309 Printing & Binding	1,752		1,752	3,500	1,748	50%
313 Postage	5,736		5,736	12,000	6,264	48%
401 Communications	8,068		8,068	20,000	11,932	40%
402 Rentals	30,005		30,005	69,750	39,745	43%
403 Utilities	1,201		1,201	4,000	2,799	30%
405 Prof & Scientific Services	1,191		1,191	6,000	4,809	20%
406 Outside Services	2,564		2,564	46,200	43,636	6%
408 Advertising & Publicity	92		92	200	107	46%
409 Outside Repairs/Service	0		0	1,000	1,000	0%
414 Reimbursements To Other Agency	14,189		14,189	35,000	20,811	41%
416 ITD Reimbursements	183,696		183,696	270,000	86,304	68%
418 IT Outside Services	20,901		20,901	18,000	(2,901)	116%
432 Attorney General Reimbursement	24,778		24,778	50,500	25,721	49%
434 Gov Transfer Other Agencies	152,068		152,068	330,000	177,931	46%
502 Office Equipment	0		0	250	250	0%
503 Equipment-Non Inventory	0		0	4,000	4,000	0%
510 IT Equipment & Software	9,839		9,839	15,000	5,161	66%
602 Other Expenses & Obligations	16,273		16,273	40,000	23,727	41%
702 Fees	0		0	30	30	0%
705 Refunds-Other	1,190		1,190	1,000	(190)	119%
Total Expenditures	<u><u>\$1,254,564</u></u>	<u><u>\$0</u></u>	<u><u>\$1,254,564</u></u>	<u><u>\$2,608,311</u></u>	<u><u>\$1,352,247</u></u>	48%
CY Revenue Less Expenditures	<u><u>\$87,797</u></u>					
Estimated Carry Forward	<u><u>\$1,522,564</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						

Licenses Issued by Month



Number of Licenses Issued by Month

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

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

From: Mike Cornelison

Date: February 1, 2023

Re: **FY 2023 FINANCIAL ANALYSIS**
Period 07 - January 2023

NOTE 1: Cash Balance Review

Unit	Current Cash Balance	Projected FYE Carry Forward
9397 - BoEE	\$1,613,042	\$1,548,357
	<u>\$1,613,042</u>	<u>\$1,548,357</u>

Areas to Monitor:

RED:

YELLOW:

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.

Outstanding issues that may affect the financial statements

Questions and review of financials:

Accounting conventions:

Financial statements have been prepared on the cash basis.
 For Fiscal 2023, November & May are "3 Payroll" months.
 Budget or forecast updates will be discussed during the monthly financial review meetings and will be included in the next months financials.

Other Information:

mike.cornelison@iowa.gov

515-336-9435

Fund: 0001 General Fund

Unit: 9397

Sub Unit: Blank

Appropriation: WZ9 Board of Educational Examiners

FY 2023

EDas Customer Number: 1100
Percent of Year Complete 58%

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	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Actual	(C=A+B)	(D)	To Date
	Balance Brought Forward from Prior Year	100,000	1,334,767	-													1,434,767	1,434,767	1,318,052		
	Balance Carried Forward to Next Year													(100,000)	(1,448,357)		-	(1,548,357)	(1,217,121)		
Revenue Collected																					
234	Gov Transfer In Other Agencies	-	-	6,480	-	-	-	-	-	-	-	-	-	-	-	-	6,480	6,480	5,000	130%	130%
401	Fees, Licenses & Permits	182,210	251,971	133,519	129,308	146,325	116,068	171,526	131,468	142,827	132,575	185,239	234,240	-	-	-	1,130,927	1,957,276	1,969,312	57%	99%
704	Other	58,735	79,675	74,390	57,195	59,250	47,235	62,905	48,517	52,854	46,798	51,529	56,728	-	-	-	439,385	695,812	635,000	69%	110%
Total Revenues:		340,945	1,666,413	214,388	186,503	205,575	163,303	234,431	179,985	195,682	179,373	236,768	290,968	(100,000)	(1,448,357)	-	3,011,559	2,545,977	2,710,244	111%	94%
Expenditures																					
101	Personal Services	80,049	125,769	125,823	125,754	198,103	107,166	133,379	110,595	126,860	126,860	182,236	126,860	48,585	-	-	896,044	1,618,040	1,629,632	55%	99%
202	In State Travel	-	805	1,889	2,092	466	1,652	32	1,000	2,000	2,500	2,000	2,000	2,500	-	-	6,935	18,935	20,000	35%	95%
205	Out Of State Travel	-	2,195	-	186	158	1,644	-	1,000	1,500	2,000	4,000	2,500	2,500	-	-	4,182	17,182	20,000	21%	86%
301	Office Supplies	164	6,000	391	209	67	441	333	500	500	750	5,000	500	(4,500)	-	-	7,604	10,354	10,350	73%	100%
302	Facility Maintenance Supplies	-	-	-	-	-	-	-	300	-	100	100	-	500	-	-	-	1,000	1,500	0%	67%
308	Other Supplies	-	-	-	-	-	-	-	-	-	-	-	200	-	-	-	-	200	400	0%	50%
309	Printing & Binding	-	228	1,420	104	-	-	-	300	600	200	-	200	100	-	-	1,752	3,152	3,500	50%	90%
311	Food	-	-	18	33	-	48	-	-	200	-	200	-	200	-	-	99	699	1,000	10%	70%
313	Postage	-	1,045	1,482	1,323	1,062	824	777	1,000	1,000	1,000	1,000	1,000	1,000	-	-	6,514	12,514	12,000	54%	104%
401	Communications	-	1,614	1,614	1,613	1,612	1,614	894	2,350	1,650	1,750	1,650	1,650	1,650	-	-	8,962	19,662	20,000	45%	98%
402	Rentals	4,917	4,917	5,017	5,222	4,917	5,017	-	10,170	5,750	7,250	6,250	8,420	250	-	-	30,005	68,095	69,750	43%	98%
403	Utilities	182	187	178	137	217	299	-	700	350	350	350	300	300	-	-	1,201	3,551	4,000	30%	89%
405	Prof & Scientific Services	-	-	495	350	-	345	-	500	500	500	500	500	500	-	-	1,191	4,191	6,000	20%	70%
406	Outside Services	333	333	333	561	657	346	-	850	7,500	7,500	7,500	7,500	500	-	-	2,584	33,914	46,200	6%	73%
408	Advertising & Publicity	-	-	-	-	-	92	-	-	50	-	-	50	-	-	-	92	192	200	46%	96%
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	2,900	2,900	3,000	2,900	2,900	2,900	-	-	16,910	34,410	35,000	48%	98%
416	ITD Reimbursements	-	173,582	2,695	2,714	2,340	2,365	2,338	2,800	3,000	3,000	3,500	3,000	3,000	-	-	186,034	204,334	270,000	69%	76%
418	IT Outside Services	-	4,558	3,450	6,913	2,131	3,850	-	3,500	1,500	1,500	1,500	1,500	-	-	-	20,901	31,901	18,000	116%	177%
432	Attorney General Reimbursement	-	-	9,183	4,586	4,587	6,422	-	9,170	4,585	4,585	4,585	4,585	4,585	-	-	24,778	56,873	50,500	49%	113%
434	Gov Transfer Other Agencies	-	26,409	42,223	32,800	23,090	27,546	-	58,000	29,000	30,000	32,000	25,000	25,000	-	-	152,068	351,068	330,000	46%	106%
502	Office Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	250	0%	0%
503	Equipment-Non Inventory	-	-	-	-	-	-	-	-	1,000	-	-	-	1,000	-	-	-	2,000	4,000	0%	50%
510	IT Equipment & Software	8,386	1,453	-	-	-	-	-	2,000	-	1,500	-	-	(1,500)	-	-	9,839	11,839	15,000	66%	79%
602	Other Expenses & Obligations	-	-	4,343	5,564	3,058	3,308	3,074	3,250	3,500	3,250	3,250	3,500	3,250	-	-	19,347	39,347	40,000	48%	98%
702	Fees	-	-	-	-	-	-	-	-	-	30	-	30	-	-	-	-	30	30	0%	100%
705	Refunds-Other	-	160	405	330	295	-	305	-	250	-	-	250	-	-	-	1,495	1,995	1,000	150%	200%
Total Expenditures:		94,031	352,689	203,481	194,096	245,361	165,005	143,854	210,885	194,195	197,595	256,551	194,415	93,820	-	-	1,398,516	2,545,977	2,609,311	54%	98%
Current Month Operations		246,915	1,313,724	10,908	(7,593)	(39,786)	(1,703)	90,577	(30,900)	1,487	(18,222)	(19,783)	96,553	(193,820)	(1,448,357)	-	1,613,042	(0)	100,933		
Cash Balance		246,915	1,560,639	1,571,547	1,563,953	1,524,168	1,522,465	1,613,042	1,582,142	1,583,629	1,565,407	1,545,624	1,642,177	1,448,357	(0)	(0)			100,933		

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 - December expense includes lodging for a NASDTEC event for C Dennis & N Proesch, travel expense for a PESBA event for M Cavin, and travel expense for a conference in Omaha, NE for N Proesch.
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. Forecast includes cost for a Professional Practices update & migration to the Salesforce system.
414 Reimbursements to Other Agencies - DAS services.
418 IT Outside Services - WebSpec Design costs, & Insight desktop support.
432 Attorney General Reimbursement - December expense includes travel expenses for a Boise trip for K Traynor.
434 Gov Transfer Other Agencies - DCI criminal history & background checks.
602 Other Expenses & Obligations - TOS credit card processing fees.

Job Class	Board Members
133116 14000	Kristen M Rickey
105263 14000	Timothy I McKinney
130062 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
133381 14000	Chad W Janzen
105267 14000	Kathy J Behrens
105268 14000	David A Harper

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 vacant (Meredith Hawk)	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 vacant (Nicole Proesch)	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

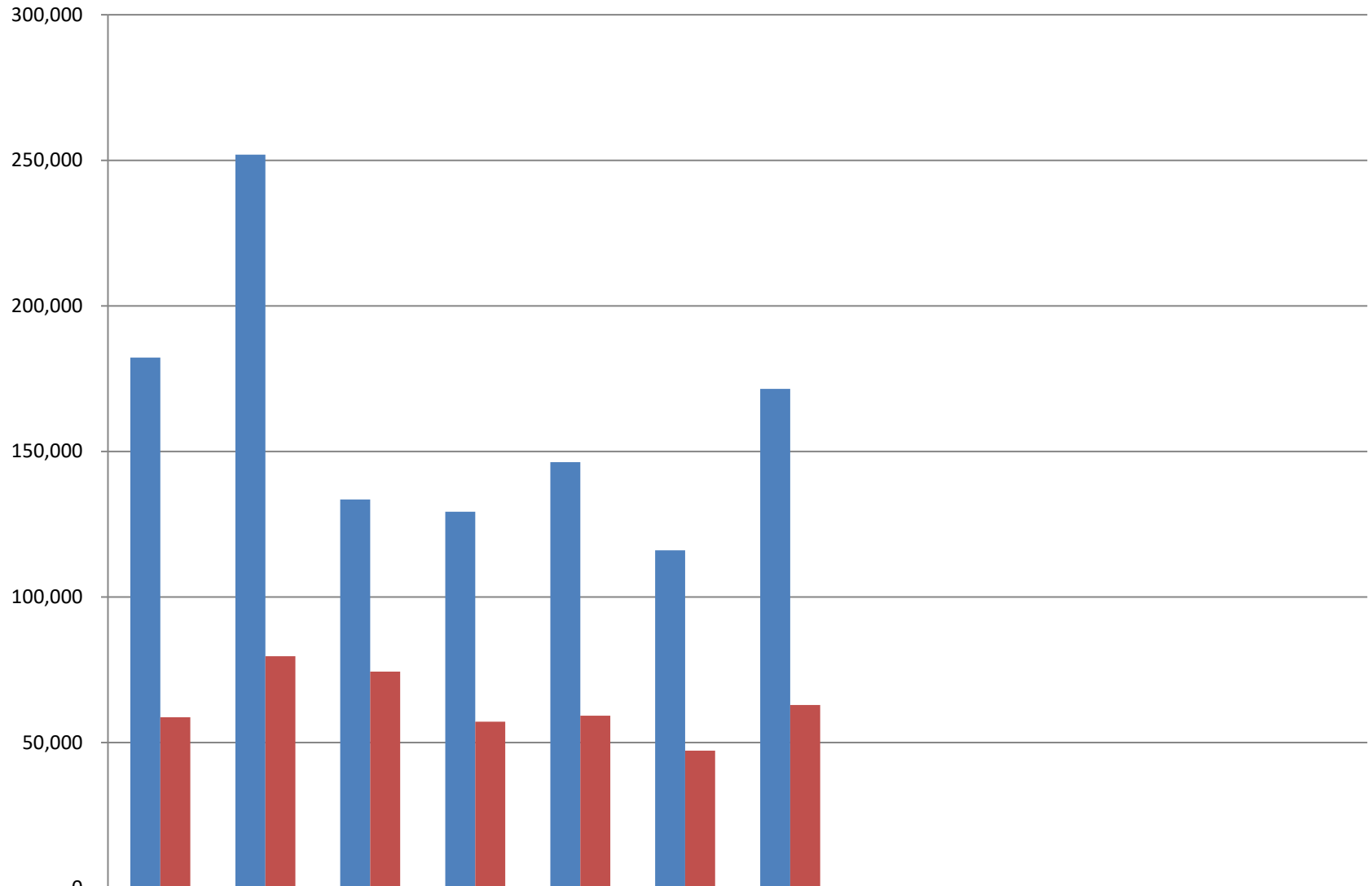
Obj/Rev Class	Obj/Rev Class Name	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	HO13	HO14	HO15	YTD
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Actual
Appropriation BBF																	
Revenue Collected																	
234	Gov Transfer In Other Agencies	0	0	6,480	0	0	0	0	0	0	0	0	0	0	0	0	6,480
401	Licensure Fees	182,210	251,971	133,519	129,308	146,325	116,068	171,526	0	0	0	0	0	0	0	0	1,130,927
704	DCI Check Fees	58,735	79,675	74,390	57,195	59,250	47,235	62,905	0	0	0	0	0	0	0	0	439,385
Total Revenues:		240,945	331,646	214,388	186,503	205,575	163,303	234,431	-	-	-	-	-	-	-	-	1,576,792
234 Gen Fund	Licensure Fees % - Other Agcy			21													21
401 Gen Fund	Licensure Fees	57,934	80,056	42,561	41,151	46,495	36,871	54,509									359,578
Total General Fund		57,934	80,056	42,583	41,151	46,495	36,871	54,509	0	0	0	0	0	0	0	0	359,599
Total Receipts		298,879	411,702	256,971	227,654	252,070	200,174	288,940	-	-	-	-	-	-	-	-	1,936,391
	YTD vs Prior Year	7%	12%	17%	16%	15%	13%	12%									

Note -
General Fund 0001-996-2820

Prior Year

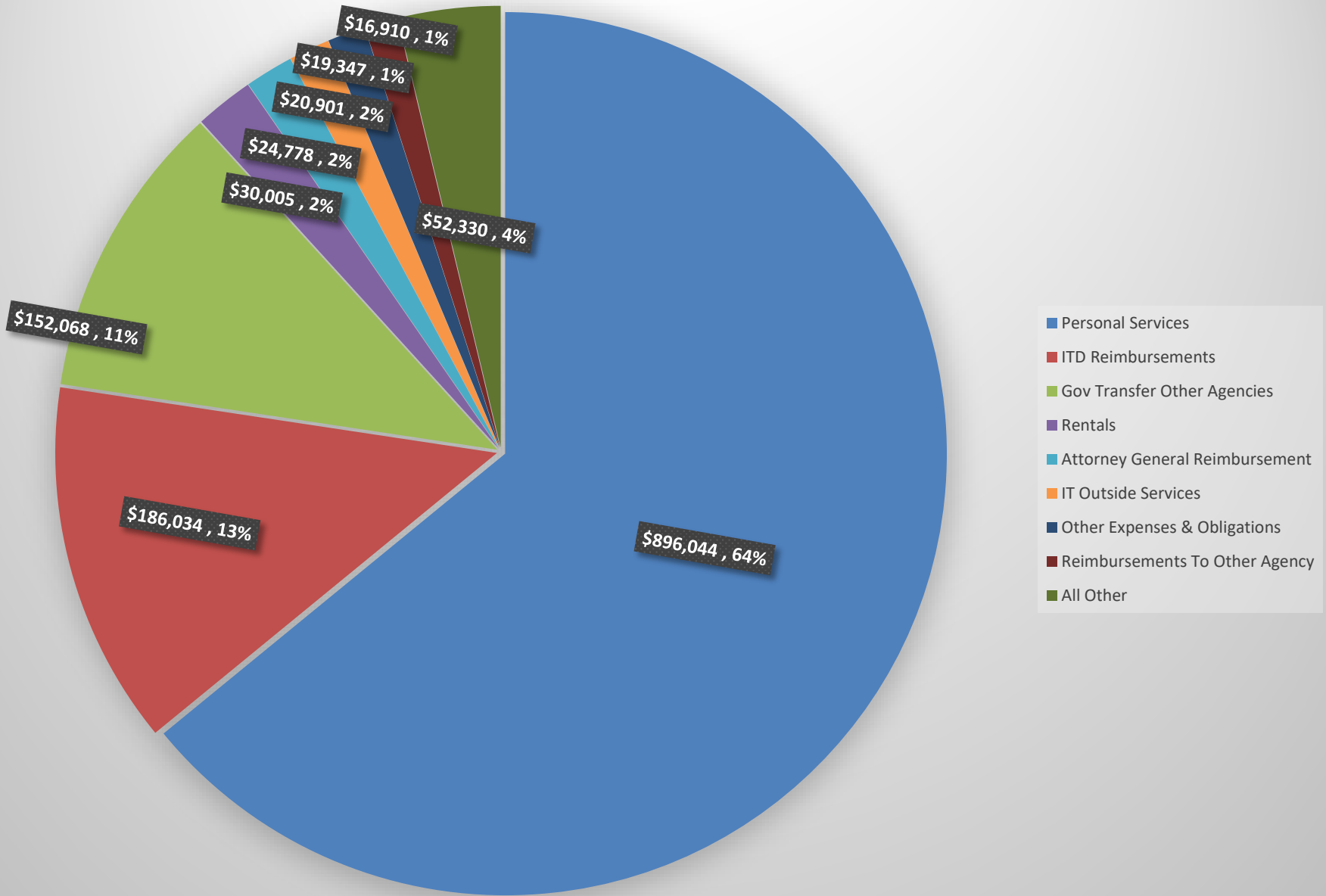
Obj/Rev Class	Obj/Rev Class Name	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	HO13	HO14	HO15	YTD
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Appropriation BBF																	
Revenue Collected																	
234	Gov Transfer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

Receipts July 2022-June 2023



■ Licensure Fees	182,210	251,971	133,519	129,308	146,325	116,068	171,526	0	0	0	0	0
■ DCI Check Fees	58,735	79,675	74,390	57,195	59,250	47,235	62,905	0	0	0	0	0

Expenditures July 2022-June 2023



Obligations vs. Budget Report

Budget Fiscal Year: 2023

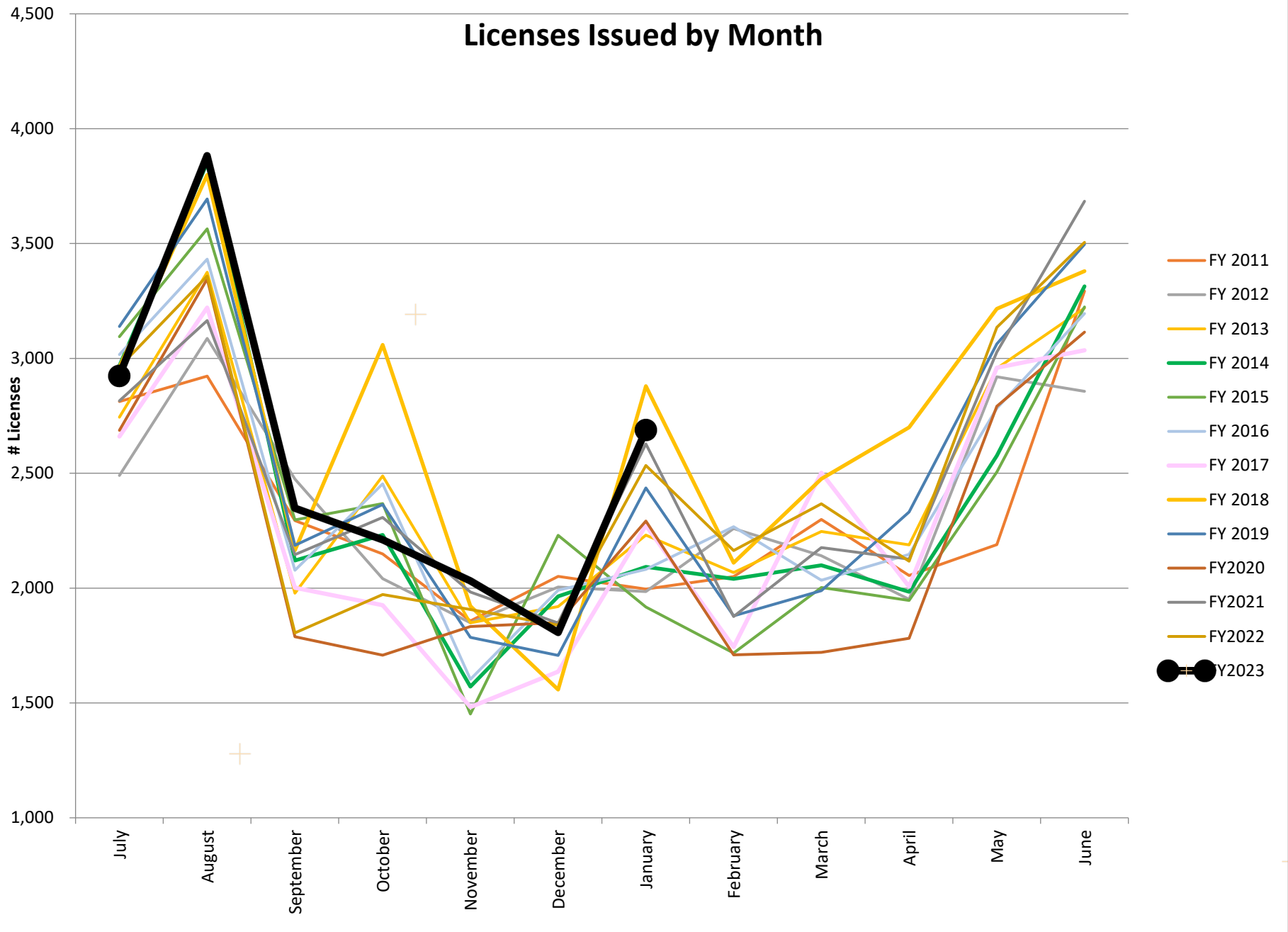
	Actual To-Date	FY-Encumbered	Total Obligations FY-To-Date	FY 23 Budget	Budget Balance	Percent of Budget Received /Spent
Resources -						
Balance Forward	1,434,767		1,434,767	1,318,052		
234 Gov Transfer In Other Agencies	6,480		6,480	5,000		
401 Fees, Licenses & Permits	1,130,927		1,130,927	1,969,312		
704 Other	439,385		439,385	635,000		
Total Resources	\$3,011,559	\$0	\$3,011,559	\$3,927,365		
(Total Revenues)	<u><u>\$1,576,792</u></u>	<u><u>\$0</u></u>	<u><u>\$1,576,792</u></u>	<u><u>\$2,609,313</u></u>	\$1,032,521	60%
Expenditures -						
101 Personal Services	896,044		896,044	1,629,632	733,588	55%
202 In State Travel	6,935		6,935	20,000	13,065	35%
205 Out Of State Travel	4,182		4,182	20,000	15,818	21%
301 Office Supplies	7,604		7,604	10,350	2,746	73%
302 Facility Maintenance Supplies	0		0	1,500	0	0%
308 Other Supplies	0		0	400	400	0%
309 Printing & Binding	1,752		1,752	3,500	1,748	50%
313 Postage	6,514		6,514	12,000	5,486	54%
401 Communications	8,962		8,962	20,000	11,038	45%
402 Rentals	30,005		30,005	69,750	39,745	43%
403 Utilities	1,201		1,201	4,000	2,799	30%
405 Prof & Scientific Services	1,191		1,191	6,000	4,809	20%
406 Outside Services	2,564		2,564	46,200	43,636	6%
408 Advertising & Publicity	92		92	200	107	46%
409 Outside Repairs/Service	0		0	1,000	1,000	0%
414 Reimbursements To Other Agency	16,910		16,910	35,000	18,090	48%
416 ITD Reimbursements	186,034		186,034	270,000	83,967	69%
418 IT Outside Services	20,901		20,901	18,000	(2,901)	116%
432 Attorney General Reimbursement	24,778		24,778	50,500	25,721	49%
434 Gov Transfer Other Agencies	152,068		152,068	330,000	177,931	46%
502 Office Equipment	0		0	250	250	0%
503 Equipment-Non Inventory	0		0	4,000	4,000	0%
510 IT Equipment & Software	9,839		9,839	15,000	5,161	66%
602 Other Expenses & Obligations	19,347		19,347	40,000	20,653	48%
702 Fees	0		0	30	30	0%
705 Refunds-Other	1,495		1,495	1,000	(495)	150%
Total Expenditures	<u><u>\$1,398,418</u></u>	<u><u>\$0</u></u>	<u><u>\$1,398,418</u></u>	<u><u>\$2,608,311</u></u>	<u><u>\$1,208,393</u></u>	54%
CY Revenue Less Expenditures	<u><u>\$178,374</u></u>					
Estimated Carry Forward	<u><u>\$1,613,141</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					

Licenses Issued by Month



Number of Licenses Issued by Month

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

Petition for Waiver

RECEIVED
EXECUTIVE DIRECTOR
BOARD OF EDUCATIONAL EXAMINERS

FEB 03 2023

Name: Colleen Hansen

License : Folder # 1123455

Reason for Waiver: Ms. Hansen is seeking a waiver of the requirement that she held or holds a license in her preparation state or another state. She completed a preparation program through Pensacola Christian College in Florida, which is accredited with the US Department of Education. Ms. Hansen taught for 11 years in various Christian schools which did not require a teaching license. She has obtained certification through the Association of School International (www.acsi.org).

Ms. Hansen is currently a teacher at the Christian Community School, Fort Dodge Iowa. Christian Community School is an Independently Accredited school. Community Christian School's goal is to have all of their teachers licensed by the state

Rule Citation:

13.5(2) Applicants from non-Iowa institutions.

a. Original application. Applicants under this sub rule have completed a teacher preparation program outside the state of Iowa and are applying for their first Iowa teaching license.

b. In addition to the requirements set forth in sub rule 13.5(1), an applicant from a non-Iowa institution:

(1) Shall submit a copy of a valid or expired regular teaching certificate or License exclusive of a temporary, emergency or substitute license or certificate.

(2) Shall provide verification of one of the following:

1. Successfully passing the Iowa-mandated assessment(s) by meeting the minimum score set by the Iowa department of education if the teacher preparation program was completed on or after January 1, 2013; or

2. Successfully passing the mandated assessment(s) in the state in which the applicant is currently licensed; or

3. Three years of teaching experience while holding a valid teaching license.

Staff Recommendation:

Deny Waiver

Rationale:

Iowa code requires the submission of licensure from another licensing jurisdiction in the profession with a substantially similar scope.

Iowa Code 272C.12 Licensure of persons licensed in other jurisdictions.

1. Notwithstanding any other provision of law, an occupational or professional license, certificate, or registration, including a license, certificate, or registration issued by the board of educational examiners, shall be issued without an examination to a person if all of the following conditions are met:

a. The person is currently licensed, certified, or registered by at least one other issuing jurisdiction in the occupation or profession applied for with a substantially similar scope of practice and the license, certificate, or registration is in good standing in all issuing jurisdictions in which the person holds a license, certificate, or registration.