

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

**2023-2024 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 23, 2024**

*TIMES ARE APPROXIMATE*

**8:30 a.m.**

**Call Meeting to Order**

**Approve the Agenda**

TAB A

**Approve the Consent Agenda**

- a. Minutes for January 11, 2024 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 11, 2024
- c. Reinstatement(s)
  - 1. 19-77 Jayne Kreifels
  - 2. 23-50 Robert Rhum

**Communication from the Public**

**Board Communications**

- a. Board Member Reports
- b. Executive Director's Report
  - 1. Legislative Update
  - 2. Agency Update
  - 3. Licensure Update
  - 4. Financial Update
    - a. FY24 January 2024

TAB C

**12:00 p.m.**

**Lunch for Board Members**

**12:30 p.m.**

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

**a. *Adopt***

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

TAB D

**b. *ARRC Review Pending***

- 1. None

**c. Notice**

1. None

**d. Items for Discussion**

1. None

**Waivers**

1. PFW 24-01 Jo Ann Aukes
2. PFW 24-02 Tonya Moore Huss
3. PFW 24-03 Caleb Barnes

TAB E  
TAB F  
TAB G

**Reports/Approvals**

1. Board Meeting Calendar (FY 24 & Draft of FY 25)

TAB H

1:30 p.m.

**Adjournment**

**UPCOMING MEETINGS**

**Wednesday, March 20, 2024, (Zoom Meeting at 4 p.m.)**

**Friday, April 19, 2024**

**Friday, May 17, 2024**



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

8  
9 The Board returned to open session.

10  
11 Kristen Rickey moved, with a second by Eric St Clair, that in **case numbers 23-180 &**  
12 **23-188**, the Board consolidate the cases, find probable cause to establish a violation  
13 the Code of Professional Conduct and Ethics, 282 IAC rule 25.3(2)b, and order this  
14 case set for hearing. **MOTION CARRIED UNANIMOUSLY**

15  
16 Eric St Clair moved, with a second by Kristen Rickey, that in **case number 23-183** the  
17 Board finds that the evidence gathered in the investigation, including witness  
18 statements and the documentary evidence, does not substantiate the allegations in the  
19 complaint, and that the Board therefore lacks probable cause to proceed with this  
20 matter. **MOTION CARRIED UNANIMOUSLY**

21  
22 Eric St Clair moved, with a second by Kristen Rickey, that in **case number 23-198**,  
23 the Board find probable cause to establish a violation of the Code of Professional  
24 Conduct and Ethics, 282 IAC rules 25.3(1)e(1), 25.3(6)c 25.3(8) a & b, and order this  
25 case set for hearing. **MOTION CARRIED UNANIMOUSLY**

26  
27 Kristen Rickey moved, with a second by Eric St Clair, that in **case number 23-133** the  
28 Board find probable cause to establish a violation of the Code of Professional Conduct  
29 and Ethics, 282 IAC rules 25.3(1)e(4) and 25.3(8)a & b and order this case set for  
30 hearing. **MOTION CARRIED UNANIMOUSLY**

31  
32 Kristen Rickey moved, with a second by Eric St Clair, that in **case number 23-131**,  
33 the Board find that, although one or more of the allegations in the complaint may be

1 substantiated by the witnesses interviewed in the course of the investigation [and/or]  
2 the documents gathered in the course of the investigation, and the allegations may  
3 constitute a technical violation of the board’s statute or administrative rules; the  
4 evidence before the board indicates that the alleged violation was an isolated incident.  
5 The Board will not pursue formal disciplinary action in this matter. Roll call vote:  
6 Behrens – yes; Janzen – no; Rickey – yes; St Clair – no; Weldon – yes; Zylstra – yes;  
7 Lock – yes. **MOTION CARRIED.**

8  
9 Eric St Clair moved, with a second by Kristen Rickey, that in **case number 23-116** the  
10 witnesses interviewed in the course of the investigation and the documents gathered  
11 in the course of the investigation, and the allegations may constitute a technical  
12 violation of the board’s statute or administrative rules; the evidence before the board  
13 indicates that adequate steps have been taken to remedy the violation and to ensure  
14 that incidents of a similar nature do not occur in the future. The Board will not  
15 pursue formal disciplinary action in this matter. **MOTION CARRIED UNANIMOUSLY**

16  
17 Kristen Rickey moved, with a second by Eric St Clair, that in **case number 23-103**,  
18 the Board find probable cause to establish a violation of the Code of Professional  
19 Conduct and Ethics, 282 IAC rule 25.3(1)e(4), and order this case set for hearing.  
20 **MOTION CARRIED UNANIMOUSLY**

21  
22 Eric St Clair moved, with a second by Kathy Behrens, that in **case 23-89** to deny the  
23 request to submit additional information and find that the notice of appeal was  
24 improperly filed. **MOTION CARRIED UNANIMOUSLY**

25  
26 Kristen Rickey moved, with a second by Eric St Clair, that the Board accept the  
27 respondent’s waiver of hearing and voluntary surrender in **case number 22-130** and  
28 that the Board issue an order permanently revoking the license with no possibility of  
29 reinstatement. **MOTION CARRIED UNANIMOUSLY**

30  
31 Kristen Rickey moved, with a second by Eric St Clair, that in **case number 23-35** the  
32 Board accept the agreement submitted by the parties, and issue an Order

1 incorporating the agreement and imposing the agreed upon sanction. **MOTION**  
2 **CARRIED UNANIMOUSLY**

3  
4 Eric St Clair moved, with a second by Kristen Rickey, that in **case number 23-88** the  
5 Board accept the agreement submitted by the parties, and issue an Order  
6 incorporating the agreement and imposing the agreed upon sanction. **MOTION**  
7 **CARRIED UNANIMOUSLY**

8  
9 Kristen Rickey moved, with a second by Eric St Clair, that in **case numbers 22-199 &**  
10 **22-200** the Board accept the agreement submitted by the parties, and issue an Order  
11 incorporating the agreement and imposing the agreed upon sanction. **MOTION**  
12 **CARRIED UNANIMOUSLY**

13  
14 Eric St Clair moved, with a second by Kristen Rickey, that in **case numbers 23-24 &**  
15 **23-33** the Board accept the agreement submitted by the parties, and issue an Order  
16 incorporating the agreement and imposing the agreed upon sanction. **MOTION**  
17 **CARRIED UNANIMOUSLY**

18  
19 Kristen Rickey moved, with a second by Eric St Clair, that in **case number 23-145** the  
20 Board accept the agreement submitted by the parties, and issue an Order  
21 incorporating the agreement and imposing the agreed upon sanction. **MOTION**  
22 **CARRIED UNANIMOUSLY**

23  
24 Eric St Clair moved, with a second by Kristen Rickey, that in **case number 22-161** the  
25 Board accept the agreement submitted by the parties, and issue an Order  
26 incorporating the agreement and imposing the agreed upon sanction. **MOTION**  
27 **CARRIED UNANIMOUSLY**

28  
29 Kristen Rickey moved, with a second by Eric St Clair, that in **case number 23-94** the  
30 Board accept the agreement submitted by the parties, and issue an Order  
31 incorporating the agreement and imposing the agreed upon sanction. **MOTION**  
32 **CARRIED UNANIMOUSLY**

33

1 Eric St Clair moved, with a second by Kristen Rickey, that in **case number 23-08** the  
2 Board accept the agreement submitted by the parties, and issue an Order  
3 incorporating the agreement and imposing the agreed upon sanction. **MOTION**  
4 **CARRIED UNANIMOUSLY**

5  
6 Kristen Rickey moved, with a second by Eric St Clair, that in **case number 22-10** the  
7 Board accept the agreement submitted by the parties, and issue an Order  
8 incorporating the agreement and imposing the agreed upon sanction. **MOTION**  
9 **CARRIED UNANIMOUSLY**

10  
11 Kristen Rickey moved, with a second by Eric St Clair, to accept the signed consents to  
12 waive the deadline in **case numbers 23-126, 23-137, 23-141, 23-142, 23-146, 23-**  
13 **153, 23-154, 23-155**, and issue an order extending the deadline. **MOTION CARRIED**  
14 **UNANIMOUSLY**

15  
16 Eric St Clair moved, with a second by Kristen Rickey to extend the 180-day  
17 deadline for issuance of the final decision in **case number 23-124, 23-135,**  
18 **23-138, 23-144** based upon the Respondents not objecting to the extension.  
19 **MOTION CARRIED UNANIMOUSLY**

20  
21 Kristen Rickey moved, with a second by Eric St Clair to extend the 180-day  
22 deadline for issuance of the final decision in **case number 23-127** based upon  
23 the amount of time needed to complete the investigation and conclude the  
24 contested case process and Respondent did not file an objection to the  
25 extension even though given an opportunity to do so. **MOTION CARRIED**  
26 **UNANIMOUSLY**

27  
28 Eric St Clair moved, with a second by Kristen Rickey to extend the 180-day  
29 deadline for issuance of the final decision in **case number 23-129** based upon  
30 the amount of time needed to complete the investigation and conclude the  
31 contested case process and the Respondent did not file an objection to the

1 extension even though given an opportunity to object. **MOTION CARRIED**  
2 **UNANIMOUSLY**

3  
4 Kristen Rickey moved, with a second by Eric St Clair to extend the 180-day  
5 deadline for issuance of the final decision in **case number 23-130** based upon  
6 the amount of time needed to complete the investigation and conclude the  
7 contested case process, especially while waiting for conclusion of chapter 102  
8 investigation and police investigation. **MOTION CARRIED UNANIMOUSLY**

9  
10 Eric St Clair moved, with a second by Kristen Rickey to extend the 180-day  
11 deadline for issuance of the final decision in **case number 23-132** based upon  
12 the amount of time needed to complete the investigation and conclude the  
13 contested case process and justice would not be served by dismissing a  
14 pending complaint concerning alleged ethical wrongdoing of an educator.

15 **MOTION CARRIED UNANIMOUSLY**

16  
17 Kristen Rickey moved, with a second by Eric St Clair to extend the 180-day  
18 deadline for issuance of the final decision in **case number 23-133** based upon  
19 the need to schedule the hearing and conclude the contested case process and  
20 allowing more time for resolution of the complaint assures due process.

21 **MOTION CARRIED UNANIMOUSLY**

22  
23 Eric St Clair moved, with a second by Kristen Rickey to extend the 180-day  
24 deadline for issuance of the final decision in **case number 23-134** based upon  
25 the amount of time needed to complete the investigation and conclude the  
26 contested case process and the Respondent did not file an objection to the  
27 extension even though given an opportunity to object. **MOTION CARRIED**

28 **UNANIMOUSLY**

29  
30 Kristen Rickey moved, with a second by Eric St Clair to extend the 180-day  
31 deadline for issuance of the final decision in **case number 23-139** based upon

1 the amount of time needed to complete the investigation and conclude the  
2 contested case process and justice would not be served by dismissing a  
3 pending complaint concerning alleged ethical wrongdoing of an educator.

4 **MOTION CARRIED UNANIMOUSLY**

5  
6 Eric St Clair moved, with a second by Kristen Rickey to extend the 180-day  
7 deadline for issuance of the final decision in **case number 23-140** based upon  
8 the amount of time needed to complete the investigation and conclude the  
9 contested case process and Respondent did not file an objection to the  
10 extension even though given an opportunity to object. **MOTION CARRIED**

11 **UNANIMOUSLY**

12  
13 Kristen Rickey moved, with a second by Eric St Clair to extend the 180-day  
14 deadline for issuance of the final decision in **case number 23-147** based upon  
15 the amount of time needed to complete the investigation and conclude the  
16 contested case process and the Respondent did not file an objection to the  
17 extension even though given an opportunity to object. **MOTION CARRIED**

18 **UNANIMOUSLY**

19  
20 Eric St Clair moved, with a second by Kristen Rickey to extend the 180-day  
21 deadline for issuance of the final decision in **case number 23-152** based upon  
22 the amount of time needed to complete the investigation and conclude the  
23 contested case process and the Respondent did not file an objection to the  
24 extension even though given an opportunity to object. **MOTION CARRIED**

25 **UNANIMOUSLY**

26  
27 Kristen Rickey moved, with a second by Eric St Clair to extend the 180-day  
28 deadline for issuance of the final decision in **case number 23-157** based upon  
29 the amount of time needed to complete the investigation and conclude the  
30 contested case process and the Respondent did not file an objection to the

1 extension even though given an opportunity to object. **MOTION CARRIED**  
2 **UNANIMOUSLY**

3  
4 Eric St Clair moved, with a second by Kristen Rickey, to extend the 180-day  
5 deadline for issuance of the final decision in **case number 23-158** based upon  
6 the amount of time needed to complete the investigation and conclude the  
7 contested case process and the Respondent did not file an objection to the  
8 extension even though given an opportunity to object. **MOTION CARRIED**  
9 **UNANIMOUSLY**

10  
11 Kristi Traynor and Andrew Steffensmeier recused during the closed session  
12 discussion of the following 180-day cases:

13  
14 Kristen Rickey moved, with a second by Eric St Clair to extend the 180-day  
15 deadline for issuance of the final decision in **case number 23-128** based upon  
16 the need to schedule the hearing and conclude the contested case process and  
17 the Respondent did not file an objection to the extension even though given an  
18 opportunity to object. **MOTION CARRIED UNANIMOUSLY**

19  
20 Eric St Clair moved, with a second by Kristen Rickey to extend the 180-day  
21 deadline for issuance of the final decision in **case number 23-136** based upon  
22 the need to schedule the hearing and conclude the contested case process and  
23 Respondent did not file an objection to the extension even though given an  
24 opportunity to object. **MOTION CARRIED UNANIMOUSLY**

25  
26 Eric St Clair moved, with a second by Kristen Rickey to approve the closed  
27 session minutes for December 15, 2023. **MOTION CARRIED UNANIMOUSLY**

28 Requests for Reinstatement:

29 **Case No. 23-05** In the Matter of Ralph Skinner. Mr. Skinner was alleged to have been  
30 on school premises or at a school-sponsored activity involving students while under  
31 the influence of, possessing, using or consuming alcohol. He received a sanction of:

1 written reprimand, 1-year suspension of his license, completion of a 15-hour ethics  
2 course, and completion of a substance abuse evaluation. The suspension period  
3 began on December 16<sup>th</sup>, 2022. Mr. Skinner was not present, but was represented at  
4 the meeting by attorney, Katie Schoolen. Mr. Skinner has met all requirements and  
5 the suspension period has fully elapsed. Kristen Rickey moved, with a second by Eric  
6 St Clair, that the board approve reinstatement of the license in **case no. 23-05**  
7 because the need for the suspension no longer exists and it is in the public interest to  
8 reinstate the license. **MOTION CARRIED UNANIMOUSLY.**

9  
10 **Case No. 21-100** In the Matter of Brandon Kirchoff. Mr. Kirchoff was alleged of  
11 various charges, including boundary concerns and improper discussions with  
12 employees. He received a sanction of: 6-month deferred suspension of his license if all  
13 other requirements were met, completion of a 15-hour ethics course, a child abuse  
14 recognition and reporting course, and a mental health evaluation with follow up if so  
15 directed. Mr. Kirchoff has completed all requirements and also provided letters of  
16 support from the field. Mr. Kirchoff was present before the board. Eric St. Clair  
17 moved, with a second by Kristen Rickey, to approve reinstatement of the  
18 licenses in **case no. 21-100** because the need for the suspension no longer  
19 exists and it is in the public interest to reinstate the license. **MOTION CARRIED**  
20 **UNANIMOUSLY.**

21  
22 **Case No. 21-86** In the Matter of McKenzie Huseman. Ms. Huseman was alleged of  
23 physical abuse of a student. She received a sanction of: a written reprimand, a  
24 suspension of 2 years, and completion of a 15-hour ethics course. Ms. Huseman has  
25 completed these requirements and applied for reinstatement last month. The board denied  
26 that request and requested an evaluation that had been completed but had not provided to  
27 them. Ms. Huseman provided this evaluation for the board at the meeting and the board felt it  
28 provided the information they needed to determine that the need for the suspension no longer  
29 exists. Kristen Rickey moved, with a second by Eric St Clair, to approve reinstatement  
30 of the licenses in **case no. 21-86** because the need for the suspension no longer exists  
31 and it is in the public interest to reinstate the license. Roll call vote: Behrens – yes;  
32 Janzen – yes; Rickey – yes; St Clair – yes; Weldon – recused; Zylestra – yes; Lock – yes.  
33 **MOTION CARRIED.**

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Communication from the Public:

None

Board Member Reports:

None

Executive Director’s Report

Joanne Tubbs, Interim Director, delivered the Executive Director’s Report.

Proposed Legislation:

We are waiting for our proposed legislation to appear in the Legislative session.

Agency Update:

An offer is in progress for our new investigator position. This will be an additional full-time investigator. Three new board members have been appointed: Ryan Weldon, Michael Lock and Daniel Zylstra.

Financial Report:

Financials have been included. Please reach out if you have any questions. Revenues are down so far this FY, primarily due to the fee reduction for the new renewal option and fewer licenses issued due to fewer applications received.

License Report:

All applications are generally caught up with little to no wait time.

NASDTEC Conference:

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

Rules

1 Rules have been noticed and no action is needed today for IAC 282 Chapter 11,  
2 COMPLAINTS, INVESTIGATIONS, CASE HEARINGS, Amend IAC 282 Chapter 12,  
3 FEES. The public hearing is on January 31.

4

5 Reports

6 The annual Fees Report, which provides an overall fiscal picture, was provided. The  
7 annual Rules Report was also provided, which summarized the rules from last year.

8 No action was required on either of these.

9

10 There being no further business, Kristen Rickey moved, with a second by Eric St Clair,  
11 to adjourn the meeting at 12:27 p.m. **MOTION CARRIED UNANIMOUSLY.**

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

From: Mike Cornelison

Date: February 1, 2024

Re: **FY 2024 FINANCIAL ANALYSIS**  
**Period 7 -January 2024**

**NOTE 1: Cash Balance Review**

Unit	Current Cash Balance	Projected FYE Carry Forward
9397 - BoEE	\$1,585,581	\$1,475,165
	<u>\$1,585,581</u>	<u>\$1,475,165</u>

**Areas to Monitor:**

**RED:**

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**YELLOW:**

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

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

**Questions and review of financials:**

**Accounting conventions:**

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

**Other Information:**

[mike.cornelison@iowa.gov](mailto:mike.cornelison@iowa.gov) 515-336-9435

Fund: 0001 General Fund

Unit: 9397

Sub Unit: Blank

Appropriation: 154 Board of Educational Examiners

FY 2024

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	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Actual	(C=A+B)	(D)	To Date
	Balance Brought Forward from Prior Year	100,000	1,596,717	-													1,696,717	1,696,717	1,637,177		
	Balance Carried Forward to Next Year													(100,000)	(1,375,165)		-	(1,475,165)	(1,222,273)		
<b>Revenue Collected</b>																					
234	Gov Transfer In Other Agencies	-	-	-	-	120	-	120	63	69	-	-	4,840	-	-	-	240	5,212	6,500	4%	80%
401	Fees, Licenses & Permits	155,033	198,935	141,664	122,289	103,442	107,060	143,671	134,813	157,693	137,389	169,386	257,755	-	-	-	972,093	1,829,129	1,950,000	50%	94%
501	Refunds & Reimbursements	-	-	-	765	-	-	-	-	-	-	-	-	-	-	-	765	765	-	0%	0%
704	Other	54,965	57,355	53,168	42,250	40,345	40,103	54,790	49,819	59,545	49,128	50,768	61,155	-	-	-	342,976	613,390	680,000	50%	90%
<b>Total Revenues:</b>		<b>309,998</b>	<b>1,853,007</b>	<b>194,832</b>	<b>165,304</b>	<b>143,907</b>	<b>147,163</b>	<b>198,581</b>	<b>184,695</b>	<b>217,307</b>	<b>186,517</b>	<b>220,154</b>	<b>323,749</b>	<b>(100,000)</b>	<b>(1,375,165)</b>	<b>-</b>	<b>3,012,791</b>	<b>2,670,048</b>	<b>3,051,404</b>	<b>99%</b>	<b>88%</b>
<b>Expenditures</b>																					
101	Personal Services	55,300	151,311	128,220	201,762	131,840	112,002	138,959	137,957	137,957	198,237	137,957	137,957	52,823	-	-	919,395	1,722,285	1,643,026	56%	105%
202	In State Travel	-	1,817	47	1,609	661	2,516	-	2,000	2,000	2,000	2,500	2,000	2,500	-	-	6,650	18,650	20,000	33%	93%
205	Out Of State Travel	-	20	525	505	(525)	530	-	2,000	2,000	2,000	3,000	2,000	2,500	-	-	1,055	14,555	20,000	5%	73%
301	Office Supplies	-	4,500	62	1,500	299	155	262	600	600	300	5,000	100	(4,500)	-	-	6,777	8,877	10,000	68%	89%
302	Facility Maintenance Supplies	-	-	-	-	-	-	-	-	-	250	-	-	250	-	-	-	500	1,000	0%	50%
308	Other Supplies	-	-	-	-	-	-	-	-	-	300	-	-	-	-	-	-	300	400	0%	75%
309	Printing & Binding	-	-	-	-	-	-	-	300	200	200	600	600	100	-	-	-	2,000	3,500	0%	57%
311	Food	-	17	-	-	-	-	-	50	50	50	50	100	450	-	-	17	767	1,000	2%	77%
313	Postage	-	365	492	368	347	309	425	800	1,000	1,200	800	800	1,000	-	-	2,305	7,905	12,500	18%	63%
401	Communications	-	1,614	1,614	1,615	1,616	1,616	1,616	1,650	1,650	1,700	1,700	1,700	1,700	-	-	9,689	19,789	20,000	48%	99%
402	Rentals	4,917	6,527	4,917	4,917	-	5,759	5,250	6,250	5,250	6,250	5,250	6,250	5,250	-	-	32,285	66,785	71,500	45%	93%
403	Utilities	196	186	195	137	172	252	316	400	300	250	250	250	300	-	-	1,454	3,204	4,000	36%	80%
405	Prof & Scientific Services	-	150	200	311	161	561	473	500	500	500	500	500	500	-	-	1,857	4,857	5,000	37%	97%
406	Outside Services	346	346	653	346	595	360	552	700	400	500	600	500	-	-	-	3,198	5,898	6,000	53%	98%
408	Advertising & Publicity	-	-	-	-	-	-	-	-	-	-	-	200	-	-	-	-	200	200	0%	100%
409	Outside Repairs/Service	-	-	-	-	-	-	-	-	-	250	-	-	250	-	-	-	500	1,000	0%	50%
414	Reimbursements To Other Agency	-	2,917	3,297	2,840	1,809	2,026	2,576	2,000	2,200	2,100	2,100	2,100	2,100	-	-	15,465	28,065	25,000	62%	112%
416	ITD Reimbursements	-	177,061	1,987	1,942	1,614	1,621	1,595	2,000	2,000	2,000	2,000	2,000	2,000	-	-	185,820	197,820	550,000	34%	36%
418	IT Outside Services	-	1,305	655	82,719	650	16,681	1,298	6,700	1,400	1,400	1,400	3,200	2,500	-	-	103,310	119,910	35,000	295%	343%
432	Attorney General Reimbursement	-	-	-	-	-	-	21,478	8,591	4,296	4,296	4,296	4,296	4,296	-	-	21,478	51,546	85,000	25%	61%
434	Gov Transfer Other Agencies	-	16,692	21,034	11,155	17,534	8,940	15,381	35,000	40,000	40,000	35,000	45,000	45,000	-	-	90,735	330,735	455,000	20%	73%
501	Equipment	-	-	-	-	-	-	6,282	-	-	-	-	-	-	-	-	6,282	6,282	6,500	97%	97%
502	Office Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	250	0%	0%	
503	Equipment-Non Inventory	-	-	-	-	-	-	-	16,500	-	-	-	-	-	-	-	-	16,500	16,500	0%	100%
510	IT Equipment & Software	-	1,486	-	-	43	423	-	-	1,500	-	-	-	(1,500)	-	-	1,952	1,952	12,000	16%	16%
602	Other Expenses & Obligations	130	-	4,123	4,958	2,625	2,809	2,596	3,000	3,700	3,200	3,700	3,200	3,300	-	-	17,241	37,341	42,000	41%	89%
702	Fees	-	-	-	-	-	-	-	30	-	-	-	-	-	-	-	-	30	30	0%	100%
705	Refunds-Other	-	-	85	75	-	-	85	510	340	510	340	510	340	-	-	245	2,795	5,000	5%	56%
<b>Total Expenditures:</b>		<b>60,889</b>	<b>366,314</b>	<b>168,106</b>	<b>316,760</b>	<b>159,441</b>	<b>156,559</b>	<b>199,141</b>	<b>227,538</b>	<b>207,343</b>	<b>266,192</b>	<b>207,343</b>	<b>213,263</b>	<b>121,159</b>	<b>-</b>	<b>-</b>	<b>1,427,211</b>	<b>2,670,049</b>	<b>3,051,405</b>	<b>47%</b>	<b>88%</b>
<b>Current Month Operations</b>		<b>249,108</b>	<b>1,486,692</b>	<b>26,726</b>	<b>(151,456)</b>	<b>(15,534)</b>	<b>(9,396)</b>	<b>(560)</b>	<b>(42,844)</b>	<b>9,964</b>	<b>(79,675)</b>	<b>12,811</b>	<b>110,486</b>	<b>(221,159)</b>	<b>(1,375,165)</b>	<b>-</b>	<b>1,585,581</b>	<b>(0)</b>	<b>(1)</b>		
<b>Encumbrances</b>								<b>(6,282)</b>													
<b>Cash Balance</b>		<b>249,108</b>	<b>1,735,801</b>	<b>1,762,527</b>	<b>1,611,071</b>	<b>1,589,255</b>	<b>1,579,859</b>	<b>1,585,581</b>	<b>1,542,737</b>	<b>1,552,701</b>	<b>1,473,026</b>	<b>1,485,837</b>	<b>1,596,324</b>	<b>1,375,165</b>	<b>(0)</b>	<b>(0)</b>			<b>(1)</b>		

**FOOTNOTES**

**Revenues**

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

**Expenditures**

- 101 Personal Services** - October & April have 3 payroll warrants written.
- 202 In State Travel** - Employee travel and Board Meeting expense.
- 205 Out Of State Travel** - December includes a NASDTEC event registration (B Myers)
- 401 Communication** - Cell phone and ICN Voice usage.
- 402 Rentals** - Facility lease & exhibit booths for trade events.
- 405 Prof & Scientific Services** - payments to school districts for Board Member per diem & substitute reimbursements.
- 406 Outside Services** - Includes the office cleaning service.
- 414 Reimbursements to Other Agencies** - DAS services. Jan includes the quarterly Workers Comp allocation of \$901.
- 418 IT Outside Services** - WebSpec Design costs, & Insight desktop support.  
October & December expense includes \$95,484 for a Professional Practices update & migration to the Salesforce system. The cost for this project was budgeted in Expense Class 416.
- 432 Attorney General Reimbursement** - Jan contains AG billings for July - Nov.
- 434 Gov Transfer Other Agencies** - DCI criminal history & background checks & DIA services.
- 501 Equipment** - Jan expense is for a copier replacement.
- 503 Equipment-Non Inventory** - Forecast includes the purchase of 12 Chromebooks.
- 602 Other Expenses & Obligations** - TOS credit card processing fees.

Job Class	Board Members
105263 14000	vacant
105264 14000	Timothy W Bower
105265 14000	vacant
105266 14000	Michael C Lock
105267 14000	Kathy J Behrens
105268 14000	Davis L Eidahl
139184 14000	Pam Bleam
139185 14000	vacant
139186 14000	Chad W Janzen
133187 14000	Kristen M Rickey
139188 14000	Daniel J Zylstra
139189 14000	Ryan M Weldon
	<i>Eric A St Clair DOE</i>
<b>Total</b>	<b>13</b>

Job Class	Employee Name	Budgeted	Filled
105254 00018 Clerk-Specialist	Jessica Kurtz Naylor	1.00	1.00
105255 00018 Clerk-Specialist	Sharon S Jensen	1.00	1.00
105256 00018 Clerk-Specialist	Danielle N Brookes	1.00	1.00
142330 00018 Clerk-Specialist	Alivia Bullis	1.00	1.00
105257 00121 Info Tech Specialist 4	Jeff S Debruin	1.00	1.00
105258 00697 Investigator 3	Cynthia D Dennis	1.00	1.00
147733 00696 Investigator 2	Lori L Lavato	0.00	0.00
105259 01071 Education Program Consultant	Kelly Jo Krogh Faga	1.00	1.00
105260 01071 Education Program Consultant	Gregory S Horstman	1.00	1.00
144601 01071 Education Program Consultant	Geri McMahon	1.00	1.00
105262 01071 Education Program Consultant	David D Wempen	1.00	1.00
105269 31038 Executive Director/BOEE	Michael D Cavin	1.00	1.00
105270 31513 Admin Consultant	Joanne K Tubbs	1.00	1.00
144600 00645 Attorney 3	Beth A Myers	1.00	1.00
105272 95002 Secretary 3	Meredith Hawk	1.00	1.00
<b>Total FTEs</b>		<b>14.00</b>	<b>14.00</b>

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

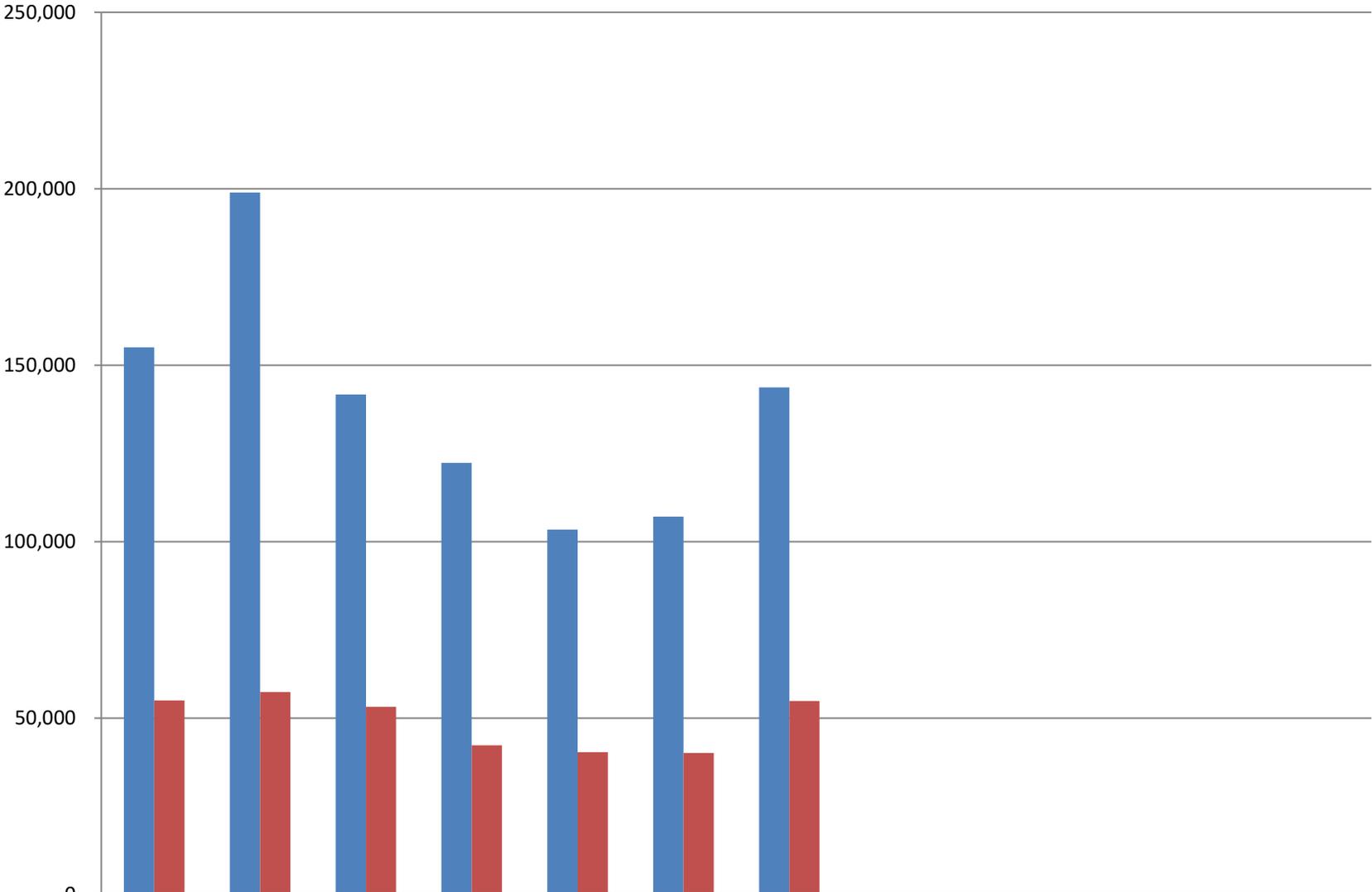
Board of Educational Examiners

Obj/Rev Class	Obj/Rev Class Name	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	HO13	HO14	HO15	YTD
		Actual	Forecast	Actual													
Appropriation																	
BBF																	
<b>Revenue Collected</b>																	
234	Gov Transfer In Other Agencies	0	0	0	0	120	0	120	0	0	0	0	0	0	0	0	240
401	Licensure Fees	155,033	198,935	141,664	122,289	103,442	107,060	143,671	0	0	0	0	0	0	0	0	972,093
501	Refunds & Reimbursements	0	0	0	765	0	0	0	0	0	0	0	0	0	0	0	765
704	DCI Check Fees	54,965	57,355	53,168	42,250	40,345	40,103	54,790	0	0	0	0	0	0	0	0	342,976
<b>Total Revenues:</b>		<b>209,998</b>	<b>256,290</b>	<b>194,832</b>	<b>165,304</b>	<b>143,907</b>	<b>147,163</b>	<b>198,581</b>	-	-	-	-	-	-	-	-	<b>1,316,074</b>
234 Gen Fund	Licensure Fees % - Other Agcy																0
401 Gen Fund	Licensure Fees	48,808	62,606	44,609	38,545	32,554	33,686	45,171									305,979
<b>Total General Fund</b>		<b>48,808</b>	<b>62,606</b>	<b>44,609</b>	<b>38,545</b>	<b>32,554</b>	<b>33,686</b>	<b>45,171</b>	<b>0</b>	<b>305,979</b>							
<b>Total Receipts</b>		<b>258,805</b>	<b>318,896</b>	<b>239,441</b>	<b>203,849</b>	<b>176,461</b>	<b>180,849</b>	<b>243,752</b>	-	-	-	-	-	-	-	-	<b>1,622,053</b>
	YTD vs Prior Year	-13%	-19%	-16%	-15%	-17%	-16%	-16%									

Note -  
 General Fund 0001-996-2820

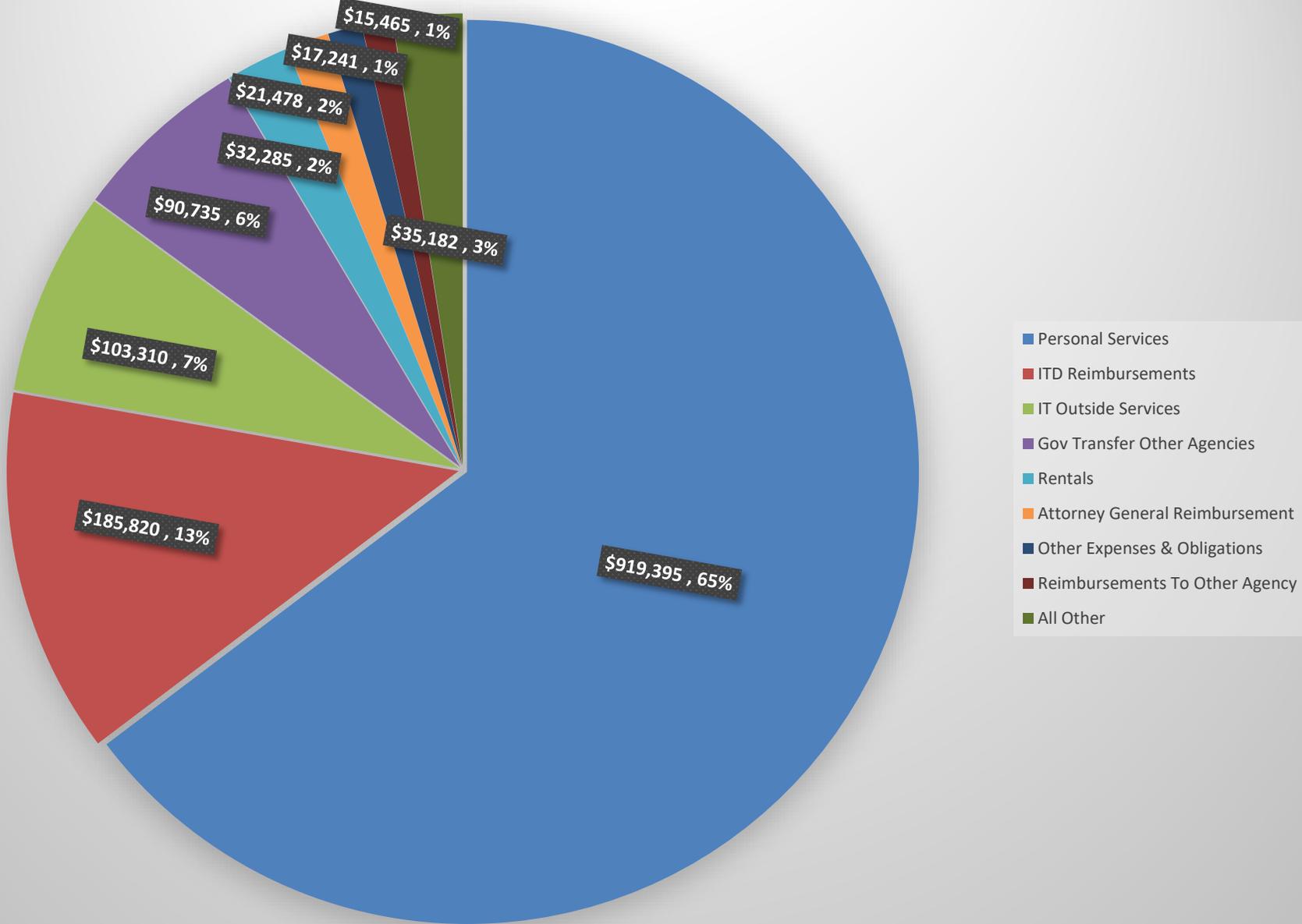
Obj/Rev Class	Obj/Rev Class Name	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	HO13	HO14	HO15	YTD
		Actual	Actual	Actual	Actual	Actual											
Appropriation																	
BBF																	
<b>Revenue Collected</b>																	
234	Gov Transfer In Other Agencies	0	0	6,480	0	0	0	0	86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

### Receipts July 2023-June 2024



■ Licensure Fees	155,033	198,935	141,664	122,289	103,442	107,060	143,671	0	0	0	0	0
■ DCI Check Fees	54,965	57,355	53,168	42,250	40,345	40,103	54,790	0	0	0	0	0

# Expenditures July 2023-June 2024

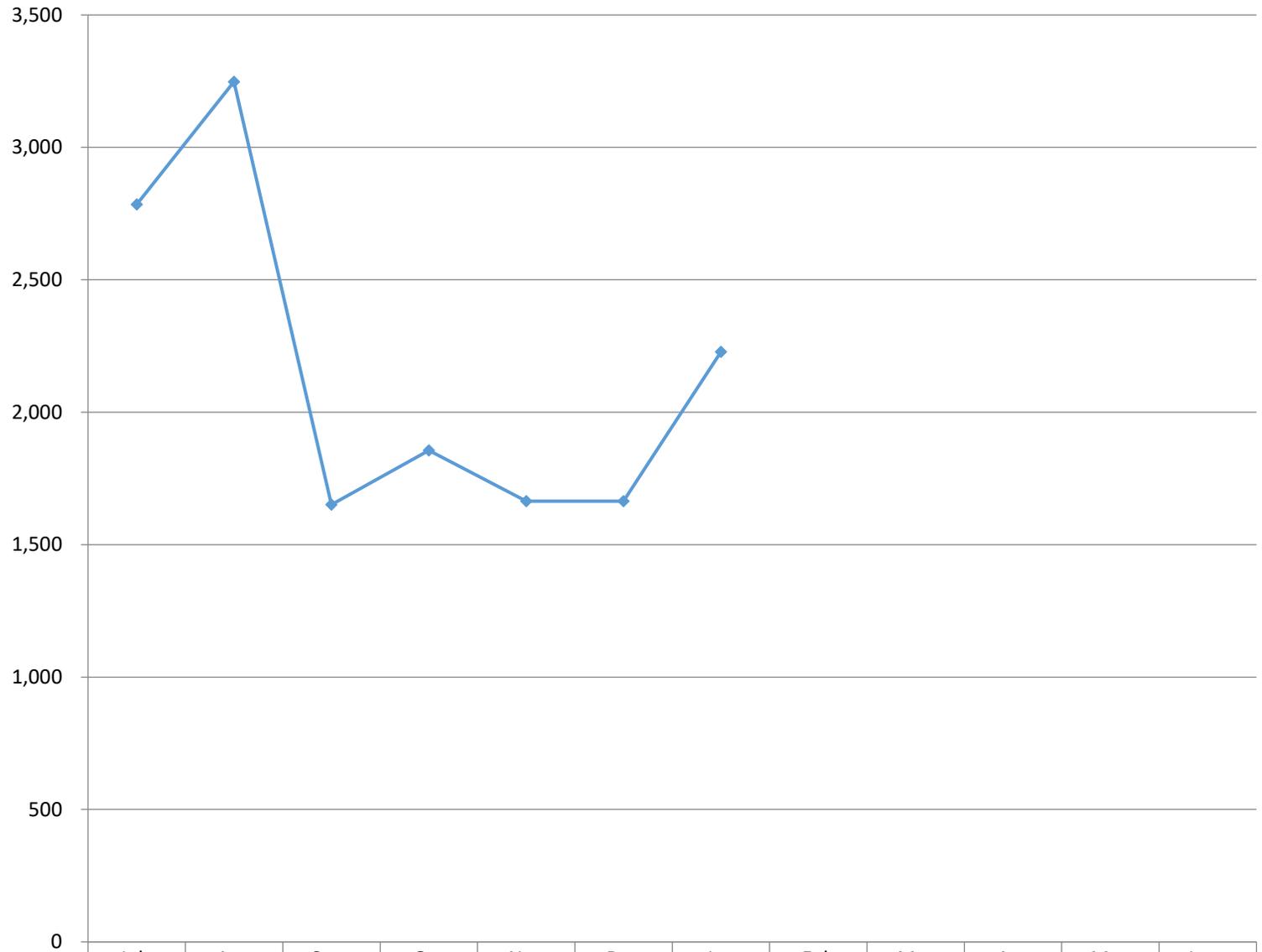


## Obligations vs. Budget Report

### Budget Fiscal Year: 2024

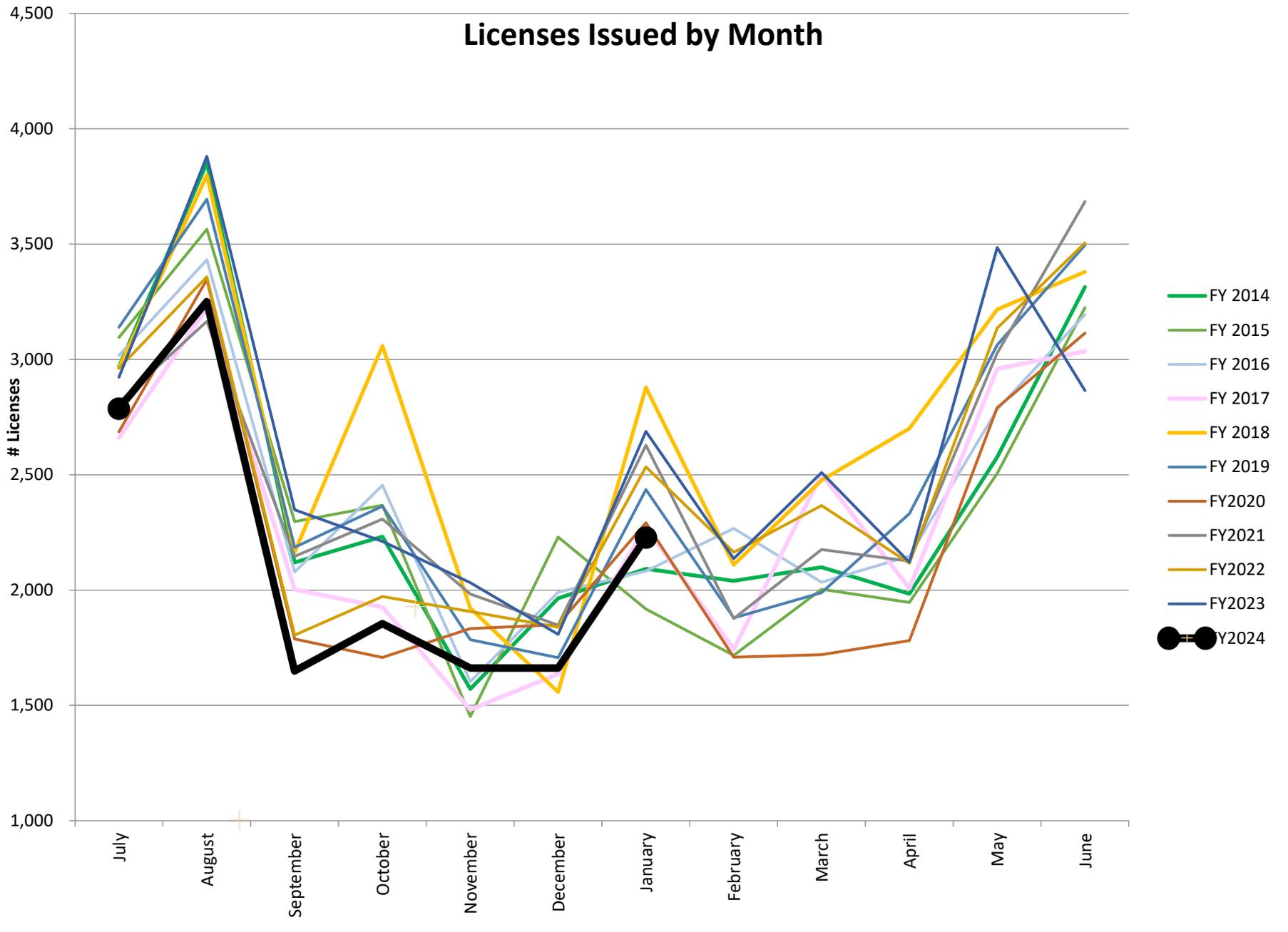
	Actual To-Date	FY-Encumbered	Total Obligations FY-To-Date	FY 24 Budget	Budget Balance	Percent of Budget Received /Spent
<b>Resources -</b>						
Balance Forward	1,696,717		1,696,717	1,637,177		
234 Gov Transfer In Other Agencies	240		240	6,500		
401 Fees, Licenses & Permits	972,093		972,093	1,950,000		
704 Other	342,976		342,976	680,000		
Total Resources	<b>\$3,012,026</b>	<b>\$0</b>	<b>\$3,012,026</b>	<b>\$4,273,677</b>		
(Total Revenues)	<u><u>\$1,315,309</u></u>	<u><u>\$0</u></u>	<u><u>\$1,315,309</u></u>	<u><u>\$2,636,500</u></u>	\$1,321,191	50%
<b>Expenditures -</b>						
101 Personal Services	919,395		919,395	1,643,026	723,631	56%
202 In State Travel	6,650		6,650	20,000	13,350	33%
205 Out Of State Travel	1,055		1,055	20,000	18,945	5%
301 Office Supplies	6,777		6,777	10,000	3,223	68%
302 Facility Maintenance Supplies	0		0	1,000	0	0%
308 Other Supplies	0		0	400	400	0%
309 Printing & Binding	0		0	3,500	3,500	0%
313 Postage	2,305		2,305	12,500	10,195	18%
401 Communications	9,689		9,689	20,000	10,311	48%
402 Rentals	32,285		32,285	71,500	39,215	45%
403 Utilities	1,454		1,454	4,000	2,547	36%
405 Prof & Scientific Services	1,857		1,857	5,000	3,143	37%
406 Outside Services	3,198		3,198	6,000	2,802	53%
408 Advertising & Publicity	0		0	200	200	0%
409 Outside Repairs/Service	0		0	1,000	1,000	0%
414 Reimbursements To Other Agency	15,465		15,465	25,000	9,535	62%
416 ITD Reimbursements	185,820		185,820	550,000	364,180	34%
418 IT Outside Services	103,310		103,310	35,000	(68,310)	295%
432 Attorney General Reimbursement	21,478		21,478	85,000	63,523	25%
434 Gov Transfer Other Agencies	90,735		90,735	455,000	364,265	20%
501 Equipment	6,282	6,282	12,564	6,500	(6,064)	193%
502 Office Equipment	0		0	250	250	0%
503 Equipment-Non Inventory	0		0	16,500	16,500	0%
510 IT Equipment & Software	1,952		1,952	12,000	10,048	16%
602 Other Expenses & Obligations	17,241		17,241	42,000	24,759	41%
702 Fees	0		0	30	30	0%
705 Refunds-Other	245		245	5,000	4,755	5%
Total Expenditures	\$1,427,193	\$6,282	\$1,433,475	\$3,050,406	\$1,615,930	47%
CY Revenue Less Expenditures	<u><u>(\$111,884)</u></u>					
Estimated Carry Forward	<u><u>\$1,584,833</u></u>					

### Total # Licenses Issued FY24



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Total # Transactions Processed	2,785	3,248	1,651	1,856	1,664	1,664	2,228					

# Licenses Issued by Month



**Number of Licenses Issued by Month**

	July	August	September	October	November	December	January	February	March	April	May	June	Total number of Licenses Issued
<b>FY 2024</b>	2,785	3,248	1,651	1,856	1,664	1,664	2,228						15,096
<b>Running Total</b>	2,785	6,033	7,684	9,540	11,204	12,868	15,096	15,096	15,096	15,096	15,096	15,096	
<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	





## ADOPTION MEMO

**Date:** February 23, 2024

**To:** Board Members

**From:** Mike Cavin, Executive Director

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

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

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

ITEM 1. Amend subrule 11.4(9) as follows:

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

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

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

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

ITEM 1. 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~~ The fee shall be \$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.

FEB 06 2024

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: Jo Ann Aukes

Case No. 24-01  
(to be completed by Board)

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

Date: 2/6/24

Folder Number (if known): 341686

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: January 2024

- 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—13.29(272) Adding, removing or reinstating a teaching endorsement. 13.29(3)

Practitioners who are adding a 5-12 endorsement and have not student taught at the secondary level shall complete a teaching practicum in a high school setting.

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

Description:

My application to add the K-12 Instructional Strategist II: BD/LD endorsement to my teaching license was reviewed and I was told I still needed to complete the Secondary graded experience through a two or four-year college, for credit.

## Section F. WAIVER INFORMATION

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

I am requesting to have the secondary teaching practicum waived from my Strategist 2 endorsement. When I was a professor at Grand View University in Des Moines, we went through accreditation. During that time, the DE looked at my experience, my transcripts, and my doctorate degree, and determined that I was qualified to develop and teach the Strat 2 coursework for the endorsement. The DE also said I was missing the required secondary experience. At that time, I went to Centennial High School in Ankeny, Iowa and spent 24+ hours in their Level ⅔ programs. I was able to work with the teachers, students, and paraprofessionals during my time there and gain valuable experience in working in a secondary school placement. The DE said this met the requirement for me to teach both the undergraduate and graduate classes at Grand View. I wish that at that time I had asked them to add that endorsement to my license, but I did not.

In my current role as a Special Education Consultant with AEA, I have had many opportunities to work with students and staff at Grandwood Education Center, in Granger, which is a K-21 special school. I have worked closely with students there by modeling instruction for teachers and staff, discussing programming, and developing behavioral interventions for secondary students. I feel that my various experiences in secondary placements helps qualify me for this endorsement.

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):

Having to register, pay for, and take one class to cover this requirement, that I feel that I have already completed, would be somewhat costly, unpleasant, and take away from my family and my work day, as this is when schools are in session. I would need to take time off from work to get the observations in.

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?

If I were requesting to not have to complete any secondary placement, the decision to not have others complete a secondary placement would not be a good precedent to set. These experiences are extremely important for those getting the endorsement. I feel that I have met the requirements for this, except for the fact that I did not have to pay a college or university for the credit. My experiences have been the same as what others get, but without the cost of credits.

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?

By receiving the waiver, I would simply be getting the endorsement added to my license. I do not believe it would impact or compromise the students, teachers, or districts that I work with. Again, the profession and integrity of the Strat. 2 endorsement requirements would not be changed because of my request.

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

Whenever the Board makes its decision.

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.

Dr. Lindsay Grow - Education Department Chair, Professor at Grand View University

Mr. Larry Bice - Department of Education - Accreditation for GVU

Rebekka Maass - Special Education Director, Principal, Grandwood Education Center, WG School District

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.

**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.

Dr. Jo Aukes  
Petitioner's Signature

2/6/24  
Date

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

FEB 12 2024

**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: Tonya Moore Huss Case No. 24-02  
(to be completed by Board)

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

\_\_\_\_\_ Date: 2-7-24

Folder Number (if known): 312748

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:

*Unable to locate a specific "citation" so would ask for waiver of required additional coursework in lieu of applicant's coursework, experience, and college teaching experience.*

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

Description:

*Unable to locate a specific "citation" so would ask for waiver of required additional coursework in lieu of applicant's coursework, experience, and college teaching experience.*

## Section F. WAIVER INFORMATION

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

*MOC-FV School District and Special Education Teacher, Tonya Moore-Huss are requesting a review of the endorsement request that was denied by the BOEE. After 32 years of consecutive teaching experience, Tonya Moore-Huss was notified, based on her credentials, that she is not qualified to teach students with ID. Tonya Moore-Huss does not have a Strat II endorsement as it was not an option when she was getting her teaching degree, and hadn't been required in any of her teaching positions. Strat II would be considered to be one of the newer endorsements, however Tonya Moore-Huss has successfully taught numerous students with her current credentials.*

*It is our intention to provide unwavering evidence that Tonya Moore-Huss' experiences do in fact qualify her to be an expert in her field of special education and therefore, qualified to teach all students with different abilities, including those with ID.*

*Tonya Moore- Huss has a plethora of experiences teaching students with different abilities.*

- *Self-Contained Behavior Disorders Teacher (Columbus Elementary School, Chariton, IA K-5 Elementary)*
  - *Students with behaviors and intellectual disabilities*
- *Self-contained classroom (Whittier Elementary School, Indianola, IA K-5 Elementary)*
  - *Students with behaviors and intellectual disabilities*
- *Special education teacher (Indianola Middle School, Indianola, IA Grades 6-7)*
  - *Pull out, push in, self-contained including ID,, behavior disorders*
- *Instructor for the Education Department at Northwestern College*
  - *Taught several of the classes on the list that are required to earn the endorsement we are requesting a waiver for (please see attached transcripts and requirements for endorsement)*
  - *Earned Educator of the Year at Northwestern College*

- *Instructor and assistant lead for the NEXT Program at Northwestern College, which is a program specifically for students with ID*
- *Adjunct Instructor for the Graduate Program at Northwestern College*
  - *Currently teaching or have taught classes that are on the list for the endorsement we are requesting a waiver for (please see attached transcripts and requirements for endorsement)*
- *Extended School Year instructor for student with ID*
- *Respite worker for student with ID for 3 summers, providing services such as job training skills, functional life skills, and leisure activities.*

*Please find attached Tonya Triplett Moore-Huss's credentials from her undergraduate work at the University of Northern Iowa, Master's Degree from Graceland University, and Northwestern College where she taught at the undergraduate level and is currently an adjunct instructor in the Graduate Program (Special Education).*

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 is the limitation it places on me serving students that I am qualified to serve and who need me.*

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?

*No one's legal rights would be affected by this waiver. The consequence of waiving the rule would be the recognition of experience both as a K-12 teacher as well as a post-secondary instructor. It is very unlikely that another applicant will find themselves in this position, and if they do, it is very likely that they are highly qualified.*

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

*I have either taken or taught the required coursework and had a plethora of experience over three decades that would qualify me for this endorsement and not hamper my ability to serve students. This waiver would allow me to serve in the most meaningful manner possible for my current students, future students, and the district. I believe the documentation of my academic and teaching experiences validates the integrity of our profession and ensures that my students will be receiving highly qualified content for student learning.*

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





FEB 13 2024

**IOWA BOARD OF EDUCATIONAL EXAMINERS**

**PETITION FOR WAIVER**

Chapter 6 – Waivers or Variances from Administrative Rules

**General Directions:**

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- 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: Caleb Barnes

Case No. 24-03  
(to be completed by Board)

Address:

Date: 2/8/2024

Folder Number (if known): 970798

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: Friday, December 22, 2023 - per Principal Brad Hurst

- 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: Iowa Code 282.13.28(3)

- 13.28(3) Business—all, 5-12. Completion of 30 semester hours in business to include 6 semester hours in accounting, 3 semester hours in business law to include contract law, 3 semester hours in computer and technical applications in business, 6 semester hours in marketing to include consumer studies in, 3 semester hours in management, 6 semester hours in economics, and 3 semester hours in business communications to include formatting, language usage, and oral presentation. Coursework in entrepreneurship and financial literacy may be part of, or in addition to, the coursework listed above.
- This is the specific Iowa Code Language for Business Endorsements. I am not explicitly seeking the Business-All Endorsement. I need the Accounting and Marketing Endorsements to continue teaching the courses needed in our Business program at Decorah High School. However, to further grow our program, the Business-all program would provide even greater flexibility and opportunities for more business courses to offer our students at Decorah High School.

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

Description:

I request that the requirements for the Iowa 5-12 Marketing (#301) and 5-12 Accounting (#3001) endorsements be modified to secure this teaching endorsement through my Master's degree and work experience. I request this change because CTE teaching positions are hard to fill, including this position. This waiver would better align with the Initial CTE Authorization teacher licensure pathway to courses taught in the Business and Financial Services Career Pathway.

## Section F. WAIVER INFORMATION

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

I am requesting the ability to teach through a modified Iowa 5-12 Marketing (#301) and 5-12 Accounting (#3001) endorsement that would allow me to teach a more encompassing curriculum for the students at Decorah High School. I will be very limited in the courses I can teach through the Business- Office endorsement for the 2024-2025 school year. This hinders the students at Decorah High School from obtaining knowledge that would enhance their time at Decorah High School and their futures.

Below is the form I submitted in May 2023 regarding the potential CTE authorization. When submitting the form, I was under the impression that I must demonstrate a set amount of hours of work experience. With 16 years of experience in coaching football alone, I was well over the required hour based on what I provided in the document. My experience regarding recruiting was outside the marketing realm. For more clarity, here is a list of more specific details regarding my employment that pertain to marketing and accounting.

2008-2009- Illinois College

Marketing "identifying customer needs...communicating product information to potential customers."

One hundred twenty phone calls per week to potential recruits. These phone calls included identifying customer needs (what they are looking for in a college education) and providing information about the college, potential majors, internships, vocational opportunities, and the cost of education. In enhancing the recruitment process, there was follow-up and follow-through of getting potential student-athletes to campus for an in-person visit.

#### 2010-2012 William Penn University

2010-2012 Hyvee Grocery Store (Thursday and Sunday evenings 6pm-Midnight)

Marketing "identifying customer needs, developing goods and services to satisfy those needs..."

Continued recruitment of student-athletes as described by my time at Illinois College. Also worked on my capstone project, "Identifying A Need in the Workplace and Providing a Solution". I implemented a recruiting database for athletics at William Penn University, which helped track and store data more efficiently. I was also in charge of communicating with the NFL (National Football League) regarding potential prospects. I provided film upon League requests and ultimately created the highlight video for Damon Harrison, who played in the NFL from 2012 to 2020.

Accounting "is the process of recording financial transactions pertaining to a business. The accounting process includes summarizing, analyzing and reporting these transactions to oversight agencies..."

I worked the night shift, so I assisted the shift manager in running reports at the night's end and counting the cash registers for accuracy.

#### 2012-2013 Adrian College

Marketing "identifying customer needs...communicating information about products to potential customers"

Continued recruitment of Adrian College through phone calls and being on the road to recruit. This involved going into local High Schools to discuss the needs/wants of students and provide information about what Adrian College had to offer. Implementation of recruitment videos, flyers, and other informational resources were used to attract the attention of potential student-athletes.

Accounting "is the process of recording financial transactions pertaining to a business. The accounting process includes summarizing, analyzing and reporting these transactions to oversight agencies..."

I was in charge of student workers for the football program. This entailed getting them signed up for work-study through proper documentation. Also, submitted proper paperwork for payroll regarding hours worked for students to get paid. Also, I was in charge of keeping my receipts for travel while recruiting. Documenting all transactions made monthly and submitting proper paperwork for proof of purchases.

#### 2013-2018 Luther College

Hibbett Sports April 2013-August 2013

Marketing "identifying customer needs, developing goods and services that satisfy those needs, communicating information about products to potential customers, and logistics distribution management, which assures that products are delivered to customers as needed"

The recruiting experiences at Luther I had are the same as the ones I mentioned above, with a few exceptions. I was in charge of creating my mailer. Knowing the demand for high-level competition among student-athletes in Division III, I created a mailer that detailed the success and competition level of the Iowa Intercollegiate Athletic Conference (IIAC). This was distributed through mail but was also handed out on recruiting trips. I also assisted in maintaining a social media presence for Luther College. We implemented the "TOUGH" series of YouTube videos for parents of current players for retention and also for future prospective student-athletes. These videos were released every Tuesday during the football season. These videos' release and timing (distribution) were intentional and purposeful. This is just one example of many in my time recruiting at Luther College, where pushing marketing was vital to our success in recruiting student-athletes. I also created our fundraiser for the 2017 football season, where I managed the distribution of bracelets and shirts as requested or needed.

Accounting "is the process of recording financial transactions pertaining to a business. The accounting process includes summarizing, analyzing and reporting these transactions to oversight agencies..." Like my time at Adrian College, I was in charge of my purchase card and had to track and maintain documentation of all transitions (flights, meals, rental cars, tolls, hotel stays, etc). Every month, I filled out the college's financial services purchase form. I also created, organized, and executed the fundraiser for Luther College Football in 2017, "Live Your Legacy". Details were the purchase of wristbands, t-shirts, and mailers—documentation of sales (donations) and expenses. While working at Hibbett Sports, if I was on a closing shift at the end of the week, I was in charge of leaving the appropriate amount of cash in the register while taking the profits/gains to the bank for the week.

#### 2019-2021 Nebraska Wesleyan University

Marketing "identifying customer needs...communicating information about products to potential customers"

Similar recruiting experiences, as previously stated. Another experience I had was working with the VP for Enrollment (Bill Motzer). I helped implement a recruiting strategy with Mr. Motzer, which involved recruiting ALL students from outside the Midwest. This included tailored financial opportunities for students based on merit and financial need. This also included a "Fly-In" program to help students from other regions of the country have financial assistance to visit the college.

Accounting "is the process of recording financial transactions pertaining to a business. The accounting process includes summarizing, analyzing and reporting these transactions to oversight agencies..." This experience is similar to the others I have mentioned but demonstrates that I have had significant time regarding financial transactions. With the implementation of the new recruiting strategy I mentioned above, I traveled to Arizona, Florida, California, and other states. All of these transactions were documented, recorded, and reported.

#### 2021-2022 William Penn University

Marketing "identifying customer needs, developing goods and services that satisfy those needs, communicating information about products to potential customers, and logistics distribution management, which assures that products are delivered to customers as needed"

As an admissions counselor at William Penn University and serving as Interim Director of Admissions, I was involved in all facets of the admissions process. This included phone calls, emails, social media posts, and other avenues of communication. I also helped navigate a more enjoyable experience for students on campus visits. This included more thorough tours, increased exposure to the PAC building, more detailed one-on-one time with admissions counselors, and incentivized time with professors. We also catered visits to students' requests. From my time as a GA from 2010-2012, my capstone project was fully implemented in the athletic and admissions department to increase communication and efficiency.

#### 2022-2023 Luther College

Marketing "identifying customer needs, developing goods and services that satisfy those needs, communicating information about products to potential customers, and logistics distribution management, which assures that products are delivered to customers as needed"

I was the recruiting coordinator at Luther College. This entails all of the previous experience mentioned. I set up all recruiting visits for the football program. Ensuring all information was provided on the visit and families got the desired recruiting experience. (Tour, professor meetings, meetings with coaches, meeting with financial aid, photo shoot, a tour of Decorah community with bus transportation, etc).

Accounting "is the process of recording financial transactions pertaining to a business. The accounting process includes summarizing, analyzing and reporting these transactions to oversight agencies..." This experience is similar to the others I have mentioned but demonstrates that I have had significant time regarding financial transactions. I also documented ALL transactions from the football staff to document how much we spent on our recruiting budget. This included detailed information on how much we spent for on-campus visits, overnights, or recruiting travel. This could be broken down to the specific visit or travel venture.

Option 2: 4000 hours of non-school work experience and a BA or BS degree.

Employer Name, address and phone number	Nature of work	Dates of employment	Estimated hours per week	Estimated total hours
Luther College, 700 College Drive Decorah, IA 52101 563-387-2000	Coaching, recruiting, managing recruiting budgets, Taught 3 credits/year of entry level Health courses, administrative duties as assigned	02/2022 -Present	60	3600
William Penn University, 201 W Trueblood Ave 52577 641-673-1076	Interim Director of Admissions, Oversaw staff and recruiting, Coaching Football	08/2021 - 02/2022	60	1440
Nebraska Wesleyan University, 5000 St Paul Ave Lincoln NE, 68504 402-466-2371	Coaching, recruiting, managing alumni gifts, Game day management duties, administrative duties as assigned	01/2018 - 07/2022	60	10,080
Luther College, 700 College Drive Decorah, IA 52101 563-387-2000	Coaching, recruiting, managing recruiting budgets, Taught 5 credits/year of entry level Health Courses, administrative duties as assigned	03/2013 - 07/2017	60	12,960

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 that the Board's rules would impose on me would be, first and foremost, about the students. The limitation of classes offered would be unfair to them, which is why this could potentially lead to a termination of my employment at Decorah High School. The students at Decorah High School deserve to have a high-level Business program that allows them to thrive now and in the future.

The Decorah Community School District has done a fantastic job of providing me with the resources necessary to be an effective teacher. With my prior experiences, this can make me a dynamic teacher moving forward if afforded the opportunity. Decorah High School has provided me with resources such as ICEV, course content through UNI and NICC, and constant communication with support staff such as Instructional Coach Liz Fox. I attended a training course for ICEV, communicated expectations in person and via Zoom with support from professors at NICC, and attended a seminar by UNI, which directly correlates with the course offering of their finance class, which I am currently teaching. My involvement in the community has also allowed me to reach out to community members as a guest speaker.

A few of these who have already been guest speakers in the Business classrooms or will be in the near future include Nathan Todd (Owner of the Sugar Bowl), Amber Lynn Kuennen (Payroll at Luther College), Russ Schouweiler (Advisor at Thrivent Financial) and Pete Espinoza (CEO at Mile Maker Software). I reach out to these individuals so that students can get detailed information about the business world that does not come from a textbook or video. After my work experience, I realized first-hand that real-world experience and information are vital in education.

The current Board rules put Decorah Community School District in a challenging position with my current employment. Keeping me on staff as it currently stands with the rules in place would be unfair to the students, ultimately resulting in my loss of employment. I left a career of coaching college football that I was very passionate about. The decision to take the Business Teacher job at Decorah High School was based on two critical factors. The first is the stability of keeping my family in the Decorah community, where my wife

and I desire to raise our children. The second is having the ability to pursue another career I could also be passionate about.

The loss of my current job would significantly impact my family and me in the short and long term. While I understand that there are rules in place, these circumstances were out of my control. Ultimately, the well-being of the students at Decorah High School comes first.

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?

After an insightful dialogue with Principal Brad Hurst, I have considered the implications of waiving the current rule(s) regarding teacher endorsements, precisely my situation. To the best of my knowledge, waiving these rule(s) to accommodate a broader endorsement would not adversely affect the substantial legal rights of other individuals. Instead, addressing this unique teacher recruitment and retention challenges would be a beneficial adjustment.

The waiver would primarily allow me to teach a broader range of business courses, leveraging my business education and vocational experience. This adjustment would not infringe upon the rights of other educators. Instead, it provides a necessary flexibility to utilize the skills and knowledge of professionals who have entered the teaching field through alternative pathways, especially in areas facing a shortage of traditionally qualified candidates.

The immediate consequence of waiving this rule would positively impact our school's business education program. It would enable us to offer a more diverse and comprehensive curriculum, meeting our student's educational needs and interests more effectively. For myself, it would mean the opportunity to fully apply his expertise and grow professionally, which benefits our school and community.

If this decision were to set a precedent, it could have broader ramifications in the education sector, especially in areas struggling with teacher shortages. It could encourage a more flexible approach in teacher endorsements, acknowledging the value of real-world experience and non-traditional educational backgrounds in the teaching profession. This could lead to a more diverse and dynamic educational workforce that offers students a wide range of skills and perspectives.

However, it's essential to consider that any such precedent should be managed carefully. While flexibility is beneficial, maintaining high educational standards and ensuring the competency of educators is paramount. Therefore, any move towards broader endorsement criteria should be accompanied by appropriate oversight and support mechanisms to ensure that all teachers, regardless of their path into education, are fully equipped to provide a high-quality educational experience to their students.

In summary, waiving the rule(s) in this instance has more positive than negative implications for our school and potentially for the education system at large, provided that it is implemented carefully considering maintaining educational standards and teacher competency.

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?

Per my discussions with Principal Brad Hurst; Here's how granting the waiver would ensure the equal protection of public health, safety, and welfare, along with the benefits for students, the school district, and the overall integrity of the teaching profession:

**Equal Protection of Public Health, Safety, and Welfare:**

This waiver would not compromise public health, safety, or welfare by granting a broader endorsement. In the educational context, 'safety and welfare' primarily refer to students' intellectual and developmental well-being. My expanded role, backed by my business education and practical experience, aligns with these priorities. By enabling me to teach a broader range of business courses, I ensure that students receive education from a qualified, experienced professional who has already demonstrated significant growth and potential in my first year.

**Benefits for Students:**

The immediate benefit for our students is the enriched learning experience they would gain from my diverse background. My experiences present real-world business insight and an approach to teaching that brings a practical dimension to the curriculum, bridging the gap between theoretical knowledge and practical application. This exposure can ignite students' interest in business studies, potentially influencing their future educational and career choices.

**Benefits for Other Students:**

The precedent set by this waiver could encourage other schools to utilize professionals with diverse backgrounds, thus benefiting students in other districts by exposing them to instructors with real-world experiences. This could lead to a more engaging and relevant curriculum across various subjects, enhancing the overall quality of education.

**Benefits for the School District:**

For the school district, granting the waiver would mean retaining a committed and capable teacher, which is crucial in the face of teacher shortages. It would also showcase the district's adaptability and commitment to innovative education solutions, potentially attracting more qualified professionals to consider teaching as a viable career.

**Ensuring Student Welfare:**

To ensure that the welfare of our students is not compromised, the Decorah Community School District will provide me with the necessary support and resources for professional development. This includes access to pedagogical training, mentorship opportunities, and regular performance evaluations to ensure that his teaching methods align with educational standards and effectively meet the student's learning needs.

**Protecting the Profession and Licensure Standards:**

Granting this waiver is about something other than lowering the profession's standards or diluting the rigor of licensure criteria. Instead, it's about recognizing and valuing the diversity of skills and experiences that individuals from various backgrounds can bring to the teaching profession. This perspective aligns with a more modern, holistic view of what constitutes a competent educator - one that goes beyond traditional academic pathways and includes a broader range of life and professional experiences.

While this route into teaching was non-traditional, my background in business and demonstrated capabilities in my first year of teaching show that I possess the essential qualities and knowledge required of an educator in my field. By granting the waiver, we are not bypassing the core competencies expected of teachers; we are asserting that these competencies can be met through varied experiences and learning journeys.

Furthermore, obtaining and approving this waiver involves rigorous scrutiny and evaluation, ensuring that any relaxation of the rules does not compromise educational quality. It's about tailoring the requirements to accommodate exceptional cases like mine, where the candidate demonstrates the potential to contribute positively to student learning and the overall educational environment.

This approach also protects the profession's integrity by fostering a more inclusive and dynamic educational workforce. It encourages individuals with valuable industry experience to consider teaching and injecting new perspectives and expertise into the classroom. This diversity enriches the learning experience for students and helps prepare them for a complex and ever-changing world.

Ultimately, by considering waivers in exceptional cases, we uphold the spirit of licensure standards - ensuring that all educators, regardless of how they enter the profession, are equipped to provide their students with a high-quality, comprehensive education. This decision respects the core values of the teaching profession while adapting to the evolving educational landscape.

#### Ensuring Delivery of High-Quality Content for Enhanced Student Learning:

The decision to grant this waiver aligns with delivering high-quality content to students. My unique blend of academic knowledge and practical experience in business provides depth to the curriculum that traditional educational pathways might not offer. Integrating practical business insights with academic learning ensures students receive a well-rounded education, preparing them for real-world challenges and opportunities:

By granting this waiver, we're not just filling a teaching position; we're enriching our educational offerings and adapting to the evolving needs of our students and community. This approach, grounded in real-world expertise and backed by ongoing professional development, sets a precedent for delivering enhanced student learning through a diversified teaching force. It's a step towards evolving educational standards to reflect better the complex, multifaceted world our students will enter.

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

Per my discussions with Principal Brad Hurst, I am requesting this waiver not as a temporary measure but as a permanent change. This request stems from recognizing the evolving nature of educational needs and the benefits of diversifying the teacher workforce with individuals who blend academic and real-world professional experiences.

My situation has highlighted the need for a more adaptable approach to teacher endorsements, primarily in subject areas with a significant shortage of traditionally qualified candidates. My successful integration, entering the profession through an alternative pathway, and demonstrating exceptional growth and potential underscores the value of this approach.

A permanent waiver would allow me and others to continue contributing their unique skills and perspectives to the educational environment without the looming uncertainty of future eligibility

restrictions. It would provide stability for our school's planning and curriculum development, ensuring that we can maintain a high-quality business education program that adapts to the changing needs of our students and the labor market.

Moreover, a permanent change would send a strong message about the value of diverse educational and professional backgrounds in teaching. It would encourage other professionals considering a transition into education to know that their experiences are not just temporarily accommodated but are fundamentally recognized as valuable and essential to the education system.

In conclusion, the request for this waiver to be a permanent change reflects a commitment to innovative and inclusive educational practices. It prepares students for a complex world by providing them with educators who bring a rich tapestry of knowledge and experience to the classroom.

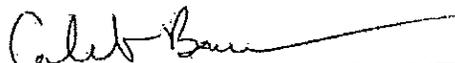
6. Does anyone else possess knowledge relevant to this waiver request? (If yes, list name, address and telephone number.) Your administrator/colleague/ other professional may submit a letter of support for your petition. Include the letter with the petition for a waiver.

Brad Hurst  
Principal  
Decorah High School  
100 Claiborne Drive  
Decorah, Iowa 52101  
563-382-3643

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.

**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

2/12/2024  
Date

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

# IOWA BOARD OF EDUCATIONAL EXAMINERS

## Board Meeting Calendar Fiscal Year 2024

<b>Day(s) of week Date</b>	<b>Location</b>	<b>Other Information</b>
July 2023 NO MEETING		
Wednesday, August 2, 2023	Grimes Bldg. (State Bd. Rm.)	
Friday, September 8, 2023	Grimes Bldg. (State Bd. Rm.)	
Friday, October 13, 2023	BoEE Office	Zoom Meeting at 10:00 a.m
Wednesday, November 8, 2023	Grimes Bldg. (State Bd. Rm.)	
Friday, December 15, 2023	Grimes Bldg. (State Bd. Rm.)	
Thursday, January 11, 2024	Grimes Bldg. <b>(**B100**)</b>	
Friday, February 23, 2024	Grimes Bldg. (State Bd. Rm.)	
Wednesday, March 20, 2024	BoEE Office	Zoom Meeting at 4 p.m. (if needed)
Friday, April 19, 2024	Grimes Bldg. (State Bd. Rm.)	
Friday, May 17, 2024	Grimes Bldg. (State Bd. Rm.)	
Thursday & Friday, June 20-21, 2024	TBD	Board Retreat Board Meeting
July 2024 NO MEETING		
Wednesday, August 7, 2024	BoEE Office	Zoom Meeting at 4 p.m. (if needed)

# IOWA BOARD OF EDUCATIONAL EXAMINERS

## Board Meeting Calendar Fiscal Year 2025

<b>Day(s) of week Date</b>	<b>Location</b>	<b>Other Information</b>
July 2024 NO MEETING		
Wednesday, August 7, 2024	BoEE Office	Zoom Meeting at 4 p.m. (if needed)
Friday, September 13, 2024	Grimes Bldg. (State Bd. Rm.)	
Friday, October 18, 2024	Grimes Bldg. (State Bd. Rm.)	
Wednesday, November 13, 2024	BoEE Office	Zoom Meeting at 4 p.m. (if needed)
Friday, December 13, 2024	Grimes Bldg. (State Bd. Rm.)	
Friday, January 17, 2025	Grimes Bldg. (State Bd. Room)	
Friday February 14, 2025	Grimes Bldg. (State Bd. Rm.)	
Wednesday, March 12, 2025	BoEE Office	Zoom Meeting at 4 p.m. (if needed)
Friday, April 11, 2025	Grimes Bldg. (State Bd. Rm.)	
Friday, May 16, 2025	Grimes Bldg. (State Bd. Rm.)	
Thursday & Friday, June 19-20, 2025	TBD	Board Retreat Board Meeting
July 2025 NO MEETING		
Wednesday, August 6, 2025	BoEE Office	Zoom Meeting at 4 p.m. (if needed)