

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

**2022-2023 BoEE Goals**

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

**AGENDA**  
**Board Meeting**  
**Friday, May 19, 2023**

***TIMES ARE APPROXIMATE***

- 8:30 a.m.**
- Call Meeting to Order**
  - Approve the Agenda** **Tab A**
  - Introduction of Iowa Department of Education Director, Chad Aldis**
  - Approve the Consent Agenda**
    - a. Minutes from April 21, 2023 board meeting **Tab B**
  - Professional Practices - Licensee Discipline - Closed Session - Board Members Only (roll call)**
  - Open Session**
    - a. Results of closed session announced
    - b. Approve closed session minutes from April 21, 2023
    - c. Reinstatement(s)
      - 1. Case No. 21-127 Kurt Yeoman
  - Communication from the Public**
  - Board Communications**
    - a. Board Member Reports
    - b. Executive Director's Report
      - 1. Legislative Update
      - 2. Agency Update
      - 3. Licensure Update
      - 4. Financial Update
        - a. FY 22 – April **Tab C**
      - 5. Board Meeting and Retreat – June 22-23, 2023 (Iowa City)
- 11:00 a.m.**
- Stakeholder Presentation –Sara Russell, 2022 Iowa Teacher of the Year**

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

- a. *Adopt***
  - 1. None
- b. *ARRC Review Pending***
  - 1. None
- d. *Items for Discussion***
  - 1. None

**Waivers**

- 1. PFW 23-03 Vanessa Anderson
- 2. PFW 23-04 Sydney Gerritsen

**Tab D**  
**Tab E**

**Reports/Approvals**

- 1. Approve Board Meeting Calendar - FY 24
- 2. Certificate of Service Presentation to Tim McKinney

**Tab F**

**12:30 p.m.**

**Adjournment**

**Lunch for Board Members**

**UPCOMING MEETINGS**

**June 22-23, 2023 (Board Retreat and Meeting in Iowa City)**

**June 22 – 1:00 p.m. Board Retreat**

**June 23 - 8:00 a.m. Board Meeting**

**July – No Meeting Scheduled**

**August 2, 2023, Zoom Meeting, if needed**



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Kristin Rickey moved, with a second by Eric St Clair, that in **case number 22-186**, the Board find probable cause to establish a violation of the following provisions of the Code of Professional Conduct and Ethics, 282 IAC rules 25.3(1)e(4), and order this case set for hearing. **MOTION CARRIED UNANIMOUSLY**

Kathy Behrens moved, with a second by Eric St Clair, that in **case number 23-05**, the Board find probable cause to establish a violation of the following provisions of the Code of Professional Conduct and Ethics, 282 IAC rules 25.3(2)b, and order this case set for hearing. **MOTION CARRIED UNANIMOUSLY**

Kristin Rickey moved, with a second by Kathy Behrens, that in **case number 23-07** the Board find probable cause to establish a violation of the following provisions of the Code of Professional Conduct and Ethics, 282 IAC rules 25.3(5)a(2), and order this case set for hearing. **MOTION CARRIED UNANIMOUSLY**

Kathy Behrens moved, with a second by Kristin Rickey, that in **case number 22-195** the Board find probable cause to establish a violation of the following provisions of the Code of Professional Conduct and Ethics, 282 IAC rules 25.3(6)d, and order this case set for hearing. **MOTION CARRIED UNANIMOUSLY**

Eric St Clair moved, with a second by Kathy Behrens, that in **case number 23-12** the Board find probable cause to establish a violation of the following provisions of the Code of Professional Conduct and Ethics, 282 IAC rules 25.3(2)b, and order this case set for hearing. Roll Call: Behrens – yes; Blead – yes; Janzen – yes; McKinney – yes; Rickey – yes; St Clair – yes; Schoening – recused. **MOTION CARRIED**

Kathy Behrens moved, with a second by Eric St Clair, that in **case number 23-13** the Board find probable cause to establish a violation of the following provisions of the Code of Professional Conduct and Ethics, 282 IAC rules 25.3(3)e, and order this case set for hearing. **MOTION CARRIED UNANIMOUSLY**

1 Kathy Behrens moved, with a second by Kristin Rickey, that in **case number 23-18**  
2 the Board find that, although one or more of the allegations in the complaint may be  
3 substantiated by the witnesses interviewed in the course of the investigation, the  
4 documents gathered in the course of the investigation, and the allegations may  
5 constitute a technical violation of the board's statute or administrative rules; the  
6 evidence before the board indicates that adequate steps have been taken to remedy  
7 the violation and to ensure that incidents of a similar nature do not occur in the  
8 future. The Board will not pursue formal disciplinary action in this matter. **MOTION**  
9 **CARRIED UNANIMOUSLY**

10  
11 Kristin Rickey moved, with a second by Kathy Behrens, that in **case number 23-16**  
12 the Board find probable cause to establish a violation of the following provisions of the  
13 Code of Professional Conduct and Ethics, 282 IAC rules 25.3(5)a(2), and order this  
14 case set for hearing. Roll Call: Behrens – yes; Bleam – recused; Janzen – yes;  
15 McKinney – yes; Rickey – yes; St Clair – yes; Schoening – yes. **MOTION CARRIED**

16  
17 Kristi Traynor recused during the board discussion of case 22-40 in closed session.  
18 Eric St Clair moved, with a second by Kathy Behrens, that in **case number 22-40** the  
19 Board find probable cause to establish a violation of the following provisions of the  
20 Code of Professional Conduct and Ethics, 282 IAC rules 25.3(1)d, 25.3(1)e(3), (4) & (7),  
21 and order this case set for hearing. **MOTION CARRIED UNANIMOUSLY**

22  
23 Kristin Rickey moved, with a second by Kathy Behrens, that in **case number 22-179**  
24 the Board find that the evidence gathered in the investigation, including witness  
25 statements and the documentary evidence, does not substantiate the allegations in the  
26 complaint, and that the Board therefore lacks probable cause to proceed with this  
27 matter. **MOTION CARRIED UNANIMOUSLY**

28  
29 Kristin Rickey moved, with a second by Kathy Behrens, that in **case number 22-190**  
30 the Board deny the Respondent's motion to dismiss and return the complaint and  
31 investigative report to the investigator to gather further information, and return the  
32 case to the Board for further consideration. Roll Call: Behrens – yes; Bleam – yes;

1 Janzen – recused; McKinney – yes; Rickey – yes; St Clair – yes; Schoening – yes.

2 **MOTION CARRIED**

3

4 Kathy Behrens moved, with a second by Kristin Rickey, that in **case number 23-19**  
5 the Board find probable cause to establish a violation of the following provisions of the  
6 Code of Professional Conduct and Ethics, 282 IAC rules 25.3(5)a(2), and order this  
7 case set for hearing. **MOTION CARRIED UNANIMOUSLY**

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9 Eric St Clair moved, with a second by Kathy Behrens, that in **case number 23-02** the  
10 Board find probable cause to establish a violation of the following provisions of the  
11 Code of Professional Conduct and Ethics, 282 IAC rules 25.3(6)c & d, and order this  
12 case set for hearing. **MOTION CARRIED UNANIMOUSLY**

13

14 Kathy Behrens moved, with a second by Eric St Clair, that in **case number 22-184**  
15 the Board find that the evidence gathered in the investigation, including witness  
16 statements and the documentary evidence, does not substantiate the allegations in the  
17 complaint, and that the Board therefore lacks probable cause to proceed with this  
18 matter. Roll Call: Behrens – yes; Bleam – no; Janzen – yes; McKinney – yes; Rickey –  
19 yes; St Clair – yes; Schoening – yes. **MOTION CARRIED**

20

21 Kristin Rickey moved, with a second by Eric St Clair, that in **case number 23-04** the  
22 Board find probable cause to establish a violation of the following provisions of the  
23 Code of Professional Conduct and Ethics, 282 IAC rules 25.3(1)c and e(3), 25.3(6)c and  
24 d, and order this case set for hearing. **MOTION CARRIED UNANIMOUSLY**

25

26 Kathy Behrens moved, with a second by Eric St Clair, that in **case number 23-06** the  
27 Board find probable cause to establish a violation of the following provisions of the  
28 Code of Professional Conduct and Ethics, 282 IAC rules 25.3(6)c, and 25.3(8)a and  
29 order this case set for hearing. Roll Call: Behrens – yes; Bleam – yes; Janzen – no;  
30 McKinney – yes; Rickey – no; St Clair – yes; Schoening – no. **MOTION CARRIED**

31

32 Kathy Behrens moved, with a second by Kristin Rickey, that in **case number 23-20**  
33 the Board find probable cause to establish a violation of the following provisions of the

1 Code of Professional Conduct and Ethics, 282 IAC rules 25.3(1)e(5), 25.3(6)m, 25.3(8)a  
2 and b and order this case set for hearing. **MOTION CARRIED UNANIMOUSLY**

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4 Kathy Behrens moved, with a second by Kristin Rickey, that in **case number 23-15**  
5 the Board find probable cause to establish a violation of the following provisions of the  
6 Code of Professional Conduct and Ethics, 282 IAC rules 25.3(6) c and m, and 25.3(8)b  
7 and order this case set for hearing. **MOTION CARRIED UNANIMOUSLY**

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9 Kristin Rickey moved, with a second by Kathy Behrens, that in **case number 23-21**  
10 the Board find that the evidence gathered in the investigation, including witness  
11 statements and the documentary evidence, does not substantiate the allegations in the  
12 complaint, and that the Board therefore lacks probable cause to proceed with this  
13 matter. Roll Call: Behrens – yes; Bleam – yes; Janzen – yes; McKinney – recused;  
14 Rickey – yes; St Clair – yes; Schoening – yes. **MOTION CARRIED**

15  
16 Kathy Behrens moved, with a second by Eric St Clair, that in **case number 23-25** the  
17 Board find probable cause to establish a violation of the following provisions of the  
18 Code of Professional Conduct and Ethics, 282 IAC rules 25.3(3)e, and order this case  
19 set for hearing. **MOTION CARRIED UNANIMOUSLY**

20  
21 Kristin Rickey moved, with a second by Kathy Behrens, that in **case number 22-199**  
22 the Board find probable cause to establish a violation of the following provisions of the  
23 Code of Professional Conduct and Ethics, 282 IAC rules 25.3(1)e(4), and order this  
24 case set for hearing. **MOTION CARRIED UNANIMOUSLY**

25  
26 Kathy Behrens moved, with a second by Eric St Clair, that in **case number 23-27** the  
27 Board find probable cause to establish a violation of the following provisions of the  
28 Code of Professional Conduct and Ethics, 282 IAC rules 25.3(4)a & b, and order this  
29 case set for hearing. **MOTION CARRIED UNANIMOUSLY**

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31 Kathy Behrens moved, with a second by Eric St Clair, that in **case number 23-01** the  
32 Board find probable cause to establish a violation of the following provisions of the

1 Code of Professional Conduct and Ethics, 282 IAC rules 25.3(2)a & b, 25.3(6)c and  
2 order this case set for hearing. **MOTION CARRIED UNANIMOUSLY**

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4 Kristin Rickey moved, with a second by Kathy Behrens, that in **case number 23-10**  
5 the Board find probable cause to establish a violation of the following provisions of the  
6 Code of Professional Conduct and Ethics, 282 IAC rules 25.3(3)b & e, 25.3(6)m and u,  
7 25.3(8)a and order this case set for hearing. **MOTION CARRIED UNANIMOUSLY**

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9 Kathy Behrens moved, with a second by Kristin Rickey, that in **case number 23-26**  
10 the Board find probable cause to establish a violation of the following provisions of the  
11 Code of Professional Conduct and Ethics, 282 IAC rules 25.3(5)a(2) and order this case  
12 set for hearing. **MOTION CARRIED UNANIMOUSLY**

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14 Kristin Rickey moved, with a second by Kathy Behrens, that the Board accept the  
15 respondent's waiver of hearing and voluntary surrender in **case number 22-151**, and  
16 that the Board issue an order permanently revoking the license with no possibility of  
17 reinstatement. **MOTION CARRIED UNANIMOUSLY**

18  
19 Kathy Behrens moved, with a second by Eric St Clair, that in **case number 22-175**  
20 the Board accept the agreement submitted by the parties, and issue an Order  
21 incorporating the agreement of the parties and imposing the agreed upon sanction.  
22 **MOTION CARRIED UNANIMOUSLY**

23  
24 Eric St Clair moved, with a second by Kathy Behrens, that in **case number 22-180**  
25 the Board accept the agreement submitted by the parties, and issue an Order  
26 incorporating the agreement of the parties and imposing the agreed upon sanction.  
27 **MOTION CARRIED UNANIMOUSLY**

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29 Kathy Behrens moved, with a second by Kristin Rickey, that in **case number 23-09**  
30 the Board accept the agreement submitted by the parties, and issue an Order  
31 incorporating the agreement of the parties and imposing the agreed upon sanction.  
32 **MOTION CARRIED UNANIMOUSLY**



1 Kristin Rickey moved, with a second by Eric St Clair, that in **case number 22-189** the  
2 Board accept the agreement submitted by the parties, and issue an Order  
3 incorporating the agreement of the parties and imposing the agreed upon sanction.

4 **MOTION CARRIED UNANIMOUSLY**

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6 Eric St Clair moved, with a second by Kathy Behrens, that in **case number 22-201**  
7 the Board accept the agreement submitted by the parties, and issue an Order  
8 incorporating the agreement of the parties and imposing the agreed upon sanction.

9 **MOTION CARRIED UNANIMOUSLY**

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11 (Kristi Traynor recused during the discussion of the Proposed Decision for Case no.  
12 22-83 and remained recused for the 180-day extensions in closed session)

13

14 Kristin Rickey moved, with a second by Eric St Clair, that the Board initiate review of  
15 the proposed decision in **case number 22-83**, In the Matter of Anthony Whitaker, to  
16 examine the proposed sanction. **MOTION CARRIED UNANIMOUSLY**

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18 Kathy Behrens moved, with a second by Kristin Rickey, that the Board not initiate  
19 review of the proposed decision in **case number 22-153**, In the Matter of Matthew  
20 Brooks, and allow the proposed decision to become the final decision of the Board  
21 unless an appeal is taken by one of the parties within the time allowed by rule.

22 **MOTION CARRIED UNANIMOUSLY**

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24 Kristin Rickey moved, with a second by Eric St Clair, to extend the 180-day deadline  
25 for issuance of the final decision in **case number 22-170** based upon a delay in the  
26 hearing due to a request for continuance by the Respondent. Respondent has yet to  
27 respond to the ALJ's request for a suggested new hearing date. **MOTION CARRIED**

28 **UNANIMOUSLY**

29

30 Eric St Clair moved, with a second by Kathy Behrens, to extend the 180-day deadline  
31 for issuance of the final decision in **case number 22-174** based upon the need to  
32 schedule the hearing. **MOTION CARRIED UNANIMOUSLY**

33

1 Petition for Waiver

2 Kristin Rickey moved, with a second by Erin Schoening, that the board grant **PFW 23-**  
3 **02 Tyann Wolfensperger. MOTION CARRIED UNANIMOUSLY.** Reasons for  
4 granting the waiver: On March 30, 2023, the Board received a Petition from Ms.  
5 Wolfensperger requesting a waiver of the rule for the requirements of an Athletic  
6 Administration Authorization. Ms. Wolfensperger was granted her coaching  
7 authorization on March 13, 2023. She is seeking a waiver of the requirement that she  
8 completed a degree from a college or university in athletic management or related field.  
9 She completed a BA degree in Biology and Psychology. In addition, she has completed  
10 a MA degree in Educational Leadership from Minnesota State University. Also, she has  
11 served as the Head Volleyball coach for Hawkeye Community College. Ms.  
12 Wolfensperger applied for an athletic administration authorization on February 8,  
13 2023 and was her application was denied on March 8, 2023. Ms. Wolfensperger has a  
14 master’s degree in Educational Leadership and a minor in coaching attached to her  
15 undergraduate degree. She has successfully coached at the collegiate level. Much of  
16 her master’s program has similar requirements to an athletic administration degree.  
17 A denial of this waiver would create undue hardship due to the fact that a denial of  
18 this waiver would make it difficult for Ms. Wolfensperger to obtain an additional  
19 degree. Additionally, similar waivers have been granted in the past and Ms.  
20 Wolfensperger currently works at Columbus Catholic school and brings a wealth of  
21 knowledge and experience to all the students participating in activities. She has  
22 completed a master degree in Educational Leadership and has a coaching minor in her  
23 Bachelor degree preparation. The rule from which Ms. Wolfensperger seeks a waiver is  
24 not specifically mandated by statute or any other provision of law, and, accordingly,  
25 may be waived by the Board.

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27 **Stakeholder Presentation: SAI 2022 Administrator of the Year**

28 Heather Buckley, Elementary Principal of the Year, from Cardinal Elementary School,  
29 presented to the board on her school, experiences in education and as Administrator  
30 of the Year.

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32 Communication from the Public

33 None.

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Board Member Reports

None

Executive Director’s Report

Legislative Update:

It has been quiet on passage of legislation. BoEE Attorney, Beth Myers and Lead Consultant, Joanne Tubbs, met with key Senate members regarding the BoEE configuration. There have been no solid decision yet, but moving the bill is still active. Joanne also answered questions regarding the bill for a change to renewal requirements for a Master’s Degree with a minimum of 10 years’ experience.

Agency Update:

Director Cavin is having weekly meetings with Mark Ford to discuss the BoEE agency transition to the Department of Education. There has been no decision yet on moving the agency location. Work has also begun with the Department of Education HR staff to possibly transition services. IT Specialist, Jeff DeBruin has been working with OCIO and the consulting company regarding an IT inventory.

Financial Update:

Financials for both February and March have been included in the agenda. We are currently in good shape. Income is tapering off but still at 9% over annual revenue projections. It will continue to slide off over the next few months. We have started the Budget for FY24-26 and will be including expenses for major modifications to our application system, but will need to seek vendors to assist. Our copier/printer is 7 years old and costs for repairs are starting to increase as well as become difficult. Parts are getting difficult to locate. We are planning on including the cost for a new one for the office in FY 24. We will be looking into replacements for the Boards’ Chrome Books. These are getting close to the end of life and will soon stop receiving updates.

1 Licensure Update

2 Renewals are at 2 weeks out. We are already hearing from the field regarding  
3 conditional licensure. There have been a lot of requests to start the year with a sub.  
4 We have informed HR and Administrators that we will still allow for the 23-24 school  
5 year, but will not have this option open until late July or early August and that they  
6 need to continue to advertise and recruit. We approved 372 Substitutes in open  
7 positions for the 22-23 school year. We issued 1381 conditional license for the 22-23  
8 school year.

9  
10 NASDTEC Annual meeting in Phoenix June 11-13th. I will be attending.

11 Retreat June 22 and 23rd in Iowa City. Meredith will send out an email next week  
12 with the reservation link. During the retreat, on Thursday, June 22nd, we will have a  
13 discussion with Kristi and Beth regarding Professional Practices procedures. It will be  
14 a refresher for some, and new information for others.

15  
16 Director Cavin will be meeting with Davis Eidahl the first week of May to provide  
17 orientation so he is ready for the May meeting. Dave Harper was unable to attend the  
18 meeting today due to scheduling conflicts. Director Cavin will be meeting with him to  
19 present his recognition of service to the Board.

20  
21 Rules

22 None

23  
24 Adopt:

25 None

26  
27 ARRC Review Pending:

28 None.

29 Notice:

30 None.

31  
32 Discussion:

33 None.

1 Reports/Approval

2 The proposed draft of the Board Meeting calendar for 2023-2024 has been included in  
3 the agenda packet for review. It will be voted on for approval at the May meeting.  
4 Please review the calendar for any potential conflicts.

5

6 There being no further business, Kristin Rickey moved, with a second by Erin  
7 Schoening, to adjourn the meeting at 1:17 p.m. **MOTION CARRIED UNANIMOUSLY.**

8

9

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

From: Mike Cornelison

Date: May 1, 2023

Re: **FY 2023 FINANCIAL ANALYSIS**  
**Period 10 - April 2023**

**NOTE 1: Cash Balance Review**

Unit	Current Cash Balance	Projected FYE Carry Forward
9397 - BoEE	\$1,660,426	\$1,637,177
	<u>\$1,660,426</u>	<u>\$1,637,177</u>

**Areas to Monitor:**

**RED:**

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**YELLOW:**

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**GREEN:**

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

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

**Questions and review of financials:**

**Accounting conventions:**

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

**Other Information:**

[mike.cornelison@iowa.gov](mailto:mike.cornelison@iowa.gov)

515-336-9435

Fund: 0001 General Fund

Unit: 9397

Sub Unit: Blank

Appropriation: WZ9 Board of Educational Examiners

FY 2023

EDas Customer Number: 1100  
Percent of Year Complete 83%

Obj/Rev Class	Obj/Rev Class Name	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	HO13	HO14	HO15	YTD	End of Year Forecast	Annual Budget	Percent of Budget	Percent of Budget
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Actual	(C=A+B)	(D)	To Date
	Balance Brought Forward from Prior Year	100,000	1,334,767	-													1,434,767	1,434,767	1,318,052		
	Balance Carried Forward to Next Year													(100,000)	(1,537,177)		-	(1,637,177)	(1,217,121)		
<b>Revenue Collected</b>																					
234	Gov Transfer In Other Agencies	-	-	6,480	-	-	-	-	86	94	-	-	-	-	-	-	6,660	6,660	5,000	133%	133%
401	Fees, Licenses & Permits	182,210	251,971	133,519	129,308	146,325	116,068	171,526	128,579	161,010	137,246	185,239	234,240	-	-	-	1,557,762	1,977,240	1,969,312	79%	100%
704	Other	58,735	79,675	74,390	57,195	59,250	47,235	62,905	44,640	57,105	45,750	51,529	56,728	-	-	-	586,880	695,137	635,000	92%	109%
<b>Total Revenues:</b>		<b>340,945</b>	<b>1,666,413</b>	<b>214,388</b>	<b>186,503</b>	<b>205,575</b>	<b>163,303</b>	<b>234,431</b>	<b>173,305</b>	<b>218,208</b>	<b>182,996</b>	<b>236,768</b>	<b>290,968</b>	<b>(100,000)</b>	<b>(1,537,177)</b>	<b>-</b>	<b>3,586,068</b>	<b>2,476,627</b>	<b>2,710,244</b>	<b>132%</b>	<b>91%</b>
<b>Expenditures</b>																					
101	Personal Services	80,049	125,769	125,823	125,754	198,103	107,166	133,379	108,451	108,559	122,586	181,716	126,497	48,447	-	-	1,235,641	1,592,301	1,629,632	76%	98%
202	In State Travel	-	805	1,889	2,092	466	1,652	32	545	1,597	592	2,000	2,000	2,500	-	-	9,669	16,169	20,000	48%	81%
205	Out Of State Travel	-	2,195	-	186	-	158	-	-	24	-	2,000	4,000	2,500	-	-	4,206	12,706	20,000	21%	64%
301	Office Supplies	164	6,000	391	209	67	441	333	-	592	288	5,000	500	(4,500)	-	-	8,483	9,483	10,350	82%	92%
302	Facility Maintenance Supplies	-	-	-	-	-	-	-	-	-	-	100	-	500	-	-	-	600	1,500	0%	40%
308	Other Supplies	-	-	-	-	-	-	-	-	-	-	-	200	-	-	-	-	200	400	0%	50%
309	Printing & Binding	-	228	1,420	104	-	-	-	232	-	-	-	200	100	-	-	1,983	2,283	3,500	57%	65%
311	Food	-	-	18	33	-	48	-	-	-	-	200	-	200	-	-	99	499	1,000	10%	50%
313	Postage	-	1,045	1,482	1,323	1,062	824	777	833	965	1,218	1,000	1,000	1,000	-	-	9,530	12,530	12,000	79%	104%
401	Communications	-	1,614	1,614	1,613	1,612	1,614	894	2,334	1,614	1,614	1,650	1,650	1,650	-	-	14,525	19,475	20,000	73%	97%
402	Rentals	4,917	4,917	5,017	5,222	4,917	5,017	-	9,833	4,917	4,917	6,250	8,420	250	-	-	49,672	64,592	69,750	71%	93%
403	Utilities	182	187	178	137	217	299	-	786	273	196	350	300	300	-	-	2,457	3,407	4,000	61%	85%
405	Prof & Scientific Services	-	-	495	350	-	345	-	300	495	200	500	500	500	-	-	2,186	3,686	6,000	36%	61%
406	Outside Services	333	333	333	561	657	346	-	692	346	346	500	500	500	-	-	3,948	5,448	46,200	9%	12%
408	Advertising & Publicity	-	-	-	-	-	92	-	-	-	-	50	-	-	-	-	92	142	200	46%	71%
409	Outside Repairs/Service	-	-	-	-	-	-	-	-	-	-	500	-	-	-	-	-	500	1,000	0%	50%
414	Reimbursements To Other Agency	-	3,434	2,523	3,605	2,601	2,026	2,721	1,339	2,617	2,743	2,900	2,900	2,900	-	-	23,610	32,310	35,000	67%	92%
416	ITD Reimbursements	-	173,582	2,695	2,714	2,340	2,365	2,338	2,394	2,474	3,122	10,500	10,000	10,000	-	-	194,024	224,524	270,000	72%	83%
418	IT Outside Services	-	4,558	3,450	6,913	2,131	3,850	-	3,263	1,305	1,305	1,500	1,500	1,500	-	-	26,775	31,275	18,000	149%	174%
432	Attorney General Reimbursement	-	-	9,183	4,586	4,587	6,422	-	9,440	4,589	5,230	4,585	4,585	4,585	-	-	44,037	57,792	50,500	87%	114%
434	Gov Transfer Other Agencies	-	26,409	42,223	32,800	23,090	27,546	-	55,489	20,397	24,723	32,000	25,000	25,000	-	-	252,677	334,677	330,000	77%	101%
502	Office Equipment	-	-	-	-	-	-	-	-	-	-	250	-	-	-	-	-	250	250	0%	100%
503	Equipment-Non Inventory	-	-	-	-	-	-	-	-	-	-	-	-	1,000	-	-	-	1,000	4,000	0%	25%
510	IT Equipment & Software	8,386	1,453	-	-	-	-	-	-	1,049	-	-	-	(1,500)	-	-	10,888	9,388	15,000	73%	63%
602	Other Expenses & Obligations	-	-	4,343	5,564	3,058	3,308	3,074	2,961	3,663	3,200	3,250	3,500	3,250	-	-	29,171	39,171	40,000	73%	98%
702	Fees	-	-	-	-	-	-	-	30	-	-	-	-	-	-	-	30	30	30	100%	100%
705	Refunds-Other	-	160	405	330	295	-	305	190	85	170	-	250	-	-	-	1,940	2,190	1,000	194%	219%
<b>Total Expenditures:</b>		<b>94,031</b>	<b>352,689</b>	<b>203,481</b>	<b>194,096</b>	<b>245,361</b>	<b>165,005</b>	<b>143,854</b>	<b>199,112</b>	<b>155,562</b>	<b>172,451</b>	<b>256,251</b>	<b>194,052</b>	<b>100,682</b>	<b>-</b>	<b>-</b>	<b>1,925,642</b>	<b>2,476,627</b>	<b>2,609,311</b>	<b>74%</b>	<b>95%</b>
<b>Current Month Operations</b>		<b>246,915</b>	<b>1,313,724</b>	<b>10,908</b>	<b>(7,593)</b>	<b>(39,786)</b>	<b>(1,703)</b>	<b>90,577</b>	<b>(25,807)</b>	<b>62,646</b>	<b>10,545</b>	<b>(19,483)</b>	<b>96,916</b>	<b>(200,682)</b>	<b>(1,537,177)</b>	<b>-</b>	<b>1,660,426</b>	<b>0</b>	<b>100,933</b>		
<b>Cash Balance</b>		<b>246,915</b>	<b>1,560,639</b>	<b>1,571,547</b>	<b>1,563,953</b>	<b>1,524,168</b>	<b>1,522,465</b>	<b>1,613,042</b>	<b>1,587,235</b>	<b>1,649,881</b>	<b>1,660,426</b>	<b>1,640,944</b>	<b>1,737,860</b>	<b>1,537,177</b>	<b>0</b>	<b>0</b>			<b>100,933</b>		

**FOOTNOTES**

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

**Expenditures**  
**101** Personal Services - November & May have 3 payroll warrants written.  
**202** In State Travel - Employee travel and Board Meeting expense.  
**401** Communication - Cell phone and ICN Voice usage.  
**402** Rentals - Facility lease & exhibit booths for trade events.  
**405** Prof & Scientific Services - payments to school districts for Board Member per diem & substitute reimbursements.  
**406** Outside Services - Includes the office cleaning service.  
**414** Reimbursements to Other Agencies - DAS services.  
**416** ITD Reimbursements - Forecast includes cost for a Professional Practices update & migration to the Salesforce system. April expense includes \$700 for the Resultant - Chrome Management Console annual license renewal.  
**418** IT Outside Services - WebSpec Design costs, & Insight desktop support.  
**432** Attorney General Reimbursement - April expense includes \$644 for transcription services.  
**434** Gov Transfer Other Agencies - DCI criminal history & background checks.  
**510** IT Equipment & Software - March expense is for the annual Zoom license renewal.  
**602** Other Expenses & Obligations - TOS credit card processing fees.

Job Class	Board Members
133116 14000	Kristen M Rickey
105263 14000	Timothy I McKinney
130062 14000	Anthony D Voss
105264 14000	Timothy W Bower
105265 14000	Erin K Schoening
139188 14000	Eric A St Clair DOE
105266 14000	Rhonda McRina
139184 14000	Pam Bleam
139189 14000	Vacant
133381 14000	Chad W Janzen
105267 14000	Kathy J Behrens
105268 14000	David A Harper

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

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

Board of Educational Examiners

Obj/Rev Class	Obj/Rev Class Name	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	HO13	HO14	HO15	YTD	
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Actual	
Appropriation																		
BBF																		
<b>Revenue Collected</b>																		
234	Gov Transfer In Other Agencies	0	0	6,480	0	0	0	0	86	94	0	0	0	0	0	0	0	6,660
401	Licensure Fees	182,210	251,971	133,519	129,308	146,325	116,068	171,526	128,579	161,010	137,246	0	0	0	0	0	1,557,762	
704	DCI Check Fees	58,735	79,675	74,390	57,195	59,250	47,235	62,905	44,640	57,105	45,750	0	0	0	0	0	586,880	
<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>2,151,301</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						495,245	
<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>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>495,301</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>2,646,602</b>	
	<i>YTD vs Prior Year</i>	7%	12%	17%	16%	15%	13%	12%	10%	9%	8%							

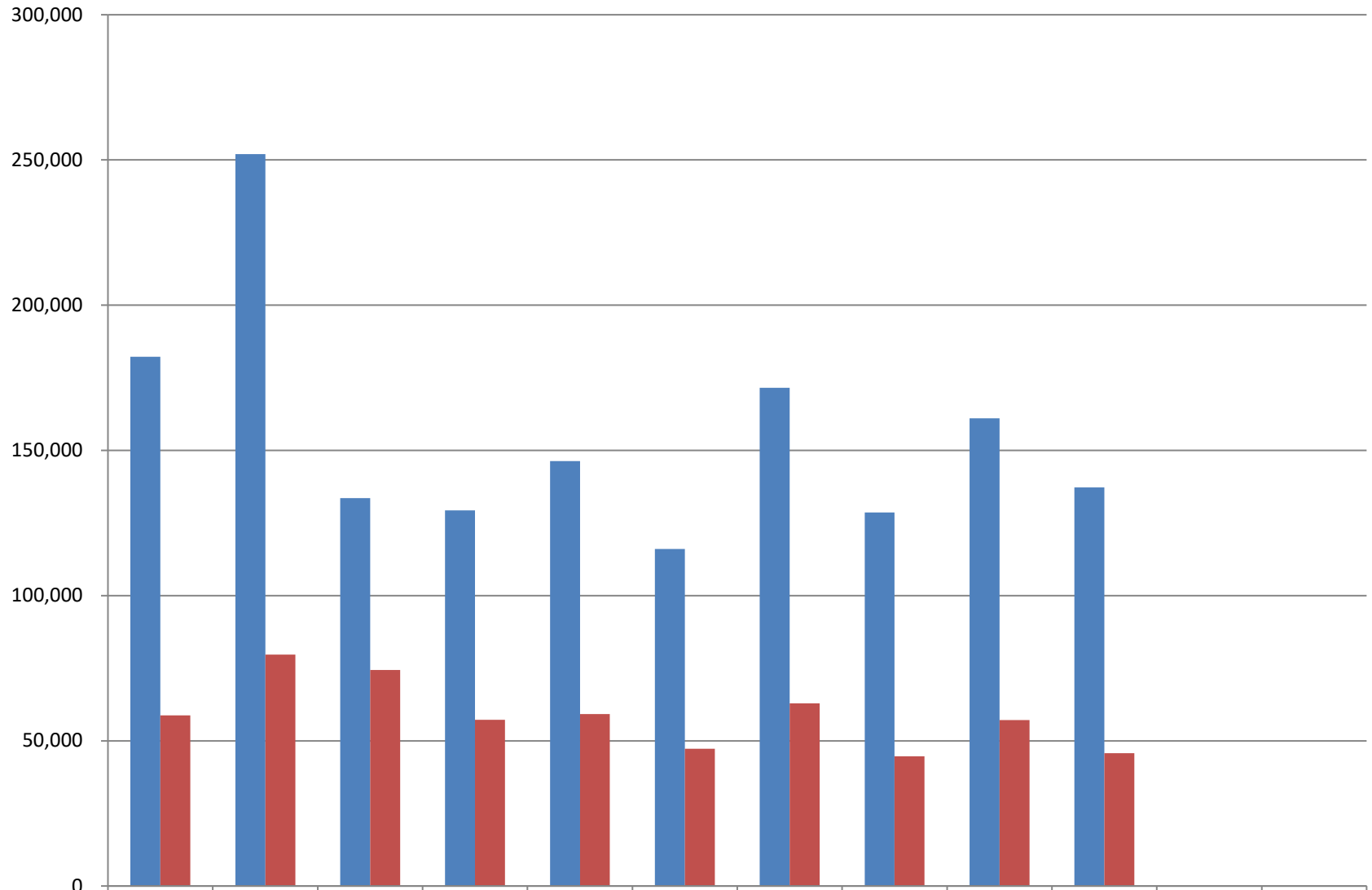
Note -  
 General Fund 0001-996-2820

Prior Year

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

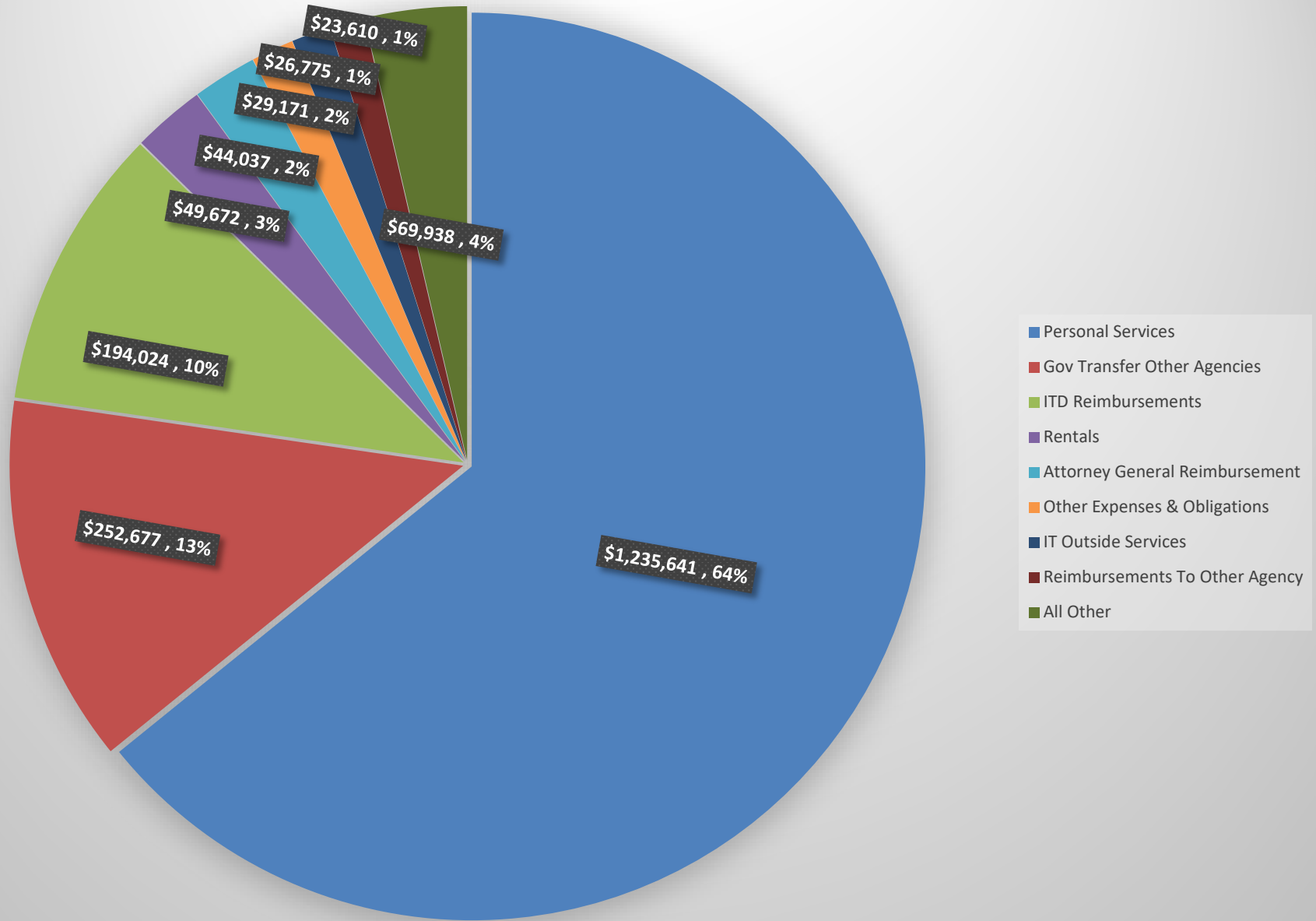


## Receipts July 2022-June 2023



■ Licensure Fees	182,210	251,971	133,519	129,308	146,325	116,068	171,526	128,579	161,010	137,246	0	0
■ DCI Check Fees	58,735	79,675	74,390	57,195	59,250	47,235	62,905	44,640	57,105	45,750	0	0

# Expenditures July 2022-June 2023

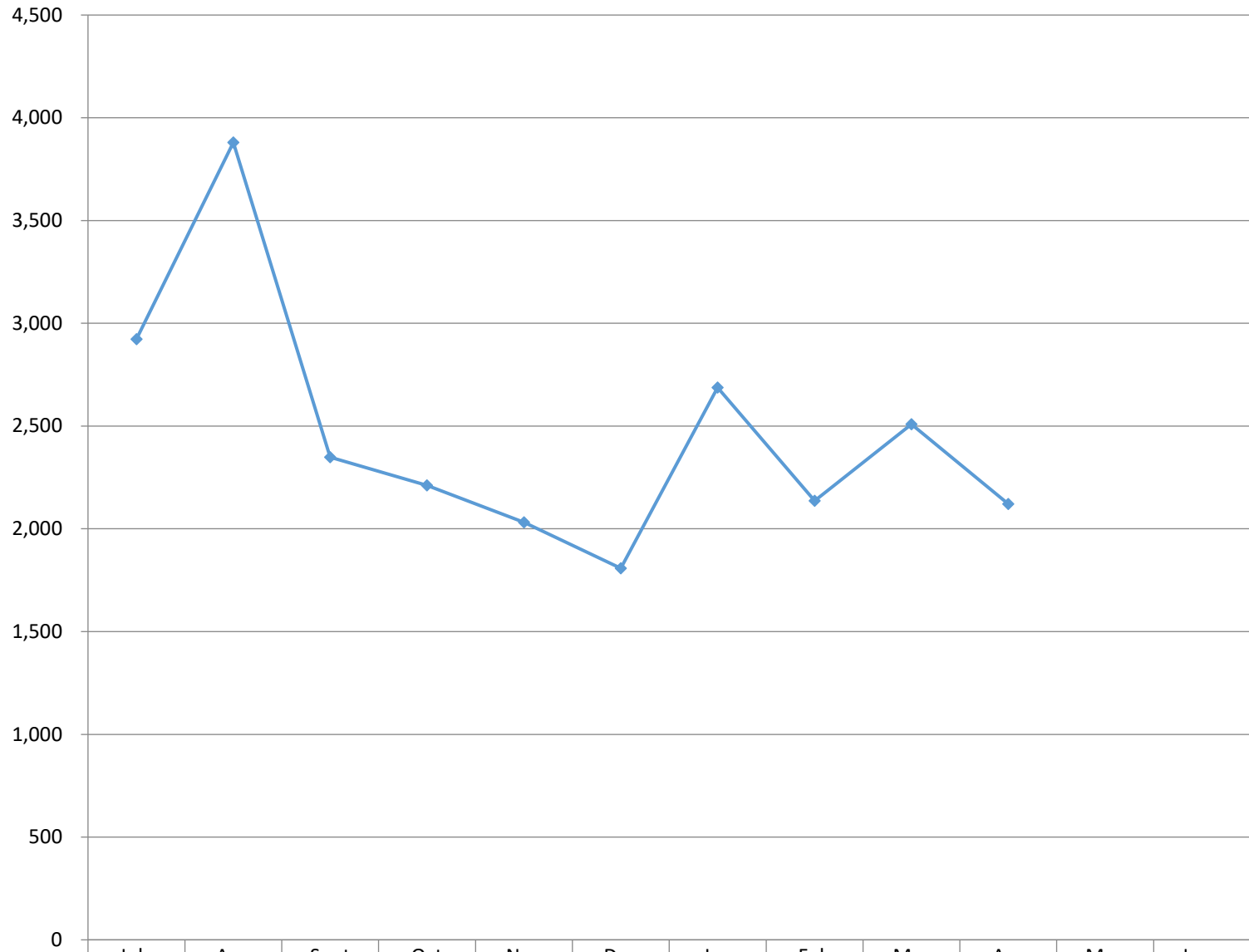


## Obligations vs. Budget Report

### Budget Fiscal Year: 2023

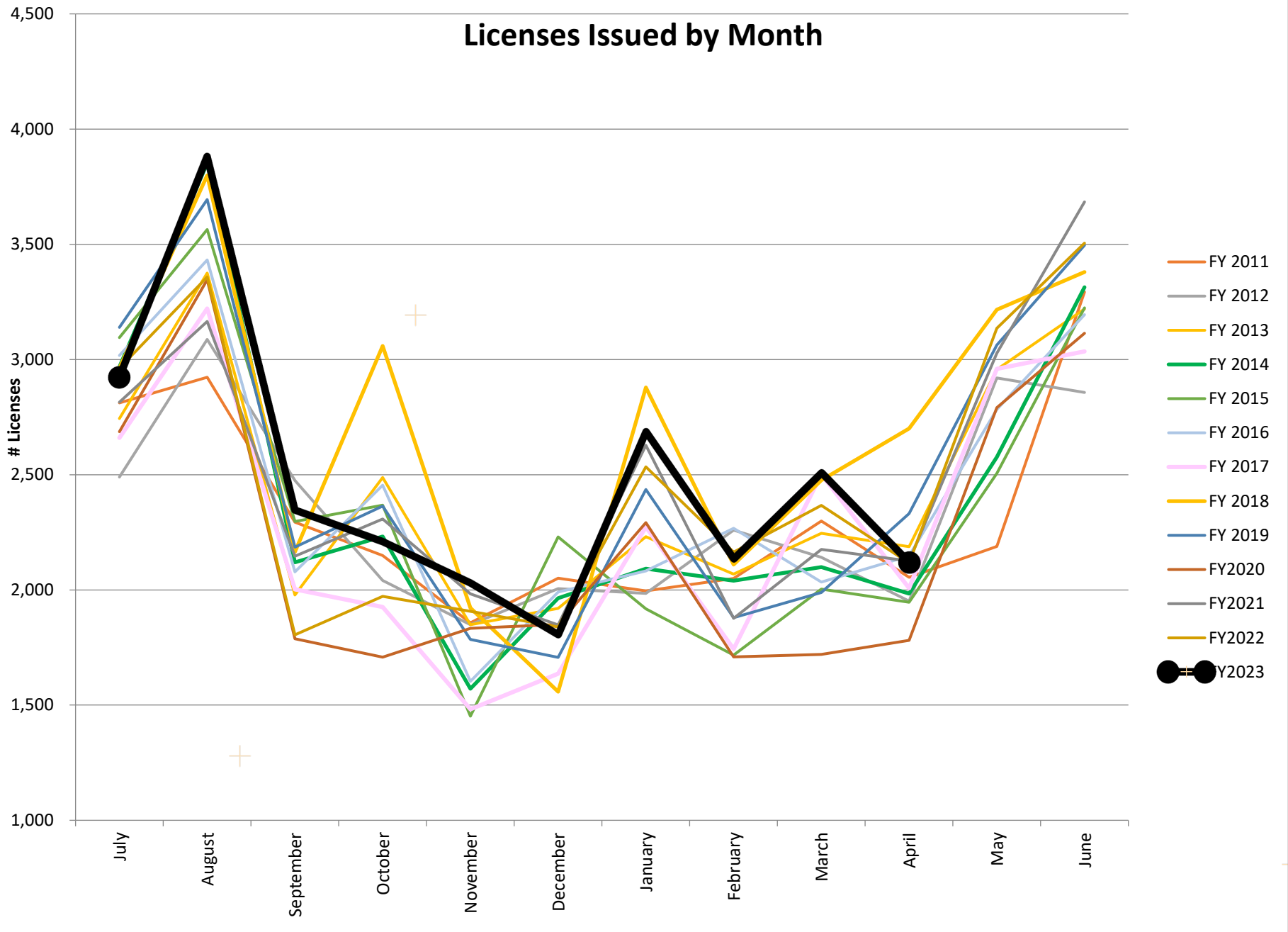
	Actual To-Date	FY-Encumbered	Total Obligations FY-To-Date	FY 23 Budget	Budget Balance	Percent of Budget Received /Spent
<b>Resources -</b>						
Balance Forward	1,434,767		1,434,767	1,318,052		
234 Gov Transfer In Other Agencies	6,660		6,660	5,000		
401 Fees, Licenses & Permits	1,557,762		1,557,762	1,969,312		
704 Other	586,880		586,880	635,000		
Total Resources	<b>\$3,586,068</b>	<b>\$0</b>	<b>\$3,586,068</b>	<b>\$3,927,365</b>		
(Total Revenues)	<u><u>\$2,151,301</u></u>	<u><u>\$0</u></u>	<u><u>\$2,151,301</u></u>	<u><u>\$2,609,313</u></u>	\$458,011	82%
<b>Expenditures -</b>						
101 Personal Services	1,235,641		1,235,641	1,629,632	393,991	76%
202 In State Travel	9,669		9,669	20,000	10,331	48%
205 Out Of State Travel	4,206		4,206	20,000	15,794	21%
301 Office Supplies	8,483		8,483	10,350	1,866	82%
302 Facility Maintenance Supplies	0		0	1,500	0	0%
308 Other Supplies	0		0	400	400	0%
309 Printing & Binding	1,983		1,983	3,500	1,516	57%
313 Postage	9,530		9,530	12,000	2,470	79%
401 Communications	14,525		14,525	20,000	5,475	73%
402 Rentals	49,672		49,672	69,750	20,079	71%
403 Utilities	2,457		2,457	4,000	1,543	61%
405 Prof & Scientific Services	2,186		2,186	6,000	3,814	36%
406 Outside Services	3,948		3,948	46,200	42,251	9%
408 Advertising & Publicity	92		92	200	107	46%
409 Outside Repairs/Service	0		0	1,000	1,000	0%
414 Reimbursements To Other Agency	23,610		23,610	35,000	11,390	67%
416 ITD Reimbursements	194,024		194,024	270,000	75,977	72%
418 IT Outside Services	26,775		26,775	18,000	(8,775)	149%
432 Attorney General Reimbursement	44,037		44,037	50,500	6,463	87%
434 Gov Transfer Other Agencies	252,677		252,677	330,000	77,323	77%
502 Office Equipment	0		0	250	250	0%
503 Equipment-Non Inventory	0		0	4,000	4,000	0%
510 IT Equipment & Software	10,888		10,888	15,000	4,112	73%
602 Other Expenses & Obligations	29,171		29,171	40,000	10,829	73%
702 Fees	30		30	30	0	100%
705 Refunds-Other	1,940		1,940	1,000	(940)	194%
Total Expenditures	\$1,925,543	\$0	\$1,925,543	\$2,608,311	\$681,268	74%
CY Revenue Less Expenditures	<u><u>\$225,758</u></u>					
Estimated Carry Forward	<u><u>\$1,660,525</u></u>					

### Total # Licenses Issued FY23



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

# Licenses Issued by Month



**Number of Licenses Issued by Month**

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

FY2023 Actual Number of Transactions Processed per Month

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Issued
Add - Add Administrator Endorsement (Iowa Institution)		4	2	2	4	2	12		4	2			32
Add - Add Administrator Endorsement (Out of State Institution)	0			0		1	0	2					3
Add - Add Concentration Para	15	23	17	7	7	10	12	16	6	4			117
Add - Add Teaching Endorsement ( Iowa institution will be recommendatation)	66	106	22	22	27	62	87	62	45	38			537
Add - Add Teaching Endorsement (state min. requirements or non-Iowa institution)	58	72	28	25	18	25	37	25	25	35			348
Convert - Exchange to a Full License	14	24	5	9	10	9	12	13	16	9			121
Convert - Exchange to a Full License (Reciprocity Only)	4	6	3	3	4	4	7	4	4	6			45
Convert - Initial Career and Tech/Prelim. Native Language Speaker to Full Auth.	1	3	2	3	2	1	1	2	3				18
Convert - Initial School Administrative Manager to Full SAM													0
Convert - Standard to Master Educator	87	126	81	63	71	52	101	84	89	78			832
Convert - Temporary or Initial School Business Official to next SBO level	1	1	3	2	2	1	1	4	3	1			19
Convert Initial Administrator to Professional Administrator	12	9	0		2	1	1	2	1	1			29
Convert Initial Teacher/PSL to Standard/PSL	135	88	11	16	20	10	26	26	60	111			503
Extension - Extension of Class A Class B or Admin Exchange License	27	36	4	11	19	4	7	10	9	15			142
Extension - Extension of Coaching Authorization	24	72	22	34	41	14	28	27	40	21			323
Extension - Extension of Full Authorization (not coaching)	2	5	6	5	9	2	9	7	8	3			56
Extension - Extension of Initial Teacher/Admin (experience met within one year)	12	8	1	4	2	3	5	3	6	17			61
Extension - Extension of Standard Master Prof Admin or Auth (not coach)	81	140	62	71	72	53	67	76	81	62			765
Extension - Final Extension of Initial Teacher (not meeting teaching standards)	2	3											5
New - Conditional License: Class B - Administrator	10	12	0	0	1		2	0	4	3			32
New - Conditional License: Class B - Teacher General Education	74	165	26	32	50	15	17	26	30	30			465
New - Conditional License: Class B - Teacher Special Education	69	88	20	17	15	9	8	10	10	24			270
New - Conditional License: Executive Director Design - Special Education	24	45	4	3	11	5	6	5	7	5			115
New - Content Specialist Authorization (Step 1 Transcript Eval)													0
New - Content Specialist Authorization (Step 2 "Processing")										2			2
New - Executive Director Decision License	32	61	12	15	12	5	9		2	6			154
New - First Activities Administrator Authorization			1		1	1	2	5	10	1			21
New - First Administrator License (Out of State Preparation)	14	7	2	6	5	7	12	13	10	10			86
New - First Behind the Wheel Driving Instructor Authorization	2	3	5	4	6	5	6	2		4			37
New - First Career and Technical Authorization	13	16	3	1	3	2	2	2	8	14			64
New - First Class G License (counseling internship needed - Out of State only)	2	5	1		1	2			1	1			13
New - First Coaching Authorization (in lieu of a coaching on a teaching license)	224	243	156	206	150	129	155	181	228	170			1,842
New - First Evaluator License (do not use if applying for/hold admin. license)	2	4	2	8	2	2		5	2	3			30
New - First IJAG Authorization	11	7	5	6		2	1	6	4	2			44
New - First Intern School Psychologist	2									1			3
New - First Iowa Administrator License (Iowa Institution)	8	38	20	11	9	12	21	10	24	9			162
New - First Iowa Substitute License (holds valid/expired Iowa teaching license)	41	93	60	56	41	21	48	28	35	33			456
New - First Iowa Substitute License (Out of State is not seeking teaching license)	13	25	11	10	11	11	13	9	4	9			116
New - First Iowa Teaching Counseling or Class G license (Iowa Institution)	146	98	177	327	147	289	235	223	242	171			2,055
New - First Iowa Teaching License (Out of Country Step 1 Transcript Eval)	0	0	0	0	0	0	0	0	0	0			0
New - First Iowa Teaching License (Out of Country Step 2 "Processing")	1	3	1		2	1	2	1	5	6			22
New - First Iowa Teaching License (Out of State Institution)	147	87	35	38	28	19	53	55	63	62			587
New - First Native Language Speaker Authorization	5	3				1	1			2			12
New - First Orientation and Mobility License													0
New - First Paraeducator Certificate	27	103	442	49	56	27	127	27	17	34			909
New - First Prof Svc License: Counsel (Out of State Institution)	6	4	2	1	1	2	2		1	2			21
New - First Professional Service Counseling SLP School Psy etc (Out of State)	6	9		1	0	1	2	1	1	3			24
New - First SAM Authorization	6	1		1	3								11
New - First School Business Official Authorization: Temporary or Initial SBO	3	1	2	8			8	3	3	2			30
New - First Statement of Professional Recognition - Other	22	33	17	21	10	4	6	5	5	9			132
New - First Statement of Professional Recognition - School Nurse	4	10	6	1	2	1	4	4	5	5			42
New - First Substitute Authorization (have not completed teacher prep program)	168	417	257	225	280	229	241	157	200	124			2,298
New - First Teacher Intern License (Iowa Preparation Only)	13	37	2	3	1	8	2	3	5	1			75
New - First Work Based Learning Supervisor Authorization									1	1			2
New - International Exchange Teaching License: Teachers from Spain		14											14
New - Preservice Substitute Authorization				2	1								3
New - Temporary Initial license (Iowa grad only)	1								0				1
New - Transitional Coaching Authorization (has not completed coaching auth)	13	26	3	14	12	5	10	12	15	12			122
Renew - Behind the Wheel	4	6	4	10	21	39	30	13	16	9			152
Renew Activities Administrator Authorization	1								1				2
Renew - Administrator/Evaluator License	34	37	25	24	20	34	40	38	37	29			318
Renew - Coaching Authorization	111	190	95	144	126	87	148	113	163	115			1,292
Renew - iJAG Authorization			1	1					1				3
Renew - Initial Admin	10	4	4	3		1	3	9	11	11			56
Renew - Initial Teacher Initial Admin or Initial Professional Service License	59	50	5	18	12	7	17	19	29	42			258
Renew - Para Certification	15	18	21	9	9	10	19	14	22	13			150
Renew - School Administrator Manager (Initial or Full SAM)	1	1											2
Renew - School Business Authorization (Full SBO)	2	4	3	6	3	3	4	2	3	3			33
Renew - Standard Master Professional Service Career and Technical or OM	657	804	454	471	509	431	769	551	634	507			5,787
Renew - Statement of Professional Recognition	18	39	32	24	34	16	24	24	14	14			239
Renew - Substitute Authorization	31	46	33	23	25	16	27	34	23	16			274
Renew - Substitute License or Substitute Authorization	61	93	44	45	34	25	54	38	51	31			476
Transcript Analysis Fee	269	204	86	90	68	70	145	125	162	167			1,386
Other Printed Copy of License	12	11	3	5	8	3	9	9	11	6			77
Misc Fee/Overpayment	1	3		3	4	3	2	2	2	1			21
Late Fee (Endorsed/Expired)	83	94	49	56	85	17	15	13	14	9			435
Late Fee (No License)													0
Military Discount													0
Convenience Fee	2,873	3,840	1,968	2,188	2,080	1,807	2,576	2,088	2,463	2,076			23,959
Background Renewal	1,260	1,549	825	872	910	747	1,285	994	1,179	995			10,616
Background	652	861	929	697	547	546	633	505	601	466			6,437
<b>Total # Transactions Processed</b>	<b>2,923</b>	<b>3,880</b>	<b>2,348</b>	<b>2,211</b>	<b>2,032</b>	<b>1,808</b>	<b>2,688</b>	<b>2,136</b>	<b>2,509</b>	<b>2,121</b>	<b>0</b>	<b>0</b>	<b>24,656</b>

FY2023 Actual Revenue for each Transaction Processed

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Rev
Add - Add Administrator Endorsement (Iowa Institution)		\$ 200	\$ 100	\$ 100	\$ 200	\$ 100	\$ 600		\$ 200	\$ 100			\$ 1,600
Add - Add Administrator Endorsement (Out of State Institution)	\$ -			\$ -		\$ 50	\$ -	\$ 100					\$ 150
Add - Add Concentration Para	\$ 375	\$ 575	\$ 425	\$ 175	\$ 175	\$ 250	\$ 300	\$ 400	\$ 150	\$ 100			\$ 2,925
Add - Add Teaching Endorsement (Iowa institution will be recommendation)	\$ 3,300	\$ 5,300	\$ 1,100	\$ 1,100	\$ 1,350	\$ 3,100	\$ 4,350	\$ 3,100	\$ 2,250	\$ 1,900			\$ 26,850
Add - Add Teaching Endorsement (state min. requirements or non-Iowa institution)	\$ 2,900	\$ 3,600	\$ 1,400	\$ 1,250	\$ 900	\$ 1,250	\$ 1,850	\$ 1,250	\$ 1,250	\$ 1,750			\$ 17,400
Convert - Exchange to a Full License	\$ 1,190	\$ 2,040	\$ 425	\$ 765	\$ 850	\$ 765	\$ 1,020	\$ 1,105	\$ 1,360	\$ 765			\$ 10,285
Convert - Exchange to a Full License (Reciprocity Only)	\$ 340	\$ 510	\$ 255	\$ 255	\$ 340	\$ 340	\$ 595	\$ 340	\$ 340	\$ 510			\$ 3,825
Convert - Initial Career and Tech/Prelim. Native Language Speaker to Full Auth.	\$ 85	\$ 255	\$ 170	\$ 255	\$ 170	\$ 85	\$ 85	\$ 170	\$ 255				\$ 1,530
Convert - Initial School Administrative Manager to Full SAM													\$ -
Convert - Standard to Master Educator	\$ 7,395	\$ 10,710	\$ 6,885	\$ 5,355	\$ 6,035	\$ 4,420	\$ 8,585	\$ 7,140	\$ 7,565	\$ 6,630			\$ 70,720
Convert - Temporary or Initial School Business Official to next SBO level	\$ 85	\$ 85	\$ 255	\$ 170	\$ 170	\$ 85	\$ 85	\$ 340	\$ 255	\$ 85			\$ 1,615
Convert Initial Administrator to Professional Administrator	\$ 1,020	\$ 765	\$ -		\$ 170	\$ 85	\$ 85	\$ 170	\$ 85	\$ 85			\$ 2,465
Convert Initial Teacher/PSL to Standard/PSL	\$ 11,475	\$ 7,480	\$ 935	\$ 1,360	\$ 1,700	\$ 850	\$ 2,210	\$ 2,210	\$ 5,075	\$ 9,435			\$ 42,730
Extension - Extension of Class A Class B or Admin Exchange License	\$ 4,050	\$ 5,400	\$ 600	\$ 1,650	\$ 2,850	\$ 600	\$ 1,050	\$ 1,500	\$ 1,350	\$ 2,250			\$ 21,300
Extension - Extension of Coaching Authorization	\$ 960	\$ 2,880	\$ 880	\$ 1,360	\$ 1,640	\$ 560	\$ 1,120	\$ 1,080	\$ 1,600	\$ 840			\$ 12,920
Extension - Extension of Full Authorization (not coaching)	\$ 170	\$ 425	\$ 510	\$ 425	\$ 765	\$ 170	\$ 765	\$ 595	\$ 680	\$ 255			\$ 4,760
Extension - Extension of Initial Teacher/Admin (experience met within one year)	\$ 300	\$ 200	\$ 25	\$ 100	\$ 50	\$ 75	\$ 125	\$ 75	\$ 150	\$ 425			\$ 1,525
Extension - Extension of Standard Master Prof Admin or Auth (not coach)	\$ 6,885	\$ 11,900	\$ 5,270	\$ 6,035	\$ 6,120	\$ 4,505	\$ 5,695	\$ 6,460	\$ 6,885	\$ 5,270			\$ 65,025
Extension - Final Extension of Initial Teacher (not meeting teaching standards)	\$ 170	\$ 255											\$ 425
New - Conditional License: Class B - Administrator	\$ 850	\$ 1,020	\$ -	\$ -	\$ 85		\$ 170	\$ -	\$ 340	\$ 255			\$ 2,720
New - Conditional License: Class B - Teacher General Education	\$ 6,295	\$ 14,025	\$ 2,210	\$ 2,270	\$ 4,250	\$ 1,275	\$ 1,445	\$ 2,210	\$ 2,550	\$ 2,550			\$ 39,530
New - Conditional License: Class B - Teacher Special Education	\$ 5,865	\$ 7,480	\$ 1,700	\$ 1,445	\$ 1,275	\$ 765	\$ 680	\$ 850	\$ 850	\$ 2,040			\$ 22,950
New - Conditional License: Executive Director Design - Special Education	\$ 2,040	\$ 3,825	\$ 340	\$ 255	\$ 935	\$ 425	\$ 510	\$ 425	\$ 595	\$ 425			\$ 9,775
New - Content Specialist Authorization (Step 1 Transcript Eval)										\$ -			\$ -
New - Content Specialist Authorization (Step 2 "Processing")										\$ 170			\$ 170
New - Executive Director Decision License	\$ 2,720	\$ 5,185	\$ 1,020	\$ 1,275	\$ 1,020	\$ 425	\$ 765		\$ 170	\$ 510			\$ 13,090
New - First Activities Administrator Authorization			\$ 85		\$ 85	\$ 85	\$ 170	\$ 425	\$ 850	\$ 85			\$ 1,785
New - First Administrator License (Out of State Preparation)	\$ 1,190	\$ 595	\$ 170	\$ 510	\$ 425	\$ 595	\$ 1,020	\$ 1,105	\$ 850	\$ 850			\$ 7,310
New - First Behind the Wheel Driving Instructor Authorization	\$ 80	\$ 120	\$ 200	\$ 160	\$ 240	\$ 200	\$ 240	\$ 80		\$ 160			\$ 1,480
New - First Career and Technical Authorization	\$ 1,105	\$ 1,360	\$ 255	\$ 85	\$ 255	\$ 170	\$ 170	\$ 170	\$ 680	\$ 1,190			\$ 5,440
New - First Class G License (counseling internship needed - Out of State only)	\$ 170	\$ 425	\$ 85		\$ 85	\$ 170			\$ 85	\$ 85			\$ 1,105
New - First Coaching Authorization (in lieu of a coaching on a teaching license)	\$ 19,040	\$ 20,645	\$ 13,200	\$ 17,510	\$ 12,750	\$ 10,965	\$ 13,115	\$ 15,375	\$ 19,330	\$ 14,440			\$ 156,370
New - First Evaluator License (do not use if applying for/hold admin. license)	\$ 170	\$ 340	\$ 170	\$ 680	\$ 110	\$ 170		\$ 425	\$ 110	\$ 255			\$ 2,430
New - First IJAG Authorization	\$ 935	\$ 595	\$ 425	\$ 510		\$ 170	\$ 85	\$ 510	\$ 340	\$ 170			\$ 3,740
New - First Intern School Psychologist	\$ 170									\$ 85			\$ 255
New - First Iowa Administrator License (Iowa Institution)	\$ 680	\$ 3,230	\$ 1,700	\$ 935	\$ 765	\$ 1,020	\$ 1,785	\$ 850	\$ 2,040	\$ 765			\$ 13,770
New - First Iowa Substitute License (holds valid/expired Iowa teaching license)	\$ 3,485	\$ 7,905	\$ 5,100	\$ 4,760	\$ 3,485	\$ 1,785	\$ 4,080	\$ 2,380	\$ 2,975	\$ 2,805			\$ 38,760
New - First Iowa Substitute License (Out of State is not seeking teaching license)	\$ 1,105	\$ 2,125	\$ 935	\$ 850	\$ 935	\$ 935	\$ 1,105	\$ 765	\$ 340	\$ 765			\$ 9,860
New - First Iowa Teaching Counseling or Class G license (Iowa Institution)	\$ 12,410	\$ 8,330	\$ 15,045	\$ 27,795	\$ 12,495	\$ 24,565	\$ 19,975	\$ 18,955	\$ 20,570	\$ 14,535			\$ 174,675
New - First Iowa Teaching License (Out of Country Step 1 Transcript Eval)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
New - First Iowa Teaching License (Out of Country Step 2 "Processing")	\$ 85	\$ 255	\$ 25		\$ 170	\$ 85	\$ 170	\$ 85	\$ 425	\$ 510			\$ 1,810
New - First Iowa Teaching License (Out of State Institution)	\$ 12,495	\$ 7,395	\$ 2,975	\$ 3,230	\$ 2,380	\$ 1,615	\$ 4,505	\$ 4,675	\$ 5,355	\$ 5,270			\$ 49,895
New - First Native Language Speaker Authorization	\$ 425	\$ 255				\$ 85	\$ 85			\$ 170			\$ 1,020
New - First Orientation and Mobility License													\$ -
New - First Paraeducator Certificate	\$ 1,080	\$ 4,120	\$ 17,680	\$ 1,960	\$ 2,240	\$ 1,080	\$ 5,080	\$ 1,080	\$ 680	\$ 1,360			\$ 36,360
New - First Prof Svc License: Counsel (Out of State Institution)	\$ 510	\$ 340	\$ 170	\$ 85	\$ 85	\$ 170	\$ 170		\$ 85	\$ 170			\$ 1,785
New - First Professional Service Counseling SLP School Psy etc (Out of State)	\$ 510	\$ 765		\$ 85	\$ -	\$ 85	\$ 170	\$ 85	\$ 85	\$ 255			\$ 2,040
New - First SAM Authorization	\$ 510	\$ 85		\$ 85	\$ 255								\$ 935
New - First School Business Official Authorization: Temporary or Initial SBO	\$ 255	\$ 85	\$ 170	\$ 680			\$ 680	\$ 255	\$ 255	\$ 170			\$ 2,550
New - First Statement of Professional Recognition - Other	\$ 1,870	\$ 2,805	\$ 1,445	\$ 1,785	\$ 850	\$ 340	\$ 510	\$ 425	\$ 425	\$ 765			\$ 11,220
New - First Statement of Professional Recognition - School Nurse	\$ 340	\$ 850	\$ 510	\$ 85	\$ 170	\$ 85	\$ 340	\$ 340	\$ 425	\$ 425			\$ 3,570
New - First Substitute Authorization (have not completed teacher prep program)	\$ 14,280	\$ 35,445	\$ 21,845	\$ 19,125	\$ 23,800	\$ 19,465	\$ 20,485	\$ 13,305	\$ 17,000	\$ 10,540			\$ 195,290
New - First Teacher Intern License (Iowa Preparation Only)	\$ 1,105	\$ 3,145	\$ 170	\$ 255	\$ 85	\$ 680	\$ 170	\$ 255	\$ 425	\$ 85			\$ 6,375
New - First Work Based Learning Supervisor Authorization									\$ 85	\$ 85			\$ 170
New - International Exchange Teaching License: Teachers from Spain		\$ 1,190											\$ 1,190
New - Preservice Substitute Authorization				\$ 170	\$ 85								\$ 255
New - Temporary Initial License (Iowa grad only)	\$ 85												\$ 85
New - Transitional Coaching Authorization (has not completed coaching auth)	\$ 1,105	\$ 2,210	\$ 255	\$ 1,190	\$ 1,020	\$ 425	\$ 850	\$ 1,020	\$ 1,275	\$ 1,020			\$ 10,370
Renew - Behind the Wheel	\$ 160	\$ 240	\$ 160	\$ 400	\$ 840	\$ 1,560	\$ 1,200	\$ 520	\$ 640	\$ 360			\$ 6,080
Renew Activities Administrator Authorization	\$ 85								\$ 85				\$ 170
Renew - Administrator/Evaluator License	\$ 2,890	\$ 3,145	\$ 2,125	\$ 2,040	\$ 1,700	\$ 2,890	\$ 3,400	\$ 3,230	\$ 3,145	\$ 2,465			\$ 27,030
Renew - Coaching Authorization	\$ 9,435	\$ 16,150	\$ 8,075	\$ 12,240	\$ 10,710	\$ 7,395	\$ 12,580	\$ 9,605	\$ 13,855	\$ 9,775			\$ 109,820
Renew - iJAG Authorization			\$ 85	\$ 85					\$ 85				\$ 255
Renew - Initial Admin	\$ 850	\$ 340	\$ 340	\$ 255		\$ 85	\$ 255	\$ 765	\$ 935	\$ 935			\$ 4,760
Renew - Initial Teacher Initial Admin or Initial Professional Service License	\$ 5,015	\$ 4,225	\$ 425	\$ 1,530	\$ 1,020	\$ 595	\$ 1,445	\$ 1,615	\$ 2,465	\$ 3,570			\$ 21,905
Renew - Para Certification	\$ 600	\$ 720	\$ 840	\$ 360	\$ 360	\$ 400	\$ 760	\$ 560	\$ 880	\$ 520			\$ 6,000
Renew - School Administrator Manager (Initial or Full SAM)	\$ 85	\$ 85											\$ 170
Renew - School Business Authorization (Full SBO)	\$ 170	\$ 340	\$ 255	\$ 510	\$ 255	\$ 255	\$ 340	\$ 170	\$ 255	\$ 255			\$ 2,805
Renew - Standard Master Professional Service Career and Technical or OM	\$ 55,845	\$ 68,340	\$ 38,590	\$ 39,985	\$ 43,265	\$ 36,635	\$ 65,365	\$ 46,835	\$ 53,890	\$ 43,095			\$ 491,845
Renew - Statement of Professional Recognition	\$ 1,530	\$ 3,315	\$ 2,720	\$ 2,040	\$ 2,890	\$ 1,360	\$ 2,040	\$ 2,040	\$ 1,190	\$ 1,190			\$ 20,315
Renew - Substitute Authorization	\$ 2,635	\$ 3,910	\$ 2,805	\$ 1,955	\$ 2,125	\$ 1,360	\$ 2,295	\$ 2,890	\$ 1,955	\$ 1,360			\$ 23,290
Renew - Substitute License or Substitute Authorization	\$ 5,185	\$ 7,905	\$ 3,740	\$ 3,825	\$ 2,890	\$ 2,125	\$ 4,590	\$ 3,230	\$ 4,335	\$ 2,635			\$ 40,460
Transcript Analysis Fee	\$ 16,140	\$ 12,240	\$ 5,160	\$ 5,400	\$ 4,080	\$ 4,200	\$ 8,650	\$ 7,500	\$ 9,670	\$ 10,020			\$ 83,060
Other Printed Copy of License	\$ 180	\$ 165	\$ 45	\$ 75	\$ 120	\$ 45	\$ 135	\$ 135	\$ 165	\$ 90			\$ 1,155
Misc Fee/Overpayment	\$ 35	\$ 300		\$ 145	\$ 195	\$ 150	\$ 175	\$ 160	\$ 135	\$ 65			\$ 1,360
Late Fee (Endorsed/Expired)	\$ 2,725	\$ 4,425	\$ 2,200	\$ 3,265	\$ 6,425	\$ 1,775	\$ 1,075	\$ 1,275	\$ 1,050	\$ 650			\$ 24,865
Late Fee (No License)													\$ -
Military Discount													\$ -
Convenience Fee	\$ 8,619	\$ 11,520	\$ 5,904	\$ 6,564	\$ 6,240	\$ 5,421	\$ 7,728	\$ 6,264	\$ 7,389	\$ 6,228			\$ 71,877
Background Renewal	\$ 12,600	\$ 15,490	\$ 8,250	\$ 8,720	\$ 9,100	\$ 7,470	\$ 12,850	\$ 9,940	\$ 11,790	\$ 9,950			\$ 106,160
Background	\$ 48,900	\$ 64,575	\$ 69,675	\$ 52,275	\$ 41,025	\$ 40,950	\$ 47,475	\$ 37,800	\$ 45,075	\$ 34,950			\$ 482,700
<b>Grand Total</b>	<b>\$ 307,349</b>	<b>\$ 406,160</b>	<b>\$ 258,514</b>	<b>\$ 250,249</b>	<b>\$ 227,060</b>	<b>\$ 199,796</b>	<b>\$ 279,408</b>	<b>\$ 226,619</b>	<b>\$ 267,634</b>	<b>\$ 221,478</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,644,267</b>
<b>Background Total</b>	<b>\$ 61,500</b>	<b>\$ 80,065</b>	<b>\$ 77,925</b>	<b>\$ 60,995</b>	<b>\$ 50,125</b>	<b>\$ 48,420</b>	<b>\$ 60,325</b>	<b>\$ 47,740</b>	<b>\$ 56,865</b>	<b>\$ 44,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 588,860</b>
<b>BoEE Total</b>	<b>\$ 177,923</b>	<b>\$ 235,931</b>	<b>\$ 131,014</b>	<b>\$ 137,018</b>	<b>\$ 128,021</b>	<b>\$ 109,466</b>	<b>\$ 158,516</b>	<b>\$ 129,461</b>	<b>\$ 152,535</b>	<b>\$ 127,763</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,487,648</b>
<b>Gen Fund Total</b>	<b>\$ 59,308</b>	<b>\$ 78,644</b>	<b>\$ 43,671</b>	<b>\$ 45,673</b>	<b>\$ 42,674</b>	<b>\$ 36,489</b>	<b>\$ 52,839</b>	<b>\$ 43,</b>					



MAY 02 2023

IOWA BOARD OF EDUCATIONAL EXAMINERS

PETITION FOR WAIVER

Chapter 6 – Waivers or Variances from Administrative Rules

General Directions:

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

Section A. PETITIONER'S INFORMATION.

Name: Vanessa Anderson

Address:

Folder Number (if known): 987655

Home Phone with Area Code:

Work Phone with Area Code:

Case No. 23-03  
(to be completed by Board)  
Date: 5/1/2023

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:

282—13.1(272) General. Vanessa Anderson is requesting waiver of the rules for completing the 24 required credits to obtain a Family and Consumer Science teaching Endorsements.

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

Vanessa Anderson would like the board to waive the rules for one course in the 24 required course credits. That course is Methods of Family Consumer Science Course in order to receive a Family and Consumer Science Endorsement to continue to teach these courses for the Cedar Falls Community School District. Vanessa Anderson has completed all the requirements for the endorsement minus one last course.

**Section F. WAIVER INFORMATION**

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

My folder number is 987655. I have been a full-time educator in the State of Iowa since July 2010. My degrees include Master Educator K-6 Elementary Education, K-8 English and Language Arts, PK-12 Principal License, PK-12 Special Education Supervision License. I am on a Class B license for Family and Consumer Science. The class B license expires June 2023.

I agreed to teach courses in the Family and Consumer Science area at my school for the 2021-2022 school year after this was a shortage area. I currently am continuing in this capacity for the foreseeable future. I worked towards finishing the endorsement online through Iowa State University. The last course to finish this endorsement is a Methods Course.

This methods course is no longer offered online at Iowa State University. It will only be available in person in the Fall of 2023. The family and consumer science course is not available at any other institution in the state of Iowa.

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

**Undue Hardship:**

If I can't complete the necessary last course I will first have to pay for and apply for an extension of the class B license. If I am not granted an extension I will not be able to continue teaching in the area of Family and Consumer Science. If I am granted an extension, it will be a hardship on me to complete a course that's only offered in-person. I teach full-time in Northern Iowa and I have two small children to care for. I will be forced to find this course outside of the state of Iowa with the hope that it's offered only online.

**Here is a description of the course necessary:**

FCEDS 306: Principles of teaching and learning applied to family and consumer sciences content incorporating literacy and STEM strategies for diverse audiences. Focus on providing a broad overview of effective instructional methods and substantial technological tools to meet varied learning needs. Includes 12 hours of arranged practicum and team teaching.

I am confident through my hands-on experience teaching courses in this area, I am well versed in effective instruction methods. The course I have taught and am currently teaching at my school are 9th Grade Child Development and Interior Design, 9th Grade Nutrition and Foods 1, 7th Grade Family and Consumer Science Overview. Please refer to letter from my school administrator attached to this document.

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?

In order to receive this endorsement it requires 24 semester hours in the Family and Consumer Science Coursework. Currently, there are 41 unfilled positions in this area across the state of Iowa as of May 1, 2023 . Many endorsements require much less coursework. For example, the Talented and Gifted Endorsement requires 12 extra credit hours. I believe the consequence of reducing the credit hours could tie directly with more teachers meeting the qualifications.

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?

The Cedar Falls Community School district will benefit from this license being granted due to the fact that they will continue to provide students with a dedicated, experienced, licensed professional to lead courses. I am committed to the professional integrity of continually developing our programs by collaborating with colleagues as we expand local family and consumer science education courses within our school district. I will ensure students are delivered high quality content by working closely with the state Family and Consumer Science standards as we enhance our current and future course offerings.

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

I am requesting the waiver to be granted in May 2023.

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.

Dave Wempen, Consultant for Board of Educational Examiners,

Laura Kilbride, Iowa State University Student Services Specialist,

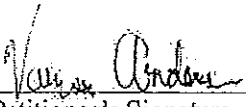
7. Please review the board waivers on the Board of Educational Examiners' website: [www.boee.iowa.gov](http://www.boee.iowa.gov) to determine if the board has reviewed a similar petition for a waiver and the outcome. Cite the similar petition(s) to support your request for a petition of a waiver of the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

Waiver Request No. 11-16 Eric Kumm: An industrial technology teacher was requesting waiver of the rules for his Class E License. He still needed 3 class credits to receive his industrial technology endorsement requirements. The coursework would interfere with his FFA summer schedule and therefore create hardships including reduced teacher duties until coursework is complete. The board GRANTED his petition for waiver and he was issued his class E license.

Waiver Request No 8-14 Marjorie Lane: A Family and Consumer Science Teacher did complete all her coursework due to the challenge of distance learning. She filed a petition to request waiver of the rules for her Class License. The petition for waiver was GRANTED May 6th, 2008

**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

5/1/2023  
Date

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

MAY 09 2023

IOWA BOARD OF EDUCATIONAL EXAMINERS

PETITION FOR WAIVER

Chapter 6 – Waivers or Variances from Administrative Rules

**General Directions:**

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

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

Name: Sydney Daile Schaar Gerritsen Case No. 23-04  
(to be completed by Board)

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

Date: 5/8/23

Folder Number (if known): 977298

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:  
3/1/23 (Administrator Exchange License issued with deficiency, which is the reason for this petition for waiver)

- 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 Administrative Code 282—18.6(272) Specific requirements for an administrator prepared out of state. An applicant seeking Iowa licensure who completes an administrator preparation program from a recognized non-Iowa institution shall verify the requirements of rules 282—18.1(272) and 282—18.4(272) through a transcript review. Applicants must hold and submit a copy of a valid or expired regular administrator certificate or license in another state, exclusive of a temporary, emergency or substitute license or certificate.

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

#### **Description:**

According to the Iowa Administrative Code as cited above, administrators who completed preparation programs out of state must hold a valid or expired regular administrator certificate or license from another state.

## 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 that the Board of Educational Examiners waive the rule that administrators who completed preparation programs out of state must hold a valid or expired regular administrator certificate or license from another state and in its place accept the official letter I received from the Louisiana Department of Education (see Appendix A) in its stead. I am unable to receive a valid certificate from Louisiana unless I am employed as an administrator in Louisiana. As I am currently employed as an administrator in Iowa and have worked in Iowa for my entire teaching career, this is not possible.

Despite my extensive correspondence with members of the Iowa Board of Educational Examiners and the Louisiana Department of Education, I find myself at a standstill. The state of Iowa, according to Greg Horstmam (see Appendix B), requires the actual certificate and will not accept the letter I received from the Louisiana Department of Education (see Appendix A), even though that it states I have met all requirements and would be issued the certificate if I was employed by a school district in Louisiana. According to the Louisiana Department of Education (see Appendix C), they are unable to remove the requirement that I be employed in Louisiana, but they could provide specific verbiage if necessary to help this process. I would promptly complete the formal request for such a statement should the Board determine it would be acceptable.

The Louisiana Department of Education also recommended I try to work with the Iowa Board of Educational Examiners to resolve the issue. Greg Horstmann suggested that if I was unable to receive my valid administrative certificate from Louisiana, I should seek a license in another state that would accept my preparation so he could remove the deficiency from my Iowa Administrator Exchange License (see

Appendix B), which is contrary to previous communications with him which stated that I had to have licensure in the state where I completed my preparation. When I reached out to Mike Cavin, Executive Director, for assistance (see Appendix D), he recommended I complete this waiver in an attempt to find a resolution.

If the Board would waive this rule and accept the formal letter from the Louisiana Department of Education stating that I qualify for an Educational Leader 1 (administrator) certificate, it would remove the deficiency from my Iowa Administrator Exchange License, allowing me to eventually receive a Standard Administrative License and continue working for the remainder of my career in my home state, the only state I have ever worked as a teacher and administrator.

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

I have been seeking Iowa Administrative licensure since December 2021 upon my graduation with my master's degree in Educational Leadership from the University of Louisiana Monroe (see Appendix E). I completed this online program because it was from an accredited state university and was fully online, which was appealing to me as I worked full-time as a licensed teacher in the state of Iowa. Because I was required specifically by the State of Iowa to first obtain a license in my state of preparation (Louisiana) (see Appendix B), I incurred \$495 in costs between Louisiana licensure fees and the cost of the School Leaders Licensure Assessment (SLLA), a requirement of the Louisiana Department of Education (see Appendix F). I took a half personal day to complete this assessment and scored 31 points higher than the Louisiana certification requirement (see Appendix G).

I did as told by Greg Horstmann and sought administrative licensure in the state where I received my preparation (Louisiana), causing financial hardship and a significant loss of time spent studying and preparing for the exam I would not have had to take had I not been required to seek Louisiana licensure. After this process, I was told by the Louisiana Department of Education that I have met all requirements for their administrative license (an Educational Leader 1 certificate in that state) but would not receive the official certificate unless I was employed as an administrator in the state of Louisiana.

Iowa will not accept the letter (see Appendices A, B, and D) and is insisting upon the official certificate that I cannot obtain without moving across the country and seeking employment in Louisiana. Greg Horstmann has suggested (see Appendix B) that I take additional time and money to seek administrative licensure in a third state so he can remove the deficiency from my Iowa Administrator Exchange License. I submit that this is an extreme hardship after I have, to this point, done everything asked of me by the Iowa Board of Educational Examiners. As it currently stands, without paying for and seeking additional licensure in other states, if the deficiency is not waived from my Iowa Administrator Exchange License, I will have to consider leaving the profession I have worked hard to pursue in August of 2024 when my license expires.

**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?**

The legal rights of other individuals would not be affected by waiving this rule. The consequences would be setting the precedent that others working and living in the state of Iowa who attend online degree programs in states that have in-state employment requirements would be able to obtain their Iowa licensure without deficiencies that can only be removed by getting licensure in a third state, according to Greg Horstmann (see Appendix B). Iowa administrators would have the flexibility to obtain their degrees online from accredited schools throughout the country, which would incentivize quality administrators to work and remain in the state of Iowa.

**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?**

If this waiver is granted, I would be able to remain a licensed administrator at my independent school in the state of Iowa. I could continue to serve as an evaluator, which ensures the students in my school are taught by high-quality educators who meet all of Iowa's standards for quality instruction. Having a fully licensed Iowa administrator at a nonpublic school ensures that Iowa's expectations for educators and students are met with fidelity and maintains a solid connection between the Iowa Board of Educational Examiners and Iowa's nonpublic schools.

I graduated from a regionally accredited master's program with a 4.0 GPA and a School Leaders Licensure Assessment score 31 points higher than is required for licensure in Louisiana. I have maintained a valid teaching license in Iowa since 2007 and will continue to do so despite now being employed as an administrator to stay current on educational practices through professional development as to better serve my students and the teachers at my school. I qualify for the out-of-state licensure that Iowa requires, but I cannot receive the formal certificate because I live and work in Iowa.

In the year 2023, online master's degree programs are extremely common, especially for full-time educators. Requiring that persons applying for an Iowa Administrative license who completed online programs from a school in another state and who are actively employed and licensed to teach in the state of Iowa to have no option but to engage in a licensure exchange program is uncommon and extremely limiting. In an examination of states around Iowa (Minnesota, Illinois, Missouri, and Nebraska), I found that none have such rules and instead examine the coursework of said out-of-state program to determine if it meets their requirements.

Forcing Iowans to receive licenses from other states makes it extremely difficult to become licensed administrators as there are no fully or mostly online programs that lead to principal licensure in Iowa. If Iowa wants to attract and maintain quality educators and administrators, setting a precedent in the decision to waive the requirement for a formal certificate and accept the letter from my preparation state that I fully qualify for an administrative certificate in Louisiana would help tremendously.

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

I am requesting that this waiver be considered by December 2023 so if it is denied, I have adequate time to explore other options before my Iowa Administrator Exchange license expires in August 2024.

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

Yes. I have discussed this situation in depth with several colleagues and former professors when seeking a resolution to this issue. You may contact my current Head of School, Mrs. Christie Stover of Bergman Academy, or the current Educational Leadership Program Coordinator at the University of Louisiana Monroe (where I obtained my master's degree online), Dr. Greg Koers.


Mrs. Christie Stover  
Head of School  
Bergman Academy  
100 45th Street  
Des Moines, IA 50312

Dr. Greg Koers  
Educational Leadership Program Coordinator  
University of Louisiana Monroe  
700 University Avenue  
Walker 2-26  
Monroe, LA 71209

**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.**

I was unable to find any similar petitions for a waiver.

**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.



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

5/8/23

\_\_\_\_\_  
Date

**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

5/8/23

\_\_\_\_\_  
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	BoEE Office	Zoom Meeting at 4 p.m. (if needed)
Friday, September 8, 2023	Grimes Bldg. (State Bd. Rm.)	
Friday, October 13, 2023	Grimes Bldg. (State Bd. Rm.)	
Wednesday, November 8, 2023	BoEE Office	Zoom Meeting at 4 p.m. (if needed)
Friday, December 15, 2023	Grimes Bldg. (State Bd. Rm.)	
Thursday, January 11, 2024	Capitol Rotunda & Grimes Bldg. (*B100)	Legislative Reception & Board Meeting
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)