

IOWA BOARD OF EDUCATIONAL EXAMINERS



**Agency 286
Iowa Code 272.10
Fees Report**

**Dr. Ann Lebo
Executive Director**

IOWA BOARD OF EDUCATIONAL EXAMINERS



Governor Kim Reynolds
Lt. Governor Adam Gregg

Dr. Ann Lebo
Executive Director

CONSULTANTS

PROFESSIONAL PRACTICES

IT

SUPPORT STAFF

Joanne Tubbs
Administrative Consultant

Darcy Hathaway
Attorney

Kim Cunningham
Board Secretary

Jeff DeBruin
IT Specialist

Danielle Brooks
Clerk Specialist

Mike Cavin
Consultant

Jim McNellis
Investigator

Sherry Jensen
Clerk Specialist

Dr. Linda Espey
Consultant

Allison Schmidt
Assistant Attorney General

Sarah Robinson
Clerk Specialist

Greg Horstmann
Consultant

Steve Mitchell
Consultant

David Wempen
Consultant

Board Members
(Appointed by the Governor)

Kathy Behrens	David Schipper
Dr. Larry Bice	Katherine Schmidt
Dan Dutcher	Erin Schoening
Dr. Larry Hill	Dr. Anthony Voss
Mary K. Overholtzer	Sara Yedlik
Dr. Jay Prescott	Ryan Williamson

IOWA BOARD OF EDUCATIONAL EXAMINERS



Mission

The mission of the Iowa Board of Educational Examiners is to establish and enforce rigorous standards for Iowa educational practitioners to effectively address the needs of students.

Beliefs Statements

We Believe:

- that an effective licensure system is efficient, innovative, and responsive to needs of students and educators.
- in collaboration with other organizations to improve professional development and preparation programs.
- that education is a profession.
- that establishing ethical standards protects students and practitioners.

Principles for the Board of Educational Examiners Budgeting Process

- Identify a vision and knowledge of the service needs.
 - Identify the vision of what the BoEE should be.
 - Identify the service and the capital needs of the BoEE.
- Policies, Goals, Priorities, and Resource Utilizations plans.
 - Identify fiscal and economic policies and goals to meet the vision and needs of the BoEE.
 - Identify the service and capital policies and goals to meet the vision and needs of the BoEE.
 - Identify strategies for managing the BoEE's fiscal process.
- Prepare and adopt a fiscal budget that integrates vision, policy, and goals with strategies that are consistent with the current fee structure.
 - Develop and implement a process that prepares a revenue and expenditure plan that is based on the vision, policy, and goals of the Board.
 - Establish a yearly plan and multiple year plan for forecasting anticipated revenues.
- Monitor and control the utilization of resources in meeting the Board's goals.
 - Monitor and control the utilization of resources (expenditures) monthly and make budget adjustments quarterly.
 - When possible, identify external factors that may impact the utilization of resources.
 - Make adjustments to the goals if budget adjustments cannot meet the anticipated revenues.

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The Board of Educational Examiners' budget was built on the following assumptions and findings:

1. Licensure fees cover all costs for our agency. The Board does not receive an appropriation from the Legislature.
2. 2004 and 2005 legislation changed the revenue stream for the Board, requiring 25% of licensure fees to be deposited directly into the General Fund. Prior to 2004, expenditures exceeded revenues. Average annual deposits are approximately \$600,000.
3. The Board committed to not increasing licensing fees to educators for at least 4 to 7 years from FY06. The Board is currently in year 13 without a licensure fee increase.
4. Costs related to investigations and the prosecution of complaints are not within our control. Annual costs exceed \$100,000.
5. FY06 legislation requires the Board to check the sex offender registry, child abuse registry, and the dependent adult abuse registry when renewing a license. FY16 legislation added checks of Iowa Courts Online for all renewal applications. As a result, background check fees for renewals only were increased from \$1 to \$10 in FY17 to help offset these additional costs
6. The Board cut 3 FTE in 2015. 1 FTE was added back in 2017. We currently employ 14 FTE and support 12 board members appointed by the Governor.
7. The Board must maintain a cash carryover to cover costs. A minimum balance of \$600,000 would cover three months of average expenditures, excluding General Fund deposit expenditures, should a catastrophic reduction in license applications occur.
8. The General Assembly has made three appropriations from BoEE cash reserves since 2009. In FY09, \$300,000 was transferred to the Department of Education to pay for early head start projects involving children aged birth to year three and \$454,000 was transferred to the Department of Education to pay for the beginning teacher mentoring and induction program, for a total of \$754,000. The General Fund Deposit for FY09 was \$580,139, creating a combined expenditure of \$1,334,139.
9. In 2015, House File 658 required the BoEE to transfer \$600,000 to the Department of Education for purposes of continuing the career planning required under section 279.61. The appropriated funds paid for one year of the I Have a Plan Iowa career planning software. The General Fund Deposit for FY15 was \$587,182, creating a combined expenditure of \$1,187,182.
10. Technology has increased our effective and efficient use of resources; however, the current online licensing system requires approximately \$94,000 to operate annually. This cost was offset by the reduction of one support staff position and the elimination of paper credential mailings.
11. The contract for our current licensure system expires June 30, 2019. We are working with a current state contract holder to meet our future licensing needs. The estimated cost to build the new system is approximately \$615,000 with annual costs anticipated at \$85,000. Implementation timeline is March 1, 2019.

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Budget Forecast

Board of Educational Examiners										
Department: 286										
Fund: 0001										
Unit: 9397										
Appropriation: WZ9		FY18		FY19		FY19		FY20		FY21
Revenue Collected		Actual	Change	Budget	Change	Forecast	Change	Budget	Change	Budget
234	Gov Transfer In Other Agencies	593	(293)	300	0	300	0	300	0	300
401	Fees, Licenses & Permits	2,002,124	97,876	2,100,000	(90,753)	2,009,247	753	2,010,000	0	2,010,000
704	Other	619,940	(2,709)	617,231	(6,392)	610,839	(839)	610,000	0	610,000
Total Revenues:		2,622,656	94,875	2,717,531	(97,145)	2,620,386	(86)	2,620,300	0	2,620,300
Expenditures										
101	Personal Services	1,470,428	41,453	1,511,881	(16,615)	1,495,266	45,650	1,540,916	30,818	1,571,734
202	In State Travel	16,483	(6,483)	10,000	0	10,000	0	10,000	0	10,000
203	State Vehicle Operation	1,087	113	1,200	0	1,200	0	1,200	0	1,200
204	State Vehicle Depreciation	160	1,760	1,920	(1,920)	0	0	0	0	0
205	Out Of State Travel	10,260	(5,260)	5,000	0	5,000	0	5,000	0	5,000
301	Office Supplies	11,034	966	12,000	0	12,000	0	12,000	0	12,000
303	Equipment Maintenance Supplies	0	8,000	8,000	0	8,000	0	8,000	0	8,000
308	Other Supplies	0	0	0	131	131	0	0	0	0
309	Printing & Binding	8,341	(7,341)	1,000	(0)	1,000	0	1,000	0	1,000
313	Postage	6,099	1,901	8,000	0	8,000	0	8,000	0	8,000
401	Communications	11,756	3,244	15,000	0	15,000	0	15,000	0	15,000
402	Rentals	6,055	(1,054)	5,000	0	5,000	0	5,000	0	5,000
405	Prof & Scientific Services	1,056	5,945	7,000	0	7,000	0	7,000	0	7,000
406	Outside Services	11,889	3,110	15,000	0	15,000	0	15,000	0	15,000
407	Intra-State Transfers	6,655	(6,655)	0	0	0	0	0	0	0
408	Advertising & Publicity	1,534	466	2,000	0	2,000	0	2,000	0	1,000

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409	Outside Repairs/Service	500	500	1,000	0	1,000	0	1,000	0	1,000
414	Reimbursements To Other Agency	3,384	1,616	5,000	28,617	33,617	0	33,617	0	33,617
416	ITD Reimbursements	15,895	(895)	15,000	8,516	23,516		23,516	0	23,516
418	IT Outside Services	97,910	702,090	800,000	0	800,000	(700,000)	100,000	0	100,000
432	Attorney General Reimbursement	42,837	2,163	45,000	0	45,000	0	45,000	0	45,000
433	Gov Transfer Auditor of State	145	855	1,000	0	1,000	0	1,000	0	1,000
434	Gov Transfer Other Agencies	589,030	153,170	742,200	(455,405)	286,795	0	286,795	0	286,795
501	Equipment	50,685	(40,685)	10,000	0	10,000	0	10,000	0	10,000
502	Office Equipment	0	2,000	2,000	0	2,000	0	2,000	0	2,000
503	Equipment-Non Inventory	0	2,000	2,000	0	2,000	0	2,000	0	2,000
510	IT Equipment & Software	13,766	6,234	20,000	0	20,000	0	20,000	0	20,000
602	Other Expenses & Obligations	44,207	(14,207)	30,000	0	30,000	0	30,000	0	30,000
702	Fees	0	0	0	30	30	0	30	0	30
705	Refunds-Other	0	3,000	3,000	(3,000)	0	0	0	0	0
Total Expenditures:		2,421,195	858,006	3,279,201	(439,645)	2,839,556	(654,350)	2,185,206	30,818	2,216,024
Current Year Operations		201,461	(763,131)	(561,670)	342,500	(219,170)	654,264	435,094	(30,818)	404,276
	Cash Carried Forward to Next Year	1,037,707	(601,281)	436,426	381,948	818,374	435,094	1,253,468	404,276	1,657,744

As cash flow is stabilized, services will be restored. The budget forecast will be adjusted following the completion of our new licensure system. Future funding needs include fingerprinting services and a potential ethics curriculum for licensees.

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Revenues and Expenditures

	FY2018	FY2017	FY2016	FY2015	FY2014	FY2013	FY2012	FY2011	FY2010	FY2009	FY2008
Balance Forward from Prior Years	\$836,246	\$593,217	\$570,694	\$1,176,209	\$1,156,232	\$1,047,214	\$923,037	\$695,115	\$465,147	\$999,099	\$751,218
Receipts											
Gov Transfer in Other Agencies	(\$70)	\$321	\$600	\$338	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees, Lic. & Permits	\$2,640,601	\$2,402,398	\$2,366,770	\$2,362,441	\$2,376,318	\$2,394,796	\$2,273,149	\$2,261,510	\$2,219,966	\$2,330,805	\$2,185,116
Other	\$620,625	\$454,700	\$448,835	\$363,491	\$364,476	\$365,286	\$395,060	\$273,742	\$359,189	\$315,462	\$278,178
Total Receipts	\$3,261,156	\$2,857,419	\$2,816,205	\$2,726,270	\$2,740,794	\$2,760,082	\$2,668,209	\$2,535,252	\$2,579,155	\$2,646,267	\$2,463,294
less: General Fund Receipts	(\$638,663)	(\$587,499)	(\$582,569)	(\$587,182)	(\$589,546)	(\$594,889)	(\$565,268)	(\$562,760)	(\$552,526)	(\$580,139)	(\$543,965)
Revenues	\$2,622,493	\$2,269,920	\$2,233,636	\$2,139,088	\$2,151,248	\$2,165,193	\$2,102,941	\$1,972,492	\$2,026,629	\$2,066,128	\$1,919,329
Expenditures	\$2,421,195	\$2,026,891	\$2,211,113	\$2,744,603	\$2,131,271	\$2,056,175	\$1,978,764	\$1,744,570	\$1,796,661	\$2,600,081	\$1,671,448
Revenues less Expenditures	\$201,298	\$243,029	\$22,523	(\$605,515)	\$19,977	\$109,018	\$124,177	\$227,922	\$229,968	(\$533,952)	\$247,881
Balance Carried Forward to Next Year	\$1,037,544	\$836,246	\$593,217	\$570,694	\$1,176,209	\$1,156,232	\$1,047,214	\$923,037	\$695,115	\$465,147	\$999,099

The fluctuation in revenue over expenditures highlights the importance of maintaining a cash balance in order to prevent the need to increase fees. Maintaining a cash balance beyond the minimum of \$600,000 allows time for corrective action, acknowledging we have substantially cut services already.

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Transactions

	July	August	September	October	November	December	January	February	March	April	May	June	Total
FY 2018	2,962	3,799	2,165	3,059	1,922	1,558	2,879	2,110	2,476	2,700	3,216	3,380	32,226
FY 2017	2,660	3,221	2,002	1,926	1,482	1,636	2,273	1,744	2,502	2,007	2,959	3,035	27,447
FY 2016	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
FY 2015	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
FY 2014	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
FY 2013	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
FY 2012	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
FY 2011	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
FY 2010	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
FY 2009	2,902	3,413	2,644	2,547	1,779	1,726	1,979	2,221	2,393	1,844	2,259	2,923	28,630
FY 2008	1,895	2,580	2,592	2,199	1,795	1,161	1,733	2,384	1,792	1,748	1,883	2,242	27,344

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Licenses Issued by Type

ID	License Title	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
10	Initial License	2791	2679	3028	3342	3723	3309	4033	3668	3556	3723	4179
12	One-Year Conditional	10	40	36	34	34	33	46	38	96	9	7
14	International Exchange License	11	23	26	28	23	13	14	3	8	9	
15	Standard License	6005	5885	6017	5927	6626	6851	6085	6101	6144	6922	7389
20	Master Educator License	4371	3866	3656	3398	3496	4080	3350	3196	2808	2920	2935
24	Initial Administrator License	239	284	251	273	319	352	326	335	270	275	191
25	Professional Administrator License	589	454	484	597	720	787	416	465	570	803	901
27	Authorization Extension	14	25	21	3							
28	Executive Director Decision	120	283	319	228	284	219	279	228	255	217	333
29	Class A -Substitute License	2	1	7		2	3	7	1		1	1
30	Class A License	740	1387	1168	1051	1090	1019	931	925	875	1171	1236
31	Administrator Exchange License	93	106	65	83	63	71	32	11	1	3	
33	Class G	21	35	28	39	38	27	23	18	37	16	19
34	Teacher Intern License	48	44	36	34	20	22	18	18	24	18	46
35	Class B License	860	945	1170	1405	923	933	952	838	938	815	849
36	Class E Emergency License (Extension of B)	85	152	130	167	193	189	259	291	309	296	311
37	Class E Emergency License (Extension of A)	40	84	67	108	150	138	130	123	114	26	7
38	Regional Exchange License	403	450	599	517	524	539	555	521	354	160	205
40	Substitute License	1544	1403	1499	1489	1619	1703	1506	1680	1573	1753	1588
41	Evaluator-(NEW) License	58	58	39	37	50	54	44	42	46	64	130
47	iJAG Authorization	10	9	9	19	13						
48	Military Exchange License	29	36	41	23	18	3					
49	Activities Administration Authorization	13	6	7	18							
50	Initial Career and Technical Authorization	49	40	21	17	23	19	17	14	7	13	11

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52	Preliminary Native Language Teaching Authorization	8	6	2	11	7	1					
53	Initial School Administrative Manager Authorization	16	28	29	17	20						
54	School Administrative Manager Authorization	6	3	2		48						
55	Career and Technical Authorization	17	14	6	9	21	18	10	9	15	14	16
56	Native Language Teaching Authorization	7	10	3	2							
59	Transitional Coaching Authorization	61	67									
76	Initial Professional Service License	135	126	128	112	132	107	141	118	103	84	108
77	Professional Service License	265	232	244	254	220	223	180	173	194	142	168
78	Provisional Orientation and Mobility Specialist	1	2		1	1	1		2	1	2	4
79	Orientation and Mobility Specialist	1	5	3	2	1	5	5	2	1	1	2
89	Statement of Professional Recognition	395	425	215	249	148	264	417	221	218	89	130
90	Coaching Authorization	3227	3137	3464	3325	3512	3180	3247	3163	3058	2846	2605
91	Coaching Authorization Extension	117	145	42	59	79	102	141	170	172	195	179
92	Behind the Wheel Driving Instructor Authorization	133	185	171	173	171	160	161	179	93	150	116
93	Paraeducator Certificate	551	591	643	705	1035	798	728	656	962	932	721
94	Substitute Authorization	1519	1354	1375	1201	899	810	914	770	859	938	490
95	School Business Official Authorization	127	38	110	255	27	1	438	7			
96	Temporary Initial School Business Official Authorization	1	5	2	4	1	4	3				
97	Initial School Business Official Authorization	17	17	30	18	25	24	10				
	Total	26,812	24,743	25,287	25,727	26,304	26,069	25,421	24,003	23,670	24,609	24,878