

**IOWA BOARD OF EDUCATIONAL EXAMINERS**



**Agency 286**  
**Iowa Code 272.10**  
**Fees Report**

**Dr. Ann Lebo**  
**Executive Director**  
**12/2019**

# 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 Brookes  
Clerk Specialist

Mike Cavin  
Consultant

Vacant  
Investigator

Sherry Jensen  
Clerk Specialist

Dr. Linda Espey  
Consultant

Jesse Ramirez  
Assistant Attorney General

Zenta Klavins  
Clerk Specialist

Greg Horstmann  
Consultant

Steve Mitchell  
Consultant

David Wempen  
Consultant

**Board Members**  
(Appointed by the Governor)

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Dr. Larry Bice	David Schipper
Timothy Bower	Erin Schoening
Dave Harper	Dr. Anthony Voss
Rhonda McRina	Sara Yedlik
Mary K. Overholtzer	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.

## IOWA BOARD OF EDUCATIONAL EXAMINERS



### **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 14 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. The online licensing system requires approximately \$92,000 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 previous licensure system expired in June of 2019 and was replaced with a state contract managed through OCIO, better aligning our services and licensing needs.

# IOWA BOARD OF EDUCATIONAL EXAMINERS



## Budget Forecast

Board of Educational Examiners										
Department: 286										
Fund: 0001										
Unit: 9397										
Appropriation: WZ9		<b>FY19</b>		<b>FY20</b>		<b>FY20</b>		<b>FY21</b>		<b>FY22</b>
<b>Revenue Collected</b>		<b>Actual</b>	<b>Change</b>	<b>Budget</b>	<b>Change</b>	<b>Forecast</b>	<b>Change</b>	<b>Budget</b>	<b>Change</b>	<b>Budget</b>
234	Gov Transfer In Other Agencies	6,196	(5,896)	300	10,075	10,375	(10,075)	300	0	300
401	Fees, Licenses & Permits	1,902,110	(2,110)	1,900,000	(99,304)	1,800,696	99,304	1,900,000	0	1,900,000
704	Other	586,567	(1,567)	585,000	(45,396)	539,604	45,396	585,000	0	585,000
<b>Total Revenues:</b>		<b>2,494,873</b>	<b>(9,573)</b>	<b>2,485,300</b>	<b>(134,625)</b>	<b>2,350,675</b>	<b>134,625</b>	<b>2,485,300</b>	<b>0</b>	<b>2,485,300</b>
<b>Expenditures</b>										
101	Personal Services	1,477,843	47,009	1,524,852	(17,055)	1,507,797	49,077	1,556,874	32,694	1,589,568
202	In State Travel	17,489	2,511	20,000	(3,006)	16,994	3,006	20,000	0	20,000
203	State Vehicle Operation	863	137	1,000	(400)	600	400	1,000	0	1,000
204	State Vehicle Depreciation	160	1,760	1,920	(1,920)	0	0	0	0	0
205	Out Of State Travel	7,633	12,367	20,000	(18)	19,983	18	20,000	0	20,000
301	Office Supplies	9,825	2,174	12,000	(299)	11,701	299	12,000	0	12,000
303	Equipment Maintenance Supplies	0	4,000	4,000	(1,000)	3,000	1,000	4,000	0	4,000
308	Other Supplies	885	4,915	5,800	(470)	5,330	470	5,800	0	5,800
309	Printing & Binding	536	464	1,000	(75)	925	75	1,000	0	1,000
313	Postage	6,342	359	6,700	(249)	6,451	249	6,700	0	6,700
401	Communications	15,047	203	15,250	17,576	32,826	(17,576)	15,250	0	15,250
402	Rentals	3,966	6,034	10,000	(1,180)	8,820	1,180	10,000	0	10,000
405	Prof & Scientific Services	3,753	11,248	15,000	(6,932)	8,068	6,932	15,000	0	15,000
406	Outside Services	447	2,853	3,300	3,137	6,438	(3,137)	3,300	0	3,300
407	Intra-State Transfers	6,655	(6,655)	0	0	0	0	0	0	0
408	Advertising & Publicity	48	52	100	(2)	98	2	100	0	100

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409	Outside Repairs/Service	0	6,000	6,000	(500)	5,500	500	6,000	0	6,000
414	Reimbursements To Other Agency	44,297	159,703	204,000	(20,802)	183,198	(99,198)	84,000	5,000	89,000
416	ITD Reimbursements	662,717	(487,717)	175,000	28,213	203,213	(18,213)	185,000	10,000	195,000
418	IT Outside Services	93,955	(93,955)	0	17,702	17,702	(17,702)	0	0	0
432	Attorney General Reimbursement	41,554	3,446	45,000	(4,562)	40,438	4,562	45,000	0	45,000
433	Gov Transfer Auditor of State	0	800	800	0	800	0	800	0	800
434	Gov Transfer Other Agencies	259,472	40,529	300,000	(26,769)	273,231	36,769	310,000	10,000	320,000
501	Equipment	0	10,000	10,000	(10,000)	0	10,000	10,000	0	10,000
502	Office Equipment	0	13,000	13,000	(13,000)	0	500	500	0	500
503	Equipment-Non Inventory	261	239	500	36,372	36,872	(36,372)	500	0	500
510	IT Equipment & Software	25,731	36,769	62,500	(32,580)	29,920	20,080	50,000	0	50,000
602	Other Expenses & Obligations	43,215	(3,215)	40,000	1,756	38,244	1,756	40,000	0	40,000
702	Fees	30	0	30	(30)	0	30	30	0	30
705	Refunds-Other	915	(635)	280	35	315	(35)	280	0	280
<b>Total Expenditures:</b>		<b>2,716,824</b>	(220,711)	<b>2,496,113</b>	(37,649)	<b>2,458,464</b>	(55,329)	<b>2,403,135</b>	57,694	<b>2,460,829</b>
<b>Current Year Operations</b>		<b>(221,951)</b>	211,138	<b>(10,813)</b>	96,975	<b>(107,789)</b>	189,953	<b>82,165</b>	(57,694)	<b>24,470</b>
	<b>Balance Carry Forward</b>	<b>815,593</b>	(46,684)	<b>768,909</b>	(61,105)	<b>707,804</b>	143,269	<b>851,073</b>	24,470	<b>875,544</b>

## IOWA BOARD OF EDUCATIONAL EXAMINERS



### Revenues and Expenditures

Description	FY19	FY18	FY17	FY16	FY15	FY14	FY13	FY12	FY11	FY10	FY09
Balance Forward	\$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
Gov Transfer in Other Agencies	\$6,196	(\$70)	\$321	\$600	\$338						
Fees, Licenses & Permits	\$2,506,034	\$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
Other	\$586,567	\$620,625	\$454,700	\$448,835	\$363,491	\$364,476	\$365,286	\$395,060	\$273,742	\$359,189	\$315,462
Total Receipts	\$3,098,797	\$6,261,156	\$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
less: General Fund Receipts	(\$603,924)	(\$638,663)	(\$587,499)	(\$582,569)	(\$587,182)	(\$589,546)	(\$594,889)	(\$565,268)	(\$562,760)	(\$552,526)	(\$580,139)
<b>Revenues</b>	<b>\$2,494,873</b>	<b>\$2,622,493</b>	<b>\$2,269,920</b>	<b>\$2,233,636</b>	<b>\$2,139,088</b>	<b>\$2,151,248</b>	<b>\$2,165,193</b>	<b>\$2,102,941</b>	<b>\$1,972,492</b>	<b>\$2,026,629</b>	<b>\$2,066,128</b>
Expenditures	\$2,716,824	\$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
<b>Revenues less Expenditures</b>	<b>(\$221,951)</b>	<b>\$201,298</b>	<b>\$243,029</b>	<b>\$22,523</b>	<b>\$(605,515)</b>	<b>\$19,977</b>	<b>\$109,018</b>	<b>\$124,177</b>	<b>\$227,922</b>	<b>\$229,968</b>	<b>\$(533,952)</b>

\*The fluctuation in revenues less expenditures highlights the importance of maintaining a cash balance beyond the minimum of \$600,000 to allow time for corrective action and prevent the need to increase fees.

## IOWA BOARD OF EDUCATIONAL EXAMINERS



### Application Fees

	July	August	September	October	November	December	January	February	March	April	May	June	Total
<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	<b>30,069</b>
<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	<b>32,226</b>
<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	<b>27,447</b>
<b>FY 2016</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	<b>29,083</b>
<b>FY 2015</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	<b>28,319</b>
<b>FY 2014</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	<b>28,812</b>
<b>FY 2013</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	<b>29,262</b>
<b>FY 2012</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	<b>28,060</b>
<b>FY 2011</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	<b>27,968</b>
<b>FY 2010</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	<b>27,871</b>
<b>FY 2009</b>	2,902	3,413	2,644	2,547	1,779	1,726	1,979	2,221	2,393	1,844	2,259	2,923	<b>28,630</b>

\*Some license types may require multiple application fees for a license to be issued, i.e. processing fee, evaluation fee, late fee. Background check fees are recorded separately.



# IOWA BOARD OF EDUCATIONAL EXAMINERS



## Licenses Issued by Type

ID	License Title	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
10	Initial License	2527	2791	2679	3028	3342	3723	3309	4033	3668	3556	3723
12	One-Year Conditional	13	10	40	36	34	34	33	46	38	96	9
14	International Exchange License	8	11	23	26	28	23	13	14	3	8	9
15	Standard License	6237	6005	5885	6017	5927	6626	6851	6085	6101	6144	6922
18	License Suspended or Revoked	40	45	58	92	489						
20	Master Educator License	4369	4371	3866	3656	3398	3496	4080	3350	3196	2808	2920
24	Initial Administrator License	259	239	284	251	273	319	352	326	335	270	275
25	Professional Administrator License	730	589	454	484	597	720	787	416	465	570	803
27	Authorization Extension	36	14	25	21	3						
28	Executive Director Decision	142	120	283	319	228	284	219	279	228	255	217
30	Class A License	698	740	1387	1168	1051	1090	1019	931	925	875	1171
31	Administrator Exchange License	91	93	106	65	83	63	71	32	11	1	3
33	Class G	31	21	35	28	39	38	27	23	18	37	16
34	Teacher Intern License	48	48	44	36	34	20	22	18	18	24	18
35	Class B License	887	860	945	1170	1405	923	933	952	838	938	815
36	Class E Emergency License (Extension of B)	108	85	152	130	167	193	189	259	291	309	296
37	Class E Emergency License (Extension of A)	46	40	84	67	108	150	138	130	123	114	26
38	Regional Exchange License	259	403	450	599	517	524	539	555	521	354	160
40	Substitute License	1411	1544	1403	1499	1489	1619	1703	1506	1680	1573	1753
41	Evaluator-(NEW) License	40	58	58	39	37	50	54	44	42	46	64
47	iJAG Authorization	9	10	9	9	19	13					
48	Military Exchange License	12	29	36	41	23	18	3				
49	Activities Administration Authorization	15	13	6	7	18						
50	Initial Career and Technical Authorization	31	49	40	21	17	23	19	17	14	7	13

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52	Preliminary Native Language Teaching Authorization	8	8	6	2	11	7	1				
53	Initial School Administrative Manager Authorization	27	16	28	29	17	20					
54	School Administrative Manager Authorization	6	6	3	2		48					
55	Career and Technical Authorization	22	17	14	6	9	21	18	10	9	15	14
56	Native Language Teaching Authorization	6	7	10	3	2						
59	Transitional Coaching Authorization	40	61	67								
76	Initial Professional Service License	117	135	126	128	112	132	107	141	118	103	84
77	Professional Service License	283	265	232	244	254	220	223	180	173	194	142
79	Orientation and Mobility Specialist	4	1	5	3	2	1	5	5	2	1	1
89	Statement of Professional Recognition	220	395	425	215	249	148	264	417	221	218	89
90	Coaching Authorization	2927	3227	3137	3464	3325	3512	3180	3247	3163	3058	2846
91	Coaching Authorization Extension	181	117	145	42	59	79	102	141	170	172	195
92	Behind the Wheel Driving Instructor Authorization	188	133	185	171	173	171	160	161	179	93	150
93	Paraeducator Certificate	622	551	591	643	705	1035	798	728	656	962	932
94	Substitute Authorization	1432	1519	1354	1375	1201	899	810	914	770	859	938
95	School Business Official Authorization	207	127	38	110	255	27	1	438	7		
96	Temporary Initial School Business Official Authorization	3	1	5	2	4	1	4	3			
97	Initial School Business Official Authorization	23	17	17	30	18	25	24	10			
	Total	24,366	26,812	24,743	25,287	25,727	26,304	26,069	25,421	24,003	23,670	24,609