



**Agency 286
Iowa Code 272.10
Fees Report**

**Michael Cavin
Interim Executive Director
12/2020**

IOWA BOARD OF EDUCATIONAL EXAMINERS



Governor Kim Reynolds
Lt. Governor Adam Gregg

Mike Cavin
Interim 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

C. Diane Dennis
Investigator

Sherry Jensen
Clerk Specialist

Dr. Linda Espey
Consultant

Jesse Ramirez
Assistant Attorney General

Jessica Kurtz
Clerk Specialist

Greg Horstmann
Consultant

Steve Mitchell
Consultant

David Wempen
Consultant

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(Appointed by the Governor)
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Dr. Larry Bice Erin Schoening
Tim Bower Dr. Anthony Voss
Dave Harper Sara Yedlik
Chad Janzen Vacant
Rhonda McRina Vacant

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 15 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 13 FTE and support 10 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.

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Budget Forecast

Board of Educational Examiners										
Department: 286										
Fund: 0001										
Unit: 9397										
Appropriation: WZ9		FY20	FY21		FY21		FY22		FY23	
Revenue Collected		Actual	Change	Budget	Change	Forecast	Change	Budget	Change	Budget
234	Gov Transfer In Other Agencies	8,927	1,073	10,000	361	10,361	(361)	10,000	0	10,000
401	Fees, Licenses & Permits	1,687,670	62,330	1,750,000	12,080	1,762,081	(21,080)	1,750,000	0	1,750,000
704	Other	505,9847	44,016	550,00	71,085	621,084	(71,085)	550,000	0	550,000
Total Revenues:		2,202,581	107,419	2,310,000	83,526	2,393,526	(83,526)	2,310,000	0	2,310,000
Expenditures										
101	Personal Services	1,442,366	127,253	1,569,620	(97,495)	1,472,125	130,457	1,602,582	33,654	1,636,236
202	In State Travel	12,365	7,635	20,000	(3,970)	13,030	3,970	20,000	0	20,000
203	State Vehicle Operation	0	0	0	0	0	0	0	0	
204	State Vehicle Depreciation	0	0	0	0	0	0	0	0	0
205	Out Of State Travel	4,315	15,685	20,000	(3,000)	17,000	3,000	20,000	0	20,000

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301	Office Supplies	9,257	744	10,000	130	10,130	(130)	10,000	0	10,000
302	Facility Maintenance Supplies	2,376	624	3,000	(812)	2,188	812	3,000	0	3,000
303	Equipment Maintenance Supplies	0	1,000	1,000	(250)	750	250	1,000	0	1,000
308	Other Supplies	1,976	(479)	1,500	(390)	1,110	390	1,500	0	1,500
309	Printing & Binding	4,266	(765)	3,500	(123)	3,377	123	3,500	0	3,500
311	Food	280	20	300	0	300	0	300	0	300
313	Postage	7,259	240	7,500	2,326	9,825	(2,326)	7,500	0	7,500
401	Communications	43,961	(23,961)	20,000	(1,093)	18,907	1,093	20,000	0	20,000
402	Rentals	40,543	28,457	69,000	(1,363)	67,637	1,363	69,000	0	69,000
403	Utilities	1,569	2,432	4,000	(650)	3,351	650	4,000	0	4,000
405	Prof & Scientific Services	5,314	4,686	10,000	(224)	9,776	224	10,000	0	10,000
406	Outside Services	10,069	(4,068)	6,000	(215)	5,785	215	6,000	0	6,000
408	Advertising & Publicity	158	92	250	(75)	175	75	250	0	250
409	Outside Repairs/Service	0	2,000	2,000	(308)	1,692	308	2,000	0	2,000
414	Reimbursements To Other Agency	40,361	(361)	40,000	(2,655)	37,346	7,655	45,000	0	45,000
416	ITD Reimbursements	133,693	16,307	150,000	2,945	152,945	7,055	160,000	0	160,000
418	IT Outside Services	16,430	1,570	18,000	(899)	17,101	899	18,000	0	18,000

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432	Attorney General Reimbursement	40,143	4,857	45,000	(1,632)	43,368	1,632	45,000	0	45,000
433	Gov Transfer Auditor of State	0	400	400	0	400	0	400	0	400
434	Gov Transfer Other Agencies	233,227	26,776	260,000	16,676	276,675	(6,676)	270,000	0	270,000
501	Equipment	0	0	0	0	0	0	0	0	0
502	Office Equipment	1,128	(628)	500	0	500	0	500	0	500
503	Equipment-Non Inventory	38,607	1,393	40,000	0	40,000	(37,000)	3,000	0	3,000
510	IT Equipment & Software	8,380	620	9,000	5,082	14,082	(5,082)	9,000	0	9,000
602	Other Expenses & Obligations	37,193	2,807	40,000	(1,678)	38,322	1,678	40,000	0	40,000
702	Fees	0	0	0	0	0	0	0	0	0
705	Refunds-Other	670	130	800	(300)	500	300	800	0	800
Total Expenditures:		2,135,905	215,466	2,351,371	(89,973)	2,261,398	110,935	2,372,333	33,654	2,204,987
Current Year Operations		66,676	(108,047)	(41,371)	173,499	132,129	(194,461)	(62,333)	(33,654)	(95,987)
	Balance Carry Forward	882,269	(15,317)	866,953	147,445	1,014,389	(209,398)	804,620	(95,987)	708,633

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Revenues and Expenditures

Description	FY20	FY19	FY18	FY17	FY16	FY15	FY14	FY13	FY12	FY11	FY10
Balance Forward	\$815,593	\$1,037,544	\$836,246	\$593,217	\$570,694	\$1,176,209	\$1,156,232	\$1,047,214	\$923,037	\$695,115	\$465,147
Gov Transfer in Other Agencies	\$8,927	\$6,196	(\$70)	\$321	\$600	\$338					
Fees, Licenses & Permits	\$2,223,760	\$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
Other	\$505,984	\$586,567	\$620,625	\$454,700	\$448,835	\$363,491	\$364,476	\$365,286	\$395,060	\$273,742	\$359,189
Total Receipts	\$2,738,671	\$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
less: General Fund Receipts	(\$536,090)	(\$603,924)	(\$638,663)	(\$587,499)	(\$582,569)	(\$587,182)	(\$589,546)	(\$594,889)	(\$565,268)	(\$562,760)	(\$552,526)
Revenues	\$2,202,581	\$2,494,873	\$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
Expenditures	\$2,135,905	\$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
Revenues less Expenditures	66,676	(\$221,951)	\$201,298	\$243,029	\$22,523	(\$605,515)	\$19,977	\$109,018	\$124,177	\$227,922	\$229,968

*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.

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Application Fees

	July	August	September	October	November	December	January	February	March	April	May	June	Total
FY 2020	2,687	3,346	1,788	1,708	1,833	1,850	2,292	1,709	1,720	1,781	2,791	3,114	26,619
FY 2019	3,139	3,694	2,186	2,364	1,785	1,707	2,436	1,879	1,989	2,331	3,063	3,496	30,069
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

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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

*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.

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Licenses Issued by Type

ID	License Title	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
10	Initial License	2311	2527	2791	2679	3028	3342	3723	3309	4033	3668	3556
12	One-Year Conditional	16	13	10	40	36	34	34	33	46	38	96
14	International Exchange License	18	8	11	23	26	28	23	13	14	3	8
15	Standard License	5702	6237	6005	5885	6017	5927	6626	6851	6085	6101	6144
18	License Suspended or Revoked	46	40	45	58	92	489					
20	Master Educator License	3991	4369	4371	3866	3656	3398	3496	4080	3350	3196	2808
24	Initial Administrator License	313	259	239	284	251	273	319	352	326	335	270
25	Professional Administrator License	719	730	589	454	484	597	720	787	416	465	570
27	Authorization Extension	5	36	14	25	21	3					
28	Executive Director Decision	278	142	120	283	319	228	284	219	279	228	255
30	Class A License	70	698	740	1387	1168	1051	1090	1019	931	925	875
31	Administrator Exchange License	62	91	93	106	65	83	63	71	32	11	1
33	Class G	33	31	21	35	28	39	38	27	23	18	37
34	Teacher Intern License	37	48	48	44	36	34	20	22	18	18	24
35	Class B License	911	887	860	945	1170	1405	923	933	952	838	938

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36	Class E Emergency License (Extension of B)	107	108	85	152	130	167	193	189	259	291	309
37	Class E Emergency License (Extension of A)	10	46	40	84	67	108	150	138	130	123	114
38	Regional Exchange License	213	259	403	450	599	517	524	539	555	521	354
40	Substitute License	1213	1411	1544	1403	1499	1489	1619	1703	1506	1680	1573
41	Evaluator-(NEW) License	33	40	58	58	39	37	50	54	44	42	46
47	iJAG Authorization	14	9	10	9	9	19	13				
48	Military Exchange License	14	12	29	36	41	23	18	3			
49	Activities Administration Authorization	15	15	13	6	7	18					
50	Initial Career and Technical Authorization	47	31	49	40	21	17	23	19	17	14	7
52	Preliminary Native Language Teaching Authorization	7	8	8	6	2	11	7	1			
53	Initial School Administrative Manager Authorization	14	27	16	28	29	17	20				
54	School Administrative Manager Authorization	12	6	6	3	2		48				
55	Career and Technical Authorization	14	22	17	14	6	9	21	18	10	9	15
56	Native Language Teaching Authorization	3	6	7	10	3	2					

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59	Transitional Coaching Authorization	69	40	61	67							
76	Initial Professional Service License	123	117	135	126	128	112	132	107	141	118	103
77	Professional Service License	276	283	265	232	244	254	220	223	180	173	194
79	Orientation and Mobility Specialist	4	4	1	5	3	2	1	5	5	2	1
89	Statement of Professional Recognition	294	220	395	425	215	249	148	264	417	221	218
90	Coaching Authorization	3188	2927	3227	3137	3464	3325	3512	3180	3247	3163	3058
91	Coaching Authorization Extension	274	181	117	145	42	59	79	102	141	170	172
92	Behind the Wheel Driving Instructor Authorization	158	188	133	185	171	173	171	160	161	179	93
93	Paraeducator Certificate	579	622	551	591	643	705	1035	798	728	656	962
94	Substitute Authorization	936	1432	1519	1354	1375	1201	899	810	914	770	859
95	School Business Official Authorization	26	207	127	38	110	255	27	1	438	7	
96	Temporary Initial School Business Official Authorization	4	3	1	5	2	4	1	4	3		

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97	Initial School Business Official Authorization	30	23	17	17	30	18	25	24	10		
	Total	22,135	24,366	26,812	24,743	25,287	25,727	26,304	26,069	25,421	24,003	23,670