



**Agency 286
Iowa Code 272.10
Fees Report**

**Michael Cavin
Executive Director
12/2021**

IOWA BOARD OF EDUCATIONAL EXAMINERS



Governor Kim Reynolds
Lt. Governor Adam Gregg

Michael Cavin
Executive Director

CONSULTANTS

PROFESSIONAL PRACTICES

IT

SUPPORT STAFF

Joanne Tubbs
Administrative Consultant

Nicole Proesch
Attorney

Kim Cunningham
Board Secretary

Jeff DeBruin
IT Specialist

Danielle Brooks
Clerk Specialist

Greg Horstmann
Consultant

C. Diane Dennis
Investigator

Sherry Jensen
Clerk Specialist

Steve Mitchell
Consultant

Kristi Traynor
Assistant Attorney General

Meredith Hawk
Clerk Specialist

David Wempen
Consultant

Jessica Kurtz
Clerk Specialist

Vacancy
Consultant

Board Members
(Appointed by the Governor)
Kathy Behrens Dr. Kristen Rickey
Dr. Larry Bice Rhonda McRina
Pam Bleam Erin Schoening
Tim Bower Dr. Anthony Voss
Dave Harper Sara Yedlik
Chad Janzen Vacancy

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 16 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. We currently employ 13 FTE with 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 \$120,000 to operate annually. This cost was offset by the reduction of one consultant 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. Continued revisions and updates will be required to maintain the effectiveness and simplify the use for our customers.

IOWA BOARD OF EDUCATIONAL EXAMINERS



205	Out Of State Travel	0	17,000	17,000	(1,137)	17,000	0	17,000	0	17,000
301	Office Supplies	8,826	1,174	10,000	11	10,000	0	10,000	0	10,000
302	Facility Maintenance Supplies	427		1,500	(263)	1,500	0	1,500	0	1,500
303	Equipment Maintenance Supplies	0	250	250	0	250	0	250	0	250
308	Other Supplies	202	798	1,000	(23)	1,000	0	1,500	0	1,000
309	Printing & Binding	2,311	1,189	3,500	(545)	3,500	0	3,500	0	3,500
311	Food	14	(14)	0	0	0	0	0	0	0
313	Postage	11,262	239	11,500	(854)	11,500	0	11,500	0	11,500
401	Communications	18,797	1,203	20,000	(548)	20,000	0	20,000	0	20,000
402	Rentals	60,565	9,185	69,750	(1,649)	69,750	0	69,750	0	69,750
403	Utilities	2,412	1,088	3,500	(541)	3,500	0	3,500	0	3,500
405	Prof & Scientific Services	6,772	3,228	10,000	(2,161)	10,000	0	10,000	0	10,000
406	Outside Services	5,138	861	6,000	(136)	6,000	0	6,000	0	6,000
408	Advertising & Publicity	167	34	200	(18)	200	0	200	0	200
409	Outside Repairs/Service	552	948	1,500	(500)	1,500	0	1,500	0	1,500
414	Reimbursements To Other Agency	22,724	12,276	35,000	(2,490)	35,000	0	35,000	0	35,000

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416	ITD Reimbursements	218,234	6,766	225,000	61,179	320,000	0	320,000	0	320,000
418	IT Outside Services	15,269	2,731	18,000	(1,433)	18,000	0	18,000	0	18,000
432	Attorney General Reimbursement	40,182	9,818	50,000	41	50,000	0	50,000	0	50,000
433	Gov Transfer Auditor of State	0	400	400	0	400	0	400	0	400
434	Gov Transfer Other Agencies	295,748	4,252	300,000	12,998	320,000	0	320,000	0	320,000
501	Equipment	0	0	0	0	0	0	0	0	0
502	Office Equipment	0	250	250	0	250	0	250	0	250
503	Equipment-Non Inventory	18,063	(14,063)	4,000	(876)	4,000	0	4,000	0	4,000
510	IT Equipment & Software	14,399	601	15,000	(718)	15,000	0	15,000	0	15,000
602	Other Expenses & Obligations	41,169	(1,169)	40,000	(2,158)	40,000	0	40,000	0	40,000
702	Fees	30	0	30	0	30	0	30	0	30
705	Refunds-Other	355	45	400	145	500	0	500	0	500
Total Expenditures:		2,188,342	290,178	2,479,593	(42,090)	2,583,290	33,756	2,617,046	34,464	2,651,510
Current Year Operations		359,591	(335,612)	22,907	(17,713)	(135,791)	(33,756)	(169,546)	(34,464)	(204,011)
Balance Carry Forward		1,241,860	(24,740)	1,217,121	29,933	1,111,263	(169,546)	941,717	(204,011)	737,706

IOWA BOARD OF EDUCATIONAL EXAMINERS



Revenues and Expenditures

Description	FY21	FY20	FY19	FY18	FY17	FY16	FY15	FY14	FY13	FY12	FY11
Balance Forward	\$882,269	\$815,593	\$1,037,544	\$836,246	\$593,217	\$570,694	\$1,176,209	\$1,156,232	\$1,047,214	\$923,037	\$695,115
Gov Transfer in Other Agencies	\$6,744	\$8,927	\$6,196	(\$70)	\$321	\$600	\$338				
Fees, Licenses & Permits	\$2,466,096	\$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
Other	\$669,828	\$505,984	\$586,567	\$620,625	\$454,700	\$448,835	\$363,491	\$364,476	\$365,286	\$395,060	\$273,742
Total Receipts	\$3,142,668	\$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
less: General Fund Receipts	(\$594,734)	(\$536,090)	(\$603,924)	(\$638,663)	(\$587,499)	(\$582,569)	(\$587,182)	(\$589,546)	(\$594,889)	(\$565,268)	(\$562,760)
Revenues	\$2,547,934	\$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
Expenditures	\$2,188,343	\$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
Revenues less Expenditures	\$359,591	66,676	(\$221,951)	\$201,298	\$243,029	\$22,523	\$(605,515)	\$19,977	\$109,018	\$124,177	\$227,922

*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 2021	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
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
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	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011
10	Initial License	2556	2311	2527	2791	2679	3028	3342	3723	3309	4033	3668
12	One-Year Conditional	20	16	13	10	40	36	34	34	33	46	38
14	International Exchange License		18	8	11	23	26	28	23	13	14	3
15	Standard License	5735	5702	6237	6005	5885	6017	5927	6626	6851	6085	6101
18	License Suspended or Revoked	24	46	40	45	58	92	489				
20	Master Educator License	4199	3991	4369	4371	3866	3656	3398	3496	4080	3350	3196
24	Initial Administrator License	324	313	259	239	284	251	273	319	352	326	335
25	Professional Administrator License	579	719	730	589	454	484	597	720	787	416	465
27	Authorization Extension	5	5	36	14	25	21	3				
28	Executive Director Decision	138	278	142	120	283	319	228	284	219	279	228
30	Class A License	11	70	698	740	1387	1168	1051	1090	1019	931	925
31	Administrator Exchange License	66	62	91	93	106	65	83	63	71	32	11
33	Class G	14	33	31	21	35	28	39	38	27	23	18
34	Teacher Intern License	69	37	48	48	44	36	34	20	22	18	18
35	Class B License	787	911	887	860	945	1170	1405	923	933	952	838

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36	Class E Emergency License (Extension of B)	70	107	108	85	152	130	167	193	189	259	291
37	Class E Emergency License (Extension of A)	3	10	46	40	84	67	108	150	138	130	123
38	Regional Exchange License	143	213	259	403	450	599	517	524	539	555	521
40	Substitute License	1009	1213	1411	1544	1403	1499	1489	1619	1703	1506	1680
41	Evaluator-(NEW) License	33	33	40	58	58	39	37	50	54	44	42
47	iJAG Authorization	27	14	9	10	9	9	19	13			
48	Military Exchange License	10	14	12	29	36	41	23	18	3		
49	Activities Administration Authorization	17	15	15	13	6	7	18				
50	Initial Career and Technical Authorization	76	47	31	49	40	21	17	23	19	17	14
52	Preliminary Native Language Teaching Authorization	9	7	8	8	6	2	11	7	1		
53	Initial School Administrative Manager Authorization	19	14	27	16	28	29	17	20			
54	School Administrative Manager Authorization	8	12	6	6	3	2		48			
55	Career and Technical Authorization	23	14	22	17	14	6	9	21	18	10	9

IOWA BOARD OF EDUCATIONAL EXAMINERS



	Extensions of Existing Licenses	629										
	Total	25,459	22,135	24,366	26,812	24,743	25,287	25,727	26,304	26,069	25,421	24,003