

**IOWA****Department of Education**

Ann Lebo, Director

Kim Reynolds, Governor

Adam Gregg, Lt. Governor

DE Employee Request for Consent to Sell

(See second page for Instructions)

Employee Name THOMAS E. DEETERDate 11/2/2022Job Title at DE ADMINISTRATIVE CONSULTANT (NADP)Division, Bureau at DE DIV. FINANCE & ADMIN. SUPPORT SVS, BUREAU OF INFORMATION & ANALYSIS SVS,Immediate Supervisor at DE JAY PENNINGTONProposed outside employer UNITED STATES DEPARTMENT OF EDUCATION

Proposed services to sell to outside employer

LEAD PEER FOR 2023 STATE ASSESSMENT PEER REVIEW SESSION.WORK TO BE DONE WILL OCCUR DURING VACATION HOURS.

(e.g., if teaching classes, which classes, graduate or undergraduate level)

How will selling this service not conflict with your DE duties?

☒ I certify that I have the permission of my DE supervisor, above named, to make this request of the Department of Education.

Signature of Employee

Signature of Employee's DE Supervisor

Instructions:

The DE is a regulatory agency, as so defined in Iowa Code chapter 68B. This is the chapter of laws regarding ethical conduct of state agencies and state employees. As DE employees, we are prohibited from selling any goods or services (such as the service of teaching a class) to any person or entity that the DE regulates (such as, but not limited to, LEAs, AEAs, Community Colleges, and IHEs that offer practitioner preparation programs) without the prior written consent of the DE.

This is the form to be filled out by the DE employee who seeks such permission. In the space for explaining how selling the proposed service will not conflict with your DE duties, DO NOT state that this is "after hours." This form assumes that the DE employee is not performing the outside work during DE hours. The purpose of the law is to assure the public that no regulated entity is either benefitting or hurt by hiring a DE employee to perform some service for the entity. So, please explain how your DE duties relate to the proposed outside employer. Examples are on the Ethics Board's Web site at <https://ethics.iowa.gov/iowa-department-education-consent-sales>.