



# 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     Melissa A Walker     Date     10-21-2021    

Job Title at DE     Administrative Consultant, School Health Services (School Nursing)    

Division, Bureau at DE                      Division of Learning Results, Bureau of Nutrition and Health     

Immediate Supervisor at DE             Kayla Shipley    

Proposed outside employer     A University or Community College In Iowa or other states accepting the Iowa Nurse Compact licensure to meet program requirements.    

Proposed services to sell to outside employer     Melissa Walker seeks permission to sell the service of teaching any class as an adjunct in graduate level programming for nursing, nurse practitioner preparation or systems leadership and organization for hospital administration. This service will be provided outside of my regular work hours and without the use of state funds. The Iowa Department of Education nor Melissa Walker have any regulatory authority pertinent to this service/program. Melissa Walker is not a member of the IDE staff whose responsibility is to review, assess, and recommend approval of these programs. Therefore, participation in providing these services will not cause Melissa Walker to advocate on behalf of any entity, does not benefit or prejudice any regulated person or entity, and does not result in a conflict of interest per section 68B.2A.    

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

    This work is nothing I am required or expected to perform as a part of my regular duties for the state and has no conflicts with my DE duties .    

    X     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

**Creating excellence in education through leadership and service**

Grimes State Office Building | 400 E. 14th St. | Des Moines, IA 50319-0146  
Phone (515) 281-5294 | [www.educateiowa.gov](http://www.educateiowa.gov)

**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 <http://www.iowa.gov/ethics/ethics/consents/education/education.htm>.

When completed, please give to DE’s General Counsel.