

# **State of Alaska FY2013 Governor's Operating Budget**

## **Department of Education and Early Development Professional Teaching Practices Commission Component Budget Summary**

Component: Professional Teaching Practices Commission

Contribution to Department's Mission

To serve as a preventative and positive force in working to enhance the professional performance of all educators; and,

To ensure that members of the teaching profession in Alaska are qualified and ethical educators

Core Services

- Investigate properly filed complaints against certified educators
Sanction the certificates of educators found to have violated the Code of Ethics of the Education Profession
Promote adherence to the Code of Ethics by certified educators
Review regulations of the department as they relate to teacher certification

Results at a Glance

(Additional performance information is available on the web at http://omb.alaska.gov/results.)

End Result A: Reduce unethical behavior by certified educators

Target #1: Address the unethical behavior of certified educators through sanctions

Status #1: The number of educators sanctioned by the Commission in 2011 was 12, a decrease of 1% from 2010.

Target #2: Increase by 10% the number of presentations by staff to educators and stakeholders

Status #2: The number of presentations by staff in FY2011 was 33, a decrease of 7% from 2010.

Strategy A1: Improve processing of complaints against certified educators who commit illegal, immoral or unethical acts

Target #1: Initiate investigation within 30 days

Status #1: Target accomplished at 100%. Staff screened complaints and initiated investigations per screening guidelines set forth by the Commission.

Target #2: Acknowledge complaints and requests for background checks within five business days

Status #2: Target accomplished at 100% per time expectations set forth by the Commission. Staff acknowledged complaints and processed requests within 48 hours of receipt.

Major Activities to Advance Strategies

- Process and investigate complaints
Conduct background checks, hearings and telephone consults
Sanction certificates
Distribute Decision & Orders of the Commission
Promulgate regulations
Negotiate stipulated agreements & surrenders
Provide presentations to educational leaders and state-wide mentors
Provide presentations to pre-service educators at Alaska's universities and to currently employed educators through school district in-services
Distribute newsletters to all certified employees in Alaska and distribute a poster of the Code of Ethics (COE) to all Alaskan schools
Produce an Annual Report and publish COE brochure
Review proposed changes to certification regulations and to the Code of Ethics of the Education Profession

Key Component Challenges

- The ability of the commission to investigate all complaints in a timely manner or pursue lengthy investigations or hearings is limited by the available resources; and,
- The commission strives to increase public knowledge and awareness of professional, ethical standards for teachers and administrators and to create an awareness of the Commission's role and responsibility in disciplining certified educators.

### **Significant Changes in Results to be Delivered in FY2013**

- Increase the number of director's activities and/or presentations to increase public knowledge and awareness of professional, ethical standards for teachers and administrators and to articulate the commission's role and responsibility in disciplining certified educators.

### **Major Component Accomplishments in 2011**

- Completed 77 investigations of complaints against educators;
- Disciplined 12 educators through surrender, suspension, revocation or recommendation for denial of licensure;
- Reviewed 231 applications for certification containing background checks indicating criminal convictions. 209 applicants who had revealed convictions on their applications for certification and/or provided the requested details were approved for certification;
- Published and distributed an annual report to interested parties, as well as a semiannual newsletters to all educators and other interested parties in the state;
- Updated and distributed the Professional Code of Ethics Handbook; and,
- Conducted presentations on professionalism, professional ethics, and the role of the Commission to pre-service teacher candidates at the University of Alaska Anchorage, the University of Alaska Fairbanks, and Alaska Pacific University; as well as to University of Alaska administrative interns and the University of Alaska Fairbanks rural administrators. Presentations were also given to the Alaska Transition to Teaching (AKT2) candidates and statewide mentors. Staff presented during professional development in-services in the Mat-Su Borough School District and for the NEA Leadership Academy. Executive Director's activities included sitting on the Teacher Quality Committee, coordinating the Alaska Teacher of the Year Program, interviewing candidates for AKT2, serving on the Blue Ribbon panel, and attending four national conferences. The Executive Director was also appointed to a national committee as representative of the Western States Region of the National Association of State Directors of Teacher Education and Certification.

### **Statutory and Regulatory Authority**

AS 14.20.030  
4 AAC 12  
4 AAC 18  
AS 14.20.370-.510  
AS 44.62  
20 AAC 10.010-.900

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**Professional Teaching Practices Commission  
Component Financial Summary**

*All dollars shown in thousands*

	<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	203.2	220.8	229.1
72000 Travel	16.0	16.7	16.7
73000 Services	27.1	49.9	47.4
74000 Commodities	1.4	2.6	2.6
75000 Capital Outlay	0.0	0.0	0.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
<b>Expenditure Totals</b>	<b>247.7</b>	<b>290.0</b>	<b>295.8</b>
<b>Funding Sources:</b>			
1004 General Fund Receipts	247.7	290.0	295.8
<b>Funding Totals</b>	<b>247.7</b>	<b>290.0</b>	<b>295.8</b>

**Summary of Component Budget Changes  
From FY2012 Management Plan to FY2013 Governor**

*All dollars shown in thousands*

	<u>Unrestricted Gen (UGF)</u>	<u>Designated Gen (DGF)</u>	<u>Other Funds</u>	<u>Federal Funds</u>	<u>Total Funds</u>
<b>FY2012 Management Plan</b>	<b>290.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>290.0</b>
<b>Adjustments which will continue current level of service:</b>					
-FY2013 Salary Increases	3.9	0.0	0.0	0.0	3.9
-FY2013 Health Insurance Increases	1.9	0.0	0.0	0.0	1.9
<b>FY2013 Governor</b>	<b>295.8</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>295.8</b>

Professional Teaching Practices Commission Personal Services Information				
Authorized Positions			Personal Services Costs	
	<u>FY2012</u> <u>Management</u> <u>Plan</u>	<u>FY2013</u> <u>Governor</u>		
Full-time	2	2	Annual Salaries	144,470
Part-time	0	0	COLA	2,780
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	81,994
			<i>Less 0.06% Vacancy Factor</i>	(144)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>2</b>	<b>2</b>	<b>Total Personal Services</b>	<b>229,100</b>

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Exec Secretary PTPC	1	0	0	0	1
Office Assistant IV	1	0	0	0	1
<b>Totals</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>

**Component Detail All Funds**  
**Department of Education and Early Development**

**Component:** Professional Teaching Practices Commission (190)  
**RDU:** Commissions and Boards (61)

	FY2011 Actuals	FY2012 Conference Committee	FY2012 Authorized	FY2012 Management Plan	FY2013 Governor	FY2012 Management Plan vs FY2013 Governor	
71000 Personal Services	203.2	217.6	217.6	220.8	229.1	8.3	3.8%
72000 Travel	16.0	16.7	16.7	16.7	16.7	0.0	0.0%
73000 Services	27.1	53.0	53.1	49.9	47.4	-2.5	-5.0%
74000 Commodities	1.4	2.6	2.6	2.6	2.6	0.0	0.0%
75000 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
77000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
<b>Totals</b>	<b>247.7</b>	<b>289.9</b>	<b>290.0</b>	<b>290.0</b>	<b>295.8</b>	<b>5.8</b>	<b>2.0%</b>
<b>Fund Sources:</b>							
1004 Gen Fund (UGF)	247.7	289.9	290.0	290.0	295.8	5.8	2.0%
<b>Unrestricted General (UGF)</b>	<b>247.7</b>	<b>289.9</b>	<b>290.0</b>	<b>290.0</b>	<b>295.8</b>	<b>5.8</b>	<b>2.0%</b>
<b>Designated General (DGF)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Other Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Federal Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Positions:</b>							
Permanent Full Time	2	2	2	2	2	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

**Change Record Detail - Multiple Scenarios With Descriptions**  
**Department of Education and Early Development**

**Component:** Professional Teaching Practices Commission (190)

**RDU:** Commissions and Boards (61)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2012 Conference Committee To FY2012 Authorized *****												
<b>FY2012 Conference Committee</b>												
ConfCom		289.9	217.6	16.7	53.0	2.6	0.0	0.0	0.0	2	0	0
1004 Gen Fund		289.9										
<b>ETS/HR Chargeback Transfer from Department of Administration</b>												
Atrin		0.1	0.0	0.0	0.1	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		0.1										
<p>Pursuant to Section 1, Chapter 3, FSSLA 2011, page 2, lines 22 – 25, \$1,328,200 is distributed to state departments and agencies in order to pay service costs charged by the Department of Administration in FY2012, primarily for Personnel and Enterprise Technology Services.</p> <p>The amounts transferred to state agencies are as follows:</p> <ul style="list-style-type: none"> <li>Administration (non-ETS): 94.4</li> <li>Administration (internal): 291.2</li> <li>Commerce: 30.3</li> <li>Corrections: 70.2</li> <li>Education: 25.6</li> <li>Environmental Conservation: 32.5</li> <li>Fish and Game: 82.6</li> <li>Office of the Governor: 6.1</li> <li>Health and Social Services: 210.4</li> <li>Labor: 74.1</li> <li>Law: 33.6</li> <li>Military and Veterans Affairs: 15.9</li> <li>Natural Resources: 60.2</li> <li>Public Safety: 59.6</li> <li>Revenue: 50.7</li> <li>Transportation: 178.6</li> <li>Legislature: 11.9</li> <li>Court System: .3</li> </ul>												
<b>Subtotal</b>		<b>290.0</b>	<b>217.6</b>	<b>16.7</b>	<b>53.1</b>	<b>2.6</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>2</b>	<b>0</b>	<b>0</b>
***** Changes From FY2012 Authorized To FY2012 Management Plan *****												
<b>ADN 0520064 Line Item Transfer to Balance Personal Services Minimum Vacancy Factor</b>												
LIT		0.0	3.2	0.0	-3.2	0.0	0.0	0.0	0.0	0	0	0

A line item transfer is necessary within the Professional Teaching Practices component to balance the vacancy factor. This adjustment is a result of reclassification PCN 05-1704 from a Secretary I to an Administrative Assistant I to better align the primary job duties of Commission staff.

**Change Record Detail - Multiple Scenarios With Descriptions**  
**Department of Education and Early Development**

**Component:** Professional Teaching Practices Commission (190)  
**RDU:** Commissions and Boards (61)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
<b>Subtotal</b>		<b>290.0</b>	<b>220.8</b>	<b>16.7</b>	<b>49.9</b>	<b>2.6</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>2</b>	<b>0</b>	<b>0</b>
***** Changes From FY2012 Management Plan To FY2013 Governor *****												
<b>Align Authority to Comply with Vacancy Factor Guidelines</b>												
LIT		0.0	2.5	0.0	-2.5	0.0	0.0	0.0	0.0	0	0	0
A line item transfer is necessary to balance at the minimum vacancy factor.												
<b>FY2013 Salary Increases</b>												
SalAdj		3.9	3.9	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		3.9										
FY2013 Salary Increases: \$3.9												
<b>FY2013 Health Insurance Increases</b>												
SalAdj		1.9	1.9	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		1.9										
FY2013 Health Insurance Increases: \$1.9												
<b>Totals</b>		<b>295.8</b>	<b>229.1</b>	<b>16.7</b>	<b>47.4</b>	<b>2.6</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>2</b>	<b>0</b>	<b>0</b>

**Personal Services Expenditure Detail**  
**Department of Education and Early Development**

**Scenario:** FY2013 Governor (9494)  
**Component:** Professional Teaching Practices Commission (190)  
**RDU:** Commissions and Boards (61)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	GF Amount
05-1593	Exec Secretary PTPC	FT	A	XE	Anchorage	NAA	24J	12.0		103,560	2,780	0	51,388	157,728	157,728
05-1704	Office Assistant IV	FT	A	GP	Anchorage	200	12D / E	12.0		40,910	0	0	30,606	71,516	71,516
													<b>Total Salary Costs:</b>	144,470	
													<b>Total COLA:</b>	2,780	
													<b>Total Premium Pay::</b>	0	
													<b>Total Benefits:</b>	81,994	
													<b>Total Pre-Vacancy:</b>	229,244	
													<b>Minus Vacancy Adjustment of 0.06%:</b>	(144)	
													<b>Total Post-Vacancy:</b>	229,100	
													<b>Plus Lump Sum Premium Pay:</b>	0	
													<b>Personal Services Line 100:</b>	229,100	
<b>Total Component Months:</b>		24.0													

<u>PCN Funding Sources:</u>	<u>Pre-Vacancy</u>	<u>Post-Vacancy</u>	<u>Percent</u>
1004 General Fund Receipts	229,244	229,100	100.00%
<b>Total PCN Funding:</b>	<b>229,244</b>	<b>229,100</b>	<b>100.00%</b>

Note: If a position is split, an asterisk (\*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (\*\*) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

**Line Item Detail**  
**Department of Education and Early Development**  
**Travel**

**Component:** Professional Teaching Practices Commission (190)  
**RDU:** Commissions and Boards (61)

Line Number	Line Name		FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
72000	Travel		16.0	16.7	16.7
Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
<b>72000 Travel Detail Totals</b>			<b>16.0</b>	<b>16.7</b>	<b>16.7</b>
72111	Airfare (Instate Employee)	Executive Secretary's instate travel to school districts to conduct investigations and provide training at workshops.	0.4	1.6	1.6
72112	Surface Transport (Instate Employee)	Rental car charges and other surface transportation expenses.	0.2	0.2	0.2
72113	Lodging (Instate Employee)	Lodging expenses for staff on state business.	0.2	0.2	0.2
72114	Meals & Incidentals (Instate Employee)		0.2	0.0	0.0
72114	Meals & Incidentals (Instate Employee)	Meals & incidental expenses for staff on state business.	0.0	0.9	0.9
72121	Airfare (Instate Nonemployee)	Commission members' travel expenses for a minimum three yearly meetings and possible special hearings, when required and attendance at ethics and certification conferences.	4.2	3.2	3.2
72123	Lodging (Instate Nonemployee)	Lodging expenses for staff and commission members on state business.	1.8	2.5	2.5
72124	Meals & Incidentals (Instate Nonemp.)	Meals & incidental expenses for staff and commission members on state business.	1.6	2.0	2.0
72126	Nontax Reimbursement (Instate Nonemp.)	Reimbursement of actual travel expenses for non-employees/commission members on state business.	0.7	1.8	1.8
72411	Airfare (Out of state Emp)	Executive Secretary's travel to State School Board meetings, ethics conferences and yearly NASDTEC conference.	1.9	1.0	1.0
72412	Surface Transport (Out of state Emp)	Out of state rental car charges and other surface transportation expenditures for staff on state business.	0.4	0.3	0.3
72413	Lodging (Out of state Emp)	Out of state lodging expenses for staff on state business.	1.6	1.0	1.0

**Line Item Detail**  
**Department of Education and Early Development**  
**Travel**

**Component:** Professional Teaching Practices Commission (190)

**RDU:** Commissions and Boards (61)

Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
<b>72000 Travel Detail Totals</b>			<b>16.0</b>	<b>16.7</b>	<b>16.7</b>
72414		Meals & Incidentals (Out of state Emp) Out of state meals & incidental expenses for staff on state business.	0.6	0.4	0.4
72420		Nonemployee Travel (Out of state Emp) Out of state travel expenses for non-employees or commission members on state business.	0.0	1.6	1.6
72421		Airfare (Out of state Nonemp)	0.9	0.0	0.0
72423		Lodging (Out of state Nonemp)	1.0	0.0	0.0
72424		Meals & Incidentals(Out of state Nonemp)	0.2	0.0	0.0
72426		Nontax Reimbursement-Out of state Nonemp	0.1	0.0	0.0

**Line Item Detail**  
**Department of Education and Early Development**  
**Services**

**Component:** Professional Teaching Practices Commission (190)  
**RDU:** Commissions and Boards (61)

Line Number	Line Name			FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
73000	Services			27.1	49.9	47.4
Expenditure Account                      Servicing Agency      Explanation				FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
<b>73000 Services Detail Totals</b>				<b>27.1</b>	<b>49.9</b>	<b>47.4</b>
73002	Interagency Services	EED-ADS	RSA to Education Support Services for administrative services.	3.5	3.5	3.5
73002	Interagency Services	EED-Executive Admin	RSA to Executive Administration for oversight and support.	2.5	2.5	2.5
73002	Interagency Services	EED-IS	RSA to Information Services for technical support.	4.0	4.0	5.0
73026	Training/Conferences		Professional development training and conferences.	1.9	1.5	1.5
73154	Software Licensing		Computer software licensing.	0.0	0.1	0.1
73155	Software Maintenance			0.1	0.0	0.0
73228	Postage		Postage charges, delivery and courier services.	1.0	2.0	2.0
73401	Long Distance		Phone, teleconference, and FAX charges.	0.1	1.9	1.9
73677	Office Furn & Equip(Non IA Repair/Maint)		Rental of office equipment, repairs / maintenance of office equipment and furniture.	0.0	0.2	0.2
73756	Print/Copy/Graphics		Advertising for general meetings, printing Code of Ethics brochures, stationary, annual report, newsletters and miscellaneous.	0.0	0.5	0.0
73805	IT-Non-Telecommunication	DOA ETS	RSA to DOA for Core Services chargebacks including AKPAY/AKSAS	1.2	1.2	1.2
73806	IT-Telecommunication	DOA ETS	RSA to DOA for Core Services chargebacks including telecommunications/computer services EPR.	3.1	3.2	3.2
73812	Legal	Law	RSA to Department of Law for legal services.	6.1	9.3	9.3
73815	Financial	Finance		0.2	0.0	0.0
73819	Commission Sales (IA Svcs)			0.2	0.0	0.0
73821	Hearing/Mediation (IA Svcs)	Commercial and Fair Business	Assist PTPC in conducting teacher certification hearings and related proceedings, and drafting decisions.	3.2	20.0	17.0

**Line Item Detail**  
**Department of Education and Early Development**  
**Commodities**

**Component:** Professional Teaching Practices Commission (190)  
**RDU:** Commissions and Boards (61)

Line Number	Line Name		FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
74000	Commodities		1.4	2.6	2.6
Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
<b>74000 Commodities Detail Totals</b>			<b>1.4</b>	<b>2.6</b>	<b>2.6</b>
74229	Business Supplies	Consumable office supplies; paper, pens, envelopes, etc.	1.3	2.4	2.4
74233	Info Technology Equip	Information technology supplies.	0.0	0.1	0.1
74236	Subscriptions	Subscriptions to periodicals or educational materials.	0.0	0.1	0.1
74237	I/A Purchases (Commodities/Business)		0.1	0.0	0.0

**Inter-Agency Services**  
**Department of Education and Early Development**

**Component:** Professional Teaching Practices Commission (190)  
**RDU:** Commissions and Boards (61)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2011 Actuals	FY2012		FY2013 Governor
					Management Plan		
73002	Interagency Services	RSA to Education Support Services for administrative services.	Intra-dept	EED-ADS	3.5	3.5	3.5
73002	Interagency Services	RSA to Executive Administration for oversight and support.	Intra-dept	EED-Executive Admin	2.5	2.5	2.5
73002	Interagency Services	RSA to Information Services for technical support.	Intra-dept	EED-IS	4.0	4.0	5.0
<b>73002 Interagency Services subtotal:</b>					<b>10.0</b>	<b>10.0</b>	<b>11.0</b>
73805	IT-Non-Telecommunication	RSA to DOA for Core Services chargebacks including AKPAY/AKSAS	Inter-dept	DOA ETS	1.2	1.2	1.2
<b>73805 IT-Non-Telecommunication subtotal:</b>					<b>1.2</b>	<b>1.2</b>	<b>1.2</b>
73806	IT-Telecommunication	RSA to DOA for Core Services chargebacks including telecommunications/computer services EPR.	Inter-dept	DOA ETS	3.1	3.2	3.2
<b>73806 IT-Telecommunication subtotal:</b>					<b>3.1</b>	<b>3.2</b>	<b>3.2</b>
73812	Legal	RSA to Department of Law for legal services.	Inter-dept	Law	6.1	9.3	9.3
<b>73812 Legal subtotal:</b>					<b>6.1</b>	<b>9.3</b>	<b>9.3</b>
73815	Financial		Inter-dept	Finance	0.2	0.0	0.0
<b>73815 Financial subtotal:</b>					<b>0.2</b>	<b>0.0</b>	<b>0.0</b>
73821	Hearing/Mediation (IA Svcs)	Assist PTPC in conducting teacher certification hearings and related proceedings, and drafting decisions.	Inter-dept	Commercial and Fair Business	3.2	20.0	17.0
<b>73821 Hearing/Mediation (IA Svcs) subtotal:</b>					<b>3.2</b>	<b>20.0</b>	<b>17.0</b>
<b>Professional Teaching Practices Commission total:</b>					<b>23.8</b>	<b>43.7</b>	<b>41.7</b>
<b>Grand Total:</b>					<b>23.8</b>	<b>43.7</b>	<b>41.7</b>