

MEMORANDUM

TO: Members, Utah State Board of Education

FROM: Scott Jones
Associate Superintendent

DATE: January 6-7, 2016

INFORMATION: SFY16 Budget Reporting

Background:

In August 2015, the Finance Committee approved a budget reporting schedule for State Fiscal Year (SFY) 16 for directors of USOE, USOR, and USDB to provide budget updates to the Finance Committee.

Key Points:

The Finance Committee will have the opportunity to discuss information provided by the USOR (quarterly report for October-December), USOE Informal Science Education Enhancement (iSEE), and the USOE Licensing and UPPAC Fees Section.

Anticipated Action:

The Committee will receive budget reports from the various sections.

Contact: Scott Jones, Associate Superintendent, 801-538-7514



801-484-6808 | inquiryment@hawkwatch.org | www.hawkwatch.org

Outreach Programs

- Raptor Biology Through the Seasons: Fall Migration, Winter Survival, and Spring Nesting (Middle and High School)
- The program includes a hands-on data element, utilizing real HWI data gathered from Goshute Mountains raptor migration research site. Examples include comparing numerical and categorical data to evaluate correlation, relativity, variables.

Field Trips

- Students cover topics such as predator-prey relationships, adaptations, conservation, and data collection. Topics are reinforced using didactic materials, including GIS maps, geolocators and geolocator data, satellite telemetry units and data, taxidermied specimens, skulls, bones, and feathers.

Teacher Professional Development

- HWI offers opportunities for middle and high school math and science teachers focusing on statistics in the new Utah Common Core, and an integration of math and science in the classroom.

Teacher Resources

- All participating teachers receive lesson plans and real data collected by HWI scientists.



**THANKSGIVING
POINT**



801-768-7417 | jbrown@thanksgivingpoint.org | www.thanksgivingpoint.org

Outreach Programs:

- Tulips Journey North provides a hands on, inquiry based approach to 3rd grade science. Students take part in an international citizen scientist project tracking plant growth and seasonal change.
- Includes all materials to participate in the project, a fall planting visit, provided in-classroom winter activity, spring visit, and a field trip scholarship to Tulip Festival.

Field Trips:

- Students in grades K-6 can discover, wonder, and inquire at each venue: the Museum of Ancient Life, Farm Country, Estate Gardens, and the Museum of Natural Curiosity (Fall 2014).
- Topics for each grade are based on Core Curriculum Standards as well as Next Generation Science Standards and may be facilitated or self-guided.

Teacher Professional Development:

- Teacher workshops are offered periodically throughout the year on topics associated with our field trip and outreach offerings and include content, inquiry-based lessons.

Teacher Resources:

- Both our outreach programs and field trips provide pre- and post-visit activities and information for use in the classroom.
- In partnership with Utah State University Extension 4-H, we offer "kits for checkout" program to all educators.



Informal Science Education Enhancement (iSEE) sparks students' natural curiosity and sense of wonder by providing exciting opportunities to experience science.

iSEE programs serve K-12 teachers and students and are designed to spark students' natural curiosity and sense of wonder by providing exciting opportunities to experience science, practice science skills, and gain a deeper understanding of science.

ISEE Programs Benefits

- Provide unique opportunities not typically available in the classrooms
- Support the Utah State Science Core Curriculum
- Reach every elementary school within the state of Utah every year

ISEE Programs include the following services:

Outreach Programs

iSEE organizations bring innovative and educational programs into schools, linking our educators and scientists with classroom teachers and students. Assemblies and hands-on classroom experiences inspire students to learn about the wonders of science.

Field Trip Programs

iSEE organizations offer unique educational opportunities at each facility with live animals, museum specimens, interactive environments and multimedia programs.

Teacher Professional Development

iSEE organizations provide teacher workshops that include current science content, practical teaching techniques and materials.

Teacher Resources

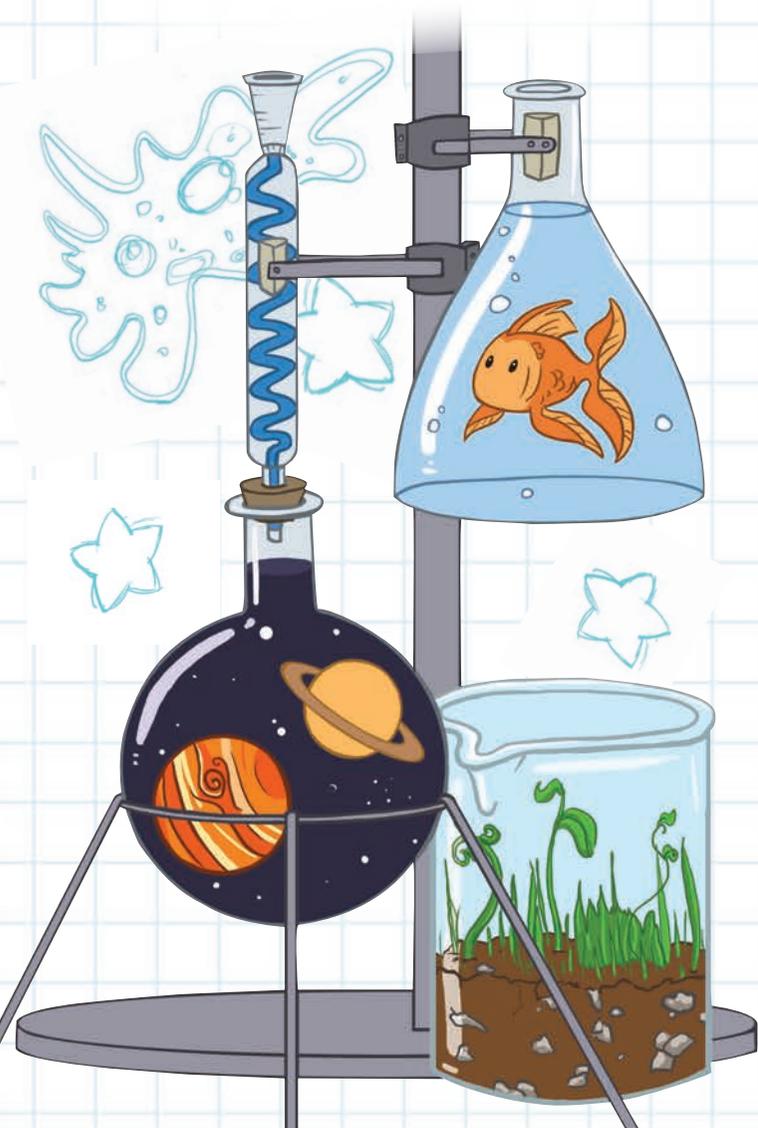
iSEE organizations provide critically needed activities, equipment and specimens for classroom use. These educational tools allow teachers to transform their classrooms into exciting learning laboratories.

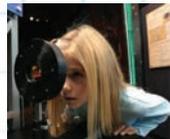


Programs made possible, in part, by the continued support of the Utah State Legislature, through the Utah State Board of Education, and through matching contributions from iSEE organizations.

USOE

250 East 500 South | PO Box 144200
Salt Lake City, UT 84114





801-580-3398 | djohnson@slco.org | www.clarkplanetarium.org

Outreach Programs

- The AstroVan brings demonstrative multi-grade science assemblies to elementary schools. Topics include: Physical & Chemical Changes, Heat, Electricity, Magnetism and Sound.
- In-depth sessions covering 6th grade Core Curriculum Astronomy Standards I-IV. Topics include: Moon Phases, Seasons, Planets/Solar System and Distance/Scale

Field Trips

- Students journey through the Universe in immersive Digital Dome Theatre Programs.
- Exhibits encourage exploration of the solar system, galaxy and Universe.

Teacher Professional Development

- Regional teacher workshops explore astronomy-based Core Curriculum Standards for 3rd, 6th, and 9th grade teachers.

Teacher Resources

- Web-based resources enhance classroom teaching and provide pre-visit and post-visit activities, scavenger hunts, etc.
- Staff available to answer questions via email or phone.



NATURAL HISTORY MUSEUM OF UTAH

Rio Tinto Center | The University of Utah



801-585-1832 | outreach@umnh.utah.edu | www.umnh.utah.edu/teach

Outreach Programs

- Museum on the Move brings hands-on, inquiry-based experiences into 4th grade classrooms.
- Teachers may choose from one of four programs: Rocks and Minerals, Utah Animals, Fossils, the Great Salt Lake.
- Scientist in the Classroom allows scientists to mentor students throughout the school year.

Field Trips

- Junior Science Academy offers engaging inquiry-based programs that use the Museum's learning labs and exhibits.
- Teachers may choose from one of four different programs: Geology, Biology, Anthropology and Traits
- Gallery guides based on the Core Curriculum Standards

Teacher Professional Development

- Digging Dinosaurs: Discovering Utah's Fossils provides training, one-of-a-kind specimens, lessons, and other resources.

Teacher Resources

- Teaching Toolboxes provide educators across the state with Museum specimens, activities and information.
- Ask the Scientist lets teachers and students interact with experts on a variety of topics.



discovery gateway

the children's museum of utah



801-456-5437 x137 | lfletcher@discoverygateway.org | www.discoverygateway.org

Outreach Programs

- Reaction Time is a hands-on kitchen chemistry program that provides engaging, interactive instruction for 5th grade students.
- Includes a 45-minute assembly presentation with the entire 5th grade, followed by a 30-minute hands-on lab, one class at a time. Topics : Matter, Physical Changes and Chemical Reactions.

Field Trips

- Students discover, explore and create with hundreds of interactive, hands-on exhibits appropriate for grades K-6th.
- Exhibits address various science Core Curriculum Standards.

Teacher Professional Development

- Chain Reaction, a three hour workshop for teachers, presents inquiry-based teaching and classroom management methods for hands-on science instruction. All participants receive curriculum materials and a resource kit. Topics include: Matter, Physical Changes and Chemical Reactions

Teacher Resources

- Teachers who participate in Reaction Time and Chain Reaction receive curriculum materials and science equipment for further hands-on classroom science exploration.



801-587-9722 | outreach@redbutte.utah.edu | www.redbuttegarden.org

Outreach Programs

- The Grow Lab program is a statewide outreach program that offers a hands-on plant science project aligned with the Core Curriculum Standards for second-grade students.
- The Grow Lab program includes teacher training, seven lessons, and a classroom visit.
- This cost effective science lab is self contained with all materials and lessons, and is reusable by teachers every year.

Field Trips

- Students experience Utah's native landscapes and participate in hands-on activities during a two-hour field trip designed to meet standards and objectives of the Core Curriculum Standards at each grade level.

Teacher Professional Development

- Teacher Workshops are scheduled throughout the year at Red Butte Garden in Salt Lake City and all over the state.

Teacher Resources

- Teachers who participate in the Grow Lab program receive a grow lab light frame kit, planting materials and Brassica rapa seeds, seven lesson plans, materials for hands-on activities, and a classroom germination poster.



801-531-9800 | kperko@theleonardo.org | www.theleonardo.org

Outreach Programs

- The Leonardo on Wheels-Science includes 15 interactive science exhibits that tie directly to the Core Curriculum Standards for 7th through 9th grades. The exhibits and two members of The Leonardo on Wheels-Science staff stay at a school for three to five days depending on the size of the school's student body.
- Each science class at the school works with the exhibits twice during the week, once for a 45-minute Free Explore session and again for a 45-minute Guided Discovery session.
- Topics include: Electricity, Frequency and Amplitude, Light, Velocity, Energy Use, Microscopy and Anatomy.

Teacher Resources

- The Leonardo on Wheels-Science provides pre-visit and post-visit activities to all participating schools.
- Teachers are encouraged to visit The Leonardo website for lesson plans and activities.



801-495-4448 x209 | outreach@thelivingplanet.com | www.thelivingplanet.com

Outreach Programs

- Utah Waters Van utilizes working models and live animals to teach 4th grade students about water and wetlands. Topics: the Water Cycle, Water Use, Conservation, Utah's Wetlands.
- The Rainforest Van allows 2nd and 3rd grade students to interact with a variety of exotic animals including tarantulas, pythons, and parrots. Topics include: Biology, Weather, Animal Interactions, and Geography.

Field Trips

- Our naturalist onboard the Sunken Ship welcomes students in grades K-6 as they become naturalists for a day, helping to gather data lost during the shipwreck.
- Topics for each grade are based on Core Curriculum Standards.

Teacher Professional Development

- Teacher workshops are offered for teachers about Utah environments and include content, inquiry-based lessons, and materials for the classroom.

Teacher Resources

- Both our outreach programs and field trips provide pre- and post-visit activities and information for use in their classroom.



Sarah Young, STEM Liaison for USOE and STEM Action Center



Program Overview

- Informal Science Education Enhancement (iSEE) seeks to spark students' natural curiosity and wonder by providing exciting opportunities to experience science.
- iSEE Program Benefits:
 - Provide unique opportunities not typically available in the classrooms
 - Supports the Utah State Science Core Standards
 - Reach every elementary school within the state of Utah every year



Program Overview

- iSEE Programs include the following services:
 - Outreach Programs
 - iSEE organizations bring innovative and educational programs into schools, linking educators and scientists with classroom teachers and students. Assemblies and hands-on classroom experiences inspire students to learn about the wonders of science.
 - Field Trip Programs
 - iSEE organizations offer unique educational opportunities at each facility with live animals, museum specimens, interactive environments and multimedia programs.
 - Teacher Professional Development
 - iSEE organizations provide teacher workshops that include current science content, practical teaching techniques and materials.
 - Teacher Resources
 - iSEE organization provide critically needed activities, equipment and specimens for classroom use. These educational tools allow teachers to transform their classrooms into exciting learning laboratories.



Program Overview

- iSEE Institutional Requirements:
 - Must match the funding 1:1 toward educational iSEE services (*The average match last school year across all iSEE intuitions was 1:1.2 match*)
 - Must service all students in the targeted grade range once every three years across the state of Utah
 - Must align directly to the Utah Core Standards in Science for the specific targeted grade level
 - Have demonstrated a three-year track record for service and excellence in the provisional program before being approved by the Utah State Board of Education for statewide implementation.
 - Attend monthly meetings with USOE state coordinator
 - Provide annual reports to USOE and site visits as requested
 - Reapply for funds every four years



Clark
Planetarium



801-580-3398 | djohnson@slco.org | www.clarkplanetarium.org

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Discovery
Gateway



the Leonardo

JHT LEONARDO™



801-531-9800 | kperko@theleonardo.org | www.theleonardo.org

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Natural History Museum of Utah



**NATURAL HISTORY
MUSEUM OF UTAH**

Rio Tinto Center | The University of Utah



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Red Butte
Garden



801-587-9722 | outreach@redbutte.utah.edu | www.redbuttegarden.org



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Teacher Resources

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The Loveland Living Planet Aquarium



THE LIVING PLANET AQUARIUM



801-495-4448 x209 | outreach@thelivingplanet.com | www.thelivingplanet.com

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Hawkwatch
International



HAWKWATCH
INTERNATIONAL



801-484-6808 | nwayment@hawkwatch.org | www.hawkwatch.org

Outreach Programs

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Thanksgiving
Point



THANKSGIVING
POINT



801-768-7417 | jbrown@thanksgivingpoint.org | www.thanksgivingpoint.org

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Provisional Program – Hogle Zoo

- Hogle Zoo joined the provisional program for iSEE in fall 2016.
- They are working on developing and scaling their programs around animal adaptations and Utah environments for Utah students in second grade.
- They utilize both on-site and virtual classroom engagement.
- They attend all iSEE meetings and work with the collective group to learn best practices in outreach, teacher professional development, and field trips.
- They will be eligible for full iSEE program approval for fall 2019.

iSEE Fiscal Allocations for FY 2016

Project	Outreach	RFP	Enhancement	New Facility	Facility Total
Coding94201	3942 PCA 015	3941 PHB 015	3943 PHC 015	3944 PHD 015	
Allocation	\$ 3,697,900	\$ 225,000	\$ 417,100	\$ 50,000	
Clark Planetarium	\$ 735,582		\$ 104,275		\$ 839,857
Discovery Gateway	\$ 173,943		\$ 104,275		\$ 278,218
Hawkwatch	\$ 100,000				\$ 100,000
Leonardo	\$ 474,940			\$ 25,000	\$ 499,940
Living Planet	\$ 570,665		\$ 104,275		\$ 674,940
Museum of Natural History	\$ 595,350		\$ 104,275	\$ 25,000	\$ 724,625
Red Butte	\$ 297,420				\$ 297,420
Thanksgiving Point	\$ 750,000				\$ 750,000
Hogle Zoo		\$ 225,000			\$ 225,000



Impacts of iSEE

2013/2014 Impacts

Outreach

291,409 Student Experiences
10,923 Teacher Experiences

Field Trips

292,804 Student Experiences
14,913 Teacher Experiences

Teacher Resources

55,938 Student Experiences
5,724 Teacher Experiences

Total Student Experiences **640,151**
Total Teacher Experiences **31,560**

Public Investment **\$2,600,240**
Private Match **\$3,612,335**

Projected 2015/2016 Impacts

Outreach

397,020 Student Experiences
14,235 Teacher Experiences

Field Trips

378,178 Student Experiences
17,421 Teacher Experiences

Teacher Resources

86,500 Student Experiences
7,079 Teacher Experiences

Total Student Experiences **861,698**
Total Teacher Experiences **38,735**

Public Investment **\$4,165,340**
Private Match **\$4,375,375**



Questions?

- iSEE Institutions provide a vital support for bringing science to the classroom for students across the state of Utah.
- They are partners and leaders to science and STEM personnel at the schools, LEA's, and the state office of education.
- For additional questions and data, you are welcome to contact me:

Sarah Young, STEM Liaison

sarahyoung@utah.gov

**Utah State Office of Education
Board Summary Section Report
For the Section - USOE Science (Division 39)
Expenditures - FY 2015
As of: 11/30/2015**

2015 USOE Science		3941		
C20 67/AF150060	Allocation	Expenditures	Balance	
HAWKWATCH INTERNATIONAL	46,683.00	46,683.00	-	
THANKSGIVING POINT	178,317.00	178,317.00	-	
	<u>225,000.00</u>	<u>225,000.00</u>	-	

		3942		
C20 68/AF150061	Allocation	Expenditures	Balance	
CLARK PLANETARIUM	635,642.00	635,642.00	-	
DISCOVERY GATEWAY	163,983.00	163,983.00	-	
RED BUTTE GARDEN	222,240.00	222,240.00	-	
UTAH MUSEUM OF NATURAL HIS	420,410.00	420,410.00	-	
LIVING PLANET	177,413.00	177,413.00	-	
LEONARDO LIBRARY SQUARE	288,212.00	288,212.00	-	
	<u>1,907,900.00</u>	<u>1,907,900.00</u>	-	

		3943		
C20 66/AF150058	Allocation	Expenditures	Balance	
CLARK PLANETARIUM	104,275.00	104,275.00	-	
DISCOVERY GATEWAY	104,275.00	104,275.00	-	
UTAH MUSEUM OF NATURAL HIS	104,275.00	104,275.00	-	
LIVING PLANET	104,275.00	104,275.00	-	
	<u>417,100.00</u>	<u>417,100.00</u>	-	

		3944		
C20 37/AF150050	Allocation	Expenditures	Balance	
UTAH MUSEUM OF NATURAL HIS	25,000.00	25,000.00	-	
LEONARDO LIBRARY SQUARE	25,000.00	25,000.00	-	
	<u>50,000.00</u>	<u>50,000.00</u>	-	

Total	<u>2,600,000.00</u>	<u>2,600,000.00</u>	-	
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**Utah State Office of Education
Board Summary Section Report
For the Section - USOE Science (Division 39)
Expenditures - FY 2016
As of: 11/30/2015**

	3941		
	Allocation	Expenditures	Balance
2016 USOE Science			
C20 97/AF160083	225,000.00		225,000.00
UTAH ZOOLOGICAL SOCIETY	225,000.00	-	225,000.00

	3942		
	Allocation	Expenditures	Balance
C20 52/AF160043	735,582.00	-	735,582.00
CLARK PLANETARIUM	173,943.00	11,609.15	162,333.85
DISCOVERY GATEWAY	297,420.00	88,100.00	209,320.00
RED BUTTE GARDEN	595,350.00	-	595,350.00
UTAH MUSEUM OF NATURAL HISTORY	570,665.00	-	570,665.00
LIVING PLANET	474,940.00	252,789.00	222,151.00
LEONARDO LIBRARY SQUARE	100,000.00	40,000.00	60,000.00
HAWKWATCH	750,000.00	401,002.00	348,998.00
THANKSGIVING POINT	3,697,900.00	793,500.15	2,904,399.85

	3943		
	Allocation	Expenditures	Balance
C20 53/AF160044	104,275.00	-	104,275.00
CLARK PLANETARIUM	104,275.00	104,275.00	-
DISCOVERY GATEWAY	104,275.00	-	104,275.00
UTAH MUSEUM OF NATURAL HISTORY	104,275.00	-	104,275.00
LIVING PLANET	417,100.00	104,275.00	312,825.00

	3944		
	Allocation	Expenditures	Balance
C20 54/AF160045	25,000.00		25,000.00
UTAH MUSEUM OF NATURAL HISTORY	25,000.00		25,000.00
LEONARDO LIBRARY SQUARE	50,000.00	-	50,000.00

Total	<u>4,390,000.00</u>	<u>897,775.15</u>	<u>3,492,224.85</u>
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Utah State Office of Education
Board Summary Section Report
For the Section - USOE Science (Division 39)
As of: 11/30/2015

USOE Science (Division 39) Funding Sources	Actual FY 2015	Board Approved Budget FY 2016	Revised Budget	Revised Budget #2	Expenditures to Date	Expenditures as a % of Revised Budget
RFP - Science (3941 94101)	\$ 225,000	\$ 225,000	\$ 225,000	\$ -	\$ -	0.00%
Outreach - Science (3942 94201)	\$ 1,907,900	\$ 3,697,900	\$ 3,697,900	\$ -	\$ 793,500	21.46%
Enhancements - Science (3943 94301)	\$ 417,100	\$ 417,100	\$ 417,100	\$ -	\$ 104,275	25.00%
New Facility - Science (3944 94401)	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -	0.00%
Total	\$ 2,600,000	\$ 4,390,000	\$ 4,390,000	\$ -	\$ 897,775	20.45%

USOE Science/RFP (3941) Areas of Expenditures/Budget Categories	Actual FY 2015	Board Approved Budget FY 2016	Revised Budget Amount	Revised Budget #2	Expenditures to Date	Expenditures as a % of Revised Budget
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	-
Purchased Services	\$ -	\$ -	\$ -	\$ -	\$ -	-
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies and Materials	\$ -	\$ -	\$ -	\$ -	\$ -	-
Unallocated Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	-
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	-
Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	-
Indirect Cost	\$ -	\$ -	\$ -	\$ -	\$ -	-
Grants and Transfers to Other Agencies	\$ 225,000	\$ 225,000	\$ 225,000	\$ -	\$ -	0.00%
Flow Through Funds to LEAs	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total	\$ 225,000	\$ 225,000	\$ 225,000	\$ -	\$ -	0.00%

Carry Forward - Unused Budget \$ -

USOE Science/Outreach (3942) Areas of Expenditures/Budget Categories	Actual FY 2015	Board Approved Budget FY 2016	Revised Budget Amount	Revised Budget #2	Expenditures to Date	Expenditures as a % of Revised Budget
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	-
Purchased Services	\$ -	\$ -	\$ -	\$ -	\$ -	-
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies and Materials	\$ -	\$ -	\$ -	\$ -	\$ -	-
Unallocated Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	-
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	-
Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	-
Indirect Cost	\$ -	\$ -	\$ -	\$ -	\$ -	-
Grants and Transfers to Other Agencies	\$ 1,907,900	\$ 3,697,900	\$ 3,697,900	\$ -	\$ 793,500	21.46%
Flow Through Funds to LEAs	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total	\$ 1,907,900	\$ 3,697,900	\$ 3,697,900	\$ -	\$ 793,500	21.46%

Carry Forward - Unused Budget \$ -

UPPAC

Utah Professional Practices Advisory Commission

Finance Committee - January 2016

UPPAC Overview

Pursuant to Title 53A, Chapter 4, 6, and 15 of the Utah code, UPPAC is a commission of educators and community members who make recommendations to the state Board on issues of teacher misconduct. To aid the commission in this responsibility, UPPAC staff:

1. Investigate allegations of teacher misconduct - interviewing witnesses and gathering evidence in an effort to prepare recommendations for Commission discussion.
2. Prosecute unstipulated allegations of misconduct against educators in administrative hearings.
3. Coordinate follow up on educator background checks to obtain information needed for recommendations on background clearances.
4. Make arrangements and provide logistical support for UPPAC meetings and hearings.
5. Provide assistance to educators, district and university officials with questions about the discipline/background check process.
6. Provide professional development training to educators on the educator standards.

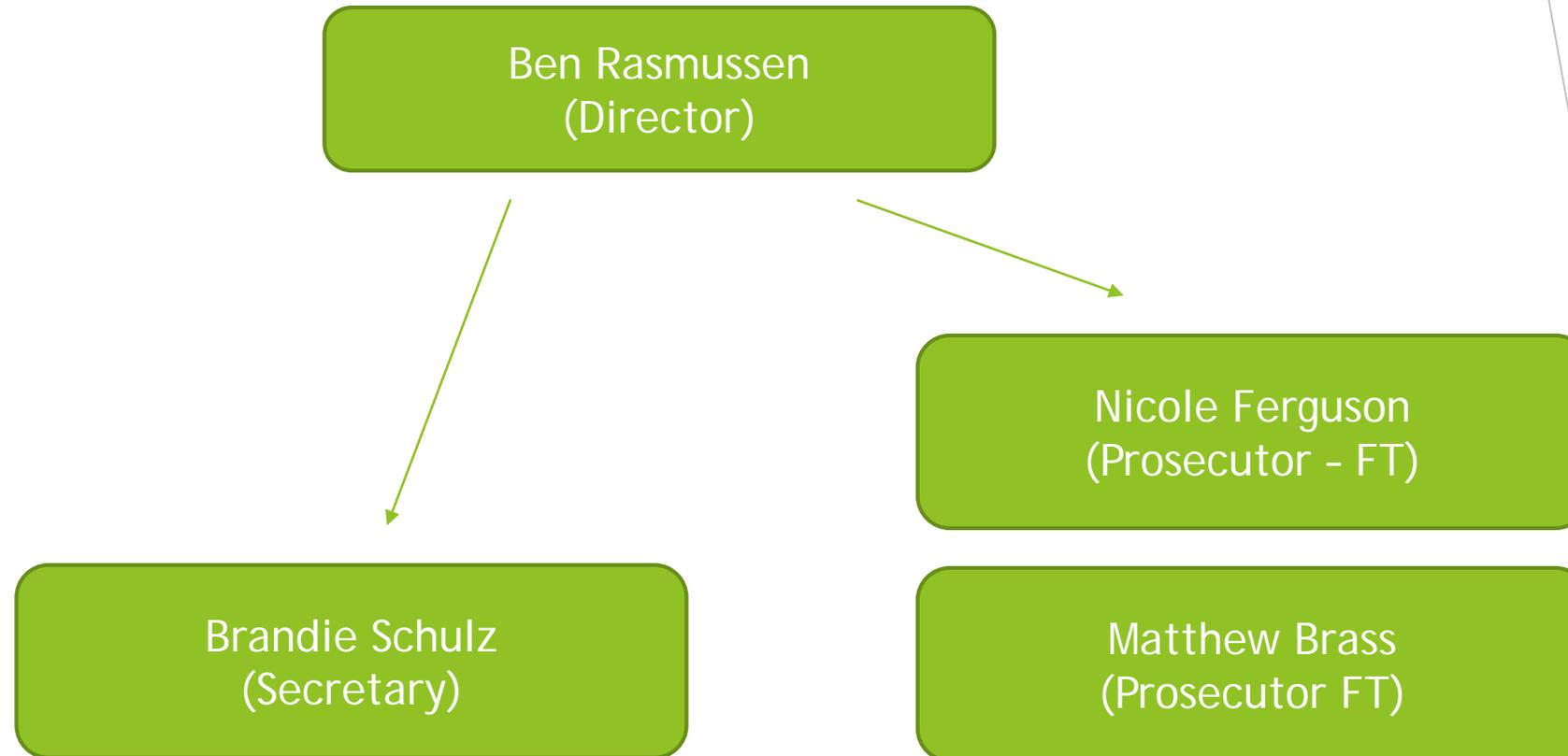
UPPAC FY16 Budget

Licensing and UPPAC Fees (0667) Funding Sources	Actual FY 2015	Board Approved Budget FY 2016	Revised Budget
Professional Practices State Funding (0667 project 03)	446,326	450,000	0
Total	446,326	450,000	0
Professional Practices (66703) Areas of Expenditures by Budget Categories	Actual FY 2015	Board Approved Budget FY 2016	Revised Budget
Salaries & Benefits	227,741	270,807	270,807
Purchased Services	22,487	112,459	112,459
Travel	1,588	2,550	3,100
Supplies and Materials	19,858	15,439	16,789
Unallocated Expenses	0	0	0
Equipment	998	0	0
Capital Expenditures	0	0	0
Indirect Cost	30,745	48,745	48,745
Grants and Transfers to Other Agencies	0	0	0
Flow Through Funds to LEAs	0	0	0
Total	303,418	450,000	451,900
Carry Forward - Unused Budget	142,908		

UPPAC FY16 Budget

- ▶ UPPAC is funded from a dedicated fund of teacher licensing fees.
- ▶ The state may want to revisit this in the future. Given the need for funds from this pool, teacher licensing fees will have to be raised significantly in the near future to meet need, especially given rising case levels and increased hearing requests.
- ▶ Alternatively, the state may want to look at funding UPPAC in a different manner given increased hearing and investigation costs.

UPPAC Organization Chart



UPPAC Position Responsibilities

- ▶ Ben Rasmussen: Director and Executive Secretary of UPPAC. Position funded wholly out of Special Projects budget. Oversees UPPAC and coordinates all UPPAC meetings, hearings, and supervises UPPAC staff. Reviews and makes recommendations to Board on background checks based on criteria in rules. Briefs Board on UPPAC matters.
- ▶ Nicole Ferguson and Matthew Brass: Investigator/Prosecutor. Investigate allegations of misconduct and prepares reports for UPPAC and the Board. Represent UPPAC at all initial disciplinary hearings, reinstatement hearings, and licensure appeal hearings. Train educators on educator standards and ethical issues.
- ▶ Brandie Schulz: UPPAC Administrative Secretary. Provides logistical support for all UPPAC meetings and hearings. Provides customer service to educators with UPPAC questions. Processes all paperwork for educator background check hits.

Educator Licensing/UPPAC Finance Committee Report

Educator Licensing Summary

The Educator Licensing and UPPAC budget is based on an allocation by the legislature from a restricted fund created by the fees charged to educators for licensing transactions. Currently the restricted fund has a significant excess and therefore the legislature has set the licensing fees at a point where the fund is operating in the red each year to deplete that excess. Regardless of the amount of funding available, Educator Licensing and UPPAC spending cannot exceed the legislative allocation.

An increase in this spending cap for the FY 2016 is required due to a projected shortfall as a result of an increase in the professional services line-item that represents the cost paid to the Bureau of Criminal Investigation for the processing of background checks. This line item has been underfunded for the past few years and has been covered based on lower indirect costs and a vacant position. However, during FY 2016 this cost will increase significantly due to the additional cost of enrolling fingerprints in the FBI rap-back system. The vacant position and the additional background check costs are both explained below.

Section Responsibilities

The Educator Licensing section provides implementation of Utah Code Title 53A, Chapter 6 and Utah Administrative Rules R277-500 through R277-527. This involves all procedures and mechanisms utilized in the issuance of new Utah educator licenses, adding new credentials to existing licenses, and the renewal of Utah educator licenses. This includes the administration of the Alternative Route to Licensure established by R277-503 and ensuring educator preparation program compliance with Board rules, R277-502 through 506.

Additionally, the section implements the procedural aspects of background check requirements for licensed educators in Utah law, see 53A-6-401, 53A-1a-512.5, and 53A-3-410, and administers the Teacher Salary Supplement Program, see 53A-17a-156.

Finally, the Educator licensing section monitors LEA compliance with Utah Administrative Rule R277-520 and provides data to the School Finance section of USOE for appropriate distribution of various legislative funding sources (Professional Staff Costs, Legislative Salary Adjustment, Supplies and Materials Funding) that include licensure requirements.

Current Essential Needs – FY 2016

Summary Recommendations

It is recommended that a supplemental appropriation of \$265,000 from the restricted fund be requested from the legislature. This would not require additional funding, only additional allocation.

Educator Licensing/UPPAC Finance Committee Report

The legislature has been understanding of this type of request in the past, but there is no guarantee that it would be approved. Without this additional spending authority from the legislature, Educator Licensing will be unable meet current estimated expenditures for FY 2016. The rationale for this request is detailed below.

Professional Services

This section of the budget represents the amount of money paid to the Utah Bureau of Criminal Investigation (BCI) and the Federal Bureau of Investigation (FBI) for the processing of background checks and the transaction fees paid to Utah Interactive for the online license renewal website and services. This number fluctuates but is set based on previous year expenditures. During the 2015 legislative session HB 124 S1 was passed which requires that the Board enroll all educator fingerprints in the FBI rap-back system beginning 7/1/2015. This will result in additional expense.

Both licensing staff and legislative analysts failed to account for the legislative budget allocation cap and did not request an increase in that cap during the session. The cost of "lifetime" enrollment with the FBI was set at \$13 per background check. USOE estimates that this will result in \$200,000 in additional expenditures for FY 2106.

Vacant Licensing Position

The Educator Preparation Program Approval Specialist position is currently vacant in Educator Licensing. The position is intended to focus on university program accreditation and the Out-of-State licensing process. The out-of-state duties are currently being completed by two other Teaching and Learning Specialists, one of whom has primary duties for the Alternative Route to Licensure (ARL) which is experiencing an increasing number of applications yearly. This staffing shortfall has resulted in increased delays for ARL program applicants and participants and a significant backlog of unreviewed out-of-state licensure applications. The issue was partially addressed by bringing in a former employee on a part-time, temporary basis. The individual was able to complete the pending out-of-state applications as of December 4, 2015.

Educator licensing attempted to fill the position in December 2014. An offer was made to one individual but was declined and no other qualified candidates applied. At that time it was hoped that reopening the position in the spring, after the legislative session and near the end of the school year, would result in a better pool of candidates. However further review of the budget at that time indicated that there was insufficient funding in FY 2016 to fill the position.

Program approval is currently being handled by the Educator Licensing Coordinator as one of many duties. The time constraints created by such an assignment prohibit the depth of analysis and attention that would result in a high-quality process. A dedicated program specialist would be able to continuously review and monitor programs resulting in more rapid and meaningful change in approved programs in alignment with Board standards and expectations. The specialist would also be responsible

Educator Licensing/UPPAC Finance Committee Report

for taking the lead on several projects currently being done by universities to create common program completer surveys and student teaching evaluations for programs to use as a part of their national accreditation.

Budget Shortfall and Wishlist

Shortfall Possible Solutions

Educator Licensing has streamlined procedures and reallocated duties in an effort to become as efficient as possible over the past eight years. The result has been that the section now handles more responsibilities, more background checks, and an equivalent number of licensing transactions with fewer FTE when compared to FY 2007.

With that in mind, in a budget shortfall scenario the first aspect of the Educator Licensing budget to review would be contracted services. It would be necessary to determine if the Utah Interactive online licensing services could be handled in-house for less expense. The only other significant cost that could be cut would be personnel. In the event that funds are not available to hire sufficient staff to process and monitor licensing, applicants and LEAs would experience significantly longer wait times in all aspects of the licensure process. These delays could impact any funding allocations to LEAs that rely upon licensing status; Educator Salary Adjustment, Supplies & Materials, and Professional Staff Costs.

Wishlist Tasks

The primary task that needs to be accomplished by Educator Licensing that is not currently being done is the auditing of LEA educator data. Licensing staff frequently come across questionable data in CACTUS and discusses these individual situations, but no mechanism currently exists to have an individual take the lead to truly exam the reality of what is occurring in the school and comparing that to the data in CACTUS and the data submitted in UTREx. Without this type of process, staff must operate with constant concerns regarding the accuracy of any data that relies on LEAs for input. As discussed in CACTUS trainings, matching CACTUS, Student Information Systems, and reality is not a simple matter. It is often complex and nuanced. Without spending time at the school and being immersed in the data, an individual cannot determine whether inaccurate data is the result of a pattern of intentional deception, user error, or simply the best possible option for a unique situation. With licensing trying to improve data accuracy to support the Board and legislature's desire to make decisions based on solid data these duties take on more and more importance.

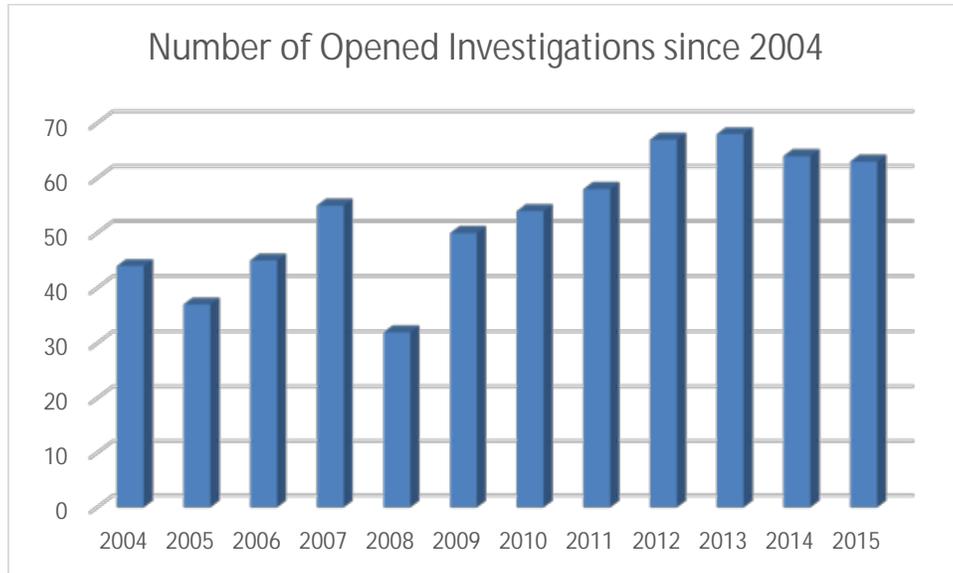
UPPAC Summary

UPPAC is authorized by 53A-6-301, et seq. and additionally governed by Board rules R277-201 through 207. As with Educator Licensing, UPPAC is funded by the restricted fund for educator licensing fees. UPPAC investigates reports of educator misconduct, makes recommendations to the Board of

Educator Licensing/UPPAC Finance Committee Report

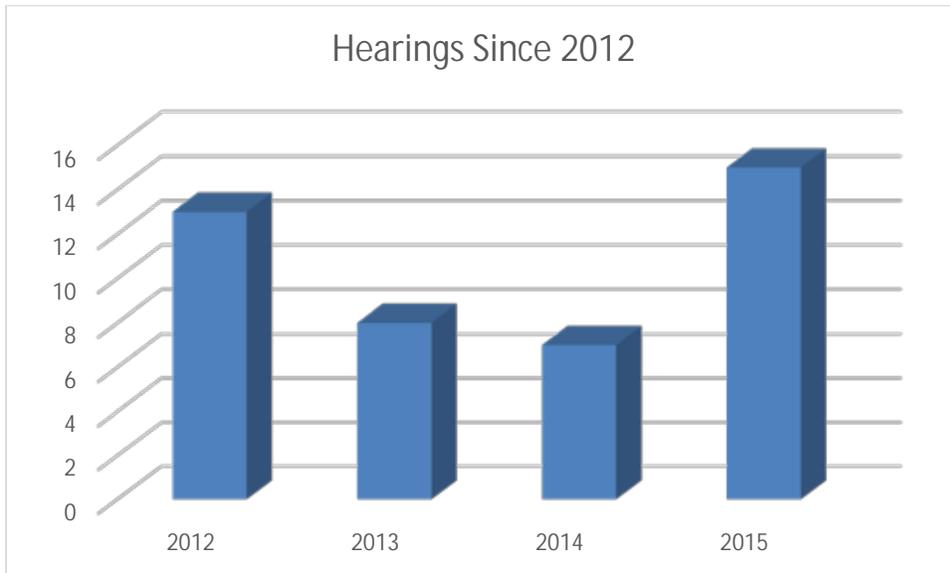
Education, and conducts hearings for educator discipline, educator reinstatement requests, and appeals of Board decisions on initial licensure and background checks.

UPPAC's greatest budgetary issue lies currently in handling its licensure investigations and the workload that flows from it. UPPAC's load of new investigations has remained fairly steady in recent years as can be seen below.



At the same time, the current trend is for a significant increase in time spent on hearings. While 2012 had a comparable number of hearings, in 2015, UPPAC held as many hearings as in the previous two years combined. One of these hearings was an intensive four-day hearing involving use of expert testimony. Of the 15 hearings from 2015, 6 were Reinstatement Hearings and 9 were original disciplinary hearings held at the direction of the Board or the request of the Educator.

Educator Licensing/UPPAC Finance Committee Report



In 2016, UPPAC expects to meet or exceed the number of hearings from last year solely with original disciplinary hearings. Hearings require intensive preparation on the part of UPPAC's prosecutors, increased expense reimbursements for panel members, and increased costs for hearing officers. UPPAC's accountant advises that the increased hearing load is taxing on the educator license fees, which fund UPPAC's activities. It is recommended that the Board consider whether to request future funding for UPPAC's activities come from another source, or whether educator license fees will need to be increased in the future to support UPPAC's purpose.

UPPAC is managed by its Director, whose salary is covered out of the Special Projects section and has two full-time prosecutors and a full-time assistant. This is up from last year when UPPAC had one full-time prosecutor and two part-time prosecutors. In the event of a budget shortfall, UPPAC would have to either cut back on hours for our prosecutors, which would result in increased wait times for educators for the investigation and hearing process.

Utah State Office of Education
Board Summary Section Report
For the Section - Licensing and UPPAC Fees (0667)
As of: 12/04/2015

Licensing and UPPAC Fees (0667) Funding Sources	Actual FY 2015	Board Approved Budget FY 2016	Revised Budget	Expenditures to Date	Expenditures as a % of Revised Budget
Educator Licensing Fee State Funding (0667 project 01)	\$ 1,675,074	\$ 1,718,300	\$ 1,716,400	\$ 403,064	23.48%
Professional Practices State Funding (0667 project 03)	\$ 446,326	\$ 450,000	\$ 451,900	\$ 118,363	26.19%
Total	\$ 2,121,400	\$ 2,168,300	\$ 2,168,300	\$ 521,427	24.05%

**A portion of State Funded Educational Licensing Admin costs are also included in 66601 FY16 \$259,500

Educator Licensing Fee (66701) Areas of Expenditures by Budget Categories	Actual FY 2015	Board Approved Budget FY 2016	Revised Budget	Expenditures to Date	Expenditures as a % of Revised Budget
Salaries & Benefits	\$ 714,622	\$ 865,262	\$ 865,262	\$ 247,234	28.57%
Purchased Services	\$ 714,953	\$ 652,838	\$ 644,686	\$ 144,275	22.38%
Travel	\$ 5,115	\$ 4,800	\$ 4,800	\$ 215	4.49%
Supplies and Materials	\$ 44,797	\$ 36,653	\$ 42,878	\$ 11,313	26.39%
Unallocated Expenses	\$ -	\$ -	\$ -	\$ -	-
Equipment	\$ 2,566	\$ 3,000	\$ 3,027	\$ 27	0.88%
Capital Expenditures	\$ -	\$ -	\$ -	\$ -	-
Indirect Cost	\$ 96,474	\$ 155,747	\$ 155,747	\$ -	0.00%
Grants and Transfers to Other Agencies	\$ -	\$ -	\$ -	\$ -	0.00%
Flow Through Funds to LEAs	\$ 154,922	\$ -	\$ -	\$ -	0.00%
Total	\$ 1,733,450	\$ 1,718,300	\$ 1,716,400	\$ 403,064	23.48%

Carry Forward - Unused Budget \$ (58,376)

Professional Practices (66703) Areas of Expenditures by Budget Categories	Actual FY 2015	Board Approved Budget FY 2016	Revised Budget	Expenditures to Date	Expenditures as a % of Revised Budget
Salaries & Benefits	\$ 227,741	\$ 270,807	\$ 270,807	\$ 78,138	28.85%
Purchased Services	\$ 22,487	\$ 112,459	\$ 112,059	\$ 31,538	28.14%
Travel	\$ 1,588	\$ 2,550	\$ 3,100	\$ 2,191	70.69%
Supplies and Materials	\$ 19,858	\$ 15,439	\$ 17,189	\$ 6,294	36.62%
Unallocated Expenses	\$ -	\$ -	\$ -	\$ -	-
Equipment	\$ 998	\$ -	\$ -	\$ 201	-
Capital Expenditures	\$ -	\$ -	\$ -	\$ -	-
Indirect Cost	\$ 30,745	\$ 48,745	\$ 48,745	\$ -	0.00%
Grants and Transfers to Other Agencies	\$ -	\$ -	\$ -	\$ -	0.00%
Flow Through Funds to LEAs	\$ -	\$ -	\$ -	\$ -	0.00%
Total	\$ 303,418	\$ 450,000	\$ 451,900	\$ 118,363	26.19%

Carry Forward - Unused Budget

\$

142,908