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Board of Teaching

Biennial Report to the Governor

July 1, 2016 – December 31, 2017

A report created by the Minnesota Professional Educator Licensing and Standards Board on behalf of
the Minnesota Board of Teaching to be submitted in accordance with Minn. Stat. § 214.07.

Table of Contents

A. General Statement of Board Activities.....	2
B. Number of Meetings & Approximate Hours Spent by Board Members	6
C. Receipts and Disbursements of Board Funds	9
D. Board Members Information.....	10
E. Names and Job Classifications of Board Employees.....	14
F. Summary of Board Rules Proposed or Adopted	15
G. Number of Licenses Issued by the Board	16
H. Administration of Examinations by the Board	18
I. Number of Persons Examined by the Board.....	18
J. Number of Persons Licensed by the Board after Taking the Examinations	19
K. Number of Persons Not Licensed by the Board after Taking Examinations.....	19
L. Number of Persons Not Taking Examinations who were Licensed by the Board or who were Denied Licensing with the Reason for the Licensing or Denial Thereof	20
M. Persons Previously Licensed or Registered by the Board whose Licenses or Registrations were Revoked, Suspended or Otherwise Altered in Status, with Brief Statements of the Reasons for the Revocation, Suspension or Alteration	21
N. Number of Complaints and Other Communications Received by the Executive Director, Each Board Member, Employee or Other Person Performing Services for the Board that Allege or Imply a Violation of a Statute or Rule which the Board is Empowered to Enforce	23
O. Summarize, by Specific Category, the Substance of the Complaints and Communications referred to in Clause (n) of M.S. 214.07, and, for each specific category, the responses of dispositions thereof pursuant to M.S. 214.10 and 214.11	24
Other Information that Board Members Believe is Useful in Reviewing Board Activities.....	24

A. General Statement of Board Activities

In 1967 the Minnesota Legislature established the Professional Teaching Practices Commission to develop a code of ethics for teachers and “... to provide measures through which the observance of such standards by the members of the profession may be promoted and enforced.”

<https://www.revisor.mn.gov/data/revisor/law/1967/1/1967-EX-025.pdf>

In 1973 the Legislature changed the name from the Professional Teaching Practices Commission to the Teacher Standards and Certification Commission and the duties of the Commission were expanded to resemble the current work of the Board of Teaching. Responsibilities that, until that time, had fallen under the purview of the State Board of Education were shifted to the Commission, including:

- issuance of teaching certificates
- promulgation of rules regarding qualifications of teachers, renewal requirements
- issuance of certificates to applicants trained in other states
- establish fees for certificates

The 1973 Legislature also expanded the Commission’s authority in disciplinary matters relating to violations of the Code of Ethics.

<https://www.revisor.mn.gov/data/revisor/law/1973/0/1973-749.pdf>

In 1976 the Legislature changed the Commission’s name to the Board of Teaching, and the identity as the Board of Teaching remained for nearly 40 years. The other significant change made by the 1976 Legislature was a change the state’s language from “certification” to “licensure,” and the Board continued to use the language of “licensure.”

The Board of Teaching’s primary mission was to assure that Minnesota students were served by licensed teachers who are equipped to deliver effective instruction and meet the instructional needs of all learners. To that end, over the course of 40 years, the Board of Teaching provided leadership in teacher education by establishing and maintaining licensure standards and requirements, approving institutions and licensure programs to prepare Minnesota teachers, and by establishing and enforcing the Code of Ethics for Minnesota teachers. The authority and responsibilities of the Board of Teaching were delineated primarily in Minnesota Statutes §122A.05 – §122A.09, §122A.18, §122A.23, §122A.245, §214, and Minnesota Rules, Chapters 8700, 8705 and 8710.

The Board of Teaching provided leadership for strengthening teacher preparation to ensure that the state has well-prepared, effective teachers. Among its primary duties, the board established the standards and practices that served as the basis for Minnesota’s teacher preparation institutions and licensure programs, approved institutions and organizations that sought to deliver teacher preparation, approved licensure programs, and oversaw the licensure testing program.

The Board consisted of 11 members appointed by the Governor; appointments and Board member terms were subject to the parameters set forth in Minnesota Statute §214. In accordance with the Board of Teaching’s by-laws, the Board had the following standing committees:

- Executive Committee – Chair, Vice Chair, and two additional elected members of the Board
- Disciplinary Committee
- Legislative Committee
- Licensure Committee
- Policy Review Committee
- Standards and Rules – Representatives from education stakeholder organizations

Additionally, working groups were frequently convened to solicit targeted stakeholder input and to assist with specific Board-designated initiatives.

The Board of Teaching believed that its work was critical to ensure that teachers who earned a Minnesota teaching license were well prepared and, once licensed, that teachers upheld the Code of Ethics for Teachers (Minnesota Rule 8700.7500). State law clearly set forth the Board’s mandate in this area:

- Minnesota Statute §122A.09, Subdivision 1, provided that “The Board of Teaching must develop by rule a code of ethics covering standards of professional teaching practices, including areas of ethical conduct and professional performance and methods of enforcement.”
- Minnesota Statute §122A.20, Subdivision 1, provided grounds for suspension, revocation, or denial of licenses.

The Board was deeply committed to maintaining the public trust and ensuring that teachers who held a Minnesota license were safe, trustworthy, and represented no threat of harm in any way to students. As such, the Board’s disciplinary work was among its most challenging and important responsibilities.

The Minnesota Board of Teaching had authority to take disciplinary action against teaching licenses in cases where teachers were alleged to have violated either the Board’s statute (122A.20) or the Code of Ethics for Minnesota Teachers (Minn. Rule 8700.7500).

Complaints could be filed by school districts, parents, former students, law enforcement agencies, interested citizens, and anyone else who had concerns about the conduct of a particular teacher. Anonymous complaints were not accepted. Once a complaint was filed and it was determined that there was jurisdiction for the Board, in accordance with Minnesota Statutes, and with support from the Office of the Attorney General’s office, the Board conducted further inquiry and an investigation regarding the complaint. The teacher was notified of the allegations and given an opportunity to respond.

All of the obtained information from the inquiry was presented to the Board’s disciplinary committee, which consisted of two licensed and practicing teachers who serve on the Board. They reviewed the information available and made a recommendation on what action, if any, should be taken against the teacher’s license. When it was determined that grounds existed to suspend or revoke a teacher’s license to teach, the Board needed to consider suspending or revoking, or declined to suspend or revoke, the teacher’s license. If a suspension or revocation was recommended, the teacher could contest that recommendation and it could result in a hearing before an Administrative Law Judge. Once the entire process was complete, any disciplinary action taken by the full Board became public.

In 2017, the Minnesota Legislature adopted legislation transferring all teacher licensing as well as credentialing authority to the Minnesota Professional Educator Licensing and Standards Board. The Minnesota Board of Teaching ceased operations on December 31, 2017.

Minnesota Board of Teaching Mission

The purpose of the Board of Teaching is to establish and maintain standards for a quality teacher licensing system for Minnesota public Schools.

Minnesota Board of Teaching Vision

The vision of the Board of Teaching will be to maintain high licensure standards while providing flexibility in the licensing process to assure that public school students have fully licensed teachers.

B. Number of Meetings & Approximate Hours Spent by Board Members

Total number of Board meetings held in FY2017: 12

Total number of Board meetings held in FY2018 (July 1, 2017 – December 31, 2017): 6

During FY2017 and FY2018 (July 1, 2017 – December 31, 2017), Board members were assigned to and participated in committees in addition to participating in monthly meetings. These committees included:

- Executive Committee
- Legislative Committee
- Policy Committee
- Licensure Committee
- Discipline Committee
- Special Education Committee

Pages 6-7 provide a roster of the Board's membership for FY2017 and FY2018 (July 1, 2017 – December 31, 2017) as well as details about the terms of appointment, committee assignments, and estimated hours spent participating in Board-related meetings. These estimates do not include the number of hours Board members spent reviewing documents and preparing for these meetings.

Estimated Annual Meeting Hours of BOT Members in FY2017

Member Name	Member Type	Initial Appointment	Term Expiration	Committee(s)	Estimated Annual Meeting Hours
Erin Azer	Public	Apr 2012	Dec 2017	Legislative, Policy Review	96
James Barnhill	Classroom Teacher	Feb 2013	Dec 2017	Legislative	84
Joyce Baumann	Classroom Teacher	April 2014	Mar 2017	Executive, Licensure	96
John Bellingham	Classroom Teacher	June 2011	Dec 2017	Chair, Executive, Discipline	108
Mary Francis Clardy	Classroom Teacher	June 2015	Dec 2017	Licensure, Teacher Equity Plan Steering, Stakeholder Advisory	108
Lesa Covington Clarkson	Higher Education Faculty	June 2011	Dec 2017	Executive, Policy Review	96
Jim Grabowska	School Board	Feb 2013	Dec 2017	Legislative	84
Melanie Lawrence-Smith	Classroom Teacher	Mar 2017	Apr 2017	NA	
Anne Krafthefer	Classroom Teacher	Feb 2013	Dec 2018	Vice Chair, Discipline, Legislative	108
Diane O'Brian	Public	June 2012	Mar 2017	NA	
Lee-Ann Stephens	Classroom Teacher	June 2015	Nov 2016	NA	
Loy Woelber	Licensed Administrative, Superintendent	Feb 2013	Dec 2018	Legislative	84

Estimated Annual Meeting Hours of BOT Members in FY2018 (July 1, 2017 – December 31, 2017)

Member Name	Member Type	Initial Appointment	Term Expiration	Committee(s)	Estimated Annual Meeting Hours
Erin Azer	Public	Apr 2012	Dec 2017	Legislative, Policy Review	48
James Barnhill	Classroom Teacher	Feb 2013	Dec 2017	Legislative	42
John Bellingham	Classroom Teacher	June 2011	Dec 2017	Chair, Executive, Discipline	54
Mary Frances Clardy	Classroom Teacher	June 2015	Dec 2017	Teacher Equity Plan Steering, Stakeholder Advisory	54
Lesa Covington Clarkson	Higher Education Faculty	June 2011	Dec 2017	Executive, Policy Review	48
Jim Grabowska	School Board	Feb 2013	Dec 2017	Legislative	42
Anne Krafthefer	Classroom Teacher	Feb 2013	Dec 2018	Vice Chair, Executive, Discipline, Legislative	54
Loy Woelber	Licensed Administrative, Superintendent	Feb 2013	Dec 2018	Legislative	42

C. Receipts and Disbursements of Board Funds

Board of Teaching Receipts and Disbursements in FY2017 and FY2018 (including receipts and disbursements made PELSB)

	FY2017	FY2018	Total
Total State Appropriations	\$1,018,000	\$3,481,000	\$4,499,000
Total Non-Dedicated Revenue	Not available	\$433,609	\$433,609
Total Expenditures	\$913,540	\$2,245,143	\$3,158,683

D. Board Members Information

Board Members in FY2017

Name: Erin Azer
Email: erinazer@state.mn.us
Address: 139 Draper Avenue
City: Roseville
Phone: 651-788-7711

Term Expires: January 2016
Public Member

Name: James Barnhill
Email: james.barnhill@state.mn.us
Address: 4709 17th Avenue South
City: Minneapolis
Phone: 612-205-6204

Term Expires: January 2017
Classroom Teacher

Name: Joyce Baumann
Email: joyce.baumann@state.mn.us
Address: 1518 Calvary Hill Lake
City: St. Cloud
Phone: 320-309-3687

Term Expires: January 2017
Classroom Teacher

Name: John Bellingham
Email: john.bellingham@state.mn.us
Address: 1794 Glynview Trail
City: Faribault
Phone: 507-412-9429

Term Expires: January 2019
Classroom Teacher

Name: Mary Frances Clardy
Email: mary.frances.clardy@state.mn.us
Address: 8830 Branson Drive
City: Inver Grove Heights
Phone: 612-998-5191

Term Expired: January 2019
Classroom Teacher

Name: Lesa Covington Clarkson
Email: lesa.clarkson@state.mn.us
Address: 2576 Eyrie Drive
City: Woodbury
Phone: 651-329-7963

Term Expires: January 2019
Higher Education Faculty

Name: Jim Grabowska
Email: jim.grabowska@state.mn.us
Address: PO Box 408
City: St. Clair
Phone: 507-381-2649

Term Expires: January 2017
School Board Member

Board Members in FY2017

Name: Melanie Lawrence-Smith
Email: Melanie.lawrence-smith@state.mn.us
Address: NA
City: NA
Phone: NA

Term Expires: served one month 2017
Classroom Teacher

Name: Anne Krafthefer
Email: anne.krafthefer@state.mn.us
Address: 1601 East 4th Street
City: Duluth
Phone: 218-391-1190

Term Expires: January 2017
Classroom Teacher

Name: Diane O'Brien
Email: diane.obrien@state.mn.us
Address: 2353 Youngman Avenue
City: St. Paul
Phone: 651-261-4173

Term Expires: January 2016
Public Member

Name: Lee-Ann Stephens
Email: lee-ann.stephens@state.mn.us
Address: 3650 Gettysburg Avenue South
City: St. Louis Park
Phone: 612-616-2248

Term Expires: January 2019
Classroom Teacher

Board Members in FY2018 (July 1, 2017 – December 31, 2017)

Name: Erin Azer
Email: erinazer@state.mn.us
Address: 139 Draper Avenue
City: Roseville
Phone: 651-788-7711

Term Expires: January 2016
Public Member

Name: James Barnhill
Email: james.barnhill@state.mn.us
Address: 4709 17th Avenue South
City: Minneapolis
Phone: 612-205-6204

Term Expires: January 2017
Classroom Teacher

Name: John Bellingham
Email: john.bellingham@state.mn.us
Address: 1794 Glynview Trail
City: Faribault
Phone: 507-412-9429

Term Expires: January 2019
Classroom Teacher

Name: Mary Frances Clardy
Email: mary.frances.clardy@state.mn.us
Address: 8830 Branson Drive
City: Inver Grove Heights
Phone: 612-998-5191

Term Expired: January 2019
Classroom Teacher

Name: Lesa Covington Clarkson
Email: lesa.clarkson@state.mn.us
Address: 2576 Eyrie Drive
City: Woodbury
Phone: 651-329-7963

Term Expires: January 2019
Higher Education Faculty

Name: Jim Grabowska
Email: jim.grabowska@state.mn.us
Address: PO Box 408
City: St. Clair
Phone: 507-381-2649

Term Expires: January 2017
School Board Member

Name: Anne Krafthefer
Email: anne.krafthefer@state.mn.us
Address: 1601 East 4th Street
City: Duluth
Phone: 218-391-1190

Term Expires: January 2017
Classroom Teacher

**Board Members in FY2018 (July 1, 2017 –
December 31, 2017)**

Name: Loy Woelber

Email: loy.woelber@state.mn.us

Address: 2590 121st Street

City: Avoca

Phone: 507-828-6608

Term Expires: January 2017

Licensed Administrative, Superintendent

E. Names and Job Classifications of Board Employees

Board of Teaching Staff in FY2017

Employee Name	Title	Job Classification	FTE
Erin Doan	Executive Director	Executive Secretary Teaching Board	1.0
Alex Liuzzi	Teacher Education Specialist	Education Specialist 2	1.0
JoAnn VanAernum	Teacher Education Specialist	Education Specialist 2	1.0
Monica Rasmussen	Teacher Ethics Specialist	Education Specialist 2	1.0
Heather Ward	BOT Data Management Specialist	Education Specialist 1	1.0
Lori Rosenthal	BOT Office Manager	Office & Admin Specialist Senior	1.0

Board of Teaching Staff in FY2018 (July 1, 2017 – December 31, 2017)

Employee Name	Title	Job Classification	FTE
Alex Liuzzi	Executive Director	Executive Secretary Teaching Board (WOOC)	1.0
JoAnn VanAernum	Teacher Education Specialist	Education Specialist 2	0.5
Michelle Sandler	Assessment Specialist	Education Specialist 2	1.0
Monica Rasmussen	Teacher Ethics Specialist	Education Specialist 2	1.0
Heather Ward	BOT Data Management Specialist	Education Specialist 1	1.0
Lori Rosenthal	BOT Office Manager	Office & Admin Specialist Principal	1.0

F. Summary of Board Rules Proposed or Adopted

During FY2017 and FY2018 (July 1, 2017 – December 31, 2017), the Minnesota Board of Teaching continued rulemaking on Licensing Rule #4369 and DAPE Rule #4370.

The Board also engaged in the exempt rulemaking process to adopt amendments to the rules relating to Academic and Behavioral Strategist Licensure Renewal. The proposed amendments incorporated specific changes established in 2017 Laws of Minnesota, First Special Session, Chapter 5, Article 3, Section 32. The Office of Administrative Hearings approved the rules on July 13, 2017.

G. Number of Licenses Issued by the Board

Number of Licenses Issued in FY2017

License Type	Original	Endorsement	Renewal	Total
Standard	7,501	3,016	33,071	43,588
Vocational	3	0	405	408
Limited	2,017	119	1,197	3,333

Note: Vocational licenses are no longer issued since a change in 2001. These fields are now issued as Career & Technical Education Standard licenses.

Number of Individuals Licensed in FY2017

License Type	Original	Endorsement	Renewal	Total
Standard	5,593	2,310	19,059	26,962
Vocational	3	0	267	270
Limited	1,987	92	1,181	3,260

Note: Vocational licenses are no longer issued since a change in 2001. These fields are now issued as Career & Technical Education Standard licenses.

Number of Licenses Issued in FY2018 (July 1, 2017 – December 31, 2017)

License Type	Original	Endorsement	Renewal	Total
Standard	3,291	1,640	3,753	8,684
Vocational	1	0	22	23
Limited	1,277	119	1,142	2,538

Note: Vocational licenses are no longer issued since a change in 2001. These fields are now issued as Career & Technical Education Standard licenses.

Number of Individuals Licensed in FY2018 (July 1, 2017 – December 31, 2017)

License Type	Original	Endorsement	Renewal	Total
Standard	2,500	1,383	2,507	6,390
Vocational	1	0	19	20
Limited	1,255	111	1,142	2,508

Note: Vocational licenses are no longer issued since a change in 2001. These fields are now issued as Career & Technical Education Standard licenses.

H. Administration of Examinations by the Board

The Minnesota Board of Teaching oversees the administration of the Minnesota Teacher Licensure Examinations (MTLE). The MTLE covers three primary areas of testing: Minnesota NES Essential Academic Skills Test; Pedagogy Tests; and Content Area Tests.

The Minnesota NES Essential Academic Skills Test (EAS) serves as the basic skills examination for Minnesota teacher licensure candidates. The EAS consists of three subtests in Reading, Writing, and Mathematics. Licensure candidates may also demonstrate their competency in basic skills by obtaining Board-approved passing scores on the ACT Plus Writing exam or the SAT.

Pedagogy Tests assess teacher licensure candidates' pedagogical knowledge. Candidates must achieve Board-approved scores in a pedagogy test that aligns with their licensure field. The three different pedagogy tests include: Early Childhood (Birth to Grade 3); Elementary (Grades K-6); and Secondary (Grades 5-12).

Content Area Tests assess teacher licensure candidates' competency in the content area that they seek to teach. There are more than 30 different content-area tests. Candidates must achieve Board-approved scores in the content-area test that aligns with their licensure field.

With the exception of the World Language and Culture tests in French, German, Mandarin Chinese, and Spanish, all MTLE are computer-based tests. The exams are offered at numerous different testing sites within the Minneapolis-St. Paul metro area as well as throughout out-state Minnesota. The exams are also offered at more than 200 testing sites across the United States, Puerto Rico, the Virgin Islands, and international countries.

The tests are available at testing sites by appointment on Mondays through Saturdays (except holidays) throughout the year.

I. Number of Persons Examined by the Board

Full technical reports containing data from 2016-2017 and 2017-2018, specific to each test field is available on the [PELSB website](#). For each test, the report provides the percent passing on first attempt as well as cumulative retake data for each test field. Data is not available specific to sex, age category or state of residency.

J. Number of Persons Licensed by the Board after Taking the Examinations

Using the data found Under Section G (page 15-16), the following table provides the number of individuals who were subject to testing requirements.

Number of Individuals Licensed in FY2017

	Original	Endorsement	Total
Standard	5,593	2,310	7,903

Number of Individuals Licensed in FY2018 (July 1, 2017 – December 31, 2017)

	Original	Endorsement	Total
Standard	2,500	1,383	3,883

K. Number of Persons Not Licensed by the Board after Taking Examinations

The Board of Teaching does not have a reliable way to provide this data. Testing requirements are only one requirement of the teacher licensing process in Minnesota. Often, the BOT does not receive applications unless all testing requirements have been met, and there may be other reasons for why the Board did not issue a license to an applicant (*e.g.*, an issue with a background check).

L. Number of Persons Not Taking Examinations who were Licensed by the Board or who were Denied Licensing with the Reason for the Licensing or Denial Thereof

Under Minnesota Rule 8710.1250, a Temporary Limited License may be issued to an individual on the basis of having at least the equivalent of a minor in the licensure field requested and a statement of need by a Minnesota school district that is unable to find a licensed teacher for the teaching position. Testing is not required for these individuals.

The Temporary Limited License is also available for individuals prepared in a Minnesota teacher preparation program who have not met the testing requirements.

Using the data found in Section G (pages 15-16), the following table provides the number of individuals who were issued a Limited License during FY2018 (July 1, 2017 – December 31, 2017).

Number of Individuals Licensed in FY2017

	Original	Endorsement	Total
Limited	1,987	92	2,079

Number of Individuals Licensed in FY2018 (July 1, 2017 – December 1, 2017)

	Original	Endorsement	Total
Limited	1,255	111	1,366

M. Persons Previously Licensed or Registered by the Board whose Licenses or Registrations were Revoked, Suspended or Otherwise Altered in Status, with Brief Statements of the Reasons for the Revocation, Suspension or Alteration

The Board of Teaching had the responsibility to investigate complaints related to licensees holding a Minnesota teaching license. The Board is able to take action pursuant to complaints which fall under the purview of the following statutes:

- a. **Minn. Stat. § 122A.20, subdivision 1(a)(1-5)** states [t]he Professional Educator Licensing and Standards Board . . . may, on the written complaint of the school board employing a teacher, a teacher organization, or any other interested person, refuse to issue, refuse to renew, suspend, or revoke a teacher's license to teach for any of the following causes:
 - (1) immoral character or conduct;
 - (2) failure, without justifiable cause, to teach for the term of the teacher's contract;
 - (3) gross inefficiency or willful neglect of duty;
 - (4) failure to meet licensure requirements; or
 - (5) fraud or misrepresentation in obtaining a license.

- b. **Minn. Stat. § 122A.20, subdivision 1(b)** states [t]he Professional Educator Licensing and Standards Board . . . shall refuse to issue, refuse to renew, or automatically revoke a teacher's license to teach without the right to a hearing upon receiving a certified copy of a conviction showing that the teacher has been convicted of child abuse, as defined in section 609.185, sex trafficking in the first degree under section 609.322, subdivision 1, sex trafficking in the second degree under section 609.322, subdivision 1a, engaging in hiring, or agreeing to hire a minor to engage in prostitution under section 609.324, subdivision 1, sexual abuse under section 609.342, 609.343, 609.344, 609.345, 609.3451, subdivision 3, or 617.23, subdivision 3, solicitation of children to engage in sexual conduct or communication of sexually explicit materials to children under section 609.352, interference with privacy under section 609.746 or stalking under section 609.749 and the victim was a minor, using minors in a sexual performance under section 617.246, possessing pornographic works involving a minor under section 617.247, or any other offense not listed in this paragraph that requires the person to register as a predatory offender under section 243.166, or a crime under a similar law of another state or the United States.

- c. **Minn. Stat. § 214.10, subdivision 2(a)** states [a] board shall initiate proceedings to suspend or revoke a license or shall refuse to renew a license of a person licensed by the board who is convicted in a court of competent jurisdiction of violating section

609.2231, subdivision 8, 609.23, 609.231, 609.2325, 609.233, 609.2335, 609.234, 609.465, 609.466, 609.52, or 609.72, subdivision 3.

d. **Minn. Admin. R. 8710.2100, Code of Ethics For Minnesota Teachers, Subparts 1 and 5** provides a list of 10 requirements for teacher conduct and allows the Board to take action against a licensed teacher who has been found in violation of the code, which includes the following:

- A. A teacher shall provide professional education services in a nondiscriminatory manner.
- B. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
- C. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- D. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
- E. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
- F. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
- G. A teacher shall not deliberately suppress or distort subject matter.
- H. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
- I. A teacher shall not knowingly make false or malicious statements about students or colleagues.
- J. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

The Board of Teaching adopted Findings of Fact, Conclusions of Law and Orders and/or Stipulation Agreements and Consent Orders pursuant to the above statutes. The following data represents the type of Board action adopted and the number of each type of disciplinary action adopted. The tables below show the action taken on received complaints by both the Board of Teaching from July 1, 2016-December 31, 2017.

Disciplinary Actions taken by BOT in FY2017 & FY2018 (July 1, 2016 – December 30, 2017)

Adopted Board Action/Disposition	Totals
Stayed Suspension of License	21
Suspension of License	12
Revocation of License	19
Licensure Denial	18
Surrender of License	5

Note: These numbers do not include the 9 mandatory suspensions relating to tax payment or child support payment issues.

N. Number of Complaints and Other Communications Received by the Executive Director, Each Board Member, Employee or Other Person Performing Services for the Board that Allege or Imply a Violation of a Statute or Rule which the Board is Empowered to Enforce

Number of Complaints Received by Board of Teaching in FY2017 & FY2018 (July 1, 2016 – December 30, 2017)

Adopted Board Action/Disposition	Totals
Received Complaints	Unavailable ¹
Dismissed Complaints	3
No Action Taken	52
Complaints Forwarded to Other Boards	Unavailable ²

¹ There is no information about complaints which were received pursuant to Minn. Stat. § 214.10 by the Board of Teaching during this time period.

² There is no information about complaints which were received pursuant to Minn. Stat. § 214.10 by the Board of Teaching during this time period.

O. Summarize, by Specific Category, the Substance of the Complaints and Communications referred to in Clause (n) of M.S. 214.07, and, for each specific category, the responses of dispositions thereof pursuant to M.S. 214.10 and 214.11

The substance of the complaints in the chart in Section N are related to matters not under the jurisdiction of the Board for review, complaints made that fall under Minn. Stat. § 122A.20, Minn. State § 214.10, and Minn. Rule 8710.2100. They also may fall outside of the BOT's jurisdiction, which is why they were either dismissed or forwarded to an external board.

Other Information that Board Members Believe is Useful in Reviewing Board Activities

The Board of Teaching also reviewed all first time applicants and renewal applications based on disclosures made on their Conduct Review Statement. The Conduct Review Statement asks applicants to answer the following questions:

1. Have you ever been convicted of a crime?
2. Have you ever been referred to a pre-trial diversion program after being arrested?
3. Have you ever been acquitted or found not guilty of a criminal offense involving sexual conduct, homicide, assault, or any other crime involving violence?
4. Are any criminal charges currently pending against you in Minnesota or any other state?
5. Have you ever had an education or other occupational license revoked, suspended, or denied in Minnesota or any other state?
6. Have you ever voluntarily surrendered an education or other occupational license?
7. Is disciplinary action against your teaching, administrative, or other occupational license currently pending in another state?
8. Have you ever resigned from or otherwise left an employment after allegations of misconduct were made against you or when an investigation into those allegations was pending?
9. Have you or a school district in which you were employed ever been a party to a civil settlement, award, or agreement of any kind that involved an allegation that involved YOUR sexual conduct?

When an applicant answers yes to any of the above questions, the application was flagged for review by the Disciplinary Committee. The Committee reviewed every application that is flagged on a monthly basis. The Committee reviewed the Conduct Review Statement, any supplemental information

provided by the applicant about their disclosures, the applicant's background check (if they are a first-time applicant), and any court records gathered by the Ethics Specialist.

If the Committee reviewed the application, did not want to open an inquiry, and there were no discrepancies between the completed background check and the disclosures made on the conduct review statement, the application was sent to process. If the applicant met the criteria for the license(s) they applied for, their license was issued and they received an e-mail notification when this occurs.

If the Committee reviewed the application and wanted to open an inquiry into the application, the applicant received a letter requesting more information about their conduct review statement responses. Once the Board had the response, if the applicant chooses to provide one, and the completed background check, the Disciplinary Committee reviewed the entire file and make a recommendation about the license.

Between July 1, 2016 and December 31, 2017, there were 756 applications flagged based on Conduct Review Statement answers and background checks. To the extent that disciplinary action resulted following the investigation conducted by the Board in these applications, those are reflected in the above charts under denials, stayed suspensions, and no action.