

**Teaching and School Administration Professional Standards Advisory Board**

**It is the mission of the Teaching and School Administration Professional Standards Advisory Board to promote excellence in the education profession and develop and review professional standards to ensure quality preparation and continued professional growth experiences.**

**Kansas State Department of Education  
Board Room  
OFFICIAL MINUTES  
April 25, 2011, 10:00 a.m., KSDE Board Room**

**1. Call meeting to order**

The meeting was called to order at 10:00 a.m. by Rick Henry, Chair. Chair Henry reminded members to continue to visit with constituencies.

**2. Roll call**

Attending: Donna Bagley, Adam Bancroft, Ralph Beacham, Rick Ginsberg, Rick Henry, Laura Kaiser, Sharon Klose, Tim Knoles, Lory Mills, Alice Morris, David Myers, Denise O’Dea, Michele Perez, Casey Seyfert, Jana Shaver, Linda Stecher, Kate Thompson.

Absent: Nick Compagnone, Lori Martin, Bill Meek, Diane Roberts

KSDE: Pamela Coleman, Susan Helbert, Diana Stephan, TJ Boeckman

KNEA: Peg Dunlap

**3. Approval of Agenda**

**Motion:** It was M/S (O’Dea/Seyfert) to approve the agenda with the addition of a brief update on the Code of Ethics and SBR 91-1-214 (fingerprinting of teachers). Motion carried.

**4. Approval of minutes from the November 15, 2010 meeting**

**Motion:** It was M/S (Ginsberg/Morris) to approve the minutes from November 15, 2011. Motion carried.

**5. Orientation**

Orientation for new members will be scheduled in the fall.

**6. Introductions**

Each member was asked to state name and representation.

- Rick Henry – Secondary administrators
- Rick Ginsberg – Public higher education institute
- Denise O’Dea – Superintendents
- Jana Shaver – State Board of Education
- Donna Bagley – Private higher education institute
- Ralph Beacham – Area vocational technical school administrator
- Laura Kaiser – PTA, nonvoting member
- Michele Perez – Classroom teacher
- Kate Thompson – Classroom teacher

- Linda Stecher – Classroom teacher
- Casey Seyfert – Classroom teacher
- Tim Knoles – Classroom teacher
- David Myers – Administrator, KASEA
- Adam Bancroft – Classroom teacher
- Sharon Klose – Classroom teacher
- Lory Mills – Classroom teacher

## **7. Citizens Open Forum**

Peg Dunlap, representing KNEA, spoke during the open forum. Her comments included the need to be completely aware of the safety of children and people that work in the schools. It's not just about teachers, but all licensure holders including teachers, administrators, higher education; and all are impacted by a regulation. She encouraged the standards board members to think about issues; what is the problem that we're trying to solve and does that solution address the problem we are trying to solve. KNEA continues to work with the licensure office and general counsel to find solutions to meet the needs of the agency and our KNEA members and children in the state of Kansas. Ms. Dunlap stated that she is available to answer questions. The KNEA wants to come up with a solution to meet the needs.

In response to Ms. Dunlap's comments, Denise O'Dea asked for her specific concerns.

Ms. Dunlap responded that there are two procedures in place, 1) law and county/district attorneys and the requirement to report; and 2) a state board regulation that requires the chief executive officer to report even prior to a conviction to alert the agency. Ms. Dunlap stated that we need to try these two things before changing. It's not about the money. There is a general feeling that teachers are the brunt of everything and now this too. KNEA believes the law and regulation needs to be enforced. It involves more than teachers, it involves all license holders.

## **8. Old Business**

### Code of Ethics

Susan Helbert stated that this is a continuing conversation. The most recent Code of Ethics was adopted in 1986. Educators need to be aware of ethical issues before beginning employment. The Code of Ethics is comprised of competency behaviors and ethical behaviors. The Code was reviewed with the board members.

Diana Stephan reviewed the different types of convictions from the Professional Practices Commission cases. She then guided the board members through an activity where each member was given sticky notes and was asked to write down types of unethical behavior or conduct that they have heard about through the newspaper or media or other means. Members were asked to include all licensed educators. The sticky notes were then placed under four categories: 1) Students, 2) Practices and Performance, 3) Professional Colleagues, 4) Parents and Community. The TEAL office will summarize the notes for our continuing conversations. The TEAL office at the next meeting will provide information from other states regarding ethics codes.

Members briefly discussed what might be included in the Code of Ethics and how educators would be informed about the Code of Ethics. A suggestion was made to first determine what to include in the Code and then decide how to put into practice.



Questions/comments from standards board members included:

-How do other states use the Code of Ethics? Is it a guideline for school districts? Is it policy? We already have the structure; we now need wording.

Response to questions/comments from standards board members:

Pamela Coleman responded that the regulations state the incident has to be reported.

Pamela Coleman responded that she has conducted research from across the country. Some are very tight and some are very general. This board will recommend how the code of conduct should look.

Chair Henry advised members to visit with their constituencies and bring back comments to our next meeting.

Regulation 91-1-214

Chair Henry stated that he had appeared before the State Board of Education at their April 12 meeting to share the standards board's support regarding SBR 91-1-214, fingerprinting/criminal background regulation edit.

Pamela Coleman shared a handout entitled "Public Hearing Summary, Licensure Regulations, April 12, 2011" outlining the TEAL office responses. Pamela had proposed to the State Board that the TEAL office have access to the rap back, (which is sent from KBI) as soon as the arrest takes place, and also to fingerprint the 42,000 licensed educators that have not been fingerprinted. A recommendation will be presented to the State Board at their June 2011 meeting.

**Motion:** It was M/S (O'Dea/Ginsberg) to share the regulation proposal in writing with the Professional Standards Board at their June 13 meeting. Motion carried.

Questions/comments from standards board members regarding fingerprinting:

-Regarding the legal offenses that were read earlier, how would fingerprints prevent any of the offenses? Until charges are pressed, how do fingerprints help?

-How often do other professions require fingerprinting?

-Were the regulations discussed at several meetings or just at the June 2010 meeting?

-Why wouldn't we suspend the license for endangering the child?

-There were phone meetings and face-to-face meetings throughout the 2010/11 year.

Response to questions/comments from standards board members:

Pamela Coleman responded that the county prosecutor must notify the Department of Education upon conviction. Currently there are 14 of the 105 counties reporting to the TEAL office. Pamela will send the standards board members a copy of the counties that report via e-mail. Pamela stated that fingerprints do not change that is why new process will ensure accuracy. That's why the recommendation. The TEAL office can create a record in database record history using the rap back. The rap back will cost \$3 per license and persons will be fingerprinted only once. The KBI will not allow us to share the prints from individual districts. Each entity has a contract with the KBI. The TEAL office has requested permission to hire an investigator, however, with the budget restraints, it is not possible. The regulations were reviewed at prior standards board meetings. Susan reminded the group that a regulation begins with a proposal and the regulatory language comes at the end.

David Myers requested that the regulatory language be shared with the standards board so that they in turn can share with constituencies before the next State Board meeting. Pam will send the proposed regulation to standard board members.

Mrs. Shaver shared that the state board in no way minimizes what educators do; this is a very complex issue. The state board did not have adequate information to make a decision at their April meeting.

### **9. Evaluation instrument**

Pamela Coleman reported that the principals and superintendents will have a final meeting on May 5. She provided a draft document of the teacher, principal and superintendent constructs and components. The pilot instrument is set for fall 2011 which will be both a data pilot and an evaluation pilot. Plans are to add a glossary document to the draft document. A policy document will also be developed.

#### Questions/comments from standards board members included :

- Does the Code of Ethics dovetail with the evaluation work?
- Can students comment on teachers' evaluations?
- Is there growth for individuals?

#### Response to questions/comments from standards board members:

- Yes, students could comment on teachers' evaluations.
- A pilot is needed because we must be legally defensible. At this time we are able to connect districts with performance.

The Standards Board members took a break at 11:27am. The meeting resumed at 11:40am.

### **10. Bullying**

Pamela Coleman began by stating that she had requested that the State Board allow her to speak with Professional Standards Board concerning bullying due to a discussion the State Board had in reference to bullying related to licensure. The conversation with PSB will be shared at the June State Board meeting.

Pamela Coleman introduced Cheryl Whelan, General Counsel for KSDE. Pamela shared that the State Board is very concerned about bullying and that a policy statement has been prepared by the State Board. Cheryl provided a handout entitled "Kansas Bullying Law" that provided descriptions of what is and is not considered bullying. She stated that the Kansas law is complicated. A review of the four elements was provided.

#### Questions/comments from standards board members included:

- When a person reports with information about abuse to the principal and the principal chooses not to report it, would it come back on the person who reported to the principal?

#### Response to questions/comments from standards board members:

- A person should report an incident to authorities if the principal chooses not to report it. An incident can be reported anonymously to SRS. Be sure to document that the incident was reported.

Pamela Coleman provided a handout that contained responses to a survey that was sent to the Kansas institutes of higher education. The survey included questions about code of conduct, bullying and student abuse.

Standards board members were asked to state their name and workplace and what, if any, requirements/policies there are regarding bullying at their workplace. **All reported, where applicable, had board policies.**

Linda Stecher, **Easton USD 449**, working through Greenbush Service Center. Required to have professional development (PD) for bullying and counselors go to bullying training. There are classes with students in all schools. Reporting is through the counselor or principal, chain of command, local authorities at some point.

Laura Kaiser, **PTA representative**, nothing tying to licensure. Zero prevention bullying and intervention. Workshops offered to parents, national and state level, literature available.

Ralph Beacham, **USD 609**, require PD and require staff to report to authorities and chain of command.

Donna Bagley, Tabor College, working with Hillsboro **USD 410**. Bully prevention at district starting at lunch time at the middle school where given card stating which table to sit at so can interact with all students. If student does not report, then just as guilty.

Denise O'Dea, Wellsville **USD 289**. Strong required PD yearly, middle programs do not require mandatory to local, but we request, do not have to go through administration to report.

Alice Morris, Coffeyville **USD 445**. Board policy, have done PD for staff middle program through PE, some kind at elementary. How reported, encourage counselor, resource office, and report directly.

Rick Henry, Kingman **USD 331**. Bullying programs up through middle school and have annual meetings for high school for students. Staff has been trained on our policy developed two years ago. Encourage communication but not required.

Lory Mills, Derby **USD 260**. Have bullying program, trained, and each school has team once a month to look at incidents and resources in weekly class meetings required. Late start can be devoted to bullying. We have a rubric, first time, second time, letter to parents. Report to administrator on bullying. Have board policy.

Sharon Klose-Shawnee Mission **USD 512**. District and board policy to address program, team, PD points in each building. Use state hotline that students, teachers and administrators can report through. Have trainer that conducts a class.

Adam Bancroft, Wichita **USD 259**. Teachers and students can report as necessary to counselor, but not required, can go directly to SRS. Not required to report to administration. PD addresses.

David Myers, Atchison **USD 409**. Policies and procedures in place, staff training annual and ask that staff report directly.

Tim Knoles, Independence **USD 446**. Can report directly but can report to administration. Student and parent sign off on what expectations if accused or charged with bullying. (Pamela Coleman requested that Tim send her a copy of this document).

Casey Seyfert, Beloit **USD 273**. PD at beginning of year, report to counselor, administration (policy chain). He can report directly.

Kate Thompson, Olathe **USD 233**. Teachers can report, each year have team in place, entire district has put training in place, mentor students (student code of conduct).

Michele Perez, Topeka **USD 501**. Regarding bullying, each school has policy, have rubric, major and minor DRs, counselor pulls kids when gets report; counselor, principal if something happens, can report directly.

Conclusive: Pamela also shared information collected from every teacher preparation unit.

Following much discussion, the standards board made and approved the following motion regarding bullying.

**Motion:** It was M/S (Knoles/Mills) that the Professional Standards Board does not recommend an additional requirement specifically citing failure to report bullying for revocation of licensure due to the fact that it's already mandated by law.

More discussion followed and the motion was revised as follows:

**Motion:** It was M/S (Knoles/Mills) that the Professional Standards Board believes the current law adequately addresses the issue of reporting bullying and that no change to licensure regulations are necessary at this time. Motion carried.

### **11. PLT, Art Content, Technical Education Content – Assessment Cut Score Recommendation**

Peter Yeager from Educational Testing Services (ETS) presented background information regarding test development and standard setting studies. He then provided information on each specific multi-state standard setting studies and the panel recommendations for score setting for each of the following Praxis tests. Standards Board members were then led through the score setting process for each of the tests. Following discussion, motions were made:

**Motion:** It was M/S (Morris/Beacham) to set the cut score for all levels of the PLT at 160. Motion carried.

**Motion:** It was M/S (O'Dea/Beacham) to set the Technology Education cut score at 160. Motion carried.

**Motion:** It was M/S (Morris/Stecher) to set the Art content knowledge cut score at 160. Motion carried.

A request was made to include the agenda item of setting cut scores on the April 2012 standards board agenda.

The pass rates will be shared with standards board members in the fall.

### **12. Standing committee reports**

Executive Committee – Rick Henry reported that the agenda was discussed. The only change made was to switch item IV. A & B to allow time for discussion.

State Board of Education Report – Jana Shaver reported that the State Board's mission and goals have been strengthened by adding specificity. She reviewed the areas that will be focused on this year.

TEAL Leadership Report – Pamela Coleman shared a power point slide representing the work of the TEAL office as it relates to the following projects: Kansas Educational Leadership Institute, Educator Evaluation Project, Multi-state Consortium (handout), Professional Development Task Force, National Initial to Professional Initiative.

Susan Helbert reported that 17,000 licenses have been issued this year; half of those being renewals. This is on target for previous years. The TEAL office has also issued approximately 6,000 emergency sub licenses. There are currently over 53,000 valid five year professional licenses, which includes teaching, school specialist and leadership. Initial licenses include 400 initial school specialist, 800 initial school leadership, and 6,500 initial teaching licenses. The TEAL office is currently fully staffed. The licensure database is being rewritten to a .net/SQL service web based system. The new system will provide enhancements for staff as well as applicants and other educators. Pamela Coleman shared that an information article on the Kansas teacher leader was recently published in the Phi Delta Gamma International journal that she co-authored with Kathy Martin, State Board member. A national group working with the teacher leader initiative has asked Kansas representatives to present on this topic.

Regulations Committee – Alice Morris reported that the committee has not met.

Evaluation Review Committee – Sharon Klose reported that the committee met on April 18; however, there was not a quorum so the committee could not conduct the meeting. Next meeting is May 10 and will be via conference call.

Licensure Review Committee – Diana Stephan reported that the next meeting is June 1 and will be the last meeting of this fiscal year. There were not as many appeals in April as in previous meetings. The TEAL office has received many calls from Oklahoma and Texas because of the alternative licensing programs.

Policies and Procedures Committee – Linda Stecher reported that the committee has not met.

### **13. Next meeting**

Chair Henry announced that the next meeting of the standards board will be June 13, 2011, at KSDE Board Room with the executive committee meeting at 12:00 noon and the regular meeting beginning at 12:30pm. No lunch will be provided.

### **14. Adjournment**

**Motion:** It was M/S (O’Dea/Morris) to adjourn. Motion carried. The meeting was adjourned at 2:00 p.m.

#### **Agenda items for next meeting:**

- Annual reports from ERC, P&P, and Regulations Committee
- New appointments/reappointments to ERC, P&P and Regulations Committee
- Presentation of plaques
- Set 2012 meeting dates
- Regulation 91-1-214 proposal
- Comments received by standards board members regarding Code of Ethics