

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

November 15, 2010, 10:00 a.m. via conference call

1. Call meeting to order

The meeting was called to order at 10:00 a.m. by Rick Henry, Chair. Chair Henry reminded all members to identify themselves before speaking, and that *6 will mute your phone and #6 will un-mute your phone.

2. Roll call

Attending: Donna Bagley, Adam Bancroft, Ralph Beacham, Nick Compagnone, Rick Ginsberg, Rick Henry, Laura Kaiser, Sharon Klose, Kathy Martin, Lori Martin, Lory Mills, Alice Morris, David Myers, Denise O’Dea, Linda Stecher, Kate Thompson.

Absent: Tim Knoles, Bill Meek, Michele Perez, Diane Roberts, Casey Seyfert.

KSDE: Susan Helbert, Diana Stephan, Jeanne Duncan, TJ Boeckman

KNEA: Peg Dunlap

3. Approval of Agenda

It was M/S (Ginsberg/Bagley) to approve the agenda. Motion carried.

4. Approval of minutes from the September 13, 2010 meeting

It was M/S (Mills/Beacham) to approve the minutes from September 13. Motion carried.

5. Citizens Open Forum

No one ask to present at the Citizens Open Forum.

6. Code of Ethics

Diana Stephan asked board members to share how information on the Code of Ethics (last updated in 1986) was disseminated since our last meeting in September, and to also share feedback received from constituents. Members reported the following:

Donna Bagley-Presented at the Kansas Association of Private Colleges of Teacher Education (KAPCOTE) meeting in October. She did not get much feedback, but members felt it was a good idea.

Ralph Beacham-Met with 30 program directors. They had nothing to add, but felt it was a good idea.

Lori Martin-Met with Kansas Association of Elementary/Secondary Principals (KAESP) and district directors and also included information in the elementary principal newsletter.

Lory Mills-Posted discussion with KNEA website. Feedback included to add social media, conflict management skills, and test integrity.

Sharon Klose-Talked with her building representatives.

David Myers-Has requested that information on the Code of Ethics be posted on the Kansas Association of Special Education Administrators (KASEA) website.

Rick Henry-Shared with building level administrators; social media and integrity testing were concerns.

Alice Morris-Shared with local administrators. Not much feedback received, just concerned about the technology part.

Rick Ginsberg-Shared with deans, but did not really discuss much, indicated just needed to review the Code.

Kathy Martin-Emphasized the importance of the Code of Conduct. She stated that teachers have a higher standard of conduct.

Linda Stecher-Sent e-mails to all staff, not much feedback received except had questions about where oversight would come from and the money to pay for it.

Adam Bancroft-Shared at local building meeting that included KNEA members. The social media was a concern. Local administrators are aware and concerned. Shared with UTW who discussed and expressed concern.

Laura Kaiser-Shared in PTA bulletins at school and statewide and PTA board. No feedback received.

Pamela Coleman had asked Diana Stephan to share with the board that Bob Shoop, Director of the Cargill Center for Ethical Leadership and professor of educational leadership, who currently advises doctoral students and teaches ethics and educational law classes on both the graduate and undergraduate level at Kansas State University, will be invited to attend the February 28 PSB meeting.

Rick Henry asked if the intent of the PSB is to propose an update to the Code of Conduct.

Diana responded that this is a starting point. The conversation will continue at our February 2011 meeting.

7. Initial to Professional (I2P) committee – members report back

The following members reported:

Rick Ginsberg -Shared information with deans. Lot of discussion with further discussion needed when details are completed. Concerns for district leadership reaction since they led the movement to change the former system. Fears around: buy-in; group of superintendents won't accept; won't find it satisfactory; IHEs participation.

Lory Mills- Posted information on the Inside KNEA website and received 34 views, but no responses.

Linda Stecher-Shared with district principals and teacher leaders. They wanted more details (what kind of evidence, etc.) and the amount of work and a timeline.

Lori Martin-Served on the I2P committee and felt that this is doable. Feels good about the committee and the work. Different from last process.

Rick Henry-Has the committee discussed any of the concerns that were reported today?

Susan Helbert- All of the types of concerns were addressed extensively in discussions during the committee work. This is just a framework for the process – not all of the specific details are included.

Rick Ginsberg – asked who would review the evidence/recommendations at the point of license.

Susan Helbert – referred to the framework document and a system of trained scorers that is currently proposed to review the district team recommendation. Reminder that licensure decision will always reside at KSDE.

Rick Henry-Is there a timeline for implementation?

Susan Helbert- There is not a set timeline at this time. It is important that the work and proposals from other workgroups are integrated and/or parallel processes that fit together smoothly. There must be time to allow this to happen. More information will be available at the February PSB meeting.

8. Appointments to Preconditions and Annual Report Audit Committee

Jeanne Duncan explained the parameters for appointing members to the preconditions and annual report audit committee. Following is the structure and responsibilities:

Preconditions and Annual Report Audit Committee

- 1) **Structure** – The Preconditions and Annual Report Audit Committee shall be composed of five members appointed by the Professional Standards Board, two members from the Evaluation Review Committee, one representing teachers and one representing higher education, two individuals who have been trained to work on board of examiners teams for accreditation visits and one member of the Professional Advisory Standards Board. Staff from KSDE will facilitate the committee meetings and provide support for the work of the committee.
- 2) **Responsibilities** - Reviews and makes recommendations for approval or non-approval for all Preconditions Reports sent in by institutions who are seeking initial accreditation. Reviews all Annual Reports sent in by institutions each year and notes any substantial changes in the quality or quantity of effort. Prepares a report that accurately describes aggregated information on the Annual Report data and forwards the report to the Professional Advisory Standards Board. Analyzes and prepares the Third-Year Reports for Accreditation visits and forwards to the Professional Advisory Standards Board.

Following the explanation of role and responsibilities of the committee, a motion was made.

Motion: It was M/S (L. Martin/ Klose) to approve the following persons to serve on

The Preconditions and Annual Report Audit Committee: Connie Ferree representing teachers on the Evaluation Review Committee (ERC), David Hofmeister representing higher education on the ERC, John Rhodes and Phil Bennett representing board of examiners, Rick Henry representing PSB. Motion carried.

Jeanne will set up a meeting and notify newly appointed members of date/time/location.

Susan shared a reminder from Pamela that all higher education institutions in Kansas share the same process for accreditation approval as well as program approval.

9. Standing Committee Reports

Executive Committee – Rick Henry reported that the executive committee met via telephone this morning prior to the regular meeting of the PSB. The agenda was discussed. Nothing was added and there was no further discussion.

State Board of Education report- Kathy Martin reported from the board's November 2011 meeting. Her report is attached to the minutes.

TEAL leadership report-Susan Helbert reported that the TEAL office is now fully staffed. Two consultants, Anne Keeler and Jason Smith, have joined the TEAL team. A reminder of current projects include mentor pilots, education evaluation project, Pam's work with the multistate group. The Licensed Personnel Report (LPR) is now open. Edits for this year are related to the Career/Technical Education pathways part of the report. Lori Adams, consultant in TEAL, has been conducting "Live Meeting" training for the LPR with a couple of additional trainings to be conducted in January. The waiver electronic application is currently open as well as the mentor reimbursement program application, which closes soon. The TEAL office has processed just over 10,000 license applications. Almost 5,000 of the total applications are emergency substitute licenses. There are a total of 7,000 active emergency substitute licenses. The National Board for Professional Teaching Standards (NBPTS) has announced that 16 teachers in Kansas were successful in renewing their NBC. The NBPTS will

announce in December the teachers who successfully complete the initial NBC process. Susan reminded everyone that the TEAL office has a webpage for the PSB minutes and handouts at the following link: <http://www.ksde.org/Default.aspx?tabid=314>

Regulations Committee-Alice Morris reported that the committee has not met. Susan shared that the current set of revised regulations is moving through the process. The regulations have been approved with edits by the Attorney General and Department of Administration. Susan reviewed the amendment changes. The regulations will be on the December agenda of the State Board of Education to set a public hearing date. The public hearing date will be available at the February 2011 PSB meeting.

Evaluation Review Committee-Rick Henry reported that the ERC meets on Friday, November 19, in Topeka. Eleven institutions have submitted materials for review by the ERC. Rick will give a full report at the February 2011 PSB meeting.

Licensure Review Committee-Diana Stephan reported that the committee last met in October 2010. The next meeting will be December 8. Future meeting dates in 2011 are in February, April and June.

Policies and Procedures-Linda Stecher reported that the November 5 meeting was cancelled. Officers for 2010-2011 have remained the same as the previous year. The committee continues to work on revisions to the handbook for program approval.

10. Agenda items for next meeting

- Code of Ethics
- Initial to Professional Committee

11. Future meeting dates

- February 28, 2011, 9:30 executive committee, 10:00 regular meeting
- April 18, 2011, 9:30 executive committee, 10:00 regular meeting (possible conference call)
- June 13, 2011, 12:30 executive committee, 1:00 regular meeting

12. Adjournment

The meeting was adjourned at 11:15am by consensus.