# ONE-DAY MEETING AGENDA

**Landon State Office Bld.**
900 SW Jackson St.
Board Room, Ste 102
Topeka, KS 66612

| 10:00 a.m. | 1. Call to Order |
|           | 2. Roll Call |
| (AI)      | 3. Mission Statement, Moment of Silence and Pledge of Allegiance |
| (AI)      | 4. Approval of Agenda |
| (AI)      | 5. Approval of August Minutes |
|           | page 3 |

| 10:05 a.m. | 6. Commissioner’s Report |
| (IO)       | page 19 |

| 10:30 a.m. | 7. Citizens’ Open Forum |
| (IO)       | page 21 |

| 11:00 a.m. | 8. Act on assessment cut scores for English Language Arts, Mathematics and Dynamic Learning Map (DLM) |
| (AI)       | page 23 |

| 11:15 a.m. | 9. Receive 2014-15 Kansas assessment results |
| (RI)       | page 25 |

| Noon       | Lunch (Board Policy Committee will meet in Conference Room 600 North) |

| 1:30 p.m.  | 10. Career and Technical Education Program Review |
| (IO)       | page 27 |

| 2:15 p.m.  | 11. Act on Licensure Program Standards: Mathematics 5-8, Mathematics 6-12, Library Media Specialist PreK-12 |
| (AI)       | page 29 |

| 2:30 p.m.  | 12. Visiting International Teacher Program Review |
| (IO)       | page 31 |

| 3:00 p.m.  | Break |

| 3:10 p.m.  | 13. Act on recommendations of the Professional Practices Commission |
| (AI)       | pages 33, 49 |

| 3:25 p.m.  | 14. Act on Revisions to Board Policy Guidelines |
| (AI)       | page 87 |
15. Consent Agenda

**Routine Items**

(RI) a. Receive monthly personnel report  

(AI) b. Act to approve local in-service education plans  

(AI) c. Act on recommendations of the Licensure Review Committee  

(AI) d. Act on recommendations for licensure waivers  

(AI) e. Act on request from USD 364, Marysville, to hold a bond election  

(AI) f. Act on request to amend contract with BTU Consultants to provide E-rate training  

**Continuation Contract from Federal Competitive Grant Funds**

(AI) g. Act on request to contract with the College Board to provide Advanced Placement exams  

16. Executive Session for the purpose of discussing confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts and individual proprietorships  

17. Authorize the Commissioner of Education to sign a contract as recommended by the Procurement Negotiating Committee for the Reading for Success program  

18. Board Reports & Requests for Future Agenda Items  

— Discuss NASBE Bylaw Changes  

19. Act on Board Member Travel  

ADJOURN

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**Wednesday, September 9 — Vision Planning/Board Retreat**

9 a.m. to 4 p.m. KNEA Building  
Conference Room 214  
715 SW 10th Ave., Topeka  
(There will be a break at noon for lunch on your own.)

**Thursday, September 10 — KELI Mentoring Session**

with Superintendents and Principals  
9:30 a.m. to 2:30 p.m.  
K-State Alumni Center  
1720 Alumni Center, Manhattan  
(Lunch is provided.)
CALL TO ORDER
Chairman Jim McNiece called the monthly meeting of the State Board of Education to order at 10 a.m. Tuesday, Aug. 11, 2015, in the Board Room at the Landon State Office Building, 900 SW Jackson St., Topeka, Kansas. He welcomed those in attendance.

ROLL CALL
The following Board members were present:
John Bacon  Jim McNiece
Kathy Busch  Jim Porter
Carolyn Wims-Campbell  Steve Roberts
Sally Cauble  Janet Waugh
Deena Horst  Ken Willard

STATE BOARD MISSION STATEMENT, MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE
Chairman McNiece read the Board’s Mission Statement. He then asked for a moment of silence after which the Pledge of Allegiance was recited.

APPROVAL OF AGENDA
Mr. Willard moved to approve the one-day meeting agenda. Mrs. Horst seconded. Motion carried 10-0.

APPROVAL OF THE JULY MEETING MINUTES
Mrs. Horst moved to approve the minutes of the July Board meeting. Mr. Willard seconded. Motion carried 10-0.

COMMISSIONER’S REPORT
Dr. Randy Watson retraced the vision tour schedule and outlined steps to review and release the compiled information, starting with the Board retreat and planning session the next day. He plans to revisit 10 tour sites to share results. Board members received lists of original tour participants by location and were asked to name other education partners in their area. Dr. Watson then invited Deputy Commissioner Dale Dennis to report on two areas affecting school district budgets under the new block grant funding formula — loss of assessed valuation and growth in enrollment.

ACTION ON NEW APPOINTMENT TO THE PROFESSIONAL STANDARDS BOARD
Dr. Scott Myers presented the recommendation of Jamie Finkeldei to serve a three-year term on the Professional Standards Board. Mr. Finkeldei is an associate superintendent for the Catholic Diocese of Wichita and would represent an administrator of a nonpublic school. Mrs. Cauble moved to appoint Jamie Finkeldei to the Professional Standards Board for the term July 1, 2015 through June 30, 2018. Mr. Porter seconded. Motion carried 10-0.

CITIZENS’ OPEN FORUM
Chairman McNiece declared the Citizens’ Forum open at 10:17 a.m. Speakers and their topics were: Terry Collins, Kansas Association of Special Education Administrators — in support of proposed Emergency Safety Intervention regulations; Joan Robbins, Special Education Advisory Council — in support of proposed ESI regulations/explained purpose of ESI Task Force. Chairman McNiece announced the
conclusion of the Citizens’ Forum at 10:28 a.m., but noted that any additional speakers would be accommodated until 10:30 a.m.

**RECEIVE CUT SCORE RECOMMENDATIONS FOR ENGLISH LANGUAGE ARTS, MATHEMATICS AND DYNAMIC LEARNING MAP ASSESSMENTS**

At the conclusion of multiple meetings with educational stakeholders, recommendations for the Kansas Assessment Program were presented and discussed. Director of Career Standards and Assessment Services Dr. Scott Smith and CETE’s Director Dr. Marianne Perie described the stages of developing cut scores for state assessments. Dr. Perie explained that cut scores are based on Performance Level Descriptors, which define what students should know and be able to do at each of the achievement levels. The descriptors are written to be fully aligned to Kansas standards and are specific to each tested subject and grade level. Discussion followed. Dr. Perie answered Board members’ questions about the performance levels, makeup of the standard-setting work group, and differences between current assessments and tests under the former No Child Left Behind structure. She also provided performance level information for the Dynamic Learning Map (DLM) assessments. These tests are given to students with the most significant cognitive disabilities.

**LUNCH**

At noon, Chairman McNiece recessed the meeting for lunch until 1:30 p.m.

**RECEIVE LICENSURE PROGRAM STANDARDS FOR MATHEMATICS AND LIBRARY MEDIA**

Dr. Scott Myers introduced the agenda item, noting that revision work groups are completing the task of reviewing content program standards to ensure they reflect new knowledge and skills educators need for effectiveness in today’s world. Board members received three sets of revised standards for consideration: Mathematics 5-8, Mathematics 6-12 and Library Media PreK-12. Representatives from the respective revision committees presented the standards, described structure or content changes, and answered questions. Presenters were Dr. Connie Schrock and Dr. Mirah Dow, both from Emporia State University. Board members will vote on these standards at their September meeting.

**ACTION ON AMENDED EMERGENCY SAFETY INTERVENTION REGULATIONS**

Laura Jurgensen and Julie Ehler, staff members with KSDE’s Early Childhood, Special Education and Title Services team, summarized proposed amendments to Emergency Safety Intervention regulations and stated the approval timeline. Language changes are needed in order to comply with the new Freedom from Unsafe Restraint and Seclusion Act. Board members received the draft regulations in July. KSDE staff members are working to develop resources on this topic for school districts and families. Mrs. Busch moved to approve submission of the amended Emergency Safety Intervention regulations K.A.R. 91-42-1, 91-42-2 and 91-42-4 to the Department of Administration and the Office of the Attorney General for review. Mrs. Horst seconded. Motion carried 10-0. Once the two state offices have completed their review of the proposed amendments, the State Board will set a public hearing date for comments. Mrs. Jurgensen also shared information about the ESI Task Force. Mr. Porter, who was chosen to chair the ESI Task Force, commented on the group’s first meeting.

**ACTION ON PREKINDERGARTEN AND KINDERGARTEN LICENSURE POLICY**

The Professional Standards Board prompted a recommendation that the State Board adopt a permanent policy regarding who is allowed to teach in kindergarten and prekindergarten assignments. Assistant Director of Teacher Licensure and Accreditation Susan Helbert explained that this change is for general education only, and it would allow more flexibility in accommodating licensure needs for these grade-level assignments. Mrs. Cauble moved that the Kansas State Board of Education adopt a permanent policy allowing elementary licensed teachers (K-6 or K-9) to be assigned to teach general education prekindergarten (4 year olds) and early childhood licensed teachers to be assigned to teach kindergarten. Mr. Porter seconded. Motion carried 10-0. Ms. Helbert previewed two future licensure considerations — an add-on endorsement and adjusting the level of elementary from K-6 to PreK-6.
ACTION ON RECOMMENDATIONS OF THE PROFESSIONAL PRACTICES COMMISSION
The Professional Practices Commission was represented by Chair Linda Sieck. Mrs. Cauble moved to adopt the findings of the PPC and its recommendations for licensure approval. The three cases presented for action were: 15-PPC-05 Sarah Coursen, 15-PPC-19 Tahra Arnold, 15-PPC-21 Richard Mould. Ms. Wims-Campbell seconded. Motion carried 10-0.

Ms. Sieck then presented the PPC’s findings and recommendations on three other licensure cases: 15-PPC-17 Kimberly Dinkel, 15-PPC-23 William Maderos-Treaster, 15-PPC-24 Jerry Daskoski. Mrs. Cauble moved to adopt the recommendations of the PPC and take the following actions: revoke Kimberly Dinkel’s teaching license, suspend William Maderos-Treaster’s teaching license until Feb. 23, 2017, and deny Jerry Daskoski’s application for a professional license. Mrs. Horst seconded. Motion carried 10-0.

The Board took a break until 2:45 p.m.

RECEIVE BOARD POLICY GUIDELINES FOR REVIEW
Policy Committee Chair Janet Waugh highlighted the Committee’s recommended changes to the Policy Book Guidelines as detailed in the redline version shared with the Board. She explained that updates were made to sections following examination by other departments. There were also revisions to streamline instructions for new Board member orientation and to update evaluation forms for the Board Attorney, Board Secretary and Commissioner. There was discussion on the criteria levels used on the evaluation forms. It was suggested that sample evaluation forms be collected from national organizations for comparison. Board members are expected to vote on the guidelines in September.

ACTION ON NASBE MEMBERSHIP DUES
Mr. Willard moved to authorize payment of dues for calendar year 2016 for membership in the National Association of State Boards of Education, which includes dues for the National Council of State Education Attorneys, at a cost of $24,965. Ms. Wims-Campbell seconded. Motion carried 10-0.

CONSENT AGENDA
Mrs. Busch moved to approve the Consent Agenda. Mrs. Waugh seconded. Motion carried 9-0-1 with Mr. Roberts abstaining. In the Consent Agenda, the Board:

- received the monthly Personnel Report for July.
- confirmed the unclassified special project personnel appointments of Tom Stuart as Education Program Consultant on the Teacher Licensure and Accreditation team effective July 5, 2015 at an annual salary of $56,118.40; and these appointments on the Information Technology team — Mark Dechand as Quality Assurance Technician effective July 6, 2015 at an annual salary of $46,092.80; Deanna Bernauer as Senior Administrative Assistant effective July 13, 2015 at an annual salary of $28,308.80; and Christine Armstrong as Applications Developer II effective Aug. 2, 2015 at an annual salary of $50,918.40.
- received 4th quarter reports (FY 2015) from the Kansas State School for the Blind and Kansas State School for the Deaf.
- approved granting Visiting Scholar licenses to Khalil Mekkaoui (renewal) and Southeast Kansas Education Service Center for Arabic language instruction; William Allen Skeens (renewal) and Blue Valley USD 229 CAPS program for law instruction; Joe Williams and Rural Vista USD 481 for music instruction; Carlie Rooney and Hugoton USD 210 for science instruction, all valid for the 2015-16 school year.
- approved local in-service education plans for Minneola USD 219 and Mill Creek Valley USD 329.

accepted the following recommendations of the Evaluation Review Committee for program approval: Kansas State University — Early Childhood Unified (I, B-K) and Agriculture (I, 6-12), both continuing programs approved through Dec. 31, 2022; Newman University — Early Childhood Unified (I, B-Gr3) and Building Leadership (A, PreK-12), both program upgrades approved through Dec. 31, 2019; Tabor College — Biology (I, 6-12), Chemistry (I, 6-12) and Mathematics (I, 6-12), all upgrades approved through Dec. 31, 2017; University of Saint Mary — ESOL (A, PreK-12), a new program approved with stipulation through June 30, 2017.

authorized USD 251, North Lyon County, to hold an election on the question of issuing bonds in excess of the district’s general bond debt limitation.

approved recommendations for funding the 2015-16 McKinney-Vento Children and Youth Homeless grants for the following districts in the amounts listed: USD 202 Turner $10,000; USD 233 Olathe $35,000; USD 259 Wichita $138,000; USD 261 Haysville $20,000; USD 383 Manhattan-Ogden $20,000; USD 457 Garden City $20,000; USD 475 Geary County $19,000; USD 500 Kansas City $95,000; USD 501 Topeka $39,128.

approved School Improvement Grant continuation awards, 1003(g), for FY 2015 as follows: USD 501 Topeka, Quincy Elementary $547,145; USD 501 Topeka, Ross Elementary, $662,137; USD 501 Topeka, Scott Magnet Elementary $705,643; USD 501 Topeka, Shaner Elementary $860,048; USD 500 Kansas City Kansas, Douglass Elementary $760,000; USD 500 Kansas City Kansas, New Stanley Elementary $760,000.

approve continuing a contract with the Smoky Hill Education Service Center to support KSDE and the Kansas Professional Learning Team’s 2015-16 Scope of Work in providing professional learning across Kansas with each of the seven service centers to receive $4,000, and individual regional and school district representatives to receive $1,000.

authorized the Commissioner of Education to negotiate and authorize the Superintendent of the Kansas State School for the Blind to enter into a contract with USD 500 for use of KSSB facilities for the USD 500 local Head Start Program during the 2015-2016 school year in an amount not to exceed $30,000;

enter into a contract with MetaMetrics for Lexiles and Quantiles Linking Study to report yearly Lexile and Quantile Measures beginning in 2015-16 school year in an amount not to exceed $197,165 annually;

enter into a contract with the University of Kansas Center for Research, Inc. to provide professional development aimed at implementing quality instruction for English Learners for the 2015-16 school year in an amount not to exceed $31,579.

**BOARD REPORTS & FUTURE AGENDA ITEMS**

During individual Board member reports, Mrs. Waugh attended the Kansas City Kansas district convocation, the ribbon cutting for the new Lansing High School, and a wrap-up legislative session in Leavenworth; Mrs. Horst attended both new principals’ workshops in Wichita and visited school officials with Commissioner Watson in Salina; Ms. Wims-Campbell attended the TASN summer leadership conference, the assessment cut scores work session, and the Topeka USD 501 staff in-service; Mr. Porter attended the NASBE New Member Institute, the new principals’ workshop, and the Labette County USD 506 Board of Education meeting; Mrs. Cauble attended the council meetings at the Southwest Plains Regional Service Center, the new principals’ workshop, and met with Dr.
Watson; Mr. McNiece attended the TASN summer leadership conference, the new principals’ workshop and plans to attend the KASB school finance summit.

Committee Reports: Mrs. Busch shared correspondence from Gene Haydock thanking Board members for attending the new principals’ workshops. She also noted that the invitation list for the KELI mentoring session Sept. 10 has been provided. Mrs. Busch suggested that Board members develop a schedule for annually attending meetings of educational organizations as part of their outreach efforts. Mr. McNiece stated that the Communications Committee is considering options for increased communication with the House and Senate education committees. There was some discussion about the upcoming NASBE elections for a president elect. It was agreed to not take a position as a Board, but let the Kansas’ voting delegate decide on the candidate. Ms. Wims-Campbell shared other officer election information from the NASBE nominating committee.

Board Attorney Mark Ferguson gave an update on the scheduling order involving the Gannon school finance litigation and appeal. There will be separate briefings on equity and adequacy beginning this fall. He also shared information on the Petrella local option budget case, which has been remanded back to District Court.

BOARD MEMBER TRAVEL
Additions to the travel requests were: Mr. Porter Sept. 12 Kansas Teacher of the Year regional banquet in Wichita, Sept. 13 KTOY banquets in Overland Park and Topeka; Mrs. Busch Sept. 12 KTOY banquet in Wichita; Mr. McNiece Sept. 16 Kansas Alliance for Education Advocacy and tour revisit event; Ms. Wims-Campbell Sept. 13 KTOY banquet in Topeka, Oct. 21-24 NASBE Annual Conference; Mrs. Waugh Sept. 13 KTOY banquet in Topeka; Mrs. Horst Sept. 10 KELI mentoring session. Mr. Roberts moved to approve the travel list and additions. Mrs. Horst seconded. Motion carried 10-0.

ADJOURNMENT
Before adjourning the meeting at 4 p.m., Chairman McNiece recognized the start of another school year by encouraging students, teachers and leaders across the state to have a great school year. He reminded members that the annual Board retreat and vision planning would begin at 9 a.m. on Wednesday at the Kansas State High School Activities Association.
CALL TO ORDER
Chairman Jim McNiece called the monthly meeting of the State Board of Education to order at 10 a.m. Tuesday, July 14, 2015, in the Board Room at the Landon State Office Building, 900 SW Jackson St., Topeka, Kansas. He welcomed new Commissioner of Education Dr. Randy Watson to his place at the Board table representing the Kansas State Department of Education. A welcome reception was held for Dr. Watson and his family immediately preceding the meeting.

ROLL CALL
The following Board members were present:
John Bacon          Jim McNiece
Kathy Busch         Steve Roberts
Carolyn Wims-Campbell Janet Waugh
Sally Cauble        Ken Willard
Deena Horst

Board member Jim Porter was delayed and arrived at 10:15 a.m.

STATE BOARD MISSION STATEMENT, MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE
Chairman McNiece read the Board’s Mission Statement. Vice Chair Wims-Campbell led the moment of silence reflecting first on the nine individuals killed last month at the Charleston, South Carolina Emanuel AME Church. The Pledge of Allegiance was then recited.

APPROVAL OF AMENDED AGENDA
Chairman McNiece requested the addition of two Executive Sessions to the day’s agenda — Item 17 for the purpose of consulting with the Board Attorney and Item 18 for personnel matters of non-elected personnel. Ms. Wims-Campbell moved to approve the amended agenda. Mrs. Horst seconded. Motion carried 9-0 with Mr. Porter absent.

APPROVAL OF THE JUNE MEETING MINUTES
Mrs. Horst moved to approve the minutes of the June Board meeting. Mrs. Cauble seconded. Motion carried 9-0.

COMMISSIONER’S REPORT
Dr. Randy Watson, who officially began his duties as Commissioner on July 1, expressed gratitude to Brad Neuenswander for serving as Interim Commissioner and to KSDE staff for their assistance during the transition. In his report to Board members, Dr. Watson mentioned the volume of public responses received through the online invitation to “Join the Conversation” about the pending revision of math and English language arts curriculum standards. This opportunity to provide feedback continues until October. He also noted that data compiled from the community visioning tour is being organized and will be shared with Board members at the August retreat. He ended with comments about attending EdCamp in Kansas City.

CITIZENS’ OPEN FORUM
Chairman McNiece declared the Citizens’ Forum open at 10:17 a.m. Speakers and their topics were: John Morton, Emporia — introducing G.A. Buie, new Executive Director of United School Administrators of Kansas, and Chris Modelmogg, new Director of Smoky Hill Education Service Center; Ginger
Riddle of Leavenworth, Dom DeRosa of Bonner Springs, Bradley Weaver of Kansas City, Ruth Goff of Spring Hill, Mike Wilson of Hutchinson, Mary Williams of Meriden, Glennie Buckley of Topeka, Chris Huntsman of Topeka, Cheron Tiffany of Olathe, James Neff of Manhattan — all in opposition to the Coalition of Innovative School Districts’ (CISD) proposal to waive teacher licensure requirements; Tammy Bartels, Tonganoxie — introducing new Kansas PTA President Denise Sultz; Denise Sultz, representing Kansas PTA — support of current licensure structure; John Richard Schrock, Emporia — China’s teacher shortage and opposition to CISD proposal; Laurie Curtis, Manhattan — concerns with CISD certification; Marie Carter, Topeka — recruitment obstacles and teacher retention.

Chairman McNiece declared the Citizens’ Forum closed at 11:05 a.m.

RECOGNITION OF NATIONAL TEACHERS HALL OF FAME INDUCTEE FROM KANSAS

Susan Rippe, a science teacher at Olathe Northwest High School, is the 2015 Kansas inductee into the National Teachers Hall of Fame. Ms. Rippe was introduced to the Board and talked about opportunities and initiatives taking place within her classroom. These include development of a robotics team, promoting STEM education, and adapting practices to help students benefit from new resources. She also emphasized the importance of a mentoring program for teachers. Ms. Rippe is the 10th Kansas teacher inducted into the National Teachers Hall of Fame since it was founded in 1989. The program each year honors five of the nation’s most outstanding educators.

The Board took a break until 11:30 a.m. for a photo and certificate presentation.

RECEIVE ANNUAL LICENSED PERSONNEL REPORT

Teacher Licensure and Accreditation staff member Lori Adams summarized the 2014-15 school year information compiled in the annual Licensed Personnel Report. Each year, state accredited schools across Kansas report professional and demographic characteristics of licensed personnel. The information is categorized by such areas as age, years of experience, ethnicity, educator type, teaching assignments and salary. Additional categories convey entrance/exit and retention data. The information is utilized to meet KSDE, state and federal reporting requirements.

Assistant Director of TLA Susan Helbert reviewed types and totals of licenses issued as reported in the LPR. She also presented a proposal to address a licensure need concerning who should be allowed to teach kindergarten and prekindergarten (4-year-olds). A proposal based on recommendations from the Professional Standards Board (PSB) requests the State Board to implement a permanent policy that elementary licensed teachers are allowed to teach prekindergarten and early childhood general education teachers are allowed to teach kindergarten. This proposal was presented as a receive item with the action item to be submitted for the August meeting. Additional options proposed by the PSB will be presented in the future as regulation changes, and include changing the level for elementary education to PreK – 6 and creating an add-on endorsement for Prekindergarten that could be added to an elementary license.

LUNCH

At 12:23 p.m., Chairman McNiece recessed the meeting for lunch until 1:30 p.m.

RECEIVE EMERGENCY SAFETY INTERVENTION DRAFT REGULATIONS TO COMPLY WITH NEW LEGISLATION

Senate Substitute for Substitute for House Bill 2170, the Freedom from Unsafe Restraint and Seclusion Act, became law on June 4, 2015. To comply with the new law, changes are required to the Kansas State Board of Education’s Emergency Safety Intervention regulations, K.A.R. 91-42-1 to –2. KSDE staff members Laura Jurgensen and Julie Ehler presented a draft version of regulations to the Board for consideration, explaining that changes were made for clarity or to conform with the new statute. Mrs. Jurgensen outlined the next steps in the process, including required Board action in August to
submit the amended ESI regulations to the Department of Administration and the Office of the Attorney General. Ms. Ehler highlighted areas that address parent notification and student protection. The new regulations must be in place by March 1.

ACTION ON APPOINTMENT OF ESI TASK FORCE MEMBERS
Mrs. Waugh moved to appoint Jim Porter and Laura Jurgensen to serve on the new Emergency Safety Intervention Task Force, which was created as a requirement of the Freedom from Unsafe Restraint and Seclusion Act. Mrs. Busch seconded. Motion carried 10-0. Mr. Porter will represent the Kansas State Board of Education and Mrs. Jurgensen will represent legal counsel from the Kansas State Department of Education on the 17-member task force to meet criteria outlined in the Act.

ACTION ON KANSAS CURRICULAR STANDARDS FOR VISUAL ARTS
Recommendations for revisions to the state’s visual arts standards were presented to the Kansas State Board of Education for review in June. These standards were updated to align with the national visual arts standards and to address what students in Kansas should know and understand to prepare for college and careers beyond high school. Mrs. Horst moved to approve the 2015 Kansas Curricular Standards for Visual Arts. Mr. Willard seconded. Motion carried 10-0.

ACTION ON INNOVATIVE DISTRICTS’ SPECIALIZED CERTIFICATE RECOMMENDATION
Dr. Cindy Lane, representing the Coalition of Innovative School Districts, reiterated the purpose of the specialized teaching certificate for use by approved Innovative Districts seeking a waiver from Kansas teacher licensure. The current six approved Innovative School Districts are: USD 418 McPherson, USD 333 Concordia, USD 500 Kansas City Kansas, USD 229 Blue Valley, USD 201 Hugoton and USD 364 Marysville. Dr. Lane and Concordia Superintendent Beverly Mortimer highlighted specifics in the specialized certificate position statement and outlined hiring procedures. Discussion followed, including opportunities for Board members to ask questions, express comments and seek clarification. Mr. Willard moved that the Kansas State Board of Education approve the Coalition of Innovative Districts’ Specialized Teaching Certificate application and process for use by approved Innovative Districts to hire non-licensed professional employees or licensed professional employees in areas outside of their area(s) of licensure. Mr. Roberts seconded.

Additional discussion followed. Mr. Willard proposed modifications to his original motion that would impose limitations and further define the process. He moved that the Kansas State Board of Education approve the Coalition of Innovative Districts’ Specialized Teaching Certificate application and process for use by the current six approved Innovative Districts for one year to hire non-licensed professional employees or licensed professional employees in areas outside of their area(s) of licensure with the following amendments to the process: allow the Kansas State Board of Education to give final approval and change professional degree in the position statement to college degree or equivalent professional degree. Mr. Roberts seconded the modifications. Motion carried 6-4, with Mr. Porter, Mrs. Waugh, Ms. Wims-Campbell and Mrs. Cauble in opposition.

The Board took a 10-minute break until 3:30 p.m.

IMPLEMENTATION OF KCCR SCIENCE STANDARDS QUARTERLY UPDATE
The 2015 Kansas Excellence in Math and Science Teaching Conference held in June was the focus of Matt Krehbiel’s quarterly update on implementation of the Kansas College and Career Ready Science Standards. Approximately 180 participants were at the event in Hutchinson. He described the building- and district-level movement that is occurring through implementation of the new standards by focusing beyond the single classroom. The conference, which featured a variety of presenters, addressed ways to advance instruction and stressed more professional learning.
LEGISLATIVE MATTERS: ACTION ON FY 2017 BUDGET OPTIONS

Deputy Commissioner Dale Dennis provided summaries of enrolled bills passed into law during the 2015 legislative session. He reported on budget workshops that have been scheduled around the state and the need to update budget software for school districts to use. Mr. Dennis provided Board members with budget options to consider for FY 2017. Even though the state now implements a two-year budget format, Board members have an opportunity to make recommendations toward preparation of the KSDE budget. He reviewed the history of educational funding as well as figures for meeting statutory amounts in the various categories.

Action on the Board’s budgetary recommendations occurred as follows:
- Mrs. Busch moved to increase Block Grant funding by 3 percent for 2016-17. Ms. Wims-Campbell seconded. Motion carried 8-2 with Mr. McNiece and Mrs. Cauble in opposition.
- Mr. Willard moved to support Maintenance of Effort for Special Education for no additional cost. Mrs. Cauble seconded. Motion failed 4-6, with Mrs. Horst, Mr. Porter, Mrs. Waugh, Ms. Wims-Campbell, Mr. McNiece and Mrs. Busch in opposition.
- Mrs. Busch moved to fund the current law for Special Education, which is 92 percent of excess cost. Mrs. Horst seconded. Motion carried 7-3 with Mr. Roberts, Mr. Bacon and Mr. Willard in opposition.
- Mr. Willard moved to fund Maintenance of Effort for funding school lunch at no additional cost. Mrs. Cauble seconded. Motion carried 8-2 with Mrs. Waugh and Ms. Wims-Campbell in opposition.
- Mrs. Busch moved to fund Agriculture in the Classroom at $50,000. Mr. Roberts seconded. Motion carried 7-3 with Mr. Bacon, Mrs. Horst, Mr. Willard and Mrs. Busch.
- Mr. Willard moved to fund Communities in Schools at $50,000. Ms. Wims-Campbell seconded. Motion carried 8-2 with Mr. Bacon and Mr. Willard in opposition.
- Mrs. Waugh moved to fund Kansas Association of Conservation and Environmental Education at $50,000. Mrs. Busch seconded. Motion carried 7-3 with Mr. Bacon, Mr. Willard and Mrs. Horst in opposition.
- Mr. Willard moved to increase technical education transportation funding to $1,350,000 at an additional cost of $700,000. Mr. Porter seconded. Motion carried 9-1 with Mr. Bacon in opposition.
- Mr. Willard moved to maintain discretionary grant funding at the 2015-16 level. Mrs. Horst seconded. Motion carried 9-1 with Mrs. Waugh in opposition.
CONSENT AGENDA
Mrs. Cauble moved to approve the Consent Agenda. Mrs. Horst seconded. Motion carried 9-1 with Mr. Roberts in opposition. In the Consent Agenda, the Board:

- received the monthly Personnel Report for June.
- confirmed these unclassified special project personnel appointments to the Information Technology team — Claude Collins as Applications Developer III effective May 26, 2015 at an annual salary of $50,918.40; Tracy Gallaway as Senior Trainer effective June 8, 2015 at an annual salary of $50,918.40; and Sarah Vanderpool as Public Service Executive II (Data Compliance Officer) effective June 8, 2015 at an annual salary of $53,414.40; as well as the appointment of Julie Ewing as Education Program Consultant on the Early Childhood, Special Education, and Title Services team effective July 5, 2015 at an annual salary of $56,118.40.
- approved the local in-service education plans for USD 204 Bonner Springs, USD 300 Comanche, USD 316 Golden Plains, USD 466 Scott County and USD 480 Liberal.
- approved renewal of Visiting Scholar licenses for Janet Graham, Robin Bacon and Marjorie Holloway, all for USD 229 Blue Valley’s Center for Advanced Professional Studies (CAPS) program, valid for the 2015-16 school year.
- accepted recommendations of the Licensure Review Committee as follows: Approved Cases — 3015 Precious Clark (Pre-K-12 high incidence special education), 3030 Joseph Janner (6-12 English language arts and 5-8 English language arts), 3031 Mahmoud Al-Hini, 3038 Connie Redic, 3045 Richard Geraci, 3046 Bonnie Ray, 3047 Scott Palich. Denied Cases — 3029 Emily McCall, 3033 Megan Burleson, 3035 Tamara Williams, and 3039 Debra White.
- accepted the following recommendations of the Evaluation Review Committee for program approval: Kansas State University — Elementary (I, K-6), Biology (I, 6-12), Chemistry (I, 6-12), Earth and Space Science (I, 6-12), Physics (I, 6-12), Business (I, 6-12), English (I, 6-12), Family and Consumer Science (I, 6-12), Journalism (I, 6-12), History, Government and Social Studies (I, 6-12), Speech/Theatre (I, 6-12), Art (I, PreK-12), Music (I, PreK-12), High Incidence Special Ed (A, K-6, 6-12), Low Incidence Special Ed (A, K-6, 6-12), Building Leadership (A, PreK-12), District Leadership (A, PreK-12), School Counselor (A, PreK-12), Reading Specialist (A, PreK-12), all continuing programs approved through Dec. 31, 2022; McPherson College — Psychology (I, 6-12) continuing program approved through June 30, 2022; Ottawa University — ECU (I, B-Gr3) and Gifted (A, PreK-12), both new programs approved with stipulation through June 30, 2017; Southwestern College — High Incidence Special Education (A, K-6, 6-12) and Restricted (I, 5-8, 6-12, PreK-12), both continuing programs approved through June 30, 2022; University of Saint Mary — Gifted (A, K-6, 5-8, 6-12) new program approved with stipulation through June 30, 2017.
- approved the Interlocal Agreements to create the South Central Kansas Education Service Center with participating school districts (USDs 263, 264, 357, 358, 359, 385 and 396).
- approved recommendations for funding Migrant Family Literacy Grants for the following districts in the amounts listed: USD 102 Cimarron $78,000; USD 214 Ulysses $70,000; USD 215 Lakin $70,000; USD 216 Deerfield $72,000; USD 218 Elkhart $65,117; USD 233 Olathe/Johnson County Community College $130,000; USD 445 Coffeyville $20,000; USD 457 Garden City $100,000; USD 500 Kansas City $73,405.
- approved funding a Kansas 21st Century Community Learning Center Supplemental Award to USD 379 Clay Center (Wakefield) in the amount of $25,286.
- authorized the Commissioner of Education to negotiate and
- enter into a contract with the Kansas Association of Independent and Religious Schools for the
reimbursement of funds for professional development of non-public school teachers and leaders in an amount not to exceed $29,000;

- authorize the Superintendent of the Kansas State School for the Deaf to enter into a contact for out-of-state tuition with the Center School District in Missouri for the 2015-16 regular school year plus extended day programs for a total cost of $37,200 for two students, plus additional services as listed on the IEPs at a cost not to exceed $2,880 for the year;

- authorize the Superintendent of the Kansas State School for the Blind to enter into contracts for out-of-state tuition for the 2015-16 regular school year with the following school districts in Missouri: Liberty — not to exceed $20,000 for one day student, Hardin — not to exceed $56,068 for two day students, Lawson — not to exceed $40,000 for one day student, Center — not to exceed $20,000 for one day student half time;

- authorize the Superintendent of the Kansas State School for the Blind to renew a contract with Accessible Arts, Inc. for arts-related services for students attending KSSB in exchange for KSSB facility use and statewide outreach services in the Arts for Kansas individuals with disabilities in an amount not to exceed $134,000;

- authorize the Superintendent of the Kansas State School for the Deaf to renew a contract with the Helen Keller Regional Office for Deaf-Blind Adults for rental of office space at KSSD for three years at a monthly charge of $993.75 totaling $11,925 annually;

- authorize the Superintendent of the Kansas State School for the Deaf to renew a contract with the Kansas Department of Health and Environment to continue a hearing aid loan bank with the contract amount to be received by KSSD not to exceed $45,000.

EXECUTIVE SESSION

Ms. Wims-Campbell moved to enter into executive session for the purpose of consultation with an attorney which would be deemed privileged in the Attorney-Client relationship, in order to protect the privilege and the Board’s communications with its attorney on legal matters. Randy Watson, Dale Dennis, Mark Ferguson, Scott Gordon and Brad Neuenswander were invited to join the session, which would start at 5:25 p.m. for 20 minutes. At the conclusion, the Board would immediately enter into an executive session for 10 minutes for personnel matters of non-elected personnel, in order to protect the privacy interests of the individual(s) to be discussed, excusing all other invitees except Dr. Watson. Mr. Porter seconded. Motion carried 9-0 with Mrs. Cauble absent for the vote.

RECESS

The Board reconvened at 5:55 p.m. at which time Chairman McNiece recessed Tuesday’s Board meeting until 9 a.m. Wednesday.

________________________________________
Jim McNiece, Chairman

________________________________________
Peggy Hill, Secretary
CALL TO ORDER
Chairman Jim McNiece called the Wednesday, July 15, 2015 meeting of the State Board of Education to order at 9 a.m. in the Board Room at the Landon State Office Building, 900 SW Jackson St., Topeka, Kansas.

ROLL CALL
All members were present:
John Bacon
Kathy Busch
Carolyn Wims-Campbell
Sally Cauble
Deena Horst
Jim McNiece
Jim Porter
Steve Roberts
Janet Waugh
Ken Willard

APPROVAL OF AGENDA
Mrs. Busch moved to approve the agenda as presented. Mrs. Horst seconded. Motion carried 9-0 with Mrs. Cauble absent for the vote.

ACTION ON RECOMMENDATIONS OF THE PROFESSIONAL PRACTICES COMMISSION
Case 15-PPC-06 Gabriel Moyer was presented again to the Kansas State Board of Education because in June the Board did not adopt the Professional Practices Commission's findings or recommendations and therefore this application for licensure remained pending. Mrs. Busch moved to accept the PPC's recommendation to issue Mr. Moyer an initial teaching license. Mrs. Waugh seconded. Discussion followed, with PPC member Jessica Snider and KSDE legal counsel Kelli Broers answering questions. Motion carried 6-4 with Mr. Roberts, Mrs. Horst, Mr. Bacon and Mr. Willard in opposition.

Ms. Snider then presented the recommendations of the PPC following hearings conducted June 15, 2015 on these licensure cases: 15-PPC-03 Lance Howard, 15-PPC-14 Nosaze Enoma, 15-PPC-15 Patrick Amaro, 15-PPC-18 Heather Steiner, 15-PPC-22 Marshal Miller. Mrs. Cauble moved to adopt the findings of the Professional Practices Commission on these cases. Mrs. Busch seconded. Discussion followed. Motion carried 7-3 with Mr. Roberts, Mrs. Horst and Mr. Willard in opposition. It was noted that recommendations for both approval and denial of licensure applications were presented together for consideration and “no” votes should not be viewed in favor of the denied recommendations.

REPORT ON SURVEY CONCERNING RECESS IN ELEMENTARY SCHOOLS
As a follow-up request from the June Board meeting, results were shared from a survey of physical education teachers on recess practices, policies and viewpoints at Kansas elementary schools. Presenters were Dr. Mark Thompson of KSDE’s Healthy Kansas Schools and Rick Pappas of Wichita State University. They gave an overview of the survey questions and responses as well as provided recommendations. Discussion followed on the benefits of scheduling recess before lunch and distribution of the survey information.

The Board took a break from 10 to 10:05 a.m.
DISCUSSION OF PROCESS FOR ESTABLISHING CUT SCORES FOR KANSAS ASSESSMENTS

Dr. Marianne Perie from the Center for Educational Testing and Evaluation (CETE) described the methodology for setting cut scores on Kansas Assessment Programs. She explained that cut scores are set based on Performance Level Descriptors, which are written to be fully aligned to Kansas standards and are specific to each grade and subject. The descriptors articulate how much students should know and be able to do at each performance level. She talked about the work of educator panelists who evaluate the difficulty of subject matter in math and English language arts. On July 30, a policy committee will convene to review panelist recommendations on cut scores. CETE and KSDE will then present the results of the standard setting to State Board members at their August meeting. Impact data will be based on data from the Spring 2015 state assessments.

COMMITTEE & BOARD ATTORNEY REPORTS

Policy — Mrs. Waugh announced that the Policy Committee would meet that afternoon and continue reviewing the policy guidelines.

Communication — Mr. McNiece discussed evaluating the communications committee’s strategic agenda, including past successes and new ideas. He asked Board members to share names of potential education partners in their areas who should be informed of vision tour results. He also called attention to a list of upcoming events for consideration.

Other — Mrs. Busch talked about ongoing activities associated with the NASBE leadership stipend. She invited Board members to join new principals in workshops July 31 sponsored by affiliate groups of United School Administrators of Kansas.

ATTORNEY’S REPORT

Board Attorney Mark Ferguson reminded Board members that they may ask for a separate vote on cases from the Professional Practices Commission when they are grouped for action collectively. Mr. Willard suggested in the future separating recommendations for denial and those for approval. Mr. Ferguson provided insight into the entry of appearance filed regarding the school finance case and offered to receive questions on his monthly summary.

ACTION ON APPOINTMENT OF DELEGATE TO NASBE ANNUAL CONFERENCE

The annual conference of the National Association of State Boards of Education (NASBE) is scheduled Oct. 22-24, 2015 in Baltimore, Maryland. Kansas is a member of NASBE. Mr. McNiece moved to appoint Carolyn Wims-Campbell as Kansas’ voting delegate at the conference. Mr. Porter seconded. Motion carried 10-0. Mrs. Cauble moved to appoint Mrs. Horst as an alternate delegate. Mr. Roberts seconded. Motion carried 10-0.

ACTION ON COMPENSATION ADJUSTMENT

Mr. McNiece reminded Board members that compensation to Deputy Commissioner Brad Neuenswander was increased during the 14 months he served as Interim Commissioner. He recommended splitting the difference between Mr. Neuenswander’s current salary and his interim salary. Mrs. Horst moved to adjust Brad Neuenswander’s compensation to $146,000 retroactive to July 1. Ms. Wims-Campbell seconded. Motion carried 9-1 with Mr. Bacon in opposition.

ACTION ON LETTER OF SUPPORT

Staff from KSDE Child Nutrition and Wellness proposed that the State Board provide a letter of support to Congressmen for the reauthorization of the Child Nutrition Programs and the role of USDA in setting nutrition standards and maintaining flexibility. Consultant Kelly Chanay explained the importance of the letter and that previous flexibility allowed by USDA aids with local control. Discussion followed with two recommendations noted: change the date of the proposed letter and specify the purpose as two part. Ms. Wims-Campbell moved to approve sending the letter with the adjustments.
Minutes

INDIVIDUAL MEMBER REPORTS

MOTION

Mrs. Waugh seconded. Motion carried 8-1-1 with Mr. Roberts in opposition and Mrs. Cauble abstaining.

BOARD REPORTS & FUTURE AGENDA ITEMS

Chairman McNiece reported that he will help facilitate NASBE’s New Member Institute this month. He then asked Dr. Watson to update the Board on the vision planning retreat scheduled to begin in August. Mr. McNiece left the meeting at noon and Vice Chair Wims-Campbell assumed leadership.

During individual Board reports, Mr. Roberts met with former Commissioner of Education Dr. Diane DeBacker; Mrs. Horst attended the New Superintendent Workshop at KSDE; Mr. Porter reported on the Professional Standards Board meeting, plus his attendance at the Impact Institute and New Superintendent Workshop; Mrs. Waugh participated in the visioning session with Lawrence’s Chamber of Commerce and attended the retirement reception for Dr. Andy Tompkins; Mrs. Cauble joined Dr. Ed Berger and Tracey Tomme from the Kansas Cosmosphere to visit with western Kansas curriculum directors. Mrs. Cauble also attended the New Superintendent Workshop and reported on the Education Commission of the States’ 50th anniversary convention in Denver. She serves as a member of the ECS Steering Committee and provided Board members with a summary of the convention presentations. Ms. Wims-Campbell attended the visioning session in Lawrence, the KASB Advocacy Meeting, the New Superintendent Workshop and the NASBE Nominating Committee meeting.

Requests for Future Agenda Items: Mrs. Busch would like more information on best practices within wellness policies and recommendations from physical education teachers that the Board could support. Mr. Willard requested that Dr. Ed Berger be invited a second time to present on the educational initiatives taking place at the Kansas Cosmosphere. Ms. Wims-Campbell asked that the Board discuss the upcoming NASBE officer elections and provide guidance to her as the voting delegate.

BOARD MEMBER TRAVEL

Additions to the travel requests were: Mr. Bacon July 21 Kansas Agriculture in the Classroom, Mrs. Horst July 31 Beginning Principals Workshop, Ms. Wims-Campbell and Mr. Willard Aug. 13 Kansas Volunteer Commission. Mrs. Cauble moved to approve the travel list and additions. Mrs. Horst seconded. Motion carried 9-0 with Mr. McNiece absent.

ADJOURNMENT

Vice Chair Wims-Campbell adjourned the meeting at 12:45 p.m.

Jim McNiece, Chairman

Peggy Hill, Secretary
Commissioner Watson will discuss his plans to organize several key advisory groups from the field. The input of these informal teams will be to share what’s working well within Kansas’ education system and to help identify areas for improvement in the future. Participants will include teachers, principals, curriculum leaders, superintendents and special education directors, who will meet with the Commissioner approximately twice a year.
To: Kansas State Board of Education
From: Peggy Hill
Subject: Citizens' Open Forum

Board Goals: Develop active communication and partnerships with families, communities, business stakeholders, constituents and policy partners

During the Citizens’ Open Forum, the State Board of Education provides an opportunity for citizens to share views about topics of interest or issues currently being considered by the State Board.

Each speaker shall be allowed to speak for three minutes. Any person wishing to speak shall complete a presenter’s card, giving his or her name and address, and the name of any group he or she is representing. (Ref. Board Policy 1012)

If written material is submitted, 13 copies should be provided.
REQUEST AND RECOMMENDATION FOR BOARD ACTION

Staff Initiating: Scott Smith  Deputy Commissioner: Brad Neuenswander  Commissioner: Randy Watson

Meeting Date: 9/8/2015

Item Title:
Act on assessment cut scores for English Language Arts, Mathematics and Dynamic Learning Map

Board Goals:
Provide a flexible and efficient delivery system to meet our students’ varied and changing needs

Recommended Motion:
It is moved that the Kansas State Board of Education vote to approve the cut scores to be applied to the Kansas College and Career Ready Assessments.

Explanation of Situation Requiring Action:
In August of 2015, the Kansas State Board of Education received cut scores for the Kansas College and Career Ready Assessments. If approved, these cut scores will be applied for the first time on the assessments administered in the spring of 2015.
To:         Commissioner Randy Watson
From:      Scott Smith, Brad Neuenswander
Subject:   Receive Assessment Results for the Spring of 2015
Date:      8/25/2015

Board Goals:  Provide a flexible and efficient delivery system to meet our students’ varied and changing needs

The Kansas State Board of Education will receive assessment results for the 2015 Spring College and Career Ready Assessments. These results will be in state aggregate form and cover language arts and mathematics.
To: Commissioner Randy Watson
From: Jay Scott
Subject: Career & Technical Education Program Review
Date: 8/21/2015

Board Goals: Provide a flexible and efficient delivery system to meet our students’ varied and changing needs

The current state of Career Technical Education (CTE) in Kansas will be presented including growth in quantity and quality of Career Pathways across the state. Additionally, four Career Clusters were recently reviewed and KSDE Career Cluster consultants along with their respective Cluster representative on the Kansas Advisory Committee for CTE (KACCTE) will present the results. Upcoming CTE initiatives/changes will also be shared with the State Board.
REQUEST AND RECOMMENDATION FOR BOARD ACTION

Item Title:

Act on Program Standards: Mathematics 5-8, Mathematics 6-12, and Library Media Specialist PreK-12

Board Goals:

Provide an effective educator in every classroom

Recommended Motion:

It is moved that the Kansas State Board of Education approve the revised educator preparation program standards for Mathematics 5-8, Mathematics 6-12, and Library Media Specialist PreK-12

Explanation of Situation Requiring Action:

Educator Preparation Program Standards establish program approval requirements to ensure that preparation programs in Kansas provide educator candidates with the opportunity to learn the knowledge and skills educators need for today’s learning context. The Institutions of Higher Education (IHEs) utilize program standards to develop their preparation programs and submit them for approval, and for continuous monitoring and improvement of their programs. The standards also help to establish professional learning requirements for licensure renewal.

Standards revision work groups are completing the task of revising all program standards to ensure they reflect new knowledge and skills educators need for effectiveness in today’s world. In August, completed sets of revised standards were presented for review: Mathematics 5-8, Mathematics 6-12, and Library Media Specialist PreK-12. Approval of the standards is requested. Once approved, the IHEs have access to develop new programs around the standards or to revise their current programs to align to the updated standards.

The proposed standards, the previous standards and a crosswalk were provided at the August meeting. Staff and representatives from the respective standards revision committees will be available to answer questions.
To: Commissioner Randy Watson

From: Phyllis Farrar

Subject: Visiting International Teacher Program Update

Date: 8/17/2015

Board Goals: Provide an effective educator in every classroom

The Visiting International Teachers program based on bilateral cultural agreements, sanctioned under the Fulbright-Hayes law, brings certified teachers from Spain and China to teach in Kansas for up to three years. Many states participate in such programs; but the specifics are unique to Kansas. In 2001 KSDE entered into a Memorandum of Understanding (MOU) with the Spanish Ministry of Education and Culture to start the “Visiting Teacher from Spain” program. In November 2006 an MOU was signed with China’s Office of Chinese Language Council International, referred to as Hanban. With this addition, the program name was changed to “Visiting International Teachers” (VIT). Both MOUs can be found on this webpage. http://www.ksde.org/Default.aspx?tabid=491.

Over the 14 years of its existence, the program has worked with approximately 100 teachers, hired in 28 districts.

The purpose of the program:
- Learn languages from native speakers
- Improve international education
- Find quality teachers to meet needs of Kansas schools
- Alleviate teacher shortages

During 2014-2015, nine teachers participated in the program, placed as follows:
- A+ Network, Greensburg, Kiowa County USD, high school Spanish teacher
- Topeka USD 501, Scott Dual Language Magnet,
  - two Spanish pre-school teachers
  - Spanish dual language Kindergarten
  - Spanish dual language 3rd Grade
- Topeka USD 501, Whitson Elementary,
  - Spanish dual language 2nd Grade
  - Spanish dual language 4th Grade
  - Spanish dual language 5th Grade
- Seaman USD 345, high school Chinese and ESOL teacher

(continued)
Role of KSDE:
Education program consultants coordinate Visiting International Teacher services to participating school districts and teachers. Responsibilities include the following:

- April: Pre-screen and interview teacher candidates for prospective job openings.
- Serve as “Responsible Officers” for U.S. Immigration and Customs Services (SEVIS) to issue a DS2019 form required for a J-1 (Exchange Visitor) visa.
- Expedite the issuance of a “Visiting Teacher” certificate for teaching in the State of Kansas, including fingerprinting.
- Organized a week of orientation for all new teachers in the program in Topeka.
- Provide training for mentors before they take the visiting teacher home.
- Provide a weekend retreat for teachers in their first, second, and third years of the program.
- Monitor and mentor teachers to help make the cultural adjustment to the U.S. and to Kansas classrooms.
- Observe instruction and provide the teacher with feedback.
- Assist with curriculum development, state standards, and state testing.
- Assist school administrators when difficulties arise.

Role of the District:

- Letter of Intent to KSDE (February – March)
- Provide teacher mentor
- Provide community mentor
- Pay $2,000 one-time participation fee (covers three years of program)
- Pre-service training

Role of the teacher:

- Proficient in English
- Bachelor’s or Master’s degree
- Experienced, three-year minimum
- Transcripts evaluated to meet Kansas requirements
- Exchange Visitor license for one year (renewable for total of three years)
- Adapt teaching methods practiced at home with the methods suggested by the district

At the end of each year, teachers may be evaluated and asked to return. Of the nine participants, four accepted the invitation to continue in the program for the 2015-2016 year: two at Whitson Elementary, one at Scott Dual Language Magnet, and one at Seaman High School. KSDE received requests for teacher candidates for the coming year from six schools. Interviews were conducted by Skype over a two-week period in April, and 10 teachers have been added to the program.

- Cherryvale USD 447, High School Spanish teacher
- USD 501, Whitson Elementary – 2nd grade, 3rd grade dual language
- USD 501, Scott Dual Language Magnet, preschool, 3rd and 5th
- Valley Falls USD 338 and Jefferson County North USD 339, shared high school Spanish teacher
- Auburn-Washburn USD 437, high school Spanish/French teacher

Phyllis Farrar, Education Program Consultant, will present highlights of the past year and Carla Nolan, USD 501 HR Director, will speak from a district's perspective.
REQUEST AND RECOMMENDATION FOR BOARD ACTION

Agenda Number: 13 (a)  
Meeting Date: 9/8/2015

Staff Initiating: Kelli Broers  
Director: Scott Gordon  
Commissioner: Randy Watson

Item Title:
Act on the recommendations of the Professional Practices Commission

Board Goals:
Governmental responsibility

Recommended Motion:
It is moved that the Kansas State Board of Education adopt the findings of the Professional Practices Commission and its recommendations for licensure approval.

Explanation of Situation Requiring Action:

1. Rachelle Cole 15-PPC-33
Ms. Cole applied for renewal of her professional license in July 2013. She had an established career as an art teacher. While licensed as a teacher she entered into a plea agreement and was convicted of misdemeanor Failure to Report Abuse or Neglect, which she disclosed on her application. Her conviction arose from her husband’s abuse of their two older children in 2012. Ms. Cole was also a victim. After hearing Ms. Cole’s testimony and reviewing all the evidence, the Professional Practices Commission recommended that Ms. Cole’s application for renewal be granted.

2. Joseph Hamer 15-PPC-35
Mr. Hamer applied for an Emergency Substitute License on July 1, 2015. He disclosed he had been convicted of misdemeanor possession of marijuana in February 2014 for conduct occurring in October 2013 and entered into a diversion agreement for an October 2013 minor in possession charge. After hearing Mr. Hamer’s testimony and reviewing all the evidence the Professional Practices Commission recommended Mr. Hamer’s application be granted; however, any subsequent application by Mr. Hamer will require he reappear before the Commission.

3. Jackie Brand 15-PPC-36
Ms. Brand applied for an Initial License on June 3, 2015. She disclosed she had entered into a diversion agreement after being charged with hosting minors on October 23, 2014 (a crime involving children). More specifically, Ms. Brand hosted a sorority party where individuals under the age of 21 but over the age of 18 attended. After hearing Ms. Brand’s testimony and reviewing all the evidence, the Professional Practices Commission recommended Ms. Brand’s license be granted.

4. Todd Clark 15-PPC-38
Mr. Clark applied for an Initial License (one-year nonrenewable K-12 Physical Education) on June 17, 2015. He did not disclose he had been convicted of a drug-related crime. Mr. Clark had been convicted of misdemeanor possession of marijuana on April 8, 2014, for conduct occurring in August 2013. After hearing Mr. Clark’s testimony and reviewing all the evidence the Professional Practices Commission recommended Mr. Clark’s application be granted; however, any subsequent application by Mr. Clark will require he reappear before the Commission.
BEFORE THE KANSAS STATE BOARD OF EDUCATION
PROFESSIONAL PRACTICES COMMISSION

In the Matter of the Application of Rachelle Cole

PPC# 15-PPC-33

INITIAL ORDER

The above-captioned case comes on for hearing before the Professional Practices Commission (Commission) of the Kansas State Department of Education (KSDE) upon the application of Rachelle Cole for renewal of her professional license.

The hearing on this matter convened on August 5, 2015. Appearing for the Commission were chairperson, Linda Sieck, and members, Dorsey Burgess, Tavis Desorniers, Kimberly Groom, Justin Henry, John McKinney, Bradley Nicks, and Jessica Snider.

Kelli Broers appeared as counsel for KSDE.

Rachelle Cole appeared in person and with counsel Daniel Walter.

FINDINGS OF FACT

1. Ms. Cole applied for renewal of her professional license on July 5, 2013, wherein she disclosed she had been convicted of a crime involving theft, drugs, or a child. She was licensed as a teacher at the time she was charged and convicted.

2. More specifically, on September 12, 2012, Ms. Cole was charged with misdemeanor Endangering a child in violation of K.S.A. 21-5601(a) and misdemeanor Failure to Report Abuse or Neglect in violation of K.S.A. 38-2223(c) in the District Court of Ottawa County, Kansas in Case No. 2012 64. Additionally, there were concurrent child in need of care (CINC) cases opened in Case Nos. 2012 JC 1, 2012 JC 2, and 2012 JC 3.

3. The circumstances leading to Ms. Cole’s charges arose from her husband, Jeremy Ragland’s physical abuse of their two older children, including his admission he had “spanked the children with pig whips, belts, and boards.” The children were ages eight and five at the time the charges were brought.

4. As a result of Mr. Ragland’s abuse, the children, including the parties’ infant, were removed from the home and placed in foster care. Ms. Cole testified the Department of Children and Families (DCF) expressed an interest in placing the children with a family member. Ms. Cole recommended her sister, but because her husband objected, DCF placed the children in foster care in Junction City, Kansas, approximately 60 miles away.
5. Ms. Cole testified her attorney at the time advised her the children would not be returned to her until the criminal case was resolved. As a result, Ms. Cole said she entered a plea agreement wherein she pleaded guilty to misdemeanor Failure to Report Abuse or Neglect. In exchange, the other charges were dropped and Ms. Cole’s children were returned to her shortly thereafter. Ms. Cole received unsupervised probation in her case, which she successfully completed. Additionally, the CINC case was dismissed on July 30, 2013.

6. Ms. Cole testified she had been a victim of Mr. Ragland’s verbal and physical abuse. Additionally, she noted a correlation between instances where he had been angry with her and the children and dead animals, including pets, appeared on the farm.

7. Ms. Cole testified the abuse of the children occurred infrequently, so she would think the problem had resolved. However, shortly before the charges were brought, the abuse had started increasing in frequency. As a result, Ms. Cole began documenting the abuse with photos, but, because she feared for her and her children’s safety she did not directly report the abuse. She said the genesis of the case was her confiding in a medical professional, who she knew to be a mandatory reporter, with hopes the abuse could be reported without drawing attention to herself.

8. She was allowed unsupervised visits with her children while they were in DCF custody. Ms. Cole successfully completed all DCF recommendations. She and Mr. Ragland did attempt counseling in an effort to preserve the family unit.

9. However, Ms. Cole and Mr. Ragland are now divorced and Ms. Cole and the children reside a couple of hours from Mr. Ragland. Ms. Cole has primary residential custody of the children. But the court granted Mr. Ragland unsupervised visits with his children. There have been no other known instances of abuse. Ms. Cole testified she would report any future abuse immediately.

10. Ms. Cole also testified she had previously reported suspected abuse of a student to DCF and would have no problem doing so in the future.

11. Ms. Cole provided letters of recommendation from educators aware of her criminal case.

CONCLUSIONS

1. The Commission finds Ms. Cole’s testimony demonstrated a present recognition of the wrongfulness of her conduct.

2. The Commission finds Ms. Cole was truthful and forthcoming in disclosing her conviction on her application.
3. The Commission finds Ms. Cole's circumstances are unique because she was told her children would not be returned to her until her case was resolved and that she had attempted to report the abuse by utilizing a third party. The Commission had no doubts Ms. Cole would report any future abuse. As a result, the Commission finds Ms. Cole is suitable to be placed in a position of public trust as a teacher.

4. The Commission finds Ms. Cole is a suitable role model for students.

THEREFORE the Professional Practices Commission concludes, by a vote of 8 - 0, and subject to the State Board's review, that Ms. Cole's application for renewal of her license should be granted.

This Initial Order is made and entered this August 5, 2015.

PROFESSIONAL PRACTICES COMMISSION

Linda Sieck, Chairperson
Order signed on August 14, 2015.

NOTICE TO LICENSEE

This Order of the Professional Practices Commission is not a Final Order and is required to be reviewed by the State Board in accordance with the provisions of the Kansas Administrative Procedure Act.

You may submit to the State Board for its consideration as part of its review of the Initial Order, a written brief citing legal authority as to why the above recommendation should not be accepted. The legal brief must be filed with the Secretary of the Professional Practices Commission at the address indicated above within ten days after service of the Initial Order for transmittal to the State Board.
CERTIFICATE OF SERVICE

I hereby certify that on this 14 day of August, 2015, a true and correct copy of the above and foregoing was filed with the Secretary for the Kansas State Board of Education and one (1) copy was mailed by certified mail, return receipt requested, to:

Daniel C. Walter
Walter & Walter, LLC
115 North Kansas, P.O. Box 390
Norton, Kansas 67654-0390

Rachelle Cole
11 Eisenhower Dr.
Norton, Kansas 67654

And via interoffice mail to:

Kelli Broers
Assistant General Counsel
900 SW Jackson Street, Ste. 102
Topeka, Kansas 66612

[Signature]
Theresa Coté
Secretary, Professional Practices Commission
BEFORE THE KANSAS STATE BOARD OF EDUCATION
PROFESSIONAL PRACTICES COMMISSION

In the Matter of
the Application of
Joseph Hamer

15-PPC-35

INITIAL ORDER

The above-captioned case comes on for hearing before the Professional Practices Commission (Commission) of the Kansas State Department of Education (KSDE) upon the application of Joseph Hamer for an emergency substitute license.

The hearing on this matter convened on August 5, 2015. Appearing for the Commission were chairperson, Linda Sieck, and members, Dorsey Burgess, Tavis Desormiers, Kimberly Groom, Justin Henry, John McKinney, Bradley Nicks, and Jessica Snider.

Kelli Broers appeared as counsel for KSDE.

Joseph Hamer appeared in person.

FINDINGS OF FACT

1. Mr. Hamer applied for an emergency substitute license on July 1, 2015, wherein he disclosed he had been convicted of a crime involving theft, drugs, or a child and that he had entered into a diversion agreement after being charged with a crime involving theft, drugs, or a child.

2. Mr. Hamer provided documentation evidencing that on October 26, 2013, he was charged with possession of marijuana in Valley Center, Kansas Municipal Court. Mr. Hamer pleaded no contest and he was found guilty on February 12, 2014.

3. Mr. Hamer did not actually enter into a diversion agreement for the Valley Center case. Rather, he had entered into a diversion agreement for a minor in possession charge in the Municipal Court of the City of Emporia, Kansas on October 20, 2013. This is not a charge or diversion he was required to disclose. He successfully completed diversion and the case was dismissed.

4. Mr. Hamer was 20 years old at the time of his offenses.

5. Mr. Hamer was not licensed as an educator at the time of his offenses.
6. Mr. Hamer testified he remains friends with people who smoke marijuana in his presence.

7. Mr. Hamer submitted a strong letter of recommendation from an educator aware of his criminal history.

CONCLUSIONS

1. The Commission finds Mr. Hamer demonstrated a present recognition of the wrongfulness of his conduct and expressed remorse for the conduct.

2. The Commission finds Mr. Hamer was truthful and forthcoming in disclosing his conviction on his application.

3. The Commission finds Mr. Hamer’s testimony and letter of recommendation evidenced his rehabilitation.

4. However, the Commission finds Mr. Hamer’s testimony that he remains friends with individuals who smoke marijuana in his presence to be of concern.

THEREFORE the Professional Practices Commission concludes, by a vote of 8 - 0, and subject to the State Board’s review, that Mr. Hamer’s application for an emergency substitute license should be granted; however, Mr. Hamer will reappear before the Commission when seeking any subsequent license.

This Initial Order is made and entered this August 5, 2015.

PROFESSIONAL PRACTICES COMMISSION

Linda Sieck, Chairperson
Order signed on August 13, 2015.
NOTICE TO APPLICANT

This Order of the Professional Practices Commission is not a Final Order and is required to be reviewed by the State Board in accordance with the provisions of the Kansas Administrative Procedure Act.

You may submit to the State Board for its consideration as part of its review of the Initial Order, a written brief citing legal authority as to why the above recommendation should not be accepted. The legal brief must be filed with the Secretary of the Professional Practices Commission at the address indicated above within ten days after service of the Initial Order for transmittal to the State Board.

CERTIFICATE OF SERVICE

I hereby certify that on this 19th day of August, 2015, a true and correct copy of the above and foregoing was filed with the Secretary for the Kansas State Board of Education and one (1) copy was mailed by certified mail, return receipt requested, to:

Joseph Hamer
2156 N. Covington Ct.
Wichita, Kansas 67212

And via interoffice mail to:

Kelli Broers
Assistant General Counsel
900 SW Jackson Street, Ste. 102
Topeka, Kansas 66612

Theresa Coté
Secretary, Professional Practices Commission
BEFORE THE KANSAS STATE BOARD OF EDUCATION
PROFESSIONAL PRACTICES COMMISSION

In the Matter of
the Application of
Jackie Brand

15-PPC-36

INITIAL ORDER

The above-captioned case comes on for hearing before the Professional Practices Commission (Commission) of the Kansas State Department of Education (KSDE) upon the application of Jackie Brand for an Initial License.

The hearing on this matter convened on August 5, 2015. Appearing for the Commission were chairperson, Linda Sieck, and members, Tavis Desormiers, Kimberly Groom, Justin Henry, John McKinney, Bradley Nicks, and Jessica Snider. Member Dorsey Burgess recused himself.

Kelli Broers appeared as counsel for KSDE.

Jackie Brand appeared in person.

FINDINGS OF FACT

1. Ms. Brand applied for an Initial License (Elementary K-6) on June 3, 2015, wherein she disclosed she had entered into a diversion agreement after being charged with a crime involving a child.

2. More specifically, Ms. Brand provided documentation evidencing she was charged with Hosting Minors on October 23, 2014, in the Municipal Court of the City of Manhattan, Kansas. Ms. Brand testified she allowed fellow college students over the age of 18 but under the age of 21 to attend a sorority party at her sorority house and alcohol was served at the party. When police arrived, Ms. Brand received a ticket.

3. Ms. Brand received diversion, which she successfully completed on July 8, 2015 and her case was dismissed.

4. Ms. Brand was 21 years old at the time of her offense.

5. Ms. Brand was not licensed as an educator at the time of her offenses.
CONCLUSIONS

1. The Commission finds Ms. Brand’s testimony demonstrated a present recognition of the wrongfulness of her conduct.

2. The Commission finds Ms. Brand was truthful and forthcoming in disclosing her diversion agreement on her application.

3. The Commission finds that Ms. Brand is suitable to be placed in a position of public trust as a teacher.

THEREFORE the Professional Practices Commission concludes, by a vote of 7 - 0, and subject to the State Board’s review, that Ms. Brand’s application for an Initial License should be granted.

This Initial Order is made and entered this August 5, 2015.

PROFESSIONAL PRACTICES COMMISSION

Linda Sieck, Chairperson
Order signed on August 13, 2015.

NOTICE TO APPLICANT

This Order of the Professional Practices Commission is not a Final Order and is required to be reviewed by the State Board in accordance with the provisions of the Kansas Administrative Procedure Act.

You may submit to the State Board for its consideration as part of its review of the Initial Order, a written brief citing legal authority as to why the above recommendation should not be accepted. The legal brief must be filed with the Secretary of the Professional Practices Commission at the address indicated above within ten days after service of the Initial Order for transmittal to the State Board.
CERTIFICATE OF SERVICE

I hereby certify that on this 19th day of August, 2015, a true and correct copy of the above and foregoing was filed with the Secretary for the Kansas State Board of Education and one (1) copy was mailed by certified mail, return receipt requested, to:

Jackie Brand  
3710 N. 205th St. W.  
Colwich, Kansas 67030

And via interoffice mail to:

Kelli Broers  
Assistant General Counsel  
900 SW Jackson Street, Ste. 102  
Topeka, Kansas 66612

______________________________  
Theresa Coté  
Secretary, Professional Practices Commission
BEFORE THE KANSAS STATE BOARD OF EDUCATION
PROFESSIONAL PRACTICES COMMISSION

In the Matter of
the Application of
Todd Clark

15-PPC-35

INITIAL ORDER

The above-captioned case comes on for hearing before the Professional Practices Commission (Commission) of the Kansas State Department of Education (KSDE) upon the application of Todd Clark for an Initial License.

The hearing on this matter convened on August 5, 2015. Appearing for the Commission were chairperson, Linda Sieck, and members, Dorsey Burgess, Tavis Desormiers, Kimberly Groom, Justin Henry, John McKinney, Bradley Nicks, and Jessica Snider.

Kelli Broers appeared as counsel for KSDE.

Todd Clark appeared in person.

FINDINGS OF FACT

1. Mr. Clark applied for an Initial License (One Year Nonrenewable K-12 Physical Education) on June 17, 2015, wherein he failed to disclose he had been convicted of a drug-related crime.

2. Mr. Clark subsequently provided documents evidencing he had been charged and convicted of misdemeanor possession of marijuana in violation of K.S.A. 2012 Supp. 21-5706(b)(7) in the District Court of Saline County, Kansas, Case No. 2013-CR-000782 for misconduct occurring on August 8, 2013.

3. Mr. Clark testified his attorney had advised him he did not have to disclose the conviction.

4. Mr. Clark was 23 years old at the time of his offense.

5. Mr. Clark was not licensed as an educator at the time of his offense.

6. Mr. Clark submitted one strong letter of recommendation from an educator aware of his criminal history.

7. Mr. Clark submitted evidence of academic excellence after the conviction.
CONCLUSIONS

1. The Commission finds Mr. Clark demonstrated a present recognition of the wrongfulness of his conduct and expressed remorse for the conduct.

2. The Commission finds Mr. Clark’s testimony was truthful and forthcoming.

3. The Commission finds Mr. Clark’s testimony, his academic performance, and letter of recommendation evidenced his rehabilitation.

4. The Commission finds Mr. Clark’s past behavior has ceased to be a factor in his fitness for licensure.

5. The Commission finds Mr. Clark is a suitable role model for students.

THEREFORE the Professional Practices Commission concludes, by a vote of 8 - 0, and subject to the State Board’s review, that Mr. Clark’s application for an Initial License (one year nonrenewable) should be granted; however, Mr. Clark will reappear before the Commission when seeking any subsequent license.

This Initial Order is made and entered this August 5, 2015.

PROFESSIONAL PRACTICES COMMISSION

[Signature]
Linda Sieck, Chairperson
Order signed on August 13, 2015.
NOTICE TO APPLICANT

This Order of the Professional Practices Commission is not a Final Order and is required to be reviewed by the State Board in accordance with the provisions of the Kansas Administrative Procedure Act.

You may submit to the State Board for its consideration as part of its review of the Initial Order, a written brief citing legal authority as to why the above recommendation should not be accepted. The legal brief must be filed with the Secretary of the Professional Practices Commission at the address indicated above within ten days after service of the Initial Order for transmittal to the State Board.

CERTIFICATE OF SERVICE

I hereby certify that on this 14th day of August, 2015, a true and correct copy of the above and foregoing was filed with the Secretary for the Kansas State Board of Education and one (1) copy was mailed by certified mail, return receipt requested, to:

Todd Clark
999 North Silver Springs Blvd., Apt. 207
Wichita, Kansas 67212

And via interoffice mail to:

Kelli Broers
Assistant General Counsel
900 SW Jackson Street, Ste. 102
Topeka, Kansas 66612

Theresa Coté
Secretary, Professional Practices Commission

3
REQUEST AND RECOMMENDATION FOR BOARD ACTION

Staff Initiating: Kelli Broers
Director: Scott Gordon
Commissioner: Randy Watson

Meeting Date: 9/8/2015

Item Title:
Act on the recommendations of the Professional Practices Commission (revoke/deny)

Board Goals:
Governmental responsibility

Recommended Motion:
It is moved that the Kansas State Board of Education adopt the findings of the Professional Practices Commission and take the following actions: revoke the professional licenses of Shelli Cammisa, Brad West, Matthew Hobbs and Ronald Michels, and deny the applications of Scott Smith, Jeb Woodford, and Mallory Latimore.

Explanation of Situation Requiring Action:

Recommended Revocations

Shelli Cammisa 15-PPC-26
While licensed, Ms. Cammisa was convicted of multiple drug offenses and sentenced to prison. A complaint was filed based on her conduct and her convictions. Ms. Cammisa did not request a hearing and did not file an answer. The Professional Practices Commission recommended that Ms. Cammisa’s license be revoked.

Brad West 15-PPC-28
While licensed, Mr. West exchanged texts with a minor student wherein he solicited nude photos. Mr. West ultimately pleaded guilty to three counts of misdemeanor Endangering a Child. His probation was scheduled to end August 25, 2015. A complaint was filed based on Mr. West’s behavior and his criminal convictions. The complaint was mailed to Mr. West’s last known address and was returned as unclaimed. Mr. West did not request a hearing and did not file an answer. The Professional Practices Commission recommended that Mr. West’s license be revoked.

Recommended Revocations (Voluntary Surrenders)

Matthew Hobbs 15-PPC-34
Mr. Hobbs currently holds a Kansas teaching license. While licensed, he was charged and convicted of misdemeanor Sexual Battery in violation of K.S.A. 21-3517. Mr. Hobbs is required to register as a sex offender as a result. KSDE asked Mr. Hobbs to voluntarily surrender his license and did not receive a response. A complaint was filed and Mr. Hobbs did not request a hearing and did not file an answer. The Professional Practices Commission recommended that Mr. Hobbs’s license be revoked. Upon receiving the Initial Order, Mr. Hobbs returned the signed Voluntary Surrender with a letter explaining his previous inaction (both are included in the materials).

(continued)
Ronald Michels 15-PPC-37

Mr. Michels engaged in unprofessional conduct with a minor student while licensed as a teacher. As a result, he entered a plea agreement and was convicted of misdemeanor Telephone Harassment and Promoting Obscenity. A condition of his plea agreement, he agreed to voluntarily surrender his teaching license. The Professional Practices Commission reviewed his surrender and recommended it be accepted and his license be revoked.

Recommended Denials

Scott Smith 15-PPC-16

Mr. Smith was previously licensed but voluntarily surrendered his license as part of a plea deal in a criminal case where minor students were the victims. He has since had that conviction expunged. A complaint was filed based upon KSDE’s records. Mr. Smith did not request a hearing and did not file an answer. The Professional Practices Commission recommended that Mr. Smith’s application be denied.

Jeb Woodford 15-PPC-27

Mr. Woodford applied for an emergency substitute license in 2013. His criminal history revealed drug-related criminal conduct and he appeared before the Professional Practices Commission. The Commission recommended his license be granted and the State Board ordered he be granted a license assuming his application was complete. It was not, and, a letter requesting additional materials was sent to him. He provided the requested materials. However, before a final order could be signed and his license issued, KSDE learned Mr. Woodford had engaged in further drug-related criminal conduct and had lied to the Commission regarding that conduct. That case resulted in his entering a diversion agreement, which was revoked in August 2014. His parole was scheduled to terminate August 5, 2015. Based on his ongoing drug-related misconduct, a new complaint was filed. Mr. Woodford did not request a hearing and did not file an answer. The Professional Practices Commission recommended that Mr. Woodford’s application be denied.

Mallory Latimore 15-PPC-29

Ms. Latimore applied for an Emergency Substitute License in July 2012. Ms. Latimore did not disclose her criminal history (diversion for 2009 misdemeanor possession and paraphernalia) on her application. Subsequently, she was convicted of misdemeanor possession in a 2012 case and entered diversion for a 2013 case, also misdemeanor possession and paraphernalia. KSDE filed a complaint based on Ms. Latimore’s ongoing drug-related conduct, convictions, and diversion agreements. Ms. Latimore did not request a hearing and did not file an answer. The Professional Practices Commission recommended that Ms. Latimore’s application be denied.
BEFORE THE KANSAS STATE BOARD OF EDUCATION
PROFESSIONAL PRACTICES COMMISSION

In the Matter of
the Application of
Scott E. Smith

INITIAL ORDER

The above-captioned case comes on for hearing before the Professional Practices
Commission (Commission) of the Kansas State Department of Education (KSDE) upon the
application of Scott Smith for an emergency substitute license.

The hearing on this matter convened on August 5, 2015. Appearing for the Commission
were chairperson, Linda Sleek, and members, Dorsey Burgess, Tavis Desormiers, Kimberly
Groom, Justin Henry, John McKinney, Bradley Nicks, and Jessica Snider. Kelli Broers appeared
as counsel for KSDE. Scott Smith did not appear.

FINDINGS OF FACT

1. Scott E. Smith [Applicant], has submitted an application to the Kansas State Board of
   Education (State Board) requesting he be issued an emergency substitute teaching license.

2. The Applicant was convicted on November 3, 2003, in Butler County District Court of one
count of Contributing to a Child’s Misconduct or Deprivation, a level 7 Person Felony, as
defined in K.S.A. 21-3612(a)(5) as amended. The Applicant was licensed as a teacher, and
the victims were students.

3. Per the plea agreement in 03-CR-96, the Applicant voluntarily surrendered his teaching
license. The surrender of his license was accepted by the State Board on February 10, 2004,
whereby his license was revoked as a consequence of his misconduct.

4. Applicant’s conviction was based on sexually motivated misconduct with students under the
age of 16. More specifically, Applicant kissed and improperly touched female students ages
14 and 15.

5. Although Applicant’s conviction has been expunged, the underlying misconduct for which he
was convicted may still be considered by the State Board in determining whether to deny his
application for licensure. KSDE files include information regarding Applicant’s misconduct,
and those files are not sealed by expungement. Wright v. Kansas State Bd. of Educ., 46

6. The Applicant failed to disclose on his application for licensure that he’d previously had a
teacher’s or school administrator’s certificate or license denied, suspended, revoked, or been
the subject of other disciplinary action.
7. KSDE filed a Complaint pursuant to K.A.R. 91-22-5a on June 2, 2015. That Complaint was placed in the mail on June 3, 2015, by certified mail, return receipt requested. The Applicant signed for the Complaint on June 6, 2015.

8. The Applicant did not request a hearing, nor did he file an answer to KSDE’s Complaint.

CONCLUSIONS

9. If no answer to a Complaint is filed within 20 days, the Applicant is deemed to have admitted the allegations contained in the Complaint and acquiesced in the proposed action. K.A.R. 91-22-9.

10. Pursuant to K.S.A. 72-8501, the Legislature has declared teaching and school administration to be professions in Kansas with all the similar rights, responsibilities and privileges accorded other legally recognized professions. An educator is in a position of public trust.

11. Pursuant to K.A.R. 91-22-1a, the State Board may deny a teacher’s license/certificate to any person for misconduct or other just cause including engaging in any sexual activity with a student and commission of acts that endanger the health and welfare of minors through sexual abuse or exploitation.

12. The State Board has the authority pursuant to K.A.R. 91-22-1a(b) to deny a teaching license for misconduct or other just cause as provided in K.A.R. 91-22-1a(a). The State Board may also deny a license to a person who misrepresents or fails to disclose material facts on the application.

13. Though more than ten years have passed since the Applicant’s conviction and surrender of his teaching license, he has failed to respond to KSDE’s complaint and therefore failed demonstrate he is rehabilitated.

THEFORE the Professional Practices Commission recommends, by a vote of 8 – 0, subject to the State Board’s review, that Mr. Smith’s application for a teaching license should be denied.

This Initial Order is made and entered this August 5, 2015.

PROFESSIONAL PRACTICES COMMISSION

[Linda Sieck's signature]
Linda Sieck, Chairperson
Order signed on August 13, 2015.
NOTICE TO APPLICANT

This Order of the Professional Practices Commission is not a Final Order and is required to be reviewed by the State Board in accordance with the provisions of the Kansas Administrative Procedure Act.

You may submit to the State Board for its consideration as part of its review of the Initial Order, a written brief citing legal authority as to why the above recommendation should not be accepted. The legal brief must be filed with the Secretary of the Professional Practices Commission at the address indicated below within ten days after service of the Initial Order for transmittal to the State Board.

Theresa Coté
Secretary, Professional Practices Commission
Kansas State Department of Education
900 SW Jackson St.
Topeka, Kansas 66612-1182

CERTIFICATE OF SERVICE

I hereby certify that on this $13^{th}$ day of August, 2015, a true and correct copy of the above and foregoing was filed with the Secretary for the Kansas State Board of Education and one (1) copy was mailed by certified mail, return receipt requested, to:

Scott E. Smith
1018 N. Sycamore
Iola, Kansas 66749

And via interoffice mail to:

Kelli Broers
Assistant General Counsel
900 SW Jackson Street, Ste. 102
Topeka, Kansas 66612

Theresa Coté
Secretary, Professional Practices Commission
BEFORE THE KANSAS STATE BOARD OF EDUCATION
PROFESSIONAL PRACTICES COMMISSION

In the Matter of 15-PPC-26
the Professional License
of Shelli Cammisa

INITIAL ORDER

The above-captioned case comes on for hearing before the Professional Practices
Commission (Commission) of the Kansas State Department of Education (KSDE) for
consideration of Shelli Cammisa's emergency substitute license.

The hearing on this matter convened on August 5, 2015. Appearing for the Commission
were chairperson, Linda Sleek, and members, Dorsey Burgess, Tavis Desormiers, Kimberly
Groom, Justin Heny, John McKinney, Bradley Nicks, and Jessica Snider. Kelli Broers appeared
as counsel for KSDE. Shelli Cammisa did not appear.

FINDINGS OF FACT

1. Shelli Cammisa was first licensed by the Kansas State Board of Education in 2008. Her most
   recent license, an emergency substitute license, was scheduled to expire June 30, 2015.

2. On February 10, 2015, while licensed, Ms. Cammisa was convicted1 of the following crimes
   for conduct also occurring while Ms. Cammisa was licensed:

   a. Distribution of Methamphetamine in violation of K.S.A. 21-5705(a)(1), a drug severity
      level 4 nonperson felony.
   b. Possession of Methamphetamine in violation of K.S.A. 21-5705(a)(4), a drug severity
      level 5, nonperson felony.
   c. Possession of Fentanyl in violation of K.S.A. 21-5706(a), a drug severity level 5
      nonperson felony.
   d. Aggravated Intimidation of a Witness or Victim in violation of K.S.A. 21-5909(b)(2),
      a severity level 6 person felony.


4. KSDE filed a Complaint against Ms. Cammisa pursuant to K.A.R. 91-22-5a on June 10,
   2015. That Complaint was placed in the mail on June 10, 2015, by certified mail, return
   receipt requested, to Ms. Cammisa's current address at the Topeka Correctional Facility.
   The facility received the Complaint on June 15, 2015.

5. Ms. Cammisa did not request a hearing, nor did she file an answer to KSDE's Complaint.

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1 Ms. Cammisa was sentenced on March 30, 2015.
CONCLUSIONS

6. If no answer to a Complaint is filed within 20 days, the Applicant is deemed to have admitted the allegations contained in the Complaint and acquiesced in the proposed action. K.A.R. 91-22-9.

7. Pursuant to K.S.A. 72-8501, the Legislature has declared teaching and school administration to be professions in Kansas with all the similar rights, responsibilities and privileges accorded other legally recognized professions. An educator is in a position of public trust.

8. It is within the authority of the Kansas State Board of Education to adopt rules and regulations providing for the issuance, renewal, reinstatement and revocation of a license to teach.

9. A license may be denied by the Kansas State Board of Education for misconduct or other just cause. K.A.R. 91-22-1a.

10. By order of the Kansas State Board of Education, the Professional Practices Commission shall investigate and conduct hearings pertaining to allegations of misconduct.

11. Ms. Cammisa waived her right to an evidentiary hearing before the Commission and the State Board. All findings of fact are based on the non-refuted claims stated in the sworn complaint and the attached exhibits.

12. Ms. Cammisa's conduct is inconsistent with the commonly-held perceptions and expectations of a member of the teaching profession. Such conduct violates the public trust and confidence placed in members of the profession. Furthermore, her conduct demonstrates a lack of fitness to perform the duties and responsibilities of a member of the teaching and school administration professions.

13. Ms. Cammisa's misconduct and her criminal convictions are grounds for revocation of her license pursuant to K.A.R. 91-22-1a and K.S.A. 72-1383.

THEREFORE the Professional Practices Commission recommends by a vote of 8 - 0, subject to review by the State Board, that Ms. Cammisa's emergency substitute teaching license should be revoked.

This Initial Order is made and entered this August 5, 2015.

PROFESSIONAL PRACTICES COMMISSION

Linda Sleek, Chairperson
Order signed on August 13, 2015.
NOTICE TO LICENSEE

This Order of the Professional Practices Commission is not a Final Order and is required to be reviewed by the State Board in accordance with the provisions of the Kansas Administrative Procedure Act.

You may submit to the State Board for its consideration as part of its review of the Initial Order, a written brief citing legal authority as to why the above recommendation should not be accepted. The legal brief must be filed with the Secretary of the Professional Practices Commission at the address indicated below within ten days after service of the Initial Order for transmittal to the State Board.

Theresa Coté
Secretary, Professional Practices Commission
Kansas State Department of Education
900 SW Jackson St.
Topeka, Kansas 66612-1182

CERTIFICATE OF SERVICE

I hereby certify that on this 13th day of August, 2015, a true and correct copy of the above and foregoing was filed with the Secretary for the Kansas State Board of Education and one (1) copy was mailed by certified mail, return receipt requested, to:

Shellie Canmisa, KDOC#110619
Topeka Correctional Facility
815 S.B. Rice Road
Topeka, Kansas 66607

And via interoffice mail to:

Kelli Broers
Assistant General Counsel
900 SW Jackson Street, Ste. 102
Topeka, Kansas 66612

Theresa Coté
Secretary, Professional Practices Commission
BEFORE THE KANSAS STATE BOARD OF EDUCATION
PROFESSIONAL PRACTICES COMMISSION

In the Matter of
the Professional License
of Jeb Woodford

15-PPC-27

INITIAL ORDER

The above-captioned case comes on for hearing before the Professional Practices Commission (Commission) of the Kansas State Department of Education (KSDE) upon the application of Scott Smith for an emergency substitute license.

The hearing on this matter convened on August 5, 2015. Appearing for the Commission were chairperson, Linda Sieck, and members, Dorsey Burgess, Tavis Desormiers, Kimberly Groom, Justin Henry, John McKinney, Bradley Nicks, and Jessica Snider. Kelli Broers appeared as counsel for KSDE. Jeb Woodford did not appear.

FINDINGS OF FACT


2. He disclosed on his application that he’d previously entered into a diversion agreement after being charged with a crime involving drugs. Consequently, his application was scheduled for an April 30, 2013, hearing before the Commission.

3. During his hearing, evidence of Mr. Woodford’s 2009 diversion for marijuana possession was received and reviewed. Mr. Woodford was given the opportunity to present evidence of his fitness to teach. He was specifically asked about drug use. He stated he had not been involved with or used drugs since the 2009 incident. At no time did Mr. Woodford inform the Commission of any arrests related to the use of drugs since 2009.

4. The Commission recommended he be granted a license and the State Board adopted that recommendation on June 12, 2013. No final order was signed, in part, because shortly thereafter it was learned that Mr. Woodford had not submitted a complete application. As a result, he was sent a letter requesting additional information. Meanwhile, on June 20, 2013, KSDE became aware that Mr. Woodford had an April 16, 2013, drug-related arrest in Manhattan, Kansas. Mr. Woodford’s license was never issued as a result, though he did provide the missing application materials after KSDE learned of the April 2013 arrest.

5. Mr. Woodford’s April 2013 arrest was for drug possession and possession of drug paraphernalia. Mr. Woodford was again placed on diversion, which was revoked on August 5, 2014. As a result of the revocation he was found guilty of possession of marijuana and possession of drug paraphernalia. He is currently serving 12-months parole.
6. KSDB filed a Complaint pursuant to K.A.R. 91-22-5a on June 16, 2015. That Complaint was placed in the mail on June 17, 2015, by certified mail, return receipt requested. Nancy Woodford signed for the Complaint on June 19, 2015.

7. Mr. Woodford did not request a hearing, nor did he file an answer to KSDB's Complaint.

CONCLUSIONS

8. If no answer to a Complaint is filed within 20 days, the Applicant is deemed to have admitted the allegations contained in the Complaint and acquiesced in the proposed action. K.A.R. 91-22-9.

9. Mr. Woodford waived his right to an evidentiary hearing before the Commission and the State Board. All findings of fact are based on the non-refuted claims stated in the sworn complaint and the exhibits attached thereto.

10. Pursuant to K.S.A. 72-8501, the Legislature has declared teaching and school administration to be professions in Kansas with all the similar rights, responsibilities and privileges accorded other legally recognized professions. An educator is in a position of public trust.

11. Pursuant to K.A.R. 91-22-1a, the State Board may deny a teacher's license/certificate to any person for misconduct or other just cause including a misdemeanor drug-related conviction or entering into a diversion agreement after having been charged with a drug-related crime.

12. The State Board has the authority pursuant to K.A.R. 91-22-1a(b) to deny a teaching license for misconduct or other just cause as provided in K.A.R. 91-22-1a(a).

13. Mr. Woodford's ongoing drug-related misconduct and his lack of candor before this Commission are grounds to deny his application.

THEREFORE the Professional Practices Commission recommends, by a vote of 8 – 0, subject to the State Board's review, that Mr. Smith's application for a teaching license should be denied.

This Initial Order is made and entered this August 5, 2015.

PROFESSIONAL PRACTICES COMMISSION

Linda Sleek, Chairperson
Order signed on August 13, 2015.
NOTICE TO APPLICANT

This Order of the Professional Practices Commission is not a Final Order and is required to be reviewed by the State Board in accordance with the provisions of the Kansas Administrative Procedure Act.

You may submit to the State Board for its consideration as part of its review of the Initial Order, a written brief citing legal authority as to why the above recommendation should not be accepted. The legal brief must be filed with the Secretary of the Professional Practices Commission at the address indicated below within ten days after service of the Initial Order for transmittal to the State Board.

Theresa Coté
Secretary, Professional Practices Commission
Kansas State Department of Education
900 SW Jackson St.
Topeka, Kansas 66612-1182

CERTIFICATE OF SERVICE

I hereby certify that on this 13th day of August, 2015, a true and correct copy of the above and foregoing was filed with the Secretary for the Kansas State Board of Education and one (1) copy was mailed by certified mail, return receipt requested, to:

Jeb Woodford
3312 Biffinham St.
Manhattan, Kansas 66503

And via interoffice mail to:

Kelli Broers
Assistant General Counsel
900 SW Jackson Street, Ste. 102
Topeka, Kansas 66612

Theresa Coté
Secretary, Professional Practices Commission
BEFORE THE KANSAS STATE BOARD OF EDUCATION
PROFESSIONAL PRACTICES COMMISSION

In the Matter of
the Professional License of Jeb Woodford

15-PPC-27

COMPLAINT

COMES NOW on this [ ] day of June, Dr. Scott Myers, Director of Teacher Licensure and Accreditation, Kansas State Department of Education (KSDE), 900 SW Jackson St., Topeka, Kansas 66612, and alleges the following:


2. He disclosed on his application that he'd previously entered into a diversion agreement after being charged with a crime involving drugs. Consequently, his application was scheduled for an April 30, 2013, hearing before the Professional Practices Commission (Commission).

3. During his hearing, evidence of Mr. Woodford's 2009 diversion for marijuana possession was received and reviewed. Mr. Woodford was given the opportunity to present evidence of his fitness to teach. He was specifically asked about drug use. He stated he had not been involved with or used drugs since the 2009 incident. At no time did Mr. Woodford inform the Commission of any arrests related to the use of drugs since 2009.

4. The Commission recommended he be granted a license (Exhibit 1) and the Kansas State Board of Education (State Board) adopted that recommendation on June 12, 2013. Exhibit 2. No final order was signed. Shortly thereafter, it was learned that Mr. Woodford had not submitted a complete application and he was sent a letter requesting additional information. Exhibit 3. On June 20, 2013, KSDE became aware that Mr. Woodford had a April 16, 2013, drug-related arrest in Manhattan, Kansas. Mr. Woodford's license was never issued as a result.

5. Mr. Woodford's April 2013 arrest was for drug possession and possession of drug paraphernalia. Mr. Woodford was again placed on diversion, which was revoked on August 5, 2014. As a result of the revocation he was found guilty of possession of marijuana and possession of drug paraphernalia. He is currently serving 12-months parole. Exhibit 4.

6. Any license issued by the State Board may be suspended or revoked, or the license holder may be publicly censured by the State Board for misconduct or other just cause. A license may be denied by the State Board for misconduct or other just cause. K.A.R. 91-22-1a.

7. Pursuant to K.S.A. 72-8501, the Legislature has declared teaching and school administration to be professions in Kansas with all the similar rights, responsibilities and privileges accorded other legally recognized professions. An educator is in a position of public trust.
8. Mr. Woodford’s continued criminal conduct is inconsistent with the commonly-held perceptions and expectations of a member of the teaching profession. Such conduct violates the public trust and confidence placed in members of the profession.

9. Mr. Woodford’s continued criminal conduct demonstrates a lack of fitness to perform the duties and responsibilities of a member of the teaching and school administration professions and is sufficient and just cause for denying Applicant’s license.

10. It is requested that Mr. Woodford’s application be denied.

**NOTICE**

Pursuant to K.A.R. 91-22-1a(h) and K.S.A. 77-512, notice is hereby given of this Complaint and request for denial of applicant’s application for a professional teaching license.

**RIGHT TO A HEARING**

Applicant has a right to request a hearing on the above issues and request for denial in accordance with the provisions of the Kansas Administrative Procedures Act. To obtain a hearing, a written request for a hearing must be filed with the Secretary of the Professional Practices Commission within fifteen [15] days of the date of service of this notice at the following address:

Theresa Coté  
Secretary, Professional Practices Commission  
Kansas State Department of Education  
900 SW Jackson St.  
Topeka, Kansas 66612-1182

Applicant has a right to file a written answer to this complaint. Applicant has twenty [20] days from the date of service of this notice. If no answer is filed within 20 days, Applicant will be deemed to have admitted the allegations contained in the complaint and acquiesced in the proposed action. An Initial Order will be entered recommending the denial of your teaching license for the reasons stated in the Complaint and that notice of the denial will be provided to all education agencies in the State of Kansas and to the agency responsible for issuing educator licenses/certificates in each of the other states.

Any answer shall type written or legibly printed, and any documents you intend to use in your defense must be attached. The answer must be signed and contain a statement under oath or affirmation that the statements made in the answer are true. The answer must be notarized and filed with the Secretary of the Professional Practices Commission by certified mail, return receipt requested, or by personal delivery to the address listed above.

Dr. Scott Myers  
Director, Teacher Education and Licensure
VERIFICATION

STATE OF KANSAS

COUNTY OF SHAWNEE

Scott Myers, of lawful age, being first duly sworn, on oath deposes and states: He is the Complainant in the above-captioned action; he has read the above and foregoing Complaint knows and understands the contents thereof, and the statements and allegations contained therein are true and correct, according to his knowledge, information, and belief.

Dr. Scott Myers
Director, Teacher Education and Licensure

SUBSCRIBED AND SWORN TO before me, the undersigned authority, on this 16th day of June, 2015.

Notary Public

My appointment expires:

CERTIFICATE OF SERVICE

I hereby certify that on this 17th day of June, 2015, a true and correct copy of the above and foregoing was filed with the Secretary for the Professional Practices Commission and one (1) copy was mailed by certified mail, return receipt requested, to:

Jeb Woodford
3312 Effingham St.
Manhattan, Kansas 66503

Cheryl Martin
Teacher Education and Licensure
BEFORE THE PROFESSIONAL PRACTICES COMMISSION
OF THE STATE OF KANSAS

Kansas State Education Building
120 SE 10th Avenue, Topeka, KS 66612-1182

In the Matter of the Application )
of Jeb Woodford ) Case No. 13-PPC-20 )

NOW, on this April 30th, 2013, the above-captioned matter comes on for hearing before the Professional Practices Commission. The Applicant, Jeb Woodford, appears on his own behalf.

WHEREUPON, the Professional Practices Commission reviewed the following information:

1. The Applicant submitted an application to the Kansas State Board of Education for an Emergency Substitute License. The Applicant appropriately disclosed on his application that he’d previously entered into a diversion agreement after facing a criminal charge of drug possession.
2. According to documents on file with Geary County District Court, Applicant was placed on diversion for possession of marijuana and paraphernalia, May 22, 2009.
3. The Applicant testified he was 22 years old at the time of the offense.

CONCLUSIONS

1. Under K.A.R. 91-22-1a(b), a license may be denied by the state board to any person who fails to meet the licensure requirements of the state board or for any act for which a license may be suspended or revoked pursuant to subsection (a). Subsection (a) states a license may be suspended or revoked for entry into a criminal diversion agreement after being charged with any offense or act involving theft, drugs, or a minor.

2. The factors listed in K.A.R. 91-22-1a(g), including the nature and seriousness of the Applicant’s misconduct, his conduct subsequent thereto, his age at the time of the offense or offenses and whether the misconduct was an isolated or recurring incident, may be considered in determining whether the circumstances surrounding his misconduct have ceased to be a factor in his fitness for licensure.

3. At the time of the theft, Applicant was 22 years old but not licensed as a professional.

4. The Commission finds that Applicant demonstrates a present recognition of wrongfulness of the crime of theft, as well as evidence of rehabilitation and remorse for his past actions.
5. This Commission finds the criminal behavior is not a factor of Applicant’s life.

6. Having regard for the nature of the Applicant’s offense, the Professional Practices Commission voted unanimously to recommend that the State Board of Education grant the Applicant’s request for an Emergency Substitute Teaching License.

   IT IS THEREFORE CONCLUDED by the Professional Practices Commission, subject to review by the State Board of Education, that the application of Jeb Woodford for an Emergency Substitute Teaching License be granted.

This Initial Order is made and entered this 30th day of April, 2013.

PROFESSIONAL PRACTICES COMMISSION

[Signature]

Callin Kendall, Chairman
NOTICE TO APPLICANT:

This Order of the Professional Practices Commission is not a Final Order and is required to be reviewed by the State Board of Education in accordance with the provisions of the Kansas Administrative Procedure Act.

You may submit to the State Board of Education for its consideration as part of its review of the Initial Order, a written brief citing legal authority as to why the above recommendation should not be accepted. The legal brief must be filed with the Secretary of the Professional Practices Commission at the address indicated above within ten days after service of the Initial Order for transmittal to the State Board.

CERTIFICATE OF SERVICE

I hereby certify that on this 20th day of May, 2013, a true and correct copy of the above and foregoing Initial Order was deposited in the U.S. Mail, postage paid, addressed to:

Jeb Woodford
3312 Effingham St.
Manhattan, KS 66503

[Signature]
Theresa Cote, Secretary
Professional Practices Commission
KANSAS STATE BOARD OF EDUCATION

Meeting Minutes
June 12, 2013

CALL TO ORDER
Chairman Shaver called the Wednesday meeting of the State Board of Education to order at 9 a.m. on June 12, 2013 in the Board Room of the Kansas State Education Building, 120 SE 10th Ave., Topeka, Kansas.

ROLL CALL
Members present were:

John Bacon                        Jim McNiece
Kathy Busch                      Steve Roberts
Carolyn Wims-Campbell            Jana Shaver
Sally Cauble                     Janet Waugh
Deena Horst                      Ken Willard

Vice-Chair Cauble directed the remainder of the meeting at the request of Chairman Shaver.

APPROVAL OF AMENDED AGENDA
Mrs. Busch moved and Mrs. Horst seconded a motion to approve an amended Wednesday agenda with the addition of a five-minute Executive Session as Item 8 and to include Tuesday's Commissioner's Report along with the Board Reports. Motion carried 10-0.

PROFESSIONAL PRACTICES COMMISSION
Calin Kendall, Chairman of the Professional Practices Commission, offered a summary of recommendations concerning 12 cases brought before the PPC. Mrs. Horst moved to adopt the findings of fact and conclusions of the PPC. Mrs. Wims-Campbell seconded. Mr. Bacon inquired about the split vote on Case 13-PPC-07. The motion carried 9-0-1 with Roberts abstaining. The following cases were approved for Emergency Substitute Teaching Licenses: 13-PPC-17 Anne Stevens, 13-PPC-10 Claire Hall, 13-PPC-04 Hyungjoon Jin, 13-PPC-16 Edson Parker, 13-PPC-05 Ira Lockhart, 13-PPC-20 Jeb Woodford, 13-PPC-07 Zach Ewert, 12-PPC-07 Joshua Tuttle. Other Case action included 13-PPC-15 David Kell upgrade to a Professional License granted; 13-PPC-12 Jeff Abbott Initial License granted; 13-PPC-19 Michael Troyer Initial/Conditional License granted; 13-PPC-03 Jason Holmes, Substitute Teaching License denied.

REPORT ON INNOVATIVE DISTRICTS PROPOSED APPLICATION
Deputy Commissioner Brad Neuenswander updated the Board on the progress KSDE has made in meeting its requirements concerning House Bill 2319, the Coalition of Innovative Districts Act, including the development of an application for districts to submit to be considered for innovative district status. The application is expected to be available and posted to the KSDE website by July 1. Because of the application and review process, school year 2014-15 would be the first year public innovative district designation could be in place. The State Board will give final approval of applications once the requests have been reviewed by a Coalition Board. KSDE has sought an Attorney General Opinion to clarify certain aspects of the Act, plus KSDE and State Board responsibilities. Board discussion followed and several questions were asked. Mr. Neuenswander noted that there is a lot of interpretation yet to be done at many levels.
INFORMATION MEMORANDUM

6/17/2013

Jeb Woodford
3312 Effingham St.
Manhattan, KS 66503

Educator ID: 6946742249

Your Application packet for Kansas licensure has been reviewed. We are unable to proceed with the application process due to the reason(s) identified below. Please provide the necessary documentation or information requested.

This is the ONLY notice you will receive. If we have not received the requested material within ninety (90) days, your application will be canceled. The fee is nonrefundable.

Official transcripts were not included with your application. Please submit original, official transcripts in a sealed university/college envelope. We cannot accept photocopies, unofficial transcripts, electronic transcripts, or grade reports.

Signature: ____________________________
Shane Carter, Licensure Consultant 785-296-6011, scarter@ksde.org

return this form along with the requested documentation

Teacher Education and Licensure
785-291-3678
IN THE MUNICIPAL COURT OF THE CITY OF MANHATTAN, KANSAS

CITY OF MANHATTAN, Plaintiff, 

vs. 

Jeb D. Woodford, Defendant. 

Case Number CR1302199

JOURNAL ENTRY OF MOTION TO REVOKE DIVERSION

I. First appearance on Motion to Revoke Diversion.
   Date: July 2, 2014

   - Defendant appears with counsel
   - Defendant's attorney appears on defendant's behalf
   X - Defendant appears without counsel, but will retain counsel.
   - Defendant waives representation of counsel.
   - Defendant requests appointment of counsel:
     - Defendant found (partially) indigent.
     - Defendant is to pay the first $ of the fee.
     - Defendant found not indigent.

   Court explains the meaning of the motion to the defendant.
   - Defendant admits violating the terms of diversion as follows:

X - Defendant denies violating the terms of diversion and requests a hearing. Hearing is scheduled for July 29, 2014 at 1:00 P.M.

II. Continuance
   Requested by:
   √ - Request Denied.
   - Request granted, continued to August 5, 2014 at 1:00 P.M.

III. Date of Hearing:
   - Defendant appears in person with counsel.
   - Defendant appears in person without counsel (waiver signed)

   Court conducts a hearing and makes the following findings:
   X - Defendant has violated the terms of diversion as follows:
     - Alleged

   City withdraws motion. Date:
   - City has failed to prove that the defendant has violated the terms of diversion.

The Court Orders:
X - Defendant's diversion is hereby revoked. The defendant proceeds to trial. See separate journal entry.

Other Notes: _______________________

PATRICK CAFFEE
Municipal Judge

EXHIBIT A
IN THE MUNICIPAL COURT OF THE CITY OF MANHATTAN, KANSAS

CITY OF MANHATTAN,

vs.

JEB D WOODFORD,

Plaintiff,

Defendant.

Case Number CR1302199

JOURNAL ENTRY

I. Date of Arraignment __________ May 7, 2013 __________
   Defendant appears with counsel
   Defendant’s attorney appears on defendant’s behalf
   Defendant appears without counsel, but will retain counsel. W/m one week
   Defendant waives representation of counsel.
   Defendant requests appointment of counsel:
   Defendant found (partially) indigent.
   __________________________________________________________________________
   appointed to represent the defendant.
   Defendant is to pay the first $_________ of the fee.
   Defendant found not indigent.
   Defendant fails to appear. Warrant issued. Bond set at $__________

Pleas(s) Entered:

COUNT CHARGE
1. POSSESSION OF MARIJUANA
2. POSSESSION OF DRUG PARAPHERNALIA
3.
4.
5.

X Set for status check __________ May 28, 2013 __________ at 8:30 A.M.
X Set for Diversion Conference: __________ June 11, 2013 __________ at 8:30 A.M.
   Diversion Granted
   Diversion Denied
   Set for Trial: _____________________________________________________________________ at __________________ M.
   Bond set at $750. Notes: pers. recognizance bond

II. Continuance

   Requested by: ___________________________________________________________________
   __ Request Denied.
   Request granted, continued to __________ at __________ M.

III. Trial/ Appearance to change plea

   Date: __________ August 6, 2014 __________
  
   Appearances:
   Attorney for City: __________ M. Richler __________
   Attorney for Defendant: __________ M. Hinck __________
   Motions: __________________________________________________________________________
City amends charge(s) as indicated below:

- Defendant changes plea(s) as indicated below:
- Case proceeds to trial:
  Names of witnesses: ________________

Findings of Court:

<table>
<thead>
<tr>
<th>COUNT #</th>
<th>CHARGE</th>
<th>PLEA CHANGED TO:</th>
<th>FINDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Poss. Marijuana</td>
<td>No Contest</td>
<td>Guilty</td>
</tr>
<tr>
<td>2</td>
<td>Poss. of Drug &amp; Paraphernalia</td>
<td>No Contest</td>
<td>Guilty</td>
</tr>
</tbody>
</table>

Sentencing set for: ______________________ at: _______________ M.

IV. Sentencing:

Date: August 6, 2014

COUNT # | FINE | JAIL SENTENCE (To begin at 5 am Aug 8, 2014) |
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>$250</td>
<td>60 days</td>
</tr>
<tr>
<td>2</td>
<td>$250</td>
<td>60 days concurrent</td>
</tr>
</tbody>
</table>

Assessment: $150.00 waived Court Costs: $29.00/$136.00 ADIS Fee: $85.00

Driving Privileges: ____________________________________________

Probation/Parole: Denied Grant for 12 months.

Conditions:
1. Meet with the Court Services Officer at such times as directed.
2. Keep the Court Services Officer informed of current address, telephone number and place of employment.
3. Pay the fine, costs and assessment (if applicable) according to schedule approved by the Court Services Officer.
4. Not leave the Manhattan area without consulting the Court Services Officer.
5. Not violate the law.
6. Note: any illegal drugs and/or alcohol in the 50 day test may result in severe violation of the Order. Failure to take the test is considered a violation.

Other Notes: _________________________________________________

Appeal Filed on __________________ appeal bond set at $__________

* Credit for payment made on obligation towards fines.

PATRICK CAFFEY
Municipal Judge
Matthew Richter, City Prosecutor

of lawful age, being first duly sworn on oath, for complaint against the above named defendant alleges and states:

Count 1

That on or about April 16, 2013, the above named defendant within the corporate limits of the above named City and State, did then and there in violation of the ordinances of said City willfully, unlawfully, and intentionally have marijuana in defendant's possession;

COUNT 2

That on or about April 16, 2013, the above named defendant, within the corporate limits of the above named City and State, did then and there in violation of the ordinances of said City unlawfully possess with intent to use any drug paraphernalia, to wit: a smoking device;

said offenses occurred on or about 12:05pm at 2100 Poyntz Avenue.

Ordinance violated: Manhattan Code of Ordinances 22-91 & 22-92

Notice summons issued for the defendant's appearance on

May 7, 2013, at

Subscribed and sworn to before me on 4.23.13

[Signature]

Notary Public

[Seal]

MARY HAMILTON
Notary Public - State of Kansas

Commission Expires: 3.18.17

Complainant
The foregoing instrument is a correct copy of the original on file and the same is now in full force and effect. Dated this ___ day of ___ Dec., 2014.

[Signature]

Court Clerk of the Municipal Court, Manhattan Kansas
BEFORE THE KANSAS STATE BOARD OF EDUCATION
PROFESSIONAL PRACTICES COMMISSION

In the Matter of
the Professional License
of Bradley West 15-PPC-28

INITIAL ORDER

The above-captioned case comes on for hearing before the Professional Practices Commission (Commission) of the Kansas State Department of Education (KSDE) for consideration of Bradley West's professional license.

The hearing on this matter convened on August 5, 2015. Appearing for the Commission were chairperson, Linda Sleek, and members, Dorsey Burgess, Tavis Desormieres, Kimberly Groom, Justin Henry, John McKinney, Bradley Nicks, and Jessica Snider. Kelli Broers appeared as counsel for KSDE. Bradley West did not appear.

FINDINGS OF FACT

1. Bradley West was first licensed by the Kansas State Board of Education (State Board) in September 2009. With the exception of two months in 2010, he has been licensed since.

2. On or about January 4, 2013, Mr. West sent text messages to a minor female student wherein he requested topless photos of her. This led to his arrest. He was charged in the District Court of Butler County, Kansas with Sexual Exploitation of a Child, a severity level 5 person felony, in violation of K.S.A. 21-5510(a)(1). (Case No. 13 CR 544).

3. Ultimately, Mr. West entered a plea agreement wherein he plead guilty to three counts of Misdemeanor Endangering a Child in violation of K.S.A. 21-5601(a). He was also granted probation of 12 months, which terminates August 25, 2015.

1. KSDE filed a Complaint pursuant to K.A.R. 91-22-5a on June 16, 2015. That Complaint was placed in the mail to Mr. West's last known address on June 17, 2015, by certified mail, return receipt requested. The Complaint was returned as unclaimed.

2. Mr. West did not request a hearing, nor did he file an answer to KSDE's Complaint.

CONCLUSIONS

3. If no answer to a Complaint is filed within 20 days, the Applicant is deemed to have admitted the allegations contained in the Complaint and acquiesced in the proposed action. K.A.R. 91-22-9.
4. Pursuant to K.S.A. 72-8501, the Legislature has declared teaching and school administration to be professions in Kansas with all the similar rights, responsibilities and privileges accorded other legally recognized professions. An educator is in a position of public trust.

5. Any license issued by the State Board may be canceled by the State Board in the manner provided by law, on the grounds of immorality or for any cause that would have justified the withholding thereof when the same was granted. K.S.A. 72-1383.

6. It is within the authority of the State Board to adopt rules and regulations providing for the issuance, renewal, reinstatement and revocation of a license to teach.

7. Any license issued by the State Board may be suspended or revoked, or the license holder may be publicly censured by the State Board for misconduct or other just cause. K.A.R. 91-22-1a.

8. Additionally, any license issued by the State Board may be suspended or revoked, or the license holder may be publicly censured by the State Board for:

   "(2) conviction of any crime involving a minor;

   ...

   "(7) commission or omission of any act that injures the health or welfare of a minor through physical or sexual abuse or exploitation;

   "(8) engaging in any sexual activity with a student . . . ."


9. Mr. West’s sexual misconduct with a minor who was also a student is grounds for revocation of his teaching license.

   THEREFORE the Professional Practices Commission recommends, by a vote of 8 - 0, subject to the State Board’s review, that Mr. West’s teaching license should be revoked.

This Initial Order is made and entered this August 5, 2015.

PROFESSIONAL PRACTICES COMMISSION

[Signature]
Linda Sleck, Chairperson
Order signed on August 13, 2015.
NOTICE TO LICENSEE

This Order of the Professional Practices Commission is not a Final Order and is required to be reviewed by the State Board in accordance with the provisions of the Kansas Administrative Procedure Act.

You may submit to the State Board for its consideration as part of its review of the Initial Order, a written brief citing legal authority as to why the above recommendation should not be accepted. The legal brief must be filed with the Secretary of the Professional Practices Commission at the address indicated below within ten days after service of the Initial Order for transmittal to the State Board.

Theresa Coté
Secretary, Professional Practices Commission
Kansas State Department of Education
900 SW Jackson St.
Topeka, Kansas 66612-1182

CERTIFICATE OF SERVICE

I hereby certify that on this 13th day of August, 2015, a true and correct copy of the above and foregoing was filed with the Secretary for the Kansas State Board of Education and one (1) copy was mailed by certified mail, return receipt requested, to:

Bradley West
227 East Main Street
Augusta, Kansas 67010

And via interoffice mail to:

Kelli Broers
Assistant General Counsel
900 SW Jackson Street, Ste. 102
Topeka, Kansas 66612

Theresa Coté
Secretary, Professional Practices Commission
BEFORE THE KANSAS STATE BOARD OF EDUCATION
PROFESSIONAL PRACTICES COMMISSION

In the Matter of
the Application
of Mallory Latimore

15-PPC-29

INITIAL ORDER

The above-captioned case comes on for hearing before the Professional Practices Commission (Commission) of the Kansas State Department of Education (KSDE) upon Mallory Latimore's application for an emergency substitute license.

The hearing on this matter convened on August 5, 2015. Appearing for the Commission were chairperson, Linda Sleek, and members, Dorsey Burgess, Tayla Desormiers, Kimberly Groom, Justin Henry, John McKinney, Bradley Nicks, and Jessica Snider. Kelli Broers appeared as counsel for KSDE. Mallory Latimore did not appear.

FINDINGS OF FACT

1. Mallory Latimore applied for an emergency substitute license on July 14, 2012. This was her first application for a teaching license in Kansas.

2. On her application Ms. Latimore represented that she had never been convicted of any crime involving theft, drugs, or a child and she represented that she had never entered into a criminal diversion agreement after being charged with a felony or any crime involving theft, drugs, or a child. This was false.

3. In Case No. 2009-CR-1060, in the District Court of Riley County, Ms. Latimore was charged with misdemeanor possession of a hallucinogenic drug or marijuana and possession of drug paraphernalia. She entered into a diversion agreement in March 2010 and stipulated therein that there was sufficient evidence to convict her of the charges. She successfully completed diversion and the case was dismissed on May 18, 2011.

4. In Case No. 12-CR-505, in the District Court of Riley County, Ms. Latimore was charged with misdemeanor possession of marijuana and criminal damage to property for damage done to a Riley County police cruiser. She was granted probation/parole in February 2013. Additionally, she was sentenced to 60 days in the Riley County jail. She successfully completed the terms of her probation/parole and it was terminated on February 24, 2014.

5. In Case No. 13-CR-107, in the District Court of Riley County, Ms. Latimore was charged with misdemeanor possession of marijuana and possession of drug paraphernalia. She entered into a diversion agreement in December 2013 and stipulated therein that after she drove her vehicle into a mailbox and struck two parked vehicles, police searched her car and found marijuana. Later, a smoking device to ingest marijuana was found on her person. Ms. Latimore admitted to smoking marijuana 30-40 minutes before driving. She successfully completed diversion and the case was dismissed on February 17, 2015.
6. KSDE filed a Complaint pursuant to K.A.R. 91-22-5a on June 24, 2015. That Complaint was placed in the mail to Ms. Latimore’s last known address on June 25, 2015, by certified mail, return receipt requested. Ms. Latimore signed for the Complaint on June 29, 2015.

7. Ms. Latimore did not request a hearing, nor did she file an answer to KSDE’s Complaint.

CONCLUSIONS

8. If no answer to a Complaint is filed within 20 days, the Applicant is deemed to have admitted the allegations contained in the Complaint and acquiesced in the proposed action. K.A.R. 91-22-9.

9. Pursuant to K.S.A. 72-8501, the Legislature has declared teaching and school administration to be professions in Kansas with all the similar rights, responsibilities and privileges accorded other legally recognized professions. An educator is in a position of public trust.

10. Any license issued by the State Board may be canceled by the State Board in the manner provided by law, on the grounds of Immorality or for any cause that would have justified the withholding thereof when the same was granted. K.S.A. 72-1383.

11. It is within the authority of the State Board to adopt rules and regulations providing for the issuance, renewal, reinstatement and revocation of a license to teach.

12. A license may be denied by the State Board for misconduct or other just cause including conviction of any misdemeanor involving drug related conduct or entering into a diversion agreement after being charged with a misdemeanor for drug-related conduct. K.A.R. 91-22-1a. Ms. Latimore has been convicted of a misdemeanor involving drug-related conduct and has twice entered into a diversion agreement after having been charged with a misdemeanor for drug-related conduct.

13. Ms. Latimore’s drug-related conduct, entry into a diversion agreement after such conduct, and drug-related convictions are grounds for denial of her application.

THEREFORE the Professional Practices Commission recommends, by a vote of 8 – 0, subject to the State Board’s review, that Ms. Latimore’s application should be denied.

This Initial Order is made and entered this August 5, 2015.

PROFESSIONAL PRACTICES COMMISSION

Linda Steck, Chairperson
Order signed on August 13, 2015.
NOTICE TO APPLICANT

This Order of the Professional Practices Commission is not a Final Order and is required to be reviewed by the State Board in accordance with the provisions of the Kansas Administrative Procedure Act.

You may submit to the State Board for its consideration as part of its review of the Initial Order, a written brief citing legal authority as to why the above recommendation should not be accepted. The legal brief must be filed with the Secretary of the Professional Practices Commission at the address indicated below within ten days after service of the Initial Order for transmission to the State Board.

Theresa Coté
Secretary, Professional Practices Commission
Kansas State Department of Education
900 SW Jackson St.
Topeka, Kansas 66612-1182

CERTIFICATE OF SERVICE

I hereby certify that on this 13th day of August, 2015, a true and correct copy of the above and foregoing was filed with the Secretary for the Kansas State Board of Education and one (1) copy was mailed by certified mail, return receipt requested, to:

Mallory Latimore
7171 Buffalo Spwy #2012
Houston, Texas 77025

And via interoffice mail to:

Kelli Broers
Assistant General Counsel
900 SW Jackson Street, Ste. 102
Topeka, Kansas 66612

Theresa Coté
Secretary, Professional Practices Commission
BEFORE THE KANSAS STATE BOARD OF EDUCATION
PROFESSIONAL PRACTICES COMMISSION

In the Matter of
the Professional License
of Matthew Hobbs

15-PPC-34

INITIAL ORDER

The above-captioned case comes on for hearing before the Professional Practices Commission (Commission) of the Kansas State Department of Education (KSDE) for consideration of Matthew Hobbs’s teaching license.

The hearing on this matter convened on August 5, 2015. Appearing for the Commission were chairperson, Linda Sleck, and members, Dorsey Burgess, Tavis Desormiers, Kimberly Groom, Justin Henry, John McKinney, Bradley Nickels, and Jessica Snider. Kell Brosse appeared as counsel for KSDE. Matthew Hobbs did not appear.

FINDINGS OF FACT

1. Matthew Hobbs has been licensed as a Kansas teacher since 2006. His license is scheduled to expire on October 21, 2017.

2. On September 12, 2014, Mr. Hobbs was charged with felony Unlawful Sexual Relations in violation of K.S.A. 21-3520(a)(8) for engaging in consensual lewd fondling or touching while he was a teacher at Andover Middle School and the victim (DOB 6/10/1992) was a student at Andover High School. The conduct occurred between November 1, 2009, and June 20, 2010.

3. On April 24, 2015, an Amended Information was filed and Mr. Hobbs was charged with misdemeanor Sexual Battery in violation of K.S.A. 21-3517. That same day he entered a plea agreement wherein he agreed to plead no contest to the Sexual Battery charge.

4. Ultimately, Mr. Hobbs was sentenced to 12 months in jail, which was stayed as the court granted him probation of 12 months. Mr. Hobbs was required to register as a sex offender.

5. On May 26, 2015, KSDE asked Mr. Hobbs to voluntarily surrender his license by July 1, 2015, and received no response.

6. KSDE filed a Complaint pursuant to K.A.R. 91-22-5a on July 7, 2015. That Complaint was placed in the mail on July 8, 2015, by certified mail, return receipt requested. The Complaint was signed for on July 10, 2015.

7. Mr. Hobbs did not request a hearing, nor did he file an answer to KSDB’s Complaint.
CONCLUSIONS

8. If no answer to a Complaint is filed within 20 days, the Applicant is deemed to have admitted the allegations contained in the Complaint and acquiesced in the proposed action. K.A.R. 91-22-9.

9. Pursuant to K.S.A. 72-8501, the Legislature has declared teaching and school administration to be professions in Kansas with all the similar rights, responsibilities and privileges accorded other legally recognized professions. An educator is in a position of public trust.

10. Any license issued by the State Board may be canceled by the State Board in the manner provided by law, on the grounds of immorality or for any cause that would have justified the withholding thereof when the same was granted. K.S.A. 72-1383.

11. It is within the authority of the State Board to adopt rules and regulations providing for the issuance, renewal, reinstatement and revocation of a license to teach.

12. The State Board cannot knowingly issue or renew a license to someone convicted of Sexual Battery in violation of K.S.A. 21-3517 when the victim is a minor. K.S.A. 72-1397. The State Board may cancel any license for any cause that would have justified the withholding thereof when the same was granted. K.S.A. 72-1383.

13. A license may be revoked by the State Board for misconduct or other just cause including any crime involving a minor, commission of any act that injures the health or welfare of a minor through sexual abuse or exploitation, or engaging in any sexual activity with a student. K.A.R. 91-22-1a.

14. Mr. Hobbs's sexual misconduct with a minor student and his subsequent conviction for Sexual Battery and registration as a sex offender are grounds for revoking his application.

Therefore the Professional Practices Commission recommends, by a vote of 8-0, subject to the State Board's review, that Mr. Hobbs's application should be denied.

This Initial Order is made and entered this August 5, 2015.

PROFESSIONAL PRACTICES COMMISSION

[Signature]
Linda Sleek, Chairperson
Order signed on August 13, 2015.
NOTICE TO LICENSEE

This Order of the Professional Practices Commission is not a Final Order and is required to be reviewed by the State Board in accordance with the provisions of the Kansas Administrative Procedure Act.

You may submit to the State Board for its consideration as part of its review of the Initial Order, a written brief citing legal authority as to why the above recommendation should not be accepted. The legal brief must be filed with the Secretary of the Professional Practices Commission at the address indicated below within ten days after service of the Initial Order for transmittal to the State Board.

Theresa Coté  
Secretary, Professional Practices Commission  
Kansas State Department of Education  
900 SW Jackson St,  
Topeka, Kansas 66612-1182

CERTIFICATE OF SERVICE

I hereby certify that on this 13th day of August, 2015, a true and correct copy of the above and foregoing was filed with the Secretary for the Kansas State Board of Education and one (1) copy was mailed by certified mail, return receipt requested, to:

Matthew Hobbs  
1618 Lantern Lane CT  
Andover, Kansas 67002

And via interoffice mail to:

Kolli Broers  
Assistant General Counsel  
900 SW Jackson Street, Ste. 102  
Topeka, Kansas 66612

[Signature]
Theresa Coté  
Secretary, Professional Practices Commission
To Whom it May Concern,

My name is Matt Hobbs and I am a former teacher at Andover Middle School in Andover, Kansas. I am writing you in an effort to ask you to graciously consider accepting the surrender of my license. I understand there has already been a vote to take my license, however it is my hope that after I explain my circumstances, you might reconsider.

A letter was sent to me from the State in late May, informing me of my option to surrender my license or have it taken from me. This letter was sent to an old address, one that I had not lived at for approximately 2 years. The letter was held by the person at that address and did not make its way to me until the end of the day on July 1st, which was also the day that I was to have had mailed correspondence back to the state. I decided that the offices would likely be closed and I had missed the deadline, so I mistakenly assumed I had no choice.

I later learned that another letter was sent in early July, by certified mail. My brother-in-law currently lives with us and he signed for the letter. I never saw the letter – I can only assume that it was either misplaced or mistakenly thrown away. If I had seen this letter and known that I had been given a second opportunity to surrender my license I would have gladly taken it.

I received a letter August 17th after I got home from work that said a vote had already been taken to relieve me of my license. I immediately called the State offices on the morning of August 18th to try to get some clarification on my options.

It has always been my hope and intention, if given the choice, to surrender my license. I understand the Board of Education has a job to do and I have always respected their work and decisions. I humbly ask that you consider accepting my surrender due to extraordinary circumstances. While I know that the outcome will not be any different, I would like to surrender my license to the board. Thank you for your time and consideration.

Respectfully,

Matt Hobbs
VOLUNTARY SURRENDER

I, Matthew Hobbs, hereby knowingly and voluntarily surrender my professional license to the Kansas State Board of Education. I am voluntarily surrendering my license as a result of the act(s) that resulted in my conviction for Sexual Battery, a Class A misdemeanor, State of Kansas vs. Matthew Hobbs, 14-CR-438, District Court or Butler County, Kansas.

I further acknowledge and understand that my surrender is subject to approval by the State Board of Education, which may publicly censure me, suspend my license or revoke my license, and by surrendering my license, I waive any objection to or contestation of findings made by the Professional Practices Commission or the State Board of Education. I further acknowledge and understand that notice of the suspension or revocation of my license will be provided to all local education agencies in the State of Kansas and to the agency responsible for issuing educator licenses/certificates in each of the other states.

Signature
Matt Hobbs
(Printed or typed name)
1618 Lantern Ln Ct
(Street address)
Andover KS 67002
(City) (Zip)

STATE OF KANSAS )
COUNTY OF ) ss:

BE IT REMEMBERED that on this 18th day of August, 2015, before me, the undersigned, a notary public in and for the county and state aforesaid, came Matt Hobbs, who is personally known to me to be the same person who executed the within instrument and such person duly acknowledged the execution of the same.

IN TESTIMONY WHEREOF, I have set my hand and affixed my official seal the day and year last above written.

Notary Public

My appointment expires:

July 3, 2016

JOLENE K. ROSE
MY COMMISSION EXPIRES July 3, 2016
BEFORE THE KANSAS STATE BOARD OF EDUCATION
PROFESSIONAL PRACTICES COMMISSION

In the Matter of
the Professional License
of Ronald Michels

15-PPC-37

INITIAL ORDER

COMES NOW the Professional Practices Commission on August 5, 2015, and makes the following recommendations to the Kansas State Board of Education.

FINDINGS OF FACT

1. Ronald Michels has been licensed by the Kansas State Board of Education since June 1983.

2. Mr. Michel’s agreed to voluntarily surrender his teaching license in Case No. 15-CR-18, in the District Court of Linn County, Kansas, as a consequence of his misconduct and subsequent convictions for misdemeanor Telephone Harassment in violation of K.S.A. 2013 Supp. 21-6206(a)(1)(A) and Promoting Obscenity in violation of K.S.A. 2013 Supp. 21-6401(a)(3).

3. His attorney, Scott Toth, submitted Mr. Michel’s executed and notarized voluntary surrender on July 20, 2015.

CONCLUSIONS

1. A member of the teaching or school administration profession may voluntarily surrender his license to the Commission. The surrender shall be investigated by the Commission. A recommendation shall be made by the Commission to the State Board for disposition of the license. K.A.R. 91-22-5a(e).

2. Under these circumstances, notice of the possible revocation of Mr. Michel’s license and the opportunity for him to have a hearing are not required to revoke his license. See K.A.R. 91-22-1a(h) (Before a license is revoked for any act described in K.A.R. 91-22-1a(a), the person shall be given notice and an opportunity for a hearing).

THEREFORE the Professional Practices Commission recommends, by a vote of 8 – 0, subject to review by the State Board, that Ronald Michel’s voluntary surrender of his license should be accepted and his professional teaching license should be revoked immediately.

This Initial Order is made and entered this August 5, 2015.

PROFESSIONAL PRACTICES COMMISSION

Linda Skeel, Chairperson
Order signed on August 13, 2015.
NOTICE TO LICENSEE

This Order of the Professional Practices Commission is not a Final Order and is required to be reviewed by the State Board of Education in accordance with the provisions of the Kansas Administrative Procedure Act.

You may submit to the State Board of Education for its consideration as part of its review of the Initial Order, a written brief citing legal authority as to why the above recommendation should not be accepted. The legal brief must be filed with the Secretary of the Professional Practices Commission at the address indicated above within ten days after service of the Initial Order for transmittal to the State Board.

CERTIFICATE OF SERVICE

I hereby certify that on this 13th day of August 2015, a true and correct copy of the above and foregoing was filed with the Secretary for the Kansas State Board of Education and one (1) copy was mailed by certified mail, return receipt requested, to:

Ronald Michels
100 W. Park Street
Pleasanton, Kansas 66075

And via interoffice mail to:

Kelli Broers
Assistant General Counsel
900 SW Jackson Street, Ste. 102
Topeka, Kansas 66612

Theresa Côté
Secretary, Professional Practices Commission
VOLUNTARY SUERRENDER

I, Ronald Scott Michels, in compliance with the plea agreement I entered in Case No. 15-CR-18, in the District Court of Linn County, Kansas, hereby surrender my professional license (No. 8316723/76) to the Kansas State Board of Education for revocation as a consequence of my subsequent convictions of the following offenses: Telephone Harassment in Violation of K.S.A. 2013 Supp. 21-6006 (b)(1)(A), and Promoting Obscenity in violation of K.S.A. 2013 Supp. 21-6401(b)(2).

I waive any objection to or contestation of findings made by the Professional Practices Commission or the Kansas State Board of Education made in relation to this surrender. I further acknowledge and understand that notice of revocation of my license will be provided to all local education agencies in the State of Kansas and to the agency responsible for issuing educator licenses/certificates in each of the other states.

Ronald Scott Michels

(Please print or type name)

1100 S. Park Street

(Please provide street address)

Pleasanton, KS 66075

(Zip)

VERIFICATION

STATE OF KANSAS
COUNTY OF

BE IT REMEMBERED that on this 16th day of July, 2015, before me, the undersigned, a notary public in and for the county and state aforesaid, came RONALD MICHELS, who is personally known to me to be the same person who executed the within instrument and each person duly acknowledged the execution of the same.

IN TESTIMONY WHEREOF, I have set my hand and affixed my official seal the day and year last above written.

My appointment expires:

9-10-2016

NOTARY PUBLIC - State of Kansas

CONNIE S. KRULL

(Seal)

My App't Exp. 9-10-2016
Item Title:
Act on revisions to Board Policy Guidelines

Board Goals:
Board Matters

Recommended Motion:
It is moved that the Kansas State Board of Education adopt the recommendations of the Board Policy Committee as presented for updating the Policy Guidelines, and instruct the Committee to post the revised edition on the Board page of the KSDE website for accessibility.

Explanation of Situation Requiring Action:
According to Board Policy 1001, the Policy Committee of the Board shall review policies every two years and suggest any changes deemed necessary. The Guidelines are a separate section of the Policy Book.

Committee Chair Janet Waugh presented the final recommendations for updating the Guidelines to the Board in August. The complete redline version is provided along with a recommended motion for approval. Policy Committee members are Janet Waugh, Kathy Busch and Jim Porter. They are assisted by Board Attorney Mark Ferguson and Board Secretary Peggy Hill.
GUIDELINES

OF THE

KANSAS STATE BOARD OF EDUCATION
STATE BOARD GUIDELINES/PROCEDURES
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Procedure A: New Board Member Orientation

Procedure B: Conducting Evaluations

Adopted: February 9, 2000
Amended: May 10, 2000
Amended: September 9, 2003
Amended: December 10, 2003
Amended: August 10, 2005
Amended: November 14, 2007
Amended: September 10, 2008
GUIDELINE I
GUIDELINES FOR APPROVAL OF MEETING ATTENDANCE
(BOARD MEMBER TRAVEL)

A. Legal Basis

1. K.S.A. 72-7511a provides that State Board members are to get the same compensation, travel expenses and subsistence allowance as provided in K.S.A. 75-3212 for members of the legislature when members attend a meeting which has been approved by the State Board.

2. K.S.A. 75-3212 says members of the legislature are entitled to:
   
   (a) the amount of compensation and subsistence allowance prescribed in K.S.A. 46-137a for actual attendance at in-state meetings;
   
   (b) the subsistence allowance incurred in going to and returning from in-state meetings on days other than days of meetings, if the legislator lives more than 100 miles from the location of the meeting; and
   
   (c) the mileage rate authorized by K.S.A. 75-3203a for each mile actually traveled by the usual route in going to and returning from authorized in-state meetings. The Commissioner will inform the Board annually of the current rate.

3. K.S.A. 46-137a provides for the amount of compensation (salary) and the rate of subsistence allowance (per diem). The Commissioner KSDE staff will inform the Board annually of the current rates.

4. Any member of the State Board may waive payments of compensation, subsistence allowance, or mileage to which the member is entitled.

B. Preapproved Attendance

The State Board grants approval to each member of the Board as follows:

1. Attendance at regular or special meetings of the State Board.

2. Attendance at any meeting at which the member is attending as the designated representative of the State Board. Any time a Board-member is appointed by the Chair, the Commissioner, or the-Governor, to participate on a committee, work group, study group, task force, council or other group for a state or national-wide educational organization, the Board shall vote to authorize travel/salary expenses for such participation.
3. To comply with State ethics laws, the Board must vote to approve a Board member's travel even when the travel expenses are paid by a third party.

C. Discretionary Attendance

1. (a) Each Board member shall have discretion in attending any meeting not specified in section B of these Guidelines. However, the receipt of state allowances is subject to approval of such attendance by the State Board.

   (b) When approving travel by Board members, the State Board will consider the balance of the allotment available to each Board member under section D.

2. The State Board will not grant approval for attendance at any partisan, political activity or event.

3. To comply with State ethics laws, the Board must vote to approve a Board member's travel even when the travel expenses are paid by a third party.

D. Annual Allocation for Board Member Travel

In July of each year, KSDE fiscal services staff shall calculate the amount of funds available to each Board member based upon the following formula:

1. From the total amount appropriated for the State Board’s budget, subtract an amount sufficient to pay for each Board member’s attendance at monthly State Board meetings.

2. Divide the amount determined by step 1 by 14.5. The resulting amount shall be termed “a share.”

3. Allocate to each Board member one share as derived from step 2.

4. Allocate one additional share to each of the following Board members:
   a. Chairman
   b. Vice Chairman
   c. District 5 Member
   d. Legislative Liaison. (This share shall be available after January 1.)

5. Allocate one-half of an additional share to the Assistant Legislative Liaison. (This one-half share shall be available after January 1.)
The amounts so determined shall be available for State Board member travel from July 1 to June 30 of each fiscal year unless the Board member's term expires. In such event, the remaining amount shall carryover for the succeeding Board member.

If there are unencumbered funds on June 30 of any year, those funds shall be carried forward and allocated for expenditure in the next fiscal year.

The formula set forth in this Guideline may be waived by an affirmative vote of the State Board.

E. Definitions

The following definitions shall apply to this Guideline:

a. Discretionary attendance means attendance at any meeting in which the Board Member is not participating as a designated representative of the State Board.

b. Designated representative means a Board Member appointed by the Chair or the Commissioner or elected by the Board to serve on a national or statewide committee on behalf of the Board.

Adopted: March 10, 1998
Amended: September 14, 1999
Amended: December 12, 2001
Amended: November 12, 2002
Amended: November 14, 2007
Amended: November 10, 2009
GUIDELINE II
ACCESS TO COMMUNICATION EQUIPMENT BY STATE BOARD MEMBERS

During the term of office of each State Board member, the member shall have can request access to a laptop computer. the following communication equipment for use at the member’s residence:

1. Personal computer;
2. Printer; and
3. Facsimile machine.

This equipment will be encrypted and will be provided at public expense for the purpose of allowing the Board member to carry out his or her public duties between meetings of the State Board. Any equipment provided to a Board member shall be returned to the State Board office within 15 days after the conclusion of the Board member’s service. On the State Board, or the Board member may elect to purchase the equipment at an amount determined under policies of the State Department of Administration. No state funds or equipment shall be used for any partisan, political activity or event.

Adopted: March 10, 1998
GUIDELINE III
RESTRICTING EXPENDITURES AND USE OF EQUIPMENT

No state funds or equipment shall be used for any partisan, political activity or event.

(Now included within Guideline II)

Adopted: August 10, 2005
GUIDELINE IV  III
DISCUSSING AND ADDRESSING ISSUES

A. If the State Board determines to address an issue, in accordance with Board Policy No. 1010E, the Board shall decide the process for to be employed in having meaningful discussion about the issue and the strategy for to be followed in addressing it. the issue.

B. The process for meaningful discussion may include, but is not limited to, the following:

1. receiving information, reports and options from staff of the Department or persons selected by the Department;

2. receiving information, reports and options from individuals selected by the State Board;

3. gathering and review of information by a subcommittee of the Board selected by the State Board or by an external committee appointed by the State Board;

4. the holding of public hearings to receive information from the general public in regard to the issue;

5. work sessions or retreats by the State Board to focus on the particular issue;

6. discussion of the issue by the full Board at one or more meetings, with action taken after full discussion of the issue; and

7. any other procedure agreed to by the State Board.

C. The purpose of Board Member Reports is to allow members to report on meetings of boards, commissions, or organizations to which they have been assigned to represent the Board. It is also an opportunity to report on meetings or conferences attended. During the time provided for Board Member Reports, it is inappropriate to use it as an opportunity to present one's views on issues not currently being addressed by the Board or to bring up issues for debate or discussion.

The opportunity to raise topics Topics suggested for discussion may be requested is to request that an issue be added as a future agenda item or work session, and to use the time allowed for discussion when it appears on a Board meeting or work session agenda. When making a request, it is also inappropriate at the time when a request is made for the requestor to enter into a lengthy explanation or to try to engage other members in a dialogue regarding the issue or topic requested.
D. When the State Board determines that a particular item involves complex, difficult or controversial issues, time shall be devoted to developing a strategy for discussions on, and consideration of, that item. The State Board shall decide what strategy or strategies shall be employed to study, discuss and decide the issues involved.

E. D. All discussion shall be directed to the issue under study and not towards other members of the Board or other individuals.

F. E. All discussion shall adhere to the State Board’s Policy on Boardsmanship Expectations (Policy No. 1006).

Adopted: February 9, 2000
Amended: November 20, 2009
GUIDELINE V. IV.
HEARING OFFICER RECOMMENDATIONS

At any time the Board is scheduled to act upon the recommendation of a hearing officer, any Board member wishing to propose action other than that which has been recommended may consult with the State Board attorney for purposes of complying with K.S.A. 77-526. This statute requires that all orders of a state agency shall include, separately stated, findings of fact, conclusions of law and policy reasons for the decision.

Adopted: January 12, 1994
Affirmed: March 10, 1998
GUIDELINE VI  V.
LAND TRANSFERS

I. Governing Law

K.S.A. 72-7108 provides that a transfer of land from one school district to another can be made only under the following conditions:

1) Upon the written agreement of any two local boards of education and approval by the State Board; or

2) Upon order of the State Board after a petition to transfer territory has been filed by a local board and a public hearing on the petition has been held by the State Board.

The Kansas Supreme Court has determined that any land transfer must be consistent with, and not in derogation of, the purposes and provisions of the school unification acts. In addition, K.S.A. 72-7108 contains factors that must be considered by the State Board when reviewing land transfer requests.

II. Considerations Regarding Requests for Land Transfers

The following considerations assist the State Board in determining whether to grant a land transfer request.

1) The ultimate consideration must be the long-term effect a transfer would have on students living in: (1) the petitioned area, (2) the receiving district, and (3) the giving district. It also must include, under K.S.A. 72-6734 (not 6437), whether the transfer would add to the general improvement of the public schools in the state and the equalization of the benefits and burdens of education throughout the effected communities.

2) To justify taking land, by petition, from one school district and giving it to another, a material change in circumstances of a substantial and weighty nature must exist so that a reasonable person would recognize that the educational interests of all affected children (inside and outside of the transfer area) could be better served by adjusting district boundaries, without any serious detrimental effect upon students or upon the district from which the land will be transferred.

3) The type of change in circumstances that justifies a transfer of land by petition is difficult to describe in the abstract.
However, examples of a material change in circumstances that may justify a transfer of land include, but are not limited to:

a) a recent school closing which makes it more practical for students to attend school in an adjoining district;

b) the establishment of a new and more distant attendance center; or

b) changes in natural barriers, such as lakes and rivers or construction of highways, which substantially increases the time a student must spend in traveling to and from school.

4) Examples of changes which do not constitute a material change in circumstances for purposes of transferring land from one district to another include, but are not limited to:

a) A change in a local board of education’s transportation policy to prohibit buses from adjoining school districts from entering the district to transport students;

b) a change in school district property taxes; or

b) a land transfer request which is primarily to gain a financial advantage for individuals, such as, assisting in suburban land development.

5) The State Board’s consideration of a petition to transfer land is not limited to how persons in the petitioned area will be affected. The State Board also must consider how persons outside the petitioned area and the school districts (locally and statewide) may be affected.

6) A transfer of land by agreement from one school district to another, generally, should be approved by the State Board absent noncompliance with state law or other compelling reasons.

Petitions to transfer land should be submitted to the Kansas State Department of Education by no later than February 15 if the transfer is to become effective the following July 1.

Adopted: May 10, 1977
Amended: February 12, 1986
Amended: March 10, 1998
Amended: November 14, 2001
Amended: September 9, 2003
GUIDELINE VII   VI
PARTICIPATION IN INTERSCHOLASTIC
ATHLETICS UNDER S.B.R. 91-31-34

1. No school shall allow students below the sixth grade to participate in interscholastic athletics.

2. Any qualifying middle, junior or senior high school may join the Kansas State High School Activities Association (KSHSAA) and participate under its rules. Any school which is not a member of the KSHSAA shall comply with the following guidelines.

3. Each school which allows students in grades 7 to 12 to participate in interscholastic athletics shall adhere to the rules of the KSHSAA. The rules Handbook of the KSHSAA may be obtained from either the KSHSAA or the Kansas State Department of Education (KSDE).

4. Each school providing interscholastic athletics for student in sixth grade shall adhere to the following requirements:

   a. Coaches shall adhere to Rule 10 of the KSHSAA.

   b. Students are not No student is eligible to represent their any school in interscholastic athletics, spirit or spirit competition groups until there is on file, with the superintendent or principal, a signed statement by a practicing physician, physicians' assistant, chiropractor, or osteopathic physician certifying that the student has passed an adequate physical examination and is physically fit to participate in interschool athletics, spirit or spirit competition groups. The statement must be signed by any of the following licensed health care providers: (i) a physician; (ii) a chiropractor; (iii) a physician assistant (PA) who has been authorized to perform this examination by a Kansas licensed supervising physician; or (iv) an advance practice registered nurse (APRN) who has been authorized to perform this examination by a Kansas licensed supervising physician. This statement shall also be signed by a parent or legal guardian, statng the student has permission to participate. Physical forms, to be signed by the health care providers listed previously, and parents, may be obtained from the KSDE.

   c. In scheduling athletic contests, each school shall:

      1. Schedule, for each team, no more than one interschool contest each week, exclusive of tournament games. One regularly-scheduled game and one make-up game may be scheduled during the same week only once during the season; and
2. have the approval of the school building administrator.

d. Practice time shall not exceed one hour and 30 minutes per school day. Any practice session held between two schools shall not be considered as practice time, but shall count as one of the allowed number of contests per season. Interschool competition shall not be held without each participating team having completed eight scheduled practices.

e. Each student shall have the following activity limitations:
   A. **Basketball.** No student shall participate in more than 16 basketball games, including games played in tournaments, in any school year. Quarters shall be a maximum of six minutes.
   B. **Softball and Baseball.** No student or team shall participate in more than eight games of interschool competition during a season.
   C. **Track and Field.** No student shall participate in more than seven meets. Students are limited to three events per day, including relays. No student may compete in more than 2 races of 440 yards (400 M) or more in one day. No student may compete in any race of more than 1600 meters. All facilities for field event competition shall meet standards established or approved by National Federation (NFHS) Rules which may be obtained from the KSDE.
   D. **Gymnastics.** No student shall participate in more than eight meets during a season, or more than two events per day. "All-around" competition may be counted as one of the two events.
   E. **Soccer.** No team shall participate in more than 10 games during a season, including tournaments.
   F. **Volleyball.** No team shall participate in more than eight days of interschool competition during a season, including tournaments.
   G. **Golf.** No team shall participate in more than seven days of interschool competition during a season.
   H. **Tennis.** No team shall participate in more than seven days of interschool competition during a season.
   I. **Cross Country.** No team shall participate in more than six meets during a season. No student shall be allowed to run more than 3200 meters on any day.
   J. **Tackle Football, Boxing and Wrestling.** Students shall not participate in tackle football, boxing or wrestling.
f. Sixth-grade students of an individual school system may participate in middle/junior high school interscholastic athletics, other than tackle football, boxing and wrestling, to the extent allowed by these guidelines. However, these students shall not participate in the same sport during the same period of time for both the school and some other sponsor non-school club or recreation team.

 Adopted: March 10, 1998
 Amended: November 14, 2001
 Amended: September 9, 2003
GUIDELINE VIII VII
ISSUANCE OF A VISITING SCHOLAR LICENSE

To apply for Visiting Scholar License, an individual must submit:

1. a complete application, including official transcripts;

2. written verification from the hiring official of the accredited education agency that the applicant will be employed if a Visiting Scholar License is issued, including the proposed teaching schedule for the individual and a list of the subject areas and grade levels for which licensure is requested;

3. documentation that the applicant meets at least two of the three base criteria for the Visiting Scholar License which are stated on the application; and

4. the licensure fee.

The application will be reviewed by the Teacher Education and Licensure Office. An incomplete application will be returned to the applicant. If the application is complete, it will be forwarded to the Commissioner of Education for consideration. The Commissioner of Education will make a recommendation to the State Board of Education to either issue or deny the Visiting Scholar License. The State Board of Education will make the final determination regarding the issuance or denial of the Visiting Scholar License. If granted, the Visiting Scholar License is valid through June 30 of the school year in which it is issued. Complete applications need to be received by July 1 in order to be considered at the August State Board of Education meeting and result in licensure by the start of the school year.

The Visiting Scholar License is intended for those individuals who can provide unique educational experiences for the students in the classroom. This is the primary consideration in granting or denying a Visiting Scholar License. When an individual has been issued a Visiting Scholar License, that individual is eligible to renew the license, each year, by completing the application process and documenting professional learning prescribed by the district. A Visiting Scholar License may be renewed for more than one year.

Adopted: September 14, 1999
Amended: December 10, 2003
GUIDELINE IX VIII
APPLICATIONS TO HOLD AN ELECTION ON THE QUESTION OF ISSUING BONDS IN AN AMOUNT EXCEEDING A SCHOOL DISTRICT’S GENERAL BOND DEBT LIMITATION

A. PROCEDURES
1. All forms necessary for unified school districts to make application to the State Board of Education to conduct an election for authority to issue bonds in an amount exceeding the general bond debt limitation of the school district shall be available from the Division of Financial Services of the State Department of Education.

2. The notice required by K.S.A. 75-2317 of the intention to file an application for permission to exceed the general bond debt limitation must be made one time in a newspaper of general circulation in the district and the publication must be made no later than the 10th day of the month in which the application is submitted to the State Board.

3. All materials concerning an application for permission to hold a bond election must be received by the Division of Financial Services by at least the 15th day of the month in which the application is to be submitted to the State Board.

B. MATERIALS TO BE SUBMITTED
Each local board of education making application to the Kansas State Board of Education for approval to conduct a bond election under K.S.A. 75-2315 et seq. shall submit the following materials:
1. Application (form 7-212-110);
2. Resolution to Submit Application to the State Board (form 7-212-106);
3. Published Notice of Intent to File an Application and Affidavit of Publication (form 7-212-108);
4. Certified Assessed Valuation of School District (form 7-212-114); and
5. Bond Election Questionnaire (form 7-212-118).

C. STAFF RECOMMENDATION

Upon receiving a timely and complete application in accordance with these Guidelines, staff shall review the information and make a recommendation to the State Board on whether to approve or deny the application. The recommendation shall include a statement of the facts that support the recommendation.

Adopted: May 10, 2000
Amended: September 9, 2003 (BOND FORMS & QUESTIONNAIRE DELETE)
The Kansas Legislature has assigned to the State Board of Education the responsibility to administer the Charter School statutes, K.S.A. 72-1903 to 72-1911. To assist the State Board in fulfilling this responsibility, the staff of the Kansas State Department of Education (KSDE) shall adhere to the following procedures in submitting recommendations for approval or disapproval of initial charter school petitions under K.S.A. 72-1906.

1. The format for the petition by a school district shall include a narrative for each of the 15 areas required by law to be addressed.
2. Each district filing a petition shall be provided, upon request, technical assistance by the KSDE staff.
3. The KSDE staff shall assemble a review committee comprised of at least three, but not more than 12, people from across the state to review the petitions. Staff shall ensure that membership includes persons who currently operate charter schools.
4. The KSDE staff shall develop a scoring rubric based on the requirements of the law and provide training to the persons selected to review the petitions to ensure rater reliability.
5. The State Board shall receive the petition recommendations in one month and act on them in the following month.

In addition, KSDE staff shall adhere to the following procedures in submitting recommendations for approval or disapproval of requests for renewal of charter schools under K.S.A. 72-1907.

- In August of the school year in which each charter school's approval will expire, staff will contact the Superintendent and ask if the district intends to seek renewal of the charter school. (This early contact is because the district will have to gather and organize the information to justify its request for renewal and submit it to the State Board on or before February 1, if renewal is to be sought.)
- Staff will send to each district that chooses to renew its charter school written instructions of what is required to renew the charter school, including the deadline for submission of required information.
- Staff shall review the information submitted for each charter school and shall prepare a recommendation to the State Board on whether the charter school should be renewed. Each recommendation shall include a detailed explanation for the recommendation, including a review of the school's progress in achieving its program goals.
- Staff recommendations shall be provided to the State Board members prior to the March meeting of the State Board.

Adopted: December 10, 2003
Procedure A: **New Board Member Orientation**

1. The purpose of orientation is to prepare newly elected Kansas State Board of Education members for their public office. Following orientation procedure applies to each even-numbered election year and the following odd-numbered year. and acquaint them with programs and activities of the Kansas State Department of Education.

2. On or before November 15 of an election year, the Board Secretary shall send the following welcome letter to each Board member-elect with information to include:
   a. Links to Board Policies and Guidelines
   b. List of School Districts in his/her Board District
   c. Contacts of School District Superintendents in his/her Board District
   d. Draft calendar of upcoming year’s Board meetings
   e. Request for photo and bio
   f. Request for ordering name badge, name plate

   a. A copy of the Board Policies, Guidelines and Procedures;
   b. A copy of the Department of Education Regulations;
   c. A booklet on federal programs;
   d. A booklet on special education;
   e. An organizational chart for the Kansas Department of Education;
   f. Information about Board elections and appointments; and
   g. Information about health insurance programs.

3. On or before November 15th, the Board Secretary shall send a questionnaire to each continuing Board Member and each Board Member-elect. Each continuing Board Member and each Board Member-elect shall complete the questionnaire and return it to the Commissioner of Education on or before December 1st for use at the first orientation session. Suggested topics for the questionnaire could include the following: background and experience; understanding of the roles and responsibilities of board members; identification of individual goals and potential issues for the Board to address; evaluation of the Board’s progress in achieving current goals; strategies for working with the legislature and governor; expectations; biography; photograph; computer needs; contact information; preferred public contact information.

3. In early December, on or before November 15th, the Board Secretary shall notify each continuing Board Member and each Board member-elect regarding that an orientation session will be held on the day immediately preceding the first day of the December Board Meeting. The notice shall include an agenda for the orientation session and any necessary attachments. Each continuing Board member and each Board member-elect is expected to attend the orientation session to be held on the day immediately preceding the first day of the December Board meeting. A suggested agenda for
this orientation session could include the following: a discussion of each member’s expectations, issues, concerns, and goals for the Board; Board member roles and responsibilities; characteristics of an effective Board member; differences between a state board and local board of education, the legal authority and responsibility statutory and regulatory authority of the Board; Open Meetings Act; Board Policies and Guidelines; regulations; Board communications plan; Board elections and appointments; tour of KSDE building; and governmental and constituent relations.

In preparation for the session, Board members should receive:

- Board mission and goals, roles and responsibilities
- KSDE organizational chart, contact information for Commissioner and Deputy Commissioners
- Kansas Open Meeting Act, Open Records Act
- Draft calendar of Board meeting dates for the year
- Outline of regular communications to expect from Commissioner and Board Secretary
- Roles and duties of Board Secretary and Board Attorney
- Request for ordering business cards, stationery
- Instructions for submitting travel reimbursement (plus budget limitations) and payroll information
- Overview of benefits (insurance, KPERS, etc.)
- Required forms (W-9, I-9, permission for building key card)
- Parking instructions and parking tag

4. Details concerning swearing-in ceremonies, which differ during a gubernatorial election year, will be provided to newly elected and re-elected Board members as soon as they are made available to the Board Secretary.

5. When the agenda for the January Board meeting is distributed, the Board Secretary shall send each continuing Board Member and notify each Board member-elect a notice that an orientation session will be held prior to the first day of the January Board meeting. The notice shall include an agenda for the orientation session and any necessary attachments. This orientation session is required for each Board Member-elect and optional for continuing Board Members. A suggested agenda for this orientation session could include the following: computers/meeting technology; travel/payroll/insurance; agenda development process; position descriptions for the secretary and commissioner; issues and questions regarding the January Board Meeting agenda; and questions from the previous orientation session.
In preparation for the session, Board members should receive:
   a. Statement of Substantial Interests form from Secretary of State’s Office
   b. List of committee members of advisory groups that work with State
      Board and KSDE
   c. List of legislators in Board District
   d. Overview of legislative process and committees
   e. Chronicle of major Board decisions for the past year
   f. General calendar of events Board members may attend (Kansas Teacher
      of the Year, annual conference, etc.)

6. When the agenda for the February Board meeting is distributed, At least 14
   calendar days prior to the February Board Retreat, the Board Secretary shall
   notify each of the new Board members that an distributed with the regular
   meeting materials a notice for a one-day orientation session to will be held prior
   to the on the Wednesday first day of the February Board meeting, or at a time
   conveniently scheduled around the Board’s annual retreat. The notice shall
   include an agenda for the February orientation session and any necessary
   attachments. All members of the Board are expected to attend this orientation
   session. A suggested agenda for this orientation session could include the
   following: the purpose and process for strategic planning; the process for
   strategic planning; the Board’s mission, goals, and strategic plan from the
   preceding year, an overview of the legislative process and committees, a tour of
   the capitol; overview from the KSDE Divisions of Learning Services and Fiscal
   and Administrative Services; information from KSDE communications
   department; supervision of Kansas State School for the Deaf and Kansas State
   School for the Blind; general issues and questions from new members, related to
   the February Board Meeting agenda; and questions from the previous orientation
   sessions issues and questions related to February Board meeting agenda; and
   questions from the previous orientation sessions.

7. When the agenda for the March Board meeting is distributed, the Board Secretary
   shall include a notice for an orientation session to be held on the day preceding the
   first-day of the March Board meeting. The notice shall include an agenda for the
   March orientation session and any necessary attachments. This orientation session
   is required for new Board Members and optional for continuing Board Members. A
   suggested agenda for this orientation session could include the following:
   presentations from KSDE teams; issues and questions related to the March Board
   Meeting agenda, and questions from the previous orientation sessions.

8. When the agenda for the May Board meeting is distributed, the Board
   Secretary shall include a notice for an orientation session to be held on the day
   preceding the first day of the May Board meeting. The notice shall include an
   agenda for the May orientation session and any necessary attachments. This
   orientation session is required for new Board Members and optional for
   continuing Board Members. A suggested agenda for this orientation session
could include the following: presentations from KSDE teams; issues and questions related to the May Board Meeting agenda, and questions from the previous orientation sessions.

9. When the agenda for the June Board meeting is distributed, the Board Secretary shall include a notice for an orientation session to be held on the day preceding the first day of the June Board meeting. The notice shall include an agenda for the June orientation session and any necessary attachments. This orientation session is required for new Board Members and optional for continuing Board Members. A suggested agenda for this orientation session could include the following: presentations from KSDE teams; issues and questions related to the June Board Meeting agenda, and questions from the previous orientation sessions.

10. If the Board determines that adaptation of the orientation sessions would benefit new members required to be held in May or June are unnecessary, then the schedule may be adjusted. It may cancel either one or both of them with a majority vote.

11. At the end of each the orientation session process, the participants will complete an evaluation form and return it to the Commissioner, Board Chairman and Vice Chair. The Commissioner may use the feedback from evaluations to develop agendas for future orientation sessions.

9. Newly-elected Board members attending required orientation sessions may request mileage and per diem in accordance with State travel regulations. However, the expenses of members-elect to attend regular Board meetings cannot be paid until their term of office begins. (Policy 1004)

Adopted: September 10, 2008
PROCEDURE B: Conducting Evaluations

1. The Human Resources Director will initiate the evaluation process for the Commissioner, Board Secretary, and Board Attorney by sending the evaluation forms to the Board Members immediately following the October Board meeting of each year. The HR Director will provide instructions for submitting the completed evaluation forms to the Board Chairman or the person designated to receive the forms by the Board Chairman.

The initial evaluation is within six months of hire and annually thereafter. See Policy 2002

2. Each Board Member must complete the evaluation form and return it to the Chairman or designee by November 1 of each year.

3. The Chairperson will compile the final evaluation results based on the input received from the other Board members and any other person as requested.

4. The Board may consult with any person it considers to have relevant information regarding an evaluation. Such consultation may be in person during an executive session or by written report submitted to the Board Chairperson.

5. The entire Board will discuss the evaluation results during executive session at the November Board meeting.

6. The Commissioner will include the Board’s summary evaluation results when evaluating the Board Secretary’s performance. The Commissioner will complete the Board Secretary’s evaluation by filling out the State employee evaluation form, incorporating the Board’s input from the compiled evaluation results.

7. After the final evaluation is approved by a majority of the Board members, the Chairperson will discuss the evaluation with the person being evaluated. If the person being evaluated is the Board Secretary, the Commissioner will discuss the evaluation with the Board Secretary, and the Chairman may join the Commissioner during the discussion.

8. The evaluation forms will be housed with the KSDE Human Resources Office.

Adopted: September 10, 2008
Amended: October 17, 2012
Kansas State Board of Education

Annual Performance Review of the Board Attorney

The process used to review the performance of the Board Attorney is composed of a rating of selected duties and responsibilities and general comments on performance.

PART ONE: Selected Duties and Responsibilities

The State Board is asked to rate the Board Attorney on the duties and responsibilities listed below using the following scale:

1. Does not meet expectations
2. Somewhat meets Approaching expectations
3. Meets expectations
4. Exceeds expectations
5. Exceptional performance

A. _____ Do you believe you are The Board is kept reasonably informed about the status of legal matters involving the state Board?

B. _____ Do you believe The board attorney promptly complies with reasonable requests for information from you?

C. _____ Do you believe The board attorney provides you with sufficient explanation of legal matters involving the board so that you can make informed decisions when necessary about those matters?

D. _____ Do you believe The board attorney is reasonably accessible to assist you?

E. _____ Do you believe The board attorney provides you with adequate follow up to your questions or issues raised by you?

F. _____ Do you believe The board attorney keeps confidential those things that you believe should be kept confidential concerning the business of the board?

G. _____ Do you believe The board attorney is sufficiently discrete in dealing with matters involving the State Board?

H. _____ Do you believe The board attorney consistently anticipates legal issues
I. Do you believe the board attorney conducts himself in a manner that reflects favorably on the board with constituents, legislators, governmental officials, or the press?

J. Do you believe the board attorney remains objective in the legal advice and opinions offered to the board as a whole or to you individually?

K. Do you believe the board attorney possesses the necessary legal knowledge and skill to protect the legal interests of the board?

PART TWO: General comments regarding performance of Board Attorney:
Kansas State Board of Education

Annual Performance Review of the
Board Secretary

The process used to provide input to the Commissioner on the performance of the Board Secretary is composed of a rating of selected duties and responsibilities and general comments on performance.

PART ONE: Selected Duties and Responsibilities

The State Board is asked to rate the Board Secretary on the duties and responsibilities listed below using the following scale:

1. Does not meet expectations
2. Somewhat meets Approaching expectations
3. Meets expectations
4. Exceeds expectations
5. Exceptional performance

A. __________ Coordinates with KSDE staff and Board leadership to prepare the meeting agenda, completes revisions, distributes to staff and interested parties, and publishes document on the website according to required timelines. Develops proposed year-long agenda of anticipated items for review by the State Board. Assists in making arrangements for Board meetings.

B. __________ Serves as a resource person or secretarial staff to Board committees when assigned. This includes significant contributions to the Policy Committee and Communications Committee. Other support services are provided primary staff support in organizing to organize Board Retreats, and new member orientation and receptions for Board members. Organizes receptions for Board members and sends cards/flowers to members when appropriate. Orders stationery, name badges, business cards as needed.

C. __________ Compiles, edits and organizes information from KSDE staff and non-staff presenters for assembly of the Board materials to accompany meeting agenda. Distributes support materials to Board members, staff and other appropriate people at least seven calendar days before Board meetings. Coordinates other correspondence to the Board as appropriate. Coordinates receipt, numbering and printing of support materials for the State Board agenda and mails the agenda and support materials to Board members and other appropriate people at least 7 calendar days before Board meetings. Coordinates other mailings to the Board as appropriate.

D. __________ Takes concise and accurate minutes of the Board meetings. Prepares written minutes no later than seven business days following the meeting and sends draft to Board members for inclusion in the Board packet for the succeeding month. Once approved, makes minutes available via the State Board’s home page on Internet and maintains a current book of minutes for public inspection. Assists with composing information about Board members for the home page, publications by the Secretary of State and other public uses. Officially certifies, upon approval of the Board, the meeting minutes and posts them on the Board’s homepage. Maintains the record of meeting minutes for public inspection.
E. _______ Writes a follow-up summary of Board action after each meeting and disseminates it to Board members, for the Chairman of the State Board, Commissioner, and Deputy Commissioners, by the Friday after each meeting. Provides information to agency staff regarding follow-up action if needed. Upon request from the Commissioner or the Board Chairman, composes and mails follow-up letters after Board meetings. Works with agency staff to assure completion of Board directives and monitors requests for future agenda items.

F. _______ Maintains and updates Board information on the agency website. Responds to requests from Board members for materials and information; composes and mails correspondence letters for Board members upon request. Composes and mails letters to the public in response to verbal and written inquiries or coordinates replies from appropriate department staff. Acts as a resource to the public in matters pertaining specifically to the Board. Provides phone and office coverage for Board inquiries.

G. _______ Maintains a database of Board member travel for use in preparing Board travel requests, travel vouchers for reimbursement and payroll information for Human Resources. Notifies Board members of payment. Makes travel arrangements for Board members upon request. Prepares board travel requests, travel vouchers, and collects payroll information from board members. Reports payroll for Board members to the Agency Budgeting and Program Accounting Team, and prepares the payment voucher for the Board attorney. Mails travel reimbursement checks to Board members. Maintains travel and payroll records for Board members. Monitors departmental budget for travel.

H. _______ Prepares purchase authorizations and payment vouchers for purchases made from Board funds, and obtains supplies and equipment for Board members. Prepares payment voucher for Board attorney expenses.

PART TWO: General Comments

Revised: September 10, 2008
Revised: October 17, 2012

(Policy Committee Folder: Board Secretary Eval 2015 Rev)
To: Commissioner Randy Watson  
From: Gwen Kramer, Wendy Fritz  
Subject: Personnel Report  
Date: 8/24/2015  

**Board Goals:** Governmental Responsibility

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*Total Employees 232* (PPE 7/4/2015). Count does not include Board Members.

*Excludes classified temporaries and agency reallocations, promotions, demotions, and transfers. Includes employees terminating to go to a different state agency (which are **not** included in annual turnover rate calculations).
Item Title:
Act to approve local in-service education plans

Board Goals:
Provide an effective educator in every classroom

Recommended Motion:
It is moved that the Kansas State Board of Education act to approve the in-service education plans for Ellinwood USD 355 and Haviland USD 474.

Explanation of Situation Requiring Action:
In provisions of K.S.A. 72-9604, the State Board is charged with setting standards and criteria by which LEAs will establish and maintain an in-service education program for their licensed personnel. Additionally, the state education budget provides state funds, when available, to be used to reimburse portions of the LEAs' in-service activities. Finally, LEAs must have approved by the State Board of Education a five-year in-service plan that includes appropriate activities for which reimbursement is available.

Specifically, S.B.R. 91-1-216(a)(b) stipulates that LEAs must develop and implement an in-service plan that includes the following: 1) establishment of a professional development council; 2) an assessment of in-service needs; 3) identification of goals and objectives; 4) identification of activities; and 5) evaluative criteria.

Over the years, almost all of the guidelines and report formats for the Kansas In-service Program have been merged into the Quality Performance Accreditation system. As a result, school districts have focused their in-service resources on the targets established by their respective buildings as identified through the school improvement process.

In compliance with S.B.R. 91-1-216(c) and S.B.R. 91-1-217(b)(3), the education agencies listed in the motion have submitted a proposed five-year in-service education plan. State department staff members have reviewed the plans using the State Board of Education approved criteria, and recommend approval of the plans.
REQUEST AND RECOMMENDATION FOR BOARD ACTION

Item Title:
Act on recommendations of the Licensure Review Committee

Board Goals:
Provide an effective educator in every classroom

Recommended Motion:
It is moved that the Kansas State Board of Education accept the recommendations of the Licensure Review Committee.

Explanation of Situation Requiring Action:
Recommendations of the Licensure Review Committee need approval of the State Board of Education. Certificates/licenses will be issued to those applicants whose appeals are granted.
Case 3035
Tamara Williams requested initial Kansas licensure for K-6 elementary education. Darrel Kohlman made a motion to recommend approval of a provisional license for K-6 elementary education with full licensure contingent upon completion of the plan of study from Fort Hays State University to meet the deficient elementary standards identified by the committee. The committee altered the plan of study to replace the educational psychology course listed under Standard 7 with a course in exceptional child. The motion was seconded by Jan Wilson and the Licensure Review Committee approved the motion unanimously.

Case 3041
Alison Costain requested initial Kansas licensure for secondary 6-12 English language arts and secondary 6-12 history, government, and social studies. Pamela Amott made a motion to recommend denial of this license based on lack of knowledge and performance to meet all 6-12 English language arts standards and secondary history, government, and social studies standards. The motion was seconded by Carla Maneth and the Licensure Review Committee approved the motion unanimously. A personal appearance was not scheduled.

Case 3043
Brent Corey requested initial Kansas school specialist licensure for PreK-12 library media. Linda Schukman made a motion to recommend denial of this license based on lack of completion of an approved master’s level library media specialist program. The motion was seconded by Jan Wilson and the Licensure Review Committee approved the motion unanimously. The applicant is no longer pursuing licensure.

Case 3044
Tracie Ward requested initial Kansas licensure for middle level 5-8 history, government, and social studies. Carla Maneth made a motion to recommend initial Kansas licensure for middle level 5-8 history, government, and social studies based on achievement of certification in Oklahoma through an alternative route, clarification of educational background and teaching experience, and submission of Praxis test scores. The motion was seconded by Heidi Bolt and the Licensure Review Committee approved the motion unanimously.

Case 3048
Samantha Hicks requested the addition of an endorsement for K-6 elementary education to a valid Kansas license. Jan Wilson made a motion to recommend approval of this endorsement to a valid Kansas license based on achievement of certification in Colorado by testing, educational background, and teaching experience. The committee also accepted eight years of recent unaccredited experience to count for the one year of accredited experience required by regulation to meet recency. The motion was seconded by Carla Maneth and the Licensure Review Committee approved the motion unanimously.

Case 3049
Kathy Ryff requested Kansas licensure for K-6 elementary. Darrel Kohlman made a motion to recommend approval of a professional Kansas license for K-6 elementary education based on completion of a private school education program in Missouri, educational background, and acceptance of sixteen years of unaccredited teaching experience to meet regulation requirements. The motion was seconded by Heidi Bolt and the Licensure Review Committee approved the motion unanimously.
Case 3051
Kelly Caswell requested Kansas school leadership licensure for PreK-12 building leadership. Dale Jean Probst recommended approval of this license based on achievement of certification in Maryland through an alternative route that included meeting minimum state requirements, educational background, and nine years of accredited building leadership experience. The motion was seconded by Darrel Kohlman and the Licensure Review Committee approved the motion unanimously.

Case 3052
Janis Hagler requested Kansas substitute licensure. Carla Maneth made a motion to recommend approval of this license based on achievement of certification in Texas through an alternative route, educational background, and teaching experience. The committee will require the applicant to go back through the Licensure Review Committee for a higher level license. The motion was seconded by Bruce Major and the Licensure Review Committee approved the motion unanimously.

Case 3053
Calvin Jones requested Kansas licensure for PreK-12 building and district leadership. Bruce Major made a motion to recommend approval of a professional license for PreK-12 district leadership based on achievement of certification in South Dakota, Oklahoma, and Nebraska; educational background; and clarification and acceptance of unaccredited administrative experience to count for the one year of accredited district leadership experience needed for a professional level license. The motion was seconded by Carla Maneth and the Licensure Review Committee approved the motion unanimously. Heidi Bolt made a motion to recommend denial of a professional license for PreK-12 building leadership based on lack of experience to meet the regulation requirements. An initial license for PreK-12 Building Leadership can be issued once a passing score on the Praxis content test “School Leaders Licensure Assessment” has been achieved. The motion was seconded by Bruce Major and the Licensure Review Committee approved unanimously.
REQUEST AND RECOMMENDATION FOR BOARD ACTION

Staff Initiating: Susan Helbert
Director: Scott Myers
Commissioner: Randy Watson
Meeting Date: 9/8/2015

Item Title:
Act on recommendations for Licensure Waivers

Board Goals:
Provide an effective educator in every classroom

Recommended Motion:
It is moved that the Kansas State Board of Education accept the attached recommendations for licensure waivers.

Explanation of Situation Requiring Action:
SBR 91-31-42 allows any school district to request a waiver from one or more of their accreditation requirements imposed by the State Board. Requests by schools to waive school accreditation regulation SBR 91-31-34 (appropriate certification/licensure of staff) are reviewed by the staff of Teacher Licensure and Accreditation. The district(s) must submit an application verifying that the individual teacher for whom they are requesting the waiver is currently working toward achieving the appropriate endorsement on his/her certificate/license. A review of the waiver application is completed before the waiver is recommended for approval.

The attached requests have been reviewed by the Teacher Licensure and Accreditation staff and are being forwarded to the State Board of Education for action. If approved, school districts will be able to use the individuals in an area outside the endorsement on their license, and in the area for which they have submitted an approved plan of study. The waiver is valid for one school year.
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<td>D0229</td>
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<td>Wichita</td>
<td>100695</td>
<td>Justin</td>
<td>Brull</td>
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<td>D0259</td>
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<td>D0262</td>
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<td>D0353</td>
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<td>Traci</td>
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<td>D0437</td>
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<td>Andrew</td>
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<td>Monica</td>
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<td>Math - extension on the number of days on an emergency substitute license</td>
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<td>Becker</td>
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* First Renewal  ** Final Renewal
Item Title:

Act on request from USD 364, Marysville, Marshall County, to hold a bond election

Board Goals:

Governmental responsibility

Recommended Motion:

It is moved that the Kansas State Board of Education issue an Order authorizing USD 364, Marysville, Marshall County, to hold an election on the question of issuing bonds in excess of the district's general bond debt limitation.

Explanation of Situation Requiring Action:

Under KSA 75-2315 et seq., a school district may request that the State Board of Education authorize the district to hold an election on the question of issuing bonds in an amount which would cause the district's bonded indebtedness to exceed the district's general bond debt limitation. USD 364, Marysville, Marshall County, has made such a request. If approved, the district could hold an election on the question of whether additional bonds be issued. If voters approve such action, the district could issue the bonds. USD 364 plans to use the bond proceeds to pay the costs to: (1) construct, furnish and equip additions and make renovations to the existing Marysville Elementary School and the Marysville Junior-Senior High School for educational purposes, for compliance upgrades, to enhance the buildings' safety and security, to improve building infrastructure, and to improve the learning and teaching environment; (2) raze portions of existing Marysville Junior-Senior High School to accommodate new improvements; and (3) acquire energy conservation and roof improvements at district facilities.

Based upon the following criteria, staff recommends that this bond application be approved.

1. The district is experiencing a growth in enrollment.
2. The community was involved in the process of the building proposal.
3. All required forms were properly filed with us, along with an appropriate notice for the election.
4. The district outlined the needs for the building project by responding to all questions required by the State Board of Education.
5. An outside consultant was utilized in determining the school district needs.
6. The age of the existing building(s) appears to justify a bond election.
7. The application indicates that the building(s) are in need of major repairs in order to provide the necessary student programs.
### Summary of Appeal to State Board of Education to Allow Local Vote on Exceeding Debt Limit

<table>
<thead>
<tr>
<th>Unified School District 364 (Marysville)</th>
<th>County: Marshall</th>
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<tbody>
<tr>
<td>1. Current equalized assessed tangible valuation *</td>
<td>$88,719,228</td>
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<td>2. Percentage of bond debt limit</td>
<td>14%</td>
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<td>3. Amount of bond debt limit</td>
<td>$12,420,691</td>
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<td>4. State Aid Percentage</td>
<td>0%</td>
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<tr>
<td>* Includes assessed valuation of motor vehicle</td>
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<table>
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<tr>
<th></th>
<th>Percent of Equalized Assessed Valuation - Current Year</th>
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<tr>
<td>5. Amount of bond indebtedness at present time</td>
<td>$0 0.0</td>
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<tr>
<td>6. Amount of bond indebtedness requested</td>
<td>$26,400,000 29.8</td>
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<td>7. Total amount of bond indebtedness if request approved (Lines 5 + 6)</td>
<td>$26,400,000 29.8</td>
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<td>8. Estimated amount of bond indebtedness authorized without approval</td>
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<td>9. Amount of bond indebtedness above bond debt limit requested</td>
<td>$13,979,309 15.8</td>
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### Forms Requested

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<tr>
<th>Form Requested</th>
<th>Description</th>
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<tr>
<td>(X) 5-210-118 General Information</td>
<td>(X) Schematic floor plan of the proposed facilities</td>
</tr>
<tr>
<td>(X) 5-210-106 Resolution</td>
<td>(X) Map of the school district showing present facilities</td>
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<tr>
<td>(X) 5-210-108 Publication Notice</td>
<td>(X) Small map of the school district showing the adjoining school districts</td>
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<tr>
<td>(X) 5-210-110 Application</td>
<td>(X) Map of the school district showing proposed facilities</td>
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<td>(X) 5-210-114 Equalized Assessed Valuation</td>
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**August 18, 2015**

Craig Neuenswander  
Director, School Finance

**August 18, 2015**  
Dale M. Dennis  
Deputy Commissioner
REQUEST AND RECOMMENDATION FOR BOARD ACTION

Staff Initiating: Lane Wiley  
Director: Lane Wiley  
Commissioner: Randy Watson  
Meeting Date: 9/8/2015

Item Title:
Act on a request to amend the contract with BTU Consultants to provide E-Rate training

Board Goals:
Provide a flexible and efficient delivery system to meet our students’ varied and changing needs

Recommended Motion:
It is moved that the Kansas State Board of Education authorize the Commissioner of Education to amend the contract with BTU Consultants to provide E-Rate training to unified school districts. This amendment will impact the current one-year period (July 1, 2015-June 30, 2016), with options for two additional one-year renewals. The cost of the amendment is $15,390 per year which brings the total cost of the yearly contract to $40,390.

Explanation of Situation Requiring Action:
The amendment will provide onsite training at six Kansas Education Service Center locations between November 1 and December 31, 2017. KSDE is requesting training to be provided by BTU Consultants to help unified school districts understand the landmark E-Rate Modernization Order that the Federal Communications Commission (FCC) adopted which significantly impacted the amount of money unified school districts get reimbursed through E-Rate filings. The FCC adopted the E-Rate Modernization Order on July 11, 2014. The Order took major steps to modernize and streamline the E-Rate program and focused on expanding funding for Wi-Fi networks in eligible elementary and secondary schools and libraries across America, while reducing funding for hardware and telephony.

The original contract with BTU Consultants was approved by the Kansas State Board of Education at the May 13, 2014 meeting.

This contract will be paid from universal service fee funds allocated to KSDE by the state legislature to support school access to E-Rate.
REQUEST AND RECOMMENDATION FOR BOARD ACTION

Agenda Number: 15 g.
Meeting Date: 9/8/2015

Staff Initiating: Kent Reed  Director: Scott Smith  Commissioner: Randy Watson

Item Title:
Act on request to contract with College Board to provide Advanced Placement exams

Board Goals:
Provide a flexible and efficient delivery system to meet our students’ varied and changing needs

Recommended Motion:
It is moved that the Kansas State Board of Education authorize the Commissioner to continue a contract with the College Board to provide for Advanced Placement exam fees for qualified students in an amount not to exceed $84,747.

Explanation of Situation Requiring Action:
The Advanced Placement Fee Reduction Grant is a federal grant that allows low SES students (based on free and reduced lunch status) to participate in Advanced Placement courses by covering the cost of the exams. KSDE has received this grant for the past 12 years. KSDE annually applies for the grant based on the anticipated number of exams. The grant pays for qualified (low SES) student AP exams administered at the end of the courses (College Board certified) offered at participating schools. The exams are typically taken at the end of the school year. Schools send their invoices to College Board which then invoices KSDE for the qualified student exams. Offering AP courses aligns with the State Board of Education’s College and Career Readiness goals and objectives.

This grant allows students who otherwise could not afford AP courses the opportunity to earn dual credit (both local and college credit). This request is to pay for 2,067 exams that participating schools (70) administered to qualified students for the 2014-2015 school year. The agreement with the College Board is that the grant will pay $41 toward the cost of each exam ($41 x 2,067) for a total cost of $84,747.
Item Title:

Executive Session

Board Goals:

Governmental Responsibility

Recommended Motion:

It is moved that the Kansas State Board of Education recess for an executive session for the purpose of discussing confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts and individual proprietorships pursuant to K.S.A. 75-4319(b)(4).
ITEM: Statewide Kansas Reading Success Program

Board Goals:
Provide a flexible and efficient delivery system to meet our students’ varied and changing needs

Recommended Motion:

It is moved that the Kansas State Board of Education authorize the Commissioner of Education to enter into a contract as recommended by the Procurement Negotiating Committee for the purpose of providing a reading intervention process for all students in Kansas, with a contract amount not to exceed $2,100,000.

Explanation of Situation Requiring Action:

The Kansas Legislature appropriated (Sec 114) funds for a statewide Kansas reading success program to provide academic support to help ensure achievement on grade level in reading. Per the guidelines submitted by the Kansas Department of Administration, Purchasing Division, a request for proposal was submitted for the purpose of selecting a vendor who could provide a personalized learning path and tailor instruction to the individual needs of the student. In addition, the RFP required the vendor to provide teachers and administrators with immediate reporting and recommendations for intervention. The program is required to be computer adaptive and correlated to other known reading measures.

The Kansas State Department of Education followed state bid and procurement procedures and the Procurement Negotiating Committee, as determined to be in the best interest of the State of Kansas, concurred with the Agency’s recommendation to make a contract award.

Should the Board require specific information on the vendor selected, or any details of the contract, an executive session would need to be called. Information on the vendor selected, or any other information on the contract, cannot be announced until the State Board authorizes the Commissioner of Education to enter into a contract for this purpose of the Department of Administration and Division of Purchasing have notified the status of their application to the bidders in this process.
To:          Kansas State Board of Education
From:       Peggy Hill
Subject:    Monthly Board Reports & Requests for Future Agenda Items

These updates will include:

1. Committee Reports
2. Board Attorney’s Report
3. Individual Board Member Reports and Requests for Future Agenda Items
4. Chairman’s Report
   - Discussion of NASBE proposed Bylaw changes
Bylaws
of the
National Association of State Boards of Education

Article I.
Name

The name of the Association shall be the National Association of State Boards of Education, Inc. (hereinafter, "NASBE" or the Association.)

Article II.
Purposes

The National Association of State Boards of Education will:
A. Be a forum for education policy-makers and for those who influence education policy.
B. Through its adopted processes, synthesize the themes and ideas which describe effective, student-focused education policy into positions of advocacy or into additional organizational beliefs.
C. Attract and retain staff members who are highly-qualified to support inquiry and analysis in the areas of concern to education policy-makers. NASBE will further provide forums for staff experts to work with members and other invited participants on important education issues.
D. Examine the issues and themes of education policy and provide information, comment, or advice to members and to states which desire to examine such issues for their states' policy creation. NASBE will provide expertise in how such policy issues will be affected by states' diverse statutory and governance requirements.
E. Provide a variety of programs and member services that can be used by state boards and state board members to improve their knowledge of education issues or their skills in being an effective board member and education policy-maker.

Article III.
Membership

Section 1. Voting Members. Any state, the District of Columbia, or any territorial board (hereinafter, "state") having jurisdiction over elementary and secondary education may become an equal voting member of the Association upon payment of required dues. In states not having boards of education, the chief state school officer may become a voting member of the Association upon payment by the state or territory of the required dues.

Section 2. Non-Voting Members. Non-voting members of the Association shall receive all information services of the Association as defined by the Board of Directors; may attend and participate in all meetings and conferences of the Association; and shall be eligible, if appointed, to serve as voting members of committees and study groups of the Association, with the exception of the Governmental Affairs Committee and the Public Education Positions Committee, and shall not be voting members of the Association as described in Section 1.
A. **Associate Members.** Associate members are those individuals who are not state board of education members or executive directors to state boards of education and who pay the required dues. In addition, an association or institution interested in the purposes of this Association may, upon approval of the Board of Directors and payment of dues fixed by the Board, become an associate member.

B. **Affiliate Members.** The National Association of State Boards of Education recognizes two affiliate members: The National Council of State Board of Education Executives (NCSBEE) and The National Council of State Education Attorneys (NCOSEA.) A state board of education executive whose state board is a dues-paying member of the Association is thereby a member of NCSBEE and an affiliate member of NASBE. A state education attorney, who pays dues to NCOSEA, as fixed by the NASBE Board, is thereby a member of NCOSEA and an affiliate member of NASBE.

C. **Former State Board Members.** Any former member of a state board of education may, upon payment of dues fixed by the Board of Directors, become a member of the Association, and the Board of Directors may establish a Life Membership for former state board members, and fix the dues thereof.

D. **Honorary Life Members.** The Executive Committee of the Board of Directors may confer honorary life membership upon individuals who, by their actions, have demonstrated a high degree of devotion to the purposes of the Association. Association presidents will become honorary life members upon completion of their presidency.

**Article IV.**
**Organization**

**Section 1. Areas.** The Association is divided into the following areas:

- Central - Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, Oklahoma, South Dakota, Wisconsin.
- Southern - Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia, West Virginia.

**Article V.**
**Executive Officers**

**Section 1. Executive Officers and duties.** The Executive Officers of the Association shall be a President, President-elect, Secretary-Treasurer, and Immediate Past President. The Executive Officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Association, and as directed by the Board and/or the Delegate Assembly. The President shall preside at the Annual Meeting and at other meetings, shall be chairman of the Board of Directors, shall appoint committees, and may serve as a non-voting member ex-officio of each committee except the Nominations Committee. The President-elect shall assist the
President, preside in the President's absence, and succeed to the office of President if that office becomes vacant. The Immediate Past President shall chair the Nominations Committee and assist the President when requested. The Secretary-Treasurer shall chair the Finance and Audit Committee, and be responsible for the custody and accounting of all assets of the Association.

**Section 2. Qualifications.** All candidates must submit a letter of support from their state board of education, and at the time of election to office may not be in the final year of a term of service on their state board of education. The Board of Directors may, by a two-thirds vote, set aside this limitation when unusual circumstances occur. An officer shall be a member of a dues-paying state board of education, except that any person actually assuming the office of President shall be eligible to complete the term as President and Immediate Past President even though his or her state board term has expired, or the state is no longer a member of the Association. The Secretary-Treasurer shall likewise be eligible to complete the term even if his or her state board term has expired, or the state is no longer a member of the Association. Any officer holding office under the above exceptions must maintain individual membership in the Association as a Former State Board Member, but this shall not be construed as to deny such an officer the right to vote in board meetings or board committee meetings. Candidates for President-elect shall have current or prior service on the Board of Directors, or have chaired a study group, the Governmental Affairs Committee, or the Public Education Positions Committee or have a demonstrated commitment to the Association by significant service to the Association. No member may hold more than one NASBE office at a time.

**Section 3. Nomination.** The Nominations Committee shall nominate at least one candidate each year for President-elect, at least one candidate each year for Area Director for each Area, and at least one candidate every second year for Secretary-Treasurer. The Nominations Committee shall solicit recommendations for candidates from the membership. Such recommendations must be received at NASBE headquarters at least 48 hours prior to the meeting of the Nominations Committee. No current member of the Nominations Committee may be nominated as a candidate for an office under this Section. Additional nominations for President-elect and Secretary-Treasurer may be made by written petition signed by voting delegates of at least five states from two or more regions. Additional nominations for Area Director may be made by written petition signed by the voting delegates of three or more states from the Area. Such petitions must be received 45 days prior to the Annual Meeting. If by the time of the Annual Meeting a candidate's withdrawal leaves just one candidate, or no candidate, for an office, then nominations may be made from the floor during the Annual Meeting, or during the Area Meeting in the case of electing Area Directors.

**Section 4. Election Procedure.** A state unable to send a delegate may send a written ballot, for any or all offices, by mail or electronic transmission to the Association headquarters at least 15 days before the start of the Annual Meeting. The election of Area Directors shall be at the Area Meeting during the Annual Meeting, by majority vote of the delegates from that Area and any written ballots submitted under the provisions of this Section, above, following the introduction of the nominated candidate(s) by an incumbent Area Director. If no candidate receives a majority vote, the election shall be decided by majority vote of the delegates present and voting by secret ballot. The election of President-elect and Secretary-Treasurer shall be following the report of
the Nominations Committee at the Annual Meeting, by majority vote of the delegates and any written ballots submitted under the provisions of this Section, above. If no candidate receives a majority vote, the delegates present and voting shall cast a second secret ballot to decide the election. In the event that this second ballot does not result in a majority for any candidate, the Board of Directors, excluding any candidates in the pending election who may also be members of the Board, shall decide the election by secret ballot. A New Member Representative shall be elected annually by majority vote of the members attending the New Member Institute.

Section 5. Term of Office. The President-elect shall take office January 1st following election, and serve one year, becoming President January 1st of the following year, and Immediate Past President on the following January 1st, for one year, or until a successor is elected. The Secretary-Treasurer shall take office January 1st following election, and serve two years, or until a successor is elected. Area Directors shall take office January 1st following election and serve two years (with staggered terms,) or until a successor is elected. No person may serve as Area Director more than two consecutive two-year terms. The New Member Representative shall take office January 1st following election, and serve two years (with staggered terms,) or until a successor is elected.

Section 6. Vacancies. When a vacancy occurs in an Executive Office, the Board of Directors shall vote to appoint a member who meets the eligibility requirements to complete the term for the vacant office. A president-elect who is so-appointed shall succeed to the offices of President, and Immediate Past President, in the same manner as if he or she had been elected President-elect.

Section 7. Indemnification. Any officer, employee, agent, or other person serving at the request of the Association shall be indemnified by the Association against civil or administrative litigation expenses, judgments, and amounts paid in settlement of civil or administrative actions against any such person, provided that such person acted in good faith and reasonably believed that such actions were in the best interest of the Association, and provided further that such indemnification and the amount of any settlement paid are approved in advance by the majority the Board of Directors, or a court or agency having jurisdiction of the matter. This indemnification shall not include criminal litigation.

Section 8. Removal. An Executive Officer may be removed from office by a two-thirds vote of a quorum of the Association’s Board of Directors for good cause. For purposes of this Section, good cause shall be defined as (a) a conviction of a crime involving theft, dishonesty, misconduct by a public official, or moral turpitude; (b) a sanction by a professional licensing body for professional misconduct involving theft, dishonesty, misconduct by a professional, or moral turpitude; or (c) any conduct reflecting adversely on the Officer’s fitness to serve the Association, regardless of whether the conduct resulted in a criminal conviction or professional sanction. A vacancy created by a removal under this Section shall be filled pursuant to Section 6 of this Article.

Article VI.
Board of Directors
Section 1. Board Composition. The Executive Officers, two Area Directors elected by each Area, and two New Member Representatives, together with the presiding officers of the National Council of State Education Attorneys and the National Council of State Board of Education Executives, shall constitute the Board of Directors for the Association. The presiding officers of NCOSEA and NCSBEE shall be voting members ex-officio of the Board.

Section 2. Duties and Powers. The Board shall have general supervision of the business and welfare of the Association between Annual Meetings; shall appoint an executive director of the Association to serve at the Board’s pleasure, and fix the compensation thereof; shall adopt an annual budget for the Association, and shall in all matters be subject to the directives of the Delegate Assembly at the Annual Meeting. The board shall establish the policies and goals of the Association, and may delegate to the Executive Committee, as appropriate.

Section 3. Board Meetings. Meetings of the Board of Directors may be called by the President as the business of the Association may require. The President shall convene the board at the written request of four members of the Board. Written notice of Board meetings and a copy of the agenda shall be given by the Executive Director to the members of the Board. A majority of the members of the Board, not counting vacant seats, shall constitute a quorum. A quorum may be achieved through the use of teleconference and/or other appropriate technology, and board members attending by electronic means shall be entitled to debate, vote, and otherwise participate as if they were present. Two absences by a member of the Board which are not excused by a majority vote of the Board will result in the position being declared vacant.

Section 4. Vacancies. When a vacancy occurs on the Board of Directors, the Board of Directors shall vote to appoint a member who meets the eligibility requirements to complete the term for the vacant office. If any member of the Board of Directors shall resign from, or be removed for a reason other than expiration of his or her term from membership on the state board of education, the position on the Board of Directors shall be considered vacated, and the vacancy shall be filled as herein provided.

Section 5. Removal. A member of the Board of Directors may be removed from office by a two-thirds vote of a quorum of the Association’s Board of Directors for good cause. For purposes of this Section, “good cause” shall be defined as (a) a conviction of a crime involving theft, dishonesty, misconduct by a public official, or moral turpitude; (b) a sanction by a professional licensing body for professional misconduct involving theft, dishonesty, misconduct by a professional, or moral turpitude; or (c) any conduct reflecting adversely on the Officer’s fitness to serve the Association, regardless of whether the conduct resulted in a criminal conviction or professional sanction. A vacancy created by a removal under this Section shall be filled pursuant to Section 4 of this Article.

Article VII.
Annual Meeting
Section 1. Time, Place, and Notice. The Annual Meeting of the Association shall be held at a time and place determined by the Board of Directors, with at least 60 days written notice to all members by the President.

Section 2. Delegate Assembly. The Delegate Assembly shall exercise ultimate authority over the Association, and may delegate powers and duties to the Board of Directors, committees, or particular officers of the Association. Each dues-paying state shall have one vote, which shall be cast by the voting delegate or alternate who has been certified by the presiding officer of the state board or the board executive, and each delegate or alternate shall be registered with the Credentials Committee. States unable to send a voting delegate may submit a written ballot to vote on agenda items by mail or electronic transmission to the Association headquarters at least 15 days before the start of the Annual Meeting. Fifteen delegates present shall constitute a quorum.

Section 3. Duties of the Delegate Assembly. The Delegate Assembly shall convene at the Annual Meeting and shall elect officers of the Association; receive and act on reports and recommendations from the Board of Directors, officers, committees, the executive director and others; confer honors and recognition to deserving individuals and organizations; and otherwise act to advance the cause of the Association.

Article VIII.

Dues

Annual membership dues and method of payment, or any changes thereto, shall be approved by the Board of Directors.

Article IX.

Fiscal Year

The fiscal year for the Association shall be January 1 through December 31.

Article X.

Committees

Section 1. General Provisions for Committees. A majority of the members of any committee shall constitute a quorum for that committee. A quorum may be achieved through the use of teleconference and/or other appropriate technology, and members attending by electronic means shall be entitled to debate, vote, and otherwise participate as if they were present. Except as otherwise noted herein, the terms of members appointed to a committee expire at the end of the fiscal year. When the President determines that a vacancy exists on a committee, the President may appoint an eligible member to fill such vacancy for the remainder of the term.

Section 2. Executive Committee. The Executive Committee shall have four members, namely the President who shall be chairman, the President-elect, the Secretary-Treasurer, and the
Immediate Past President. The Executive Committee shall evaluate the Executive Director, perform the routine business of the association and other affairs as delegated by the Board of Directors, and shall report fully to the Board of Directors.

Section 3. Nominations Committee. The Nominations Committee shall have seven members: the Immediate Past President, who shall be chairman and vote only in case of a tie; one representative from each Area, and two members elected at-large by the Delegate Assembly during the Annual Meeting. Each Area representative to the Nominations Committee shall be elected at the Area Meeting during the Annual Meeting, and all members must be current members of a state board of education. Priority for appointment to this committee shall be a past Area Director from each Area. Each area will also have an alternate, who shall be recommended by the current Area Directors and appointed by the President. The terms of the members are one year, and all members other than the Immediate Past President are eligible to serve a maximum of three consecutive years.

Section 4. Public Education Positions Committee. The Public Education Positions Committee shall have nine members, appointed to one year terms, consisting of the four junior Area Directors, the senior New Member Representative, and four additional members appointed by the President, preferably from each Area. The Chair of the committee shall be appointed by the President from the members of the Committee. No member may serve more than two consecutive terms. The Committee shall recommend Public Education Positions to the Delegate Assembly for adoption as Positions of the Association. When a member state's proposed Position or amendment to a Position is adopted by the Committee for recommendation to the Delegate Assembly, the state will be notified within five days. New proposed Positions, and amendments to Positions, which are not adopted by the Committee may be re-submitted by the state for consideration by the Delegate Assembly at the Annual Meeting if presented to Association headquarters not less than 45 days before the Annual Meeting, for distribution to the membership not less than 40 days before the Annual Meeting. The printed Public Education Positions as adopted by the Committee for recommendation to the Delegate Assembly may record the dissenting votes by state designation and shall provide a section for written minority statements.

Section 5. Finance and Audit Committee. The Finance and Audit Committee shall have at least four and not more than seven members: the Secretary-Treasurer, who shall be chairman, and additional members appointed to three year terms by the President with Board approval. Members may serve no more than two consecutive terms. The Committee shall review the financial condition of the Association, its dues structures, budget, investments, and the manner in which staff have managed the finances of the Association. The Committee shall oversee the Association’s annual independent audit, and shall recommend to the Board a proposed budget of the Association for the next fiscal year, and may make other recommendations to the Delegate Assembly at the Annual Business Meeting. The Committee shall recommend to the Board of Directors any changes or improvements in the financial management of the Association.

Section 6. Governmental Affairs Committee. The Governmental Affairs Committee shall be open to any member who wishes to serve on the Committee and has their board approval; however membership will be limited to one person per state. The chair of the Committee will be appointed by the President with Board approval, and must have served previously on the
Committee. The committee shall recommend to the Board of Directors, by at least a two-thirds majority, positions on Federal legislation, agency regulations, or other policy issues of national scope.

**Section 7. Awards Committee.** The Awards Committee shall consist of five NASBE members including the President-elect. The President-elect of NASBE shall serve on the committee as chairman, but shall not vote except in a tie. Awards recommended by the Committee shall be approved by the Board of Directors.

**Section 8. Credentials Committee.** The Credentials Committee shall have at least three but no more than five members, appointed by the President. The Committee shall register a voting delegate and alternate from each state to vote at the Annual Business Meeting; shall prepare for the Secretary-Treasurer a final roster of delegates and alternates, by state, prior to the call to order of the Delegate Assembly at the Annual Meeting; and shall resolve, by majority vote, any questions, challenges, or disputes concerning the validity of any delegate or alternate.

**Section 9. Ad Hoc Committees.** Ad Hoc Committees may be established by the Board of Directors as needed to further the purposes of the Association. The Board shall determine the function, term, number of members, and budget of each committee and the President shall appoint the members and the chair. The Board may reserve, at the time the committee is established, the right to ratify the President’s appointments.

**Section 10. Removal.** A member of a committee who is not a member of the Board of Directors may be removed from office by a two-thirds vote of a quorum of the Association’s Board of Directors for good cause. For purposes of this Section, “good cause” shall be defined as (a) a conviction of a crime involving theft, dishonesty, misconduct by a public official, or moral turpitude; (b) a sanction by a professional licensing body for professional misconduct involving theft, dishonesty, misconduct by a professional, or moral turpitude; or (c) any conduct reflecting adversely on the Officer’s fitness to serve the Association, regardless of whether the conduct resulted in a criminal conviction or professional sanction. A vacancy created by a removal under this Section shall be filled pursuant to Section 1 of this Article. Removal and replacement of a member of a committee who is also a member of the Board of Directors shall be pursuant to the terms of Article V.

**Article XI. Amendment of Bylaws**

**Section 1. Proposed Amendments from the Board.** The Board of Directors will review the bylaws of the Association on an as-needed basis. In the event the Board should recommend a bylaws amendment to the membership, the proposed amendment(s) shall be distributed to the Association membership at least 60 days prior to the start of the Annual Meeting.

**Section 2. Proposed Amendments from the Membership.** In addition to amendments submitted by the Board of Directors, proposed amendments may be submitted by any member
state board to the Secretary-Treasurer at least 65 days prior to the Annual Meeting, for
distribution to the membership at least 60 days prior to the Annual Meeting.

**Section 3. Adoption Requirement.** Amendments shall be adopted by at least a two-thirds vote
of the Delegate Assembly and any ballots received under the provisions of Section 2 of Article
VII, unless the proposed amendments have been further amended during consideration by the
Delegate Assembly, in which case the written ballots submitted in advance shall not be counted,
and adoption of the amended amendments shall be by a two-thirds vote only of the delegates
present.

**Article XII.**
Parliamentary Authority—Conduct of Association Business

**Section 1. Parliamentary Authority.** The procedures at all meetings shall be governed by the
current edition of Robert’s Rules of Order, Newly Revised, except as modified by these bylaws
and any standing rules of the Board of Directors, and/or the Delegate Assembly at the Annual
Meeting.

**Section 2. Conflict of Interest.** No Board or Committee member may participate in a matter in
which the member has a conflict of interest. At a minimum, a conflict of interest arises when a
member has a personal or financial interest in the matter. The Board of Directors may adopt
additional conflict of interest policies and procedures.
To: Board Members  
From: Peggy Hill  
Subject: Board Member Travel

Travel requests submitted prior to the meeting will be considered for approval by the Board.

Upcoming deadlines for reporting salary/payroll information to the Board office are:

<table>
<thead>
<tr>
<th>Pay Period Begins</th>
<th>Pay Period Ends</th>
<th>Deadline to Report</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/30/2015</td>
<td>9/12/2015</td>
<td>9/10/2015</td>
<td>9/25/2015</td>
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</tbody>
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