

Teaching and School Administration Professional Standards Advisory Board

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

Kansas State Department of Education

OFFICIAL MINUTES

November 17, 2014 10:00 a.m.

Kansas Association of School Boards Office, 1420 Arrowhead Road, Topeka, KS

1. Call meeting to order

The meeting was called to order at 10:02 a.m. by Deb Mercer, Chair.

Chair Mercer asked members and KSDE staff to introduce themselves and state what level/organization they represent.

2. Roll call

Attending: Shelley Addis, Adam Bancroft, Tammy Bartels, Nick Compagnone, Amy Compton, Paul Erickson, Jonathan Goering, Gwen Landever, Deb Mercer, Denise O'Dea, Fred Patton, Michele Perez, Rudy Perez, Kate Thompson, Kathy Wagoner, Mike Wilson

Absent: Monte Couchman

KSDE: Scott Myers, Susan Helbert, Diana Stephan, TJ Boeckman, Catherine Chmidling

KSBE: Carolyn Campbell for Steve Roberts

Guests: Cameron Traxson from USD 488 and Jason Lange from BloomBoard

3. Approval of Agenda

Motion: It was M/S (Wilson/Addis) to approve the agenda with the following additions. Motion carried.

Under Opening Remarks added as standing agenda item: *E. Opportunity for Announcements.*

Under New Business added new item: *C. Committee attendance*

Under Old Business added new item: *5. Professional Education Standards, Counselor Standards, Agriculture Standards.*

4. Approval of Minutes of September 18 2014

Motion: It was M/S (M. Perez/Goering) to approve the minutes of September 18, 2014. Motion carried.

5. Announcements

After the September meeting, an e-mail was sent to all Standards Board members asking for volunteers to serve on a program review team. All levels are needed, elementary, middle and secondary teachers, administrators, content based. Deb requested that members seek volunteers from their schools.

Volunteers may contact Scott Myers or Catherine Chmidling. There was discussion about the amount of time involved in reviewing programs. The program review meetings are typically held twice per year and meet the evening before and the following day. There could be two to four programs for each team to review. Follow-up can be accomplished with an electronic meeting. KSDE does offer training prior to a person becoming a reviewer. Mrs. Campbell asked if it was possible to use retired educators as program reviewers.

Further announcements from Scott Myers included the news that a new Commissioner has been selected by the State Board of Education. Dr. Randy Watson will begin his duties at KSDE in July. Brad Neuenswander will remain as Interim Commissioner as well as Deputy Commissioner until Dr. Watson comes on board.

5. Open Forum

Cameron Traxson from Inman USD 448, attended as a guest of Paul Erickson. He thanked everyone for allowing him the opportunity to observe the open meeting. When asked for his comments, he wondered if it would benefit persons in a Masters program to assist with program reviews.

6. New Business

BloomBoard presentation – Jason Lange, CEO and cofounder of BloomBoard, gave a presentation on the background and purpose of the observation tool for empowering teacher growth. The observation tool can be personalized. What districts already have in place can be synchronized with the BloomBoard. It is not a duplication. Mr. Lange stated that the marketplace right now is focused on pedagogy but a plan is in place to develop content. Master teachers assist with the vetting process and surveys. Many options are available. Local education agencies can use by themselves. The state department does not have to use in order for the local education agencies to use.

Candidate Work Sample

Does the candidate required work sample need to be the model that the state provides or can institutions/colleges use their own model? There was discussion on where and when the work sample should be completed. Should it be part of the preservice? Do we want to move it? How do we know the minimal standard? How do we validate? How do we ensure the work sample reaches a certain level? Could it be a licensing requirement instead of a work sample? Is the candidate work sample important? It was noted that it is an entire unit of study. One option is to use Educational Testing Service (ETS) or Pearson product and require everyone to use. Comments included: as a cooperating teacher, it is valued, likes completion at the college level because if the teacher has trouble, the help is there for the student teacher; teachers need to be ready to hit the ground running and the more at the program level the more beneficial. A suggestion was made to hire retired teachers as mentors to help the student teachers. Reflection is an important part of the KPTP, talking with administrators before beginning teaching about strengths and weaknesses. In summary from the discussion, it was decided to keep the candidate work sample. The question then is how much control and how much is measured? There are legal ramifications involved. What does the state need from the colleges/universities to show that student teachers have completed and are prepared? In summary, this will be addressed around the professional education standards as part of program review. How well are student teachers trained, and how well is the follow through? A handout was provided from REL Central that supports the state department work. Members were asked to review and reflect on these observations. This item will be revisited at the Standards Board meeting in February 2015.

Committee attendance

Scott talked about the importance of attending committee meetings. At what point should a person not continue serving? How many absences? Susan asked that we talk about this item when we discuss the by-laws under Old Business later in today's meeting.

Because of the length of the agenda, it was decided to continue working through lunch. Members were served a catered lunch provided by KSDE as the meeting continued.

7. Old Business

Fingerprint transition – Two handouts were provided that explain the fingerprint requirements for licensure and a FAQ regarding the changes. The KSDE licensure homepage was reviewed at this link:

<http://www.ksde.org/Default.aspx?tabid=325> Once this link is selected, the FAQ page will appear. There is a link in the middle of the page for license look-up that will assist educators with the question of whether or not fingerprints are needed. Trained school personnel can now take fingerprints if trained by the KBI. It was suggested that a call ahead to the law enforcement agency is needed as sometimes an appointment is needed. A question was asked if in the future all school personnel including nurses, secretaries, etc. will need to be fingerprinted. This is a local school decision, not a licensure decision.

Mentor guidelines update – Scott reported that two committees, one for teachers and one for leadership, worked on the guidelines. Scott reported that the teacher mentor regulations were passed by the State Board of Education and went into effect in October. The leadership mentoring guidelines will complete work this semester. There was discussion on who should serve as a mentor for teachers and/or leadership and how often the mentor should meet with the mentee.

Comments included: some districts have designated once a week and keep a log. The opportunity for observation is needed. Mentees will be a mentor in five years so need a good mentor program.

Math endorsement – Scott reported that the Standards Board had discussed this item at their September meeting. Members were asked to gather feedback from the field and bring to today's meeting. This item was also shared with Unit Heads recently but no ideas were gleaned from that meeting. Do members today have any feedback from the field? Susan stated there are several possibilities with license levels. Jonathan shared that he spoke with a 20 year veteran teacher who felt that math teachers do need to take higher level courses to teach math. Paul questioned if the many years of teaching impacted that teacher's feelings. A message will be sent out on the Ks Association of Teachers of Mathematics (KATM) listserv asking for input. We will continue the dialogue with additional input from the KATM group.

Field Committee to facilitate clarity, suggestions for improving the licensure process – Scott and Susan reported that a group of six persons from Liberal, Geary County, Salina, Topeka 501, Wichita, Lawrence and Gardner-Edgerton school districts representing administrators and human resources were brought together to help rewrite the out of state licensure form. The group was tasked with using less technical terms and more ease of use. The licensure office is working on editing the website for better clarity. A poster has been developed and will be made available for districts. A **sample** of the poster will be available on the licensure website at <http://www.ksde.org/Default.aspx?tabid=325> Suggestions for improvement to the licensure website are welcome.

Comments included:

- If going from a 2 year to a 5 year, for example, could there be more explanation? If referring to a 2 year license, could that be spelled out in a parenthesis? Teachers think in terms of how long their license is good for.
- Persons renewing on professional development don't seem to understand and are not prepared when renewing.
- Can the license applications be color coded with the handout today entitled *Renewal of Kansas Professional License*?

Ethics update – Scott stated that the information on the *Kansas Educator Code of Conduct* has been assembled into a three-fold brochure available for printing from the KSDE website at the following link. http://ksde.org/Portals/0/TLA/Licensure/KS_Ed_Code_Conduct_Brochure031014.pdf There is currently a movement towards a national Code of Ethics. Educational Testing Service (ETS) has put together a video of situational modules. A representative of ETS will be invited to the February 2015 meeting of the Standards Board to give a presentation.

Goals update

- By-laws - The subcommittee that volunteered to review/update the bylaws are Susan Helbert, Jonathan Goering, Gwen Landever. A handout of the by-laws that included notes and comments was disseminated. The subcommittee will review the by-laws in detail and bring back suggested changes to the February 2015 meeting. There was discussion regarding excessive absences from committee meetings as outlined under Article II, #4, of the PSB by-laws. The subcommittee will review in detail and bring back suggested changes to the February 2015 meeting.

Review of current exams – Susan stated that a representative from ETS will give a presentation regarding the exam reviews at the February 2015 Standards Board meeting.

Code of Conduct – Diana reported that the *Kansas Educator Code of Conduct* was approved over a year ago. Following this approval, the Code of Conduct was incorporated into the license and prints as the final page of the license when printing the license from the KSDE website. School districts have been notified about the Code of Conduct and that it is available on the KSDE licensure website. NASDTEC will have a website available in January 2015 for any comments regarding the draft of the Code of Ethics. The final draft of the Code of Ethics will be available on NASDTEC website www.nasdtec.net Once the final draft is available, we can begin to look at for currently practicing educators. A question was asked about how the Code of Ethics is enforced. Diana responded that the Professional Practices Commission is the enforcement. The Commission is updating its guidelines to coincide with the new Code of Ethics. This information could be made available for preservice teachers.

Professional Learning and the PD Task Force – Scott stated that this is not an add-on. The current system will drop in. This is personalized learning as geared to your strengths and areas of growth.

Standards Review – Susan reviewed the process that was used to approve the Agriculture, Counselor, and Professional Education Standards. Each committee was comprised of representatives of students, teachers, administrators, higher education and KNEA. Each committee's final draft was sent to Specialized Professional Associations (SPAs) for comment on alignment with the national standards. Comments were received and posted on the KSDE website for public comment. Following the comment period, the standards will be presented to the State Board of Education. A template was used as a common format that included the national standards, the Kansas standard, the function, content knowledge and professional skills. A motion was made to move forward with the three standards.

Motion: It was M/S (R. Perez/Wilson) to approve the Agriculture, Counselor, and Professional Education Standards as written, and to forward them to the State Board for review/approval. Motion carried.

8. Standing Committee Reports

- Executive Committee – Deb reported that the Executive Committee met prior to the full meeting. Three items were added to the agenda as announced under item #3 approval of agenda.
- State Board of Education Report – Carolyn Campbell reported that the state board has been hearing presentations on the emergency safety intervention (ESI) appeals process and regulations. Secondly, there is a new coalition of schools representing Concordia, Hugoton, and Kansas City, Kansas school districts.
Lastly, Dr. Randy Watson was selected as the new commissioner of education.
- TLA Leadership Report – Scott reported that the work on the accreditation model continues. A Quality Performance Accreditation (QPA) meeting is scheduled in Wichita on December 1. The System for the Education Enterprise in Kansas (SEEK) website is up and running and access can be requested. Information on retention rates, percentage of students needing remediation and enrollment is available at this site.
Scott noted that the teacher leader evaluation work is in full process.
Also noted was the crossover from NCATE to CAEP.
- Regulations Committee – Susan stated there was no report as the committee had not met recently. A meeting will be convened in the near future to discuss the Professional Development Taskforce and regulation changes as well as student teaching and mentoring regulations.
- Evaluation Review Committee – Catherine reported that the committee met on November 14 and reviewed four accreditation and several program reviews and program updates. Meeting dates have been set for January 29, April 23 and June 19 of 2015.
- Licensure Review Committee – Susan reported that the Licensure Review Committee processes are being updated and will be more efficient and simple. We have identified overlaps, confusion, time delays. The application appeal process has been revised with a goal of an online electronic system.
- Policies and Procedures Committee – Catherine reported that no meetings have been scheduled. An ad hoc committee is working on the program template revision. The ad hoc committee met on October 10 and plans to meet once more before sending their recommendations to the Policies and Procedures Committee.

9. Agenda items for next meeting

- ETS presentation
- Goal updates
- Work sample
- Survey math teachers feedback

Agenda items can be sent to Scott Myers: smyers@ksde.org

10. Adjournment

Motion: It was M/S (Addis/Compton) to adjourn. Motion carried. The meeting was adjourned at 1:59 pm.

11. Next meeting date – Monday, February 2, 2015, KSDE Board Room 102, Landon State Office Building, 900 SW Jackson St, Topeka, KS