

APPROVED MINUTES OF THE STATE OF IDAHO PROFESSIONAL STANDARDS
COMMISSION MEETING OF JULY 30-31, 2015

ATTENDANCE

Members present at July 30 committee meetings: Allred, Chipman, Enger, Hedeem, Henry, Johnson, Koehler, McKinney, Meyer, Mikolajczyk, Nelson, Nuckols, Roark, Saffle, Sulfridge, Van Mullem. SDE staff present: Colón, Haas, Lackey, Markland, Miranda, Schwab. Absent: Welton. Guests: Leslie Hayes.

Members present at the July 31 general meeting: Allred, Chipman, Enger, Hedeem, Henry, Johnson, Koehler, McKinney, Meyer, Mikolajczyk, Nelson, Nuckols, Roark, Saffle, Sulfridge, Van Mullem. SDE staff present: Colón, Haas, Lackey, Markland, Miranda, Schwab. Absent: Welton. Guests: Shauna Andrus, Terry Gilbert, and Leslie Hayes.

Dana Johnson (private higher education – BYU-Idaho) was introduced as a new Commission member.

AGENDA REVIEW/REVISIONS/APPROVAL

M/S (Nelson/McKinney): To approve the July 30-31, 2015, Commission meeting agenda as written. Motion carried unanimously.

APPROVAL OF MINUTES

M/S (McKinney/Chipman): To approve the May 19-20, 2015, Commission meeting minutes as printed. Motion carried unanimously.

CONSIDERATION OF STIPULATIONS/FINAL ORDERS BY FULL COMMISSION

Deputy Attorney General Leslie Hayes reviewed the background of Professional Standards Commission Case #21336 by presenting the Administrative Complaint that had been filed and the corresponding affidavits and default documents to demonstrate that Glenn Iserman failed to respond to the Administrative Complaint. In light of Glenn Iserman's failure to respond to the Administrative Complaint, a Default Order was issued by Hearing Officer Gilmore on June 1, 2015. Leslie Hayes then presented the proposed findings of Fact, Conclusions of Law, and Final Order for the Commission's consideration.

M/S (Enger/McKinney): To accept the proposed Findings of Fact and Conclusions of Law as written to revoke the teaching certificate of Glenn Iserman and to enter the accompanying Final Order in Case #21336 regarding the certificate of Glenn Iserman.

Motion carried unanimously. Commission members Allred, Chipman, Henry, Meyer, Nuckols, and Roark were recused from voting.

Deputy Attorney General Leslie Hayes reviewed the background of Professional Standards Commission Case #21323 by presenting the Administrative Complaint that had been filed and the corresponding affidavits and default documents to demonstrate that Sydney Lee Jones failed to respond to the Administrative Complaint. In light of Sydney Lee Jones's failure to respond to the Administrative Complaint, a Default Order was issued by Hearing Officer Gilmore on June 1, 2015. Leslie Hayes then presented the proposed Findings of Fact, Conclusions of Law, and Final Order for the Commission's consideration. The Commission members reviewed the documents and, having posed a question and discussing it briefly, voted as follows:

M/S (McKinney/Enger): To accept the proposed Findings of Fact and Conclusions of Law as written to revoke the teaching certificate of Sydney Lee Jones and to enter the accompanying Final Order in Case #21323 regarding the certificate of Sydney Lee Jones. Motion carried unanimously. Commission members Allred, Chipman, Henry, Meyer, Nuckols, and Roark were recused from voting.

Deputy Attorney General Leslie Hayes provided the Commission with the Stipulation listed below. The Stipulation was agreed to by the respective respondent and was recommended by Leslie Hayes and the Executive Committee for adoption by the Commission. The Commission members reviewed the Stipulation at the meeting and, having posed a question, voted as follows:

M/S (Sulfridge/McKinney): To accept the proposed Stipulation as written and enter the accompanying Consent Order in Case #21337 regarding the certificate of Steve Kilgore. Motion carried unanimously. Commission members Allred, Chipman, Henry, Meyer, Nuckols, and Roark were recused from voting.

Deputy Attorney General Leslie Hayes provided the Commission with the Stipulation listed below. The Stipulation was agreed to by the respective respondent and was recommended by Leslie Hayes and the Executive Committee for adoption by the Commission. The Commission members reviewed the Stipulation at the meeting and, having posed questions and requested discussion, voted as follows:

M/S (Enger/Sulfridge): To accept the proposed Stipulation as written and enter the accompanying Consent Order in Case #21440 regarding the certificate of Jack Adkins. Motion carried unanimously. Commission members Allred, Chipman, Henry, Meyer, Nuckols, and Roark were recused from voting.

Deputy Attorney General Leslie Hayes provided the Commission with the Stipulation listed below. The Stipulation was agreed to by the respective respondent and was recommended by Leslie Hayes and the Executive Committee for adoption by the Commission. The Commission members reviewed the Stipulation at the meeting and, having posed questions and requested discussion, voted as follows:

M/S (Sulfridge/McKinney): To accept the proposed Stipulation as written and enter the accompanying Consent Order in Case #21443 regarding the certificate of Tamara Doughty. Motion carried unanimously. Commission members Allred, Chipman, Henry, Meyer, Nuckols, and Roark were recused from voting.

Deputy Attorney General Leslie Hayes provided the Commission with the Stipulation listed below. The Stipulation was agreed to by the respective respondent and was recommended by Leslie Hayes and the Executive Committee for adoption by the Commission. The Commission members reviewed the Stipulation at the meeting and, having no questions or requests for discussion, voted as follows:

M/S (Nelson/Enger): To accept the proposed Stipulation as written and enter the accompanying Consent Order in Case #21502 regarding the certificate of Terry Rothamer. Motion carried unanimously. Commission members Allred, Chipman, Henry, Meyer, Nuckols, and Roark were recused from voting.

Deputy Attorney General Leslie Hayes provided the Commission with the Stipulation listed below. The Stipulation was agreed to by the respective respondent and was recommended by Leslie Hayes and the Executive Committee for adoption by the Commission. The Commission members reviewed the Stipulation at the meeting and, having posed questions and requested discussion, voted as follows:

M/S (Nelson/Enger): To accept the proposed Stipulation as written and enter the accompanying Consent Order in Case #21506 regarding the certificate of Sidney Jon Allen. Motion carried unanimously. Commission members Allred, Chipman, Henry, Meyer, Nuckols, and Roark were recused from voting.

ADMINISTRATIVE REPORT

Commission administrator Lisa Colón (unless indicated otherwise) reported on the following.

1. As a part of Idaho House Bill 296, the Professional Evaluation Review Committee met on July 21-22. The group developed the following three objectives – to discuss/identify the purpose of teacher evaluation; to develop a process for the independent review of teacher evaluations; and to discuss the future of teacher evaluation. Committee recommendations for State Board and Senate Education Committee consideration included: a) define the terms "fidelity," "observation," and "evaluation"; b) identify items to be reviewed by independent reviewers and the corresponding data elements; c) gather additional data through teacher and administrative surveys; d) identify independent reviewer qualifications and list of possible groups of candidates to serve as reviewers; e) random selection process methods; f) continued use of the Danielson Framework; and g) additional training and resources to support teacher evaluation. It was determined that the purpose of teacher evaluation is to enhance effective teaching, student achievement, and growth by utilizing a common framework that provides

the basis for personnel decisions, professional development opportunities, and recognition of teacher performance. "Fidelity" is how closely a set of procedures were implemented as they were supposed to occur (comparing IDAPA rule with what was actually conducted). "Observation" is the observing of one teaching episode, not multiple episodes. "Evaluation" is the determination of the performance level over a period of time with multiple measures. Districts will be allowed to use different professional evaluation standards if they can demonstrate alignment between their choice of standards and the Danielson model. The Department of Education is constructing a website component to share the work of the Performance Evaluation Review Committee.

2. As a responsibility of her former position, Lisa will be co-presenting at the Idaho Association of School Administrators (IASA) Summer Leadership Conference on the Idaho principal evaluation process. The model includes an optional principal observation that a superintendent could use to provide feedback/support for the professional development of principals for their own evaluation strategies for teachers.
3. The Idaho State University (ISU) program approval review will be held September 19-22; their Department of Education/National Council for Accreditation of Teacher Education (NCATE) pre-visit was conducted July 16. The Boise State University (BSU) program approval review will be held in the spring of 2016.
4. During the 2015-2016 academic year, standards reviews will be conducted in the following content areas: Elementary Education; Mathematics; Technology (pre-service); Science (Biology, Chemistry, Earth/Space Science, Natural Science, Physical Science, and Physics); and Visual/Performing Arts (Drama, Music, Visual Arts).
5. Upcoming travel by Commission staff includes Cina Lackey's participation in Idaho's System for Educational Excellence (ISEE) – Idaho's Statewide Longitudinal Data System Roadshow in August. These are intense training sessions held around the state with the intent of helping school districts and assisting them in their efforts to collect, consolidate, and submit accurate data. Also, Shannon Haas, Annette Schwab, and Brian Church (the new deputy attorney general) will attend the National Association of State Directors of Teacher Education and Certification (NASDTEC) Professional Practices Institute (PPI) in October.

AUTHORIZATIONS COMMITTEE

Chair Elisa Saffle reported that during the July 30-31, 2015, meeting, the Authorizations Committee recommended that the Commission approve the following new Teacher to New Certificate/Endorsement requests (for the 2015-2016 school year):

ALEXANDER, Gregory, Garden Valley #71, Superintendent
BORN, Chris, Salmon #291, Superintendent
COBB, Kelly, Weiser #431, Counselor K/12
COLES, Travis, Idaho Falls #91, French K/12
ELORRIETA, Toni, Valley #262, Biological Science 6/12
GOODING, Effie, Lake Pend Orielle #84, Mathematics 6/12
HELLWEGE, Andrew, Nampa #131, School Principal PreK/12
HENDRICKSON, Christine, Weiser #431, Counselor K/12
HOLDEN, Eileen, Salmon #291, Superintendent
HOWELL, Douglas, Pocatello #25, Superintendent
HOWELL, Roxann, Pocatello #25, Mathematics 6/12
LENKER, Jay, Pocatello #25, School Principal Pre-K/12
LEWIS, Lisa, Kootenai Bridge Academy #470, Physical Science 6/12
MINER, Dave, Pocatello #25, Director of Special Education
SANDERS, Casey, Cassia County Joint #151, Biological Science 6/12

During the July 30-31, 2015, meeting, the Authorizations Committee recommended that the Commission approve the following renewal Teacher to New Certificate/Endorsement requests (for the 2015-2016 school year):

DIPLOCK, Phillip, Nampa #131, School Principal Pre-K/12 (3)
FAHNSTROM, Erin, West Ada #2, Generalist K/12 (3)
GOOLD, Lauren, West Ada #2, Hearing Impaired K/12 (2)
HILLMAN, Jason, Nampa #131, Director of Special Education (2)
KIRKPATRICK, Brandi, Cassia County Joint #151, Counselor K/12 (2)
LINDGREN, Bonnie, Nampa #131, Generalist K/12 (2)
LINVILLE, Amanda, West Ada #2, Generalist K/12 (2)
LUKE, Susan, Compass Public Charter School #455, School Principal Pre-K/12 (2)
MESSINGER, Mary Sue, West Ada #2, Generalist K/12 (2)
RODRIGUEZ, Lindsay, West Ada #2, Consulting Teacher (2)

During the July 30-31, 2015, meeting, the Authorizations Committee recommended that the Commission approve 14 Content Specialist Endorsement requests (for the 2015-2016 school year).

The committee discussed the Basic Mathematics 6/12 and the Mathematics 6/12 endorsements and the lack of a middle-level mathematics endorsement in the state. Members are seeing numerous alternative authorization requests for the Mathematics 6/12 endorsement in order to fill math teaching positions in geometry and algebra II. Elisa also assured Commission members that when an alternative authorization request is made in an area that requires a master's degree, the applicant is required to provide documentation of acceptance and enrollment in a program.

The Commission ACCEPTED the report of the Authorizations Committee. Motion carried unanimously.

PROFESSIONAL DEVELOPMENT COMMITTEE

In Chair Ginny Welton's absence, committee member Elisa Saffle reported that members discussed the charge of their committee and determined that its purpose is to review the Code of Ethics to ensure it remains current; to provide resource suggestions for teachers/administrators in specific areas (professional conduct; educator/student relationships - boundaries; alcohol/drug use or possession; professional integrity; funds and property/compensation; confidentiality; contracts; social media; and ethics in education); and to share information with educators regarding ways to best help all educators in the areas of ethical behavior.

The Commission ACCEPTED the report of the Professional Development Committee. Motion carried unanimously.

BUDGET SUBCOMMITTEE

As she reviewed the FY15 Commission budget, Chair Loral Nelson noted that in the last quarter of the fiscal year, expenses centered on staff participation in conferences and the ISU program review pre-visit; annual NASDTEC and Council for the Accreditation of Educator Preparation (CAEP) dues; and Commission meetings. For the fiscal year, total revenue was \$367,267 and expenditures were \$330,440, with revenue exceeding expenditures by \$36,826.

As of July 1, Professional Standards Commission and Certification funds were combined. Revenue brought in through current certification fees is not sufficient to maintain both programs, so this combined budget will eventually dwindle. Loral Nelson reported that the Department of Education general fund had excess dollars, and this amount was added to the Cash Balance of the combined Commission/Certification budget to pay the personnel costs for Certification employees. This extra funding will sustain both programs for a longer period of time.

The Commission ACCEPTED the report of the Budget Subcommittee. Motion carried unanimously.

STANDARDS COMMITTEE

Chair Heather Van Mullem reported on the following committee discussion items (unless indicated otherwise):

1. Committee members discussed the previously-approved Commission motion to assess non-CAEP Idaho institutions \$2,000 per year to help in defraying the cost of their program approval reviews. This will be discussed again in October.
2. Once school is in session, interested parties will be contacted and invited to participate in the discussion to determine if the new Computer Science Praxis II exam is appropriate for the new Computer Science endorsement.

3. The committee addressed possible changes to a draft of the Program Review Manual that was never finalized. Discussion focused on the following committee recommendations: state-specific requirements review procedures, specifically for the mid-cycle review (focus visit); development of guidelines for state-specific requirements and expectations for proof of performance evidence; inclusion of language stipulating that if an Unacceptable rating is given by a program reviewer but the program is recommended for approval, a justification for the program approval decision must be provided as well; and access on the part of program reviewers to institutional report artifacts/evidence a minimum of one month prior to the onsite visit. It is planned that the above-mentioned changes will be completed by June of 2016.
4. The committee reviewed/considered the state team report, the NCATE report, and the university's response to the state team report resulting from the Northwest Nazarene University full program onsite review conducted on February 28 – March 3, 2015.

M/S (Nelson/Enger): To recommend to the State Board the approval of the Northwest Nazarene University state team report, the NCATE report, and the university's response to the state team report with the conditions outlined in the state team report as listed below.

Core Standards – Reviewed but Not Subject to Approval

Elementary Education – Approved

English Language Arts – Approved

Health Education – Approved Conditionally

Mathematics – Approved

Physical Education – Approved

Science Foundation Standards – Reviewed but Not Subject to Approval

Biology – Approved

Chemistry – Approved Conditionally (due to low candidate number)

Physics – Approved

Social Studies Foundation Standards – Reviewed but Not Subject to Approval

Government and Civics – Approved

History – Approved

Visual and Performing Arts Foundation Standards – Reviewed but Not Subject to Approval

Music – Approved

Visual Arts – Approved

World Languages (Spanish) – Approved

School Administrator – Approved

School Superintendent – Approved

Director of Special Education – Approved

Motion carried unanimously.

The committee asked that a request be sent from the Standards Committee to the state team chair and the content reviewer for World Languages for rationale of approval status.

5. Upcoming program reviews are as follows:

Idaho State University – September 19-22, 2015 (with NCATE legacy standards)
University of Idaho – fall of 2015 – focus visit and state-specific requirements review
Boise State University – spring of 2016 (with CAEP standards)

The committee suggested that the University of Idaho focus visit be rescheduled for fall of 2016. By then the proposed revisions to the current Program Review Manual will be completed, there will be detailed information in that manual regarding what is needed for focus visits and state-specific requirements reviews, and the University of Idaho will consequently be better informed and prepared for its own focus visit and meeting state-specific requirements (see page 6, STANDARDS COMMITTEE, item 3).

The revised (complete with mid-cycle reviews) Teacher Preparation Program Approval Review Schedule (2013-2027) will be posted to the Commission website.

The Commission ACCEPTED the report of the Standards Committee. Motion carried unanimously.

EXECUTIVE COMMITTEE

Chair Esther Henry reported that the Executive Committee met with Deputy Attorney General Leslie Hayes, Shannon Haas, and Annette Schwab to discuss ethics case information.

M/S (Chipman/Allred): To move the Executive Committee into Executive Session to review and discuss investigation records exempt from disclosure as prescribed by Idaho Code §67-2345(d). Motion carried unanimously.

Leslie Hayes reviewed the cases needing Executive Committee decisions.

M/S (Chipman/Allred): To move the Executive Session of the Executive Committee into Open Session to vote on investigation records exempt from disclosure as prescribed by Idaho Code §67-2345(d). Motion carried unanimously.

Esther Henry reported that the Executive Committee reviewed 6 cases and found probable cause in all 6 of those cases. Actions taken in the 6 cases included 2 letters of reprimand and 4 fixed suspensions with conditions. There are currently 3 cases awaiting respondent reply; 35 cases requiring deputy attorney general action; 1 case with a hearing scheduled; 2 cases with a filed Administrative Complaint; and 5 cases on hold.

The committee discussed terms listed on the certification application and also the possibility of listing ethical violations and Executive Committee case actions on the Commission website. The committee requested that at the October Commission meeting 1) the full Commission discuss listing violations/actions on the website and 2) our deputy attorney general provide clarification to the Executive Committee on the terms "arrest" and "conviction" used on the certification application.

The Commission ACCEPTED the report of the Executive Committee. Motion carried unanimously.

LEADERSHIP TEAM

Esther Henry reported that the Leadership Team met by teleconference on July 15 and welcomed new Commission Administrator Lisa Colón for the first time. Lisa shared that she would be leading the Professional Evaluation Review Committee. The team reviewed the upcoming Commission meeting agenda and the budget. Lisa, along with other Department of Education staff members, will be presenting at the upcoming Idaho Association of School Administrators (IASA) Conference on principal evaluations and also discussing the procedure for requesting, in accordance with IDAPA 33-1210, information on an educator's certification, past job performance, and Commission action. The conference follows a different format this year; there will be a rally on the last day where the Department of Education will be presenting to everyone. A Department of Education handbook is being assembled for new superintendents.

The Commission ACCEPTED the report of the Leadership Team. Motion carried unanimously.

NEW BUSINESS

Commission Procedures Manual Updates

Annette Schwab reported that this would be done at the October Commission meeting.

Committee Working Plan Updates

Chair Esther Henry reminded committee chairs to develop committee-recommended revisions to their respective sections of the Commission working plan at the October Commission meeting. Those revisions should align with the actual work that their committees are currently doing.

Possible Speakers/Topics for 2016 Department of Education Prevention Conference

The Commission discussed possible speakers or topics that they could recommend for inclusion in the 2016 State Prevention Conference. Suggestions included the following:

Human trafficking
Professional boundaries for educators
Professional boundaries for educators and their social media use
Alcohol/substance abuse in educators
Jermaine Galloway (underage drinking, drug and alcohol enforcement)
Troy Hutchings (teacher sexual misconduct, educator decision-making)
Sexual harassment/sexual assault; bystander intervention; the culture in your building
Bullying

COMMUNICATION PLAN

Heather Van Mullem reported that items of interest in these meeting minutes for member communication to constituencies include the following:

- **Professional Evaluation Review Committee.** Committee met in July and developed three objectives; they also developed seven recommendations for State Board and Senate Education Committee consideration. "Fidelity," "observation," and "evaluation" were defined. Districts can use different standards if there is alignment between their standards and the Danielson model. Work of the committee will be a Department of Education website component (see page 3, ADMINISTRATIVE REPORT, item 1).
- **Idaho Principal Evaluation Process.** This will be presented on at the IASA Conference; this includes an optional principal observation for superintendent use (see page 3, ADMINISTRATIVE REPORT, item 2).
- **Upcoming Higher Education Program Reviews.** ISU program review is scheduled for September 2015. Others are scheduled for 2016. A 2013-2027 schedule is on the Department of Education website (see page 3, ADMINISTRATIVE REPORT, item 3; see page 6, STANDARDS COMMITTEE, item 5).
- **Upcoming Standards Reviews.** Standards reviews will be conducted in five main content areas in 2015-2016 (see page 3, ADMINISTRATIVE REPORT, item 4).
- **Updates to Program Review Manual.** The university Program Review Manual will be updated (see page 6, STANDARDS COMMITTEE, item 3).

ADJOURNMENT

M/S (Sulfridge/McKinney): To adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:45 a.m.

Mary Jane Markland, Secretary
Professional Standards Commission

Lisa Colón, Administrator
Professional Standards Commission