

Agenda Book
EPSB Meeting Agenda
EPSB Offices
100 Airport Road, 3rd Floor, Conference Room A, Frankfort, KY 40601
March 5, 2012

Monday, March 5, 2012

9:00 AM EST Call to Order

Roll Call

Open Speak

Approval of Consent Items

- A. Approval of January 9, 2012 EPSB Minutes (**Pages 1-24**)
- B. Principal Preparation Program, All Grades, Eastern Kentucky University (**Pages 25-32**) (Dr. Kim Walters-Parker)
- C. Principal Preparation Program, All Grades, University of the Cumberlands (**Pages 33-36**) (Dr. Kim Walters-Parker)

Report of the Executive Director

- A. Report from the Kentucky Department of Education
- B. Report from the Council on Postsecondary Education
- C. Legislative Update (Ms. Alicia Sneed)
- D. An Update on the National Board for Professional Teacher Standards (Dr. Will Parker)

Report of the Chair

Appointments

Kentucky Advisory Council on Internships (KACI)

Committee Report

Nominating Committee

Information/Discussion Items

16 KAR 2:120. Emergency Certification and Out-of-Field Teaching, Notice of Intent (**Pages 37-48**) (Ms. Sneed)

Action Items

- A. Northern Kentucky University Accreditation (**Pages 49-54**) (Dr. Walters-Parker)
- B. Western Kentucky University Accreditation (**Pages 55-60**) (Dr. Walters-Parker)
- C. 16 KAR 4:030. Out of State Preparation, Final Action (**Pages 61-72**) (Mr. Mike Carr)
- D. Meeting Policy, Final Action (**Pages 73-75**) (Ms. Ashley Abshire)

Board Comments

Following a motion in open session, it is anticipated that the board will move into closed session as provided by KRS 61.810 (1)(c) and (1)(j).

Certification Review and Revocation: Pending Litigation Review

Following review of pending litigation, the board shall move into open session. All decisions will be made in open session.

Adjournment

Next Regular Meeting:

May 14, 2012

EPSB Offices

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The actions delineated below were taken in open session of the EPSB at the January 9, 2012 meeting. This information is provided in summary form; an official record of the meeting is available in the permanent records of the Education Professional Standards Board (EPSB), 100 Airport Road, 3rd Floor, Frankfort, KY 40601

**Education Professional Standards Board (EPSB)
Summary Minutes of the Regular Business Meeting
EPSB Offices, 100 Airport Road, 3rd Floor
Frankfort, Kentucky
January 9, 2012**

Consent Item A

Call to Order

Chair Cathy Gunn called the meeting to order at 9:00 a.m. EST.

Swearing-In of New Board Member

Executive Secretary Ashley Abshire swore in the EPSB's newest board member, Brandy Beardsley, and then Ms. Beardsley introduced herself to the board. She stated that she is a second grade teacher from Madison County and has three small children. Ms. Beardsley expressed her delight to be appointed to the board.

Roll Call

The following members were present during the January 9, 2012, EPSB meeting: Brandy Beardsley, Bradley Bielski, Barbara Boyd, Ellen Blevins, Michael Dailey, John DeAtley, Cathy Gunn, Allen Kennedy, Marie McMillen, Zenaida Smith, Anthony Strong, Tom Stull, Mark Wasicsko, Cassandra Webb, and Lorraine Williams. Sandy Sinclair-Curry was absent.

Open Speak

There were no requests for Open Speak.

Approval of Consent Items

Chair Gunn requested that board members identify any items on the consent agenda that they wished to discuss prior to taking final action. No items were identified.

2012- 001

Motion made by Ms. Marie McMillen, seconded by Mr. Anthony Strong, to approve the following items on the consent agenda:

Approval of October 17, 2011 EPSB Minutes

Approval of Contracts

Integrated Music, Grades P-12 (Bachelor's Level), Lindsey Wilson College

Gifted Endorsement, Grades P-12 (Advanced Level), University of Louisville

Vote: *Unanimous*

Dr. Kim Walters-Parker recognized representatives from Lindsey Wilson College and the

University of Louisville, whose programs were approved.

Report of the Executive Director

Possible 7%- 9% Budget Reduction

Dr. Rogers announced to the board that the Education and Workforce Development Cabinet asked EPSB staff to submit a plan for a possible 7%-9% budget reduction in the 2013-2014 budget years. He reported to the board that a 9% budget reduction would result in an overall agency budget reduction of 46.1% since 2008 – nearly 4.5 million dollars. Dr. Rogers further stated that Mr. Robert Brown will discuss the agency's plan to achieve these possible reductions in his report on the Teachers' National Certification Incentive Trust Fund under action items.

Board Member Resignation

Dr. Rogers announced Vice Chair Lynn May's resignation from the board due to family health problems. He stated that she had been an outstanding board member. Her resignation has been sent to the Governor's office, and a new high school teacher will be appointed soon to replace Ms. May.

Report from the Kentucky Department of Education

Mr. Michael Dailey reported on recent events at KDE.

- Kentucky was one of three states awarded the Race to the Top Phase 3 Grant. Although the grant amount (\$17 million) is significantly less than the original \$175 million request, KDE is pleased to gain funds to implement Senate Bill 1 initiatives and expand AdvanceKY sites. KDE will use state and district allocations to implement professional development and resources for Senate Bill 1.
- The Continuous Instructional Improvement Technology System, or CIITS, is a multi-phase, multi-year project designed to provide Kentucky public school educators with the resources aligned to standards which support highly effective teaching and learning in every classroom in Kentucky. CIITS went live statewide on August 1, 2011. CIITS gives teachers the ability to plan, design, and schedule lessons using the characteristics of highly effective teaching and learning as well as create and administer classroom assessments with the use of a test item bank that includes more than 11,000 items linked to standards. Educators can easily analyze the test results to identify student learning gaps and inform next steps for instruction. CIITS will be continuously evolving. Upcoming plans call for the following:
 - Additional instructional resources developed by Kentucky's Leadership Networks and national vendors
 - Additional student data elements from Infinite Campus
 - PLAN, EXPLORE, ACT, and summative End-of-Course and K-PREP state test data uploaded into the system as it is available
 - The addition of a module to support teacher and leader effectiveness and professional development (later phase of the project)
- The Measures of Effective Teaching (MET) project is a research partnership of academics, teachers, and education organizations committed to investigating better ways to identify and develop effective teaching. Mr. Dailey mentioned two recent key findings in the second report of the study – the frequency of observations and the value of feedback. These key findings were

a critical component in showing growth in student performance. Kentucky was fortunate to be one of three states that had an opportunity to go to Washington D. C. and listen to the report.

Report from the Council on Postsecondary Education

Mr. John DeAtley reported on recent events at CPE.

- Just like the EPSB, CPE is preparing for a possible 7-9% budget cut.
- CPE was recently awarded a three-year grant totaling \$720,000 from Rockefeller Philanthropy Advisors to improve college readiness. Kentucky was one of ten states selected. The grant program, called Core to College: Preparing Students for College Readiness and Success, aims to foster long-term collaborations between state higher education and P-12 entities that will improve student achievement and college readiness. The focus is on using the Common Core State Standards and assessments to establish a statewide definition of college readiness and set of college readiness indicators to signal a student's preparedness for credit-bearing college courses.

Data Dashboard Update

Dr. Rogers informed the board that constituents' feedback on the data dashboard in its developmental phase was positive but included suggested changes. Staff is currently working on making these changes. Dr. Rogers said he will send a link to the updated data dashboard for the board and deans to review once it is complete.

Local Educator Assignment Data (LEAD) Report

Mr. Mike Carr reported to the board that 2011 was an outstanding season for LEAD with very few problems remaining. Mr. Carr recognized and thanked Ms. Cindy Godsey for her hard work on the LEAD report.

Update on Unbridled Learning (SB1 2009) Initiatives: A Report on Teacher Preparation Program Participation in the Information and Use of the Revised Kentucky Core Academic Standards

Ms. Linda Nickel gave an update on Unbridled Learning (SB1 2009) Initiatives. In this update, she discussed the progress on two of the EPSB's Unbridled Learning responsibilities.

The first EPSB responsibility was that, in collaboration with KDE and CPE, the EPSB shall lead coordinated information and training sessions on revised content standards for faculty and staff in all teacher preparation programs. Ms. Nickel stated that all teacher preparation programs will provide documentation of attendance at CPE and campus-based information/training sessions on the Kentucky Core Academic Standards for Mathematics and Language Arts/English. Ninety-five percent of all teacher preparation program faculty members have received Unbridled Learning information and training.

The second EPSB responsibility discussed was the EPSB shall ensure that teacher preparation programs include the use of academic standards in the pre-service programs and that all teacher interns have experience planning classroom instruction based on the revised standards. Ms. Nickel stated that 29 of 30 teacher preparation programs have documented evidence of the use of the academic standards in the pre-service programs and that all teacher interns have experience planning instruction based on the revised standards.

Nomination Committee

Chair Cathy Gunn nominated herself as chair of the nominating committee for vice chair and appointed Ms. Lorraine Williams and Mr. Allen Kennedy to serve on the committee. She said that the committee will nominate a vice chair at the March EPSB meeting.

Executive Director's Contract

Chair Gunn stated that Dr. Rogers has agreed to a four-year contract beginning January 2013 through December 2016, to be signed after the meeting. She said that although Dr. Rogers requested no salary increase since state employees did not receive a pay increase, she would like to revisit the issue at the October meeting if there is a pay increase for state workers in the second year of the biennium.

Report of the Chair

Committee Reports

Kentucky Advisory Council for Internships

Mr. Brown and Dr. Sharon Brennan, chair of the Kentucky Advisory Council for Internships (KACI), gave a report to the board on behalf of KACI. Mr. Brown stated that at the last KACI meeting, issues with the administration of KTIP relating to the Teacher Performance Assessment (TPA) were discussed. He said that last year was the first time spring interns used the TPA in KTIP, and unforeseen issues arose during this time. Dr. Brennan stated that local schools implemented the TPA depending upon the amount of time after hire, the schedules of the KTIP committees, and the interns' abilities. This led to some interns' completing different cycles and tasks during the following fall, which is problematic with having spring internships. Also, interns rehired in different schools in the fall had a wide range of tasks and cycles to complete due to the inconsistent nature of the spring internships. It was difficult for interns to complete two cycles due to variations in when teacher are hired in the new year.

Dr. Brennan further explained that the current format of the internship requires all interns to accomplish specific tasks based upon the Kentucky Teacher Standards. During the last KACI meeting, the possibility of streamlining Task D (Collaboration) and Task F (Leadership) was discussed as well as examining possible redundancies within the other tasks. Tasks D and F could possibly be designed as reflective tasks based upon ongoing leadership initiatives in which the intern is involved.

Mr. Brown stated that if the board agrees, KACI would like to meet with constituent groups and conduct focus groups regarding the streamlining of these tasks. Ms. Lorraine Williams responded that this is a good time to move toward a more comprehensive approach to collaboration and leadership. She also said that she would like this group to examine the timing of the unit of study, which is currently not included until the 3rd cycle. She would like to see earlier unit development for interns.

Presentation

Review of Ethical Guidelines for Boards and Commissions

John Steffen, the executive director of the Executive Branch Ethics Commission, reviewed the ethical guidelines for the board. He stated that Governor Beshear requested that all boards and commissions governed by this statute be retrained on the ethical guidelines.

Information/Discussion Items

Meeting Policy, Notice of Intent

Ms. Ashley Abshire explained to the board a proposed new policy for board meetings. This proposed policy includes a timeline for when board meeting materials will be made available to the board and the public as well as information on how a board member may request a paper format of the board meeting materials. It also states that a board member may request the use of an agency laptop if a home computer is not available for his/her use. This information item will be brought back at the March meeting for possible final action.

Mid-Year Budget Report

Ms. Abshire gave a mid-year budget report to the board. She stated that the total agency expended budget amount is slightly less than 50% because many large payments such as cooperating teacher stipends are made in the third and fourth quarter of the budget year.

16 KAR 4:030. Out of State Preparation, Notice of Intent

Mr. Carr reported to the board that at the November retreat, the board discussed the inequity which will occur among Kentucky administrative candidates in the future in light of the closure of all master's degree level principal preparation programs in the Commonwealth. The board asked staff to bring forward regulatory changes to address this situation.

Mr. Carr reviewed all of the proposed changes in the regulation, which would require the same type of preparation program for candidates educated in Kentucky and those educated out of state. These changes would prevent a Kentucky teacher from obtaining a master's level principal certificate in a surrounding state and then presenting that certificate to the EPSB for a similar Kentucky certificate, thus gaining as much as a five-year employment advantage over those candidates who prepared at a Kentucky institution. The regulation also provides clarification of the criteria used by the EPSB when evaluating teacher certification candidates who prepared out of state. The proposed regulation will be placed on the March agenda for possible final action.

Action Items

Amendment to the EPSB's Cut Score Framework Procedure, Final Action

2012-002

Motion made by Dr. Mark Wasicsko, seconded by Ms. Zenaida Smith, to approve the proposed cut score framework.

Vote: *Unanimous*

16 KAR 6:010. Examination Prerequisites for Teacher Certification, Amendment, Final Action

2012-003

Motion made by Ms. McMillen, seconded by Dr. Wasicsko, to approve the proposed amendments to 16 KAR 6:010.

Vote: *Unanimous*

Teachers' National Certification Incentive Trust Fund

Mr. Robert Brown reported to the board that, despite earlier information, staff has been notified that some federal subsidies may be available this year. Staff will know by March or April the amount of federal subsidies available.

Mr. Brown reiterated Dr. Rogers' previous comment that state agencies have been notified of a likely 7-9% budget cut for 2013-2014. Mr. Brown said that if these cuts occur, there will be no Teachers' National Certification Incentive Trust Funds available for 2012. A budget analysis has concluded, however, that funds will be available to reimburse those who enrolled into the Teachers' National Certification Incentive Trust Fund in 2011.

If the EPSB must reduce its budget by 7-9% and therefore must suspend enrollment into the Teachers' National Certification Trust Fund, applicants may proceed with obtaining their National Board Certification and may continue to receive federal subsidies if available. They would not, however, receive the 75% reimbursement of their initial certification. Individuals may still apply for the Teachers' National Certification Incentive Trust Fund, but they will be placed on a waiting list until the state budget is approved.

Ms. Zenaida Smith had questions regarding the World Languages National Board Certification test and asked Mr. Brown to gather some information for her.

2012-004

Motion made by Mr. Tom Stull, seconded by Ms. Lorraine Williams, to suspend enrollment into the Teachers' National Certification Incentive Trust Fund until the 2012-2014 biennium budget allotments are finalized.

Vote: Unanimous

2012-005

Motion made by Mr. Stull, seconded by Ms. Williams, that should funding become available, the board shall approve the recommendation to limit the number of National Board candidates participating in the Teachers' National Certification Incentive Trust Fund and approve waiving 16 KAR 1:040 Section 2 (2).

Vote: Unanimous

Approval of Deputy Executive Director's Job Description and Salary

Dr. Rogers said that the Deputy Executive Director position will not be filled until a budget is known. He explained his proposal that the duties for this position change to include the need for an individual with a strong background in managing data and reporting systems.

2012-006

Motion made by Dr. Brad Bielski, seconded by Ms. Williams, to approve the proposed job description and duties, salary, and tentative timeline for filling the vacancy.

Vote: Unanimous

Board Comments

There were no board comments.

**DISCIPLINARY MATTERS:
MINUTES OF CASE REVIEW
January 9, 2012**

Motion made by Ms. Marie McMillen, seconded by Ms. Lorraine Williams, to go into closed session for the purpose of discussing proposed or pending litigation in accordance with KRS 61.810(1) (c) & (j).

Vote: *Unanimous*

Motion made by Ms. Williams, seconded by Ms. McMillen, to return to open session.

Vote: *Unanimous*

The following board members concurred with the actions as listed below with the noted exceptions:

Lorraine Williams, Tom Stull, Bradley Bielski, Cathy Gunn, Michael Dailey, John DeAtley, Anthony Strong, Allen Kennedy, Barbara Boyd, Zenaida Smith, Marie McMillen, Brandy Beardsley, Ellen Blevins, and Mark Wasicsko.

Attorneys present were Alicia A. Sneed, Gary A. Stephens, Cynthia Grohmann, Cassie Trueblood, Whitney Crowe, and Angela Evans.

Initial Case Review

<u>Case Number</u>	<u>Decision</u>
1107540	Hear
1108621	Hear
1108577	Hear
1109759	Defer for training
1110768	Hear
1110817	Admonish
1109761	Hear
1110791	Hear
1110783	Defer for training
1108605	Admonish
1109708	Admonish
1110777	Admonish
1110775	Admonish
1108613	Hear
1109681	Dismissed
1108594	Hear
1109723	Admonish
1109683	Dismissed
1109685	Dismissed
1109677	Hear
1109669	Hear

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1109671	Hear
1108609	Defer for training
1109675	Hear
1109687	Hear
1109673	Hear
1108611	Hear
1107521	Hear
1109743	Admonish
1109739	Hear
1109717	Dismissed
1110766	Hear
1110779	Hear
1111862	Hear
1011800	Admonish
1108581	Hear
1110795	Admonish
1106467	Admonish
1111824	Hear
1110781	Hear
1107538	Admonish
1108596	Hear
1108660	Hear
1108665	Admonish
1109733	Admonish
1109741	Admonish
1111832	Hear
1106455	Hear
1108619	Hear
1109726	Hear
1109728	Hear
1110799	Hear
1111868	Hear
1109720	Dismissed
1109735	Admonish
1107487	Hear
1108647	Hear
1108663	Hear
1109689	Hear
1109745	Hear
1110793	Admonish
1109711	Hear
1109713	Hear
1110770	Hear
1108645	Hear
1108641	Hear
1108639	Hear

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1108643	Hear
1107545	Dismissed
1108656	Hear (<i>Mr. Strong recused</i>)
1109749	Hear
1109747	Admonish
1011718	Admonish
0903117	Dismissed
1106441	Dismissed
1106379	Defer
1011746	Dismissed
1107543	Dismissed
100266	Dismissed
100268	Dismissed

Character/Fitness Review

<u>Case Number</u>	<u>Decision</u>
11937	Approve
11895	Approve
11943	Approve
11949	Approve
11959	Approve
11955	Approve
11954	Approve
11951	Approve
11953	Approve (<i>Ms. McMillen dissented</i>)
11974	Approve
11946	Approve
11975	Approve
11964	Approve
11977	Approve
11979	Approve
11967	Deny
11948	Approve
11980	Approve
11986	Approve
11904	Deny
11987	Approve
11990	Approve
11991	Approve
11994	Approve
11996	Approve
111001	Approve
111002	Approve
111004	Approve

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111006	Approve
111005	Approve
111007	Approve
111011	Approve
111008	Approve
111014	Approve
11984	Approve
111029	Approve
111033	Approve
111032	Approve
111034	Approve
111023	Approve
111045	Approve
111031	Approve
111040	Approve
111047	Defer
122	Approve
121	Approve
11957	Deny
111049	Approve
111020	Defer
11970	Deny
111051	Approve

Agreed Orders

Case Number

Decision

060119 (Donald Roberson)	<p>Accept Agreed Order which states that Respondent's teaching certificate has lapsed. Respondent shall neither apply for, nor be issued, a teaching and/or administrative certificate in the Commonwealth of Kentucky for a period of ten (10) years from the date this order is approved by the Board.</p> <p>Re-issuance of a certificate after the ten (10) year period is expressly conditioned upon Respondent providing written proof to the Board that he has completed twelve (12) hours of professional development/training in ethics with an emphasis on student/teacher boundaries. Should Respondent fail to provide proof of this training, his certificate shall not be re-issued. Any expense for this training shall be paid by Respondent.</p> <p>Vote: <i>Unanimous</i></p>
1106413 (Olivia Farris)	<p>Accept Agreed Order admonishing Respondent for using unprofessional language with staff and for presenting a</p>

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lesson that was grossly inappropriate and inaccurate. An educator has a duty to teach subject matter that is relevant and does not denigrate other cultures. By indicating to her class that human fetuses are eaten in China, Respondent failed in this duty. The Board will not tolerate any further acts of misconduct by Respondent.

As part of this Agreed Order, Respondent shall provide written proof, on or before August 1, 2012, that she has completed six (6) hours of board-approved professional development/training in cultural diversity, and six (6) hours of board-approved professional development/training in anger management. If Respondent does not meet these training requirements, her teaching certificate shall be suspended and will remain so until she provides proof of the requirements.

Vote: *Unanimous*

070480 (Phyllis Sanders)

Accept Agreed Order revoking Respondent's certificate for a period of five (5) years beginning April 16, 2007. Upon acceptance of this agreement by the Board, Respondent shall immediately surrender the original certificate and all copies of her certificate to the EPSB, by delivering or mailing them to 100 Airport Road, 3rd Floor, Frankfort, Kentucky 40601.

In addition to any educational requirements, issuance of a Kentucky teaching or administrative certificate to Respondent, or on her behalf, at the conclusion of the five (5) year revocation period is expressly conditioned upon Respondent providing written evidence to the Board, at the time of application, that she has complied with the following:

Respondent shall complete twelve (12) hours of professional development/training in the area of ethics as approved by the Board. Any expense incurred for the program shall be paid by Respondent.

Vote: *Unanimous*

1103154 (Howard Stivers)

Accept Agreed Order admonishing Respondent for touching students in a way that made them feel uncomfortable. While there is no indication that Respondent engaged in sexually related behavior, the Board reminds Respondent that he must not put himself in situations that may be misinterpreted by students. The Board will tolerate no further acts of misconduct by Respondent.

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Respondent is retired. Should Respondent decide to return to the classroom in the future, he must complete the following conditions prior to accepting a position which requires teacher certification:

Respondent shall provide written proof to the Board that he has received (12) hours of ethics training, with an emphasis on proper student/teacher boundaries. Should Respondent violate this condition, his certificate shall be suspended and will remain so until the condition is met. Any expense incurred for said training shall be paid by Respondent.

Vote: *Unanimous*

1103188 (Damian Gerlach) Accept Agreed Order which states that Respondent shall neither apply for nor be issued any teaching, administrative, or emergency certificate in the Commonwealth of Kentucky at any time in the future. Any future application submitted by Respondent, or on his behalf, shall be denied.

Vote: *Unanimous*

110274 (Carrol Rice) Accept Agreed Order in which Respondent voluntarily, knowingly, and intelligently surrenders her teaching certificate, number 200233073, and agrees to not apply for, nor be issued, a teaching or administrative certificate in the Commonwealth of Kentucky at any time in the future. Upon the acceptance of this agreement by the Board, Respondent shall immediately surrender the original and all copies of her certificate, by personal delivery or first class mail, to the Education Professional Standards Board, 100 Airport Road, 3rd Floor, Frankfort, Kentucky 40601.

Vote: *Unanimous*

1008474 (Kimberley Mathis) Accept Agreed Order admonishing Respondent for exhibiting a lack of professional judgment in her interactions with students. As a certified educator, Respondent must treat each student with dignity and respect by establishing and maintaining appropriate emotional and physical boundaries. In the future, the Board expects Respondent to uphold the Professional Code of Ethics for Kentucky Certified School Personnel. Certificate Number 199702119, including any and all endorsements, is hereby subject the following permanent probationary conditions:

1. On or before January 1, 2012, Respondent shall provide written proof to the Board that she has been assessed by a state certified mental health counselor approved by the Board and is competent to fulfill her duties as an educator. Respondent shall provide proof that she has complied with

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any treatment recommendations proposed by the mental health counselor and shall continue to provide treatment records to the Board until she has been released from treatment by the counselor. Any expense incurred for the assessment or follow-up treatment shall be paid by Respondent. If Respondent fails to comply with the requirements of this paragraph on or before January 1, 2012, Certificate Number 199702119, and any future endorsements or new areas of certification, shall be automatically suspended until Respondent submits the required written proof to the Board.

2. On or before July 1, 2012, Respondent shall provide written proof to the Board that she has successfully completed twelve (12) hours of ethics training which shall include instruction on appropriate teacher/student boundaries. Any expense incurred for said training shall be paid by Respondent. If Respondent fails to comply with the requirements of this paragraph on or before July 1, 2012, Certificate Number 199702119, and any future endorsements or new areas of certification, shall be automatically suspended until Respondent submits the required written proof to the Board.

3. For the entirety of the probationary period, Respondent shall receive no disciplinary action involving teacher/student boundaries. "Disciplinary action" is defined as any suspension, termination, or public reprimand issued by any school district in the Commonwealth of Kentucky and upheld, if requested, by either a tribunal and/or arbitration process. If Respondent fails to comply with the requirements of this paragraph, Certificate Number 199702119, and any future endorsements or new areas of certification, shall be automatically permanently revoked. Respondent is aware that should she violate KRS 161.120, either during or following this permanent probation, the Board shall initiate new disciplinary action and seek additional sanctions.

Vote: *Unanimous (Ms. McMillen and Mr. DeAtley dissented)*

1010620 (John Montgomery) Accept Agreed Order in which Respondent agrees neither to apply for nor accept certified employment at any school district in the Commonwealth of Kentucky at any time in the future.

Should Respondent fail to satisfy this condition, Certificate Number 199801805 shall be automatically suspended for a

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period of one (1) year, and the Board shall initiate new disciplinary action and seek additional sanctions.

Vote: *Unanimous*

11305 (James Huffman)

Accept Agreed Order which states that, upon acceptance of this agreement by the Board, Respondent shall be issued a Kentucky teaching certificate upon providing proof that he has met the academic and testing requirements necessary for issuance of a certificate; however, any and all certificates issued to Respondent by the Board shall be subject to the following conditions:

1. Prior to accepting a position that requires Kentucky certification, Respondent shall undergo an anger management assessment by a licensed clinical provider, as approved by the Board, and shall present written evidence to the Board that he has complied with the assessment process and has successfully completed all treatment recommendations. Any expense for the assessment, treatment, and/or written reports shall be paid by Respondent. Failure to comply with this condition will result in Respondent's certificate being automatically suspended until Respondent is in compliance.
2. By June 1, 2012, Respondent shall submit written proof to the Board that he has completed twelve (12) hours of professional ethics training, as approved by the Board. Any expense required for said training shall be paid by Respondent. Failure to comply with this condition will result in Respondent's certificate being automatically suspended until Respondent is in compliance.
3. Respondent shall submit a copy of his current criminal record, as prepared by the Kentucky State Police using Respondent's name, Social Security number and fingerprints, with any application for renewal of his certification(s) and/or for additional certification(s). Any expense required to satisfy this condition shall be paid by Respondent. Failure to comply with this condition will result in the denial of all applications for renewal and/or additional certification(s) submitted by Respondent or on his behalf.

Vote: *Unanimous*

11202 (Dana Kelly)

Respondent shall be issued a Kentucky teaching certificate upon providing proof that she has met the academic and testing requirements necessary for issuance of a certificate; however, any and all certificates issued to Respondent by the Board shall be subject to the following probationary conditions:

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For a period of eighteen (18) months beginning the date of issuance of a certificate to Respondent, Respondent shall provide written progress reports from a licensed clinical provider, as approved by the Board, stating that she is maintaining the counseling relationship and following all treatment recommendations, including but not limited to taking all medications as prescribed. Such reports shall be due on or before July 1st and January 1st of each year. Any expense associated with this condition shall be paid by Respondent. Failure to comply with this condition will result in Respondent's certificate being automatically suspended until Respondent is in compliance.

In order to maintain or obtain any certificate in the future, Respondent shall comply with the following:

1. With any application for renewal of her certification(s) and/or for additional certification(s), Respondent shall provide a written progress report from a licensed clinical provider, as approved by the Board, stating that she is maintaining the counseling relationship and following all treatment recommendations, including but not limited to taking all medications as prescribed. Any expense associated with this condition shall be paid by Respondent. Failure to comply with this condition will result in the denial of all applications for renewal and/or additional certification(s) submitted by Respondent or on her behalf.

2. With any application for renewal of her certification(s) and/or for additional certification(s), Respondent shall submit current national and state criminal background reports to the Board. Any expense associated with this condition shall be paid by Respondent. Failure to comply with this condition will result in the denial of all applications for renewal and/or additional certification(s) submitted by Respondent or on her behalf.

3. Respondent shall not be convicted of nor enter a guilty or no contest plea to any criminal charge(s) other than minor traffic violations. Failure to comply with this condition will result in Respondent's certificate being automatically suspended for further action by the Board.

Respondent is aware that should she violate KRS 161.120, the Board shall initiate a new disciplinary action and seek additional sanctions.

Vote: *Unanimous*

1106453 (Jeremy Blair)

Accept Agreed Order revoking Respondent's certificate for a period of ten (10) years from the date this order is approved by the Board. Respondent shall surrender the

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original certificate and all copies of his certificate to the EPSB, by delivering or mailing them to 100 Airport Road, 3rd Floor, Frankfort, Kentucky 40601.

In addition to any educational requirements, issuance of a certificate to Respondent at the end of the ten (10) year revocation period is conditioned upon the following:

1. Respondent must provide proof that he has completed twelve (12) hours of Board- approved professional development/training with an emphasis on ethics and student/teacher boundaries.
2. Respondent shall submit a criminal background check. If there are any new convictions, other than minor traffic violations, since the charge that was the basis for this case, Respondent's certificate will not be reinstated.

Vote: *Unanimous*

1004198 (Jonathan Light)

Accept Agreed Order suspending Respondent's certificate for a period of two (2) years beginning July 20, 2010. Upon acceptance of this agreement by the Board, Respondent shall immediately surrender the original and all copies of his certificate, by personal delivery or first class mail, to the Education Professional Standards Board, 100 Airport Road, Third Floor, Frankfort, Kentucky 40601. Prior to the reinstatement of Respondent's certificate at the conclusion of the two (2) year suspension period, Respondent shall comply with the following:

1. Respondent shall undergo a comprehensive alcohol/substance abuse assessment by a licensed and/or certified chemical dependency counselor, as approved by the Board, and shall present written evidence to the Board that he has complied with the assessment process and successfully completed any and all treatment recommendations proposed by the chemical dependency counselor. Respondent shall also submit quarterly written progress reports from his chemical dependency counselor until such time as the counselor releases him from treatment. Any expense for the assessment, treatment and/or written reports shall be paid by Respondent.
2. Respondent shall submit written proof to the Board that he has completed twelve (12) hours of professional ethics training, with an emphasis on teacher/student boundaries and sexual harassment awareness, as approved by the Board. Any expense required for said training shall be paid by Respondent.

Vote: *Unanimous*

11435 (Lamont Jenkins)

Accept Agreed Order which states that Respondent shall be

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issued an emergency substitute certificate on the following conditions:

1. Respondent shall provide proof, at the beginning of each school term, that he is actively enrolled and taking classes in a teacher education program, and is working towards a degree in education. If Respondent has not obtained a degree by December 31, 2014, any application by Respondent, or on his behalf, for emergency substitute certificate will be denied thereafter.
2. At the beginning of each school term, Respondent must submit a copy of his current criminal background check. If there are any new convictions, other than minor traffic violations, Respondent's certificate will be revoked.
3. Respondent must keep his address current with the Education Professional Standards Board.

Vote: *Unanimous*

1105309 (Elliott Shifflett) Accept Agreed Order which states that Respondent shall neither apply for nor be issued any teaching, administrative, or emergency certificate in the Commonwealth of Kentucky at any time in the future. Any future application submitted by Respondent, or on his behalf, shall be denied.

Vote: *Unanimous*

0912656 (Allison Brant) Accept Agreed Order in which Respondent voluntarily, knowingly, and intelligently surrenders her teaching certificate, number 200205139, and agrees to not apply for, nor be issued, a teaching or administrative certificate in the Commonwealth of Kentucky at any time in the future. Upon the acceptance of this agreement by the Board, Respondent shall immediately surrender the original and all copies of her certificate, by personal delivery or first class mail, to the Education Professional Standards Board, 100 Airport Road, 3rd Floor, Frankfort, Kentucky 40601.

Vote: *Unanimous*

1107536 (Blair Winders) Accept Agreed Order admonishing Respondent for conduct unbecoming a teacher. The Board reminds Respondent that, as a teacher, he has a duty to uphold the dignity and integrity of the teaching profession. Driving under the influence of alcohol is not only dangerous; it is also a horrible example to set for students. The Board will tolerate no further incidents of misconduct by Respondent. On or before May 1, 2012, Respondent shall undergo a comprehensive alcohol/substance abuse assessment by a Kentucky licensed and/or certified chemical dependency

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counselor, as approved by the Board, and shall present written evidence to the Board that he has complied with the assessment process and successfully completed any and all treatment recommendations proposed by the chemical dependency counselor. Respondent shall also submit quarterly written progress reports from his chemical dependency counselor until such time as the counselor releases him from treatment. Any expense for the assessment, treatment and/or written reports shall be paid by Respondent.

If Respondent fails to satisfy this requirement, Certificate Number 200000911 shall be automatically suspended until the Board receives written evidence that the requirement has been satisfied.

Vote: *Unanimous*

1009499 (Darnella Bradley) Accept Agreed Order suspending Certificate Number 200101752, including any and all endorsements, for a period of two (2) years from September 1, 2010 until September 1, 2012. Upon acceptance of this agreement by the Board, Respondent shall immediately surrender the original and all copies of her certificate, by personal delivery or first class mail, to the Education Professional Standards Board, 100 Airport Road, Third Floor, Frankfort, Kentucky 40601.

In addition to any educational requirements, reinstatement of Respondent's certificate at the conclusion of the two (2) year suspension period is expressly conditioned upon Respondent providing written evidence that she has complied with the following:

1. Respondent shall provide written proof to the Board that she has been assessed by a state certified mental health counselor, as approved by the Board, and is competent to fulfill her duties as an educator.

Respondent shall provide proof that she has complied with any treatment recommendations proposed by the mental health counselor and shall continue to provide treatment records to the Board until she has been released from treatment by the counselor. Any expense incurred for the assessment or follow-up treatment shall be paid by Respondent.

2. Respondent shall undergo an anger management assessment by a licensed clinical provider, as approved by the Board, and shall present written evidence to the Board that she has complied with the assessment process and has successfully completed all treatment recommendations.

Any expense for the assessment, treatment, and/or written

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reports shall be paid by Respondent.

3. Respondent shall provide written proof to the Board that she has successfully completed twelve (12) hours of professional ethics training as approved by the Board. Any expense incurred for said training shall be paid by Respondent.

4. Respondent shall provide written proof to the Board that she has successfully completed a course on sexual harassment awareness in the workplace as approved by the Board. Any expense incurred for said training shall be paid by Respondent.

Upon reinstatement, Certificate Number 200101752 shall be on permanent probation and subject to the following probationary conditions:

1. Respondent shall not serve on any Kentucky Teacher Internship Program Beginning Teacher Committee.

2. During the probationary period, Respondent shall not receive any disciplinary action from any school district in which she is employed. "Disciplinary action" is defined as any suspension without pay, termination, or public reprimand issued by any school district in the Commonwealth of Kentucky and upheld, if requested, by either the tribunal and/or arbitration process.

By entering into this Agreed Order, Respondent agrees that should she fail to satisfy the terms of the permanent probation, Certificate Number 200101752 shall be automatically suspended for an additional period of one (1) year and subject to additional sanctions by the Board pursuant to KRS 161.120.

Vote: *Unanimous*

1106383 (Carrie Shafer)

Accept Agreed Order in which Respondent voluntarily, knowingly, and intelligently surrenders her teaching certificate, number 200101073, and agrees to not apply for, nor be issued, a teaching or administrative certificate in the Commonwealth of Kentucky at any time in the future.

Upon the acceptance of this agreement by the Board, Respondent shall immediately surrender the original and all copies of her certificate, by personal delivery or first class mail, to the Education Professional Standards Board, 100 Airport Road, 3rd Floor, Frankfort, Kentucky 40601.

Vote: *Unanimous*

1003176 (Gary Overstreet)

Accept Agreed Order which states that Respondent shall neither apply for nor be issued any teaching, administrative, or emergency certificate in the Commonwealth of

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Kentucky at any time in the future. Any future application submitted by Respondent, or on his behalf, shall be denied.

Vote: *Unanimous*

11017 (Rebecca Dobson)

Accept Agreed Order suspending Respondent's certificate beginning September 3, 2011 to February 3, 2012.

Respondent shall surrender the original certificate and all copies of her certificate to the EPSB, by delivering or mailing them to 100 Airport Road, 3rd Floor, Frankfort, Kentucky 40601.

At the conclusion of the suspension period and upon reinstatement of her certificate on February 3, 2012, any certificate the Board has issued or will issue to or on behalf of Respondent, shall be subject to the following probationary conditions for five (5) years:

1. Respondent shall supply proof that she has completed twelve (12) hours of professional development or training on the Professional Code of Ethics for Kentucky Certified School Personnel by May 30, 2012. If proof of this condition is not received by May 30, 2012, Certificate number 200005135 shall be automatically suspended until this condition has been met.
2. Respondent shall not be allowed to participate in any testing mandated either by Kentucky statute or by any regulation promulgated by the KDE;
3. Upon employment as an educator in any Kentucky public school, Respondent shall provide written notification to her principal that she is unable to participate in state mandated testing and shall file a copy of the written notice with the Board's Division of Legal Services; and
4. By May 31 of each year of her employment in a Kentucky public school, Respondent shall submit a letter from her school principal to the Board confirming that she did not participate in any state mandated testing during the school year.

Should Respondent violate any of the conditions in paragraphs 2 through 4 during the probationary period, her certificate and any and all endorsements shall be automatically revoked and subject to additional disciplinary sanctions pursuant to KRS 161.120.

Vote: *Unanimous*

110111 (Jonathan Jett)

Accept Agreed Order suspending Professional Certificate For Instructional Leadership--School Superintendent Certificate number 199604187 for a period of twelve (12) months beginning July 1, 2011. In addition, Professional Certificate For Director Of Special Education Certificate

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number 199604187 is suspended for a period of eighteen (18) months beginning July 1, 2011. Respondent shall surrender the original certificate and all copies of his certificate to the EPSB, by delivering or mailing them to 100 Airport Road, 3rd Floor, Frankfort, Kentucky 40601. Any current or future certificate the Board has issued or will issue to or on behalf of Respondent, shall be subject to the following probationary conditions:

1. Respondent shall not hold any position which requires him to participate in or directly supervise the administration of any student testing mandated either by Kentucky statute or by any regulation promulgated by the KDE. Respondent may hold the position of superintendent, assistant superintendent, or principal with supervisory authority over the district or building assessment coordinator, but is to have no involvement with testing.

2. Upon employment as an educator in any Kentucky public school, Respondent shall provide written notification to his principal, superintendent, or board chairman that he is unable to participate in state mandated testing and shall file a copy of the written notice with the Board's Division of Legal Services; and

3. By May 31 of each year of his employment in a Kentucky public school, Respondent shall submit a letter from his school principal, district superintendent, or board chairman to the Board confirming that he did not participate in or directly supervise the administration of any state mandated testing during the school year.

Should Respondent violate any of these conditions, his certificate and any and all endorsements shall be automatically revoked and subject to additional disciplinary sanctions pursuant to KRS 161.120.

Vote: *Unanimous*

1108592 (Douglas Calhoun) Accept Agreed Order which states as follows:

Prior to returning to any position that requires teaching certification, Respondent shall submit written proof to the Board that he has completed the following.

1. Respondent shall undergo a comprehensive assessment by a mental health professional, licensed in Kentucky and approved by the Board, who has reviewed Fayette District Court files 03-M-10380 and 03-M-15024 and determined that Respondent is fit to return to the classroom. Any expense associated with the assessment and/or preparation of the written report to the Board is Respondent's responsibility.

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2. Respondent shall submit to the Board a current Kentucky State Police criminal record/background check obtained at his own expense.

If Respondent returns to a position requiring certification without satisfying these conditions, Certificate/EPBSB Id. No. 000038293 shall be automatically suspended until all conditions are met and the Board may pursue additional sanctions based upon Respondent's failure to comply with this Order.

For five years following the entry date of this Order, Certificate/EPBSB Id. No. 000038293 shall be subject to the following probationary conditions.

1. Respondent shall report any criminal conviction to the Board within 72 hours of conviction. This includes violations (non-traffic), misdemeanors, and felonies. If the conviction involves a minor in any capacity, Certificate/EPBSB Id. No. 000038293 shall be automatically suspended and remain so until the Board either takes disciplinary action or dismisses the matter.

2. On or before July 1, 2012, and continuing each year thereafter, Respondent shall submit a Kentucky State Police criminal record/background check, obtained at his own expense, to the Board.

If Respondent fails to satisfy either of these conditions, the Board shall automatically suspend Certificate/EPBSB Id. No. 000038293 for a period of two years and may seek additional sanctions pursuant to KRS 161.120.

Vote: *Unanimous*

1106393 (Francis O'Hara)

Accept Agreed Order admonishing Respondent for failing to maintain a positive learning and working environment. He must strive to rise above disagreements with colleagues. This agreement is expressly conditioned upon the following.

1. Respondent shall complete twelve hours of professional development/training, approved by the Board and at his own expense, in ethics and professionalism. Respondent has satisfied this requirement.

2. On or before June 1, 2012, Respondent shall present written proof to the Board that he has successfully completed a professional development/training course, approved by the Board and at his own expense, in FERPA compliance and maintaining confidentiality of student records.

If Respondent fails to satisfy either of these conditions, EPBSB Identification/Certificate No. 200004248 shall be

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suspended and remain so until all conditions are met. For two years following the entry of this Order, EPSB Identification/Certificate No. 200004248 shall be subject to the following probationary condition. Dr. Respondent shall not be disciplined by any school district for conduct that would be deemed a violation of KRS 161.120. Discipline shall be defined for the purposes of this agreement as any district sanction appealable pursuant to KRS 161.790, that if appealed, results in a finding by a tribunal that imposes a public reprimand, suspension or termination. If Dr. Respondent violates this condition, the Board shall automatically suspend EPSB Identification/Certificate No. 200004248 for a period of two years and may seek additional sanctions pursuant to KRS 161.120.

Vote: *Unanimous*

Litigation

Case Number

Decision

04-0216 (Wade McNabb)

Motion made by Ms. Smith, seconded by Ms. McMillen, to deny McNabb's Motion to Rescind Prior Final Order

Vote: *Unanimous*

Motion made by Mr. Kennedy, seconded by Mr. Strong, to adjourn the meeting.

Vote: *Unanimous*

Meeting adjourned at 2:00 p.m.

Next Meeting: May 14, 2012
 9:00 AM
 EPSB Board Room
 Frankfort, Kentucky

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EDUCATION PROFESSIONAL STANDARDS BOARD

STAFF NOTE

Consent Item B

Action Item:

Eastern Kentucky University: Principal Preparation Program, All Grades

Applicable Statutes and Regulation:

KRS 161.028; KRS 161.048

16 KAR 3:050

Applicable Goal:

Goal 1: Every approved educator preparation program meets or exceeds all accreditation standards and prepares knowledgeable, capable teachers and administrators who demonstrate effectiveness in helping all students reach educational achievement.

Issue:

Should the EPSB approve Eastern Kentucky University's request for a Principal Preparation Program, All Grades proposal?

Background:

Given the changing expectations and responsibilities of the principal, the Commonwealth Collaborative of School Leadership Programs (CCSLP) and the State Action for Education Leadership Programs (SAELP) deemed the present system of preparation of Kentucky principals inadequate. With the assistance of the Southern Regional Education Board (SREB), the groups further decided that Kentucky's principal preparation programs must be built upon the competencies identified with being an effective principal - one who can increase student achievement by guiding and supporting teachers while capably managing the school organization.

The 2006 General Assembly passed House Joint Resolution 14 (HJR 14) which instructed the executive director of the EPSB, in cooperation with the president of the Council on Postsecondary Education (CPE) and the Commissioner of Education, to convene a task force to present recommendations on the redesign of Kentucky's system for preparing and supporting principals. In August 2006 the Education Leadership Redesign (ELR) task force convened with 30 members and met for nearly one year.

The ELR recommendations resulted in changes to 16 KAR 3:050, which became effective October 2008. In March 2009 a seventeen-member Principal Review Committee was appointed by the EPSB and charged with evaluating the redesigned programs.

Eastern Kentucky University's College of Education and Human Development is requesting approval of its redesigned principal preparation program. The program proposal is in accordance with the regulation and the program guidelines established by the EPSB. The program offers options for Principal certification in either a non-degree or Educational Specialist (Ed.S.) program. The program contains Level I and Level II courses. There are eight courses that make up Level I and two additional courses that make up Level II. Level II is an internship program for candidates. By building the internship into the program, the college and districts can collaborate on mentoring and coaching beginning school leaders. The interns will participate in seminars to assist them in various

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duties of school leadership. Faculty, special speakers, and district representatives will conduct these seminars.

Groups/Persons Consulted:

Principal Review Committee

Alternative Actions:

1. Approve the Eastern Kentucky University request for the redesigned Principal P-12 preparation program.
2. Modify and approve the Eastern Kentucky University request for the redesigned Principal P-12 preparation program.
3. Do not approve the Eastern Kentucky University request for the redesigned Principal P-12 preparation program.

Committee Recommendation:

Alternative 1

Rationale:

The Principal Review Committee recommends the Eastern Kentucky University redesigned Principal P-12 preparation program proposal for approval. The university presented signed agreements with its collaborating partners and addressed all required components of the guidelines. The documents related to the program proposal are available on the EPSB secured website.

Contact Person:

Dr. Kim Walters-Parker, Director
Division of Educator Preparation
(502) 564-4606
E-mail: kim.walters-parker@ky.gov

Date:

March 5, 2012

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Accreditation Audit Committee (AAC)

Education Professional Standards Board Conference Room B December 12, 2011

MEETING MINUTES

Members Present:

Judi Conrad, Chair
Joy Gray
Shirley Nelson
Jack Rose
Tim Watkins
Zella Wells

EPSB Staff Present:

Kim Walters-Parker
Allison Bell
Janice Linville

Members Absent:

Susan Compton

Following some general housekeeping news, the meeting was officially called to order at 9:05.

APPROVAL OF MINUTES:

Motion made by Zella Wells, seconded by Tim Watkins, to approve the minutes from the previous AAC meeting.

Vote: Approve the motion (*Yes: Unanimous (6-0)*)

The AAC reviewed the documentation including, but not limited to, the Institutional Report (IR), Board of Examiners (BOE) team report, and the institutional rejoinder, and made recommendations for accreditation and program approval for the following institutions:

NORTHERN KENTUCKY UNIVERSITY

Renee Campoy, Co-chair of the joint NCATE/EPSB Board of Examiners (BOE) team, presented the report on behalf of the team. She provided an overview of the areas for improvement and attested to the thoroughness of the visit. She was complimentary of the level of preparedness and hospitality shown by Northern Kentucky University (NKU). She attested that the BOE team found all standards had been met with two corrected areas for improvement in Standard 2, one in Standard 4, and one in Standard 6; no continuing areas for improvement; and no new areas for improvement.

Drs. Mark Wascisko, Carol Ryan, and Shawn Faulkner commented on behalf of the institution. Each acknowledged a thorough review by the team and was complimentary of the professionalism of the team members. Each described the accreditation process as a growth experience. Dr. Wascisko complimented Dr. Ryan on her work as NCATE Visit Coordinator.

Committee members discussed the corrected area for improvement (AFI) in Standard 6. Dr.

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Wasicsko provided history of the AFI to clarify the issue for the committee members. As the BOE team was provided sufficient evidence on site, the team found the AFI corrected. The AAC reviewed the findings of the BOE team and agreed with its findings that all standards were met, with following areas for improvement:

Corrected Areas for Improvement:

Standard 2: Assessment System and Unit Evaluation

- 1) The unit's portfolio assessment system does not provide reliable data about candidate performance in relation to standards, nor does it provide data that can be aggregated for use in program improvement.
- 2) The unit has not planned or implemented procedures to eliminate sources of bias in performance assessments.

Standard 4: Diversity

- 1) Not all candidates participate in field experiences with diverse student groups.

Standard 6: Unit Governance and Resources

- 1) Unit leadership and authority arrangements do not result in coherent planning, delivery or operation of programs for the preparation of teachers and other school personnel.

Continued Areas for Improvement:

None

New Area for Improvement:

None

Following appropriate meeting protocol, the AAC made the following decisions:

- 1) Voted (5-0, Joy Gray recused) that the BOE team followed approved accreditation guidelines when conducting the visit.
- 2) Voted (5-0, Joy Gray recused) to agree with the corrected areas for improvement cited in the BOE Report.
- 3) Voted (5-0, Joy Gray recused) that all standards are met.

In addition to decisions identified above, the AAC recommends **PROGRAM APPROVAL** (Vote: 5-0, Joy Gray recused) and **ACCREDITATION** for **Northern Kentucky University** (Vote: 5-0, Joy Gray recused).

WESTERN KENTUCKY UNIVERSITY

Ann Larson, Co-chair of the joint NCATE/EPBSB Board of Examiners (BOE) team, presented the report on behalf of the team. She provided an overview of the team findings and affirmed the thoroughness of the visit. She was complimentary of the unit's preparedness and their respect for the team's work. She also complimented the unit on its new facilities and the materials provided in the electronic exhibit room. She reported the BOE team found all standards had been met with two corrected areas for improvement in Standard 2, no continued areas, and one new area for improvement in Standard 6. The area for improvement cited by NCATE was worded differently from the one written in the BOE Report as indicated below:

BOE Report: Current mechanisms and collaboration within the unit are not effective for the physical education program, its faculty, and its administrators.

NCATE Accreditation Action Report (November 2011): The unit leadership and authority arrangements do not result in coherent planning, delivery, or operation of the physical education program.

Dr. Sam Evans, Dean of the College of Education, and Dr. Tony Norman, NCATE Visit Coordinator, spoke on behalf of the institution. Both were complimentary of the BOE team's professionalism and thoroughness. Dr. Evans expressed a concern that the wording of the NCATE AFI was not clear and he asked for clarification of the area for improvement statement. He provided multiple examples of the lack of collaboration and quality in the preparation of teacher candidates in one program (physical education).

The AAC reviewed the findings of the BOE team and agreed with the BOE team findings that all standards were met. The committee agreed with the BOE team findings on the corrected areas for improvement, but they disagreed with the new area for improvement as cited in both the BOE Report and by NCATE. The Accreditation Audit Committee rewrote the area for improvement as identified below:

Corrected Areas for Improvement:

Standard 2: Assessment System and Unit Evaluation

- 1) Not all programs use the unit assessment system to aggregate, analyze, and report candidate data.
- 2) Inconsistencies exist in providing feedback to inform programs across the unit.

Continued Areas for Improvement:

None

New Areas for Improvement:

Standard 6: Unit Governance and Resources

- 1) The unit lacks the authority and structure to approve and manage each of its programs, to wit, the physical education teacher preparation program, to ensure coherent planning, delivery, and operations.

Following appropriate meeting protocol, the AAC made the following decisions:

- 1) Voted (4-0, Joy Gray and Tim Watkins recused) that the BOE team followed approved accreditation guidelines when conducting the visit.
- 2) Voted (4-0, Joy Gray and Tim Watkins recused) to agree with the corrected areas for improvement cited in the BOE Report.
- 3) Voted (4-0, Joy Gray and Tim Watkins recused) to disagree with the new area for improvement cited in the BOE Report. The committee rewrote the area for improvement.
- 4) Voted (4-0, Joy Gray and Tim Watkins recused) that all standards are met.

In addition to decisions identified above, the AAC recommends **PROGRAM APPROVAL** (Vote: 4-0, Joy Gray and Tim Watkins recused) and **ACCREDITATION** for **Western Kentucky University** (Vote: 4-0, Joy Gray and Tim Watkins recused).

Meeting adjourned at 11:20 a.m.

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16 KAR 3:050. Professional certificate for instructional leadership - school principal, all grades.

RELATES TO: KRS 161.020, 161.027, 161.028, 161.030

STATUTORY AUTHORITY: KRS 161.027, 161.028, 161.030

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.020 requires that a teacher or other professional school personnel hold a certificate of legal qualification for the respective position to be issued upon completion of a program of preparation prescribed by the Education Professional Standards Board. Additionally, KRS 161.027 specifically requires a preparation program for principals. An educator preparation institution shall be approved for offering the preparation program corresponding to a particular certificate on the basis of standards and procedures established by the Education Professional Standards Board. This administrative regulation establishes the preparation and certification program for school principals, at all grade levels.

Section 1. Definitions. (1) "Level I" means the standards-based program of studies designed for minimal preparation to serve in the position of instructional leadership - school principal.

(2) "Level II" means the standards-based program of studies to attain the first five (5) year renewal of the certificate for the position of instructional leadership - school principal.

Section 2. Conditions and Prerequisites. (1) The provisional or professional certificate for instructional leadership - school principal shall be issued to an applicant who has completed an approved program of preparation and requirements, including assessments.

(2) The provisional or professional certificate for instructional leadership - school principal shall be valid for the position of school principal or school assistant principal for all grade levels.

(3) Prerequisites for admission to the program of preparation for the provisional or professional certificate for instructional leadership - school principal shall include:

(a) A master's degree;

(b) Three (3) years of documented teaching experience in a public school or a nonpublic school which meets the state performance standards as established in KRS 156.160 or which has been accredited by a regional or national accrediting association;

(c) A written statement documenting the candidate's skills and understanding in the following areas:

1. Ability to improve student achievement;

2. Leadership; and

3. Advanced knowledge of curriculum, instruction, and assessment; and

(d) An agreement from a school district pledging support that includes opportunities for the candidate to participate in a high quality practicum experience. The agreement shall include:

1. A description of how the district will provide opportunities for the candidate:

a. To observe school and district leadership; and

b. To participate in school and district leadership activities;

2. Confirmation that the candidate shall be permitted to utilize aggregated school and district information and data; and

3. The signature of the district superintendent or the district superintendent's designee.

Section 3. Kentucky Administrator Standards for Preparation and Certification. The approved program of preparation for the provisional certificate for instructional leadership - school principal shall:

(1) Prepare a candidate for the position of school principal as specified in the standards included in:

(a) The "Educational Leadership Policy Standards: ISLLC 2008"; and

(b) The "Technology Standards for School Administrators"; and

(2) Document candidate performance using "Dispositions, Dimensions, and Functions for School Leaders".

Section 4. Principal Preparation Programs. (1) All principal preparation programs approved or accredited by the Education Professional Standards Board prior to May 31, 2009 shall no longer be approved or accredited as of December 31, 2011.

(a) A principal preparation program approved by the Education Professional Standards Board prior to May 31, 2009 shall cease admitting new candidates after December 31, 2011.

(b) Candidates admitted to a principal preparation program approved by the Education Professional Standards Board prior to May 31, 2009 shall complete the program by January 31, 2014.

(c) An institution of higher learning with a principal preparation program approved by the Education Professional Standards Board prior to May 31, 2009 may submit a redesigned program for approval pursuant to the requirements of subsection (2) of this section beginning May 31, 2009.

(d) An institution's redesigned principal preparation program may become operational beginning January 1, 2010, if the institution:

1. Submits a redesigned principal preparation program for review pursuant to the requirements of subsection (2) of this section;

and

2. Receives approval of the redesigned program by the Education Professional Standards Board pursuant to 16 KAR 5:010, Section 22.

(e) Institutions submitting a redesigned principal preparation program shall not be subject to any submission dates for program approval for principal preparation programs after May 31, 2009.

(f)1. The Education Professional Standards Board shall appoint a Principal Preparation Program Redesign Review Committee to conduct reviews of redesigned principal preparation programs submitted for approval after May 31, 2009.

2. Principal preparation programs submitted for approval after May 31, 2009 shall:

a. Be reviewed by the Principal Preparation Program Redesign Review Committee; and

b. Not be reviewed by the Continuous Assessment Review Committee, Content Program Review Committee, or the Reading Committee prior to presentation to the Education Professional Standards Board pursuant to 16 KAR 5:010, Section 22(2).

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3.a. After review of a principal preparation program, the Principal Preparation Program Redesign Review Committee shall issue one (1) of the following recommendations to the Educational Professional Standards Board:

- i. Approval;
- ii. Approval with conditions; or
- iii. Denial of approval.

b. The Education Professional Standards Board shall consider recommendations from staff and the Principal Preparation Program Redesign Review Committee and shall issue a decision pursuant to 16 KAR 5:010, Section 22(4).

(2) Beginning May 31, 2009, in addition to the requirements established in 16 KAR 5:010, Section 22, the educator preparation unit shall prepare and submit to the Education Professional Standards Board for each principal preparation program for which the institution is seeking approval a concise description of the preparation program which shall provide the following documented information:

(a) Signed collaborative agreements with school districts that include the following:

1. Joint screening of principal candidates by both district and university;
2. Joint identification of potential program leaders and mentors;
3. District and university code sign and codelivery of courses; and
4. The manner in which the principal preparation program is based on the identified leadership needs of each district;

(b) The protocol for screening applicants that ensures the identification and admission of high quality candidates into the program;

(c) A matrix that illustrates the alignment between the standards and performance indicators identified in Section 3 of this administrative regulation and the program's curriculum and field experiences;

(d) A syllabus for each of the program's required courses identified in the documentation required by paragraph (c) of this subsection;

(e) The program's plan to collaborate with academic disciplines and programs outside of the field of education in order to supplement the candidate's knowledge and skills set;

(f) The program's plan to collaborate with each district in providing high quality field experiences that:

1. Enhance courses throughout the entire program;
2. Ensure that the candidate has a continuum of school-based experiences that range from observing, to participating, to leading; and

3. Expose the candidate to diverse student populations and school environments;

(g) The program's plan to use rigorous formative and summative evaluations of each candidate's:

1. Knowledge and skills to advocate, nurture, and sustain a school culture that promotes and supports high levels of learning for all students; and

2. Knowledge and skills to manage a school for efficiency, accountability, and safety; and

(h) The program's plan to require all candidates to conduct a capstone project and defend it to a panel of program faculty and practicing school administrators at the end of Level I preparation.

Section 5. Assessment Prerequisites for the Provisional Certificate for Instructional Leadership - School Principal. An applicant for certification as a school principal, including a career and technical school principal, shall attain the specified minimum score on the assessments required by 16 KAR 6:030.

Section 6. Statement of Eligibility for Internship. (1) A statement of eligibility for internship for the provisional certificate for instructional leadership - school principal shall be issued for a five (5) year period to an applicant who:

(a) Has successfully completed an approved program of preparation;

(b) Has three (3) years of full-time teaching experience; and

(c) Has successfully completed the appropriate assessment requirements for the school principal certification or qualifies for a one (1) year period for completion of assessments under KRS 161.027(6).

(2) Application shall be made on "Application for Kentucky Certification or Change in Salary Rank", Form TC-1, incorporated by reference in 16 KAR 2:010.

(3) A request for renewal of the Statement of Eligibility pursuant to KRS 161.027(7) shall be made on Form TC-2, incorporated by reference in 16 KAR 4:060.

Section 7. (1) A professional certificate for instructional leadership - school principal, level I, shall be issued upon successful completion of the principal internship as provided in KRS 161.027 and 16 KAR 7:020.

(2) The renewal of the professional certificate for instructional leadership - school principal, level I, shall require a recommendation from the approved recommending authority regarding the successful completion of an approved level II program. The certificate shall be valid for five (5) years.

(3) Each subsequent five (5) year renewal of the professional certificate for instructional leadership - school principal, level II, shall require successful completion of two (2) years of experience as a school principal within the preceding five (5) years.

(4) If the applicant has not successfully completed the two (2) years of experience as required by subsection (3) of this section, pursuant to KRS 161.027(9), each subsequent five (5) year renewal of the professional certificate for instructional leadership-school principal, level II, shall require:

(a) Completion of three (3) semester hours of additional graduate credit directly related to the position of school principal for each required year of experience the applicant has not completed; or

(b) Successful completion of forty-two (42) hours of approved training selected from programs approved by the Kentucky Effective Instructional Leadership Training Program provided in KRS 156.101.

Section 8. Incorporation by Reference. (1) The following material is incorporated by reference:

(a) "Dispositions, Dimensions, and Functions for School Leaders" adapted from the "Kentucky Cohesive Leadership System Continuum for Principal Preparation and Development" by the Education Professional Standards Board, May 2008

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Consent Item C

Action Item:

University of the Cumberland: Principal Preparation Program, All Grades

Applicable Statutes and Regulation:

KRS 161.028; KRS 161.048
16 KAR 3:050

Applicable Goal:

Goal 1: Every approved educator preparation program meets or exceeds all accreditation standards and prepares knowledgeable, capable teachers and administrators who demonstrate effectiveness in helping all students reach educational achievement.

Issue:

Should the EPSB approve the University of the Cumberland's request for a Principal Preparation Program, All Grades proposal?

Background:

Given the changing expectations and responsibilities of the principal, the Commonwealth Collaborative of School Leadership Programs (CCSLP) and the State Action for Education Leadership Programs (SAELP) deemed the present system of preparation of Kentucky principals inadequate. With the assistance of the Southern Regional Education Board (SREB), the groups further decided that Kentucky's principal preparation programs must be built upon the competencies identified with being an effective principal - one who can increase student achievement by guiding and supporting teachers while capably managing the school organization.

The 2006 General Assembly passed House Joint Resolution 14 (HJR 14) which instructed the executive director of the EPSB, in cooperation with the president of the Council on Postsecondary Education (CPE) and the Commissioner of Education, to convene a task force to present recommendations on the redesign of Kentucky's system for preparing and supporting principals. In August 2006 the Education Leadership Redesign (ELR) task force convened with 30 members and met for nearly one year.

The ELR recommendations resulted in changes to 16 KAR 3:050, which became effective October 2008. In March 2009 a seventeen-member Principal Review Committee was appointed by the EPSB and charged with evaluating the redesigned programs.

The Education Department of the University of the Cumberland is requesting approval of its redesigned principal preparation program. The program proposal is in accordance with the regulation and the program guidelines established by the EPSB. The program offers Level I and Level II Principal certification in a non-degree Rank I program. The program was designed collaboratively by university faculty and P-12 school administrators to develop a curriculum that focuses on instructional leadership, professional learning communities, community relations, school management, strategic planning, and resource allocation. The program includes 185 required field and clinical hours during which candidates progress from observing to leading. The coursework is delivered through a hybrid system that includes online learning, traditional face-to-face classroom instruction through weekend seminars, and onsite visits to candidates' work locations.

Groups/Persons Consulted:

Principal Review Committee

Alternative Actions:

1. Approve the University of the Cumberlands' request for the redesigned Principal P-12 preparation program.
2. Modify and approve the University of the Cumberlands' request for the redesigned Principal P-12 preparation program.
3. Do not approve the University of the Cumberlands' request for the redesigned Principal P-12 preparation program.

Committee Recommendation:

Alternative 1

Rationale:

The Principal Review Committee recommends the University of the Cumberlands' redesigned Principal P-12 preparation program proposal for approval. The university presented signed agreements with its collaborating partners and addressed all required components of the guidelines. The documents related to the program proposal are available on the EPSB secured website.

Contact Person:

Dr. Kim Walters-Parker, Director
Division of Educator Preparation
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E-mail: kim.walters-parker@ky.gov

Date:

March 5, 2012

Agenda Book

16 KAR 3:050. Professional certificate for instructional leadership - school principal, all grades.

RELATES TO: KRS 161.020, 161.027, 161.028, 161.030

STATUTORY AUTHORITY: KRS 161.027, 161.028, 161.030

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.020 requires that a teacher or other professional school personnel hold a certificate of legal qualification for the respective position to be issued upon completion of a program of preparation prescribed by the Education Professional Standards Board. Additionally, KRS 161.027 specifically requires a preparation program for principals. An educator preparation institution shall be approved for offering the preparation program corresponding to a particular certificate on the basis of standards and procedures established by the Education Professional Standards Board. This administrative regulation establishes the preparation and certification program for school principals, at all grade levels.

Section 1. Definitions. (1) "Level I" means the standards-based program of studies designed for minimal preparation to serve in the position of instructional leadership - school principal.

(2) "Level II" means the standards-based program of studies to attain the first five (5) year renewal of the certificate for the position of instructional leadership - school principal.

Section 2. Conditions and Prerequisites. (1) The provisional or professional certificate for instructional leadership - school principal shall be issued to an applicant who has completed an approved program of preparation and requirements, including assessments.

(2) The provisional or professional certificate for instructional leadership - school principal shall be valid for the position of school principal or school assistant principal for all grade levels.

(3) Prerequisites for admission to the program of preparation for the provisional or professional certificate for instructional leadership - school principal shall include:

(a) A master's degree;

(b) Three (3) years of documented teaching experience in a public school or a nonpublic school which meets the state performance standards as established in KRS 156.160 or which has been accredited by a regional or national accrediting association;

(c) A written statement documenting the candidate's skills and understanding in the following areas:

1. Ability to improve student achievement;

2. Leadership; and

3. Advanced knowledge of curriculum, instruction, and assessment; and

(d) An agreement from a school district pledging support that includes opportunities for the candidate to participate in a high quality practicum experience. The agreement shall include:

1. A description of how the district will provide opportunities for the candidate:

a. To observe school and district leadership; and

b. To participate in school and district leadership activities;

2. Confirmation that the candidate shall be permitted to utilize aggregated school and district information and data; and

3. The signature of the district superintendent or the district superintendent's designee.

Section 3. Kentucky Administrator Standards for Preparation and Certification. The approved program of preparation for the provisional certificate for instructional leadership - school principal shall:

(1) Prepare a candidate for the position of school principal as specified in the standards included in:

(a) The "Educational Leadership Policy Standards: ISLLC 2008"; and

(b) The "Technology Standards for School Administrators"; and

(2) Document candidate performance using "Dispositions, Dimensions, and Functions for School Leaders".

Section 4. Principal Preparation Programs. (1) All principal preparation programs approved or accredited by the Education Professional Standards Board prior to May 31, 2009 shall no longer be approved or accredited as of December 31, 2011.

(a) A principal preparation program approved by the Education Professional Standards Board prior to May 31, 2009 shall cease admitting new candidates after December 31, 2011.

(b) Candidates admitted to a principal preparation program approved by the Education Professional Standards Board prior to May 31, 2009 shall complete the program by January 31, 2014.

(c) An institution of higher learning with a principal preparation program approved by the Education Professional Standards Board prior to May 31, 2009 may submit a redesigned program for approval pursuant to the requirements of subsection (2) of this section beginning May 31, 2009.

(d) An institution's redesigned principal preparation program may become operational beginning January 1, 2010, if the institution:

1. Submits a redesigned principal preparation program for review pursuant to the requirements of subsection (2) of this section;

and

2. Receives approval of the redesigned program by the Education Professional Standards Board pursuant to 16 KAR 5:010, Section 22.

(e) Institutions submitting a redesigned principal preparation program shall not be subject to any submission dates for program approval for principal preparation programs after May 31, 2009.

(f)1. The Education Professional Standards Board shall appoint a Principal Preparation Program Redesign Review Committee to conduct reviews of redesigned principal preparation programs submitted for approval after May 31, 2009.

2. Principal preparation programs submitted for approval after May 31, 2009 shall:

a. Be reviewed by the Principal Preparation Program Redesign Review Committee; and

b. Not be reviewed by the Continuous Assessment Review Committee, Content Program Review Committee, or the Reading Committee prior to presentation to the Education Professional Standards Board pursuant to 16 KAR 5:010, Section 22(2).

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3.a. After review of a principal preparation program, the Principal Preparation Program Redesign Review Committee shall issue one (1) of the following recommendations to the Educational Professional Standards Board:

- i. Approval;
- ii. Approval with conditions; or
- iii. Denial of approval.

b. The Education Professional Standards Board shall consider recommendations from staff and the Principal Preparation Program Redesign Review Committee and shall issue a decision pursuant to 16 KAR 5:010, Section 22(4).

(2) Beginning May 31, 2009, in addition to the requirements established in 16 KAR 5:010, Section 22, the educator preparation unit shall prepare and submit to the Education Professional Standards Board for each principal preparation program for which the institution is seeking approval a concise description of the preparation program which shall provide the following documented information:

(a) Signed collaborative agreements with school districts that include the following:

1. Joint screening of principal candidates by both district and university;
2. Joint identification of potential program leaders and mentors;
3. District and university code sign and codelivery of courses; and
4. The manner in which the principal preparation program is based on the identified leadership needs of each district;

(b) The protocol for screening applicants that ensures the identification and admission of high quality candidates into the program;

(c) A matrix that illustrates the alignment between the standards and performance indicators identified in Section 3 of this administrative regulation and the program's curriculum and field experiences;

(d) A syllabus for each of the program's required courses identified in the documentation required by paragraph (c) of this subsection;

(e) The program's plan to collaborate with academic disciplines and programs outside of the field of education in order to supplement the candidate's knowledge and skills set;

(f) The program's plan to collaborate with each district in providing high quality field experiences that:

1. Enhance courses throughout the entire program;
2. Ensure that the candidate has a continuum of school-based experiences that range from observing, to participating, to leading; and

3. Expose the candidate to diverse student populations and school environments;

(g) The program's plan to use rigorous formative and summative evaluations of each candidate's:

1. Knowledge and skills to advocate, nurture, and sustain a school culture that promotes and supports high levels of learning for all students; and

2. Knowledge and skills to manage a school for efficiency, accountability, and safety; and

(h) The program's plan to require all candidates to conduct a capstone project and defend it to a panel of program faculty and practicing school administrators at the end of Level I preparation.

Section 5. Assessment Prerequisites for the Provisional Certificate for Instructional Leadership - School Principal. An applicant for certification as a school principal, including a career and technical school principal, shall attain the specified minimum score on the assessments required by 16 KAR 6:030.

Section 6. Statement of Eligibility for Internship. (1) A statement of eligibility for internship for the provisional certificate for instructional leadership - school principal shall be issued for a five (5) year period to an applicant who:

(a) Has successfully completed an approved program of preparation;

(b) Has three (3) years of full-time teaching experience; and

(c) Has successfully completed the appropriate assessment requirements for the school principal certification or qualifies for a one (1) year period for completion of assessments under KRS 161.027(6).

(2) Application shall be made on "Application for Kentucky Certification or Change in Salary Rank", Form TC-1, incorporated by reference in 16 KAR 2:010.

(3) A request for renewal of the Statement of Eligibility pursuant to KRS 161.027(7) shall be made on Form TC-2, incorporated by reference in 16 KAR 4:060.

Section 7. (1) A professional certificate for instructional leadership - school principal, level I, shall be issued upon successful completion of the principal internship as provided in KRS 161.027 and 16 KAR 7:020.

(2) The renewal of the professional certificate for instructional leadership - school principal, level I, shall require a recommendation from the approved recommending authority regarding the successful completion of an approved level II program. The certificate shall be valid for five (5) years.

(3) Each subsequent five (5) year renewal of the professional certificate for instructional leadership - school principal, level II, shall require successful completion of two (2) years of experience as a school principal within the preceding five (5) years.

(4) If the applicant has not successfully completed the two (2) years of experience as required by subsection (3) of this section, pursuant to KRS 161.027(9), each subsequent five (5) year renewal of the professional certificate for instructional leadership-school principal, level II, shall require:

(a) Completion of three (3) semester hours of additional graduate credit directly related to the position of school principal for each required year of experience the applicant has not completed; or

(b) Successful completion of forty-two (42) hours of approved training selected from programs approved by the Kentucky Effective Instructional Leadership Training Program provided in KRS 156.101.

Section 8. Incorporation by Reference. (1) The following material is incorporated by reference:

(a) "Dispositions, Dimensions, and Functions for School Leaders" adapted from the "Kentucky Cohesive Leadership System Continuum for Principal Preparation and Development" by the Education Professional Standards Board, May 2008

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Information/Discussion Item

Information Item:

Notice of intent to amend 16 KAR 2:120. Emergency certification and out-of-field teaching.

Applicable Statutes and Regulation:

KRS Chapter 13A, KRS 161.020, 161.028, and KRS 161.030

Applicable Goal:

Goal 2: Every professional position in a Kentucky public school is staffed by a properly credentialed educator.

Background:

Beginning in August of 2011, the staff of the Education Professional Standards Board (EPSB) began piloting a new online application system for emergency substitute applications in Jefferson and Fayette counties. The staff is ready to take this system statewide but must implement changes in the regulation to ensure compliance. The attached draft of 16 KAR 2:120 would require districts to use the TC-4 Online Application System to certify all future emergency substitutes. Once this system is implemented, the EPSB will have a record of all individuals used as emergency certified substitutes in the Commonwealth.

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Date:

March 5, 2012

1 **EDUCATION PROFESSIONAL STANDARDS BOARD**

2 **(Amendment)**

3 **16 KAR 2:120. Emergency certification and out-of-field teaching.**

4 RELATES TO: KRS 157.390, 161.020, 161.028, 161.030, 161.100, 161.1211, 161.1221,
5 334A.030, 334A.033, 334A.035, 334A.050, 334A.060

6 STATUTORY AUTHORITY: KRS 161.028(1)(a), 161.030(1), 161.100, 161.1221(1)

7 NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.100 authorizes the Education
8 Professional Standards Board to establish qualifications for granting emergency certificates if
9 qualified teachers are not available for specific positions. KRS 161.1221(1) requires the
10 Education Professional Standards Board to establish a definition for out-of-field teaching. This
11 administrative regulation establishes the qualifications and procedures for emergency
12 certifications and establishes the definition for out-of-field teaching.

13 Section 1. Definition. "Qualified teacher" means a teacher who holds the appropriate
14 certification for the position unless the superintendent of the employing school district has
15 documented evidence that the teacher is unsuitable for appointment.

16 Section 2. (1) In order to comply with KRS 161.100 in establishing the need for
17 employing emergency teaching personnel, the superintendent of the local school district and the
18 board of education shall make the following declaration to the Education Professional Standards
19 Board on Form TC-4F:

20 (a) Qualified teachers have not applied for the vacant position and qualified teachers are
21 not available for the position;

22 (b) Diligent efforts have been made to recruit a qualified teacher for the vacant position,
23 and furthermore, this vacancy has been made known locally by appropriate means;

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1 (c) The local school district has been unsuccessful in recruiting qualified teachers for the
2 vacant position from the listings of teachers supplied by the placement services of the teacher
3 education institutions;

4 (d) The position shall be filled by the most suitable applicant available, giving preference
5 to the factors of academic preparation, prior teaching experience or related educational work, and
6 personal attributes compatible with the demands of the teaching profession; and

7 (e) The local school district has conducted a criminal records check as required by KRS
8 160.380 for each applicant prior to applying for the emergency certificate.

9 (2)(a) The Education Professional Standards Board, depending upon the assessment of need
10 for the position and the availability or anticipated availability of qualified teachers, shall approve
11 or disapprove a request for the employment of emergency teachers.

12 1. The term of validity of an emergency certificate may be limited to a period less than the
13 full school year.

14 2. The beginning date shall be no earlier than the date the request form is received by the
15 Education Professional Standards Board.

16 3. In accordance with the licensure requirements of KRS 334A.030, 334A.033, 334A.035,
17 334A.050, and 334A.060, the Education Professional Standards Board shall not issue an
18 emergency certificate for teaching exceptional children with communication disorders.

19 (b) Until June 30, 2011, the issuance of an emergency certificate for a full-time assignment
20 for each subsequent year shall require completion of six (6) hours of credit from the preparation
21 program leading to the required certification for the position.

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1 (c) Beginning July 1, 2011, an emergency certificate shall not be issued to the same person in
2 any subsequent year unless the original emergency certificate was issued under the following
3 conditions:

- 4 1. The emergency certificate was issued after February 15 of a school year; or
5 2. The emergency certificate was issued for less than fifty (50) percent of the person's
6 class schedule.

7 (d) If an emergency certificate is issued to a person pursuant to paragraph (c) of this
8 subsection, there shall be no more than one (1) subsequent issuance of an emergency certificate
9 to the same person.

10 (3)(a) Emergency certification for an assignment as teacher of exceptional children shall be
11 issued with the condition that the applicant shall receive intensive training on special education
12 topics, including IEP, assessment, evaluation, individualized instruction, methods, and
13 management. This training shall be accomplished as follows:

14 1. The applicant shall complete twelve (12) clock hours of training as required by the Office
15 of Special Instructional Services of the Kentucky Department of Education;

16 2.a. The applicant shall complete an additional six (6) clock hours of training during the fall
17 conference conducted by the Division of Exceptional Children Services of the Kentucky
18 Department of Education. Teachers employed after the fall conference shall complete these six
19 (6) clock hours of training during the spring conference of the Council for Exceptional Children;
20 or

21 b. If the applicant is unable to attend either the fall conference or the spring conference, the
22 applicant shall complete an additional six (6) clock hours of training offered through one (1) of

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1 the state's eleven (11) special education cooperatives. The training shall be similar to the topics
2 covered at the conferences; and

3 3. The applicant shall participate in at least one (1) day of flexible in-service training,
4 relevant specifically to special education. The training shall be limited to visitation in a
5 classroom of an exemplary special education teacher, special education training relevant to the
6 identified needs of the teacher, or other training provided by the Office of Special Instructional
7 Services.

8 (b) The Kentucky Department of Education shall report to the Education Professional
9 Standards Board those emergency certified teachers of exceptional children who have not
10 completed the training requirements established in this subsection by June 30 of each year for the
11 preceding school year.

12 (4)(a) The superintendent of the local school district and the board of education may establish
13 the need for emergency substitute teachers on the basis of anticipated shortages of regularly
14 certified teachers and in accordance with district policies and procedures established for the
15 selection and employment of substitute teachers. ~~[Emergency certificates for substitute teaching
16 may then be issued by the local school district subject to the priority schedule for the
17 employment of substitute teachers as established by 16 KAR 2:030.]~~

18 (b) Each local school district shall report by June 30 of each year the number of days of
19 substitute teaching performed by each emergency teacher.

20 (5) The Education Professional Standards Board shall periodically review the numbers of
21 emergency certificates issued for full-time, part-time, and substitute teaching by school district,
22 by position, and by academic preparation.

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1 (6)(a)1. An emergency certificate for full-time or part-time employment shall be issued only
2 to individuals who:

3 a. Have completed a minimum of a bachelor's degree from a regionally accredited college;
4 and

5 b.(i) Have a cumulative minimum grade point average of 2.5 on a 4.0 scale; or

6 (ii) Have a minimum grade point average of 3.0 on a 4.0 scale on the last sixty (60) hours of
7 credit completed, including undergraduate and graduate coursework.

8 2. An emergency certificate for full-time or part-time employment shall not be issued to
9 individuals who have been judged to be unsatisfactory in the beginning teacher internship
10 established in 16 KAR 7:010.

11 (b)[1.] An emergency certificate for substitute teaching shall be issued to individuals who:

12 1. [~~a.~~] Have completed a minimum of sixty-four (64) semester hours of credit from a
13 regionally accredited institution; and

14 2.a.[~~b.(i)~~] Have a cumulative minimum grade point average of 2.5 on a 4.0 scale; or

15 b. [~~(ii)~~] Have a minimum grade point average of 3.0 on a 4.0 scale on the last sixty (60) hours
16 of credit completed, including undergraduate and graduate coursework.

17 [~~2. An emergency certificate for substitute teaching issued for the 1992-93 school year may~~
18 ~~be reissued for 1993-94 and for succeeding consecutive years.~~]

19 (c) An emergency certificate for substitute teaching in any career and technical education or
20 occupation-based position may be issued to persons who have a minimum of four (4) years of
21 occupational experience in the area to be taught and a high school diploma or its equivalent as
22 determined by evidence of a passing score on the General Education Development Test.

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1 (7)(a) A Form TC-4F signed by the local school superintendent and approved by the local
2 board of education shall be submitted for each anticipated emergency position for full-time or
3 part-time employment. The application shall be accompanied by official transcripts of all college
4 credits earned by the prospective emergency teacher.

5 (b) A TC-4Ve signed by the local school superintendent and approved by the local board of
6 education shall be submitted for each anticipated career and technical or occupation-based
7 emergency position for full-time or part-time employment. The application shall be accompanied
8 by official transcripts and certification of all educational attainment and work experience earned
9 by the prospective emergency teacher.

10 (c) Local school districts shall review the qualifications and transcripts for all applicants for
11 [issue] emergency certificates for substitute teaching pursuant to the requirements of this
12 administrative regulation and other pertinent Kentucky statutes and administrative regulations
13 regarding school personnel.

14 1. a. A local school district shall initiate the online application process for [require]
15 candidates for an emergency certificate for substitute teaching using the EPSB TC-4 Online
16 Application System; and [~~to complete a Form TC-4.~~]

17 b. A candidate for an emergency certificate for substitute teaching shall complete the
18 application process using the EPSB TC-4 Online Application System.

19 2. A local school district shall require candidates for an emergency certificate for substitute
20 teaching for career and technical education or occupation-based emergency positions to complete
21 a Form TC-4VE.

22 3. A local school district shall submit any [~~TC-4 or~~] TC-4VE application on which the
23 candidate has provided an affirmative answer to any question in the application's Section IV.

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1 Character and Fitness, to the Education Professional Standards Board for approval prior to
2 employing the candidate in a substitute teaching position.

3 Section 3. Rank and Salary Provisions. (1) The Education Professional Standards Board
4 shall issue the emergency certificate for full-time or part-time employment established in Section
5 2 of this administrative regulation with a rank designation based upon the criteria established in
6 this subsection:

7 (a) A teacher holding a valid Kentucky teaching certificate shall be issued an emergency
8 certificate for full-time or part-time employment at the rank designated on the teacher's regular
9 certificate.

10 (b)1. A new teacher holding a valid one (1) year provisional certificate issued upon
11 enrollment in the Kentucky Teacher Internship Program established in 16 KAR 7:010 shall be
12 issued an emergency certificate for part-time employment at the rank designated on the teacher's
13 one (1) year provisional certificate.

14 2. The teacher shall maintain a half-time enrollment in the internship as defined in 16 KAR
15 7:010 to remain eligible for the higher rank established in this paragraph.

16 3. If the teacher terminates or otherwise fails to continue enrollment in the internship prior to
17 its successful completion, the teacher shall be reclassified at Rank IV until the teacher is properly
18 reenrolled in the internship program.

19 (c) A new teacher holding a valid Kentucky Statement of Eligibility shall be issued an
20 emergency certificate for full-time or part-time employment at Rank IV until the teacher:

21 1. Is properly enrolled in the Kentucky Teacher Internship Program on at least a half-time
22 basis as established in 16 KAR 7:010; and

1 2. Possesses the one (1) year provisional certificate referenced in paragraph (b)1 of this
2 subsection.

3 (d) An applicant for the emergency certificate for full-time or part-time employment who
4 does not hold a valid Kentucky teaching certificate shall be issued the emergency certificate at
5 Rank IV.

6 (2) Local school districts issuing the emergency certificate for substitute teaching established
7 in Section 2 of this administrative regulation shall adhere to the Rank classifications established
8 in KRS 161.1211.

9 Section 4. Out-of-field Teaching. (1) Pursuant to KRS 161.1221(1), out-of-field teaching
10 shall be classified in the following four (4) categories:

11 (a) The number of emergency certificates issued by grade range, subject field, and district;

12 (b) The number of probationary certificates issued by grade range, subject field, and district;

13 (c) The number of temporary provisional certificates issued by grade range, subject field, and
14 district; and

15 (d) The number of teachers who do not possess a certificate of legal qualifications for the
16 professional position they hold in the public schools, including a breakout of:

17 1. The number of teachers who hold no certificate;

18 2. The number of teachers who hold an expired certificate;

19 3. The number of certified teachers who are teaching outside of the subject field or fields
20 indicated on their certificate who do not hold a credential listed in paragraph (a), (b), or (c) of
21 this subsection; and

22 4. The number of certified teachers who are teaching outside the grade range indicated on
23 their certificate who do not hold a credential listed in paragraph (a), (b), or (c) of this subsection.

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1 (2) If data is available, reports on out-of-field teaching in the four categories established in
2 subsection (1) of this section shall differentiate between teachers who possess the equivalent of a
3 college major, minor or area of concentration in the subject area they are teaching.

4 Section 5. Incorporation by Reference. (1) The following material is incorporated by
5 reference:

6 (a) EPSB TC-4 Online Application System Manual, May 2012; [~~Form TC-4, 10/2009;~~]

7 (b) Form TC-4F, revised 10/2009; and

8 (c) Form TC-4VE, 10/2009.

9 (2) This material may be inspected, copied, or obtained, subject to applicable copyright law,
10 at the Education Professional Standards Board, 100 Airport Road, 3rd Floor, Frankfort,
11 Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.

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**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Action Item A

Action Item:

Northern Kentucky University: Accreditation of the Educator Preparation Unit and Approval of Programs

Applicable Statute or Regulation:

KRS 161.028
16 KAR 5:010

Applicable Goal:

Goal 1: Every approved educator preparation program meets or exceeds all accreditation standards and prepares knowledgeable, capable teachers and administrators who demonstrate effectiveness in helping all students reach educational achievement.

Issue:

Should the EPSB grant continuing accreditation to the Educator Preparation Unit and approve the initial and advanced level preparation programs at Northern Kentucky University?

Background:

A joint NCATE/state Board of Examiners (BOE) team conducted the on-site evaluation of the Educator Preparation Unit at Northern Kentucky University on March 19 – 23, 2011. The BOE team found all standards were met with four corrected areas for improvement, no continued area for improvement, and no new areas for improvement. The BOE also reviewed program review documents as part of the on-site visit and found them to be in compliance with program guidelines as established and approved by the EPSB. At its December 12, 2011 meeting, the Accreditation Audit Committee (AAC) met (see attached minutes) and reviewed the accreditation materials including the institutional report, the BOE Report, and the NCATE Action Report.

The AAC reviewed each area for improvement cited in the BOE Report. There were four previously cited areas for improvement resulting from the 2003 visit. All these areas for improvement were found to be corrected during the 2011 visit. The AAC agreed with the findings of the BOE team.

Corrected

Standard 2: Assessment System and Unit Evaluation

- 1) The unit's portfolio assessment system does not provide reliable data about candidate performance in relation to standards, nor does it provide data that can be aggregated for use in program improvement.
- 2) The unit has not planned or implemented procedures to eliminate sources of bias in performance assessments.

Standard 4: Diversity

- 1) Not all candidates participate in field experiences with diverse student groups.

Standard 6: Unit Governance and Resources

- 1) Unit leadership and authority arrangements do not result in coherent planning, delivery or operation of programs for the preparation of teachers and other school personnel.

Continued

None

New

None

The AAC voted to agree with the findings of the BOE team as cited in the BOE Report and by NCATE. Pursuant to 16 KAR 5:010, Section 19, the AAC accepts the corrected areas for improvement listed above and recommends: (1) ACCREDITATION and (2) APPROVAL OF THE INITIAL AND ADVANCED LEVEL EDUCATOR PREPARATION PROGRAMS at Northern Kentucky University.

Groups/Persons Consulted

Content Area Program Reviewers
Continuous Assessment Review Committee
Reading Committee
Joint NCATE/State Board of Examiners Team
Accreditation Audit Committee

Alternative Actions:

Issue One: Unit Accreditation

1. Accept the recommendation of the AAC and grant ACCREDITATION for Northern Kentucky University.
2. Modify the AAC recommendation and grant ACCREDITATION WITH CONDITIONS for Northern Kentucky University.
3. Do not accept the AAC recommendation and grant ACCREDITATION WITH PROBATION for Northern Kentucky University.

Issue Two: Program Approval

1. Accept the recommendation of the AAC and grant APPROVAL for the initial and advanced level educator preparation programs at Northern Kentucky University.
2. Modify the AAC recommendation and grant APPROVAL WITH CONDITIONS for the initial and advanced level educator preparation programs at Northern Kentucky University.
3. Do not accept the AAC recommendation and stipulate DENIAL OF APPROVAL for the initial and advanced level educator preparation programs at Northern Kentucky University.

AAC Recommendation:

Issue One: Alternative 1
Issue Two: Alternative 1

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Rationale:

The Joint NCATE/State BOE team and AAC followed national and state guidelines for accreditation of educator preparation programs.

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Date:

March 5, 2012

Agenda Book

16 KAR 5:010. Standards for accreditation of educator preparation units and approval of programs.

RELATES TO: KRS 161.028, 161.030, 164.945, 164.946, 164.947, 20 U.S.C. 1021-1022h

STATUTORY AUTHORITY: KRS 161.028, 161.030

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.028(1) authorizes the Education Professional Standards Board to establish standards and requirements for obtaining and maintaining a teaching certificate and for programs of preparation for teachers and other professional school personnel. KRS 161.030(1) requires all certificates issued under KRS 161.010 to 161.126 to be issued in accordance with the administrative regulations of the board. This administrative regulation establishes the standards for accreditation of an educator preparation unit and approval of a program to prepare an educator....

Section 20. Official State Accreditation Action by the Education Professional Standards Board. (1) A recommendation from the Accreditation Audit Committee shall be presented to the full EPSB.

(2) The EPSB shall consider the findings and recommendations of the Accreditation Audit Committee and make a final determination regarding the state accreditation of the educator preparation unit.

(3) Decision options following a first accreditation visit shall be "accreditation", "provisional accreditation", "denial of accreditation", or "revocation of accreditation".

(a) Accreditation.

1. This accreditation decision indicates that the unit meets each of the six (6) NCATE standards for unit accreditation. Areas for improvement may be cited, indicating problems warranting the institution's attention. In its subsequent annual reports, the professional education unit shall be expected to describe progress made in addressing the areas for improvement cited in the EPSB's action report.

2. The next on-site visit shall be scheduled five (5) years following the semester of the visit.

(b) Provisional accreditation.

1. This accreditation decision indicates that the unit has not met one (1) or more of the NCATE standards. The unit has accredited status but shall satisfy provisions by meeting each previously-unmet standard. EPSB shall require submission of documentation that addresses the unmet standard or standards within six (6) months of the accreditation decision, or shall schedule a visit focused on the unmet standard or standards within two (2) years of the semester that the provisional accreditation decision was granted. If the EPSB decides to require submission of documentation, the institution may choose to waive that option in favor of the focused visit within two (2) years. Following the focused visit, the EPSB shall decide to:

a. Accredit; or

b. Revoke accreditation.

2. If the unit is accredited, the next on-site visit shall be scheduled for five (5) years following the semester of the first accreditation visit.

(c) Denial of accreditation. This accreditation decision indicates that the unit does not meet one (1) or more of the NCATE standards, and has pervasive problems that limit its capacity to offer quality programs that adequately prepare candidates.

(d) Revocation of accreditation. This accreditation decision indicates that the unit has not sufficiently addressed the unmet standard or standards following a focused visit.

(4) Decision options following a continuing accreditation visit shall be "accreditation", "accreditation with conditions", "accreditation with probation", or "revocation of accreditation".

(a) Accreditation.

1. This accreditation decision indicates that the unit meets each of the six (6) NCATE standards for unit accreditation. Areas for improvement may be cited, indicating problems warranting the institution's attention. In its subsequent annual reports, the professional education unit shall be expected to describe progress made in addressing the areas for improvement cited in EPSB's action report.

2. The next on-site visit shall be scheduled for seven (7) years following the semester of the visit.

(b) Accreditation with conditions.

1. This accreditation decision indicates that the unit has not met one (1) or more of the NCATE standards. If the EPSB renders this decision, the unit shall maintain its accredited status, but shall satisfy conditions by meeting previously unmet standards. EPSB shall require submission of documentation that addresses the unmet standard or standards within six (6) months of the decision to accredit with conditions, or shall schedule a visit focused on the unmet standard or standards within two (2) years of the semester that the accreditation with conditions decision was granted. If the EPSB decides to require submission of documentation, the institution may choose to waive that option in favor of the focused visit within two (2) years. Following the focused visit, the EPSB shall decide to:

a. Continue accreditation; or

b. Revoke accreditation.

2. If the EPSB renders the decision to continue accreditation, the next on-site visit shall be scheduled for seven (7) years following the semester in which the continuing accreditation visit occurred.

(c) Accreditation with probation.

1. This accreditation decision indicates that the unit has not met one (1) or more of the NCATE standards and has pervasive problems that limit its capacity to offer quality programs that adequately prepare candidates. As a result of the continuing accreditation review, the EPSB has determined that areas for improvement with respect to standards may place an institution's accreditation in jeopardy if left uncorrected. The institution shall schedule an on-site visit within two (2) years of the semester in which the probationary decision was rendered. This visit shall mirror the process for first accreditation. The unit as part of this visit shall address all NCATE standards in effect at the time of the probationary review at the two (2) year point. Following the on-site review, the EPSB shall decide to:

a. Continue accreditation; or

Agenda Book

- b. Revoke accreditation.
- 2. If accreditation is continued, the next on-site visit shall be scheduled for five (5) years after the semester of the probationary visit.
- (d) Revocation of accreditation. Following a comprehensive site visit that occurs as a result of an EPSB decision to accredit with probation or to accredit with conditions, this accreditation decision indicates that the unit does not meet one (1) or more of the NCATE standards, and has pervasive problems that limit its capacity to offer quality programs that adequately prepare candidates. Accreditation shall be revoked if the unit:
 - 1. No longer meets preconditions to accreditation, such as loss of state approval or regional accreditation;
 - 2. Misrepresents its accreditation status to the public;
 - 3. Falsely reports data or plagiarized information submitted for accreditation purposes; or
 - 4. Fails to submit annual reports or other documents required for accreditation.
- (5) Notification of EPSB action to revoke continuing accreditation or deny first accreditation, including failure to remove conditions, shall include notice that:
 - (a) The institution shall inform students currently admitted to a certification or rank program of the following:
 - 1. A student recommended for certification or advancement in rank within the twelve (12) months immediately following the denial or revocation of state accreditation and who applies to the EPSB within the fifteen (15) months immediately following the denial or revocation of state accreditation shall receive the certificate or advancement in rank; and
 - 2. A student who does not meet the criteria established in subparagraph 1 of this paragraph shall transfer to a state accredited education preparation unit in order to receive the certificate or advancement in rank; and
 - (b) An institution for which the EPSB has denied or revoked accreditation shall seek state accreditation through completion of the first accreditation process. The on-site accreditation visit shall be scheduled by the EPSB no earlier than two (2) years following the EPSB action to revoke or deny state accreditation....

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Action Item B

Action Item:

Western Kentucky University: Accreditation of the Educator Preparation Unit and Approval of Programs

Applicable Statute or Regulation:

KRS 161.028
16 KAR 5:010

Applicable Goal:

Goal 1: Every approved educator preparation program meets or exceeds all accreditation standards and prepares knowledgeable, capable teachers and administrators who demonstrate effectiveness in helping all students reach educational achievement.

Issue:

Should the EPSB grant continuing accreditation to the Educator Preparation Unit and approve the initial and advanced level preparation programs at Western Kentucky University?

Background:

A joint NCATE/state Board of Examiners (BOE) team conducted the on-site evaluation of the Educator Preparation Unit at Western Kentucky University on March 27 – 29, 2011. The BOE team found all standards were met with two corrected areas for improvement, no continued area for improvement, and one new area for improvement. The BOE also reviewed program review documents as part of the on-site visit and found them to be in compliance with program guidelines as established and approved by the EPSB. At its December 12, 2011 meeting, the Accreditation Audit Committee (AAC) met (see attached minutes) and reviewed the accreditation materials including the institutional report, the BOE Report, the report rejoinder, and the NCATE Action Report.

The AAC reviewed each area for improvement cited in the BOE Report. There were two previously cited areas for improvement resulting from the 2004 visit. Both previously cited areas for improvement were found to be corrected during the 2011 visit. The BOE team identified one new area for improvement relating to the effective management and collaboration with the physical education program, faculty, and administration. The wording of the area for improvement in the findings of NCATE differed from the wording in the BOE Report. The AAC did not agree with the wording of the area for improvement in either the BOE Report or NCATE. Thus, the AAC suggests the following rewording of the area for improvement to more clearly identify the concern.

Corrected

Standard 2: Assessment System and Unit Evaluation

- 1) Not all programs use the unit assessment system to aggregate, analyze, and report

candidate data.

- 2) Inconsistencies exist in providing feedback to inform programs across the unit.

Continued

None

New

Standard 6: Unit Governance and Resources

- 1) (BOE Report) Current mechanisms and collaboration within the unit are not effective for the physical education program, its faculty, and its administrators.

(NCATE) The unit leadership and authority arrangements do not result in coherent planning, delivery, or operation of the physical education program.

(AAC Recommendation) The unit lacks the authority and structure to approve and manage each of its programs, to wit, the physical education teacher preparation program, to ensure coherent planning, delivery, and operations.

The AAC voted to agree with the findings of the BOE team that all standards are met. Pursuant to 16 KAR 5:010, Section 19, the AAC accepts the corrected areas for improvement and the rewritten new area for improvement listed above and recommends: (1) ACCREDITATION and (2) APPROVAL OF THE INITIAL AND ADVANCED LEVEL EDUCATOR PREPARATION PROGRAMS at Western Kentucky University.

Groups/Persons Consulted

Content Area Program Reviewers
Continuous Assessment Review Committee
Reading Committee
Joint NCATE/State Board of Examiners Team
Accreditation Audit Committee

Alternative Actions:

Issue One: Unit Accreditation

1. Accept the recommendation of the AAC and grant ACCREDITATION for Western Kentucky University.
2. Modify the AAC recommendation and grant ACCREDITATION WITH CONDITIONS for Western Kentucky University.
3. Do not accept the AAC recommendation and grant ACCREDITATION WITH PROBATION for Western Kentucky University.

Issue Two: Program Approval

1. Accept the recommendation of the AAC and grant APPROVAL for the initial and advanced level educator preparation programs at Western Kentucky University.
2. Modify the AAC recommendation and grant APPROVAL WITH CONDITIONS for the initial and advanced level educator preparation programs at Western Kentucky University.
3. Do not accept the AAC recommendation and stipulate DENIAL OF APPROVAL for the initial and advanced level educator preparation programs at Western Kentucky University.

AAC Recommendation:

Issue One: Alternative 1

Issue Two: Alternative 1

Rationale:

The Joint NCATE/State BOE team and AAC followed national and state guidelines for accreditation of educator preparation programs.

Contact Person:

Dr. Kim Walters-Parker, Director

Division of Educator Preparation

(502) 564-5789

E-mail: kim.walters-parker@ky.gov

Date:

March 5, 2012

Agenda Book

16 KAR 5:010. Standards for accreditation of educator preparation units and approval of programs.

RELATES TO: KRS 161.028, 161.030, 164.945, 164.946, 164.947, 20 U.S.C. 1021-1022h

STATUTORY AUTHORITY: KRS 161.028, 161.030

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.028(1) authorizes the Education Professional Standards Board to establish standards and requirements for obtaining and maintaining a teaching certificate and for programs of preparation for teachers and other professional school personnel. KRS 161.030(1) requires all certificates issued under KRS 161.010 to 161.126 to be issued in accordance with the administrative regulations of the board. This administrative regulation establishes the standards for accreditation of an educator preparation unit and approval of a program to prepare an educator....

Section 20. Official State Accreditation Action by the Education Professional Standards Board. (1) A recommendation from the Accreditation Audit Committee shall be presented to the full EPSB.

(2) The EPSB shall consider the findings and recommendations of the Accreditation Audit Committee and make a final determination regarding the state accreditation of the educator preparation unit.

(3) Decision options following a first accreditation visit shall be "accreditation", "provisional accreditation", "denial of accreditation", or "revocation of accreditation".

(a) Accreditation.

1. This accreditation decision indicates that the unit meets each of the six (6) NCATE standards for unit accreditation. Areas for improvement may be cited, indicating problems warranting the institution's attention. In its subsequent annual reports, the professional education unit shall be expected to describe progress made in addressing the areas for improvement cited in the EPSB's action report.

2. The next on-site visit shall be scheduled five (5) years following the semester of the visit.

(b) Provisional accreditation.

1. This accreditation decision indicates that the unit has not met one (1) or more of the NCATE standards. The unit has accredited status but shall satisfy provisions by meeting each previously-unmet standard. EPSB shall require submission of documentation that addresses the unmet standard or standards within six (6) months of the accreditation decision, or shall schedule a visit focused on the unmet standard or standards within two (2) years of the semester that the provisional accreditation decision was granted. If the EPSB decides to require submission of documentation, the institution may choose to waive that option in favor of the focused visit within two (2) years. Following the focused visit, the EPSB shall decide to:

a. Accredit; or

b. Revoke accreditation.

2. If the unit is accredited, the next on-site visit shall be scheduled for five (5) years following the semester of the first accreditation visit.

(c) Denial of accreditation. This accreditation decision indicates that the unit does not meet one (1) or more of the NCATE standards, and has pervasive problems that limit its capacity to offer quality programs that adequately prepare candidates.

(d) Revocation of accreditation. This accreditation decision indicates that the unit has not sufficiently addressed the unmet standard or standards following a focused visit.

(4) Decision options following a continuing accreditation visit shall be "accreditation", "accreditation with conditions", "accreditation with probation", or "revocation of accreditation".

(a) Accreditation.

1. This accreditation decision indicates that the unit meets each of the six (6) NCATE standards for unit accreditation. Areas for improvement may be cited, indicating problems warranting the institution's attention. In its subsequent annual reports, the professional education unit shall be expected to describe progress made in addressing the areas for improvement cited in EPSB's action report.

2. The next on-site visit shall be scheduled for seven (7) years following the semester of the visit.

(b) Accreditation with conditions.

1. This accreditation decision indicates that the unit has not met one (1) or more of the NCATE standards. If the EPSB renders this decision, the unit shall maintain its accredited status, but shall satisfy conditions by meeting previously unmet standards. EPSB shall require submission of documentation that addresses the unmet standard or standards within six (6) months of the decision to accredit with conditions, or shall schedule a visit focused on the unmet standard or standards within two (2) years of the semester that the accreditation with conditions decision was granted. If the EPSB decides to require submission of documentation, the institution may choose to waive that option in favor of the focused visit within two (2) years. Following the focused visit, the EPSB shall decide to:

a. Continue accreditation; or

b. Revoke accreditation.

2. If the EPSB renders the decision to continue accreditation, the next on-site visit shall be scheduled for seven (7) years following the semester in which the continuing accreditation visit occurred.

(c) Accreditation with probation.

1. This accreditation decision indicates that the unit has not met one (1) or more of the NCATE standards and has pervasive problems that limit its capacity to offer quality programs that adequately prepare candidates. As a result of the continuing accreditation review, the EPSB has determined that areas for improvement with respect to standards may place an institution's accreditation in jeopardy if left uncorrected. The institution shall schedule an on-site visit within two (2) years of the semester in which the probationary decision was rendered. This visit shall mirror the process for first accreditation. The unit as part of this visit shall address all NCATE standards in effect at the time of the probationary review at the two (2) year point. Following the on-site review, the EPSB shall decide to:

a. Continue accreditation; or

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- b. Revoke accreditation.
- 2. If accreditation is continued, the next on-site visit shall be scheduled for five (5) years after the semester of the probationary visit.
- (d) Revocation of accreditation. Following a comprehensive site visit that occurs as a result of an EPSB decision to accredit with probation or to accredit with conditions, this accreditation decision indicates that the unit does not meet one (1) or more of the NCATE standards, and has pervasive problems that limit its capacity to offer quality programs that adequately prepare candidates. Accreditation shall be revoked if the unit:
 - 1. No longer meets preconditions to accreditation, such as loss of state approval or regional accreditation;
 - 2. Misrepresents its accreditation status to the public;
 - 3. Falsely reports data or plagiarized information submitted for accreditation purposes; or
 - 4. Fails to submit annual reports or other documents required for accreditation.
- (5) Notification of EPSB action to revoke continuing accreditation or deny first accreditation, including failure to remove conditions, shall include notice that:
 - (a) The institution shall inform students currently admitted to a certification or rank program of the following:
 - 1. A student recommended for certification or advancement in rank within the twelve (12) months immediately following the denial or revocation of state accreditation and who applies to the EPSB within the fifteen (15) months immediately following the denial or revocation of state accreditation shall receive the certificate or advancement in rank; and
 - 2. A student who does not meet the criteria established in subparagraph 1 of this paragraph shall transfer to a state accredited education preparation unit in order to receive the certificate or advancement in rank; and
 - (b) An institution for which the EPSB has denied or revoked accreditation shall seek state accreditation through completion of the first accreditation process. The on-site accreditation visit shall be scheduled by the EPSB no earlier than two (2) years following the EPSB action to revoke or deny state accreditation....

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Action Item C

Action Item:

16 KAR 4:030. Out-of-State Preparation. Final Action

Applicable Statutes:

KRS 161.020, 161.028, and 161.030

Applicable Goal:

Goal 2: Every professional position in a Kentucky public school is staffed by a properly credentialed educator.

Issue:

Should the EPSB approve amendments to 16 KAR 4:030, Out-of-state preparation?

Background:

At its November retreat, the Board discussed the inequity which will occur among Kentucky administrative candidates in the future in light of the closure of all master's degree level principal preparation programs in the Commonwealth. The Board discussed that the post-master's certification requirement to obtain a beginning Kentucky principal statement of eligibility means that similar program requirements must apply to those who prepared in these certification areas via out-of-state programs. The Board asked EPSB staff to bring forward regulatory changes to address this situation.

The changes proposed in this regulation would maintain the equity between candidates educated in Kentucky and those educated out of state by requiring the same type of preparation program for both. These changes would prevent a Kentucky teacher from obtaining a master's level principal certificate in a surrounding state and then presenting that certificate to the EPSB for a similar Kentucky certificate, thus gaining as much as a five-year employment advantage over those candidates who prepared at a Kentucky institution.

The regulation also provides clarification of the criteria used by the EPSB when evaluating teacher certification candidates who prepared out of state. The changes reflect the longstanding practice of accepting only those out-of-state certificates gained by teachers who have completed preparation programs similar in nature to those offered in Kentucky and of not accepting out-of-state teaching certificates gained by merely passing an assessment.

Alternative Actions:

1. Approve the proposed amendments to 16 KAR 4:030.
2. Do not approve the proposed amendments to 16 KAR 4:030.

Staff Recommendation:

Alternative 1

Rationale:

Implementing these changes will standardize the amount of post-master's level course work for all candidates seeking administrative certification in Kentucky. Implementation of the amended regulation will also provide more clarity for those seeking all types of certification based on out-of-state preparation programs.

Contact Person:

Mr. Michael C. Carr, Director
Division of Certification
(502) 564-4606
E-mail: mike.carr@ky.gov

Date:

March 2012

1 **EDUCATION PROFESSIONAL STANDARDS BOARD**

2 **(Amendment)**

3 **16 KAR 4:030. Out-of-state preparation.**

4 RELATES TO: KRS 161.020, 161.028, 161.030, 161.124, 161.126

5 STATUTORY AUTHORITY: KRS 161.020, 161.028, 161.030

6 NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.020 and 161.030 require
7 that a teacher and other professional school personnel hold a certificate of legal qualifications for
8 the respective position to be issued upon completion of a program of preparation prescribed by
9 the Education Professional Standards Board. KRS 161.028 requires the Education Professional
10 Standards Board to establish the standards for obtaining and maintaining a teaching certificate.
11 KRS 161.124 enacts into law the Interstate Agreement on Qualifications of Educational
12 Personnel. KRS 161.126 designates the Executive Director of the Education Professional
13 Standards Board as the state official responsible for signing contracts under this agreement. This
14 administrative regulation establishes the certification provisions for applicants with out-of-state
15 preparation.

16 Section 1. (1) An applicant for Kentucky teacher or administrative certification whose
17 professional preparation was completed at an educator preparation [~~a teacher education~~]
18 institution located outside the Commonwealth of Kentucky shall have completed a program of
19 preparation and the curriculum requirements approved by the responsible state education agency
20 for teacher or administrative certification.

21 Section 2: Teacher Certification. (1) An applicant for Kentucky teacher certification
22 whose professional preparation was completed at an educator preparation institution located

1 outside the Commonwealth of Kentucky ~~[(2) An out of state applicant who meets the~~
2 ~~requirements of subsection (1) of this section]~~ shall;

3 (a) Possess a teacher license or certificate equivalent to the Kentucky statement of
4 eligibility from the state, territory, or province where the applicant completed his or her
5 preparation program;

6 (b) Satisfy the degree, academic preparation, and grade point requirements in 16 KAR
7 2:010;

8 (c) Provide evidence that the out-of-state license or certificate was obtained by
9 completion of an approved educator preparation program and not based on the completion of a
10 written or verbal assessment; and

11 (d) Follow the procedures for certificate application established in 16 KAR 2:010.

12 (2) An applicant for Kentucky teacher certification whose professional preparation was
13 completed at an educator preparation institution located outside the Commonwealth of Kentucky
14 who meets the requirements of Section 1 and subsection (1) of this section shall be issued a
15 Kentucky teaching certificate or statement of eligibility established in 16 KAR 2:010 at the grade
16 range and content area corresponding to the out-of-state preparation.

17 ~~[(3) An out of state applicant shall follow the procedures for application established in 16~~
18 ~~KAR 2:010.]~~

19 Section 2. Administrative Certification. (1) An applicant for Kentucky administrative
20 certification whose professional preparation was completed at an educator preparation institution
21 located outside the Commonwealth of Kentucky shall: (a) Possess an administrative license or
22 certificate equivalent to the Kentucky corresponding statement of eligibility or administrative

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1 certificate from the state, territory, or province where the applicant completed his or her
2 preparation program;

3 (b) Satisfy the degree, academic preparation, and grade point requirements for the
4 administrative certificate in 16 KAR Chapter 3;

5 (c) Provide evidence that the out-of-state license or certificate was obtained by
6 completion of an approved educator preparation program consisting of a minimum of thirty (30)
7 post Masters' graduate-level hours in school administration; and

8 (d) Follow the procedures for certificate application established in 16 KAR Chapter 3.

9 (2) An applicant for Kentucky administrative certification whose professional preparation
10 was completed at an educator preparation institution located outside the Commonwealth of
11 Kentucky who meets the requirements of Section 1 and subsection (1) of this section shall be
12 issued a Kentucky administrative certificate or statement of eligibility established in 16 KAR
13 Chapter 3 corresponding to the out-of-state preparation.

14 (3) An applicant for Kentucky principal certification who was admitted to a principal
15 preparation program located outside the Commonwealth of Kentucky prior to January 1, 2012
16 and who completes the program prior to January 31, 2014 shall be exempt from subsection (1)(c)
17 of this section.

18 Section 4: (1) An out-of-state applicant shall be subject to the testing and internship
19 requirements of KRS Chapter 161 [161.030] and implementing administrative regulations of the
20 Education Professional Standard Board in KAR Title 16.

21 (2) An out-of-state applicant shall be subject to the certificate issuance, recency, reissuance,
22 renewal, and rank change provisions of KRS Chapter 161 and KAR Title 16.

Date

Cathy Gunn, Chairperson
Education Professional Standards Board

DRAFT

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PUBLIC HEARING AND PUBLIC COMMENT PERIOD: A public hearing on this administrative regulation shall be held on April 30, 2012 at 9:00 a.m. at the offices of the Education Professional Standards Board, 100 Airport Road, 3rd Floor, Conference Room A, Frankfort, Kentucky 40601. Individuals interested in being heard at this hearing shall notify this agency in writing five workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing is received by that date, the hearing may be canceled. This hearing is open to the public. Any person who wishes to be heard will be given an opportunity to comment on the proposed administrative regulation. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted until April 30, 2012. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

Contact person: Alicia A. Sneed, Director of Legal Services
Education Professional Standards Board
100 Airport Road, Third Floor
Frankfort, KY 40601
(502) 564-4606
FAX: (502) 564-7080

REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

Regulation #: 16 KAR 4:030

Contact Person: Alicia A. Sneed, Director of Legal Services

(1) Provide a brief summary of:

(a) What this administrative regulation does: This administrative regulation establishes the certification provisions for applicants with out-of-state preparation.

(b) The necessity of this administrative regulation: This administrative regulation is necessary to provide notice to out of state applicants for educator certification on the Kentucky requirements for certification.

(c) How this administrative regulation conforms to the content of the authorizing statutes: KRS 161.020 and 161.030 require that a teacher and other professional school personnel hold a certificate of legal qualifications for the respective position to be issued upon completion of a program of preparation prescribed by the Education Professional Standards Board. KRS 161.028 requires the Education Professional Standards Board to establish the standards for obtaining and maintaining a teaching certificate.

(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes: This administrative regulation states the requirements for applicants who were prepared out of state or who are certified by another state to get a Kentucky teacher or administrative certificate.

(2) If this is an amendment to an existing administrative regulation, provide a brief summary of:

(a) How the amendment will change this existing administrative regulation: This amendment specifies what an out of state applicant for teacher certification needs to become certified in the state of Kentucky. This amendment also implements a grace period for principals who are prepared out of state and who entered the out of state program prior to December 31, 2011 to receive a certificate without completing a post-master's principal program so that out of state applicants are treated the same as in state applicants. Any other changes are to clarify the regulation in accordance with KRS Chapter 13A.

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(b) The necessity of the amendment to this administrative regulation: This administrative regulation is necessary to provide notice to out of state applicants for educator certification on the Kentucky requirements for certification.

(c) How the amendment conforms to the content of the authorizing statutes: KRS 161.020 and 161.030 require that a teacher and other professional school personnel hold a certificate of legal qualifications for the respective position to be issued upon completion of a program of preparation prescribed by the Education Professional Standards Board. KRS 161.028 requires the Education Professional Standards Board to establish the standards for obtaining and maintaining a teaching certificate.

(d) How the amendment will assist in the effective administration of the statutes: This administrative regulation states the requirements for applicants who were prepared out of state or who are certified by another state to get a Kentucky teacher or administrative certificate.

(3) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation: 174 Kentucky school districts and out of state educators seeking certification in Kentucky.

(4) Provide an analysis of how the entities identified in question (3) will be impacted by either the implementation of this administrative regulation, if new, or by the change, if it is an amendment, including:

(a) List the actions that each of the regulated entities identified in question (3) will have to take to comply with this administrative regulation or amendment: The school districts will not be required to take any additional action. Applicants will need to review this regulation prior to applying for certification in Kentucky.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (3): There should not be any additional cost to the entities impacted by the regulation.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (3): The districts will be positively affected by an additional supply of out of state teachers.

(5) Provide an estimate of how much it will cost the administrative body to implement this administrative regulation:

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(a) Initially: None

(b) On a continuing basis: None

(6) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation: State General Fund

(7) Provide an assessment of whether an increase in fees or funding will be necessary to implement this administrative regulation, if new, or by the change if it is an amendment: No increase in fees or funding will be necessary to implement this administrative regulation.

(8) State whether or not this administrative regulation established any fees or directly or indirectly increased any fees: This administrative regulation does not establish any fees, or directly or indirectly increase fees.

(9) TIERING: Is tiering applied? (Explain why or why not) NO, tiering does not apply since all applicants will be held to the same standard.

FISCAL NOTE ON STATE OR LOCAL GOVERNMENT

Regulation No. 16 KAR 4:030

Contact Person: Alicia Sneed

1. Does this administrative regulation relate to any program, service, or requirements of a state or local government (including cities, counties, fire departments, or school districts)?

Yes No

If yes, complete questions 2-4.

2. What units, parts or divisions of state or local government (including cities, counties, fire departments, or school districts) will be impacted by this administrative regulation? School districts and the Education Professional Standards Board.

3. Identify each state or federal statute or federal regulation that requires or authorizes the action taken by the administrative regulation. KRS 161.028(1), KRS 161.030, and KRS 161.124

4. Estimate the effect of this administrative regulation on the expenditures and revenues of a state or local government agency (including cities, counties, fire departments, or school districts) for the first full year the administrative regulation is to be in effect. There should be none.

(a) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for the first year? There should be no revenue generated.

(b) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for subsequent years? There should be no revenue generated.

(c) How much will it cost to administer this program for the first year? There should be no revenue generated.

(d) How much will it cost to administer this program for subsequent years? There should be no revenue generated.

Note: If specific dollar estimates cannot be determined, provide a brief narrative to explain the fiscal impact of the administrative regulation.

Revenues (+/-):

Expenditures (+/-):

Other Explanation: This is not a fee generating or a revenue costing regulation, but merely establishes the requirements for certification.

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Action Item D

Action Item:

Meeting Policy, Final Action

Applicable Statutes:

KRS 161.028

Applicable Goal:

Goal 5: The EPSB shall be managed for both effectiveness and efficiency, fully complying with all statutes, regulations, and established federal, state, and agency policies.

Issue:

Should the EPSB approve a new board meeting policy?

Background:

At the November EPSB fall retreat, the board asked staff to develop a meeting policy specifying that board meeting materials will be made available to the board in an electronic format, and hard copies of the board meeting materials will be made available upon a board member's request. The attached proposed policy includes information on when the meeting materials should be made available to board members and the public as well as the protocol for the use of agency laptops by board members.

Alternative Actions:

1. Approve the proposed new board meeting policy.
2. Do not approve the proposed new board meeting policy.

Staff Recommendation:

Alternative 1

Rationale:

A policy for board meetings will clarify the procedures for the board and staff in preparation for board meetings.

Contact Person:

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Executive Office
(502) 564-4606
E-mail: ashley.abshire@ky.gov

Date:

March 5, 2012

Education Professional Standards Board

**MEETING
POLICY**

In accordance with KRS 61.820, the Education Professional Standards Board shall adopt and publish a schedule for regular meetings at its last regularly scheduled meeting for the fiscal year. The agenda shall be electronically available to the public 5 days prior to the meeting date.

The agenda book, misconduct docket, and all relevant support materials for each meeting shall be made electronically available to the board ten (10) days prior to the meeting date. Additional review materials including a disciplinary docket addendum may be supplied electronically to the board four (4) days prior to the meeting.

A board member who wishes to receive all or part of the meeting materials in a paper format shall make a written request to the executive director.

At the discretion of the executive director, additional materials may be provided to the board on the day of the meeting.

A board member who does not have access to a home computer may request an agency laptop for use to prepare for meetings. If a board member uses an agency laptop, the board member shall be subject to the agency's acceptable use policy.

Board members are responsible for maintaining the confidentiality of any board materials provided to them.

UNDER SEPARATE COVER
March 5, 2012

While we make conscientious effort to redact personally identifiable information on documents such as transcripts, pulling these documents into a separate section is another means to protect the individual's privacy.

The following items, referenced by Staff Note and Agenda Book page numbers are placed under this separate cover:

Section	Item(s)	Staff Note/Agenda Reference
A	Program & Accreditation Materials	Principal Preparation Program, All Grades, Eastern Kentucky University Principal Preparation Program, All Grades, University of the Cumberlands (Program Materials: Consent Items B and C on the agenda, pages 25-36) (Accreditation Materials: Action Items A and B on the agenda, pages 49-60)
B	KACI Appointments	KACI Appointments (Under Report of the Chair on the agenda)

March 2012 Program Review and Accreditation Materials

Documents for the program materials are available on the EPSB's new secure website in a folder titled *March Program Review and Accreditation Materials*. Please contact Ashley Abshire at 502-782-2116 if you need assistance in gaining access to this website. The items available to review are listed below.

Consent Item B. Principal Preparation Program, All Grades, Eastern Kentucky University

Consent Item C. Principal Preparation Program, All Grades, University of the Cumberlands

Action Item B. Northern Kentucky University Accreditation

Action Item C. Western Kentucky University Accreditation

**Education Professional Standards Board
Kentucky Advisory Council for Internships (KACI)
Appointments/Reappointments
March 5, 2012**

Appointments

Dr. Charles Gagel
Technical Education
Eastern Kentucky University

Replacements

Dr. Stephen Fardo
Technical Education
Eastern Kentucky University

Reappointments

Dr. Sharon Brennan
Teacher Educator
University of Kentucky

Dr. Richard 'Dick' Roberts
Teacher Educator
Western Kentucky University

Judy Thomas
Archdiocese of Louisville
Non-Public Schools

Richard 'Rich' Crowe
Superintendent
Frankfort Independent Schools