

**PROFESSIONAL TEACHING STANDARDS BOARD (PTSB)
CASPER COLLEGE-UW OUTREACH, UU322, CASPER, WY
OCTOBER 27, 2014**

CALL TO ORDER – 8:17 A.M.

Present: Board: Jon Abrams, Brent Bacon, Diane Beffert, Shawn Peck, Michael Day, Jason Wheeler, Brenda Creel, Aaron Jensen, Molly Kinsey, Molly Potas, and Janice Marshall; Staff: Andrea Bryant, Ashley Graham, and Morgan DiNoble; Attorney General’s Office: Mackenzie Williams; University of Wyoming: Leslie Rush; Wyoming Education Association: Kathy Scheurman; Wyoming School-University Partnership: Audrey Kleinsasser; Natrona County School District #1: Verba Echols, Walter Wilcox, Dawn Dewald, and Aaron Wilson; Guest: Gail Schenfich

ADOPTION OF AGENDA

Moved by Brenda Creel and seconded by Janice Marshall to adopt the agenda. Motion carried.

ADOPTION OF MINUTES

Moved by Michael Day and seconded by Shawn Peck to adopt the minutes from July 21, 2014 with no changes. Motion carried.

RULE CHANGE

Moved by Brent Bacon and seconded by Janice Marshall to adopt the Chapter 4 Rule Changes, which incorporated NCATE to CAEP changes and the American Sign Language (ASL) as a Foreign Language standards, as presented. Motion carried.

ADOPTION OF ASL TEST(S)

Moved by Jon Abrams and seconded by Diane Beffert to table the adoption of an ASL test(s) until the January meeting. Motion carried.

Moved by Jon Abrams and seconded by Shawn Peck to approve the implementation timeline of two complete school years after final adoption of the American Sign Language (ASL) as a Foreign Language endorsement; beginning fall 2017, educators teaching ASL would be required to hold the endorsement from PTSB or be qualified under some other exemption. Motion carried.

DIRECTOR’S REPORT

Andrea Bryant presented the Director’s Report covering the following items:

- **Staff Update** – The staff did a wonderful job getting through summer which is PTSB’s busiest time of the year. Nicole Syme and Ilea Quintana were temps hired to aid the office this summer. Nicole has recently been hired as PTSB’s full-time Receptionist. Nicholas Bellack has continued his training as the Assistant Director and has begun taking on travel and committee work. The PTSB staff completed their PMI Evaluations and goal setting in a timely and effective manner.
- **Application Processing** – Morgan DiNoble discussed application processing and informed the Board that PTSB processes approximately 5,500 applications annually. The data chart presented at the meeting showed that PTSB is on track for the year and has processed 2,201 application

fees from January through May of this year. Morgan let the Board know that incoming applications have begun to decline as PTSB moves out of its busy season.

- **Financial Report** – This biennium began July 1, 2014 and will go through to June 30, 2016. Andrea Bryant confirmed to the Board that PTSB’s cash balance is doing great and that PTSB is in a healthy financial situation.
- **Board Member Appointment Schedules** – The current term of seven of the positions on the Board will expire on March 1, 2015. Based on how the appointments were made for the terms that began in 2013 and by which elected official, a DRAFT Schedule of Board Member Appointments has been created. It was agreed upon by the Governor’s Office and the State Superintendent’s Office in 2013 that the appointing authority would alternate following the order of the Board positions as they appear in the PTSB Practice Act (W.S. 21-2-801).
- **Status and Brief Demo of the New Online Licensure System** – Andrea Bryant provided a visual comparison of PTSB’s current system and the new system being built. The new online licensure system will have a more advanced and sophisticated search tool. This will allow PTSB to limit the need to use licensees’ social security numbers to look them up in the system. Andrea showcased the educator maintenance screen which featured portlets on a dashboard. The new system will incorporate a smoother view for licensure, endorsements, and highly qualified status. The new system will also capture institutions attended as well as degrees. It was discussed that it would be good timing to transition into the new system in February because March is when the UW job fair and hiring season begins.
- **Upcoming Potential Rule Changes** – There are a few potential rule changes that the PTSB can consider. They include: the Office of Administrative Hearings (OAH) Rules on hearing processes, ability to annul a License/Permit/EA if issued in error, awarding endorsements via National Board Certification, Driver Education Permit vs endorsement, and incorporation of Public Records Request Rules. Staff will work on bringing these forward as time allows, and priorities dictate.
- **Events & Activities** – PTSB has been present at the Legislative and State Board of Education Meetings; Andrea, Nicholas, and Ashley presented at UW; Andrea and Nicholas attended the AdvancED School Improvement Conference and the Licensing Specialists presented; PTSB will be presenting at the WASPA Conference and have a booth at the WSBA Conference.

IMPACTS OF HB 0062 → HEA 0040 → 2014 SESSION LAWS CHAPTER 69

Andrea Bryant discussed the impact of the legislative rate for mileage and per diem which became effective on July 1, 2014. Board Members will be reimbursed \$109 per day for per diem for traveling to and from PTSB activities when an overnight stay is required, and hotel expenses will not be reimbursed separately.

When Board Members travel to a same-day PTSB activity and no overnight stay is required, reimbursement is still possible and can be at a reduced rate based on the number of miles traveled. Per IRS Regulations, any reimbursement for meals/per diem for same-day PTSB activities will be taxable to the individual Board Member as income.

Moved by Brent Bacon and seconded by Aaron Jensen to adopt the reimbursement rates for same-day PTSB activities as displayed in the table entitled “Proposed Reimbursement Rates for Same-Day PTSB Activities” shown below in the table.

Table: Proposed Reimbursement Rates for Same-Day PTSB Activities	
Distance to PTSB Activity from Board Member Hometown <i>(official Wyoming map miles)</i>	Reimbursement Rate
0-30	No Per Diem
31-90	25% of Daily Per Diem Rate
91-150	50% of Daily Per Diem Rate
151+	75% of Daily Per Diem Rate

SCHOOL-UNIVERSITY PARTNERSHIP PRESENTATION BY AUDREY KLEINSASSER

Audrey Kleinsasser introduced herself and explained the mission of the School-University Partnership. Audrey explained the importance of Wyoming education entities uniting. The benefits to PTSB would be a direct resource for bridging gaps from PTSB to all other education organizations in Wyoming. Also, PTSB would have representation in the Partnership. The PTSB would be encouraged to attend the quarterly meetings with annual membership at a rate of \$3,000. Andrea Bryant feels it would be an excellent resource for PTSB. The Board discussed its options and moved to join the Partnership on a one-year trial run.

Moved by Shawn Peck and seconded by Molly Kinsey for the Professional Teaching Standards Board to join the School-University Partnership for a one-year trial run. Motion carried.

DUAL LANGUAGE IMMERSION (DLI) PRESENTATION BY NATRONA COUNTY SCHOOL DISTRICT #1

Verba Echols, Dawn Dewald, Walter Wilcox, and Aaron Wilson from Natrona County School District #1 presented a general information session regarding their District’s Dual Language Immersion Program. Their interest in presenting to PTSB was the necessity of addressing licensing for the foreign teachers who will be teaching. The Board asked staff to prepare some options for potential changes to the Visiting Foreign Teacher Permit.

PTSB PROCEDURES FOR HANDLING DCI CHRI REPORTS

Ashley Graham gave the Board an update on PTSB’s current process and advancements with the review of backgrounds and process for handling disciplinary matters. She reported that PTSB successfully passed a routine audit conducted by the Wyoming Department of Criminal Investigation this past July.

CAEP TRAINING-IN-BRIEF

Andrea Bryant continued her CAEP training-in-brief series from the last face-to-face Board Meeting. CAEP is the national accreditation body for educator preparation programs. CAEP also partners with Specialize Professional Associations (SPAs) as well as with individual states to align the program approval process. Andrea discussed the University of Wyoming’s SPA and State Reviews.

She elaborated on the process of a program review and how the SPAs have trained reviewers who understand the specific discipline to determine if the program has: met the standards, met the standards with conditions, or not met the standards. Upon completion of the Review, the SPA then

reports back to CAEP to indicate whether the program has achieved: national recognition, recognition with conditions, or is not recognized.

For State Reviews, the Board selects the committee, which reviews the program as well as submits a recommendation for program approval to the full Board along with a detailed program review summary. This allows the Board to then decide to approve; approve provisionally; or deny approval.

UNDERSTANDING THE ENDORSEMENT PROPOSAL AND APPROVAL PROCESS

Andrea Bryant explained that PTSB had been contacted on multiple occasions over the past couple of years by individuals or groups interested in creating new endorsement areas. She explained that when PTSB is evaluating a potential new endorsement area, it is important to consider whether the endorsement will create any new teaching areas or if assignments within school districts would ever require someone to hold the endorsement. Two other considerations include whether standards could be created for the endorsement in a way so that they are framed as program approval standards and if any educator preparation programs even exist.

GOOGLE DOCS TRAINING

Morgan DiNoble provided a basic Google Docs Training to begin familiarizing Board Members with Google to allow the Board the option to utilize Google's features for committee work and possibly future Board Meetings.

DISCUSSION ABOUT REINSTATEMENT OF LICENSURE VIA WORK EXPERIENCE

Currently PTSB may issue an endorsement through Out-of-State Work Experience when an applicant is applying for initial licensure (PTSB Rules Chapter 2 Section 6(c) – referred to as “Experience Verification”) but not when an applicant is adding an endorsement (PTSB Rules Chapter 3 Section 3(b) – referred to as “Reciprocity”). In both of these chapters, the Rules define Experience Verification/Reciprocity as successful full-time experience for at least three (3) out of the last six (6) years, while holding full licensure or certification from the same state, for each endorsement area being sought.

Alternatively, the Rules are explicit that applicants whose Wyoming License has lapsed are not eligible for reinstatement via Experience Verification (PTSB Rules Chapter 3 Section 2(a)(ii), which indicates applicants are ineligible to qualify under Chapter 3 Section 2(a)(i), which references Chapter 2 Section 6). The Board directed the staff to bring forward proposed Rule changes to allow adding endorsements via Experience Verification both at reinstatement (including using in-state work experience) and after initial licensure.

FUTURE PTSB BOARD MEETINGS

January 12, 2015 WEN Video Conference from 2:30pm to 4:30pm.

March 9, 2015 WEN Video Conference from 3:30pm to 5:00pm.

June 15-16, 2015 Board Retreat in Cody, WY.

DIRECTOR EVALUATION COMMITTEE

The Director Evaluation Committee (Brent Bacon, Diane Beffert, Aaron Jensen, Molly Kinsey, and Shawn Peck) handed out a draft set of questions based on the Executive Director's Job Content Questionnaire (JCQ) that they intend to modify to meet the Evaluation Committee's needs for the

Director Evaluations. The Committee Members asked fellow Board Members to provide the committee with any comments or feedback they may have regarding the current set of questions.

MEETING ADJOURNED

The meeting was adjourned at 3:07 p.m.