

**PROFESSIONAL TEACHING STANDARDS BOARD (PTSB)
WEN VIDEOCONFERENCE – MULTI-SITE
MARCH 9, 2015**

CALL TO ORDER – 3:30 P.M.

Present: Board: Molly Kinsey, Shawn Peck, Molly Potas, Liesl Sisson, Jason Wheeler, Dan Mayer, Leslie Rush, Michael Day, Tracy Ragland, John Lyttle; Staff: Andrea Bryant, Nicholas Bellack, Ashley Graham, and Trisha Wright; Attorney General's Office: Mackenzie Williams; Wyoming Education Association: Kathy Scheurman; Guests: State Superintendent of Public Instruction Jillian Balow, and Brent Bacon (WDE); Verba Echols (Natrona County School District #1); Mark Mathern (Former District Administrator)

ADOPTION OF AGENDA

Moved by Tracy Ragland and seconded by Jason Wheeler to adopt the agenda. Motion carried.

ADOPTION OF MINUTES

Moved by Molly Kinsey and seconded by Dan Mayer to adopt the minutes from January 12, 2015 with no changes. Motion carried.

ELECTION OF BOARD OFFICERS

Molly Potas was the sole nominee and was elected as Board Chair.

Tracy Ragland was the sole nominee and was elected as Vice Chair.

Jason Wheeler was the sole nominee and was elected as Parliamentarian.

APPOINTMENT OF MEMBERS TO COMMITTEES

- Executive Committee
 - Board Officers: Molly Potas, Tracy Ragland, and Jason Wheeler
 - The Board decided to have the Executive Committee comprised of Board Officers only.
- Application Review Committee (ARC)
 - Aaron Jensen
 - Dan Mayer
- Investigative Committee I (IC¹)
 - Shawn Peck
 - Tracy Ragland
- Investigative Committee 2 (IC²)
 - Jason Wheeler
 - Molly Kinsey
- Evaluation Committee
 - Aaron Jensen
 - Molly Kinsey
 - Shawn Peck

CHAPTER 6 PROPOSED RULE CHANGE DISCUSSION

Visiting Foreign Teacher Permit

Andrea Bryant discussed the ambiguity of the Rules and Regulations currently in place for the Visiting Foreign Teacher Permit. PTSB's efforts with this Rule change will be to address this ambiguity and to allow school districts to have a route with a clear timeline for utilizing educators who don't fit the mold of the US prepared elementary teacher.

As districts move forward with implementing Dual Language Immersion (DLI) programs, PTSB will need to create comprehensive policy to support and provide guidance to that work. PTSB has been in conversation with the Wyoming Department of Education (WDE) as well as Natrona School District #1 and Teton School District #1 to gather input on all aspects of what needs to be included in the comprehensive policy such as assignment codes, professional development requirements, and the extent of the authority of someone who holds any DLI-related licensure from PTSB. Robin Holbrook from WDE has offered to conduct some of the research to assist with this work. Chad Ransom from Teton School District #1 has been invited to present information about their DLI program at the June 15-16, 2015 Board Meeting in Cody.

The changes being proposed for the Visiting Foreign Teacher Permit are to extend the permit validity from one (1) to three (3) years and to clarify that it is non-renewable. These changes were discussed at the January 2015 Board Meeting and drafted in alignment with that discussion.

Lifetime Substitute Permit

The change being proposed for the Lifetime Substitute Permit is to eliminate the requirement that the retiree must apply within five years after retiring from teaching to be eligible for the Permit. This change was discussed at the January 2015 Board Meeting and drafted in alignment with that discussion.

Rule Change

Moved by Shawn Peck and seconded by Michael Day to proceed with the proposed Rule changes as presented for Chapter 6. Motion carried.

FUTURE MEETINGS

The Board's Regular Board Meeting is set for Monday and Tuesday, June 15-16, 2015 in Cody, Wyoming. The Board has scheduled a Board Meeting for Monday, October 12, 2015 at 8:15 am in Casper, Wyoming.

EVALUATION COMMITTEE REPORT

Aaron Jensen was scheduled to present the Evaluation Committee Report but was absent due to unforeseen circumstances. Andrea Bryant summarized the update in his place. The evaluation instrument for the Executive Director is final based on all the comments provided by Board Members to the Evaluation Committee. There were no changes necessary although there were lots of comments received. The Evaluation Committee has determined that the process to begin the evaluation of the Executive Director will begin in early April 2015, and Board Members will have two weeks to respond to the survey. Simultaneously, there will be a second survey distributed to external PTSB stakeholders that will reflect a smaller set of the same questions as the Board Members' survey. The Evaluation Committee has opted to conduct the survey themselves which will include distribution and the compilation of the final data from all respondents. They will then present a report to the full Board to assist in the evaluation of the Executive Director at the June Board Meeting in Cody.

DIRECTOR'S REPORT

Andrea Bryant gave a report to the Board on the following topics:

Financial Report

Board Accountant, Jeannie Burton, has revised the format of the financial report for the Board to allow for a more detailed view of expenditures. Jeannie welcomes the Board's comments or suggestions on the format of the financial report and those can be addressed to Andrea via an email or phone call. The end of January marked the 29% mark for this two-year biennium and PTSB had expended approximately 28% of its budget for this biennium.

Board Email Accounts (@wyoboards.gov)

Email addresses will be created for PTSB Board Members. Board Members are asked to conduct any Board business using these new email accounts instead of personal or work email accounts. PTSB staff will work with individual Board Members to set up the accounts and to provide any necessary training. Mackenzie Williams, the Board's Advising Attorney, expressed that the Attorney General's Office strongly urges all agencies and Boards utilize government issued email accounts. This allows for transparency should a public records request be made; it also allows for a record to be obtained and retained by the agency without infringing on a Board Member's personal or professional email.

Update on New Online Licensure System

PTSB staff continues to work with the Department of Enterprise Technology Services (ETS) to implement a new online licensure system. Although this is a PTSB and WDE project, the Legislature provided funding for the project directly to ETS.

ETS expects programming for the system to be complete in March 2015; PTSB staff will continue to conduct User Acceptance Testing (UAT) of the system. ETS has indicated that bugs in the programming will be fixed. Several of the bugs that have been submitted to ETS by PTSB staff have been deemed "enhancements" and will not be fixed.

There is functionality that was expected to be included in the system that PTSB has been informed will not be included. PTSB has been notified by ETS that there is no more funding available for the project and that quotes to build the missing functionality can be prepared; however, according to ETS, funding to cover this additional programming would come from PTSB's budget and not be covered by the monies allocated by the Wyoming Legislature to ETS to implement the system.

A discussion with PTSB staff and an evaluation of the remaining work that will need to be done in order to make the system minimally functional to have a successful roll out to our applicants, school districts, and workshop facilitators ended with the recommendation that PTSB postpone going "live" with the system until no earlier than fall 2015. Further evaluation of the missing functionality is needed and the Board will need to determine the extent to which PTSB should expend funds on this project.

Molly Potas requested Nicholas Bellack continue his thorough research regarding what the Legislature intended for the system to do, what our system is projected to do, and how that compares to what PTSB needs it to do. Nicholas Bellack agreed to continue his analysis. Molly Potas requested to have transparency of the development of the new system and what funds have been expended and what costs ETS is expecting PTSB to cover. PTSB staff were directed to request additional information and transparency from ETS to help the Board work through these concerns. The Executive Committee will assist PTSB staff with this project as they move forward.

PUBLIC COMMENT

No public comments were made.

MEETING ADJOURNED

The meeting was adjourned at 4:59 p.m.