

**PROFESSIONAL TEACHING STANDARDS BOARD (PTSB)
HOLIDAY INN, TAGGART'S 3 BALLROOM, CODY, WY
JUNE 16 & 17, 2014**

JUNE 16 CALL TO ORDER – 2:04 P.M.

Present: Board: Jon Abrams, Brent Bacon, Diane Beffert, Shawn Peck, Michael Day, Jason Wheeler, Mary Houck, Aaron Jensen, Molly Kinsey, Molly Potas, and Tracy Ragland; Staff: Andrea Bryant, Nicholas Bellack, and Ashley Graham; Attorney General's Office: Mackenzie Williams; University of Wyoming: Leslie Rush; and Wyoming Education Association: Kathy Scheurman

ADOPTION OF AGENDA

Moved by Molly Kinsey and seconded by Brent Bacon to adopt the agenda. Motion carried.

PROFESSION-READY TEACHERS ACTIVITY

Nicholas Bellack provided a didactic activity to initiate a dialog regarding the purpose of the work the Board carries out as it relates to educator preparation standards.

DIRECTOR'S REPORT

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

- **Staff Update** – Nicholas Bellack was hired as the new Assistant Director and the former Receptionist, Sara Millstein, left the agency to move to Texas. As a result, a second temp, Ilea Quintana, has been hired to share the receptionist duties for the summer. The vacant Receptionist position will be filled later this summer or fall. The vacant Office Assistant position will be evaluated as the new online licensure system rolls out and the job duties of the position are better defined.
- **Application Processing** – The 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.
- **B-11 Request** – A B-11 Request has been submitted to the Administration and Information Budget Office to increase the agency's spending authority to continue to employ the two At-Will Employee Contract (AWEC) positions.
- **Financial Report** – The end of the biennium is June 30, 2014. PTSB will not expend all of its funds for the current biennium, and the unexpended amounts will revert back to the PTSB's cash balance.
- **Status of the New Online Licensure System** – The new online licensure system will go live at the end of September or the beginning of October. The staff is looking for outreach opportunities to share information about the new system beginning with the School Improvement Conference to be held in Cheyenne on September 29th at 3:00 p.m. If Board Members become aware of other opportunities they are asked to pass that information along to the PTSB staff.
- **AG's Office Board Member Training** – The PTSB staff has invited all the Board Members to the PTSB office the day prior to the Board Member training for a meet-and-greet. Any Board

Members interested in attending the training can inform Ashley Graham and she will assist with accommodations.

- **Educator Conduct Concerns and Outreach Opportunities** – UW has agreed to partner with PTSB to provide a training opportunity to students regarding conduct and ethical concerns in addition to training students on the new online licensure system and general licensure requirements.

EXECUTIVE SESSION

Diane Beffert moved and Jason Wheeler seconded for the Board to go into Executive Session for personnel reasons at 3:39 p.m. Motion carried.

Regular session was called back to order at 4:50 p.m.

DIRECTOR EVALUATION COMMITTEE

The Board formed the Director Evaluation Committee to formalize the evaluation process for PTSB's Executive Director. Shawn Peck, Diane Beffert, Brent Bacon, and Molly Kinsey were the Members appointed to serve on this committee.

MEETING ADJOURNED

Meeting was adjourned at 4:52 p.m.

JUNE 17 CALL TO ORDER – 8:07 A.M.

Present: Board: Jon Abrams, Brent Bacon, Diane Beffert, Shawn Peck, Michael Day, Jason Wheeler, Mary Houck, Aaron Jensen, Molly Kinsey, Molly Potas, and Tracy Ragland; Staff: Andrea Bryant, Nicholas Bellack, and Ashley Graham; Attorney General's Office: Mackenzie Williams; University of Wyoming: Leslie Rush; Wyoming Education Association: Kathy Scheurman; Educational Testing Services: Terry Owens; and Sweetwater #1 Superintendent: Mathew Neal

ADOPTION OF MINUTES

Shawn Peck moved and Tracy Ragland seconded to adopt the minutes from April 28, 2014 with no changes. Motion carried.

MATHEW NEAL, SWEETWATER #1 SUPERINTENDENT, PRESENTATION

Sweetwater #1's Superintendent, Mathew Neal, presented until 8:56 a.m. He initiated a dialogue about whether it is necessary to require teaching or related service experience in order to be issued a Superintendent endorsement (this requirement is set by statute W.S. 21-2-802(a)(i)(B)). As a Superintendent who comes from the business industry, Mr. Neal would like to have an avenue to challenge Superintendents who did not rise up through the ranks of education and would not qualify for licensure in Wyoming. He would like the Board to give those Superintendents the ability to obtain some form of licensure after completing educational leadership coursework. Several Board Members participated in the dialogue, asked follow-up questions, and thanked Mr. Neal for his presentation.

PRAXIS TEST ADOPTIONS

Terry Owens from Educational Testing Services (ETS) presented a summary of current events at

ETS and their resulting impacts on Wyoming. Ms. Owens covered ETS’s transition to Computer-Based Testing (CBT), and as of June 7, 2014 all Paper-Based Testing has ceased. She covered Wyoming’s limited access to CBT centers and how PTSB has been working directly with ETS to address this concern. Ms. Owens also covered how ETS has aligned all of the Elementary Education testing options with the Common Core State Standards in math and language arts. Wyoming’s current Elementary Education test (5011) has been regenerated and a Test Review Committee made up of several Board Members and representatives from the University of Wyoming and the Wyoming Department of Education recommended adoption of the Elementary Education: Multiple Subjects (5001) test. The recommended scores from the Multistate Standards Setting Studies are listed in the table below.

Table 10.b. Elementary Education: Multiple Subjects (5001)	
Subtest Areas	Recommended Passing Score
Reading and Language Arts (5002)	157
Mathematics (5003)	157
Social Studies (5034)	155
Science (5035)	159

Jon Abrams moved and Mary Houck seconded for PTSB to adopt the Elementary Education: Multiple Subjects (5001) Praxis exam and the passing scores for each of the subtests as presented in Table 10.b. Motion carried.

TOEFL TEST ADOPTION

The Visiting Foreign Teacher Permit requires that applicants demonstrate fluency in both written and spoken English on a PTSB approved exam as an application requirement. The Test of English as a Foreign Language (TOEFL) test is available worldwide and covers written and spoken English. Comparison passing scores that are required by several feeder institutions were presented for consideration at both the undergraduate and graduate levels.

Jason Wheeler moved and Brent Bacon seconded to adopt the TOEFL Paper-Base Test (PBT) and Internet-Base Test (iBT) with a passing score of 540 for the PBT and 76 for the iBT to be consistent with what is required for admission into graduate programs at the University of Wyoming. Motion carried.

CAEP TRAINING-IN-BRIEF

Andrea Bryant provided a Training-In-Brief regarding the accreditation process through the Council for the Accreditation of Educator Preparation (CAEP). She covered program reviews and the difference between Specialized Professional Association (SPA) and State Program Reviews. The University of Wyoming will be submitting Program Reviews for the majority of its programs in the Fall of 2014.

RULE CHANGES

The changes to Chapter 4 PTSB Rules include realigning PTSB with the Council for the Accreditation of Educator Preparation (CAEP) and adding the new American Sign Language (ASL) as a

Foreign Language endorsement standards approved at the April 28, 2014 Board Meeting. Additional minor edits have been made throughout the chapter to correct formatting.

Brent Bacon moved and Tracy Ragland seconded for the Board to move forward with the proposed Chapter 4 Rule Change as presented in the Board Packet. Motion carried.

ASL GRANDFATHERING OPTIONS

As directed by the Board, the PTSB staff researched and then presented options for potentially grandfathering educators who are currently teaching American Sign Language (ASL) as a Foreign Language. The presentation included a sample of previous grandfathering routes, highly qualified requirements, and the impacted districts and educators.

Diane Beffert moved and Shawn Peck seconded to provide a grandfathering clause for ASL as follows: the applicant will provide verification of successful experience for at least three (3) out of the last six (6) years and pass a proficiency based test to be adopted by PTSB. Motion carried.

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

Andrea Bryant covered the legislation from HB0062 that will take effect on July 1, 2014. The legislative impacts included: 1) the requirement for PTSB to establish a regular meeting, 2) the requirement for PTSB to conduct periodic audits, 3) the requirement that Board Members be reimbursed in the same manner and amount as Legislators for mileage and per diem, and 4) the ability of the Board to delegate temporary licensure authority.

Jon Abrams moved and Diane Beffert seconded to set up PTSB's regularly scheduled meeting to be the third Monday and Tuesday of every June and to be at the PTSB office in Cheyenne in the absence of any other selected location. Motion carried.

Andrea Bryant said she would work on percentages for Board Member per diem based on flexible mileage. Andrea also said she would bring a report from the Executive Directors' Meeting with more clarification regarding the impacts for the Board at the October meeting.

Andrea referenced PTSB's Rules Chapter 9 Section 3(a) which references the Board delegating licensure authority to the Director when applications meet the requirements.

CONFIRM JULY BOARD MEETING

The Board confirmed that it would continue with the July 21, 2014 Meeting at 9:00 a.m. via teleconference.

SCHEDULE FUTURE BOARD MEETINGS

The Board scheduled its future Board Meetings to be October 27, 2014 in Casper, WY from 8:00 a.m. to 4:00 p.m., and its January Board Meeting to be on January 12 via WEN Video Conference from 2:30 p.m. to 4:30 p.m.

MEETING ADJOURNED

Meeting was adjourned at 12:15 p.m.