

**EPSB Meeting Agenda**

**Marriott Louisville East; 1903 Embassy Square Boulevard; Louisville, KY 40299  
June 18, 2007**

**Monday, June 18, 2007**

**9:00 AM EDT**

**Call to Order**

**Approval of May 14, 2007 Minutes (Pages 1-18)**

**Open Speak**

**Report of the Executive Director**

A. Report from the Kentucky Department of Education  
(Mr. Steve Schenck)

B. Report from the Council on Postsecondary Education  
(Dr. Jim Applegate)

**Report of the Chair**

**Committee Reports**

**Information/Discussion Item**

Containment of KTIP Expenses (Ms. Cindy Owen) (Mr. Gary Freeland)  
**(Pages 19-26)**

**Action Items**

A. EPSB *Procedure Manual* Amendment (Expense Reimbursement  
Procedure) (Mr. Gary Freeland) **(Pages 27-30)**

B. Brescia University – Interdisciplinary Early Childhood Education,  
Birth to Primary (Bachelor’s Level) (Dr. Marilyn Troupe)  
**(Pages 31-34)**

C. Northern Kentucky University - Arabic, Chinese, and Japanese  
(Bachelor’s Level and Option 7) (Dr. Troupe) **(Pages 35-38)**

D. Approval of Contracts (Mr. Freeland) **(Pages 39-40)**

**Waivers**

A. 16 KAR 3:060. Request to waive Guidance Counselor, Provisional  
and Standard Certificates, All Grades, Western Kentucky University  
(Dr. Troupe) **(Pages 41-44)**

B. 16 KAR 5:010. Request to Waive the Quality Performance  
Index (QPI) (Dr. Troupe) **(Pages 45-48)**

- C. 16 KAR 4:060. Request to Waive Three Years of Successful Teaching Experience for Certificate Renewal, Ms. Angela Walsh (Mr. Mike Carr) **(Pages 49-50)**
- D. 16 KAR 7:010. Request to Waive the Required 15 Hours Per Week for Participation in KTIP, Ms. Kaye Wilkins on behalf of Mr. James Ryan Davenport (Ms. Cindy Owen) **(Pages 52-58)**

**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:  
August 27, 2007  
EPSB Offices  
Frankfort, KY

# Agenda Book

NOTE: All agenda items may be accessed on the EPSB Web site at: <http://kyepsb.net/boardinfo/meetingagendas.asp>.



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*The actions delineated below were taken in open session of the EPSB at the May 14, 2007 regular 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 Business Meeting  
EPSB Offices, 100 Airport Road, 3rd Floor  
Frankfort, Kentucky  
May 14, 2007**

**Members Present:**

Lonnie Anderson  
Jim Cibulka  
Frank Cheatham  
Michael Dailey (for Kevin Noland)  
John DeAtley (for Tom Layzell)  
Sam Evans  
Jennifer Forgy  
Kristin Gregory  
Rebecca Goss  
Kent Juett  
Allan Paul  
Rita Presley  
Zenaida Smith  
Tom Stull  
Cynthia York

**Members Absent:**

Lydia Coffey  
Lorraine Williams

**Call to Order**

Chairman Tom Stull convened the meeting at 9:15 a.m. EDT.

**Amendment of the May 14, 2007 Agenda**

*Motion made by Dr. Frank Cheatham, seconded by Dr. Jim Cibulka, to amend the agenda to add Action Item G. Approval of Contracts and the swearing in of new board member, Allan Paul.*

**Vote:** *Unanimous*

**Swearing in of New Board Member**

Notary Public Ashley Abshire administered the oath of office to Mr. Allan Paul. Mr. Paul then introduced himself to the board. From Hickman County, he serves as a business educator at the Fulton County Area Technology Center where he has taught for 14 years. He currently has a master's degree in secondary education and is seeking his Rank I with a master's degree in guidance and counseling. Chairman Stull welcomed Mr. Paul to the board.

### **Approval of March 19, 2007 Minutes**

*Motion made by Dr. Cibulka, seconded by Mr. Kent Juett, to approve the March 19, 2007 minutes.*

**Vote:** *Unanimous*

### **Open Speak**

President Paul Wirtz and Secretary Gary Schroeder of the Kentucky Association of Colleges for Teacher Education (KACTE) presented the 2007 Friend of KACTE Award to Dr. Marilyn Troupe for her years of service and support for education programs in Kentucky. EPSB staff members Allison Bell and Elizabeth Springate received a 2007 Friend of KACTE Award at the KACTE Spring Conference in April. Dr. Wirtz gave a special thanks to Dr. Melissa Miracle, Mr. Gary Stephens, Mr. Terry Hibpshman, Mr. Mike Carr, and Ms. Cindy Owen for their participation at the KACTE Spring Conference.

### **Report of the Executive Director**

#### Report from the Council on Postsecondary Education (CPE)

Mr. John DeAtley reported that the CPE formed an ACT Council for Kentucky in April comprising representatives from middle school through postsecondary institutions and adult education providers. The ACT Council will identify critical issues related to Kentucky student readiness and success in postsecondary education and provide leadership to educators across the state to improve student progress. The current priority for the ACT Council is the successful implementation of ACT's Evaluation, Planning and Assessment System (EPAS) that assesses student achievement in the eighth, tenth, and eleventh grades to support student planning for college and workplace readiness as mandated by Senate Bill 130.

Mr. DeAtley further informed the board that the final report of the Developmental Education Task Force recommended revisions to the minimum college admission requirements, which have not been changed since 2000. The CPE will consider revisions to the college admission requirements on May 21. Some changes may include raising the statewide standard of readiness in mathematics to 19 and the statewide standard of readiness in reading to 21.

Additionally, the CPE is currently reviewing proposals for the Kentucky Principals Academy and anticipates a decision by the end of May. The Request for Proposals for Kentucky's Improving Educator Quality State Grant Program Year 6 has been released and is due October 1, 2007.

#### Report from the Kentucky Department of Education (KDE)

Mr. Michael Dailey reported that the KDE has hired Dr. Barbara Erwin, superintendent of Community Unit District 303 in St. Charles, Illinois, as Kentucky's Commissioner of Education. She will begin her duties on July 16, 2007.

### **Report of the Chair**

Chairman Stull made the following appointments and reappointments:

Continuing Education Option Advisory Council (CEO):

*New Appointments:* Connie Evans, Donetta Trimble, Donna Tackett, Angela Owen, Pam Mobley, Christi Walker

*Reappointments:* John Vokurka, Jerry Hay, Michael Adams, Tom Schmitt, Ann French, Mary Margaret Kindel, Sylvia Carter.

It was noted that John Vokurka is now employed with Campbellsville University, not Western Kentucky University.

Kentucky Advisory Council on Internships (KACI):

*New Appointment:* Pamela Mc Neal

*Replacement:* Amy Harris

Educator Preparation Program Quality Measurement Committee:

*Appointments:* Melissa Miracle, Terry Hibpshman, Sam Evans, Tony Norman, Beth Penn, Ben Oldham, Steve Clements, and Dorie Combs

**Committee Reports**

There were no committee reports.

**Information/Discussion Items**

16 KAR 8:030. Continuing Education Option for Certificate Renewal and Rank Change, Notice of Intent

Ms. Cindy Owen reported to the board on the Continuing Education Option (CEO). The CEO allows a teacher to maintain his or her certificate by completing meaningful continuing education, including university courses, an advanced degree, or a combination of university courses, field-based experience, individual research, and approved professional development.

The EPSB contracts with educational cooperatives and local school districts across the state to be seminar sponsors that employ trainers who coach a cohort of CEO teachers through the program to earn a Rank I or Rank II. Currently, the EPSB has 10 seminar sponsors that employ 23 coaches who coach 38 cohorts made up of 697 CEO candidates. The number of teachers who have earned a rank change through the CEO program in the last seven years is 329.

Ms. Owen reported that for the past 18 months, suggestions for changes from seminar sponsors, coaches, and CEO candidates have been noted and discussed. Proposed changes to the CEO regulation include clarifications, certificate extension, scoring procedures, program cost, *HOLD* provision, and timeframe for completion.

Board discussion ensued regarding the proposed CEO regulation changes. Some board members raised concerns that the program is not rigorous and should be redesigned to be comparable to the master's redesign work that is currently being conducted. EPSB staff

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agreed that they would like more rigor for the program but would need additional funding. The board agreed that the CEO program cost should be raised higher than what was proposed to be more comparable to master's degree program costs. This regulation will be brought back to the board as an Information/Discussion Item in June or August.

### Awarded Contracts

Deputy Executive Director Gary Freeland reported that the National Board for Professional Teaching Standards (NBPTS) contracts were awarded to seven (7) educational cooperatives and two (2) local school districts. A Request for Proposals (RFP) was resubmitted to give two additional school districts the opportunity to respond.

Mr. Freeland further reported that he expects a shortfall in Kentucky Teacher Internship Program (KTIP) and Kentucky Principal Internship Program (KPIP) funding, based upon projections. Recently Mr. Freeland spoke to the Governor's Office for Policy and Management (GOPM) and the Education Cabinet about the projected shortage, but both agencies have informed Mr. Freeland that no additional funding is available at this time.

To cover KTIP/KPIP overages, the EPSB is currently using its operating money. Expenses for out-of-state travel and improvement projects have recently been postponed this fiscal year to help pay for the underfunded KTIP/KPIP programs. The Education Cabinet has worked with the Office of Career and Technical Education (OCTE) in an effort to help offset the FY 2007 expenditures for KTIP and KPIP through the Perkins Grant. This grant, administered by OCTE, may pay for expenditures for Career and Technical Education interns, which will amount to \$300,000 in FY 2007 and \$350,000 in FY 2008.

Due to anticipated funding shortages for KTIP/KPIP, Mr. Freeland reported that it may be necessary to reduce the stipend of resource teachers for FY 2008 in order to pay all the resource teachers. The board raised its concerns in reducing the stipend as more and more demands are placed on teachers. The board feared that many skilled resource teachers would no longer participate in KTIP/KPIP if the stipend were reduced.

### **2007-035**

*Motion made by Mr. Lonnie Anderson, seconded by Ms. Kristin Gregory, for Dr. Cibulka to compose a letter on the EPSB's behalf to the Governor's office asking for emergency appropriations to adequately fund KTIP/KPIP.*

**Vote:** *Unanimous*

### **2007-036**

*Motion made by Ms. Gregory, seconded by Ms. Zenaida Smith, for the EPSB to seek support from other agencies and stakeholders in the board's effort to adequately fund the KTIP and KPIP programs.*

**Vote:** *Unanimous*

Brescia University Report on Areas for Improvement

Brescia University provided a written report addressing all areas for improvement as requested during the May 2006 board meeting. The board had no further questions.

**Action Items**

Final Report for the Master's Redesign from the Kentucky Teacher Standards Committee and the Program Approval Guidelines Committee

Dr. Marilyn Troupe clarified to the board that this action item is the final report of the Standards and Guidelines committee, not the final report for the Master's Redesign Program. Institutions, teachers, and administrators still have an opportunity to comment on the changes for the rest of the summer. The board raised several questions and gave suggestions to Dr. Troupe.

**2007-037**

Issue 1: *Motion made by Dr. Sam Evans, seconded by Dr. Jim Cibulka, to accept the final report of the Standards Committee.*

**Vote:** *Unanimous*

**2007-038**

Issue 2: *Motion made by Mr. Kent Juett, seconded by Dr. Frank Cheatham, to accept the final report of the Committee for Development of Guidelines for Redesigned Master's Program Approval.*

**Vote:** *Unanimous*

Alternative Route to Certification Proposal: Western Kentucky University, Superintendent-All Grades, Option 6

Dr. Troupe explained to the board that EPSB staff reviewed the WKU Option 6 proposal and found it to be in accordance with the intent of the legislation and with EPSB standards. The emphasis of the program will be placed on field and clinical experiences in the school with terminally degreed WKU faculty.

**2007-039**

*Motion made by Mr. John DeAtley, seconded by Ms. Gregory, to approve WKU's alternative route to certification proposal for School Superintendent, all grades.*

**Vote:** *14 – Yes*  
*1 – Recuse (Dr. Sam Evans)*

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### Interdisciplinary Early Childhood Education (IECE) Advanced Level Program Approval for Rank II (Degree and Non-Degree) and Rank I Options: University of Kentucky

#### **2007-040**

*Motion made by Ms. Gregory, seconded by Mr. Juett, to approve the proposed educator preparation program additions.*

**Vote:** 14 – Yes  
1 – Recuse (Dr. Jim Cibulka)

### Educator Preparation Program Quality Measurement Committee Charter

Dr. Marilyn Troupe asked that Dr. Melissa Miracle join the table. Dr. Miracle informed the board that in May of 2001, the EPSB approved the development and publication of a statewide report card for Kentucky's educator preparation programs (KEPP report card). The KEPP report card system has been in effect for over five years, and the measures used to determine program quality are due for revision. The committee charter for the Educator Preparation Program Quality Measurement Committee will review data and trends and recommend revisions if necessary. Some board members felt that the March 2008 deadline for the committee was too aggressive. Dr. Miracle stated that she will request additional time from the board if necessary.

#### **2007-041**

*Motion made by Mr. Lonnie Anderson, seconded by Dr. Frank Cheatham, to approve the recommendations for the Educator Preparation Program Quality Measurement Committee charter.*

**Vote:** Unanimous

### EPSB Meeting Schedule

#### **2007-042**

*Motion made by Ms. Gregory, seconded by Ms. Becky Goss, to approve the meeting calendar for 2007 – 2008 as recommended.*

**Vote:** Unanimous

### 16 KAR 7:010. Kentucky Teacher Internship Program (KTIP) Appeal, Ms. Melissa Russell

The Appeals Committee members met on March 23, 2007 and recommended that the internship be nullified. The committee further recommended that the intern be allowed to repeat the internship without penalty, based upon procedural errors by the intern committee which make it impossible to determine if the intern was, in fact, unsuccessful.

**2007-043**

*Motion made by Dr. Evans, seconded by Ms. Rita Presley, to approve the recommendation of the Appeals Committee.*

**Vote:** *Unanimous*

Approval of Contracts

**2007-044**

*Motion made by Dr. Cibulka, seconded by Mr. Juett, to authorize the executive director to enter into a Memorandum of Understanding (MOU) with the Office of Career and Technical Education (OCTE).*

**Vote:** *Unanimous*

**Waivers**

16 KAR 6:010. Request to Waive Written Examination Prerequisites for Teacher Certification, Ms. Mary Lou Betts

**2007-045**

*Motion made by Ms. Rita Presley, seconded by Mr. Juett, to waive the requirement that Ms. Betts successfully complete the Principles of Learning and Teaching (0523) test and accept TExES 160 Pedagogy and Professional Responsibilities EC-12 in lieu thereof.*

**Vote:** *Unanimous*

16 KAR 7:020. Request to Waive the Kentucky Principal Internship Program, Mr. Terry Birdsong

**2007-046**

*Motion made by Mr. Lonnie Anderson, seconded by Mr. Allan Paul, to waive the regulatory requirement that Mr. Terry Birdsong must hold a full-time assistant principal position to participate in KPIP during the 2007-2008 school year.*

**Vote:** *2- Recuse (Dr. Sam Evans and Ms. Rita Presley)  
13- Yes*

16 KAR 2:010. Request to Waive 6 New Graduate Hours for the Renewal of a Certificate, Ms. Nevia Springer

**2007-047**

*Motion made by Ms. Gregory, seconded by Dr. Cibulka, to not waive the requirement of fifteen (15) new graduate hours applicable to the fifth-year program for the initial five-year renewal of a certificate.*

**Vote:** *Unanimous*

16 KAR 4:020. Certification requirements for teachers of exceptional children.

**2007-048**

*Motion made by Mr. Juett, seconded by Ms. Presley, to approve the teaching assignment waivers as recommended by the Division of Exceptional Children Services (DECS) and EPSB staff.*

**Vote:** *Unanimous*

**Board Comments**

Dr. Sam Evans reported that Western Kentucky University is seeking nominations for the first class of the Gov. Louie B. Nunn Kentucky Teacher Hall of Fame. Applications are due at the end of May. The selection criteria will be created by a committee of higher education faculty and administrators, elementary and secondary teachers and administrators, and representatives from various state agencies and professional organizations. An EPSB member will be asked to serve on the selection committee. WKU was selected as the home of the Kentucky Teacher Hall of Fame because of its 100-year history in teacher education.

**DISCIPLINARY MATTERS:  
MINUTES OF CASE REVIEW  
May 14, 2007**

*Motion made by Dr. James Cibulka, seconded by Dr. Frank Cheatham, to go into closed session for the purpose of discussing proposed or pending litigation in accordance with KRS 61.810(1)(c)&(j) and a personnel matter in accordance with KRS 61.810(1)(f).*

**Vote:** *Unanimous*

*Motion made by Dr. Cibulka, seconded by Dr. Cheatham, to return to open session.*

**Vote:** *Unanimous*

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

Tom Stull, Zenaida Smith, Kristin Gregory, Sam Evans, James Cibulka, Jennifer Forgy, Cynthia York, Frank Cheatham, Lonnie Anderson, Kent Juett, Rita Pressley, Allan Paul, Rebecca Goss, Michael Dailey, and John DeAtley.

Attorneys present were Alicia A. Sneed, Diane Fleming, and Gary A. Stephens.

**INITIAL CASE REVIEW**

<u>Case Number</u>	<u>Decision</u>
07-0117	Hear
07-0230	DWOP ( <i>Ms. Gregory, dissented</i> )
07-0112	Defer for proof
06-11278	Hear
07-0111	Hear
07-0231	Defer for proof
07-0223	Admonish
07-0116	Defer for proof
07-0228	Admonish
07-0108	Hear
07-0110	Hear
07-0109	Hear
07-0221	Hear
07-0120	Hear
07-0225	Defer
07-0226	Hear
06-12304	Admonish
07-0224	Hear
07-0113	Admonish
07-0101	Admonish
07-0114	Hear
07-0235	Admonish
07-0227	Hear
06-12294	Hear
07-0337	Hear
07-0345	Hear
06-12310	Admonish
07-0106	Hear
07-0105	Hear
07-0107	Hear
07-0229	Hear ( <i>Ms. York, recused</i> )
07-0119	Hear
07-0118	Hear
05-0241	Hear
06-11277	Dismiss

**Character/Fitness Review**

<u>Case Number</u>	<u>Decision</u>
07-011	Approve
07-036	Approve

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07-037	Approve
07-038	Approve
07-039	Approve
07-040	Approve
07-041	Approve
07-043	Approve
07-042	Deny
07-044	Approve
07-045	Approve
07-046	Approve
07-047	Approve
07-048	Approve
05-183	Deny
07-049	Approve
07-050	Approve
07-051	Approve
07-052	Approve

### Agreed Orders

#### Case Number

#### Decision

- 06-11273 (Ronald Combs) Accept Agreed Order placing Respondent's certificate on probation for a period of three (3) years beginning from the date of acceptance of the agreed order by the Board and admonishing Respondent for fraudulent conduct. The Code of Ethics demands that an educator strive toward excellence and recognize the importance of the pursuit of truth. Respondent's behavior is an affront to that tenet and the Board will not tolerate any further acts of misconduct. Respondent's certificate and any future endorsements or new areas of certification, shall be subject to the following probationary conditions for a period of three (3) years from the date of acceptance of this order by the Board:
1. Respondent shall complete twelve (12) hours of professional development/training in the areas of ethics as approved by the Board by July 1, 2007. Any expense for the professional development/training shall be paid by Respondent.
  2. On or before January 1 of each year of the probationary period, Respondent shall present written evidence to the Board that he has completed fifteen (15) hours of community service as approved by the Board for a total of forty-five (45) hours of community service during the probation period.

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3. Respondent shall not participate in any school related testing activities during the probationary period. On or before May 1 of each year of the probationary period, Respondent shall supply an affidavit to the Board witnessed by the principal of the school in which he is working that he did not administer, supervise, proctor, or participate in anyway with any state mandated testing. If he is not working in a school, Respondent shall supply the Board an affidavit stating that he is not working and therefore did not participate in testing.

By entering into this agreement, Respondent agrees that should he fail to satisfy either of these conditions, his certificate shall automatically be suspended for a period of one (1) year.

Respondent is aware that should he violate KRS 161.120 during this period of probationary conditions, the Board shall initiate new disciplinary action and seek additional sanctions.

**Vote:** *Unanimous*

06-07199 (Michael Shane Sims) Accept Agreed Order dismissing Respondent's case without prejudice upon the condition that Respondent provides written proof to the Board that he has received six (6) hours of professional development/training in the areas of supervision and classroom management for children with learning disabilities and behavioral problems, as approved by the Board, no later than August 31, 2007. This additional six (6) hours of professional development shall be in addition to any professional development training required by statute or employment in a school district. Any expense incurred for said training shall be paid by Respondent.

Respondent agrees that should he fail to satisfy the above condition, his certificate shall be automatically suspended until he provides written proof to the Board that he has completed the condition. In addition, his certificate will not be dismissed without prejudice but shall be recorded as a suspension of his certificate.

**Vote:** *Unanimous*

05-06110 (Lisa Thornton)

Accept Agreed Order admonishing Respondent for her failure to disclose that she was forced to resign from a prior teaching position due to a felony criminal diversion agreement on her applications for certification. The Board trusts the members of its

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profession to act with honesty and integrity, not only in the classroom, but in all professional dealings.

Respondent's certificate and any future endorsements or new areas of certification, shall be subject to the following probationary conditions.

1. On or before January 1, 2008, Respondent shall present written evidence to the Board that she has completed fifty (50) hours of community service approved by the Board.
2. Respondent shall disclose her resignation from the Vinton County Local School District and that she was forced to resign pursuant to a diversion agreement on any and all future applications for employment for any position requiring certification. She shall also disclose her resignation on any and all future applications for certification, rank change, and/or certificate renewal.
3. Respondent shall not apply and shall not be issued any further teaching or administrative certifications and/or endorsements through January 1, 2008. Respondent may apply for a Rank change prior to January 1, 2008 if she has met the statutory requirements.

By entering into this agreement, Respondent agrees that should she fail to satisfy either of these conditions, her certificate shall automatically be suspended for a period of two years and if applicable, her application for certification denied.

Respondent is aware that should she violate KRS 161.120 during this period of probationary conditions, the Board shall initiate new disciplinary action and seek additional sanctions.

**Vote:** *Unanimous*

06-08201 (Alicia Guerra)

Accept Agreed Order admonishing Respondent for responding inappropriately to student misbehavior. Verbal threats and physical intimidation have no place in any learning environment. Respondent must remember that as a professional educator she must treat every student with dignity and respect no matter the circumstances.

This agreement is conditioned upon Respondent providing written proof to the Board, on or before August 15, 2007, that she has successfully completed three hours of Administrative Code Training approved by the Board. Should Respondent fail to satisfy this

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condition, her certificate shall be suspended until this condition is met.

**Vote:** *Unanimous*

05-11217 (Roberta Steder) Accept Agreed Order dismissing case number 05-11217 without prejudice. Respondent agrees that should the Board receive any future reports that she has engaged in fiscal mismanagement, the Board may reopen this case and pursue charges in addition to those warranted by the new allegations.

**Vote:** *Unanimous*

06-06174 (Robert Glass) Accept Agreed Order placing Respondent's certificate and any future endorsements or new areas of certification on probation for a period of two (2) years from the date of acceptance of this Order by the Board.

1. Respondent shall complete twelve (12) hours of ethics training prior to July 31, 2007. Any expense for required training shall be born by Respondent.
2. Respondent shall complete a three (3) hour course in Administrative Code Testing provided by the Kentucky Department of Education prior to July 31, 2007. Any expense for required training shall be born by the Respondent.
3. Respondent shall receive no further disciplinary action by any school district in the United States including, but not limited to, admonishment, reprimand, suspension or termination.

By entering into this Agreed Order, Respondent agrees that should he fail to satisfy any of these conditions, his certificate shall be automatically suspended for a period of one (1) year. If applicable, at the conclusion of the one year suspension, his certificate shall remain suspended until such time as conditions 1 and 2 are met.

Respondent is aware that should he violate KRS 161.120 either during or following this two (2) year period of probationary conditions, the Board shall initiate new disciplinary action and seek additional sanctions.

**Vote:** *Unanimous*

06-08218 (Kenneth E. Dunn) Accept Agreed Order permanently revoking Respondent's certificate. Respondent shall immediately surrender the original and all copies of his

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certificate to the Board, by delivery or mail, to 100 Airport Road, 3<sup>rd</sup> Floor, Frankfort, Kentucky 40601. From the date of acceptance of this Order by the Board, Respondent shall neither apply nor be issued a teaching certificate in the Commonwealth of Kentucky.

**Vote:** *Unanimous*

02-0101 (Jimmie Radford) Accept Agreed Order suspending Respondent's certificate, including any and all endorsements, for a period of two years beginning August 1, 2001. Respondent shall surrender the original and all copies of his certificate immediately, by first class mail or personal delivery to the Education Professional Standards Board, 100 Airport Road, 3rd Floor, Frankfort, Kentucky 40601.

**Vote:** *Unanimous*

05-07118 (Alicia Barnes-Davis) Accept Agreed Order admonishing respondent for failing to make reasonable efforts to communicate with parents regarding student performance and for making inappropriate and unprofessional comments to students. As a certified educator, Respondent must strive to uphold the responsibilities of her profession. She must follow school policies with regard to grading and communication and treat each and every parent and student with dignity and respect. This agreement is conditioned upon Respondent providing written evidence to the Board, on or before August 15, 2007, that she has completed twelve hours of professional development/training, approved by the Board, in effective classroom management techniques. Any expense for this professional development/training shall be paid by Respondent. If Respondent fails to satisfy this condition, her certificate shall be suspended until this condition is met.

**Vote:** *Unanimous*

06-06166 (Arezka Mitchell-Collins) Accept Agreed Order suspending Respondent's certificate for a period of one (1) year retroactive to March 24, 2006. During the one (1) year suspension period, Respondent shall neither apply for, nor be issued, a teaching certificate in the Commonwealth of Kentucky. Respondent shall surrender the original certificate and all copies to EPSB< by hand-deliver or

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mailing to 100 Airport Road, 3<sup>rd</sup> Floor, Frankfort, Kentucky 40601.

In addition to any educational requirements, re-issuance of Respondent's teaching certificate at the conclusion of the one (1) year period is expressly conditioned upon Respondent providing written evidence to the board that she has complied with the following:

1. Respondent shall complete twelve (12) hours of ethics training. Any expense for required training shall be born by Respondent.

2. Prior to reinstatement, Respondent shall supply the Board with a report from a licensed and Board-approved alcohol/substance abuse counseling program that she has been assessed and complied with all recommended treatment. Any expense for said assessment and treatment shall be born by the Respondent.

3. Prior to reinstatement, Respondent shall supply the Board with a current national and state criminal background check. Any expense for the criminal background check shall be born by the Respondent.

4. Prior to reinstatement, Respondent shall supply to the board letters of recommendation from two (2) educators with current Kentucky certification in good standing in which the educators attest that Respondent is morally and ethically fit to hold a teaching certificate.

Failure to meet any of the above conditions will result in Respondent being denied re-issuance of a Kentucky teaching certificate at the conclusion of the one (1) year period.

Upon reinstatement, Respondent's certificate and any future endorsements or new areas of certification, shall be subject to the following probationary conditions for a period of two (2) years from the date of issuance.

1. Respondent shall provide the Board with quarterly reports from her employment supervisor as to her progress during the entire probationary period.

2. Respondent shall receive no further disciplinary action by any school district in the United States including, but not limited to, admonishment, reprimand, suspension, or termination.

By entering into his Agreed Order, Respondent agrees that should she fail to satisfy any of these conditions during the probationary period, her certificate shall be automatically suspended for an additional period of one (1) year. If applicable, at the conclusion of the one year suspension, her certificate shall remain suspended until such time as the probationary conditions are met.

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Respondent is aware that should she violate KRS 161.120, either during or following this two (2) year period of probationary conditions, the Board shall initiate new disciplinary action and seek additional sanctions.

**Vote:** *Unanimous*

05-11200 (Jim Dorton)

Accept Agreed Order admonishing Respondent for his failure to disclose a felony conviction on his application for certification. The Board trusts the members of its profession to act with honesty and integrity, not only in the classroom, but in all professional dealings.

Respondent's certificate shall be subject to the following probationary conditions.

1. On or before August 1, 2007, Respondent shall present written evidence to the Board that he has completed fifty hours of community service approved by the Board.

2. Respondent shall disclose his criminal conviction on any and all future applications for employment for any position requiring certification. He shall also disclose his conviction on any and all future applications for certification, rank change, and/or certificate renewal.

3. Respondent may not apply and will not be issued any additional areas of certification and/or endorsements until June 30, 2008. Respondent may apply for and be issued a Rank change if he has met all the statutory requirements.

By entering into this agreement, Respondent agrees that should he fail to satisfy any of these conditions, his certificate shall automatically be suspended for a period of two years and if applicable, his application for certification denied.

Respondent is aware that should he violate KRS 161.120 during this period of probationary conditions, the Board shall initiate new disciplinary action and seek additional sanctions.

**Vote:** *Unanimous*

06-0477 (Greggory Simoneaux) Accept Agreed Order revoking Respondent's certificate for a period of ten (10) years from the date this order is approved by the Board. Upon acceptance of this agreement by the Board, Respondent shall immediately surrender the original certificate and all copies of his certificate to the EPSB, by delivering or

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mailing them to 100 Airport Road, 3<sup>rd</sup> Floor, Frankfort, Kentucky 40601.

In addition to any educational requirements, issuance of a Kentucky teaching or administrative certificate to Respondent, or on his behalf, at the conclusion of the ten (10) year revocation period is expressly conditioned upon Respondent providing written evidence to the Board, at the time of application, that he has complied with the following:

Respondent shall complete twelve (12) hours of professional development/training in the areas of sexual harassment, ethics and appropriate teacher/student relationships and/or boundary issues, as approved by the Board. Any expense for the program shall be paid by Respondent.

**Vote:** *Unanimous*

**Findings of Fact, Conclusions of Law and Recommended Orders**

*Consideration of the following matter took place with attorneys Alicia A. Sneed and Gary A. Stephens out of the room.*

**Case Number**

**Decision**

05-09180 (Norton Fleming)	Adopt the Hearing Officer's Findings of Fact, Conclusions of Law, and Recommended Order and issue a Final Order dismissing the case against Respondent.
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**Vote:** *Unanimous*

*Motion made by Ms. Gregory, seconded by Mr. Anderson, to adjourn the meeting.*

**Vote:** *Unanimous*

Meeting adjourned at 3:15 p.m.

Next Meeting:            June 18, 2007  
                                  9:00 AM  
                                  Marriott Hurstbourne  
                                  Louisville, Kentucky



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**EDUCATION PROFESSIONAL STANDARDS BOARD**  
**STAFF NOTE**  
**Information Item**

**Information Item:**

Containment of KTIP expenses

**Applicable Statute or Regulation:**

KRS 161.030 (6)(f)  
16 KAR 7:010 Section 7(3)(a)

**Applicable Goals:**

Goal 4: Every credentialed educator participates in a high quality induction into the profession and approved educational advancement programs that support effectiveness in helping all students achieve.

Goal 6: The EPSB shall be managed for both effectiveness and efficiency, fully complying with all statutes, regulations, and established federal, state, and agency policies.

**Background:**

KRS 161.030 requires that all new teachers and out-of-state teachers with less than two (2) years of successful teaching experience who are seeking initial certification in Kentucky serve a one (1) year internship. The statute further requires that successful completion of a teacher's internship be determined by the beginning teacher committee and that the committee consist of a resource teacher, the school principal, and a teacher educator.

KRS 161.030 (6) (f) states that the resource teacher, "*...to the extent of available appropriations, shall be entitled to be paid a reasonable stipend by the Education Professional Standards Board for work done outside normal working hours.*" 16 KAR 7:010 stipulates that a resource teacher shall be paid a stipend of \$1,400 for a year of service. This amount reflects a per hour amount of \$28 for the 50 hours of out-of-classroom time the resource teacher is expected to spend with the new teacher. This amount is also subject to KTRS, federal, and state withholding.

As presented to the board at the May 14, 2007 meeting, due to the increase in the number of interns, the cost of both KTIP and KPIP exceeds the allotted funds for fiscal year 2007. This will be the third consecutive year that the internship expenses have exceeded the amount allotted by the General Assembly. The continued use of agency operating funds to cover these overages has resulted in the postponement of important infrastructure supports and upgrades.

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In cooperation with EPSB staff, the Education Cabinet has worked with the Office of Career and Technical Education (OCTE) in an effort to help offset the FY 2007 expenditures for KTIP and KPIP through the federal Perkins Grant. This grant, administered by OCTE, will pay for expenditures for Career and Technical Education interns, which will amount to \$300,000 in FY 2007 and \$350,000 in FY 2008.

Fiscal responsibility mandates that the EPSB take action to align the expenses of KTIP within the budget allotment. While all cost cutting activities over the past three years have avoided reducing the resource teacher stipend, the growing number of interns and the static funding now make it necessary for this to be considered.

### **Contact Persons:**

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**Executive Director**

### **Date:**

June 18, 2007

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## 16 KAR 7:010. Kentucky Teacher Internship Program.

RELATES TO: KRS 156.101, 161.028, 161.030, 161.048, 161.095

STATUTORY AUTHORITY: KRS 161.028(1)(a), 161.030, 161.1222

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.030(5) requires that all new teachers and out-of-state teachers with less than two (2) years of successful teaching experience who are seeking initial certification in Kentucky shall serve a one (1) year internship. This administrative regulation establishes the requirements for the Kentucky Teacher Internship Program.

Section 1. Definitions. (1) "Half-time basis" means teaching fifteen (15) hours per week in the intern's area of certification.

(2) "Instructional day" means a day that:

(a) The teacher intern is performing regular teaching responsibilities in an instructional setting, or is completing professional development for compensation from the district or employing school; and

(b) Does not include annual leave, sick leave, or other authorized or unauthorized leave time.

(3) "Resource Teacher Time Sheet" means a copy of the document of the same name that is contained on the Education Professional Standards Board (EPSB) Web site, [www.kyepsb.net](http://www.kyepsb.net) and in the publication, "Guiding and Assessing Teacher Effectiveness: A Resource Guide for Kentucky Teacher Internship Program Participants."

(4) "Teacher intern" means any new teacher or out-of-state teacher with less than two (2) years of successful teaching experience, preschool through grade twelve (12), who has obtained a provisional certificate and is seeking initial certification in Kentucky.

Section 2. Basis for Professional Judgment by the Beginning Teacher Committee. (1) A teacher intern and the beginning teacher committee shall follow the requirements established in this administrative regulation and in "Guiding and Assessing Teacher Effectiveness: A Resource Guide for Kentucky Teacher Internship Program Participants".

(2) In arriving at its professional judgment, the beginning teacher committee shall take into consideration the progress of the teacher intern throughout the school year and, particularly, the level of performance that has been achieved near the end of the internship. The beginning teacher committee shall determine the progress and improvement of the teacher intern, pursuant to KRS 161.030, by:

(a) A systematic observation of classroom performance;

(b) An ongoing review of documented evidence developed by the intern of progress toward demonstration of the applicable standards; and

(c) A review of the teacher intern's response to the suggestions and recommendations made by the beginning teacher committee during its meetings with the teacher intern throughout the internship.

(3) Throughout the internship, the teacher intern and the beginning teacher committee shall utilize the New Teacher Standards for Preparation and Certification established by the Education Professional Standards Board in 16 KAR 1:010. Interns and their committees utilizing the new Teacher Performance Assessment shall use the benchmarks for each standard as outlined in the Teacher Performance Assessment Handbook.

(4) For interns and committees utilizing the new Teacher Performance Assessment, the intern shall demonstrate a Leadership Standard. Scoring for the Leadership Standard shall not apply to a determination of the intern's success or failure of the internship.

Section 3. Beginning Teacher Committee Membership Appointment. (1)(a) School districts shall maintain a pool of resource teachers and principals who have successfully completed the Kentucky Teacher Internship Program Committee training in order to assure eligibility for appointment to beginning teacher committees.

(b) The Kentucky Teacher Internship Program Committee training may be approved for up to twelve (12) hours of professional development credit toward the continuing education requirements for resource teachers pursuant to KRS 161.095 and Effective Instructional Leadership Act (EILA) credit for administrators pursuant to KRS 156.101.

(2) The employing school district shall recommend principals and resource teachers for appointments by the Education Professional Standards Board to beginning teacher committees.

(3) If the teacher intern is teaching at a nationally or regionally accredited nonpublic school without a principal, the accrediting organization's guidelines for designating the school head or school leader shall be used by the employing school in making the recommendation for appointment of the principal member. If no guidelines exist, the school shall provide a written rationale for the appointment to the Education Professional Standards Board for approval.

(4) Representatives of the teacher training institutions shall consult the Education Professional Standards Board with respect to the school districts and the geographical area to be served by teacher educator members on beginning teacher committees. All teacher educators shall have completed the Kentucky Teacher Internship Program Committee training in order to assure eligibility for appointment to beginning teacher committees.

(5) The teacher training institution shall appoint a teacher educator no later than October 1 for the fall semester and February 15 for the spring semester. If the teacher intern is employed after the date required for appointment of the teacher educator, the teacher training institution shall appoint a teacher educator no later than ten (10) days after being notified by the district of the need for a teacher educator.

(6) If the superintendent or designated nonpublic school head or leader determines that a teacher educator is unsuitable for appointment, the superintendent or designated nonpublic school head or leader shall submit a written request for removal to the Education Professional Standards Board. The request shall contain the following:

(a) The facts and circumstances that form the basis for removal for cause; and

(b) The name of a qualified replacement submitted after consultation with the district or employing school Kentucky Teacher Internship Program Coordinator.

(7) The Education Professional Standards Board shall send written notification to the teacher intern, the beginning teacher committee, the superintendent or designated nonpublic school head or leader, and the teacher training institution of its decision regarding the request for removal.

Section 4. Requirements for Time in the Internship and Classroom Assignment. (1) The one (1) year internship shall be completed during one (1) of the following:

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(a) No less than 140 instructional days of employment in a certified position in the intern's area of certification for which the teacher intern receives compensation during one (1) school year; or

(b) Two (2) semesters totaling at least 140 instructional days of employment in a certified position in the intern's area of certification for which the teacher intern receives compensation in two (2) consecutive school years.

(2) The internship shall be established for each teacher intern whose initial employment begins at any time during the school term except if the date of employment does not allow for completion of at least seventy (70) instructional days of employment during the school year. If the period of employment is less than seventy (70) instructional days in a school year, the local school district shall declare an emergency as provided in KRS 161.100, authorizing the superintendent to request an emergency teaching certificate. The employing school district shall be responsible for providing assistance and supervision to the new teacher during the period of employment under an emergency certificate.

(3)(a) The school district or nonpublic school shall complete and submit to the Education Professional Standards Board the Confirmation of Employment in electronic form or in hard copy if the electronic submission system is unavailable:

1. On or before October 15 for a teacher intern participating in the internship for the fall semester; or

2. On or before February 15 for a teacher intern participating in the internship for the spring semester.

(b) If the teacher intern begins employment after the dates established for submission of the Confirmation of Employment in paragraph (a) of this subsection, the school district or employing school shall submit the Confirmation of Employment in electronic form or in hard copy if the electronic submission system is unavailable within ten (10) days of the date of hire. A one (1) year internship certificate shall be issued in accordance with the provisions of 16 KAR 2:010 and 16 KAR 4:050.

(c) If the district fails to report verification of enrollment in the internship by the applicable date established in paragraph (a) or (b) of this subsection, and there is insufficient time remaining for the teacher intern to complete the number of days required under subsection (1) of this section, the district shall declare an emergency as provided in KRS 161.100, and the teacher intern shall enroll in the internship in the next semester of employment when at least seventy (70) instructional days are available.

(d) Failure to submit the completed Confirmation of Employment or declare an emergency in accordance with paragraph (a), (b), or (c) of this subsection shall:

1. Be a violation of KRS 161.020; and

2. Result in the number of days the teacher intern taught without a valid certificate being included in the out of field report submitted to the Commissioner of the Department of Education in accordance with KRS 161.1221.

(4) A teacher intern may participate in the internship if the intern is teaching on at least a half-time basis. A school district or nonpublic school offering employment to a new teacher for part-time services which do not conform to the definition of half-time basis shall request a waiver from the Education Professional Standards Board staff for the new teacher to participate in the Kentucky Teacher Internship Program. The waiver request shall detail how the part-time employment offered by the district or nonpublic school is commensurate with the half-time basis requirement of this administrative regulation.

(5)(a) Termination or resignation of the internship shall be prohibited unless a written resignation detailing the facts surrounding the resignation is received and approved by:

1. The superintendent or designated nonpublic school head or leader; and

2. The Education Professional Standards Board staff.

(b) A teacher intern who terminates or resigns the internship without the approval of the Education Professional Standards Board staff shall be recorded as unsuccessfully completing the internship for that school year.

(6) The internship shall be established in a classroom which corresponds to the certificate of the teacher intern. An internship shall not be established in a classroom designated as an alternative school, classroom or program unless the district superintendent or designated nonpublic school head or leader submits a written request for a waiver to the staff of the Education Professional Standards Board. The request shall include the following:

(a) The type of students that attend the alternative school, classroom or program;

(b) The student selection and placement process;

(c) The level of support for students and faculty provided by the district or nonpublic school;

(d) The degree of administrative support within the program, classroom or school;

(e) The location and facility that houses the program, classroom or school;

(f) The instructional resources available to the faculty;

(g) The curriculum used by the program, classroom or school;

(h) The manner in which the program, classroom or school collaborates with other schools within the district;

(i) The current faculty and staff positions assigned to the program, classroom or school;

(j) A brief description of how a teacher intern placed in the alternative program, classroom or school could demonstrate that the teacher intern has met all of the applicable standards;

(k) Contact information for an individual who could provide additional information about the request; and

(l) A signed affidavit by the superintendent, the superintendent's designee, or the designated nonpublic school head or leader confirming the information.

(7) The Education Professional Standards Board staff shall grant the waiver if there is a determination that the request and accompanying documentation sufficiently demonstrate that the level of support and services provided to the teacher intern assigned to an alternative school, classroom, or program is equivalent to that provided to a teacher intern placed in a nonalternative setting.

(8) If the waiver is granted, it shall remain in effect for the duration of the internship.

Section 5. Designation and Duties of Chair; Responsibilities of Resource Teacher, Teacher Intern, and Teacher Educator; Requirements for Timing and Content of Beginning Teacher Committee Meetings. (1) The principal member of the three (3) person beginning teacher committee shall serve as chair and shall be responsible for convening the committee and coordinating its efforts by scheduling observations and committee meetings. The chair shall be responsible for the timely submission of all documents and reports of the beginning teacher committee as required by this administrative regulation. All documents and reports shall be submitted through the electronic reporting system, or by hard copy if the electronic reporting system is unavailable. In addition, the chair shall:

(a)1. Make three (3) official observation visits to the teacher intern's classroom with each observation lasting one (1) hour in duration or one (1) class period; or

2. Make two (2) one (1) hour or one (1) class period observation visits followed by an observation of the teacher intern's one (1) hour or one (1) class period videotaped classroom lessons;

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- (b) Conduct a lesson plan review prior to each of the three (3) observations and a postobservation conference after each observation;
- (c) Report progress observed and concerns to the committee at the scheduled committee meetings;
- (d) Monitor the time that the resource teacher spends with the teacher intern both in and out of class and sign the electronic version of the resource teacher time sheets or the hard copy of the resource teacher time sheets if the electronic reporting system is unavailable; and
- (e) Ensure that all program policies and procedures are followed.
- (2) The resource teacher shall be a mentor to the teacher intern and assess the teacher intern's progress in the internship.
  - (a) The resource teacher, upon completion of Kentucky Teacher Internship Program Committee Training and upon appointment, shall begin to assist the teacher intern.
  - (b) The resource teacher shall spend a minimum of twenty (20) hours working with the teacher intern in the classroom setting.
    - 1. As a portion of the twenty (20) hours, the resource teacher shall conduct:
      - a. Three (3) official observations with each observation lasting one (1) hour in duration or one (1) class period; or
      - b. Two (2) observations lasting one (1) hour in duration or one (1) class period followed by an observation of the teacher intern's one (1) hour or one (1) class period videotaped classroom lessons.
    - 2. The observations shall be preceded by a preobservation conference and lesson plan review and shall be concluded with a postobservation conference.
    - (c) Pursuant to the resource teacher requirements established in KRS 161.030(7), a resource teacher shall complete at least fifty (50) hours of out-of-class time identified in KRS 161.030 in consultation with the teacher intern to:
      - 1. Assist the teacher intern in the development of the professional growth plan;
      - 2. Assist the teacher intern in areas identified in the professional growth plan;
      - 3. Assist the teacher intern with instructional activities such as planning, management techniques, assessment, and parent conferences;
      - 4. Arrange activities for the teacher intern such as attendance at seminars, conferences, or lectures offering educational assistance commensurate with the teacher intern's professional growth plan;
      - 5. Continually assess the teacher intern's progress in the internship in relation to each of the new teacher standards; and
      - 6. Enter and submit data into the online Resource Teacher Time Sheet or the hard copy of that document if the electronic reporting system is unavailable. This document is located within "Guiding and Assessing Teacher Effectiveness: A Resource Guide for Kentucky Teacher Internship Program Participants," incorporated by reference.
    - (d) The resource teacher shall divide the consultation time required in paragraph (c) of this subsection into appropriate increments that provide support for the teacher intern throughout the semester. The resource teacher shall not spend this required consultation time with the teacher intern at required in school or district-wide meetings, or any other activity for which the resource teacher receives compensation from the district or employing school, to include a professional development activity.
  - (3) The teacher intern shall:
    - (a) Complete all requirements of the Kentucky Teacher Internship Program as established in KRS 161.030 and this administrative regulation, including compliance with the new teacher standards;
    - (b) Attend the orientation, preobservation and postobservation conferences with individual committee members, and all beginning teacher committee meetings;
    - (c) Participate with the resource teacher in the fifty (50) hours of consultation time to be spent outside of an instructional setting;
    - (d) Cooperate with the resource teacher in completing the twenty (20) hours of instructional observation;
    - (e) Complete a professional growth plan (PGP);
    - (f) Prepare for three (3) official one (1) hour observations by each committee member during the year, including submitting a written lesson plan to the observer in a timely fashion prior to each visit. Each observation shall be one (1) hour in duration or one (1) class period;
    - (g) Develop documentary evidence of progress toward demonstration of the applicable standards for presentation and review at committee meetings; and
    - (h) Review all electronic documents completed by the beginning teacher committee and affix an electronic signature if required. If the electronic version of the documents are unavailable through the electronic reporting system, the teacher intern shall review and sign hard copy versions of these documents.
  - (4) The teacher educator shall:
    - (a)1. Make three (3) official observations of the teacher intern with each observation lasting one (1) hour in duration or one (1) class period; or
    - 2. Make two (2) observations of one (1) hour in duration or one (1) class period, followed by an observation of the teacher intern's one (1) hour or one (1) class period videotaped classroom lessons;
    - (b) Conduct a lesson plan review prior to each of the three (3) observations and a post-observation conference after each observation; and
    - (c) Report progress observed and concerns to the committee at the scheduled committee meetings.
  - (5) Observations and committee meetings shall be scheduled in accordance with the following:
    - (a) The orientation meeting shall be held prior to the conduct of any formal classroom observations of the teacher intern;
    - (b) The second meeting shall be held between one (1) and sixty (60) instructional days following the orientation meeting and shall have been preceded by classroom observations by all committee members;
    - (c) The third meeting shall be held between sixty-one (61) and 110 instructional days following the orientation meeting and shall have been preceded by a second set of classroom observations by all committee members; and
    - (d) The fourth meeting shall be held between 111 and 140 instructional days following the orientation meeting and shall have been preceded by a third set of classroom observations by all committee members.
  - (6) Committees formed during the spring semester shall establish a meeting schedule that observes the time sequences established in subsection (5) of this section for the full-year teacher interns but which shall span the spring and fall semesters of two (2) school years.
    - (7)(a) Classroom observations conducted by committee members shall be:
      - 1. Of at least one (1) hour or one (1) class period in duration; and

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2. In the classroom or at the work station of the teacher intern.

(b) Additional classroom observations may be conducted at the option of the committee.

(c) All classroom observations shall be scheduled in advance in order to provide adequate time for preparation by the teacher intern.

(8) All members of the committee shall attend all four (4) meetings of the committee.

(9) At the orientation meeting of the beginning teacher committee, the following items shall be addressed:

(a) Expectations on the part of the teacher intern and each committee member;

(b) Procedures and materials for classroom observations;

(c) Use of classroom observation data in designing the teacher intern's professional growth plan;

(d) Requirements for the teacher intern for compiling documentary evidence of progress toward demonstration of the applicable standards;

(e) General schedule for the events to take place during the internship program; and

(f) Work of the resource teacher with the teacher intern.

(10)(a) The primary purpose of the second and third committee meetings shall be to provide the teacher intern with information based on classroom observations, review of the teacher intern's documented evidence of progress toward demonstration of the applicable standards, and reports of the resource teacher that shall support the growth of the teacher intern.

(b) The committee shall provide the teacher intern at the second, third, and fourth meetings with a consensus assessment of the teacher intern's progress in the internship in relation to each of the new teacher standards.

(11) The Professional Growth Plan (PGP) shall be initiated at the second committee meeting.

(12) The third meeting shall include a review of expectations for the performance of the teacher intern, taking into account the reflections of the teacher intern and the committee members, and incorporating these expectations and reflections into the PGP.

(13) The fourth meeting shall include a professional judgment by the committee members on the satisfactory completion of the one (1) year internship. This judgment shall be based upon the teacher intern's ability to meet the requirements of all new teacher standards.

### Section 6. Decision by the Beginning Teacher Committee, Reporting, and Certification Actions.

(1)(a) The decision of the beginning teacher committee as to satisfactory completion of the internship for all full-year teacher interns shall be reported by the chair to the local school superintendent or other employer and to the Education Professional Standards Board by May 1 or no later than two (2) weeks following the final committee meeting, whichever occurs first.

(b) For midyear teacher interns completing the internship in December, the final report shall be submitted by December 15.

(c) The final report shall be accompanied by the resource teacher time sheets.

(2) If a teacher intern's performance is judged by the committee to be unsatisfactory, the teacher intern shall have the opportunity to repeat the internship during one (1) additional year contingent upon employment within the period of validity of the statement of eligibility for internship. If the teacher intern does not successfully complete the internship during the period of validity of the statement of eligibility, the teacher intern shall requalify for admission to the remaining one (1) year of internship by meeting the requirements in effect at the time of reapplication for certification.

(3)(a) If the teacher intern is unable to complete the internship within one (1) school year in accordance with the requirements of Section 5 of this administrative regulation, an interim report shall be submitted to the EPSB through the electronic system, or by hard copy if the electronic system is unavailable within ten (10) days of the date the internship ceases.

(b) Under extraordinary circumstances and with the approval of the EPSB, the teacher intern may continue the internship during a subsequent school year if employed in a public or nonpublic accredited school. Extraordinary circumstances shall include:

1. Serious medical conditions;
2. Temporary disability; or
3. Military deployment.

(c) The provisions of Section 4 of this administrative regulation shall not apply in this situation.

Section 7. Payments to Committee Members. (1) In accordance with the budgetary act, the Education Professional Standards Board shall contract with the local school district, or make other appropriate arrangements, for:

(a) The direct service of a resource teacher to each teacher intern;

(b) Participation in classroom observations and committee meetings; and

(c) The employment of substitute teachers to provide at least twenty (20) clock hours of released time for the resource teacher to observe and assist the teacher intern during normal working hours.

(2) A resource teacher shall:

(a) Not serve as a resource teacher for more than one (1) teacher intern concurrently; and

(b) Be paid a stipend in accordance with subsection (3) of this section.

(3)(a) Except as provided by paragraphs (b) and (c) of this subsection, the stipend shall be:

1. \$1,400 for a year of service; and

2. Disbursed in accordance with KRS 161.030(6)(f) on a biannual basis corresponding to the semester in which the mentoring occurred or on an annual basis for full-year interns with payment being disbursed at the end of the one (1) year internship.

a. The frequency of the disbursement shall be at the option of the district if the resource teacher is serving in a public school district.

b. If the resource teacher is serving in a nonpublic school, the frequency of the disbursement shall be determined by the submission of the resource teacher time sheets.

(b) If the school or school district where the internship takes place fails to submit the time sheets by the date stipulated in Section 6(1) of this administrative regulation, the Education Professional Standards Board staff shall refuse payment of the stipend.

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(c) The stipend shall be prorated if the required number of hours are not performed and documented in legitimate and appropriate pursuit of successful completion of the internship pursuant to the requirements of Section 5(2) of this administrative regulation.

Section 8. Use of the New Teacher Performance Assessment by Internship Participants. (1) Beginning with the 2006-07 school year, and for full-year interns beginning the Fall of 2007, a school or district may require all interns employed to use the new Teacher Performance Assessment in lieu of the traditional internship assessments contained within "Guiding and Assessing Teacher Effectiveness: A Resource Guide for Kentucky Teacher Internship Program Participants."

(2) Beginning January 1, 2008, all school districts and all nonpublic schools participating in the Kentucky Teacher Internship Program shall use the new Teacher Performance Assessment with all interns beginning their internship in lieu of the traditional internship assessments contained within "Guiding and Assessing Teacher Effectiveness: A Resource Guide for Kentucky Teacher Internship Program Participants"

(3) Prior to serving as a member of the beginning teacher committee for a teacher intern using the new Teacher Performance Assessment, the principal, resource teacher, and teacher educator each shall have completed the new Teacher Performance Assessment internship committee training.

(4) During the year of the internship using the new Teacher Performance Assessment, the teacher intern and the beginning teacher committee shall utilize the Kentucky Internship Program scoring rubrics and forms contained within the Kentucky Teacher Internship Program Teacher Performance Assessment Handbook, incorporated by reference.

(5) To the extent that they do not conflict with this section, all other provisions of this administrative regulation shall apply to the intern using the new Teacher Performance Assessment.

(6) Participation in the Kentucky Teacher Internship Program using the new Teacher Performance Assessment shall not alter any rights ordinarily afforded to teacher interns or employing schools or school districts under the Kentucky Teacher Internship Program. Use of the new Teacher Performance Assessment shall not form a basis for appeal of a teacher intern's failure of the Kentucky Teacher Internship Program.

Section 9. Appeals. (1)(a) Appeals by teacher interns shall be reviewed by a committee of four (4) persons. The appeals committee shall include:

1. One (1) teacher;
2. One (1) principal;
3. One (1) teacher educator; and
4. The Executive Director of the Education Professional Standards Board, or his or her designee.

(b) The committee members shall be chosen from a pool of committee candidates appointed annually by the Education Professional Standards Board.

(c) An appeals committee member shall not take part in a decision in which the member has an interest or is biased.

(2)(a) The teacher intern shall file the appeal within thirty (30) calendar days of the date the written notice of failure of the internship is received by the teacher intern by certified mail return receipt requested. If the teacher intern fails to maintain a current address with the Education Professional Standards Board or refuses to claim the certified mail, the appeal shall be filed within thirty-five (35) days of the date the notice is mailed to the teacher intern's last known address.

(b) Upon receipt of the appeal, the Education Professional Standards Board shall send a copy to the members of the beginning teacher committee. Each member may file a written response within fifteen (15) days of receipt.

(3)(a) The appeals committee shall review the written appeal by the teacher intern, all beginning teacher committee reports, any additional documentation that accompanied the final report, and any written responses from the members of the beginning teacher committee.

(b) The appeals committee shall base its recommendation upon the following requirements:

1. Evidence of the teacher intern's ability to meet the requirements of the new teacher standards;
2. Appropriate documentation of at least twenty (20) hours in the instructional setting and fifty (50) hours outside normal working hours spent by the resource teacher in assisting the teacher intern;
3. Assignment of beginning teacher committee members in accordance with legal requirements;
4. Compliance with the requirements for the timing, content, reporting, and signing of teacher intern performance records, meeting and observation forms, and resource teacher time sheets; and
5. Agreement between teacher intern performance records, professional growth plans, beginning teacher committee meeting reports, and the final decision of the committee.

(4) The appeals committee shall make a recommendation to the Education Professional Standards Board on the appeal within sixty (60) days following the receipt of the appeal, unless good cause exists for additional time. The Education Professional Standards Board shall issue a final decision in each appeal reviewed by the appeals committee. The Education Professional Standards Board may consider the appeals committee recommendation and the records reviewed by the appeals committee in issuing its decision.

(5) If the decision of the beginning teacher committee is not upheld, the Education Professional Standards Board shall issue the appropriate certificate to the teacher intern.

(6) If the decision of the beginning teacher committee is upheld, the Education Professional Standards Board shall issue another Statement of Eligibility for Internship, unless:

(a) The teacher intern has exhausted the two (2) year provision for participation in the Kentucky Teacher Internship Program; or

(b) The period of validity of the statement of eligibility has expired.

(7) If, during the appeal process, it becomes evident that the beginning teacher committee has committed some procedural violation during the internship which makes it impossible to determine if the teacher intern has in fact been unsuccessful, the Education Professional Standards Board may nullify the internship and allow the teacher intern to repeat the internship without penalty.

(8) If the teacher intern is not satisfied with the decision of the board based on the recommendation of the appeals committee, the teacher intern may request a formal hearing under the provisions of KRS Chapter 13B. The request shall be filed in writing with the Executive Director of the Education Professional Standards Board within fifteen (15) calendar days of the date the board's decision is received by the teacher intern.

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(9) In notifying the teacher intern of the board's decision, the Education Professional Standards Board shall send the decision of the board by certified mail to the last known address of the teacher intern. If the teacher intern fails to notify the Education Professional Standards Board of an updated or correct address, or refuses to claim the certified mail when presented, the request for a hearing shall be filed in writing with the Executive Director of the Education Professional Standards Board within (20) calendar days of the date the board's decision is mailed to the teacher intern by certified mail.

Section 10. A teacher intern who has not successfully completed the internship and has exhausted the two (2) year provision for participation in the Kentucky Teacher Internship Program shall not be eligible for a Kentucky teaching certificate under this administrative regulation.

Section 11. An intern serving the internship in Interdisciplinary Early Childhood Education (IECE) shall successfully demonstrate the new teacher standards as adapted to the IECE standards and shall utilize the IECE Observation Instrument incorporated by reference.

Section 12. Incorporation by Reference. (1) The following material is incorporated by reference:

(a) "Guiding and Assessing Teacher Effectiveness: A Resource Guide for Kentucky Teacher Internship Program Participants," March 2005 edition;

(b) "Statement of Eligibility/Confirmation of Employment form," revised November 2004;

(c) "Kentucky Teacher Internship Program Teacher Performance Assessment Handbook", June 2006 edition;

(d) KTIP TPA Intern Performance Record, June 2006 edition; and

(e) "IECE Observation Instrument", January 2005 edition.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Education Professional Standards Board, 100 Airport Road, 3rd Floor, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. (22 Ky.R. 1422; Am. 1602; eff. 3-7-96; 25 Ky.R. 129; eff. 9-3-98; 26 Ky.R. 1043; 1557; eff. 2-14-2000; 27 Ky.R. 3158; 28 Ky.R. 380; eff. 8-15-01; Recodified from 704 KAR 20:690, 7-2-02; 30 Ky.R. 372; 902; 1198; eff. 12-1-03; 31 Ky.R. 1868; 32 Ky.R. 40; eff. 8-29-05; 33 Ky.R. 843; 1277; eff. 12-1-06.)

**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Action Item A**

**Action Item:**

Expense Reimbursement Procedure, Revision

**Applicable Statute:**

KRS 161.028  
200 KAR 2:006

**Applicable Goals:**

Goal VI. 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 Education Professional Standards Board (EPSB) approve the Expense Reimbursement Procedure as revised?

**Background:**

In 1998, in order to address the consistent implementation of applicable statutes and administrative regulations, the EPSB began creating and compiling board policies. Subsequently, in August 2002 the board approved the EPSB Procedure Manual. Due to the amendment of Kentucky's Travel Expense and Reimbursement regulation (200 KAR 2:006), amendments to the Expense Reimbursement Procedure were made on May 17, 2004.

The EPSB staff have recently reviewed the Expense Reimbursement Procedure and propose additional amendments. As a member of a statutory board pursuant to 200 KAR 2:006 (8) (1) (h), EPSB members are entitled to actual and necessary expenses upon submission of original receipts. The current EPSB Expense Reimbursement Policy only allows EPSB members to claim a per diem amount for meals, capped at \$40.00 per day. The proposed revised policy (see attached) will require EPSB members to submit receipts for every reimbursement request and board members will not be limited to a per diem amount. Staff are bringing these proposed amendments to allow EPSB members to claim actual and necessary expenses as detailed in 200 KAR 2:006. These changes are being brought before the board for final approval.

**Alternative Actions:**

1. Approve the Expense Reimbursement Procedure as revised
2. Modify and approve the Expense Reimbursement Procedure
3. Do not approve the revised Expense Reimbursement Procedure

**Staff Recommendation:**

Alternative 1

**Rationale:**

Revisions to the EPSB's Expense Reimbursement Procedure allow the board to claim actual and necessary expenses as provided in 200 KAR 2:006 and clean up some of the language in the policy to mirror the language in the state regulation.

**Contact Person:**

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**Executive Director**

**Date:**

June 18, 2007

**Education Professional Standards Board**

**EXPENSE REIMBURSEMENT  
PROCEDURE**

**AMENDED AND APPROVED ON JUNE 18, 2007  
(RETROACTIVE APPROVAL TO JANUARY 1, 2007)**

Pursuant to 200 KAR 2:006 (8) (1) (h), members of the Kentucky Education Professional Standards Board (“the Board”) shall be entitled to reimbursement for actual and necessary expenses incurred ~~to attend meetings of the board, expenses incurred when on official state Board business, and other expenses as approved by the Chair.~~

Requests for participation and funding to attend non-board meetings shall be made in advance and in writing to the Chair. In considering approval, the Chair shall consider only those requests that: 1) address adopted board priorities and goals, 2) can be funded within the Board budget, and 3) demonstrate that presence at the meeting is in the interest of the Board. If approved by the Chair, the Board member shall file a written report with the Chair immediately following the approved meeting for inclusion as an information item as part of the Chair’s report at the next Board meeting.

Within provisions of IRS requirements, the following guidelines shall apply to board members carrying out board business.

Guidelines for expenditures:

- a. Lodging shall be reimbursed at reasonable, actual expense; a receipt is required. No reimbursement shall be made for expenses incurred by or on behalf of other persons. For direct-billed lodging charges, a board member must pay for any nights not authorized for payment. Personal incidental charges such as movies, bar tabs, etc. are not authorized and must be paid by the board member when checking out. “Direct-billed” should be written on the expense reimbursement form when hotel charges have been direct-billed.
- ~~b.~~ Meals shall be reimbursed at actual expense including tax and gratuities (not to exceed 20%) upon the submission of receipts, not to exceed \$40.00 per day. ~~When meals are provided as a part of a meeting, the reimbursable amount shall be reduced as follows: \$8.00 breakfast; \$10.00 lunch; \$22.00 dinner. Original receipts are required for all meals over \$10.00. **Credit card receipts are not acceptable.** A credit card receipt shall be accepted for a meal if the receipt prepared by the establishment clearly shows that it is a receipt for a meal.~~
- ~~e.~~ ~~Transportation costs shall be reimbursed at the amount allowed by the state travel regulations, or actual cost of travel by public conveyance. An original receipt and prior approval are required for travel by public conveyance. Mileage claims for the use of privately-owned vehicles shall be reimbursed at the amount allowed by the state travel regulation. Reimbursement for the actual cost of commercial transportation shall be made upon submission of original receipts.~~

## Agenda Book

- d. When a Board member is on board business during school hours, the cost of a substitute shall be reimbursed to the member's district.
- e. ~~All expenses shall be itemized on a miscellaneous expense voucher with a specific statement of the purpose for which the expenses were incurred and with required receipts attached. Reimbursement may only be made upon submission of a signed Miscellaneous Expense Voucher detailing the daily incurred expenses, along with original receipts. Requests for reimbursement shall be submitted no later than 30 days after the expenses are incurred. If special circumstances exist that prevent a Board member from submitting a reimbursement form within 30 days, the member shall notify the Chair and request an extension.~~
- f. ~~Expense reimbursement forms shall be submitted no later than 30 calendar days after the expenses are incurred. If special circumstances exist that prevent a Board member from submitting a reimbursement form within 30 days, the member shall notify the Chair and request an extension.~~
- g. ~~Should a board member fail to cancel any reservations placed by the board, the cost incurred shall be the responsibility of the member.~~
- h. Commercial Business airline travel shall be the is lowest negotiated reimbursed at coach or tourist class. ,super-saver or other economy fares. Roundtrip or other negotiated reduced-rate plane fares shall be obtained if practical. The traveler's copy of the ticket (passenger "coupon" or red copy) must be attached to the expense reimbursement form. No photocopies are permitted. If the ticket is direct-billed or an "E"-Ticket (electronic ticket) is issued, "Direct-billed" or "E-Ticket" shall be is written on the reimbursement form where the air cost would have been entered and the traveler's copy is attached.
- i. Airport parking for the period of the business trip is reimbursable (as is taxi fare should a Board member choose to not drive to the airport and park; however taxi fare should not exceed the cost of driving and parking). Original receipts are required.
- j. Travel advances are not available for travel. With adequate notice, airfare and registration may be pre-paid by the Board.
- k. ~~Additional expenses shall be reimbursed only with prior approval of Chair.~~
- l. Expense reimbursement forms with questionable expenses or with expenses that exceed these guidelines will be held by staff for review by the Chair. The Chair may review the expenses with the board member submitting the request before determining whether to approve the request.

**KENTUCKY EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Action Item B**

**Action Item:**

Brescia University – Interdisciplinary Early Childhood Education, Birth to Primary (Bachelor’s Level)

**Applicable Statutes and Regulation:**

KRS 161.028; KRS 161.030  
6 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 approve the following educator preparation program addition?

**BRESCIA UNIVERSITY**

**1.0 INTERDISCIPLINARY EARLY CHILDHOOD EDUCATION**

Interdisciplinary Early Childhood Education, Birth to Primary (Bachelor’s Level)

**Background:**

KRS 161.028 and KRS 161.030 provides for the EPSB to establish curricula for educator preparation programs in Kentucky and approve such programs at institutions of higher education. The Division of Educator Preparation evaluated the program review documents submitted for approval against performance-based program certification guidelines established by the EPSB. Currently one part-time faculty member with a master’s degree and seven years experience in the public school system is assigned to the IECE program. The full-time, terminally-degreed faculty member has yet to be hired, although a search is currently underway. The unit head has indicated that the Dean will hire a full-time, terminally-degreed faculty member for this program once program approval has been received. An Executive Summary of the programs is attached.

**Groups/Persons Consulted:**

Content Area Review Committee  
Reading Committee

**Alternative Actions:**

1. Approve the proposed educator preparation program addition with the condition that the full-time faculty member be hired prior to program implementation.

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2. Approve the proposed educator preparation program addition.
3. Do not approve the proposed educator preparation program addition.

### **Staff Recommendation:**

Alternative 1

### **Rationale:**

The proposed educator preparation program follows the appropriate regulation (16 KAR 5:010) outlining program requirements for program approval as established by the EPSB.

### **Contact Person:**

Dr. Marilyn K. Troupe, Director  
Division of Educator Preparation  
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**Executive Director**

### **Date:**

June 18, 2007

# Agenda Book

## Executive Summary of Brescia University Interdisciplinary Early Childhood Education (IECE) Program

### 1. Theme of the Unit

The Interdisciplinary Early Childhood Education (IECE) program will lead to a Bachelor of Science degree and Kentucky Teacher Certification to teach children across a range of abilities ages birth through kindergarten (regular and special education). The IECE will join the other teacher certification programs under the School of Education conceptual framework model which states:

*Brescia University teacher education students are challenged to become **ethical professionals** committed to **advocacy** for their students and dedicated to instilling in their students a commitment to **service for others and lifelong learning.***

This framework derives from Brescia University's mission emphases of *Catholic, service, liberal arts, and professional growth*. The School of Education's professional education courses assume the students have a firm grounding in the University's educational outcomes and extend these outcomes through research development, critical analyses, creative extensions, and direct application and evaluation in a variety of educational settings. The IECE program emphasis on the very young also extends the Mount Saint Joseph Ursuline, founders of Brescia University, focus on "freeing and nurturing women and children."

### 2. BRIEF Description of the CAP (with admission & exit requirements)

The program goals and plan for assessment will mirror the goals and assessment strategies for all other School of Education certification programs. These goals are as follows:

- **Level I: Admission into the Educational Studies Program** – Capable students will be admitted to the Brescia University program.
- **Level II: Completion of Professional and Pedagogical Course Work and Field and/or Clinical Placements** – Students will gain theoretical knowledge and competence and demonstrates dispositions expected of Brescia University education students.
- **Level III: Admission/Acceptance to Student Teaching** – Students will have competencies and dispositions necessary to accept and undertake teaching responsibilities.
- **Level IV: Program Completion** – Graduates will satisfy all requirements for teacher certification in Kentucky.

ADMISSION CRITERIA Include: (a) evidence of academic competence (e.g., ACT of 21, passing PPST scores); (b) successful background check and acceptance of Code of Ethics; (c) faculty recommendations; (d) demonstration of oral language skills; (e) demonstration of appropriate teacher dispositions; (f) completion of at least 2 of 3 designated professional education courses; (g) GPA of at least 2.5 out of 4.0; (h) completion of at least 45 semester hours; (i) one semester at Brescia

EXIT CRITERIA Include: (a) completion of (or possession of) baccalaureate degree; (b) completion of student teaching experiences; (c) completion of appropriate licensure exam(s).

### 3. Unique Features of the Program [including mode(s) of delivery]

Brescia's IECE Program will be the only Early Childhood certification program offered at an independent institution in this region. The undergraduate program will enjoy a natural integration with Brescia's established and successful Special Education, Elementary Education, Speech Pathology, and Social Work programs. Further, it will work closely with multiple and diverse local early intervention and preschool programs – e.g. Audubon Area Head Start, Hager Preschool Program, Daviess County Preschools, First Steps. The delivery mode will be traditional with extensive field-based hands-on opportunities.

### 4. Rationale for the Implementation of the Program

The development of the IECE Program within the School of Education has been identified as a priority undertaking within Brescia's Strategic Plan as well as within the recommendations of the Special Faculty Committee. Further, the IECE major will extend Brescia's School of Education areas of certification to include all age levels addressed within Kentucky's teacher certification offerings.



**KENTUCKY EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Action Item C**

**Action Item:**

Northern Kentucky University – Arabic, Chinese, and Japanese  
(Bachelor’s Level and Option 7)

**Applicable Statutes and Regulation:**

KRS 161.028; KRS 161.030  
6 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 approve the following educator preparation program additions?

**NORTHERN KENTUCKY UNIVERSITY**

**6.0 CERTIFICATES FOR ALL GRADE LEVELS**  
Arabic, Chinese, and Japanese (Bachelor’s Level)

**13.0 ALTERNATIVE ROUTE TO CERTIFICATION – OPTION 7**  
Arabic, Chinese, and Japanese

**Background:**

KRS 161.028 and KRS 161.030 provides for the EPSB to establish curricula for educator preparation programs in Kentucky and approve such programs at institutions of higher education. The Division of Educator Preparation evaluated the program review documents submitted for approval against performance-based program certification guidelines established by the EPSB.

Option 7 was created to allow certification of a person in a field other than education to teach in elementary, middle, or secondary programs. The candidate is issued a temporary provisional certificate that is renewable for a maximum of two (2) additional years. Candidates are required to exhibit content knowledge in their specific teaching field. The candidate must also participate in and successfully complete the Kentucky Teacher Internship Program in order to receive the regular professional certificate.

At the May 2006 Board meeting, the EPSB granted approval for Northern Kentucky University to establish an Institute for World Language Teachers, Grades P-12 using Option 7, an alternative route to certification, to prepare teachers in French, German, and Spanish.

## Agenda Book

NKU has requested that the Arabic, Chinese, and Japanese programs be added to their current Option 7 approval. NKU has approval for the university-based alternative route to certification under Option 6 for the Master of Arts in Teaching and Learning and Behavior Disorders as well as an umbrella approval for all its educator preparation programs.

### **Groups/Persons Consulted:**

Content Area Review Committee  
Reading Committee

### **Alternative Actions:**

1. Approve the proposed educator preparation program additions including Option 7.
2. Do not approve the proposed educator preparation program additions including Option 7.

### **Staff Recommendation:**

Alternative 1

### **Rationale:**

The proposed educator preparation programs follow the appropriate regulation (16 KAR 5:010) outlining program requirements for program approval as established by the EPSB.

### **Contact Person:**

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Division of Educator Preparation  
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**Executive Director**

### **Date:**

June 18, 2007

## EXECUTIVE SUMMARY

**Theme:** The theme of the education programs at Northern Kentucky University (NKU) is “Providing for the Educational Needs of all Students”. The proposed new teacher certification options in Arabic, Chinese, and Japanese support the theme by giving candidates interested in teaching foreign languages additional choices. Once certified, those teachers will in turn be able to provide for the educational needs of the P-12 students they teach. With the globalization of Kentucky’s economy, citizens will be required to have more knowledge and skills in various languages and cultures. The addition of these certification programs will enhance the ability of Kentucky’s students to compete in a global economy.

**Continuous Assessment:** Continuous assessment of unit, program, and candidates is an institutional and intentional process in the College of Education and Human Services. Admissions criteria include a minimal grade point average, standardized test scores, and semester hours completed and are in accord with those for existing foreign language initial certification options in French, German, and Spanish. Exit assessments include general and language-specific portfolios, a required minimum GPA of 2.5 in content and pedagogy courses as well as overall, successful completion of a portfolio, dispositions assessments, a semester of student teaching, and an oral proficiency examination and pre-graduation assessment reflecting the American Council on the Teaching of Foreign Languages (ACTFL) proficiency standards. Assessment data will be evaluated by both language and education faculty and by the Continuous Assessment Committee of the College of Education and Human Services. Impact on P-12 students will be monitored by voluntary test results, surveys, and reflective essays unless or until the Commonwealth institutes mandatory pre-college testing for foreign languages.

**Modes of Delivery:** These programs will be implemented as traditional programs, but involve significant use of language-specific computer-based technology in all courses. Participants will be encouraged to include courses that may be offered online through the Commonwealth Virtual University. Students who have completed four semesters of language study are encouraged to complete upper-division work in the language studied through international study at a university approved by Northern Kentucky University’s Office of International Programs or by participating in a program offered by another accredited institution of higher learning. International study by undergraduate certification candidates will be subject to the same assessment criteria as work completed on campus.

**Unique Features and Rationale:** These programs are being submitted in response to the need for certification options in languages such as Arabic, Chinese, and Japanese articulated within the Foreign Language Strategy Group sponsored by the Council of Post-Secondary Education. This group includes representatives of public and private institutions of higher learning in Kentucky and the Kentucky Education Professional Standards Board.<sup>1</sup> Currently no certification options in these languages exist within the Commonwealth. Northern Kentucky University already offers interdisciplinary programs in Chinese and Japanese Studies, the four-semester lower-division sequence in Arabic, Chinese, and Japanese language, and upper-division topics courses in advanced Japanese. Advanced topics courses in Chinese and Arabic and an interdisciplinary Middle Eastern Studies program have recently been approved through the NKU curricular review process. The certification options for these languages specify fifteen semester hours of advanced language study beyond the intermediate level and two interdisciplinary electives, as well as appropriate methods and other pedagogy courses. These new teacher preparation programs in Arabic, Chinese, and Japanese fall within CIP Band 16, Foreign Languages and Literatures, which has been approved for NKU by the Council on Post-Secondary Education.

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<sup>1</sup> [http://cpe.ky.gov/NR/rdonlyres/5001E212-11DA-4A91-94AD-DF51BE60936D/0/9\\_WorldLanguagesUpdate.pdf](http://cpe.ky.gov/NR/rdonlyres/5001E212-11DA-4A91-94AD-DF51BE60936D/0/9_WorldLanguagesUpdate.pdf)



Agenda Book  
**EDUCATION PROFESSIONAL STANDARDS BOARD**  
**STAFF NOTE**

**Action Item D**

**Action Item**

Request approval to authorize the executive director to enter into contract to conduct normal business operations

**Applicable Statutes and Regulation**

KRS 161.028 (1) (v) (d)

KRS 161.017 (3)

**Applicable Goal**

Goal 6: The EPSB shall be managed for both effectiveness and efficiency, fully complying with all statues, regulations, and established federal, state, and agency policies.

**Issue**

Should the Education Professional Standards Board (EPSB) authorize the executive director to enter into the specified contract to conduct normal business operations?

**Background**

KRS 161.028 (1) (v) authorizes the EPSB to enter into contracts and KRS 161.017 (3) stipulates that with board approval the executive director may enter into agreements "...to enlist assistance to implement the duties and responsibilities of the board." The EPSB approved procedures for seeking approval and authorization for entering financial agreements at the October 23, 2006 EPSB meeting.

**Purpose of the contract:**

The Education Professional Standards Board (EPSB) requests the production of a 5 – 10 minute video to educate Kentucky principals, superintendents, and other key educators about the Troops to Teachers program. The video shall include testimonials from Kentucky educators about the value of these troops turned teachers and display how military instruction and training translates to teaching. The contract service period would be from July 16, 2007 – June 20, 2008.

- Approximate cost of the contract: \$5,000.00
- Impact on budget: These expenditures are included in the FY 2008 budget using federal funds.
- Type of entity providing service: Individual or Corporation
- Bidding process: An RFP will be published to solicit proposals for this service.
- Singular vs. continuing service: Singular

**Alternative Actions**

1. Authorize the executive director to enter into the contract described above.
2. Modify and approve the contract.
3. Do not approve the contract.

**Staff Recommendation**

Alternative 1

**Rationale**

The EPSB does not currently have an informational video for its Troops to Teachers program.

**Contact Person:**

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**Executive Director**

**Date:**

June 18, 2007

**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Action Item, Waiver A**

**Action Item:**

Request to Waive 16 KAR 3:060 Guidance Counselor, Provisional and Standard Certificates, All Grades

**Applicable Statute and Regulation:**

KRS 161.028  
16 KAR 3:060, Section 4

**Applicable Goal:**

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

**Issue:**

Should the Education Professional Standards Board (EPSB) waive Section 4 of 16 KAR 3:060 for candidates who were negatively impacted by the timeline listed in the regulation for completion of the “old” counselor program?

**Background:**

Regulation 16 KAR 3:060 became effective August 2005 and included a sunset date of December 31, 2006 for completion of the provisional and standard certificate. Western Kentucky University’s (WKU) school counselor candidates have been adversely affected by the regulation change. The candidates were enrolled in the Rank I certification program for school counselor and were nearing completion but fell several hours short of the requirements by December 31, 2006. Candidates do not want to transfer to the new counselor programs and believe that they should be able to complete the program that was in place when they matriculated.

**Alternative Actions:**

1. Approve the waiver request
2. Do not approve the waiver request

**Staff Recommendation:**

Alternative 1

**Rationale:**

The WKU candidates have been negatively impacted by the sunset date and should be allowed to complete the original program. The candidates signed a “binding contract” and would like to complete the program that was in place when they started.

**Contact Person:**

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**Executive Director**

**Date:**

June 18, 2007

# Agenda Book

## 16 KAR 3:060. Guidance counselor, provisional and standard certificates, all grades.

RELATES TO: KRS 156.101, 156.160, 161.020, 161.028, 161.030

STATUTORY AUTHORITY: KRS 161.020, 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, and 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 preparation and certification program for guidance counselors, at all grade levels.

Section 1. Conditions and Prerequisites. (1) The provisional and standard certificate for guidance counselor shall be issued in accordance with KRS Chapter 161 and 16 KAR Chapters 3 and 6 to an applicant who has completed the approved program of preparation which corresponds to the certificate at a teacher education institution approved in accordance with 16 KAR 5:010.

(2) The guidance counseling program shall be subject to the program approval requirements established in 16 KAR 5:010 and shall incorporate the Kentucky Standards For Guidance Counselor Programs, incorporated by reference in 16 KAR 5:010.

(3) The provisional and standard certificate for guidance counselor established under this administrative regulation shall be valid for the position of guidance counselor for all grade levels, primary through grade twelve.

Section 2. The provisional certificate for guidance counselor shall be issued to an applicant upon completion of an approved master's level program in guidance counseling.

(2) The provisional certificate for guidance counselor shall be issued for a period of five (5) years and may be renewed upon application to the board, using the "Form TC-2, Application for Certificate Renewal Duplicate," incorporated by reference in 16 KAR 2:090, and submission of proof of the completion of a minimum of nine (9) semester hours of graduate credit in the areas of counseling or guidance counseling.

(3) If there is a lapse of a provisional certificate for guidance counselor for lack of meeting the renewal requirements, certification may be reissued at a later date upon application to the board, using the "Form TC-2, Application for Certificate Renewal/Duplicate," incorporated by reference in 16 KAR 2:090, and the submission of proof of the completion of a minimum of nine (9) semester hours of graduate credit for each five (5) year period of validity or period of lapse of the guidance counselor certificate. The graduate credit shall be in the areas of counseling or guidance counseling.

Section 3. (1) The standard certificate for guidance counselor shall be issued to an applicant who meets one of the following qualification options:

(a) Option I:

1. Successful completion of an approved master's level program in guidance counseling;

2. Successful completion of an additional three (3) to six (6) credit hours from an approved graduate level counseling or guidance counseling program.

3. One (1) year of full time employment as a provisionally- certified guidance counselor in a public school or 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;

4. A valid Kentucky Professional teaching certificate; and

5. A minimum of one (1) year of full time classroom teaching experience on a Professional Teaching Certificate 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; or

(b) Option II:

1. Successful completion of an approved master's level program in guidance counseling;

2. Successful completion of an additional three (3) to six (6) credit hours from an approved graduate level counseling or guidance counseling program; and

3. A minimum of two (2) years of successful employment as a provisionally full-time certified guidance counselor.

(2) The standard certificate for guidance counselor shall be issued for a period of five (5) years and shall be renewed subsequently for five (5) year periods upon completion of, by September 1 of the year of expiration, the Effective Instructional Leadership Act (EILA) hours as specified by the Kentucky Department of Education in KRS 156.101. It shall be the responsibility of the guidance counselor to provide documentation of this training to the local school superintendent who recommends certificate renewal.

(3) If there is a lapse in the standard certificate for guidance counselor for lack of meeting renewal requirements, the certificate may be reissued at a later date by first completing twelve (12) clock hours of counselor role specific training for each year since the expiration of the certificate up to a maximum of seventy-five (75) clock hours or nine (9) semester hours of additional graduate credit appropriate to position of guidance counselor.

Section 4. Implementation Dates. (1) The provisions for the issuance of the provisional and standard certificate for guidance counselor, all grades, shall apply to a student admitted to a program of preparation beginning September 1, 2003.

(2)(a) A candidate admitted by September 1, 2003 to an approved preparation program for guidance counselor shall complete the program by December 31, 2006.

(b) A candidate formally admitted by September 1, 2003, to an approved preparation program for guidance counselor shall be eligible for the guidance counselor certificate, all grades upon:

1. Completion of the program in which the candidate is enrolled as identified in this subsection;

2. Successful completion of an approved additional three (3) to six (6) credit hours from an approved graduate level counseling or guidance counseling program. The additional graduate semester hours shall be designed to address content of the preparation program not previously addressed and which provides the candidate with knowledge relevant to counseling all grades; and

3. A recommendation from the institution of higher education for the appropriate certificate.

## Agenda Book

(3) An individual who holds a valid Kentucky provisional or standard guidance counselor certificate, grades K-8, grades 7-12, or grades 5-12 shall be eligible to extend that certificate to a provisional or standard guidance counselor certificate, all grades, upon application and proof of the following:

(a) Successful completion of an additional three (3) to six (6) credit hours from an approved graduate level counseling or guidance counseling program. The additional graduate semester hours shall be designed to address content of the preparation program not already addressed and for the grade range sought by the extension; and

(b) Recommendation from the institution of higher education for the appropriate certificate.

Section 5. Validity of Prior Certificates. (1) A valid Provisional or Standard Certificate for Guidance Counselor grades K-8 issued prior to August 5, 2005 shall be valid for the position of guidance counselor for grades K-8 and also for any other school configurations having sequential combination of the grades K -12 that includes any grade K-8.

(2) A valid Provisional or Standard Certificate for Guidance Counselor grades 5-12 issued prior August 5, 2005 shall be valid for the position of guidance counselor for grades 5-12 and also for any other school configurations having sequential combination of the grades K-12 that includes any grade 5-12.

(3) A valid Provisional or Standard Certificate for Guidance Counselor grades 7-12 issued prior to August 5, 2005 shall be valid for the position of guidance counselor for grades 7-12 and also for any other school configurations having sequential combination of the grades K-12 that includes any grade 7-12. (16 Ky.R. 678; eff. 12-6-89; recodified from 704 KAR 20:530, 7-2-2002; Am. 31 Ky.R. 1850; 32 Ky.R. 26; eff. 8-5-05.)

**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Action Item, Waiver B**

**Action Item:**

Educator Preparation Program Quality Measurement Committee recommendation to waive 16 KAR 5:010 (Section 14 1c, Section 14 2b, and Section 25 18 a-e) as it pertains to the Quality Performance Index (QPI).

**Applicable Statute and Regulations:**

KRS 161.028  
KRS 161.030  
16 KAR 5:010

**Applicable Goals:**

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.

Goal 4: Every credentialed educator participates in a high quality induction into the profession and approved educational advancement programs that support effectiveness in helping all students achieve.

**Issue:**

Should the EPSB waive the Quality Performance Index (QPI) portion of the Kentucky Educator Preparation Program (KEPP) Report Card as defined in 16 KAR 5:010?

**Background:**

In May of 2001, the EPSB approved the development and publication of a statewide report card for Kentucky's educator preparation programs (KEPP report card). The KEPP report card was to address the necessary program qualities as identified by the 2000 General Assembly in Senate Bill 77, by the EPSB via the state accreditation process, and by the federal government in the Title II reporting requirements. The KEPP report card's intention was to provide stakeholders a snapshot of the quality of teacher preparation programs throughout the Commonwealth in any given year. The quality of the programs is to be demonstrated via indicators deemed important by the federal government, the Governor, the General Assembly, the Kentucky Board of Education, higher education, teachers and administrators, parents, the EPSB, and the public-at-large.

The KEPP report card includes the following quality indicators:

- General program information, including contact information
- Current accreditation status and the next scheduled accreditation visit
- Educator preparation faculty demographic data and program enrollment data
- Quality Performance Index (QPI)\* - established in 2003

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- Praxis II Assessments
- KTIP Pass Rates
- New Teacher Survey results

### **\*Quality Performance Index**

An institution's QPI includes three performance measures (based on a 4 point scale):

<b>Performance Measure</b>	<b>Performance Weights</b>
Praxis II annual summary pass rate	3
3-year average of KTIP pass rates	1
Overall mean of New Teacher Survey	1

  

4.00 - 3.50	Excellent Performance
3.49 - 3.00	Satisfactory Performance
2.99 - 2.75	At Risk of Low Performance
< 2.75	Low Performance

The KEPP report card system has been in effect for over 5 years, and the measures used to determine program quality, especially related to the QPI, were due for revision. The EPSB approved the establishment of the Educator Preparation Program Quality Measurement Committee at the May 14, 2007 board meeting. This committee is responsible for examining the existing measures and for recommending improved measures where needed.

The Educator Preparation Program Quality Measurement Committee met on May 14, 2007. At this meeting the committee agreed that the QPI portion of the KEPP report card is inadequate. The committee recommends the following changes to the Quality Performance Index portion of the KEPP report card:

The Educator Preparation Program Quality Measurement Committee recommends that the Quality Performance Index (QPI) requirement as defined in 16 KAR 5:010 (Section 14 1c, Section 14 2b, and Section 25 18 a-e) be waived indefinitely as a component of the Kentucky Educator Preparation Program (KEPP) Report Card. The committee agrees that there are major concerns associated with each of the three components of the QPI and that these concerns call into question the validity of the index as an effective measure of quality. NCATE Standard 2 requires that the educator preparation units conduct thorough studies to establish fairness, accuracy, and consistency of their performance assessment procedures. As the agency that enforces this standard through the accreditation process, the EPSB's program quality measures should meet these same requirements. The committee recognizes that the problems associated with the QPI will need to be addressed in a thoughtful manner, and we do not feel that the QPI concerns can be rectified prior to the fall 2007 KEPP report card. The committee recommends that the electronic version of the KEPP report card remain on the EPSB website but that the QPI portion of the report card be removed until a valid measure(s) of program quality can be identified and developed. The Educator Preparation Program Quality Measurement

Committee will continue to meet on a regular basis in order to assist the EPSB staff in identifying possible program quality assessments.

**Alternative Actions:**

1. Approve the recommendation made by the Educator Preparation Program Quality Measurement Committee to waive the QPI requirement of the KEPP report card as defined in 16 KAR 5:010 (Section 14 1c, Section 14 2b, and Section 25 18 a-e)
2. Modify the recommendation made by the Educator Preparation Program Quality Measurement Committee to waive the QPI requirement of the KEPP report card as defined in 16 KAR 5:010 (Section 14 1c, Section 14 2b, and Section 25 18 a-e)
3. Do not approve the recommendation made by the Educator Preparation Program Quality Measurement Committee to waive the QPI requirement of the KEPP report card as defined in 16 KAR 5:010 (Section 14 1c, Section 14 2b, and Section 25 18 a-e)

**Staff Recommendation:**

Alternative Action 1

**Rationale:**

The Quality Performance Index (QPI) portion of the KEPP report card is calculated from the data collected from 3 program assessments: (1) Praxis II pass rate, (2) KTIP pass rates, and (3) New Teacher Survey mean. The Educator Preparation Program Quality Measurement Committee agrees that these three assessments do not adequately measure program quality for the following reasons:

- Praxis II pass rates are variable across education units. This variability occurs because some units require all candidates to pass Praxis prior to program completion while other units do not enforce such a requirement. The program completer/pass rate variability precludes using Praxis II pass rates as an adequate measure of program quality.
- The KTIP pass rates data do not provide scores in a broad enough range to assess program quality
- The New Teacher Survey questions are not adequately aligned to the teacher standards.

**Contact Person:**

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**Executive Director**

**Date:**

June 18, 2007

**June 18, 2007**



**EDUCATION PROFESSIONAL STANDARDS BOARD**

**STAFF NOTE**

**Action Item, Waiver C**

**Action Item:**

Request for Waiver of Three Years of Successful Teaching Experience for Certificate Renewal

**Applicable Statute or Regulation:**

16 KAR 4:060 Section 1 (3) (a) (2) and Section 2

**Applicable Goal:**

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

**Issue:**

Should the Education Professional Standards Board waive the requirement of six new semester hours or three years of successful teaching experience during the previous five years of experience for a teacher who has attained Rank II?

**Background:**

Ms. Angela Walsh is requesting a waiver of the teaching experience requirement for the renewal of her five-year certificate. Her Professional Certificate for Teaching Spanish, Grades P-12, expires on June 30, 2007, and her certificate is renewable by experience since she has completed a master's degree. Ms. Walsh has accumulated only one and one-half years of teaching experience during the past five years and is asking the board to consider her other experiences during the 2006-07 school year outside the public school setting, as well as to waive the three-year experience requirement on the professional certificate.

**Alternative Actions:**

1. Approve the waiver request
2. Do not approve the waiver request

**Contact Person:**

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**Executive Director**

**Date:**

June 18, 2007

# Agenda Book

## 16 KAR 4:060. Certificate renewals and successful teaching experience.

RELATES TO: KRS 161.020, 161.028, 161.030

STATUTORY AUTHORITY: KRS 161.028, 161.030

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.020, 161.028, and 161.030 require that a teacher and other professional school personnel hold a certificate of legal qualification for his or her respective position to be issued upon completion of a program of preparation prescribed by the Education Professional Standards Board. KRS 161.020 provides that the validity and terms for the renewal of a certificate shall be determined by the laws and administrative regulations in effect at the time the certificate was issued. This administrative regulation establishes certificate renewal provisions and the requirements for successful teaching experience for certificate issuance and renewal.

Section 1. Certificate Renewals. (1) If the renewal of a teaching certificate requires the completion of additional academic course work in lieu of teaching experience, the credits shall be selected from the Planned Fifth-Year Program.

(2) Except as provided in KRS 161.030(3), a teaching certificate shall be issued for a duration period of five (5) years, with provision for subsequent five (5) year renewals.

(3)(a) A certificate shall be renewed for subsequent five (5) year periods upon the completion of:

1. Three (3) years of successful teaching experience as established in Section 2 of this administrative regulation; or

2. At least six (6) semester hours of credit or the equivalent in professional development defined in 16 KAR 8:020.

(b) The requirements of this subsection shall apply to teachers who have completed the Fifth Year Program renewal requirements established in 16 KAR 8:020 and 16 KAR 2:010, Section 3.

(4) The renewal requirements shall be completed by September 1 of the year of expiration of the certificate.

(5)(a) Upon expiration, a regular certificate shall be extended for one (1) time for the one (1) year period immediately following the expiration date upon completion of at least one-third (1/3) of the renewal requirements and upon recommendation by the employing school superintendent. The remainder of the renewal requirements shall be completed within the one (1) year period of reinstatement.

(b) Application for the extension shall be made on Form TC-2.

(6)(a) Experience in the armed forces of the United States of America shall be accepted toward the renewal of a teaching certificate in lieu of required teaching experience as established in Section 2 of this administrative regulation, if the applicant held a valid certificate prior to entering military service.

(b) The validity period of a certificate held by a person at the time of entry into the armed forces of the United States of America shall be extended for the same period of time for which it was valid at the time of entry, beginning from the date of discharge.

(7) For a certificate requiring teaching experience for renewal, experience as a substitute teacher shall be accepted in lieu of required teaching experience as established in Section 2 of this administrative regulation if the holder of the certificate:

(a) Was employed officially by the local board of education;

(b) Was paid through the board of education; and

(c) Substituted in his certification area no less than thirty (30) teaching days per semester.

(8) Work experience at the Education Professional Standards Board, Kentucky Department of Education, or other state or federal educational agency with oversight for elementary and secondary education shall be accepted toward the renewal of a teaching certificate in lieu of teaching experience as established in Section 2 of this administrative regulation.

(9) Teaching experience at a regionally- or nationally-accredited institution of higher education in the academic subject area for which the teacher holds certification shall be accepted toward the renewal of a teaching certificate in lieu of teaching experience as established in Section 2 of this administrative regulation.

(10) Application for certification renewal shall be made on Form TC-2.

Section 2. Successful Teaching Experience for Certificate Issuance and Renewal. (1) Successful teaching experience shall be in a position directly corresponding to the type of teaching certificate for which the application is being made.

(2) A full year of experience shall include at least 140 teaching days of employment performed within the academic year.

(3) A half year of experience shall include at least seventy (70) teaching days of employment performed within an academic semester.

(4) The experience shall include employment on at least a half-time basis as defined in 16 KAR 7:010.

(5) The experience may include employment in either a public school or a regionally- or nationally-accredited nonpublic school.

(6) Experience as a home school teacher shall not be accepted as successful teaching experience.

(7) The superintendent of the employing district or chief school officer of the employing nonpublic school shall verify successful teaching experience on the certification application, Form TC-1 for initial certification or Form TC-2 for certificate renewal.

Section 3. Incorporation by Reference. (1) The following material is incorporated by reference:

(a) Form TC-1, rev. 9/2000, Education Professional Standards Board; and

(b) Form TC-2, rev. 9/2000, Education Professional Standards Board.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Education Professional Standards Board, 100 Airport Road, 3rd Floor, Frankfort, Kentucky 40602, Monday through Friday, 8 a.m. to 4:30 p.m. (SBE 42.821, .825, .826, .882, .887; 1 Ky.R. 495; eff. 3-12-75; Am. 5 Ky.R. 602; eff. 3-7-79; 11 Ky.R. 628; eff. 11-13-84; 23 Ky.R. 3922; eff. 7-2-97; 24 Ky.R. 1947; 2372; eff. 5-18-98; 28 Ky.R. 248; 626; eff. 9-5-2001; recodified from 704 KAR 20:060, 7-2-2002.)

**EDUCATION PROFESSIONAL STANDARDS BOARD**

**STAFF NOTE**

**Action Item, Waiver D**

**Action Item:**

Request for Waiver of the Required 15 Hours Per Week for Participation in KTIP

**Applicable Statute or Regulation:**

KRS 161.030(5)  
16 KAR 7:010 Section 1(1)

**Applicable Goal:**

Goal 4: Every credentialed educator participates in a high quality induction into the profession and approved educational advancement programs that support effectiveness in helping all students achieve.

**Issue:**

Should the Education Professional Standards Board waive the requirement of fifteen (15) hours per week to participate in the Kentucky Teacher Internship Program (KTIP)?

**Background:**

KRS 161.030 requires that all new teachers and out-of-state teachers with less than two (2) years of successful teaching experience who are seeking initial certification in Kentucky serve a one (1) year internship. The teacher must be a full-time employee or must have an annual contract and serve on at least a half-time basis.

16 KAR 7:010 defines half-time basis as teaching fifteen (15) hours per week in the intern's area of certification.

Ms. Kaye Wilkins, Assistant Superintendent for Russellville Independent Schools, is requesting a waiver on behalf of Mr. James Ryan Davenport. Ms. Wilkins requests that Mr. Davenport be allowed to participate in KTIP teaching physical education for nine (9) hours per week at Russellville Middle School. The middle school houses seventh and eighth grade students and only offers two classes of physical education each day. The remainder of the day Mr. Davenport would be teaching special education on an emergency certificate.

**Alternative Actions:**

1. Approve the waiver request.
2. Do not approve the waiver request.

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**Contact Person:**

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**Executive Director**

**Date:**

June 18, 2007

# Agenda Book

## 16 KAR 7:010. Kentucky Teacher Internship Program.

RELATES TO: KRS 156.101, 161.028, 161.030, 161.048, 161.095

STATUTORY AUTHORITY: KRS 161.028(1)(a), 161.030, 161.1222

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.030(5) requires that all new teachers and out-of-state teachers with less than two (2) years of successful teaching experience who are seeking initial certification in Kentucky shall serve a one (1) year internship. This administrative regulation establishes the requirements for the Kentucky Teacher Internship Program.

Section 1. Definitions. (1) "Half-time basis" means teaching fifteen (15) hours per week in the intern's area of certification.

(2) "Instructional day" means a day that:

(a) The teacher intern is performing regular teaching responsibilities in an instructional setting, or is completing professional development for compensation from the district or employing school; and

(b) Does not include annual leave, sick leave, or other authorized or unauthorized leave time.

(3) "Resource Teacher Time Sheet" means a copy of the document of the same name that is contained on the Education Professional Standards Board (EPSB) Web site, [www.kyepsb.net](http://www.kyepsb.net) and in the publication, "Guiding and Assessing Teacher Effectiveness: A Resource Guide for Kentucky Teacher Internship Program Participants."

(4) "Teacher intern" means any new teacher or out-of-state teacher with less than two (2) years of successful teaching experience, preschool through grade twelve (12), who has obtained a provisional certificate and is seeking initial certification in Kentucky.

Section 2. Basis for Professional Judgment by the Beginning Teacher Committee. (1) A teacher intern and the beginning teacher committee shall follow the requirements established in this administrative regulation and in "Guiding and Assessing Teacher Effectiveness: A Resource Guide for Kentucky Teacher Internship Program Participants".

(2) In arriving at its professional judgment, the beginning teacher committee shall take into consideration the progress of the teacher intern throughout the school year and, particularly, the level of performance that has been achieved near the end of the internship. The beginning teacher committee shall determine the progress and improvement of the teacher intern, pursuant to KRS 161.030, by:

(a) A systematic observation of classroom performance;

(b) An ongoing review of documented evidence developed by the intern of progress toward demonstration of the applicable standards; and

(c) A review of the teacher intern's response to the suggestions and recommendations made by the beginning teacher committee during its meetings with the teacher intern throughout the internship.

(3) Throughout the internship, the teacher intern and the beginning teacher committee shall utilize the New Teacher Standards for Preparation and Certification established by the Education Professional Standards Board in 16 KAR 1:010. Interns and their committees utilizing the new Teacher Performance Assessment shall use the benchmarks for each standard as outlined in the Teacher Performance Assessment Handbook.

(4) For interns and committees utilizing the new Teacher Performance Assessment, the intern shall demonstrate a Leadership Standard. Scoring for the Leadership Standard shall not apply to a determination of the intern's success or failure of the internship.

Section 3. Beginning Teacher Committee Membership Appointment. (1)(a) School districts shall maintain a pool of resource teachers and principals who have successfully completed the Kentucky Teacher Internship Program Committee training in order to assure eligibility for appointment to beginning teacher committees.

(b) The Kentucky Teacher Internship Program Committee training may be approved for up to twelve (12) hours of professional development credit toward the continuing education requirements for resource teachers pursuant to KRS 161.095 and Effective Instructional Leadership Act (EILA) credit for administrators pursuant to KRS 156.101.

(2) The employing school district shall recommend principals and resource teachers for appointments by the Education Professional Standards Board to beginning teacher committees.

(3) If the teacher intern is teaching at a nationally or regionally accredited nonpublic school without a principal, the accrediting organization's guidelines for designating the school head or school leader shall be used by the employing school in making the recommendation for appointment of the principal member. If no guidelines exist, the school shall provide a written rationale for the appointment to the Education Professional Standards Board for approval.

(4) Representatives of the teacher training institutions shall consult the Education Professional Standards Board with respect to the school districts and the geographical area to be served by teacher educator members on beginning teacher committees. All teacher educators shall have completed the Kentucky Teacher Internship Program Committee training in order to assure eligibility for appointment to beginning teacher committees.

(5) The teacher training institution shall appoint a teacher educator no later than October 1 for the fall semester and February 15 for the spring semester. If the teacher intern is employed after the date required for appointment of the teacher educator, the teacher training institution shall appoint a teacher educator no later than ten (10) days after being notified by the district of the need for a teacher educator.

(6) If the superintendent or designated nonpublic school head or leader determines that a teacher educator is unsuitable for appointment, the superintendent or designated nonpublic school head or leader shall submit a written request for removal to the Education Professional Standards Board. The request shall contain the following:

(a) The facts and circumstances that form the basis for removal for cause; and

(b) The name of a qualified replacement submitted after consultation with the district or employing school Kentucky Teacher Internship Program Coordinator.

(7) The Education Professional Standards Board shall send written notification to the teacher intern, the beginning teacher committee, the superintendent or designated nonpublic school head or leader, and the teacher training institution of its decision regarding the request for removal.

Section 4. Requirements for Time in the Internship and Classroom Assignment. (1) The one (1) year internship shall be completed during one (1) of the following:

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(a) No less than 140 instructional days of employment in a certified position in the intern's area of certification for which the teacher intern receives compensation during one (1) school year; or

(b) Two (2) semesters totaling at least 140 instructional days of employment in a certified position in the intern's area of certification for which the teacher intern receives compensation in two (2) consecutive school years.

(2) The internship shall be established for each teacher intern whose initial employment begins at any time during the school term except if the date of employment does not allow for completion of at least seventy (70) instructional days of employment during the school year. If the period of employment is less than seventy (70) instructional days in a school year, the local school district shall declare an emergency as provided in KRS 161.100, authorizing the superintendent to request an emergency teaching certificate. The employing school district shall be responsible for providing assistance and supervision to the new teacher during the period of employment under an emergency certificate.

(3)(a) The school district or nonpublic school shall complete and submit to the Education Professional Standards Board the Confirmation of Employment in electronic form or in hard copy if the electronic submission system is unavailable:

1. On or before October 15 for a teacher intern participating in the internship for the fall semester; or

2. On or before February 15 for a teacher intern participating in the internship for the spring semester.

(b) If the teacher intern begins employment after the dates established for submission of the Confirmation of Employment in paragraph (a) of this subsection, the school district or employing school shall submit the Confirmation of Employment in electronic form or in hard copy if the electronic submission system is unavailable within ten (10) days of the date of hire. A one (1) year internship certificate shall be issued in accordance with the provisions of 16 KAR 2:010 and 16 KAR 4:050.

(c) If the district fails to report verification of enrollment in the internship by the applicable date established in paragraph (a) or (b) of this subsection, and there is insufficient time remaining for the teacher intern to complete the number of days required under subsection (1) of this section, the district shall declare an emergency as provided in KRS 161.100, and the teacher intern shall enroll in the internship in the next semester of employment when at least seventy (70) instructional days are available.

(d) Failure to submit the completed Confirmation of Employment or declare an emergency in accordance with paragraph (a), (b), or (c) of this subsection shall:

1. Be a violation of KRS 161.020; and

2. Result in the number of days the teacher intern taught without a valid certificate being included in the out of field report submitted to the Commissioner of the Department of Education in accordance with KRS 161.1221.

(4) A teacher intern may participate in the internship if the intern is teaching on at least a half-time basis. A school district or nonpublic school offering employment to a new teacher for part-time services which do not conform to the definition of half-time basis shall request a waiver from the Education Professional Standards Board staff for the new teacher to participate in the Kentucky Teacher Internship Program. The waiver request shall detail how the part-time employment offered by the district or nonpublic school is commensurate with the half-time basis requirement of this administrative regulation.

(5)(a) Termination or resignation of the internship shall be prohibited unless a written resignation detailing the facts surrounding the resignation is received and approved by:

1. The superintendent or designated nonpublic school head or leader; and

2. The Education Professional Standards Board staff.

(b) A teacher intern who terminates or resigns the internship without the approval of the Education Professional Standards Board staff shall be recorded as unsuccessfully completing the internship for that school year.

(6) The internship shall be established in a classroom which corresponds to the certificate of the teacher intern. An internship shall not be established in a classroom designated as an alternative school, classroom or program unless the district superintendent or designated nonpublic school head or leader submits a written request for a waiver to the staff of the Education Professional Standards Board. The request shall include the following:

(a) The type of students that attend the alternative school, classroom or program;

(b) The student selection and placement process;

(c) The level of support for students and faculty provided by the district or nonpublic school;

(d) The degree of administrative support within the program, classroom or school;

(e) The location and facility that houses the program, classroom or school;

(f) The instructional resources available to the faculty;

(g) The curriculum used by the program, classroom or school;

(h) The manner in which the program, classroom or school collaborates with other schools within the district;

(i) The current faculty and staff positions assigned to the program, classroom or school;

(j) A brief description of how a teacher intern placed in the alternative program, classroom or school could demonstrate that the teacher intern has met all of the applicable standards;

(k) Contact information for an individual who could provide additional information about the request; and

(l) A signed affidavit by the superintendent, the superintendent's designee, or the designated nonpublic school head or leader confirming the information.

(7) The Education Professional Standards Board staff shall grant the waiver if there is a determination that the request and accompanying documentation sufficiently demonstrate that the level of support and services provided to the teacher intern assigned to an alternative school, classroom, or program is equivalent to that provided to a teacher intern placed in a nonalternative setting.

(8) If the waiver is granted, it shall remain in effect for the duration of the internship.

Section 5. Designation and Duties of Chair; Responsibilities of Resource Teacher, Teacher Intern, and Teacher Educator; Requirements for Timing and Content of Beginning Teacher Committee Meetings. (1) The principal member of the three (3) person beginning teacher committee shall serve as chair and shall be responsible for convening the committee and coordinating its efforts by scheduling observations and committee meetings. The chair shall be responsible for the timely submission of all documents and reports of the beginning teacher committee as required by this administrative regulation. All documents and reports shall be submitted through the electronic reporting system, or by hard copy if the electronic reporting system is unavailable. In addition, the chair shall:

(a)1. Make three (3) official observation visits to the teacher intern's classroom with each observation lasting one (1) hour in duration or one (1) class period; or

2. Make two (2) one (1) hour or one (1) class period observation visits followed by an observation of the teacher intern's one (1) hour or one (1) class period videotaped classroom lessons;

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- (b) Conduct a lesson plan review prior to each of the three (3) observations and a postobservation conference after each observation;
  - (c) Report progress observed and concerns to the committee at the scheduled committee meetings;
  - (d) Monitor the time that the resource teacher spends with the teacher intern both in and out of class and sign the electronic version of the resource teacher time sheets or the hard copy of the resource teacher time sheets if the electronic reporting system is unavailable; and
  - (e) Ensure that all program policies and procedures are followed.
- (2) The resource teacher shall be a mentor to the teacher intern and assess the teacher intern's progress in the internship.
- (a) The resource teacher, upon completion of Kentucky Teacher Internship Program Committee Training and upon appointment, shall begin to assist the teacher intern.
  - (b) The resource teacher shall spend a minimum of twenty (20) hours working with the teacher intern in the classroom setting.
    - 1. As a portion of the twenty (20) hours, the resource teacher shall conduct:
      - a. Three (3) official observations with each observation lasting one (1) hour in duration or one (1) class period; or
      - b. Two (2) observations lasting one (1) hour in duration or one (1) class period followed by an observation of the teacher intern's one (1) hour or one (1) class period videotaped classroom lessons.
    - 2. The observations shall be preceded by a preobservation conference and lesson plan review and shall be concluded with a postobservation conference.
    - (c) Pursuant to the resource teacher requirements established in KRS 161.030(7), a resource teacher shall complete at least fifty (50) hours of out-of-class time identified in KRS 161.030 in consultation with the teacher intern to:
      - 1. Assist the teacher intern in the development of the professional growth plan;
      - 2. Assist the teacher intern in areas identified in the professional growth plan;
      - 3. Assist the teacher intern with instructional activities such as planning, management techniques, assessment, and parent conferences;
      - 4. Arrange activities for the teacher intern such as attendance at seminars, conferences, or lectures offering educational assistance commensurate with the teacher intern's professional growth plan;
      - 5. Continually assess the teacher intern's progress in the internship in relation to each of the new teacher standards; and
      - 6. Enter and submit data into the online Resource Teacher Time Sheet or the hard copy of that document if the electronic reporting system is unavailable. This document is located within "Guiding and Assessing Teacher Effectiveness: A Resource Guide for Kentucky Teacher Internship Program Participants," incorporated by reference.
    - (d) The resource teacher shall divide the consultation time required in paragraph (c) of this subsection into appropriate increments that provide support for the teacher intern throughout the semester. The resource teacher shall not spend this required consultation time with the teacher intern at required in school or district-wide meetings, or any other activity for which the resource teacher receives compensation from the district or employing school, to include a professional development activity.
  - (3) The teacher intern shall:
    - (a) Complete all requirements of the Kentucky Teacher Internship Program as established in KRS 161.030 and this administrative regulation, including compliance with the new teacher standards;
    - (b) Attend the orientation, preobservation and postobservation conferences with individual committee members, and all beginning teacher committee meetings;
    - (c) Participate with the resource teacher in the fifty (50) hours of consultation time to be spent outside of an instructional setting;
    - (d) Cooperate with the resource teacher in completing the twenty (20) hours of instructional observation;
    - (e) Complete a professional growth plan (PGP);
    - (f) Prepare for three (3) official one (1) hour observations by each committee member during the year, including submitting a written lesson plan to the observer in a timely fashion prior to each visit. Each observation shall be one (1) hour in duration or one (1) class period;
    - (g) Develop documentary evidence of progress toward demonstration of the applicable standards for presentation and review at committee meetings; and
    - (h) Review all electronic documents completed by the beginning teacher committee and affix an electronic signature if required. If the electronic version of the documents are unavailable through the electronic reporting system, the teacher intern shall review and sign hard copy versions of these documents.
  - (4) The teacher educator shall:
    - (a)1. Make three (3) official observations of the teacher intern with each observation lasting one (1) hour in duration or one (1) class period; or
    - 2. Make two (2) observations of one (1) hour in duration or one (1) class period, followed by an observation of the teacher intern's one (1) hour or one (1) class period videotaped classroom lessons;
    - (b) Conduct a lesson plan review prior to each of the three (3) observations and a post-observation conference after each observation; and
    - (c) Report progress observed and concerns to the committee at the scheduled committee meetings.
  - (5) Observations and committee meetings shall be scheduled in accordance with the following:
    - (a) The orientation meeting shall be held prior to the conduct of any formal classroom observations of the teacher intern;
    - (b) The second meeting shall be held between one (1) and sixty (60) instructional days following the orientation meeting and shall have been preceded by classroom observations by all committee members;
    - (c) The third meeting shall be held between sixty-one (61) and 110 instructional days following the orientation meeting and shall have been preceded by a second set of classroom observations by all committee members; and
    - (d) The fourth meeting shall be held between 111 and 140 instructional days following the orientation meeting and shall have been preceded by a third set of classroom observations by all committee members.
  - (6) Committees formed during the spring semester shall establish a meeting schedule that observes the time sequences established in subsection (5) of this section for the full-year teacher interns but which shall span the spring and fall semesters of two (2) school years.
  - (7)(a) Classroom observations conducted by committee members shall be:
    - 1. Of at least one (1) hour or one (1) class period in duration; and

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2. In the classroom or at the work station of the teacher intern.
  - (b) Additional classroom observations may be conducted at the option of the committee.
  - (c) All classroom observations shall be scheduled in advance in order to provide adequate time for preparation by the teacher intern.
    - (8) All members of the committee shall attend all four (4) meetings of the committee.
    - (9) At the orientation meeting of the beginning teacher committee, the following items shall be addressed:
      - (a) Expectations on the part of the teacher intern and each committee member;
      - (b) Procedures and materials for classroom observations;
      - (c) Use of classroom observation data in designing the teacher intern's professional growth plan;
      - (d) Requirements for the teacher intern for compiling documentary evidence of progress toward demonstration of the applicable standards;
      - (e) General schedule for the events to take place during the internship program; and
      - (f) Work of the resource teacher with the teacher intern.
    - (10)(a) The primary purpose of the second and third committee meetings shall be to provide the teacher intern with information based on classroom observations, review of the teacher intern's documented evidence of progress toward demonstration of the applicable standards, and reports of the resource teacher that shall support the growth of the teacher intern.
      - (b) The committee shall provide the teacher intern at the second, third, and fourth meetings with a consensus assessment of the teacher intern's progress in the internship in relation to each of the new teacher standards.
    - (11) The Professional Growth Plan (PGP) shall be initiated at the second committee meeting.
    - (12) The third meeting shall include a review of expectations for the performance of the teacher intern, taking into account the reflections of the teacher intern and the committee members, and incorporating these expectations and reflections into the PGP.
    - (13) The fourth meeting shall include a professional judgment by the committee members on the satisfactory completion of the one (1) year internship. This judgment shall be based upon the teacher intern's ability to meet the requirements of all new teacher standards.

### Section 6. Decision by the Beginning Teacher Committee, Reporting, and Certification Actions.

- (1)(a) The decision of the beginning teacher committee as to satisfactory completion of the internship for all full-year teacher interns shall be reported by the chair to the local school superintendent or other employer and to the Education Professional Standards Board by May 1 or no later than two (2) weeks following the final committee meeting, whichever occurs first.
  - (b) For midyear teacher interns completing the internship in December, the final report shall be submitted by December 15.
  - (c) The final report shall be accompanied by the resource teacher time sheets.
- (2) If a teacher intern's performance is judged by the committee to be unsatisfactory, the teacher intern shall have the opportunity to repeat the internship during one (1) additional year contingent upon employment within the period of validity of the statement of eligibility for internship. If the teacher intern does not successfully complete the internship during the period of validity of the statement of eligibility, the teacher intern shall requalify for admission to the remaining one (1) year of internship by meeting the requirements in effect at the time of reapplication for certification.
  - (3)(a) If the teacher intern is unable to complete the internship within one (1) school year in accordance with the requirements of Section 5 of this administrative regulation, an interim report shall be submitted to the EPSB through the electronic system, or by hard copy if the electronic system is unavailable within ten (10) days of the date the internship ceases.
    - (b) Under extraordinary circumstances and with the approval of the EPSB, the teacher intern may continue the internship during a subsequent school year if employed in a public or nonpublic accredited school. Extraordinary circumstances shall include:
      1. Serious medical conditions;
      2. Temporary disability; or
      3. Military deployment.
  - (c) The provisions of Section 4 of this administrative regulation shall not apply in this situation.

### Section 7. Payments to Committee Members. (1) In accordance with the budgetary act, the Education Professional Standards Board shall contract with the local school district, or make other appropriate arrangements, for:

- (a) The direct service of a resource teacher to each teacher intern;
  - (b) Participation in classroom observations and committee meetings; and
  - (c) The employment of substitute teachers to provide at least twenty (20) clock hours of released time for the resource teacher to observe and assist the teacher intern during normal working hours.
- (2) A resource teacher shall:
    - (a) Not serve as a resource teacher for more than one (1) teacher intern concurrently; and
    - (b) Be paid a stipend in accordance with subsection (3) of this section.
  - (3)(a) Except as provided by paragraphs (b) and (c) of this subsection, the stipend shall be:
    1. \$1,400 for a year of service; and
    2. Disbursed in accordance with KRS 161.030(6)(f) on a biannual basis corresponding to the semester in which the mentoring occurred or on an annual basis for full-year interns with payment being disbursed at the end of the one (1) year internship.
      - a. The frequency of the disbursement shall be at the option of the district if the resource teacher is serving in a public school district.
      - b. If the resource teacher is serving in a nonpublic school, the frequency of the disbursement shall be determined by the submission of the resource teacher time sheets.
    - (b) If the school or school district where the internship takes place fails to submit the time sheets by the date stipulated in Section 6(1) of this administrative regulation, the Education Professional Standards Board staff shall refuse payment of the stipend.

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(c) The stipend shall be prorated if the required number of hours are not performed and documented in legitimate and appropriate pursuit of successful completion of the internship pursuant to the requirements of Section 5(2) of this administrative regulation.

Section 8. Use of the New Teacher Performance Assessment by Internship Participants. (1) Beginning with the 2006-07 school year, and for full-year interns beginning the Fall of 2007, a school or district may require all interns employed to use the new Teacher Performance Assessment in lieu of the traditional internship assessments contained within "Guiding and Assessing Teacher Effectiveness: A Resource Guide for Kentucky Teacher Internship Program Participants."

(2) Beginning January 1, 2008, all school districts and all nonpublic schools participating in the Kentucky Teacher Internship Program shall use the new Teacher Performance Assessment with all interns beginning their internship in lieu of the traditional internship assessments contained within "Guiding and Assessing Teacher Effectiveness: A Resource Guide for Kentucky Teacher Internship Program Participants"

(3) Prior to serving as a member of the beginning teacher committee for a teacher intern using the new Teacher Performance Assessment, the principal, resource teacher, and teacher educator each shall have completed the new Teacher Performance Assessment internship committee training.

(4) During the year of the internship using the new Teacher Performance Assessment, the teacher intern and the beginning teacher committee shall utilize the Kentucky Internship Program scoring rubrics and forms contained within the Kentucky Teacher Internship Program Teacher Performance Assessment Handbook, incorporated by reference.

(5) To the extent that they do not conflict with this section, all other provisions of this administrative regulation shall apply to the intern using the new Teacher Performance Assessment.

(6) Participation in the Kentucky Teacher Internship Program using the new Teacher Performance Assessment shall not alter any rights ordinarily afforded to teacher interns or employing schools or school districts under the Kentucky Teacher Internship Program. Use of the new Teacher Performance Assessment shall not form a basis for appeal of a teacher intern's failure of the Kentucky Teacher Internship Program.

Section 9. Appeals. (1)(a) Appeals by teacher interns shall be reviewed by a committee of four (4) persons. The appeals committee shall include:

1. One (1) teacher;
2. One (1) principal;
3. One (1) teacher educator; and
4. The Executive Director of the Education Professional Standards Board, or his or her designee.

(b) The committee members shall be chosen from a pool of committee candidates appointed annually by the Education Professional Standards Board.

(c) An appeals committee member shall not take part in a decision in which the member has an interest or is biased.

(2)(a) The teacher intern shall file the appeal within thirty (30) calendar days of the date the written notice of failure of the internship is received by the teacher intern by certified mail return receipt requested. If the teacher intern fails to maintain a current address with the Education Professional Standards Board or refuses to claim the certified mail, the appeal shall be filed within thirty-five (35) days of the date the notice is mailed to the teacher intern's last known address.

(b) Upon receipt of the appeal, the Education Professional Standards Board shall send a copy to the members of the beginning teacher committee. Each member may file a written response within fifteen (15) days of receipt.

(3)(a) The appeals committee shall review the written appeal by the teacher intern, all beginning teacher committee reports, any additional documentation that accompanied the final report, and any written responses from the members of the beginning teacher committee.

(b) The appeals committee shall base its recommendation upon the following requirements:

1. Evidence of the teacher intern's ability to meet the requirements of the new teacher standards;
2. Appropriate documentation of at least twenty (20) hours in the instructional setting and fifty (50) hours outside normal working hours spent by the resource teacher in assisting the teacher intern;
3. Assignment of beginning teacher committee members in accordance with legal requirements;
4. Compliance with the requirements for the timing, content, reporting, and signing of teacher intern performance records, meeting and observation forms, and resource teacher time sheets; and
5. Agreement between teacher intern performance records, professional growth plans, beginning teacher committee meeting reports, and the final decision of the committee.

(4) The appeals committee shall make a recommendation to the Education Professional Standards Board on the appeal within sixty (60) days following the receipt of the appeal, unless good cause exists for additional time. The Education Professional Standards Board shall issue a final decision in each appeal reviewed by the appeals committee. The Education Professional Standards Board may consider the appeals committee recommendation and the records reviewed by the appeals committee in issuing its decision.

(5) If the decision of the beginning teacher committee is not upheld, the Education Professional Standards Board shall issue the appropriate certificate to the teacher intern.

(6) If the decision of the beginning teacher committee is upheld, the Education Professional Standards Board shall issue another Statement of Eligibility for Internship, unless:

(a) The teacher intern has exhausted the two (2) year provision for participation in the Kentucky Teacher Internship Program; or

(b) The period of validity of the statement of eligibility has expired.

(7) If, during the appeal process, it becomes evident that the beginning teacher committee has committed some procedural violation during the internship which makes it impossible to determine if the teacher intern has in fact been unsuccessful, the Education Professional Standards Board may nullify the internship and allow the teacher intern to repeat the internship without penalty.

(8) If the teacher intern is not satisfied with the decision of the board based on the recommendation of the appeals committee, the teacher intern may request a formal hearing under the provisions of KRS Chapter 13B. The request shall be filed in writing with the Executive Director of the Education Professional Standards Board within fifteen (15) calendar days of the date the board's decision is received by the teacher intern.

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(9) In notifying the teacher intern of the board's decision, the Education Professional Standards Board shall send the decision of the board by certified mail to the last known address of the teacher intern. If the teacher intern fails to notify the Education Professional Standards Board of an updated or correct address, or refuses to claim the certified mail when presented, the request for a hearing shall be filed in writing with the Executive Director of the Education Professional Standards Board within (20) calendar days of the date the board's decision is mailed to the teacher intern by certified mail.

Section 10. A teacher intern who has not successfully completed the internship and has exhausted the two (2) year provision for participation in the Kentucky Teacher Internship Program shall not be eligible for a Kentucky teaching certificate under this administrative regulation.

Section 11. An intern serving the internship in Interdisciplinary Early Childhood Education (IECE) shall successfully demonstrate the new teacher standards as adapted to the IECE standards and shall utilize the IECE Observation Instrument incorporated by reference.

Section 12. Incorporation by Reference. (1) The following material is incorporated by reference:

(a) "Guiding and Assessing Teacher Effectiveness: A Resource Guide for Kentucky Teacher Internship Program Participants," March 2005 edition;

(b) "Statement of Eligibility/Confirmation of Employment form," revised November 2004;

(c) "Kentucky Teacher Internship Program Teacher Performance Assessment Handbook", June 2006 edition;

(d) KTIP TPA Intern Performance Record, June 2006 edition; and

(e) "IECE Observation Instrument", January 2005 edition.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Education Professional Standards Board, 100 Airport Road, 3rd Floor, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. (22 Ky.R. 1422; Am. 1602; eff. 3-7-96; 25 Ky.R. 129; eff. 9-3-98; 26 Ky.R. 1043; 1557; eff. 2-14-2000; 27 Ky.R. 3158; 28 Ky.R. 380; eff. 8-15-01; Recodified from 704 KAR 20:690, 7-2-02; 30 Ky.R. 372; 902; 1198; eff. 12-1-03; 31 Ky.R. 1868; 32 Ky.R. 40; eff. 8-29-05; 33 Ky.R. 843; 1277; eff. 12-1-06.)