

EPSB Mission Statement:

The Education Professional Standards Board, in full collaboration and cooperation with its education partners, promotes high levels of student achievement by establishing and enforcing rigorous professional standards for preparation, certification, and responsible and ethical behavior of all professional educators in Kentucky.

EPSB Special Meeting Agenda

EPSB Offices

100 Airport Road, 3rd Floor, Conference Room A, Frankfort, KY 40601

March 17, 2014

Monday, March 17, 2014

9:00 AM EST Call to Order

Roll Call

Open Speak

Recognition of Former Board Member

Approval of Consent Items

- A. Approval of January 27, 2014 EPSB Minutes (**Pages 1-30**)
- B. Biological Science Grades 8-12 (Bachelor's Level); Chemistry Grades 8-12 (Bachelor's Level); Earth Science Grades 8-12 (Bachelor's Level); Mathematics Grades 8-12 (Bachelor's Level); Physics Grades 8-12 (Bachelor's Level), University of Kentucky (Dr. Kim Walters-Parker) (**Pages 31-34**)
- C. Supporting Educator Effectiveness Development (SEED) Grant Contract Approval (Ms. Donna Brockman) (**Pages 35-36**)

Report of the Executive Director

- A. Report from the Kentucky Department of Education
- B. Report from the Council on Postsecondary Education
- C. Legislative Update (Ms. Alicia Sneed)
- D. NASDTEC Technology Committee (Mr. Jimmy Adams)

Report of the Chair

Appointments

Committee to Review the Evaluation Process of the Executive Director

Committee Reports

Information/Discussion Items

- A. Adoption of the International Reading Association Preparation Standards for Content Classroom Teachers (Dr. Walters-Parker) (**Pages 37-38**)

Agenda Book

- B. Council for the Accreditation of Educator Preparation Standards (Dr. Walters-Parker) **(Pages 39-40)**
- C. Disciplinary Process Review (Ms. Sneed) **(Pages 41-42)**
- D. Discussion to Establish Consistent EPSB Meeting Schedule (Mr. Adams) **(Pages 43-44)**

Action Items

- A. Strategic Plan (Mr. Adams) **(Pages 45-46)**
- B. 16 KAR 2.010. Kentucky Teaching Certificates, Amendment, Final Action (Ms. Sneed, Mr. John Fields) **(Pages 47-68)**
- C. 16 KAR 4.060. Certificate Renewals and Successful Teaching Certificates, Amendment, Final Action (Ms. Sneed, Mr. John Fields) **(Pages 69-82)**

Waivers

- A. 16 KAR 5:040. Admission, Placement, and Supervision in Student Teaching. Request to Waive the Student Teacher Placement Requirements – Dr. Sam Evans on behalf of Ms. Lauren Kimble (Dr. Walters-Parker) **(Pages 83-86)**
- B. 16 KAR 5:040. Admission, Placement, and Supervision in Student Teaching. Request to Waive Language Pertaining to Seventy (70) Full Days, or Its Equivalent, of Student Teaching (Dr. Walters-Parker) **(Pages 87-90)**
- C. 16 KAR 3:050. Request to waive the completion date of a principal preparation program, Dr. David Whaley on behalf of Matthew Melton (Dr. Walters-Parker) **(Pages 91-93)**

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:
April 28, 2014
EPSB Offices

Agenda Book

The actions delineated below were taken in open session of the EPSB at the January 27, 2014, special 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 Special Meeting
EPSB Offices, 100 Airport Road, 3rd Floor
Frankfort, Kentucky
January 27, 2014**

Consent Item A

Call to Order

Chair Cassandra Webb called the meeting to order at approximately 9:00 a.m. EDT.

Roll Call

The following Board members were present during the January 27, 2014, EPSB meeting: Brandy Beardsley, Bradley Bielski, Ellen Blevins, Barbara Boyd, John DeAtley, Tolya Ellis, Terry Holliday, Allen Kennedy, Marie McMillen, Mary John O’Hair, Michael Ross, Laura Schneider, Anthony Strong, Shannon Treece, Cassandra Webb and David Whaley. Sandy Sinclair-Curry was absent.

Board’s Mission Statement

Chair Webb reminded the board of its mission statement by reviewing it with the board and audience.

Open Speak

There were several requests for Open Speak.

Dr. Sam Evans

Dr. Sam Evans, Dean of the College of Education at Western Kentucky University (WKU), addressed his concerns related to action taken at the last EPSB meeting pertaining to a waiver of 16 KAR 5:040 waiving the requirement of completing 200 hours of field experience prior to the 2014 spring semester for speech language pathologist candidates enrolled at Murray State University, University of Kentucky, University of Louisville, and WKU. He stated it was his understanding that only the head of the education unit was permitted to submit a waiver request and as the dean of the College of Education at WKU, he never submitted a waiver request for this action. He stated that he believes the action taken at the October meeting has the potential to undo important work done to strengthen the programs at WKU. Chair Cassandra Webb stated that Information Item F on the meeting agenda would address this issue.

Margo Loveing

Margo Loveing is a senior at Boyce College, and she reported on her positive experiences while attending Boyce College.

Dan DeWitt

Dr. Dan DeWitt, Dean at Boyce College, stated he appreciated the insights of the accreditation audit committee and representatives at Boyce College recognized the areas for growth in its education program. He said they are aware that some issues are related to documentation practices of the program and they believe the program has a lot of potential. He said Boyce College has made several changes since the site visit, including hiring a new chairman and seeking to recruit a diverse candidate pool for new hires. Dr. DeWitt read a letter from an elementary school principal who expressed her positive experiences with Boyce College and its students. Dr. DeWitt stated that Boyce College is committed to do what it takes to make its program excellent and successful.

Approval of Consent Items

Chair Cassandra Webb requested that board members identify any items on the consent agenda which they wished to discuss prior to taking final action. No items were asked to be pulled for further discussion.

2014-001

Motion made by Dr. Bradley Bielski, seconded by Dr. Mary John O'Hair, to approve the following items on the consent agenda:

Approval of October 28, 2013, EPSB Minutes

Approval of Contracts

Moderate and Severe Disabilities Grades P-12 (Master of Arts in Education, Rank I, and Certification Only), Campbellsville University

2013-14 Emergency Non-Certified School Personnel Program, Boone County

Vote: *Unanimous*

Dr. Kim Walters-Parker recognized representatives from Campbellsville University whose program was approved.

Report of the Executive Director

Report from the Kentucky Department of Education (KDE)

Commissioner Terry Holliday reported that the Governor's proposed budget priority was K-12 education. Commission Holliday asked the board to contact their legislators so it remained a priority. The Commissioner further stated that on January 30, the Governor would hold a press conference regarding kindergarten readiness scores.

Report from the Council on Postsecondary Education (CPE)

Mr. John DeAtley reported that the proposed Governor's budget for CPE was not as positive as KDE's proposed budget. He said it would be a struggle for institutions to manage the cuts proposed in the Governor's budget, but CPE understood and applauded the Governor for what he was trying to do for P-12 education. Mr. DeAtley further stated that nine (9) partnerships are working on the Vanguard Project. Mr. DeAtley announced this would be his last EPSB meeting as he was taking a position with the National Center for Education Evaluation and Regional Assistance (NCEE).

Local Educator Assignment Data (LEAD) Report

Mr. John Fields and Ms. Cindy Godsey gave a report on the Local Educator Assignment Data (LEAD) report. Ms. Godsey stated LEAD was challenging this fall with technology issues. The EPSB IT staff worked hard to correct the issues. She thanked district staff that worked on LEAD for their time and effort. Ms. Godsey stated that almost every educator position in Kentucky was filled by an educator who has the appropriate certification and that was due, in part, to the hard work at the district level.

Data Quality Campaign 2013

Mr. Robert Brown stated the Data Quality Campaign (DQC) is a nonprofit, nonpartisan, national advocacy organization that supports state policymakers and other key leaders to promote the effective use of data to improve student achievement. DQC identified ten (10) Essential Elements of Statewide Longitudinal Data Systems and ten (10) State Actions to Support Effective Data Use as roadmaps for state policymakers. DQC annually surveys states' progress in building and using state longitudinal data systems through Data for Action. Mr. Brown informed the board that Kentucky was identified in DQC's report as being among those states having the highest quality implementation in 2013 toward teacher access to student longitudinal data, teacher-student data link, and K-12 postsecondary linkages. Mr. Brown further stated the EPSB's goal is to incorporate all ten (10) state actions to ensure effective data use. This year Kentucky had nine (9) state actions, and has seen significant improvement, in that, Kentucky had six (6) state actions in 2012 and two (2) state actions in 2011. Kentucky's partnerships – KDE, CPE, and EPSB, along with its K-12 and university partners, make a difference in the way Kentucky is highlighted. Mr. Brown stated the EPSB's work with teacher effectiveness and PGES and how data is linked with teacher preparation will help Kentucky achieve its goal of demonstrating ten (10) state actions.

Network for Transforming Educator Preparation (NTEP)

Executive Director Brown announced he would travel to Savannah, Georgia, for discussions with NTEP concerning the EPSB's milestones and where Kentucky stands in meeting its implementation plan. Mr. Brown presented to the board Kentucky's milestones, which included a draft learner- ready definition, merger of KTIP TPAs and PGES, educator preparation accountability, EPSB strategic planning, alignment to other initiatives, and identifying stakeholder engagement groups.

CAEP Alliance Renewal

Dr. Jim Cibulka, President of the Council for the Accreditation of Educator Preparation (CAEP), discussed his experiences in Kentucky and his vision of CAEP. Dr. Cibulka stated Kentucky was an inaugural state in the alliance at the time the NCATE Blue Ribbon Panel released its report at the November 2010 National Press Club. He said that Kentucky is, in many aspects, a leader in education policy. The CAEP standards were developed by a distinguished commission that was co-chaired by Commissioner Terry Holliday. Dr. Cibulka stated that Dr. Holliday brought enormous intelligence and stature to the work of the commission. He said the Blue Ribbon Panel emphasized three items: 1) This is an agenda about making the preparation of teachers a practice profession 2) This is not about tinkering; it's about transformation 3) This is a systemic challenge. Dr. Cibulka stated he was very encouraged by Kentucky's continuation in the alliance as Kentucky can lead the way and demonstrate to the country that educators can become

a practice based profession, and that we can forge an alliance between higher education and P-12 schools to serve the needs of America's learners.

Executive Director Robert Brown read the CAEP Alliance agreement and then Commissioner Terry Holliday, KACTE President Ann Larson, and Executive Director Brown signed the agreement.

Report of the Chair

Supporting Effective Educator Development (SEED) Update

Professional Learning and Assessment Division Director, Donna Brockman, provided an update on the Supporting Effective Educator Development (SEED). She reported that the National Board for Professional Teaching Standards recently awarded the SEED federal grant to four states, and Kentucky was one of the four states selected to participate in the grant. It is a three-year grant with a goal to increase the number of nationally board certified teachers, particularly in high needs areas. She stated the EPSB is partnering with KEA and KDE on this grant. The next step is to create a system of support across the state to increase teacher awareness of National Board. Ms. Brockman stated that next month she will be meeting with National Board in other states to do brainstorming and planning.

Committee Reports

KTIP Updates

Ms. Donna Brockman reported that work on the KTIP PGES merger was initiated at the beginning of the fall. She reported that KACI was moving quickly to finalize KTIP documentation required of interns to be the same evidence required in PGES. She said the goal was to maintain the integrity of KTIP while maintaining the aggressive timeline provided to the board. They have moved from referring to KTIP 'Tasks' to 'Sources of Evidence' as one small example of the merge of the two systems. A pilot is anticipated in the spring with a massive training before the 2015-16 school year when the changes go live. There will be a KACI meeting on January 30 to finalize documentation. A list of the pilot districts will soon be made available.

Literacy Preparation Advisory Committee (LPAC)

Dr. Kim Walters-Parker of EPSB, Dr. Pam Petty of WKU, and Dr. Dorie Combs of ECU gave an update on the Literacy Preparation Advisory Committee.

Dr. Walters-Parker noted a correction in the LPAC report given to the board. She asked to remove "content" from the objective 2 (b) recommendation at the October 28, 2013, EPSB meeting. Below are the following LPAC implementation recommendations:

Objective 1: Identification of key features of effective literacy preparation programs for middle and high school teachers.

Recommendation:

a) Formally adopt and include the International Reading Association Standards: Middle and High School Content Classroom Teacher in revised program requirements.

Objective 2: Identification or creation of program and candidate standards that will ensure those key features of effective literacy preparation programs are present in all initial certification programs.

Recommendations:

- a) Require each affected program to submit as part of its required program documents a description of how it is addressing the literacy preparation requirement.
- b) Require program documents to identify whether the program addresses the literacy standards through a stand-alone three (3) credit hour course, through one or more literacy courses, through one or more content courses, or through a combination of literacy courses and content courses.
- c) Require program documents identify the faculty teaching each course and provide evidence of faculty qualification to deliver content literacy instruction. (See below for additional information on program documents.)

Objective 3: Reporting and evaluation procedures to ensure that all middle school, high school, and P-12 initial certification programs meet the identified standards.

Recommendations:

- a) Require affected programs to submit a literacy standards alignment grid (same format developed by the Program and Accreditation Review Committee for all program submissions). The grid lists each standard and the course(s) in which the standard is assessed.
- b) Require affected programs to submit the syllabus for its literacy course (see 2.a.) or for each course in which literacy standards are assessed (see 2.b.).
- c) Direct the Division of Educator Preparation to develop and deliver training for reviewers in consultation with LPAC and programs.
- d) Direct the Division of Educator Preparation to include in the program review process for each affected program at least one qualified literacy professional with expertise in content literacy. At least initially, LPAC members will be involved in these reviews.
- e) Direct the Division of Educator Preparation to monitor program documents and implementation to ensure continued fidelity to approved program documents.

Objective 4: Reporting and evaluation procedures to ensure that all candidates in middle school, high school, and P-12 initial certification programs meet the appropriate standards.

Recommendations:

- a) Require that effective with program admissions for fall 2016, all candidates in middle school, high school, and P-12 initial certification programs meet the appropriate International Reading Association standards.
- b) Require that syllabi for identified course(s) describe the satisfactory candidate performance level for each assessment.
- c) Require every candidate to complete at least one content literacy teaching performance event aligned to the Kentucky Teacher Internship Program.
- d) Require programs to maintain evidence that candidates admitted for fall 2016 and subsequent semesters demonstrate satisfactory performance for each assessment.

e) Direct the Division of Educator Preparation to form a literacy advisory committee to meet at least twice a year to consider revisions to the implementation procedures, including ongoing reporting and evaluation. LPAC members have expressed a desire to remain involved during implementation.

Additional recommendations:

a) Require that applicants for Kentucky teaching certificates who hold out-of-state certificates, be required to meet the same standards required of in-state initial certification candidates by either (i) presenting evidence of successful completion of a content literacy course or (ii) completing an approved content literacy course at a Kentucky educator preparation program.

b) Direct the Division of Educator Preparation and the Director of the Division of Certification to implement this requirement.

Dr. Pam Petty stated that these recommendations will be valued by schools and will prepare teachers to have students learn from print and media, not teach students how to read or perform individual diagnostics and interventions. Dr. Dorie Combs stated that these recommendations can send a strong message to all teacher preparation programs in the state that we value adolescent literacy. She further stated that the timeline for the recommendations is reasonable and workable. There were several positive board comments about the recommendations. Dr. Whaley had questions regarding the literacy course requirement and those questions were answered by Dr. Walters-Parker.

Program and Accreditation Review Committee (PARC)

Ms. Allison Bell reviewed the program template for institutions. The data is streamlined, online, and less work for institutions. Mr. John DeAtley asked how data on student achievement will be aggregated and reported. Mr. Brown stated that part three on shared accountability will connect teachers back to their students and teachers back to preparation programs. Staff will work with the Kentucky Center for Education and Workforce Statistics. Mr. Brown stated that a new programmer has been hired to develop the program model. A full institution report will be maintained on each of the institutions' websites. Chair Webb stated having data that shows evidence of candidates having been trained to use data to inform instruction is very important.

Information/Discussion Items

Awarded Contracts

Deputy Executive Director Jimmy Adams reported to the board that a contract was awarded to Bonnie Marshall in the amount of \$33,075.68. Ms. Marshall will serve as a consultant during the AAC investigation of University of the Cumberlands.

Mid-Year Budget Report

Mr. Jimmy Adams reported on the mid-year budget and stated there were no concerns, as everything appeared in line with what had been budgeted.

Strategic Plan

Mr. Adams gave a report to the board on the strategic plan. He said the Strategic Planning Committee addressed three areas as follows:

1) Incorporate CAEP and InTASC Standards

- 2) Reduce Response time for Case Resolution
- 3) Adjust KTIP to reflect PGES

Goal 1: Incorporate CAEP and InTASC Standards

By August 1, 2021, 100% of Kentucky Educator Preparation Programs (EPP) will achieve or maintain state accreditation and Council for the Accreditation of Educator Preparation (CAEP) accreditation upon their next regularly scheduled accreditation visit, in accordance with timelines established by the EPSB and CAEP.

Strategies/Activities

- 1) Implement PARC recommendations for continuous improvement accreditation system
 - a. EPSB Board approves incorporation of CAEP standards into state accreditation.
 - b. Develop online continuous improvement accreditation system.
 - c. Develop proportional accountability model.
 - d. Train EPPs on use of online accreditation system.
 - e. Other recommendations as submitted by PARC
- 2) Ensure that all EPPs know and understand requirements to meet CAEP standards and be state accredited.
 - a. Training
- 3) Align state accreditation requirements so that CAEP accreditation requirements can be met simultaneously (e.g., site visits).
 - a. Collaborate with CAEP staff to ensure consistency.
- 4) Update regulations, policies, procedures, and other documents to reflect transition from NCATE to CAEP.
 - a. Review regulations and statutes to replace all NCATE specific content.
- 5) Develop partnership agreements with CAEP to reflect regulatory and procedural changes.
 - a. Collaborate with CAEP staff.
- 6) As provided in CAEP Standard 1, ensure that candidates completing an approved Kentucky EPP demonstrate an understanding of the ten (10) InTASC standards at the appropriate progression levels (see InTASC model core teaching standards and learning progressions for teachers 1.0 (2011), pp. 16-47) in the following categories: the learner and learning; content; instructional practice; and professional responsibility.
 - a. Ensure EPPs are addressing, teaching and assessing InTASC standards.
 - b. Connect InTASC standards to PGES.
 - c. Adopt baseline EPP admission standards that correlate with effective classroom teaching performance.

There were no concerns from the board regarding Goal 1.

Goal 2: Reduce Response time for Case Resolution

By June 30, 2015, the average time for case resolution will be 1.5 years

Strategies/Activities:

- 1) Expedite and assist school districts in reporting.
 - a. Online system for school district incident submittals.
- 2) Ensure that certified educators know their duties and responsibilities pursuant to the Professional Code of Ethics and KRS 161.120(1).
 - a. Develop an online ethics training.
 - b. Continue to provide ethics seminars.
 - c. Provide ethics updates through state and local publications.
 - d. EPPs teach the professional code of ethics.
- 3) Continue to improve efficiency for the board to review complaints/cases received.
 - a. Propose additional disciplinary options for the board.
 - b. Provide various review models for the board.
 - c. Review Professional Code of Ethics for revisions/updates.
- 4) Ensure that the division of legal services is properly staffed to efficiently resolve open disciplinary cases.
 - a. Monitor the number of active/open cases that have been referred to a full investigation and due process hearing.
 - b. Contract with additional legal counsel as needed.
 - c. Set regular EPSB Board meetings.
- 5) Educate the Board on regulations, statutes, policies, procedures, and processes pertaining to disciplinary action and their responsibilities and authority.
 - a. Train the Board annually on the dynamics of sexual misconduct of professionals.
 - b. Regularly train the board on the requirements of KRS 161.120(1) and the Professional Code of Ethics.
 - c. Ensure that the Board understands its responsibilities and authority in disciplinary matters.

Ms. Alicia Sneed stated the average resolution time to resolve a case is 2 years. Ms. Marie McMillen stated that seeing older cases bothers her immensely. Discussion ensued among the board regarding the code of ethics and ethics training. Suggestions from the board included training superintendents on ethics and requiring mandatory ethics training for teachers currently in the field of teaching. Others stated that it is important for the code of ethics to be incorporated into the teacher preparation programs. Ms. Laura Schneider and Ms. Marie McMillen felt that the code of ethics needs to be reviewed and possibly changed.

Goal 3: Adjust KTIP to reflect PGES

By July 15, 2015, the Kentucky Teacher Internship Program (KTIP) data collection system and the Teacher Professional Growth and Effectiveness System (PGES) will be merged so there is only one collection system, but that merged system will allow communication with other necessary EPSB systems such as the Intern Management System (IMS).

Strategies/Activities

- 1) Adapt the current IMS system to utilize data collected for TPGES with interns.
 - a) Adjust IMS to show correlations between PGES and the teacher standards.
- 2) Create IMS 2.0 so that data entered into KDE's Continuous Instructional Improvement Technology System (CIITS) for TPGES by the KTIP committee can be imported into IMS reducing duplication of data entry.
 - Conduct advisory meeting sessions to determine:
 - a) What data is needed for KTIP?
 - b) What data is collected in CIITS for TPGES that can be imported into IMS?
- 3) Incorporate InTASC standards as part of KTIP (see goal 1)
 - a) Update IMS to
 - 1) disable teacher standards,
 - 2) add InTASC standards and PGES, and
 - 3) maintain historical data.
 - 4) develop import system for data exported from CIITS.
 - b) Update IMS interface as necessary
- 4) Identify and enlist districts to pilot TPGES components in internship (KTIP)
 - a) Pilot districts will provide feedback for IMS 2.0.
- 5) Train KTIP team members on adapted IMS system, TPGES, and IMS 2.0.
 - a) Conduct training for principals, teacher educators and resource teachers.
 - b) Utilize NBCT identified as mentors from the SEED grant to be resource teachers.
 - c) Conduct training for private school staff on TPGES

Communication Plan

Goal 1: Incorporate CAEP and InTASC Standards

- a. Regular information updates with all EPP (e.g., newsletters)
- b. Conference/meeting presentations (e.g., IHE, KASA, KACTE)
- c. Regular Board Information and Update Sessions/Presentations

Goal 2: Reduce Response time for Case Resolution

- a. Regular Board Information and Update Sessions/Presentations

Agenda Book

- b. Utilize co-ops to assist in training and information

Goal 3: Adjust KTIP to reflect PGES

- a. Regular Board Information and Update Sessions/Presentations
- b. Regular newsletters to principals, resource teachers and teacher educators
- c. Work with the Guiding Coalition to ensure that the information we are sending is consistent.
- d. Utilize co-ops to assist in training and information
- e. Conference/meeting presentations (e.g., IHE, KASA, KACTE)

Mr. Adams stated that he is working on the wording of goal 3 because KTIP is reflecting PGES, not exactly merging. Currently private institutions do not have access to the Continuous Instructional Improvement Technology System. This needs to be addressed for KTIP purposes. Ms. McMillen stated that she would like KEA to be included on the communication plan. Mr. Adams stated the Strategic Plan will be placed on the March agenda for approval. Chair Webb stated that she welcomes board feedback on the strategic plan.

16 KAR 2.010. Kentucky Teaching Certificates, Notice of Intent

Ms. Alicia Sneed reported at the September 2013 meeting, the board adopted three (3) final recommendations made by CEEEW:

- Initial certification background check (self-financed)
- Adoption of draft character and fitness form that was presented to the Board
- Proceed with the pilot development of an online complaint process and include a superintendent complaint form on EPSB website

To begin implementation of the recommendations for initial certification background checks and adoption of the new character and fitness forms, several certification regulations must be amended.

16 KAR 2:010 is the primary regulation for certification and is the regulation of origin for the incorporation by reference of the initial application for certification form TC-1. The proposed amendment to 16 KAR 2:010 includes the adoption of the new initial certification form, CA-1 (for "Certification Application – 1"). All new proposed certification forms have the "CA" designation to ensure a smooth transition from the prior forms to the newly designed forms. The proposed CA-1 form contains the newly adopted character and fitness questionnaire, as well as a new format that, hopefully, will be more user friendly. This regulation also contains the form TC-HQ which will be replaced by the CA-HQ. The amendment provides for the current application process to remain in effect until December 31, 2014, and then beginning January 1, 2015, any applicant will need to use the CA-1 and complete a state and federal criminal background check.

For efficiency and economy, the regulation adopts the fingerprint background process that all student teachers in Kentucky must complete in order to do their student teaching. The background checks must be performed within six (6) months of application; therefore, recent graduates who have just completed their student teaching semester will only have to pay for the state and federal criminal background check once. The educator preparation program (EPP) will

need to submit the state and federal criminal background check with the CA-1 beginning January 1, 2015, or ensure that the applicants understand they need to keep a copy of the criminal background checks for submitting to the EPSB.

Other proposed amendments in the regulation were made to ensure consistent phraseology.

Dr. Whaley expressed his concern that students may need two background checks because of the six month timeframe on the background checks. Ms. Sneed stated that if other institutions are concerned about this issue or other issues to please let staff know. This item will be brought back at the March meeting for final action.

16 KAR 4.060. Certificate Renewals and Successful Teaching Certificates, Notice of Intent

Ms. Sneed reported that 16 KAR 4:060 is the regulation that encapsulates the certification renewal process. The proposed amendment adopts the newly designed CA-2. The amendment provides for the current application process to remain in effect until December 31, 2014, and then beginning January 1, 2015, any applicant for renewal will need to use the CA-2.

The next significant proposed amendment to this regulation is the removal of the word “successful” from the phrase “successful teaching experience”. The word “successful” has never been defined in the regulation; therefore, school superintendents have traditionally used the plain meaning of the word to determine whether the applicant’s teaching experience was “successful”. Since the regulation has never contained a measurable value for “successful”, superintendents had to use their personal judgment as to whether the individual was “successful” and that has led to several issues where the applicant and his or her former superintendent disagreed as to whether the applicant’s prior teaching experience was “successful”. Since there is not a measurable value for the staff to use in independently assessing whether teaching experience was “successful”, staff requested proof be submitted that the educator worked for three (3) years in accordance with Section 2 of the regulation. Staff is recommending that the term “successful” be removed to ensure all educators are treated the same until such a time the Board adopts an objective measure to determine whether teaching experience is “successful”.

Any other proposed amendments in the regulation were made to update the regulation to comply with the drafting requirements of KRS Chapter 13A.

This item will be brought back to the board in March for final action.

Update on Speech Language Pathologist Master’s Degree Programs

Ms. Sneed reported that at the October 28, 2013, board meeting, the board granted a waiver to the Speech Language Pathology Master’s Degree programs at the University of Kentucky, the University of Louisville, Murray State University, and Western Kentucky University which allows the four institutions to place candidates in student teaching this semester without 200 hours of prior field experience in P-12 school settings as required by recent amendments to 16 KAR 5:020.

Staff is meeting with a group of district human resource personnel and special education directors to assess the needs of the school district with regard to this issue. Staff has also made contact with the Board of Speech Language and Audiology (BSLA) chairperson to request the BSLA’s assistance in resolving the issues the four programs presented in their joint waiver. Once the staff has met with district personnel, a meeting will be held with all four of the programs who requested the waiver and Eastern Kentucky University’s program representative.

Ms. Sneed stated that there are no preliminary recommendations at this point. Staff will continue to update the board on this issue. Dean Mary John O'Hair asked that staff look into the classification with NCATE and CAEP because speech language pathologists (SLPs) are considered other and not a teacher. She added that she hopes the committee will take into consideration that SLPs are required to have over 600 hours in clinical experiences. Dr. Sam Evans stated that he believes the 200 field experience hours should be required for SLPs. A recommendation will be brought back to the board once stakeholders and focus groups have met with staff on this issue.

Action Items

Lindsey Wilson College Accreditation

Issue One: Unit Accreditation

2014-002

Motion made by Mr. Mike Ross, seconded by Mr. Marie McMillen, to accept the recommendation of the AAC and grant accreditation for Lindsey Wilson College.

Vote: *Unanimous*

Issue Two: Program Approval

2014-003

Motion made by Dr. Bielski, seconded by Ms. McMillen, to accept the recommendation of the AAC and grant approval for the initial and advanced level educator preparation programs at Lindsey Wilson College.

Vote: *Unanimous*

Boyce College Accreditation

BOE Chair Judy Conrad reported to the board that a state Board of Examiners (BOE) team conducted the on-site evaluation of the Educator Preparation Unit at Boyce College on April 14 - 17, 2013. The BOE team found two standards were not met and four standards were met. At its December 17, 2013, meeting the Accreditation Audit Committee (AAC) met and reviewed the accreditation materials including the Institutional Report, the BOE Report, and the BOE Report Rejoinder. There were sixteen areas for improvement across all the standards cited by the BOE team and a recommendation that Standards 2 and 4 were not met, while Standards 1, 3, 5, and 6 were met. The AAC did not agree with the findings of the BOE team that all standards were met. In addition to Standard 2 and 4, the AAC recommended that Standard 3 was not met based on the following rationale: The unit and its school partners do not effectively design, implement, and evaluate dispositions, field experiences, and clinical practice.

Dr. Dan Dewitt stated that Boyce College is committed to meet and satisfy the expectations of the board, AAC, and BOE and changes to the program recently reflect that commitment. He said his main concern is the students. He thinks Boyce College has a quality program. He asked the board to modify the AAC recommendation and grant provision accreditation for Boyce College and to modify the AAC recommendation and grant approval with conditions for the initial level educator preparation program at Boyce College.

Issue One: Unit Accreditation

2014-004

Motion made by Mr. John DeAtley, seconded by Dr. O’Hair, to accept the recommendation of the AAC and stipulate denial of accreditation for Boyce College.

Vote: *Unanimous*

Issue Two: Program Approval

2014-005

Motion made by Mr. DeAtley, seconded by Mr. Anthony Strong, to accept the recommendation of the AAC and stipulate denial of approval for the initial level educator preparation program at Boyce College.

Vote: *Unanimous*

Alice Lloyd College Accreditation

Issue One: Unit Accreditation

2014-006

Motion made by Ms. McMillen, seconded by Dr. Bielski, to accept the recommendation of the AAC and grant accreditation for Alice Lloyd College.

Vote: *Unanimous*

Issue Two: Program Approval

2014-007

Motion made by Ms. McMillen, seconded by Dr. Bielski, to accept the recommendation of the AAC and grant approval for the initial level educator preparation programs at Alice Lloyd College.

Vote: *Unanimous*

Waivers

16 KAR 5:040. Request to Waive Cooperating Teacher Eligibility Requirements – Dr. Mary John O’Hair on behalf of Mr. Daniel Wesley

2014-008

Motion made by Mr. DeAtley, seconded by Mr. Ross, to approve the waiver request of 16 KAR 5:040 for Dr. Mary John O’Hair on behalf of Mr. Daniel Wesley.

Vote: *Unanimous*

16 KAR 3:050. Request to Extend the Principal Preparation Program Completion Date, Dr. David Whaley on behalf of Mr. Andrew Williams

2014-009

Motion made by Mr. DeAtley, seconded by Ms. McMillen, to approve the waiver request of 16 KAR 3:050 for Dr. David Whaley on behalf of Mr. Andrew Williams.

Vote: *Unanimous*

Agenda Book

16 KAR 5:040. Request to Waive the Student Teacher Placement – Dr. David Whaley on behalf of Ms. Amanda Baker

2014-010

Motion made by Mr. DeAtley, seconded by Ms. McMillen, to approve the waiver request of 16 KAR 5:040 for Dr. David Whaley on behalf of Ms. Amanda Baker.

Vote: *Unanimous*

16 KAR 5:040. Request to Waive the Student Teacher Placement – Dr. David Whaley on behalf of Ms. Haley Sonnek

2014-011

Motion made by Mr. DeAtley, seconded by Ms. Laura Schneider, to approve the waiver request of 16 KAR 5:040 for Dr. David Whaley on behalf of Ms. Haley Sonnek.

Vote: *Unanimous*

16 KAR 5:040. Request to Waive the Cooperating Teacher Eligibility Requirements – Dr. Sam Evans on behalf of Ms. Doris Poole

2014-012

Motion made by Mr. Ross, seconded by Dr. O’Hair, to approve the waiver request of 16 KAR 5:040 for Dr. Sam Evans on behalf of Ms. Doris Poole.

Vote: *Unanimous*

16 KAR 5:040. Request to Waive the Cooperating Teacher Eligibility Requirements – Dr. Sam Evans on behalf of Ms. Florence Laramore

2014-013

Motion made by Ms. Schneider, seconded by Mr. DeAtley, to approve the waiver request of 16 KAR 5:040 for Dr. Sam Evans on behalf of Ms. Florence Laramore.

Vote: *Unanimous*

Board Comments

Mr. Anthony Strong stated that he would be attending a forum sponsored by the Northern Kentucky Education Action Team on funding for education on Wednesday, January 29, 2014. He urged the board to contact their legislators and advocate for their cause.

Dr. Mary John O’Hair stated that she was encouraged about the development of a CAEP alliance team and stated that she would like to understand more about the Kentucky team and the members.

DISCIPLINARY MATTERS: MINUTES OF CASE REVIEW January 27, 2014

Motion made by Mr. Allen Kennedy, seconded by Mr. Anthony Strong, to go into closed session for the purpose of discussing proposed or pending litigation in accordance with KR S 61.810(1)(c) & (j).

Agenda Book

Vote: *Unanimous*

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

Vote: *Unanimous*

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

Brad Bielsky, Barbara Boyd, Cassandra Webb, Michael Ross, Anthony Strong, Laura Schneider, Ellen Blevins, David Whaley, Marie McMille n, Allen Kennedy, John DeAtley, Toly a Ellis, and Shannon Treece.

Attorneys present were Alicia A. Sneed, Ryan Chailland, Whitney Crowe, Cassandra Trueblood, Gary Stephens, and Angela Evans.

Initial Case Review

Case Number

Decision

1309689	Adm	onish
1310718	Defer	for training
1310714	Dism	issued
1309663	Dism	issued
1309641	Adm	onish
1310744	Adm	onish
1310746	Adm	onish
1311758		Defer for training (<i>Ms. Blevins recused</i>)
1309639	Dism	issued (<i>Ms. McMillen dissented</i>)
1310727	Hear	
1309683	Hear	
1309693	Defer	for training
1309695	Hear	
1310716	Hear	
1306455	Hear	
1307485	Hear	
1309671	Hear	
1308621	Hear	
1310722	Hear	
1308590	Hear	(<i>Mr. Ross recused</i>)
13010750	Hear	
1308627	Adm	onish
1309657	Adm	onish
1310708	Hear	
1309679	Hear	
1309661	Dism	issued
1309691	Hear	
1309649	Hear	

Agenda Book

1311775	Dism	issued
1309659	Hear	
1308588	Hear	
1309681	Hear	
1307531	Hear	
1310710	Hear	
1307543	Hear	
1309669	Hear	
1308623	Hear	
1307559	Hear	
1310712	Hear	
1308612	Hear	
1310724	Hear	
1309675	Hear	
1307545	Hear	
1309645	Hear	
1309677	Hear	
1310720	Adm	onish
1310731	Hear	
1311786	Hear	
1305327	Hear	
060122	Dism	issued
1306463	Hear	
1308629	Dism	issued
1309647	Dism	issued
1306449	Defer	
06-0345	Dism	issued
06-08220	Dism	issued
1108619	Dism	issued
06-12288	Dism	issued
07-101846	Dism	issued
1306451	Dism	issued

Character/Fitness Review

<u>Case Number</u>	<u>Decision</u>
131148	Approve
131155	Approve
131164	Approve
131162	Deny
131163	Approve
131172	Approve
131178	Approve
131183	Deny
131189	Approve

Agenda Book

1314	Approve
131177	Deny
131195	Approve
131207	Approve
131208	Deny
131211	Deny
131215	Approve
131218	Approve
131233	Approve
131237	Approve
131221	Approve
131236	Approve
131214	Approve
131133	Deny
131169	Approve
131232	Deny
143	Approve
144	Deny
1423	Approve
1425	Deny
131152	Approve
131140	Approve
1416	Approve
131021	Deny
1415	Approve
1420	Approve
1422	Approve

<u>Case Number</u>	<u>Decision</u>
1108639 (Arch Turner) surrender for, certificate in Respondent m Kentucky	Accept in which Respondent agrees to voluntarily his certificate. Respondent shall neither apply nor be issued, a teaching and/or administrative in the Commonwealth of Kentucky at any time the future. shall surrender the original certificate and all copies of his certificate to the EPSB, by delivering or ailing them to 100 Airport Road, 3rd Floor, Frankfort, 40601.
	Vote: <i>Unanimous</i>
1308608 (Edwin Downs) and (2)	Accept Agreed Order subjecting Respondent's certificate, any future endorsements or new areas of certification, to the following probationary conditions for a period of two years from the date this order is approved by the Board. 1. By June 1, 2014, Respondent shall undergo a comprehensive substance abuse assessment by a Kentucky

Agenda Book

licen
approved

sed and/or certified chemical dependency counselor as
by the Board and shall present written evidence
to the Board that he has complied with the assessment
process and has successfully completed any and all
treatment recommendations. If Respondent has not
successfully completed all treatment recommendations by
the end of the two (2) year probationary period, Respondent
agrees that the probationary period shall be extended and
he shall submit quarterly written progress reports from the
chemical dependency counselor to the Board until such
time as the counselor releases him from treatment. Any
expense for the assessment, treatment and/or reports shall
be paid by Respondent.

successf
agrees

chem

expense
be

involving
By
should
certificate

2. Respondent shall not be convicted of any crime
involving a controlled substance and/or alcohol.
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
six (6) months. If applicable, at the conclusion of the six
month suspension, his certificate shall remain
suspended until such time as all of the above conditions are
met.

(6)

Respondent
either
probationary
disciplinary

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

Vote: *Unanimous*

130110 (Jeff Silvers)
Respondent's

Accept Agreed Order retroactively suspending
certificate for thirty (30) days beginning July
1, 2013. Upon acceptance of this agreement by the Board,
Respondent shall immediately surrender the original and all
copies of his certificate to the EPSB, by delivering or
mailing to 100 Airport Road, 3rd Floor, Frankfort,
Kentucky 40601.

Respondent
m
Kentucky
Respondent

Respondent is hereby admonished for conduct unbecoming
a teacher. As a certified educator, Respondent is
prohibited from committing fraudulent and dishonest acts
and is obligated to maintain the dignity and integrity of the
profession at all times. The Board will not tolerate any acts
of misconduct by Respondent.

prohibited
and
of
Prior
and/or
Kentucky,

to or within one (1) year of accepting any teaching
administrative position in the Commonwealth of
Kentucky, Respondent shall provide written proof to the
Board that he has successfully completed twelve (12) hours
of professional development or training, as approved by the
Board, on the Professional Code of Ethics for Kentucky

Agenda Book

- Certified training to endorsement automatically required
- School Personnel. Any expense incurred for said shall be paid by Respondent. If Respondent fails to satisfy this condition, his certificate, and any future certificates or new areas of certification, shall be automatically suspended until Respondent completes the training and provides the appropriate written proof to the Board.
- Vote:** *Unanimous*
- 1303188 (Connie Stokley) certificate issued, Commonwealth Respondent copies from Airport
- Accept Agreed Order permanently revoking Respondent's Respondent shall neither apply for, nor be a teaching and/or administrative certificate in the Commonwealth of Kentucky at any time in the future. Upon acceptance of this agreement by the Board, Respondent shall immediately surrender the original and all copies of her certificate, by personal delivery or first class mail, to the Education Professional Standards Board, 100 Airport Road, 3rd Floor, Frankfort, Kentucky 40601.
- Vote:** *Unanimous*
- CF13-1003 (Debbie Engle) order Teaching with the certificate by education denial behalf traffic will suspended Courts,
- Accept Agreed Order which states that Respondent shall be issued an Emergency Substitute Teaching Certificate. In order to maintain or obtain an Emergency Substitute Teaching Certificate in the future, Respondent shall comply with the following:
1. Respondent shall maintain a current address on file with the Education Professional Standards Board. Failure to comply with this condition will result in Respondent's certificate being automatically suspended for further action by the Board.
 2. Respondent shall remain actively enrolled in a teacher education program and shall continue advancing towards completing a degree in education. Failure to complete a degree in education by January 1, 2016 will result in the denial of all applications for Emergency Substitute Teaching Certificate submitted by Respondent or on her behalf after that date.
 3. Respondent shall not be convicted of nor enter a guilty or no contest plea to any criminal charge(s) other than minor traffic violations. Failure to comply with this condition will result in Respondent's certificate being automatically suspended for further action by the Board.
 4. Respondent shall submit a current criminal background check, as prepared by the Administrative Office of the Courts, to the Board with any application for Emergency Substitute Teaching Certificate. Any expense for the criminal background check shall be paid by Respondent.

Agenda Book

- Failure denial
behalf.
- 1307539 (Charles Proffitt)
violation
Board
as
in
district
public
Additionally,
Board
development
approved

com
- 1307524 (Rick Harris)
certificate.
issued,
Commonwe

Respondent
copies
m
Airport
- 1302167 (Bennett Williams)
been
has
certificate
certificate

from
health
- to comply with this condition will result in the
of all applications for Emergency Substitute
Teaching Certificate submitted by Respondent or on her
behalf.
- Vote:** *Unanimous*
- Accept Agreed Order admonishing Respondent for his
of hiring and certification statutes. Although the
understands that Respondent was new to his position
superintendent when the violations occurred, it is
operative that a school superintendent ensure that his
district in compliance with all hiring laws to ensure the
public's trust in the school system and in its leadership.
Respondent shall provide written proof to the
Board that he has received professional
development/training in the area of educator certification as
approved by the Board, no later than July 1, 2014. Any
expense incurred for said training shall be paid by
Respondent. If Respondent fails to satisfy this condition by
July 1, 2014, any and all certificates issued to Respondent
will automatically be suspended until such training is
completed and the appropriate written proof is provided to
the Board.
- Vote:** *Unanimous*
- Accept Agreed Order permanently revoking Respondent's
Respondent shall neither apply for, nor be
a teaching and/or administrative certificate in the
State of Kentucky at any time in the future.
Upon acceptance of this agreement by the Board,
Respondent shall immediately surrender the original and all
copies of his certificate, by personal delivery or first class
mail, to the Education Professional Standards Board, 100
East Main Road, 3rd Floor, Frankfort, Kentucky 40601.
- Vote:** *Unanimous*
- Accept Agreed Order which states that Respondent has
retired from the education profession since 2004 and
has no plans to return to the classroom. Respondent's
certificate is suspended. Re-instatement of Respondent's
certificate or issuance of any future certificate to
Respondent, or on his behalf, is conditioned upon the
following:
1. Respondent shall provide written evidence to the Board
that he is a Kentucky licensed or certified psychiatrist or mental
health professional, approved by the Board, that he has
complied with a comprehensive evaluation and is fit to

Agenda Book

return
his

to the classroom, presents as capable of performing duties as a teacher, is not a danger to himself or others, and is compliant with all treatment recommendations. The

financial
be

cost of any evaluation, treatment, and reports is to be paid by Respondent.

2.
of

At the Board’s request, Respondent shall sign a release of information with the evaluating psychiatrist or mental professional and subsequent treatment providers

health
allowing

the Board to review his evaluation and treatment records.

Upon
Respondent’s

providing proof that he has satisfied these conditions, certificate shall be reinstated.

Upon
certificate
following

reinstatement of Respondent’s certificate, any issued to Respondent shall be subject to the conditions.

1.
professional
shall
beginning

If the evaluating psychiatrist or mental health recommends ongoing treatment, Respondent present the Board with written quarterly reports, three months after reinstatement, that he is compliant with all treatment recommendations and remains fit to perform his teaching duties and presents no danger to self or others. All treatment providers shall be by the Board and the financial cost of treatment and reports is to be paid by Respondent.

him
approved

2.
of

At the Board’s request, Respondent shall sign a release of information with any treatment providers allowing the Board to review his evaluation and treatment records.

3.

Respondent shall neither be convicted of, nor enter a guilty or no contest plea to any criminal charge(s) other than minor traffic violations.

than

If Respondent fails to satisfy any of these conditions, any certificate issued to him shall be automatically suspended two (2) years and the Board may initiate proceedings additional disciplinary sanctions or permanent of the certificate. Respondent is aware that should he violate KRS 161.120 in the future, the Board initiate a new disciplinary action and seek additional sanctions.

for
seeking
revocation

shall

Vote: *Unanimous*

131094 (Hunter Durden)
this
Kentucky

Accept Agreed Order which states that upon acceptance of agreement by the Board, Respondent shall be issued a teaching certificate upon providing proof that he has met the academic and testing requirements necessary issuance of a certificate, and has completed the following:

for

1.

Respondent shall undergo a comprehensive

Agenda Book

alcohol/substance
and/or
approved

process.
reports
2.

training
Any
subject
1.

with
subm

trea
result

no
and/or
Respondent
plea,
possession
subm
result

3.
record,
Courts,
certification
expense

result
additional
his

abuse assessment by a Kentucky licensed certified chemical dependency counselor, as by the Board, and shall present written evidence to the Board that he has complied with the assessment
Any expense for the assessment and written shall be paid by Respondent.

Respondent shall submit written proof to the Board that he has completed a course on the Professional Code of Ethics for Kentucky Certified School Personnel, as approved by the Board. Any expense required for said shall be paid by Respondent.

and all certificates issued to Respondent shall be to the following conditions:

1. If Respondent's chemical dependency counselor makes any treatment recommendations, Respondent shall comply with the treatment recommendations. Respondent shall submit quarterly written progress reports from his counselor to the Board until such time as the counselor releases him from treatment. Any expense for the treatment and/or written reports shall be paid by Respondent. Failure to comply with this condition will result in Respondent's certificate being automatically suspended until Respondent is in compliance.

2. Respondent shall not be convicted of nor enter a guilty or contest plea to any criminal charge(s) involving the use or possession of any controlled substance or alcohol. If Respondent is convicted of, or enters a guilty or no contest plea to any criminal charge involving the use and/or possession of any controlled substance or alcohol, he shall submit this information to the Board, in writing, within thirty (30) days. Failure to comply with this condition will result in Respondent's certificate being automatically suspended pending Board review and disposition.

3. Respondent shall submit a copy of his current criminal record, as prepared by the Administrative Office of the Courts, with any application for renewal of his certification (s) and/or for additional certification(s). Any expense required to satisfy this condition shall be paid by Respondent. Failure to comply with this condition will result in the denial of all applications for renewal and/or additional certification(s) submitted by Respondent or on his behalf.

Vote: *Unanimous*

1305329 (Joseph Reed)

Accept Agreed Order suspending Respondent's certificate for a period of one (1) year from July 1, 2013 until July 1, 2014. Upon acceptance of this agreement by the Board,

Agenda Book

Respondent shall immediately surrender the original and all copies of his certificate by personal delivery or first class mail, to the Education Professional Standards Board, 100 Airport Road, Third Floor, Frankfort, Kentucky 40601. Respondent is admonished for conduct unbecoming a teacher. The Board reminds Respondent that, as a teacher, he has a duty to uphold the dignity and integrity of the teaching profession. Driving under the influence of alcohol is dangerous, and this type of behavior sets a poor example for students. The Board will not tolerate any further incidents of misconduct by Respondent. In addition to any educational requirements, reinstatement of Respondent's certificate at the conclusion of the one (1) year suspension period is expressly conditioned upon Respondent providing written evidence that he has complied with the following:

1. Respondent shall provide written proof to the Board that he has completed a comprehensive alcohol/substance abuse assessment by a Kentucky licensed or certified chemical dependency counselor, as approved by the Board. Respondent shall also submit written proof to the Board that he has successfully completed any and all treatment recommendations proposed by the counselor and is competent to fulfill his duties as a certified educator. Any expense for the assessment, treatment, and/or written reports shall be paid by Respondent.
2. Respondent shall provide written proof to the Board that he has successfully completed twelve (12) hours of training on the Professional Code of Ethics for Kentucky Certified School Personnel, as approved by the Board. Any expense incurred for said training shall be paid by Respondent.
3. Respondent shall provide the Board with at least two (2) letters of recommendation stating that Respondent is morally and ethically fit to hold a teaching certificate. Such letters of recommendation must be written by educators who hold valid Kentucky teaching certificates that are currently in good standing. Upon reinstatement, Respondent's certificate shall be on probation for a period of twenty (20) years and subject to the following probationary conditions:
 1. Respondent shall submit written documentation by January 1st and August 1st of each year of the probationary period from his current treatment provider or Alcoholic Anonymus sponsor indicating that he is controlling his alcohol addiction and is still seeking support and continued assis tance. If Respondent fails to satisfy this condition,

Agenda Book

Respondent's
until
docum
2.
shall
plea

certificate shall be automatically suspended
Respondent submits the required written
entation to the Board.
For the entirety of the probationary period, Respondent
not be convicted of nor enter a guilty or no contest
to any criminal charge(s) involving the use and/or
possession of any controlled substance or alcohol. If
is convicted of, or enters a guilty or no contest
to any criminal charge involving the use and/or
of any controlled substance or alcohol, he shall
it this information to the Board, in writing, within
thirty (30) days. Failure to comply with this condition will
in Respondent's certificate being automatically
suspended pending Board review and disposition.

Respondent
plea,
possession
subm
result

3.
Respondent
record,
Courts
satisfy

During the first five (5) years of the probationary period,
shall submit a copy of his current criminal
as prepared by the Administrative Office of the
by August 1st of each year. Any expense required to
this condition shall be paid by Respondent. Failure
to comply with this condition will result in Respondent's
being automatically suspended until Respondent
the appropriate written proof to the Board.

certificate
provides
4.

curren
Office

After the first five (5) years, for the remainder of the
probationary period, Respondent shall submit a copy of his
t criminal record, as prepared by the Administrative
of the Courts, to the Board with any application for
renewal of his certifications(s) and/or for issuance of
certification(s). Any expense required to satisfy
condition shall be paid by Respondent. Failure to
ply with this condition will result in the denial of all
ations for renewal and/or additional certification(s)
submitted by Respondent or on his behalf.

additional
this
com
applic

Respondent
additional

is aware that should he violate KRS 161.120,
the Board shall initiate new disciplinary action and seek
sanctions.

Vote: *Unanimous*

131129 (Sharron Vandiver)
this
Kentucky

Accept Agreed Order which states that upon acceptance of
agreement by the Board, Respondent shall be issued a
teaching certificate upon providing proof that she
has met the academic and testing requirements necessary
for issuance of a certificate and has completed the
following:

1.
alcohol/substance
and/or
approved

Respondent shall undergo a comprehensive
abuse assessment by a Kentucky licensed
certified chemical dependency counselor, as
by the Board, and shall present written evidence

Agenda Book

process.
reports
2.

training
Any
subject
1.

with
subm

releases
and/or

certificate
is

no
or
enters
involving
this
days.
Respondent's
pending

record,
Courts,
certification
expense

result
additional
her

1307503 (Terry Long)
certificate.
issued,
Commonwe

Respondent
copies

to the Board that she has complied with the assessment
Any expense for the assessment and written
shall be paid by Respondent.
Respondent shall submit written proof to the Board that
she has completed a course on the Professional Code of
Ethics for Kentucky Certified School Personnel, as
approved by the Board. Any expense required for said
shall be paid by Respondent.
and all certificates issued to Respondent shall be
to the following conditions:
1. If Respondent's chemical dependency counselor makes
any treatment recommendations, Respondent shall comply
the treatment recommendations. Respondent shall
it quarterly written progress reports from her
counselor to the Board until such time as the counselor
her from treatment. Any expense for the treatment
written reports shall be paid by Respondent. Failure
to comply with this condition will result in Respondent's
being automatically suspended until Respondent
in compliance.
2. Respondent shall not be convicted of nor enter a guilty or
contest plea to any criminal charge(s) involving the use
possession of alcohol. If Respondent is convicted of, or
a guilty or no contest plea, to any criminal charge
the use or possession of alcohol, she shall submit
information to the Board, in writing, within thirty (30)
Failure to comply with this condition will result in
certificate being automatically suspended
Board review and disposition.
3. Respondent shall submit a copy of her current criminal
as prepared by the Administrative Office of the
with any application for renewal of her
(s) and/or for additional certification(s). Any
required to satisfy this condition shall be paid by
Respondent. Failure to comply with this condition will
in the denial of all applications for renewal and/or
certification(s) submitted by Respondent or on
behalf.

Vote: *Unanimous*

Accept Agreed Order permanently revoking Respondent's
Respondent shall neither apply for, nor be
a teaching and/or administrative certificate in the
alth of Kentucky at any time in the future.
Upon acceptance of this agreement by the Board,
shall immediately surrender the original and all
of his certificate, by personal delivery or first class

Agenda Book

- m
Airport
- 1307509 (Corey Barnfield)
for
Respondent
copies
m
before
approved
area
be
proof
provides
- 1003140 (Travis Phipps)
all
certificate.
certificate
Frankfort,
- 1302151 (Brittney Ehlers)
Board
Respondent
copies
m
Kentucky
Respondent
influence
one's
and
dignity
under
- ail, to the Education Professional Standards Board, 100
Road, 3rd Floor, Frankfort, Kentucky 40601.
- Vote:** *Unanimous*
- Accept Agreed Order suspending Respondent's certificate
a period of thirty (30) days beginning June 17, 2013.
Upon acceptance of this agreement by the Board,
shall immediately surrender the original and all
of his certificate, by personal delivery or first class
ail, to the Education Professional Standards Board, 100
Airport Road, Third Floor, Frankfort, Kentucky 40601.
Additionally, Respondent must provide written proof, on or
October 1, 2014, that he has completed a Board-
training/professional development course in the
of educator ethics. Any expense for this training shall
paid by Respondent. Should Respondent fail to provide
of this training by October 1, 2014, his certificate
shall be suspended and will remain suspended until he
proof of the training.
- Vote:** *Unanimous*
- Accept Agreed Order which states that Respondent denies
allegations, but agrees to voluntarily surrender his
Respondent shall surrender the original
and all copies of his certificate to the EPSB, by
delivering or mailing them to 100 Airport Road, 3rd Floor,
Kentucky 40601
- Vote:** *Unanimous*
- Accept Agreed Order suspending Respondent's certificate
for a period of six (6) months from the date upon which the
approves this agreement. Respondent shall neither
apply for, nor be issued, a teaching certificate in the
Commonwealth of Kentucky during the suspension period.
Upon acceptance of this agreement by the Board,
shall immediately surrender the original and all
of her certificate to the EPSB, by delivering or
ailing to 100 Airport Road, 3rd Floor, Frankfort,
40601.
is hereby admonished for conduct unbecoming
a teacher and for neglect of duty. Being under the
of alcohol compromises one's ability to perform
teaching responsibilities and puts the health, safety,
well-being of students in jeopardy. Further, the Board
reminds Respondent that she has a duty to uphold the
and integrity of the teaching profession. Driving
the influence of alcohol is dangerous, and this type of

Agenda Book

behavior will Respondent. Prior Respondent 1. sets a horrible example for students. The Board not tolerate any further incidents of misconduct by to reinstatement of Respondent's certificate, shall comply with the following:

1. Respondent has complied with all court orders related to Marshall District Court Case Number 13-M-130.

2. Respondent shall provide written proof that she is currently in compliance with all court orders related to District Court Case Number 13-T-970.

3. Respondent shall undergo a comprehensive abuse assessment by a Kentucky licensed certified chemical dependency counselor as approved by the Board and shall present written evidence to the Board that she has complied with the assessment process and has successfully completed any and all treatment recommendations. Any expense for the assessment, treatment and/or written reports shall be paid by Respondent.

4. Respondent shall provide written proof to the Board that she has successfully completed twelve (12) hours of development or training, as approved by the Board, on the Professional Code of Ethics for Kentucky Certified School Personnel. Any expense incurred for said training shall be paid by Respondent.

Should Respondent's Upon future subject 1. Respondent fail to satisfy the above conditions, certificate shall not be reinstated. Upon future subject 1. Respondent shall comply with all court orders related to District Court Case Number 13-T-970. Failure to comply with this condition will result in Respondent's certificate being automatically suspended for further action by the Board.

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

3. Respondent shall submit current national and state criminal background reports to the Board with all future applications for certification. Any expense for the background reports shall be paid by Respondent. Failure to comply with this condition will result in the denial of all

Agenda Book

f
 Respondent
 of

1205275 (Rex Robinson)
 exhibiting
 inte
 Respondent
 profession
 f
 Respondent's
 endorsem
 probationary

com
 training,
 Code
 which
 teacher/stud
 training
 fail

training
 fail

3.
 shall
 inte
 as
 by
 and
 arbitration
 requirem
 and
 shall
 days.

uture applications for certification submitted by
 Respondent or on her behalf.
 is aware that should she violate any provision
 KRS 161.120, at any time in the future, the Board shall
 initiate disciplinary action and seek additional sanctions.
Vote: *Unanimous (Ms. McMillen recused)*

Accept Agreed Order admonishing Respondent for
 a lack of professional judgment in his
 ractions with students. As a certified educator,
 must strive to uphold the responsibilities of his
 by maintaining a positive learning environment
 or all. He must treat each student with dignity and respect.
 certificate, including any and all
 ents, shall be subject to the following
 conditions for a period of two (2) years from
 the date the Board accepts this Agreed Order:
 1. On or before July 1, 2014, Respondent shall submit
 written proof to the Board that he has successfully
 pleted nine (9) hours of professional development or
 as approved by the Board, on the Professional
 of Ethics for Kentucky Certified School Personnel,
 shall include instruction on appropriate
 ent boundaries. Any expense incurred for said
 shall be paid by Respondent. Should Respondent
 to comply with this provision, Respondent's certificate
 shall be automatically suspended until Respondent is in
 compliance.
 2. On or before October 1, 2014, Respondent shall submit
 written proof to the Board that he has successfully
 completed a course, as approved by the Board, on sexual
 harassment awareness. Any expense incurred for said
 shall be paid by Respondent. Should Respondent
 to comply with this provision, Respondent's certificate
 shall be automatically suspended until Respondent is in
 compliance.
 3. For the entirety of the probationary period, Respondent
 receive no disciplinary action involving inappropriate
 ractions with students. "Disciplinary action" is defined
 any suspension, termination, or public reprimand issued
 any school district in the Commonwealth of Kentucky
 upheld, if requested, by either a tribunal and/or
 process. If Respondent fails to comply with the
 ents of this paragraph, Respondent's certificate,
 any future endorsements or new areas of certification,
 be automatically suspended for a period of thirty (30)

Agenda Book

Respondent
either
probationary
disciplinary

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

Vote: *Unanimous*

1305369 (Kelly Coop)

alcohol/substance

the

the

treatm

com

for

be

condition,

Accept Agreed Order which states that, by February 1,
2014, Respondent shall undergo a comprehensive
abuse assessment by a Kentucky licensed
or certified chemical dependency counselor, as approved by
Board. Respondent shall provide proof that she has
complied with any treatment recommendations proposed by
chemical dependency counselor and shall continue to
provide treatment records to the Board, by January 1st and
July 1st of each year, until she has been released from
ent by the counselor. Each report shall certify that
Respondent is continuing to comply with any and all
treatment recommendations, and that she remains fit and
petent to fulfill her duties as an educator. Any expense
the assessment, treatment, and/or written reports shall
paid by Respondent. If Respondent fails to satisfy this
her certificate shall be automatically suspended
until Respondent provides the appropriate written proof to
the Board.

Vote: *Unanimous*

Evaluation of the Executive Director

Members of the evaluation team were Anthony Strong (chair), Allen Kennedy, and Ellen Blevins. Mr. Strong stated that in reviewing the evaluation for Mr. Robert Brown the committee felt that the process needed to be reworked. The board chair in 2010 also recommended to the board at that time that the evaluation process be revisited. Mr. Strong stated that since the committee timelines did not mesh with the policy timelines the committee proposed to look at the evaluation summary as an informative process. Eleven (11) board members and nine (9) staff members completed the evaluation for Mr. Brown. The summary the board was provided did not include evaluation comments. Mr. Strong suggested that Mr. Brown develop growth activities and present to the board at his mid-year evaluation in July what his plans were for improving. Chair Webb stated she will appoint a committee at the March meeting on revisiting the executive director evaluation.

2014-014

Motion made by Mr. Anthony Strong, seconded by Ms. McMillen, to accept the results from the evaluation of the executive director as informative and not a formal evaluation.

Vote: *Unanimous*

Motion made by Mr. DeAtley, seconded by Dr. O'Hair, to adjourn the meeting.

Vote: *Unanimous*

Agenda Book

Meeting adjourned at 4:00 p.m.

Next Meeting: March 3, 2014
9:00 AM
EPSB Board Room
Frankfort, Kentucky

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Consent Item B

Action Item:

University of Kentucky: Biological Science Grades 8-12 (Bachelor's Level)
Chemistry Grades 8-12 (Bachelor's Level)
Earth Science Grades 8-12 (Bachelor's Level)
Mathematics Grades 8-12 (Bachelor's Level)
Physics Grades 8-12 (Bachelor's Level)

Applicable Statutes and Regulation:

KRS 161.028; KRS 161.030

16 KAR 5:010

Applicable Goal:

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

Issue:

Should the EPSB approve the following educator preparation program additions?

UNIVERSITY OF KENTUCKY

4.0 SECONDARY SCHOOL FOR GRADES 8-12

Biological Science, Chemistry, Earth Science, Mathematics, and Physics
(Bachelor's Level)

Background:

These program proposals are new undergraduate certification programs for the University of Kentucky and were designed collaboratively with P-12 partners to provide candidates with unique and focused coursework and professional development opportunities. The programs include heavy focus on clinical field experiences culminating in a capstone experience that immerses candidates in a year-long clinical field experience. Coursework and experiences in the programs are aligned with the relevant professional standards including the Kentucky Teacher Standards, the NCATE SPA Standards, and the Kentucky Core Academic Standards, in addition to unit standards identified in the unit's conceptual framework, *Research and Reflection for Learning and Leading*. Candidate performance on these respective standards sets will be assessed at program admission, retention, and completion.

KRS 161.028 and KRS 161.030 provide 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, Content Area Program Reviewers, and the Reading Committee evaluated the program review documents submitted for approval against performance-based program certification guidelines established by the EPSB. These program proposals meet all the requirements set forth by the EPSB. The supporting documents for the proposals (program review documents which include the executive summary and letter of

support) are available on the secured website.

Groups/Persons Consulted:

Content Area Review Committee
Reading Committee

Alternative Actions:

1. Approve the proposed preparation program additions.
2. Do not approve the proposed preparation program additions.

Recommendation:

Alternative 1

Rationale:

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

Contact Person:

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

Date:

March 17, 2014

Agenda Book

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

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

STATUTORY AUTHORITY: KRS 161.028, 161.030

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

Section 22. Program Approval Action Outside the First or Regular Continuing Accreditation Cycle. (1) Approval of a program shall be through the program process established in Section 11 of this administrative regulation except that a new program not submitted during the regular accreditation cycle or a program substantially revised since submission during the accreditation process shall be submitted for approval by the EPSB prior to admission of a student to the program.

(2) For a new or substantially revised program, the EPSB shall consider a recommendation by staff, including review by the Continuous Assessment Review Committee, Content Program Review Committee, and the Reading Committee.

(3) A recommendation made pursuant to subsection (2) of this section shall be presented to the full EPSB.

(4) Program approval decision options shall be:

(a) Approval, with the next review scheduled during the regular accreditation cycle unless a subsequent substantial revision is made;

(b) Approval with conditions, with a maximum of one (1) year probationary extension for correction of a specified problem to be documented through written materials or through an on-site visit. At the end of the extension, the EPSB shall decide that the documentation supports:

1. Approval; or

2. Denial of approval; or

(c) Denial of approval, indicating that a serious problem exists which jeopardizes the quality of preparation of school personnel.

(5) The EPSB shall order a review of a program if it has cause to believe that the quality of preparation is seriously jeopardized. The review shall be conducted under the criteria and procedures established in the EPSB "Emergency Review of Certification Programs Procedure" policy incorporated by reference. The on-site review shall be conducted by EPSB staff and a Board of Examiners team. The review shall result in a report to which the institution may respond. The review report and institutional response shall be used by the Executive Director of the EPSB as the basis for a recommendation to the full EPSB for:

(a) Approval;

(b) Approval with conditions; or

(c) Denial of approval for the program.

(6) If the EPSB denies approval of a program, the institution shall notify each student currently admitted to that program of the EPSB action. The notice shall include the following information:

(a) A student recommended for certification or advancement in rank within the twelve (12) months immediately following the denial of state approval and who applies to the EPSB within the fifteen (15) months immediately following the denial of state approval shall receive the certification or advancement in rank; and

(b) A student who does not meet the criteria established in paragraph (a) of this subsection shall transfer to a state approved program in order to receive the certificate or advancement in rank.

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Consent Item C

Action Item:

KRS 161.131 Legislative findings and goals on national board certification

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 approve the acceptance and use of monies attained through the Supporting Effective Educator Development (SEED) grant for the activities outlined below?

Background:

The National Board for Professional Teaching Standards received a federal grant entitled SEED (Supporting Educator Effectiveness Development). The Education Professional Standards Board, in partnership with the Kentucky Department of Education and the Kentucky Education Association, is a sub-recipient of the grant. The three-year, up to \$1.5 million grant will support two strands of activities that will occur in parallel: one for recruitment, selection, training, and support designed to increase the number of NBCTs; the other to increase the number of NBCT instructional leaders in the Commonwealth of Kentucky.

Alternative Actions:

1. Approve the proposed acceptance and use of grant money.
2. Do not approve the proposed acceptance and use of grant money.

Staff Recommendation:

Alternative Action 1

Rationale:

This grant initiative will support teachers who want to achieve National Board certification, as well as offer leadership and mentoring opportunities for those teachers already National Board certified.

Contact Person:

Ms. Donna Brockman, NBCT
Division of Professional Learning and Assessment
(502) 564-4606
E-mail: Donna.Brockman@ky.gov

Date:

March 17, 2014

Agenda Book

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Information/Discussion Item A

Information Item:

Notice of intent to adopt the International Reading Association Standards for Middle and High School Content Classroom Teachers

Applicable Statutes and Regulations:

16 KAR 5:010

Applicable Goal:

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

Background:

The EPSB charged the Literacy Preparation Advisory Committee (LPAC) with addressing objectives related to ensuring Kentucky's middle school and high school teachers are prepared to meet the literacy learning needs of all students. In its January 2014 report to the board, LPAC presented its recommendations and a timeline for implementation. Ultimately, regulatory changes will be necessary to implement the recommendations. One of the preliminary steps toward regulatory change is adopting standards to guide program development for affected educator preparation programs, which include all programs resulting in recommendations for middle school, high school, and P-12 certification. These standards are in addition to other board-adopted standards required for program approval.

LPAC recommended adoption of the International Reading Association (IRA) Standards for Middle and High School Content Classroom Teachers. IRA is the NCATE/CAEP Specialized Professional Association for reading. The Standards outline specific literacy knowledge, skills, and dispositions for candidates. In addition, they provide examples of evidence that may be used to demonstrate competence. These examples are not intended to demonstrate or assess in their entirety; they are examples only.

Formal adoption of these standards will serve as notice to preparation programs that the IRA Standards for Middle and High School Content Classroom Teachers will be the foundation of regulatory revisions necessary to implement LPAC's recommendations.

Persons/Groups Consulted:

Literacy Preparation Advisory Committee

Contact Person:

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

Date: March 17, 2014

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Information/Discussion Item B

Information Item:

Council for the Accreditation of Educator Preparation Standards

Applicable Statutes and Regulation:

KRS 161.020; 16 KAR 5:010

Applicable Goal:

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

Background:

On January 26, 2014, Dr. James Cibulka, President of the Council for the Accreditation of Educator Preparation met with the EPSB in a work session to review CAEP's new accreditation standards for educator preparation providers. These new standards will replace the standards of two predecessor organizations, the National Council for the Accreditation of Teacher Education (NCATE) and the Teacher Education Accreditation Council (TEAC). Standards are foundational to CAEP's operation as an accreditor, as they provide the basis on which accreditation decisions are made.

Additional Information

Additional resources and information regarding implementation of the new CAEP standards are still being developed. However, CAEP did release some information about implementation on February 10, 2014. That information included a CAEP Evidence Guide; a guide to each of the three accreditation pathways (Inquiry Brief, Continuous Improvement, and Transformation Initiative); and the new application for CAEP membership. Links to those documents will be provided to board members and posted on the EPSB web site. These documents will be helpful to EPSB members and staff and educator preparation programs as we seek to more fully understand CAEP's evidentiary and reporting requirements.

In the email accompanying those documents, Dr. Hilda Tomkins, CAEP Vice President of Accreditation, reported her expectation that, "A full suite of guidance information will be available later in the year." It is anticipated that the additional guidance will address questions regarding CAEP's expectations for sources of evidence available to educator preparation providers. No specific dates have been communicated regarding the availability of that information or the availability of guidance for applying the new standards to advanced programs, such as programs resulting in certification for master's degree and principal and superintendent certification, although it is anticipated the information will be available in summer 2014.

Staff will bring additional staff notes to future board meetings for consideration of adoption of CAEP Standards.

Agenda Book

Contact Person:

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

Date:

March 17, 2014

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Information/Discussion Item C

Information Item:

Disciplinary Process Review

Applicable Statutes and Regulation:

KRS 161.028

KRS 161.120

16 KAR 1:020

16 KAR 1:030

Applicable Goal:

Goal 3: Every credentialed educator exemplifies behaviors that maintain the dignity and integrity of the profession by adhering to established law and EPSB Code of Ethics.

Background:

As part of the Strategic Plan proposed by the Strategic Planning Committee, the board is requested to review parts of the disciplinary process to continue improving its efficiency and timeliness. Staff will present disciplinary models and potential disciplinary decisions for the Board to consider.

Contact Person:

Ms. Alicia A. Sneed, Director

Division of Legal Service

(502) 564-4606

E-mail: Alicia.Sneed@ky.gov

Date:

March 17, 2014

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Information/Discussion Item D

Information Item:

Discussion to establish consistent board meeting dates

Applicable Statutes and Regulation:

KRS 161.017 (1) (a), (d)

Applicable Goal:

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

Background:

Goal 2 of the Strategic Plan states, “By June 30, 2015, the average time for case resolution will be 1.5 years.” Within that goal, one strategy listed is “continue to improve efficiency for the board to review complaints/cases received.” In an effort to achieve this goal, the Strategic Planning Committee recommended that the EPSB set consistent, established board meetings to ensure timely presentation of disciplinary cases. A proposed schedule is under separate cover.

Groups/Persons Consulted

EPSB Staff

Contact Person:

Mr. Jimmy Adams
Deputy Executive Director
502-564-4606
E-mail: Jimmy.Adams@ky.gov

Date:

March 17, 2014

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Action Item A

Action Item

The Strategic Planning Committee requests the approval of the Strategic Plan for the EPSB.

Applicable Statutes and Regulation

KRS 161.017 (1) (a), (d)

Applicable Goal

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

Issue

Should the Education Professional Standards Board (EPSB) approve the Strategic Plan as presented?

Background

The board directed the executive director to work with a committee in the development of a Strategic Plan for the Education Professional Standards Board. The committee met three (3) times prior to the January 27, 2014, board meeting to develop the Strategic Plan (under separate cover) and presented the plan to the board for discussion at that meeting.

Alternative Actions

1. Approve the Strategic Plan.
2. Approve the Strategic Plan with any modifications agreed upon at this meeting.
3. Do not approve the Strategic Plan.

Staff Recommendation

Alternative 1

Rationale

This Strategic Plan will bring focus for both the EPSB and the staff on items to address immediately and in the near future. It will enable the staff to keep the EPSB updated on achievements and progress made toward each goal.

Contact Person:

Mr. Jimmy Adams
Deputy Executive Director
(502) 564-4606
E-mail: Jimmy.Adams@ky.gov

Date:

March 17, 2014

Agenda Book

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Action Item B

Action Item:

16 KAR 2:010. Kentucky teaching certificates

Applicable Statutes and Regulation:

KRS 161.028

KRS 161.030

KRS 161.120

16 KAR 2:010

Applicable Goal:

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

Goal 3: Every credentialed educator exemplifies behaviors that maintain the dignity and integrity of the profession by adhering to established law and EPSB Code of Ethics.

Background:

In January 2013, the Board approved the charter for the Committee to Ensure an Ethical Educator Workforce (CEEEW) to conduct a self-audit of current disciplinary procedures. The ten (10) person committee included board members as representatives of the Kentucky Education Association (KEA), the Kentucky Association of School Administrators (KASA), and the Kentucky Association of School Superintendents (KASS). At the September 2013 meeting, the Board adopted three (3) final recommendations made by CEEEW.

- Initial certification background checks (self-financed)
- Adoption of draft character and fitness form that was presented to the Board
- Proceed with the pilot development of an online complaint process and include superintendent complaint form on our website

To begin implementation of the recommendations for initial certification background checks and adoption of the new character and fitness form, several certification regulations must be amended.

16 KAR 2:010 is the primary regulation for certification and is the regulation of origin for the incorporation by reference of the initial application for certification form TC-1. The proposed amendment to 16 KAR 2:010 includes the adoption of the new initial certification form, CA-1 (for "Certification Application – 1". All new proposed certification forms have the "CA" designation to ensure a smooth transition from the prior forms to the newly designed forms. The proposed CA-1 form contains the newly adopted character and fitness questionnaire as well as a new format that, hopefully, will be more user friendly. This regulation also contains the form TC-HQ which will be replaced by the CA-HQ. The amendment provides for the current application process to remain in effect until December 31, 2014, and then on January 1, 2015, any applicant will need to use the CA-1 and complete state and federal background checks.

Agenda Book

For efficiency and economy, the proposed amendment adopts the fingerprint background process described in KRS 160.380(5) which all student teachers in Kentucky must submit in order to complete their student teaching:

- (5) (a) A superintendent shall require a national and state criminal background check on all new certified hires in the school district and student teachers assigned within the district. Excluded are certified individuals who were employed in another certified position in a Kentucky school district within six (6) months of the date of hire and who had previously submitted to a national and state criminal background check for the previous employment.
- (b) The superintendent shall require that each new certified hire and student teacher, as set forth in paragraph (a) of this subsection, submit to a national and state criminal history background check by the Department of Kentucky State Police and the Federal Bureau of Investigation.
- (c) All fingerprints requested under this section shall be on an applicant fingerprint card provided by the Department of Kentucky State Police. The fingerprint cards shall be forwarded to the Federal Bureau of Investigation from the Department of Kentucky State Police after a state criminal background check is conducted. The results of the state and federal criminal background check shall be sent to the hiring superintendent. Any fee charged by the Department of Kentucky State Police and the Federal Bureau of Investigation shall be an amount no greater than the actual cost of processing the request and conducting the search.
- (d) The Education Professional Standards Board may promulgate administrative regulations to impose additional qualifications to meet the requirements of Public Law 92-544.

The current proposed amendments require the background checks to be performed within six (6) months of application. The purpose for allowing a six (6) month period was so recent graduates who have just completed their student teaching semester would only have to pay for the state and federal background checks once. Educator Preparation Programs (EPPs) have asked the staff to have the Board review this time line because some of the EPPs have the student teachers complete their background checks earlier than the month prior to student teaching. Due to placement issues with the schools and the time required to get the background checks back from KSP and the FBI, EPPs are requesting the Board consider a longer period of time prior to application, up to twelve (12) months. When CEEEW reviewed this issue, the committee believed that six (6) months would be close enough in time to the application process to ensure any recent convictions would be captured; however, CEEEW did not want the background checks to be overly burdensome to the candidate/applicant.

At the time of application for certification, the amendment will require the EPP to submit the state and federal background checks with the CA-1 beginning January 1, 2015, or ensure that the applicants understand they need to keep a copy of the background checks to send to the EPSB. EPPs will

Other proposed amendments in the regulation were made to ensure consistent phraseology.

Alternative Actions:

1. Approve the proposed amendments to 16 KAR 2:010.
2. Modify and approve the proposed amendments to 16 KAR 2:010
3. Do not approve the proposed amendments to 16 KAR 2:010

Staff Recommendation:

Alternative 2

Rationale:

Although CEEEW recommended that the background checks occur within six (6) months, EPPs have submitted concerns with this timeline. Additional consideration by the board is warranted.

Contact Person:

Ms. Alicia A. Sneed, Director
Division of Legal Service
(502) 564-4606
E-mail: Alicia.Sneed@ky.gov

Date:

March 17, 2014

1 **EDUCATION PROFESSIONAL STANDARDS BOARD**

2 **(Amendment)**

3 **16 KAR 2:010. Kentucky teaching certificates.**

4 RELATES TO: KRS 158.6451, 160.380, 161.020, 161.028(1), 161.030

5 STATUTORY AUTHORITY: KRS 161.028(1)(a), (b), (f), 161.030

6 NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.028(1)(a) requires the
7 Education Professional Standards Board to establish the standards for obtaining and maintaining
8 a teaching certificate. KRS 161.028(1)(b) requires the board to set standards for programs for the
9 preparation of teachers and other professional school personnel. KRS 161.028(1)(f) requires the
10 board to issue and renew any certificate. This administrative regulation establishes the Kentucky
11 certification to be issued for teaching positions.

12 Section 1. Definitions. (1) "Approved program of preparation" means a program which
13 has been approved by the Education Professional Standards Board under 16 KAR 5:010 for a
14 specific certification or which has been approved for certification by the state education agency
15 of another state.

16 (2) "Assessments" means the tests of knowledge and skills authorized by KRS 161.030
17 and established in 16 KAR 6:010.

18 (3) "Base certificate" means a stand-alone license to teach which encompasses
19 authorization to teach introductory and interdisciplinary courses in related fields.

20 (4) "Beginning teacher internship" means one (1) year of supervision, assistance, and
21 assessment required by KRS 161.030 and established in 16 KAR 7:010.

22 (5) "Certificate endorsement" means an addition to a base or restricted base certificate,
23 which is limited in scope and awarded on the basis of completion of an endorsement program or

1 a combination of educational requirements, assessments, and experience as outlined in Section 5
2 of this administrative regulation.

3 (6) "Certificate extension" means an additional base or restricted base certificate in a
4 content area or grade range.

5 (7) "Kentucky teacher standards" means the standards established in 16 KAR 1:010 that
6 identify what a Kentucky teacher shall know and be able to do.

7 (8) "Major" means an academic area of concentration consisting of at least thirty (30)
8 hours of coursework.

9 (9) "Professional teaching certificate" means the document issued to:

10 (a) An individual upon successful completion of the beginning teacher internship; or

11 (b) An applicant for whom the testing and internship requirement is waived under KRS
12 161.030 based on preparation and experience completed outside Kentucky.

13 (10) "Provisional teaching certificate" means the document issued to an individual for the
14 duration of the beginning teacher internship program.

15 (11) "Restricted base certificate" means a stand-alone license to teach in a specific subject
16 area of certification which is the only subject area that can be taught under this limited
17 certificate.

18 (12) "Statement of eligibility" means the document issued to an applicant upon
19 completion of an approved program of preparation and successful completion of the assessments.

20 Section 2. Certificate Issuance. (1) (a) Until December 31, 2014, a [A] statement of
21 eligibility for a provisional teaching certificate shall be issued to an applicant who has submitted
22 a completed TC-1 application form and has successfully completed:

23 1.a.-(a)1.- At least a bachelor's degree with:

Agenda Book

- 1 ~~i. [a.]~~ A cumulative grade point average of 2.50 on a 4.0 scale; or
- 2 ~~ii. [b.]~~ A grade point average of 3.00 on a 4.0 scale on the last sixty (60) hours of credit
- 3 completed, including undergraduate and graduate coursework; or
- 4 ~~b. [2.]~~ As required by Section 4(2)(g)6 of this administrative regulation, a master's degree
- 5 with:
- 6 ~~i. [a.]~~ A cumulative grade point average of 2.50 on a 4.0 scale; or
- 7 ~~ii. [b.]~~ A grade point average of 3.00 on a 4.0 scale on the last sixty (60) hours of credit
- 8 completed, including undergraduate and graduate coursework;
- 9 ~~2. [(b)]~~ An approved program of preparation; and
- 10 ~~3. [(e)]~~ The assessments corresponding to the certificate identified in Section 4 of this
- 11 administrative regulation for which application is being made.

12 (b) Beginning January 1, 2015, a statement of eligibility for a provisional teaching

13 certificate shall be issued to an applicant who has submitted a completed CA-1 application form

14 and has successfully completed:

15 1.a. At least a bachelor's degree with:

16 i. A cumulative grade point average of 2.50 on a 4.0 scale; or

17 ii. A grade point average of 3.00 on a 4.0 scale on the last sixty (60) hours of credit

18 completed, including undergraduate and graduate coursework; or

19 b. As required by Section 4(2)(g)6 of this administrative regulation, a master's degree

20 with:

21 i. A cumulative grade point average of 2.50 on a 4.0 scale; or

22 ii. A grade point average of 3.00 on a 4.0 scale on the last sixty (60) hours of credit

23 completed, including undergraduate and graduate coursework;

Agenda Book

- 1 (2) An approved program of preparation;
2 (3) The assessments corresponding to the certificate identified in Section 4 of this
3 administrative regulation for which application is being made; and
4 (4) A national and state criminal background check performed in accordance with KRS
5 160.380(5)(c) within six (6) months of the date of application.

6 (2) Upon confirmation of employment in an assignment for the grade level and
7 specialization identified on a valid statement of eligibility, a Provisional Teaching Certificate
8 shall be issued for the duration of the beginning teacher internship established under KRS
9 161.030.

10 (3) Upon successful completion of the internship, a Professional Teaching Certificate
11 shall be issued, valid for a four (4) year period.

12 Section 3. Professional Teaching Certificate Renewal. (1) The renewal shall require
13 completion of a fifth-year approved program of preparation which is consistent with:

14 (a) The Kentucky teacher standards established in 16 KAR 1:010; or

15 (b) The standards adopted by the Education Professional Standards Board for a particular
16 professional education specialty and established in an applicable administrative regulation in
17 KAR Title 16.

18 (2) The first five (5) year renewal shall require:

19 (a) Completion of a minimum of fifteen (15) semester hours of graduate credit applicable
20 to the fifth-year approved program of preparation established in 16 KAR 8:020 by September 1
21 of the year of expiration of the certificate; or

22 (b) Completion of the required components of the continuing education option for initial
23 certificate renewal as established in 16 KAR 8:030.

Agenda Book

1 (3) The second five (5) year renewal shall require:

2 (a) Completion of the fifth-year approved program of preparation established in 16 KAR
3 8:020 by September 1 of the year of expiration of the certificate; or

4 (b) Successful completion of the continuing education option as established in 16 KAR
5 8:030.

6 (4) Each subsequent five (5) year renewal shall require completion of the renewal
7 requirements established in 16 KAR 4:060.

8 Section 4. Grade Levels and Specializations. (1) Preparation for a teaching certificate
9 shall be based on:

10 (a) The Kentucky teacher standards established in 16 KAR 1:010;

11 (b) The accreditation and program approval standards established in 16 KAR 5:010,
12 including the content standards of the relevant national specialty program associations; and

13 (c) The goals for the schools of the Commonwealth specified in KRS 158.6451 and the
14 student academic expectations established in 703 KAR 4:060.

15 (2) A base certificate shall be issued specifying one (1) or more of the following grade
16 level and specialization authorizations:

17 (a) Interdisciplinary early childhood education, birth to primary, established in 16 KAR
18 2:040;

19 (b) Elementary school: primary through grade 5 to include preparation in the academic
20 disciplines taught in the elementary school.

21 1. The elementary certificate shall be valid for teaching grade 6 if grade 6 is taught in a
22 self-contained classroom or in a school organization in which grade 6 is housed with grade 5 in
23 the same building.

1 2. A candidate for the elementary certificate may simultaneously prepare for certification
2 for teaching exceptional children.

3 (c)1. Middle school option 1: grades 5 through 9 with the equivalent of one (1) major to
4 be selected from:

5 a. English and communications;

6 b. Mathematics;

7 c. Science; or

8 d. Social studies;

9 2. Middle school option 2: grades 5 through 9 with two (2) middle school teaching fields
10 to be selected from:

11 a. English and communications;

12 b. Mathematics;

13 c. Science; or

14 d. Social studies;

15 3. The grades 5 through 9 mathematics certificate shall be valid for teaching Algebra I
16 grades 10 and 11;

17 4. A candidate who chooses to simultaneously prepare for teaching in the middle school
18 and for an additional base or restricted base certificate issued under this subsection or subsection
19 (3) of this section, including certification for teaching exceptional children, shall be required to
20 complete one (1) middle school teaching field;

21 (d) Secondary school: grades 8 through 12 with one (1) or more of the following majors:

22 1. English;

23 2. Mathematics;

- 1 3. Social studies;
- 2 4. Biology;
- 3 5. Chemistry;
- 4 6. Physics; or
- 5 7. Earth science;
- 6 (e) Grades 5 through 12 with one (1) or more of the following majors:
- 7 1. Agriculture;
- 8 2. Business and marketing education;
- 9 3. Family and consumer science;
- 10 4. Industrial education; or
- 11 5. Engineering and technology;
- 12 (f) All grade levels with one (1) or more of the following specialties:
- 13 1. Art;
- 14 2. A foreign language;
- 15 3. Health;
- 16 4. Physical education;
- 17 5. Integrated music;
- 18 6. Vocal music;
- 19 7. Instrumental music; or
- 20 8. School media librarian; or
- 21 (g) Grades primary through 12 for teaching exceptional children and for collaborating
- 22 with teachers to design and deliver programs for preprimary children, for one (1) or more of the
- 23 following disabilities:

Agenda Book

- 1 1. Learning and behavior disorders;
- 2 2. Moderate and severe disabilities;
- 3 3. Hearing impaired;
- 4 4. Hearing impaired with sign proficiency;
- 5 5. Visually impaired;
- 6 6. Communication disorders, valid at all grade levels for the instruction of exceptional
- 7 children and youth with communication disorders, which shall require a master's degree in
- 8 communication or speech language pathology, in accordance with 16 KAR 2:050, Section 2; or
- 9 7. Communication disorders - SLPA only, valid at all grade levels for the instruction of
- 10 exceptional children and youth with communication disorders, which shall require a
- 11 baccalaureate degree in communication or speech language pathology, in accordance with 16
- 12 KAR 2:050, Section 3.
- 13 (3) A restricted base certificate shall be issued specifying one (1) or more of the
- 14 following grade level and specialization authorizations:
- 15 (a) Psychology, grades 8-12;
- 16 (b) Sociology, grades 8 through 12;
- 17 (c) Journalism, grades 8 through 12;
- 18 (d) Speech/media communications, grades 8-12;
- 19 (e) Theater, primary through grade 12;
- 20 (f) Dance, primary through grade 12;
- 21 (g) Computer information systems, primary through grade 12; or
- 22 (h) English as a second language, primary through grade 12.

Agenda Book

1 (4) An endorsement to certificates identified in subsection (2) or (3) of this section shall
2 be issued specifying one (1) or more of the following grade level and specialization
3 authorizations:

- 4 (a) Computer science, grades 8-12;
- 5 (b) English as second language, primary through grade 12;
- 6 (c) Gifted education, primary through grade 12;
- 7 (d) Driver education, grades 8-12;
- 8 (e) Literacy specialist, primary through grade 12;
- 9 (f) Reading, primary through grade 12;
- 10 (g) Instructional computer technology, primary through grade 12;
- 11 (h) Teacher Leader, all grades;
- 12 (i) Other instructional services - school safety, primary through grade 12;
- 13 (j) Other instructional services - environmental education, primary through grade 12;
- 14 (k) Other instructional services - elementary mathematics specialist, primary through
15 grade 5;
- 16 (l) Learning and behavior disorders, grades 8 through 12. This endorsement shall be
17 issued:
 - 18 1. Following completion of the requirements of Section 5(2) of this administrative
19 regulation; and
 - 20 2. Only to candidates with preparation and certification for a base or restricted base
21 certificate for the secondary grades 8-12; or
 - 22 (m) American Sign Language, primary through grade 12.

1 Section 5. Additional Certification. (1) A certificate extension may be issued for any base
2 or restricted base certificate area offered in Section 4(2) or (3) of this administrative regulation
3 and shall require:

- 4 (a) A valid base or restricted base certificate, including a statement of eligibility;
- 5 (b) Successful completion of the applicable assessments; and
- 6 (c) Recommendation from an approved preparation program upon demonstration of
7 competency in the relevant teaching methodology verified via coursework, field experience,
8 portfolio, or other proficiency evaluation.

9 (2) A certificate endorsement may be issued for any area listed in Section 4(4) of this
10 administrative regulation and shall require:

- 11 (a) A valid base or restricted base certificate, including a statement of eligibility;
- 12 (b) Successful completion of the applicable assessments; and
- 13 (c) Recommendation from an approved preparation program.

14 (3)(a) A professionally-certified teacher may add a certificate endorsement or extension if
15 the teacher meets the requirements established in paragraph (c) ~~[(b)]~~ of this subsection.

16 (b) 1. Until December 31, 2014, an application for a certificate extension or certificate
17 shall be made on a Form TC-HQ; or

18 2. Beginning January 1, 2015, an application for a certificate extension shall be made on
19 a Form CA-HQ; and

20 (c) A certificate extension or certificate endorsement shall be issued if an educator
21 ~~[submits a completed TC-HQ application and]:~~

- 22 1. Holds a valid Kentucky professional teaching certificate;
- 23 2. Submits proof that the educator has:

Agenda Book

- 1 a. Current employment in a certified position;
- 2 b. A bona fide offer of employment in a certified position in a Kentucky public school; or
- 3 c. Approval of the local district superintendent;
- 4 3. Successfully completed the applicable content assessments; and
- 5 4. Has either:
 - 6 a. A declared major in the area of certification being sought; or
 - 7 b. A combination of education, experience, professional development, awards and
 - 8 achievements in the area of certification being sought sufficient to demonstrate subject matter
 - 9 competency as evidenced by a score of ninety (90) points on the index contained within the
 - 10 application forms TC-HQ or CA-HQ. ~~{form, TC-HQ.}~~
 - 11 i. Points shall be granted only for experience, professional development, awards or
 - 12 achievements earned relative to the specific content area, student population taught, and grade
 - 13 range served.
 - 14 ii. Coursework shall be validated on the application by a Kentucky college or university
 - 15 approved by the EPSB to serve as a "clearinghouse" for the purposes of this option.
 - 16 iii. Successful completion of the appropriate content assessment or assessments for the
 - 17 certificate area being added shall count for forty-five (45) points.
 - 18 (4) If a teacher currently holds a professional certificate in the secondary grades 8-12, and
 - 19 applies for a certificate extension or endorsement in the same content area for middle school
 - 20 grades 5-9, the teacher shall not be required to complete the content assessment.
 - 21 (5) A certificate extension or endorsement issued under the requirements established in
 - 22 subsection (3)(b) of this section shall be permitted in the areas of English, mathematics, sciences,

Agenda Book

1 foreign languages, or social studies. Health and physical education areas shall be added only if
2 the teacher holds the correlative certificate.

3 Section 6. A candidate pursuing certification via an alternative route to certification shall
4 receive the same certificates delineated in Section 4 of this administrative regulation following
5 completion of the appropriate requirements specific to each alternative route.

6 Section 7. (1) Until December 31, 2014, application for certification or additional
7 certification shall be made on Form TC-1 and shall be accompanied by the fees required by 16
8 KAR 4:040; and

9 (2) Beginning January 1, 2015, application for certification or additional certification shall
10 be made on Form CA-1 and shall be accompanied by the fees required by 16 KAR 4:040.

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

- 13 (a) "Form CA-1", 03/2014;
14 (b) "Form CA-HQ," 03/2014;
15 (c) "Form TC-1", 10/05; and
16 (d) [(b)] "Form TC-HQ", 10/2009.

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

Date Cassandra
Education

Webb, Chairperson
Professional Standards Board

Agenda Book

PUBLIC HEARING AND PUBLIC COMMENT PERIOD: A public hearing on this administrative regulation shall be held on April 30, 2014 at 9:00 a.m. at the offices of the Education Professional Standards Board, 100 Airport Road, 3rd Floor, Conference Room A, Frankfort, Kentucky 40601. Individuals interested in being heard at this hearing shall notify this agency in writing five workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing is received by that date, the hearing may be canceled. This hearing is open to the public. Any person who wishes to be heard will be given an opportunity to comment on the proposed administrative regulation. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted until April 30, 2014. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

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

REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

Regulation #: 16 KAR 2:010

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

(1) Provide a brief summary of:

(a) What this administrative regulation does: This administrative regulation establishes the Kentucky certification to be issued for teaching positions.

(b) The necessity of this administrative regulation: This administrative regulation is necessary to provide notice to certification candidates of the requirements for obtaining and maintaining a teaching certificate.

(c) How this administrative regulation conforms to the content of the authorizing statutes: KRS 161.028(1)(a) requires the Education Professional Standards Board to establish standards and requirements for obtaining and maintaining a teaching certificate. KRS 161.028(1)(b) requires the board to set standards for programs for the preparation of teachers and other professional school personnel. KRS 161.028(1)(f) requires the board to issue and renew any certificate.

(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes: This administrative regulation lists the requirements for obtaining and maintaining a teaching certificate in Kentucky.

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

(a) How the amendment will change this existing administrative regulation: This amendment replaces the current applications forms, TC-1 and TC-HQ, with the CA-1 and CA-HQ. Additionally, this amendment establishes a requirement that candidates for initial certification submit a national and state background check with their application for certification.

(b) The necessity of the amendment to this administrative regulation: This amendment is necessary to ensure that the certification application process is collecting the appropriate data necessary to ensure that all Kentucky certified teachers are effective and have the appropriate disposition for the classroom.

(c) How the amendment conforms to the content of the authorizing statutes: The authorizing statutes, KRS 161.020, 161.028, and 161.030, govern the certification of professional

school personnel and grant the Education Professional Standards Board certification authority and the responsibility for establishing the requirements for obtaining and maintaining a certificate. This amendment establishes the requirements for obtaining and maintaining a teaching certificate.

(d) How the amendment will assist in the effective administration of the statutes: This amendment adopts an application form that will be easier for the applicant to understand and that will collect more concise information on the applicant. Additionally, the adoption of a criminal background check prior to certification will ensure that candidates have the appropriate disposition for the classroom prior to applying for employment in Kentucky's public schools.

(3) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation: 173 Kentucky school districts, 30 educator preparation programs, and candidates for teacher certification.

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

(a) List the actions that each of the regulated entities identified in question (3) will have to take to comply with this administrative regulation or amendment: The school districts will not be required to take any additional action. The educator preparation programs will need to advise candidates of the new application process and criminal background check requirement. Applicants will have to submit a criminal background check with their initial application for certification. Applicants will need to continue referring to this regulation or the Education Professional Standards board website for current certification requirements.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (3): Applicants for initial certification will have to bear the costs of a state and federal background check. Applicants who are prepared in Kentucky may not have any additional cost because they will have completed the required background check prior to student teaching. There will be no cost to the other entities identified in question (3).

Agenda Book

(c) As a result of compliance, what benefits will accrue to the entities identified in question (3): All entities identified in question (3) will benefit from an up to date application process for certification which will ensure that applicants are properly screened for appropriate classroom disposition.

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

(a) Initially: None

(b) On a continuing basis: None

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

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

(8) State whether or not this administrative regulation established any fees or directly or indirectly increased any fees: This administrative regulation does require applicants for initial certificate to supply a state and federal background check. In an attempt to lessen the potential financial burden on applicants, the state and federal background check required will be the same as statutorily required for student teaching or employment as a certified educator in Kentucky's public schools.

(9) TIERING: Is tiering applied? (Explain why or why not) YES, applicants for initial certification will be required to submit a state and federal background check with their application. This will allow the Education Professional Standards Board to conduct an in-depth screening of applicants prior to granting certification.

FISCAL NOTE ON STATE OR LOCAL GOVERNMENT

Regulation Number: 16 KAR 2:010

Contact Person: Alicia A. Sneed

Phone number: 502-564-4606

(1) What units, parts, or divisions of state or local government (including cities, counties, fire departments, or school districts) will be impacted by this administrative regulation? The Education Professional Standards Board, 173 school districts, 8 public universities with educator preparation programs.

(2) Identify each state or federal statute or federal regulation that requires or authorizes the action taken by the administrative regulation. KRS 161.028

(3) Estimate the effect of this administrative regulation on the expenditures and revenues of a state or local government agency (including cities, counties, fire departments, or school districts) for the first full year the administrative regulation is to be in effect. There should be no effect on expenditures or revenues.

(a) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for the first year? This is not a revenue generating regulation.

(b) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for subsequent years? This is not a revenue generating regulation.

(c) How much will it cost to administer this program for the first year? There may be a minimal cost to the Education Professional Standards Board to update its website and ensure that applicants are aware to use the new form required by this amendment.

(d) How much will it cost to administer this program for subsequent years? No additional costs.

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

Revenues (+/-): None

Expenditures (+/-): None

Other Explanation: This regulatory amendment adopts a new form and requires the applicant to submit additional information to ensure he or she is properly reviewed prior to receiving certification.

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Action Item C

Action Item:

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

Applicable Statutes and Regulation:

KRS 161.028

KRS 161.030

KRS 161.120

16 KAR 2:010

Applicable Goal:

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

Goal 3: Every credentialed educator exemplifies behaviors that maintain the dignity and integrity of the profession by adhering to established law and EPSB Code of Ethics.

Background:

In January 2013, the Board approved the charter for the Committee to Ensure an Ethical Educator Workforce (CEEEW) to conduct a self-audit of current disciplinary procedures. The ten (10) person committee included board members as representatives of the Kentucky Education Association (KEA), the Kentucky Association of School Administrators (KASA), and the Kentucky Association of School Superintendents (KASS). At the September 2013 meeting, the Board adopted three (3) final recommendations made by CEEEW:

- Initial certification background checks (self-financed)
- Adoption of draft character and fitness form that was presented to the Board
- Proceed with the pilot development of an online complaint process and include superintendent complaint form on our website

To begin implementation of the recommendations for initial certification background checks and adoption of the new character and fitness form, several certification regulations must be amended.

16 KAR 4:060 is the regulation that encapsulates the certification renewal process. The proposed amendment adopts the newly designed CA-2. The amendment provides for the current application process to remain in effect until December 31, 2014, and then on January 1, 2015, any applicant for renewal will need to use the CA-2.

The next significant proposed amendment to this regulation is the removal of the word “successful” from the phrase “successful teaching experience.” The word “successful” has never been defined in the regulation; therefore, school superintendents have traditionally used the plain meaning of the word to determine whether the applicant’s teaching experience was “successful.”

Agenda Book

Since the regulation has never contained a measurable value for “successful,” superintendents have to use their personal judgment as to whether the individual was “successful” and that has led to several issues where the applicant and his or her former superintendent are in disagreement as to whether the applicant’s prior teaching experience was “successful.” Since there is not a measurable value for the staff to use in order to independently assess whether teaching experience was “successful,” staff requested proof be submitted that the educator worked for three (3) years in accordance with Section 2 of the regulation. Staff is recommending that the term “successful” be removed to ensure that all educators are treated the same until such a time the Board adopts an objective measure to determine whether teaching experience is “successful.”

Any other proposed amendments in the regulation were made to update the regulation to comply with the drafting requirements of KRS Chapter 13A.

Alternative Actions:

1. Approve the proposed amendments to 16 KAR 4:060.
2. Modify and approve the proposed amendments to 16 KAR 4:060.
3. Do not approve the proposed amendments to 16 KAR 4:060.

Staff Recommendation:

Alternative 1

Rationale:

Adoption of the new form and removal of the “successful” experience language will assist both educators and the Board in the renewal process.

Contact Person:

Ms. Alicia A. Sneed, Director
Division of Legal Service
(502) 564-4606
E-mail: Alicia.Sneed@ky.gov

Date:

March 17, 2014

1 **EDUCATION PROFESSIONAL STANDARDS BOARD**

2 **(Amendment)**

3 **16 KAR 4:060. Certificate renewals and ~~successful~~ teaching experience.**

4 RELATES TO: KRS 161.020, 161.028, 161.030

5 STATUTORY AUTHORITY: KRS 161.028, 161.030

6 NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.020, 161.028, and 161.030

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

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

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

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

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

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

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

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

8 (5)(a) Upon expiration, a regular certificate shall be extended for one (1) time for the one
9 (1) year period immediately following the expiration date if:

10 1. a. Until December 31, 2014, an [An] application for the extension is submitted using
11 Form TC-2; or

12 b. Beginning January 1, 2015, an application for the extension is submitted using Form
13 CA-2;

14 2. The certificate holder has completed at least one-third (1/3) of the renewal
15 requirements; and

16 3. The extension is recommended by the employing school superintendent.

17 (b) If the requirements of paragraph (a) of this subsection are met, the remainder of the
18 renewal requirements shall be completed within the one (1) year period of reinstatement.

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

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

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

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

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

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

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

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

19 (10) (a) Until December 31, 2014, application for certification renewal shall be made on
20 Form TC-2; or

21 (b) Beginning January 1, 2015, application for certification renewal shall be made on
22 Form CA-2.

Agenda Book

1 Section 2. ~~[Successful]~~ Teaching Experience for Certificate Issuance and Renewal. (1)

2 ~~[Successful]~~ Teaching experience shall be in a position directly corresponding to the type of
3 teaching certificate for which the application is being made.

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

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

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

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

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

14 (7) (a) Until December 31, 2014, the superintendent of the employing district or chief
15 school officer of the employing nonpublic school shall verify ~~[successful]~~ teaching experience on
16 the certification application, Form TC-1, which is incorporated by reference in 16 KAR 2:010,
17 for initial certification or Form TC-2 for certificate renewal; and

18 (b) Beginning January 1, 2015, the superintendent of the employing district or chief
19 school officer of the employing nonpublic school shall verify teaching experience on the Form
20 CA-1, which is incorporated by reference in 16 KAR 2:010, for initial certification or Form CA-
21 2 for certificate renewal.

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

Agenda Book

1 (a) “Form CA-2”, 03/2014;

2 (b) “Form TC-2”, rev.10/03~~[, is incorporated by reference].~~

3 (2) This material may be inspected, copied, or obtained, subject to applicable copyright
4 law, at the Education Professional Standards Board, 100 Airport Road, 3rd Floor, Frankfort,
5 Kentucky 40602, Monday through Friday, 8 a.m. to 4:30 p.m.

Date Cassandra
 Education

Webb, Chairperson
Professional Standards Board

DRAFT

Agenda Book

PUBLIC HEARING AND PUBLIC COMMENT PERIOD: A public hearing on this administrative regulation shall be held on April 30, 2014 at 9:00 a.m. at the offices of the Education Professional Standards Board, 100 Airport Road, 3rd Floor, Conference Room A, Frankfort, Kentucky 40601. Individuals interested in being heard at this hearing shall notify this agency in writing five workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing is received by that date, the hearing may be canceled. This hearing is open to the public. Any person who wishes to be heard will be given an opportunity to comment on the proposed administrative regulation. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted until April 30, 2014. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

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

Education Professional Standards Board

100 Airport Road, Third Floor

Frankfort, KY 40601

(502) 564-4606

FAX: (502) 564-7080

REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

Regulation #: 16 KAR 4:060

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

(1) Provide a brief summary of:

(a) What this administrative regulation does: This administrative regulation establishes certificate renewal provisions.

(b) The necessity of this administrative regulation: This administrative regulation is necessary to provide notice to certification candidates of the requirements for obtaining and maintaining a teaching certificate.

(c) How this administrative regulation conforms to the content of the authorizing statutes: 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 161.120 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 certificate was issued.

(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes: This administrative regulation lists the requirements for renewing a certificate in Kentucky.

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

(a) How the amendment will change this existing administrative regulation: This amendment incorporates the CA-2 form.

(b) The necessity of the amendment to this administrative regulation: This amendment is necessary to ensure that the most recent application forms are used.

(c) How the amendment conforms to the content of the authorizing statutes: The authorizing statutes, KRS 161.020, 161.028, and 161.030, govern the certification of professional school personnel and grant the Education Professional Standards Board certification authority and the responsibility for establishing the requirements for obtaining and maintaining a certificate. This amendment establishes certificate renewal provisions and the requirements for successful teaching experience for certificate issuance and renewal.

(d) How the amendment will assist in the effective administration of the statutes: This amendment ensures that the certification application is the most current one available.

(3) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation: 174 Kentucky school districts, 30 educator preparation programs, and candidates for teacher certification.

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

(a) List the actions that each of the regulated entities identified in question (3) will have to take to comply with this administrative regulation or amendment: The school districts will not be required to take any additional action. The educator preparation programs will not need to take any additional action. Applicants will need to continue to refer to this regulation or the Education Professional Standards board website for current certification requirements.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (3): There will be no cost to any of the entities identified in question (3).

(c) As a result of compliance, what benefits will accrue to the entities identified in question (3): All entities will be using the most recent certification forms, ensuring consistency in the application process.

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

(a) Initially: None

(b) On a continuing basis: None

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

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

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

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

DRAFT

FISCAL NOTE ON STATE OR LOCAL GOVERNMENT

Regulation Number: 16 KAR 4:060

Contact Person: Alicia A. Sneed

Phone number: 502-564-4606

(1) What units, parts, or divisions of state or local government (including cities, counties, fire departments, or school districts) will be impacted by this administrative regulation? The Education Professional Standards Board, 173 school districts, 8 public universities with educator preparation programs.

(2) Identify each state or federal statute or federal regulation that requires or authorizes the action taken by the administrative regulation. KRS 161.028

(3) Estimate the effect of this administrative regulation on the expenditures and revenues of a state or local government agency (including cities, counties, fire departments, or school districts) for the first full year the administrative regulation is to be in effect. There should be no effect on expenditures or revenues.

(a) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for the first year? This is not a revenue generating regulation.

(b) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for subsequent years? This is not a revenue generating regulation.

(c) How much will it cost to administer this program for the first year? There may be a minimal cost to the Education Professional Standards Board to update its website and ensure that applicants are aware to use the new form required by this amendment.

(d) How much will it cost to administer this program for subsequent years? No additional costs.

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

Revenues (+/-): None

Expenditures (+/-): None

Other Explanation: This regulatory amendment adopts a new form and requires the applicant to submit additional information to ensure he or she is properly reviewed prior to receiving certification.

**Education Professional Standards Board
Staff Note**

Action Item, Waiver A

Action Item:

Waiver of the Student Teacher Placement

Applicable Statutes and Regulation:

KRS 161.028; KRS 161.030

16 KAR 5:040, Section 6(4)(a)

Applicable Goal:

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

Issue:

Should the EPSB grant a waiver of the student teacher placement requirements?

Background:

Dr. Sam Evans, Dean, Western Kentucky University College of Education & Behavioral Sciences, requests a waiver of Regulation 16 KAR 5:040, Section 6(4)(a), "Candidates pursuing a primary through grade 12 certificate shall have their student teaching balanced between an elementary school placement and middle or high school placement." This request is for a placement to take place during the second half of the spring 2014 semester. A Western Kentucky University (WKU) student teacher, Lauren Kemble, who is seeking certification in German, needs to complete her entire placement with a secondary teacher. No school in the region offers German at the elementary level. WKU has arranged a full semester placement with Ms. Andrea Gieszl, a certified German teacher at Seneca High School Magnet Career Academy in Jefferson County. As a result of no elementary school opportunities, Western Kentucky University requests a waiver of the requirement for the elementary school placement for Ms. Lauren Kemble. Additional information is available under separate cover.

Alternative Actions:

1. Approve the waiver request of 16 KAR 5:040, Section 6(4)(a).
2. Do not approve the waiver request of 16 KAR 5:040, Section 6(4)(a).

Contact Person:

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

Date:

March 17, 2014

16 KAR 5:040. Admission, placement, and supervision in student teaching.

RELATES TO: KRS 161.020, 161.028, 161.030, 161.042

STATUTORY AUTHORITY: KRS 161.028, 161.030, 161.042

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.028 requires that an educator preparation institution be approved for offering the preparation program corresponding to a particular certificate on the basis of standards and procedures established by the Education Professional Standards Board. KRS 161.030 requires that a certificate be issued to a person who has completed a program approved by the Education Professional Standards Board. KRS 161.042 requires the Education Professional Standards Board to promulgate an administrative regulation relating to student teachers, including the qualifications for cooperating teachers. This administrative regulation establishes the standards for admission, placement, and supervision in student teaching.

Section 1. Definition. "Cooperating teacher" means a teacher employed 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 who is contracting with an educator preparation institution to supervise a student teacher for the purpose of fulfilling the student teaching requirement of the approved educator preparation program.

Section 2. Cooperating Teacher Eligibility Requirements. (1) The cooperating teacher, whether serving in a public or nonpublic school, shall have:

- (a) A valid teaching certificate or license for each grade and subject taught; and
- (b) At least three (3) years of teaching experience as a certified educator.

(2) A teacher assigned to a teaching position on the basis of a provisional, probationary, or emergency certificate issued by the Education Professional Standards Board shall not be eligible for serving as a cooperating teacher.

(3) The district and educator preparation program shall select teachers to be cooperating teachers who demonstrate the following:

- (a) Effective classroom management techniques that promote an environment conducive to learning;
- (b) Best practices for the delivery of instruction;
- (c) Mastery of the content knowledge or subject matter being taught;
- (d) Aptitude and ability to contribute to the mentoring and development of a preservice educator;
- (e) Usage of multiple forms of assessment to inform instruction; and
- (f) Creation of learning communities that value and build upon students' diverse backgrounds.

(4) An educator preparation program shall give a teacher who holds a teacher leader endorsement pursuant to 16 KAR 5:010, Section 12(3), priority consideration when selecting a cooperating teacher.

(5) Beginning September 1, 2013, prior to student teacher placement, a cooperating teacher shall receive training approved by the Education Professional Standards Board and provided at no cost to the cooperating teacher by the educator preparation institution which shall include the following components:

- (a) Basic responsibilities of a cooperating teacher;
- (b) Best practice in supporting the student teacher; and
- (c) Effective assessment of the student teacher.

(6) Beginning September 1, 2013, educator preparation programs shall maintain a pool of cooperating teachers who have met the requirements of this section.

(7) Beginning September 1, 2013, each educator preparation institution shall file an electronic report with the Education Professional Standards Board every semester which identifies the following:

- (a) Each candidate at the educator preparation institution enrolled in student teaching;
- (b) The candidate's assigned school;
- (c) The cooperating teacher assigned to each candidate;
- (d) The cooperating teacher's area of certification;
- (e) The cooperating teacher's years of experience as a certified or licensed educator; and
- (f) The date the cooperating teacher completed the training required in subsection (5) of this section.

Section 3. Admission to Student Teaching. In addition to the appropriate sections of the National Council for Accreditation of Teacher Education (NCATE) standards which are incorporated by reference in 16 KAR 5:010, each educator preparation institution shall determine minimum standards for admission to student teaching which shall include the procedures established in this section. Admission to student teaching shall include a formal application procedure for each teacher candidate.

(1) A record or report from a valid and current medical examination, which shall include a tuberculosis (TB) risk assessment, shall be placed on file with the admissions committee.

(2) Prior to and during the student teaching experience, the teacher candidate shall adhere to the Professional Code of Ethics for Kentucky School Personnel established in 16 KAR 1:020.

(3) Beginning September 1, 2013, prior to admission to student teaching, each teacher candidate shall complete a minimum of 200 clock hours of field experiences in a variety of primary through grade 12 (P-12) school settings which allow the candidate to participate in the following:

- (a) Engagement with diverse populations of students which include:

1. Students from a minimum of two (2) different ethnic or cultural groups of which the candidate would not be considered a member;

2. Students from different socioeconomic groups;

3. English language learners;

4. Students with disabilities; and

5. Students from across elementary, middle school, and secondary grade levels;

- (b) Observation in schools and related agencies, including:

1. Family Resource Centers; or

Agenda Book

2. Youth Service Centers;

(c) Student tutoring;

(d) Interaction with families of students;

(e) Attendance at school board and school-based council meetings;

(f) Participation in a school-based professional learning community; and

(g) Opportunities to assist teachers or other school professionals.

(4) The educator preparation program shall require the candidate to submit a record of all clinical hours for review and confirmation that the candidate has fulfilled the field experiences required in subsection (3) of this section.

(5) The educator preparation program shall maintain electronic records that confirm that all candidates enrolled in student teaching after September 1, 2013, have fulfilled the field experiences required in subsection (3) of this section.

Section 4. Cooperating Teacher to Student Teacher Ratio. The ratio of student teachers to cooperating teachers shall be one (1) to one (1).

Section 5. University Supervisor. (1) The university supervisor shall make periodic observations of the student teacher in the classroom and shall prepare a written report on each observation and share it with the student teacher.

(2) The observation reports shall be filed as a part of the student teacher record and used as a validation of the supervisory function.

(3) A student teacher shall receive periodic and regular on-site observations and critiques of the actual teaching situation a minimum of four (4) times, excluding seminars and workshops.

(4) The university supervisors shall be available to work with the student teacher and personnel in the cooperating school regarding any problems that may arise relating to the student teaching situation.

(5) The educator preparation program shall select a clinical faculty member to serve as a university supervisor who demonstrates the following:

(a) Effective classroom management techniques that promote an environment conducive to learning;

(b) Best practices for the delivery of effective instruction;

(c) Dispositions that contribute to the mentoring and development of a preservice educator;

(d) Knowledge and skills in the use of formative and summative assessments; and

(e) The ability to participate in a community of professionals committed to supporting the effective instructional practice of each student teacher.

(6) Beginning September 1, 2013, university supervisors shall receive training approved by the Education Professional Standards Board and provided at no cost to the university supervisor by the educator preparation institution which shall include the following components:

(a) Basic responsibilities of a university supervisor;

(b) Best practice in supporting the student teacher; and

(c) Effective assessment of the student teacher.

(7) Beginning September 1, 2013, educator preparation programs shall maintain a pool of clinical faculty members who have met the requirements of this section.

Section 6. Professional Experience. (1) In addition to the appropriate NCATE standards incorporated by reference in 16 KAR 5:010, the educator preparation institution shall provide opportunities for the student teacher to assume major responsibility for the full range of teaching duties, including extended co-teaching experiences, in a real school situation under the guidance of qualified personnel from the educator preparation institution and the cooperating elementary, middle, or high school. The educator preparation program and the school district shall make reasonable efforts to place student teachers in settings that provide opportunities for the student teacher to develop and demonstrate the practical skills, knowledge, and professional dispositions essential to help all P-12 students learn and develop.

(2) A student teacher shall not be placed in a setting that is not consistent with his or her planned certification content and grade range.

(3) Beginning September 1, 2013, the student teacher placement shall provide the student teacher with the opportunity to engage with diverse populations of students.

(4) Beginning September 1, 2013, each educator preparation institution shall provide a full professional semester to include a period of student teaching for a minimum of seventy (70) full days, or its equivalent, in instructional settings that correspond to the grade levels and content areas of the student teacher's certification program.

(a) Candidates pursuing a primary through grade 12 certificate shall have their student teaching balanced between an elementary school placement and middle school or high school placement.

(b) Candidates pursuing an elementary certificate shall have their student teaching balanced between a placement in primary through grade 3 and a placement in grade 4 or grade 5...

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Action Item, Waiver B

Action Item:

Emergency Waiver of 16 KAR 5:040: Admission, Placement, and Supervision in Student Teaching

Applicable Statutes and Regulations:

KRS 161.020 and 16 KAR 5:040

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 Education Professional Standards Board waive regulation 16 KAR 5:040, Section 6 (4) which requires educator preparation institutions to provide seventy (70) full days, or its equivalent, of student teaching?

Background:

Inclement weather in the spring 2014 semester has forced school closings, delayed start times, and early dismissals in schools where student teachers in Kentucky educator preparation programs are assigned for their required 70 days of student teaching. Although students teachers and their programs have made good faith efforts to complete as many days as possible, (e.g., beginning student teaching earlier in the semester and ensuring the candidates student teach every day their assigned schools are open,) some candidates' assigned schools will not be open enough days the candidates to complete 70 days of student teaching before the close of the higher education institution's semester.

Kentucky's preparation programs are tied to their institutional calendars, which control operational matters such as contractual obligations of staff, availability of on-campus housing, dates by which credit must be awarded for students to maintain full-time enrollment status, dates by which credit must be awarded for students to be eligible to graduate, start dates of subsequent course offerings, and other similar challenges.

Staff is asking the board to waive 16 KAR 5:040, Section 6 (4) for the spring 2014 semester as it applies to affected candidates enrolled in programs whose unit heads have submitted waiver requests. Each waiver request is supported with documentation signed by the unit head indicating the name of each student teacher, the school and district, and the days affected student teachers assigned to that district were unable to participate in student teaching due to weather-related district school closures.

Alternative Actions:

1. Approve the proposed waiver of 16 KAR 5:040, Section 6 (4).
2. Modify the proposed waiver of 16 KAR 5:040, Section 6 (4).
3. Do not approve the proposed waiver of 16 KAR 5:040, Section 6 (4).

Staff Recommendation:

Alternative Action 1

Rationale:

Unscheduled weather-related school closings are beyond the control of the educator preparation providers that place student teachers in districts. With increased expectations regarding both the duration and quality of candidates' clinical experiences before and during the professional semester, Kentucky's educator preparation programs are taking steps to ensure all available days are used as student teaching days. Nevertheless, in some cases, weather-related school closings have made it impossible for student teachers to complete 70 full days of student teaching before the close of the spring 2014 higher education academic semester.

Contact Person:

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

Date:

March 17, 2014

Agenda Book

16 KAR 5:040. Admission, placement, and supervision in student teaching.

RELATES TO: KRS 161.020, 161.028, 161.030, 161.042

STATUTORY AUTHORITY: KRS 161.028, 161.030, 161.042

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.028 requires that an educator preparation institution be approved for offering the preparation program corresponding to a particular certificate on the basis of standards and procedures established by the Education Professional Standards Board. KRS 161.030 requires that a certificate be issued to a person who has completed a program approved by the Education Professional Standards Board. KRS 161.042 requires the Education Professional Standards Board to promulgate an administrative regulation relating to student teachers, including the qualifications for cooperating teachers. This administrative regulation establishes the standards for admission, placement, and supervision in student teaching.

Section 1. Definition. "Cooperating teacher" means a teacher employed 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 who is contracting with an educator preparation institution to supervise a student teacher for the purpose of fulfilling the student teaching requirement of the approved educator preparation program.

Section 6. Professional Experience. (1) In addition to the appropriate NCATE standards incorporated by reference in 16 KAR 5:010, the educator preparation institution shall provide opportunities for the student teacher to assume major responsibility for the full range of teaching duties, including extended co-teaching experiences, in a real school situation under the guidance of qualified personnel from the educator preparation institution and the cooperating elementary, middle, or high school. The educator preparation program and the school district shall make reasonable efforts to place student teachers in settings that provide opportunities for the student teacher to develop and demonstrate the practical skills, knowledge, and professional dispositions essential to help all P-12 students learn and develop.

(2) A student teacher shall not be placed in a setting that is not consistent with his or her planned certification content and grade range.

(3) Beginning September 1, 2013, the student teacher placement shall provide the student teacher with the opportunity to engage with diverse populations of students.

(4) Beginning September 1, 2013, each educator preparation institution shall provide a full professional semester to include a period of student teaching for a minimum of seventy (70) full days, or its equivalent, in instructional settings that correspond to the grade levels and content areas of the student teacher's certification program.

(a) Candidates pursuing a primary through grade 12 certificate shall have their student teaching balanced between an elementary school placement and middle school or high school placement.

(b) Candidates pursuing an elementary certificate shall have their student teaching balanced between a placement in primary through grade 3 and a placement in grade 4 or grade 5.

(c) Candidates seeking dual certification in either middle school or secondary content areas shall have equal placements in both content areas.

(5) Beginning September 1, 2013, the educator preparation program shall support the student teacher's placement and classroom experiences by:

(a) Cooperating with the district in determining the specific placement of the student teacher;

(b) Collaborating with the district to provide necessary program resources and expertise;

(c) Using multiple performance assessments to document the student teacher's ability to support learning for all P-12 students;

(d) Requiring the use of technology by the student teacher to:

1. Enrich the learning of P-12 students; and

2. Support the student teacher's professional growth and communication; and

(e) Providing opportunities for the student teacher to:

1. Engage in extended co-teaching experiences with an experienced teacher;

2. Engage in reflective self-assessment that informs practice;

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Action Item, Waiver C

Action Item:

Waiver of the Completion Date of Principal Preparation Program

Applicable Statutes and Regulation:

KRS 161.028; KRS 161.030

16 KAR 5:010; 16 KAR 3:050

Applicable Goal:

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

Issue:

Should the EPSB grant a waiver of the completion date of the principal preparation program at Murray State University?

Background:

Dr. David Whaley, Dean, Murray State University College of Education, is requesting a waiver of 16 KAR 3:050, Section 4(1)(b), which requires all candidates who had been admitted to a principal preparation program approved by the EPSB prior to May 31, 2009, to complete the program by January 31, 2014. Murray State University is requesting on behalf of Matthew Melton to extend the period of program completion until summer 2014. Mr. Melton experienced extenuating personal circumstances that resulted in his needing additional time to complete the coursework. Additional documentation is available under separate cover.

Alternative Actions:

1. Approve the waiver request of 16 KAR 3:050, Section 4(1)(b).
2. Do not approve the waiver request of 16 KAR 3:050, Section 4(1)(b).

Contact Person:

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

Date:

March 17, 2014

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

RELATES TO: KRS 161.020, 161.027, 161.028, 161.030

STATUTORY AUTHORITY: KRS 161.027, 161.028, 161.030

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

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

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

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

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

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

(a) A master's degree;

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

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

1. Ability to improve student achievement;

2. Leadership; and

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

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

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

a. To observe school and district leadership; and

b. To participate in school and district leadership activities;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

b. Not be reviewed by the Continuous Assessment Review Committee, Content Program Review Committee, or the Reading Committee prior to presentation to the Education Professional Standards Board pursuant to 16 KAR 5:010, Section 22(4).

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

i. Approval;

ii. Approval with conditions; or

iii. Denial of approval.

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

(2) Beginning May 31, 2009, in addition to the requirements established in 16 KAR 5:010, Section 22, the educator preparation unit shall prepare and submit to the Education Professional Standards Board for each principal preparation program for which the